

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**COUNCIL MEETING AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
TUESDAY, SEPTEMBER 24, 2024, 6:00 PM, MT**
[Zoom Link](#)

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the City Council has the authority, ability, and standing to take action on any items on the Agenda, or add items to the Agenda, during the Study Session or Regular Meeting, as long as all public meeting notice requirements have been met.

1) CALL TO ORDER

Roll Call: Susann Mills _____ Sam Baker _____ Ken Hart _____ Penny Bakefelt _____ Eddie Melendrez _____
Council President John Kirby _____ Mayor Deborah Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on September 20, 2024. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) CONSENT AGENDA

- A) Approval of Council Meeting Minutes: September 10, 2024
- B) Proclamation #2024-103: National Hispanic Heritage Month/Recognizing Eva Castellanoz as a Pioneer of Change

5) PUBLIC COMMENTS Citizens may address the Council; however, Council may not be able to provide an immediate answer or response. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

6) NEW BUSINESS

- A) Construction Change Order #4: SE 5th Avenue Project
- B) Bid Award - Excavation Services: Water Meter Material Confirmation for Lead/Copper Inventory Project
- C) Accept Public Utility Easement Along North Park Boulevard
- D) City Council Policy for Proclamations

7) PUBLIC HEARING

- A) Ordinance #2829-2024: Annexation of Tax Lot 301 on Assessor's Map 18S47E05AA – A 0.34 Acre Parcel and Rezone From Urban Growth Area Residential Zone (UGA-RS) to Single Family Residential Zone (RS-50)

8) HAND-OUTS

- A) Minutes: County Court 08-21-2024, 09-04-2024, 09-11-2024
- B) Check Register: August 2024

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

10) ADJOURN

The City Council may recess/adjourn to Executive Session under ORS 192.660(2) as follows: (a) Employment of Public Officers, Employees, or Agents; (b) Discipline of Public Officers, Employees, or Agents; (d) Labor Negotiations; (e) Real Property Transactions; (f) Exempt Public Records; (g) Trade Negotiations; (h) Litigation [Current or Potential]/Consult with Legal Counsel; (i) Performance Evaluation of Public Officers and Employees; (j) Trade Negotiations; and/or (l) Labor Negotiations.

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 889-7684 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.



CITY COUNCIL MEETING MINUTES September 10, 2024

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, September 10, 2024, in the Council Chambers of City Hall. Council members present were Deborah Folden, Susann Mills, John Kirby, and Eddie Melendrez. Sam Baker and Penney Bakefelt were excused. Ken Hart arrived at 6:23pm.

Staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Clint Benson, Kari Ott, Tatiana Burgess, Marshall Pierce, Al Haun, Andy Wood, and Eddie Alvarez.

The meeting was recorded, and copies are available at City Hall.

AGENDA

This Agenda was posted September 6, 2024. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

MELENDREZ moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-out; Hart-out; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 4/0/3.

CONSENT AGENDA

KIRBY moved, MILLS seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF APPROVAL OF COUNCIL MEETING MINUTES OF AUGUST 27, 2024**. Roll call vote: Mills-yes; Baker-out; Hart-out; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 4/0/3.

PUBLIC COMMENT

Michelle Fisher, Ontario, stated: *I just have questions, and I hope I don't go too long. So I kind of went around asking different people different questions about what's going on right now with the deflection with the police and Lifeways, and nobody's here to answer my questions. So I need to know is what the state, that the people at the westside flats over by Love's, what is the final date that they have to get out of there and moved to the eastside?*

Mr. Cummings stated the property out in the flats was in the county. The city had no jurisdiction.

Ms. Fisher: *I was understanding it was city, I'm sorry. So then to work together then, people are not allowed to take their campers or vehicles into the encampment, so we need to know what to do with those items for those people.*

Mr. Cummings stated the camp the city set up did not allow for vehicles. The reason was because vehicles and people sleeping on the ground in tents, did not mix. Currently, the city did not have a place for vehicles. The county had some vacant ground, so they might be able to find some spots for campers. The law did not require the city to provide campers, and the city did not have property that could be set aside for that. The county had more property and more money than the city, so they might be able to help with that.

Ms. Fisher: *Thank you Councilor Cummings, and please don't feel like I'm trying to attack, 'cuz I'm not. So, now I'm going to ask about deflection, I hope I don't get ***** until all night though, so when I read about the*



deflection money coming to the county, it was my understanding, as it was, that the money was actually for the county, but it would go to the deflection centers, as well as maybe some to the police, so we do have more deflection centers than Lifeways, and we need to kind of be aware of that. As a community, if we want to help the community, everybody needs, and it doesn't happen at all times, you could get along, you could work it out. If we have places to send people, don't tell them there's a six wait list. A lot of times I'm hearing those wait lists and it's just so you look like you're "so darn big that you outdo everybody". Not true. I do work with Four Rivers Recovery, and we are really, really good at placing people into treatment centers. You won't have a wait with us any more than a week, if that long. We usually turn people over within three days if they need residential treatment. For the community to get better, we gotta all be better. Firm, consistent, and fair. We all gotta do the same thing. I want to help the community. You guys want to help the community, or you wouldn't be sitting there. People here want to help the community. The community needs to work together if we want to help our addicts and our homeless. I understand bad things happen, and I understand that we all have our own experiences with things that happen to us. However, we're not perfect, either. And we can look in any body's, any church, any religion, white man, black man, Hispanic, sorry if I'm doing anything wrong, every single group has a bad apple. And sometimes people just need help. Sometimes people don't want help, and that's their business, too. But if we can help, we need to help. And that's how I feel. Oh, Councilman Cummings, I did want to comment on your interview with the Argus Observer about some people from the city going out and cleaning up and getting rid of the weeds as a fire hazard. Is this correct?

Mr. Cummings stated that was correct.

Ms. Fisher: Okay. So what was reported to me, because people talk, is that they picked up a little bit of grass, of trash, and then just stood around the rest of the time. If we want to stop the fires, it needs to be done all over town. There's dead yards, dead fields, dead everything. So, don't pay your people to go out there and then not do it. I'm not sure of the whole logistics of that, but if the weeds aren't cut down, we're still waiting for another fire.

Mr. Cummings stated Public Works had been out there, and they bladed the weeds on the east side between the city's site and the residential homes. The Fire Chief applied for a grant to do more fire control in that area. However, there was no word on the grant yet. He was not aware of anyone just standing around out there. There were a few camp sites that had moved out, who left a mess. Public Works had cleaned up those individual sites, and removed the garbage. No other fire control had been done yet.

Ms. Fisher: I understand that. So on that note, I'm just going to put it out there that you've got 50 people out there now and you're, we're emptying the eastside flats, expecting them over there, so just a bug in your ear, we might need another dumpster, another port-a-potty, but I'm just suggesting putting it out there. You're going to have at least double the people now.

Mr. Cummings asked who was emptying that out? Since that was in the county, they were supposed to be dealing with those staying in the county, providing them a place. The city was only supposed to provide a spot for those within the city limits. Hopefully, the county would step up and help. If the county was making them move, sending them to the city's site, that should not be happening. They should be providing their own site for those people in the county. The city stepped up for those within the city limits, not outside, because that would overrun the city's site. He had been contacted by the state telling him they were sending more people over this way, and he told them no. The law was that if they were on a certain piece of property, that area needed to be provided for by that entity, or just leave them where they were. The city was struggling for the funds to take care of what was already being provided, and could not take on all the state and county people. He wanted to know who was telling her they were moving that site.

Ms. Fisher: Right, and that makes sense. I just hear everything from everyone, and you have to pick and choose sort of, so I'm confused at this point because I thought at the beginning you told me that eastside is county, so this is why they're thinking everybody is going to up and move to east side.

Mr. Cummings stated the east side was the city property in the city limits, and the city provided that site for those living on city streets or in the parks. The flats were in the county, and if the county was moving those people, the county needed to provide a site for them to go to.



Ms. Fisher: *Okay. Alright. I think that's what I needed. And I want to let you know that I don't usually come and just sit and say what I want and leave. I sit here because I am concerned about the community. I'm not going to say, okay, I'm here and asked for a want and now I'm leaving again. I want to see what's going on. I want to know what's going on, and how I can help.*

Mr. Cummings stated they wanted the same thing. He was just asking the county to help, and to provide places for those living in the county. Don't send them to the city because that site was not big enough for all of them.

Councilor Melendrez thanked Ms. Fisher for asking her questions, and he could tell she cared for the community, and was seeking resolution. They needed to work together to ask the county to step up, as Mr. Cummings said.

Travis Williams, Ontario, stated: *Thank you, Mayor and Council. My name's Travis Williams, District Manager for Ontario Sanitary, so I just wanted to come in and introduce myself, get to know you guys a little better. I talk to Dan quite a bit, so we thought to come in and introduce would be a good public speaking point. So, I just wanted to give a kind of update on Ontario Sanitary for everybody. Two years ago the acquisition with Waste Connections bought the business from Scott Wilson. We still have Nathan Wilson and Ryan Wilson on staff. I use Nathan probably more than he wants as far as operational stuff because he knows more than I'll ever know about the Ontario business. I ask him daily questions, so he's been a huge help, and I hope he continues to help and doesn't shy away. I hope he stays on. Kind of some staffing updates – we've hired three new drivers since the middle of July. One was a replacement driver that left two additional drivers we hired because we kind of realized we had a shortage in staffing. So, over the past two months, I would say, I know there's been some complaints about some misses and recycling problems and just basically being short-staffed, so we've addressed that. Replaced the staff, however, they are still training, so there's a little bit of a learning curve with those people, too, so we will get there. We're working towards that, getting them up to speed. We do have, right after we hired the two additional plus the one we replaced, we had two people go on leave. One was for medical leave, and one that on, he had a baby so he's spending time with his family, so we went forward and now we're back. And, unfortunately, one of those individuals that's on leave was the recycling driver, and there's only one other person who can do that recycle route, so that's where a lot of the recycling issues have been. We've utilized the Hardin Sanitation drivers to help out in Ontario, as well, which is pretty awesome of them to step up and help out because they don't know anything about the City of Ontario as far as streets and some of these areas that we service. So, that's been a learning curve as well. We're getting there, making sure we service everybody, and I just want to reiterate too that if there's ever, if you guys ever get any complaints or issues or misses that, you know, somebody calls in, let us know. Dan has my number. I've talked to him quite a few times about some issues. We want to make sure we get those people taken care of, the people that are kind of helping out, they don't know the areas very well, so it's hard to know if they missed somebody, so it's awesome that people call in and you forward that on to us so we can make sure we take care of them. I was talking to Dan about this, too. We've started some talks about reopening the transfer station. We're not there yet. It might take a little bit of time to kind of figure all that operational piece out, but we want to get there so we can provide that service to the citizens of Ontario, they have a place to go, you know if they have some extra trash that will fit in their car and they don't want to have to drive all the way to the landfill in Payette, so give that option to use that, here. Trucks – we have one new truck coming in December, two new trucks scheduled for next year, kind of updating the fleet, getting everything up to speed, so doing that. And then, on top of the trucks, I know there was some complaints about containers, not having enough containers, and not being able to satisfy, but we have containers now. We put in two large orders, and we have one more coming, as well, one more order coming, so we shouldn't have that issue going forward. And then Dan and I kind of talked about this a little bit ago. In July, 2025, the Oregon RMA kicks off. We've been kind of dealing with that and filling out some surveys and whatnot. Basically, it's the Recycling Modernization Act for the State of Oregon. And so, there's some community outreach and education that is going to need to happen to kind of inform people what can be recycled. The recycling list is going to grow, basically. So, I would like to sit down with Dan or all of you in a work session or something if we could work that out, to kind of plan some community outreach programs and some community events that we can attend and help out and get that education piece out there because it's going to be a lot more recycling than what we currently do. So, I want to make sure we get that covered. Yeah, that's basically all I wanted to come in for. Again, if you guys have any issues or concerns, please feel free to reach out. Dan, like I said, has my phone number, so feel free to reach out whenever.*



Councilor Kirby stated on their website, the calendar for garbage collection for his area, last year he had gone to their office and picked up a paper that gave him lawn the clippings calendar, and it wasn't available on the website this year.

Mr. Williams: *Ya, there was, actually today, we just had to, I'm not part of it and I'm thankful for that, but it was a photoshoot, to update our new website. We're in the process of updating that because it did get kind of pushed off to the side, nobody updated it. We've updated the yard debris dates, all that stuff, the holidays and everything, so it is getting updated currently. I would imagine probably another month before they finalize it, but we should have that, and then we're kind of nearing the end of yard debris, so that calendar's not going to help, but it'll be set for next year.*

Councilor Mills thanked Mr. Williams because one of his truck drivers had done a little damage on one of her properties, and while she had spoken with Mr. Williams on the phone, the driver did an excellent job, and was very personable. She commended them for having such good employees.

Mr. Williams: *Well, I appreciate that. I was going to ask you how that turned out. I was hoping you'd say something. I figured you'd let me know either way.*

Councilor Melendrez thanked Mr. Williams for his update. He understood that everyone was short-staffed, and he appreciated that he wanted people to contact him with any questions.

Mr. Williams: *Ya, a big part of this training piece with the new hires, like I said, some of them have never done this before, or even been in the area so they're not familiar with the area, so naturally they'll miss something and if nobody calls, we think we got everybody. It's hard to know, so calling in and, you know, even if it's a week late, somebody didn't realize and like, oh man, they missed me last week, we'll gladly credit that service. There's no reason to pay for a service that wasn't provided. So, we want to make sure we cover that.*

Mr. Cummings agreed that he and Mr. Williams talked quite a bit, and when he received a complaint and gave it to him, he was right on it every time, so he commended him for that. He was really stepping up and fixing issues. Everyone was having personnel issues, so he appreciated him responding quickly. The Wilson's had done the same before, so service was getting back to where it had been.

OLD BUSINESS

Ordinance #2828-2024: Amend Ordinance #2826-2024, Section 3(d) ODOT Conditions

Dan Cummings, City Manager, presented.

The proposed ordinance was based on a request to amend Section 3(d) of Ordinance #2826-2025, to reflect the wording required by ODOT for approval of the zone change.

On June 25, 2024, the City Council approved Ordinance #2826-2024, an ordinance for a Comprehensive Plan Map and Zoning Map amendment and Rezone of Tax Lot 3500, Map 17S47E33D from High Density Residential to General Commercial, and Tax Lot 3700, Map 17S47E33D, Tax Lots 200, 300, and 900 on Map 17S4733DD from Heavy Industrial to General Commercial zone as set forth in Action 2024-02-04-CPAMP. In Ordinance #2826-2024, certain conditions were set, one of those being Section 3(d) dealing with maximum daily traffic and the requirement of traffic studies. The city was made aware that condition 3(d) of Ordinance #2826-2024 did not cover the approval request by the Oregon Department of Transportation (ODOT) as agreed to by all parties. Therefore, at the request of ODOT, Ordinance #2826-2024, Section 3(d) was only being amended to meet the agreed upon requirements.

KIRBY moved, HART seconded, IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THE CITY COUNCIL APPROVE ORDINANCE #2828-2024, AN ORDINANCE AMENDING ORDINANCE #2826-2024 TO CORRECT SECTION 3(D) TO MEET OREGON DEPARTMENT OF TRANSPORTATION (ODOT) APPROVED REQUIREMENTS, AT A SINGLE MEETING BY TITLE ONLY. Roll call vote: Mills-yes; Baker-out; Hart-yes; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 5/0/2.



FOLDEN moved, KIRBY seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THE CITY COUNCIL APPROVE ORDINANCE #2828-2024, AN ORDINANCE AMENDING ORDINANCE #2826-2024 TO CORRECT SECTION 3(D) TO MEET OREGON DEPARTMENT OF TRANSPORTATION (ODOT) APPROVED REQUIREMENTS, AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Baker-out; Hart-yes; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 5/0/2.

PUBLIC HEARING

Resolution #2024-114: Amending Building Department Permit Fees

It being the date advertised for a public hearing on the matter stated above, the hearing was declared open. There were no objections to the city's jurisdiction to hear the action. No abstentions, ex-parte contact, or declarations of conflict of interest were stated.

Tatiana Burgess, Planning Director, presented.

Resolution #2024-114 proposed to amend existing Building Department permitting fees, to comply with state regulatory requirements. The amendment was prompted by the new permitting software that the Building Department was transitioning to.

The last fee review was done in 2021, but no modifications were made to the fee schedule adopted in 2013, by Resolution #2013-115. There had been several regulatory changes that had not been addressed in the fee schedule, which resulted in incorrect permit fee calculations. The attached resolution implemented permitting fees that were consistent with state requirements and standards, as well as adding clear and concise fee descriptions to increase transparency and accountability. It was also to maintain a competitive fee schedule that was attractive to investors, developers, and taxpayers.

Current and adopted permitting fees from neighboring communities were analyzed. Among the jurisdictions reviewed were Malheur County, Harney County, Cities of LaGrande, Baker City, as well as Payette County, Idaho, and City of Fruitland, Idaho. It was worth noting that Malheur County's Building Department was the designated and contracted party to conduct all inspections in the unincorporated Malheur County area and in the cities of Vale, Nyssa, Adrian, and Jordan Valley. The Malheur County Building Department also conducted all plumbing and electrical inspections within the City of Ontario. The proposed fees were proportionate to Ontario's tax base and jurisdiction size and were lower than those of the building departments of both Malheur and Payette Counties, as well as the City of Fruitland. To create the proposed resolution, a comprehensive fee analysis was conducted under the guidance of Building Codes Division Implementation Specialist Kelly Marshall.

Notice was given to the Building Codes Division Rules Coordinator on September 5, 2024, as required per OAR 918-020-0220. Per OAR 918-050-000, municipalities were required to implement a uniform methodology to adopt permitting and inspection fees, to provide consistency in fee calculations. Where a permitted item was not covered by the methodology in those rules, a municipality could either develop a reasonable permit fee, or calculate a fee using a similar program area's methodology. The rules did not supersede or repeal the existing provisions of the state building code and related rules.

The Hearing was opened for public testimony. Opponents: None. Proponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

HART moved, BAKER seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2024-114, A RESOLUTION TO AMEND BUILDING DEPARTMENT PERMIT FEES, EFFECTIVE NOVEMBER 18, 2024.** Roll call vote: Mills-yes; Baker-out; Hart-yes; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 5/0/2.



DEPARTMENT HEAD UPDATES**Community Development: Quarterly**

Tatiana Burgess, Planning Director, presented.

Fire: Quarterly

Clint Benson, Fire Chief, presented.

Councilor Melendrez thanked Chief Benson, and while he didn't know how he missed the firefighter celebration, he was glad the Mayor attended.

Mayor Folden thanked Chief Benson for all his department did in protecting the city.

HAND-OUTS**Monthly Department Stats**

Public Works, Fire & Rescue, Police, Code Enforcement: August 2024

Packet

V&C Board: Sep, 2024

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Mayor Folden congratulated Andy Wood, Airport Manager, for the STOL event. It had been a huge success, and was well put together. She thanked him for all he did.

Councilor Kirby stated he attended the event on Friday, and the layout was excellent. The water truck drivers (hehe) kept the dust down, and they received no complaints. The group wanted to come back in the spring next year, so that was a great thing.

- Councilor Melendrez invited everyone to attend the Americans for the Arts presentation on Monday, September 16th, 10:00-11:00 at Four Rivers Cultural Center. It would be hosted by Randy Cohen, VP, of Research at the Americans for the Arts, Washington, DC. The presentation would show the importance of arts and the economic impact it had on our community. The arts brought in millions of dollars to the community,
- Mayor Folden stated there would be a memorial 9/11 ceremony on September 11th, at 11:00 a.m. in front of the Cultural Center, and invited everyone to attend.
- Councilor Hart asked Mr. Cummings about sidewalk work on 5th. They started off strong, but now it'd slowed down. Every morning there was a cone maze to get to work, so he wanted to know when this was going to move forward towards finishing. And, who was in charge of setting up the cones after they'd been knocked over.

Al Haun, Assistant Project Manager, stated they'd held a construction meeting that day. They were pushing to get the pavement sped up. The cones, they were working on those daily. They tried to make it a "drive thru". Every time a cone was knocked over, it was set back up, and it was just knocked over again almost immediately. It was a very tight spot, and the speed had been reduced. They planned to begin the embankment project in two weeks, so there would be a delay in that area, closing down to one lane. There would be lights at each side of the overpass. He asked everyone to please be understanding and be patient. They believed the project would move quickly, and hoped for a 4-week time frame on the one lane closure.

Councilor Kirby asked again about the pole that was sitting by the water tanks. He'd asked if it was going to be moved previously, but was told no. Was there any reconsideration for that?



Mr. Haun stated it had not been reconsidered, but he could bring that up in discussion. It was outside of where the road was full-width, and it was in a swale. Maybe they could contact Idaho Power to see if it was going to be unsafe or a road hazard. There would be a six foot swale between the edge of the sidewalk and where the curb would be. At this point, the project did not consist of widening the road.

- Councilor Hart asked if any communication had been received regarding the pool.

Mr. Cummings stated no. He did not believe they'd pulled their permit. He had heard it had been put on hold for more funding, but nothing official had been received by the city.

- Councilor Hart stated he had previously brought up the TOT tax, and the city's responsibility for it because the city administered it. He thought the recipients had an obligation every so often to appear before Council to give an update on how those funds were used.

Mr. Cummings agreed. John Breidenbach planned to give a report soon, and he was working with Four Rivers Cultural Center to get someone to give an update, as well as the fairgrounds. They all used to appear before Council once a year, but that had fallen behind. He would work with them to get them all scheduled annually, at a minimum.

Councilor Hart stated they had dedicated some of the TOT tax to the Recreation District for pool maintenance, once it opened. Was the city sitting on those funds? Since it wasn't open yet, it would not be appropriate to distribute now.

Mr. Cummings stated he believed that no funds had been disbursed.

EXECUTIVE SESSION

Executive Session: ORS 192.660(2)(f)

An executive session was called at 7:03 p.m. under provisions of ORS 192.660(2)(f) to Consider Information that is Exempt from Public Discussion. Council entered into a second Executive Session at 7:25 p.m.

Executive Session: ORS 192.660(2)(i)

An executive session was called at 7:25 p.m. under provisions of ORS 192.660(2)(i) to discuss the City Manager's Annual Evaluation. The Council reconvened into regular session.

ACTION FOLLOWING EXECUTIVE SESSIONS

KIRBY moved, MILLS seconded, **THE CITY COUNCIL SUBMIT CLAIMS TO PARTICIPATE IN THE 3M, DUPONT, TYCO, AND BASF CLASS ACTION SETTLEMENTS IN THE AQUEOUS FILM-FORMING LIABILITY LITIGATION CURRENTLY CONSOLIDATED IN THE UNITED STATES DISTRICT COURT OF SOUTH CAROLINA. CITY STAFF AND LEGAL COUNSEL ARE AUTHORIZED TO TAKE THE STEPS NECESSARY TO SUBMIT CLAIMS FOR EACH CLASS ACTION SETTLEMENT.** Roll call vote: Mills-yes; Baker-out; Hart-no; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 4/1/2.

HART moved, KIRBY seconded, **BASED UPON THE ANNUAL REVIEW OF DAN CUMMINGS, CITY MANAGER, HE RECEIVE A COLA OF 3.5%, WHICH IS IN LINE WITH OTHER NON-REPRESENTED STAFF, AND TO HAVE THAT RETROACTIVE BACK TO JULY 1, 2024, WHEN OTHER STAFF RECEIVED THEIR COLA.** Roll call vote: Mills-yes; Baker-out; Hart-yes; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 5/0/2.

Councilor Hart commented that this represented how happy the Council was with Mr. Cummings', and what he's done for the city this last year, and it was hoped that he continued to do a good job, and to keep the Council line when necessary.



ADJOURN

HART moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Baker-out; Hart-yes; Bakefelt-out; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 5/0/2.

ACCEPTED:**ATTEST:**

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder



**CITY OF ONTARIO
MAYORAL PROCLAMATION #2024-103
NATIONAL HISPANIC HERITAGE MONTH
AND
RECOGNIZING EVA CASTELLANOS AS A
PIONEER OF CHANGE**



- WHEREAS,** Hispanic Heritage Month is celebrated the last half of September through the first half of October; and
- WHEREAS,** It was started by President Lyndon B. Johnson as a week-long celebration, later expended to 30 days by President Ronald Reagan, to promote the history, culture, and contributions of Hispanic and Latin Americans through festivals and educational activities; and
- WHEREAS,** The 2024 theme is "Pioneers of Change" and local "Pioneer" Eva Castellanos has lived in this area for many years, as a mother, healer, artist, activist, and teacher; and
- WHEREAS,** Eva has embraced Eastern Oregon as her home, while continuing to share her Hispanic heritage with pride. She has become an important figure among Mexican Americans due to her creations of paper and wax flowers used at baptisms, weddings, and quinceaneras; and
- WHEREAS,** Eva, after the birth of her last child, was spiritually called to be a Curandera, a practice that blends the indigenous Mexican traditions;
- WHEREAS,** Many years in the fields, struggling with poverty and other difficulties, engendered her activism. For over 30 years, she has worked with young people, including troubled youth. She teaches art as a tool for personal and social transformation. The "root" of culture, she argues, can heal social dislocation and strengthen communities; and
- WHEREAS,** Eva has been recognized by President Richard Nixon as a national treasure with prestigious honors; and acknowledged by President Ronald Reagan through a National Heritage Award, National Public Radio has shared articles about her healing activities, and Four Rivers Cultural Center has showcased her floral art; and
- WHEREAS,** Eva has demonstrated her commitment to Ontario by sharing her culture and caring for the people and youth of the community.

NOW, THEREFORE, BE IT RESOLVED that I, Deborah K. Folden, Mayor of Ontario, Oregon, do hereby acknowledge National Hispanic Heritage Month, and the life of Eva Castellanos as a Pioneer of Change during National Hispanic Heritage Month.

Dated this 24th day of September, 2024.

Deborah K. Folden, Mayor



**AGENDA REPORT
NEW BUSINESS
September 24, 2024**

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **CONSTRUCTION CHANGE ORDER #4: SE 5TH AVENUE PROJECT**

DATE: September 17, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE IRVCO CHANGE ORDER #4 TO MODIFY CONSTRUCTION SCHEDULE AND SEQUENCING TO ALLOW FOR A SINGLE LANE BRIDGE CLOSURE AND RELATED EXPENSES AND AUTHORIZE THE CITY MANAGER TO SIGN THE RELATED DOCUMENTS.

SUMMARY:

A Change Order for Irvco Construction is attached for approval.

BACKGROUND:

The original design and traffic control plan for this project allowed for full bridge closure along 5th Avenue. In May (Memorial Day weekend), this was attempted and not well executed due to the delays caused to motorists. ODOT prefers that the city keep at least one lane open to minimize impacts to motorists. As such, a revised traffic control plan was needed, construction work was re-sequenced, and additional time and materials required, above and beyond the project's base-contract/awarded scope of work. ODOT has awarded the city grant funding to implement the project, and a portion of those funds are being used to fund this construction change order.

CURRENT SITUATION:

Irvco Change Order #4 is ready for approval, paid for with remaining ODOT grant funds. The amount of the change order is \$167,586.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the growth section of the city's Strategic Plan.
- B. **FINANCIAL** ODOT grant funds are being used to fund the project, with remaining funds being used for this change order.
- C. **TIMING** Time is of the essence in completing the project.

- D. **POLICY/LEGAL** The City Council is required to approve the contract amendment for Change Order #4.

ALTERNATIVES:

If the City Council does not approve the change order, the project will be put on hold with incomplete sidewalks/road work, as well as risk extended General Condition costs that would be the city's responsibility to pay.

RECOMMENDATION:

Staff recommends approving Irvco Change Order #4.

ATTACHMENTS:

1. Ontario SE 5th Ave, 2024-07-17, CO #04 One-Lane Construction_rev

Change Order No. 4

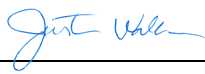
Date of Issuance:	September 18, 2024	Effective Date:	September 18, 2024
Owner:	City of Ontario	Owner's Contract No.:	
Contractor:	Irvco Asphalt & Paving, Inc	Contractor's Project No.:	
Engineer:	Keller Associates, Inc.	Engineer's Project No.:	217032-005
Project:	SE 5 th Avenue Pedestrian Facilities	Contract Name:	Same as project

The Contract is modified as follows upon execution of this Change Order and includes the following components:

- Provide modified and additional traffic control to accommodate single-lane construction from SE 10th St to SE 13th St as illustrated in Change Order Proposal Request (COPR) #9 which increases the cost by \$56,716.00.
- Provide and place additional fill material for embankment work in a different sequence to accommodate the single-lane construction from SE 10th St to SE 13th St as illustrated in Change Order Proposal Request (COPR) #9 which increases the project cost by \$108,870.
- Complete paving for west portion of project separately from bridge section which has resulted in two paving sequences (original schedule was based on one) which increases the project cost by \$2,000.00.

Attachments: *Contractor cost proposals*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$858,391.00</u>	Original Contract Times: Substantial Completion: <u>120 calendar days from NTP</u> Ready for Final Payment: <u>150 calendar days from NTP</u>
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : <u>\$ 53,379.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : Substantial Completion: <u>44 days</u> Ready for Final Payment: <u>44 days</u>
Contract Price prior to this Change Order: <u>\$911,770.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>164 calendar days from NTP</u> Ready for Final Payment: <u>194 calendar days from NTP</u>
Increase of this Change Order: <u>\$167,568.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>49 calendar days</u> Ready for Final Payment: <u>49 calendar days</u>
Contract Price incorporating this Change Order: <u>\$1,079,356.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>213 calendar days from NTP</u> Ready for Final Payment: <u>243 calendar days from NTP</u>

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____
Date: <u>9/18/2024</u>	Date: _____	Date: _____
Approved by Funding Agency (if applicable)		
By: _____	Date: _____	
Title: _____		



PROPOSAL REQUEST

PR NO.: 9

PROJECT: SE 5th Avenue Pedestrian Facilities

ISSUED BY: Justin Walker, PE

CONTRACTOR: Irvco Asphalt and Gravel, Inc.

PROJECT NO.: 217032-005

ATTENTION: Kevin Johnson

DATE ISSUED: 06/11/2024

Please submit an itemized proposal for changes to the Contract Sum and/or Contract Time for proposed modifications to the Contract Documents described herein. Please submit the proposal by the date listed below.

Purpose: Reduce traffic delays/disruption from closing the bridge.

Description of Work: Modify prosecution of work, schedule, traffic control plan and measures, and adjust the roadway improvements to facilitate one-lane traffic between SE 10th Street and SE 13th Street during construction of roadway, embankment, sidewalk, and appurtenances. Contractor shall provide a traffic control plan stamped by an Oregon licensed professional engineer for review and approval by Owner. Plan shall include advance signage and notification (at a minimum) as outlined in the contract documents. Change order proposal request shall include cost and schedule implications. The duration of lane restrictions shall be minimized as much as possible but shall in no case extend longer than 30 days.

If possible, traffic control measures/restrictions between SE 10th Street and SE 13th Street shall be delayed until ODOT has completed ADA improvements along East Idaho Avenue.

It is noted that if the pavement cut line on the east side of the bridge must be shifted to the south to safely accommodate one-lane traffic, the new asphalt cut line should be moved to the center lane to stay away from the wheel path. Furthermore, the length of the shifted asphalt cut line should be kept as short as can be safely accommodated.

Attachments: None.

Respond by: June 18, 2024

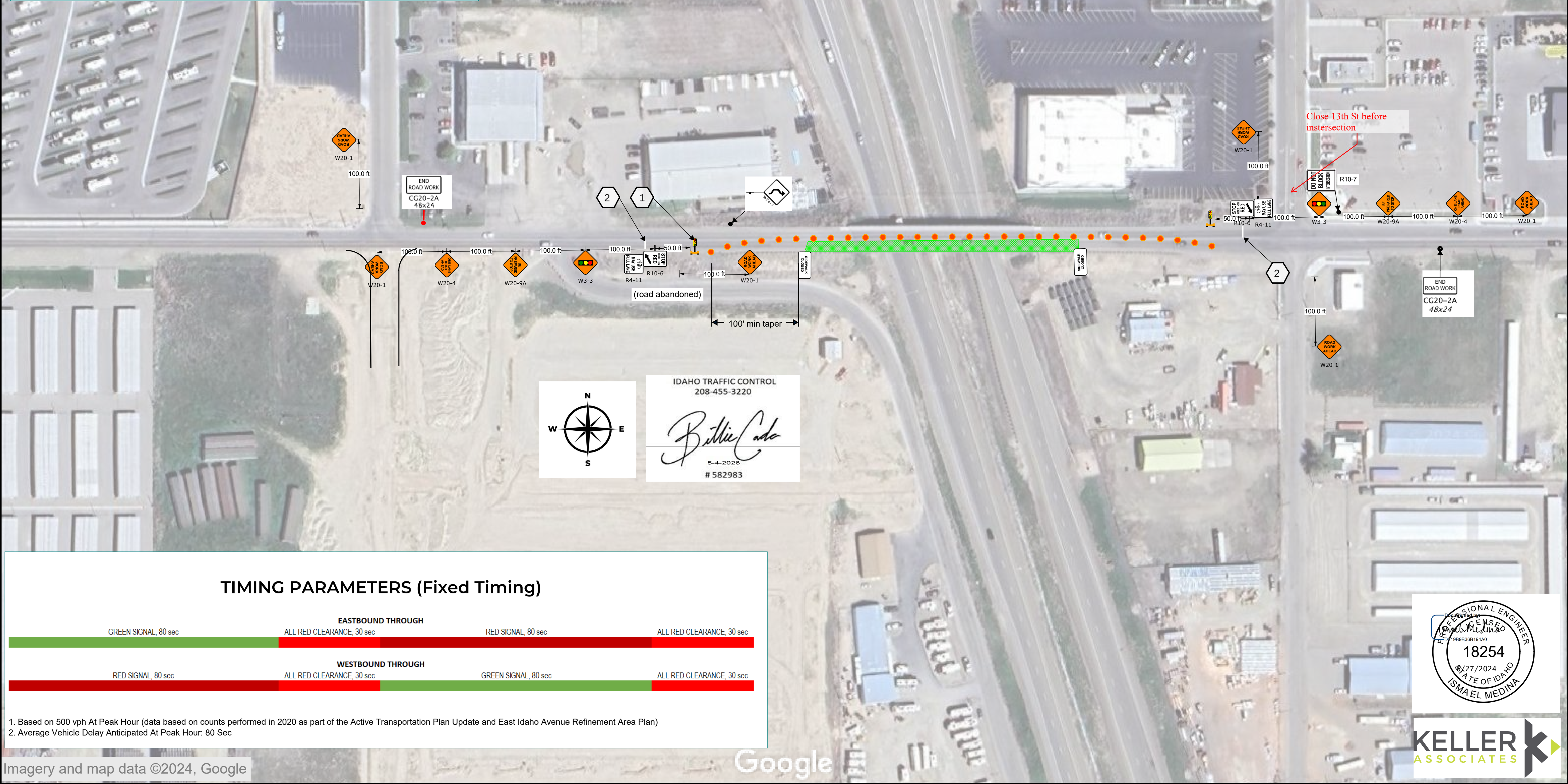
REQUESTED BY THE ENGINEER:

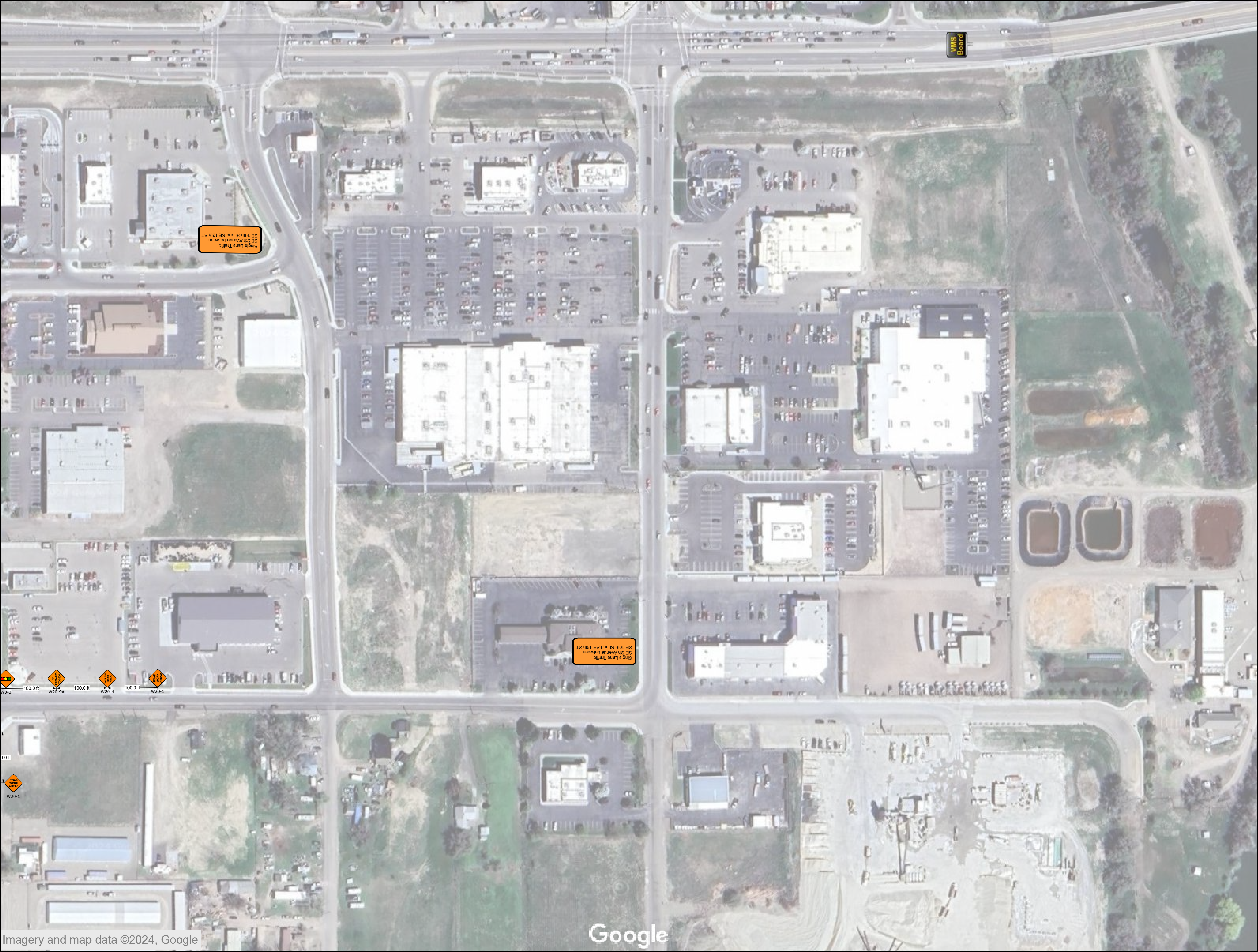
Justin Walker, PE (Project Manager)

(Printed Name and Title)

1. TEMPORARY TRAFFIC CONTROL MUST COMPLY WITH THE MOST RECENT IDAHO-ADOPTED VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE IDAHO SUPPLEMENTS TO THE MUTCD.
3. ALL DISTANCES BETWEEN SIGNS ARE MINIMUMS AND MAY REQUIRE SPACING ADJUSTMENTS IN THE FIELD DEPENDING ON CONDITIONS.
4. EXISTING SIGNS THAT CONFLICT WITH TEMPORARY TRAFFIC CONTROL DEVICES MUST BE COVERED OR REMOVED. IF THE CONTRACTOR REMOVES THE SIGNS, IT MUST BE THE CONTRACTOR'S RESPONSIBILITY TO RESET THE SIGNS AND/OR REPLACE ANY SIGNS THAT ARE DAMAGED AT HIS OWN EXPENSE.
5. SIGNS SHALL BE PROMPTLY REMOVED, LAID DOWN AWAY FROM TRAFFIC AT THE RIGHT-OF-WAY LINE, OR COVERED WHENEVER THE MESSAGE IS NOT APPLICABLE OR NOT IN USE.
6. PRIVATE DRIVEWAY ACCESS MUST BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE AFFECTED PROPERTY OWNER IN ADVANCE.

- | | |
|---|--|
| 1 | POSITION SIGNAL HEAD OVER CENTER OF LANE |
| 2 | PAINT TEMPORARY 12-INCH WIDE STOP BAR |







Traffic Control to accommodate single-lane construction

Item	Cost
Labor and Equipment	
Trucking	
Materials	
Concrete	
Traffic Control	49,200
Asphalt	
Material Testing	
Survey	
Portable	
Admin	700
Bonding	830
Insurance	830
Markup/Profit 10%	5,156
Total	56,716



SPECIALTY CONSTRUCTION SUPPLY

348 Northwest 13th Place • Meridian, Idaho 83642
 Phone (208) 322-6800 • Fax (208) 322-2636 • Toll Free (888) 574-7732
www.specialtysupply.com

Idaho Public Works License # PWC-C-12763-AAA-2-4 (02785, 01550, 18700, 01570, 07100)

EIN # 20-8122260

DUNS # 19-710-7550

Contractor License # RCE-20560

Oregon Construction Registration #178588.

FUEID: PZCPJMVFSXL7

QUOTATION

Estimator: James Abbott

Page 1

REVISED 8/14/2024

Project: SE 5th Ave; SE 10th St-SE 13th St, Ontario
 Irvco

Bid Date: 8/14/2024

ITEM	QUANTITY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL
	2	month	Temporary Traffic Signals Includes timing. Does not include stop bars.	\$ 7,000.00	\$ 14,000.00
	2	month	Portable Changeable Message Board Includes 2 PCMS.	\$ 6,000.00	\$ 12,000.00
	2	month	Traffic Control Devices & Signs Per approved Engineer stamped plan. Includes Temp Tape Stop Bars.	\$ 3,400.00	\$ 6,800.00
	1	mh	Traffic Control Maintenance Covered door to door for all work between initial & final mobilizations. Contractor to determine quantity & frequency. Actual hours will be billed.	\$ 55.00	1,500
NEW	1	ls	Mobilization Includes initial delivery & final take down	\$ 10,500.00	\$ 10,500.00 8,000.00
	1	mh	Traffic Control Flagger Covered door to door, includes Flagging specific Advance Warning signs. Actual hours will be billed. Flagging is recommended for setup & take down of Temp Signals.	\$ 65.00	1,000
	6	week	Water Filled Barrier Includes 70 units covering approximately 420' of length. Actual quantity will be billed.	\$ 2,240.00	\$ 13,440.00
	16	hr	Water Truck + Driver Estimate only, actual hours will be billed.	\$ 185.00	\$ 2,960.00
	8400	gal	Salt Brine Deicer Barrier filler for cold weather. Actual quantity billed.	\$ 0.98	\$ 8,232.00
NEW	2	month	Road Closure Includes all signs, devices, & TCP design for closing SE 13th St on both sides of SE 5th Ave during Temp Signal Operation.	\$ 2,950.00	\$ 5,900.00

TOTAL

49,200

* Quantities are estimates only - unit price prevails.

* Bid bond not included in price - if required, add 2.5% to overall quote total.

* Prices quoted include sales or use tax.

* Totals and average prices are shown for your convenience.

Our invoice will reflect the unit prices for the actual quantities
 required and furnished.

* Does not include light towers.

* Prices are based on furnishing all of the material on this
 quotation. Prices on individual items may be negotiated.

* Quantities are based on our take off and are not guaranteed.

* Above prices quoted for acceptance within 30 days and
 apply to this project only.

Extra Fill and Embankment Costs to accommodate

Single lane on overpass

Item	Cost
Labor and Equipment	47,100
Trucking	38,510
Materials	17,360
Concrete	
Traffic Control	
Asphalt	
Material Testing	
Survey	
Portable	125
Admin.	800
Bonding	1,630
Insurance	1,630
Markup/Profit 10%	10,715
Total	117,870

Portion to be paid by
City is \$108,870.
Contractor responsible to
cover the remainder.



**AGENDA REPORT
NEW BUSINESS**
September 24, 2024

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **BID AWARD - EXCAVATION SERVICES: WATER METER MATERIAL
CONFIRMATION FOR LEAD/COPPER INVENTORY PROJECT**

DATE: September 17, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE BID AWARD TO OLSON LLC FOR THE EXCAVATION FIELD SERVICES CONTRACT IN THE AMOUNT OF \$30,585, PLUS A 50% CONSTRUCTION CONTINGENCY, FOR A TOTAL OF \$45,878, AND AUTHORIZE THE CITY MANAGER TO SIGN THE RELATED DOCUMENTS.

SUMMARY:

A contract for the excavation field services to confirm water service pipe material is attached for approval.

BACKGROUND:

The city has contracted with Jacobs Engineering to lead the water service line inventory compliance support. The city is required to develop an initial LSL (lead service line) inventory (as part of the Lead and Copper Rule revisions) by performing a preliminary records review to include field verification of service line material, and submit the inventory to Oregon Health Authority by October 16, 2024.

CURRENT SITUATION:

As the anticipated contract amount is less than \$50,000, the city was able to forego the formal procurement process and obtain quotes by reaching out to qualified contractors directly. The city reached out to three contractors, receiving only one proposal. Staff is prepared to award the contract and issue an Notice to Proceed for field services to commence.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the growth section of the city's Strategic Plan.
- B. **FINANCIAL** The city has budgeted \$100,000 for Lead and Copper Rule Revisions in total, and \$50,000 for this field support contract.

C. **TIMING** Time is of the essence. The inventory is due to OHA by October 16, 2024.

D. **POLICY/LEGAL** The City Council is required to approve the contract bid award.

ALTERNATIVES:

No viable alternative.

RECOMMENDATION:

Staff recommends approving the bid award to Olson LLC in the amount of \$30,585, plus a 50% construction contingency for a total of \$45,878.

ATTACHMENTS:

1. LeadandCopper Excavation Services Agreement

AGREEMENT

THIS AGREEMENT is by and between City of Ontario (Owner) and Olson, LLC, (Contractor).

Owner and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

WORK

Contractor shall complete the Work as specified or indicated in the RFP. The Work is generally described as follows:

Work will include vacuum excavations and visual and physical inspections to confirm the type(s) of material(s) that make up privately owned and publicly owned service lines on each side of water meter boxes throughout the City.

The Contractor shall provide all labor and equipment required to complete vacuum (air or hydro) excavations, service line material verification tests, and subsequent surface restoration (where applicable at locations unable to confirm via excavation inside meter box) at up to 341 water service lines located throughout the City's water service area. It is expected that the majority of service lines can be confirmed via excavation within the meter box, however, those that are not able to confirm in this manner, it is expected that two vacuum excavations will be needed at each service line to ensure the service line isn't comprised of multiple materials (e.g., copper to the water meter box and lead from the water meter box to the building), with the possibility of additional vacuum excavations due to obstructions (i.e., roots, large rocks, etc.) preventing access to the water service line.

These vacuum excavations will generally involve the removal of soil and rock either as dry, loose material (air-vac), or as a slurry (hydro-vac).

See RFP for additional information.

CONTRACT TIMES

Time of the Essence: Time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the RFP and below, are of the essence of the Contract.

Dates for Substantial Completion and Final Payment: The Work shall be substantially completed on or before the dates provided in the table below and completed and ready for final payment.

Project Element	Substantial Completion and Final Completion Dates
Excavations complete and inventory worksheet submitted	October 24, 2024. Contractor to submit as an interim milestone, the inventory worksheet regardless of completeness by October 11, 2024.

CONTRACT PRICE

Owner will pay Contractor for completion of the Work in accordance with the compensation schedule (Attachment A as part of the RFP).

PAYMENT PROCEDURES

Final Payment: Upon final completion and acceptance of the Work in accordance with the RFP. It is anticipated that once invoice will be submitted, once work is Finally Complete.

CONTRACTOR'S REPRESENTATIONS

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- Contractor has examined and carefully studied the RFP and the other related data identified in the Bidding Documents.
- Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- Contractor has considered the information known to Contractor; information commonly known to Contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on 1) the cost, progress, and performance of the Work; 2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and 3) Contractor's safety precautions and programs.
- Based on the information and observations referred to above, Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- Contractor is aware of the general nature of Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents. Contractor has given Owner written notice of conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Owner is acceptable to Contractor.
- The Contract Documents are generally sufficient to indicate and convey understanding of terms and conditions for performance and furnishing of the Work.

CONTRACT DOCUMENTS

Contents: The Contract Documents that are attached to this Agreement (except as expressly noted otherwise) consist of the following:

- This Agreement
- City of Ontario Professional Vacuum Excavation Services Service Line Inventory Identification – REQUEST FOR PROPOSALS (RFP) and included Attachments, dated September 12, 2024.

The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- Notice to Proceed
- Work Change Directives
- Change Order(s)

There are no Contract Documents other than those listed above in this Article.

MISCELLANEOUS

- **Successors and Assigns:** Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.
- **Severability:** Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- **Assignment of Contract:** No assignment by a party hereto of any rights under or interests in the Contract shall

be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under the Contract Documents.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement in triplicate. One counterpart each has been delivered to Owner, Contractor, and Engineer. All portions of the Contract Documents have been signed or identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____, 2024_(which is the Effective Date of the Agreement).

Owner: City of Ontario, an Oregon municipal corporation

By: _____

Dan Cummings, City Manager

Date: _____

Contractor: Olson, LLC

By: _____

Micah Olson, Owner

Date: _____

END OF SECTION

City of Ontario
Professional Vacuum Excavation Services
Service Line Inventory Identification



REQUEST FOR PROPOSALS

PROPOSALS DUE:

Thursday, September 12, 2024

11:00 AM, Mountain Time

to

Marshall.Pierce@jacobs.com

CITY OF ONTARIO
Request for Proposals
Professional Vacuum Excavation Services
Service Line Inventory Identification

The City of Ontario (“City”) is requesting proposals from qualified contractor firms or individuals to perform vacuum excavations and visual and physical inspections to confirm the type(s) of material(s) that make up privately owned and publicly owned service lines on each side of water meter boxes throughout the City.

The Contractor shall provide all labor and equipment required to complete vacuum (air or hydro) excavations, service line material verification tests, and subsequent surface restoration at up to 341 water service addresses located throughout the City’s water service area. It is expected that service line material (both city-side and building-side of meter) can be either confirmed by vacuum excavation within the meter box, or if not, two vacuum excavations will be needed at each service line to ensure the service line isn’t comprised of multiple materials (e.g., copper to the water meter box and lead from water meter box to the building), with the possibility of additional vacuum excavations due to obstructions (i.e., roots, large rocks, etc.) preventing access to the water service line.

All proposals must be submitted to City Engineer, Marshall Pierce, by email (limit 20 MB file size), at Marshall.Pierce@jacobs.com by 11:00 AM, Thursday, September 12, 2024. City will not consider any proposal (a) delivered after the stated date and time, (b) that is incomplete, and/or (c) that is not submitted in the proper manner and format. Proposals must be clearly marked “City of Ontario – Request for Proposals – Professional Vacuum Excavation Services Service Line Inventory Identification” In the email subject line.

CITY OF ONTARIO
Request for Proposals
Professional Vacuum Excavation Services
Service Line Inventory Identification

I. BACKGROUND AND GENERAL PROJECT INFORMATION

1. **Background.** City of Ontario (City) is compiling the initial inventory of water service lines and their respective materials which are located within the City's water service area. Material information is required for both the publicly (utility) and privately (customer) owned portions of the service line within the City's drinking water system service area (EPA, 2021). The initial service line inventory must be submitted to the Oregon Health Authority (OHA) by October 16, 2024, per the EPA National Primary Drinking Water Regulations: Lead and Copper Rule Revisions (LCRR). City has created a draft initial inventory of water service lines and their respective materials by reviewing historical records; however, not all historical records included information pertaining to service line material type. To reduce the amount of water service lines in the initial inventory with a status of "lead-status unknown", the EPA recommends several material identification techniques. One such recommended technique is the use of vacuum excavation (i.e., "potholing" or "daylighting") which is used to locate and visually and physically inspect a water service line.
2. **The Project.** City is planning to implement a vacuum excavation (potholing) program to pilot the investigations of such service lines. The purpose of the potholing is to allow visual and physical inspection of the existing water service line to determine the material type and allow updating of the initial inventory from "lead-status unknown" to one of the other three categories prior to the required EPA submission.
3. **Estimated Project Cost.** The Project is estimated to cost less than \$50,000.
4. **Estimated Time Period for Project Completion.** The Project is estimated to commence in September 2024 and estimated to be completed by October 24, 2024. The work will typically be scheduled and completed during normal business hours Monday through Friday between the hours of 07:00am and 03:30pm, excluding public holidays. The work shall be scheduled and planned to the extent that allows for multiple locations within the same general vicinity to be vacuum excavated within a given timeframe.

II. RFP ATTACHMENTS

- Attachment A: Compensation Schedule
- Attachment B: List of Service Addresses for Physical Inspection
- Attachment B.1: List of Service Addresses with meter GPS coordinates
- Attachment C: Field Inspection Form

III. PROPOSAL REQUIREMENTS

1. Contractor shall submit the following information in response to this RFP:
 - i. A **brief proposal letter** containing the following information:
 1. **Availability:** Describe when the Contractor will be able to mobilize to the site and initiate the work.
 2. **Ability to meet schedule:** Provide a brief summary of the Contractor's proposed schedule to complete the work, including proposed date of completion and number of

crews, personnel, and key equipment planned to dedicate in order to complete the project in a timely manner.

3. **Business/Contractor License:** Confirm that Contractor is licensed to do work in the State of Oregon.
- ii. Attach to the proposal letter a **cost proposal** to perform the work described herein broken down by unit price per work item and with a total estimated not to exceed amount for the proposed scope of work. The cost proposal shall be provided using the format and work items (at a minimum) shown in **Attachment A**.

The outcome of proposal evaluations may, at City's sole discretion, result in (a) notice to a proposer(s) of selection for tentative negotiation and possible award, or (b) further steps to gather more information for evaluation, which may include, without limitation, a notice of placement on an interview list with the time and date of the interview.

IV. **ANTICIPATED SCHEDULE**

RFP Issued	August 28, 2024
RFP Re-Issued	September 4, 2024
Deadline for Questions	September 10, 2024, at 11:00 AM, Mountain Time
Proposal Due Date	September 12, 2024, at 11:00 AM, Mountain Time
Review of Proposals	September 12-17, 2024
Notice of Award (approx.)	September 17, 2024
Proposed Date of Contract Completion	October 24, 2024

V. **SCOPE OF SERVICES**

Scope. This pilot program will include vacuum excavations and visual and physical inspections to confirm the type(s) of material(s) that make up privately owned and publicly owned service lines on each side of water meter boxes throughout the City.

The Contractor shall provide all labor and equipment required to complete vacuum (air or hydro) excavations, service line material verification tests, and subsequent surface restoration (where applicable at locations unable to confirm via excavation inside meter box) at up to 341 water service lines located throughout the City's water service area. It is expected that the majority of service lines can be confirmed via excavation within the meter box, however, those that are not able to confirm in this manner, it is expected that two vacuum excavations will be needed at each service line to ensure the service line isn't comprised of multiple materials (e.g., copper to the water meter box and lead from the water meter box to the building), with the possibility of additional vacuum excavations due to obstructions (i.e., roots, large rocks, etc.) preventing access to the water service line.

These vacuum excavations will generally involve the removal of soil and rock either as dry, loose material (air-vac), or as a slurry (hydro-vac).

City has provided a list of all locations identified for investigative vacuum excavations in **Attachment B. Attachment B.1** includes these addresses with GPS coordinates of the meter boxes. **Note:** Attachment B list has a quantity of 380 service line addresses to provide a buffer of an additional 39 addresses. This ensures that 341 service line material verifications can be performed, even if some water meter boxes or service lines are inaccessible or cannot be

excavated. The Contractor's work will be considered as completed when excavations and material verifications at a minimum 341 addresses have been completed.

a. Coordination and Communication

The Contractor shall coordinate with the City to allow enough time for the City to coordinate and schedule vacuum excavations with the property owner. The Contractor shall not perform any vacuum excavation work at the location until given authorization/approval by the City to do so.

Coordination and communication with homeowner or building representatives shall be performed by the City to provide notification to properties impacted by vacuum excavations ahead of scheduled work. The City will endeavor to coordinate with Contractor to notify the Contractor of any issues regarding responses or unresponsiveness from homeowner or building representative.

While not required, it is preferred that a homeowner or building representative be onsite during inspection so that a visual and physical observation of the service line as it enters the home or building can be performed. A Contractor representative shall be onsite during vacuum excavations to witness and record inspection results on behalf of the City.

In the event of observing or causing a service line disturbance (e.g., a leak on the service line or at the water meter box or curb stop) during the work, the Contractor shall notify the City representative as soon as possible.

b. Mobilization/Demobilization

The Contractor shall be required to furnish all equipment, labor, facilities, and materials for mobilizations/demobilization to and from each vacuum excavation site. All equipment, unused materials, temporary facilities, and other miscellaneous items resulting from or used in the operations upon completion of work at each location shall be removed upon completion of work at each site.

c. Utility Mark-Outs

The Contractor shall coordinate with Dig Safe by dialing 811 or (800) 332-2344 at least one week ahead of scheduled vacuum excavations for utility mark-out.

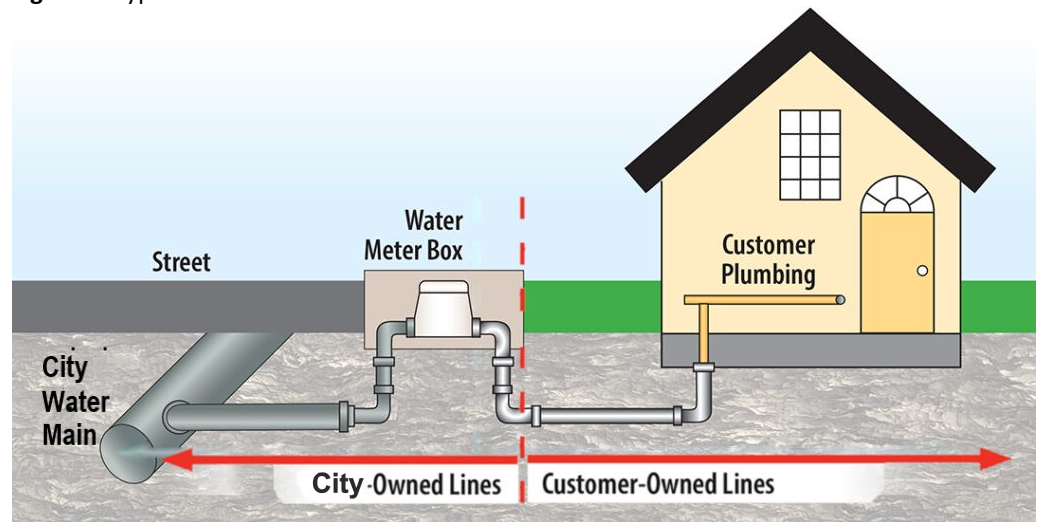
The Contractor shall notify the City of area requiring Dig Safe utility mark-out at least one week ahead of scheduled vacuum excavations so a City representative may mark-out the area extents for Dig Safe prior to the utility mark-out.

It is expected that all utilities in the area will be delineated and clearly marked prior to performing vacuum excavation work. If utilities are marked and are damaged during the vacuum excavation process, it shall be the responsibility of the Contractor to repair the damage.

d. Locating Water Meter Boxes

It is expected that water meter boxes will be visible and at grade. Where a water meter box is unable to be located, the Contractor shall coordinate with City to locate the water meter box. A typical water meter box location for the City is illustrated in **Figure 1** below. Additionally, the list of addresses contains the coordinates for the meter box locations to assist the Contractor in locating.

Figure 1. Typical Water Meter Box Location



e. Parking Restrictions

Parking restrictions may be required to prevent street parking prior to and during scheduled vacuum excavations to ensure ease of access for the vacuum excavation truck. On-street parking may need to be restricted the night before inspections are to take place.

If necessary, the Contractor shall be responsible to provide “no-parking” signs to restrict on street parking at locations 24-hours before vacuum excavations are scheduled to occur.

f. Traffic Control

Some of this work will take place on public roadways and will require traffic control. City will coordinate with the Contractor to ensure proper outreach and notification is provided to the residences where vacuum excavations are scheduled to occur. The Contractor shall be responsible for traffic control as necessary to perform the work. The Contractor shall support coordination of flaggers or police details. Contractor shall compile police detail slips and submit to the City with each invoice submitted.

g. Equipment Requirements

The Contractor shall furnish equipment as required. Only equipment in good working condition is acceptable. The City reserves the right to inspect any and all equipment and to reject all pieces found to be in unsatisfactory condition or doing unsatisfactory work. In the event of any rejection by the City, the Contractor must remove the unsatisfactory equipment and replace it with good and acceptable equipment. The Contractor shall also be liable for additional cost the City incurs as a result of breakdown delays. Any delay arising from such requested replacement of equipment and/or operator shall be classified as “breakdown delay” and no payment will be made for this period. Equipment must arrive on jobsite with an empty and clean debris tank and, if applicable, full water storage. Potable hydrant water will be made available to the Contractor by the City upon request.

h. Operating Personnel

The Contractor must furnish only experienced and skilled operators and other personnel as required. Apprentice operators are not acceptable. The Contractor shall maintain sufficient personnel and available operating equipment to meet the project requirements.

Work must be conducted in a professional, courteous manner, and the Contractor must comply with all City vendor policies. Any of the Contractor's employees failing to exhibit professional behavior will be asked to leave immediately and any such activity could result in the termination of the contract. The Contractor must ensure that the Contractor's employees always arrive to the requested jobsite in proper uniform identifying the employee's name and company name, preferably wearing a picture identification card as well. The Contractor must also supply their employees with proper personal protective equipment (PPE) prior to arriving to the jobsite.

i. Vacuum Excavations

The Contractor shall prepare the location prior to proceeding with vacuum excavations. For excavations contained to within the meter box, backfill with like material. If excavating in a lawn or grass area, the Contractor shall carefully dig out and remove a sod plug from the area while keeping the sod plug intact. If excavating in a paved area, such as a roadway or sidewalk, the Contractor shall sawcut and remove the minimum area of pavement required for the Contractor to perform the vacuum excavation. Any removed pavement shall be disposed of by the Contractor.

It is anticipated that the majority of the service line materials can be confirmed within the meter box. Should verification not be possible by excavating within the box, it is anticipated that the Contractor will perform a minimum of two vacuum excavations at each water service line location to be included in the project. Vacuum excavation shall be performed to uncover both customer-owned and city-owned portions of the service line on both sides of the water meter box.

Vacuum excavations shall be performed by either using high velocity air or water jet to loosen dry soil and/or create a slurry. Loosened dry soil and slurry material shall be constantly vacuumed from the excavation so as not to allow the overflow of water/slurry out of the excavation or the suspension of dry particulate matter into the air. Vacuum excavations shall be performed slowly and methodically to ensure no damage is caused to underlying utilities or tree roots.

The Contractor shall vacuum excavate until the water service line is located and visible. The Contractor will prepare the service line for inspection by removing material from around the service line and expose the service line material to allow for a visual and physical inspection.

In submitting a proposal for this project, the Contractor acknowledges that the rate at which vacuum excavation (potholing) may be performed is contingent upon existing conditions such as traffic, depth of water service line, and soil conditions. If the soil is rocky, clay, or holds many tree roots, it will take longer to reach the underlying water service line. Similarly, if soils are soft, loose, and lacking tree roots, vacuum excavations will be quicker.

If the water service line is inaccessible either due to large rocks, tree roots, or location of service line mark-out is not accurate, the Contractor may be required to perform additional vacuum excavations at a different location along the same water service line. In some cases, additional vacuum excavations may be required to ensure the pipe material is homogenous from the water meter box to the building.

The Contractor shall immediately notify the City staff when lead or galvanized iron or steel service lines are identified, or the presence of lead is confirmed.

The Contractor shall submit daily reports to the City with each invoice detailing work performed to date within the invoicing period. Daily reports shall at a minimum include the following: date and time when work was performed, names of the Contractor's crew members, street name and number (i.e., address) associated with the service line where work was performed, type of work performed (i.e., vacuum excavation, service line material testing, surface restoration), quantity of vacuum excavations, use of flaggers or police details, and notes regarding any issues as a result of the work being performed such as disturbances to service lines, large roots or rocks preventing excavation to depth of service line, etc.

j. **Service Line Material Verification**

Upon performing vacuum excavations and daylighting the service line on each side of the water meter box, the Contractor shall perform a visual and physical inspection of the service line to identify the service line material. A visual inspection will be used to determine size (diameter in inches) and color of material. Physical inspection will be used to determine material type.

The Contractor shall verify the service line material on both the City owned portion and the customer owned portion by performing one or more of the following material identification methods to fully identify the service line material. If the chosen method does not verify the service line material, then the Contractor shall verify the service line material by using one of the other approved methods listed below:

Approved service line material verification methods:

1. Scratch test

- a. Use the flat edge of a screwdriver, file/hook attachment, key, or coin to scratch through the outer surface material to expose an area of fresh, internal material of the service line.
- b. If the scratched area is copper in color, like a penny, the pipe is copper.
- c. If the scratched area is dull gray in color, the pipe is galvanized iron or steel; confirm with the magnet test below.
- d. If the scratched area is shiny and silver, the pipe is lead; confirm with the magnet test below.
- e. If the scratched area is shiny and reddish brown to yellowy gold, the pipe is brass; confirm with the magnet test below.

2. Magnet test

- a. Use a magnet on the service line to determine if the service line material is magnetic. A magnet will "stick to" or be "pulled toward" a magnetic pipe material. A magnet will not interact with non-magnetic pipe materials.
- b. If the magnet sticks to the pipe, it is galvanized steel.
- c. If the magnet does not stick to the pipe, it is lead or brass.

The Contractor shall also measure the outer diameter (OD) of the service line (inches).

k. Disturbances to Service Lines

Disturbances to service lines are not anticipated, but on rare occasion, especially with galvanized iron pipes, may occur. Leaks may occur on the service line, water meter box, or curb stop.

In the event of a disturbance, the Contractor shall notify the City as soon as possible and coordinate with City to address fixing the leak.

The EPA also classifies a disturbance as shutting off or turning the curb stop. It is not anticipated that the curb stop will need to be shut off or turned during vacuum excavations. If curb stop is turned or shut off during vacuum excavation activities, Contractor shall notify the City as soon as possible.

l. Spoils Disposal/Contaminated Soils

Excess spoils created from vacuum excavations shall be transported to the Contractor's designated unloading area and disposed of at the end of each day. **The Contractor is solely responsible for any testing and proper disposal of all spoil material in accordance with all local, state, and federal law.**

The soils are assumed not to be contaminated with petroleum type product. Decontamination may not be required when performing vacuum excavations. Contractor shall notify the City immediately when contaminated soils are encountered.

Dry spoils from air-vacuum excavation will be allowed to be placed back in the excavation from where they originated from.

Slurry spoils from hydro-vacuum excavation shall not be allowed to be placed back in the excavation. Excavations performed with hydro-vacuum equipment shall be backfilled as specified in the Site Restoration section below.

m. Site Restoration

Upon completion of the inspection, and no visible signs of a disturbance to the service line, the Contractor shall restore the site to its original conditions.

Contractor shall submit photos with each invoice to the City of all surface restoration work completed within each invoicing period.

Contractor shall back check each vacuum excavation 3 days after site restoration to confirm no subsidence. If subsidence has occurred, remediation shall be performed by the Contractor at no cost to the City.

i. Lawn or Grass Areas

At air-vacuum excavation sites located in lawn or grass areas: Backfill trench using excavated soils which originated from the trench. Trench shall be backfilled to allow the reinsertion of the previously removed sod plug to match the existing surface grade of the surrounding lawn or grass area.

At hydro-vacuum excavation sites located in lawn or grass areas: Contractor shall provide clean, dry, native, and self-compacting, self-leveling backfill

material. Trench shall be backfilled to allow the reinsertion of the previously removed sod plug to match the existing surface grade of the surrounding lawn or grass area. Slurry/spoils from hydro-vacuum excavation sites will not be allowed to be placed back in the trench as backfill material.

ii. Sidewalk or Concrete Paving Area

At air-vacuum excavation sites located in sidewalk or concrete paving areas: Backfill trench using excavated soils which originated from the trench. Trench shall be backfilled to the bottom of the adjacent concrete section and then topped with unreinforced concrete to match the thickness of the surrounding concrete sidewalk or paving. Concrete shall meet the requirements of Oregon Standard Specifications, with minimum 4,000 psi compressive strength, and shall be finished to match adjacent existing concrete.

At hydro-vacuum excavation sites located in sidewalk or concrete paving areas: Contractor shall provide clean, dry, native, and self-compacting, self-leveling backfill material. Slurry/spoils from hydro-vacuum excavation sites will not be allowed to be placed back in the trench as backfill material. Trench shall be backfilled to the bottom of the adjacent concrete section and then topped with unreinforced concrete to match the thickness of the surrounding concrete sidewalk or paving. Concrete shall meet the requirements of Oregon Standard Specifications, with minimum 4,000 psi compressive strength, and shall be finished to match adjacent existing concrete.

iii. Asphalt Paving Area

At air-vacuum excavation sites located in asphalt paving areas: Backfill trench using excavated soils which originated from the trench. Trench shall be backfilled to the bottom of the adjacent asphalt paving section and then topped with cold patch asphalt plug to match the thickness of the surrounding asphalt paving.

At hydro-vacuum excavation sites located in asphalt paving areas: Contractor shall provide clean, dry, native, and self-compacting, self-leveling backfill material. Slurry/spoils from hydro-vacuum excavation sites will not be allowed to be placed back in the trench as backfill material. Trench shall be backfilled to the bottom of the adjacent asphalt paving section and then topped with cold patch asphalt plug to match the thickness of the surrounding asphalt paving.

n. Measurement & Payment

City requests that the Contractor complete and return the attached compensation schedule (Attachment A).

Invoices shall be submitted to the City each month. Invoices shall include reference to each jobsite visited, dates, total number of hours worked, work performed, and quantities of work items.

Mobilization/Demobilization

Method of Measurement: Mobilization, demobilization, and related expense shall be a lump sum. This Item is meant for non-recurrent expenses related to establishment and close out of the Work.

Basis of Payment: Mobilization, demobilization and related expense shall be paid for on a lump sum basis. This price and payment shall be full compensation for all costs

associated with initiating and completing the Contract, exclusive to the cost of materials. Payment shall include compensation for all expenses related to moving equipment onto and away from the jobsite, site preparation, fuel, oil, lubricants, small tools, necessary attachments, repair and maintenance of any kind, depreciation, storage, the general costs associated with initiating the Work at each site to assure that it is proceeding in a continuous manner, and all other incidentals related to mobilization and demobilization. No additional payment shall be made for interim mobilization and demobilization associated with shutdown of Work by Contractor or the City. Furnishing all equipment, labor, facilities, and materials for mobilization/demobilization to and from each site. No payment will be made for breakdowns or repairs, or time lost due to unfavorable weather or other causes beyond the control of the City. No payment will be made while equipment is inoperative due to breakdown.

The cost for this Item shall not exceed five percent (5%) of the Total Not To Exceed Amount, excluding this Item itself and General Requirements Item below.

General Requirements

Method of Measurement: General requirements shall be a lump sum. This Item is meant for costs related to administration and proper supervision of the Contract that may be one-time expenses or recurrent over the term of the Work.

Basis of Payment: General requirements shall be paid for on a lump sum basis. This price and payment shall be full compensation for furnishing schedules including baseline and periodic updates, project superintendent, project manager, utility charges, surface restoration photos, testing and laboratory analysis, traffic control and flaggers, dust control, snow removal within work zone, equipment maintenance, project coordination, project closeout costs, preparation and submission of required submittals, waste management including the lawful transport, storage, and disposal of any excess dry or slurry excavated material, any costs or fees associated with disposal of excess spoils, contract required documentation, creating daily reports of work performed, all temporary facilities, labor, equipment, and materials required for or incidental to the Work for which separate payment is not provided under other items. Payment shall be made as determined by City on a percent complete basis.

Service line material verification test and related expense shall be incidental to each excavation and additional compensation shall not be included. Work performed shall include furnishing of all equipment, labor, facilities, and materials to perform service line material verification tests on the City-owned and Customer- owned portions of the water service line on both sides of the water meter box, including performing scratch test and/or magnet test. Payment shall also provide full compensation for furnishing all equipment, labor, facilities, and materials to perform physical measurement in inches of outer diameter of water service line. Payment will not be provided for disturbances to the service line resulting in leaks caused by the Contractor.

The cost for this Item shall not exceed ten percent (10%) of the Total Not To Exceed Amount, excluding this Item itself and Mobilization/Demobilization Item above.

Vacuum Excavation inside meter box

Method of Measurement: Vacuum excavation sufficient to confirm material type on both sides of the meter, occurring within the meter box itself. Excavation and related expense shall be measured by an "each" basis.

Basis of Payment: Vacuum excavation within meter box, and related expense shall be paid for on an "each" basis and shall provide full compensation for furnishing all equipment, labor, facilities, and materials to perform air-vacuum or hydro-vacuum

excavations including preparation of site, utility mark out, locating water meter box, cutting and removing sod plug, performing air-vacuum or hydro-vacuum vacuum excavation to daylight water service lateral (angle, within box), cleaning and preparation of the water service line for inspection, backfill material, placement of backfill material, and site cleanup. If subsidence has occurred, remediation shall be performed by the Contractor at no cost to the City.

Vacuum Excavation and Surface Restoration – Grass/Lawn Area

Method of Measurement: Vacuum excavation in grass/lawn areas, surface restoration, and related expense shall be measured by an “each” basis.

Basis of Payment: Vacuum excavation in grass/lawn areas, surface restoration, and related expense shall be paid for on an “each” basis and shall provide full compensation for furnishing all equipment, labor, facilities, and materials to perform air-vacuum or hydro-vacuum excavations and surface restoration at water meter boxes located in grass or lawn areas, including preparation of site, utility mark out, locating water meter box, cutting and removing sod plug, performing air-vacuum or hydro-vacuum vacuum excavation to daylight water service lateral, cleaning and preparation of the water service line for inspection, backfill material, placement of backfill material, placement of the sod plug back from where it originated, and site cleanup. If subsidence has occurred, remediation shall be performed by the Contractor at no cost to the City.

Vacuum Excavation and Surface Restoration – Sidewalk or Concrete Paving Area

Method of Measurement: Vacuum excavation in sidewalk or concrete paving areas, surface restoration, and related expense shall be measured by an “each” basis.

Basis of Payment: Vacuum excavation in sidewalk or concrete paving areas, surface restoration, and related expense shall be paid for on an “each” basis and shall provide full compensation for furnishing all equipment, labor, facilities, and materials to perform air-vacuum or hydro-vacuum excavations and surface restoration at water meter boxes located in sidewalk or concrete paving areas, including preparation of site, utility mark out, locating water meter box, cutting and removing sidewalk or concrete pavement, performing air-vacuum or hydro-vacuum vacuum excavation to daylight water service lateral, cleaning and preparation of the water service line for inspection, backfill material, placement of backfill material, placement of concrete for surface restoration, and site cleanup. If subsidence has occurred, remediation shall be performed by the Contractor at no cost to the City.

Vacuum Excavation and Surface Restoration – Asphalt Paving Area

Method of Measurement: Vacuum excavation in asphalt paving areas, surface restoration, and related expense shall be measured by an “each” basis.

Basis of Payment: Vacuum excavation in asphalt paving areas, surface restoration, and related expense shall be paid for on an “each” basis and shall provide full compensation for furnishing all equipment, labor, facilities, and materials to perform air-vacuum or hydro-vacuum excavations and surface restoration at water meter boxes located in asphalt paving areas, including preparation of site, utility mark out, locating water meter box, cutting and removing asphalt pavement, performing air-vacuum or hydro-vacuum vacuum excavation to daylight water service lateral, cleaning and preparation of the water service line for inspection, backfill material, placement of backfill material, placement of asphalt cold patch plug for surface restoration, and site cleanup. If subsidence has occurred, remediation shall be performed by the Contractor at no cost to the City.

Service Line Material Verification Test

Method of Measurement: None.

Method of Measurement: Service line material verification tests are considered incidental to the contract and shall be included in the Contractor's unit pricing.

Traffic Control

Method of Measurement: None.

Basis of Payment: Any traffic control measures needed to perform the work are considered incidental to the contract and shall be included in the Contractor's general requirements.

- o. Estimated Time Period for the Services. The selected engineer's services for the Project are estimated to begin in mid-to-late September 2024 and will continue until approximately end of October, 2024 for service line identifications through vacuum excavation.

V. ADDITIONAL INFORMATION

1. Proposals and any associated costs provided pursuant to this RFP will become part of the public file on this matter.
2. Notwithstanding anything contained in this RFP to the contrary, if in the public interest as determined by City in its sole discretion, City reserves the right to amend and/or revise this RFP in whole or in part, cancel this RFP at any time, extend the proposal deadline for responses to this RFP, and/or reject any or all proposals for any reason and without indicating reasons for rejection. Further, City reserves the right to (a) seek clarification(s) of each proposal and/or require supplemental statement(s) or information from any proposer, (b) waive and/or correct any irregularities in proposals after prior notice to the proposer, and/or (c) negotiate with alternate proposers, if initial contract negotiations are unsuccessful.
3. Proposers may submit to City questions and/or requests for additional information, including, without limitation, inquiries related to substantive portions of this RFP, and/or questions regarding the Services. All questions and/or requests must be submitted in writing either by email to:

City of Ontario

Attn: Marshall Pierce (City Engineer)

Marshall.Pierce@jacobs.com

All requests for additional information must clearly reference "City of Ontario – Request for Proposals – Raw Water Intake and Pump Station – Preliminary Design, Permitting, Final Design, and Construction Engineering" in the subject line of the email. All questions and/or requests to change any provision, specification, or contract term must be received no later than the deadline outlined in the Anticipated Schedule section of this RFP. When appropriate, revisions, substitutions, and/or clarifications will be issued as official addenda to this RFP via email to those invited to propose. Verbal statements made by City officials, employees, agents, contractors, and/or representatives concerning this RFP and/or the Project are not binding on the City unless confirmed by written addenda.

4. This RFP does not obligate City to award a contract and/or to procure the Services described herein. Proposers responding to this RFP do so solely at their own expense and City is not

responsible for any costs and/or expenses associated with the preparation and/or submission of any proposal.

Attachment A

Compensation Schedule

COMPENSATION SCHEDULE

Offeror shall provide Lump Sum and Unit Prices to complete the services specified below. Proposal shall include all labor, travel, equipment, material, lower-tiered subcontractors, taxes, permits, licenses, and supplies necessary to complete the Scope of Work as specified herein. The quantities provided below are estimated. Payment will be for actual quantities of work completed and accepted by the City.

Service Line Inventory Identification – Vacuum Excavation Services

Item	Estimated Quantity ^{1, 2}	Unit	Unit Rate	Total
Mobilization/Demobilization	1	LUMP SUM	\$	\$
General Requirements	1	LUMP SUM	\$	\$
Vacuum Excavation inside meter box, backfill	239	EACH	\$	\$
Vacuum Excavation and Surface Restoration, Grass/Lawn Area	140	EACH	\$	\$
Vacuum Excavation and Surface Restoration, Sidewalk or Concrete Paving Area	32	EACH	\$	\$
Vacuum Excavation and Surface Restoration, Asphalt Paving Area	32	EACH	\$	\$
Total Not To Exceed Amount				\$

Notes:

¹Contractor will be paid based on actual quantities experienced in the execution of the work for all non-lump sum items.

²Vacuum excavations within a meter box are considered one per address (confirmation of both service line material, city side and building side). All other (separate vacuum excavations required on either side of a meter box with surface restoration), are considered two each per address

Contractor agrees to hold these prices constant for a period of 180 days from date of submittal.

Signature _____ **Date** _____

Attachment B

LIST OF SERVICE ADDRESSES FOR PHYSICAL INSPECTION

Service Address	Service Address Identifier
1196 SW 11TH AVE	1
639 SW 2ND ST	2
736 SW 2ND ST	3
1060 SW 3RD ST	4
1095 NW 2ND AVE	5
1368 SW 12TH ST	6
638 SW 1ST ST	7
391 NW 7TH ST	8
520 NW 4TH ST	9
694 NW 16TH ST	10
748 SW 1ST ST	11
640 SW 3RD ST	12
1240 MOORE WAY	13
1013 SW 2ND ST	14
469 NE 3RD ST	15
369 S OREGON ST	16
139 NE GOODFELLOW ST	17
555 NW 9TH ST	18
821 SUNSET DR	19
1235 COLLEGE GREEN DR	20
21 SW 10TH ST	21
977 NW 6TH AVE	22
1062 SW 2ND ST	23
1217 MOORE WAY	24
2024 NW 2ND AVE	25
781 SE 9TH AVE	26
1349 NADINE DR	27
158 NW 18TH ST	28
238 NW 17TH ST	29

1143 LILAC LN	30
631 SW 1ST ST	31
350 NW 8TH ST	32
1117 SW 1ST AVE	33
707 NW 4TH ST	34
1285 SW 2ND AVE	35
250 NE 3RD ST	36
131 SEARS DR	37
752 SW 4TH ST	38
564 NW 18TH ST	39
489 NW 4TH ST	40
197 SW 13TH ST	41
215 NW 6TH ST	42
15 SW 1ST ST	43
313 N VERDE DR	44
685 N OREGON ST	45
295 NW 18TH ST	46
121 NW 16TH ST	47
622 NW 19TH ST	48
961 SW 3RD ST	49
774 NW 5TH ST	50
1160 SW 4TH ST	51
621 NW 2ND ST	52
492 REITER DR	53
461 SE 2ND AVE	54
315 NW 3RD ST	55
56 NW 7TH ST	56
526 SE 4TH ST	57
1626 SW 1ST PL	58
390 NE 2ND ST	59
88 NW 4TH AVE	60
797 ALAMEDA DR	61

380 SW 1ST AVE	62
1174 SW 2ND AVE	63
753 SW 3RD ST	64
1879 NW 5TH AVE	65
544 NW 4TH ST	66
1184 W IDAHO AVE	67
760 NW 2ND ST	68
1144 SW 14TH AVE	69
1095 SW 8TH AVE	70
277 SW 1ST AVE	71
88 NW 9TH ST	72
1432 ALAMEDA DR	73
1452 NW 2ND AVE	74
165 NW 6TH ST	75
1138 W IDAHO AVE	76
1962 NW 5TH AVE	77
752 NW 5TH ST	78
617 NW 6TH ST	79
694 SKYHAWK DR	80
797 N OREGON ST	81
290 NE 3RD ST	82
1158 SW 9TH AVE	83
767 NW 2ND AVE	84
212 HILLCREST DR	85
385 NW 3RD ST	86
299 NW 9TH ST	87
1784 SW 12TH ST	88
267 NW 2ND ST	89
694 NW 5TH ST	90
1222 W IDAHO AVE	91
272 S OREGON ST	92
718 SW 3RD ST	93

1060 SW 3RD ST	94
479 NW 7TH AVE	95
161 SW 13TH ST	96
64 SW 7TH AVE	97
151 NW 5TH ST	98
590 NW 5TH ST	99
815 SW 1ST ST	100
327 NW 8TH ST	101
1395 SE 2ND ST	102
520 SW 24TH ST	103
603 NW 1ST ST	104
213 NW 17TH ST	105
1139 SW 8TH AVE	106
703 N OREGON ST	107
1630 E IDAHO AVE	108
777 SW 12TH ST	109
105 NW 8TH ST	110
163 SW 1ST ST	111
451 SE 3RD ST	112
559 SW 4TH ST	113
713 N OREGON ST	114
461 SE 5TH ST	115
1420 NW 4TH AVE	116
457 SW 6TH ST	117
122 SW 10TH AVE	118
1120 SW 11TH ST	119
231 NW 2ND ST	120
1050 SW 1ST AVE	121
1285 SW 11TH ST	122
309 SW 12TH ST	123
1185 SW 2ND AVE	124
529 N PARK BLVD	125

672 NW 3RD ST	126
239 NW 4TH ST	127
387 SW 4TH AVE	128
726 NW 1ST ST	129
2088 NW 5TH AVE	130
437 NW 4TH ST	131
1059 #1 SW 9TH AVE	132
977 SW 3RD ST	133
1085 SW 7TH AVE	134
1648 A E IDAHO AVE	135
1240 SW 5TH AVE	136
1230 SW 11TH ST	137
831 SW 1ST ST	138
1203 PHILLIPS CIR	139
136 NW 18TH ST	140
1439 W IDAHO AVE	141
590 NW 8TH ST	142
1319 ARATA WAY	143
195 NE 4TH ST	144
200 SW 2ND AVE	145
970 SW 1ST AVE	146
624 SKYLANE DR	147
1053 SW 11TH ST	148
1070 ALAMEDA DR	149
1705 NW 4TH AVE	150
1023 NW 4TH AVE	151
81 SW 1ST ST	152
362 SE 4TH ST	153
784 SKYLANE DR	154
1287 #1 SW 5TH AVE	155
286 SW 4TH ST	156
690 SW 1ST ST	157

480 NE 2ND ST	158
1179 NW 4TH AVE	159
515 REITER DR	160
1247 COLLEGE GREEN DR	161
1494 ARATA WAY	162
235 W IDAHO AVE	163
1238 SW 3RD AVE	164
425 SW 4TH AVE	165
1056 SW 7TH AVE	166
196 SW 6TH AVE	167
1227 SEARS DR	168
671 SW 2ND ST	169
125 SW 6TH AVE	170
466 LOVERIDGE DR	171
757 SW 2ND ST	172
689 SW 2ND ST	173
2496 SW 2ND AVE	174
1154 SW 2ND AVE	175
718 NW 2ND ST	176
742 NW 6TH ST	177
386 NW 8TH AVE	178
76 NE GOODFELLOW ST	179
360 SE 2ND ST	180
242 NW 2ND ST	181
736 SE 3RD ST	182
302 NW 10TH ST	183
540 SE 12TH AVE	184
530 NW 11TH ST	185
320 S OREGON ST	186
2511 SW 4TH AVE	187
214 S OREGON ST	188
1118 SW 1ST AVE	189

783 NW 5TH ST	190
355 SE 3RD ST	191
764 RIVER ST	192
878 NW 4TH AVE	193
1112 LILAC LN	194
460 NW 3RD ST	195
357 N VERDE DR	196
2040 HUNTER LN	197
541 SW 1ST ST	198
204 S OREGON ST	199
1129 SW 1ST AVE	200
273 SW 7TH ST	201
1363 SW 8TH AVE	202
612 SE 6TH AVE	203
1021 SW 1ST ST	204
1214 SEARS DR	205
703 NW 3RD ST	206
860 SW 4TH ST	207
1199 SW 2ND AVE	208
1203 SEARS DR	209
525 NW 18TH ST	210
1750 HUNTER LN	211
221 NW 19TH ST	212
330 E ISLAND RD	213
796 SKYHAWK DR	214
281 S OREGON ST	215
387 NW 9TH ST	216
98 NW 10TH ST	217
1218 MOORE WAY	218
460 SW 4TH AVE	219
537 NW 5TH ST	220
310 SW 4TH ST	221

165 NW 2ND ST	222
732 SW 2ND ST	223
1375 ARATA WAY	224
993 S OREGON ST	225
1212 SW 11TH ST	226
584 SW 3RD ST	227
143 SW 5TH AVE	228
862 SW 1ST ST	229
211 NW 7TH ST	230
291 NW 9TH ST	231
1143 SW 9TH AVE	232
1150 W IDAHO AVE	233
787 S OREGON ST	234
1967 WESTRIDGE DR	235
50 NE 2ND ST	236
1141 SW 3RD AVE	237
612 SW 3RD ST	238
677 FORTNER ST	239
290 NW 2ND AVE	240
1150 SW 1ST AVE	241
815 SW 1ST ST	242
254 A SW 3RD ST	243
659 SW 1ST ST	244
115 N OREGON ST	245
87 NW 5TH ST	246
1846 NW 6TH AVE	247
754 NW 6TH ST	248
938 NW 5TH AVE	249
141 S VERDE DR	250
333 NW 9TH ST	251
850 SW 4TH ST	252
70 NW 4TH ST	253

38 SW 5TH ST	254
696 NW 1ST ST	255
2433 SW 2ND AVE	256
1484 NW 4TH AVE	257
418 SW 5TH AVE	258
1102 SW 2ND ST	259
135 NW 5TH ST	260
72 NW 9TH ST	261
989 TERRACE PL	262
965 SW 2ND ST	263
783 SW 11TH ST	264
410 NE 2ND ST	265
186 SW 8TH AVE	266
1133 SW 7TH AVE	267
1111 A FORTNER ST	268
465 NW 2ND AVE	269
850 SW 4TH ST	270
1711 N OREGON ST	271
398 SW 12TH ST	272
984 SW 2ND ST	273
1651 PENNINGTON DR	274
195 SW 9TH ST	275
710 SE 3RD ST	276
1261 SW 16TH AVE	277
563 NW 18TH ST	278
2095 SW 4TH AVE	279
620 SE 13TH ST	280
1161 SW 6TH AVE	281
825 SW 12TH ST	282
1139 SW 7TH AVE	283
1735 SW 12TH ST	284
851 SE 3RD ST	285

1141 SW 1ST AVE	286
147 SW 13TH ST	287
198 SW 3RD AVE	288
1015 NW 2ND AVE	289
654 NW 2ND ST	290
309 SE 4TH ST	291
659 SW 1ST ST	292
1244 SW 12TH ST	293
356 SW 6TH AVE	294
2578 SW 2ND AVE	295
1298 SW 16TH AVE	296
489 SE 2ND AVE	297
1249 TAPADERA AVE	298
1247 SW 6TH AVE	299
458 SW 3RD ST	300
975 SW 1ST AVE	301
465 W IDAHO AVE	302
1236 W IDAHO AVE	303
1090 W IDAHO AVE	304
690 SE 5TH ST	305
110 SE 2ND AVE	306
588 SE 1ST AVE	307
752 SW 4TH ST	308
45 N DORIAN DR	309
512 SE 5TH AVE	310
427 NW 11TH ST	311
1145 SW 6TH AVE	312
759 NW 6TH ST	313
78 NE 2ND ST	314
1216 MOORE WAY	315
1194 SW 10TH AVE	316
289 NW 19TH ST	317

1725 ALAMEDA DR	318
1111 SW 10TH AVE	319
785 NW 16TH ST	320
435 NW 3RD ST	321
240 NW 7TH ST	322
1450 ARATA WAY	323
580 NW 5TH ST	324
1080 SW 2ND AVE	325
52 NE 1ST ST	326
1049 SW 3RD ST	327
160 N OREGON ST	328
1257 SW 4TH AVE	329
1167 LOCUST WAY	330
952 FORTNER ST	331
361 SE 5TH ST	332
1372 SW 8TH AVE	333
689 NW 19TH ST	334
2411 SW 2ND AVE	335
1124 SW 6TH AVE	336
230 N OREGON ST	337
715 NW 2ND ST	338
257 SW 6TH ST	339
241 SW 3RD AVE	340
90 NW 8TH ST	341
370 NW 3RD ST	342
632 SE 5TH ST	343
856 SE 2ND ST	344
545 NW 19TH ST	345
735 FORTNER ST	346
1193 SW 3RD AVE	347
528 NW 18TH ST	348
720 NW 8TH AVE	349

762 NW 2ND ST	350
1147 SW 8TH AVE	351
1240 SW 3RD AVE	352
425 N PARK BLVD	353
761 N OREGON ST	354
111 NW 3RD ST	355
744 RIVER ST	356
1325 ARATA WAY	357
256 NW 19TH ST	358
162 NW 5TH AVE	359
423 NW 10TH DR	360
967 TERRACE PL	361
883 SW 2ND ST	362
510 SE 4TH ST	363
670 FORTNER ST	364
1054 NW 2ND AVE	365
1297 W IDAHO AVE	366
1081 SW 2ND ST	367
733 NW 16TH ST	368
288 NW 6TH ST	369
463 NW 2ND ST	370
427 NW 16TH ST	371
288 SW 8TH AVE	372
817 NW 2ND AVE	373
148 SW 13TH ST	374
762 SW 12TH ST	375
485 NW 1ST ST	376
128 NW 16TH ST	377
1011 SW 3RD ST	378
721 N OREGON ST	379
1095 SW 3RD ST	380

Attachment C
Field Inspection Form

The form below is a template for a suggested format to collect all service line material identification information when a service line is investigated for field inspection. Another format (e.g., spreadsheet) may be proposed by the Contractor, provided that all of the required information is provided and uses the same terminology. The field inspection form is an official record for each service line. For accuracy and best practice, log all photographs to the service line address used in this form as a visual record of the field identification. For steps to visually identify the material, refer to the above Service Line Identification by Field Inspection – Visual inspections Standard Operating Procedure (SOP).

GENERAL INFORMATION (REQUIRED)	GENERAL INFORMATION (OPTIONAL)
Water System Name – City of Ontario	Site ID
Identification Date	Account No.
Address of Service Line	Photo Confirmation Taken? ☐ Yes ☐ No
Name of Person Completing the Form	

WATER SYSTEM (PUBLIC) SIDE SERVICE LINE MATERIAL INFORMATION (REQUIRED)

Was this portion of the service line visually identified? ☐ Yes ☐ No

Service Line Material:

☐ Lead	☐ Copper
☐ Galvanized	☐ Plastic - General
☐ Unknown	☐ Plastic – Polyvinyl chloride (PVC)
☐ Brass	☐ Plastic - Polyethylene (PE)
☐ Other: <i>Specify</i> _____	

WATER SYSTEM (PUBLIC) SIDE SERVICE LINE MATERIAL INFORMATION (REQUIRED)

Diameter (inches):

Lead Connector currently present? ☐ Yes ☐ No ☐ Not Known

CUSTOMER (PRIVATE) SIDE SERVICE LINE MATERIAL INFORMATION (REQUIRED)

Was this portion of the service line visually identified? ☐ Yes ☐ No

Service Line Material:

☐ Lead	☐ Copper
☐ Galvanized	☐ Plastic - General
☐ Unknown	☐ Plastic – Polyvinyl chloride (PVC)
☐ Brass	☐ Plastic - Polyethylene (PE)
☐ Other: <i>Specify</i> _____	

CUSTOMER (PRIVATE) SIDE SERVICE LINE MATERIAL INFORMATION (REQUIRED)

Diameter (inches):

Lead Connector currently present? ☐ Yes ☐ No ☐ Not Known

BUILDING TYPE (OPTIONAL)

☐ Single-Family Residential	☐ School or Childcare
☐ Multi-Family Residential	☐ Residential & In-Home Childcare
☐ Non-Residential	☐ Other: <i>Specify</i> _____

ATTACHMENT B.1

<u>IDENTIFIER</u>	<u>ADDRESS</u>	<u>LATITUDE</u>	<u>LONGITUDE</u>
1	1196 SW 12th Ave	44.018254	-116.980111
2	639 SW 2ND ST	44.02147329	-116.9678086
3	736 SW 2nd ST	44.020323	49696104
4	1060 SW 3rd ST	44.017761	-116.969039
5	1095 NW 2nd ST	44.030901	-116.977174
6	1368 SW 12th ST	44.01468	-116.979843
7	638 SW 1st ST	44.021039	-116.965377
8	744 NW 4th Ave/391 NW 7th ST	44.031566	-116.970934
9	520 NW 4th ST	44.032176	-116.966668
10	694 NW 16th ST	44.034465	-116.988467
11	748 SW 1ST ST	44.020106	-116.965665
12	640 SW 3RD ST/660 SW 3rd ST	44.021455	-116.967873
13	1240 MOORE WY	44.027724	-116.982322
14	1013 SW 2ND ST	44.018205	-116.968566
15	469 NE 3RD ST	44.02991	-116.956713
16	369 S OREGON ST/371 S OREGON ST	44.023596	-116.964511
17	139 NE GOODFELLOW ST	44.026217	-116.943719
18	555 NW 9th ST	(#27-30) 44.033592	-116.973388
19	821 Sunset DR	NA	NA
20	1235 COLLEGE GREEN DR	44.017454	-116.979203
21	21 SW 10TH ST	44.028418	-116.975902
22	977 NW 6TH AVE	44.033604	-116.974078
23	1062 SW 2ND ST\1064 SW 2nd ST	44.017633	-116.967763
24	1217 MOORE WY	44.027712	-116.981765
25	2024 NW 2ND AVE	44.0306	-116.993563
26	781 SE 9TH AVE	44.017583	-116.953209
27	1349 NADINE DR	44.011637	-116.98441
28	158 NW 18TH ST	44.029638	-116.990993
29	238 NW 17TH ST	44.030626	-116.98975
30	1143 LILAC LN	44.016057	-116.979025
31	631 SW 1ST ST	44.02134	-116.966539
32	350 NW 8TH ST	44.031255	-116.971321
33	1117 SW 1ST AVE	44.027933	-116.978461
34	707 NW 4TH ST	44.03447	-116.967334
35	1285 SW 2ND AVE	44.02694	-116.984005
36	250 NE 3RD ST	44.027864	-116.956119
37	131 SEARS DR	44.030592	-116.980802
38	752 SW 4TH ST	44.020733	-116.96941
39	564 NW 18TH ST	44.033273	-116.990837
40	489 NW 4TH ST	44.031848	-116.967155
41	197 SW 13TH ST	44.026976	-116.984592
42	215 NW 6TH ST	44.029936	-116.970362
43	15 SW 1st St	44.026571	-116.964876
44	313 N VERDE DR	44.030878	-116.985974
45	685 N OREGON ST	44.033307	-116.961454
46	295 NW 18TH ST	44.030998	-116.991181

47	121 NW 16TH ST	44.029414	-116.988695
48	622 NW 19TH ST	44.033627	-116.992067
49	961 SW 3RD ST	44.018972	-116.969915
50	774 NW 5TH ST	44.035194	-116.967405
51	1160 SW 4TH ST	44.017272	-116.969569
52	621 NW 2ND ST	44.032389	-116.96435
53	492 REITER DR	44.033112	-116.982381
54	461 SE 2ND AVE	44.023906	-116.955992
55	315 NW 3RD ST	44.030285	-116.966329
56	56 NW 7TH ST	44.028455	-116.970895
57	526 SE 4TH ST	44.02072	-116.957068
58	1626 SW 1ST PL	44.027283	-116.988666
59	390 NE 2ND ST	44.029125	-116.957007
60	88 NW 4TH AVE	44.029998	-116.962531
61	797 ALAMEDA DR	44.021642	-116.984385
62	380 SW 1ST AVE	44.026236	-116.967666
63	1174 SW 2ND AVE	44.02637	-116.980043
64	753 SW 3RD ST	44.020725	-116.969351
65	1879 NW 5TH AVE	44.03292	-116.991748
66	544 NW 4TH ST	44.032265	-116.966666
67	1184 W IDAHO AVE	44.028423	-116.980185
68	760 NW 2ND ST	44.03484	-116.962331
69	1144 SW 14TH AVE	44.01385	-116.978935
70	1095 SW 8TH AVE	44.021484	-116.978127
71	277 SW 1ST AVE	44.026508	-116.966283
72	88 NW 9TH ST	44.029068	-116.973317
73	1432 ALAMEDA DR	44.013861	-116.982623
74	1452 NW 2ND AVE	44.029984	-116.986803
75	165 NW 6TH ST	44.029363	-116.970552
76	1138 W IDAHO AVE	44.028423	-116.979044
77	1962 NW 5TH AVE	44.032762	-116.992919
78	752 NW 5TH ST	44.034959	-116.967391
79	617 NW 4TH AVE	44.031503	-116.969591
80	694 SKYHAWK DR	44.022346	-116.99372
81	797 N OREGON ST	44.035355	-116.960787
82	290 NE 3RD ST	44.028146	-116.956026
83	1158 SW 9TH AVE	44.020427	-116.979596
84	767 NW 2ND AVE	44.030077	-116.971698
85	212 HILLCREST DR	44.02644	-116.986677
86	385 NW 3RD ST	44.030704	-116.966196
87	299 NW 9TH ST	44.031128	-116.97393
88	1784 SW 12TH ST	44.010772	-116.97964
89	267 NW 2ND ST	44.029453	-116.965289
90	694 NW 5TH ST	44.034161	-116.967756
91	1222 W IDAHO AVE	44.028447	-116.981562
92	272 S OREGON ST	44.024229	-116.963054
93	718 SW 3RD ST	44.020762	-116.968088
94	1060 SW 3RD ST	44.017761	-116.969039
95	479 NW 7TH AVE	44.034451	-116.96739

96	161 SW 13TH ST	44.027188	-116.984564
97	64 SW 7TH AVE	44.020326	-116.965596
98	151 NW 5TH ST	44.029096	-116.969328
99	590 NW 5TH ST	44.033369	-116.967926
100	815 SW 1ST ST	44.019683	-116.967064
101	327 NW 8TH ST	44.031316	-116.972558
102	1395 SE 2ND ST	44.014051	-116.961191
103	520 SW 24TH ST	44.024245	-116.996971
104	603 NW 1ST ST	44.032313	-116.963067
105	213 NW 17TH ST	44.030366	-116.989935
106	1139 SW 8TH AVE	44.02134	-116.979362
107	703 N OREGON ST	44.033725	-116.961311
108	1630 E Idaho Ave	44.022424	-116.941929
109	777 SW 12TH ST	44.021328	-116.981472
110	105 NW 8TH ST	44.029337	-116.97318
111	163 SW 1ST ST	44.025466	-116.965239
112	451 SE 3RD ST	44.021904	-116.959247
113	559 SW 4TH ST	44.022556	-116.970073
114	713 N OREGON ST	44.033884	-116.96127
115	461 SE 5TH ST	44.021365	-116.956793
116	1420 NW 4TH AVE	44.032012	-116.986126
117	457 SW 6TH ST	44.023915	-116.971831
118	122 SW 10TH AVE	44.018036	-116.967581
119	1120 SW 11TH ST	44.018695	-116.978148
120	231 NW 2ND ST	44.029193	-116.965357
121	1050 SW 1ST AVE	44.027806	-116.976727
122	1285 SW 11TH ST	44.016348	-116.977683
123	309 SW 12TH ST	44.025622	-116.980749
124	1185 SW 2ND AVE	44.026954	-116.980158
125	529 N PARK BLVD	44.033071	-116.975536
126	672 NW 3RD ST	44.033666	-116.96401
127	239 NW 4TH ST	44.029758	-116.96781
128	387 SW 4th Ave	NA	NA
129	726 NW 1ST ST	44.034142	-116.96122
130	2088 NW 5TH AVE	44.032817	-116.994081
131	437 NW 4TH ST	44.031434	-116.967288
132	1059 SW 9TH AVE	44.020437	-116.977111
133	977 SW 3RD ST	44.018753	-116.969982
134	1085 SW 7TH AVE	44.022258	-116.977855
135	1648 E Idaho Ave	44.022481	-116.941244
136	1240 SW 5TH AVE	44.023676	-116.981734
137	1230 SW 11TH ST	44.017472	-116.977497
138	831 SW 1ST ST UNIT #2	44.019442	-116.967161
139	1203 PHILLIPS CIRCLE	44.011612	-116.982786
140	136 NW 18TH ST	44.029626	-116.990991
141	1439 W IDAHO AVE	44.028523	-116.986494
142	590 NW 8TH ST	44.033644	-116.97159
143	1319 ARATA WY	44.030727	-116.9822
144	195 NE 4TH ST	44.027183	-116.956273

145	200 SW 2ND AVE	44.025155	-116.966645
146	970 SW 1ST AVE	44.027511	-116.975137
147	624 SKYLANE DR	44.022611	-116.994526
148	1053 SW 11TH ST	44.019403	-116.978334
149	1070 ALAMEDA DR	NA	NA
150	1705 NW 4TH AVE	44.032168	-116.990041
151	1023 NW 4TH AVE	44.032168	-116.974604
152	81 SW 1ST AVE	44.026398	-116.963677
153	362 SE 4TH ST	44.022241	-116.956573
154	784 SKYLANE DR	44.021582	-116.994441
155	1287 SW 5TH AVE	44.023808	-116.982716
156	286 SW 4th ST	NA	NA
157	690 SW 1st St	44.020805	-116.965452
158	480 NE 2ND ST	44.029966	-116.956757
159	1179 NW 4TH AVE	44.032167	-116.978412
160	515 REITER DR	44.033493	-116.982602
161	1247 COLLEGE GREEN DR	44.016734	-116.979294
162	1494 ARATA WY	44.030604	-116.984591
163	235 W IDAHO AVE	44.027373	-116.965938
164	1238 SW 3RD AVE	44.025752	-116.981943
165	425 SW 4TH AVE	44.024197	-116.969565
166	1056 SW 7TH AVE	44.022124	-116.977022
167	196 SW 6TH AVE	44.0215	-116.966546
168	1227 SEARS DR	44.029956	-116.981807
169	671 SW 2ND ST	44.021319	-116.967853
170	125 SW 6TH AVE	44.021926	-116.966358
171	466 LOVERIDGE DR	44.032935	-116.978331
172	757 SW 2ND ST	44.020396	-116.968139
173	689 SW 2ND ST	44.02115	-116.967905
174	2496 SW 2ND AVE	44.026891	-116.998462
175	1154 SW 2ND AVE	44.026371	-116.979417
176	718 NW 2ND ST	44.034182	-116.962535
177	742 NW 6TH ST	44.034903	-116.968631
178	386 NW 8TH AVE	44.035572	-116.966392
179	79 GOODFELLOW ST	44.02512	-116.943023
180	360 SE 2ND ST	44.022654	-116.959068
181	242 NW 2ND ST	44.029058	-116.964162
182	736 SE 3RD ST	44.019071	-116.958891
183	302 NW 10TH ST	44.031308	-116.973938
184	540 SE 12th AVE	44.01467	-116.95731
185	530 NW 11TH ST	44.03399	-116.978209
186	320 S OREGON ST	44.023679	-116.963232
187	2511 SW 4TH AVE	44.024944	-117.000895
188	214 S OREGON ST	44.024543	-116.962952
189	1118 SW 1ST AVE	44.027803	-116.978542
190	783 NW 5TH ST	44.035441	-116.968555
191	355 SE 3RD ST	44.022563	-116.959032
192	764 RIVER ST	44.034827	-116.959482
193	878 NW 4TH AVE	44.031679	-116.972498

194	1112 LILAC LN	44.01583	-116.978288
195	460 NW 3RD ST	44.031105	-116.964822
196	357 N VERDE DR	44.031659	-116.985601
197	2040 Hunter LN	NA	NA
198	541 SW 1ST ST	44.022177	-116.966269
199	204 S OREGON ST	44.024608	-116.962941
200	1129 SW 1ST AVE	44.027933	-116.978728
201	273 SW 7TH ST	44.025679	-116.972516
202	1363 SW 8TH AVE	44.021175	-116.984519
203	612 SE 6TH AVE	44.019692	-116.955077
204	1021 SW 1ST ST	44.01784	-116.967646
205	1214 SEARS DR	44.030143	-116.981115
206	703 NW 3RD ST	44.034327	-116.965045
207	860 SW 4TH ST	44.01975	-116.969719
208	1199 SW 2ND AVE	44.026965	-116.980371
209	1203 SEARS DR	44.030267	-116.98134
210	525 NW 18TH ST	44.032909	-116.991237
211	1750 HUNTER LN	44.035522	-116.98988
212	221 NW 19TH ST	44.030498	-116.992444
213	330 E ISLAND RD	44.003413	-116.960695
214	796 SKYHAWK DR	44.021436	-116.993726
215	281 S OREGON ST	44.024325	-116.964293
216	387 NW 9TH ST	44.03197	-116.973403
217	98 NW 10TH ST	44.029285	-116.974556
218	1218 MOORE WY	44.027545	-116.98156
219	460 SW 4TH AVE	44.023221	-116.969936
220	537 NW 5TH ST	44.032611	-116.96855
221	310 SW 4TH ST	44.024556	-116.968194
222	165 NW 2ND ST	44.028547	-116.965585
223	732 SW 2ND ST	44.020463	-116.966868
224	1375 ARATA WY	44.029902	-116.98411
225	993 S OREGON ST	44.018139	-116.966252
226	1212 SW 11TH ST	44.018067	-116.97758
227	584 SW 3RD ST	44.022118	-116.967655
228	143 SW 5TH AVE	44.022717	-116.966105
229	862 SW 1ST ST	44.019162	-116.965967
230	211 NW 7TH ST	44.030089	-116.971625
231	291 NW 9TH ST	44.030906	-116.973997
232	1143 SW 9TH AVE	44.020569	-116.979215
233	1150 W IDAHO AVE	44.028422	-116.979327
234	787 S OREGON ST	44.019952	-116.965693
235	1967 WESTRIDGE DR	44.03363	-116.993172
236	50 NE 2nd ST	44.026158	-116.957958
237	1141 SW 3RD AVE	44.026309	-116.979091
238	612 SW 3RD ST	44.021685	-116.967798
239	677 FORTNER ST	44.033532	-116.965578
240	290 NW 2ND AVE	44.028734	-116.96557
241	1150 SW 1ST AVE	44.027805	-116.979308
242	815 SW 1ST ST	44.019683	-116.967064

243	254 NW 3RD ST	44.029381	-116.965352
244	659 SW 1ST ST	44.021168	-116.966595
245	115 N OREGON ST	44.027944	-116.963152
246	87 NW 5TH ST	44.028399	-116.969546
247	1846 NW 6TH AVE	44.033471	-116.991489
248	754 NW 6TH ST	44.035038	-116.968635
249	938 NW 5TH AVE	44.032712	-116.973617
250	141 S VERDE DR	44.027412	-116.985635
251	333 NW 9TH ST	44.031486	-116.973823
252	850 SW 4TH ST	44.019941	-116.969658
253	70 NW 4TH ST	44.027977	-116.967112
254	38 SW 5TH ST	44.027152	-116.968693
255	696 NW 1ST ST	44.033363	-116.961492
256	2433 SW 2ND AVE	44.027284	-116.997873
257	1484 NW 4TH AVE	44.032003	-116.987225
258	418 SW 5TH AVE	44.022987	-116.969946
259	1102 SW 2ND ST	44.017431	-116.968318
260	135 NW 5TH ST	44.028956	-116.969363
261	72 NW 9TH ST	44.028936	-116.973358
262	989 TERRACE PL	44.019564	-116.97713
263	965 SW 2ND ST	44.018683	-116.968687
264	783 SW 11TH ST	44.021348	-116.978561
265	410 NE 2ND ST	44.029558	-116.956882
266	186 SW 8TH AVE	44.019805	-116.967138
267	1133 SW 7TH AVE	44.022203	-116.979278
268	1111 FORTNER ST	44.038574	-116.965582
269	465 NW 2ND AVE	44.029535	-116.967941
270	850 SW 4TH ST	44.019941	-116.969658
271	1711 N OREGON ST	44.043101	-116.970238
272	398 SW 12TH ST	44.025277	-116.980269
273	984 SW 2ND ST	44.018365	-116.967543
274	1651 PENNINGTON DR	44.012122	-116.979678
275	195 SW 9TH ST	44.026871	-116.975119
276	710 SE 3RD ST	44.019281	-116.958824
277	1261 SW 16TH AVE	44.012574	-116.981862
278	563 NW 18TH ST	44.033477	-116.991222
279	2095 SW 4TH AVE	44.024933	-116.994931
280	620 SE 13TH ST	44.020447	-116.94531
281	1161 SW 6TH AVE	44.023067	-116.979866
282	825 SW 12TH ST	44.021056	-116.981034
283	1139 SW 7TH AVE	44.022217	-116.979557
284	1735 SW 12TH ST	44.011085	-116.98012
285	851 SE 3RD ST	44.018484	-116.960325
286	1141 SW 1ST AVE	44.027926	-116.979
287	147 SW 13TH ST	44.027426	-116.984576
288	198 SW 3RD AVE	44.024073	-116.965726
289	1015 NW 2ND AVE	44.030573	-116.975119
290	654 NW 2ND ST	44.033136	-116.963157
291	309 SE 4TH ST	44.022751	-116.957671

292	659 SW 1ST ST	44.021168	-116.966595
293	1244 SW 12TH ST	44.01689	-116.97988
294	356 SW 6TH AVE	44.02189	-116.969046
295	2578 SW 2ND AVE	44.026919	-116.999842
296	1298 SW 16TH AVE	44.012421	-116.982662
297	489 SE 2nd AVE	NA	NA
298	1249 TAPADERA AVE	44.027285	-116.945712
299	1247 SW 6TH AVE	44.023073	-116.982061
300	458 SW 3RD ST	44.023153	-116.967332
301	975 SW 1ST AVE	44.027929	-116.975007
302	465 W IDAHO AVE	44.027811	-116.968476
303	1236 W IDAHO AVE	44.028446	-116.982168
304	1090 W IDAHO AVE	44.028429	-116.977508
305	690 SE 5TH ST	44.019175	-116.956227
306	110 SE 2ND AVE	44.024033	-116.959934
307	722 SE 1ST AVE	44.024713	-116.953871
308	744 SW 4TH ST	44.020733	-116.96941
309	49 N Dorian Dr	44.028519	-116.997075
310	512 SE 5th AVE	NA	NA
311	427 NW 11TH ST	44.032488	-116.979318
312	1145 SW 6TH AVE	44.023063	-116.979453
313	759 NW 6TH ST	44.035072	-116.969297
314	78 NE 2ND ST	44.026453	-116.957869
315	1216 MOORE WY	44.027373	-116.98157
316	1194 SW 10TH AVE	44.019664	-116.98026
317	289 NW 19TH ST	44.031019	-116.992382
318	1725 ALAMEDA DR	44.011501	-116.983432
319	1111 SW 10TH AVE	44.019955	-116.978339
320	785 NW 16TH ST	44.035204	-116.988657
321	435 NW 3RD ST	44.031239	-116.966025
322	240 NW 7TH ST	44.030053	-116.970388
323	1450 ARATA WY	44.030748	-116.983384
324	580 NW 5TH ST	44.03317	-116.967906
325	1080 SW 2ND AVE	44.026774	-116.977321
326	52 NE 1ST ST	44.026556	-116.959143
327	1049 SW 3RD ST	44.01803	-116.970192
328	160 N OREGON ST	44.027933	-116.961885
329	1257 SW 4TH AVE	44.02527	-116.982835
330	1167 LOCUST WY	44.015261	-116.979419
331	952 Fortner St	NA	NA
332	361 SE 5TH ST	44.022234	-116.956519
333	1372 SW 8TH AVE	44.021036	-116.984883
334	689 NW 19TH ST	44.034419	-116.992362
335	2411 SW 2ND AVE	44.027311	-116.997606
336	1124 SW 6TH AVE	44.02293	-116.979019
337	230 N OREGON ST	44.028392	-116.9618
338	715 NW 2ND ST	44.034243	-116.96377
339	257 SW 6TH ST	44.02562	-116.971223
340	241 SW 3RD AVE	44.024655	-116.966789

341	90 NW 8th St	NA	NA
342	370 NW 3RD ST	44.0304	-116.965043
343	632 SE 5TH ST	44.019479	-116.956134
344	856 SE 2ND ST	44.018307	-116.96045
345	545 NW 19TH ST	44.033226	-116.992408
346	735 FORTNER ST	44.034797	-116.965582
347	1193 SW 3RD AVE	44.026323	-116.980343
348	528 NW 18TH ST	44.0331	-116.990844
349	720 NW 8TH AVE	44.035586	-116.971104
350	762 NW 2ND ST	44.034646	-116.962391
351	1147 SW 8TH AVE	44.021343	-116.979648
352	1240 SW 3RD AVE	44.025756	-116.982291
353	425 N PARK BLVD	44.032342	-116.975536
354	761 N OREGON ST	44.034431	-116.961089
355	111 NW 3RD ST	44.028488	-116.966902
356	744 RIVER ST	44.034401	-116.959598
357	1325 ARATA WY	44.030618	-116.982358
358	256 NW 19TH ST	44.030785	-116.992196
359	162 NW 5TH AVE	44.031174	-116.963477
360	423 NW 10TH DR	44.03234	-116.976382
361	967 TERRACE PL	44.019707	-116.977041
362	883 SW 2ND ST	44.01946	-116.968436
363	510 SE 4TH ST	44.020864	-116.957002
364	670 FORTNER ST	44.033538	-116.965375
365	1054 NW 2ND AVE	44.030513	-116.975691
366	1285 W IDAHO AVE	44.028611	-116.983933
367	1081 SW 2ND ST	44.017731	-116.968993
368	733 NW 16TH ST	44.034829	-116.988659
369	288 NW 6TH ST	44.030271	-116.969016
370	463 NW 2ND ST	44.031345	-116.964699
371	427 NW 16TH ST	44.032523	-116.988707
372	288 SW 8TH AVE	44.019742	-116.968398
373	817 NW 2nd Ave	NA	NA
374	148 SW 13TH ST	44.027302	-116.984383
375	762 SW 12th ST	NA	NA
376	485 NW 1ST ST	44.031099	-116.963446
377	128 NW 16TH ST	44.029416	-116.988522
378	1011 SW 3RD ST	44.018343	-116.970114
379	721 N OREGON ST	44.034033	-116.961208
380	1095 SW 3RD ST	44.017816	-116.970268



**AGENDA REPORT
NEW BUSINESS
September 24, 2024**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **ACCEPT PUBLIC UTILITY EASEMENT ALONG NORTH PARK BOULEVARD**

DATE: September 18, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE AND ACCEPT THE UTILITY EASEMENT ALONG A PORTION OF NORTH PARK BOULEVARD AND ADJACENT PUBLIC UTILITY EASEMENT FOR THE DORK CANAL AS DESCRIBED AND SHOWN IN THE EASEMENT DOCUMENT AS ATTACHMENT 1 OF THIS REPORT AND AUTHORIZE THE MAYOR TO SIGN THE PUBLIC UTILITY EASEMENT AND CAUSE IT TO BE RECORDED WITH THE COUNTY CLERK.

SUMMARY:

The City Council, who is the governing body for the City of Ontario, needs to approve and accept the Public Utility Easement as shown on Attachments #1 to this report.

BACKGROUND:

Norm Poole Oil, Inc., through Ralph Poole, as part of the improvement of their property in building a portion of NW 16th Avenue for future development of the property, need to dedicate a Public Utility Easement to allow for the construction of the project and inspections thereof. In doing so, they wish to dedicate the Public Utility Easements prior to any partition or subdividing of the land to allow for the extension of a waterline to connect to the waterline in NW 16th Avenue for a looped system.

CURRENT SITUATION:

To be able to construct public utilities, an easement is required to be in the city's name so the water line can be constructed to city standards and provide inspections of the project.

ANALYSIS:

- A. **STRATEGIC PLAN** The dedication of right of way meets the Growth and Desirability portions of the City Council's Strategic Plan.
- B. **FINANCIAL** There is no financial cost to the city at this time.

- C. **TIMING** This action needs to be completed in order to move forward with the construction of the project.
- D. **POLICY/LEGAL** The City Council is the governing body that has the authority to accept Public Utility Easements on behalf of the city.

ALTERNATIVES:

The alternative could be to not accept the easement.

The Council could, by motion, not accept the easement offered and require the developer to have some other means of connecting the waterlines. This could result in the city not having a looped water system to maintain good fire pressure and clean water.

RECOMMENDATION:

Staff recommends that the Council approve and accept the Public Utility Easements and authorize the Mayor to sign the Public Utility Easement.

ATTACHMENTS:

1. Public Utility Easement Poole



After Recording Return to:
City of Ontario
City Recorder
Attn. Tori Barnett
444 SW 4th Street
Ontario, OR 97914

PUBLIC UTILITY EASEMENT

FOR VALUE RECEIVED, **NORM POOLE OIL, INC**, an Oregon Corporation, whose current address is P.O. Box 63, Ontario Oregon 97914, (“Grantor”), in consideration of the sum of –Zero- dollars (\$0.00) and other considerations, the receipt of which is hereby acknowledged, does hereby convey and grant to the **CITY OF ONTARIO**, (“Grantee”), whose address is 444 SW 4TH Street, Ontario, Oregon 97914, a **PUBLIC UTILITY EASEMENT** and the right to erect, construct, install, and lay and thereafter use, operate, inspect, repair, maintain, replace, and remove public utilities, such as but limited to Sewer, Water, Gas, Electric and Communication services lines, Fixtures and Facilities over, across, and through the lands, as described in Exhibit A and shown in Exhibit B, being real property located in Malheur County, Oregon (the “Property”), to wit:

Public Utility Easement described in Attached Exhibit “A” And shown in Attached Exhibit “B”.

SUBJECT TO all existing easements of record.

Further, it is agreed, and made a condition herein, that any improvements including but not limited to drive lanes, landscaping or other features constructed within the limits of the easement shall be removed and replaced at the “Grantors” expense if the “Grantee” is required to maintain any of the utility lines within the easement area.

GRANTOR, by signing this Instrument, accepts the above conditions of removal of improvements and all other covenants, terms, and conditions of this instrument.

IN WITNESS WHEREOF, the Grantor has executed this instrument on this _____ day of _____, 2024.

GRANTOR: **POOLE OIL, INC**, An Oregon Corporation,

By: _____
RALPH POOLE, President

State of _____)
SS.
County of _____)

On this ____ day of _____, 2024, before me, the undersigned Notary Public in and for said State, personally appeared **RALPH POOLE**, known or identified to me to be the **PRESIDENT OF POOLE OIL, INC**, and he executed the within instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for _____

My Commission expires: _____

City of Ontario Acceptance:

Accepted by the Common Council of the City of Ontario on this ____ day of _____, 2024, in a Regular Session of the City Council.

GRANTEE:

CITY OF ONTARIO

By: _____
Deborah Folden, Mayor

Attested: _____
City Recorder: Tori Barnett, MMC

Exhibit A

Description of Public Utility Easement



CK3, LLC

ENGINEERING-SURVEYING & PLANNING

368 SW 5TH AVENUE, ONTARIO, OR 97914

945 W ORCHARD HERMISTON, OR 97838

For The City on Ontario Oregon Description of a 34 foot wide Public Utility Easement

Land within Section 33, Township 17 South, Range 47 East of the Willamette Meridian, City of Ontario, Malheur County, Oregon. The Basis of Bearings for this Right of Way is from Partition Plat No. 22-07, on file in the Office of the Malheur County Clerk's Office.

Commencing at the South One-Quarter Corner of Sections 33, marked by a 5/8" rebar and plastic cap, from which the Southwest Corner of Section 33 also marked by a 5/8" rebar and plastic cap, bears South 87°48'53" West a distance of 2628.06 feet; thence North 01°59'13" West, a distance of 1229.29 feet to an aluminum cap marking the centerline street intersection of Northwest Park Boulevard and Northwest 16th Avenue, thence South 88°18'39" West along the centerline of said 16th Ave., a distance of 166.88 feet and the **POINT OF BEGINNING** for this description;

thence North 22°55'47" East, a distance of 400.16 feet, to a point of the centerline of said Park Blvd.;

thence South 01°43'02" East, along centerline of said Park Blvd., a distance of 81.53 feet;

thence South 22°55'47" West, a distance of 310.48 feet, to a point of the centerline of said 16th Ave.;

thence South 88°18'39" West, along centerline of said 16th Ave., a distance of 37.40 feet; more or less, to the **POINT OF BEGINNING**.

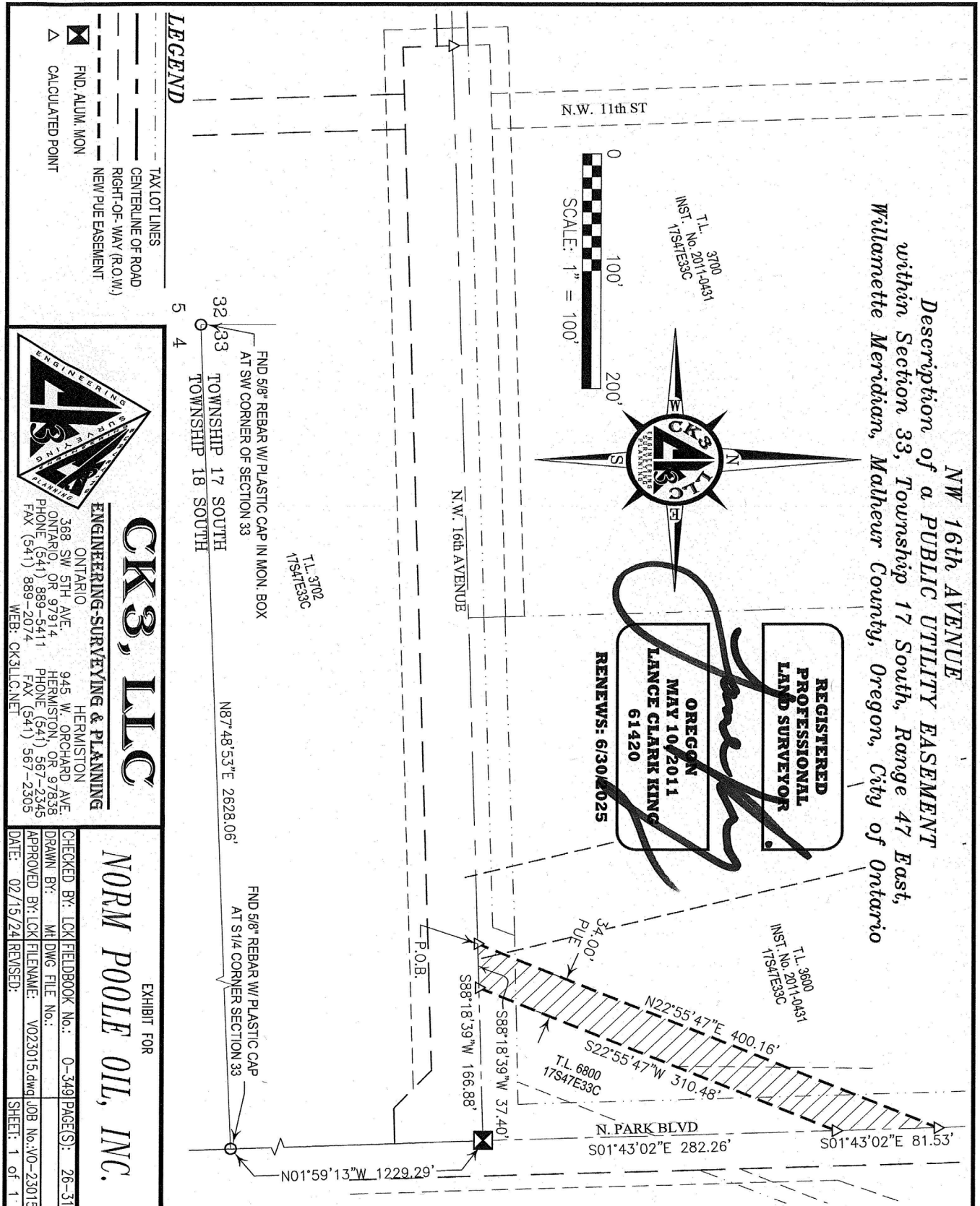
END OF DESCRIPTION

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Lance Clark King
OREGON
MAY 10, 2011
LANCE CLARK KING
61420
RENEW: 6/30/2025

Exhibit B

Map of Public Utility Easement





**AGENDA REPORT
NEW BUSINESS
September 24, 2024**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: CITY COUNCIL POLICY FOR PROCLAMATIONS

DATE: September 16, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE "ONTARIO PROCLAMATION POLICY 2024" AND THE APPLICATION LABELED "REQUEST FOR PROCLAMATION" AS PER ATTACHMENTS ONE AND TWO RESPECTIVELY.

OR

I MOVE THE CITY COUNCIL TO APPROVE THE "ONTARIO PROCLAMATION POLICY 2024" AND THE APPLICATION LABELED "REQUEST FOR PROCLAMATION" AS PER ATTACHMENTS ONE AND TWO, RESPECTIVELY, AS AMENDED.

OR

I MOVE THE CITY COUNCIL TO TABLE THE PROCLAMATION POLICY PROCESS TO A FUTURE MEETING FOR FURTHER DISCUSSION AND INFORMATION BY COUNCILORS.

OR

I MOVE THE CITY COUNCIL TO NO LONGER PERFORM PROCLAMATIONS AND LEAVE PROCLAMATIONS UP TO INDIVIDUAL SERVICE CLUBS OR ORGANIZATIONS THAT WANT TO DO THEM, LEAVING THE CITY OUT OF ANY PROCLAMATION PROCESS.

SUMMARY:

It was the consensus of the City Council to establish a written policy regarding what types of proclamations the city would or would not adopt. Staff researched other community procedures and policies and the attached policy and application process is based upon the data received from the cities that responded.

BACKGROUND:

Council asked staff if there was a set policy in place which addressed the procedure for accepting and/or adopting proclamations by the City Council from external organizations. Staff was unable to locate a written policy after conducting a search of city records.

Staff also researched what type of proclamations the city had done previously; however, the list was possibly incomplete as it's unclear if copies of proclamations were kept in city records.

Staff researched how other communities created or accepted proclamations. The process varied, with some communities stopping external proclamations completely. The cities which do perform proclamations require them to be of citywide significance, and demonstrate relevancy to their city and its community.

CURRENT SITUATION:

Staff has created, based on the summary of what other communities do, a policy and application process for the City Council to consider.

ANALYSIS:

- A. **STRATEGIC PLAN** This policy would be part of the lifestyle of the city.
- B. **FINANCIAL** There is no financial impact on the city.
- C. **TIMING** There is no specific time this has to be done.
- D. **POLICY/LEGAL** The City Council sets the policies for the Council.

ALTERNATIVES:

The Council could choose not to establish a set policy. Staff would accept and present any proclamation request to the Council *before adding it to the agenda*. Council would then review each submission and decide what to do on a case by case basis.

RECOMMENDATION:

Staff recommends adopting a set policy to avoid confusion and inconsistencies. Therefore, staff recommends the City Council approve the "Ontario Proclamation Policy 2024" and "Request for Proclamation" application as presented under Attachment #1 and #2.

ATTACHMENTS:

- 1. Attachment #1_Ontario_Proclamation_Policy_2024
- 2. Attachment #2_Request for Proclamation - Ontario



Mayoral Proclamation Requests

Goal

The goal of a proclamation is to honor, celebrate, or create awareness of an event or significant issue.

Guidelines

1. All proclamation requests shall be made at least a month prior to the proclamation on the prescribed request form with a requested effective date to allow for vetting of the request and production of the document itself.
 - a. If the proclamation request is a repeat of prior requests that were officially proclaimed, and if the requested proclamation has the same text, the request may be made within a 2-week lead time on the prescribed request form.
2. Proclamations are not automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request form.
3. The Mayor and City Manager's office reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.
4. Each proclamation request must come from an Ontario community member, city employee, or an entity conducting business or providing services within Ontario. This includes requests from national, international, or out-of-state organizations – in such instances, a local chapter or office should be associated with the request. If there are no local sponsors these requests are likely to be rejected.
5. A proclamation document is the legal record of the declaration. Mayoral proclamations do not require a public reading to be in effect.
 - a. When a request is made, the requestor should note their preference. Proclamations can be made and sent via e-mail or mail, or they can be read in open session. For the latter, the requestor or a representative from the requesting entity must be present for the proclamation to be read in open session.

Content of Proclamation

1. Proclamation requests to honor individuals or employees that are not also part of a significant approved event or significant issue will not be accepted.
2. Proclamation requests should reflect inclusiveness, not exclusiveness, and recognize that the strength of our democracy is our diversity. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
3. Proclamations should have citywide significance and demonstrate relevancy to Ontario and its community.

The above rules apply to requests for proclamations. The Mayor reserves the right to issue proclamations within their scope of authority to do so and at any time.

Format Requirements of an Ontario Proclamation

1. Provide a specific date for the proclamation (day, week, or month) and the desired due date for the completed proclamation. Please provide the date the proclamation is needed by. Be sure to include sufficient time to receive a hard copy via postal mail or in person at City Hall.
2. Each request should have sample text for the entire document of what is requested to be proclaimed. The city does not write, create, or develop proclamations. Sample proclamations can be provided upon request.
 - a. Reminder: The Mayor and the City Manager reserves the right to alter the wording of any requested proclamation.
3. Please provide a contact name, phone number/e-mail address, and mailing address where you would like the final proclamation document sent should the requestor or representative fail to attend the meeting where the proclamation is adopted.



CITY OF ONTARIO
APPLICATION TO REQUEST A PROCLAMATION
444 SW 4th Street • Ontario, OR 97914
PHONE 541-881-3232

Requests for City Proclamations must meet City Guidelines and should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2nd and 4th Tuesday of each month unless otherwise noted. For specific meeting dates, please visit the City of Ontario website at www.ontariooregon.org.

Topic & Purpose of Proclamation:

Individual, Agency, or Organization Sponsoring the Proclamation:

Local Resident Attending Council Meeting to Receive Proclamation:

Name	Phone	Email
------	-------	-------

Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date in the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date: _____

Alternate City Council Meeting Date: _____

Requested By: _____

Name	Phone
------	-------

Address	Email
---------	-------

Please attach a draft copy of your one- page proclamation to this application or check the box if the proclamation will be the same as the previous year. ☐ Wording will be the same as the previous year.

Return the completed form to: City of Ontario, Attn: City Recorder, 444 SW 4th Street, Ontario OR, 97914 or via email to Tori.Barnett@ontariooregon.org.

For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____



**AGENDA REPORT
PUBLIC HEARING
September 24, 2024**

To: Mayor and City Council

FROM: Tatiana Burgess, Planning Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **ORDINANCE #2829-2024: ANNEXATION OF TAX LOT 301 ON ASSESSOR'S MAP 18S47E05AA – A 0.34 ACRE PARCEL AND REZONE FROM URBAN GROWTH AREA RESIDENTIAL ZONE (UGA-RS) TO SINGLE FAMILY RESIDENTIAL ZONE (RS-50)**

DATE: August 20, 2024

PROPOSED MOTION:

A. APPROVAL:

1. I MOVE THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS AND RECOMMENDATION OF THE PLANNING COMMISSION FOR THE ANNEXATION AND REZONE OF 0.34 ACRES OF THE SUBJECT PROPERTY FROM UGA RESIDENTIAL (UGA-RS) TO CITY SINGLE FAMILY RESIDENCE ZONE (RS-50) AS SET FORTH IN ACTION 2024-07-10AZ BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN THIS REPORT.
2. IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2829-2024, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF 0.34 ACRES OF THE SUBJECT PROPERTY FROM UGA RESIDENTIAL (UGA-RS) TO CITY SINGLE FAMILY RESIDENTIAL ZONE (RS-50) AS SET FORTH IN ACTION 2024-07-10AZ, AT A SINGLE MEETING BY TITLE ONLY.

IF VOTE IS UNANIMOUS:

3. IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, I MOVE THAT THE CITY COUNCIL APPROVE ORDINANCE #2829-2024 AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF 0.34 ACRES OF THE SUBJECT PROPERTY FROM UGA RESIDENTIAL (UGA-RS) TO CITY SINGLE FAMILY RESIDENTIAL ZONE (RS-50) AS SET FORTH IN ACTION 2024-07-10AZ, AT A SINGLE MEETING BY TITLE ONLY.

B. DENIAL:

1. I MOVE THAT THE CITY COUNCIL DENY THE REQUEST FOR ANNEXATION AND REZONE OF 0.34 ACRES OF THE SUBJECT PROPERTY FROM UGA RESIDENTIAL (UGA-RS) TO CITY SINGLE

FAMILY RESIDENCE ZONE (RS-50) AS SET FORTH IN ACTION 2024-07-10AZ, BASED ON THE FOLLOWING LEGAL REASONS (NEED TO LIST THE LEGAL DENIAL FINDINGS):

SUMMARY:

The subject property, identified as Tax Lot 301 on Assessor's Map 18S47E5AA, currently zoned UGA Residential, would be annexed to the City of Ontario and be zoned RS-50 (Single-Family Residential) as shown in this report and as recommended by the Planning Commission at the September 9, 2024, public hearing.

BACKGROUND:

In 2020, the subject parcel consisted of 0.97 acres, more or less, zoned Residential (RS) within the Urban Growth Area. Per Ordinance #2780-2020 (Malheur County Recorded Instrument #2020-4380), a portion of the parcel (27,549 square feet, or approximately 0.63 acres, more or less) was rezoned to Light-Industrial (I-1) within the Urban Growth Area, with the intent of processing a property line adjustment, and to add the newly rezoned land to the adjacent Tax Lot 300 on Assessor's Map 18S47E05AA. The deed for the property line adjustment was filed on April 6, 2021, and was done to align the property lines with the existing occupational lines.

The remaining parcel, consisting today of 14,908 square feet, or approximately 0.34 acres, zoned Residential within the Urban Growth Area, is already developed. There is a single-family dwelling on the property, constructed in 1966. The adjacent right-of-way (North Verde Drive) was previously annexed to the city by Ordinance #2757-2019.

This request for annexation received a recommendation for approval from the Planning Commission to the City Council, who will be the decision maker for this action. This action specifically seeks approval for the annexation of Tax Lot 301 on Assessor's Map 18S47E05AA to the city limits, within the Single-family Residence (RS-50) zone, consisting of 0.34 acres, more or less. The Planning Commission held a public hearing on September 9, 2024. No testimony was received. There were no comments submitted by Fair Housing Counsel of Oregon.

CURRENT SITUATION:

The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the zoning ordinance, it is considered to be consistent with the Comprehensive Plan, and the planned development is approved zoning under the Comprehensive Plan.

A. Rezone

1. Section 10B-20-30 REQUIRED FINDINGS, DECISION CRITERIA. In preparing findings to support a quasi-judicial zoning map amendment decision, the following findings shall be addressed except when alternatives are set forth or where a required finding clearly does not apply to the current action:

a. The zoning map amendment is in conformance with statewide planning goals and guidelines.

- b. The zoning map amendment is in conformity with the acknowledged comprehensive plan.
- c. The applicant has demonstrated a mistake or error in the original zone designation, or the applicant has demonstrated a change in physical, social or market conditions generally affecting the area which makes the proposed change appropriate.
- d. A public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.
- e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.
- f. The property affected by the proposed change of zone is properly related to streets and public facilities and with services adequate to meet the demands of the uses allowed in the new zone.
- g. The proposed zoning map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

Findings:

1. Explain how the proposed zoning map amendment is in conformance with statewide planning goals and guidelines.

The City of Ontario, Malheur County and the State of Oregon have all agreed upon the Comprehensive Plan and Map. Within that map, the parcel is currently zoned UGA-Residential. It is a natural progression per the Comprehensive Plan that this parcel be moved into city as City Residential, requesting a Single Family Residence designation.

2. Explain how the proposed zoning map amendment is in conformance with the Acknowledged Comprehensive Plan.

The property is within the City of Ontario UGA and the annexation and rezoning of the property is in compliance to the acknowledged Comprehensive Plan and will bring further compliance by fixing a previous cross zoning of the property which is not a recognized policy, as well as matching the UGA zone in the Comprehensive Plan to the city matching zone.

3. As applicant, you must explain how there has been a mistake or error in the original zone designation or a change in physical, social or market conditions generally affecting the area, which makes this proposed zone change appropriate.

The applicants requested zone change from UGA-Residential Zone to City Single Family Residence Zone does not imply that there has been a mistake or an error in the original zone. In fact, this request for annexation and zone change only shows that the original zone designation of UGA zones was done with future thought of economic growth in mind. What has

changed is the growth and development around the parcel and the need for more affordable housing.

4. As applicant, you must show a public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

The public will benefit by annexing and re-zoning this parcel into the city limits through increased tax revenue. The rezoning of the UGA Residential portion to City Single Family Residence which matches the Comprehensive Plan, and allows for more affordable housing. This action, together with a previous property line adjustment action will fix the crossing zoning of the land which is usually not allowed.

5. Explain how the property affected by the change, if approved, is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

The property consists of 0.34 acres (~14,810.4 sq.ft.), zoned residential, which are large enough to allow for development into the allowed zone.

6. Explain how the property affected by the proposed change of zone is properly related to streets and other public facilities and with services adequate to meet the demands of the uses allowed in the new zone. This shall explain how this proposal will not absorb a disproportionate share of public facilities, utilities and general assets.

The parcels far exceed the minimum parcel size of 5,000 sq. ft. as planned in the comprehensive plan. The property is adjacent to existing streets and utilities and is readily available to be extended and expanded to accommodate the existing single family dwelling on the subject parcel. As part of the UGA, the property has been part of the City Transportation Master Plan, Water Master Plan, Wastewater Master Plan and the City Storm Water Master Plan and therefore, has been approved to provide city services to the properties.

7. Explain how the proposed change in zoning will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

The property is part of the city approved zoning and has been approved for the type of zoning once brought into the City limits and is in harmony with the surrounding developed property zoned accordingly and will not result in any adverse effects on the adjacent properties zoned the same.

Summary Conclusions: Based on the findings above:

a. The City of Ontario Municipal Code Implements policies contained in the City of Ontario Comprehensive Plan conform to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. As this proposal meets the criteria in the above section, this proposal is consistent with Statewide Planning Goals. **CRITERION IS MET**

b. The findings 2 above show that the request is within goals and conformance of the Acknowledged Comprehensive plan. Therefore, this proposal has demonstrated to be consistent with the Comprehensive Plan. **CRITERION IS MET**

c. The information in finding 3 is that there has been no mistake and the request follows the comprehensive plan. Therefore, there is no mistake, and the request follows the comprehensive plan and approved zoning and demonstrates that this criterion is met. **CRITERION IS MET**

d. As noted in applicant's finding 4, rezoning from the UGA zones to City zones would not be considered as the granting of a special privilege for a single property or group of property owners as it is providing for the same zoning as the comprehensive plan and is the same zoning of the lands adjacent to these properties. **CRITERION IS MET**

e. As noted in finding 5, the subject property size is adequate to demonstrate consistency with this criterion. **CRITERION IS MET**

f. As noted in the finding 6 above, the properties are properly related to streets and public facilities within the public streets and the existing uses and services demonstrate that uses allowed in the proposed zone are provided. **CRITERION IS MET**

g. In finding 7 above, that while the impact on surrounding properties will be low, with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating these issues. The permitted uses are related to low volume traffic and uses which do not lend themselves to the creation of significant amounts of noise or other discharges of dust or odor into the air are uncommon in this type of use. **CRITERION IS MET**

Final Conclusion: ALL CRITERIA ARE MET

B. Annexation:

1. 10B-45-10 INITIATION OF ACTION. When a person, authorized by statute, wishes to extend the city's boundaries, an application on forms supplied by the city shall be filed with the Planning Director and which include: annexation consent forms, by the property owners, and by tenants if required by law or court decision; request for a change in zoning map designation, or plan change if required; request for other quasi-judicial action if required; fees, and other exhibits and requirements for a quasi-judicial action as set forth in this Title. All land use actions associated with the annexation shall be consolidated, as feasible, and one fee paid.

2. Oregon Revised Statute 222.125: Annexation by consent of all owners of land and majority of electors; proclamation of annexation. The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative

body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Findings:

1. The applicants have paid the fees and provided the proper application with signatures.
2. The property is annexable because it lies inside the Urban Growth Boundary and is contiguous with the current city limits.
3. The property currently being zoned UGA Residential, being rezoned to City Single Family Residence zone is consistent with contiguous property.
4. Findings from preceding sections of this report are herein included by this reference. A change to the comprehensive plan map or text is not necessary to annex the property; however, the annexation of the property must be consistent with all applicable Comprehensive Plan Policies.
5. Annexation would benefit the city by increasing tax revenue, and by providing more potentially developable residential land.

Final Conclusion: All criteria and standards applicable to a request for annexation have been met. The property may be annexed.

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for annexation and rezoning of property may be recommended for approval or denial by the Planning Commission to the City Council if all applicable decision criteria and standards are found met, or able to be met through appropriate conditions of approval. In this case, findings must be made by the Planning Commission that the specific criteria are either met, able to be met through conditions of approval, or not met; options and discussion are provided under “**Findings:**” and “**Conclusion:**” for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

At the Planning Commission Public Hearing on September 9, 2024, the Planning Commission approved the findings of facts as presented and made a recommendation to the City Council to approve action 2024-07-10AZ.

ANALYSIS:

- A. **STRATEGIC PLAN** This project falls under the Growth goal of the City Council's Strategic Plan, specifically allowing for annexation of land to add growth and more tax base, which allows for the development of the property.
- B. **FINANCIAL** This annexation will add to the city tax base.

- C. **TIMING** The rezoning of this property is needed in a timely manner to allow for development.
- D. **POLICY/LEGAL** The proposed development must comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the Zoning Ordinance, it is consistent with the Comprehensive Plan.
- An annexation and rezone must be done by an ordinance and the City Council is the final authority for approving a city ordinance.

ALTERNATIVES:

The City Council could table the action until a time certain if more information is needed to make a decision or remand it back to the Planning Commission for more information.

RECOMMENDATION:

Staff recommends that the City Council approve and adopt the findings of facts and approve the annexation and rezone from Urban Growth Area Residential zone to City Single Family Residential zone of the subject property as per the report by adopting Ordinance #2829-2024.

ATTACHMENTS:

1. Ord #2829-2024 Annex & Rezone (Curtis)



ORDINANCE #2829-2024

AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONING OF CERTAIN TERRITORY TO THE CITY OF ONTARIO FROM URBAN GROWTH AREA (UGA) RESIDENTIAL TO CITY SINGLE FAMILY RESIDENTIAL (RS-50), BEING A 0.34 ACRES PARCEL WITHIN THE NE1/4 OF NE1/4 SECTION 5, TOWNSHIP 18 SOUTH, RANGE 47 EAST, WILLAMETTE MERIDIAN, AND WITHDRAWING THE SAID PROPERTY FROM THE ONTARIO RURAL ROAD ASSESSMENT DISTRICT #3 AND ONTARIO RURAL FIRE PROTECTION DISTRICT #7-302

- WHEREAS,** There has been submitted to the City of Ontario a written request for annexation and rezoning to the city, signed by 100% of the owners of land within the affected territory to be annexed; and
- WHEREAS,** All of the owners of land in that territory have consented in writing to the annexation of their land in the territory and have filed a statement of their consent with the legislative body of the city; and
- WHEREAS,** The City Charter and the City Code does not expressly require the city to submit a proposal of annexation of territory to the electors of the city; and
- WHEREAS,** All the owners have requested 0.34 acres be rezoned from UGA Residential (UGA-RS) to City Single Family Residential Zone (RS-50); and
- WHEREAS,** The city desires to withdraw the land to be annexed from the ONTARIO RURAL ROAD ASSESSMENT DISTRICT #3, pursuant to ORS 222.120(5), and has received consent from the District to do so; and
- WHEREAS,** The property will also be withdrawn from Ontario Rural Fire Protection District #7-302.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

1. Annexation Area. The following contiguous territory be and the same is hereby annexed: The property legally described and mapped in the attached Exhibits "A" and "B" respectively.
2. Rezoning. That based on the Planning Commission findings and recommendation in Planning Action 2024-7-10AZ, the lands as shown and described in the attached Exhibits "C" and "D" be rezoned from UGA Residential to Single Family Residential (RS-50) being 0.34 acres.
3. Withdrawing the above-described area from Ontario Rural Road Assessment District No. 3. The Common Council of the City of Ontario deems it in the best interest of the public of the City of Ontario and hereby declares that the real property described hereinabove is withdrawn from the Ontario Rural Road Assessment District No. 3 on the effective date of this annexation pursuant to ORS 222.120(5).

4. Record. The City Planner shall submit to the Oregon Secretary of State (1) a copy of this Ordinance, (2) a copy of the statement of consent of the landowner in the territory annexed; and (3) shall send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the city within 10 days of the effective date of annexation to the Malheur County Assessor, Malheur County Clerk, and the State Department of Revenue.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2024, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this _____ day of _____, 2024.

ATTEST:

Deborah R. Folden, Mayor

Tori Barnett, MMC, City Recorder

Exhibit "A"

Annexation Boundary Description

A parcel of land situated in the Northeast Quarter of the Northeast Quarter of Section 5, Township 18 South, Range 47 East, Willamette Meridian, City of Ontario, Malheur County, Oregon; being more particularly described as follows:

BEGINNING at a No. 5 rebar on the westerly right-of-way line of Verde Drive which is S 00°06'15" W, 616.00 feet and N 89°44'06" W, 30.00 feet from the northeast corner of said Section 5;
thence, on the boundary line of that certain parcel of land described in Deed recorded January 10, 1997 in Instrument No. 97-307, Malheur County Records, N 89°44'06" W, 126.00 feet to a No. 5 rebar;
thence N 00°06'15" E, 57.42 feet (previously 52.42 feet) to a No. 5 rebar as resolved by Malheur County Survey recorded October 4, 2006 as Survey No. 18-47-0814;
thence, leaving said boundary line, N 00°05'33" W, 47.29 feet to a No. 5 rebar;
thence N 87°47'48" E, 76.29 feet to a No. 5 rebar;
thence N 41°25'39" E, 75.62 feet to a No. 5 rebar on said right-of-way line;
thence on said right-of-way line S 00°06'15" W, 164.93 feet to the point of beginning.

Subject to easements and rights-of-way of record. Containing 14,908 Square Feet, more or less.

- End of Description -

Exhibit "B"

Annexation Boundary Map

N.E. 1/4 N.E. 1/4 SEC. 5 T.18S. R.47E. W.M.
MALHEUR COUNTY
1" = 100'

18

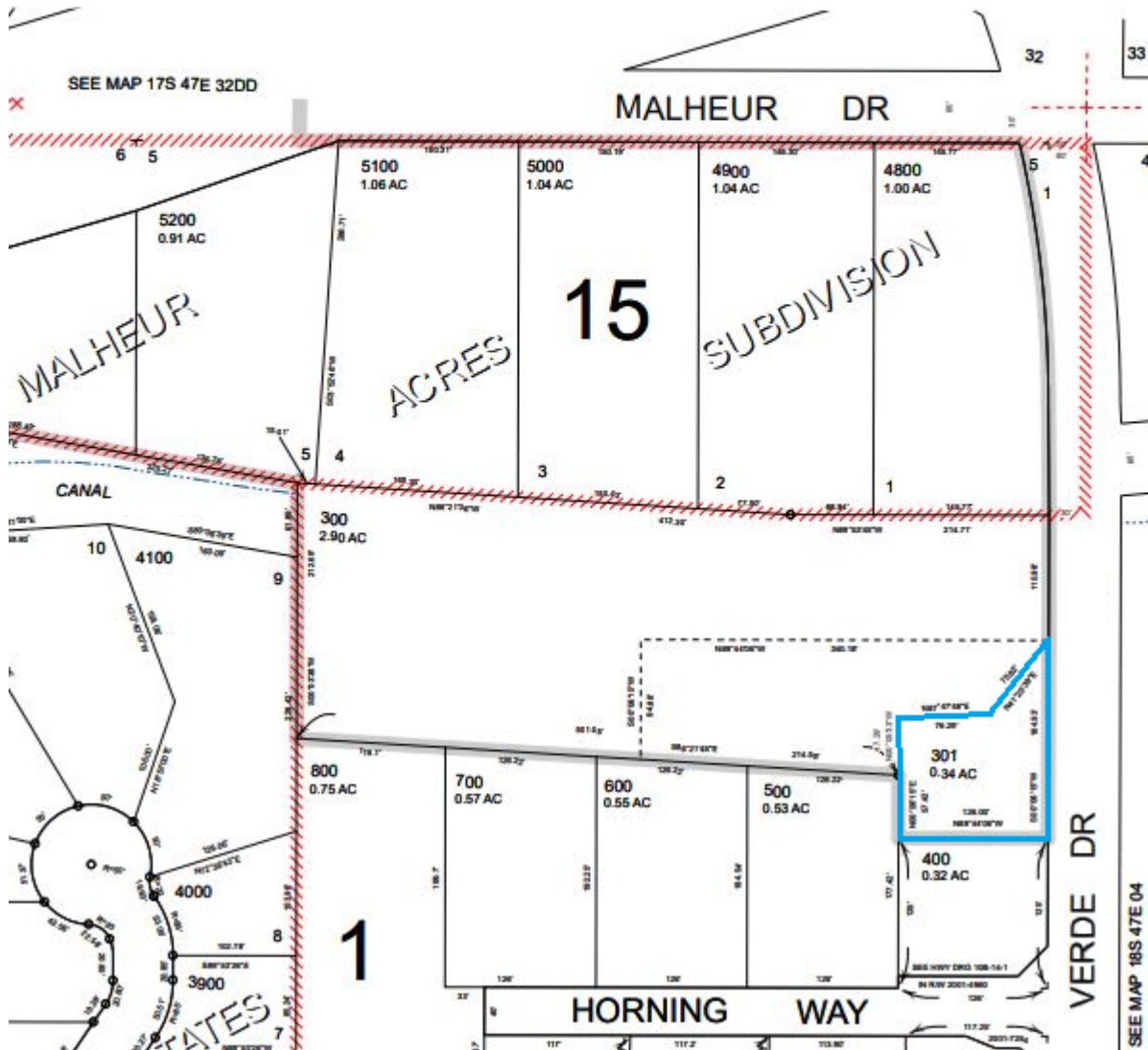


Exhibit "C"

Parcel Before Annexation

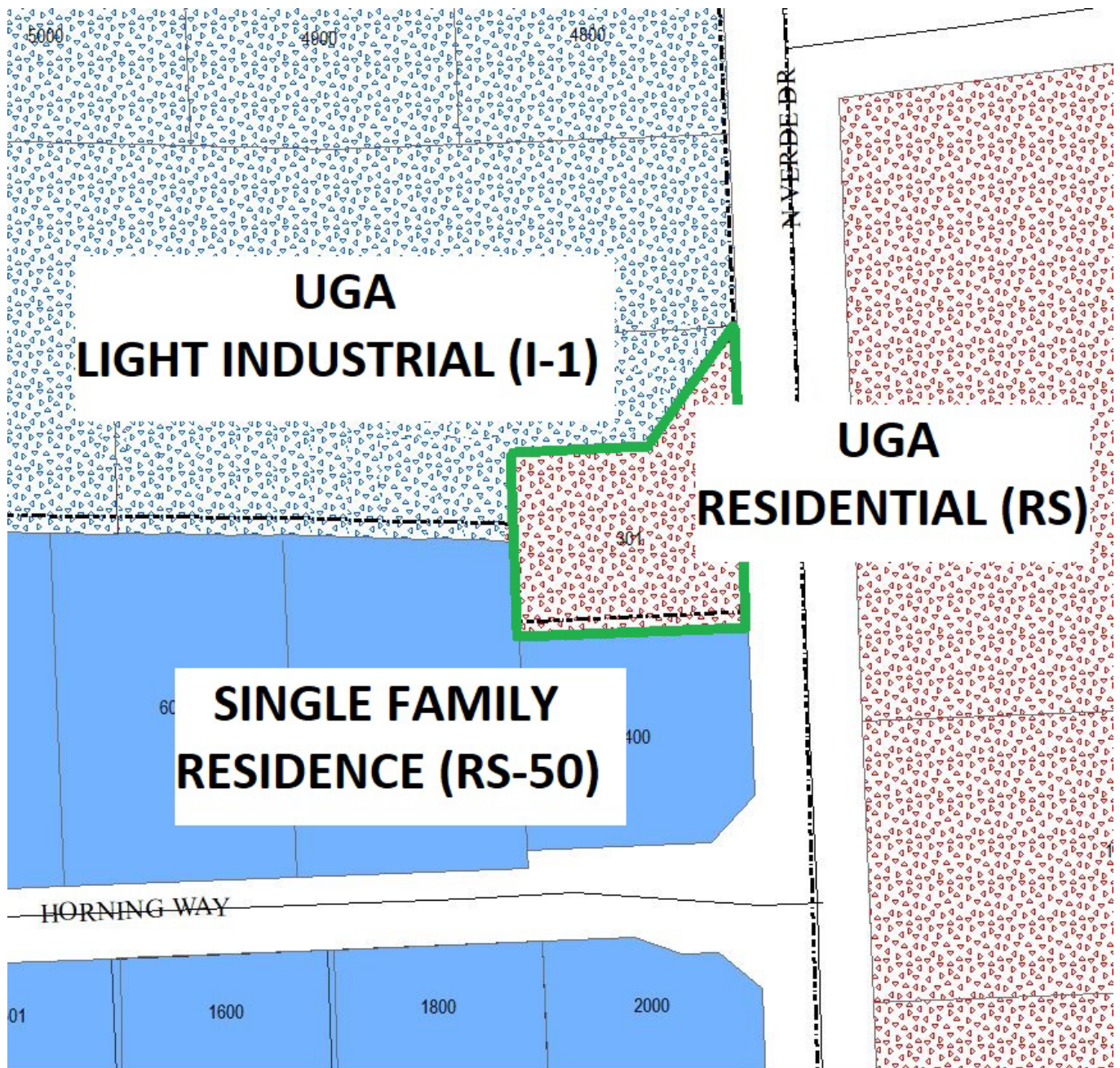
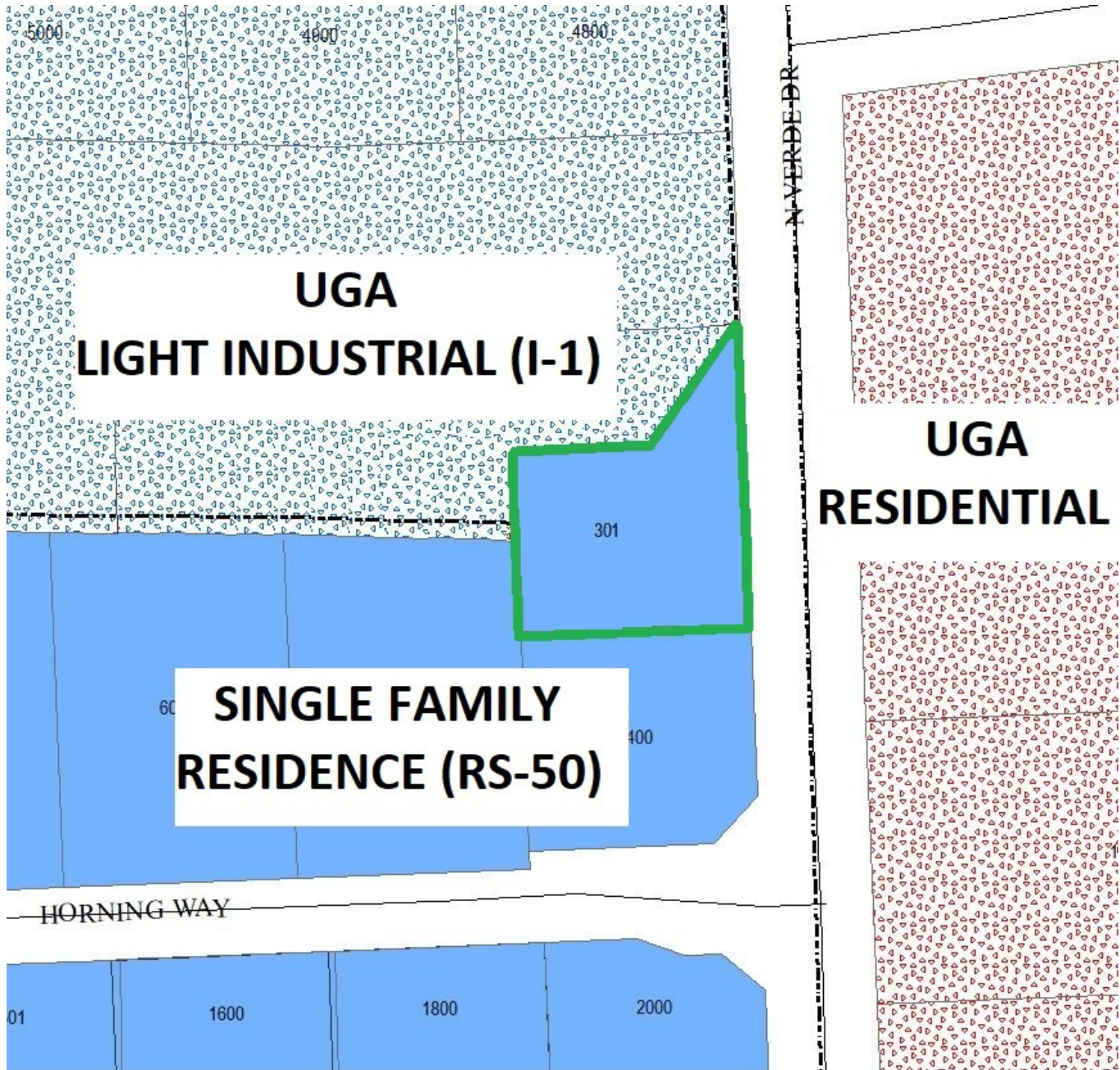


Exhibit "D"

Parcel After Annexation



MALHEUR COUNTY COURT MINUTES

August 21, 2024

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office with Commissioner Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Staff present in the meeting room were Administrative Officer Lorinda DuBois, Economic and Community Development Director Taylor Rembowski, Building Official Adele Schaffeld, and Planning Director Carol Parker. Notice of the meeting was posted on the County website, Courthouse bulletin board, and emailed to the Argus Observer, Malheur Enterprise and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2024-2321](#)

INTRODUCTIONS

Introductions were made and Commissioner Jacobs welcomed Ms. Parker as a new employee of the County.

PROCLAMATION - RECOVERY MONTH

Mark Keele, Lindsey Nieskens, Paula Olvera, Rene Kesler, Steven Wolfe, all members of the Malheur County Prevention Coalition, were present for the signing of the Proclamation declaring September 2024 as Mental Health, Substance Use, and Harmful Gambling Behaviors Recovery Month. Also present was Lifeways CEO Steve Jensen. The proclamation was read:

Malheur County Recovery Month Proclamation

Mental health, substance use and harmful gambling behaviors affect all communities nationwide. With commitment and support, our family members, friends, colleagues, and community members with these disorders can achieve healthy lifestyles and lead rewarding lives in recovery. By seeking help, people who experience mental health, substance use and/or harmful gambling behaviors can embark on a new path toward improved health and overall wellness. The focus of our local theme for *Recovery Month* for September 2024 is "*The Art of Recovery!*" To celebrate their journey, we recognize the challenges of recovery and we support them! We realize the need to share resources and build networks that support recovery in all forms, as we are all part of the solution. Recovery Month and Hands Around the Park spreads the message that behavioral health is essential to one's overall health and wellness, and that prevention works, treatment is effective, and people do recover.

The impact of mental health and substance use disorders is apparent in our country, with over 40 million people in the US suffering from a substance use disorder, and over 100,000 people dying annually from overdoses. In the most recent survey, 12.63 percent of Oregon residents reported using illicit drugs in the past month. The national average was 8.82 percent. The percentage of adults reporting symptoms of anxiety and/or depression is 3% higher in Oregon than the nation. Additionally, an estimated 88,000 Oregon adults and adolescents meet the clinical diagnosis for gambling disorder, with another 180,000 at risk of developing a problem with gambling. These conditions in one way or another affect us all. Through Recovery Month, people become more aware and able to recognize the signs of mental health, substance use, and harmful gambling behaviors, which can help guide more people into needed treatment. Managing the effects of these conditions can help people achieve healthy lifestyles, both physically and emotionally.

The Recovery Month observance continues to work to improve lives to promote and support treatment and recovery practices, educating communities about prevention and acknowledging the dedication of service providers and community members who assist in making recovery possible. For the above reasons, we are asking the citizens of Malheur County to join us in celebrating this September as Recovery Month.

We, as the County of Malheur in the state of Oregon, do hereby proclaim the month of September 2024 as Mental Health, Substance Use, and Harmful Gambling Behaviors Recovery Month in Malheur County, OR, we call upon our community to observe this month with compelling programs and events that support this year's observance.

Commissioner Jacobs moved to proclaim the month of September 2024 as Mental Health, Substance Use, and Harmful Gambling Behaviors Recovery Month. Commissioner Mendiola seconded and the motion passed unanimously.

Those present answered various questions from the Court members. Hands Around the Park will be held at Lions Park in Ontario on September 12, 2024.

LIFEWAYS

Lifeways CEO Steve Jensen met with the Court. Mr. Jensen provided information on Project Hope; Project Hope is an initiative aimed at improving and streamlining the County's behavioral health system and addressing the growing demand for mental health and substance use treatment. A crises stabilization center will open soon. Lifeways was allotted funding through HB 5204 (2024) for a project to convert the West Park Plaza Mall into a facility with supported housing units; the Mall location has a lot of issues associated with it and the project may not be able to move forward at the Mall facility (funding for the project is specific to the mall property and requires a legislative fix to use the funding at a different location). Lifeways would like to apply for funding through the governor's office (HB 5030) (up to \$15 million) to build two separate standalone buildings for mental health services and substance use and recovery services. The substance use recovery center would be approximately 25,000 square feet and provide services to both inpatient and outpatient; it would have 40 beds of inpatient substance use recovery beds as well as some detox beds. (Forty beds for residential treatment and four beds for detox are projected.) The second building would include 24-hour urgent care walk-in for mental health services and include 6 short-term respite beds and 10 class II long-term treatment beds. Lifeways owns the property where it is proposed to build the urgent care crisis stabilization center (adjacent to the Lifeways building on Sunset Drive.) Federal regulations do not allow for more than 16 beds in one location and the two facilities cannot be closer than 1500 feet. Lifeways would like to partner with the County to purchase the County owned property where the Burdic House currently sits (1152 SW 3rd Street; Ref. #2058) to build a 40-bed substance use residential facility. Building the two separate facilities is less costly than converting the mall property. The current recovery center facility is outdated and beds are limited. Mr. Jensen answered questions from the Court members. Commissioner Jacobs requested Mr. Jensen come back to the Court with a proposed purchase price for the property. See instrument # [2024-2322](#) for the written summary of Project Hope.

ROAD VACATION PETITION - HARPER SCHOOL DISTRICT

Surveyor Derrick McKrola met with the Court and reviewed his report regarding the petition for vacation of a portion of "B" Street in Harper. Mr. McKrola received a signed petition and the petition submittal fee from the superintendent of Harper School District #66 to vacate a portion of "B" Street (19 feet by 100 feet). Harper School District owns the property on both sides of the request to vacate portion. This portion is the remaining

19 feet of an original 60-foot wide platted street. The other 41 feet of the street had previously been vacated in 1976 and 2004. The school acquired the property on the northwest side known as Tax Lot 301 of the subject street strip in 2005; Mr. McKrola believes the school has used the strip ever since. A 2011 and 2013 aerial photo shows that the school was utilizing this strip next to the school track. The zoning for the surrounding land is Rural Service Center. No county improvements are within the subject strip. There does not appear to be a need to develop this street as a public road. As the addition of the building will be crossing into tax lot 301 from the existing school building in tax lot 100, the two tax lots should be consolidated. County Surveyor Derrick McKrola and Planning Director Carol Parker recommend the vacation be approved and the described portion of "B" Street be vested to the school without a need for a public hearing or public notice (as the school district is 100% the abutting owner). Mr. McKrola answered questions from the Court members. Commissioner Mendiola moved to approve the road vacation petition. Commissioner Jacobs seconded and the motion passed unanimously. A Vacation Order will be prepared. See instrument # [2024-2323](#) for the written Surveyor's Report.

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of August 14, 2024 as written. Commissioner Mendiola seconded and the motion passed unanimously.

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Jacobs moved to approve Supplemental Budget Resolution R24-21: In the Matter of Fiscal Year 2024/2025 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Mendiola seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate Contingency Funds to the Non-Program Fund - these are holdover funds from the Department of Agriculture Grasshopper Abatement Grant; and to allocate additional funds from the Oregon Department of Human Services OHA and carryover funds that were not anticipated when the budget was adopted - these funds are for mental health services provided by Lifeways. See instrument # [2024-2324](#)

IGA # 183626- SCREENWISE

Commissioner Jacobs moved to approve State of Oregon Intergovernmental Grant Agreement #183626 for the Adolescent, Screenwise & Reproductive Health program. Commissioner Mendiola seconded and the motion passed unanimously. The agreement expires June 30, 2025 and funding is not to exceed \$125,000. A copy will be returned for recording.

MOA - CANYON COUNTY

Commissioner Jacobs moved to approve Memorandum of Agreement (MOA) between County of Malheur, State of Oregon and County of Canyon, State of Idaho. Commissioner Mendiola seconded and the motion passed unanimously. The agreement is for juvenile offenders under the jurisdiction of Malheur County to be temporarily housed at the Canyon County Juvenile Detention Center. A copy will be returned for recording.

PERS RETIREE - KESEY

Commissioner Jacobs moved to approve employment of PERS retiree Employment Agreement with David Kesey. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-2325](#)

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(e) Real Property Transactions with Judge Joyce presiding with Commissioner Jacobs and Commissioner Mendiola present. Also present were County Counsel Stephanie Williams, Administrative Officer Lorinda DuBois, and Economic and Community Development Director Taylor Rembowski. No decisions were made during or following the meeting.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

September 4, 2024

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office with Commissioner Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Staff present in the meeting room were Administrative Officer Lorinda DuBois, and Economic and Community Development Director Taylor Rembowski. Notice of the meeting was posted on the County website, Courthouse bulletin board, and emailed to the Argus Observer, Malheur Enterprise and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2024-2478](#)

TREASURE VALLEY PARAMEDICS (TVP)

The Court also met as the governing body of the Ambulance Service District (ASD) for the discussion with Treasure Valley Paramedics. TVP, Inc. President Steve Patterson, Vice-President Heather Land, and Attorney Shawn Logan met with the Court. Also present were Sheriff Travis Johnson and County Counsel Stephanie Williams. Mr. Logan explained that TVP is facing significant financial struggles and addressed some of those financial hurdles on behalf of TVP. Financial hurdles discussed were:

- Staffing and equipment - there is a shortage of EMS professionals nationwide. Wages must be competitive to retain staff. Mr. Patterson and Ms. Land have taken pay cuts in order to make sure TVP is properly staffed and is committed to providing quality services.
- Medicare and Medicaid reimbursement had a breach of their data and as a result payments were slowed and stopped. Some oMedicare payments have started to come in but Medicaid has not. This has caused a cash flow shortage for TVP as they rely on Medicare and Medicaid to pay on time.
- The Ground Emergency Medical Transport (GEMT) tax is a tax on private ambulance services and is a mechanism designed to bridge the gap between actual costs of providing emergency medical transport and reimbursement received from Medicaid. The long term impact is unknown. TVP is going to receive more monies in the future for their services from Medicare and Medicaid, but in the interim, TVP is going to have to pay almost \$100,000 into the GEMT tax.
- A decrease in call volume (may be in part due to the economy and nursing homes reducing their calls for treatment on scene due to State directives). And,
- Dispatch fees. Dispatch fees have increased about 165% between 2017 and 2023 and at this point in time TVP cannot pay what they owe for 2023 (approximately \$90,000 still owing/ \$10,000 paid).

TVP is requesting \$90,000 from the County to pay the dispatch fees, or a debt forgiveness of the dispatch fees (\$100,000). TVP is also requesting a moratorium on the payment of future dispatch fees for the next three years. (Baker County gave their ambulance provider a five-year moratorium on dispatch fees.) Additionally, TVP is requesting \$100,000 from the County to invest in hiring, retaining, and training of employees and equipment.

Pat Caldwell with the Malheur Enterprise joined the meeting.

Those present answered questions from the Court members.

Commissioner Jacobs inquired what the County's obligations were in regards to ambulance services. Ms. Williams explained that the County is obligated by statute to adopt an ambulance service area (ASA) plan and contract with ambulance service providers for the ASA's. The ASA plan must be approved by the State. The County contracts with TVP, City of Vale, and Jordan Valley Ambulance.

Mr. Patterson discussed dual dispatch (the automatic dual dispatch procedure is no longer in effect); and the need for TVP to provide transfer services as much as possible.

The 911 Users Board made changes to the dispatch fees formula and those changes are included in the new contracts, which have been signed by all entities.

TVP's Accountant Mr. Fenton joined the session and discussed the dispatch fee formula. Mr. Fenton explained that the basic formula methodology that was used was taking the total dispatch costs and breaking it out on a per person, per capita number across the county and allocating the cities and TVP their portion based on population and number of calls. There are also 911 funds that are received and those funds were allocated to the cities (reducing their dispatch fees), but TVP did not receive the 911 funds. Beginning this year, the 911 funds are now pooled and used to reduce the dispatch fees for all entities, including TVP. (The 911 tax funds began in 2018.) It is estimated that TVP paid approximately \$40,000 to \$50,000 more a year for dispatch services, based on the call volume.

Ms. Williams noted that TVP has contracted with Malheur County since 1999 (before that ambulance services came from Idaho). The TVP Foundation gives back to Malheur County ambulance providers as well as Idaho providers - which is important as Idaho provides mutual aid. TVP took over the Nyssa ASA when the City of Nyssa no longer could provide the service.

After further discussion, the Court thanked TVP for their service and took the matter under advisement.

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of August 21, 2024 as written. Commissioner Mendiola seconded and the motion passed unanimously.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(h) - Legal Counsel with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were County Counsel Stephanie Williams, Administrative Officer Lorinda DuBois, IS Director Joshua Kreger, IS Coordinator Ty Hemon, Pat Caldwell with the Malheur Enterprise, and Antonio Sunseri with the Argus Observer was present electronically. No decisions were made during or following the session.

CROSSING PERMITS

Commissioner Jacobs moved to approve Crossing Permit #68-24 to Eddie Heid for work under Hill Road #681. Commissioner Mendiola seconded and the motion passed unanimously. Commissioner Jacobs noted that he wants to ensure that Road Supervisor Dave Tiffany is reviewing the permit requirements with the Permittees. The original permit will be kept on file at the Road Department.

FUNDING AGREEMENT - MCDC

Commissioner Jacobs moved to approve Agreement for Funding with Malheur County Development Corporation (MCDC). Commissioner Mendiola seconded and the motion passed unanimously. The agreement provides funding for an executive director and professional services for the Treasure Valley Reload Center project. The agreement expires June 30, 2025. See instrument # [2024-2479](#)

VACATION ORDER

Commissioner Jacobs moved to approve Vacation Order No. GO-07-24: In the Matter of the Vacation of an Undeveloped Portion of "B" Street in Harper. Commissioner Mendiola seconded and the motion passed unanimously. The Court discussed the petition for vacation at their meeting on August 21, 2024. Harper School District #66 is the petitioner and owns 100% of the abutting land. See instrument # [2024-2480](#)

IGA - RESIDENTIAL HOUSING REHABILITATION PROGRAM

Commissioner Mendiola moved to approve Intergovernmental Agreement in Support of a Community Development Block Grant from the 2024 Community Development Block Grant Program Administered by the Oregon Business Development Department, Infrastructure Finance Authority. Commissioner Jacobs seconded and the motion passed unanimously. The City of Ontario will be the lead agency; Community in Action will manage the program. See instrument # [2024-2482](#)

IGA #26018 AMENDMENT

Commissioner Jacobs moved to approve Fifth Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services, Agreement # PO-44300-00026018. Commissioner Mendiola seconded and the motion passed unanimously. Funding is for Aid and Assist Client Services. See instrument # [2024-2486](#)

VETERANS TRANSPORTATION GRANT

Commissioner Jacobs moved to approve State of Oregon, Oregon Department of Veterans' Affairs 2024-2025 Transportation of Veterans in Highly Rural Areas Grant Agreement - Malheur County, Grant No. VS-0257. Commissioner Mendiola seconded and the motion passed unanimously. Grant funding is not to exceed \$45,000 for the period of September 15, 2024 through September 14, 2025. Malheur Council on Aging and Community Services (MCOA&CS) will provide the transportation services. A copy will be returned for recording.

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Jacobs moved to approve Supplemental Budget Resolution R24-22: In the Matter of Fiscal Year 2024/2025 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Mendiola seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate Election Infrastructure Grant funds that were not anticipated when the budget was adopted - these funds will be used to cover security personnel during the election and to pay for new door access controls for the Clerk's Office; and to allocate funds from the Oregon Criminal Justice Commission that were not anticipated when the budget was adopted - these funds are to be used as outlined in the grant agreement. See instrument # [2024-2481](#)

LUBA FINAL OPINION AND ORDER

The Land Use Board of Appeals (LUBA) issued its Final Opinion and Order in the Hastings et al vs Malheur County and Darren Lee, Intervenor-Respondent case. The LUBA decision upheld the County Court's decision for quality, quantity and location. LUBA remanded the matter back to the County for an ESEE analysis. The Planning Commission did an ESEE analysis. The applicant can now request a hearing on the remand; the Court can hold the hearing based on the record without argument.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

September 11, 2024

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office with Commissioner Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Notice of the meeting was posted on the County website, Courthouse bulletin board, and emailed to the Argus Observer, Malheur Enterprise and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument # [2024-2528](#)

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of September 4, 2024 as written. Commissioner Mendiola seconded and the motion passed unanimously.

AMENDMENT - IGA #180022

Commissioner Jacobs moved to approve Tenth Amendment to Oregon Health Authority 2023-2025 Intergovernmental Agreement (IGA) for the Financing of Public Health Services, Agreement #180022. Commissioner Mendiola seconded and the motion passed unanimously. Funding is awarded various program elements. A copy will be returned for recording.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(e) - Real Property Transactions with Judge Joyce presiding with Commissioner Jacobs and Commissioner Mendiola present. Also present were County Counsel Stephanie Williams, Administrative Officer Lorinda DuBois, Sheriff Travis Johnson and Economic and Community Development Director Taylor Rembowski. No decisions were made during or following the session.

ADJOURNMENT

The meeting was adjourned.

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
Printed: 9/19/2024 10:35 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
132115	879678	All Traffic Solutions, Inc.	08/08/2024	1,500.00
132116	879684	Altruistic Recovery	08/08/2024	5,000.00
132117	879870	Anvil Northwest	08/08/2024	443.75
132118	037600	AT&T	08/08/2024	25.46
132119	130624	B & W Car Wash	08/08/2024	6.00
132120	UB*12202	BEVERLY BERGAM	08/08/2024	7.31
132121	879494	Bruneel, LLC	08/08/2024	545.12
132122	637830	Century Link	08/08/2024	692.83
132123	637828	Century Link Communications, LLC	08/08/2024	54.86
132124	180798	CIS Trust	08/08/2024	426,701.76
132125	879757	Dirty Girl Construction, LLC	08/08/2024	11,764.70
132126	879653	FileOnQ, Inc	08/08/2024	650.00
132127	879624	Ronya Hemenway, LCSW	08/08/2024	300.00
132128	UB*12203	ALEXIS HERNANDEZ	08/08/2024	11.57
132129	UB*12204	JAMES HUFFMAN JR	08/08/2024	72.02
132130	376000	Idaho Power	08/08/2024	5,885.65
132131	376002	Idaho Power - Payette Operations Center	08/08/2024	11,936.00
132132	879191	Kristy Lynn Janti	08/08/2024	72.00
132133	440000	L.N. Curtis and Sons	08/08/2024	388.50
132134	461607	MicroTechnology Systems, Inc.	08/08/2024	10,530.00
132135	UB*12201	LISA PETERSON	08/08/2024	39.52
132136	642093	Red's Automotive Repair, Inc.	08/08/2024	225.82
132137	879803	SAR, Inc.	08/08/2024	343.00
132138	T7125	Snake River Valley EAA Chapter 837	08/08/2024	600.00
132139	738002	Symbol Arts, LLC	08/08/2024	225.00
132140	879874	Fidel Torres	08/08/2024	170.00
132141	879122	Uline	08/08/2024	1,203.51
132142	288897	Verizon	08/08/2024	1,371.15
Total for 8/8/2024:				480,765.53
132143	879680	U.S. Bank Equipment Finance	08/12/2024	1,497.00
Total for 8/12/2024:				1,497.00
132144	879530	Nicholas Ducote	08/20/2024	2,915.00
Total for 8/20/2024:				2,915.00
132145	879612	Michael Iwai	08/21/2024	147.50
132146	879363	Danielle Llamas	08/21/2024	147.50
Total for 8/21/2024:				295.00
132147	879745	AT&T Mobility, LLC	08/22/2024	1,256.52
132148	144000	Cascade Natural Gas Corporation	08/22/2024	64.45

Check No	Vendor No	Vendor Name	Check Date	Check Amount
132149	637830	Century Link	08/22/2024	528.83
132150	UB*12205	ROBERT CLASON II	08/22/2024	156.75
132151	879736	Desert Sage Event Center	08/22/2024	4,936.45
132152	&260	Four Rivers Cultural Center	08/22/2024	39,235.15
132153	376000	Idaho Power	08/22/2024	2,319.99
132154	UB*12208	CATHY KREFTMEYER	08/22/2024	120.63
132155	879417	LightSpeed Networks, Inc.	08/22/2024	1,213.59
132156	539200	Ontario Area Chamber of Commerce	08/22/2024	33,042.44
132157	UB*12206	DERRICK PIERCE	08/22/2024	71.20
132158	130950	Sparklight Business	08/22/2024	140.72
132159	UB*12207	BELAMIE USREY	08/22/2024	108.20
132160	879733	Waste Connections of Oregon, Inc.	08/22/2024	444.10
Total for 8/22/2024:				83,639.02
132161	183201	CK3, LLC	08/28/2024	1,957.50
132162	879641	Garrett's Dry Cleaning, LLC	08/28/2024	32.15
132163	382005	Interpath Laboratory, Inc.	08/28/2024	1,967.07
132164	610100	Malheur Memorial Health Clinic	08/28/2024	300.00
132165	240100	State of Oregon Dept of Consumer & Busin	08/28/2024	6,502.88
132166	879469	SBRK Finance Holdings, Inc.	08/28/2024	1,644.00
Total for 8/28/2024:				12,403.60
ACH	878915	Jacobs Engineering Group, Inc.	08/29/2024	8,703.52
ACH	878915	Jacobs Engineering Group, Inc.	08/29/2024	79,388.06
ACH	878915	Jacobs Engineering Group, Inc.	08/29/2024	4,242.50
ACH	878915	Jacobs Engineering Group, Inc.	08/29/2024	20,263.03
ACH	879876	National STOL	08/29/2024	15,000.00
132167	879680	U.S. Bank Equipment Finance	08/29/2024	3,193.63
132168	879240	Advanced Control Systems, LLC	08/29/2024	3,360.00
132169	033300	Argus Observer 117-A	08/29/2024	331.50
132170	879494	Bruneel, LLC	08/29/2024	2,071.89
132171	879819	Express Services, Inc.	08/29/2024	350.00
132172	879653	FileOnQ, Inc	08/29/2024	650.00
132173	441140	Looks Nu, Inc.	08/29/2024	350.00
132174	451600	Malheur County Administration Office	08/29/2024	400.00
132175	242083	State of Oregon Department of Transportati	08/29/2024	11.75
132176	879551	Painter Holdings & Business Ventures, Inc.	08/29/2024	38.25
132177	879166	Pitney Bowes Global Financial Services, LI	08/29/2024	882.93
132178	879226	PortaPros	08/29/2024	644.20
132179	642093	Red's Automotive Repair, Inc.	08/29/2024	955.80
132180	879145	Silver Signet, LLC	08/29/2024	327.56
132181	681000	SIRCHIE Acquisition Company, LLC	08/29/2024	86.82
132182	T7125	Snake River Valley EAA Chapter 837	08/29/2024	600.00
132183	879553	Training & Employment Consortium	08/29/2024	924.00
132184	810660	Unit Process Company	08/29/2024	4,302.78
132185	879151	Waste-Pro	08/29/2024	50.24
132186	879635	Western Building Maintenance, Inc.	08/29/2024	4,957.08
Total for 8/29/2024:				152,085.54
Report Total (77 checks):				733,600.69