

PUBLIC NOTICE  
A MEETING OF THE HINES COMMON COUNCIL  
April 28, 2020 AGENDA  
HELD BY TELECONFERENCE ONLY

- I. Meeting begins at 6:30pm VOTE
- II. Flag Salute
- III. Approval of Accounts Payable, April 28, 2020
- IV. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)  
a) Public Comments must be scheduled with the City Administrator by Monday April 27<sup>th</sup> 5 p.m.  
**NO PUBLIC COMMENTS WERE SCHEDULED IN ADVANCE**
- VI. Old Business VOTE  
a) Brandon Mahon, Anderson Perry – Design and Bid Package Updates VOTE  
b) Review Resolution 2285- State of Emergency  
c) Award Auditing Contract
- VII. New Business VOTE  
a) Resolution 2284 – Budgeted Transfers
- Mayor and Council Comments VOTE
- XIII. Adjournment

This meeting is open to the public. It is anticipated to last approximately one hour and a half.

*In accordance with ORS 192.630, City of Hines will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice.*

**\*Due to the effects of the COVID-19 pandemic, this meeting will be held as a teleconference meeting. Under direction of Executive Orders given by Governor Kate Brown, citizens are asked to remain at home and NOT to attend in person. If you wish to attend the meeting, please use your phone to dial-in using the following information:**

**DIAL-IN NUMBER - (425) 436-6354**  
**Access code: 710647**

**You may ask questions during appropriate times on the phone, or send written questions to be addressed during the meeting. If you need assistance in any way, please call City Hall at 541-573-2251.**

DATED this 28<sup>th</sup> day of April 2020

Kirby Letham, City Administrator



\* Discussion about Budget

\*

Adgoun, Hutch, Marsallai

Hutch, Miller, Quirk, Ayres, Ray? → yes

Miller - Dept. Reports. 6:56 pm.

\* I called Ray to verify his votes.

~~Hutch~~

## Council Mtg.

Mayor, Hutch, Quick, Breshears, Miller - present.

① 6:30

### III A.P.

- Hutch - HC Treasurers?

- Hutch, Marsallai,

Hutch, Gary, Marsallai, Ray? ~~Beers?~~  
↳ yes

### VI Old Business

a) Brandon Mahon

- Bids opened last night.

- Pre-bid meeting May 5<sup>th</sup> → get creative

- Open bids May 20<sup>th</sup>.

- Hutch: w. Hanley? yes.

- w Hanley - RFP \$4-5K ok? yes - consent.

### Resolution 2285

~~2284~~ G) Hutch, Marsallai/Miller, Ayres

Hutch, Miller, Marsallai, Ray? → yes

### Audit


c) Hutch, Marsallai, Ray?, Ayres

d) Res 2284





















- Hutch, Miller

Hutch = y, Miller = y, Quick = y, Ray? ~~Beers?~~  
\*confirmed

## Account Information

**Date:** April 28, 2020 6:12:59 PM  
**Dial-in number:**  (425) 436-6354  
**Access code:** 710647  
**Account:** #s12080374

## Audio

Caller	Service Type	Start Time	End Time	Duration
+1 541 573 2251 - HINES CITY OF Host	 	6:12:59 PM	7:10:37 PM	58m
+1 541 589 1588 - HUTCH HUTCHINS	 	6:19:01 PM	7:10:44 PM	52m
+1 541 413 1248 - RAYMOND BRESHEA ✓	 	6:22:50 PM	6:27:22 PM	5m
+1 541 413 0675 - GARY MILLER ✓	 	6:26:16 PM	6:28:17 PM	2m
+1 509 476 2433 - Quick Steve ✓	 	6:26:21 PM	7:10:37 PM	45m
+1 541 263 1547 - Mahon Brandon A	 	6:27:46 PM	6:40:40 PM	13m
+1 541 413 2036 - Morgan Nikki	 	6:28:34 PM	7:10:39 PM	43m
+1 541 413 0675 - GARY MILLER	 	6:28:40 PM	7:10:40 PM	42m
+1 541 413 1248 - RAYMOND BRESHEA	 	6:29:10 PM	6:34:25 PM	6m
+1 541 413 1248 - RAYMOND BRESHEA	 	6:34:36 PM	7:10:34 PM	36m

**Number of attendees:** 10  
**Toll minutes:** 302m

Note: All times in Pacific Time

**ADVERTISEMENT FOR BIDS  
CITY OF HINES, OREGON  
WATER SYSTEM IMPROVEMENTS - 2020**

City of Hines  
P.O. Box 336/101 E. Barns Avenue  
Hines, Oregon 97738

**The City of Hines, Oregon,** invites Bids for the construction of **Water System Improvements - 2020.** The Work for this Contract will consist of improvements to the existing distribution system, upgrades to existing well pump stations, and erection of a new bolted steel reservoir. The Work includes installing approximately 30,000 linear feet (LF) of 6- to 12-inch water line; 2,300 LF of water service lines; installation of approximately 34 new fire hydrants; improvements to the existing well pump stations (Wells No. 2 and 3), including building improvements, a new well pump and motor (Well No. 2) and upgrades to electrical, controls, and instrumentation; installation of a new 800,000-gallon bolted steel reservoir (Reservoir No. 2); along with other miscellaneous water system improvements required to provide a fully completed project as shown on the Drawings and as specified.

Three Additive Alternatives have been identified that may be awarded at the option of the Owner, including installation of approximately 605 new water service meter assemblies, interior coating of an existing 600,000-gallon bolted steel reservoir (Reservoir No. 1), and exterior coating of an existing 250,000-gallon elevated steel reservoir.

Sealed Bids for the described Project will be received by the City of Hines at City Hall, 101 E. Barns Avenue, Hines, Oregon 97738, until 2:00 p.m., local time, May 20, 2020, at which time the Bids received will be publicly opened and read.

The Contractor will be subject to the Davis-Bacon Act (40USC276a) and the applicable provisions of ORS 279C.800 through ORS 279C.870 (the Oregon Prevailing Wage Law).

This Project is being funded with a financial award from the Safe Drinking Water Revolving Loan Fund Program administered by the Business Oregon - Infrastructure Finance Authority.

Bid security shall be furnished in accordance with the Instructions to Bidders.

The Issuing Office for the Bidding Documents is: Anderson Perry & Associates, Inc., 1901 N. Fir Street, La Grande, Oregon 97850, Brandon Mahon, P.E., 541-963-8309, [bmahon@andersonperry.com](mailto:bmahon@andersonperry.com).

Bidding Documents are available at <http://www.andersonperry.com> under the **Bid Docs** link. The digital Bidding Documents may be downloaded for a non-refundable payment of \$25.00 by inputting QuestCDN eBidDoc Number 7028976 on the website. Assistance with free QuestCDN membership registration, document downloading, and working with the digital Project information may be obtained at QuestCDN.com, at 952-233-1632, or via e-mail at [info@questcdn.com](mailto:info@questcdn.com). The Bidding Documents will be available for download after April 27, 2020. No paper sets will be provided for bidding purposes.

The Owner is an equal opportunity employer. Minority and women-owned businesses are encouraged to bid. Minority and women-owned businesses should indicate they are a minority firm on the Planholders List.

## **RESOLUTION NO. 2285**

### **A RESOLUTION CONTINUING A STATE OF EMERGENCY IN THE CITY OF HINES CAUSED BY THE CORONAVIRUS (COVID-19) PANDEMIC IN THE STATE OF OREGON AND UNITED STATES**

**WHEREAS**, there have now been confirmed cases of COVID-19 in Harney County; and,

**WHEREAS**, the City of Hines declared a State of Emergency on March 24, 2020 with the passage of Resolution 2281; and,

**WHEREAS**, Resolution 2281 is set to expire on April 30, 2020,

**NOW THEREFORE, BE IT RESOLVED BY THE HINES CITY COUNCIL THAT A  
STATE OF EMERGENCY WILL CONTINUE TO EXIST IN ALL AREAS WITHIN THE  
CITY OF HINES UNTIL THE CITY COUNCIL TERMINATES THE STATE OF  
EMERGENCY BY RESOLUTION.**

APPROVED and ADOPTED by the Hines Common Council this 28th day of April 2020  
by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

CITY OF HINES

By: \_\_\_\_\_  
NIKKI MORGAN, Mayor

ATTESTED TO BY:

\_\_\_\_\_  
Kirby Letham, City Administrator





# ZWYGART JOHN

CERTIFIED PUBLIC ACCOUNTANTS

Zwygart John & Associates CPAs, PLLC

16130 North Merchant Way, Suite 120 ♦ Nampa, Idaho 83687

Phone: 208-459-4649 ♦ FAX: 208-229-0404

City of Hines, Oregon:

We are pleased to provide a bid to perform your annual financial audit for the years ended June 30, 2020, 2021, and 2022. Below is a brief description of our firm, related audits we have performed, and our proposal for work done.

- 1.) Zwygart John & Associates is located at 16130 N. Merchant Way, Suite 120, Nampa, Idaho. The main contact person for the City of Hines, Oregon will be Jordan Zwygart, e-mail: [jordan@myidahotax.com](mailto:jordan@myidahotax.com).
- 2.) The firm audit partners are Jordan Zwygart and Jared Zwygart. Both partners are currently on the Oregon Municipal roster.
- 3.) Jordan Zwygart, CPA will be the lead partner for the audit. He has over 6 years of experience performing municipal audits in Oregon and Idaho. He is currently on the Oregon Municipal roster. Jordan will oversee all work on the audit and will be present for field work. John Russell, CPA, will also work on the audit as a staff member. John has over 10 years of experience performing municipal audits in both Oregon and Idaho. Tim Kester will also be on staff for the audit. Tim has over 5 years of experience performing municipal audits in Oregon and Idaho. All staff receive annual training on Oregon minimum standards and Governmental Auditing Standards.
- 4.) We will perform preliminary audit work in office. We will ask for documents to be sent to our office electronically to begin our audit work. We would anticipate that this work would begin as soon as the year end books have been closed for the City. After we have completed our preliminary work, we would come on site for 1 – 3 days to perform field work (depending on how much we are able to do before in the office). We would anticipate this work to take place about 1 month after we begin receiving year end documents. Once the field work has been completed we will complete our final review of items at our office and provide a draft for the City to review. We would anticipate that this would be delivered about 1 month after we have finished field work. We will work with the City to make sure that all reports are submitted to the State of Oregon before December 31.
- 5.) Below is a list of Oregon government audits with contract information:

Client	Service Provided	Contact
Malheur County, Oregon	Financial Audit and Single Audit	Lorinda DuBois (541)473-5183
Pioneer Health District	Financial Audit	Tom Hathaway (541) 473-3131 ext. 302
Warm Springs Irrigation District	Financial Audit	Kathie Kinney (541) 473-3951

More references are available upon request.

- 6.) No regulatory actions have been taken or are pending against the firm.
- 7.) Please see attached. Please note that we recently changed the firm name from Millington Zwygart to Zwygart John & Associates. This is why there is a different name on the peer review letter.
- 8.) Our fee for the audit is outline below. These fees include all associated costs, including all travel expenses:
  - Fiscal Year Ending June 30, 2020: \$10,000
  - Fiscal Year Ending June 30, 2021: \$10,300
  - Fiscal Year Ending June 30, 2022: \$10,700
- 9.) If a Single Audit is required there will be an additional \$3,000 added to the total audit cost, for each year it is required.
- 10.) We do not charge fees for questions or assistance through out the year. We encourage our clients to contact us with questions during the year, so that we can assist them to make sure that things are being accounted for correctly during the year.

Thank you for giving us the opportunity to provide a bid for your annual audit. If you have any questions please feel free to contact us.

Sincerely,

*Zwygart John and Associates PLLC*





# Solutions

Certified Public Accountants, PC

*Mitch T. Saul, CPA  
Amy K. Walker, CPA  
Anna K. Bass*

*Robert M. Armstrong, CPA*

March 31, 2020

Audit Selection Committee  
City of Hines  
PO Box 336  
Hines, OR 97738

Hello Members of the Committee:

We are pleased to provide you with our written proposal and cost estimate to perform the annual financial statement audit of the City of Hines for the years ending June 30, 2020 through June 30, 2022. We understand your need to have accounting professionals who are experienced auditors and can provide quality service in a timely manner and at a reasonable price. We believe that Solutions, CPAs is uniquely qualified to meet these needs for the following reasons:

- ✍ ***Specific Audit Expertise*** - Our professional team has extensive experience in serving a broad base of municipal and non-profit clients receiving pass-thru funding, and the related audit requirements therein. A number of these clients are cities similar to the City of Hines.
- ✍ ***Commitment to Rural Oregon Clients*** – Located in eastern Oregon, we are committed to meeting the needs of our rural Oregon clients wherever they might reside. Our team is actively involved in their local communities and is keenly aware of the specific needs of these rural clients. We are very proud of our ability to meet the unique needs of the clients we serve.
- ✍ ***Firm Philosophy*** - We strongly believe in providing our audit clients with an experienced and consistent engagement team. Unlike larger firms who are annually hiring and training new people, often at the expense of the client, we utilize an engagement team consisting of the firm's owners and team members who have worked together consistently for multiple years. The current engagement team has completed over 140 municipal/governmental audits together and has accumulated more than 15,000 hours of audit experience during the last three audit seasons.
- ✍ ***Technology*** – We strive to offer our clients the latest in technological advancements in order to streamline the audit process as much as possible. We utilize a secure online portal to transfer information to and from our clients as efficiently and securely as possible. This is just one example of how we have integrated technology into the value we provide to our clients.

Every aspect of our approach reflects the personal involvement of our team and an experienced auditor's perspective. You can be assured that you will be an important client of Solutions, and we will provide personal, creative, and timely service. We will spare no effort to understand and exceed your expectations.

We understand that the scope of the audit would include all funds of the city. Our audit would be performed in accordance with Generally Accepted Government Auditing Standards, the Uniform Guidance (if applicable), and Minimum Standards of Audits of Oregon Municipal Corporations.

For the purposes of this proposal the following persons are authorized to make representations for our firm and Mitch Saul has the authority to bind the firm:

Mitch T. Saul	Owner	101 NE First, John Day, OR 97845	(541) 575-2717
Amy K. Walker	Owner	101 NE First, John Day, OR 97845	(541) 575-2717

After you have had the opportunity to review our proposal, we would be pleased to answer any additional questions. We want to thank you for the opportunity of submitting this proposal and will look forward with great enthusiasm to hearing from you.

Sincerely,

*Amy K. Walker*

For Solutions, CPAs PC  
John Day, Oregon

## **VII. AUDIT FEES**

- ❖ It is estimated that to perform the required services for the City of Hines for the year ending June 30, 2020 Solutions' total flat fee for the audit will be \$11,000. This flat fee is inclusive of all expenses and costs associated with the audit. This fee does not include services related to the preparation of GASB 34 financial statements. The cost of assisting with preparation of the financial statements will not exceed \$2,200. The maximum fee for all services will not exceed \$13,200. The proposed fees for the years ended June 30, 2020 through June 30, 2022 are as follows:

<b>Fiscal Year End</b>	<b>Audit Fee</b>	<b>Financial Statement Preparation Fee</b>	<b>Total Fee</b>
6/30/2020	\$ 11,000	\$ 2,200	\$ 13,200
6/30/2021	11,300	2,260	13,560
6/30/2022	11,600	2,320	13,920
<b>3 Year Total</b>	<b>\$ 33,900</b>	<b>\$ 6,780</b>	<b>\$ 40,680</b>

- ❖ Should the city require a single audit, Solutions' fee for performing the service would be \$5,000.
- ❖ Audit fees are based on the actual time spent at standard billing rates. The flat audit fee includes all expenses for labor, communications, travel, and other miscellaneous expenses, as well as a reasonable amount of consultations throughout the year as requested and needed. We make every effort to remain competitive with the current market while accounting for our capacity to perform audits. Therefore, estimates are based on what is believed it will take to complete the audit within the required time frame and according to the required standards. When permissible, every effort is made to involve the client's personnel to hold fees down without compromising the product.
- ❖ Solutions agrees to progress bill the city at the completion of fieldwork with a final billing to be delivered with the audit. No extended service will be performed beyond the contract unless authorized in the contract agreement or by amendment to the agreement. No additional time and billings due to a change in scope or unforeseen circumstances will be incurred without prior approval by the city.
- ❖ Should the city request an adjustment that increases or decreases the scope of the audit, cost increases or decreases will be based on the expected increase or decrease in total hours at our standard billing rate of \$120 per hour.

## RESOLUTION NO. 2284

### A Resolution for Budgeted Transfers to Capital Projects Fund

BE IT RESOLVED that the Common Council of the City of Hines hereby transfers the following monies from the General Fund and Utilities Fund (Water) to the Capital Projects Fund, as adopted in the 2019-20 budget:

From: 104-101-5-60-0415 (Trans: to CP General Fund)	\$20,000.00
To: 191-100-3-90-0107 (CP City Hall)	
From: 104-102-5-60-0401 (Equip. Res. – Police Car)	\$15,000.00
To: 191-100-3-90-0103 (CP General Fund Police)	
From: 104-103-5-60-0406 (Eqpt Res: Fire Trk/Equip)	\$20,000.00
To: 191-100-3-90-0104 (Trans from Gen Fund Fire)	
From: 152-105-5-60-0408 (Trans to CP Water)	\$285,317.00
To: 191-100-3-90-0108 (CP Water Fund)	

ADOPTED by the Common Council of the City of Hines this 28th day of April, 2020.

CITY OF HINES

By: \_\_\_\_\_  
NIKKI MORGAN, Mayor

ATTESTED:

\_\_\_\_\_  
KIRBY LETHAM, Administrator

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To: 191-100-3-90-0103 (CP General Fund Police)	
From: 104-103-5-60-0406 (Eqpt Res: Fire Trk/Equip)	\$20,000.00
To: 191-100-3-90-0104 (Trans from Gen Fund Fire)	
From: 152-105-5-60-0408 (Trans to CP Water)	\$285,317.00
To: 191-100-3-90-0108 (CP Water Fund)	

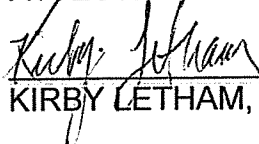
ADOPTED by the Common Council of the City of Hines this 28th day of April, 2020.

CITY OF HINES

By:

  
NIKKI MORGAN, Mayor

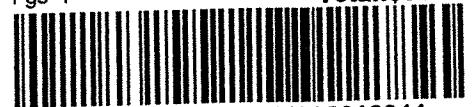
ATTESTED:

  
KIRBY LETHAM, Administrator

HARNEY COUNTY, OR 2020-0486  
DEED-RESOL 04/30/2020 10:31 AM

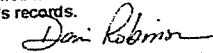
Pgs=1

Total:\$81.00



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I, Derrin Robinson, County Clerk for Harney County, Oregon certify that the instrument identified herein was recorded in the Co. Clerk's records.

  
Derrin E. Robinson, Harney County Clerk

