

AGENDA**REGULAR CITY COUNCIL MEETING****JANUARY 13, 2025****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****&****LIVE STREAMED****https://www.thedalles.org/Live_Streaming**

To speak online, register with the City Clerk no later than noon the day of the council meeting. When registering include: your full name, city of residence, and the topic you will address.

Upon request, the City will make a good faith effort to provide an interpreter for the deaf or hard of hearing at regular meetings if given 48 hours' notice. To make a request, please contact the City Clerk and provide your full name, sign language preference, and any other relevant information.

Contact the City Clerk at (541) 296-5481 ext. 1119 or amell@ci.the-dalles.or.us.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. OATHS OF OFFICE
5. APPROVAL OF AGENDA
6. PRESENTATIONS/PROCLAMATIONS

A. Presentation to Outgoing Councilor Long

7. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

8. CITY MANAGER REPORT
9. CITY COUNCIL REPORTS

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

- A. Approval of the December 9, 2024 Regular City Council Meeting Minutes
- B. Approval of the December 16, 2024 City Council Special Meeting Minutes
- C. Resolution No. 25-002 Assessing the Real Property 316 West 8th Street for the cost of Nuisance Abatement
- D. Resolution No. 25-003 Concurring with the Mayor’s Appointment to the Traffic Safety Commission, Randy Cole

11. PUBLIC HEARINGS

- A. Resolution No. 25-001 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget

12. CONTRACT REVIEW BOARD ACTIONS

- A. Award of Wastewater Facilities Master Plan Update contract – Contract No. 2024-006

13. EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

- A. Recess Open Session
- B. Reconvene Open Session
- C. Decision, if any

14. ADJOURNMENT

Prepared by/Amie Ell, City Clerk

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."



AGENDA STAFF REPORT

AGENDA LOCATION: Item #10 A - C

MEETING DATE: January 13, 2025

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the December 9, 2024 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the December 9, 2024 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the December 9, 2024 Regular City Council meeting minutes.

- B. **ITEM:** Approval of the December 16, 2024 City Council Special meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the December 16, 2024 City Council Special meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the December 16, 2024 City Council Special meeting minutes.

- C. **ITEM:** Resolution No. 25-002 Assessing the Real Property 316 West 8th Street for the cost of Nuisance Abatement

BUDGET IMPLICATIONS: None. Any funds received reimburse the City for the cost of abatements.

SYNOPSIS: The Codes Enforcement Officer properly noticed the abatements. The City Clerk sent the cost of abatement notice. None of the property owners paid the assessment within the required time limit.

RECOMMENDATION: Approve Resolution No. 25-002 assessing real property for the cost of abatements.

- D. **ITEM:** A Resolution Concurring with The Mayor's Appointment to The Traffic Safety Commission.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The Mayor has met with the applicant and recommends appointment.

RECOMMENDATION: City Council concurs with the Mayor's appointment to the Traffic Safety Commission; and approves Resolution No. 25-003.

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
DECEMBER 9, 2024
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dave Anderson, Police Chief Tom Worthy, Finance Director Angie Wilson, Community Development Director Joshua Chandler, IT Director David Collins

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. Long, McGlothlin, Runyon, Randall, Richardson, Mays present

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Randall to lead the Pledge of Allegiance. Councilor Randall invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Mays said there would be an executive session added to the meeting agenda.

It was moved by Richardson and seconded by Randall to approve the agenda as amended. The

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December 9, 2024

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motion carried 5 to 0, Richardson, Randall, McGlothlin, Long Runyon voting in favor; none opposed; none absent.

AUDIENCE PARTICIPATION

Chuck Gomez, representing the Granada Theater, addressed the City Council regarding nonprofit and TRT (Transient Room Tax) funds. He said that tourism could become a significant economic driver for The Dalles, potentially generating revenue equal to or greater than that of Google. He shared that when the Granada Theater was first established, the City Council recommended he seek a tourism grant from the Chamber of Commerce. He said that after applying, the grant was declined because it was assumed to be for nonprofits only. He stated that he had reviewed the grant application carefully and found no restriction regarding profit or nonprofit status. Gomez expressed frustration, pointing out that nonprofits such as the Girl Scouts, Cub Scouts, and Little League cannot generate the same level of income as a strong tourism campaign. He said that TRT funds should be used to support a comprehensive tourism advertising campaign, based on the video his team had already created, which he believes would strengthen the town and bring in outside funds.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- Shared that the partnership with Northern Wasco PUD for the Vista Reservoir star was featured in the Northwest Public Power Association's newsletter.
- He attended the Federal Street Plaza Ad Hoc Committee meeting and introduced a pilot social media update series for the project.
- Two new web pages were launched: one for Google's Enterprise Zone and Strategic Investment Program agreements, and another for the City's master plans, focusing on the Water Master Plan.
- Appeared on KODL
- Met with American Cruise Lines' representative about the upcoming season.
- Draft goal-setting document from the work session with SSW Consulting is under review for presentation in the new year.
- Will be on family vacation starting December 21 and return for the new year.

CITY COUNCIL REPORTS

Councilor McGlothlin, Long, and Richardson passed on reporting for the evening.

Councilor Randall reported;

- Attended the QLife board meeting. He reported the board make-up would be changing with there only being one City elected official instead of the two that were now on the

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board.

Councilor Runyon reported;

- Attended the Public Safety Coordinating Council meeting.
- Had a phone meeting with the City Manager.
- Attended the QLife meeting.
- Attended the League of Oregon Cities Elected Essentials Workshop and the Columbia Gorge Readiness Center.
- Met with the City Clerk.
- Met with the City Attorney.
- Met with a concerned citizen.

Mayor Mays reported;

- A radio interview on KACI
- Attended the Community Outreach Team meeting.
- Attended the LOC Elected Officials Essentials workshop hosted in The Dalles.

CONSENT AGENDA

It was moved by Long and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried 5 to 0, Long, McGlothlin, Randall, Richardson, Runyon voting in favor; none opposed; none absent.

Items approved on the consent agenda were: 1) Approval of the November 25, 2024 Regular City Council Meeting Minutes; 2) Approval of the November 15, 2024 City Council Goal Work Session Minutes; 3) Authorizing the City Manager to Execute a Release for a 10' Public Access Easement Located at 1859 Lincoln Way; 4) Adopting Resolution No. 24-032 Authorizing and Directing the City Attorney to Execute the Electronic Claim Form and All Other Necessary Actions for the City's Participation in the Visa/Mastercard Interchange Fee Settlement; 5) Adoption of Resolution No. 24-031 Directing the City Attorney to Issue Subpoenas for the Production of Airbnb, Inc.'s Records Relating to 414 Jefferson Street to Ensure Compliance with and Enforcement of TDMC Chapters 8.02 and 8.04

Councilor Runyon noted he had discussed item E on the consent agenda with the City Attorney. While not recommending its removal, he inquired whether resolving the issue in a short time would place the matter under the new rules or the previous rules. He was assured the matter would likely fall under the new rules effective after January 9. He emphasized this as an important point, considering the ongoing nature of the issue.

PUBLIC HEARING

Adoption of General Ordinance No. 24-1409, a General Ordinance Approving a Substantial Amendment to the Columbia Gateway Urban Renewal Plan

Mayor Mays read the rules for the public hearing.

Mayor Mays opened the public hearing at 5:50 p.m.

Mayor Mays called for the staff report.

Dan Spatz, Economic Development Officer reviewed the staff report and invited Elaine Howard of Elaine Howard Consulting, LLC to present. (see attached presentation slides)

Spatz discussed the next steps if the Council unanimously approved the request, noting that a unanimous vote was required for a non-emergency ordinance. If not approved unanimously, the request could return at a later time. He outlined the prior steps, including outreach to the Planning Commission, a County Commission briefing, direct communication with tax districts, and a general mailing to City residents. The proposal received strong support from all included tax districts except the Fire District, which recommended sunsetting urban renewal more quickly.

Spatz reviewed the ordinance, substantial amendment, and related documents, highlighting updates to goals, projects, and the maximum indebtedness. He noted that the amendment included private sector property rehabilitation projects, with several ready to proceed upon approval. He summarized the accompanying exhibits, including fiscal reports, project lists, maps, and resolutions, and explained the focus on increasing private sector investment to reduce blight and enhance the tax value of the district. He also noted state-mandated revenue-sharing requirements with tax districts, with further details provided by Howard.

Howard then continued with presenting slides giving an overview of projected fiscal impacts (see attached slides).

Runyon highlighted the purpose of urban renewal, emphasizing its role in supporting businesses, increasing revenue, and enhancing the downtown area. He noted that while schools are funded differently through the state school fund, urban renewal's goal is to improve the overall community.

He then posed a question for clarification: if the school district were to pursue another bond and needed upfront funding, could Urban Renewal funds be used for that purpose?

Howard clarified that Urban Renewal funds cannot be used to assist a school district in passing a bond, as those funds are strictly designated for capital expenditures and internal staffing needs. However, she noted a positive legislative change: Urban Renewal no longer takes funds from

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bonds or local option levies. As a result, all money from a passed bond will now go directly to the school district for bond repayment.

Runyon explained that the reason for bringing up the issue was to clarify that while Urban Renewal funds can address deteriorating buildings, they cannot be used for school improvements such as bond funding for school repairs.

Mayor Mays asked for clarification, if Spatz had said that, by law, the Urban Renewal cannot be extended past 2029.

Spatz clarified that only one substantial amendment can be made. If approved, this amendment results from a change in the law. He noted that the trigger point for substantial amendments was 2010, as the last substantial amendment occurred in 2009, and the deadline for additional amendments was in 2010.

Howard confirmed that the projections anticipate the Urban Renewal Area will meet its maximum indebtedness by 2029, barring significant financial changes. Two cushions were built into the projections: one for potential declines in tax receipts, which would primarily impact revenue sharing, and another for the final year, where it's expected that the full tax increment revenues would not be needed. Howard expressed confidence that the Urban Renewal Area would conclude in fiscal year 2029, although unforeseen events could affect projections.

Mayor Mays asked about the staff's perspective on including a provision in the ordinance to prevent extending the Urban Renewal Area beyond 2029.

Howard explained that the statute could be changed in the future, allowing for an extension beyond 2029 if the law changes. Currently, the statute allows only one increase to the maximum indebtedness, and this is the final opportunity under the existing law. She suggested that if the City wanted to be certain, they could include a provision in the ordinance stating that this is the last increase to the maximum indebtedness for this particular Urban Renewal Plan, and recommended consulting the City Attorney for specific wording.

City Attorney Jonathan Kara confirmed that the Council could include a provision in the ordinance restricting any future increases to the maximum indebtedness, though he noted it would essentially be a political statement. He explained that the law currently prevents further increases, and while legislative changes could occur, they are highly unlikely. He indicated that it was not necessary to include this provision, but it could be done if desired.

Joshua Chandler Community Development Director stated that staff does not have an objection to adding a provision into the ordinance, as throughout the entire process, it has been communicated that the Urban Renewal will end in 2029.

Mayor Mays reiterated that adopting the ordinance and approving the substantial amendment would not affect any of the property owners currently within the Urban Renewal District.

Spatz confirmed that there would be no increase in taxes. He explained that while taxes are diverted from the districts, there would be no additional tax imposed.

Mayor Mays said that the taxing bodies would not experience a long-term revenue loss. While there is a short-term delay in revenue distribution, they will receive their proportionate share of tax increment revenue by 2029. He said that the delay would last three years, and during this time, the assessed value would grow, resulting in an increase in revenue once the district's assessed value rises.

Spatz said that when the Tax Increment Financing (TIF) is released, whether in 2029 or earlier, the taxing bodies would receive the cumulative increase starting from 1990.

Long wanted to clarify that the mention of the support from the taxing districts referred to a vote of support from the Urban Renewal Agency meeting, and that some of the districts are represented on that board.

Mayor Mays asked for public testimony from any proponents of the proposed Substantial Amendment.

Chris Zukin, from Meadow Outdoor Advertising, expressed general support for the Urban Renewal Plan, noting its success in revitalizing The Dalles, including projects like the National Neon Sign Museum, the Granada, and the Commodore. He highlighted that several buildings would likely have been in poor condition without Urban Renewal. He also voiced his support for maximizing the indebtedness of the current land and mentioned the old post office building, which his company owns. He noted that while the first floor has been remodeled, they are considering remodeling the second floor as well.

Eric Gleason, a landowner on First Street, expressed support for the Urban Renewal Plan, acknowledging the need for improvements in the neglected and blighted area. While he had concerns about the stone retaining walls, he worked with staff to address them. Gleason commended the work that Urban Renewal had done in the past and supported the future plans, believing that the extension would help complete the necessary improvements.

Gregory Price, the Director of the Small Business Development Center and a commercial building owner on Main Street, expressed strong support for the Urban Renewal Program. He urged the City Council to lift the maximum indebtedness, highlighting the significant impact the

funding has had on small businesses within the district. He emphasized that the funding is essential for a wide range of projects that would not happen without it and will yield considerable economic benefits for both the businesses and their owners. He also noted that as a commercial building owner, he personally understands the importance of the support in making investments in his property.

Michael Leash, owner of the Sigmund's Flowers building at 306 Court Street, shared details about ongoing renovations and future plans for his properties. The Sigmund's Flowers building was under exterior renovations, with plans to gut and remodel the main floor and add four housing units upstairs. He noted that continuing the Urban Renewal Program and potentially participating in available grant programs would be greatly beneficial to fully execute their renovation plans. Additionally, in the adjacent building he had plans to add four to five additional housing units. He expressed interest in potentially participating in the grant program through the extended Urban Renewal timeframe.

Mayor Mays asked for public testimony from any opponents of the proposed Substantial Amendment.

There were none.

Mayor Mays asked for public testimony from anyone else who wished to give testimony or ask relevant questions.

Donna Lawrence, a resident of The Dalles, acknowledged the discussion about the Urban Renewal Plan and the expectation that it would phase out by 2029. She asked if it would be possible to lower the percentage rate that the taxing districts receive around 2029, in order to reduce taxes. She noted that they would face a significant change in 2029 when the urban renewal funding stops. She said that since the taxing districts had managed without the extra money from urban renewal, it might be possible for them to continue without it in the future, which could potentially result in lower taxes for residents.

Howard addressed Lawrence's question, emphasizing that while taxes will continue to go to the agency through fiscal year 2029, starting in fiscal year 2030, they will no longer receive those funds. She further noted that there is no statutory provision allowing the taxing districts to decide to lower their taxes due to urban renewal. She said that, in her experience, such a scenario has never occurred.

Lawrence suggested that while the taxing districts might not need to lower the amount they receive, the percentage rate could potentially be lowered, which would result in citizens paying less in taxes. She expressed that it was simply a thought, but a good one.

Mays thanked Lawrence and mentioned that in 2029, citizens who are interested in this issue can address the individual taxing districts listed on their tax bills and lobby them accordingly.

Janet Meader, resident of The Dalles expressed a desire to see a rendition of the project, questioning how the City could allocate all the money without knowing what the final result would look like.

Spatz clarified that if the proposal is approved tonight, a project list would be presented to the Urban Renewal Board on the 17th. This would be the next phase of identifying projects, and as these projects are developed, visuals would be provided.

Meder asked if the plan would involve transforming First Street into a park-like setting with benches and demolishing buildings.

Chandler said the City had engineered plans for First Street and were available for the public to view.

Meder asked if it was her understanding from previous meetings that Google would be contributing \$6 million to the city for Urban Renewal.

Mayor Mays clarified that the \$6 million mentioned was not for Urban Renewal but rather a fee that Google was to pay to the City and the County for the two data centers being developed. This fee was part of the negotiations with Google and was unrelated to Urban Renewal.

Mayor Mays asked if Council had enough information to decide.

Mayor Mays asked if Council was ready for deliberations.

Mayor Mays closed the public hearing at 6:57 p.m.

Randall commented that although he did not serve on the Urban Renewal Committee, he served on the Historic Landmarks Commission. He explained that each entity presenting plans, including those related to Urban Renewal, brought their documents, drawings, or concepts to the Historic Landmarks Commission. This provided an opportunity for the public to attend the meetings and view the concepts, which were also made available online afterward.

Richardson stated for the public that the City Councilors were not uncurious, but rather familiar with the presentation, having read the materials and attended similar discussions previously. He then noted that most decisions come with both costs and benefits. In his opinion, the benefits of

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the Urban Renewal extension outweighed the costs. He stated that the extension would benefit the City and community, leading to a substantial investment in downtown, primarily on private property, with the program eventually sunset in a few years. He expressed his support for the proposal.

McGlothlin asked for clarification on the impact the passage of the amendment would have on the general tax liability of the average taxpayer. He mentioned that he had heard the explanation several times but wanted to ensure it was clear.

Spatz said that there would be no impact to individual taxpayers. The impact between now and 2029 would be on the districts, as their revenues would be diverted to Urban Renewal. After 2029, the districts would begin receiving the tax increment financing (TIF) funding for their benefit. Individual taxpayers would not be directly impacted by Urban Renewal.

Long, as Chair of the Urban Renewal Agency, acknowledged the history of Urban Renewal in the City, noting some past challenges. She emphasized that in recent years, the focus had shifted to increasing property values and improving infrastructure, particularly addressing safety issues on First Street. She explained that while the Urban Renewal Agency had initially expected certain funds, a discrepancy in the maximum indebtedness revealed a shortfall. She stated that passing the amendment would allow Urban Renewal to finish projects as originally intended, including a substantial list of initiatives to increase the tax base, benefiting all agencies involved. She expressed confidence that the projects would ultimately raise the tax base, leading to increased revenue for agencies after 2030.

Mayor Mays emphasized the importance of the City fulfilling its obligation to complete the first three projects that had been started many years ago, noting that the City had made a commitment to see them through to completion.

It was moved by Randall and seconded by Richardson to adopt General Ordinance No. 24-1409, a general ordinance approving a Substantial Amendment to the Columbia Gateway Urban Renewal Plan, by title only, as presented.

Mayor Mays asked the City Clerk to read the ordinance by title.

Amie Ell City Clerk read the ordinance by title only.

The motion carried 5 to 0, Randall, Richardson, McGlothlin, Long, Runyon voting in favor; none opposed; none absent.

ACTION ITEMS

Adoption of 2024 Water System Master Plan Update

Dave Anderson Public Works Director reviewed the staff report and then introduced Brian Ginter, Emily Flock, and Deb Galardi of Consor Consulting.

Ginter, Flock, and Galardi presented the project overview for the Water System Master Plan and Financial Analysis. (see attached slides)

Anderson provided clarification regarding the \$3 million mentioned in Galardi's presentation, noting that this refers to funds from the Strategic Investment Program (SIP), part of the development agreement with Google for the new data centers under construction. He explained that the City Council had directed staff to develop water system financials with the expectation of receiving \$3 million annually from these development incentives and future general fund tax revenues. This use for these funds was intended to help mitigate larger rate increases for the water system customers.

Mayor Mays followed up on Anderson's comments, referencing page 230, second paragraph, and read aloud, "Without the contribution of SIP funding from the data centers, the first two years of water rate increases for City residents and businesses would have been about 31 to 38%."

Mayor Mays mentioned that this is the fourth public meeting on the matter and highlighted that there have been three joint meetings with the County where the need for the City's share of the Google funding was discussed extensively. He also referenced the staff report, which indicates the creation of a new webpage to address this issue.

Anderson reported that the plan was posted just before Thanksgiving, and no comments had been received through the webpage since its posting.

Mayor Mays stated that press releases, newspaper articles, and social media posts had been published. He added that he and other elected officials had mentioned it during radio interviews.

Long said she felt people don't pay attention to the Water System Master Plan until they hear about a rate increase. She added that the only less engaging topic during her time on the City Council was wastewater treatment.

Klebes stated that if the City Council adopted the Water Master Plan, a special City Council meeting would be held a week later at the same place and time. He noted that staff intended to present a resolution memorializing some of the contributions from the SIP agreement to the Water Master Plan, along with other budgetary guidance for staff to use in the upcoming budget

cycle. He indicated that there would be further discussion on the topic next week, should the Council move forward with the Water Master Plan.

Anderson said that if the plan was adopted that night, staff was poised to update the fee schedule and make any water rate adjustments effective around February 1. He explained that it was preferable to implement water utility rate adjustments in the winter, allowing people time to be aware and make decisions, rather than in the summer when demand is at its peak and bills increase significantly.

Mayor Mays said he had one question on page 229, regarding the last paragraph where it mentioned the large amount of water in the base rate and indicated that it was problematic when applying for state and federal funding. He asked for further explanation.

Anderson explained that when applying for funding for the Dog River Pipeline project, one of the sources considered was the Safe Drinking Water Revolving Loan Fund, which was federal money administered by the state. He clarified that they required the current residential monthly rate to be equalized to a volume of 7,500 gallons. Since the City's base rate covered 10,000 gallons, the funding agency initially attempted to prorate it down by 25%, which would have made the rate appear too low to qualify for the best loan financing. After two months of discussion, they ultimately allowed the City to qualify for better financing with a 1% loan at two-year terms.

Richardson acknowledged the significant work and technical insight that had gone into the report, expressing appreciation for it. He noted that, while water supply may not be the biggest issue for the City, it was certainly one of the most important. He felt the report set in motion a complex process that would strengthen the City's water system, and he expressed his support for it. Richardson asked about the exploration of using the Columbia River water right and if staff was confident that it made no sense to pursue that option or if there was still room for consideration.

Anderson said he was confident that using Columbia River water didn't make sense due to significant challenges. The City would need to build new infrastructure to switch sources, incurring costs similar to replacing the existing system. Additionally, there would be extra costs to secure the water from the Columbia, such as realigning an irrigation system, making it more expensive than enhancing the use of the watershed source.

Richardson clarified that his question was not about drinking Columbia River water, but whether it made sense to explore tapping that water right for industrial use. He suggested that doing so could potentially save drinking water.

Anderson explained that tapping the Columbia River for industrial use would still require treatment facilities. Separate infrastructure, such as a pump station and treatment facility for the port, would still be necessary. He noted that the concept was explored early in the evaluation for data centers but was determined to be neither economically nor technically feasible at that time.

Mayor Mays asked if there was anyone in the audience who would like to comment on the topic.

There were none.

It was moved by Richardson and seconded by Long to adopt the 2024 Water System Master Plan Update. The motion carried 5 to 0 Richardson, Long, McGlothlin, Randall, Runyon voting in favor; none opposed; none absent.

Adoption of General Ordinance No. 24-1407B, a general ordinance amending The Dalles Municipal Code Chapter 8.02 (Short-Term Rental License)

Joshua Chandler Community Development Director reviewed the staff report.

Runyon said he was not in favor of requiring a one-hour response time.

Chandler said that was not an item that had been included in the council requested changes from the last meeting but had earlier been changed from 24 hours to one hour.

The Council discussed the matter and agreed that the ordinance should be amended to change the required response time to 12 hours.

McGlothlin observed that communication and improvements between operators and residents had increased over the past year, reducing incidents. He supported clarifying the situation in writing but cautioned against being overly punitive. He mentioned concerns about screening requirements and fencing, noting that one-size-fits-all solutions might not work for all operators. He emphasized the goal of finding reasonable balance for both operators and residents.

Chandler explained that the screening requirement, added in 2020, stemmed from a 2019 issue with an Airbnb where a shared yard raised privacy concerns. He offered to strike the requirement if needed, as it was meant to address guest privacy when no fence exists between properties.

McGlothlin stated that the ordinance could be implemented immediately, with the option to revisit and refine it in the future if needed.

Mayor Mays said the intent, after multiple meetings on the topic, was to pass the ordinance that

night. However, he noted that the Council could choose to postpone the decision until January or amend the ordinance, such as changing the one-hour provision to 12 hours.

Runyon sought clarification regarding the 300-foot notification requirement, asking whether it applied in all directions from the house or just down the street.

Chandler said it was 300 feet in and direction in a residential zone and 200 feet in a commercial zone.

Runyon noted that when reviewing a map, the 300-foot notification could extend to houses two streets away in neighborhoods with multiple streets. He added that this aspect would likely be reviewed thoroughly in a year.

McGlothlin noted that the ordinance allowed the screening requirement to be waived with written approval from all adjoining property owners.

Chandler explained that the waiver process for the screening requirement had been straightforward if there were no issues with neighboring property owners. He noted the concern that a new neighbor might object, but emphasized that the approval occurred at the time of initial approval, not annually. He also highlighted efforts to streamline the process, noting that renewals now required less information and were easier to complete online.

Mayor Mays said the ordinance would be amended to change the notification time to 12 hours.

Mayor Mays asked the City Clerk to read the ordinance by title.

Amie Ell City Clerk read the ordinance by title.

It was moved by Randall and seconded by Runyon to adopt General Ordinance No. 24-1407B, as amended, by title only.

Mayor Mays asked the City Clerk to read the ordinance by title.

Ell read the ordinance by title.

The motion carried 5 to 0, Randall, Runyon, McGlothlin, Long, Richardson voting in favor; none opposed; none absent.

EXECUTIVE SESSION

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In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
Mayor Mays recessed Open Session at 8:15 p.m.

Mayor Mays reconvene Open Session at 9:49 p.m.

ADJOURNMENT

Being no further business, the meeting adjourned at 9:50 p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED: _____

Richard A. Mays, Mayor

ATTEST: _____

Amie Ell, City Clerk

DRAFT

MINUTES

CITY COUNCIL SPECIAL MEETING
COUNCIL CHAMBER, CITY HALL
DECEMBER 16, 2024
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dave Anderson, Police Chief Tom Worthy, Finance Director Angie Wilson, Community Development Director Joshua Chandler

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. Long, McGlothlin, Runyon, Randall, Richardson present

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Runyon to lead the Pledge of Allegiance. Councilor Runyon invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

It was moved by Long and seconded by Randall to approve the agenda as submitted. The motion carried 5 to 0, Long, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed; none absent.

PRESENTATIONS PROCLAMATIONS

Proclamation – Canvas the Vote

Mayor Mays read the Proclamation.

AUDIENCE PARTICIPATION

There was no audience participation.

CITY MANAGER REPORT

City Manager Matthew Klebes introduced Dr. Lance the new executive director for QLife.

Dr. Lance shared that she had spent over 10 years building technology companies and data centers and had been living in the area for nearly five years while working remotely. She expressed a desire to contribute to the community and emphasized the importance of broadband, which enabled her to move to the area and experience the benefits of living in a smaller community.

Klebes reported;

- An RFQ for the tourism services contract and forming an ad hoc review committee to evaluate responses would soon be occurring.
- An ad hoc committee would be formed in the new year to review the sign code.
- An additional \$2.2 million for the Columbia Gorge Regional Airport project had been received; Klickitat County Public Works will proceed with civil infrastructure bid documents.
- Met with a representative from Congressman Bentz's office, following up on a previous visit and community outreach to D.C.

CITY COUNCIL REPORTS

Councilor Richardson reported;

- The Federal Street Plaza ad hoc committee made good progress.
 - Consultant provided several preliminary design sketches.
 - The committee is reviewing and providing feedback on the designs, with plans to share them with the public for feedback in the winter or early in the new year.

Councilor Runyon reported;

- He had not had an outside meeting since the last report 6 days previous.

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Councilor Randall reported;

- The Tri-County Hazardous Waste and Recycling Program Steering Committee met.
 - Outgoing Chair Steve Kramer was replaced by incoming Chair Phil Brady.

Councilor Long reported;

- There was no Urban Renewal Agency meeting last month as the required information was presented to the City Council.
 - The next Urban Renewal Agency meeting would be then next night at 5:30, in Council Chambers and available online.

Councilor McGlothlin reported;

- A city-wide gathering and employee party was scheduled for the 18th.
- Bell ringing for the Lions Club was scheduled for Saturday.

Mayor Mays highlighted several beautification and improvement projects completed in 2024 with the help of the Beautification and Tree Committee, City staff, and local agencies:

-
- New trash cans downtown (in cooperation with Dallas Disposal and the Beautification Committee).
- Welcome to The Dalles signs at Exit 83 and the roundabout (with Columbia Gorge Community College).
- Planter box on Union Street.
- Downtown tree planting.
- Two rounds of tree grants (led by the Beautification and Tree Committee).
- Post office beautification project (with City Clerk involvement).
- Refurbishment of two city-owned triangles at Kelly & 12th and 6th & Trevor (with Columbia Gorge Community College).
- Refurbishing of downtown Christmas decorations (with Northern Wasco PUD and Parks & Recreation District).
- Library and State Office Building beautification (painting and landscaping).
- People's Forge sculpture on Union Street (with the Dallas Art Center).
- Fountain at Lewis and Clark Park (back in operation).
- Yard of the Month program (organized by the Beautification and Tree Committee).
- Light capsule at the Gitchell Building (with the City and Urban Renewal Agency).

Mayor Mays expressed appreciation for the collaborative efforts of the City staff and community partners, including Dallas Disposal, Columbia Gorge Community College, the PUD, the Parks and Recreation District, the library, the Dalles Art Center, Urban Renewal, and the Public Works Department, who played a significant role in the success of these projects.

Mayor Mays announced plans to meet with each Councilor individually to discuss committee

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assignments and liaisons for 2025 and beyond. He reminded the Council of the existing liaisons on several committees, including the Airport Commission, Community Outreach Team, Sister Cities, Q Life, Traffic and Safety Committee, Historic Landmarks Committee, LPSCC (Local Public Safety Coordinating Council), Household Hazardous Waste, and the Urban Renewal Agency. He encouraged Councilors to start thinking about their preferences for the new year.

PUBLIC HEARING

Recommendation for Award of the 6th Street Widening, Contract No. 2024-010

Mayor Mays read the rules for the public hearing.

Mayor Mays opened the public hearing at 5:49 p.m.

Mayor Mays called for the staff report.

Dave Anderson Public Works Director reviewed the staff report.

Mayor Mays asked for clarification of the number of parcels eligible.

Anderson said there were 17 parcel some with duplicate ownerships.

Mayor Mays said they would pay \$3800 and change and they would also pay an SDC that would total around \$5500.

Anderson confirmed that was correct.

Mayor Mays asked if staff was concerned that they had not received confirmation of receipt of the notification from 5 people.

Anderson stated that this was the second time the issue had been brought up. The district had been formed a little over a year ago, and after addressing concerns from the County and a resident about assessments, opposition subsided. The council moved forward with establishing the district, and now the final step was finalizing the fee. Since no developments occurred in the interim, everyone would pay the same fee to connect.

Richardson asked for clarification, confirming that the fee would only be assessed when someone develops the property, and they would not receive a bill immediately.

Anderson confirmed that if there is no development of the property within the next 15 years the

fee would not be assessed.

Richardson asked if there was a parallel process for the sanitary sewer line.

Anderson confirmed that there was a parallel process for the water connection and that the water system construction had already been completed in September 2013. The reimbursement district process for the water main was also finalized at that meeting.

Runyon clarified that no homes that had previously received City sanitary sewer service would be charged.

Anderson confirmed that homes with existing sewer service would not be assessed the fee.

Mayor Mays asked for public testimony in favor or in opposition to the proposed fee finalization for the reimbursement district.

There was none.

Mayor Mays asked if anyone wished to testify or ask questions on the matter.

There was none.

Mayor Mays closed the public hearing at 5:57 p.m.

It was moved by Long and seconded by Runyon to adopt Resolution No. 24-034 establishing fees for the East 9th Street Sanitary Sewer Main Improvements Reimbursement District. The motion carried 5 to 0, Long, Runyon, McGlothlin, Randall, Richardson voting in favor; none opposed; none absent.

CONTRACT REVIEW BOARD ACTIONS

Recommendation for Award of the 6th Street Widening, Contract No. 2024-010

Engineering Division Manager Dale McCabe reviewed the staff report.

McGlothlin sought clarification regarding flooding at the underpass, specifically noting flooding near Taco Bell, and inquired about the situation at the Hostetler underpass.

McCabe clarified that the location near Taco Bell had an updated storm system installed by ODOT, which discharged into a pond near the gymnastics center and Barge Way restaurant. The

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grades and pipe sizes in place were sufficient, and unless additional infrastructure, like a lift station, was added, the flooding situation was expected to remain unchanged.

It was moved by McGlothlin and seconded by Randall to authorize the City Manager to enter into contract with Crestline Construction for the 6th Street Widening, Contract No. 2024-010, in an amount not to exceed \$3,524,610.50. The motion carried 5 to 0, McGlothlin, Randall, Lon, Richardson, Runyon voting in favor; none opposed; none absent.

ACTION ITEMS

Adopting Resolution No. 24-030 Establishing Budgetary Policy for the Appropriation of Strategic Investment Program Taxes and Revenues from the 2021 SIP Agreement with Design, LLC

City Manager Matthew Klebes reviewed the staff report.

It was moved by Long and seconded by Richardson to adopt Resolution 24-030, as presented. The motion carried 5 to 0, Long, Richardson, McGlothlin, Randall, Runyon voting in favor; none opposed; none absent.

Authorizing the City Manager to Execute an Intergovernmental Funding Agreement with Wasco County for Transfer of a Portion of the City's Opioid Settlement Funds

City Manager Matthew Klebes reviewed the staff report. He invited Debby Jones Wasco County Prevention Specialist and Overdose Prevention Coordinator to join and answer questions.

McGlothlin asked for a description of the Gorge Recovery Center.

Jones said the Recovery Center was a new nonprofit established within the last year. She said the organization had received over \$2 million in state funding but had not yet finalized its location. If the Recovery Center was not within City limits, funding would have to be managed through the County. She also said services had to be provided within the specified area, as stipulated in their contract.

McGlothlin inquired about the basis of the opioid settlement, questioning what the pharmaceutical companies had done, what the infraction was, and why they chose to settle the claim.

City Attorney Jonathan Kara explained that the opioid settlement involved companies like Johnson & Johnson, Walmart, and Teva, as well as other pharmaceutical distributors and manufacturers. He said it was a national situation with many jurisdictions suing these companies.

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The lawsuits focused on their roles in contributing to the opioid epidemic, including allegations that pharmacies failed to act on red flags, such as patients obtaining narcotics from multiple doctors, and that manufacturers had been involved for other reasons. He emphasized settlement funds were highly restricted and had to be used specifically for opioid epidemic abatement efforts.

Jones added that the State received 45% of the opioid settlement funds, while cities and counties shared 55%. She said their work followed the State's focus on the continuum of care, with prevention now on equal footing with harm reduction, recovery, and treatment. Jones explained they had worked with the National Opioid Resource Network for technical assistance to ensure compliance. She emphasized that the Department of Justice oversaw the funds and that annual reports had to justify spending in line with abatement strategies.

McGlothlin asked for more clarification on NORCOR and the Dufur School District.

Jones said that NORCOR was going to use the funds for medically assisted treatment, which was one of the abatement strategies aimed at providing help to individuals, especially in an incarcerated setting. She added that NORCOR had applied for a different grant, possibly through the CCO, to support these efforts. She said that the Dufur School District had requested a larger amount of funding, but it was determined that it did not align with the abatement strategies and was considered supplementary. As a result, their request was reduced, and the funds would be used to purchase an opioid prevention curriculum for the district.

Jones said The Next Door was focusing on the LGBTQ+ population and planned to conduct harm reduction as well as prevention efforts. She explained that survey data showed this population in The Dalles was using substances at a higher rate and was at greater risk. She added that The Next Door had already implemented programs to provide specific outreach to this group.

Mayor Mays clarified that the funds were very restricted and could not be placed in the City's general fund. He emphasized that the funds had to be used for specific purposes, which was why the City was entering into an agreement. He then asked if the County had passed the agreement or if it was still pending, noting that the County had officially opted in.

It was moved by McGlothlin and seconded by Randall to authorize the City Manager to execute the IFA with Wasco County, as presented. The motion carried 5 to 0, McGlothlin, Randall, Long, Richardson, Runyon voting in favor; none opposed; none absent.

Jones added that Captain Carrico of the City Police Department had been a great resource, meeting regularly with the team. She mentioned that through the opioid prevention grant, the City Police Department had successfully used the clearinghouse to ensure there were no issues

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obtaining Narcan for the community. Jones noted that they were considering a training for local businesses to ensure they had Narcan emergency rescue packs. She added that the City Police Department would be working with school districts to do outreach with parents and youth to raise awareness about the opioid crisis, particularly the dangers of carfentanil, which is more potent than fentanyl. She also shared that the Gorge Academy, a local hair, beauty, and massage group, had trained 30 students to be prepared to assist in emergencies. She expressed appreciation for the City Police Department's support in these efforts.

Adoption of Mill Creek Watershed Forest Stewardship Plan

Dave Anderson Public Works Director reviewed the staff report.

McGlothlin asked if this topic had been before council before.

Anderson said that he had brought up the topic when providing a summary of some grants the City had applied for and projects that were underway in the watershed a year or two ago.

Anderson said that the grant that had been submitted last week was intended to provide 25% of the funding for a \$675,000 purchase through the Oregon Watershed Enhancement Board (OWEB). He explained that the Conservation Fund was simultaneously applying for a \$2 million grant through the U.S. Forest Service's Forest Legacy Program to cover the remaining 75%. If everything came together, the hope was that the City would be able to acquire the properties with minimal or no expenditure of City funds.

Mayor Mays asked how many acres the Arrowhead Ranch included.

Anderson said there were 3642 acres.

Richardson expressed strong support for the Mill Creek Watershed Forest Stewardship Plan and praised Anderson and the Public Works team for their efforts in putting the plan together. He noted that it complemented the Water Master Plan and would help the City control some of its source property.

It was moved by Richardson and seconded by McGlothlin to adopt the Mill Creek Watershed Forest Stewardship Plan. The motion carried 5 to 0, Richardson, McGlothlin, Long, Randall, Runyon voting in favor; none opposed; none absent.

Adopting Special Ordinance No. 24-605 Accepting Real Property on West 6th Street for Public Street Purposes.

Eric Hansen Deputy Public Works Director reviewed the staff report.

Kara said the item supported an earlier action regarding the West Sixth Street expansion and involved exchanging right of way for private properties that abutted the street. He noted that the GIS map was generally accurate, but a recent title report revealed additional property owners. Kara recommended Council choose alternative number two, which included modifications based on the title report. He clarified that references to Sandra Dean should be replaced with "Vested LLC," a Washington Limited Liability Company, and Hans and Donna Winterlic, who were her silent partners in the property. He confirmed that Ms. Dean had agreed to the changes, and everything was in order with the property owner. He recommended Council adopt the ordinance as amended by title only, incorporating the modified language.

It was moved by Long and seconded by Randall to adopt Special Ordinance No. 24-605, with minor modification presented by the City Attorney, by title only.

Mayor Mays asked the City Clerk to read the ordinance by title.

Amie Ell City Clerk read the ordinance by title.

The motion carried 5 to 0, Long, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed; none absent.

EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Mays recessed Open Session at 6:45 p.m.

Mayor Mays reconvene Open Session at 7:30 p.m.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:30 p.m. p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST: _____
Amie Ell, City Clerk

DRAFT

RESOLUTION NO. 25-002

**A RESOLUTION ASSESSING THE REAL PROPERTY LOCATED
AT 316 WEST 8TH STREET THE COST OF NUISANCE ABATEMENT**

the City Code Enforcement Officer posted a Notice to Abate Nuisance upon the following listed properties on the dates shown below:

<u>Property</u>	<u>Assessor's Map No.</u>	<u>Date of Posting</u>
316 West 8th Street	1N 13E 3 AD 9300	August 10, 2024

WHEREAS, according to Wasco County real property records, the following persons are the owners of record for tax purposes of the following listed property:

<u>Property</u>	<u>Owner</u>
316 West 8th Street	Alicia & Todd Andrews

WHEREAS, the Notice to Abate Nuisance required the removal of noxious vegetation and/or junk from the listed property pursuant to the provisions of Section 5.24.040 of The Dalles Municipal Code;

WHEREAS, the Notice to Abate Nuisance further provided if the nuisance conditions were not abated the City would hire a contractor to abate the nuisance conditions, and the costs of the abatement would be charged to the owner of the property, and become a lien upon the property;

WHEREAS, as a result of the owners' failure to abate the nuisance conditions on the property, the City hired the following listed contractor, who abated the nuisance conditions on the dates listed below, for the costs listed below:

<u>Property</u>	<u>Contractor</u>	<u>Date of Abatement</u>	<u>Cost</u>
316 W 8th Street	G.V.V. Lawncare, LLC	October 2, 2024	\$800.00

WHEREAS, pursuant to Section 5.24.070 of The Dalles Municipal Code, on December 2, 2024, the City Clerk sent a Notice of Assessment by certified mail to Alicia & Todd Andrews advising them the total cost of the assessment for the property was \$800.00, and the listed sum would become a lien upon the property if the amount was not paid by December 17, 2024, or the assessment was not protested by December 7, 2024 by Alicia & Todd Andrews;

WHEREAS, Alicia & Todd Andrews failed to file any objection by the stated deadline and failed to pay the balance of the assessment by the deadline listed in the Notices of Assessment, and the City Council finds the statement of the amount of the proposed assessments is correct

and no reason exists to justify any delay in proceeding with the imposition of a lien upon the properties for the cost of the assessments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF THE DALLES RESOLVES AS FOLLOWS:

Section 1. Assessment. The cost of the abatements of the nuisance conditions for the following property:

<u>Name/Address</u>	<u>Description</u>	<u>Final Assessment</u>
Alicia & Todd Andrews	1N 13E 3 AD 9300	\$800.00

The legal description for the properties is shown in the list of descriptions attached to and made part of this Resolution as Exhibit "A".

Section 2. Docket Entry. Upon passage of this Resolution and its approval by the Mayor, the following information shall be entered into the City Electronic Lien Docket:

- a. The foregoing legal description of the property assessed.
- b. The names of the owners or a statement the owners are unknown.
- c. The sum assessed upon each lot or tract of land.
- d. The date of the docket entry.

Section 3. Notices/Collection of Assessment. The City Clerk is directed to proceed with notice and collection of the assessment in accordance with the procedures prescribed by Oregon law for enforcement of liens and collection of assessments.

Section 4. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 13TH DAY OF JANUARY 2025.

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk

LEGAL DESCRIPTION OF 316 WEST 8TH STREET

Lot H, Block 21, FORT DALLES MILITARY RESERVATION, in the City of The Dalles,
County of Wasco and State of Oregon.

RESOLUTION NO. 25-003

**A RESOLUTION CONCURRING WITH THE
MAYOR'S APPOINTMENT TO THE
TRAFFIC SAFETY COMMISSION**

WHEREAS, there is a vacant position on The Traffic Safety Commission, and

WHEREAS, the Mayor has elected to appoint Randy Cole to the Traffic Safety Commission.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS
FOLLOWS:**

Section 1. The City Council concurs with the appointment of:

Randy Cole to the Traffic Safety Commission; with term expiring April 30, 2029.

Section 2. This Resolution shall be effective January 13, 2025.

PASSED AND ADOPTED THIS 13th DAY OF JANUARY, 2025.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 13th DAY OF JANUARY, 2025.

SIGNED: _____
Richard A. Mays, Mayor

ATTEST: _____
Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #11A

MEETING DATE: January 13, 2025

TO: Honorable Mayor and City Council

FROM: Angie Wilson, Finance Director

ISSUE: Resolution No. 25-001 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary, and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The proposed supplemental budget is more than 10% of the operating budget of either of the affected funds, so a Public Hearing is required.

A notice of the Supplemental Budget is required to be published, and that notice was scheduled to be printed in The Columbia Gorge News on Wednesday, January 1, 2025.

Resolution No. 25-001 is for a Supplemental Budget for various Public Works Funds.

1) The City's Street Fund (005) has realized an additional \$1,231,430 in the Beginning Fund Balance, with \$100,000 to be allocated to W. 6th Street bridge study. The City additionally thought they would get more work completed in the 23/24 budget year, but due to staff capacity, they did not. Staff hopes to issue a RFP within the next month. \$80,000 to be allocated to Equipment Shelter, \$50,000 for a HVAC and \$580,000 for the ADA Sidewalk Program that were originally budgeted in the 23/24 Fiscal year, but did not get completed. This would be a carryover for previously approved projects. \$421,430 of the additional revenue from the beginning fund balance to go to Fund 13 for the 6th St. Widening project. The contract to construct this project was awarded on December 16, 2024. It is more expensive than originally estimated because there

has been about a decade of inflation since the project was conceived, and it is now known the new storm water system that is to be constructed as part of the project needs to include a pump station and the storm water main has to be installed over 10 feet deep to avoid other existing utilities; much of the excavation will be in rock.

2) The Public Works Reserve Fund (009) has reduced its beginning fund balance by \$1,368, with a transfer in from the Sewer Fund in the amount of \$182,642 with an allocation to a purchase of a 10yd dump truck in the amount of \$181,274.

3) Transportation System Reserve Fund (013) has realized additional revenue in the beginning fund balance of \$325,329, \$922,200 in ODOT AFMT Grant, \$1,000,000 ODOT Safe Route to School Grant, \$200,000 D21 Safe Route to School Grant and an additional transfer in from the Street fund in the amount of \$421,431. This amount giving a total of \$2,868,960 to go to the 6th Street widening project in the amount of \$1,668,960 and \$1,200,000 to the STRS West 10th Street project that was postponed to start in FY 24/25.

4) Water Fund (051) has realized an additional \$857,562 in the Beginning Fund Balance, with a proposed allocation to add \$80,000 for the equipment shelter and \$50,000 to replace the HVAC that was originally budgeted in FY23/24, \$53,672 for ASR Well 1 Monitoring and testing due to under budgeting the state-required testing. With \$673,890 to transfer to the Water Reserve Fund. Not all of FY23/24 budgeted transfer occurred due to unanticipated water rate revenues and unexpended operating and maintenance funds allocated to Fund 53 for future water CIP projects.

5) City's Water Capital Reserve Fund (053) has realized additional revenue in Beginning Fund Balance of \$511,523, \$530,635 in additional Hazard Mitigation Grant, \$100,000 in OWRD State Grant for Dog River, \$150,000 Drinking Water Provider Partnership Grant, Transfers in from the Water Utility Fund in the amount of \$673,890 and an additional \$1,257,967 in Loan Proceeds for Dog River Pipeline. With the proposed allocations to go to the Watershed Forest Management Plan of \$100,000 received from the Grant Revenue and \$3,500 for the OWRD and WMCP for the unanticipated plan review. \$50,000 for the unanticipated fire fuels reduction cost-share project in The Dalles Municipal Watershed. \$842,277 for a Back-up generator, \$900,000 for the SCADA Ph1 project and \$823,239 for the Garrison Reservoir painting. These projects are carry overs from FY23/24. \$505,000 for the Dog River Pipeline project that was a carry over into the FY24/25.

6) City's Wastewater Fund (055) has realized an additional \$983,154 in Beginning Fund Balance, with proposed allocations to go to Equipment shelter of \$80,000 and replace the HVAC for \$50,000, \$116,000 for the Waste Water Treatment Plant. These projects are a carry-over from the FY23/24 budget that did not get completed. \$266,024 for the E. 9th St. sewer main and \$288,488 for E. 9th St water main for a project carry over and \$182,642 to the Public Works Reserve Fund for the 10 yard dump truck that is needed.

7) The City's Sewer Special Reserve Fund (056) has realized an additional \$2,288,229 in Beginning Fund Balance with a reduction in the Connect Charges (SDC) in the amount of \$1,709,214, due to receiving the fees in the FY23/24 budget year causing the increase in the fund balance. \$579,015 for the proposed allocation to the storm water improvements for the West 6th Street widening.

8) The Sewer Plant Construction Fund (057) has realized an additional \$681,518 in Beginning Fund Balance, with proposed allocation of \$681,518 to go to the Waste Water Treatment Plant for future Plant CIP projects.

BUDGET IMPLICATIONS: The Supplemental Budget Resolution No. 25-001 increases the Street Fund budget by \$1,231,430; increase the Public Works Reserve Fund by \$181,274, increases the Transportation System Reserve Fund by \$2,868,960, the Water Fund by \$857,562; the Water Capital Reserve Fund by \$3,224,015; the Wastewater Fund by \$983,154; the Sewer Special Reserve Fund by \$579,015; the Sewer Plant Construction Fund by \$681,518.

COUNCIL ALTERNATIVES:

- A. ***Staff Recommendation: Move to Adopt Resolution No. 25-001 Adopting a Supplemental Budget for Fiscal Year 2024/2025, Making Appropriations and Authorizing Expenditures within Various Funds of The Dalles Adopted Budget.***
- B. Council may choose to decline to make any changes to the adopted budget at this time.

RESOLUTION NO. 25-001

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024/2025, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN VARIOUS FUNDS OF THE CITY OF THE DALLES ADOPTED BUDGET.

WHEREAS, the City's Street Fund (005) has realized an additional \$1,231,430 in the Beginning Fund Balance, with \$100,000 to be allocated to W. 6th Street bridge study. The City additionally thought they would get more work completed in the 23/24 budget year, but due to staff capacity, they did not. Staff hopes to issue a RFP within the next month. \$80,000 to be allocated to Equipment Shelter, \$50,000 for a HVAC and \$580,000 for the ADA Sidewalk Program that were originally budgeted in the 23/24 Fiscal year, but did not get completed. This would be a carryover for previously approved projects. \$421,430 of the additional revenue from the beginning fund balance to go to Fund 13 for the 6th St. Widening project. The contract to construct this project was awarded on December 16, 2024. It is more expensive than originally estimated because there has been about a decade of inflation since the project was conceived, and it is now known the new storm water system that is to be constructed as part of the project needs to include a pump station and the storm water main has to be installed over 10 feet deep to avoid other existing utilities; much of the excavation will be in rock; and,

WHEREAS, the Public Works Reserve Fund (009) has reduced its beginning fund balance by \$1,368, with a transfer in from the Sewer Fund in the amount of \$182,642 with an allocation to a purchase of a 10yd dump truck in the amount of \$181,274; and

WHEREAS, Transportation System Reserve Fund (013) has realized additional revenue in the beginning fund balance of \$325,329, \$922,200 in ODOT AFMT Grant, \$1,000,000 ODOT Safe Route to School Grant, \$200,000 D21 Safe Route to School Grant and an additional transfer in from the Street fund in the amount of \$421,431. This amount giving a total of \$2,868,960 to go to the 6th Street widening project in the amount of \$1,668,960 and \$1,200,000 to the STRS West 10th Street project that was postponed to start in FY 24/25; and

WHEREAS, Water Fund (051) has realized an additional \$857,562 in the Beginning Fund Balance, with a proposed allocation to add \$80,000 for the equipment shelter and \$50,000 to replace the HVAC that was originally budgeted in FY23/24, \$53,672 for ASR Well 1 Monitoring and testing due to under budgeting the state-required testing. With \$673,890 to transfer to the Water Reserve Fund. Not all of FY23/24 budgeted transfer occurred due to unanticipated water rate revenues and unexpended operating and maintenance funds allocated to Fund 53 for future water CIP projects; and

WHEREAS, City's Water Capital Reserve Fund (053) has realized additional revenue in Beginning Fund Balance of \$511,523, \$530,635 in additional Hazard Mitigation Grant, \$100,000 in OWRD State Grant for Dog River, \$150,000 Drinking Water Provider

Partnership Grant, Transfers in from the Water Utility Fund in the amount of \$673,890 and an additional \$1,257,967 in Loan Proceeds for Dog River Pipeline. With the proposed allocations to go to the Watershed Forest Management Plan of \$100,000 received from the Grant Revenue and \$3,500 for the OWRD and WMCP for the unanticipated plan review. \$50,000 for the unanticipated fire fuels reduction cost-share project in The Dalles Municipal Watershed. \$842,277 for a Back-up generator, \$900,000 for the SCADA Ph1 project and \$823,239 for the Garrison Reservoir painting. These projects are carry overs from FY23/24. \$505,000 for the Dog River Pipeline project that was a carry over into the FY24/25; and

WHEREAS, City’s Wastewater Fund (055) has realized an additional \$983,154 in Beginning Fund Balance, with proposed allocations to go to Equipment shelter of \$80,000 and replace the HVAC for \$50,000, \$116,000 for the Waste Water Treatment Plant. These projects are a carry-over from the FY23/24 budget that did not get completed. \$266,024 for the E. 9th St. sewer main and \$288,488 for E. 9th St water main for a project carry over and \$182,642 to the Public Works Reserve Fund for the 10 yard dump truck that is needed; and

WHEREAS, the City’s Sewer Special Reserve Fund (056) has realized an additional \$2,288,229 in Beginning Fund Balance with a reduction in the Connect Charges (SDC) in the amount of \$1,709,214, due to receiving the fees in the FY23/24 budget year causing the increase in the fund balance. \$579,015 for the proposed allocation to the storm water improvements for the West 6th Street widening; and

WHEREAS, the Sewer Plant Construction Fund (057) has realized an additional \$681,518 in Beginning Fund Balance, with proposed allocation of \$681,518 to go to the Waste Water Treatment Plant for future Plant CIP projects; and

Summary of Supplemental Budget-Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Street Fund (005)	Additional Beginning Fund Balance	1,231,430	Public Works Department Program	1,231,430
	Total New Resources	1,231,430	Total New Requirements	1,231,430
	Total New Street Public Works Program Requirements			3,688,621
	New Total all Fund 005 Resources	4,601,148	New Total All Fund 005 Expenditures	4,601,148

Public Works Reserve Fund (009)	Reduce Beginning Fund Balance	-1,368	Public Works Department Program	181,274
	Transfers In Waste Water Fund	182,642		
	Total New Resources	181,274	Total New Requirements	181,274
Total New Public Works Reserve Fund Program Requirements				1,069,660
	New Total all Fund 009 Resources	1,069,660	New Total All Fund 009 Expenditures	1,069,660
Fund	Resource	Amount	Requirement	Amount
Transportation System Reserve Fund (013)	Additional Beginning Fund Balance	325,329	Public Works Department Program	2,868,960
	ODOT AFMT GRANTS	922,200		
	ODOT Safe Route To School Grant	1,000,000		
	D21 Safe Route To School Grant	200,000		
	Transfers In Street Fund	421,431		
	Total New Resources	2,868,960	Total New Requirements	2,868,960
New Water Transportation System Reserve Fund				7,637,270
	New Total all Fund 013 Resources	7,637,270	New Total All Fund 013 Expenditures	7,637,270

Fund	Resource	Amount	Requirement	Amount
Water Fund (051)	Additional Beginning Fund Balance	857,562	Public Works Department Program	857,562
	Total New Resources	857,562	Total New Requirements	857,562
Total New Water Public Works Program Requirements				5,238,042
	New Total all Fund 051 Resources	7,264,964	New Total All Fund 051 Expenditures	7,264,964

Fund	Resource	Amount	Requirement	Amount
Water Capital Reserve Fund (053)	Additional Beginning Fund Balance	511,523	Public Works Department Program	3,224,015
	Hazard Mitigation Grant-FEMA	530,635		
	OWRD State Grant-DOG RIVER	100,000		
	Drinking Water Provider Partnership Grant	150,000		
	Transfers In Water Utility Fund	673,890		
	Loan Proceeds-Dog River Pipeline	1,257,967		
	Total New Resources	3,224,015	Total New Requirements	3,224,015
New Water Capital Reserve Public Works Department				4,925,245
	New Total all Fund 053 Resources	5,987,878	New Total All Fund 053 Expenditures	5,987,878
Fund	Resource	Amount	Requirement	Amount
Waste Water Fund (055)	Additional Beginning Fund Balance	983,154	Public Works Department Program	983,154
	Total New Resources	983,154	Total New Requirements	983,154
Total New Waste Water Public Works Department				5,335,786
	New Total all Fund 055 Resources	7,328,416	New Total All Fund 055 Expenditures	7,328,416
Fund	Resource	Amount	Requirement	Amount
Sewer Special Reserve Fund (056)	Additional Beginning Fund Balance	2,288,229	Public Works Department Program	579,015
	Less Connect Charges/SDC	-1,709,214		
	Total New Resources	579,015	Total New Requirements	579,015
Total New Sewer Reserve Fund Public Works Department				3,454,159
	New Total All Fund 056 Resources	8,161,313	New Total All Fund 056 Expenditures	8,161,313

Fund	Resource	Amount	Requirement	Amount
Sewer Plant Construction Fund (057)	Additional Beginning Fund Balance	681,518	Public Works Department Program	681,518
	Total New Resources	681,518	Total New Requirements	681,518
	New Sewer Plant Construction Fund Public Works Department			7,894,762
	New Total All Fund 057 Resources	8,295,169	New Total All Fund 057 Expenditures	8,295,169

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS PRESENTED ABOVE:

Section 1. The City Council hereby adopts the Supplemental Budget for FY 24/25, increasing revenues and making appropriations as follows.

Section 2. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY 24/25 audit report.

PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2025.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 13TH DAY OF JANUARY, 2025.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #12A

MEETING DATE: January 13, 2025

TO: Honorable Mayor and City Council

FROM: Dave Anderson, Public Works Director

ISSUE: Award of Wastewater Facilities Master Plan Update contract –
Contract No. 2024-006

BACKGROUND: Oregon wastewater regulations require that public wastewater utilities develop 20-year master plans. It is common practice to update these 20-year plans about every 10 years. The City's existing Wastewater Facilities Master Plan was developed in 2013 and subsequently updated in 2017 as part of the progressive design-build contract to make improvements to the wastewater treatment plant. While the elements of the 2013 Plan that relate to the wastewater collection systems are still valid, a number of factors warrant updating the Plan for the treatment plant including ongoing treatment process challenges, the construction of two new data centers which will impact both volumes and quality of wastewater to be treated, and renewal of the plant's discharge permit with Oregon DEQ. The development of an updated Wastewater Facilities Master Plan is included in the current FY 2024/25 budget.

Since 2011, Oregon public contracting laws have required that engineering contracts over \$100,000 in value be awarded utilizing Qualification Based Selection (QBS) methods without an initial consideration of price. Using QBS, a Request for Proposal (RFP) is advertised and interested engineering firms submit proposals outlining their experience and qualifications to perform the work described in the RFP. After an evaluation and ranking of proposals, the project owner (City) then enters negotiations with the top-ranked proposer to develop a final scope of work and contract price that is fair and equitable. If negotiations fail to produce agreeable contract terms, the project owner can terminate negotiations and then initiate new negotiations with the second-ranked proposer.

Staff developed an RFP for Contract 2024-006 to update the City's 20-year Wastewater Facilities Master Plan for the wastewater treatment plant which was advertised in September 2024 on the City's website and in 11 different plan centers in Oregon and

Washington. Pre-qualification was required wherein interested proposers had to show that they had expertise and experience on similar projects in recent years.

Proposals were opened on October 22, 2024, with two proposals being received from:

- Jacobs Engineering Group
- Consor North America

Both firms have extensive experience developing municipal water and wastewater master plans, and both firms have previously developed master plans for the City.

The proposals were reviewed, evaluated, and ranked by an evaluation committee made up of the Public Works Director, Deputy Public Works Director, City Engineer, and two Project Engineers. After review of the written proposals, the committee was split in its ranking of the two firms. To break the tie, both proposers were invited to participate in interviews. After the interviews, the evaluation committee was unanimous in its ranking of the proposal from Consor as being the most qualified for the City's contract. It is worth noting that Consor recently completed an update to the City's Water Master Plan that was adopted by Council on December 9, 2024.

Negotiations with Consor have resulted in a scope of work and contract price presented here for the City Council's consideration. The scope of work includes the tasks normally undertaken in a master planning effort such as 20-year population and wastewater treatment demand projects, wastewater treatment system condition and capacity evaluations, treatment process evaluations, regulatory requirement projections, development of a 20-year Capital Improvement Plan (CIP), and a wastewater rates and System Development Charge (SDC) assessment and recommendations. The proposed cost for these services is \$646,692.

One of the potential regulatory compliance challenges for the treatment plant relates to the temperature of the treated wastewater that is discharged to the Columbia River. The City has managed this issue to date through the discharge permits that are issued to industrial customers in the City. However, regulations related to temperature are changing and may be included in the renewed discharge permit that is to be issued to the City next year. The City will also be receiving greater quantities of warm wastewater as the new data centers come on line. If the regulatory requirements analysis being conducted as Task 5.3 of the Plan update shows that there will be challenges complying with the evolving temperature regulations, the proposed scope of work includes two optional tasks (Tasks 7.6 and 7.7) to address the challenge. The optional tasks include performance of a detailed Thermal Impacts Analysis and development of a Thermal Trading Plan which may be a strategy to comply with temperature regulations; the combined cost of the two optional tasks is \$107,196. These optional tasks would only be undertaken if they are found to be warranted through the analysis of regulatory requirements.

BUDGET ALLOCATION: Fund 57, the Sewer Plant Construction/Debt Service Reserve Fund, allocates \$650,000 for the Wastewater Facilities Master Plan Update Project. The proposed cost of the base scope of work for the project is \$646,692 and within the budgeted amount. The total cost of the project if the additional optional tasks are found to be warranted is \$753,888, \$103,888 more than the budgeted amount. Also

within Fund 57, \$6,563,244 is budgeted for future plant capital projects. It is appropriate to use capital projects funds for development of master plans that identify the future capital projects. With use of some capital projects funds, there are adequate funds available for this contract including the optional tasks.

ALTERNATIVES:

- A. **Staff Recommendation:** *Move to authorize the City Manager to enter into contract with Consor North America in an amount not to exceed \$753,888 for Contract No. 2024-006, the Wastewater Facilities Master Plan Update project, including Optional Tasks 7.6 and 7.7.*
- B. Move to authorize the City Manager to enter into contract with Consor North America in an amount not to exceed \$646,692 for Contract No. 2024-006, the Wastewater Facilities Master Plan Update project, excluding Optional Tasks 7.6 and 7.7.
- C. Deny authorization to award Contract No. 2024-006 to Consor North America and provide additional direction to staff.

EXHIBIT A

SCOPE OF WORK

WWTP FACILITY PLAN UPDATE

CITY OF THE DALLES

Introduction/General/Background

This Scope of Services has been separated into twelve tasks for clarity and is described in detail below.

Project Understanding and Assumptions

Conсор North America, Inc. (Consultant) has developed the following scope of work and accompanying fee estimate (Exhibit B) for engineering services for the City of The Dalles (City) Wastewater Treatment Plant (WWTP) Facility Plan Update (Plan) Project. This scope of work and estimate of fees have been developed based on our discussions with City staff, the City's Request for Proposals (RFP), and our understanding of the project.

This scope of work details services to be provided to the City by Consultant to complete the Plan which complies with Oregon Department of Environmental Quality (ODEQ) Wastewater Facility Planning Guide requirements.

Consultant has partnered with Annear Water Resources (Annear), Galardi-Rothstein Group (GRG), Industrial Systems Inc (ISI), and RMH Group (RMH) to deliver this project.

The City Wastewater Facilities Master Plan was last updated in 2017, which preceded a 2018 progressive design-build project that provided the facility with its the last major upgrade. In the following years, several matters have arisen, including the need to expand the WWTP's capacity, the renewal of the City's NPDES permit, operational issues, and significant industrial growth.

The Plan provides a comprehensive approach to addressing the City's WWTP ability to meet flows, loads, and regulatory demands for the 20-year planning period.

The preliminary outline for the Plan's reporting is as follows:

- Executive Summary
- Chapter 1 – Introduction and Background
- Chapter 2 – Existing Conditions – General
- Chapter 3 – Existing Conditions – WWTP
- Chapter 4 – Future Conditions
- Chapter 5 – Capacity Assessment
- Chapter 6 – Alternatives Analysis
- Chapter 7 – Capital Improvement Plan
- Chapter 8 – Financial Analysis
- Appendices

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

Task 1.1 Invoices/Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including cost-to-complete, earned value, cash flow, and progress report.

Task 1.2 Coordination with the Owner

Consultant will maintain communication with the City through in person meetings, via voice, email, and virtual meetings.

Consultant Project Manager and Technical Manager to attend bi-weekly one-hour virtual meetings with the City Project Manager.

Task 1.3 Management and Coordination of Staff and Subconsultants

Consultant will manage and coordinate the technical and scope issues of the overall project. Consultant will coordinate with the team and subconsultants on specific tasks, scope, and budget. Conduct progress meetings as appropriate.

Task 1.4 Kick-off Meetings

Prepare for, attend, and lead up to one (1) project kick-off meeting with City staff and key team members. Prepare a detailed meeting agenda and distribute notes after the meeting. Meeting will review scope of work, budget, schedule, communication protocols, project goals/objectives, WWTP levels of service and operation, constraints, and include a site visit and tour at the WWTP.

Prepare for, attend, and lead up to one (1) project kick-off meeting with ODEQ. The intent of this meeting is to begin coordination with ODEQ, review scope of work and project schedule. Prepare a detailed meeting agenda and distribute notes after the meeting.

Task 1.5 Facility Plan Outline

Develop outline of documentation for the Plan for City review.

Task Deliverables

- Consultant shall deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Problems encountered and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Budget Analysis.
 - Issues requiring project team action.
- Kickoff meeting agenda with notes in Electronic (PDF) format.
- ODEQ Kickoff meeting agenda with notes in Electronic (PDF) format.
- Facility Plan Outline in Electronic (PDF) format.

Assumptions

- Consultant assumes a Notice to Proceed date by January 2025.
- Kickoff meeting and WWTP site visit will be in person for up to four (4) hours and will be attended by up to three (3) members of Consultant's team.
- 36 biweekly virtual meetings between Consultant Project Manager and Technical Manager with City Project Manager are included for up to one (1) hour in length.
- ODEQ Kickoff Meeting will be virtual for up to two (2) hours and will be attended by up to three (3) members of Consultant's team.
- ODEQ representative is available for meetings throughout project and will review draft documents.
- City staff will identify ODEQ representative and facilitate scheduling of ODEQ kickoff meeting.
- All project deliverables will be in electronic PDF format unless otherwise specified.
- City will provide access to WWTP for site visit and provide any equipment needed for access.

Task 2 - Background Data Collection and Review

Objective

This task provides for the collection, compilation, and distribution of historical data and City input needed for the completion of the project.

Activities

Task 2.1 Data Collection

Consultant Team will provide the City with a written data request, review items provided, maintain list of data requested for the project, and request clarification of relevant details. Consultant's objective is to understand current wastewater system context, known challenges, and goals. Both Consultant and the City will move quickly to identify and collect required data in a timely manner so as not to negatively impact the project schedule

Task Deliverables

- Data Request and Tracking Log in Word or Excel format.

Assumptions

- One (1) hour virtual meeting included with Consultant Project Manager and City to review and verify data collected.
- City staff to provide data requested in digital (and usable) format within ten (10) working days of the data request.
- Data requested includes but is not limited to:
 - Previous wastewater system studies and financial planning documents.
 - Wastewater Plant record drawings including AutoCAD files (if available) for the original plant construction and subsequent upgrades.
 - DMR data and process control data for the past ten (10) years in electronic format (MS Excel files preferred).
 - Copy of most recent WWTP NPDES Permit, NPDES Permit Evaluation Report, Mixing Zone Study Report, and Biosolids Management Plan.
 - Internal reports or other information that will assist in the evaluation of the existing facility.
 - Current WWTP rate structure and financial data needed for financial study.
 - Copy of WWTP Operation and Maintenance Manual.
 - Internal reports or other information that will assist in the evaluation of the existing facility.
 - City agreements with contract operations.
 - Pretreatment program and agreements with dischargers. City will provide any Non-Disclosure Agreements needed for coordination.

Task 3 - WWTP Existing Condition Assessment

Objective

This task provides a detailed evaluation of the existing condition of the WWTP. This work, combined with Task 4 will be used to determine and document the existing WWTP.

Activities

Task 3.1 Treatment Plant Existing Age and Condition Assessment

Conduct field evaluation of the WWTP facility to identify condition issues, performance issues, operational challenges, and other issues that may be inhibiting performance or those that prevent the facility from meeting capacity requirements.

Assessment will generally include, when feasible and appropriate, as determined by Consultant, visual observations, non-destructive physical testing, function testing, and measurements to identify and quantify deteriorations and deficiencies and will attempt to determine the mode of failure(s). Consultant anticipates that not all components, or portions of the component may be able to be physically evaluated, due to the inability to dewater, drain, or provide safe access while maintaining facility operations. As an example, the interior of a chemical tank, in which the chemical cannot, or will not be drained. In such cases, the Consultant will determine the condition based on industry standards for materials and use, and considering what information can be obtained during the field assessments.

Specifically, Consultant will attempt to determine the functionality of components, by direction to City staff to turn valves, open gates, turn on/or off pumps as examples.

Areas of improvement to gain operational efficiencies, reduce costs, or increase service life will be identified. The intent of this work is to not only identify facility components that are worn out and need replacement now, but to also identify other infrastructure that will need replacement in the planning window.

Task Deliverables

- Draft Existing Treatment Plant Condition description. Comments provided by the City will be incorporated into the Facility Plan draft. Information gathered and documented under task will be used to develop Chapter 3 of the Plan.

Assumptions

- A one (1) day site visit of eight (8) hour duration for up to four (4) Consultant team members will be conducted for the WWTP assessment.
- Condition assessments will be based on information provided by the City, Operations Staff, and on-site observations. No material testing or destructive testing shall be conducted as part of this evaluation. The assessments do not include an evaluation for seismic resiliency. Condition assessments will include evaluation of WWTP electrical components.
- City and Operations Staff will be available and able to provide observed condition and operational history information throughout field condition assessment activities.

- The condition assessment will look at readily available information and visible infrastructure for identification of potential issues. A comprehensive review will take place during the preliminary design phase of each area or unit process assessed.
- Detailed structural analysis and geotechnical investigations are not included in this Scope of Services.
- Outfall assessment is included in Task 7.
- Condition assessment include above grade visual observation. Consultant excludes evaluation by subsurface testing such as ultrasonic thickness (UT) testing and inspection to determine the remaining pipe wall material thickness, and excludes the use of closed circuit television camera (CCTV) to identify and locate deficiencies.
- Consultant excludes the evaluation of buried components and piping and excludes the use of CCTV for interior assessment of such components. Conditions will be determined based on age, use, performance and industry standards.
- The City will provide Consultant access to all areas at the WWTP, and provide guidance and direction regarding all safety, security, access, control and other related policies and procedures.
- The City will inform Consultant of planned maintenance, shutdown, repairs and other activities relating to ongoing operations and maintenance, for the purpose of coordinating the condition assessment field activities and in an attempt to avoid unnecessary overlap or delays to the Project.
- The City will make the WWTP operators and staff available to participate in the pre-assessment one (1) hour meeting to discuss and coordinate access and safety for the field assessments to be completed by the Consultant and Subconsultant.

Task 4 - Existing Treatment Plant Description

Objective

Summarize and document the existing conditions of the plant's general area and vicinity and existing treatment facilities and unit processes.

Activities

Task 4.1 General Area and Vicinity Description

This task provides an investigation and documentation of the general area and vicinity. Much of this information, in combination with the proposed WWTP facility upgrades, is required for the environmental review needed to secure state or federal funding and will support the work activities in Task 10. A list of the topics covered is below.

- Study Area Definition
- Topography
- Climate

- Geology
- Soils
- Sensitive Areas
- Flood Plains
- Shorelines
- Wetlands
- Prime or Unique Farmland
- Archeological and Historical Sites
- Wild and Scenic Rivers
- ESA Listed Species

Task 4.2 Treatment Facility History, Unit Process Descriptions, and Performance

Develop a narrative description of the City's WWTP including treatment technologies, facilities, operational schemes, and unit processes.

Task 4.3 WWTP Influent and Effluent Characterization

This task will characterize the wastewater flows and loads for influent and effluent based on DMR data. Review results for trends and use for process model inputs and calibration.

Task 4.4 Existing Treatment Plant Documentation

Prepare General Area and Vicinity description and Existing Treatment Plant description documenting the work performed under this task. Submit drafts for City review. Information gathered and documented under task will be used to develop Chapters 2 and 3 of the Plan

Task Deliverables

- Draft General Area and Vicinity Description and Existing Treatment Plant Description. Comments provided by the City will be incorporated into the Facility Plan draft.

Assumptions

- WWTP characterization for this task will not involve sampling outside of the data gathered for DMRs.

Task 5 - Future Requirements

Objective

Develop population and flow projections for the planning horizon. Summarize WWTP flow and load projections.

Activities

Task 5.1 Population Projection

Develop residential population projections for the WWTP influent utilizing previous planning documents, Portland State University's Population Research Center (PRC), US Census data, and input from City staff on anticipated growth areas. Interpolate and/or extrapolate to calculate projected populations for the planning periods. Submit to City for review and approval prior to proceeding with flow projections in Task 5.2.

Task 5.2 WWTP Loading Characterization

Develop a summary of WWTP existing influent and effluent constituent flow and loadings based on DMR and Plant Control data as well as additional supplementary sampling (if needed) collected and tested by the City. Develop a summary of constituent flow and loads.

Using the Task 5.1 analysis and existing wastewater characterization work, Consultant will forecast the raw wastewater characteristics that are anticipated in the future planning horizon. These flow and load predictions will be utilized in the process modelling of future alternatives.

Task 5.3 Regulatory Requirements

Review and document the current status and anticipated trends of treated wastewater discharge regulations in the state and industry as a whole. Review and document the project-specific regulatory requirements, evaluation criteria, and potential future requirements/trends, including:

- Previous Planning Efforts – Provide a written summary of recent planning efforts.
- Federal, State, and Local Rules and Regulations – Document Federal, State, and local rules and regulations that relate to the WWTP, including the Oregon Administrative rules (OAR). Review and document the current status and anticipated trends of operating a WWTP system.
- WWTP Planning Criteria – Identify considerations related to future/emerging regulations, Total Maximum Daily Load (TMDL) waste load allocations, biosolids management, and considerations related to long-term discharge and NPDES permit compliance. Evaluations will consider long-term discharge associated with the Columbia River outfall.
- Current and Planned National Pollutant Discharge Elimination System (NPDES) permit.

Task 5.4 Future Requirements, Population and Flow Projections Documentation

Prepare Future Requirements, Future Requirements Population and Flow Projections documenting the work performed under this task. Submit draft for City review. Information gathered and documented under task will be used to develop Chapter 4 of the Plan.

Task Deliverables

Draft Future Requirements, Population and Flow Projections documentation. Comments provided by the City will be incorporated into the Facility Plan draft.

Assumptions

- Flows under consideration will be average annual, maximum month, maximum week, peak day and peak hour.
- Constituents to the WWTP under consideration will be carbonaceous biochemical oxygen demand, total suspended solids, ammonia, total phosphorus, and temperature, both minimum and maximum.
- Conversations with the City's ODEQ NPDES permit lead will be the primary basis of determining the future regulatory requirements.

Task 6 - WWTP Plant Capacity Assessment

Objective

Building on previous tasks, assess the hydraulic and process capacity to estimate the WWTP's existing capacity for use in Tasks 8 and 9 to review alternatives needed for the 20-year planning horizon.

Activities

Task 6.1 Evaluation Criteria Development and Level of Service Determination

Consultant will coordinate in a virtual meeting, a discussion defining the assessment and evaluation criteria that will be used for the Project, including Asset Classification/Grouping, Process Capacity Criteria, Level of Service (LOS), and Criticality. This effort will be completed and agreed upon by City, prior to implementing the assessments and evaluation. Evaluation criteria will be recommended based on industry standards and guidelines from ANSI, AWWA, ASCE, WEF, and other entities. Consultant will assist the City in developing the WWTP Level of Service (LOS) for each unit process of the WWTP. Level of service describes the quality of WWTP operational conditions, product, expectations and satisfaction. For example, producing Class A Biosolids for use in the community even though it is not required by NPDES permit. LOS determination will include discussion of major unit processes of the WWTP including effluent, biosolids, operational staff, reliability and redundancy. Understanding which assets or asset components is critical. Not every asset presents the same failure risk or is of equal importance to an organization, so it is important to know which assets are most critical to service. Consultant will assist the City in developing high level criticality criteria. Critical assets are those assets that have a high probability or likelihood of failing and (major consequences or impacts if they do fail. The criticality of an asset is a combination of both the probability of failure and the consequence of failure. To determine the probability of failure, one must understand asset failure modes. To determine the consequence of failure, one must understand how the asset contributes to service delivery.

Task 6.2 WWTP Process Assessment

Complete a hydraulic analysis, that includes development of a hydraulic profile for the WWTP from the effluent pump station to the headworks using existing average, maximum monthly, and peak flows to identify bottlenecks in the existing plant hydraulics or process units exceeding their recommended hydraulic capacity.

Develop BioWin process model and an evaluation of the liquid and solids treatment processes to assess WWTP capacity for average and maximum monthly flows for Low Flow Period (May 1 through October 31) and High Flow Period (November 1 through April 30) NPDES permit seasons under current flows and loads.

Task 6.3 WWTP Capacity Evaluation

Utilize the flow and load projections developed in Task 5 to complete the WWTP hydraulic and process capacity evaluations, Consultant will confirm design criteria and identify the hydraulic and treatment capacity deficiencies of the existing WWTP as the flows and loads increase through the 20-year planning horizon.

Task 6.4 Low-Strength Wastewater Assessment Documentation

The City receives low-strength wastewater from two data centers with two more centers under construction. Both the City and ODEQ are concerned about the impact on the treatment plant unit operations as this wastewater lacks the nutrients needed for optimal biological processes. Consultant will review the data center water quality and recommend treatment options which may include more pretreatment at the sources, a separate treatment train for low strength wastewater, and identifying underused infrastructure that could attenuate flows to spread out the peak low strength discharges.

Task 6.5 Site Stormwater and Effluent Pumping Assessment Documentation

The WWTP's effluent pumps cannot keep up with stormwater flows from adjacent property which sometimes floods the plant site and overwhelms the effluent pumps. Consultant's team will evaluate the drainage characteristics of the local area to identify immediate cost-effective solutions. With the discharge capacity increase request, the effluent pumps will likely need to be upgraded, and the stormwater runoff can be accommodated with new pumps. Consultant will evaluate the effluent pumping requirements for the planning period to determine whether the current station can be upgraded or if a new pump station is needed.

Task 6.6 WWTP Plant Capacity Assessment Documentation

Prepare WWTP Plant Capacity Assessment documenting the work performed under this task. Submit draft for City review. Information gathered and documented under task will be used to develop Chapter 5 of the Plan.

Task Deliverables

- Draft WWTP Plant Capacity Assessment TM. Comments provided by the City will be incorporated into the Facility Plan draft.

Assumptions

- The Evaluation Criteria Development and Level of Service Determination meeting will be held virtually and two (2) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop. Time has been included in this activity for preparation, compilation of meeting notes, and follow-up activities.
- City will provide comment and feedback, or acceptance regarding the WWTP evaluation criteria and Level of Service for each unit process of the WWTP.
- The WWTP evaluation and alternatives will cover all existing facilities, but based on Consultant's previous high level WWTP assessment work, efforts are assumed to be primarily focused on the outfall, primary filters, aeration basins, anaerobic digesters, and cogeneration.

- Process model will be steady state maximum month condition.
- No additional characterization of WWTP influent, effluent or process will be needed.

Task 7 - Outfall Capacity Assessment

Objective

Based on the City's WWTP Facilities Master Plan Update, communication with ODEQ, and our interview with the City on November 18th, 2024, this task aims to conduct an outfall capacity assessment, hydraulics analysis, antidegradation evaluation, mixing zone analysis to support the National Pollutant Discharge Elimination System (NPDES) permit renewal, and potentially conduct a thermal impacts analysis if the thermal loading exceeds the WWTP Waste Load Allocation (WLA) from the Columbia River Water Temperature Total Maximum Daily Load - TMDL (EPA 2021).

Activities

Task 7.1 Desktop Outfall Condition Assessment

Review existing outfall documentation including design drawings and inspection reports. The intent of this work is to identify condition issues in the existing facilities, operational challenges, and other issues that may inhibit performance or reduce capacity. Identify areas of improvement to gain operational efficiencies, reduce costs, or increase service life. The intent of this work is to not only identify facility components that are worn out and need replacement now, but to also identify other infrastructure that will need replacement in the planning window. Includes description of improvements that could increase useful life of the outfall and high level plan for future coordination with Oregon Department of Environmental Quality and United States Army Corps of Engineers. The results of this work will be documented in a technical memorandum.

Task 7.2 Hydraulic Capacity Assessment

Develop a hydraulic profile for the WWTP outfall using existing average, maximum monthly, and peak flows to identify capacity bottlenecks in the existing and proposed outfall hydraulics. Columbia River stage will be determined in Task 7.3.

Task 7.3 Mixing Zone Analysis

Request and compile data and information needed to support the mixing zone analysis, such as, but not limited to discharge monitoring reports; drawings, as-builts, previous studies of the outfall pipe in the Columbia River for the current outfall configuration; Columbia River flow and water level data including depth, elevation, or similar bathymetry data near the outfall location, maps or drawings of the navigation channel in the Columbia River.

Develop Baseline Model including identification of a reasonable worst-case combination of effluent flow, water quality characteristics, and receiving water conditions (e.g., 2015 low river flow or 7Q10 flow).

Develop a CORMIX model based on these reasonable worst-case conditions using the current maximum discharge rate of 4.15 million gallons per day (MGD).

Develop Future Scenario Model and modify the CORMIX model to increase the discharge rate to the proposed maximum of 6.0 MGD, comparing the estimated dilution at the edge of the mixing zone with the permit requirements.

Develop Preliminary Design Scenarios of up to three (3) additional scenarios for the CORMIX model to investigate how to obtain compliance at the edge of the mixing zone due to upsizing or relocation.

Participate in meeting with ODEQ to understand their interests about a mixing zone analysis, and what their requirements will be for analysis and results.

Participate in meeting with the City in preparation for mixing zone meetings with ODEQ.

Participate in meeting with ODEQ to discuss mixing zone modelling analysis results

Task 7.4 Antidegradation Analysis for NPDES Permit Mass Load Increase

Complete Oregon Antidegradation analysis for capacity improvement from 4.15 MGD to 6.0 MGD. Includes assistance determining designated uses of the receiving waterbody and water quality criteria that define the minimum conditions necessary to achieve designated use.

Prepare a documentation providing an anti-degradation evaluation meeting the requirements of Oregon Administrative Rules (OAR) and anticipated treatment performance for current and future conditions, identify the need for BOD and TSS mass load increases for the City's year-round discharge to the Columbia River. This task includes evaluation of WWTP mass loads and preparation of a river anti-degradation evaluation consistent with Oregon ODEQ requirements as provided in the OARs.

Task 7.5 NPDES Permit Renewal Support

Assist the City with preparing and submitting documents to support the NPDES permit application. Participate in virtual meeting with City to develop an NPDES permitting strategy and team understanding of City's with past discussions with ODEQ.

Task 7.6 Thermal Impacts Analysis – Optional Task

This Task is an optional task if the WWTP is not able to meet its Waste Load Allocation (WLA) to evaluate the temperature impacts from the additional thermal load (exceeding the WLA), to identify the critical conditions for operations, fish habitat, and the TMDL requirements in the river.

No work on this task will be completed without written authorization from the City.

Conduct a thermal impacts analysis on the Columbia River, Bonneville Reach water temperature. This analysis includes identifying the critical conditions on the Columbia River (e.g., 2015 conditions or 7Q10), the loading scenarios, and the time of year.

Identification of modeling scenarios to evaluate such as existing USACE model, existing model with the City of the Dalles WWTP discharge thermal load up to the allowed WLA, future scenario, with the City of the Dalles WWTP discharge at the full thermal load (above the WLA) due to an increased rate to 6.0 MGD.

Assessment of the potential thermal impacts on the Columbia River by comparing model outputs.

Identify and propose the key model outputs to be summarized for the Consultant team, the City, and ODEQ.

Present the preliminary impact analysis results to ODEQ in a meeting for feedback and input. Incorporate and address their input in the next round of analyses, as needed.

Based on the potential thermal impacts and the guidance provided by ODEQ, through previous thermal mitigation studies, develop a high-level approach for mitigating thermal impacts through multiple best management practices (BMPs) and present it to ODEQ, via PowerPoint.

Present refined thermal impact modeling results to ODEQ in a meeting, via PowerPoint.

Revise the technical memorandum on thermal impacts to address comments and prepare for submission to ODEQ. Submit to ODEQ a technical memorandum summarizing the thermal impacts as part of the NPDES permit renewal. Respond to comments from ODEQ, update the technical memorandum, and resubmit to ODEQ.

Participate in up to three (3) meetings with ODEQ: preliminary impact analysis results, preliminary high-level approach for mitigating thermal impacts through multiple best management practices (BMPs), and refined thermal impact modeling results.

Task 7.7 Thermal Trading Plan – Optional Task

If the WWTP cannot fit within its TMDL WLA for heat as determined in Tasks 7.3 and 7.6, and the City elects to work with ODEQ on a Thermal Trading Plan (TTP), this task can be used to assist the City. No work on this task will be completed without written authorization from the City.

Develop a TTP to document the thermal impacts and provide high-level Best Management Practice (BMP) categories for thermal mitigation to offset the thermal impacts. Collaborate with ODEQ to refine the TTP and achieve final approval to support the NPDES permit renewal. Provide additional support following ODEQ approval of the TTP, including preliminary evaluation of attainable thermal credits at potential mitigation project sites and responding to additional public comments, as needed.

Present the draft TTP to ODEQ in a meeting for initial feedback, revise, and then submit the TTP to ODEQ for review and feedback. Participate in meeting with ODEQ to discuss TTP. Participate in up to two (2) meetings with the City in preparation for TTP meetings with ODEQ.

Task Deliverables

- Draft Outfall Condition Assessment TM. Comments provided by the City will be incorporated into the Facility Plan draft. Information gathered and documented under task will be used to develop Chapter 5 of the Plan.
- Meeting agendas and notes documenting ODEQ's guidance for the mixing zone analysis.
- Draft and final technical memorandum documenting mixing zone analysis results.
- One electronic (PDF) copy of the Draft and Final City of the Dalles WWTP Request for Mass Load Increase and Columbia River Anti-Degradation Evaluation Technical Memorandum.
- Draft and final technical memorandum documenting thermal impact modeling, analysis and results.
- Draft and final technical memorandum documenting Thermal Trading Plan.
- Draft and final responses to public comments on the Thermal Trading Plan.
- Final Thermal Trading Plan for ODEQ approval.

Assumptions

- Outfall assessment includes review of existing information is a desktop study and does not include any field work, dive or internal pipeline inspection.
- Obtain a 1-year CORMIX Mixing Zone Model license is included in the scope. Model will be used validate it through test run simulations before use.
- The anti-degradation evaluation related the City's request for an increase in the NPDES Permit mass load limits will be completed in accordance with Oregon Administrative Rules (OAR) 340-041-0004.
- Based on consultation with ODEQ, the City's NPDES Permit Limits will be adjusted for the basin standards using the 6.0 MGD design flow.
- No public process is anticipated as part of the Antidegradation Evaluation process.
- If the CE-QUAL-W2 model is utilized for this task, it will be limited to one model simulation to acquire model-predicted flows, velocities, and conditions at the outfall location only. No additional scenarios or extensive model results analysis will be conducted as further scenario analysis is outside the current scope of work.
- The existing computer model of the Columbia River can be utilized as-is. The existing thermal model is stable and produces reasonable results consistent with existing reports.
- The thermal impacts analysis will focus on the Columbia River, Bonneville Reach from the outfall location to Bonneville Dam. It will not include possible impacts further downstream on the Columbia River.
- The model simulations will focus on utilizing 2015 hydrology conditions.
- There will be no major issues with running the existing CE-QUAL-W2 water temperature model of the Columbia River.
- The model will not need to be re-calibrated; only minor adjustments will be required. Minor adjustments to the CE-QUAL-W2 model shall not exceed six (6) hours of effort.
- All meetings with ODEQ will be virtual.
- For budgeting purposes, 64 hours is included in this Task7.5.
- City has already filed ODEQ NPDES Individual Permit Renewal Application NPDES-R.

Task 8 - Liquids Process Alternative Development

Objective

This task provides for the assessment of alternatives to address the WWTP's future liquid treatment needs/goals and the selection of preferred options to incorporate into the Plan.

Activities

Task 8.1 Basis of Evaluating Alternatives and Cost Estimating

Establish the evaluation methodology, criteria, and basis of cost estimating that will be used in the evaluation of alternatives and development of the Alternatives and Capital Improvement Program. Consultant will work with the City to develop criteria for prioritization based on several factors including whether it is an existing or future deficiency, capital cost, life cycle cost, operational complexity, and cause of the deficiency (e.g. capacity and condition).

Prepare for and attend Basis of Planning Meeting to review evaluation methodology and criteria with City staff and revise based on any comments received.

Task 8.2 Liquids Process Alternative Development

Identify long-term liquids process treatment/discharge/disposal alternatives taking into consideration work in previous tasks. Evaluate viable alternatives and identify advantages and disadvantages, costs, regulatory considerations, and implementation schedule. Evaluate WWTP liquid stream alternatives to address deficiencies for each unit process and the overall process. Identify areas of improvement to gain operational efficiencies or reduce cost in consultation with WWTP operations staff.

Subtask 8.2.1 Brainstorming Meeting – After the completion of Tasks 2 through 7, Consultant will schedule and lead a liquid treatment brainstorming virtual meeting with the City and Contract Operators. The intent of this workshop is to use the extensive experience of these teams to generate a comprehensive list of liquid train treatment improvement options for evaluation to address both required improvements and/or City WWTP goals/objectives.

Subtask 8.2.2 Alternative Refinement Meeting – Consultant will prepare and lead a virtual meeting with the City to further discuss and refine the list of alternatives under consideration to three or less. Alternative information provided to the City in the workshop will include quantification of the relative differences between the options such as order of magnitude capital costs, life-cycle costs, operational complexity, and other various pros and cons.

It is anticipated that after the workshop one round of questions from the City and written responses from Consultant will be necessary to refine the alternative list down to the desired number.

Subtask 8.2.3 Preferred Alternatives Analysis Workshop – Based on input from the Alternative Refinement, conceptual layout of the three options, detailed capital and O&M costs, and other relevant factors (complexity, newness/proven nature of technology, ability to meet WWTP objectives, alternative delivery potential, etc.) will be prepared and presented in a technical memorandum for City review. Consultant will prepare a presentation and lead an on-site workshop with the City to select the preferred alternative.

Task 8.3 Basis of Evaluating Alternatives and Cost Estimating Documentation

Prepare Basis of Evaluating Alternatives and Cost Estimating technical memorandum (TM) documenting the work performed under this task. Submit draft for City review.

Task 8.4 Liquids Process Alternative Documentation

Prepare Liquids Process Alternative technical memorandum (TM) documenting the work performed under this task. Submit draft for City review. Information gathered and documented under task will be used to develop Chapter 6 of the Plan.

Task Deliverables

- Draft Basis of Evaluating Alternatives and Cost Estimating TM. Comments provided by the City will be incorporated into the Facility Plan draft.
- Draft Liquids Process Alternative TM. Comments provided by the City will be incorporated into the Facility Plan draft.

Assumptions

- The Liquids Process Alternative Brainstorming meeting will be held virtually and two (2) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop. Time has been included in this activity for preparation, compilation of meeting notes, and follow-up activities.
- The Liquids Process Alternative Refinement meeting will be held virtually and two (2) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop. Time has been included in this activity for preparation, compilation of meeting notes, and follow-up activities.
- The Liquids Preferred Alternatives Analysis workshop will be in person and four (4) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop. Time has been included in this activity for preparation, compilation of meeting notes, and follow-up activities.

Task 9 - Solids Process Alternative Development

Objective

This task provides for the assessment of alternatives to address the WWTP's future solids treatment needs/goals and the selection of preferred options to incorporate into the Facility Plan.

Activities

Task 9.1 Solids Process Alternative Development and 9.2

The tasks associated with this task are similar to those presented in Liquids Process Alternative Development Task 8.2 and 8.4, respectively, except that they will be solids and not liquids focused. Information gathered and documented under task will be used to develop Chapter 6 of the Plan.

Task Deliverables

- Draft Solids Process Alternative TM. Comments provided by the City will be incorporated into the Facility Plan draft.

Assumptions

- The Solids Process Alternative Brainstorming meeting will be held virtually and two (2) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop.
- The Solids Process Alternative Refinement meeting will be held virtually and two (2) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop.
- The Solids Preferred Alternatives Analysis workshop will be in person and four (4) hours in duration. It is anticipated that four (4) Consultant team members will attend the workshop.

Task 10 - Capital Improvement Plan

Objective

With preferred liquid and solids improvements selected, this task will be focused on the development of a capital improvement plan (CIP) for the next 20 years (2025 to 2045).

Activities

Task 10.1 Develop Individual Project Implementation Timelines/Capital Budgets

Develop a list of proposed projects based on the selected alternatives from previous tasks. Describe each project in terms of the reason for the improvement, the location, its size and extent, and the total opinion of project cost. Develop site layout and the draft preferred CIP project alternatives sequence and timeline with a figure showing improvement locations with a unique identifier. Initial order of magnitude cost opinions for each discrete project will be developed and will include engineering, administration, and construction.

Task 10.2 CIP Prioritization Workshop

Prepare for and conduct a workshop with City staff to present the draft CIP and discuss improvement project prioritization for the WWTP. Define improvement projects to be scheduled for the 20-year CIP.

Task 10.3 CIP Documentation

Prepare CIP documenting the work performed under this task. Submit draft for City review. CIP will include cost assumptions, 20-year CIP and project descriptions, and CIP figure. Information gathered and documented under task will be used to develop Chapter 7 of the Plan.

Task Deliverables

- Preliminary list of the prioritized capital improvement projects and schedule.
- Draft and Final Capital Improvement section will be delivered to the City.

Assumptions

- Costs will be presented in 2026 dollars. Cost estimates will be based on current market factors, as well as recent specific construction bids and industry standards, and considered Class 5 level per ACEI Recommended Practice No. 56R-08.

- The CIP Prioritization workshop will be in person and four (4) hours in duration. It is anticipated that three (3) Consultant team members will attend the workshop.

Task 11 - Financial Plan

Objective

The overall goal of the Task is to establish a 10-year funding plan to meet projected system capital and operation and maintenance (O&M) needs and provide equitable cost recovery from user rates and system development charges.

Activities

Task 11.1 Financial Data Review

Conduct a virtual meeting with City staff to discuss rate and financial policies and issues to be addressed in the study. Preparation of a data request list including operational, financial, and customer information for the system. Review of operating and capital budgets, billing system data, as well as information from the current wastewater facilities master plan. The City will provide updated information on collection system capital improvement project costs anticipated during the planning period (based on the 2013 master plan).

Task 11.2 Financial Plan Development

Analyze historical financial information, as well as recommendations from the facilities master plan to project revenue requirements for the system for a 10-year planning period. Total revenue requirements will include current revenue funded capital projects, debt service (existing and any projected new), O&M costs (including indirect and direct administrative costs) and policy-related requirements (e.g., funding of reserves). Miscellaneous revenues, including revenue from System Development Charges (SDCs), interest income, etc., will be projected and deducted from total requirements to determine the amount of annual revenue required from user rates.

The revenue requirements will then be compared to projections of annual rate revenues for each customer class. Rate revenue projections will be based on the current rate schedule applied to forecast customer accounts by type and billable industrial wastewater flows and loadings, and we will work with the City to develop an overall rate increase strategy to meet the projected requirements. Alternative capital project scheduling and funding options will be evaluated against rate increases, and other financial indicators to develop one or more funding scenarios that meets the City's risk management and other objectives. For budgeting purposes, we have assumed two financial plan scenarios will be developed.

Task 11.3 Rate Analysis

The City's rate and revenue structure will be compared to current industry standard approaches and benchmarks, and potential modifications will be identified. Specific rate structure issues to be evaluated include the development of a volumetric rate component for each customer class, and updated flow and strength surcharge rates for industrial customers. Up to two rate structure scenarios will be developed.

Based on the revenue requirements analysis from Task 11.2 and the selected rate structure option(s), we will work with the City to identify wastewater system functions and service characteristics for purposes of cost allocation. These will likely include average and peak wastewater flows, strength loadings, industrial pretreatment program costs, and customer and billing services. We will then allocate annual revenue

requirements from rates for a test year (usually the budget year) to the selected service categories. Annual unit costs of service will then be determined by dividing the annual costs by service characteristic by the projected units of service for each category and rate component.

Finally, annual revenue requirements will be allocated to customer classes based on the projected service units estimated for each customer class and the application of unit costs of service. Customer class units of service will be estimated based on billing data and industry standard approaches for the selected rate structures.

Rates will be calculated for each component and customer class, and we will prepare sample monthly bills to illustrate the impact of the revised rate structure.

The implementation of a new rate structure is challenging under any circumstances due to shifts in revenue responsibility that generally occur, meaning that some customers and classes will experience rate increases, which may be significant. In the context of increasing revenue requirements overall, mitigating bill impacts for some users becomes even more challenging. A rate transition plan (phasing in structure and cost of service changes over multiple years) can be an important tool for balancing objectives of rate equity and competitiveness.

The final funding plan will integrate the overall revenue increases with revenue shifts from rate structure changes. In developing the final recommended funding plan, we will refine the preliminary forecast assumptions to develop a plan that meets the City's objectives.

Task 11.4 SDC Methodology Update

Within the framework of Oregon law, local governments have latitude in selecting specific methodological approaches related to the calculation and assessment of SDCs. The first set of options relates to the overall structure of the SDC – whether the fees are based on existing facility costs (reimbursement fee), future planned improvements (improvement fee), or a combination. Once a determination has been made as to the fee structure, the methodology may be further refined based on several additional considerations, including the following:

- Existing system valuation approach (e.g., book value, original cost, and replacement cost)
- Factors related to the time value of money (e.g. interest and inflation).
- Fee assessment units (e.g., equivalent dwelling units and meter size).

We will work with the City to evaluate alternative approaches and develop a methodology and fees consistent with the available capacity costs, and future capital improvement needs. The cost basis for the improvements will be based on the updated facilities master plan for treatment and the 2013 facilities master plan (for collection), and we will develop defensible bases for allocating existing and future improvement costs between current users and new development. The reimbursement and improvement costs attributable to growth will be divided by projected growth units to determine system-wide unit costs of capacity. Measures of system capacity will consider facility design criteria and customer usage requirements.

Once the unit costs of capacity have been calculated, the fees for different types and sizes of development can be determined based on projected claims on system capacity. In the development of the fee schedule, we will work with the City to evaluate alternative scaling measures (e.g., equivalent dwelling units, plumbing fixtures, etc.), and discuss land use factors (for example, wastewater strength requirements). Finally, we will also estimate Oregon SDC statute compliance costs, which are also recoverable through the SDCs.

Task Deliverables

- Rate Study data review meeting agenda and notes.
- Draft Rate and SDC TM. Comments provided by the City will be incorporated into the Facility Plan draft. Information gathered and documented under task will be used to develop Chapter 8 of the Plan.

Assumptions

- The draft Rate Study Report review meeting will be conducted virtually with an assumed duration of two (2) hours with two (2) Consultant team members in attendance.

Task 12 - Facility Plan Documentation

Objective

Prepare the WWTP Facility Plan Update by compiling the chapters developed in previous tasks, assemble appendices, and develop the Executive Summary.

Activities

Task 12.1 Council Meeting Support

Consultant will support the City with City Council briefings to share highlights from project, and support decision-making and updates about capital investment needs and rates. Effort is included to participate in three (3) in-person WWTP rate-related Council work sessions.

Task 12.2 Develop Draft Plan

Prepare a draft Plan summarizing all work tasks and provide to the City for staff review and comment. An executive summary will be developed as part of this task summarizing each of the Plan sections.

Task 12.3 Address City and ODEQ Comments

Consultant will coordinate delivery of draft plan to City and ODEQ, for review including addressing review comments and follow-up correspondence, as required.

Task 12.4 Develop Final Plan

Prepare final Plan in digital and hard copy document incorporating final review approval from City staff, City Council and ODEQ.

Task 12.5 Present Final Plan to City Council

Consultant will support the City with a City Council briefing to share highlights from project. Effort is included to participate in one (1) in-person Council meeting during plan adoption.

Task Deliverables

- Draft Plan for City review.

- Response log addressing City review comments.
- Draft Plan for ODEQ review.
- Response log addressing ODEQ’s review comments.
- Final WWTP Facility Plan
- Council briefing materials
- Council Presentation

Assumptions

- Assistance with four (4) in-person Council presentations.
- The City Council meetings will be attended in person by up to two (2) Consultant team members.
- The City will review and provide written feedback and comments, or written acceptance of all deliverables submitted by Consultant. Council presentation will be in Microsoft PowerPoint format.
- ODEQ will be present at significant meetings throughout project to provide comments and concurrence in the development of the project. ODEQ comments on the draft Plan will not go beyond ODEQ Wastewater Facility Planning Guide or require major rework of the Plan.
- City will pay the ODEQ review fee.
- City staff will have reviewed each section prior to the development of the final draft and comments in the final draft will be relatively minor.
- Draft reports will be delivered in electronic pdf format.
- Final reports will be in electronic format, except where requested by the City and ODEQ. In those cases where printed versions are required, no more than 15 hard copies will be produced.

Budget

The overall not to exceed budget estimate for this project is provided as **Exhibit B** and summarized below. Payment will be made at the Billing rates for personnel working directly on the project, which will be made at Consultant’s Hourly Rates, plus Direct Expenses incurred. Billing rates are as shown in Consultant’s current Schedule of Charges. The budget was developed assuming most of the project is delivered in 2025 using a 5% escalation of current billing rates. Subconsultants, when required by Consultant, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown in the table below.

Task	Amount
Task 1 – Project Management	\$71,772
Task 2 – Background Data Collection and Review	\$4,787
Task 3 – WWTP Existing Condition Assessment	\$28,436
Task 4 – Existing Treatment Plant Description	\$28,395
Task 5 – Future Requirements	\$24,616
Task 6 – WWTP Plant Capacity Assessment	\$65,289
Task 7 – Outfall Assessment Capacity	
Regular Tasks	\$106,556
<i>Optional Tasks</i>	<i>\$107,196</i>
Task 8 – Liquids Process Alternative Development	\$83,880
Task 9 – Solids Process Alternative Development	\$84,212
Task 10 – Capital Improvement Plan	\$25,130
Task 11 – Financial Plan	\$62,128
Task 12 – Facility Plan Documentation	\$61,491
Subtotal – Regular Tasks	\$646,692
<i>Subtotal – Optional Tasks</i>	<i>\$107,196</i>
Total	\$753,888

Direct Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following.

Computer Aided Design and Drafting \$18.00/hour
 GIS and Hydraulic Modeling \$10.00/hour
 Mixing Zone Modeling Software At Cost
 Mileage Current IRS Rate
 Postage and Delivery Services At Cost
 Printing and Reproduction At Cost
 Travel, Lodging and Subsistence At Cost

Project Schedule

The Plan is anticipated to be submitted for regulatory review in June 2026. The planning effort is anticipated to begin in January 2025. Consultant will make every effort to complete the work in a timely manner; however, it is agreed that Consultant cannot 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. An updated Schedule will be provided to the City at the kick-off meeting and modified as required as the project progresses.

