

**CITY COUNCIL MEETING
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November 7, 2017**

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City of Dundee
City Council Meeting Minutes
November 7, 2017

Call to Order

In Mayor David Russ' absence, City Council President Kristen Svicarovich called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Council President Kristen Svicarovich. Councilors Doug Pugsley, Storr Nelson and Tim Weaver. Absent: Mayor David Russ and Councilors Ted Crawford and Jeannette Adlong. Staff members: Rob Daykin, City Administrator; Peter Watts, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

David Jackson, 241 NW Ione Street, Dundee; representing Newberg Veterans Group. Michael Humm, Engineer, and Brooke Harrison, Kennedy/Jenks Consultants.

Agenda Changes

None.

Public Comment

David Jackson, a resident of Dundee and representing the Newberg Veterans Group, introduced himself. He described the Veteran Banner Program which brings recognition to Veterans and those currently serving in the military. Mr. Jackson described locations in Newberg where banners will be placed next week, and inquired as to whether Dundee may be interested in the banner program as well. He described the appearance of the banners and the fact that they are 5 feet tall and 30 inches wide. C. Weaver inquired as to what the cost is for each banner to which Mr. Jackson reviewed that the banner itself costs \$200.00, though brackets and a rod are required for hanging as well. He noted also noted that the VFW is funding the project. Additional discussion ensued. C. Pugsley inquired as to whether there are any Dundee residents presently serving to which Mr. Jackson could not confirm.

Consent Agenda

A motion was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, October 17, 2017, and Agenda Item 5.2 Financial Report ending September 30, 2017. **The motion** passed unanimously.

Old Business

WWTP Biosolids Removal

Michael Humm, Engineer, Kennedy/Jenks Consultants, provided a powerpoint presentation. He introduced Brooke Harrison, Kennedy/Jenks Consultants, who was available to answer questions. Mr. Humm reviewed the summary of the biosolids land application process as noted in his presentation. He reviewed that the City had authorized an additional \$15,000 to the contractor to continue to haul, though it started raining in mid-October and the contractor was unable to haul anything after October 11, 2017. A short biosolids land application video was presented to Council and the process reviewed in detail. Mr. Humm informed that approximately 868,000 gallons of sludge material, equating to approximately 108 dry tons and representing 65-68% of the solids lagoon volume, were removed from the South FSL. Approximately 400,000-450,000

gallons of sludge were noted to remain present in the South FSL. Mr. Humm reviewed that the application rate allowed up to two dry tons per acre; the 70 acres used involved only a portion of the site that was authorized.

Mr. Humm described in detail the process by which pumps were brought into the lagoon to slurry it up and thus enable the material to be moved out in trucks. He explained that early on in this process when there were issues with the pumps it became evident that as the material sat without mixing it became unable to be moved. This led to increased pumping costs for required mixing. Additional detailed discussion ensued. Mr. Humm explained that the solids enter the lagoon at about 1:1.2% solids, and that the evaporation and drying effect during the summer resulted in sludge of about 3% solids. He also noted that if solids reached 5%, water would likely need to be added and mixed in order to remove the sludge.

Class B land application obstacles were reviewed as outlined in his powerpoint presentation. Mr. Humm explained that there were permitting hurdles which extended the duration of the project. Though at the beginning of the process there were potentially a dozen site options, by the time the site authorizations were worked through there were only two remaining sites taken to public comment. He informed that there had been a lot of opposition with regard to one of the sites which was therefore eliminated. Mr. Humm reviewed that the City officially received authorization for one site and pointed out that there were a number of obstacles that arose as the project moved forward. Project cost hurdles were discussed. Mr. Humm reviewed that once the land application process began there were negative comments received from surrounding homeowners which put pressure on the farmer. It was noted that at this point the farmer (the lessee) was pretty resistant to continue the application process. Mr. Humm noted that he is hopeful that the farmer would consider future application with time and after seeing the results, and pointed out that it is a benefit to the farmer.

C. Nelson inquired as to whether Dundee is located in a challenging geographical area for biosolid land application. Mr. Humm informed that biosolid land application sites are becoming fewer and fewer. He pointed out that the site authorization and permitting processes are difficult. Looking toward future application cycles, Mr. Humm reviewed that the City does have the recently used site authorized, and pointed out that there are provisions in the contract which required 180 day notice between the City and the landowner. Regarding additional potential application sites, Mr. Humm informed that there have been some interested parties who may be open to receiving Class B biosolids. Additional discussion ensued including the potential option of the City purchasing property to be used for biosolid land application. This option was noted to provide some security to the site, but would still require the same regulatory authorization permitting path. Additional detailed discussion ensued. Mr. Humm reviewed that taking Class B biosolids to a landfill is quite a costly option. Additional discussion ensued.

Mr. Humm informed that there are two classes of biosolids in Oregon. Class B biosolids are the type produced in Dundee while Class A biosolids (which has less restrictions on its use) are produced in Newberg, though requires a more stringent treatment process. The less restrictive Class A biosolid option was discussed in detail. Though additional treatment is required of Class A biosolids, there are many more disposal options available. Detailed discussion ensued regarding the additional treatment process involved with Class C biosolids.

Purchasing land for Class B biosolid application was discussed in greater detail. C.A. Daykin inquired as to what the land requirement would be for the City of Dundee on an annual basis. Mr. Humm indicated that approximately 50-75 gross acres would be required for an annual operation, the details of which were discussed. C.A. Daykin expressed interest in acquiring detailed cost information about the option of purchasing farmland and leasing it back. C. Svicarovich inquired

as to whether purchasing property with other cities would be a potential option to which Mr. Humm explained is not an option.

C.A. Daykin inquired about the possibility of potentially hauling the 3% material from Dundee's WWTP to Newberg, if the Dundee invested in equipment that would allow it to be processed for Class A biosolids. Mr. Humm acknowledged this option and explained that hauling to other facilities is sometimes an option once the proper agreements are put into place. Additional discussion ensued.

Mr. Humm discussed our present land application site agreement and reviewed again some of the issues involved with the recent land application. C.A. Daykin pointed out that the farmer selected the sites as his best choice and noted that he wanted the material. He also informed that the farmer made it very clear that he does not want to be involved in the permitting process. It was noted that though the farmer may have an influence on the owners decisions, he does not have contractual capabilities. C. Pugsley pointed out that there is the possibility of completing additional land application of biosolids next summer if nothing is received from the owner 180 days in advance of that. It was noted that the window of application is believed to be June 1st through October 30th.

C. Nelson inquired as to whether any other local area cities also land apply. Mr. Humm explained that McMinnville land applies a Class A product. C.A. Daykin described a potential scenario in detail whereby the process potentially became a City operation where summer workers were hired to land apply.

Sewer Lateral Repairs

Mr. Humm reviewed that CCTV'ing sewer mains and completing repairs has been in process. He informed that cataloging of laterals that appear to have an I&I issue is being done. He noted that these laterals have been identified differently than in circumstances where the lateral was noted to have a defect at the connection. Mr. Humm explained that if water can be seen coming through the outside of the pipe at the connection it is being categorized differently than if clear water is coming down the lateral. Mr. Humm advised they are seeking Council advice on how to proceed with notifying homeowners about these issues. He presented video footage of continuous clear water coming out of a lateral during the CCTV's. Though he indicated this could be due to normal use, he pointed out that this alignment itself had 4 or 5 of these all that were doing the same thing which makes this less likely. He advised that there was enough suspicion pointing towards an issue, especially given what they saw through all of the pipes and the I&I present. Additional video footage was reviewed and discussion ensued. Mr. Humm discussed the process of their CCTV work and pointed out that there is really no way to launch from the sewer main up a lateral. The lateral is private property. He advised that there is some access to the laterals from the private side either through a clean out or a toilet. Mr. Humm also informed that one of the crews they have been working with looked at what would be involved and costs associated with CCTV of the private laterals.

C.A. Daykin reviewed Dundee's sewer regulation in place that was adopted which deals with inflow and infiltration. The process includes notice to the owner allowing 30 days to provide the City a corrective action plan to be reviewed and approved by the City Engineer. Once the plan is approved, it was noted that property owners have 90 days to effect the repairs. If the property owners don't effect the repairs within 180 days then the City has punitive actions that it can take. With regard to working with the homeowners, C.A. Daykin reviewed that one potential option might be for the City to provide for the more detailed inspection of the laterals to specifically identify what the problems are. This would provide the property owners a better idea of what kind of repairs would be required. C.A. Daykin explained that in order to inspect the laterals, the

City would need permission from property owners. C.A. Watts explained that it would be much less expensive for the City to complete the inspections all at one time rather than for individual homeowners to contract to have it done. He reviewed that the City's ultimate goal is to eliminate the issues with the laterals and have the most efficient system possible. C.A. Watts pointed out that early notification to the property owners is in the City's best interest. He recommended that the City send letters to the property owners, the details of which were discussed. He noted that if the property owners decided not to have the City complete the scope inspection, they would need to have it scoped themselves within 30 days. C.A. Watts reviewed that his recommendation would be that the City explain the process/options to property owners and ask for their authorization. He reviewed the importance of informing property owners initially that they may be required to pay for repairs. Additionally, he noted that if repairs are expensive and pose a financial hardship to property owners, the City could look into what, if any, options there might be in order to help the property owners to potentially pay over time. Ultimately the property owner would be financially responsible.

C. Pugsley pointed out that there appear to be some clustered areas of issues with laterals and inquired as to whether homes in these areas were built at the same time. C.A. Daykin reviewed that an original scoping was completed in 2016. An additional scoping was authorized in early 2017 to further investigate areas where Public Works crews were still noting high water levels present in certain manholes. C.A. Daykin pointed out that the entire sewer system has not been scoped; there could still be other problems though the City is attempting to investigate areas where high water flows have been seen. C. Svicarovich pointed out the importance of taking into consideration the time of year and availability of contractors to address these issues prior to asking property owners to address the laterals. Discussion ensued. The consensus of Council was for the City to cover the costs associated with scope inspection of the involved laterals with property owner permission. Discussion ensued with regard to when the best time would be to notify property owners. Mr. Humm informed that it would be undesirable to scope the laterals beyond the end of April due to the decrease in rain. C. Nelson suggested that the focus should be on when it is most favorable to complete the work. The consensus of Council was to notify property owners in December and schedule the first City Council meeting in January to answer questions about the program prior to the deadline to sign up. Additional detailed discussion ensued. C.A. Watts pointed out that with regard to timelines for completion of the repair work, there is some flexibility that may be appropriate and the City may want to ease the burden to the extent they can, but pointed out that this is a legitimate problem that needs to be fixed. He reviewed that it is not a problem that is going to go away and will only get worse if not taken care of.

Michael Humm informed that there is an Industrial Discharger Program in place which has been ongoing. He explained that the program is focused on reaching out and engaging discussion with the local wineries. He pointed out the importance of understanding what the wineries are doing and when, and what can be done at the WWTP to be prepared. Mr. Humm reviewed that recently a very low pH was seen at the WWTP. He explained that this very low pH essentially puts the "bugs" to sleep which shocks the system and doesn't allow them to complete the treatment needed. Mr. Humm pointed out that this year through the Industrial Discharger Program they have been engaging with the wineries. He noted that prior to the crush the wineries were pushed to complete the sampling needed. Though the wineries have been complying, given this recent crush period and what was seen it is Mr. Humm's belief that it is time to put them on a course to be more forthcoming with the information needed. He explained in detail the events of the 2017 crush which resulted in the low pH at the WWTP. A water sample photo was reviewed and Mr. Humm explained that rather than a pinkish color, the water is typically clear to muddy in appearance. He informed that the plant influent pH was in the mid-4's during this time, though it is typically in the 6.5 to 7.5 range. Mr. Humm explained that this drop in pH not only caused the biology to be disrupted, but also makes recovery of the pH level difficult. It was noted that the

plant is permitted to discharge pH between 6-9. Additional detailed discussion ensued. Mr. Humm explained that the low pH levels also result in a high discharge of BOD. C.A. Daykin informed that the BOD has been extremely high, sometimes as high as 15,000 mg/l; Mr. Humm explained that a typical day might be in the 350 mg/l. Mr. Humm also pointed out that of importance is that this high result is a composite and not an individual grab. Discussion ensued and Mr. Humm informed that Todd Miller, Operator of the WWTP, noted that he had not seen the biology at the plant slow down to this level previously. Mr. Humm pointed out that many of the winery facilities experienced largest crush or it was on the larger end of what they typically do; there has also been winery expansion in town. The pH was traced back to the facilities all discharging about 3.3 pH which was associated with cleaning processes; acetic acid and other products were presumably being used to clean tanks, etc. Mr. Humm also informed that Todd Miller had noted foaming at the plant due to the surfactants in the cleaning solutions. Mr. Humm pointed out that one winery has a pretreatment system which half of their facility uses. The second largest facility does not have pretreatment. Mr. Humm explained that during the low pH episode, the WWTP staff reached out immediately to the wineries. He explained his feeling that to some extent the facilities didn't realize the impacts taking place and indicated that the wineries were very forthcoming except for one which was unresponsive. Mr. Humm pointed out that the intent of the Industrial Discharger Program being in place is to understand what the facilities are putting out and address whether this aligns with the right structure. This information could also potentially drive any kind of pretreatment that would be needed to get into the right structure based on what their discharging. He discussed that the next steps moving forward include the development of a schedule of when the sampling needs to happen, when this information is required to be submitted back to the City, and what sort of disincentive there would be for noncompliance. Mr. Humm offered that the user brackets as well as the user discharge rates could potentially be adjusted.

C. Svcarovich informed that she believes the State of Washington is coming out with requirements for wineries at the State level. She volunteered to try and locate this information which she indicated was provided by the American Clean Water Association (ACWA). Mr. Humm will work with Staff to prepare new requirements, late fees, etc., and circulate the information. Additional detailed discussion ensued with regard to the individual wineries. The City will likely require 12th & Maple to pretreat all of their waste in the future, utilizing their pretreatment system already in place.

New Business

Tourism Website Management Agreement

C.A. Daykin informed that C. Crawford is absent from the meeting tonight due to illness. He explained that C. Crawford asked him to share that he supports this agreement as chairman of the Tourism Committee. C.A. Daykin reviewed that he himself has spoken and met with AJ Ramadan, and noted that he seemed knowledgeable of the tasks required under the Website and Social Media Management Agreement. **A motion** was made and seconded to approve the agreement with The Rama Agency, LLC for managing the Travel Dundee, Oregon website. C. Nelson inquired as to whether or not it is known if C. Crawford has seen any of AJ Ramadan's work to which C.A. Daykin was unaware. C. Nelson advised that he hasn't seen any of Mr. Ramadan's work and pointed out that monitoring of the website would likely be required to note the changes or improvements made. **The motion** passed unanimously.

Pump Repair Quote

C.A. Daykin reviewed the memo from Todd Miller on page 43 of the agenda packet. He reviewed that the estimate to repair the faulty pump is \$6,960.20, though there could be potential unknown additional costs as well. C.A. Daykin reviewed that the spare pump is presently attached; if this spare pump or one of the other pumps fails, this would leave only half capacity of

the plant. C. Nelson inquired if the cost of a new pump is known to which C.A. Daykin is unaware. C. Pugsley inquired as to whether or not the timing on this is within the expected timeframe for failure. C.A. Daykin informed that he did discuss this with WWTP Operator Todd Miller who only pointed out that this falls outside of the warranty period for the pump. C.A. Daykin shared his belief that this is one of the original pumps from 2012. C. Nelson and C. Pugsley supported the importance of checking into the cost of a new pump for comparison. Additional discussion ensued. C.A. Daykin reviewed his understanding that once the pump is rebuilt it will be virtually like a new pump. C. Nelson noted that there is a 12 month warranty provided with the potential repair work. C. Nelson and C. Pugsley both expressed their support of paying up to \$10,000 for a new pump versus a repair of the City's older one for almost \$7,000. **A motion** was made and seconded to authorize repair of the faulty pump for an estimated \$6960.20, or for the City to pay up to \$10,000 for a new pump in lieu of the repair of the faulty pump. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Weaver recognized that the City lost an important citizen from the community recently. He noted that Faith Gerstel had been a Dundee resident for many years and was quite an advocate for many causes.

C. Svicarovich informed the Council that she will be unable to attend the next City Council meeting on November 21, 2017.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin reviewed that WWTP Operator Todd Miller is at a training session this week and earning CEU's to continue recertification of his Grade III certificate. Additionally, C.A. Daykin informed that Mr. Miller has provided a letter indicative of his planned retirement effective July 31, 2018. C.A. Daykin expressed concern that it may take considerable time to recruit an appropriate replacement. He advised that he has contracted with consultant Sue Lawrence. He reviewed that she has worked with the City previously and will assist in recruitment as well as participate in the selection process to acquire suitable candidates for the position. He shared his concern that it is a very competitive process, though the City of Dundee does not offer that competitive of wage. C.A. Daykin also pointed out that it may be difficult to hire a Grade III operator. Another potential option would be to hire a Grade II candidate with the understanding that they must reach a Grade III within a reasonable period of time. Additional detailed discussion ensued. C.A. Daykin advised that recruitment for the position will begin soon. He informed that the job description for the position is being updated and consolidated from its present four page length. C.A. Daykin informed that he anticipates starting recruitment possibly in December, potentially a first review near the end of January, and hopefully interviews taking place in February. He discussed that adding the new employee on board in March would allow some overlap time to work with Todd Miller for five months. He pointed out that Ms. Lawrence is also representing a number of other cities that have been trying to recruit as well, including the City of Rainier. C.A. Daykin shared that Rainier hasn't come up with a suitable candidate following over three months of recruiting. Additional discussion ensued with regard to establishing a potential incentive program for a suitable candidate hired as a Grade II operator, and who then successfully completes training for Grade III. C.A. Daykin pointed out that some negotiation would be required to place a new employee on the salary schedule as well; incentives could potentially be offered to advance through the steps at intervals based on specific criteria. Detailed discussion ensued with regard to Public Works staff. C. Nelson suggested potentially

hiring a Level III PW employee who could assume the required managerial tasks for the WWTP, while hiring a Level II operator to work at the WWTP. Brief discussion ensued.

C.A. Daykin informed that City Engineer Reid has discussed the street sign options with ODOT. ODOT has advised that the border on the sign is required and they will not allow any emblem be placed on the signs.

C.A. Daykin referenced the provided Property Tax Levy information sheet provided at the meeting tonight. He reviewed that the estimated taxes coming in revenue in the general fund are \$4,000 higher than what was anticipated this year. C.A. Daykin explained that a less amount was estimated for the budget, but based on the levy amount that the City was notified of in November, it is believed to be approximately \$4,000 more. C. Pugsley inquired as to how much more this amount is than last year to which C.A. Daykin was unable to provide at the meeting.

C.A. Daykin informed Council that the Tourism Committee has been working with the Dundee Hills Wine Growers Association for placement of banners to promote an event to bring people into Dundee, as well as into their association and wineries. He advised that they would like the opportunity to use the street end stubs on Highway 99W to place these temporary banners in.

Public Comment

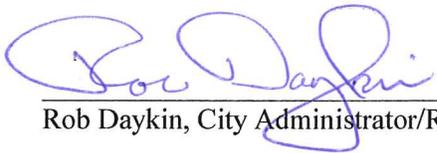
None.

The meeting was adjourned at 8:32 P.M.



David Russ, Mayor

Attest:



Rob Daykin, City Administrator/Recorder