

MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT,
PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE

AGENDA
CITY COUNCIL - CITY OF ONTARIO, OREGON
MONDAY, AUGUST 1, 2016, 7:00 P.M., M.T.

- 1) **CALL TO ORDER**
Roll Call: Norm Crume _____ Tessa Winebarger _____ Charlotte Fugate _____ Marty Justus _____
Larry Tuttle _____ Betty Carter _____ Mayor Ron Verini _____

2) **PLEDGE OF ALLEGIANCE**

This Agenda was posted on Wednesday, July 27, 2016. Copies of the Agenda are available at the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) **MOTION TO ADOPT THE ENTIRE AGENDA**

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

5) **CONSENT AGENDA: MOTION ACTION APPROVING CONSENT AGENDA ITEMS**

- A) Minutes of Regular Meeting of 07/18/2016 1-12
B) Approval of Work Session Action Excerpt of 07/14/2016 13-
C) Approval of Bad Debt Write Offs 14-16
D) Approval of the Bills

6) **PRESENTATION: Snake River Transit Update - Loni Debban**

7) **DEPARTMENT HEAD UPDATES**

- A) City Manager: Reporting Schedule - City Manager Adam Brown 17
B) Police: Security Update - Chief Cal Kunz
C) Public Works: NPDES Process - Mark Bowen, CH2M Hill

8) **NEW BUSINESS**

- A) Resolution #2016-125: Update to City's Fair Housing Act [CDBG] and Resolution #2016-126 Designating City Manager as Certifying Officer for Ontario as Required for the CDBG Process 18-21
B) City Manager Evaluation Criteria 22-23

9) **HAND-OUTS/DISCUSSION ITEMS**

- A) Minutes: County Court [07/06/16; 07/20/16] SREDA [07/06/16]
B) Department Stats: [PW 06/2016]
C) Financials

10) **CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS**

11) **EXECUTIVE SESSION: ORS 192.660(2)(h) - Current or Pending Litigation**

12) **ADJOURN**

ONTARIO CITY COUNCIL MEETING MINUTES

July 18, 2016

The regular meeting of the Ontario City Council was called to order by Mayor Ronald Verini at 7:00 p.m. on Monday, July 18, 2016, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Tessa Winebarger, Betty Carter, Marty Justus, and Charlotte Fugate. Larry Tuttle was excused.

Members of staff present were Adam Brown, Tori Barnett, Cal Kunz, Kari Ott, and Larry Sullivan.

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

Chief Cal Kunz led everyone in the Pledge of Allegiance.

AGENDA

Charlotte Fugate moved, seconded by Betty Carter, to adopt the Agenda as amended. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-out; Fugate-yes; Verini-yes. Motion carried 6/0/1.

CONSENT AGENDA

Councilor Fugate asked why they were receiving so many invoices, especially those that had already been paid.

Kari Ott, Finance, stated that was requested by the Auditor, to strengthen internal controls.

Councilor Justus stated a concern with the city investing in a partial analog system for the new telephone system. What would it cost to bring the trunk lines to the city, into 21st Century standards? Was that just too cost prohibitive?

Sheri Smith, IT Supervisor, stated it wasn't just a trunk line coming in. They'd need a secondary line so that if they did anything not in-house, there'd be a backup. The largest concern is two-fold. First, was the need for the secondary line, to support, in case the first line went down. That would be provided by a different company. If one internet line went down, they'd still have access. Secondly, technology division is limited. There is only one employee in that department. There was a \$100K budget, and half of that was for that employee. There was not even the ability in the current budget to plan for anything outside of just maintenance. That employee is so busy doing what he's doing, that unless they are able to find more money to hire another person, when he was on vacation, or out ill, or at a training, there would be someone else to bring the system back up. If something was going to be based on the city's internal network structure, the goal would be to have someone secondary in the department. There was absolutely no backup. She was not aware of the exact cost, but it was something to consider in the future. There was definitely a need for more than one person in IT.

Councilor Justus asked if the bid was split between internet over, what?

Ms. Smith stated she was concerned that Councilor Justus thought this technology was outdated. Regardless of the company they selected, it was up to date, current technology. That it was partial analog was hybrid. That would give the ability to expand with IP Protocol in the outer buildings.

Betty Carter moved, seconded by Norm Crume, to adopt Consent Agenda items A) Minutes of Regular Meeting of July 5, 2016; B) Minutes of Action Excerpt from 06/29/2016 Work Session; Item C) Approval of the Bills; and Item D) Bid Award: Central Telephone Communications System (Enhanced Communications). Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-out; Fugate-yes; Verini-yes. Motion carried 6/0/1.

NEW BUSINESS

North Regional Sewer System – Cost Allocation Recommendation

Betsy Roberts, City Engineer, CH2M Hill, presented.

The goal was to obtain the consent from the Council for the allocation of cost for the project. That would require some changes to the City Code. They could possibly wrap that in with the rate study. First, they needed to know if the process was what the Council wanted to move forward with.

Over a year ago, the Council stated they needed to determine a more palatable cost allocation for the north regional area. Some were in the city limits, but most were not. The north regional lift station was installed years ago. Parts were done between 2002 and 2008. A sewer main was installed, a lift station was installed, and a water line. It was installed to help encourage development in that area. The economy tanked, and the development didn't come to fruition. They'd normally look into a repayment program, across the board, covering the costs, but about one year ago, the Council realized the expense was quite high, and instructed staff to come back with a better cost. That cost, as determined by Chuck Mickelson and staff, was \$3,081 per acre for the lift station; sewer was 41¢ a linear foot; 54¢ on the water. Upon current review, they provided three options for the Public Works Committee to review and provide input. It was discovered that there were loans, but not for everything. There was a loan for the lift station, but only 34%. The North Beltline sewer had no loan, nor was the water line. There was nothing being paid back at the current time. The Public Works Committee came with the option of paying back only what remained currently on the loan. When staff researched that option, it eliminated, for some, any cost for the sewer line, a lift station cost of \$2,602 instead of \$3,081; and no cost on the water line. It was still a cost, of course, anywhere from \$500 to \$5,000. This was on top of the other fees, such as a tap fee for sewer, water meter, or extension of service. Smaller properties could be \$500, with larger properties up to \$21K. Those were based upon discussions and dollar amounts from a year ago. It wouldn't be much smaller currently.

Councilor Justus stated he represented Western Treasure Valley Storage Units, done on Washington Avenue. He believed they were on 3.5 acres, and had a half-bath. They were trying to bring the chocolate company in, and for that half-bath, it would have been \$13K. It was because of the size of the lot, not the amount of sewer usage. IF the Auto Wrecking Club, or the auto salvage places, taking up ten acres, but there were two toilets and two sinks in the place. They weren't getting everyone saying they wanted to connect to sewer was because of the cost of connection. For example, if someone came in and tore down the storage units and built townhouses, there would be a higher fee. A 5-acre parcel might use less water and sewer, than a half-acre parcel, depending on the use.

Ms. Roberts stated she would counter that with *"what's already there, is already there"*, regarding the size of the sanitary sewer line. An apartment complex would have individual fees, in addition to the cost for connection. Staff was struggling to find a good base. They might find that everyone only needed a half-bath, so they couldn't expect to collect any additional fees to help pay back the debt. There were industrial rates for sewer, if there was an appropriate need, that being true industry or provided toxic or concentrated waste.

Councilor Justus stated he could see industry coming in to that area. There were some very large parcels ~~currently available. Where and how did they make it an appropriate fee for a small business that was~~ trying to get established. It wasn't only that cost, but there was the requirement for annexation, too. Now, annexed, the property had to be brought up to city code, which were parking ordinances, handicapped parking ordinances, and landscaping. All those things had to be done for the privilege of connecting to the sewer, and becoming a citizen of the city. They were not encouraging small business growth. This proposal was much more cost effective than it was before, but it wasn't a plan to encourage someone to come into the city. What would be the cost benefit if the city annexed all those properties into the city, tax wise, over five years.

Ms. Roberts stated that was a bit different from where they were trying to go with the issue. The annexation was a different rule. They were trying to determine how to allocate the costs there, and to make it palatable.

Councilor Justus stated all this did was address a certain piece. Fixing one didn't fix that no one wanted to be inside the city limits.

Ms. Roberts agreed, but this was all they were tasked with. She also understood that there were a lot of moving parts. If Council wanted them to approach this project, they were open for that.

Mayor Verini stated if they moved forward with this, it didn't prevent them from doing what Councilor Justus spoke of. The proposal solved just a small portion, but it took them closer to the bigger picture.

Councilor Justus agreed. He was asking that they look at the big picture and ask themselves if this was a solution that was needed. He didn't want to fix this without having a whole solution. Pass this, and then they get told that to encourage these folks to become a tax paying citizen of Ontario, this next step was necessary. The ultimate goal was to increase the city's tax base. He wanted to ensure that the fix, fixed all of it. He didn't want to refix a fix.

Larry Sullivan, City Attorney, stated the Council passed an ordinance a few years back that dealt with sewer connection and water connection fees, based upon a complicated formula for charging fees to properties coming into the city, who were receiving water and sewer connections for the first time. Those ordinances, as on the books now, was to try and capture some costs that the city incurred in building out the water and sewer system, which would include the regional lift station. He believed that before the Council currently, was to take those ordinances, and instead of relying on the formulas in those, to explain the unique situation they were in, that due to the particular lift station and its high cost, it wasn't fair to use that formula to spread these costs that far, and to come back with a revision to the water and sewer connection fee ordinance to address this particular situation, and to lower the cost to the properties that would have a higher cost due to the project. The Council would get an opportunity to come back, review the ordinances, determine the interaction with other ordinances, and to decide if they wanted to adopt that ordinance separately, or to look at something else. There was a danger to get nothing accomplished. It appeared that CH2 was trying to tackle this one project, present a possible solution, and get that solved so they could move on to other projects.

Councilor Fugate stated Dan Cummings had told her that if an ordinance was created, it affected the entire city, not just one spot.

Mr. Cummings stated yes, and the cost allocation was not established by ordinance. He didn't see where this action would cause the need for an ordinance change.

Mr. Sullivan stated the formula that was in the ordinance wouldn't allow this type of calculation being done without coming back before Council to apply a different formula to accomplish what CH2 was trying to do. He believed that would take an ordinance modification. It could give the Council authority, via resolution, to apply a different set of calculations under certain circumstances.

Mr. Cummings asked how they'd justify to the rate payers and tax payers that the Council would forgive an existing debt, but wanted more money to do the same thing to a different area. For economic development, he'd love to see the costs go away, so they could get some development out there, but he didn't know if that was the smart way to go.

Mr. Sullivan stated part of the problem with the lift station, was when that project was approved, there wasn't any discussion on the Council about how that cost would be recaptured.

Councilor Fugate stated she believed Kari [Ott] was supposed to provide her a figure on how much was collected on the other systems, the recaptured amount.

Ms. Ott stated she didn't know how much had been recaptured.

Councilor Fugate verified the lift station was about \$1.3M, or that was the balance.

Mr. Cummings stated the entire project was about \$5.3M, as he remembered it.

Councilor Fugate wanted to know how much had been collected to current.

Ms. Ott stated she had the loan balance.

Councilor Fugate verified the project was around \$5M.

Mr. Cummings stated that was what he remembered. The lift station was about \$4M by itself.

Ms. Roberts stated around \$5.5M. This was done over several years.

Mr. Brown stated he struggled with what was predictable. If they based collection on what they knew, they could divide the amount by the number of feet. If they charged for a bathroom, for example, then they wouldn't know the denominator. It wasn't perfect when based upon feet, but it was predictable, and allowed them to capture the costs remaining on the project.

Councilor Justus stated there was a project, and they needed to look into how they could encourage annexation. The costs were expended, so they needed to get it back. The sewer line on Washington Avenue, so properties behind Washington, a person would have to pay to connect to sewer, but pay to bring the line to the property, too. The overall development cost became too prohibitive. They needed to encourage use of the Business Loan Fund, or form an LID. He thought they should analyze the cost of annexation and development into the city. If the city owed \$1.3M on this, and they annexed people in, they could increase tax revenue by \$2M over six years. Was that a good economic investment.

Mr. Cummings agreed with the philosophy, but there was another part of the ordinance, and that was for site development. They had the means to do what Councilor Justus was saying, to a certain extent, but the number would still be associated with the entire project. Council just needed to decide if they wanted the rate payers to pick up the tab.

Mr. Sullivan stated that under an existing ordinance those costs could be spread out over ten years.

Mr. Brown stated it appeared it would be good for everyone to have some education about the ~~available tools out there. They'd been discussing one, but there were other options. Maybe staff should~~ come back with a list of those tools. The relief they were currently discussing was on the back of the water and sewer fund. The people already there would be subsidizing future development.

Councilor Crume stated the problem was that they invested that money ten years ago, had the Love's development, but nothing since then. Some looked, but walked away. Should the Council hold out for the total expense; how long to wait before getting it, if ever; or, swallow the costs and decrease the cost to bring in development. That was his struggle.

Mr. Cummings stated that history showed that they'd already paid off almost \$4M of the project, with only \$1M to go. It would probably be paid off before any more development came in, the way it was. If the cost was forgiven, they might get some development. Another thing added was SDCs. The area had been promoted hard. To his knowledge, the lines were not installed for Love's. Love's came after. Having it already in place was what brought in Love's. The main reason it was installed was for the beltline. The original plan was to put the pipe in, but the lift station. In his opinion, as hard as it had been to get development out there, because of the cost and the SDCs coming back, it had been tough. But, even if they waived it, he didn't know if that would make a difference.

Councilor Crume stated if Mr. Cummings was an investor, ten years ago, he wouldn't have invested \$5M for the small recapture they'd received to date. But, the city had made that investment, so how could they move forward? He had asked for some information from Dan Shepard about a particular piece they'd all dealt with, that had been turned down by the owner, because it was cost prohibitive. It was located at the foot of Verde Drive. They wanted to put in a single wide trailer for an office building, but it was going to cost \$31,793 to hook that up. No one would spend that much money to hook that up.

Mr. Cummings stated he believed he was referring Curtis Containers, was already developed, so staff might have looked at it and determined it was difficult to provide that option because they would waive the costs, but no other development would occur.

Councilor Crume stated it was hard for him to accept, and today's cost was more palatable, at \$7,400. With that compared to the \$31K, the city could have had a business there that had been operating, that would have benefited the community. By standing on their morals all these years, the city had received nothing. They should've been able to collect 100% of what had been expended out there, and not put it on the backs of the taxpayers, but if nothing occurred, and it had been ten years, so did they change it up? Whatever the situation was, they weren't getting development anywhere in town like any of them wanted to see, for various reasons. Some wanted to develop, but were turned away by the cost. The only sensible thing would be to get some business around, versus zero. It would be at a loss, but some was better than nothing.

Ms. Roberts stated that was the question the Public Works Committee struggled with. They were a group of business people and property owners within the city, and they were looking for a balance. In comparing the \$31K vs. \$7400, or Love's, which went from \$43K to \$19K, that was a huge savings.

Mr. Cummings stated when he was on the Public Works Committee meeting, it was not a unanimous vote. Some were trying to convince the others to forgive it all. They held a lengthy discussion. The proposed action had barely passed.

Councilor Crume stated they had three things to do. Section "A", get that lined out, so they knew how to progress to "B" and "C", to get that handled. The complexity of trying to do everything at one time, could foul up things. Start out with the basics. Some development had been stopped, so start there and find some possible options.

Councilor Fugate stated there had been a moratorium on SDCs for two years, and that didn't help them at all. Now, they were going to give away \$1.3M to encourage people to come to that area. She wasn't sure that was beneficial. Secondly, she was concerned about the precedent of doing this in one area, because the city couldn't afford to do that anywhere else. If done for one, would they be required to do that in other parts of the city?

Mr. Cummings stated if they changed the ordinance, language could be added to address that.

Mr. Sullivan stated staff could come back before Council with various options for ways to recapture costs or give the city opportunities to waive costs. That could be done, such as a reimbursement district. If there was a build out of water and sewer that would allow the city, on a rational level, that if something was extended, they'd identify the properties that would be required to repay that cost, and then give those properties notice of what that cost would be, and let them know before they annexed into the city. They wouldn't have a vote because they were outside the city limits, but it would be more rational. There were many things that could be done, and he'd be happy to participate in giving the Council some options.

Councilor Justus stated they obviously they would encourage people to annex into the city, but the only way to force someone to annex was if they wanted sewer. Several people out there were using water. Could they make the same standard for the water, as they were doing for the sewer? If someone tapped into the city's water supply, it required annexation. If that was analyzed, they'd be annexed, and could arrive at a solution for the cost of sewer connection. But, they were also now paying taxes. Right now, they could use city water, and unless your sewer/septic failed, were they required to connect to city sewer. That required annexation. If they used city utilities at all, it should require annexation. They'd collect tax dollars, and they could get a solution for their sewer.

Mr. Sullivan stated if they were going to annex them in to hook up to water, they would be forced to connect to sewer. They could not have a property within the city limits that wasn't hooked up to the city sewer system. They could not have people with septic systems in the city limits.

Councilor Justus stated he knew there were some. One was on the corner of 11th and Alameda. But, if water was used, then they had to connect to sewer. They needed to solve the issue. They could be offered a five-year plan for connection, with a payment plan.

Councilor Carter stated that Mr. Brown had suggested putting a proposal together, to bring everything together. What Councilor Justus was saying also needed to come to the table. Education was needed to loop all these things together.

Mr. Brown stated he could bring a list of tools in the toolbox for what was available to businesses who wanted to relocate, in addition to something like that.

Councilor Crume stated using Councilor Justus's idea on the water to annex people in, would that be legal to do with someone who was already connected to city water?

Mr. Sullivan stated no, only new ones. If already connected, they city had lost their leverage.

Councilor Justus stated they could raise the rates. To him, the city should be charging those outside the city limits, who were using the services, the cost of what it would be if they were paying taxes to the city. Charge like they are in the limits. Right now, why be in the city? The city needed to put together policies and procedures that encouraged people to want to pay taxes.

Mr. Cummings stated it was his understanding that a majority of the people the city had allowed to connect to water, and not been annexed or connected to sewer, was the reason for the well failure. Then the sewer system was too far away, and the city limits were not contiguous, so they were at the catch 22. That's why the city had allowed them to connect. Policy was to require connection, but they had to put within the ordinance the ability to connect to the water line without annexing. The sewer was different. Ordinance stated if the sewer was going to be connected, they had to be annexed in, unless there was special permission awarded by the Council, and that permission was supposed to be that they were so far away from the sewer, or it was cost prohibitive, or they weren't contiguous, and there were a few times that had been granted. But, to change the ordinance to read they had to annex in before connecting to water, they'd probably put a lot of people at risk out there that couldn't annex in for various reasons.

Councilor Justus stated he understood that, but the city had to invest in their infrastructure. To encourage people to annex in, the infrastructure had to be improved and services. If the city wanted someone in the city limits, then the city had to do something to help them accomplish that.

Mr. Cummings stated that had been done, but if they weren't able to recapture the money, so you could help out the next person in the same situation, then there was no money to help anyone.

Councilor Justus wanted to know what they were going to do to encourage them to complete the process. His concern was that they'd do that, and how much could they expect from Dan to get this done? They needed to have a policy that encourage people to annex into Ontario, so the city could collect taxes, then borrow money to improve the infrastructure and to encourage annexation.

Mr. Cummings agreed, but to borrow money, they would have to convince the rate payers and tax payers to pay that loan back. It was always asking the same people to pay for development. That was the decision the Council had to make.

Councilor Crume stated the biggest issue appeared to be the timing of when this was done. Not the best option the city made. Hopefully, they'd do better on their investments for infrastructure. Also, he wasn't convinced that just because someone annexed in, that the city would collect more money. There would be the expense of road maintenance, police and fire protection, so unless set up correctly, there might be no income coming in to make a profit.

Mayor Verini stated staff was requesting Council consensus regarding the cost allocation formula recommended by the Public Works Committee, and to direct staff to work with the City Attorney to prepare the appropriate resolution for incorporating the changes to the wastewater rates.

Councilor Fugate asked if that would increase the utility rates.

Mr. Sullivan stated no, not based on the vote that night.

Call for consensus:

CF- no; TW-yes; NC-yes; MJ-yes; BC-yes; LT-out; RV-yes. Consensus to move forward 5/1/1.

Mayor Verini stated this would open the communication over a much wider net, and he hoped to see something from the City Manager over the next month.

Water Treatment Plant Bid Opening

Betsy Roberts, City Engineer, CH2M Hill, presented.

A bid opening for the City's 2016 Water Treatment Plant Chemical Feed Improvements Project was held on June 30, 2016. Only one bid was received, that being from RSCI Group out of Boise for \$1,699,200. Staff requested additional information, and following receipt of that data, staff was staying with the current recommendation to rebid the project.

There was a bid cost of almost \$1.7M. In looking at the project, there was the potential for an overrun of \$224K. In the current fiscal year, the budget was \$1.8M. There was approximately \$30K that, unfortunately, had not been paid in the last fiscal year, and carried over, so it would be deducted from the \$1.8M. NSA was the engineer of record, and they looked at what it would be to do services during construction. A portion of that was CH2 work. Further, another fee, estimated at 1%, or around \$15-16K, for special inspections. Those had to occur outside for structural type items. That reduced them to \$1.64M. Deducting construction costs, as shown at \$1.699M, and the estimated 10%, it showed they were already over by \$224K.

They were seeking information from RSCI. As they were over by 9%, they asked what staff would be doing. In the current environment, that wasn't unheard of. RSCI said they really wanted the job, they offered up some deductions, reducing it to \$1.54M. They reduced their base bid by \$157K. To accept all the modifications suggested by RSCI, it would include changing out the fiber reinforced plastic tanks to polyethylene; changing the pumps from the product currently used to something else; deleting one of the hypochlorite tanks [currently had three]; also, eliminating the caustic storage tank. That would be replaced with totes. However, by eliminating tanks now, they'd have to put them in later.

Mr. Leeper added if they eliminated the caustic tank, then staff would have to haul and handle the totes, and there were some serious safety issues associated with that, and it created another layer of labor.

Ms. Roberts stated that would leave them with an overage of approximately \$49K. Moving to accepting part of the negotiated project, taking the budget, deducting all costs, which were estimates, and reviewing their proposals for deleting some items, staff determined that there were only two items that would be accepted as deductions. One, staff did not want to eliminate the caustic tank. Second, regarding the polyethylene tanks were already there, and one was only seven years old. The cost to replace later would be significant, as this new construction would be built around the tanks. Staff wanted to stay with the tanks. It was the same with one of the sodium hypochlorite – staff needed it, and they couldn't get by without it.

Mr. Leeper reminded them that when this was done, they'd not be shut down. They would remain up and running.

Ms. Roberts stated it was more doable with the multiple tanks. They could look at a different pump style, but staff had good experience with the proposed pumps. Changing out the roof structure, staff's structural and architectural folks reviewed that, and were okay. Based on that, they were still over by \$175K.

Another alternative was to completely rebid the project. Staff added in an additional \$10K to the \$1.8M for rebidding costs. The iffy part was that they used staff's estimate of \$1.558M, but that was the unknown. What they got was more contractors bidding, a more vibrant environment in the area might bring in lower bids; but there was the potential, estimated, overage of \$28K.

Staff was currently suggesting a rebid of the project. They might attract more bidders, but they could lose the existing bidder. They could realize some cost savings, but it could also come in higher, or go over. There was a cost associated with rebidding. If it was rebid, staff would plan to rebid within six weeks, to get construction done during the winter. Staff wanted to get the project done, as they were risking system failure at the Water Treatment Plan.

They could accept the partially negotiated changes, which would be to take the bid from RSCI, and negotiate out a few items. They'd change the route system, and probably change out the pumps, saving approximately \$45-48K. On the good size, they knew what they were saving, as well as how much they might be over. They were still getting quality with the known, instead of perhaps an unknown contractor.

Mr. Leeper stated this was a big decision before Council, and wanted to ensure the Council had all their questions answered.

Councilor Justus asked where the money was coming from.

Ms. Ott stated they looked at Water Contingency, which had \$500,286 budgeted, as well as the Utility Capitalization Fee, which had \$1,916,469. She'd recommend the funding come out of the UCF fund, as that was a healthier fund.

Councilor Justus asked if the \$1.9M out of the UCF? How much was allocated out of that fund this year?

Ms. Ott stated that was the remaining contingency.

Councilor Crume stated with regard to rebidding, he had hoped to hear there might be more than one more bidder, but it didn't appear that would be the case.

Ms. Roberts stated they contacted contractors for this project, and they had thought there might be three who would bid. They could also extend their reach a bit further.

Councilor Crume verified that the contractors they'd been in contact with for this, were in the Boise area.

Mr. Leeper agreed that if they went out for rebid, they had no idea what they'd see come in. Their goal that night was to present the different options to the Council.

Councilor Crume stated if the Council selected Option #3, and pulled the funds from the UCF, the time difference between completion of construction, or they got the bid they guesstimated, what was the time frame difference for running the Water Treatment Plant.

Ms. Roberts stated it would make Jerry much more comfortable. That start up time and time for dealing with challenges, they kept closing that window. That plant needed to be up by the first of May.

Mr. Leeper stated if they started construction mid to late October, it was hoped that construction would be completed by end of April. If construction was delayed – say for Thanksgiving – they might be looking at the end of May. If completed by end of May, they still could meet the requirements associated with the heavy demands on the system, irrigation wise. If they went into June or July of 2017, that put them at a large disadvantage.

Mayor Verini stated it appeared that to rebid would put them under a time constraint, and there was a possibility that the bids they were thinking about being more palatable, might not come in.

Mr. Leeper agreed. They could end up with no bidders, or they could a lot of bidders.

Councilor Carter asked how old the system was.

Mr. Leeper stated it was from 1979. Some modifications were made in mid-1990, or early 2000, but it was a system mixed and matched, and they'd like to have a new system that was to the 21st Century standards. Technology had changed a lot.

Councilor Winebarger stated the reality was that if they didn't get the tanks up and running, they might not be able to provide the citizens with the clean water, if there was a major catastrophe. If they went out for bid, worse case would be outrageous bids, or none at all, leaving them in the same spot, but pushing it back and still risking the failures.

Mr. Brown stated if they were considering going with the bid, all those options had the 10% contingency built in. For the \$169K to \$155K built in to each one of those.

Councilor Crume stated he didn't think it was in the citizen's best interest to wait. He wasn't convinced they'd get any better bids. He wanted to express his appreciation for the work done by CH2 for presenting the different options.

Councilor Justus stated in making the modifications, changing the rooflines and not doing the motors, was that something they'd be coming back in a two years asking to do anyway?

Ms. Roberts stated no.

Norm Crume moved, seconded by Tessa Winebarger, to accept Project 3, with the potential overrun of \$175,442, taking the remaining funds from the Utility Capitalization Fund. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-out; Fugate-yes; Verini-yes. Motion carried 6/0/1.

National Pollutant Discharge Elimination System Permit (NPDES) – Phase 1

Betsy Roberts, City Engineer, CH2, presented.

Mark Bowen, Paul Woods, and Cliff Leeper had attended the Thursday work session, and provided information on this action.

The City of Ontario's National Pollutant Discharge Elimination System Permit (NPDES) Permit had been extended administratively since 2009 by the Oregon Department of Environmental Quality (DEQ). The DEQ was now ready to engage the City in developing an updated permit.

Staff recommended taking a proactive role in helping to direct this process forward. This proactive approach included securing the professional services of Paul Woods, Woods Consulting Group, an engineer with a long and recent history working through NPDES permits with the Oregon DEQ. Additionally, CH2M would provide owner representation and technical support for the initial review and meetings.

Phase 2 of the project would be developed after the initial meetings with DEQ and a clearer path forward was developed. This phase should be brief and not labor intensive.

Because the City discharged its treated effluent from the Wastewater Treatment Plant (WWTP) to the Snake River through the fall and winter, they were required to have an NPDES permit. Administrative extension of the permit was very common and was a means for the DEQ to extend an existing permit under its current requirements until the DEQ had time to renegotiate a new permit. Typically, over time, new effluent quality standards would become more restrictive. These new limits were what the DEQ wished to incorporate into the City's new permit.

In Ontario's case, there were several increased restrictions or limitations on wastewater quality. The most significant limitation was the lowering of the allowable inorganic arsenic level in the effluent stream. This was especially difficult for Ontario and other communities in the area because of the high background levels of inorganic arsenic that occurred naturally. For example, the background level of inorganic arsenic in the Snake River at the City's Water Treatment Plant (WTP) intake was approximately 4 ug/l. However, the new allowable limit for discharge was 2.1 ug/l.

Recognizing these challenges, the DEQ developed a White Paper specifically for Ontario that described the process the City would take if interested in attaining a Variance for the City's permit from the current constituent limits.

The task orders included the effort to review the validity of the process described, understand the pros, cons, and potential pitfalls, and develop a path forward acceptable to both the City and the DEQ. Phase 2 Task Orders would be developed and presented to Council once the Phase 1 activities were completed and a path forward was developed.

The City Council approved a \$150,000 budget for this fiscal year to conduct NPDES permit negotiations. This activity will fall under that budget. Woods Consulting Group was \$4,864, and the CH2M specialist was \$2,450 for a total cost of \$7,314.

Staff recommended the Council approve CH2M subcontracting with Woods Consulting Group to conduct Phase 1 activities for the development of the City of Ontario NPDES permit, and to approve CH2M engaging internal specialists on Phase 1 activities for the development of the City of Ontario NPDES permit.

Councilor Crume stated that Congressman Greg Wyden had been in town Saturday, and asked for questions. He asked if Congressman Wyden if he'd be interested in getting involved with this project, who indicated yes. They might have some congressional help with this action.

Charlotte Fugate moved, seconded by Marty Justus, that the City Council authorize CH2M to conduct Phase 1 of the City of Ontario NPDES Permit process and to subcontract with Woods Group Consulting for the same Phase 1 effort. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-yes; Tuttle-out; Fugate-yes; Verini-yes. Motion carried 6/0/1.

Ordinance #2717-2016: Cable One Franchise Agreement (First Reading)

Larry Sullivan, City Attorney, presented.

Mr. Sullivan stated in researching the types of changes that would have to be made, that wouldn't be in the franchise agreement, but in the city's telecommunications ordinance. He had intended, when speaking to Council last Thursday, to take the changes approved by the Oregon Supreme Court and incorporating them into the city's current telecommunications ordinance. After review, it became apparent it would be more complicated, and would not provide time for the Council to really review and make a fully-informed decision. He asked to bring it back to the next Council meeting.

Hearing no objections, Mayor Verini asked to have brought back to the next meeting.

CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Councilor Winebarger stated Friends of the Aquatic Center was meeting on Wednesday, and they were ready to move into their next phase. They had all the survey results compiled, and they'd be discussing that.

Councilor Fugate stated SREDA was hosting an Economic Development breakfast on Tuesday, from 7:00-8:00 a.m., Four Rivers Cultural Center. They planned to discuss health care, so it might be a good one to attend.

Adam Brown thanked CH2M for their thoroughness in bringing to Council, looking into all sides of the decisions. That was the type of approach needed for the Council to make a sound decision on actions.

ADJOURN

Norm Crume moved, seconded by Betty Carter, that the meeting be adjourned. Roll call vote: Crume-yes; Winebarger-yes; Carter-yes; Justus-Yes; Tuttle-out; Fugate-yes; Verini-yes. Motion carried 6/0/1.

APPROVED:

ATTEST:

Ronald Verini, Mayor.

Tori Barnett, MMC, City Recorder

ONTARIO CITY COUNCIL WORK SESSION MINUTES
**INTERIM CITY MANAGER
EVALUATION ACTION ONLY**
Thursday, July 14, 2016

The Work Session of the Ontario City Council was called to order by Mayor Ronald Verini at 12:00 p.m. on Thursday, July 14, 2016, in the Council Chambers of City Hall. Council members present were ~~Ronald Verini, Norm Crume, Tessa Winebarger, Betty Carter, Charlotte Fugate,~~ and Marty Justus. Larry Tuttle was excused.

Members of staff present were Adam Brown, Tori Barnett, Al Higinbotham, Cal Kunz, Kari Ott, Cliff Leeper, Betsy Roberts, Dan Cummings, Debbie Jeffries, Larry Sullivan, and Anita Zink. The meeting was recorded, and copies are available at City Hall.

CITY MANAGER EVALUATION

Mayor Verini stated there some changes to the Agenda. They had planned to handle the City Manager evaluation under Executive Session, but as one of the Councilors had to depart early, if no Executive Session was necessary, and everyone agreed, the Council could address that issue now. Did anyone object?

No objections to the action.

Councilor Crume asked if it needed to be discussed any further, or were they all comfortable with the results.

No comments.

Norm Crume moved, seconded by Tessa Winebarger, to accept the evaluation of Tori Barnett as presented to the Council, and grant the merit pay that was calculated by the City Manager. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-out; Carter-yes; Verini-yes. Motion carried 6/1/0.

APPROVED:

ATTEST:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder

PROPOSED WRITE OFF ACCOUNTS - AUGUST 1, 2016 COUNCIL MEETING

<u>ACCOUNT#</u>	<u>DATE FINALED</u>	<u>TOTAL DUE</u>	<u>AGING</u>
013296-000	2/22/2016	\$ 174.19	OVER 120 DAYS
013652-000	12/16/2015	\$ 172.36	OVER 120 DAYS
013858-000	1/20/2016	\$ 128.88	OVER 120 DAYS
008924-004	8/8/2011	\$ 113.51	OVER 120 DAYS
003092-000	1/8/2016	\$ 111.82	OVER 120 DAYS
013310-000	1/20/2016	\$ 389.16	OVER 120 DAYS
013489-000	1/20/2016	\$ 110.59	OVER 120 DAYS
011465-000	9/16/2010	\$ 326.23	OVER 120 DAYS
013757-000	1/20/2016	\$ 136.64	OVER 120 DAYS
011319-000	12/1/2015	\$ 95.53	OVER 120 DAYS
007391-002	12/21/2015	\$ 371.89	OVER 120 DAYS
013885-000	1/20/2016	\$ 536.47	OVER 120 DAYS
009962-000	12/21/2015	\$ 181.18	OVER 120 DAYS
013559-000	1/20/2016	\$ 203.07	OVER 120 DAYS
0001924-000	6/30/2015	\$ 160.00	OVER 120 DAYS
002951-000	3/22/2016	\$ 86.11	OVER 120 DAYS
003936-000	5/2/2016	\$ 8.48	OVER 120 DAYS
008926-000	4/11/2016	\$ 3.40	OVER 120 DAYS
011108-002	3/28/2016	\$ 15.81	OVER 120 DAYS
001421-000	7/14/2014	\$ 17.24	OVER 120 DAYS
001739-000	10/31/2014	\$ 19.92	OVER 120 DAYS
001743-001	9/10/2015	\$ 7.90	OVER 120 DAYS
002592-001	1/16/2014	\$ 3.64	OVER 120 DAYS
002717-000	7/22/2015	\$ 19.46	OVER 120 DAYS
002726-001	10/21/2015	\$ 12.91	OVER 120 DAYS
003517-000	10/22/2008	\$ 20.00	OVER 120 DAYS
003533-000	6/24/2015	\$ 0.64	OVER 120 DAYS
004875-002	4/21/2015	\$ 9.48	OVER 120 DAYS
004595-002	1/2/2015	\$ 14.99	OVER 120 DAYS
005035-000	2/18/2015	\$ 17.83	OVER 120 DAYS
005055-006	4/1/2015	\$ 6.74	OVER 120 DAYS
005601-001	3/4/2014	\$ 6.82	OVER 120 DAYS
005887-002	2/20/2015	\$ 6.42	OVER 120 DAYS
006844-000	2/28/2018	\$ 2.31	OVER 120 DAYS
007333-000	1/21/2015	\$ 2.54	OVER 120 DAYS
008563-000	5/12/2014	\$ 9.37	OVER 120 DAYS
008992-000	9/4/2013	\$ 16.15	OVER 120 DAYS
009320-001	11/25/2013	\$ 1.06	OVER 120 DAYS
009382-001	2/21/2013	\$ 19.80	OVER 120 DAYS
009461-000	2/24/2014	\$ 3.75	OVER 120 DAYS
009548-000	8/20/2014	\$ 19.88	OVER 120 DAYS
009554-000	6/25/2015	\$ 2.17	OVER 120 DAYS
009643-000	4/18/2008	\$ 20.00	OVER 120 DAYS
009718-000	6/24/2015	\$ 4.16	OVER 120 DAYS
009725-000	5/8/2015	\$ 4.72	OVER 120 DAYS
010083-000	2/10/2015	\$ 7.53	OVER 120 DAYS

PROPOSED WRITE OFF ACCOUNTS - AUGUST 1, 2016 COUNCIL MEETING

<u>ACCOUNT#</u>	<u>DATE FINALED</u>	<u>TOTAL DUE</u>	<u>AGING</u>
010160-001	1/27/2015	\$ 7.76	OVER 120 DAYS
010760-002	9/5/2014	\$ 16.75	OVER 120 DAYS
010760-016	9/25/2015	\$ 8.34	OVER 120 DAYS
010793-000	9/13/2013	\$ 6.43	OVER 120 DAYS
010909-001	7/31/2015	\$ 2.96	OVER 120 DAYS
010994-000	2/3/2014	\$ 8.62	OVER 120 DAYS
011821-000	7/23/2016	\$ 3.28	OVER 120 DAYS
011838-000	11/18/2015	\$ 13.76	OVER 120 DAYS
012009-000	6/2/2015	\$ 8.10	OVER 120 DAYS
012218-000	8/3/2015	\$ 2.07	OVER 120 DAYS
012313-001	4/8/2015	\$ 12.00	OVER 120 DAYS
012589-000	3/3/2015	\$ 8.47	OVER 120 DAYS
012598-000	6/18/2014	\$ 19.13	OVER 120 DAYS
012673-000	4/16/2013	\$ 3.44	OVER 120 DAYS
012714-000	2/20/2015	\$ 12.71	OVER 120 DAYS
012735-000	9/22/2015	\$ 13.00	OVER 120 DAYS
012777-000	6/9/2014	\$ 6.71	OVER 120 DAYS
012983-001	10/29/2015	\$ 17.10	OVER 120 DAYS
013037-000	9/30/2014	\$ 11.46	OVER 120 DAYS
013113-000	4/8/2015	\$ 18.01	OVER 120 DAYS
013173-000	5/27/2015	\$ 8.37	OVER 120 DAYS
013224-000	7/23/2014	\$ 10.69	OVER 120 DAYS
013271-000	10/21/2015	\$ 16.97	OVER 120 DAYS
013327-000	5/15/2015	\$ 9.00	OVER 120 DAYS
013335-000	6/24/2015	\$ 12.92	OVER 120 DAYS
013346-001	8/11/2015	\$ 5.72	OVER 120 DAYS
013378-000	12/15/2014	\$ 6.78	OVER 120 DAYS
013386-000	10/21/2015	\$ 19.33	OVER 120 DAYS
013393-000	11/17/2014	\$ 6.24	OVER 120 DAYS
013455-000	5/6/2015	\$ 6.60	OVER 120 DAYS
013465-000	11/2/2015	\$ 14.27	OVER 120 DAYS
013594-000	6/4/2015	\$ 18.15	OVER 120 DAYS
013632-000	6/22/2015	\$ 9.49	OVER 120 DAYS
004233-000	5/3/2016	\$ 6.48	OVER 120 DAYS
007510-004	2/5/2016	\$ 17.30	OVER 120 DAYS
009111-000	5/20/2015	\$ 14.96	OVER 120 DAYS
012701-001	3/29/2016	\$ 12.23	OVER 120 DAYS
012744-002	5/4/2016	\$ 7.59	OVER 120 DAYS
013362-000	12/21/2015	\$ 12.90	OVER 120 DAYS
013577-001	12/22/2015	\$ 1.49	OVER 120 DAYS
		\$ 4,020.33	

Department Head City Council Regular Presentations									
Work Session	Recorder	Community Development	Finance	Fire*	Human Resources	Police*	Public Works*	Airport	Recreation
July	SAR		MFR			QR		QR	
August		AR	MFR				AR		
September			MFR	QR					QR
October			MFR		SAR	QR		QR	
November		QR	MFR				QR		
December			MFR	QR					QR
January	SAR		MFR			QR		QR	
February		QR	MFR				QR		
March			MFR	QR					QR
April			MFR					QR	
May		QR	MFR		SAR	QR			
June			MFR	QR			QR		QR

* Provide Monthly Written Report and/or Statistics

- MFR Monthly Financial Report
- QR Quarterly Report
- SAR Semi-Annual Report
- AR Annual Report

AGENDA REPORT

7/26/2016



TO: Mayor and City Council

FROM: Adam J. Brown, City Manager

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT
RESOLUTION #2016-125: AMENDING THE CITY'S FAIR HOUSING POLICY
RESOLUTION #2016-126: DESIGNATING CITY MANAGER AS CERTIFYING OFFICER

DATE: July 26, 2016

SUMMARY:

Attached are the following documents:

- Resolution #2016-125
- Resolution #2016-126

Action is needed to initiate the city's Community Development Block Grant Funding.

PREVIOUS COUNCIL ACTION:

The Ontario City Council made a joint application for community development block grant (CDBG) funds with Malheur County, Nyssa, and Vale.

BACKGROUND:

A multi-year grant was awarded to the Ontario, Malheur, Nyssa, and Vale application. Our partner grantee's received funding before us, but this year's funding is targeted to the City of Ontario. Approximately \$300,000 is available for housing rehabilitation projects within Ontario, which will be administered through the County's third party administrator Community in Action.

CURRENT SITUATION

There are several procedural things that need to be accomplished prior to being able to use the funding.

1. Update the City's Fair Housing Resolution – Changes have been made to the Federal Fair Housing guidelines that must be reflected in a resolution approved by the governing body. The attached Fair Housing Resolution updates the council's previously approved resolution to the current federal guidelines.

2. Designated Signatory – The City is required to assign a signatory for the purpose of signing off on documents related to the grant. This is most often the chief administrator of the local government. We are recommending that the City Council assign the City Manager to be the signatory in line with the prevailing practice.

Two other documents will need approval prior to withdrawing funds. First is a Section 3 plan and the second is a Limited English Proficiency (LEP) plan. We received the section 3 plan, but it has not yet been reviewed by legal counsel. The Section 3 plan has to do with contractor hiring practices ~~for those who are awarded bids to work on the rehabilitation projects. The LED is intended to~~ accommodate individuals with limited capability for speaking English. We anticipate these documents to be ready later in August.

ALTERNATIVE:

Taking no action may delay implementation of the grant program.

FINANCIAL IMPLICATIONS:

Grant funds cannot be administered until these two documents, the Section 3 plan, and the LEP plan are approved by the City Council.

RECOMMENDATION:

The City Manager recommends that the City Council approve the amended Fair Housing resolution and the resolution designating the City Manager as the signatory for the City's CDBG program.

PROPOSED MOTION:

I move that the City Council approve Resolution 2016-125, **A RESOLUTION AMENDING THE CITY OF ONTARIO FAIR HOUSING POLICY**, and Resolution #2016-126, **A RESOLUTION DESIGNATING THE CITY MANAGER AS THE CDBG PROJECT CERTIFYING OFFICER AND ENVIRONMENTAL CERTIFYING OFFICER**, for the City's CDBG program.

RESOLUTION 2016-125

A RESOLUTION AMENDING THE CITY OF ONTARIO
FAIR HOUSING POLICY

LET IT BE KNOWN TO ALL PERSONS of the City of Ontario that discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage, rental services because of race, color, sex, disability (physical or mental), familial status (children), or national origin is prohibited by Title VIII of the federal Fair housing Amendments Act of 1988. It is the policy of the City of Ontario to support the Fair housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (1. Children and 2. Actual or perceived sexual orientation, gender identity or marital status or its members), or national origin. Therefore, the City does hereby pass the following resolution:

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Council of the City of Ontario, Malheur County, State of Oregon, as follows:

- 1) That within the resources available to the City through city, county, state, federal, and community volunteer sources, the City will assist all person who feel they have been discriminated against because of race, color, religion, sex, disability (physical and mental), familial status (children), or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and stat laws.
- 2) The City shall publicize this resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters, to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.
- 3) The Fair Housing Program, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will, at a minimum, include, but not be limited to: 1) the printing, publicizing and distribution of this resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state, and federal resources, through local media of community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

EFFECTIVE DATE: Immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this ____ day of _____, 2016.

Ayes:
Nays:
Absent:

Approved by the Mayor this ____ day of _____, 2016.

ATTESTED:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder

RESOLUTION 2016-126

A RESOLUTION DESIGNATING THE CITY MANAGER AS THE
CDBG PROJECT CERTIFYING OFFICER AND ENVIRONMENTAL CERTIFYING OFFICER

WHEREAS, The City received Community Development Block Grant #H15010 ("the Grant") from the State of Oregon through Business Oregon Infrastructure Finance Authority; and

WHEREAS, The City is required to designate a Project Certifying Officer for signing required documents under the Grant; and

WHEREAS, The City is also required to designate an Environmental Certifying Officer for signing required environmental documents under the Grant.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Council of the City of Ontario, Malheur County, State of Oregon, as follows:

Adam Brown, City Manager, is designated as Project Certifying Officer and as Environmental Certifying Officer and delegated the authority to sign required documents under the Grant.

EFFECTIVE DATE: Immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this ____ day of _____, 2016.

Ayes:

Nays:

Absent:

APPROVED by the Mayor this ____ day of _____, 2016.

ATTESTED/FILED:

Ronald Verini, Mayor

Tori Barnett, MMC, City Recorder

Approved as to form:

Larry Sullivan, City Attorney

Date

Ideas/Guidelines/Suggestions for City Manager December Review

Set up a grant writing program for the city with City Manager at the helm.

Assist the Planner with code and ordinance review. Develop a strategy that will improve the current city ordinances, rules, standards, regulations, etc., which are out of sync with today's world.

Develop a Public Relations strategic communication process for the city.

Strategic plan for balance of the current budget year through year 2020 (a five-year plan).

Show a leadership system that improves the Department Heads and staff relationship with each other. Merit raises, not cost of living CPI.

Review the 2016-17 budget after first 90 days, and suggest any modifications or changes. Address the \$130K shortfall/gap in the cemetery budget – limit budget.

Determine his own evaluation form and give his ideas of what the Council needs to evaluate him on in December.

Be present during fire contract negotiations; ask for guidance from Council; provide Council with total percent of increase allotted.

Show his activities in community as to what organizations, clubs, government contacts, etc. that he has attended or become involved in to better improve relationships in city. Should be a member of at least one service club.

Develop plan that looks at budget and bring to Council ideas that will bring in revenue and cut expenses that will improve productivity of city staff.

Review and suggest other ways to increase revenue. Suggestions: permit and licensing fees; sales tax and everything that is involved with that; surplus land sales; should the issue of marijuana be revisited?; water usage fees; lift moratorium on SDCs; analyze franchise fees, especially Cable One.

Work with Aquatic group and bring to Council ideas that will save our pool without spending any or little city money for building, staff, maintenance, etc.

Work with Economic Development (Dan Cummings), Malheur County Economic Development (Greg Smith), and Snake River Economic Development Alliance- SREDA (Kit Kamo) and show how the team and City Manager might add to the mix with some innovative ideas that might bring in economic development to Ontario.

Review and rewrite Personnel Policy Manual.

With our limited budget, show how the Police Department, Fire Department, and any of our city Departments, might be more productive and how our city can be made a safer place due to new ideas.

Develop ideas to enforce our codes on the books that will clean up our city and review the codes that seem to prevent businesses from coming to town.

Street fund, LIDs, business registrations.

Set an 'Open Door' policy for community and develop a plan that makes it easy for the community to approach the City Manager.

Develop a working relationship with CH2M HILL and Oster Professional Group that improves on what we have been building over these last few years and how to measure that relationship.

Set up informal meeting with Budget Committee and discuss how the budget will be presented this coming year. Timing on reports before meeting the Budget Committee – or at least send e-mail as to how budget process will work.

Discussion/Information /Hand-Out Items

City Council Meeting
August 1, 2016

MALHEUR COUNTY COURT MINUTES

JULY 6, 2016

The Malheur County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois.

~~Also present was Larry Meyer of the Argus Observer and John Braese of the Malheur Enterprise.~~

TREASURE VALLEY PARAMEDICS (TVP)

Meeting with the Court from Treasure Valley Paramedics were Attorney Max Taggart, Steve Patterson and Heather Land. Mr. Taggart explained that TVP has for some time been working towards transferring from a nonprofit entity to a for-profit entity. Currently the TVP nonprofit corporation has three directors (Doug Lamb, Nick Bokides, Steve Patterson). Approximately one year ago TVP hired Hyde Valuations Inc. to do a business valuation as under ORS assets may not be transferred without a sale. Mr. Hyde did two appraisals - one on the land only and also a full business appraisal. The valuation of the land and ambulance hall was \$300,000 (not considering the debt of \$226,000 owing against it); so the overall equity is approximately \$75,000. Hyde Valuations also performed a valuation of the business itself, including the building, and that value was \$390,000 (which does take in to consideration the debt against the building).

County Counsel Stephanie Williams joined the meeting.

Two Oregon entities have been formed; an Oregon profit corporation known as TVP Inc. and an Oregon limited liability company known as TVP Enterprises LLC. The resolution of the TVP board at their June meeting was to sell the operating business to these two entities; transferring the land and building to the LLC (for tax purposes as recommended by the CPA); and all other operations, including ambulances, personal property, accounts payable, accounts receivable, to the Oregon profit corporation.

Mr. Taggart explained that TVP is proposing that the personal services contract with the County be transferred to both entities, so that both entities will be responsible for the obligations and both entities will have the benefits. Mr. Taggart explained that should TVP fail, the personal services contract includes a "takeover" provision in which the County would have the ability to take over operations of TVP for up to 150 days. Per the provisions of the personal services contract the County must approve/consent to the assignment of the agreement in writing and in advance of any transfer by TVP of its assets, liabilities and obligations to a new corporation. Department of Justice must be notified 20 days in advance of the actual transfer.

The sell price of TVP will be \$390,000 (\$50,000 down) with the rest paid over 8 years at 2.5% interest (monthly payments of approximately \$3911). TVP must distribute the sale price to a similar nonprofit corporation or government entity. TVP nonprofit will need to continue to exist for at least two years and keep its liability coverage in place. New directors will need to be in place, Mr. Patterson might remain as a director but Mr. Lamb and Mr. Bokides will need to be replaced. TVP nonprofit has been exploring the possibility of forming a foundation and the County could have input in that proposal; additionally, the County can say that it wants the funds from the sale and would be rightly entitled to the funds.

Mr. Patterson explained that the long-term future plans are to sell the business to a couple of interested long-term TVP employees and to continue operations.

Juvenile Department Director Susan Gregory joined the meeting.

The Court discussed the proposal with Mr. Taggart and Mr. Patterson. Mr. Taggart reiterated that TVP needs the County's approval to proceed with the sale and transfer of the contract to the for-profit entities. The current personal services contract ends July 2017. There is nothing in the personal services contract that guarantees that the County will extend the term of the agreement. The sales price of TVP nonprofit to TVP for-profit will be \$390,000; and the for-profit will assume the existing debt. TVP nonprofit will need to distribute funds from the

sale to a similar nonprofit entity or a governmental entity. The Court discussed that if the County were to receive the funds they would be allocated to the Ambulance Service District. The Court requested that Ms. Williams and Mr. Taggart further discuss the proposal and that Ms. Williams have the opportunity to review the provisions of the proposed assignment of the personal services contract. The Court took the matter under advisement and said they would revisit the matter at their July 20th meeting.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of June 29, 2016 as written. Commissioner Wilson seconded and the motion passed unanimously.

SUPPLEMENTAL BUDGET RESOLUTIONS

Commissioner Hodge moved to approve Resolution R16-18: In the Matter of Fiscal Year 2016/2017 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The supplemental budget allocates the spending of OHA grant funds which were received but not anticipated when the adopted budget was prepared. These are grant funds to conduct outreach to inform the local community of health coverage options. See instrument #[2016-2204](#)

Commissioner Hodge moved to approve Resolution R16-20: In the Matter of Fiscal Year 2016/2017 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The supplemental budget allocates the spending One-Time VOCA grant funds which were received but not anticipated when the adopted budget was prepared. See instrument #[2016-2205](#)

AMENDMENT TO IGA WITH VECTOR DISTRICT

Commissioner Wilson moved to approve Fourth Amendment to Intergovernmental Agreement between Board of Trustees of the Vector Control District of Malheur County and the Malheur County Court for Implementation of the General Operation Plan of the Vector Control District. Commissioner Hodge seconded and the motion passed unanimously. The agreement expires June 20, 2018. See instrument #[2016-2206](#)

AMENDMENT - IGA #147797

Commissioner Hodge moved to approve Twelfth Amendment to Oregon Health Authority 2015-2017 Intergovernmental Agreement for the Financing of Community Addictions and Mental Health Services Agreement #147797. Commissioner Wilson seconded and the motion passed unanimously. The amendment amends the financial and service information in the Financial Assistance Award. A copy will be returned for recording.

AMENDMENT TO SPACE USE AGREEMENT WITH OSU

Commissioner Wilson moved to approve Amendment 1 to the Space Use Agreement Recorded with Malheur County Clerk as Instrument Number 2015-2062. Commissioner Hodge seconded and the motion passed unanimously. The agreement is extended to June 30, 2017. See instrument #[2016-2230](#)

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(d) - Labor Negotiator Consultations, with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present were Administrative Officer Lorinda DuBois, County Counsel Stephanie Williams, Juvenile Department Director Susan Gregory, Larry Meyer of the Argus Observer and John Braese of the Malheur Enterprise. No decisions were made during or following the session.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(h) - Legal Counsel, with Judge Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present were Administrative Officer Lorinda DuBois, County Counsel Stephanie Williams, Larry Meyer of the Argus Observer and John Braese of the Malheur Enterprise. No decisions were made during or following the session.

COURT ADJOURNMENT

Court was adjourned.

MALHEUR COUNTY COURT MINUTES

July 20, 2016

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams.

Also present was Vale City Manager Lynn Findley and John Braese of the Malheur Enterprise.

ANI-CARE ANIMAL SHELTER INC.

Amanda Grosdidier and Brian Feeley met with the Court. Ms. Grosdidier explained that herself and Mr. Feeley have been running Ani-Care since last February; papers were recently signed to take over the business from Ross Hendricks (previous owner of Ani-Care). Ms. Grosdidier would like to continue to contract with the County for shelter services for canines. It was briefly discussed that law enforcement case numbers are not assigned by the County for canines taken to the shelter. It was explained that County law enforcement does not transport dogs to the shelter and the County does not have a mandatory licensing program. (The cities do have officers who transport dogs to the kennel and do have mandatory licensing requirements so law enforcement case numbers are generated.) The business name is now Ani-Care Animal Shelter Inc. and is a non-profit corporation. Ms. Grosdidier noted that she is hoping to work with the Ontario Feral Cat program to eventually expand services outside the city limits of Ontario. Ani-Care Animal Shelter Inc. is not purchasing the real property, rather a lease has been entered into with the property owner. Mr. Findley noted that at times the City of Vale does transport county dogs to the shelter.

TREASURE VALLEY PARAMEDICS (TVP)

Meeting with the Court from Treasure Valley Paramedics (TVP) were Attorney Max Taggart, Steve Patterson and Heather Land. Mr. Taggart reviewed the draft minutes of the June 14, 2016 Special Meeting of the Board of Directors of Treasure Valley Paramedics, which included a resolution of the board to offer for sale TVP's land and its improvements, and TVP's tangible and intangible personal property, to include the contract with Malheur County, to TVP Inc. and TVP Enterprises LLC. The sale is subject to some contingencies listed in the resolution to include: Authorization from the County Court to assign the current personal services contract between TVP and Malheur County from TVP to TVP Inc., which will conduct EMS under that contract; the resolution of all necessary issues with the Internal Revenue Service; the giving of proper notice to the Oregon Department of Justice as required by ORS and the resolution with Department of Justice of any issues required to be resolved.

The parties to the sale will be: The seller is Treasure Valley Paramedics, an Oregon non-profit corporation; the buyers are TVP Inc. and TVP Enterprises LLC.; the guarantor of TVP's currently guaranteed debts is Steve Patterson.

The assets of Treasure Valley Paramedics to be sold are: All real property with its improvements; and all tangible and intangible personal property, including all business operations, good will, accounts receivable, bank accounts, contracts of insurance and the current personal services contract with Malheur County.

The purchase price for the Company shall be \$390,000. The real property will be sold to TVP Enterprises LLC and the personal property will be sold to TVP Inc. The purchase price will be proportionately allocated between TVP Enterprises LLC and TVP Inc. based on the equity in the real property and the personal property on December 31, 2015. The purchase price will be paid as follows: At closing, \$50,000 in cash; the remaining balance (\$340,000) will be evidenced by a promissory note, which will bear interest at 2.5%, monthly installments of \$3,911, payable on the first day of the second calendar month following the date of closing. Monthly payments paid later than ten days following the due date will be assessed a late fee of 5%. The makers of the promissory note will be TVP Enterprises LLC and TVP Inc. The promissory note may be prepaid, in whole or in part, at any time without penalty. Full and timely performance of the promissory note will be personally guaranteed by Steve Patterson.

The promissory note will be secured by: TVP Enterprises LLC will execute a trust deed describing the real property and containing customary terms and provisions; TVP Inc. will execute a security agreement describing the personal property and containing customary terms and provisions which security agreement will be perfected as required by law. The trust deed and security agreement will contain terms necessary to respect the right of Malheur County to exercise the "take-over" provisions in the current personal services contract between TVP and the County.

The transaction described in the resolution is intended to be As Is, Where Is, subject to known, unknown and latent defects, other than that TVP is vested with fee simple title in the real property and has rights, including ownership, in the personal property.

Closing of the sales transaction needs to occur as soon as reasonably possible, and certainly before the end of the year. Ms. Land explained that due to Medicare requirements the moving from the nonprofit to the for-profit entity needs to happen within 60 days of the application approval date to Medicare (the application approval date was July 11, 2016).

Mr. Taggart explained that TVP nonprofit will need to continue to exist for at least two years and keep its liability coverage in place. New directors will need to be in place. No decisions were made at the TVP Special Meeting as to how the proceeds of the sale would be distributed - whether to a governmental entity or similar nonprofit entity. Mr. Taggart indicated that he did not believe that the TVP Directors would have any objections to the funds going to the Ambulance Service District. The Ambulance Service District could form a committee and criteria for how the funds would be dispersed to benefit the ambulance providers, EMT's and fire districts. Mr. Patterson could be involved in the committee and creation of the criteria.

Mr. Taggart noted that Steve Patterson would be the sole member of the LLC; and Steve Patterson would be the sole shareholder, sole director, the president and secretary of the Corporation. Mr. Taggart said he could amend the resolution to include a provision that changes would not be made without consent of the County. It is anticipated that in 3 to 5 years Mr. Patterson may want to bring in additional members/directors.

Mr. Taggart suggested that after two years he would like to dissolve TVP nonprofit and distribute the promissory note and trust deed security agreement to the County/ASD. Ms. Williams expressed concern with that scenario as the statute of limitations for contract claims is 6 years.

Commissioner Wilson noted some conditions the Court had regarding TVP proceeding with for-profit status including: The \$390,000 go to ASD; a committee of ASD members and including Steve Patterson will then decide what equipment, supplies, vehicles, training etc. will be purchased for ambulance providers, EMTs and fire districts. Drafting of an acceptable written assignment between the County and TVP Inc.; and DOJ approval. Additionally, if the resolution from the TVP Special Meeting Minutes of June 14, 2016 is amended the Court is to be provided a copy and kept well informed; and the TVP for-profit entities members/directors not be changed without consent of the County.

Mr. Taggart expressed concern with the condition that Mr. Patterson be a member of the ASD committee formed specifically to distribute the sale proceeds. Rather, Mr. Taggart suggested that the sale proceeds be distributed to the ASD and the ASD Advisory Board and County Court, as the governing board of the ASD, be responsible for distribution of the funds. The Court was agreeable to this suggested change.

Mr. Taggart said he could draft a supplemental resolution addressing the conditions as outlined by the Court.

Unanimous consensus of the Court was that based upon all information to date and subject to the above referenced conditions, the Court does not object to TVP proceeding forward with for-profit status as outlined to the Court on July 6 and July 20, 2016.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of July 6, 2016 as written. Commissioner Hodge seconded and the motion passed unanimously.

AMENDMENT - CONTRACT WITH GREG SMITH

Commissioner Hodge moved to approve Third Amendment to Contract for Personal Services: Malheur County Economic Development Consultant/Coordinator with Gregory Smith & Company LLC. Commissioner Wilson seconded and the motion passed unanimously. The contract expires June 30, 2017. See instrument # 2016-2377

Mr. Findley left the meeting.

EMPLOYMENT AGREEMENT - DUGAN

Commissioner Hodge moved to approve Malheur County Assistant Attorney - employment of PERS retiree Employment Agreement with Michael T. Dugan. Commissioner Wilson seconded and the motion passed unanimously. Mr. Dugan will be employed as a Malheur County Assistant District Attorney on a limited and temporary basis consisting of no more than 518 hours from July 18, 2016 through December 31, 2016 at an hourly rate of \$50.00. See instrument # 2016-2376

EOCCO COMMUNITY ADVISORY COUNCIL (CAC)

Commissioner Hodge moved to appoint Carrien Broyles, Mindy Best, Amy Romans, Kristie Rae Cooper, Carlos Soriano, Justin Pendleton, Jessica Steele, Linda Smallwood, and Kathleen Quintero to the Eastern Oregon Coordinated Care Organization (EOCCO) Local Community Advisory Council. Commissioner Wilson seconded and the motion passed unanimously.

CROSSING PERMIT

Commissioner Wilson moved to approve Crossing Permit #19-16 to City of Vale for installation of water transmission line on Lytle Boulevard #570. Commissioner Hodge seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

COMMENTS FROM COURT MEMBERS

Commissioner Hodge noted he had participated in the interviews for the Equipment Operator position at the Road Department.

Commissioner Hodge also noted that Road Supervisor Richard Moulton had visited with him about possibly purchasing the Wilcox gravel pit. The Court briefly discussed the matter. Commissioner Wilson requested Mr. Moulton make a formal presentation regarding the property to the Court.

COURT ADJOURNMENT

Court was adjourned.



BOARD OF DIRECTORS

Meeting Agenda

August 3, 2016

Malheur County Fair Board Room, Ontario, Oregon

1. Call meeting to order Chair Patrick Nauman
- ~~2. Introductions of attendees~~
3. Approval of July 6 minutes
4. Financial update – Sandy Hemenway, Treasurer
5. Fund raising update – Public & Private
6. Business highlight – AMI
7. Bylaw update from committee tabled
8. Update on Economic Breakfast Future of Health Care - July 26 7-8 am
9. City and Community Highlights
 - Fruitland, Payette, Ontario, Nyssa, Weiser, New Plymouth, Vale
 - a. City
 - b. Community
10. County Highlights
 - Payette County, Washington County, & Malheur County
11. Executive Director Report
 - a. Project updates
 - b. Other
12. Round Table Discussion
13. Adjourn

Calendar of EVENTS

July 17-19 IFT Show Chicago - Kit attending
July 26 Western Treasure Valley Economic Breakfast – The Future of Health Care
SREDA/Ontario Area Chamber of Commerce sponsored event – 7 – 8 am Four Rivers
Cultural Center, Breakfast buffet
August 3 SREDA Monthly Board Meeting, 7 am – Malheur County Fairgrounds, Fair Board Room
September 7 SREDA Monthly Board Meeting, 7 am – TBA

All SREDA monthly meetings are open to the public

**BOARD OF DIRECTORS**

July 6, 2016 ~ 7 am

Zions Bank, Weiser, Idaho

Members and guests present: Patrick Nauman, Randy Griffin, Sandy Hemenway, Ken Bishop, Jeff Williams, Rick LaHuis, Brad Holland, Charlotte Fugate, Jerry Smith, Layna Hafer, Jeff Hafer, Derrell Childers, Dennis Baughman, John Breidenbach, Torie Ramirez, Dawn Callaham, Carolyn Wesner, Kyle McCauley, and Steven Hale.

Staff: Kit Kamo, Executive Director

1. Call the Meeting to Order: Chairman Patrick Nauman called the meeting to order at 7:05 a.m.
2. Introductions of Attendees: Chairman Nauman then thanked everyone for coming to today's meeting as the turnout was very good with multiple communities represented. We then went around the room and everyone present introduced themselves and the business or entity they are representing.
3. Appointment of Board Member/Member Retiring – Rick LaHuis/Logan Hamilton: Chairman Patrick Nauman explained to the group that Logan Hamilton had resigned from the board but no official action had been taken. Rick LaHuis has been asked, and has accepted, the appointment on the board to replace Logan Hamilton. After explaining this, Chairman Nauman then asked for a motion to approve the appointment of Rick LaHuis in place of Logan Hamilton. Sandy Hemenway made a motion to approve the appointment of Rick LaHuis to the Board, seconded by Jeff Williams. The motion passed unanimously.
4. Approval of June 1, 2016 Board Minutes: Patrick asked if everyone had a chance to read and review the June 1, 2016 board minutes that were sent out. Chairman Nauman then asked if anyone had any questions or corrections to the minutes. Hearing none, Chairman Nauman asked for a motion to approve the minutes as printed and presented. Brad Holland made a motion to approve the minutes as printed, seconded by Jeff Williams. The motion passed unanimously.
5. Financial Update: Treasurer Sandy Hemenway provided the treasurer's report for the group. Sandy went over in detail the financial handouts for the month of June discussing balances at the end of the month in both the checking and money market accounts, and then totals for month end. Chairman Nauman then asked if anyone had any questions on the financial report. Sandy stated that Erkhart Oil was a new member and reviewed and updated the group on a few others also. Patrick then asked for a motion to approve the treasurer's report as presented. Jeff Williams made a motion to approve the treasurer's report as printed and presented, seconded by Rick LaHuis. The motion passed unanimously.
6. Fund Raising Update – Public and Private: Patrick asked the group if any members had any new information to report here. It was noted that the Malheur Federal Credit Union did renew their membership. Also Jerry Smith announced that DL Evans Bank will double their membership amount this coming year.
7. Business Highlights – Weiser Memorial Hospital: Steven Hale, MHA, CEO who is the new administrator for Weiser Memorial Hospital along with Layna Hafer presented information and updates on all of the recent changes at the hospital which were numerous. Layna began the presentation by handing out cell phone holders for biking, walking, etc.... and then discussed the importance of each of us investing in good economic health. She then provided an overview of Weiser Memorial Hospital reviewing how it operates and showed slides of how the hospital was updated, rooms, exterior, ER access with all aspects covered which included multiple updates and improvements. A very detailed impressive presentation. CEO Steven Hale then provided the group with an update on his personal vita and what he has accomplished and what brought him to Weiser. Mr. Hale likes rural areas. He then went on to discuss several new projects the hospital

will accomplish in the future. He did state that the community is helping out the hospital as well. The hospital gives back some 2 million annually in bad debt write offs to the community. Mr. Hale concluded stating that he and his family are very happy to be in Weiser.

8. Bylaws Update from Committee: The Bylaw updates were tabled again this month.
9. Economic Breakfast FUTURE of HEALTH CARE – July 26, 7-8a.m. – Patrick and Kit reminded the group that SREDA & Ontario Chamber will be holding a Health Care summit in July. This will be a very good event and everyone is encouraged to attend.
10. City and Community Highlights:

City Highlights:

- a. Fruitland: Mayor Ken Bishop stated the city is working hard on budget preparation and completion. The Mayor went on to say the new park project has had some setbacks but nothing they cannot work through. The Mayor then discussed some problem issues with the Federal grant the City obtained, the time involved in this process, and the end result on the budget which will be increased. At this time the City has decided to act as its own General Contractor and will hire all of the subcontractors. Mayor Bishop did say that other things in Fruitland are going very well and that both housing and new business opportunities look very promising.
- b. Payette: Mayor Jeff Williams discussed the importance of the city's updated strategic plan and recently held work sessions. Mayor Williams said that projects without Federal dollars attached can often cost half as much which is a big deal to small rural communities. Very similar to what Mayor Bishop said above. Mayor Williams did say because of a well-developed and understood long range plan the City of Payette has it makes it much easier for finding local dollars to complete many of these important community projects. The Mayor then said the development along highway 95 is going well with some future plans in the works which can be discussed at a later date.
- c. Ontario: Councilwoman Charlotte Fugate informed the group that the city will be hosting a meet and greet for new city manager and police chief at Four Rivers Cultural Center in Ontario this month. Everyone is encouraged to attend.

John Breidenbach, Ontario Chamber of Commerce Executive Director, provided the group with an update on the Ontario community and the Travel Oregon tour of Malheur County. John stated with all of the local community events happening on both sides of the river all hotels in the Ontario area have been full which is great. John then discussed his one on one meeting with the new city manager, Adam Brown, which went very well. They had a great discussion regarding SREDA's local economic benefits. John then mentioned the solar eclipse which will be in August 2017. Weiser and the surrounding area will be the best viewing for this important event which it is believed will draw a lot of people to our area.

- d. Nyssa: Tori Ramirez said the School Board has now selected a contractor for the new school bond issue which is to build a new middle school. The successful contractor will be Design West. Tori also mentioned that the new dental office on Main Street is about ready to open and that the city's annual Thunderegg days will be held beginning this weekend. Please everyone, try to attend.
- e. Weiser: Council member Layna Hafer stated the city has also been working on their annual budget and that this time the SREDA donation made it into the budget with no problems. She also said the local airport now has gasoline on hand which will be a boost. Layna then discussed the City's Economic Task Force providing updates to the group. She then passed Economic Task Force cards around for everyone to see which are very nicely done. She said

the annual Fiddle Festival which recently was completed was again a good event, a huge boost to the Weiser community and very successful. Also the July 4th fireworks display was awesome.

Patrick then said that the city has hosted a couple of site visits and that the old Zions Bank building was just sold to Washington County Title Company. Also, a couple of other local businesses have now quit leasing their respective buildings and will be purchasing them. Land sales are going very well. Also, a new business will be locating near Hometown Motors on Highway 95 and the Mann's Creek Store was just purchased as well and hopes to open soon.

- f. New Plymouth: No city of New Plymouth representatives were present so no report was given for New Plymouth.
- g. Vale: No city of Vale representatives were present so no report was given for Vale.

11. **County Highlights:**

- a. Payette County: Kit stated that she had met with the new Payette County commissioner, Georgia Hanigan, and that she will be the Payette County commissioner representative to SREDA board meetings in the future beginning in September.
- b. Malheur County: No Malheur County representatives were present so no report was given for Malheur County.
- c. Washington County: No Washington County representatives were present so no report was given for Washington County this month.

12. Executive Director Report:
Project Updates:

Kit began her monthly report to the board discussing the had outs in this month's packet of information beginning with the monthly snap shot financial data, then to the 2016 Renewing Members information and finally to the EDA Report Card. Kit also mentioned the meetings taking place regarding a possible major rail hub for local commodities shipping which would be a huge benefit for our region. After explanation and discussion, Kit made the following comments:

- 1. Projects worked on include: Project Pumpkin, Project RailEx (Greg Smith's), Project Violet (Site visit), Project Babe & Energy (older projects), Project Adam & Eve (Site visit), Project One-1, Project Basket and Project Water Flower.
- 2. Kit's SREDA Presentations: Vale Chamber of Commerce, Ontario Area Chamber, Western Idaho Farm Bureau, Fruitland Business Club meeting, Ontario Lions Club, Assoc. of Idaho Cities, and RDI & Ford Family Foundation's Embracing Our Treasurers Symposium. New Plymouth Kiwanis is scheduled for 7/11.

3. County/City presentations: Washington and Payette County and Payette City. City of Weiser is scheduled for 7/11.
4. Meetings & Tours held: Oregon Governor's Regional Solution Team for Eastern Oregon meeting, Idaho Business Review tour with the Editor, Oregon Speaker of the House Tina Kotek, Oregon Joint Transportation hearing, and Transportation hub meeting to discuss local RailEx activities and set up local team to pursue the project.
5. Site visits: Project Violet – 1.5 days meeting with local, county, and state dignitaries as well as TVCC and BSU Engineering team.



Project Adam and Eve – met with both company owners, SREDA Chair, realtor, and County Commissioner Kirk Chandler.

June Board Meeting held in Payette:



13. Round Table Discussion: Patrick told the group that the information Kit reviewed on her 2016 Snake River EDA Report Card will be sent to the local press for exposure to SREDA's activities.

It was then mentioned that Valley Family Health Care will have a ground breaking ceremony in Payette on July 20th for their new Payette Dental Clinic. They have also expanded their operations in the Vale too.

14. Adjourn: Chairman Patrick Nauman adjourned the meeting at 8:04 a.m.



15. The next meeting will be in Ontario on August 3rd at the Malheur County Fairgrounds Office Building.

Calendar of Events

July 17-19, 2016	IFT Show – Chicago – Kit Attending
July 26, 2016	Western Treasure Valley Economic Breakfast – The Future of Health Care – SREDA/Ontario Area Chamber of Commerce sponsored event – 7 to 8 a.m. at the Four Rivers Cultural Center, Breakfast buffet
August 3, 2016	SREDA Monthly Board Meeting, 7a.m. – Malheur County Fairgrounds Office Board Room
September 7	SREDA Monthly Board Meeting, 7 am - TBA

**** All SREDA Monthly Meetings are open to the public****

Minutes prepared by Randy Griffin, SREDA Secretary

CH2M

June 2016

Business Review



Development Services Center sidewalk project.

JUNE
2016

Prepared by CH2M for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

CONTENTS

FIELD SERVICES: STREETS AND COLLECTION/DISTRIBUTION SUMMARY.....2-3

WATER TREATMENT PLANT SUMMARY.....4-5

WASTEWATER TREATMENT PLANT SUMMARY6-7

FACILITY MAINTENANCE SUMMARY8

PARKS AND CEMEMTERY SUMMARY.....9

ENGINEERING DIVISION SUMMARY.....10

APPENDIX.....11-12

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

June activities:

- 1 operator spent a week in Mosier, Oregon, assisting in the Mosier train derailment.
- Crack seal Maintenance Area No. 6 approximately 100 percent complete.
- Patched back 20 tons of asphalt (all around town).
- Sprayed weeds in the right of ways.
- Trimmed weeds in the alleys and right of ways.
- Poured 100 feet of new sidewalk at the Development Services Center for the Building and Planning Department.
- Mowed City-owned right of way on Washington Avenue and North Oregon Street.
- 1 operator completed the confined space training. All staff have completed the training now.
- Weekly Lift station/Vehicle/Site inspections.
- 3 operators received their Oregon Road Scholar I certificate.
- Repaired a 20 inch irrigation line at Skyline Farms.
- 43 water services were turned on customer request.
- 28 water services were shut off customer request.
- 51 water services were shut off for non-payment.
- 30 water services were turned on for payment received.
- 25 water services were read only on/off customer request.
- 12 water services were checked for leaks customer request.
- 32 meters were changed out for non-working register.
- 7 water services were shut off for repairs customer request.
- 6 water meters were checked for too high or too low consumption.
- 3 water meters were installed.
- 4 water services were checked to verify the leaks are repaired customer request.
- 48 utility line locates were completed.



Field Services Crew poured new sidewalk at the Development Services Center across from City Hall, and the Parks Department rebuilt the irrigation system.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION CONTINUED



Top and bottom right photos, Field Services crew working on sidewalk project at Development Services Center. Bottom, left photo, Al Haun checking the torque on dressers at Skyline.

WATER TREATMENT PLANT SUMMARY

Water demand has clearly picked up with the hot weather. There were some days where more water was treated than the treatment plant can reliably produce each day. Reliable Plant Capacity reflects the ability of the plant to produce at a sustained level. The Full Plant Capacity is the rated capacity of the entire facility and do to operation constraints the plant can only handle this much load for a day or two. Filter run times have climbed from last month. This reflects a conscious effort on the part of the operators to diligently but carefully try to optimize the plant production. Longer run times translate into more production. The turbidity has been carefully monitored throughout this process.

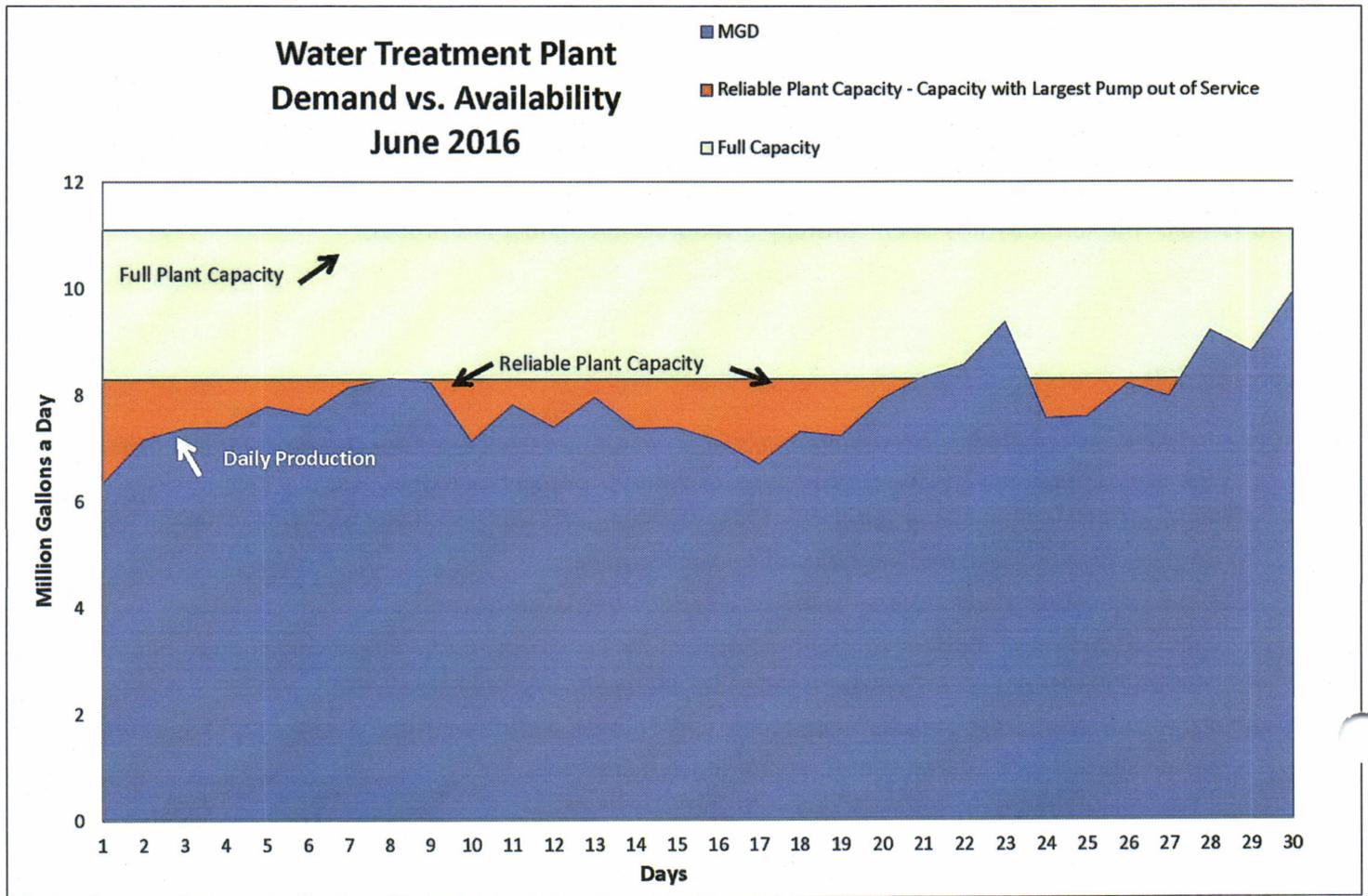
June activities:

- Worked on completing the requirements of a comprehensive corporate required Project Specific Sanitary Survey (PS3). The process is more than 95 percent complete.
- Focused efforts on moving solids that have accumulated over the winter into drying beds. This required the removal and servicing of two solids pumps.
- Backwash water decant pump failed and repairs are in progress.
- Escorted potential bidders on plant assessment for upcoming treatment process change bidding.
- Hosted "Firestormers" for on-site training for the upcoming fire season.
- Prepared monitoring plan for compliance with Environmental Protection Agency (EPA) mandated upcoming Round 2 Source Water monitoring requirements. Plan was submitted to the state regulator for approval.
- Continued negotiations with vendors for next fiscal year supply and delivery chain.
- Completed an internal assessment of backflow risk at the plant. Installed 13 vacuum breakers on hose bibs.
- Monitored leakage in storage Reservoir 3B.
- Submitted monthly report to Oregon Health Authority.



Cleaning water solids from the treatment ponds at Water Treatment Plant.

WATER TREATMENT PLANT SUMMARY CONTINUED



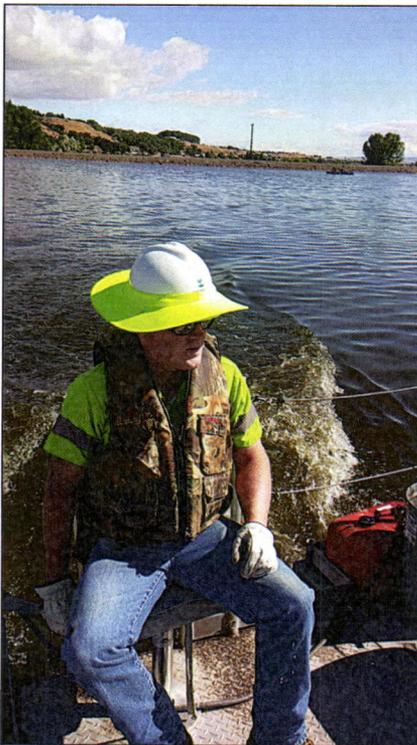
WASTEWATER TREATMENT PLANT SUMMARY

Flow and pollutant loads at the Wastewater Treatment Plant were typical for this time of year. During the summer, our permit does not require monitoring of effluent Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS).

We had no violations or incidents of significance this month.

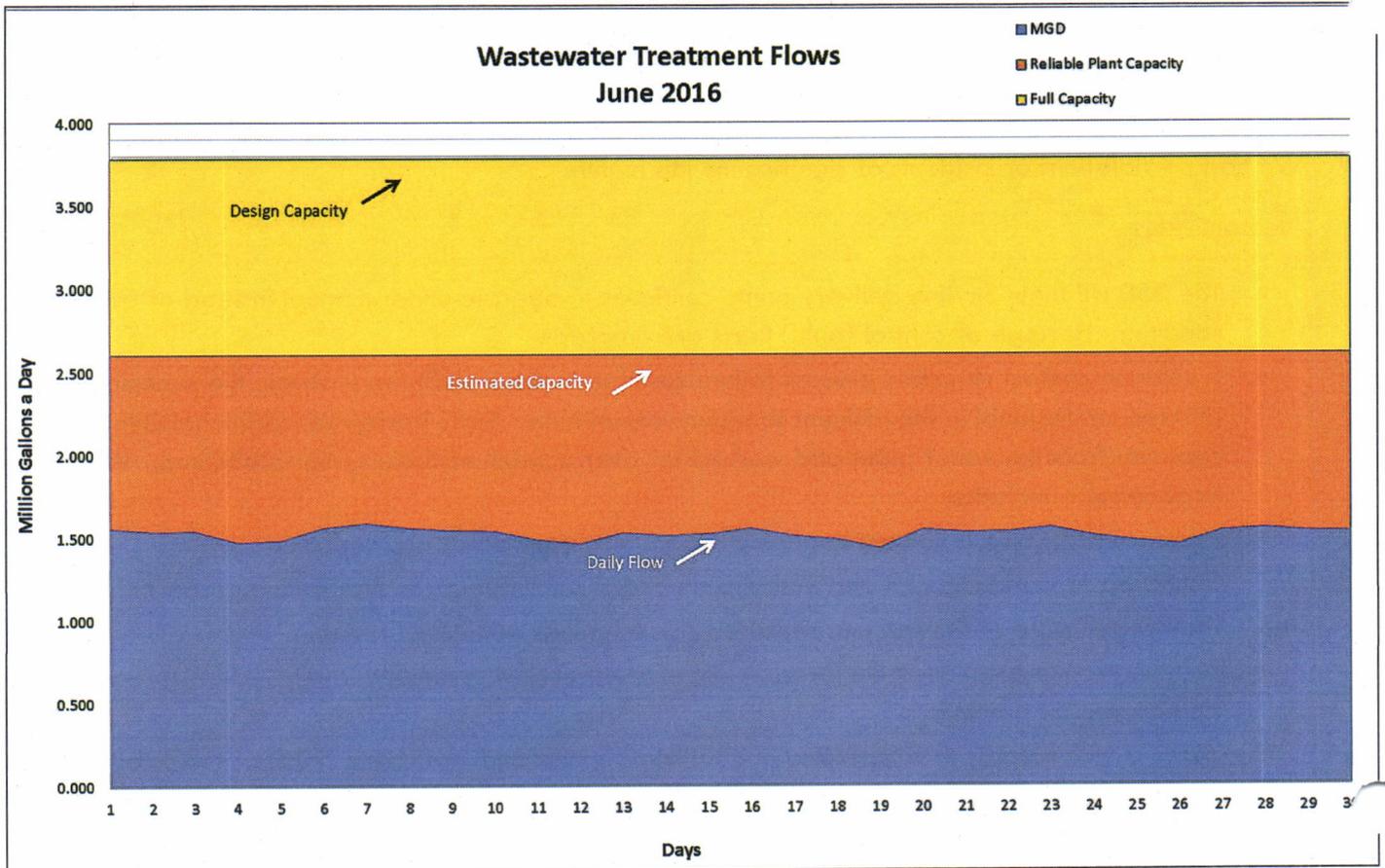
June activities:

- The 250 HP main Skyline delivery pump continues to operate under manual instead of automatic conditions because of control fault. Parts are on order.
- A chlorine contact chamber process failure resulted in the inability to maintain the necessary disinfectant residual in the effluent to ensure compliance. Staff borrowed additional chlorine capacity from the water plant and worked for over a week until the system stabilized. We did not experience a violation.
- A broken shaft on the influent screening system was troubleshot and repaired.
- Continued to work with Fish and Wildlife on access and signage to the Skyline property.
- The 20-inch pipe at Skyline was repaired due to a leak in the bell fitting.
- Received communications from Oregon Department of Environmental Quality (ODEQ) regarding the new permit process.
- Worked with corporate compliance auditor to upgrade and streamline field processes and documentation.
- Prepared Daily Monitoring Report (DMR) for ODEQ submission.



Andy King, Wastewater Treatment Plant, testing sludge depth at the lagoons.

WASTEWATER TREATMENT PLANT SUMMARY CONTINUED



Jeremy Delehant, Seth Blackburn and Al Haun repairing line to Skyline Farms.

FACILITY MAINTENANCE SUMMARY

June activities:

- The Heating, Ventilation and Air Conditioning System activities at City Hall are still in motion with a new budget in the new fiscal year.

PARKS AND CEMETERY SUMMARY

June activities:

- There were five burials this month at Evergreen Cemetery and one at Sunset Cemetery.
- Mowed 97 hours in the parks.
- Mowed 72 hours in the cemeteries.
- The weed mowing is going well at the Ontario Municipal Airport and Ontario Golf Course.
- The flower pots downtown are watered five days a week with the hotter weather.
- Irrigating the parks and cemeteries has increased with the warmer weather.
- The Parks crew rebuilt the sprinkler system at the Development Services Center after the new sidewalk was put in and sod grass was put back down.

ENGINEERING SUMMARY

June activities:

- Work with a developer on a Deferred Improvement Agreement.
- Gathered topographic information on a proposed development.
- Worked with local business on right of way encroachment permit.
- Investigated report of malfunctioning railroad crossing grade arm.
- Worked with local business on sewer service issue.
- Worked out development issues regarding water services.
- Bid opening for Water Treatment Plant Chemical Feed Improvements.
- PDAC – retail store in existing building.
- Worked with new business on new sidewalk construction.
- Right of way permits issued: 4
- Right of way inspections: 12
- Maps printed: 12
- City Hall Heating, Ventilation and Air Conditioning (HVAC) – Continued monitoring system but waiting for new fiscal year to begin moderate control system changes.
- WTP Design – Advertised for bid and began bidding process, responding to contractor questions.
- Well 17 – Received 4 bids for the project and began review.
- Capital Improvements Plan (CIP) – Began developing 5 and 10 year capital plan
- ODOT – Continued communication with ODOT regarding remaining Jobs and Transportation Act (JTA) funds for North Park Blvd., progress on SE 2nd Street grant, and SE 5th Street application process.
- Rate Study – Continued working with staff to produce information needed to Rate Study task lead.
- Public Works Committee Meeting - Participated in Public Works Committee meeting and prepared update for committee members.

APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water Distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services which include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer Collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the City. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from Snake River Correctional Institution. The City has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout the City limits. Duties include Storm drain maintenance and repair, cleaning of approximately eleven miles of Storm drain lines and cleaning the catch basins.

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The street department is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting up decorations on street lights during the Christmas season and replacing them with the regular decorations when the season is over.

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging due to water and sun; and provides a moisture barrier and corrects existing pavement problems by sealing cracks. A chipseal application provides substantial savings to

taxpayers and should last a minimum of eight years with minimal maintenance required. The City chipseals approximately 7 miles per year.

APPENDIX CONTINUED

PARKS DEPARTMENT

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The City also owns the skateboard park.

ENGINEERING DIVISION

The Engineering Division reviews plans for construction of public improvements, maintains the City's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other City departments and consulting engineers and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also maintains and updates the record maps for all City utilities, right-of-way, easements, land division plots and City base maps.

