PORT OF HOOD RIVER COMMISSION
Tuesday, September 9, 2014
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
   a. Modifications, Additions to Agenda

2. Public Comment (5 minutes per person per subject; 30 minute limit)

3. Consent Agenda
   - Approve Minutes of August 19, 2014 Regular Session
   - Approve Addendum No. 3 to Lease with Leonidas Montenegro for Jensen Breezeway Building
   - Ratify First Amendment to Purchase and Sale Agreement with Hanel Development Group, LLC

4. Reports, Presentations and Discussion Items
   - Technology for Commissioners
   - Update on Waterfront Land Use Actions & Refinement Plan
   - Formation of Area Committee on Transportation (ACT)

5. Director's Report

6. Commissioner, Committee Reports
   - Urban Renewal – Commissioner Streich
   - Marina Ad-hoc – Commissioner Davies

7. Action Items
   a. Approve Contract with HDR Engineering for Tolling Upgrade Project Management Services Not to Exceed $22,000 Subject to Legal Counsel Review
   b. Approve Sixth Amendment to Employment Agreement with Executive Director

8. Commission Call

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9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations, and ORS 192.660(2)(f) Exempt Public Records

10. Possible Action

11. 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.*

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Rich McBride**

Date: **September 9, 2014**

Re: **Executive Director Employment Agreement**

On August 15, 2014 in our capacity as Personnel Committee of the Port Commission, Vice President Shortt and I met with Michael McElwee to discuss his employment contract.

Based on his performance in FY 14, the progress being made on a variety of Port initiatives and the salaries of comparable port positions, we believe that a 5% adjustment to the Executive Director's salary is warranted and that an additional six months be added to his severance terms.

RECOMMENDATION: Authorize the Sixth Amendment to the Employment Agreement with the Executive Director.

EMPLOYMENT AGREEMENT SIXTH AMENDMENT

RECITALS:

The Port of Hood River ("Port") and Michael McElwee ("McElwee") entered into an Employment Agreement dated June 17, 2008, amended on June 23, 2009, July 20, 2010, July 12, 2011, July 12, 2012, and June 19, 2013 ("Employment Agreement"). McElwee and Port wish to amend the Employment Agreement to increase McElwee's monthly salary effective July 1, 2014, by 5% and to increase the lump sum severance payment payable to McElwee if he is involuntarily terminated without cause from three (3) months pay to nine (9) months pay.

AGREEMENT:

Salary Change

Paragraph "5" of the Employment Agreement is amended by replacing the current last sentence with the following new last sentence:

"Effective July 1, 2014, the Port will pay the Executive Director for services rendered a monthly salary of $10,024."

Severance

Paragraph "4d.", first sentence of the Employment Agreement is amended by replacing the current sentence with the following sentence:

"In the event the Executive Director is involuntarily terminated by the Port Commission before the expiration of the term of employment and during such time as the Executive Director is willing and able to perform assigned duties, then in that event the Port agrees to pay the Executive Director a lump sum equal to nine (9) months' pay (computed based on current annual base salary, excluding the value of benefits)."

Except as modified by this Sixth Amendment all terms of the Employment Agreement remain unchanged and in full force and effect.

DATED:_____, 2014

DATED:_____, 2014

_____

Michael McElwee, Port Executive Director

_____

Rich McBride, Port Commission President

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Fred Kowell**

Date: **September 9, 2014**

Re: **Toll Booth System Application Upgrade – Consultant**

Over the last several months, IT consultant Jack Lerner and I have been able to pull together our existing requirements that will provide the foundation for the current functionality that we have in our tolling system today. We are at the point in this upgrade that we need assistance in creating the technical specifications and criteria to decide on whether to move forward with an online real-time system or pick certain aspects of our current system to enhance and develop. The experience that HDR Engineering, Inc. (HDR) tolling systems will provide is the best course of action based upon the current budget and what can be accomplished over time.

HDR proposes a scope of work that will not exceed $22,000 but will be billed based upon progress to date and course of action.

RECOMMENDATION: Approve contract with HDR Engineering, Inc. for tolling upgrade project management services not to exceed $22,000 subject to legal counsel review.

Port of Hood River Commission
Meeting Minutes of August 19, 2014
Marina Center Boardroom
5:00 P.M.

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride (arrival at 5:50 p.m.), Brian Shortt, and Hoby Streich; Port Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Liz Whitmore, John Mann and Laurie Borton

Absent: None

Media: None

1. Call to Order: Vice President Brian Shortt called the meeting to order at 5:05 p.m.

a. Modification, Additions to Agenda: Executive Director Michael McElwee requested moving Wildish Change Orders 2 and 3 to Action Items from the Consent Agenda for title changes; and Commissioner Hoby Streich requested to pull the Urban Renewal Agency Commissioner, Committee Report.

2. Public Comment: None.

3. Consent Agenda: Wildish Change Orders 2 and 3 were moved to Action Items.

- Approve minutes of August 5, 2014 regular session
- Ratify contract amendment with Coles Environmental Consulting for industrial property in Odell in an amount not to exceed $773.80
- Authorize Accounts Payable to Jaques Sharp Attorneys at Law in the amount of $5,738

Motion: Move to approve Consent Agenda as amended.
Move: Duckwall
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, and Streich
Abstain: Shortt (Minutes for August 5 meeting which he did not attend)
MOTION CARRIED

4. Reports, Presentations and Discussion Items:

- Event Site Host Report – John and Sharon Chow: Liz Whitmore, Waterfront Coordinator, introduced the Chow's and credited the volunteer hosts for keeping the Event Site organized and peaceful while always keeping a smile on their face. Sharon provided a verbal report of activities, statistics, and damages to property since their arrival on June 25, along with the "Wish List" of improvements to consider in 2015 for the Event Site. The Chow's will begin their trip home to Quesnel, B.C. on Labor Day.
- 2014 Capital Improvement Projects and Action Plan – Anne Medenbach and John Mann: Medenbach, Development/Property Manager and Mann, Facilities Supervisor, provided an update on capital improvement and maintenance projects. Project status, expenditures and timelines are currently tracked on a spreadsheet with the intention of integrating the information into a component of a financial software system that Finance Manager Fred Kowell is looking into. Medenbach noted that the Building Condition Assessment initiated in 2012 will continue to be updated and building walk-throughs will be done twice a year. Mann commented that the skill level of the Facilities crew will allow many of the projects to be completed in-house. Mann welcomed the Commission to contact him directly if they wished to have more detailed information on any project aspect.
- Waterfront Commercial Update: McElwee reported on the progress being made to reach out to downtown business and property owners who testified at the July 15 meeting that waterfront development could create a negative impact. Action has not been taken to engage outside expert opinion to address market demand and impact questions. Various outreach strategies were discussed

with McElwee noting that each Commission meeting presents an opportunity to continue a discussion of the issues.

5. Director's Report/Informational Items: McElwee thanked participating Commissioners and staff for their support of the inaugural Commissioner's Cup Regatta held on August 17. The Oregon and Washington approaches will be striped the morning of August 21. McElwee received confirmation from the Commission that they were not interested in considering the parcel between the Maritime Building and the Waterfront Park on Portway Avenue as a potential location for a dog park that Hood River Valley Parks & Rec District has suggested. September meetings of the Port Commission have been rescheduled by one week, due in part to the Labor Day holiday. There was consensus to meet on September 9 and September 23.

6. Commissioner, Committee Reports:

- Urban Renewal Agency-- Commissioner Streich initially deferred his report to another meeting, but briefly reported the State Street project remains on track. He also noted a special meeting of the URA had been called for August 21.

7. Action Items:

a. Approve Contract with Eaton for Marina Electrical GFI Work in an Amount Not to Exceed $19,319.00: Medenbach reported this contract would provide for the purchase and installation of equipment to split the five circuits from the main breaker and allow for separate ground fault interrupters (GFIs) and built-in monitors. When a trip occurs, analysis of the problem will not take as long. Two quotes were solicited—Eaton Electrical ($19,319) and LaLonde Electric ($32,100).

Motion: Move to Approve Contract with Eaton Electrical Services and Systems for Marina Electrical GFI Work in an Amount Not to Exceed $19,319.00.
Move: Duckwall
Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

b. Ratify Change Order No. 2 with Wildish Standard Paving Co. in an Amount Not to Exceed $7,944.00: The agenda title incorrectly read as "Approve" so this item was pulled from the Consent Agenda to amend the action as a ratification. This change order for the Bridge Approach Overlay and Joint Rehabilitation Project addressed an unanticipated repair, which has already been completed, of a rutted section of the southbound lane on the north side of the bridge.

Motion: Move to Ratify Change Order No. 2 with Wildish Standard Paving Co. in an Amount Not to Exceed $7,944.00.
Move: Streich
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

c. Approve Change Order No. 3 with Wildish Standard Paving Co.: The agenda title incorrectly read as "Ratify" so this item was pulled from the Consent Agenda to amend the action as an approval. This change order for the Bridge Approach Overlay and Joint Rehabilitation Project addressed the project schedule, extending the contract date to August 21 when striping of the Oregon and Washington approaches would be completed. This is a no cost change order.

Motion: Move to Approve Change Order No. 3 with Wildish Standard Paving Co.
Move: Duckwall
Second: Streich
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

8. Commission Call: Davies mentioned that Columbia River Insurance was hosting the Special Districts Association of Oregon Board Training the afternoon of September 3. Streich inquired if an exterior light on the Port's maintenance building could be shielded to prevent the light from shining onto bridge traffic. McBride thanked those who participated in the August 17 Commissioner's Cup Regatta (race and awards banquet).

9. Executive Session: Regular Session was recessed at 6:35 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

10. Possible Action: The Commission was called back into Regular Session at 7:08 p.m. No action was taken as a result of Executive Session.

11. Adjourn: President McBride entertained a motion for adjournment at 7:08 p.m.

Motion: Move to Adjourn the August 19, 2014 meeting.
Move: Shortt
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

Respectfully submitted,

_____
Laurie Borton

ATTEST:

_____
Rich McBride, President, Port Commission

_____
Hoby Streich, Secretary, Port Commission

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Anne Medenbach**

Date: **September 9, 2014**

Re: **Jensen Breezeway Lease Addendum No. 3 - Leoni Montenegro**

Leoni Montenegro has been a Jensen Breezeway tenant since 2012. He has a small woodworking business that has started to get traction at the Portland Saturday Market. He currently leases 1,416sf, encompassing four breezeway units. His current lease rate is $0.50/sf plus utilities.

The first year of his lease, his rate was $0.35/sf. After year 1, it increased to $0.50/sf. He had trouble making those payments until he became successful at the Saturday Market in March of 2014. Since that time, he has been slowly paying down his past due amount.

The lease rate is based on use type. There are two tenants that use the breezeway as storage; their rate is $0.35/sf. The two that use it for production have a rate of $0.50/sf. The production users also pay for utilities.

Staff recommends that the same rate be applied to all users of the breezeway, regardless of use. This is due to the poor condition of the space, leaky roof, minimal heating, inefficient power and sloping floors.

Addendum #3:

1. Takes away Unit 7, reducing the sf by 192;
2. Reduces the lease rate from $0.50/sf to $0.35/sf;
3. Extends the lease term from October 31, 2014 through April 30, 2015.

RECOMMENDATION: Approve Addendum No. 3 with Leonidas Montenegro in the Jensen Breezeway Building.

ADDENDUM NO. 3 TO LEASE

Whereas, the Port of Hood River ("Lessor") and Leonidas Montenegro ("Lessee") entered into a month-to-month lease of Port Office Building space under a lease dated October 3, 2012; and

Whereas, Lease Addendum No. 1, dated October 8, 2013 added Breezeway unit 7 consisting of 192 s.f. at an additional monthly rent of $96.00 per month, and the lease Term was extended from November 1, 2013 through October 31. 2014;

Whereas, Lease Addendum No. 2, dated November 26, 2013 abated the rent for unit 7 for six months;

Whereas, Leonidas Montenegro desires to remove Breezeway unit 7 from the lease, reduce the monthly rate from $0.50 per s.f. to $0.35 per s.f. for the remaining 3 units and extend the term for an additional 6 months,

Therefore, the parties agree as follows:

1. Breezeway unit 7 consisting of 192 s.f. shall be removed from the lease effective September 1, 2014.
2. The lease rate shall be reduced from $0.50 per s.f. to $0.35 per s.f.
3. The lease term is extended to April 30, 2015.

DATED THIS _____ DAY OF _____, 2014

PORT OF HOOD RIVER,
An Oregon Municipal Corporation

By: _____
Michael S. McElwee, Port of Hood River Executive Director

LEONIDAS MONTENEGRO

By: _____
Leonidas Montenegro

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Anne Medenbach**

Date: **September 9, 2014**

Re: **First Amendment to Hanel Purchase and Sale Agreement**

The Closing Date for the Purchase and Sale Agreement with Hanel Development Group, LLC ("Hanel") is October 7, 2014. Due diligence and appraisal information may not be received in time to allow for thorough evaluation of the property. Therefore, an extension was requested. Hanel has agreed to the extension with a revised Closing Date of October 24, 2014.

RECOMMENDATION: Ratify First Amendment to Purchase and Sale Agreement with Hanel Development Group, LLC.

FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT BETWEEN

PORT OF HOOD RIVER AND HANEL DEVELOPMENT GROUP, L. L. C.

RECITALS

Port of Hood River, Purchaser, and Hanel Development Group, L. L. C., Seller, entered into an agreement dated May 8, 2014 ("Agreement") by which Purchaser agrees to purchase real property from Seller consisting of approximately 9 acres at 3289 Neal Creek Road, near Odell, Oregon ("Property").

Paragraph 6 of the Agreement allows Purchaser to inspect and appraise the Property during a one hundred fifty two (152) day period after the date of the Agreement, and within that time proceed with purchasing the Property or terminate the Agreement ("Due Diligence Period"). If Purchaser proceeds with the Property purchase, under paragraph 9 of the Agreement closing is to occur no later than one hundred fifty-two (152) days after the date of the Agreement ("Closing Date"). Paragraph 9 of the Agreement allows the Closing Date to be extended by mutual agreement.

Purchaser has determined that the Due Diligence Period and Closing Date may not provide adequate time for Purchaser to complete its due diligence. At Purchaser's request, Seller has agreed to extend the Due Diligence Period and Closing Date.

AGREEMENT

Purchaser and Seller agree that the Agreement Due Diligence period shall be extended until 5:00 p.m., October 24, 2014, and that the Closing Date shall be no later than October 24, 2014, unless extended by written agreement by both parties.

Except as modified by this First Amendment all other terms of the Agreement shall remain unchanged, and in effect.

Each party signing below on behalf of Seller and Purchaser warrants that they have been authorized to do so, and that their signature will be binding on Seller and Purchaser, as the case may be.

The effective date of this First Amendment is the later date of execution by Seller and Purchaser.

SELLER:

Member: Janet M. Princehouse

Printed Name: Janet M. Princehouse

Date Executed: August 21, 2014

PURCHASER:

Michael McElwee, Executive Director

Date Executed: 8/22/14

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Fred Kowell**

Date: **September 9, 2014**

Re: **IT – Mobile Devices (IPAD vs Tablet)**

In January 2013, the Port purchased a couple of Microsoft Tablets and IPAD's to test which device would be the best platform for our elected body to use. The consensus was that Commissioners should have access at all times to their Port emails and any official documents which they must review and assess. A mobile device is one tool that can be used in assisting Commissioners in meeting their responsibilities.

However, not every elected official wanted a mobile device. One commissioner already had a mobile device and was fine using it to retrieve his emails which would include the Board packet. Another commissioner was fine without having a mobile device and liked having a hard copy board packet provided to him while checking his emails from a desktop computer.

The Port does have a formal policy regarding mobile devices which is attached. That said, staff has not circled back after this initial test to determine which platform should be used by the Port.

After over a year, the IPAD has provided a good platform for its users (testers), while the Microsoft tablet has not met the needs of its user(s).

Staff recommends that any Commissioner that wants a mobile device should be given one as illustrated in our policy. The mobile device will be used primarily for Port business and will be owned by the Port and any ongoing costs will be paid by the Port.

However, if a Commissioner has a desire for a particular mobile device for their personal use but uses their personal device for Port business, the Port will assist in subsidizing the ongoing cellular cost of such a device.

RECOMMENDATION: For discussion.

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Fred Kowell**

Date: **January 22, 2013**

Re: **Board Communications Plan**

Emails:

Emails have been established for all Commissioners so you can now separate Port business from personal business on your home or office computer. New business cards have been printed with your Port email address and they will be issued at the January 22 meeting. Please update any current email distribution list with the following addresses:

Jon Davies:
jdavies@portofhoodriver.com

Fred Duckwall:
fduckwall@portofhoodriver.com

Rich McBride:
rmcbride@portofhoodriver.com

Brian Shortt:
bshortt@portofhoodriver.com

Hoby Streich:
hstreich@portofhoodriver.com

Your password will be provided to you at the January 22 meeting. Passwords are confidential and known only by you.

If you need assistance in setting up your email account or changing your password, please contact me.

Reminders about email communication from the Port's Governance Policy (excerpts only):

- For the purposes of the Public Records Law, any email communication pertaining to Port business or operations, regardless of whether it is generated on Port computers or on the home computer of the Commissioner, is a public record under Oregon law.

- Each Commissioner will comply with state law by copying the Port of Hood River (porthr@gorge.net) on all emails pertaining to Port business that are received or created on his or her home computer. Because email is NOT confidential, email should not be used to transmit information that is exempt from disclosure under Oregon Public Records Laws.
- Email communications among a quorum of a public body to communicate and deliberate toward a decision on any matter is subject to Oregon Public Meeting Laws. Therefore, any electronic conversations among a quorum of the Commission, or of an advisory body to the Commission, that is not advertised and to which the public is not permitted to participate may constitute an illegal public meeting.

Meeting Packet Materials:

Beginning with the February 5 meeting, regular session packet materials will be posted to the Port's website. Because there is uncertainty as to which Commissioners would like to receive meeting packet material electronically or continue to receive a paper copy that is mailed, I would like to confirm your preference at the January 22 meeting. The public will also have access to posted materials, which will be located on the Port's website www.portofhoodriver.com under the "Port Info" tab (where agendas and minutes are now already posted) under a new link entitled "Meeting Packets." Executive Session meeting materials will be sent to your Commission email addresses, or mailed to those Commissioners whose preference is to continuing receiving packets by mail.

Electronic Devices:

Staff has contacted some Port districts and that information is provided below. We would like to finalize your level of interest in utilizing some type of electronic device, such as an iPad or Tablet, and prepare an appropriate policy.

Port	Electronic Device? Port Purchased?	Port Emails for Commissioners?	Packets
Astoria	N/A	Yes, but not on Port website.	Commissioners come to office for packets; some delivered.
Cascade Locks	Tablet. Port purchased w/property to be returned.	Yes – on web.	Emailed; posted on Google drive for Commission access only in 'view only' mode.
Morrow	iPad, with data plan. Port purchased w/property to be returned.	No - personal email on web.	Packets handed out at the meeting.
Newport	N/A	No – personal email is not on website.	Packets delivered.
St. Helens	N/A	Yes – on web.	Packets emailed.

The Dalles	iPads; purchased by Port but property of Commissioner; is not required to be returned.	Yes – on the web (set up as alias that bounces to personal email)	Packets set up in DropBox folder; Commissioners receive email to check folder for information.
Tillamook	N/A	Yes – on web.	Packets mailed.

RECOMMENDATION: For discussion.

ROLES & RESPONSIBILITIES – 2.01

Purpose

Responsibility for protecting Port information systems and data is shared by several individuals throughout the Port including, Users, System Operators, Finance Manager in conjunction with the Information Technology (IT) consultants. The purpose of this policy is to describe the specific roles and responsibilities of each of these individuals with regards to Information Security.

Role & Responsibilities

Finance Manager

The Finance Manager provides a key role of centralized oversight, direction, and support for all information systems security-related services for the Port. These responsibilities include, but are not limited to the following key areas:

- Support for Port security policy development, implementation, and enforcement.
- Support for strategic security planning and plan implementation.
- Support for security awareness and education programs.
- Incident response services as needed.
- Security consulting services as needed.
- Support for the development and implementation of all appropriate security standards and guidelines as necessary for the Port.

Users

All Users have a critical role in the effort to protect and maintain Port information systems and data.

Users of Port computing resources and data have the following responsibilities:

- Support compliance with all federal and state statutes and regulations.
- Comply with all Port policies and guidelines.
- Protect all Port assets and never share access accounts, privileges and associated passwords.
- Maintain the confidentiality of sensitive information to which they are given access privileges.
- Accept accountability for all activities associated with the use of their user accounts and related access privileges.
- Ensure that use of Port computers, email, internet access, computer accounts, networks, and information stored, or used on any of these systems is restricted to authorized purposes and defined acceptable use policies.
- Report all suspected security and/or policy violations to an appropriate authority (eg. Executive Director, Finance Manager).
- Follow all specific policies, guidelines and procedures established by the Port as well as agencies with which they are associated and that have provided them access privileges.

System Operators
The role of System Operators is to provide day-to-day operation of a server or system. System operators, or sometimes referred to as system administrators, have the following responsibilities:

- Works with the customer and users to understand specific security requirements as they relate to business criticality
- Works with customers to identify appropriate user access to the system and data
- Works with Finance Manager and IT consultants to effectively implement technologies and configurations which comply with information security policies, standards, guidelines and procedures.
- Establishes, prior to implementation, appropriate account access, technical support access, as well as backup and emergency support.
- Ensures, as appropriate, that physical and logical access security is always controlled and that robust backup and recovery mechanisms are employed.
- Regularly monitors for unauthorized access as well as maintains a history file for auditing purposes and reports any unauthorized or suspicious activity immediately to the Finance Manager.
- Works with other agencies and the Finance Manager in preparing disaster recovery plans.
- Works with the IT Consultants to define the proper data backup and retention schedule and ensures data is consistently backed up and retained in accordance with such schedules.
- Removes access to Port information systems immediately upon notification of proper events such as employee termination or reassignment of job duties.

NETWORK ACCESS – 2.02

Purpose
Access to resources on the Port network is essential for many Port employees to do their job. At the same time, security considerations require that access is limited to only those persons whose responsibilities require access, and to only those resources required to fulfill their duties.
The purpose of the Network Access Policy is to establish rules for the access and use of the Port's network infrastructure.

Administrative Rule
Access to the Port's network and applications will be made available to all users that follow a standard process to determine access requirements.

- Comply with all Port policies and guidelines.
- Protect all Port assets and never share access accounts, privileges and associated passwords.
- Maintain the confidentiality of sensitive information to which they are given access privileges.

• Accept accountability for all activities associated with the use of their user accounts and related access privileges.
• Ensure that use of port computers, email, internet access, computer accounts, networks, and information stored, or used on any of these systems is restricted to authorized purposes and defined acceptable use policies.
• Report all suspected security and/or policy violations to an appropriate authority (e.g. Finance Manager, Executive Director).
• Follow all specific policies, guidelines and procedures established by the Port.

• Business System Owners and Users are responsible for immediately notifying the Finance Manager when access to the Port information systems should be discontinued. Specific examples included termination of employment or assignment to responsibilities and duties for which access is no longer required.

Finance Manager or IT Consultant Responsibilities

• Create and delete user accounts, grant and revoke access to appropriate computing resources as defined by the Finance Manager following established policies and procedures.
• Disable all user accounts found to be inactive for a period of 90 days.
• Delete all user accounts that have been disabled for a period greater than 1 year.
• Respond to individuals for specific help needed to audit network access.

REMOTE NETWORK ACCESS – 2.03

Purpose
Remote network access is a generic term used to describe accessing an organization's computer network by individuals not located at the organization's offices. This may take the form of traveling employees, Commissioners, employees who may need to work from home, or employees who work both from the office and from home. In many cases, both the organization and the employee may benefit from the increased flexibility provided by remote access. As with any innovation, however, the benefits may be countered by risks if the purposes and methods of the remote access are not fully understood by all participants. The purpose of this policy is to define the approved method for Port employees and approved contractors, to remotely connect to the Port network and how their connection will be established, controlled and managed.

Administrative Rule
Port employees, and contractors have the capability to remotely access the Port's network. This access may be suspended or terminated based on the Executive Director or Finance Manager in discussion with our IT consultant to determine that remote network access has been misused or has compromised the Port's information security. The approved method of remote access is through a Virtual Private Network (VPN) connection. The following policies apply to utilizing remote VPN access to the Port's network:

- When actively connected to the Port network, the Port's VPN will force all traffic to and from the remote computer over the VPN tunnel. All other traffic will be dropped. Split tunneling is not permitted; only one network connection is allowed.
- Remote VPN users assume the responsibility to assure that unauthorized users do not access Port networks through their systems, software or configurations. This includes employee's family members, friends and associates.
- Security measures, such as a patched operating system, a current personal firewall, and current anti-virus software are required to prevent unauthorized access to the Port's network. Additional security measures, such as strong authentication technologies, are also required for those users who seek to remotely access internal Port network resources.
- For non-Port employees such as contractors, the Finance Manager must identify and approve remote network access requirements with proper written justification. Exceptions to this policy, or any sections thereof, may be granted on a case-by-case basis by the Executive Director or the Finance Manager. Users who access the Port's network via non-Port computers understand that their computers are a de facto extension of the Port's network and as such, are subject to all the same policies that apply to Port employees and Port owned and managed computing equipment.

Responsibility
The Finance Manager is responsible for setting up remote VPN access in a manner that is consistent with information security standards and policies. Such standards and policies include current virus protection software, operating systems, operating systems patches, firewalls as well as other security and remote administration tools, such as strong authentication technologies. The IT Consultant is responsible for maintaining these technologies; as well as providing policy, procedure, and configuration guidance related to remote network access.

USER & ADMINISTRATIVE PASSWORDS – 2.04

Purpose
Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may easily result in the compromise of the Port's entire network. As such, all Port employees (including contractors and Commissioners with access to Port systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, the association of passwords with user accounts and the frequency of password changes. The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Port facility, has access to the Port network, or stores any non-public Port information.

Administrative Rule
- Each approved Port user is to be issued a unique user account and password. In general, sharing of user accounts and passwords is prohibited. The Finance Manager will work

with users who request an exception to this rule or to assist them in implementing more secure methods to address requirements met by sharing user passwords.

- All shared administrative or system-level passwords (e.g., root, enable, administrator, application administration accounts, etc.) must be changed at least once every 180 days or immediately when an employee with knowledge of the password terminates employment with the Port or is reassigned to responsibilities in which such knowledge is no longer required.
- All user-level passwords (e.g., network login, email, web, desktop computer, etc.) must be changed at least every 180 days.
- System level/administrative access and general user access must be conducted via separate and unique user accounts.
- Where supported by the system, all passwords must be at least 8 characters in length and contain at least 3 of the following 4 characteristics:
    - o Lowercase letters (ex. a, b, c)
    - o Uppercase letters (ex. A, B, C)
    - o Numbers (ex. 1, 2, 3)
- Where supported by the system, all accounts must be automatically locked out after no more than 10 incorrect password attempts within a 30 minute time window and must remain locked for a minimum of 30 minutes unless unlocked by authorized IT support personnel.
- Where supported by the system, all new passwords must not be a repeat of a previously used password within the last 10 password change events.
- When a user account is created with a default password, or is reset by the authorized IT personnel, the password must be set to expire and be changed at the next logon.
- If someone demands you reveal your password, do not do so. Refer them to this document or have them call the Finance Manager in order to appropriately request access to Port information systems and/or data.
- If an account or password is suspected to have been compromised, report the incident to the Finance Manager or IT Consultant and change all passwords immediately.

Guidelines

Password Construction

Passwords are used for various purposes at the Port. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection and network equipment logins. Everyone should be aware of how to select strong passwords.

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word such as:
    - o Names of family, pets, friends, co-workers, fantasy characters, etc.
    - o Birthdays and other personal information such as addresses and phone numbers.

Strong passwords have the following characteristics:

- Contain both upper and lower case characters (e.g., a-z, A-Z)

• Have digits and punctuation characters as well as letters e.g., 0-9, !@#$%^&*()_+|~-=\`{})
• Are at least eight alphanumeric characters long.
• Are not a word in any language, slang, dialect, jargon, etc.
• Are not based on personal information, names of family, etc.
• Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

Password Protection
Do not use the same password for Port systems as for other non-Port systems (e.g., personal ISP account, bank transactions, external email, etc.). Where possible, don't use the same password for various Port access needs.

Here is a list of "don'ts":
• Don't reveal a password over the phone to anyone
• Don't reveal a password in an email message
• Don't reveal a password to your boss
• Don't talk about a password in front of others
• Don't hint at the format of a password (e.g., "my family name")
• Don't reveal a password on questionnaires or security forms
• Don't share a password with family members or friends
• Don't reveal a password to co-workers while out sick, traveling or on vacation

In general, it is not advised to use the "Remember Password" feature of applications (e.g., Internet Explorer, etc) as these leave your password vulnerable on the systems they are stored. This is of particular concern on shared systems such as kiosks. Where a Port application has a specific ability to retain a password, this function may be used understanding the above mentioned risks. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on any computer system (including Palm Pilots or similar devices) without IT approved encryption technologies.

VIRUS PREVENTION & RECOVERY – 2.05

Purpose
Computer viruses can be transferred by disk, local and wide area networks, connections to the internet, email and by a variety of other means. Computer viruses can quickly spread to destroy or corrupt data. Overall service to internal and external customers of the Port can be drastically affected by contracting a computer virus. Diligence demands stringent efforts to safeguard Port owned and managed systems and data from viruses. This policy applies to all computers,

systems and network devices connected to Port networks to ensure effective virus prevention, detection and eradication.

Administrative Rule
All systems connected to Port owned networks must have an IT approved virus protection software, operating systems, operating system patches, applications and application patches installed, operational and up-to-date at all times.

Responsibilities
Finance Manager and IT Consultant Responsibilities

- Procurement, installation, maintenance and monitoring of virus prevention software, operating systems, operating system patches and equipment in accordance with Porty standards and to institute measures to ensure that virus prevention methods remain current.
- Maintain procedures for proactively preparing for and reactively responding to, virus outbreaks to minimize Port impact and restore full operations as quickly and securely as possible.
- Isolate or quarantine systems and/or network segments to prevent and /or contain virus outbreaks, minimize impact and to effectively restore services in a timely manner.
- Implement technologies as funding is available and establish policies and procedures that limit the methods of connections for networked devices (laptops, PDA's, etc) that do not meet minimum security standards and specifications.

User Responsibilities

- Comply fully with all virus security actions, warning and notices as issued by the Finance Manager and IT Consultant.
- Do not open email file attachments from an unknown or untrustworthy source or from known sources when the messages appear suspicious in nature.
- Report all suspected virus incidents or missing/malfunctioning virus protection software immediately to the Finance Manager or IT Consultant.
- Logoff all personal computing systems from the Port network at the end of each normally scheduled work day so as to ensure current virus signature updates.
- Do not download and/or install software on Port computers without prior approval from the Finance Manager.
- Do not connect any non-Port supported computer or network device to the Port network without prior validation and authorization from the Finance Manager.
- Do not circumvent, disable or remove any Port virus protection software, systems or patches.

Supporting Practices
With assistance from the Finance Manager and IT Consultant, the Port shall ensure that employees are provided with information on safe practices for virus protection and that these safe practices are observed at all times. Port employees are reminded of the expectation to observe safe practices regarding the use of computers to minimize the risks of viruses.

INCIDENT REPORTING & RESPONSE – 2.06

Purpose

Compromises in security can potentially occur at every level of computing from an individual's desktop computer to the largest and best-protected systems in the Port. Incidents can be accidental incursions or deliberate attempts to break into systems and can be benign to malicious in purpose or consequence. Regardless, each incident requires careful response at a level commensurate with its potential impact to the security of individuals and the Port as a whole. For the purposes of this policy an "Information Security Incident" is any accidental or malicious act with the potential to result in misappropriation or misuse of confidential information (social security number, health records, financial transactions, etc.) of an individual or individuals, significantly imperil the functionality of the information technology infrastructure of the Port, provide for unauthorized access to Port resources or information, allow Port information technology resources to be used to launch attacks against the resources and information of other individuals or organizations. In the case an information security incident is determined to be of potentially serious consequence, the responsibility for acting to resolve the incident and to respond to any negative impact rests with the Finance Manager working in conjunction with the IT consultant. As described below, reports of information security incidents will be forwarded to the Finance Manager. The protocols used in determining what actions should be taken and depending upon the nature of the security incident will determine whether incidents should be handled within the purview of the Executive Director or by additional security and operations specialists. In some cases, a security breach may need to be escalated to the Port Attorney, law enforcement, or other the Board of Commissioners. This policy outlines the procedures individuals should follow to report potentially serious information security incidents. Port employees whose responsibilities include managing computing and communications systems have even greater responsibilities. This document outlines their responsibilities in securing systems, monitoring and reporting information security incidents, and assisting the Finance Manager and IT consultant and other Port staff to resolve security problems.

Administrative Rule

All Port employees shall take appropriate actions to report and minimize the impact of information security incidents. Reporting unlawful or improper actions of Port employees is expected and covered in the Port's Personnel Manual.

Responsibilities

Port Employees

- Should attempt to stop any information security incident as it occurs. Powering-down the computer or disconnecting it from the Port network may stop or contain any potentially threatening activity.
- Report information security incidents immediately to the Finance Manager or IT Consultant. The Finance Manager or IT Consultant will help you assess the problem and determine how to proceed.
- Individuals should not take any retaliatory action against a system or person believed to have been involved in an information security incident.

IT Support Professionals

IT technology professionals have additional responsibilities for information security incident handling and reporting for the systems they manage. In the case of an information security incident, IT support professionals should:

- Respond quickly to reports from individuals.
- Take immediate action to stop the incident from continuing or recurring.
- Determine whether the incident should be handled locally or reported to the Finance Manager.
- If the incident does not involve the loss of confidential information or have other serious impacts to individuals or the Port, the IT consultant should:

1. Repair the system, restore service, and preserve evidence of the incident.
2. Inform the Finance Manager including a description of the incident and documenting how it was resolved.

- If the incident involves the loss of confidential information or critical data or has other potentially serious impacts, the IT consultant should:

1. Contact the Finance Manager immediately. The Finance Manager will investigate the incident in consultation with the IT consultant, Executive Director and relevant technology support specialists and develop a response plan.

- Preserve evidence of the incident.
- Port staff should not take any retaliatory action against a system or person believed to have been involved in an information security incident.

PORTABLE COMPUTING DEVICES – 2.07

Purpose

Portable computing devices are becoming increasingly powerful and affordable. Their small size and functionality are making these devices ever more desirable to replace traditional desktop and laptop devices in a wide number of applications. However, the portability and small size offered by these devices may increase the security exposure to organizations using such devices.
The purpose of the Port's Portable Computing Security Policy is to establish the rules for the use of portable computing devices and their connection to the Port network. These rules are necessary to preserve the integrity, availability and confidentiality of Port information and assets. This policy covers all portable computing devices (IPAD's, IPOD's, Smart Phones, etc) owned, maintained and operated by the Port.

Note: Laptop and notebook computers are covered under the same policies applicable to desktop computers & workstations.

Administrative Rule

- Only approved portable computing devices may be used to access Port information systems.
- All portable computing devices must be registered with the Finance department's asset management system and included asset identification numbers for tracking purposes.

- Personal identification markings which could inform a thief of the nature of sensitive material stored on any personal computing device, should be avoided.

•Where technically feasible, all portable computing devices must be password protected and have an inactivity timeout. Any devices with non-public information and have the functionality, shall have enabled a lock-out feature to restrict the number of password guesses and comply with all other Port password policies or shall use encrypted storage for non-public information.

• All portable computing devices which access the Port network (other than synchronization with a Port desktop or laptop) must have approved antivirus products and firewalls operational at all times to prevent propagation of malicious code (viruses, trojans, worms, etc.).

• In general, sensitive Port data should not be stored on portable computing devices. However, in the event that there is no alternative to local storage, all sensitive Port data must be encrypted using approved encryption techniques.

• Sensitive Port data must not be transmitted via wireless to/or from a portable computing device unless the data has approved wireless transmission protocols along with approved encryption techniques that have been implemented.

• All remote access to the Port network must be either through a Port approved access gateway or via an Internet Service Provider (ISP).

• Non-Port portable computing devices that require network connectivity must conform to Port information security policies and standards and must be approved in writing by the Executive Director or Finance Manager in consultation with the IT consultant.

• All Port employees must be responsible to secure portable computing devices in their care and possession and immediately report any loss or theft of such devices to the Finance Manager. Additionally, if such devices support connectivity to the Port network, the IT consultant should be contacted to take immediate steps to protect against unauthorized access to the Port's information assets.

Guidelines

• A Commissioner or employee may request a portable computing device. The Finance Manager will be responsible to authorize and issue such a device based upon the business purpose and intent of use of such a device.

• The portable computing device will be Port property and as such will require that its use follow Port policy on appropriate business use. Any personal use must be kept to a minimum.

• As Port property, any data, application or information will be subject to federal and state laws that apply towards disclosure of public information.

• When not in use, external wireless communication mechanisms such as 802.11 or Bluetooth, should be turned off.

• Beware of shoulder surfers. When people peer over your shoulder in the airport or other public places, they may be trying to see confidential data or watch you type in a password. When possible, use a polarizing screen cover which helps prevent viewing the display screen from side angles.

• When conducting Port business wirelessly, without VPN technologies, Wi-Fi access points (such as those at coffee shops) should be avoided since they may not have all the proper security features enabled.

PHYSICAL SECURITY – 2.08

Purpose

This policy describes the methods and responsibilities for protecting physical computer, network, communications and information resources. The Port requires that appropriate environmental, protection and access controls be in place to protect computing and information resources. Proper and adequate physical security and protection is the responsibility of all Port employees.

Physical Security

Physical security measures are an important part of any effort to protect information system assets and services. As with logical security measures at the Port, physical security measures required for protecting Port computing resources shall be commensurate with the nature and degree of criticality of the computer systems, network resources, and data involved. Control measures will be applied in accordance with systems environment sensitivity and criticality. The Port has a wide spectrum of information systems deployments. They include:

• Desktop computer workstations and printers operated in an office environment.
• Wireless and mobile devices such as laptops, radios, mobile data computers, and cellular phones which are operated both in an office environment and at remote locations.
• Port servers located in small server rooms which host a limited number of computing devices and networking equipment.
• Telecommunications closets which contain network and communications equipment and wiring.
• Media storage areas or vaults which are used to store electronic media such as backup tapes, surplus equipment and classified documents.

All of these technology deployments require varying levels of physical security commensurate with the criticality of the systems and information involved. Regardless of the specific environment, the Port requires physical security requirements to be supported by all System Operators. Data Custodians, and Users.

Administrative Rule

At a minimum, the following physical security measures and objectives must be implemented where applicable to protect Port computing and network assets, and sensitive information:

• Servers, network equipment, computer media containing sensitive data and other essential computer and network devices shall be stored in a secure location, such as a locked room, that protects them from unauthorized physical access, use, misuse, destruction or theft.

- Smoke/fire alarm and if resources are available, a suppression system is required for all server rooms and telecommunication closets to mitigate personnel harm and/or damage to Port assets in the event of a fire.
- Temperature and ventilation control measures are required for all server rooms to protect Port assets from preventable service disruptions or physical harm from environmental conditions.
- All mission critical equipment must employ emergency power control systems (backup generators or uninterruptible power supplies) to avoid disruptions and/or equipment/data harm due to power related failures.
- Inventory control measures such as inventory reports, asset tags or other identification markings for tracking are required.
- All access to restricted areas, such as server rooms, and telecommunications closets, by unauthorized individuals must be conducted with an authorized Port employee escort at all times.
- Access keys and key codes to restricted areas must be limited to only those individuals needing entry to fulfill their job responsibilities.
- All specific tools, systems, or procedures implemented to meet physical security requirements must be selected on the basis of importance to safety, security and compliance with Port policies and standards.

All Port employees must be responsible to secure information assets in their care and possession and immediately report any loss or theft of such assets to their management and the Finance Manager. Additionally, all Port employees must be aware of unauthorized individuals (e.g. maintenance, public and others visiting, delivery personnel, vendors, etc) and be prepared to challenge individuals entering a restricted area(s).

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Michael McElwee**

Date: **September 9, 2014**

Re: **Waterfront Land Use & Refinement Plan Status**

Staff seeks to update the Commission on land use applications and planning underway on the waterfront.

Land Use Actions-- three key land use applications are in process:

- City staff has made an administrative decision approving the minor partition for the Expo property consistent with the DDA with Key Development.
- The zone change application related to rezoning 2.33 acres of C2 to LI will be considered by the Planning Commission on September 15.
- The zone change application that seeks to remove the C2 condition on the other portion of the Expo property is still suspended; however, we will need to consider moving this application forward after September 9.

Waterfront Refinement Plan-- City staff, Cathy Corliss of Angelo Eaton Planning and I met on August 29 to discuss the upcoming Waterfront Refinement Plan. The City is not willing to add the Expo commercial parcels to the Waterfront Refinement Plan area. We did reach agreement on a tentative approach to zoning and design guidelines as follows:

- Rezone all the lower bank of the narrow upland strip of the Nichols Basin West Edge project area to RC (River Recreation/Commercial). Add an overlay zone on the upland area (shown as commercial on the Walker/Macy concept plan) that would allow for small-scale commercial development.
- Prepare design guidelines for the LI (Light Industrial) properties within the project area based on the Port's existing design guidelines.
- Implement requirements for a public path for all lands bordering the Columbia River and Nichols Basin.

- Co-hosting a public meeting in late September to bring the public up to date on recent waterfront development and on the preliminary approach to the waterfront Refinement Plan.

A draft project schedule and preliminary zoning concept map are attached.

RECOMMENDATION: For discussion.

Preliminary Schedule for City of Hood River Waterfront Refinement Plan (Task 2 only)

Prepared by APG

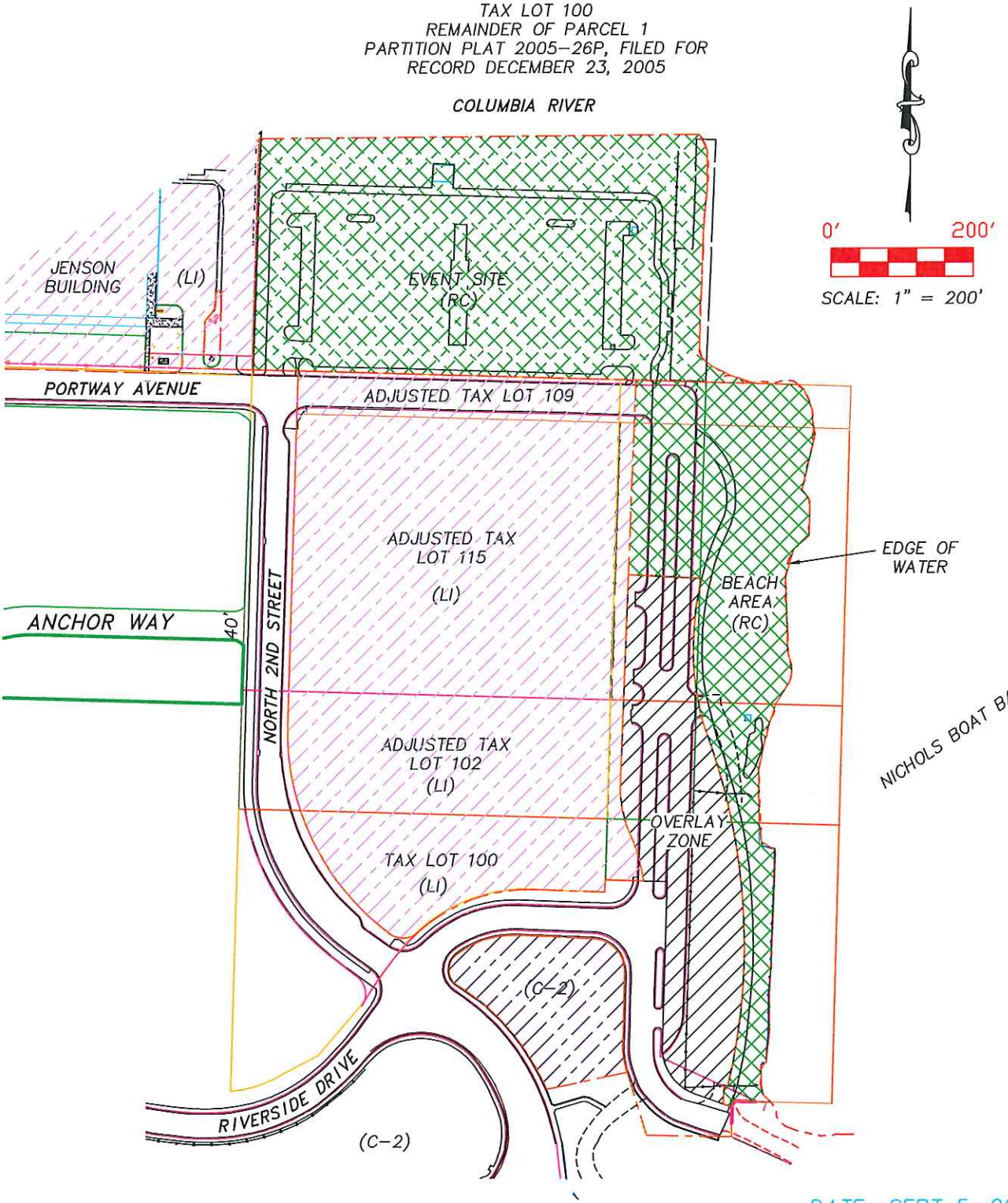
August 22, 2014

Task 2 New Overlay Zone	Comments	Date
Notice to proceed, signed contracts, including subconsultant agreements	Assumes Council is able to have a special meeting	8/28
Internal Review Draft of New Overlay Zone/Plan (PMT review) [and zone change from LI to C-2 on parcel east of 1st street if needed?]	7 days to prepare, start with City's earlier draft zone (Ord. 1851?); this draft will be conceptual, not final language	9/9
PMT comments	3 day review period	9/12
Preliminary Draft Overlay Zone/Plan (Public review)	5 days to address comments; this draft will be conceptual, not final language	9/19
Community outreach??	3 weeks – City/Port to conduct outreach, Port open house, other?	10/10
Notice to DLCD	35 days prior to 1st hearing – send Public Review draft zone	No later than 10/24
Draft Overlay Zone/Plan	Revise draft based on community input; prepare code language and graphics	10/13 to 10/30
Draft Findings	Including TPR memo; confirm whether these have to be complete 20 days prior to the hearing or in time for staff report	10/13 to 10/30
PMT review of Overlay Zone/Plan and Findings	3 days for PMT review	11/4
Hearing draft of Overlay Zone/Plan and Findings	3 days to make revisions	11/10
Quasi-judicial notice of zone change from LI to C-2	At least 20 days prior to public hearing	11/10
Legislative notice of Plan/text amendments adoption	At least 20 days prior to Council hearing	11/10
PC Staff Report and findings	City to prepare staff report, available a week in advance of hearing	11/24
Planning Commission Hearing	1st and 3rd Monday, schedule assumes 1 PC hearing with no continuances	12/1
CC staff report	City to prepare staff report, available a week in advance of hearing	12/8
1st City Council Hearing	Within 30 days of PC hearing, 2nd and 4th Monday	12/15 special mtg

TERRA SURVEYING

MAP OF PROPOSED ZONING

TAX LOT 100
REMAINDER OF PARCEL 1
PARTITION PLAT 2005-26P, FILED FOR
RECORD DECEMBER 23, 2005



DATE: SEPT 5, 2014
SCALE: 1" = 200'
PROJECT: 14012ZONE

P.O. BOX 617
HOOD RIVER, OREGON
PHONE: (541) 386-4531

Port of Hood River

Commission Memo

To: **Commissioners**

From: **Michael McElwee**

Date: **September 9, 2014**

Re: **Formation of Area Committee on Transportation (ACT)**

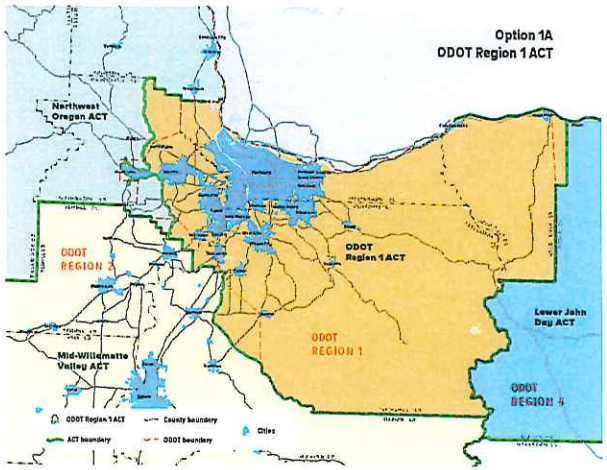
The ODOT Task Force evaluating formation of an Area Committee on Transportation (ACT) for ODOT Region One has prepared six options (attached) for review by area stakeholders. Steve Wheeler (Hood River City Manager) and Karen Joplin (County Commissioner) represent Hood River County on the Task Force. Staff from Hood River County, the cities of Cascade Locks and Hood River and both local ports met recently to review the options. A summary of our staff recommendations from this meeting are also attached.

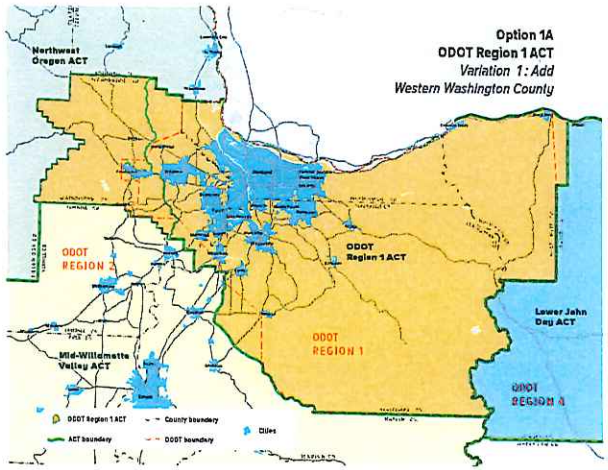
In the meeting, Steve Wheeler pointed out that there are several key issues to consider:

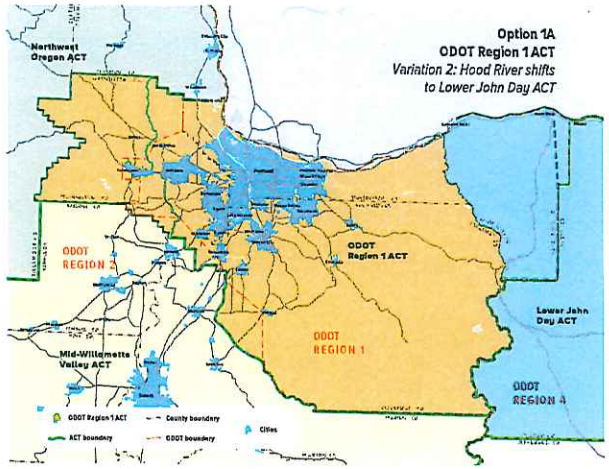
- Do we want to part of an ACT or ACT's for Region 1?
- If we do prefer to be in an ACT, do we prefer one or two ACT's for Region 1? There was no interest from the Task Force in considering more than two ACT's.
- There is a general Region 1 consensus to give a good deal of local flexibility for the various geographic areas to develop local subcommittees that would feed into ACT priority discussions. There is recognition that the forms of consensus building and information sharing vary significantly between the several counties in Region 1. That means Hood River is free to construct input models that suit our unique needs, including collaboration with Washington.

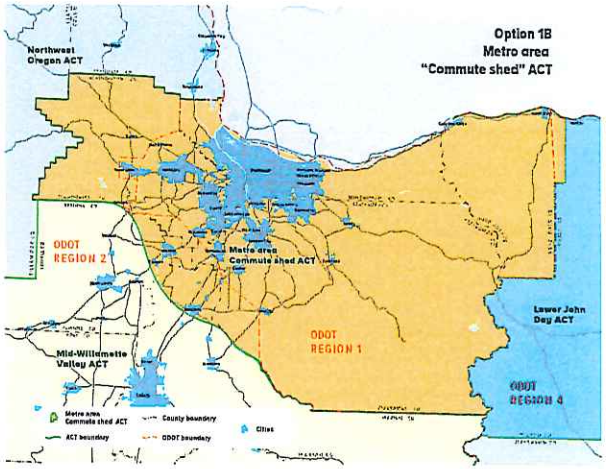
Commission input on these issues and input on preferred alternatives is sought at the meeting.

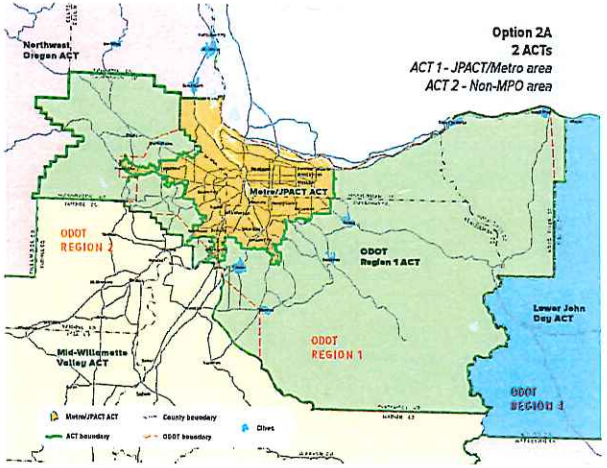
RECOMMENDATION: For discussion.

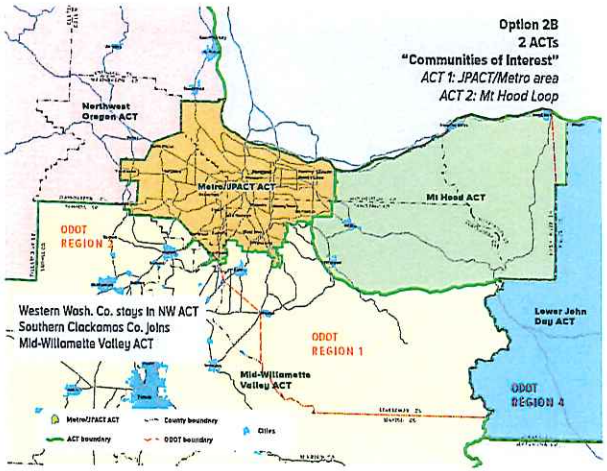

Option 1A
ODOT Region 1 ACT
Northwest Oregon ACT
ODOT REGION 2
ODOT Region 1 ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
ODOT Region 1 ACT
County boundary
ACT boundary
ODOT boundary
Cities


Option 1A
ODOT Region 1 ACT
Variation 1: Add
Western Washington County
Northwest Oregon ACT
ODOT REGION 2
ODOT Region 1 ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
ODOT Region 1 ACT
County boundary
ACT boundary
ODOT boundary
Cities


Option 1A
ODOT Region 1 ACT
Variation 2: Hood River shifts
to Lower John Day ACT
Northwest Oregon ACT
ODOT REGION 2
ODOT Region 1 ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
ODOT Region 1 ACT
County boundary
ACT boundary
ODOT boundary
Cities


Option 1B
Metro area
"Commute shed" ACT
Northwest Oregon ACT
ODOT REGION 2
Metro area Commute shed ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
Metro area Commute shed ACT
County boundary
ACT boundary
ODOT boundary
Cities


Option 2A
2 ACTs
ACT 1 - JPACT/Metro area
ACT 2 - Non-MPO area
Northwest Oregon ACT
Metro/JPACT ACT
ODOT REGION 2
ODOT Region 1 ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
Metro/JPACT ACT
County boundary
ACT boundary
ODOT boundary
Cities


Option 2B
2 ACTs
"Communities of Interest"
ACT 1: JPACT/Metro area
ACT 2: Mt Hood Loop
Northwest Oregon ACT
Metro/JPACT ACT
Mt Hood ACT
ODOT REGION 2
Western Wash. Co. stays in NW ACT
Southern Clackamas Co. joins
Mid-Willamette Valley ACT
Lower John Day ACT
ODOT REGION 1
Mid-Willamette Valley ACT
ODOT REGION 4
Metro/JPACT ACT
County boundary
ACT boundary
ODOT boundary
Cities

September 4, 2014

TO: Steve Bryant, Project Manager

VIA: Julia Babcock

FROM: Steve Wheeler, City Manager, Hood River

SUBJECT: Local comments on TAC Options for ODOT Region 1 ACT Task Force

As interested parties in the Hood River area we thank you for an advance review of the six options developed by the TAC. While there has been some limited discussion on the possibility of the Hood River County area withdrawing from consideration as member of a possible ODOT Region 1ACT I can say we are united in believing it is best to remain a partner and forthcoming member of an ACT for Region 1.

That said, we believe two of the presented options are best suited for Hood River. They are:

- Option 1A. The key issue would be to ensure from our point of view that overall representation in the ACT is done in a manner that provides equity for the entire region. While representation that reasonably satisfies all is difficult, it is essential if it is to be an effective ACT for such a wide-ranging and diverse region.
- Option 2B. The key issue is it keeping its proposed geographic shape and form. Adding area to the south and west that is now proposed for the Mid-Willamette Valley ACT would be problematic in our opinion.

A third variation that would be of interest would be modifying the current Option 2B. This could be done by establishing a smaller Hood River ACT that would combine the portion of Multnomah County east of the Metro area with Hood River County. This approach would reflect our major transportation interests along I-84. We believe an effective community of interest with our neighbors in east Multnomah County would also be created.

Finally, we are appreciative of the positive consideration given for a local advisory group that would include members throughout the Gorge and could inform the ACT about transportation issues on both sides of the Columbia River.

Participating with me in providing this input are David Meriwether, Hood River County, Michael McElwee, Port of Hood River, Gordon Zimmerman, City of Cascade Locks, Paul Koch, Port of Cascade Locks, Karen Joplin, Hood River County and Terry Cullen (on behalf of Darren Nichols), Columbia River Gorge Commission

Thank you again for the chance to comment.

Executive Director's Report
September 9, 2014

Staff & Administrative

- The "State of the Port" presentation to Hood River Rotary will take place on September 11.
- President McBride and Finance Manager Fred Kowell gave a briefing on port issues to congressional and legislative staff on August 25. The meeting was coordinated by Hal Hiemstra and conducted prior to a similar briefing at the Port of Cascade Locks.
- President McBride will attend the annual Appreciation Evening on September 8 sponsored by the Gorge Technology Alliance. The Port is a sponsor of GTA.
- The Jaques Sharp Attorneys at Law office has established a new hourly rate of $190 per hour. This is an increase of $10 per hour but 21% less than the standard rate. The last hourly increase was 2012.
- A Mr. Bob Napol visited the office and is interested in finding a place on Port property to erect a statue in honor of Ken Jernstedt. He will attend the meeting to describe his ideas.

Recreation

- The Event Site booth closed for the season on Labor Day. By all accounts thus far, this was a very good summer season for business and recreation on the waterfront.
- We have experienced some vandalism at the Event Site. In the past three weeks one tree has been chopped down and another has been damaged by a cutting tool.
- Power is still off for three boathouses where internal ground fault repairs have not been completed. Four boathouse owners have not fixed their physical connections. The next step will be to give these owners a deadline and then charge them for Even Construction to carry out the work.
- A project in the Heights has a substantial amount of good fill dirt available. We have an agreement with Zeller Construction to obtain this dirt and stockpile it east of the Maritime Building and at the Airport. It appears this material could be used for the West Edge project and other Port needs.
- It is still not certain whether the City will have funding to construct the sewer outfall project. It is also unclear now whether the Hood River Valley Parks & Rec (HRVPR) contribution will still be in place because the LGGP grant was not successful. How and if we move ahead to bid and construct the ramp project will be a discussion item on September 23. Waterfront Coordinator Liz Whitmore and I will meet with the HRVPR board on September 17 to discuss funding support for both the ramp and the NBWE project.
- In response to questions about the use of remote controlled aircraft and drones on Port property I asked Jerry to provide a brief analysis. See attached.

Development

- I met with City staff and Planner Cathy Corliss of Angelo Eaton on August 29 to discuss the upcoming Waterfront Refinement Plan. The City is not yet willing to add the Expo commercial parcels to the plan area. We did reach agreement on a tentative approach to zoning and design guidelines and co-hosting a public meeting in late September. This is a topic for discussion at the September 9 meeting. A draft project schedule is attached. I am working with Pageworks to install a link on our web site with background information for this effort.
- City staff has approved the minor partition for the Expo property consistent with our DDA with Key Development. The zone change application related to re-zoning 2.33 acres of C2 to LI will be considered by the Planning Commission on September 15. The zone change application that seeks to remove the C2 condition on the other portion of the Expo property is still suspended; however, we will need to consider moving this application forward after September 9.
- The light on the back of the shop building that was causing glare on the Bridge has been fixed.

Airport

- Century West Engineering has scheduled the initial meeting of the Master Plan Project Advisory Committee for September 17.
- Port crews have done an excellent job preparing the Airport for the WAAAM Fly-In this weekend. Gerardo Cruz-Bravo is the point person for Airport maintenance and has taken the lead on a number of tasks.

Bridge/Transportation

- Paige Rouse has prepared the attached press release to publicize the availability of van transport across the Interstate Bridge with Mt. Adams Transit. Advertising in local papers will be placed in the next few weeks.
- The ODOT committee evaluating an Area Committee on Transportation (ACT) has prepared six options (attached) and asked for input from local stakeholders. I have met with staff from Hood River County and the cities of Cascade Locks and Hood River to review the options. Commission review and input will be sought at the meeting.
- The bomb threat that occurred on August 27 was a highly reckless act. However, the response from both law enforcement and Port staff was excellent. I have written a letter to the editor of the Hood River News to express our appreciation for the efforts of law enforcement on both sides of the river.
- The repaving of E. Port Marina Way from the Button Bridge intersection through both the Chamber and DMV parking lots will commence on September 22. This project will grind out the old pavement and repave the surfaces. The project should take one week. All parking will be moved to the adjacent Marina and boat launch lots for the duration of the project. Port crews will be restriping.

JAQUES SHARP
ATTORNEYS AT LAW

B. GIL SHARP, PC
JERRY J. JAQUES, PC
JAY F. SHERRERD, PC °
MICHAEL B. FITZSIMONS, PC °
LESLEY APPLE HASKELL, PC °

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August 28, 2014

Port of Hood River
c/o Michael McElwee
1000 E Port Marina Drive
Hood River, OR 97031

Sent via E-mail

Re: Drones at Port Property

Dear Michael:

This letter is in response to your August 19, 2014, email requesting advice about the Port giving permission for drone flights over Port property.

The US government has exclusive sovereignty over airspace of the United States. 29 USC 40103 (a). However, a landowner has a property right to "at least as much of the space above the ground as he can occupy or use in connection with the land." U.S. v. Causby, 328 US 256, 264 (1946). The Port, like other landowners, may control as much airspace above Port land as is reasonable for carrying out Port ground activities. However, if a Port regulation restricts airspace activity beyond what is reasonable for use and enjoyment of its land the regulation would be unenforceable because of FAA's exclusive jurisdiction over airspace.

Use of model motor aircraft has been allowed for many years by FAA Advisory Circular 91-57 (June 9, 1981). In 2007, the FAA clarified that 91-57 only applies to use of model planes for recreation. Model aircraft flown for business purposes is not covered. And, 91-57 does not allow the use of any other type of Unmanned Aircraft System (UAS).

"The FAA is working on a proposed rule governing the use of a wide range of small civil unmanned aircraft systems."(FAA Fact Sheet – Unmanned Aircraft Systems (UAS), January 6, 2014.) At the present time, "obtaining an experimental airworthiness certificate for a particular UAS is the only way civil operators or unmanned aircraft are accessing the National Airspace (NAS). Experimental certificate regulations preclude carrying people or property for compensation or hire, but do allow operations for research and development, flight and sales demonstrations, and crew training."(FAA Fact Sheet, January 6, 2014).

If a person seeks Port permission to fly a drone over Port property the person must have an experimental airworthiness certificate to legally operate the drone. Issuance of a certificate is very unlikely currently if drone flights will be for commercial purposes.

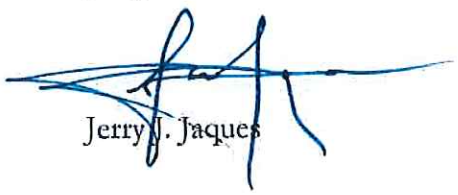
Port commercial activity agreements require compliance with all laws. Permission can't be given to engage in an illegal activity. If someone operates a drone without an experimental airworthiness certificate over Port land they will violate federal law, which the FAA may enforce. (If drones will be flown in very low-to-ground Port airspace the Port might reasonably use the Port could regulate those drone activities by ordinance. Designating an altitude, proving a drone was in that airspace, and Port enforcement would be problematic.)

Attached for your information is the January 6, 2014, FAA Fact Sheet dealing with unmanned aircraft referred to in this letter.

If you have any questions, please let me know.

Very truly yours,

JAQUES SHARP



Jerry J. Jaques

JJJ/ms
Enclosures

Federal Aviation Administration

Fact Sheet – Unmanned Aircraft Systems (UAS)

For Immediate Release

January 6, 2014
Contact: Les Dorr or Alison Duquette
Phone: (202) 267-3883

Unmanned Aircraft Systems (UAS) come in a variety of shapes and sizes and serve diverse purposes. They may have a wingspan as large as a Boeing 737 or smaller than a radio-controlled model airplane. Regardless of size, the responsibility to fly safely applies equally to manned and unmanned aircraft operations.

Because they are inherently different from manned aircraft, introducing UAS into the nation's airspace is challenging for both the FAA and aviation community. UAS must be integrated into a National Airspace System (NAS) that is evolving from ground-based navigation aids to a GPS-based system in NextGen. Safe integration of UAS involves gaining a better understanding of operational issues, such as training requirements, operational specifications and technology considerations.

The FAA's Role: Safety

Safety is the FAA's top mission, and the agency maintains the world's safest aviation system. As a provider of air traffic control services, the FAA also must ensure the safety and efficiency of the nation's entire airspace.

The FAA first authorized use of unmanned aircraft in the NAS in 1990. Since then, the agency has authorized limited use of UAS for important missions in the public interest, such as firefighting, disaster relief, search and rescue, law enforcement, border patrol, military training and testing and evaluation. Today, UAS perform border and port surveillance by the Department of Homeland Security; help with scientific research and environmental monitoring by NASA and NOAA, support public safety by law enforcement agencies, help state universities conduct research, and support various other missions for public (government) entities.

Unmanned aircraft are flying now in the national airspace system under very controlled conditions. Operations potentially range from ground level to above 50,000 feet, depending on the specific type of aircraft. However, UAS operations are currently not authorized in Class B airspace, which exists over major urban areas and contains the highest density of manned aircraft in the National Airspace System.

There are currently two ways to get FAA approval to operate a UAS. The first is to obtain an experimental airworthiness certificate for private sector (civil) aircraft to do research and development, training and flight demonstrations. The second is to obtain a Certificate of Waiver or Authorization (COA) for public aircraft. Routine operation of UAS over densely-populated areas is prohibited.

Civil UAS

Obtaining an experimental airworthiness certificate for a particular UAS is currently the only way civil operators of unmanned aircraft are accessing the NAS. Experimental certificate regulations preclude carrying people or property for compensation or hire, but do allow operations for research and development, flight and sales demonstrations and crew training. The FAA is working with civilian operators to collect technical and operational data that will help refine the UAS airworthiness certification process. The agency is currently developing a future path for safe integration of civil UAS into the NAS as part of NextGen implementation.

Public UAS

COAs are available to public entities that want to fly a UAS in civil airspace. Common uses today include law enforcement, firefighting, border patrol, disaster relief, search and rescue, military training, and other government operational missions.

Applicants make their request through an online process and the FAA evaluates the proposed operation to see if it can be conducted safely.

The COA allows an operator to use a defined block of airspace and includes special provisions unique to the proposed operation. For instance, a COA may require flying only under Visual Flight Rules (VFR) and/or only during daylight hours. COAs usually are issued for a specific period—up to two years in many cases.

Most COAs require coordination with an appropriate air traffic control facility and may require a transponder on the UAS to operate in certain types of airspace.

Because UAS technology cannot currently comply with "see and avoid" rules that apply to all aircraft, a visual observer or an accompanying "chase plane" must maintain visual contact with the UAS and serve as its "eyes" when operating outside airspace restricted from other users.

COAs Issued:

2009	146

2010 298

2011 313

2012 257

2013 373 (as of October 31)

There were 545 COAs active as of December 4, 2013.

Streamlining the Process

The FAA has been working with its government partners to streamline COA procedures. In 2009, the FAA, NASA and the Departments of Defense and Homeland Security formed a UAS Executive Committee, or "ExCom" to address UAS integration issues. The ExCom established a working group that developed suggestions to expedite the COA process and increase transparency.

For new applications from public users, the FAA has an on-line process that ensures paperwork is complete and ready to be assessed. Today, the average time to issue an authorization for non-emergency operations is less than 60 days, and the renewal period is two years. The agency has expedited procedures in place to grant one-time COAs for time-sensitive emergency missions, such as disaster relief and humanitarian efforts.

Model Aircraft

Recreational use of airspace by model aircraft is covered by FAA Advisory Circular 91-57, which generally limits operations to below 400 feet above ground level and away from airports and air traffic. In 2007, the FAA clarified that AC 91-57 only applies to modelers, and specifically excludes individuals or companies flying model aircraft for business purposes.

The FAA guidance is available at: http://www.faa.gov/documentLibrary/media/Advisory_Circular/91-57.pdf

Operation and Certification Standards

Integrating UAS into the nation's airspace presents both opportunities and challenges. However, everything the FAA does is focused on ensuring the safety of the nation's aviation system. New policies, procedures and approval processes will address the increasing desire by civilian operators to fly UAS in the NAS. Developing and implementing new UAS standards and guidance is a long-term effort.

The FAA chartered a UAS Aviation Rulemaking Committee in 2011 to develop inputs and recommendations on appropriate operational procedures, regulatory standards and policies before allowing routine UAS access to the nation's airspace.

The FAA has asked RTCA – organized in 1935 as the Radio Technical Commission for Aeronautics, a group that facilitates expert advice to the agency on technical issues – to work with industry to assist in the development of UAS standards. RTCA's technical group will address how UAS will handle communication,

command and control and how they will "sense and avoid" other aircraft.

The FAA continues to work closely with its international aviation counterparts to harmonize standards, policies, procedures and regulatory requirements.

UAS Test Sites

After a rigorous 10-month selection process involving 25 proposals from 24 states, on December 30, 2013, the Federal Aviation Administration chose six UAS research and test site operators across the country.

In selecting the six test site operators, the FAA considered geography, climate, location of ground infrastructure, research needs, airspace use, safety, aviation experience and risk. In totality, these six test applications achieve cross-country geographic and climatic diversity and help the FAA meet its UAS research needs.

A brief description of the six test site operators and the research they will conduct into future UAS use are below:

- University of Alaska. The University of Alaska proposal contained a diverse set of test site range locations in seven climatic zones as well as geographic diversity with test site range locations in Hawaii and Oregon. The research plan includes the development of a set of standards for unmanned aircraft categories, state monitoring and navigation. Alaska also plans to work on safety standards for UAS operations.
- State of Nevada. Nevada's project objectives concentrate on UAS standards and operations as well as operator standards and certification requirements. The applicant's research will also include a concentrated look at how air traffic control procedures will evolve with the introduction of UAS into the civil environment and how these aircraft will be integrated with NextGen. Nevada's selection contributes to geographic and climatic diversity.
- New York's Griffiss International Airport. Griffiss International plans to work on developing test and evaluation as well as verification and validation processes under FAA safety oversight. The applicant also plans to focus its research on sense and avoid capabilities for UAS and its sites will aid in researching the complexities of integrating UAS into the congested, northeast airspace.
- North Dakota Department of Commerce. North Dakota plans to develop UAS airworthiness essential data and validate high reliability link technology. This applicant will also conduct human factors research. North Dakota's application was the only one to offer a test range in the Temperate (continental) climate zone and included a variety of different airspace which will benefit multiple users.
- Texas A&M University – Corpus Christi. Texas A&M plans to develop system safety requirements for UAS vehicles and operations with a goal of protocols and procedures for airworthiness testing. The selection of Texas A&M contributes to geographic and climatic diversity.
- Virginia Polytechnic Institute and State University (Virginia Tech). Virginia Tech plans to conduct UAS failure mode testing and identify and evaluate operational and technical risks areas. This proposal includes test site range locations in both Virginia and New Jersey.

Across the six applicants, the FAA is confident that the agency's research goals of System Safety & Data Gathering, Aircraft Certification, Command & Control Link Issues, Control Station Layout & Certification, Ground & Airborne Sense & Avoid, and Environmental Impacts will be met.

Each test site operator will manage the test site in a way that will give access to parties interested in using the site. The FAA's role is to ensure each operator sets up a safe testing environment and to provide oversight that guarantees each site operates under strict safety standards.

Small Unmanned Aircraft

Small unmanned aircraft (sUAS) are likely to grow most quickly in civil and commercial operations because of their versatility and relatively low initial cost and operating expenses. The FAA is working on a proposed rule governing the use of a wide range of small civil unmanned aircraft systems.

The 2012 reauthorization bill also directed the FAA to "allow a government public safety agency to operate unmanned aircraft weighing 4.4 pounds or less" under certain restrictions. The bill specified these UAS must be flown within the line of sight of the operator, less than 400 feet above the ground, during daylight conditions, inside Class G (uncontrolled) airspace and more than five miles from any airport or other location with aviation activities.

Prior to the congressional action, the FAA and the Justice Department had been working on an agreement to streamline the COA process for law enforcement – an agreement that also meets the mandate. Initially, law enforcement organizations will receive a COA for training and performance evaluation. When the organization has shown proficiency in flying its UAS, it will receive an operational COA. The agreement expands the allowable UAS weight up to 25 pounds.

A New Office for New Technology

In 2012, the FAA established the Unmanned Aircraft Systems Integration Office to provide a one-stop portal for civil and public use UAS in U.S. airspace. This office is developing a comprehensive plan to integrate and establish operational and certification requirements for UAS. It will also oversee and coordinate UAS research and development.

Over more than 50 years, the FAA has a proven track record of introducing new technology and aircraft safely into the NAS. The agency will successfully meet the challenges posed by UAS technology in a thoughtful, careful manner that ensures safety and addresses privacy issues while promoting economic growth.

States, Cities and UAS

A number of states and municipalities have passed or are considering limitations on unmanned aircraft. The effect of such restrictions depends on the precise nature of the limitation.

By law, the FAA is charged with ensuring the safe and efficient use of U.S. airspace. This authority generally preempts any state or local government from enacting a statute or regulation concerning matters – such as airspace regulation—that are reserved exclusively to the U.S. Government.

For example, a state law or regulation that prohibits or limits the operation of an aircraft, sets standards for airworthiness, or establishes pilot requirements generally would be preempted. But state and local governments do retain authority to limit the aeronautical activities of their own departments and institutions. Under most circumstances, it would be within state or local government power to restrict the use of certain aircraft, including a UAS, by the state or local police or by a state department or university.

For more information: http://www.faa.gov/about/initiatives/uas/ (http://www.faa.gov/about/initiatives/uas/)

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This page was published at: http://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=14153

Preliminary Schedule for City of Hood River Waterfront Refinement Plan (Task 2 only)

Prepared by APG

August 22, 2014

Task 2 New Overlay Zone	Comments	Date
Notice to proceed, signed contracts, including subconsultant agreements	Assumes Council is able to have a special meeting	8/28
Internal Review Draft of New Overlay Zone/Plan (PMT review) [and zone change from LI to C-2 on parcel east of 1st street if needed?]	7 days to prepare, start with City's earlier draft zone (Ord. 1851?); this draft will be conceptual, not final language	9/9
PMT comments	3 day review period	9/12
Preliminary Draft Overlay Zone/Plan (Public review)	5 days to address comments; this draft will be conceptual, not final language	9/19
Community outreach??	3 weeks - City/Port to conduct outreach, Port open house, other?	10/10
Notice to DLCD	35 days prior to 1st hearing – send Public Review draft zone	No later than 10/24
Draft Overlay Zone/Plan	Revise draft based on community input; prepare code language and graphics	10/13 to 10/30
Draft Findings	Including TPR memo, confirm whether these have to be complete 20 days prior to the hearing or in time for staff report	10/13 to 10/30
PMT review of Overlay Zone/Plan and Findings	3 days for PMT review	11/4
Hearing draft of Overlay Zone/Plan and Findings	3 days to make revisions	11/10
Quasi-judicial notice of zone change from LI to C-2	At least 20 days prior to public hearing	11/10
Legislative notice of Plan/text amendments adoption	At least 20 days prior to Council hearing	11/10
PC Staff Report and findings	City to prepare staff report, available a week in advance of hearing	11/24
Planning Commission Hearing	1st and 3rd Monday, schedule assumes 1 PC hearing with no continuances	12/1
CC staff report	City to prepare staff report, available a week in advance of hearing	12/8
1st City Council Hearing	Within 30 days of PC hearing, 2nd and 4th Monday	12/15 special mtg

Joint Press Release

For Immediate Release
September 9. 2014

Sharon Carter
Klickitat Co. Senior Services/
Mt. Adams Transportation Svc.
509-493-6228
SharonC@co.klickitat.wa.us

Scott Turnoy
Gorge TransLink/
MCEDD
541-296-2266
scott@mcedd.org

Michael McElwee
Port of Hood River
541-386-1645
mmcelwee@portofhoodriver.com

Partnership promotes bike transport across Hood River Interstate Bridge

Bicyclists in the Mid-Columbia have a new option for transporting their bikes across the Hood River Interstate Bridge. Mt. Adams Transportation Service (MATS) is now offering public transportation across the bridge for cyclists and their bikes on a three-day per week fixed route operation.

Cyclists may be picked up with their bicycles by MATS vehicles at designated stops and times on Mondays, Wednesdays and Fridays. The service is available four different times throughout the day: morning, around noon, mid-afternoon and late afternoon. The schedule allows passengers to board at various stops in White Salmon, Bingen or Hood River, as MATS vehicles follow the fixed route.

The service is a partnership between MATS, the Port of Hood River, and Gorge TransLink, and is a welcome alternative for bicyclists and pedestrians wishing to cross the bridge. Over the years, the Port of Hood River has explored options with bridge engineers to accommodate pedestrian and bicycle crossings, but designs and

costs for structural modifications have been impractical and cost-prohibitive. Bridge replacement has been studied but is not anticipated within the next 20 years.

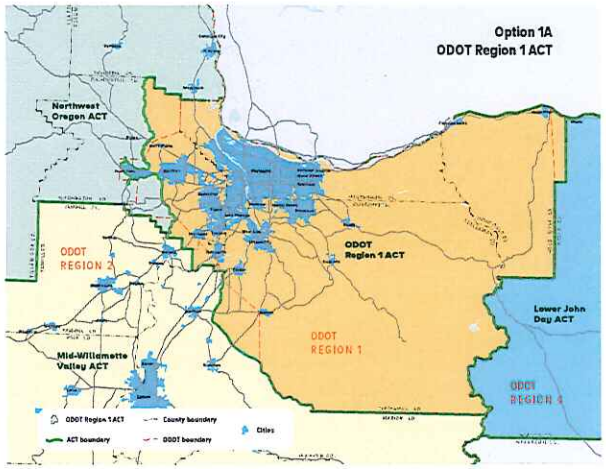
In 2009, the Port commissioned a study by Alta Planning + Design, a Portland planning firm that focuses on bike infrastructure. The study found support for a crossing alternative that would expand upon existing transit services between the three communities and across the bridge, providing bicycle racks on transit vehicles. Recommended alternatives were to expand fixed route transit service that serves communities in both Oregon and Washington, and crosses the bridge multiple times a day. Currently, MATS provides its fixed route service three days per week. If usage warrants, operation could be expanded, according to Sharon Carter, Director of Klickitat County Senior Services.

"Mt. Adams Transportation is interested in feedback to this program, and is open to making adjustments in the future as budget allows and interest warrants," Carter said. MATS mission is to provide transportation to its residents with special needs, for medical trips or employment.

"The Port of Hood River and Gorge Translink are pleased to support this effort by MATS to transport cyclists across the bridge. Our area is rich in recreation, and filled with active people, and the limited solutions for non-motorized access to the bridge have been frustrating for the Port and the region," said Scott Turnoy, Project Manager for Gorge TransLink. "We are thrilled to take this step toward a solution."

Complete information about the MATS fixed route is available at klickitatcounty.org/senior/ or http://www.gorgetranslink.com/cyclist.html.

—30—


Option 1A
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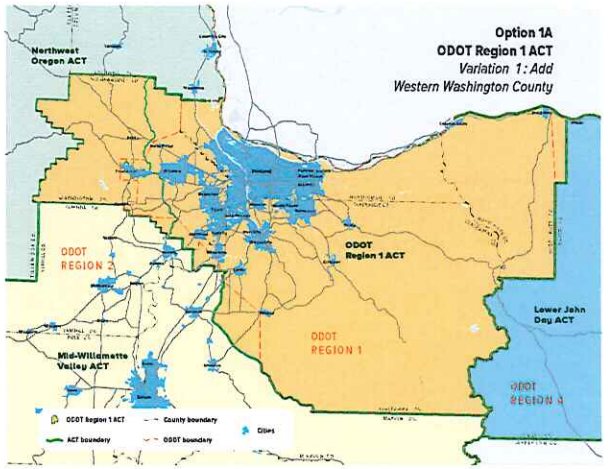
Northwest Oregon ACT
ODOT Region 1 ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4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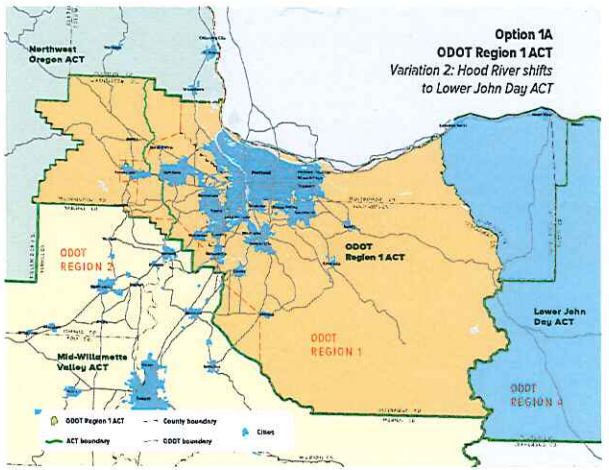
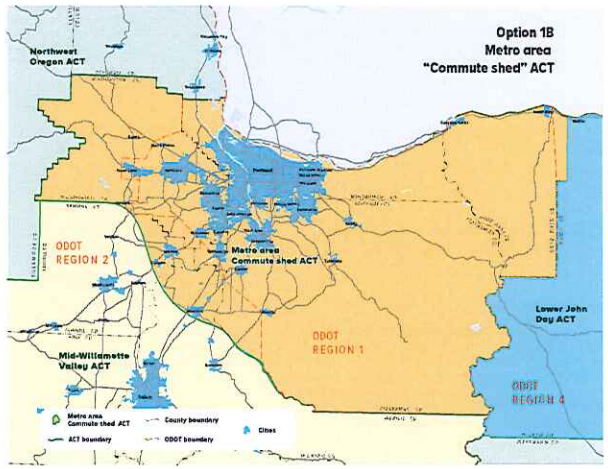
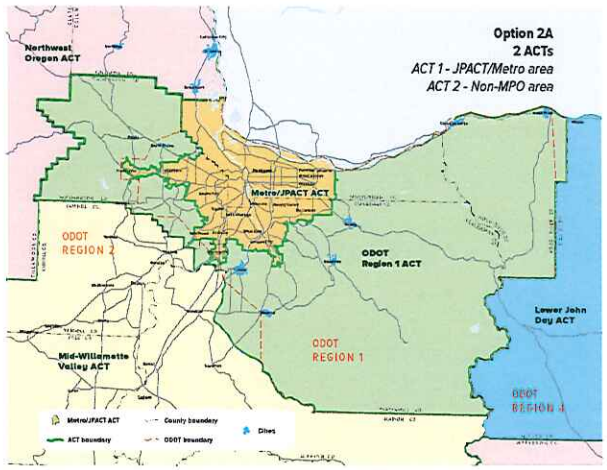
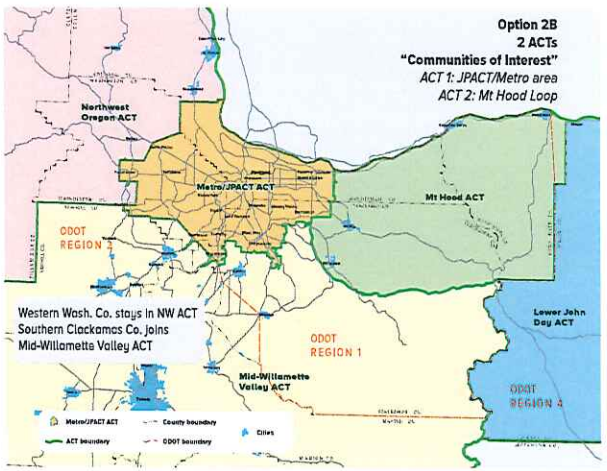
ODOT Region 1 ACT
Variation 1: Add Western Washington County
Northwest Oregon ACT
ODOT Region 1 ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4


Option 1A
ODOT Region 1 ACT
Variation 2: Hood River shifts to Lower John Day ACT
Northwest Oregon ACT
ODOT Region 1 ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4


Option 1B
Metro area
"Commute shed" ACT
Northwest Oregon ACT
Metro area Commute shed ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4


Option 2A
2 ACTs
ACT 1 - JPACT/Metro area
ACT 2 - Non-MPO area
Northwest Oregon ACT
Metro/JPACT ACT
ODOT Region 1 ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4


Option 2B
2 ACTs
"Communities of Interest"
ACT 1: JPACT/Metro area
ACT 2: Mt Hood Loop
Northwest Oregon ACT
Metro/JPACT ACT
Mt Hood ACT
Western Wash. Co. stays in NW ACT
Southern Clackamas Co. joins Mid-Willamette Valley ACT
Lower John Day ACT
Mid-Willamette Valley ACT
ODOT REGION 2
ODOT REGION 1
ODOT REGION 4

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Hood River

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September 3, 2014

COPIES TO COMMISSION

LGGP Advisory Committee
c/o Mark Cowan, Grant Program Coordinator
Oregon Parks and Recreation Department
725 Summer Street, NE - Suite C
Salem OR 97301

Re: 2014 LGGP Grant

Dear Committee Members:

On behalf of the Port of Hood River Commissioners, I want to extend our sincere thanks and appreciation for a 2014 LGGP grant to construct the Nichols Basin West Edge Recreation Area.

We understand that the grant process is very competitive and that worthy projects did not make the final cut. We are very appreciative of the confidence you saw in the project and in the Port of Hood River to deliver it. Final construction drawings are now being prepared and we will go to bid in November. We expect to have the project ready for public use prior to the summer recreation season in 2015.

This project would not be possible without the substantial contribution of LGGP funds you recommended. With our community partners, we will do everything possible to deliver a project that will be a credit to the LGGP program.

Thank you.

Respectfully,

Michael S. McElwee, Executive Director

cc: Port Commissioners
Genevieve Scholl-Erdman

Commission Calendar

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day **OFFICE CLOSED** Last Day for ES Booth Cross Channel Swim Marina Beach	2 Picnic Shelter resv.	3 **Marina Ad-hoc Comm** 8am **SDAO Board Training** 1pm - HR Fire Dept.	4 OSMB Grant Wkshop Salem (Janet)	5	6 Hood River Fly-In Picnic Shelter resv. Marina Basin fishing derby
7 Hood River Fly-In	8 URA-Shortt, Streich 6pm GTA Apprec. Dinner (McBride)	9 **Commission Mtg** 5pm	10	11 Rotary (noon) **"State of the Port"**	12	13
14	15 KIHR Radio, 8am City Planning Comm (Expo C2 to LI)	16	17 Airport Master Plan Advisory Comm Mtg 2pm at WAAAM	18	19	20
21	22 Marina Way repaving project begins	23 **Commission Mtg** 5pm	24 Sea Bird (day stop)	25 WF Rec Comm Mtg 10am? - Gorge Inno-venture Boardroom Sea Lion (day stop)	26 OPPA Annual Meeting Tillamook (McElwee)	27
28	29	30				

August 2014

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2014

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Out of Office:

Anne: Sep 9
Fred: Sep 11-12
Janet: Sep 24
Laurie: Sep 29-Oct 10