

**CITY COUNCIL MEETING
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February 4, 2020**

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City of Dundee
City Council Meeting Minutes
February 4, 2020

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ; Council President Tim Weaver; Councilors Ted Crawford, Jeannette Adlong, Storr Nelson and Kristen Svicarovich. Absent: Councilor Patrick Kelly. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Michael Humm, Engineer, Kennedy Jenks.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, January 21, 2020 and Item 5.2 Dundee Urban Renewal Agency FY 2018-19 Annual Report. **The motion** passed unanimously.

Old Business

WWTP Operations Update

Michael Humm, Engineer, Kennedy/Jenks provided a Powerpoint presentation, a copy of which was added to the meeting agenda materials.

Humm discussed the MBR Cleaning done in September 2019. He noted that there were two problems which had been manifesting themselves, suspended solids coming through the affluent as well as very short-lived recovery on the clean in place operation. Photos were reviewed and discussed in detail. He explained that the MBRs were manually cleaned by a contractor; the membrane cassettes were lifted out of the tank and cleaned. Humm discussed their findings and observations including a broken PVC pipe that was the cause of the breakthrough, which was fixed. He noted that the solids accumulation was a fine material and without much grit (a good indication). Humm explained that some "bearding" was seen, and referenced the photograph provided in his presentation. He discussed that this is an accumulation of fibrous and hair material, and what is likely happening is that this matter is getting through the screens and is building up; this is likely part of the issue in the fouling. Humm also pointed out the bearding is getting hung up on the diffuser on the bottom of the photo. Discussion ensued and Humm provided additional detailed explanation of their observations.

Humm discussed that Kubota evaluated the health of the membranes, as was done at the previous MRB cleaning. This process was described in detail. The results of the tensile strength testing from 2016 were compared with the recent results from 2019. Humm noted that the membranes

are now at about 50-60% of the initial tensile strength. Kubota indicated that while these results aren't severe or urgent, it is something to be aware of so that appropriate planning can be considered. Humm noted that their opinion was these results weren't out of the ordinary. Additional discussion ensued. It was noted that the membranes were originally installed in 2012, with an estimated 10-year lifespan. Humm estimated an approximate 2 to 5 year timeframe for membrane replacement. He discussed that replacement of the membranes will be quite costly and suggested that one approach could be a phased installation. He recommended doing a manual clean between now and the next five years, which would provide a good opportunity to make a decent investment in replacement. He discussed that the membranes could be replaced individually or in a series; their performance would not necessarily be affected by how many are new or existing (newly replaced membranes would not run any harder than those awaiting replacement). C.A. Daykin inquired about whether there may be another potential competitor to Kubota who could offer a less expensive substitute. Humm discussed that there is definitely more competition in the market at this time, though is unsure of what the cost variable might be. Additional detailed discussion ensued regarding the layout of the cassettes/membranes at the plant itself, including potential detailed replacement strategies.

C. Nelson asked Humm to review the prescreening process which Humm reviewed in detail. Humm recommended program modifications to improve operations, including working with the programmer to automate the system, with a T&M programming contract proposed not to exceed \$5,000. Humm explained that Jared Nunley, WWTP Operator, has made some changes at the plant and is running a little thinner concentration of solids in the basin, allowing the material to more easily move amongst the plates. Humm discussed that Nunley has indicated there has been some improvement in the clean in place process and the recovery. He also noted that this has likely been coupled with better cleaning operations at the headworks (which can accumulate grease). Humm voiced support of the discussed process changes and encouraged that those be continued, as well as supported the use of finer screening to address the bearding.

Humm recommended temporary screening installed at the MBR basin in the return channel, a fabricated frame that the WWTP Staff could install. Humm explained that adjustments could be made to the opening sizes; the amount of material could then be evaluated in volume and size manner. Discussion ensued about how these results can confirm the suspected issue and aid in determining the best permanent solution moving forward.

C. Nelson inquired about potential impacts from the wine industry as a contributing factor to the discussed concerns which Humm indicated that he feels this is unlikely; the material contributed by the wine industry and arrives at the treatment plant is pulled out by the screen. He did affirm the load portion (solids production side) does impact the solids production, but that is not the screening issue being discussed at this time.

Humm reviewed the next steps moving forward. He pointed out that the installation of the temporary screen will be labor intensive for the Staff; this will require manual cleaning of the screen. Humm discussed his belief that there is likely a slug of material trapped in the plant that by dropping this screen in will likely pull out a fair amount over time.

C. Crawford inquired as to whether replacement of the membranes has been factored into the budget to which C.A. Daykin indicated that it has not. C. Crawford next inquired about whether the revenue numbers are below what was originally forecasted to service the debt and manage the WWTP. C.A. Daykin explained that while the revenue has been fairly predictable over the last few years, with incremental increases to add more revenue to accommodate increased maintenance cost and removal of biosolids, no funds have been set aside for future MBR plate replacement. C.A. Daykin noted that though SDC's are also being collected, a good portion of

those fees are helping to retire the existing bonds; the improvement component is a smaller component that was set up specifically for the next physical expansion, populating the other empty basins with MBR cassettes and piping.

Humm provided a biosolids disposal update. He reviewed the previous biosolids application experience utilizing the permitted land application process. Humm explained that following the application process, DEQ required them to restrict access to the area. This entailed the placement of perimeter fence which had to remain in place for 12 months; the fence changed how the owner farmed the field and didn't allow him to be able to run his farm equipment all the way to the edges of his property. The farmer also expressed concern that the tall grass which remained around the perimeter of his property along this fence line attracted rodents. Humm explained that the farmer is not interested in receiving future biosolid application.

Humm discussed that the Biosolids Management Plan in place allows for land application or landfill. He discussed the details involved with the land application process. Additionally, Humm discussed some of the potential outside risks with land application, as outlined on slide 13 of his presentation. Humm pointed out that land application sites are hard to come by in the Willamette Valley, forcing many to go to the eastern part of the State. Other factors/risks were discussed in detail. C. Nelson inquired about how many acres are required for land application to which Humm explained that the City of Dundee permitted approximately 100 acres; last time approximately 100 dry tons were applied at about 2 dry tons per acre. Humm discussed that land application is not typically done on publicly owned land, though some agencies do that if that is an available option to them. He explained that many of the larger agencies in the area are hauling biosolids over to Poplar Farms in eastern Oregon.

Humm discussed the land management approach in detail, as shown on slide 14. He explained that the Applier maintains a network of farmers, and by contracting with Cities directly they ensure that the biosolids can be applied amongst the lands that they collaborate with. Detailed discussion ensued with regard to the services provided by the Management Service. Though there are some upfront costs associated with the Land Management option, Humm voiced support that this would be a good way to improve the long-term stability of Dundee's operation. Humm discussed that Tribeca is the main hauler in the area that provides this type of management service at this time. Synagrow was noted to be a much larger provider which Humm felt would not likely participate in a public procurement process for Dundee. Humm explained that Tribeca hauled the biosolids previously for Dundee and provided some of the legwork and connection last time to identify the farmer. He explained that Tribeca does have a site in Ballston which has been permitted for another agency but never used. Though Humm explained that from a site and legwork aspect it's an acceptable site from DEQ, though the City would still be required to complete the land application process through DEQ for the City of Dundee. Humm discussed that the site is approximately 24 miles away and the application period would be from July through September.

Humm discussed that he did look into the landfill option as well. He explained that it is an authorized end disposal method; there is no additional required paperwork through DEQ. Humm discussed the screening and test requirement as outlined on slide 16. He next discussed the limitations involved with the landfill option on slide 17. Humm explained that ideally McMinnville would be a great candidate, though they are still awaiting on their expansion so they are not importing any material at this time. He explained that if the City of Dundee really wanted to pursue this option, political support would likely be required either through City Council or the Yamhill County Commissioners. Additional landfill options were briefly discussed. Humm pointed out that landfill tipping fees can add potentially 30-50% to the cost.

Humm discussed that the land application process would still be the most cost-effective route, though it does come with some level of uncertainty. Humm explained that his recommendation at this time is to put together a draft type of arrangement for Council to review for a management service to provide umbrella coverage and long-term agreement. C.A. Daykin pointed out that there are effectively two providers that could go through a competitive process for procurement of these services, though one realistically likely won't respond. He asked C. Atty Ramis if the City would be in a better position to try to waive the competitive process and try to directly negotiate if there are sufficient findings. C. Atty Ramis affirmed that the City might be able to look at that option as there might be a case of there being essentially a sole source available, especially if this could be documented in some way; if there is a strong likelihood of having two competitors then this would require a competitive process. C. Atty Ramis pointed out that even if the City did a request for proposals or request for qualifications and there was only one responder, the City could sit down and negotiate it. Humm discussed the importance of having dialogue with the Management Service so that the many details can be thoroughly understood and negotiated by both parties. The consensus of Council was to move forward with the Land Management option for biosolids management at this time.

C. Weaver inquired about whether discussion should begin about setting aside funds each year to cover biosolids management expenses to which C.A. Daykin affirmed could be discussed through the budget process. C.A. Daykin discussed that one option might be to take out a bank loan for a 7-10 year period of time; a potential uptick in customer base could potentially help pay back that loan. Brief discussion ensued with regard to the additional costs required for operations and improvements to the WWTP. C. Crawford pointed out that interest rates are very low right now which could also be helpful.

2020 Street Improvement Projects

C.A. Daykin discussed that with the potential improvements of the former Jan Sander property there is an expectation that CPRD will not only dedicate another 10 feet of property for roadway purposes, but they would also be responsible for rebuilding that portion of the substandard road as well. He expects CPRD will be coming back asking the City about use of urban renewal for part of that cost and that he is reluctant to use limited street resources for work that could be taken care of when the property does develop. C.A. Daykin described the area on Fifth Street which is being considered for improvement, which is where the worst damage is taking place because of the significant amount of traffic going in and out of the school parking areas. C.E. Reid provided additional discussion about the project being considered.

C. Adlong inquired about whether CPRD has provided any updates with regard to their progression with Jan Sander Park. C.A. Daykin explained that though he hasn't had direct communication about the park, Casey Creighton, CPRD Parks Maintenance Supervisor is planning to provide an update on the status of the Jan Sander property at the Parks Committee meeting tomorrow night. C. Nelson pointed out that the described improvement on Fifth Street would take care of all of the turns coming out of the school property and would be very beneficial; though the hill on Fifth Street will deteriorate, it won't do so to the level and speed of the lower high traffic area.

C. Crawford inquired about whether it is known when Dundee Elementary might build a new school and potentially relocate if the upcoming bond measure passes. Though C.A. Daykin cannot provide a timeframe, he pointed out that it is their most significant project in the draft bond proposal yet to be voted upon.

Tourism Website & Social Media Services Agreement

C. Crawford discussed that he is pleased with the vendor selection process. He discussed that the Tourism Committee had an approximate 5-hour meeting and interviewed several vendors who had provided proposals. The Tourism Marketing Subcommittee will meet tomorrow to work on a new contract for the selected vendor, DNA Studios, who was noted to be the current contractor used presently. C.A. Daykin discussed that if that contract negotiation is successful, then the intent would be to bring this updated scope of service and fee to the full Tourism Committee for their review and approval. C. Crawford explained that from this process the Committee was able to give thought to what services they wanted and ask questions, as well as compare the information to what they are presently receiving from DNA Studios. Additional discussion ensued. C. Crawford pointed out that the \$40,000 marketing budget is only a portion of their \$75,000 budget amount. A **motion** was made and seconded to authorize the City Administrator to execute a contract with the vendor selected by the Tourism Committee in an amount not to exceed \$40,000 annually, provided that the agreement is first reviewed and approved by the City Attorney. C. Nelson inquired about the possibility of the \$40,000 budget for this service increasing on a yearly basis to which C. Crawford clarified that only a one-year contract is being considered at this time; any increases would be brought back to Council in the future. **The motion** passed unanimously.

New Business

Storm Facility Improvements

C.E. Reid answered Council questions in detail about the storm improvements outlined in his report. C. Nelson inquired about a timeframe for the Alder Street work in the future to which C.A. Daykin discussed that completing the full street build out on the west side of Alder would only be done if the City were able to obtain more right-of-way. C.E. Reid explained that without the right-of-way he can't push the slope back to create a more permanent fix. The priorities of the storm facility improvements were discussed, and C.E. Reid pointed out that there may be an opportunity to address the two worst areas along Alder Street between two of the driveways. Council members voiced support of the recommendations provided by C.E. Reid involving construction of new storm facilities on Ninth Street and Red Hills Drive to correct ongoing problems with erosion.

Council Concerns and Committee Reports

C. Adlong explained that she recently walked along the sidewalk located on Myrtle Street. She expressed concern and noted her surprise at the condition of the sidewalk in this area due to tree roots. C.A. Daykin acknowledged this concern as well and suggested that removing the trees would be a potential option. C. Adlong pointed out that the sidewalks in this area are a safety concern, especially while walking at night. Discussion ensued about potential options to remedy the situation. C.A. Daykin discussed that an improper tree and a very narrow planting strip was allowed to be placed, presumably with the City's authorization at that time when the subdivision was built in the 1960's or early 1970's. Additional discussion ensued. C. Adlong pointed out that there are three fir trees planted on the inside of the sidewalk which are starting to lift the sidewalk as well. C.A. Daykin reviewed that a design change was discussed last year which included removing the trees and also removing the planting strip and relocating the sidewalk curb tight, which would help the trees on the private property side. These changes would come at a considerable cost; discussion ensued about potential options. C. Adlong voiced interest in the sidewalk panels being evaluated.

C.A. Daykin discussed the Street trees that the City planted on Edwards Street when the improvement was done in 2009. He explained that the City rushed to get a project out to take

advantage of the Stimulus Package; a new storm drain was placed along with a plantar strips and separated sidewalk. C.A. Daykin explained that trees were planted over the storm drains and issues are now being seen. He discussed that excavation was recently completed to assess the situation and in the future Council will receive recommendation that those trees will need to be removed. C. Adlong pointed out that removing trees is less costly if done sooner than later. C.A. Daykin suggested that if Council notes other areas of damaged sidewalk due to trees in Dundee to let him know via email and he will investigate the matter.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin discussed that the pine trees planted behind the "Welcome to Dundee" sign on the north end of town are getting rather tall. Pruning them has only been a temporary solution and they are blocking the visibility of the commercial sign and the owner requested the trees be removed. He explained that Bryan Stewart, Parks & Landscape Director, CPRD, felt that with the other landscaping in this area removing the trees would not have a significant effect visually. Council voiced support of the trees being removed. C. Adlong voiced concern that the planter area along Highway 99W in front of Dundee Elementary School was overplanted and, while it does look nice at this time, it will likely require some tree removal in the future as well as they mature.

C.A. Daykin discussed that the City has received the Verizon lease which has been signed by them. He explained that the next step is for Verizon to proceed with the application process for land use approval.

C.A. Daykin discussed that he recently received communication from Mr. Lindquist. He requested a meeting and indicated that he has a new investor/builder that is interested in his property for building residential units. C.A. Daykin explained that he and C.E. Reid will meet with them on Friday.

Public Comment

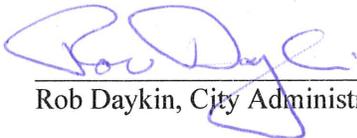
None.

The meeting was adjourned at 8:07 PM.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder