

**CITY COUNCIL MEETING
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November 3, 2015**

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City of Dundee
City Council Meeting Minutes
November 3, 2015

Call to Order

Mayor Russ called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Mayor David Russ, Councilors Ted Crawford, Storr Nelson, Doug Pugsley, Kristen Svcarovich, and Tim Weaver. Excused Absence: Councilor Jeannette Adlong. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Lee Odell, CH2M.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, October 20, 2015 and 5.2 Financial Report Ending September 31, 2015. **The motion** passed unanimously.

Old Business

Water Master Plan Update

Lee Odell, CH2M, advised the draft Water System Master Plan will be updated with Council's and staff's comments, forwarded to the Oregon Health Authority for their approval and then return to the Council for adoption. He handed out Figure 7, the capital improvement map and reviewed the recommended projects and staff changes.

Councilor Nelson inquired if the Oregon Health Authority Council would need to review the plan again if the Council makes changes to the plan after their approval. O'Dell replied substantial changes would probably have to be reviewed; otherwise staff will advise them of minor changes.

Distribution system improvements:

- The parkway loop (DS-1A, B, and C) system oversizing; eligible for System Development Charges (SDC). NW Viewmont Drive (DS-2) is on the list for fire flow improvements as water is being drawn from the local residences when the hydrant is in use.
- Lines to fill and discharge to the new reservoir in the Riverside District (DS-3A and 3B).
- Fire flow upsizing projects to meet revised fire codes (DS-4 through DS-8, and DS-20)
- Asbestos cement pipe replacement (DS9 through DS-11)
- Upsizing project (DS-12)
- Steel pipe replacements (DS-13 through DS-18); which are being reprioritized as they are the primary source of leaks
- Small ongoing projects for waterline replacement and leak reduction (DS-21 and DS-22)

Source projects:

- Three years for test drilling for a riverbank filtration well or a Ranney Collector Well
- Development of the Willamette River water supply
- A storage tank in the Riverside District with a booster pump station and a PRV station which can take or pump into the current low pressure zone
- Reuse project with two changes to the project: 1) a reduction in the tank capacity from 500,000 to 250,000 gallons and 2) completion of the project in phases of two 125,000 gallon tanks.

Fire flow projects replacing steel lines (DS-5, DS-6 and DS-8 will be changed to a higher priority.

City Administrator Daykin reviewed 2016 projects: the Highway 99W ten-inch waterline, the Dogwood Drive waterline (this will allow completion of the Dogwood Drive street paving project), and addressing the multiple leaks on Locust Street (DS-15). The Riverside pressure zone will be expanded to include the industrial area. Odell clarified all service east of the railroad tracks will be on that zone. Also a description of the Reuse project and why it is needed for development in the Riverside area will be added to the document.

The source evaluation has identified areas along the river which are close to the existing twelve-inch pipeline. The evaluation will involve test drilling and pumping. Additional areas starting downriver toward Newberg and then upriver will also be reviewed. Newberg staff has expressed possible interest in a joint project.

Councilor Svicarovich questioned if the city will be able to accomplish the projects in the noted timelines. Daykin replied a rate analysis has not been done to determine funding requirements. Many of the projects will be built out by new development with their funds or using system development charges. Odell noted that CH2M will supply the spreadsheet to the city for use as a tool for developing future budgets.

Councilor Weaver questioned a joint project with the City of Newberg for water supply. Daykin advised this has only been discussions at the staff level of concerns with redundancy in their system. Mayor Russ inquired what would be envisioned for a joint project. Odell offered it could be more laterals in the same Ranney Collector Well or it could mean more than one Ranney Collector Well. The expectation is a single Ranney Collector Well would bring in more than the city's water right. C. Nelson asked if the areas on the map on page 19 of Appendix B are the areas of interest for a Ranney Collector Well. Odell confirmed the areas close to the river on our side; anywhere along the river between there and the bend. Nelson inquired if Ash Island would be a good spot. Odell shared that Larry Eaton, GSI, believes there is potential for collector wells on the island. It is more costly crossing the river; but less costly than crossing all the way to the other side. The Council expressed their interest for Ash Island to be reviewed as a site for a Ranney Collector Well.

Councilor Crawford inquired if there is any word of a possible collaboration among county entities from the County Water Task Force. Daykin advised they met last week. The only collaborative project is the McMinnville Water and Light project working on a surface water right with the cities of Carlton, Dayton, and Lafayette. Crawford questioned the 200 increase in the population estimates from 2014 to 2015. Odell estimates the cause could be some of the years are missing numbers for water customers outside of the city. He will review. C. Nelson questioned maintaining the population outside the city at 150 every year; noting the customers added this year. He suggested a nominal increase to represent the change in outside water customers.

Odell asked the Council to forward comments to the City Administrator for inclusion in the final draft. He shared that the SDC methodology is complete. Daykin stated that owners of the

undeveloped Riverside District and Homebuilders Association will be noticed of the hearing ninety days prior to the hearing.

New Business

Well No. 2 Pump Repair Change Order

The pump at Well No. 2 failed before summer. The staff recommendation is to proceed with the electrical testing, removal and replacement of the existing pump, video inspection of the casing, and inspection of the drop tube with replacement if needed. **The motion** was made and seconded to accept the quote from Stettler Supply Company for replacement of the pump and other related work at Well No. 2. City Engineer Humm noted that the pump size may change based on the findings; the expectation is the horsepower may drop. The contractor quoted galvanized steel instead of the black steel; which is cheaper. Final cost may come in less. C. Nelson inquired the life expectancy of a pump. Humm replied twenty years is standard. **The motion** passed unanimously.

Update Well No. 11 Installation

Water is piped from Well No. 11 (250 gpm well) to the Clearwell and then to the reservoir. A third booster pump was added to the Clearwell and telemetry was installed at the Clearwell and the Upland and Cemetery reservoirs. The remaining work is startup and testing procedures. Larry Eaton recommends use of the well this winter. Its performance will be monitored over the summer of 2016; with the plan was to use it for a ninety day drawdown period during the peak demand season. Staff recommends testing the well's performance this winter.

Bio-solids Management Plan

City Engineer Humm, reviewed the wastewater process through the Waste Water Treatment Plant (WWTP): effluent flows are processed and wasted to one of two Facultative Sludge Lagoons (FSL). Waste is sent to the FSL for five years, held and tested, and finally disposed of to either to a landfill or land application. The Department of Environmental Quality (DEQ) prefers the beneficial use of land application. Land application requires a DEQ approved bio-solids management plan noting sludge quantity, quality, identifying the application site and how often the application will be made. Solid sampling has been completed in the south FSL, with this being year three of use. There is an opportunity to use nine acres of the land at the site for application starting next summer. The north FSL is currently being held as an equalization basin for relief from storm surge flow events. Usually a cell is allowed to sit idle for a year prior to land application. We need to figure out what is in the FSL and how long it needs to sit before we can transition to the other FSL. Five solid samples were obtained and tested for nutrients, metals and a forty day benchmark. There is: 2.5 to 3 feet solids in the south FSL, 2.5% solids, 600,000 gallons or sixty to seventy dry tons. The fecal coliform is very low and we do not know why. Staff recommendation is taking a couple more tests (\$47 a test) for supporting data to DEQ. The metals are low. The forty day bench test takes a sample and incubates it for forty days with measurement of the destruction of the solids; with a threshold of less than 17% destruction over the forty days. The samples came back at 11.3% and 10.3%; we should not have to wait the full year to satisfy the criteria.

You can have one land application per year; generally three to four tons per acre. We are estimating sixty to seventy tons of waste in the south FSL; which could be applied on nine acres at the WWTP site. Setback criteria will be considered; including proximity to wells and wetlands. Twelve to twenty-four acres will be needed as the city continues to store. There are sites near Salem and Woodburn which are actively seeking bio-solids. Staff is looking for direction from Council whether to pursue land application, on or off site, versus landfill.

C. Nelson inquired the disposal cost of a truck load of waste. Humm noted the cost is the transportation; it is cheaper hauling dewatered solids but there is cost in the dewatering process. There are contractors who can set up dewatering rigs on site and then haul the material away. C.A. Daykin suggested consideration of this as a lower cost option for the short term/next few years.

Councilor Pugsley questioned how the need for an unused FSL for storm events affects the bio-solid management. Humm advised the bypass pipe has been installed but the FSL hasn't been used for any storm events at this point. This is a need for a disposal plan with the south filling up now and considering future use of the north FSL for sludge storage. Daykin suggested the thought is to be able to bring the south FSL back on line for high flow equalization as you waste to the north FSL. Humm advised the process for land application is to receive DEQ approval for a site six months prior to the application date. October 1st is the last date for application. There is a list of crops that can be planted and harvested on the site. The Mayor asked if an agreement could be made with a local wheat farmer to apply prior to planting. Humm confirmed. C. Nelson stated the problem is the selling the human waste by-product. The preferred land application method is a shallow application below grade. C. Pugsley asked if the application to the WWTP site could be contracted. Humm confirmed; someone with the right equipment.

Councilor Svcarovich inquired if the amount of waste to apply to the nine acres could be removed from the south FSL, use it for the storm events and start usage of the north FSL. Humm confirmed that is a viable option.

Daykin relayed that staff has approached ODOT to land apply on their unused Bypass right-of-way (ROW). The problem is the Bypass has restricted access which would require application off the side of the highway and return to the city via Newberg. He supported research into drying the waste prior to hauling for a long term option.

C. Pugsley inquired how the WWTP did with the rainy weather over the weekend. Humm responded he has not received notice of any problems.

C. A. Daykin advised a scope and fee for preparation of a Bio-solids Management Plan for DEQ will be brought for Council's approval; with options for drying and hauling.

Alder Terrace Mobile Home Park Update

The owners of Alder Terrace Mobile Home Park received notice to take corrective actions to keep storm water from entering the city's wastewater lines based on the city's smoke testing and flow meter results. They have addressed the issues identified from the smoke testing; which included uncapped or damaged pipes. The City Engineer believes there are other issues which will be harder to find and more costly to correct. The city can continue to monitor the property or ask them to take further corrective action per the corrective action requirements of the City Code. The park has fifty mobile homes. C. Nelson questioned flow meter readings for the surge events. Humm replied the baseline is fifteen to twenty gpm and their surge events sustain about eighty gpm. The city will continue monitoring. Mayor suggested setting a reduction goal for them to meet or be fined. Svcarovich questioned the ease of finding the problem and the fix. Humm replied it is a simple fix once you find the problem; the problem can be time intensive to locate. C. Svcarovich inquired if additional problem locations would be identified by additional smoke testing. Humm stated that is a possibility; he is waiting for a return call from the smoke testers for additional information. He pointed out the exploration process is the property owner's responsibility. Alder Terrace has regraded the storm water area on the backside of the property which was prone to storm water flooding. Daykin confirmed the city will continue to monitor water consumption and what is going through the sewer system. Another incentive could be to

change the method of applying the monthly rate from the basis of water consumed for sewer to the water processed, as there is a meter to measure this output. A new classification could be created for mobile homes. Humm added the flow meters are being used to identify and monitor high flow areas.

Council Concerns and Committee Reports

None.

Mayor's Report

Mayor Russ received a call from a public affairs representative for Waste Management who advised that they will be laying off personnel due to the closing of the SP Newsprint plant in the City of Newberg.

City Administrator's Report

The grading on the Viewmont Greenway has helped with erosion control. The greenway has been seeded and is sprouting.

The walk through at the Fire Station was conducted on Monday. A representative from Baldwin General Contracting was present. A list will be compiled to be used with the notification of correction-actions by the City Attorney. Pinnell Busch will start their testing on Wednesday; sharing information with the City Attorney as they move forward. C. Nelson inquired which attorney has been assigned to represent the city. Daykin relayed discussion of the Council's concerns with Attorney Ramis; who indicated Attorney Zahniser was employed because of his expertise with construction defects. Another shareholder, with construction expertise, has been brought in to provide additional oversight on the case.

The Valley Vison Group of Administrators, which includes the cites of Newberg and Dundee, Yamhill County, The Newberg School District, Chehalem Parks and Recreation Department, and Portland Community College, are working on setting up an elected officials meeting in April 2016 to consider means of accommodating a survey project in the upcoming budget.

Public Comment

None.

The meeting was adjourned at 8:38 P.M.



Jeannette Adlong
Council President

Attest:



Debra L. Manning, MMC
Assistant City Recorder