

# CITY of CASCADE LOCKS

## AGENDA

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**CITY COUNCIL MEETING, Monday, January 26, 2015, 7:00 PM, CITY HALL**

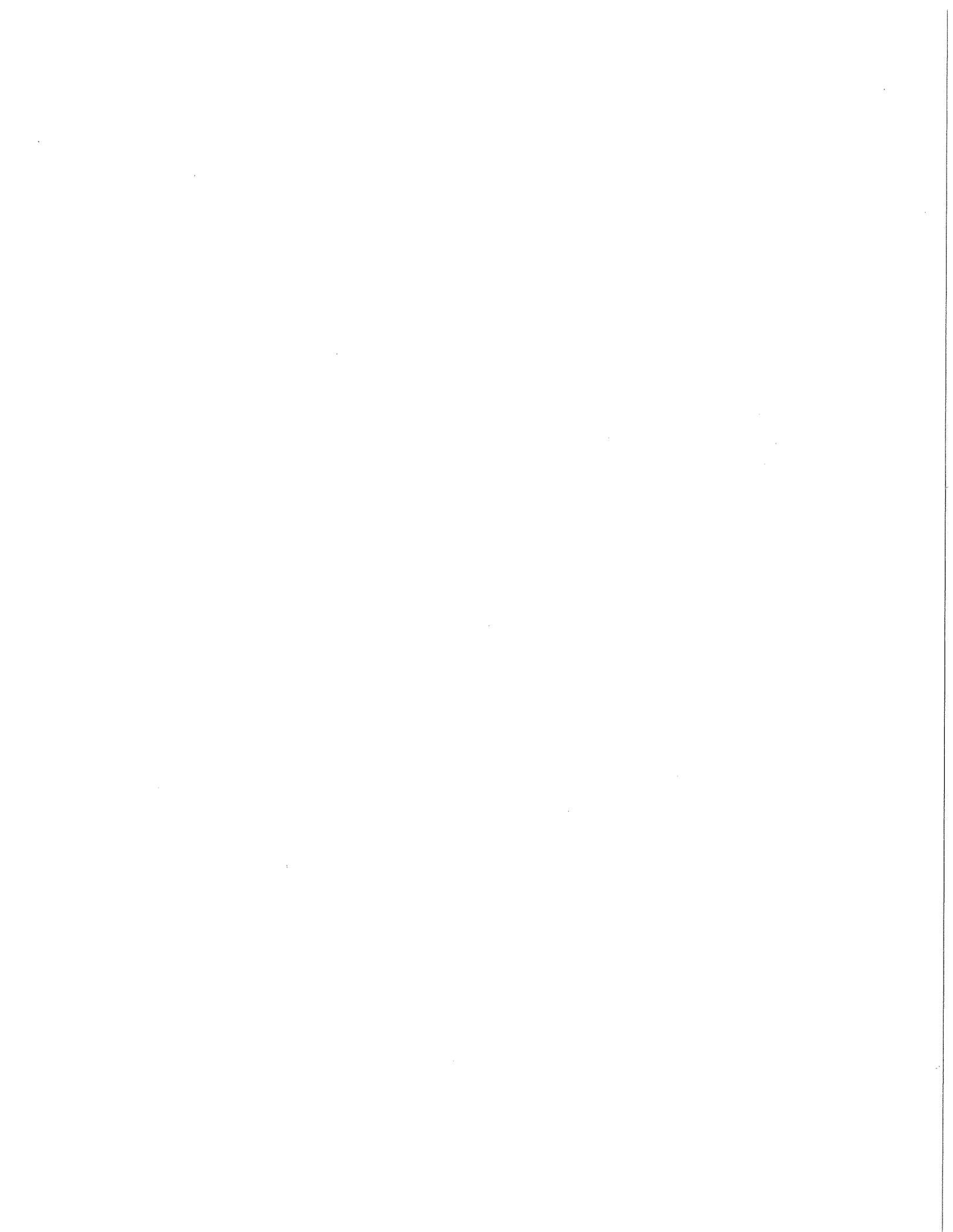
**\*\*Oath of Office followed by short reception before regular session\*\***

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Purpose: The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> 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 January 12, 2015 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 87,667.60.**
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Approve RFP for Audit Services.**
  - c. **Approve Cascade Locks Operating Plan with US Forest Service.**
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. **Dedication of Old Scenic Highway - Dave Skilton.**
  - c. **Hood River County Drug Prevention – Belinda Ballah.**
  - d. **Distribution of Revenue from Sale of Old Fire Hall Discussion.**
  - e. **Options for Electric Department Digger/Derrick Truck Replacement.**
  - f. **Fire Department Repair Bill Discussion.**
  - g. **Direction for Replacement of Fire Department Command Vehicle.**
  - h. **Quiet Zone Update.**
  - i. **Proposal for Formation of a Region 1 Area Commission on Transportation.**
  - j. **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.



Cindy Mitchell, Justice of the Peace, administered the Oath of Office to CM's Randall, Helfrich, and Mayor Cramblett.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. Council Members present were Fitzpatrick (via phone), Randall, Helfrich and Mayor Cramblett. CM's Groves, Walker, and Busdieker were excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Cindy Mitchell, Dave Palais and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of December 8, 2014 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 272,289.39.**
  - c. **Approve 2015/2016 Budget Process.**
  - d. **Approve Resolution No. 1322 Authorizing Specific Staff Members and City Councilors to Sign Checks for the City of Cascade Locks; and Repealing Resolution No. 1254.**
  - e. **Approve Repair of Electric Department Pick Up Truck Transmission.**

**Motion:** CM Helfrich moved, seconded by CM Randall, to approve the Consent Agenda. The motion passed unanimously by CM's Fitzpatrick, Randall, Helfrich and Mayor Cramblett.
4. **Public Hearings.** None.
5. **Action Items:**
  - a. **Appointment to Committees.** Mayor Cramblett appointed Shirley Carr to the Budget Committee. There was consent of Council.
  - b. **Approve Application for Cross Transfer of Water Right.** **Motion:** CM Helfrich moved, seconded by CM Randall, to approve the application for a water right transfer between the City of Cascade Locks and the Oregon Department of Fish and Wildlife and authorize the City Administrator to sign the application and the \$2,950 check for application fee.

CM Helfrich said Council understands the dire straits the community is in and this is a step that Council is taking to show leadership to move this process forward. Mayor Cramblett said this is still a process and allows for public to be involved. He said hopefully this will speed up the opportunity for not only Cascade Locks but for Oregon Fish and Wildlife and their work with endangered species.
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
  - a. **City Committees.** None.
  - b. **City Administrator Zimmerman Report.** CA Zimmerman said he has no report but asked Council about setting a date for Goal Session. He suggested meeting at 6:00 on the regularly scheduled meeting on the 26<sup>th</sup> instead of adding another meeting date. There was consensus of Council. CM Helfrich said he would be late.
8. **Mayor and City Council Comments.** CM Fitzpatrick said the cross water right transfer is a good step moving forward. CM Helfrich said he is happy to be here and looking forward to moving the community forward. Mayor Cramblett said, "Go Ducks!"
9. **Other matters.** None.
10. **Executive Session per ORS 192.660 (2)(h) Legal Counsel.** Mayor Cramblett said there would be no decision after executive session. **Motion:** CM Helfrich moved, seconded by CM Randall, to adjourn regular session. The motion passed unanimously by CM's Fitzpatrick, Randall, Helfrich, and Mayor Cramblett.

Mayor Cramblett entered into executive session at 7:11 PM. CM's Fitzpatrick, Randall, Helfrich, and Mayor Cramblett were present. Also present were CA Zimmerman and CR Woosley. Executive session was dismissed at 7:21 PM.

- 11. Adjournment.** The meeting was adjourned before Executive Session.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
1/9/2015	PR	\$ 38,517.13
1/15/2015	A/P	\$ 49,150.47

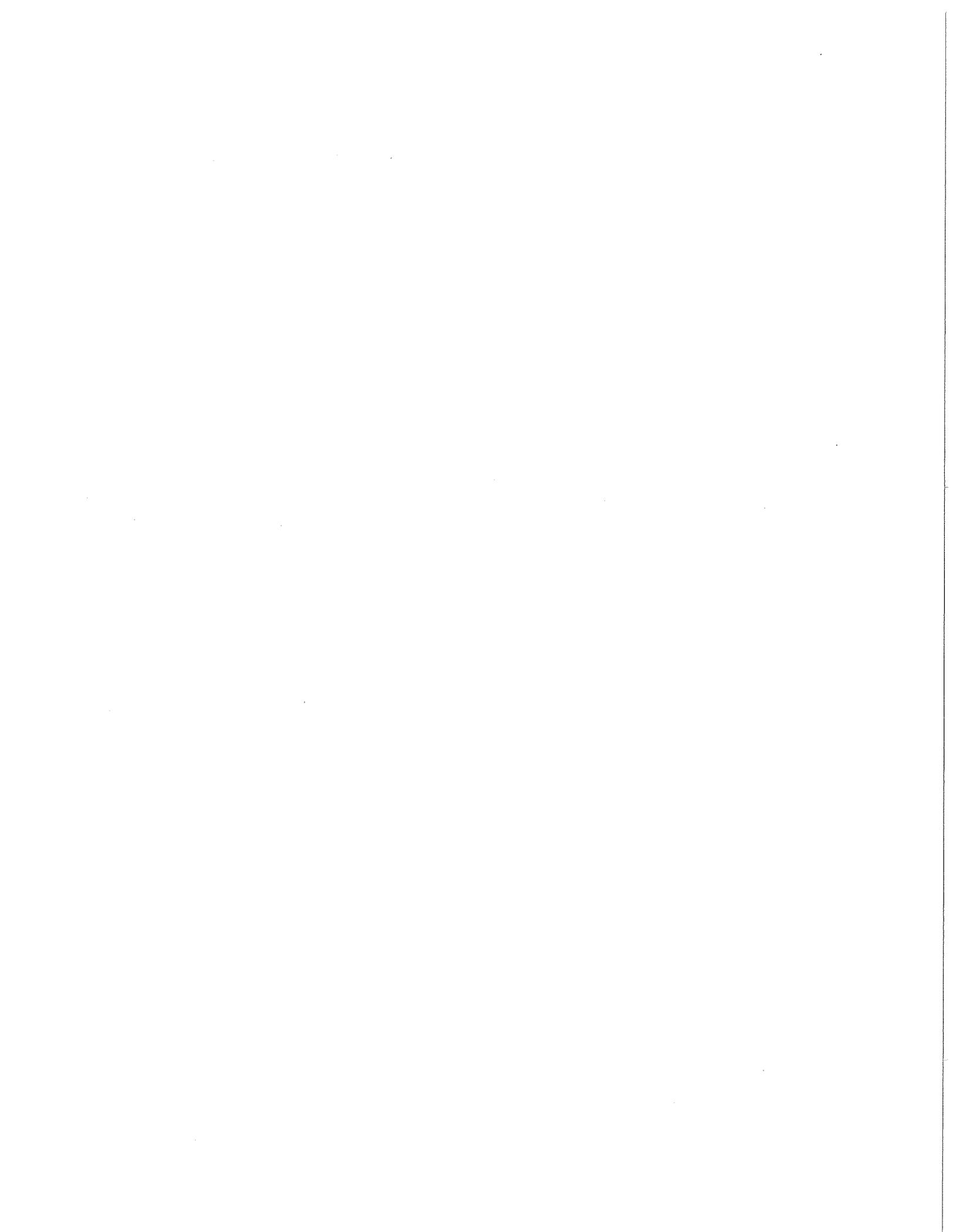
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GRAND TOTAL \$ 87,667.60

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APPROVAL:

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Mayor



Report Criteria:  
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5458	01/15	01/15/2015			Void Check			.00
5458	01/15	01/15/2015	70	5164478	ALTEC INDUSTRIES, INC.	labor, yearly inspection and shop supplie	5140562201	977.50
Total 5458: 977.50								
5459	01/15	01/15/2015			Void Check			.00
5459	01/15	01/15/2015	6839	81650471	Bound Tree Medical, LLC	gloves, tourniquets	0540562351	320.93
Total 5459: 320.93								
5460	01/15	01/15/2015			Void Check			.00
5460	01/15	01/15/2015	460	5546	BROWN & KYRSAR, INC	pyramid sub upgrade plan	5645163941	486.00
Total 5460: 486.00								
5461	01/15	01/15/2015			Void Check			.00
5461	01/15	01/15/2015	6900	V500037	BSK Associates	water testing	2140562150	122.00
Total 5461: 122.00								
5462	01/15	01/15/2015			Void Check			.00
5462	01/15	01/15/2015	590	C318444	CARSON OIL COMPANY	fuel	0540562420	160.61
Total 5462: 160.61								
5463	01/15	01/15/2015			Void Check			.00
5463	01/15	01/15/2015	670	100001500 1	CASCADE LOCKS LIGHT CO.	new fire station	0540562439	515.59
5463	01/15	01/15/2015	670	100003500 1	CASCADE LOCKS LIGHT CO.	res no. 2	2140562070	25.80
5463	01/15	01/15/2015	670	100030200 1	CASCADE LOCKS LIGHT CO.	pump lift station	3140562070	21.30
5463	01/15	01/15/2015	670	100038200 1	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,459.33
5463	01/15	01/15/2015	670	100379100 1	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	1,817.07
5463	01/15	01/15/2015	670	103714500 1	CASCADE LOCKS LIGHT CO.	wasco creek lift station	3140562070	21.30
5463	01/15	01/15/2015	670	200120000 1	CASCADE LOCKS LIGHT CO.	cemetery water	1740562551	21.30
5463	01/15	01/15/2015	670	300155100 1	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	484.62
5463	01/15	01/15/2015	670	300155900 1	CASCADE LOCKS LIGHT CO.	museum	0140762630	180.60
5463	01/15	01/15/2015	670	300159202 1	CASCADE LOCKS LIGHT CO.	fire station	0540562439	24.37
5463	01/15	01/15/2015	670	300171800 1	CASCADE LOCKS LIGHT CO.	mail lighting	5140562800	21.30

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5463	01/15	01/15/2015	670	300183900 1	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	61.60
5463	01/15	01/15/2015	670	600135000 1	CASCADE LOCKS LIGHT CO.	city hall	0140162552	2,010.12
5463	01/15	01/15/2015	670	600136900 1	CASCADE LOCKS LIGHT CO.	87 ruckle	3140562070	42.46
5463	01/15	01/15/2015	670	600137000 1	CASCADE LOCKS LIGHT CO.	chlorinator	2140562070	21.30
5463	01/15	01/15/2015	670	SSS 1214	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	249.70
Total 5463: 6,977.76								
5464	01/15	01/15/2015			Void Check			.00 V
5464	01/15	01/15/2015	740	62167	CASELLE, INC.	data file conversion	2140562110	193.33
5464	01/15	01/15/2015	740	62167	CASELLE, INC.	data file conversion	3140562110	193.33
5464	01/15	01/15/2015	740	62167	CASELLE, INC.	data file conversion	5140562110	193.34
5464	01/15	01/15/2015	740	62544	CASELLE, INC.	Contract Support	0140162082	1,220.00
Total 5464: 1,800.00								
5465	01/15	01/15/2015			Void Check			.00 V
5465	01/15	01/15/2015	6924	2014-46	Columbia Gorge Landscape	trim cherry trees along Wanapa	0340562110	600.00
5465	01/15	01/15/2015	6924	2014-46	Columbia Gorge Landscape	trim cherry trees along Wanapa	0340562560	600.00
Total 5465: 1,200.00								
5466	01/15	01/15/2015			Void Check			.00 V
5466	01/15	01/15/2015	1120	B91000	COLUMBIA HARDWARE, LLC	expanding foam	5640563941	5.99
5466	01/15	01/15/2015	1120	B91215	COLUMBIA HARDWARE, LLC	padlock, hinge and nuts	5140562810	17.32
5466	01/15	01/15/2015	1120	B91673	COLUMBIA HARDWARE, LLC	primer	0340562560	13.47
5466	01/15	01/15/2015	1120	B91825	COLUMBIA HARDWARE, LLC	water fittings and parts	2140562560	63.88
5466	01/15	01/15/2015	1120	B91867	COLUMBIA HARDWARE, LLC	pruning sealer spray	0340562560	6.59
Total 5466: 107.25								
5467	01/15	01/15/2015			Void Check			.00 V
5467	01/15	01/15/2015	6912	55	db design	contract support	0840562110	983.25
Total 5467: 983.25								
5468	01/15	01/15/2015			Void Check			.00 V
5468	01/15	01/15/2015	1540	DEC 2014	DMV SERVICES STATE OF OREGON	certified court print	0140362870	3.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5468:								
5469	01/15	01/15/2015	1620	633	Void Check			3.00
5469	01/15	01/15/2015	1620	633	EFFICIENCY SERVICES GROUP, LLC	BPA Program Service December 2014	5140562139	.00 V
Total 5469:								
5470	01/15	01/15/2015	2020	1230590	Void Check			.00 V
5470	01/15	01/15/2015	2020	1230590	GENERAL PACIFIC INC.	bulb and meter rings	5140562750	400.00
5470	01/15	01/15/2015	2020	1230590	GENERAL PACIFIC INC.	bulb and meter rings	5140562800	600.00
Total 5470:								
5471	01/15	01/15/2015	2080	6131769 12/	Void Check			.00 V
5471	01/15	01/15/2015	2080	6131769 12/	GLOBALSTAR	Sat Phone	0540562050	27.36
Total 5471:								
5472	01/15	01/15/2015	6854	1915	Void Check			.00 V
5472	01/15	01/15/2015	6854	1915	Gordon Zimmerman	BPA meeting	5140562020	52.90
Total 5472:								
5473	01/15	01/15/2015	2180	9621710731	Void Check			.00 V
5473	01/15	01/15/2015	2180	9621710731	GRAINGER	Paper towels, toilet paper	0540562440	408.50
5473	01/15	01/15/2015	2180	9626288291	GRAINGER	coverall	0540563020	219.01
5473	01/15	01/15/2015	2180	9628327745	GRAINGER	trash bags, filter	0540562440	421.06
Total 5473:								
5474	01/15	01/15/2015	2420	2015-03	Void Check			.00 V
5474	01/15	01/15/2015	2420	2015-03	HOOD RIVER CO. - FINANCE	2015 Reverse 911 Contract	0140862201	1,000.00
5474	01/15	01/15/2015	2420	7754	HOOD RIVER CO. - FINANCE	January 2015 Deputy Service	0141962250	8,217.50
Total 5474:								
5475	01/15	01/15/2015	2460	2015	Void Check			.00 V
5475	01/15	01/15/2015	2460	2015	HOOD RIVER COUNTY FIRE CHIEFS A	2015 Assessment	0540562311	699.91
5475	01/15	01/15/2015	2460	VIRK 2015	HOOD RIVER COUNTY FIRE CHIEFS A	Dr. Virk's Assessment	0540562312	426.64

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5475:								
5476	01/15	01/15/2015			Void Check			1,126.55
5476	01/15	01/15/2015	2590	89385	HOOD RIVER SUPPLY ASSOC.	concrete tint base paint	0140462520	79.98
Total 5476:								
5477	01/15	01/15/2015			Void Check			79.98
5477	01/15	01/15/2015	4910	318771012 0	Katherine Fischer	Refund Deposit	5121130	77.93
Total 5477:								
5478	01/15	01/15/2015			Void Check			77.93
5478	01/15	01/15/2015	6874	DECEMBER	LIN Television Corporation	programming	4140562740	252.30
Total 5478:								
5479	01/15	01/15/2015			Void Check			252.30
5479	01/15	01/15/2015	3160	010915	MARLANNE BUMP/PETTY CASH	Reimburse Petty Cash	0540562055	7.55
Total 5479:								
5480	01/15	01/15/2015			Void Check			7.55
5480	01/15	01/15/2015	3380	KPD X DECE	Meredith Corporation	Retransmission	4140562740	52.20
5480	01/15	01/15/2015	3380	KPTV DECE	Meredith Corporation	Retransmission	4140562740	147.90
Total 5480:								
5481	01/15	01/15/2015			Void Check			200.10
5481	01/15	01/15/2015	3490	1816	MID-COLUMBIA ECONOMIC	582 HR EDWOG	0140162030	250.00
Total 5481:								
5482	01/15	01/15/2015			Void Check			250.00
5482	01/15	01/15/2015	3820	14929590	Norco, INC	oxygen	0540562951	134.30
Total 5482:								
5483	01/15	01/15/2015			Void Check			134.30
Total 5483:								

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
5483	01/15	01/15/2015	3920	1751	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140562030	535.20
5483	01/15	01/15/2015	3920	1751	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140562030	133.80
Total 5483:								669.00
5484	01/15	01/15/2015	4070	4120329	Void Check			.00 V
5484	01/15	01/15/2015	4070	4120329	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	10.50
Total 5484:								10.50
5485	01/15	01/15/2015			Void Check			.00 V
5485	01/15	01/15/2015	4290	2015	OREGON MUNICIPAL ELECTRIC UTILI	2015 Assessment	5140562030	6,467.17
5485	01/15	01/15/2015	4290	2015	OREGON MUNICIPAL ELECTRIC UTILI	2015 Assessment	5140562030	1,616.79
Total 5485:								8,083.96
5486	01/15	01/15/2015			Void Check			.00 V
5486	01/15	01/15/2015	4370	2015 TRANS	OREGON WATER RESOURCES DEPA	water right transfer with ODFW	5642163941	2,950.00
Total 5486:								2,950.00
5487	01/15	01/15/2015			Void Check			.00 V
5487	01/15	01/15/2015	4650	F877402	PLATT ELECTRIC SUPPLY	bulbs and electric tester	5140563700	358.60
Total 5487:								358.60
5488	01/15	01/15/2015			Void Check			.00 V
5488	01/15	01/15/2015	4670	8995055	PORT OF CASCADE LOCKS	Bridge Tickets - PW	0340562020	30.00
Total 5488:								30.00
5489	01/15	01/15/2015			Void Check			.00 V
5489	01/15	01/15/2015	4990	59102	RIVERS EDGE TOWING	tow truck to HR for repair	2140562441	183.75
Total 5489:								183.75
5490	01/15	01/15/2015			Void Check			.00 V
5490	01/15	01/15/2015	6886	DECEMBER	Sinclair Television Group, Inc.	retransmission	4140562740	382.80

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 5490:								
5491	01/15	01/15/2015			Void Check			.00
5491	01/15	01/15/2015	5660	11718	TANNINEN REPAIR SERVICE LLC	C-90	0540562441	170.00
Total 5491:								
5492	01/15	01/15/2015			Void Check			.00
5492	01/15	01/15/2015	6070	910343	TWGW, INC NAPA AUTO PARTS	power steering pump	5140562201	111.77
Total 5492:								
5493	01/15	01/15/2015			Void Check			.00
5493	01/15	01/15/2015	6110	2015	U.S. POSTAL SERVICE	Annual Permit Fee	0140162055	220.00
Total 5493:								
5494	01/15	01/15/2015			Void Check			.00
5494	01/15	01/15/2015	6570	88097	WHEELER'S COMMUNICATIONS	check bucket truck and office radios	5140562201	100.00
Total 5494:								
5495	01/15	01/15/2015			Void Check			.00
5495	01/15	01/15/2015	6897	E1291905	Withner Public Safety Group, Inc.	training equipment	0540562020	402.97
5495	01/15	01/15/2015	6897	H118435	Withner Public Safety Group, Inc.	trauma shears	0540562351	270.45
Total 5495:								
5496	01/15	01/15/2015			Void Check			.00
5496	01/15	01/15/2015	6834	RAN-DEC-20	William Randolph	Energy Efficiency Rebate	5140562140	5.00
Total 5496:								
5497	01/15	01/15/2015			Void Check			.00
5497	01/15	01/15/2015	6834	SEC-DEC-20	William Seacrist	Energy Efficiency Rebate	5140562140	800.00
Total 5497:								
1151501	01/15	01/15/2015	3660	14121605	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,254.09

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1151501:								
1151502	01/15	01/15/2015	3490	96-01-02 1/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562711	1,050.38 M
1151502	01/15	01/15/2015	3490	96-01-02 1/1	MID-COLUMBIA ECONOMIC	Loan 96-01-02	4640562712	215.18 M
Total 1151502:								
1151503	01/15	01/15/2015	3490	96-01-01 1/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562711	1,298.79 M
1151503	01/15	01/15/2015	3490	96-01-01 1/1	MID-COLUMBIA ECONOMIC	Loan 96-01-01	4640562712	219.89 M
Total 1151503:								
Grand Totals:								
								<u>49,150.47</u>

Summary by General Ledger Account Number

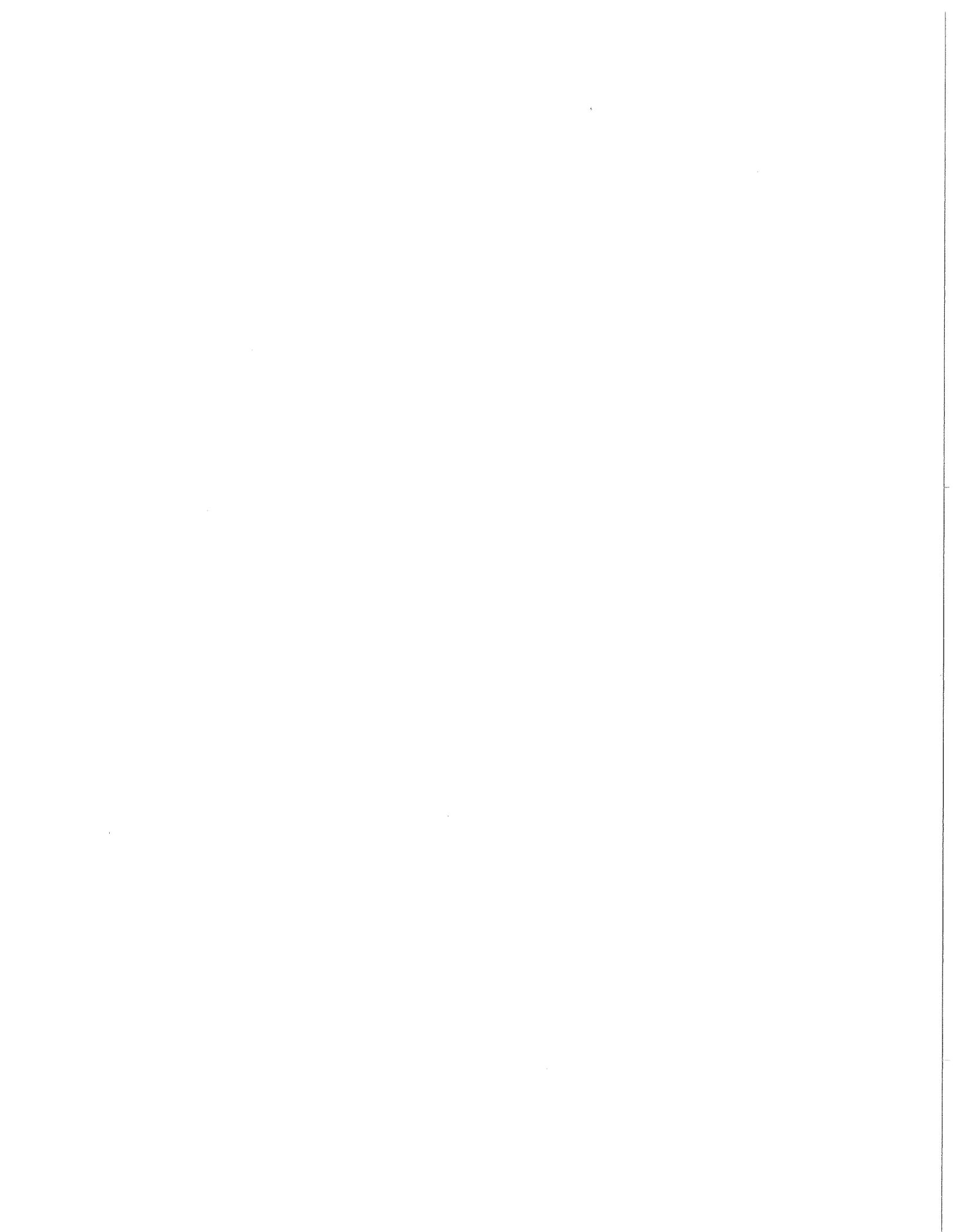
GL Account	Debit	Credit	Proof
01-21010	.00	13,430.90-	13,430.90-
01-401-62030	250.00	.00	250.00
01-401-62055	220.00	.00	220.00
01-401-62082	1,220.00	.00	1,220.00
01-401-62552	2,010.12	.00	2,010.12
01-403-62870	3.00	.00	3.00
01-404-62520	79.98	.00	79.98
01-407-62630	180.60	.00	180.60
01-408-62025	249.70	.00	249.70
01-408-62201	1,000.00	.00	1,000.00
01-419-62250	8,217.50	.00	8,217.50
03-21010	.00	1,250.06-	1,250.06-
03-405-62020	30.00	.00	30.00
03-405-62110	600.00	.00	600.00
03-405-62560	620.06	.00	620.06
05-21010	.00	4,209.25-	4,209.25-
05-405-62020	402.97	.00	402.97
05-405-62050	27.36	.00	27.36
05-405-62055	7.55	.00	7.55
05-405-62311	699.91	.00	699.91
05-405-62312	426.64	.00	426.64
05-405-62351	725.68	.00	725.68
05-405-62420	160.61	.00	160.61
05-405-62439	539.96	.00	539.96
05-405-62440	829.56	.00	829.56
05-405-62441	170.00	.00	170.00
05-405-63020	219.01	.00	219.01
08-21010	.00	983.25-	983.25-
08-405-62110	983.25	.00	983.25
17-21010	.00	21.30-	21.30-
17-405-62551	21.30	.00	21.30
21-21010	.00	2,130.99-	2,130.99-
21-405-62070	1,568.03	.00	1,568.03
21-405-62110	193.33	.00	193.33
21-405-62150	122.00	.00	122.00
21-405-62441	183.75	.00	183.75
21-405-62560	63.88	.00	63.88
31-21010	.00	2,580.08-	2,580.08-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
31-405-62070	2,386.75	.00	2,386.75
31-405-62110	193.33	.00	193.33
41-21010	.00	5,089.29-	5,089.29-
41-405-62740	5,089.29	.00	5,089.29
46-21010	.00	2,784.24-	2,784.24-
46-405-62711	2,349.17	.00	2,349.17
46-405-62712	435.07	.00	435.07
51-21010	.00	13,229.12-	13,229.12-
51-21130	77.93	.00	77.93
51-405-62020	52.90	.00	52.90
51-405-62030	7,002.37	.00	7,002.37
51-405-62110	203.84	.00	203.84
51-405-62139	750.00	.00	750.00
51-405-62140	805.00	.00	805.00
51-405-62201	1,189.27	.00	1,189.27
51-405-62750	400.00	.00	400.00
51-405-62800	621.30	.00	621.30
51-405-62810	17.32	.00	17.32
51-405-63700	358.60	.00	358.60
51-405-62030	1,750.59	.00	1,750.59
56-21010	.00	3,441.99-	3,441.99-
56-405-63941	5.99	.00	5.99
56-421-63941	2,950.00	.00	2,950.00
56-451-63941	486.00	.00	486.00
<b>Grand Totals:</b>	<b>49,150.47</b>	<b>49,150.47-</b>	<b>.00</b>

Report Criteria:

Report type: GL detail



AGENDA ITEM NO: 5b.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 5, 2015

**For City Council Meeting on:** January 26, 2015

**TO:** Honorable Mayor and City Council

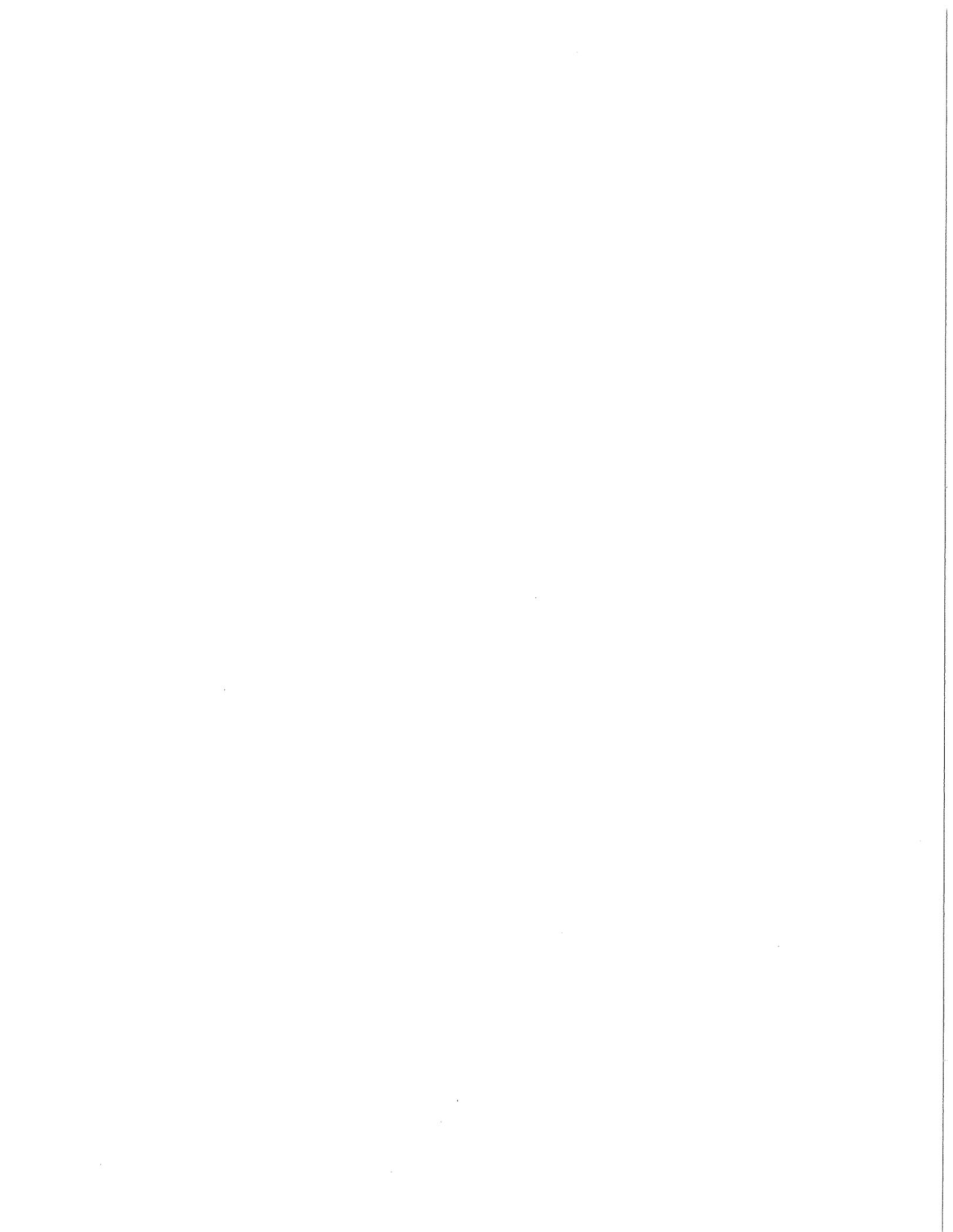
**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Approve RFP for Audit Services

**SYNOPSIS:** At the request of the Council and the Finance Committee, City Staff is seeking approval of a request for proposal (RFP) for a new financial auditor for the City of Cascade Locks. The attached draft is compiled from previous RFP's done by the City and by several cities from around the state of Oregon. Notice of this RFP will be published in the Daily Journal of Commerce and other outlets that are available to municipal auditors.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the proposed RFP.

**RECOMMENDED MOTION:** "I move to approve the proposed request for proposal for a municipal auditor."



## **CITY OF CASCADE LOCKS REQUEST FOR PROPOSAL**

The City of Cascade Locks, Hood River County, Oregon invites proposals from qualified independent certified public accounting firms for annual audit services for fiscal year ending June 30, 2015.

It is the intent of the City to negotiate a three year contract, with the second and third year contingent on the successful, timely completion of the first year of the contract.

### **CITY BACKGROUND**

The City of Cascade Locks is operated under the City Council – City Administrator form of government. Policy-making and legislative authority are vested in the City Council, consisting of the mayor and six other members. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the City. Financial records are maintained by the Finance Department. The population of the City of Cascade Locks is 1,235.

The City provides a full range of municipal services, including street, water, sanitary and storm sewers, parks, electric utility, cable television, fire protection, ambulance service, municipal court, land use planning and zoning, cemetery, and general administration.

The City has 14 full-time employees under the direction of the City Administrator. The City of Cascade Locks currently has two outstanding debt issues and has applied to the USDA for a \$3.75 million loan to replace water line infrastructure and build a new reservoir. The total budget for the City of Cascade Locks' for FY 2014-2015 is approximately \$10 million including fund balances and transfers.

The government-wide financial statements and proprietary funds financial statements are presented on a full accrual basis of accounting with an economic resource measurement focus. Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. The City follows the prescribed procedures of the State of Oregon in the preparation and adoption of the City's annual budget.

### **ACCOUNTING SYSTEM**

Financial accounting records are computerized using Caselle Software. Software modules include: Utility Billing, General Ledger, Accounts Payable, Accounts Receivable, Bank Reconciliation, Asset Management, Materials Management and Cash Receipting.

The City currently maintains 15 funds which include the General Fund with 7 departments, 4 Enterprise Funds, Grant Fund, 2 Debt Service Funds, 6 Miscellaneous Funds and Capital Reserve Fund with 11 departments.

A copy of the budget and prior year audited financial report is available on the City of Cascade Locks website: [www.cascade-locks.or.us](http://www.cascade-locks.or.us).

## GENERAL INFORMATION

All information and data furnished to the audit firm by the City and all other documents to which the audit firm's employees have access during the preparation and submittal of the proposal shall be treated as confidential by the successful audit firm. Any oral or written disclosure to unauthorized individuals is prohibited.

The City of Cascade Locks requires all audit firms to comply with equal opportunity policies. The City of Cascade Locks' programs, services, employment opportunities, volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

## SUBMISSION OF PROPOSAL

Two copies of the proposal must be submitted in a sealed envelope plainly marked "Audit Services Proposal" addressed to:

### **Mailing:**

Gordon Zimmerman, City Administrator  
City of Cascade Locks  
PO Box 308  
Cascade Locks, OR 97014

### **Delivery:**

Gordon Zimmerman, City Administrator  
City of Cascade Locks  
140 WaNaPa  
Cascade Locks, OR 97014

For Additional information contact Gordon Zimmerman, 541-374-8484 or email: [gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us).

All submission must be physically received by the City prior to 5:00 p.m. on April 15, 2015.

**Faxes and email submissions will not be accepted.**

The City of Cascade Locks reserves the right to reject any and all proposals, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest. The City also reserves the right to reject all proposals without awarding a contract to any applicant. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection. The City further reserves the right to reject any and all proposals with or without cause. The City of Cascade Locks may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

### **Proposal and Award Schedule:**

February 15, 2015	Publish notice and distribute RFP
April 15, 2015	Proposal Due Date
April 20, 2015	Review by Finance Committee
April 21 to April 30, 2015	Select and interview finalists
May 12, 2015	Contract Award by Council

## **Mandatory Qualifications**

Be duly licensed by the Oregon Board of Accountancy as a Certified Public Accountant and Municipal Auditor in the State of Oregon; must have experience in performing municipal audits in accordance with auditing standards generally accepted in the United States, preparing financial statements compliant with GASB 34, GASB 45, GASB 54, and other applicable GASB requirements and Oregon Budget Law.

## **Proposal Requirements**

Proposals should include the following:

1. The firm name and address, and the name and contact information of the primary contact person.
2. The names of local partners/principals and the number of local personnel on the Oregon Municipal roster.
3. A list of partners, managers, and other key staff people who will be assigned to the City's account. Provide resumes of persons who will be performing professional work and indicate their experience in auditing governmental jurisdictions.
4. Outline a work plan and related time schedule for each significant segment of work.
5. Name the Oregon local government jurisdictions of similar size presently audited by the firm.
6. Describe any regulatory action taken by any oversight body against the proposing audit organization, if any.
7. Submit one sample of the latest audit report of a similar size municipality in the State of Oregon audited by your firm.
8. Include the most recent quality control review report of peer review for the firm.
9. Include the all-inclusive fee/cost that your firm will charge the City for the entire audit, by year for the three year period.
10. Indicate the fee/cost that your firm will charge the City for the preparation of the Single Audit Report required under OMB Circular A-133, should the City be subject to it.
11. Indicate the fee/cost that your firm will charge the City for special requests, reports and professional advice above the scope described in the Request for Proposals.

## **Selection Procedure**

The City Administrator and Finance Officer will screen all written proposals. Interviews may be conducted with the finalists, and a recommendation will be made to the City Council on May 12, 2015.

## **Evaluation Standards**

The following evaluation standards shall be used in scoring each proposal:

1. Understanding of the engagement (20%):
  - a. Demonstration of full understanding of the work to be performed.
  - b. Ability of firm to provide constructive recommendations to the City of Cascade Locks.
2. Experience with Municipal Engagements (20%):
  - a. The firm's municipal auditing experience and expertise.
3. Staffing (20%):

- a. Municipal experience and expertise of the audit team proposed for the City's audit.
  - b. Philosophy concerning staffing after the first year.
  - c. The firm's local office's ability to provide consulting services to the City.
  - d. Number of staff members and depth of staffing level to meet contract obligations.
4. Approach to Examination (20%):
- a. Description of audit approach.
  - b. Work plan and ability to meet the City's schedule.
  - c. Estimated number of hours to be devoted to the engagement.
5. Fees (20%):
- a. Proposed audit fee.
  - b. Fee/Cost for services beyond the scope of the audit.
  - c. Proposed fee for A-133 audit, should one be required.

Any proposal that scores a zero (unacceptable) in any category will be rejected, regardless of total score.

### **Scope of Audit**

The Minimum Standards for audits of Oregon Municipal Corporations as adopted by the Secretary of State and approved by the Board of Accountancy will govern the audit. The City's Annual Financial Report shall conform to reposting standards for government entities and determined by the Governmental Accounting Standards Board (GASB) and or the Financial Accounting Standards Board (FASB), as appropriate. The audit will be done in order for the accounting firm to express an opinion on the financial statements of the City of Cascade Locks and to determine if the City has complied substantially with appropriate legal provisions.

The city has received federal and state grants and loans and the audit must meet all requirements of the Federal and State Government for auditing of those funds.

The City will provide staff assistance to the audit firm and will respond promptly to all requests for information and provide the following information and work papers in conjunction with the audit engagement:

1. Trial balances for all funds subjected to the audit.
2. Bank reconciliations for all accounts of the City that are subject to audit.
3. Detailed reconciling records or lists of investment, interest income, assessments, utility billing, payroll, accounts payable and accounts receivable as of June 30 of each fiscal year.
4. Other reconciliations and information as required by the auditing firm and mutually agreed upon.

As part of the overall audit contract the audit firm will originate and draft the financial statements as may be necessary to fully disclose and fairly present the results of the operation for the period under audit. The auditor will also be responsible for the Statements of Cash Flows and the audit reports and footnotes.

Any unusual conditions encountered during the course of the audit, where services of the auditing firm must be extended beyond the normal work anticipated, will require written notification to the Finance officer who will respond in writing concerning the additional services.

All funds and accounts of the City are to be covered by the audit examination. The audit will lead to the expression of an unqualified opinion on the City's financial statements unless the auditor justifies to the City Administrator in advance in writing, the reasons for an opinion that is less than unqualified. The auditing firm is expected to provide the City with a summary of any audit adjusting entries upon completion of the field work.

Recommendations based upon the auditing firm's review of the adequacy of internal accounting controls and other audit investigations will be made in part of a formal management report separate from the audit. Such associated cost will be included in the audit fee. The discussion of the recommendations will be with the City Administrator.

The scope of the audit should be planned so as to preclude the necessity of exceptions arising from scope limitations.

All work papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City of Cascade Locks.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

The auditing firm shall include in their auditing fee the following:

- The cost of providing nineteen (19) copies of the audit document and one (1) PDF copy.
- Conduct a single audit covering the City's Federal grants as required by the Single Audit Act and the Office of Management and Budget Circular A-133, if required (an additional fee may be charged for this service).
- The audit firm should be prepared to present a management letter, if appropriate. Recommendations to management, prepared by the audit firm in letter form, would include any findings, observations, opinions, comments or recommendations relating to internal controls, accounting systems, compliance with laws, rules and regulations, or any other matters that come to the attention of the auditor during the course of the audit. The recommendations must be discussed with appropriate City officials prior to publication.
- As part of the overall audit contract, the City expects to receive from the audit firm a variety of technical assistance throughout the fiscal year. This assistance would include answers to accounting, reporting, or internal control questions.

#### **Meetings and Progress Reports:**

1. Pre-audit conferences with City Administrator and Finance Officer will be held to discuss audit schedules, working paper requirements, and report deadlines, as well as the audit program. A written list of information to be provided by the City staff to the auditors should be provided at this time.
2. Progress report meetings will be held with key audit firm personnel and City financial management staff at regular intervals mutually agreed upon.

3. An exit conference is required with key audit firm personnel on completion of the preliminary draft report to inform the City Administrator and Finance officer of pertinent findings.
4. Formal report presentation by the Audit firm management will be required before the City Council upon completion of the final report.

### **Audit Schedule**

- The audit contract may start as soon after the contract document is executed as is agreeable to all parties, but no later than July 31, 2015.
- The books will be closed and ready for the audit no later than August 30, 2015.
- The independent auditor shall deliver Nineteen (19) bound copies and one (1) PDF copy of the final audit to the Finance Officer one week prior to reporting to the City Council at a Council meeting no later than December 14, 2015.
- The appropriate forms must be filed with the Secretary of State no later than December 31, 2015.

**The City reserves the right to retain 10% of the contracted audit fee should the auditors not meet the deadlines set by the City.**

The independent auditor may submit their report earlier than the above schedule.

Progress payments may be allowed to the extent that the City can determine that satisfactory progress is being made. Such payments shall be specified in an agreement to be executed between the City of Cascade Locks and the auditor. Invoices requesting payment must clearly identify the services being billed.

Upon timely delivery and acceptance of the final audit report, the auditor may submit a bill for the balance due on the contract for the audit.

### **Use of Audit**

Ownership of the audit report belongs to the City of Cascade Locks and it is expressly understood that publication of the audit, in whole or in part, or reference to the audit, will be at the sole discretion of the City.

### **Contract Termination**

Either part may cancel the contract for an audit year by giving notice in writing to the other party at least ninety (90) days prior to July 1 of any year.

AGENDA ITEM NO: 5.0

## CASCADE LOCKS STAFF REPORT

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Date Prepared: January 20, 2015

For City Council Meeting on: January 26, 2015

TO: Honorable Mayor and City Council

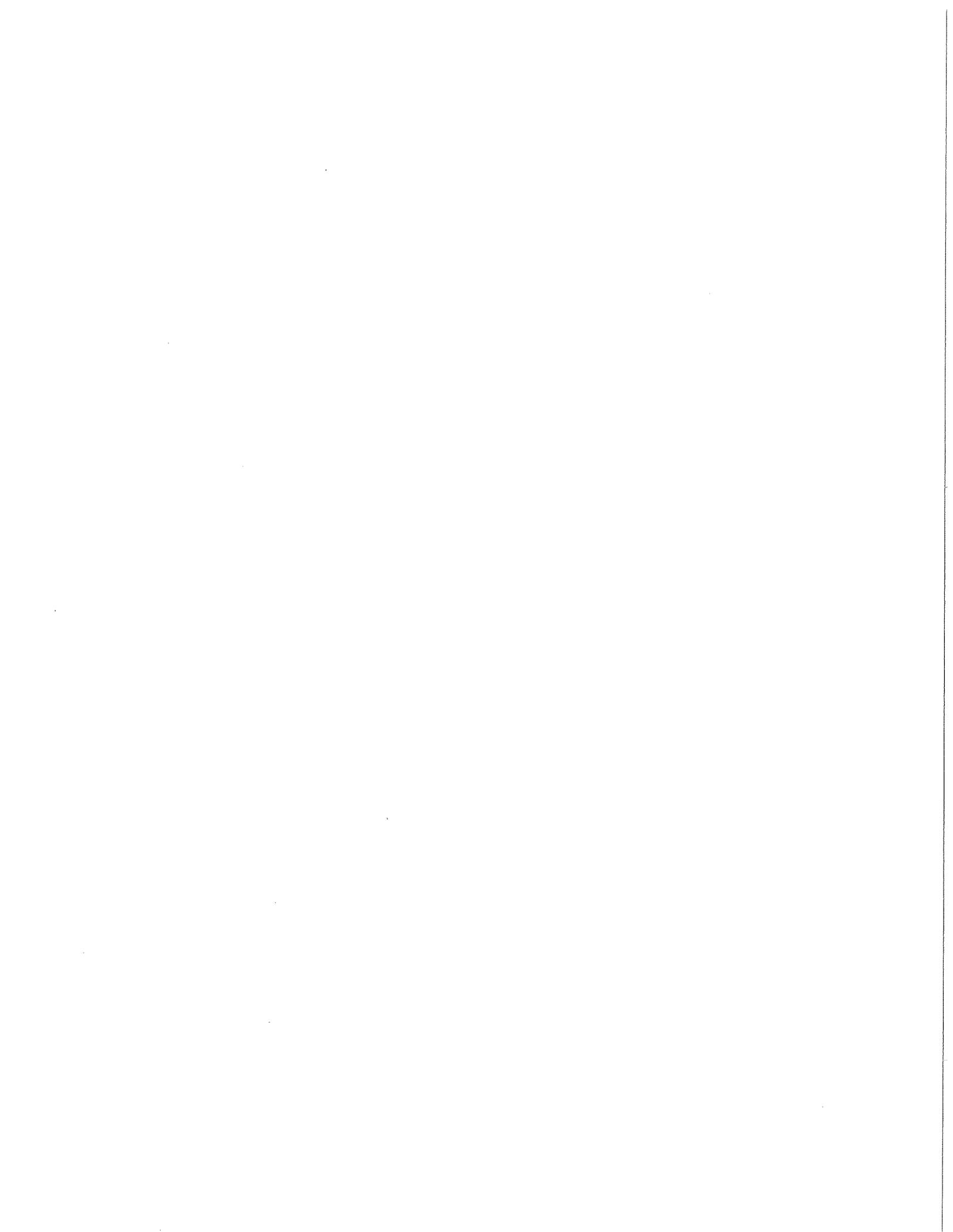
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Cascade Locks Operating Plan with US Forest Service

**SYNOPSIS:** Please see Captain Jesse Metheny's email regarding an updated operation plan for working with the US Forest Service within the National Scenic Area. It is basically the same as previous agreements except for the expanded use of the station in return for expanded training. This has two components, the operating plan and the cooperative Fire Protection Agreement.

**CITY COUNCIL OPTIONS:** Approve, modify, or reject the proposed plan.

**RECOMMENDED MOTION:** "I move to approve the proposed 2014 Operating Plan from the US Forest Service."



## Gordon Zimmerman

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**From:** Jesse Metheny <jmetheny@cascadelocksfire.com>  
**Sent:** Tuesday, December 30, 2014 2:00 PM  
**To:** Gordon Zimmerman  
**Subject:** [SPAM] Fwd: USFS Agreement  
**Attachments:** Cascade Locks 2014 Operating Plan.docx; Cascade Locks 2014.docx

Gordon,

The USFS CRGNSA has requested a new Annual Operating Plan as well as Cooperative Aid Agreement. Previously we have all entered into a large mutual aid agreement encompassing several agencies. The Feds have determined that this does not fit their legal needs and are now asking for individual agreements with each agency. Included in this email you will find both of these documents for your review. Essentially all of the language is pretty standard and similar to what we already have in writing in our other existing agreements. There is one portion that is new and should receive some extra attention. It's on the 2014 Operating Plan on Page 1 "II Presuppression article B Cascade Locks Fire Station". The language is a bit open to interpretation but the general idea is of a closer sharing of resources for mutual benefit. They would like to be able to use our fire station for training and facilities use, posting up during the summer, and possibly storing a brush engine here at times. In turn they will continue to furnish training classes for us, allow us to use some of their equipment, and the citizens receive a better level of wild land fire protection during summer months.

I feel this agreement is in the best interest of all parties and would like to get your review and comments on the document. The Feds have spent a lot of legal time and money on these type of agreements and they are not freely willing to adjust language. So if there is any language you or the council does not approve of we can certainly request a language change, however likely it will not be adjusted, Just FYI.

Let me know if you have any questions.

STATION CAPTAIN JESSE METHENY  
CASCADE LOCKS FIRE & EMS  
Office (541) 374-8510  
Fax (541) 374-8152  
Cell (541) 515-1914

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This email is subject to the State Retention Schedule  
and may be made available to the public.

----- Original Message -----

**Subject:**Agreement

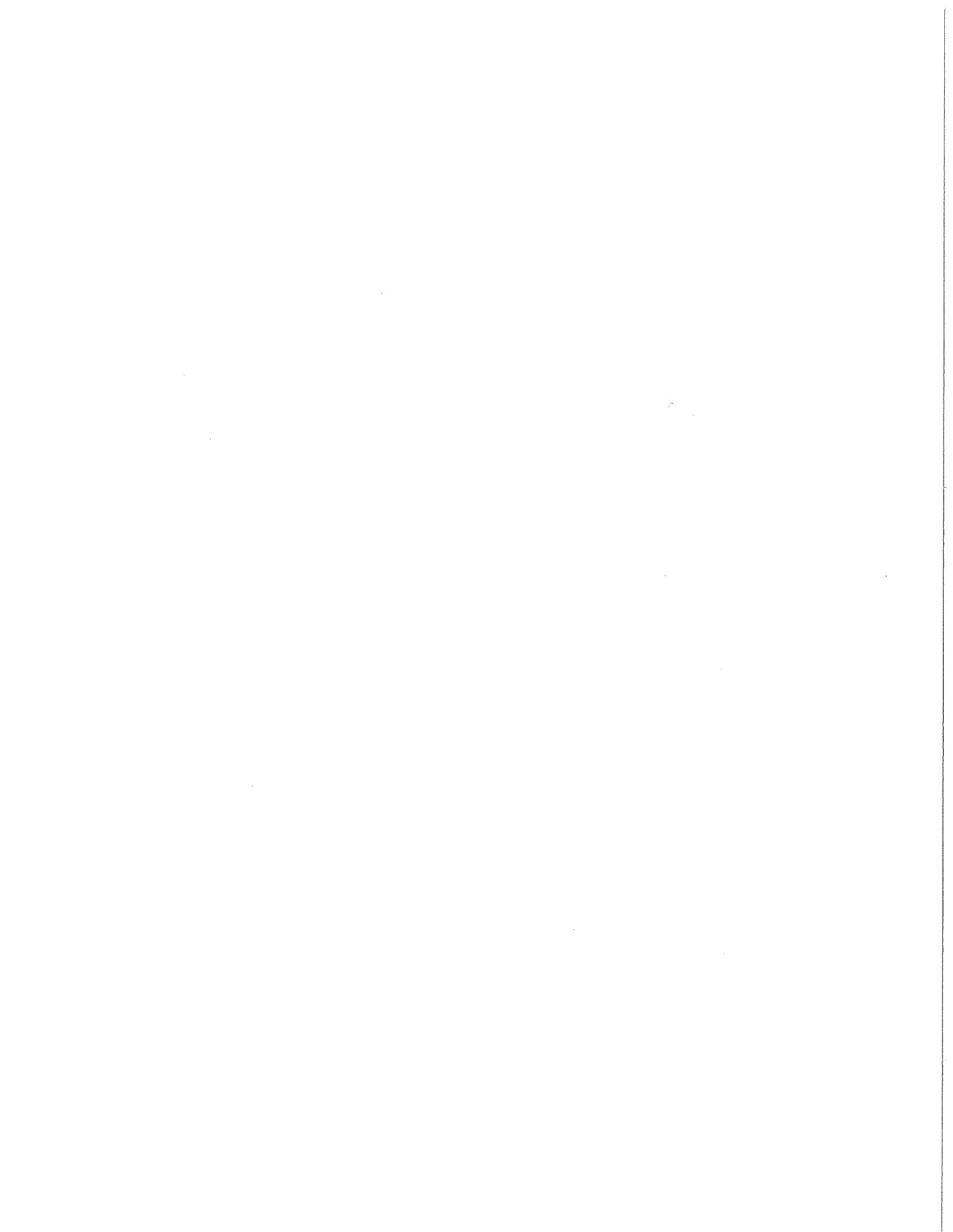
**Date:**Mon, 15 Dec 2014 23:18:11 +0000

**From:**Kennedy, Darren -FS <[dkennedy01@fs.fed.us](mailto:dkennedy01@fs.fed.us)>

**To:**Jesse Metheny <[jmetheny@cascadelocksfire.com](mailto:jmetheny@cascadelocksfire.com)>

Jesse,

Here ya go... Let me know what you think.





**Darren Kennedy**  
**Fire Management Officer**  
**Forest Service**  
**Columbia River Gorge National**  
**Scenic Area**

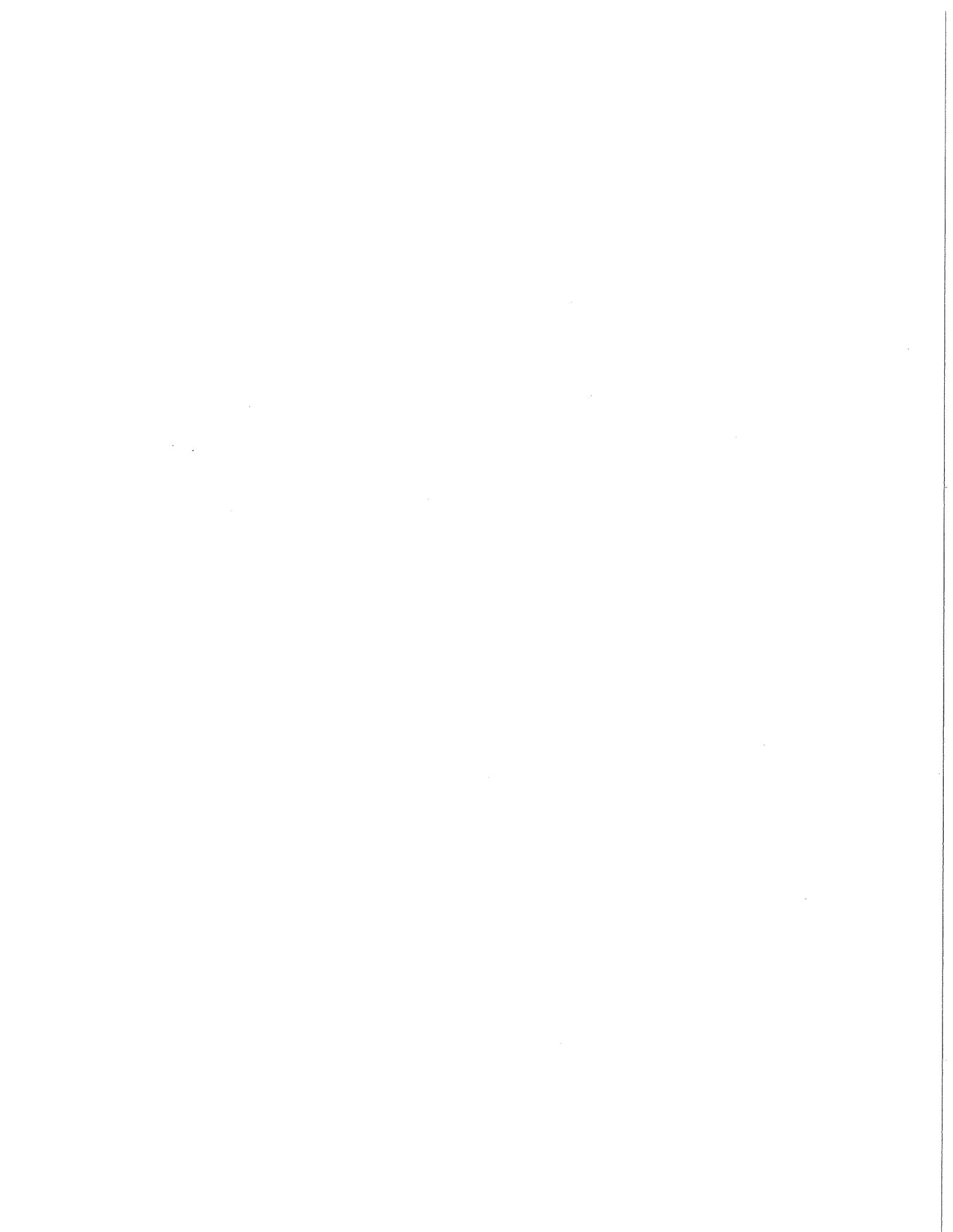
**p: 541-398-1724**  
**c: 541-490-1679**  
**f: 541-386-1916**  
**dkennedy01@fs.fed.us**

902 Wasco Ave. #200  
Hood River, OR 97031  
[www.fs.fed.us](http://www.fs.fed.us)



**Caring for the land and serving**  
**people**

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**ANNUAL OPERATING PLAN**  
**Between**  
**THE COLUMBIA RIVER GORGE NATIONAL SCENIC AREA**  
**USDA FOREST SERVICE**  
**And**  
**CASCADE LOCKS**

**I. INTRODUCTION**

This Annual Operating Plan (AOP) is tiered to the Cooperative Fire Protection Agreement between the U.S. Department of Agriculture, Forest Service, Columbia River Gorge National Scenic Area and Cascade Locks Fire and Rescue. The intent of this AOP is to define the operational aspects of fire prevention, presuppression and initial and extended attack fires.

**II. PRESUPPRESSION**

**A. Fire Prevention**

1. Closures and Regulation of public use on lands within the reciprocal agreement area will be coordinated between the agencies as well as other interested agencies that are not a party to this agreement.
2. Industrial Restrictions will be coordinated between agencies.
3. Burning permits will be written by the responsible agency unless otherwise agreed upon and made part of this agreement.
4. Fire prevention will be coordinated between the agencies.

**B. Cascade Locks Fire Station**

1. In the interest of increased cooperation and efficiency in wildland fire suppression, Cascade Locks agrees to provide un-described portions of their Fire Station to the Columbia River Gorge National Scenic Area.
2. Columbia River Gorge National Scenic Area and Cascade Locks Fire Department agree to share equipment mutually beneficial to both parties, specifically clothes washer owned by Cascade Locks and clothes dryer and hose roller owned by Columbia River Gorge National Scenic Area.
3. The term of the use by Columbia River Gorge National Scenic Area of Cascade Locks Fire Station shall be for a period of 5 years unless earlier terminated hereunder. Either party may terminate the Columbia River Gorge Scenic Area's use of Cascade Locks Fire Station by providing (30) days' written notice to the other party of its desire to do so.

**B. Wildfire Reporting**

1. Fires within Cascade Locks Fire & Rescue's fire protection boundary will be reported to Hood River County 911. Hood River County 911 will notify the appropriate agency.
2. Dispatchers will ensure that adjacent protection agencies are kept informed of fire activities that may involve them.
3. Fire Report Numbers - Each agency will assign their own dispatch number to each incident occurring within their jurisdiction which will be used for tracking.

### **C. Dispatching**

1. Cascade Locks Fire and Rescue: Cascade Locks Fire & Rescue will be dispatched through the Hood River County 911 Dispatch Center.
2. Columbia River Gorge National Scenic Area: The Columbia Cascade Communication Center (Vancouver WA.) will dispatch Columbia River Gorge National Scenic Area resources.
3. Dispatch Protocols
  - a. Reciprocal fire protection services will be provided and dispatched yearlong, if available.
  - b. Each agency will dispatch its own resources in accordance with their own protocols and maps.
  - c. Variances from dispatch protocols may occur with a decision from a responsible person within the agency having protection responsibility.
  - d. If either agency cannot meet dispatch requirements, it will notify the other agency immediately.
  - e. The agency furnishing assistance reserves the right to dispatch only those resources reasonably available.

## **III. SUPPRESSION**

### **A. Protection Boundaries**

The Columbia River Gorge National Scenic Area protection map shall serve as the base reference map for this agreement defining boundaries and jurisdictions.

### **B. Structural Fires**

Structural fire suppression is the responsibility of the Cascade Locks Fire & Rescue. Employees of the Columbia River Gorge National Scenic Area, USDA Forest Service shall limit actions on structural fires to:

1. Activities necessary for the immediate protection of human life.

2. Control or containment using conventional wildland fire suppression equipment and methods when suppression can be carried out safely and activities are within the capabilities and training of personnel involved.

### **C. Vehicle Fires and Hazardous Materials**

The actions of Forest Service personnel on automobile fires and incidents involving hazardous materials shall be commensurate with their training and/or limited to those emergency measures necessary for the immediate protection of themselves and the public. If a hazardous material is a health and safety hazard requiring special measures for control and abatement the appropriate public safety agencies shall be promptly notified.

### **D. Wildland Fires**

Field units of either agency may, upon their own initiative and without reimbursement, engage in fire suppression action upon lands of the other for protection of their own lands. The responsible agency shall be recognized as being in charge of fire suppression if there is a qualified employee present and available to assume command.

In the interest of increased cooperation and efficiency in wildland fire suppression the Columbia River Gorge National Scenic Area agrees to take initial action on wildland fires consistent with the guiding principles of the Closest Forces Concept. This is provided that the fire is within both Cascade Locks Fire & Rescue's and the Columbia River Gorge National Scenic Area's administrative boundaries.

On fires within a single jurisdiction, a single Incident Commander will be designated by the responsible agency. Assisting field units will coordinate directly with the Incident Commander or a Liaison Officer if one is designated.

On fires within multi-jurisdiction, or threatening to become multi-jurisdictional, Unified Command may be used. If the fire escapes initial attack, a Supplemental Fireline Agreement will be negotiated between the responsible field units designating divisions of responsibility for control action and other activities essential to the fire control effort. Supplemental agreements may be negotiated under any of the following principles:

- a. Division of fire responsibilities based upon ownership, acreage, access, damage potential or percent of effort.
- b. Dual agency fire organization with one Incident Commander.
- c. One agency to assume total fire effort, with the other agency maintaining full liaison.

### **1. Reciprocal Fire Protection Service**

If a supporting agency anticipates expending extra cost over and above initial attack response levels or non-agency resources on lands of the responsible agency, expenditure of these extra costs must be approved by the responsible agency.

## 2. Reimbursable Work

When one party performs or otherwise incurs expense for which the other party is responsible, the officers in charge shall reach agreement as to the specific work to be done on the ground. Such agreements shall be in writing and modified as necessitated by changing fire situations. Direct costs of such work are reimbursable.

## 3. Reimbursement Procedures

If response beyond the reciprocal is requested from and provided by Cascade Locks Fire & Rescue, the Scenic Area agrees to reimburse Cascade Locks Fire & Rescue in the following manner:

- a. The Scenic Area will reimburse for actual regular and/or overtime costs associated with paid staff on the fireline.
- b. The Scenic Area will reimburse for costs at the current Oregon State Fire Marshall rates for wildland equipment on the fireline found at:  
[www.oregon.gov/OSP/SFM](http://www.oregon.gov/OSP/SFM)
- c. Based on availability of volunteers from Cascade Locks Fire & Rescue, the Scenic Area will reimburse for hours worked on the fireline at a rate not to exceed the current AD interagency agreement rates.

All reimbursement to Cascade Locks Fire & Rescue shall be agreed to in writing at the time of the incident between the Cascade Locks Fire & Rescue Chief or representative and the Scenic Area Incident Commander.

If response beyond the reciprocal is requested from and provided by the Scenic Area, Cascade Locks Fire & Rescue agrees to reimburse the Scenic Area at established "cost to agency" rates for personnel and equipment.

## **E. Multiple Wildland Fire Situations**

It is recognized, for operations under a multi-fire situation, that a dispatch plan cannot be rigid. Fire situation and availability of forces will dictate reduction or expansions in staffing. Adjustments in dispatching responsibility and the shifting of forces will be coordinated between agencies.

## **F. Suppression Coordination**

On fires escaping initial attack or as requested by the responsible field unit, the assisting field unit will furnish an Agency Representative, if available.

### **1. Fire Reports**

- a. The agency having protection responsibility will complete the fire report.
- b. The assisting agency will provide all information on their involvement to the responsible agency to assist in fire reporting. This information will be available within 10 days of initial attack.

## **G. Wildland Fire Investigation**

1. A fire investigation will be conducted on all fires.
2. Nothing herein contained shall be understood to impair the right of either agency to recover the costs of suppression and damages due to fires resulting from the negligent, willful or illegal act of any person or corporation; or to impair any other rights of similar nature under Oregon or Federal laws. In those cases where suppression costs are recovered, reimbursement of initial attack costs (to the extent included in the recovery) will be made to the assisting agency.

## **IV. GENERAL**

### **A. Media Coordination**

1. News releases relating to fire season regulated use closures and industrial regulations will be coordinated between agencies and, where possible, will be a joint press release.
2. Media contact and news releases about specific fires will be the responsibility of the responsible field unit and will not be conducted or released by the assisting field unit without the permission of the responsible field unit.

**B. Prescribed Fire**

Prior to slash or understory burning the responsible agency will notify the adjacent agency and the Hood River County 911 dispatch center.

**V. SIGNATURES**

\_\_\_\_\_  
Chairman  
Cascade Locks Fire & Rescue

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Manager  
Columbia River Gorge National Scenic Area  
USDA Forest Service

\_\_\_\_\_  
Date

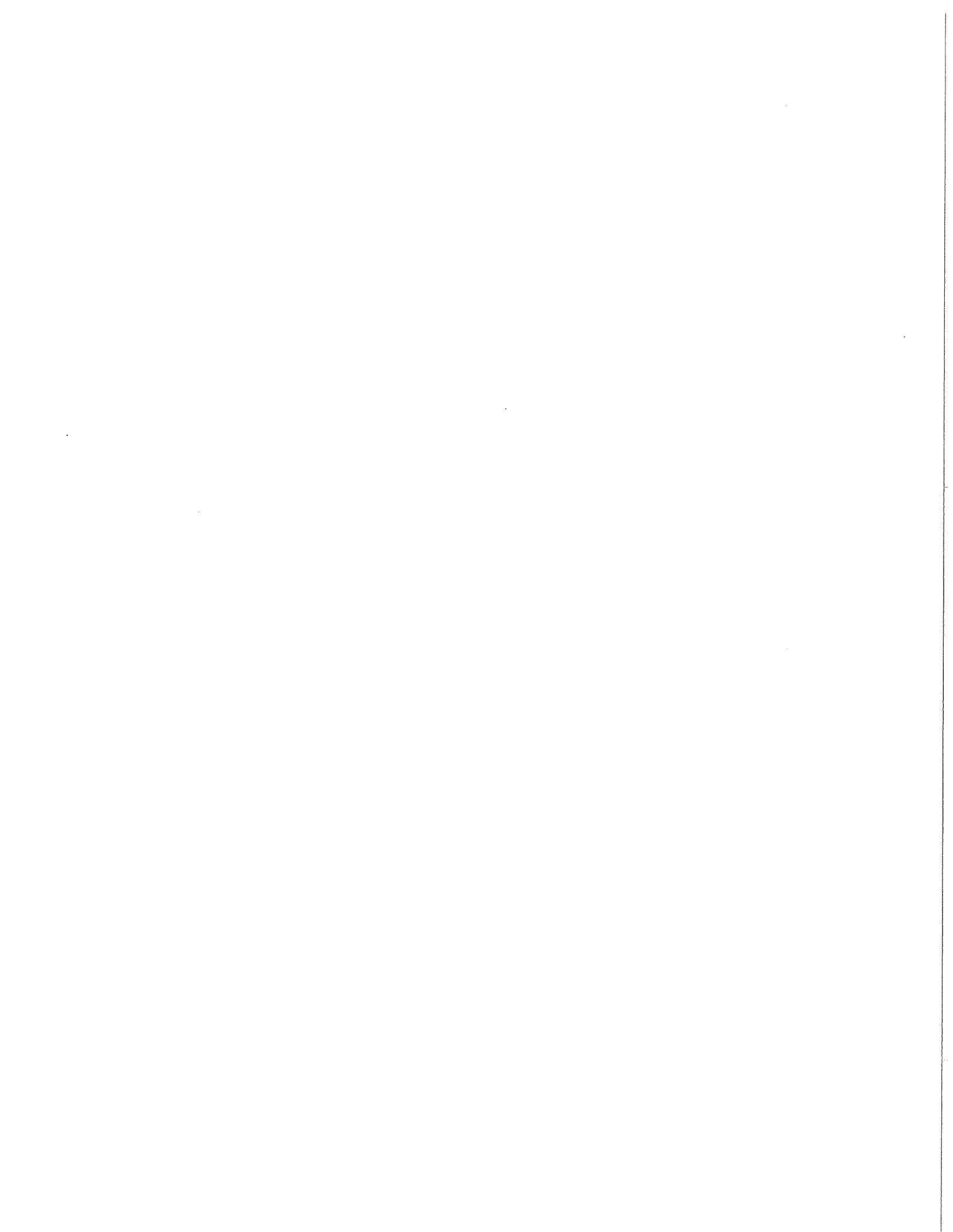
APPENNDIX A  
RADIO FREQUENCIES

1. The following radio frequencies are assigned to the Columbia River Gorge National Scenic Area and may be used by Cascade Locks Fire & Rescue for wildfire operations and other emergency activities:

RX	CG	TX	CG	
169.950	127.3	164.875	114.8	(Mt Defiance)
169.950	127.3	164.875	127.3	(Stacker Butte)
169.950	127.3	164.875	162.2	(Biddle Butte)
168.200	000.0	168.200	000.0	(F.S. Tactical)
170.500	000.0	170.500	000.0	(F.S. Work Channel)

3. The following radio frequencies are assigned to Cascade Locks Fire & Rescue and may be used by Columbia River Gorge National Scenic Area for wildfire operations and other emergency activities:

RX	CG	TX	CG	
154.370	192.8	154.370	192.8	(Frequency #1)
154.175	CSQ	154.175	CSQ	(Tac 2)
154.205	192.8	154.205	192.8	(Tac 3)
154.340	192.8	154.340	192.8	(Tac 4)



**Cooperative Fire Protection Agreement**  
**Between**  
**U.S. DEPARTMENT OF AGRICULTURE, FOREST SERVICE**  
**COLUMBIA RIVER GORGE NATIONAL SCENIC AREA**  
**And**  
**CASCADE LOCKS FIRE DEPARTMENT**

This COOPERATIVE FIRE PROTECTION AGREEMENT, is made and entered into by and between the USDA Forest Service Columbia River Gorge National Scenic Area, hereinafter referred to as the FOREST SERVICE, and Cascade Locks, hereinafter referred to as the FIRE DEPARTMENT under the authority and provisions of the Reciprocal Fire Protection Act of May 27, 1955 (42 USC 1856a), Cooperative Forestry Assistance Act of July 1, 1978 (16 U.S.C. 2101), the Granger-Thye Act of April 24, 1950 (16 USC 572), Cooperative Funds and Deposits Act of December 12, 1975 (16 USC 565a1-3) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288).

**I. PURPOSE**

The purpose of the Agreement is to provide for cooperation in the prevention, detection and suppression of wildland fires within the protection areas of parties signatory to this Agreement.

**II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS**

The FOREST SERVICE has the responsibility for prevention, protection and suppression of wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through written agreement.

The DEPARTMENT has the responsibility for prevention, protection and suppression of structure and other non-wildland fires within the established fire district. These structures and lands protected by the DEPARTMENT are intermingled or adjacent to lands protected by the FOREST SERVICE.

The FOREST SERVICE shall not respond to structure fires, vehicle fires or traffic accidents in lieu of the FIRE DEPARTMENT. The FOREST SERVICE may, as available, respond to such incidents when adjacent wildlands covered under this agreement are threatened by fire from such incidents.

Therefore, it is mutually advantageous, and in the public interest, for the parties to coordinate their efforts in the prevention, detection, and suppression of wildfires in and adjacent to their areas of responsibility.

**III. GENERAL PROVISIONS**

1. Refer to Appendix I for DEFINITIONS.
2. ANNUAL OPERATING PLANS. The parties will meet annually, prior to the initiation of fire season to prepare an Annual Operating Plan (AOP). This AOP will include protection area maps for all parties, current rates for use of FIRE DEPARTMENT equipment and personnel, lists of principal personnel, dispatching procedures, and any

other items identified in this Agreement as necessary for efficient implementation. This AOP shall become attached to and a part of this Agreement.

3. TRAINING. Each party will advise the other of applicable cross training opportunities for personnel.
4. RECIPROCAL FIRE PROTECTION. As deemed appropriate, the parties will establish reciprocal initial attack areas for lands of intermingled or adjoining protection responsibilities. Within such areas the SUPPORTING party will, upon request or voluntarily, take initial attack action in support of the PROTECTING party. The PROTECTING party will not be required to reimburse the SUPPORTING party for initial attack actions taking place in these areas within the first 24 hours following initial dispatch of suppression resources. All assistance beyond this mutual aid period will be assistance by hire and will be billed retroactively for the full period from the time of initial dispatch. Reciprocal initial attack areas will be mapped and made a part of the AOP.
5. REQUESTED ASSISTANCE. Outside initial attack areas, when requested by the PROTECTING party, the SUPPORTING party will, within their capability, provide initial action or other support on wildland fires. Such requested assistance is reimbursable.
6. INDEPENDENT ACTION. Except as otherwise described in the AOP, any party on its own initiative and without reimbursement may go upon lands protected by another party to suppress wildfires, if the fire is a threat to property within that party's protection responsibility. In such instances, the party taking action will promptly notify the protecting party. If either party takes action on a fire independently, the SUPPORTING party will furnish the PROTECTING party a preliminary report (oral) within 24 hours of the action taken and a written incident report with ten (10) days.
7. NOTIFICATIONS. Each party will promptly notify the PROTECTING party of fires burning on or threatening lands for which that party has protection responsibility. When taking action, the SUPPORTING party will, as soon as possible, notify the PROTECTING party in accordance with the AOP, detailing what equipment and personnel have been dispatched to the incident location.
8. BOUNDARY LINE FIRES. Boundary line fires will be the initial attack responsibility of the PROTECTING parties on either side of the boundary. Neither party will assume the other is aware of the fire, or is taking action. The officer-in-charge who arrives first at the fire will act as Incident Commander. When both parties have arrived it will be mutually agreed to the designation of the Incident Commander.
9. COST SHARING. On multi-jurisdictional incidents and incidents which threaten or burn across direct protection boundaries, the parties will jointly develop a written cost share agreement which describes a fair distribution of financial responsibilities.
10. COMMUNICATON SYSTEMS. The Parties agree to share the use of communication systems, radios and radio frequencies for the execution of this Agreement. Sharing of frequencies must be approved only by authorized personnel for each Party and documented in the AOP.

11. DETERMINATION OF CAUSE AND PRESERVATION OF EVIDENCE. Parties will attempt to protect point of origin of the fire and evidence pertaining to the fire cause.
12. NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM. The Parties to this Agreement will operate under the concepts defined in the Department of Homeland Security's (DHS) National Incident Management System (NIMS). In implementing these concepts, Parties to this Agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) National Interagency Incident Management System (NIIMS) minimum standards as defined in the Wildland Fire Qualifications Systems Guide (PMS-310-1).
13. BILLING PROCEDURES. The SUPPORTING party will bill the PROTECTING party for actual costs incurred for assistance provided and identified as reimbursable. Reimbursable costs include all costs associated with the direct fire operations and incident support ordered by or for the incident (except as otherwise described in reciprocal initial attack and independent action situations).
14. SUPPORTING party shall submit a bill within 120 days from date of the incident. Bills will be identified by incident name, location, incident number and will be supported by adequate documentation, including any applicable cost share agreements.

Adequate documentation is defined as: Copies of resource orders, transaction statements (or equivalent) and emergency fire time reports to support all billings to the FOREST SERVICE.

15. The FIRE DEPARTMENT shall send billings to the following address:

Columbia River Gorge National Scenic Area  
Budget Officer  
902 Wasco Avenue, Suite 200  
Hood River, OR 97031

16. DUNS NUMBER (5/04): The DEPARTMENT shall furnish their DUNS number upon execution of this instrument. You may obtain a DUNS number by contacting Dun and Bradstreet at 800-234-3867 or 866-794-1580. A DUNS number will be provided immediately by telephone at no charge.
17. ELECTRONIC FUNDS TRANSFER (EFT) (5/04): The DEPARTMENT shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

The payment recipient does not have an account at a financial institution.

EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.

The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.

18. In order to receive EFT payments the DEPARTMENT shall register in the Central Contractor Registry (CCR). You may register by going to [www.ccr.gov](http://www.ccr.gov) and following the instructions provided on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725
19. NONDISCRIMINATION. The Cooperator shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.
20. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."
21. EMPLOYMENT POLICY. Employees of the parties of this Agreement shall at all times be subject only to the laws, regulations, and rules governing their employment, regardless of incident location, and shall not be entitled to compensation or other benefits of any kind other than specifically provided by the terms of their employment.
22. LOANED (OR SHARED) EQUIPMENT AND SUPPLIES: Equipment and supplies, (i.e. commonly used fire cache items such as pumps, hoses, nozzles, etc.) loaned to the other party shall become the responsibility of that party, and shall be returned in the same condition as when received, reasonable wear and tear excepted. As determined by the loaning party, the receiving party will repair or reimburse for damages in excess of reasonable wear and tear and will replace or reimburse for items lost, destroyed, or expended.
23. USE OF FIRE STATION AND EQUIPMENT SHARE  
In the interest of increased cooperation and efficiency in wildland fire suppression, Cascade Locks agrees to provide un-described portions of their Fire Station to the Columbia River Gorge National Scenic Area.  
  
Columbia River Gorge National Scenic Area and Cascade Locks Fire Department agree to share equipment mutually beneficial to both parties, specifically clothes washer owned by Cascade Locks and clothes dryer and hose roller owned by Columbia River Gorge National Scenic Area.
24. WAIVER OF CLAIMS. The Fire Department and Forest Service hereby waive all claims between and against each other for compensation for loss, damage, and personal injury, including death, to each other's property, employees, agents, and contractors occurring in the performance of this agreement.
25. This provision shall not relieve any Party from responsibility for claims of third parties for losses for which the Party is otherwise legally liable.

26. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

*Forest Service Contact*

*Fire Department Contact*

Fire Management Officer  
Darren Kennedy  
902 Wasco Ave. #200  
Hood River, OR 97031  
Phone: 541-308-1724  
Cell: 541-667-7382  
FAX: 541-386-1916  
E-mail: [dkennedy01@fs.fed.us](mailto:dkennedy01@fs.fed.us)

Fire Chief  
  
Phone:  
Cell:  
FAX:  
E-mail:

27. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.
28. CIVIL RIGHTS. The parties shall comply with all State of and Federal statutes relating to nondiscrimination.
29. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through at which time it will expire unless extended.
30. Any Party shall have the right to terminate their participation under this Agreement by providing 90-day advanced written notice to the other party.
31. EXTENSION OF PERFORMANCE PERIOD. The Forest Service, by written modification may extend the performance period of this instrument for a total duration not to exceed 5 years from its original date of execution.
32. AUTHORIZED REPRESENTATIVES. By signature below, the DEPARTMENT certifies that the individuals listed in this document as representatives of the DEPARTMENT are authorized to act in their respective areas for matters related to this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 1st date written below.

CASCADE LOCKS FIRE  
DEPARTMENT

USDA FOREST SERVICE  
COLUMBIA RIVER GORGE  
NATIONAL SCENIC AREA

\_\_\_\_\_  
Name: DATE  
Title: City Manager

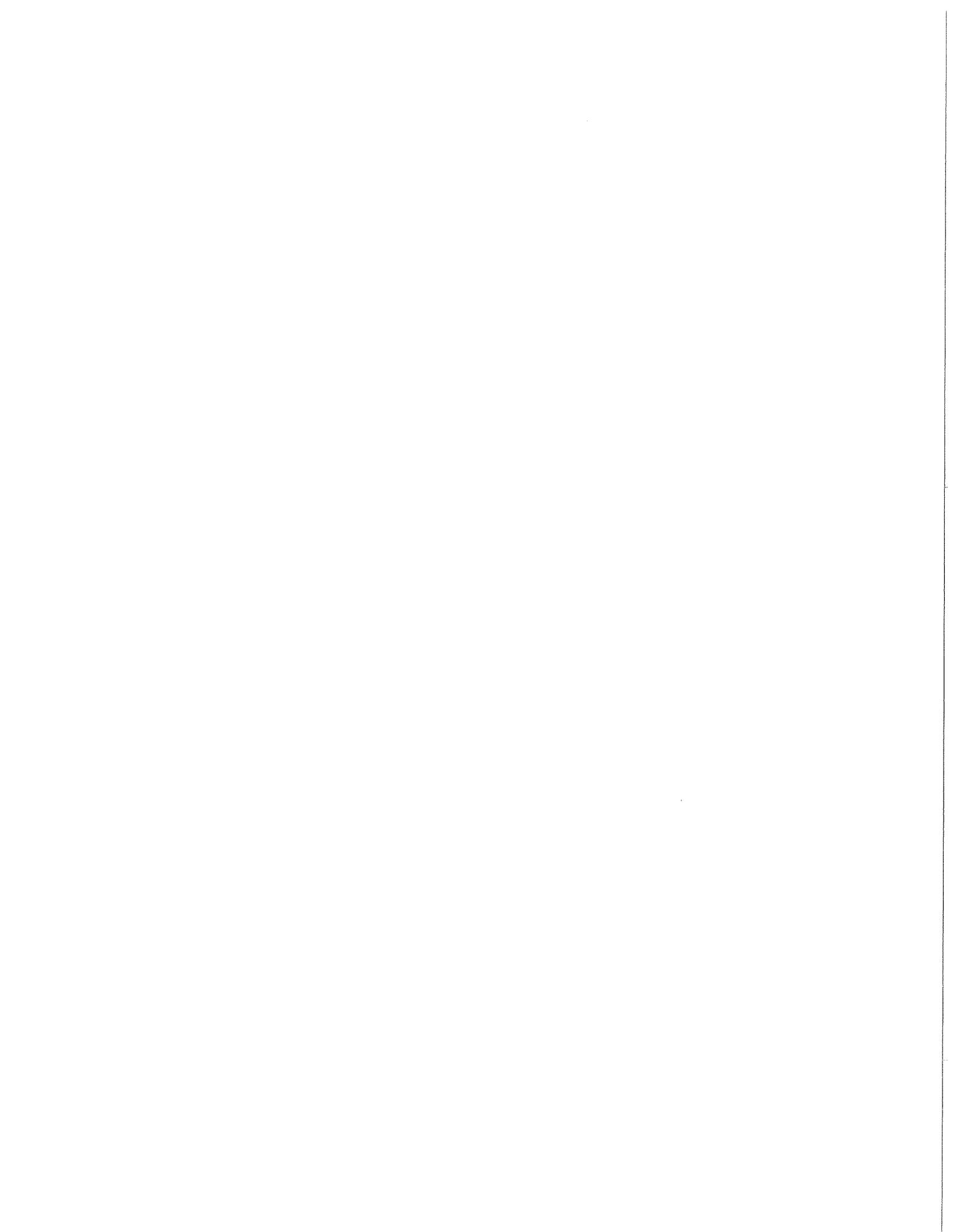
\_\_\_\_\_  
Name: Lynn Burditt DATE  
Title: Area Manager  
Columbia River Gorge National Scenic  
Area USDA Forest Service

The authority and format of this instrument has been reviewed and approved for signature.

## **Appendix I DEFINITIONS**

- **BACKFILL.** The additional costs to provide coverage for an individual that has been mobilized such as the overtime premium or out of class premium. Backfill is intended to make the Department whole.
- **PROTECTING PARTY.** The party responsible for providing direct fire protection in a given area pursuant to this Agreement.
- **SUPPORTING PARTY.** A party providing suppression assistance or other support and resources to the Protecting Party.
- **JURISDICTIONAL PARTY.** The party which has overall land and resource management and/or protection responsibility as provided by law.
- **BOUNDARY LINE FIRES.** Fire that burn on adjoining lands of both parties or threaten to burn across fire protection boundaries. These include those situations where the actual location of the fire protection boundary is uncertain.
- **COOPERATIVE FIRE PROTECTION.** Specific fire protection services furnished by one party to the other on a reimbursable basis pursuant to the Annual Operation Plan.
- **DIRECT COSTS.** Costs directly related to the suppression effort. These costs do not include dispatch or other administrative costs.
- **OVERHEAD COSTS.** Costs not directly chargeable to suppression efforts, but which are part of the overall costs of operation. Forest Service overhead costs are chargeable at the current Forest Service overhead assessment rate. Fire Department overhead allowance is 10% of the direct salary and wage costs of providing the service (excluding overtime, shift premiums, and fringe benefits) unless otherwise negotiated and documented in the Annual Operating Plan
- **PRESCRIBED FIRE.** The planned or permitted use of fire to accomplish specific land management objectives.
- **FIRE PREVENTION.** Activities directed at reducing the number of person-caused fires, including public education, law enforcement, dissemination of information, and the reduction of hazards.

- SUPPLEMENTAL FIRE DEPARTMENT RESOURCES. Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.
- SUPPRESSION. All work of confining and extinguishing a fire beginning with its discovery.
- RECIPROCAL FIRE PROTECTION (MUTUAL AID). Automatic initial attack response by suppression resources as specified in the Annual Operating Plan for specific pre-planned initial attack response areas and provided at no cost to the PROTECTING PARTY for the first 24 hours from the time of initial report. Aid is limited to those resources or move-up over assignments that have been determined to be appropriate in the Annual Operation Plan.
- REIMBURSABLE WORK. Reinforcements exceeding reciprocal fire protection services furnished by either party, at the request of the other, or fire protection furnished as a chargeable cooperative fire protection service.



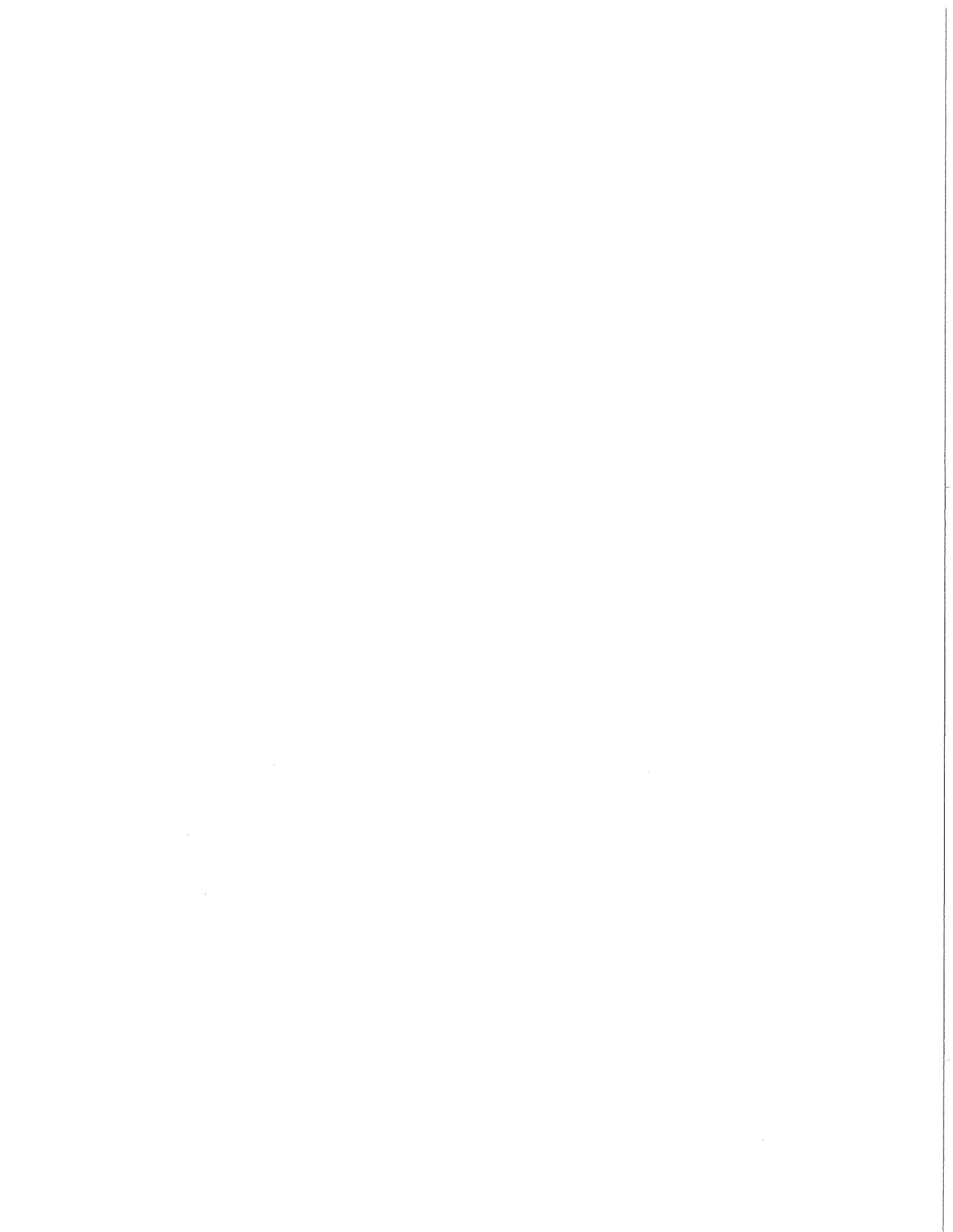
7.6.

City of Cascade Locks  
**MEMORANDUM**

January 26, 2015

TO: Mayor and City Council  
FROM: Kathy  
SUBJECT: Dedication of HCRH Bike Trail

Mr. David Skilton will be here to talk to the Council regarding dedication of the portion of the Trail that is in Cascade Locks. He will be asking for a letter of support, which will be an action item on the agenda for the next meeting.





## CITY OF NORTH PLAINS

31360 NW Commercial St. North Plains, Oregon 97133

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January 20, 2011

Mr. Alex Phillips  
Bicycle Recreation Coordinator  
Oregon Parks and Recreation Department  
725 Summer Street NE  
Salem, OR 97301

Dear Mr. Phillips:

At our January 18, 2011, North Plains City Council meeting, the Council adopted Resolution No. 1617, supporting the Washington County Visitors Association's submittal of an Oregon Scenic Bikeway application, including designation of that portion of the Scenic Bike Route situated within the City. A copy of the resolution is enclosed.

The portion of the proposed scenic bike route which will go through the City of North Plains is along NW West Union Road to NW Commercial Street, turning south onto NW Gordon Road. This route is generally suitable for bicycle traffic.

Terry Goldman, President/CEO of the Washington County Visitors Association, gave a presentation during the City Council meeting. The Association indicated if preliminary approval were granted by your agency, they would provide a complete application and more specific information at a later date to our Council. We are excited to be a part of the Washington County Scenic Bikeway and the potential it brings to our community. We envision an ongoing relationship as the application proceeds through your review process.

The City looks forward to continuing its input and support throughout the Oregon Scenic Bikeway designation process.

Sincerely,

David Hatcher  
Mayor

PLS/pls



## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 20, 2015

**For City Council Meeting on:** January 26, 2015

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Distribution of Revenue from the Sale of the Old Fire Hall

**SYNOPSIS:** The good news is that we are very close to a signed agreement for the sale of the Fire Hall. The question is where does the Council wish to place the money.

The current repayment schedule shows a completion date of April 2021 for the last payment. The current monthly payment is \$3,874.24 with an annual total of \$46,490.88. There are 76 remaining payments (6.4 years).

There is a corollary loan from the Oregon Investment Board (OIB) that has \$131,322 of principle left to repay. This loan has a 4% interest rate. The monthly payment is \$2,784.25 or \$33,411 annually. It is due to be paid off in January of 2019.

The sales price is \$150,000. There will be some closing costs deducted from this amount, but for the purposes of this discussion we will assume the whole amount is available.

### **CITY COUNCIL OPTIONS:**

There are two repayment options presented.

#### **1. Apply Proceeds to the Current Repayment Schedule**

If we apply the \$150,000 proceeds to the current repayment schedule, the loan from the Electric Department Capital Reserve Fund will be in February of 2018, 38 more payments.

But the OIB Loan is still outstanding for \$30,626.75. With the application of both payments to the remaining loan, the entire debt for the Fire Hall would be completely paid by July of 2018, saving an estimated \$510 of interest on the OIB Loan.

## **2. Apply the Proceeds to the OIB Loan First**

If we apply the \$150,000 to the interest bearing account first, we could pay off that loan and have over \$18,000 to apply to the Electric Department loan.

The outstanding Electric Department Loan would be \$277,155.

Then if we pay the combined monthly payments to the Electric Department loan (\$6,658.49 per month), we would pay off the loan by June of 2018, one month earlier than Option #1. The actual savings would be that one month of payments - \$6,658.49 – and the loan would be completed within the 2017-2018 fiscal year.

In either case, the entire loan would be repaid 34 months early. Which option does the Council wish to pursue?

**City of Cascade Locks**  
**Disbursement of Funds from the Sale of the Old Fire Hall**  
**As of: December 31, 2014**

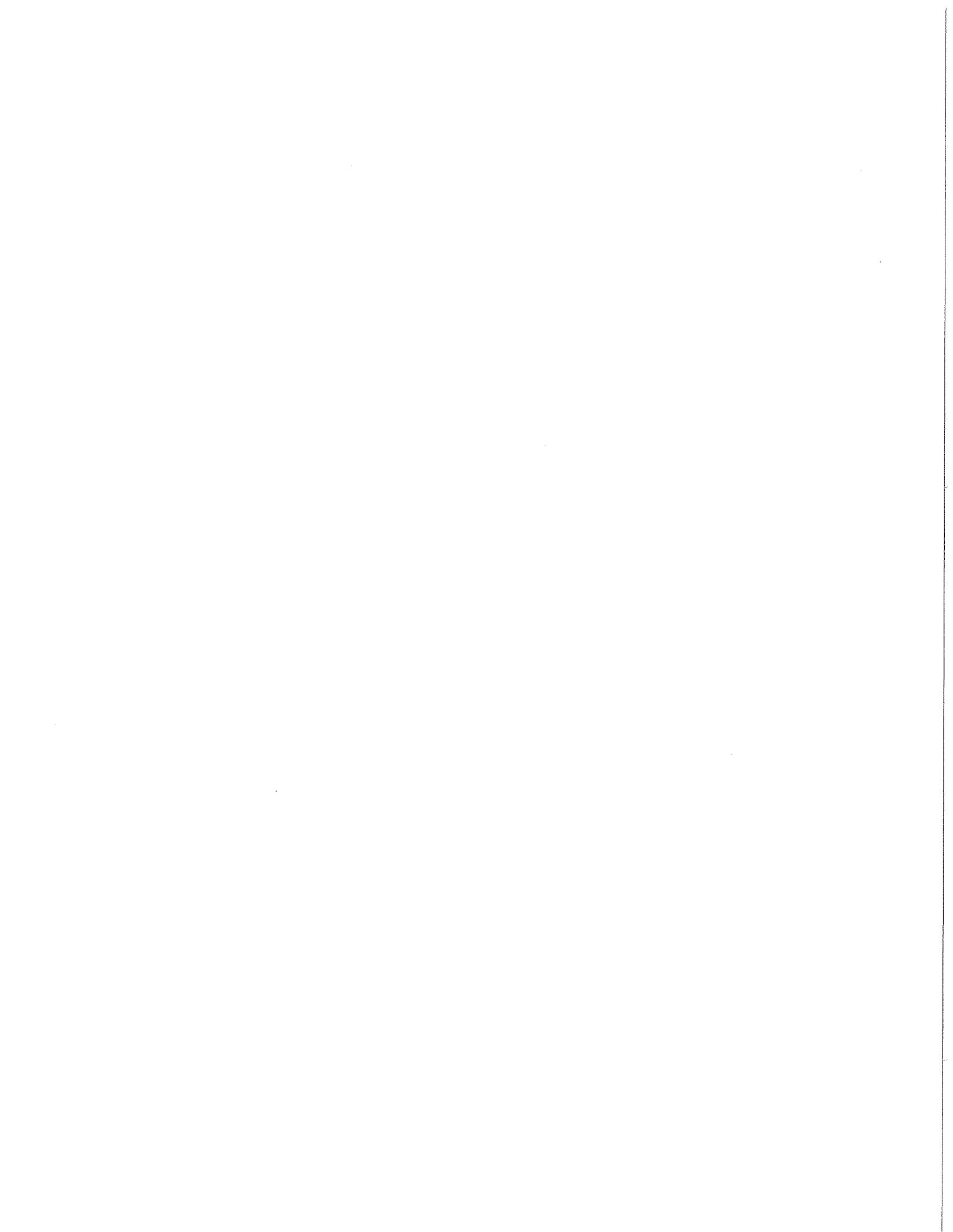
<b>Current Repayment Schedule</b>				
Remaining Balance as of Dec. 31, 2014:	\$ 295,833	Dec-14		
Final Payment:		<b>Apr-21</b>	76	6.4
Current Monthly Payment:	\$ 3,874.24			
Annual Payment:	\$ 46,490.88			

<b>Oregon Investment Board Loan</b>				
	Principle	Interest	Payment	
2014-15 (as of Dec. 31, 2014)	\$ 13,909	\$ 2,797	\$	16,705
2015-16	\$ 29,292	\$ 4,119	\$	33,411
2016-17	\$ 30,485	\$ 2,926	\$	33,411
2017-18	\$ 31,727	\$ 1,684	\$	33,411
2018-19 (last payment January 2019)	\$ 25,909	\$ 510	\$	26,419
	\$ 131,322	\$ 12,036	\$	143,357

<b>Sale of Old Fire Hall Proceeds</b>	
Estimated Proceeds without Closing Costs:	\$ 150,000

<b>Option #1: Apply proceeds to Current Repayment Schedule</b>				
Remaining Balance as of Dec. 31, 2014:	\$ 295,833	Dec-14		
Less sale proceeds:	\$ 145,833	<b>Feb-18</b>	38	3.1
Current Monthly Payment:	\$ 3,874.24			
<b>OIB Impact:</b>				
Remaining Payments as of Feb. 2018:	\$ 30,626.75			
Regular OIB monthly payment:	\$ 2,784.25			
Added Fire Hall Loan payment:	\$ 3,874.24			
	\$ 6,658.49			
Pay off OIB Loan (in months):	5	<b>Jul-18</b>	Savings: \$	510

<b>Option #2: Apply proceeds to OIB Loan</b>				
Sale Proceeds without closing costs:	\$ 150,000			
Remaining Balance of OIB Loan:	\$ 131,322	<b>Dec-14</b>		
Available to Fire Hall Loan	\$ 18,678			
<b>Fire Hall Loan Impact:</b>				
Remaining Balance after OIB Loan:	\$ 277,155			
Regular Fire Hall Loan Payment:	\$ 3,874.24			
Regular OIB Loan Payment:	\$ 2,784.25			
	\$ 6,658.49			
Pay off Fire Hall Loan:	42	<b>Jun-18</b>	Savings: \$	6,658.49



AGENDA ITEM NO: 7e

## CASCADE LOCKS STAFF REPORT

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Date Prepared: January 21, 2015

For City Council Meeting on: January 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Options for Electric Department Digger/Derrick Truck Replacement

**SYNOPSIS:** The 1994 digger/derrick truck was damaged in an accident last November. That truck has since been totaled by our insurance company. They have given us \$19,500 for the value of that truck. This report is to inform you of the options for replacement of that truck.

The 1994 truck was a single axle truck with a minimal 10,000 lifting capacity boom. While this has been adequate in the past, with the coming growth in the industrial park, that may not be adequate. Tandem axle trucks that have greater range and lifting capability are available, but of course, they generally cost more.

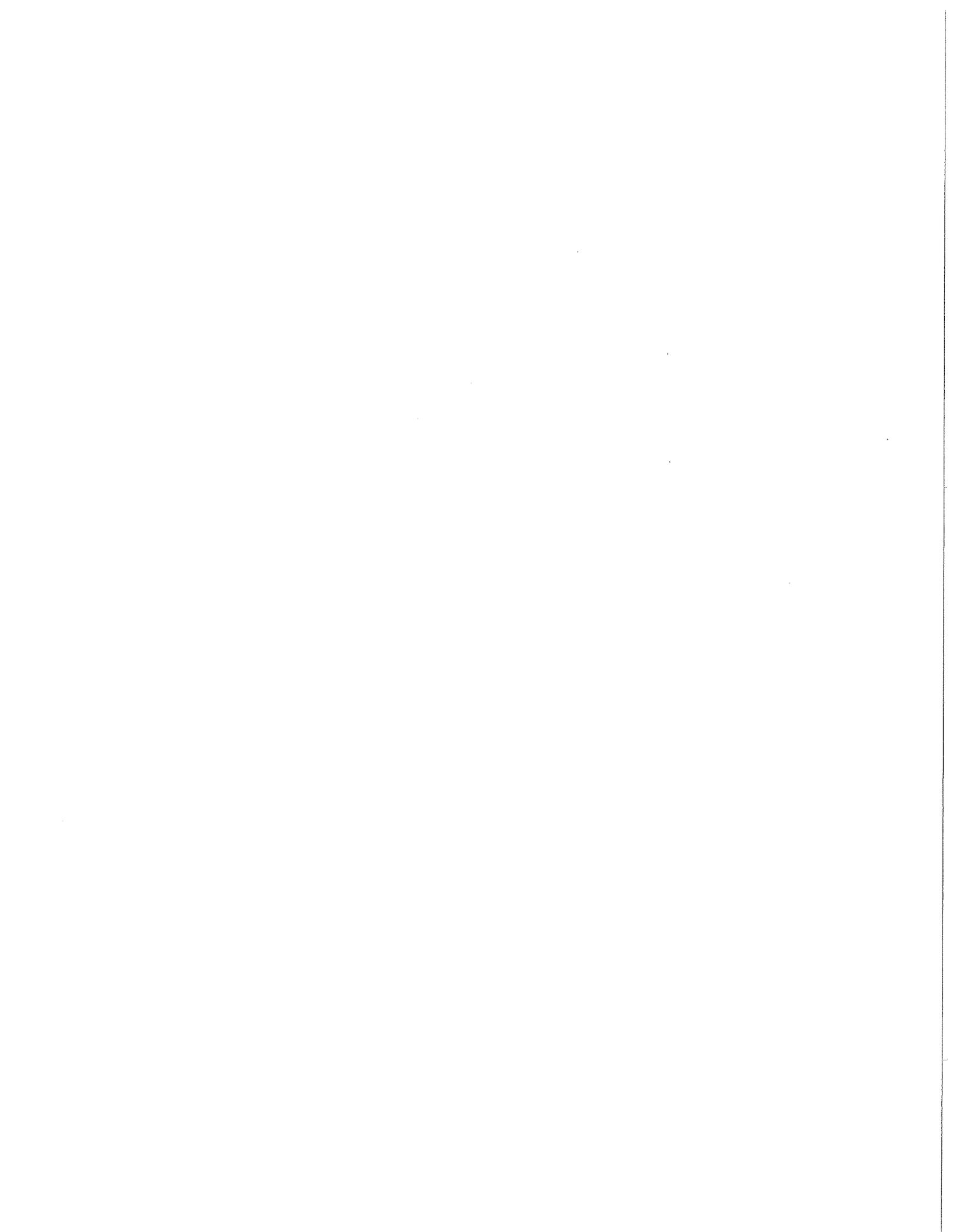
Staff is asking for permission to purchase the best digger/derrick truck combination we can find within a given price range. We would work with the supplier to finance the truck over a five year period, or if that is not possible, with another funder to finance the truck. We would put the \$19,500 as a down payment and finance the balance. The Council should determine the maximum amount to spend.

### CITY COUNCIL OPTIONS:

The total cost of the used Digger/Derrick truck should not exceed:

1. \$100,000
2. \$125,000
3. \$150,000
4. Any other appropriate amount
5. Do nothing at this time

**RECOMMENDED MOTION:** "I move to authorize staff to find the best digger/derrick truck for City use for less than or equal to \$\_\_\_\_\_ and to find an appropriate funding source to effect the purchase."



AGENDA ITEM NO: 7. F.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 20, 2015

**For City Council Meeting on:** January 26, 2015

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Fire Department Repair Bill Discussion

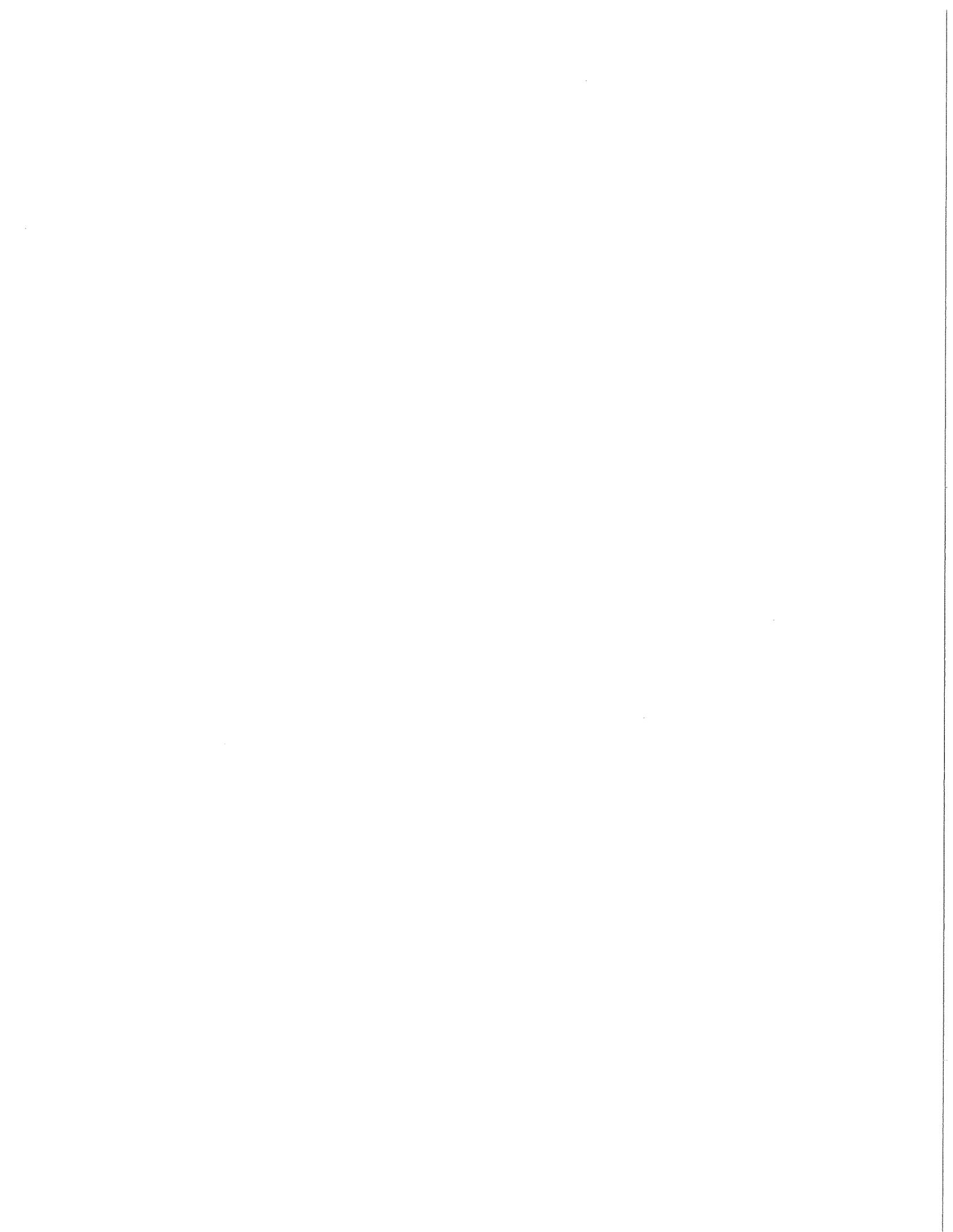
**SYNOPSIS:** Please see the attached copy of a check to Tanninen Repair Service LLC. The check is for \$6,341.44.

Tanninen Repair is the company that specializes in the repair and maintenance of fire equipment vehicles. They visit the station on a periodic basis and complete all necessary repairs at one time. This bill covers the service on 5 vehicles, each invoiced separately and all under the \$2,500 limit of the City Administrator. Because these invoices are paid at one time, the computer system combines the invoices into one payment check, thus making the check over the \$2,500 approval limit.

Since the repairs are not known before hand, the estimates are given to the Fire Captain for approval. This process then allows the repairs to be completed without having Tanninen make multiple trips to the Fire Hall, thereby increasing the cost to the department.

This situation does not happen frequently, but the Mayor wanted to discuss the situation. Did this situation violate the \$2,500 approval limit? Is the approval limit by invoice amount or check amount?

This is for discussion only.



VENDOR: 5660 TANNINEN REPAIR SERVICE LLC

12/15/2014

Check No: 5403

INV DATE	INVOICE #	DESCRIPTION	INV AMOUNT
11/24/2014	11660	Engine 93 Service	1,199.06
11/24/2014	11661	Engine 94 Service	1,207.88
11/24/2014	11662	Medic 91 Service	1,415.73
11/24/2014	11663	Medic 92 Service	1,866.05
12/02/2014	11678	C-90	652.72

11/24/2014

DETACH THIS STUB BEFORE CASHING

TOTAL AMOUNT 6,341.44

THE FACE OF THIS DOCUMENT HAS A BLUE BACKGROUND

CITY OF CASCADE LOCKS

P.O. BOX 308 374-8484

CASCADE LOCKS, OREGON 97014



24-22  
1230

05403

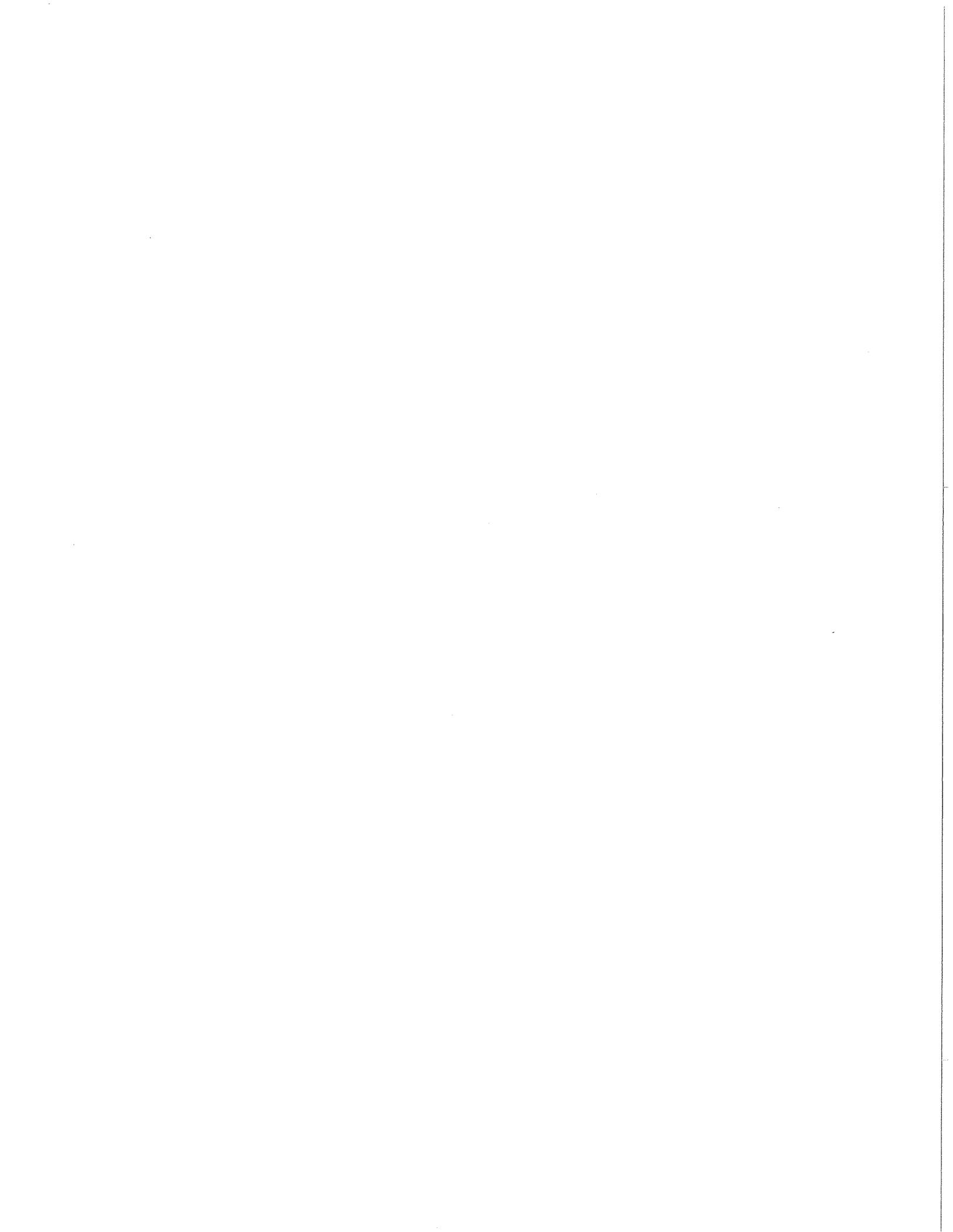
\*\*\*Six Thousand Three Hundred Forty-One and 44/100 Dollars\*\*\*

PAY TO THE ORDER OF	DATE	CHECK NO.	AMOUNT
	12/15/2014	5403	**6,341.44**

TANNINEN REPAIR SERVICE LLC  
21620 NE 173RD AVE  
BATTLE GROUND WA 98604

BY Tom Cramble  
BY [Signature]

⑈005403⑈ ⑆123000220⑆ 153602061035⑈



AGENDA ITEM NO: 7.g.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** January 20, 2015

**For City Council Meeting on:** January 26, 2015

**TO:** Honorable Mayor and City Council

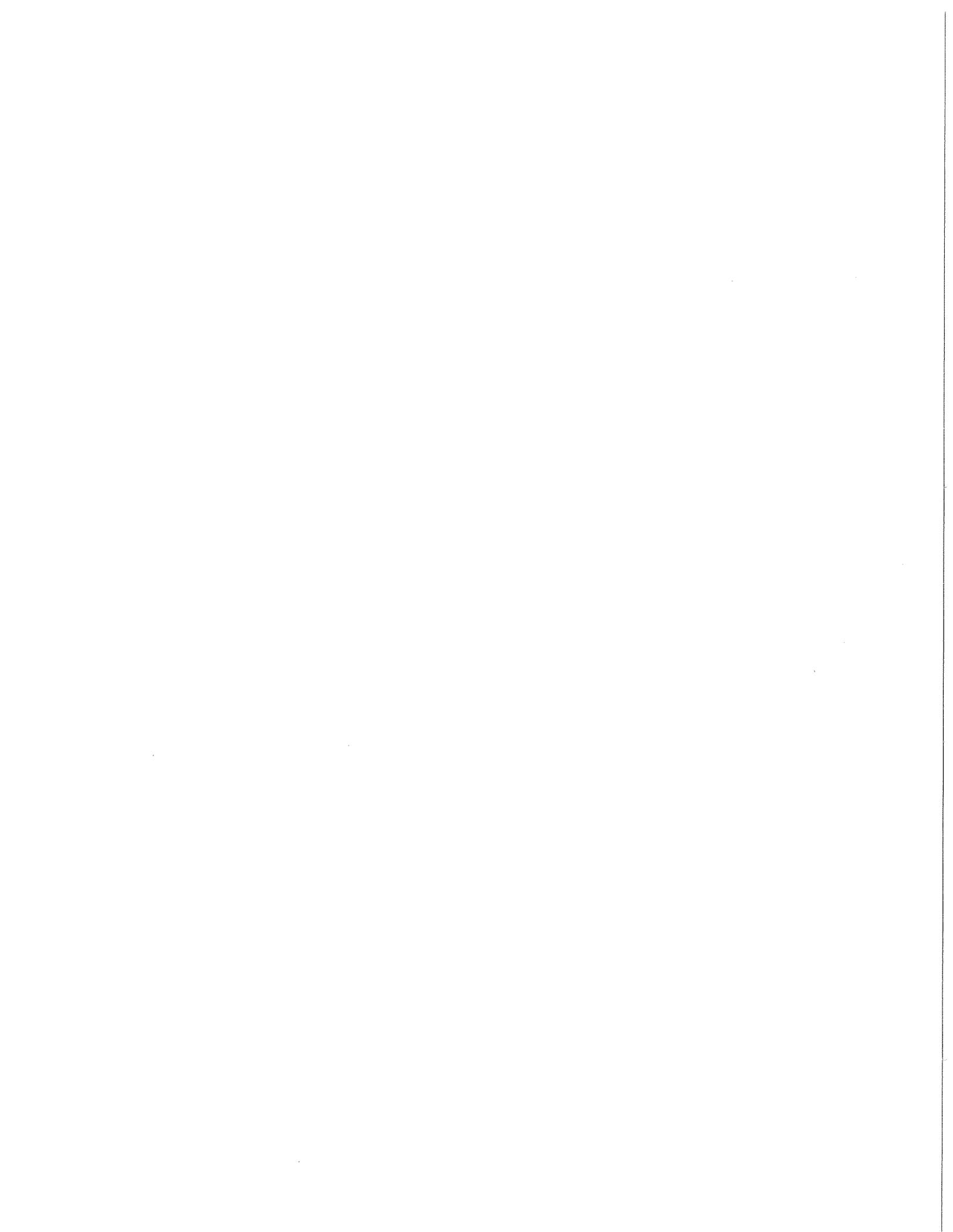
**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Direction for Replacement of Fire Department Command Vehicle

**SYNOPSIS:** Once again the head gasket on the 2001 Dodge Durango was blown during a response. Please see Captain Metheny's email chain explaining the situation and some proposed alternatives.

In the meantime, Captain Metheny is using his personal vehicle.

Which direction would the Council like us to pursue?



## Gordon Zimmerman

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**From:** Jesse Metheny <jmetheny@cascadelocksfire.com>  
**Sent:** Monday, December 22, 2014 6:09 PM  
**To:** Gordon Zimmerman  
**Subject:** Bad news....

Commissioner Gordon,

We had an excellent weekend of emergency responses including 5 mvc's, 3 medical calls, 1 mutual aid to skamania, and 4 patient transports We also declared the first MCI (mass casualty Incident) in many years due to a large number of patients from one mvc (motor vehicle crash) while other calls were happening at the same time. I was very happy with our volunteers efforts and dedication through this busy weekend.

The bad news is that C-90 (our 2001 Dodge Durango) blew a head gasket while escorting and ambulance to a life flight landing zone and assisting them in loading the patient into the helicopter.

Your rule #5 is to bring you a solution for every problem so I have been working on that today. I believe that the Dodge has seen the end of its usable public service life especially for emergency response. It has become unreliable and repeatedly given us problems that continue to cost the city. Our emergency vehicle mechanics (Tanninen Repair) diagnosed the problem this morning and believe that no more money should be put into the vehicle as the engine problems continue to persist despite the many repairs. The extent of the engine damage will not be known until it is pulled apart, and the transmission is also wearing out and beginning to slip lately compounding the costs of any repairs.

I think it would be wise to look at the function of the vehicle as well. I believe the vehicle should be multipurpose and fit the needs of our volunteers and call volume. The Rapid Response Vehicle concept is a vehicle that can save on wear and tear of our engines by responding to some of our in-town medical calls where only extra man-power is needed. It could also be used for the volunteers to attend trainings and handle simple public service calls as needed, as well as be used for command functions as the current vehicle is purposed. To fit the needed purpose, the vehicle should be a suburban type, or 4 door truck style vehicle. To fit the responders gear which is very bulky, as well as any needed equipment or tools the smaller suv's or sedans do not fit the purpose.

Here are my solution options:

#1 Purchase a new vehicle on a public service loan and figure the annual payments into the next several years operating budgets. This option would provide us with a "known quantity". The security of knowing that the vehicle has not been previously abused and placing it into our very thorough maintenance program. This option is the most expensive and may cause some public perception issues. It would however provide us with many years of service most likely extending well beyond the loan terms.

#2 Purchase a used vehicle from the general market with low miles and one with good service records. As opposed to purchasing a vehicle used at public auction, or surplus from another agency which has typically had an intense service life already and could be received with multiple unknown issues as we have experienced with this vehicle. This would save some cost in the initial purchase however would have a certain inherit risk and would not likely have a warranty.

#3 repair the current vehicle at a cost undetermined yet, but probably ranging in the \$5-7,000 range. This is the least expensive option for now, however the continued maintenance and repair could prove to be the most expensive over the next several years.

These are the 3 basic options we have as I see it. Option 2 seems the most reasonable to me. Not replacing or repairing the vehicle will severely hamper our ability to attend trainings, conduct command functions on-scene, get the needed personnel and gear on-scene, as well as force our more expensive engines to bear the brunt of the response workload ending in more costly repairs, maintenance costs, and a shorter operating life span. Some of the necessary meetings that

I attend including 911 user-board, chiefs meetings, county training meetings, and many others could be attended by using the city OEO car however this does not give me the ability to respond to scenes or carry any gear which is an important function for me and the rest of the dept.

Unfortunately there are not many options for grant funding on this type of vehicle. Please let me know what type of research you would like to pursue and what else I can do to help bring this issue to council for approval. Until this issue is resolved I will attempt to use the OEO car when available or practical. I think it would be best for me to use my personal vehicle as opposed to adding wear and tear to our engines or ambulances when needed. In that instance I will be billing the city for mileage on my own vehicle as opposed to wearing out our more expensive vehicles. This would only be when needed, and I am only willing to do this on a temporary basis. Thanks for your time and I will touch base with you face to face as soon as possible.

--

STATION CAPTAIN JESSE METHENY  
CASCADE LOCKS FIRE & EMS  
Office (541) 374-8510  
Fax (541) 374-8152  
Cell (541) 515-1914

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## Gordon Zimmerman

---

**From:** Jesse Metheny <jmetheny@cascadelocksfire.com>  
**Sent:** Monday, December 29, 2014 4:55 PM  
**To:** Gordon Zimmerman  
**Subject:** Command rig replacement  
**Attachments:** 1997 GMC suburban slt, 5.7l, tow package, leather..pdf  
  
**Flag Status:** Flagged

Gordon,

I have been searching Oregon and federal surplus options for replacement of the command vehicle. To be honest it's mostly junk. I haven't found anything worth our trouble. I am inclined to look into something like what I have attached to this email. It's a lower cost option that would be an easy conversion to work for our purpose. Most of the equipment, radios, and lights can just be pulled from the Durango and be remounted on the new vehicle. I'm not saying this is the one but for under \$5,000 we may have some options. I'm disinclined to take on any more debt for the fire dept as we already have plenty we are working on. Of course this will be councils decision but this is kinda the way I'm leaning. Let me know your thoughts...

--

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## Gordon Zimmerman

---

**From:** Jesse Metheny <jmetheny@cascadelocksfire.com>  
**Sent:** Monday, December 29, 2014 5:16 PM  
**To:** Gordon Zimmerman  
**Subject:** Re: Command rig replacement

Gordon,

Looking at our capital outlay budget I think there may be room there to re-purposed funds for a new vehicle. The line item for tire replacement is \$2500 that can be delayed as the Durango was the prime candidate for tires this year. Between the other line items I think we can make up the difference. The challenge as I see it is that our cash flow is not coming in as expected so far this year. I'm hoping that picks up soon. Do you feel financing a vehicle would be a better option?

STATION CAPTAIN JESSE METHENY  
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Cell (541) 515-1914

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PUBLIC RECORDS DISCLOSURE: This is a public document.  
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On 12/29/2014 4:53 PM, Gordon Zimmerman wrote:

- > Looks like a good option. I still don't know how we'd get \$5000.
- >
- > Gordon Zimmerman
- > Cascade Locks City Administrator
- > 541-374-8484
- > [gzimmerman@cascade-locks.or.us](mailto:gzimmerman@cascade-locks.or.us)
- >
- > Cascade Locks is where the Bridge of the Gods spans the Heart of the
- > Gorge; where mountain, wind, and water create the best sailing in the
- > Northwest; and where the "CL" on the license plate stands for Cascade
- > Locks, the second largest city in Hood River County!
- >
- > The City of Cascade Locks is an equal opportunity employer and service
- > provider.
- > PUBLIC RECORDS DISCLOSURE: This is a public document. This email is
- > subject to the State Retention
- > Schedule and may be made available to the public.
- >
- >
- >
- > -----Original Message-----
- > From: Jesse Metheny [<mailto:jmetheny@cascadelocksfire.com>]
- > Sent: Monday, December 29, 2014 4:55 PM

> To: Gordon Zimmerman  
> Subject: Command rig replacement  
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> Let me know your thoughts...  
>

## CASCADE LOCKS STAFF REPORT

---

Date Prepared: January 20, 2015

For City Council Meeting on: January 26, 2015

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Quiet Zone Update

**SYNOPSIS:** At the request of the Port Commission and City Council of Cascade Locks, I have been working with the Union Pacific Railroad (UPRR), the Federal Railway Administration (FRA), and the Oregon Department of Transportation Rail and Transit Division (ODOT) to answer questions about the potential for a Quiet Zone (No Train Horn) within the City of Cascade Locks.

In a previous report to the Council, it was unclear what rail crossings we have in the City. The first objective was to determine what we have to work with. To that end, I worked with the Western Region Engineer for the Union Pacific Railroad. The results below are being coordinated with the FRA so that all databases correspond with accurate information.

From East to West:

1. Government Island Access Road: Public and signalized
2. Cramblett Way: Public and signalized (MP 45.10)
3. Herman Creek Lane: Private and signalized (MP 44.58)
4. Gravel Pit Road: Private and Signalized (MP 44.19)
5. Railroad Yard: Private, used only for rail equipment mounting and dismounting
6. Portage Road: Under Crossing
7. Bridge of the Gods: Over Crossing

Here are some guidelines concerning quiet zones.

1. The train horn rule (Quiet Zone) can only be between two public crossings. It cannot start at a private crossing.
2. The railroad has the sole discretion to blow its horns at private crossings.
3. The engineer will always sound the horn when he perceives a dangerous or safety situation no matter where the train is.
4. The Train Horn Rule extends  $\frac{1}{4}$  mile in each direction from the crossing.
5. Crossings must be owned and maintained by the local Road Authority.

6. Raised medians restricting the opportunity to go around the crossing arms are the least expensive way to comply with the requirements for the quiet zone.

Given that the only two public crossings are Cramblett Way and the Government Island Access (Herman Creek Road – not Lane), a quiet zone does not make much sense.

As a risk manager for the City, I am concerned that Herman Creek Lane (not road) that leads to the wastewater treatment plant and the water system well field is a private crossing and not a public one. The Port has an agreement with UPRR for this private crossing. The UPRR has the right to close this crossing at any time permanently. This is an unacceptable risk to me, not to mention that there has been and continues to be significant development on Herman Creek Lane.

The Union Pacific Railroad is willing to enter into discussions to turn the private Herman Creek Lane into a public crossing by allowing a permanent easement to the City (the local Road Authority) for an estimated \$10,000 to \$12,000. The Port owns the current agreement covering the crossing and the land on the north side of the crossing. The City has an easement for the road across the Port property.

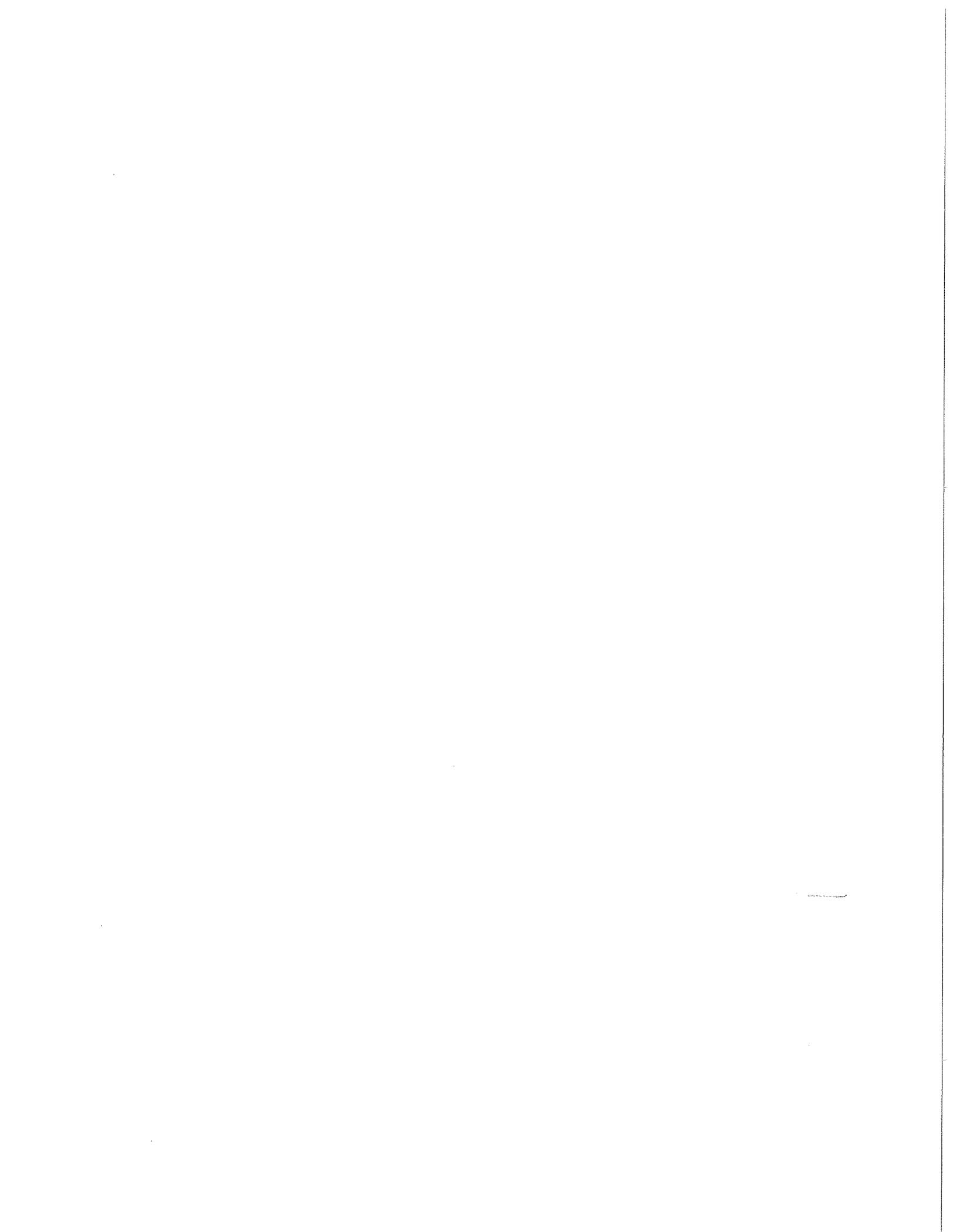
It was recommended by the FRA that the City seek the public crossing designation, then rerun the Quiet Zone Calculator on the FRA database to determine what needs to be done to lower the risk factor. The upgrades to Cramblett Way and Herman Creek Lane would include raised medians and advance signing. No cost has been estimated for that. If this done, the quiet zone would run from MP 44.33 to MP 45.35. Train horns would still be sounded approaching Gravel Pit Road in both directions.

During our discussions, two potential options were proposed to creating a quiet zone in the City.

1. The City would have to accept responsibility for the Gravel Pit Road crossing and upgrade the approaches significantly. The road and crossing would need to be widened and upgraded at a cost of \$3,000 per lineal foot of track. For a 32 foot crossing, that would be \$96,000 for the upgrade and another \$10,000 to \$12,000 to purchase the easement from UPRR. It may also be a simple matter of installing medians if it is determined that the road (and crossing) is wide enough (less than \$20,000).
2. The Gravel Pit Road could be closed permanently, but that would require that another road be built to access that property. That road would have to cross the Hegewald (now Bear Mountain) property or route through the City property where the Electric Department storage yard is now located. There is no cost estimate developed for that alternative as yet.

Neither of these options can be explored until the Herman Creek Lane crossing is public and the quiet zone calculator is again used to determine the National Risk Level for both Herman Creek Lane and Cramblett Way.

With your permission, may I pursue the application for a public crossing through ODOT and the easement through the Union Pacific Railroad? The money for the easement would need to be budgeted in the next Fiscal Year.



AGENDA ITEM NO: 7.1

## CASCADE LOCKS STAFF REPORT

---

**Date Prepared:** January 20, 2015

**For City Council Meeting on:** January 26, 2015

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Proposal for Formation of a Region 1 Area Commission on Transportation

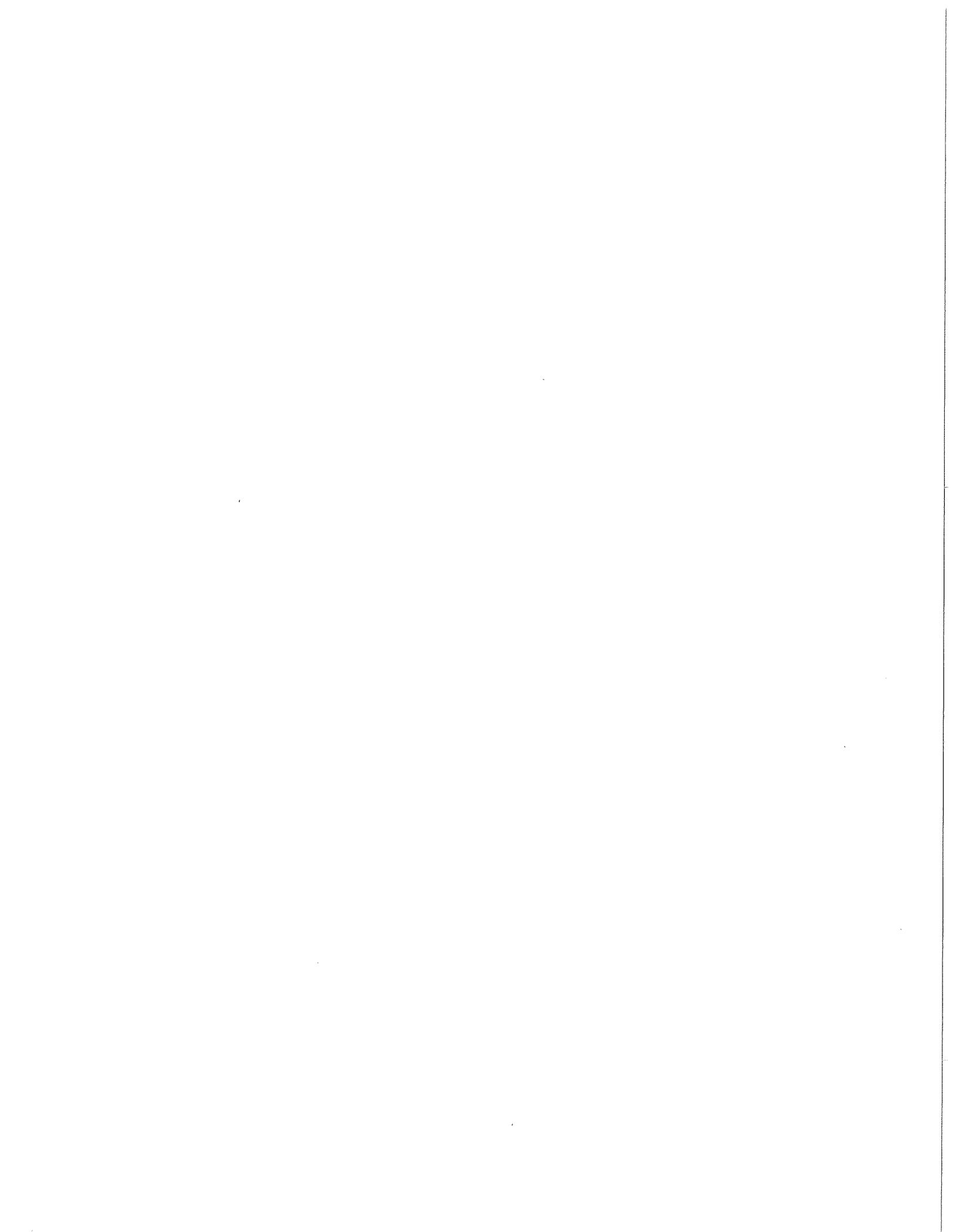
**SYNOPSIS:** Cascade Locks sits in the midst of one of the last areas of the State where an Area Commission on Transportation (ACT) does not exist. Understandably, we are a very small potato in a very large stew pot. The attached proposal outlines the formation of an act in the four counties of Region 1.

An ACT is the legislative creation to provide region wide approved transportation projects to the Oregon Commission on Transportation, rather than having many jurisdictions fight for limited funding.

Hood River County has generally been well treated by Region 1, but other areas of the four Counties (specifically rural Clackamas County) don't agree.

We have an additional specific concern created by the National Scenic Area. Transportation projects for Hood River County can impact the entire Columbia River Gorge including Washington transportation objectives. We need to at least consider the NSA when discussing transportation projects.

Of all of the options presented to the Task Force, this option seems the best for Hood River County and Cascade Locks.



December 16, 2014

# Proposal for the formation of a Region 1 Area Commission on Transportation (ACT)

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*Prepared by:*

Oregon Department of Transportation  
Oregon Solutions Transportation Coordination Task Force

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## Introduction

Clackamas County, Hood River County, Multnomah County and the majority of Washington County currently fall outside existing Area Commission on Transportation (ACT) boundaries. The following proposal for the establishment of an ACT would create a single ACT for the entirety of Region 1 called R1ACT. The proposal was guided by and vetted through the Oregon Consensus Transportation Coordination Task Force.

## Background

### Recent Timeline of ACT Discussions in Region 1

Citizens from rural Clackamas County Hamlets and Villages approached Clackamas County about forming an ACT. Hamlets and Villages are unincorporated areas that are organized forums for citizens to express issues of concern and to prioritize and coordinate community-based activities.

2009 For nearly two years, representatives from the Hamlets and Villages met with various county departments and representatives from ODOT Region 1. The result was a proposed set of by-laws for a new "Rural Equity Area Commission on Transportation (REACT)." ODOT leadership reviewed the proposal and urged the group to focus on the greater "travel-shed" and reach out to partners in Hood River and rural Multnomah County.

2010 ODOT and Clackamas County convened a series of conversations with stakeholders to discuss forming an ACT for the "Mt. Hood Region" which encompasses the areas of Multnomah and Clackamas counties outside the Metro boundary, and Hood River County. The group ultimately decided that not all parties were ready for ACT formation at that time.

2013 Representative Bill Kennemer introduced HB 2945 to form an ACT for rural Clackamas County. This proposed legislation generated extensive discussion but did not pass either chamber prior to adjournment. In June of 2013, ODOT engaged Oregon Consensus to lead a region-wide process to discuss what type of ACT structure could best serve our stakeholders and the agency.

ODOT Region 1 formed a STIP Project Selection Committee, composed of elected and stakeholder representatives from across the Region, to select and prioritize recommended projects for STIP Enhance funding. The project recommendations were adopted unanimously and the process was largely viewed as a success.

2014 Oregon Consensus Transportation Coordination Task Force Established

## Oregon Consensus Process

At the request of ODOT, Clackamas County and Metro, Oregon Consensus conducted an assessment in September through December of 2013 involving interviews with numerous regional stakeholders. The assessment concluded that broad support existed for moving forward with a consensus-based effort to

form one or more ACTs or ACT-like structures in the region. Director Garrett then appointed a broad representative task force and engaged Oregon Consensus to lead them through a consensus-seeking effort to make recommendations on structure to the OTC. The Task Force was initially convened by the Governor’s Transportation Policy Advisor, Karmen Fore, and charged with assessing current transportation coordination structures within the Region, establishing a set of agreed upon desired outcomes and providing recommendations to the Oregon Transportation Commission (OTC) on the creation of one or more ACTs or “ACT-like” structures. After five Task Force meetings the members agreed to the following key points of agreement on November 17, 2014:

- A single ACT can best coordinate the state transportation funding priorities for the Region and improve stakeholder input opportunities;
- ACT membership should include a broad spectrum of transportation stakeholder interests within the Region and should be apportioned in accordance with the attached table;
- The bylaws should reflect that the goal is to have decision-making occur through a consensus-seeking process.; A majority of the task force, but not all members, agreed that when voting is necessary, a minimum of 18 votes (out of 31 total ACT members and regardless of the number of members present) shall be required to forward any recommendation to the OTC and, in that event, both a majority and minority report may be forwarded; and
- Continued collaboration should occur to develop a Charter and Bylaws to establish the details of this proposal.

The formation proposal contained in this document reflects the consensus direction of the Oregon Consensus Task Force.

**Proposed steps for ACT formation**

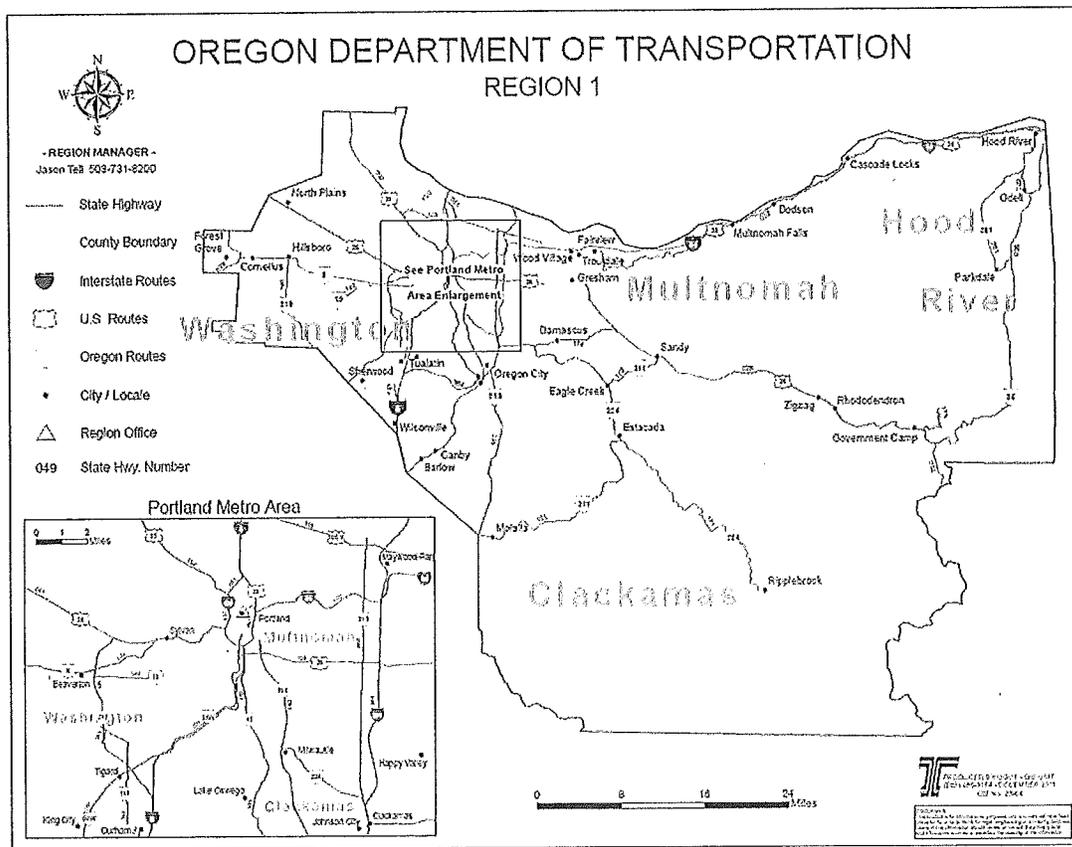
- |   |                   |
|---|-------------------|
| 1. The Task Force reviews this draft proposal and circulates for public comment   | December 2014     |
| 2. ODOT and Oregon Solutions Staff provide an update to the OTC. Task Force members invited to provide input directly to OTC. | December 18, 2014 |
| 3. OTC reviews this draft proposal and the public comments  | January 15, 2015  |
| 4. Public sector representatives of the task force approve final proposal   | January 2015      |
| 5. ODOT requests the OTC to provide provisional charter   | February 19, 2015 |
| 6. If the ACT receives a provisional charter, public body appointments and stakeholder nominations occur                      | February 2015     |
| 7. Public sector members of ACT appoint stakeholder members and review draft bylaws   | March 2015        |
| 8. Full ACT inaugural meeting to approve bylaws, elect officers and conduct orientation                                       | April 2015        |

# Proposed Organization

## Geographic Boundaries

*What is the rationale for the geographic boundaries of the proposed ACT?*

The Region1 Area Commission on Transportation (R1ACT) boundaries will mirror those of ODOT Region 1, which include most of Clackamas, Hood River, Multnomah and Washington counties. The task force determined that a single ACT provides one forum to set priorities that will facilitate dialogue between jurisdictions and stakeholders both inside and outside the Metropolitan Planning Organization (MPO) boundary. Task Force members also hope that dialogue through a single ACT will lead to greater understanding about various economic development issues, projects and needs across the Region.



Map of ODOT Region 1

## Membership

*What are the proposed voting and ex-officio membership categories and how do they ensure coordination with existing Regional public agencies?*

The proposed membership structure of the ACT is weighted towards counties that have a higher average percentage of population and ODOT highway lane miles.

R1ACT members may revisit their ACT structure with an amendment of their governing documents. Members shall be responsible to report to their individual constituencies the content of discussions and decisions. They will also be responsible for presenting the interests of their constituencies to R1ACT for the overall benefit of the Region.

### Voting Membership

Public agencies	Stakeholders appointed by counties or coordinating committees***	Stakeholders appointed at large
Counties (4)*	Clackamas (4)	Active Transportation (1)
Cities (4+)**	Hood River (2)	Freight (1)
ODOT (1)	Multnomah (6)	
Metro (1)	Washington (4)	
TriMet (1)		
Rural Transit (1)		
Port of Portland (1)		
<b>Total Voting Membership</b>		<b>31 Members</b>

\*One Commissioner per county

\*\* A minimum of one city elected official per county

\*\*\*One stakeholder per county should represent business or labor

### Non-voting Membership

The following officials and organizations shall be invited to be non-voting, ex officio members of R1ACT:

- Department of Environmental Quality (DEQ)
- Regional Solutions Team Coordinator
- Oregon Transportation Commissioners
- State legislators representing parts of Region 1
- Members of Congress representing parts of Region 1
- Outreach to tribal governments will occur in 2015 to determine their level of interest and engagement.

Additional non-voting or ex-officio members may be added per the direction of the full ACT after formation. The full ACT will also develop protocols regarding participation by non-voting members to ensure consistent representation and to manage the overall size of the committee.

### **Coordination with existing regional public agencies**

Regional agency coordination will be promoted by ensuring that appointees are consistent with, or have regular communications with, the entity's Joint Policy Advisory Committee on Transportation (JPACT) and County Coordinating Committee members where in existence. The meeting schedule and work plan for the ACT will also be shared with regional transportation advisory bodies to facilitate coordination.

### **Appointments, Nominations and Balance of representation**

The initial nomination and appointment process will occur as follows:

Step 1: ODOT, the four county commissions, City of Portland, Tri-Met, Metro, and Port of Portland representatives will be selected by their respective governing bodies prior to the first official meeting of the ACT following approval of the provisional charter by the OTC. **These agencies will be the official appointing body for additional members, except for the active transportation and freight positions, for the initial appointment process only.** Future appointments will be approved by the full ACT.

Step 2: Rural transit agencies will caucus to nominate a rural transit representative.

Step 3: At least one city per county must serve on the ACT. City representatives may be selected by a caucus of mayors or other process determined by the cities in each county. The cities may also choose to route all of their nominations (city, stakeholder and business) through step four.

Step 4: Each county will solicit nominations for its respective business/labor and stakeholder members according to the following:

- The Clackamas County Coordinating Committee and County Commission will solicit nominations. *The Clackamas County Coordinating Committee has already voted on how it would like to allocate the stakeholder positions within the county (see Appendix A)*
- Hood River will develop a coordinating committee or other mechanism to solicit and nominate candidates
- The East Multnomah County Transportation Committee (EMCTC) and City of Portland will solicit and nominate candidates.
- The Washington County Coordinating Committee will solicit and nominate candidates

Cities may be appointed as stakeholders through the county / coordinating committee processes with a minimum of one city per County (in addition to the City of Portland). Nominating entities should also consider appointments from agriculture, timber, tourism, and citizen representatives.

Step 5: ODOT staff will work with the nominating entities (counties, city caucuses, etc.) to ensure that the ACT retains a diversity of stakeholder input and meets the following guidelines:

- A minimum of 50% representation by elected officials and Port of Portland and transit districts
- A representative from the fields of environmental justice and health.

Step 6: The members appointed in Step 1 will appoint the rural transit representative, city representatives and stakeholder representatives.

Step 7: The Active Transportation and Freight representatives will be nominated via an application process administered by ODOT. The nominations will be approved the ACT members appointed through Step 6.

*{This initial nomination process is a modification to the process discussed at the Nov. 17th Task Force meeting. Using the term "public official" provided a lack of clarity about which ACT members would appoint during the initial nomination and appointment process.}*

Ongoing membership nominations will follow the initial protocols. Appointments shall be voted on by all ACT members.

### **Terms of Service**

To prevent the entire ACT membership from changing at the same time and to provide a way to preserve institutional knowledge and ensure continuity, R1ACT members shall serve four-year, overlapping terms.

If an ACT member changes employment or organizational status (if it directly relates to his or her role on the ACT) mid-term, the full ACT should vote to either continue the member's term or appoint a replacement.

### **Officers**

A Chair and Vice-Chair shall be elected by the voting members. The Chair shall preside at all meetings attended, sign documents and correspondence, orient new members, approve agendas, represent the R1ACT in other venues and serve as R1ACT's official spokesperson. The Vice-Chair shall serve as the Chair's primary alternate and shall preside at R1ACT meetings in the Chair's absence.

Officers shall serve one-year terms starting at the first meeting of the calendar year. Officers may be elected to more than one term of office.

### **Executive Committee**

The task force discussed forming an executive committee but did not finalize a structure. It's an issue that the ACT will take up when drafting the bylaws.

### **Coordination**

*Is the membership broadly representative of local elected officials and inclusive of other key stakeholders and interests? If key representation is not included, explain the justification?*

Key membership categories will be met via the following requirements:

- Elected officials

- One county commissioner from each county will be a voting member
  - At least one city per county will be a voting member
  - The elected Metro Councilor appointed as chair of JPACT will be a voting member
  - Among the 16 county stakeholder appointments (beyond the one County and one City representative from each County), at least two must be elected officials
- Freight and Mobility
    - A freight representative will be a voting member
    - The Port of Portland will be a voting member
- Active Transportation and Transit
    - An active transportation representative will be a voting member
    - The region's largest transit district (TriMet) will be a voting member
    - AA rural transit representative will be a voting member
- Private Sector, Health and Environmental Justice
    - One representative per county must be a business or labor stakeholder.
    - One representative must be able to represent health interests
    - One representative must be able to represent Title VI Protected Classes

*How would/does the ACT coordinate with adjacent ACTs and/or MPOs and involve state legislators?*

JPACT provides the forum of general purpose local governments and transportation agencies required for designation of Metro as the metropolitan planning organization for the Oregon portion of the Portland metropolitan area. The chair of JPACT, Metro's advisory body on transportation, will be a voting member of the R1ACT. The ODOT Region 1 Manager serves as a voting member on JPACT. The cross membership between the two bodies, not only between the two agencies but across city and county members, builds on a long history of coordination between Metro, ODOT and local governments that has facilitated the development of the MTIP and the STIP for decades. Furthermore, the projects recommended by the R1ACT are subject to inclusion in the Metropolitan Transportation Improvement Program (MTIP) which is subject to inclusion in the State Transportation Improvement Program (STIP). Establishment of the R1ACT will not change the existing mechanisms for coordination with the MPO in place today.

Because of the fundamental importance placed on recommendations by the ACTs, coordination shall be the primary obligation of R1ACT. To ensure that recommendations have been reviewed for local, regional, and statewide issues and perspectives, R1ACT will communicate with others that may have knowledge or interest in the area. Working with a broad representation of stakeholder groups also helps provide a balance between local/regional priorities and statewide priorities. R1ACT coordination will include, but is not limited to, the following groups:

- Oregon Transportation Commission

- Other ACTs within and across ODOT regions including, North West Area Commission on Transportation, Mid-Willamette Area Commission on Transportation and Lower John Day Area Commission on Transportation
- ODOT Modal Advisory Committees
- Tribal Governments
- METRO
- Southwest Washington Regional Transportation Council (the MPO for the Clark County, Washington part of the metropolitan area)
- Local Governments, Transit and Port Districts
- County Coordinating Committees

## **Proposed Operation**

### **Decision-Making**

R1ACT will use a collaborative approach to problem solving where all members seek consensus first, and by a minimum 18-member vote if a consensus cannot be reached. Consensus means that all members agree to accept the decision even though some members may not fully agree with the decision. Members are encouraged to voice and have all views recorded.

Eighteen votes are required to advance a decision in the instance that consensus cannot be reached. The R1ACT minority would then be empowered to produce and record a report outlining the minority's opinions on the decision that would be presented along with the majority recommendation.

### **Work program**

*What is the proposed work program of the ACT?*

R1ACT's Chair and Co-chair, and potentially an executive committee if created, shall develop an annual work plan that is reviewed and adopted by R1ACT members. The Work Plan will be able to be amended at any time. The R1 ACT's initial annual work program shall include the following:

#### **Advisory and Coordination Activities**

- Advise the OTC on state and regional policies affecting the Region 1 transportation system
- Review and provide recommendations on the following short and long-term funding opportunities
  - 2018-2021 STIP, including priorities for STIP Enhance project funding
  - Special funding opportunities and programs
  - Priorities for state transportation infrastructure and capital investments
- Discuss and advise the OTC on new funding mechanisms
- Provide a report to the OTC at least once every two years

## **Commission Governance**

R1ACT will provide the following tasks in accordance with its bylaws once adopted:

- Elect Officers
- Define expectations of members for R1ACT
- Provide orientation for new members
- Provide training and mentors for new members as needed
- Review working documents and bylaws as needed

## **Public Involvement**

R1ACT will provide the following tasks in accordance with its Public Involvement Plan once adopted:

- Engage key stakeholders and the general public with a process consistent with state and federal laws, regulations and policies
- As part of the regular review and report to the OTC, review the Public Involvement Plan and its effectiveness

## **Public Involvement**

*How will/does the ACT meet the minimum public involvement standards as shown in Attachment A of this document?*

For R1ACT to fulfill its advisory role in prioritizing transportation problems and solutions and recommending projects, the ACT will involve the public and stakeholders in its decision-making process and follow a Public Involvement Plan. As R1ACT considers local, regional and statewide transportation issues, it will provide public information and involve the public in its deliberations. To comply with federal Environmental Justice requirements, the public involvement process will include a strategy for engaging minority and low-income populations in transportation decision-making.

ODOT staff will ensure that public involvement requirements are met and will include provisions in the ACT's bylaws to do so.

## **Work Program and Agenda Development**

*Who would/does help guide the work program and agendas of the ACT? Indicate the general operational structure.*

R1ACT Chair and Co-chair shall meet as needed to develop R1ACT agendas and develop and monitor R1ACT's Work Plan. As an advisory body chartered under the authority of the OTC, R1ACT will be established to provide a forum for stakeholders to collaborate on transportation issues affecting ODOT Region 1 and to strengthen state and local partnerships in transportation. R1ACT's work plan shall be consistent with the role of an advisory body to the OTC.

## **Technical Assistance**

*How would/does the ACT secure technical assistance on transportation issues?*

R1ACT can form standing or ad hoc committees such as a technical committee as needed. Consideration will be given to existing advisory committees across the Region to avoid duplication and redundancy.

**Support staff**

R1ACT will be staffed by ODOT. ODOT will provide planning staff assistance to R1ACT and financial support sufficient for administration of R1ACT to meet OTC expectations.

**Alternates**

Jurisdictions appointing a voting member will be responsible for selecting and assuring the qualifications of their alternate. The vote of the Alternate will be assumed to represent the vote of the ACT member for whom they are standing in. Alternates representing an elected official must also be an elected official.

## **Definitions**

### **Area Commission on Transportation**

An advisory body chartered by the Oregon Transportation Commission to address all aspects of transportation (surface, marine, air, and transportation safety) with a primary focus on the state transportation system.

### **Environmental Justice**

The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

### **Ex Officio**

An ex officio member is a non-voting member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.

### **Health**

Health refers to any field or enterprise concerned with the maintenance or restoration of the health of the human body or mind

### **MPO (metropolitan planning organization)**

The organization established by agreement of the Governor and local governments to carry out the federally mandated continuous, comprehensive and coordinated transportation planning process for metropolitan areas of 50,000 population or more.

### **Non-voting**

A member or person who is not eligible to vote on matters before the ACT and who acts as a liaison between the ACT and the interested persons whom that member represents, and transmits requests for information from the ACT and relevant information and views to the ACT.

### **Rural Transit**

Rural transit means transit providers receiving section 5311 Non-Urbanized Area Formula Program funding. This program provides funding to states to support public transportation in rural areas with populations of less than 50,000.

### **Region**

When capitalized, describes the Oregon Department of Transportation geographic regions.

## Appendix A: C4 Membership Proposal

		ACT Voting Membership	Elected, Port and Transit 50% minimum*
<b>Multnomah County</b>			
<b>8 members</b>	County Commissioner	1	1
	Portland elected	1	1
	Other City Rep elected	1	1
	4 Stakeholders nominated jointly by Portland and EMCTC	4	
	Business/Labor Stakeholder nominated jointly by Portland and EMCTC	1	
<b>Washington County</b>			
<b>6 members</b>	County Commissioner	1	1
	City Rep elected	1	1
	3 Stakeholders nominated by WCCC	3	
	Business/Labor Stakeholder nominated by WCCC	1	
<b>Clackamas County</b>			
<b>6 members</b>	County Commissioner	1	1
	Metro City Reps (elected) nominated by Clackamas County Coordinating Committee approved process	2	2
	Rural City Rep (elected) nominated by Clackamas County Coordinating Committee approved process	1	1
	1 Rural Stakeholder nominated by Community Leaders Committee of C-4	1	
	Business/Labor Stakeholder nominated by a County approved process	1	
<b>Hood River County</b>			
<b>4 members</b>	County Commissioner	1	1
	City Rep elected	1	1
	1 Stakeholder	1	
	Business/Labor Stakeholder	1	
<b>OTHER Stakeholders</b>			
<b>7 members</b>			
Metro	JPACT Chair	1	1
ODOT	Region 1 Manager	1	
TriMet	General Manager	1	1
Port of Portland	Executive Director	1	1
Rural Transit Provider		1	1
Freight		1	
Active Transportation		1	
Stakeholder appointments must include representatives from the following:			
	<ul style="list-style-type: none"> <li>Health</li> <li>Environmental Justice</li> </ul>		
Stakeholder appointments should be considered from the following:			
	<ul style="list-style-type: none"> <li>Agriculture</li> <li>Timber</li> <li>Tourism</li> <li>Citizen reps, such as from Hamlets and Villages</li> <li>Additional City elected representatives</li> </ul>		
*At least 1 stakeholder appointment must be an added Port, Transit or City Rep to reach the 50% minimum			
<b>Total Reps</b>		<b>31</b>	<b>15</b>

MATTHEW T. ENGLISH  
SHERIFF

BRIAN ROCKETT  
CHIEF DEPUTY

JAMIE HEPNER  
PAROLE & PROBATION COMMANDER



MARITA HADDAN  
911 COMMANDER

TERRY L. BRIGHT  
CHIEF CIVIL DEPUTY

JERRY KEITH  
EXECUTIVE ASSISTANT

## CASCADE LOCKS MONTHLY REPORT

December, 2014

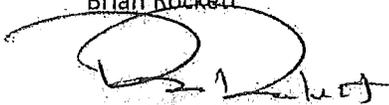
1. TOTAL CALLS FOR SERVICE: 83 (Includes follow-ups, Officer initiated, agency assist, ect.)
2. TOTAL PRIORITY CALLS: 4
3. TOTAL CRIMES/CALLS AGAINST FAMILIES: 1
4. TOTAL CASE NUMBERS ISSUED: 9
5. TRAFFIC STOPS: 20
6. TOTAL ANIMAL CONTROL CALLS/CITATIONS: 3

Additional Investigative Support: Deputy Carmody, Sgt. Flem, Deputy Lerch, Deputy Cozad, Deputy Smith, Sgt. Hughes, and Deputy Guertin. Case numbers include: S141186, S141187, S141193, S141201, S141203, S141204, S141205, S141209, and S141217.

Deputy Harvey worked 82.93 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 88.06 hours within the City of Cascade Locks.

The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Brian Rockett

  
Chief Deputy  
Hood River Sheriff's Office

