CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, December 11, 2017, 7:00 PM, CITY HALL

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

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.**
3. **Adoption of Consent Agenda.**
   a. **Approval of November 27, 2017 Minutes.**
   b. **Ratification of the Bills in the Amount of $163,352.51**
   c. **OLCC License for Native Cider**
   a. **Approval of Resolution 1387 Repealing Resolution 1152 and Incorporating Changes in Oregon State Law 192 Pertaining to Records Requests, Effective January 1, 2018**
4. **Public Hearing:**
5. **Action Items:**
   a. **Appointment to Committees.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.**
7. **Reports and Presentations.**
   a. **City Committees.**
   b. **Mid-Columbia Economic Development (MCEDD), Amanda Hoey, Executive Director**
   c. **Hood River County Energy Plan, Marla Harvey, John Roberts**
   d. **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 7:00pm. CM's Groves, Fitzpatrick (called in via phone), Walker, Busdieker and Zerfing (called in via phone) and Mayor Cramblett were present. CM Randall was excused. Also present were CA Zimmerman, Deputy Recorder Marilyn Place, Brenda Wood and Camera Operator Betty Rush.

2. **Additions or amendments to the Agenda.** None.

3. **Adoption of Consent Agenda.** Mayor Cramblett read the list of items on the consent agenda.

   a. Approval of November 13, 2017 Minutes.
   b. Ratification of the Bills in the Amount of $110,175.64.
   c. Brigham Fish Market OLCC License

   Motion: CM Walker moved to approve the consent agenda, seconded by CM Groves, The motion was approved unanimously.

4. **Public Hearing:** None.

5. **Action Items:**

   a. Appointment to Committees Norm Borque turned in an application to the Tourism Committee. CA Zimmerman added Mr. Borque had 40 years of history in the publishing and marketing industries. There was consensus of Council to appoint Mr. Borque to the Tourism Committee.

   b. Approval of Res. 1386; Increasing Solid Waste and Recyling Rates for 2018. CA Zimmerman reminded Council and Mayor Cramblett that Mr. Winterbottom with Hood River Garbage and Recycle was here with his rate proposal during our last meeting. CA Zimmerman went on to say that the consideration of this resolution will put the increases into effect January 1, 2018. **Motion:** CM Busdieker moved to approve Resolution No. 1386 authorizing Waste Connections, Inc. d.b.a. Hood River Garbage and Recycling, to collect solid waste and recycling within the City of Cascade Locks; setting charges and rates for providing such services during 2018, and repealing Resolution No. 1367. CM Groves seconded, the resolution passed unanimously.

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 presented his City Administrator Report to the Council for Monday, November 27, 2017.

   CA Zimmerman elaborated on item number two in his report stating we will clear over $15,000.00 on the sale of the New Holland Tractor TS110 Brush Hog.

   CA Zimmerman stated the Architectural Review Committee met today and reviewed the plans for Thunder Island Brewery in preparation for the meeting with the Planning Commission on December 14. He said parking issues are being resolved before the Planning Commission meeting. CA Zimmerman went on to say it is a nice looking building that will be a good addition to the downtown.

   CA Zimmerman's said the Fish Food Bank Food Box Fly In in conjunction with the Oregon and Washington Pilots Association, was well received. He added the boxes were decorated by

elementary school kids and the Pilots Association flew the boxes out in their private planes and landed at the airport to distribute the boxes. CA Zimmerman said that thanks go to the pilots, kids and Martha Lamont, who coordinated the event. CA Zimmerman reminded Council our next scheduled Council meeting is on December 25th. There was consensus of Council to cancel the meeting on December 25th.

8. **Mayor and City Council Comments.** CM Walker thanked Martha Lamont who worked very hard on the Food Bank Fly In, there was a lot of news coverage because of that event. He also commented on the traffic jams that will be occurring this Tuesday through Thursday to and from Hood River on I-84 due to the repositioning of the barriers from the single lane back to two lanes. CM Walker wanted to encourage everyone who can, to pick up a tag on the Giving Tree. It means a lot to the kids in town he said.

   CM Busdieker said she would also like to thank Martha and the Food Bank. She said we also got a lot of media coverage over the weekend for Small Business Saturday saying she saw pieces on several of our local businesses. CM Busdieker said the people who put on the Thanksgiving Community Dinner down at the pavilion want to continue doing it in the future.

   CM Groves also wanted to thank Martha Lamont and everyone who was involved in the Food Box Fly In. She added she liked the lights and the Port did a great job getting the lights up around the bridge. CM Groves thanked the City Crew and stated that she has been cleaning off drains every time she takes a walk so the streets don't flood.

   Mayor Cramblett said that Martha Lamont and all her volunteers are doing a great job for us. He also remarked about the lighting ceremony saying it was great and the Bridgeside was packed with adults and kids watching the lighting on the bridge. Mayor Cramblett said he was looking into the possibility of having Bobby Young, who owns a drone that has the capability to fly up in to our basins and take pictures, come to a meeting and talk about that. He said it behooves the City if the potential is out there for a landslide to keep an eye out on our own areas. Mayor Cramblett said we believe that the Dry Creek basin and the Rudolph basin have a potential for problems and the biggest problem is if those trees fall down into the creek beds and create a damn and then a lake forms behind that damn, those damn's can break. He said that with the technology of Bobby Young's drone it can keep an eye on the log dams. CM Busdieker added the quality of the photography that Bobby can do is really high.

9. **Other matters.** CA Zimmerman said our original resolutions for establishing Water and Waste water System Development Charges called for annual increases based on the consumer price index. He said we've never applied that increase from 2004 for the Water SDC's or 2006 for Waste Water SDC's. He stated if we had applied those percentage increases every year for those years it would have put about $75,000 more in our SDC accounts. He went on to say the SDC's are charges that are paid for by people who are coming in to the community and constructing new buildings. CA Zimmerman said he was bringing this to the Councils' attention to see if they will consider going back to increase the fees to what they would normally would have been. CA Zimmerman stated these dollars can't be used to run and operate Water and Waste Water utilities, but can be spent on capital improvements. Mayor Cramblett asked for an example of the capital improvements that need to be made that we would use those funds. CA Zimmerman said, the 3.7 million dollar water project is an example of a capital improvement. He added that we can't use the funds for repairs, like a water leak, but we can put in new water lines and wells because that would be a capital improvement.

He said the connection charges would not increase but the SDC's would. CM Busdieker asked if it's been run by the lawyer to make sure we are in compliance with the resolution in having to ask the citizens to raise the SDC charges. CA Zimmerman said he would be happy to do that.

Council discussed weather to refinance USDA Sewer Loan at a lower rate. CA Zimmerman said if we were able to find several other cities to combine our USDA loan with and collectively refinance at a rate of 2 to 2.5 % we could save 30 or 40 thousand dollars on the remaining life of the loan. He said we are asking the state for a "one stop" for our waste water master plan financing and if we are successful in getting some assistance with that through the state they may require us to pay off the USDA Sewer Loan as part of that whole package.

CA Zimmerman reminded the Council regarding the upgrade of electrical capacity from the substation to the city line and the cost of burying the lines will inevitably have to be done later in preparation for growth. CA Zimmerman asked if Council would want to barrow the money now to do it right the first time or go with the less expensive option and pay ourselves with the funds we have set aside and not bury the lines. CA Zimmerman went on to say if Mr. Snyder does the trenching for us it's going to substantially reduce the cost of burying the lines because it's on Mr. Snyders own property and maybe he will give us some consideration. CA Zimmerman added that he needs to know which way the Council wants to go because we do have the money now to do the lines overhead but he questioned if it made sense to do that when in three years will have to spend money again to bury the lines. CM Busdieker asked if we could consult with Mr. Snyder on how much money he could save the City by doing the trenching. CA Zimmer said he would talk with Mr. Snyder. Mayor Cramblett asked if we had the material to go underground. CA Zimmerman said that we have the material to put the lines overhead. Mayor Cramblett pointed out that underground wire is much more expensive than over ground wire adding that if we can manage the proper increases to the capacity with the material we have by going with the overhead option then it's more cost effective to do that. CA Zimmerman said that interest rates will only go up and if we decide to go underground later we will end up spending more. He added we are going to rapidly approach the capacity of the substation if the growth continues. CA Zimmerman said he would gather some more information and come back to the Council with estimates.

10. **Executive Session Per ORS 192.660 (2) (b) Personnel.** At 7:43 pm Council moved from Regular Session into Executive Session. Present were CM's Groves, Fitzpatrick (called in via phone), Walker, Busdieker and Zerfing (called in via phone) and Mayor Cramblett. CM Randall was excused. Also present were CA Zimmerman, Deputy Recorder Marilyn Place

11. **Adjournment.** **Motion:** CM Busdieker moved to adjourn executive session at 8:00pm. CM Walker seconded. The motion passed unanimously

Prepared by
Marilyn Place

APPROVED:

_____
Mayor Cramblett

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
11/22/2017	PR	$ 54,675.44
11/30/2017	A/P	$ 108,677.07
	GRAND TOTAL	$ 163,352.51

APPROVAL:

_____
Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8873	11/17	11/30/2017	4910	600143602 1	Albert Gaub	Refund Deposit	5121130	216.80
Total 8873:								216.80
8874	11/17	11/30/2017	200	2872729474	AT&T MOBILITY	Electric Department Phone	5140562050	76.18
Total 8874:								76.18
8875	11/17	11/30/2017	7034	830	Bernadette Murray-Macioce	Tourism Staff Support	0840562110	920.70
Total 8875:								920.70
8876	11/17	11/30/2017	370	58772	BIO-MED TESTING SERVICE	Drug Testing	0540562063	40.00
Total 8876:								40.00
8877	11/17	11/30/2017	790	313230273 1	CENTURYLINK	Fire Department Phones	0540562050	150.46
8877	11/17	11/30/2017	790	313401451 1	CENTURYLINK	Sewer	3140562050	119.65
8877	11/17	11/30/2017	790	313470082 1	CENTURYLINK	City Hall Phones	0140162050	388.58
8877	11/17	11/30/2017	790	313785538 1	CENTURYLINK	telemetry	2140562050	130.99
8877	11/17	11/30/2017	790	313785538 1	CENTURYLINK	telemetry	3140562050	131.00
8877	11/17	11/30/2017	790	313891134 1	CENTURYLINK	Emergency After Hours	5140562050	62.24
8877	11/17	11/30/2017	790	313891134 1	CENTURYLINK	Emergency After Hours	5140662050	14.84
8877	11/17	11/30/2017	790	314228414 1	CENTURYLINK	Lift Station	3140562050	103.73
8877	11/17	11/30/2017	790	320153997 1	CENTURYLINK	well house dialer	2140562050	9.51
Total 8877:								1,111.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	0230540250	534.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	0230540251	922.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	0230540252	1,513.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	0330540030	250.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	2130543700	724.00
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	2130543701	40.71
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	3130543701	40.71
8878	11/17	11/30/2017	6834	111717	Conkraft Construction	Refund building estimates	3130543800	1,500.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 8878:								5,524.42
8879	11/17	11/30/2017	4910	300166310 1	Dakota Lawhead	Refund Deposit	5121130	157.44
Total 8879:								157.44
8880	11/17	11/30/2017	1360	131419	DAVID R. CUNNINGHAM	fire department work	0140162082	90.00
8880	11/17	11/30/2017	1360	131420	DAVID R. CUNNINGHAM	City Network	0140162082	2,115.00
Total 8880:								2,205.00
8881	11/17	11/30/2017	2020	1294748	GENERAL PACIFIC INC.	2" Deep Pocket PVC Swedge Coupler	5140562201	90.00
Total 8881:								90.00
8882	11/17	11/30/2017	7021	I-1563756	Gorge Networks	Internet Service	0140162082	201.79
Total 8882:								201.79
8883	11/17	11/30/2017	2420	9370	HOOD RIVER CO. - FINANCE	November Deputy Service	0141962250	7,600.00
Total 8883:								7,600.00
8884	11/17	11/30/2017	2700	PLACE 2017	IIMC	Membership Dues	0140162030	100.00
Total 8884:								100.00
8885	11/17	11/30/2017	4910	100088502 1	Jefferey Sacre	Refund Deposit	5121130	215.94
Total 8885:								215.94
8886	11/17	11/30/2017	3160	112217	MARIANNE BUMP/PETTY CASH	Reimburse Petty Cash	0140162010	27.36
Total 8886:								27.36
8887	11/17	11/30/2017	3910	33843	NORTHWEST PUBLIC POWER ASSOC	2018 Membership Dues	5140562030	1,859.47
Total 8887:								1,859.47

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
8888	11/17	11/30/2017	3940	2018	OAMR	Membership Dues	0140162030	50.00
8888	11/17	11/30/2017	3940	980	OAMR	Membership Dues	0140162030	50.00
Total 8888:								100.00
8889	11/17	11/30/2017	3970	23613	OAWU	Annual EOY Conference	2140562020	167.50
8889	11/17	11/30/2017	3970	23613	OAWU	Annual EOY Conference	3140562020	167.50
Total 8889:								335.00
8890	11/17	11/30/2017	6935	89635	Oregon Travel Experience	4x4 panel	0840562114	75.00
Total 8890:								75.00
8891	11/17	11/30/2017	4640	OCT 2017	PITNEY BOWES INC	Postage	0140162055	150.00
Total 8891:								150.00
8892	11/17	11/30/2017	6780	23738846	Ricoh Americas Corporation	Lease	0140162120	179.02
Total 8892:								179.02
8893	11/17	11/30/2017	5510	8047408219	STAPLES CONTRACT & COMMERCIAL	Footrest	0140162010	61.49
8893	11/17	11/30/2017	5510	8047513348	STAPLES CONTRACT & COMMERCIAL	Folders, rulers, toner, 3-hole punch	0140162010	147.21
Total 8893:								208.70
8894	11/17	11/30/2017	4910	100089002 1	Steven Blakeley	Refund Deposit	5121130	149.62
Total 8894:								149.62
8895	11/17	11/30/2017	6110	NOV 2017	U.S. POSTAL SERVICE	UB Postage	0140162055	291.28
Total 8895:								291.28
8896	11/17	11/30/2017	6937	344223300	US Bank Equipment Finance	Contract Payment	5140566001	1,219.24
8896	11/17	11/30/2017	6937	344223300	US Bank Equipment Finance	Contract Payment	5140566002	74.37
Total 8896:								1,293.61

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	
8897	11/17	11/30/2017	6350	0347578-IN	WAGNER-SMITH EQUIPMENT	Impact wrench	5140562560	63.00	
8897	11/17	11/30/2017	6350	0347579-IN	WAGNER-SMITH EQUIPMENT	Banana Peeler	5140562560	212.90	
8897	11/17	11/30/2017	6350	0347580-IN	WAGNER-SMITH EQUIPMENT	Tamp Rental	5140562560	63.00	
Total 8897:								338.90	
8898	11/17	11/30/2017	6620	162163	WILLAMETTE WEEK	Tourism Ad	0840562114	1,330.00	
Total 8898:								1,330.00	
11301701	11/17	11/30/2017	6090	4393 11/17	U S BANK CC	office Supplies	0140162010	50.45	M
11301701	11/17	11/30/2017	6090	4393 11/17	U S BANK CC	office Supplies	0140162010	39.88	M
11301701	11/17	11/30/2017	6090	4393 11/17	U S BANK CC	office Supplies	0140462540	61.36	M
Total 11301701:								151.69	
11301702	11/17	11/30/2017	6090	5243 11/17	U S BANK CC	eagle creek fire meeting	0140162020	11.17	M
11301702	11/17	11/30/2017	6090	5243 11/17	U S BANK CC	iCMA Conference	0140162020	930.94	M
11301702	11/17	11/30/2017	6090	5243 11/17	U S BANK CC	ODOE Meeting	0140162020	9.57	M
Total 11301702:								951.68	
11301703	11/17	11/30/2017	6090	2305 11/17	U S BANK CC	block heater for generator	2140562560	144.65	M
Total 11301703:								144.65	
11301704	11/17	11/30/2017	6090	8789 11/17	U S BANK CC	Christmas LIghts for City Hall	0140462525	960.46	M
Total 11301704:								960.46	
11301705	11/17	11/30/2017	6090	2974 11/17	U S BANK CC	battery for electric toughbook	0140162010	48.18	M
11301705	11/17	11/30/2017	6090	2974 11/17	U S BANK CC	5GHz Nanostation	0140363946	396.16	M
11301705	11/17	11/30/2017	6090	2974 11/17	U S BANK CC	insurance for FOL	0140862022	126.04	M
11301705	11/17	11/30/2017	6090	2974 11/17	U S BANK CC	ipad data plan	0540562050	14.99	M
11301705	11/17	11/30/2017	6090	2974 11/17	U S BANK CC	ipad data plan	0540562050	14.99	M
Total 11301705:								600.36	
11301706	11/17	11/30/2017	440	OCT17-PWR	BPA	October Power Bill	5140562820	65,113.00	M
11301706	11/17	11/30/2017	440	OCT17-PWR	BPA	Octover Power Bill	5140662820	8,003.00	M

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	
Total 11301706:								73,116.00	
11301707	11/17	11/30/2017	440	OCT17-TRN	BPA	October Transmission Bill	5140562821	7,084.00	M
11301707	11/17	11/30/2017	440	OCT17-TRN	BPA	October Transmission Bill	5140662821	871.00	M
Total 11301707:								7,955.00	
Grand Totals:								108,677.07	

M = Manual Check, V = Void Check

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	14,085.94-	14,085.94-
01-401-62010	374.57	.00	374.57
01-401-62020	951.68	.00	951.68
01-401-62030	200.00	.00	200.00
01-401-62050	388.58	.00	388.58
01-401-62055	441.28	.00	441.28
01-401-62082	2,406.79	.00	2,406.79
01-401-62120	179.02	.00	179.02
01-403-63946	396.16	.00	396.16
01-404-62525	960.46	.00	960.46
01-404-62540	61.36	.00	61.36
01-408-62022	126.04	.00	126.04
01-419-62250	7,600.00	.00	7,600.00
02-21010	.00	2,969.00-	2,969.00-
02-305-40250	534.00	.00	534.00
02-305-40251	922.00	.00	922.00
02-305-40252	1,513.00	.00	1,513.00
03-21010	.00	250.00-	250.00-
03-305-40030	250.00	.00	250.00
05-21010	.00	220.44-	220.44-
05-405-62050	180.44	.00	180.44
05-405-62063	40.00	.00	40.00
08-21010	.00	2,325.70-	2,325.70-
08-405-62110	920.70	.00	920.70
08-405-62114	1,405.00	.00	1,405.00
21-21010	.00	1,217.36-	1,217.36-
21-305-43700	724.00	.00	724.00
21-305-43701	40.71	.00	40.71
21-405-62020	167.50	.00	167.50
21-405-62050	140.50	.00	140.50
21-405-62560	144.65	.00	144.65
31-21010	.00	2,062.59-	2,062.59-
31-305-43701	40.71	.00	40.71
31-305-43800	1,500.00	.00	1,500.00
31-405-62020	167.50	.00	167.50
31-405-62050	354.38	.00	354.38
51-21010	.00	85,546.04-	85,546.04-
51-21130	739.80	.00	739.80

GL Account	Debit	Credit	Proof
51-405-62030	1,859.47	.00	1,859.47
51-405-62050	138.42	.00	138.42
51-405-62201	90.00	.00	90.00
51-405-62560	338.90	.00	338.90
51-405-62820	65,113.00	.00	65,113.00
51-405-62821	7,084.00	.00	7,084.00
51-405-66001	1,219.24	.00	1,219.24
51-405-66002	74.37	.00	74.37
51-406-62050	14.84	.00	14.84
51-406-62820	8,003.00	.00	8,003.00
51-406-62821	871.00	.00	871.00
Grand Totals:	108,677.07	108,677.07-	.00

Report Criteria:
Report type: GL detail

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

DT

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☐ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☒ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

_____
(name of city or county)

recommends that this license be:

❑ Granted ❑ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: 11-11-17

90-day authority: ❑ Yes ❑ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Native Cider LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Son of Man Sagardo

3. Business Location: 172 NE Herman Creek Lane Suites 172-174 Cascae Locks, Hood River County, Oregon 97014
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐Yes ☑No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☑Yes ☐No Name: Jasper Smith
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? ~~Port of Cascade Locks,~~ Hood River County
(name of city or county)

11. Contact person for this application: Jasper Smith _____
(name) (phone number(s))

(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① _____ Date 10/05/2017 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

RECEIVED
OCT 06 2017

Initials: _____

OREGON LIQUOR CONTROL COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Jasper Smith Phone: _____

Trade Name (dba): Son of Man Sagardo

Business Location Address: 172 NE Herman Creek Lane, Suites 172-174

City: Cascade Locks ZIP Code: 97014

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	Closed	to	Closed
Monday	9 a.m.	to	6 p.m.
Tuesday	9 a.m.	to	6 p.m.
Wednesday	9 a.m.	to	6 p.m.
Thursday	9 a.m.	to	6 p.m.
Friday	9 a.m.	to	6 p.m.
Saturday	Closed	to	Closed

Outdoor Area Hours:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

The outdoor area is used for:

☐ Food service Hours: _____ to _____

☐ Alcohol service Hours: _____ to _____

☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: ☐ Yes ☐ No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- ☐ Live Music
- ☑ Recorded Music
- ☐ DJ Music
- ☐ Dancing
- ☐ Nude Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: _____ Outdoor: _____

Lounge: 15 Other (explain): _____

Banquet: _____ Total Seating: 15

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ **Date:** 11/10/17

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

AGENDA ITEM NO 3d

STAFF REPORT

Date Prepared: October 31, 2017

For City Council Meeting on: Dec. 11, 2017

TO: Honorable Mayor and City Council

PREPARED BY: Deputy Recorder Marilyn Place and City Recorder Kathy Woosley

APPROVED BY: City Administrator Gordon Zimmerman

SUBJECT: Resolution No. 1387 repealing Resolution No.1152 complies with the Oregon Public Records Law, ORS 192.410-505. Exempt records will be determined by the City Attorney's office.

SYNOPSIS: The Oregon Legislature passed Senate Bill 481 in July 2017. This bill amends ORS 192, the state's Public Records law. The main areas that will require a change in City policy involve responses to requests and adhering to new timeframes required under the law.

CITY COUNCIL OPTIONS:

1. Adopt Resolution No. 1387
2. Do nothing

RECOMMENDED MOTION: "I move to approve Resolution No. 1387, repealing Resolution No. 1152 and incorporating changes in Oregon State Law 192 pertaining to record requests, effective January 1, 2018."

LEGAL REVIEW AND OPINION: City Attorney Cleaveland has reviewed and approved the resolution and policy.

BACKGROUND INFORMATION:
Senate Bill 481
Public Records Request Form

RESOLUTION NO. 1387

revised 12/6/17

A RESOLUTION REPEALING RESOLUTION 1152 AND INCORPORATING CHANGES IN OREGON STATE LAW CHAPTER 192, PERTAINING TO RECORD REQUESTS, EFFECTIVE JANUARY 1, 2018.

WHEREAS, The City adopted Resolution No. 1152 which outlined a City policy for responding to Public Records requests;

WHEREAS, The City of Cascade Locks desires to adopt and address the procedure for records requests to comply with changes to Oregon Public Records Law, ORS 192.410-525, which includes a provision that exempt records will be determined by the City Attorney's office; and

WHEREAS, The Oregon State Legislature approved Senate Bill 481 in July, 2017, which modifies the Oregon Public Records Law in the Oregon Revised Statutes (ORS) 192.410 to 192.440 thereby requiring an update to City policy.

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. ADOPTION OF CITY POLICY (EXHIBIT "A"). The City of Cascade Locks Public Records Request Policy, attached to this Resolution as **Exhibit "A"** is hereby adopted as the City's Public Records Request Policy.

SECTION 2. FEES. The fee schedule for public records requests as previously adopted by Resolution No. 1152, shall remain unchanged as the fee schedule for public records requests. It is as follows:

Any person requesting public records from the City of Cascade Locks, together with the application shall pay the appropriate fee and/or required deposit.

i) The price for copies is 50 cents per page.

ii) Upon receipt of the application, the Records Officer shall determine whether the fee is adequate to reimburse the City of Cascade Locks for its actual cost in making records available. The Records Officer shall determine an estimate fee, which shall cover the cost of staff time for summarizing, searching, compiling, or certifying records as true copies, and shall include the cost of attorney time reviewing and segregating records at the City of Cascade Locks' request.

iii) If actual charges are determined to be less than the prepayment, any overpayment shall be refunded promptly. If actual charges are more than the prepayment, any amount due shall be paid promptly by the requestor after receiving notice of the deficiency of the estimate.

SECTION 4. EFFECTIVE DATE. This Resolution will go in effect on January 1, 2018, and will remain in effect until repealed by the City Council.

ADOPTED by the City Council this 11th day of December, 2017.

APPROVED by the Mayor this 11th day of December, 2017.

_____
Mayor

ATTEST:

_____
City Recorder

Resolution 1387
City of Cascade Locks Public Records Request Policy
Exhibit "A"

The City desires to adopt a policy addressing the procedure for records requests to comply with the Oregon Public Records Law, ORS 192.410-505. Exempt records will be determined by the City Attorney's office.

Section 1. Right to Inspect Public Records. ORS 192.420 gives every person the right to inspect any non-exempt public record held by a public body. Requests for such City records must be made under the Oregon Public Records Law and in accordance with this policy.

Section 2. Written Requests. All requests must be made in writing.

Section 3. Levels of Requests and Staff Response. The purpose of this policy is to help provide accurate records to the public in a reasonable time. In order to accommodate the purpose of this policy, levels of requests have been established.

Level 1 Request.
Requested records must be current and accessible, require no duplication, are not subject to the Public Records Fee Schedule, and must not require additional staff time or resources to be made available.

Level 2 Request.
Requested records are not accessible, but can be made accessible with no more than 30 minutes of staff time. Level 2 requests can be made to the public records officer. Requested records must be located in a single department and readily accessible. Records requiring attorney review are Level 3 records.

Level 3 Request. This type of request is complex, involves multiple staff and/or departments, or requires more than 30 minutes of staff time. It may involve extensive research or compilation of records. Any requests requiring legal review fall under this section.

Section 4. Procedures.

A. Requests for public records must include: name, address, sufficient contact information, date of the request, and a detailed description of the requested records including year of creation or range of dates.

B. Except as otherwise provided by these rules, public records will not be released for inspection or copies provided to the requester unless the City receives payment of the required estimated fee from the requesting party.

C. Written requests for inspection or copies of City records must be submitted, on the City's form, to the City Recorder for general City records. If the City needs additional information or clarification, staff will contact the requester.

D. If the City is unable to comply with a request, a written response explaining why the City is unable to process the request will be sent to the requesting party.

Section 5. City Response. The City's response shall include the following:

A. Within five business days the City will acknowledge all records requests with one of the following responses:
   a. Confirm that the City is the custodian of record;
   b. Inform the requester that the City is not the custodian of the requested record; or
   c. Notify the requester that the City is uncertain whether the City is the custodian of the requested record.

B. As soon as reasonably possible, but not later than 10 business days after the date by which the City is required to acknowledge receipt of the request under ORS 192.440, the City shall:
   a. Complete its response to the public records request; or
   b. Provide a written statement that the City is still processing the request and provide a reasonable estimated date by which City staff expects to complete its response based on the information currently available.

C. The City's response to a public records request shall be complete when the City does one or more of the following:
   a. Provides access to or copies of all requested records within the possession or custody of the public body that the public body does not assert are exempt from public disclosure, or explains where the records are already publicly available.
   b. Asserts any exemptions from disclosure that the public body believes apply to any requested records and, if the public body cites ORS 192.502 (8) or (9), identifies the state or federal law that the public body relied on in asserting the exemptions.
   c. Complies with ORS 192.505.
   d. To the extent that the public body is not the custodian of records that have been requested, provides a written statement to that effect.
   e. To the extent that state or federal law prohibits the public body from acknowledging whether any requested record exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, provides a written statement to that effect, citing the state or federal law that the public body relies on, unless the written statement itself would violate state or federal law.
   f. If the public body asserts that one or more requested records are exempt from public disclosure, includes a statement that the requester may seek review of the public body's determination pursuant to ORS 192.450, 192.460, 192.465, 192.470, 192.480 and 192.490.

Section 6. Appeal. A person who has submitted a written public records request in compliance with City policy may seek review of the following, in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505:

A. The failure of a public body to provide the response required by ORS Chapter 192

within the prescribed period. A failure of the public body to timely respond shall be treated as a denial of the request unless the public body demonstrates that compliance was not required.

B. An estimate of time provided by a public body - if the person believes that the estimated timeframe for the response is unreasonably long and will result in undue delay of disclosure.

C. Any other instance in which the person believes that the public body has failed to comply with ORS Chapter 192.

D. The district attorney and the court have the same authority with respect to petitions under this section as when inspection of a public record is denied.

Section 7. Fees.

A. Fees for public records requests are set by resolution.

B. Once receipt of a public records request has been acknowledged, staff will prepare a cost estimate reflecting the cost of City staff time and materials required to make the records available. The cost estimate will include costs of summarizing, compiling, or researching the public records request. The City will require a deposit in the full amount of the estimated costs before expending additional City resources on the request. City staff will begin work on the request only upon receipt of the deposit. If the actual cost of completing the request exceeds the estimate, the City will not release records until the City's actual costs are received in full. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit will be refunded promptly. The payment will be in the form generally accepted for City purchases.

Section 8. Inspection of Records.

A. Inspection of records will occur during regular City business hours, by appointment. All records shall be inspected at the City of Cascade Locks' place of business. A person making a public records request may personally inspect the requested records, but the right to inspect records does not include the right to access file cabinets or the right to disassemble or change the order of records in files or binders. Original records may not leave the custody of the City. A City staff member must be present while any records are inspected to ensure protection of the records. If any person attempts to alter, remove, or destroy any record, the City staff shall immediately terminate review and notify the City Attorney.

B. If the City maintains copyrighted material, the City will permit the person making the request to inspect the copyrighted material, and may allow limited copying of such material if allowed under Federal copyright law. The City may require the requestor to obtain written consent from the copyright holder before allowing copying of such materials.

PUBLIC RECORDS REQUEST FORM
City of Cascade Locks
City Recorder's Office

Notice: Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). ORS 192.410-525 outlines a procedure for records request to comply with the Oregon Public Records Law and ORS 192.440 (4)(a)authorizes the public body to charge fees associated with the requests. City of Cascade Locks fees are set by Resolution. Prepayment will be required for requests that exceed $10.00. Senate Bill 481 requires that a public body respond in writing to a public records request. You will be given a copy of this form when the City processes your records request to serve as that notification.

Your signature below acknowledges that you have read, understand, and accept financial responsibility for the fees associated with this public records request.

Signature:_____ Date: _____

Requestor Information:

_____ _____
Name Mailing Address

_____ _____ _____
City State Zip Code

_____ _____ _____
Daytime Phone Number Fax Number Email Address

Document Information:

Describe the information/records you are requesting being specific enough for the City to determine the nature, content, and department within which the records you are requesting may be located. Provide specific dates whenever possible. Use additional sheets of paper if necessary.

_____

_____

_____

_____

Return Form to: Mail or drop off: City Hall, City Recorder, PO Box 308, 140 WaNaPa Street, Cascade Locks, OR 97014

Fax: 541-374-8752 Email: kwoosley@cascade-locks.or.us

FOR STAFF USE

Date Request Received: _____ Date copy of form provided: _____
Staff Initial: _____ Via: ☐ Mail ☐ Email ☐ Fax ☐ Pick up at City Hall

This Records Request:
☐ Was completed on (date):_____
☐ Was referred to the City Attorney on (date): _____
☐ Will require more time to process (Estimated completion date): _____
☐ Will exceed $10.00 so will require prepayment. (Estimated amount due prior to completion): _____
☐ Was unable to be completed because the City is not in possession of the records.
☐ Was unable to be completed because the records are exempt under state or federal law.
☐ Other: _____

Enrolled
Senate Bill 481

Sponsored by Senators BEYER, KRUSE, Representatives HELM, HUFFMAN; Representative KENNEMER (at the request of Attorney General Ellen F. Rosenblum) (Presession filed.)

CHAPTER .....

AN ACT

Relating to public records; creating new provisions; and amending ORS 40.280, 192.410, 192.440 and 287A.350.

Be It Enacted by the People of the State of Oregon:

SECTION 1. Sections 4, 5, 7 and 8 of this 2017 Act are added to and made a part of ORS 192.410 to 192.505.

SECTION 2. ORS 192.410 is amended to read:

192.410. As used in ORS 192.410 to 192.505:

(1) "Business day" means a day other than Saturday, Sunday or a legal holiday and on which at least one paid employee of the public body that received the public records request is scheduled to and does report to work. In the case of a community college district, community college service district, public university, school district or education service district, "business day" does not include any day on which the central administration offices of the district or university are closed.

[(1)] **(2)** "Custodian" means:

(a) The person described in ORS 7.110 for purposes of court records; or

(b) A public body mandated, directly or indirectly, to create, maintain, care for or control a public record. "Custodian" does not include a public body that has custody of a public record as an agent of another public body that is the custodian unless the public record is not otherwise available.

[(2)] **(3)** "Person" includes any natural person, corporation, partnership, firm, association or member or committee of the Legislative Assembly.

[(3)] **(4)** "Public body" includes every state officer, agency, department, division, bureau, board and commission; every county and city governing body, school district, special district, municipal corporation, and any board, department, commission, council, or agency thereof; and any other public agency of this state.

[(4)(a)] **(5)(a)** "Public record" includes any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

(b) "Public record" does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer.

[(5)] **(6)** "State agency" means any state officer, department, board, commission or court created by the Constitution or statutes of this state but does not include the Legislative Assembly or its

members, committees, officers or employees insofar as they are exempt under section 9, Article IV of the Oregon Constitution.

[*(6)*] **(7)** "Writing" means handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

SECTION 3. ORS 192.440 is amended to read:

192.440. (1) **A public body that is** the custodian of any public record that a person has a right to inspect shall give the person, upon **receipt of a written** request:

(a) A copy of the public record if the public record is of a nature permitting copying; or

(b) A reasonable opportunity to inspect or copy the public record.

[*(2) If a person makes a written request to inspect a public record or to receive a copy of a public record, the public body receiving the request shall respond as soon as practicable and without unreasonable delay. The public body may request additional information or clarification from the requester for the purpose of expediting the public body's response to the request. The response of the public body must acknowledge receipt of the request and must include one of the following:*]

[*(a) A statement that the public body does not possess, or is not the custodian of, the public record.*]

[*(b) Copies of all requested public records for which the public body does not claim an exemption from disclosure under ORS 192.410 to 192.505.*]

[*(c) A statement that the public body is the custodian of at least some of the requested public records, an estimate of the time the public body requires before the public records may be inspected or copies of the records will be provided and an estimate of the fees that the requester must pay under subsection (4) of this section as a condition of receiving the public records.*]

[*(d) A statement that the public body is the custodian of at least some of the requested public records and that an estimate of the time and fees for disclosure of the public records will be provided by the public body within a reasonable time.*]

[*(e) A statement that the public body is uncertain whether the public body possesses the public record and that the public body will search for the record and make an appropriate response as soon as practicable.*]

[*(f) A statement that state or federal law prohibits the public body from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. A statement under this paragraph must include a citation to the state or federal law relied upon by the public body.*]

(2) If an individual who is identified in a public body's procedure described in subsection (7)(a) of this section receives a written request to inspect or receive a copy of a public record, the public body shall within five business days after receiving the request acknowledge receipt of the request or complete the public body's response to the request. An acknowledgment under this subsection must:

(a) Confirm that the public body is the custodian of the requested record;

(b) Inform the requester that the public body is not the custodian of the requested record; or

(c) Notify the requester that the public body is uncertain whether the public body is the custodian of the requested record.

(3) If the public record is maintained in a machine readable or electronic form, the [*custodian*] **public body** shall provide a copy of the public record in the form requested, if available. If the public record is not available in the form requested, the [*custodian*] **public body** shall make the public record available in the form in which the [*custodian*] **public body** maintains the public record.

(4)(a) The public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the [*person's*] request.

(b) The public body may include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records. The public body may not include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in determining the application of the provisions of ORS 192.410 to 192.505.

(c) The public body may not establish a fee greater than $25 under this section unless the public body first provides the [*requestor*] **requester** with a written notification of the estimated amount of the fee and the [*requestor*] **requester** confirms that the [*requestor*] **requester** wants the public body to proceed with making the public record available.

(d) Notwithstanding paragraphs (a) to (c) of this subsection, when the public records are those filed with the Secretary of State under ORS chapter 79 or ORS 80.100 to 80.130, the fees for furnishing copies, summaries or compilations of the public records are [*those*] **the fees** established by the Secretary of State by rule[,] under ORS chapter 79 or ORS 80.100 to 80.130.

(5) The custodian of [*any*] a public record may furnish copies without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

(6) A [*person*] **requester** who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the district attorney in the same manner as a [*person*] **requester who** petitions when inspection of a public record is denied under ORS 192.410 to 192.505. The Attorney General, the district attorney and the court have the same authority in instances when a fee waiver or reduction is denied as [*it has*] when inspection of a public record is denied.

(7) A public body shall make available to the public a written procedure for making public [*record*] **records** requests that includes:

(a) The name of one or more [*persons*] **individuals within the public body** to whom public [*record*] **records** requests may be sent, with addresses; and

(b) The amounts of and the manner of calculating fees that the public body charges for responding to requests for public records.

(8) This section does not apply to signatures of individuals submitted under ORS chapter 247 for purposes of registering to vote as provided in ORS 247.973.

SECTION 4. (1) A public body shall complete its response to a written public records request that is received by an individual identified in the public body's procedure described in ORS 192.440 as soon as practicable and without unreasonable delay.

(2) A public body's response to a public records request is complete when the public body:

(a) Provides access to or copies of all requested records within the possession or custody of the public body that the public body does not assert are exempt from public disclosure, or explains where the records are already publicly available;

(b) Asserts any exemptions from disclosure that the public body believes apply to any requested records and, if the public body cites ORS 192.502 (8) or (9), identifies the state or federal law that the public body relied on in asserting the exemptions;

(c) Complies with ORS 192.505;

(d) To the extent that the public body is not the custodian of records that have been requested, provides a written statement to that effect;

(e) To the extent that state or federal law prohibits the public body from acknowledging whether any requested record exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, provides a written statement to that effect, citing the state or federal law that the public body relies on, unless the written statement itself would violate state or federal law; and

(f) If the public body asserts that one or more requested records are exempt from public disclosure, includes a statement that the requester may seek review of the public body's determination pursuant to ORS 192.450, 192.460, 192.465, 192.470, 192.480 and 192.490.

(3)(a) If a public body has informed a requester of a fee permitted under ORS 192.440 (4), the obligation of the public body to complete its response to the request is suspended until the requester has paid the fee, the fee has been waived by the public body pursuant to ORS 192.440 (5) or the fee otherwise has been ordered waived.

(b) If the requester fails to pay the fee within 60 days of the date on which the public body informed the requester of the fee, or fails to pay the fee within 60 days of the date on which the public body informed the requester of the denial of the fee waiver, the public body shall close the request.

(4)(a) A public body may request additional information or clarification from a requester of public records for the purpose of expediting the public body's response to the request. If the public body has requested additional information or clarification in good faith, the public body's obligation to further complete its response to the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide that information or clarification.

(b) If the requester fails to respond within 60 days to a good faith request from the public body for information or clarification, the public body shall close the request.

(5) As soon as reasonably possible but not later than 10 business days after the date by which a public body is required to acknowledge receipt of the request under ORS 192.440, a public body shall:

(a) Complete its response to the public records request; or

(b) Provide a written statement that the public body is still processing the request and a reasonable estimated date by which the public body expects to complete its response based on the information currently available.

(6) The time periods established by ORS 192.440 and subsection (5) of this section do not apply to a public body if compliance would be impracticable because:

(a) The staff or volunteers necessary to complete a response to the public records request are unavailable;

(b) Compliance would demonstrably impede the public body's ability to perform other necessary services; or

(c) Of the volume of public records requests being simultaneously processed by the public body.

(7) For purposes of this section, staff members or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

(8) A public body that cannot comply with the time periods established by ORS 192.440 and subsection (5) of this section for a reason listed in subsection (6) of this section shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

SECTION 5. (1) A person who has submitted a written public records request in compliance with a public body's policy may seek review of the following, in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505:

(a) The failure of a public body to provide the response required by section 4 of this 2017 Act within the prescribed period. A failure of the public body to timely respond shall be treated as a denial of the request unless the public body demonstrates that compliance was not required under section 4 of this 2017 Act.

(b) An estimate of time provided by a public body pursuant to section 4 of this 2017 Act, if the person believes that the estimated time frame for the response is unreasonably long and will result in undue delay of disclosure.

(c) Any other instance in which the person believes that the public body has failed to comply with section 4 of this 2017 Act.

(2) Except as provided in subsection (3) of this section, the Attorney General, the district attorney and the court have the same authority with respect to petitions under this section as when inspection of a public record is denied.

(3) If the Attorney General, district attorney or a court grants a petition filed under this section, the order granting the petition may require disclosure of nonexempt material responsive to the request within seven days, or within any other period that the Attorney General, district attorney or court concludes is appropriate to comply with section 4 of this 2017 Act.

SECTION 6. Sections 4 and 5 of this 2017 Act and the amendments to ORS 192.410 and 192.440 by sections 2 and 3 of this 2017 Act apply to public records requests made on or after the effective date of this 2017 Act.

SECTION 7. (1) The Attorney General shall maintain and regularly update a catalog of exemptions created by Oregon statute from the disclosure requirements of ORS 192.410 to 192.505. The catalog must be as comprehensive as reasonably possible and must be freely available to the public in an electronic format that facilitates sorting and searching of the catalog.

(2) The catalog required by subsection (1) of this section must include the following information for each exemption:

(a) A citation to the Oregon statute or statutes creating the exemption from the disclosure requirements of ORS 192.410 to 192.505;

(b) The relevant text of each statute creating the exemption;

(c) If the exemption has been construed by a decision of the Oregon Supreme Court or Court of Appeals, a citation to that decision;

(d) To the extent that the exemption is specific to a particular public body or particular types of public bodies, a description of the public body or bodies to which the exemption relates; and

(e) Additional information as the Attorney General deems appropriate.

(3) To help ensure that the catalog required by subsection (1) of this section is as comprehensive as possible:

(a) The Legislative Counsel shall provide the Attorney General with an electronic copy of any Act passed by the Legislative Assembly that, in the judgment of the Legislative Counsel, creates an exemption from the disclosure requirements of ORS 192.410 to 192.505; and

(b) When a district attorney issues an order pursuant to ORS 192.460, the district attorney shall send the Attorney General an electronic copy of that order.

(4) The purpose of the catalog required by subsection (1) of this section is to assist public officials and members of the public in ascertaining what information is exempt from the public disclosure requirements of ORS 192.410 to 192.505. The catalog is not intended to provide legal advice to public bodies or to members of the public.

(5) A public body may assert that an Oregon statute exempts a public record in the custody of the public body from disclosure even if that statute is not listed in the catalog or the catalog does not include that public body in the catalog's description of the public bodies to which that exemption applies.

SECTION 8. (1) A public body that, acting in good faith, discloses a public record in response to a request for public records is not liable for any loss or damages based on the disclosure unless the disclosure is affirmatively prohibited by state or federal law or by a court order applicable to the public body. Nothing in this subsection shall be interpreted to create liability on the part of a public body, or create a cause of action against a public body, based on the disclosure of a public record.

(2) A public body that discloses any information or record in response to a written request for public records under ORS 192.410 to 192.505 that is privileged under ORS 40.225 to 40.295 does not waive its right to assert the applicable privilege to prevent the introduction of the information or record as evidence pursuant to ORS 40.225 to 40.295.

SECTION 9. ORS 40.280 is amended to read:

40.280. A person upon whom ORS 40.225 to 40.295 confer a privilege against disclosure of the confidential matter or communication waives the privilege if the person or the person's predecessor while holder of the privilege voluntarily discloses or consents to disclosure of any significant part of the matter or communication. This section does not apply if the disclosure is itself a privileged communication. Voluntary disclosure does not occur with the mere commencement of litigation or, in the case of a deposition taken for the purpose of perpetuating testimony, until the offering of the deposition as evidence. Voluntary disclosure does not occur when representatives of the news media are allowed to attend executive sessions of the governing body of a public body as provided in ORS 192.660 (4), or when representatives of the news media disclose information after the governing body has prohibited disclosure of the information under ORS 192.660 (4). **Voluntary disclosure does not occur when a public body, as defined in ORS 192.410, discloses information or records in response to a written request for public records made under ORS 192.410 to 192.505.** Voluntary disclosure does occur, as to psychotherapists in the case of a mental or emotional condition and physicians in the case of a physical condition upon the holder's offering of any person as a witness who testifies as to the condition.

SECTION 10. ORS 287A.350 is amended to read:

287A.350. The records of registered bond ownership, whether maintained by a public body or otherwise, are not public records within the meaning of ORS 192.410 *[(4)]*.

Passed by Senate April 18, 2017

.....
Lori L. Brocker, Secretary of Senate

.....
Peter Courtney, President of Senate

Passed by House June 12, 2017

.....
Tina Kotek, Speaker of House

Received by Governor:

.....M.,....., 2017

Approved:

.....M.,....., 2017

.....
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2017

.....
Dennis Richardson, Secretary of State

City of Cascade Locks, Oregon **DATE AND TIME RECEIVED:** _____

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ **Planning Commission** X **Tourism Committee** _____ **Other** _____

NAME: Todd Bouchard HOME PHONE: _____

MAILING ADDRESS: 954 Spelling Place CELL PHONE: 503 750 0112

EMAIL ADDRESS: todd@kingslincapital.com

Do you live within the city limits? Yes x No _____

How long have you lived in the City? 2 years

1. Why are you interest in serving?
I would like to help the City of Cascade Locks to grow and improve.

2. Do you feel that you can meet the schedule required by the City Council?
yes

3. What experiences have you had with City Committees, Boards, or Commissions?
I am currently serving on the Transportation Advisory Board for the city of Tillamook, O

4. What special skills or interests do you think you bring to this effort?
I am a commercial real estate broker and developer so I have experience with many types of planning issues and needs.

APPLICANT SIGNATURE _____ DATE: 11/29/17

Thank you. We appreciate your willingness to serve.

RECEIVED
NOV 28 2017
BY

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: K Gibben 2:54pm

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee _____ **Planning Commission** X **Tourism Committee** _____ **Other** _____

NAME: RALPH MILLER (BUTCH) HOME PHONE: 503-310-4968

MAILING ADDRESS: P.O. BOX 111 CELL PHONE: _____

EMAIL ADDRESS: 131ST MIAS @ GMAIL.COM

Do you live within the city limits? Yes X No _____

How long have you lived in the City? 7 MOS

1. Why are you interest in serving?
   MY FAMILY HAS BEEN HERE SINCE 1942. AND I WISH TO HELP THE CITY GROW.

2. Do you feel that you can meet the schedule required by the City Council?
   YES

3. What experiences have you had with City Committees, Boards, or Commissions?
   ELECTED 2 TERMS AS DRIVER. TO CITY OF PORTLAND PRIVATE FOR HIRE TRANSPORTATION BOARD

4. What special skills or interests do you think you bring to this effort?
   ORGANIZATION
   LEADERSHIP
   ABILITY TO LISTEN

APPLICANT SIGNATURE Ralph Miller DATE: 11-28-17

Thank you. We appreciate your willingness to serve.

RECEIVED
NOV 30 2017
BY:

City of Cascade Locks, Oregon

DATE AND TIME RECEIVED: Thurs. 3:00PM

Application for City Boards, Commissions, Task Forces and Committees

(Check one below)

Budget Committee ✓ **Planning Commission** _____ **Tourism Committee** _____ **Other** _____

NAME: Tiffany Pruit HOME PHONE: 541) 374-2168

MAILING ADDRESS: P.O. Box 461 CELL PHONE: 503) 784-4681

EMAIL ADDRESS: TLPruit@yahoo.com

Do you live within the city limits? Yes ✓ No _____

How long have you lived in the City? 20+ years

1. Why are you interest in serving?
I enjoy the intracaes of the budget process & I enjoy being part of the decision making process.

2. Do you feel that you can meet the schedule required by the City Council?
yes

3. What experiences have you had with City Committees, Boards, or Commissions?
I have been on budget for 10+ years, was a councillor for several years and have volunteered for many different organizations

4. What special skills or interests do you think you bring to this effort?
I have a great attention to detail and I enjoy working with numbers and understand how the city works.

APPLICANT SIGNATURE Tiffany Pruit DATE: 11/29/17

Thank you. We appreciate your willingness to serve.

RESOLUTION NO. ____

A RESOLUTION DEMONSTRATING AN ORGANIZATIONAL COMMITMENT TO PROMOTE A HOOD RIVER COUNTY ENGERGY PLAN

WHEREAS, The City of Cascade Locks has a long-standing history of energy efficiency and renewable energy development to reduce energy costs, controls against rising energy costs in the future, and increase our community's resilience to warming temperatures natural disasters, both natural and human caused; and,

WHEREAS, climate change threatens to significantly impact the surrounding natural environment and resources on which Cascade Locks' economy and livability depends; and,

WHEREAS, warming temperatures are already impacting Cascade Locks —vanishing snowpack, declining stream flows, prolonged drought, and increasing wildfire risks threaten public health, food security, business supply chains, recreation, tourism and quality of life; and,

WHEREAS, Cascade Locks City partnered with Hood River City and Hood River County and ports of Cascade Locks and Hood River, Energy Trust of Oregon and Ford Family Foundation and appointed and an appointed citizen and stakeholder steering committee to develop an energy plan to serve as a blueprint to reduce emissions from the burning of fossil fuels and increase economic benefits related to energy use in Hood River County, while improving community resilience and energy independence; and,

WHEREAS, the Hood River County Energy Plan includes objectives and strategies to address energy use efficiency, energy source and its corresponding fossil fuel implications, local energy generation, energy impacts of personal, commercial and mass transit, and the infrastructure decisions impacting energy use while focusing on: buildings design construction and occupancy, transportation and land use, agriculture and water as well as community-scale solutions; and

WHEREAS, the City of Cascade Locks and citizens in the community have a responsibility to analyze their energy use and determine ways to more efficiently and cost-effectively procure and consume it; and

WHEREAS, the energy industry is rapidly changing and opportunities are increasing to invest in an energy future that provides good local jobs, generates clean power, saves taxpayers money and could allow the city to be a refuge in time of emergency; and

WHEREAS, solving these complex problems requires collaboration with public and private partners. Hood River County in 2016 invited local partners and stakeholders to work together to develop the Hood River County Energy Plan which outlines the following objectives:

1. Reduce fossil fuel emissions related to energy use in Hood River County. Specifically, replace power generated from fossil fuels with clean, renewable energy in buildings, water systems, and transportation by 30% in 2030, 50% in 2040 and 80% in 2050, as compared with 2016

levels.

2. Improve resilience and energy independence. Specifically, generate 50% of the county's energy needs with new, local diversified energy sources and storage capacity by 2050. Increase overall capacity, price security, energy generation control and stability, and provide key services in the event of emergency.
3. Increase investment in locally produced power. Specifically, strategically utilize $25 million in revolving funds by 2025 to enable local clean energy projects and create a business environment that supports the Hood River County Energy Plan goals.

THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS: that the City of Cascade Locks will use the Hood River County Energy Plan as a guiding document and, when appropriate, incorporate the plan's goals, strategies and actions into, but not limited to, the following: Comprehensive Plans, Water Master Plans, Master Plans (parks, buildings, storm-water etc.), Regional Transportation Plans, County Land Use Code, County Building Permitting Fee Structure and SDC Fee Structure and Utility Plans; and

BE IT FURTHER RESOLVED, that the City of Cascade Locks through the initiatives described above acknowledges its commitment to the residents of Cascade Locks to strive to provide a more stable, resilient energy future.

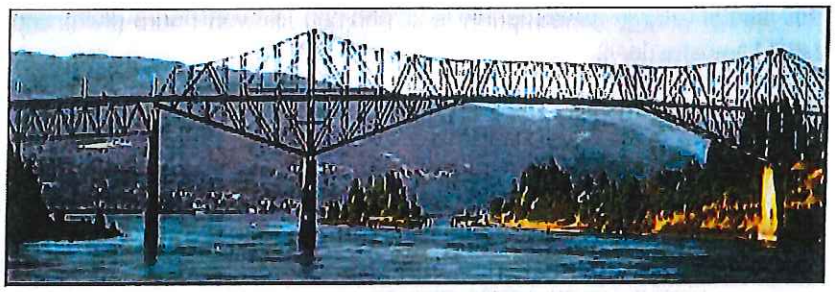
ATTEST:

_____ _____

Kathy Woosley, City Recorder Tom Cramblett, Mayor

CITY OF CASCADE LOCKS

2014 Electric Utility Master Plan



Cascade Locks, Oregon

OCTOBER 2014

Project #CL13-002 Revision 0

Brown & Kysar, Inc.
Engineering & Consulting
P.O. Box 1720
Battle Ground, WA 98604
360.687.3966
360.687.5139 FAX

140 SW WA NA PA
CASCADE LOCKS, OR

EXECUTIVE SUMMARY

We wish to express our sincere thank you to the City staff that provided the information and insights needed to prepare this Master Plan of the electric distribution system.

We also wish to express our thanks to Bonneville Power Association for their cooperation in providing pertinent information from their records regarding the Cascade Locks Substation facilities.

SUMMARY OF THE EXISTING SYSTEM

Bonneville Power Administration (BPA) supplies the electrical power to the City of Cascade Locks (City) 13.8 kV distribution system from the Cascade Locks (CL) and Acton Substations.

Power is delivered through 3-phase, 15 kV rated circuit breakers in these substations to the City Feeder and the South Bank Feeder. Power is distributed to 650 customers throughout the City, the rural (Wyeth area) east of the City, and the South Bank on the West side of the city with a combination of overhead and underground feeder construction.

The annual energy consumption is 20,000,000 kilowatt-hours (kwh) and an annual peak demand of 4,800 kilowatts (kW).

PRIMARY GOALS

The Master Plan consists of two plans, a 5-year "Work Plan" and a 20-year Long Range Plan. The Work Plan identifies additions or modifications of the electrical system that are needed to serve existing and anticipated new customers. An opinion of the probable construction cost for the recommended capital expenditures are included in the Work Plan for development of a financial plan for additional borrowing, as necessary, to finance these improvements.

A load forecast has been developed that is based on historical load trends over the past 5-years and anticipated load additions during the next 5-years. The long range plan identifies system infrastructure improvements that will be needed to serve the 20-year forecasted load. After 4-years we recommend that a new 5-year plan be developed and the Long Range Plan be extended another 5-years.

Frequently load growth, expected in the industrial park, will spawn growth in both residential and commercial customers and possibly more industrial customers. An updated Master Plan will address the impacts of these side effects.

WORK PLAN IMPROVEMENTS AND COST SUMMARY

Recommended capital expenditures during the next 5-years are summarized the in the following schedule:

WORK PLAN SUMMARY				
Year	**Description**	**Alt. A**	**Alt. B**	**Estimated Cost**
2014	Negotiate purchase of Cascade Locks Substation from BPA or identify a separate substation site.			No Construction
2014-15	Construct 3-phase, 12.5 kV, 600A, underground feeder (Industrial #1) from Pyramid Substation to the Industrial Park (approx. 1,500-ft.) and a set of three voltage regulators.			$250,000
2015	Alternate A: Purchase BPA CL Substation (RCNLD value). [1]	$206,500		
	Alternate B-1: Substation property, site development (mass grading, security fence, driveway, etc.) & Control Buiding (including AC, DC systems). Alternate B-2: 115 kV Line extension ($54,500 per 1000 ft.) from Pyramid Substation to new Substation. The amount includes construction labor, materials, and design, but does not include the cost of right-of-way!		$502,500 Substation location unknown	
2015-16	New 12/16/20 MVA Substation transformer and related substation additions.			$1,969,000
2016-17	Construct 3-phase, 12.5 kV, 600A overhead/ underground feeder (Industrial #2) from new substation transformer to the Industrial Park (approx. 2300-ft.).			$277,000
	Capital Expenditures	**$2,702,500**	**$2,998,500 Plus cost of transmission line extension**	

Notes:

1. Negotiated sale price may by more or less than Replacement Cost New Less Depreciation (RCNLD) results.
2. Estimates of probable construction cost are based on current labor and materials pricing. The estimates include an allowance for engineering (design, shop drawing review, and commissioning), owner overheads, and contingencies.

LONG RANGE RECOMMENDATIONS

Recommended additions, modifications or other capital improvements (milestones) that are discussed in the Long Range Plan are listed in the following summary. The timeline for implementation of these recommendations is beyond the next 5-years but are recommended to be completed within the next 20-years. These milestones should be used like you use road signs when you travel on a long trip. Sometimes unexpected detours are required due to road construction.

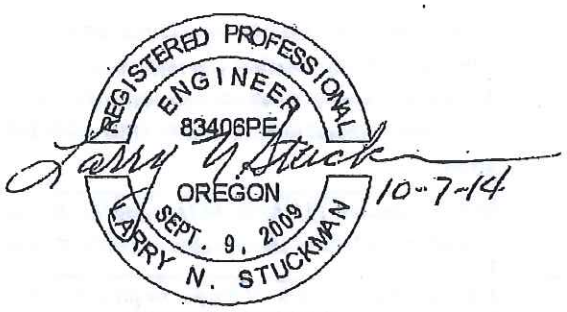
The opinion of probable construction cost for the respective milestones should be determined in 5-year intervals unless a significant failure (i.e. substation transformer) has occurred or is eminent. The long range goal is to maintain reliability of service to the customers in an efficient and cost effective manner.

The subsequent 5-year work plans will be useful tools for the City's Finance department to secure bonds or other borrowing, if necessary, or attain necessary reserve levels required by lending institutions or to finance capital improvements from operating margins.

LONG RANGE PLAN SUMMARY	
Section	**Description**
2.3 Distribution System	Add a grounded neutral to older 13.8 kV distribution lines. Monitor phase balance on 3-phase feeders. Reconnect distibution transformers for severe phase imbalance.
3.3 & 3.4 Feeder Loading	Monitor feeder loads versus conductor capacity. Updgrade conductors when peak load is 80% to 90% of capacity. Consolidate wire sizes for new construction or replacements to improve overcurrent coordination and reduce inventory costs. For feeders serving residential and/or small commercial customers, use 4/0 ACSR (340A rating) for overhead 3-phase lines or 350 AL URD cable (340A) for underground 3-phase lines.
6.2 Substation Facilities	Add a second 12/15/20 MVA transfomer and related facilites if an existing transformer fails or shows signs of eminent failure.
6.3 City Feeder	Construct a new 12.5 kV feeder to provide a looped feeder to the the existing City Feeder #1. Install voltage regulators at the tie point if the existing feeder is operating at a nominal 13.8 kV.
6.4 South Bank Feeder	Explore transferring distribution loads on the Acton Substation to the City and negotiate ownership transfer of the Acton Substation to the City.
6.5 Industrial Park Infrastructure	Develop a looped 12.5 kV distribution system in the Industrial Park. Provide Sectionalizing switchgear for main line sectioning and to provide taps for customer service transformers. The mainline sectionalizing switchgear should be rated 15kV, 600A. Make provisions for a third industrial feeder for the east end of the Industrial Park. Reserve a tap switch at the end of Cramblet Way, see Figure 8. for Backup from Industrial Feeder #1 or Industrial Feeder #2.
6.6 Substation Long Range Plan	The proposed 1-line Diagram for the Substation shows provisions for main breakers and a tie breaker on the 12.5 kV bus. Space should be reserved to install these breakers if necessary. Some industrial loads require a high degree of reliability to minimize the duration of an outage. Installation of these breakers and implementation of an automatic transfer control system will achieve a higher level of reliability.

ENGINEER'S CERTIFICATION

I certify that this 2014 Electrical System Master Plan was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the state of Oregon.



10-7-14

EXPIRES: 06-30-16

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1.0 PURPOSE OF THE MASTER PLAN

The Master Plan provides a long-range strategy for system additions or modifications. Recommendations are based on providing an economical, cost effective and reliable electrical supply and distribution system.

1.1 SETTING GOALS AND OBJECTIVES

Predictions of population growth, electrical consumption, and usage patterns of customers are used to forecast future consumption and demand for electrical power. This information is utilized to assess the ability of the distribution facilities to provide reliable and economical service to the customers now and for the next 20-years.

1.2 LOAD FORECAST

A 20-year load forecast has been developed using past energy consumption data and trends in the peak demand during the past five-years. Energy consumption and the peak demand forecasts have been adjusted to incorporate expected large (1000 kVA or larger) industrial load additions.

1.3 SYSTEM ASSESSMENT

The main 3-phase feeder loads were analyzed to evaluate the ability of these feeders to reliably and efficiently supply power to the existing and future loads. The forecasted loads are prorated based on distribution transformer ratings shown on the electric distribution system maps in Appendix A.

Bottlenecks, poor power quality or system reliability, and lack of backup during a "single contingency outage" are identified. Strategies to improve reliability and power quality issues were developed.

1.4 OWNERSHIP AND OPERATION OF THE SUPPLY SUBSTATION

A valuation of the present value of CL Substation that is owned and operated by BPA is developed.

Presently the City pays BPA a "Utility Delivery Charge" for providing power at 13.8 kV at the CL Substation. The Utility Delivery Charge is based on the monthly demand (ranging from 2,000 kW to 4,900 kW). The annual charge has been the range of $36,000 to $37,000 per year.

A 25% rate increase will be applied In October 2014. Based on the existing load the annual Utility Delivery Charge will increase to at least $45,000 per year. Since the power is purchased at 115 kV at the Pyramid Substation, BPA does not assess a Utility Delivery Charge for power flow the Pyramid Substation. The City has started to utilize the Pyramid Substation about 50% to 75% of the time. The use of the Pyramid Substation will result in a reduction in the Utility Delivery Charge of $22,500 to $33,500 per year.

After the 6,800 kW of large industrial load is added, the Utility Delivery Charge will increase to $107,500 per year. BPA expects additional rate increases in the Utility Delivery Charge.

The report includes an alternative if negotiations with BPA to purchase the CL Substation fall apart.

2.0 EXISTING ELECTRICAL SYSTEM FACILITIES

2.1 BPA SUBSTATIONS

2.1.1 BPA owns and operates two substations, Cascade Locks (CL) Substation and Acton Substation. Both substations normally supply power to the City of Cascade Locks (City) 13.8kV distribution voltage.

2.1.2 Both BPA substations receive power from the BPA 115kV transmission system. The CL and Acton Substations transform the 115kV transmission voltage to 13.8kV with substation transformers rated 6 MVA (8 MVA with cooling fans).

2.1.3 The City's 3-phase, 13.8kV feeder exit from the CL Substation is the "City Feeder". The City Feeder serves the urban load within the City limits, and serves rural load in the Wyeth area that is east of the City.

2.1.4 The City's 3-phase, 13.8kV feeder exit from the Acton Substation is the "South Bank Feeder". The South Bank Feeder serves the rural load west of the Bridge of the Gods to the Multnomah Falls area.

2.1.5 The service territory has two separate and distinct feeders (i.e. "City Feeder" and "South Bank Feeder") with no distribution intertie.

2.2 PYRAMID SUBSTATION

2.2.1 The City owns the Pyramid Substation that is located across Interstate 84 from the CL Substation. The Pyramid Substation is connected to the BPA 115kV transmission system in the CL Substation.

2.2.2 The Pyramid Substation has a 115kV to 13.8kV power transformer with a 6 MVA rating. The rating can be increased to 6.25 MVA by adding cooling fans.

2.2.3 This substation is normally energized and is available to supply power to the City Feeder if the CL Substation transformer or circuit is out of service for maintenance or repairs.

2.3 DISTRIBUTION SYSTEM

2.3.1 The City of Cascade Locks distribution system maps are in Appendix A.

2.3.2 The City of Cascade Locks owns and operates over 72-miles of distribution lines. The distribution lines are a combination of 1, 2, and 3-phase, 13.8kV phase to phase 8kV phase to neutral configurations. The distribution lines consist of both overhead and underground construction.

2.3.3 The 3-phase distribution feeders were originally constructed as three phase, three wire, no neutral, lines. Some overhead lines and underground cable circuits are being constructed with a multi-grounded neutral wire. A neutral wire from the substation must be added to older lines when new overhead or underground lines are constructed. Most of the distribution transformers are still connected phase-to-phase, not phase-to-neutral.

3.0 HISTORICAL LOAD PROFILE

3.1 DEFINITION OF TERMINALOGY

3.1.1 Energy (kwh): The (kilowatt-hour) is typical unit of electric energy. Sometimes MWh (megawatt-hour) are used for large quantities of energy. One MWh is equal to 1000 kWh.

3.1.2 Demand (kW): The real power is the "rate that energy is consumed" during a specific period of time (i.e. The peak demand is the highest rate of consumption during a 15, 30 or 60-minute period).

A. The peak demand fluctuates during the day, (i.e. High Load (HL) period or during the night, Low Load (LL) period).

B. The peak demand has a seasonal variation during winter and summer. The winter peak occurs in January or February and the summer peak occurs in July – September. The annual peak demand is affected by weather conditions and has fluctuated from winter to summer during the last five years. The annual peak demand is often used to assess the ability of the system components to serve the load because the peak demand on the electrical system will utilize the highest percentage of the capacity of that component.

C. The average demand for a day, month or year is the total energy consumption during a period divided by the number of hours in that period.

D. kW demand is defined as "active" or "real power" (i.e. the real power is the work performed by the machine that is connected a motor's shaft. By definition 1 Hp = 0.746 kW.

3.1.3 Load Factor (LF): The load factor is the ratio of average demand (akW) divided by peak demand. An hourly, daily, monthly, seasonal or annual LF can be calculated.

3.1.4 Apparent Power (kVA): The apparent power is an electrical term that is the phase to neutral voltage times the amps divided by 1000 for single phase loads and phase to phase voltage time the amps divided by 1000 times $\sqrt{3}$ for 3-phase load.

Apparent power is a combination of real power and reactive power (kVAr). The "reactive" power of a motor is used to provide a rotating magnetic field than makes the output shaft of the motor rotate.

3.1.5 Power Factor (PF): The power factor is the ratio of real power divided by apparent power. The power factor is 100% if real power is equal to the apparent power and the reactive power is zero. The power factor is used when the kW is known to determine the "total" amperes flowing through a transformer and/or feeder conductors. The capacity of transformers and conductors is based on the amperage rating of the transformer windings and/or the conductors.

3.1.6 Customer Profile: The distribution load on the City's system consist of residential, light commercial/small industrial and public agency customer classifications. Each customer classification will have different profiles (i.e. load factor, power factor,

etc.). A customer profile is determined for an average customer in each classification to allocate system load for sections of the main three phase feeders.

3.1.7 Coincidence Factor: The peak demand of the system is the coincident demand all customers. Not all of the customer groups will peak at the same time.

A. The residential customer group will typically peak at 5 to 6 pm, but not all residential customers will peak when the customer group is peaking.

B. Light commercial/industrial customers will typically peak at 10 am or 2 pm. Like the residential group, not all of the industrial customer will peak when the industrial group peaks.

C. An analytical tool used to estimate the peak demand is a coincidence factor. Statistical tools are used to determine the coincidence factor for the different customer classifications. The coincidence factor is also affected by the number of customers (i.e. the coincidence factor may be 80% for a group of 10 customers, but the coincidence factor may be 60% for a group of 100 customers).

3.2 DISTRIBUTION SYSTEM PEAK LOAD

3.2.1 The distribution system energy consumption from 2007 to 2013 is summarized in Table 1.

3.2.2 Figure 1 is a graphical representation of this data. A "least squares" regression analysis results in a slightly declining rate (-1.8% per year) of consumption during this time.

Year	Annual kWh
2007	21,677,415
2008	21,004,339
2009	20,446,534
2010	18,899,765
2011	19,319,702
2012	17,629,408
2013	18,477,227

Table 1: Historical Consumption Data

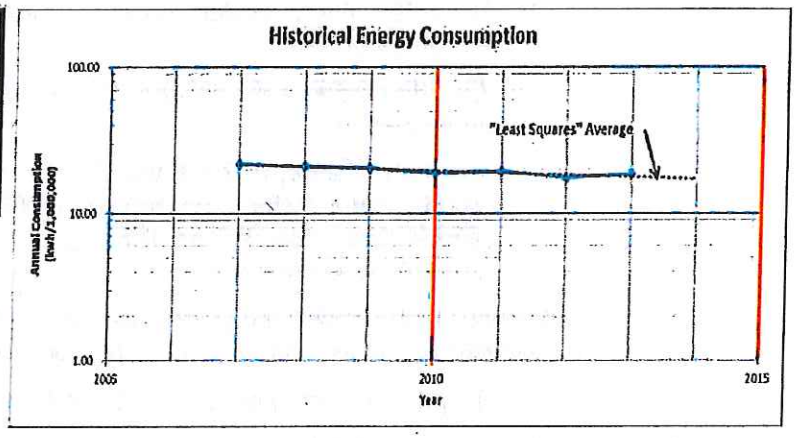


Figure 1: Annual Consumption (2007 - 2013)

3.2.3 The distribution system peak demand during the past 5-years (2009 to 2014) is summarized in Table 2.

3.2.4 Figure 2 is a graphical representation of this data. A "least squares" regression analysis results in an average 1.15% increase in annual kW demand during this time.

Year	Peak kW
2009	4,000
2010	4,500
2011	4,500
2012	5,140
2013	3,670
2014	4,830

Table 2: Historical Peak Demand

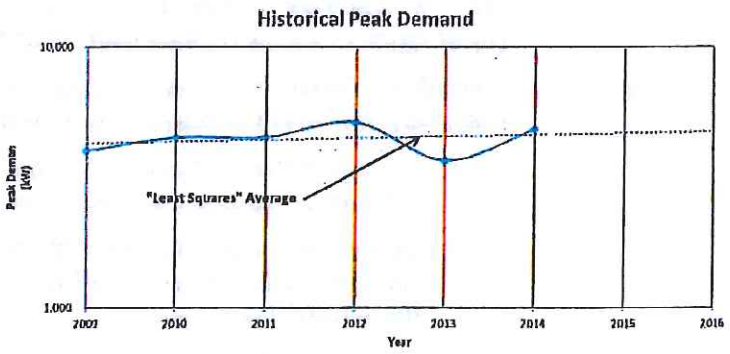


Figure 2: Peak Demand (2009-2014)

3.2.5 The following demand and other load characteristics are based on BPA CL Substation metering data:

A. Annual peak demand on the City Feeder was 4,830 kW in February 2014.

B. The average demand in the previous 12-months was 2,109 akW.

C. The annual load factor is 44%. A 42% to 48% load factor is typical for residential loads. Commercial/small Industrial, and Public Agency loads that operate 8-hours per day, 5-days per week will typically have load factors in the 45% - 55% range.

D. Note the annual peak demand was 7.5% higher in the summer of 2012 than the winter of 2014.

E. The City Feeder peak load may not be coincident with the peak load of the entire system.

F. The power factor, in 2013, was 98.5% on the City Feeder. This is a very "good" power factor. The majority (75%) of the load is "resistive" (i.e. electric heat, incandescent lighting, etc.) and only 25% of the load is "reactive" (i.e. motors).

3.2.6 The annual peak demand and power factor are critical measures of the capacity of the substation and distribution feeders that serve the load.

A. The peak apparent power was 4,919 kVA (4,830/0.985).

B. The CL Substation transformer was operating at 82% of its capacity (4,919/6,000 kVA).

C. If the power factor had been 80% instead of 98.5%, the substation transformer would have been slightly overloaded during the 2014 peak.

D. The current flowing through the transformer windings and feeder conductors generates heat due to the resistance of the wire. Excessive heat will result in failure of the insulation on underground cables or permanent damage (melting) to the wire. The current carrying capacity of the wire is called the "ampacity" of the cable or wire. Underground cables have a

lower ampacity compared to overhead wires because heat dissipation is slower in the ground than in air.

3.3 CITY FEEDER LOADING

3.3.1 The main 3-phase feeder consists of five segments (Nodes C100 to C105). Each node signifies a change in wire size. Node C100 is at the CL Substation. A map of the City Feeder with the line node locations is shown in Appendix A. The conductor size of each segment varies as shown in Table 3.

CITY 3-PHASE FEEDER DETAILS						
Start	End	Conductor Size	Conductor Ampacity	Coincident load (kVA)	Peak Load (A)	Spare Capacity
C100	C101	1-0 Cu	378	4919	206	45.6%
C101	C102	4-0 ACSR	340	4817	202	40.7%
C102	C103	2 Cu	282	3829	160	43.2%
C103	C104	2 URD	135	1354	57	58.0%
C104	C105	2 Cu	282	56	2	99.2%

Table 3: City Feeder - Main 3-Phase Line Sections

3.3.2 During peak load conditions, the first three segments (C100 to C103) were operating at approximately 54% to 59% of the conductors' rating. The spare capacity is shown in the last column on the right of Table 3.

3.3.3 The capacity of the conductors is adequate for the existing load conditions. Load growth will decrease the spare capacity.

3.3.4 Consolidate wire sizes for rebuilds and new construction. Use 4/0 ACSR (340A rating) for overhead 3-phase lines or 350 AL URD cable (340A) for feeders with residential/small commercial customers. Large industrial conductor sizes are discussed in a later section.

3.4 SOUTH BANK FEEDER LOADING

3.4.1 The main 3-phase feeder consists of twelve segments (S100 to S112). Segment S100 is at the Acton Substation. The line segments are shown on Appendix A. The conductor size of each segment varies as shown in Table 4. Although line segments are lightly loaded, we recommend using 4/0 ACSR (340A rating) for overhead 3-phase lines or 350 AL URD cable (340A) when replacing conductors due to storm damage, road modifications, or other reasons. A uniform conductor size will improve overcurrent coordination and will result in improved reliability.

SOUTH BANK 3-PHASE FEEDER DETAILS						
Start	End	Conductor Size	Conductor Ampacity	Coincident load (kVA)	Peak Load (A)	Spare Capacity
S100	S101	2 Cu	282	830	35	87.7%
S101	S102	1-0Al	170	742	31	81.8%
S102	S103	4 Cu	210	398	17	92.1%
S103	S104	2 Cu	282	397	17	94.1%
S104	S105	6 Cu	140	397	17	88.1%
S105	S106	2 Cu	282	375	16	94.4%
S106	S107	4 Cu	210	348	15	93.1%
S107	S108	6 Cu	140	284	12	91.5%
S108	S109	2 Cu	282	263	11	96.1%
S109	S110	4 Cu	210	263	11	94.8%
S110	S111	6 Cu	140	232	10	93.1%
S111	S112	4 Cu	210	8	0	99.8%

Table 4: South Bank - Main 3-Phase Line Sections

3.4.2 The peak load on the South Bank Feeder in February 2014 was 830 kVA. During peak load conditions, all of the line segments were operating at 20% or much less than the conductors' capacity. The spare capacity is shown in the last column on the right of Table 4.

4.0 EXISTING INDUSTRIAL PARK INFRASTRUCTURE

4.1 OVERHEAD 3-PHASE

4.1.1 An existing 3-phase overhead line crosses the Bear Mountain and Port of Cascade Locks properties as shown in Figure 3. This line has been temporarily de-energized because of safety issues.

4.1.2 This line is scheduled to be relocated by City crews to as shown on Figure 3.

4.2 UNDERGROUND VAULTS AND CONDUIT

4.2.1 The Port of Cascade Locks has installed electrical vaults and underground conduits along Cramblet Way and Industrial Park Way as shown inside the cloud in Figure 3.

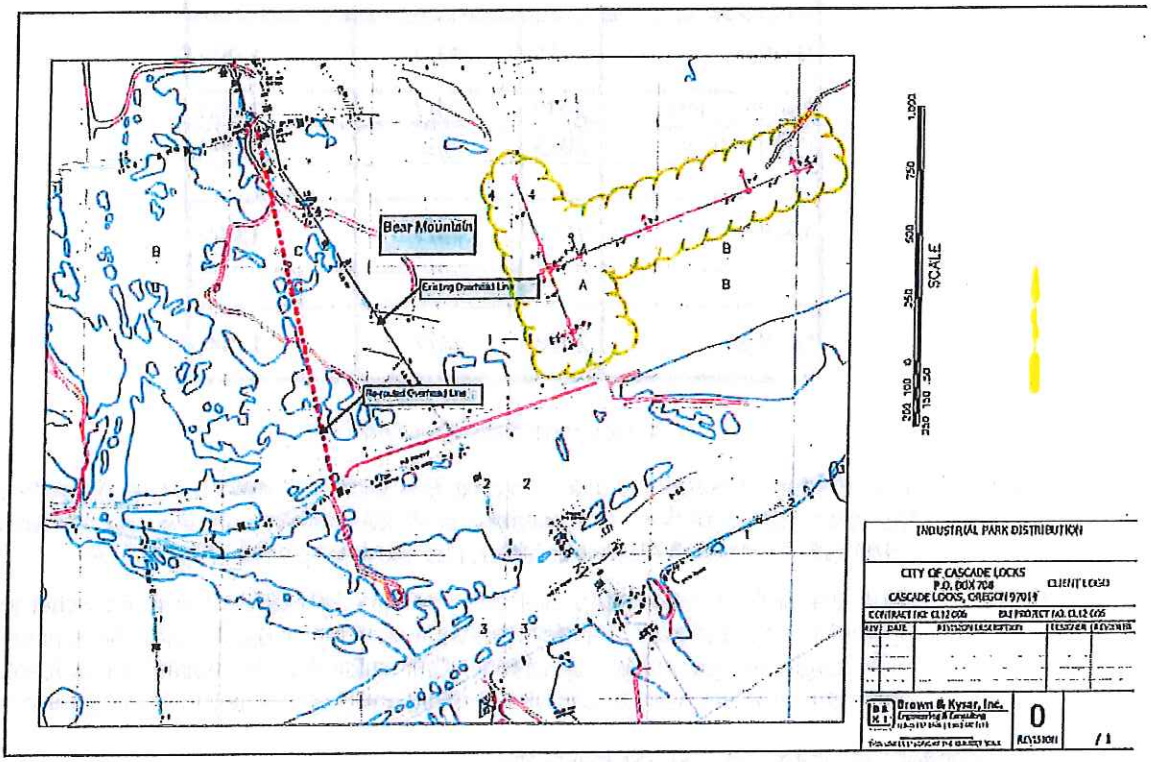


Figure 3: Existing Industrial Park Infrastructure

5.0 LOAD FORECAST

5.1 FORECAST OF INDUSTRIAL PARK LOAD

5.1.1 The Master Plan for Development of the Port of Cascade Locks Industrial Park was adopted by the Port Commission in 2014. The Master Plan for Development and input from the City staff is the basis for forecasting the large industrial load additions during the next five years. Bear Mountain is an existing customer, but is planning an expansion of their plant.

Industrial Load	Year	Type of Operation	Estimated kW Demand
Bear Mountain	2014	8/5	1,000
Nestles	2015	24/7	1,000
Fish Products	2015	24/7	1,000
Puff Factory	2015	8/5	1,000
Nestles	2017	24/7	1,000
Nestles	2018	24/7	1,800

Table 5: Large Industrial Load Additions

5.1.2 The addition of 6,800 kW over the next five years will have a dramatic impact on the substation facilities. The previous peak kW demand on the City Feeder was 5,140 kW. Using a 98.5% power factor, the apparent power is 5,218 kVA.

5.1.3 Both the BPA CL Substation and the Pyramid Substation (used for emergency backup) have substation transformers with a rating of 6,000 kVA. There is only a 13% margin of spare capacity when either substation is supplying the load. An abnormally hot summer or cold winter could easily consume this spare capacity.

5.2 "FIRM" SUBSTATION CAPACITY

5.2.1 The present configuration does provide a redundant power source for the City Feeder. This configuration is described as an "N-1" contingency. In the event of the failure of the substation transformer in the CL Substation, the Pyramid Substation is available to restore service to the distribution system after a relatively short outage.

5.2.2 The substation capacity that is available with the largest transformer out of service (N-1 contingency) is 6,000 kVA. This is the "firm" substation capacity. Although cooling fans can be added to both transformers to increase the transformer rating to 8,000 kVA for the CL Substation transformer and 6,250 kVA for the Pyramid Substation transformer, the firm capacity only increases a modest 250 kVA. If the larger CL Substation transformer is out of service, the Pyramid Substation is limited to 6,250 kVA.

5.2.3 The N-1 contingency condition does not hold true for a 115 kV transmission outage because an outage of the 115kV tap line disables both the CL Substation transformer and the Pyramid Substation transformer. The recommended configuration, described in a later section, of the CL Substation with two transformers or a new substation with two transformers is shown with two 115kV line taps to provide a redundant 115kV line tap (N-1 contingency configuration).

5.2.4 The light blue line in Figure 4 shows the historic peak kW demands and is a graph of the forecasted peak kW demand including anticipated large industrial loads.

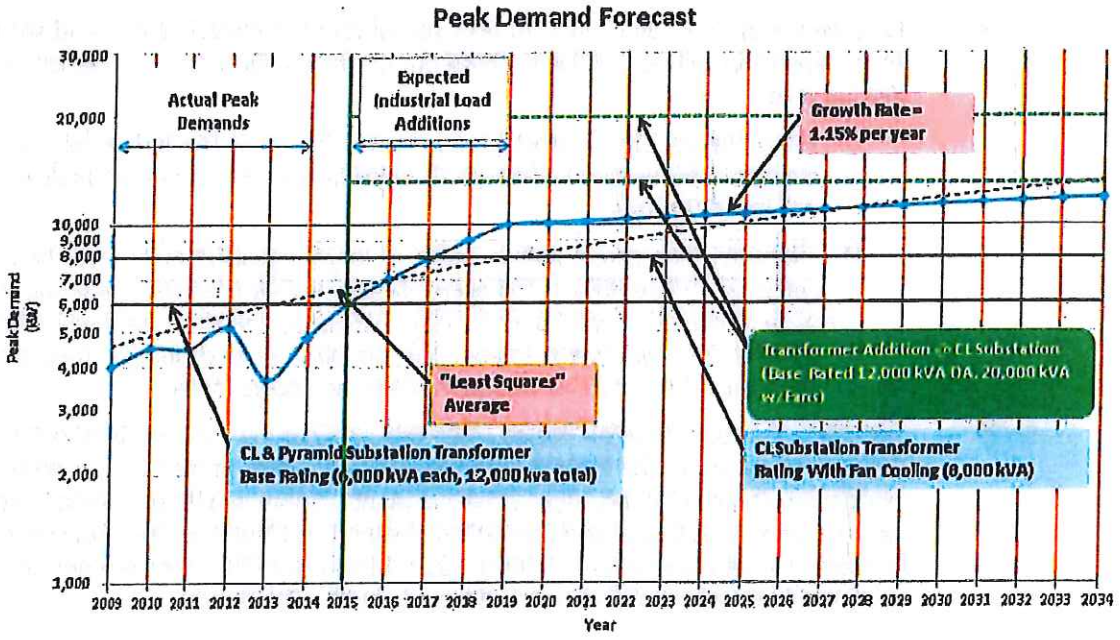


Figure 4: Peak Demand Forecast with Large Industrial Load Additions

5.2.5 The firm capacity of the substations is the black horizontal line at 6,000 kVA (Figure 4). This is equivalent to 5,900 kW with a 98.5% power factor. The system peak demand will exceed the firm capacity of the substations in 2015 (green line – Figure 4). This intersection identifies the need to add more transformer capacity to prevent a shortfall of firm capacity during an N-1 contingency.

5.2.6 We recommend adding a new 12/16/20 MVA transformer and related equipment in the CL Substation. The 12 MVA is the air cooled rating and the 16/20 MVA ratings are with 2-stages of cooling fans. This addition will increase the firm capacity to 12 MVA (i.e. the sum of the existing transformers or the new transformer). Therefore

an outage of the largest transformer leaves at least 12 MVA (the horizontal dashed green line in Figure 4) of substation capacity.

5.2.7 The system peak demand rapidly increases until 2019 as large industrial loads are added. The peak demand is forecasted to be 10 MW in 2019. After 2019, the peak demand is forecasted using the historic growth rate of 1.15% per year.

5.3 INDUSTRIAL PARK DEVELOPMENT PLAN

5.3.1 The load forecast is based on large industrial load anticipated by the Port of Cascade Locks Master Plan during the next 5-years.

5.3.2 The Industrial Park encompasses about 200 acres as shown in Figure 5. About 70 acres of the Industrial Park are developable. SDS Lumber Company owns 14 acres of bare land ready for development. Approximately 10 acres are leased to Bear Mountain forest Products. A 25 acre lot had been set aside for a casino and is now available for development. The remaining 21 acres are bare land, but portions will require mass grading to level the sites to be ready for development.

5.3.3 Bear Mountain is located on a 10 acre parcel and the electrical demand with the plant expansion will be 2,000 kW. Based on this information, the load density is 200 kW per acre.

A. Using this as the "average" load density for all of the Industrial Park, the expected kW demand when all 70 acres in the Industrial Park is developed will be 14,000 kW.

B. Typically, the normal power factor of large industrial plants will be in the range of 70% to 90%. If the power factor is 80%, then the apparent power of a 10 MW load will be 12.5 MVA. The Large Industrial Rate will charge a penalty for low power factor. The penalty is an economic incentive to encourage the customer to correct their own power factor.

5.3.4 The Port of Cascade Locks Master Plan also predicts an increase in the Cascade Locks population of 14% in new residents (150 or more) related to the additional workforce required by the large industrial plant additions. This population growth has not been included in the forecasted demand in Figure 5. Based on historical residential usage patterns, a 1,500 to 2,500 kW coincident demand during peak load would be expected if all new family units built new houses.

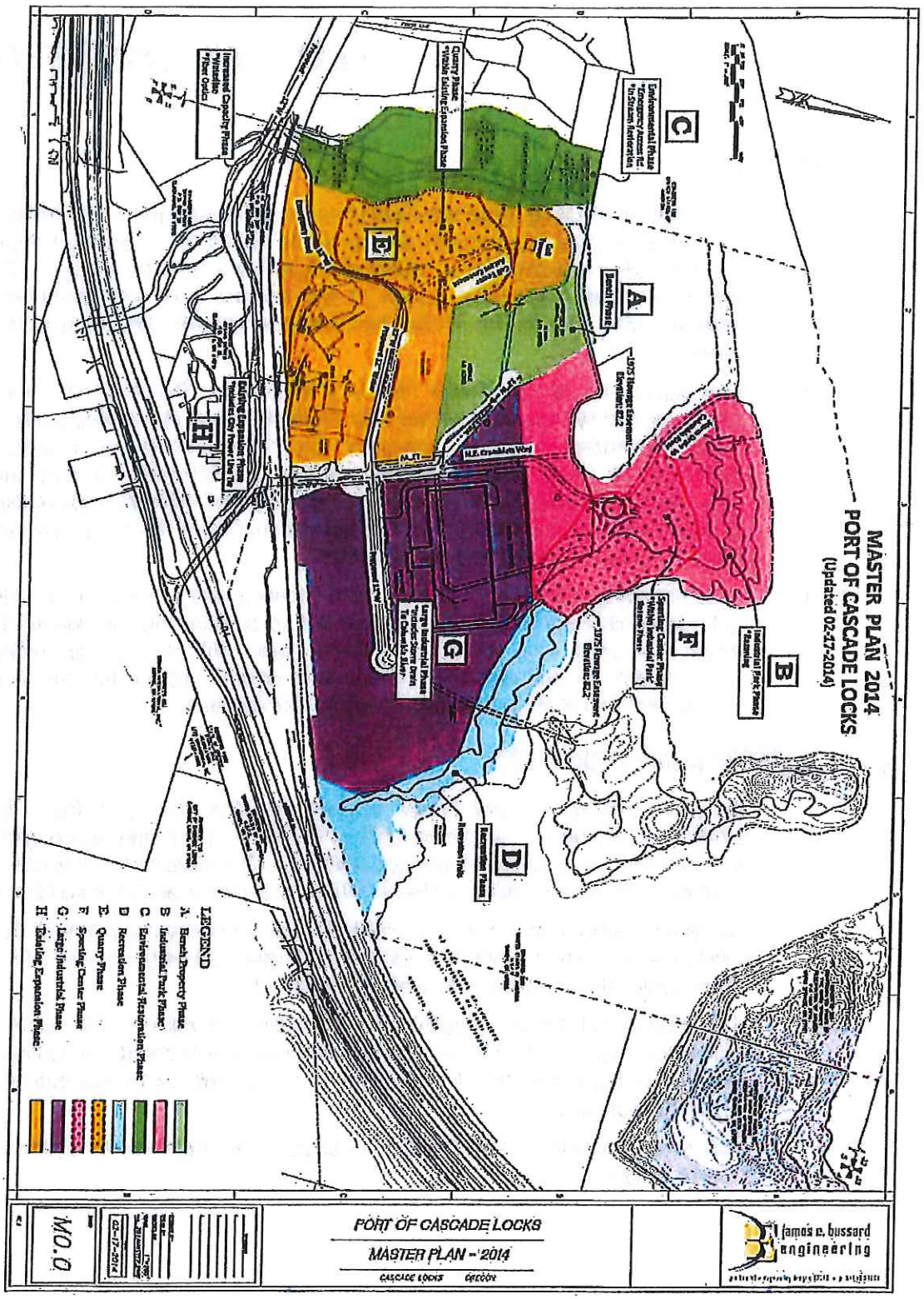


Figure 5: Port of Cascade Locks - Master Plan Excerpt

6.0 LONG-RANGE PLAN

6.1 INTENT

6.1.1 The intent of the Long Range Plan is to identify bottlenecks in the existing facilities to provide reliable, good quality service to the customers. The Long Range Plan recommends improvements or additions to provide a reliable, flexible, efficient, and economical system for growth of the existing load and additional new customer load. The growth of the combined load is forecasted for the next 20-years.

6.1.2 One component of the Master Plan is a Work Plan. The Work Plan includes recommended system improvements for the first 5-years of the Master Plan. The recommendations include an opinion of the Probable Construction Costs (Cost Estimate) for each recommendation. Some recommendations may include alternative approaches. Each alternative includes a cost estimate and comparison of advantages and disadvantages for consideration. One of the alternatives will be identified as our recommended alternative.

6.1.3 The Long-Range (Master Plan) should be reviewed every four years to address unforeseen changes in the load forecast and to develop the subsequent 5-year Work Plan with cost estimates. This approach will facilitate an organized development of the electrical system and provide insight for the Finance Department to plan for financing the capital improvements.

6.2 SUBSTATION FACILITIES

6.2.1 The peak load on the City Feeder in February 2014 was 4,919 kVA. The CL Substation transformer's air cooled rating is 6,000 kVA. The rating can be upgraded to 8,000 kVA if it is equipped with cooling fans. This transformer has about 1,000 kVA (about 15%) spare capacity. The CL Substation is owned and operated by BPA.

6.2.2 The Pyramid Substation transformer also has an air cooled rating of 6,000 kVA. This transformer has about 1,000 kVA (about 15%) spare capacity at peak load. The Pyramid Substation is owned and operated by the City.

6.2.3 The Pyramid Substation transformer is normally energized, and serves the distribution load about 50% to 75% of the time. The Pyramid Substation also provides backup when the CL Substation is out of service for maintenance or replacement of equipment.

6.2.4 A one-line schematic of the existing CL Substation and the Pyramid Substation is shown in Figure 6.

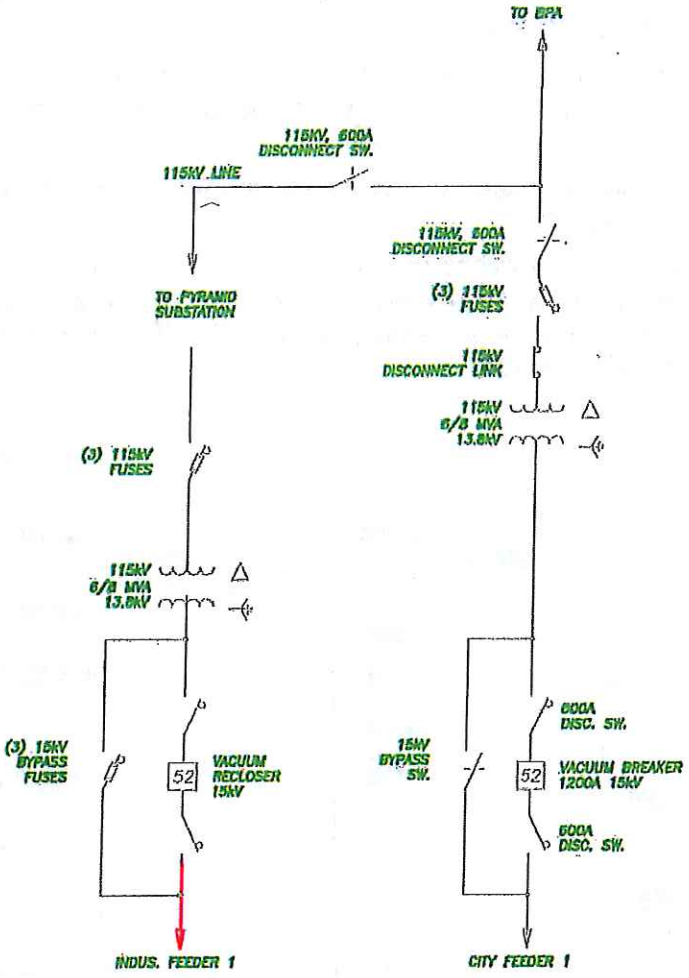


Figure 6: One-Line Diagram (Existing CL & Pyramid Substations)

6.2.5 The configuration of the distribution system does not allow sectionalizing to permit the CL Substation and Pyramid Substation to each serve 50% of the City Feeder load.

6.2.6 The addition of the new industrial load of 6,800 kW in the next four years will more than double the system load and will, by far, exceed the rating of each substation transformer. The first 1,000 kW of additional load will consume the spare capacity. Although cooling fans can be added to each transformer, we do not recommend adding the fans.

6.2.7 The CL Substation transformer was manufactured in 1951, and the typical design life of a power transformer is 40 years; This transformer has already exceeded the expected design life. This transformer has likely survived because the load has always been below its rating.

6.2.8 The Pyramid Substation transformer was manufactured in 1978. This transformer is also approaching the typical design life, but it has only been used occasionally since the City purchased it.

6.2.9 We recommend that a new 12/16/20 MVA substation transformer and related equipment be installed to upgrade the capacity of the substation to accommodate the large industrial load additions.

6.2.10 The one-line diagram of the substations, with a new 12 MVA transformer is shown in red in Figure 7.

6.2.11 The valuation analysis of the BPA CL Substation facilities is in Sections 7.0 to 11.0 of this report. If the City decides not to purchase the CL Substation from BPA and constructs a new substation, then the new substation site should be suitable for a second transformer.

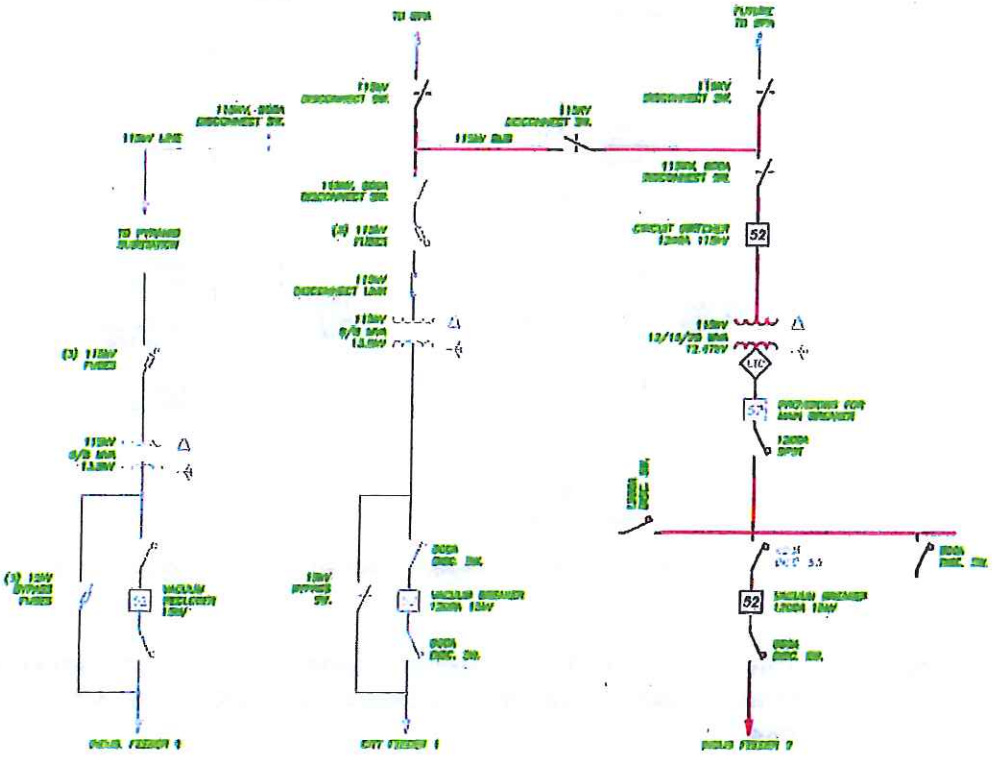


Figure 7: One-Line Diagram (New 12/16/20 MVA Transformer)

6.2.12 The opinion of probable construction cost for a new 12/16/20 Transformer and related substation facilities is summarized in Table 6.

CASCADE LOCKS SUBSTATION			
DESCRIPTION	QTY	UNIT	BUDGET W/ OVERHEADS
115kV STATION EQUIPMENT			$ 662,000
LINE TERMINAL & TIE SWITCH STRS (115 KV) W/TRUSSES	35,000	LBS	
STRUCTURE FDNS	21	CUYD	
BUS & FITTINGS (115 KV)	3	BAY	
BUS & EQUIP. SUPPORT PEDS. (6)	9,000	LBS	
BUS SUPPORT STRUCTURE FDNS	12	CUYD	
HS CIRCUIT SWITCHER W/DISC. SWITCH	1	EA	
HS CIRCUIT SWITCHER STRUCTURE	13,500	LBS	
CKT SWITCHER FDN	4	CUYD	
HS SURGE ARRESTORS	3	EA	
HS DISCONNECT SWITCH	3	SW	
SUBSTATION TRANSFORMER & EQUIPMENT			$ 959,000
TRANSFORMER, 12/16/20 MVA, W/LTC	1	UNIT	
SUBSTATION TRANSFORMER FDN	14	CUYD	
SPILL CONTAINMENT	7	CUYD	
LS SURGE ARRESTORS	3	EA	
15KV FEEDER EXIT EQUIPMENT			$ 186,000
LS STRUCTURE	2	BAY	
LS STRUCTURE FDN	4	CUYD	
BUS & FITTINGS (15 KV) 1200A	2	BAY	
15 kV INSTRUMENT TRANSFORMERS & METERING	1	LOT	
BREAKER, 15 KV, 1200A	1	BKR	
LS DISCONNECT SWITCH	12	EA	
LS TIE SWITCH 3PGO 15 kV, 1200A	1	EA	
BREAKER FDN	2	CUYD	
RELAYING 15 KV LINE & METERING/CONTROL PANEL	1	PKG	
SITE WORK, CONTROL BUILDING, STATION SERVICE & MISC.			$ 117,000
YARD SURFACING	237	CUYD	
STORM WATER DRAINAGE SYSTEM	1	LOT	
GROUND GRID (EXISTING MAY REQURE UPGRADE)	1	LOT	
CONTROL BUILDING, LOW VOLTAGE SYSTEMS & MISC.			$ 45,000
STATION SERVICE (DC) DIST. PANEL (ADD BKRS)	1	LOT	
OUTDOOR LIGHTING FIXTURES	1	SYS	
CONTROL CABLES & WIRING (OUTDOOR	1	LOT	
CONTROL CONDUITS	250	FT	
SCADA & COMMUNICATION EQUIPMENT/CONROL PANELS	1	PKG	
NEW SUBSTATION ESTIMATED COST			$ 1,969,000

Table 6: 12/16/20 MVA Transformer Addition

6.2.13 When the new 12/16/20 MVA substation transformer is in service, a new 12.5 kV, 600A feeder (Industrial Feeder #2) should be constructed from the new transformer to the overhead line on the West side of the Industrial Park as shown by the green dashed line in Figure 11.

6.2.14 We recommend that the City Feeder be transferred to a new underbuild circuit on the 115 kV structures and upgrade the existing distribution feeder crossing Interstate 84 for the Industrial Feeder #2. The Industrial Feeder #2 will provide dual source service to the Industrial Park and will allow transferring some load from the Pyramid Substation transformer and provide N-1 redundancy to the Industrial Park.

6.2.15 Although neither of the existing transformers is in "pristine" condition, they both have provided reliable service in the past. We recommend that annual gas analysis testing be performed on the Pyramid Substation transformer and the CL Substation transformer if the City owns it. After three years of taking oil samples, the gas test

results should be trended to identify abnormally rapid increases in combustible gases and decide if these trends are indications of impending failure.

6.2.16 If either substation transformer shows signs of failure, plans should have been made to purchase a new 12/16/20 MVA substation transformer and related equipment as soon as possible. It usually takes 12 to 18 months from council authorization to purchase a new transformer and make it ready for service.

6.2.17 The second 12/16/20 MVA transformer should be added in the CL Substation or at the new substation site. The One-Line Diagram of the substation is shown in red in Figure 8.

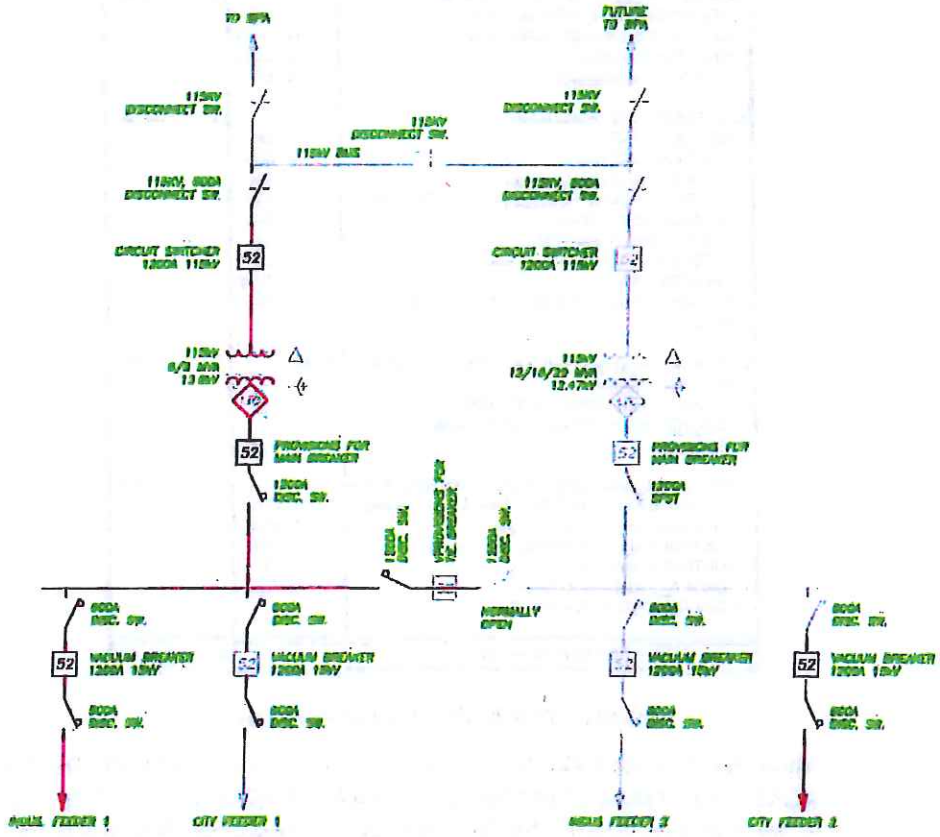


Figure 8: One-Line diagram (Dual Transformer Substation)

6.2.18 When the second 12 MVA substation transformer has been placed in service, the Industrial Feeder #1 should be disconnected from the Pyramid Substation and extended to the new transformer. We recommend the City Feeder be transferred to the upper circuit of the 115 kV structures and the underbuild circuit be used for Industrial Feeder #1. The rational is that the Industrial Feeder will be larger conductor than the City Feeder, and therefore the loading on the poles will be less with the larger conductor closer to the ground and line clearance between circuits will be reduced because the larger conductor will have more sag.

6.2.19 The Pyramid Substation should be dismantled and removed from the site after the second 12 MVA substation transformer is in operation.

6.2.20 When the second 12/16/20 MVA transformer is in-service the firm capacity will increase to 20 MVA. The two substation transformers will provide "N-1" redundancy.

6.3 CITY FEEDER

6.3.1 The peak load on this feeder is 54.6% of its capacity. If the historical growth rate in peak demand continues, the existing conductors have adequate capacity to supply the load at peak periods for the foreseeable future.

6.3.2 It is reasonable to expect the growth rate of the residential load to increase as new large industrial plants hire employees. The additional residents will stimulate housing as new homes are constructed. As the community grows, the General Services customer class will be revived as more retail stores, restaurants and other businesses startup or grow to serve the additional residents.

6.3.3 The existing feeder configuration is a "radial feeder". Frequently distribution feeders are constructed as radial lines because the initial load is small and radial line is the simplest and least expensive system to build. Operation and expansion are simple. A typical radial line is shown in Figure 9.

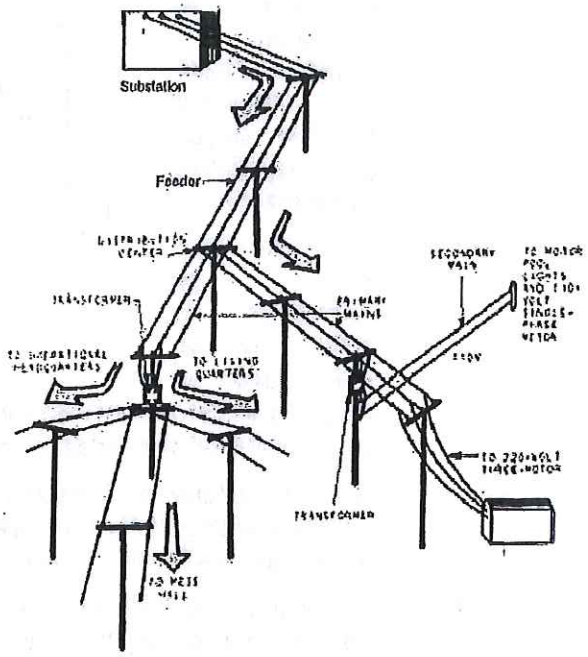


Figure 9: Typical Radial Feeder

6.3.4 A radial line exits the substation and has a large trunk line (like a tree) and has taps (like tree branches) to deliver electrical power to the customers.

6.3.5 A short circuit that blows a fuse or downed conductor on the feeder near the substation on a trunk line will result in outages to all customers downstream of the blown fuse or downed conductor. All of the downstream customers will be out of service until the faulted line or equipment is repaired or replaced.

6.3.6 Electrical service to all customers is also interrupted when any piece of line or equipment must be de-energized to perform routine maintenance and service. A radial feeder is not as reliable as a looped feeder.

6.3.7 A looped distribution feeder system has at least two feeder exits, preferably from different substation transformers. The feeders encircle the distribution area and include sectionalizing equipment to separate the distribution transformers and load centers on each feeder.

6.3.8 A looped feeder system is shown in Figure 10. A looped system is more expensive to build than the radial type, but it is more reliable. It may be justified in an area where continuity of service is of considerable importance, for example, a hospital, foundry, etc.

6.3.9 Circuit breakers, reclosers, distribution switches, or other devices are used to sectionalize the loop. Any or all distribution transformers can be connected to either source (i.e. substation transformer).

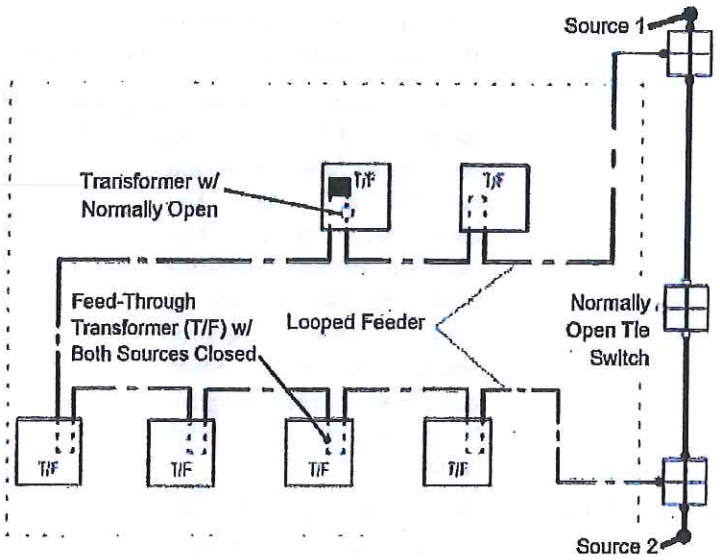


Figure 10: Looped Distribution Feeder

6.3.10 Since the load can be transferred to either source, maintenance or repairs can be accomplished with short or no outages to customers. Feeder sectionalizing also provides flexibility for balancing the load on each source.

6.3.11 Since the number of customers and load on the City Feeder is expected to have modest growth, we recommend a long range plan to provide a looped source to the City Feeder as shown in Appendix B.

6.3.12 The looped source will increase the reliability of service because customer outage duration will be significantly reduced because the looped feeder will have strategically located sectionalizing switches to de-energize small sections (minimize customers that are affected) of the loop for maintenance (i.e. tree trimming), repair faulty equipment or other devices, or upgrades (i.e. larger conductors).

6.3.13 Appendix B depicts a preferred route, from the CL Substation, along the Frontage Road and along back lot lines and streets to the intersection of WA NA PA Avenue and Benson Avenue. An alternate route is also shown along Columbia River Highway to the intersection of WA NA PA Avenue if easements are not available along the preferred route.

6.3.14 If the CL Substation is not purchased and a new substation is constructed North of Interstate 84, then the feeder loop route would change accordingly. The existing City Feeder will be connected to one of the substation transformers and the new

City Loop Feeder will be connected to another substation transformer to achieve full redundancy.

6.4 SOUTH BANK FEEDER

6.4.1 The peak load on this feeder is less than 20% of its capacity. The historical growth rate in peak demand is fairly steady and is mostly dependent on the outdoor temperature in the summer or winter. New customer additions are not likely due to state and federally controlled lands in the South Bank service area. The existing conductors have adequate capacity to supply the load at peak periods for the foreseeable future.

6.4.2 The existing feeder configuration is a "radial feeder" as shown in Figure 9. Since the peak load is stable and will more likely decrease than increase, we recommend that tree trimming be continued and conversion from overhead to underground should be considered if other highway improvement projects are undertaken or maintaining clearance to trees becomes too costly.

6.4.3 Installation of a new feeder from the Fish Hatchery to the West end of the City Feeder was considered. The opinion of probable construction cost of a new underground feeder is shown in Table 7. The costs of permitting requirements of the State of Oregon in the Columbia River Gorge are quite substantial.

UNDERGROUND THREE PHASE TIE FEEDER			
ITEM	QUANTITY	UNIT	SUB-TOTAL
Material			
Terminations, etc	30	each	
#1/0 Al, 15kV URD cable (single conductor)	15,840	lft	
Junction Box/Vault	5	each	
Bus bars (Modules) for 3PH vaults (3 per vault)	18	each	
2" conduit	15,840	lft	
3PH VFI - Cooper KPDO-VF5-33 or	1	each	
Estimated cost per mile			$98,000
Labor			
Primary junctions	5	each	
Trench and backfill	5,280	lft	
Conduit installed	15,840	lft	
15Kv Cable pulled and terminated	15,840	lft	
3PH VFI - Cooper KPDO-VF5-33 or equiv.	1	each	
Interstate Flagging, Limited Access, & Misc.	5,280	ft	
Estimated cost per mile			$255,000
Permitting	1	lot	
Utility Overheads	20%		
Engineering Design	15%		
Construction Observation	10%		
Contingencies	15%		
Total Per Mile Cost			$645,000
South Bank to City Feeder (mi)	2.5		$ 1,613,000

Table 7: 12.5kV, 150A Underground Tie Feeder (South Bank – City)

6.4.4 The 1/0 URD cable has a 3,200 kVA capacity and is the normal conductor size used by the City for underground feeders. This feeder would provide the capacity to utilize ½ of the Acton Substation capacity (6,000 ÷ 2). The other 3000 kVA is assumed to be reserved for BPA customers.

6.4.5 The levelized annual Fixed Charge Rate (FCR) is typically in the range of 13.5 to 16.5% for municipal utilities. The factors included in the FCR are operation and maintenance expense (2.5 – 3%). Depreciation rate (3% - 3.5%) and cost of capital (8% - 10%). The FCR is multiplied by the initial installed cost to determine the annual carrying costs for a capital expenditure.

6.4.6 Using an average 15% FCR, the carrying cost for this tie feeder is $241,950 per year. Therefore, the annual carrying costs far exceed the benefit of eliminating the Utility Delivery Charge of $1,750 per year. The South Bank load may even decline in the future if additional scenic Columbia River Gorge restrictions are implemented. If the tie feeder would be utilized to backup the City Feeder, the tie line is only capable to backup about ½ of the City Feeder load.

6.4.7 Although the South Bank load will not support a large investment in substation facilities, we recommend exploring the possibility of transferring other loads served at 13.8kV to the City to generate more income to support the substation investment and O&M costs. BPA has shown interest in selling portions the Acton Substation and perhaps the ownership transfer may have mutual benefit for both parties. As new transformers are placed in service for the City Feeder, one of the existing transformers could serve as a backup for the Acton Substation transformer.

6.5 INDUSTRIAL PARK INFRASTRUCTURE

6.5.1 Figure 3 shows the existing 3-phase overhead line (cyan color) by Bear Mountain that is de-energized. This line will be relocated (red dashed line) along the western limits of the Industrial Park. The City crew is planning to relocate this line in 2014. The line has been de-energized because of safety concerns.

6.5.2 In 2014-15, we recommend constructing a new 12.5kV, 600A underground feeder (Industrial Feeder #1), from the Pyramid Substation to the North side of the railroad right-of-way on Cramblet Way as shown by the red line in Figure 11. This Feeder will be extended to the Bear Mountain plant for the new 1,000 kW load addition.

6.5.3 The opinion of probable construction cost for the new Industrial Feeder #2 is shown in Table 8.

Industrial Park Service - Material List, & Labor Cost Estimate				
Description	Unit	Quantity	Unit Cost	Sub-Total
6" PVC SCH. 40	LFT.	1575		
15KV 1000 MCM EPR Jacketed	LFT.	4950		
3PH Vault w/ lid	EA.	2		
3PH VFI - Cooper KPDO-VFS-33 or equiv.	EA.	1		
Voltage Regulators	EA.	3		
600 AMP Elbows	EA.	18		
Bus bars (Modules) for 3PH vaults (3 per vault)	EA.	9		
1000 MCM potheads (terminators)	EA.	3		
15 KV riser class arresters	EA.	3		
Fault indicators	EA.	6		
Substation Riser	LOT	1		
MATERIALS SUBTOTAL:				**$121,000**
Labor & Constuction Equipment				
Trench, Backfill, Restoration, etc. (ft.)	LFT.	1575		
Existing Asphalt St. crossings (saw cut, CDF, hot patch)	XING	1		
Rail Crossing	XING	1		
Conduit Installation	LFT.	1575		
Vault installation	EA.	2		
Voltage Regulators	EA.	3		
Substation Riser	LOT	1		
Misc.	LOT	1		
ELECTRICAL CONTRACTOR SUBTOTAL:				**$68,000**
Contingencies	10%			
Environmental, Survey, Engineering Design [1]	20%			
Estimate of Probable Construction Cost for Underground Electrical System:				**$250,000**

Notes:

1. The amount shown is for design only, it does not include construction administration (i.e. bidding, construction observation or as-built documents).

Table 8: Industrial Feeder #1 (12.5kV, 600A URD)

6.5.4 We recommend that the Industrial Park distribution voltage be 12.5/7.2 kV instead of 13.8/7.97 kV used in the existing distribution system. The main reason for using 12.5kV is because service transformers for 12.5kV will more likely be in stock or short delivery times because that voltage is used by many utilities in the Northwest. The no load taps on the high voltage winding in the Pyramid Substation transformer will need to be adjusted for a 12.5kV output and/or voltage regulators added to the substation.

6.5.5 Line voltage regulators will be required at interties between the 13.8 kV line and 12.5kV lines. We recommend gradually converting the existing City Feeder from 13.8kV to 12.5kV.

6.5.6 The one-line diagram of the CL and Pyramid Substations are shown in Figure 6.

6.5.7 Additional infrastructure in the Industrial Park will be required when the new industrial plants are constructed. The configuration of the infrastructure within the Industrial Park must be coordinated with the Port of Cascade Locks. These cost estimates are not included in the scope of work for this report.

6.5.8 Figure 11 shows the long range configuration of the industrial park distribution system. Actual routing of feeders will depend on easements and/or future street locations.

6.5.9 As new large industrial customers are added in the Industrial Park, the Industrial Feeder #1 will be extended North and West to the new overhead line on the West side of the Industrial Park to form an Industrial Park loop as shown in Figure 11.

6.5.10 The industrial park system should be configured as a looped feeder system with strategically located sectionalizing switches to provide isolation of cable sections to minimize the number of customers affected and duration of an outage for repairs, modification or upgrades to the infrastructure.

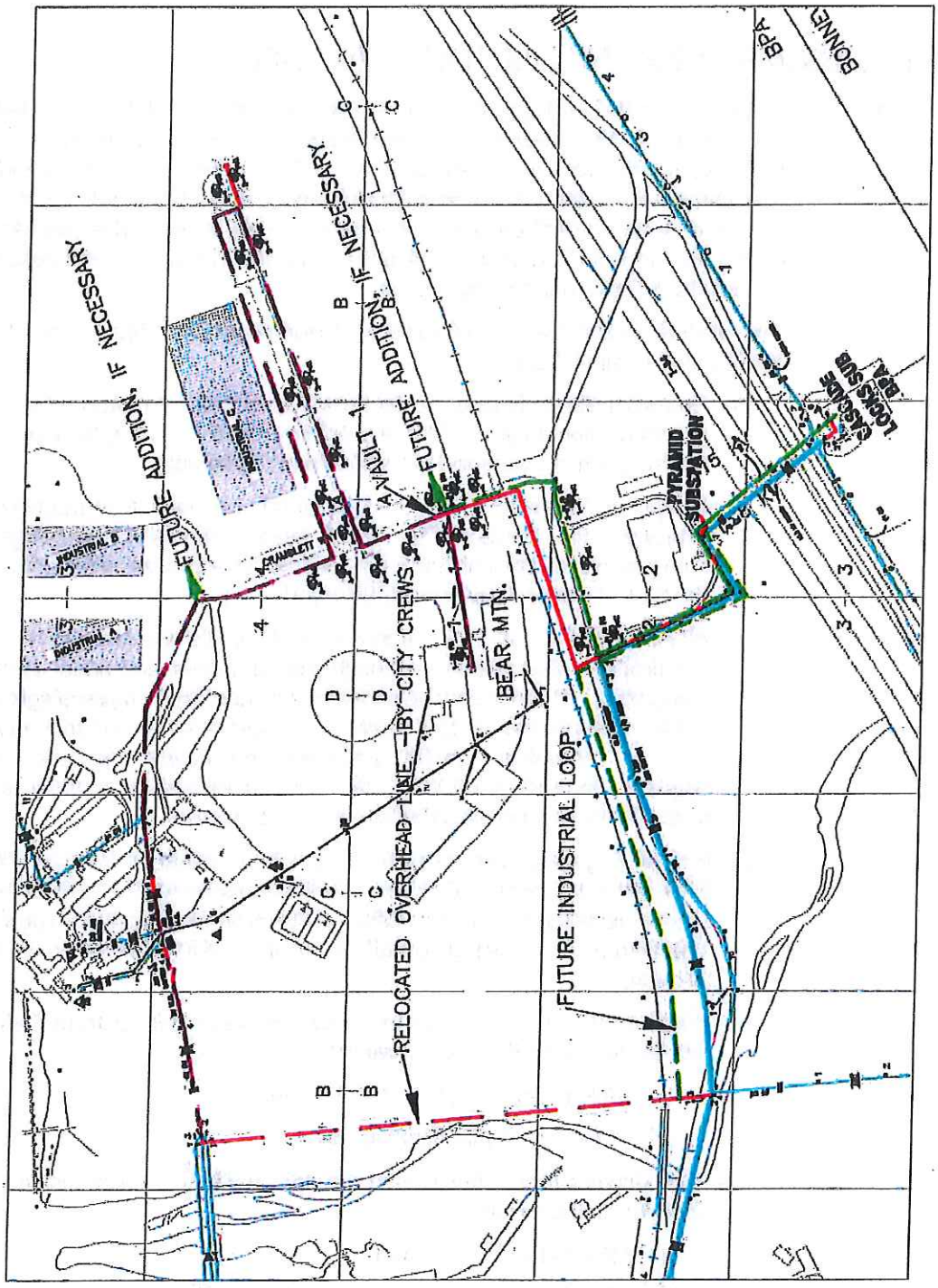


Figure 11: Long Range Infrastructure (12.47 kV Feeder) Configuration

7.0 BPA CASCADE LOCKS SUBSTATION VALUATION ASSESSMENT

7.1 ASSUMPTIONS AND LIMITING CONDITIONS

7.1.1 In the preparation of this valuation assessment and the opinions that follow, we have made certain assumptions with respect to condition of the substation facilities. In addition, we have used and relied upon certain information and assumptions provided to us by sources which we believe to be reliable. We believe the use of such information and assumptions is reasonable for the purposes of this report. To the extent there are changes to the underlying data and assumptions, the results of the valuation may change.

7.1.2 The conclusions and opinions of value are made expressly subject to the following conditions and stipulations:

A. No responsibility is assumed by Brown and Kysar for matters that are legal in nature, nor do we render any opinion as to the title, land and/or land rights, which are assumed to be good and marketable.

B. Except as otherwise stated in this report, no opinion is intended to be expressed for matters that would require specialized investigation or knowledge beyond that normally used by an appraiser engaged in valuing the type of assets described in this report.

C. All existing liens and encumbrances have been disregarded and the value of the property was valued as though free and clear and under responsible ownership. All necessary easements for necessary ingress/egress from public right-of-ways to the substation property will need to be recorded prior to ownership transfer. Easements for power lines that exit the substation and other utilities (spill containment system outflow, etc.) will also need to be recorded prior to ownership transfer.

D. Brown & Kysar personnel performed a field review of the Cascade Locks Substation on June 18, 2014 for a condition assessment. At that time, based on our observations of the visible, above-ground equipment, the facilities appeared to be in average condition for plant of comparable type, age and location.

E. This information regarding the substation was received from BPA and is included in Appendix C for reference:

   i. 110000-1-6 Cascade Locks One-line

   ii. 110043-1-2 Equipment Layout

F. The following information was received from BPA, but is not included in the Appendix of the report:

   i. 110188-1-0 Footing Plan

   ii. Oil Containment Calk51, 81-84_storm_12

iii. Substation Maintenance Reports

G. In performing the valuation, Brown & Kysar assumed that there are no other hidden or unapparent conditions that would make the Substation more or less valuable.

H. Brown & Kysar developed current replacement cost estimates based on recent bids received for equipment and construction labor and market prices.

I. Brown & Kysar used results of the 2000 Palmer, Groth and Pietka property appraisal and the 2013 Integra Realty valuation study that is included in the 2014 "Master Plan for Development of the Port of Cascade Locks Industrial Park".

J. For the purpose of the valuation, we have assumed that the Substation Property conforms to all applicable zoning and use regulations and restrictions.

K. Brown and Kysar have not conducted any investigations, nor have we reviewed studies performed by others, regarding environmental issues. For the purpose of this valuation, we have assumed that the Substation Property and the insulating oil in the substation transformer are in compliance with all federal, state and local environmental and regulatory requirements. We recommend that these assessments be completed before transfer of ownership and that adjustments to the sale price should be made to the account for necessary and proper remediation measures.

L. The studies and analyses undertaken in the preparation of the opinion contained herein have been performed in accordance with standard engineering practices and the Uniform Standards of Professional Appraisal Practice (USPAP).

7.2 VALUATION METHODOLOGIES

7.2.1 The Bonneville Power Administration (BPA) has indicated a willingness to transfer ownership and operation of the Cascade Locks Substation to the City of Cascade Locks. The City of Cascade Locks has expressed interest in owning and operating the Cascade Locks Substation if the purchase provides a positive or at least breakeven benefit to the utility customers.

7.2.2 This section addresses the fair market value of the substation property, equipment and other facilities on the substation site.

7.2.3 The most common valuation methods used to determine the "present value" of the substation assets are:

A. Original Cost Appreciated Less Depreciation (OCALD) methodology

i. This approach utilizes the original installed cost of the facilities that are recorded in the financial accounting records.

ii. The present cost of each asset is determined by multiplying the original cost times an appreciation factor. The "Handy-Whitman Index of Public Utility Construction Costs, Cost Trends of Electric Utility Construction" (Handy-Whitman Index) is typically used to

determine the appreciation of the installed cost of the assets from the date it was installed to the present date.

iii. The Handy-Whitman Index is compiled and published by Whitman, Requardt & Associates, LLP. The index has been published continuously since 1924 and is updated annually. The index represents the cost trends of electric utility construction.

iv. The "present value" of each asset is determined by subtracting depreciation from the appreciated cost.

B. Replacement Cost New Less Depreciation (RCNLD) methodology

i. This approach utilizes the replacement cost new of a substation with a similar configuration as the existing substation.

ii. The "present value" of the substation is determined by subtracting depreciation from the replacement cost.

iii. The RCNLD approach is based on generally accepted valuation methods and procedures in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

7.2.4 Using both methodologies will allow comparison of the results of both methods to come to a valuation conclusion. However, the necessary accounting information (i.e. original costs, depreciation rates, and accumulated depreciation) for the substation assets was requested from BPA to analyze the data using the OCALD methodology. BPA stated that this detailed information was not available.

7.3 REPLACEMENT COST NEW LESS DEPRECIATION (RCNLD) ANALYSIS

It is our opinion that the RCNLD methodology will yield a reasonable valuation of the assets in the Cascade Locks Substation.

The following components are part of the RCNLD analysis:

7.3.1 Condition Assessment

A. The present value of any asset is based on its condition and whether it has remaining useful life. The appraised value of a house is dependent on age, square footage, previous maintenance practices (i.e. none, normal or exceptional), original or recent remodeling, etc. The value of substation assets is also dependent on the "condition assessment" of the facilities.

B. The results of the "condition assessment" may affect the "remaining useful life" of an asset. For example, the economic life of a power transformer is usually 30 to 35-years. Typical "design life" is also about 35 to maybe 40-years.

7.3.2 Remaining Useful Life

A. Normal accounting practices will apply an annual depreciation expense that decreases the original cost at a uniform rate over the "economic life" of the asset. The "useful life" of an asset may be shorter or longer than the "economic life".

B. The substation transformer in the CL Substation was manufactured in 1951. It is 63-years old and has exceeded the typical "design life" and "economic life" of a power transformer; but this transformer is still in-service.

7.3.3 Replacement Cost Analysis

A. The Replacement Cost New (RCN) is the estimated cost, in today's dollars, to construct a substation today with similar equipment and configuration.

B. The estimated costs are based on Brown & Kysar's experience with design and construction projects for electric utilities, quotations from vendors and manufacturers, and industry cost guides. All costs are in 2014 dollars and include labor, materials and equipment. Overhead percentages were added to the direct costs to account for engineering, construction management and other indirect costs not specifically identified.

7.3.4 RCNLD (Present Value) Determination

A. The results of the replacement cost new analysis are used as the basis for weighting the remaining useful life of that asset.

B. The depreciation is determined by considering the condition assessment, the useful life of the asset, and the date of install/manufacture date to determine the remaining useful life.

C. The remaining useful life is determined by the Useful Life less depreciation (2014 – year of installation). The remaining useful life is weighted by the ratio of the replacement cost new of the asset divided the total substation cost new.

D. The RCNLD value of the substation is the RCN less depreciation.

8.0 SUBSTATION CONDITION ASSESSMENT

8.1.1 I observed the Cascade Locks (CL) Substation facilities (Figure 12) on June 18, 2014. Much of the substation is the same as the original construction in 1960. I noted the level of preventative maintenance and equipment replacements or upgrades made after the initial construction. An evaluation of compliance or non-compliance with current NESC and State Safety Regulations were noted.

Figure 12: BPA - Cascade Locks Substation

8.1.2 The Cascade Locks Substation is located South of Interstate 84 frontage road as shown in the purple rectangle in Figure 13. A 115 kV transmission line that crosses the CL Substation, the Interstate 84 corridor, and terminates at the City owned Pyramid Substation that is located adjacent to the SDS Lumber Company property in the Industrial Park.

8.1.3 The CL Substation was constructed in 1960, but some equipment was manufactured in the 1940's. Other equipment has been replaced since 1960 as listed in Table 8. The substation transformer was manufactured in 1951, some equipment was manufactured in 1944, and some equipment was replaced recently.

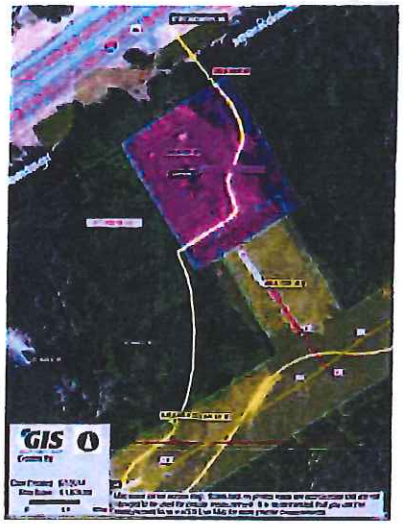


Figure 13: Cascade Locks Substation Location

8.1.4 Maintenance records received from BPA for the substation indicate:

A. Oil samples were taken on an annual maintenance schedule and tested in BPA labs for combustible gas analysis and dielectric strength.

B. Occasional replacement of

defective components, or

C. repair of leaks on the transformer were noted.

8.1.5 Table 9 is a list of the major substation equipment. This list was received from BPA. Equipment that is highlighted in yellow indicates replacement of components or additions since 1991.

CASCADE LOCKS SUBSTATION EQUIPMENT LIST

Description	Qty.	BPA Equip. Numbers	Position	Year of the Equipment
Outdoor Equipment				
PCB, 115kV, 1200A, 20KA, 8 CYCLE	1 ea	C02520		1991
Disconnect Sw., 115kV, Group Operated, 600A	1 ea	D02453	L-1437	1944
Disconnect Sw., 15kV, Group Operated, 600A	1 ea	D04125	L-1324	1951
Disconnect Sw, 15kV, Hook Operated, 600A	6 ea	D00230-35	L-1324	1942
Fuse Mount		F00319-41		2010
Fuse Mount		F00815-81R		1947
Surge, Arresters		A02135		1960
Grounding, 4/0-2/0 CU, Gnd Rods & OHGW	2200 lnft			1960
Current Transformer, 15kV, 200/400-5A	1 ea	C01758		1949
Current Transformer, 15kV, 200/400-5A	1 ea	C01853		1949
Current Transformer, 15kV, 200/400-5A	1 ea	C03632		1965
Voltage Transformer, 15kV Class, Metering	3 ea	P01302-04		1947
Cable & Control Wire, Outdoor-600V	775 lnft			2011
SS, Transformer 15/25kVA 1-Phase	1 ea			1960
Bus, Cooper 1" & 1 1/2"	90 lnft			1960
Insulator, Stacking 115/230kV	54 ea	D02453		1944
Conduit - Plastic, PVC 2" IPS	400 lnft			1960
Transformer, Pwr 6/8MVA, 115-12.5kV	1 ea	T00899		1951
Structures/Supports, 115kV BusPed, High 17'-7"	6 ea			1960
Station Equipment - Protective Equipment				2011
SWYD Lighting, w/J-Box & Receptacles	3 ea			1960
Indoor Equipment				
Switchboards and Panels and Relays				1960
Switchboards and Panels and Relays				1984
Switchboards and Panels and Relays				2011
Battery Charger, 48VDC, Panel & Gnd Det.	1 ea	B01832		1982
Battery Charger, BUCHTHEIL, 48VDC, 12 AMP DU		B02276		1991
Site Development & Environment				
Fencing (Inside yard)	520 lnft			1960
Ctrl/Meter Hse, Wood-Al Clasd, 6x6	1 ea	Z00322		1960
Foundations, Concrete	40 cuyd			1960
Oil Spill Site Development Walls-TRN	1 ea			2012
Parking, Roads, Bridges - TRANS				1960
Property Line Fence				1960
Water/Sewer System				1960
Land	1.53 AC			1960

Table 9: Cascade Locks Substation Major Equipment List

8.1.6 The substation maintenance seems to be adequate, although the transformer shows evidence of some oil leaks (dark areas near base - Figure 14).

Figure 14: Oil Leakage

8.1.7 Some broken components were noted (glass and possibly gauge - Figure 15).

8.1.8 The preventative maintenance program may extend the remaining useful life of this transformer, but anticipated increases in the transformer loading to the nameplate rating will accelerate aging of the winding insulation due to higher operating temperatures. It is unwise to depend on this transformer as the single source of power in the long term, unless an emergency standby unit is readily available for replacement due to a fatal fault in the existing unit.

8.1.9 Physical condition summary of other substation facilities:

Figure 15: Broken Gauge

- 115 kV equipment and support structures – The disconnect switch appears to be in acceptable operating condition. The Maintenance Records indicate occasional maintenance on the switch contacts. The brown cap and pin insulators on the switch are likely the original insulators. There is no ground mat at the switch operating handle. The transformer fuse mountings were replaced in 2010. The surge arrestors are 1960 vintage, but seem to be in acceptable operating condition. The bus support insulators are brown porcelain, cap and pin style and the 115 kV bus and steel supports are 1960 vintage. The structural steel has probably been repainted, but shows minor sign of rust.

- 15 kV equipment and support structures – The 15 kV Power Circuit Breaker was replaced in 1991. The exterior shows signs of touch-up painting (Figure 16). Other parts of the breaker seem to be in acceptable operating condition. The 15 kV switches and bus support insulators are brown porcelain, cap and pin style that are likely 1960 vintage insulators. The potential transformer and two of the three current transformers used for metering appear to be 1940's vintage. One current transformer was replaced in 1965. The support structure for the bus and switches is in fair condition and is likely 1960 vintage.

Figure 16: 15 kV Breaker

- Control Building, control panels, and miscellaneous station service equipment – The control building shell is in good condition. Protective relays, control battery cells and battery charger were replaced in 2011. All interior systems appear to be in good condition.

- Spill Prevention, Containment and Countermeasure (SPCC) system – A spill containment area around the substation transformer was constructed in 2012. A shallow (2'-deep) ditch was excavated around the transformer foundation, lined with a "geomembrane" liner, backfilled to 6-inches below finished grade, and topped off with an "Envirogrid" Polymeric Cellular

Confinement system. The outfall of the containment area is piped to an oil/water separator. A Spill Response Unit is located on-site in a tote and oil booms are in a small storage shed on-site. A geotechnical evaluation of the substation property should be conducted prior negotiating a final purchase price of the substation. Since soil contamination may have occurred prior to the SPCC system being installed. The valuation of the substation is assumes that any previous contamination has been removed and properly disposed of.

- Concrete Foundations – The visible portion of the concrete foundations are in fair condition. The existing foundations will likely be replaced if the substation configuration is changed to upgrade the substation transformer kVA rating.
- Ground Grid – Grounding "tales" to equipment and structures were noted. The configuration and condition of the sub-surface ground grid is unknown. The ground grid will likely need to be replaced or upgraded if a substation transformer is installed with a larger kVA rating.
- Substation Fence and Yard – An aerial view of the substation yard is shown in Figure 17. The fence and yard is in fair condition. Fence posts are bonded to the ground pigtail, but the fabric is not boded to the post or pigtail. Current grounding practices for bonding fence fabric and access gates should be implemented to comply with the current National Electric Safety Code (NESC) requirements. If the City purchases the substation then new safety signs should be installed that comply with current NESC requirements.
- Property Fence - The property line fence that is included on the BPA equipment list was not visible. Either it has not been maintained or it has been removed.
- Driveway and other improvements outside the Substation fence – The condition of the driveway, parking area are in fair condition.

Figure 17: Substation Aerial View

9.0 REMAINING USEFUL LIFE ANALYSIS

9.1 ECONOMIC LIFE VS. USEFUL LIFE

9.1.1 Financial systems will typically depreciate assets at a uniform rate over a fixed period of time using Generally Accepted Accounting Practices (GAAP). This period of time is often referred to as the "economic life" of an asset. The economic life may or may not correlate with the "design life" or the "useful life" of an asset. The annual financial statements report the depletion of the asset value as "depreciation" expense. The sum of the annual depreciation expenses is recorded in the accumulated depreciation account on the balance sheet. The original cost less the accumulated depreciation is the net book value of the asset.

9.1.2 The net book value in the financial records may not represent the remaining useful value of the asset. If a piece of equipment fails before it reaches if economic life, it is retired and replaced with a different piece of equipment.

9.1.3 An example of a useful life less than the economic life might be the 15 kV breaker. This breaker was replaced 31 years after the substation was originally constructed. If the economic life was 35 or 40-years, the net book value would reflect 4 to 9-years of remaining value, but the useful life was only 31-years.

9.1.4 An example of a useful life more than the economic life might be the substation transformer. The transformer was built in 1951 and is still in operation in 2014. Its current useful life of 63-years by far exceeds the typical economic life of 33-years. The net book value would reflect no remaining value, but actual useful life is almost double its economic life.

9.2 REMAINING USEFUL LIFE DETERMINATION

9.2.1 The useful life of an asset depends on a number of factors such as: environmental conditions (i.e. isochronic levels – lightning, costal or desert climates); loading conditions (i.e. lightly loaded, or overloaded); preventative maintenance policies (i.e. poor or exceptional), improvements in materials or manufacturing methods (i.e. technology), etc.

9.2.2 The substation condition assessment that was discussed in the previous section and the equipment lists, maintenance records, and other information provided by BPA was used to estimate the remaining useful life of the substation assets.

9.2.3 Professional judgment of the observed conditions at the substation facilities was used to estimate the remaining useful life of the substation.

9.2.4 The manufacture date and apparent condition of the major substation components (115 kV equipment, power transformer, 15 kV feeder breaker and other equipment, structural steel, etc.) was used to estimate the remaining useful life of the substation. The result of the remaining useful life analysis is shown in Table 10.

CASCADE LOCKS SUBSTATION							
Equipment	Estimated Replacement Cost @ 2014 [1]	Year [2]	Useful Life (Years)	Remaining Useful Life (2014) [3]	Cost Weighting Factor	Weighted Useful Life	Weighted Remaining Useful Life
Transformer - 6/8 MVA	$ 554,000	1951	50	0	0.43	21.50	0.00
High Side - Structures, Bus, Transformer Protection	$ 136,000	1960	40	0	0.10	4.00	0.00
Low Side Breaker	$ 47,000	1991	40	17	0.04	1.60	0.68
Substation structures, foundations, ground grid, fence, site work, control buiding, control panels, etc.	$ 416,000	1960	50	0	0.32	16.00	0.00
Recent Upgrades	$ 147,000						
HS fuses		2010	40	36	0.05	2.00	1.80
Protective Relays		2011	20	17	0.01	0.20	0.17
Spill Containment System		2012	20	18	0.04	0.80	0.72
Substation batteries, chargers		2014	20	20	0.01	0.20	0.20
NEW SUBSTATION ESTIMATED COST	$ 1,300,000				1.00	46	4

Substation constructed in 1960. Some equipment pre-dates the substation in-service date and was assumed to be in-service at another location. [2]

NOTES:

1. Replacement cost for each category includes the cost of materials/equipment, installation labor and overheads.
2. The dates are based on Substation Equipment List received from BPA.
3. It is assumed that depreciation starts when the plant asset is manufactured or placed "in-service". The 115 kV fuse mounting was replaced in 2010. Some relays/control equipment with related wiring was installed in 2010 or later. The majority of the substation assets are pre-1970 vintage (43+ years old).

Table 10: Substation Remaining Useful Life

9.2.5 The respective asset's useful life is weighted by the proportionate cost of that asset type to the total cost of the substation. The remaining useful life for the entire substation is the weighted average of the all of the substation assets. The RCNLD is determined by using the percentage of "remaining Useful Life" to "Useful Life" multiplied by the Replacement cost of each substation to determine the net remaining value.

9.2.6 Since detailed accounting records were not available from BPA, a comparative value of Appreciated Cost Less Depreciation methodology, using the Handy-Whitman Index could not be developed.

10.0 REPLACEMENT COST ESTIMATES

10.1.1 The Replacement Cost New Less Depreciation (RCNLD) methodology was used to determine the present value of the substation. The Replacement Cost New (RCN) is the cost in today's dollars, of a construction a similar new substation today.

10.1.2 A summary of the estimated cost to construct a similar new substation in shown in Table 8.

10.1.3 The estimated costs were based on Brown & Kysar's experience with design and construction projects for electric utilities, quotations from vendors and manufacturers, and industry cost guides. All costs are in 2014 dollars and include labor, materials and equipment. Overhead percentages were added to the direct costs to account for engineering, construction management and other indirect costs not specifically identified. The RCN estimate assumes "greenfield" (initial) construction of the system.

10.1.4 The year of installation of the substation was 1960 per BPA records. Some equipment had been manufactured before 1960 and some of the 1960 equipment has been retired and replaced with newer equipment. The salvage value has been assumed to be equal to the removal cost.

10.1.5 As a side note, a power transformer or breaker that is contaminated with PCB's will have a greater removal cost than the salvage value because of the cost to dispose of the hazardous materials. Therefore, it is essential to take an oil sample from the transformer to a certified test laboratory to test for PCBs and combustible gas analysis to compare oil test results at the BPA test lab before negotiating a final sale agreement.

10.1.6 The replacement cost for a "like" substation is included in Table 11.

CASCADE LOCKS SUBSTATION			
DESCRIPTION [1]	QTY	UNIT	BUDGET W/ OVERHEADS
115kV STATION EQUIPMENT			$ 203,000
LINE TERMINAL STR (115 KV) W/TRUSSES	14,000	LBS	
TERMINAL STRUCTURE FDNS	6	CUYD	
BUS & FITTINGS (115 KV)	1	BAY	
BUS & EQUIP. SUPPORT PEDS.TRUSSES	1,500	LBS	
HS FUSES, 200A	3	EA	
HS SURGE ARRESTORS	3	EA	
HS DISCONNECT SWITCH	1	SW	
SUBSTATION TRANSFORMER & EQUIPMENT			$ 554,000
TRANSFORMER, 6/8 MVA, NO/LTC	1	UNIT	
SUBSTATION TRANSFORMER FDN	7	CUYD	
SPILL CONTAINMENT SYSTEM	1	LOT	
LS SURGE ARRESTORS	3	EA	
15KV FEEDER EXIT EQUIPMENT			$ 147,000
LS STRUCTURE (1 FDR)	1	BAY	
LS STRUCTURE FDN	2	CUYD	
BUS & FITTINGS (15 KV) 1200A	1	BAY	
15 kV INSTRUMENT TRANSFORMERS & METERING	3	LOT	
BREAKER, 15 KV, 1200A	1	BKR	
LS DISCONNECT SWITCH	6	EA	
LS BYPASS SWITCH 3PGO 15 kV, 1200A	1	EA	
BREAKER FDN	2	CUYD	
RELAYING 15 KV LINE & METERING/CONTROL PANEL	1	PKG	
SITE WORK, CONTROL BUILDING, STATION SERVICE & MISC.			$ 259,000
MASS GRADING	16,000	SQFT	
YARD SURFACING	593	CUYD	
DRIVEWAY, PARKING (GRAVEL)	350	CUYD	
SUBSTATION FENCE	520	LFT	
STORM WATER DRAINAGE SYSTEM	1	LOT	
GROUND GRID	1	LOT	
CONTROL BUILDING, LOW VOLTAGE SYSTEMS & MISC.			$ 137,000
CONTROL BUILDING 6' x 6'	1	BLDG	
BUILDING FDN	3	CUYD	
STATION SERVICE (AC) PANEL, BRANCH CIRCUITS	1	LOT	
STATION SERVICE TRANFORMERS (15, 25 KVA)	2	TX	
SUBSTATION BATTERIES & CHARGERS	1	LOT	
STATION SERVICE (DC) DIST. PANEL	1	LOT	
OUTDOOR LIGHTING FIXTURES	1	SYS	
CONTROL CABLES & WIRING (OUTDOOR	1	LOT	
CONTROL CONDUITS	150	FT	
SCADA & COMMUNICATION EQUIPMENT/CONROL PANELS	1	PKG	
NEW SUBSTATION ESTIMATED COST			$ 1,300,000
Property (1.5 ACRES) [2]			$ 106,500
TOTAL REPLACEMENT COST NEW (INCLUDING COST OF LAND)			$ 1,406,500

NOTES:

1. Recent additions noted on the Remaing Life Determination have been merged with similar equipment groups (i.e. 115 kV fuses are in 115 kV Station Equipment Group).

2. Bare Land, no City Utility (water, sewer) service - Palmer, Groth, Pielka appraisal (Industrial Park Master Plan)

Table 11: Replacement Cost Estimate

11.0 RCNLD (NET PRESENT VALUE) RESULTS

11.1 VALUATION SUMMARY

11.1.1 A summary of the net present value of the BPA CL Substation facilities and property value is shown in Table 12.

REPLACEMENT COST NEW LESS DEPRECIATION (RCNLD) SUMMARY						
SUBSTATION	WEIGHTED AVERAGE USEFUL LIFE (YRS) (2014) [1]	WEIGHTED AVERAGE REMAINING LIFE (YRS) (2014) [1]	ACCUM. DEPREC. (% OF PLANT COST) [2]	REMAINING USEFUL LIFE (% OF PLANT COST) [2]	ESTIMATED REPLACEMENT COST (2014)	REPLACEMENT COST NEW LESS DEPRECIATION (RCNLD)
CASCADE LOCKS SUBSTATION	46	4	92%	8%	$ 1,300,000	$ 100,000
Property [3]	N/A				$ 106,500	$ 106,500
TOTAL PRESENT VALUE						$ 206,500

NOTES:

1. Refer to the Useful Life schedule of values for details on determination of the Useful Life and the Remaining Useful Life of the substation.
2. Using a staight line depreciation rate of 2.17% (1/46), the accumulated depreciation over 42-years (46 - 4) is 92% of the plant cost. The Value of the substation, based on the remaining useful life (8%) $100,000.
3. The property value is based on a comparative market analyis of industrial properties in the vicinity of Cascade Locks. The property appraisal is discussed in the 2013 Industrial Park Master Plan. Similar substation properties that are owned by Investor Owned Utilities (IOU) are not located near Cascade Locks. The "green field" (no improvements such as sewer, water, electric utilities, etc.) value was used for the property.
4. The present value, in current dollars, is based on the Replacement Cost of an equivalent new substation in 2014 multipled by remaining useful life percentage of the substation assets plus the present value of the property.

Table 12: BPA CL Substation Valuation

11.1.2 The $100,000 value is based on the remaining useful life of the substation assets and is stated in current dollars. The $106,500 estimated value of the property is based on "green field", unimproved land that is suitable for electric substation use. The Net Present value of the Substation is the sum of these values ($206,500).

11.1.3 An environmental assessment of the substation property should be completed prior to establishing a sale price for the substation. The environmental assessment should include an assessment or investigation of possible soil contamination and likely cost for remediation of any contamination. The cost for remediation is dependent on the type of contamination and the extent. Remediation costs can be substantial.

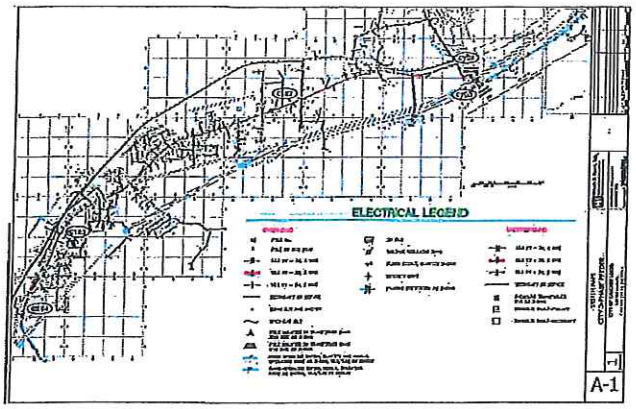
11.1.4 Easements for vehicle access and for transmission and distribution line exits should be mutually agreed to and recorded on the property deed prior to transfer of ownership.

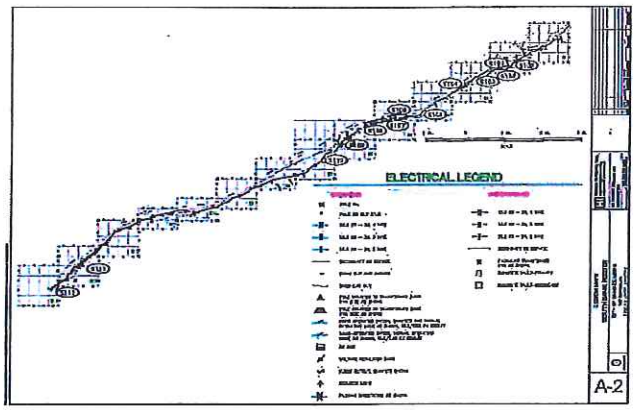
APPENDICES

APPENDIX A
DISTRIBUTION FEEDER MAPS

APPENDIX B
PROPOSED LOOPED CITY FEEDER

APPENDIX C
BPA CASCADE LOCKS SUBSTATION INFORMATION (FOR REFERENCE)


ELECTRICAL LEGEND
A-1


ELECTRICAL LEGEND
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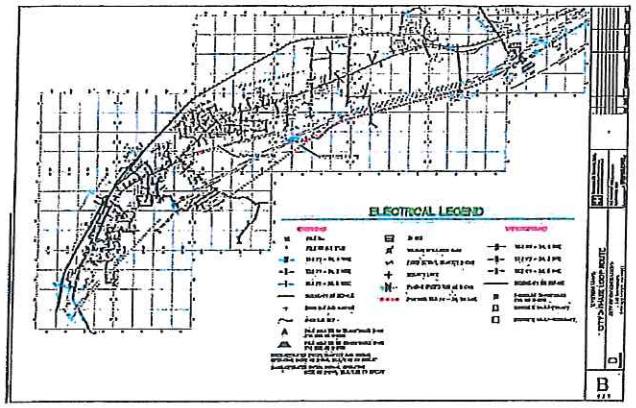
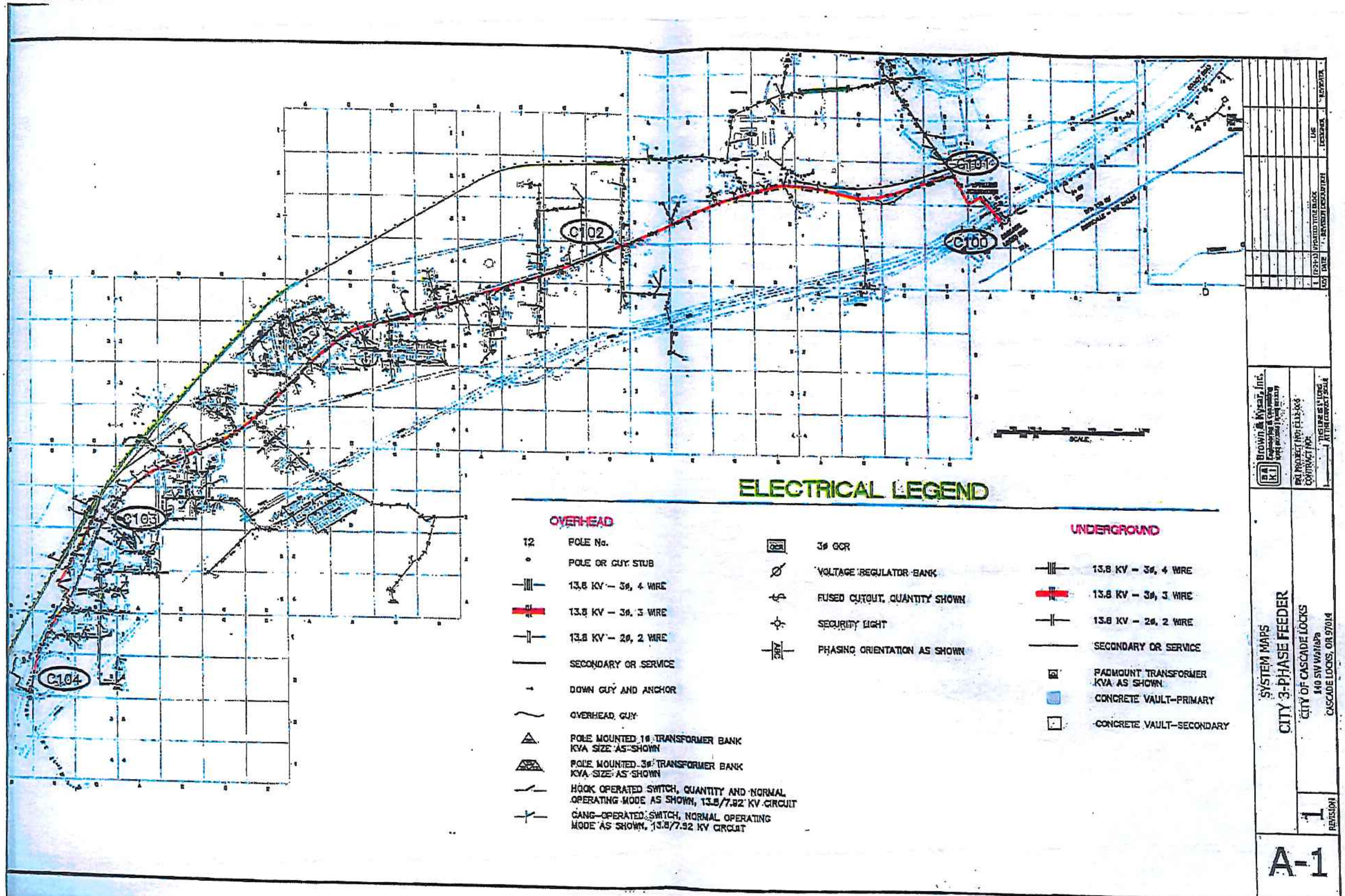
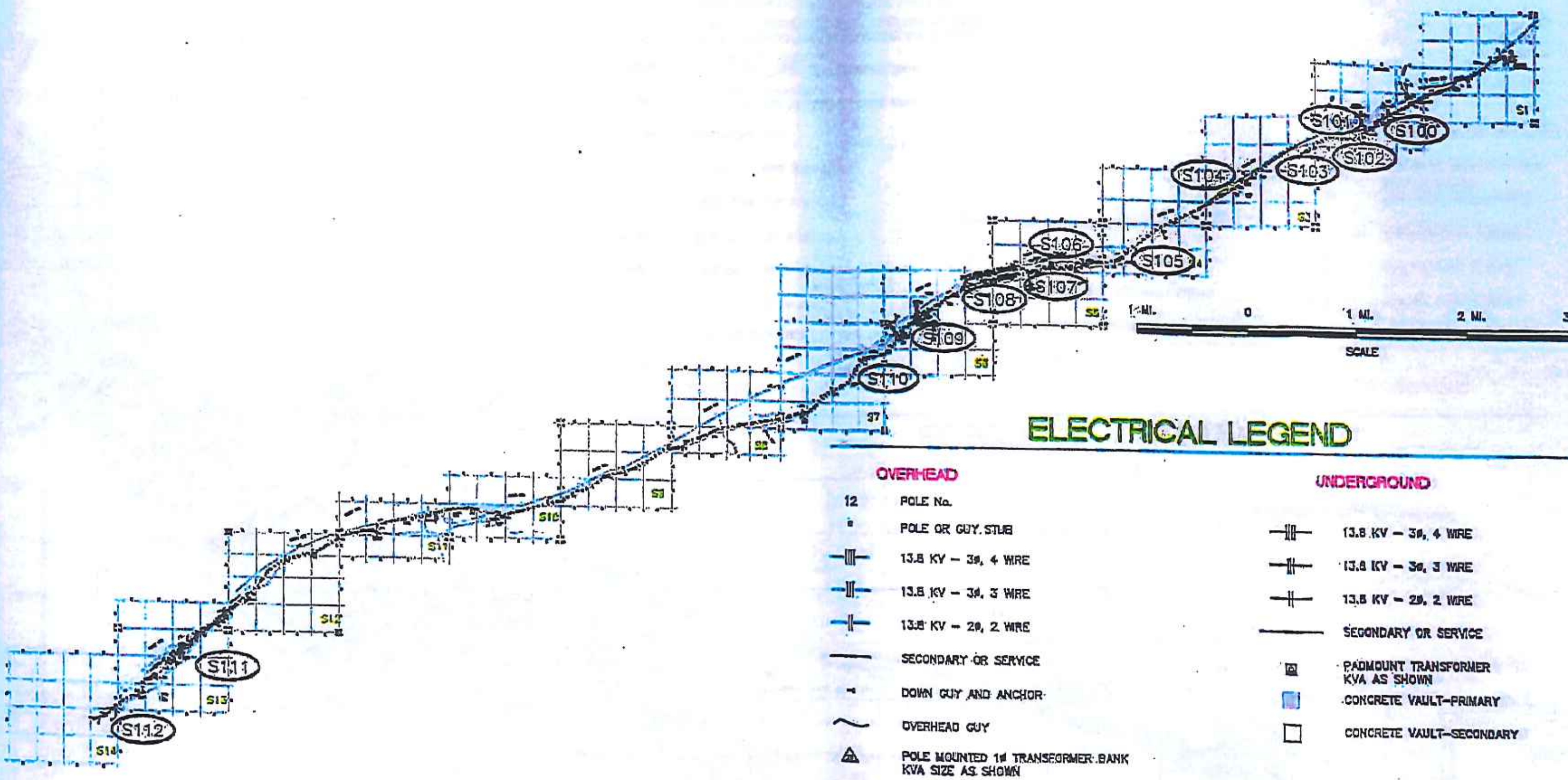

ELECTRICAL LEGEND


C104
C103
C102
C100
SCALE
ELECTRICAL LEGEND
OVERHEAD
12 POLE No.
POLE OR GUY STUB
13.8 KV – 3ø, 4 WIRE
13.8 KV – 3ø, 3 WIRE
13.8 KV – 2ø, 2 WIRE
SECONDARY OR SERVICE
DOWN GUY AND ANCHOR
OVERHEAD GUY
POLE MOUNTED 1ø TRANSFORMER BANK KVA SIZE AS SHOWN
POLE MOUNTED 3ø TRANSFORMER BANK KVA SIZE AS SHOWN
HOOK OPERATED SWITCH, QUANTITY AND NORMAL OPERATING MODE AS SHOWN, 13.8/7.92 KV CIRCUIT
GANG–OPERATED SWITCH, NORMAL OPERATING MODE AS SHOWN, 13.8/7.92 KV CIRCUIT
3ø OCR
VOLTAGE REGULATOR BANK
FUSED CUTOUT, QUANTITY SHOWN
SECURITY LIGHT
PHASING ORIENTATION AS SHOWN
UNDERGROUND
13.8 KV – 3ø, 4 WIRE
13.8 KV – 3ø, 3 WIRE
13.8 KV – 2ø, 2 WIRE
SECONDARY OR SERVICE
PADMOUNT TRANSFORMER KVA AS SHOWN
CONCRETE VAULT–PRIMARY
CONCRETE VAULT–SECONDARY
UPDATED TITLE BLOCK
REV
DATE
REVISION DESCRIPTION
DESIGNER
REVIEWER
Brown & Kysar, Inc.
Engineering & Consulting
CONTRACT NO:
THIS LINE IS 1" LONG AT THE CORRECT SCALE
SYSTEM MAPS
CITY 3-PHASE FEEDER
CITY OF CASCADE LOCKS
140 SW WaNaPa
CASCADE LOCKS, OR 97014
1
REVISION
A-1



ELECTRICAL LEGEND

OVERHEAD

Symbol	Description
12	POLE No.
•	POLE OR GUY STUB
	13.8 KV – 3ø, 4 WIRE
	13.8 KV – 3ø, 3 WIRE
	13.8 KV – 2ø, 2 WIRE
	SECONDARY OR SERVICE
	DOWN GUY AND ANCHOR
	OVERHEAD GUY
	POLE MOUNTED 1ø TRANSFORMER BANK KVA SIZE AS SHOWN
	POLE MOUNTED 3ø TRANSFORMER BANK KVA SIZE AS SHOWN
	HOOK OPERATED SWITCH, QUANTITY AND NORMAL OPERATING MODE AS SHOWN. 13.8/7.92 KV CIRCUIT
	GANG-OPERATED SWITCH, NORMAL OPERATING MODE AS SHOWN. 13.8/7.92 KV CIRCUIT
	3ø OCR
	VOLTAGE REGULATOR BANK
	FUSED CUTOUT, QUANTITY SHOWN
	SECURITY LIGHT
	PHASING ORIENTATION AS SHOWN

UNDERGROUND

Symbol	Description
	13.8 KV – 3ø, 4 WIRE
	13.8 KV – 3ø, 3 WIRE
	13.8 KV – 2ø, 2 WIRE
	SECONDARY OR SERVICE
	PADMOUNT TRANSFORMER KVA AS SHOWN
	CONCRETE VAULT–PRIMARY
	CONCRETE VAULT–SECONDARY

REV	DATE	REVISION DESCRIPTION	DESIGNER	REVIEWER
1	12-24-13	UPDATED TITLE BLOCK		

Brown & Kysar, Inc.
Engineering & Consulting

BKI PROJECT NO: CL12-025
CONTRACT NO:

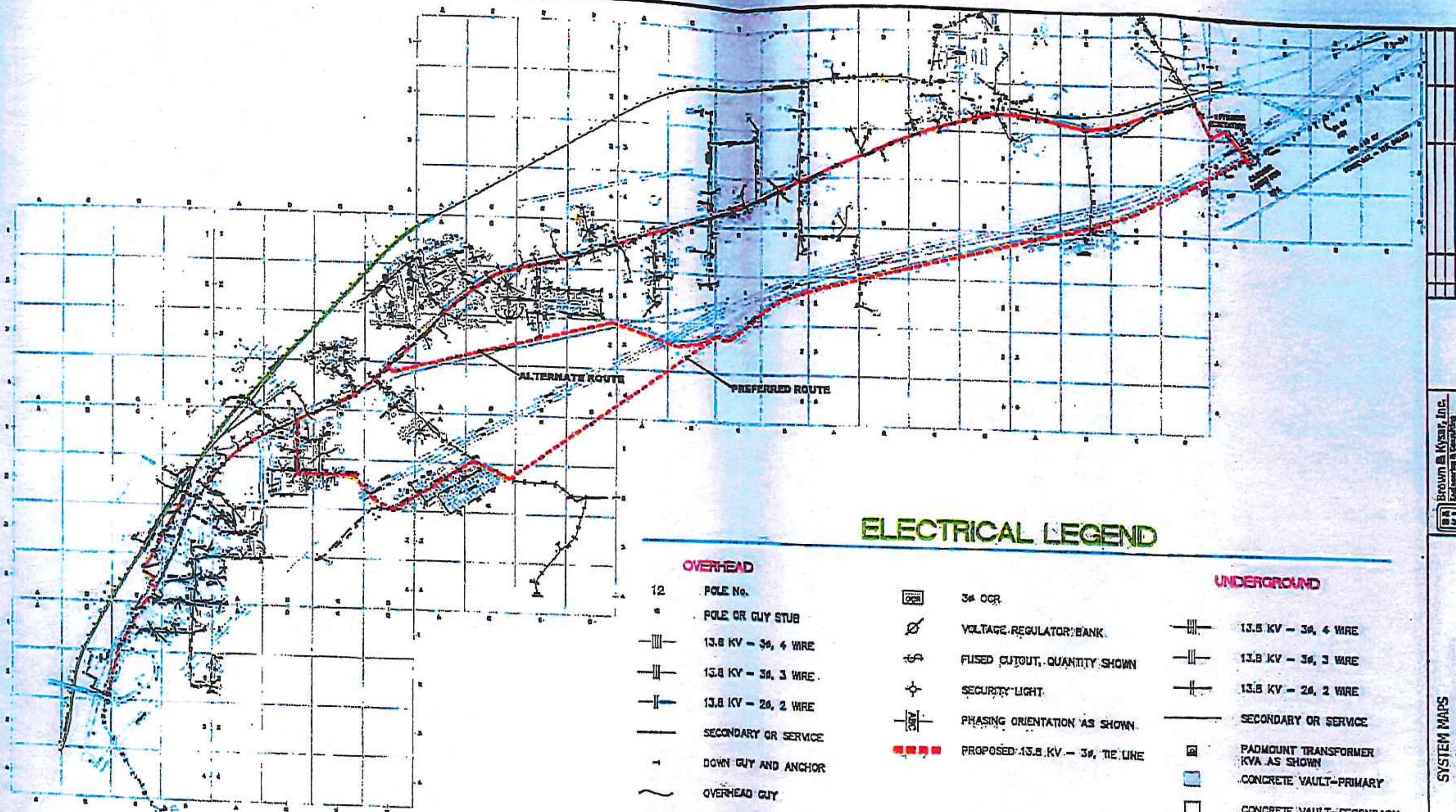
THIS LINE IS 1" LONG AT THE CORRECT SCALE

SYSTEM MAPS
SOUTHBANK FEEDER

CITY OF CASCADE LOCKS
140 SW WaNaPa
CASCADE LOCKS, OR 97014

0
REVISION

A-2



ELECTRICAL LEGEND

OVERHEAD

Symbol	Description
12	POLE No.
•	POLE OR GUY STUB
—|||—	13.8 KV – 3ø, 4 WIRE
—||—	13.8 KV – 3ø, 3 WIRE
—|—	13.8 KV – 2ø, 2 WIRE
——	SECONDARY OR SERVICE
→	DOWN GUY AND ANCHOR
~	OVERHEAD GUY
△	POLE MOUNTED 1ø TRANSFORMER BANK KVA SIZE AS SHOWN
△△△	POLE MOUNTED 3ø TRANSFORMER BANK KVA SIZE AS SHOWN

HOOK-OPERATED SWITCH, QUANTITY AND NORMAL OPERATING MODE AS SHOWN, 13.8/7.92 KV CIRCUIT

GANG-OPERATED SWITCH, NORMAL OPERATING MODE AS SHOWN, 13.8/7.92 KV CIRCUIT

Symbol	Description
OCR	3ø OCR
Ø	VOLTAGE REGULATOR BANK
$	FUSED CUTOUT, QUANTITY SHOWN
✧	SECURITY LIGHT
ABC	PHASING ORIENTATION AS SHOWN
■■■■	PROPOSED 13.8 KV – 3ø, TIE LINE

UNDERGROUND

Symbol	Description
—|||—	13.8 KV – 3ø, 4 WIRE
—||—	13.8 KV – 3ø, 3 WIRE
—|—	13.8 KV – 2ø, 2 WIRE
——	SECONDARY OR SERVICE
▣	PADMOUNT TRANSFORMER KVA AS SHOWN
■	CONCRETE VAULT–PRIMARY
□	CONCRETE VAULT–SECONDARY

REV	DATE	REVISION DESCRIPTION	DESIGNER	REVIEWER

Brown & Kysar, Inc.

BKI PROJECT NO:

CONTRACT NO:

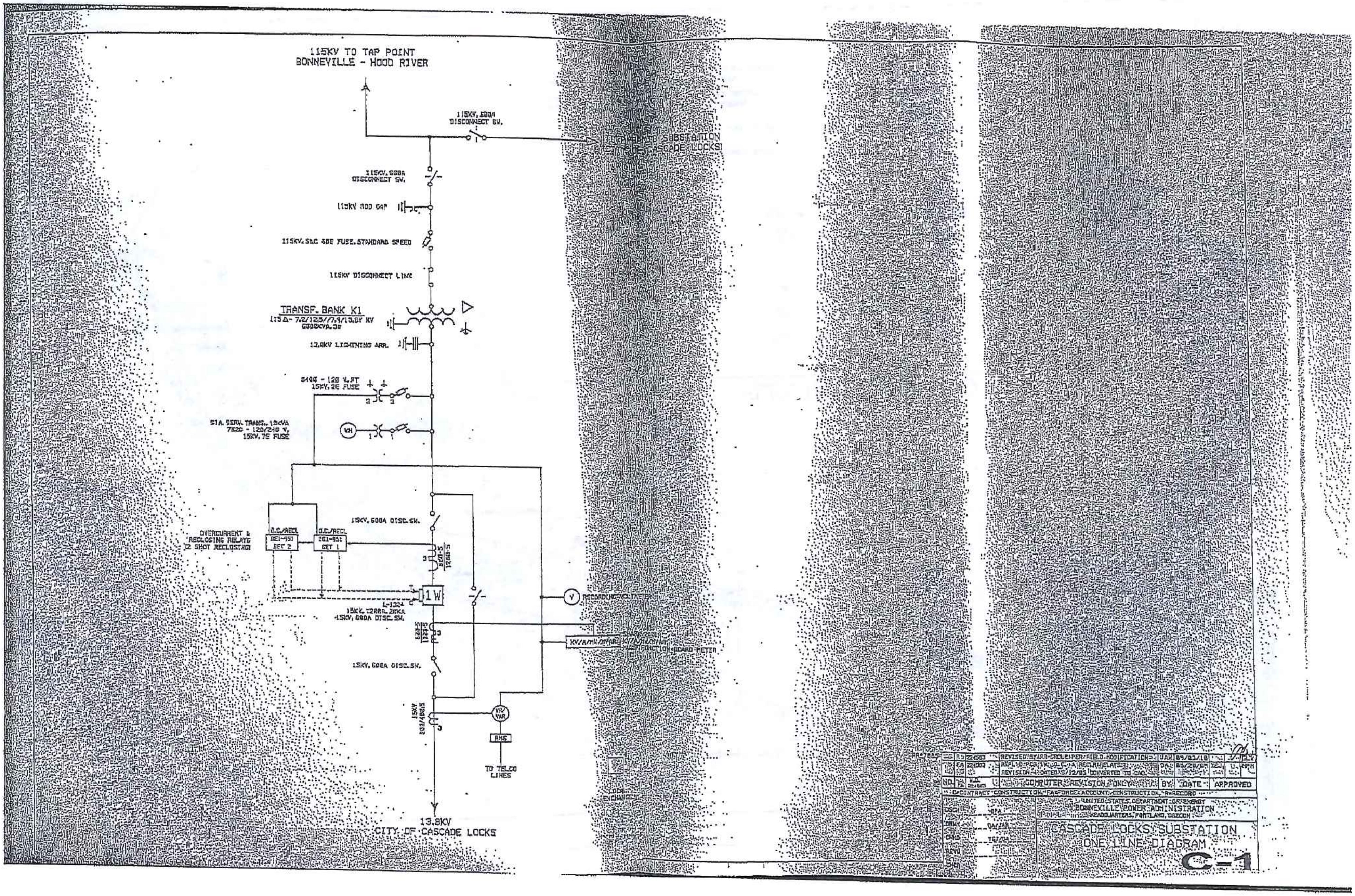
SYSTEM MAPS

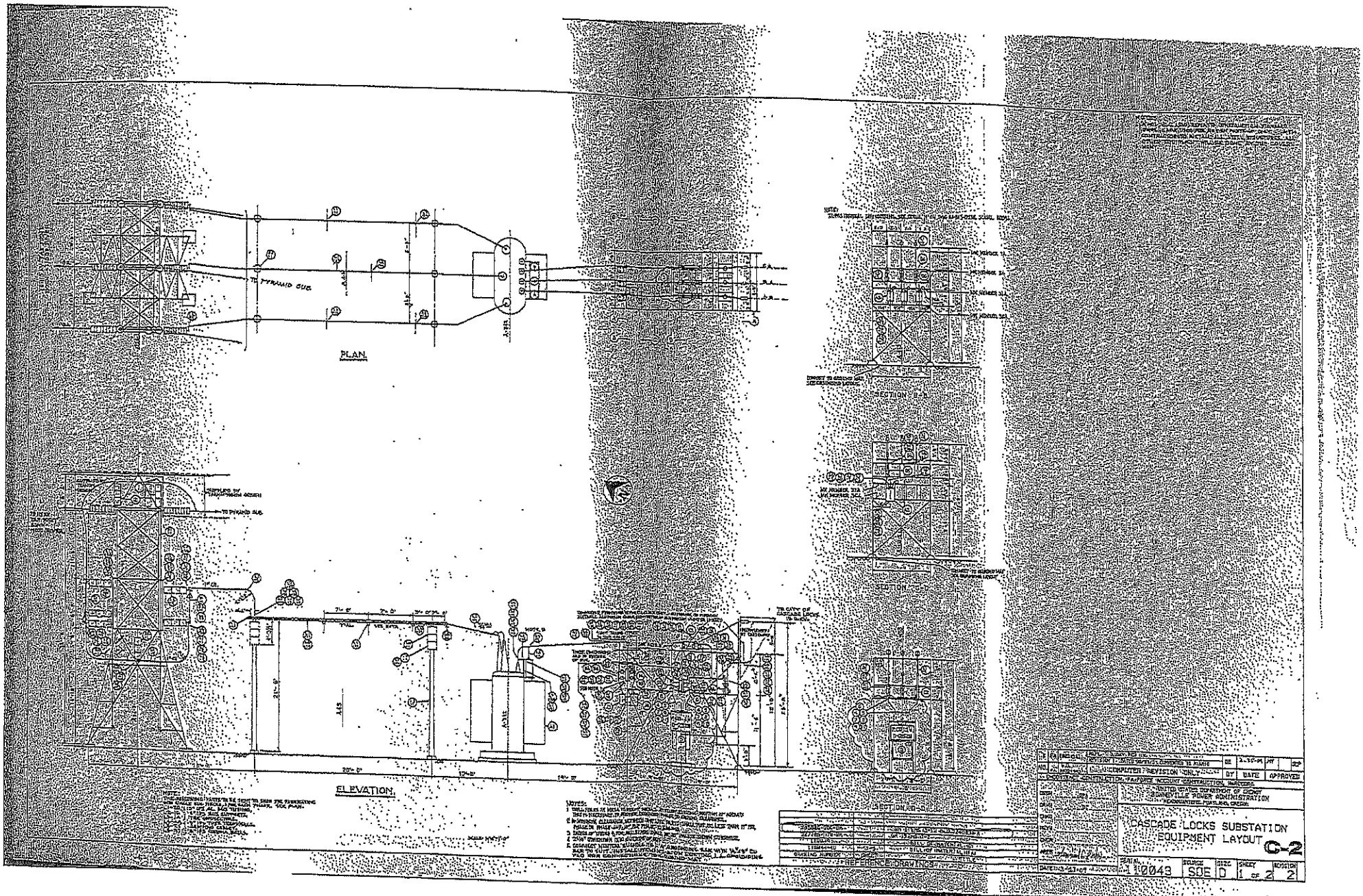
CITY 3-PHASE LOOP ROUTE

CITY OF CASCADE LOCKS
140 SW WaNaPa
CASCADE LOCKS, OR 97014

0
REVISION

B
1 / 1


115KV TO TAP POINT
BONNEVILLE - HOOD RIVER
115KV, 600A DISCONNECT SW.
115KV, 600A DISCONNECT SW.
115KV ROD GAP
115KV DISCONNECT LINK
TRANSF. BANK K1
12.0KV LIGHTNING ARR.
15KV, 600A DISC. SW.
OVERCURRENT & RECLOSING RELAYS (2 SHOT RECLOSING)
1W
15KV, 600A DISC. SW.
TO TELCO LINES
13.8KV
CITY OF CASCADE LOCKS
COMPUTER REVISION ONLY
BY
DATE
APPROVED
BONNEVILLE POWER ADMINISTRATION
CASCADE LOCKS SUBSTATION
ONE LINE DIAGRAM
C-1


PLAN
ELEVATION
SECTION
CASCADE LOCKS SUBSTATION
EQUIPMENT LAYOUT
C-2

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

Case Numbers associated with Cascade Locks

Case #	Date	Officer	Call Type
P171059	11/07/17	20	THEFT
S170775	11/07/17	20	THEFT
S170782	11/09/17	21	INFO
S170797	11/16/17	21	VEH STOP
S170802	11/17/17	16	THEFT
S170811	11/19/17	21	MVC
S170817	11/22/17	22	DOM
S170818	11/23/17	21	VEH STOP
S170821	11/24/17	10	DIST
S170824	11/25/17	21	BURG
S170825	11/25/17	21	THEFT
S170837	11/29/17	27	THEFT
Total	**12**		

Call Type Breakdown

4	911
3	AC
8	AOA
2	BURG
3	CE
3	CIVIL
3	DIST
1	DOM
1	DRUG
1	FU
5	HARA
2	HV
4	INFO
1	JUV
3	MENT
2	MSG
3	MVC
2	OFCR
1	OV
2	PS
2	SUIC
8	SUSP
1	TA
3	TC
10	THEFT
5	TRES
35	VEH STOP
1	WELF
1	WS
1	XPATROL
121	**Total**

Total Number of Cascade Locks patrols **61**

Total Calls for Service
(includes followup, OFCR initiated, agency assist, SAR, etc.) **121**

Hours worked by Deputy Jubitz (21) **49.43**
Hours worked by other personnel **51.57**

Deputy Jubitz had 32 training hours and 7 sick hours in November.

Brian Rockett, Undersheriff