

**Jacobs****PUBLIC WORKS COMMITTEE MEETING MINUTES**

Tuesday, March 9, 2021, 3:00 p.m. MT

The scheduled meeting of the Public Works was called to order by Vice Chairman Scott Wilson at approximately 3:20 p.m. on Tuesday, March 9, 2021 in the Council Chambers of City Hall. Committee members present in person or attended via Teams were Scott Wilson, Pat Woodcock, and Jake Galeener; Jackson Fox and Bernie Babcock were excused.

Others present in person or via Teams were Al Cablay, Paul Woods, Kim Lord, Suzanne Mulvany and Hewitt Griffin. The press was notified and in attendance.

This meeting was recorded; copies are available at City Hall and Public Works Headquarters.

ADOPTION OF MINUTES – FEBRUARY 2, 2021**RESOLUTION, ACTION &/OR MOTION:**

THE MOTION WAS MADE BY MR. GALEENER, SECONDED BY MR. WOODCOCK TO ADOPT THE MINUTES OF THE PREVIOUS MEETING, FEBRUARY 2, 2021: MOTION PASSED UNANIMOUSLY.

ELECTION OF OFFICERS**RESOLUTION, ACTION &/OR MOTION:**

DEFERRED TO THE NEXT SCHEDULED MEETING, APRIL 13, 2021.

CAPITAL IMPROVEMENT PROJECT UPDATE

PLW – Thank you Mr. Chairman, members of the Commission. I think what we wanted to do is come back to you, and we appreciate the opportunity to present to you on the draft of the capital improvement plan. I think going forward we got some good comments about how we can structure that a little differently. I think you all received a copy of the final budget. And now in the spirit of what you said is take a few of these things and kind of look at the big picture of what our strategy is. I want to start out with wastewater improvements.



The big picture - The rates that the city currently has is on average a residential customer is about \$53 a month in Ontario, and that's pretty high. I don't think we want to see that go any higher. We're at kind of what the affordability criteria is, the regulatory agencies look at is 2% of median household income and we're above that by quite a bit. So, we made an argument with DEQ, that any additional regulatory burden needs a long schedule of compliance, and we

really shouldn't be trying to raise the rates any more than what they are. And so that's kind of our overall strategy here. I'll be going through just some of these projects to give you a little bit more detail what we proposed.

Tapadera Lift Station



- Lift Stations are a critical component of the City's Sewer Collection System;
- The Tapadera Lift station is one of 6 lift stations in the overall system;
- The lift station conveys sewer flow from areas east of Interstate 84 and to the wastewater treatment plant;
- The lift station is at capacity and scheduled for upgrading in next year's budget;
- The timing of the proposed Nascosto Development requires exceleration of the upgrade timeline.

One of the items that we needed to move up was supposed to be another year out, but we moved up. We talked to you and we've actually gone to go to the council. We briefed them last week on the 16th we're asking for them to expedite a contract to do the design on the Tapadera Lift Station. Just by way of background, we have six lift stations in our overall collection system. We have about just under 70 miles of collection pipe. Lift stations obviously take wastewater from a gravity situation, pressurize it and push it so they can get back to the plant. The Tapadera Lift Station is really being driven by a proposed development which is called Nascosto.



Tapadera LS Drainage Basin

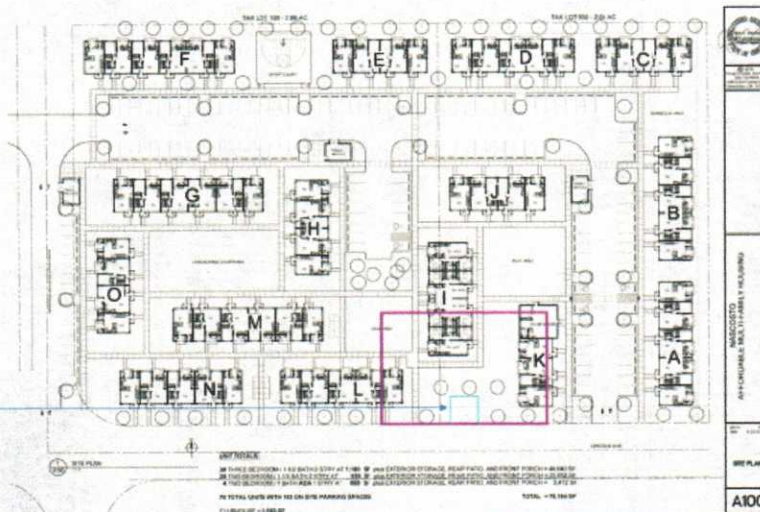
Just to let you know where the drainage area is, it's East of I-84. I wish this showed up a little bit more in red, but the Tapadera Lift Station collects and then pressurizes it, and the line you see going to the West under Interstate 84, that's all under pressure for the Tapadera Lift Station.

Nascosto Affordable Housing Project



- 70 Multi-family Unit Project
- Located in NE quadrant of Ontario on NE 3rd Ave.

Tapadera Lift Station



We had this development application come in for the city that's been approved. It's called Nascosto; it's a 70-unit multifamily project. The lift station that is right here right now, and what's expediting this is we need to expand this lift station, we need to acquire property from the developer and quite frankly, we've had to have them hold off on this building. I kind of wanted them to move that a little bit further to the North but have had some resistance to that. But you know what we're talking about. We've got to keep this system flowing while we're doing this. Otherwise, we're going to have to do bypass pumping. We can do bypass pumping that's not impossible, but it's expensive. So, what we're talking about is moving it, and building a new wet well. We've negotiated with them to acquire additional property but if we have to use that existing wet well, it's just going to increase the need for bypass pumping, and we need to be careful we don't create a situation where it's going septic. This whole development kind of came up quickly and forced our hand to move forward with this project. So, at this point we're going forward with the contractor design and upgrade this. And then we're also evaluating, but as kind of a separate project the need to upsize the pipes downstream.

SW – Years and years ago we collected System Development Charges around the City to fund so that there would be capital money for growth. Is there any system development money left in the wastewater department? I don't know if this falls under that definition but when I was on that committee that was the sole purpose of collecting those fees was so that when growth came there was already money paid into a program that helped fund what the city needed to expand as the city grew.

PLW – Let me answer that a couple different ways. Number one, this absolutely fits that definition. This is a project that's not being driven by the wear and tear of the system and needing a replacement? This is a project being driven by growth of flow, which is being driven by growth in the community. So, we only have \$40,000 in system development charges and currently system development charges are not imposed on residential units. I think this project is probably \$600,000 by the time you get done, and the existing rate basis essentially funding that expansion. So, whether that's a policy matter that this committee would like to pick up and advise on? I think there is the ability to do that.

SW – That's what I didn't know is how much money. There was not a lot of growth when those fees were being imposed.

PLW – Well, in this case the direction of the council was to apply the system development charges to this project to offset costs is \$40,000. That's why we're moving forward with this project expeditiously.

Facility Plan Update

NATIONAL POLLUTANT DISCHARGE REGISTRATION SYSTEM
WASTE DISCHARGE PERMIT
 Oregon Department of Environmental Quality
 Southern Region - Portland Office
 800 NE Oregon St., Portland, OR 97232
 Telephone: 503-845-3111

SOURCES COVERED BY THIS PERMIT:

Type of Source	Discharge Location
Treated Wastewater	Waste River
Recycled Water	Waste River
Recycled Water	Waste River
Recycled Water	Waste River

FACILITY LOCATION:
 Wastewater Treatment Facility
 1200 Madison Street
 Ontario, OR 97914

RECEIVING STREAM INFORMATION:
 Wastewater Treatment Facility
 1200 Madison Street
 Ontario, OR 97914
 Elevation: 1200.00
 County: Multnomah

PERMITTED ACTIVITIES:
 This permit requires the permittee to maintain the wastewater treatment facility in accordance with the permit conditions. The permittee shall maintain the facility in accordance with the permit conditions. The permittee shall maintain the facility in accordance with the permit conditions.

Task No. **Issue** **Due By** **Task Description** **Deliverable**

13	Arctic	May 1, 2024	The permittee shall complete and submit to the Department a Facility Plan Update. The permittee shall complete and submit to the Department a Facility Plan Update. The permittee shall complete and submit to the Department a Facility Plan Update.	The permittee shall submit a Facility Plan Update to the Department for approval.
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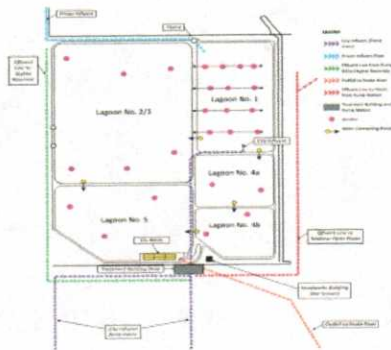
City of Ontario, Oregon
 Sanitary Sewer Master Plan Update
 Addendum No. 1 - April 2010

The other project that we're moving forward with is to do a Facility Plan. The City has done a lot of positioning for our growth. And just a little bit of background here, the rated capacity of the Wastewater Treatment Plant today is just over 3,000,000 gallons (3.06). Our average monthly flows are in the 1.7 - 1.8 million gallons per day range. So, if you look at historic growth there's still quite a bit of room for growth. But 1.3 million gallons per day is not in the grand scheme of things that big. If you're going to bring in a food processor, let's say a Marigold came through they are going to want at least a million gallons a day of capacity. So, on the water side we've updated the water system master plan in the last year, and on the street side we just did the transportation system master plan. We haven't updated our master plan here and the last time it was done was in 2010, and that was primarily focused on the collection system. The original master plan of which this was an addendum to goes back to 2001, so we want to pull that forward. It's a requirement of our permit. This is our permanent that went into effect in 2019. An outline of it is due in May of 2024, but quite frankly we think it's a good idea to move forward so you got water, streets, sewer for any economic development; and you've got the whole package together. There are some other recommendations like to upgrade the aerators but quite frankly, we think should be held off until we look at how the lagoon system is going to function, maybe up as high as 5 million gallons.

Therefore, this is a process which we would like to undertake starting in July if the budgets approved, and have frequent feedback from the Public Works Commission on should the City look at maybe getting out of the River? One of the biggest challenges we have with the new NPDES permit is the arsenic limit. The arsenic limit we have to meet is a 2 even though the safe drinking water standard is a 10. The arsenic issue would go away. Maybe because of the arsenic we may just want to get out year-round. It would be a lot bigger additional storage but even if we stay in the river that lagoon system might need to be modified somewhat to get better nitrogen removal.

SW – Talking about getting out of the river completely is not a new conversation. We've talked about that in the past.

Treatment Plan Upgrades

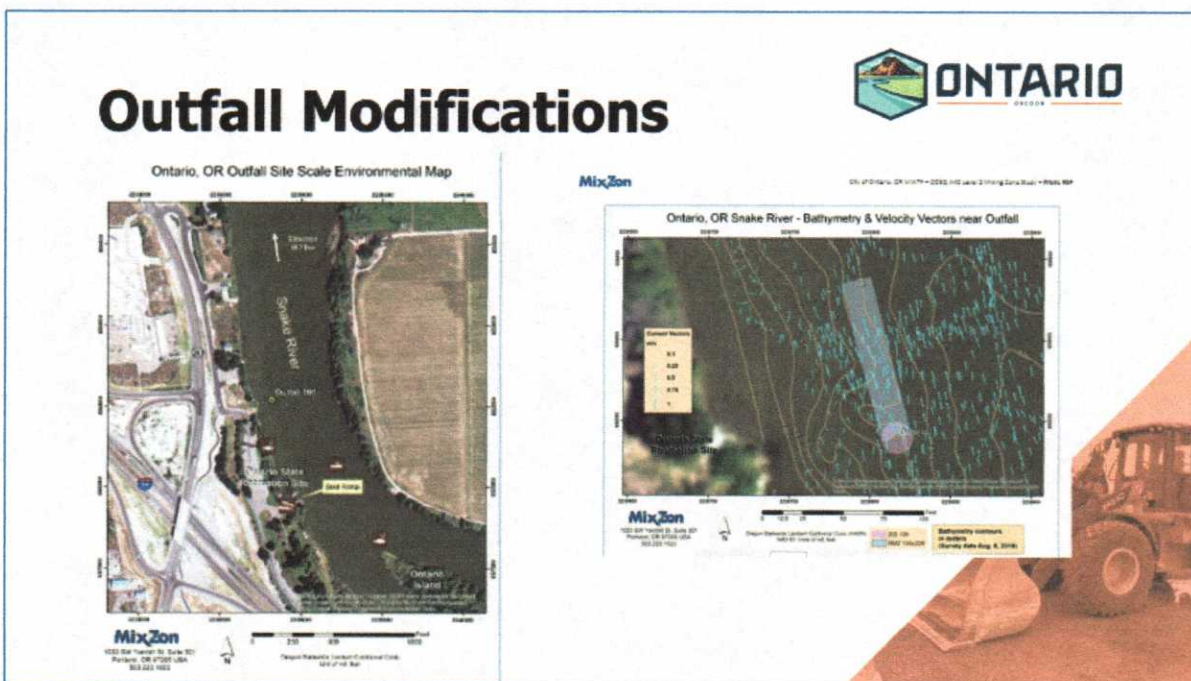


PLW – The way the lagoon system goes right now you've got the intake from SRCI, the city influent, and the aerators. And it's not just about getting air into the system, but it's utilizing real big bacteria that rely on carbon. So, the Ameresco folks had looked at replacing these aerators, which are kind of vintage like 1990. We do have to do some maintenance on them, they work but newer ones consume less energy and have less maintenance. The system they are talking about is you put the blower, an air blower on the bank, and you run piping out. But that's a \$1.8 million investment that takes 12 to 15 years to pay back and if you ask, "is this system going to work in that configuration for 12 to 15 years?" I don't know. That's why we want to do the Facility Plan so that we know that what we're investing in really makes sense.

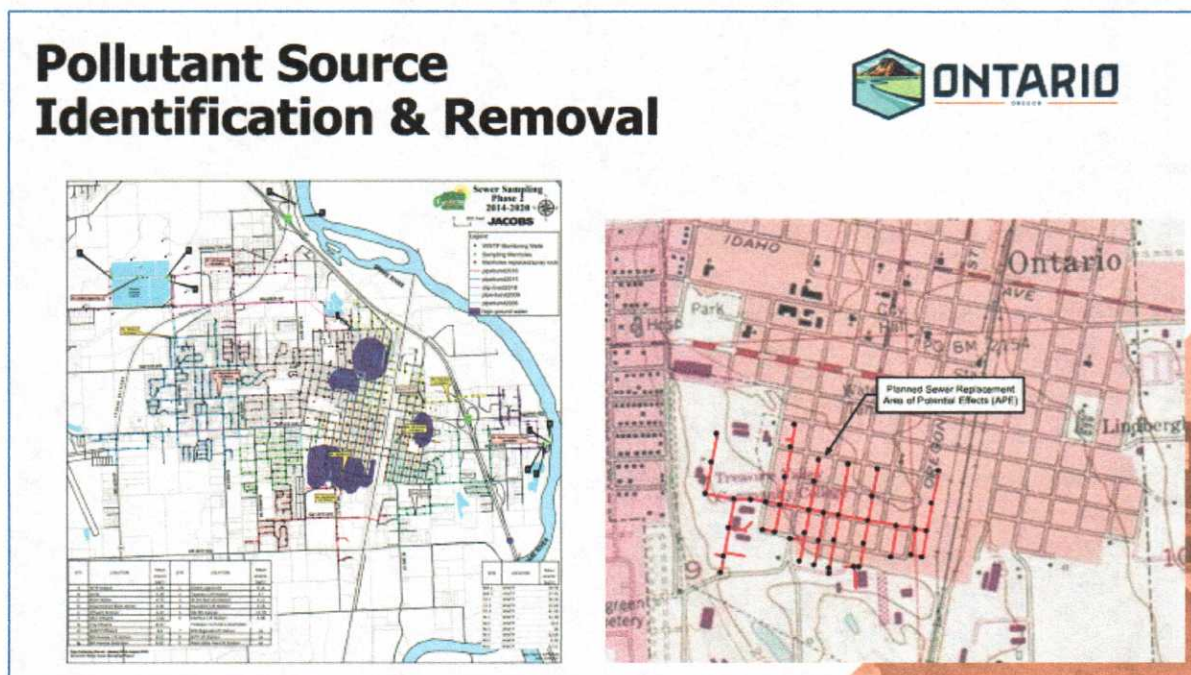
Skyline and Malheur Irrigation Upgrades



As I mentioned we have investments in both the Skyline & Malheur Pivot Systems and our pipeline that runs up there; there's a big old valve down here at the wastewater treatment plant that kind of carries all that pressure. It's a big old Zurich valve, a check valve that runs off water pressure. It is starting to leak and as we look at that there is no redundancy. So, part of the money that we put in the capital improvement plan is to replace that valve because it is leaking, and if it doesn't work it is a real problem.



One of the things that I think we talked about, and maybe didn't daylight enough is the City's current wastewater treatment outfall into the Snake River. It's used November through April and is really only a single pipe that goes out and just goose necks up and that's it. In a more modern way to configure that is you have a pipe with a header, and you have what's called these duckbills on there where water goes out it tends to fully mix more. This was a requirement of the City to do a mixing zone analysis and design an outfall, which we've done and submitted. But as a result of that it's enabled us to ask for a permit modification to remove the ammonia limit in the permit. Which is really important to us because ammonia can be a very expensive capital investment to make to do that. So, this project is scheduled to move forward over the next two years. One of the things that we need to do is just go in and actually get and secure at lease from the Department lands for the area that we're going to put our diffuser. That's part of why that process takes so long.



When it comes to arsenic, which has been the major driver in our permit, our approach that we negotiated and talk to DEQ about, is the fact that there's no authorized source of arsenic in the system? It doesn't come from an industry, and it doesn't come from ... (*inaudible*). It's coming from either private wells', which we need to go out and identify all sewer only customers and investigate. We have places that need to be put on the domestic water supply instead of the private wells, but we also have these areas where we've monitored where we have high arsenic and it tends to be in the old part of town and have old pipes that are not in very good shape. With the CDGB grant, these are the sewer lines we're going to be replacing this year, and again that's \$2.5 million of funding from the CDGB program and then the match from the City is \$200,000. But that is going to take a good chunk of where we are really seeing a problem with these old lines.



Sorry I don't have any fancy slides here. But our focus in the water plant we've got some upgrades to the pressure reservoirs and some pumps. The big thing is just upgrading for the next WesTech cassette to add more capacity but there is a bit of an interesting element that we want to look at first. That is that the wellfield appears to be pretty much tapped out. So, growth and water supplies are going to have to come from the Snake River. Which is going to change the blending a little bit that's gone into that WesTech system, so we want to make sure that's not going to create a problem. Therefore, we'll make sure that the expansion of the WesTech system is eyes wide open and make sure we understand all of the components.

JG – I do have a question about water and maybe nothing can be done, but is there anything in the works to improve the quality of the taste of the City's water?

PLW – Not Currently. But we can definitely take a look at that. I mean, right now the water treatment is the recipe. The recipe meets the regulatory and health aspects, but...



On the streets and stormwater as we get into sort of pavement management, that is something we want to take some of your time and get some feedback on. What do you guys think about pavement management? We have some different ideas were bringing forward; the use of maybe some unique funding ideas, and then we're going to have a meeting tomorrow increasingly using the acronym LID, Local Improvement District and that kind of gets to be not just the public works thing, but city attorney and finance, etc. There are some areas where LID's work to bring improvements forward in time. I think if it's at all shifting the cost right then that's a Loser idea, but if it's just keeping people whole on what they would have paid anyway, but bringing those improvements forward in time maybe LID's works.

And then with respect to the SE 5th St, this is a big \$1.7 million pedestrian improvement. We want to kick that off in a way that we don't come to you with one idea, with one focus area and say what you think? We want to get your input early on. The opportunities for improvement exceed the available funding, so that's always the key. How do you focus? Where do you focus? On what side of the corridor or what gets the biggest bang for the Buck? We definitely appreciated the comment on lighting. Because that's not what people are thinking so we've carried that forward on all of our representations. And throughout the year we will be coming back to you with updates on that.

AC – Any closing thoughts or questions?

SW – One comment I'd like to make is that this was quite interesting to read. Very Nice. It was really interesting to see how it plays out through all of the departments and not just a few.

AC – The next three evenings we'll be with the City Council and City Management going through and ironing out their priorities.

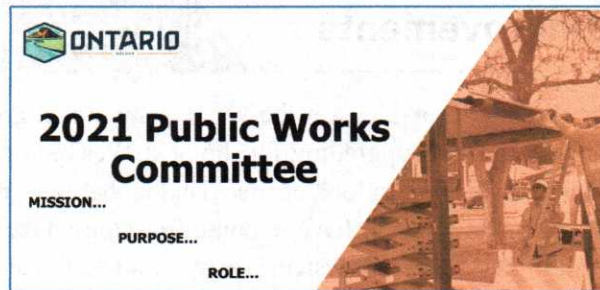
SW – Do you this committee to make a motion to approve this or is it okay with you just presenting it to us? I cannot remember what we've done in the past.

AC – I think it would be safe to go ahead and just get a consensus.

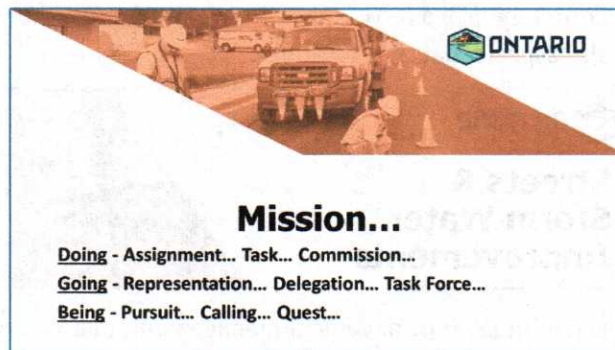
RESOLUTION, ACTION &/OR MOTION:

NONE

MISSION, PURPOSE, ROLE



AC – In your notebook are the Mission and Core Values that the City Council, in their past retreat was reminded of and they were requested to give their reaffirmation of the five strategic goals for the City to keep in mind as they move forward in their decisions. The strategic goals I'm referring to are Desirability, Lifestyle, Growth, Beautification, and Education. These are all listed in the City's Budget and I just wanted to give you the proper context as we move forward.



Also included in your notebook is the actual municipal code section for Public Works, and we've gone ahead and highlighted what we thought were the key sections. The first page is pretty straight forward. There's a chair, vice chair and secretary. So, that's what we'll be voting on in April. On the next page, and in regards to the mission, the purpose and the roles, the first parts Commission and in doing so, I thought I would lay the groundwork of what the... and this is what the City Attorney Larry Sullivan actually read in the Council meeting and what he read was the Purpose.

I'll go ahead and read the highlighted portions on section 2-8-5 here. *"The purpose of the Public Works Committee shall be to advise the City Council and the Public Works Director regarding matters in the Public Works area, including but not limited to, street construction and maintenance, water, sanitary sewer and storm sewer line construction and maintenance. In addition, the Committee may advise the Council and/or Public Works Director on any matter upon which the Council and/or Public Works Director requests guidance; provided, however, that the Committee shall not engage in any engineering practices..."* and I'll stop there.



Purpose ...

- American Public Works Association (APWA)
- ✓ 2021 Theme "STRONGER TOGETHER"
- Ontario Muni Code changes to Public Works Department
- ✓ Review and Recommendation
- City Council and Public Works Director
- ✓ Provide Advice

Skipping down to (b) *"The Public Works Director shall bring any and all proposed changes to the Ontario Municipal Code that affects the Public Works Department to the Public Works Committee for their review and recommendation prior to being presented to the City Council."* That's pretty straight forward. And the last part *"This requirement shall not mean that the Public Works Department will bring the Public Works Department Budget to the Public Works Committee, as the Public Works Department Budget is the responsibility of the Budget Committee."*

So, I thought that this would be a good time to... (inaudible). There are no preconceptions as far as how this should be run. I guess my point is we're here to listen. We're here to try to coalesce how the committee feels what they need to do, and how they need to move forward in light of new players and sort of a new direction with you all, based on these five core values.



Role...

- **BOISE Public Works Commission** - Provide recommendations policies and provide direction to Public Works Department. They will provide Guidance and Feedback~
- **NAMPA Wastewater Design Review Committee** - Provide perspectives and input to evaluate cost effective and reasonable design assumptions.
- **MERIDIAN Solid Waste Advisory Commission** - Recommend to Mayor and City Council any new or amended rules, regulations, policies and fees...Automated Solid Waste Collection System. **Transportation Commission** - A forum for Transportation Planning and project development...advocates and promotes multi-modal transportation network.
- **CALDWELL Traffic Commission*** - The commission is formed for the purpose of making recommendations to the Mayor and City Council in all matters pertaining to Traffic Safety.
- **NYSSA No Commission or Committee**. Separate Streets, Water and Wastewater Departments.
- **VALE Public Works Commission** - Limited information at this time.

So, with that I thought before we would start some discussion, I did a little bit of homework. These are the cities that I did some real quick research. I've never been a member of a Public Works Committee. I worked for only two other cities that had actual committee... (inaudible).

- BOISE Public Works Commission - Provide recommendations policies and provide direction to Public Works Department. They will provide Guidance and Feedback~
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SW – Questions? Comments? - (No response).

AC – This is just in essence to broach the topic and I think it's timely. I think the Mission, Purpose and Role would be a very beneficial discussion to have and I just thought this would be a good beginning. (Handout)



"Where Do We Go From Here?"

- ✓ List Top Three- (3)
- ✓ Review and Discuss at April 13th meeting

SW – So, list top three is as far as what we think the PWC is? Or?... *(inaudible)*.

AC – What you'd like to see out of it... I really wanted to make this more of an open-ended gesture. You know, Overture. Maybe at this point it's just worth broaching and letting the committee think about it, and at the April 13th meeting maybe you'll be prepared. And at that time, we move forward and maybe set some expectations on a timeline and how the committee sees... developing a mission statement, aligning yourself with one of the cities that I mentioned... No preconceived notions on this end. Just want us to be on the same page most importantly.

AB – I think this is a good time to discuss or refine what your mission should be, what you think you are fine with or the top three things you want to do.

SW – I know what we've historically done. Looking at a mission and what's important to us is an exercise we haven't done in quite a while. So, it would be good but would be good to have all five members here.

AB – I think in that discussion you'd want to go back to the ordinance that's establishes the Public Works Committee because it defines what it is right now.

SW – Honestly, I haven't read it in quite a while.

AC – I think last of all then what we can do is set this for the April 13th meeting and hopefully we'll have a full quorum.

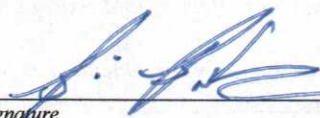
RESOLUTION, ACTION &/OR MOTION:

REVIEW AND DISCUSS TOP THREE AT THE NEXT MEETING.

ADJOURN

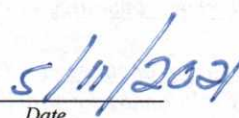
THE MOTION WAS MADE BY MR. WOODCOCK SECONDED BY MR. GALEENER TO ADJOURN: MOTION PASSED UNANIMOUSLY.

APPROVED:



Signature

(Bernie Babcock, Chairman / Scott Wilson, Vice-Chairman)



Date