

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



STUDY SESSION AGENDA
CITY COUNCIL - CITY OF ONTARIO, OREGON
THURSDAY, OCTOBER 6, 2016, 12:00 P.M., M.T.

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

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 Tuesday, October 4, 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 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) Department Head Updates

A) Police Department Quarterly Report: Cal Kunz, Police Chief [Pgs 1-25] 1
B) Human Resources: Anita Zink, HR Manager [Pgs 1-10] 2

6) Presentation:

A) Expenditures Outlook: Kari Ott, CPA, Oster Professional Group [Pgs 1-25] 3
B) Traffic Slowing Alternatives: Betsy Roberts, City Engineer/CH2M [Pgs 1-34] 4
C) Downtown Revitalization Recommendations: Betsy Roberts, City Engineer/CH2M [Pgs 1-9] 5
D) Acceptance of Tree Donation 6

7) New Business

A) Bid Award for Special Inspections [Materials Testing & Inspection (MTI)] and Services During Construction [Murray, Smith & Associates (MSA)]: Water Treatment Plant Construction Services 7-19
B) Proposed Meeting Schedule: November, 2016 20-22

8) HAND-OUTS/DISCUSSION ITEMS

A) Minutes: County Court [09/21/16]
B) Department Stats: Fire/Rescue [Sep, 2016]; CH2M [Aug, 2016]
C) SREDA Annual Meeting Notice
D) Financials/Check Register

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

10) ADJOURN

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

DEPARTMENT HEAD UPDATE

Police Department Quarterly Report

Cal Kunz, Police Chief

Study Session
September 6, 2016



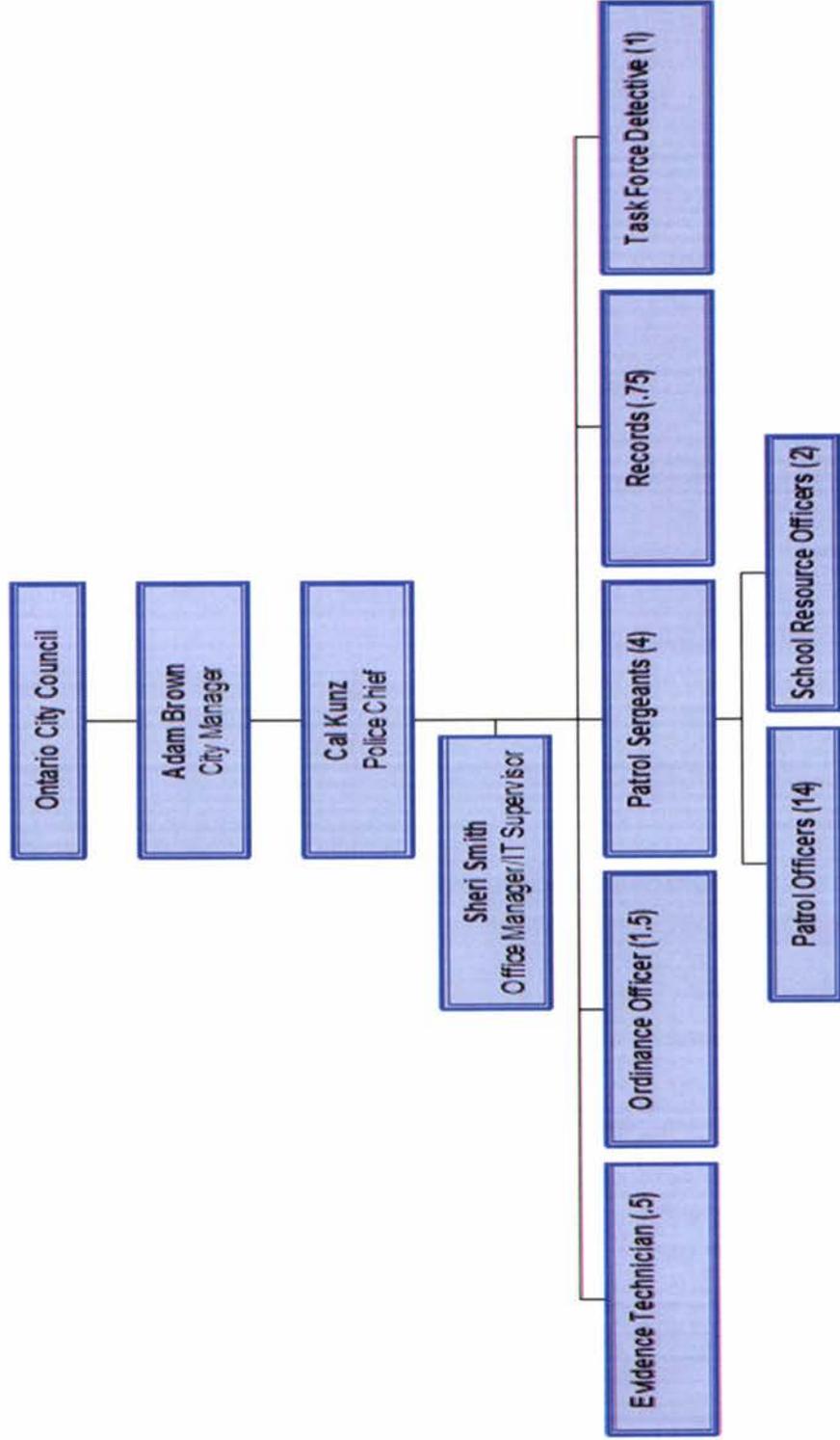
10/06/2016

Police Department Quarterly Report

2016 Quarter Three



Organizational Chart





Administrative Staff



Cal Kunz – Rookie
4 Months



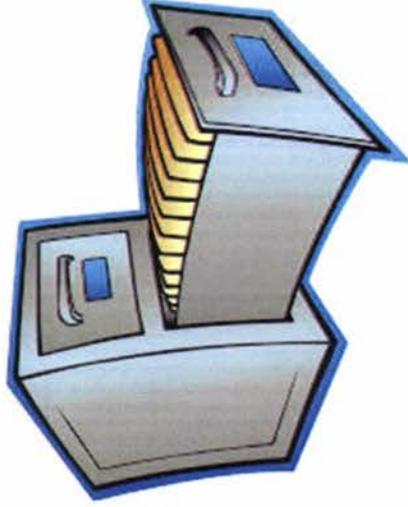
Sheri Smith – Office
Manager/IT Supervisor
27 Years



Records



Liz Amason
17 Years



Evidence



David Worth
Evidence Technician

- Uniform
- Training
- Inventory



CRIME SCENE DO NOT CROSS
CRIME SCENE DO NOT CROSS

Patrol Sergeants



Sgt. Dave Walters
22 Years



Sgt. Victor Grimaldo
14 Years



Sgt. Steve Mallea
29 Years



Sgt. Jason Cooper
19 Years



Patrol [Roughly 20 Years of City Service]



Patrol [10+ Years of City Service]





Patrol





Mission Statement:

The High Desert Drug Enforcement Task Force is a multi-jurisdictional organization which operates in Idaho and Oregon whose mission is to target, disrupt and dismantle those groups or individuals who manufacture, distribute or sell illegal drugs within Malheur, Payette and Washington Counties.

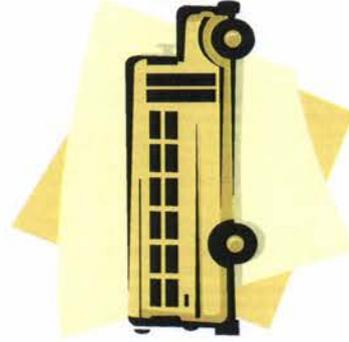


High Desert Drug Enforcement Task Force

Ontario Police Department:
One Detective Assigned



School Resource Officers (SRO)



Officer Jon Esplin
16 years



Officer BJ Snyder
12 Years



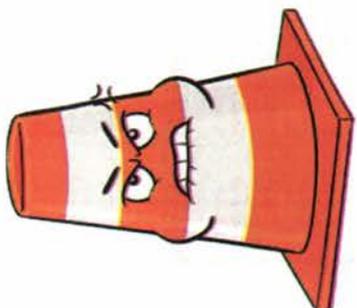
Patrol Training Day: Sept 27th

EVOC (Emergency Vehicle Operations Course)



10/06/2016

13



Don't forget your Dramamine.



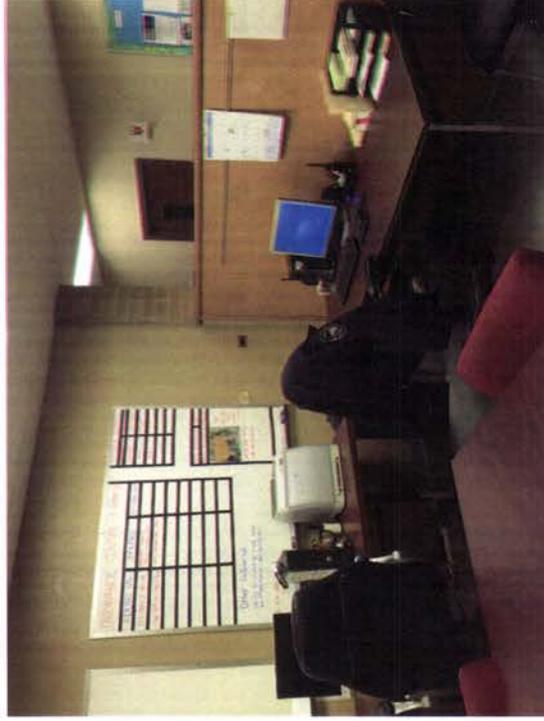
Ordinance Enforcement



Officers Brockett & Carter



"The Board"

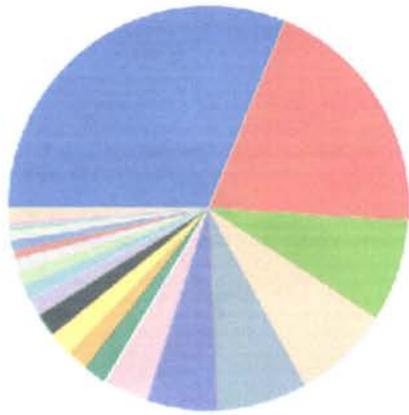


Report View Pie Charts

01/01/16

Violations by Violation Type

Open Date From: 07/01/2010
 Open Date To: 09/30/2010



- Weeds 31.2%
- Dog running at large 19.7%
- Storage of Junk 8.2%
- Parking over 72 hours/Abandoned Vehicle 7.8%
- Public nuisance 7.4%
- Accumulation of Garbage 5.6%
- Dog license required; No dog license 3.7%
- Attractive Nuisance 1.9%
- Cruelty to animals 1.9%
- Prohibited parking and stopping 1.9%
- Tree maintenance required 1.9%
- Storage of Motor Vehicles or Parts 1.5%
- Prohibited Parking Front Lawn 1.1%
- Littering 1.1%
- Graffiti prohibited 1.1%
- Animal control restrictions 0.7%
- Animal Complaint 0.7%
- Others 0.7%
- Outdoor Storage/non-trash Items 0.4%
- Parking Complaint 0.4%
- All Others 1.1%

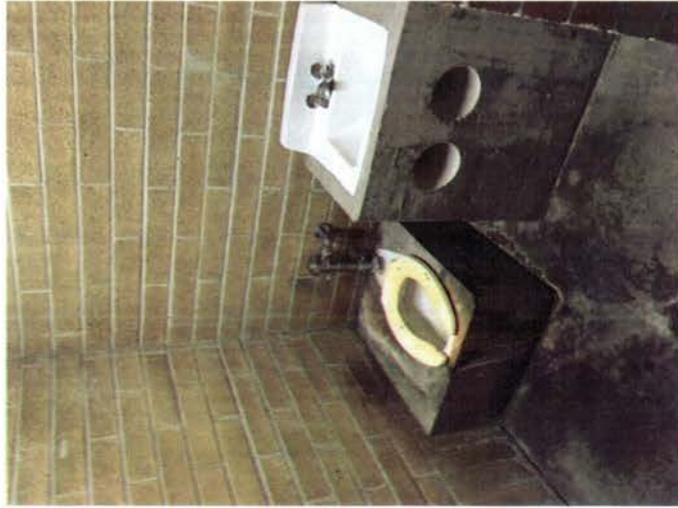
Violation Type	Count	Percentage
Weeds	84	31.2%
Dog running at large	53	19.7%
Storage of Junk	22	8.2%
Parking over 72 hours / Abandoned Vehicle	21	7.8%
Public nuisance	20	7.4%
Accumulation of Garbage	15	5.6%
Dog license required; No dog license	10	3.7%
Attractive Nuisance	5	1.9%
Cruelty to animals	5	1.9%
Prohibited parking and stopping	5	1.9%
Tree maintenance required	5	1.9%
Storage of Motor Vehicles or Parts	5	1.9%
Prohibited Parking Front Lawn	5	1.9%
Littering	5	1.9%
Graffiti prohibited	5	1.9%
Animal control restrictions	5	1.9%
Animal Complaint	5	1.9%
Others	5	1.9%
Outdoor Storage/non-trash Items	5	1.9%
Parking Complaint	5	1.9%
All Others	5	1.9%

Eyes & Ears



(208) 414-COPS
cstoppers15@yahoo.com

What's new? Umm..



Before



After

Sprucing up...

19

10/06/2016



Community Events



FOUR RIVERS



Good News!

Source; Argus Observer

- ✓ Cops catch 2 men, who attempt to run.
- ✓ Traffic stop leads to stolen car arrest.
- ✓ Fugitive caught stealing bike will be extradited to Montana.
- ✓ Alert officer nabs would-be burglar.
- ✓ Stolen pick-up recovered.
- ✓ Missing child found.
- ✓ Cops recover \$70,000 in stolen goods.

Grants Applied For:



Traffic Safety;
Overtime Grant



Shop with a Cop
Walmart Grant



Quarter 3 Special Operations:

- ❖ Three Flags Traffic Safety Blitz (2)
- ❖ OPD / Parole & Probation
- ❖ Ordinance Saturation

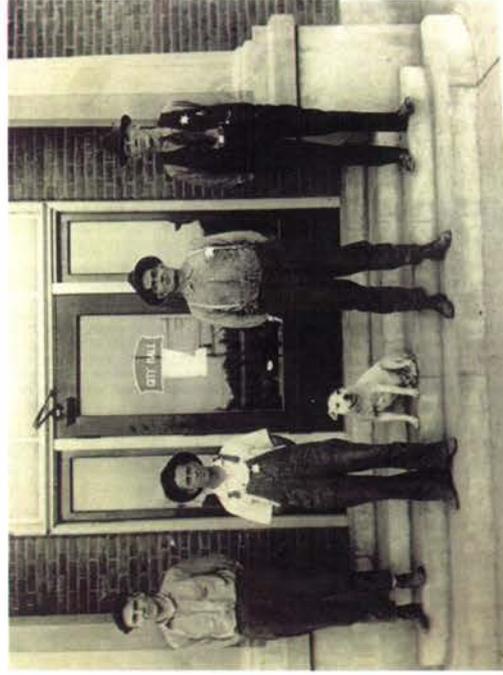


Q4 Goals:

- Police Department Security
- Policy Review (High liability/low frequency focus.)
- Police Attend 5+ Community Events
- Explore/Research additional use of Police Volunteers
- Prepare long term fleet/equipment plan.



Questions?



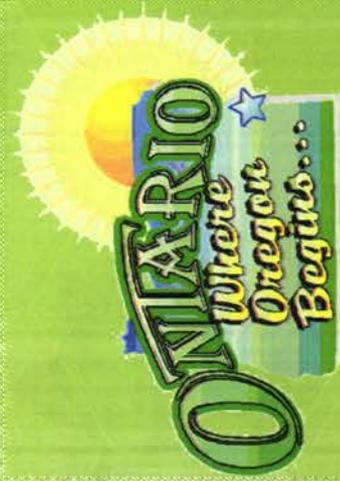
Ontario Police Department
Circa 1920

DEPARTMENT HEAD UPDATE

Human Resources

Anita Zink, HR Manager

Study Session
September 6, 2016



10/6/2016

PRESENTATION

Anita Zink
Human Resource Manager

Human Resource Functions



- Workforce Planning and Employment
- Training and Development
- Compensation and Benefits
- Employee and Labor Relations
- Risk Management/Safety
- Policies and Procedures



Workforce Planning and Employment



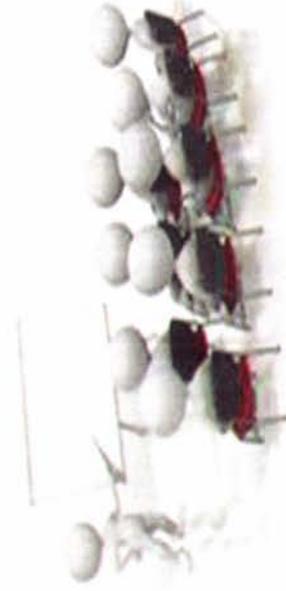
- **Planning** - Present and Future Staffing Needs
- **Recruitment** - Job Announcements, Advertising, Wage Analysis
- **Selection** – Screening Applications, Interviewing, Making Job Offer
- **Onboarding** – New Hire Orientation, Overview of City Polices and Procedures



Training and Development



- On the Job Training
- Classroom Training
- New Hires- Employee Orientation Training
- Online Training through CIS Learning Center



Compensation

- Contract Wage Increase Changes
- Developing a Wage and Salary Structure for Non- Represented Employees
- Maintaining Competitive Wages for Retention
- Salary Wage Comparisons for Non-Represented, Union Employees, and New Hire Recruitment



Benefits

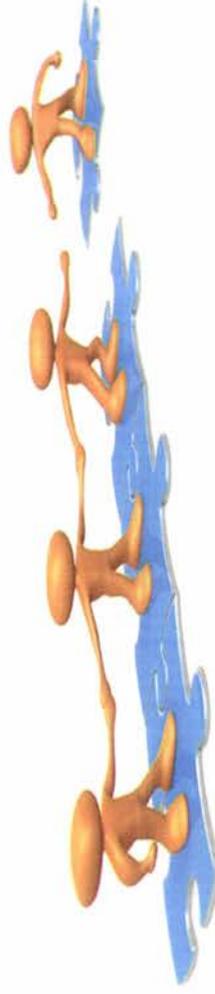
- Medical
- Dental
- Vision
- Health Savings Accounts
- Life Insurance
- Supplemental Insurance – Aflac
- Retirement – PERS, Oregon Savings Growth Plan, 457b Plans



Employee Relations



- Negotiating and Administering Labor Agreements
- Assisting With Discipline and Terminations
- Updating Policies and Procedures
- Assisting With Promotions, Transfers, Layoffs
- Compensation, Pay Increases, and Benefits
- Ensuring that City Policies are applied Consistently and Fairly to Limit Litigation



Risk Management/Safety



- o Safety Coordinator for the City
- o Organizing Safety Committee and Quarterly Inspections
- o Track Accidents/Incidents - Report to OSHA
- o Provide Safety Training for Staff

**SAFETY
MATTERS**

Teamwork Improves



Policies and Procedures



Policies Serve Three Major Purposes

- To reassure employees that they will be treated fairly and objectively
- To help Managers make rapid and consistent decisions
- To give Managers the confidence to resolve problems and defend their decisions



Partnerships

- CIS (City County Insurance Services)
- Waldo's Agencies
- Oster Professional Group
- CH2M
- SAIF Corporation
- American Staffing
- Aflac
- Idaho-Oregon Mobile Drug Testing



ch2m



PRESENTATION

Expenditures Outlook

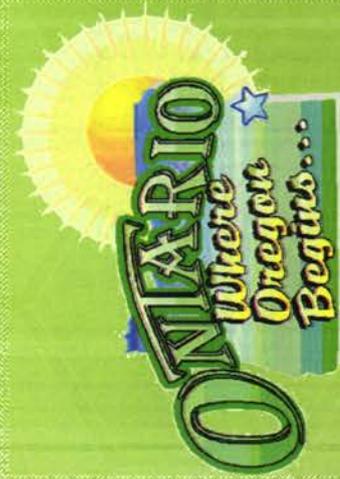
Kari Ott, CPA, Oster Professional Group

Study Session
September 6, 2016

10/6/2016

EXPENDITURE
OUTLOOK
PRESENTATION

KARI OTT, CPA
Oster Professional Group,
CPA's





OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

Expenditure Outlook Presentation



PERS ACTUARY DETAIL

- Total City Share of Statewide PERS
 - **.08706674%**
 - Calculated at June 30, 2015

PERS ACTUARY DETAIL



- Discount Rate 7.75%
- Determined by the PERS Board
- Difference between projected and actual earnings (\$1,047,883)
- Based on data at June 30, 2015



PERS ACTUARY DETAIL

- City of Ontario Net Pension **Liability**
- Based on data at June 30, 2015
- \$4,998,903
- Prior year Net Pension **Asset**
- Based on data at June 30, 2014
- \$2,028,735
- *Calculated before Moro decision*

PERS CLASSIFICATIONS



- Tier One/Two
- Members before August 29, 2003
- Current 26 employees
- OPSRP
- Members after August 29, 2003
- Current 11 Police/Fire Employees
- Current 8 General Service Employees



PERS RATE DETAIL

	2015-2017 RATES	2017-2019 RATES
TIER ONE/TWO	22.69%	28.49%
OPSRP GENERAL SERVICE	14.89%	17.72%
OPSRP POLICE & FIRE	19.00%	22.49%

*City also pays 6% for union employees



PERS RATE DETAIL

	2015-2017 RATES	2017-2019 RATES
2016-2017 PERS BUDGETED AMOUNTS	\$719,037	\$847,778

Difference \$128,741

17.9% expense increase



HEALTH INSURANCE

HEALTH INSURANCE INCREASES



Average Monthly Health Insurance Costs



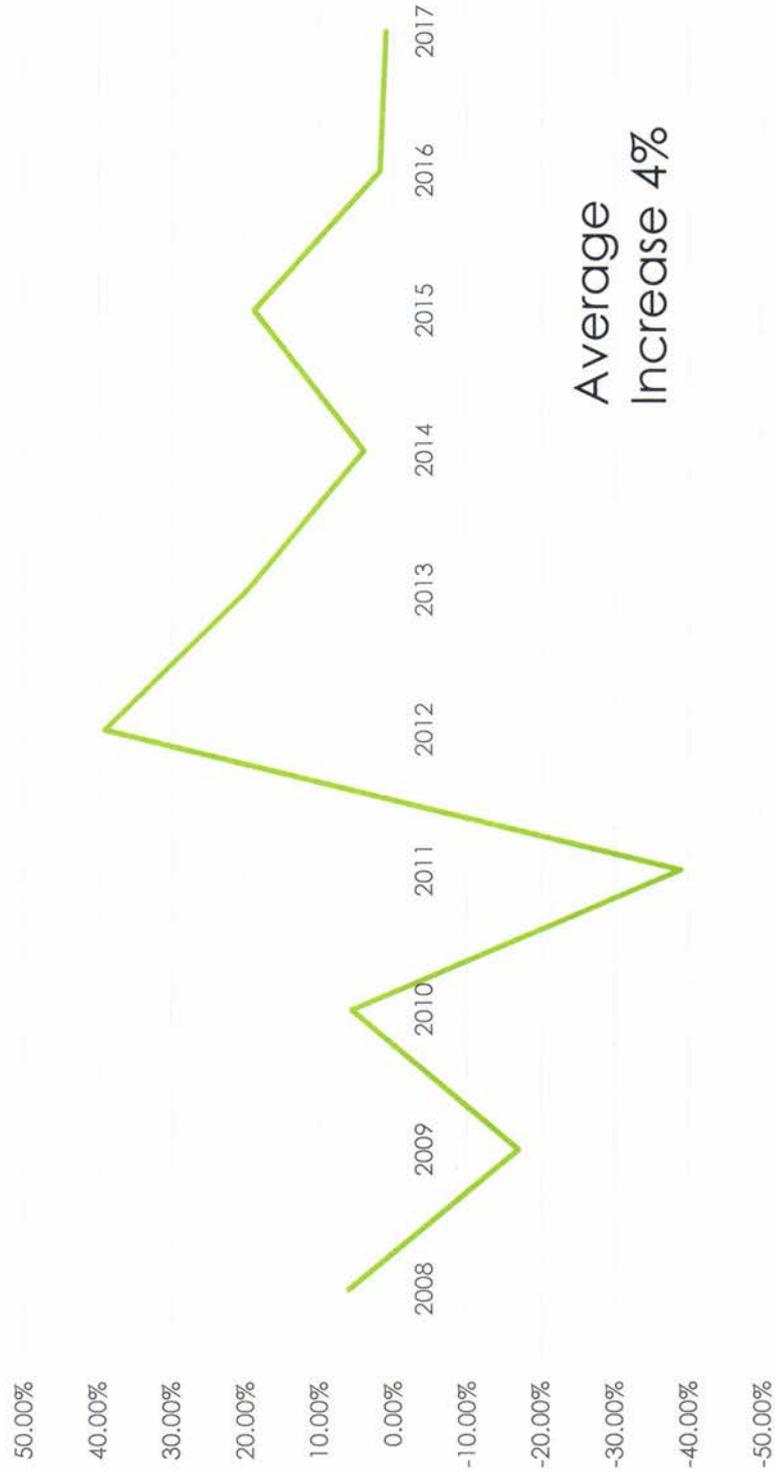


LIABILITY INSURANCE

PERCENTAGE CHANGES



% CHANGES IN LIABILITY INSURANCE



Looking Forward



- Annual CIS Conference
- Estimated total increase 6% for 2017-2018
- Agent optimistic
- CM, HR & agent looking to reduce (possible to 2%)
- Recommends 5% budget increase



CH2M HILL CONTRACT

Expenditure Outlook Presentation

CH2M FORMULA INCREASE



- ADJUSTED BASE FEE

=Base Fee X Adjustment Factor

- BASE FEE

- \$4,912,201

- ADJUSTMENT FACTOR

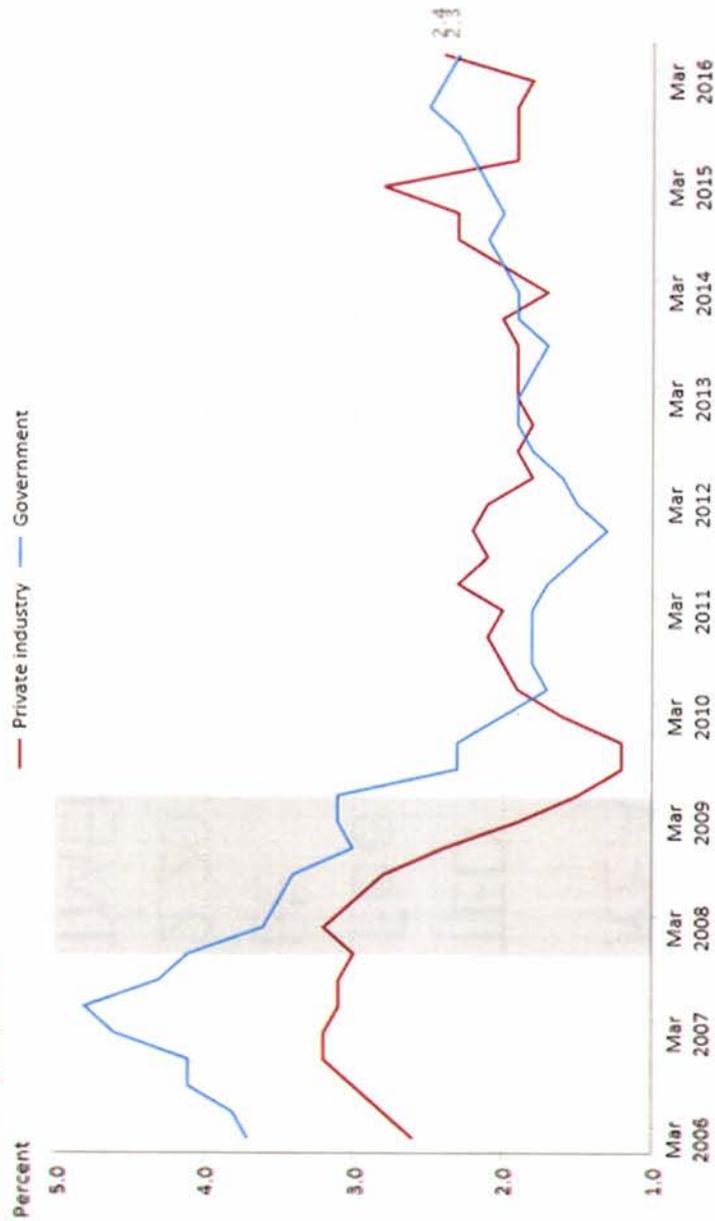
- = [((ECI).5 + ((CPI).5)] + 1.02

- ECI = Annual change 4th Quarter Employment Compensation Index
- CPI = Annual Change 4th Quarter Consumer Price Index

EMPLOYMENT COMPENSATION INDEX

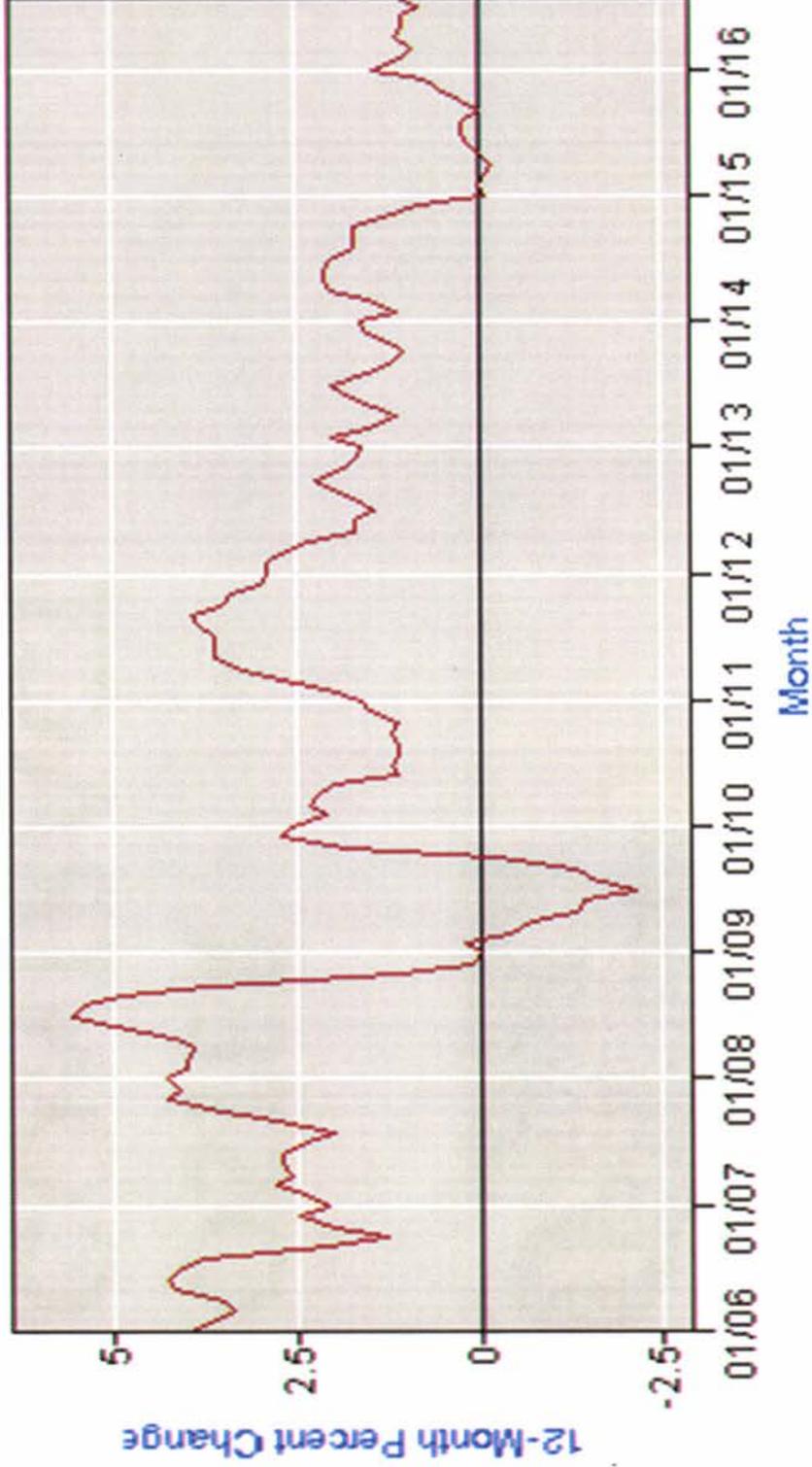


Compensation in private industry and state and local government, 12-month percent change, not seasonally adjusted



Hover over chart to view data.
 Note: Shaded area represents recession, as determined by the National Bureau of Economic Research.
 Source: U.S. Bureau of Labor Statistics.

CONSUMER PRICE INDEX



Source: U.S. Bureau of Labor Statistics

Expenditure Outlook Presentation



OSTER CONTRACT

OSTER CONTRACT PROVISIONS



- ANNUAL ADJUSTMENT OF CPI
 - Maximum increase 3%
- CURRENT CONTRACT AMOUNT
 - \$276,000
 - Account Split
 - 75% General Fund
 - 25% Water, Sewer & Storm



PERSONNEL

Expenditure Outlook Presentation

FIRE CONTRACT WAGE INCREASES



- JANUARY 1, 2017 1% INCREASE-\$5,332
 - ALREADY BUDGETED
- JULY 1, 2017 1% INCREASE-\$24,562
- JANUARY 1, 2018 1% INCREASE-\$28,679
- JULY 1, 2018 1% INCREASE-\$32,837
- **TOTAL \$91,409**

POLICE CONTRACT WAGE INCREASES



- JAN 1, 2017 2% INCREASE-\$18,781
- JULY 1, 2017 2.5% INCREASE-\$79,509
- DECEMBER 31, 2017-.5% INCREASE-\$84,606
- **TOTAL \$182,896**



911 CONTRACT

911 CONTRACT WITH MALHEUR COUNTY



- 2016-2017
 - \$200,275
- 2015-2016
 - \$203,413
- Split Between Funds
 - 85% Police
 - 14% Fire
 - 1% Public Works



Next Steps

- Detail Forecasting of Expenditures
- Capital Plan
- Net Program Costs

PRESENTATION

Traffic Slowing Alternatives

Betsy Roberts, City Engineer/CH2M

Study Session
September 6, 2016

10/6/2016

City of Ontario

Traffic Slowing Alternatives



ch2mSM

Agenda

- Background
- Traffic Data
- Traffic Slow Devices
- Signage



ch2m



ch2m

Background

- Resident of NW 2nd Street complains of speeding traffic
- ODOT provides pneumatic tubes for count/speed data collection
- Engineering staff reviews street conditions, traffic slowing opportunities, and proximity of controlled intersections

Traffic Data



ch2m

- Counts taken July 19-21, for 48 hours
- Pneumatic tubes collect data for speed and # of vehicles
- Total # of vehicles – 544
- 75% of vehicles travel between 13.7 and 23.7 mph

Speed Data



ch2m[®]

Parameter	Collected Value (mph)
Residential Speed	25
Minimum Speed	10.2
Maximum Speed	35.9
Average Speed	19.6
Median Speed	19.2

Speed Distribution



ch2m

Percentile	Speed (mph)
10	13.8
15	14.7
50	19.2
85	24.0
90	25.3



Speed Limit Exceedance

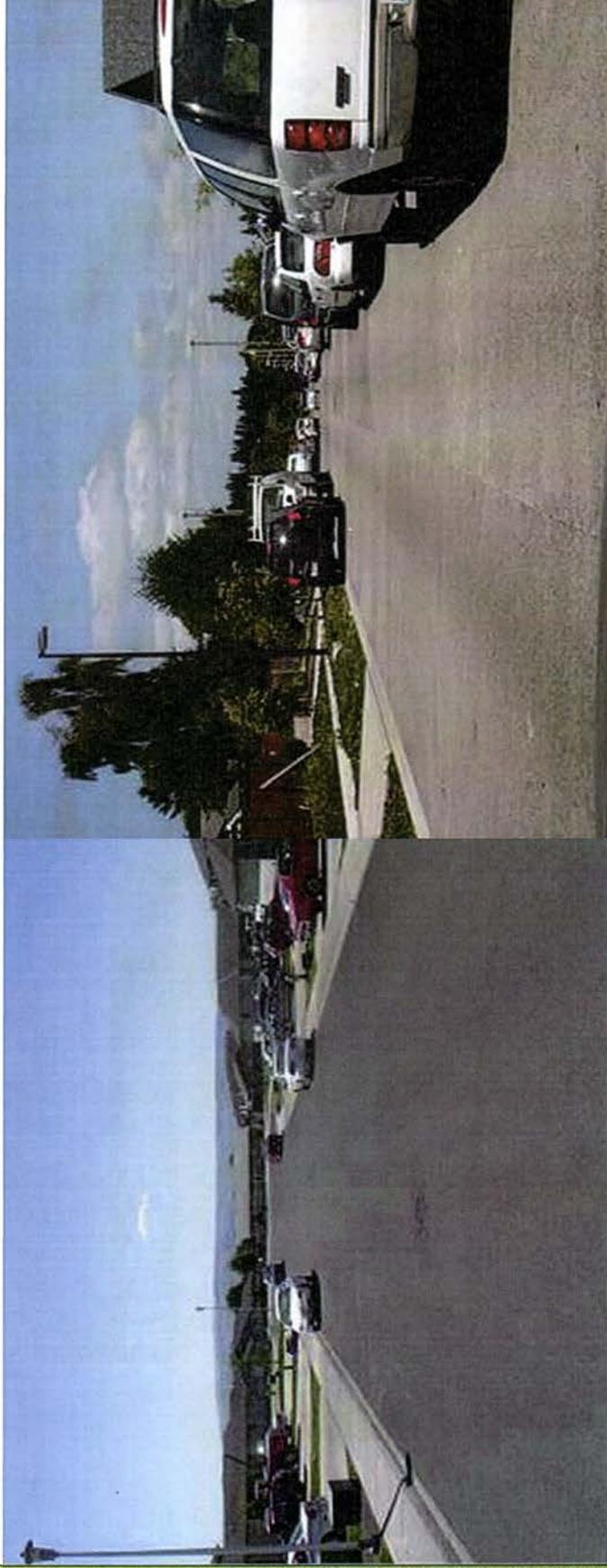
Speed (mph)	# of Vehicles	% of Total
25	60	11.1
35	50	0.9
45	0	0.0

Road Conditions can Dictate Speed

- Wide vs. narrow streets
(or perceived narrow)



ch2m[®]



Photos from: Toole Design

10/6/2016

Traffic Slowing Devices - Proven Methods for Slowing Traffic

- Bulb-outs
- Chicanes
- Islands
- Bike lanes
- Speed humps



ch2m

10/6/2016

Implementation of Traffic Slowing Devices/ Infrastructure

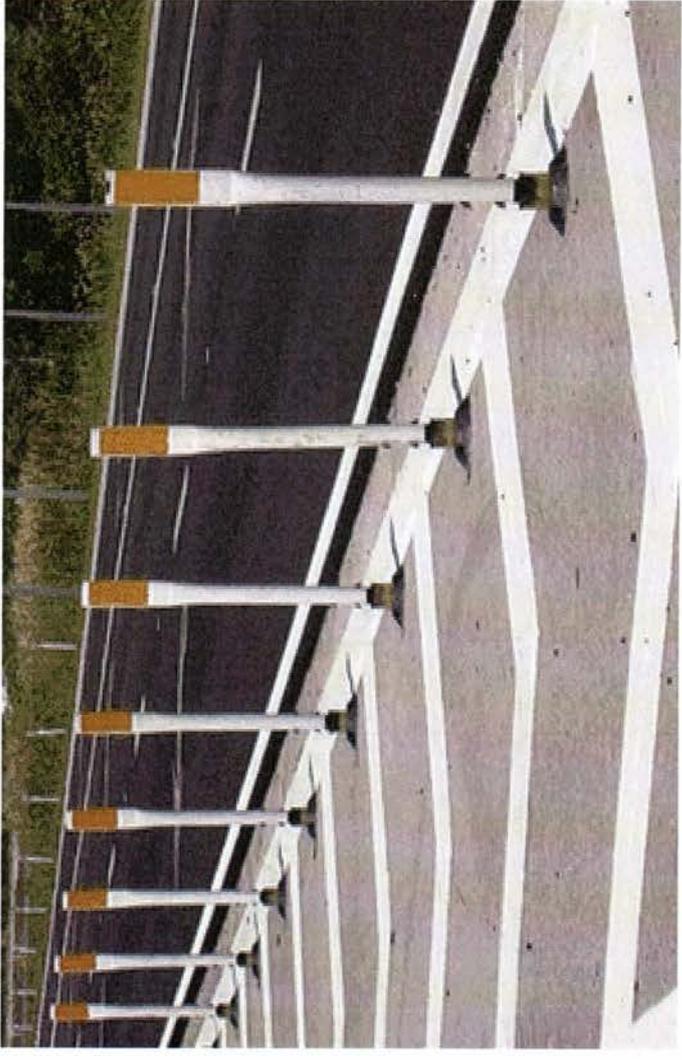


ch2m

- Paint
- Flexible delineators
- Curb and gutter/concrete

10/6/2016

Flexible Delineator



Bulb-outs



- Decreases lane width
- Painted or elevated
- Easy to install
- Painted cost
 - \$0.30 per foot on average for paint
- Elevated (curb) cost
 - \$15 per linear foot (roughly \$2,000 per bulb out)

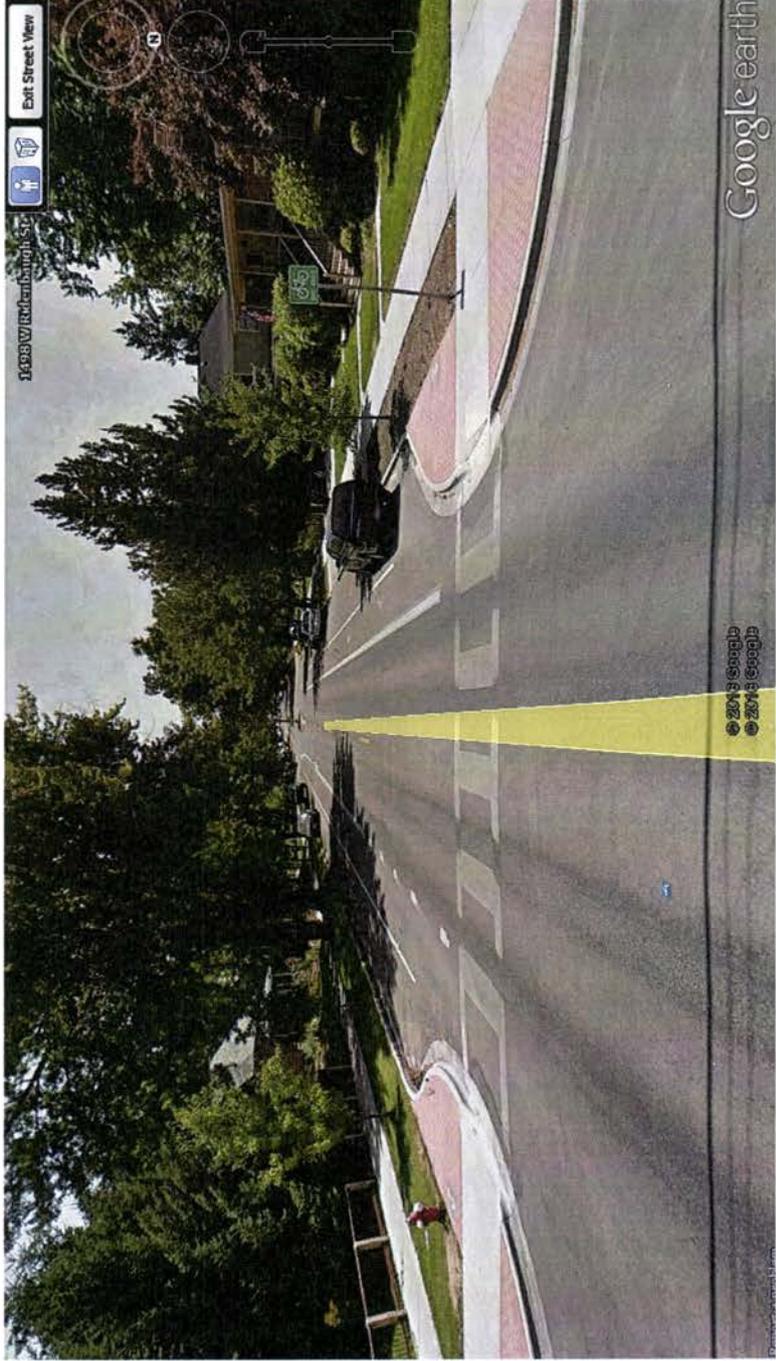
10/6/2016

Painted Bulb-out



10/6/2016

Elevated Bulb-out



Google earth

10/6/2016

Chicanes

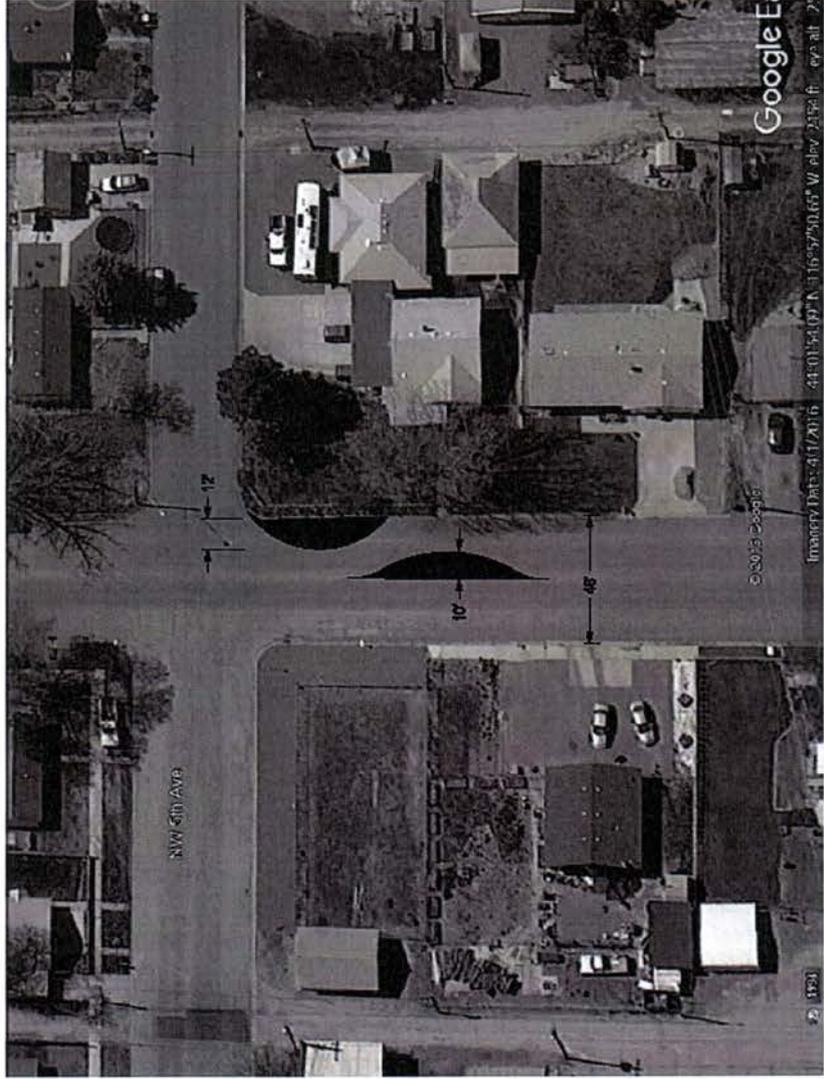


ch2m

- Interrupts pathway of vehicle, causing them to slow
- Painted or elevated
- Can use Chicane to enhance appearance of the roadway
- Typical costs:
 - Paint - \$2.00 per square foot
 - Elevated - \$15.00 per linear foot of concrete

10/16/2016

Painted Chicane

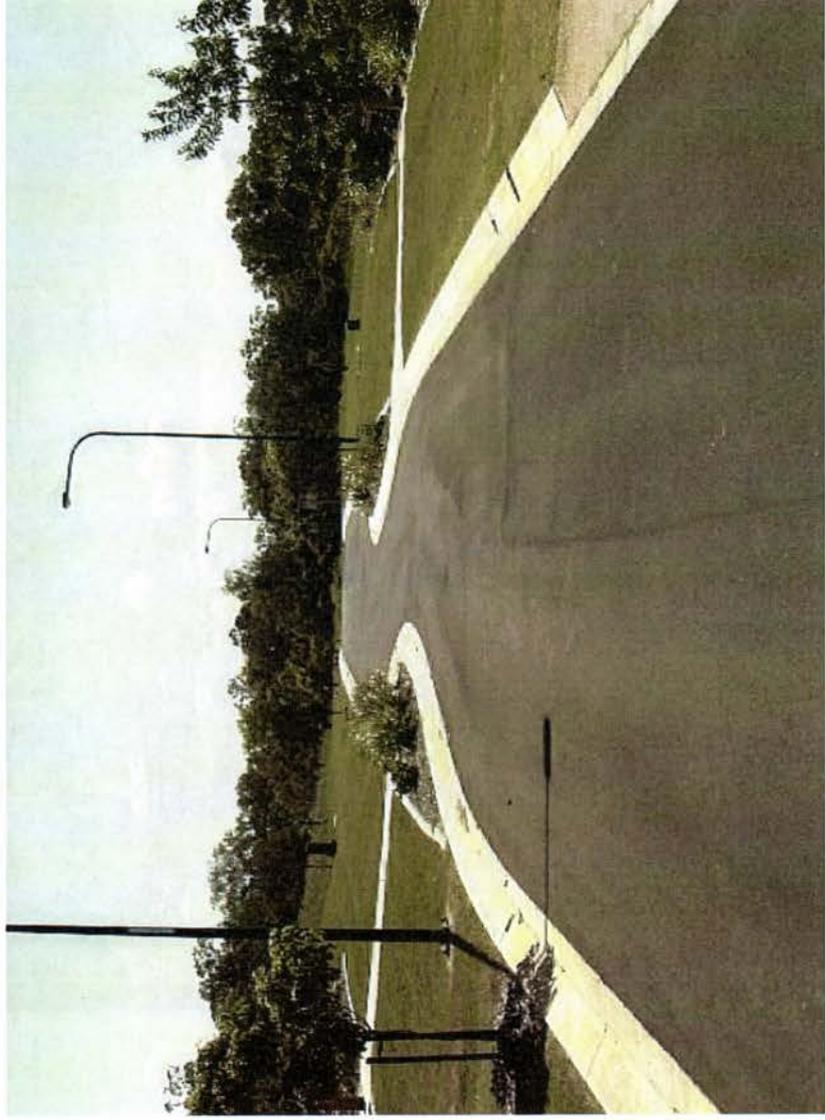


10/6/2016

Elevated Chicane



ch2m



<http://www.igam.info/chicane>

10/6/2016

Elevated Chicane



ch2m



<http://www.igam.info/chicane>



Islands

- Narrows street
- Provides visual stimulus causing drivers to slow
- Great place for vegetation, improving aesthetics
- Typical costs range from \$1,000 - \$5,000 depending on size and amenities
- May lose on-street parking

10/6/2016

Islands



ch2m



10/6/2016

Islands



http://safety.transportation.org/htmlguides/peds/description_of_strat.htm

10/6/2016

Islands



http://safety.transportation.org/htmlguides/peds/description_of_strat.htm

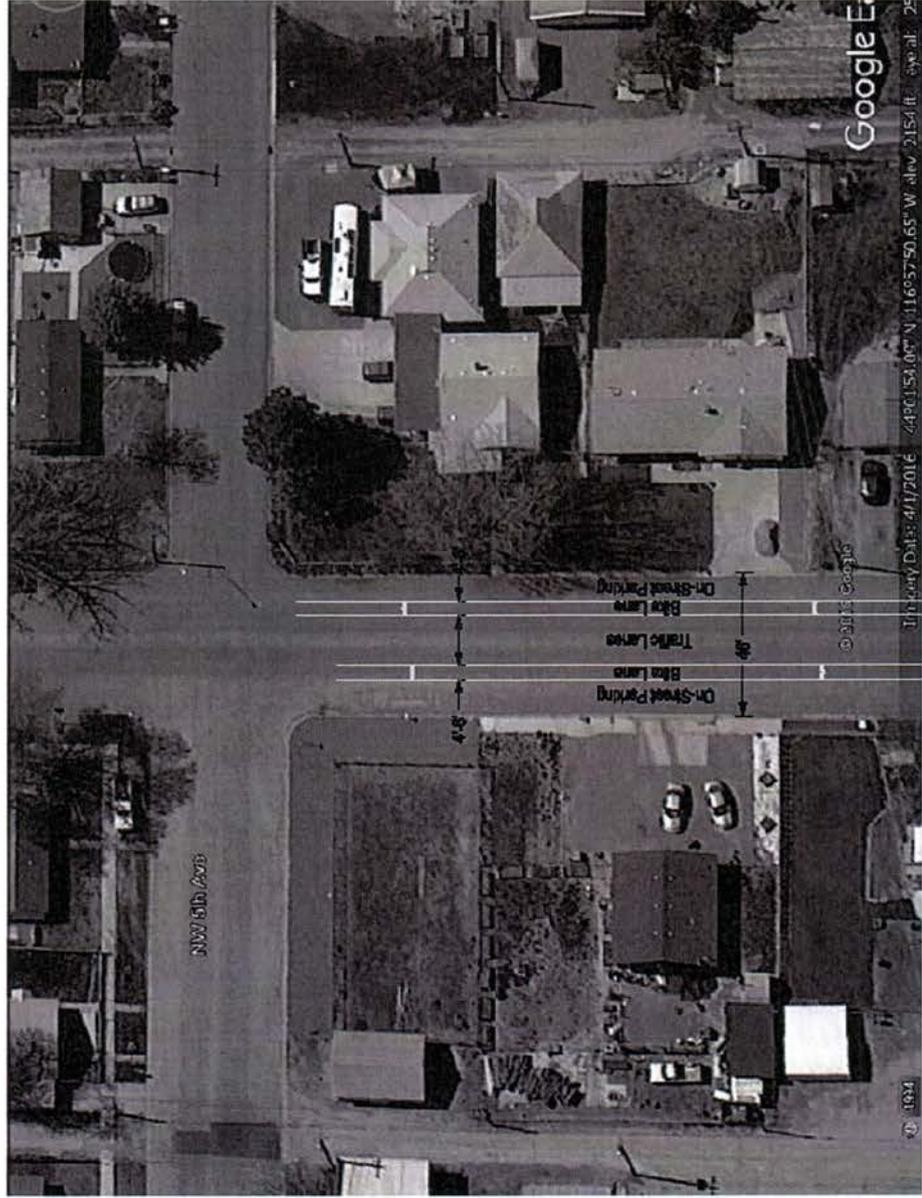
Bike Lanes



- Painted
- The narrowing of the streets causes vehicles to slow
- Increases safety for cyclists
- Maintains on-street parking
- Low cost
 - \$0.30 per foot for Lines, \$2.00 per square foot for arrows

10/6/2016

Bike Lanes



10/6/2016

Bike Lanes



No bike lanes, allows vehicles to comfortably speed



The narrowed road requires greater focus

10/6/2016

Speed Humps or Dips



ch2m

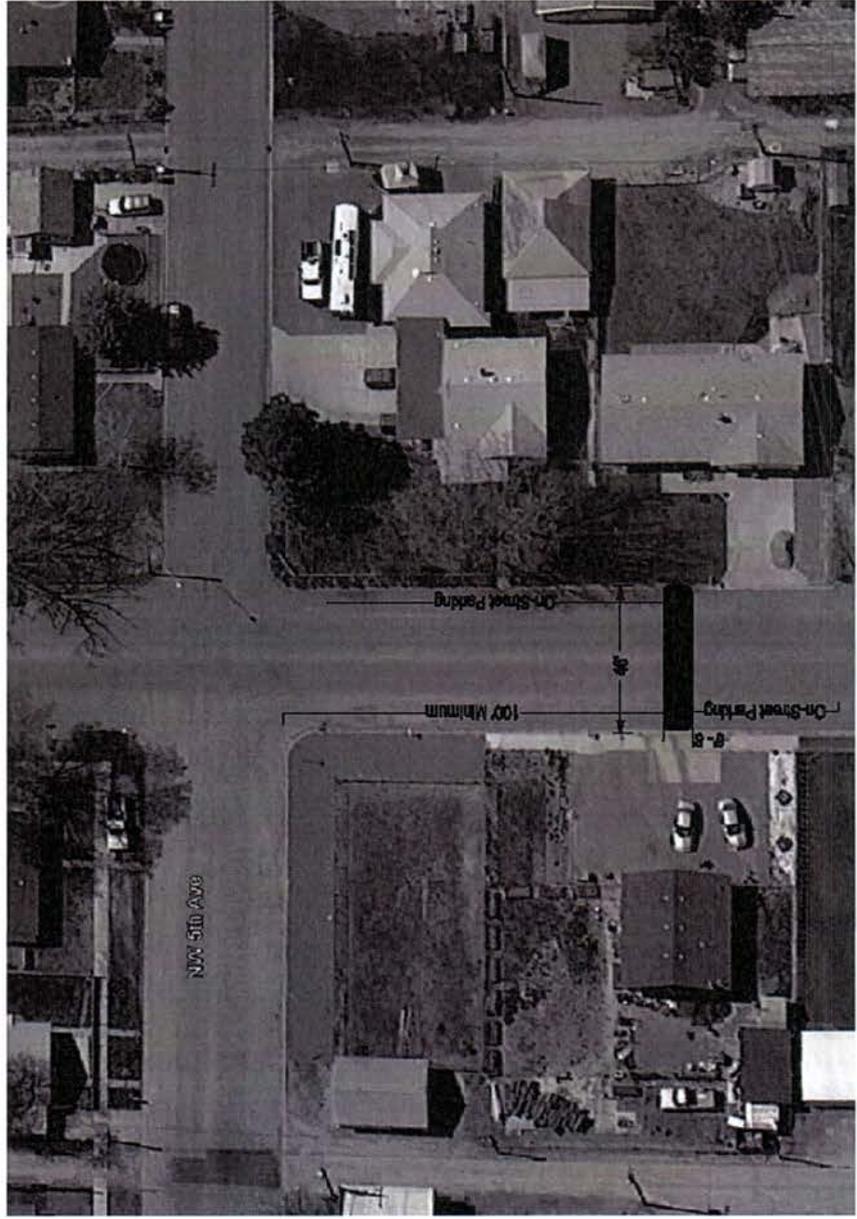
- Very common
- Perfect for residential areas
- The hump requires vehicles to slow in order to avoid damage
- Low cost: \$500 - \$1000 per speed hump

10/6/2016

Speed Hump



ch2m

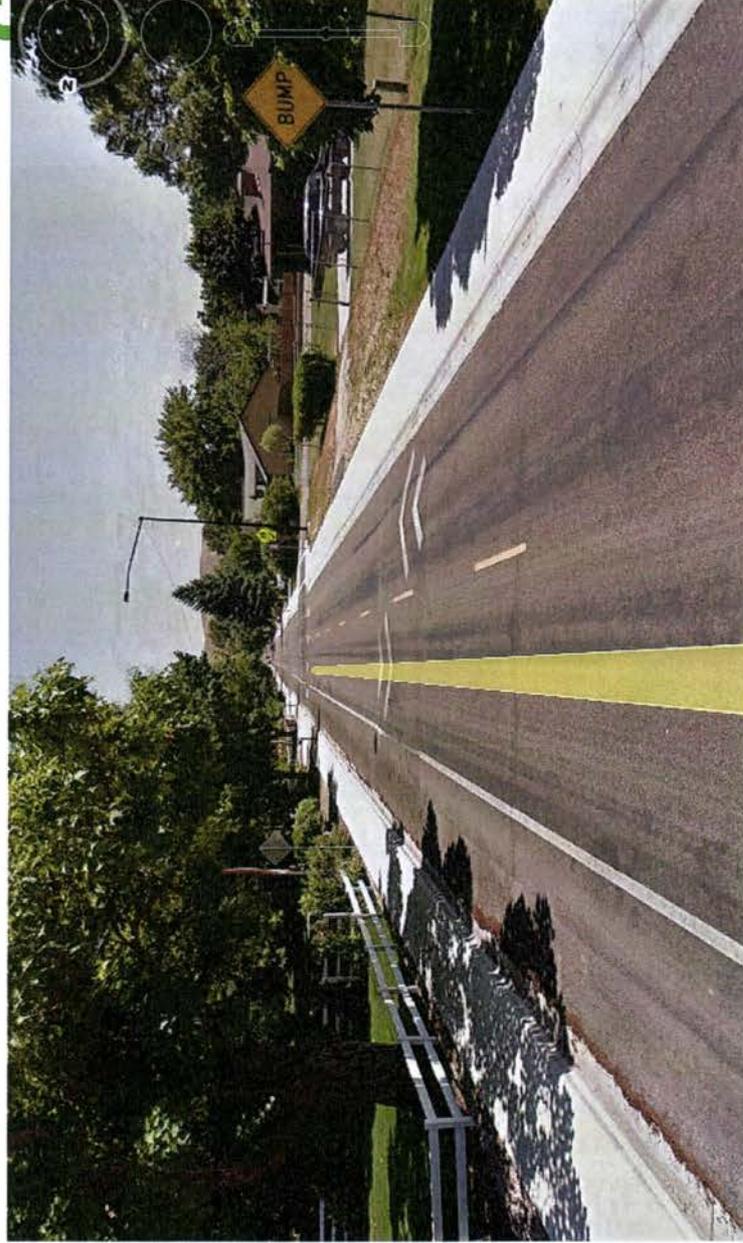


10/6/2016

Speed Hump



CH2M

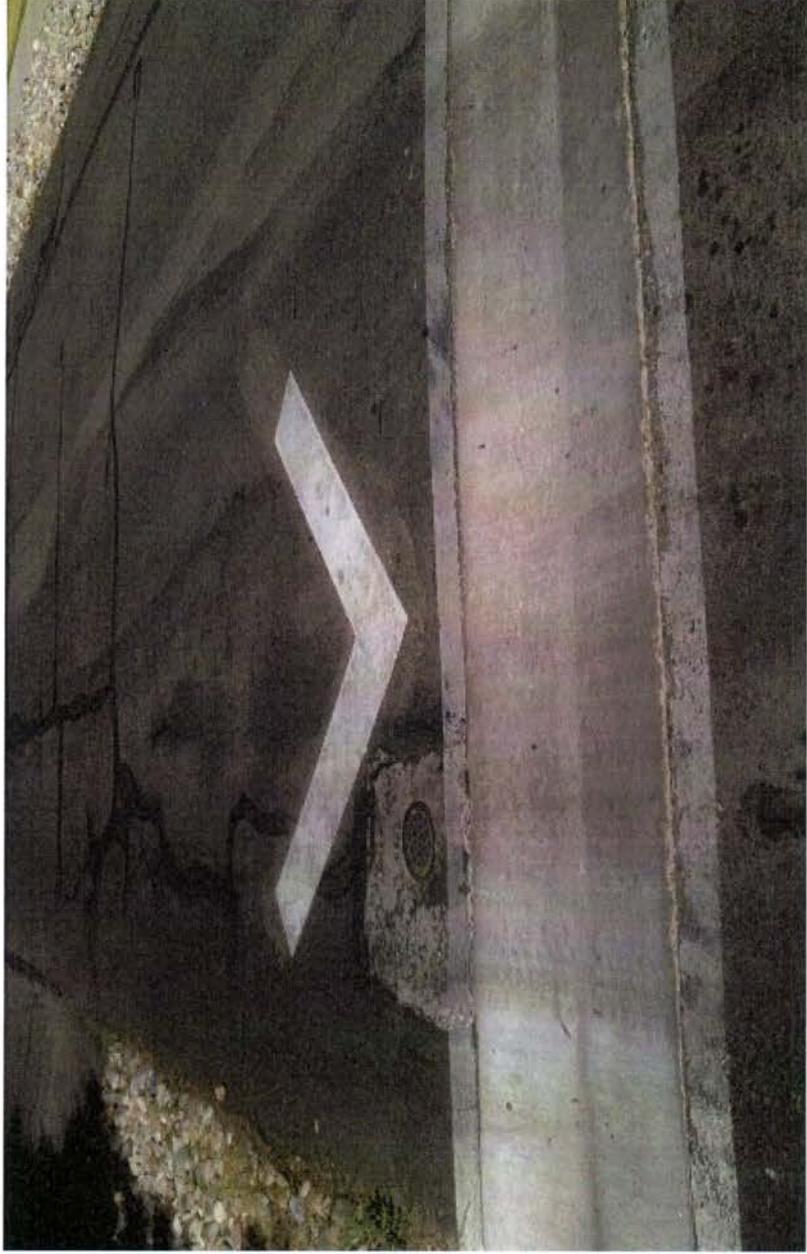


10/6/2016

Speed Dip



ch2m



Sidewalks and Curb



ch2m

- Curb and gutters help define an urban area, this in turn can help slow traffic
- Typical costs:
 - Curb and gutter - \$15.00 per foot
 - Concrete sidewalk - \$35.00 per square yard

10/6/2016

Sidewalks and Curb and Gutter



Photo from: Toole Design

Stop Control



10/6/2016

Recommendations



ch2m

- Develop alternating intersection stop control pattern for the area and evaluate impact
- Consider stepping up development of bike lanes as planned
- Consider elevated (curb) treatments in specific locations
- Provide additional enforcement and speed recording LED sign

QUESTIONS?

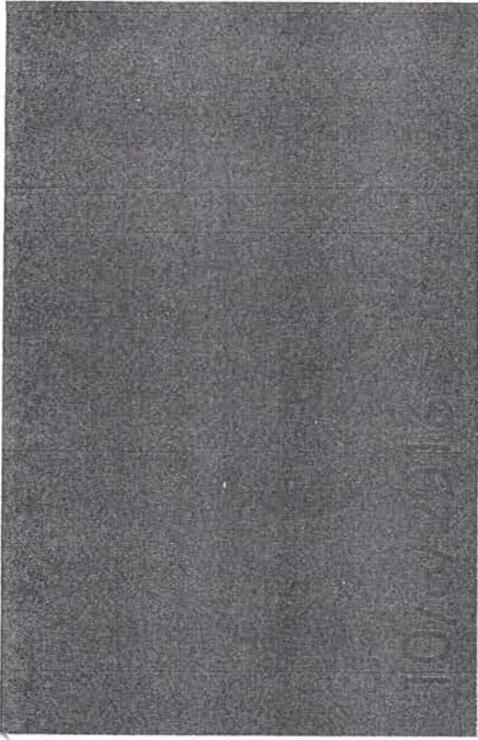


PRESENTATION

Downtown Revitalization Recommendations

Betsy Roberts, City Engineer/CH2M

Study Session
September 6, 2016



City of Ontario

Downtown Revitalization
Recommendations



Agenda



- ADA Parking Requirements
- Mid-block ADA Parking Spaces
- Oregon Street Parking Costs
- Back Parking Lot Improvement Costs

ADA Parking Requirements

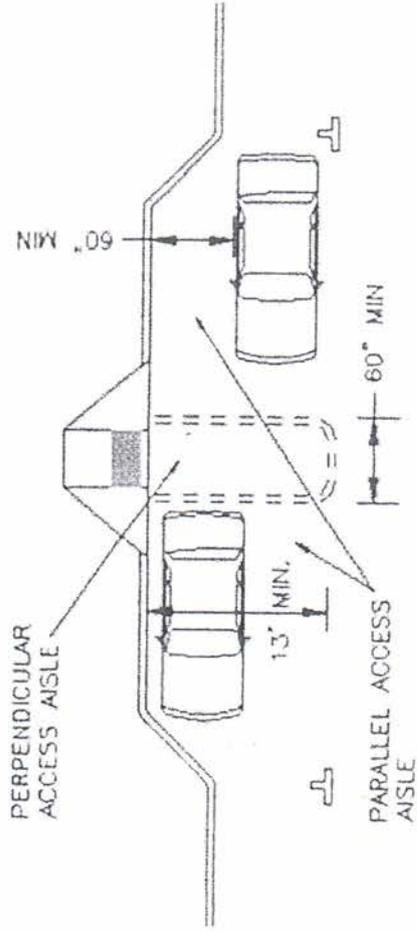


Figure 1 Standard Accessible Parking Space

10/6/2016

ADA Parking Requirements: Exceptions



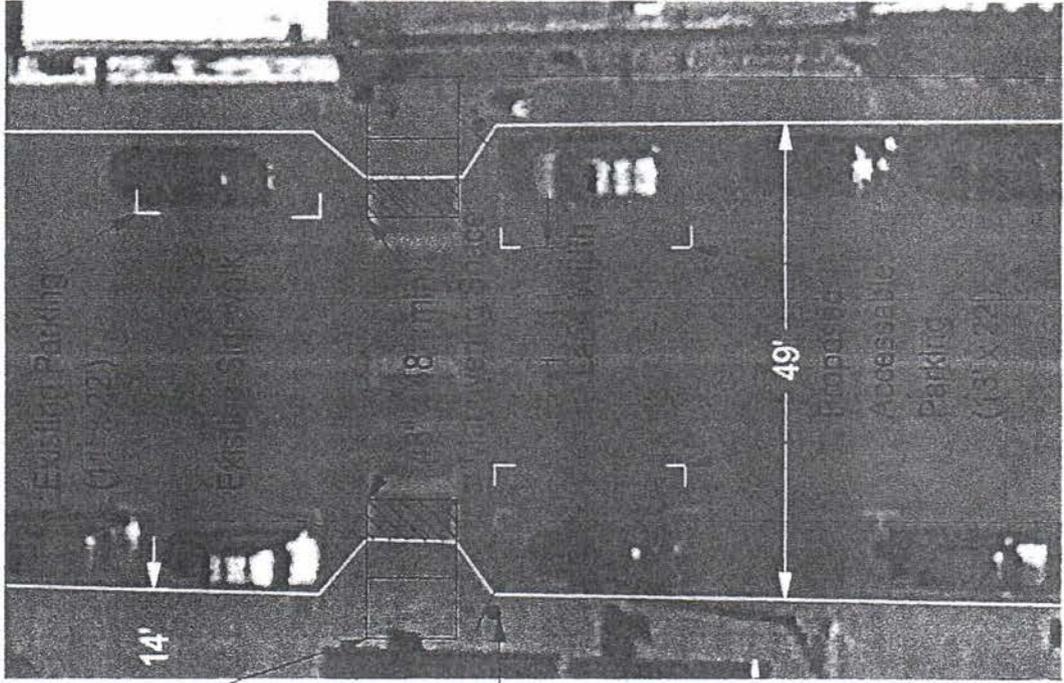
ch2m



Figure 2 Access Aisle Exception

10/16/2018

Mid-block Options



60" x 60" (min)
Landing
Both Sides

Required Signage



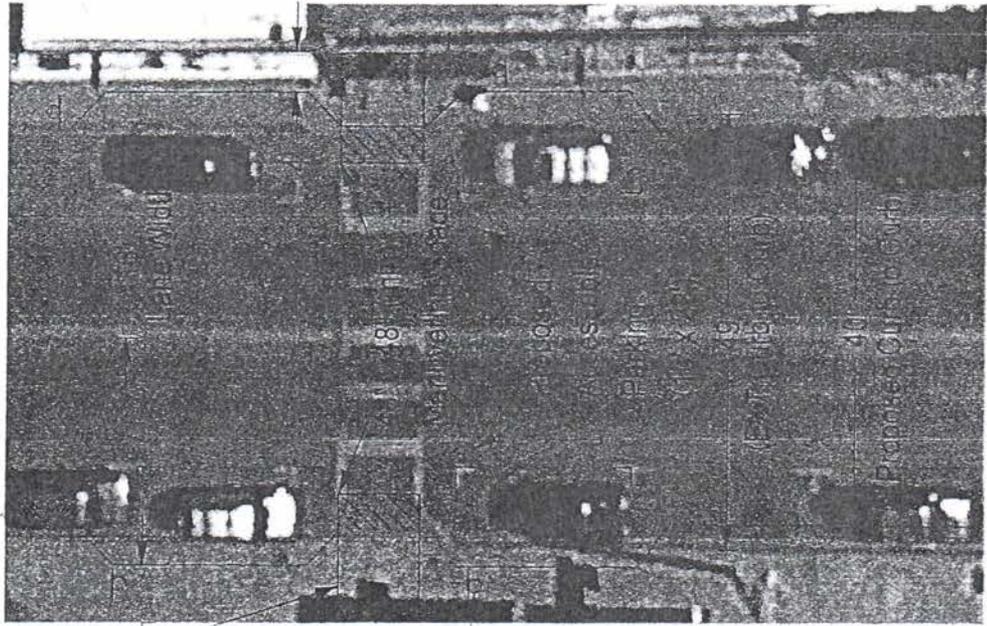
ch2m

10/3/2016

Mid-Block Options



ch2m



4' →
60" x 60" (min)
Landing
Both Sides

Required Signage

10/6/2016

Downtown Parking Needs – Oregon Street



ch2m

Item	Timing	Cost
Directional signs		\$50/EA
Midblock ADA-accessible spaces (two per block)		\$3,000/EA
ADA Van Accessible spaces (diagonal parking on side streets)	Now	\$200/EA (Repairs)

Van parking would be done by consuming two spaces with one and restriping.

9 10/6/2016

QUESTIONS?



ch2m

PRESENTATION

Acceptance of Tree Donation

Adam Brown, City Manager

Study Session
September 6, 2016

AGENDA REPORT
October 6, 2016



To: Mayor and City Council

FROM: Adam J. Brown, City Manager

SUBJECT: **ACCEPTANCE OF TREE DONATION**

DATE: October 3, 2016

SUMMARY:

CH2MHILL and Veteran Advocates of ORE-IDA have generously offered to donate a large blue spruce tree to be lit for the holidays.

I. Current Situation

- A. The city used an existing blue spruce tree adjacent to the hospital on 4th avenue to decorate in 2015. The size of that tree has now jeopardized the existing power lines, which will necessitate that it be removed and replaced with a smaller one.
- B. CH2MHILL and Veteran Advocates of ORE-IDA have volunteered to donate a new tree to be decorated for the holidays. The plan is for this tree to be placed in Lions Park clearly visible from 4th Avenue.
- C. It has been suggested that we hold a lighting ceremony, as has been done in the past, in conjunction with the city parade.

II. Recommendation:

- A. The City Manager recommends that the City Council accept the donation.

PROPOSED MOTION:

No official action is necessary unless the council does not wish to accept the tree donation. CH2MHILL will work with the City Manager for the precise location of the tree in Lion's Park. A lighting ceremony will be organized by staff for the City Council and community.



AGENDA REPORT
October 6, 2016

TO: Mayor and City Council

FROM: Betsy Roberts, City Engineer
Cliff Leeper, Public Works Director

THROUGH: Adam Brown, City Manager

SUBJECT: **WATER TREATMENT PLANT CONSTRUCTION SERVICES: BID AWARD FOR SPECIAL INSPECTIONS AND SERVICES DURING CONSTRUCTION (SDC)**

DATE: September 28, 2016

SUMMARY:

Attached are the following documents:

- Special Inspections
 - Bid from Materials Testing & Inspection (MTI)
- Services During Construction
 - Murray, Smith, & Associates (MSA) and Control Engineers scope of work/estimate
 - CH2M scope of work and estimate

The City of Ontario's 2016 Water Treatment Plant Chemical Feed Improvements Project has been awarded and will be under construction by early October. The proposed effort described in this Staff Report covers Special Inspections and Services During Construction (SDC) necessary to complete the construction.

Special Inspections are those inspections or tests required by the Building Code to be conducted by a third party contracted to the Owner or the Owner's Representative. For this project, those include:

1. Soils testing
2. Concrete – including rebar and concrete
3. Epoxy Bolting/Doweling
4. Masonry

SDC generally includes:

1. Resident Project Representative (RPR)
2. Submittal Review
3. Request for Information (RFI) Review
4. Site Visits and Observations
5. System Integration
6. Record Drawings

PREVIOUS COUNCIL ACTION:

03/2/2016 Council approved Final Design for the Water Treatment Plant Design by MSA.

BACKGROUND:

Services During Construction

The Water Treatment Plant construction project is generally scheduled to run from October through March, 2017. During that time, the staff on duty will be running the Plant as normally as possible. The RPR is an additional staff person who will be on-site approximately 50% of the time. The RPR is the main point of contact, and it's the RPR's job to coordinate with the contractor, attend progress observe construction, testing, etc., and to allow the rest of the "regular" staff to continue with their work. The RPR will act as a liaison between the Contractor and the WTP Manager to help coordinate shut offs, reconnections, etc. The RPR is the person who will respond to emergencies or be on-site to review changed conditions and initiate Work Orders or Change Orders.

In addition to the RPR, there is a team of engineers, architects, and technicians that were part of the design team supporting the project. These staff make occasional site visits, but are mostly engaged remotely, reviewing submittals and supporting the RPR technically as needed. The exception to this will be the Control Engineers staff who will physically provide the system integration. This will be done on-site.

The City Engineer's role in the project will be to act as project manager for the city. The RPR will provide updates to the City Engineer, and advise when site visits may be required.

FINANCIAL IMPLICATIONS:

This project effort falls under the Capital Projects for the Water Fund. The table below shows the fund status:

<i>Activity</i>	<i>Budget</i>
WTP Project Budget	\$ 1,800,000
Less – Construction Bid (RSCI)	\$ 1,650,520
Less – Services During Construction	\$ 124,754
Less – Special Inspections	\$ 4,095
Remaining Budget	\$ 20,631

Typically, a contingency of 10% is recommended for construction. Additionally, a 10% fee for SDC's is a standard of the industry.

For the bid on Special Inspections, three firms were contacted – MTI, Strata, Inc. and Terracon - but only MTI responded.

RECOMMENDATION:

Staff recommends the City Council approve the Services During Construction bid from MSA, and award the bid for Special Inspections to Materials Testing & Inspection.

PROPOSED MOTION:

I move that the City Council award the bid for Special Inspections to Material Testing and Inspection (MTI) and approve the Services During Construction (SDC) budgets for Murray, Smith & Associates (MSA) and CH2M, and authorize work to begin on the Water Treatment Plant Construction project.

Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

BETSY ROBERTS
CITY OF ONTARIO
444 Southwest 4th Street
Ontario, OR 97914

PHONE: (541) 889-7684
FAX: (541) 889-7121
E-MAIL: betsy.roberts@ch2m.com

Re: Testing and Inspection Services for the
Proposed Project: **2016 Water Treatment Plant Chemical Feed Improvements, Ontario, OR**

The enclosed cost proposal has been prepared for your review and evaluation. Materials Testing & Inspection, Inc. (MTI) appreciates the opportunity to submit this estimate to provide materials testing and inspection services on the above referenced project.

The estimate is based on our review of plans, specifications, *Addendum's #1-#3*, similar projects, and 2012 IBC requirements. Due to a construction schedule not being available at the time of this estimate being prepared, the estimate is based on a presumed construction schedule. If the construction schedule does not follow MTI's estimated production rates and schedule, the quantities and number of trips required will vary. Please review the number of trips and quantities to insure that each item follows your construction schedule/production rates. Variances from our estimate and your schedule/production rates will be billed at the indicated unit rates. The result may be a decrease or increase in the total testing and inspection costs. Scope of services for the project has been outlined below:

~980 SF CMU Structure and Associated Site Work - The Scope of Services includes; 1) soils testing and inspection, 2) concrete testing and inspection, 3) epoxy bolt/dowel inspection, and 4) masonry testing and inspection. The scope may be adjusted based on the actual special inspection requirements. Costs will be dependent on the actual number of trips/time for testing and inspections.

A detailed explanation of testing/inspection items for each phase of construction has been provided below:

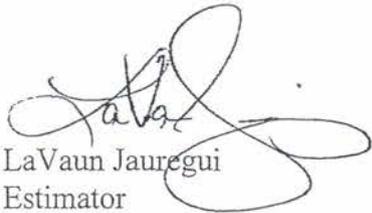
- **Soils** – Compaction testing will be performed during the 10 planned trips to the project site for this item. In addition, MTI will perform 2 geotechnical observations after stripping activities have taken place to confirm footing bearing surfaces.
- **Concrete** – “Special Inspection” of reinforcing steel and concrete is required. Inspection of reinforcing steel and testing of concrete will be performed during the 6 planned trips to the project site for placement of thickened slab, footings, stem walls, equipment pad, and exterior concrete flatwork. One set of 4 concrete cylinders will be cast for each 150 cubic yards, or fraction thereof, of each concrete mix placed each day. *Please note testing of slump, air, and temperature are included within MTI's rate for “Concrete Inspector”.*
- **Epoxy Bolting/Doweling** – Special Inspection of Epoxy Bolting/Doweling is required. Inspections will be performed on a continuous basis during the 1 planned trip to the project site for this item to verify the type of epoxy, bolts, dowels, depth of bolt/dowel holes, and the cleanliness of the drilled holes as required by the specifications of the project and the manufacture of the epoxy that will be used. Installation instructions will be confirmed and monitored during the placement of epoxy bolting/doweling.

Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

- **Masonry** – “Special Inspection” of masonry is required. Inspection will consist of inspecting cell conditions and reinforcing steel placement prior to grouting and witnessing of grouting activities during placement. Inspections will be performed on a periodic basis during the 2 planned trips to the project site for this item. Testing will include compressive strength of masonry units and grout prisms. This estimate is based on the masonry construction of the building to take place in one phase.
- **Project Management** – Project management and engineer oversight will be provided as required to manage the project and prepare formal reports. Services will generally include the following: attending project meeting, scheduling appropriate field personnel and providing oversight, processing of reports, reviewing project mix designs, reviewing construction documents, preparing invoices, and providing a communication link between project team members.

It is MTI's intention that our services will complement your efforts towards maintaining the highest standards of quality. Please let us know if you require additional information. We thank you for considering our firm and look forward to working with you on this project.

Respectfully Submitted,
Materials Testing & Inspection, Inc.



LaVaun Jauregui
Estimator

Environmental Services
 Geotechnical Engineering
 Construction Materials Testing
 Special Inspections

Services & Fees

The following estimate of services is based on current MTI standard rates and estimated project quantities. Inspection and testing times are based on historical averages. They will be dependent on the contractor's schedule of activities and changes in project scope or requirements. If no cost is shown, the associated service item has not been included or will be provided by others. Work performed outside the hours of 8:00am to 5:00pm or Saturday or Sundays will be at 1.5 x billing rate. Work performed on government recognized Holidays will be at 2 x billing rate. Billing time is portal to portal. This is a time and materials quote.

CODE	ITEM	# of Trips	# of Units	UNIT	RATE	Totals
SOILS TESTING & INSPECTION						
33380	Soils Field Density Technician D2922/6938	10	20	HR	\$50	\$1,000.00
92684	Proctor D698, D1557/T99, T180		2	EA	\$160	\$320.00
92801	Sieve - Coarse & Fine C117, C136/T11, T27		2	EA	\$90	\$180.00
92063	Atterberg Limits D4318/T89, T90			EA	\$90	\$0.00
66610	Subgrade Inspector	2	4	HR	\$80	\$320.00
33340	Sample Pick Up	1	2	HR	\$50	\$100.00
					Sub-Total	\$1,920.00
CONCRETE TESTING & INSPECTION						
33040	Concrete Inspector	6	12	HR	\$50	\$600.00
33140	Epoxy Bolt/Dowel Inspector	1	2	HR	\$50	\$100.00
92243	Concrete Cylinders C39/T22		24	EA	\$15	\$360.00
33080	Cylinder Pick Up	6	6	HR	\$50	\$300.00
					Sub-Total	\$1,360.00
MASONRY TESTING & INSPECTION						
33200	Masonry Inspector	2	6	HR	\$50	\$300.00
92270	Cube Compressive Strength - Grout/Mortar/Gypsum			EA	\$15	\$0.00
92414	Grout Prisms C1019		4	EA	\$15	\$60.00
92171	CMU Compressive Strength (Prism Grouted) (Set of 3)		1	EA	\$225	\$225.00
33080	Cylinder Pick Up	1	1	HR	\$50	\$50.00
					Sub-Total	\$635.00
MISCELLANEOUS ITEMS						
88260	Project Manager		3	HR	\$60	\$180.00
91300	Mileage - No Mileage Charged			EA	\$0.68	\$0.00
81130	Summary Inspection Report			HR	\$85	\$0.00
					Sub-Total	\$180.00
Estimated Project Total:						\$4,095.00

Please See Notes on Following Page:



Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

Note

- If necessary, please dismiss any items in the estimate above that will not be considered for satisfying this projects quality control requirement.
- MTI's rates include the use of all of our testing equipment during performance of our services.

The individual signing below represents and warrants that he/she has full authority to enter into this Agreement on behalf of CLIENT. By signing below, CLIENT is acknowledging and agreeing to Materials Testing and Inspection's Terms and Conditions (or available upon request). If the individual below lacks such authority, he/she shall be personally responsible for payment of obligations under this Agreement. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date indicated above.

Materials Testing & Inspection, Inc.

City of Ontario

Signature: _____

Signature: _____

Print Name & Title: _____

Print Name & Title: _____

Date: _____

Date: _____

(EOE/AA/MFDV)

TASK ORDER

for

**CONSTRUCTION PHASE SERVICES
CITY OF ONTARIO, OREGON**

This Task Order is for professional services between Murray, Smith & Associates, Inc. (MSA) and the City of Ontario, Oregon (City) to support contract award, construction, start-up and commissioning of improvements at the water treatment plant, as described in the 2016 WTP Chemical Feed Improvements construction documents. The terms of this work shall be in accordance with the *Agreement for Professional Engineering Services for the City of Idaho Falls, Idaho* - dated November 8, 2013 (PESA).

The services provided under this task order will be the joint work product of MSA and Control Engineers (Control). Contractually, Control is a subconsultant to MSA, but this team will work collaboratively together to complete the work described.

SCOPE OF SERVICES**Project Management**

Monthly invoicing, coordination with the consultant project team, and coordination with City staff.

Deliverables

- Monthly invoices to the City

Assumptions

- Twenty-four hours of man-time over 6 months

Contract Initiation Support

Provide supplemental assistance to the City from bid advertisement through contract award and execution phases. Most of the bid phase effort was covered in the design phase work (Task 6). Work included in this task order covers preparing agendas and leading both the Pre-Bid Meeting and Pre-Construction Meeting

Deliverables

- Pre-Bid Meeting Agenda
- Pre-Construction Meeting Agenda

Assumptions

- Sixteen hours of man-time and travel expenses

Submittals

MSA will review and provide comments on submittals pertaining to the portions of the construction that were designed by MSA and Control (site civil, Mixing Building mechanical, electrical, and instrumentation).

Assumptions

- Up to 25 total submittals
- Half of the submittals will require a resubmittal review
- 1.5 hours of review time (average) per submittal or resubmittal
- All submittals and responses will be in electronic format
- Submittals will be logged and status monitored by others.

RFIs

MSA will respond to Requests for Information (RFI's) from the Contractor to resolve questions and conflicts that arise as construction progresses.

Assumptions

- 20 total RFIs
- 1.5 hours of review/response time (average) per RFI
- All RFIs and responses will be in electronic format
- Submittals will be logged and status monitored by others.

Site Visits/Observations

MSA and Control staff from Boise will visit the WTP site to observe construction at key milestones and at times when designer input is needed by the Contractor.

Assumptions

- 10 total site visits
- 4 hours total time for each site visit (2 hours on site plus one hour travel each way)
- Rental car or personal vehicle mileage will be reimbursed, along with travel meal (if appropriate based on the time of the site visit)

System Integration

Control Engineers, a subconsultant to MSA, will provide the following services related to the configuration, calibration and integration of the Project equipment and SCADA system.

- Configuration and calibration check of all control panels, network systems, equipment and instruments.
- Programming and integration for new systems and alarms in existing SCADA network.

Assumptions

- The development of new screen views and programming is limited to the new facilities installed as part of this project. No revisions to existing screens or programming are assumed.
- City/CH2M will provide final system control narratives for use in program development a minimum of 30 calendar days in advance of the initiation of System Integration services

Record Drawings

MSA will produce record drawings with information from provided by the Contractor red-lines that reflect as-built conditions.

Deliverables

- An electronic copy (PDF format) of the Record Drawings

Assumptions

- MSA will rely on the information provided by the Contractor as accurate and complete.
- 1 hour per drawing for CAD time.
- 1 hour for each discipline lead to review drawings, plus 4 hours administrative time.
- CH2M will be responsible for producing their own record drawings.
- Record drawing compilation will be completed by others

Excluded Tasks

The following tasks are not included in the scope of work, but could be added to this scope of work by amendment, if requested:

- Construction manager and resident engineer services
- Review of Contractor's pay applications, schedule submittals, or change orders
- Resolution of Contractor claims or disputes
- Attendance at regular progress meetings
- Construction document management software for shared use by City, Contractor, and other consultants
- Commissioning of equipment or processes (outside of indicated site visits to demonstrate successful construction meeting the design intent of the documents)
- Development of operation and maintenance manuals
- Preparation of permits
- Code-required (IBC) special inspections

BUDGET

The work provided in this Task Order will be billed on a time and materials basis in accordance with the PESA. The overall budget estimate breakdown for this work is outlined in the table below. MSA will manage the work identified in this Task Order to the aggregate budget amount, which shall not be exceeded without prior written authorization from the City. When any budget has been increased or follow-on work contracted, MSA's excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Subtask	Level of Effort (hours)	Fee
Project Management	24	\$2,969
Contract Initiation Support	16	\$2,828
Submittals	60	\$9,995
RFIs	30	\$4,986
Site Visits/Observations	40	\$7,346
System Integration	128	\$22,264
Record Drawings	48	\$8,348
Total	346	\$58,736

SCHEDULE

MSA will begin work immediately upon receiving authorization to proceed and as requested by the City.

CITY OF ONTARIO, OREGON

MURRAY, SMITH & ASSOCIATES, INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Ontario WTP Improvements CH2M Design Services during Construction

PREPARED FOR: Betsy Roberts
Cliff Leeper

PREPARED BY: Jeff Hodson

DATE: September 28, 2016

PROJECT NUMBER: 496187

The purpose of this memo is to provide a scope of work and level of effort estimate for design team services during the construction of the Ontario Water Treatment Plant (WTP) Improvements Project. The memo also documents the assumptions made to develop the level of effort estimate.

Work Tasks

Resident Project Representative

CH2M will provide an engineer to serve as the project's Resident Project Representative (RPR). The RPR is the main point of contact for the project. This person represents both the City and the Engineer in the field. The RPR is on-site as needed to ensure that the quality of work is acceptable, to witness testing, and to respond to changed conditions. The RPR will be the lead on submittals and RFIs, logging each and forwarding it to the appropriate engineer for review. The RPR will also take lead on Work Change Directives, Field Orders, Change Orders, and Payment Requests. The RPR works closely with the Contractor to make sure the project stays on schedule. The RPR will attend all progress meetings and report back to the City Engineer.

Assumptions:

- RPR will be available on average, 24 hours per week for the duration of the project, which includes travel time to and from the site.

Submittals

CH2M design staff will review and provide comments on submittals pertaining to the portions of the construction that were designed by CH2M (architectural, structural, HVAC, and chemical feed system process mechanical).

Assumptions:

- 35 total submittals (7 architectural, 12 structural, 4 HVAC, 12 process)
- Half of the 35 submittals will require a resubmittal review
- 1.5 hours of review time (average) per submittal or resubmittal
- CH2M administrative assistant (AA) will log submittals, distribute to design team, and send back to the Contractor

RFIs

CH2M design staff will respond to Requests for Information (RFI's) from the Contractor to resolve questions and conflicts that arise as construction progresses.

Assumptions:

- 18 total RFIs (2 architectural, 5 structural, 1 HVAC, 10 process)
- 1.5 hours of review/response time (average) per RFI
- CH2M administrative assistant (AA) will log RFIs, distribute to design team, and send back to the Contractor

Site Visits/Observations

CH2M design staff from the Boise office will visit the WTP site to observe construction at key milestones and at times when designer input is needed by the Contractor. CH2M staff assigned to the City of Ontario (Casey, Jerry, Betsy) may assist in making field observations and relaying information back to the design team when a site visit is not warranted or information can be easily gathered by local staff.

Assumptions:

- 9 total site visits (1 architectural, 3 structural, 1 HVAC, 4 process)
- 4 hours total time for each site visit (2 hours on site plus one hour travel each way)
- Rental car or personal vehicle mileage will be reimbursed, along with travel meal (if appropriate based on the time of the site visit)
- 8 hours each for Casey; 4 hours each for Jerry and Betsy

Record Drawings

CH2M will update the design drawings produced by CH2M with information provided by the Contractor based on as-built information and field information to produce a set of record drawings.

Assumptions:

- CH2M will rely on the information provided by the Contractor as accurate and complete.
- 1 hour per drawing for CAD time.
- 1 hour for each discipline lead to review drawings, plus 4 hours administrative time.
- MSA and Controls-Engineers will be responsible for producing their own record drawings.

Excluded Tasks

The following tasks are not included in the scope of work, but could be added to this scope of work by amendment, if requested:

- Construction manager and resident engineer services
- Review of Contractor's pay applications, schedule submittals, or change orders
- Resolution of Contractor claims or disputes
- Attendance at regular progress meetings
- Construction document management software for shared use by City, Contractor, and other consultants
- Commissioning of equipment or processes (outside of indicated site visits to demonstrate successful construction meeting the design intent of the documents)
- Development of operation and maintenance manuals
- Software programming or SCADA integration
- Preparation of permits
- Code-required (IBC) special inspections

Level of Effort Estimate

Based on the tasks described above, the estimated level of effort for this scope of work is outlined in the table below, based on a 2.0 raw-labor multiplier.

Estimated Level of Effort

CH2M design team services during construction

Subtask	Level of Effort (hours)	Fee
RPR	480	\$48,450
Submittals	99	\$6,950
RFIs	40	\$2,830
Site Visits/Observations	52	\$4,960
Record Drawings	36	\$2,835
Total	198	\$66,025

AGENDA REPORT
October 10, 2016



To: Mayor and City Council

FROM: Adam J. Brown, City Manager

SUBJECT: **PROPOSED COUNCIL MEETING SCHEDULE: NOVEMBER, 2016**

DATE: October 3, 2016

SUMMARY:

Attached is the following document:

- Proposed November Calendar: Council Meetings

Action is needed to approve the proposed City Council meeting schedule for November, 2016.

PREVIOUS COUNCIL ACTION:

09/19/2016 The City Council was presented with changes to the October meetings list for the Council, as proposed by the City Manager, and approved the new schedule for October, 2016.

BACKGROUND:

In an effort to become more streamlined and efficient, the City Manager has proposed a modified meetings list for Council meetings. The new schedule would also modify the timeframe for submitting reports for inclusion in the packet.

CURRENT SITUATION:

The City Council currently meets the first and third Monday of each month, with a study session for each meeting conducted on the preceding Thursday. Any comments, suggestions, or corrections to information or documentation provided at the study session should be dealt with for the following Monday evening meeting. This rapid turn-around does not give staff time to sufficiently, correctly, and thoroughly, reply to any changes, in order to remit to Council in a timely fashion.

The Council approved the modified calendar for October, 2016, which reflects the elimination of one study session, and moved the Council meetings to the 2nd and 3rd Monday of the month. The second Council meeting [October 17] will only be conducted should there be time-sensitive material involved, or carry forward from the first Council meeting, which needs to be completed. Regardless, no second study session will be held.

The proposed schedule *[attached]* reflects one study session on Thursday, November 3rd, with the Council meeting on Monday, November 7th, and a second Council meeting, if necessary, on November 14th. We recommend approving a schedule month to month until the new Council is seated in January.

RECOMMENDATION:

The City Manager recommends the Council approve the proposed November meetings calendar for the City Council.

PROPOSED MOTION:

I move that the Council approve the proposed November, 2016, meetings calendar for the Ontario City Council, reflecting a study session on November 3rd, a Council meeting on November 7th, and a second Council meeting, if necessary, on November 14th.



Proposed November

1	2	3 Study Session	4	5		
6	7 Council Meeting	8	9	10	11	12
13	14 Council Meeting <i>If Necessary</i>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Proposed November Meeting Schedule

Discussion/Information /Hand-Out Items

Study Session
September 6, 2016

MALHEUR COUNTY COURT MINUTES

SEPTEMBER 21, 2016

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 John Braese of the Malheur Enterprise.

MCOA&CS - COORDINATED TRANSPORTATION PLAN

MCOA&CS Executive Director Loni Debban met with the Court and reviewed the recently updated Malheur County Coordinated Human Services Public Transportation Plan. The Plan was updated with the assistance of Nelson/Nygaard Consulting Associates Inc. The Federal Transit Administration (FTA) and the Oregon Department of Transportation (ODOT) requires recipients of FTA Section 5310 program funds and State Special Transportation Fund (STF) Program funds to engage in a coordinated planning process. FTA Section 5310 program funds and STF Program funds are focused on providing funding for the needs of seniors and persons with disabilities. The Coordinated Plan must be updated every five years. Transportation needs are addressed in Section 5 of the Plan; limited weekend service, limited funding, smart phone technology, and a need for more vehicles are some of the needs identified. The Court will review the Plan and consider adoption of the Plan at its next Court meeting.

HEALTH DEPARTMENT

Health Department Director Angela Gerrard and Nursing Supervisor Rebecca Stricker met with the Court. Commissioner Wilson moved to approve Eighth Amendment to Oregon Health Authority 2015-2017 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Hodge seconded and the motion passed unanimously. The amendment increases funding for Public Health Emergency Preparedness and WIC. A copy will be returned electronically for recording.

Ms. Gerrard explained that a Notice of Award was received for the Personal Responsibility Education Program (PREP) in the amount of \$87,708 to be used for teen pregnancy prevention activities through the Family Life and Sexual Health (FLASH) curriculum. The grant is federal funds administered

through the Oregon Health Authority. Funding will be used to hire 1 FTE Health Specialist for 16 months, project materials, travel and training expenses, and some grant support staff costs. Ms. Gerrard explained that Malheur County has the highest rate of teen pregnancy in the state by a large margin (nearly double) and the highest rates of youth Chlamydia infection in 3 out of 5 years from 2010-2014. Partnering agencies are the Juvenile Department; Boys and Girls Club; Ontario High, Middle, and Alternative Schools; and Nyssa High and Middle Schools. Goals of the program are to increase family involvement; decrease relationship violence; decrease teen pregnancy rates; and decrease sexually transmitted infection rates. Ms. Gerrard and Ms. Stricker answered questions from the Court members. It is hoped that the grant will be extended for possibly 5 years; if it is extended the program could be expanded to include other schools in the County. Commissioner Hodge moved to authorize the hiring of 1 FTE Health Specialist with individual only benefits for the 16 month term of the grant. Commissioner Wilson seconded and the motion passed unanimously.

Ms. Gerrard also noted that there will be a regional meeting held October 21, 2016 in Burns regarding public health modernization and invited the court members to attend it.

Mr. Brase left the meeting.

ROAD DEPARTMENT

Road Supervisor Richard Moulton met with the Court. Commissioner Wilson moved to approve Crossing Permit #26-16 to Track Utilities to bore under Hyline Road to trench on the south side of Hyline Lane #1077; and Crossing Permit #25-16 to Track Utilities to bore and trench on Airport Road #1100 to provide telecom service to a solar farm. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

Mr. Moulton visited with the Court about possibly purchasing the Wilcox gravel pit. Mr. Moulton explained that Nick Seubert from Seubert Excavators said he uses the pit and there is an extensive amount of product in it. The asking price for the property is \$150,000. Commissioner Wilson suggested a written offer be drafted and submitted for the property. Commissioner Hodge suggested that the landowner may be interested in carrying the contract; and if not financing could be obtained. Commissioner Wilson indicated he would work with County Counsel to prepare a written offer.

Mr. Moulton also mentioned that the water truck needs to have its tank replaced; he is exploring purchase options.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of September 7, 2016 as written. Commissioner Wilson seconded and the motion passed. (Judge Joyce was absent September 7, 2016)

Judge Joyce moved to approve Court Minutes of September 14, 2016. Commissioner Wilson seconded and the motion passed. (Commissioner Hodge was absent September 14, 2016)

ORDER - APPEAL OF PLANNING COMMISSION'S DECISION APPROVING LOT LINE ADJUSTMENT BETWEEN BENCH/SEUBERT

Commissioner Hodge moved to approve Order GO-7-16, Findings of Fact, Conclusions and Order, in the matter of the Appeal of Planning Commission's Decision Approving Lot/Property Line Adjustment between Bench (Assessor's Map 17S47 tax lot 600 ref. #6967) and Seubert (Assessor's Map 17S4719 tax lot 800 ref. #6948). Commissioner Wilson seconded and the motion passed. (Judge Joyce was not present for the appeal hearing.) The Court affirmed the decision of the Planning Commission. The property line adjustment between adjoining landowners Seubert Excavator and Bench of approximately 14 acres is approved. See instrument #2016-3233

UPDATED COUNTY POLICY 100 - EQUAL OPPORTUNITY

Commissioner Wilson moved to approve updated County Policy 100 - Equal Opportunity. Commissioner Hodge seconded and the motion passed unanimously. See instrument #2016-3234

EOCA INVOICES

The Court authorized payment of Eastern Oregon Counties Alliance (EOCA) dues for fiscal year 2016/17 in the amount of \$15,800; and payment of EOCA debt retirement invoice of \$4,645. (Please note that in previous years the EOCA organization was known as EORCO.)

AMENDMENT - IGA #148074

Commissioner Wilson moved to approve Amendment #1 to State of Oregon Intergovernmental Agreement for the Financing of Community Developmental Disability Services. Commissioner Hodge seconded and the motion passed unanimously. The amendment modifies definitions, and financial terms and conditions in the agreement. A copy will be returned electronically for recording.

COURT ADJOURNMENT

Court was adjourned.



SEPTEMBER 2016 ACTIVITY REPORT

Emergency Medical:

City -144-

Rural -12-

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults to name a few).

Hazmat Team Calls: -1- Overturned onion truck spilling diesel fuel from saddle tank.

Fire Related Emergency Calls:

Rural Fire -9- RURAL GENERAL ALARMS -3- MUTUAL AID -1-

- 1 – Open weed burning during burn ban * (Duty Crew handled)
- 1 – Small storage shed and grass fire - **GENERAL Alarm ***
- 1 – Two small grass fires along railroad tracks (On scene Suppression Crews handled)
- 1 – Reported illegal burn / unable to locate (Duty Crew handled)
- 1 – Grass fire reported next to structures - **GENERAL Alarm ***
- 1 – Trash fire / burning tires (Duty Crew handled)
- 1 – Vehicle crash extrication **GENERAL Alarm for extrication & station coverage**
- 1 – Mutual aid to Vale Rural for vehicle crash extrication (Duty Crew handled)
- 1 – Illegal burning / lacked burn permit and burning at night (Duty Crew handled)
- 1 – Hazmat call / fuel spill from truck accident **GENERAL PAGE FOR HAZMAT CREW**

City Fire Incidents -15- CITY GENERAL ALARMS -1- MUTUAL AID -0-

- 1 – Reported burning during burn ban / unable to locate (Duty Crew handled)
- 1 – Spontaneous heating of rags / no fire - yet (Duty Crew handled)
- 1 – Warming fire in Lions Park * (Duty Crew handled)
- 1 – Animal Rescue * (Duty Crew handled)
- 1 – Lift Assist for heavy patient-Rescue 1 and 4 member engine crew **GENERAL ALARM**
- 1 – Car fire / deliberate set * (Duty Crew handled)
- 1 – Accidental Alarm system activation – cleaning carpet (Duty Crew handled)
- 1 – Pickup fire – out upon arrival (Duty Crew handled)
- 1 – Reported gas odor in residence – nothing found (Duty Crew handled)
- 1 – Reported grass fire / controlled burn with a permit (Duty Crew handled)
- 1 – Police medical standby / possible person in river – unable to locate (Duty Crew handled)
- 2 – Dumpster fire with 1 rekindle (Duty Crew handled)
- 1 – Reported gas odor / nothing found (Duty Crew handled)
- 1 – Alarm activation – turned out to be burglar alarm

***In narrative section**

9/5/2016 "RURAL" 1501 SE 2nd St. Illegal burn during burn ban 2nd warning * (Duty Crew handled)

Dispatched to scene of possible illegal burn, arrived on scene and found occupants burning weeds. They were advised this was their 2nd warning and next time they would be issued a citation.

9/11/2016 "CITY" 1041 NW Washington Ave, Love's Travel Stop Smoke odor (Duty Crew handled)

Dispatched to Love's Travel Stop kitchen for a reported smoke odor. Employees found a basket of rags that were self-heating. The rags were used to clean the fryers and had been laundered, folded and placed in a plastic basket. The rags were scorched but not consumed. Because of the type of cooking oil being used, spontaneous heating occurred. This is a high fire danger and the information will be passed onto management.



Rags contaminated with cooking oil were washed, dried, folded and placed in plastic basket. Spontaneous heating occurred in the stack, had it not been for staff there would have been ignition and damage to the building.



Folded rags were placed in plastic basket & left in laundry room unattended. Staff smelled smoke and found contents smoking.

9/12/2016 “RURAL” Intersection of Lincoln and Railroad Ave. at Detinger Feed & Seed grain storage facility GENERAL ALARM

Ontario Rural Fire dispatched to grass and storage shed fire at the corner of Railroad Ave and Lincoln Drive. Chief 100 enroute at 14:32 and Brush 156 enroute at 14:33, upon arrival Brush 156 found a small grass fire and an 8x12 foot shed on fire on the exterior only. Brush 156 quickly extinguished the shed and grass fire. Chief 100 spoke with railroad personnel from Oregon Eastern Railroad who stated they believed they started the fire with exhaust carbon from their locomotive while under a heavy load. Brush 157 arrived on scene at 14:50 and assisted Brush 156 with mop up of hot spots in the grass. Brush 157 cleared the scene to check for spot fires along west Railroad Avenue, reporting back that all was clear. All units cleared the scene at 15:20.

Fire scene as Brush 156 pulled in to start suppression efforts.



Crew working to suppress hot smoldering areas around storage shed.



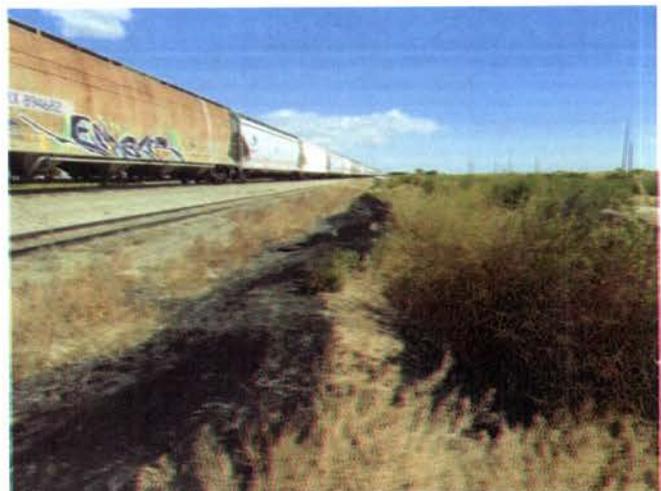
Storage shed south wall, fire went up SW corner and also crept underneath floor. Flame did not get into the interior of the shed or damage the contents.

Close up photo of storage shed SW corner fire damage.



Oregon Eastern Rail locomotive getting ready to move rail cars to Ontario. Hot carbon from locomotive exhaust suspected as ignition source of the fire.

Fire made a short run along the tracks before running out of fuel.



9/12/2016 "RURAL" Intersection of Lincoln and Railroad Ave. just west of Beet Dump Station / connected to above cause Brush 156, Brush 157 and Command 100 on scene.

While Brush 156 was clearing from the previous fire scene (incident #1600049), Brush 156 spotted 2 more spot fires started from the same locomotive approximately 25 yards apart just off of the rail. Brush 156 took suppression action on the east spot fire. Command 100 had Brush 157 respond back to take suppression action on the west spot fire. Dispatch notified Oregon Eastern Railroad that they had caused two additional spot fires along their rail line. The train stopped at Clark Blvd. and Railroad Ave. to check the rail cars for hot bearings. It was again determined that the locomotive has working under heavy load while moving from the first fire incident and was most probably blowing hot carbon out of the exhaust. After fires were extinguished, Brush 156 cleared scene at 15:38. Brush 157 and Command 100 followed the locomotive to its destination to watch for any potential fires it may start. The locomotive continued on without further incident. Command 100 and Brush 157 cleared and returned to quarters at 16:01.



Two additional grass fires were started as the locomotive worked to push the rail cars toward Ontario. Photo from Brush 156 dash camera system.



Oregon Eastern locomotive is suspected of starting two additional fires as it moved rail cars toward Ontario. Photo of fire area (from dash camera) as Brush 157 moves in to suppress the west fire area. Brush 156 had already started suppression of the eastern most fire area.

9/13/2016 “CITY” 801 SW 4th Ave., Lions Park water fountain (Duty Crew handled)

Dispatched for a possible illegal burn at Lions Park, arriving on scene found a small pile of charcoal briquettes burning on a concrete drinking fountain. The transient on scene stated that he thought it was a barbecue pit and was lighting it to stay warm. We notified him that it was not a barbecue pit and he stated that he would put it out.

9/14/2016 “CITY” 940 NW 5th Ave., Pet Rescue (Duty Crew handled)

Received a landline call from a resident concerning two small kittens that went up a tree and she could not get them to come down. Duty crew went out to investigate, laddered the tree and tried to call the cats down. At the time the cats did not appear excited or nervous. Being unable to reach the kittens staff advised the occupant to set some cat food out and not bother them for a couple of hours to see if they would come down on their own. Rescue 1 crew went back to check on the cats and found that they had gone farther up the tree and seemed to be more distressed. It was decided to go out to Station #2 and get aerial109 to rescue the cats. Aerial 109 was set up and the ladder extended into the tree and both kittens were safely retrieved and returned to a grateful owner.



Mark retrieves two kittens from tree limb for grateful owner.

9/20/2016 "CITY" 720 N Oregon St.. Arson Car Fire

Dispatched for a vehicle and yard fire. Arrived on scene to find a passenger car with the rear portion engulfed in flames. The yard portion was either extinguished prior to our arrival or was never involved. We used a 1" booster line to extinguish the fire. Accelerant, most likely gasoline, was burning on the ground below the rear of the vehicle. The fuel tank appeared to remain intact during the fire leading us to believe there was an accelerant deliberately placed on or near the vehicle. After the fire was extinguished we began investigation. The fire obviously started near the rear of the vehicle which was parked in the driveway of the residence. One of the occupants of the residence showed us and LE video footage of the fire being set by an individual. The footage showed a flash of fire and the individual running from the scene. The occupant also stated that the neighbor across the street had footage of the incident on an infrared video camera. We were unable to locate a container at the scene. LE was in the process of retrieving copies of each of the videos. FF Benson requested copies of the video be sent to Chief Higinbotham. After taking photos and finishing our investigation we cleared the scene.



Fire scene as Rescue 1 arrived (*dash camera*) / heavy fire involvement at rear of vehicle.



Photo of damage to rear of vehicle, also heavy damage to interior. Fire deliberately set.

9/20/2016 "RURAL" SE 9th Ave. & Claude Road Grass fire GENERAL

ALARM Rescue 1, City Brush 102, Brush 156, Brush 157 and Command 100 responded Ontario Rural Fire units dispatched to a reported grass fire along a wooden fence and a tree with structures threatened on the corner of Claude Road and SE 9th Avenue. Fire was contained to the field with no serious property damage, except some charring to the wood fence. Heavy smoke was noted around the exterior of the mobile homes to the south of the fire area. There was a paved alley between the fence and the mobile homes, so the fire did not reach the structures. The field had been previously mowed so fire growth was slow allowing fire crews to contain the fire to a small area near the fence and tree. Prior to firefighter's arrival neighbors from the mobile home park were working with shovels to build a fire line around the fire, which also helped in reducing the fire spread. This was a human caused fire as no other ignition sources were present.



Crews work to suppress hot spot along fence line dividing Mobile Home Park and field.





Fire caused considerable damage to fence line with minor spread in field. Field had been mowed so fire spread was slowed.



Crews work on hot spots under tree which was the suspected origin area. This was a human caused fire by unknown person or persons.

9/25/2016 "CITY" 506 SE 1st Street Dumpster fire

Dispatched for a dumpster fire behind an apartment complex, arrived on scene to find a metal dumpster partially involved. We used a 1" booster line to extinguish the fire. The fire appeared to be caused by a charcoal barbecue that had been placed in the dumpster.

Nine hours later rescue 1 dispatched back to the dumpster for a rekindle on the interior of the dumpster. Crew used the newly purchased foam generator unit and filled the dumpster and area around the dumpster with foam.



Frank Jr., using newly purchased foam generator unit, filled dumpster and surrounding area with foam. This is a fantastic new tool.

PERMITS ISSUED: (Burn Ban lifted 9/18/16)

City Open Burns 0
City Burn Barrels 1

Rural Open Burns 55
Rural Burn Barrels 18

FIREFIGHTER TRAINING:

9/6 Canceled
9/13 Family Picnic
9/20 Engineering
9/27 Radios

STATION TOURS:

9/1 WITCO (10 visitors)
9/7 Harper school (K-4) 32 students



COMMUNITY INVOLVEMENT:

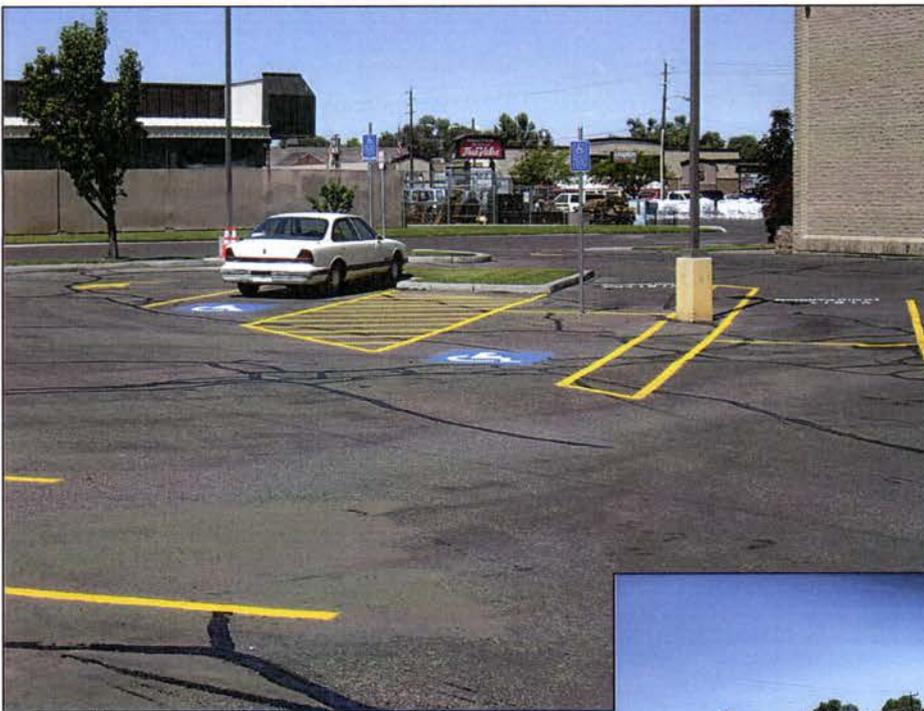
9/2 Juvenile Firefighter Intervention (2 children) – Allen Montgomery
9/10 Fill dunk-tank for Snake River H&I fundraiser – Duty Staff
9/30 Alameda Superhero Walk-a-thon – Chief Al & Mike McLean



CH2M

August 2016

Business Review



Field Services Crew crack sealed and painted new parking stripes at Ontario City Hall and Optimist Park.



**AUGUST
2016**

Prepared by CH2M for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

August activities:

- All staff took Fall Protection training.
- Finished the prep work for the yellow curb painting.
- Painted the Recreation Departments parking lot.
- Finished Round 1 sweeping the entire City.
- Installed two night drop boxes at City Hall and sealed the drop boxes on the building.
- Painted the curb and gutter on SW 4th Avenue and Idaho Avenue.
- Matt Erskine joined our team on the Field Service crew, replacing Rob Presley who stepped up as the Operations Supervisor.
- Crack sealed and re-striped two parking lots at City Hall.
- Crack sealed the City parking lot at the corner of SW 1st Avenue and SW 1st Street, and two of the parking lots off Depot Lane.
- Re-striped the City parking lot at the corner of SW 1st Avenue and SW 1st Street.
- Sprayed herbicide and trimmed weeds around the City water tanks.
- Weekly trash pickup along East Idaho Avenue and sidewalk sweeping along SE 5th Avenue overpass.
- Patched back 23 tons of asphalt from summer curb and gutter replacement program.



Top photos, Field Services Crew patching back asphalt at Sierra Vista. Right, asphalt patch back on SW 14th Avenue for the Recreation Department at the Alameda Soccer Fields.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION CONTINUED

- Installed concrete blocks at the airport.
- Held an end of summer BBQ at the Public Works Shop with City Hall.
- Installed a 1 inch water service for the Alameda soccer fields.
- Installed a 1 inch water service for the Gun Club.
- Installed a 1 inch water service for a bottling recycling center on NE 3rd Avenue and Goodfellow Street.
- Al Haun attended his recertification classes for backflow testing and Cross Connection Specialist certificates in Portland.
- 48 utility locates were completed
- 34 sidewalk issues were identified on SW 4th Avenue.
- 23 water services were shut off per customer request.
- 48 water services were turned on per customer request.
- 32 water services were read only by customer request.
- 56 water services were shut off for no-payment.
- 43 water services were turned on for payment received.

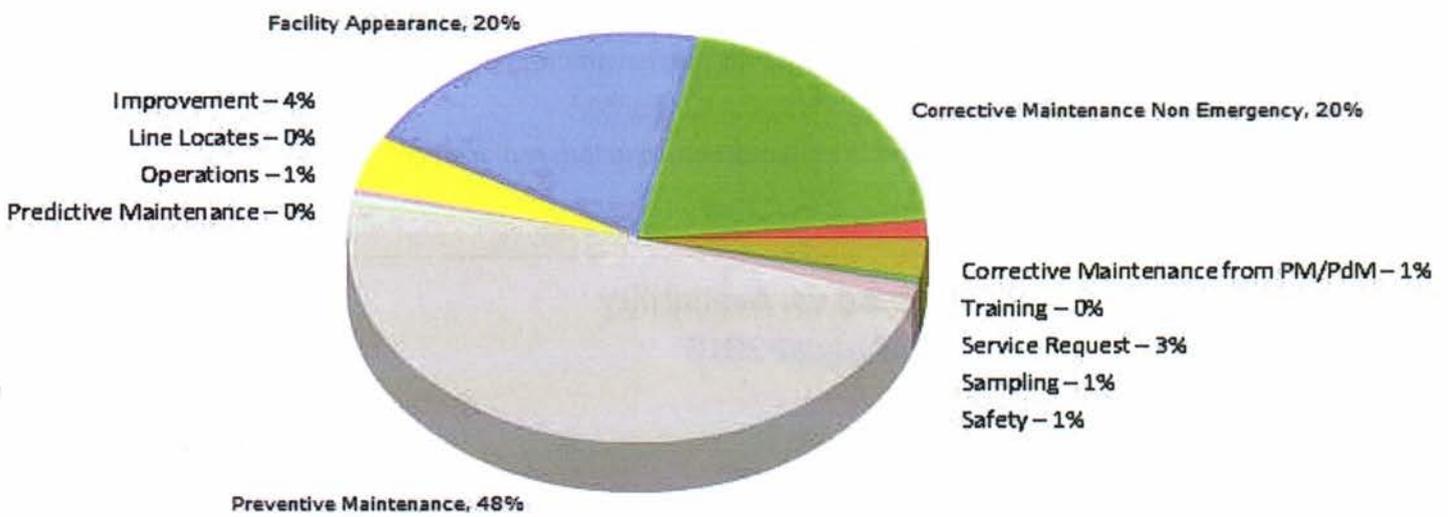


Field Services crew crack sealed and repainted parking stripes at City Hall (top photo) and Optimist Park on North Verde Drive (bottom photo.)

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION CONTINUED

- 10 water meters were changed out for not functioning.
- 10 water meters were shut off for leaks customer request.
- 16 water meters were checked for consumption issues.
- 10 water meters were checked to verify the leaks had been repaired customer request.

Work Order Actual Hours by WO Type

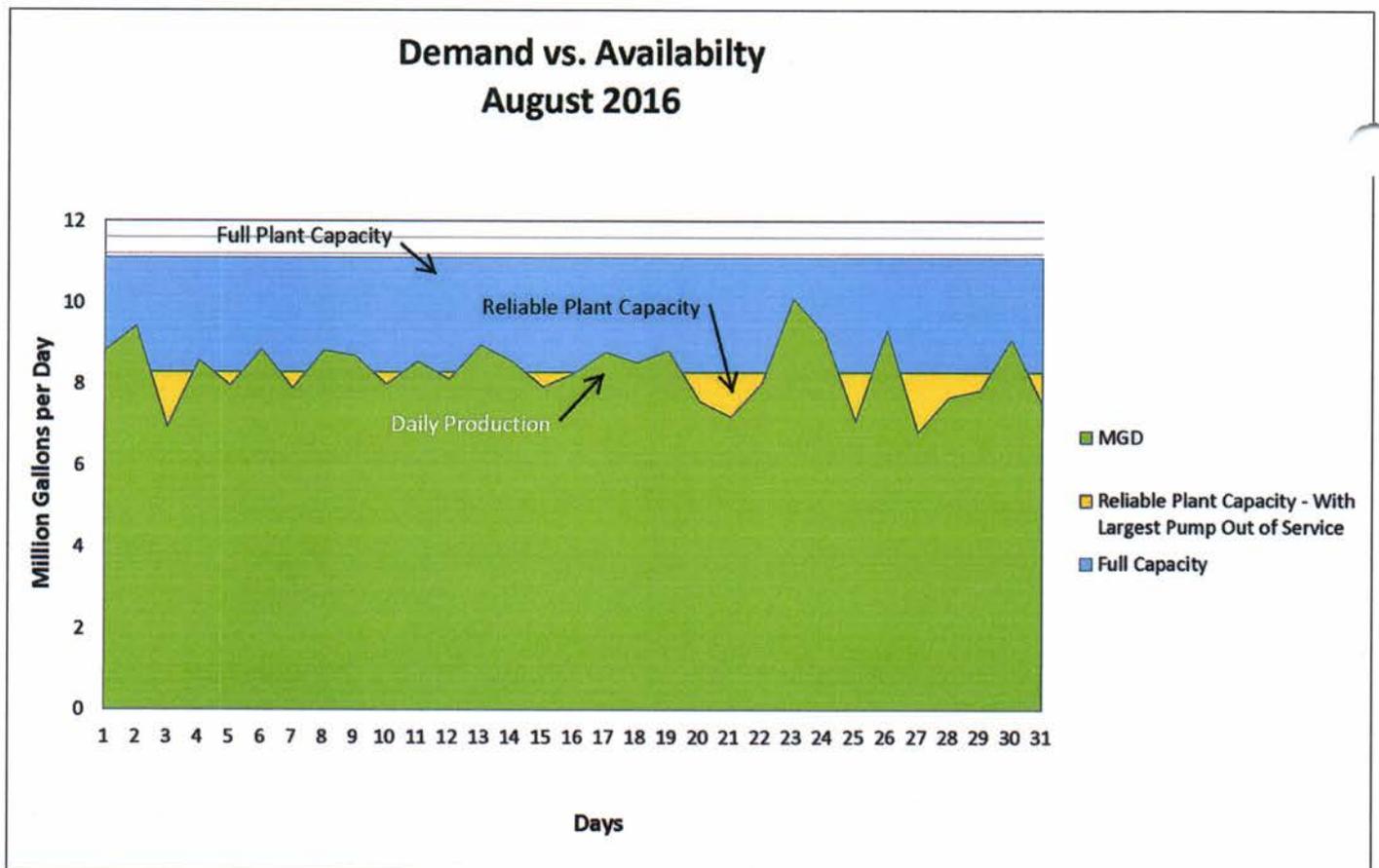


WATER TREATMENT PLANT SUMMARY

Water demand continues to be strongly defined by the hot weather. During the month of August, we continue to experience days where more water is treated than the treatment plant can reliably and sustainably produce day after day. Filter run times are improving after cleaning of the tube settlers and clarifiers. The turbidity has been carefully monitored throughout this process.

August Activities:

- Experienced failure of the waste stream decant pump. This pump is used to manage overflow and process waters that are not sent to the customers. We have been using a standby diesel pump while we work toward a resolution.
- Assisted Engineering with the review of bids and contractors for the water system upgrade.
- Submitted monthly report to Oregon Health Authority.
- Drive chain and sprocket for the flocculation basin failed, replaced the defective parts.
- Jerry Elliott retired from CH2M.



**** Note: Several days the demand for water exceeded the reliable plant capacity.**

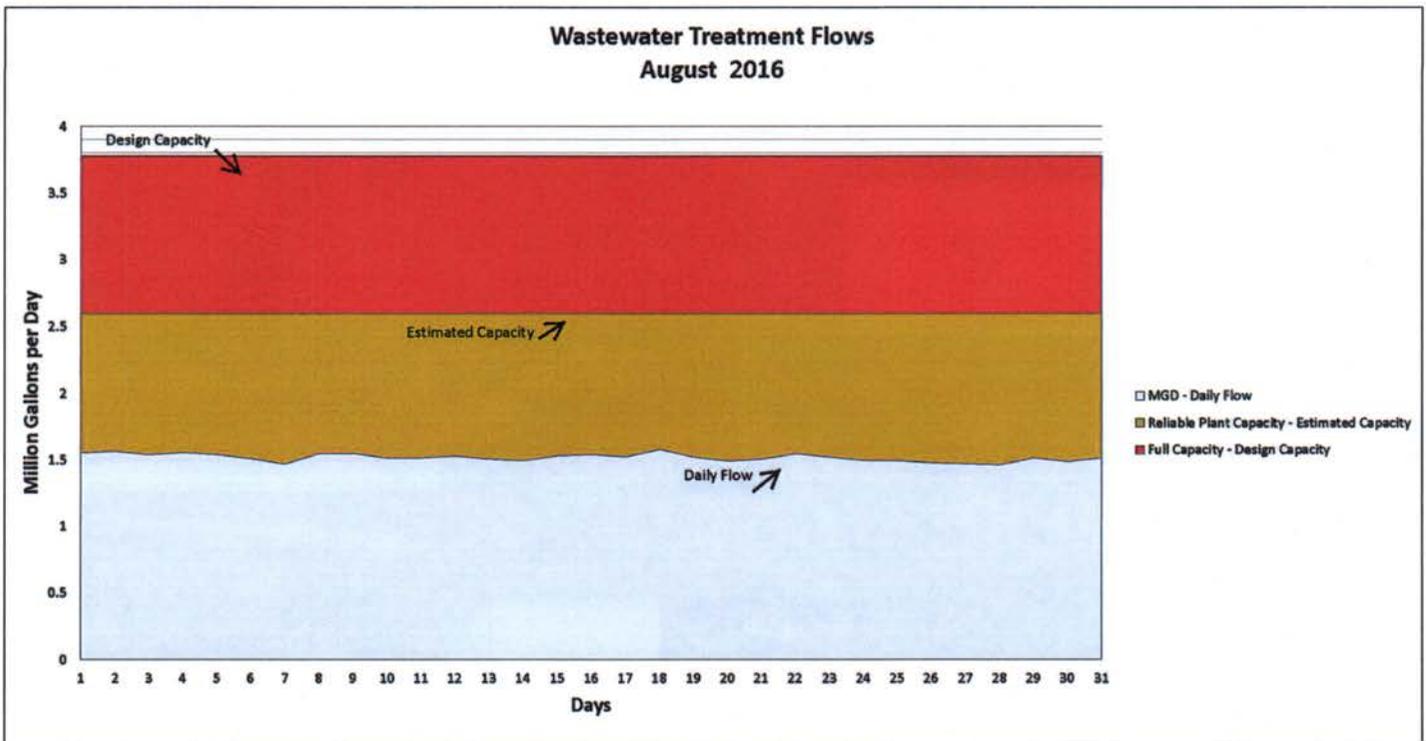
WASTEWATER TREATMENT PLANT SUMMARY

The attached graph provides an overview of the operational and treatment parameters for July at the wastewater facilities. Flow and pollutant loads at the plant were typical for this time of year. Pumping of water to Skyline reservoir has been one week pumping and one week off, due to lack of inventory available.

We had no violations or incidents of significance this month.

August Activities:

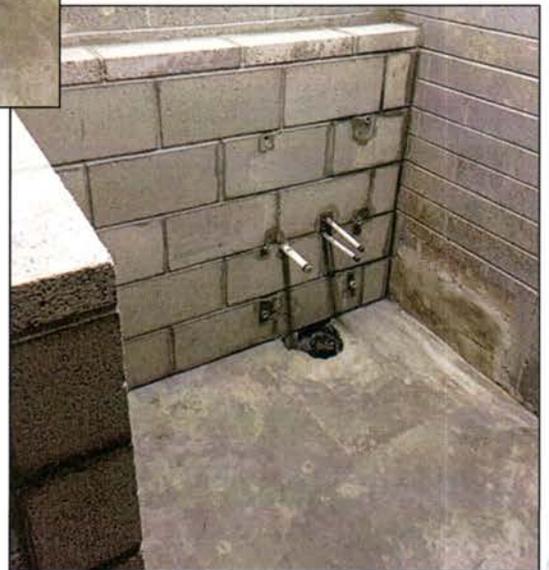
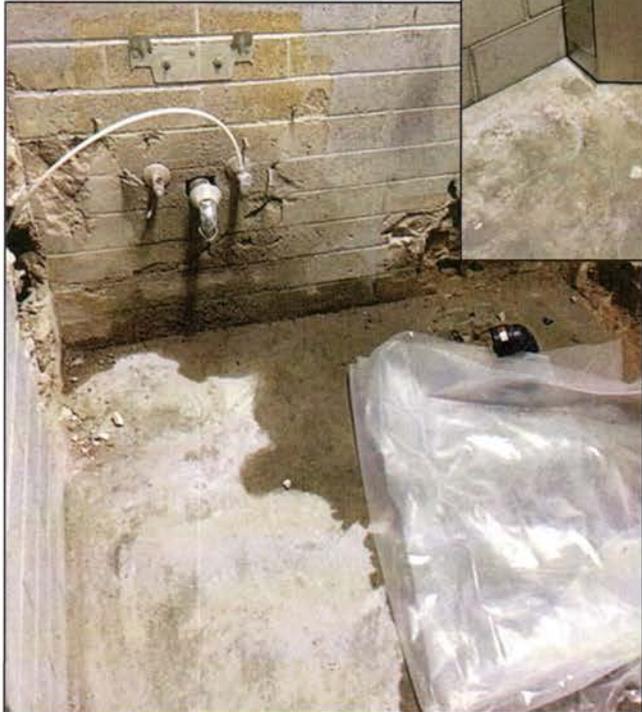
- 250 HP main Skyline delivery pump was placed back into automatic conditions.
- The air conditioner that supplies the wastewater main control room failed, was serviced and repaired. This air conditioning unit was more than 23 years old.
- Prepared Daily Monitoring Report (DMR) for Oregon Department of Environmental Quality (ODEQ) submission.



FACILITY MAINTENANCE SUMMARY

August Activities

- The heating, ventilation and air conditioning unit at City Hall is still under review.
- A purchase order has been set up with Clima-Tech to engage in minor software modifications.



PARKS AND CEMETERY SUMMARY

August activities:

- There were 4 burials this month at Evergreen Cemetery and 1 at Sunset.
- A total of 111 mowing hours were conducted in the parks.
- There were 105 mowing hours in the cemeteries.
- Routine work in the parks and cemeteries: mowing, watering and emptying trash cans.



ENGINEERING SUMMARY

August activities:

- Request for speed limit sign NW 2nd Street.
- Working with local utility company and their contractor on alley approach replacement.
- Coordinating with local organization to get water meter installed at their facility.
- Communicating with contractor to get water and sewer service to new business locating in Ontario.
- Working on requests for information from Malheur County Economic Development Coordinator.
- Work with contractor on existing driveway and sidewalk replacement.
- Work with Airport Manager on asphalt problems.
- Preliminary Development Advisory Committee Meetings.
 - Residential garage and variance for driveway location.
 - Business interested in relocating to South Oregon Street.
 - Business interested in expanding use to SW 26th Street.
- Preconstruction meeting for Well 17 Project at Water Treatment Plant
- Work Orders issued: 1 – out of City limits Ontario Gun Club water service only.
- Right of way permits issued: 8.
- Right of way inspections: 20.
- Maps printed: 15.
- Rate Study – made first presentation to City Council.
- Participated in Public Works Committee Meeting.
- Oregon Department of Transportation (ODOT) – Continued communication with ODOT regarding remaining Jobs and Transportation Act (JTA) funds for North Park Boulevard, progress on SE 2nd Street grant, and SE 5th Street application process. SE 5th Street grant awarded to City.
- National Pollutant Discharge Elimination System – Developed response to DEQ based on first meeting with the agency in late July.



Dawn Eden, CH2M Engineering Technician, inspects sidewalk at Albertson's in Ontario following a trip and fall complaint.

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

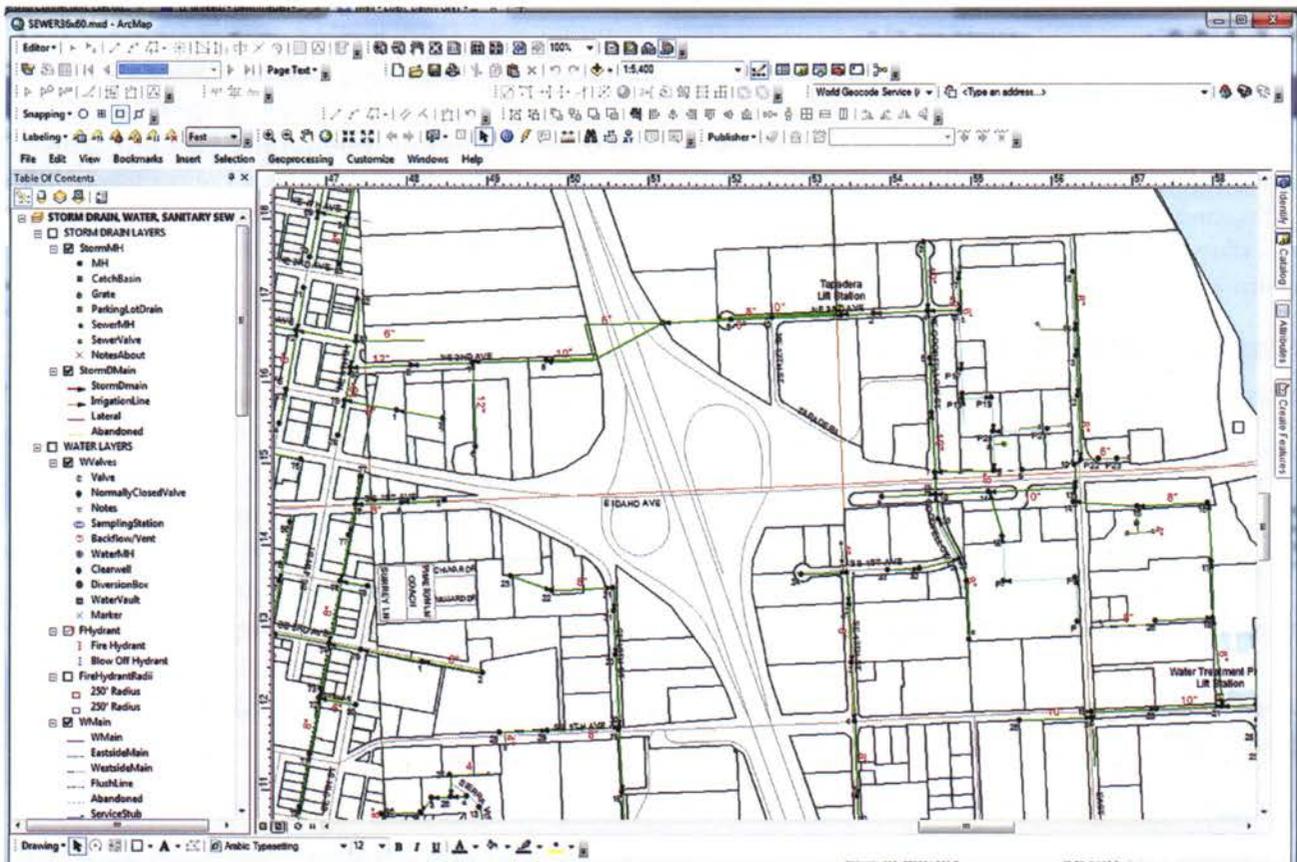
PARKS DEPARTMENT

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.



Email - SREDA Annual Meeting Oct 18 - 6 pm

From: Kit Kamo <kkamo@tvcc.cc>
To:
BC Tori Barnett
Date: 9/28/2016 5:13 PM
Subject: SREDA Annual Meeting Oct 18 - 6 pm
Attachments: 2016 Annual Mtg Flyer.pdf

Please note that we will NOT be having our monthly meeting next Wednesday, but it will be combined with our annual meeting on Tuesday, October 18, 2016, 6 pm - 7 pm, at Saint Alphonsus Medical Center (Snake River Room) in Ontario. Please RSVP for the Saint Alphonsus sponsored dinner.

I have attached a flyer for more info - Annual Meeting includes election of board members (3 positions); Update of activities & update of Bylaws; followed by the Board of Directors meeting and election of officers.

Hope to see you there!

Kit Kamo, Executive Director

Snake River Economic Development Alliance

650 College Blvd.

Ontario, OR 97914

Office: 541.881.5597

Cell: 208.230.5214

E-mail: kkamo@tvcc.cc<<mailto:kkamo@tvcc.cc>>

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OCTOBER 18, 2016
6PM – 7:00 PM
SREDA ANNUAL MEETING

Dinner sponsored by Saint Alphonsus

Meeting will be held in the Snake River Room



**Saint Alphonsus
Ontario Center**

**Update of Activity
& Bylaws**

**Election of Board
Members**

**SREDA Board
Officer Elections**

**Please RSVP for
dinner to Kit
208.230.5214 or
kkamo@tvcc.cc**

SNAKE RIVER EDA

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Ontario Oregon 97914
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www.snakerivereda.com