

CITY of CASCADE LOCKS

AGENDA

6:00 PM Work Session

CITY COUNCIL MEETING, Monday, April 10, 2017, 7:00 PM, CITY HALL

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

Work Session: Wastewater Master Plan.

- 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 March 27, 2017 Minutes.**
 - b. Ratification of the Bills in the Amount of \$ 179,490.81.**
- 4. Public Hearing: 7:00 PM – Wastewater Facilities Plan.**
- 5. Action Items:**
 - a. Appointment to Committees.**
 - b. Approve Mid-Columbia Utilities Western Region Mutual Assistance Agreement.**
- 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. Discussion regarding Charter Review.**
 - c. City Administrator Zimmerman Report.**
- 8. Mayor and City Council Comments.**
- 9. Other matters.**
- 10. Executive Session as may be required.**
- 11. Adjournment.**

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

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Fitzpatrick (via phone), Busdieker, Zerfing, and Mayor Cramblett were present. CM Walker was excused. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Rachel Fox, Brenda Wood, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of February 27, 2017 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 296,147.55.**
 - c. **Approve Resolution No. 1372 Assessing the Real Property Located at 114 SE Hammond Street for the Costs of Abatement of Junk.**
 - d. **Approve Waiver of Ordinance No. 364 Regarding Noise to allow for Movies in the Park in the Port's Marine Park.**

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

4. **Public Hearing:** None.
5. **Action Items:**
 - a. **Appointment to Committees.** None.
 - b. **Approve Resolution No. 1373 Adopting a Risk Management Policy.** CA Zimmerman said he met with the CIS Regional Manager to take the "Best Practices" survey developed by CIS. He said the City scored 91% but could have scored another 5-6% if there was a Risk Management Policy in place. He said the purpose of the Risk Management policy is to formalize a process and elevate the awareness of safety. **Motion:** CM Zerfing moved, seconded by CM Busdieker, to adopt the Risk Management Policy. CM Busdieker asked how much staff time it would take to get into compliance. CA Zimmerman said the City is already doing most of it. He said we will start meeting quarterly for risk assessment instead of annually. CM Busdieker asked what other things in the policy were new. CA Zimmerman explained that since Cascade Locks has an electrical utility that things were added to the exposures list. CA Zimmerman said there is a safety committee that meets monthly. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Busdieker, Zerfing, and Mayor Cramblett.
 - c. **Approve Resolution No. 1374 Adopting Street Right-of-Way for Herman Creek Lane and Attwell Street.** **Motion:** CM Busdieker moved, seconded by CM Randall, to adopt the street right-of-way for Herman Creek Lane and Attwell Street. CA Zimmerman explained that Herman Creek Lane is privately owned by the Port of Cascade Locks. He said with the continued development of flex buildings by the Port it has become important for Herman Creek Lane to be a public right-of-way. He said there is also a need for secondary access to the Hood River Sand and Gravel property so the City will be creating Atwell Street on the wastewater treatment plant property, off of Herman Creek Lane, as secondary access to this 42 acre buildable site. He said having Herman Creek Lane as public right-of-way will also strengthen the quiet zone designation on the application to the UPRR because both sides of the Herman Creek Lane crossing will be public domain. CM Fitzpatrick said this also gives the City the property for the new well to be located. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Busdieker, Zerfing, and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None.
7. **Reports and Presentations.**
 - a. **City Committees.** None.
 - b. **Proclamation of Support for the 2017 HRC Reads Project, ORDINARY GRACE by William Kent Krueger. (HRCLD)** Rachel Fox presented the Councilors with a copy of Ordinary Grace and said the author was a graduate of Hood River Valley High School. She informed them of the April 28th date to meet the author. Rachel read the Proclamation.
 - c. **City Administrator Zimmerman Report.** CA Zimmerman reminded the City Council that they must file their Statement of Economic Interest by April 15th and the fees that could be charged if they did not file. He said it is the time of year to advertise for the temporary summer employee for the Public Works Department and asked for permission to advertise. There was consensus of Council. CA Zimmerman reported that our wastewater engineering firm, Anderson Perry & Associates, awarded a \$750 scholarship to a graduating senior from Cascade Locks. CA Zimmerman said he received notification from the corrosion control engineer that he would not be able to work on that project this summer. He asked Council if he could work with the City's engineer to identify a qualified engineer to help us through this project to happen in conjunction with the water project. There was consensus of Council. CA Zimmerman informed Council that South Valley Engineering reviewed the work that had been done on the equipment shed. He said that most everything could be used except the posts used to build the frame of the structure. He said a different type of pressure treatment is required for ground burial. He said this would mean that the equipment shed should be torn down. CA Zimmerman said South Valley Engineering said it would last many years before rotting in the ground but should be watched closely for deterioration. CA Zimmerman recommended leaving the building alone, incomplete and ugly, until the electric department reserves can be built up. Council agreed with the recommendation. CA Zimmerman said an application for an OLCC Special Event was submitted for PCT Days and asked Council for approval. Council granted approval.

CA Zimmerman said the City performed a survey of similar size cities in order to compare operating expenses. He reported the highlights of the survey responses. He said this is the final year for CIS Insurance Plan VA and will be moving to CIS CoPay A Plan on January 1, 2018. CA Zimmerman requested wage increases based on the data received. He also requested making all employees insurance participation in the health insurance premium the same, from 12.5% to 10% for 11 out of 15 employees. He said the result is an increase of only 1% to the City. He said this reduction puts all employees on the same basis for premium participation. He said the lowest paid employees pay a disproportionate share of insurance premiums. CA Zimmerman asked for Council's direction for budgeted wage increases for the next fiscal year.

Mayor Cramblett explained that the Finance Committee had gathered information and found that the City was in the range with other cities. He said some of the salaries may seem higher but it is because they have been with the City for a long time. He said it is expensive to replace people and replacements come with less knowledge. He said this is well within reason. Mayor Cramblett said the Council can choose to take more time to think about this if they choose. He said he was good with the numbers presented. Mayor Cramblett said he will be Mayor for four years and was a Councilor for eight years. He said he ran his candidacy on fiscal responsibility and the Council has held steady on that. He said the Council has not raised rates. Mayor Cramblett explained that PERS can't be controlled and insurance rates will continually increase. He said it hasn't been the

wages paid to employees that has hurt the City over time. He said Staff has done a great job with the budget. Mayor Cramblett said things are still tight but more power usage revenues and taxes will be coming in due to new development. He said the City and Port have worked together to get businesses here to put the City in a position to help our customers. CM Zerfing asked about the percentage difference between the Receptionist Cashier and others. CA Zimmerman explained that position received a large increase last year due to Council's decision to increase wages to \$15.00 per hour. He explained the other percentage differences were to balance the spread between other position wages. Council agreed with the wage increase and insurance premium participation as presented for the budget.

CA Zimmerman reminded Council that the April 10th meeting would start at 6:00 PM with a work session on the wastewater master plan.

8. **Mayor and City Council Comments.** CM Busdieker wished everyone a Happy Spring and to stay dry. CM Randall said he is interested in the debate on bed and breakfast businesses and vacation rentals. Mayor Cramblett said he would like to review the Charter and discuss election procedures, possibly add the Electric Department to the Charter, and some financial issues. CA Zimmerman said that could be added as a discussion item on the next agenda.

Mayor Cramblett said we have recovered from winter. He said it made a big difference to get the storm debris off of the streets and that town looks very good. CA Zimmerman said the Public Works Department would be picking up brush again the week of April 17th.

9. **Other matters.** None.

10. **Executive Session.** None.

11. **Adjournment. Motion:** CM Groves moved, seconded by CM Busdieker, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Busdieker, Zerfing, and Mayor Cramblett. The meeting was adjourned at 8:00 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
3/31/2017	PR	\$ 39,246.09
3/24/2017	A/P	\$ 135,087.81
3/31/2017	A/P	\$ 5,156.91

GRAND TOTAL \$ 179,490.81

APPROVAL:

Mayor

Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8091	03/17	03/24/2017	6822	0115029	American Legal Publishing Corporation	Internet Renewal 2017-18	0140162110	395.00
Total 8091:								
8092	03/17	03/24/2017	370	55586	BIO-MED TESTING SERVICE	Drug Testing	0540562063	40.00
Total 8092:								
8093	03/17	03/24/2017	6639	82416334	Bound Tree Medical, LLC	epi	0540562351	75.90
Total 8093:								
8094	03/17	03/24/2017	460	6451	BROWN & KYSAR, INC	Cascade Locks General Consulting	5640563941	128.15
8094	03/17	03/24/2017	460	6452	BROWN & KYSAR, INC	Cascade Locks General Consulting-Eagl	5640563941	656.00
Total 8094:								
8095	03/17	03/24/2017	490	497516	BRYANT PIPE AND SUPPLY	4 11-1/4 Bend	3140562560	81.06
Total 8095:								
8096	03/17	03/24/2017	6900	V700822	BSK Associates	water testing	2140562150	45.00
8096	03/17	03/24/2017	6900	V700867	BSK Associates	water testing	2140562150	112.50
Total 8096:								
8097	03/17	03/24/2017	6996	528455	Certified Folder	April Brochure Delivery	0840562114	41.54
Total 8097:								
8098	03/17	03/24/2017	820	65093	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
Total 8098:								
8099	03/17	03/24/2017	6837	031717	CIS Trust	Spring Supervisor Training	0140162020	25.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8099:								
8100	03/17	03/24/2017	910	17-002	CITY OF HOOD RIVER	SCBA Maintenance	0540562441	25.00
Total 8100:								
8101	03/17	03/24/2017	1120	A157620	COLUMBIA HARDWARE, LLC	Tube CFL Triple 42W 4 Pin	0540562440	6.89
8101	03/17	03/24/2017	1120	B161224	COLUMBIA HARDWARE, LLC	supplies for fire hall project	0540563000	39.43
8101	03/17	03/24/2017	1120	B161399	COLUMBIA HARDWARE, LLC	cement, sos pads, base	0540563000	230.77
Total 8101:								
8102	03/17	03/24/2017	7028	1702-1668	Curran-McLeod, Inc.	Overlook Park 1/26/17 to 2/25/17	0740562114	277.09
Total 8102:								
8103	03/17	03/24/2017	1530	MARCH 201	DISH NETWORK	Programming	4140562740	6,375.00
Total 8103:								
8104	03/17	03/24/2017	4910	300164401 3	Estate of Calvin Peck	Refund Deposit	5121130	400.03
Total 8104:								
8105	03/17	03/24/2017	2020	1277693	GENERAL PACIFIC INC.	C.T. R6P 600.5 N.B.	5141562009	160.74
8105	03/17	03/24/2017	2020	1277707	GENERAL PACIFIC INC.	Storm Supply Replenishment	5645163941	315.00
8105	03/17	03/24/2017	2020	1277832	GENERAL PACIFIC INC.	connector comp	5645163941	2,625.31
Total 8105:								
8106	03/17	03/24/2017	7021	I-1518994	Gorge Networks	Internet Service	0140162082	35.20
Total 8106:								
8107	03/17	03/24/2017	2380	48102	HJ ARNETT INDUSTRIES, LLC	pulsing super combo, portable meter bas	5140563690	2,975.51
8107	03/17	03/24/2017	2380	48109	HJ ARNETT INDUSTRIES, LLC	ground cable assem.	5140563690	201.79
Total 8107:								
								1,413.32
								888.53
								2,301.85

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8108	03/17	03/24/2017	2420	8971	HOOD RIVER CO. - FINANCE	March Deputy Service	0141962250	8,626.17
Total 8108:								
8109	03/17	03/24/2017	2850	031617	JESSICA BENNETT	reimburse for Paramedic Cert	0540562020	290.00
Total 8109:								
8110	03/17	03/24/2017	2980	85804	L.N. CURTIS & SONS	ambiant aircheck air analysis	0540562440	110.00
Total 8110:								
8111	03/17	03/24/2017	3150	031517	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
8111	03/17	03/24/2017	3150	032317	MARIANNE BUMP	Reimburse Mileage	0140162020	21.40
Total 8111:								
8112	03/17	03/24/2017	3160	032217	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140462520	3.50
Total 8112:								
8113	03/17	03/24/2017	6935	86645	Oregon Travel Experience	4x4 panel	0840562114	75.00
Total 8113:								
8114	03/17	03/24/2017	4650	L596560	PLATT ELECTRIC SUPPLY	electric supplies	3140562560	1.94
Total 8114:								
8115	03/17	03/24/2017	4670	12261594	PORT OF CASCADE LOCKS	Supplies for Fire Hall remodel	0540563000	65.43
8115	03/17	03/24/2017	4670	12261595	PORT OF CASCADE LOCKS	admin fee for inv. 12261595	0540563000	10.00
8115	03/17	03/24/2017	4670	12267686	PORT OF CASCADE LOCKS	Fritz Cutting & Coring work at Fire Station	0540563000	306.00
8115	03/17	03/24/2017	4670	12267687	PORT OF CASCADE LOCKS	admin fee for inv. 12267687	0540563000	10.00
Total 8115:								
8116	03/17	03/24/2017	4810	25161	PRINT IT	Notary Stamp	0140162010	32.00
Total 8116:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8117	03/17	03/24/2017	6824	975149	Providence Health & Services	DOT Physical S. Mullenburg	2140562870	69.50
8117	03/17	03/24/2017	6824	975149	Providence Health & Services	DOT Physical S. Mullenburg	3140562870	69.50
Total 8117:								
8118	03/17	03/24/2017	6760	22660691	Ricoh Americas Corporation	Lease	0140162120	179.02
Total 8118:								
8119	03/17	03/24/2017	7029	4818-2	Ridgeline Plumbing	Plumbing for Fire Station project	0540563000	3,639.00
8119	03/17	03/24/2017	7029	P 4818-1	Ridgeline Plumbing	Plumbing for Fire Station project	0540563000	1,213.00
Total 8119:								
8120	03/17	03/24/2017	4910	211922420 3	Sean P. Anderson	Refund Deposit	5121130	106.63
Total 8120:								
8121	03/17	03/24/2017	5380	2017	SKAMANIA COUNTY PIONEER	One Year Out of Co. Subscription	0140162030	28.00
Total 8121:								
8122	03/17	03/24/2017	6965	45	Sofia Urrutia-Lopez	Contract Support	0840662110	760.00
Total 8122:								
8123	03/17	03/24/2017	5510	8043572164	STAPLES CONTRACT & COMMERCIA	pencils and paper	0140162010	53.99
Total 8123:								
8124	03/17	03/24/2017	6969	1188-1027	TEGNA	Programming	4140562740	53.99
Total 8124:								
8125	03/17	03/24/2017	6070	993287	TWGW, INC NAPA AUTO PARTS	hex nut	5140562201	302.26
Total 8125:								
8126	03/17	03/24/2017	6937	326502473	US Bank Equipment Finance	Contract Payment	5140566001	1,198.79
8126	03/17	03/24/2017	6937	326502473	US Bank Equipment Finance	Contract Payment	5140566002	94.82

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8126:								
8127	03/17	03/24/2017	6700	32458	XTC TRUCK & TOY	snow plow spring	0340562560	91.98
8127	03/17	03/24/2017	6700	32518	XTC TRUCK & TOY	snow plow spring	0340562560	91.98
Total 8127:								
8132	03/17	03/31/2017	200	2872729474	AT&T MOBILITY	Electric Department Phone	5140562050	74.90
Total 8132:								
8133	03/17	03/31/2017	6839	82442770	Bound Tree Medical, LLC	Meds and supplies	0540562351	106.27
8133	03/17	03/31/2017	6839	82444202	Bound Tree Medical, LLC	Meds and supplies	0540562351	40.17
Total 8133:								
8134	03/17	03/31/2017	790	313230273 3	CENTURYLINK	Fire Department Phones	0540562050	149.23
8134	03/17	03/31/2017	790	313401451 3	CENTURYLINK	Sewer	3140562050	119.39
8134	03/17	03/31/2017	790	313470082 3	CENTURYLINK	City Hall Phones	0140182050	383.56
8134	03/17	03/31/2017	790	313785538 3	CENTURYLINK	telemetry	2140562050	132.05
8134	03/17	03/31/2017	790	313785538 3	CENTURYLINK	telemetry	3140562050	132.05
8134	03/17	03/31/2017	790	313891134 3	CENTURYLINK	Emergency After Hours	5140562050	60.96
8134	03/17	03/31/2017	790	313891134 3	CENTURYLINK	Emergency After Hours	5140662050	15.25
8134	03/17	03/31/2017	790	314228414 3	CENTURYLINK	Lift Station	3140562050	42.14
8134	03/17	03/31/2017	790	320153997 3	CENTURYLINK	well house dialer	2140562050	9.19
Total 8134:								
8135	03/17	03/31/2017	1000	C16287-1	Coburn Electric	Wasco Creek Lift Station work	3140562560	1,233.49
Total 8135:								
8136	03/17	03/31/2017	1020	032417	Columbia Gorge Community	CPR Cards	0540562020	6.00
Total 8136:								
8137	03/17	03/31/2017	1120	B162330	COLUMBIA HARDWARE, LLC	holesaw, bit, pilot drill	5140562750	43.26

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8137:								43.26
8138	03/17	03/31/2017	1760	ORHOD5177	FASTENAL	9.1"X16.8" Wipe 128ct	5140563922	62.61
Total 8138:								62.61
8139	03/17	03/31/2017	4910	100034102 3	Oregon Mainline Paving	Refund Water Deposit	2121130	596.13
Total 8139:								596.13
8140	03/17	03/31/2017	4640	FEB 2017	PITNEY BOWES INC	Postage	0140162055	150.00
Total 8140:								150.00
8141	03/17	03/31/2017	5510	804367761	STAPLES CONTRACT & COMMERCIA	dividers, paper, post-its, folders	0140162010	118.38
Total 8141:								118.38
8142	03/17	03/31/2017	4910	201063100 3	Tracy or Sue Hupp	Refund Credit Balance on Account	5130543810	284.61
Total 8142:								284.61
8143	03/17	03/31/2017	6110	MARCH 201	U.S. POSTAL SERVICE	UB Postage	0140162055	281.31
Total 8143:								281.31
8144	03/17	03/31/2017	6854	MARCH 201	Gordon Zimmerman	CA Mileage Reimbursement	0140162094	64.20
Total 8144:								64.20
3241701	03/17	03/24/2017	6080	FEBRUARY	U S BANK	Bank Fees	0140162110	317.78 M
Total 3241701:								317.78
3241702	03/17	03/24/2017	440	FEB17-PWR	BPA	February Power Bill	5140562820	71,062.00 M
3241702	03/17	03/24/2017	440	FEB17-PWR	BPA	February Power Bill	5140562820	10,821.00 M
Total 3241702:								81,883.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
3241703	03/17	03/24/2017	440	FEB17-TRN0	BPA	February Transmission Bill	5140562821	11,022.00 M
3241703	03/17	03/24/2017	440	FEB17-TRN0	BPA	February Transmission Bill	5140662821	1,678.00 M
Total 3241703:								
3311701	03/17	03/31/2017	6090	5243 3/17	1859 - Oregon's Magazine		0140162020	36.13 M
3311701	03/17	03/31/2017	6090	5243 3/17	1859 - Oregon's Magazine	Sewer trip to Madras	3140562020	72.00 M
Total 3311701:								
3311702	03/17	03/31/2017	6090	4393 3/17	U S BANK CC	office supplies	0140162020	90.81 M
3311702	03/17	03/31/2017	6090	4393 3/17	U S BANK CC	office supplies	0140462540	61.06 M
Total 3311702:								
3311703	03/17	03/31/2017	6090	8789 3/17	U S BANK CC	propane	0140462520	11.37 M
3311703	03/17	03/31/2017	6090	8789 3/17	U S BANK CC	Mayors Trip to Washington DC	0140862020	96.82 M
3311703	03/17	03/31/2017	6090	8789 3/17	U S BANK CC	tools and welding wire	2140562560	54.31 M
Total 3311703:								
3311704	03/17	03/31/2017	6090	2305 3/17	U S BANK CC	DPSST	0540562030	80.00 M
Total 3311704:								
3311705	03/17	03/31/2017	6090	2974 3/17	U S BANK CC	CIS Conference Expense	0140162020	324.29 M
3311705	03/17	03/31/2017	6090	2974 3/17	U S BANK CC	cameras for council chambers	0140163946	209.98 M
3311705	03/17	03/31/2017	6090	2974 3/17	U S BANK CC	ipad data plan	0540562050	14.99 M
3311705	03/17	03/31/2017	6090	2974 3/17	U S BANK CC	background checks	0540562110	20.00 M
Total 3311705:								
Grand Totals:								140,235.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	11,732.96-	11,732.96-
01-401-62010	204.37	.00	204.37
01-401-62020	519.03	.00	519.03
01-401-62030	28.00	.00	28.00
01-401-62050	383.56	.00	383.56
01-401-62055	431.31	.00	431.31
01-401-62082	201.79	.00	201.79
01-401-62094	64.20	.00	64.20
01-401-62110	712.78	.00	712.78
01-401-62120	179.02	.00	179.02
01-401-63946	209.98	.00	209.98
01-404-62520	14.87	.00	14.87
01-404-62540	61.06	.00	61.06
01-408-62020	96.82	.00	96.82
01-419-62250	8,626.17	.00	8,626.17
03-21010	.00	183.96-	183.96-
03-405-62560	183.96	.00	183.96
05-21010	.00	7,407.08-	7,407.08-
05-405-62020	296.00	.00	296.00
05-405-62030	80.00	.00	80.00
05-405-62050	164.22	.00	164.22
05-405-62063	40.00	.00	40.00
05-405-62110	20.00	.00	20.00
05-405-62351	222.34	.00	222.34
05-405-62440	116.89	.00	116.89
05-405-62441	954.00	.00	954.00
05-405-63000	5,513.63	.00	5,513.63
07-21010	.00	6,375.00-	6,375.00-
07-405-62114	6,375.00	.00	6,375.00
08-21010	.00	876.54-	876.54-
08-405-62110	760.00	.00	760.00
08-405-62114	116.54	.00	116.54
21-21010	.00	1,018.68-	1,018.68-
21-21130	596.13	.00	596.13
21-405-62050	141.24	.00	141.24
21-405-62150	157.50	.00	157.50
21-405-62560	54.31	.00	54.31
21-405-62870	69.50	.00	69.50

GL Account	Debit	Credit	Proof
31-21010	.00	9,209.90-	9,209.90-
31-405-62020	72.00	.00	72.00
31-405-62050	293.58	.00	293.58
31-405-62560	1,316.49	.00	1,316.49
31-405-62700	7,458.33	.00	7,458.33
31-405-62870	69.50	.00	69.50
41-21010	.00	702.29-	702.29-
41-405-62740	702.29	.00	702.29
51-21010	.00	99,284.65-	99,284.65-
51-21130	267.37	.00	267.37
51-305-43810	264.61	.00	264.61
51-405-62050	135.86	.00	135.86
51-405-62201	2.23	.00	2.23
51-405-62750	43.26	.00	43.26
51-405-62820	71,062.00	.00	71,062.00
51-405-62821	11,022.00	.00	11,022.00
51-405-63690	2,301.85	.00	2,301.85
51-405-63922	62.61	.00	62.61
51-405-66001	1,198.79	.00	1,198.79
51-405-66002	94.82	.00	94.82
51-406-62050	15.25	.00	15.25
51-406-62820	10,821.00	.00	10,821.00
51-406-62821	1,678.00	.00	1,678.00
51-415-62009	315.00	.00	315.00
56-21010	.00	3,444.66-	3,444.66-
56-405-63941	784.15	.00	784.15
56-451-63941	2,660.51	.00	2,660.51
Grand Totals:	140,235.72	140,235.72-	.00

Report Criteria:
Report type: GL detail

AGENDA ITEM NO: 5.6.

CASCADE LOCKS STAFF REPORT

Date Prepared: April 5, 2017

For City Council Meeting on: April 10, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Mid-Columbia Utilities Wester Region Mutual Assistance Agreement

SYNOPSIS: One of the lessons learned from the past two winters is that having relationships with other utilities and private electrical line contractors is critical to respond appropriately to electrical power outages. We have always looked to the west for help. As we reviewed our response, Larry Massey, Working Line Foreman, met with electrical utilities from Hood River and the Dalles. Those utilities asked why we didn't contact them for crews. We are not members of the Mid-Columbia Utilities Western Region Mutual Aid Agreement. The staff seeks approval from the Council to join a mutual aid agreement with the Mid-Columbia Utilities. By joining this group, we are committing to assist when called , upon if we are able, and to be assisted, if it is necessary, at the normal pay rates for the responding utilities.

CITY COUNCIL OPTIONS: Approve or reject the mutual aid agreement.

RECOMMENDED MOTION: "I move to approve the Mutual Assistance Agreement with the Mid-Columbia Electric Utilities."

FINANCIAL REVIEW: No costs are required to join.

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the other Signatories as follows:

- 1.) Request for aid. The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.
- 2.) Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding Signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.
- 3.) Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.
- 4.) Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:
 - a.) Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.
 - b.) Equipment. Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location.
 - c.) Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
 - d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.
- 5.) Counterparts. The Signatories may execute this Mutual Aid Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.
- 6.) Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.

Date _____ Entity _____ (name/ state)
By _____ (please print)
Title _____

Please send signed agreement to:
American Public Power Association
ATTN: Michael Hyland
Sr. Vice President, Engineering Services
2451 Crystal Drive, Suite 1000 | Arlington, VA 22209-4804
E-mail: MutualAid@publicpower.org | Fax: 202/ 467-2932

Questions about this agreement should be directed to APPA's Engineering Services department at MutualAid@publicpower.org or 202/467-2900.

ATTACHMENT A

Parties to the Western Region Mutual Assistance Agreement:

Name of Party:	City of Cascade Locks	Service Area: Cascade Locks, Dodson, Warrendale to Bridal Veil, and Wyeth
Utility Type:	Electric	
Effective Date:	4/5/2017	

ATTACHMENT B

WESTERN REGION MUTUAL ASSISTANCE AGREEMENT (Electric & Natural Gas) *Names and Address of Authorized Representative(s)/ Billing*

Name of Utility	City of Cascade Locks
Date of Last Update	4/5/2017
Mailing Address	PO Box 308, Cascade Locks, Oregon 97014

PRIMARY CONTACT – The person who is called to place or receive requests for Mutual Assistance (company to company; within the Western Region; and/or for a National Response Event). This person may or may not have decision making authority but is the person who should be the first point of contact (weekends, after hours, middle of the night). This person will also take care of requested updates and any business related voting and decisions.

Name	Larry Massey
Title	Electric Superintendent
Email	lmassey@cascade-locks.or.us
Office Phone	541-374-8484
Cell Phone	541-399-5810
Night Phone (if different from cell)	

SECONDARY CONTACT – Serves as backup to the Primary Contact when they are unavailable or unreachable.

Name	Gordon Zimmerman
Title	City Administrator
Email	gzimmerman@cascade-locks.or.us
Office Phone	541-374-8484
Cell Phone	541-953-1087
Night Phone (if different from cell)	

AUTHORIZING PARTY – The person who is able to authorize a commitment (contractually) for Mutual Assistance – sending or receiving resources which will result in a financial obligations.

Name	Gordon Zimmerman
Title	City Administrator
Email	gzimmerman@cascade-locks.or.us
Office Phone	541-374-8484
Cell Phone	541-953-1087
Night Phone (if different from cell)	

SECONDARY AUTHORIZING PARTY – Serves as a backup to the Authorizing Party when they are unavailable or unreachable.

Name	
Title	
Email	
Office Phone	
Cell Phone	
Night Phone (if different from cell)	

Dispatch Center with 24-Hour Telephone

Name	American Messaging – Paging Service
Title	
Email	
Office Phone	
Cell Phone	541-374-8911

Billing/Payment Address

Department Responsible	Finance Department
Attention To	Marianne Bump
Bill Address	PO Box 308
Phone	Cascade Locks, Or 97014
Fax	541-374-8752
Choice of Law (State or Province)	Oregon

ATTACHMENT C

ACTIVATION OF WESTERN REGION MUTUAL ASSISTANCE AGREEMENT

Procedures for Requesting and Providing Assistance

- A. The Requesting Party shall include the following information, as available, in its request for Assistance:
 - A.1 A brief description of the emergency situation creating the need for Assistance;
 - A.2 A general description of the damage sustained by the Requesting Party, including the part of the utility system, e.g., generation, transmission, substation, or distribution, affected by the emergency situation;
 - A.3 The number and type of personnel, equipment, vehicles, materials and supplies needed;
 - A.4 A reasonable estimate of the length of time that the Assistance will be needed;
 - A.5 The name(s) and contact information of individuals employed by the Requesting Party who will be the Mutual Assistance Coordinator(s) and Operations Liaison(s);
 - A.6 A specific time and place for the designated representative of the Requesting Party to meet the personnel and equipment being provided by the Assisting Party;
 - A.7 Type of fuel available (gasoline, propane, CNG or diesel) to operate equipment;
 - A.8 Availability of food and lodging for personnel provided by the Assisting Party; and
 - A.9 Current weather conditions and weather forecast for the following twenty-four hours or longer.

- B. The Assisting Party, in response to a request for Assistance, shall provide the following information, as available, to the Requesting Party:
 - B.1 The name(s) and contact information of designated representative(s) to act as Mutual Assistance Coordinator(s).
 - B.2 The number and type of crews and equipment available to be furnished;
 - B.3 The name and title of the crew members responding to the Assistance;
 - B.4 Materials available to be furnished;
 - B.5 An estimate of the length of time that personnel and equipment will be available;
 - B.6 The name and contact information of the person(s) to be designated as supervisory personnel to accompany the crews and equipment; and
 - B.7 When and where Assistance will be provided, giving consideration to the request set forth in section A.6 above.

ATTACHMENT C-1

ACTIVATION OF WESTERN REGION MUTUAL ASSISTANCE AGREEMENT

Sample Written Request for Assistance

Date

Assisting Party Name

Assisting Party Address

“In recognition of the personnel, material, equipment, supplies and/or tools being sent to us by [name of Assisting Party] in response to a request for mutual assistance made by [Requesting Party] on [date of request], we agree to be bound by the principles noted in the Western Region Mutual Assistance Agreement (Electric and Natural Gas).

(Brief Statement of What Assistance)

[Requesting Party Name]

[Authorized Representative of Requesting Party].

ATTACHMENT D

DEACTIVATION UNDER WESTERN REGION MUTUAL ASSISTANCE AGREEMENT

Procedures for Deactivation of Assistance

- A. The Requesting Party shall, as appropriate, include the following in their Deactivation:
 - A.1. Number of crews returning and, if not all crews are returning, expected return date of remaining crews
 - A.2. Notification to the Assisting Party of the time crews will be departing.
 - A.3. Whether crews have been rested prior to their release or status of crew rest periods
 - A.4. Advisement to the Assisting Party regarding current weather and travel conditions and suggested routing

- B. The Assisting Party shall, as appropriate, include the following in their Deactivation:
 - B.1. Return of any equipment, material, tools, or supplies provided by the Requesting Party
 - B.2. Provision of any information that may be of value to the Requesting Party in their critique of response efforts
 - B.3. Estimation as to when billing will be available
 - B.4. Billing to include detail under headings as outlined in Section 4.0 of this Agreement.
 - B.5. Retention of documentation as specified in Section 5.3 of the Mutual Assistance Agreement.
 - B.6. Confirmation that all information pertaining to the building, modification, or other corrective actions taken by the Assisting Party have been appropriately communicated to the Requesting Party

ATTACHMENT E
CUSTODIANSHIP OF WESTERN REGION
MUTUAL ASSISTANCE AGREEMENT

Responsibilities of the Western Region Mutual Assistance Agreement (Electric and Natural Gas) Custodian are:

- A. Act as the single repository for all original signature pages, changes, updates, and addendums to the Agreement, including Attachment B.
- B. Ensure all Parties provide an annual update of the Authorized Representative and Alternate Authorized Representative(s), as identified in Attachment "B", no later than December 15 of each year.
- C. Distribute annual update of Attachment "B" no later than January 15 of each year.
- D. Coordinate and facilitate meetings of the parties to the Agreement, as necessary, to include an after action review of recent mutual assistance activations and document changes requested by any party to the Agreement. An annual meeting will also be held to review general mutual assistance issues, and assignment of the Agreement Custodian for the next year.
- E. Assist and guide utilities interested in becoming a party to the Agreement by providing a copy of the existing Agreement for their review and signature pursuant to Section 6.3 of this Agreement.
- F. Facilitate any necessary reviews of the Agreement.
- G. Term of the Custodian responsibilities is annual and will commence on February 1, and terminate on January 31 of the following year. There are no limits to the number of terms or consecutive terms of the custodian. The name and contact information for the current Agreement Custodian will be provided as part of the Attachment B update as outlined in A and B above.

ATTACHMENT F

SUPPLEMENTAL INVOICE INFORMATION

Sections 4 and 5 of this Mutual Assistance Agreement provide for the accumulation of costs incurred by the Assisting Party to be billed to the Requesting Party for Assistance provided. Each utility company has their own accounts receivable or other business enterprise system that generates their billing invoices. Generally these invoices do not provide for a breakdown of costs that delineate labor hours, transportation costs, or other expenses incurred in travel to and from the Assistance, or the subsequent repair of equipment that may be necessary.

This attachment provides guidelines, format and explanations of the types of cost breakdown, and supportive information and documentation that are important to accompany the invoice for providing of mutual assistance. It is intended to provide sufficient information to the Requesting Party at the time of invoice to minimize an exchange of detail information requests that may delay the payment of the invoice.

This information in no way eliminates or minimizes the Requesting Party's ability to audit the information or request additional cost detail or documentation.

Supplemental Invoice Information is a recommendation and not a requirement.

The form is available electronically from the Agreement Custodian.

This supplemental invoice information is provided pursuant to Sections 4.0 & 5.0 of the Western Region Mutual Assistance Agreement for Electric and Natural Gas, for assistance provided. (RP = Requesting Party, AP = Assisting Party)

AP Invoice Date:	RP Purchase Order # 1
AP Invoice #:	RP Reference or W/O# 2
Bill To: 3 (Requesting Party)	Remit To: 4 (Assisting Party)
Address:	Address:
Phone:	Phone:
Attention: 5	Attention: 6

Name or Description of Event:
 Location of Assistance or Event:
 Assistance / Billing Period: From: 7 To: 8
Date Assistance Accepted: Date Demobilization Complete:

LABOR 1: Employee Wages and Salary while at RP Service Area 9

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 1 Subtotal:

LABOR 2: Employee Wages and Salary while traveling to and from RP Service Area 10

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 2 Subtotal:

LABOR 3: Employee Wages and Salary of service and support personnel not traveling to RP Service Area 11

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 3 Subtotal:

LABOR 4: Overtime Wages and Salary Incurred in AP Service Area as a Result of Assistance 12

Labor:	Hours	Wages	Additives	
Overtime and Premiums:				LABOR 4 Subtotal:

LABOR TOTAL **TOTAL Wages, Salaries and Payroll Additives:** _____

MATERIALS: Cost of materials, supplies, tools, and repair or replacement of non-fleet equipment used in assistance 13

MATERIALS TOTAL **TOTAL Materials, Equipment, etc. and Additives:** _____

TRANSPORTATION: Cost of vehicles and equipment including parts and repairs and Additives (No Wages)

Fleet Costs: (Hourly or Use Charge for vehicles and equipment and Additives) 14 _____

Repair Costs: (Cost of repair or replacement of vehicles and equipment, excluding labor) 15 _____

TRANSPORTATION TOTAL **TOTAL Vehicles, Equipment, etc. and Additives:** _____

EXPENSE: Cost of transporting employees and equipment, to and from RP's Service area, and living expenses not provided by RP.

Transportation Expense: Cost to transport vehicles and equipment (fleet) to and from RP Service Area 16 _____

Travel Expense: Cost to transport personnel, airfare etc., (non-fleet equip/tools) to and from RP Service Area 17 _____

Living Expense: Cost of meals, lodging and incidentals not provided by RP or incurred during travel 18 _____

Meals Lodging Incidentals:

: : _____

EXPENSE TOTAL **TOTAL Transportation, Travel and Living and Additives:** _____

ADMINISTRATIVE & GENERAL COSTS: Cost properly allocable to the Assistance and not charged in above sections

19 _____

ADMINISTRATIVE & GENERAL TOTAL **TOTAL Administrative & General:** _____

Pay This Amount: _____

All costs and expenses of Assisting Company are summarized in this Invoice.

(A Form W-9, Request for Taxpayer Identification Number and Certification, has been included with this invoice.) 20

Instructions and Explanations

This information provides a breakdown of costs incurred in the providing of assistance, and is intended to provide sufficient details to allow Requesting Party to expedite payment by minimizing requests for detailed information. This detailed breakdown, and supportive documentation, should supplement the remittance invoice normally generated by the utility's business enterprise or accounts receivable systems.

Reference Section Explanations: (Numbers correspond to sections on preceding supplemental invoice page(s).)
(Information in parentheses and italics are references to the related section of the CUEA

MAA)

- 1 If Requesting Company has designated a Purchase Order to be used for this remittance, provide the PO number in this space.
- 2 If Requesting Company has designated a Work Order or Tracking number to be used for this remittance, provide the number here.
- 3 This "Bill To" address is designated by the Requesting Party and may be the same as the Billing / Payment Address as it appears on the Assisting Company's "Attachment B" of the Agreement. (Sec. 4.2)
- 4 This "Remittance Address" is the address specified on the Assisting Company's Primary Invoice.
- 5 The person identified in Billing / Payment section of Requesting Party's "Attachment B", or Authorized Representative, or the Requesting Party's designated Mutual Assistance Coordinator.
- 6 The person identified in Billing / Payment section of Requesting Party's "Attachment B", or Authorized Representative, or the Assisting Party's designated Mutual Assistance Coordinator.
- 7 The date the assistance was agreed to commence. (Sec. 3.2, 3.5,)
- 8 The date the assistance demobilization is complete. (Sec. 3.5, Att D) (Note: *subsequent repair or replacement costs incurred by the AP may be realized and billed past this date, as noticed by the AP to the RP in writing.*)
- 9 Labor 1: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time worked in the Requesting Party's service area, and does NOT include time or pay for travel to, or from, the Requesting Party's service area. Labor 1 total includes all employees, management and supervision, that physically traveled to the Requesting Party's service area. (The numbers are reported as totals for Hours, Wages, and Additives (premiums and additives reported in same total). Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) (Sec. 4.1(a))

- 10** Labor 2: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time or pay for travel to, or from, the Requesting Party's service area, and does NOT include time worked in RP's service area. Labor 2 total includes all employees, management and supervision, that physically traveled to the Requesting Party's service area. (The numbers are reported as totals for Hours, Wages, and Additives (premiums and additives reported in same total). Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) (Sec. 4.1(b))
- 11** Labor 3: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time or pay for employees, management, or supervision that is directly attributed to the assistance, but did NOT travel to the Requesting Party's service area. Labor 3 total may include support services in the Assisting party's own service area such as warehouse, fleet, Assistance Liaisons, administrative and coordination personnel. (The numbers are reported as totals for Hours, Wages, and Additives (premiums and additives reported in same total). (Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) (Sec. 4.1)
- 12** Labor 4: This total includes only overtime pay and additives that are incurred by the Assisting Party for emergency response in the Assisting Party's service area, that is directly attributable to the providing of assistance. This total requires detailed support information and explanation provided to the Requesting Party prior to the inclusion of costs for assistance. (Sec. 4.1 (f))
- 13** Materials: This total includes all non-fleet equipment, tools and supplies, provided by Assisting Party's warehouse or other supplier that was used, consumed, or has normally applied overhead costs or depreciation, as outlined in the agreement. (Sec. 4.1 (c))
- 14** Transportation: This total includes the hourly or use charge of vehicles and equipment, and normally applies overheads and additives, for all vehicles and equipment used in the providing of assistance. These are direct "Fleet" costs excluding labor, which is included in Labor totals. (Sec. 4.1 (d))
- 15** Transportation: This total includes cost of repair or replacement of vehicles or equipment used in the providing of assistance, by AP, dealer service, or contracted repairs, including all normally applies overheads and additives. These are direct "Fleet" costs excluding labor, which is included in Labor totals. (Sec. 4.1 (d))
- 16** Transportation Expense: This total includes only the incurred costs of transporting, by contractor or entity other than the AP or RP, the fleet vehicles and equipment to RP's service area, and return to AP's home base. (Supportive information such as contract carrier's invoice or trip tickets is recommended.)
- 17** Travel Expense: These include all costs incurred by AP for the transportation of personnel to and from the RP's service area. These include airfare, cab fare, rental vehicles, or any other transportation not provided by the RP. It also included the

transportation or shipping costs of non-fleet tools or equipment to and from the RP's service area. (Sec. 4.1(b))

- 18** Living Expense: This includes all meals, lodging, and incidentals incurred during travel to and from RP's service area. It includes any of these costs incurred while working in the RP's service area that were not provided by the RP. (Sec. 4.1(b))
- 19** Administrative and General Costs: This includes all costs that are allocable to the Assistance, to the extent that they are not included in all the foregoing costs identified in this invoice. (Sec. 4.1(e))
- 20** Form W-9, Tax Identification and Certification: This standard tax form should be completed and accompany this form, unless such information has been previously transmitted to the Requesting Company.

Mid-Columbia Utility Group 2017										3/6/2017
ORGANIZATION NAME	LAST NAME	FIRST NAME	TITLE	MAILING ADDRESS	CITY/ST/ZIP	OFFICE PHONE	CELL PHONE	FAX	EMAIL ADDRESS	
BPA	Jacobson	Nancy	Chief Operator	3920 Columbia View Drive East	The Dalles OR 97058	541-296-5114 ext. 134	541-980-7821	541-296-1969	njacobsn@bpa.gov	
BPA	Moe	Chance	System Protection & Controls	3920 Columbia View Drive East	The Dalles OR 97058	541-993-5308	541-993-5308	N/A	cmoe@bpa.gov	
BPA	Patterson	Shawn	PSC District Engineer	3920 Columbia View Drive East	The Dalles OR 97058	541-296-8032 ext. 118	541-705-7385	N/A	sbpatterson@bpa.gov	
BPA	Koski	Dave	District Manager	3920 Columbia View Drive East	The Dalles OR 97058	541-296-4684 Ext 105	541-705-5459	541-296-5121	gdkoski@bpa.gov	
BPA	Christianson	Corey	Substation Maint Foreman	3920 Columbia View Drive East	The Dalles OR 97058	541-288-8239	541-403-4651	N/A	ccchristianson@bpa.gov	
BPA	Williams	Scott	Foreman 3	3920 Columbia View Drive East	The Dalles OR 97058	541-296-4684	541-980-1496	541-296-6592	smwilliams1@bpa.gov	
BPA	Corcoran	Jim	Foreman 1	3920 Columbia View Drive East	The Dalles OR 97058	541-296-4684	541-980-1403	541-296-6592	jcorcoran@bpa.gov	
HREC	Walker	Chris	Customer Service Manager	3521 Davis Dr.	Hood River OR 97031	541-354-1233	N/A	541-354-2229	chris@hrec.coop	
HREC	Curtis	Clinton	Operations Manager	3521 Davis Dr.	Hood River OR 97031	541-354-1233	541-490-5783	541-354-2229	curtis@hrec.coop	
WEC	McCleary	Casey	Operations Manager	PO BOX 1700	The Dalles OR 97058	541-296-2740	541-980-3409	541-296-7781	caseym@wascoelectric.com	
SKA PUD	Leonard	Gary	General Foreman	PO Box 500	Carson WA 98610	509-4275126	541-490-8359	509-427-8416	gleonard@skamaniapud.com	
SKA PUD	Anderson	Jim	Line Foreman	PO Box 500	Carson WA 98610	509-427-5126	541-788-1463	509-427-8416	janderson@skamaniapud.com	
NWCPUD	McCarthy	Kevin	Director of Utility Operations	2345 River Rd	The Dalles OR 97058	541-506-3818	541-619-3208	541-298-3320	kevin-mccarthy@nwasco.com	
NWCPUD	Titus	Paul	Director of Engineering and AGM	2345 River Rd	The Dalles OR 97058	541-298-3313	541-980-2564	541-298-3320	paul.titus@nwasco.com	
NWCPUD	Morehart	Pat	Line Operations Supervisor	2345 River Rd	The Dalles OR 97058	541-298-3316	253-318-7564	541-298-3320	pat-morehart@nwasco.com	
Klickitat PUD	Rising	Rob	Line Superintendent	1313 S. Columbus	Goldendale WA 98620	541-773-7649			Rising@klickitapud.com	

Safety Meeting Schedule 2017

Office Personnel			
Month	Date	Times	Topic
January	Tuesday, January 24, 2017	9:00 AM, 11:00 AM & 2:00 PM	Behavior-Based Safety
February	Wednesday, February 01, 2017	9:00 AM, 11:00 AM & 2:00 PM	Distracted Driving
March	Wednesday, March 01, 2017	9:00 AM, 11:00 AM & 2:00 PM	Bloodborne Pathogens
April	Wednesday, April 05, 2017	9:00 AM, 11:00 AM & 2:00 PM	Hazard Communication
May	Wednesday, May 03, 2017	9:00 AM, 11:00 AM & 2:00 PM	Fire Safety / Portable Fire Ext.
June	Wednesday, June 07, 2017	9:00 AM, 11:00 AM & 2:00 PM	Radio Communication
July	Wednesday, July 05, 2017	9:00 AM, 11:00 AM & 2:00 PM	CPR First Aid
August	Wednesday, August 02, 2017	9:00 AM, 11:00 AM & 2:00 PM	Back Care and Injury
September	Wednesday, September 06, 2017	9:00 AM, 11:00 AM & 2:00 PM	Hearing Conservation
October	Wednesday, October 04, 2017	9:00 AM, 11:00 AM & 2:00 PM	Office Ergonomics
November	Wednesday, November 01, 2017	9:00 AM, 11:00 AM & 2:00 PM	Slips, Trips, and Falls
December	Wednesday, December 06, 2017	9:00 AM, 11:00 AM & 2:00 PM	Hand Safety
Operations, Engineering & Meter man			
Month	Date	Times	Topic
January	Thursday, January 19, 2017	7:00 AM	Contractor Safety Orientation
February	Thursday, February 16, 2017	7:00 AM	Working on or Near Exposed, Energized Parts
March	Thursday, March 16, 2017	7:00 AM	Bloodborne Pathogens
April	Thursday, April 20, 2017	7:00 AM	Hazard Communication
May	Thursday, May 18, 2017	7:00 AM	Fire Safety / Portable Fire Ext.
June	Thursday, June 15, 2017	7:00 AM	Enclosed Spaces / Forklift Refresher
July	Thursday, July 20, 2017	7:00 AM	Personnel Protective Equipment / CPR First Aid
August	Thursday, August 17, 2017	7:00 AM	Vault, Pole Top and Bucket Rescue
September	Thursday, September 21, 2017	7:00 AM	Hearing Conservation/Safe Driving Behavior for CDL
October	Thursday, October 19, 2017	7:00 AM	Hazardous Energy Control Procedures
November	Thursday, November 16, 2017	7:00 AM	Slips, Trips, and Falls
December	Thursday, December 21, 2017	7:00 AM	Back Care and Injury

7.6.

**CITY OF CASCADE LOCKS
City Charter
1995**

TO PROVIDE FOR THE GOVERNMENT OF THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON; AND TO REPEAL ALL CHARTER PROVISIONS OF THE CITY ENACTED PRIOR TO THE TIME THAT THIS CHARTER TAKES EFFECT.

Be it enacted by the people of the City of Cascade Locks, Oregon:

CHAPTER I

NAME AND BOUNDARIES

Section 1. TITLE OF THE CHARTER. This Charter may be referred to as the **City of Cascade Locks Charter of 1995.**

Section 2. NAME OF THE CITY. The City of Cascade Locks, Oregon, continues under this Charter to be a municipal corporation under the name of City of Cascade Locks.

Section 3. BOUNDARIES. The City shall include all territory encompassed by its boundaries as they now exist and as they are hereafter modified by the electorate of the City or by the Council. An accurate, up-to-date description of the boundaries shall be maintained at City Hall.

CHAPTER II

POWERS

Section 4. POWERS OF THE CITY. The City has all powers that the constitutions, statutes, and the common law of the United States and of this state now or hereafter expressly or impliedly grant or allow the City, as fully as though this charter specifically enumerated each of those powers.

Section 5. CONSTRUCTION OF CHARTER. In this charter, no statement of a power is exclusive or restricts authority that the City would have if the power were not specified. The charter shall be liberally construed. All powers are continuing unless a specific grant of power clearly indicates the contrary.

Section 6. WHERE POWERS VESTED. Except as this charter provides otherwise, all powers of the City shall be vested in the Council.

CHAPTER III
FORM OF GOVERNMENT

Section 7. COUNCIL. The Council consists of a mayor and six (6) councilors, elected from the City at large. Any vacancy on the Council shall not divest the Council of its powers.

Section 8. COUNCILORS. The councilors in office or elected at the time this charter becomes effective shall continue in office until the end of their term. At each biennial general election thereafter, three shall be elected, each for a four year term.

Section 9. MAYOR. The mayor in office or elected at the time this charter becomes effective shall continue in office until the end of the mayor's term. At each biennial general election thereafter, a mayor shall be elected for a term of two years.

Section 10. OFFICIALS. Other officials of the City shall be appointed and removed by the Mayor, with the majority vote of the Council. The Council may designate any official to supervise any other appointed official, except a municipal judge in the exercise of judicial functions.

Section 11. COMPENSATION OF COUNCIL AND OFFICIALS. The compensation for each official shall be set by the Council. Members of the Council shall not receive compensation unless five lay members of the Budget Committee approve, by vote, such compensation.

Section 12. QUALIFICATIONS OF THE COUNCIL.

- (1) To be eligible to serve on the Council, a person must:
 - (A) Have residency within the City for a continuous period of 12 months immediately preceding election or appointment; and
 - (B) Be registered to vote within the City for 12 continuous months immediately preceding election or appointment; and
 - (C) Continue residency within the City during any term of office; and
 - (D) Not be an employee of the City unless the employee's position is substantially volunteer in nature.
- (2) No person shall be a candidate in a single election for more than one elective City office.
- (3) No councilor shall serve in more than one public elective office.

**CHAPTER IV
COUNCIL**

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

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

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

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

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

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

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

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

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

Section 21. CITY ADMINISTRATOR. There shall be a City Administrator who shall be appointed by and serve at the will of the City Council. The City Administrator shall be responsible to the City Council for the proper administration of all affairs of the City of Cascade Locks and for carrying out the policies established by the City Council.

Section 22. MUNICIPAL JUDGE. The municipal judge shall be the judicial officer of the City. The municipal judge shall hold within the City a court known as the Municipal Court for the City of Cascade Locks, Hood River County, Oregon. The court shall be open for the transaction of judicial business at times specified by the Council. All area within the City shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the City and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the City. The municipal judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the City, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before the judge, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances of this Charter, all proceedings in the municipal court for the violation of a City ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

Section 23. CITY RECORDER. The recorder shall serve as the City election official, shall maintain the records of the City and a record of Council proceedings. The City Administrator shall designate another City employee to serve in the absence of the City Recorder.

CHAPTER VI ELECTIONS

Section 24. CONDUCT OF ELECTIONS. The election laws of the State of Oregon shall apply to elections held under this Charter except as this charter or an ordinance of the City prescribes otherwise.

Section 25. TIE VOTES. In the event of a tie vote for candidates for the Council, the successful member of the Council shall be determined by a public drawing of lots in a manner prescribed by the Council prior to the first day of the calendar year immediately following the election at which the tie vote occurred.

Section 26. COMMENCEMENT OF TERMS OF OFFICE. The term of office of a person elected at a regular City election shall commence the first day of the year immediately following the election.

Section 27. OATH OF OFFICE. Before beginning duties for a term of office, each member of the Council shall take an oath or affirm support of this charter, the ordinances of the City of Cascade Locks, the constitution and laws of the United States and State of Oregon, and faithful performance of the duties of a member of the Council.

Section 28. NOMINATIONS. A person qualified to serve on the Council may submit a petition to the City Recorder for nomination specifying the position sought. Each petition of nomination shall include the signature and residence address of the prospective nominee. The petition for nomination shall be signed by at least 20 electors who reside within the City or, in the alternative, a petition may be filed without signatures of electors by the payment of a \$20.00 filing fee. The signatures to a nomination petition shall have an affidavit of the circulator of the petition attached indicating the number of signers to the petition and stating that each signature on the petition was made in the presence of the circulator of the petition. Each petition for nomination shall include each signer's residence by street address. If a nomination petition is deficient, the recorder shall return it to the prospective nominee and shall advise in writing of the deficiency within three working days of the date the nomination petition is filed. The deficient petition may be amended and refiled or a new petition for the same candidate may be filed. Nomination petitions shall be filed with the City Recorder as provided by ordinance or if not so provided, as required by state law. The City Recorder shall furnish the County Clerk with a certified statement of the City offices and candidates for City offices in a timely manner as required by state law.

CHAPTER VII VACANCIES IN OFFICE

Section 29. OCCURRENCE OF VACANCIES. The office of a member of the Council becomes vacant:

- (1) Upon the member's:
 - (A) Death;
 - (B) Adjudicated incompetence;
 - (C) Recall from office;
 - (D) Ceasing residency in the City; or
 - (E) Resignation from the Council.

- (2) Upon declaration by the Council of the vacancy in the case of:
 - (A) Failure, following election or appointment to the Council, to qualify for the Council within ten days from the date the term is to begin.
 - (B) Absence from all regular Council meetings within a 60 day period, without the consent of the Council; or

(C) Conviction of any felony or a crime relating to performance of Council duties.

Section 30. FILLING OF VACANCIES. Council vacancies shall be filled by a majority of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term.

CHAPTER VIII ORDINANCES

Section 31. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The City of Cascade Locks ordains as follows:"

Section 32. METHODS OF ADOPTION.

(1) An ordinance shall be fully and distinctly read in open Council meeting on two different meetings before being adopted by the Council; and

(2) An ordinance may be adopted at a single meeting by unanimous vote of the entire Council, if:

(A) Two readings, by title only or in full, shall occur, and

(B) Any section of a proposed ordinance containing substantive change shall be read in full prior to consideration.

(3) A reading of an ordinance may be by title only if:

(A) No member of the Council present at the meeting requests that that ordinance be read in full, and

(B) At least one week before the reading:

(1) A copy of the ordinance is provided to each member of the Council, and

(2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and

(3) Notice of the availability and the title page of the ordinance is posted at the City Hall.

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

[Section 4 is added as an amendment to the Charter per November 4, 2008 General Election]

CHAPTER IX
PUBLIC IMPROVEMENTS

Section 35. CONDEMNATION. Any necessity of taking property for the City by condemnation shall be determined by the Council and declared by a resolution of the Council describing the property and stating the uses to which it shall be devoted. Except as provided in this section, any private real property condemned by the City may not be conveyed to another private party without offering the original owner, or the heirs of the original owner the right to repurchase the property for no more than the original condemnation value, adjusted for inflation of no more than 3% per year, or the real market value, whichever is less.

A. When private real property is condemned by the City because:

- 1) It constitutes a danger to the health or safety of the community; or
- 2) Because of dilapidated structures or insufficient water or sanitary facilities; or
- 3) Any combination of these factors apply, then the repurchase price established in this section shall also include the actual cost of correcting the deficiencies listed in this section.

[Section 35 is amended per November 4, 2008 General Election]

Section 36. IMPROVEMENTS. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by ordinance or to the extent not so governed, by state law. Action on any proposed public improvement, except a sidewalk or an improvement unanimously declared by the Council to be needed immediately due to an emergency, shall be suspended for six months upon filing of remonstrances by owners of two-thirds of the property to be specially assessed for the improvements. "Owner" in this section refers to the record holder of legal title. However, as to land being purchased under a recorded land sale contract, the purchaser shall be considered the owner.

Section 37. SPECIAL ASSESSMENTS. The procedure for fixing, levying, and collecting special assessments against real property for public improvements or other public services shall be governed by ordinance.

Section 38. PUBLIC CONTRACTS AND CONTRACTS FOR PUBLIC IMPROVEMENTS. Public contracts and contracts for public improvements shall conform to the requirements of state law.

CHAPTER X
MISCELLANEOUS PROVISIONS

Section 39. LIENS AGAINST REAL PROPERTY FOR UNPAID UTILITY CHARGES. Ordinances may provide that unpaid City utility charges may become a lien against real property and may further provide for foreclosure of such liens.

Section 40. DEBT LIMIT. The City's indebtedness may not exceed the limit imposed by state law. Any City official or employee who creates or officially approves indebtedness in excess of the limitation is jointly and severally liable for the excess. A charter amendment is not required to authorize City indebtedness.

Section 41. CONTINUATION OF ORDINANCES. All ordinances in force when this charter becomes effective shall remain in effect until modified or repealed.

Section 42. REPEAL. All charter provisions adopted before this charter takes effect are hereby repealed.

Section 43. TIME OF EFFECT OF CHARTER. This charter shall take effect on the **4th** day of **November, 2008**.

1. Call To Order/Pledge of Allegiance. Mayor Tom Cramblett called the meeting to order at 7:07 PM. Port President Jess Groves, Port Commissioner Brad Lorang, Citizen Member Bernard Seeger, Port General Manager Paul Koch, City Recorder Kathy Woosley, Aaron Sorenson, Gyda and Don Haight, Katelin Stuart, Ray Cless, and Dave Palais were also present.
2. Welcome and Self-Introductions.
3. Adoption of January 26, 2017 Minutes. PCM Lorang moved to adopt the minutes of January 26, 2017, with the sentence on page 3 deleted, "Nate Stice stated that Nestlé is on the table." PP Groves seconded the motion. The motion passed unanimously.
4. Citizen Input. None.

5. City/Port Issues:

a. Continued Discussion - How to get facts and information out to the community. Continued general discussion regarding the need to be more aggressive and strategic in getting factual information out to the public regarding development opportunities. The JWGED should discuss and determine what strategies it thinks should be carried out to get all the pertinent facts out to citizens. PGM Koch said this topic will remain on the agenda so members can be thinking of different ways to inform the community. He said that Choi at the Columbia Market has made specific space for Port and City notices.

b. Port Economic Development Activities. PGM Koch had a copy of the 15 Year Bridge of the Gods Maintenance Plan. He said the next revision would be a 30 Year Plan with the focus on a point of replacement for the Bridge. PGM Koch said he has been in discussion with ODOT and WSDOT on I-84 closures and the backup that is created for SR 14. He said they are reviewing what happened during the train derailment in Mosier and coming up with ideas to make the traffic situation better. He said they hope to have a plan by the end of summer.

PGM Koch said the Port is considering a green company that recycles glass beverage bottles to open business in 2018. He said they would hire 25-30 employees. He said the Port is hoping for Flex Building 2 to be completed and ready for business in 2018. He said a Mexican Restaurant would like to open a business in the downtown area. PGM Koch said the Port is drafting an RFP for the study on the highest and best use of the state airport property.

PGM Koch reported that Holly has moved but the Port will be contracting with her for ongoing services. He said the Port has made some organizational changes in order to continue the work Holly was doing. He said the Port will be hiring a new Receptionist/Clerk and also hiring part time seasonal toll takers.

PGM Koch reported on searching for grants for the Toll Collection Technology Plan and the Bridge of the Gods Seismic Plan. He said the Port Commission has budgeted for Phase 1 of a four year plan on improvements to the pavilion to include cupboards and counters to help with wedding bookings.

PP Groves said ODOT has funded 2.8 million toward the bus transportation to Multnomah Falls. He said the bus is supposed to be coming to Cascade Locks this summer. He said he met in Salem last week to discuss transportation needs and will also be meeting with all levels of the Highway Departments in Washington, D.C.

PP Groves said the JWGED might want to start thinking about and have further discussion on food carts. He said it is the trend and thought it could work here. Citizen Member Seeger informed the group of the City of Gresham's regulation of food carts. He said they are popular. He said Cascade Locks would be a short term situation which might be a deterrent. Katelin spoke of a brewery in Washington that has food carts only on weekends and said it seems to work for them. Aaron said a lot of food carts have actually expanded to brick and mortar businesses in Portland. Mayor Cramblett

said if they weren't carnival type food but a chef actually preparing the food it might work here. Citizen Member Seeger said restaurants are required to pay SDC's and food carts can get around that so there are a lot of debates surrounding this issue. PP Groves said the downtown area may not be a good location but possibly the east end of town would work. He said he would like to research the idea some more.

Citizen Member Seeger said we will miss Holly. He said she was the key contact for all the races in Cascade Locks. He asked if these events were going to be covered in her absence. PGM Koch said the Port has hired an Event Coordinator and staff has reviewed everything that Holly was involved with and being divided among staff.

c. City Economic Development Activities. Mayor Cramblett said the City is responsible to cover services for incoming businesses and power is now available with the rebuild of the substation. He said the citizens are going to be paying the increases to water and sewer rates with the system improvements that are coming. He said businesses are needed to share in these costs.

Mayor Cramblett said the Council is still working toward getting Nestlé here in Cascade Locks. He said the third and final step of the process is the water exchange, which will take one to two years to process. He said the Council supports Nestlé. Mayor Cramblett said Cascade Locks has beauty and water as their two natural resources.

Mayor Cramblett said he and City Administrator Zimmerman will also be meeting in Washington, D.C. with the Port. He said the City and Port has more clout by working together. He said the City will be meeting with BPA to talk about the Bonneville Substation. PGM Groves said the Port will be dealing with the much needed transportation issues and said he would be testifying at the State regarding Senate Bill 454.

Mayor Cramblett reported on his trip to towns in Maine that have Nestlé facilities. He said some of the people had issues with Nestlé but everyone said Nestlé had been good for their community. He said he didn't hear anything negative in any of the communities he visited and it is all in how the water is managed. Citizen Member Seeger said Fryeburg, Maine supports 4,000 people with an average rainfall of 48" so if they can make it work, so can Cascade Locks.

The group discussed the sewer treatment plants and researching other alternatives. Mayor Cramblett said Cascade Locks is too small to take many risks.

6. Reports from Other Agencies. Aaron said MHCC received accreditation for the Mechatronics Program. He said it is a two year Associate Degree Program. Aaron said MHCC received feedback from Oregon businesses and learned that manufacturing and new technologies were needed in order to stay competitive. He said MHCC is the first college in Oregon to offer certification in Mechatronics.
7. Other Matters. None.
8. Next Meeting: The group set a tentative date of April 13th for the next meeting since there will be a couple of members unable to attend.
9. Adjournment. PC Lorang moved, seconded by PP Groves, to adjourn the meeting. The meeting was adjourned at 8:42 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

CITY of CASCADE LOCKS – Tourism Committee Meeting Agenda

TOURISM COMMITTEE MEETING, Monday, March 6, 6:00 PM, Council Chambers

1. Call Meeting to Order & Roll Call. The meeting was called to order by Chairman Fine at 6:00 pm. Attending: TM Baseman, TM Troeger, TM Park, TM Baseman, TM Daniel, TM Thomson, TM Shelley. Also attending Sofia Urrutia-Lopez, Gordon Zimmerman, Jan McCarten.
2. Amendments to the Agenda. TM Park requested 11H. Short Term Rentals to be added to the agenda.
3. Comments by the General Public. None.
4. Discussion/Declaration of Potential Conflicts of Interest. None.
5. Approval of Minutes Presented
6. Approval of Financials. TM Park made a motion to approve financials as presented, TM Troeger seconded. Motion carried unanimously.
7. Approval of Bills
8. Staff Support Report – Sofia Urrutia-Lopez. To go along with budgeting, Support Staff has come up with a calendar of anticipated costs/deadline. This will help everyone to be on track for what to prepare for for that month for what to discuss, make a decision on, etc. A community member has reached out to me about some upcoming events seeking Tourism Committee Members participation in SOLVE Clean Up on April 22nd. Usually SOLVE Clean Ups involve going to the beach, EasyCLIMB trail and/or other tourist visited places. It takes place for approx. 4 hours. Tourism Committee is committed to at least post the event on Facebook and website. TM Thomson volunteered for SOLVE Clean Up. West Columbia Gorge Chamber of Commerce has asked if the Committee would participate in their co-op page for \$250.00 They would like to know by tomorrow, March 7th. The group came to a consensus to forego an ad as they felt it was repetitive to place an ad in the same magazine the Tourism Committee has agreed to put in a co-op ad in already. Sail the Gorge has approached the Tourism Committee if the group would like to place an ad in their magazine, the deadline is March 7th. Cost of the ad is detailed in the print out. Sail the Gorge has also submitted a grant request which the committee will have a chance to review in April. TM Park made a motion to advertise in Sail the Gorge magazine by placing a half page ad with the consideration of including the map as an editorial piece, same as the map provided in 2016 to Sail the Gorge, seconded by TM Shelley. Motion carried unanimously. The Dalles Chamber of Commerce has asked if the Tourism Committee would like to be included in their directory (online) for no cost. Not only will they have us listed on their website but will open lines of communications for future opportunities to partner. There will be two other grant submittals up coming in April: PCT Days and Garage Sale Days. Support Staff will scan the requests and will email them to all committee members before the April meeting, there will be a few copies at the meeting as well. Support Staff Would like everyone to know that Sternwheeler Days is not happening this year. Several people have been asking (community members and tourists) about it already. There is a need for it to take place but lack of organization is preventing it from happening.
9. Port Report – Jan McCarten. The Mountain will hopefully move forward this year in the month of June. McCarten is currently working out details with the Mountain Men and wants to ensure a safe environment is a priority. The Port is developing a rack card specifically for venue rental (private events like weddings). They placed an ad in the Hood River News. Nearly all Saturdays are reserved for weddings in the Port's Marine Park. McCarten has been working closely with Hood River and Skamania County Chamber of Commerce to advertise upcoming events in Cascade Locks. TM Park requested an updated event list include a projection of number of attendees.
10. Old Business
 - A. Strategic Plan Work Session Reschedule. Support Staff presented a working document of the Strategic Plan that her and TM Park have worked on together. Support Staff asked the Committee to

look over the document and to give feedback. The group came to a consensus to schedule the next Strategic Plan Work Session on March 20th at 6:00 PM in City Hall Council Chambers. TM Park suggested inviting partners and other Chambers of Commerce to comment on the Strategic Plan as it nears its completion. TM Shelley suggested a breakfast or dinner open to the public as apart of the open commenting stage.

- B. Bridge of the Gods Mural. Zimmerman updated the group on progress of Bridge of the Gods mural funding. He stated that he wrote a grant request to Reser's Foundation for majority of the funds (\$12,000) while Port of Cascade Locks have budgeted \$3,000 and \$3,000 would come from the Tourism Committee. The project would not move forward until Reser's Foundation has either approved or denied the grant.

11. New Business

- A. Reappoint Chairman, Vice Chairperson. TM Shelley made the motion to re-appoint Fine as Chairperson and to re-appoint Park as Vice Chairperson, TM Thomson seconded. Motion carried unanimously.
- B. Appoint Treasurer, Secretary. After much discussion the Committee decided not to appoint a member of the Committee as Secretary or Treasurer. TM Park suggested Support Staff continue to take notes during Tourism Committee as well as to help Chairman Fine with Treasurer duties.
- C. Budget 2017-2018. The Committee discussed with Zimmerman the 2017-2018 budget. TM Park had asked for categories to be more specific, Zimmerman noted that the umbrella of budget lines were requested last year during budget discussion. For example: Tourism Support includes Budget items such as Tourism Event Promotion, Advertising and Display Fees, and Matching Grant Program under one umbrella. TM Park asked for Support Staff to categorize every expense for the Committee members monthly. The following was purposed: Travel & Training \$3,000, Postage \$300, Utilities \$120, Contract Svc - Audit \$1,200, Contract Svc - TRT Audit \$1,200, Contract Svc - Brochure Distribution \$3,300, Contract Svc - Misc \$25,000, Dues Publications Notices \$2,000, Tourism Support \$50,000 for a total of \$85,920. Capital Reserve \$50,000, Grant Fund #7 \$3,000 and Contingency \$30,080 for a grant total of \$169,000. TM Park made a motion to approve the 2017-2018 Budget as presented, seconded by TM Shelley. Motion carried unanimously.
- D. Travel Portland Marketing Conference - March 16. Support Staff is requested support to attend Travel Portland's Marketing Conference on March 16th from 9:00a-4:00p in Portland. The benefit of the conference is applying the information learned to marketing that directly contributes to the Tourism Committee's messaging and branding as well as helping community businesses understand the benefit of marketing and social media platforms The cost is \$40. TM Thomson stated that she would like to also attend the conference. The conference includes information on: brand marketing, trends in social media marketing, location based strategies, digital marketing: goal setting & expectations, digital trends, etc. TM Park made a motion to support Support Staff and TM Thomson to attend the Travel Portland Marketing Conference, with the fee not to exceed \$40.00 per person, seconded by Baseman. Motion carried unanimously.
- E. Travel Oregon Governor's Conference - May 10-12. Support Staff Travel Oregon's Governor's Conference takes place from May 10-12 in Salem, Oregon. The Governor's Conference lends to experiences of networking and partnership building with more than 450 attendees, exhibitors, sponsors, and industry experts. The Governor's Conference is the go-to place for the latest thinking around product development, social media, marketing, and other travel and tourism industry topics vital for Cascade Locks and the Tourism Committee. Support staff is seeking support in Governor's Conference attendance and lodging. The fee for the conference is \$300 plus \$109 per night. Support Staff encouraged other Committee members to attend, TM Shelley, Chairperson Fine and TM Thomson stated they would like to attend the conference, as well. TM Park made a motion to send Support Staff and Committee Members to the Travel Oregon Governor's Conference not to exceed \$2,500 in fees total, seconded by TM Thomson. Motion carried unanimously.
- F. Brochure Inventory. Support Staff stated there are approximately 10 boxes of full boxes left. Support Staff asked when the Tourism Committee would like to consider a new brochure front cover. The Committee came to a consensus to distribute the rest of the brochures before using new front cover brochures. The Committee also decided to discuss at the next Tourism Committee a new

cover photo. TM Park suggested asking Certified Folder Display what the cost would be to add Salem, Oregon to distribution clients.

- G. Grant Application - Modification. Zimmerman stated he changed some of the language on the Tourism Committee grant to allow requestors better access to funding via the grant process. Funding from the grant is designated to enhance visitor experiences and tourism promotion efforts within the Cascade Locks area and surrounding region of the Columbia River Gorge. The new edition will be sent to Support Staff to give to future partners and post on website.
- H. Cascade Locks Video Concept. TM Park suggested revisiting a video concept for the Tourism Committee to be completed by 2018. The idea would be to put together a commercial that showcases Cascade Locks assets throughout the shoulder season. TM Park will work with Support Staff to put together a Scope of Work.
- I. Short Term Rentals. TM Park discussed with the Committee a proposal being made to the Planning Commission in regards to Short Term Rentals in Cascade Locks. She stated she felt the ordinance was too restrictive. TM Park said it would be detrimental to tourism if the rules and regulations were too restrictive, prohibiting tourists to rent short term rentals as well as deter owners from having short term rentals. She volunteered to draft a letter to the Planning Commission suggesting changes to the proposed ordinance. The Tourism Committee came to a consensus to support the letter drafted by TM Park.

13. Tourism Committee Member Reports

- A. Debbie Fine. None.
- B. Cindilee Baseman. None.
- C. Caroline Park. None.
- D. Harry Troeger. None.
- E. Joseph Shelley. None.
- F. Barbie Daniel. None.
- G. Emmy Thomson. None.

14. Next Meeting Date & Time: April 3, 2017

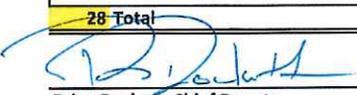
15. Adjournment. Motion made by TM Park to adjourn the meeting, second by TM Daniel. Motion carried unanimously. Chairman Fine adjourned the meeting at 9:00 PM.

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.

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 March 2017

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Officer	Classification	
S170121	03/04/17	20	domestic	1 Alarms
S170154	03/17/17	26	domestic	2 Animal Control
S170158	03/18/17	27	informational	0 Assault
S170176	03/27/17	18	theft	0 Burglary
S170185	03/31/17	24	warrant	0 Civil Issue
				1 Disturbance / Nuisance
				3 Domestic Situation
				0 Drug Activity
				1 Harassment
				0 Hit & Run
				0 Juvenile Problem - MIP, Missing, etc.
				1 Marine
				0 Mental / Suicide
				0 Missing Person
				1 MVC / Traffic Complaint / Assist
				0 Order Violation - Restraining, No Contact, etc.
				0 Property - Lost/Found
				1 Paper Service & Attempts
				6 Request for Assistance / 911 Hangups/Welfare
				0 Robbery
				0 Sex Crimes / Rape
				0 Subject Stop
				3 Suspicious Activity / Prowler / UEMV
				1 Theft (inc SV/UUMV)
				5 Traffic Stops
				1 Trespass / Unwanted Subject
				0 Unattended Deaths
				0 Vandalism
				1 Warrant Service & Attempts
				0 Weapons / Shots Fired
Total	5			28 Total

Total Number of Cascade Locks patrols **45**
 Total Calls for Service **58**
(includes followup, OFCR initiated, agency assist, SAR, etc.)
 Hours worked by Deputy Harvey **70.5**
 Hours worked by other personnel


 Brian Rockett, Chief Deputy