



AGENDA
STAYTON CITY COUNCIL
Monday, October 21, 2019
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CITY COUNCIL EXECUTIVE SESSION
6:00 p.m. at the Stayton Community Center
The purpose of the session is pursuant to Oregon Revised Statutes (ORS) 192.660.2(f), to consider information or records that are exempt by law from public inspection. Executive Sessions are closed to the public.

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ANNOUNCEMENTS

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.
- c. City of Stayton Employees Years of Service Recognition

APPOINTMENTS

- a. City Council Vacancy Appointment

PUBLIC COMMENTS

If you wish to address the Council, please fill out a "Request for Recognition" form on the table near the door. Speakers are limited to 3 minutes and must state their name and residence.

CONSENT AGENDA

- a. October 7, 2019 City Council Minutes
- b. Renewal of Chemeketa Community Regional Library Service Contract

PUBLIC HEARING

GENERAL BUSINESS

Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan Contract Award **ACTION**

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Deliberation
- d. Council Decision

Ordinance No. 1040, Amending Marijuana Business Licensing Requirements **ACTION**

- a. Staff Report – Dan Fleishman
- b. Public Comment
- c. Council Deliberation
- d. Council Decision

- a. Staff Report – Susannah Sbragia
- b. Public Comment
- c. Council Discussion

COMMUNICATIONS FROM MAYOR AND COUNCILORS

COMMUNICATION FROM CITY STAFF

ADJOURN

FUTURE AGENDA ITEMS

- a. Sidewalk Program
- b. Jordan Bridge Update
- c. Grant Writing – Mill Creek Park Update
- d. Facility Needs Assessment Update

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Administrative Services Manager Alissa Angelo at (503) 769-3425.

CALENDAR OF EVENTS

OCTOBER 2019

Monday	October 21	City Council	7:00 p.m.	Community Center (north end)
Monday	October 28	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2019

Monday	November 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 5	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERAN'S DAY		
Tuesday	November 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	November 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 25	Planning Commission	7:00 p.m.	Community Center (north end)
Thursday	November 28	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 29			

DECEMBER 2019

Monday	December 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 3	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 24	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Wednesday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		

JANUARY 2020

Wednesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY		
Monday	January 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	January 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 20	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY		
Tuesday	January 21	City Council	7:00 p.m.	Community Center (north end)
Monday	January 27	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2020

Monday	February 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	February 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 17	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY		
Tuesday	February 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 24	Planning Commission	7:00 p.m.	Community Center (north end)

October 10, 2017

To the Stayton City Council and Mayor,

Please accept this as my letter of interest in the open City Council position. I have lived in Stayton for almost 14 years and my in-laws have lived here for 38 years. My wife Signe and I have two school age children. I actively volunteer at our kids' school, coaching, and at our church. I have the time, family support, energy, and interest to serve on the City Council. I am very civic-minded and want to make the city a better place to live. I would like to help make the city look better. For example: revitalizing the downtown area, fixing streets, East Virginia by the community center entrance for example, etc.

I am the Operations Manager at J/K Carpet Center. This position has helped me in learning how to be a good leader, budgeting, problem solver, and working well with others even if we have a difference of opinion.

With my knowledge and experience I am confident I would make a good addition to the City Council. Thank you for your consideration.

Sincerely,

Travis Woods

456 E. Regis Street
Stayton, OR 97383
503-509-9415

**City of Stayton
City Council Work Session Minutes
October 7, 2019**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:00 P.M.

Time End: 9:19 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (excused)	Keith Campbell, City Manager
Councilor Christopher Molin	Dan Fleishman, Director of Planning & Development
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
	Susannah Sbragia, Finance Director
	Ty Hanlon, Interim Police Chief

AGENDA	ACTIONS
REGULAR MEETING	
<p>Announcements</p> <p>a. Additions to the Agenda</p> <p>b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.</p>	<p>None.</p> <p>Councilor Patty declared ex parte contacts with Ken Carey regarding the Mobile Food Unit discussion but it will not affect his decision.</p> <p>Councilor Molin and Councilor Patty shared they know one or more of the candidates who applied for the vacant Council seat.</p>
<p>Public Comments</p> <p>a. Donation to the Park Fund by Russ Strohmeyer</p> <p>b. Patti Armstrong</p>	<p>Mr. Strohmeyer presented the City with a donation from the Stayton Summerfest Car Show in the amount of \$1,000.</p> <p>Ms. Armstrong spoke on the resignation of the former Police Chief and Philips subdivision.</p>
<p>Appointments</p> <p>a. City Council Vacancy Candidates</p>	<p><u>Ben McDonald</u> – Mr. McDonald addressed the Council regarding his interest in the vacant seat.</p> <p><u>Kara Blocker</u> – Ms. Blocker addressed the Council regarding her interest in the vacant seat. However, Ms. Blocker does not live in Stayton city limits.</p> <p><u>Laura Beeple</u> – Ms. Beeple addressed the Council regarding her interest in the vacant seat.</p>

	<p><u>Mark Kronquist</u> – Mr. Kronquist addressed the Council regarding her interest in the vacant seat.</p>
<p>Consent Agenda a. September 16, 2019 City Council Minutes</p>	<p>Motion from Councilor Patty, seconded by Councilor Molin, to approve the Consent Agenda as presented. Motion passed 3:0.</p>
<p>Public Hearing Ordinance No. 1037, Amending Land Use Code to Establish Clear and Objective Standards for Residential Development</p> <p>a. Commencement of Public Hearing and Opening Statement b. Staff summary c. Persons in favor d. Persons opposed e. Other interested persons f. Questions from the Council</p> <p>g. Staff summary h. Close of hearing i. Council deliberation</p> <p>j. Council decision on Ordinance No. 1037</p> <p>Ordinance No. 1038 and 1039, Establishing a Permit Process for Conducting Business in the Street Right-of-Way</p> <p>a. Commencement of Public Hearing and Opening Statement b. Staff summary c. Public comment</p>	<p>Mayor Porter opened the hearing at 7:23 p.m. and read the opening statement. Mr. Fleishman reviewed the staff report. None. None. None. Council question and discussion on the proposed code amendments. Mr. Fleishman provided a brief summary. Mayor Porter closed the hearing at 7:35 p.m. None. Motion from Councilor Ohrt to approve Ordinance No. 1037 as presented. Councilor Ohrt rescinded her motion.</p> <p>Further Council discussion on the proposed code amendments.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Patty, to approve Ordinance No. 1037 as presented. Motion passed 3:0.</p> <p>Mayor Porter read the closing statement.</p> <p>Mayor Porter opened the hearing at 7:41 p.m. and read the opening statement. Councilor Patty had ex parte contact with Ken Carey regarding this topic but it will not affect his decision. Mr. Fleishman reviewed the staff report and proposed ordinance options. <u>Cari Sessums, 1501 E. Burnett</u>, spoke in support of Ordinance No. 1038. <u>Carmen Nguyen, 8684 Jackson Hill Road SE, Salem</u>, spoke in support of allowing mobile food trucks to park in the right-</p>

of-way in limited locations.

David Nielson, 2069 Cardinal Avenue, doesn't support a policy change allowing food trucks in the right-of-way, and spoke on generator noise.

James Taylor, 210 E. Water Street, suggested installing a stop sign at Third Avenue and Water Street to slow traffic down near Snow Peak.

Ned Nguyen, 8684 Jackson Hill Road SE, Salem, spoke in support of allowing mobile food trucks to park in the right-of-way and generator noise.

Steve Poisson, 1750 E. Pine Street, inquired if there was still a need for Snow Peak to have mobile food trucks park in the right-of-way and not creating a standard for one business.

Carmen Nguyen, 8684 Jackson Hill Road SE, Salem, responded to Mr. Poisson's question.

d. Questions from the Council

Council discussion of how a fee will be determined for a permit; enforcement of the ordinance; and the process for a business wanting to cancel their permit.

e. Public comment

Keith Blocker, 220 E. Ida, suggested the food trucks deliver the food to the restaurant.

Laura Beegle, 623 Summerview Drive, suggested businesses have a business agreement with the mobile food trucks.

Ned Nguyen, 8684 Jackson Hill Road SE, Salem, shared an idea for assigning specific parking spots during certain windows of time.

Ken Carey, 1941 Kent Avenue, spoke in support of Ordinance No. 1039.

Cari Sessums, 1501 E. Burnett Street, spoke on the comparison of Stayton with Portland, and her opposition of Ordinance No. 1039.

Carmen Nguyen, 8684 Jackson Hill Road SE, Salem, responded to concerns shared by Ms. Sessums.

f. Questions from the Council

Further discussion of public on-street parking; the definition of Mobile Food Unit; noise and trash issues.

Ned Nguyen, 8684 Jackson Hill Road SE, Salem, spoke on control of trash issues.

<p>g. Staff summary</p> <p>h. Close of hearing</p> <p>i. Council deliberation</p> <p>j. Council decision on Ordinance No. 1038 or 1039</p>	<p>Mr. Fleishman provided a brief summary.</p> <p>Mayor Porter closed the hearing at 8:46 p.m.</p> <p>Council discussion of the complex issue and their considerations in reviewing the information to make the right decision for the community.</p> <p>Motion from Councilor Patty to approve Ordinance No. 1039 as presented. Motion died for lack of a second.</p> <p>Motion from Councilor Molin, seconded by Councilor Ohrt, to approve Ordinance No. 1038, with the modification to add a section allowing the business to rescind their permit prior to the expiration. Councilor Ohrt rescinded her second and Councilor Molin rescinded his motion.</p> <p>Motion from Councilor Molin, seconded by Councilor Ohrt, to approve Ordinance No. 1038, as presented.</p> <p><u>Council Discussion</u>: Brief discussion on mobile food units.</p> <p>Motion passed 3:0.</p>
<p>General Business</p> <p>Inventory of City-Owned Property</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Mr. Fleishman provided a presentation of City-owned properties.</p> <p>None.</p> <p>Discussion on streets and surplus properties. The Council requested staff return with suggestions on what to do with the surplus properties at a future meeting.</p>
<p>Communications from Mayor and Councilors</p>	<p>Councilor Ohrt addressed comments from earlier in the evening regarding Philips Estates subdivision. Additionally, she spoke about the recent Coffee with the Councilor this past weekend.</p> <p>Councilor Patty thanked staff for their work on City-owned properties report.</p>
<p>Communication from City Staff</p>	<p>None.</p>
<p>Future Agenda Items</p> <p>a. City of Stayton Employee Years of Service Recognition</p> <p>b. 2018-19 Fiscal Year End Presentation</p> <p>c. Sewer Master Plan – Award of Bid</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 21ST DAY OF OCTOBER 2019, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____

Alissa Angelo, Administrative Services Manager



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: October 21, 2019
SUBJECT: Renewal of Chemeketa Community Regional Library Service Contract

ISSUE

CCRLS contract renewal.

ENCLOSURES

- Intergovernmental Agreement-Contract #10426701
- Attachment A; Exhibit 1 to Attachment A, Attachment B

BACKGROUND INFORMATION

CCRLS was formed in 1973 to support library services in the tri-county area, with its service boundaries the same as those of Chemeketa Community College. All residents of the service district currently pay approximately \$.08 per thousand to CCRLS services. From those tax dollars an annual reimbursement is provided to member libraries based 50% on the assessed valuation of property in the local service area and 50% on the number of items circulated to non-residents in addition to the services outlined below.

FISCAL IMPACT

Disbursement to the Stayton Public Library of \$96,922 for FY2019-20.

Quarterly reimbursements for net lending at \$1.50 per item.

Continued participation in the Cooperative which provides these services at no additional charge:

- SirsiDynix Symphony (the Integrated Library System)
- Patron access to over 2 million items
- Online resources, databases, e-books, and audiobooks
- RFID technology, equipment and supplies
- Courier service 5 days a week
- Fiber optic internet connection, network support and security
- Computers - six OPACS, five circulation computers and two self-checkout stations
- Scanners and thermal receipt printers
- Reimbursement for materials lost by non-Stayton patrons

- Envisionware PC reservation system, additional software and licensing
- Training and mileage reimbursement to trainings and meetings
- Original cataloging for materials
- E-commerce

OPTIONS

Approve, deny or direct modification of the proposed agreement

MOTION(S)

N/A Included as a consent agenda item

**Chemeketa Cooperative
Regional Library Service**



Community. Literacy. Technology.

P.O. Box 14007, Salem, OR 97309-7070 - Phone: 503.315.4584 - Fax: 503.399.7316

**LIBRARY PARTICIPATION IN CHEMEKETA COOPERATIVE REGIONAL
LIBRARY SERVICE**

Contract #10426700, Amendment #01

Purpose: The purpose of this amendment is to add funding for the 2019-20 fiscal year (Exhibit #1 to Attachment A), replace Attachment A, and Attachment B.

This Agreement is by and between Chemeketa Community College hereafter known as COLLEGE, and the City of Stayton, Oregon, by and through its Stayton Public Library, hereafter known as CCRLS PARTICIPATING ENTITY.

- 1) **10426700 Attachment A** is deleted in its entirety and replaced by **10426701 Attachment A** attached hereto and incorporated herein by this reference.
- 2) **Exhibit #1 to 10426700 Attachment A** is deleted in its entirety and replaced by **Exhibit #1 to 10426701 Attachment A** attached hereto and incorporated herein by this reference.
- 3) **10426700 Attachment B** is deleted in its entirety and replaced by **10426701 Attachment B** attached hereto and incorporated herein by this reference.
- 4) This amendment is effective upon signature by both parties.

Signatures

Parties concur that all other terms and conditions of the original Agreement, and the terms and conditions of any Amendment to the original agreement, shall remain in effect.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below, effective as of the date set forth herein.

COLLEGE

CCRLS MEMBER LIBRARY

(Signature) (Date)
John Goodyear, Executive Director
Chemeketa Cooperative Regional Library Service

Signature of Library Director (Date)

Name/Title (Typed or Printed)

Signature of Authorized Entity Signer (Date)

Name/Title (Typed or Printed)

Statement of Work/Consideration

1) Statement of Work

- a) Under this agreement CCRLS MEMBER LIBRARY shall:
- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District and to nonresident staff currently employed with the COLLEGE. Basic level of service is defined as ten checkouts and ten holds per person at a time, utilizing individual rather than household cards.
 - 2) Provide free borrowing privileges to card holding residents/patrons of other CCRLS MEMBER LIBRARIES (including Silver Falls District) and all currently registered College students who present a valid library card.
 - 3) Ensure that in no case shall card-holding residents of the COLLEGE district receive less than the basic level of service from CCRLS MEMBER LIBRARY.
 - 4) CCRLS MEMBER LIBRARY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS MEMBER LIBRARY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
 - 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
 - 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
 - 7) Provide for the regular participation of the library director in meetings of the PYM and as may be necessary in meetings of the CCRLS Advisory Council. The COLLEGE depends on member participation. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS MEMBER LIBRARY director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential COLLEGE information. Directors will provide a chain of command to allow coverage in their absence.
 - 8) Provide for the regular participation of library staff at subcommittee meetings and training events provided by vendors and/or COLLEGE. The COLLEGE will reimburse mileage at current college rates; roundtrip from participating library to the meeting/training. Reimbursement will be made biannually.
 - 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to ISBN, Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
 - 10) Take reasonable measures to protect equipment in CCRLS MEMBER LIBRARY's possession from abuse, theft, and misuse. CCRLS MEMBER LIBRARY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS MEMBER LIBRARY shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of

physical force to the tangible components of the system; and, provided further, that the CCRLS MEMBER LIBRARY shall not be liable under this agreement for any consequential damages incident to any loss under this section.

- 11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes network, cable installation, electrical power, and environment, all meeting industry, manufacturer and vendor specifications.
- 12) CCRLS MEMBER LIBRARY may purchase equipment and software to expand and enhance its own operations; provided that, if any such equipment and software will be linked to the automated system or the COLLEGE telecommunications network, COLLEGE shall be notified ahead of time and such equipment and software is to be acceptable to the COLLEGE as compatible with the automated system and the COLLEGE telecommunications network. The COLLEGE shall not be responsible for maintenance of CCRLS MEMBER LIBRARY equipment, but will configure and ensure the COLLEGE network connectivity. CCRLS MEMBER LIBRARY shall not connect or install any such equipment or software without the review and written approval of the COLLEGE after at least 90 days prior to notice by CCRLS MEMBER LIBRARY. The COLLEGE may remove non-approved equipment from the network at the COLLEGE's discretion. To facilitate this approval it is recommended that CCRLS MEMBER LIBRARY include the COLLEGE in the examination and selection process. The COLLEGE cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the COLLEGE network must have approved anti-virus security software and a current, secure Operating System. CCRLS MEMBER LIBRARY will not alter COLLEGE network or workstation equipment within their building without communication or direction from the COLLEGE.
- 13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with COLLEGE technical staff.
- 14) Notify COLLEGE of any desired reductions to the number of CCRLS MEMBER LIBRARY software licenses held through group software purchases if at all possible at least three months prior to renewal.

b) Under this agreement COLLEGE shall:

- 1) Provide for the fiscal and administrative management of the CCRLS
 - a. Maintain the following:
 1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council, which shall be updated as, needed and sent electronically for inclusion to all Library Directors and posted on the COLLEGE website.
 2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.
 - b. Provide operation and maintenance of the COLLEGE automated system and related databases, including:

1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.
2. Manage the COLLEGE automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS MEMBER LIBRARY has access to its bibliographic, circulation, and borrower records during library business hours and at other times as agreed upon between the CCRLS MEMBER LIBRARY Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of COLLEGE to monitor, evaluate, and create as needed entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
3. Acquire and provide for effective maintenance and support of all essential present and future, central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CCRLS MEMBER LIBRARY for installation at its library, or as otherwise provided in Attachment A 1) a) 12) of this agreement.
4. Coordinate and assume cost for installation of telecommunications equipment and lines at CCRLS MEMBER LIBRARY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
5. Acquire and furnish to CCRLS MEMBER LIBRARY, at COLLEGE's direct cost, certain necessary supplies and services, such as utilities, library cards, bar codes, patron notices, storage media, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CCRLS MEMBER LIBRARY.
6. Provide at CCRLS MEMBER LIBRARY's request, specialized reports not regularly generated by automation system. CCRLS MEMBER LIBRARY shall reimburse the COLLEGE for the cost of providing such special reports.
7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by CCRLS MEMBER LIBRARY. CCRLS MEMBER LIBRARY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.
8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). The COLLEGE shall provide reasonable approved maintenance and support for automated system hardware and software not provided

by automation vendor. The COLLEGE shall provide reasonable prior notice to CCRLS MEMBER LIBRARY when system operation must be suspended for operational or maintenance requirements. The COLLEGE shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS MEMBER LIBRARY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the COLLEGE automated system database or software is compromised or damaged, COLLEGE shall not "lock out" CCRLS MEMBER LIBRARY terminals from automated system.

9. Provide, through the COLLEGE, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CCRLS MEMBER LIBRARY under Attachment A 1) a) 12), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CCRLS MEMBER LIBRARY shall have no claim thereto other than the right to use thereof under this agreement.
11. The COLLEGE will provide ILL service through OCLC. CCRLS will serve as the Referral Center coordinating external loans and borrowing requests from CCRLS MEMBER LIBRARY staff.
12. Contract for hosting maintenance and backup of the COLLEGE automated system data. In the event of system malfunction or loss of data, the COLLEGE shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by the COLLEGE if the automated system experiences down time or loss of data, which cannot be recovered.
13. Provide training for at least one CCRLS MEMBER LIBRARY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. The COLLEGE shall provide up-to-date access to on-line user manuals for CCRLS MEMBER LIBRARY's staff. All other training of CCRLS MEMBER LIBRARY staff shall be the responsibility of CCRLS MEMBER LIBRARY. CCRLS MEMBER LIBRARY shall designate one staff position responsible for coordinating training and operations matters with the COLLEGE staff person responsible for automation system operations.
14. Provide for general maintenance and utilities to support the COLLEGE automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs, lighting and electrical system maintenance, and HVAC maintenance.
15. While providing computer network access to the COLLEGE automated system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which

would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS MEMBER LIBRARY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CCRLS MEMBER LIBRARY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

16. Provide personnel for the operation of the system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.
17. Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of COLLEGE and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.
18. In serving card-holding COLLEGE district nonresident patrons, abide by each CCRLS MEMBER LIBRARY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the COLLEGE district receive less than the basic level of service from COLLEGE.
19. Provide a quarterly financial report to the CCRLS Advisory Council that includes revenue and expense information for the quarter and year to date, compared to a) current year budget and b) prior year for the same period. The report will be made available to CCRLS MEMBER LIBRARY.
20. Reimburse CCRLS MEMBER LIBRARY for library materials borrowed by district non-residents and college students, faculty, and staff under this agreement and not returned by the borrowers within twelve months of due date. CCRLS MEMBER LIBRARY hereby transfers and assigns all interests in such materials and replacement charges to the COLLEGE with respect thereto. If lost materials are returned, CCRLS MEMBER LIBRARY will reimburse the COLLEGE for any lost materials replacement charges paid to the CCRLS MEMBER LIBRARY.
21. Provide regular courier service between the participating libraries.
22. May coordinate group purchasing of COLLEGE related equipment, software or non-essential supplies, as needed, to assist CCRLS MEMBER LIBRARY and other participants. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc. will be billed to CCRLS MEMBER LIBRARY at direct cost and payable to COLLEGE.

23. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS MEMBER LIBRARY annually for CCRLS MEMBER LIBRARY's proportionate share of software licenses.
24. Coordinate group purchasing of such COLLEGE -related services on behalf of member libraries including, but not limited to Debt Collect, ORBIS and Cascade Alliance Courier. COLLEGE will invoice CCRLS MEMBER LIBRARY annually or quarterly for the cost of these services on a usage basis.

c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through COLLEGE, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS MEMBER LIBRARY.
2. Process charges that are paid only through the shared library automation system operated by COLLEGE.
3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS MEMBER LIBRARY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS MEMBER LIBRARY..
4. Compile and calculate charges on a monthly basis. However, payment to CCRLS MEMBER LIBRARY will be made on a quarterly basis. In the event the amount due to CCRLS MEMBER LIBRARY is less than \$15, the payment may be held for the next quarterly payment.
5. Make payment to CCRLS MEMBER LIBRARY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
6. COLLEGE shall be credited payments for unidentified charges, or for items, which COLLEGE has previously reimbursed CCRLS MEMBER LIBRARY.
7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.
8. COLLEGE shall, at all times during the term of this agreement, comply with Oregon Revised Statutes Chapter 295 and shall deposit any fines, fees, charges, or other payments collected pursuant to this agreement in an institution included in the Oregon State Treasurer's list of Qualified Depositories for Public Funds.
9. COLLEGE shall, at all times during the term of this agreement, comply with all Payment Card Industry Data Security Standards and shall annually provide to CCRLS MEMBER LIBRARY a copy of its current PCI compliance certificate, and that of any acquirer, third party provider, or processor that is used in providing services pursuant to this agreement.

2) Consideration

- a) COLLEGE will compensate CCRLS MEMBER LIBRARY in the amount shown in Exhibit 1 – Compensation Schedule for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) COLLEGE will compensate CCRLS MEMBER LIBRARY for each net loan provided, i.e., the difference between the number of CCRLS MEMBER LIBRARY items loaned to and checked out in another CCRLS library and the number of items owned by other CCRLS libraries borrowed and checked out by the CCRLS MEMBER LIBRARY. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Exhibit 1. Payments shall be made quarterly as provided herein.
- c) COLLEGE will compensate CCRLS MEMBER LIBRARY in the amount shown in Exhibit 2 – Additional Compensation Schedule for unused portion of Fall City –Wagner City Library reimbursement. This is a One Time payment as provided herein.
- d) City of Newberg Only: In consideration for participation in the COLLEGE system and in lieu of taxes, since the CCRLS MEMBER LIBRARY is outside the area taxed to provide this service, the CCRLS MEMBER LIBRARY shall pay to the COLLEGE the sum shown in Exhibit 1 on or before December 15 of each year.
- e) The COLLEGE will invoice CCRLS MEMBER LIBRARY for services and licensing, provided through group purchases quarterly or annually as more specifically described in Section 1) b) 1) b. (Including but not limited to §22, 23, 24) and fees described in 1) b) 1).c.
- f) Payments made or invoices issued under this agreement, either for full or partial payment, shall reference the COLLEGE contract number written herein.

2019-20 CCRLS Council Members

Kathleen Schulte - Chair

Polk County Lay Member
15740 Tarter RD
Monmouth, OR 97361
503.838.3925 (h)
3schulte@gmail.com
◆ Term expires: 6/30/21

Vacant – Vice Chair

Rural Lay Member
Address:
Phone:
Email:
◆ Term expires: 6/30/22

Gretchen Freeman

Yamhill County Lay Member
1679 NW Medinah Dr.
McMinnville, OR 97128
801.503.7201 (cell)
mgsfreeman@comcast.net
◆ Term expires: 6/30/22

Patricia Wallace

Marion County Lay Member
PO BOX 723
Mt. Angel, OR 97362
503.845.2248 (w)
butte75@hotmail.com
◆ Term expires: 6/30/20

Scott McClure

City Manager Representative
City of Monmouth
151 Main Street W
Monmouth, OR 97361
503.751.0145 (w)
smcclure@ci.monmouth.or.us

Natalie Beach

Chemeketa Community College Representative
4000 Lancaster Drive NE/PO Box 14007
Salem, OR 97309-7070
503.399.5105 (w)
natalie.beach@chemeketa.edu

Robin Puccetti

PYM Chair Representative
Independence Public Library
175 Monmouth Street
Independence, OR 97351
503-838-1811 x204 (w) robinp@ccrls.org
◆ Term expires: 6/30/20

Cyndi Park

Small Library Representative
Dayton – Mary Gilkey City Library
416 Ferry Street/PO Box 339
Dayton, OR 97114
503-864-2221 (w) cpark@ci.dayton.or.us
◆ Term expires: 6/30/20

Christy Davis

Medium Library Representative
Silver Falls Library District
410 South Water Street
Silverton, OR 97381
503.873.5770 (w) christy.davis@ccrls.org
◆ Term expires: 6/30/20

Sarah Strahl

Large Library Representative
Salem Public Library
585 Liberty Street SE
Salem, OR 97301
503.588.6064 (w) sstrahl@cityofsalem.net

Ex Officio Members

Sean O'Day

Executive Director
Mid-Willamette Council of Governments
100 High Street SE, Suite 200
Salem, OR 97301
503.540.1601 (w) soday@mwvcog.org

John Goodyear

Chemeketa Cooperative Regional Library Service
CCRLS Director
4000 Lancaster Drive NE/PO Box 14007
Salem, OR 97309-7070
503.315.4584 (w) jgoodvear@ccrls.org

Jennifer Badzinski – Recording Secretary

Chemeketa Cooperative Regional Library Service
503.399.5165 (w) jennifer.badzinski@ccrls.org

Exhibit #1 to 10426701 Attachment A

**FY 2019-20 COMPENSATION SCHEDULE
(July 1, 2019 – June 30, 2020)**

**Non-Resident Library Service Fee to CCRLS PARTICIPATING ENTITY
Library by College**

Library	Amount	Quarterly Payment
AMITY	\$6,561	\$1,640
CHEMEKETA(Chemeketa Community College)	\$7,820	\$1,955
DALLAS	\$97,035	\$24,259
DAYTON	\$6,591	\$1,648
INDEPENDENCE	\$55,724	\$13,931
JEFFERSON	\$15,786	\$3,947
LYONS	\$10,997	\$2,749
MCMINNVILLE	\$175,075	\$43,769
MONMOUTH	\$65,304	\$16,326
MT ANGEL	\$15,505	\$3,876
NEWBERG	\$77,647	\$19,412
SALEM	\$656,610	\$164,153
SHERIDAN	\$14,479	\$3,620
SILVER FALLS (Silver Falls Library District)	\$76,582	\$19,146
STAYTON	\$96,922	\$24,231
WILLAMINA	\$18,791	\$4,698
WOODBURN	\$83,096	\$20,774

Net Loan Payment to CCRLS PARTICIPATING ENTITY by College: The net loan payment rate for fiscal year 2019-20 shall be \$1.50 per item.

Participation Payment to College (City of Newberg Only): The participation payment to College by the City of Newberg for fiscal year 2019-20 shall be \$150,012.



CITY OF STAYTON

MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council

THRU: Keith Campbell, City Manager

FROM: Lance S. Ludwick, P.E. Public Works Director

DATE: October 21st, 2019

SUBJECT: Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan Contract Award

ISSUE

The issue before the City Council is the award of contract for the Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan to Keller Associates.

BACKGROUND INFORMATION

The Wastewater Master Plan (WWMP) Update and Inflow and Infiltration (I & I) Study and Mitigation Plan will include a detailed analysis of current conditions and future needs, recommendations to meet these needs, and cost estimates for the recommended improvements. The consultant will focus their review on the wastewater treatment plant, lift stations and collection systems and private service laterals.

The project was advertised competitively on August 26, 2019, in the Daily Journal of Commerce. The City of Stayton received two (2) sealed bids by the bid closing deadline of September 26th, 2019, one from Jacobs Engineering Group of Portland, Oregon and one from Keller Associates of Salem, Oregon.

The City has experienced steady growth over the past several decades but growth has substantially slowed during the past twelve years. The current WWMP was completed in 2005 and adopted in 2006, and was produced during a time of more substantial growth and assumed that growth would continue. The plan includes a number of recommendations that no longer seem necessary or feasible for construction within a 20-year planning horizon.

The City updated its Comprehensive Plan in 2013, with a revised Comprehensive Plan Map adopted at that time. The assumptions for development patterns included within the 2006 WWMP are no longer in compliance with the Comprehensive Plan Map.

Updating the City's Master Plans has been a City Council Goal since 2015-2016. During the most recent City Council Retreat, the City Council provided staff with a goal to "Develop a Capital Improvement Plan." Completing updates to the sewer, water, stormwater and parks master plans was identified as a goal to strive for in the 3-4 year range. The Wastewater Master Plan was selected as the next plan to update.

The objective of the WWMP update is to develop working documents for planning, programming, and financing improvements to the community's wastewater plant and collection system.

Project objectives include:

- A. The Consultant shall update the flow and loads quantities to the wastewater treatment plant based on population growth projections up to 20 years into the future and provide a conditional assessment of the plant. The consultant shall also determine what the plant needs to manage the anticipated flows. The consultant shall evaluate up to three (3) alternatives for any proposed changes / projects at the WWTP and provide associated costs for each alternative.
- B. The 2020 Master Plan Update will need to include an evaluation of the collection system and lift stations based on updated flow data. The WWMP shall include Priority 1- 4 projects and future lower priority projects based on population growth projections up to 20 years into the future. A summary sheet describing each proposed capital improvement shall be provided in the final document; to include the associated costs for each of the collection system improvements. The consultant shall also determine the percentage project costs due to growth.
- C. The Consultant shall perform an Inflow and Infiltration (I and I) Study of the City's sanitary sewer collection system, including private service laterals. It is assumed the selected consultant will place flow meters at strategic locations throughout the system to help locate problem areas of I and I and propose alternate mitigation plans to remedy the issues. Cost for the mitigation alternatives shall also be derived and provided in the final WWMP update document.
- D. Additional areas that will need to be addressed in the WWTP Update:
 - 1. Vulnerability Analysis of Wastewater Treatment Plant
 - 2. Redundancy in the WWTP System
 - 3. Future permit changes/requirements
 - 4. Outfall erosion/capacity

The City received two (2) proposals for the master plan consulting services. Jacobs Engineering Group (Jacobs) of Portland, Oregon and Keller Associates (Keller) of Salem, Oregon both submitted proposals that met the minimal qualifications for performing the services requested. Staff has experience working with both consultants.

City staff formed a committee to review and score the proposals independently. The scoring criterion was outlined in the RFP and is shown below:

CONTENT AND EVALUATION CRITERIA		MAXIMUM SCORE
1.	Introductory letter	5
2.	Key personnel qualifications	40
3.	Project scope and understanding	40
4.	Project schedule (11" x 17" allowed)	10
5.	Additional supporting information	5
TOTALS		100

Below is a compilation of the six (6) reviewer scores combined into one overall score.

Wastewater Master Plan Proposal Scoring Matrix Worksheet

Keller Associates Proposal

September 30, 2019

	Content and Evaluation Criteria	Maximum Possible Score	1	2	3	4	5	6	
1	Introductory Letter	5	3.5	4	5	4	4	4	
2	Key Personnel Qualifications	40	32	38	40	36	37	39	
3	Project Scope and Understanding	40	36	35	40	36	35	39	
4	Project Schedule	10	8	8.5	10	7	8	9	
5	Additional Supporting Information	5	5	5	5	4	4	5	
6	Total Score	100	84.5	90.5	100	87	88	96	546 Total

Jacobs Proposal

September 30, 2019

	Content and Evaluation Criteria	Maximum Possible Score	1	2	3	4	5	6	
1	Introductory Letter	5	3.5	3.5	4	2	4	4	
2	Key Personnel Qualifications	40	38	35	38	34	36	39	
3	Project Scope and Understanding	40	38	35	38	34	38	39	
4	Project Schedule	10	8	8	10	7	8	10	
5	Additional Supporting Information	5	4	4	5	3	4	5	
6	Total Score	100	91.5	85.5	95	80	90	97	539 Total

After reviewing the scores and discussing the proposals in detail, the group recommended the City move forward with negotiating a contract with Keller to perform the work. Staff met with Keller to discuss the scope of work and to negotiate financial compensation for the work. Keller

and staff met with the Department of Environmental Quality (DEQ) to confirm that the scope of work negotiated would meet the DEQ requirements for a master plan update as specified in the document titled “Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities Financed by Business Oregon, Oregon Department of Environmental Quality, Rural Community Assistance Corporation or the United States Department of Agriculture.” This document outlines the requirements for a planning master plan if a loan from one of these agencies would be used for capital improvements. The DEQ representative stated the master plan document as proposed by Keller would meet the referenced criteria.

FINANCIAL IMPACT

The estimated fee to complete the Wastewater Master Plan Update and Inflow and Infiltration Mitigation Study is \$350,000. There was \$175,000 allocated for the Wastewater System Master Plan Update and Inflow and Infiltration Mitigation Study in the 2019-2020 budget. There will need to be \$175,000 allocated to the Wastewater System Master Plan Update and Inflow and Infiltration Mitigation Study in the 2020-2021 budget to complete the work.

STAFF RECOMMENDATION

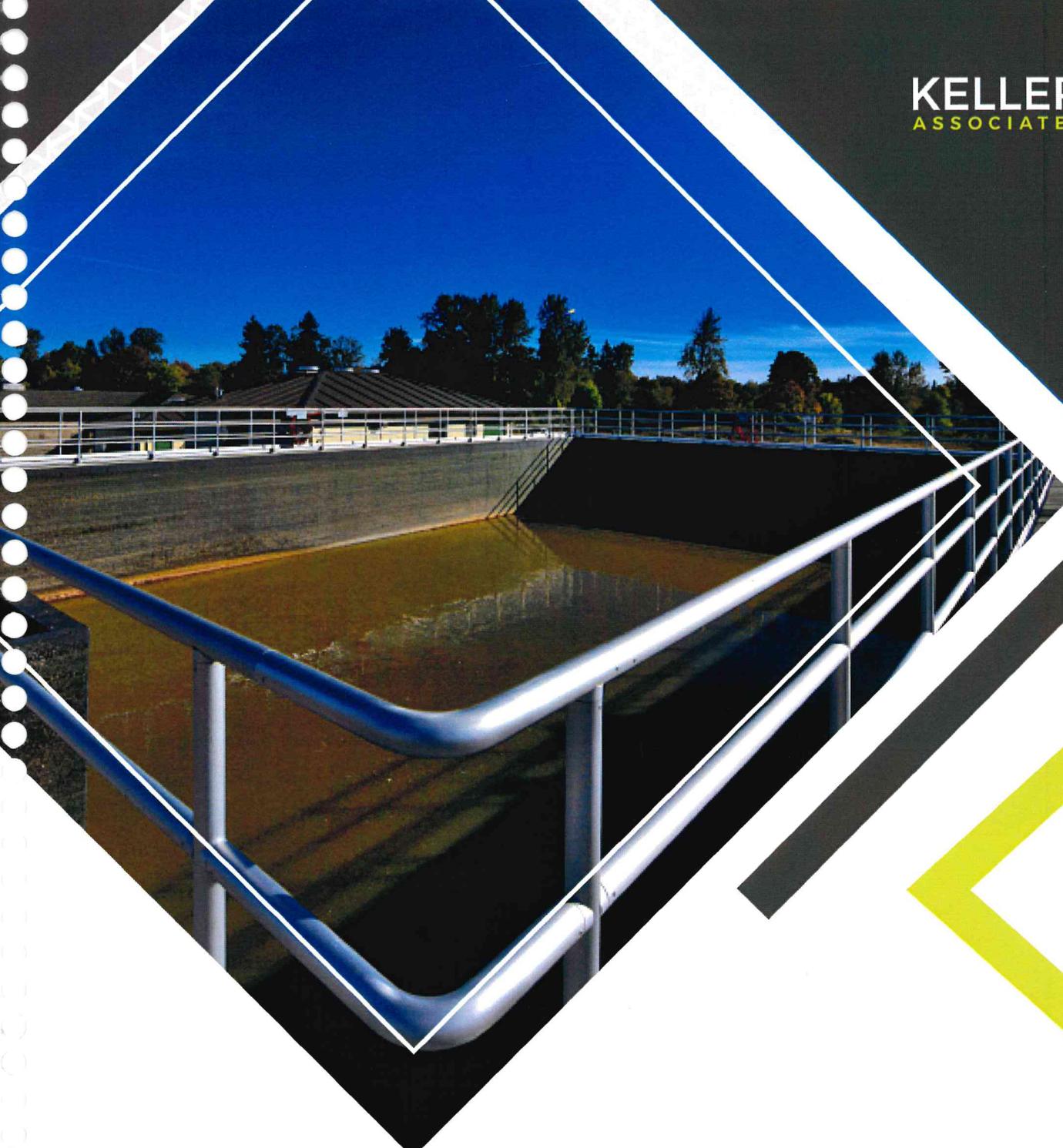
City Staff reviewed and scored the proposals submitted by Jacobs and Keller for the Wastewater Master Plan Update and Inflow and Infiltration Mitigation Study and recommends the City award the contract to Keller Associates at this time.

OPTIONS

- 1) Award of Contract to Keller Associates for the contract amount of \$350,000.
- 2) Reject all bids.

MOTION

Move to award the Wastewater Master Plan Update and Inflow and Infiltration Mitigation Study contract to Keller Associates in the amount of \$350,000.



CITY OF STAYTON Wastewater Master Plan Update and Inflow/Infiltration Study and Mitigation Plan

Request for Proposals

09|26|19



September 25, 2019

Lance S. Ludwick, PE
Director of Public Works
City of Stayton
311 North Third Avneue
Stayton, OR 97383

RE: Proposal to RFP: Wastewater Master Plan Update

Dear Lance and Selection Committee:

The City desires a comprehensive update to the wastewater master plan. This plan needs to address the desired upgrades at the treatment plant and target reductions in infiltration and inflow (I/I). You hope to spend your funds wisely and improve system maintenance, safety, and reliability. Our team is committed to realizing your goal of reducing flows and making strategic capita investments that improve operations and reduce risk.

Our approach addresses the impacts on your capital improvement plan that will come from tracking your I/I challenges and providing updated flow projections. We are committed to finding creative solutions that address your challenges. Our process experts have evaluated more than one hundred SBR facilities and will provide a fresh look at cost-effective solutions. Complementing our team is solids handling expert Mark Cullington, with Kennedy Jenks, and regular teaming partner and financial analyst Doug Gabbard, with FCS Group.

Nobody knows your system like we do! Our familiarity of your system allows us to efficiently provide a more thorough review – bringing more value to the City. Our team includes the engineers who completed your previous I/I evaluations and flow monitoring. We are intimately aware of the challenges you face, and in many cases, we have already begun to evaluate these challenges and explore solutions.

We look forward to working with you on this important project.

Sincerely,

KELLER ASSOCIATES, INC.

Peter Olsen, PE
Project Manager

Enclosures

245 Commercial St SE, Suite 210
Salem, OR 97301
(503) 364-2002



Keller Associates was recognized as one of 72 firms demonstrating outstanding achievement in overhead management, cash flow, productivity, business development, staff growth, and turnover.

This Circle of Excellence 2019 Award represents the top 20% of participants in PSMJ's annual A/E Financial Performance Benchmark Survey

Corporate Legal Name & Authorized Officer:
KELLER ASSOCIATES, INC.
James Bledsoe, PE
Principal
Phone (208) 288-1992
Fax (208) 288-1999

Service Office:
PETER OLSEN, PE
Project Manager
245 Commercial Street., SE
Salem, OR 93701
Phone (503) 364-2002
Fax (503) 364-2801
polsen@kellerassociates.com

Federal Tax ID:
45-0574227

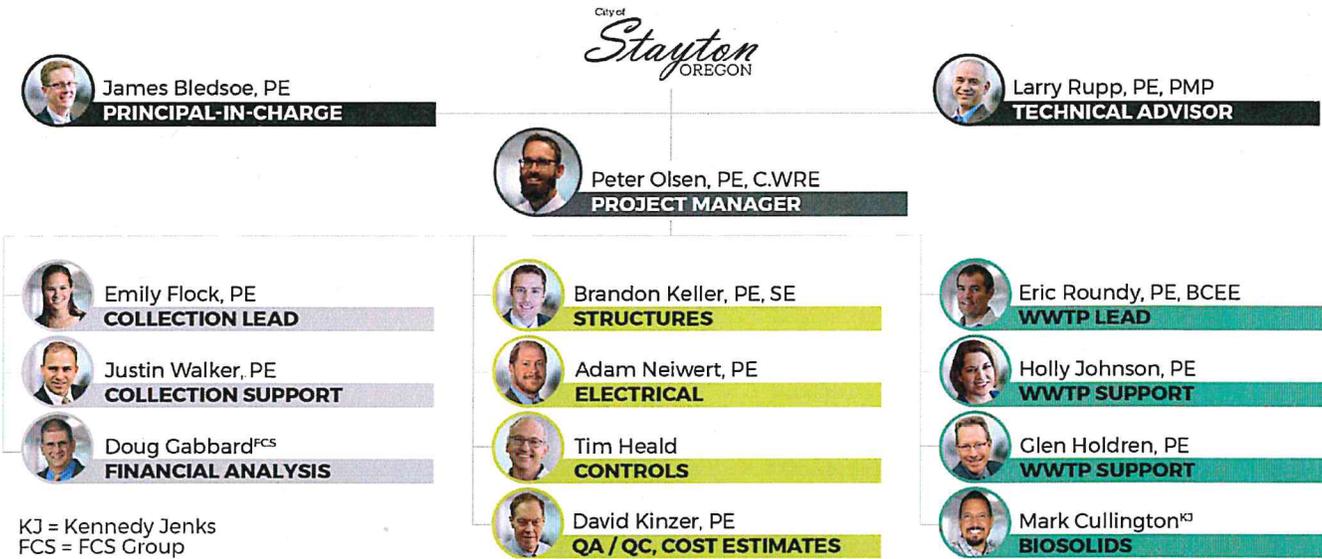
State Tax ID:
01419194-7

State of Incorporation:
Idaho

Oregon Resident Bidder:
Yes

KEY PERSONNEL QUALIFICATIONS

The City of Stayton needs a team to bring innovative ideas and project efficiencies – a team that will bring the right solutions. Our team is uniquely qualified and brings a familiarity with your system that no other team can. Your project will be managed by Peter Olsen, who has been providing wastewater support services to Stayton for a decade. He will be supported by individuals with extensive experience with your system. The Keller team brings both the familiarity and the fresh look you desire.



**PETER OLSEN, PE | PROJECT MANAGER | OREGON NO. 83510PE
LICENSED: OR, ID, WA | EXPERIENCE: 14 YEARS**

Peter will be the Project Manager and the primary point-of-contact for your study. Peter will attend each project meeting, coordinate our team’s efforts, and communicate regularly with City engineering and operations staff.

Peter Olsen will be the project manager for your master plan. With his experience in completing the Mill Creek force main design, construction administration services for the 2011 treatment plant upgrades, as well as the other I/I and miscellaneous modeling services over the past 10 years, he is already familiar with your staff and processes as well as the details of your collection and treatment system. Peter will coordinate project team efforts and work closely with City staff. His experience includes managing more than a dozen facility planning studies in western Oregon, and includes clients such as Wilsonville, Ashland, Silverton, Grants Pass, and several other nearby communities. His planning experience has involved numerous I/I studies, utilizing Keller’s own flow monitoring and smoke testing equipment. This experience provides unique insight into how

to tackle the I/I challenges that face Stayton. Peter’s planning ability is enhanced by his design and construction management experience, which include wastewater treatment plant upgrades in Bellevue, Idaho, and Stayton, Silverton, and Sheridan, Oregon.

Peter routinely manages concurrent projects and will be managing various studies and design projects during the course of your project. Having just completed the TVWD Grabhorn 5MG Reservoir and wrapping up the Newberg Chehalem Creek pipeline and several projects for the City of Dallas, he is ready and able to tackle your important project. Clients will testify to Peter’s customer service, responsiveness, and attention to detail, resulting in efficient project execution.

James Bledsoe, PE | Principal-in-Charge | Experience: 21 years

- Project manager for Stayton's previous wastewater master plan.
- Project manager or principal in over 60 facility planning studies, many of which have similar demographics, I/I challenges, and collection and treatment issues.
- Recent Ashland (OR) and Nampa (ID) master plans received ACEC statewide recognition awards. Planning expertise has resulted in publications and frequent presentations at technical conferences.

Larry Rupp, PE, PMP | Technical Advisor | Experience: 20 years

- Larry will provide technical advisor oversight and brings extensive WWTP planning and experience to provide cold eyes review with the goal of giving the City the best product possible.
- Broad range of experience with conventional and advanced treatment technologies.
- Provided technical expertise for recent wastewater master plan projects throughout Oregon, Idaho, and Washington. Working relationships with regulatory agencies.

Emily Flock, PE | Collection Lead | Experience: 5 years

- Emily will coordinate the data collection efforts for the master plan and I/I study and manage the modeling and evaluation of your collection system. She assisted with the design of Mill Creek Force Main Extension and Mill Creek Park Regional Stormwater Facility.
- Experience includes multiple collection system hydraulic models and evaluations, modeling in XPSWMM and InfoSWMM platforms. She has managed data collection for infiltration and Inflow (I/I) studies including CCTV inspection, flow monitoring, smoke testing, and night time monitoring. As part of a City I/I Study, developed a weighted prioritization methodology to evaluate the areas of highest concern for I/I in the City.

Justin Walker, PE | Collection Support | Experience: 17 years

- Justin will provide collections system evaluation and modeling support. He completed the original XP-SWMM model of Stayton's collection system and assisted with the design of Mill Creek Regional Lift Station and Collection System improvements.
- Experience includes more than 20 lift stations in the past 10 years, including submersible-style, vacuum lift, packaged skid-mounted style, and wet well-dry well style lift stations. Designed over 50,000 feet of pressure and gravity pipeline design and construction

Eric Roundy, PE, BCEE | WWTP Lead | Experience: 15 years

- Worked for Aqua-Aerobic Systems and is very familiar with sequencing batch reaction (SBR) and filtration systems.
- Performed treatment process evaluations and equipment selections for hundreds of wastewater treatment plants (WWTP).
 - Experience with the design of activated sludge (including biological nutrient removal (BNR), SBRs, membrane bioreactors (MBRs), moving bed biofilm reactors (MBBRs), biological and chemical phosphorus removal, conventional and membrane filtration systems.
 - Recently completed value engineering for a \$10 Million SBR upgrade for Douglas County, Nevada.

Holly Johnson, PE / Glen Holdren, PE, | WWTP Support | Experience: 28 / 31 years

- Extensive design and construction background of municipal wastewater facilities including: headworks, primary clarifiers, sequencing batch reactors, oxidation ditches, integrated fixed film activated sludge, membrane bioreactors, standard activated sludge systems, biological nutrient removal, secondary clarifiers, filtration, UV disinfection, solids handling, SCADA integration, and advanced lagoon systems.
- Treatment design experience includes Stayton, OR; Clarkston, WA; and Lewiston, Nampa, Jerome, Aberdeen, Weiser, Rigby and Donnelly (North Lake Recreational Sewer and Water District), ID.

Mark Cullington | Biosolids Technical Advisor | Experience: 20 years

- Mark will provide technical guidance with the biosolids evaluation; he brings Class A experience and a fresh perspective to address Stayton's challenges
- Lincoln City, OR - Biosolids evaluation and dewatering design and construction services
- Woodland, OR - Biosolids dewatering and screw press facility
- Bend, OR - Biosolids management plan and Class A regulatory approach
- Florence, OR - Class A biosolids evaluation and compost facility design

Doug Gabbard | Financial Analyst | Experience: 12 years

- Doug will lead the financial rate and SDC analysis and will be supported by financial experts at FCS Group
- Completed more than 30 rate studies throughout the State of Oregon
- Financial analysis for the City of Salem, performing revenue forecasting and capital improvement planning

Brandon Keller, PE, SE | Structures Lead | Experience: 19 years

- Brandon is a licensed structural engineer who will assist with any structural reviews of the City's infrastructure; his experience includes numerous wastewater treatment plants, including structural designs for the last major upgrade of Stayton's WWTP

Adam Neiwert, PE / Tim Heald | Electrical and Controls | Experience: 13 / 26 years

- Adam will provide electrical engineering support in evaluating your facilities. His experience includes electrical designs of numerous pump stations, treatment plants, emergency power supply, as well as green infrastructure and LEED certified facilities
- Tim will provide support for control engineering; as a designer and system integrator, he is uniquely qualified to troubleshoot and delivery smooth operations for wastewater facilities

David Kinzer, PE | QA/QC, Cost Estimates | Experience: Over 40 years

- David brings over 40 years of project experience to the team and will assist with conditions assessments, cost estimating, and quality control; responsible for overall quality control and assurance for Keller Associates
- Design of more than 100 pump stations, several hundred miles of pipelines, and more than a dozen treatment plants
- Stayton Mill Creek and Wilco pump stations

Stayton team experience – nobody knows your system like we do!

We eliminate the learning curve and can update your plan more efficiently than any other team.

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Original wastewater master plan and facility planning studies ▪ \$9.5M WWTP upgrade (including securing \$2M in grants) ▪ Design/construction standards support ▪ Gardner Basin I/I Study | <ul style="list-style-type: none"> ▪ Mill Creek sewer basin study, pump station, collection system, pipeline, and force mains ▪ Sublimity collection system master plan ▪ Wilco pump station upgrades ▪ Vulnerability assessment and emergency response planning | <ul style="list-style-type: none"> ▪ Numerous development reviews ▪ I/I studies and flow monitoring ▪ 24-inch force main extension ▪ WWTP evaluation and operator support |
|---|--|---|

PROJECT SCOPE AND UNDERSTANDING

The City of Stayton is challenged with infiltration and inflow (I/I), aging infrastructure, operational challenges, and new permit requirements. Groundwater and stormwater I/I poses the greatest risk to the City’s infrastructure, as it increases risks of sanitary sewer overflows, process upsets at the wastewater treatment plant (WWTP), and requires extra effort by the City to treat and transport.

The City also desires to reduce risk of violations by improving system resiliency and redundancy. As flows at the WWTP have increased, the sequencing batch reactor (SBR) basins have not been able to be taken down, meaning preventative maintenance on the SBR equipment has not occurred. Additional concerns at the WWTP that will be addressed in the master plan include: (1) redundant automated influent screen; (2) flume capacity; (3) odor control; (4) SBR decanter actuators; (5) SBR scum removal; (6) instrumentation issues including the turbidity meters at the filters; (7) sludge dryer issues; and (8) plant water (W3) system deficiencies.

It has also been nearly 15 years since the last wastewater master plan was created. An updated wastewater master plan is needed to reflect current conditions, priorities, and updated requirements from the City’s new discharge permit and biosolids management plan. The 2020 Wastewater Master Plan Update (WWMP) will follow recent Oregon Department of Environmental Quality (DEQ) guidelines (July 2019) to ensure continued compliance.

Key issues that should be addressed in the planning study are highlighted in the figure below. The City of Stayton needs a team to bring innovative ideas, project efficiencies, and the right solutions. Our team will bring you a familiarity that no other team can. Your project will be led by Peter Olsen, who has been providing wastewater support services to Stayton for a decade. He will be supported by a team that also brings experience with your system as well as some new faces to offer the fresh look you desire.

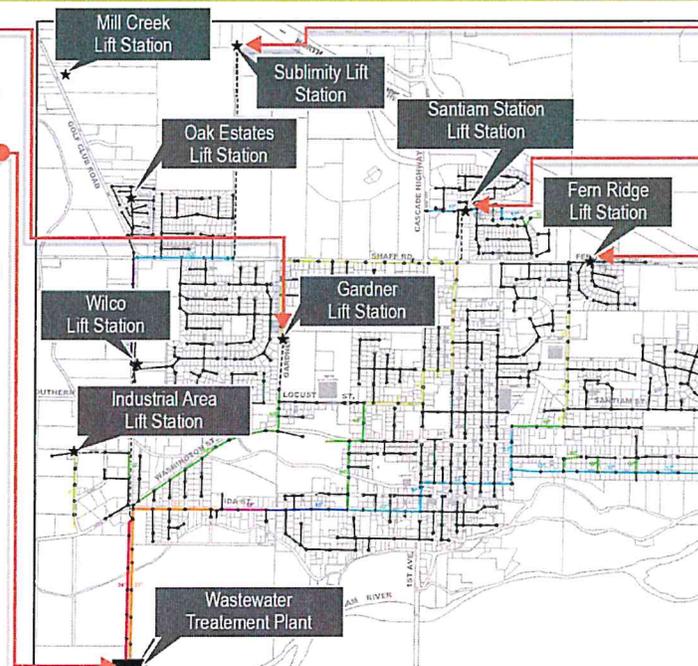
STAYTON WASTEWATER KEY ISSUES

GARDNER PUMP STATION

- Final steps needed to displace existing lift station

WWTP CHALLENGES

- Address process disruptions caused by I/I
- Existing equalization basins upgrades needed to provide I/I control and easier maintenance
- Redundancy needed for SBR maintenance
- Other WWTP issues:
 - redundant automated influent screen
 - influent flume capacity
 - odor control
 - SBR decanter actuators
 - SBR scum removal
 - instrumentation issues including the turbidity meters at the filters
 - sludge dryer issues
 - plant water system deficiencies (W3)



ABANDONED PUMP STATIONS

- Existing model needs to be updated to reflect developments and pump station displacements completed since 2006

TRUNKLINES SURCHARGED

- Previous modeling shows surcharging in existing trunks during peak flow events

INFILTRATION INFLOW (I/I)

- I/I comes predominately from shallow groundwater infiltration, stealing conveyance capacity, and overwhelming the treatment plant
- An active I/I reduction and pipeline/service line rehabilitation program is needed

THE WORK PLAN - HOW WE GET THERE!

>Task A Project Management. Great projects have great leaders. Peter Olsen will be your primary point of contact and take responsibility for leading our project team and activities. This will include coordination of field activities (e.g. flow monitoring, smoke testing, and site tours). Our project management approach includes developing and maintaining a project schedule with clear deliverables.

I have been very pleased with your firm's responsiveness... Responsiveness and follow-up are key factors for us in our daily operations and it is clear that they are key factors for your firm as well. - **BRIAN LACY**, City of Lewiston

Regular communication, including monthly progress reports, will keep you informed of project status and ensure coordination in work activities. Monthly reports will include a summary of any items that may be outstanding from the City and are critical to the project schedule. Where unanticipated conditions

arise, our team will work with the City to develop a corrective action plan early on to ensure your budget and schedule constraints are met. You will find that our responsiveness will continue to be something that sets us apart from our competition.

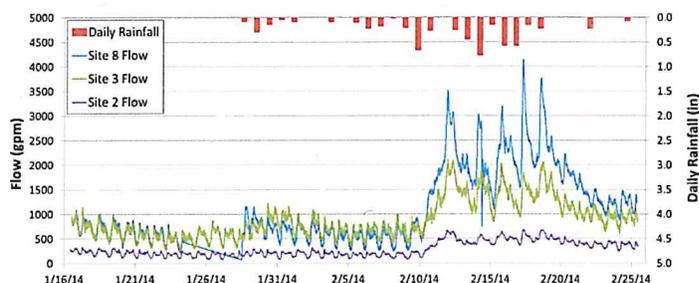
Our project management approach also includes regular project meetings. In addition to the items addressed under section A-1 of the RFP (kickoff meeting), we will review project data needs, coordinate initial field data gathering efforts, including a same day tour of your facilities, and be prepared to discuss planning criteria. Subsequent planning meetings with City staff (the Technical Advisory Committee or TAC) will focus on finalizing planning criteria, reviewing findings of existing conditions and capacity analysis, exploring improvement alternatives, developing consensus on recommended improvements, and reviewing the draft master plan, capital improvement plan, and financial analysis. For your project, we are anticipating six TAC meetings. Other general project administration and billing practices are completed consistent with the requirements of section A-2 of the RFP.

>Task B Stakeholder Involvement. Once planning elements have been vetted and discussed with the TAC, summary information can be presented to a Citizen's Advisory Committee (CAC). The CAC could consist of major users (i.e. school district, hospital, industry) and influential individuals from the development and residential community. We suggest that this process begin after the existing conditions and capacity analysis have been completed and before improvement alternatives are fully evaluated. This will allow the meetings to be completed over a shorter duration (ideally, about one meeting every month), and will allow input from the CAC in defining the options to be explored to address the communities existing and future needs. Peter Olsen will oversee the preparation of notices, presentation materials, and meeting minutes.

>Task C Master Plan Document. The Keller team intends to address all the scoping elements outlined in the RFP. In developing the following approach, the sequence and structure of the tasks have been reorganized slightly to follow the natural progression of the planning process, consistent with the DEQ requirements for facility planning.

Task C.1.a Data Collection and Conditions Assessment. The best plans rely upon sound data. This task will focus on gathering the appropriate data that will serve as the basis for your planning and evaluation criteria. We will prepare requests for information and work with the City to gather available information.

For the collection system and I/I evaluation, flow monitoring will be completed using Keller flow metering equipment. Keller will also spearhead smoke testing using Keller's smoke testing equipment. Additionally, we will work with the City to gather and review night-time flow monitoring data and closed-circuit television (CCTV) data.



*Photo above
Delayed storm response in Stayton reflects shallow groundwater infiltration into pipelines and laterals*

This task will also include facility tours to the WWTP and lift stations to gather information and complete pump tests. Physical conditions deficiencies will be documented and recommended alternatives will be developed as part of subsequent planning tasks.

Task C.1.b Planning Criteria. Planning criteria includes population projections, study area, land use, wastewater flow and waste characteristics, permit requirements, and City-specific goals for redundancy and resiliency. This will serve as the basis of planning and evaluating existing and future needs. Planning criteria will also include industry standards and Oregon DEQ requirements for design storm events, scour velocity, and backup capacity. We recognize that previous population projections were overly optimistic. Our approach will build upon coordinated and adopted population projections developed by Portland State University as we develop flow projections for the Stayton / Sublimity area.

Task C.1.c Treatment Plant Evaluation. This plan will provide a fresh update of the previous plan developed by Keller, targeting key challenges resulting from I/I. Utilizing the work that has been done recently by Jacobs, Keller will investigate SBR upgrades that improve performance, operations and maintenance, and reduce risk. We will also evaluate historical permit compliance data and review potential future regulations.

I/I reductions can have a significant effect on the wastewater system. We will help the City assess what improvements are needed for various flow scenarios. For example, *a relatively cost-effective improvement would be to add two disks to each of the filters. This would provide an additional peak flow capacity of 3 MGD.*

Keller will also perform a remaining useful life assessment. Included in this analysis will be an assessment of near- and long-term plant vulnerability, safety, and redundancy. Keller will work closely with City staff to conduct these assessments, identify risks, and develop a list of planned improvements to mitigate those risks. Our team will develop a plan that addresses existing deficiencies and lays out a clear path for the future.

Our team will reevaluate the drying system and, using a life-cycle cost comparison, help the City decide if a new direction would be in the City's best interest. Stayton has a variety of options available including continuing the current program, changing to a new Class A technology such as solar dryer or compost system, changing to a Class B program, or moving to a diversified program that involves a combination of Class A giveaways and Class B land application.

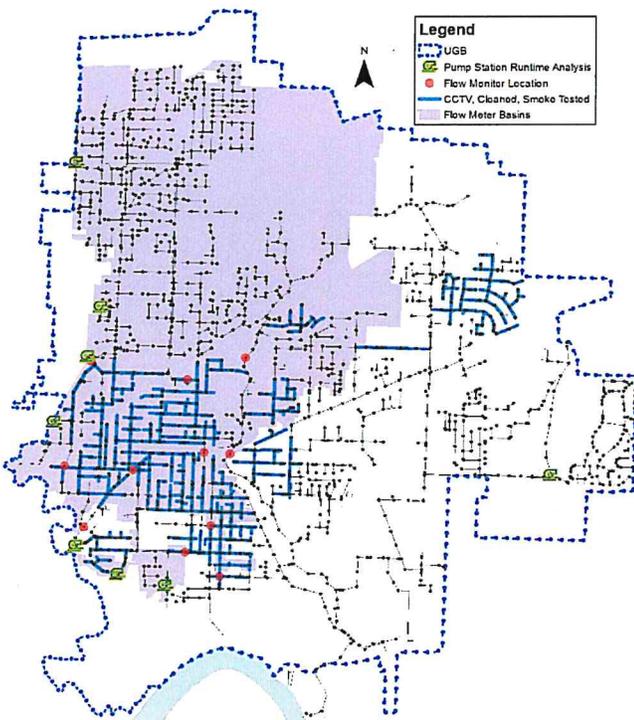


Photo right
Keller will investigate SBR upgrades that improve performance, operations / maintenance, and reduce risk



Photo right
Access doors can be added to help maintain the SBR basins



Photo left
Sample data gathering plan for Newberg I/I study includes flow monitoring, CCTV work, smoke testing, and pump station analysis

Keller will also evaluate the City’s opportunities for reuse, including the plant water system (W3) and land application of both effluent and biosolids. For example, **NORPAC’s land application site could be evaluated for effluent and solids disposal. The recently closed NORPAC facility’s lagoons located near the WWTP might also be used for either I/I or effluent storage.** Through life-cycle cost comparisons we will help the City plot the best path forward.

Tasks C.2 & C.3 Collection System Evaluation and I/I Study. The collection system evaluation will be comprehensive, including both a conditions assessment and capacity evaluation. Flow metering data will be used to develop an updated calibrated model of the collection system. The model will be utilized to evaluate existing and future 5-year, 10-year, and 20-year planning periods. Given the life of pipe, we recommend also considering buildout conditions for the collection system. Our planning evaluation will include a 24-hour dynamic analysis. Existing loading will consider winter-time water usage to assist in evaluating and distributing base dry-weather loads. The distribution of future flows will consider the buildable lands inventory, land use, urban growth boundary (UGB), and growth distributions documented in the City’s recently adopted transportation plan.

update model network

- Utilize InfoSWMM (recently acquired by XP-SWMM) for model update
- Spot check rim and invert elevations
- Add additional piping and manholes
- Update sewer drainage basins
- Add additional piping and manholes
- Relocate flow and calibrate

The conditions assessment will include both the pump stations and pipelines. Keller Associates will visit each pump station to complete pump tests, evaluate pump performance, and document existing issues/concerns with each pumping facility.

Photo below

Stayton’s tertiary filters, designed by Keller, have helped with upsets due to high I/I; they can also be used for reuse; adding the remaining two disks in a low-cost option to increase capacity by 4 MGD



Photo above

Control and equipment upgrades to the existing basins may be an alternatives for I/I control

Collection system piping age, material, and condition information will be evaluated as part of the I/I evaluations. I/I investigations are anticipated to follow a systematic approach that includes evaluating data and prioritization of subsequent and more detailed field investigations. This begins with pump station and flow analysis to assist in targeting additional flow monitoring, night-time observations, smoke testing, and CCTV work. Recommended improvements will prioritize projects that yield the greatest return.

Task C.4.a System Management. Best management practices will also be compared to current activities and discussed with operations staff. Recommendations for improved collection system pipeline access, frequency of line cleaning, and CCTV inspection will be developed along with guidance for pump station and treatment plant preventative maintenance practices. The plan will also document recommended practices for an active I/I reduction program, including alternatives to address replacement of leaky private service laterals. We will further evaluate budget and staffing needs to address O&M.

Task C.4.b Collection and Treatment Improvement Alternatives. Our team works to think “outside the box” and looks for cost-effective alternatives. For the City of Stayton’s Wastewater Plan, our team will develop a phased approach. As part of the evaluation of alternatives, the capital and operating costs to convey and treat will be compared to the cost of reducing flows through an active I/I reduction program. As we explore collection alternatives, we will also look at ways to address maintenance and permitting challenges.

Our team will develop collection system and WWTP alternatives that are in concert with one another and position the City for growth. After providing a high-level evaluation of several alternatives, these options will be screened, and the most promising options will be developed. For each option, we will quantify capital and operating costs and identify non-cost factors such as sustainability, footprint, reliability, public acceptance, maintenance, and ability to meet potentially more stringent future regulations.

Task C.4.c Financial Analysis. A Capital Improvement Plan (CIP) outlining recommended improvements will be developed. Improvements will be organized by priority and tied to triggers such as population, flow, or year. The CIP will include recommendations for pipeline, manhole, lift station, and facility replacement budgets. Individual summary sheets for each of the priority CIP projects will be provided.

A user rate evaluation will be completed to estimate potential impacts associated with financing priority CIP projects, replacement budgets, and recommended operating and maintenance activities. For each capital improvement, we will estimate the portion benefitting future growth.

This information will be utilized by Doug Gabbard, who will lead the effort in updating user rate and SDC recommendations.

Task C.4.d Additional Planning Elements. The Keller team will also assist the City in completing other plan related tasks. These include:

- Preparing an environmental information document

Wastewater Facilities Planning Project:
Yamhill Street & E. Main Street 24" Trunkline

Project Identifier:
18.1

Objective:
Replace the existing trunkline (18-inch and 15-inch) from the Main Lift station up to the intersection of NE Yamhill and Hill Street to completely eliminate existing surcharging. Several manhole drops in the existing pipeline could be used to increase slope in the trunkline between Balm Street and the north side of the South Yamhill River. Instead of replacing the existing pipeline across the river, a parallel 24-inch pipeline could be constructed for redundancy.

Key Issues: An easement would need to be obtained to construct a parallel pipeline that would be perpendicular to the South Yamhill River and directly across the Main Lift Station.

Project Location:
Yamhill Street and E. Main Street



General Line Items	Unit	Unit Price	Estimated Quantity	2012 Cost
24" Pipe - Excavation, Backfill 10'-20' deep	LF	\$ 150	3,482	\$ 522,300
Remove Old Pipe - 8" thru 18"	LF	\$ 10	3,482	\$ 34,820
Connect/Reconnect Pipes at Manholes - 8" thru 21"	EA	\$ 1,500	9	\$ 13,500
Manhole 54" - 21" thru 24" pipe	EA	\$ 4,500	15	\$ 67,500
Reconnect Services	LF	\$ 10	2,900	\$ 29,000
Existing Utility Protection	LF	\$ 4	2,900	\$ 11,600
Traffic Control	LF	\$ 2	2,900	\$ 5,800
Bore Across River	LF	\$ 700	340	\$ 238,000
Bypass Piping Setup - 8" thru 24"	EA	\$ 5,000	1	\$ 5,000
Bypass Pipe and Pump Operation - 8" thru 24"	LF	\$ 10	3,482	\$ 34,820
Full Lane Pavement Repair	LF	\$ 60	2,900	\$ 174,000
Controlled Density Backfill	LF	\$ 40	400	\$ 16,000
Easement Purchase	AC	\$ 10,000	0	\$ 2,500
Subtotal				\$ 1,154,840
Mobilization - Percent of Item Cost Sum				\$ 57,742
Total Construction Costs				\$ 1,212,582
Contingency - % of construction costs				\$ 363,775
Engineering and CMS - % of construction costs				\$ 283,744
Legal, Administration, and Permitting - % of construction costs				\$ 31,527
Total Project Cost				\$1,892,000

Photo above

As with our Sheridan Master Plan, your plan will include Capital Improvement Project Detail Sheets that allow you to readily understand the project and cost

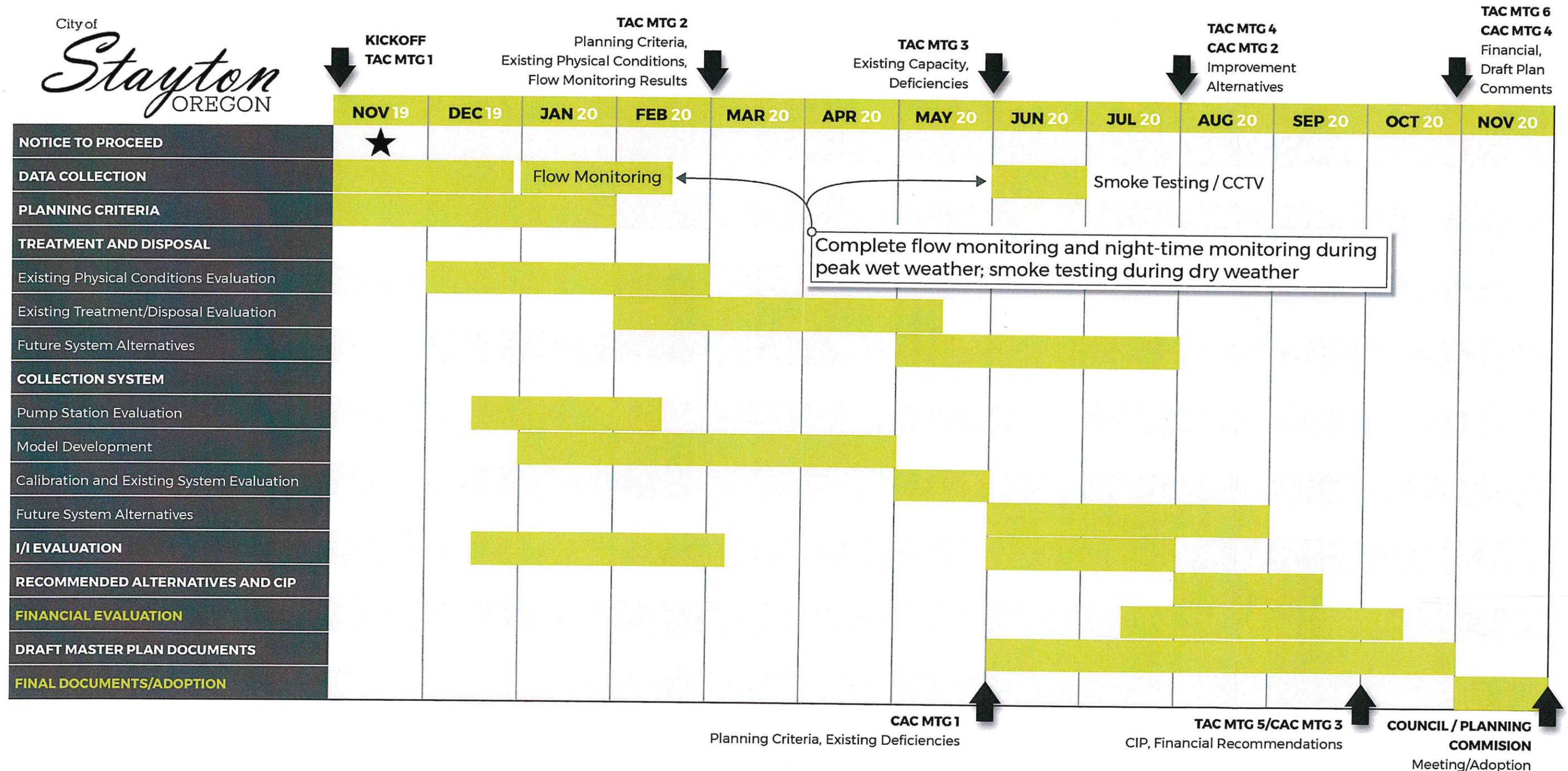
- Updating the Vulnerability Analysis and, if needed, the Emergency Response Plan (documents previously prepared by Keller)
- Evaluating outfall erosion and capacity, by comparing peak flows to reported design criteria and mixing zone evaluation findings
- Securing collection system modeling software and training City staff

Task C.4.e Plan Documentation. A draft plan will be prepared for TAC / CAC review. A final plan will address staff, stakeholder, and agency comments. We will also provide the City with electronic copies of model files and other tools that can be updated and used through the years.

Task D Adoption and Implementation Support. The best plans are those carried out. Our team will assist in reviewing staff reports, making council presentations and providing implementation support as needed. Our implementation support will extend to planning commission approvals.

SCHEDULE

Our team is prepared to begin immediately. Our key staff are available and best prepared to complete your project on-time and within budget. The schedule below shows our recommended sequence of activities to complete the project within one year. Critical path schedule items will include flow monitoring, which is recommended in January during high flow periods, and smoke testing/CCTV work which is recommended after the flow monitoring and as soon as the dry weather period begins. For optimum smoke testing results, the City may want to elongate the project schedule a couple of months and complete the smoke testing in August. Our team will also work with WWTP staff to gather additional sampling data early in the planning process. This data will be critical in evaluating potential process modifications. Our team is committed to meeting your schedule constraints as shown by our previous work with the City. We are also flexible to work within your fiscal schedule constraints.





APPENDIX A

Supplemental Information

References | Public Client List | Resumes

REFERENCES

Approximately 90% of all our work comes from repeat clients. We attribute this to our responsiveness, can-do attitude, and a commitment to quality deliverables. Highlighted are three representative projects, similar in scope to yours.

Client	Project
<p>KAAREN HOFMANN City Engineer (503) 537-1223 ph (503) 537-1277 fax kaaren.hofmann@newbergoregon.gov</p> <p>Key Personnel: James Bledsoe Peter Olsen Emily Flock Eric Roundy</p>	<p>INFILTRATION AND INFLOW STUDY AND WASTEWATER MASTER PLAN, Newberg, OR For the Infiltration and Inflow Study, Keller Associates undertook a pump run time analysis; review of existing wastewater facilities planning study; data collection (continuous flow monitoring with in-line meters, smoke testing, cleaning and CCTV inspection, nighttime monitoring); CCTV inspection training and certification; GIS system integration and support; lateral replacement program review and recommendations; cost benefit analysis; and creation of an infiltration/inflow (I/I) related CIP.</p> <p>The Wastewater Master Plan included the same services provided for the I/I Study, updating the analysis and including another major portion of the system. The master plan also included updating an InfoSWMM model and evaluating existing, 20-year, and buildout hydraulics and facility conditions of the collection system, pump stations, and treatment plant. Recommendations included new lift stations, Creekside trunkline abandonment, lift station consolidations, and future treatment facilities.</p> <p>Keller Associates is now designing the Chehalem water and sewer pipeline extensions. This project includes attaching pipelines to a 270-foot-long bridge structure.</p>
<p>FRANK SHERIDAN City Manager (503) 843-2347 ph (503) 843-3661 fax fsheridan@cityofsheridanor.com</p> <p>Key Personnel: James Bledsoe Peter Olsen Emily Flock Eric Roundy Larry Rupp David Kinzer</p>	<p>WASTEWATER FACILITY PLANNING STUDY, Sheridan, OR Keller Associates completed the 2013 Wastewater Facilities Planning Study for the City of Sheridan. The facilities planning study analyzed the existing sanitary collection system and wastewater treatment plant, evaluated improvements, and provided final recommendations. Our team created a hydraulic computer model using the InfoSewer model. To calibrate the model, Keller Associates performed both dry and wet weather flow monitoring at key locations throughout the system. This new model and calibration effort highlighted significant deficiencies in the collection and conveyance system (wastewater in manholes was observed to backup 10+ feet in depth at some locations). In performing the flow analysis for the planning study, Keller Associates analyzed the I/I for the collection system.</p> <p>Since completing the facility planning study, Keller Associates has assisted in implementing headworks screening improvements, piloting of filter improvements at the treatment plant, and completing design improvements of the City's main lift station and forcemain. To date, all services have been completed within approved budget limits and within the City's desired timeframe.</p>
<p>MARK GUNTER PW Superintendent (503) 678-1283 ph (503) 678-2758 fax pws@ci.aurora.or.us</p> <p>Key Personnel: James Bledsoe Peter Olsen Emily Flock Eric Roundy</p>	<p>WASTEWATER FACILITEIS PLANNING STUDY, Aurora, OR Keller completed the Wastewater Facilities Planning Study for City of Aurora in 2018. The facilities planning study included evaluation of the collection system as well as the wastewater treatment plant. The study evaluated existing and projected future loadings and conditions, and capacities of infrastructure. Potential changes to NPDES requirements and additional regulatory limits were reviewed for potential impact to the City facilities. Improvement alternatives were compared to address deficiencies. Life-cycle costs and City staff input were included to propose recommended alternatives.</p> <p>The top priorities for the City are increased storage volume and aeration capacity at the plant. A six-year and 20-year capital improvement plan were developed for the City to use and budget for upcoming improvements. The facilities plan was reviewed and approved by the Oregon DEQ. The City has already begun to integrate the recommended priority projects into their next fiscal year budget.</p>

I believe the City received excellent value for the money spent... I particularly appreciate the fact that **Keller stayed on budget** even as the scope and schedule changed in response to internal issues. **They were very responsive to our needs.**

– ERIC MENDE, PE, *City of Wilsonville*

PUBLIC CLIENT LIST

Client	Projects
Adrian, OR	Facility Planning, WTP Design
Albany, OR	Biosolids Alternatives Evaluation ^{KJ}
American Falls, ID	WW Master Plan \$13.5M WWTP Upgrade
Amity, OR	WWTP Headworks, WTP Upgrades
Ashland, OR	Comprehensive Sewer Master Plan I/I Study
Asotin Co., WA	WW Facility Planning WWTP Upgrades
Asotin PUD, WA	WW Feasibility Study
Aumsville, OR	TMDL Implementation Plan Pump Station Upgrade
Aurora, OR	Wastewater Master Planning
Bellevue, ID	WW Master Planning \$4.7M WWTP Upgrade
Bend, OR	Staffing Evaluation Biosolids Management Plan ^{KJ} Wastewater Rate Study ^{FCS}
Boise, ID	Over 25 WWTP Upgrades and Sewer Collection Projects
Clarkston, WA	WW Facility Planning, Lift Station Condition Assessment Program, \$13.5M WWTP Upgrades
College Place, WA	Regional Lift Station, Utility Pipelines
Dallas, OR	Sewage Lift Station Standards Oakdale Sewer Trunk Line Evaluation
Dayton, OR	City-wide Smoke Testing
Eagle Sewer, ID	WW Planning Regional Pump Station and Pipelines
Gates, OR	Facility Planning WTP Improvements
Gooding, ID	Facility Master Plan, WWTP Upgrades
Grants Pass, OR	Stormwater Master Planning NPDES Phase I Implementation Stormwater Management Manual Stormwater/WW Rate Studies ^{FCS}
Idaho Power	Pump Station; 9-mile, 250 psi Pressure Pipeline
Jerome, ID	Wastewater Master Plan \$30M WWTP Upgrades
King County, WA	Biosolids Risk Analysis ^{KJ}
Kuna, ID	WW Master Planning \$30M WWTP and Collection System Upgrades
Lane Community College, Eugene, OR	WW Facility Plan Preventative Maintenance Plan
Lewiston, ID	WW Master Planning \$30 M WWTP and Upgrades

Client	Projects
Lincoln City, OR	Biosolids Dewatering Facility Evaluation and Design ^{KJ}
Marion County, OR	North Santiam Canyon Wastewater Regionalization Feasibility Study
Meridian, ID	WWTP Plant Upgrades Water Treatment Facility Sewer Design Standards
Mountain Home, ID	WW Master Planning \$10+M Capital Improvement Projects
Nampa, ID	Facility Master Planning \$10M solids handling upgrade Two regional LS / 20+ miles Pipeline
Newberg, OR	I/I Study, WW Master Plan
Ontario, OR	Facility Planning, Lift Station Upgrades
Oregon City, OR	Wastewater Rate Study ^{FCS}
Oregon Department of Business	North Santiam Canyon Feasibility Study
Pocatello, ID	Pump Stations and Storage Facilities
Rexburg, ID	Facility Planning, Storage Facilities
Scappoose, OR	Wastewater Facility Planning Study
Sheridan, OR	Wastewater Master Plan Lift Station Upgrades Forcemain Replacement CIPP Projects
Silverton, OR	WWTP Upgrades, CIPP Projects Supernatant Pump Station Replace Water and Stormwater Master Plans Wastewater Rate Study ^{FCS}
Sodaville, OR	Facility Planning Study
St. Paul, OR	Lagoon Biosolids Removal Evaluation
Star, ID	Wastewater Master Plan \$25M WWTP Upgrades
Stayton, OR	Wastewater Facility Planning Study Regional Lift Station \$9.5M WWTP Upgrades Mill Creek PS and Pipelines Gardner Basin I/I Study
Sublimity, OR	Wastewater Master Plan
Weiser, ID	WW Master Planning \$5.6M WWTP Upgrades
Willamina, OR	Sewer General Engineering
Wilsonville, OR	Water Master Plan Seismic Tank Study Pumping Facility Upgrades Water/Wastewater Rate Studies ^{FCS}
Wood Village, OR	Water and Stormwater Master Plan Pipeline, Pumping Facilities Storage Upgrades
Yamhill, OR	Wastewater Facility Planning Study

KJ = Kennedy Jenks / FCS = FCS Group



JAMES BLEDSOE, PE
PRINCIPAL-IN-CHARGE

James Bledsoe oversees the water and wastewater planning efforts for Keller's Oregon operations. He has been actively involved in dozens of projects and over 60 utility planning studies. Clients appreciate his responsiveness, organizational skills, and his ability to present things in a logical, easy to follow manner.

James Bledsoe's planning and modeling expertise has led to technical papers published in Current Methods, a magazine directed to water modelers. His expertise in computer modeling is further exhibited in his having worked as the Technical Support Manager for three internationally used civil engineering software packages. His planning experience is augmented by his project management experience in the design and construction management of utility improvements. Examples of the type of work completed include treatment facility upgrades, user rate studies, reuse and pressure irrigation studies, master plans, and design of new and rehabilitated pipelines and pump stations. Representative projects include:

- ▶ I/I Studies for Newberg, Stayton, and Ashland, OR, and Moscow, ID
- ▶ Comprehensive Sanitary Sewer Master Plan, Ashland, OR – Evaluation of collection system and treatment system, which includes oxidation ditch and membrane filtration; developed disposal alternatives to address phosphorous and season temperature challenges; project received Oregon ACEC recognition award
- ▶ Collection System Extension and Rehabilitation Projects, Boise, ID – Myrtle Street sewer rehab project included work in major highway, flow split and bypass pumping, CIPP, pipe bursting, and open cut construction techniques; developed conditions assessment program for 29 lift stations
- ▶ Facility Planning followed by Wastewater Treatment Plant Upgrades, Stayton, OR – Upgrades included new screening improvement, a new selector cell ahead of the SBR basins, equalization basin improvements, 9 MGD cloth filters, UV upgrades, new solids holding tank, sludge thickening facilities, and Class A thermal drying
- ▶ Wastewater Collection and Water Treatment Plant Planning and Design Support, Ontario, OR
- ▶ Wastewater Master Plan, Lewiston, ID; Collection System Master Plan, Moscow, ID; and Collection System Master Plan, Post Falls, ID
- ▶ Stormwater Master Plan, Grants Pass, OR
- ▶ More than a dozen water master plans in Oregon, including the Wilsonville Water Master Plan
- ▶ Sheridan, Scappoose, Aurora, and Newberg, OR Wastewater Master Plan principal-in-charge and technical advisor

EDUCATION

Master of Science
Civil Engineering
Summa Cum Laude
Brigham Young University

YEARS OF EXPERIENCE:
21

PROFESSIONAL ENGINEER REGISTRATIONS:

Oregon – 73454PE
California – 85071
Idaho – 10803
Nevada – 025635
Washington – 43984

WORK EXPERIENCE:

1999 – Present
Keller Associates, Inc.

1998 – 1999
Environmental Modeling Systems, Inc.

**PETER OLSEN, PE, CWRE**
PROJECT MANAGER

Peter oversees the day-to-day operation of Keller's Oregon operations and will personally manage your project. He excels with complex planning studies, ensuring that the projects are completed efficiently and maintain the high standard of quality expected at Keller Associates.

Peter's project management experience and training (including formal Project Management Training by PSMJ Resources, Inc.), has provided Peter with an effective and efficient project management approach that ensures clients get the highest quality product delivered on time and within budget. This includes keeping the owner both informed and engaged in the process.

Peter has been involved with projects across multiple disciplines and phases, including planning, data collection, modeling, design, bidding, construction observation, and administration. Representative project management experience includes:

- ▶ City of Stayton, OR
 - Construction phased services for \$9.5M in wastewater treatment upgrades, including pumping facilities, new filtration facilities, EQ basin upgrades, solids holding, utility water, and mechanical piping
 - Design of Mill Creek lift station force main extension
 - Flow monitoring and inflow/infiltration study for Gardner Sewer Basin
- ▶ City of Newberg, OR
 - Wastewater master plan
 - I/I study and flow monitoring
 - Chehalem Drive sewer pipeline extension
- ▶ City of Silverton, OR
 - Design and construction phase services for multiple sewer pipeline rehabilitation projects, lift station upgrades, and solids handling facility improvements
- ▶ City of Amity, OR
 - WWTP headworks improvements, including new lift station and lagoon inlet
- ▶ City of Sheridan, OR
 - Wastewater master plan
 - 18-inch force main and main pump station replacement project
 - Gravity sewer rehab project using CIPP
- ▶ City of Ashland, OR
 - Wastewater master planning and I/I study
- ▶ Other Wastewater Facilities Planning and Master Plans
 - Lane Community College, Cities of Aurora and Yamhill, OR as well as the North Santiam Canyon Regional Wastewater Feasibility Study

EDUCATION
Master of Science
Civil Engineering
Brigham Young University

YEARS OF EXPERIENCE:
14

PROFESSIONAL ENGINEER REGISTRATIONS:
Oregon – 84510PE
Idaho – 13824
Washington – 46680

WORK EXPERIENCE:
2006 – Present
Keller Associates, Inc.

2005
Army Corps of Engineers

2003 – 2004
Suburban Water Systems



ERIC ROUNDY, PE, BCEE
WASTEWATER TREATMENT LEAD

Eric has 16 years of experience in the design and evaluation of wastewater treatment systems. Prior to joining Keller Associates, Eric worked for Aqua-Aerobic Systems, who is a manufacturer of sequencing batch reactors (SBRs). Eric also has experience with the design of a wide variety of treatment processes including lagoons, activated sludge (including biological nutrient removal), membrane bioreactors (MBR), moving bed biofilm reactors (MBBRs), chemical treatment, conventional filtration, and membrane systems. He has been responsible for the treatment process evaluation and equipment selection for hundreds of wastewater treatment plants (WWTP) including the value engineering for an SBR facility in Douglas County, Nevada. In addition to his technical expertise, Eric is a certified Value Methodology Associate by the Society of American Value Engineers.

Below is a summary of some of his recent project experience with Keller Associates:

EDUCATION
Master of Science
Environmental Engineering
University of Illinois
Urbana-Champaign

Master of Business Administration
Project Management
Mississippi State University

Bachelor of Science
Civil Engineering
University of Nebraska-
Lincoln

YEARS OF EXPERIENCE
16

PROFESSIONAL ENGINEER REGISTRATIONS
Oregon – 90089PE
Idaho – 16060
Illinois – 62063585
Nevada – 24002
Washington – 56609

WORK EXPERIENCE
2014 – Present
Keller Associates, Inc.

2009 – 2014
Aqua-Aerobic Systems

2004 – 2009
Stantec

- ▶ **SBR Projects**
 - WWTP, Middleton, ID – Pilot tested and evaluated the 1.5 MGD SBR to meet a future phosphorus limit
 - North Valley WWTP, Douglas County, NV – Provided value engineering and QA/QC for an expansion project that included SBRs, a new headworks, solids dewatering, a pump station, and chlorine disinfection
 - Britannia Heights Subdivision WWTP, Nampa, ID – Provided process design for an SBR treatment system with evaporative/reuse pond
- ▶ **Other Secondary Projects**
 - WWTP, Jerome, ID – New aeration basin and digesters; provided QA/QC of the process design and construction administration
 - Star Sewer & Water District WWTP, Star, ID – Expansion project included new aeration and mixing, chemical addition, equalization, a new headworks, MBRs, and UV disinfection
 - Clif Bar Pretreatment Facility, Twin Falls, ID – Project included headworks, moving-bed bioreactor (MBBR), dissolved air floatation (DAF), and solids handling equipment to treat bakery wastewater; system also included equalization, nutrient addition, and pH adjustment
- ▶ **Solids Handling**
 - WWTP, Caldwell, ID – Project included a new anaerobic digester, chemical addition, a new sludge pump station, and a gas storage system
- ▶ **Filtration**
 - Mountain Home AFB, Mountain Home, ID – Provided recycled water for the AFB golf course; project included a new filtration system, equalization following an SBR, pump station, and controls
- ▶ **Master Planning / Preliminary Design of WWTPs; Role – Project Engineer**
 - Ashton, Emmett, Gooding, Jerome, Kuna, Lewiston, Middleton, Moyie Springs, Rigby, and Star, ID
 - Aurora, Newberg, Scappoose, and Yamhill, OR



EMILY FLOCK, PE
WASTEWATER COLLECTION LEAD

Emily is responsive, organized, and will help evaluate your system needs to achieve your level of service goals. Since joining the team at Keller Associates, Emily has been involved in all stages of utility planning, design, and construction projects. She recognizes the value of collaboration between all stakeholders to develop optimal solutions to each unique project.

Emily has worked on a variety of wastewater, stormwater, and water utility projects for cities throughout Oregon. She actively organizes, coordinates, and manages data gathering efforts for projects to perform hydraulic analysis and calculations to provide practical, cost-effective solutions to meet system needs.

She managed data collection of the Newberg Infiltration and Inflow (I/I) Study including CCTV inspection, flow monitoring, smoke testing, pump run time, and night-time monitoring. Emily developed a weighted prioritization methodology to evaluate the areas of highest concern for I/I in the City. Since then, Emily oversaw the update of the I/I prioritization during completion of the Newberg WWMP. Additionally, she developed and evaluated the collection system hydraulic model for the master plan including capacity analysis, alternatives evaluation, and capital improvement plan development. Recently, Emily developed hydrologic and hydraulic modeling for stormwater subbasin evaluations for City of Pullman and Asotin County, Washington. The projects included modeling, alternatives development, cost estimating, and figure and report development. Other sample work includes:

- ▶ City of Aurora, OR
 - Wastewater facilities planning update; collection system hydraulic modeling and planning; condition assessments; capital improvement plan development
- ▶ Del Boca Vista, Newberg, OR
 - Pump station capacity analysis; evaluation of existing and buildout demands; and capacity of a pump station
- ▶ City of Dayton, OR
 - Sanitary sewer smoke testing
- ▶ City of Scappoose, OR
 - Wastewater facilities planning study; collection system hydraulic modeling; lift station condition evaluations; and planning
- ▶ City of Stayton, OR
 - Mill Creek force main extension hydraulic evaluation
 - Regional stormwater facilities feasibility and design
- ▶ Star Sewer & Water District, ID
 - Wastewater facilities expansion; preliminary design on headworks and equalization pump station; and working towards final design on facilities upgrades

EDUCATION
Bachelor of Science
Environmental Engineering
Oregon State University

YEARS OF EXPERIENCE:
5

PROFESSIONAL ENGINEER REGISTRATIONS:
Oregon – 87384PE

WORK EXPERIENCE:
2014 – Present
Keller Associates, Inc.

2012
Eco-Informatics
Oregon State University



LARRY S. RUPP, PE, PMP

TECHNICAL ADVISOR

Larry Rupp is a professional engineer with over 20 years of experience designing wastewater treatment systems. His background includes technical advisor and project management for the planning, design, and construction of municipal wastewater projects including, master planning evaluations with pre-treatment, primary treatment, secondary treatment, and tertiary treatment. Recent relevant project management experience includes the following:

EDUCATION

Master of Science
Civil Engineering
Brigham Young University

YEARS OF EXPERIENCE

20

PROFESSIONAL ENGINEER REGISTRATIONS

Oregon – 79040PE
California – 85072
Idaho – 11629
Nevada – 19320
Wyoming – 16114
Washington – 44983

WORK EXPERIENCE

2006 – Present
Keller Associates, Inc.

2000 – 2006
Carollo Engineers

1999 – 2000
Montgomery Watson, Harza

ORGANIZATIONS/ PRESENTATIONS

2015 PNCWA Boise, ID
Clarkston WWTP Evaluation of Treatment Alternatives to Meet Ammonia Limits

2014 PNCWA Bend, OR
Implementing an EPA-Approved Pretreatment Program in Jerome, ID

- ▶ **Wastewater Treatment System Master Plan, Lewiston, ID; Role – Project Manager**
 - Master plan included evaluation of both treatment plant and collection
 - Assistance with NPDES permit update and future regulations
 - Evaluated options for future expansion and replacement
 - \$34 million in improvements at the WWTP
- ▶ **Wastewater Facility Plan, Clarkston, WA; Role – Project Manager**
 - Managed the facility plan that recommended upgrades leading to \$13.6 million in improvements to address stricter ammonia limits and aging infrastructure; the project includes headworks with screens, influent pumping, and grit removal; activated sludge with BNR; aeration system and secondary clarifiers; UV disinfection, sludge thickening; aerobic digestion; dewatering; and miscellaneous plant support systems
- ▶ **Wastewater System Master Plan, Jerome, ID; Role – Project Manager**
 - Managed the wastewater system master plan, design, and subsequent construction of \$36 million in upgrades
 - Separated into four phases to facilitate schedule and sequencing needs – improvements included an emergency storage pond; membrane capacity; a new UV system; headworks upgrades; biotowers; addition of primary clarification; an additional aeration basin; pumping improvements; solids handling; thickening; anaerobic digestion; and dewatering
- ▶ **Miscellaneous Wastewater Projects; Role – Principal / Project Manager**
 - Managed rehabilitation projects involving a variety of mechanical plants including SBRs in Middleton, ID
 - Managed studies have included aeration evaluations to select the best blower, diffuser, and control technology for different plants
 - Lead role in developing the selected alternative of trading for the City of Ashland, OR in meeting a temperature limit
- ▶ **Wastewater Treatment Plant, Kuna, ID; Role – Project Manager**
 - Managed \$30 million project including a new membrane bioreactor WWTP plant with headworks, membrane process building, UV disinfection, chemical facilities, solids handling, operations building, and maintenance building



MARK S. CULLINGTON
 BIOSOLIDS MANAGEMENT

Mark Cullington has 20 years of experience as a project manager, scientist, and regulator. Mark has extensive experience in the planning and design of biosolids facilities, permitting, beneficial use, product marketing, and pollutant risk assessment.

EDUCATION

Master of Science
 Soil Science
 University of Washington

YEARS OF EXPERIENCE:

20

MEMBERSHIPS /AFFILIATIONS:

Oregon Association of Clean Water Agencies; Board Member and Co-chair of Biosolids Committee

Northwest Biosolids Management Association; Co- chair Annual Conference Committee

Pacific Northwest Clean Water Association; Member

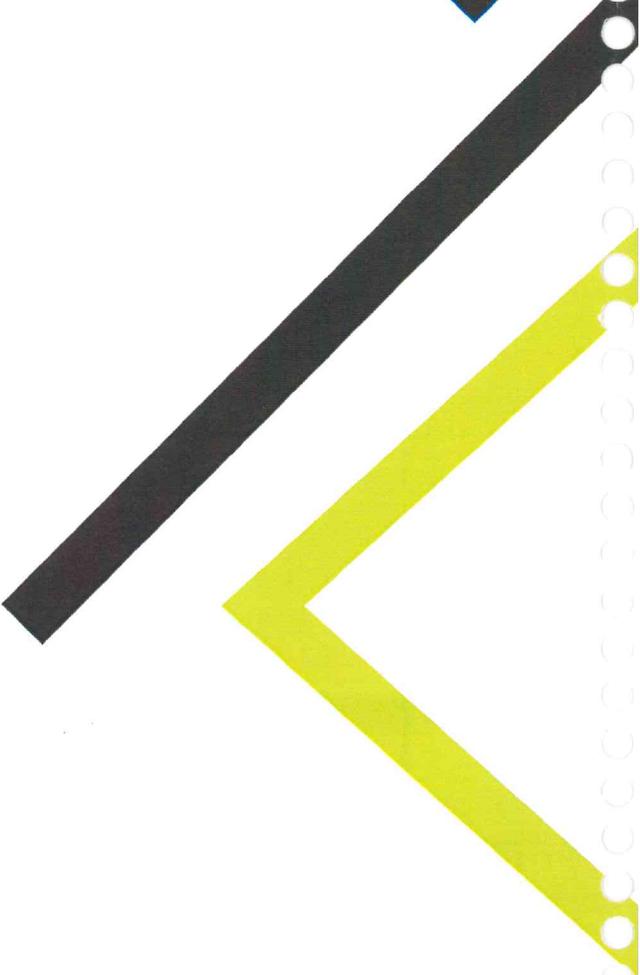
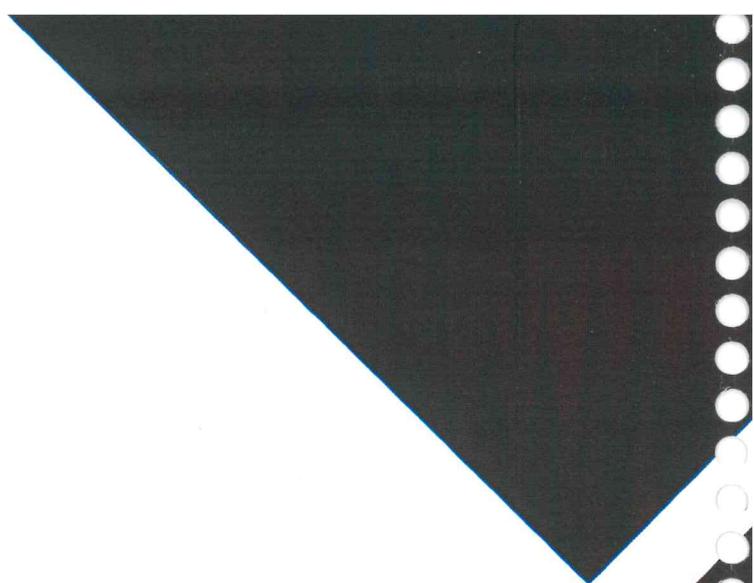
National Association of Clean Water Agencies; Kennedy Jenks Representative

WORK EXPERIENCE:

2006 – Present
Kennedy Jenks

1999 – 2006
Department of Environmental Quality

- ▶ Biosolids Evaluation and Dewatering Design, Lincoln City, OR – Alternatives evaluation, dewatering and dryer pilot, public outreach, and design and construction management services. Design included biosolids dewatering building and centrifuge installation. The centrifuge helps save the City thousands of dollars in annual solids hauling costs.
- ▶ Biosolids Dewatering and Compost Facility Preliminary Design, Albany, OR – Preliminary design of a covered aerated static pile and new solids dewatering facilities for the City’s 12.6 MGD Water Reclamation Facility. This includes design services for the dewatering, storage buildings, HVAC, structural, mechanical, conveyance, and composting facilities. The design includes layouts for an offsite and onsite composting facility, new dewatering facility (FKC Screw Press) permitting assistance, technology selection, capital costs, and operation and maintenance costs. Also completed a Biosolids Feasibility Study to evaluate solids treatment alternatives to select a long-term solution for the sustainable management of biosolids generated at the Water Reclamation Facility. The economic and non-economic evaluation of these technologies resulted in composting as the preferred Class A treatment process.
- ▶ Biosolids Dewatering and Screw Press Facility, Woodland, OR – Pilot testing, design, procurement assistance, and construction services for screw press dewatering equipment. Design repurposed an existing building onsite to house the dewatering equipment and provide the City with a reliable means to create a Class B solids cake.
- ▶ Biosolids Management Plan and Class A regulatory Approach, Bend, OR – Developed an approach to obtain regulatory approval for Class A dewatered and air-dried biosolids as well as helped generate a marketing plan to market Class A biosolids.
- ▶ Class A Biosolids Evaluation and Compost Facility Design, Florence, OR – Considered several Class A biosolids treatment technologies as well as marketability of the biosolids product, ease of distribution within the community, long-term carbon source, public-private partnerships, carbon footprint analysis, and Triple Bottom Line accounting. Implemented a pilot project to assess the technical, operational and regulatory feasibility of composting yard debris and biosolids; helped secure a Lane County waste diversion grant; and designed and construction of a full-scale compost facility. The facility won the Outstanding Member Agency Award from Oregon ACWA. The facility fits on a small footprint at the plant and did not require, walls, bays, or buildings. The City converts about 250 wet tons of biosolids to Class A compost saving approximately \$80,000 annually in landfill costs.



www.kellerassociates.com
245 Commercial Street, SE, Ste. 210
Salem, OR 97301
503.364.2002



City of Stayton, City Hall
Attn: Lance S. Ludwick, P.E.
Director of Public Works
311 / 326 N. Third Avenue
Stayton, OR 97383

Received
City of Stayton

SEP 26 2019

Planning / Public Works
311 N Third Ave., Stayton, OR 97383

10:00 AM

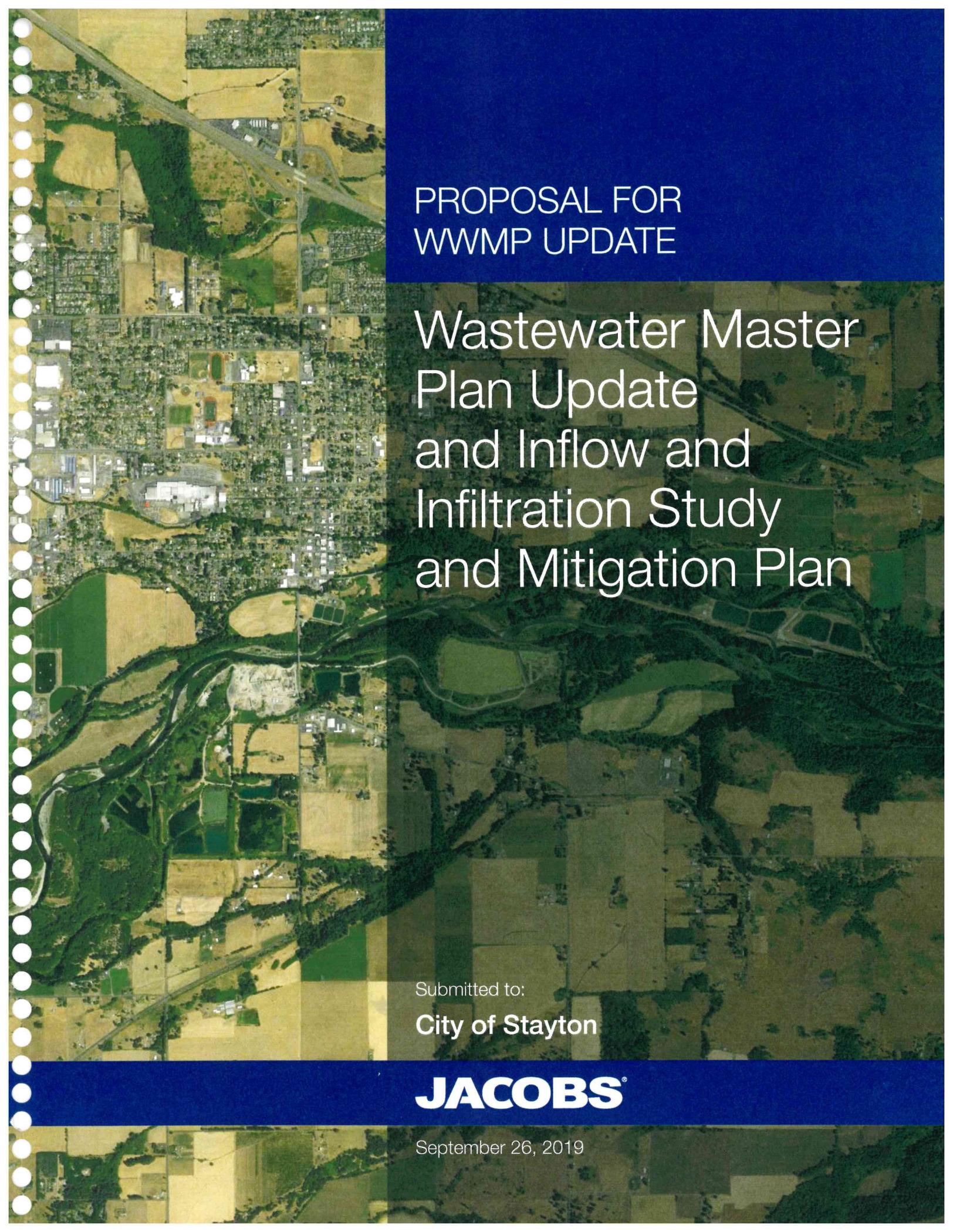
**RE: Proposal to RFP: Wastewater Master Plan
(WWMP) Update**



245 Commercial Street SE, Suite 210
Salem, OR 97301
503.364.2002



Task	Description	Principal James Bledsoe \$195	Project Manager Peter Olsen \$175	Tech Advisor / QC \$225	Senior Engineer JW, ER, HJ, GH \$180	Collection Lead EF \$130	Staff Engineer \$105	ACAD Technician \$95	Administration Staff \$75	Direct Expenses	Task Labor Cost	Comments
Composite Rates		\$195	\$175	\$225	\$180	\$130	\$105	\$95	\$75			
1	Project Management											
	General project administration	6	40						12		\$9,070	Assumes 12 month project duration
	Monthly project updates		6						6		\$1,500	
	Project schedule	1	8								\$1,595	
	Task Total	7	54	0	0	0	0	0	18		\$12,165	
2	TAC/CAC Project Meetings											
	Kickoff meeting	1	6		6	5			2	\$ 350	\$3,475	Assumes 5 TAC meetings
	TAC meetings	3	30		16	25			6	\$ 700	\$13,115	
	Sewer committee meetings		12		8	12			6		\$5,550	Assumes 3 meetings
	Task Total	4	48	0	30	42	0	0	14		\$22,140	
3	Data Collection & Conditions Assessment											
	Field facility tour		4		6	4					\$2,300	Coordinate with kickoff mtg
	Physical conditions assessment of existing facilities	2	6	4	32	24					\$11,220	Excludes Gardner LS (to be abandoned)
	RFIs	0.5	2		2	2			1		\$1,143	
	Flow monitoring (6 sites)	1	12			96				\$ 4,500	\$19,275	\$750/meter, plus labor. City to do confined space entry
	Identify survey spot check locations	0.5	1			2					\$533	Assumes City to survey spot check locations
	Identify CCTV locations	0.5	4			6					\$1,578	
	CCTV review of reports		6			24			2		\$4,320	City to provide summary NASSCO reports, linked to GIS
	Night-time flow monitoring (2 people, 2 nights)	1	8			40					\$6,795	Labor includes processing data
	Smoke testing (1 person, 1 week)		8			48			4	\$ 400	\$8,340	
	Task Total	5.5	51	4	40	246	0	0	7		\$55,503	
4	Planning Criteria											
	Growth projections, distribution, landuse, study area	0.5	4			10	18	4			\$4,368	
	Flow analysis, design flows, and projections	0.5	4			12	24				\$4,878	
	Wastewater loadings		2	2	12		30				\$6,110	City to provide data in spreadsheet format
	Regulatory and planning criteria summary	0.5	2	1	16	6					\$4,333	
	Draft write-up	1	3		4	4	8		2		\$2,950	
	Task Total	2.5	15	3	32	32	80	4	2		\$22,638	
5	Treatment Plant Evaluation (Existing System)											
	Hydraulics modeling	1	2	4	15		30				\$7,295	
	Process modeling	1	4	4	40		20				\$11,095	
	Vulnerability assessment update	1	4		8		36		6		\$6,565	
	Outfall evaluation		2		6		4				\$1,850	Compares flows to design conditions and mixing study
	Document WWTP existing conditions	1	4		8		8		2		\$3,325	
	Task Total	4	16	8	77	0	98	0	8		\$30,130	
6	Collection System Evaluation (Existing System)											
	Update existing model network		2		1	6	32			\$ 1,500	\$6,170	Includes \$1500 software maintenance fee
	Update existing loads to model	0.5	2		1	12	40				\$6,388	Dry plus wet weather loads
	Model calibration	0.5	3		3	12	60				\$9,023	
	Existing system evaluation	1	2		2	8	24				\$4,465	
	Allocate future loads to existing model	0.5	2		1	8	28				\$4,608	
	Future system evaluation (w/o improvements)	0.5	2			2	8				\$1,548	
	Draft write-up	2	3			4	20	8	2		\$4,445	
	Task Total	5	16	0	8	52	212	8	2		\$36,645	
7	I/I Study											
	Analyze data (pump run, flow meter, etc.)	1	4			20	160				\$20,295	
	Collection system conditions prioritization	0.5	4			26	60		2		\$10,628	
	Estimate I/I reductions	1	8			20					\$4,195	
	Planning level cost estimates		4	1	1	16					\$3,185	
	O&M and I/I program recommendations	2	6		2	24					\$4,920	Includes recommendations for private laterals
	Draft write-up	1	4		1	30			2		\$5,125	
	Task Total	5.5	30	1	4	136	220	0	4		\$48,348	
8	Develop Recommended Collection System Alternatives											
	Evaluate alternatives to correct existing deficiencies	1	12		4	20	50				\$10,865	
	Phasing by priority and planning level costs	0.5	3			4	16				\$2,823	
	Draft write-up	1	2	1		4	24		2		\$3,960	
	Task Total	2.5	17	1	4	28	90	0	2		\$17,648	
9	Develop Recommended Treatment Plant Improvement Alternatives											
	Redundancy / vulnerability costs	1	4	4	10		20				\$5,695	
	Development of alternatives	1	2	2	16		40			\$ 2,000	\$10,075	Kennedy Jenks
	Alternatives analysis	1	2	4	40		40			\$ 2,000	\$14,845	Kennedy Jenks
	Biosolids evaluation	1	4		6		40			\$ 6,000	\$12,175	Kennedy Jenks
	Phasing based on I/I reductions	1	4		16		16				\$5,455	
	Preferred alternative phasing and cost estimating	1	4		16		16				\$5,455	
	Document WWTP recommended improvements	1	4		8		8		4		\$3,475	
	Task Total	7	24	10	112	0	180	0	4		\$57,175	
10	Capital Improvement Plan											
	Summary CIP table	0.5	1		2	4					\$1,153	
	6-year CIP phasing	0.5	1	0.5		6					\$1,165	
	O&M budget impacts		1	1	8	7					\$2,750	
	Project summary sheets (up to 20)	0.5	2	1	10	10					\$3,773	
	Draft write-up	1	2			16			2		\$2,775	
	Task Total	2.5	7	2.5	20	43	0	0	2		\$11,615	
11a	Plan Documentation											
	Compile final report sections		8		4	4	16		8	\$ 150	\$5,070	
	Executive summary	1	2	1	2	4	16		2		\$3,480	
	Assemble appendix materials		2		4	4	8		2		\$1,860	
	Task Total	1	12	1	6	12	40	0	12		\$10,410	
11b	Adoption											
	Council meetings	1	12			8			6		\$3,785	Assumes two mtgs
	Planning commission meeting		5			4			2		\$1,545	Assumes one mtg
	DEQ review and respond to questions	1	4	2	8	8					\$3,825	
	Final approved documents / deliverables		4		4	16			6	\$ 400	\$4,350	
	Task Total	2	25	2	12	36	0	0	14		\$13,505	
Sub-Total											\$337,920	
12	Contingency Reserve											
	Contingency Reserve										\$12,080	
Total											\$350,000	

An aerial photograph of a rural landscape. A river winds through the center, surrounded by green fields and some buildings. The top right corner is a solid blue rectangle containing white text. The bottom right corner is a solid blue rectangle containing white text. The bottom center is a solid blue rectangle containing white text. The bottom right corner is a solid blue rectangle containing white text.

PROPOSAL FOR
WWMP UPDATE

Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan

Submitted to:
City of Stayton

JACOBS[®]

September 26, 2019

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Jacobs Engineering Group Inc.
1100 NE Circle Blvd.; Suite 300
Corvallis, Oregon 97330-3538
O 541.758.0235
F 541.752.0276
www.jacobs.com

City of Stayton, City Hall
Attention: Lance S. Ludwick, P.E., Director of Public Works
311 N. Third Avenue
Stayton, OR 97383

September 26, 2019

Subject: Proposal to RFP: Wastewater Master Plan Update,
and Inflow and Infiltration Study and Mitigation Plan

Dear Mr. Ludwick:

Updating the Wastewater Master Plan, performing an Inflow and Infiltration Study, and developing an associated Mitigation Plan will provide the City of Stayton (herein the City) the tools and understanding you need to appropriately address improvements to your systems consistent with current growth projections and anticipated collection, treatment and regulatory needs. The Jacobs team will provide the City with the crucial capabilities and approach to deliver a successful project by:

- **Bringing unmatched familiarity with site and connecting facilities.** We designed the current treatment plant in 1995, and earlier this year completed a treatment plant process modeling effort to identify performance improvements and treatment limitations for the current flows and loads.
- **Having a deep bench and expert resources if and when needed.** We bring five team members with a knowledge of your plant and current operations. In addition, we have excellent collection system planning experience, and outfall and regulatory planning and design experience on our team.
- **Establishing a realistic project schedule.** Our team has the depth of knowledge to develop a project schedule that considers all the tasks and interdependencies for successfully delivering each task in a timely manner.

This proposal is submitted by, and if successful, would be contracted under Jacobs Engineering Group Inc. (referred to as "Jacobs" in our submission). Brady Fuller is authorized to represent Jacobs in negotiating and signing contracts. Our submission is valid for 60-days after the submission deadline of September 26, 2019. Jacobs is incorporated in the State of Delaware. Our Federal tax identification number is 95-4081636.

Jacobs Engineering Group Inc., Project Manager Craig Massie is available and authorized to answer any questions related to this Proposal. Brady Fuller, an authorized representative of Jacobs, will represent Jacobs in any negotiations, and sign any required contract. If you have any questions or would like to discuss any aspect of our proposal during the Request for Proposal (RFP) review and evaluation period, please don't hesitate to contact Craig Massie at 541.768.3478 or craig.massie@Jacobs.com. We look forward to hearing from you.

Regards,

Jacobs Engineering Group Inc.

R. Brady Fuller, PE, PMP
Client Account Manager

Craig Massie, PE
Project Manager

2. Key Personnel Qualifications

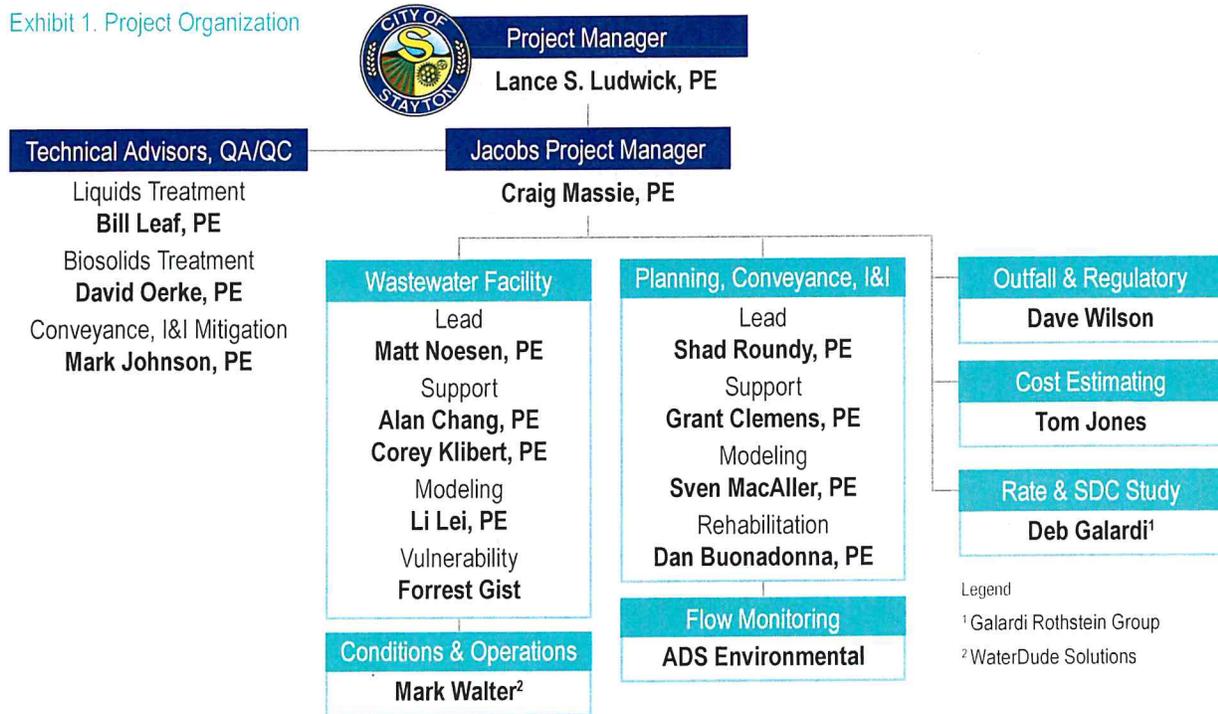
Project Management and Team

Our project manager, Craig Massie, PE, is an Oregon Professional Engineer (#16043), with more than 34 years of experience in wastewater treatment plant and conveyance planning, design, and construction. Craig will be directly responsible for this Project. He is currently involved in other similar projects, which he expects to continue to support while allowing him to provide the requisite amount of time to the City of Stayton, along

with his firm commitment to provide continuity throughout the project duration.

Exhibit 1 shows our team, which is well suited to understand the challenges and solutions of the City of Stayton’s Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan. We have selected our staff based on their experience and qualifications. Exhibit 2 lists the staff who will support this project throughout its duration.

Exhibit 1. Project Organization



Project Workload for Key Personnel

Our team, led by Craig Massie, is committed to serving the City to successfully complete this Project. Team members are available and will meet the time commitment to complete the proposed project schedule. Exhibit 2 lists our key personnel and their experience with this type of project as well as their familiarity with the City of Stayton.

Resumes highlighting the qualifications and experience our project manager and key project staff are provided in Section 5 – Additional Support Information.

Technical Advisors

Our team leverages the input of specialized technical advisor’s extensive wastewater collection and treatment experience to both confirm the direction of evaluations and provide overall Quality Assurance/Quality Control of project deliverables. We typically engage them at the beginning of the project, at each milestone deliverable, and “on-call” as the need arises. For example, Li Lei used Bill Leaf in just this manner on our recent WWTP

process modeling project. The team of advisors for this Project are:

Bill Leaf, PE – Liquids Treatment QA/QC: Bill is a senior technologist specializing in wastewater reclamation. He has experience in the planning, design, construction, and startup of wastewater treatment facilities and has been involved in studies in the areas of permit negotiation, water quality issues, pretreatment, and user charge systems. Credentials: MEng, Civil Engineering BS, Civil Engineering. Professional Engineer: ID (#9414), WA (#45464)

David Oerke, PE – Biosolids Treatment QA/QC: David is a nationally recognized solids processing facility planning/design expert with more than 140 units installed on his design projects. He has extensive experience evaluating primary clarifier and solids processing facilities and has participated in biosolids management studies and designs for more than 120 municipalities nationwide. Credentials: MEng, Civil Engineering (Wastewater Treatment), BS, Civil Engineering. Professional Engineer: CO (#20047)

Mark Johnson, PE – Conveyance, I&I, Mitigation QA/QC: As a water collection system and resources engineer, Mark specializes in the design, analysis, and management of water resources, non-point source pollution, municipal collection system, and drainage projects. He serves on a nationally-based Jacobs committee to monitor federal and regional regulatory

issues that affect municipal and industrial utilities and is often asked to make presentations on condition assessment methodologies in collection systems, and current stormwater permitting issues facing the industry. Credentials: MS, Civil Engineering (Infrastructure Planning and Management/Water Studies), BS, Civil Engineering. Professional Engineer: OR (#17666PE)

Exhibit 2. Staff Experience

Team Member/ Education/Registration City of Stayton Experience / Commitment (%)	Relevant Qualifications
<p>Craig Massie, PE Project Manager BS, Mechanical Engineering Professional Engineer: OR (#16043), WA (#31685), ID (#P- 8754) <i>1995 WWTP Mechanical Design, 2000-2010 Miscellaneous Projects at the WWTP; 2019 WWTP Plant Process Analysis and Modeling PM / Commitment 10-15%</i></p>	<p>Craig's 34 years of experience encompasses municipal and industrial planning, design, construction, project and program management experience. In particular, he excels at working with clients, regulators, project staff, and project stakeholders to develop and reach consensus on workable, cost-effective solutions. He is skilled at delivering technical project information to non-technical audiences such as city councils, commissions, and resource agencies as well as in public information setting.</p>
<p>Matt Noesen, PE Wastewater Facility Lead MS, Civil Engineering BS, Civil Engineering Professional Engineer: OR (#18184), CA (#C50366), NC (#040949), SC (#31211), WA (#54064) <i>10% commitment</i></p>	<p>Matt is a municipal wastewater engineer with 27 years of experience, specializing in treatment plant upgrades and expansions, alternative disinfection, air permitting, and regulatory compliance issues. He has provided engineering and management services for a range of municipal wastewater treatment projects, including master plans, predesigns, preliminary designs, final designs, and construction, and he participates in an array of study projects related to tightening regulations for publicly owned treatment works and industry. The focus of these studies typically is plant capacity analysis, advanced wastewater treatment pre-design, and alternative disinfection analysis.</p>
<p>Mark Walter (WaterdudeSolutions) Conditions & Operations Wastewater Treatment System Operation, OR Grade IV (7091), Wastewater Collection System Operation, OR Grade IV (#12219) <i>Stayton WWTP Interim Plant Manager, Condition Assessment / Commitment up to 10%</i></p>	<p>Mark has an extensive and varied work history ranging from operations to management positions over advanced wastewater treatment facilities. He is well versed on modern operations and maintenance methods and is experienced in audits of public and private operations. Mark has worked in operations for several larger agencies, including Orange County Sanitation District, CA; Irvine Ranch, CA; and Clackamas WES, OR. He served as Maintenance Division Manager for Clean Water Services and was most recently the Operations Manager for the Oak Lodge Sanitary District, where he developed and implemented advanced and detailed operations and maintenance procedures for the agency's new treatment facilities, including new CMMS and Laboratory Information Management systems.</p>
<p>Shad Roundy, PE Planning, Conveyance, I&I Lead MS, Civil and Environmental Engineering BS, Civil and Environmental Engineering Professional Engineer: OR (#17666PE) <i>He has lead collection system master planning, conceptual design, and I&I studies throughout Oregon including projects for Clean Water Services, Clackamas County Water Environment Services, Metropolitan Wastewater Management Commission, Portland Bureau of Environment Services, and the Cities of Albany, Gladstone, Wood Village, Sherwood, and Bend, Oregon / 25% committment</i></p>	<p>Shad offers expertise in hydrologic and hydraulic analysis, system planning, modeling, and optimization. He also brings expertise in alternative analysis and hydraulic design expertise including large and small pipelines, drop shaft manholes, storage/conveyance tunnels, pump stations, and diversion structures.</p>

Team Member/ Education/Registration City of Stayton Experience / Commitment (%)	Relevant Qualifications
ADS Environmental Planning, Conveyance, Flow Monitoring <i>25% commitment</i>	ADS is the world's leading environmental engineering company for flow, CSO, storm & rainfall monitoring, as well as I&I analysis. Established in 1975, ADS employs over 300 people with 25 project offices. Providing accurate flow data is the core business of ADS. We are a turnkey flow service provider, using our own employees for field service, data analysis and project management, as well as developing and manufacturing the equipment and software we use in projects to accurately report out sewer flows.
Dave Wilson Outfall & Regulatory MS, Marine Sciences & Ecology BS, Entomology, Oregon State University BS, Zoology <i>Familiarity with the North Santiam River Outfall at the WWTP/ Commitment 5%</i>	Dave is a senior scientist who specializes in the analysis of aquatic impacts and the design and management of studies relating to water and sediment quality issues. He focuses on environmental analysis for wastewater dischargers, with a specialty in NPDES permit negotiation and compliance issues. Dave has directed more than 50 water quality studies and modeling analyses of municipal and industrial waste discharges including impacts of existing discharges, alternative discharge designs, and siting of new discharges. These studies have included point and non-point sources for nutrients, metals, and thermal impacts. His particular skills are regulatory strategy development, agency negotiations, study design and implementation of field data collections, design of modeling analyses, RPA and statistical analysis, knowledge of aquatic communities, and project management.
Tom Jones Cost Estimating University of New Mexico, various undergraduate classes USAF, Engineering Assistant Training <i>Commitment 5 to 10%</i>	Tom is a Senior Cost Estimator in the Water Business Group working out of the Corvallis, Oregon office. Tom has experience in overall construction project management, estimating, contract administration, scheduling, material and equipment procurement, and communications with Owner and Engineer. Tom is responsible for the survey and pricing of complex self-performed and subcontracted work. He has experience in managing the bid team, developing the bid strategy, and maintaining subcontractor relationships.
Deb Galardi (Galardi Rothstein Group) Rate & SDC Study BS, Economics <i>10% commitment</i>	Galardi Rothstein Group (GRG) provides strategic financial and management consulting services to government agencies and special districts worldwide. We provide sound solutions to management, economic, and financial challenges associated with the development and delivery of major infrastructure services. Deb recently developed wastewater rates and SDCs for the City of Dundee. She developed a financial plan for the system and worked with the City Council to develop a revised rate structure, including development of strength-based rates for different commercial customers. For the Cities of Wilsonville and Sherwood, Oregon, Galardi Consulting developed water system financial plans, and determined rates and SDCs that would be needed to support master plan recommended capital improvement plans.
Alan Chang, PE Wastewater Facility Support BS, Civil Engineering MS, Civil Engineering 15 years of experience Professional Engineer (Civil): OR (#74671PE), WY (#13099) Engineer in Training: IN (# ET39900516) <i>20% commitment</i>	Alan has extensive engineering experience in water and wastewater treatment plant planning, design, and construction. His experience includes remedial design, process system design, field sampling activities, water treatment plant design, wastewater facilities master plans, pilot and treatability studies, and other environmental and hydraulic studies.

Team Member/ Education/Registration City of Stayton Experience / Commitment (%)	Relevant Qualifications
<p>Corey Klibert, PE Wastewater Facility Support MSCE, BA 12 years of experience Professional Engineer: OR (#93039PE), UT (#10479547-2202) <i>30% commitment</i></p>	<p>Corey is a wastewater engineer with a decade of experience leading process planning and design of wastewater treatment projects from conceptual planning through final design, services during construction, and facility startup and commissioning. He specializes in biological process modeling of municipal wastewater treatment plants and process mechanical design of wastewater treatment plants.</p>
<p>Li Lei, PE Wastewater Facility Modeling PhD, Environmental Engineering MS, Environmental Engineering BS, Environmental Engineering 20 years of experience Professional Engineer (Civil): WA, #45081, CA (#67996) <i>Recent Process Modeling for Stayton / 20% commitment</i></p>	<p>Li is a senior technologist specializing in wastewater treatment including capacity assessment, upgrade planning, startup assistance, and operation optimization/troubleshooting of various wastewater treatment processes, with a focus on process reliability, operational simplicity, and energy efficiency.</p>
<p>Forrest Gist Wastewater Facility Vulnerability BS, Electrical Engineering 20 years of experience Professional Engineer: OR (#18517), AZ (#32064), CO (#32722) <i>5% commitment</i></p>	<p>Forrest has extensive experience in project management and physical security technology consulting for clients seeking to improve their security profile. He is the firm's subject matter expert in utility vulnerability analysis, emergency planning, security risk, and resiliency.</p>
<p>Grant Clemens, PE Planning, Conveyance, I&I Support MSc, Environmental Engineering BSc, Chemical Engineering 5 years of experience <i>20% commitment</i></p>	<p>Grant has experience planning, designing, and delivering services for water and wastewater conveyance and treatment projects. His project experience includes I&I studies, sewer master plans, hydraulic modeling, pump station evaluation, asset management, and permitting assistance. He has worked on the design, construction, and startup of multiple wastewater facility improvement projects.</p>
<p>Sven MacAller, PE Planning, Conveyance, I&I Modeling MS, Environmental Engineering— Urban Water Resources BS, Civil/Environmental Engineering 7 years of experience Professional Engineer: OR #93039PE), UT (#10479547-2202) <i>20% commitment</i></p>	<p>Sven has extensive experience in master planning, hydraulic analysis, system optimization, GIS, and alternatives analysis in collection systems. He has expertise in developing GIS-based tools for I&I reduction cost effectiveness analysis, and optimization and prioritization of capital projects.</p>
<p>Dan Buonadonna, PE Planning, Conveyance, I&I Rehabilitation MS, Environmental Engineering BS, Civil Engineering 11 years of experience Professional Engineer: WA (#49733) <i>5% commitment</i></p>	<p>Dan has expertise in I&I studies, trenchless rehabilitation design, pipeline condition assessment, sanitary sewer evaluation studies, corrosion analysis, and conveyance design. He has also performed as the task coordinator for field inspection activities and construction project administration.</p>

3. Project Scope and Understanding

Statement of Understanding

The City of Stayton, Oregon (City) owns and operates a Class III Wastewater Treatment Facility, Outfall to the Santiam River, and a Sanitary Sewer Collection System serving approximately 10,700 people in the City and in the City of Sublimity, Oregon. A Wastewater Master Plan was last updated in 2006 which included a Capital Improvement Program for investing in treatment and collection system infrastructure through the year 2025. The City is now seeking an engineering consultant to update the Master Plan and Capital Improvement Program through 2040. Key elements of the Project include:

- Updates to population, flow, and load projections using an approximate growth rate of 1% annually.
- Review of regulatory requirements and future permitting.
- Understanding of specific system response to rainfall derived infiltration and inflow (I&I) and associated impacts on wet weather capacity of both the collection and treatment systems.
- Updates to collection system modeling to identify existing and future system hydraulic deficiencies, assess system response to I&I, and to evaluate gravity and pumping capacity improvements.
- Evaluation of target I&I reduction rates, timing, methodology, and location for cost effective capital investment.
- Updates to treatment system process and hydraulic modeling to reflect system operations.
- Assessment of reliable improvement alternatives for optimal treatment plant performance including wet weather equalization storage, liquids processing, and biosolids processing.
- Review of treatment plant and outfall infrastructure condition, operations, and vulnerability.
- Development of a system-wide cost-effective Capital Improvement Program including an implementation and phasing strategy.
- Financial analysis to determine how to pay for capital expenditures through utility rates and SDCs.
- Plan approval by the Oregon Department of Environmental Quality.
- Facilitation for technical and citizen advisory committee meetings, public meetings, and plan adoption.

Jacobs has a strong understanding in all elements of the Project, and strong knowledge of the plant through the recent process modeling efforts and team member Mark Walter's recent management role at the plant. The combination of our familiarity, expertise in treatment, conveyance, and I&I reduction will provide the City with a holistic and cost-effective plan that maximizes existing resources and balances treatment upgrades with conveyance and wet weather flow reduction.

Task A: Project Management

Craig Massie has been delivering solutions to complex wastewater challenges for 34 years and is one of Jacobs' most respected project managers. Craig's project management approach includes the following:

- Working with the client and DEQ to establish clear objectives from the Project kick-off.
- Maintaining forward progress by providing a clear vision of the Project tasks.
- Regular communication with City Project Manager to avoid surprises and to facilitate critical decisions including monthly review of Project scope, schedule, and budget.
- Weekly communication with internal Jacobs team and subconsultants to coordinate efficient delivery.
- Engagement with senior technical staff during key phases of the Project for quality review of alternatives, technologies, and work products.
- Facilitation in workshops, advisory meetings, public meetings, and DEQ coordination.

Quality Control – Key senior technologists have been identified to aid in developing and screening improvement alternatives at the early stages of the Project. These technologists are experts at identifying cost effective and reliable treatment and conveyance improvement solutions. The senior technologists will also serve as reviewers for workshop materials and master plan documentation.

Sequencing, Approach, and Work Plan

Our work plan including task sequencing for the Wastewater Master Plan Update is illustrated in Exhibit 3. The work approach includes efficiency measures for parallel work in the collection and treatment systems early in the Project. In the later stages of the Project, system-wide alternatives will be considered to capture cost-effectiveness across treatment, conveyance, and I&I reduction. The approach includes early coordination with DEQ to identify opportunities to reduce effort in areas that are less critical to agency approval. A key part of the work plan includes sequencing engineering analysis and field investigation with three key workshops. Each workshop will allow the City to engage on key decisions for refinement of the Wastewater Capital Improvement Program (CIP), project prioritization, and implementation strategies. The specific work elements and areas of focus are further outlined below.

Task A-1: Kick-off – The City and Jacobs team will discuss and identify Project goals and objectives, highlight Project success factors and risks, review schedule, define communication protocols, and initiate a data request.

Task C: Preliminary Engineering and Field Work – Jacobs will review data from the City and perform parallel analysis in the treatment and collection systems.

Exhibit 3. Work Plan and Sequencing, Including City Involvement

Work Sequence	Consultant Activities	City and Other Involvement
Kick off	Kick off: Prioritize Objectives & Improvement Criteria	- City staff participate in kick-off (4 hrs)
Preliminary Engineering & Field Work Simultaneous Preliminary Work on Subtasks C-1, C-2, C-3	C-1: WWTP Evaluation - Treatment Model Refinement & Capacity Summary - Population, Flow & Load Development - Condition Assessment - Outfall Assessment - Conceptual Improvement Alternatives - O&M Strategies - Vulnerability & Redundancy Assessment	- City staff respond to information requests and provides staff for interviews related to condition assessments (16 - 24 hrs) - Early engagement with DEQ on approach (2 hrs) - 1st CAC/TAC Meeting (2-3 hrs)
	C-2: Collection System Evaluation - Collection Model Refinement & Calibration - Flow Development - Capacity Deficiencies - Conceptual Improvement Alternatives	
	C-3: I&I Study - Flow Monitoring (4 month period) - I&I Thresholds - Conceptual Rehab Alternatives	
Workshop #1	- Present Preliminary Findings - Screen and Refine Conceptual Alternatives for WWTP, Collection System, and I&I Response	- City staff participate in Workshop #1 including input on improvement alternatives (4 hrs)
Additional Engineering	- Consider Alternatives for Cost-Effectiveness System-wide balancing of treatment, conveyance, and I&I reduction based on feedback from Workshop #1 - Evaluate project phasing options	- 2nd CAC/TAC Meeting (2-3 hrs)
Workshop #2	- Present Cost-Effectiveness Recommendations & Phasing - Select Preferred Alternatives for Capital Improvement Program (CIP)	- City staff participate in Workshop #2 including input on improvement alternatives (4 hrs)
Final Engineering	- Develop prioritized CIP based on feedback from Workshop #2 - Develop Phasing and Implementation Strategies - Section Draft Documents for City Review (60%)	- City staff review and provide comments on draft section documents (16 hrs) - 3rd CAC/TAC Meeting (2-3 hrs)
Workshop #3	- Present prioritized Capital Improvement Program - Review Implementation, and Phasing Strategies	- City staff participate in Workshop #3 including project prioritization, and review of implementation & phasing strategies (4 hrs)
Documentation Financial Analysis	- Draft Master Plan Document (90%) - SDC Methodology & Financial Analysis	- City staff review and provide comments on full draft document (16 hrs) - City staff respond to information requests related to financial analysis (8 hrs) - 3rd CAC/TAC Meeting (2-3 hrs) - DEQ Review & Coordination (4 hrs) - 1st Public Meeting (4 hrs)
Financial Analysis Meeting	- Present financial analysis & SDC Methodology	- City staff participate in Financial Analysis Meeting (2-3 hrs)
Plan Adoption	- Final Master Plan Document	- 2nd & 3rd Public Meetings (4-6 hrs)

Desktop analysis will consist of model refinements and calibration (treatment and collection system), population projections, flow and load projections, existing and future capacity assessments, and conceptual improvement alternative development. Field work and City staff interviews will be conducted to develop condition assessments, outfall assessments, O&M strategies, vulnerability assessment at the treatment plant, and redundancy assessment at the treatment plant and City lift stations.

For the treatment plant, critical capacity bottlenecks will be evaluated and summarized. Preliminary alternatives will be developed including opportunities to convert the un-used selector cell facility to improve equalization ahead of disinfection. Planned capital projects, such as a third SBR, will be reviewed for necessity and timing relative to revised flow/load projections. Process modeling and analysis in conjunction with close coordination with plant staff ideas, and potential opportunities to expand the plant footprint with the purchase of adjacent property that may become available will allow a broad evolution of bio-solids optimization. Jacobs' recent work on the process model will create efficiencies for the treatment capacity and process evaluation.

Simultaneous work will be performed at the treatment plant to evaluate condition and operations (Task C-1). Mark Walter's (WaterDude Solutions) estimates a 50-percent efficiency in completing this task based on his recent work at the treatment plant. Jacobs will work closely with Mark to consider the overlap of asset condition, operation, and replacement with critical capacity and process upgrades.

In the collection system (Task C-2), the hydraulic model will be calibrated utilizing available flow metering data collected by ADS Environmental during a 4-month flow monitoring period. Previous model calibrations utilized daily data, which may result in over or under-estimation of peak flow response. The model calibration will focus on dynamic simulations for evaluating instantaneous peak flows. Additionally, Jacobs' will review DEQ regulations regarding design storm and discuss level of service with City staff to determine an adequate level of risk for planning infrastructure relative to capital investment. The calibrated hydraulic model will be used to identify existing and future system deficiencies and preliminary improvement alternatives. Jacobs' will work with City staff to understand operational and capacity limitations including opportunities for lift station operational changes or decommissioning.

In addition to the model calibration, the flow monitoring data collected by ADS Environmental will be used to characterize I&I influence and variability in wet weather response throughout the City (Task C-3). Jacobs will work with City staff to identify strategic locations for meter placement. If a storm event greater than the 2-year frequency occurs early in the four-month flow monitoring period, ADS Environmental will shift meters to alternate sites to collect additional data. The data will be used to quantify I&I rates (peak gallons per acre

per day) in each meter basin. A threshold rate will be established for consideration of I&I reduction techniques in each metered basin. Several rehabilitation techniques will be considered including varied reduction levels and costs (least reduction/low cost – main pipe lining only; moderate reduction/moderate cost – main pipe lining and partial lateral replacement; high reduction/high cost – main pipe lining and full lateral replacement). The reduction levels and costs for rehabilitation will be considered as part of system-wide improvement alternatives in later stages of the Project.

Flow metering and collection system modeling will be used to characterize peak flow influence from the City of Sublimity service area and relative cost contribution to capital investment for both the collection and treatment systems. The Sublimity I&I contributions will be compared to Stayton meter basin contributions to identify whether Sublimity falls above or below the I&I reduction threshold. This information will be used to summarize strategies on coordinating with Sublimity for cost-effective capital investment including investment in an I&I reduction program.

Workshop #1 – Jacobs will present preliminary findings related to treatment capacity, conveyance capacity, and I&I reduction opportunities to City staff. An overview will be provided of the condition and operational assessments, vulnerability assessment, outfall assessment, and redundancy assessment. The workshop will focus on screening and refinement of preliminary improvement concepts.

Additional Engineering – Jacobs will perform analysis and cost estimates to refine improvement alternatives based on feedback in Workshop #1. System-wide cost effectiveness will be considered to balance treatment, conveyance, and I&I reduction. Critical phasing and implementation of projects will be considered relative to capital investment over the 20-year planning horizon.

Workshop #2 – Jacobs will present findings from the system-wide cost-effectiveness evaluation and provide recommendations on capital projects. Jacobs will help the City to rank and select preferred alternatives for implementation. Project prioritization and phasing relative to capital investment will be a key consideration for project selection.

Final Engineering – Jacobs will refine projects prioritization, phasing, and implementation strategies based on feedback from the City during Workshop #2. Draft plan sections will be documented and provided to City staff for review.

Workshop #3 – Jacobs will present the draft Capital Improvement Project list, priorities, costs, and implementation strategy to City staff for review.

Documentation and Financial Analysis (Task C-4) – Jacobs will work with Deb Galardi to provide capital costs and timing of capital projects for the financial analysis. Within the framework of Oregon law, agencies have latitude in selecting specific methodological approaches related to the calculation and assessment

of SDCs. The first set of options relates to the overall structure of the SDC – whether the fees are based on existing facility costs (reimbursement fee), future planned improvements (improvement fee), or a combination. Once a determination has been made as to the fee structure, the methodology may be further refined based on a number of additional considerations, including existing system valuation approach (in the case of a reimbursement fee), improvement allocation approach, and fee assessment units (e.g., equivalent dwelling units and meter size). Deb will work with the City to evaluate the existing methodology approaches and determine whether any modifications are needed to reflect current system capacity conditions and growth costs. The fees for different types and sizes of development will be determined based on projected claims on system capacity. Finally, Deb will estimate SDC statute compliance costs and develop the updated SDC schedule.

Jacobs will refine the Master Plan document sections based on City review comments and compile a full draft Master Plan document for City, DEQ, and public review.

Financial Analysis Meeting – Deb Galardi will present the results of the financial analysis and SDC methodology to the City.

Plan Adoption (Task D) – Jacobs will coordinate with City staff for three Public review meetings, Public comment, and DEQ comment. Jacobs will finalize the Master Plan document based on final City input and associated comments from the Plan Adoption process.

The Role of City Personnel on the Project - City staff will engage in the project by providing information during early data requests, participating in project workshops including decisions on improvement selection, reviewing Master Plan draft documentation, and participation in public, advisory, and coordination meetings. Specific City staff contributions and time estimates are provided in Exhibit 3.

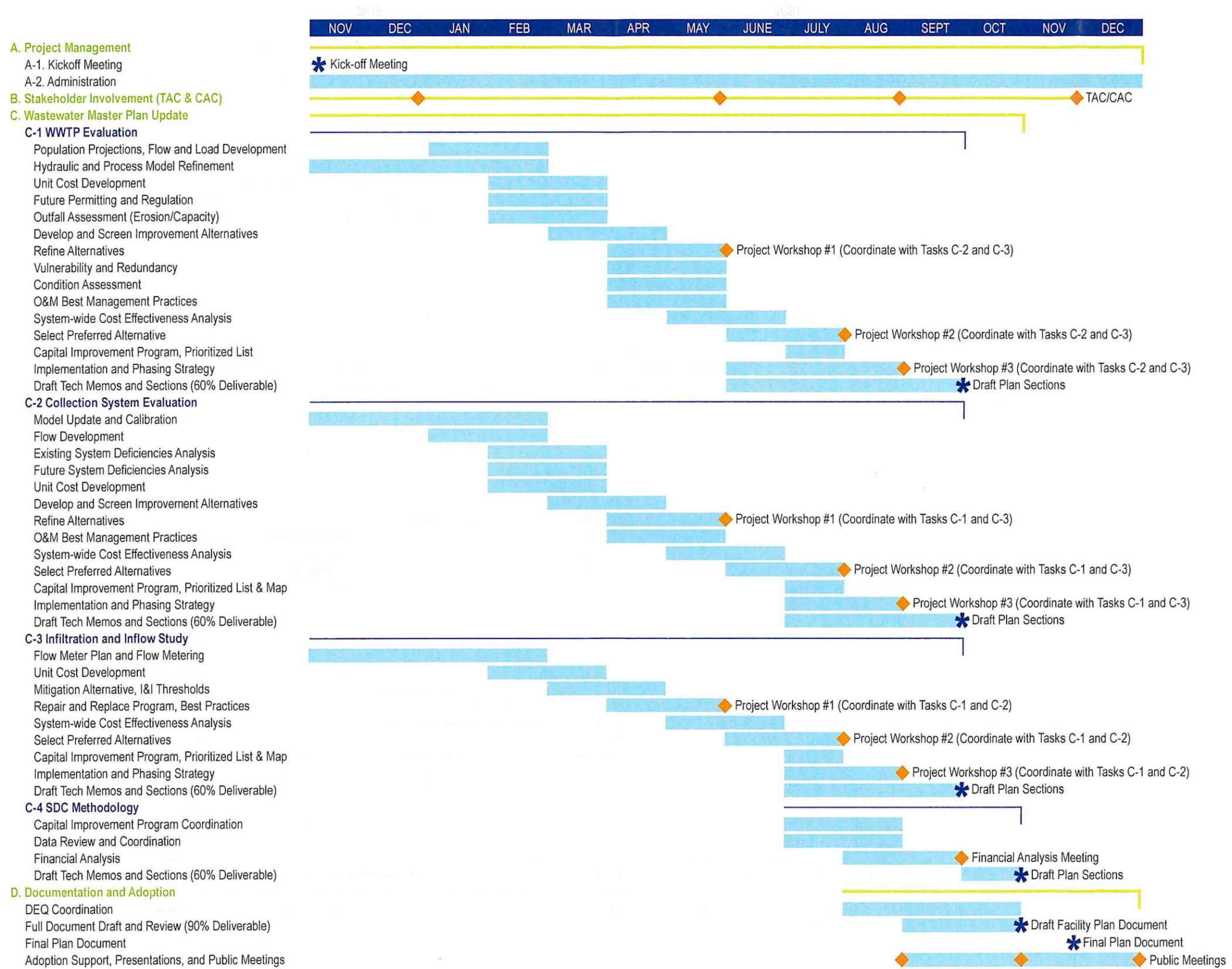
Technical and Citizen Advisory (Task B) - As shown in Exhibit 3 and the Project Schedule (Exhibit 4), we have identified timing of up to four insert Technical Advisory

Committee (TAC)/Citizen Advisory Committee (CAC) advisory meetings. We propose holding these meetings after the kick-off meeting, and shortly after each of the three key workshops. The intent of these meetings is to educate key stakeholders and community members of potential economic, social, and environmental impacts of the wastewater collection and treatment systems, and to implement community feedback into capital program development.

4. Project Schedule

Our proposed schedule (Exhibit 4) presents a realistic work plan that will enable City and operations staff to plan for participation in the process while still being able to keep up with their other responsibilities. The schedule on the next page depicts our project delivery approach showing efficient completion of the Master Plan Update, Inflow and Infiltration Study and Mitigation Plan phases, integration of Stakeholder Involvement throughout, and a pathway for DEQ review. We will work closely with you to maintain project schedule and progress.

Exhibit 4. Project Schedule



5. Additional Supporting Information

A. Why the Jacobs Team?

Why pick this Jacobs team? Here's why: our team knows and understands your treatment plant, your receiving stream, and the associated challenges to treatment and permit compliance. Our local team will leverage Jacobs' innovation and expertise, recognized as a leader in the wastewater treatment field to bring to the City of Stayton.



Jacobs is transforming into the leading, next-generation solutions provider addressing the world's critical challenges. We are on a mission to create a new kind of professional services company; building on an innovative, inclusive culture to make Jacobs a partner of choice for clients and the employer of choice for the world's best talent.

– Steve Demetriou, Jacobs Chair and CEO

B. Staff Resumes

Craig Massie, PE, Project Manager



Professional Engineer: Oregon (#16043); Washington (#31685); Idaho (#P-8754);

Craig's 34 years of experience encompasses municipal and industrial planning, design, construction, project and program management experience. In particular, he excels at working with clients, regulators, project staff, and project stakeholders to develop and reach consensus on workable, cost-effective solutions. He is skilled at delivering technical project information to non-technical audiences such as city councils, commissions, and resource agencies as well as in public information settings.

Representative projects include: Project Manager, Coos Bay WWTP 1 Facility Plan Amendment Project; Project Manager, City of Ashland WWTP Facility Assessment; Program Manager, City of Dallas, Oregon, Water and Wastewater Treatment Distribution and Collection; Project Manager, Expansion Program Project, Salmon Creek Wastewater Treatment Plant, Clark County; Program Manager, and City of Albany Wastewater System Improvements.

Matt Noesen, PE, Facility Plan Lead



Professional Engineer: Oregon (1995, #18184), California (1993, #C50366); North Carolina (#040949), South Carolina (#31211), Washington (#54064)

Matt has 27 years of experience, specializing in treatment plant upgrades and expansions, alternative disinfection, air permitting, and regulatory compliance issues. His experience encompasses the full-range of projects ranging from small control system upgrades to implementing \$200 million capital improvement programs. He provides engineering and management services for a range of municipal wastewater treatment projects, including master plans, predesigns, preliminary designs, final designs, and construction, and he participates in an array of study projects related to tightening regulations for publicly owned treatment works and industry. The focus of these studies typically is plant capacity analysis, advanced wastewater treatment pre-design, and alternative disinfection analysis. He has expertise developing award-winning facilities plans for municipal wastewater agencies in the Pacific Northwest that focus on just-in-time delivery to minimize the impact on existing and future ratepayers.

Representative projects include: Project Manager, Facilities Plan Update, and 2005 Facilities Plan and System Development Charge Methodology Update, Metropolitan Wastewater Management Commission, Eugene; Senior Technology Consultant, Woodburn WWTP Upgrade/Expansion, Woodburn; Project Manager, WWTP Process Improvements, Gresham; Planning Lead, Coos Bay WWTP 1 Facility Plan Amendment; Senior Technical Resource, disinfection, Ashland WWTP Facility Assessment; and Project Engineer, City of Gold Hill, Oregon, WWTP Facility Plan Update.

Shad Roundy, PE/Planning, Conveyance, I&I Lead

Professional Engineer: Oregon (#17666PE)



Shad Roundy brings 17 years of experience in wastewater, stormwater, water, and water resources. He offers expertise in hydrologic and hydraulic analysis, system planning, I&I studies, modeling, and optimization. He also brings expertise in alternative analysis and hydraulic design expertise including large and small pipelines, drop shaft manholes, storage/conveyance tunnels, pump stations, and diversion structures.

Representative projects include: Project Engineer and Task Lead, Clackamas County Water Environmental Services, Sanitary Sewer Collection System Master Plan Update; Project Engineer and Task Lead, Hydraulic Modeling, Planning, and Design, City of Bend; Project Manager and Technical Lead, Collection System Master Plan, City of Gladstone; Project Manager and Task Lead, Hydraulic Modeling and Pipeline Design Support, Various Projects, BES; and Task Lead, I&I Analysis, Metropolitan Wastewater Management Commission, OR.

Bill Leaf, Technical Advisor/QA/QC – Liquids Treatment

Professional Engineer: Idaho (#9414), Washington (#45464)

Bill has more than 20 years of experience in process evaluations, process design, and mechanical system layouts for wastewater treatment facilities as well as modeling wastewater treatment plan performance. He is skilled in the planning, design, construction, and startup of wastewater treatment facilities and has been involved in studies in the areas of permit negotiation, water quality issues, pretreatment, and user charge systems. Bill has broad experience in the startup of wastewater treatment facilities with various unit processes and permit negotiation assistance, pretreatment, water quality, and user charge studies for wastewater systems.

Representative projects include: Senior Technology Consultant, McMinnville Water Reclamation Facility Expansion; Senior Technology Consultant, Bend WRF Secondary Expansion; Senior Technology Consultant, McMinnville Water Reclamation Facility Expansion; Senior Technology Consultant, Ashland WWTP Facility Evaluation; and Senior Technology Consultant, Coos Bay WWTP 1 Facility Plan Amendment

Dave Oerke, PE, Technical Advisor/QA/QC – Biosolids Treatment

Professional Engineer: Colorado (#20047)

Dave is a nationally recognized solids processing facility planning/design expert with more than 140 units installed on his design projects. He has extensive experience evaluating primary clarifier and solids processing facilities and has participated in biosolids management studies and designs for more than 120 municipalities nationwide. He was the principal author and reviewer of thickening, stabilization, and dewatering chapters of Water Environment Federation (WEF) Manual of Practice 8 and U.S. Environmental Protection Agency/WEF Solids Processing and Management Manual.

Representative projects include: Senior Technology Specialist, Solids Management Master Plan Update, Westminster, Colorado; Technical Consultant, City of Boise, Idaho, West Boise WWTP; Project Manager, WWTP Evaluation Study, 8.5-mgd Marcy Gulch WWTP, Centennial Water and Sanitation District, Highlands Ranch, Colorado; Project Manager, Plum Creek WWTP Improvements and Expansion, Castle Rock, Colorado; Senior Technology Specialist, Aerobic Digester and Dewatering Design and Optimization, Oak Lodge, Oregon, WWTP; and Senior Technology Specialist, Dewatering Equipment Evaluation, City of Bend WWTP.

Mark Johnson, PE, Technical Advisor/QA/QC – Conveyance, I&I, Mitigation

Professional Engineer: Oregon (#17666PE)

Wastewater Treatment System Operation, Oregon Grade IV #7091; Wastewater Collection System Operation, Oregon Grade IV #12219

Wastewater operations, maintenance, and management specialist, with extensive experience as an operator and as manager for major treatment facilities, for both public and private service providers.

Mark has an extensive and varied work history ranging from operations to management positions over advanced wastewater treatment facilities. He is well versed on modern operations and maintenance methods and is experienced in audits of public and private operations.

Representative projects include: Operations Manager, Oak Lodge Sanitary District, Oak Grove Oregon; Maintenance Division Manager, Clean Water Services (CWS), Hillsboro; Manufacturer's Representative, Vice President, Beaver Equipment Specialty Company, Inc.; Project Manager and Supervisor, CH2M HILL, Operations Management International, Inc. Wastewater Treatment Plant Operator.

Mark Walter/Waterdude Solutions, LLC, Conditions & Operations

Wastewater Treatment System Operation, Oregon Grade IV #7091; Wastewater Collection System Operation, Oregon Grade IV #12219

Wastewater operations, maintenance, and management specialist, with extensive experience as an operator and as manager for major treatment facilities, for both public and private service providers. Mark has an extensive and varied work history ranging from operations to management positions over advanced wastewater treatment facilities. He is well versed on modern operations and maintenance methods and is experienced in audits of public and private operations.

Representative projects include: Operations Manager, Oak Lodge Sanitary District, Oak Grove Oregon; Maintenance Division Manager, Clean Water Services (CWS), Hillsboro; Manufacturer’s Representative, Vice President, Beaver Equipment Specialty Company, Inc.; Project Manager and Supervisor, CH2M HILL, Operations Management International, Inc. Wastewater Treatment Plant Operator.

Dave Wilson, Outfall & Regulatory

David Wilson is a senior aquatic scientist with expertise in water quality analyses, wastewater discharge compliance assessments, NPDES permit development and negotiations, wastewater facilities plan preparation, field studies, data analyses, and designs and studies of wastewater discharge outfalls. He has designed and directed over 75 studies in recent years to evaluate water quality compliance, outfall diffuser performance, waste-field transport, and outfall design studies. He has developed regulatory and water quality evaluations for numerous facility planning documents for clients in Oregon and Washington, applying his knowledge of state water quality standards and NPDES regulations.

Representative projects include: Gresham WWTP Master Plan Update, City of Gresham, OR; Tryon Creek WWTP Facility Plan, BES, Portland; Water Pollution Control Facility Plan, MWMC, Eugene-Springfield, OR; and Coos Bay Sewage Treatment Plant #1 Facility Plan Amendment, City of Coos Bay, OR; additional regulatory and water quality evaluations for facility plan documents include: Vancouver (Marine Park WRF and Westside WRF); Coos Bay STP #2; Corvallis; Clackamas Sewer District No. 1; Centralia; and Clark Regional Wastewater District.

Tom Jones, Cost Estimating

Professional Organizations: Member, AACE International

Tom is a senior cost estimator with 21 years of experience developing construction and cost estimates for a range of projects, including conveyance facilities, water and wastewater facilities, institutional and transportation facilities, and civil, residential, commercial, and industrial projects. His projects encompass a broad range of lift stations, wastewater conveyance, dam repairs, building remodels, aircraft hangars, and prison upgrades. He has experience in overall construction project management, estimating, contract administration, scheduling, material and equipment procurement, and communications with Owner and Engineer. He is responsible for the survey and pricing of complex self-performed and subcontracted work. He manages bid teams, develops bid strategies, and maintains subcontractor relationships.

Representative projects include: Lead Cost Estimator, Metropolitan Wastewater Management Commission, Eugene/Springfield Peak Flow Management Improvements, and Lead Cost Estimator, City of McMinnville Water Reclamation Facility Expansion Project.

Deb Galardi, Rate & SDC Study/Principal, Galardi Rothstein Group

Deborah has over 28 years of experience in developing rates and system development charges (SDCs) for water, wastewater, and stormwater systems. She has unparalleled experience developing SDCs in Oregon; clients include the cities of Portland, Eugene, Springfield, Salem, Bend, Redmond, Sisters, The Dalles, Central Point, Grants Pass, Gresham, Albany, Lebanon, McMinnville, Tualatin, Tigard, Newberg, Sherwood, Dayton, Dundee, Woodburn, Wilsonville, Brownsville, Monmouth, Burns, Pendleton, and Sandy; the Metropolitan Wastewater Management Commission, South Fork Water Board, and Clackamas and Curry counties.

Representative projects include: City of Sherwood, Water, Wastewater, and Stormwater Rate and SDC Studies; City of Pendleton, Water, Wastewater, and Stormwater Rate and SDC Studies; City of Newberg, Water, Wastewater, and Stormwater Rate and SDC Studies; City of Salem, Water, Wastewater, and Stormwater Rate and SDC Studies; City of Carlton Water and Wastewater Rate Studies; and City of McMinnville Wastewater Rate and SDC Studies.

C. References

Ashland Wastewater Treatment Plant Facility Assessment



Date Completed: August 2019 (on time)

Cost: \$130,000, completed under budget

Staff Involved: Craig Massie, Bill Leaf, Mark Walter, Matt Noesen, David Wilson, Tom Jones

Owner Information and Contact:

City of Ashland, Public Works; Chance Metcalf, Engineering Project Manager; (541) 552-2448; chance.metcalf@ashland.or.us

In 2019, Jacobs provided an assessment of the Ashland WWTP to help the City evaluate the current applicability of improvements suggested in their 2014 Ashland WWTP Facility Plan (by others). The project included an assessment of the wastewater treatment process and major process component elements, and an update to flow and load projections using the past 5 years plant data, capacity and redundancy requirements, and waste characteristics. In addition, a complete plant condition assessment was performed (by team member and subconsultant Waterdude Solutions) that stasured the condition and needed repairs and refurbishment for all the plant assets. Jacobs created a treatment plant

process model to evaluate plant operation at the projected future flow and load conditions. The goal of this project is to recommend prioritized system improvements to optimize the wastewater treatment process and ensure simplicity of operation. Jacobs used a whole plant analysis approach will provide the City with the information needed to make the best investment in plant infrastructure to meet treatment needs. Other tasks include the condition assessment of the plant infrastructure, evaluation of the specific areas for improvement identified by plant staff, and an assessment of the plant electrical system for harmonic disruption and options for energy efficiency improvement. The project identified that improvements identified in the facility plan could be delayed by ten to fifteen years with no loss of treatment or reliability and suggested prioritized improvements to eliminate current treatment challenges.

Clackamas County WES Collection System Master Plan

Date Completed: 2019

Cost: \$1,000,000 completed and under budget

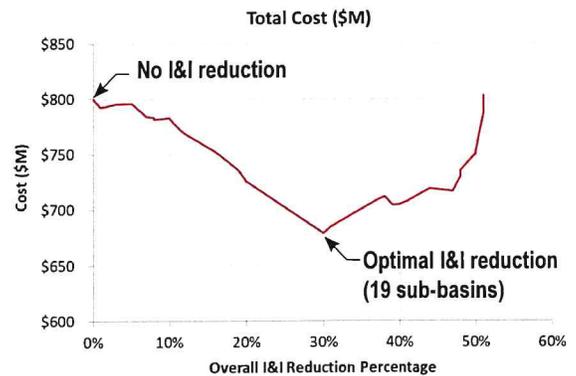
Staff Involved: Shad Roundy, Sven MacAller, Mark Johnson, Dan Buonadonna

Owner Information and Contact:

Clackamas County; Jessica Rinner, PE, Civil Engineering Supervisor; (503) 742-4551; jrinner@clackamas.us

- Model for conveyance, storage, and treatment
- Tools for tracking I&I flow reduction
- Pipeline and pump station condition assessment
- Growth and phasing evaluation
- Capacity and condition assessments
- Improvement alternatives for gravity sewers and pump stations
- Cost sharing for I&I reduction implementation with member communities

Jacobs completed a comprehensive Collection System Master Plan for Clackamas County WES. The project included capacity and condition assessments for thirteen trunk sewers, nine regional pump stations, and two intertie pump stations which control flow between two treatment facilities. Jacobs team members developed an approach to evaluate cost effectiveness of reducing impacts from I&I. The approach compared system-wide capital and O&M costs for conveyance, treatment, storage, and flow reduction. Statistical analysis and condition data were used to evaluate system risk and infrastructure degradation. Nineteen sub-basins were targeted for I&I reduction by 2040 for system-wide cost-effectiveness. Capacity and condition improvement alternatives were further optimized considering pipeline routing, project phasing, and pump station operations. WES is currently using the plan to implement a \$100 million capital improvement program in the conveyance system including a wet weather flow reduction program.



Cost-effectiveness Curve (Total Lifecycle Cost)

Coos Bay Wastewater Treatment Plant Facility Plan Addendum

Date Completed: 2019

Cost: \$397,000, completed under budget

Staff Involved: Craig Massie, Matt Noesen, Bill Leaf, Alan Chang, Mark Walter, David Wilson, Li Lei, Tom Jones

Owner Information and Contact:

City of Coos Bay; Jennifer Wirsing, City Engineer, (541) 269-1181, ext. 2247; jwirsing@coosbay.org

Craig Massie managed work performed by Jacobs (CH2M) to amend the WWTP1 Facility Plan that focused on the plant condition, flow and loading updates, liquids treatment alternatives, chemically enhanced primary treatment, and solids handling. The plan considered future regulatory changes and optimized improvements within the existing treatment footprint. Craig has also worked with the City of Coos Bay

since 2013 to design and expand the City's treatment facilities at WWTP2. He managed Jacobs staff to implement \$23 million dollars of plant upgrades including predesign, design, and services during construction. Preliminary work included a value assessment of the Facility Plan. Improvement projects included new influent pumping, headworks with screening and grit removal, sequencing batch reactor aeration system, ultraviolet disinfection, and connection to the existing ocean outfall. A waste-activated sludge pipeline to the WWTP1 for biosolids stabilization.





JACOBS®

Craig Massie, PE

Jacobs

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Received
City of Stayton

SEP 26 2019

Planning / Public Works
311 N Third Ave., Stayton, OR 97383

9:53 AM

JACOBS

Jacobs
2020 SW Fourth Avenue
3rd Floor
Portland, OR 97201

Stayton Public Works Office
362 N. Third Avenue
Stayton, Oregon 97383
Attention: Lance S. Ludwick, PE

PROPOSAL FOR WWMP UPDATE



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council

FROM: Ty Hanlon, Interim Police Chief
Dan Fleishman, Director of Planning and Development

DATE: October 21, 2019

SUBJECT: Ordinance 1040 Amending Marijuana Business Licensing Requirements

ISSUE

The issue before the City Council is consideration of an ordinance amending the licensing regulations for marijuana businesses.

BACKGROUND INFORMATION

Ordinances 987 and 988 established and amended a local licensing requirement for any business handling marijuana in 2015. These regulations were enacted into Chapter 5.12 of the Stayton Municipal Code. The Code defines marijuana and five different types of marijuana facilities: producer, processor, wholesaler, retailer and medical dispensary. The Code requires an annual license to be issued by the City for each type of business, background checks for all employees of the business and establishes location and operational standards.

The current standards were enacted shortly after the referendum legalizing recreational marijuana and before the state's program licensing the recreational industry were operational. There was concern at that time about the proliferation of recreational marijuana and the impacts on the community. The City now has four years of experience and has seen little negative impact from the marijuana businesses in the City.

The locational standards, as currently enacted, apply to all marijuana businesses. They require a marijuana business to be located at least 1,000 feet from a school (as do state rules), at least 1,000 feet from another marijuana business, and at least 200 feet from a residence, with some exceptions. The locational standards, when combined with the City's zoning, would allow for no more than four marijuana businesses within the City.

There have been two marijuana businesses licensed the City. One business is no longer operating. A third business is expected to be licensed in the coming months. The Stayton Police Department has experienced no issues associated with the marijuana retail business on N Third Ave.

In December 2018, the US Congress enacted the 2018 Farm Bill, which created a definition of hemp and removed hemp as a controlled substance under federal law. Hemp is defined as a cannabis plants and its byproducts with a level of the psychoactive ingredient of 0.3% or less.

PROPOSED AMENDMENTS

The amendments proposed by staff would bring the City's definition of marijuana into conformity with the federal Controlled Substance Act, by defining hemp and exempting hemp from the definition of marijuana; would apply the 1,000 foot separation requirement only between marijuana retail facilities; and would remove the 200 foot separation from residences. The proposed amendments would continue to allow no more than four marijuana retailers within the City, but remove restrictions on the number of producers, processors, or wholesalers.

The Ordinance also inserts a section into the Chapter of the Municipal Code regarding odor control. This provision would make it a nuisance to produce a strong and offensive odor at any property in the City and requires businesses to use air filtration systems to contain odors on the premises.

RECOMMENDATIONS

Staff recommends enactment of Ordinance 1040 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1040

Move to approve Ordinance 1040 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance 1040 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance 1040 will be brought before the Council for a second consideration at the November 4, 2019 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance 1040 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1040 will be brought before the Council for a second consideration at its November 4, 2019 meeting.

3. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1040

AN ORDINANCE AMENDING THE MARIJUANA BUSINESS REGULATIONS OF THE CITY OF STAYTON

WHEREAS, Ordinances 987 and 988 established and amended Chapter 5.12 of the Stayton Municipal Code, establishing a licensing system for and restricting the permissible locations of marijuana facilities;

WHEREAS, the City now has four years of experience with marijuana businesses located within the City and the Stayton Police Department reports relatively few issues associated with those businesses;

WHEREAS, the 2018 Farm Bill, enacted by the Congress of the United States distinguished between hemp and marijuana, removing hemp from the federal Controlled Substances Act;

WHEREAS, hemp processing facilities have the potential to create offensive odors;

WHEREAS, the Stayton Municipal Code regarding Nuisances does not currently establish controls on odor;

WHEREAS, the City of Stayton desires to maintain reasonable time, place and manner restrictions on marijuana businesses in order protect the public health, safety and welfare of the citizens of Stayton; and,

WHEREAS, the City Council finds the amends enacted by this Ordinance to be reasonable.

NOW THEREFORE, the City of Stayton ordains:

Section 1. Stayton Municipal Code Chapter 5.12 is hereby amended to read as set forth in Exhibit A, attached hereto as incorporated herein.

Section 2. Stayton Municipal Code Section 8.04.055 is hereby enacted as follows:

8.04.055 ODOR

No owner or person in charge of property shall conduct an activity which produces a strong and offensive odor perceptible off of the premises. A business is required to utilize air filtration which, to the greatest extent feasible, confines all objectionable odors associated with the facility to the premises. For the purpose of this provision, the standard for judging “objectionable odors” shall be that of an average, reasonable person with ordinary sensibilities after taking into consideration the character of the neighborhood in which the odor is made and the odor is detected.

Section 3. Upon enactment by the Stayton City Council and the Mayor’s signing, this Ordinance shall become effective 30 days after the date of signing.

ADOPTED BY THE CITY COUNCIL this 21st day of October, 2019.

CITY OF STAYTON

Signed: _____, 2019

BY: _____
Henry A Porter, Mayor

Signed: _____, 2019

ATTEST: _____
Keith D. Campbell, City Manager

CHAPTER 5.12
MARIJUANA FACILITIES

SECTIONS

- 5.12.010 Purpose
- 5.12.020 Definitions
- 5.12.030 Licensing
- 5.12.040 Location and Hours of Operation
- 5.12.050 Facility and Security
- 5.12.060 Product and Usage
- 5.12.070 Enforcement
- 5.12.080 Severability

5.12.010 PURPOSE

- A. This Chapter provides regulations that supplement the Oregon Revised Statutes (ORS), and administrative rules of the Oregon Health Authority's Medical Marijuana Program (OHA) and the Oregon Liquor Control Commission (OLCC), for the purpose of protecting the citizens and businesses of Stayton regarding marijuana matters.
- B. Certification and licensing by the State of Oregon is not a guarantee that a marijuana facility is permitted to operate under applicable local municipal regulations. All facilities shall comply with the regulations set forth in this Chapter, Title 17, and other applicable provision of this Code.

5.12.020 DEFINITIONS

For the purposes of this Chapter, any word or phrase defined by the Oregon Revised Statutes or an administrative rule of the Oregon Health Authority or Oregon Liquor Control Commission and not defined below shall have the same meaning as defined by statute or rule; otherwise, the following words and phrases mean:

FINANCIAL INTEREST: A financial interest exists when a person, the person's immediate family, or legal entity to which the person is a principal (1) receives or is entitled to receive directly or indirectly any of the profits of the enterprise; (2) rents or leases real property to the operator for use by the business; (3) rents or leases personal property to the operator for a commercially unreasonable rate; or (4) lends or gives money, real property, or personal property to the operator for use in the business.

HEMP: the plant *Cannabis sativa L.* and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.

INSPECTION, FORMAL: A scheduled inspection of the facilities, its owners, or operators to insure compliance with state and local regulations. This may include but not limited to owner and employee background checks, police reports, product inspection, security inspections, sales tracking procedures, financial, operational and facility information, payroll reports, and interviews with staff.

INSPECTION, INFORMAL: An unscheduled “walk through” of the facility to ensure compliance and assist with the safety of the public and the facility staff. Informal inspections should not interfere with day to day business unless an immediate issue needs to be addressed.

MARIJUANA: All parts of the plant ~~of the Cannabis (Moraceae) family sativa L,~~ whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of ~~the such~~ plant, ~~or its seeds or~~ resin, ~~as may be defined by Oregon Revised Statutes~~. It does not include hemp or the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative mixture or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, cake or the sterilized seed of the plant which is incapable of germination.

MARIJUANA FACILITY: Any facility or business that dispenses, sells, gives, wholesales, produces, or processes ~~either medical or recreational~~ marijuana ~~pursuant to Oregon Revised Statute~~.

MARIJUANA PROCESSING SITE: Location where processing of marijuana occurs.

MARIJUANA PROCESSOR: A person who processes marijuana.

MARIJUANA PRODUCER: A person who produces marijuana.

MARIJUANA RETAILER: A person who sells marijuana items to a consumer.

MARIJUANA WHOLESALER: A person who provides marijuana items for resale to a retailer.

MEDICAL MARIJUANA DISPENSARY: A business which sells medical marijuana products.

OPERATOR: The person who is the proprietor of a facility, whether in the capacity of company principal, owner, lessee, sub-lessee, mortgagee in possession, licensee or any other capacity. If the operator is a corporation, the term operator also includes its officers and each and every member of the corporation’s board of directors whose directorship occurs in a period during which the facility is in operation. If the operator is a partnership or limited liability company, the term operator also includes each and every member thereof whose membership occurs in a period during which the facility is in operation.

PROCESSES: The processing, compounding or conversion of marijuana into marijuana products or marijuana extracts; The processing, compounding, or conversion of marijuana either directly or indirectly by extraction from substances of natural origin or independently by means of chemical syntheses or by a combination of extraction and chemical synthesis; the packaging or repackaging of marijuana items or the labeling or relabeling of any package or container of marijuana items.

PRODUCES: The manufacture, planting, cultivation, growing, or harvesting of marijuana.

RETAIL MARIJUANA FACILITY: A business that sells recreational use marijuana products to the consumer.

5.12.030 LICENSING

- A. No person shall establish, maintain or operate a marijuana facility within the City unless a City of Stayton Marijuana Facility license for that use is obtained from the City. The Stayton Police Chief shall issue a Facility License if the applicant fulfills all requirements of this Title.
- B. Each facility must continue to be licensed/registered and in good standing as an Oregon Marijuana Facility pursuant to state law.
- C. No facility or person will be issued a City license without proof of liability insurance for the facility, with coverage of not less than one million dollars per occurrence and two million dollars aggregate. The City may increase this minimum requirement under special circumstances that may cause an increase in risk such as, but not limited to, building location in relation to another business or property.
- D. Facility License Term: Each facility must renew the City of Stayton marijuana business license each year. Facility licenses shall be issued on a calendar year basis for a term of one year or portion thereof beginning upon the date of approval of the original application. All facility licenses shall expire on December 31st of the year issued. If a licensee intends to continue to operate during the following license year, not less than thirty days prior to the license expiration, the licensee shall complete a license renewal application and pay the annual license fee. A facility's license shall not be sold, assigned, mortgaged or otherwise transferred.
- E. Criminal background checks will be performed by the City on facility operators, entity company principals, employees, volunteers of a facility, or those who have a financial interest in the facility. Criminal background checks will be performed on the applicants in the original application and each renewal application as allowed by Oregon Revised Statute.
- F. Facility License Fee: Upon submission of an original application for a marijuana facility license, the applicant shall submit a non-refundable application background investigation fee and the annual marijuana facility license fee as set by Council resolution. If an applicant applies for a marijuana facility license after July 1st, the annual license fee shall be reduced by one-half for the remaining portion of the first license year. The background investigation fee will not be reduced. The background investigation fee will be set based on the number of employees/staff as a criminal history check will be conducted on each employee. No portion of the license fee or background investigation fee is refundable in the event the operation of the facility is discontinued for any reason.
- G. The facility owner/operator shall notify the City and provide information for any new employees or volunteers throughout the year. A background investigative fee will be collected on each new employee or volunteer.

- H. The application for a license must include the information necessary for background checks of a criminal record of any and all owner(s), manager(s), operator(s), employee(s), agent(s), or volunteer(s). The City of Stayton will conduct all necessary background checks prior to issuing a facility license.
- I. The City shall deny a license if any facility operators, company principals, employees, volunteers of a facility, or those who have a financial interest in the facility do not meet the requirements set by the State of Oregon or if they meet the requirements for denial. In addition, the person may not have been convicted for the following crimes in the past 5 years:
 - 1. Felony Person Crimes
 - 2. Misdemeanors related to drug charges
 - 3. Driving Under the Influence of Intoxicants
 - 4. Crimes of Fraud and Deceit
- J. Once the facility is licensed, the licensee must notify the City, remit the appropriate investigation fee, and submit necessary information for background checks of a criminal record of any new owner, manager, operator, employee, agent, or volunteer. Failing to update the City accordingly may result in a fine and/or revocation of the license.
- K. The City may deny an initial application or renewal license due to background checks of owners and employees, et.al, failure to comply with State laws and regulations, previous violations of the SMC 8.20 Chronic Nuisance Property, or failure to comply with SMC Title 17.
- L. If the City chooses to deny the approval of a facility license, the applicant will be sent a certified letter of denial stating the reason for the denial. Denial of an initial license application may be appealed to the Administrator within 30 days of receiving the reason for denial. The Administrator's decision is the City's final administrative decision.
- M. The marijuana facility will be given 60 days from the date of denial to correct the reason for the initial application denial if correction is possible.
- N. The license authorized by the City shall be displayed in a manner visible to persons conducting business in the facility.
- O. Each facility must allow reasonable scheduled formal inspections during the annual license renewal process or for reported issues. Without reducing or waiving any provisions of this Chapter, the Stayton Police Department shall have the same access to the facility, its records, and its operation as allowed to State inspectors. Denial or interference with access shall be grounds for revocation or suspension of the facility license.
- P. Each facility must allow for reasonable informal inspections at any time.
- Q. Each facility must comply with all State or local laws and regulations including, but not limited to, building and fire codes, including payment of all fines, fees, and taxes owing to the City.

5.12.040 LOCATION AND HOURS OF OPERATION

- A. No marijuana ~~facility-retailer~~ may be located within 1,000 feet of another marijuana ~~facilityretailer~~. Distances between facilities will be calculated from the closest point with respect to property lot lines.
- ~~B. No marijuana facility may be located within 200 feet from any residence. Distances from the facility to a residence will be measured from that portion of the building occupied by the facility and the residence. However, if the residence is an apartment within a Commercial, Industrial or Downtown zone, as described in Chapter 17.16, and is part of an existing mixed-use structure such as a second story apartment above a business, or is part of a residential development occupancy of which is restricted to persons 55 or older, the facility is not required to be more than 200 feet from the residence.~~
- C.B. Marijuana facilities may not be located within 1,000 feet of a public or private school. A school is one described by ORS, OLCC, and OHA. Distances from the facility to a school will be calculated from the closest point with respect to property lot lines. However, if a school moves to within a 1,000 feet of a pre-existing marijuana facility, the facility is not required to move unless the facility changes ownership.
- D.C. The hours of operation for a Medical Marijuana Dispensary or ~~Retail~~-Marijuana ~~Facility-Retailer~~ may not be outside of 9am to 7pm.

5.12.050 FACILITY AND SECURITY

- A. ~~A m~~Marijuana facilities ~~ies are~~ is required to utilize air filtration which, to the greatest extent feasible, confines all objectionable odors associated with the facility to the premises. For the purpose of this provision, the standard for judging “objectionable odors” shall be that of an average, reasonable person with ordinary sensibilities after taking into consideration the character of the neighborhood in which the odor is made and the odor is detected.
- B. All marijuana products, including refrigerated products, must be kept in a secure and locked storage unit ~~including refrigerated products~~.
- C. Marijuana facilities must provide for secure disposal of marijuana remnants or by-products; such remnants or by-products shall not be placed within the facility’s exterior refuse containers.
- D. No loitering is allowed ~~outside of the facility~~ within 15 feet of the entrance of the facility.
- E. Alarm systems must have a City of Stayton permit in accordance with SMC Title 8.
- F. Marijuana facilities may not use or implement any type of device or apparatus that is designed to injure, maim, or kill by the contact of any person with any string, wire, rod, stick, spring, or other contrive affixed to it or connected with it or with its trigger for the purpose of activating the device including, but not limited to, any spring gun or set gun as prohibited by law.

- G. If security officers are used for marijuana facility security they must be certified through the Oregon Department of Public Safety Standards and Training and registered with the Stayton Police Department.
- H. All criminal incidents, whether attempted or actual, must be reported to the Stayton Police Department as soon as they occur or as soon as they are discovered.

5.12.060 PRODUCT AND USAGE

- A. No marijuana products may be consumed on the facility's premises in any form including persons with medical cards.
- B. No person under the age of 21 may be present on the premises at any time. Exception: OLCC/OHA and/or Stayton Police underage decoy persons may be on the premise for the purpose of compliance checks.
- C. No marijuana products may be sold or given to a person under the age of 21.
- D. No marijuana products may be sold or given to an individual knowing the product will be sold or given to a person who does not have a Oregon Medical Marijuana Program card or is under the age of 21 or used in violation of State law.
- E. All sales or transfers of marijuana products must occur completely inside the marijuana facility building.
- F. No marijuana sales or transfers may be conducted through a "drive up" or "walk up" window service.
- G. Items used or designed specifically for using, smoking, ingesting, inhaling, or processing of marijuana such as pipes, bongs, vaporizers, etc. may only be sold in a licensed marijuana retail facility or medical marijuana dispensary.
- H. Cannabinoid extract products may only be produced in an Oregon State licensed facility in an industrial zone [as described in SMC Chapter 17.16.](#)
- I. Cannabinoid concentrates may only be produced following State statute or rules.

5.12.070 ENFORCEMENT

- A. The Stayton Chief of Police or designee is charged with the enforcement of the provisions of this Chapter.
- B. As part of investigation of a crime or violation of ORS or this Chapter, which law enforcement officials reasonably suspect has taken place on the premises of the facility, the Stayton Police shall be allowed to view surveillance video or digital records at any reasonable time.
- C. Violations of this Chapter are punishable by a fine set by City Council resolution. Fines for violations of this Title may be based per violation or per day the facility is out of compliance and continues to operate. For example if an employee is fined for consuming product on the premises, that person may receive a one-time fine for the violation. If the facility operates without a license it may be fined per day that it continues to operate without being in compliance.

- D. For non-safety issue violations the facility may be allowed up to 10 days to become compliant before a fine may be declared.
- E. The Stayton Chief of Police has the authority to revoke ~~the a~~ facility license based on serious or continued uncorrected violations of ~~the SMC~~this Chapter. If the license is revoked, a report shall be submitted to the Stayton Municipal Court. On application of the affected party, a revocation hearing shall be held at the Municipal Court within 30 days. The Municipal Court Judge shall rule whether to uphold the revocation or reinstate the license. A report shall then be submitted to the OLCC/OHA notifying them of the status of the facility. After the initial revocation hearing and within the current license year, the facility owner/operator may request an additional hearing with the Municipal Court Judge to show they have corrected the violation(s) for which the license was revoked. The Municipal Court Judge may then rule as to whether the license may be reinstated or continue to be revoked. If the facility requests reinstatement after the current licensing year, it shall re-apply for a new license after a reinstatement hearing. The Municipal Court Judge ruling is the final decision of the City.
- F. The City is not responsible for any loss, including financial loss due to a revocation or denial of a facility license.

5.12.080 SEVERABILITY

If any provision(s) of this Chapter or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Chapter that can be given effect without the invalid provision or application, and to this end the provisions of this Chapter are severable.



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: October 21, 2019
SUBJECT: Unaudited Budget to Actual 2018-19 Fiscal year

INFORMATIONAL UPDATE

These are key financial highlights of the unaudited budget to actual for the fiscal year 2018-19, along with comparison of 2017-18 prior year actuals.

REVENUE ASSUMPTIONS

The year-end total revenue ended 5% under budget. The two key factors resulting in this decrease were (1) the intergovernmental CDBG grant actual revenue received was \$322,000 under budget and (2) the charge for services in the contract with the City of Sublimity. Actual revenue received was under budget by \$341,370. The budget for the City of Sublimity was based on two sewer projects for the Wastewater Treatment Plant that were not completed this year.

EXPENDITURE ASSUMPTIONS

Overall, year-end expenditures were under-spent in each department, resulting in total actual expenditures being about 20% under budget. The exception to this is the budget for the Mayor and City Council, which was overspent by \$2,350 due to additional training needed for new Council members.

SUMMARY

This is the beginning of financial updates to the Council. My commitment is for the Finance Department to provide timely, accurate, clear, and complete information to the Council members and citizens of Stayton to keep them informed of the financial status of the City throughout the year.

These reports are a work in progress. I would appreciate feedback from the Council members on this report which will allow me to improve future reports and ensure I am providing information that is relevant, clear, and easy to understand.

MOTION(S)

Informational no approval.



City of Stayton Year-end Financial Overview

FY 2018-2019

Revenues				
	17-18 YTD	18-19 YTD	YE Budget	Difference
Beginning Fund Balance	\$9,662,649	\$10,693,618	\$10,434,192	\$259,426
Taxes	\$2,588,475	\$2,693,115	\$2,642,200	\$50,915
Franchise Fees	\$822,322	\$824,482	\$863,600	(\$39,118)
Charge for Services	\$5,779,335	\$5,771,931	\$6,158,800	(\$386,869)
License, Permits Fees	\$42,533	\$47,504	\$33,500	\$14,004
Intergovernmental	\$920,917	\$1,437,056	\$1,745,300	(\$308,244)
Interest & Fees	\$551,684	\$611,203	\$469,600	\$141,603
Total Revenue Received	\$10,705,266	\$11,385,292	\$11,913,000	(\$527,708)
Operating Budget to Actual Comparison by Fund ^				
	17-18 YTD	18-19 YTD	YE Budget	% Spent*
General Fund				
Administration	\$1,608,212	\$1,707,429	\$2,102,500	81%
Police	\$2,261,555	\$2,214,445	\$2,339,100	95%
Planning	\$183,927	\$265,372	\$267,600	99%
Community Center	\$60,665	\$41,562	\$58,300	71%
Court	\$99,022	\$71,205	\$75,500	94%
Street Lighting	\$112,822	\$102,907	\$116,500	88%
Mayor City Council	\$13,590	\$29,350	\$27,000	109%
Total General Fund	\$4,339,792	\$4,432,270	\$4,986,500	89%
Public Works Admin				
Operations	\$464,778	\$450,340	\$485,500	93%
Library Fund				
Operations	\$489,929	\$442,942	\$546,100	81%
Parks Fund				
Operations	\$245,037	\$221,563	\$373,800	59%
Parks SDC	\$25,000	\$155,000	\$155,000	100%
Water Fund				
Operations	\$1,594,783	\$2,464,418	\$2,510,400	98%
Water SDC	\$21,791	\$0	\$270,000	0%
Storm Water Fund				
Operations	\$237,966	\$198,250	\$277,500	71%
Storm SDC	\$57,214	\$66,825	\$100,000	67%
Sewer Fund				
Operations	\$2,571,518	\$3,091,561	\$4,246,250	73%
Sewer SDC	\$0	\$0	\$593,000	0%
Street Fund				
Operations	\$780,360	\$1,019,739	\$1,290,100	79%
Street SDC	\$159,684	\$0	\$269,000	0%
Facilities Fund				
Maintenance	\$111,407	\$110,159	\$137,700	80%
Pool Fund				
Operations	\$313,449	\$363,010	\$409,600	89%
^ does not include debt service, transfers or contingency				
* % Spent is YTD Actuals divided by YE Budget.				