

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, January 9, 2017, 7:00 PM, CITY HALL

****7:00 PM – OATH OF OFFICE FOR MAYOR AND COUNCILORS****

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.**
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 December 12, 2016 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 261,239.74.**
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Appoint Council President.**
 - c. **Approve 2017/2018 Budget Process.**
 - d. **Approve IGA with City of Hood River for Wastewater Collection Supervision**
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. **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. CM's Groves, Randall, Fitzpatrick, Walker (7:03), Rutherford, and Mayor Cramblett were present. CM Busdieker was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Brenda Wood, Carl Zerfing, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of November 28, 2016 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 123,681.43.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CA Randall moved, seconded by CM Groves, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve Res. 1366 Approving the New IBEW Contract.** CA Zimmerman explained the changes in the IBEW Contract. He said the City's current insurance plan will expire in December of 2017 and the Union chose Co-Pay A with 80% payable up to maximum out of pocket, \$250 individual deductible, and \$750 family deductible. He said the difference between the existing V A and Co-pay A would have been a \$30,000 savings for the year. He said it is cheaper insurance for the City and the employees will still have their employee participation amount. CA Zimmerman explained that the Union agreed to take out the sick pay being paid out to the spouse upon the death of the employee. Mayor Cramblett asked about terms of temporary lineman employment. CA Zimmerman said Council approved this a year ago so it is now appearing in the new contract. He said this eliminates negotiations of a wage when a lineman is needed from the Union Hall on a temporary basis.

Mayor Cramblett said he has talked to several people and has been told that once you have a union contract in place it is hard to make any changes to it. He said there were some changes made to this contract that will help the rate payers. He said Council has held the line on rates and that the citizens are being charged a fair rate. CA Zimmerman said that you never will go backwards on a union contract. **Motion:** CM Groves moved, seconded by CM Walker, to approve Resolution No. 1366 approving the agreement between the City of Cascade Locks and International Brotherhood of Electrical Workers Local Union No. 125. CM Fitzpatrick thanked Staff for the hard work on this contract. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.
 - c. **Approve Res. 1367 Updating the Non-Retaliation Policy.** CA Zimmerman said slight changes have been made and that City County Insurance legal services put the policy together for the City. **Motion:** CM Groves moved, seconded by CM Randall, to approve Resolution No. 1367 amending a section of the Employee Handbook, as adopted by Resolution No. 1347. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** Brenda Wood, Owner of Locks and Dogs, said she was told there were bike racks available for businesses and wondered who she could contact. CA Zimmerman explained that Dave Lipps was working with the Cascade Locks Business Association on the bike rack program. He said that businesses owners paid for them and the City will install them. He suggested she talk to Dave Lipps or Sandy Place to find out about the bike racks.

Brenda said she worked very hard to shovel out her driveway and the City would plow and pile the snow back into her driveway. She said she is also a business owner and would shovel the sidewalk in front of her business just to have it be covered again with snow by the plows. CA Zimmerman explained that Public Works Foreman Sheldon Price and two others worked several hours straight just to try and keep the snow plowed off of the streets. He said it is impossible to stop at each driveway. He said that ODOT plows WaNaPa. CM Groves said she lives on Sunset and the City plowed that street one time with a huge berm of snow at the cul-de-sac. She said she shoveled with her grandsons and that is how it is when we get these snowstorms. She asked if there was an ordinance regarding the cleaning of the sidewalks. CR Woosley said there is an ordinance stating that the property owner is responsible for the sidewalk along their property. CA Zimmerman said it is better to leave the sidewalk with snow because people tend to avoid those areas but if you clean your sidewalk and someone gets hurt they can sue you.

7. **Reports and Presentations.**
- a. **City Committees.** None.
 - b. **City Administrator Zimmerman Report.** CA Zimmerman gave his report (Exhibit A). He asked for Council's direction on the Corrosion Control Project. There was consensus of Council to go forward with the SDWRLF Fund: 30 year term at 1.0% interest rate, 60% grant, which would be an estimated monthly rate increase of \$1.77 on utility bills. He confirmed there was no early payoff penalty. CA Zimmerman asked if he could proceed with the hiring of Mark Rutherford and Steve Muilenberg for the Public Works Department. There was consensus of Council to proceed.
8. **Mayor and City Council Comments.** CM Rutherford reminded all to stay safe and warm. CA Zimmerman thanked CM Rutherford for his service on Council. CM Walker thanked Public Works and the Fire Department for all their work. He said this weather makes the job more difficult for them. He said it is going to get cold and reminded all to be safe and prepared. CM Randall reminded everyone to take care of the animals and if possible to feed the birds. He said he has seen families sledding and asked everyone to be mindful of traffic. CM Groves thanked Staff for their work on the Giving Tree. She thanked the Cascade Locks Business Association for the Festival of Lights and Tourism for the lighting contest. She thanked Staff for all they do. Mayor Cramblett said everyone steps up during the toughest of times. He said Cascade Locks has great volunteers and everyone needs to spread the word to try to get more volunteers. Mayor Cramblett said the gym was decorated nicely for the Festival of Lights and he said people recognize and appreciate these types of events. He said the Festival of Lights is a community driven event and great to have in Cascade Locks.
9. **Other matters.** None.

10. **Executive Session.** None.

11. **Adjournment. Motion:** CM Groves moved, seconded by CM Walker, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 7:48 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
12/23/2016	PR	\$ 54,606.84
12/16/2016	A/P	\$ 108,386.03
12/30/2016	A/P	\$ 98,246.87

GRAND TOTAL \$ 261,239.74

APPROVAL:

Mayor

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7842	12/16	12/30/2016	6983	NF-1843	All American First Aid & Safety	First Aid Supplies	5140562110	199.51
7842	12/16	12/30/2016	6983	NF-1843	All American First Aid & Safety	First Aid Supplies	2140562110	30.00
7842	12/16	12/30/2016	6983	NF-1843	All American First Aid & Safety	First Aid Supplies	3140562110	29.99
7842	12/16	12/30/2016	6983	NF-1843	All American First Aid & Safety	First Aid Supplies	5140562110	81.66
Total 7842:								
7843	12/16	12/30/2016	7023	23533	Apple City Auto Body	repair 2014 Dodge 3500	3140562441	341.16
7843	12/16	12/30/2016	7023	23533	Apple City Auto Body	repair 2014 Dodge 3500	5642163941	500.00
7843	12/16	12/30/2016	7023	23534	Apple City Auto Body	repair 2014 Dodge 3500	2140562441	3,815.54
7843	12/16	12/30/2016	7023	23534	Apple City Auto Body	repair 2014 Dodge 3500	5642163941	500.00
Total 7843:								
7844	12/16	12/30/2016	200	2872729474	AT&T MOBILITY	Electric Department Phone	5140562050	5,800.39
Total 7844:								
7845	12/16	12/30/2016	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	74.85
7845	12/16	12/30/2016	790	313401451 1	CENTURYLINK	Treatment Plant	3140562050	145.71
7845	12/16	12/30/2016	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	119.44
7845	12/16	12/30/2016	790	31378538 12	CENTURYLINK	telemetry	2140562050	386.69
7845	12/16	12/30/2016	790	31378538 12	CENTURYLINK	telemetry	3140562050	130.70
7845	12/16	12/30/2016	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	62.37
7845	12/16	12/30/2016	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	15.60
7845	12/16	12/30/2016	790	314228414 1	CENTURYLINK	Lift Station	3140562050	42.19
7845	12/16	12/30/2016	790	320153997 1	CENTURYLINK	well house dialer	2140562050	9.33
Total 7845:								
7846	12/16	12/30/2016	820	64605	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	1,042.73
Total 7846:								
7847	12/16	12/30/2016	1120	A152787	COLUMBIA HARDWARE, LLC	key	0140162010	7,458.33
Total 7847:								
3.98								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7847:								3.98
7848	12/16	12/30/2016	1360	131191	DAVID R. CUNNINGHAM	City Network	0140162082	1,020.00
Total 7848:								1,020.00
7849	12/16	12/30/2016	1530	DECEMBER	DISH NETWORK	Programming	4140562740	400.03
Total 7849:								400.03
7850	12/16	12/30/2016	6904	122116	Fenwick, Ryan	Reimbursement for EMS License	0540562020	63.00
Total 7850:								63.00
7851	12/16	12/30/2016	2020	1272365	GENERAL PACIFIC INC.	meter seals	5140562750	268.80
7851	12/16	12/30/2016	2020	1272365	GENERAL PACIFIC INC.	meter seals	5140662750	115.20
7851	12/16	12/30/2016	2020	1272737	GENERAL PACIFIC INC.	splice auto copper #4 solid	5140562770	168.75
7851	12/16	12/30/2016	2020	1272737	GENERAL PACIFIC INC.	splice auto copper #4 solid	5140662770	168.75
7851	12/16	12/30/2016	2020	1272800	GENERAL PACIFIC INC.	hard hat	5140562770	40.42
7851	12/16	12/30/2016	2020	1272800	GENERAL PACIFIC INC.	hard hat	5140662770	40.43
7851	12/16	12/30/2016	2020	1272988	GENERAL PACIFIC INC.	meter ring	5140562750	140.00
7851	12/16	12/30/2016	2020	1272988	GENERAL PACIFIC INC.	mounting equip for cutouts & arresters	5140562900	166.00
7851	12/16	12/30/2016	2020	1272988	GENERAL PACIFIC INC.	Transformer Pad	5140562900	160.00
7851	12/16	12/30/2016	2020	1272988	GENERAL PACIFIC INC.	meter ring	5140662750	60.00
Total 7851:								1,348.35
7852	12/16	12/30/2016	6854	DECEMBER	Gordon Zimmerman	FEMA Training	0140162094	21.60
Total 7852:								21.60
7853	12/16	12/30/2016	7021	1-1502500	Gorge Networks	Internet Service	0140162082	274.55
Total 7853:								274.55
7854	12/16	12/30/2016	2420	8837	HOOD RIVER CO. - FINANCE	December 2016 Deputy Service	0141962250	8,626.17
Total 7854:								8,626.17

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7855	12/16	12/30/2016	2570	121616	HOOD RIVER NEWS	EMS FT Paramedic Classified Ad	0540562030	220.00
7855	12/16	12/30/2016	2570	121616	HOOD RIVER NEWS	PW Maint Worker Classified Ad	2140562030	120.00
7855	12/16	12/30/2016	2570	121616	HOOD RIVER NEWS	PW Maint Worker Classified Ad	3140562030	120.00
Total 7855:								
7856	12/16	12/30/2016	3110	12904	LOCAL GOVERNMENT	labor relations	5140562110	460.00
Total 7856:								
7857	12/16	12/30/2016	3940	00606	OAMR	Membership Dues	0140162030	136.00
Total 7857:								
7858	12/16	12/30/2016	4640	DECEMBER	PITNEY BOWES INC	Postage	0140162055	50.00
Total 7858:								
7859	12/16	12/30/2016	4650	K847618	PLATT ELECTRIC SUPPLY	credit memo	3140562560	150.00
7859	12/16	12/30/2016	4650	L056914	PLATT ELECTRIC SUPPLY	CaR E952LJ 3X2 SWEDGE RED	5140562900	149.88-
7859	12/16	12/30/2016	4650	L061565	PLATT ELECTRIC SUPPLY	CaR E952LJ 3X2 SWEDGE RED	5140562900	19.82
Total 7859:								
7860	12/16	12/30/2016	6780	22265265	Ricoh Americas Corporation	Lease	0140162120	277.41
Total 7860:								
7861	12/16	12/30/2016	5380	39847	SKAMANIA COUNTY PIONEER	Employment Ad	3140562030	147.55
Total 7861:								
7862	12/16	12/30/2016	6965	39	Sofia Urrutia-Lopez	Contract Support	0840562110	179.02
Total 7862:								
7863	12/16	12/30/2016	5510	8042246272	STAPLES CONTRACT & COMMERCIA	toner, paper, folders	0140162010	14.50
Total 7863:								

Check Issue Dates: 12/30/2016 - 12/30/2016

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7864	12/16	12/30/2016	6970	1568-313792	Suburban Propane	Propane	0540562421	885.62
Total 7864:								
7865	12/16	12/30/2016	5650	142244	T & R ELECTRIC SUPPLY CO.	750 KVA Three Phase Pad Mount	5141562009	9,240.00
Total 7865:								
7866	12/16	12/30/2016	6969	1149-1037	TEGNA	Programming	4140562740	277.20
Total 7866:								
7867	12/16	12/30/2016	4910	103714709 1	Thomas Johnson	Refund Deposit	51211130	198.60
Total 7867:								
7868	12/16	12/30/2016	6070	986010	TWGW, INC NAPA AUTO PARTS	bulb	5140562201	3.69
7868	12/16	12/30/2016	6070	987237	TWGW, INC NAPA AUTO PARTS	neutral switch and gas cap	2140562441	144.89
7868	12/16	12/30/2016	6070	987597	TWGW, INC NAPA AUTO PARTS	starter and fuse	2140562441	175.99
7868	12/16	12/30/2016	6070	987623	TWGW, INC NAPA AUTO PARTS	return warranty	0340562441	172.41-
7868	12/16	12/30/2016	6070	987523	TWGW, INC NAPA AUTO PARTS	deicer	0340562441	4.29
7868	12/16	12/30/2016	6070	987623	TWGW, INC NAPA AUTO PARTS	core deposit return	2140562441	27.50
7868	12/16	12/30/2016	6070	987623	TWGW, INC NAPA AUTO PARTS	return neutral switch	2140562441	136.31-
7868	12/16	12/30/2016	6070	987623	TWGW, INC NAPA AUTO PARTS	starter & core	2140562441	114.89
7868	12/16	12/30/2016	6070	987625	TWGW, INC NAPA AUTO PARTS	core deposit return	2140562441	27.50-
7868	12/16	12/30/2016	6070	989448	TWGW, INC NAPA AUTO PARTS	ice melt	0140462520	23.96
Total 7868:								
7869	12/16	12/30/2016	6110	DECEMBER	U.S. POSTAL SERVICE	UB Postage	0140162055	158.79
Total 7869:								
7870	12/16	12/30/2016	6937	319951174	US Bank Equipment Finance	contract payment	5140566001	1,191.21
7870	12/16	12/30/2016	6937	319951174	US Bank Equipment Finance	contract payment	5140566002	102.40
Total 7870:								
12301601	12/16	12/30/2016	440	NOV16-PWR	BPA	November Power Bill	5140562820	41,293.00 M
12301601	12/16	12/30/2016	440	NOV16-PWR	BPA	November Power Bill	5140662820	6,429.00 M

City of Cascade Locks

Check Register - By Check No.

Check Issue Dates: 12/30/2016 - 12/30/2016

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 12301601:								
12301602	12/16	12/30/2016						47,722.00
12301602	12/16	12/30/2016	440	NOV16-TRN	BPA	November Transmission Bill	5140562821	7,421.00 M
			440	NOV16-TRN	BPA	November Transmission Bill	5140562821	1,155.00 M
Total 12301602:								
12301603	12/16	12/30/2016	6080	NOVEMBER	U S BANK	Bank Fees	0140162110	8,576.00
Total 12301603:								
12301604	12/16	12/30/2016	6090	2974 12/16	U S BANK CC	ipad data plan	0540562050	312.67
Total 12301604:								
12301605	12/16	12/30/2016	6090	2305 12/16	U S BANK CC	facebook ad	0840562114	14.99 M
Total 12301605:								
12301606	12/16	12/30/2016	6090	8789 12/16	U S BANK CC	battery for handheld	2140562560	68.31
Total 12301606:								
12301607	12/16	12/30/2016	6090	5243 12/16	U S BANK CC	City Administrator Expense	0140162020	59.99 M
Total 12301607:								
12301608	12/16	12/30/2016	6090	4393 12/16	U S BANK CC	floor mats	0140462520	8.50
Total 12301608:								
Grand Totals:								209.96
								98,246.87

Check Issue Dates: 12/30/2016 - 12/30/2016

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	12,115.52-	12,115.52-
01-401-62010	570.80	.00	570.80
01-401-62020	8.50	.00	8.50
01-401-62030	50.00	.00	50.00
01-401-62050	386.69	.00	386.69
01-401-62055	431.60	.00	431.60
01-401-62082	1,294.55	.00	1,294.55
01-401-62094	21.60	.00	21.60
01-401-62110	312.67	.00	312.67
01-401-62120	179.02	.00	179.02
01-404-62520	233.92	.00	233.92
01-419-62250	8,626.17	.00	8,626.17
03-21010	172.41	4.29-	168.12
03-405-62441	4.29	172.41-	168.12-
05-21010	.00	1,329.32-	1,329.32-
05-405-62020	63.00	.00	63.00
05-405-62030	220.00	.00	220.00
05-405-62050	160.70	.00	160.70
05-405-62421	885.62	.00	885.62
08-21010	.00	828.31-	828.31-
08-405-62110	760.00	.00	760.00
08-405-62114	68.31	.00	68.31
21-21010	163.81	1,313.09-	1,149.28-
21-405-62030	120.00	.00	120.00
21-405-62050	140.03	.00	140.03
21-405-62110	30.00	.00	30.00
21-405-62441	963.07	163.81-	799.26
21-405-62560	59.99	.00	59.99
31-21010	149.68	8,415.15-	8,265.47-
31-405-62030	134.50	.00	134.50
31-405-62050	292.33	.00	292.33
31-405-62110	29.99	.00	29.99
31-405-62441	500.00	.00	500.00
31-405-62560	.00	149.68-	149.68-
31-405-62700	7,458.33	.00	7,458.33
41-21010	.00	677.23-	677.23-
41-405-62740	677.23	.00	677.23
51-21010	.00	69,249.47-	69,249.47-

Check Issue Dates: 12/30/2016 - 12/30/2016

GL Account	Debit	Credit	Proof
51-21130	198.60	.00	198.60
51-405-62060	137.22	.00	137.22
51-405-62110	417.17	.00	417.17
51-405-62201	3.69	.00	3.69
51-405-62750	408.80	.00	408.80
51-405-62770	209.17	.00	209.17
51-405-62820	41,293.00	.00	41,293.00
51-405-62821	7,421.00	.00	7,421.00
51-405-62900	643.23	.00	643.23
51-405-66001	1,191.21	.00	1,191.21
51-405-66002	102.40	.00	102.40
51-406-62050	15.60	.00	15.60
51-406-62750	175.20	.00	175.20
51-406-62770	209.18	.00	209.18
51-406-62820	6,429.00	.00	6,429.00
51-406-62821	1,155.00	.00	1,155.00
51-415-62009	9,240.00	.00	9,240.00
56-21010	.00	4,800.39-	4,800.39-
56-421-63941	4,800.39	.00	4,800.39
Grand Totals:	99,218.67	99,218.67-	.00

Report Criteria:

Report type: GL detail

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7781	12/16	12/16/2016	6945	110084	4COM, Inc.	programming	4140562740	148.24
Total 7781:								
7782	12/16	12/16/2016	6983	NF-1842	All American First Aid & Safety	First Aid Supplies	0140162110	77.83
7782	12/16	12/16/2016	6983	NF-1844	All American First Aid & Safety	AED Prep Kit	5140562110	24.95
7782	12/16	12/16/2016	6983	NF-1938	All American First Aid & Safety	AED Pads & Battery	5140562110	228.89
7782	12/16	12/16/2016	6983	NF-1950	All American First Aid & Safety	AED Pads & Battery	5140562110	228.89
Total 7782:								
7783	12/16	12/16/2016	6986	01410018QL	American Messaging	Paging Service	5140562110	7.50
Total 7783:								
7784	12/16	12/16/2016	6820	58617	Anderson Perry & Associates Inc.	020 Planning Studies Waste Water Facili	0740562131	15,760.00
Total 7784:								
7785	12/16	12/16/2016	7011	67205	Annala, Carey, Baker, Thompson, Vanko	Attorney Services	0140162100	1,200.00
Total 7785:								
7786	12/16	12/16/2016	4910	301877925 1	Autumn Lovell	Refund Deposit	5121130	121.70
Total 7786:								
7787	12/16	12/16/2016	370	53841	BIO-MED TESTING SERVICE	Annual Enrollment	5140562063	255.00
Total 7787:								
7788	12/16	12/16/2016	6839	82340511	Bound Tree Medical, LLC	Sterile water	0540562351	12.20
7788	12/16	12/16/2016	6839	82345560	Bound Tree Medical, LLC	Medical supplies	0540562351	224.61
Total 7788:								
7789	12/16	12/16/2016	450	6339	BROWN & KYSAR, INC	Cascade Locks General Consulting-Eagl	5645163941	912.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7789	12/16	12/16/2016	460 6377		BROWN & KYSAR, INC	Cascade Locks General Consulting-Eagl	5645163941	9,629.75
Total 7789:								
7790	12/16	12/16/2016	490 497516A		BRYANT PIPE AND SUPPLY	sewer supplies	3140562560	10,542.25
Total 7790:								
7791	12/16	12/16/2016	6900 V604016		BSK Associates	water testing	2140562150	1,165.00
7791	12/16	12/16/2016	6900 V604071		BSK Associates	water testing	2140562150	45.00
7791	12/16	12/16/2016	6900 V604091		BSK Associates	water testing	2140562150	245.50
7791	12/16	12/16/2016	6900 V604250		BSK Associates	water testing	2140562150	116.25
Total 7791:								
7792	12/16	12/16/2016	6979 NOVEMBER		Cartomation, Inc.	GIS Service for City	5140562190	1,591.75
Total 7792:								
7793	12/16	12/16/2016	740 77242		CASELLE, INC.	Contract Support	0140162082	1,000.00
Total 7793:								
7794	12/16	12/16/2016	820 64459		CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	1,245.00
Total 7794:								
7795	12/16	12/16/2016	1020 12605		Columbia Gorge Community	M. Spears-advanced EIMT class	0540562020	7,458.33
Total 7795:								
7796	12/16	12/16/2016	1120 A152163		COLUMBIA HARDWARE, LLC	trigger nozzle	0540562440	1,250.00
7796	12/16	12/16/2016	1120 A152248		COLUMBIA HARDWARE, LLC	ice melt	0540562440	5.89
7796	12/16	12/16/2016	1120 B153866		COLUMBIA HARDWARE, LLC	lights and extensions	0140462525	39.98
Total 7796:								
7797	12/16	12/16/2016	1620 1289		EFFICIENCY SERVICES GROUP, LLC	BPA Program Services November 2016	5140562139	80.43
Total 7797:								
								126.30
								750.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7797:								
7798	12/16	12/16/2016	6981	6980	Farwest Portable Crushing Inc.	rock for projects	2140562560	750.00
Total 7798:								
7799	12/16	12/16/2016	6795	0550569	Ferguson Enterprises Inc. #3011	water service supplies	2141562009	507.97
7799	12/16	12/16/2016	6795	0550577	Ferguson Enterprises Inc. #3011	LF 3/4S IPERL 1MG SM 6 3W Meter	2141562009	147.76
7799	12/16	12/16/2016	6795	0550577	Ferguson Enterprises Inc. #3011	Radio	2141562009	155.00
7799	12/16	12/16/2016	6795	SC24497	Ferguson Enterprises Inc. #3011	service charge	2141562009	7.62
Total 7799:								
7800	12/16	12/16/2016	2020	1272025	GENERAL PACIFIC INC.	FUSE 12SE TCC-153-1 115kv	5645163941	818.35
Total 7800:								
7801	12/16	12/16/2016	2460	2017	HOOD RIVER COUNTY FIRE CHIEFS A	2017 Assessment	0540562311	18,342.00
7801	12/16	12/16/2016	2460	VIK 2017	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562312	970.72
Total 7801:								
7802	12/16	12/16/2016	2530	9115916	HOOD RIVER GARBAGE SVC.	drop box and delivery - 114 Hammond	0140462520	1,397.36
Total 7802:								
7803	12/16	12/16/2016	4910	600143502 1	Jacob A. Chiccino	Refund Deposit	5121130	657.82
Total 7803:								
7804	12/16	12/16/2016	2980	68189	L.N. CURTIS & SONS	ambient aircheck air analysis	0540562441	213.59
Total 7804:								
7805	12/16	12/16/2016	3070	1500424509	LES SCHWAB TIRE CENTER	breaks on Ford dump truck	0340562441	213.59
7805	12/16	12/16/2016	3070	1500424509	LES SCHWAB TIRE CENTER	breaks on Ford dump truck	2140562441	110.00
7805	12/16	12/16/2016	3070	1500424509	LES SCHWAB TIRE CENTER	breaks on Ford dump truck	3140562441	678.89
7805	12/16	12/16/2016	3070	1500424587	LES SCHWAB TIRE CENTER	truck tire chains	0340562441	678.90
7805	12/16	12/16/2016	3070	1500424587	LES SCHWAB TIRE CENTER	truck tire chains	3140562441	82.26

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7805:								
7806	12/16	12/16/2016	6874	NOVEMBER	LIN Television Corporation	programming	4140562740	2,201.20
Total 7806:								
7807	12/16	12/16/2016	3150	120816	MARIANNE BUMP	Reimburse Mileage	0140162020	217.80
Total 7807:								
7808	12/16	12/16/2016	3160	121416	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	21.60
7808	12/16	12/16/2016	3160	121416	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462540	65.40
Total 7808:								
7809	12/16	12/16/2016	3380	KPDX NOVE	Meredith Corporation	Retransmission	4140562740	31.68
7809	12/16	12/16/2016	3380	KPTV NOVE	Meredith Corporation	Retransmission	4140562740	97.08
Total 7809:								
7810	12/16	12/16/2016	4910	600136210 1	Mike Williams	Refund Deposit	5121130	132.00
Total 7810:								
7811	12/16	12/16/2016	4910	300164508 1	Nathan Dick	Refund Deposit	5121130	290.40
Total 7811:								
7812	12/16	12/16/2016	6949	161181	NorthWest Graphic Works	uniforms	0540562029	422.40
Total 7812:								
7813	12/16	12/16/2016	3980	2017	OCCMA	Zimmerman 2017 Membership	0140162030	77.58
Total 7813:								
7814	12/16	12/16/2016	4020	ME119661	ODOT-FUEL SALES	Fuel	0340562530	77.58
7814	12/16	12/16/2016	4020	ME119661	ODOT-FUEL SALES	Fuel	0540562420	110.61
7814	12/16	12/16/2016	4020	ME119661	ODOT-FUEL SALES	Fuel	2140562530	153.76
Total 7814:								
								178.28
								178.28
								55.57
								160.53
								279.46

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7814	12/16	12/16/2016	4020	ME119661	ODOT-FUEL SALES	Fuel	3140562530	71.41
7814	12/16	12/16/2016	4020	ME119661	ODOT-FUEL SALES	Fuel	5140562200	369.97
Total 7814:								
7815	12/16	12/16/2016	4030	2017	OHA State of Oregon	drinking water/cross connection/backflow	2140562030	75.00
Total 7815:								
7816	12/16	12/16/2016	4040	020171906	OLDCASTLE PRECAST INC.	Transformer Pad	5141562009	855.00
Total 7816:								
7817	12/16	12/16/2016	4070	6110342	ONE CALL CONCEPTS, INC.	locate services	5140562110	10.92
7817	12/16	12/16/2016	4070	6110342	ONE CALL CONCEPTS, INC.	locate services	5140562110	2.73
Total 7817:								
7818	12/16	12/16/2016	6769	11-16-398	PARC Resources, LLC	general planning	0140262075	267.39
7818	12/16	12/16/2016	6769	11-16-398	PARC Resources, LLC	City Planning	0140262090	548.25
Total 7818:								
7819	12/16	12/16/2016	4620	3602245108	PITNEY BOWES - RENTAL	Periodic Payment	0140162120	154.47
Total 7819:								
7820	12/16	12/16/2016	4640	OCTOBER 2	PITNEY BOWES INC	Postage	0140162055	183.61
7820	12/16	12/16/2016	4640	SEPTEMBER	PITNEY BOWES INC	Postage	0140162055	150.00
Total 7820:								
7821	12/16	12/16/2016	4810	23975	PRINT IT	sandwich board	0540562030	333.61
Total 7821:								
7822	12/16	12/16/2016	6834	HAGGERTY	Richard Haggerty	Energy Efficient Rebate	5140562140	538.44
Total 7822:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7823	12/16	12/16/2016	8780	5045831708	Ricoh Americas Corporation	Copies	0140162110	84.02
Total 7823:								
7824	12/16	12/16/2016	8886	NOVEMBER	Sinclair Television Group, Inc.	Programming	4140562740	290.40
Total 7824:								
7825	12/16	12/16/2016	5380	39562	SKAMANIA COUNTY PIONEER	Employment Ad	2140562030	14.50
Total 7825:								
7826	12/16	12/16/2016	8965	38	Sofia Urrutia-Lopez	Contract Support	0840562110	760.00
Total 7826:								
7827	12/16	12/16/2016	5510	8042048696	STAPLES CONTRACT & COMMERCIA	toner, binders, paper	0140162010	132.14
Total 7827:								
7828	12/16	12/16/2016	6970	54226	Suburban Propane	Propane	0540562421	62.27
Total 7828:								
7829	12/16	12/16/2016	5650	142092	T & R ELECTRIC SUPPLY CO.	10 KVA Single Phase Pole Mount	5140563770	708.00
7829	12/16	12/16/2016	5650	142092	T & R ELECTRIC SUPPLY CO.	15 KVA Single Phase Pole Mount	5140563770	776.00
7829	12/16	12/16/2016	5650	142092	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pole Mount	5140563770	1,848.00
7829	12/16	12/16/2016	5650	142092	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pole Mount	5140563770	674.00
7829	12/16	12/16/2016	5650	142094	T & R ELECTRIC SUPPLY CO.	25 KVA Single Phase Pad Mount	5140563770	4,626.00
7829	12/16	12/16/2016	5650	142094	T & R ELECTRIC SUPPLY CO.	37 KVA Single Phase Pole Mount	5140563770	566.00
7829	12/16	12/16/2016	5650	142095	T & R ELECTRIC SUPPLY CO.	37 KVA Single Phase Pole Mount	5140563770	588.00
7829	12/16	12/16/2016	5650	142096	T & R ELECTRIC SUPPLY CO.	50 KVA Single Phase Pole Mount	5140563770	674.00
Total 7829:								
7830	12/16	12/16/2016	6834	STOUT 12/2	Thomas Stout	Refund over payment for electrical work	5130543701	178.99
Total 7830:								
7831	12/16	12/16/2016	6070	606117	TWGW, INC NAPA AUTO PARTS	alternator	0540562441	474.96

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
7831	12/16	12/16/2016	6070	982908	TWGW, INC NAPA AUTO PARTS	c/hoist	5140562201	62.38
7831	12/16	12/16/2016	6070	984951	TWGW, INC NAPA AUTO PARTS	bulb	5140562201	16.88
7831	12/16	12/16/2016	6070	986883	TWGW, INC NAPA AUTO PARTS	nuts and screws	5140562201	5.44
7831	12/16	12/16/2016	6070	987345	TWGW, INC NAPA AUTO PARTS	mini lamp	0540562441	34.47
7831	12/16	12/16/2016	6070	987573	TWGW, INC NAPA AUTO PARTS	core deposit return	0540562441	82.50-
Total 7831:								
7832	12/16	12/16/2016	6250	111816	USDA Rural Development	addt. payment to principal loan #82-01	4040566721	511.63
Total 7832:								
7833	12/16	12/16/2016	6660	120816	WOOSLEY, KATHY	Reimburse Mileage	0140162020	24,000.00
Total 7833:								
Grand Totals:								
								59.40
								108,386.03

Check Issue Dates: 12/16/2016 - 12/16/2016

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	5,137.32-	5,137.32-
01-401-62010	197.54	.00	197.54
01-401-62020	81.00	.00	81.00
01-401-62030	178.28	.00	178.28
01-401-62055	333.61	.00	333.61
01-401-62082	1,245.00	.00	1,245.00
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	161.85	.00	161.85
01-401-62120	154.47	.00	154.47
01-402-62075	267.39	.00	267.39
01-402-62090	548.25	.00	548.25
01-404-62520	657.82	.00	657.82
01-404-62525	80.43	.00	80.43
01-404-62540	31.68	.00	31.68
03-21010	.00	816.72-	816.72-
03-405-62441	761.15	.00	761.15
03-405-62530	55.57	.00	55.57
05-21010	82.50	4,176.03-	4,093.53-
05-405-62020	1,250.00	.00	1,250.00
05-405-62029	153.76	.00	153.76
05-405-62030	250.00	.00	250.00
05-405-62311	970.72	.00	970.72
05-405-62312	426.64	.00	426.64
05-405-62351	236.81	.00	236.81
05-405-62420	160.53	.00	160.53
05-405-62421	62.27	.00	62.27
05-405-62440	45.87	.00	45.87
05-405-62441	619.43	82.50-	536.93
07-21010	.00	15,760.00-	15,760.00-
07-405-62131	15,760.00	.00	15,760.00
08-21010	.00	760.00-	760.00-
08-405-62110	760.00	.00	760.00
21-21010	.00	3,972.95-	3,972.95-
21-405-62030	89.50	.00	89.50
21-405-62150	1,591.75	.00	1,591.75
21-405-62441	678.89	.00	678.89
21-405-62530	279.46	.00	279.46
21-405-62560	515.00	.00	515.00

GL Account	Debit	Credit	Proof
21-415-62009	818.35	.00	818.35
31-21010	.00	8,380.96-	8,380.96-
31-405-62441	761.16	.00	761.16
31-405-62530	71.41	.00	71.41
31-405-62560	90.06	.00	90.06
31-405-62700	7,458.33	.00	7,458.33
40-21010	.00	24,000.00-	24,000.00-
40-405-66721	24,000.00	.00	24,000.00
41-21010	.00	1,078.84-	1,078.84-
41-405-62740	1,078.84	.00	1,078.84
51-21010	.00	15,501.46-	15,501.46-
51-21130	523.48	.00	523.48
51-305-43701	178.99	.00	178.99
51-405-62063	255.00	.00	255.00
51-405-62110	501.15	.00	501.15
51-405-62139	750.00	.00	750.00
51-405-62140	538.44	.00	538.44
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	369.97	.00	369.97
51-405-62201	84.70	.00	84.70
51-405-63770	10,442.00	.00	10,442.00
51-406-62110	2.73	.00	2.73
51-415-62009	855.00	.00	855.00
56-21010	.00	28,884.25-	28,884.25-
56-451-63941	28,884.25	.00	28,884.25
Grand Totals:	108,551.03	108,551.03-	.00

Report Criteria:

Report type: GL detail

COMMITTEE VACANCIES

Tourism Committee (1 vacancy)

Applications received:

Emmy Thomson

Architectural Review Committee (2 vacancies)

Applications received:

Gary Munkhoff

Planning Commission (2 vacancies)

Applications received:

Gyda Haight

Budget Committee (3 vacancies)

Joint Work Group on Economic Development (1 vacancy – citizen member)

**CHAPTER IV
COUNCIL**

Section 13. MEETINGS. The Council shall prescribe rules to govern its meetings and proceedings. The Council shall hold a regular Council meeting monthly in the City at a time and at a place designated by the Council and may meet at other times as provided for by the Council.

Section 14. QUORUM. A majority of the Council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

Section 15. RECORD OF PROCEEDINGS. A record of Council proceedings shall be kept. The results of all votes and the vote of each member of the Council by name shall be recorded.

Section 16. PROCEEDINGS TO BE PUBLIC. No action by the Council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 17. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS. The mayor shall preside over deliberations of the Council, preserve order, enforce Council rules and determine the order of business under the rules.

Section 18. COUNCIL PRESIDENT. At its first meeting after this charter takes effect and at its first meeting in each odd numbered year, the Council shall elect a president from its membership. If the mayor is unable to function as mayor or is absent from a Council meeting, the president shall function as mayor. The president shall sign all approved documents and ordinances passed by the Council if the mayor fails to do so within a reasonable time. In the absence of both mayor and president, a mayor pro tem shall be elected from the councilors present. The president and mayor pro tem shall have a vote on all questions.

Section 19. VOTE REQUIRED. Except as this charter provides otherwise, express concurrence of a majority (four members) of the Council is necessary to decide affirmatively any question before the Council.

**CHAPTER V
POWERS AND DUTIES OF CITY OFFICIALS**

Section 20. MAYOR. The mayor shall appoint the committees provided by the rules of the Council. Other officials of the City shall be appointed and removed by the Mayor, with the majority vote of the Council. The mayor shall sign all approved documents and records of proceedings of the Council. The mayor shall have no veto power and shall sign all ordinances passed by the Council as this Charter prescribes.

CASCADE LOCKS STAFF REPORT

Date Prepared: January 4, 2017

For City Council Meeting on: January 9, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve 2017/2018 Budget Process

SYNOPSIS: Each year the City Council adopts a time line for the budget process for the upcoming fiscal budget. The proposed timeline is attached for your approval.

The second item on the time line is to have the City Council set the organizational goals for the next fiscal year. In the past we have met in a workshop setting to review the current year goals and develop the next year goals. May I suggest that we have that Goal Development Workshop at 6:00 p.m. on January 23, before our next Council meeting? A copy of this year's goals are also attached.

CITY COUNCIL OPTIONS: Approve, modify, or reject the proposed time line.

RECOMMENDED MOTION: "I recommend adoption of the proposed budget process for fiscal year 2017-2018."

Adopted FY17/18 Budget Process Schedule

1. **CITY COUNCIL:** Adopt Budget Process Schedule 1/09/17
 2. **CITY COUNCIL:** Begin budget development process by setting goals 1/16-1/31/17
 3. **FINANCE:** Send priorities to Department Heads 2/01/17
 - A. Review format of budget document
 - B. Set up Department Head/CA/Finance Officer work session to assist
 4. **CITY DEPARTMENT HEADS AND STAFF:** Begin development of departmental budget. 2/01/17
 5. **DEPARTMENT PROGRAMS:** Turn in proposed budget to Finance 3/01/17
 6. **CA and FINANCE:** Compile proposed budget document 3/02/17-3/31/17
 7. **STAFF:** Publish Notice of Budget Committee Meeting 3/22/17
(State required time line not more than 30 days prior to Budget meeting)
 8. **STAFF:** Publish **Second Notice of Budget Committee Meetings** (no less than 5 days prior) 3/29/17
 - A. **Publish on City website**
 9. **BUDGET COMMITTEE:**
 - A. Conduct Budget Committee Workshop 4/05/17
 1. Review budget process and Budget Structure
 2. Deliver Proposed Budget to Committee members
- Budget meetings will start at 6:30 PM and end at 9:00 PM (unless Committee votes to continue).**
10. **Budget Meeting:** 4/12/17
 - A. Elect Budget Committee Chair and Vice Chair
 - B. Set meeting rules, adopt timeline schedule
 - C. Deliver Budget Message
 - D. 6:45PM – Budget Committee Hearing on Possible Uses of State Revenue Sharing
 - E. Formal Approval of Property Tax Rate \$2.7050 per \$1,000 for FY 17/18

Meeting #1

ADMINISTRATION:

General Fund (1)	Police Department (1-19)
Planning Department (1-2)	SDC Fund (2)
Agency (1-3)	Grant Fund (7)
Museum Department (1-7)	Capital Reserve Fund (56)
Government and Community Relations (1-8)	Property Dept. (1-4)

11. Budget Meeting Continued *

4/19/17

Meeting #2	
PUBLIC WORKS: Street Fund (3) Water Fund (21) Sewer Fund (31) Sewer Bond Fund (40) Cemetery Fund (17) Cemetery Trust Fund (25)	ELECTRIC DEPARTMENT: Electrical Fund (51) EMERGENCY SERVICES DEPARTMENT: Emergency Services Fund (5) TOURISM (8) Tourism Fund

*** BUDGET MEETING DATES ARE TENTATIVE AND MAY BE ADJUSTED BY BUDGET COMMITTEE.**

12. Budget Meeting Continued *

4/26/17

13. Budget Meeting Continued *

5/03/17

14. STAFF: Publish Notice of Public Hearing on Proposed Uses of State Revenue Sharing to bring before council.

5/31/17

15. STAFF: Publish Notice of Budget Hearing & Financial Summary (City)
(Required lead time – not more than 30 days or less than 5 days before hearings)

5/31/17

16. City Council Meeting Public Hearing on Proposed Uses of State Revenue Sharing

6/12/17

17. Budget Hearing – Council Meeting to adopt proposed budget
Public Hearing on Proposed Municipal Corporate Budget
Pass Resolutions Adopting Budget, Making Appropriations and Levying Taxes (City)

6/12/17

18. STAFF: Submit Budget and forms to Assessor as required

7/11/17

2016-17 City Council Goals

Public Works:

1. Complete Water System Improvements
2. Raise Rates For Debt Service on USDA Loan
3. Complete Wastewater Master Plan
4. Seek Funding For Wastewater Master Plan Projects
5. Replace Planters and Waste Receptacles in Downtown
6. Complete Gorge Hubs Overlook Park Project Through Grant Funding
7. Crosswalk Reconstruction

Electrical Department

1. Improve Dodson/Warrendale Distribution Line
2. Replace Street Lights as Funding and Time Allow

Emergency Services

1. Maintain Department within Budget Parameters
2. Seek Funding for Sleeping Quarters and Improvements

Finance

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

City Recorder/Planner

1. Implement Development Code Revisions

Administration

1. Continue Good Governance
2. Continue Cleanup of Downtown
3. Work with Port and CLBA on Holiday Lighting Program

CASCADE LOCKS STAFF REPORT

Date Prepared: January 4, 2017

For City Council Meeting on: January 9, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve IGA With City of Hood River For Wastewater Collection Supervision

SYNOPSIS: The City has to update information for the Oregon Department of Environmental Quality on an annual basis. When we submitted the form (attached) for this year, the form was returned because we did not have the appropriate level of certification for our employees. Sheldon has a certification as a Wastewater Collection System Level I. Because of the growth of our system with the new housing starts, we apparently need a Level II this year.

DEQ has given us 120 days to get Sheldon certified for the Wastewater Collections Level II. He is pursuing that certification using the Oregon Association of Water Utilities training. (We have the necessary Wastewater Treatment Level II operator through our contract with OMI.)

In the meantime, DEQ wants the City to have supervisory back up in case we have a need for it. The City currently has four pump stations: Industrial Park, Wasco Creek subdivision, Ruckel Street, and Marine Park. At the suggestion of DEQ, we approached the City of Hood River to see if they could help us. They helped Odell in a similar situation last year. The city attorneys of Hood River and Cascade Locks have worked out the attached Intergovernmental Agreement (IGA) which gives the necessary supervisory oversight which DEQ requires and to which they have approved assuming the respective City Councils approve the agreement. Hood River City Council is considering the same IGA at their meeting on January 9.

The IGA is effective until May 9, 2017 or until our Public Works crew leader receives the appropriate certification, whichever comes first.

CITY COUNCIL OPTIONS: Approve, modify, or reject the IGA.

If the Council chooses to reject the proposed IGA, we will need to find someone else to perform the supervisory oversight. The engineering firms that we work with do not have the necessary certifications.

RECOMMENDED MOTION: “I move to approve the intergovernmental agreement between the City of Cascade Locks and the City of Hood River which provides supervisory oversight for our wastewater collection system.”

FINANCIAL REVIEW: The City has the necessary budgeted funds available to get Sheldon the training he needs to achieve the Wastewater Collection System Level II certification and to pay for any supervisory oversight that may be required.

OCT 19 2016

Send Completed Form to:
DEQ, Water Quality
Operator Certification Program
700 NE Multnomah St Ste 600
Portland, OR 97232-4100
(503) 229-5161



Oregon Department of Environmental Quality
Designation Form NORTHWEST REGION
Supervisory Wastewater System Operator

A. SYSTEM NAME, LOCATION AND CONTACT

System Legal Name: City of Cascade Locks		Owner/Permittee: City of Cascade Locks	
System Location: Herman Creek Lane	City: Cascade Locks	State: OR	Zip Code: 97014
Mailing Address: P.O. Box 308	City: Cascade Locks	State: OR	Zip Code: 97014
DEQ Permit Number: 101328	DEQ File Number: 108653	County: Hood River	
<input checked="" type="checkbox"/> Wastewater Collection System Level:	<input type="radio"/> SWWS	<input type="radio"/> I	<input checked="" type="radio"/> II
	<input type="radio"/> III	<input type="radio"/> IV	<input type="radio"/> N/A
<input checked="" type="checkbox"/> Wastewater Treatment System Level:	<input type="radio"/> SWWS	<input type="radio"/> I	<input checked="" type="radio"/> II
	<input type="radio"/> III	<input type="radio"/> IV	<input type="radio"/> N/A

The wastewater system owner will designate a supervisor for day-to-day operation of the wastewater system in accordance with owner policies, any permit requirements, and as per requirements in OAR 340-049.

THIS FORM ENTIRELY REPLACES ANY PREVIOUS SUBMITTAL OF THE FORM. (No partial "updates" accepted).

If DEQ has classified both the collection and treatment system, the owner must designate a certified operator for each, even if the same operator will be supervising both systems. The wastewater system owner must notify DEQ in writing within 30 days of replacing or reassigning any designated system operator, as per OAR 340-049-0015(5) and (8).

B. COLLECTION SYSTEM PRINCIPAL DESIGNATED OPERATOR (System Supervisor*)

Sheldon Price	C- 12490	I	6/30/2017
Name of Operator	Certificate Number	Grade (SWWS, I-IV)	Expiration Date
<i>Sheldon Price</i>	<i>Field Foreman</i>	<i>10/13/2016</i>	
Operator's Signature (required)	Title	Date	

Alternate Collection System Supervisor or Shift Supervisor*

	C-		
Name of Operator	Certificate Number	Grade (SWWS, I-IV)	Expiration Date

C. TREATMENT SYSTEM PRINCIPAL DESIGNATED OPERATOR (System Supervisor*)

Douglas Nichols	T- 8176	IV	12/31/2016
Name of Operator	Certificate Number	Grade (SWWS, I-IV)	Expiration Date
<i>Douglas Nichols</i>	<i>Project Manager</i>	<i>9/28/2016</i>	
Operator's Signature (required)	Title	Date	

Alternate Treatment System Supervisor or Shift Supervisor*

Louie Hooks	T- 9810	IV	6/30/2018
Name of Operator	Certificate Number	Grade (SWWS, I-IV)	Expiration Date

*As per OAR 340-049-0015(1), (2), (3) and (9), regardless of actual working title.

D. DISCHARGE MONITORING REPORT SIGNATURE AUTHORITY

Please note, this form does not delegate discharge monitoring report signature authority. Delegating this type of signature authority is instead submitted through one of the following linked forms NPDES Duly Authorized Representative Form or Sample Letter for Delegation of Signatory Authority. These two forms have their own separate mailing instructions.

E. CONTRACT FOR SYSTEM OPERATION OR SUPERVISION

Does the system owner contract / arrange for supervisory operator services? Yes No

If "Yes" please complete this section and attach a copy of the signed, written agreement to this form (required).

As per ORS 448.430(1), part-time supervision is only allowed if the approved design flow is less than 75,000 gallons per day.

Contract is for: Collection System Treatment System Both

Name (Corporation, Business or Individual): CH2M HILL OMI

Contact Person: Doug Nichols

Mailing Address: 818 Riverside Drive City: Hood River State: OR Zip Code: 97031

Phone Number: (541) 386-2432 email: doug.nichols@ch2m.com

Contract Start Date: June 1984 Contract End Date: 6/30/2017

Note: If one or more of the principal designated operators identified on page one of this form is a contracted operator, a written agreement is required to comply with OAR 340-049-0015.

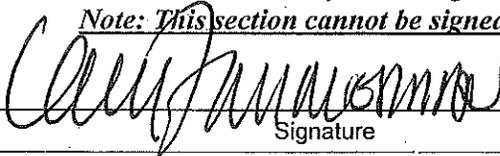
F. COMMENTS (Reference all attachments here)

Copy of current contract amendment attached.

G. SIGNATURE OF OWNER/REPRESENTATIVE (All fields required)

I am the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have reviewed the information contained on this form and within any attachments and verified the information is true, complete and accurate to the best of my knowledge.

Note: This section cannot be signed by the same person as who is listed on page one*



OCTOBER 6, 2016
Date

Name (print): GORDON ZIMMERMAN

Phone number: 541-374-8484

Title: CITY ADMINISTRATOR

Email address: gzimmerman@cascade-locks.or.us

Notes:

- (1) The principal designated operator (supervisor) must hold a valid certificate at a grade level equal to or greater than the classification level of the system at the time of designation.
- (2) An alternative supervisor or shift supervisor for Class II, III and IV systems may hold a certificate one grade lower than the classification level of the system.
- (3) The terms "certified", "operator", "shift supervisor", "supervise" and "supervisor" are defined under OAR 340-049-0010(2), (11), (16), (17), and (18).

* Only when the owner is also the operator may the page one and page two signatures be the same person.

AMENDMENT NO. 10
to the
AGREEMENT FOR WASTEWATER FACILITIES
OPERATIONS, MAINTENANCE, AND MANAGEMENT SERVICES
for the
CITY OF CASCADE LOCKS, OREGON

This Amendment No. 10 (the "Amendment") to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for the City of Cascade Locks, Oregon, dated July 1, 2006 (the "Agreement") is made and entered into this 19 day of July, 2016 by and between the City of Cascade Locks, Oregon (hereinafter "Owner") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

NOW THEREFORE, Owner and CH2M HILL OMI agree to amend the Agreement as follows:

1. Article 4.1 is hereby deleted in its entirety and is replaced with the following:

Owner shall pay to CH2M HILL OMI as total compensation for services performed under this Agreement a Base Fee of Eighty Nine Thousand Five Hundred Dollars (\$89,500) for the contract year commencing on July 1, 2016 and ending June 30, 2017. Subsequent years' Base Fees shall be determined as hereinafter specified. Upon each contract year negotiation, CH2M HILL OMI shall continue to invoice Owner at the previous amount until the new contract price is agreed upon. Upon written notice agreement between the parties as to the new contract year base fee, CH2M HILL OMI shall issue an invoice retroactively adjusting the previous Base Fee amount.

BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

This Amendment together with all previous Amendments and the Agreement constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

CITY OF CASCADE LOCKS, OREGON

Authorized Signature:

Authorized Signature:

Scott Neelley
Name: Scott Neelley
Title: Vice President
Date: 6/29/2016

Tom Cramblett
Name: Tom Cramblett
Title: Mayor
Date: July 19, 2016

INTERGOVERNMENTAL AGREEMENT
Between the City of Cascade Locks and the City of Hood River
For On Call/Emergency Wastewater Collections Systems Operator (Level 2 Certification)

DATE: January 9, 2017

PARTIES: City of Cascade Locks (“Cascade Locks”)
140 WaNaPa
P.O. Box 308
Cascade Locks, OR 97014

City of Hood River (“Hood River”)
211 2nd Street
Hood River, OR 97031

RECITALS

A. The cities of Cascade Locks and Hood River both are Oregon municipal corporations and both have the authority under ORS 190.010 to enter into intergovernmental agreements for the performance of functions and activities by each party.

B. Hood River owns and operates a municipal waste water treatment plant and collection system and as part of that employs a Level 2 Certified Wastewater Collection Systems Operator (“System Operator”) who is trained and certified to oversee the operation of a municipal wastewater treatment plant (WWTP); and

C. Cascade Locks also owns and operates a municipal WWTP and collection system but lacks a System Operator;

D. The parties desire to enter into an agreement whereby Hood River agrees to loan the services of its System Operator to Cascade Locks for a limited time until Cascade Locks acquires its own System Operator, and pursuant to which each agrees to perform the functions outlined below for the purposes of ensuring compliance with the Oregon Department of Environmental Quality (“DEQ”) requirement that Cascade Locks have a System Operator available when needed.

E. The parties intend this Agreement to provide the required Systems Operator from the date of signing until either May 9, 2017; or until Cascade Locks has a Level 2 Systems Operator on staff, whichever occurs first.

NOW, THEREFORE, in consideration of the mutual agreements of the parties, the parties agree as follows:

Section 1. Hood River Responsibilities: Hood River shall make available a Level 2 Systems Operator to Cascade Locks. Hood River's Systems Operator shall be available on call to Cascade Locks when work is needed, in case of emergencies, and for a weekly check-in. The weekly check-in shall be scheduled at a convenient time for the parties and include DEQ when necessary. Additionally, Hood River's System Operator shall be available to Cascade Locks as needed, unless there is a conflicting time demand on the System Operator that precludes his or her ability to perform Cascade Locks' work. Hood River shall send a monthly itemized invoice for this work to Cascade Locks and charge for all of its System Operator's actual time spent on Cascade Locks matters at a rate of \$55.77 per hour plus actual expenses and mileage for any travel between the two cities.

Section 2. Cascade Locks Responsibilities: Cascade Locks shall pay the actual cost of the time spent by Hood River's Systems Operator on Cascade Locks matters at an hourly rate of \$55.77 per hour plus actual expenses and mileage for travel between the two cities as needed. Cascade Locks shall pay all of Hood River's invoices for this work within 30 days of presentment.

Section 3. Effective Date, Term. This Agreement shall be effective upon signing, and shall remain in effect through May 9, 2017, or until Cascade Locks has a Systems Operator on staff, whichever occurs first. Either party may terminate this Agreement at any time by delivery of written notice to the other party at the address above, given no less than thirty (30) days prior to the intended termination date.

Section 4. No employee/employer relationship: The parties agree that this Agreement does not create an employee/employer relationship between Cascade Locks and the Systems Operator provided by Hood River. Hood River and not Cascade Locks shall be responsible for any federal or state payroll taxes applicable to any compensation or payments made under this Agreement, as well as all Federal Social Security, unemployment insurance, or workers' compensation benefits associated with the Systems Operator's work performed pursuant to this Agreement.

Section 5. Liability and Indemnification: Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Notwithstanding the foregoing, Cascade Locks shall indemnify, defend and hold Hood River harmless from liability stemming from any actual or alleged failure(s) of or damage to Cascade Locks' collection, conveyance, piping, treatment, and/or discharge system or any actual or alleged permit violations. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

/

/

Section 6. Insurance: Cascade Locks agrees to maintain insurance or self-insurance levels in accordance with ORS 30.282 for the duration of this Agreement, at levels necessary to protect against public body liability as specified in ORS 30.270. This Agreement is expressly subject to the tort limits and provisions of the Oregon Tort Claims Act (ORS 30.260 to 30.300). Cascade Locks shall add Hood River as an additional insured in the amount of the policy limit(s) of any applicable insurance policy

Section 7. Compliance With Laws: Each party agrees to comply with all local, State and Federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

Section 8. Attorney Fees: In the event of any action or proceeding to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

Section 9. Final Agreement; Modification: This Agreement is intended both as the final expression of the Agreement between the parties with respect to matters set forth herein and as a complete and exclusive statement of the terms of the Agreement. This Agreement may be modified, but any such modification shall be in writing and signed by the authorized representative of both parties.

Section 10. Counterparts: This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

CASCADE LOCKS:

HOOD RIVER:

By: Gordon Zimmerman, Administrator

By: Steve Wheeler, Manager

Date: _____

Date: _____

