

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, December 3, 2024 - 6:00pm****

1. ROLL CALL – Flag Salute

2. CONSENT CALENDAR: - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – November 5, 2024 (Attachment A)
- b. Bills List through – November 30, 2024 (Attachment B)

3. PUBLIC COMMENT (Please limit comments to 3 minutes)

4. STAFF REPORTS:

- a) Sheriff's Report (Attachment C) Pat Hare
- b) CSO Report (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Public Works Report (Attachment F) Pat Hare
- e) Financial Report (Attachment G) Pat Hare

5. OLD BUSINESS:

- a) Water Master Plan (Attachment H) Pat Hare
Action: Discussion
- B) Downtown Design (Attachment I) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Water Meters (Attachment J) Pat Hare
Action: n/a

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A Pat Hare
Action: Decision

8. EXECUTIVE SESSION

- a) N/A

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, January 7, 2025, 6:00 PM
Planning Commission – December 17, 2024, 6:00pm

The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "kathy.edmaiston@adairvillage.org", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.

The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.

ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, November 5, 2024 – 6:00 PM****

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Ray, Officer, Fuller and Mayor Currier were present. City Administrator Hare was present. The minutes were taken by CA Hare.	Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.
2. Consent Calendar Attachment A Minutes of the October 1, 2024, City Council Meeting Attachment B Bills List through Oct 31, 2024 (\$159,062.22).	Councilor Fuller moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (3-0).
3. Public Comment	None.
4. Staff Reports 4a. Attachment C – Sheriff’s Report - CA Hare presented the report.	Council received the report.
4b. Attachment D– CSO Report - CA Hare presented the report.	Council received the report.
4c. Attachment E– City Administrator’s Report Administration <ul style="list-style-type: none"> • Finances – City staff and Sarah our finance consultant have started the next audit. The auditors are hoping to have it completed by the first of the year. • Tangent – We have added some additional projects over the last few months. These are billed separately from our operating agreement. • Zip Code – • Santiam Christian – Santiam Christian has entered into an agreement with Dennis Derby for their residential property. In that agreement Santiam will be responsible for improving Vandenberg and Dennis will be responsible for the North South connection. Property/Businesses <ul style="list-style-type: none"> • Cell Tower – The city hasn’t heard anything from the cell company, Sean and I are looking at our contract to see what steps would come next. • Good Grounds – The dead trees and palm trees out front were taken care of by an arborist and it really cleared the view up. • Store/Restaurant – I talked with Paul about some complaints in the store about being understocked and outdated. Since then, I have checked every day, and it looks better. I haven’t heard anything new on the restaurant except its coming. Major Projects/Engineering	Council received the report.

<ul style="list-style-type: none"> • Water – I have a kickoff meeting with GSI on Wednesday the 6th to start the Water Management and Conservation Plan (WMCP). • Calloway Creek – The roads are in, and they are starting to get ready to pull permits and get some foundations in. • Wastewater Plant – The drilling is done and were preparing for making the connections next week. • Water Lines – The city engineers and I are working to update the grant request to add the additional lines. 	
<p>4d. Attachment F – Public Works Report CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4e. Attachment G – Financial Report CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$4,481,918.43. Last year at this time, the balance was \$3,925,110.59.</p>	<p>Council received the report.</p>
<p>5. Old Business – 5a. (Attachment H, H1, H2) Zip Code</p>	<p>Council received the report.</p>
<p>6. New Business- N/A</p>	
<p>7. Ordinance, Resolutions, and Proclamations 7a. (Attachment I) Ordinance 2024-4 Updating Enforcement Ordinance</p>	<p>Councilor Fuller moved to read the Ordinance 2024-4 by title only a second time. Councilor Officer seconded. Councilor Officer moved to approve the Ordinance 2024-4. Councilor Fuller seconded. Unanimous Approval (4-0).</p>
<p>8. City Administrator Contract</p>	<p>Councilor Fuller moved to accept the City Administrator’s contract. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>9. Council and Mayor Comments</p>	
<p>10. Adjournment: City Council –Tuesday, December 3, 2024, 6:00 PM Planning Commission – Tuesday, December 17, 2024, 6:00pm</p>	<p>Mayor Currier adjourned the meeting at 7:45.</p>

November 2024 Bills

Date
11/15/2024

Amount
\$466,003.65

Total

\$466,003.65

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
65369	1	Work for Tangent	Invoice	10/15/2024	11/30/2024	200.00		200.00	100-900-52115
Total 65369:						200.00	.00	200.00	
65413	1	Work for Tangent	Invoice	10/17/2024	11/30/2024	725.00		725.00	100-900-52115
Total 65413:						725.00	.00	725.00	
65493	1	Work for Tangent	Invoice	10/23/2024	11/30/2024	375.00		375.00	100-900-52115
Total 65493:						375.00	.00	375.00	
65501	1	Work for Tangent	Invoice	10/24/2024	11/30/2024	200.00		200.00	100-900-52115
Total 65501:						200.00	.00	200.00	
65502	1	Work for Tangent	Invoice	10/24/2024	11/30/2024	250.00		250.00	100-900-52115
Total 65502:						250.00	.00	250.00	
65503	1	Work for Tangent	Invoice	10/24/2024	11/30/2024	250.00		250.00	100-900-52115
Total 65503:						250.00	.00	250.00	
65504	1	Work for Tangent	Invoice	10/24/2024	11/30/2024	250.00		250.00	100-900-52115
Total 65504:						250.00	.00	250.00	
Total 150 A & B Septic:						2,250.00	.00	2,250.00	✓ 26446
1300 Cascade Columbia Distribution									
902327	1	Chemicals	Invoice	08/02/2024	11/15/2024	3,259.00		3,259.00	500-420-52001
Total 902327:						3,259.00	.00	3,259.00	
902966	1	Chemicals	Invoice	08/07/2024	11/30/2024	1,155.00		1,155.00	500-420-52001
Total 902966:						1,155.00	.00	1,155.00	
910058	1	Chemicals	Invoice	11/08/2024	11/30/2024	3,259.00		3,259.00	500-420-52001
Total 910058:						3,259.00	.00	3,259.00	
Total 1300 Cascade Columbia Distribution:						7,673.00	.00	7,673.00	✓ 26447
1340 Caselle Inc.									
136866	1	Monthly Software Hosting Fees	Invoice	11/01/2024	11/30/2024	804.15		804.15	500-420-52114
136866	2	Monthly Software Hosting Fee	Invoice	11/01/2024	11/30/2024	536.10		536.10	100-900-52114
136866	3	Monthly Software Hosting Fee	Invoice	11/01/2024	11/30/2024	268.05		268.05	510-430-52114
136866	4	Monthly Software Hosting Fee	Invoice	11/01/2024	11/30/2024	89.35		89.35	200-410-52114
136866	5	Monthly Software Hosting Fee	Invoice	11/01/2024	11/30/2024	89.35		89.35	520-440-52114
Total 136866:						1,787.00	.00	1,787.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1340 Caselle Inc.:						1,787.00	.00	1,787.00	✓ 26448
1800 Consumers Power Inc.									
1152418120124	1	Utilities	Invoice	11/07/2024	12/01/2024	69.02		69.02	510-430-52109
Total 1152418120124:						69.02	.00	69.02	
Total 1800 Consumers Power Inc.:						69.02	.00	69.02	✓ 26449
7522 Moore Iacofano Goltsman, Inc									
0088685	1	Downtown Planning	Invoice	11/05/2024	11/30/2024	2,986.25		2,986.25	100-100-52031
Total 0088685:						2,986.25	.00	2,986.25	
Total 7522 Moore Iacofano Goltsman, Inc:						2,986.25	.00	2,986.25	✓ 26450
4980 Oregon DEQ									
WQ25IND-0378	1	Water Quality Permit	Invoice	11/07/2024	12/31/2024	859.00		859.00	500-420-52107
Total WQ25IND-0378:						859.00	.00	859.00	
Total 4980 Oregon DEQ:						859.00	.00	859.00	✓ 26451
5040 Oregon Health Authority									
12312024	1	PWS ID 4100003 Backflow Prevent	Invoice	11/12/2024	12/31/2024	75.00		75.00	500-420-52102
Total 12312024:						75.00	.00	75.00	
Total 5040 Oregon Health Authority:						75.00	.00	75.00	✓ 26452
5300 Pacific Power/PacificCorp									
11072024	1	Utilities	Invoice	11/01/2024	11/26/2024	2,392.51		2,392.51	500-420-52109
Total 11072024:						2,392.51	.00	2,392.51	
Total 5300 Pacific Power/PacificCorp:						2,392.51	.00	2,392.51	✓ 26453
5780 Republic Services #452									
0452-00536987	1	Utilities	Invoice	10/31/2024	11/20/2024	42.47		42.47	100-900-52109
Total 0452-005369871:						42.47	.00	42.47	
0452-00537733	1	Utilities	Invoice	10/31/2024	11/20/2024	160.55		160.55	510-430-52109
Total 0452-005377331:						160.55	.00	160.55	
Total 5780 Republic Services #452:						203.02	.00	203.02	✓ 26454
5810 RG Smith Electric & Plumbing Inc									
30667	1	Labor	Invoice	11/08/2024	11/30/2024	258.00		258.00	500-420-52011
Total 30667:						258.00	.00	258.00	
Total 5810 RG Smith Electric & Plumbing Inc:						258.00	.00	258.00	✓ 26455
7130 Verizon									
9978038110	1	Telephones	Invoice	11/06/2024	11/28/2024	65.48		65.48	100-900-52110

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
9978038110	2	Telephones	Invoice	11/06/2024	11/28/2024	124.69		124.69	510-430-52110
9978038110	3	Telephones	Invoice	11/06/2024	11/28/2024	124.68		124.68	500-420-52110
Total 9978038110:						314.85	.00	314.85	
Total 7130 Verizon:						314.85	.00	314.85	✓ 26456
7484 Wildish Paving Co.									
TWENTY FIVE			Invoice	10/31/2024	11/30/2024	446,336.00		446,336.00	510-430-53005
Total TWENTY FIVE:						446,336.00	.00	446,336.00	
Total 7484 Wildish Paving Co.:						446,336.00	.00	446,336.00	✓ 26457
7290 Willamette Valley Processors									
1939	1	Emergency Management	Invoice	11/14/2024	11/30/2024	800.00		800.00	100-900-52019
Total 1939:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	
Total :						466,003.65	.00	466,003.65	
Grand Totals:						466,003.65	.00	466,003.65	✓ 26458

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-52031	2,986.25	.00	2,986.25
100-900-52019	800.00	.00	800.00
100-900-52109	42.47	.00	42.47
100-900-52110	65.48	.00	65.48
100-900-52114	536.10	.00	536.10
100-900-52115	2,250.00	.00	2,250.00
200-410-52114	89.35	.00	89.35
500-420-52001	7,673.00	.00	7,673.00
500-420-52011	258.00	.00	258.00
500-420-52102	75.00	.00	75.00
500-420-52107	859.00	.00	859.00
500-420-52109	2,392.51	.00	2,392.51
500-420-52110	124.68	.00	124.68
500-420-52114	804.15	.00	804.15
510-430-52109	229.57	.00	229.57
510-430-52110	124.69	.00	124.69
510-430-52114	268.05	.00	268.05
510-430-53005	446,336.00	.00	446,336.00
520-440-52114	89.35	.00	89.35
Grand Totals:	466,003.65	.00	466,003.65

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
08/24	4,414.00	.00	4,414.00
10/24	448,789.02	.00	448,789.02
11/24	12,800.63	.00	12,800.63
Grand Totals:	466,003.65	.00	466,003.65

[Handwritten signature]
11/15/24

ADAIR VILLAGE PATROL
October 25, 2024 - November 24, 2024

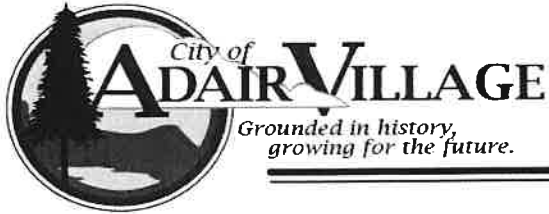
Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con- tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
Patrol									
102524 04:48:45	2024212312	2:00:10	Hardison		1				PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ADAIR COUNTY PARK/ODFW/CITY HALL/BUSINESSES/CALLOWAY CREEK. ONE TRAFFIC STOP/ONE WARNING GIVEN FOR SPEEDING.
102524 20:21:23	2024212801	0:58:14	Gevatosky		1				1 traffic stop (warning for speed violation)
102524 22:41:19	2024212886	3:00:39	Hardison		1	1			PATROLLED HIGHWAY 99W/CITY STREETS/ODFW/ADAIR COUNTY PARK.
102624 09:16:32	2024213131	0:54:31	Bloom						Two stops, one cite, one found property report
102624 19:05:59	2024213496	0:59:42	Lunsmann						1 hour
102724 08:48:08	2024213880	0:54:35	Sinclair	1					one contact at Good Grounds.
102724 15:32:54	2024214083	0:34:31	Lochner						patrolled the city of Adair. Not much activity out due to poor weather.
102724 16:47:32	2024214132	1:15:31	Lyman	5	1				1 traffic stop (1 warning / 0 cites); 5 citizen contacts; 1 CFS
102824 11:15:08	2024214556	2:13:29	Lochner			1			One stop, one cite.
102924 03:52:20	2024215053	0:52:28	Lyman						no traffic observed on city streets; patrolled parks, commercial properties, and school grounds
102924 23:19:11	2024215671	1:16:14	Hardison						PATROLLED CITY STREETS/SCHOOL/PARKS.
103024 11:31:06	2024215921	0:26:42	Lochner						no activity.
103124 03:35:03	2024216429	2:00:53	Hardison						PATROLLED SCHOOL/BUSINESSES/ODFW/HIGHWAY 99W/CITY STREETS.
110124 00:09:42	2024217129	1:59:55	Hardison						HEAVY RAIN. PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/BUSINESSES/ADAIR COUNTY PARK/ODFW/CALLOWAY CREEK.
110224 03:30:14	2024218005	2:00:14	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/ADAIR COUNTY PARK/CALLOWAY CREEK.
110324 09:05:23	2024218814	1:40:59	Lochner						no activity.
110424 11:36:16	2024219426	0:59:49	Sinclair						One hour.
110524 00:53:19	2024219813	1:56:29	Drongesen						Patrolled neighborhoods, highway, and parks
110524 08:35:17	2024219915	1:10:20	Lochner						no activity.
110524 10:11:02	2024219978	1:02:53	Glass						Patrolled streets and business area.
110524 23:26:24	2024220425	1:30:23	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W.
110524 23:32:05	2024220429	1:19:33	Young						no activity.
110624 08:37:16	2024220570	1:02:26	Lochner						no activity.
110724 00:16:45	2024221114	2:00:19	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/ODFW/BUSINESSES/ADAIR COUNTY PARK/AERODROME PARK.
110824 03:18:00	2024221780	2:03:43	Hardison						PATROLLED CITY STREETS/HIGHWAY 99W/ADAIR COUNTY PARK/AERODROME PARK/CALLO CREEK IN HEAVY FOG
110824 13:04:49	2024222076	0:53:39	Blaser		1				1 warning for speed
110924 23:04:18	2024223324	2:00:42	Hardison		5	5			CONDUCTED SPEED ENFORCEMENT ON HIGHWAY 99W. THREE TRAFFIC STOPS/FIVE WARNINGS GIVEN/FIVE TRAFFIC CITATIONS ISSUED.
111024 15:37:18	2024223720	1:21:14	Lochner						no activity.
111124 04:31:44	2024224004	1:24:30	Drongesen						Patrolled parks, highway, and neighborhoods
111124 12:14:54	2024224169	0:29:55	Sinclair						no activity.

CSO Report June 2024

Attachment D

Location	Violation	Case #	Follow Up	Compliance	Fine/Fee
5224 Laurel Dr NE	RV parked on unimproved pad, blackberries, and keeping junk. Talked to the homeowner. Gave them additional options for completing case.	24-901	9/14/2024		
170 Azalea	Blackberries, Chickens, Dilapidated Fence. Talk with the tenant and owner to develop a plan to address issues. (Sent timeline for	24-904	11/14/2024		
214 Azalea	Keeping Junk. Items alongside the house and lying in the front yard **NOT abated. Fines to start 12/10 if not addressed**	24-1001	12/10/2024		
224 Azalea	Keeping Junk. Computer parts, boxes, and unused flower pots	24-1002	11/11/2024	Y	N
8251 Hyacinth Ct	Container going over sidewalk.	24-1003	10/30/2024	Y	N
8046 Barbary	Keeping Junk - trap shredded ***NOT abated Fines to start 12/10 if not addressed***	24-1007	12/10/2024		
4215 Laurel	White Mustang hasn't moved in a month	24-1010	10/28/2024	Y	N
8666 Barbary	Weeping Willow Tree issue. Neighbor upset regarding tree hanging over her property line. No code to address want.	24-1101	11/18/2024	Y	N
William R Carr	Car with no windows left on street with a cover.	24-1102	11/18/2024	Y	N
3130 Willamette	Abandon Van	24-1103	11/18/2024	Y	N
4215 Laurel	Pallet and other Keeping junk items on side of home	24-1104	12/25/2024		
4212 Laurel	Keeping junk, Trailer and other items around trailer	24-1105	12/25/2024		
5226 Willamette	Abandon Truck w/ couch in back	24-1106	11/20/2024	Y	N
246 Azalea	Abandon Acura covered in vegetation. Moved and talked to owner has a bad radiator but is being moved.	24-1107	11/25/2024	Y	N



CITY ADMINISTRATOR'S REPORT December 3, 2024, Council Meeting

Administration

- **Finances** – City staff and Sarah our finance consultant have started the next audit. The auditors are hoping to have it completed by the first of the year.
- **Tangent** – Staff is working with Tangent on a new contract that adds other areas of town for Adair Village to take care.
- **Zip Code** – We have sent the new letter off to the Regional Postmaster.
- **Santiam Christian** –

Property/Businesses

- **Cell Tower** –
- **Good Grounds** –
- **Store/Restaurant** – Paul is looking at opening the Restaurant next week. They have done a lot of work there over the last few weeks.

Major Projects/Engineering

- **Water** – GIS is working on our Water Master Conservation Plan.
- **Calloway Creek** – Emily with Chad Davis Construction submitted for five permits to begin putting foundations in.
- **Wastewater Plant** – The drilling is done and were preparing for making the connections next week. The contractor is just waiting for us to get the lagoon down low enough.
- **Water Lines** – The city engineers and I are working to update the grant request to add the additional lines.



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 10/20/2024 to 11/20/2024

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,837,676

Average Usage per: 161k

WATER DISTRIBUTION REPORT

Maintenance Activity: A broken saddle was found and reported in late October. Staff was able to have North Core construction out in the middle of the night to fix it.

Collected quarterly: 4th quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP have increased over the last month dramatically with increased rains. We began discharging from the lagoon the first part of November. We have the lagoon down about 3 feet. When we reach 5 feet contractors can finish installing the new discharge pipe.

Total Monthly Influent: 5.4 million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains are clear. Staff check and clean all drains daily.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in decent shape. Staff have been checking for any storm debris in roadways.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has concluded for the year. Staff continue to clean up limbs and leaves from city properties.

WATER TREATMENT PLANT

Maintenance Activity: We are running the plant about 24 hours a week. Staff have been working on winter maintenance. This includes rebuilding chemical pumps and replacing chemical feedlines.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant has had no issues. Staff have begun discharging from the lagoon. Staff continue to work with contractors on the new discharge line to the lagoon.

Completed by Matt Lydon, Public Works Supervisor



STAFF REPORT
Attachment G – Financial Report
December 3, 2024 Council Meeting

We have approximately \$4,184,547.96 in the Local Government Investment Pool (LGIP). Last month we had \$4,481,918.43. Last year at this time we had \$3,925,110.59. We have approximately \$82,780.57 in Citizens Bank.



- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings

Activity History

Activity History Pending Activity Dividend History Histc

CONTACT US

- Secure Contact
- FAQ

🔍 📅 Last 60 Days Account ▾ Investment Type ▾

History

Settlement Date ↕	Description	Account
Nov 25, 2024	SFMS Fr:Administrative Services, Dept of Revenue Sharing Tax Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 22, 2024	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 19, 2024	Redemption - ACH	ADAIR VILLAGE



- [Accounts Dashboard](#)
- [Activity History](#)
- [Statements & Documents](#)
- [Organizational Settings](#)
- [CONTACT US](#)
- [Secure Contact](#)
- [FAQ](#)

Settlement Date	Description	Account
	Redemption Oregon LGIP	CITY OF
Nov 19, 2024	ODOT - ODOT PYMNT Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 15, 2024	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 13, 2024	SFMS Fr:Administrative Services, Dept of City Cigarette Tax Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 08, 2024	SFMS Fr:OLCC OLCC Tax (Liquor) Oregon LGIP	ADAIR VILLAGE CITY OF
Nov 07, 2024	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT Oregon LGIP	ADAIR VILLAGE CITY OF



- Accounts Dashboard
- Activity History
- Statements & Documents
- Organizational Settings
- CONTACT US
- Secure Contact
- FAQ

Settlement Date ↓

Description

Account

Nov 01,
2024

Accrual Income
Div
Reinvestment -
Distributions
Oregon LGIP

ADAIR
VILLAGE
CITY OF

Nov 01,
2024

LGIP Fees -
Received ACH
(1 @ \$0.10 -
From 4333) -
October 2024
Oregon LGIP

ADAIR
VILLAGE
CITY OF



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
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ENGINEERING SCOPE OF SERVICES

Date: November 11, 2024

To: Pat Hare, Public Works Director, City of Adair Village

From: Matt Wadlington, PE, Principal, Civil West Engineering Services, Inc.

RE: **City of Adair Village – Water Master Plan**
Civil West Project Number: TBD

This document has been prepared to outline the scope of services that Civil West offers to the City of Adair Village associated with water system master planning during the 2024/25 fiscal year.

Background Summary

The City of Adair village provides potable water to customers within the City, serving a population of 1,018 customers with approximately 453 water connections. The City's current Water Master Plan was updated in 2001 by HBH Consulting Engineering, Inc. OAR 333-061-0060(5)(a) requires that a City with 300 or more service connections or serving more than 1,000 people shall maintain a current Water master Plan (WMP) to evaluate the needs of the water system for at least a 20-year period. Generally, it is expected that a new Master Plan is prepared every 20 years, and it is "updated" 10 years into the plan period. Based on the time since the plan was last updated (23 years ago) and the fact that new development is occurring, it is time to prepare a new plan to guide future capital improvements.

Goal for the Project

The goal of this project is to provide the City with a set of exceptional planning documents. The documents will be reviewed and approved by the City before considered complete. Where appropriate, the documents will be approved by the affected state agencies who oversee the planning topics. This includes the Oregon Health Authority, Drinking Water Services (OHA) for the Water Master Plan.

Part A: Scope of Services

The following tasks have been assembled to present the general process that we will follow to complete this project for the City. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Task 1 Project Management & Administration

- This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on the financial matters, directing resources internally, meeting with

staff on routine issues, tracking schedule and budget, reviewing progress, and common project management activities necessary to ensure a successful project completion.

Task 2 Kick-off Meeting and Data Acquisition

- Key members of our project team will attend a kickoff meeting where we will tour all relevant water system facilities and meet with staff to discuss project goals and desires. We will gather information, drawings, data, photographs, measurements, and other data on all the existing facilities. We will discuss details with staff and operations crews, review previous work and planning, and generally gather the information necessary to develop a thorough planning document.

Task 3 Water Master Plan

3.1. Water System Description and Background

- This sub-task will include the development of an introductory description of the City, the water system, the history of the planning, and the need for the report.

3.2. Water System Mapping Update

- A digital map will be created of the existing water system. This will require gathering existing maps, drawings, and other documents to update the distribution layout so that it can be properly analyzed. Extensive field mapping will be necessary to get a complete picture of the distribution system.

3.3. Water System Modeling

- Upon completion of the system map, we will develop a hydraulic model of the water system to evaluate the hydraulic performance, fire flow capacities, pressure levels and issues, and other performance aspects of the distribution system. This model will be completed using InfoWater Pro (Autodesk). The file will be provided to the City upon completion of the report.

3.4. Water Planning Information

- We will prepare general background information in the study including local planning information, historic population trends, local socio-economic data, atmospheric data, summary of previous planning efforts, and other general introductory and background information that is required in a planning document. We will utilize the state approved ‘coordinated population growth rate’ as is required by state planning requirements as a basis. We will utilize recent development history and available properties to develop and plan for potential growth, which may exceed the coordinated growth rate. We will also develop and present the planning criteria and level of service goals that will be utilized in the planning effort.

3.5. Water Demands and Forecasting

- Under this task, we will complete a thorough evaluation of the past 3-4 years of water production and sales data to identify average and peak conditions in addition to other water demand and usage criteria. We will then use this information to forecast future demand trends based on consistent water use patterns, population growth, and other factors. We will also identify unaccounted water loss levels and identify water use by sector-based sales records.

3.6. Water System Condition & Capacity Evaluation

- Under this task, we will evaluate all system components based on condition, capacity and ability to satisfy existing and projected needs. From this evaluation, we will identify where deficiencies reside in the system and where improvements or system enhancements are required.

3.7. Seismic Risk Assessment and Mitigation Plan (SRAMP)

- The WMP will include a chapter addressing SRAMP requirements in accordance with OAR 333-061-0060(5)(J). This task will include the following:
 - a. The seismic risk assessment will identify crucial water facilities capable of supplying key community needs, including fire suppression, health and emergency response, and community drinking water supply points.
 - b. The seismic risk assessment will identify and evaluate the likelihood and consequences of seismic failures for each critical water facility.
 - c. The mitigation plan will encompass a 50-year planning horizon and include recommendations to minimize water loss from each critical facility, capital improvements, or recommendations for further study or analysis.

3.8. Consideration of Alternatives

- Through this task, we will evaluate various alternatives to address the deficiencies in the system. This will include new piping, upsized piping, new or rehabilitated tanks, water plant/well upgrades, supply upgrades, pretreatment alternatives, changes in process, and more. Viable alternatives will be more fully developed, and cost estimates prepared to identify the cost of implementation.

3.9. Recommendations and CIP

- In this task, the most appropriate alternatives will be presented as recommendations. The recommendations will be organized by order of importance or criticality, and a recommended capital improvement plan (CIP) will be presented. The CIP will be grouped into priority groups or phases of implementation with the input of the City to facilitate their financial planning, budgeting, and implementation plan moving forward.

3.10. Financial Evaluation and Update

- This Task includes a preliminary review of some of the funding options which may be available to the City to implement all or part of the recommended CIP. Based on projects undertaken and the funding program utilized, impacts on rate payers will vary. We will evaluate the financial impact to rate payers of several funding alternatives, including funding the entire CIP with loans as a worst-case scenario. IT is important to note that this task is not a comprehensive rate study. We recommend a rate study be completed after the development of the WMP to ensure that water user rates reflect the actual cost of providing those services to the system users.

3.11. Coordination, Review, and Approval

- We will conduct a thorough internal QA/QC review of the draft document prior to submittal to reviewing agencies. We will coordinate with the City and review the planning process at key milestones to receive their comments. The final draft document will be reviewed and tentatively approved by the City before it is submitted to the State for review. Once we receive comments from the State, we will address their comments and submit final plans to all parties.

Task 4 Meetings

- Coordination and Progress Meetings: We will facilitate and participate in up to four meetings and/or workshops with the City. This includes a final presentation of the final reports to the City Council and the public. The number of auxiliary meetings shall not exceed four (4) and shall include no more than (2) people for two (2) hours per meeting.

Task 5 Reimbursables

- Reimbursable items will be based upon the Civil West Rate Schedule as shown on **Exhibit A**, included herewith. Items associated with this task for the project may include travel expenses to the site and/or meetings, any reproduction with this task for the project may include travel expenses to the site and/or meetings, any reproduction expenses for copies of any plans, reports, and other reproduction items, including digital deliverables upon request. Chemical testing to characterize source or treated water will also be included as a reimbursable item.

Part B: Project Fee proposal

Civil West is hereby offering to prepare documents as specified in **Part A: Scope of Services** for the budgeted amounts shown below:

Task	Description	Proposed Fee
1	Project Management & Administration	\$5,940
2	Kick-off Meeting and Data Acquisition	\$6,416
3	Water Master Plan	
3.1	Water System Description and Background	\$4,562
3.2	Water System Mapping Update	\$14,814
3.3	Water System Modeling	\$13,934
3.4	Water Planning Information Assembly	\$5,588
3.5	Water Demands and Forecasting	\$2,756
3.6	Water System Evaluation	\$14,844
3.7	Seismic Risk Assessment and Mitigation Plan (SRAMP)	\$5,714
3.8	Consideration of Alternatives	\$22,620
3.9	Recommendations and CIP	\$8,344
3.10	Financial Evaluation and Update	\$4,364
3.11	Coordination, Review and Approval	\$6,596
	Subtotal	\$104,136
4	Meetings	\$5,652
5	Reimbursables	T&M
	Total	\$122,144

The above budget is considered to be a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by the owner. See the attached **Exhibit A** for current billing rates and reimbursable costs.

Exclusions:

Any task not specifically mentioned in the scope of services is not included in this proposal. Payment of agency fees is also excluded. Civil West will notify the Client during the process of any fees due to the City or other agencies. The following items are specific exclusions to the scope of services but if needed Civil West can provide support for these items if authorized by the client:

- Topographic or boundary surveys
- Regulatory review or permitting fees
- Review and or assessment (SRAMP) of any other facility besides water facilities, fire and police department buildings(s), public work building(s) and City Hall building.

City of Adair Village – Water Master Plan – Engineering Scope of Services

- Review of any water facilities outside of the City’s water system.
- Structural or Geotechnical Engineering services/evaluations.
- Anything not specifically mentioned in the scope of services.

Project C: Project Schedule

This project is expected to take approximately 9 months from start to finish, and we are ready and able to start as soon as authorized.

Civil West Engineering Services appreciates this opportunity to provide the above services in support of your project. We are prepared to begin work immediately upon receiving authorization to proceed. Please contact us if you have any questions, or if you wish to see any alterations to our proposed approach. If this proposal is acceptable, please sign below and return a copy to our office for our records.

Sincerely,



Matt Wadlington, PE
Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date



H.D. FOWLER COMPANY

AUTOMATION & METERING

kamstrup

Advanced Metering Infrastructure (AMI) Pilot Opportunity – Adair Village

Test Before You Invest

Experience the Power of Kamstrup AMI



Introducing the Kamstrup AMI Pilot Program

The Kamstrup Pilot Program includes everything you need to test the industry's first AMI meter with embedded acoustic leak detection. The Pilot Program is available only through Kamstrup Distribution Partners and provides a low-risk, short-term, on-ramp to experience Kamstrup's solutions firsthand without going all-in.

Pilot Antenna Location – City Tank



Adair Village AMI Pilot Package Includes:

- 200 - 5/8x3/4" 2200 Flow IQ meters with ALD:
 - 1 – AMI Infrastructure Kit – Antenna, Collector, Mounting equipment, cell modem.
 - AMI Infrastructure Installation
 - PM
 - 1 – USB Optical Data Pull/Android Phone
 - 1 – Advanced Converter Kit
 - Integration & Training
 - **Kamstrup AMI Rollout FEE - \$17,500 – NO CHARGE**
- Pilot Price: \$88,037

AMI Program

Pilot Duration

- 120 days after installation

Hardware & Software Included

- Kamstrup flowIQ⁷ 2200 ultrasonic AMI meters with embedded acoustic leak detection
- 120-day READy Manager platform license and hosting

At-a-Glance

Training & Services Included

- AMI system roll-out/set-up (collector installation)
- Collector site review & installation plan
- RF propagation study/FCC licensing
- Technical support throughout pilot (from HD Fowler & Kamstrup)

Reporting

- Mid-pilot performance report
- Final pilot performance report
- Post-pilot performance review & site visit (Kamstrup & distributor)



The system is performing better than expected. We think it's even surpassed what Kamstrup expected.

Stephen Dwyer | General Manager | Onida Water Department | Tennessee

Beyond The Pilot

After a successful pilot, what does Adair Village own and what will now need to be purchased to build upon your investment?

Owned After Pilot:

- 200 - 5/8x3/4" Flow IQ 2200 meters with ALD
- 1 - Advanced READY Converter Pack - 2 Antennas, 2 Converters
- 1 - USB Reader for Onsite Meter Connecting - Data pulls, etc.
- 1 - Fully Deployed and Installed AMI Infrastructure site at City Tank

What was on loan during Pilot and now needed to continue and build upon your New SMART City AMI System?

Software and Hosting Components:

- READY Manager
- Hosting/Licensing/Support
- Notifications
- Leak Detection
- Integration Fees

SOFTWARE FEES FOR <800 SERVICES

<800 Tier - \$19,408

READY Manager (One Time) - \$9,645

NOTE: Once You Move Past 800 Service Tier Will Be Tier Upgrade Charge

Hosting/Licensing/Support (Annual) \$2,776

Notifications (Annual) \$215

Leak Detector (ALD <800) (Annual) \$3,772

ALD Up and Running (One Time) - \$1,500

Final Integration - \$1,500

Meter Pricing:

5/8x3/4" Flow IQ 2200 ALD With Radio - \$292ea (Discount off \$313 standard price) - Next 300 meters through 12/1/25

1" Flow IQ 2200 ALD With Radio - \$402

1½" Flow IQ 3200 With Radio - \$975

2" Flow IQ 3200 With Radio - \$1,250

NOTE: Adair Village to cover Cell backhaul and any potential permitting required - UB Provider might have integration charges as well



Let's Get Started

Contact Pat Hart:
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AUTOMATION & METERING

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