

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, January 7, 2025 - 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 – December 3, 2024 (Attachment A)
- b. Bills List through – December 31, 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, H1, H2, H3 H4) Pat Hare
Action: Discussion/Decision
- B) Wastewater Funding (Attachment I, I1) Pat Hare
Action: Discussion
- b) Adair Village Projects/Goals (Attachment J) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Elections, Oath of Office (Bill Currier, John Wilson, Ron Sisler) Representative Elect Sarah McDonald
Action: Discussion/Perform (Attachment K)
- b) Appoint Mayor Pro Temp City Council
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Ordinance 2025 – 1 Amending Zoning Map (Attachment L, L1) Pat Hare
Action: Public Hearing/Decision

8. EXECUTIVE SESSION

- a) N/A

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, February 6, 2025, 6:00 PM
Planning Commission – TBD

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- Draft
6030 William R. Carr Avenue

****Tuesday, December 03, 2024 – 6:00 PM****

Agenda Item	Action
<p>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.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.</p>
<p>2. Consent Calendar Attachment A Minutes of the November 5, 2024, City Council Meeting Attachment B Bills List through Nov 30, 2024 (\$466,003.65).</p>	<p>Councilor Fuller moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment</p>	<p>None.</p>
<p>4. Staff Reports 4a. Attachment C – Sheriff’s Report - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4b. Attachment D– CSO Report - CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>4c. Attachment E– City Administrator’s Report Administration</p> <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 – 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 – <p>Property/Businesses</p> <ul style="list-style-type: none"> • 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. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • 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 	<p>Council received the report.</p>

the grant request to add the additional lines.	
4d. Attachment F – Public Works Report CA Hare presented the report.	Council received the report.
4e. Attachment G – Financial Report CA Hare presented the report. The balance in the Local Government Investment Pool is approximately \$4,184,547.96. Last year at this time, the balance was \$3,925,110.59.	Council received the report.
5. Old Business – 5a. Water Master Plan (Attachment H) 5b. Downtown Design	Council received the report.
6. New Business 6a. Water Meters (Attachment J)	Council received the report.
7. Ordinance, Resolutions, and Proclamations- N/A	
8. Executive Session- N/A	
9. Council and Mayor Comments	
10. Adjournment: City Council –Tuesday, January 7, 2025, 6:00 p.m. Planning Commission – Tuesday, December 17, 2024, 6:00 p.m.	Mayor Currier adjourned the meeting at 7:43 p.m.

December 2024 Bills

Date	Amount
12/3/2024	\$197,867.90
12/16/2024	\$30,531.65
12/16/2024	\$2,000.00
12/30/2024	\$28,003.55

Total

\$258,403.10

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									
65607	1	Work for Tangent	Invoice	11/01/2024	12/15/2024	1,625.00		1,625.00	100-900-52115
Total 65607:						1,625.00	.00	1,625.00	
65624	1	Work for Tangent	Invoice	11/04/2024	12/15/2024	200.00		200.00	100-900-52115
Total 65624:						200.00	.00	200.00	
65625	1	Work for Tangent	Invoice	11/04/2024	12/15/2024	200.00		200.00	100-900-52115
Total 65625:						200.00	.00	200.00	
65633	1	Work for Tangent	Invoice	11/05/2024	12/15/2024	1,774.00		1,774.00	100-900-52115
Total 65633:						1,774.00	.00	1,774.00	
65658	1	Work for Tangent	Invoice	11/06/2024	12/15/2024	1,660.00		1,660.00	100-900-52115
Total 65658:						1,660.00	.00	1,660.00	
65672	1	Work for Tangent	Invoice	11/07/2024	12/15/2024	250.00		250.00	100-900-52115
Total 65672:						250.00	.00	250.00	
65674	1	Work for Tangent	Invoice	11/07/2024	12/15/2024	200.00		200.00	100-900-52115
Total 65674:						200.00	.00	200.00	
65750	1	Work for Tangent	Invoice	11/14/2024	12/15/2024	1,499.00		1,499.00	100-900-52115
Total 65750:						1,499.00	.00	1,499.00	
65757	1	Work for Tangent	Invoice	11/15/2024	12/25/2024	1,600.00		1,600.00	100-900-52115
Total 65757:						1,600.00	.00	1,600.00	
65771	1	Work for Tangent	Invoice	11/18/2024	12/18/2024	510.00		510.00	100-900-52115
Total 65771:						510.00	.00	510.00	
65853	1	Work for Tangent	Invoice	11/25/2024	12/25/2024	2,640.00		2,640.00	100-900-52115
Total 65853:						2,640.00	.00	2,640.00	
65854	1	Work for Tangent	Invoice	11/25/2024	12/25/2024	230.00		230.00	100-900-52115
Total 65854:						230.00	.00	230.00	
Total 150 A & B Septic:						12,388.00	.00	12,388.00	126461
7496 Aldrich CPAs and Advisors LLP									
767338	1	Admin	Invoice	11/28/2024	12/28/2024	4,800.00		4,800.00	100-100-52016
767338	2	Admin	Invoice	11/28/2024	12/28/2024	600.00		600.00	100-900-52016
767338	3	Storm Drain	Invoice	11/28/2024	12/28/2024	900.00		900.00	520-440-52016
767338	4	Streets	Invoice	11/28/2024	12/28/2024	900.00		900.00	200-410-52016

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
767338	5	Wastewater	Invoice	11/28/2024	12/28/2024	2,400.00		2,400.00	510-430-52016
767338	6	Water	Invoice	11/28/2024	12/28/2024	2,400.00		2,400.00	500-420-52016
Total 767338:						12,000.00	.00	12,000.00	
Total 7496 Aldrich CPAs and Advisors LLP:						12,000.00	.00	12,000.00	✓ 184 20402
390 AI's Sweeping Service									
12118	1	Street Sweeping	Invoice	11/18/2024	11/28/2024	1,200.00		1,200.00	200-410-52024
Total 12118:						1,200.00	.00	1,200.00	
Total 390 AI's Sweeping Service:						1,200.00	.00	1,200.00	✓ 20403
890 Best Pots Inc									
I552585	1	Contract Services	Invoice	11/20/2024	11/30/2024	84.89		84.89	500-420-52019
Total I552585:						84.89	.00	84.89	
Total 890 Best Pots Inc:						84.89	.00	84.89	✓ 20404
1100 Business Oregon									
S16020112124	1	IFA Loan Payment	Invoice	11/21/2024	12/01/2024	139,012.75		139,012.75	500-420-54005
Total S16020112124:						139,012.75	.00	139,012.75	
Total 1100 Business Oregon:						139,012.75	.00	139,012.75	✓ 20405
1520 CIS TRUST									
DECEMBER 20	1	Employee Health Ins	Invoice	11/15/2024	12/10/2024	1,001.99		1,001.99	100-100-51010
DECEMBER 20	2	Employee Health Ins	Invoice	11/15/2024	12/10/2024	133.60		133.60	100-200-51010
DECEMBER 20	3	Employee Health Ins	Invoice	11/15/2024	12/10/2024	534.39		534.39	100-300-51010
DECEMBER 20	4	Employee Health Ins	Invoice	11/15/2024	12/10/2024	334.00		334.00	200-410-51010
DECEMBER 20	5	Employee Health Ins	Invoice	11/15/2024	12/10/2024	3,139.57		3,139.57	500-420-51010
DECEMBER 20	6	Employee Health Ins	Invoice	11/15/2024	12/10/2024	1,269.19		1,269.19	510-430-51010
DECEMBER 20	7	Employee Health Insurance	Invoice	11/15/2024	12/10/2024	267.19		267.19	520-440-51010
Total DECEMBER 2024 FINAL INVOICE:						6,679.93	.00	6,679.93	
Total 1520 CIS TRUST:						6,679.93	.00	6,679.93	✓ 20406
1550 City of Corvallis									
4518701	1	Wastewater	Invoice	11/15/2024	12/15/2024	80.73		80.73	510-430-52014
4518701	2	Water	Invoice	11/15/2024	12/15/2024	302.74		302.74	500-420-52014
4518701	3	ND	Invoice	11/15/2024	12/15/2024	20.18		20.18	100-300-52014
Total 4518701:						403.65	.00	403.65	
Total 1550 City of Corvallis:						403.65	.00	403.65	✓ 20407
1800 Consumers Power Inc.									
1152400121524	1	Utilities	Invoice	11/19/2024	12/15/2024	1,172.00		1,172.00	200-410-52109
Total 1152400121524:						1,172.00	.00	1,172.00	
1152401012152	1	Utilities	Invoice	11/19/2024	12/15/2024	74.65		74.65	510-430-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 11524010121524:						74.65	.00	74.65	
1152401121524	1	Utilities	Invoice	11/19/2024	12/15/2024	37.61		37.61	100-300-52109
Total 1152401121524:						37.61	.00	37.61	
1152406121524	1	Utilities	Invoice	11/19/2024	12/15/2024	190.81		190.81	100-900-52109
Total 1152406121524:						190.81	.00	190.81	
1152409121524	1	Utilities	Invoice	11/19/2024	12/15/2024	37.61		37.61	100-900-52109
Total 1152409121524:						37.61	.00	37.61	
1152411121524	1	Utilities	Invoice	11/19/2024	12/15/2024	67.37		67.37	500-420-52109
Total 1152411121524:						67.37	.00	67.37	
1152413121524	1	Utilities	Invoice	11/19/2024	12/15/2024	123.87		123.87	510-430-52109
Total 1152413121524:						123.87	.00	123.87	
1152414121524	1	Utilities	Invoice	11/19/2024	12/15/2024	37.16		37.16	500-420-52109
Total 1152414121524:						37.16	.00	37.16	
1152415121524	1	Utilities	Invoice	11/19/2024	12/15/2024	37.05		37.05	100-900-52109
Total 1152415121524:						37.05	.00	37.05	
1152419121524	1	Utilities	Invoice	11/19/2024	12/15/2024	37.05		37.05	500-420-52109
Total 1152419121524:						37.05	.00	37.05	
1152420121524	1	Utilities	Invoice	11/19/2024	12/15/2024	1,024.16		1,024.16	510-430-52109
Total 1152420121524:						1,024.16	.00	1,024.16	
Total 1800 Consumers Power Inc.:						2,839.34	.00	2,839.34	✓ 26468
2300 Delapoer Kidd Attorneys at Law									
2078	1	General City matters	Invoice	12/02/2024	01/01/2025	525.00		525.00	100-900-52017
Total 2078:						525.00	.00	525.00	
Total 2300 Delapoer Kidd Attorneys at Law:						525.00	.00	525.00	✓ 26469
2520 Edge Analytical, Inc									
24-34781	1	Lab Analysis	Invoice	11/22/2024	11/30/2024	42.00		42.00	500-420-52104
Total 24-34781:						42.00	.00	42.00	
24-34782	1	Lab Analysis	Invoice	11/26/2024	12/26/2024	45.00		45.00	500-420-52104
Total 24-34782:						45.00	.00	45.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2520 Edge Analytical, Inc:						87.00	.00	87.00	✓ 26470
7536 H.D. Fowler Company									
16884089	1	Water System Maintenance	Invoice	11/20/2024	12/10/2024	2,920.00		2,920.00	500-420-52011
Total 16884089:						2,920.00	.00	2,920.00	
Total 7536 H.D. Fowler Company:						2,920.00	.00	2,920.00	✓ 26471
7510 Kristopher Schendel									
2411	1	Contract services	Invoice	11/30/2024	12/15/2024	2,500.00		2,500.00	100-900-52019
Total 2411:						2,500.00	.00	2,500.00	
Total 7510 Kristopher Schendel:						2,500.00	.00	2,500.00	✓ 26473
4290 Measure-Tech Inc.									
18607	1	System Maintenance	Invoice	11/26/2024	12/30/2024	1,019.44		1,019.44	510-430-52011
Total 18607:						1,019.44	.00	1,019.44	
18609	1	work for tangent	Invoice	12/02/2024	12/30/2024	269.60		269.60	100-900-52115
Total 18609:						269.60	.00	269.60	
Total 4290 Measure-Tech Inc.:						1,289.04	.00	1,289.04	✓ 26477
7524 My Bridge Team, Inc.									
INV-000042	1	Admin	Invoice	11/18/2024	11/30/2024	2,584.40		2,584.40	100-100-52019
INV-000042	2	Admin	Invoice	11/18/2024	11/30/2024	323.05		323.05	100-900-52019
INV-000042	3	Storm Drain	Invoice	11/18/2024	11/30/2024	484.58		484.58	520-440-52019
INV-000042	4	Streets	Invoice	11/18/2024	11/30/2024	484.58		484.58	200-410-52019
INV-000042	5	Wastewater	Invoice	11/18/2024	11/30/2024	1,292.20		1,292.20	510-430-52019
INV-000042	6	Water	Invoice	11/18/2024	11/30/2024	1,292.19		1,292.19	500-420-52019
Total INV-000042:						6,461.00	.00	6,461.00	
INV-000043	1	Admin	Invoice	11/29/2024	12/30/2024	2,205.00		2,205.00	100-100-52019
INV-000043	2	Admin	Invoice	11/29/2024	12/30/2024	275.63		275.63	100-900-52019
INV-000043	3	Storm Drain	Invoice	11/29/2024	12/30/2024	413.44		413.44	520-440-52019
INV-000043	4	Streets	Invoice	11/29/2024	12/30/2024	413.44		413.44	200-410-52019
INV-000043	5	Wastewater	Invoice	11/29/2024	12/30/2024	1,102.50		1,102.50	510-430-52019
INV-000043	6	Water	Invoice	11/29/2024	12/30/2024	1,102.49		1,102.49	500-420-52019
Total INV-000043:						5,512.50	.00	5,512.50	
Total 7524 My Bridge Team, Inc.:						11,973.50	.00	11,973.50	✓ 26475
7535 Neff Industries Inc.									
1690	1	Telephone Services	Invoice	11/16/2024	12/16/2024	1,275.00		1,275.00	100-900-52110
Total 1690:						1,275.00	.00	1,275.00	
Total 7535 Neff Industries Inc.:						1,275.00	.00	1,275.00	✓ 26476
4670 NW Natural									
112524	1	Utilities	Invoice	11/25/2024	12/25/2024	35.10		35.10	100-900-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 112524:						35.10	.00	35.10	
Total 4670 NW Natural:						35.10	.00	35.10	
4920 Oregon Department of Revenue									
L1216634976	1	Hazardous Substance Possession F	Invoice	11/15/2024	12/31/2024	297.00		297.00	100-900-52102
L1216634976	2	Hazardous Substance Possession F	Invoice	11/15/2024	12/31/2024	120.00		120.00	100-900-52102
Total L1216634976:						417.00	.00	417.00	
Total 4920 Oregon Department of Revenue:						417.00	.00	417.00	<i>√26478</i>
6020 Schaefers Recreation Equipment Co									
150995-1	1	Chemicals	Invoice	11/05/2024	12/10/2024	47.64		47.64	510-430-52001
Total 150995-1:						47.64	.00	47.64	
151034-1	1	Chemicals	Invoice	11/07/2024	12/10/2024	47.64		47.64	510-430-52001
Total 151034-1:						47.64	.00	47.64	
151129-1	1	Chemicals	Invoice	11/14/2024	12/10/2024	247.61		247.61	510-430-52001
Total 151129-1:						247.61	.00	247.61	
151195-1	1	Chemicals	Invoice	11/19/2024	12/10/2024	347.64		347.64	510-430-52001
Total 151195-1:						347.64	.00	347.64	
151370-1	1	Chemicals	Invoice	11/22/2024	12/10/2024	695.28		695.28	510-430-52001
Total 151370-1:						695.28	.00	695.28	
151506-1	1	Chemicals	Invoice	12/02/2024	12/10/2024	347.64		347.64	510-430-52001
Total 151506-1:						347.64	.00	347.64	
Total 6020 Schaefers Recreation Equipment Co:						1,733.45	.00	1,733.45	<i>√26479</i>
7274 US Bank Equipment Finance									
541936019	1	Canon Copier	Invoice	11/06/2024	11/30/2024	131.00		131.00	100-900-52023
541936019	2	Property Tax	Invoice	11/06/2024	11/30/2024	61.15		61.15	100-900-52023
Total 541936019:						192.15	.00	192.15	
Total 7274 US Bank Equipment Finance:						192.15	.00	192.15	<i>√26480</i>
7506 USDA Forest Service									
BF061208AF01	1	Land Use Fee	Invoice	11/19/2024	01/01/2025	220.01		220.01	100-900-52102
Total BF061208AF015:						220.01	.00	220.01	
Total 7506 USDA Forest Service:						220.01	.00	220.01	<i>√26481</i>
999 Utility Refund									
148902	1	Water	Invoice	12/02/2024	12/30/2024	55.25		55.25	500-420-52105

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
148902	2	Wastewater	Invoice	12/02/2024	12/30/2024	36.84		36.84	510-430-52105
Total 148902:						92.09	.00	92.09	
Total 999 Utility Refund:						92.09	.00	92.09	
Total :						197,867.90	.00	197,867.90	
Grand Totals:						197,867.90	.00	197,867.90	

✓ 26472

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12/3/24

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,001.99	.00	1,001.99
100-100-52016	4,800.00	.00	4,800.00
100-100-52019	4,789.40	.00	4,789.40
100-200-51010	133.60	.00	133.60
100-300-51010	534.39	.00	534.39
100-300-52014	20.18	.00	20.18
100-300-52109	37.61	.00	37.61
100-900-52016	600.00	.00	600.00
100-900-52017	525.00	.00	525.00
100-900-52019	3,098.68	.00	3,098.68
100-900-52023	192.15	.00	192.15
100-900-52102	637.01	.00	637.01
100-900-52109	300.57	.00	300.57
100-900-52110	1,275.00	.00	1,275.00
100-900-52115	12,657.60	.00	12,657.60
200-410-51010	334.00	.00	334.00
200-410-52016	900.00	.00	900.00
200-410-52019	898.02	.00	898.02
200-410-52024	1,200.00	.00	1,200.00
200-410-52109	1,172.00	.00	1,172.00
500-420-51010	3,139.57	.00	3,139.57
500-420-52011	2,920.00	.00	2,920.00
500-420-52014	302.74	.00	302.74
500-420-52016	2,400.00	.00	2,400.00
500-420-52019	2,479.57	.00	2,479.57
500-420-52104	87.00	.00	87.00
500-420-52105	55.25	.00	55.25
500-420-52109	141.58	.00	141.58
500-420-54005	139,012.75	.00	139,012.75
510-430-51010	1,269.19	.00	1,269.19
510-430-52001	1,733.45	.00	1,733.45
510-430-52011	1,019.44	.00	1,019.44
510-430-52014	80.73	.00	80.73
510-430-52016	2,400.00	.00	2,400.00
510-430-52019	2,394.70	.00	2,394.70
510-430-52105	36.84	.00	36.84
510-430-52109	1,222.68	.00	1,222.68
520-440-51010	267.19	.00	267.19
520-440-52016	900.00	.00	900.00
520-440-52019	898.02	.00	898.02

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
Grand Totals:	197,867.90	.00	197,867.90

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/24	196,633.57	.00	196,633.57
12/24	1,234.33	.00	1,234.33
Grand Totals:	197,867.90	.00	197,867.90

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
690 Bank of America									
112324	1	Credit Card Charges	Invoice	11/23/2024	12/19/2024	2,178.62		2,178.62	100-000-28000
Total 112324:						2,178.62	.00	2,178.62	
Total 690 Bank of America:						2,178.62	.00	2,178.62	✓20482
1340 Caselle Inc.									
137594	1	Monthly Software Hosting Fees	Invoice	12/01/2024	12/25/2024	804.15		804.15	500-420-52114
137594	2	Monthly Software Hosting Fee	Invoice	12/01/2024	12/25/2024	536.10		536.10	100-900-52114
137594	3	Monthly Software Hosting Fee	Invoice	12/01/2024	12/25/2024	268.05		268.05	510-430-52114
137594	4	Monthly Software Hosting Fee	Invoice	12/01/2024	12/25/2024	89.35		89.35	200-410-52114
137594	5	Monthly Software Hosting Fee	Invoice	12/01/2024	12/25/2024	89.35		89.35	520-440-52114
Total 137594:						1,787.00	.00	1,787.00	
Total 1340 Caselle Inc.:						1,787.00	.00	1,787.00	✓20483
1610 Civil West Engineering Services Inc									
1001.001C.011	1	Engineering Consultant	Invoice	12/02/2024	12/30/2024	2,388.00		2,388.00	500-420-52020
1001.001C.011	2	Engineering Consultant	Invoice	12/02/2024	12/30/2024	3,982.25		3,982.25	510-430-52020
1001.001C.011	3	Engineering Consultant	Invoice	12/02/2024	12/30/2024	1,050.00		1,050.00	100-900-52020
1001.001C.011	4	Engineering Consultant	Invoice	12/02/2024	12/30/2024	98.74		98.74	100-900-52020
Total 1001.001C.011:						7,518.99	.00	7,518.99	
1001.028.049	1	Engineering Consultant	Invoice	12/02/2024	12/30/2024	832.00		832.00	510-430-52020
Total 1001.028.049:						832.00	.00	832.00	
1001.032.041	1	Engineering Consultant	Invoice	12/02/2024	12/30/2024	6,336.00		6,336.00	500-420-53503
Total 1001.032.041:						6,336.00	.00	6,336.00	
Total 1610 Civil West Engineering Services Inc:						14,686.99	.00	14,686.99	✓20484
2520 Edge Analytical, Inc									
24-34788	1	Lab Analysis	Invoice	12/05/2024	12/30/2024	120.60		120.60	500-420-52104
Total 24-34788:						120.60	.00	120.60	
Total 2520 Edge Analytical, Inc:						120.60	.00	120.60	✓20485
7471 Evenflo Plumbing									
113861	1	Village Food Mart Service	Invoice	12/02/2024	12/30/2024	1,028.67		1,028.67	100-900-52012
Total 113861:						1,028.67	.00	1,028.67	
113959	1	Adair Village Food Mart Maintenance	Invoice	12/09/2024	12/30/2024	499.00		499.00	100-900-52012
Total 113959:						499.00	.00	499.00	
Total 7471 Evenflo Plumbing:						1,527.67	.00	1,527.67	✓20487
2960 GSI Water Solutions Inc									
00400.004-2	1	Utilites	Invoice	12/10/2024	12/30/2024	2,025.05		2,025.05	500-420-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 00400.004-2:						2,025.05	.00	2,025.05	
Total 2960 GSI Water Solutions Inc:						2,025.05	.00	2,025.05	✓20488
7518 Net Assets Corporation									
111-202411	1	Software Hosting Fees	Invoice	12/02/2024	12/15/2024	47.00		47.00	100-900-52114
Total 111-202411:						47.00	.00	47.00	
Total 7518 Net Assets Corporation:						47.00	.00	47.00	✓20489
4800 One Call Concepts Inc									
4110306	1	OR Utility Notification Center	Invoice	11/30/2024	12/15/2024	7.45		7.45	500-420-52109
4110306	2	OR Utility Notification Center	Invoice	11/30/2024	12/15/2024	7.45		7.45	510-430-52109
Total 4110306:						14.90	.00	14.90	
Total 4800 One Call Concepts Inc:						14.90	.00	14.90	✓20490
5300 Pacific Power/PacificCorp									
122724	1	Utilities	Invoice	12/10/2024	12/27/2024	3,010.21		3,010.21	500-420-52109
Total 122724:						3,010.21	.00	3,010.21	
Total 5300 Pacific Power/PacificCorp:						3,010.21	.00	3,010.21	✓20491
7502 Peterson Cat									
SW290098375	1	System Maintenance	Invoice	12/02/2024	12/30/2024	2,070.00		2,070.00	510-430-52011
Total SW290098375:						2,070.00	.00	2,070.00	
Total 7502 Peterson Cat:						2,070.00	.00	2,070.00	✓20492
5780 Republic Services #452									
0452-00538409	1	Utilities	Invoice	11/30/2024	12/30/2024	42.47		42.47	100-900-52109
Total 0452-005384092:						42.47	.00	42.47	
0452-00540201	1	Utilities	Invoice	11/30/2024	12/30/2024	160.55		160.55	510-430-52109
Total 0452-005402019:						160.55	.00	160.55	
Total 5780 Republic Services #452:						203.02	.00	203.02	✓20493
5940 SAIF Corporation									
1001800492	1	Admin	Invoice	12/01/2024	12/30/2024	155.77		155.77	100-100-52103
1001800492	2	PS	Invoice	12/01/2024	12/30/2024	9.74		9.74	100-200-52103
1001800492	3	Parks	Invoice	12/01/2024	12/30/2024	87.62		87.62	100-300-52103
1001800492	4	Streets	Invoice	12/01/2024	12/30/2024	38.94		38.94	200-410-52103
1001800492	5	Water	Invoice	12/01/2024	12/30/2024	486.78		486.78	510-430-52103
1001800492	6	WW	Invoice	12/01/2024	12/30/2024	155.77		155.77	520-440-52103
1001800492	7	SD	Invoice	12/01/2024	12/30/2024	38.94		38.94	520-440-52103
Total 1001800492:						973.56	.00	973.56	✓20494

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 5940 SAIF Corporation:						973.56	.00	973.56	
6020 Schaefers Recreation Equipment Co									
151094-1	1	For Tangent	Invoice	11/12/2024	12/30/2024	47.64		47.64	100-900-52115
Total 151094-1:						47.64	.00	47.64	
Total 6020 Schaefers Recreation Equipment Co:						47.64	.00	47.64	✓26495
7030 USA Blue Book									
INV00557762	1	Chemicals	Invoice	12/03/2024	12/30/2024	337.22		337.22	500-420-52001
Total INV00557762:						337.22	.00	337.22	
INV00558349	1	Chemicals	Invoice	12/04/2024	12/30/2024	165.95		165.95	500-420-52001
Total INV00558349:						165.95	.00	165.95	
INV00558953	1	For Tangent	Invoice	12/04/2024	12/30/2024	1,116.59		1,116.59	100-900-52115
Total INV00558953:						1,116.59	.00	1,116.59	
INV00559938	1	For Tangent	Invoice	12/05/2024	12/30/2024	97.33		97.33	100-900-52115
Total INV00559938:						97.33	.00	97.33	
Total 7030 USA Blue Book:						1,717.09	.00	1,717.09	✓26496
999 Utility Refund									
156404	1	Water	Invoice	12/09/2024	12/30/2024	73.38		73.38	500-420-52105
156404	2	Wastewater	Invoice	12/09/2024	12/30/2024	48.92		48.92	510-430-52105
Total 156404:						122.30	.00	122.30	
Total 999 Utility Refund:						122.30	.00	122.30	✓26495
Total :						30,531.65	.00	30,531.65	
Grand Totals:						30,531.65	.00	30,531.65	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-28000	2,178.62	.00	2,178.62
100-100-52103	155.77	.00	155.77
100-200-52103	9.74	.00	9.74
100-300-52103	87.62	.00	87.62
100-900-52012	1,527.67	.00	1,527.67
100-900-52020	1,148.74	.00	1,148.74
100-900-52109	42.47	.00	42.47
100-900-52114	583.10	.00	583.10
100-900-52115	1,261.56	.00	1,261.56
200-410-52103	38.94	.00	38.94

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
200-410-52114	89.35	.00	89.35
500-420-52001	503.17	.00	503.17
500-420-52020	2,388.00	.00	2,388.00
500-420-52104	120.60	.00	120.60
500-420-52105	73.38	.00	73.38
500-420-52109	5,042.71	.00	5,042.71
500-420-52114	804.15	.00	804.15
500-420-53503	6,336.00	.00	6,336.00
510-430-52011	2,070.00	.00	2,070.00
510-430-52020	4,814.25	.00	4,814.25
510-430-52103	486.78	.00	486.78
510-430-52105	48.92	.00	48.92
510-430-52109	168.00	.00	168.00
510-430-52114	268.05	.00	268.05
520-440-52103	194.71	.00	194.71
520-440-52114	89.35	.00	89.35
Grand Totals:	30,531.65	.00	30,531.65

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/24	2,444.18	.00	2,444.18
12/24	28,087.47	.00	28,087.47
Grand Totals:	30,531.65	.00	30,531.65

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12/16/24

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
5360 Pat Hare									
20241216	1	Admin	Invoice	12/16/2024	12/16/2024	1,100.00		1,100.00	100-100-50010
20241216	2	PS	Invoice	12/16/2024	12/16/2024	100.00		100.00	100-200-50010
20241216	3	Water	Invoice	12/16/2024	12/16/2024	400.00		400.00	500-420-50010
20241216	4	WW	Invoice	12/16/2024	12/16/2024	300.00		300.00	510-430-50010
20241216	5	SD	Invoice	12/16/2024	12/16/2024	50.00		50.00	520-440-50010
20241216	6	STR	Invoice	12/16/2024	12/16/2024	50.00		50.00	200-410-50010
Total 20241216:						2,000.00	.00	2,000.00	
Total 5360 Pat Hare:						2,000.00	.00	2,000.00	
Total :						2,000.00	.00	2,000.00	
Grand Totals:						2,000.00	.00	2,000.00	✓26497

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-50010	1,100.00	.00	1,100.00
100-200-50010	100.00	.00	100.00
200-410-50010	50.00	.00	50.00
500-420-50010	400.00	.00	400.00
510-430-50010	300.00	.00	300.00
520-440-50010	50.00	.00	50.00
Grand Totals:	2,000.00	.00	2,000.00

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
12/24	2,000.00	.00	2,000.00
Grand Totals:	2,000.00	.00	2,000.00

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12/16/24

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
390 AI's Sweeping Service									
12172	1	Street Sweeping	Invoice	12/16/2024	12/30/2024	1,200.00		1,200.00	200-410-52024
Total 12172:						1,200.00	.00	1,200.00	
Total 390 AI's Sweeping Service:						1,200.00	.00	1,200.00	
890 Best Pots Inc									
I554439	1	Contract Services	Invoice	12/18/2024	12/28/2024	106.64		106.64	500-420-52019
Total I554439:						106.64	.00	106.64	
Total 890 Best Pots Inc:						106.64	.00	106.64	
1520 CIS TRUST									
JANUARY 2025	1	Employee Health Ins	Invoice	12/15/2024	01/10/2025	1,169.04		1,169.04	100-100-51010
JANUARY 2025	2	Employee Health Ins	Invoice	12/15/2024	01/10/2025	155.87		155.87	100-200-51010
JANUARY 2025	3	Employee Health Ins	Invoice	12/15/2024	01/10/2025	623.49		623.49	100-300-51010
JANUARY 2025	4	Employee Health Ins	Invoice	12/15/2024	01/10/2025	389.68		389.68	200-410-51010
JANUARY 2025	5	Employee Health Ins	Invoice	12/15/2024	01/10/2025	3,662.99		3,662.99	500-420-51010
JANUARY 2025	6	Employee Health Ins	Invoice	12/15/2024	01/10/2025	1,480.78		1,480.78	510-430-51010
JANUARY 2025	7	Employee Health Insurance	Invoice	12/15/2024	01/10/2025	311.75		311.75	520-440-51010
Total JANUARY 2025 FINAL INVOICE:						7,793.60	.00	7,793.60	
Total 1520 CIS TRUST:						7,793.60	.00	7,793.60	
1550 City of Corvallis									
4518883	1	Wastewater	Invoice	12/15/2024	01/15/2025	72.34		72.34	510-430-52014
4518883	2	Water	Invoice	12/15/2024	01/15/2025	271.28		271.28	500-420-52014
4518883	3	ND	Invoice	12/15/2024	01/15/2025	18.09		18.09	100-300-52014
Total 4518883:						361.71	.00	361.71	
Total 1550 City of Corvallis:						361.71	.00	361.71	
1800 Consumers Power Inc.									
1152400011525	1	Utilities	Invoice	12/19/2024	01/15/2025	1,199.00		1,199.00	200-410-52109
Total 1152400011525:						1,199.00	.00	1,199.00	
1152401011525	1	Utilities	Invoice	12/19/2024	01/15/2025	37.61		37.61	100-300-52109
Total 1152401011525:						37.61	.00	37.61	
1152406011525	1	Utilities	Invoice	12/19/2024	01/15/2025	270.75		270.75	100-900-52109
Total 1152406011525:						270.75	.00	270.75	
1152409011525	1	Utilities	Invoice	12/19/2024	01/15/2025	37.61		37.61	100-900-52109
Total 1152409011525:						37.61	.00	37.61	
1152410011525	1	Utilities	Invoice	12/19/2024	01/15/2025	89.21		89.21	510-430-52109

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1152410011525:						89.21	.00	89.21	
1152411011525	1	Utilities	Invoice	12/19/2024	01/15/2025	65.15		65.15	500-420-52109
Total 1152411011525:						65.15	.00	65.15	
1152413011525	1	Utilities	Invoice	12/19/2024	01/15/2025	186.56		186.56	510-430-52109
Total 1152413011525:						186.56	.00	186.56	
1152414011525	1	Utilities	Invoice	12/19/2024	01/15/2025	37.05		37.05	500-420-52109
Total 1152414011525:						37.05	.00	37.05	
1152415011525	1	Utilities	Invoice	12/19/2024	01/15/2025	37.05		37.05	100-900-52109
Total 1152415011525:						37.05	.00	37.05	
1152418010125	1	Utilities	Invoice	12/09/2024	01/01/2025	258.64		258.64	510-430-52109
Total 1152418010125:						258.64	.00	258.64	
1152419011525	1	Utilities	Invoice	12/19/2024	01/15/2025	37.05		37.05	500-420-52109
Total 1152419011525:						37.05	.00	37.05	
1152420	1	Utilities	Invoice	12/19/2024	01/15/2025	1,697.66		1,697.66	510-430-52109
Total 1152420:						1,697.66	.00	1,697.66	
Total 1800 Consumers Power Inc.:						3,953.34	.00	3,953.34	
2520 Eurofins Environment Testing NW, LLC									
24-34787	1	Lab Analysis	Invoice	12/27/2024	01/26/2025	327.60		327.60	500-420-52104
Total 24-34787:						327.60	.00	327.60	
Total 2520 Eurofins Environment Testing NW, LLC:						327.60	.00	327.60	
7509 Good Earth Pest Company									
490459	1	Pest Control	Invoice	12/18/2024	12/30/2024	125.00		125.00	100-900-52012
Total 490459:						125.00	.00	125.00	
Total 7509 Good Earth Pest Company:						125.00	.00	125.00	
3960 Linn-Benton Utilities Coordinating Council									
01/2025	1	Membership Dues	Invoice	01/01/2025	01/30/2025	125.00		125.00	100-900-52102
Total 01/2025:						125.00	.00	125.00	
Total 3960 Linn-Benton Utilities Coordinating Council:						125.00	.00	125.00	
4480 Mission Communications									
2002525	1	Equipment Maintenance	Invoice	12/16/2024	12/30/2024	1,045.40		1,045.40	510-430-52022

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2002525:						1,045.40	.00	1,045.40	
Total 4480 Mission Communications:						1,045.40	.00	1,045.40	
7522 Moore Iacofano Goltsman, Inc									
0089281	1	Downtown Planning	Invoice	12/16/2024	12/30/2024	1,518.75		1,518.75	100-100-52031
Total 0089281:						1,518.75	.00	1,518.75	
Total 7522 Moore Iacofano Goltsman, Inc:						1,518.75	.00	1,518.75	
7524 My Bridge Team, Inc.									
INV-000044	1	Admin	Invoice	12/20/2024	12/25/2024	3,290.00		3,290.00	100-100-52019
INV-000044	2	Admin	Invoice	12/20/2024	12/25/2024	411.25		411.25	100-900-52019
INV-000044	3	Storm Drain	Invoice	12/20/2024	12/25/2024	616.88		616.88	520-440-52019
INV-000044	4	Streets	Invoice	12/20/2024	12/25/2024	616.88		616.88	200-410-52019
INV-000044	5	Wastewater	Invoice	12/20/2024	12/25/2024	1,645.00		1,645.00	510-430-52019
INV-000044	6	Water	Invoice	12/20/2024	12/25/2024	1,644.99		1,644.99	500-420-52019
Total INV-000044:						8,225.00	.00	8,225.00	
Total 7524 My Bridge Team, Inc.:						8,225.00	.00	8,225.00	
5810 RG Smith Electric & Plumbing Inc									
30974	1	System Maintenance	Invoice	12/13/2024	12/30/2024	569.78		569.78	510-430-52011
Total 30974:						569.78	.00	569.78	
Total 5810 RG Smith Electric & Plumbing Inc:						569.78	.00	569.78	
6020 Schaefers Recreation Equipment Co									
151548-1	1	Chemicals For Tangent'	Invoice	12/03/2024	12/31/2024	347.64		347.64	100-900-52115
Total 151548-1:						347.64	.00	347.64	
151586-1	1	Chemicals	Invoice	12/06/2024	12/30/2024	347.64		347.64	510-430-52001
Total 151586-1:						347.64	.00	347.64	
151729-1	1	Chemicals	Invoice	12/16/2024	12/31/2024	347.64		347.64	510-430-52001
Total 151729-1:						347.64	.00	347.64	
Total 6020 Schaefers Recreation Equipment Co:						1,042.92	.00	1,042.92	
7274 US Bank Equipment Finance									
544237910	1	Canon Copier	Invoice	12/07/2024	12/31/2024	144.10		144.10	100-900-52023
Total 544237910:						144.10	.00	144.10	
Total 7274 US Bank Equipment Finance:						144.10	.00	144.10	
7030 USA Blue Book									
INV00569955	1	Supplies	Invoice	12/16/2024	12/30/2024	117.10		117.10	510-430-52002

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total INV00569955:						117.10	.00	117.10	
INV00571050	1	Chemicals	Invoice	12/17/2024	12/30/2024	91.75		91.75	500-420-52001
Total INV00571050:						91.75	.00	91.75	
INV00573941	1	Chemicals	Invoice	12/19/2024	12/30/2024	191.00		191.00	500-420-52001
Total INV00573941:						191.00	.00	191.00	
Total 7030 USA Blue Book:						399.85	.00	399.85	
7130 Verizon									
6100447402	1	Telephones	Invoice	12/06/2024	12/29/2024	99.69		99.69	500-420-52110
6100447402	2	Telephones	Invoice	12/06/2024	12/29/2024	99.69		99.69	510-430-52110
6100447402	3	Telephones	Invoice	12/06/2024	12/29/2024	65.48		65.48	100-900-52110
Total 6100447402:						264.86	.00	264.86	
Total 7130 Verizon:						264.86	.00	264.86	
7290 Willamette Valley Processors									
1940	1	Emergency Management	Invoice	12/17/2024	12/30/2024	800.00		800.00	100-900-52019
Total 1940:						800.00	.00	800.00	
Total 7290 Willamette Valley Processors:						800.00	.00	800.00	
Total :						28,003.55	.00	28,003.55	
Grand Totals:						28,003.55	.00	28,003.55	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	1,169.04	.00	1,169.04
100-100-52019	3,290.00	.00	3,290.00
100-100-52031	1,518.75	.00	1,518.75
100-200-51010	155.87	.00	155.87
100-300-51010	623.49	.00	623.49
100-300-52014	18.09	.00	18.09
100-300-52109	37.61	.00	37.61
100-900-52012	125.00	.00	125.00
100-900-52019	1,211.25	.00	1,211.25
100-900-52023	144.10	.00	144.10
100-900-52102	125.00	.00	125.00
100-900-52109	345.41	.00	345.41
100-900-52110	65.48	.00	65.48
100-900-52115	347.64	.00	347.64
200-410-51010	389.68	.00	389.68
200-410-52019	616.88	.00	616.88
200-410-52024	1,200.00	.00	1,200.00

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
200-410-52109	1,199.00	.00	1,199.00
500-420-51010	3,662.99	.00	3,662.99
500-420-52001	282.75	.00	282.75
500-420-52014	271.28	.00	271.28
500-420-52019	1,751.63	.00	1,751.63
500-420-52104	327.60	.00	327.60
500-420-52109	139.25	.00	139.25
500-420-52110	99.69	.00	99.69
510-430-51010	1,480.78	.00	1,480.78
510-430-52001	695.28	.00	695.28
510-430-52002	117.10	.00	117.10
510-430-52011	569.78	.00	569.78
510-430-52014	72.34	.00	72.34
510-430-52019	1,645.00	.00	1,645.00
510-430-52022	1,045.40	.00	1,045.40
510-430-52109	2,232.07	.00	2,232.07
510-430-52110	99.69	.00	99.69
520-440-51010	311.75	.00	311.75
520-440-52019	616.88	.00	616.88
Grand Totals:	28,003.55	.00	28,003.55

Summary by General Ledger Posting Period

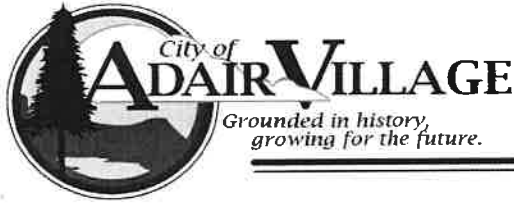
GL Posting Period	Debit	Credit	Net
12/24	27,878.55	.00	27,878.55
01/25	125.00	.00	125.00
Grand Totals:	28,003.55	.00	28,003.55

[Handwritten Signature]
12/30/24

CSO Report Dec. 2024

Attachment D

Location	Violaton	Case #	Follow Up	Compliance	Fine/Fee
5224 Laurel Dr NE	All items completed except of a couch on the side of the house. Due to a layoff, they were given more item to get the couch removed.	24-901	1/1/2025		
170 Azalea	Blackberries, Chickens, Dilapidated Fence. Owner does not want chickens so did not sign permit. Tenant is working on re-homing chickens now.	24-904	1/15/2025		
214 Azalea	Keeping Junk. 12/10 date not met. Items moved on the side of the home and tarp placed over front fence. Can still see all items from park. Moving forward with fines/abatement process.	24-1001	1/6/2025		
8046 Barberry	Keeping Junk - trap shredded ***NOT abated Fines to start 12/10 if not addressed***	24-1007	12/10/2024	Y	N
4215 Laurel	Pallet and other Keeping junk items on side of home	24-1104	12/25/2024	Y	N
4212 Laurel	Keeping junk, Trailer and other items around trailer	24-1105	12/25/2024	Y	N
5173 Willamette	Dodge Silver Truck WFY268 - Flat front passage side tire	24-1201	12/16/2024	Y	N



CITY ADMINISTRATOR'S REPORT January 7, 2025, Council Meeting

Administration

- **Finances** – City staff is currently working on the 2023 audit which should be done shortly and then we will begin on the 2024. This will make us current on the financial audits.
- **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 but have not received a response yet. There is new legislation that is trying to help cities be able to obtain their own zip code.
- **Santiam Christian** – Santiam Christian is looking at building an indoor batting cage and sports area. City staff, the Benton County Building Department and the city engineers will be meeting with them this month to go over all requirements.

Property/Businesses

- **Cell Tower** – The city has sent a letter to them requesting proof of insurance, but we have not heard back. This is a breach of the agreement so I will be working with Sean to address the issue.
- **Good Grounds** – The coffee shop is doing well and they're looking forward to the new development and the new restaurant.
- **Store/Restaurant** – The restaurant is now open, city staff put it in the newsletter.

Major Projects/Engineering

- **Water** – Civil West and GSI are working on the Water Management and Conservation Plan (WMCP). Staff is also looking into getting quotes for a new backwash pump.
- **Calloway Creek** – Emily with Chad Davis Construction submitted for five permits to begin putting foundations in.
- **Wastewater Plant** – The project is completed and is working well at this point. Public works staff will continue to monitor through the rainy season but so far so good.
- **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: 12/20/2024 to 1/20/2025

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 4,474,492

Average Usage per: 144k

WATER DISTRIBUTION REPORT

Maintenance Activity: No leaks were reported this last month. Staff completed all end of year sampling.

Collected quarterly: 1st quarter samples to be taken in February.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to remain high with heavy rains. Contractors completed the new effluent line to the lagoon and the new pipe is working very well. Staff continue with winter discharging.

Total Monthly Influent: 8.3 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.

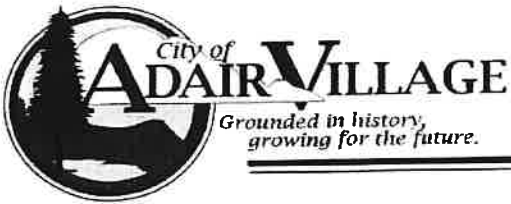
WATER TREATMENT PLANT

Maintenance Activity: We are running the plant about 24 hours a week. Staff completed winter cleaning and maintenance of the plant. Staff will be working with engineers on water conservation master plan.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant has had no issues. Staff continue to maintain and monitor flows at plant under winter protocol.

Completed by Matt Lydon, Public Works Supervisor



STAFF REPORT
Attachment G – Financial Report
 January 7, 2025 Council Meeting

We have approximately \$4,307,756.56 in the Local Government Investment Pool (LGIP). In December we had \$4,184,547.96. Last year at this time we had \$4,241,224.65. We have approximately \$176,510.32 in Citizens Bank.

Totals by Fund – Income and Expenses for each Fund are shown below.

Fund	Income	Expenses	% of Budget	Difference
General	2,145,659.96	278,656.18	9.60%	1,867,003.78
Streets	366,281.92	38,461.18	6.00%	327,820.74
Water	800,859.50	381,184.56	36.78%	419,674.94
Wastewater	868,775.27	191,855.43	13.55%	676,919.84
Storm Drain	69,078.81	18,271.40	21.45%	50,807.41
SDC Fund	1,437,342.64	0.00	0.00%	1,437,342.64
Reserve	137,200.46	0.00	0.00%	137,200.46
TOTAL	\$5,825,198.56	\$908,428.75		4,916,769.81

Report Criteria:

- Includes only accounts with balances or activity
- Includes grand totals by account type with revenue and expenditure totals
- Includes amounts with actual sign

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
General Fund						
General Fund						
100-000-40000	Beginning Fund Balance	.00	1,643,832.69-	2,000,000.00-	356,167.31-	82.19
100-000-40001	Property Taxes - Current	243,207.28-	245,929.82-	264,000.00-	18,070.18-	93.16
100-000-40002	Property Taxes - Prior Year	.00	.00	500.00-	500.00-	.00
100-000-41010	Revenue Sharing	3,318.80-	7,759.65-	14,000.00-	6,240.35-	55.43
100-000-41020	Cigarette Taxes	79.55-	954.59-	1,000.00-	45.41-	95.46
100-000-41030	Liquor Taxes	1,280.24-	8,871.65-	29,000.00-	20,128.35-	30.59
100-000-41100	Tangent Contract	.00	86,356.55-	259,000.00-	172,643.45-	33.34
100-000-41200	Transient Lodging Tax	.00	.00	5,000.00-	5,000.00-	.00
100-000-41300	Benton CO STIFF for Transit	.00	33.05-	25,000.00-	24,966.95-	.13
100-000-42001	Planning Fees	.00	590.00-	10,000.00-	9,410.00-	5.90
100-000-42050	Fees - Other	241.00	1,971.69-	.00	1,971.69	.00
100-000-42060	SDC Administrative Fees	.00	.00	10,000.00-	10,000.00-	.00
100-000-43001	Utility Franchise Fees	2,423.14-	27,209.26-	70,000.00-	42,790.74-	38.87
100-000-46020	Residential Rent Revenue	2,090.39-	10,073.99-	30,000.00-	19,926.01-	33.58
100-000-46021	Property Lease or Rent	.00	1,409.00-	78,000.00-	76,591.00-	1.81
100-000-46023	Building Lease	2,981.00-	14,905.00-	32,000.00-	17,095.00-	46.58
100-000-46024	Property Tax-Property Lease	.00	.00	6,000.00-	6,000.00-	.00
100-000-46027	Utilities-Property Lease	.00	.00	19,000.00-	19,000.00-	.00
100-000-46028	Room Rental	.00	.00	120.00-	120.00-	.00
100-000-46055	Refunds	.00	.00	200.00-	200.00-	.00
100-000-46057	Miscellaneous	.00	30.06-	1,000.00-	969.94-	3.01
100-000-48000	Interest	18,036.11-	95,732.96-	20,000.00-	75,732.96	478.66
100-000-49530	Transfer from SDC Fund	.00	.00	100,000.00-	100,000.00-	.00
Total General Fund:		273,175.51-	2,145,659.96-	2,973,820.00-	828,160.04-	72.15
City Administration						
100-100-50010	City Administrator	6,762.59	32,638.95	77,674.04	45,035.09	42.02
100-100-50016	Utility/Court Clerk	.00	.00	3,476.12	3,476.12	.00
100-100-50018	Finance Clerk	913.02	4,911.91	7,748.00	2,836.09	63.40
100-100-50019	PW Super/Asst City Manager	.00	.00	2,232.58	2,232.58	.00
100-100-51010	Employee Health Ins Benefits	965.34	12,608.64	20,645.14	8,036.50	61.07
100-100-51020	Retirement Benefits	.00	9,426.14	24,062.92	14,636.78	39.17
100-100-51030	Employment Taxes	566.91	4,472.37	12,565.31	8,092.94	35.59
100-100-52002	Materials & Supplies	.00	.00	250.00	250.00	.00
100-100-52010	Miscellaneous	.00	.00	500.00	500.00	.00
100-100-52013	Travel and Training	.00	.00	2,000.00	2,000.00	.00
100-100-52016	Audit	4,800.00	852.00-	28,940.00	29,792.00	2.94-
100-100-52017	City Attorney	.00	.00	15,000.00	15,000.00	.00
100-100-52018	Planning Consultant	.00	.00	30,000.00	30,000.00	.00
100-100-52019	Contract Service	8,936.90	16,532.99	74,800.00	58,267.01	22.10
100-100-52020	Development Engineering	.00	.00	70,000.00	70,000.00	.00
100-100-52031	Urban Renewal Development	2,986.25	26,166.25	55,000.00	28,833.75	47.58
100-100-52101	Banking Charges	27.00	122.50	.00	122.50-	.00
100-100-52103	Insurance	.00	3,069.00	2,500.00	569.00-	122.76
100-100-52106	Mileage	.00	.00	250.00	250.00	.00

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Total City Administration:		25,980.01	109,096.75	427,644.11	318,547.36	25.51
Public Safety						
100-200-50010	City Administrator	614.78	2,967.18	7,061.28	4,094.10	42.02
100-200-51010	Employee Health Ins Benefits	131.52	1,695.18	1,510.29	184.89	112.24
100-200-51020	Retirement Benefits	.00	942.63	1,917.84	975.21	49.15
100-200-51030	Employment Taxes	46.35	356.50	975.87	619.37	36.53
100-200-52019	Contract Service	.00	9,570.00	44,400.00	34,830.00	21.55
100-200-52103	Insurance	.00	255.00	50.00	205.00	510.00
Total Public Safety:		792.65	15,786.49	55,915.28	40,128.79	28.23
Parks and Recreation						
100-300-50054	Utility Worker II	1,018.75	5,336.30	3,803.32	1,532.98	140.31
100-300-50055	Operator	.00	.00	12,614.24	12,614.24	.00
100-300-50058	Utility Worker I	828.04	5,340.98	10,268.00	4,927.02	52.02
100-300-51010	Employee Health Ins Benefits	522.67	6,763.73	6,995.48	231.75	96.69
100-300-51020	Retirement Benefits	.00	4,241.75	7,247.79	3,006.04	58.52
100-300-51030	Employment Taxes	173.09	1,814.12	3,687.94	1,873.82	49.19
100-300-52002	Materials & Supplies	.00	25.54	750.00	724.46	3.41
100-300-52012	Maintenance - Bldg & Parks	.00	569.89	1,000.00	430.11	58.99
100-300-52013	Travel and Training	.00	.00	500.00	500.00	.00
100-300-52014	Vehicle Fuel & Maintenance	20.18	93.98	2,500.00	2,406.02	3.76
100-300-52019	Contract Service	.00	38.68	800.00	761.32	4.84
100-300-52022	Equipment Maintenance	.00	1,433.43	5,000.00	3,566.57	28.67
100-300-52023	Equipment Rental/Lease	.00	.00	100.00	100.00	.00
100-300-52025	Small Equipment Purchase	.00	.00	4,200.00	4,200.00	.00
100-300-52030	Miscellaneous	.00	.00	100.00	100.00	.00
100-300-52103	Insurance	.00	1,360.00	1,650.00	290.00	82.42
100-300-52106	Mileage	.00	.00	100.00	100.00	.00
100-300-52108	Postage	.00	.00	75.00	75.00	.00
100-300-52109	Utilities	37.61	346.20	750.00	403.80	46.16
100-300-52111	Parks-Events	.00	3,895.74	5,500.00	1,604.26	70.83
100-300-52112	Parks - Youth Activities	.00	5,000.00	6,500.00	1,500.00	76.92
100-300-53001	Improvements - Bldg & Parks	.00	.00	2,000.00	2,000.00	.00
100-300-53002	Equipment Purchase	.00	.00	5,000.00	5,000.00	.00
100-300-53003	Museum Infrastructure Cap Outl	.00	.00	100,000.00	100,000.00	.00
100-300-55600	Transfer to Reserve Fund	.00	.00	5,000.00	5,000.00	.00
Total Parks and Recreation:		2,600.34	36,260.34	186,141.77	149,881.43	19.48
Non-departmental						
100-900-52002	Materials & Supplies	.00	956.85	10,000.00	9,043.15	9.57
100-900-52010	Legal Notices	.00	.00	3,000.00	3,000.00	.00
100-900-52012	Maintenance - Bldg & Parks	.00	6,619.21	10,000.00	3,380.79	66.19
100-900-52014	Vehicle Fuel & Maintenance	.00	.00	1,500.00	1,500.00	.00
100-900-52015	Security Alarm	.00	.00	10,800.00	10,800.00	.00
100-900-52016	Audit	600.00	143.50	14,417.50	14,274.00	1.00
100-900-52017	City Attorney	306.25	831.25	10,000.00	9,168.75	8.31
100-900-52019	Contract Service	4,417.12	16,066.63	30,600.00	14,533.37	52.51

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
100-900-52020	Engineering Consultant	2,775.50	14,721.06	7,500.00	7,221.06-	196.28
100-900-52021	Transit	.00	.00	25,000.00	25,000.00	.00
100-900-52022	Equipment Maintenance	.00	778.54	1,500.00	721.46	51.90
100-900-52023	Equipment Rental/Lease	192.15	729.25	2,000.00	1,270.75	36.46
100-900-52024	Security Alarm	.00	.00	1,500.00	1,500.00	.00
100-900-52025	Small Equipment Purchase	.00	.00	1,200.00	1,200.00	.00
100-900-52030	Miscellaneous	.00	99.76	1,000.00	900.24	9.98
100-900-52031	CERT Expenditures	.00	.00	5,000.00	5,000.00	.00
100-900-52101	Banking Charges	.00	313.16	750.00	436.84	41.75
100-900-52102	Dues	637.01	6,600.16	7,500.00	899.84	88.00
100-900-52103	Insurance	.00	.00	9,000.00	9,000.00	.00
100-900-52108	Postage	.00	2,952.70	5,750.00	2,797.30	51.35
100-900-52109	Utilities	343.04	1,312.22	4,200.00	2,887.78	31.24
100-900-52110	Telephones	1,340.48	2,294.42	4,600.00	2,305.58	49.88
100-900-52111	Mayor & Council Expenses	.00	35.98	1,000.00	964.02	3.60
100-900-52113	Election Fees	.00	.00	1,000.00	1,000.00	.00
100-900-52114	Software Hosting Fees	536.10	4,623.84	6,300.00	1,676.36	73.39
100-900-52115	Tangent Expenditures	12,435.64	49,590.95	125,000.00	75,409.05	39.67
100-900-52199	Property Taxes	.00	8,843.32	8,700.00	143.32-	101.65
100-900-53001	Improvements - Bldg & Parks	.00	.00	45,000.00	45,000.00	.00
100-900-53002	Equipment Purchase	.00	.00	15,000.00	15,000.00	.00
100-900-55500	Transfer to Water Fund	.00	.00	9,577.00	9,577.00	.00
100-900-55530	Transfer to SDC Fund	.00	.00	41,807.00	41,807.00	.00
Total Non-departmental:		23,583.29	117,512.60	420,201.50	302,688.90	27.97
Contingency						
100-998-58000	Contingency	.00	.00	250,000.00	250,000.00	.00
Total Contingency:		.00	.00	250,000.00	250,000.00	.00
Ending Fund Balance						
100-999-59000	Reserve for Future Expenditure	.00	.00	1,563,845.22	1,563,845.22	.00
Total Ending Fund Balance:		.00	.00	1,563,845.22	1,563,845.22	.00
General Fund Revenue Total:		273,175.51-	2,145,659.96-	2,973,820.00-	828,160.04-	72.15
General Fund Expenditure Total:		52,936.29	278,656.18	2,903,747.88	2,625,091.70	9.60
Total General Fund:		220,239.22-	1,867,003.78-	70,072.12-	1,796,931.66	2,664.40

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Street Fund						
Street Fund						
200-000-40000	Beginning Fund Balance	.00	316,551.06-	200,000.00-	116,551.06	158.28
200-000-41040	Highway Apportionment	9,919.29-	49,730.86-	105,000.00-	55,269.14-	47.36
200-000-46057	Miscellaneous	.00	.00	200.00-	200.00-	.00
Total Street Fund:		9,919.29-	366,281.92-	305,200.00-	61,081.92	120.01
Public Works - Streets						
200-410-50010	City Administrator	307.39	1,483.59	3,530.64	2,047.05	42.02
200-410-50016	Utility clerk	.00	.00	1,159.00	1,159.00	.00
200-410-50018	Finance Clerk	304.33	1,637.39	2,583.00	945.61	63.39
200-410-50050	Public Works Supervisor	721.22	3,777.80	8,930.30	5,152.50	42.30
200-410-50052	Utility Worker III	.00	.00	950.83	950.83	.00
200-410-50054	Utility Worker II	254.69	1,334.10	2,567.00	1,232.90	51.97
200-410-50058	Utility Worker I	207.02	1,335.28	3,153.56	1,818.28	42.34
200-410-51010	Employee Health Ins Benefits	321.62	4,202.07	5,900.76	1,698.69	71.21
200-410-51020	Retirement Benefits	.00	2,356.54	5,983.10	3,626.56	39.39
200-410-51030	Employment Taxes	139.94	1,285.81	3,151.49	1,865.68	40.80
200-410-52002	Materials & Supplies	.00	.00	1,200.00	1,200.00	.00
200-410-52011	System Maintenance & Repair	.00	6,812.00	10,000.00	3,188.00	68.12
200-410-52016	Audit	900.00	159.75-	5,426.25	5,586.00	2.94-
200-410-52019	Contract Service	1,675.68	3,099.95	6,600.00	3,500.05	46.97
200-410-52020	Engineering Consultant	.00	.00	6,000.00	6,000.00	.00
200-410-52023	Equipment Rental/Lease	.00	.00	250.00	250.00	.00
200-410-52024	Street Sweeping	1,200.00	3,600.00	10,000.00	6,400.00	36.00
200-410-52030	Miscellaneous	.00	.00	100.00	100.00	.00
200-410-52103	Insurance	.00	1,445.00	5,500.00	4,055.00	26.27
200-410-52109	Utilities	1,172.00	5,894.00	14,500.00	8,608.00	40.65
200-410-52114	Software Hosting Fees	89.35	357.40	1,200.00	842.60	29.78
200-410-53001	Street Improvements	.00	.00	50,000.00	50,000.00	.00
200-410-53002	Equipment Purchase	.00	.00	2,500.00	2,500.00	.00
200-410-55600	Transfer to Reserve Fund	.00	.00	200.00	200.00	.00
Total Public Works - Streets:		7,293.24	38,461.18	151,385.93	112,924.75	25.41
Contingency						
200-998-58000	Contingency	.00	.00	125,000.00	125,000.00	.00
Total Contingency:		.00	.00	125,000.00	125,000.00	.00
Ending Fund Balance						
200-999-59000	Reserve for Future Expenditure	.00	.00	28,814.81	28,814.81	.00
Total Ending Fund Balance:		.00	.00	28,814.81	28,814.81	.00
Street Fund Revenue Total:		9,919.29-	366,281.92-	305,200.00-	61,081.92	120.01
Street Fund Expenditure Total:		7,293.24	38,461.18	305,200.74	266,739.56	12.60
Total Street Fund:		2,626.05-	327,820.74-	.74	327,821.48	44,300,100.00-

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent

Water Fund

Water Fund

500-000-40000	Beginning Fund Balance	.00	459,047.52-	275,000.00-	184,047.52	166.93
500-000-42020	New Connections	.00	.00	2,000.00-	2,000.00-	.00
500-000-42032	Water Metered Fees	50,923.07-	294,562.60-	673,227.50-	378,664.90-	43.75
500-000-42035	Reconnect Fees	.00	.00	500.00-	500.00-	.00
500-000-42036	Water Outside Assessments	5,010.92-	33,738.72-	70,000.00-	36,261.28-	48.20
500-000-42045	Utility Deposit	260.00-	1,643.66-	4,000.00-	2,356.34-	41.09
500-000-46030	Fees - Other	494.00-	3,662.00-	500.00-	3,162.00-	732.40
500-000-46055	Refunds	.00	.00	1,000.00-	1,000.00-	.00
500-000-46057	Miscellaneous	75.00-	8,205.00-	500.00-	7,705.00	1,641.00
500-000-49100	Transfer in from General Fund	.00	.00	9,577.00-	9,577.00-	.00
Total Water Fund:		56,762.99-	800,859.50-	1,035,304.50-	235,445.00-	77.28

Public Works - Water

500-420-50010	City Administrator	2,459.13	11,868.73	28,245.11	16,376.38	42.02
500-420-50016	Utility/Court Clerk	.00	.00	11,587.00	11,587.00	.00
500-420-50018	Finance Clerk	3,043.44	16,371.90	25,826.00	9,454.10	63.39
500-420-50050	Public Works Supervisor	4,327.35	22,667.09	51,349.23	28,682.14	44.14
500-420-50052	Utility Worker III	.00	.00	10,459.13	10,459.13	.00
500-420-50054	Utility Worker II	2,801.57	14,674.98	28,237.00	13,562.12	51.97
500-420-50058	Utility Worker I	2,277.12	14,687.75	34,689.15	20,001.40	42.34
500-420-51010	Employee Health Ins Benefits	3,030.17	39,534.22	49,728.89	10,194.67	79.50
500-420-51020	Retirement Benefits	.00	19,794.87	49,416.86	29,621.99	40.06
500-420-51030	Employment Taxes	1,181.23	11,073.58	26,215.83	15,142.25	42.24
500-420-52001	Chemicals	3,259.00	3,937.48	25,000.00	21,062.52	15.75
500-420-52002	Materials & Supplies	.00	163.07	7,698.24	7,535.17	2.12
500-420-52010	Publications-Legal Notices	.00	.00	100.00	100.00	.00
500-420-52011	System Maintenance & Repair	3,178.00	32,256.86	50,000.00	17,743.14	64.51
500-420-52013	Travel and Training	.00	.00	3,499.20	3,499.20	.00
500-420-52014	Vehicle Fuel & Maintenance	302.74	1,379.65	10,000.00	8,620.35	13.80
500-420-52016	Audit	2,400.00	426.00-	14,470.00	14,896.00	2.94
500-420-52019	Contract Service	4,553.31	8,933.68	17,600.00	8,666.32	50.76
500-420-52020	Engineering Consultant	1,612.00	2,961.00	23,328.00	20,367.00	12.69
500-420-52022	Equipment Maintenance	.00	.00	17,000.00	17,000.00	.00
500-420-52023	Equipment Rental/Lease	.00	.00	3,000.00	3,000.00	.00
500-420-52025	Small Equipment Purchase	.00	.00	7,912.00	7,912.00	.00
500-420-52030	Miscellaneous	.00	269.75	2,000.00	1,730.25	13.49
500-420-52101	Banking Charges	.00	211.00	3,200.00	2,989.00	6.59
500-420-52102	Dues	75.00	975.00	3,200.00	2,225.00	30.47
500-420-52103	Insurance	.00	12,409.80	12,200.00	209.80-	101.72
500-420-52104	Lab Analysis	87.00	655.60	3,645.68	2,990.08	17.98
500-420-52105	Refunds-Utility Deposit	.00	203.20	2,844.73	2,641.53	7.14
500-420-52107	Permits	859.00	859.00	5,600.00	4,741.00	15.34
500-420-52108	Postage	.00	.00	650.00	650.00	.00
500-420-52109	Utilities	2,541.54	8,903.60	30,000.00	21,096.40	29.68
500-420-52110	Telephones	124.68	523.35	3,750.00	3,226.65	13.96
500-420-52114	Software Hosting Fees	804.15	3,216.60	10,000.00	6,783.40	32.17
500-420-53001	Equipment Purchase	.00	.00	48,750.00	48,750.00	.00

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
500-420-53500	Water System Improvements	.00	.00	100,000.00	100,000.00	.00
500-420-53502	Hospital Hill Line Replace	.00	4,131.15	.00	4,131.15-	.00
500-420-53503	Transmission Line Upgrade	5,064.00	9,935.00	.00	9,935.00-	.00
500-420-54005	IFA Loan Payment	139,012.75	139,012.75	140,000.00	987.25	99.29
500-420-54006	IFA Loan - Safe Drinking Water	.00	.00	20,250.00	20,250.00	.00
Total Public Works - Water:		182,993.18	381,184.56	881,452.05	500,257.49	43.25
Contingency						
500-998-58000	Contingency	.00	.00	100,000.00	100,000.00	.00
Total Contingency:		.00	.00	100,000.00	100,000.00	.00
Ending Fund Balance						
500-999-59000	Reserve for Future Expenditure	.00	.00	54,852.84	54,852.84	.00
Total Ending Fund Balance:		.00	.00	54,852.84	54,852.84	.00
Water Fund Revenue Total:		56,762.99-	800,859.50-	1,036,304.50-	235,445.00-	77.28
Water Fund Expenditure Total:		182,993.18	381,184.56	1,036,304.89	655,120.33	36.78
Total Water Fund:		126,230.19	419,674.94-	.39	419,675.33	107,608,958.97-

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Wastewater Fund						
Wastewater Fund						
510-000-40000	Beginning Fund Balance	.00	695,979.49-	103,741.31-	592,238.18	670.88
510-000-41100	Tangent Contract	.00	.00	40,000.00-	40,000.00-	.00
510-000-42039	Wastewater Fees	34,591.11-	173,287.04-	425,612.27-	252,325.23-	40.71
510-000-42041	OR DEQ Loan for WWFP	80.00-	391.74-	.00	391.74	.00
510-000-46030	Fees - Other	241.00	883.00	.00	883.00-	.00
510-000-46057	Miscellaneous	.00	.00	1,000.00-	1,000.00-	.00
510-000-47000	FEMA Region 10 Grant ER Power	.00	.00	245,753.00-	245,753.00-	.00
510-000-49012	2020 Wastewater Loan	.00	.00	600,000.00-	600,000.00-	.00
Total Wastewater Fund:		34,430.11-	868,775.27-	1,416,106.58-	547,331.31-	61.35
Public Works - Wastewater						
510-430-50010	City Administrator	1,844.34	8,901.54	21,183.83	12,282.29	42.02
510-430-50016	Utility/Court Clerk	.00	.00	6,373.00	6,373.00	.00
510-430-50018	Finance Clerk	1,673.89	9,005.26	14,204.00	5,198.74	63.40
510-430-50050	Public Works Supervisor	1,803.06	9,444.60	22,325.75	12,881.15	42.30
510-430-50052	Utility Worker III	1,000.00	5,000.00	14,852.49	9,852.49	33.66
510-430-50054	Utility Worker II	764.06	4,002.22	7,701.00	3,698.78	51.97
510-430-50058	Utility Worker I	621.04	4,005.78	9,460.68	5,454.90	42.34
510-430-51010	Employee Health Ins Benefits	1,219.32	15,953.69	21,741.49	5,787.80	73.38
510-430-51020	Retirement Benefits	.00	8,483.53	21,580.23	13,096.70	39.31
510-430-51030	Employment Taxes	616.21	5,452.14	13,228.11	7,775.97	41.22
510-430-52001	Chemicals	1,385.81	6,252.98	19,800.00	13,547.02	31.58
510-430-52002	Materials & Supplies	.00	443.49	3,500.00	3,056.51	12.67
510-430-52010	Publications-Legal Notices	.00	.00	250.00	250.00	.00
510-430-52011	System Maintenance & Repair	1,019.44	4,139.44	50,000.00	45,860.56	8.28
510-430-52013	Travel and Training	.00	287.26	1,000.00	712.74	28.73
510-430-52014	Vehicle Fuel & Maintenance	80.73	409.90	3,300.00	2,890.10	12.42
510-430-52016	Audit	2,400.00	426.00-	14,470.00	14,896.00	2.94-
510-430-52019	Contract Service	4,468.45	8,266.49	17,600.00	9,333.51	46.97
510-430-52020	Engineering Consultant	7,777.50	18,117.50	60,000.00	41,882.50	30.20
510-430-52022	Equipment Maintenance	.00	.00	2,000.00	2,000.00	.00
510-430-52030	Miscellaneous	.00	153.47	1,000.00	846.53	15.35
510-430-52101	Banking Charges	.00	211.00	2,000.00	1,789.00	10.55
510-430-52102	Dues	.00	.00	100.00	100.00	.00
510-430-52103	Insurance	.00	5,440.10	12,000.00	6,559.90	45.33
510-430-52104	Lab Analysis	.00	.00	4,000.00	4,000.00	.00
510-430-52105	Refunds-Utility Deposit	.00	135.46	.00	135.46-	.00
510-430-52106	Mileage	.00	.00	500.00	500.00	.00
510-430-52107	Permits	.00	.00	2,200.00	2,200.00	.00
510-430-52108	Postage	.00	.00	550.00	550.00	.00
510-430-52109	Utilities	1,459.70	4,702.04	15,000.00	10,297.96	31.35
510-430-52110	Telephones	124.69	523.34	2,500.00	1,976.66	20.93
510-430-52114	Software Hosting Fees	268.05	1,072.20	3,300.00	2,227.80	32.49
510-430-53002	Equipment Purchase	.00	.00	257,250.00	257,250.00	.00
510-430-53005	Wastewater System Improvement	.00	60,520.00	600,000.00	539,480.00	10.09
510-430-54004	OR DEQ Loan Repayment	.00	11,358.00	.00	11,358.00-	.00
510-430-55600	Transfer to Reserve Fund	.00	.00	1,000.00	1,000.00	.00

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Total Public Works - Wastewater:		28,526.29	191,855.43	1,225,970.58	1,034,115.15	15.65
Contingency						
510-998-58000	Contingency	.00	.00	150,000.00	150,000.00	.00
Total Contingency:		.00	.00	150,000.00	150,000.00	.00
Ending Fund Balance						
510-999-59000	Reserve for Future Expenditure	.00	.00	40,136.05	40,136.05	.00
Total Ending Fund Balance:		.00	.00	40,136.05	40,136.05	.00
Wastewater Fund Revenue Total:		34,430.11-	868,775.27-	1,415,106.58-	547,331.31-	61.35
Wastewater Fund Expenditure Total:		28,526.29	191,855.43	1,416,106.63	1,224,251.20	13.55
Total Wastewater Fund:		5,903.82-	676,919.84-	.05	676,919.89	1,353,839,680.00-

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Storm Drain Fund						
Storm Drain Fund						
520-000-40000	Beginning Fund Balance	.00	52,505.42-	45,000.00-	7,505.42	116.68
520-000-42040	Storm Drain Fees	3,315.49-	16,573.39-	40,000.00-	23,426.61-	41.43
520-000-46057	Miscellaneous	.00	.00	200.00-	200.00-	.00
Total Storm Drain Fund:		3,315.49-	69,078.81-	85,200.00-	16,121.19-	81.08
Public Works - Storm Drain						
520-440-50010	City Administrator	307.39	1,483.59	3,530.64	2,047.05	42.02
520-440-50016	Utility/Court Clerk	.00	.00	579.00	579.00	.00
520-440-50018	Finance Clerk	152.18	818.77	1,291.00	472.23	63.42
520-440-50050	Public Works Supervisor	360.61	1,888.91	4,465.15	2,576.24	42.30
520-440-50052	Utility Worker III	.00	.00	950.83	950.83	.00
520-440-50054	Utility Worker II	254.69	1,334.10	2,567.00	1,232.90	51.97
520-440-50058	Utility Worker I	207.02	1,335.28	3,153.56	1,818.28	42.34
520-440-51010	Employee Health Ins Benefits	259.01	3,370.22	4,202.39	832.17	80.20
520-440-51020	Retirement Benefits	.00	1,885.22	4,376.98	2,491.76	43.07
520-440-51030	Employment Taxes	103.21	958.90	2,280.71	1,321.81	42.04
520-440-52002	Materials & Supplies	.00	39.85	75.00	35.15	53.13
520-440-52011	System Maintenance & Repair	.00	.00	1,500.00	1,500.00	.00
520-440-52014	Vehicle Fuel & Maintenance	.00	.00	220.00	220.00	.00
520-440-52016	Audit	900.00	159.75-	5,425.25	5,586.00	2.94-
520-440-52019	Contract Service	1,675.68	3,099.94	6,500.00	3,500.06	46.97
520-440-52020	Engineering Consultant	.00	682.00	.00	682.00-	.00
520-440-52023	Equipment Rental/Lease	.00	.00	220.00	220.00	.00
520-440-52101	Banking Charges	.00	71.87	250.00	178.13	28.75
520-440-52103	Insurance	.00	1,105.10	350.00	755.10-	315.74
520-440-52114	Software Hosting Fees	89.35	357.40	1,200.00	842.60	29.78
520-440-55600	Transfer to Reserve Fund	.00	.00	250.00	250.00	.00
Total Public Works - Storm Drain:		4,309.14	18,271.40	43,488.51	25,217.11	42.01
Contingency						
520-998-58000	Contingency	.00	.00	25,000.00	25,000.00	.00
Total Contingency:		.00	.00	25,000.00	25,000.00	.00
Ending Fund Balance						
520-999-59000	Reserve for Future Expenditure	.00	.00	16,710.86	16,710.86	.00
Total Ending Fund Balance:		.00	.00	16,710.86	16,710.86	.00
Storm Drain Fund Revenue Total:		3,315.49-	69,078.81-	85,200.00-	16,121.19-	81.08
Storm Drain Fund Expenditure Total:		4,309.14	18,271.40	85,199.37	66,927.97	21.45
Total Storm Drain Fund:		993.65	50,807.41-	.63-	50,806.78	8,064,668.25

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
System Development Fund						
System Development Fund						
530-000-40000	Beginning Fund Balance	.00	1,437,636.49-	1,411,119.15-	26,517.34	101.88
530-000-42141	Park	.00	.00	5,480.00-	5,480.00-	.00
530-000-42142	Street Imp.	.00	.00	30,265.00-	30,265.00-	.00
530-000-42143	Water Imp.	.00	.00	15,675.00-	15,675.00-	.00
530-000-42144	WW Imp.	.00	.00	1,855.00-	1,855.00-	.00
530-000-42145	Storm Drain Fees	.00	.00	1,585.00-	1,585.00-	.00
530-000-42243	Water Reimbursement	.00	.00	85.00-	85.00-	.00
530-000-42244	WW Reimbursement	.00	.00	220.00-	220.00-	.00
530-000-46030	Fees - Other	80.11	293.85	4,372.80-	4,666.65-	6.72-
530-000-49100	Transfer in from General Fund	.00	.00	41,807.00-	41,807.00-	.00
Total System Development Fund:		80.11	1,437,342.64-	1,512,463.95-	75,121.31-	95.03
System Development Fund						
530-100-55100	Transfer to General Fund	.00	.00	100,000.00	100,000.00	.00
Total :		.00	.00	100,000.00	100,000.00	.00
Ending Fund Balance						
530-999-59000	Reserve for Future Expenditure	.00	.00	1,412,463.95	1,412,463.95	.00
Total Ending Fund Balance:		.00	.00	1,412,463.95	1,412,463.95	.00
System Development Fund Revenue Total:		80.11	1,437,342.64-	1,512,463.95-	75,121.31-	95.03
System Development Fund Expenditure Total:		.00	.00	1,512,463.95	1,512,463.95	.00
Total System Development Fund:		80.11-	1,437,342.64-	.00	1,437,342.64	.00

Account Number	Title	2024-24 Current year Period Actual	2024-24 Current year Actual	2024-25 Current year Budget	2024-24 Current year Remaining	2024-24 Current year Percent
Reserve Fund						
Reserve Fund						
600-000-40000	Beginning Fund Balance	.00	137,200.46-	127,300.00-	9,900.46	107.78
600-000-49100	Transfer from General Fund	.00	.00	5,000.00-	5,000.00-	.00
600-000-49200	Transfer from Street Fund	.00	.00	250.00-	250.00-	.00
600-000-49500	Transfer from Water Fund	.00	.00	1,000.00-	1,000.00-	.00
600-000-49520	Transfer from Storm Drain Fund	.00	.00	250.00-	250.00-	.00
Total Reserve Fund:		.00	137,200.46-	133,800.00-	3,400.46	102.54
Ending Fund Balance						
600-999-59000	Reserve for Future Expenditure	.00	.00	64,000.00	64,000.00	.00
Total Ending Fund Balance:		.00	.00	64,000.00	64,000.00	.00
Reserve Fund Revenue Total:		.00	137,200.46-	133,800.00-	3,400.46	102.54
Reserve Fund Expenditure Total:		.00	.00	64,000.00	64,000.00	.00
Total Reserve Fund:		.00	137,200.46-	69,800.00-	67,400.46	196.56
Total Asset:		.00	.00	.00	.00	.00
Total Liability:		.00	.00	.00	.00	.00
Total Equity:		.00	.00	.00	.00	.00
Total Revenue:		377,523.28-	5,825,198.56-	7,462,895.03-	1,637,696.47-	78.06
Total Expenditure:		276,058.14	908,428.75	7,323,023.46	6,414,594.71	12.41
Grand Revenue Total:		377,523.28-	5,825,198.56-	7,462,895.03-	1,637,696.47-	78.06
Grand Expenditure Total:		276,058.14	908,428.75	7,323,023.46	6,414,594.71	12.41
Grand Totals:		101,465.14-	4,916,769.81-	139,871.57-	4,776,898.24	3,515.20



Account Statement - Transaction Summary

For the Month Ending November 30, 2024

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Asset Summary		
	November 30, 2024	October 31, 2024
Oregon LGIP	4,307,756.56	4,481,918.43
Total	\$4,307,756.56	\$4,481,918.43

Oregon LGIP	
Opening Balance	4,481,918.43
Purchases	275,838.23
Redemptions	(450,000.10)
Closing Balance	\$4,307,756.56
Dividends	18,033.07



Account Statement

For the Month Ending **November 30, 2024**

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
Oregon LGIP					
Opening Balance					
11/01/24	11/01/24	LGIP Fees - Received ACH (1 @ \$0.10 - From 4333) - October 2024	1.00	(0.10)	4,481,918.33
11/07/24	11/07/24	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	41,240.28	4,523,158.61
11/08/24	11/08/24	SFMS Fr:OLCC OLCC Tax (Liquor)	1.00	1,280.24	4,524,438.85
11/13/24	11/13/24	SFMS Fr:Administrative Services, Dept of City Cigarette Tax	1.00	79.55	4,524,518.40
11/15/24	11/15/24	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	46,307.77	4,570,826.17
11/19/24	11/19/24	ODOT - ODOT PYMNT	1.00	9,919.29	4,580,745.46
11/19/24	11/19/24	Redemption - ACH Redemption	1.00	(450,000.00)	4,130,745.46
11/22/24	11/22/24	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	135,751.78	4,266,497.24
11/25/24	11/25/24	SFMS Fr:Administrative Services, Dept of Revenue Sharing Tax	1.00	3,318.80	4,269,816.04
11/27/24	11/27/24	Transfer from BENTON COUNTY - BENTON COUNTY FINANCE DEPT	1.00	19,907.45	4,289,723.49
11/29/24	12/02/24	Accrual Income Div Reinvestment - Distributions	1.00	18,033.07	4,307,756.56
					4,481,918.43



For the Month Ending November 30, 2024

Account Statement

ADAIR VILLAGE CITY OF - ADAIR VILLAGE CITY OF - 4333

Trade Date	Settlement Date	Transaction Description	Month of November	Fiscal YTD July-November	Share or Unit Price	Dollar Amount of Transaction	Balance
Closing Balance							
Opening Balance			4,481,918.43	4,348,803.39		4,307,756.56	
Purchases			275,838.23	408,953.72		4,409,850.82	
Redemptions			(450,000.10)	(450,000.55)		4.99%	
Closing Balance			4,307,756.56	4,307,756.56			
Dividends			18,033.07	95,707.15			
							4,307,756.56

Closing Balance
Average Monthly Balance
Monthly Distribution Yield



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
409 SW 10th Street
Newport, OR 97365

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

#1
(7)



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
409 SW 10th Street
Newport, OR 97365

PROPOSED ENGINEERING SCOPE OF SERVICES

Date: July 14, 2023

Work Order Number: TBD

To: Katy Wright, Office Manager, Glide Water Association (GWA)

From: Matthew Boley, P.E. Rogue Valley Senior Engineer, Civil West Engineering Services, Inc.

RE: **Glide Water District – Consulting Engineering Services for Glide Water Association Water Master Plan**

Introduction

The purpose of this Scope of Services is to describe the approach and fees proposed by Civil West Engineering Services Inc. (CWES) to complete a Water Master Plan (WMP) for Glide Water Association (GWA) associated ID OR41 00326. GWA operates a Water Treatment Plant and a water distribution system that draws water from North Umpqua River. GWA's previous WMP was completed by Kennedy /Jenks Consultants in December of 2004 with a planning horizon of 20 years which brings us now to a new planning cycle be developed and prepare GWA for the next 20 years.

Background Summary

The Glide Water Association (GWA) is taking a proactive approach in preparing for the future of their infrastructure, growth planning and system analysis to determine the necessary steps that need to be taken in order to remain compliant with State and Federal Requirements and prepare for the anticipated growth of their customer base. Civil West Engineering Services Inc. (CWES) and GWA have come to enjoy the collaborative synergy developed while working on current projects and feel that moving forward with a new master plan will be of great value for the future of the water system. CWES is uniquely qualified in the analysis and planning of small water systems that are preparing for potential growth. Currently GWA is experiencing the pressure of growth and the need for system expansion to meet the growing demand for potable water to their customer base. We are certain that CWES & GWA can meet the growing demand of its residential and commercial customers with comprehensive planning and the availability of source funding.

Project Methodology based on teamwork:

To achieve the goals outlined in this proposal CWES will engage the following tasks, techniques, and activities during and after this project is completed:

1. Clear and Open Communication:

- Regular meetings and discussions with utility staff to gather information, understand their needs and concerns, and ensure their active involvement throughout the planning process.
- Effective communication of technical concepts and recommendations in a clear and understandable manner, fostering transparency and facilitating informed decision-making.
- Provision of opportunities for staff feedback, questions, and input to ensure that their expertise and perspectives are considered in the planning process.

2. High-Quality Technical Engineering Support and Analysis:

- Conduct a comprehensive assessment of the existing water system, including infrastructure, operations, and maintenance practices.
- Utilize advanced engineering tools and models to analyze system performance, identify deficiencies, and evaluate potential solutions.
- Consider various factors such as water demand projections, population growth trends, regulatory requirements, and environmental considerations in the technical analysis.
- Provide accurate and reliable data analysis, simulations, and forecasts to support decision-making.

3. Practical, Feasible, and Cost-Effective Solutions:

- Identify and evaluate a range of alternatives to address identified deficiencies in the water system.
- Assess the technical feasibility, environmental impacts, and economic viability of each alternative.
- Consider lifecycle costs, operation and maintenance requirements, and long-term sustainability in selecting the most appropriate solutions.
- Present clear and concise recommendations that prioritize practicality, feasibility, and cost-effectiveness while addressing the system's current and future needs.

By following this approach, CWES aims to develop a planning document that not only fulfills the regulatory requirements but also serves as a valuable roadmap for managing growth, optimizing resources, and ensuring the delivery of high-quality water services to both current and future clients of the water system.

Part A – Task Description

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

Water Master Planning – Engineering Services

Task 1 – Project Management and Meetings –

- 1.1 - Project Management** - Civil West will manage the project by coordinating with the utility and pertinent agencies, and planning and organizing our efforts to maximize the goals of the utility. Civil West recognizes the importance of clear and consistent communication with our clients. We provide written monthly progress reports to our clients, so they know the status of the work we are performing and our plans for upcoming work.

1.2 - Project Meetings - Civil West will arrange and attend meetings as necessary for collaboration and information sharing and to discuss problematic study obstacles that may arise. At a minimum, four formal meetings with utility management and operators will be attended:

- A Study Kick-Off Meeting will be used to convey initial project information and to clarify schedules and lines of communication.
- Draft plan submission meeting.
- Draft plan review meeting.
- Public Board Meeting to present and discuss the Draft Master Plan. Comments received will be addressed in the final Plan.

Task 2 – Water Master Plan –

2.1 – Existing Water System Analysis – The Civil West team will visit the area to confirm their understanding of the water system. The Utility will provide staff familiar with the system and area to guide the Civil West team. Data, maps, and any other useful information will be conveyed from the utility to Civil West. Civil West will describe, evaluate, and summarize each component of the existing water system. Identified deficiencies will be quantified, discussed, summarized, and improvements recommended.

- Source of Supply
- Water Quality/Treatment
- Water Storage
- Distribution System
- Financial and Operational Management

2.2 – GIS Map and Inventory – Civil West will create a comprehensive GIS system map depicting the existing water system infrastructure. We will accomplish this by utilizing county shape files and field surveyed GPS data with an accuracy of sub-1-meter, Civil West intends to map the locations of water meters, valves, hydrants, and other important water infrastructure items. To ensure the efficient and accurate mapping of the water infrastructure, we ask that the Glide Water Association provide at least one public works employee throughout the survey process. Having a public works employee accompany the Civil West team member during survey can help ensure that the mapping process is smooth and all relevant infrastructure items are properly identified. The field survey is estimated to take up to 5 full days followed by compiling that data into an AutoCAD and Shapefile to be used in the planning document and distributed to the Glide Water Association for operations use.

2.2 – Regulatory Environment – Civil West will assist the water association in identifying regulatory and technical issues that may exist with the current water system by comparing it to current public water system regulations required by The Oregon Health Authority. Civil West will also help to identify any deficiencies and if necessary, prepare a list of improvements that may be needed to ensure compliance. Any unique responsibilities discovered that are specific to GWA will also be discussed to ensure full awareness and readiness. The process will require access to operational data and regular communication with the association.

2.3 – Water Use and Project Demands – Civil West will analyze the existing water usage for residential, industrial, and other sectors with a categorical summary. Civil West will prepare a multi-sector water demand 20-Year Projection of future water demands based on predicted population growth derived from statistical models. Included in this task will be fire demand projections based on the collected statistical

data. Any potential issues where the system may struggle or fail to meet future demands, such as insufficient volume / capacity or infrastructure that will likely fail due to years of use and fatigue. We will develop options and recommendations to mitigate these system issues as part of our collaborative future capital improvement schedule.

2.4 – Design Criteria and Cost Basis – Civil West has a proven design system of Regulatory and practical baseline criteria that will provide the framework for the design process, taking into account both functional requirements and financial considerations. The design criteria will guide the design decisions, while the cost basis ensures that the designs remain within a viable budget in consideration of potential financial & funding constraints. We will consider both aspects simultaneously, so our designers will create effective and cost-efficient solutions for proposed system improvements.

2.5 – Analysis and Improvement Alternatives – Capital Improvement Plan (CIP) - Engineering and financial alternatives will be presented to correct identified water system deficiencies and achieve system expansion to meet anticipated growth. After evaluating all aspects of the water system (intake/source, treatment, storage, and distribution), Civil West, in conjunction with utility staff, will create a CIP for the water system. A cost-effective and practical recommendation will be presented that improves deficiencies, adequately serves the residents, and anticipates growth and expansion. The recommended alternative will include associated costs. A phasing plan may also be developed.

2.6 – Project Financial Scenarios - The recommended project will include a description of possible funding sources and scenarios. Federal/ state/private financing assistance programs will be discussed and considered. Local financing impacts (possible user rate increase) will also be estimated. The existing water rate structure will be reviewed, and recommendations made if necessary. System Development Charges (SDCs) may also be looked at and a separate analysis conducted to determine these costs.

2.7 – Seismic Risk Assessment and Mitigation Plan (SRAMP) - OHA has very specific guidelines for preparing the SRAMP which CW is intimately familiar with. CW will identify critical water supply locations/infrastructure and potential seismic geohazards, perform a preliminary assessment of facility risk, evaluate pipeline fragility, and prepare a Capital Improvement Plan (CIP) for addressing found issues.

Task 3 – Prepare Master Plans – Civil West will prepare a Water Master Plan in accordance with Oregon Health Authority, Drinking Water Services, Master Plan requirements. The Plan will summarize recommended water improvement alternatives and costs. The Plan will be developed in two steps. A Draft (90% level) Plan will be prepared and submitted to GWA prior to the Public Meeting.

The utility will review and be prepared to discuss comments and requests for revisions in the meeting. Following the Public Meeting and receipt of comments from GWA (and the public), Civil West will make final revisions and prepare the Final Master Plan. The final version of the Plan will be transmitted to OHA for their review and approval.

Proposed Budget

Task	Summary of Proposed Engineering Cost:	Budget
1	Project Management and Meetings	
1.1	Project Management	\$4,600.00
1.2	Project Meetings	\$8,216.00
2	Water Master Plan	
2.1	Existing Water System Analysis	\$8,420.00
2.2	GIS Map and Inventory	\$19,920.00
2.2	Regulatory Environment	\$3,680.00
2.3	Water Use and Project Demands	\$11,900.00
2.4	Design Criteria and Cost Basis	\$3,680.00
2.5	Analysis and Improvement Alternatives- Capital Improvement Plan (CIP)	\$13,640.00
2.6	Project Financial Scenarios	\$3,680.00
2.7	Seismic Risk Assessment and Management Plan (SRAMP) (SIPP Grant)	\$20,090.00
3	Prepare Master Plan	\$16,112.00
	Total Proposed Budget	\$113,938.00

Schedule

We have prepared the following preliminary project schedule with work beginning in 2023. The schedule is an estimate only and may be modified at the kickoff meeting.

Proposed Schedule:

Kickoff meeting August 2023
 Field reconnaissance and information gathering September 2023
 Water system evaluation December 2023
 Draft Report for review and comments March 2024
 Public meeting for input and discussion on the Draft Report April 2024
 Comments Received May 2024
 Final Water Report to City and OHA submitted August 2024

The schedule shown above is preliminary in nature and may vary depending on any number of issues. This schedule can be modified to meet budgetary and scheduling constraints of the city and their other projects.

We are grateful for this opportunity to provide these services to the Glide Water Association. We are prepared to begin work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Manny Ramos, Principal
Rogue Valley Regional Manager

Date: _____

Authorized Signature Approving Scope & Fee
Glide Water Association
Print Name: _____



Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$412
Principal Engineer	\$170
Regional Manager	\$165
Senior Project Manager	\$160
Senior Project Engineer	\$150
Senior Engineering Technician	\$124
Project Manager	\$155
Project Engineer	\$138
Staff Engineer	\$118
Engineering Technician	\$87
Drafter	\$78
Inspector 1	\$160
Inspector 2	\$138
Inspector 3	\$118
Engineering Intern	\$52
Clerical	\$54
Surveying	
Senior Surveyor (PLS)	\$155
Senior Survey Technician	\$124
Survey Technician	\$108
1-person Survey Crew	\$165
2-person Survey Crew	\$194
3-person Survey Crew	\$232
REIMBURSABLES	
Mileage - or current IRS Rate	\$0.655
Survey Equipment	\$225/day
GIS Data Collection Unit	\$125/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	

H2
(6)



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

ENGINEERING SCOPE OF SERVICES

Exhibit B
Task Order #1

Date: December 1, 2022

To: Heidi Bell, City Manager, City of Sheridan (City)

From: Keven Shreeve, PE, Principal, Civil West Engineering Services, Inc. (CWES)

RE: **Task Order #1: Water System Master Plan Update and SRAMP (Plan)**

The purpose of this Scope of Services is to describe the approach and costs proposed by Civil West to complete a Water Master Plan Update (WMPU) for the City of Sheridan (OR 41-00811) to be accepted by the Oregon Health Authority (OHA). This Exhibit B, Task Order #1, is made a part of the Agreement for Engineering Services dated October 17, 2022.

Background Summary

There is an existing March 2007 Water Master Plan. The City was granted \$185,000 from County ARPA funds (plus \$10,000 from City funds) for an update to this 2007 plan. The City of Sheridan, located in Yamhill County, has access to an abundance of water. Drinking water comes from the South Yamhill River and from springs on Stoney Mountain to the north. The City has a 60-million-gallon water impoundment (Stoney Mountain Reservoir), that is presently not being used for a water source, and a Level 2 water treatment plant (conventional filtration). There are approximately 1,526 water connections.

The planning process will identify emergency accommodations and develop solutions to solve identified concerns and problems. Through the planning process, we will consider redundant services in an emergency, including pump stations, pipeline sizes, looping, etc. If FEMA funding is a possibility, it is important a sound and logical case be made in the planning document for emergency projects so funding through FEMA and other sources can be optimistically pursued.

Through the planning process land use will play a significant role in population projections and subsequent infrastructure sizing and redundancy. Working with City Staff, utilizing a comprehensive plan, and understanding land use laws will guide the planning process where infrastructure (pipeline routing and sizes, etc.) should be anticipated.

Part A: Scope of Work

1. **Task 1 – Project Management:** We will provide the necessary project management and administrative services to conduct an orderly and well-managed project and to ensure quality and timeliness of deliverables. We will coordinate with the City regularly as necessary.
2. **Task 2 – Project Meetings:** Civil West will arrange and attend meetings as necessary for collaboration and information sharing and to discuss problematic study obstacles that may arise. At a minimum, four formal meetings will be organized and attended:
 - a) Kick-Off Meeting used to convey initial project information and to clarify schedules and lines of communication.
 - b) 30% review and coordination meeting to discuss initial findings and recommendations before writing a report draft (via video conferencing).
 - c) Draft (65%) Master Plan review meeting (City workshop).
 - d) Draft (90%) Master Plan review meeting (City workshop or City Council).
3. **Task 3 – Water System Evaluation and Master Plan Development:** Major subtasks that will be included in the water system evaluation effort include:
 - a) **Kick-off, Data Collection, Site Visits, and System Overview:** The Civil West team will visit the area to obtain firsthand understanding of the water system. The City will provide staff familiar with the system and area to guide the Civil West team. Data, maps, information, and any other useful information of the existing system will be conveyed from the City to Civil West. A drive to the Stoney Mountain Reservoir will be made.
 - b) **Water System Mapping.** The first major step will be to receive a water system map, showing all components of the system in particularly the pipeline distribution system. In addition to distribution piping, we will also obtain from GSI spatial data of water right sources with which we will ground truth (hike and physically locate the points of diversion) and create a water source GIS map.
 - c) **Design Criteria, Water Use, and Projected Demands:** Regulatory and practical baseline criteria will be documented and established in which the existing system will be evaluated against, and recommended improvements suggested. Current water demands will be quantified and summarized. Population and water demand for the 20-year planning horizon will be projected utilizing the state approved Population Research Center “coordinated population forecast” as is required by state planning requirements as a basis. Each of the water system components will be evaluated against anticipated growth. Identified deficiencies and needed improvements will be quantified and discussed.
 - d) **Regulatory Environment:** Civil West will identify any regulatory (may include agencies such as OHA, EPA, Drinking Water Services, ODFW, and Army Corp) and technical concerns related to the water system and report them to the City. Current and anticipated future public water system regulations will be compared with the current water system. Any deficiencies found will be included in any proposed system improvements. Unique responsibilities of the City that may come to light will be discussed.
 - e) **Water System Engineering:** Civil West will describe, evaluate, and summarize each component of the existing water system and present improvement alternatives to address deficiencies and future



conditions. Identified deficiencies will be quantified, discussed, summarized, and improvements recommended. An analysis of available engineering and financial alternatives for maintenance and system improvements will be done. The water system components that will be evaluated are:

- **Source(s) of Supply.** Surface (South Yamhill River) and groundwater (springs and wells) sources will be documented and evaluated. Stoney Mountain Reservoir will be studied and evaluated as a large water provider. We will work with GSI to document and verify the sources of water and created a GIS map. CWES will direct the City as to what water sources are to be tested and what tests performed.
- **Water Rights.** The current surface and groundwater rights will be reviewed to determine if the quantity of water right is sufficient for future projections (regional too). Should additional water rights be required or anticipated, it will be noted. We will work and coordinate with GSI on their research and findings and include such information in the Water Master Plan. We will quantify and summarize all water rights in the Master Plan and strategize with the City how to best take advantage of and utilize all the water the City has.
- **Water Quality/Treatment.** The current treatment facility will be studied and capacity, efficiency, and operations/maintenance will be evaluated. A new treatment plant will be considered in conjunction with the full development of Stoney Mountain Reservoir. Two to three sites will be identified and cost estimates performed. There will also be a review and recommendation if Level 3 is needed in the future.
- **Water Storage.** Civil West will develop and calculate storage needs, for present and future water demands for the City. Fire protection and development growth will be a primary component of the calculated storage volume.
- **Distribution System.** It will be necessary to obtain from MSA the existing water system model. From the system map created and the computer hydraulic model of the water system obtained from MSA, we will evaluate the hydraulic performance, fire flow capacities, pressure levels and issues, and other performance aspects of the distribution system required by OHA for water master plans. Field measurements and data will be used to calibrate the computer model and confirm the accuracy of the model. The water model will be used to optimize and suggest needed improvements and future expansions. Review of the distribution system will entail: Evaluation of the water distribution system and identification of deficiencies; Optimization of the distribution pipeline routings and sizes and identification of potential bottlenecks; review of pressure zones and booster stations (if necessary); and service to potential development areas. Metered water usage records will be obtained from the City in order to perform a water loss analysis.

The computer water model created will be used to also evaluate interconnecting pipe routes and sizes to adjoining water systems. Civil West will be in a position to evaluate pipeline routings for interconnecting certain other water systems (e.g. Willamina).

- f) **Analysis and Improvement Alternatives – Capital Improvement Plan (CIP):** Engineering and financial alternatives will be presented to correct identified water system deficiencies and achieve system expansion to meet any anticipated growth. Viable alternatives will be fully developed, and cost estimates prepared to identify the cost of implementation. After evaluating all components of the water system, Civil West, in consultation with City staff, will create a CIP for the water system. Cost-effective and practical recommendations will be presented that improves deficiencies, adequately



serves the residents, and anticipates growth and expansion. The recommended alternative will include associated costs. A phasing plan may also be developed. For final approval by Sheridan City Council.

- g) **Project Financial Scenarios:** Recommended improvements will include a description of possible funding sources and scenarios. Federal/state/private financing assistance programs will be discussed and considered. Local financing impacts (possible user rate increase) will be estimated. The existing water rate structure will be reviewed and recommendations made if necessary.
4. **TASK 4 – Seismic Risk Assessment and Mitigation Plan (SRAMP):** Every community water system with more than 300 connections who submits a water system master plan is required to conduct “a seismic risk assessment and mitigation plan for water systems fully or partially located in areas identified as VII to X, inclusive, for moderate to very heavy damage potential using the Map of Earthquake and Tsunami Damage Potential for a Simulated Magnitude 9 Cascadia Earthquake, Open File Report 0-13-06, Plate 7 published by the State of Oregon, Department of Geology and Mineral Industries.” The City of Sheridan is within area VII and therefore is required to prepare a SRAMP. CWES will prepare a Seismic Risk Assessment and Mitigation Plan. Work will be done according to Oregon Health Authority (OHA) instructions and guidelines.
5. **TASK 5 – Prepare Master Plan:** Civil West will prepare a Water Master Plan Update in accordance with Oregon Health Authority, Drinking Water Services, Master Plan requirements. The Plan will summarize recommended water improvement alternatives and costs. The Plan will be developed and approved as follows:
- a) 30% review and coordination meeting to discuss initial findings and recommendations before writing a report draft (via video conferencing).
 - b) A Draft (65% level) Master Plan will be prepared and submitted to the City for review and comments. Civil West will attend a staff workshop to discuss the contents of the draft report. Comments received will be incorporated into the 90% Plan.
 - c) A Draft (90% level) Master Plan will be prepared and submitted to the City for review and comments. Civil West will attend either a staff workshop or a City Council workshop to discuss the contents of the draft report. Comments received will be incorporated into the Final Plan.
 - d) Following comments from the City, Civil West will make final revisions and prepare the Final Master Plan and SRAMP and transmit to the City and OHA.
 - e) CWES will coordinate with OHA to resolve any questions or comments they may have. Acceptance from OHA will be obtained.
 - f) CWES will work with the City of Sheridan to resolve any questions or concerns in order for the City Council to adopt the Plan.

TASK 5 – Reimbursables: Mileage, per diem, lodging, copies, etc. as incurred.

Part B: Work Not Included

The following is information that will be provided by the City (as noted) or not included in this scope of work.

1. GSI will compile spatial data on the authorized points of diversion under the City’s water rights. The shapefile will be provided to CWES so additional water source maps or spatial info can be created. GSI will evaluate water right dates and beneficial use to ensure water rights stay active.
2. Obtain from MSA the computer water model of the water system.



Sheridan Water Master Plan – Task Order #1 Scope of Services

3. Public Involvement. If public outreach and involvement is desired or deemed necessary, CWES will be available to attend and present at such public meeting(s).
4. Laboratory fees associated with water characterization.
5. Preparation of engineering design drawings or technical specifications suitable for construction.
6. Permitting, easement creation, and boundary/topographic surveys.
7. Geotechnical investigations.
8. Potholing and/or other subsurface exploration via borings or other methods.
9. Environmental-related work.
10. Any permit and review fees required by state agencies.

Part C: Project Fee Proposal (Lump Sum)

We propose the above work be performed for a lump sum, not-to-exceed amount of \$200,000. CWES will invoice the City on a monthly basis based on the percentage of completion. If additional work is requested, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2022 Rate Schedule attached hereto. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Part D: Project Schedule

Kick-off Meeting	January 2023
Information from City	February 2023
Design Criteria / Existing System Evaluation	April 2023
Recommendations	June 2023
SRAMP	August 2023
65% Draft (Capital Improvement Plan / Financial Analysis	September 2023
90% Draft – Water Master Plan Update / SRAMP	October 2023
Final Draft, Submit to OHA	December 2023
OHA Concurrence	February 2024
City of Sheridan adoption	April 2024

We are grateful for this opportunity to provide these services to the City. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach.

Sincerely,
Civil West Engineering Services, Inc.



Keven T. Shreeve, PE
North Coast Regional Manager



12/19/2022
Date

Authorized Representative Signature Accepting Scope of Services Agreement for City Engineering Support dated October 17, 2022



Sheridan Water Master Plan – Task Order #1 Scope of Services

Civil West Engineering Services, Inc. - 2022 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$170
Regional Manager	\$165
Senior Project Manager	\$160
Senior Project Engineer	\$149
Senior Engineering Technician	\$124
Project Manager	\$155
Project Engineer	\$138
Staff Engineer	\$117
Engineering Technician	\$86
Drafter	\$75
Inspector 1	\$160
Inspector 2	\$140
Inspector 3	\$120
Engineering Intern	\$52
Clerical	\$52
Surveying	
Senior Surveyor (PLS)	\$155
Senior Survey Technician	\$124
Survey Technician	\$106
1-person Survey Crew	\$165
2-person Survey Crew	\$194
3-person Survey Crew	\$230
REIMBURSABLES	
Mileage	\$0.56 - or current IRS Rate
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost



H3
(6)



Rogue Valley Office
830 O'Hare Parkway, Ste. 102
Medford, OR 97504
541-326-4828

Albany Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

Coos Bay Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Newport Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: October 18, 2023 Work Order Number:

To: Mark Daniel, City Manager, City of Mt. Angel

From: Matthew Wadlington, PE, Willamette Valley Regional Manager, Civil West Engineering Services, Inc.

RE: **Water Master Plan – Scope of Services**
Civil West Project Number: TBD

This document has been prepared to outline the scope of services that Civil West offers to the City of Mt. Angel associated with water system master planning during the 2023/2024 fiscal year.

Background Summary

The City of Mount Angel provides potable water to customers within the City, serving a population of 3,395 customers with approximately 1,000 water connections. The City's current Water Master Plan was updated in 2010 by Murray, Smith and Associates, Inc.. OAR 333-061-0060 (5)(a) requires that City's 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 (13 years) 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 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.

City of Mount Angel
Water Master Plan - Scope of Services

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

- o 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

- o The City has an existing digital map of their water system that will be made available to Civil West. The map may not be complete, and we will work with staff to augment the existing map by adding missing or new information and update the distribution system layout so that it can be properly analyzed. Field mapping to complete the map may be necessary but will be evaluated upon receipt of current mapping. No field mapping is included in this scope but can be added if required and approved by the City.

3.3. Water System Modeling

- o Upon updating of the mapping, 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

- o We will prepare general background information in the study including local planning information, historic population trends, local socioeconomic 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 also 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

- o 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 on sales records.

3.6. Water System Evaluation

- o 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. Consideration of Alternatives

- o 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.

3.8. Recommendations and CIP

- o 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.

3.9. Financial Evaluation and Update

- o 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 to 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 system users.

3.10. Coordination, Review, and Approval

- o 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.

3.11. Seismic Risk Assessment and Mitigation Plan (SRAMP)

- o 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 critical 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.

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 report to the City Council and the public. The number of auxiliary meetings shall not exceed four (4) and shall include no more than two (2) people for two (2) hours per meeting.

City of Mount Angel
Water Master Plan - Scope of Services

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 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	\$5,428
2	Kick-off Meeting and Data Acquisition	\$8,268
3	Water Master Plan	\$77,898
4	Meetings	\$3,744
5	Reimbursables	T&M
Total		\$95,338

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 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:

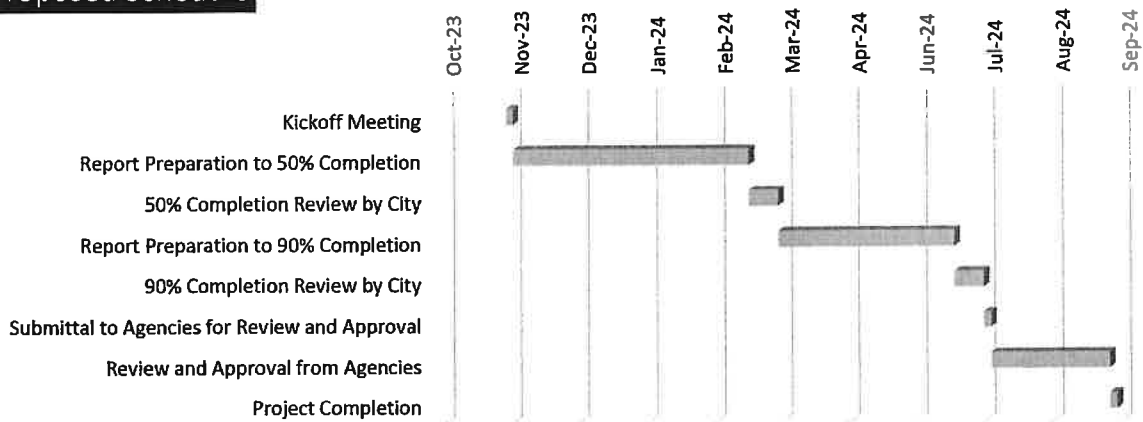
- Development of a GIS infrastructure map
- Topographic or boundary surveys
- Regulatory review or permitting fees
- Review and or assessment (SRAMP) of any other facility besides water facilities, fire and police department building(s), public works building(s) and City Hall building.
- Review of any water facilities outside of the City water system.
- Structural or Geotechnical Engineering services/evaluations.
- Anything not specifically mentioned in the scope of services

City of Mount Angel
Water Master Plan - Scope of Services

Part C: Project Schedule

The following schedule is provided as a preliminary schedule for the City's consideration. This schedule was developed assuming an authorization date of November 3, 2023.

Proposed Schedule



The schedule shown above is preliminary and may vary depending on any number of issues. This schedule can be modified to meet budgetary and scheduling constraints of the City and their other projects.

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
Willamette Valley Regional Manager

Authorized Signature Accepting Scope of Services & Fee

November 7, 2023

Date



Exhibit A

Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$175
Regional Manager	\$170
Senior Project Manager	\$165
Senior Project Engineer	\$153
Senior Engineering Technician	\$128
Project Manager	\$160
Project Engineer	\$142
Staff Engineer	\$120
Engineering Technician	\$88
Drafter	\$77
Inspector 1	\$165
Inspector 2	\$144
Inspector 3	\$124
Engineering Intern	\$54
Clerical	\$54
Surveying	
Senior Surveyor (PLS)	\$160
Senior Survey Technician	\$128
Survey Technician	\$109
1-person Survey Crew	\$170
2-person Survey Crew	\$200
3-person Survey Crew	\$237
REIMBURSABLES	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	

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South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

PROPOSED ENGINEERING SCOPE OF SERVICES

Attachment A

Date: November 4, 2023

To: Vanessa West, Board President, Mapleton Water District (District)
88151 Riverview Ave, Mapleton, OR 97453
vwest@mapletonwd.org

From: Keven Shreeve, PE, Principal, Civil West Engineering Services, Inc. (CWES)

RE: **Water System Master Plan (Plan)**

The purpose of this Scope of Services is to describe the approach and costs proposed by CWES to complete a Water Master Plan (WMP) for the Mapleton Water District (MWD, OR 41-00507).

Background Summary

MWD represents a small rural community along the Siuslaw River located at the intersection of Highway 126 and Highway 36 in Lane County, Oregon and is approximately 15 miles east of Florence along Highway 126. Mapleton has a small water treatment facility that provides potable water for their community of about 600 residents through 244 connections. Raw water is supplied by an intake on Berkshire Creek which is a tributary of the Siuslaw River. The treatment plant produces potable water at a rate of 120 gallons per minute (gpm) and the finished water is pumped to two finished water storage reservoirs prior to distribution. The average daily production is approximately 200,000 gallons per day (gpd). City has indicated that the average billed customer usage is roughly half of the amount of water leaving the WTP. The difference is lost through leaks in the system.

The Mapleton Water District has an aging water system. Most of the distribution pipeline is asbestos concrete (AC) pipe, with some areas with PVC pipe where the AC pipe has outright failed and needed to be repaired. It is estimated that approximately 5 miles of distribution main will have to be replaced to eliminate the extent of the aged, leaking AC pipe.

MWD needs a water master plan to identify and quantify system deficiencies and make recommendations for upgrades to the water system. The master plan will outline the upgrades and provide engineering cost estimates and a capital improvement plan which can be used to address these issues.

Part A: Scope of Work

1. **Task 1 – Project Management:** We will provide the necessary project management and administrative services to conduct an orderly and well-managed project and to ensure quality and timeliness of deliverables. We will coordinate with the District regularly as necessary.

2. **Task 2 – Water System Evaluation and Master Plan Development:** Major subtasks that will be included in the water system evaluation effort include:
- a) **Kick-off, Data Collection, Site Visit, and System Overview:** The Civil West team will visit the area to obtain firsthand understanding of the water system. The District will provide staff familiar with the system and area to guide the Civil West team. Data, maps, information, and any other useful information about the existing system will be conveyed from the District to Civil West.
 - b) **Design Criteria, Water Use, and Projected Demands:** Regulatory and practical baseline criteria will be documented and established in which the existing system will be evaluated against and recommended improvements suggested. Current water demands will be quantified and summarized. Population and water demand for the 20-year planning horizon will be projected utilizing the state approved Population Research Center “coordinated population forecast” as is required by state planning requirements as a basis. Each of the water system components will be evaluated against anticipated growth. Identified deficiencies and needed improvements will be quantified and discussed.
 - c) **Water System Engineering:** Civil West will describe, evaluate, and summarize each component of the existing water system and present improvement alternatives to address deficiencies and future conditions. Identified deficiencies will be quantified, discussed, summarized, and improvements recommended. An analysis of available engineering and financial alternatives for maintenance and system improvements will be done. The water system components that will be evaluated are:
 - **Source(s) of Supply.** Surface water sources will be evaluated (existing source and a new source) as well as the possibility of groundwater source. There is a known fear of landslide and possible disruption of the existing raw water pipeline. Geotechnical and hydrogeological studies and research are not included in this work.
 - **Water Rights.** The current surface water right will be reviewed to determine if the quantity of water right is sufficient for future projections. Should additional water rights be required or anticipated, it will be noted. Research about changing the water right diversion point will also be done.
 - **Water Quality/Treatment.** The current treatment facility will be evaluated. Capacity for both current and future population will be determined. A feasibility study (not part of this master plan) will be conducted to evaluate the details and feasibility of relocating the water treatment facility to a different location due to the fear of landslides and ground instability.
 - **Water Storage.** Civil West will develop and calculate storage needs, for present and future water demands. Fire protection will be a primary component of the needed calculated storage volume. L
 - **Distribution System.** The existing pipeline is very old and leaking. An existing system map will be created in AutoCAD from information and maps provided by the District. From this map, a computer hydraulic model of the water system will be created 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 the latest version of WaterCAD. Field measurements and data will be used to calibrate the computer model. The water model will be used to optimize and suggest needed improvements and future expansions. Review of the



distribution system will entail: Evaluation of the water distribution system and identification of deficiencies; Optimization of the distribution pipeline routings and sizes and identification of potential bottlenecks; and, review of pressure zones and booster stations (if necessary). Metered water usage records will be obtained from the District in order to perform a water loss analysis.

- d) **Analysis and Improvement Alternatives – Capital Improvement Plan (CIP):** Engineering and financial alternatives will be presented to correct identified water system deficiencies and achieve system expansion to meet any anticipated growth. Viable alternatives will be fully developed, and cost estimates prepared to identify the cost of implementation. After evaluating all components of the water system, Civil West, in consultation with District staff, will create a CIP for the water system. Cost-effective and practical recommendations will be presented that improve deficiencies, adequately serves the residents, and anticipates growth and expansion. The recommended alternative will include associated costs. A phasing plan may also be developed.
- e) **Project Financial Scenarios:** Recommended improvements will include a description of possible funding sources and scenarios. Federal/state/private financing assistance programs will be discussed and considered. Local financing impacts (possible user rate increase) will also be estimated. The existing water rate structure will be reviewed and recommendations made if necessary.

3. **TASK 3 – Prepare Master Plan:** Civil West will prepare a Water Master Plan in accordance with Oregon Health Authority, Drinking Water Services, Master Plan requirements. The Plan will summarize recommended water improvement alternatives and costs. The Plan will be developed in three steps:

- a) A Draft (65% level) Master Plan will be prepared and submitted to the District for review and comments. Civil West will attend a board meeting to discuss the contents of the draft report. Comments received will be incorporated into the 90% Plan.
- b) A Draft (90% level) Master Plan will be prepared and submitted to the District for review and comments. Civil West will attend a board meeting to discuss the contents of the draft report. Comments received will be incorporated into the Final Plan.
- c) Following comments from the Company, Civil West will make final revisions and prepare the Final Master Plan and transmit to the Company.

4. **TASK 4 – Reimbursables:** Mileage, per diem, housing, copies, etc. as incurred.

Part B: Work Not Included

The following is information that will be provided by the District or not included in this scope of work (as noted).

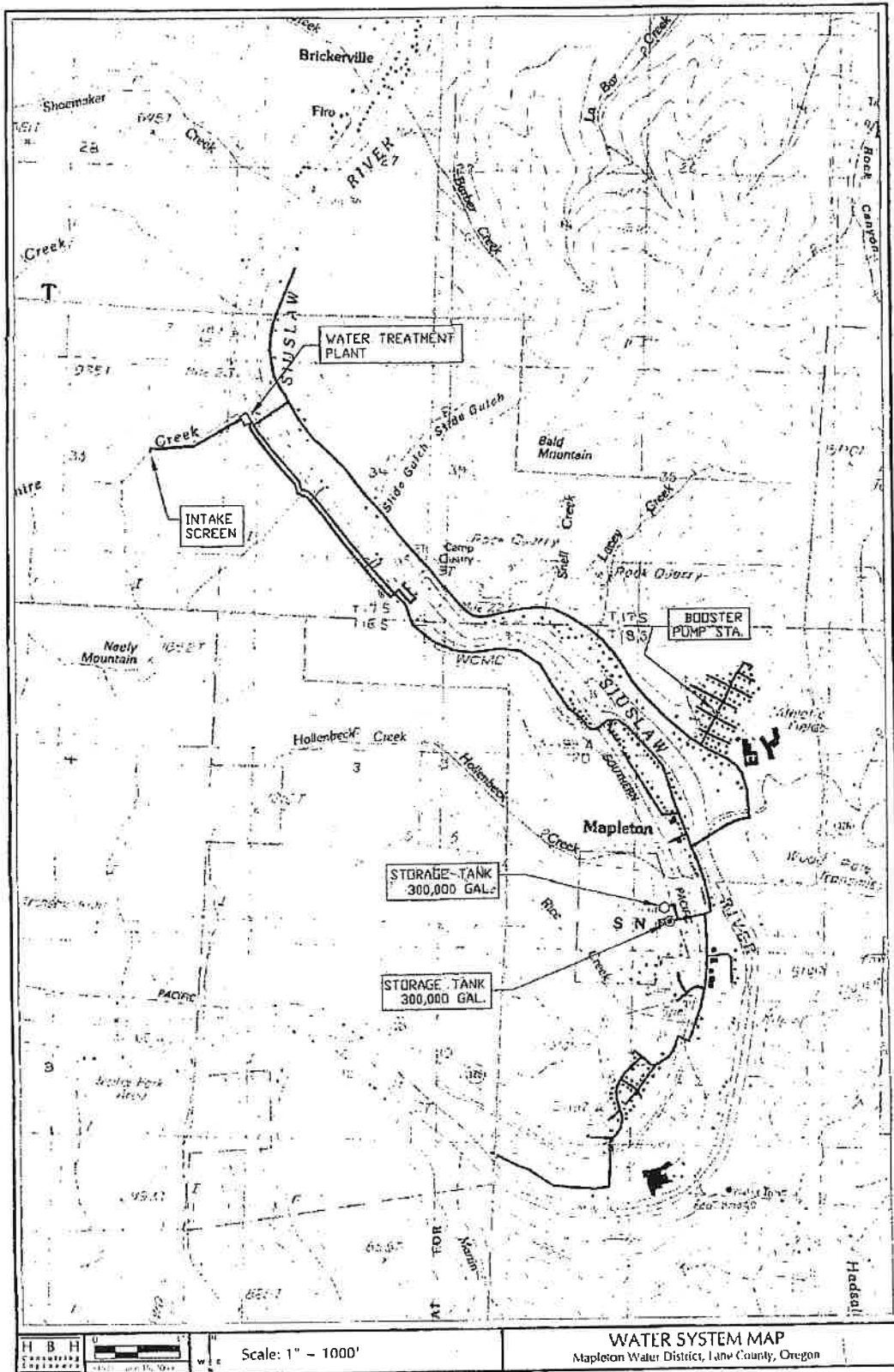
- 1. Seismic Risk Assessment and Mitigation Plan (since the District is below the 300 connection threshold, such a plan will not be developed).
- 2. SDC analysis.
- 3. Financial and Operational Management.
- 4. Public Involvement. If public outreach and involvement is desired or deemed necessary, Civil West will be available to attend and present at such public meeting(s).

Part C: Project Fee Proposal (Lump Sum)

We propose the above work be performed for a lump sum amount of \$86,000. CWES will invoice the District on a monthly basis based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the District on an amendment to the agreement. Any additional work will be billed on



Mapleton Water District Water Master Plan – Scope of Services



Mapleton Water District Water Master Plan – Scope of Services

Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$175
Regional Manager	\$170
Senior Project Manager	\$165
Senior Project Engineer	\$153
Senior Engineering Technician	\$128
Project Manager	\$160
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Drafter	\$77
Inspector 1	\$165
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Inspector 3	\$124
Engineering Intern	\$54
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Surveying	
Senior Surveyor (PLS)	\$160
Senior Survey Technician	\$128
Survey Technician	\$109
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3-person Survey Crew	\$237
REIMBURSABLES	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost



Mapleton Water District Water Master Plan – Scope of Services

a time and materials basis pursuant to the 2023 Rate Schedule attached hereto. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Part D: Project Schedule

Once funding for the Plan is in place and an agreement is signed, work will be scheduled. It is anticipated that a draft report will be completed within 6-8 months. A Draft Report will be submitted for review and comments from the District.

We are grateful for this opportunity to provide these services to the District. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach.

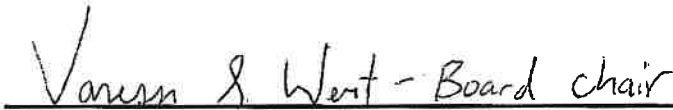
Sincerely,

Civil West Engineering Services, Inc.



Keven T. Shreeve, PE

North Coast Regional Manager



Authorized Representative Signature Accepting Scope of Services

1-26-24

Date





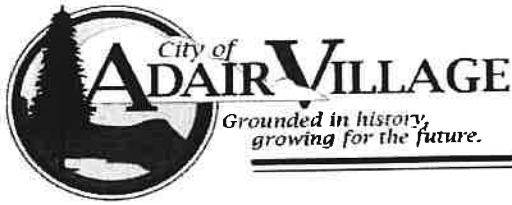
STAFF REPORT
Water Master Plan

At the request of the City Council, staff obtained comparable quotes for water master plans to assess the proposal received by the City of Adair Village from Civil West Engineering. Below is a summary of the quotes:

1. Mt. Angel: \$106,355
 - Slightly less than Adair Village’s proposal.
 - Difference is due to additional mapping required for Adair Village to develop a water system model.
2. City of Sheraton: \$200,000
 - Higher than Adair Village due to extensive investigation into their water source, which includes managing 14 different springs.
3. Mapleton Water District: \$86,000
 - Lower cost as SRAMP (System Resiliency and Asset Management Plan) is not required for systems with fewer than 300 connections.
4. Glide Water District: \$113,000
 - Comparable to Adair Village’s quote, though with fewer requirements.

The Adair Village proposal from Civil West Engineering appears reasonable given its scope, particularly the necessary mapping to develop a water system model.

Recommendation: Council may wish to consider the additional value provided by the Adair Village proposal compared to other quotes, particularly the inclusion of essential mapping, when making a decision.



6030 William R. Carr Ave.
Adair Village, OR 97330
Voice: 541-745-5507
Fax: 541-230-5219

Dear Representative McDonald,

Re: Infrastructure Support for Adair Village to Address Housing Needs

My name is Pat Hare, and I serve as the City Manager of Adair Village. With over 15 years of experience working in various roles within the city, I have witnessed firsthand the challenges and opportunities facing small communities like ours throughout Oregon. Adair Village shares many characteristics with other small cities but also has unique opportunities to help address the pressing housing shortages in our region.

Recently, Adair Village expanded its Urban Growth Boundary (UGB) and is actively working on planned unit development applications that would add over 200 homes in Benton County. This expansion comes on the heels of our success in building and selling over 200 homes in the last few years. However, our current wastewater treatment plant is nearing capacity, creating a critical infrastructure challenge that hinders our ability to sustain further growth.

The City of Adair Village has already invested \$2.7 million to begin increasing the capacity of our wastewater system. However, an additional \$12 million is needed to complete a new system capable of supporting future housing development. Without this infrastructure investment, we risk reaching capacity and halting progress, despite having the land and developer interest to continue building homes.

Adair Village represents a clear opportunity to demonstrate how infrastructure funding can directly alleviate housing shortages in both small and large communities. With infrastructure in place, we have the potential to move forward on up to 800 additional housing units. Unlike many areas, our available land is not encumbered by wetlands and is well-positioned for development. This makes Adair Village an ideal candidate for infrastructure dollars that can yield tangible, near-term benefits for Benton County and the state as a whole.

Supporting small communities like Adair Village will help distribute housing solutions across the region, easing the burden on larger cities while contributing to broader state housing goals. Immediate investments in infrastructure will allow us to address urgent capacity issues while providing time to work on more complex challenges, such as wetlands and other land-use laws.

Representative McDonald, we respectfully seek your support in identifying and securing the funding necessary to meet these infrastructure needs. Adair Village is ready and able to be part of the solution to Oregon's housing crisis, and with your help, we can take this next critical step.

Thank you for your time and leadership on these important issues. I look forward to the opportunity to discuss this matter further and provide any additional information you may need.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Hare".

Pat Hare
City Manager, Adair Village



6030 William R. Carr Ave.
Adair Village, OR 97330
Voice: 541-745-5507
Fax: 541-230-5219

Dear Representative McDonald,

Re: Partnership Opportunity to Address Regional Leachate Treatment and Wastewater Capacity

I am writing to share an ongoing opportunity that could benefit both the City of Adair Village and the broader region by addressing a significant environmental and infrastructure challenge: the treatment of landfill leachate.

For nearly a decade, Adair Village has worked to partner with Republic Services to establish a sustainable solution for treating leachate generated at the nearby landfill. Currently, leachate is transported by truck to Corvallis and Salem for treatment—an inefficient process that increases costs, adds wear and tear to roadways, and contributes to carbon emissions. A more effective approach would be to install a hard-line pipe connecting the landfill to Adair Village's wastewater facility, enabling the direct transfer and treatment of leachate.

With the appropriate investment, Adair Village's wastewater treatment plant could be expanded and specifically designed to treat leachate rather than merely diluting it. This solution would not only create a sustainable treatment option but also significantly increase the City's wastewater capacity. Such a partnership would support future municipal growth in Adair Village while providing a critical service to the landfill operator.

We have explored multiple partnership models, including:

- Republic Services operating their own facility while treating Adair Village's municipal wastewater, or
- Adair Village building and operating the facility to treat Republic Services' leachate under a service contract.

Both scenarios represent innovative, win-win solutions for addressing regional leachate treatment challenges while supporting infrastructure development in a growing small community.

Given the statewide importance of addressing carbon emissions, road impacts, and wastewater capacity, we believe this project is an opportunity for state involvement. Adair Village is well-positioned to lead on this issue, offering a model for collaboration between small municipalities and private industry to solve regional environmental challenges.

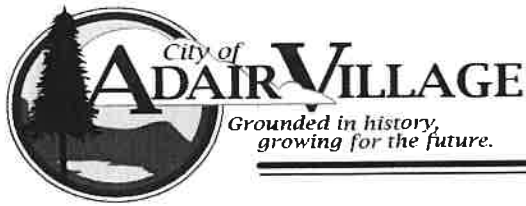
We respectfully seek your support in bringing attention and potential funding to this project. With state investment and leadership, this partnership can deliver long-term environmental and economic benefits for Benton County and beyond.

Thank you for considering this important opportunity. I would be pleased to provide additional details or discuss this matter further at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Hare".

Pat Hare
City Manager, Adair Village



6030 William R. Carr Ave.
Adair Village, OR 97330
541-745-5507
Fax: 541-230-5219

Water & Wastewater

- Second largest city in Oregon in the 1940s, 50k population.
- The city inherited that infrastructure that is overbuilt, aging.
 - o Water plants were built for 50k people; today 500 water customers are trying to maintain this infrastructure from the 1940s.
 - o At one time the city had 80 percent water loss; now down to 13 percent (around state average) because of the city's efforts to address leaks.
- Wastewater plant was built by the Air Force in 1957.
 - o Only one of its designs is still in operation.
 - o \$2.7 million loan (Business Oregon) for upgrade needed to accommodate recent growth.
 - o \$12 million needed to complete a new treatment plant.
 - o 362 sewer connections.
 - o Some of the highest utility rates in the state - \$160-180 (water and wastewater).
 - o Loans are new; not retiring debt any time soon.
- Connection to housing
 - o PUD proposal for 200 homes submitted to city
 - Can add 140 houses with current system upgrades underway
 - o 200 homes were built between 2017 and 2022. Sold before they were built, high demand for housing in Benton County.
 - o Approximately 800 additional housing units possible with plant upgrade
 - 320 on one property
 - Apartment complexes in downtown area – 200 units
- Other projects underway
 - o \$640k to upsize line (Business Oregon loan)
 - o Lift station replacement (FEMA funding)
 - o \$1.6m water project (Business Oregon loan)
 - o Approximately \$5 million total debt
- Potential to partner with Republic Service to treat leachate from Coffin Butte to updated wastewater treatment facility. Leachate is currently being trucked to other wastewater facilities.
 - o Adair Village has worked with Republic on studies to evaluate feasibility; design and engineering plans complete.
 - o Higher level of treatment required would bump estimated cost for facility to \$15-16 million, but Republic would help pay for facility.
 - o Republic has not engaged beyond feasibility, design stage.
 - o The state has no mechanism to compel action.
- Resources & recommendations:
 - o Develop one pager on project and potential housing development that's dependent on this infrastructure investment.
 - o DEQ CWSRF: Construction loan – Opportunity for principal forgiveness up to \$2 million. Must take out a loan of at least \$4 million to maximize potential forgiveness. POC: Mary Camarata, DEQ.

- Planning loan with up to \$100k principal forgiveness; could use for environmental review for construction project.
- If the city is interested, we could schedule One-Stop to consider detailed funding scenarios for the project.
- Congressionally Directed Spending/Community Project Funding
 - Senate process for FY25 is closed, but the House opportunity is underway.
 - POC: Cheri Brubaker (Rep. Hoyle); Sophia Francia (Sen. Merkley); Molly McCarthy (Sen. Wyden)
- Direct legislative appropriations
 - Other communities including Aumsville and Sweet Home have been able to secure a significant amount of funds this way.

Downtown Development

- The city owns land on NE William R Carr Ave. Working with developer (MIG out of Portland) that wants to build downtown core.
- Vision includes apartment complexes, commercial buildings, public space (community park), museum/community center, city hall.
 - Apartments are likely higher end (no services for lower income community in the city; no city police, fire). Other proposed housing developments in the city incorporate other income ranges.
- City has ability to help shape the design – to include things like 12-foot sidewalks, rooftop green spaces, low maintenance design (limited public works staff), call outs to history of Adair Village.
- Developing urban renewal district on land that’s been built on – never been done before.
- City not intending to create development code in advance of downtown development, but adopt code to align with what is designed/built by developer at direction of the city.

Regional Water Resilience

- As a legacy of the city’s military history, Adair Village has a large water right (72 CFS from Willamette River).
- There have been some discussions about building regional water system – potential interties between Adair Village, Corvallis, Philomath. Tensions arise around maintaining local control.
- The city has expanded water service to several surrounding areas. Main water line runs 8 miles from intake.

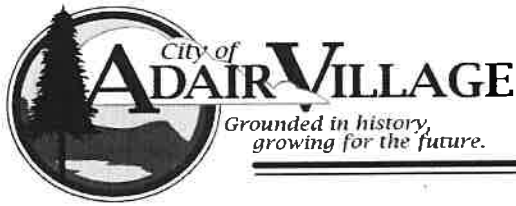
Other issues:

- Transportation
 - Need to build road connecting the main part of town to new housing development.
 - The preferred location is on the ODFW parcel. City in conversations with ODFW about transfer of property to the city.
- Zip code
 - Adair Village currently has Corvallis zip code, which causes confusion, mistakes and is one factor contributing to lack of community identity.
 - Rec: Delegation staff can assist if the city runs into roadblocks working through process to request change through USPS.
 - Rep. Hoyle’s office: Cheri Brubaker, Cheri.Brubaker@mail.house.gov
 - Senator Wyden’s office, Molly McCarthy, Molly_McCarthy@senate.wyden.gov

- Senator Merkley's office: Sophia Francia,
Sophia_Francia@merkley.senate.gov
- Industrial park clean up (Boise Cascade/GP)
 - (Clean up) Site characterization has been slow. The site hasn't been fully characterized and recent sample results have been quite high for dioxin.
 - The city has put up additional signs to discourage people from recreating in the area.
 - City and state rep could consider writing to DEQ to encourage additional action from Boise Cascade.

Oath of Office

I, -----, do solemnly swear
that I will support the Constitution and the laws
of the United States of America and of the State of Oregon,
the city charter of the City of Adair Village and
the ordinances and resolutions of said city;
and that I will, to the best of my ability,
faithfully perform the duties of City Councilor/Mayor
for the City of Adair Village, Oregon,
during my continuance therein,
so help me God.



6030 NE William R. Carr St
Adair Village, OR 97330
Voice - 541 745-5507
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Memorandum to City Council

In 2021, the City Council passed an ordinance (Ord. 2021-01) to update the comprehensive plan map to change the zoning of the 5.04-acre parcel owned by the City of Adair Village from C-1 (Village Center) to Public Land (Parks) because the city was still in the process of removing the Parks and Recreation covenant from the subject property in the Federal Lands Exchange Program. Without approval of the removal of the covenant, the land would have been required to remain as parks and recreation land. In the staff report for the parcel's Comprehensive Plan Map Amendment, it stated the following: "The proposed amendment is directly related to the failed attempts to remove the parks and recreation in perpetuity clause from the 1973 deed condition of land transfer." On June 7, 2022, the City Council approved the payment of \$700,000 to remove the parks and recreation in perpetuity clause via Res. 2022-03. Now that the covenant has been removed, the property can now be used as a Village Center, which conforms to the approved Comprehensive Plan (see Exhibit B).

The proposed comprehensive plan amendment aligns the parcel with the previously approved land use as a mixed-use village center. Previous public outreach and charrettes were completed to draft the previously approved rezone and Comprehensive Plan. The proposed change will not deviate from the approved Comprehensive Plan. Since this property was previously zoned C-1 and the land use approved in the Comprehensive Plan, the change to the comprehensive plan map and rezone is merely restoring the intended land use.

On December 17, 2024, the Planning Commission held a hearing for the proposed Comprehensive Plan Amendment. No public comments were received. The Planning Commission recommended approval of the amendment unanimously.

City Staff recommends approval of the parcel's zoning change and amending the Comprehensive Plan Map to change parcel's use from Public Land (Parks) to C-1 (Village Center) in conformance with the previously approved Comprehensive Plan.



**BEFORE THE CITY COUNCIL FOR THE
CITY OF ADAIR VILLAGE, OREGON**

In the Matter of amending the)
 City of Adair Village)
 Zoning Map for)
 property inside the City's)
 Urban Growth Boundary,)
 and modifying Ordinance)
 No. 2021-01.)

ORDINANCE NO. 2025-01

WHEREAS, the subject parcel was purchased by the City of Adair Village from Benton County in 2018 and encompasses 5.04 acres; and

WHEREAS, the City of Adair Village brought the parcel into the City through annexation with a Zoning classification of C-1 (Commercial-Village Center) per Ordinance No. 2019-06; and

WHEREAS, Ordinance 2019-05 approved and adopted the City of Adair Village Comprehensive Plan, Comprehensive Plan Map and Zoning Map; and

WHEREAS, The Federal Government, through the Department of Interior, conveyed the property to Benton County via Quitclaim Deed on July 9, 1973. A correction deed was filed as No. M-43218 that the property be conveyed as part of the federal surplus property with the covenant that it is to be used for park and recreational purposes; and

WHEREAS, the City Council adopted Ordinance 2021-01 that amended the Zoning Map designation from C -1 (Commercial) to P (Public) because the Parks and Recreation covenant could not be removed in a timely manner; and

WHEREAS, the City Council adopted Res. 2022-03 that paid \$700,000 to remove the parks and recreation in perpetuity clause; and

WHEREAS, the City has previously completed a number of creative design charettes to help visualize the possibilities that could come from annexing this parcel in as a commercial zone rather than keeping it public; and

WHEREAS, The City's intent for this parcel is for future development of a Village Center as the previously approved Comprehensive Plan portrays; and

WHEREAS, for the parcel discribed in Exhibit A (Map) and Exhibit B (Legal Description); and

WHEREAS, the Adair Village Planning Commission held a public hearing on December 17, 2024. No public comments were received. Planning Commission met afterwards, concurred with the findings in the staff report that the decision criteria has been met and recommended that the City Council approve the proposed map amendment; now therefore,

THE CITY OF ADAIR VILLAGE ORDAINS AS FOLLOWS:

Section 1: The City of Adair Village Zoning Map, adopted through Ordinance 2021-01, shall be amended so that the parcel described and shown in Exhibit A (Map) & Exhibit B (Legal Description) attached, in the City of Adair Village, currently planned and zoned "P (Public)" respectively, will be zoned as "C-1 (Commercial-Village Center)".

Section 2: The Planning Official shall make such changes to the City of Adair Village Zoning Map as are required to implement this amending ordinance.

Section 3: Severability. Should any section or portion of this Ordinance be held unlawful or unenforceable by any court of competent jurisdiction, such decision shall apply only to the specific section, or portion thereof, directly specified in the decision. All other sections or portions of this Ordinance shall remain in full force and effect.

Section 4. Effective Date. Passed by the City Council and approved by the Mayor of the City of Adair Village this 15th day of January, 2025, the Adair Village Zoning map amendment shall become effective on January 15, 2025.

City of Adair Village, Oregon, January 15, 2025

CITY OF ADAIR VILLAGE

MAYOR

CITY ADMINISTRATOR

First Reading: January 15, 2025

Second Reading: January 15, 2025
By Title Only

EXHIBIT A

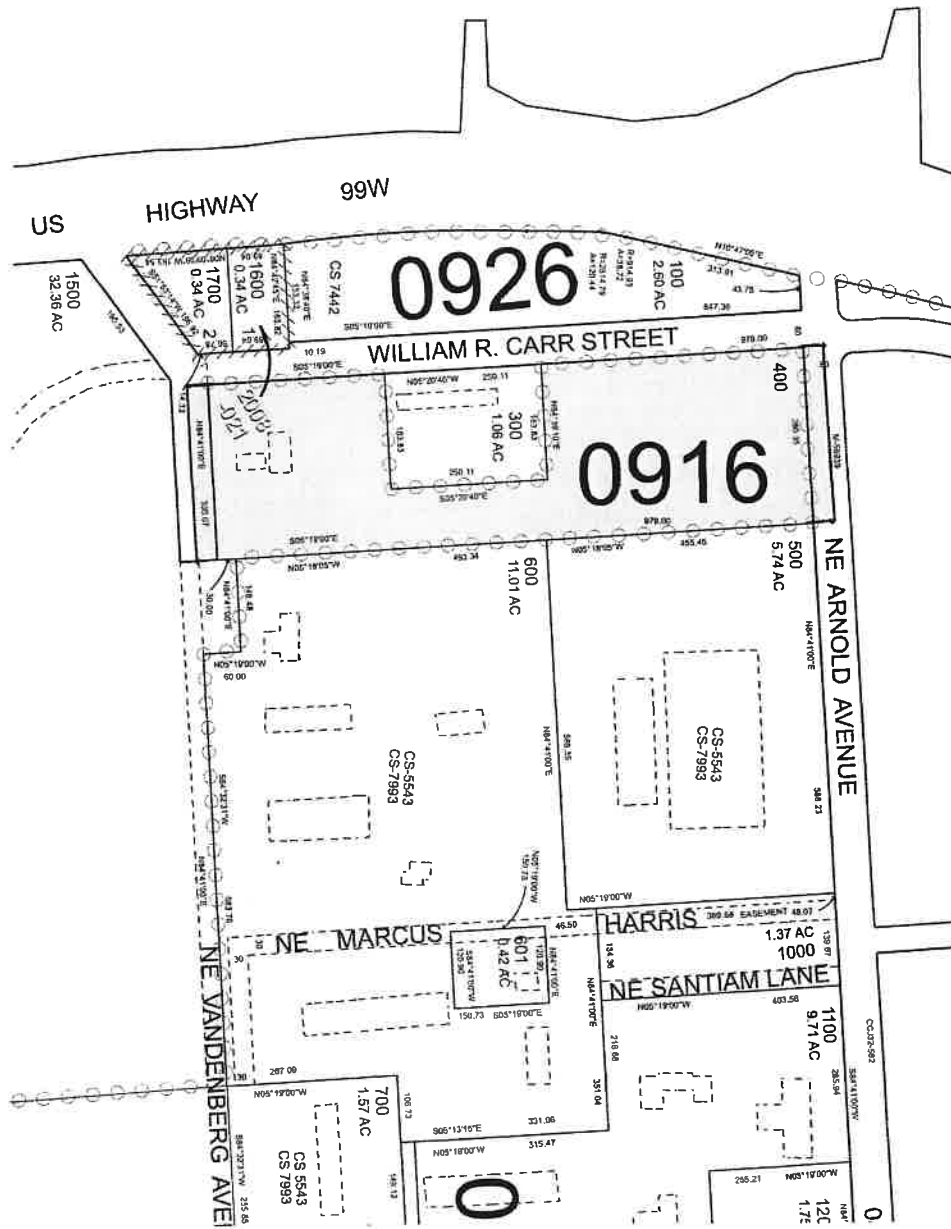


EXHIBIT B

Parcel 5, Camp Adair – Park
(Approximately 6.1 acres)

Beginning at a point 192.15 feet South and 434.90 feet N. 84° 41' E. of the Southeast corner of the George Roberts D.L.C. No. 59, in Township 10 S., Range 4 W., of the Willamette Meridian, Benton County, Oregon, which point lies on the centerline of Florence Nightingale Avenue; thence N. 84° 41' E., along the centerline of Florence Nightingale Avenue 340.35 feet; thence S. 5° 19' E. 979.00 feet to a point which lies on the centerline of Vandenburg Avenue; thence S. 84° 41' W. along the centerline of Vandenburg Avenue and its prolongation 330.07 feet to a point on the east line of the tract described as Parcel 1 in Deed Book 178, Page 67, of Benton County Deed Records; thence N. 5° 21' W. along a line common with the boundary of said Parcel 1 recorded in Deed Book 178, page 67, Benton County Records 131.65 feet to the Northeast corner of said Parcel 1; thence S. 84° 38' 40" W. along the north line of said Parcel 1 a distance of 10.19 feet; thence N. 5° 19' W. 847.36 feet to the centerline of Florence Nightingale Avenue and the point of beginning.

A portion of the above tract is designated as a County Road and is described as follows:
Beginning at the Northwest corner of the above described tract -thence S. 5° 19' E. 847.36 feet; thence N. 84° 38' 40" E. 10.19 feet; thence S. 5° 21' E. 131.65 feet; thence N. 84° 41' E. 49.73 feet; thence N. 5° 19' W. 979.00 feet to a point on the north line of the above described tract, which point also lies on the centerline of Florence Nightingale Avenue; thence S. 84° 41' W. along the centerline of Florence Nightingale Avenue 60.00 feet to the point of beginning.
Excepting therefrom that tract of land described as Parcel 2 in Deed Book 178, page 67, of Benton County Deed Records.

EXCEPTING THEREFROM a tract of land describe as Parcel 2 in Deed Book 178, Page 67, of Benton County Deed Records.

TOGETHER WITH improvements located thereon (Except the electrical distribution system, water system, and sanitary sewer system) and utility lead in service and lateral serving each building.

TOGETHER WITH joint use with others to discharge storm drain water over the existing storm drain system and outfall.

RESERVING TO:

The United States of America and its assigns a perpetual easement for the electrical distribution system in, on, over, under, and across the above described property, said easement being a strip of land twenty (20) feet in width, then (10) feet on each side of the centerline of the existing electrical distribution system for the purpose of construction, operation, maintenance, repair or removal of said electrical distribution system and together with access thereto.

The United States of America and its assigns a perpetual easement for road purposes over the northerly thirty (30) feet and the southerly thirty (30) feet of the above described property.

SUBJECT TO:

A perpetual easement to the City of Albany, Linn County, Oregon, by Quitclaim Deed dated May 5, 1972, and Amended Quitclaim Deed No. 2 dated January 4, 1973, said easements being strips of land twenty (20) feet in width, ten (10) feet on each side of the centerline of the existing water and sanitary sewer lines for the purpose of construction, operation, maintenance, repair or removal of said utility mains and for access thereto.

Joint use by other to discharge storm drain water over that portion of the existing storm drain system located within the above described property.

Existing easements for public roads and highways, public utilities, railroads and pipelines and to other easements of record.