

**Board of Directors**  
**Regular Meeting Agenda**

Tuesday, August 16, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sara Snyder, President



- |   |          |
|---|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>        | Snyder   |
| <b>II. Conflicts or potential conflicts of interest</b>       | Snyder   |
| <b>III. Consent agenda (ACTION)</b>                           | Snyder   |
| i. Minutes from July 19, 2016 meeting                         |          |
| ii. Invoice final sidewalk assessment                         |          |
| iii. Proposal to install railing in the Gardens               |          |
| iv. Proposal to replace air handling unit compressor          |          |
| <b>IV. Open forum for the general public</b>                  | Snyder   |
| <b>V. Reports</b>   |          |
| i. Friends update   | VanOrman |
| ii. Foundation update   | Snyder   |
| iii. June and July financial statements                       | Fox      |
| iv. Director's report   | Fox      |
| <b>VI. Previous business</b>                                  |          |
| <b>VII. New business</b>                                      |          |
| i. Maple tree   | Fox      |
| ii. IT support  | Fox      |
| <b>VIII. Agenda items for next meeting September 20, 2016</b> | Snyder   |
| <b>IX. Adjournment</b>  | Snyder   |

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

502 State Street  
Hood River - OR 97031

**541 386 2535**

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**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

Tuesday, August 16, 2016, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Sarah Snyder, President  
Notes prepared by Library Director Rachael Fox



**I. Additions/deletions from the agenda (ACTION)**

Snyder

**II. Conflicts or potential conflicts of interest**

Snyder

**III. Consent agenda (ACTION)**

Snyder

**i. Minutes of July 19, 2016, meeting**

Attachments:

- III.i. Minutes from July 19, 2016, regular meeting

**ii. Invoice final sidewalk assessment**

Attachments:

- III.ii.a. Invoice sidewalk assessment for lot 10200, 10300, 10500
- III.ii.b. Notice of final assessment – State Street LID

The total cost for the improvements to the sidewalk and access areas during the State Street urban renewal project is \$13,867.66. The project will be paid for from the Capital Equipment Reserve Fund.

**iii. Proposal to install railing in the Gardens**

Our maintenance worker Michael Peterson-Love has begun work on the steel railing on the east side of the Gardens. Peterson-Love is subcontracting with Schlossers Machine Shop and is doing most of the work himself which will significantly reduce the cost. The railing was requested within the past year by members of the Friends of the Library to ensure patrons were safe walking from the library to Oak Street. I do not have a formal quote at this time because Peterson-Love is out of town on vacation. I am requesting approval to spend up to \$4,000 because it is beyond my spending authority. It will be paid for with the money raised at the Feast of Words 2015 Library Foundation fundraiser for the Library Gardens.

**iv. Proposal to replace compressor for our rooftop air handling unit**

- III.iv. Estimate from Northwest Control Company

The replacement compressor for our rooftop air handling unit at Hood River Library will be installed on Friday, August 12, 2016 by Northwest Control Company. The cost of the replacement is estimated at \$12,037.00. I am requesting approval to spend up to \$15,000. This is an expected expense, given the age of the unit, and was specifically noted in the facilities plan the architect Rich Turi completed for the District in 2014. There are enough funds in the Capital Reserve Equipment Fund to cover the cost.

**IV. Open forum for the general public**

Snyder

**V. Reports**

**i. Friends update**

VanOrman

The Friends of Library held their annual summer picnic on Tuesday, August 9, 6-8pm at 505 Eugene St. (Jean Harmon's home) in Hood River, OR 97031. There were over thirty people in attendance

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including Friends, Foundation and Library Board members.

## **ii. Foundation update**

Snyder

Foundation Board members offered a 50 cent match to donations in response to a dollar-for-dollar matching gift from an anonymous donor to the Gorge Community Foundation, who manages their endowment. The Foundation has more than doubled their endowment from \$37,156 to \$88,298 as a result of this campaign.

## **iii. June and July financial statements**

Fox

The June and July financial statements were unavailable at the time the meeting packet was distributed.

I am working with former Library Director Buzzy Nielsen and the District accountant Brian O'Shaughnessy to reconcile the end of year balance for the SAGE Library System Fund which will allow Brian to finish the June financial statements and move on to complete the July financial statements.

## **iv. Director's report**

Fox

### *Facilities*

- A fence was installed at the entrance to the northeast corner of the Hood River library, between the library and the Hood River Jewelers and Oak Street Pub buildings. The fence was installed to discourage use of the area where river rock was recently installed to prevent the growth of invasive species.
- A small fence was installed around the Stoniferous Pine in the Gardens. Hopefully this will deter children from climbing the stone tree.
- In late July, a fir tree on the southwest corner of the Gardens, near the Stoltz Vineyards building, was removed. The tree had a large split in the trunk and was determined unsafe by Columbia Tree Service. We received no public comment.
- I placed a call to Beam Excavating to get an estimate to grind/move the stump from the problematic maple tree in the southwest corner of the Gardens that was removed in July. The goal is to rebuild the Stoltz's stone wall this fall.
- Planning is underway for celebrating the Presidential Medal of Freedom winner Minoru Yasui. A series of events are planned for the community, including his 100th birthday party at Hood River Library on October 19. On October 18 and 19, the library will host the Vision and Vigilance program from the Oregon Nikkei Legacy Center, a Japanese American History Museum in Portland Oregon. The program includes banners, display materials and the gold plated U.S. Presidential Medal of Freedom. The Gardens will have a permanent installation in Yasui's honor, a large rock with inspirational quotes about his First Amendment and civil rights work. Based upon former Library Director Buzzy Nielsen's suggestion, Maija Yasui and I decided to place the rock, at the top of the original stairs leading from the sidewalk on Oak street, across from Mike's Ice Cream. The rock will be installed in September.

### *Personnel*

- Our new Teen Services Librarian Rachel Timmons first day working at the library will be Friday, August 19. We had an extremely strong applicant pool but Timmons stood out with her passion for working with teens, depth of knowledge and desire to hit the ground running. She will co-host, with Public Service clerk Mo Burford, the annual teen lock-in on Saturday, August 20. Timmons has a Master of Library and Information Science degree from the University of Washington and a Bachelors of Anthropology from Portland State University. Timmons has

worked for the Multnomah County Library since 2014 in a variety of positions. Her most current position is the Midland Regional Branch Youth Librarian. Timmons currently lives in Troutdale.

- There were 17 applicants for the Assistant Director position, and six applicants were selected for interviews. A hiring committee comprised of myself, Collection Development Specialist Michele Dearing and Cataloging Specialist Sarah Samuels will complete the interviews this week and hope to reach a decision by the beginning of next week.

#### *Programs and services*

- The summer reading program is coming to an end. We have our annual end of summer unity picnic on Friday, September 2, 5:30pm. The community is invited to celebrate a summer of reading and cultural diversity at this family event. There will be music by The River City Jazz Band, special activities for all ages, taco bar, drinks, and ice cream provided (No alcohol, please). The winners of Adult and Tenn Summer Reading prizes will be announced during the party.

#### *Statistics*

- Due to the workload during this time of transition, I have chosen to postpone reporting the statistics. The July and August statistics will be presented at the September board meeting.

### **VI. Previous business**

### **VII. New business**

#### **i. Maple tree**

The large maple directly in front of the library has been dropping branches over the past six months. First a large branch broke from the tree. Many of the most recent branches have been small but large enough to cause concern for public safety. Columbia Tree Service looked at the tree and recommended holding off pruning until the end of October. In the meantime, they recommend cordoning off the tree which included access to the first floor library lane door facing State Street. This would also prevent patrons who are using the handicapped space to easily access the building.

After researching local certified arborists, I discovered David Braun. He was highly recommend by Port General Manager Paul Koch from the Port of Cascade Locks and other members of the community. David Braun offered to complete an assessment of the two maple trees in front of the library for \$600. The quote included a 25% nonprofit discount. Braun completed his assessment on Monday, August 8, 2016. He will provide a complete written report which was unavailable at the meeting packet was distributed. In brief, Braun stated both of the large Norway maples on the south side of the library have significant defects; the west tree has significant decay in the central stem (which contributed to the recent branch failure) and the east tree has a weak crown, some die-back, and sun scald that has caused significant bark loss. In his opinion, both trees can be retained for the near future, but need crown reduction pruning. This should be done in stages: a light pruning and dead limb removal now, and additional pruning when the tree is dormant.

Braun has recommended removing the barrier in front of the library. Due to his busy schedule, we have not had time to discuss the report by phone. I have a few questions for him before I feel comfortable removing the barrier in front of the library. All of the falling branches have been limited to the front of the tree, so the first floor door in library lane has been reopened to patrons but the staircase leading from the library to State street is still cordoned off. I will be working with Braun to determine the best course of action for the long and short term. I will provide an update at the board meeting.

## **ii. IT support**

I met with the owner of Solutions iT, Jacob Dunaway, which is based out of The Dalles to discuss their services. They can offer IT support for our computers running the Linux operating system but it will be costly since they do not have a staff member knowledgeable in that area. We discussed the option of switching to a Windows operating system. Former Library Director Buzzy Nielsen and I discussed switching to Windows and he suggested it might be the best option for us since there are not many companies in the Gorge who can offer IT support. Jacob and I agreed to have Solutions iT conduct a Network Discovery session, which consists of assessing our system and proposing a plan and proposal to offer IT support. The session includes a free presentation and does not cost anything. If the District chooses to not use their services but wants the detailed report it will cost \$2,500. I do not see the District needing the report if we choose to go with another company.

Tony Clark works as the IT person at Hood River County suggested his coworker, Ken Jacobs who contracts with the County, could possibly offer IT services to the District. Jacobs is knowledgeable and comfortable working with Linux operating system. I will set up an appointment with him.

There are several factors to consider ranging from cost, usability for staff and patrons and security concerns.

## **VIII. Agenda items for next meeting**

Snyder

## **IX. Adjournment**

Snyder

# **Board of Directors Regular Meeting Minutes**

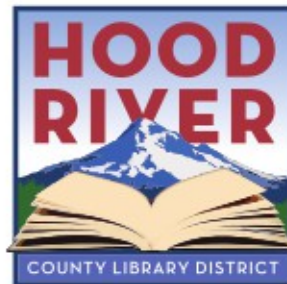
Tuesday, July 19, 2016, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Sara Snyder, President

Minutes prepared by Assistant Director Rachael Fox



Present: Rachael Fox (staff), Buzzy Nielsen (staff), Jean Sheppard, Sara Snyder, Alexis Vaivoda, Suzanne VanOrman

## **I. Additions/deletions from the agenda (ACTION)**

Vaivoda

Vice President Vaivoda called the meeting to order at 7.03p. Schoppert was unable to attend. Snyder voted to approve the agenda as presented. Sheppard seconded. The motion carried unanimously.

## **II. Conflicts or potential conflicts of interest**

Vaivoda

None stated.

## **III. Consent agenda (ACTION)**

Vaivoda

i. Minutes from June 21, 2016, regular meeting

ii. Minutes of July 9, 2016, special meeting (Director candidates meet & greet)

Snyder voted to approve the consent agenda as presented. Sheppard seconded. The motion carried unanimously.

## **IV. Open forum for the general public**

VanOrman

Judy Judd, 2414 Prospect Hood River, OR, was present. Judd said she was glad Rachael (Fox) was appointed as the new Library Director.

## **V. Reports**

### **i. Friends update**

VanOrman

In addition to the written report, Snyder noted the following:

The Friends of the Library will hold their annual picnic on Tuesday, August 6, 6pm at Jean Harmon's home.

### **ii. Foundation update**

Snyder

There was nothing additional to report aside from the written notes.

### **iii. May and June financial statements**

Nielsen

The June financial statements were unavailable at the time of the meeting. The Board reviewed the May 2016 financial statements and had no questions.

### **iv. Director's report**

Fox/Nielsen

In addition to his written report, Nielsen noted the following:

Mid-Columbia Council of Governments may be locating their employment services at Columbia Gorge Community College Hood River campus instead of at the Hood River Library. Nielsen will

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inform the Board when a decision has been made. Nielsen mentioned the Digital Equity grant, which assesses patrons technical skills to determine good avenues for public instruction.

## **VI. Previous business**

There was no previous business.

## **VII. New business**

### **i. Officer elections (ACTION)**

VanOrman

Sheppard moved to elect Snyder as president of the Board of Directors for the 2016-17 fiscal year and Schoppert as vice-president and make them signers on the District bank account. Vaivoda seconded. The motion carried unanimously. By statute, the Board's secretary is the Library Director.

### **ii. Review of strategic goals**

Fox

The Board reviewed the current strategic goals. They'd especially like to focus on marketing library programs.

### **iii. Appointing agents of record (ACTION)**

Snyder

VanOrman moved to adopt Resolution 2016-17.01, appointing the insurance agent of record as Columbia River Insurance and the employee benefits agent of record as BCI group. Vaivoda seconded. The motion carried unanimously.

### **iv. Establishing regular meeting time (ACTION)**

Snyder

VanOrman moved to adopt Resolution 2016-17.02, establishing the regular Board of Directors meeting as the 3<sup>rd</sup> Tuesday of month at the Hood River Library. Sheppard seconded. The motion carried unanimously.

### **v. Legal services contract (ACTION)**

Snyder

Sheppard moved to approve Resolution 2016-17.03, renewing the legal services contract with Annala, Carey, Baker, Thompson, & VanKoten, P.C., for one year. VanOrman seconded. The motion carried unanimously.

### **vi. Director hiring/contract for Rachael Fox**

Nielsen

Assistant Director Rachael Fox agreed to the terms the Library Director contract. This included the addition of the terms that upon receipt of the CPLA certification, Fox shall receive a salary step increase to go into effect the month the certification was received and the District Board shall evaluate and assess Fox's performance after the first six months of the contract period, around February 1, 2017. Sheppard moved to approve Fox's contract as Library Director from August 1, 2016, to June 30, 2017. Vaivoda seconded. The motion carried unanimously.

### **vii. Board Governance Policy revision (ACTION)**

Nielsen

Vaivoda moved to approve Resolution 2016-17.04, revising the Board Governance policy to allow remote participation in executive sessions if members ensure that only they and other authorized individuals are party to the discussions. VanOrman seconded. The motion carried unanimously.

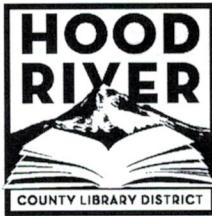
## **VIII. Agenda items for next meeting**

Snyder

## **IX. Adjournment**

Snyder

The meeting adjourned at 7.35p.



# Purchase Order

Hood River County Library District  
502 State St  
Hood River, OR 97031  
Phone: 541-386-2535  
info@hoodriverlibrary.org

to: City of Hood River  
212 2nd St.  
Hood River, OR 97031

type of document	doc. nr.	date	delivery date	shipping address
Purchase Order		07/20/16		502 State St, Hood River, OR 97031

item / description	quantity	unit price	discount (%)	total price
Sidewalk assessment for lot 10200				\$4,370.43
Sidewalk assessment for lot 10300				\$3,787.71
Sidewalk assessment for lot 10500				\$5,709.52
SUBTOTAL				\$13,867.66
PAID IN ADVANCE				
TOTAL DUE				\$13,867.66

remarks:
02-703

**APPROVED:**

\_\_\_\_\_  
Library Director or designee

07/20/16  
Date



## NOTICE OF FINAL ASSESSMENT – STATE STREET LID

TO: Property Owners in the State Street Local Improvement District  
FROM: Stoner Bell, City Engineer  
DATE: July 12, 2016

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On April 25, 2016 the City Council adopted Resolution 2016-16 approving the engineers report for the formation of and declaring the Council's intent to form the State Street Local Improvement District. Thereafter, notice was personally mailed to the property owners proposed to be included in the LID and published in the Hood River News in accordance with HRMC Chapter 13.16.040. On May 23, 2016 a public hearing on the formation of the LID was held in accordance with HRMC 13.16.050. At the hearing less than the required 2/3 of the property to be assessed provided written objection to the formation of the LID. Council extended the deadline to submit written objections for 24 hours in order to provide additional time for property owners to express their objections. One additional letter was received.

The City Council considered the written objections to the proposed assessments that were made by property owners and authorized the City Manager to address possible errors in the assessment calculations in accordance with HRMC 13.16.200.

On July 11, 2016 the City Council passed Ordinance 2016-2023 levying final assessments for the State Street Local Improvement District. The assessments are for improvements consisting of sidewalks and driveway access to adjacent properties.

Passage of the ordinance provided for an effective date of August 10, 2016. A copy of Ordinance 2016-2023 is attached.

The attached spreadsheet, Exhibit A, identifies the improvements for which assessments are levied and shows the amount of the final assessment levied against each benefited property in accordance with HRMC 13.16.140. Also in accordance with 13.16.040:

- The owner of any property to be assessed shall have the right to make application to the city for payment of the final assessment in installments as provided in ORS 223.210.
- If neither payment in full nor an application for installment payments is made within 20 days from the date of the notice, interest will be charged on the assessment from the date of adoption of the assessment ordinance and the property assessed will be subject to foreclosure.

The complete text of Title 13 is available at the City's web site at:  
<http://www.ci.hood-river.or.us/pageview.aspx?id=18308>

## ORDINANCE NO. 2016-2023

### **An Ordinance creating the State Street Local Improvement District and levying assessments upon all specially benefitted properties for the construction of street improvements, sidewalks and access**

The City Council for the City of Hood River finds as follows:

**WHEREAS**, at the City Council's regular March 28, 2016 meeting, the City Engineer presented his report on the now complete State Street Urban Renewal Project No. 410 pursuant to HRMC 13.16.020, described the project, the public benefits and the project's special benefits that would accrue specifically to abutting properties in the form of sidewalks, improved access and related street improvements; and

**WHEREAS**, at its regular meeting on April 25, 2016, the City Council adopted Resolution 2016-16, pursuant to HRMC 13.16.030, by which the Council approved the City Engineer's Final Report on the State Street Urban Renewal Project No. 410, dated July 27, 2015, and declared its intent to form the State Street Local Improvement District ("State Street LID") pursuant to ORS 223.387 to 223.401 and HRMC chapter 13.16, and the Council scheduled a public hearing on the proposed local improvement district formation for May 23, 2016; and

**WHEREAS**, the City Engineer has calculated the actual final cost of the local improvements associated with the completed construction of the Urban Renewal Project No. 410 to be \$5,877,797.67, and has identified those abutting properties that are specially and tangibly benefitted by the State Street project improvements (the "specially benefitted properties"); and

**WHEREAS**, consistent with state law and HRMC chapter 13.16, the City Engineer provided an allocation of the final total construction cost of the State Street project divided equitably over all of the specially benefitted properties based on each property's liner street frontage. The total area of the State Street LID is 25.28 acres, consisting of 37 specially benefitted properties. The cost of the improvements and property-specific improvements allocated to each property where those improvements are located is set forth in the cost allocation in Exhibit A, attached hereto and by this reference incorporated herein; and

**WHEREAS**, at the Council's March 28, 2016 regular meeting, the City Engineer presented the proposed assessments to the City Council for review and approval; and

**WHEREAS**, at the conclusion of the March 28<sup>th</sup> meeting, the City Council accepted the Engineer's report and proposed assessments and, in accordance with HRMC 13.16.090, directed the City Engineer to notify by mail the owners of the specially benefitted properties of the formation of the State Street LID and the cost allocated to each of the specially benefitted properties, and that a public hearing on the District's formation would be held before City Council on May 23, 2016; and

**WHEREAS**, on April 25, 2016 the City Council adopted Resolution No. 2016-16, in which it expressly accepted and approved the City Engineer's report (dated July 27, 2015) that

Page 1 – Ordinance No. 2016-2023 (State Street LID)



shall explain a property owner's right to financing of the unpaid assessment, in accordance with HRMC 13.16.140 and Section 5 of this Ordinance.

**Section 5 – Financing of assessments and recordation of liens for unpaid balances.** Any property owner who wishes to finance all or a portion of the assessment imposed herein may finance that assessment as provided in this section, consistent with HRMC 13.16.150 to 13.16.190 and ORS 223.205 to 223.295. To obtain such financing, the property owner must apply in writing and execute a promissory note to the City for the unpaid balance of the assessment that will be financed. The City Recorder shall record in the docket of City Liens, and elsewhere as appropriate, a statement of the unpaid assessment for each specially benefitted property to include the following:

- 5.1 A description of each parcel of property specially benefitted by the improvements constructed as part of the State Street Local Improvement District project;
- 5.2 The name of the record owner(s) of each specially benefitted property; and
- 5.3 The amount of unpaid assessment for each specially benefitted property as of the date the assessment is recorded in the City's lien docket or elsewhere as appropriate, a statement of interest accrual, and the date from which the accrual of interest begins.

**Section 6 – Financing terms.** The unpaid amount of all assessments financed as provided herein shall be subject to the following terms and conditions:

- 6.1 **Financing Period:** All assessment amounts up to \$10,000 and financed hereunder shall be paid in full no later than one year after entry of the assessment as a lien. All assessment amounts greater than \$10,000 and financed hereunder shall be paid in full no later than two years after entry of the assessment as a lien.
- 6.2 **Payments:** Annual payments shall be due by June 30 of each year, with the first installment due on June 30, 2017.
- 6.3 **Interest rate:** Zero percent interest for the first two years following entry of the assessment as a lien. All outstanding unpaid assessments remaining after June 30, 2019 shall accrue simple interest at the rate of prime plus 2.5% per year until paid in full.
- 6.4 **Late payment penalty:** A late payment penalty of \$100 shall be added each year for all assessments with an unpaid balance remaining after June 30, 2019.

**Section 7 – Enforcement of assessment lien and foreclosure.** Any assessment remaining unpaid two years after entry of the assessment as lien shall continue to accrue interest and the annual late payment penalty until paid in full, and may be foreclosed as provided in ORS 223.505 to 223.650. The proceeds from the payment or foreclosure of assessments levied pursuant to this ordinance shall be deposited to the city funds which advanced the cost of construction, engineering and related expenses for the State Street Urban Renewal Project 410, now the State Street LID, or which are used to retire any indebtedness

## EXHIBIT A

MAP NO	TL NO	OWNER/ADDRESS	SIDEWALK (SQ. FT.)	DRIVEWAY (SQ. FT.)	SPECIAL ASSESSMENT	ASSESSED VALUE	REVISED ASSESSMENT	DIFFERENCE
03N10E25CD	10900	HOOD RIVER COUNTY LIBRARY 502 STATE STREET	860	140		LAND IMP TOTAL	EXEMPT \$0.00	SIDEWALK DRIVEWAY SPECIAL \$3,870.00 \$980.00
0 23						TAXES	SUB TOTAL ENG/ADMIN	\$4,850.00 \$859.52
					DELINQUENT NOT DELINQUENT		TOTAL	\$5,709.52 N/C
03N10E25CD	10800	FARWIG JEANNE MARIE 212 4TH STREET	750	0		LAND IMP TOTAL	\$220,000.00 \$301,140.00 \$521,140.00	SIDEWALK DRIVEWAY SPECIAL \$3,375.00 \$0.00
0 23						TAXES	SUB TOTAL ENG/ADMIN	\$3,375.00 \$598.12
					DELINQUENT NOT DELINQUENT	X	TOTAL	\$3,973.12 N/C
03N10E25CD	10700	RIVERSIDE COMMUNITY CHURCH 317 STATE STREET	1080	0		LAND IMP TOTAL	EXEMPT \$0.00	SIDEWALK DRIVEWAY SPECIAL \$4,860.00 \$0.00
0 37						TAXES	SUB TOTAL ENG/ADMIN	\$4,860.00 \$961.29
					DELINQUENT NOT DELINQUENT		TOTAL	\$5,721.29 N/C
03N10E25CD	10600	EAGLE NEWSPAPERS, INC. 419 STATE STREET	3639	878		LAND IMP TOTAL	\$477,260.00 \$2,045,180.00 \$2,522,470.00	SIDEWALK DRIVEWAY SPECIAL \$17,275.50 \$6,146.00
14 5						TAXES	SUB TOTAL ENG/ADMIN	\$23,421.50 \$4,150.76
					DELINQUENT NOT DELINQUENT	X	TOTAL	\$27,572.26 (\$4,448.13)
03N10E25CD	10900	HOOD RIVER COUNTY 601 STATE STREET	1738	462		LAND IMP TOTAL	EXEMPT \$0.00	SIDEWALK DRIVEWAY SPECIAL \$7,621.00 \$3,234.00
1 5						TAXES	SUB TOTAL ENG/ADMIN	\$5,894.17 \$11,055.00 \$1,959.17
					DELINQUENT NOT DELINQUENT	X	TOTAL	\$13,014.17 \$947.66
03N10E25CD	11000	CHEATHAM PROPERTIES LLC 315 & 317 OAK ST	500	0		LAND IMP TOTAL	\$220,000.00 \$794,710.00 \$1,014,710.00	SIDEWALK DRIVEWAY SPECIAL \$2,250.00 \$0.00
0 23						TAXES	SUB TOTAL ENG/ADMIN	\$3,732.39 \$2,250.00 \$398.75
					DELINQUENT NOT DELINQUENT	X	TOTAL	\$2,648.75 N/C



MAP NO	TL NO	OWNER/ADDRESS	SIDEWALK (SQ FT.)	DRIVEWAY (SQ FT.)	SPECIAL ASSESSMENT	ASSESSED VALUE	REVISED ASSESSMENT	DIFFERENCE
03N10E25CD	7900	HOOD RIVER COUNTY 601 STATE STREET	0	648		LAND IMP TOTAL	EXEMPT  \$0 00	SIDEWALK DRIVEWAY SPECIAL \$0 00 \$4,536 00
0 72						TAXES		
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$4,536 00 \$803 87
							<b>TOTAL</b>	<b>\$5,339.87</b>
03N10E25CD	9600	BRIGHT HOME, LLC 616 STATE STREET	1230	0		LAND IMP TOTAL	\$268,950 00 \$336,360 00 \$607,310 00	SIDEWALK DRIVEWAY SPECIAL \$0 00
0 28						TAXES	\$649 22	
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$5,535 00 \$980 91
							<b>TOTAL</b>	<b>\$6,515.91</b>
03N10E25CD	9705	CRI, LLC 806 STATE STREET	690	452		LAND IMP TOTAL	\$206,150 00 \$226,760 00 \$432,910 00	SIDEWALK DRIVEWAY SPECIAL \$3,105 00 \$3,164 00
0 2						TAXES	\$9,698 59	
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$6,269 00 \$1,110 99
							<b>TOTAL</b>	<b>\$7,379.99</b>
03N10E25CD	10200	HOOD RIVER COUNTY LIBRARY 502 STATE STREET	825	0		LAND IMP TOTAL	EXEMPT  \$0 00	SIDEWALK DRIVEWAY SPECIAL \$0 00
0 39						TAXES		
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$3,712 50 \$657 83
							<b>TOTAL</b>	<b>\$4,370.43</b>
03N10E25CD	10300	HOOD RIVER COUNTY LIBRARY 502 STATE STREET	715	0		LAND IMP TOTAL	EXEMPT  \$0 00	SIDEWALK DRIVEWAY SPECIAL \$0 00
0 3						TAXES		
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$3,217 50 \$570 21
							<b>TOTAL</b>	<b>\$3,787.71</b>
03N10E25CD	10400	STOLTZ, CHARLENE & JOHN 514 STATE STREET	760	340		LAND IMP TOTAL	\$242,000 00 \$375,490 00 \$617,490 00	SIDEWALK DRIVEWAY SPECIAL \$3,420 00 \$2,380 00
0 23						TAXES	\$2,950 86	
						DELINQUENT NOT DELINQUENT		
							SUB TOTAL ENGIADMIN	\$5,600 00 \$1,027 86
							<b>TOTAL</b>	<b>\$6,627.86</b>

# N.C.C.

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**NORTHWEST CONTROL COMPANY, INC.**

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PO Box 22919 8750 SE McLoughlin Blvd Milwaukie, OR 97269  
Phone: (503) 656-9205 Fax: (503) 656-7609 CCB # 54300

June 22, 2016

Hood River library  
502 State Street  
Hood River, OR 97031

Attn: Buzzy Neilsen / Library director  
Re: Compressor in Large main RTU for library compressor

Scope of work:

- Unbolt compressor, high/low voltage
- Recovery of all the refrigerant and proper disposal of it
- (1) Trane compressor 14ton
- Liquid line filter dryer
- Freight, 7-10 day lead time for the compressor
- New compressor contactor, and voltage phase monitor
- Crane lift of the old compressor out and the new one in-place
- Reconnection of the high and low voltage and connection of the mounting brackets
- Start up and add refrigerant as needed for the charge

Total for this proposal is -----\$12,037.00

Thank you for allowing Northwest Control Company this opportunity in providing you with this estimate. If you have any questions please feel free to call me at 503-656-9205 or my cell at 503-793-2280.

Sincerely,

Mike Jones  
Northwest Control Company



7/29/2016