



Agenda
January 29th, 2016
7:00 a.m.

Stafford Hansell Government Center
915 S.E. Columbia Drive
Hermiston, OR 97838

- I. Call Meeting To Order - 7:00 a.m.
- II. Action Items
 - a. Approve minutes from the Special Meeting on December 16th and the Regular Meeting on December 18th.
 - b. Review and Approve Rental Rates.
 - c. Discuss and Approve Naming of Entry Road in honor of Chet Prior
 - d. Approve a \$2000 grant to Hermiston Horse Sale
 - e. Review and Approve Frew Monthly Report Items
- III. Committee Reports
 - a. Budget and Fiscal
 - b. Fundraising
 - i. Lottery Game Report (HB 4008)
 - c. Hoteliers/Marketing
 - d. Facilities
 - e. Governance
 - f. Operations
- IV. Public Comment
- V. Adjourn



Special Meeting Minutes
December 16th, 2015

Hermiston Conference Center
415 S Hwy 395, Hermiston, OR

Board Members - Ed Brookshier, Chairman; Dan Dorrان, Vice Chairman; Larry Givens, Secretary/Treasurer; David Bothum, Kim Puzey, Vijay Patel and Don Miller; Board members.

Present were board members Ed Brookshier, Kim Puzey, Dan Dorrان, Larry Givens, Don Miller, and Dave Bothum. Board member Vijay Patel was excused. City employees present were City Manager Byron Smith, HES Superintendent Nate Rivera, and Executive Assistant Lilly Alarcon-Strong. Also present were Mayor David Drotzmann, Councilors Rod Hardin and Jackie Myers, Frew Development Vice President of the Pacific Northwest Division Rob Dreier, EOTEC Staff Heather Cannell, Umatilla County Commissioner Bill Elfering, and many members from the public. News media present was Jade McDowell from the East Oregonian, Michael Kane from NE Oregon Now.

Chairman Ed Brookshier called the meeting to order at 6:00 pm.

Community Update and Presentation

HES Superintendent Nate Rivera presented the public with background information regarding the EOTEC Authority Board its membership and explaining the City and County share ownership of EOTEC 50%-50%.

Nate explained the reason the current fair and rodeo grounds must move because the community has outgrown the current facility and the current facility is in a dilapidated state. After meeting with contractors and engineers to see what it would cost to renovate the facility, the contractors and engineers stated the current facility would not be able to be renovated to bring the facility to code; the entire facility would need to be torn down and rebuilt, as well as, underground infrastructure would need to be dug up and replaced as well. The fair and rodeo grounds are also used year-round, but it does not accommodate all the events comfortably for the event holders, participants, and community. Nate stated the school district is also growing and by the school district purchasing the current fair and rodeo grounds, they were able to save tax payers a great deal of money. Nate stated the goal is to build a quality facility that can be used year-round that the community can be proud of, this is the Hermiston way.

Nate then shared a timeline showing that EOTEC is 30 years in the making. The City and County knew that the current facility would not be able to meet its growing needs, and therefore, in 1984 purchased the current ground that EOTEC facility is on. In September 2010, the Committee was formed and came together to see if there was community support and if they should go forward with what is now the EOTEC site. And in October 2013, EOTEC hired Frew Development Corporation as their contractor and began the entire underground infrastructure, to include: water, sewer, electricity, and roads, which took a year to complete. Currently, vertical construction is underway.

Nate stated over 100,000 people attend the fair and rodeo in a 5 day period, with over 6,500 exhibits and 2,500 people participating in those exhibits. Over the last 15 years the fair has grown exponentially, with the last 5 years growing at a 50% increase. Very few fairs in the Country grow and make money at the rate of the Umatilla County fair. Last year, over \$450,000 was generated for our youth with livestock sales, which is unheard of. The Farm City Pro-Rodeo is also hosted on these grounds, which has won multiple national awards, as it is one of the best rodeos you will see in the Country. These events are only a few that are held year-round.

EOTEC Business Development Manager Heather Cannell presented the public with the design of the 94 acre EOTEC site, which is at least 3 times the size of the current facilities. Phase one will be focused on 55 acres that will feature the Event Center, 3 animal barns, rodeo arena, a large grass commons area that can be rented out, and an extended stay area for use during the fair and rodeo.

Heather displayed the different size comparisons from the current fair and rodeo individual facilities to the EOTEC facility, to include features that the current facility does not have and cannot accommodate. The plans for the Event Center also include future room for expansion. Completion of the Event Center is scheduled for March 2016, with booking starting at the beginning of the year.

Heather stated the current rodeo grounds are in great condition and it is unfortunate they are not able to be moved to the new site. EOTEC will continue to work with the Rodeo Board to help create a similar facility that can accommodate future growth and added amenities. The arena will have 2,000 boxed and permanent seating, with full lighting for year-round events, and is scheduled for completion July 2017.

Nate stated in the last 5 years, EOTEC has acquired \$11.8 Million of un-borrowed money. Within the last 30-days the City and County have each committed \$600,000, with the City adding an additional \$1.00 assessment to the current TPA, totaling an additional \$2.2 Million. That brings available funds to a grand total of \$14 Million. Although this is a huge accomplishment, we are still in need of another \$2 Million to make this facility into what the community deserves without acquiring loans or going into debt.

Dan Dorran stated in the early 1930's a local farming family, the Muellers, donated a majority of the property where the current fair and rodeo sites are. This entire project started with private funding and donations, all starting from the Mueller Family. This is what our community does; we pull together and make things happen, we build amazing structures. This is what makes our community so great.

Mayor Dave Drotzmann thanked the EOTEC Board as well as Dennis Barnett and his family, Farm Manager Greg Harris from Three Mile Canyon Farms, and Nate Rivera for all of their dedicated time and hard work, all of which has been volunteered. Mayor Drotzmann thanked the community for their presence tonight and asked them to share the information they have learned tonight with their family, friends, co-workers, and associates and encourage them to get involved, from anything to donations or volunteer work at the facility. Mayor Drotzmann stated the EOTEC goal is to try to raise an additional \$2 million from local businesses and families by April 2016. Mayor Drotzmann stated the following projects, in order of importance, will not be accomplished without the additional \$2 Million:

- Barn 3
- Permanent seating at the Rodeo Grounds
- Panels and Pens will have to be rented
- No water or electrical extensions in extended stay area

Without these first three items, EOTEC will have ongoing expenses as they will need to rent these items to be able to accommodate the community's events and needs.

Mayor Drotzmann stated the aggressive April timeline to raise these funds is due to the fact the contractor needs to know how much money they have before being able to start building. Mayor Drotzmann displayed the recognition sponsorship opportunities that ranged from \$100.00 to \$25,000.00, but stated EOTEC will happily accept any donation and reminded the public that EOTEC is a governmental entity and contributions are tax deductible. Mayor Drotzmann stated all presented information and additional EOTEC information can be obtained online at www.eotechermiston.com.

Public Questions and Comment

Will EOTEC be able to host music concerts?

Yes, in many areas inside and outside of the facility.

Are other City's besides Hermiston helping spread the word for contributions to EOTEC?

Yes. Umatilla, Stanfield, Echo, Pendleton, and Milton-Freewater to name a few.

Can donations be designated to specific buildings or aspects of the project by the contributor?

No. As presented, the EOTEC Board has already specified what projects are the most important to make EOTEC as successful as possible.

What is the Extended Stay area?

RV parking that will eventually have hookups for water and electricity.

Can smaller donations be contributed over a period of time?

Yes, through a PayPal account that has been set up on the EOTEC website.

What water sources does EOTEC have to irrigate the property and is it adequate enough for the size of the site?

There are currently two onsite irrigation wells, and EOTEC is working with Hermiston and Stanfield irrigation districts regarding short and long term additional water opportunities.

Will there be opportunities for brick sponsorship?

Yes, but not at this time.

How many ADA and bathrooms stalls will be at the facility? Will there be any family restrooms available?

There will be at least three ADA restrooms. There will be at least three times the number of restrooms available now, but as usual, portable restrooms will be placed throughout the facility for bigger events such as the fair and rodeo. There will also be family restrooms available throughout the facility.

Will the presented slide show be available online?

Yes, at the EOTEC website.

Action

Dan moved and Don seconded to approve the presented fundraising proposal. Motion carried unanimously.

Adjourned at 7:10 pm.

Next meeting –The next EOTEC Board meeting will be Friday, December 18th, 2015 @ 7:00 am. Stafford Hansell Government Center 915 SE Columbia Dr. Hermiston, OR



Meeting Minutes
December 18, 2015

Stafford Hansell Government Center
915 S.E. Columbia Dr. Hermiston, OR

Board Members - Ed Brookshier, Chairman; Dan Dorran, Vice Chairman; Larry Givens, Secretary/Treasurer; David Bothum, Kim Puzey, Vijay Patel and Don Miller; Board members.

Present were board members Ed Brookshier, Kim Puzey (arrived at 7:05am), Vijay Patel, Dan Dorran, Dave Bothum, Larry Givens, and Don Miller. City employees present were City Manager Byron Smith, Finance Director Amy Palmer, and Executive Assistant Lilly Alarcon-Strong. Also present were Mayor David Drotzmann, Frew Development Vice President of the Pacific Northwest Division Rob Dreier, Heather Cannell, Robert Pahl, Bill Elfering, and Rick Stoddard of Barnett and Moro (arrived at 7:05am), Jade McDowell of the East Oregonian, and members from the public.

Chairman Ed Brookshier called the meeting to order at 7:00 am.

Approve Minutes – Vijay moved and Dan seconded approval for the minutes of the regular meeting of November 20th. Motion carried unanimously.

New Business – Site Lighting Design –Rob displayed a drawing of the lighting plan which features LED lights that will cover barns, parking, and along the entrance. If the Board would like lighting at the entry way, around landscaping, and along the fence line, there will need to be an additional bid package, there is also no electrical conduits planned to go out the front of the entrance drive. Dan moved and David seconded to approve the lighting design plan as presented. Motion approved unanimously.

LRS Barn Design Contract- Rob reviewed the LRS contract for the barn designs and stated there is a base drawing that was included in the package. To try and keep the fees down, Rob will be finalizing barn plans with the Board before meeting with LRS in Portland.

Dan asked that the Board meet with LRS as well.

David stated the Barn Committee will also want to go over the print barn designs before being finalized.

Rob stated there are three meetings scheduled with LRS, but they are all in Portland. It is very rare for architects to have site visits. Rob stated it would be best for the Barn Committee to meet and take notes on what is wanted, while keeping the budget in mind. After this point, Rob will clarify everything with LRS. Once the schematic is back, the Barn Committee and Board will review it for final approval. The design development will follow this same process.

Dan asked if the Barn Committee can have several copies of the schematics prior to their meeting, and what the schedule will be after this point.

Rob stated yes, he will make sure copies are made. The barn design and specifications should be done by February 1st. Dan moved and Vijay seconded to approve the LRS barn design contract not in excess of \$93,000.00. Motion approved unanimously.

2014-2015 Barnett and Moro Audit Report- Rick Stoddard of Barnett and Moro, PC presented the EOTEC 2014-2015 fiscal year financial audit. The audit found the record keeping and financial management method adequate

and in order. Larry moved and Vijay seconded to approve the auditor's report as prepared and presented by Rick Stoddard of Barnett and Moro, PC. Motion carried unanimously.

LRS Fundraising Rendering Contract- Rob reviewed the LRS Masterplan rendering, with representation renderings from Jim Michaels. This 3-D paper model will be for the exterior only for the time being; interior designs can be added in the future for an additional cost.

Dan stated the Board asked for this 3-D paper model as there is currently nothing to show the community or groups of what they can expect EOTEC to look like when completed. Dan moved and Larry seconded to approve the masterplan rendering. Motion carried unanimously.

Mayor Drotzmann asked that someone from the Fundraising Committee be able to review the plans before being finalized.

Dan and Rob stated yes.

Fuel Type- Rob presented the Board with long-term comparisons for Natural Gas and Propane to fuel EOTEC. After doing some research and speaking with a Cascade Natural Gas representative, there will be little cost to install the service line because the assumed energy is a lot less than the actual energy EOTEC will use. CNG will be building a Business Model stating they will get refunded the amount of money over time because of EOTEC usage. EOTEC will pay trenching costs and \$2,000.00; trenching will only be for the Event Center.

Rob stated if propane is used, 3 propane tanks will be needed for the Event Center alone. These propane tanks will need to be at least 50 feet away from the building, unfortunately, having them 50 feet away from the building means they will be close to other things on site. The nearest place the tanks will be able to be placed will be south of the parking lot, that run is 500 ft. The propane tanks will need to be placed on gravel and surrounded by chain link fencing to protect from possible damage. Buried tanks have not been considered due to the extremely high costs.

Rob stated natural gas rates are .94 per gallon, propane rates are .94 per gallon but change on a regular basis. Speaking with the propane dealer, current rates should be \$1.44 to \$1.54 per gallon. Annual savings to move forward with natural gas would be \$2,427.89. Rob asked the Board to keep in mind the fluctuating propane costs, as 5 years ago, propane was \$5.00 per gallon. Although natural gas does change, it changes at a slower rate.

Dan stated he feels going with natural gas would be best, but would like to know specifically what the trenching costs will be. Although he knows the cost of the source is what really matters.

Ed stated if the Board is going to take extra time getting specific costs for trenching, it would be necessary to also take a look at where the propane tanks would be located on the entire property.

Rob stated the timeline does not allow for the extra time that these requests will take. In order to open the Event Center in March, the decision needs to be made sooner rather than later.

Kim stated he would prefer meters over tanks. Having gas over propane would also be one less thing management of the facility would need to maintain on a regular basis, as far as having enough of it when needed.

Larry stated propane prices are raised more frequently and are more expensive than gas prices, the Board needs to consider this for future budgeting expenses. Kim moved and David seconded to use natural gas as the sites fuel type. Motion carried unanimously.

Frew Monthly Report- Rob stated as of today, EOTEC is on schedule. Rob suggested the Board release any funds that are available to continue progress on EOTEC.

City Manager Byron Smith stated the City will need to have a budget amendment to appropriate the \$600,000 that was committed to ETOEC. The bond process will also need to be completed for the TPA before funds are released.

Larry stated the County will also need to make a budget amendment as well, before releasing funds.

Rob stated rodeo designs were received from Jim Michaels on 12/03/15. In order to meet the production schedule, Jim Michaels will need to keep the design deadlines and it might be best to speak with him directly regarding this issue. The Event Center is on schedule for delivery in March 2016. Rob met with the Fire Marshal, Building Official, and City Planner to identify what occupancy concerns they have. Occupancy standards require EOTEC to pave the entrance road, pave the parking area, power the sewer lift station, flow test all fire hydrants, and have Event Center site lighting. Rob stated these concerns will be included in the schedule if they are in the critical path. Contractors will continue to be submitted to the Board for final approval based on the public bidding process, unless under \$25,000.00, or previously approved. Challenges ahead: Completion of all the design work and securing irrigation water. Rod suggested scheduling a hand-over key date to go over the Event Center with the Board and Heather.

Budget & Fiscal Committee Report- Dan moved and Larry seconded to approve the monthly disbursements and financial report prepared and presented by Finance Director Amy Palmer, with the exception of check number 385 as the Executive Committee and City Manager Byron Smith will be discussing this disbursement request; if issues regarding this check are resolved, the check will be disbursed.

Funding- Dan stated a private fundraising group has kicked off a goal of raising \$2 million by the end of March 2016. The Committee is willing to give presentations or meet with any group. Dan thanked Ed for the last 5 years he has volunteered to EOTEC, (audience applause.)

Larry suggested the Committee meet with surrounding areas as well.

Dan stated they have been scheduled in.

Hoteller/Marketing-Vijay stated TPA has collected \$64,235.00 this year, which is \$28,000.00 more than last year's first two quarters, third quarter figures will be able to be compared by next meeting. Vijay stated \$49,634.00 was collected in the TPA's first year of 2012 (3 quarters); 2013, \$103,659.00; 2014, \$115,558.00; Vijay believes this year's numbers will continue to increase.

Ed and Dan stated the Hoteliers have done an outstanding job welcoming and keeping visitors happy while they stay in Hermiston, and they thank the Hoteliers for all their work and hospitality.

Governance- Ed stated Rob, Heather, and Don will be working together to get additional items finalized. Dan stated Don is known as the preeminent Grant Writer in the Northwest, and he has offered to write grants for EOTEC.

Public Comment- City Manager Byron Smith thanked Ed for all the work he has done, and stated he will be scheduling a meeting with each Board Member individually to get thoughts and ideas about where EOTEC is at and where it is headed.

Ed stated it has been a true honor and pleasure to have served with all the EOTEC Board Members past and present. This project has not been easy, but it will get done. Ed thanked the City for giving him the opportunity to serve on the Board and stated Byron, will do an excellent job. Ed stated he will be more than happy to continue to help with what he can and would very much like to be present at the Grand Opening, (audience applause.)

Adjourned at 8:20 am.

Next meeting –The next meeting will be Friday, January 29th, 2016 @ 7:00 am. Stafford Hansell Government Center 915 SE Columbia Dr. Hermiston, OR

EOTEC REPORT

For Meeting of January 29th 2016

EOTEC BOARD

Agenda Item #

Rates

**SUBJECT:
Rental Rates**

Subject : Rental Rates for the EOTEC Exhibitor and Event Center

Summary and Background: I have spent time researching and talking with facilities that are very similar to EOTEC. I also took into account the current rates at Thompson Hall, the Hermiston Conference Center, along with the rates that were proposed by venue works. With EOTEC being a new facility with more square footage I believe that the rates need to be higher while also being conscious not to price ourselves out of the market.

The provided rate compassion sheet is based on a 640 person event. I have compared it against 10 similar facilities. The categories are flat rental rate, set up and tear down, janitorial, kitchen use, tables, chairs and staffing.

There will also be additional charges to the client above the rental rate for security, liability insurance, liquor licenses and servers.

Fiscal Information: See attached rate sheet comparison.

Requested Action/Motion

Accept rate proposal or provide feedback with what you feel the rates should be.

Submitted by: Heather Cannell

EOTEC Board Approval

EOTEC Disbursement Requests
January 29, 2016

Budget Category	Vendor	Description	Amount	Ck Num
Marketing/ Advertising	Home Depot	Farm Fair Supplies	31.62	N/A*
Marketing/ Advertising	Dollar Tree	Farm Fair Supplies	10.00	N/A*
Office Supplies	US Post Office	PO Box Rental Fee-Yearly	130.00	N/A*
		Total of Debit Purchases	171.62	
US Bank	US Bank	Bank Fees/ Checking acct	67.00	N/A
Salary & Wages	Heather Cannell	Jan 1-15 Payroll	1,259.40	N/A
Salary & Wages	Heather Cannell	Jan 16-31 Payroll	1,259.41	N/A
Salary & Wages	OR State Dept of Revenue	OR. State Taxes- Cannell	175.28	N/A
Salary & Wages	IRS	Qtr Federal Payroll Taxes	816.10	N/A
		Total of Automatic Withdrawals	3,577.19	
Advertising	Nate Rivera	Reimburse- Fundraising Committee	1,188.55	389**
Salary & Wages	American Funds	H. Cannell's Retirement Contr Dec	1,326.68	390**
Salary & Wages	American Funds	H. Cannell's Retirement Contr Jan 2016	1,126.88	408
Construction	Ryan Woodlee	Fridgerator- 3 section Reach in	3,000.00	391
Advertising	Nate Rivera	Reimburse- Fundraising Committee	3,750.18	392**
Audit & Accounting	Barnett & Moro	FY 14-15 Audit	6,000.00	393
Advertising	East Oregonian	Ad for 12/16/15 eotec meeting-public	95.00	394
Telephone	Eastern Oregon Telecom	Utilities	3,289.08	395
Construction	FDG	Project Management/ Dec 2015	22,877.67	396
Construction	G2 Comm Construction	Construction/Oct 2015	333,948.73	397
Utilities	Hermiston Energy Services	Utilities	122.06	398
Construction	Hermiston Plan Center	Prints	77.50	399
Utilities	Hermiston, City of	Utilities acct # 1.010424.02	42.79	400
Utilities	Hermiston, City of	Utilities acct # 1.010390.01	17.14	400
Construction	Hotels A1 LLC	EOTEC Furniture	53,789.32	409
Architect/Engineer	LRS Architects	Design Services 10/26/15-12/25/15	9,458.34	401
Architect/Engineer	LRS Architects	Design Services for 3-D Model	336.90	401
Architect/Engineer	LRS Architects	Rodeo Bit Set Evaluation thru 12/25/15	2,778.27	401
Architect/Engineer	MKE & Associates	Bid/Design- Parking lot & street lighting	1,070.00	402
Architect/Engineer	MKE & Associates	Bid/Design- Parking lot & street lighting	2,590.00	402
Construction	Or Dept of Administrative servies	Table/ Food Preparation	300.00	403
Construction	Or Dept of Administrative servies	Utility and Rolling Carts	400.00	403
Construction	Or Dept of Administrative servies	Oven, Hand Truck, Dispenser	625.00	403
Misc Contractual	Pacific Mobile Structures	Removal of Structure/ Final Billing	1,145.00	404
Misc Contractual	Severson Accounting & Tax	Payroll / direct deposits& Retirement/ Dec	425.00	405
Utilities	Umatilla Electric	Utilities acct# 9102169001	64.12	406
Utilities	Umatilla Electric	Utilities acct# 9102169004	193.81	406
Telephone	Verizon	Cell phone	93.86	407
Construction	Cascade Natural Gas Corp	GAS Agreement Contract thru 1/20/16	55,097.90	410
		TOTAL CHECKS	\$ 505,229.78	
		GRAND TOTAL	\$ 508,978.59	

* Purchased with debit card

** Check written earlier in the month

CITY OF HERMISTON
BALANCE SHEET
JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

<u>ASSETS</u>		
93-1010	CASH - TO 94	(31,244.68)
93-1021	CASH-OPERATING EOTEC (93-94)	1,165,789.33
93-1030	INVESTMENTS	2,078,108.06
	TOTAL ASSETS	3,212,652.71
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
93-2250	TPA BALANCE	268,864.68
	TOTAL LIABILITIES	268,864.68
<u>FUND EQUITY</u>		
93-2390	FUND BALANCE	3,727,158.97
93-2596	APPROPRIATIONS	(821,000.00)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	37,629.06
	BALANCE - CURRENT DATE	37,629.06
	TOTAL FUND EQUITY	2,943,788.03
	TOTAL LIABILITIES AND EQUITY	3,212,652.71

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
93-3015-210 CONTRIBUTION FROM CITY	.00	25,000.00	25,000.00	.00	100.0
93-3015-220 CONTRIBUTION FROM COUNTY	.00	25,000.00	25,000.00	.00	100.0
93-3015-230 GRANT	(494,975.93)	.00	.00	.00	.0
TOTAL FROM OTHER AGENCIES	(494,975.93)	50,000.00	50,000.00	.00	100.0
<u>SERVICE CHARGES</u>					
93-3016-120 TOURISM PROMOTION ASSESSMENT	7,595.77	71,830.89	105,000.00	33,169.11	68.4
TOTAL SERVICE CHARGES	7,595.77	71,830.89	105,000.00	33,169.11	68.4
<u>MISCELLANEOUS REVENUES</u>					
93-3019-110 INTEREST ON INVESTMENTS	1,027.97	5,673.26	5,000.00	(673.26)	113.5
93-3019-240 DONATIONS	(137,980.00)	.00	.00	.00	.0
TOTAL MISCELLANEOUS REVENUES	(136,952.03)	5,673.26	5,000.00	(673.26)	113.5
<u>CASH FORWARD</u>					
93-3099-100 CASH FORWARD - BUS ACCT	.00	.00	1,086,000.00	1,086,000.00	.0
93-3099-200 CASH FORWARD - TPA ACCT	.00	.00	269,000.00	269,000.00	.0
93-3099-300 CASH FORWARD - LGIP	.00	.00	2,070,000.00	2,070,000.00	.0
TOTAL CASH FORWARD	.00	.00	3,425,000.00	3,425,000.00	.0
TOTAL FUND REVENUE	(624,332.19)	127,504.15	3,585,000.00	3,457,495.85	3.6

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
<u>PERSONNEL SERVICES</u>					
93-4300-1100 SALARY & WAGES	2,782.25	19,976.14	42,905.00	22,928.86	46.6
TOTAL PERSONNEL SERVICES	2,782.25	19,976.14	42,905.00	22,928.86	46.6
<u>MATERIALS & SERVICES</u>					
93-4300-2105 TEMPORARY LABOR	.00	.00	6,000.00	6,000.00	.0
93-4300-2110 AUDIT & ACCOUNTING	6,000.00	6,000.00	7,000.00	1,000.00	85.7
93-4300-2150 FACILITIES MAINTENANCE	.00	.00	9,000.00	9,000.00	.0
93-4300-2170 GROUNDS MAINTENANCE	.00	.00	9,000.00	9,000.00	.0
93-4300-2210 BANK FEES	.00	386.80	500.00	113.20	77.4
93-4300-2220 BOND	.00	.00	750.00	750.00	.0
93-4300-2240 TRAVEL & TRAINING	.00	.00	2,000.00	2,000.00	.0
93-4300-2320 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
93-4300-2350 ADVERTISING	3,750.18	4,938.73	.00	4,938.73	.0
93-4300-2450 INSURANCE	.00	2,355.26	15,000.00	12,644.74	15.7
93-4300-2520 TELEPHONE	93.86	559.80	1,500.00	940.20	37.3
93-4300-2550 WEBSITE	.00	.00	500.00	500.00	.0
93-4300-2920 DUES	.00	.00	1,500.00	1,500.00	.0
93-4300-2950 MISCELLANEOUS CONTRACTUAL	1,570.00	4,280.69	5,500.00	1,219.31	77.8
93-4300-3101 OFFICE SUPPLIES	130.00	728.84	2,500.00	1,771.16	29.2
93-4300-3214 EQUIPMENT - MINOR	3,085.06	3,085.06	10,000.00	6,914.94	30.9
93-4300-3218 UTILITIES	643.94	2,941.38	15,000.00	12,058.62	19.6
TOTAL MATERIALS & SERVICES	15,273.04	25,276.56	86,750.00	61,473.44	29.1
<u>CAPITAL OUTLAY</u>					
93-4300-4305 OFFICE EQUIPMENT	.00	17,000.00	20,000.00	3,000.00	85.0
TOTAL CAPITAL OUTLAY	.00	17,000.00	20,000.00	3,000.00	85.0
TOTAL OPERATIONS	18,055.29	62,252.70	149,655.00	87,402.30	41.6

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MARKETING</u>					
<u>PERSONNEL SERVICES</u>					
93-4400-1100 SALARY & WAGES	1,854.82	13,317.42	20,270.00	6,952.58	65.7
TOTAL PERSONNEL SERVICES	1,854.82	13,317.42	20,270.00	6,952.58	65.7
<u>MATERIALS & SERVICES</u>					
93-4400-2350 ADVERTISING & PUBLICATIONS	95.00	12,016.35	75,000.00	62,983.65	16.0
93-4400-2550 WEBSITE	.00	2,250.00	500.00	(1,750.00)	450.0
93-4400-2920 DUES	.00	.00	3,700.00	3,700.00	.0
93-4400-2950 MISCELLANEOUS CONTRACTUAL	.00	38.62	.00	(38.62)	.0
TOTAL MATERIALS & SERVICES	95.00	14,304.97	79,200.00	64,895.03	18.1
TOTAL MARKETING	1,949.82	27,622.39	99,470.00	71,847.61	27.8

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>NON-DEPARTMENTAL</u>						
<u>TRANSFER TO OTHER FUNDS</u>						
93-8810-4600	TRANSFER TO CONST. FUND	.00	.00	3,101,885.00	3,101,885.00	.0
	TOTAL TRANSFER TO OTHER FUNDS	.00	.00	3,101,885.00	3,101,885.00	.0
	TOTAL NON-DEPARTMENTAL	.00	.00	3,101,885.00	3,101,885.00	.0

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UNAPPROPRIATED BALANCE</u>					
<u>RESERVE FOR FUTURE EXPENDITURE</u>					
93-8890-7100 RESERVE FOR FUTURE EXPENDITURE	.00	.00	233,990.00	233,990.00	.0
TOTAL RESERVE FOR FUTURE EXPENDITURE	.00	.00	233,990.00	233,990.00	.0
TOTAL UNAPPROPRIATED BALANCE	.00	.00	233,990.00	233,990.00	.0
TOTAL FUND EXPENDITURES	20,005.11	89,875.09	3,585,000.00	3,495,124.91	2.5
NET REVENUE OVER EXPENDITURES	(644,337.30)	37,629.06	.00	(37,629.06)	.0

CITY OF HERMISTON
 BALANCE SHEET
 JANUARY 31, 2016

E.O.T.E.C. - FACILITY CONST

<u>ASSETS</u>			
94-1010	CASH - FROM 93		31,244.68
	TOTAL ASSETS		<u>31,244.68</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
94-2390	FUND BALANCE	(17,578.00)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>48,822.68</u>
	BALANCE - CURRENT DATE		<u>48,822.68</u>
	TOTAL FUND EQUITY		<u>31,244.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>31,244.68</u>

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - FACILITY CONST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
94-3015-210	FEDERAL HUD GRANT	.00	410,130.00	441,000.00	30,870.00 93.0
94-3015-220	CONTRIBUTION FROM COUNTY	.00	450,000.00	450,000.00	.00 100.0
94-3015-230	GRANTS	494,975.93	1,681,284.21	4,400,000.00	2,718,715.79 38.2
	TOTAL FROM OTHER AGENCIES	494,975.93	2,541,414.21	5,291,000.00	2,749,585.79 48.0
<u>MISCELLANEOUS REVENUES</u>					
94-3017-240	CAPITAL DONATIONS	155,480.00	155,480.00	.00 (155,480.00)	.0
	TOTAL MISCELLANEOUS REVENUES	155,480.00	155,480.00	.00 (155,480.00)	.0
<u>TRANSFERS IN</u>					
94-3019-715	TRANS FROM GENERAL FUND	.00	.00	3,101,885.00	3,101,885.00 .0
	TOTAL TRANSFERS IN	.00	.00	3,101,885.00	3,101,885.00 .0
	TOTAL FUND REVENUE	650,455.93	2,696,894.21	8,392,885.00	5,695,990.79 32.1

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2016

E.O.T.E.C. - FACILITY CONST

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E.O.T.E.C. - CONST. FUND</u>						
<u>CAPITAL OUTLAY</u>						
94-4400-4101	LAND IMPROVEMENT (WELLS)	.00	.00	100,000.00	100,000.00	.0
94-4400-4103	CONST - ARCHITECT/ENGINEER	16,233.51	59,754.46	276,000.00	216,245.54	21.7
94-4400-4220	CONST - BUILDINGS	470,116.12	2,588,317.07	8,016,885.00	5,428,567.93	32.3
TOTAL CAPITAL OUTLAY		486,349.63	2,648,071.53	8,392,885.00	5,744,813.47	31.6
TOTAL E.O.T.E.C. - CONST. FUND		486,349.63	2,648,071.53	8,392,885.00	5,744,813.47	31.6
TOTAL FUND EXPENDITURES		486,349.63	2,648,071.53	8,392,885.00	5,744,813.47	31.6
NET REVENUE OVER EXPENDITURES		164,106.30	48,822.68	.00	(48,822.68)	.0

FREW DEVELOPMENT GROUP, LLC

January 28, 2016

To: EOTEC Board
Fr: Frew Development Group, LLC
Re: Monthly Report for January 2016

Frew Development Group, LLC ("FDG") is pleased to submit this report on the EOTEC project for the month of January 2016.

Pursuant to Executive Committee direction, no new work involving a commitment of funds other than the Event Center has been performed during the community fundraising effort, which began in October 2015. However, work must resume soon if we are to meet two pending deadlines: opening of the Event Center in May 2016 and completing the overall project by July 2017.

Accordingly, FDG requests EOTEC Board approval to move forward with the following Bid Packages. We have broken the package into two categories: (1) work essential to open the Exhibitor and Event Center; and (2) all other work. EOTEC will enter into a contract with the contractor selected for each scope of work and FDG will be named as the Project Manager.

CRITICAL PATH #1: OPENING THE EVENT CENTER

The Event Center is scheduled to be completed by March 31, 2016. The EOTEC Board plans to host an open house in late April and the first scheduled event is May 21. Because the Event Center is part of a larger project, the following tasks need to be accomplished before the open house (the first seven tasks are required by city code officials):

Task	Status
Pave the entrance drive and parking lot (chip seal is acceptable to city).	Proposed as bid package #5 below.
Power up the sewer lift station.	FDG to complete.
Flow test all 16 fire hydrants on the site.	See <u>Attachment A</u> from Materials Testing & Inspections of Ontario, Oregon for \$4,624 for Board approval. Note: this task is not included in the Barton Laser Leveling Contract.
Install a Type 1 exhaust hood in the kitchen.	G2 will install this item as change order #8 (approved by the Board in November 2015).
Complete fire alarm within the Event Center.	G2 will perform as part of its base contract.
Complete fire sprinkler system within the Event Center.	G2 will perform as part of its base contract.
Pass all inspections.	G2 will perform as part of its base contract.
Pave sidewalks around Event Center.	Proposed as bid package #6 below.
Site lighting in paved parking area.	Proposed as bid package #7 below.
Landscape front entry.	Proposed as bid package #8 below.

Note: The words “Board Approved Budget” found in each bid package below means the budget previously approved by the board (\$11,834,555) plus the \$2.2 million raised from the City of Hermiston, Umatilla County and the Hotel tax. It does not include any funds raised from the community toward the final \$2 million goal.

Bid Package # 5: Paving – Parking Lot and Drive Aisles.

- a) Timing: please see attached bid schedule.
- b) Design: Design-Build (chip seal).
- c) Bidding: A single contractor will be selected via competitive bidding for all parking lot and drive aisle paving. The most qualified contractor would be selected based on the contractor’s experience and qualifications, labor rates, materials rates and mark-up.
- d) Construction:
 - Phase A: the drive aisle from Airport Road to the parking lot and the entire parking lot will be treated prior to opening the Event Center.
 - Phase B: The remainder of the drive aisle will be treated after the rodeo arena is completed.
- e) Board Approved Budget: \$300,000.

Bid Package #6: Paving – Sidewalks.

- a) Timing: please see attached bid schedule.
- b) Design: Design-Build (t/b/d: asphalt or concrete).
- c) Bidding: A single contractor will be selected via competitive bidding for all sidewalk paving, including the rodeo arena. The most qualified contractor would be selected based on the contractor’s experience and qualifications, labor rates, material rates, and mark-up.
- d) Construction:
 - Phase A: the following sidewalks adjacent to the Event Center:
 - o Sidewalk from center of parking lot to Event Center (approx. 100’ lf).
 - o Sidewalk along south side of Event Center to western side of parking lot (approx.. 150’ lf)
 - Phase B: all other sidewalks.
- f) Board Approved Budget: \$185,000.

Bid Package #7: Site Lighting.

- a) Timing: please see attached bid schedule.
- b) Design: Design-Bid-Build. MKE is under contract to design site lighting (bid documents are due by February 29, 2016.)
- c) Bidding: A single contractor will be selected via competitive bidding for all needs other than the rodeo arena, rodeo parking and rough stock areas (See Attachment B, Zones 4A and 4B). The selection will be based on lowest, responsive, responsible bid.
- d) Construction:

- Phase A: western half of the parking field only.
 - Phase B: all zones except 4A and 4B.
- g) Board Approved Budget: \$500,000.

Bid Package #8: Landscaping and Irrigation.

- a) Areas Included:
- Airport Road Entrance (area between road and fence).
 - Main Lawn (large lawn east of Event Center)
 - Rodeo Arena (area inside fence between access road and the arena).
- b) Timing: please see attached bid schedule.
- c) Design: Design-Build.
- d) Bidding: A single contractor will be selected via competitive bidding for all needs. The most qualified contractor would be selected based on the contractor's experience and qualifications, labor rates, materials rates and mark-up.
- e) Construction: Work will be performed as assigned by FDG.
- f) Board Approved Budget: \$150,000.

Bid Package #9: Signage.

- a) Timing: please see attached bid schedule.
- b) Design: Design-Build.
- c) Bidding: A single contractor will be selected via competitive bidding for all needs. The most qualified contractor would be selected based on the contractor's experience and qualifications, labor rates, materials rates and mark-up.
- d) Construction: Work will be performed as assigned by FDG.
- e) Board Approved Budget: \$150,000.

CRITICAL PATH #2: COMPLETION OF OVERALL PROJECT BY JULY 2017

The remaining bid packages are all dedicated to completion of the overall project. We strongly emphasize the need for Board immediate decisions on the Barns and Rodeo packages, as detailed below.

Bid Package #10: Barns.

- a) Timing: must be issued by mid-March 2016.
- b) Design: Design by LRS with selected contractor providing final engineering for each barn.
- c) Bidding: A single contractor will be selected via competitive bidding for all three barns. The selection will be based on lowest, responsive, responsible bid.
- d) Construction: Work is scheduled to commence by May 2016.
- e) Discussion: LRS is designing the barns but its work is on hold until it receives Board approval of the Schematic Design. Once that is done, LRS will need 4 – 6 weeks to complete construction documents required for bidding. At this point, every week of delay in approving the Schematic Design delays the bidding and eventual construction.

Assuming a 12 month construction schedule, the bids must be issued no later than the end of March to ensure their delivery by July 2017.

- f) FDG Recommendation: approve the LRS Schematic Design as soon as possible. Changes after this approval will result in negative budget and schedule impacts.
- g) Board Approved Budget: \$1.850,000.

Bid Package #11: Rodeo Arena.

- a) Timing: ASAP.
- b) Design: We propose that LRS be hired to complete the design submitted by Michael's Building and Design.
- c) Bidding: A single contractor will be selected for all elements of the rodeo arena other than sidewalk paving, irrigation and landscaping (to be performed by contractors previously selected via competitive bid). The most qualified contractor would be selected based on the contractor's experience and qualifications, labor rates, materials rates and mark-up.
- d) Construction: Work needs to commence no later than June 30, 2016 in order to deliver the rodeo facility in time for the August 2017 event.
- e) Discussion: Without immediate action by the Board, it is possible that the Rodeo Arena may not be completed by July 2017. There are two challenges to be overcome:
 - Bidding Philosophy. We acknowledge the strong desire by some to use the design produced by Jim Michaels and to issue numerous, smaller bid packages for the Rodeo Arena. However, FDG recommends completing that design and issuing one package for the entire project using a "design-bid-build" delivery method.
 - Status of Design. The design produced by Jim Michaels represents a solid start that demonstrates the community's vision for the Rodeo Arena. Unfortunately, it is not a complete, biddable document. In addition, the Michaels' design assumes that the mechanical, electrical and plumbing portions of construction ("MEP") will be delivered via a design-build contractor. We see this combination leading to an unwelcome outcome and recommend 100% design prior to bidding. To assist the project, FDG commissioned LRS (at our expense) to review the Michael design and offer specific suggestions for improvement (see Attachment C).
 - FDG Recommendation. Hire LRS to supplement the Michaels Rodeo Arena design. EOTEC needs a licensed architect to take the Michaels vision and advance it to the design document and construction document stages of design. That will result in a 100% design that is biddable. We would need Jim Michaels to work closely with the architect to move this to completion.

In the interest of time, we have asked LRS for a quote to complete the rodeo design (see Attachment D). We recommend EOTEC Board approval of this quote with an immediate notice to proceed.

f) Board Approved Budget: \$3,181,144.

Bid Package #12: Bathroom Building.

- a) Timing: t/b/d
- b) Design: Design-Build.
- c) Bidding: A single contractor will be selected via competitive bidding. The most qualified contractor would be selected based on the contractor's experience and qualifications, labor rates, materials rates and mark-up
- d) Construction: Work will be performed as assigned by FDG.
- e) Board Approved Budget: Included in Rodeo Arena Budget.

Bid Package #13: Food Booth.

- a) Timing: t/b/d
- b) Design: Design-Build.
- c) Bidding: A single contractor will be selected via competitive bidding. The most qualified contractor would be selected based on the contractor's experience and qualifications, labor rates, materials rates and mark-up.
- d) Construction: Work will be performed as assigned by FDG.
- e) Board Approved budget: \$100,000.

Bid Package #14: Site Amenities.

- a) Timing: t/b/d
- b) Design: FDG and EOTEC will collaborate to develop a scope of work.
- c) Bidding: FDG will work with EOTEC to direct purchase site amenities such as benches and trash cans.
- d) Construction: Installation to be performed by FDG and/or community volunteers.
- e) Board Approved Budget: Included in Signage Budget.

Thank you.

EOTEC Bidding Schedule for Packages #5 - #9

Bid Package #5: Site Lighting

Wednesday, January 27, 2016	Bid Issuance
Tuesday February 2, 2016	Non-Mandatory Pre-bid meeting
Tuesday February 9, 2016	Questions due by 5:00pm PST
Thursday February 11, 2016	Last Addenda issued (including answers to questions)
Thursday, February 18, 2016	Bid Proposals due by 12:00pm (noon) PST
Monday February 22, 2016	Interviews (if needed)
Friday February 26, 2016	Selection of contractor during EOTEC Board of Directors Meeting
Friday March 4, 2016	Contract signed, insurance coverage verified and Notice to Proceed

Bid Package #6: Landscaping and Irrigation

Wednesday, January 27, 2016	Bid Issuance
Tuesday February 2, 2016	Non-Mandatory Pre-bid meeting
Tuesday February 9, 2016	Questions due by 5:00pm PST
Thursday February 11, 2016	Last Addenda issued (including answers to questions)
Thursday, February 18, 2016	Bid Proposals due by 12:00pm (noon) PST
Tuesday February 23, 2016	Interviews (if needed)
Friday February 26, 2016	Selection of contractor during EOTEC Board of Directors Meeting
Friday March 11, 2016	Contract signed, insurance coverage verified and Notice to Proceed

Bid Package #7: Signage

Wednesday, January 27, 2016	Bid Issuance
Tuesday February 2, 2016	Non-Mandatory Pre-bid meeting
Tuesday February 9, 2016	Questions due by 5:00pm PST
Thursday February 11, 2016	Last Addenda issued (including answers to questions)
Thursday, February 18, 2016	Bid Proposals due by 12:00pm (noon) PST
Tuesday February 23, 2016	Interviews (if needed)
Friday February 26, 2016	Selection of contractor during EOTEC Board of Directors Meeting
Friday March 11, 2016	Contract signed, insurance coverage verified and Notice to Proceed

Bid Package #8: Paving – Parking Lot and Drive Aisles.

Wednesday, January 27, 2016	Bid Issuance
Wednesday February 3, 2016	Non-Mandatory Pre-bid meeting
Wednesday February 10, 2016	Questions due by 5:00pm PST
Friday February 12, 2016	Last Addenda issued (including answers to questions)
Friday, February 19, 2016	Bid Proposals due by 12:00pm (noon) PST
Wednesday February 24, 2016	Interviews (if needed)
Friday February 26, 2016	Selection of contractor during EOTEC Board of Directors Meeting
Friday March 11, 2016	Contract signed, insurance coverage verified and Notice to Proceed

Bid Package #9: Paving – Sidewalks

Wednesday, January 27, 2016	Bid Issuance
Wednesday February 3, 2016	Non-Mandatory Pre-bid meeting
Wednesday February 10, 2016	Questions due by 5:00pm PST
Friday February 12, 2016	Last Addenda issued (including answers to questions)
Friday, February 19, 2016	Bid Proposals due by 12:00pm (noon) PST
Wednesday February 24, 2016	Interviews (if needed)
Friday February 26, 2016	Selection of contractor during EOTEC Board of Directors Meeting
Friday March 11, 2016	Contract signed, insurance coverage verified and Notice to Proceed

Eastern Oregon Trade & Event Center
Master Project Budget
 Prepared by: Michal Kray
 January 25, 2016



Master Project Budget	Approved Budget	Spent / Committed To Date	Available Funds	Fundraising Phase 1	Fundraising Phase 2	Total
Funding Sources						
Fair Land Sale	3,006,619					
Lottery Money	6,400,000					
County Fair Improvement	450,000					
HUD Grant	410,000					
City/County Access Road Funding	167,936					
New Lottery Grant	1,400,000					
Fundraising	-					
City of Hermiston	-			600,000		
Umatilla County	-			600,000		
Hotel Tax	-			1,000,000		
Total Available Funds	\$11,834,555			\$2,200,000		
Funding Uses						
Horizontal Construction						
Site Work & Infrastructure - Grading & Storm Sewers (Barton - Bid)	1,107,290	1,107,290	-	-	-	1,107,290
Site Work & Infrastructure - Sanitary Sewers (Barton - Bid)	208,452	208,452	-	-	-	208,452
Site Work & Infrastructure - Water Mains (Barton - Bid)	631,093	631,093	-	-	-	631,093
Barton CO #1 - Site Layout; Unload Materials; Vault Power	9,966	9,966	-	-	-	9,966
Barton CO #2 - Access Rd and Assoc. Demo; Add'l vault power	170,278	170,278	-	-	-	170,278
Barton CO #3 - Schedule Extension	225,000	225,000	-	-	-	225,000
Barton CO #4 - Sanitary Sewer Gold Buckle Change	22,552	22,552	-	-	-	22,552
Barton CO #5 - Sanitary Sewer Mercantile Alignment Extension	10,096	10,096	-	-	-	10,096
Barton CO #6 - Additional Sanitary Sewer Services	1,528	1,528	-	-	-	1,528
Barton CO #7 - Perimeter Fencing	46,845	46,845	-	-	-	46,845
Barton CO #8 - Paving Credit For Access Road	(55,664)	(55,664)	-	-	-	(55,664)
Barton CO #9 - Additional Grading & Utilities	82,944	82,944	-	-	-	82,944
Fencing	147,155	-	147,155	-	-	147,155
Paving -- Parking and Drive Aisles	300,000	-	300,000	-	-	300,000
Paving - Sidewalk	185,000	-	185,000	-	-	185,000
Exhibitor Staging Area	-	-	-	-	75,000	75,000
Wells	150,000	-	150,000	-	-	150,000
Landscaping and Irrigation	150,000	-	150,000	-	-	150,000
Signage & Amenities	150,000	-	150,000	-	-	150,000
Gas Service	55,098	55,098	-	-	-	55,098
Site Electric	500,000	12,700	487,300	-	-	500,000
Trenching for Telecommunications (UEC & EOT)	25,000	-	25,000	-	-	25,000
Umatilla Power Distribution	-	-	-	-	-	-
Total Horizontal Construction Costs	\$4,122,632	\$2,528,177	\$1,594,455	\$0	\$75,000	\$4,197,632
Vertical Construction						
Rodeo	2,581,144	83,000	2,498,144	600,000	600,000	3,781,144
Event Center	2,735,643	2,735,643	-	-	-	2,735,643
Event Center - G2 Change Order/FFE Adjustment	57,170	57,170	-	-	-	57,170
Food Court	100,000	-	100,000	-	-	100,000
Barns	450,000	-	450,000	1,400,000	625,000	2,475,000
RV Park	-	-	-	-	-	-
Total Vertical Construction Costs	\$5,923,957	\$2,875,813	\$3,048,144	\$2,000,000	\$1,225,000	\$9,148,957
Total Hard Construction Costs	\$10,046,589	\$5,403,990	\$4,642,599	\$2,000,000	\$1,300,000	\$13,346,589
FFE						
Event Center, Barns, & Rodeo	300,000	196,827	103,173	-	-	300,000
Event Center - G2 Change Order/FFE Adjustment	(57,170)	-	(57,170)	-	-	(57,170)
Barns & Rodeo	-	-	-	-	700,000	700,000
Total FFE Costs	\$242,830	\$196,827	\$46,003	\$0	\$700,000	\$942,830
Professional Fees						
Project Management Services	768,000	768,000	-	200,000	-	968,000
Architectural & Engineering	207,885	207,885	-	-	-	207,885
Geo-tech/ Special Testing & Inspections/Original Topo	40,000	22,129	17,871	-	-	40,000
Fee's & Administration	-	-	-	-	-	-
Total Professional Fees Costs	\$1,015,885	\$998,014	\$17,871	\$200,000	\$0	\$1,215,885
Soft Costs & Expenses						
General Liability Insurance	53,211	53,211	-	-	-	53,211
Temp Power	25,000	25,000	-	-	-	25,000
EOTEC Expenses	320,721	320,721	-	-	-	320,721
Total Soft Costs & Expenses	\$398,932	\$398,932	\$0	\$0	\$0	\$398,932
Subtotal	\$11,704,236	\$6,997,763	\$4,706,473	\$2,200,000	\$2,000,000	\$15,904,236
Project Contingency	130,319	-	130,319	-	-	130,319
Total Project Costs	\$11,834,555	\$6,997,763	\$4,836,792	\$2,200,000	\$2,000,000	\$16,034,555

Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

**EASTERN OREGON TRADE & EVENT CENTER
C/O ROB DREIER / VP – PACIFIC NORTHWEST DIVISION
FREW DEVELOPMENT GROUP LLC
P.O. Box 100
Pendleton, Oregon 97801**

PHONE: 541.289.9800

CELL: 503.805.1236

E-MAIL: rdreier@frewdev.com

Re: Testing and Inspection Services for the
Proposed Project: **GPM Flow Rate Readings, Eastern OR Trade & Event Center, Hermiston, OR**

Dear Mr. Dreier,

The enclosed cost proposal has been prepared for your review and evaluation. Materials Testing & Inspection, Inc. (MTI) appreciates the opportunity to submit this estimate to provide materials testing and inspection services on the above referenced project.

The estimated time is based on the availability and access to each location to be evaluated for its flow rate by the City's Public Work Director. MTI will make contact with the City's Public works director in advance of the test to coordinate the time and date of the test. Variances from our estimate due to additional testing required or requested while on site will be billed at the indicated unit rates. The result may be a decrease or increase in the total testing and inspection costs. Scope of services for the project has been outlined below:

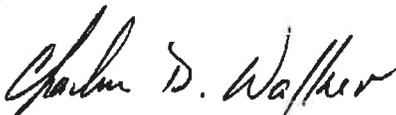
The scope may be adjusted based on the actual special inspection requirements. Costs will be dependent on the actual number of trips/time for testing and inspections.

A detailed explanation of testing/inspection items for each phase of construction has been provided below:

- **GPM** – Gallons per minute to be monitored at (16) designated hydrant locations for informational use in future site development.

It is MTI's intention that our services will complement your efforts towards maintaining the highest standards of quality. Please let us know if you require additional information. We thank you for considering our firm and look forward to working with you on this project.

Respectfully Submitted,
Materials Testing & Inspection, Inc.



Charles D. Walker
Regional Manager



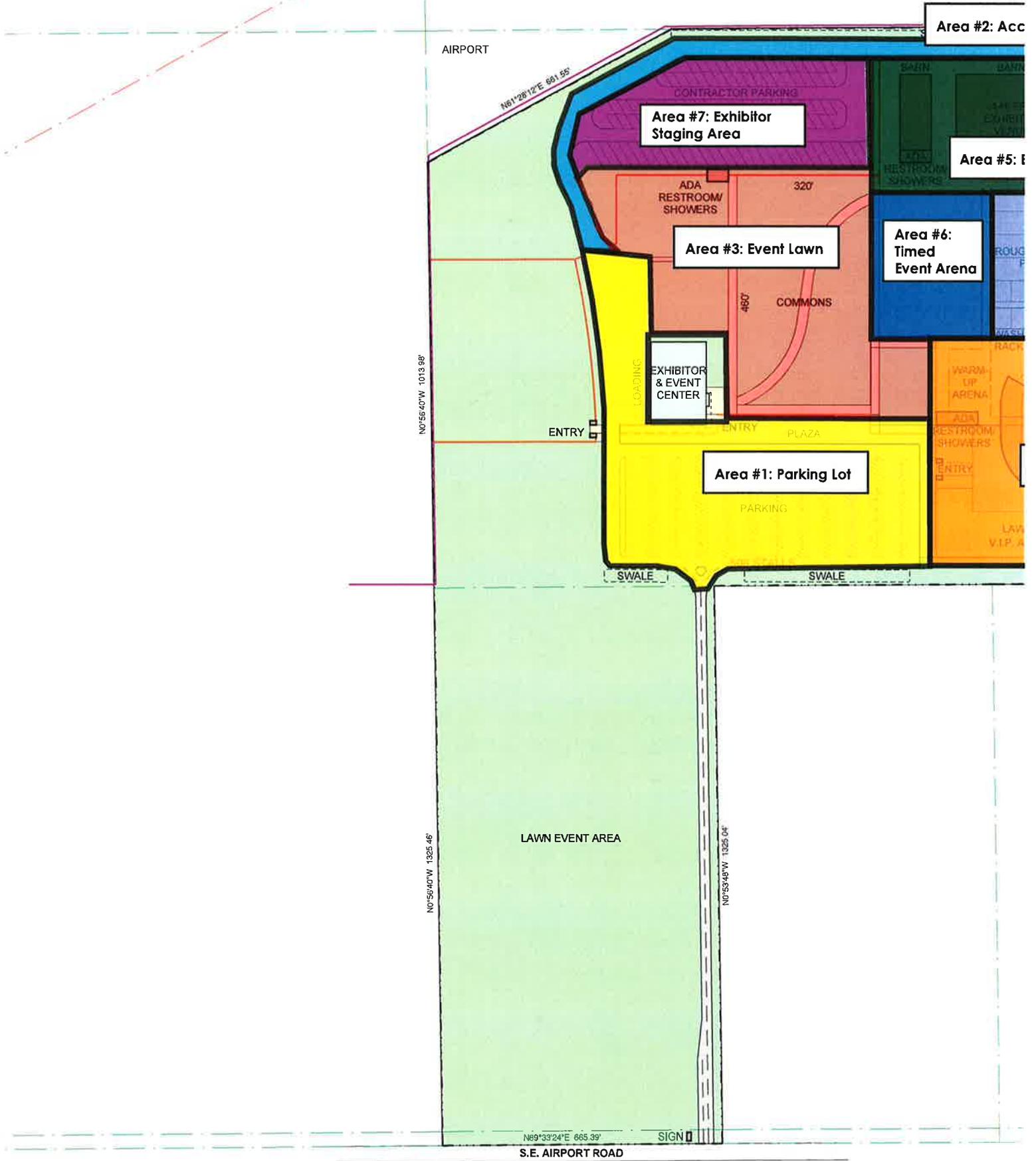
- Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

Estimated Services & Fees

The following estimate of services is based on current MTI standard rates and estimated project quantities. Inspection and testing times are based on historical averages. They will be dependent on the contractor's schedule of activities and changes in project scope or requirements. If no cost is shown, the associated service item has not been included or will be provided by others. Work performed outside the hours of 8:00am to 5:00pm or Saturday or Sundays will be at 1.5 x billing rate. Work performed on government recognized Holidays will be at 2 x billing rate. Billing time is portal to portal. This is a time and materials quote.

CODE	ITEM	# of Trips	# of Units	UNIT	RATE	Totals
WATER FLOW TESTING						
88600	Technician - GPM (Gallons Per Minute) - 16 Readings / Sixteen Locations	3	32	HR	\$85	\$2,720.00
81370	Report Preparation		8	EA	\$85	\$680.00
81490	Sample Collection			HR	\$50	\$0.00
					Sub-Total	\$3,400.00
MISCELLANEOUS ITEMS						
88260	Project Manager		2	HR	\$60	\$120.00
91420	Test Supplies & Equipment		3	EA	\$200	\$600.00
91300	Mileage - 100 Miles R/T	3	300	EA	\$0.68	\$204.00
81520	Travel Time - Billable		6	HR	\$50	\$300.00
					Sub-Total	\$1,224.00
Estimated Project Total:						\$4,624.00

EOTEC SIT



CONCEPT SITE PLAN T

EASTERN OREGON TR

SCALE: 1" = 300'

LRS PROJ

