



PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, June 08, 2021, 3:00 p.m. MT

Jacobs

The scheduled meeting of the Public Works was called to order by Chairman Bernie Babcock at approximately 3:10 p.m. on Tuesday, June 08, 2021 in the Council Chambers of City Hall. Committee members present in person or attended via Teams were Bernie Babcock, Scott Wilson, Pat Woodcock, and Jackson Fox; Jake Galeener was excused.

Others present in person or via Teams were Al Cablay, Paul Woods, Suzanne Mulvany, Kim Lord, Adam Brown, Sam Baker, Kari Ott and Griffin Hewitt, Argus Observer.

The press was notified and in attendance. This meeting was recorded; copies are available at the Public Works Headquarters and on the city's website at www.ontariooregon.org.

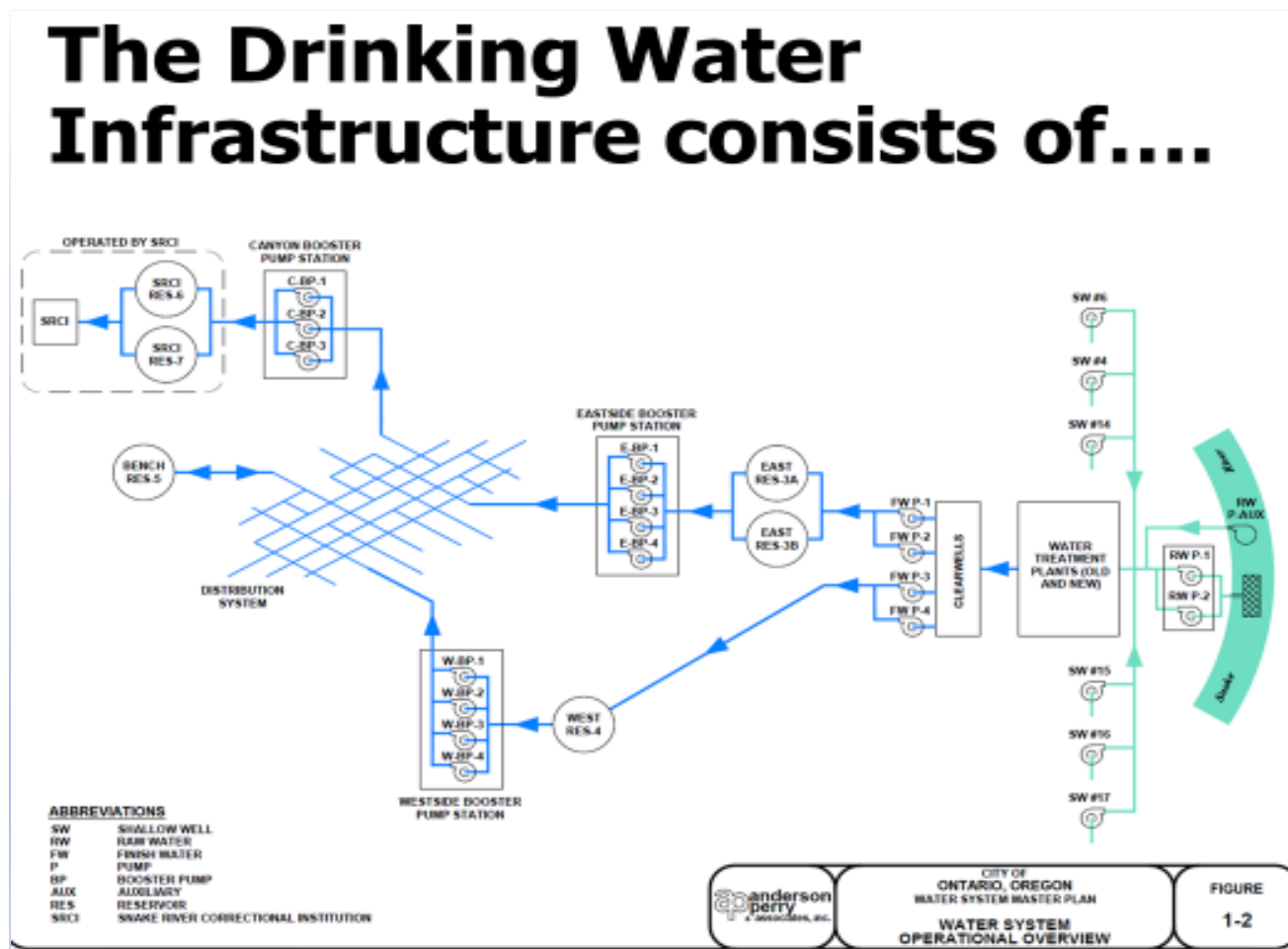
ADOPTION OF MINUTES – MAY 11, 2021

RESOLUTION, ACTION &/OR MOTION:

THE MOTION WAS MADE BY MR. FOX, SECONDED BY MR. WILSON TO ADOPT THE MINUTES OF THE PREVIOUS MEETING, MAY 11, 2021: MOTION PASSED UNANIMOUSLY.

PRESENTATION

Drinking Water System Overview



PIW – Good afternoon Mr. Chairman and members of the Commission. To follow up from our representation last meeting, we wanted to take one of the enterprise funds that are under public works, and do just a bit of overview and apply some information so that you get a sense of the types of capital improvements that we're facing. Give us some feedback on the strategy and give us some pointers on the direction that we're headed. I want to introduce Kim Lord, Superintendent of the Water Department. He really is the one who makes things happen, makes the water system work. Even though you're going to go through this today, it's really not intended to be a lecture. However, early on we'll do a little bit more of the talking but really want this to be more of a conversation.

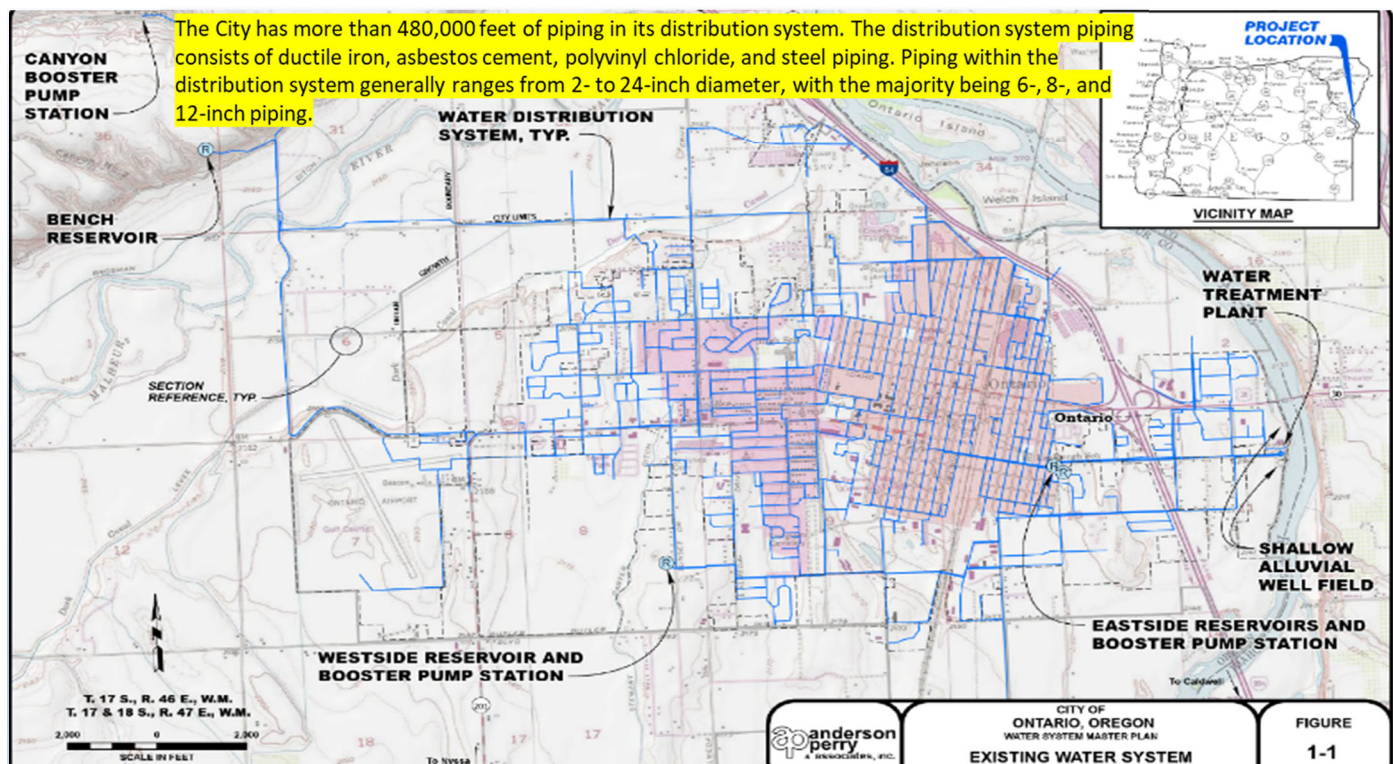
We want to start out by just describing the water system. This is kind of what we call the process flow diagram, but I'm going to have Kim go through this slowly so that everybody can kind of get familiar with our water system.

KL – So that you know we have two sources of water. We have surface water which comes out of the Snake River, and we have our ground water which consists of four shallow wells. Under normal operations we take surface water and run it through the old plant or the original conventional water treatment plant, and then we use ground water or well water and run it through the new plant or the WesTech Treatment Facility. The two plants are similar but very much different. The old plant uses a conventional water treatment in which we add chemicals and then run it through a rapid mixer and a series of flocculation sedimentation filtration and disinfection. At that point that water is now treated and ready to drink. Through the new plant or the up-flow absorption clarifier system we take groundwater which has low turbidity, treat it and run it through an absorption filter, which is absorbing beads. And then we filter that out and add disinfection and then it's ready to drink.

During the summertime or during high demand we will blend ground water with our surface water in our WesTech plant. That facility is not the most efficient for running surface water as our run times between backwashes are cut by almost 75%. It goes from 24-30 hours between backwashes to as low as 4 hours between backwashes. From that point we will pull it into the three clear wells and send it to the Eastside reservoir or the Westside reservoir. Eastside on 5th and 5th, and Westside on Sunset between 36th and the boulevard. From there we send it out to the distribution system through one stationary backup pump and then three variable frequency drive pumps. From Westside we also send it to Bench Reservoir, and then we boost it to SRCI or Snake River Correctional Facility.

PIW – I might add... these wells were put in in the 1960's and 70's, these wells in 2010-ish, and the screen that goes into the intake was in 1980-ish. The new plant was built in the early 2000's and the old plant is quite old. The plant doesn't run on a lot of automation either, it is pretty manual.

In looking at this spatially this is where things are on the ground, kind of a process flow diagram.



KL – At the Water Treatment Plant we have four booster pumps that sends it out to the two primary reservoir sites. One at Eastside again at 5th and 5th, and then Westside off Sunset. From Westside we boost it to Bench Reservoir. And our challenges from Bench Reservoir is because of the location and this being a “single zone” water system. We cannot use Bench Reservoir to pull a 3-million-gallon capacity. I didn’t know if you all were aware of that or not? If we boost to its capacity, we’ll over pressure the city. And an over pressured city means you all get phone calls of why aren’t water heaters working well anymore and why are garages being flooded? We also boost to SRCI from there.

Water Production & Distribution Characteristics



- Total Approved Water Rights – 21.6 MGD
- Current Peak Delivery Capacity - 11 MGD
- Current Peak Demand - 9.2 MGD
- Kraft Heinz – 6 MGD
- SRCI – 0.5 MGD

PIW – This is looking at the characteristics: we have water rights up to 21.6 million gallons per day, but Kim can only produce peak per day or 11 million gallons per day; that is working your tail off as there is a lot of backwash once you get to that level. So, currently we are seeing peak demand maybe around 9.2 million gallons per day, so that's pretty tight or pretty close. We got a big user in Kraft-Heinz and that is difficult to turn the spicket down on as well as SRCI, so you know they need to expand the plant to increase capacity. And a lot of the economic development opportunities that we see at the city, it's a minimum of 8 million gallons a day. So, the time is now to expand the plant.

Current Rate Structure	
<u>Average Residential Monthly Water Bill</u>	
Flat Rate	\$12.06
Consumption (4,000 gallons)	\$6.52
UCF @ 17% of water cost	\$1.11
Total	\$19.69

ONTARIO Home Departments Community Why Ontario? Contact Us Find a Form	
First Year Resident with 5/8-1 Inch Meter Size	
Water	\$12.06 Flat Rate + \$1.63 per 1,000 Gallons
Street	\$8.00 Street Fee
Public Safety Fund	\$3.63 Public Safety Fee
Sewer	53.46 Flat Rate
Storm	\$1.16 Flat-Rate
UCF	17% of Water Cost
After Year One with 5/8-1 inch Meter Size	
Water	\$12.06 Flat Rate + \$1.63 per 1,000 Gallons
Street	\$8.00 Street Fee
Public Safety Fund	\$3.63 Public Safety Fee
Sewer	*Winter Average + \$6.64 Flat Rate
Storm	\$1.16 Flat-Rate
UCF	17% of Water Cost

*Winter average is calculated by taking your winter 5-month average (November - March)

I want to take a pause from that and look at the rates so that you guys have some familiarity with the rates. This is the rate structure and you can go to the City’s website and see that there is a flat rate plus a usage charge. Therefore, for an average residential bill in Ontario that uses about 4,000 gallons a month, you can see that we're just under \$20 a month for a residential rate. And that comes in the form of the flat rate, the consumption rate, and the UCF fee.

Other Base Rates for Different Meter Sizes

Meter Size	Monthly Base Rate	Outside City Limits	Consumption Rate per 1,000 Gallons	Outside City Limits
5/8-1 inch	\$12.06	\$21.12	\$1.63	\$2.84
1 1/2 inch	\$30.17	\$52.81	\$1.63	\$2.84
2 inch	\$48.28	\$84.49	\$1.63	\$2.84
3 inch	\$120.70	\$211.22	\$1.63	\$2.84
4 inch	\$193.11	\$337.95	\$1.63	\$2.84
6 inch	\$483.01	\$844.75	\$1.63	\$2.84
8 inch	\$772.45	\$1,351.81	\$1.63	\$2.84
10 inch	\$2,510.49	\$4,393.35	\$1.63	\$2.84

The flat rate is based on the type of water service you receive, so you can see as you get up to a very large size that flat rate is huge. And that's needed because of the infrastructure that goes into that. Then there is a distinction in the City between 'outside city limits' and 'inside the city limits.' You can see that the consumption rate stays the same no matter what the meter size is but the flat rate changes. And 'outside city limits' is \$1.20 more than 'inside city limits' for consumption.

Water Fund Financials



Line No.	Description	2020 Actual	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected
Revenue							
1	Charges for Services	\$ 3,311,095	\$ 3,309,135	\$ 3,336,693	\$ 3,336,693	\$ 3,336,693	\$ 3,336,693
2	Other Revenue	-	-	-	-	-	-
3	Miscellaneous	700	1,098	-	-	-	-
4	Additional Revenue Required	-	-	46,328	113,448	180,181	246,915
5	Total Operating Revenue	3,311,795	3,310,233	3,383,021	3,450,141	3,516,874	3,583,608
Expenses							
7	Operation and Maintenance Expense	2,132,501	2,190,187	2,225,521	2,330,000	2,439,000	2,555,000
8	Net Revenue Available for Debt Service	1,179,294	1,120,000	1,157,000	1,120,000	1,078,000	1,029,000
Debt Service							
10	Existing Debt Service	272,774	272,974	276,724	274,973	277,974	275,474
11	Proposed	-	-	-	192,267	192,267	192,267
12	Total Debt Service	272,774	272,974	276,724	467,240	470,241	467,741
13	Net Revenue After Debt Service	906,520	847,026	880,276	652,760	607,759	561,259

Just to give you a sense of the water enterprise fund, our revenues really just come from charging for services. So, in the budget we're projecting about \$3.3 million in revenue. We have a little bit of miscellaneous and then the additional revenue required but right now we'll just stay in 2021 as a focus. The operation and maintenance expenses, that's what it takes for labor and utilities to just do the typical operation. So, we have about \$1.1 million available after operating expenses or debt service and capital expenditures. Does that make sense so far? In continuing down, we have some

existing debt in the water system; that will be an obligation to 2033. We've got about just under \$850,000 available for capital improvement projects, and additional debt service.

BB – I have a question... It shows that in 2023 you have some additional debt service coming online. What is that?

PIW – That is what we're going to talk about. There's a bundle of these improvements that we need to do and that we're recommending getting funded.

Water Fund Financials



Other Cash Inflows (Outflows)

Loan/Bond Proceeds	-	-	2,750,000	-	-	-
Interest Earnings	84,112	34,552	16,548	1,599	1,812	1,556
Bond Issuance Costs	-	-	-	-	-	-
Transfers (in)	-	-	-	-	-	-
Transfers (out) to Streets Fund	(220,144)	(221,562)	(236,811)	(241,510)	(246,181)	(250,853)
Transfers (out) for PERS	(460,950)	(92,190)	(92,190)	(92,190)	-	-
Other transfers	-	-	-	-	-	-
Capital Improvements	(245,519)	(348,949)	(3,946,612)	(1,425,000)	(135,000)	(595,000)
Total Other Cash Inflows (Outflows)	(842,501)	(628,149)	(1,509,066)	(1,757,101)	(379,369)	(844,297)
Annual Surplus/(Deficiency)	64,019	218,877	(628,790)	(1,104,341)	228,390	(283,038)
Beginning Cash Balance	1,747,420	1,811,439	2,030,316	1,401,526	297,185	525,575
Ending Fund Balance	\$ 1,811,439	\$ 2,030,316	\$ 1,401,526	\$ 297,185	\$ 525,575	\$ 242,537

So again, this is offset a little bit in my copy and paste but what we have here is two things I wanted to daylight. This is the transfer that comes out of the water system and into the street fund. And that takes about a quarter of a million dollars out each year... out of that \$850,000.

KO – That's a franchise fee that goes into the street fund.

PIW – So, that is something that always happens. Don't have a lot of flexibility. It's for the sewer collection system and the water distribution system.

BB – And that amount is determined by the City Council through ordinance or regulation? Correct?

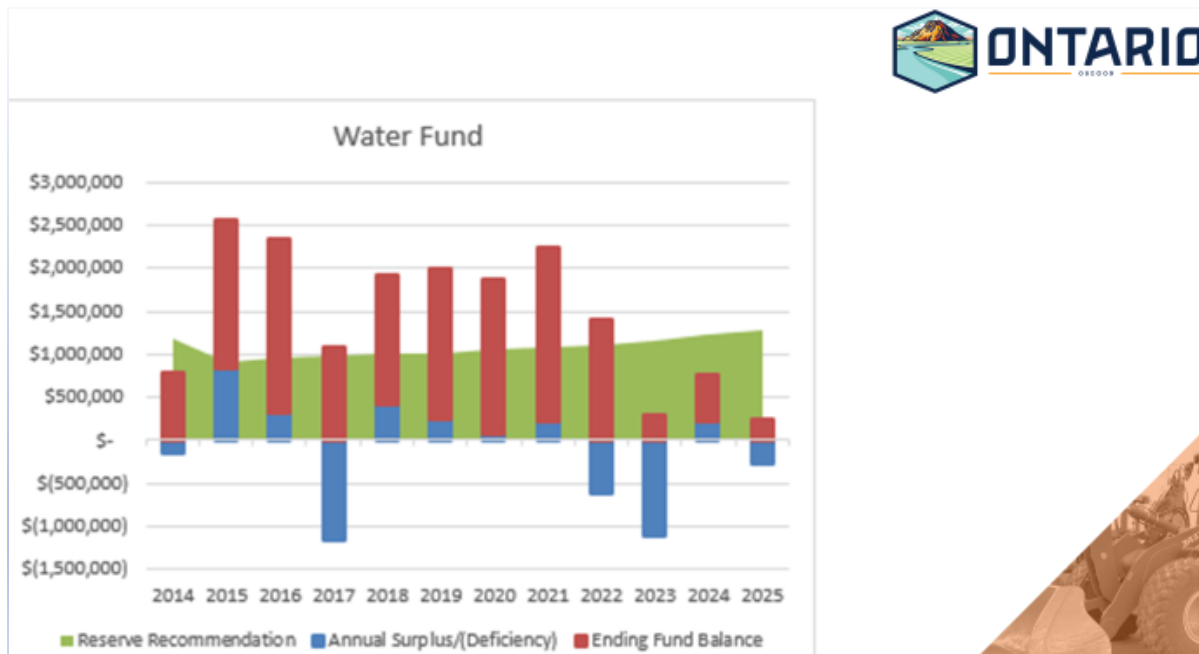
KO – Yes, it was done a long time ago, and is the same as what everybody else pays, i.e. Idaho Power, etc.

PIW – And then we have a transfer out to pay down the PERS liabilities which ends in 2023 or so.

KO – No it keeps going... That is the cost of PERS when Public Works became privatized in 2014; basically, that was the actual liability that we had amortized over 20 years to 2034.

PIW – So, we finally get down to what you guys are very concerned about, and that is the capital improvement budget. For now, in this particular case we've got a total cash flow of a negative amount, so at this point expenses have exceeded revenues. Which is a problem. So, what we have looked at because of the water master plan (which I'll come back to) we had this big expenditure of \$2.75 million and we think that that's going to be bigger. But the strategy that we're talking about in order to fund that is to use debt to fund that. To package together a number of the projects that are recommended in the water master plan. Bundle those together, execute them, and use debt to finance that. That is the approach going forward. Are there any questions?

So, one of the things that if you look at the water fund, (*in green below*) this is the minimum fund balance that's recommended by the GFOA. Right?



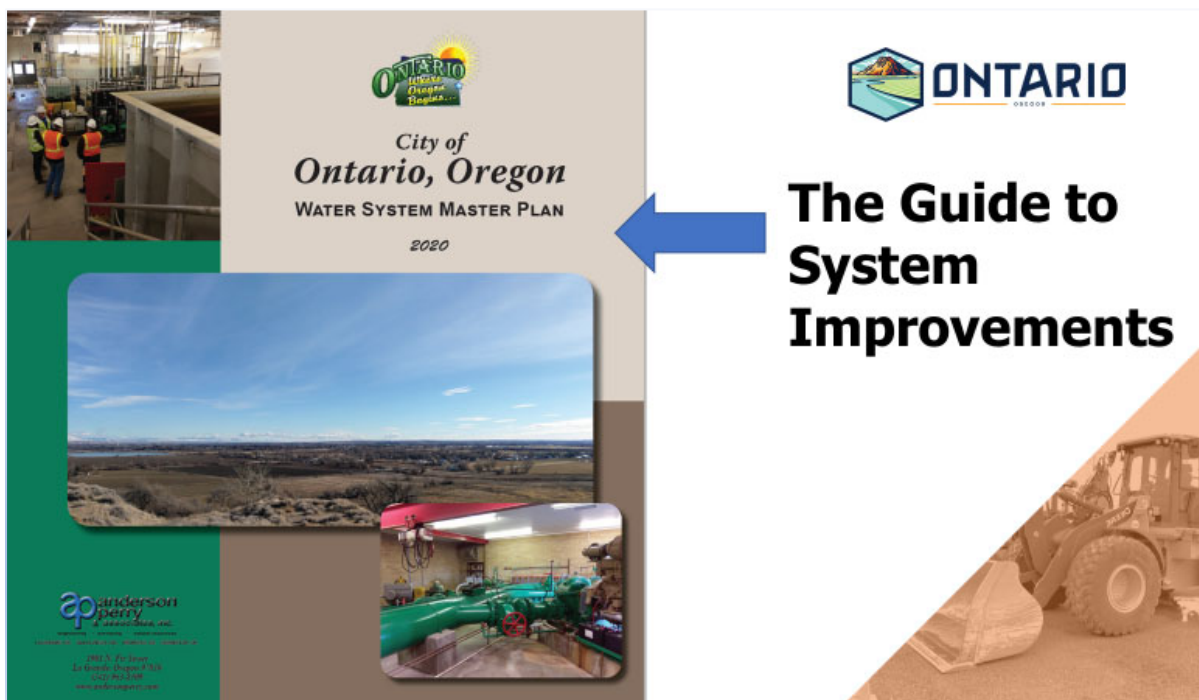
KO – Yes, the Government Finance Officers Association.

What we are showing here for 2021 going forward is that we're having a very difficult time. The idea here was to kind of give you a sense of the fund and the availability of funds to fund capital improvement projects. Therefore, when you say... "If I support these improvements, what does that do to rates?" This gives you kind of a sense or an example of how that works and some of the complexity that's involved. Does that make sense?

BB – You're showing some substantial deficiencies in resources like... was that "Snowmegeden" in 2017 was that what that was from?

KL – 2016-2017 was the installation of the mixing building.

PIW – So, the guide to the improvements that we really need to implement is part of or is really documented in the Water System Master Plan.



I know last year with COVID this was finalized and submitted to the agency in 2020. I'm not sure if this committee has had a chance to look at it, but it is my understanding that it was brought to you guys for consideration, however there wasn't a quorum.

BB – I don't remember seeing it in this form.

PIW – We have just received comments back from the Oregon Health Authority after they were reviewing it for 6-8 months.

Deficiencies
The deficiencies of the water system are outlined hereafter.

Supply and Treatment

- Current water treatment capacity will not meet projected future demands. It is estimated that the water treatment capacity is currently approximately 1.0 MGD below system water supply capacity needs.
- Current treatment capacity can barely meet current peak day demands and will not meet projected future demands.
- The WesTech treatment system has some operational challenges in treating surface water.
- Some equipment/infrastructure at the existing water treatment plant has exceeded its useful service life. This is discussed further in Chapters 3 and 6.

Storage

- The Bench Reservoir storage capacity is not fully utilized. The Bench Reservoir has a storage capacity of 3.0 million gallons (MG). However, only 2.0 MG of this storage capacity is currently utilized to avoid over-pressurizing the distribution system to fill the Bench Reservoir. Refer to Chapter 4 for further discussion.
- The Eastside Reservoirs have exceeded their service life and need to be replaced.
- Current water storage capacity does not meet projected future storage requirements. It is projected that 1.0 MG to 4.0 MG of additional storage may be needed by 2040, depending on commercial growth in the community. Refer to Chapter 4 for further discussion.

Distribution

- The Distribution system does not adequately serve areas expected to experience future commercial and industrial growth.
- A few localized areas have poor distribution system looping, which limits water circulation (potentially impacting water quality) and fire flow capacity.



Deficiencies



So, I'm not going to read through all of these, but they listed some deficiencies in the water system that we've kind of touched on here. One, that maybe only got about one inch of additional system capacity; this is talking from a treatment perspective. There needs to be an addition to the system to allow for additional treatment, and they talk about the WesTech system. That it does have some operational challenges in treating surface water. So, one of the things that we need to resolve is can we get more out of that shallow well field? Because if not the more we pump out of the river the more that challenges the WesTech system because it has higher turbidity and it is less efficient, so we are trying to get to the bottom of that. The other thing on the Bench reservoir is it's not fully utilized. Having additional storage there is helpful, but the way that it's constructed, it's not. It's not an easy problem to solve. As Kim reported earlier, we have a single loop, but if we were to add an additional loop that's quite a bit of additional piping. So, we are looking at an alternative to that like a booster pump situation, but we need the distribution system as well. And that there are some areas that need additional commercial and industrial growth, and we need additional distribution piping and the Mayor and Council have funded some of that to try to extend some of that utility out there. Again, system looping is an important concept and water distribution... keep that water fresh, not have it be in pockets and there are a couple areas that's a challenge.

The table below is kind of hard to read, but this is a table from the Water System Master Plan. Basically from 2020 to 2025 we identified projects that total between 8 and 9 million dollars, and as we just went through the financials, we don't have that kind of cash flow. So, we are figuring out a way to make these or bundle these projects together and to make them as streamlined as possible to be able to implement them in a timely fashion.

AB – As additional users come on, industrial or residential does the maximization of that Bench Reservoir go up? Are we able to use?

PIW – The issue is pressure. We don't want to over pressure the system. So, we need to take pressure off, and additional users won't necessarily take the pressure off.

KL – The problem is that it is a single line in and out. The influent is the effluent .

**TABLE ES-1
RECOMMENDED WATER SYSTEM IMPROVEMENT PROJECTS**

Implementation Priority	Chapter	Improvement Type	Recommended Improvement	Estimated Cost within Implementation Time Frame		
				2020 to 2025**	2025 to 2030	2030 to 2040
1	3, 4, 5	Capital Improvements/ Maintenance	High priority: existing booster pump station, treatment plant, and storage improvement/ maintenance projects	\$2,300,000		
2	3	Treatment	2.0 MGD expansion at the existing water treatment plant	\$1,615,000		
3	3	Supply, Treatment	Decommission old cleanwell and add new 600,000-gallon cleanwell/finished water pump station	\$2,150,000 to \$3,200,000		
4	5	Distribution	High/medium priority distribution system improvements in commercial and industrial growth areas	\$2,046,000		
5	4	Storage, Distribution	Replace Eastside Reservoirs and booster pump station		\$5,600,000 to \$7,500,000	
6	3	Supply, Treatment	8.0 MGD treatment expansion*			
6	4	Storage	Utilization of the full Bench Reservoir storage volume (assumed to occur with treatment expansion)		\$11,200,000 to \$16,200,000	
7	3, 4, 5	Capital Improvements/ Maintenance	Medium priority: existing booster pump station, treatment plant, and storage improvement/ maintenance projects		\$682,000	
8	4	Storage	Additional storage capacity for long-term growth			\$7,500,000
			TOTALS	\$8,111,000 to \$9,161,000	\$17,500,000 to \$24,400,000	\$7,500,000
			TOTAL RECOMMENDED IMPROVEMENT COST YEARS 2020 THROUGH 2040			\$33,150,000 to \$41,000,000

*Assumed to include certification of existing City water rights.
**Includes 3 percent annual inflation to anticipated year of implementation.



Recommendations

PtW – So what about drilling a well up there? To fill the reservoir and then you'd just have a single out.

KL – That would be a simple solution if we could get water rights or if ...

PtW – It looks like you got plenty of water rights. The one slide said 26.8 mgd but you're only utilizing 11?

PIW – So, our well sit over here (*far right*) and these are all shallow alluvial water rights. They don't go down deeper than 50-60 feet. All the wells they researched as part of this whole area they couldn't find a well that produced down deep anywhere.

JF – How long is the single line? If you decide to put in another line and T in?

KL – Do you see where the reservoir is at? (*top left*) From that point back to the main loop is a single line reservoir. So, it comes off the main loop which runs up to SRCI, and this is the single in and single out.

PIW – So, our focus in the Master Plan looking at an expansion of the treatment plant is really kicked off right now to make sure that we understand what balance of source water we can get into the plant. And So, what we've seen and what is listed in the master plan are those 6 shelf vertical wells. Their production over time has declined by about 50%. Even with cleaning them, replacing the casing that that has continued to decline. One of the things that we're looking at is just... the gravel pit has continued to expand. The gravel pit is just upstream of the well field and they pump that down We're also looking at the screen that we have out in the Snake River, and because of the way the river comes and bends there the way that screen comes out it tends to get silt build up on the inside of that bend and we've had issues with that screen.

So, we're looking at that as part of that 2-million-gallon expansion. This high priority here is looking at the booster pumps in addition to that Bench Reservoir and we are trying to figure out how to get this number down? This project is really a weak link in our system so when we have finished water, we dump it into our clear well. And the finished floor elevation of the clear well is below the floodplain. So, if we ever had that inundated through a flood all of our finished water is now dirty and contaminated. That clear well is old and is in need of replacement, but it's also kind of a critical weak spot in the system. So, that needs to be replaced.

The distribution improvements... we continue to 'will' away at that and I'm not sure that we would include that as part of what we are trying to do. But we are trying to come up with a project right here that addresses these systems and want to then bring that back to you once we get that project defined. But that would be a capital improvement project that we would recommend being funded through a debt issuance.

BB – Is there some kind of financing available for that debt service? Is there a municipal fund in the State or how would that be financed?

KO – There is like the clean water revolving fund, and the CDGB has grants sometimes too. So we'll look at those options also.

BB – How long? 20-30 years?

KO – For that debt I've seen about 20-years and I think you can get different options.

PIW – What's interesting thou is in the next 10 years and these numbers are even bigger, these get into the Eastside and Westside reservoirs at the end of their useful life and storage now becomes bigger. And that is what is driving our investment here. It's not so much treatment expansion but storage; this is really adding to the storage as well as replacing the reservoir system.

KL – The fine line with storage is if you get too much storage then your water age becomes longer and longer, and therefore we have issue with disinfection by-products. So, the further we can keep away from exceeding those the happier you all will be as City officials.

BB – If you were able to do all of those things, how much additional capacity would you have? Up to 20 mgd.



- The CIP Strategy for making the near-term required improvements is to bundle the projects together and issue debt to maintain affordability.
- There may be an opportunity to use American Rescue Plan dollars that will be allocated to the City for a portion of the improvements.

PIW – So, our CIP strategy in near term which I said numerous times is really to maintain the affordability of the rates, and to bundle together projects so we can issue debt and not have a rate shock. And if there is an opportunity to use American Rescue Plan dollars... there are some dollars that might come to the city that where this would be the appropriate expenditure and we could allocate some there.

AB – Our leadership team is trying to work out a budget for the City's \$2.4 million. And the utility expansion is one of the usable items so that would help keep our water fund liquid.

PIW – So, hopefully this was a little bit helpful as we approach the water CIP and going through that. We want to make sure that we're not just hitting you with all of this at once. We will continue to do this with other funds too.

BB – How often is the City's water master plan updated? Is it required? Obviously, it is to get funds.

PIW – Typically it's done about every 10 years. This plan was an update to a plan that was originally done in 2001 and then there was a small amendment done in 2010.

BB – Thank you. Very well done.

PIW – The ordinance requires that we bring master plan documents to you but it's not clear when. Typically, what is done is you submit it as a draft and use it as comments, but we're happy to allocate time to revisit that if you'd like. It's a Pic document and it's a large size; it's not easy to just hand to everybody. We don't have it on the website, but we will look into that.

NEW BUSINESS

Ordinance #2791-2021: Amend OMC 2-8-5 RE Public Works Committee

PIW – Mr. Chairman and members of the Commission, the City Council directed the staff to bring back to the City Council changes in the Ordinance for the Public Works Committee directing that it is their preference that the committee make recommendations on the Capital Improvement budget. So, I worked with Al, Adam, Kari, and our staff and we made this change here that we day lighted with the Council and it will be on their agenda for adoption on the next City Council meeting. We struck the sentence that basically stated that it was not the purview of the PWC to get into this matter, and then we added a new section 'C' that provided specific language.

Ontario Municipal Code 2-8-5 shall be amended to read:

- (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. This shall include, but not be limited to, any standard drawings and specifications, utility charges, fees or SDC changes or additions, Master Plans or Studies, and Major Capital Improvement Projects. ~~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.~~*
- (c) Each year as part of the Public Works budget development process, the Public Works Director shall bring the proposed capital improvement budgets for Public Works projects to the Public Works Committee for review and recommendation to the Budget Committee. Such review and recommendation shall be limited to budgets for public works capital improvement projects only.*

BB – Essentially what this is doing is it's clarifying and putting it in stone that the capital improvement budget will be reviewed as part of our function and it's identifying the fact that it's not the operational part of the public works budget. It's just the capital improvement budget. I think it's a great clarification. Thank you.

(... Continued discussion of this topic is under Comments).

RESOLUTION, ACTION &/OR MOTION:

THE MOTION WAS MADE BY MR. FOX SECONDED BY MR. WILSON THAT THE PUBLIC WORKS COMMITTEE RECOMMEND THE CITY COUNCIL TO APPROVE THE LANGUAGE CHANGE AS WRITTEN FOR ORDINANCE #2791-2021: ONTARIO MUNICIPAL CODE 2-8-5: MR. BERNIE BABCOCK – YES; MR. SCOTT WILSON – YES; MR. PAT WOODCOCK – YES; MR. JACKSON FOX – YES; MOTION PASSED 4-0-1 (GALEENER-EXCUSED).

DISCUSSION ITEMS

Wastewater Facility Plan Update

PIW – So, related to your question about water masterplans, we've not updated our wastewater master plan since 2010, and again, there was an amendment to the one from 2001, so we're recommending that we undertake an update to the wastewater master plan. Right now, our wastewater treatment plant has a rated capacity of 3,000,000 gallons a day; our peak demand is around 1.6 to 1.8 million gallons a day. I think I've mentioned to this membership before that we get

approached by these economic development opportunities that want somewhere in the neighborhood of 1 to 4,000,000 gallons a day. We think that we should update the wastewater master plan consistent with the water master plan to be able to accommodate an additional 4,000,000 gallons a day. Be able to demonstrate to people that come and want to develop a new plant here, that yes, we have a plan to go up to 7,000,000 gallons a day basically.

BB - So, what you're saying is "you do one, you gotta do the other".

PIW – We should. We don't have to, but we're recommending that we would do that. And as part of that, we really want to engage you because we want to look at... or do we want to look at all the lagoon system can do? And adding another... essentially doubling in size, so do we want to add acreage? Up at Skyline do we want to make Skyline and Malheur be able to take water simultaneously? Do we want to try to discharge to the river in the summer? I think that would be difficult given that the reason we discharge to those two farm properties is we don't have to treat for phosphorous. Phosphorous is very expensive. We should also look at potentially land apply year-round and get out of the river and get out of the arsenic situation.

We need to submit a draft of that outline to DEQ for approval, which basically covers the areas that we talked about there. But we budgeted money next year to do this and I would like to get your involvement in that process as we go through it.

BB – I think it's pretty obvious that the plan needs to be updated, I mean it was 2010 when it was last completed. I do have one question, it's kind of related to the facility ... so, the sludge was removed this winter, what impact has that had? Is it too early to tell?

PIW – I think as we went into the spring, we didn't have the odors that we had before. I'm always cautious to say are we lucky or good? I think that certainly removing that material, not letting it go anaerobic, having better mixing in there really improved our treatment system.

BB – I'm hoping that in the future maybe we'd get some updates on the evaluation of that process.

KL – We noticed the plant seems a lot happier. The past few springs we noticed the plant went from a healthy plant color to a Gray or a dead color. Which kind of told us our bugs were not happy, they couldn't sustain life. And this year it stayed a healthy green color. From the time we finished, and everything settled back out from the biosolids removal through currently. The plant is a lot happier. The bugs are a lot happier and they're doing their job.

Evergreen Cemetery



Evergreen Cemetery North Gate

- ✓ Monitoring period completed
- ✓ Three Options
- ✓ Discussed at May 11th meeting

AC – Mr. Chairman and members of the Committee, the first slide is the City Manager and I were quoted in a recent article in the Argus Observer. We did a 60-day monitoring, and it's been completed. We do have results that which just in round numbers we had five complaints or comments that were called in or emailed into our facility. One was a resident, three were City employees and one was a Jacobs employee. The three options that appear is what I wanted to bring before the committee to discuss and give us direction. I do need to tell you that Council Liaison Baker did bring this before the City Council and daylighted these issues, which is how it got reported in the Argus Observer. The Committee may recall this from the May 11th meeting.



Options...

- **Option A**
 - ✓ Remain Open 24/7
 - ...Standard Municipal Cemetery Protocol (Cemetery Association of Oregon www.oregoncemeteries.com)
- **Option B**
 - ✓ Revert to Full Closure 24/7
 - ...Opening exceptions were made on a case-by-case basis.
- **Option C**
 - ✓ Modified Opening Hours
 - ...Weekday Open during business hours (TBD) and Weekend Open 24 hours
 - ~ Dusk to Dawn, 8AM to 5PM
 - ~ Opening/Closure conducted by Public Works Maintenance Staff
 - OR
 - ~ Closure by Public Safety (Fire or Police)



These options are basic. Do we want to modify them? I was just bringing them before you, for the committee to consider. This is just another phase of the feasibility of what we do. Where we are today is that the gates are not locked at all. The municipal cemeteries in which I am familiar with the Cemeteries Association they are always kept open 24/7. They're never secured, only on certain occasions and that's usually an operational call. So, these options are presented to you for discussion, especially for context, so that perhaps the Committee would consider these just given again the background, which is what I would call minimal response. We've had no reports of any near misses. I personally walk my dog down in through the TVCC Greenbelt once a week just to see if there's any evidence or any traces of misuse or abuse, and I haven't seen any at this time.

So, I'll just highlight very quickly... Option A is to remain open as it is. I give you the website to Oregon Cemeteries. We're a member of that association as well, and it recommends municipal cemeteries are like parks, they're very rarely locked up at all. Option B, and they are in no particular order, is to revert to those prior and I'm not exactly sure of the time, but let's just say it's been within the last decade that it has been at full closure. I don't have an exact date, but I wanted to say at this stage is it was about a decade of being fully closed, the North Gate.

BB – I don't remember seeing it open. I've lived up there since 2001 and it's for the most part is closed with the exception if they have a funeral or something.

AC – Option C is what I believe that the Commission should consider, and this is by no means the template that you need to consider, but I thought it was worth mentioning. So, that is we would modify the opening hours. One approach would be to keep it open during the weekday, during business hours to be determined what those hours would be. And then completely open during the weekend 24 hours. A typical time to lock it would be dusk to dawn, 8 to 5. Two mechanics involved or housekeeping item if you will regarding the opening and closing of it, could be conducted by our public works staff entirely, or we could open it in the morning where the cemetery staff is there at 7:00 o'clock every day and be closed by public safety. I did ask the Chiefs for their input, and Chief Leighton did say that is something that they would consider, but I have not heard back from Chief Romero as of yet. But I'm not sure that he would have an issue. So those are sort of bookends of what I present as options. I'll stop there and answer any questions or hear the feedback from the committee.

BB – So in looking at the data that's been collected or the feedback, did you indicate that you thought Option C was...?

AC – Previously I have done a version of Option C both at parks and at cemeteries. I believe there's processes and resources in place it's just getting back to the question of why was this locked in the beginning, and why do we have to continue to lock it, vis-versa. Why not open it, and why not leave it open is the question that the Committee needs to consider.

JF – Are you talking about locking all the gates or just that one that I thought was a problem?

AC – No Sir. Just the North Gate. The others have remained open and always have.

JF – What was the squawk that started all of this?

AC – I do not know why it was closed to begin with. It may have just been preference. I know it has been closed for at least 10 years up until recently when we opened it.

JF – So, someone in the public had trouble with it being closed like it was? How many people griped about it?

AB – It was a call from a woman in the community who has her husband buried there, and she uses the Park Blvd entrance. I asked her why she couldn't use the entrance on the other side, and she said it was inconvenient for her. The concern from the staff out there is that people cut through there to get to 14th instead of going around SW 4th or Alameda.

JF – With the gate open?

AB – Yes. And she was pretty upset about it being closed. So, we did this trial period to see what comments were. And the comments really were from the same staff that said people drive through there. Higher speeds are dangerous for the staff that are trying to maintain it, looking over the shoulder for vehicles and stuff.

BB – There are 3 or 4 other entrances? Three, one on SW 11th and two on the end at SW 14th.

SW – Some of us go back a long time because prior to the dorms being built at the college, prior to the upgrading of the parking lots, you could not go north and south through the college at all. And I think there might have been more frequent use of that pathway for cars to go through. When the college put in the new parking lots and the dorms you can now go in at the north entrance and drive all the way through to the gym.

BB – And there is a lot of traffic that uses that route as a thoroughfare.

SW – Yes and that option wasn't available 20 years ago.

JF – I'm not sure that for one griper we're supposed to bend over backwards if it's causing problems and dangerous...

BB – It's almost like you've invited more problems by opening it with traffic moving through there than by keeping it closed.

SW – Like Jack just said, if it's been 20+ years closed, and there has only been one person come forward to ask it to be opened...?

BB – I'm in agreement with Jackson and Scott. I'm assuming you feel the same way.

SW – Yes.

BB – We're in agreement that we're not sure that one complaint warrants leaving it open.

JF – How much trouble is it to drive over to the other side?

AC – I believe this complaint as the city manager was saying that the grave site is right there off the North Gate. So, to go around and come in clear to the other end again it is longer and not as convenience. And again, trying not to land on this either way... I'll do the best I can.

Why it was closed in the beginning? again, I don't know. Maybe it was just one person from staff that said, let's close it and made that decision arbitrarily however many years ago. I can only substantiate 10 years, but that decision was made sort of arbitrarily. So, here we are today trying to make that decision based on again perhaps one person that says I can't get around to see my loved one because I have to drive completely around. Again, I'm just trying to present it and Municipal Cemeteries are open, that's their practice. That's the reason I left that reference up there, and you can check it because they just don't close it.



Direction?

- City Council notified via City Council Representative oral report
 - Sam Baker, Councilor

This slide shows the direction the City Council is notified by Councilor Baker. We would do the same thing in whatever your recommendation is before we move forward and say that at least there will be a date stamp on this action.

SB – So, you had it where it was open recently to try to see what would happen. Is that correct? – Yes. What was the length of that term?

AC – So far, it's been ongoing, and it's been a little over 60 days; coming up on 75 days.

JF – And how many complaints during that time?

AC – We had five. I didn't get into the specifics because we didn't feel it to be appropriate, but they are here.

JF – Anything life threatening? Drag racing? Etc....

AC – No Sir.

JF – Tough decision...

(... Continued historical discussion.)

BB – We've given our comments and I think we gotta let the City Council go over it and figure out what needs to happen. Sam?

SB – I'm good with that but I'd just like some kind of consensus from you gentlemen.

BB – Unless the consensus has changed, we already said that we didn't think it was a big deal leaving it locked.

RESOLUTION, ACTION &/OR MOTION:

CONSENSUS: DIDN'T THINK IT WAS A BIG DEAL TO LEAVE IT LOCKED.

CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

JF – Mr. Chairman, I don't understand if we gave a consensus on that ordinance.

BB – I'm not aware that we were asked to make a recommendation, and I think the action on the ordinance is up to the City Council. So, what you're saying is you want us to fully support it? Was the City Council looking for a recommendation from us regarding this?

PIW – That was not the direction we were given. I mean I don't think that's a bad idea, but the Council directed us to bring back to them language. They didn't say to take it to the Public Works Commission. I don't know if that was just the way it came about because it was conversational.

BB – So, "Take the ordinance back to the Public Works Committee or ensure that the capital improvement projects are reviewed by the PWC"?

PIW – The direction of the Council when they daylighted that is that it had come to their attention that the current ordinance prohibited the PWC from doing what we had been informally doing. The direction, and Councilor Baker if I mis-speak let me know because this came from the Mayor, was for the staff to bring directly back to the Council changes that would correct that language.

BB – So, there is no question moving forward that we are to review the Public Works Capital Improvement Budgets.

PIW – That was the unanimous direction that was given to the staff. Now what we did was give them a draft last meeting, but there was no action taken. The First reading will be at the next meeting. Fortunately, because of timing if there's changes or recommendations you have on that language, I don't think there is anything that prohibits conveying that to us or directly to Councilman Baker. The Council did not say 'go draft language, take it to the PWC for review'.

JF – But the ordinance does. I'll read the first lines. "The Public Works Director shall bring any and all proposed changes to Ontario municipal code that affects the public Works Department to the Public Works Committee for their review and recommendations prior to being presented to the City Council."

BB – He is right. This is the top part of Section B, and it does say that you're supposed to present to us before any modifications or changes.

PIW – So, there's the potential that we've accidentally done it right.

BB – I wasn't paying attention to that. I was paying attention to the bottom part, which is the focus of the ordinance, so you're right Jackson. That's a Good catch. So, do we want to have some discussion on this?

JF – Well we've already discussed it. I'm in favor of it.

BB – Yeah so if that's the case, and we are in favor, and there's no continued discussion I'll entertain a motion.

(... The motion is documented under the original topic of New Business).

BB – So, do we have any additional comments or other items at this point?

AC – Mr. Woods I believe would like to talk about a matter under the ex-officio. An item's coming before you that Councilman Baker may recall from the Council.

BB – I have a question on ex-officio reports. I'm not sure... normally it would have to appear in the agenda for an item of this, because press would have to be made aware.

AC – It's just a discussion Mr. Chair. No action.

BB – So why wasn't it listed under discussion items? It's a technicality here, but you have the agenda which the press has and they get the agenda and we are introducing an item that wasn't a discussion item that's not a comment from the Public Works Committee. I don't think it's the right way to do it. I think that we would have to amend the agenda to include it in the discussion item... I'm going to go ahead and let you do that, but I'm not sure that's the right way to do it. So, go ahead.

PIW – Thank you Mr. Chairman. This item originated at City Council, at one of the City Council meetings. A gentleman showed up during the public comment period at the beginning of the meeting. And indicated that the residents that live on those streets around Kraft-Heinz were being burdened by semi-trucks parking there, running their engines and being there overnight. That comment was made directly to the Council, and the Council not taking any action directed staff to look into that; they didn't say to bring it to the Public Works committee. So, we were going to work through some things and bring it to the Public Works Committee. However, at the last meeting a Council Member who has interest in that wanted an update on it and kind of caught us a little bit flat footed. And so, we had a discussion and then we got further direction. Again, I think we need to continue to work out the process between the Council and the committee and staff, and how these things go. But we've been kind of getting some direction and so we're just giving you an update on that if that's OK?

Bb – I just thinking that in terms of formality and a process the way this group is supposed to work. The public might have a comment on it too, and they might want to come to the meeting. So, if it's not in the right part of the agenda and they don't know it's on the agenda they might not show up. And so, I think it would be something you certainly want to discuss moving forward; I think it needs to be listed as a new business item or a discussion item, depending on where you guys feel like it fits. But you know we are subject to public comment and getting feedback from the Community and I just think that the more detail we can get within reason in the agenda on those types of things, the better we're doing our job. And so, I'm not trying to be critical of you for bringing it up. I think it's appropriate that it be brought up, but I think that if we're going to have a formal discussion and a thorough discussion it certainly should be listed on the agenda as a separate item. I understand where you're coming from and I agree completely that it is something that we need to be... you're being directed by the City Council to have the Public Works Committee look at that. Is what you're telling us?

PIW – No, I'm saying that they neglected to give that direction.

BB – Oh they didn't? So, they haven't had any comments with...

PIW – What happened was it came up in a public meeting. We reached out to Kraft-Heinz, we researched with what authority we have; we're formulating a plan and then at the last meeting Council member Melendrez wanted an update. So, we gave an update and as part of the update not asking for direction, we were given direction. To start putting some no parking signs out in that area.

BB – And your interpretation is that's a Public Works Committee concern?

PIW – Well, I think what we will get better at is when we get direction, is to say Mr. Mayor and Council members can we take this to the Public Works Committee for direction first. Councilman Baker if I'm mischaracterizing that feel free... It was like we want you to do something like right now.

SB – And I believe they Mayor wanted you guys involved, and I believe a couple other Council members did too, for Paul to run it by and say what do you think about this...? Correct?

PIW – Yes. And I need to be more explicit to say, "Is this what you're saying?" There's this expectation that we pretty quickly go out there and take some signs, and that was not my recommendation. In fact, my recommendation was the opposite. But be that as it may... I have some maps here if you want to see the area we're talking, or want to see the sign we're talking about? And if we want to wait until you have a chance to absorb this, bring this back as an agenda item? We need to go to the City Council at the next meeting and say that's what we're doing, and you know risk in going that route but that's fine.

BB – We work at the pleasure of the City Council and if they are determining that that's what they want to do...

SB – You have to remember that this was like a 12-hour meeting. Wasn't it? (...inaudible. multi discussions.) There were some concerns because there were some other stuff going on with that particular entity.

AC – Councilor Melendrez was satisfied with the updated we gave. We just thought this was proper protocol...

BB - Yeah, and I don't dare think we do a whole lot more with that unless it's listed on the agenda as a discussion or an item because of our responsibility to the public in regards to publishing the agenda ahead of time. And I believe, I could be wrong, but I believe the Corresponds, Comments and Ex-officio reports are limited to the Public Works Committee part of this, not the city or Jacobs. You're responsible for getting your items of concerns on the agenda. I'll seek some clarification on that, but I think I'm right on that.

PIW – I think so. I think our intent, rather than not inform you about this... (...inaudible. multi discussions.)

BB – I just want to make sure we provide the public on an item like this with the potential for empathy because you may get some comments. Since it was brought to the concern of the City Council in a public meeting.

ADJOURN 4:37 PM

THE MOTION WAS MADE BY MR. FOX AT 4:37 PM; SECONDED BY MR. WILSON TO ADJOURN: MOTION PASSED UNANIMOUSLY.

APPROVED:

Signature

Date

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

PIW – Well, I think what we will get better at is when we get direction, is to say Mr. Mayor and Council members can we take this to the Public Works Committee for direction first. Councilman Baker if I'm mischaracterizing that feel free... It was like we want you to do something like right now.

SB – And I believe they Mayor wanted you guys involved, and I believe a couple other Council members did too, for Paul to run it by and say what do you think about this...? Correct?

PIW – Yes. And I need to be more explicit to say, "Is this what you're saying?" There's this expectation that we pretty quickly go out there and take some signs, and that was not my recommendation. In fact, my recommendation was the opposite. But be that as it may... I have some maps here if you want to see the area we're talking, or want to see the sign we're talking about? And if we want to wait until you have a chance to absorb this, bring this back as an agenda item? We need to go to the City Council at the next meeting and say that's what we're doing, and you know risk in going that route but that's fine.

BB – We work at the pleasure of the City Council and if they are determining that that's what they want to do...

SB – You have to remember that this was like a 12-hour meeting. Wasn't it? (...inaudible. multi discussions.) There were some concerns because there were some other stuff going on with that particular entity.

AC – Councilor Melendrez was satisfied with the updated we gave. We just thought this was proper protocol...

BB – Yeah, and I don't dare think we do a whole lot more with that unless it's listed on the agenda as a discussion or an item because of our responsibility to the public in regards to publishing the agenda ahead of time. And I believe, I could be wrong, but I believe the Corresponds, Comments and Ex-officio reports are limited to the Public Works Committee part of this, not the city or Jacobs. You're responsible for getting your items of concerns on the agenda. I'll seek some clarification on that, but I think I'm right on that.

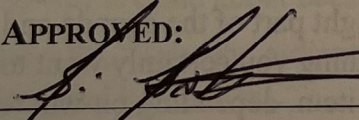
PIW – I think so. I think our intent, rather than not inform you about this... (...inaudible. multi discussions.)

BB – I just want to make sure we provide the public on an item like this with the potential for empathy because you may get some comments. Since it was brought to the concern of the City Council in a public meeting.

ADJOURN 4:37 PM

THE MOTION WAS MADE BY MR. FOX AT 4:37 PM; SECONDED BY MR. WILSON TO ADJOURN: MOTION PASSED UNANIMOUSLY.

APPROVED:



Signature

7/13/21

Date

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