

CITY of CASCADE LOCKS

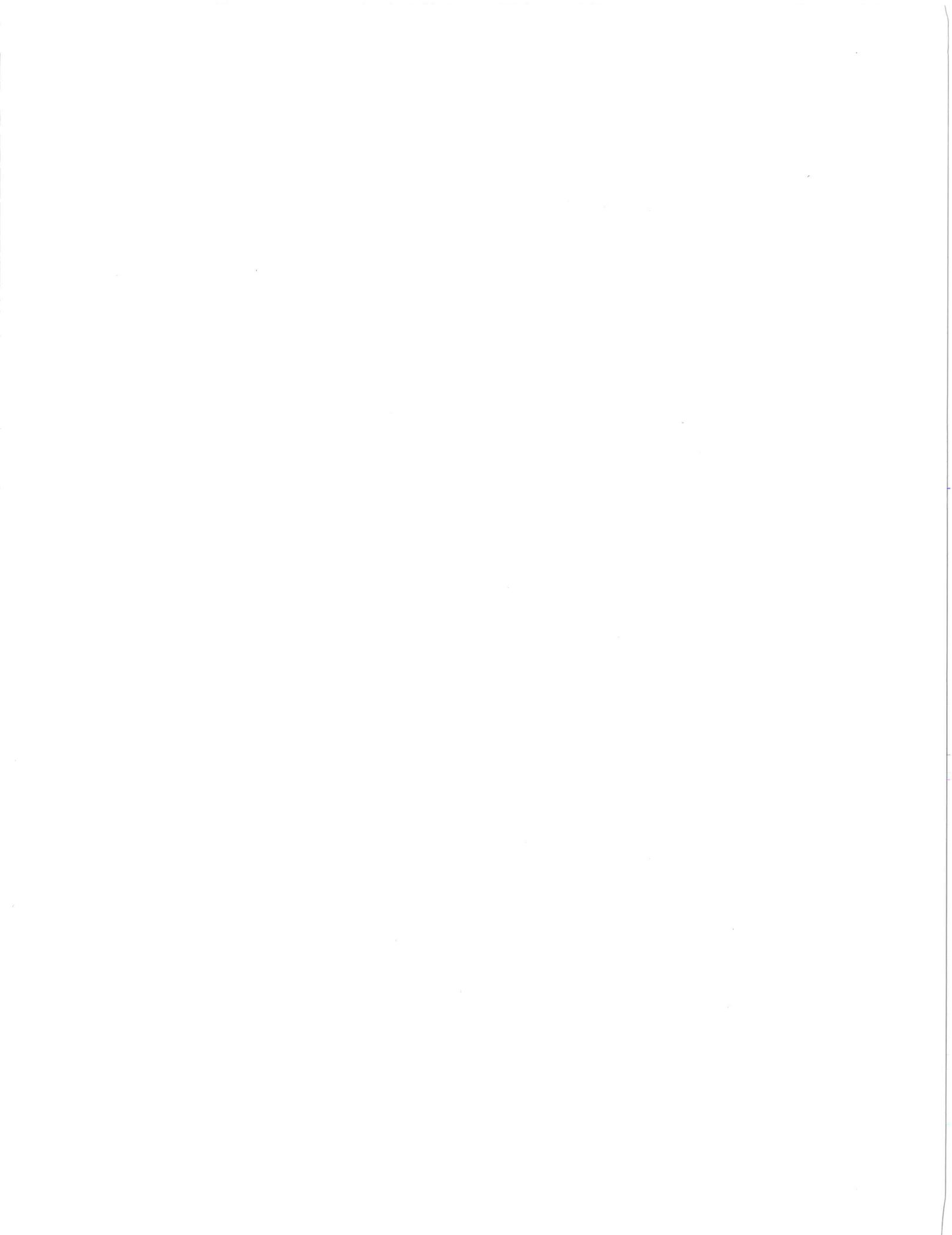
AGENDA

CITY COUNCIL MEETING, Monday, February 9, 2015, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call/Oath of Office.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of January 26, 2015 Minutes.**
 - b. **Approval of January 26, 2015 Goal Setting Workshop Minutes.**
 - c. **Ratification of the Bills in the Amount of \$ 165,509.33.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Adopt 2015/2016 Goals.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Discuss Substation Options.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. The Oath of Office was administered to Deanna Busdieker by Justice of the Peace Cindy Mitchell. CM's Groves, Fitzpatrick (via phone), Randall, Busdieker, and Mayor Cramblett were present. CM Helfrich was excused and CM Walker was absent. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Electric Department Working Foreman Keith Terry, David Skilton, Belinda Ballah, Hood River County Sheriff Matt English (7:45), and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** Mayor Cramblett moved agenda items 7. b and c to take place right after the Consent Agenda.
3. **Adoption of Consent Agenda.**
 - a. **Approval of January 12, 2015 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 87,667.60.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Busdieker moved, seconded by CM Randall, to approve the Consent Agenda. The motion was approved unanimously by CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett.

Dedication of Old Scenic Highway (moved ahead). David Skilton said he is a board member of the Friends of the Historic Columbia River Highway. He said next year the Highway will be 100 years old. He said the Friends of the HCRH would like to get a designation in Cascade Locks open as the scenic bikeway. Mr. Skilton described the two step process for designating the Cascade Locks portion of the scenic bikeway. He said he is here tonight to ask Council for a letter of support. There was consensus of Council.

Hood River County Drug Prevention (moved ahead). Belinda Ballah presented facts and statistics on tobacco use, e-cigarettes, and other nicotine and smoking type products available. She asked Council to consider some sort of policy on e-smoking devices and gave some examples of what that might be. Mayor Cramblett said Council would be discussing this at a future meeting. CA Zimmerman said Cascade Locks would like to see what the County does as there will be an enforcement issue here.
4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve RFP for Audit Services.** **Motion:** CM Busdieker moved, seconded by CM Groves, to approve the proposed request for proposal for a municipal auditor. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett.

CM Busdieker said she thought the City added a module to the utility billing system and wondered if it was on the list. CA Zimmerman explained it is all part of the utility billing system.
 - c. **Approve Cascade Locks Operating Plan with US Forest Service.** **Motion:** CM Groves moved, seconded by CM Busdieker, to approve the proposed 2014 Operating Plan from the US Forest Service. CM Randall asked for clarification of B. 1. CA Zimmerman said the USDA Forest Service will be giving us material to store. CM Fitzpatrick said it is a good agreement and if we find it doesn't work we just notify them within 30 days. CA Zimmerman explained it is cooperation between two entities. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Dedication of Old Scenic Highway - Dave Skilton.** This took place earlier in the meeting.

c. **Hood River County Drug Prevention – Belinda Ballah.** This took place earlier in the meeting.

d. **Distribution of Revenue from Sale of Old Fire Hall Discussion.** CA Zimmerman explained options and asked Council for direction for distribution of funds from the sale of the old fire hall. Mayor Cramblett said he thought there was another loan. CA Zimmerman explained that the amount shown is what is on the books but would verify with FO Bump. CM Busdieker said Option 2 would save more money. CM Randall asked about the resolution that is in place regarding loan payoffs. CA Zimmerman said a new resolution would be approved. CM Randall asked if the additional \$10,000 could be used for replacing the command vehicle. CA Zimmerman said discussion regarding replacement of the command vehicle is later on the agenda.

e. **Options for Electric Department Digger/Derrick Truck Replacement.** Mayor Cramblett said he went to Altec to look at the damaged digger derrick truck. He said the digger derrick truck is used to dig for pole placement and hoisting. He said lifting the pad mount transformers would be an issue with a smaller truck. He said since this type of work is only done once or twice a year that a truck could be rented for those jobs. EDWF Terry said he just wants to know that a truck is available when he needs it and another concern is when emergency situations arise and described some line issues down river. He said renting a truck in an emergency may cause some delay for the customer. He said he needs a vehicle that has the towing capacity to haul equipment. Mayor Cramblett said the types of jobs where a backhoe is needed could be planned. EDWF Terry said some jobs could be planned but there could be an emergency situation where the backhoe would be needed and we wouldn't have any way to get it there. EDWF Terry said a good alternative would be to get a single axle line truck, trade in the 5 yard dump truck to be replaced with a 10 yard dump, and then everything would be covered. Mayor Cramblett said he would be willing to look at something like this and if he could find something reasonable. CA Zimmerman said the line trucks are bought quickly and there would not be enough time to come back to Council. He asked for Council to set a limit and allow staff to move forward. **Motion:** CM Busdieker moved, seconded by CM Groves, to authorize staff to find the best digger derrick truck for City use for less than or equal to \$100,000 and to find an appropriate funding source to effect the purchase. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett.

f. **Fire Department Repair Bill Discussion.** Mayor Cramblett said when signing checks he noticed the check to Tanninen Repair Service for \$6,341.44. CA Zimmerman said separate vehicles were serviced and are invoiced separately but since all go the same vendor they appear on one check with an amount over the \$2,500 limit. He said staff feels that the policy is being adhered to because it is an amount per vehicle on a separate invoice. He explained this company services emergency vehicles and brings their equipment here and services all at the same time. CA Zimmerman said he is seeking clarification.

Mayor Cramblett said this check was over the \$2,500 limit and should be approved before money is spent. He described projects budgeted for and then end up going over the budgeted amount. He said he has not seen a check for this vendor before. He said he liked the idea of this company coming in. Mayor Cramblett said he didn't see why staff couldn't come in ahead of time and get approval with an amount not to exceed. CA Zimmerman said there is a budget to work within and the financial statement will show over runs. He said there was no intention to defraud the system and does not see this as a violation. Mayor Cramblett said he thought an estimate could be given since this is planned maintenance on vehicles.

CM Randall said the company could be asked to keep invoices separate. CA Zimmerman explained that the invoices are separate but will end up on one check as it is the same vendor for each invoice. CM Groves said this is exactly how it should be done.

g. **Direction for Replacement of Fire Department Command Vehicle.** CM Randall said it seems that once a vehicle is purchased you have to put another \$2-3,000 into it. CA Zimmerman said staff would like to find a vehicle for \$4-5,000. CM Groves said we have a brush truck that is never used. CA Zimmerman said there is no good solution except to not put any more money into the Durango. He said he just needs

to know what direction to pursue. Mayor Cramblett said we are a small City with two paid emergency service employees. He asked why two vehicles would have to go out on a call. CA Zimmerman said on a recent call all vehicles on site were staffed. Mayor Cramblett said we have asked citizens for additional funding and this is still going to be a tight budget, which doesn't allow for another vehicle. He said you are not going to get a vehicle to do what we need it to do for \$4-5,000. CM Groves asked if the command vehicle was being used to transport people to school and internship. She said it is only being used by the Station Captain. She said we're so small and stated she is not in favor of replacing the command vehicle. CM Groves said the command vehicle is never at the station. CA Zimmerman said the command vehicle was being driven to schooling and internship. CA Zimmerman said we will continue to operate and find a way to carry the equipment being carried by the command vehicle and would task Station Captain Metheny to figure out a better way. He said we all want to live within the budget. CA Zimmerman said right now SC Metheny is using his personal vehicle and reimbursed mileage is at \$.57 a mile. CM Groves asked why he wasn't using the City's vehicle.

h. Quiet Zone Update. CA Zimmerman reported that the Herman Creek Lane crossing is a private crossing and could be shut down by UPRR at any time. He said this is a risk factor and this crossing needs to be made public. He said this would cost approximately \$10,000 – 12,000. He explained the process and estimated time frame for pursuing a quiet zone.

i. Proposal for Formation of a Region 1 Area Commission on Transportation. CA Zimmerman explained the Region 1 Area Commission on Transportation and is just information for the Council.

j. City Administrator Zimmerman Report. CA Zimmerman reported on the sale agreement for the old fire hall and asked for permission to sign the agreement and closing documents. There was consensus of Council to allow CA Zimmerman to sign documents. CA Zimmerman also reported on the washout of Dry Creek Road, and reminded Council of the Joint City Council/Planning Commission workshop on Thursday, March 12th. CA Zimmerman reported that Electric Department Lead Lineman Phil Schey had retired.

- 8. Mayor and City Council Comments.** CM Fitzpatrick said he was glad to hear the progress of 2013/2014 goals. He said we are progressing. CM Busdieker said she noticed bicycle way finding signs were installed and thanked the Public Works Department for getting that done. She said it is exciting to see the bike racks being installed also. CM Busdieker thanked everyone for giving her the opportunity to serve another four years. She said she has now lived in the gorge for 18 years so she is almost a "local".

CM Randall said everyone is enjoying the spring weather in the middle of winter but cautioned everyone to be careful on the trails and to no go hiking alone.

CM Groves thanked Sheriff English for attending the meeting.

- 9. Other matters.** None.

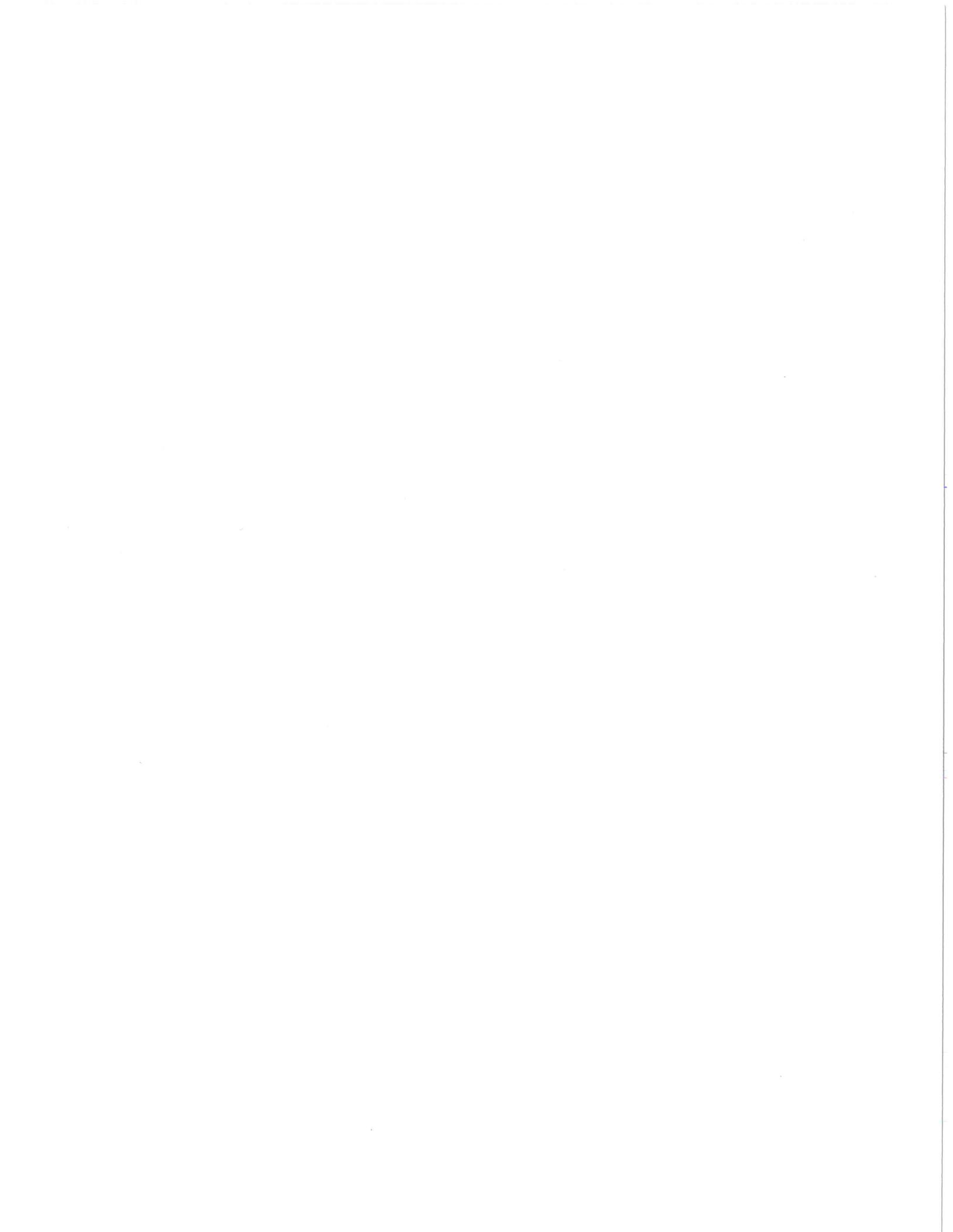
- 10. Executive Session as may be required.** None.

- 11. Adjournment. Motion:** CM Busdieker moved, seconded by CM Randall, to adjourn the meeting. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Busdieker, and Mayor Cramblett.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor



1. Review Previous 2014/2015 Goals. The Goal Setting Workshop began at 6:00 PM. CM's Groves, Fitzpatrick (via phone), Randall, Busdieker, and Mayor Cramblett were present. CM Helfrich was excused and CM Walker was absent. Also present were CA Zimmerman, CR Woosley, FO Bump, EDWF Terry, and Camera Operator Betty Rush.

- A. Emergency Services**
- B. Public Works**
- C. Finance**
- D. Electric Department**
- E. Planning/Recorder's Office**
- F. Administration**

CA Zimmerman reviewed the goals from each department for the 2014/2015 year (Exhibit A).

Mayor Cramblett asked if the water meters had been replaced. CA Zimmerman said the City is working with Sensus on this issue.

CA Zimmerman summarized the Public Works goals for 2015/2016 to complete the water system improvements and to complete the Wastewater Master Plan.

CA Zimmerman summarized the Electric Department goals for 2015/2016 to provide adequate power to the Industrial Park and plan for future growth and to construct the equipment shelter on the City Hall property. He said the Electric Department will be very busy with building a substation and completing the equipment shelter.

CA Zimmerman said the Emergency Services Department will be trying to operate within their budget and will be continuing to work on the volunteer program.

CA Zimmerman said the Finance Department will be continuing with the work on providing a backup generator for City Hall and the ADA improvements. He said an additional goal would be to have a wage and salary study.

CA Zimmerman said the Community Development Code Assistance work is in progress and the City would be working on revising the Code as needed.

CA Zimmerman said the Administration goal is to continue with good governance.

2. Departmental Issues and Concerns for 2015/2016 Budget. CA Zimmerman said Public Works is going to be reviewing options for the parking lot rebuild at Overlook Park. He said the Council may want to consider moving forward with the Quiet Zone and described the Herman Creek Lane crossing issue.

3. Review The Seven Year Plan. CA Zimmerman reviewed the Seven Year Plan (Exhibit B).

4. Council Discussion. Mayor Cramblett said there is a lot of potential for the Industrial Park but in the mean time we have to keep our system operating. He said we know where we're headed and we need to remain focused.

CA Zimmerman reported that staff is continuing forward on the work order system. He said it is anticipated to be completed by the end of June.

Mayor Cramblett said the rate payers had an increase to water rates and questioned leaks in the water system. CA Zimmerman said leaks are being repaired as they happen. He said there are a majority of leaks on the hillside and there isn't much that can be done about those. He said those would be addressed with the water system improvement project.

CM Randall asked CA Zimmerman to explain the article that appeared in the Oregonian regarding Nestlé. CA Zimmerman described some inaccuracies in the article and the water exchange transfer that is being processed.

5. Council Establishes Proposed 2015/2016 Budget Goals. CA Zimmerman said he would have the goals put into resolution form for adoption at the next Council meeting.

6. Adjournment. Mayor Cramblett adjourned the meeting. The meeting was adjourned at 6:40 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

2014-15 City Council Goals

Public Works:

1. Hire a third employee
2. Construct a 450,000 gallon water reservoir near Crystal Springs
3. Refurbish wastewater pump station at Industrial Park

Electrical Department

1. Provide adequate power to the Industrial Park now and plan for future growth
2. Construct equipment shelter on City Hall property

Emergency Services

1. Provide stable long term funding
2. Enhance volunteer program

Finance

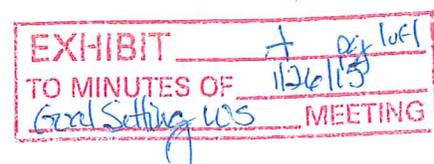
1. Provide a backup generator for City Hall
2. Continue ADA improvements

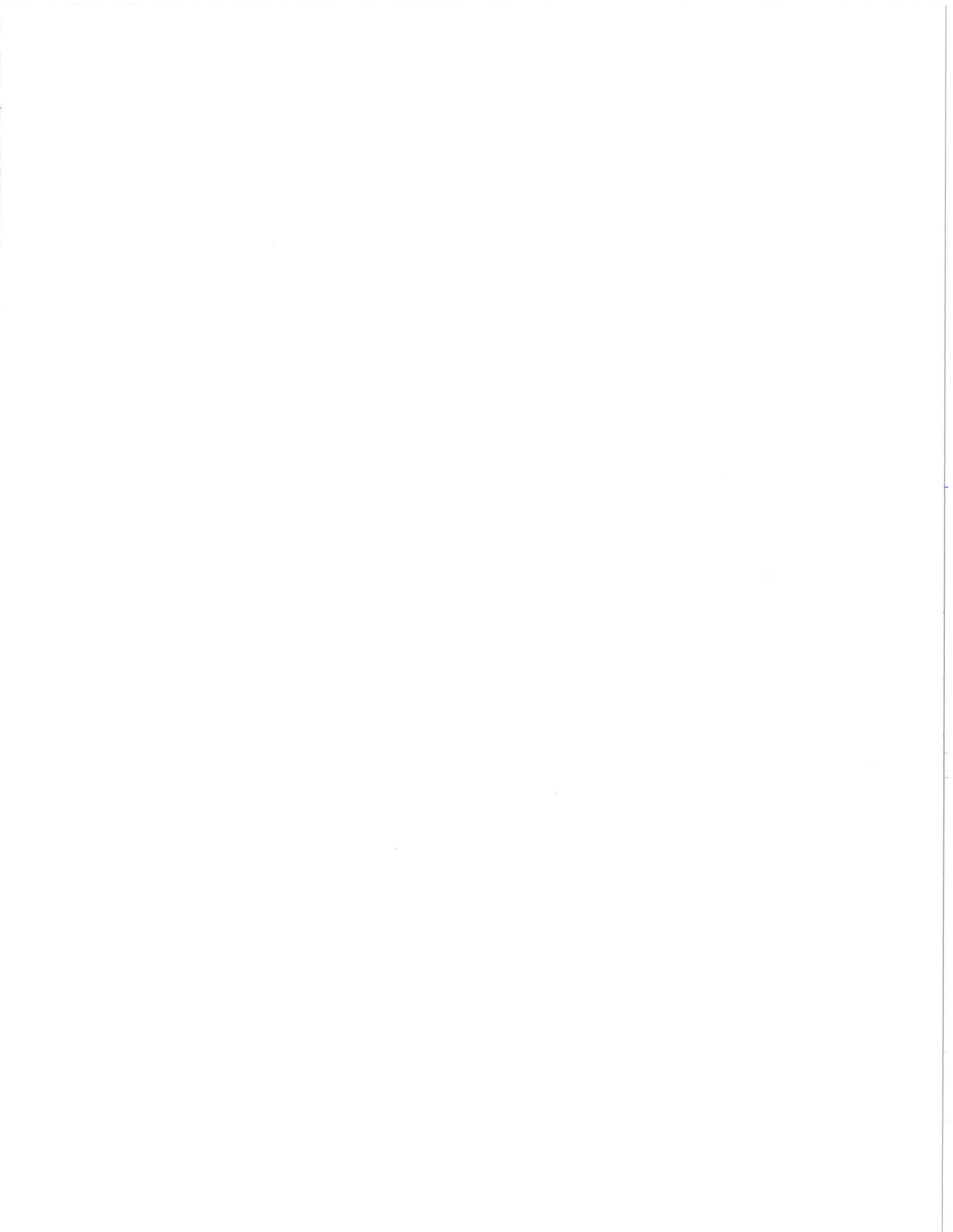
City Recorder/Planner

1. Revise the development code as needed
2. Strengthen planning resources

Administration

1. Continue Good Governance
2. Implement restructured budget
3. Shared RARE Intern

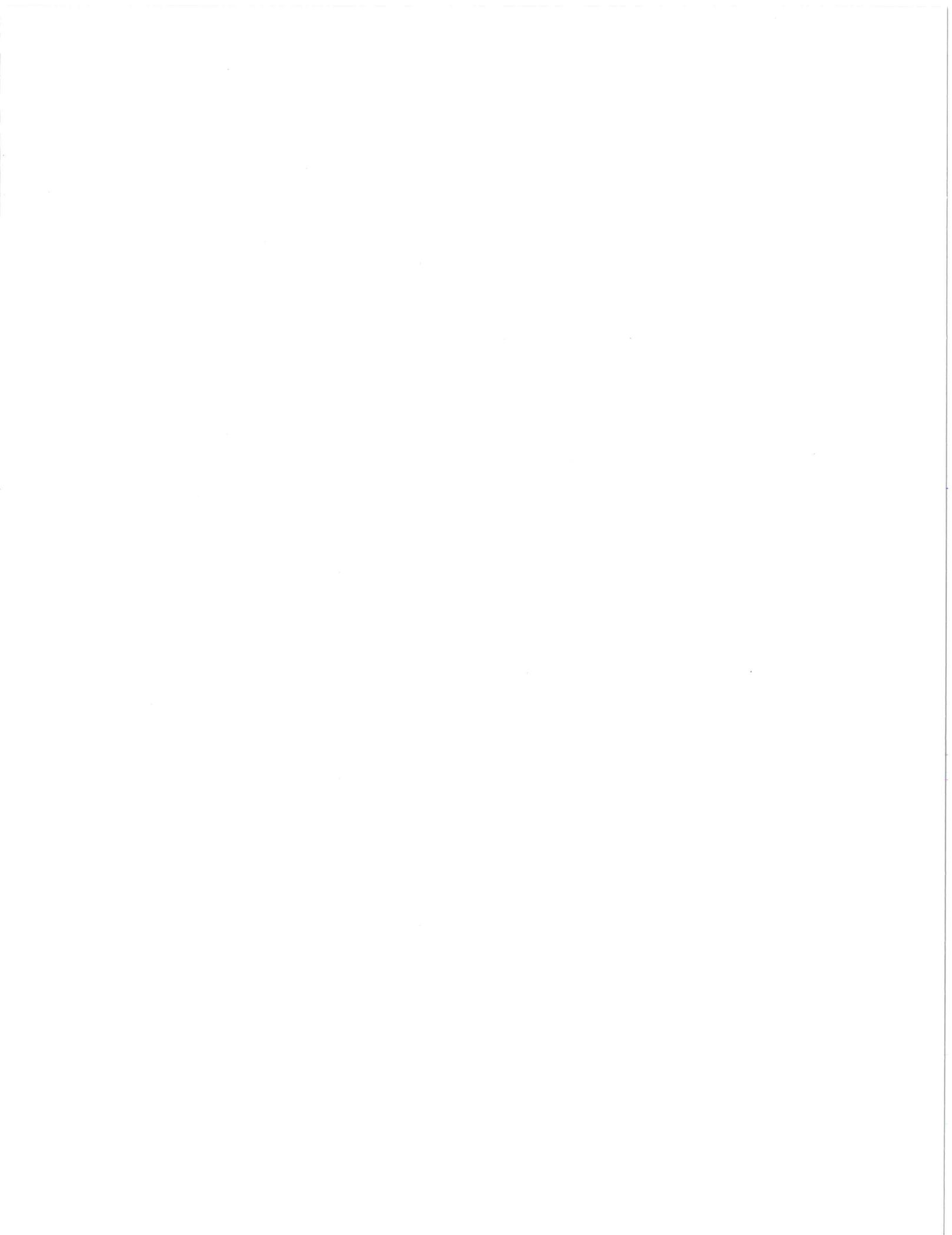




City of Cascade Locks
Seven Year Plan

Activity	Department	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Industrial Electric Rate Adopted	City Light	Completed									
Wastewater Facilities Evaluation Completed	Wastewater	Completed									
Application for CDBG Wastewater Master Plan submitted	Wastewater	Completed									
Water Right Verification Completed (ODPW)	Administration		Completed								
Adopt budget with new administrative cost allocation structure	Administration		Completed								
Direct CATV/Broadband; Begin Fiber Optic Cable Deployment	Administration		In Process	X							
Complete Wastewater Master Plan	Wastewater		In Process		X				X		
Fund 3rd FTE for Public Works	Public Works		Completed								
2 megawatt service to industrial park installed	City Light		In Process								
Buy New Ambulance with FEMA Grant	EMS		Not funded								
Industrial Sewer Rate developed and adopted	Wastewater		Completed								
Industrial Water Rate developed and adopted	Water		Completed								
Fund Master Water Plan Project(s)	Water		In Process								
Ensure Stable Funding for EMS Department	EMS		Approved								
Complete Electric Master Plan	City Light		Completed								
Increase Electric Rate to Cover BPA Increase?	City Light			X							
New (450,000 gallon) water reservoir engineered and built	Water			X							
Forest Lane 12" Water Transmission line to Industrial Park	Water			X							
Complete installation of 12" water main on WAnaba	Water			X							
ODOT SCA Grant for street rebuilding (one block) on chip seal	Streets			X							
Nestle signs agreement with City	Administration			X							
Renegotiate IBEW Electric Union Contract	Administration			X							
Apply for funding for wastewater improvements	Wastewater			X							
4 megawatt service to industrial park installed	City Light			X							
Water Transfer completed (ODPW)	Administration			X							
Nestle breaks ground on \$50 million plant	Administration			X							
Increase sewer rate to fund improvements, if necessary	Wastewater			X							
ODOT SCA Grant for street rebuilding (one block) on chip seal	Streets			X							
Build Substation for increased capacity (12/16/20 mw)	City Light			X							
City delivers 1 dis water to ODPW Fish Hatchery	Water			X							
Nestle begins production on first bottling line	Administration			X							
Complete Wastewater Master Plan improvements	Wastewater			X							
Nestle buys electricity \$1,000,000 estimated annual sales	City Light			X							
Nestle pays wastewater fees \$120,000 estimated annual sales	Wastewater			X							
Nestle buys water \$200,000 estimated annual sales	Water			X							
Nestle begins production on second bottling line	Administration			X							
Pay off OIG Loan (saving \$33,415 per year)	Administration			X							
ODOT SCA Grant for street rebuilding (one block) on chip seal	Streets			X							
Adjust water rates to reflect industrial contribution	Administration			X							
Hire new City Administrator beginning July 1, 2019	Administration			X							
Adjust sewer rates to reflect industrial contribution	Administration			X							
Adjust electric rates to reflect industrial contribution	Administration			X							
With new revenue from utilities proven, hire PV/CL Manager	Administration			X							
Pay off Fire Hall Debt to City Light (saving \$46,479 per year)	Administration			X							
Nestle installs injection molding line	Administration			X							
New CATV Provider begins paying 7% "franchise fee" for voice, video, data	Administration			X							
ODOT SCA Grant for street rebuilding (one block) on chip seal	Streets			X							
Nestle pays property taxes estimated \$100,000 per year	Administration			X							

EXHIBIT 6 pg 10 of 11
TO MINUTES OF 12/15/15
City of Cascade Locks MEETING



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PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

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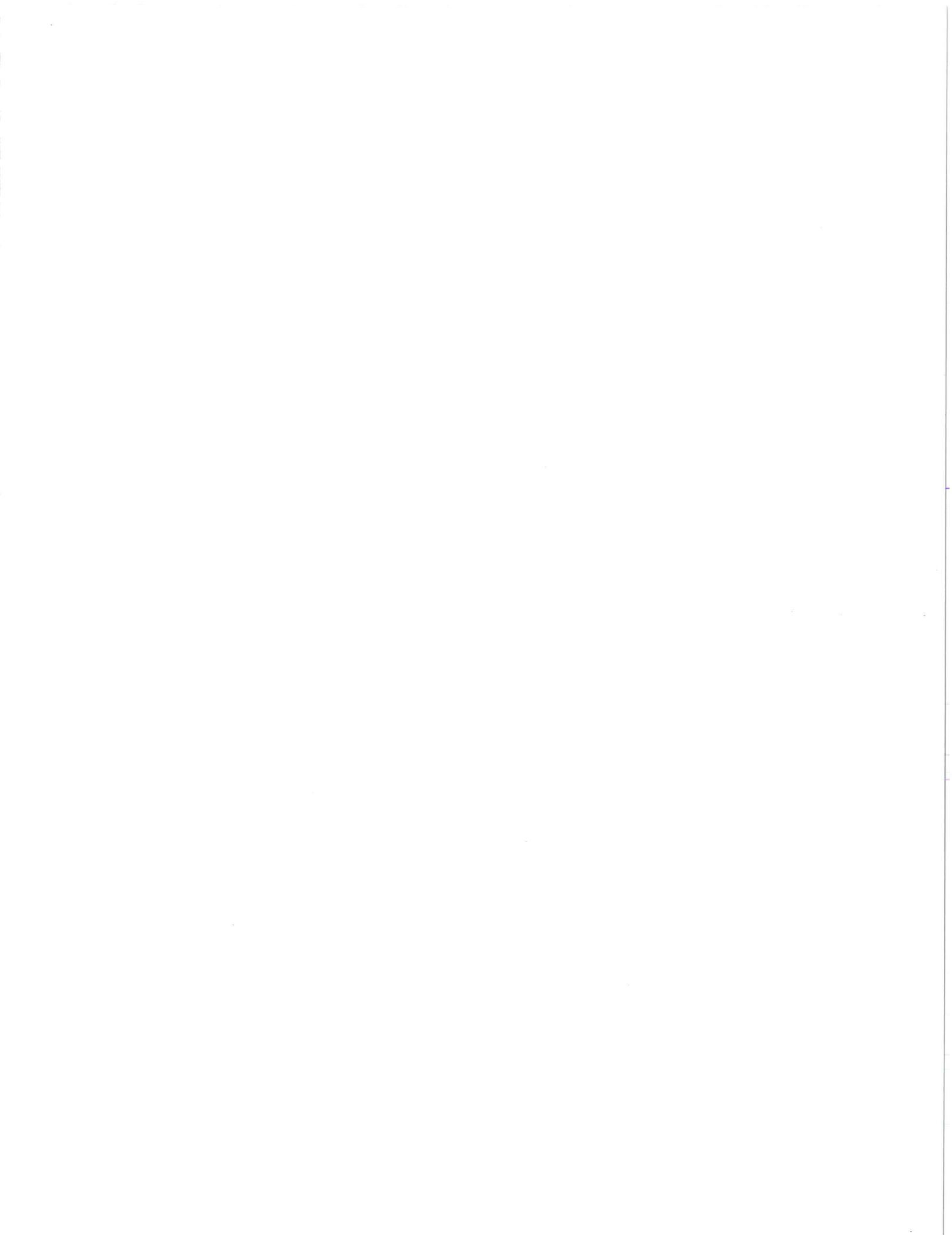
DATE:	DESCRIPTION:	AMOUNT:
1/23/2015	PR	\$ 51,534.88
1/30/2015	A/P	\$ 113,974.45

GRAND TOTAL \$ 165,509.33

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APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5504	01/15	01/30/2015	190	37438	ASSOCIATE PARTNERS	Renew Clbb.net	0140162110	51.00
Total 5504:								51.00
5505	01/15	01/30/2015	220	36236	AVENET , LLC	Annual Service Package 2015	0140162082	550.00
Total 5505:								550.00
5506	01/15	01/30/2015	6893	174	Bullseye Builders	Install fence around radio tower	5640563941	2,500.00
Total 5506:								2,500.00
5507	01/15	01/30/2015	590	0026072	CARSON OIL COMPANY	fuel	5140562200	83.75
Total 5507:								83.75
5508	01/15	01/30/2015	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	133.06
5508	01/15	01/30/2015	790	313401451 1	CENTURYLINK	Treatment Plant	3140562050	116.05
5508	01/15	01/30/2015	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	386.98
5508	01/15	01/30/2015	790	313785538 1	CENTURYLINK	telemetry	2140562050	126.99
5508	01/15	01/30/2015	790	313785538 1	CENTURYLINK	telemetry	3140562050	126.99
5508	01/15	01/30/2015	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	53.53
5508	01/15	01/30/2015	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	13.38
5508	01/15	01/30/2015	790	314228414 1	CENTURYLINK	Lift Station	3140562050	37.26
5508	01/15	01/30/2015	790	320153997 1	CENTURYLINK	well house dialer	2140562050	7.86
Total 5508:								1,002.10
5509	01/15	01/30/2015	820	60632	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,358.33
Total 5509:								7,358.33
5510	01/15	01/30/2015	910	15-005	CITY OF HOOD RIVER	SCBA Maintenance	0540562110	918.00
Total 5510:								918.00
5511	01/15	01/30/2015	940	JAN 2015	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	532.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5511:								
5512	01/15	01/30/2015	1120	B91909	COLUMBIA HARDWARE, LLC	lumber	0340562560	43.47
5512	01/15	01/30/2015	1120	B91988	COLUMBIA HARDWARE, LLC	lumber	1740562519	13.58
5512	01/15	01/30/2015	1120	B91988	COLUMBIA HARDWARE, LLC	sawhorse bracket	2140562560	21.45
5512	01/15	01/30/2015	1120	B92347	COLUMBIA HARDWARE, LLC	concrete	1740562519	27.10
5512	01/15	01/30/2015	1120	B92348	COLUMBIA HARDWARE, LLC	shovel head and handles	0340562560	41.42
5512	01/15	01/30/2015	1120	B92348	COLUMBIA HARDWARE, LLC	shovel head and handles	2140562560	41.43
5512	01/15	01/30/2015	1120	B92546	COLUMBIA HARDWARE, LLC	lumber, bits, screws	0540562440	116.53
5512	01/15	01/30/2015	1120	B92823	COLUMBIA HARDWARE, LLC	spickets	3140562560	109.90
5512	01/15	01/30/2015	1120	B92835	COLUMBIA HARDWARE, LLC	pipe and couplings	3140562560	19.76
Total 5512:								
5513	01/15	01/30/2015	4910	211913204 1	Danica Hover	Refund Deposit	5121130	234.35
Total 5513:								
5514	01/15	01/30/2015	1360	130538	DAVID R. CUNNINGHAM	fire dept. firewall updates, security patch	0140162082	120.00
5514	01/15	01/30/2015	1360	130582	DAVID R. CUNNINGHAM	City Network	0140162082	1,695.00
Total 5514:								
5515	01/15	01/30/2015	6779	012215	Dennis Mullenburg	tap out system lighting/elec work	0540562440	225.00
Total 5515:								
5516	01/15	01/30/2015	1480	WQ15DOM-0	DEPT. OF ENVIRONMENTAL QUALITY	Annual Fee	3140562860	2,197.00
Total 5516:								
5517	01/15	01/30/2015	1530	JAN 2015	DISH NETWORK	Programming	4140562740	400.00
Total 5517:								
5518	01/15	01/30/2015	1640	6218	ELMER'S FLAG AND BANNER	us flags	0140462520	271.65
Total 5518:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5519	01/15	01/30/2015	3120	12215	LORANG FINE ART & GORGEOUS GIF	Service Award Sculpture	5140562870	275.00
Total 5519:								275.00
5520	01/15	01/30/2015	3160	012315	MARIANNE BUMP/PETTY CASH	office supplies	0140162010	31.46
5520	01/15	01/30/2015	3160	012315	MARIANNE BUMP/PETTY CASH	postage for tourism	0840562055	13.55
5520	01/15	01/30/2015	3160	012615	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140362870	34.21
Total 5520:								79.22
5521	01/15	01/30/2015	6926	14-9930	Northwest Safety Clean	hanging tail name plate	0540562029	146.77
Total 5521:								146.77
5522	01/15	01/30/2015	4500	14084	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140562110	143.76
5522	01/15	01/30/2015	4500	14084	PAGEONE NORTHWEST	Airtime Service Fee/Paging Service	5140662110	35.94
Total 5522:								179.70
5523	01/15	01/30/2015	4630	514626	PITNEY BOWES - SUPPLIES	Meter Ink	0140162010	61.19
Total 5523:								61.19
5524	01/15	01/30/2015	4650	F913512	PLATT ELECTRIC SUPPLY	volt tester, pliers, screw driver, coding ta	5140562900	457.50
Total 5524:								457.50
5525	01/15	01/30/2015	4670	FENCING	PORT OF CASCADE LOCKS	fencing materials	3140562560	571.00
Total 5525:								571.00
5526	01/15	01/30/2015	4810	15638	PRINT IT	Business cards	0540562010	56.00
Total 5526:								56.00
5527	01/15	01/30/2015	6824	5600001611	Providence Health & Services	respirator evaluation	0540562017	46.00
Total 5527:								46.00
5528	01/15	01/30/2015	6780	19284578	Ricoh Americas Corporation	Lease	0140162120	296.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5528	01/15	01/30/2015	6780	503996245	Rich Americas Corporation	Copies	0140162110	77.19
Total 5528:								313.99
5529	01/15	01/30/2015	5510	8032735801	STAPLES CONTRACT & COMMERCIA	file folders, ink refill, envelopes	0140162010	52.25
Total 5529:								52.25
5530	01/15	01/30/2015	5660	11743	TANNINEN REPAIR SERVICE LLC	Engine 94 Service	0540562441	780.48
Total 5530:								780.48
5531	01/15	01/30/2015	6070	411884	TWGW, INC NAPA AUTO PARTS	blue def, funnels	2140562441	19.74
5531	01/15	01/30/2015	6070	411884	TWGW, INC NAPA AUTO PARTS	blue def, funnels	3140562441	19.74
5531	01/15	01/30/2015	6070	909944	TWGW, INC NAPA AUTO PARTS	radiator cap, antifreeze, flush kit	5140562201	21.03
Total 5531:								60.51
5532	01/15	01/30/2015	6110	JAN 2015	U.S. POSTAL SERVICE	UB Postage	0140162055	279.68
Total 5532:								279.68
5533	01/15	01/30/2015	6927	834682	William H. Reilly & Co., Inc.	sewer treatment repair and maintenance	3140562560	1,635.84
Total 5533:								1,635.84
5534	01/15	01/30/2015	6640	. 2015	WIND RIVER PUBLISHING	half page ad	0840562160	1,188.00
Total 5534:								1,188.00
5535	01/15	01/30/2015	6690	012715	WOOSLEY, KATHY	Reimburse Mileage	0140162020	23.00
Total 5535:								23.00
1301501	01/15	01/30/2015	3080	2014-2	LIBRARY OF CONGRESS	royalty fee July-dec 2014	4140562090	67.00 M
Total 1301501:								67.00
1301505	01/15	01/30/2015	6090	4393 1/15	U S BANK CC	floor mat for front door	0140462520	100.23 M

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1301505:								
1301506	01/15	01/30/2015	6080	JAN 2015	U S BANK	Bank Fees	0140162110	306.41 M
Total 1301506:								
Total 1301507:								
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	jackets	2140562560	199.98 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	gloves and jackets	5140562210	151.13 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	jackets	5140562210	193.47 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	jackets	5140562210	139.48 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	bit	5140562810	9.99 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	misc tools	5140562900	468.82 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	rangerfinder, buckets	5140563700	154.89 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	makita drill	5140563700	279.00 M
1301507	01/15	01/30/2015	6090	2305 1/15	U S BANK CC	driver sets	5140563700	31.98 M
Total 1301507:								
Total 1301509:								
1301509	01/15	01/30/2015	6090	2974 01/15	U S BANK CC	ipad data plan	0540562050	14.99 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	jessica school	0540562024	66.00 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	misc supplies	0540562351	135.92 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	led lights	0540562441	378.85 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	misc tools	0740562560	255.41 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	misc tools	2140562560	83.98 M
1301509	01/15	01/30/2015	6090	8773 1/15	U S BANK CC	misc tools	3140562560	83.97 M
Total 1301509:								
Total 1301510:								
1301510	01/15	01/30/2015	440	DEC14-PWR	BPA	Dec power bill	5140562820	61,823.00 M
1301510	01/15	01/30/2015	440	DEC14-PWR	BPA	Dec power bill	5140662820	10,275.00 M
Total 1301510:								
Total 1301511:								
1301511	01/15	01/30/2015	440	DE-TRN01-1	BPA	Dec transmission bill	5140562821	11,984.00 M
1301511	01/15	01/30/2015	440	DE-TRN01-1	BPA	Dec transmission bill	5140662821	1,992.00 M
Total 1301511:								

City of Cascade Locks

Check Register - By Check No.
Check Issue Dates: 1/30/2015 - 1/30/2015

Page: 6
Jan 30, 2015 08:16AM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
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Grand Totals:

113,974.45

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	4,277.05-	4,277.05-
01-401-62010	144.90	.00	144.90
01-401-62020	23.00	.00	23.00
01-401-62050	386.98	.00	386.98
01-401-62055	279.68	.00	279.68
01-401-62082	2,365.00	.00	2,365.00
01-401-62110	434.60	.00	434.60
01-401-62120	236.80	.00	236.80
01-403-62870	34.21	.00	34.21
01-404-62520	371.88	.00	371.88
03-21010	.00	84.89-	84.89-
03-405-62560	84.89	.00	84.89
05-21010	.00	3,549.60-	3,549.60-
05-405-62010	56.00	.00	56.00
05-405-62017	46.00	.00	46.00
05-405-62024	66.00	.00	66.00
05-405-62029	146.77	.00	146.77
05-405-62050	148.05	.00	148.05
05-405-62110	918.00	.00	918.00
05-405-62111	532.00	.00	532.00
05-405-62351	135.92	.00	135.92
05-405-62440	341.53	.00	341.53
05-405-62441	1,159.33	.00	1,159.33
07-21010	.00	255.41-	255.41-
07-405-62560	255.41	.00	255.41
08-21010	.00	1,201.55-	1,201.55-
08-405-62055	13.55	.00	13.55
08-405-62160	1,188.00	.00	1,188.00
17-21010	.00	40.68-	40.68-
17-405-62519	40.68	.00	40.68
21-21010	.00	501.43-	501.43-
21-405-62050	134.85	.00	134.85
21-405-62441	19.74	.00	19.74
21-405-62560	346.84	.00	346.84
31-21010	.00	12,275.84-	12,275.84-
31-405-62050	280.30	.00	280.30
31-405-62441	19.74	.00	19.74
31-405-62560	2,420.47	.00	2,420.47

GL Account	Debit	Credit	Proof
31-405-62700	7,358.33	.00	7,358.33
31-405-62860	2,197.00	.00	2,197.00
41-21010	.00	467.00-	467.00-
41-405-62030	67.00	.00	67.00
41-405-62740	400.00	.00	400.00
51-21010	.00	88,821.00-	88,821.00-
51-21130	234.35	.00	234.35
51-405-62050	53.53	.00	53.53
51-405-62110	143.76	.00	143.76
51-405-62200	83.75	.00	83.75
51-405-62201	21.03	.00	21.03
51-405-62210	484.08	.00	484.08
51-405-62810	9.99	.00	9.99
51-405-62820	61,823.00	.00	61,823.00
51-405-62821	11,984.00	.00	11,984.00
51-405-62870	275.00	.00	275.00
51-405-62900	926.32	.00	926.32
51-405-63700	465.87	.00	465.87
51-406-62050	13.38	.00	13.38
51-406-62110	35.94	.00	35.94
51-406-62820	10,275.00	.00	10,275.00
51-406-62821	1,992.00	.00	1,992.00
56-21010	.00	2,500.00-	2,500.00-
56-405-63941	2,500.00	.00	2,500.00
Grand Totals:	113,974.45	113,974.45-	.00

Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check

CASCADE LOCKS STAFF REPORT

Date Prepared: February 2, 2015

For City Council Meeting on: February 9, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Adopt Council Goals and Budget Priorities

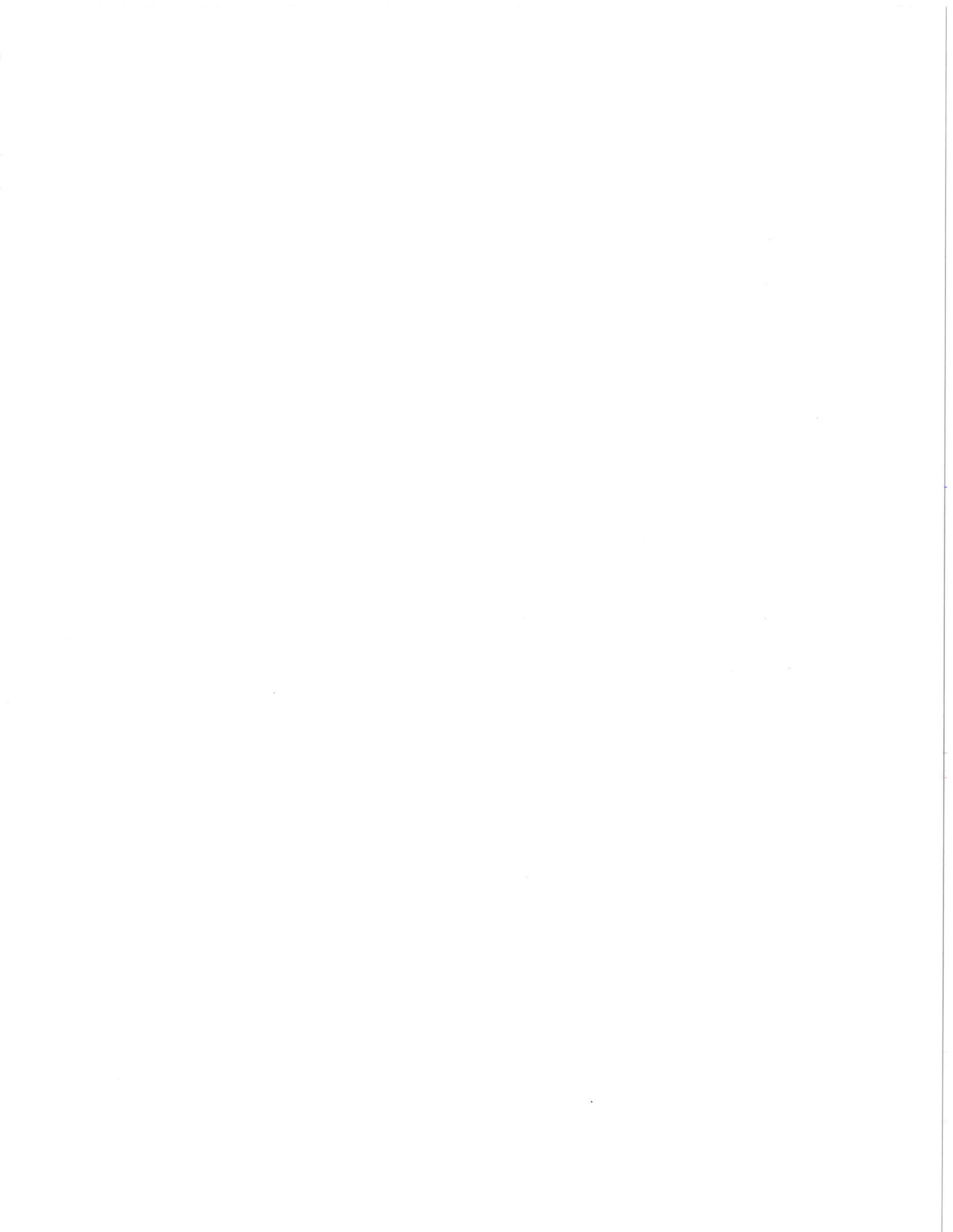
SYNOPSIS: The City Council met in a work session on Monday, January 26, for a review of the previous year's activities by the various City departments. The Council also listened to the staff's proposed goals and activities for the upcoming Fiscal Year 2015-2016. The proposed goals listed by department are attached.

This list was developed as we identified the prospective economic development activities and recruitments being undertaken by the Port of Cascade Locks. The focus for the City is to identify those essential activities that can support the growth of industry and jobs in the Industrial Park and other areas of the City. With that identification, the City must work towards building the infrastructure that facilitates the new businesses that are poised to open in the Industrial Park and on WaNaPa Street. While this may generate additional costs to the consumer, those costs may be able to be adjusted after the increased revenue stream is proven. If the City chooses not to do the infrastructure requirements identified, then our water, sewer, electric, and street systems will continue to deteriorate and the cost to repair those issues will continue to escalate.

With the adoption of the Council goals, the City Staff will begin to build the budget based on those goals and activities.

CITY COUNCIL OPTIONS: Accept, modify, or reject the proposed Council Goals.

RECOMMENDED MOTION: "I move to adopt the Council Goals as identified in the January 26th work session."



2015-16 City Council Goals

Public Works:

1. Complete Water System Improvements
2. Complete Wastewater Master Plan

Electrical Department

1. Provide adequate power to the Industrial Park now and plan for future growth
2. Construct equipment shelter on City Hall property

Emergency Services

1. Maintain Department within Budget Parameters

Finance

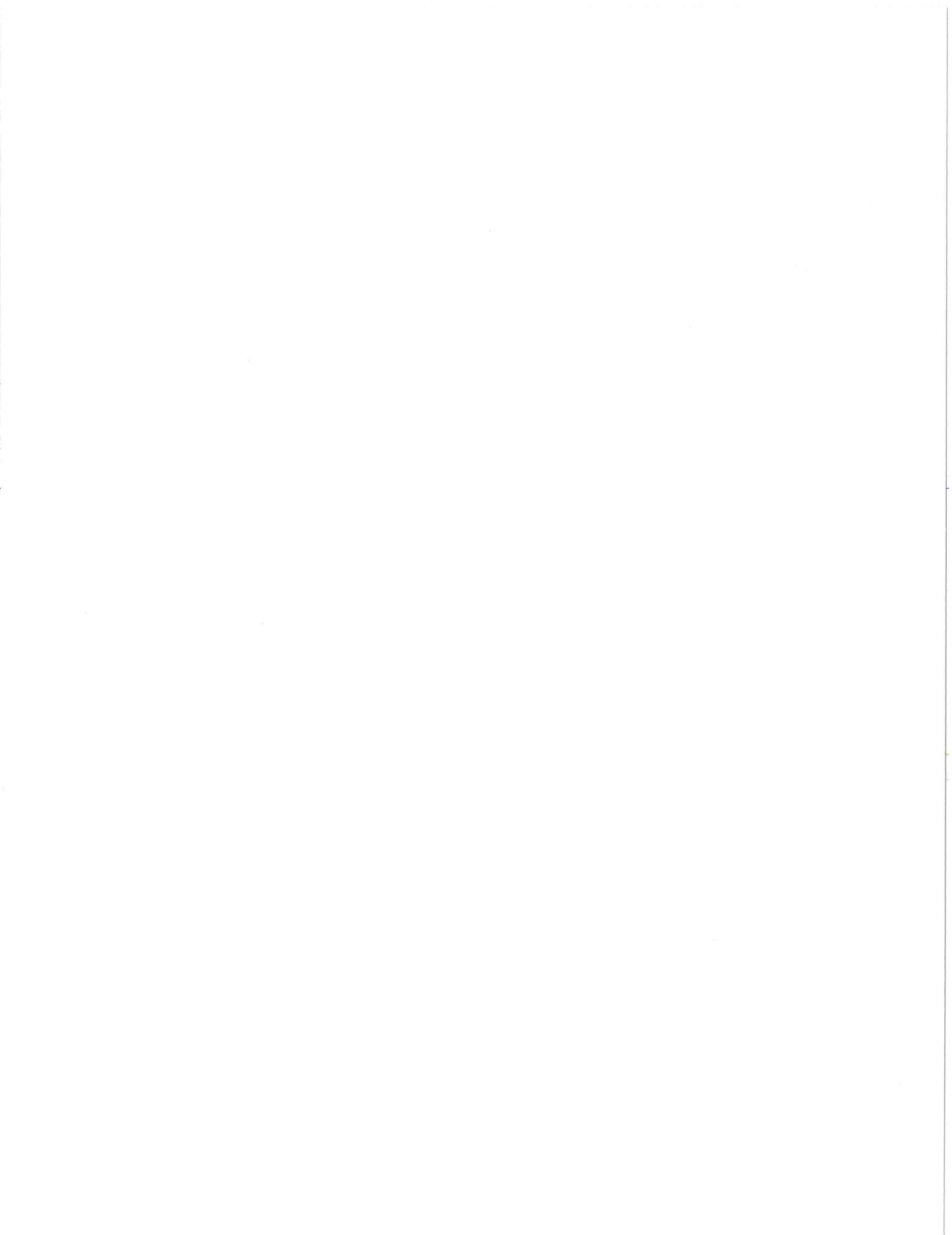
1. Provide a backup generator for City Hall
2. Continue ADA improvements
3. Complete a Wage and Salary Study

City Recorder/Planner

1. Implement Development Code Revisions

Administration

1. Continue Good Governance



CASCADE LOCKS STAFF REPORT

Date Prepared: February 2, 2015

For City Council Meeting on: February 9, 2015

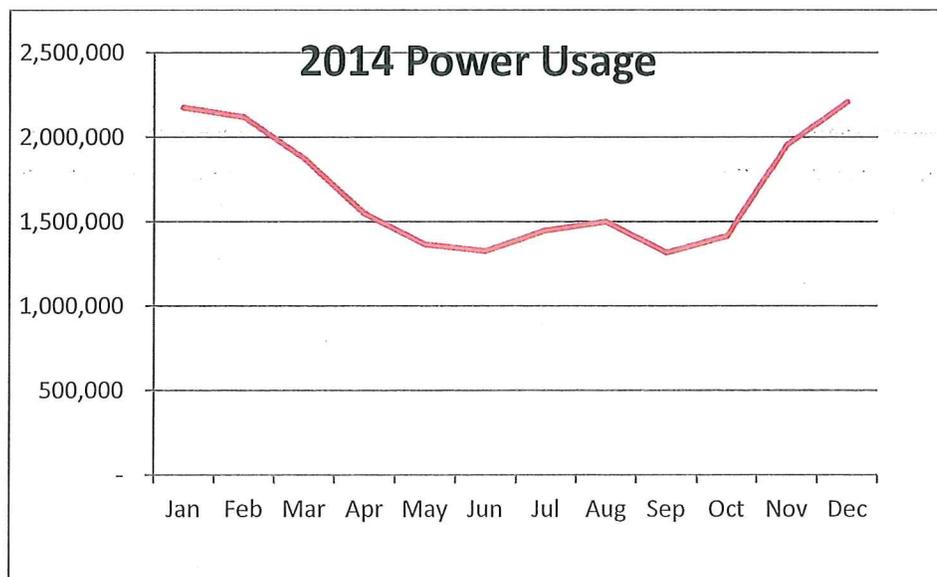
TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Discuss Substation Options

SYNOPSIS: This is a discussion of the "current" situation with the City's power needs.

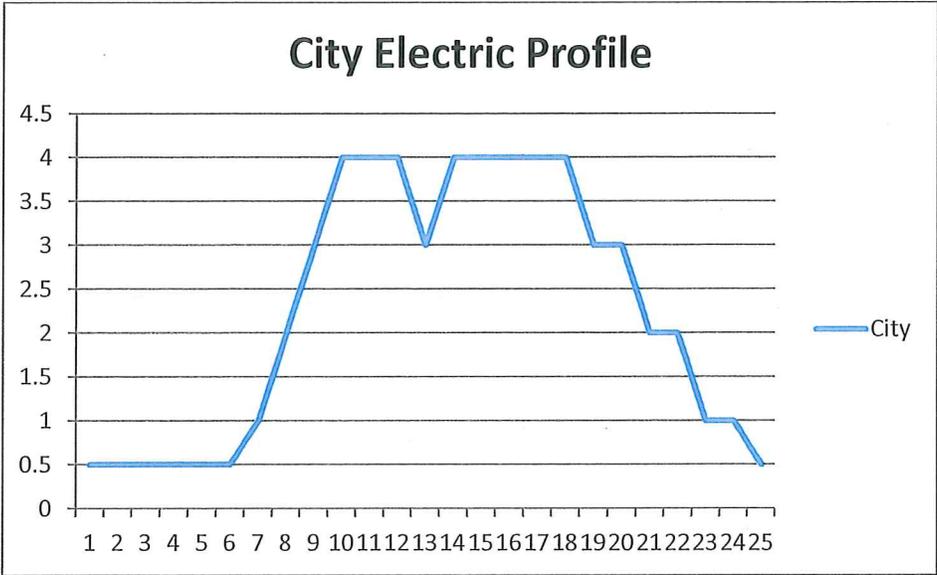
The following graph illustrates the annual power usage by month on average.



This plot shows the monthly consumption of power as reflected on the BPA bills. It shows a peak usage in the winter months of about 2.25 megawatts. Since we have 6 megawatts available from either the BPA Substation or the City Substation, this would seem to be adequate for our current needs.

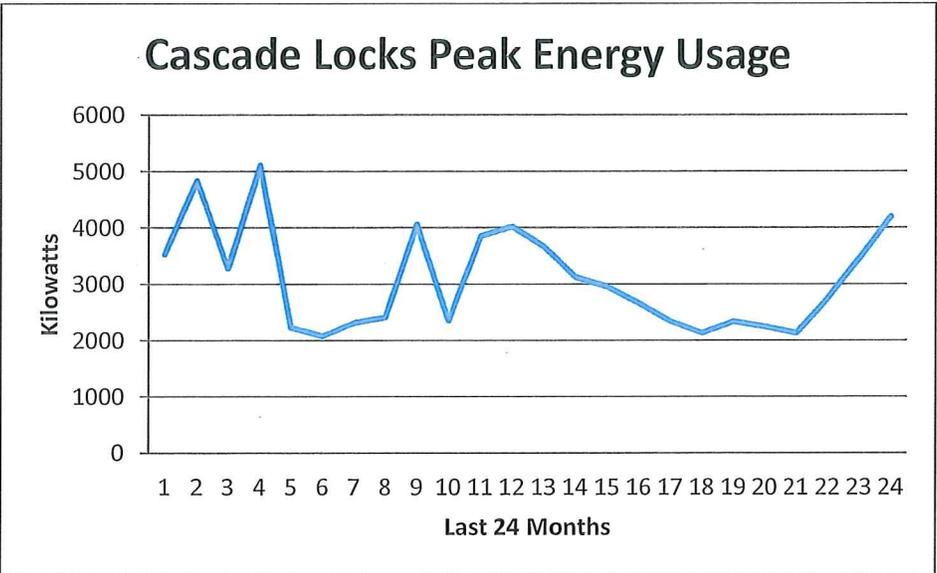
The key to appropriately sizing a substation is the peak demand during the day. On average we may be using 2.25 megawatts of power, but the peak demand may be significantly more depending on the how and where that demand is generated. The following chart is an attempt

to illustrate the typical load profile of the power needs in Cascade Locks (exclusive of the Acton Substation.)



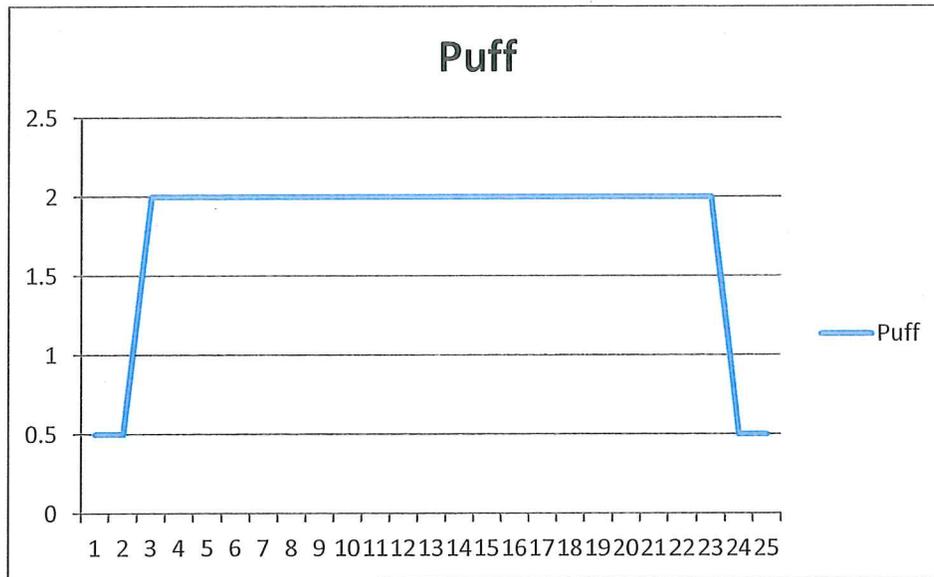
This is an estimated projection of the City’s usage profile based on visual observations of the BPA Substation meter. We are attempting to secure an actual profile from the BPA. The average of this profile is 2.26 megawatts.

The following graph shows the highest peak usage (by month) for the last two years.

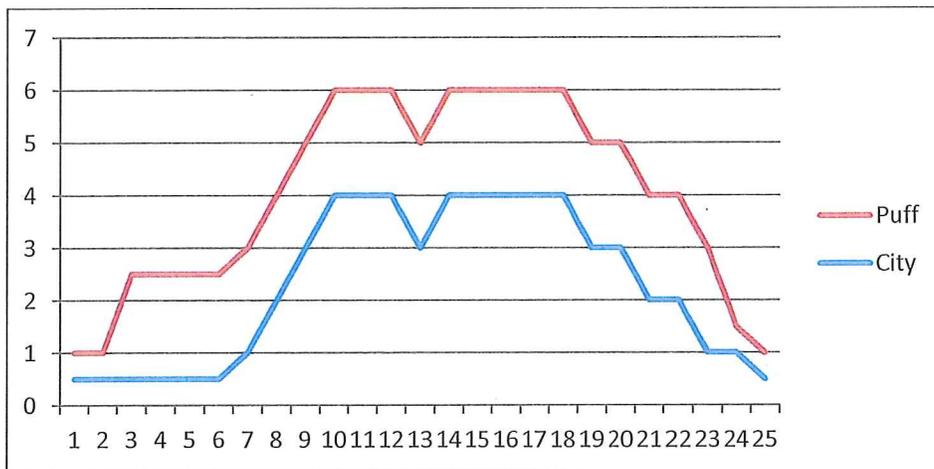


The highest peaks were in the winter cold in 2013 at 5 megawatt. During 2014 we peaked at 4 during the winter months.

If the Puff Factory were to lease the Flexible Manufacturing Building and begin operations June 1, 2015, as they have indicated they would, they could use up to 2 megawatts of power at their production peak. They will have a 2000 amp panel installed. The equipment lists we have seen from Puff indicate that they will be running the dryer, the largest user of electricity on their operation, for 20 hours per day. This could be their profile.



This would be a wonderful addition to our community. The difficulty comes when the peak demands are added together.



With the current City peaks (during the winter) and the potential Puff Factory peak, we have maxed out the capacity of either substation.

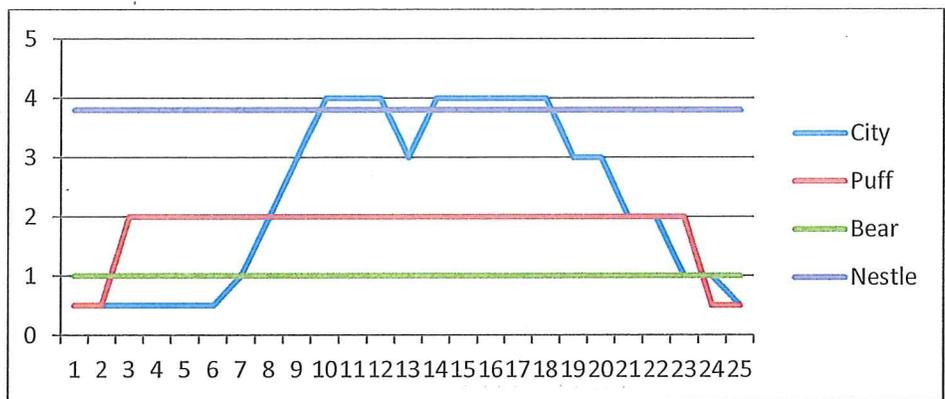
We also know, the Puff Factory is not the only growth we will be seeing soon. Bear Creek (formerly Bear Mountain) has purchased the old Hegawald (Cascade Wood Products) property

for expansion of their operation and are working on the purchase of the 10 acres upon which they are currently sitting in order to build a new building and increase their operation.

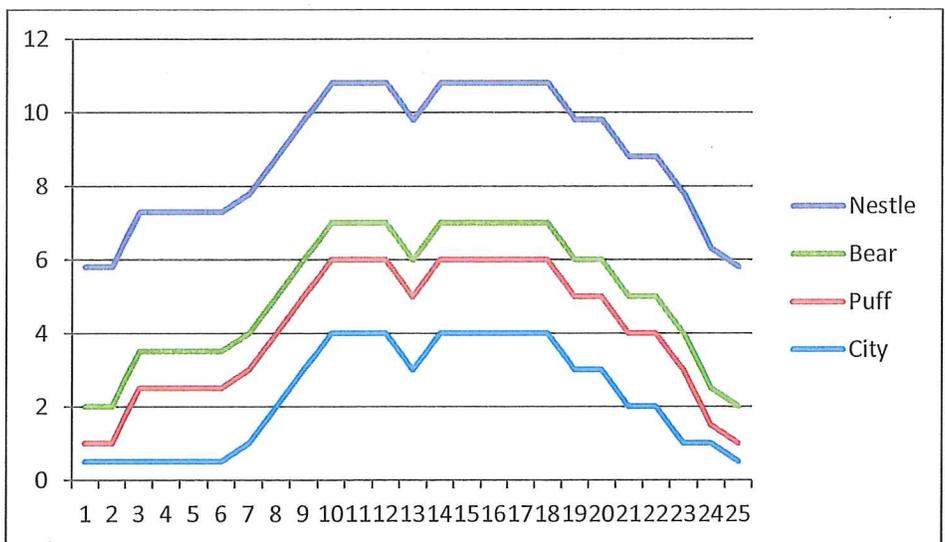
The Heuker Family is negotiating with the Port of Cascade Locks for the purchase of 3+ acres on the north end of the business park in order to build a fish processing plant.

We also have some residential development happening which will only add to the demand for power.

This also does not count the potential for the development of the Nestlé Waters North America bottling plant which, at full build out, will require 3.8 megawatts.



If we were to add the potential peak demand for just these four companies, we will see the total requirement for power needs in the immediate future.



11 megawatts at peak demand. We only have 12 megawatts if both substations were operating and only if we added a second circuit so we could use both substations at the same time. And this doesn't count any of the other companies the Port of Cascade Locks is trying to recruit.

I have attached two charts from BPA that show some historical data and forecast data. In February of 2014 the BPA forecast a peak load for Cascade Locks at just over 4 MW. In actual fact, the City peaked at 5.6 MW. The second chart shows the forecast for the upcoming 2015 at a 4.4 MW peak load. The last chart shows the projected load forecast on the substation. It is averaging between 60% and 70%, peaking at 75%. These projections do not include any growth projections from Puff, Heuker, Bear Creek, or Nestlé. If Puff comes in and is successful, we will be over our capacity for either substation.

For your information, I have included the previous spreadsheets that show the 6 options we have been exploring. We are facing utilizing Options #5 or #6 in order to meet this demand.

I have also included the spreadsheet that indicates the amount of revenue given a 1 MW growth for an 8 hour shift five days a week. That would generate about \$78,000 for each megawatt of growth. If the operation is running 24/7, the revenue per megawatt is about \$153,000. In other words, if and when the growth comes, it should pay for the debt service on whatever option the Council chooses to pursue.

Here are the decisions the Council needs to address.

I. Purchase BPA Substation

The BPA has offered us their substation for \$301,000. But they have also said no reasonable offer will be refused.

BPA Substation Cost:	\$	301,000	
Unofficially:	\$	275,000	
Low Voltage Delivery Charge:	\$	40,000	2.5 mw
Plus 25% Price Increase:	\$	50,000	
If the load doubles:	\$	100,000	5.0 mw
Using \$50,000 annual payment:		5 years	0%

Should we begin to negotiate the purchase of the BPA Substation? If we wait, what are the risks? Do we rebuild the City substation before we purchase the BPA substation?

II. Engineering Request

In order to answer any of the questions posed in this report, we would be wise to gather more information about the various options. The following information is needed. Is the Council willing to hire an engineering firm to answer these requests?

a. Inspection of all available used transformers at Skamania PUD

- i. List of transformer capacities
 - ii. Prioritized list of recommendations
 - iii. Cost to upgrade capacity
- b. Estimated Cost to Install 2nd Circuit
 - i. To the east around Snyder property
 - ii. To the west on new taller poles
- c. Estimated Cost to Install Transformer Recommended in II. a.
 - i. BPA Substation
 - ii. City Substation
 - iii. Potential cost for mobile 6 MW transformer during transition

We have previously estimated the cost to rebuild the BPA Substation and the City Substation based on BKI's Master Electrical System Plan. The above engineering request is to verify our estimations given the results in II a and b.

	New	City	BPA
Transformer/Equipment	959,000	250,000	250,000
15kV Feeder	186,000	150,000	150,000
115kV Station	662,000	100,000	200,000
Site Work	117,000	50,000	50,000
Control Building	<u>45,000</u>	<u>40,000</u>	<u>40,000</u>
	1,969,000	590,000	690,000
New Line to Business Park	200,000	200,000	200,000
Total Cost	2,169,000	790,000	890,000

Doing anything is dependent on adequate answers to these questions. The following timeline is dependent on actual growth of system usage.

- III. Potential Timeline
 - a. 1st QTR 2015 Negotiate Purchase of BPA Substation
 - b. 2nd QTR 2015 Build 2nd Circuit
 - c. 3rd QTR 2015 Monitor growth (Puff Factory/Bear Creek)
 - d. 4th QTR 2015 If growth warrants, rebuild substation.
If growth does not occur, review each quarter.

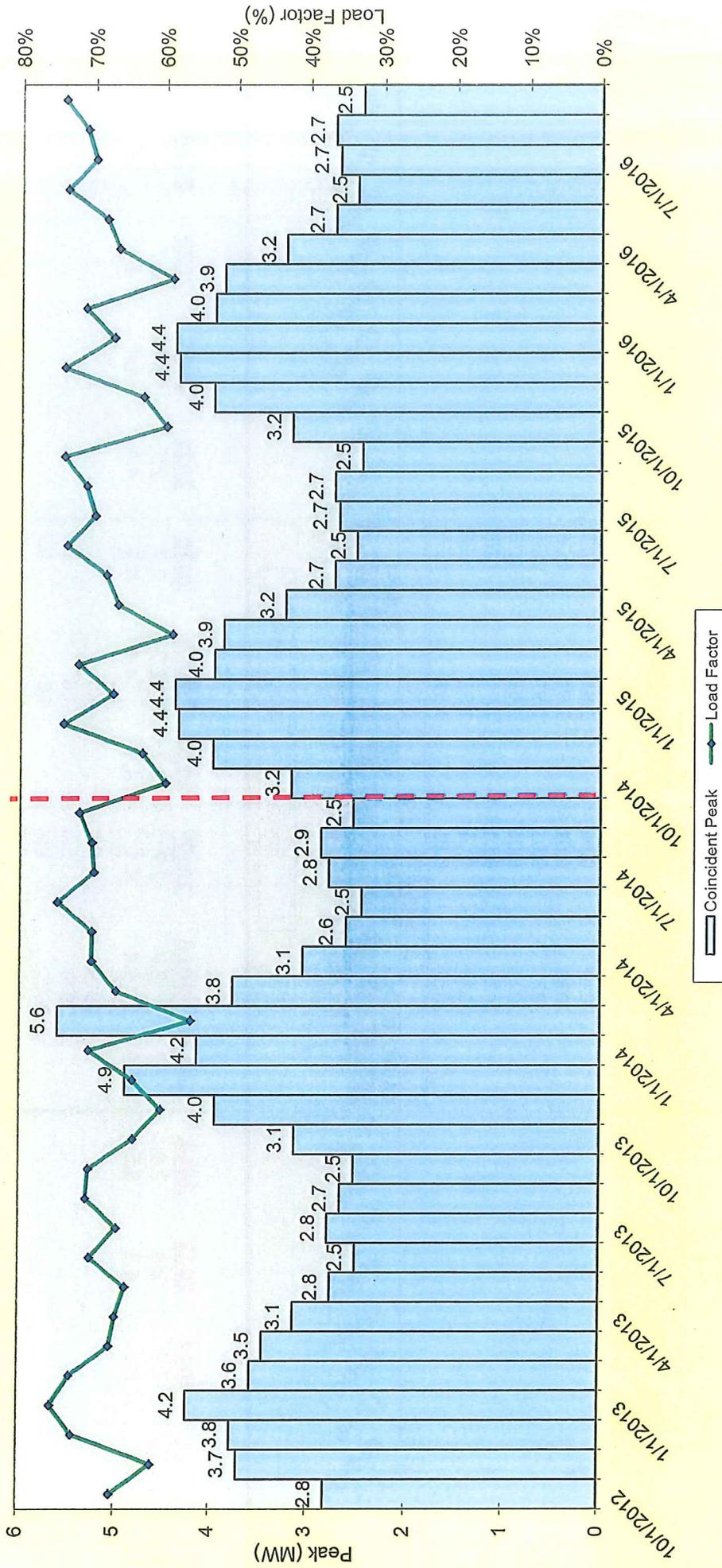
The diagrams at the end of this report are an attempt to graphically illustrate the Options #5 and #6.

None of this addresses the age and useful life of our current substations. This is "food for thought."

City of Cascade Locks

2015 Load Forecast

Monthly Peak & Load Factor



City of Cascade Locks
 Electrical Master Plan Cost and Revenue Projections
 Revision Date: December 16, 2014

Options	Option #1 New Substation On BPA Property	Option #2 New Substation On Pyramid	Option #3 New Substation On Port Property	Option #4 BPA Build On BPA Property (Future Purchase)	Option #5 Rebuild Pyramid	Option #6 Rebuild BPA Maintain Pyramid
Cost of Land:	\$ 301,000	\$ -	\$ -	\$ -	\$ -	\$ 301,000
Industrial Feeder #1:	250,000	250,000	250,000	250,000	200,000	200,000
12/16/20 MVA Substation:	1,969,000	1,969,000	1,969,000	3,500,000	590,000	690,000
Transmission Line From BPA to Sub:	-	-	277,000	-	-	-
Total:	\$ 2,520,000	\$ 2,219,000	\$ 2,496,000	\$ 3,750,000	\$ 790,000	\$ 1,191,000

USDA RUS Financing						
Interest Rate:	3.25%	3.25%	3.25%	0.00%	3%	3%
Term (Years):	40	40	40	-	4	4
Annual Payment:	\$ 113,470	\$ 99,917	\$ 112,390	\$ -	\$ 212,531	\$ 320,411

Property Liability Insurance						
Current Coverage: \$2,050,000 for Pyramid	\$ 1,416					
Increased Coverage: \$2,500,000*2 (2016)	\$ 3,481	\$ 3,065	\$ 3,448	\$ 1,500	\$ 1,500	\$ 3,000
Increased Coverage: \$2,500,000*2 (2017)	\$ 3,655	\$ 3,219	\$ 3,621	\$ 1,575	\$ 1,575	\$ 3,150
Increased Coverage: \$2,500,000*2 (2018)	\$ 3,838	\$ 3,380	\$ 3,802	\$ 1,654	\$ 1,654	\$ 3,308
Increased Coverage: \$2,500,000*2 (2019)	\$ 4,030	\$ 3,549	\$ 3,992	\$ 1,736	\$ 1,736	\$ 3,473

Low Voltage Delivery Charge Assumptions	Savings Option #1	Expense Option #2	Expense Option #3	Expense Option #4	Expense Option #5	Expense Option #6
2014: current cost	\$ 36,000					
2015: estimated cost for next year	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
2016: adding 3 mw and 25% cost increase	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
2017: adding 1 mw and 25% cost increase	\$ -	\$ -	\$ -	\$ 145,833	\$ -	\$ -
2018: adding 1 mw and 10% cost increase	\$ -	\$ -	\$ -	\$ 183,333	\$ -	\$ -
2019: adding 10% cost increase	\$ -	\$ -	\$ -	\$ 201,667	\$ -	\$ -

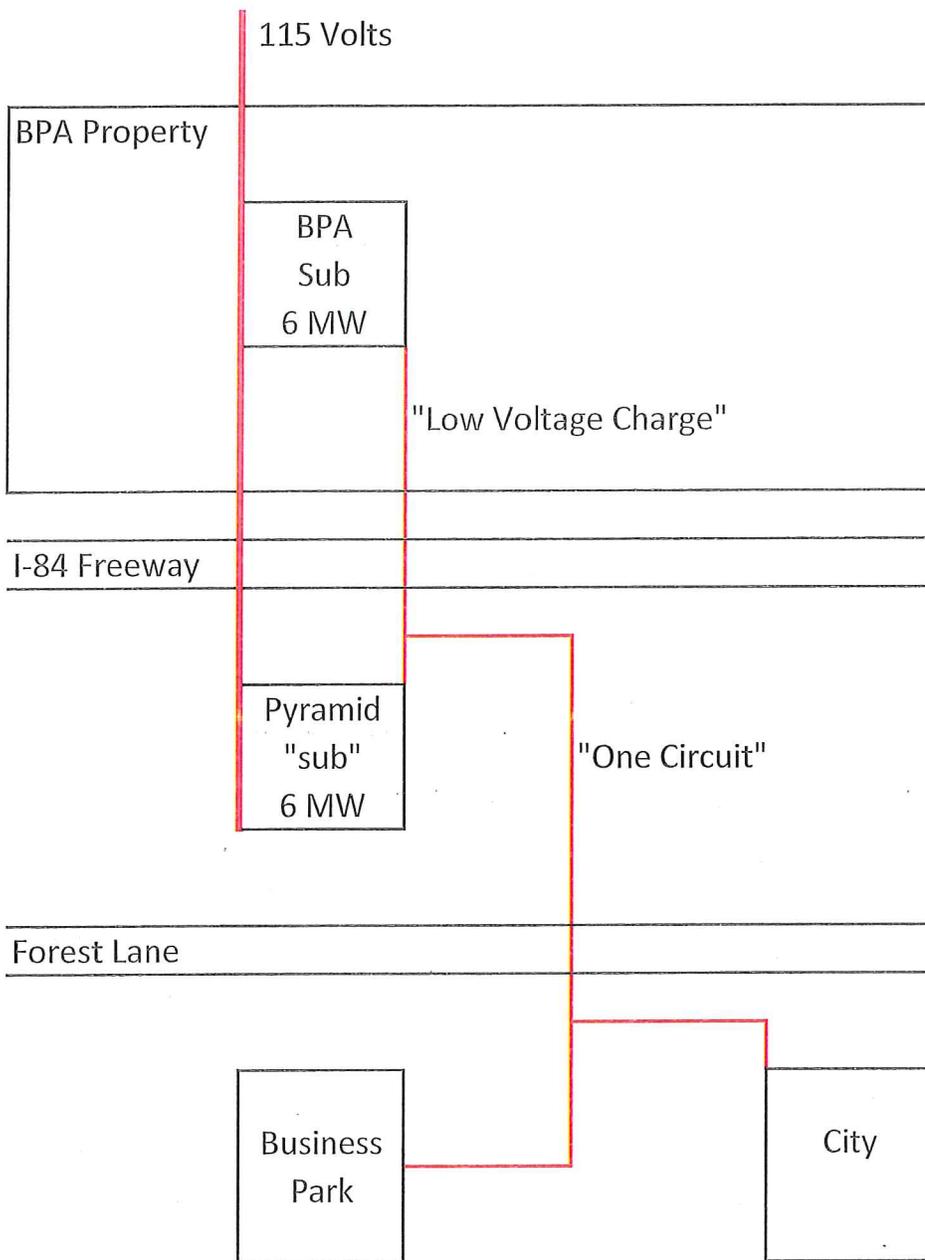
Annual Maintenance Costs	Option #1	Option #2	Option #3	Option #4	Option #5	Option #6
2015: Pyramid	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
2016: Pyramid, BPA Substation	\$ 20,400	\$ 20,400	\$ 20,400	\$ -	\$ 10,200	\$ 20,400
2017: Pyramid, BPA, and New	\$ 31,212	\$ 31,212	\$ 31,212	\$ -	\$ 10,404	\$ 20,808
2018: Pyramid, BPA, and New	\$ 31,836	\$ 31,836	\$ 31,836	\$ -	\$ 10,820	\$ 21,640
2019: Pyramid, BPA, and New	\$ 32,473	\$ 32,473	\$ 32,473	\$ -	\$ 11,037	\$ 22,073

Total Four Year Costs						
Annual Financing Payment:	\$ 453,882	\$ 399,668	\$ 449,559	\$ -	\$ 850,125	\$ 1,281,645
Increased Liability Insurance:	\$ 15,005	\$ 13,213	\$ 14,862	\$ -	\$ 6,465	\$ 12,930
Low Voltage Delivery Charge:	\$ -	\$ -	\$ -	\$ 630,833	\$ 40,000	\$ -
Annual Maintenance Costs:	\$ 115,921	\$ 115,921	\$ 115,921	\$ 6,465	\$ 42,461	\$ 84,921
Estimated Incremental Total Cost:	\$ 584,808	\$ 528,802	\$ 580,342	\$ 637,299	\$ 939,051	\$ 1,379,497

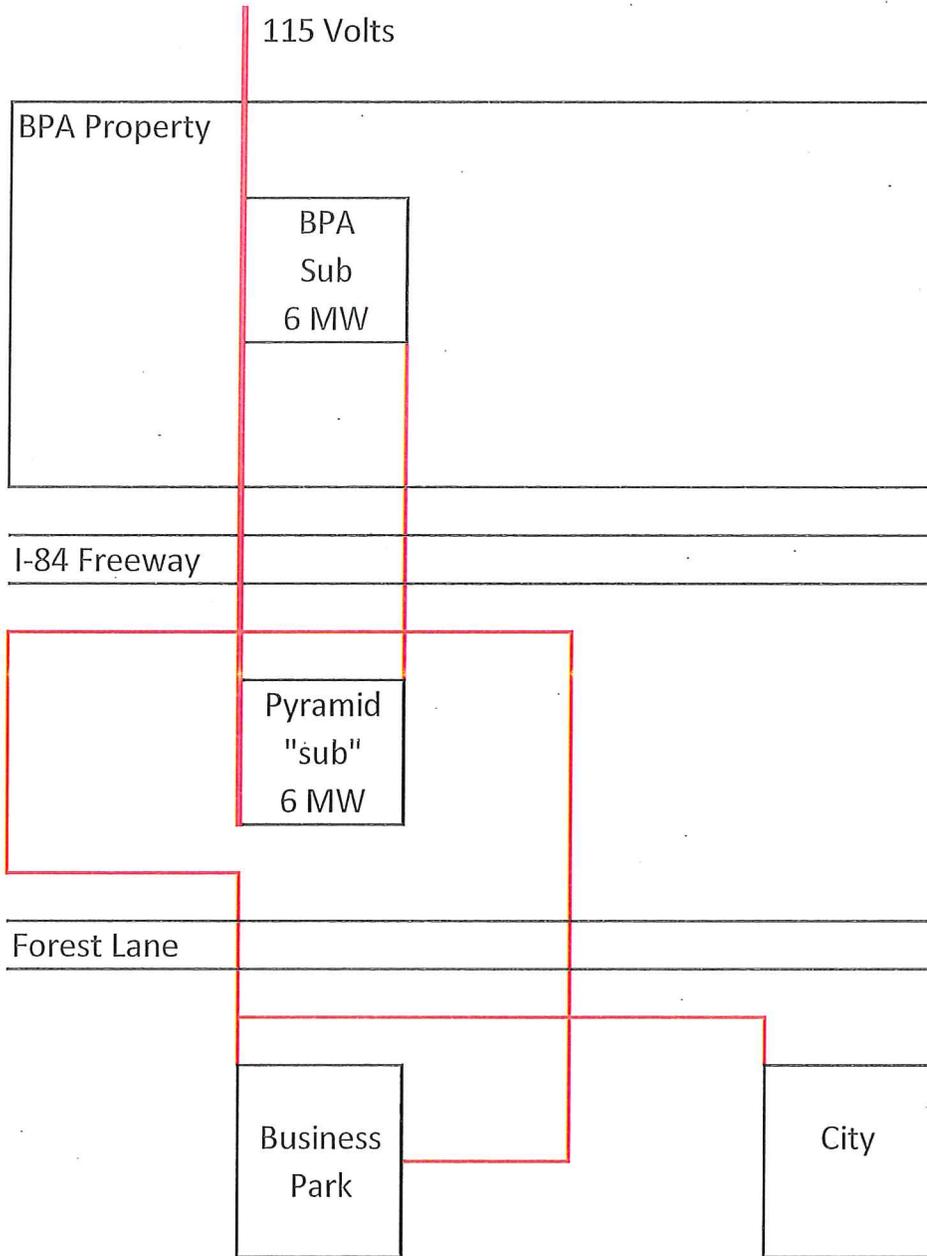
Total Estimated Incremental Financing Cost over the Life of the Loan:						
Annual Financing Payment:	\$ 4,538,816	\$ 3,996,680	\$ 4,495,590	\$ -	\$ 850,125	\$ 1,281,645
Low Voltage Delivery Charge:	\$ -	\$ -	\$ -	\$ 8,066,667	\$ 40,000	\$ -
Estimated Incremental Total Cost:	\$ 4,538,816	\$ 3,996,680	\$ 4,495,590	\$ 8,066,667	\$ 890,125	\$ 1,281,645

Incremental Revenue	1 MW	2 MW	3 MW	4 MW
8 hour shift/5 days per week				
Revenue: \$	180,630	\$ 361,260	\$ 541,890	\$ 722,520
Costs: _____	102,573	205,146	307,719	410,292
Gross Margin: \$	78,057	\$ 156,114	\$ 234,171	\$ 312,228
Four Year Totals: \$	312,228	\$ 624,456	\$ 936,684	\$ 1,248,912
24 hour shifts/7 days per week				
Revenue: \$	430,164	\$ 860,328	\$ 1,290,492	\$ 1,720,656
Costs: _____	277,033	554,066	831,099	1,108,132
Gross Margin: \$	153,131	\$ 306,262	\$ 459,393	\$ 612,524
Four Year Totals: \$	612,524	\$ 1,225,048	\$ 1,837,572	\$ 2,450,096

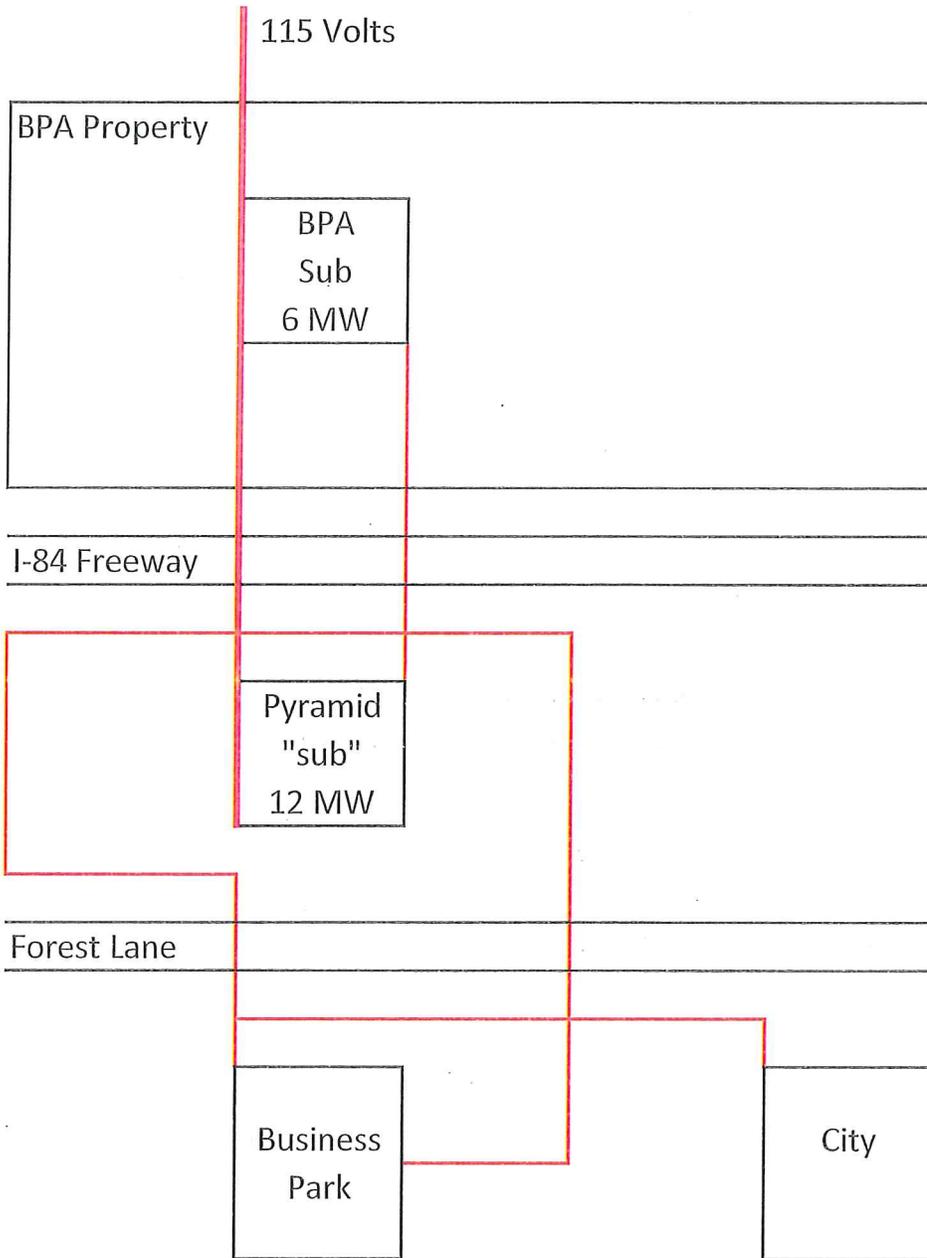
Current Configuration



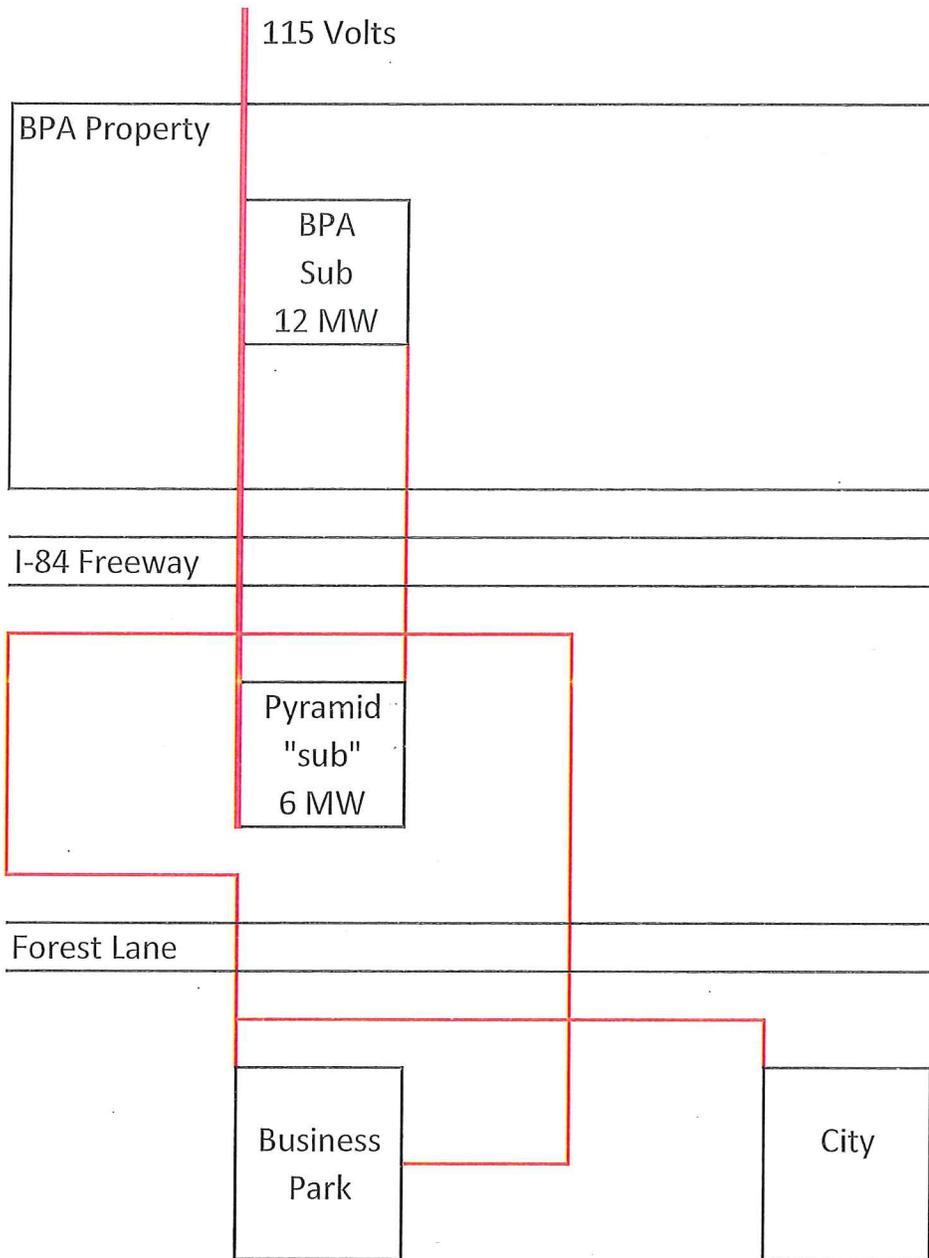
Two Circuits



Pyramid Rebuild



Rebuild BPA





Oregon RECEIVED
John A. Kitzhaber, MD, Governor
JAN 26 2015

Government Ethics Commission

3218 Pringle Rd SE Ste 220
Salem, OR 97302-1544
503-378-5105

E-mail: ogec.mail@oregon.gov

Web Site: www.oregon.gov/ogec

January 20, 2015

BY:
IMPORTANT NOTICE – ACTION REQUIRED

Kathy Woosley
City of Cascade Locks
PO Box 308
Cascade Locks, OR 97014

Oregon Revised Statutes Chapter 244 requires certain public officials to file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (Commission) by April 15 of each year. The Commission distributes the forms to the public officials based upon information from lists you provide. OAR 199-020-0005 requires you to provide the information to the Commission and ORS 244.162 requires you to explain the SEI filing requirement to newly elected and appointed public officials.

ORS 244.050 requires the following public officials **who will hold office on April 15, 2015**, to file SEI's:

- Justices of the Peace and Municipal Judges;
(excluding pro-tem judicial officers who do not otherwise serve as judicial officers)
- Elected officials;
- The chief executive officer of the city or county who performs the duties of manager or principal administrator;
- Members of planning, zoning and development boards and commissions and other land/property use bodies.

NOTE: "Other land/property use bodies" includes entities to which is delegated at least some of the discretionary authority of a planning commission or governing body relating to zoning and land use matters. The body must have decision-making authority and not be limited to only making advisory recommendations. If you have a question about a specific board or commission, please contact the Commission.

The enclosed report lists public officials who were required to file in 2014 and those changes that you have provided to us since that time. Please update the list as explained below to reflect persons **who will hold office on April 15, 2015**:

- a) Verify that all positions required to file, as outlined above, are listed.
- b) Many people change their address and fail to notify their public agency. Verify each public official's correct **mailing** address before returning the list to this office.
- c) If a listed official no longer holds office, line through the name (*please do not obscure the entry*).
- d) Add new public officials who will hold office as of April 15, 2015, and other position changes to the blank area on the form. Include the office held and a current mailing address.
- e) Do not substitute your own list.

We have you on file as our central contact person for providing your public official information. Please complete the spaces on the form with your name, title, telephone number and email



January 20, 2015
Page 2

We have you on file as our central contact person for providing your public official information. Please complete the spaces on the form with your name, title, telephone number and email address so we can keep our database current. If you are no longer the contact, please let us know as soon as possible. Please mail, fax, or email the updated list(s) to this office no later than **Thursday, February 12, 2015**. Please keep the Commission informed about any persons who take office between the time you submit the list and April 15, 2015, so the Commission can accurately distribute the SEI forms to all those required to file.

Please emphasize the extreme importance of filing the SEI to all officials who are required to file. **PUBLIC OFFICIALS WHO FAIL TO FILE THEIR SEI COULD BE LIABLE FOR A CIVIL PENALTY OF UP TO \$5,000.**

ORS 244.162(1) and (2) require you to provide information about SEI filings to newly elected or appointed officials who are required to file. To fulfill your responsibilities, please take the following actions:

Before their first meeting or taking the oath of office, please give a "sample" SEI to each newly elected or appointed public official and specifically request that they take time to read it. The sample form is available on the home page of our website at www.oregon.gov/ogec under the forms and publications link on the left side of the page.

Inform the public officials that the "sample" SEI is for **informational purposes only**. "Sample" forms will **NOT** be accepted if filed with the Commission. The Commission will distribute the official 2015 SEI form in March for their completion and submission by April 15, 2015.

Thank you for your courtesy and cooperation. The Commission depends upon your assistance so it can properly distribute the SEI forms. Your efforts are greatly appreciated! If you have questions, please call 503-378-5105 or email to ogec.mail@oregon.gov.

Commission Mailing Address: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

Telephone: 503-378-5105
Fax: 503-373-1456
Email: ogec.mail@oregon.gov
Website: www.oregon.gov/ogec

STATE OF OREGON



2014

ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

[INFORMATION FOR THE CALENDAR YEAR 2013]

PLEASE READ CAREFULLY:

- The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to file a Statement of Economic Interest (SEI) form. The governing body you serve has provided us with your name, position, and mailing address. If any of our information is incorrect, please notify your governing body as soon as possible, and also make the correction on the SEI form before you return it so we may update our records.
- You must file if you will hold your position on April 15, 2014. The information you report must reflect the economic interests you held at any time during the calendar year January 1, 2013 through December 31, 2013. This applies even if you did not hold your position during the calendar year 2013.
- Do not leave any section blank. Indicate "N/A" if the requested information does not apply to you, **except in item 2, Sources of Income**. You may attach additional sheets if necessary to provide complete information. Please see instructions on page 2 for additional information.
- Enter your name in the space provided at the top of each page.
- Sign, date, and provide your daytime telephone number and email address in the spaces provided at the bottom of page 6.
- **Please make a copy of the completed form and retain it for your own records in case you are asked for a copy at a later date.** If you return your form by fax or email, please include this cover sheet as it contains information we need for prompt processing of your filing.

NOTE: Failure to complete and file this form by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

Name
Jurisdiction
Address 1
Address 2
City, State, Zip

Name _____
Last First

Annual Verified Statement of Economic Interest
Filing Instructions

- ORS 244.050 specifically identifies certain public officials who are required to complete the SEI form. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you may receive multiple forms. You need only return one form. We will apply the filing date of that one form to each position in our database that is associated with your name. It helps us if you indicate on the front page of the form what additional position(s) you hold.
- The most common errors officials make when filing their form are:
 - (a) Forgetting to sign and date the form on the last page.
 - (b) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. *(The question does not relate only to the public position you hold.)* Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income on page 3.
 - (c) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box on page 5. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to this notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
- Please return this form to the Oregon Government Ethics Commission as soon as possible. **It must be postmarked or received no later than Tuesday, April 15, 2014.** Please contact the Commission at 503-378-5105 if you have questions.
- Return your form as soon as possible:

By mail to be postmarked on or before April 15 to: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

By Fax to 503-373-1456, or
By scanning and emailing to ogec.mail@state.or.us

Please remember to retain a copy for your records

STATUTORY REFERENCES

Item 4-A, ORS 244.020(6)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(6)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

Name _____
Last First

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(8)]

"Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(7)]

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. [ORS 244.020(10)]

1. **BUSINESS OFFICE OR DIRECTORSHIP: BUSINESS NAME**

A. If you or a member of your household were an officer or director of a business (see definition of "business" above) during 2013, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.)

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Title of Office</u>	<u>Held By Whom</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

B. List the names under which you or members of your household did business (see definition of "business" above) during 2013:

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Held By Whom</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

2. **SOURCES OF INCOME:** Identify the sources of income (See definition of "income" on page 3) received by you or a member of your household, who is 18 years of age or over, during the 2013 calendar year that produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.)

<u>Name of Source</u>	<u>Address of Source</u>	<u>Description of Source</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Name _____
Last First

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **2013**, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve.** (*Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.*) **Do not list your principal residence.**

<u>Description</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2013** when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(6)(b)(F). (*see reference on page 2*), which is an exception to gift restrictions. (*Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2013** when participating in a mission, negotiations, or economic development activities described in ORS 244.020(6)(b)(H). (*See reference on page 2*), which is an exception to the gift restrictions. (*These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

5. **HONORARIA:** List all honoraria (*see definition on page 3*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during **2013**.

<u>Date</u>	<u>Organization Name</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Name _____
Last First

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during **2013**. (Example: *The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.*)

<u>Name of Lobbyist</u>	<u>Name of Business</u>	<u>Type of Business</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

(Please refer to the instructions in the box above.)

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during **2013**, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve.

<u>Income Source</u>	<u>Address</u>	<u>Description</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

(Please refer to the instructions in the box above.)

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (see definition of "person" on page 3) during **2013**, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.)

<u>Name of Creditor</u>	<u>Date of Loan</u>	<u>Interest Rate of Loan</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Name _____
Last First

(Please refer to instructions in the box on page 5.)

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (see definition of "business" on page 3) of more than \$1,000 during 2013, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.)

<u>Business Name</u>	<u>Address</u>	<u>Description of Business</u>
1. _____	_____	_____
2. _____	_____	_____

(Please refer to instructions in the box on page 5.)

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if you (not your business) received a fee of more than \$1,000 in 2013 from a person (see definition of "person" on page 3) for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Do not list fees if you are prohibited from doing so by law or a professional code of ethics.)

<u>Name</u>
1. _____
2. _____

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this document is, to the best of my knowledge and belief, true, accurate, and complete.

Signature _____ Date _____
Daytime Telephone Number _____
Email Address _____

Return your form as soon as possible:

By mail to be postmarked on or before April 15 to: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

By Fax to 503-373-1456, or
By scanning and emailing to ogec.mail@state.or.us

Please remember to keep a copy for your records. If you return your form by fax or email, please include the cover sheet as it contains information we need for prompt processing of your filing.

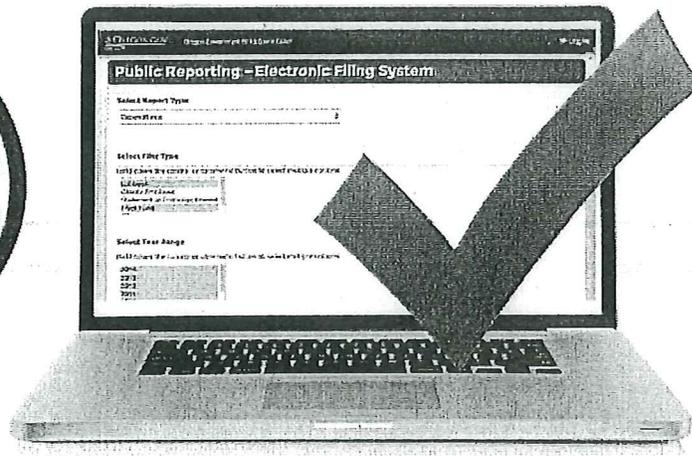


Oregon Government Ethics Commission Electronic Filing System

Coming in 2016

2015 is the last year
Statements of Economic
Interest (SEIs) will be filed
by mail!

In **2016**, SEI filers will use
the OGE C Electronic
Filing System!



With the new system, agency contacts can:

- ✓ Receive reminder notifications before important deadlines
- ✓ Maintain your SEI filer lists online
- ✓ Edit filer contact information at any time

Your SEI Filers can:

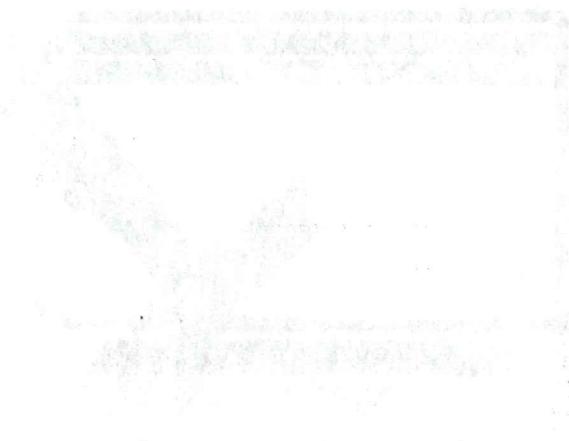
- ✓ Save an SEI in progress and return to edit and submit later
- ✓ Receive automated SEI submission confirmation
- ✓ View, print, and amend prior SEI filings
- ✓ And, of course... file SEI electronically!

**Updates & training coming soon! For additional details,
visit www.oregon.gov/ogec**

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CITY of CASCADE LOCKS – Tourism Committee

Meeting Minutes, January 5, 2015

TOURISM COMMITTEE MEETING, Monday, January 5, 2015, 7:00 PM, City Council Chambers

1. **Call Meeting to Order & Roll Call** – The meeting was called to order at 7:00 p.m. Committee members present: Debbie Fine, Caroline Park, Aurora delVal, Marie Miller. Member absent: Cindilee Baseman. The committee welcomed new member, Caroline Park. Also present: Gordon Zimmerman, City Administrator, Deanna Busdieker, Tourism Staff, Holly Howell and Mayah Frank, Port of Cascade Locks, and Shirley Carr.
2. **Amendments to the Agenda** - none
3. **Comments by the General Public** – Shirley Carr reported that no deliveries of brochures were made in December, but would be distributing again for spring. Carr requested known strategies for the brochures with present and future tourism marketing, which the committee agreed was advisable. A meeting to discuss potential locations for tourism brochures will be planned and reported to the committee at the February meeting. (Carr, TM Miller & Fine Staff Busdieker)

Holly Howell, Port of Cascade Locks, asked how the tourism committee would be handling customer service with future hospitality training in town. Discussion was held on the Q-Care Program the Tourism Committee sent to businesses for employees to take online with a certificate earned upon completion. It was agreed more in-person training on the sites, attractions, recreational and cultural/historical/arts/food and beverages opportunities be given for sharing with our visitors. The tourism committee will review this discussion for further development.

4. **Discussion/Declaration of Potential Conflicts of Interest** – none
5. **Approval of Minutes Presented** – Miller reported that due to the withdrawal of Pacific Crest Imprint's bid on the Multnomah Falls Kiosk Panel of \$159 following the December 1, 2014 meeting, the bid was awarded to the second lowest bidder, International Graphics & Nameplate, Inc. in Vancouver. The cost is \$150, with additional \$15 charge for packing and shipping removed with the committee's pickup of the item. With this addition, motion made by Debbie Fine, seconded by Aurora delVal to approve the minutes of December 1, 2014. Motion carried unanimously.
6. **Approval of Financials** – Motion made by Aurora delVal, seconded by Debbie Fine to approve the Financial Statements ending November 30, 2014. Motion carried unanimously.
7. **Approval of Bills**
IT Marketing LLC, Website Hosting Past Billing, \$120.00. Motion to approve past billing of \$120 to IT Marketing LLC was made by Aurora delVal, seconded by Debbie Fine. Motion carried unanimously.
8. **Staff Support Report** – Deanna Busdieker reported that the wayfinding signs were due for installation by the City very soon. The Mult. Falls kiosk example was shown to the committee with approval on the work done. This is scheduled to go to the printer this week. Planning meetings with community partners continue as PCT and the mov WILD develop into increased interest in the region with hiking and recreational opportunities. Busdieker and TM Park will attend meetings are report to the committee on developments.

Busdieker and many others representing Cascade Locks attended the Gorge Hub Planning Session in Troutdale in December. Further meetings are planned. Busdieker reported she is working on contacting Greyhound for a possible bus stop in Cascade Locks, to meet an increasing need for visitors that come to the Gorge without means of transport.

Busdieker is working on the new Cascade Locks Tourism logo with ideas welcome. Her priority is the new tourism website. She has registered Cascade Locks Tourism with the State Welcome Center program, which was previously agreed to be signed up for the annual year at Portland International Airport location, with our brochure online additionally.

After the committee had reviewed and discussed different website format options presented by Busdieker, it was motioned by Debbie Fine, seconded by Aurora delVal, to purchase the JoomlaLashine vintage option as our website template for the price of \$49. Motion carried unanimously.

9. Old Business - none

10. New Business

- A. Tourism Grant Application Form Review** – TM Miller presented the draft of the revised Cascade Locks Tourism Matching Grant Guidelines and Application. It was decided that the members review the information and bring back proposed changes or revisions at the next meeting on February 2, 2015.
- B. PCT News & Updates** – Current meetings with our regional partners have included discussions on maps, cutouts for visitors to take photos with, newsletters and articles to attract more visitors to the area. Further updates will be given as meetings progress.
- C. Photo Stock/Large Format Photos for Marketing/Advertising** – Discussion was held on the need for high quality photos, including large format, for future marketing purposes. Deanna Busdieker has acquired one potential photographer bid for \$3,000 for a year with seasonal photos taken. The committee decided to put out a bid with specifics to be determined, including format, licensing rights, how many images per session, etc. The Port of Cascade Locks expressed interest in partnering with the Tourism Committee on this project. Committee members are to send names and contacts of photographers to Busdieker, who will draft the bid specifications and send out to photographers.
- D. Transportation Needs for Visitors Discussion** – Besides a possible Greyhound Bus stop being reintroduced in Cascade Locks, the committee will look into alternate transportation methods to allow more visitors to our area, such as shuttle service or taxi on demand service.
- E. Oregon Governor's Conference on Tourism, April 12-14, 2015, Eugene, OR** – The committee will discuss the Conference in more detail at the February 2, 2015 meeting.
- F. Oregon Travel & Tourism Award Nomination** – The committee was asked to support the nomination of Karen Schaff, Board member of the West Columbia Gorge Chamber of Commerce and longtime supporter of Cascade Locks, with the Oregon Tourism Leadership Award. The committee agreed this was indeed a worthy nomination. TM Miller will send the committee information on this award with Schaff's contact information in which to nominate her, and encourage members of the CLBA to do as well.
- G. West Columbia Gorge Chamber of Commerce Gathering in Cascade Locks** – The committee discussed plans for the gathering, possibly in the spring. Invitations to attend will be given to WCGCC members CLBA members and Skamania County Chamber of Commerce members. Busdieker will work on venue and logistics with more information at the next meeting.
- H. Invitation to Tour Area Amenities (easyCLIMB, disc golf course, Blackberry Beach) with Mayah Frank** - Arrangements will be made with interested committee members to tour Port properties with Frank within the next 1-2 weeks, or following February 3, 2015.
- I. Upcoming Events** – The following events were noted.
 - i. Action Team Meeting, Jan. 15, noon, Cascade Locks Ale House**
 - ii. Cascade Locks Business Association Meeting, Jan. 27, 7 pm, Best Western**
 - iii. Travel Portland State of the Industry, Feb. 26, DoubleTree Hotel Portland**
 - iv. American Long Distance Hiking Association – West Region, Backpacking Event, Feb. 28, Por Pavilion, 7:30 am. – 4 pm.** – The ALDHA has offered table space for the Tourism Committee at this event. Discussion on member staffing for the event will be held at the next meeting. Noted that little marketing collateral is available other than brochures, Busdieker will research possible promotional items with our new logo.

11. Tourism Committee Member Reports & Events – TM delVal reported that she saw a WILD movie poster in Barcelona, Spain on her holiday travels!

12. Next Meeting Date & Time: February 2, 2015, 7:00pm

13. Adjournment – With no further business, motion was made by TM delVal, seconded by TM Park, to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 9:00 p.m.