

**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, FEBRUARY 11, 2025, 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 _____ Michael Braden _____ Ken Hart _____ Adrianna Contreras _____
John Kirby _____ Council President Penny Bakefelt _____ Mayor Deborah Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on February 7, 2025. 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) Adoption of Council Meeting Minutes: January 14, 2025 and January 28, 2025

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) PRESENTATIONS

- A) Joint Meeting with Ontario Rural Fire Protection District
- B) Four Rivers Cultural Center: Update

7) NEW BUSINESS

- A) Bid Award: Old Water Treatment Plant Filter Media
- B) Task Order Award: Consor - Secondary River Intake Engineering Services (CDBG)

8) DISCUSSION ITEMS

- A) ODF Grant Update

9) HAND-OUTS

- A) Monthly Department Stats: PW & OFR
- B) Public Works: 2024 Annual Review
- C) Minutes: Airport 01-06-2025; County Court 01-22-2025, 01-29-2025
- D) Check Register: December 2024
- E) Packet: V&C Board 02-04-2025

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) 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 January 14, 2025

NO SOUND RECORDED UNTIL AMY KEE WAS SPEAKING UNDER PUBLIC COMMENTS. UNTIL THAT POINT, TRANSCRIPTION TAKEN FROM CITY RECORDER NOTES.**

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, January 14, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Susann Mills, Ken Hart, John Kirby, Sam Baker, Penny Bakefelt, and Eddie Melendrez. Also present were incoming Councilors Michael Braden and Adrianna Contreras.

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

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

AGENDA

This Agenda was posted January 10, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

BAKER moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 7/0/0.

CONSENT AGENDA

MILLS moved, BAKEFELT seconded, **TO ADOPT THE CONSENT AGENDA, AS AMENDED, WHICH CONSISTED OF THE COUNCIL MEETING MINUTES OF DECEMBER 10, 2024**. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-yes; Kirby-yes; Folden-yes. Motion carried 7/0/0.

PUBLIC COMMENTS

Karen Skow, Meridian, stated: Madam Mayor and members of the City Council. My name is Karen Skow and I am the Executive Director of CASPR Rescue. CASPR stands for Canine and Special Pet Rehoming. Thank you for inviting us to this City Council meeting to introduce ourselves and give a brief overview of our rescue. We are a small nonprofit in this area, and we are based out of Weiser. We have been a rescue for about 7 - 8 years and have been a nonprofit for approximately 3 years. We are probably known more nationally than locally; however we are becoming more known in this area. We are one of the few rescues nationally that takes special needs animals as well as other animals. Because of this, we are often contacted by facilities across the United States to take a special needs dog. Our founder, Charlie, believes that every dog deserves a good life, no matter their circumstances. We serve about 16 counties in Idaho and Oregon. We go up to Orofino and down to the Nevada border. We attend events in the Boise area and hold adoptions over in that area as well. And west, we reach all the way to Burns. We hold adoption events in Burns a couple of times a year, and one of the vets over there uses us often for abandoned dogs. We are all volunteers, and we are foster-based only right now. We did take cats at one time, but we lost our cat housing, so we have put cats on hold for now as they are much harder to foster. We hope to be able to offer that service again as we know that there is a need for a cat facility on the Idaho side. The last several months we have been inundated with abuse cases. Animals that are in abuse situations are more expensive for us as they generally need more medical services. Law enforcement is our priority



and will always be our priority. Those are the first calls we respond to. You may be surprised to learn that we also receive a lot of calls from lodging establishments in this area and we always respond to those calls too. Because we are foster-based only, we are often limited on what animals we can take. We recognize that this can be a problem for a community like Ontario, and as a rescue, it is not how we would like to respond. Another issue we have is funding. We do not have a steady income stream, but rather rely on the generosity of others for donations. This is now starting to catch up with us. Therefore, we have made the difficult decision to implement fees for taking dogs. We currently have a lot of puppies in foster that were taken from abuse situations. Puppies cost us a lot of money because they can't be adopted out for several months and they require a lot of vet services while they are young. Then of course we have food. We supply all the food for our dogs that are in foster as well as all other care they may need. Funding and fosters are a big need for us right now, but the most emergent need we have is a transport van. Our current van is just a mini-van and has several hundred thousand miles on it. That would be okay if we were sure it would make it most of the time, but in the hot summer when we need the air conditioning for the dogs, the van will vapor lock, and it always makes sure it does it on the freeway or on the tarmac of the airport as we are waiting for the plane of dogs to arrive. We have been looking for a transport van, but we are surprised at the price of even used ones and currently all our funding goes to the care of the dogs. As our services are requested more and more we know it is time for us to provide a facility. The Fruitland/Payette area seems to be a central location to our service area. However, again we have no funding for land or a building. In the next few weeks we will be hosting a community meeting in Ontario to discuss the scope of the issue in this community and to find out what resources we can offer. We will keep you apprised of that meeting date. Again, thank you for inviting us tonight to give a brief overview of our rescue and I can stand for questions if you would like.

*****Amy Kee & Angela Hunt, Ontario, stated:** (no sound recorded until here in her presentation)...the trapping, we're doing the best we can. Our adoptable cats, they get sponsored. We get a donation. I send them weekly pictures. They get to name them. So that helps towards their vetting, as well as their adoption fee. So at least it's covering some of their vetting. It doesn't cover all that we put into them, but, I mean, you know, we fund raise constantly, we have incredible supporters. TNR is our hardest thing to raise money for. People just don't understand it. I mean, it's not the warm, soft, fuzzy kitten that everyone wants to donate for. It's not the injured cat that everybody wants to fix it. TNR, I mean, you know, not everybody loves it. I mean, but, we're trying our best with the community cats. We just want people to be patient with us and realize that it's not just our problem. I mean, we fund raise constantly. I mean, and a lot of us spend money out of our own pockets too, I mean, to help run the project. So, I mean, if you don't think OFCP is doing enough, volunteer! I mean, we need you. We're exhausted. I mean, a lot of us are doing cat care six days a week, in addition to working, and having hordes of cats of our own, and husbands at home that wonder where in the hell we are. I mean, so, we're doing the best we can, but we need help. I mean, and we need the patience of people. We are, we've had a change in our vetting, and we think that we have found something that's really going to work great, and so hopefully we'll get right back to the trap/neuter/return because it's a critical part of what we do. Even though people don't find that it's warm and fuzzy, I mean, that's what stops the next generation of kittens. They start breeding at four months old. I mean, they're just babies, and so we've got to get out there and get them fixed before they start the breeding process, but we also, I mean, you know, in addition to the support of our community, it'd be really nice if we had some support of the city as well. I mean, I know you guys are strapped, I know everybody's asking for something from you, I mean, we get it, but we would always take support from the city as well. (Looking at Angela), what else do you have to add to it? I'm a talker, sorry.*

Angela Hunt: Well the main thing is we were wanting to defend the project in that we were seeing a lot of chatter...

Ms. Kee: We just see a lot of things on Facebook that more or less don't contact the Feral Cat Project, they won't do anything anyway. We're doing the best we can. If they don't think we're doing enough, come see us on Saturdays. We have adoption events every Saturday from 10 to 1. They can see the number of cats we have. I mean, we are doing all that we can.

John Breidenbach, Ontario, stated: *Good evening, Madam Mayor, Council. My name is John Breidenbach. I have run the Ontario area Chamber of Commerce, and these last two speakers are both members. We're happy to say that. And so I would like to start this evening by thanking Councilman Baker and Councilman Melendrez for your years of service here on City Council, and all that you have done, and I'd like to welcome back Michael Braden, Adrianna to the Council. It's going to be great. And, of course, the reelection of Councilman Kirby. So, I have a little video that I sent to Tori the other day, and we're hoping it's going to work. So, it's a rough draft of something that we're rolling out this spring through the Visitors & Conventions side with the Eastern Oregon Visitors Association, and I thought tonight was a real appropriate night to show it because it does feature Councilman Melendrez, and it's about Global Village, and then after the video, I'm also here tonight to talk about another item on the Agenda, which is the park. But I will sit back down after the video. Is there any questions? America's Global Village, as you know, is on the first Saturday of June. It's been going on for many years. Almost everybody in this room has been there at least one time, and even come up on stage. By the way, you're in the video too. You didn't know that. So, what we've done is with Eastern Oregon Visitors Association, we rolled out this last spring, or this last summer when they came to town, this video about Ontario, and they got grant money from Travel Oregon and they're using Saga Media out of Portland, and then the video people that did this are the same video people who I'd already known from the Oregon Trail one that I had done before. So, come this spring, we're going to roll this out statewide this spring, and we will be spending some of the TOT money on it, just so you know, so this is rough draft, and there is a mistake that I did not know until I was showing it to Councilman Kirby at my desk. I'd mentioned in here that it started as a fund raiser for the Four Rivers Cultural Center. Apparently, it started after that, but that I can't edit because that's me and I didn't have a script. Hopefully, everybody can see it. (Video played regarding America's Global Village). So I'll just, in closing, just say this is the first draft. I can't change the audio where I messed up on the fact that it's not a fundraiser for the Cultural Center, but I can keep the fact that it is how the Ontario area Chamber celebrates the diversity in our community. It does not have the call to action yet, it doesn't have the date and all that stuff, but I asked the producer if I could please add it this evening so I could thank the Councilors that are going out for supporting it, and while you're welcoming the new Councilors they can see something that we do. So, thank you very much. And these two lovely ladies right here who didn't even know they were in the video; they're the big reason that we started the Citizenship Ceremony three years ago. We've done three now, and so we thank them too, and that's something that we're really proud of and we're going to keep doing. In fact, that last time that we won a statewide ovation award for Global Village is because we added that, and that was the year we beat out Cinco De Mayo in Salem, and I'm always going to put that feather in my hat. Thank you.*

Sue Boldman, Ontario, stated: *Hello everyone on here. I live here in Ontario, and I just came to ask for a copy of the city budget. I asked downstairs one day, and they told me they didn't know how to print it out. Well, that's understandable, but I left them my phone number and they said they would get back to me and I waited a week, and I called to see if they had figured it out yet, and they said no, but they forwarded me to a person, and I get a voice mail and I left my name and phone number, and I have just been completely ignored. Is there any way that I can get just a copy of the city budget?* (Ms. Barnett provided a copy of the budget that night to Ms. Boldman immediately following her request)

SPECIAL ACTION

Recognizing Outgoing City Councilors: Sam Baker and Eddie Melendrez

Dan Cummings, City Manager, presented Sam Baker and Eddie Melendrez with plaques of appreciation from the City of Ontario for their service as City Councilors January 1, 2021 – December 31, 2024.

Casey Mordhorst, Public Works Director, presented Sam Baker and Eddie Melendrez with plaques of appreciation from Jacobs for their service as City Councilors, and for their work with the Public Works Department.

Swear in City Councilors: John Kirby, Michael Braden, and Adrianna Contreras

Tori Barnett, City Recorder, swore Michael Braden, Adrianna Contreras, and John Kirby into office as City Councilors.



Election of Council President

Tori Barnett, City Recorder, conducted the election of the Council President position.

Susann Mills nominated John Kirby to continue as Council President. Ken Hart nominated Penny Bakefelt for Council President. There were no other nominations, so the nomination section was closed, and voting was called for.

Election of Council President vote: Hart: for Bakefelt; Mills for Kirby; Kirby: for Kirby; Contreras: for Bakefelt; Braden for Bakefelt; Bakefelt: for Bakefelt; Folden for Bakefelt. Penny Bakefelt was elected Council President.

Councilor Kirby thanked the Council for the last two years. It had been an honor to serve as Council President, not only for getting to run the meetings in the absence of the Mayor, but also being able to attend the agenda prep meetings twice a month. He welcomed Councilor Bakefelt to the position as their new Council President.

OLD BUSINESS**Ordinance #2831-2024: Annexation of 6.958 Acres of Properties on Assessor's Map 18S47E33 and Rezoning from Urban Growth Area Light Industrial to City Light Industrial (Final Reading)**

Tatiana Burgess, Planning Director, presented.

MILLS moved, KIRBY seconded, IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THAT THE CITY COUNCIL APPROVE ORDINANCE #2831-2024, AN ORDINANCE PROCLAIMING THE ANNEXATION AND REZONE OF 6.958 ACRES OF THE SUBJECT PROPERTIES FROM UGA LIGHT INDUSTRIAL (UGA I-1) TO CITY LIGHT INDUSTRIAL ZONE (CITY I-1) AS SET FORTH IN ACTION 2024-10-13AZ, ON SECOND READING BY TITLE ONLY. Roll call vote: Mills-yes; Braden-yes; Hart-no; Kirby-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/1/0.

Recreation District/Aquatic Center: New Swimming Pool IGA

Dan Cummings, City Manager, presented.

The Ontario Recreation District was requesting ownership of an additional portion of land at the Ontario Lions Park for construction of a new outdoor swimming pool. The City of Ontario deeded a portion of the Lions Park area containing the existing Ontario Aquatic Center and Recreation Building, to the Ontario Recreation District for use by the District for recreational purposes.

At the November 12, 2024 Council meeting, members of the District gave an update on the pool project and presented their request. The Council did not take action, but requested the District meet with the City Manager to work out some details of the proposal.

The existing facilities were short in needed parking, and the new splash pad was allowed to be constructed and opened without any additional parking due to the existing pool being closed.

It was decided that it might be more cost-effective to build a new outdoor pool than to convert the existing indoor pool (which had been closed down) into an outdoor pool, which would require the demolition of the building structure around the pool area. To build a new outdoor pool in a new area, more land was being requested by the Recreation District. With the proposal for the pool to be reopened or a new pool being constructed, new parking spaces were required either at the time of pool construction or remodeling of the existing pool.

Staff worked with the District and drafted an Intergovernmental Agreement (IGA) to address the requests for the new pool area, which included addressing the new parking stalls, at the December 10, 2024, Council meeting, but was a tied vote, resulting in a failed action.

The District was informed they could bring the request back to the January 14, 2025, Council meeting for reconsideration and suggested they meet with staff to ensure conformance to city codes.



He then reached out by email to Andrew Maeda and Megan Cook, members of the District, after the meeting and suggested they meet to discuss their plans. On January 8, 2025, he received an email from Andrew Maeda indicating that at the Recreation Board meeting on Monday January 6, 2025, they approved the IGA that was presented at the Council meeting on December 10, 2024; however, that IGA had failed to pass by the City Council.

To ensure the parking requirements for the facility were clear to everyone, he asked the Planning Director to calculate the required parking spaces as per code. Those findings, via a memo, were distributed to the Council, and shown below (w/out maps included).

*To: Dan Cummings, City Manager, From Tatiana Burgess, Planning Director, 12-31-2025:
You requested that the Planning Department comment on minimum parking requirements for Ontario Recreation District on the following uses: Existing recreation center and pool; Existing Recreation District's office; Existing tennis court; Existing skate park; Existing splash pad; New outdoor pool area; and Use of existing pool area as a gym. The minimum required parking is contingent on the useable space and the proposed use. All customer parking must be contained onsite. Employee parking may be allowed off-site. A minimum of one handicapped space must be designed for every 25 regular parking spaces.*

Use	Square footage	Square footage source	Minimum parking (rounded up to the nearest one number)	Parking per section code criteria
Existing recreation center and pool	Main pool – 3,672 sq. ft.	Sheet PL 110 of 1/23/23 Plans	37	1 per each 100 sq. ft. of gross floor area or public space as per OMC 10A-57-75(14)
	Training pool – 715 sq. ft.	Sheet PL 120 of 1/23/23 Plans	8	
	Rec. center – 9,958 sq. ft.	Sheet C 1.00 of 1/23/23 Plans	100 + 1 per employee	1 per each 100 sq. ft. of assembly space plus 1 per each employee as per OMC 10A-57-80(4)
Existing Recreation District Office	~2,320 sq. ft., excluding the covered storage area	GIS measuring tool	8	1 per each 300 sq. ft. of gross floor area as per OMC 10A-57-75(15)
Existing tennis court	~12,000 sq. ft.	GIS measuring tool	8	4 per court, as consistent with other jurisdictions. Not defined in OMC
Existing skate park	~8,300 sq. ft.	GIS measuring tool	28	1 per each 300 sq. ft. of gross floor area as consistent with other jurisdictions. Not defined in OMC

Existing splash pad	~20,000 sq. ft.	GIS measuring tool	60	3 per each 1000 sq. ft. of splash pad area as consistent with other jurisdictions. Not defined in OMC
New outdoor pool area	9,100 sq. ft.	2024 Lion's Park Master Plan	91	1 per each 100 sq. ft. of gross floor area or public space as per OMC 10A-57-75(14)
Use of existing pool as gym	Main pool – 3,672 sq. ft.	Sheet PL 110 of 1/23/23 Plans	37	1 per each 100 sq. ft. of gross floor area or public space as per OMC 10A-57-75(14)
	Training pool – 715 sq. ft.	Sheet PL 120 of 1/23/23 Plans	8	
	Rec. center – 9,958 sq. ft.	Sheet C 1.00 of 1/23/23 Plans	100	

A new IGA would not be developed until the Council determined which direction they would like to go, and provided direction to the City Manager. All costs associated with this request would be covered by the Recreation District. The District wanted an answer quickly so a new design plan could be developed, and the project put back out to bid.

Councilor Mills stated it was brought up when she met with Andrew Maeda that he thought that they could use off street parking from other businesses, and she asked Mr. Cummings to explain that.

Mr. Cummings stated the city code did not allow the counting of offsite parking, except if they had offside parking used by their employees. It could not be used as a count for customers. For example, if they had a parking lot across the street, by the city's code, only employees would be allowed to use it. That was not to say they couldn't make a deal with someone and utilize it, but the city could not count those spaces. If they could purchase a piece of offsite property, to be included in the District, that was different.

Councilor Mills stated if the pool was relocated, wasn't there some type of drainage field that had to be associated with that, and would that take up more of the park?

Mr. Cummings stated where they were planning the new pool area, the concrete around the pool would shed off and hopefully go into the same drainage swell that was on the west side of the splash pad. The engineers would have to calculate if that added hard surface area to ensure the pond was large enough. If it wasn't, that would have to be increased. They would have the ability to add onto that if needed, without having to come back the Council asking for another little piece of ground. It's pretty deep, and he hadn't noticed if it had ever been full, so there was probably capacity as it currently existed. With the parking lots, they would have to deal with that. The strip parking along the houses could be tapered easily, and the water just shed into the grass. Reconstructing and adding to the existing park, the District would need to figure out the drainage and the hard surface there.

Councilor Kirby stated he had been approached by a citizen who asked him why not just get rid of all the parking requirements in the city, so he'd like Mr. Cummings to comment on that.

Mr. Cummings stated that indicated that person knew nothing about development. Parking requirements were there so that a developer did not build something for his customers, without providing parking, causing those people to park on someone else's property. Each business had to be required to install their own parking, so they were not abusing their neighbors. Not providing parking would be a disaster for Ontario.

Councilor Contreras said with regard to the splash pad, was the parking adequate for that?

Mr. Cummings stated no. When the splash pad was constructed, the pool was closed. Previous city administration decided not to address the parking for the splash pad because they could use the pool parking stalls. However, when the pool itself was constructed, not enough parking had been included. At that time, it was said the city would address the parking when the pool was ready to be reopened, which is right where they were out now. That was the agreement.

Councilor Hart stated he would ask the Council to begin thinking about that as they approached the budget season. It would benefit Global Village. In the near future, he hoped the softball group would finish their project, and for softball games and tournaments, there would be tons of cars in that area. Mesa Park in Fruitland was a perfect example. The city was going to continue having parking issues even without a new gym. He voiced his appreciation for Mr. Cummings working with the Rec District. That was their role as a city. There had to be rules and regulations, but they also needed to use common sense to provide the best benefit to the most citizens. The city had already committed \$250,000 in taxpayer funds to help reopen the pool, so this was something the city could do. If they voted that evening, he would be in support of moving forward.

Mr. Cummings stated for clarity about the parking lot they were discussing; he was not proposing the city deed that to the Rec District. That would be a shared parking lot for the Rec District and the city park. The only piece of ground they were talking about, if they constructed the pool, was that large area just north of the existing center. The city would maintain ownership of that strip parking. The Rec District owned the existing parking lot and the rec building, but what they were asking for was that square footage just north of the splash pad.

Councilor Kirby asked if the Council chose to give the District the pool site in the middle of the grass, there was still a building sitting there that once housed the aquatic center. The District mentioned a gymnasium, and a conceptual meeting was held with some members of the city, but it had never come to Council. He believed there would need to be an agreement that it be razed it to the ground, or if they changed the nature of the building to maybe a warehouse, they'd have to know what the parking requirements would be for that. The temptation would be that there was a perfectly good building sitting there, so it needed to be used.

Mr. Cummings stated to be clear, and on the record, they could not put a gym in the existing area without coming back to the city and addressing the parking that was required for that. In the IGA, staff allowed them to use that area strictly for equipment storage. They also wanted to use it for training and some fundraising. They were aware that there had never been a gymnasium approved by the city or citizens. When the District wanted to install the gym, they would have to get the funding and address parking with the city. He was putting the District and the city on notice that, by city code, to allow the construction of a gym, the District would have to ask the city to commit the entire south half of the park to the Recreation District for parking. He was unsure if a gym would even work there. However, at this time, they were not proposing a gym, even though it kept coming up. And, the city was on record by telling the District they would not be able to construct a gym in there without addressing more parking. Anything the District did there, other than what was agreed to in the IGA, of using it for storage and rec business, anything else they'd have to come to the city and pull building permits and deal with the parking. In the past, that had not been put on record, but it was now. The District could not build a gym there without coming to the city and dealing with the parking, for a gymnasium or any other major use of that existing building.

Mr. Breidenbach asked, according to a specific slide, the parking, which he was in favor of, was that going to reroute the one gazebo that was on the side?

Mr. Cummings stated no. It was one-way, angled parking. The existing parking lot was one-way, and the restructuring would also be one-way.

Mr. Breidenbach stated when this first came up, he was asked by the Council and the audience what they felt, as the Chamber of Commerce and the events sponsored and put on at the park, and they indicated they could live with that because the outdoor pool was very much wanted by the citizens, and it would bring in visitors. Currently, many Ontario residents went to Vale or Payette to swim, so they were in favor of the pool. The situation then became talk of a gymnasium. A comment had been made, in cheek, that the city could just

donate the entire park. They were not okay with that. He met with the President of Revitalize Ontario, and they were going to try to expand their car show next year, which was exactly where the new pool proposal was. Regarding Global Village and the Highland Games, they could live with it because they had food vendors back there, and they tried to stay in the trees for the shade. He was prepared to testify against giving away the park, but he was now back to where they were before. If this was the plan, they were okay with it; but, if they were going to take the entire south side of the park, there were so many things that could be done with that end of the park. For the parking lot related to the splash park, what he saw was that parents dropped their kids off and left. However, regarding the entire park, the parents that did stay used the front gazebo or they went to the shade by the drainage pond, watching their kids through the fence. That parking would be good. With Global Village and the Tater Tot Festival, there was obviously not enough parking. He believed that the Chamber of Commerce could support the Global Village and this plan, as long as this was the plan, and they didn't build their gym and have to have all those parking spots.

Mayor Folden stated if they were to include the gym and have the parking take up all the park, people would be so angry. She didn't know anyone who would vote for that.

Mike Pratt, Lions Club President, stated: *We've had a prior discussion with Dan when the extension of the parking north-south on the east side and the redoing the inner loop with slight extension, was fine with us. I'm also Chairman of the Parks Committee, and we've got some pending grant applications out there, which the emphasis is on upgrading and greening the city. And we would have to totally do away with those pending grants, which is several million dollars, accessible. Councilor Braden has been working on them very extensively and part of it is forestation, regreen, with redoing our trees in the city and going to that half south of the park, you're eliminating a good share. The trees in Lions Park have aged, and so we've been looking, pushing hard for grants to replace those trees. Some are nearly 80 years old, and they are dangerous, and parks and the city are well aware of it, so we have a liability, the city has a liability if we don't take care of it. But, the extension of the pool proposed on that end is fine with us, but taking the south end of that park, yeah, we're limiting that park being where it is, is so central to town. We use that in our grant applications, noting how busy that unit is compared to the other parks. If another option, instead of putting a pool there, take it out to the north, Beck-Kiwanis is an option. Cost, we don't know, but that park is under-utilized in a lot of places. Andrew has been working hard on the baseball fields out there, which, for note, the Lions Park put those, the Lions Club put those ballfields in way back when. We kind of stepped on his toes when we did that, but the Kiwanis north park, they're working hard on trees, as Lanterman Park is also, we're working together, all the clubs and the Parks Committee to put in grants, in seeking grant money, so....Sandy Shelton here from the Council on Aging for everybody's information, is working to centralize all of the entities that have an interest in grants and she's got a lot of sources for grant funding, they've got a couple of great grant writers we have in town, so we're trying to get a central point, hey, if we're looking for money, go to the Council on Aging. Sandy is working hard to get everybody to have a contract, essentially, of understanding, to cooperate, but anyway, back to this, with the north side as proposed, we can deal with it.*

Mr. Breidenbach stated there was also Hands Around the Park, and also the Farmworker's Appreciation Day on a Sunday, which brought in three to four hundred people. Most of all of that happened on the north end. They really needed to keep that park intact the best they could, but also have a pool.

Mr. Pratt: *We've seen, economic wise, that the usage, economic usage for the Chamber's projects and everything, is astronomical for what it does for the city, compared to what the income would not be with the pool. Thank you.*

Mayor Folden stated that since the city had removed the dog park, it added more public area for park usage.

Mr. Pratt: *We're going to keep the fence up there, possibly extend it on the west side or more, down maybe to the sidewalk.*

Mr. Breidenbach stated travelers still thought it was a dog park, and continued to stop.

Mr. Cummings stated they were still welcome to use the park, it just wasn't concentrated. It closed because users refused to clean up after their dogs, and it became a health issue. If people would pick up after their animals, it wouldn't be an issue.

Councilor Mills stated she needed to express that when the funds were given for the pool, it was to revamp the existing pool, not to build another pool, not to let it sit there for the next five years, that's Andrew Maeda's words, that's how long it would take them to get funding. She asked what they would do with that building, and he said it would sit there empty. Also, he talked about first, removing the tennis courts. She did not know how much those were actually used, but they were used a lot when her kids were in school, but he talked about how they'd just resurface them when she mentioned that it would be pretty costly if that hadn't been already figured in. The reason, at the time, had nothing to do with parking, but had to do with the fact that they were going to use a crane to remove the walls around the old pool, and that they'd have to set it on the existing tennis courts, and she asked why they couldn't place the crane on the parking lot so as not to ruin the tennis courts, and while he provided an answer, she hadn't been satisfied with it. She had been to functions in the park, and it was full. The last people she spoke with, the Tater Tot people, a lot of them there said they wished there was more room. There was a kid's playground there, and while they could remove the dog park and have a little more room, but if they installed the pool and all the required parking, they were taking away the area for the best functions for this city. Maybe she didn't attend all the baseball games or soccer games in all the other parks, but she knew that this particular park held the largest functions. She lived just a little ways away, and she agreed that parking was an issue, but the more they built, the more parking would be required, and the more the District was going to come back to the city asking for more park property. The Council had allotted \$250K to be used when the existing pool was revamped. According to Andrew Maeda, the District was \$780K short. They already had the engineering for the existing pool to be revamped, but now they wanted to add in funds for new engineering for an outside pool. It wasn't so much what they wanted to do other than she didn't like a building just sitting there, as stated by Andrew Maeda, for the next five years, because it was going to take the District at least that long to get the funding. When she attended the groundbreaking, it was stated then that the District would have enough funds for the pool, and the pool would be done by the end of the year, and open in the spring. That did not happen. The Council gave the District not only \$250K, but they increased the Transient Occupancy Tax by 1%, and gave the District 75% of that 1% being collected. She thought to herself, now they had a grant, and they had people who had donated. Then she asked about the bids. Mr. Maeda explained, at the time, there were 17 bids received. She thought if those bids came in before the groundbreaking, why didn't the District go out for new bids. They might come in lower. But the statement given by Mr. Maeda was that those existing bids were a lot higher because they had to get bonding and licensing. She told him that a good contractor was bonded and licensed when they took on a project like this. After she said that, he said that some subcontractors might not be bonded or licensed. She told him that when a regular contractor got a subcontractor, they were responsible for those subcontractors, for injuries or whatever, if that subcontractor wasn't bonded or licensed. She felt that all of this didn't make any difference to her, other than they were taking up more space in the park, and it was not going to end there, and they were going to leave an empty building there for the next five years, which, to her, the whole idea of the citizens of this town wanted, to begin with, was for the District to get the old pool open. Whether they opted to tear it down to build an outdoor one, or revamped the existing one, that was the idea. She was very much against this action. Then, the new gym hit the Council one night at a meeting, and she didn't think anyone on the Council knew about it. So now the District wanted to build a gym, and the first information the District gave the Council was that they wanted to take all of the park from the memorial, which was right up by the splash pad, clear to 9th Street. That's a lot of park. When she discussed it with Mr. Maeda and Megan Cook, Megan told her that she had presented that wrong, that was not correct, so Ms. Cook corrected that. But, she felt like yes, it would be great to have a gym, but she thought they needed the pool. She didn't think they needed the gym at this time. There were two schools in the 8C school district that were closed but had gyms, and usually the gyms in the open schools, until it could be afforded, was where she was headed, maybe a different location, she was stating they needed to put the gym aside, finish the pool, as was recommended or what the citizens believed was going to be done to begin with, and be able to afford it. She felt \$780K was nothing compared to what it was going to cost when they were done with all of this. It was a lot of money, a lot of permits, a lot of revamping, more engineering, taking down trees, moving the memorial, and taking up more of the park for parking. She didn't want to be negative, but she wasn't for this for the reasons she provided.

Councilor Kirby stated leaving that empty building there was too big a temptation. He agreed with Councilor Mills, and would probably come across very negatively, and he was indeed negative for the District changing their strategy. The District should stick to their guns and do what they said they were going to do to begin with. This was a very small taxing district, and he had attempted to get on their website to see what their actual tax revenue was. A typical recreation district provided programs for most youth, sometimes adults, which was why the gyms would be used, but the District needed to keep their money for programing. Once they purchased and set up a building, they would be taking money away from their ability to offer programs to the youth. They did not need a building. A pool was going to cost a lot of money to run, and their share of the TOT was going to help them. These were good, solid citizens, but he thought they lost their vision. They, as citizens, needed to say “you presented us with a vision that we bought into, and we appreciate. Stick to your guns, rebid it, if you’re short money, go raise it.”

Councilor Braden stated he analyzed this situation and found himself in the vocal minority as he was a proponent of the IGA. His logic was that the District had an elected board that represented the public faith and trust, just as the Council did. Every two to four years, they elected board members. They were looking at a monumental task of building a pool that the city was unable to provide to the community. The District approached the Council with what he considered a simple, initial request of an IGA that allowed them a promise of deed for potentially more land, which was relatively small, and the Lions Club supported it, and John from the Chamber supported it if they stuck with the plan. That was the IGA in front of the Council. All of the future speculation about parking/gym/empty building was a concern that was the primary concern and function of their elected board. The request before him was could he sign off on the IGA to let them investigate, to look at an alternative plan? He said yes.

HART moved, BRADEN seconded, THE CITY COUNCIL APPROVE THE STAFF RECOMMENDED INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF ONTARIO AND THE ONTARIO RECREATION DISTRICT AS PRESENTED WITH NO AMENDMENTS AT TONIGHT'S MEETING, AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT. Roll call vote: Mills-no; Braden-yes; Hart-yes; Kirby-no; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 5/2/O.

Mayor Folden stated the IGA before them was the one where they were not going to be using a large portion for parking. It was just for putting in the outdoor pool. She wanted everyone to be aware of that. Were they going to discuss the city deeding a portion of Lions Park, or was this strictly for the IGA?

Mr. Cummings stated this was just for the IGA. The IGA had a section that read if they built a pool there, the city would deed that land, but only after they started building the pool.

NEW BUSINESS

Council Liaison Appointments

Tori Barnett, City Recorder, presented.

After discussion, the following Council Liaison appointments were made:

- Airport - Hart
- Audit - Folden, Braden, Mills
- Business Loan Fund - Kirby, Braden
- CLGC/Façade Grant - Bakefelt
- Diversity - Contreras
- Ontario Promise - Hart, Bakefelt
- Parks - Braden
- Planning Commission - Mills
- Public Works - Kirby
- V&C - Contreras

Appointments to City Boards, Committees, and Commission

Tori Barnett, City Recorder, presented.

With Council consensus, Mayor Folden appointed the following applicants:

Airport – Gary Taylor, Charlotte Hatch

Budget – David Sullivan, Lee Newman

BLF – Darin Bell

DAC – Daniel Liera-Huchim

Parks – Tyler Whitaker

Planning – Tyler Whitaker, John Breidenbach, James Grissett, William Ecret

V&C – Bob Quinn, Terry Dols

Appointments were effective immediately, and Ms. Barnett would update committee rosters and notify the appointed individuals.

Resolution #2025-102: Section 3 Plan Adoption re: CDBG

Dan Cummings, City Manager, presented.

The United States Congress passed Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, Section 3, to further the goal of ensuring that federal funds benefitted the residents of projects funded wholly or in part by those funds. Part 75 of Section 3 was to establish the standards and procedures to be followed to ensure that the objective of Section 3 was met.

As part of the Community Development Block Grant the city was awarded for the secondary river intake, the city needed to adopt a Section 3 Plan. This Plan centered around how the city and local contractors would make good faith efforts to hire low-income workers for construction projects, and not just for this project. The city previously adopted a Section 3 Plan in 2016, but in 2021, the requirements were tweaked, necessitating the need to adopt the new Plan. This Plan would supersede the previous Part 75, Section 3 Plan.

City staff developed a Section 3 Plan in adherence to 24 CFR, Part 75, that more comprehensively addressed the standards and procedures prescribed in the Act. The Section 3 Plan was reviewed by the City of Ontario's senior staff members and their comments incorporated into the Plan.

There was no direct cost to the city to update this code, other than staff time. This code needed to be updated to meet the requirements of the current approved CDBG for the Ontario water system upgrades as soon as possible.

BRADEN moved, MILLS seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2025-102, A RESOLUTION UPDATING PART 75 OF SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 TO MEET CURRENT STANDARDS AND REQUIREMENTS, AND DESIGNATE THE CITY MANAGER AS SECTION 3 COORDINATOR FOR THE CITY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Kirby-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

HAND-OUTS**Monthly Department Stats**

Public Works and Fire & Rescue

Minutes

Airport 12-02-2024

Packet

V&C Jan 2025



CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

*Councilor Braden stated with regard to stepping back onto the Council, two years ago he lost an election, and he had to say goodbye. It was very difficult when you bought into the city, to the team, the camaraderie of the Council, and getting to know staff and the inner workings. He wanted to express his appreciation for Eddie Melendrez and Sam Baker, and what they contributed for four years, two of which he had worked with them, and two years he was sitting in a different chair or sitting at home on Facebook watching. They were bought in, they were hard working, they were sharing of their time, which was often under-thanked. People didn't understand all of the work that went into it, but their peers really did. He was thankful that he had both of them as peers. Thank you, Sam and Eddie.

*Councilor Hart stated he took a training a few weeks ago, and had passed on some information to Tori. He had taken it as a member of Treasure Valley Community College Board, related to Public Meetings and Public Meetings Law, and believed that everyone on the Council would have to.

Ms. Barnett stated it was now a requirement for the Council to take the training.

Councilor Hart stated it was very interesting and the number one thing he had taken away from that training was being in compliance with public meetings laws was not Tori's responsibility, or Dan's responsibility, it was the Council's responsibility. If they violated or saw someone else violating, the Council should be the ones to speak up. Hat's off to Tori. So many of the things that the presenters said were best practices, the Council already did, whether at a committee level or the full Council, so he didn't find anything where the Council was not in compliance. He sent Tori a couple notes and asked about a couple things, and she was quick to respond. He believed the Council was in great hands. However, everyone had to take that exciting training.

*Tori Barnett handed out the budget calendar to the Council, as prepared by Finance Director Kari Ott.

*Ms. Barnett piggybacked off Councilor Hart's comments regarding training. It was now required by the Oregon Government Ethics Commission. If the Council, or Councilor, did not attend, there would be a fine, and the city could not pay the fine, it had to come from the Councilor. She was working with OGEAC to solidify a training date, but was being told it was out to April already. She requested whatever worked best, either all at one time together, or individually Zooming in. There would also be certain staff required, as well as members of the Planning Commission. She'd let them know when she received a date and time.

*Ms. Barnett drew their attention to the wall where the Mayor pictures used to hang. It was now adorned with the flag that came back with the Councilors who traveled to the city's sister city Osakasayama, and staff had it framed. They then grabbed some items from other walls in City Hall, hung them up, and designed a nice arrangement. There was just recently a letter received from the Mayor of Osaka, and the President of the Sister City Association, thanking the city for the relationship with Ontario. The letter was written in Japanese and English, so staff framed it in a double frame so both letters could be seen, and then added it to the arrangement. She voiced her thanks to Corinna Hysell and Jay Hysell for their help in putting this all together. She encouraged them all to stop and take a look at the wall.

Councilor Braden stated he read it earlier that night, and it was inspiring, and he was grateful it was sent.

*Councilor Mills commented on the devastating fires in California. That was so unexpected by their communities, and they were not prepared. Mother Nature stepped in and sped things up, and it was still throwing fits in those communities. It fell upon this Council to make sure their community was ready for any type of devastation, any emergency. She spoke with Fire Chief Benson a little, and she wanted to speak with Police Chief Cooper, too. She thought this city needed to be prepared for something that might happen like that, and know that the citizens would be ready. All that could be done, she didn't know, but when there was a devastation like that, they would run out of water, run out of help, and it was horrifying. Some of them didn't even have time to pick up anything in their homes, they just had to run. She didn't want to see this community in that situation. She wanted them to be ready for anything that could happen. She wanted to work with both Council and staff to make sure we're covered.

Mr. Cummings thanked the Council for allowing Public Works and the city to obtain a grant to upgrade the city's water system, to build new water tanks, so Ontario was prepared for that type of incident. The city was already preparing for that. They were still working on getting the funding in place. The City of Ontario was preparing for any kind of disaster, and the Police and Fire Departments were staying on top of things.

*Chief Benson stated the Council should have received a copy of the Community Risk Assessment, sent via email. They were hoping to have the presentation done at the February 11, 2025, meeting. It would be a joint meeting between the Council and the Rural Board. He encouraged them to preview the document, and to ask any questions prior to the meeting, or after. He would make himself available. He thanked them for supporting the project.

ADJOURN

HART moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Kirby-yes; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

ACCEPTED:

ATTEST:

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder





CITY COUNCIL MEETING MINUTES January 28, 2025

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, January 28, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Susann Mills, Ken Hart, John Kirby, Penny Bakefelt, Michael Braden, and Adrianna Contreras.

Staff present were Tori Barnett, Corinna Hysell, Clint Benson, Jason Cooper, Kari Ott, Tatiana Burgess, Marshall Pierce, Al Haun, and Andy Wood.

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

AGENDA

This Agenda was posted January 24, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

KIRBY moved, MILLS seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

CONSENT AGENDA

HART moved, MILLS seconded, **TO ADOPT THE CONSENT AGENDA, AS AMENDED, WHICH CONSISTED OF A LIQUOR LICENSE FOR EL RICO PAN BAKERY, INC.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

PRESENTATION

Comprehensive Road Safety Action Plan Update

Marshall Piece, City Engineer, introduced John Ringert, Kittleson & Associates, and Nina Schaeffer, Jacobs, who would be making the presentation.

Mr. Ringert presented first.



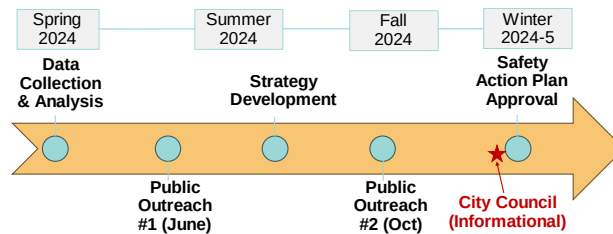
Agenda

- Review of Planning Process
- Existing Conditions
- Public Engagement
- Strategies and Concepts
- Implementation Plan
- Next Steps



TSAP Overview

Project Schedule



Project Purpose/Scope

- SS4A Compliant Safety Action Plan
 - Mindset shift
 - Injury prevention vs. crash prevention
 - Less emphasis on people's choices-> will make mistakes
 - Goal to reduce Fatal and Serious Injury Crashes
 - Identify and Prioritize Projects and Strategies
 - Engage Community
 - Advisory Group
 - Address Underserved Communities
 - Data-Driven
 - All Users
- Public roads within Ontario urban growth boundary



Figure source: transportation.gov/NRCSafeSystem

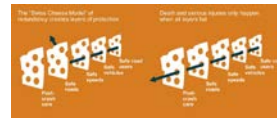


Figure source: FHWA

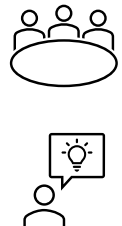
Vision and Targets

- Long-term vision = Zero **fatal or serious injuries (FSI)**
- Technical Advisory Committee Recommended Intermediary Goal:
 - 50% reduction of FSI crashes by 2035
 - 75% reduction of FSI crashes by 2045



Technical Advisory Committee (TAC)

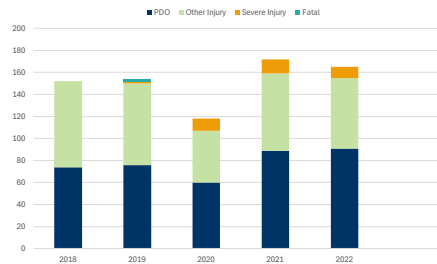
- Dina Ellwanger, St. Alphonsus
- Charlie Brizzee, St. Alphonsus
- Marlow Stanton, Oregon Department of Transportation (ODOT)
- Taylor Rembowski, Malheur County
- Thomas Huffman, Community in Action
- Dana Castellani, Boys and Girls Club of Western Treasure Valley
- Clint Benson, Ontario Fire & Rescue
- John Breidenbach, Chamber of Commerce
- Jane Padgett, Department of Human Services
- Norma Ramirez, Euvalcree
- Brittany White, Snake River Transit - Malheur Express
- Darin Bell, Treasure Valley Community College



Existing Conditions

Injury Crashes In Ontario (2018-2022)

- 38 fatal and serious injury (FSI) crashes
- 761 total crashes
- 371 total injury crashes
- Injuries occurred in 49% of crashes



Emphasis Areas

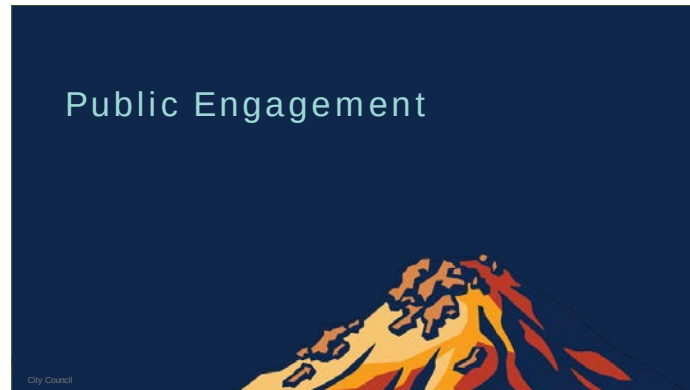


Priority Locations



Mr. Ringert deferred to Ms. Schaeffer for the next portion of the presentation, covering Public Engagement.

Nina Schaeffer, Jacobs, stated she was in charge of the public engagement portion as a part of the Jacobs team that helped support Ontario. She then spoke to her section of the presentation.



Engagement Approach

- In Person Events
 - Round 1: Saturday Market
 - Round 2: Four Rivers Cultural Center
- Two Virtual Open Houses
- Technical Advisory Committee (TAC)
 - Four meetings
- Other
 - City Website, Social Media, TAC email blasts
 - Malheur Enterprise
- ~50 people in person
- ~150 survey responses
- +500 website views

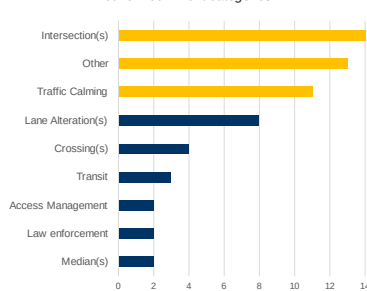


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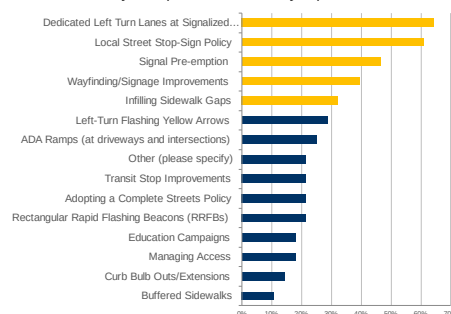
Engagement Responses

Round 1 comment categories



*Other is an aggregate of comments that were only received once

What are your top five desired safety improvements?



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At the conclusion of Ms. Schaeffer's portion, the remaining sections was covered by Mr. Ringert, who began with the next slide, Strategies and Concepts.

Strategies and Concepts

Site Specific vs. Systemic Strategies



Systemic

- Strategy implementation is beneficial system -wide
- A crash can happen anywhere with similar characteristics
- Opportunity for proactive rather than reactionary response
- Recommendations are infrastructure and non -infrastructure related



Site-Specific

- Strategies to address problem at specified location
- Crash characteristics point to easily identifiable casual factors
- Fine grained and requires a review of minor details

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Systemic Strategies

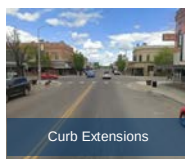
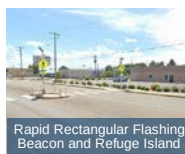
- Infrastructure Countermeasures
 - Signalized intersections
 - Unsignalized intersections
 - Segments
 - Unsignalized crossings
- Non-Infrastructure Strategies
 - Practices
 - Collaboration
 - Policies
 - Education
 - Monitoring/Prioritization of Projects



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Infrastructure Countermeasure Examples



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Non-Infrastructure Strategies

- Education campaigns
- Law enforcement practices
- Culture building
- Collaboration with local employers
- Emergency Response
 - Signal preemption
 - Post-crash care
- Incident management
- Vehicle procurement
- Policies
 - Local street stop signs
 - Complete streets
- Programs
 - Sidewalk infill
 - Safe Routes to School



Traffic Incident Response Source: [companion safety](#)

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Considerations for Site-Specific Strategies



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Priority Locations

Intersections	Countermeasures		
	Intersection	Pedestrian	Signage/Striping
1. 11 th Ave & 10 th St			
2. 20 th St & Park Blvd			
3. 11 th Ave & 10 th St			
4. 20 th St & 10 th St			
5. 11 th Ave & 10 th St			
6. 11 th Ave & 10 th St			
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City Council

21

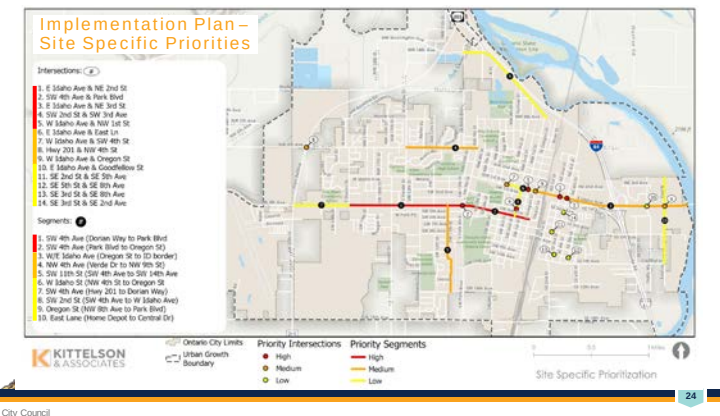
The Ontario Connection - Concept



City Council

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Implementation Plan



Implementation Plan – Systemic Priorities

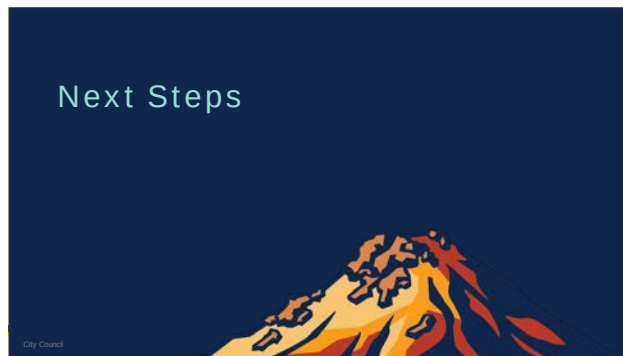
Priority	Strategy / Action
High	- Develop a local intersection traffic control policy - Evaluate and install emergency signal pre-emption - Adopt complete streets policy - Launch education campaigns for safety related to emphasis areas - Engage in education opportunities for law enforcement, EMS, etc.
Medium	- Continue to prioritize safety related capital projects - Continue to coordinate with ODOT to implement safety countermeasures on ODOT facilities - Design and program for construction improvements based on updated historical crash data and outcomes of the initially implemented designs - Conduct transit stops prioritization - Coordination with ODOT on Incident Management and Traffic Incident Management (TIM) training
Low	- Improve upon existing sidewalk infill program - Modify vehicle procurement process to include safety considerations

Performance Measures and Monitoring Program

- To measure success, a comparison of data over periods of time is necessary
- Data to be reviewed:
 - Crash statistics (severity, locations, characteristics, etc.)
 - Strategies implemented between analysis periods (physical, policy, education, enforcement, etc.)
- Annual location review of fatality and injury crashes

Performance Measure	Baseline ¹	Current Performance ²	2035 Goal	2045 Goal
Fatal and Serious Injury (FSI) Crashes	38		19	9
Fatalities and Serious Injuries (FSI)	38			
Injury Pedestrian Crashes	19			
Injury Bicycle Crashes	9			
Injury Intersection Crashes	264			
Injury Turning Movement Crashes	74			
Injury Rear-End Crashes	101			
Injury Distracted Driving Crashes	55			
Injury Crashes Involving a Non-Local Person	163			

¹ = 2018 – 2022 average
² = Benchmarks can be tracked over a fiveyear period to understand trends.



Next Steps



Final Plan revisions – Early February



Completion of the Plan – Mid February



City Council approval meeting – February 25th



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Mr. Ringert concluded his presentation and asked for questions or comments.

Councilor Hart stated one issue discussed by Council and staff had been the use of cameras at several intersections. There were some lights that people constantly ran. Did Mr. Ringert view those as effective in training to help in that type of situation? Was there any data for that?

Mr. Ringert stated that it was controversial. For red light cameras, there was a huge implementation, but generally it was viewed as a good safety tool. In different research over the years, mostly small scale, there were also times that had been documented where people were slamming on their brakes, and so did that cause an issue? The biggest issue in the realm of red light cameras wasn't necessarily the safety implications, it was the other implications of having cameras with people. There hadn't been a wide implementation in many cases because of the concerns about having a camera taking pictures of people. Most took pictures of the license plate and the driver, and it went to some private party to process it, then on to law enforcement. From a safety standpoint, it was probably a reasonable tool, but he warned that implementing it was something that a lot of jurisdictions had challenges with. They would probably want to do it carefully and well thought out, if they wanted to pursue that. Pick the right way, in the right place, that would be supported.

Councilor Hart stated it seemed this would be the time. He was referring to the base of hospital hill. Maybe people from out of town didn't realize there was a red light at the bottom of the hill. It seemed logical to him, as some of those intersections were being highlighted. If the city was going to pilot something like this, this might be the time, and the data utilized, to do that.

Mr. Ringert stated the police played a big role as it was part of their enforcement. This was establishing the reason and working through the process so they didn't run into problems that could be run into with mini cameras out there. People always had their cameras out, and who knew what was really being done with those. That had even come up this year in the Idaho Legislature. Just across the border it was getting some discussion now. It had already been through Oregon, as they had implemented it on the west side of Oregon in some places.

Councilor Bakefelt stated she was concerned about early morning driving. It was very dark and many times people who were walking were not seen. There were not many streetlights, and the visibility was low. Personally, she'd come close a few times, and that was driving slowly, but the kids were just not seen. Did any of that come up? Was that any part of the educational piece? Maybe educate the parents about the kids wearing dark clothes. Even people driving responsibly, when a kid darted out and was just "there". She'd been fortunate to have not hit anyone. It had been discussed before, and with the National Night Out program they were able to purchase reflective wear, but even though it was given out for free, she didn't see any kids wearing it.

Mr. Ringert stated that issue had come up. For any pedestrian, the lighting was a critical part. Being able to see the pedestrians. They had done an analysis of the times of crashes, but from a vehicular standpoint, they hadn't found anything that stood out; however, it was important to have lights at the crossings.

Councilor Kirby stated they were all aware that Ontario's population expanded during the daytime, primarily from people from Idaho, so how did they educate Idahoans to drive in Oregon? Just coming to a four-way stop, many didn't understand right of way, Oregonians or Idahoans. It appeared there needed to be some ongoing training for everyone. He was not surprised to see car crashes involved more Idahoans than Oregonians.

Mr. Ringert stated that while that was true, it was also a challenge. In doing this type of work over 30 years, he had witnessed many things, and they needed to keep trying better with the education. The goal of the program was to find ways to provide education, enforcement, emergency response, and infrastructure, all those aspects, to put it all together, and hopefully make an impact. He agreed it was a challenge, and with so much out of state travel, it was a harder challenge. Ontario was going to have to use all the tools, not just education. Ontario was in a unique position, a small city with a large population on a daily basis.

Councilor Hart asked, with regard to the potential fuel tax, if the city would be able to utilize that revenue to address some of the mentioned issues?

Mr. Pierce stated that was correct. After the plan was finalized, they'd have the concept designs, and that would be included in the list of projects to fall under fuel tax funds. One of the large benefits of having this plan was that it set them up for future grants. Many grants would require a 20% match from the city.

Mr. Ringert stated the one for SS4A, which funded the project they were currently discussing, was based on a 20% match, which was high compared to the normal federal matches. But, the low end of the grant was around \$3M, so it was big money.

Councilor Mills stated something she noticed when driving in residential areas in Boise was to force traffic to slow down, stop signs were placed on each block, but every other direction on every other intersection. Drivers weren't able to build up a lot of speed between blocks. There were a lot of speeders in Ontario, and she was very worried about the residential areas where the kids were playing. They couldn't hit every street, but maybe more heavily trafficked areas. Was that something that might be an asset for Ontario? She was looking for ways to make people drive slower in residential areas.

Mr. Ringert stated that was generally a piece of one of their recommendations, a stop sign policy, to look at when and where they would evaluate when and where to start using stop signs. Generally, they did not put stop signs in for traffic calming because to just install a stop sign, if it wasn't warranted or needed there, they found that people would start to ignore it. It would then become a problem because they were supposed to stop, and now were not. In Boise, they were big enough streets that needed the stop signs so they devised a way to justify the stop signs and developed the pattern where a driver could go two blocks, but not three. But that was downtown, not in the suburbs of the Boise area. In Ontario, some of the data obtained showed an intersection that should not have a problem, but it did, and there were crashes. It appeared to be a location where drivers were assuming someone else would stop. That was something that could come out in that policy.

As there were no further comments, the Mayor thanked them for their presentation.

NEW BUSINESS

Committee Appointment: Budget, Diversity, Parks

Tori Barnett, City Recorder, presented.

With Council consensus, Mayor Folden appointed the following applicants:

Budget – Rebecca Boldman

Diversity – Amber Heyne

Parks – Michael Partin, Michael Pratt, Sandra Shelton

Appointments were effective immediately, and Ms. Barnett would update committee rosters and notify the appointed individuals.



Transfer Hangar: 110 India and 120 Juliet (Family Trust to Walker)

Andy Wood, Airport Manager, presented.

The deceased owner left the referenced hangars in a trust, and the beneficiaries were asking to transfer the hangars to the decedent's son Jack Albert Walker. The family have been long time contributors to the airport and its growth over many years. Beneficiaries Ruth Strode and Jack Albert Walker were requesting the leases be transferred to Jack Albert Walker. New hangars leases would be calculated at the current land lease rates.

MILLS moved, KIRBY seconded, **THE CITY COUNCIL APPROVE THE TRANSFER OF HANGARS 110 INDIA AND 120 JULIET TO JACK ALBERT WALKER.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Land Lease: Build Hangar 139 Cessna (Franks)

Andy Wood, Airport Manager, presented.

Michael and Toni Franks have requested to enter into a land lease to construct a hangar at 139 Cessna at the Ontario Airport. The Franks have rented a hangar at the airport for a number of years, and were now seeking to purchase a hangar, *(100 Hotel, see next action item)*, as well as build another one on 139 Cessna. The hangar would be 50' x 50', and constructed to meet the requirements of the airport. A new lease would be put in place, reflecting the current land lease rates.

MILLS moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE THE LAND LEASE TO MICHAEL AND TONI FRANKS TO BUILD A HANGAR AT 139 CESSNA.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Hangar Sale: 100 Hotel (Beaubien to Franks)

Andy Wood, Airport Manager, presented.

Dan Beaubien request approval to sell his hangar at 100 Hotel to Michael and Toni Franks. The Franks have sublet a hangar on the airport for many years and were now in a position to purchase a hangar and grow their interest at the Ontario Airport. A new lease agreement would be established, utilization current land lease rates. The parties scheduled the sale and transfer for January 29, 2025.

KIRBY moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE THE SALE OF HANGAR 100 HOTEL TO MICHAEL AND TONI FRANKS.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

DEPARTMENT HEAD UPDATE**Finance Monthly Report**

Kari Ott, Finance Director, presented.

Ms. Ott stated some highlights were that property taxes had started to come in in November, as normal, and the city was 97.3% collected, whereas last year at this same time only 92%, so the city was ahead. Overall, revenues were where they expected them to be. Regarding expenditures, they should be at 41% expended, but were around 32%. Operating transfers out reflected zero currently, because she hadn't done the transfers yet. Regarding legal expenses, that was doing well.

HAND-OUTS**Monthly Department Stats**

Police and Code Enforcement

Minutes

Parks 11-21-2024; County Court 01-13-2025, 01-15-2025



CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

*Mayor Folden stated she had a written a letter of support, handed out that evening to the Council, with regard to the Malheur County Courthouse. She was seeking Council support for the letter before sending it back to the Circuit Court. Consensus to support the letter.

*Councilor Hart stated after speaking with Councilor Bakefelt, they would be calling a meeting for the Ontario Promise Committee to discuss their next steps. He would give a report following that meeting.

*Councilor Kirby stated he spoke with Mr. Cummings regarding getting the Public Works Committee up and going. He was going to be the new liaison to that committee. Typically, the committee was comprised of representatives from the construction community, and there were currently two vacancies. They were seeking names for those spots. There might be some contractors out there willing to step forward, or any other names be brought forward so they could be talked with to see about any interest in serving. They wanted to be able to have complete engagement with Jacobs for public works projects. They could make the Public Works Committee an ad-hoc committee, but they would lose the ongoing monitoring and progression on projects that they'd like to see.

*Councilor Bakefelt stated they held their first National Night Out 2025 committee meeting last week. There was a good turnout, and she felt very positive about it. The Night was scheduled for August 12, 2025, still at TVCC, but the time had changed to 5pm to 8pm. Anyone interested in sitting on that committee, please send her a message or shoot an email.

*Councilor Bakefelt stated at Four Rivers Cultural Center this coming Saturday would be the annual Center Ball. That was one of the fundraisers for the Center, and tickets were still available.

*Chief Benson reminded the Council that in two weeks, they would be presenting the Community Risk Assessment Standards of Cover to the Council in a joint meeting with the Rural Fire District. Each of them should have received a PDF of the report, and his staff was creating a hardcopy that would be placed in their upstairs cubby, hopefully by the end of the week.

ADJOURN

BAKEFELT moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

ACCEPTED:**ATTEST:**

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
February 11, 2025**

To: Mayor and City Council

FROM: Casey Mordhorst, Public Works Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **BID AWARD: OLD WATER TREATMENT PLANT FILTER MEDIA**

DATE: February 4, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE BIDS RECEIVED AND AWARD THE OLD WATER TREATMENT PLANT FILTER MEDIA TO RED FLINT SAND AND GRAVEL, LLC IN AN AMOUNT NOT TO EXCEED \$80,000.

SUMMARY:

Annually, the filters are evaluated on performance measures. Keeping the media replaced every 7 to 10 years allows the filters to perform at the designed capacity. The last time the filter was changed was 10 years ago. Changing the chemical treatment process has allowed the filters to perform better and extended the longevity of the filter media. Keeping the stratification of the 3 layers and correct depths is critical to the treatment process.

BACKGROUND:

Annually, the filters are evaluated to see how they are performing. Extending the life of the filters is financially beneficial to the city. Keeping the filters performing to the design criteria allows staff to produce high quality water that meets all regulatory requirements. Changing the chemical treatment process has allowed the filters to perform better and extended the longevity of the filter media. Keeping the stratification of the 3 layers and correct depths is critical to the treatment process.

CURRENT SITUATION:

The last time the filter was changed was 10 years ago, and the filter media are at the point that they need to be changed. This is the final stage in the treatment process and is critical to the quality of water that is produced. The lowest bid received was from Red Flint Sand & Gravel LLC.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct strategic plan impact.
- B. **FINANCIAL** The filter media is budgeted in the fiscal year 24-25 Water Fund CIP and the cost is under the budgeted \$100,000.
- C. **TIMING** Staff will order the media and will replace the filters when production allows.
- D. **POLICY/LEGAL** The City Council is required to approve bids over \$75,000.

ALTERNATIVES:

Not approving this request could result in lower filter run times and additional back washes and lower production making it difficult to meet the production need for the city.

RECOMMENDATION:

Staff recommends approving the bids received and awarding the bid to Red Flint Sand and Gravel, LLC in the amount not to exceed \$80,000 and approving the City Manager to sign all documentation.

ATTACHMENTS:

- 1. Jacobs - Ontario OR - 11.21.2024
- 2. Estimate_E241213C_from_Beaver_Equipment_LLC
- 3. Estimate_E241213B_from_Beaver_Equipment_LLC

Red Flint Sand & Gravel, LLC

1 American Blvd.
PO Box 688
Eau Claire, WI 54702
Phone: (715) 855-7600
Fax: (715) 855-7608



DATE: November 26, 2024
TO: Dustin Mosher
Jacobs
FROM: Jose Segovia
Kaylie Wollum
SUBJECT: Granular Filter Materials
QUOTE: QTE241121E12-01

Phone: 208-546-8720
Email: dustin.mosher@jacobs.com

ONTARIO, OR

Listed below is our quotation for the Red Flint products you requested, quoted with delivery to Ontario, OR. Our product pricing will remain valid for 30 days; however, Red Flint reserves the right to re-quote the media as conditions change and update the purchase order pricing accordingly, and freight rate at time of shipping will apply. Our terms are net 30 days, with 1.5% interest charged per month on all account balances over 30 days. Red Flint imposes a surcharge of 2% on the transaction of Visa, MasterCard, Discover, and American Express credit cards, which is not greater than our cost of acceptance. We do not surcharge debit cards.

Red Flint granular filter materials have been used in municipal and industrial filtration applications since 1917. Red Flint filtration media is produced to meet exacting size and uniformity specifications and meets or exceeds the AWWA B100-16 Standard (Granular Filter Materials) and is NSF/ANSI Standard 61 (Drinking Water System Components – Health Effects) certified for quality and purity.

ITEM CODE	ITEM DESCRIPTION	QUANTITY
AC25030	Anthracite 1.00-1.10mm, UC<1.7	21 (40 cuft) super sacks
AB43010	Filter Sand 0.35-0.45mm, UC< 1.5	10 (40 cuft) super sacks
AB43030	Filter Sand 0.35-0.45mm, UC< 1.5	1 (20 cuft) super sacks
AC37020	Garnet #50 (0.25-0.35mm, UC< 1.5)	30 (23.07 cuft) super sacks
AC37030	Garnet #50 (0.25-0.35mm, UC< 1.5)	1 (15.38 cuft) super sacks
PA13099	Pallets- Anthracite	21 pallets
PA11099	Industrial Pallets	11 pallets
PA14099	Pallets- Garnet	31 pallets
TA12099	Estimated Shipping & Handling	1 flatbed
TA13099	Estimated Shipping & Handling- Anth	1 flatbed
TA13099	Estimated Shipping & Handling- Garn	2 flatbeds
TOTAL USD:		\$77,359.50

Additional Notes:

1. In order to meet your delivery schedule, Red Flint requests that a Purchase Order be issued **5-6 weeks** prior to your estimated shipping date. This lead time **does not** include transit time to your location.
2. Independent Laboratory Testing is not included in the quoted price.

3. Shipping & Handling price is based on current rates and fuel surcharge. Actual rates and surcharge at the time of shipping will apply. Delivery will be made via flatbed truck; a forklift is needed to remove the pallets from the truck. After the first hour of truck unloading, there is an \$85/hour demurrage charge for any further unloading time.

4. We advise all of our customers to account for the volatility of the shipping market in their project contingency plans. We will pass on increases, should they occur on this project, when we invoice. If reductions were to occur, we will also pass on those savings at invoice.

5. Bulk Density of Sand & Gravel = 100 lb/cubic foot.

6. Bulk Density of Anthracite = 50 lb/cubic foot.

7. Bulk Density of Garnet #50 = 130 lb/cubic foot.

8. Prior to accepting a purchase order, Red Flint will provide updated and current freight rates. The freight rates at time of shipping will apply; rates will be updated after purchase order no less than every 30 days for the duration of the project as freight rates change

9. Anthracite coal pricing and availability is extremely volatile, and pricing and availability are quoted based on current availability. This quotation is an estimate based on current pricing and availability and is not guaranteed. Actual anthracite price may change prior to shipment, and Red Flint will advise the customer of any anticipated price or lead time increases prior to shipment. Red Flint will immediately re-quote as conditions change and the purchase order pricing will be adjusted accordingly.

10. Red Flint shall not be liable for any delay or failure in delivering any of the products if such delay or failure shall be due to one or more of the following causes: fire, strike, lockout, dispute with workmen, pandemic, flood, lightning, accident, delay in transportation, shortage of fuel, inability to obtain material within quoted prices, war, embargo, demand or requirement of the United States or any governmental or war activity, or any other cause whatsoever beyond the reasonable control of Red Flint. In addition, Red Flint shall not be liable for any delays or failure attributable to failure of any materials supplier or freight carrier to perform any of its obligations in a timely manner. In the event of any such delay, Red Flint's obligations related to such products shall be excused for the period of such delay and the time for the performance shall be extended by a period equivalent to such delay.

11. Material released for pick-up must ship within 60 days of the production due date agreed to by the customer and Red Flint. Material that remains after 60 days will be billed to the customer with two months of storage fees added. Additional storage fees will be billed based on the number of months in storage. If material remains in storage for an extended period of time, Red Flint may have to re-bag material. A cost estimate will be provided to the customer if rebagging becomes necessary. Red Flint reserves the right to refuse storage of material and require pick-up with two-weeks' notice.

Media Characteristics:

Anthracite

Specific Gravity: > 1.6 (exception to the specification required)

Filter Sand

Specific Gravity: > 2.6 (exception to the specification required)

Garnet #50

Specific Gravity: > 3.6 (exception to the specification required)

Please advise if we can be of further assistance by calling Red Flint at (715) 855-7600 or you can email me at kaylie.wollum@redflint.com. Purchase orders can be sent to sales@redflint.com. Thank you for considering Red Flint Sand and Gravel.

Beaver Equipment, LLC
15112 NE 198th Street
Woodinville, WA 98072
8558786386
MikeM@Beaver-Equipment.com
www.beaver-equipment.com



Quote

ADDRESS

City of Newberg
414 E First Street
PO Box 970
Newberg, OR 97132

SHIP TO

City of Newberg
2301 Wynooski Rd
Newberg, OR 97132

QUOTE # E241213C

DATE 12/13/2024

EXPIRATION DATE 01/13/2025

SHIP VIA

Best Way

TRACKING NO.

TBD

REP INITIALS

EH

P.O. NUMBER

TBD

ORDER NUMBER

TBD

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sale-Equipment	AC25030 Anthracite 1.00-1.10mm, UC<1.7 (21) 40 cuft super sacks AB43010 Filter Sand 0.35-0.45mm, UC< 1.5 (10) 40 cuft super sacks AB43030 Filter Sand 0.35-0.45mm, UC< 1.5 (1) 20 cuft super sacks AC38020 Garnet #60 (0.20-0.30mm, UC<1.5 (29) 24.39 cuft super sacks	1	111,595.00	111,595.00
Sale-Equipment	(21) Anthracite pallets (29) Garnet pallets (11) Industrial Pallets	1		0.00
Sale - Freight	Lead Time: 30 - 32 weeks Estimated Shipping & Handling included.	1		0.00
Notes	Media Bulk Density: Anthracite = 50 lb/cubic foot. Sand & Gravel = 100 lb/cubic foot. Garnet #50 = 130 lb/cubic foot. Garnet #60 = 123 lb/cubic foot.	1	0.00	0.00
Notes	Notes: 1. The requested products will be scheduled for production upon receipt of a Purchase Order. We will notify you of the anticipated delivery date or delivery date range upon receipt of the Purchase Order.	1	0.00	0.00
Notes	2. Independent Laboratory Testing is not included in the quoted price. AWWA B100-16 Standard (Granular Filter Materials) and is NSF/ANSI Standard 61 (Drinking Water System Components – Health Effects) certified for quality and purity	1	0.00	0.00

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Notes	3. Shipping & Handling price is based on current rates and fuel surcharge. Actual rates and surcharge at the time of shipping will apply. Delivery will be made via flatbed truck; a forklift is needed to remove the pallets from the trailer. After the first hour of truck unloading, there is an \$85/hour demurrage charge for any further unloading time.	1	0.00	0.00
Notes	4. We advise all of our customers to account for the volatility of the shipping market in their project contingency plans. Prior to accepting a purchase order, Beaver Equipment will provide updated and current freight rates. The freight rates at time of shipping will apply; rates will be updated after purchase order no less than every 30 days for the duration of the project as freight rates change. We will pass on increases, should they occur on this project, when we invoice. If reductions were to occur, we will also pass on those savings at invoice.	1	0.00	0.00
Notes	5. All post-shipment sampling shall be performed prior to installation and handling of the media. If the sampling and testing is done after the media is installed, it shall be for the Owner/Engineer's records and not used as a basis for approval or rejection. Beaver Equipment assumes no responsibility for the media after it has been handled and installed onsite.	1	0.00	0.00
Notes	6. Supplier guarantees the media will meet the specifications before it leaves our facility and once it arrives onsite. Any post-shipment sampling and testing shall be performed by a technician familiar with sampling and testing water filtration media. Supplier shall approve the laboratory selected for post-shipment testing. Post-shipment sampling and testing is not included in our proposal.	1	0.00	0.00
Notes	7. Anthracite coal pricing and availability is extremely volatile, and pricing and availability are quoted based on current availability. This quotation is an estimate based on current pricing and availability and is not guaranteed. Actual anthracite price may change prior to shipment, and Beaver Equipment will advise the customer of any anticipated price or lead time increases prior to shipment. Beaver Equipment will immediately re-quote as conditions change.	1	0.00	0.00
Notes	8. Supplier shall not be liable for any delay or failure in delivering any of the products if such delay or failure shall be due to one or more of the following causes: fire, strike, lockout, dispute with workmen, pandemic, flood, lightning, accident, delay in transportation, shortage of fuel, inability to obtain material within quoted prices, war, embargo, demand or requirement of the United States or any governmental or war activity, or any other cause whatsoever beyond the reasonable control of supplier. In addition, supplier shall not be liable for any delays or failure attributable to failure of any materials supplier or freight carrier to perform any of its obligations in a timely manner. In the event of any such delay, supplier's obligations related to such products shall be excused for the period of such delay and the time for the performance shall be extended by a period equivalent to such delay.	1	0.00	0.00

Thank you for your business! Beaver Equipment, LLC accepts credit cards as well as ACH payments. Please contact Gary Langenbach at GaryL@Beaver-Equipment.com if you need ACH setup information. Thank you, again.

*Unless otherwise noted above, this estimate is for equipment and parts only and does not include additional hardware, connections, inspection, startup services, or installation of equipment.

**Terms & Conditions Apply and are attached.

***Beaver Equipment can receive payment via credit card or direct deposit, please contact us if you would like to pay using a method other than with a mailed check

SUBTOTAL	111,595.00
TAX	0.00
TOTAL	\$111,595.00

Accepted By

Accepted Date

Beaver Equipment, LLC
 15112 NE 198th Street
 Woodinville, WA 98072
 8558786386
 MikeM@Beaver-Equipment.com
 www.beaver-equipment.com



Quote

ADDRESS

City of Newberg
 414 E First Street
 PO Box 970
 Newberg, OR 97132

SHIP TO

City of Newberg
 2301 Wynooski Rd
 Newberg, OR 97132

QUOTE # E241213B

DATE 12/13/2024

EXPIRATION DATE 01/13/2025

SHIP VIA

Best Way

TRACKING NO.

TBD

REP INITIALS

EH

P.O. NUMBER

TBD

ORDER NUMBER

TBD

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Sale-Equipment	AC25030 Anthracite 1.00-1.10mm, UC<1.7 (21) 40 cuft super sacks	1	114,228.00	114,228.00
	AB43010 Filter Sand 0.35-0.45mm, UC< 1.5 (10) 40 cuft super sacks			
	AB43030 Filter Sand 0.35-0.45mm, UC< 1.5 (1) 20 cuft super sacks			
	AC37020 Garnet #50 0.25-0.35mm, UC< 1.5 (30) 23.07 cuft super sacks			
	AC37030 Garnet #50 0.25-0.35mm, UC< 1.5 (1) 15.38 cuft super sacks			
	(21) Anthracite pallets	1		0.00
Sale-Equipment	(31) Garnet pallets			
	(11) Industrial Pallets			
Sale - Freight	Lead Time: 6-7 weeks	1		0.00
	Estimated Shipping & Handling included.			
Notes	Media Bulk Density: Anthracite = 50 lb/cubic foot. Sand & Gravel = 100 lb/cubic foot. Garnet #50 = 130 lb/cubic foot. Garnet #60 = 123 lb/cubic foot.	1	0.00	0.00
Notes	Notes: 1. The requested products will be scheduled for production upon receipt of a Purchase Order. We will notify you of the anticipated delivery date or delivery date range upon receipt of the Purchase Order.	1	0.00	0.00
Notes	2. Independent Laboratory Testing is not included in the quoted price. AWWA B100-16 Standard (Granular Filter Materials) and is NSF/ANSI Standard 61 (Drinking Water System Components – Health Effects) certified for quality and	1	0.00	0.00

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	purity			
Notes	3. Shipping & Handling price is based on current rates and fuel surcharge. Actual rates and surcharge at the time of shipping will apply. Delivery will be made via flatbed truck; a forklift is needed to remove the pallets from the trailer. After the first hour of truck unloading, there is an \$85/hour demurrage charge for any further unloading time.	1	0.00	0.00
Notes	4. We advise all of our customers to account for the volatility of the shipping market in their project contingency plans. Prior to accepting a purchase order, Beaver Equipment will provide updated and current freight rates. The freight rates at time of shipping will apply; rates will be updated after purchase order no less than every 30 days for the duration of the project as freight rates change. We will pass on increases, should they occur on this project, when we invoice. If reductions were to occur, we will also pass on those savings at invoice.	1	0.00	0.00
Notes	5. All post-shipment sampling shall be performed prior to installation and handling of the media. If the sampling and testing is done after the media is installed, it shall be for the Owner/Engineer's records and not used as a basis for approval or rejection. Beaver Equipment assumes no responsibility for the media after it has been handled and installed onsite.	1	0.00	0.00
Notes	6. Supplier guarantees the media will meet the specifications before it leaves our facility and once it arrives onsite. Any post-shipment sampling and testing shall be performed by a technician familiar with sampling and testing water filtration media. Supplier shall approve the laboratory selected for post-shipment testing. Post-shipment sampling and testing is not included in our proposal.	1	0.00	0.00
Notes	7. Anthracite coal pricing and availability is extremely volatile, and pricing and availability are quoted based on current availability. This quotation is an estimate based on current pricing and availability and is not guaranteed. Actual anthracite price may change prior to shipment, and Beaver Equipment will advise the customer of any anticipated price or lead time increases prior to shipment. Beaver Equipment will immediately re-quote as conditions change.	1	0.00	0.00
Notes	8. Supplier shall not be liable for any delay or failure in delivering any of the products if such delay or failure shall be due to one or more of the following causes: fire, strike, lockout, dispute with workmen, pandemic, flood, lightning, accident, delay in transportation, shortage of fuel, inability to obtain material within quoted prices, war, embargo, demand or requirement of the United States or any governmental or war activity, or any other cause whatsoever beyond the reasonable control of supplier. In addition, supplier shall not be liable for any delays or failure attributable to failure of any materials supplier or freight carrier to perform any of its obligations in a timely manner. In the event of any such delay, supplier's obligations related to such products shall be excused for the period of such delay and the time for the performance shall be extended by a period equivalent to such	1	0.00	0.00

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
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delay.

Thank you for your business! Beaver Equipment, LLC accepts credit cards as well as ACH payments. Please contact Gary Langenbach at GaryL@Beaver-Equipment.com if you need ACH setup information. Thank you, again.

*Unless otherwise noted above, this estimate is for equipment and parts only and does not include additional hardware, connections, inspection, startup services, or installation of equipment.

**Terms & Conditions Apply and are attached.

***Beaver Equipment can receive payment via credit card or direct deposit, please contact us if you would like to pay using a method other than with a mailed check

SUBTOTAL	114,228.00
TAX	0.00
TOTAL	\$114,228.00

Accepted By

Accepted Date



**AGENDA REPORT
NEW BUSINESS
February 11, 2025**

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **TASK ORDER AWARD: CONSOR - SECONDARY RIVER INTAKE ENGINEERING SERVICES (CDBG)**

DATE: February 4, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE ENGINEERING SERVICES TASK ORDER AWARD TO CONSOR FOR THE DESIGN OF THE CITY'S NEW SECONDARY RIVER INTAKE, IN THE AMOUNT OF \$571,745, AND AUTHORIZE THE CITY MANAGER TO SIGN ALL DOCUMENTS.

SUMMARY:

The City is in a position to award the engineering services portion of the CDBG that we received last Spring, for \$500,000 (City will supplement this with an additional \$96,745). After a public solicitation for qualification statements, Consor was selected for this project and the scope and fee have been negotiated.

BACKGROUND:

The City was awarded funding from the CDBG program from Business Oregon. Funding will be used for public infrastructure improvement for the City's drinking water supply system, specifically a new secondary river intake. Last Summer, the City publicly solicited qualification statements and selected an engineering firm for the design services.

CURRENT SITUATION:

The City is in a position to award the engineering services portion of the CDBG that we received last Spring, for \$500,000 (City will supplement this with an additional \$96,745). As the total amount (including grant administration from Ducote Services for \$25,000) needed is \$596,745, and the total CDBG program amount received was \$500,000, the City will bridge the funding gap utilizing the UCF, for \$96,745.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the city's Strategic Plan.
- B. **FINANCIAL** The majority of this project will be funded with federal dollars through the CDBG program (84%). The remaining will be funded with the UCF.

C. **TIMING** With the grant being awarded, time is of the essence in completing the work.

D. **POLICY/LLEGAL** None.

ALTERNATIVES:

Delay this project award and apply for a future grant or loan.

RECOMMENDATION:

Staff recommends awarding the Task Order to Consor for the Engineer Design Services of the Secondary River Intake project.

ATTACHMENTS:

1. Consor TO 3 - Secondary River Intake
2. W233730OR_City of Ontario OR_Scope_01-06-2024

Exhibit A

Task Order No. 3

Professional Services Agreement – Engineering Services

City Project No. NA

City Contract No. NA

This Task Order No. 3 dated February 3, 2024 (this “Order”) is made and issued pursuant to the terms and conditions of that certain Professional Services Agreement – Engineering Services dated December 23, 2022 (the “Agreement”) between City of Ontario (“City”), an Oregon municipal corporation, and Consor North America, Inc. (“Contractor”), an Oregon corporation.

1. Contractor Services. Subject to the terms and conditions contained in the Agreement and this Task Order, Contractor will perform the following engineering services for and on behalf of City (the “Requested Services”):

Preliminary and final design for the City’s new secondary river intake.

2. Schedule. The Requested Services described in this Order will be completed no later than December 5, 2025 and in accordance with the following schedule:

As contained in Exhibit B – Contractor’s Scope of Work

2. Compensation. Contractor will complete the Requested Services at the following rates and fees:

As contained in Exhibit C – Contractor’s Fee Estimate and Rate Table

Notwithstanding anything contained in this Order to the contrary, total compensation payable by City under this Order for the performance of the Requested Services will not exceed \$571,745.

4. Miscellaneous. Upon the parties’ mutual execution of this Order, this Order is made part of the Agreement. The terms of the Agreement remain unchanged and in full force and effect and are incorporated herein by this reference. All capitalized terms used in this Order not otherwise defined herein have the respective meaning assigned to them in the Agreement. This Order and the Agreement represent the complete, exclusive, and final understanding of the parties with respect to the subject matter of this Order. All prior and contemporaneous agreements, discussions, understandings, and negotiations, whether written or oral, express or implied, are merged herein, and to the extent inconsistent herewith, are of no further force and effect. This Order may be executed in counterparts.

5. Authorization. City hereby approves and authorizes, and Contractor agrees to complete and perform, the Requested Services described in this Order subject to and in accordance with this Order and the Agreement.

CITY:

City of Ontario,
an Oregon municipal corporation

Contractor:

By: _____

Its: _____

Date: _____

By: _____

Its: _____

Date: _____

EXHIBIT A

SCOPE OF WORK

SECONDARY RIVER INTAKE

CITY OF ONTARIO

Background

The City of Ontario, Oregon (City) published their latest Water System Master Plan (WSMP) in 2020, with the Oregon Health Authority – Drinking Water Services - formally adopting it in 2021. This plan was developed to identify the needs of the City's municipal water system to ensure it has adequate capacity for the foreseeable future. The WSMP identified various deficiencies through the year 2040 and developed potential alternatives to address these supply, treatment, and storage/distribution deficiencies. One of the preferred priority options, targeting future supply needs, includes a new 8 million gallons per day (MGD) secondary river intake and pump station at the Water Treatment Plant (Project). This new intake and pump station will add redundancy to the existing system as well as provide supplemental supply capacity.

The Project will be funded with Community Development Block Grant Funds (CDBG) that the City was awarded early in 2023, and therefore, the Project must follow the standards and requirements of this funding agency and the Oregon Business Development Department (OBDD).

The City has requested the following scope of work from Consor North America, Inc. (Conсор/Consultant) that includes Preliminary Design Services, Environmental and Cultural Resource Permitting Services, and Final Design Engineering Services for the City's new secondary river intake and pump station, as discussed in the following tasks and sub-tasks. If needed, an amendment will be developed to cover services including bidding and construction support.

The City would like the proposed intake and pump station to be similar to the existing facilities: stainless steel wedgewire screen pipeline partially buried, with vertical turbine pumps, housed in a CMU building as shown in Option B of the 2021 Water System Master Plan. However, this scope of work includes a Project Definition task to confirm the high-level design decisions.

This scope of work has five (5) different tasks as detailed below.

Scope of Services

Project Management

The objective of the Project Management task is to assure the design team stays on track to deliver the project on time and budget and that City goals and objectives are met. This task includes project invoicing and status tracking, City and internal design team communications and coordination, and other general administrative and project management activities to keep the Project on track.

Activities:

Invoices/Progress Reports

The Project will be managed to maintain the scope, schedule, and budget. At a minimum, updates on Project schedule and budget will be provided as part of the monthly invoice process. Monthly invoices will include expenditures by task, hours worked by Project personnel, and other direct expenses with the associated backup documentation as allowed per the current Master Service Agreement. Monthly progress reports will accompany each invoice and include budget status (percent spent and budget remaining), progress (in terms of percent complete), summary of work accomplished, estimated work to be completed in the next invoice, issues encountered and actions taken for their resolution or that still require Project team action, and discussion of identified potential impacts to scope, budget, or schedule. The budget will be tracked at the Task level.

City and Design Team Coordination

Lead and oversee Project communications with the City and design team throughout the duration of the Project, lead bi-weekly status meetings, and keep the City up to date on Project issues and details to make sure the City's input is incorporated into the work product.

Deliverables

1. Monthly invoice and progress report (PDF electronic format)
2. Bi-weekly meeting agendas (PDF electronic format), as needed.
3. Initial overall Project schedule (to be updated monthly and submitted with the progress report)

Assumptions

1. Duration is anticipated to be no more than 12 months; therefore, it is assumed that there will be up to 12 progress payments/status reports. Design is anticipated to be 8 months in duration, with permitting extending the total duration to 12 months.
2. Bi-weekly update meetings during Tasks 2 through 4, generally considered the design tasks, will be virtual. Monthly meetings after design while Task 5 permitting continues will be monthly.

Task 1 – Preliminary Design

Detailed information will be gathered and processed for use in the development of the work products of this scope of work and the subsequent detailed facility design.

Activities:

Task 1.1 Site and Bathymetric Survey

A field topographic survey of the Water Treatment Plant (WTP) site focusing primarily on the eastern portion of the site along the river, sufficient to capture potential building site locations and pipeline alignments for connection to the existing intake system. Survey will capture open space topography, above ground evidence of all existing underground utilities/pipe/conduit, power poles, light poles, fences, walls, noteworthy site features, significant vegetation, hardscape features (curb, pavement, sidewalk, etc.), buildings, and location and approximate depth of utilities/pipe/conduit using ground penetrating

radar and electromagnetic line locating devices. This survey will be used to help position the new river pump station and to develop an AutoCAD base map with one-foot contours for future use in the design. A bathymetric survey of the Snake River running adjacent to the site will be performed using a 16' jet boat equipped with Real Time Kinematic GPS and 20Hz single beam echo sounder. River cross sections will be made at 30-foot intervals for approximately 4,000 feet of river run. The bathymetric survey will be used to support river hydraulic modelling efforts used to identify preferred intake locations and provide information to support intake permitting.

Task 1.2 Geotechnical Investigations

Geotechnical office and field investigations will be performed to support the intake and river pump station design. Work includes an office review of available drawings, surveys, topological data, geologic and geotechnical data, and/or other pertinent data to the Project followed by a field visit. The field visit will include a review of the existing facilities and surroundings, geologic reconnaissance to characterize surface conditions, construction constraints, and stake locations for borehole for geotechnical field exploration. The geotechnical field exploration shall consist of one boring near where the new facilities will likely be located. The boring will be advanced to a depth of approximately 60 feet deep and the final location, and depth will be confirmed during the reconnaissance site visit. Subsurface condition interpretation, geotechnical engineering analysis, and recommendations for the proposed facilities will be summarized in a Geotechnical Engineering Report. The data collected, the field investigations, and results of the laboratory testing will be summarized in a Geotechnical Data Report.

Task 1.3 Electrical and IC System Review

Record drawing and field investigation of the existing Water Plant's electrical and instrumentation systems will be performed to assess and confirm their existing configuration and capacity so that the electrical and I&C needs of the Project can be better defined.

Task 1.4 Facility Records

Work with the City to ensure the design team has the available facility records needed to complete this scope of work and the subsequent design. Consultant will compile and document the record drawings, pump curves, and other materials already in their possession from previous work with the City. The City will review this information and update it and provide missing information as needed and available.

The WTP improvements that will be designed under this scope of work are based on the WSMP recommendations but require further refinement, analysis, and information to support the design process. The intent of this task is to further refine the Project concept, review the collected data, results of additional analysis, provide recommendations and obtain City preferences. The work in this task focuses on refining Project details, presenting recommendations, and obtaining agreement from the City on path forward before more detailed design proceeds under the Final Design Task.

Task 1.5 Analysis and Findings

Consultant will investigate, analyze and provide recommendations in the areas identified below to help better define Project needs, options, and scope.

- **Funding Source Coordination** – The City's CDBG grant administrator will be coordinated with so that funding source requirements are incorporated into the Project design. This coordination is anticipated to be primarily associated with the Build America, Buy America (BABA) requirements, the potential to apply for a BABA waiver, and required CDBG construction contract language.
- **Intake Screen and Pump Station Recommendation** – Based on previously completed analysis and City input, the use of either a Ranney collector well or traveling vertical screen are not considered

practical options and will not be evaluated further. The City has directed the design to be similar to the existing screen (submerged cylindrical (tee) screens) and pump station (vertical turbine pumps).

- **Overall WTP raw water supply distribution plan and control** – Review of existing supply sources, control, and options to integrate the new river pump station with them into both the existing and planned future facilities.
- **Geomorphic River Stability and River Hydraulic Analysis** – Review available data including topography, historic flow data, FEMA studies, geologic maps, soils maps, and historic aerial photographs to assess geomorphic conditions. Inspect the river in the vicinity of the proposed intake location to become familiar with the general site conditions, bed and bank material types and sizes, existing bank erosion, existing bank protection, vegetative cover, existing hydraulic structures, hydraulic controls, and physical and hydraulic roughness conditions of the river. Develop HEC-RAS 1-dimensional hydraulic model of the Snake River in the vicinity of the proposed intake and use the results to support the intake design. The model will be used to evaluate flow patterns and evaluate potential for scour or deposition to aid in locating preferable intake locations.
- **Electrical and I&C System Upgrade Needs** - Analysis of the existing Water Plant's electrical and instrumentation systems will be performed to assess their ability to accommodate both this project and the proposed future upgrades at the WTP site in the WSMP. A review of the programming for the operation of the raw water supplies and the blend building flow control valves will also be performed. This information will be used to identify system capital improvement needs and potential operational changes to improve raw water supply in the short-term.

Task 1.6 Project Definition Meeting

The analysis, findings, and recommended options presented in Task 1.5 will be documented in a meeting along with a conceptual design and updated project cost estimate. Consultant's findings from Task 1.5 will be presented in a two-hour workshop meeting with the City. The following is a summary of the anticipated topics of discussion.

- Overall WTP raw water supply distribution plan and control
- Bathymetric Survey and Hydraulic Modeling
- Geotechnical Investigation Results
- Intake screen location and concept plan
- River Pump Station location and concept plan
- River Pump Station Sizing/Firm Capacity
- Number of pumps, type, and configuration
- Permitting Requirements and Timelines
- Electrical and I&C System Upgrade Needs

The meeting notes document will become the basis for the detailed design for the facility upgrades.

Task 1.7 30% Design

The objective of this task is to finalize the design concept and describe it in terms of structural, architectural, electrical, and mechanical systems.

Following the Task 1.6 Project Definition Meeting, Consultant will develop a 30% design that will include the following:

- Screen location and piping plan view concept
- Pipeline plan and profile concepts
- Building location and floor plan
- Mechanical piping, sizing and layout
- Preliminary pump selection
- Notes and details specific to the project
- Opinion of probable cost for work
- Reassessment of design schedule

Consultant will submit the plans for City review. Consultant will attend a meeting with the City to review any comments on the 30% design package.

At the completion of this phase of the design process, it is intended that all major decisions have been made and the design elements are essentially “frozen” so that the design team can efficiently use the deliverables to guide the detailed development of the construction contract documents.

Assumptions

1. City will provide open access to the Water Plant facilities for Consultant investigations and evaluations.
2. Consultant will coordinate site visit needs with City staff at least 48 hours in advance.
3. City staff to provide as much of the requested background information as possible and coordinate with previous consultants, if necessary, to gather missing information.
4. City will collect data requested by Consultant (assuming the data is readily available) and provide feedback to Consultant in a timely manner so as to not negatively impact the project schedule.
5. Survey datum will be the Nad83/2011 Epoch 2010.0000 Oregon Coordinate Reference System – Ontario Zone with units in international feet and the elevation Datum of North American Vertical Datum of 88 – NAVD88 Geoid18
6. No boundary survey is necessary. If boundary survey is necessary for easement or other work, it will be included in the next scope or in the required construction steps by contractor. City will provide all parcel legal information for use on the project. However, it is assumed the new project elements will be within City-owned property at the WTP. If needed, Consultant shall inform Owner that additional easements or site property boundary adjustments are needed.
7. City staff will help locate existing buried pipelines, utilities and conduits as part of the site survey and geotechnical investigation activities.
8. The geotechnical explorations do not include environmental assessments, and the site is assumed to be “clean” regarding contaminated and hazardous materials.
9. If the arrangement and location of the project is modified significantly after the initial exploration program is completed, additional explorations may be required resulting in the project geotechnical data report being updated to include the new data and final proposed facility concept.

10. Spoils from geotechnical field investigations can be disposed of at the Water Plant site.
11. Meeting will be attended by consultant team both virtually (remote team and subconsultants) and in person (two local Consor management team members).
12. City will provide location for meetings and virtual attendee access or attend at Consultant's Boise office.
13. The City will provide clear, consolidated and timely input and review of the work products produced by the consultant.
14. City project managers will meet to discuss review comments and resolve conflicting comments no later than one week after meetings.
15. Notes from the Project Definition Meeting will be sent by Consultant to the City and Oregon Health Authority's Regional Engineer for informational purposes.

Deliverables

1. Preliminary and Final Geotechnical Engineering Report (PDF electronic format)
2. Preliminary and Final Geotechnical Data Report (PDF electronic format)
3. Topographical Survey (PDF electronic format)
4. Bathymetric Survey (PDF electronic)
5. Meeting Presentations (PDF electronic format)
6. Meeting notes that summarizes the work efforts of Task 1 (PDF electronic format)
7. PDF of the 30% design deliverables

Task 2 – Final Design

Final design will be based on the preferred alternative selected during the alternatives analysis (See Task 3). No work on this task will be performed without the advance approval of the City.

Task 2.1 75% Design

Based on the discussions during the 30% design review meeting, Consultant will develop the 75% design and Contract Documents package. These documents will include the Bidding Requirements, Contract Form, Conditions of the Contract, Front-end and Technical Specifications, and Drawings. Where applicable, as the City has adopted the Idaho Standards for Public Works Construction (ISPWC), callouts and references will be included.

The 75% design package will include the following:

- General
- Civil Site Work
 - Pipeline plan and profiles
 - Erosion control plan: 1200-C Construction Stormwater General Permit
 - Yard piping
 - Demolition
 - Dewatering
- Architectural
- HVAC
- Plumbing
- Structural

- Process Mechanical
- Electrical
- Instrumentation and Controls
- Process and Instrumentation Diagrams
- Notes and Details specific to the project
- Draft front end and technical specifications
- Special provisions and any modifications to the ISPWC, and City Supplemental Standards
- Bid schedule
- Opinion of probable cost for work
- Reassessment of design schedule

Consultant will submit the plans for City review and then attend a meeting with the City to discuss review comments and perform a site walk through. The review will be an informal review to discuss design progress and Consultant will continue to develop the design while waiting for City comments.

Task 2.2 100% Design

Consultant will finalize the 100% design package based on the comments on the 75% plans and permit review comments. The 100% design plans and specifications will be submitted to the City and the OHA for review.

Task 2 Deliverables

1. Summary of review meeting notes in pdf format
2. PDF of the 75% and 100% design deliverables

Task 2 Assumptions:

1. The City will provide clear, consolidated and timely input and review of the work products produced by the consultant.
2. City review will occur after the Meeting. Consultant and City project managers will meet to discuss review comments and resolve conflicting comments no later than one week after the meeting. Consultant will continue work elements during the review period.
3. Easements through private property do not need to be acquired.
4. Due to schedule requirements, Consultant will proceed with design in parallel with permitting review (see Task 5).
5. Front end specifications will be per the 2013 EJCDC (current City standard).
6. If needed, services during bidding and construction will be provided as an amendment to this scope of services and funded separately with CDBG construction phase funding.
7. The new pump facility building will be approximately 1,200 SF. The project will be a single-story CMU masonry structure, concrete slab on grade, with wood trusses and metal roof system. The building will have a room to house the pumps and a control/electrical room.
8. The pump station will be designed to accommodate 3 pumps and have 5,500 gpm (firm)/8,300 gpm (total) capacity at buildout. Pumps are assumed to be 40 to 75 hp/each. VFD's are not required for operation, but they may be utilized to optimize electrical system sizing/design.
9. Vertical turbine pumps with equipment roof hatches will be utilized for Owner's removal of pump equipment as needed.

10. Air conditioning is the preferred method to cool the electrical room and air exchanges to cool the mechanical pump room.
11. Electrical service design is limited to the proposed pump station.
12. Landscaping will be sidewalks, decorative rock and gravel. No landscaping or irrigation system is included.
13. Consultant will specify the use of the City's preferred programming contractor for SCADA integration. The City is currently in the process of selecting a SCADA integrator. The bidding package will be such that every potential bidder will be required to include a lump sum price within their bid for the City's preferred programmer
14. Water quality will be such that no treatment beyond the existing facilities is required.
15. Consultant will endeavor to produce cost opinions within the accuracy ranges identified in AACE International's Recommended Practice Document No. 18-R-97 appropriate for the level of design.
16. Cost opinions should be expected to vary from the actual construction bids received due to a number of factors outside the control of the City or Consultant. These factors include, but are not limited to, volatility and unknowns regarding commodity pricing, the labor market, inflationary escalation, etc.
17. Plans will be completed at 22x24 and reduced to 11-inch x 17-inch for all deliverables.
18. Oregon Health Authority will review the 100% documents, and any comments and associated updates will be minimal.

Task 3 – Permitting

Permitting the project is considered a critical path activity for the completion of the project. The objective of this task is to engage the various permitting agencies about the project prior to starting detailed design and proceed with the work that can be moved forward to support the permitting of the project. Work under this task will include a permit strategy, data gathering supporting the permitting process, an Environmental Assessment ((EA), required per CDBG funding requirements), and services to support permitting for the following:

- Joint Permit Application for United States Army Corps of Engineers Section 404/10 Permit,
- Department of State Lands Removal-Fill Permit (a Stream Function Assessment Method documentation, as required by DSL when a project has permanent impacts below the ordinary high water elevation (OHWE).
- Department of Environmental Quality 401 Water Quality Certification,
- State Environmental Review Process,
- Biological Evaluation/Assessment, including a wetland determination (if needed)
- Easement Application Form for Department of State Lands Easement.

Task 3.1 Environment Assessment

The Consultant will compile an Environmental Review Record as part of the requirements to satisfy CDBG funding requirements. It is anticipated that an Environmental Assessment (EA) will be required. The EA will include:

Project Scoping – The Consultant will solicit preliminary feedback from agencies and relevant organizations for inclusion in the EA.

Draft and Final EA – The Consultant will prepare an EA summarizing potential environmental impacts and mitigation for the project. A draft EA will be prepared and submitted to the City for review. The EA will then be submitted to Business Oregon and the City’s Grant Administrator for review and public notice, once approved.

Task 3.2 Permit Strategy

Consultant will prepare a Permit Strategy Memorandum to document the potential and required permit types necessary for the work including timeframes to obtain the permits. It will document environmental constraints and outline the required permit types, based on the environmental conditions at the site, discuss the timeframes for the permit compliance processes, as well as any challenges that may delay the processes. As needed, this will include outreach to the applicable regulatory agencies with jurisdiction to determine if permits are needed.

Task 3.3 Permit Process Data Gathering

Consultant will conduct a desktop review of aquatic resources and sensitive biological resources with potential to occur within a 1-mile radius of the project site. Consultant will conduct a Biological Resources Survey to document habitat and vegetation, including trees and any observed wildlife at the site. Tree surveys will include survey of trees and shrubs with a trunk diameter at breast height (DBH) of 4-inches or greater in the project area. Tree tags with identification number labels will be added to the trunk of each accessible tree. The survey will focus on identifying and characterizing biological communities and habitat within and adjacent to the project area.

A Secretary of the Interior qualified archaeologist will complete the NHPA Section 106 archaeological survey and reporting required for the permitting in this task. Includes a SHPO records search, consultation with affiliated tribes for the purposes of cultural resources identification pursuant to 36CFR800, conduct a field inventory of the estimated Area of Potential Effect (APE), and prepare a draft and final technical report for submittal to USACE for use in satisfying NHPA Section 106 requirements for the project per USACE policies for Section 106 review and compliance.

Task 3.4 Permitting

Consultant will prepare a Joint Permit Application (JPA) for submittal to the USACE, DSL, and DEQ for the Section 404/10 Permit, Removal-Fill Permit, and 401 Water Quality Certification. The application package will include a completed JPA form, site location and orientation figures (e.g., tax maps, USGS topographic map, and aerial photograph), permit drawings, and site photographs to facilitate agency review of the project for permit decisions.

Consultant will prepare the 401 Water Quality Certification Request through DEQ’s online system and prepare the required 30-day Pre-Filing Meeting Request ahead of the 401 Certification Request submittal. Consultant will participate in a pre-filing meeting with DEQ if requested by DEQ. Consultant will coordinate by phone and email with USACE, DSL, and DEQ before and after application submittal to help communicate project objectives and approach, review anticipated impacts, and discuss application content, review process, and schedule. Consultant will maintain contact after application submittal to track review status and respond to questions or comments as needed.

This task includes evaluating existing conditions at the project site, identification of potential impacts from project improvements, and preparing the required federal cross-cutter documentation for a State Environmental Review Process (SERP) submittal to the Oregon Health Authority (OHA) and includes a Biological Evaluation (BE) as part of the SERP package. The following resource categories will be addressed in the SERP package:

- Historic/Cultural Resources
- Wetlands
- Floodplains
- Farmland
- Coastal Zone Resources
- Wild & Scenic Rivers
- Threatened and Endangered Species and Essential Fish Habitat (EFH)
- Air Quality
- Safe Drinking Water

The BE will include a description of the proposed project including the proposed screen, pipe and pump station, its location, and environmental setting; a discussion of listed species and habitat with the potential to occur in the action area; an analysis of potential impacts to species and habitat; and a determination of effect for each species.

This task includes preparing an Easement Application Form with maps and a legal description of the easement area. DSL's Aquatic Resource Management Program staff will review the project during the DSL Removal-Fill Permit comment period and determine the easement needs and submittal requirements.

Task 3 Deliverables

1. Draft and Final Permit Strategy Memorandum
2. ODEQ Land Use Compatibility Statement (LUCS)
3. Draft and Final Biological Resources Survey Report
4. Draft and Final Cultural Resources Survey Report
5. Draft and Final Environmental Assessment for City and OHA review
6. Draft JPA Package and 401 WQ Certification Request for City review
7. Final JPA Package and 401 WQ Certification Request for USACE, DSL, and DEQ review
8. Draft BE and SERP Submittal for City review
9. Final BE and SERP Submittal for OHA review
10. Draft and Final Easement Application package for City review and submittal to DSL

Task 3 Assumptions

1. Consultant has permission to access the site.
2. Two wetland scientists (one senior and one junior) and one archeologist are anticipated to complete the survey work in two days plus travel time.
3. This scope does not include any protocol level listed plant surveys.
4. No new archaeological or architectural resources will be identified.
5. Up to 40 subsurface shovel test probes will be required by SHPO.
6. No Oregon Archaeological Permit will be required to conduct survey.
7. No cultural resources will be identified or require recording.

8. Identification level only and does not include Determinations of Eligibility or test excavations or Historic Property Inventories.
9. City will provide one set of consolidated comments on all draft materials in a timely manner.
10. The project can be permitted by USACE under a Nationwide permit(s), according to a schedule typical for Nationwide permit verifications. A USACE public review/comment process (required for Individual Permits) will not be required.
11. Agency permit review fees charged by DSL and DEQ will be paid by the City.
12. The project will satisfy USACE Endangered Species Act consultation requirements through coverage under the programmatic Biological Opinion known as the Standard Local Operating Procedures for Stormwater, Transportation, and Utility Actions (SLOPES V).
13. The SERP submittal will incorporate biological and cultural resources documentation and consultations completed as part of the task.

Budget

The work covered under this scope of work will be billed on a time and materials basis at the billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred. The overall budget estimate breakdown for this work is outlined in the table below. Consultant will manage and track the work identified below at the individual task level, however, tasks may be overran or underran as managed by the Consultant, and the overall Task Order budget amount shall not be exceeded without prior written authorization from the City. When any budget has been increased or follow-on work contracted, Consultants excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Task	Amount
Project Management	\$32,206
Task 1 – Preliminary Design	\$233,781
Task 2 – Final Design	\$208,134
Task 3 – Permitting	\$97,624
TOTAL	\$571,745

Project Schedule

Consultant will make every effort to complete the work in a timely manner; however, it is agreed that consultant can not be responsible for delays occasioned by factors beyond its control, nor by factors that could not reasonably have been foreseen at the time this scope was executed. The overall schedule estimate breakdown for this work is outlined in the table below

Step	Duration	Start	Finish
Council Approval		1/14/2025	1/14/2025
Contracting	7	1/14/2025	1/21/2025
Sub-Contracting	14	1/21/2025	2/4/2025
Permitting	360	2/4/2025	1/30/2026

Survey - Topo	30	2/4/2025	3/6/2025
Survey - Bathymetric	45	2/4/2025	3/21/2025
Geotech	90	2/4/2025	5/5/2025
Prelim Eng (10%)	105	2/4/2025	5/20/2025
Prelim Eng (10%) Meeting	1	5/20/2025	5/21/2025
30% Design	45	5/21/2025	7/5/2025
30% Meeting	1	7/5/2025	7/6/2025
75% Design	60	7/6/2025	9/4/2025
75% Meeting	1	9/4/2025	9/5/2025
100% Design	30	9/5/2025	10/5/2025
100% Submittal	1	10/5/2025	10/6/2025
OHA Review	30	10/6/2025	11/5/2025

Jacobs

Public Works Department

Monthly Report

January 2025



Monthly Business Review

Public Works Department

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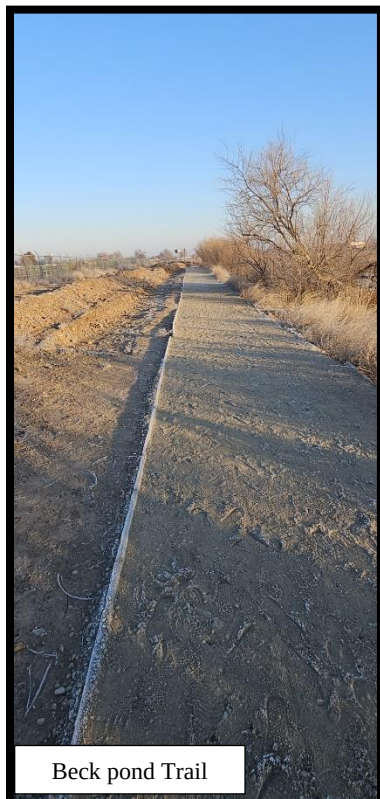
- ENGINEERING DEVELOPMENT REVIEW SUMMARY
- WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM SUMMARY
- WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY
- OPERATIONS MAINTENANCE SUMMARY
- FACILITIES, CEMETERIES & PARKS
- APPENDIX

Month Business Review

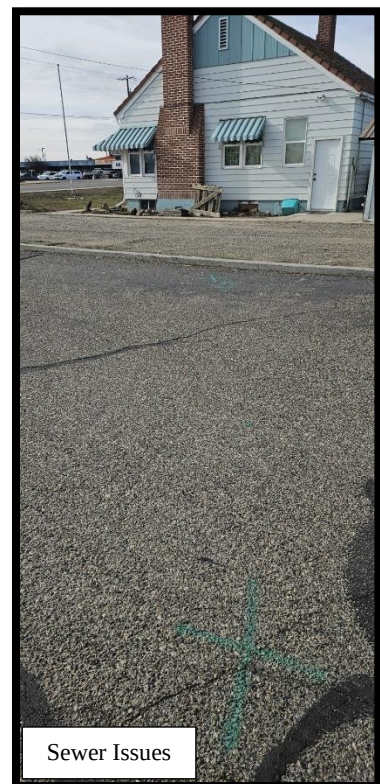
DEVELOPMENT REVIEW

ACTIVITIES MONTH 2025

- Issued 5 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss a new hanger.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow device on irrigation systems.
- Mailed out 2 backflow test notifications due by the end of February.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Beck Park Pond Trail is approximately 95% completed but has been delayed due to the weather.
- SE 5th Ave Sidewalk Project- Substantial Completion was issued and we are working with IRVCO on punch list items. Approved Change Orders will start in the spring
- City Hall Elevator Modernization is still in the engineering process.
- Safe Streets for All Grant- Kittleson to present to City Council January 28th
- Headworks Screen Replacement- RH2 is continuing to work on concept design for the new Headworks Screen at the Wastewater Treatment Plant.



Beck pond Trail



Sewer Issues

Month Business Review

WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

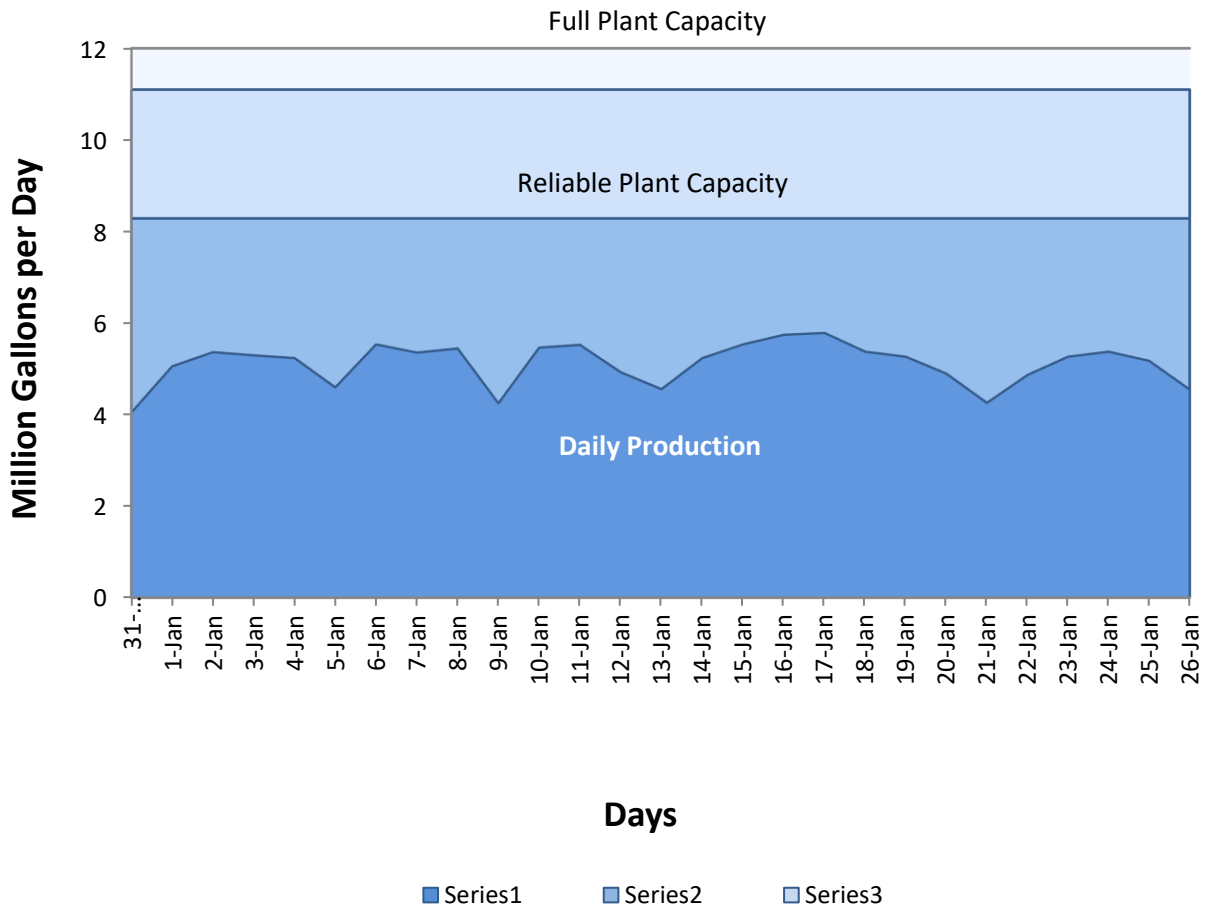
ACTIVITIES MONTH 2025

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Disinfection Byproduct and TOC/Alkalinity samples taken
- Polymer Use Form and DMR submitted to state agencies
- 62 meters changed out.
- 8 leak checks.
- 17 water meters turned on customer request.
- 6 meters checked for high consumption.
- 11 meters off customer request.
- 16 meters read verified.
- 36 meters off for nonpayment.
- 36 meters on for payment.



WATER TREATMENT PLANT PRODUCTION VS. CAPACITY

Demand vs. Availabilty
Dec 31 2024 - Jan 28, 2025



Month Business Review

**WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY
ACTIVITIES MONTH 2025**

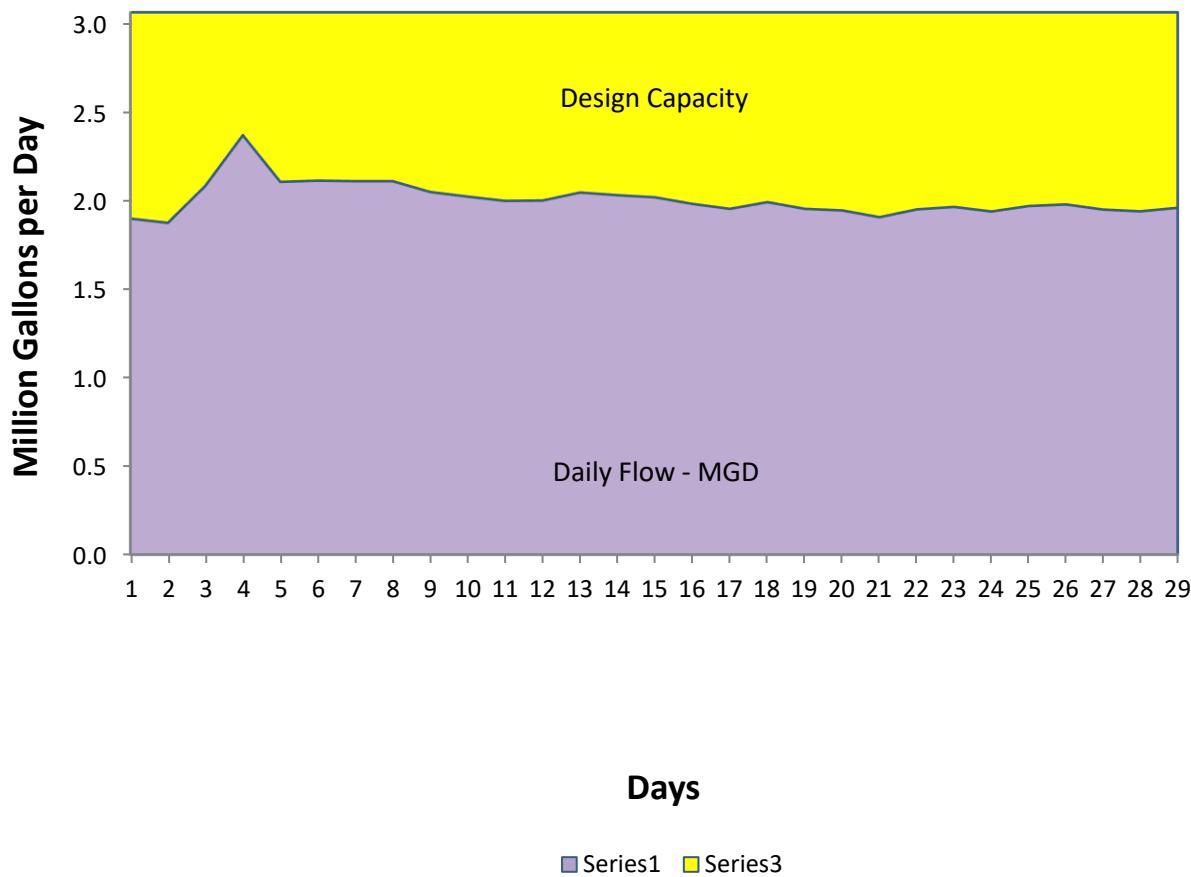
- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- We currently have 20 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 7.2 ft of storage.
- With the assistance of the Fire Department, we change out and brought a full sulfur dioxide tank online.
- We received delivery of a second full sulfur dioxide tank.
- All flowmeters had their annual calibration by Analytical Labs.

Performing PT Tests

SO₂

WASTEWATER TREATMENT PLANT

Wastewater Treatment Flows
Dec 31, 2024 - Jan 28, 2025

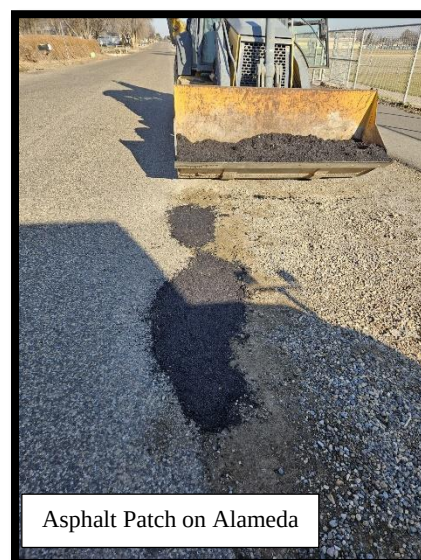


Month Business Review

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MONTH 2025

- Repaired 12in water main on NW 1ST Ave.
- Two rounds of underpass and downtown sweeping.
- Set new school zone signs on SE 9TH Ave.
- Water service repair at 406 NW 6TH St.
- Replaced batteries in school zone crosswalks.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Repaired water service on Arata Way.
- Continue sewer cleaning.
- Continue cleaning catch basins.
- Tighten cable for aerators at WWTP.
- Repaired water main on Skookum Dr.
- Graded SE 9TH AVE.
- Pothole repair at the underpass.
- Graded SW 24TH ST.
- Replaced no parking sign on NE 5TH Ave.
- Took down holiday banners.
- Repaired water service on NW 8TH Ave.
- Installed new water valves at the bar screen.
- Changed light bulbs at PW shop.
- Salted roads 5 buckets of salt used.
- Graded NE 5TH AVE.
- Pothole repair on East Lane and SE 14TH Ave.
- Build materials pit at PW yard and WTP site.
- Asphalt repair at Becks Park.
- Repaired water box at 885 and 855 SW 3RD St.
- Picked up trash at NE 3RD Ave.
- Asphalt along Alameda Dr.
- Repaired water main on W Idaho Ave.
- Delivered roll off to unsheltered site for cleanup.
- Boarded up broken window at Dennys.
- 5 new meters installed.
- 46 utility locates completed.



Month Business Review

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

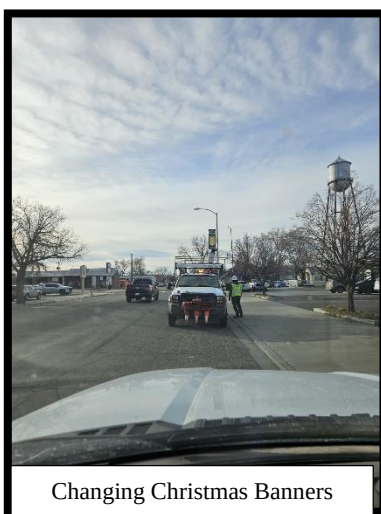
ACTIVITIES MONTH 2025



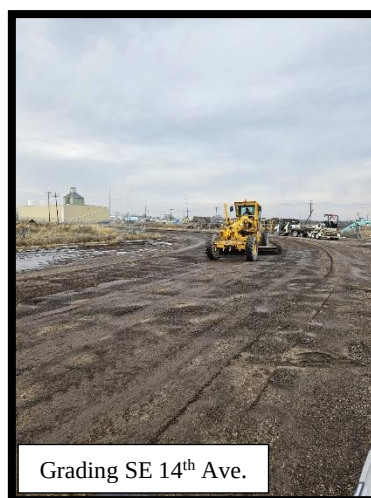
Trash Pickup



Boarded up window at Dennys



Changing Christmas Banners



Grading SE 14th Ave.



Changing lights at Shop



Materials Pit

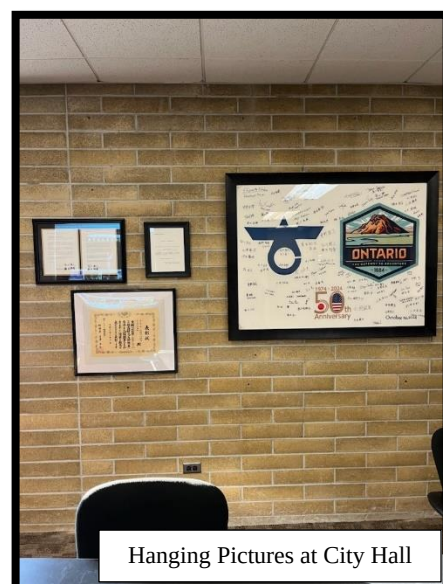
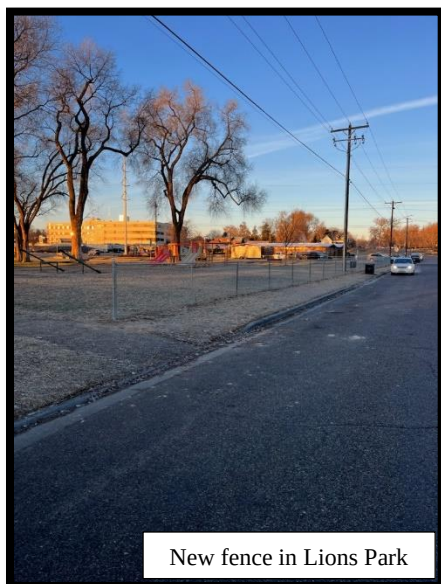


Service Repair

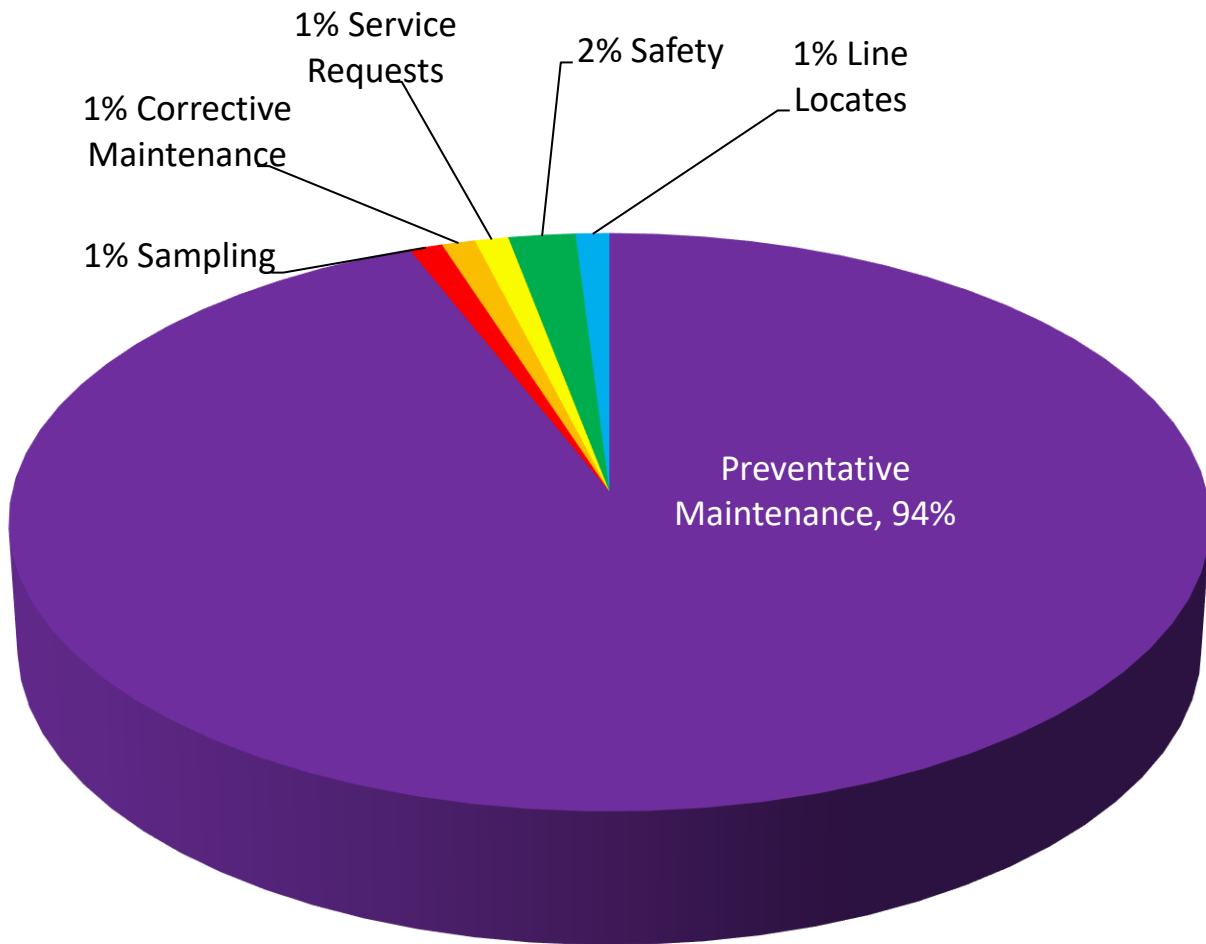
Month Business Review

FACILITIES, CEMETERIES, AND PARKS SUMMARY**ACTIVITIES MONTH 2025**

- Repaired damaged gate at the unhoused camp.
- Relocated fence that was the old dog park, to the north side of Lions Park for safety.
- Repaired fan in the HAVC system at City Hall, the unit had frozen up again and the fan hit the ice and was destroyed.
- Hung pictures in the council chambers.
- Replaced block heater for the generator at City Hall.
- 3 funerals at Evergreen Cemetery, and 0 funeral at Sunset Cemetery.



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY



APPENDIX

PUBLIC WORKS DEPARTMENT

The City of Ontario Public Works Department consists of five Divisions that include Administration, Engineering, Water Treatment and Distribution, Wastewater Treatment and Operations (Streets, Stormwater, Buildings, Parks and Cemeteries). The Department has 30 FTEs (full-time equivalent) employees. This service is provided via a Public-Private Partnership with Jacobs Engineering Group, INC.

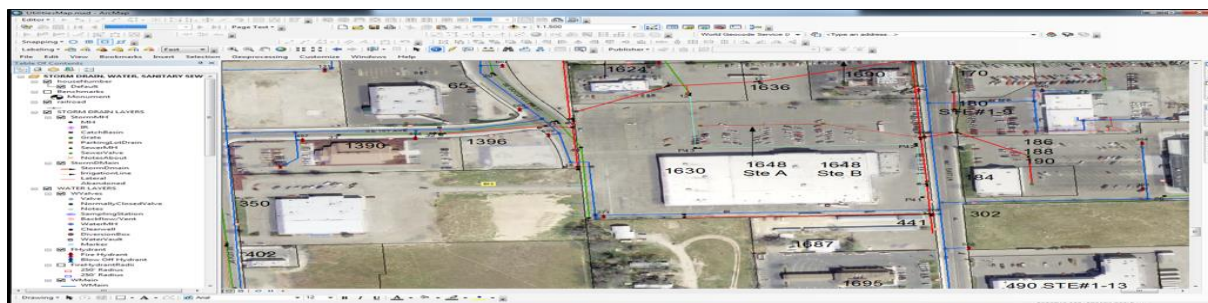
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the City's transportation system (i.e.: streets, sidewalks, bicycle paths, storm-sewer systems, and other infrastructure within the city).

ADMINISTRATION

The Administration Division is responsible for the delivery of all of the contractual obligations and oversees the financial, human resource and all resource management processes. The Administrative Staff evaluate the needs for contracted services, implementing necessary service agreements, developing energy management strategies, and formulating short- and long-term programs and plans in conjunction with City Administration (City Management and City Council).

ENGINEERING

The Engineering Division Department works with other utilities, developers, and property owners in addressing utility issues, public improvements, subdivision development, local improvement districts and other municipal projects. The Department also maintains a set of Standard Specifications for providing uniform procedures for the installation. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents, and provide project management for Public Works Capital Improvement Program (CIP) project improvements.



Month Business Review

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.

OPERATIONS MAINTENANCE

Public Works maintains more than 122 lane miles of improved streets and more than 9 miles of alleys and is responsible for resurfacing, repairing, and maintaining the streets, installing, and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. This Division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chip sealing, snow removal and sanding during the winter months, and weed control along the alleys. Public Works assist Ontario Chamber of Commerce by placing Holiday decorations on streetlights during the season.

ONTARIO PUBLIC WORKS MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS 9 MILES OF
ALLEYS CHIP SEALS LAST A MINIMUM OF 8 YEARS, AND
PUBLIC WORKS CHIP SEALS 7 MILES PER YEAR 56 MILES
OF STORM DRAIN COLLECTION LINES, AND 1,450 CATCH
BASINS

As part of the annual Street Maintenance Program, crews chip seal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. Chip seal roadway treatments help to maintain the existing pavement, delaying further aging resulting from water and sun,

and provides a moisture barrier to existing pavements by sealing surficial cracks. A chip seal application provides substantial savings to taxpayers and can last 8 to 10 years with just minimal roadway maintenance required. The city chip seals approximately 10 miles of streets per year.

The Ontario Park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The city also owns the Wayne King Skateboard Park. There are two municipally owned and operated Cemeteries – Evergreen and Sunset Cemeteries. The Operations Division is responsible for the operation and maintenance of those areas. Included in their responsibilities are all municipal buildings. This includes general maintenance and repair work, the implementation of preventative maintenance programs, and the administering of service contracts (janitorial, HVAC, electrical, elevator, etc.). This division is also charged with the oversight of facility-related projects, including remodels and systems upgrades.

WATER TREATMENT PLANT

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly, and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an up-flow clarifier. The steps for treatment are flocculation, sedimentation, filtration, and disinfection, which meet the compliance of the Oregon Health Authority (OHA).

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institute (SRCI).

THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF 8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.

APPROXIMATELY 80 PERCENT OF WATER COMES FROM THE SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.

MAINTAINS 80 MILES OF WATER MAINS.

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 Million Gallons Per Day (MGD) and a maximum capacity of 11 MGD. The water treatment plant average production is 6 MGD and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 MGD of that water.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 MGD for municipal use. One hundred percent (100%) of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-MGD design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

Water Distribution System include maintenance and repair of approximately 97 miles of water lines and 3,625 services that include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCI. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.

*PUBLIC WORKS MAINTAINS 78 MILES OF SANITARY
SEWER LINES THROUGHOUT CITY LIMITS*

Average discharge volume is approximately 1.5 MGD. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm. Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a bar screen and one lift station from SRCI. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

January Newsletter

ONTARIO FIRE
AND RESCUE

CHIEF CLINT BENSON ♦

3 February, 2025



Welcome to the NEW 2025 Monthly Newsletter!
We hope this New Year brings you peace and joy!

COMMUNITY INVOLVEMENT

This month our Fire Team:

1 Hosted the monthly 'Retired Firefighters Breakfast' at the Ontario Public Safety Training Center. It is a monthly commitment to honoring and respecting the firefighters that have served before us. We respect their service and honor them with a hearty breakfast and conversation.

2 In hopes of bringing positive messages to our community we started the year out with a message that we felt was a great reminder for all of us! Apparently, **Maggie O'Mara from Channel 7 News** agreed with us!

Maggie O'Mara's Post

Maggie O'Mara
January 2 at 11:08 AM · @
message for 2025!



3 Had two groups come visit us for field trips this month. The students were able to take a tour of the Fire Station. They were excited and happy! Each student took home a goodie bag, a Fire Hat and the reminders of safety taught by our Firefighters that day!

4 Celebrated with the Elk's Lodge with their award announcement of Charlotte Rico as the Elks Lodge #1690 Firefighter of the Year for 2024.

OTHER COMMUNITY INVOLVEMENTS	
MONTHLY MALHEUR COUNTY L.E.P.C MEETING	CHAMBER OF COMMERCE MEETING
NNO COMMITTEE MEETING	SERVING LUNCH FOR COMMUNITY IN ACTION EVENT

WE ARE HONORED TO HELP
AND SERVE THE GREAT
CITIZENS OF
ONTARIO, OREGON.

Ontario Fire
& Rescue

In this newsletter
you can expect:

Community
Involvement

Response
Statistics

Inspections

Burn Permits
Issued

Professional
Developments
& Trainings

Significant
Incidents

Department
Updates



Response Statistics:

January 2025 Calls for Service	City	Rural	Total	
Medical Emergencies	167	28	195	
Tiered Medical Calls (Non-Emergency)	20	2	22	10%
Fire Related Calls	38	9	47	18%
Hazmat	0	1	1	
Generals	1	3	4	
Mutual Aid Given	0	1	1	
Overdoses	6	3	9	
Total	225	39	264	
	85%	15%		



INSPECTIONS:

- SAINT AL'S
- ASHLEY MANOR
- MACKEY'S
- RUSTY'S
- HOTBOX
- ASHLEY MANNOR
- HIGH SUPPLY
- EL RICO PAN BAKERY
- ONTARIO SENIOR-CITIZEN'S CENTER
- T'MAN'S
- ST. ALPHONSES
- CANNABIS & GLASS
- WEEDOLOGY
- THE BUD HOUSE

BURN PERMITS	
CITY OPEN BURNS- 0	RURAL OPEN BURNS- 30
CITY BURN BARRELS- 1	RURAL BURN BARRELS- 0



Professional Development & Trainings:

Every month our Firefighters participate in weekly 'Drills' They also participate in daily trainings throughout the month. These trainings are to help them be prepared for when emergencies happen so they are ready to respond with up to date training, procedures, and professionalism.

- **Bloodborne Pathogens**
- **Incident Command System**
- **Strategy and Tactics**
- **Circuit Drill**
- **Live Fire Training**
(w/Fruitland Fire Department)
- **SRV Chiefs Association**
- **SRV Training Officers Association**
- **Access & Water Supply with OSFM**



SIGNIFICANT INCIDENTS:

OFR responded to 24 motor vehicle accidents in January.

January 8th: Rusty's- There was an issue with the HVAC unit which caused smoke in the building. Crews were able to isolate the unit without further incident. There were no injuries and the business remained open after the crew left.

January 19th: RV Fire on NW 22nd Avenue – total loss.

January 30th: Ontario's regional hazmat team and an Ontario Rural Fire Protection District water tender responded to a fire involving hazardous materials on I84 near Huntington.

January 31st: Vehicle Fire on Foothill Drive – total loss.

DEPARTMENT UPDATES:

CRA/SOC Study Completed: ESCI will present the findings at a joint City Council/Rural Fire Protection District Board meeting on Feb. 11th at 6 p.m. in the Ontario City Hall Chambers.

***Meetings are accessible via City F.B. Page.**

Swearing In Ceremony for Mr. Francisco Barrera was held on January, 24th.

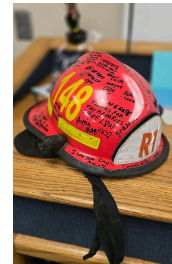
Mark Saito, Firefighter for 25 years has retired as of January 29th, 2025. A retirement celebration, in his honor was held on January 29th.

We would like to welcome Michael Martinez as a new Part-Time Fire fighter.

OF&R has open positions for P/T Firefighters:
Please apply @ ontariooregon.org



**MR. FRANCISCO BARRERA
SWEARING IN CEREMONY 1/24/25**



**MR. MARK SAITO RETIRES AFTER
25 YEARS OF SERVICE TO
ONTARIO FIRE AND RESCUE!**

Mark
Saito's
Calendar



VISIT OUR FB PAGE
FOR MORE INFO.
TICKETS ARE AVAILABLE
NOW @ OF&R OR
AT THE DOOR OF THE EVENT
\$20 SINGLE, \$40 PER COUPLE!



ONTARIO FIRE AND RESCUE



~Ontario Fire & Rescue~
444 S.W. 4th Street | 541-881-3233
Ontario, OR. 97914



Jacobs Public Works Department Annual Business Review 2024



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OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JANUARY ACTIVITIES:

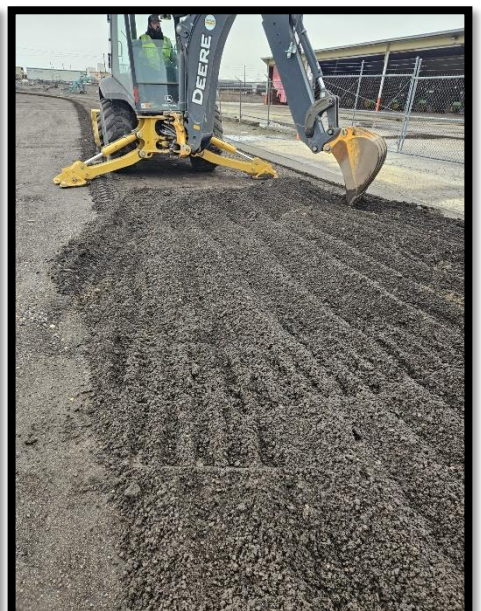
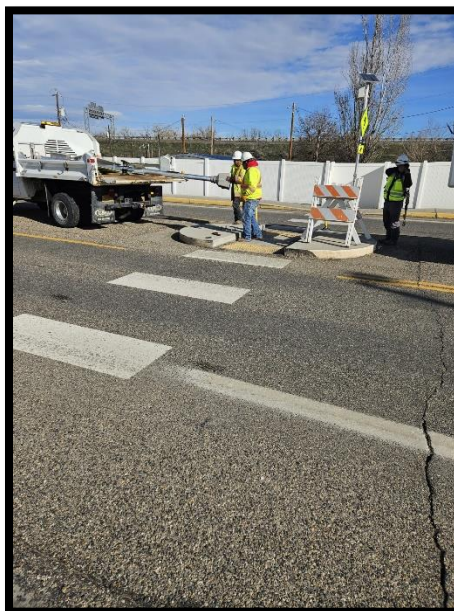
- Installed new water service at 240 NE 1st ST.
- Repaired backup generator at west Idaho lift station.
- Burned brush pile.
- Repaired fire hydrant that was hit on NE 2nd AVE.
- Graded SE 13th AVE. Hollars ST. SW 24th ST and SE 1st ST.
- Repaired street sign at NW 4th AVE and 5th ST.
- Cleaned wet well at Malheur lift station.
- Performed routine maintenance on equipment.
- Repair sinkhole on Lauren DR.
- Pothole repair on East Idaho(underpass)
- Pothole repair on East Lane.
- Salted roads throughout town.
- Plowed roads throughout town.
- Approximately 800 gallons of pretreat (MAG) used.
- 50 loader buckets of salt used. (approximately 150 yards of salt)
- 1,535 miles ran in plow trucks.
- 360 gallons of fuel used in plow trucks.
- 26 new meters installed.
- 21 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

FEBRUARY ACTIVITIES:

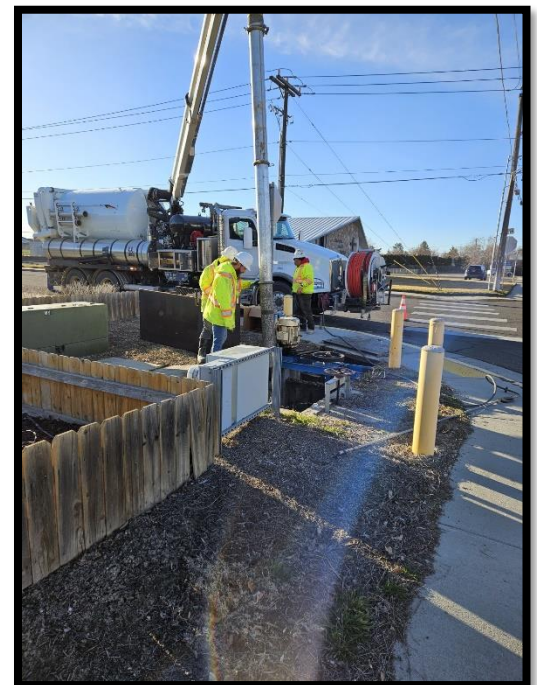
- Pothole repair on East Lane.
- Christmas decorations taken down.
- Grade SE 12th Ave.
- Grade NE 5TH Ave.
- Sweep downtown and underpass.
- Repaired crosswalk pole/light on N Oregon.
- Repaired water service at 1947 SW 6TH Ave.
- Repaired water service at 695 NW 1ST ST.
- Repaired sewer drop on manhole on SW 3RD Ave.
- Repaired main water line that was hit on SW 6TH Ave.
- Put new cutting edge on backhoe bucket.
- Dug trench for underground power line for building behind pw shop.
- Repaired valve can on 5TH ST.
- Performed routine maintenance on equipment.
- Repaired street barricades.
- Repaired manhole ring on SW 8TH Ave.
- Replacing numbers and letters on street signs throughout town.
- 52 water meters changed out.
- 71 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MARCH ACTIVITIES:

- Repaired stop sign at NE 2ND ST and 4TH AVE.
- Repaired water service at 425 SW 4TH AVE.
- Raised meter box at 1289 SW 16TH AVE.
- Plows and salters removed from trucks.
- 1ST round of door knockers hung for tree trimming.
- 1ST round of sweeping primary and secondary streets.
- Water service repair 475 SW 12TH ST.
- Performed routine maintenance on equipment.
- Repair stop sign on SW 11TH ST.
- Pothole repair on East Idaho(underpass)
- Pulled Murakami lift station pump for repair.
- Cleaned underpass tunnel.
- Paint graffiti in underpass tunnels.
- Cleaned sewer line per customer request.
- Repair water service at the middle school.
- Water service repair at 1650 SW 1ST PLACE.
- Cleaned Verde irrigation pump and lines.
- Repaired stop sign at SE 10TH ST.
- Installed two signs at city hall.
- Repaired irrigation lines at golf course.
- Repaired auger and grinder at bar screen. (prison)
- Asphalt patches across town.
- 1 new meter installed.
- 52 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

APRIL ACTIVITIES:

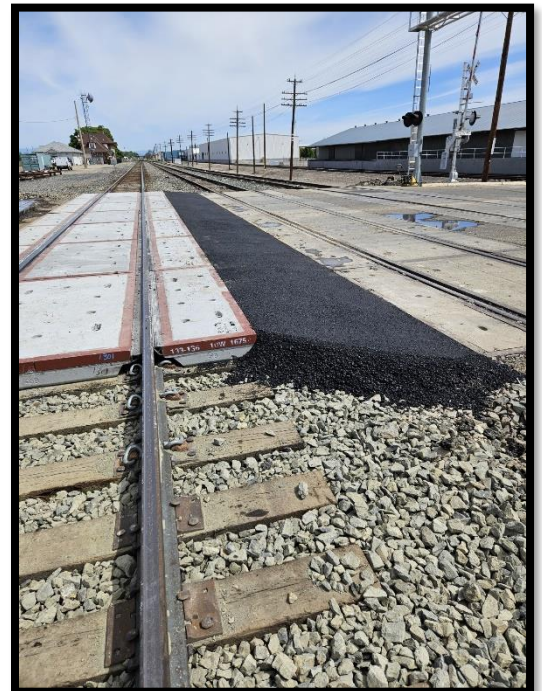
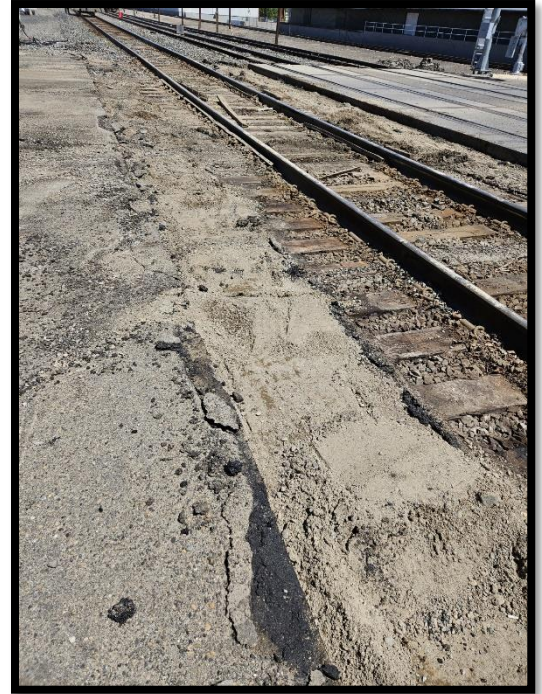
- Graded alley behind SW 7TH AVE.
- Continue sweeping town.
- Repaired fire hydrant that was hit on Verde DR.
- Repaired stop sign on Verde DR.
- Performed water service tap at middle school.
- Repaired auger on channel 2 at bar screen.
- Repaired grinder on channel 2 at bar screen.
- Performed routine maintenance on equipment.
- Installed new stop sign at SE 10TH ST.
- Pothole repair on East Idaho(underpass)
- Pothole repair on East Lane.
- Picked up trash on E IDAHO AVE.
- Set new water box at 463 S PARK.
- Repaired fire hydrant at 1338 SW 4TH AVE.
- Repaired meter and box at 833 SE 5TH ST.
- Cleaned RV dump.
- Repaired broken water box at 44NW 6TH ST.
- Repaired irrigation line at cemetery.
- Repair hole in sidewalk at Bellows.
- Starting fire hydrant numbers.
- Crack sealed parking lot at training center and water tower.
- Started crack sealing SE 9TH AVE.
- Cleaned both channels at bar screen.
- Started repair on leaking water valve on NW 8TH AVE.
- Painted lines in underpass.
- Paint graffiti in under pass tunnels.
- Set fiberglass markers on influent line off N VERDE.
- Repair water box at 124 NW 1ST ST
- 6 new meters installed.
- 14 water meters changed out.
- 118 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MAY ACTIVITIES:

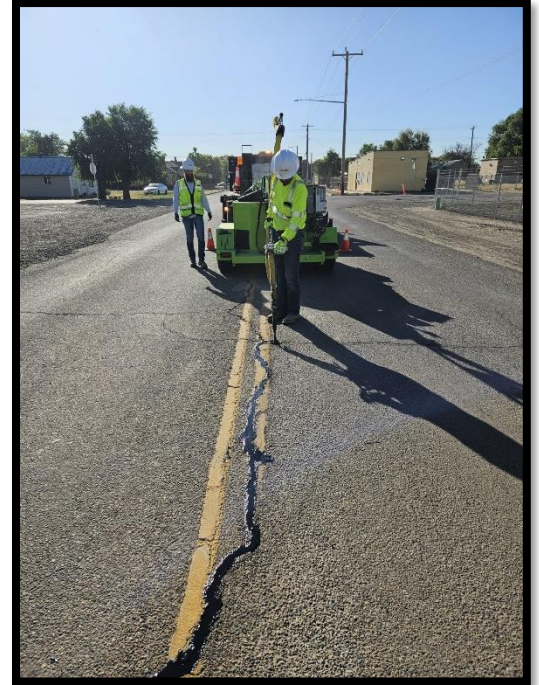
- Weed eat Verde Ave.
- Two rounds of underpass and downtown sweeping.
- Repair street sign on Washington Ave.
- Installed 5 new bike lane signs.
- Repaired stop sign on College Green Dr.
- Repaired city limit sign on Sunset Dr.
- Performed routine maintenance on equipment.
- Hauled bleachers to airport for event.
- Set up traffic control for event on 3rd ST.
- Took loader and dump truck to event at high school.
- Picked up trash on E IDAHO AVE.
- Hung no parking sign at homeless camp.
- Patch back asphalt on se 5th at railroad tracks.
- Set up road closers for fire department on Sears Dr.
- Repaired main brake on NE 2ND Ave.
- Dug trench at fairgrounds to locate water main.
- Cleaned runway at airport due to plane crash.
- Painted curb on Hillcrest Dr.
- Continue fire hydrant numbers.
- Clean sewer main as courtesy at SW 5TH Ave.
- Continue crack sealing SE 9TH AVE.
- Clean sewer main as courtesy on SW 6TH ST.
- Repair on leaking water valve on NW 8TH AVE.
- Clean sewer main as courtesy on SW 3RD ST.
- Paint graffiti in under pass tunnels.
- Repaired meter box on SW 5TH AVE.
- Repair water box at RV dump.
- 5 new meters installed.
- 70 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JUNE ACTIVITIES:

- Weed eat Verde Ave.
- Two rounds of underpass and downtown sweeping.
- Repair stop sign on SW 1ST AVE.
- Relocated city limit sign on N PARK BLV.
- Relocated speed limit sign on N PARK BLV.
- Moved fire hydrant on SE 10TH AVE
- Performed routine maintenance on equipment.
- Hauled bleachers to Lions Park for event.
- Water service repair at 1720 SE 2ND ST
- Crack sealed SE 5th AVE.
- Repaired sink hole at the underpass.
- Made fire barrier at homeless camp.
- Hauled bleachers from park to rec department.
- Pulled L.I.D 44 lift station pump for repair.
- Dropped 20 barricades at high school for event.
- Water service repair at 784 NW 2ND ST.
- Cleaned L.I.D 44 wet well.
- Mowed weeds at 601 Reiter Dr.
- Continue fire hydrant numbers.
- Clean sewer main as courtesy at SW 11TH AVE.
- Water service repair at 162 NW 17TH ST
- Installed new pump at L.I.D 44 lift station.
- Repair water service at NW 8TH AVE.
- Filled sink hole at 44 NE 3RD ST.
- Paint graffiti in under pass tunnels.
- Swept E Idaho AVE due to car accident.
- Repair water service at 257 NW 5TH ST.
- Filled sink hole at wastewater facility.
- Repaired school zone sign on SW 2ND AVE.
- Cracked sealed water treatment facility.
- Pulled west Idaho lift station pump due to being plugged.
- Repaired blow off valve on sewer main.
- 10 new meters installed.
- 57 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JULY ACTIVITIES:

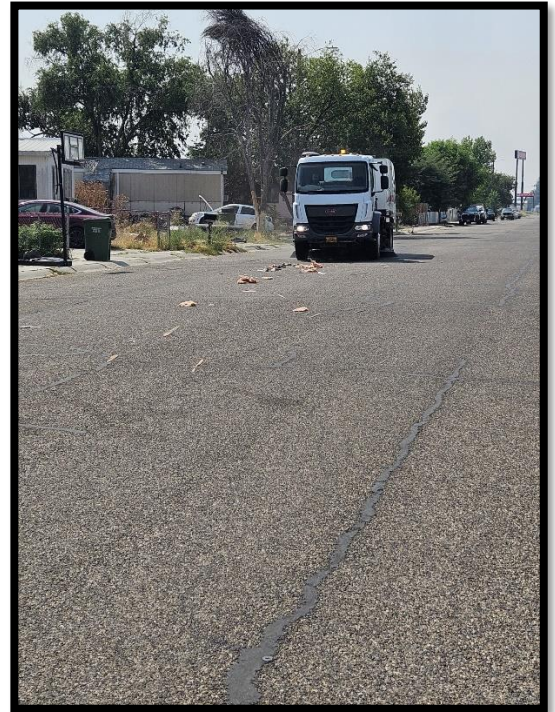
- Concrete around manhole on SW 5TH AVE.
- Two rounds of underpass and downtown sweeping.
- Finish crack seal around town.
- Pothole repair in Home Depot entrance.
- Asphalt around manhole on SW 5TH AVE.
- Install dead end sign at Terrace Place.
- Performed routine maintenance on equipment.
- Repaired water service on NW 4TH ST.
- Vac out valve cans on SW 5TH AVE.
- Install no parking signs at 202 Sears DR.
- Paint curb at 202 Sears DR.
- Paint curb at 463 S Park Blvd.
- Repaired school crossing sign on NW 4TH AVE.
- Removed broken tree branch on NW 4TH ST.
- Mowed weeds at unsheltered camp.
- Ran sewer line at beck park restrooms.
- 52 backflow checks handed out.
- Hung Tatter -tot banner on underpass.
- Clean sewer line as curtesy on NE 2ND ST.
- Continue fire hydrant numbers.
- Installed no parking sign at unsheltered camp.
- Weed eat along E Idaho Ave.
- Repaired water box on East Lane.
- Repair water service on Pennington DR.
- Repaired auger at prison bar screen.
- Replaced 3 water valves on SW 12TH ST.
- Repaired 2 patches of road with asphalt on NE 3RD ST
- Repaired a 7x14 patch or road with asphalt on NE 2ND AVE.
- 1 new meter installed.
- 48 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

AUGUST ACTIVITIES:

- Moved School crossing sign on Alameda AVE.
- Two rounds of underpass and downtown sweeping.
- Repaired broken water box behind library.
- Pothole repair in alley behind 541 Salon.
- Repaired sink hole on SW 3RD AVE.
- Pulled regional lift station pump for repair.
- Performed routine maintenance on equipment.
- Repaired water service on NW 6TH ST.
- Raised valve can on SW 4TH AVE.
- Install no parking signs on N PARK BLVD.
- Install no parking signs on Hollars ST.
- Exercise water valves.
- Excavated ground at Becks Park for irrigation brake.
- Repaired water service on SW 4TH AVE.
- Fire hydrant repair on SE 2ND ST.
- Replaced water valve behind Newmans muffler.
- Cleaned sewer line as curtesy on 1045 SW 7TH AVE.
- Ground down concrete lip on under pass sidewalk.
- Clean sewer line as curtesy on SW 6TH ST.
- Continue fire hydrant numbers.
- Swept trash on SW 9TH AVE.
- Repaired debris hose on camel truck.
- Removed broken tree branch on SW 4TH AVE.
- Cleaned storm pit at wastewater.
- Repaired irrigation line to wheel line at wastewater.
- Repaired asphalt patch on SW 4TH AVE.
- Repaired water meter lid on 109 SE 9TH AVE.
- Repaired asphalt patch on SW 3RD AVE.
- Repaired asphalt at 311 SW 4TH ST.
- Asphalt repair on 8TH AVE.
- Asphalt repair on SE 2ND ST.
- Poured concrete panel on sidewalk on SW 4TH AVE.
- 2 new meters installed.
- 52 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

SEPTEMBER ACTIVITIES:

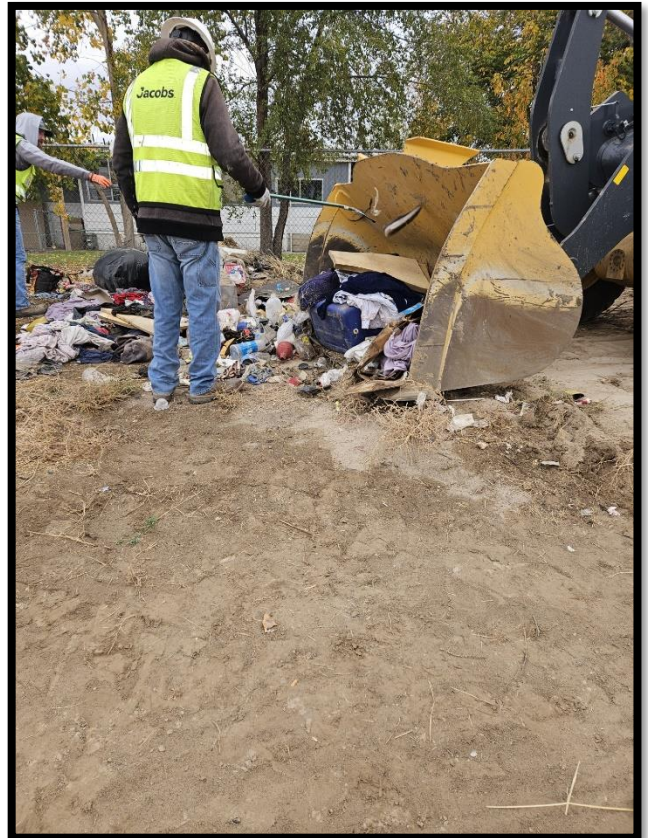
- Installed new transducer at Murakami lift station.
- Two rounds of underpass and downtown sweeping.
- Started Thermoplastic (hot tape) cross walks.
- Started painting cross walks around town.
- Repaired water line at wastewater facility.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Abandoned water service on SE 5TH AVE.
- Picked up homeless camp at unsheltered area.
- Installed pump for underpass.
- Fixed roof on shop at Public Works.
- Ground down bump at under pass.
- Paint graffiti on both under pass tunnels.
- Repaired water service on 60 NW 6TH ST.
- Fire hydrant repair on SE 2ND ST.
- Pothole repair around town.
- Set up event at Lions Park.
- Set up event downtown.
- Ground down lip on sidewalk at Eastside Park.
- Continue fire hydrant numbers.
- Hauled bleachers to airport for event.
- Finished hot tape.
- Started painting curb at school zones.
- Pulled West Idaho pump for repair.
- Water service repair at 1085 SW 9TH AVE.
- Cleaned sewer lines (our problem sewers).
- Repaired sewer lid on SE 2ND ST.
- 50 water bottles for samples delivered to residents.
- Repaired water service at 92 NW 6TH ST.
- Asphalt removed at old shop parking lot.
- 192 water meters painted for lead and copper survey.
- 4 holes dug to verify line at airport.
- 3 new meters installed.
- 40 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

OCTOBER ACTIVITIES:

- Installed new batteries in school crossing on West Idaho Ave.
- Two rounds of underpass and downtown sweeping.
- Flushed Fire Hydrants at cookies.
- Cleared Verde pump of onion skins.
- Ground markings off road on NW 4TH ST.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Cleaned RV dump.
- Picked up homeless camp at unsheltered area.
- Ground markings on road on alameda dr.
- Replaced brushes on broom for the airport.
- Started painting in front of fire hydrants.
- Paint graffiti on both under pass tunnels.
- Performed water tap for fire service.
- Swept training center parking lot for seal coat.
- Installed new water box at RV dump.
- Performed water tap for new service at EOCIL.
- Set up event on Oregon ST.
- Set up traffic control for parade.
- Continue fire hydrant numbers.
- Removed concrete pad for crosswalk on N Oregon ST.
- Repaired water service at 52 NE 1ST ST.
- Finished painting curbs at school zones.
- Pulled West Idaho pump for repair.
- Lay out new traffic pattern on NW 4TH ST.
- Cleaned sewer pit.
- Repaired crosswalk sign at fairgrounds.
- Picked up weeds from alley on SE 9TH ST.
- Repaired water service at SKYHAWK DR.
- Asphalt patch on N OREGON ST.
- Asphalt patch on NW 4TH AVE.
- Repaired irrigation line at airport.
- Installed School crossing light on SW 4TH AVE.
- Repaired water service on NW 5TH ST.
- Repaired broken water box at 1143 SW 9TH AVE.
- Dug out 3 valve cans on SE 5TH AVE.
- Repaired water box at 1230 W IDAHO AVE.
- Installed new water service at Los Potrillos
- Asphalt patch at Los Potrillos
- Paint over Graffiti on N. Park Blvd.
- 6 new meters installed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

NOVEMBER ACTIVITIES:

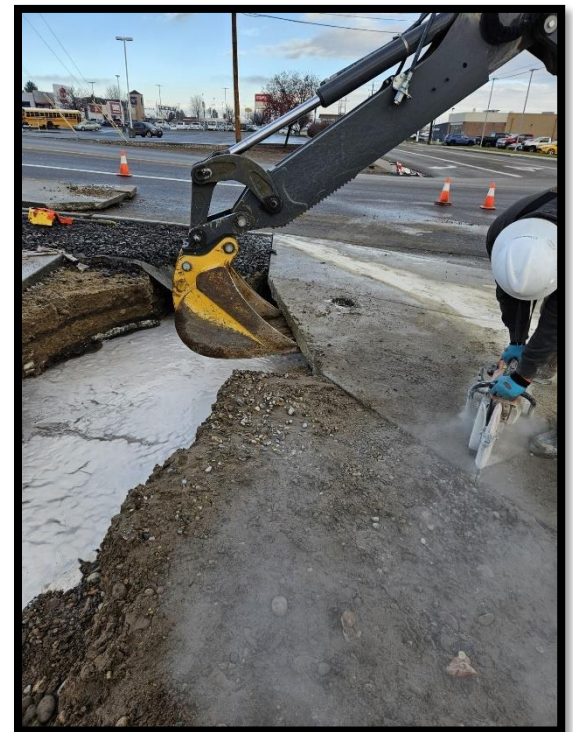
- Repaired water service at 726 SW 4TH ST.
- Two rounds of underpass and downtown sweeping.
- Applied thermoplastic arrows on NW 4TH ST.
- Setup event downtown for Halloween.
- Performed water tap for Perter Built.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Setup for Veterans Day parade.
- Started sewer cleaning.
- Started cleaning catch basins.
- Preparing trucks for leaf pickup.
- Helped WWTP with installing new cable.
- Cleaned lean-to at public works for netting.
- Performed water tap for fire service.
- Cleaned out hut that stores cold mix asphalt.
- 5 loads of salt delivered.
- Put salt box in 5-yard truck.
- Set up event on Oregon ST.
- Pothole to verify water line at SE 1ST ST.
- Picked up shopping carts on Tapadera Ave.
- Salted primary roads.
- Repaired water service at 690 SE 5TH AVE.
- Pothole to verify fiberoptic line on SE 5TH AVE.
- Repaired water main on SW 10TH AVE.
- Asphalt patches around town.
- Started round one of leaf pickup.
- Put up Christmas lights downtown.
- Swept E IDAHO due to concrete truck spillage.
- Six tons of cold mix asphalt put in hut.
- Installed new radios in school crossing lights on SW 4TH AVE
- 12,500 feet of sewer main lines ran.
- 1 new meter installed.
- 35 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

DECEMBER ACTIVITIES:

- Finished 2nd round of leaf pickup.
- Two rounds of underpass and downtown sweeping.
- Repaired valve cans on SE 1ST AVE.
- Setup event downtown for Christmas.
- Replaced batteries in school zone crosswalks.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Setup for Christmas day parade.
- Continue sewer cleaning.
- Continue cleaning catch basins.
- Pothole repair at city hall.
- Ground paint on SE 5TH AVE.
- Repaired fire hydrant that was hit on SE 1ST AVE.
- Pothole repair on SE 2ND ST.
- Cleaned Regional lift station wet well.
- 2 loads of salt delivered.
- Hung holiday banners.
- Salted primary and secondary roads twice.
- Pulled regional pump due to being plugged.
- Repaired valve can on SW 24TH ST.
- 6 loader buckets of salt used.
- Repaired water main on SE 5TH AVE.
- Paint in front on fire hydrant on River ST.
- Delivered roll off to unsheltered site for cleanup.
- 1 new meter installed.
- 17 utility locates completed.



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WATER TREATMENT PLANT SUMMARY

JANUARY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly DBP, TOC, and Alkalinity samples taken.
- Sample Tracking Tool, Monitoring Plan updated for 2024
- Annual Discharge Monitoring Report submitted to DEQ
- 2 water meters changed out.
- 2 leak checks.
- 16 water meters turned on customer request.
- 15 meters checked for high consumption.
- 6 meters off customer request.
- 11 meters read verified.
- 1 meter winterized.



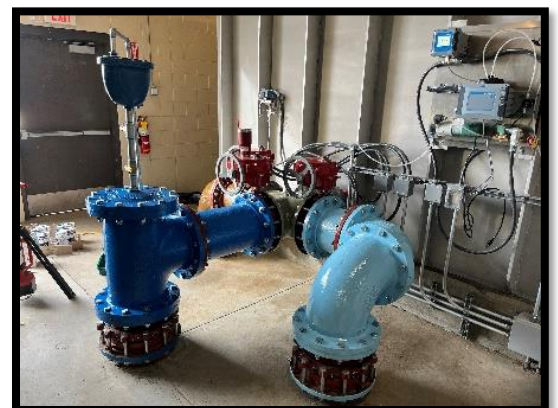
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PUBLIC WORKS DEPARTMENT

WATER TREATMENT PLANT SUMMARY

FEBRUARY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Project Specific Sanitary Survey Action Plan Completed.
- 5 leak checks.
- 13 water meters turned on customer request.
- 1 meter checked for high consumption.
- 5 meters off customer request 2 new meters installed 12 meters read verified.
- 1 meter winterized.



WATER TREATMENT PLANT SUMMARY

MARCH ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Clarifier #1 maintenance and inspection performed.
- 4 water meters changed out.
- 1 leak checks.
- 17 water meters turned on customer request.
- 12 meters checked for high consumption.
- 6 meters off customer request.
- 22 meters read verified.
- 17 meters off for nonpayment.
- 24 meters on for payment



WATER TREATMENT PLANT SUMMARY
APRIL ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly Disinfection Byproduct, TOC/Alkalinity sampling completed.
- PFAS sampling on source water completed.
- 14 water meters changed out.
- 34 leak checks.
- 41 water meters turned on customer request.
- 18 meters checked for high consumption.
- 12 meters off customer request.
- 30 meters read verified.
- 20 meters off for nonpayment.
- 15 meters on for payment.



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WATER TREATMENT PLANT SUMMARY

MAY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- UCMR5 samples taken.
- Old Plant Filter Assessments complete, awaiting report.
- 1 water meters changed out.
- 10 leak checks.
- 21 water meters turned on customer request.
- 20 meters checked for high consumption.
- 14 meters off customer request.
- 25 meters read verified.
- 33 meters off for nonpayment.
- 28 meters on for payment.



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WATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Old Plant Filter Assessments complete, awaiting report.
- 5 leak checks.
- 18 water meters turned on customer request.
- 11 meters checked for high consumption.
- 15 meters off customer request.
- 19 meters read verified.
- 16 meters off for nonpayment.
- 14 meters on for payment.



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WATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly DBP, TOC, and Alkalinity samples taken
- 124 meters changed out.
- 5 leak checks.
- 21 water meters turned on customer request.
- 12 meters checked for high consumption.
- 14 meters off customer request.
- 26 meters read verified.
- 33 meters off for nonpayment.
- 33 meters on for payment.



WATER TREATMENT PLANT SUMMARY

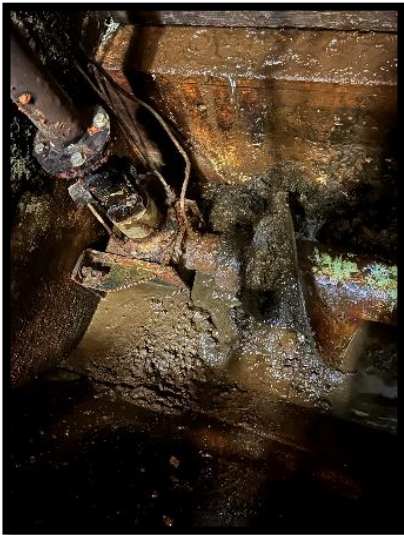
AUGUST ACTIVITIES:

- 20 meters changed out.
- 6 leak checks.
- 10 water meters turned on customer request.
- 28 meters checked for high consumption.
- 11 meters off customer request.
- 26 meters read verified.
- 19 meters off for non-payment.
- 16 meters on for payment.

WATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Lead and Copper samples taken. e are analyzed every 3 years.
- 46 meters changed out.
- 4 leak checks.
- 12 water meters turned on customer request.
- 14 meters checked for high consumption.
- 12 meters off customer request.
- 27 meters read verified.
- 29 meters off for nonpayment.
- 25 meters on for payment.



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WATER TREATMENT PLANT SUMMARY

OCTOBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Lead and Copper samples taken.e are analyzed every 3 years.
- 92 meters changed out.
- 5 leak checks.
- 20 water meters turned on customer request.
- 20 meters checked for high consumption.
- 12 meters off customer request.
- 18 meters read verified.
- 36 meters off for nonpayment.
- 27 meters on for payment.



WATER TREATMENT PLANT SUMMARY

NOVEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- 3rd set of UCMR5 samples taken.
- Assisted with anchor cable installation at WWTP
- New VFDs installed on Wells 4 and 6
- 7 meters changed out.
- 8 leak checks.
- 10 water meters turned on customer request.
- 2 meters checked for high consumption.
- 9 meters off customer request.
- 24 meters read verified.
- 25 meters off for non-payment.
- 23 meters on for payment.



WATER TREATMENT PLANT SUMMARY
DECEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Annual Water Use Report submitted to OWRD
- 61 meters changed out.
- 13 leak checks.
- 9 water meters turned on customer request.
- 16 meters checked for high consumption.
- 6 meters off customer request.
- 16 meters read verified.
- 32 meters off for non-payment.
- 25 meters on for payment.



WASTEWATER TREATMENT PLANT SUMMARY
JANUARY ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- Submitted Recycled Water Annual Report to DEQ.
- Submitted the Inflow and Infiltration Reduction Annual Report to DEQ.
- All piezometer readings taken for the month.
- All work orders completed for the month.
- Sulfur Dioxide cylinder and Sodium Hypochlorite deliveries.
- CL-17 analyzer annual calibrations performed by HACH.
- As of Jan 31st, we have 18 days of storage in the WWTP Lagoons.
- Increased influent flows due to rain and melting snow fall.
- Increased effluent flows to 2.2 MGD due to increased influent flows.
- Repair to faulty heater in the MicroClor room.
- Repair of water lines on MicroClor due to freezing and faulty heater.



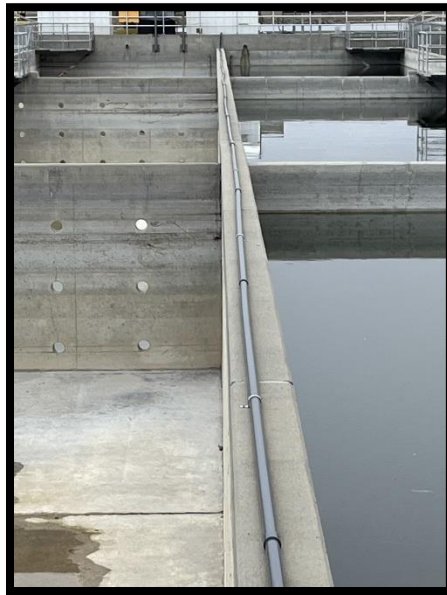
WASTEWATER TREATMENT PLANT SUMMARY
FEBRUARY ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- OSU sampling completed.
- All work orders completed for the month.
- Sulfur Dioxide cylinder delivery.
- Prison flowmeter recalibrated.
- As of Feb 21st, we have 29days of storage in the WWTP Lagoons.
- New valves and repaired booster pumps installed in Malheur irrigation pump station.
- Everfilter rebuild performed for spring planting season.
- pH Adjustment line was installed on Chlorine Contact Basins.

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WASTEWATER TREATMENT PLANT SUMMARY
MARCH ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- Collected and tested 44 arsenic manhole samples.
- OSU sampling completed.
- All work orders completed for the month.
- Sulfur Dioxide cylinder delivery.
- As of March 26th, we have 16 days of storage in the WWTP Lagoons.
- Malheur irrigation pump station ready for season.
- Started pumping to Skyline Reservoir.
- pH Adjustment system tested and ready for use.
- Chlorine room heater repaired.
- Trash pump repair.



WASTEWATER TREATMENT PLANT SUMMARY

APRIL ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- All work orders completed for the month.
- As of April 29th, we have 17 days of storage in the WWTP Lagoons.
- Plant is at the end of the winter season and is no longer flowing to the river.
- Malheur irrigation pump station ready for season.
- Skyline Reservoir is full and ready for the summer season.
- pH Adjustment system drained, flushed, and secured for the season.
- Fence line sprayed and lagoons.
- Sent two operators to PNCWA eastern Oregon Short School



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WASTEWATER TREATMENT PLANT SUMMARY
MAY ACTIVITIES:

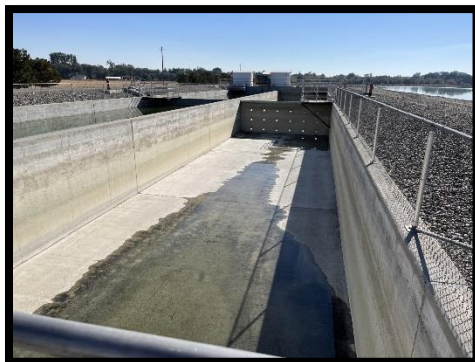
- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- All work orders and lawn maintenance were completed for the month.
- As of May 30th, we have 19.4 days of storage in the WWTP Lagoons.
- The contracted farmer has been land applying our recycled water and Malheur River water to their perspective farms
- Skyline Reservoir is currently at 13.4 ft of storage.
- All aerator preventive maintenance was performed this month.
- Buffer zones on Malheur fields were mowed.



WASTEWATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- OSU samples were completed for the month.
- All piezometer readings taken for the month.
- All work orders and lawn maintenance were completed for the month.
- We continued flow to the skyline reservoir and as of June 25th, we have 39 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 13.0 ft of storage.
- The contracted farmer has been land applying our recycled water and Malheur River water to their perspective farms.
- All aerator preventive maintenance was performed this month.
- The critical spare skyline pump and motor are now on site.
- The west chlorine contact basin was cleaned, and the east chlorine contact basin was placed in service.



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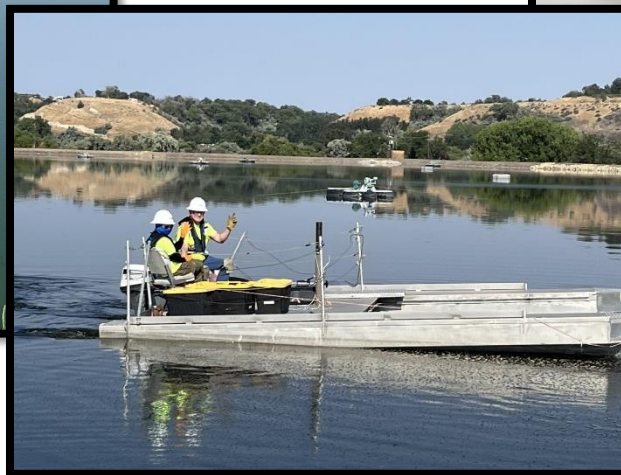
WASTEWATER TREATMENT PLANT SUMMARY
JULY ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- All work orders and lawn maintenance were completed for the month.
- The flow to the skyline reservoir was halted for contacted farmer's harvest as of July 9th and then started July 30th to fill skyline reservoir for use for the rest of summer season.
- We currently have 29 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 11.8 ft of storage.
- All aerator preventive maintenance was performed this month.
- The lagoon roads were leveled using Road Bossed



WASTEWATER TREATMENT PLANT SUMMARY
AUGUST ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- We currently have 31 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 16.5 ft of storage.
- As of August 15th, plant effluent flow to skyline was halted. Skyline reservoir was full at 17.2 ft. The contract farmer is still in the process of moving bales and seeding upper acreage.
- Parma pump motor to Malheur irrigation pump station was replaced.
- Transmission line to pivot #1 at the Malheur farm was found broken and flowing at 2500 gpm. This line was repaired by the street/distribution dept.
- All aerator preventive maintenance was performed this month.
- Quarterly arsenic manhole sampling was performed this month.
- Annual overhead crane inspections were performed.
- Annual HACH equipment inspections were completed



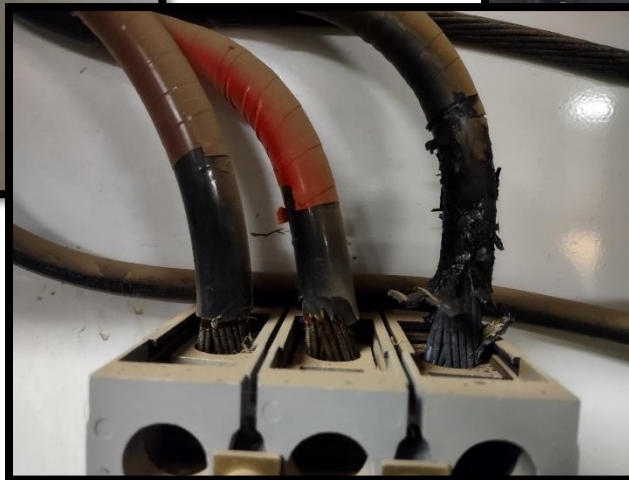
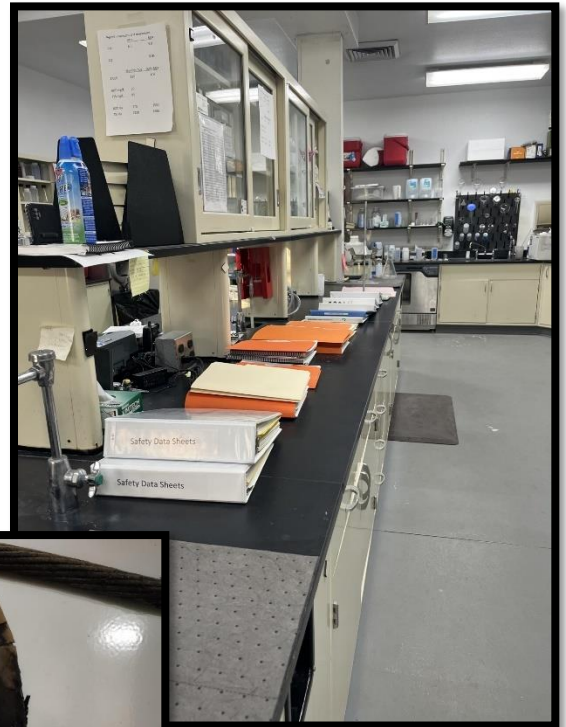
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WASTEWATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- We currently have 37 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 13.7 ft of storage.
- As of September 25th, plant effluent is flowing to skyline reservoir. Skyline reservoir is currently at 13.7 ft. The contract farmer is watering his fields.
- All aerator preventive maintenance was performed this month.
- Annual MCC inspections were completed.
- We had our Jacobs lab review by our compliance and & review group, and we did well.
- On September 9th, 2024, our skyline effluent pump tripped. We found the motor had seized up. The backup motor was installed, and the faulty motor was sent in for troubleshooting.



Annual Business Review

PUBLIC WORKS DEPARTMENT

WASTEWATER TREATMENT PLANT SUMMARY

OCTOBER ACTIVITIES:

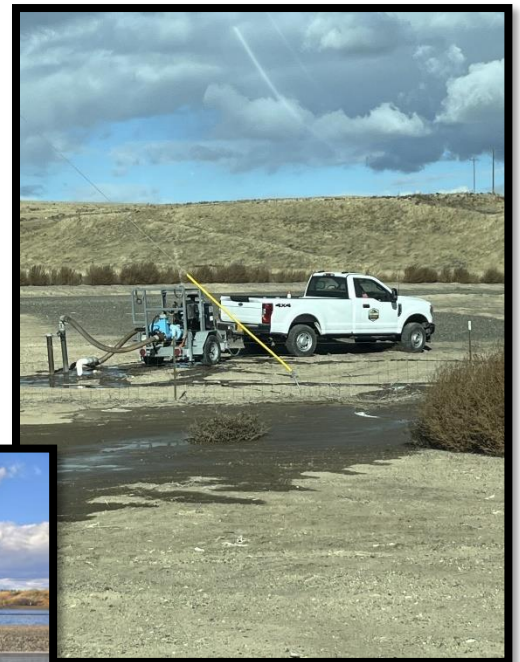
- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- We currently have 25 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 7.1 ft of storage.
- Plant effluent has been discontinued to skyline reservoir for the season.
- Aerator cable was installed in Lagoon #1.
- Annual Fire Extinguisher inspections were completed.
- A new Parma pump was purchased, this will give us a backup in case of pump failure at Malheur irrigation station.



Annual Business Review
PUBLIC WORKS DEPARTMENT

WASTEWATER TREATMENT PLANT SUMMARY
NOVEMBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- Monitoring well sampling were completed for the year.
- We currently have 5 days of storage in the WWTP Lagoons due to recent excessive rains.
- Skyline Reservoir is currently at 7.2 ft of storage.
- Plant effluent to the river started November 18th for the winter season.
- Hach Cl 17 analyzers were serviced.
- Skyline and Malheur irrigation systems were winterized.
- pH Adjustment line was repaired, and chlorine contact basins were inspected.



WASTEWATER TREATMENT PLANT SUMMARY
DECEMBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- 22 arsenic manhole samples were completed for the 4th quarter.
- We currently have 13 days of storage in the WWTP Lagoons, even with the recent excessive rains.
- Skyline Reservoir is currently at 7.2 ft of storage.
- Hach Cl 17 analyzers were serviced and repaired.
- Aerators 7, 8 and 9 were installed on the newly installed cable.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

JANUARY ACTIVITIES:

- Installed three new door locks at the clubhouse.
- Repaired downstairs HVAC system at City Hall
- Removed excess dirt at Evergreen cemetery.
- Car struck North pumphouse at Evergreen cemetery.
- Bid on repairing the floor in the firemen's restroom/shower room.
- Two burials at Evergreen Cemetery, and one at Sunset Cemetery.



FACILITIES, PARKS, AND CEMETERIES SUMMARY
FEBRUARY ACTIVITIES:

- Installed a new door lock on the restroom in the apartment #1.
- Ordered Motors for the City Hall HAVC system as spares.
- Fertilized Parks and Cemeteries.
- Started applying pre-emergent in the tree and shrub bed to help with weeds.
- Eight burials at Evergreen Cemetery and, one at Sunset Cemetery



FACILITIES, PARKS, AND CEMETERIES SUMMARY

MARCH ACTIVITIES:

- Burned weeds at the Airport.
- Removed railing from around the shelter at Moore Park.
- Repaired radiator on the generator at City Hall.
- Changed all filters in the city buildings HVAC.
- Finished putting fertilizer in the Parks and Cemeteries.
- Applied pre-emergent on the tree and shrub bed to help with weeds.
- 2 burials at Evergreen Cemetery, and 1 at Sunset Cemetery



FACILITIES, PARKS, AND CEMETERIES SUMMARY

APRIL ACTIVITIES:

- Weed abatement at the Airport, Parks, and Cemeteries.
- Started mowing the parks and the Cemetery.
- Removed graffiti from each porta-potty at the homeless camp.
- Turning on sprinkler systems in Parks, Cemeteries, and Airport.
- Fence repaired on the south side of Moore Park.
- 3 burials at Evergreen Cemetery, and 0 at Sunset Cemetery

Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY
MAY ACTIVITIES:

- Repaired a leak in the sprinkler system at Laxon park.
- Completed the floor in the Fire station restroom.
- Replaced two water system clocks one at City Hall and one at Moore Park someone brock into them and took the program screens.
- having the radiator fixed in the generator at City Hall, so we had to get a portable one whale it is getting fixed.
- 3 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.



Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

JUNE ACTIVITIES:

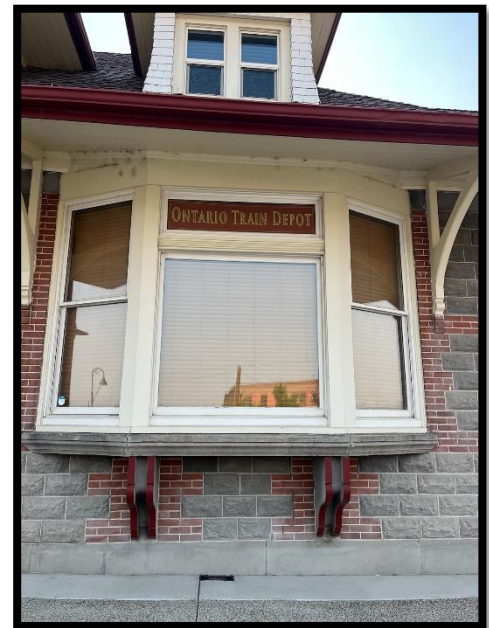
- Repaired a leak in the sprinkler system at Evergreen Cemetery.
- Repaired generator at City Hall and is back online.
- Fixed three holes in the fence at the unhoused camp.
- Started mowing the weeds down at the airport.
- 3 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.



Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY
JULY ACTIVITIES:

- Sprayed Airport and Golf Course for Broadleaf.
- Pump repaired at the golf course.
- Repaired pump at Aiken Park.
- Repaired damage to gate and fence at the eastside pump station.
- Repaired gate at the fire training station.
- Replaced window at the train depot.
- Replace a door handle in the police department.
- Tree limb down at Evergreen Cemetery.
- 6 burials at Evergreen Cemetery, and 1 at Sunset Cemetery.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

AUGUST ACTIVITIES:

- Installed lock on door to the finance department.
- Repaired a door lock in the Police Department.
- Mowing the Airport to get ready for the Airshow.
- Repaired an overhead door at Fire Station Two.
- Collecting Bids on a new mower, and side by side for the Parks Department.
- Collecting Bids on repairing damaged pump house up at Evergreen Cemetery.
- 7 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.



Annual Business Review

PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

SEPTEMBER ACTIVITIES:

- Installed 2 locks on doors at OPD.
- Repaired an overhead door at the airport shop.
- Edge Performance won the bid for the new side by side.
- Caps of Ontario got the bid for the new mowers for the parks.
- 7 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.
- Continuing routine work in the Parks and Cemeteries that is mowing, Trimming, edging, dumping the trash cans and picking up the ground trash, watering the flowers downtown.



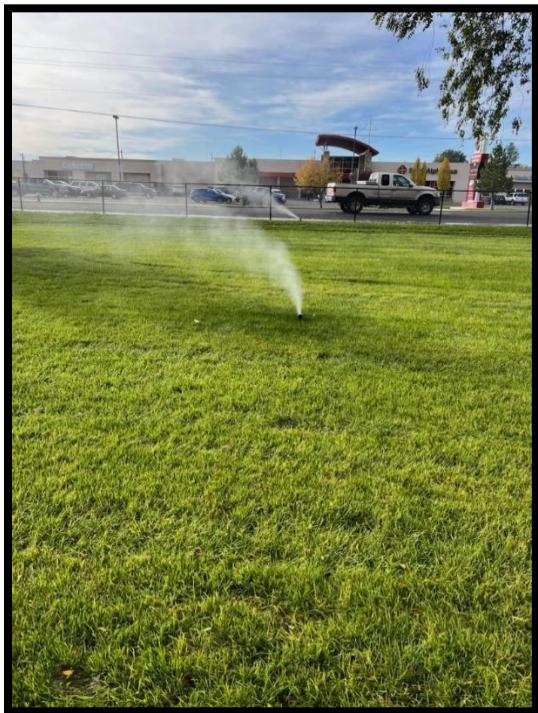
Annual Business Review

PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

OCTOBER ACTIVITIES:

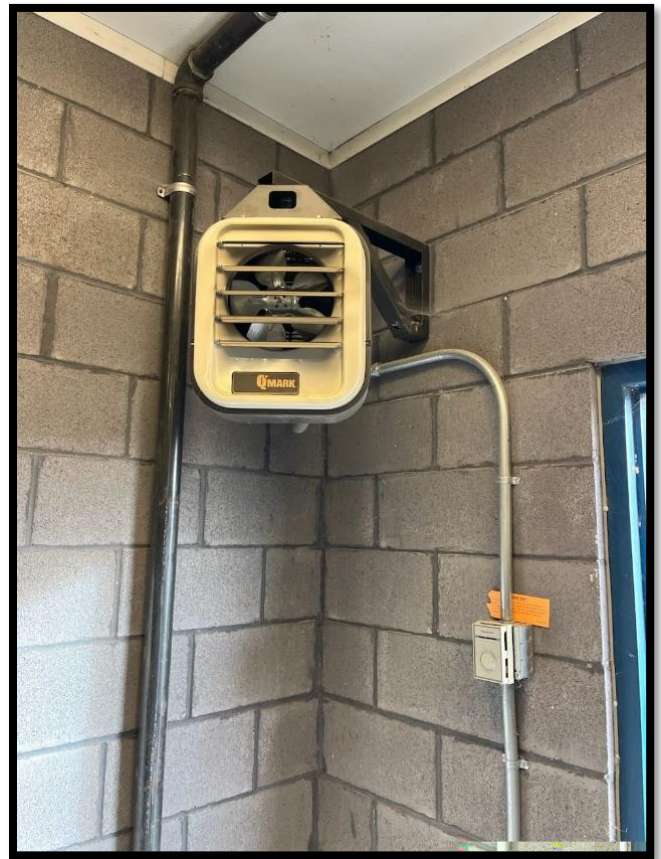
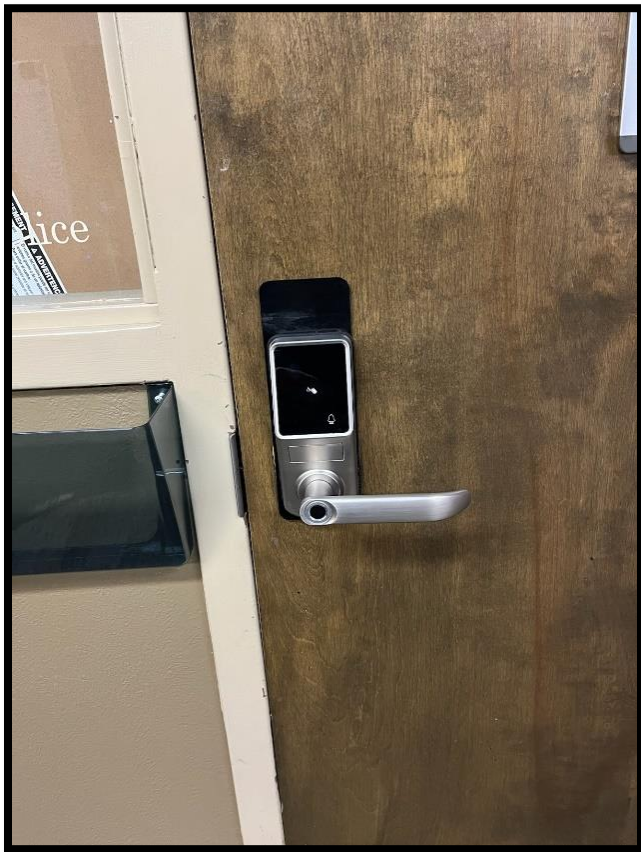
- Removed a water line for the Airport.
- Started mulching the leaves in the parks.
- Started blowing out the sprinkler systems.
- Beck Park restrooms are now closed for winter.
- Al Christiani got the bid to repair the pump house at Evergreen Cemetery.
- 2 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.
- We continue to do the routine work in the parks and cemetery's that is mowing, Trimming, edging, dumping the trash cans, picking up the ground trash, and watering the flowers downtown.



Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY
NOVEMBER ACTIVITIES:

- Continuing to mulch leaves in each park.
- Installed a new keypad doorknob in the OPD.
- Replaced the thermostat in a lift station.
- Relocating the picnic tables to Evergreen Cemetery for the winter.
- 4 funerals at Evergreen Cemetery, and 0 at Sunset Cemetery



FACILITIES, PARKS, AND CEMETERIES SUMMARY
DECEMBER ACTIVITIES:

- Repaired the fence at the Airport, after accident involving a car.
- Assembling the new benches for Parks.
- HVAC repaired for City Hall, due to freezing weather.
- Contractor has started rebuilding the pump house at Evergreen Cemetery.
- 2 funerals at Evergreen Cemetery, and 1 funeral at Sunset Cemetery.



DEVELOPMENT REVIEW SUMMARY

JANUARY ACTIVITIES:

- Issued New Address to Commercial lot.
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Tapadera Lift Station- Substantial completion has been issues. Punch list items are being addressed currently.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion continues with plans to become up and operational sometime in March.

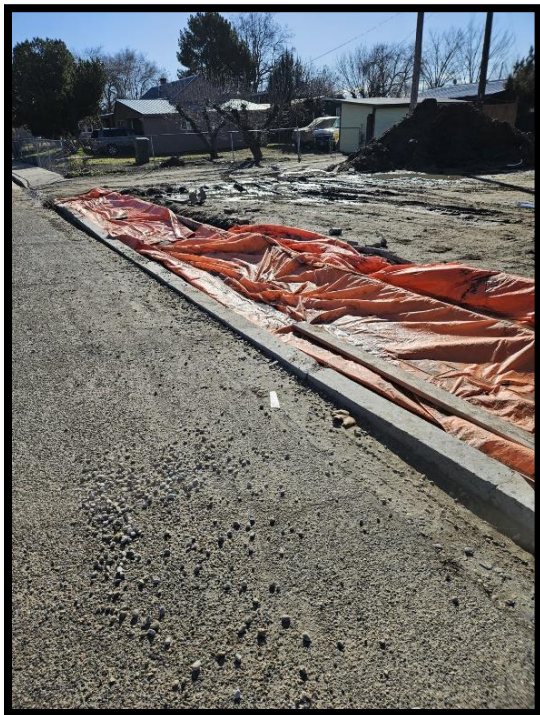
Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

FEBRUARY ACTIVITIES:

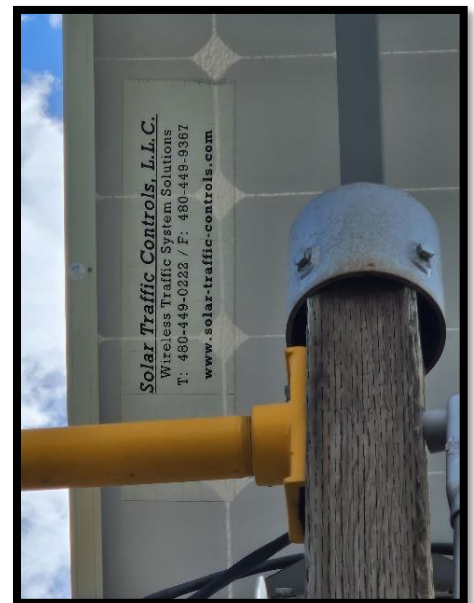
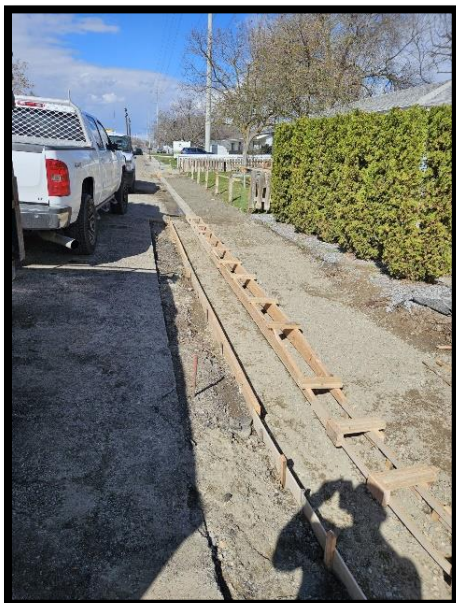
- Issued 10 ROW Permits.
- Issued New Address to Commercial lot.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Tapadera Lift Station- Substantial completion has been issues. Punch list items are being addressed currently.
- City Hall Elevator Modernization is still in the design engineering process with TK Elevators.
- Water Treatment Plant Expansion continues with plans to become up and operational sometime in March.
- Lions Park Shade Structure went out to bid. This is for a demo of the existing shade structure due to old age and safety concerns and a new structure to be built.
- SE 5th Ave Pedestrian Project went out to bid and was awarded to IRVCO Construction.
- 2 new Sidewalk Grant Applicants were approved to add and repair over.



Annual Business Review
PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY
MARCH ACTIVITIES:

- Issued 6 ROW Permits.
- Issued 2 New Addresses to new residences.
- Issued New Address to Commercial lot.
- Attended 2 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow device on irrigation systems.
- Mailed out 780 backflow test notifications due by May 15th.
- Multiple plan reviews for new construction.
- Multiple construction inspections
- Tapadera Lift Station- Punch list items are being addressed currently along with final close out requirements.
- City Hall Elevator Modernization is still in the design engineering process with TK Elevators.
- Water Treatment Plant Expansion continues with plans to become up and operational sometime in April.
- Lions Park Shade Structure roof section has been removed and material is on order.
- SE 5th Ave Pedestrian Project- IRVCO will be issued a “Notice to Proceed” on April 1st and a preconstruction meeting has been scheduled for the 2nd due to scheduling conflicts.



Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

APRIL ACTIVITIES:

- Issued 4 ROW Permits
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Mailed out 385 backflow test notifications due by the end of April.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Tapadera Lift Station- Still waiting for final paperwork to close out.
- City Hall Elevator Modernization is still in the design engineering process with TK Elevators.
- Water Treatment Plant Expansion has been issued a Certificate of Substantial Completion.
- Lions Park Shade Structure - Construction began 4-29-2024.
- SE 5th Ave Pedestrian Project - IRVCO will be breaking ground on this in the next couple of weeks and will start at the overpass at I-84 and SE 5th Ave.



Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

MAY ACTIVITIES:

- Issued 3 ROW Permits.
- Issued 5 New Addresses to new residences.
- Issued New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow devices on irrigation systems.
- Mailed out 165 backflow test notifications due by the end of May.
- Mailed out 116 backflow test 2nd notifications.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Tapadera Lift Station- Is completed.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion continues.



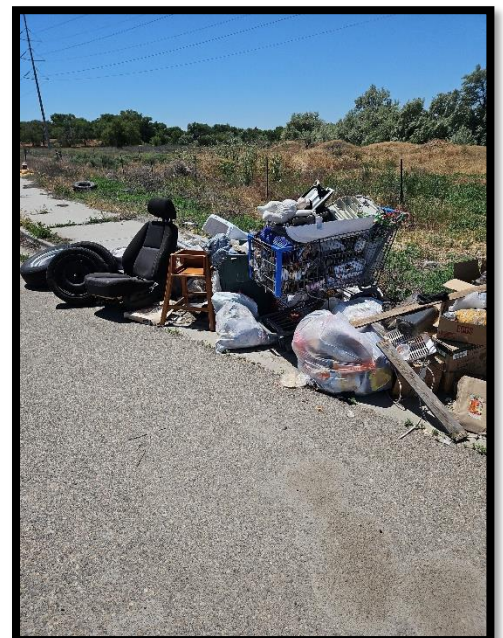
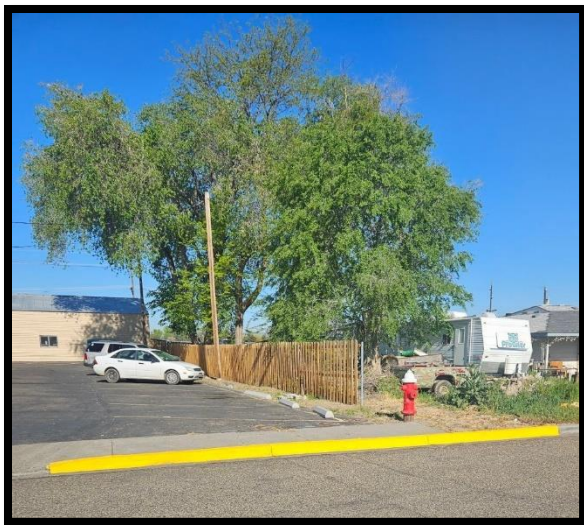
Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

JUNE ACTIVITIES:

- Issued 5 ROW Permits.
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 4 PDAC meeting to discuss new businesses.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 2 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Sidewalk Incentive Grant applicant just finished an additional 50' of additional sidewalk.
- SE 5th Ave Sidewalk Project and demo has started.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items before closing this project out.
- Safe Streets for All (SS4A) has completed its first event/public outreach.
- East Lane Pavement Rehabilitation Project is at 90% design.



Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

JULY ACTIVITIES:

- Issued 7 ROW Permits
- Attended 2 PDAC meetings to discuss the expansion of a business.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction
- Multiple construction inspections
- SE 5th Ave Sidewalk Project has completed approximately 2200 Lineal Feet of sidewalk.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- Safe Streets for All (SS4A) has completed its first event/public outreach.
- East Lane Pavement Rehabilitation Project is at 90% design and bid documents are being drafted.



Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

AUGUST ACTIVITIES:

- Issued 1 ROW Permits
- Issued 1 New Addresses to new residences.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Mailed out 250 backflow test notifications due by the end of August.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Sidewalk Incentive Grant applicant- 1
- SE 5th Ave Sidewalk Project has started pouring back all the ADA ramps.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- Safe Streets for All (SS4A) has completed its second event/public outreach.
- East Lane Pavement Rehabilitation Project is at 90% design and bid documents are being drafted with plans to go out to bid in February.



DEVELOPMENT REVIEW SUMMARY
SEPTEMBER ACTIVITIES:

- Issued 7 ROW Permits
- Issued 1 New Address to Commercial lot.
- Attended 3 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Sidewalk Incentive Grant applicant- 1 application has been approved.
- SE 5th Ave Sidewalk Project- Overpass work is scheduled to start the week of Sept 23rd and continue thru Nov 30th or until completed. Asphalt patch back will also take place the week of Sept 23rd.
- Beck Kiwanis Park Trail is out to bid.
- City Hall Elevator Modernization is still in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- East Lane Pavement Rehabilitation Project is at 90% design and bid documents are being drafted with plans to go out to bid in February.



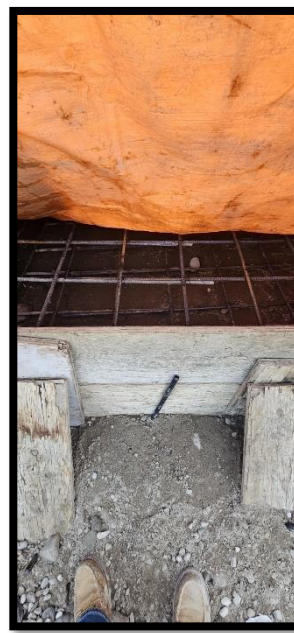
DEVELOPMENT REVIEW SUMMARY
OCTOBER ACTIVITIES:

- Issued 7 ROW Permits.
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Sidewalk Incentive Grant applicant- 1 application has been complete.
- SE 5th Ave Sidewalk Project- The completion of the sidewalk was completed, and the landscape rock has started to be placed. Asphalt patch back will also take place the week of October 31st and the guard railing is scheduled to be completed by November 6th. IPCO is scheduled to start the installation of the lighting the middle to the end of November.
- City Hall Elevator Modernization is still in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- East Lane Pavement Rehabilitation Project is at 90% design and bid documents are being drafted with plans to go out to bid in February.
- Safe Streets for All Grant- Kittleson is working on concept design for a short list of projects.
- Farm Lease- Lease renewal in negotiations.
- Headworks Screen Replacement- RH2 is working on concept design for the new Headworks Screen replacement.



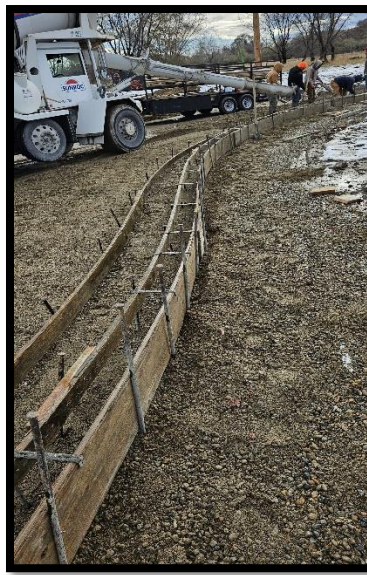
DEVELOPMENT REVIEW SUMMARY
NOVEMBER ACTIVITIES:

- Issued 6 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Beck Park Pond Trail was awarded to IRVCO and rehabilitation of the trail started November 18th but may be delayed due to the weather.
- SE 5th Ave Sidewalk Project- Substantial Completion was issued and we are working with IRVCO on punch list items. IPCO is scheduled to start the installation of the lighting the middle to the end of November.
- City Hall Elevator Modernization is still in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- East Lane Pavement Rehabilitation Project is at 90% design and bid documents are being drafted with plans to go out to bid in February.
- Safe Streets for All Grant- Kittleson is working on concept design for a short list of projects.
- Farm Lease- Lease renewal has been signed by the lessee.
- Headworks Screen Replacement- RH2 is continuing to work on concept design for the new Headworks Screen replacement.

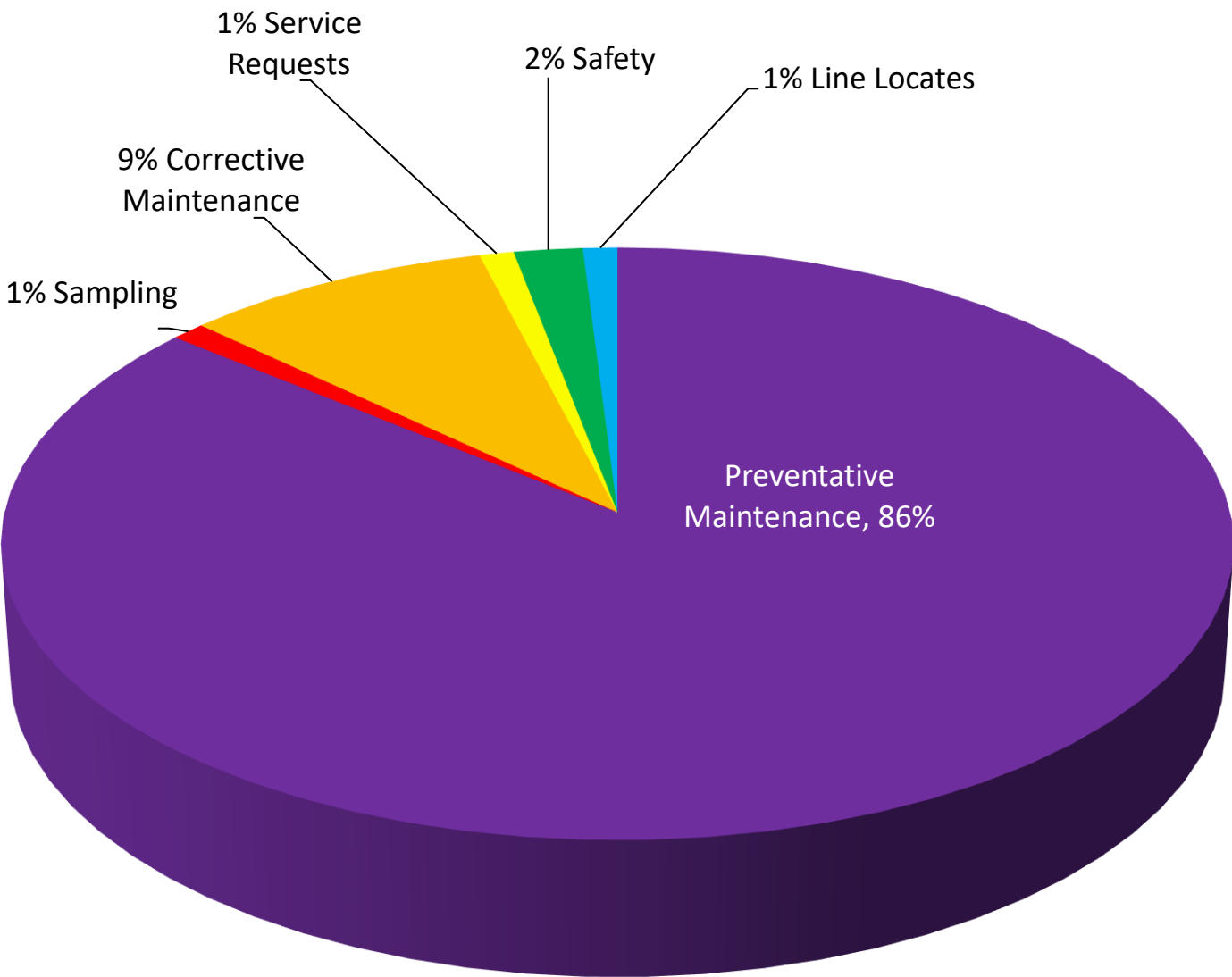


DEVELOPMENT REVIEW SUMMARY
DECEMBER ACTIVITIES:

- Issued 3 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Beck Park Pond Trail is approximately 70% completed but has been delayed due to the weather.
- SE 5th Ave Sidewalk Project- Substantial Completion was issued and we are working with IRVCO on punch list items. IPCO has installed the street lighting and removed and relocated to power poles that were safety concerns.
- City Hall Elevator Modernization is still in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items continue.
- Safe Streets for All Grant- The last TAC meeting was held Dec 5th and Kittleson are drafting the final Comprehensive Plan and present to City Council January 28th.
- Farm Lease was renewed for a 10-year lease.
- Headworks Screen Replacement- RH2 is continuing to work on concept design for the new Headworks Screen at the Wastewater Treatment Plant.



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS
SUMMARY



APPENDIX

PUBLIC WORKS DEPARTMENT

The City of Ontario Public Works Department consists of five Divisions that include Administration, Engineering, Water Treatment and Distribution, Wastewater Treatment and Operations (Streets, Stormwater, Buildings, Parks and Cemeteries). The Department has 30 FTEs (full-time equivalent) employees. This service is provided via a Public-Private Partnership with Jacobs Engineering Group, INC.

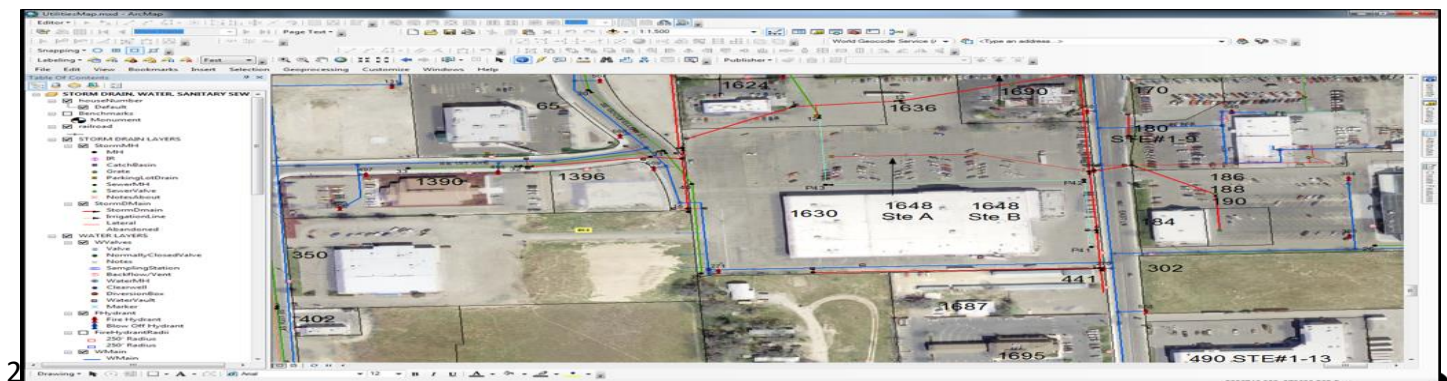
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the City's transportation system (i.e.: streets, sidewalks, bicycle paths, storm-sewer systems, and other infrastructure within the City).

ADMINISTRATION

The Administration Division is responsible for the delivery of all of the contractual obligations and oversees the financial, human resource and all resource management processes. The Administrative Staff evaluate the needs for contracted services, implementing necessary service agreements, developing energy management strategies, and formulating short- and long-term programs and plans in conjunction with City Administration (City Management and City Council).

ENGINEERING

The Engineering Division Department works with other utilities, developers, and property owners in addressing utility issues, public improvements, subdivision development, local improvement districts and other municipal projects. The Department also maintains a set of Standard Specifications for providing uniform procedures for the installation. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents, and provide project management for Public Works Capital Improvement Program (CIP) project improvements.



The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.

OPERATIONS MAINTENANCE

Public Works maintains more than 122 lane miles of improved streets and more than 9 miles of alleys and is responsible for resurfacing, repairing, and maintaining the streets, installing, and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. This Division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chip sealing, snow removal and sanding during the winter months, and weed control along the alleys. Public Works assist Ontario Chamber of Commerce by placing Holiday decorations on streetlights during the season.

As part of the annual Street Maintenance Program, crews chip seal street surfaces in the summer

Ontario Public Works maintains more than 122 Lane Miles of Improved Streets 9 Miles of Alleys
Chip seals last a minimum of 8 years, and Public Works chip seals 7 miles per year 56 miles of storm drain collection lines, and 1,450 catch basins

months to protect them from water and weather damage and to keep them in good condition. Chip seal roadway treatments help to maintain the existing pavement, delaying further aging resulting from water and sun, and provides a moisture barrier to existing pavements by sealing surficial cracks. A chip seal application provides substantial savings to taxpayers and can last 8 to 10 years with just minimal roadway maintenance required. The city chip seals approximately 10 miles of streets per year.

The Ontario Park system consists of both active and passive recreational areas. There are four

neighborhood parks, one community park, one large urban park, and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The city also owns the Wayne King Skateboard Park. There are two municipally owned and operated Cemeteries – Evergreen and Sunset Cemeteries. The Operations Division is responsible for the operation and maintenance of those areas. Included in their responsibilities are all municipal buildings. This includes general maintenance and repair work, the implementation of preventative maintenance programs, and the administering of service contracts (janitorial, HVAC, electrical, elevator, etc.). This division is also charged with the oversight of facility-related projects, including remodels and systems upgrades.

WATER TREATMENT PLANT

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly, and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an up-flow clarifier. The steps for treatment are flocculation, sedimentation, filtration, and disinfection, which meet the compliance of the Oregon Health Authority (OHA).

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institute (SRCI).

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 Million Gallons Per Day (MGD) and a maximum capacity of 11 MGD. The water treatment plant average production is 6 MGD and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 MGD of that water.

The Water Treatment Plant has a reliable capacity of 8.3 MGD and a maximum capacity of 11 MGD.

Approximately 80 percent of water comes from the Snake River, the other 20 percent from wells.

Maintains 80 miles of water mains.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 MGD for municipal use. One hundred percent (100%) of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-MGD design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

Water Distribution System include maintenance and repair of approximately 97 miles of water lines and 3,625 services that include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCI. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.



*Public Works maintains 78
miles of sanitary sewer lines
throughout City Limits*



Average discharge volume is approximately 1.5 MGD. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm. Sewer collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the city. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a bar screen and one lift station from SRCI. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.



ONTARIO
OREGON

"The Gateway to Adventure"

Ontario Municipal Airport
444 SW 4th Street | Ontario, OR 97914
P: (541) 709-7651 | F: (541) 889-7121
andy.wood@ontariooregon.org

Airport Committee Meeting Minutes

January 6, 2025

The committee meeting was called to order by Chairman Shawn Coleman at 6:03 pm.

- 1) Roll Call:** Bill Hager-present, John Freeburg-present, Gary Taylor- present, Michael Franks-Present, Rick Todd-Present, Chairman Shawn Coleman-present, Alternate Jim Beaumont- present

Ex Officio members: John Kirby (City Council)-present, Dan Cummings (City Manager)-present.

Airport Manager: Andy Wood-present

FBO: Silverhawk: Absent

Public attendees: Toby Epler (JUB Engineering), Charlotte Hatch (TVCC), Susann Mills (City Council)

- 2) PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) MOTION TO ADOPT THE AGENDA:** *Gary Taylor moved to approve the agenda as presented. John Freeburg second. Roll call vote: Bill-yes, John-yes, Gary-yes, Mike-yes, Rick-yes, and Shawn-yes. Motion carried 6/0/0.*
- 4) APPROVAL OF MINUTES:** *Gary Taylor moved to approve the minutes from 12/2/2024 as presented pending correction to Mike's name in paragraph 6C. Bill Hager second. Roll call vote: Bill-yes, John-yes, Gary-yes, Mike-yes, Rick-yes, and Shawn-yes. Motion carried 6/0/0.*
- 5) PUBLIC COMMENT** None
- 6) NEW BUSINESS:**
- A) Land Lease: 139 Cessna.** Mike Franks and Toni Franks requested to enter a non-commercial airport ground lease for 139 Cessna. Dan Cummings advised Mike that a PDAC will be required for a new building at 139 Cessna. *Rick Todd moved to approve. Gary Taylor second. Roll call vote: Bill-yes, John-yes, Gary-yes, Mike-conflict of interest, Rick-yes, and Shawn-yes. Motion carried 5/0/0.*



"The Gateway to Adventure"

- B) *Transfer of Hangar 110 India and 120 Juliet*: Andy Wood presented leases for 110 India and 120 Juliet. Current owner passed away and descendants of the deceased, Ruth Strode and Jack Walker Jr., requested to take ownership. Dan Cummings noted the city must verify legal documentation confirming hangar ownership. *Rick Todd moved to approve the transfer of ownership assuming city legal verification. Mike Franks second.* Roll call vote: Bill-yes, John-yes, Gary-yes, Mike-yes, Rick-yes, and Shawn-yes. *Motion carried 6/0/0.*
- C) *Airport Security near FBO, Hangar 185 and 175*. Andy Wood brought up for discussion that Life Flight was concerned about airport security between the FBO and Hangars 185 and 175. \$5,000 to \$8,000 installation estimation for gated fence between the FBO and Hangar 185 and 175. Another option discussed was installing a concrete bollard. The Committee decided to leave the matter alone, as the FAA has no standards for General Aviation Airport fencing, as stated by Toby Epler.

7) REPORTS

8) HAND-OUTS/DISCUSSION ITEMS

- A) *Calm Wind Runway*. Andy Wood presented calm wind data for the airport and prompted discussion on the designated calm wind runway for Ontario being 15. The city has had complaints of the traffic pattern being over the city of Ontario. Discussion between Committee members about switching to 33 for safety reasons or having no designated calm runway. Shawn moves to table discussion.

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Toby Epler from JUB engineering confirmed the jet apron paving is scheduled for May 2025 and that BLM is still in the planning phase of airport development.

At the February meeting, there will be a Committee vacancy and vote will be held.

- 10) **ADJOURN** *Moved by Bill Hager, Second by Gary Taylor.* Roll call vote: Bill-yes, John-yes, Gary-yes, Mike-yes, Rick-yes, and Shawn-yes. *Motion carried 6/0/0.* The meeting was adjourned at 7:17 pm.

Next meeting: Monday February 3, 2025, at 6 pm at Ontario City Hall.

Shawn Coleman - Chairman

Mike Franks - Secretary

MALHEUR COUNTY COURT MINUTES

January 22, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Jacobs and Commissioner Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room was 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 # [2025-0173](#)

ROAD ACCEPTANCE

Surveyor Derrick McKrola met with the Court and presented a road acceptance on a partition plat for the Court's consideration. Commissioner Jacobs moved to accept road dedication of a portion of Oak Road on Jennifer Arreola's Partition Plat #25-02. Commissioner Mendiola seconded and the motion passed unanimously. See instrument #[2025-0178](#)

CROSSING PERMITS

Commissioner Mendiola disclosed that he is the contractor for Permit #3-25 and abstained from voting on approval of the crossing permits. Judge Joyce moved to approve Crossing Permit #2-25 to Rally Networks for work on Railroad Avenue #874, Clark Blvd #857, Butler Blvd #887 and SW 18th Avenue #887; and Crossing Permit #3-25 to Jeanie Crow for construction of an access approach on Vale View Road #877. Commissioner Jacobs seconded and the motion passed. Original permits will be kept on file at the Road Department.

FARMERS MUTUAL TELEPHONE COMPANY (FMTC)

Farmers Mutual Telephone Company (FMTC) General Manager Ron Rembelski and Outside Plant Manager Blake Seamons met with the Court. FMTC received a grant from the Oregon Broadband Office for the Malheur County Broadband Project; grant funding will be used to bring fiber optic internet access to 931 unserved/underserved locations in Malheur County. Mr. Rembelski thanked the Court for its letter of support for the project. A map of the project was shared with the Court. Construction is anticipated to begin August 2025 and must be completed by September 2026. FMTC may also pursue BEAD (Broadband Equity Access & Development) funding. See instrument # [2025-0185](#) for the map.

WILDLIFE SERVICES - UPDATE

Scott Phillips, Wildlife Specialist with USDA (United States Department of Agriculture) APHIS (Animal and Plant Health Inspection Services) Wildlife Services met with the Court and provided a general update; and answered questions from the Court members. Starling work started in October and has been very busy; the bird flu does not seem to affect starlings. The beaver quota has been met. Coyote work will increase in the spring. Badger work has taken place at SRCL and the airport. It is hoped to increase the numbers allowed for raven work in the future. Ravens consume bird eggs including sage grouse and pheasant. Skunks, racoon, badgers and feral cats are also sage grouse predators. The financial proposal for next fiscal year is currently being put together and will be submitted for consideration.

SAGE GROUSE

Planning Director Carol Parker met with the Court and provided an update on the Land Conservation and Development Commission (LCDC) Sage Grouse habitat maps. Ms. Parker virtually attended the hearing that was held at the Harney County Courthouse on January 21, 2025; and the final opportunity to offer public comment is at LCDC's public hearing on January 23, 2025. LCDC is considering adoption of the Oregon Department of Fish and Wildlife's updated maps of Sage-Grouse habitat. The maps provide the basis of the Oregon Administrative Rule for local government review of proposed development that may impact significant Sage-Grouse habitat. Ms. Parker explained the County may be asked to include the sage grouse regulations in its development code and comprehensive plan. Landowners may be asked to enter into a Candidate Conservation Agreement with Assurances (CCAA). The Court members noted that ODFW is still issuing hunting tags for sage grouse. The Court requested Ms. Parker contact DLCD and obtain more information, including what agency enforces a landowner entering into a CCAA.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of January 15, 2025 as written. Commissioner Jacobs seconded and the motion passed unanimously.

SPECIAL MEETING MINUTES

Commissioner Jacobs moved to approve Special Meeting Minutes of January 13, 2025 as written. Commissioner Mendiola seconded and the motion passed unanimously.

UPDATED COUNTY POLICIES

Commissioner Jacobs moved to approve updated County Policy 106 - Travel and Employee Incurred Expenses. Commissioner Mendiola seconded and the motion passed unanimously. Employees who choose to use their own vehicle when traveling will be reimbursed at the current GSA rate. See instrument # [2025-0180](#)

Commissioner Jacobs moved to approve updated County Policy 325 - Paid Leave Oregon. Commissioner Mendiola seconded and the motion passed unanimously. Paid Leave Oregon does not count as hours worked for holiday pay, overtime or compensatory time off. See instrument # [2025-0181](#)

Commissioner Jacobs moved to approve updated County Policy 311 - Retirement/Employment of PERS Retirees. Commissioner Mendiola seconded and the motion passed unanimously. Effective July 1, 2025 PERS retiree employees will receive holiday pay. See instrument # [2025-0179](#)

BARGAINING AGREEMENT - SHERIFF'S ASSOCIATION

Commissioner Jacobs moved to approve Integrated Collective Bargaining Agreement between Malheur County Sheriff's Office and Malheur County Sheriff's Association. Commissioner Mendiola seconded and the motion passed unanimously. The agreement expires December 31, 2027. See instrument # [2025-0177](#)

PERS RETIREE EMPLOYMENT AGREEMENTS - PERKINS, ZEMMER, MILLER

Commissioner Jacobs moved to approve Child Support Specialist/Malheur County District Attorney's Office - employment of PERS retiree Employment Agreement with Teresa (Teri) Miller; Maintenance Supervisor - employment of PERS retiree Employment Agreement with Don Dalton; and Accounting Specialist/Malheur County Road Department - employment of PERS retiree Employment Agreement with Shelly Dennis.

Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-0175](#), [2025-0174](#), [2025-0176](#)

FAIR BOARD APPOINTMENT

Commissioner Mendiola moved to reappoint Jennifer Hall to the Fair Board. Commissioner Jacobs seconded and the motion passed unanimously.

MALHEUR WATERSHED COUNCIL

Commissioner Jacobs moved to appoint Bill Buhrig to the Malheur Watershed Council. Commissioner Mendiola seconded and the motion passed unanimously.

COURT ADJOURNMENT

Commissioner Mendiola moved to adjourn the meeting. Commissioner Jacobs seconded and the motion passed unanimously.

MALHEUR COUNTY COURT MINUTES

January 29, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Jacobs and Commissioner Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room were Administrative Officer Lorinda DuBois, Economic and Community Development Director Taylor Rembowski, Building Official Adele Schaffeld, and Road Supervisor Dave Tiffany. 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 # [2025-0234](#)

TREASURE VALLEY PARAMEDICS (TVP) - QUARTERLY REPORT

TVP, Inc. President Steve Patterson and Vice-President Heather Land met with the Court and provided a quarterly update per the terms of the personal services contract amendment. Ms. Land explained that TVP now has more full-time paramedics and at times some are now on-call and in Nyssa so that the Medic 3 ambulance has a paramedic (TVP still needs one additional paramedic but two persons are starting school in February and one is finishing an internship.) The chase car is still available when needed. Mr. Patterson commented that he thinks the whole system is working better than it every has; the staff works well together and its the best esprit de corps they've ever had. TVP acquired a van ambulance for transfers which cuts down on some of the wear and tear of the frontline ambulances; and a used ambulance was acquired from Jordan Valley that replaced an older TVP ambulance. The load systems were installed in the ambulances which helps take some of the strain off of staff when loading patients.

Maintenance Supervisor Don Dalton joined the meeting.

CROSSING PERMITS

Commissioner Jacobs moved to approve the following Crossing Permits: Permit #4-25 to Idaho Power for work on Alameda Drive #863; Permit #05-25 to Michels Pacific Energy for work on Adams Road #540; Permit #06-25 to Michels Pacific Energy for work on Beet Dump Road #957; Permit #07-25 to Michels Pacific Energy for work on Borge Lane #650; Permit #08-25 to Michels Pacific Energy for work on Heritage Drive #555; Permit #09-25 to Michels Pacific Energy for work on High Street #3085; Permit #10-25 to Michels Pacific Energy for work on Mendiola Road #962; Permit #11-25 to Michels Pacific Energy for work on Oregon Street #3088; Permit #12-25 to Michels Pacific Energy for work on Overstreet Road #839; and Permit #13-25 to Michels Pacific Energy for work on Overstreet Road #13-25. Commissioner Mendiola seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of January 22, 2025 as written. Commissioner Jacobs seconded and the motion passed unanimously.

PERS RETIREE EMPLOYMENT AGREEMENTS - KESEY, REYNA, PERKINS

Commissioner Jacobs moved to approve David Kesey - employment of PERS retiree Employment Agreement; Rachel Reyna - employment of PERS retiree Employment Agreement; and Danny Perkins - employment of PERS retiree Employment Agreement. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-0232](#), [2025-0231](#), [2025-0230](#)

BUDGET COMMITTEE

There are two (2) vacancies on the County budget committee; Janice Belnap and Lee Newman are no longer able to serve on the committee.

COMPENSATION BOARD

The County Compensation Board membership is Kim Wagstaff, LeRoy Cammack and Ms. DuBois. The Board meets once a year; the board members were unable to make contact with LeRoy Cammack for last year's meeting. Janice Belnap is willing to serve on the Compensation Board. Commissioner Jacobs moved to appoint Janice Belnap to serve on the Board in the position previously held by Mr. Cammack. Commissioner Mendiola seconded and the motion passed unanimously. Ms. DuBois encouraged the Court members to appoint a person to serve in her position on the Board also.

AMENDMENT - IGA #180022

Commissioner Jacobs moved to approve Fourteenth 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. The Financial Assistance Award is amended. A copy will be returned for recording.

LETTER - WAYS & MEANS

Commissioner Jacobs moved to sign a letter to members of the Ways and Means Subcommittee on Public Safety Committee in support of the Chief Justice funding request for \$250,000 to plan for and design a new facility for the 9th Judicial District (Circuit Court). (OJD Budget Bill 5012, Policy Option Package 118). The letter addresses current challenges of the 9th Judicial District; those challenges include Judicial Capacity, Staff Capacity, Jury Capacity, Dependency Needs, Cultural Needs, Border Issues, and Holding Facilities. Commissioner Mendiola seconded and the motion passed unanimously. Commissioner Jacobs expressed appreciation to Judge Lung Hung for drafting the letter. See instrument # [2025-0250](#)

ENVIRONMENTAL HEALTH DIRECTOR VACANCY

The Court inquired how many applications had been received for the Environmental Health Director vacancy. The Court needs to review the applications; determine a date for interviews; compile an interview panel and interview questions.

AOC DUES

Commissioner Jacobs moved to approve payment of Association of Oregon Counties (AOC) 2025 membership dues in the amount of \$22,326.15. Commissioner Mendiola seconded and the motion passed unanimously.

IRONHEAD AND GOODFELLOW PROPERTIES

Maintenance Supervisor Don Dalton reviewed the plans and the bids for remodeling of the office space at the Ironhead building. Sheriff Travis Johnson was also present for the discussion. Two bids for the project were received; a third was sought but not received. The project cost is

higher than budgeted at budget meetings in April 2024; the courthouse reader board project was less than budgeted and that savings will be used towards the Ironhead remodel project; additionally, the Ironhead floor epoxy will not take place with this project and those funds will be used on the Ironhead remodel project. The Court and Mr. Dalton discussed ways to disseminate project information to contractors in order to give interested contractors an opportunity to bid on projects. Ms. Schaffeld noted she has an email list of local contractors that she can share with Mr. Dalton. The heating project (natural gas) for the shop portion of the Ironhead building has been permitted and should start this week. After discussion, Commissioner Jacobs moved to award the remodel project to Holcomb Construction (low bidder). Judge Joyce seconded and the motion passed. Commissioner Mendiola stated he was staying neutral and did not vote.

The gate project at the Goodfellow building was discussed; the entrance gate is currently manual and difficult to operate. The gate is currently chained open. Additionally, the gate in the back is off its track and propped up. Ms. Schaffeld suggested that locked covers be placed on the electrical outlets on the outside of the building. Mr. Dalton will obtain quotes for an electric gate and the locked boxes for the electrical outlets.

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the public hearing for consideration of Resolution R25-02. The public hearing and supplemental budget were necessary in order to allocate Criminal Justice Commission grant funds that were not anticipated when the budget was adopted - these funds are to be used for the Jail-based Medications for Opioid Use Disorder programs; and to allocate Department of Public Safety Standards and Training (DPSST) grant funds that were not anticipated when the budget was adopted - these funds are to be used for the 2024 CITCOE (Crises Intervention Team Center of Excellence) Summit. There were no public comments. Judge Joyce closed the hearing. Commissioner Jacobs moved to approve Resolution R25-02: 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. See instrument #[2025-0233](#)

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
Printed: 1/24/2025 10:30 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
132572	642081	CASH	12/03/2024	3,000.00
Total for 12/3/2024:				3,000.00
132575	879916	A M Construction Supply, Inc.	12/06/2024	99.99
132576	037600	AT&T	12/06/2024	25.71
132577	879583	Benson's Trophies & Plaques, Inc.	12/06/2024	169.00
132578	626400	Campo & Poole Distributing, LLC	12/06/2024	8,437.23
132579	UB*12226	JESSICA CARBAJAL*	12/06/2024	76.31
132580	637828	Century Link Communications, LLC	12/06/2024	54.18
132581	879641	Garrett's Dry Cleaning, LLC	12/06/2024	10.00
132582	879191	Kristy Lynn Janti	12/06/2024	16.00
132583	879417	LightSpeed Networks, Inc.	12/06/2024	1,213.59
132584	451593	Malheur Council on Aging & Community S	12/06/2024	15,000.00
132585	461607	MicroTechnology Systems, Inc.	12/06/2024	550.00
132586	879648	Brandon Mitchell	12/06/2024	350.00
132587	602320	NAPA Auto Parts	12/06/2024	30.57
132588	879301	Net Assets Corporation	12/06/2024	210.00
132589	596071	Ontario Volunteer Firefighters Association	12/06/2024	1,200.00
132590	242083	State of Oregon Department of Transportati	12/06/2024	2.35
132591	583450	State of Oregon Dept of Corrections	12/06/2024	2,400.00
132592	879551	Painter Holdings & Business Ventures, Inc.	12/06/2024	25.75
132593	614087	PORAC LDF	12/06/2024	414.00
132594	879226	PortaPros	12/06/2024	639.40
132595	879803	SAR, Inc.	12/06/2024	2,808.50
132596	879469	SBRK Finance Holdings, Inc.	12/06/2024	1,535.00
132597	879256	Steve's Hometown	12/06/2024	92.50
132598	879764	T&Z Hardware, Inc.	12/06/2024	35.36
132599	879713	TimeClock Plus, LLC	12/06/2024	1,164.24
132600	879720	Total Package Enterprises, LLC	12/06/2024	2,294.47
132601	788402	TransUnion Risk & Alternative Data Soluti	12/06/2024	75.00
132602	879733	Waste Connections of Oregon, Inc.	12/06/2024	444.10
132603	879917	Winston River Designs, LLC	12/06/2024	96.00
132604	22427	Conсор North America, Inc.	12/06/2024	4,030.50
132605	879006	Idaho Materials & Contruction	12/06/2024	429,994.72
132606	393500	Irvco Asphalt & Gravel, Inc.	12/06/2024	373,318.00
132607	408200	J-U-B Engineers, Inc.	12/06/2024	28,687.80
132608	22427	Conсор North America, Inc.	12/06/2024	3,442.00
Total for 12/6/2024:				878,942.27
132609	879736	Desert Sage Event Center	12/11/2024	3,384.96
132610	&260	Four Rivers Cultural Center	12/11/2024	26,903.86
132611	539200	Ontario Area Chamber of Commerce	12/11/2024	21,871.73
132612	879349	State of Oregon Public Retirement System	12/11/2024	498,689.00
Total for 12/11/2024:				550,849.55

Check No	Vendor No	Vendor Name	Check Date	Check Amount
132613	637830	Century Link	12/12/2024	529.00
132614	376000	Idaho Power	12/12/2024	1,943.40
132615	130950	Sparklight Business	12/12/2024	140.72
Total for 12/12/2024:				2,613.12
ACH	PRFED	PAYROLL TAXES	12/13/2024	181.28
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	12/13/2024	13.04
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	12/13/2024	47.74
ACH	PRPERS	OREGON PERS	12/13/2024	429.76
Total for 12/13/2024:				671.82
ACH	832852	Wells Fargo Business Elite Card	12/20/2024	4,343.37
Total for 12/20/2024:				4,343.37
132616	0143466	Amazon Capital Services	12/23/2024	753.85
132617	UB*12228	IGNACIA ANSELMO	12/23/2024	103.67
132618	879745	AT&T Mobility, LLC	12/23/2024	1,288.96
132619	879326	The Biz Zone	12/23/2024	162.15
132620	879494	Bruneel, LLC	12/23/2024	783.63
132621	879637	Bryant Lovlien & Jarvis PC Attorneys at Law	12/23/2024	2,075.00
132622	144000	Cascade Natural Gas Corporation	12/23/2024	1,092.65
132623	879268	CivicPlus, LLC	12/23/2024	4,397.40
132624	216000	D & B Supply Company	12/23/2024	799.98
132625	879908	Mary Beth De Bord	12/23/2024	6,000.00
132626	879653	FileOnQ, Inc	12/23/2024	650.00
132627	303800	Frank's Extinguisher Service	12/23/2024	346.58
132628	376000	Idaho Power	12/23/2024	1,034.81
132629	879191	Kristy Lynn Janti	12/23/2024	48.00
132630	441140	Looks Nu, Inc.	12/23/2024	140.00
132631	879328	Malheur County GIS	12/23/2024	120.00
132632	451750	Malheur County Sheriff's Office	12/23/2024	19,325.09
132633	461607	MicroTechnology Systems, Inc.	12/23/2024	1,070.00
132634	500400	Norco, Inc.	12/23/2024	32.08
132635	UB*12229	BARBARA/GAYLE OLSON/RATLIFF	12/23/2024	50.02
132636	539200	Ontario Area Chamber of Commerce	12/23/2024	90.00
132637	516494	State of Oregon Department of Transportation	12/23/2024	4,217.55
132638	528405	Oster Professional Group, CPA's PC	12/23/2024	27,503.91
132639	608001	Pitney-Bowes, Inc.	12/23/2024	123.19
132640	879452	Rick Reyna	12/23/2024	350.00
132641	644210	Roadrunner Towing, Inc.	12/23/2024	783.44
132642	UB*12227	JAQUELINE/ SAUL SANCHEZ / PARED	12/23/2024	7.85
132643	702008	Staples Business Credit	12/23/2024	839.28
132644	704400	Star Fire District	12/23/2024	4,666.57
132645	879845	Student Loan Fund of Idaho Marketing Ass	12/23/2024	3,187.50
132646	879764	T&Z Hardware, Inc.	12/23/2024	45.95
132647	879553	Training & Employment Consortium	12/23/2024	528.00
132648	879680	U.S. Bank Equipment Finance	12/23/2024	1,497.00
132649	879212	Uniforms 2 Gear	12/23/2024	300.48
132650	879151	Waste-Pro	12/23/2024	50.24
132652	879898	Avidity Solutionz	12/23/2024	17,892.30
132653	879887	Datec Incorporated	12/23/2024	131,620.50
132654	879059	Help Them to Hope	12/23/2024	5,000.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
132655	360015	Home Depot Credit Services	12/23/2024	71.61
132656	408200	J-U-B Engineers, Inc.	12/23/2024	27,419.85
132657	879875	Isaiah Mack	12/23/2024	8,995.00
132658	879163	McCurry Ontario Motors, LLC	12/23/2024	1,141.00
132659	110805	State of Oregon Bureau of Labor & Industri	12/23/2024	478.44
132660	879138	Stantec Consulting Services, Inc.	12/23/2024	1,578.25
132661	842030	Warrington Construction Corporation of Or	12/23/2024	296,142.00
132662	360015	Home Depot Credit Services	12/23/2024	88.41
Total for 12/23/2024:				574,892.19
132663	637830	Century Link	12/24/2024	699.19
132664	376000	Idaho Power	12/24/2024	2,380.38
Total for 12/24/2024:				3,079.57
Report Total (95 checks):				2,018,391.89

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



**Ontario Visitors and Convention
Bureau Board MEETIN AGENDA**

**Thursday, February 6, 2025, 7:00 AM, MT
Ontario Chamber Office 251 SW 9th ST**

CALL TO ORDER: This agenda was emailed on January 31, 2025

Roll Call: Bob Quinn _____ Debbie Blackaby _____ Cheryl Cruson _____ Doug Dean _____
Terry Dols _____ Adrianna Contreras _____ Lynelle Christiani _____
City Manager: Dan Cummings _____ V&C Director: John Breidenbach _____

NEW BUSINESS: Grant Request- Serve Day Inc. Jememy Roberts
Follow-up report-Procon Gaming Conventions

Approval of Minutes January 9, 2025 Meeting.

Review Financial Report – Terry Dols

V&C Director Report- John Breidenbach

COMMENTS FROM COMMITTEE MEMBERS

Attachments

- 1. Grant request***
- 2. January 9, 2025 Minutes***
- 3. V&C Financials***

The City of Ontario does not discriminate in providing access to its programs, services, and activities based on 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 (541) 889-7684 at least one working day prior to the need for services, and every reasonable effort to accommodate the need will be made.



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Serve Day Inc.

Complete Mailing Address: 252 W Idaho Ave PMB141 Ontario, OR 97914

Telephone: 208-794-6604 Fax: N/A E-Mail: JRoberts@RaddaPaint.com

Principal Contact Jeremy Roberts

Complete Mailing Address: 252 W Idaho Ave PMB141 Ontario, OR 97914

Telephone: 208-794-6604 Fax: N/A E-Mail: JRoberts@RaddaPaint.com

Name of Event and Date and Time Event Will Be Held: Serve Day 4-26-2025 All day

Has organization applied for a V&C Grant Before: X Yes No

**If yes was the V&C grant request approved and for what amount:*

X Yes No / \$ 1,200.00

**If grant request was approved did the organization give their 90 day follow-up report*

 Yes X No

Description of Promotion or Event: To purchase More Banners For

Advertisement of Serveday in 9 Surrounding Communities.

For a day of service on Community Betterment Projects.

NATURE OF PROMOTION/EVENT: Community Betterment Projects

 Tourism based capital project

 Multi-night local lodging event

 Special media promotion

 Education and/or training project

Source #1	<u>OCF Grant</u>	Amount \$	<u>8,300</u>
Source #2	<u>Rogue Credit Union</u>	Amount \$	<u>1,500</u>
Source #3	<u>OCF Grant</u>	Amount \$	<u>5,000</u>
Source #4	<u>Assorted other Donations</u>	Amount \$	<u>?</u>
Source #5	<u></u>	Amount \$	<u></u>

TOTAL REVENUES \$ 14,800

PROPOSED EXPENDITURES

Use #1	<u>Paint + Supplies</u>	Amount \$	<u>4,000</u>
Use #2	<u>Ramp costs 1,500 x 3</u>	Amount \$	<u>4,500</u>
Use #3	<u>Website Fees</u>	Amount \$	<u>500</u>
Use #4	<u>Insurance</u>	Amount \$	<u>1,000</u>
Use #5	<u>Printing</u>	Amount \$	<u>700</u>
Use #6	<u>Banners</u>	Amount \$	<u>2,000</u>
Use #7	<u>P.O. Box</u>	Amount \$	<u>150.00</u>
Use #8	<u>Ramp Fees</u>	Amount \$	<u>400</u>
Use #9	<u>Living in the News</u>	Amount \$	<u>750.00</u>
Use #10	<u>Gas Cost</u>	Amount \$	<u>3,000.00</u>

TOTAL EXPENDITURES \$ 17,000

REVENUES MINUS EXPENDITURES \$ - 2,200

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

1-10-2025
Date

Jeremy N. Roberts
Signed

Jeremy N. Roberts
Printed Name of Applicant

Date Received: _____ Ontario Area Chamber President/CEO: _____

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
ACTIVITY SUMMARY
BEGINNING SEPTEMBER 1997**

DATE	REQUESTOR	REQUESTED	GRANTED	DISBURSED
MAR 2024	R&R Promotions, LLC / Ontario Speedway, LLC <i>June APBA Sprint Boat Test & Tune</i>	\$ 500.00	\$ -	\$ -
MAR 2024	R&R Promotions, LLC / Ontario Speedway, LLC <i>AHRMA Vintage Motorcycle Races</i>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
MAR 2024	R&R Promotions, LLC / Ontario Speedway, LLC <i>Fall Maze 4-Wheeler & Motorcycle Race</i>	\$ 1,000.00	\$ -	\$ -
APR 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
MAY 2024	Valley Family Health Care <i>2024 Family Health Fair</i>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
JUN 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JUL 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
AUG 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
SEP 2024	Treasure Valley Community College <i>TVCC New Student Orientation</i>	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
SEP 2024	Vale Mural Society <i>Permanent Audio Tour / City Murals</i>	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
OCT 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
NOV 2024	ProCon Gaming Convention, LLC Ashton Chapman <i>January 2025 Tabletop Gaming Convention</i>	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
NOV 2024	Four Rivers Cultural Center & Museum <i>Artificial 25' Lit Christmas Tree Addition to Exterior Light Show</i>	\$ 700.00	\$ -	\$ -
NOV 2024	R & R PROMOTIONS Ron Dillon / Ontario Speedway <i>Fall Maze Motorcycle & 4-Wheeler Race</i>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NOV 2024	Treasure Valley Community College <i>Light Up the Season - Christmas Light & Music Display</i>	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00
DEC 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JAN 2025	ONTARIO MUNICIPAL AIRPORT <i>Oregon Trail STOL</i>	\$ 15,000.00	\$ -	\$ -
		\$ -	\$ -	\$ -
	1/29/2025	\$ 926,368.04	\$ 792,472.77	\$ 792,472.77

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
PROMOTIONS AND EVENT FUND
BALANCES THROUGH
DRAFT DECEMBER 2024**

2024	<i>RESOURCES</i>	<i>EXPENSES</i>	<i>BALANCE</i>
<i>BALANCE FORWARD</i>	\$822,814.15	\$804,239.60	\$18,574.55
<i>T.O.T. Disbursement \$2500</i>			
JUL'24 Disbursement <i>Jun'24 Returns/Collected Jul'24</i>	\$2,500.00	\$0.00	\$21,074.55
AUG'24 Disbursement <i>Jul'24 Returns/Collected Aug'24</i>	\$2,500.00	\$0.00	\$23,574.55
SEP'24 Disbursement <i>Aug'24 Returns/Collected Sep'24</i>	\$2,500.00	\$4,000.00	\$22,074.55
OCT'24 Disbursement <i>Sep'24 Returns/Collected Oct'24</i>	\$2,500.00	\$0.00	\$24,574.55
Nov'24 Disbursement <i>Oct'24 Returns/Collected Nov'24</i>	\$2,500.00	\$7,100.00	\$19,974.55
Dec'24 Disbursement <i>Nov'24 Returns/Collected Dec'24</i>	\$2,500.00	\$0.00	\$22,474.55
2025			
JAN'25 Disbursement <i>Dec'24 Returns/Collected Jan'25</i>	\$2,500.00	\$0.00	\$24,974.55
FEB'25 Disbursement <i>Jan'25 Returns/Collected Feb'25</i>			\$24,974.55
MAR'25 Disbursement <i>Feb'25 Returns/Collected Mar'25</i>			\$24,974.55
APR'25 Disbursement <i>Mar'25 Returns/Collected Apr'25</i>			\$24,974.55
MAY'25 Disbursement <i>Apr'25 Returns/Collected May'25</i>			\$24,974.55
JUN'25 Disbursement <i>May'25 Returns/Collected Jun'25</i>			\$24,974.55
TOTAL FISCAL	\$17,500.00	\$11,100.00	
ACCRUALS FROM JULY 1997 TO PRESENT	\$840,314.15	\$815,339.60	\$24,974.55

Ontario V&C Minutes
January 9, 2025
7:00 am
Ontario Area Chamber of Commerce Office

The meeting was called to order at 7:00 am. Bob Quinn

Roll Call – **Board Members present** Bob Quinn, Debbie Blackaby, Ken Hart, Lynelle Christiani, Terry Dols,

Board Members absent: Doug Dean, Cheryl Cruson,

Ex-Officio Members Present: V&C Director John Breidenbach, City Manager Dan Cummings

NEW BUSINESS

Grant Request Ontario Municipal Airport - Stol Andy Wood, Airport Manager, reported on last year's event and asked for a grant of 15,000. The Board Discussed it and voted 4-1 not to award the grant.

MINUTES/FINANCIALS

November 7, 2024, minutes were reviewed. Debbie Blackaby motioned to approve, and Lynelle Christiani seconded.

Motion passed 5-0

Terry Dols presented the financials. Lynelle Christiani motioned to approve, and Debbie Blackaby seconded. Motion passed 5-0

Adjourn: Motion by Terry Dols motioned, and Lynelle Christiani seconded.

To adjourn at 8:30 am, the motion passed 5-0