



## **AGENDA**

### **MOLALLA CITY COUNCIL MEETING**

**May 23, 2018**

**7:00 PM**

**Molalla Adult Center**

**315 Kennel Ave., Molalla, OR 97038**

*Mayor Jimmy Thompson*

*Council President Elizabeth Klein  
Councilor Leota Childress  
Councilor DeLise Palumbo*

*Councilor Glen Boreth  
Councilor Cindy Dragowsky  
Councilor Keith Swigart*

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#### **1. CALL TO ORDER**

- A. Convene Regular Meeting and Roll Call
- B. Pledge of Allegiance

#### **2. PUBLIC COMMENT/COMMUNICATIONS AND PRESENTATIONS**

*(Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Council does not generically engage in dialog with those making comments, but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Council.)*

#### **3. ADOPTION OF AGENDA**

#### **4. CONSENT AGENDA**

- A. City Council Minutes – May 9, 2018
- B. Correspondence –

#### **5. ORDINANCES, RESOLUTIONS, PROCLAMATIONS**

- A. Ordinance 2018-07 Creating Chapter 13.02 Utility Billing Payments (delayed)

#### **6. NEW BUSINESS**

- A. Discussion and/or Action Regarding Possible Donation for Chamber Project.
- B. Discussion and/or Action Regarding Request from Molalla Youth Sports.
- C. Discussion and/or Action on RFP Results Insurance Agent of Record.

#### **7. OLD BUSINESS**

- A. N/A

#### **8. REPORTS AND ANNOUNCEMENTS**

- A. City Manager and Staff



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**B. City Councilors**

**C. Mayor**

### **9. EXECUTIVE SESSION**

Held pursuant to Oregon Public Record Law, ORS 192.660(2):

(a) To consider the employment of a public officer, employee, staff member or individual agent.

(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

(c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063 and 441.196 including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(f) To consider information or records that are exempt by law from public inspection.

(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

### **10. ADJOURN**

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Agenda posted at City Hall, Senior Center, Library and the City Website at <http://www.cityofmolalla.com/meetings>

This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855



**Minutes of the Molalla City Council Regular Meeting  
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Wednesday, May 09, 2018**

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**1. CALL TO ORDER OF THE MOLALLA CITY COUNCIL MEETING; the regular meeting of May 9, 2018 was called to order by Mayor Jimmy Thompson at 7:02 P.M.**

**COUNCIL ATTENDANCE:**

Mayor Jimmy Thompson – Present  
Councilor Elizabeth Klein – Present  
Councilor Leota Childress – Present  
Councilor DeLise Palumbo – Present  
Councilor Glen Boreth – Present  
Councilor Cindy Dragowsky – Present  
Councilor Keith Swigart – Present

**STAFF IN ATTENDANCE**

Dan Huff, City Manager - Present  
Gerald Fisher, Public Works Director - Present  
Chaunee Seifried, Finance Director – Present  
Rod Lucich, Police Chief - Present  
Kelly Richardson, City Recorder - Present  
Diana Hadley, Library Director - Absent  
Chad Jacobs, City Attorney - Absent

**2. COMMUNICATIONS, PRESENTATIONS, and PUBLIC COMMENT**

- a) Natalie Litchfield and Cori Oster Molalla River School, Molalla, OR. Ms. Litchfield and Ms. Oster presented a slide show to help support their cause to ban plastic bags in Molalla.
- Councilor Boreth asked both students if they would want to be a part of the process if in fact it moved forward.
  - Mayor Thompson asked the students if they felt an incentive tax or an outright ban on the plastic bags would be more appropriate. Litchfield stated that in her research, a tax of .25 cents was introduced in Ireland and within the first 3 years plastic bag use was down by 90%. It is not 100%, which is what a ban would produce. The deciding factor would be how the tax would be set up. Litchfield felt a ban was more appropriate because it would eliminate the problem.
  - Council President Klein asked the students if they had any data regarding the tax and how that was distributed back into the community. Ms. Litchfield stated that it would be up to the community and how that would happen.
  - Council as a whole briefly discussed various options.



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MOTION by Mayor Thompson: To place the plastic bag ban on the November ballot. Second by Councilor Boreth. Motion carried all ayes (7-0).

**3. ADOPTION OF THE AGENDA**

MOTION by Councilor Swigart: To approve the May 9, 2018 agenda as presented. Second by Councilor Palumbo. Motion carried all ayes (7-0).

**4. CONSENT AGENDA**

- a) City Council Minutes – April 25, 2018
- b) Library Board Minutes – N/A
- c) Correspondence – 2018 Legislative Review.

MOTION by Councilor Klein: To approve the Consent Agenda as presented. Second by Councilor Dragowsky. Motion carried all ayes (7-0).

**5. ORDINANCES, RESOLUTION AND PROCLAMATIONS**

- a) **Resolution 2018-01** to set Business License Late Fee. Council discussed various scenarios in the end they decided to move forward with Resolution 2018-01.

MOTION by Councilor Boreth: To approve and set the business license late fee. Second by Councilor Dragowsky. Motion carried all ayes (7-0).

- b) **Ordinance 2018-03** amendment to chapter 13.04 Water services. This Ordinance amends the current MMC regarding violations of the chapter and to remove text of dollar amounts, which is usually set by resolution. This was a second reading of Ordinance 2018-03.

MOTION by Councilor Boreth: To approve the second reading of Ordinance 2018-03. Second by Councilor Swigart. Motion carried all ayes (7-0).

MOTION by Councilor Swigart: To adopt Ordinance 2018-03 as presented. Second by Councilor Palumbo. Motion carried all ayes (7-0).

- c) **Ordinance 2018-06** amendment to chapter 13.08 of the Sanitary Sewer Section of MMC. This was for a second reading.



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MOTION by Councilor Palumbo: To adopt Ordinance 2018-06 to remove old language and amounts from the MMC. Second by Councilor Swigart. Motion carried all ayes (7-0).

d) **Ordinance 2018-07** Creating Chapter 13.02 Utility Payment Regulations. There was a lengthy discussion regarding the payment regulations,

- Possibility of payment plan options
- Offering the plan once a year
- Before or after disconnect
- Adding phone numbers on bill for help centers

Council directed staff to bring it back with language as follows,

- Once a year
- At shut off notice prior to shut off fee assessed or if after all fees, apply.
- Waive late fee once a year
- Payment plan fee set by resolution

## **6. NEW BUSINESS**

a) **Discussion and/or Action on** Ratification of Clackamas County Peace Officers Association (CCPOA) Contract.

MOTION by Councilor Palumbo: To approve the 2018-2019 Police Services Contract. Second by Councilor Swigart. Motion carried all ayes (7-0).

b) **Discussion and/or Action on** City of Molalla Alarm Process. Chief Lucich presented a summary of the proposal to change alarm services contract. There were three to choose from, however only one fit our criteria. Chief Lucich was instructed by Council to bring this back when the Ordinance is ready. The Council agreed with Chief's recommendation.

c) **Discussion and/or Action on Possible** Truck Route and Costs Involved. PWD Fisher presented the information/next steps to Council. PWD Fisher will meet with ODOT and the consultant regarding next steps.

At this point in the meeting because of the late hour, Mayor Thompson called for a motion to continue the meeting or adjourn.



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MOTION by Councilor Boreth; To continue the meeting tonight. Second by Councilor Childress.  
Motion carried all ayes (7-0).

## **7. OLD BUSINESS**

- a) **Discussion and/or Action Business License Procedure** Council discussed the current procedure and provided various options regarding;
- Business License cost.
  - Renewal VS New.
  - When and how late fees should be assessed.

MOTION by Councilor Palumbo; To prorate the new license following July 1 and adding a fifty dollars application fee. Second by Councilor Swigart. Councilor Palumbo amends the motion to \$25.00 dollars application fee. Motion fails 2-5 Palumbo and Swigart ayes and Thompson, Klein, Dragowsky, Childress and Boreth nays.

After a lengthy discussion in the end, Council decided to leave the procedure and fees that are currently in effect alone.

## **8. REPORTS AND ANNOUNCEMENTS**

- a) **City Manager** Huff had nothing.

b) **Staff**

- PWD Fisher presented;
  - ❖ Flyer for grand opening South Clackamas Transportation District Administration Building May 23, 2018 at 2pm.
  - ❖ Report as of April 30<sup>th</sup> pavement index we were at 59 currently at 56, below 70 the pavement falls apart at an alarming rate.
  - ❖ Safe Routes to School Map.
  - ❖ Clark Park sidewalk is under contract
  - ❖ Fenton Avenue is at the County.
  - ❖ TSP Community meeting number two May 10, 2018 at 6:30pm.
  - ❖ Joint TSP & Council Meeting on May 16, 2018 at 6pm.
  - ❖ Joint Wastewater Master Plan May 30, 2018 at 6pm.
  - ❖ Looking into possible sidewalk issues on Toliver.



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- FD Seifried had nothing.
- CR Richardson reminded Council about the Clackamas County Association Dinner May 24 in Wilsonville.

**c) City Councilors**

- Councilor Dragowsky informed Council that she had been approached by Molalla River BMX, regarding the possibility of the City providing any type of funding to support their organization. Mayor Thompson and others firmly believe it would not be appropriate to spend tax dollars supporting certain non-profits and not others. Klein explained that Council and Budget Committee had put a stop to this because there was no criteria to follow. Klein asked if it would be appropriate to use the Council expense line item on a project and show support. Mayor Thompson explained his previous statement was his opinion and if Council wanted to move in that direction, it was up to them. Klein explained there is a Council budget and if Dragowsky wanted to put a proposal together and present it to Council, they could then look at it.
- Councilor Boreth shared a story with Council regarding a bee swarm he had encountered in a tree at his residence. Boreth then explained if you google bee swarm there is a group of beekeepers In Clackamas County that will come and remove the swarm. Councilor Klein had encountered a similar situation in Mulino.

**d) Mayor Thompson** had nothing more.



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**9. ADJOURN**

MOTION by Councilor Boreth: To adjourn the meeting of May 9, 2018 at 9:42 pm. Second by Councilor Swigart. Motion carried all ayes (7-0).

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Mayor, Jimmy Thompson

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Date

ATTEST:

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Kelly Richardson, CMC  
City Recorder





City of Molalla – Administration Office  
117 N Molalla Avenue, PO Box 248, Molalla, Oregon 97038  
Phone: (503) 829-6855 Fax: (503) 829-3676

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CITY OF MOLALLA  
MEMORANDUM

DATE: May 23, 2018  
TO: Mayor and Council  
FROM: City Manager  
SUBJECT: Utility Billing Payment Plan Delayed

Following the last regular Council Meeting where Utility Billing Payment Plans were discussed Staff has run into a few issues that need resolution prior to bringing a proposal back for Council review. We should be able to construct a proposal with all aspects ready for discussion at your June 13, 2018 Council meeting.

  
\_\_\_\_\_  
Dan Huff  
City Manager

# City Of Molalla

## City Council Meeting



### Agenda Category: New Business

**Subject:** Molalla Youth Sports Advertising Request

**Recommendation:** None

**Date of Meeting to be Presented:** May 23, 2018

**Fiscal Impact:** None

**Background:**

Molalla Youth Sports has approached staff with a request to hang temporary banners at the Sheets Field to advertise for sponsors who have donated to the youth organization. The duration of the advertisement is outlined in the attached request letter. In accordance with MMC 18.32.090 (Q), signs on public property or within the public right of way are prohibited without the permission of the public body having jurisdiction (City Council). In order to approve, the City Council will have to move and pass the following:

Authorize Molalla Youth Sports to post temporary advertisements at Sheets Field requesting donations for a period ending on or before August 01, 2018.

SUBMITTED BY: Gerald Fisher, Public Works Director  
APPROVED BY: Dan Huff, City Manager

05-15-18

To: City of Molalla

From: Jason Ritter (Molalla Youth Sports)

Dear Council,

This is a formal request to be able to place sponsorship banners on Sheets Field from 05-23-18 to 07-15-18. Local businesses have sponsored field around Molalla and the money has been used to improve the fields we play on; including city owned fields.

Thank you for your consideration.

Jason Ritter

# City Of Molalla

## City Council Meeting

### Agenda Category: New Business

**Subject:** *RFP Insurance Agent of Record*

**Recommendation:** *To approve CM Huff to sign contract*

**Date of Meeting to be Presented:** *May 23, 2018*

**Fiscal Impact:** *SAME*

**Background:**

Staff put out for RFP for Insurance Agent of Record. Staff would like Council to approve CM Huff to sign a contract with Gustafson Insurance. Staff finds that their proposal better meets the needs of the City. In the following ways,

- **Customer Service**
- **Risk Management**
- **Training and availability**
- **Meetings and availability**

SUBMITTED BY: Kelly Richardson, City Recorder  
APPROVED BY: Dan Huff, City Manager



**Public Works Department**

117 N Molalla Avenue

PO Box 248

Molalla, Oregon 97038

Phone: (503) 829-6855

Fax: (503) 829-3676

**May 23, 2018**

TO: Dan Huff, City Manager

FROM: Gerald Fisher, Public Works Director

CC: Kelly Richardson, City Recorder

**RE: Project Update for Public Works**

I wanted to take a moment and look back on the projects completed over the past two years. We are so busy looking ahead that we don't spend much time looking at what we have accomplished in Public Works. The following is a list of those projects:

1. Water Rights Review – Conversion of water permit to water right at the Molalla River intake.
2. City Hall Parking Improvements – Addition of a storm system, planters, and signage.
3. City Hall Remodel – Improvements to the Administrative side of the building and entry to the Police Department.
4. Pavement Condition Index – Development of a rating system for City owned and maintained roadways.
5. CIP Update – Updated City's capital improvement plan to match projects identified in the City's master plans and other operation and maintenance projects.
6. SDC Update – Updated system development charge methodology based on updated capital improvement plan.
7. WWTP Lagoon Leak Test – Completed lagoon leak test required by Consent Decree and DEQ.
8. Molalla Avenue – Completed reconstruction of 2000 LF of roadway through the downtown commercial district.
9. E Clark Park Partition – Completed vacation of roadway, partition of property, and exchange of land with the Molalla Buckaroo.
10. WWTP O&M Manual – Completed an update to the WWTP operation and maintenance manual.
11. Rate Study – Completed a 5 year rate study analysis to fund future projects in water, wastewater, and stormwater.
12. Public Works Standards – Published an updated set of Public Works Standards to replace the 1996 standards.
13. Pavement Repairs (2017) – Completed reconstruction at the intersections of Shaver/Hwy 211 and Section/Hart, spot repairs on Heintz, Shirley, Fenton, Toliver, Mathias, 7<sup>th</sup>, and select locations in Big Meadows area.
14. WTP Building Repairs – Complete reroofing of WTP facility and improvements to the restroom and laboratory spaces.

15. Fox Park Mural Pad – Completed construction of the concrete mural pad with bike rack and seating.
16. SSMH Repairs – Completed grout sealing of 105 sanitary sewer manholes that were significant or moderate infiltrators.
17. TMDL Implementation Plan – Completed 5 year look behind and 5 year look ahead implementation plan required by DEQ.
18. 1.2 MG Reservoir Cleaning – Completed cleaning and underwater video inspection of the 1.2 MG drinking water reservoir at the water treatment plant.
19. Work Order System – Developed a work order system to track requested and completed work by PW staff.
20. Purchase Order System – Developed a purchase order system to track purchases by PW staff in accordance with the City’s purchasing rules.
21. Recycled Water Reuse Plan Update – Developed an update for Class C recycled water for public review and comment in May. All comments from DEQ and Oregon Health Authority were addressed.
22. WWTP Permit Modification – Developed and submitted a permit modification for the WWTP to DEQ to bring plant discharge requirements in line with basin standards and state requirements for treatment.

The following is a list of Public and private projects that Public Works is working on at this time:

#### **Administrative Projects Underway**

1. GIS staff started mapping of existing public easements for right of way, public utility easements, pipeline easements, and stormwater conveyance easements. 40% complete
2. Boiler plate special provisions and standardization of contract documents underway.
3. Staff is also working on several individual home construction projects, pre-application projects for new developments, policy and procedure updates, and other improvements to the department.

#### **Public Capital Projects Underway**

4. 15-02 2017 Waterline Improvements – On-hold due to work load. Staff will be preparing contracts and specifications for project. This project will replace the waterlines on Metzler Avenue (Main-7<sup>th</sup>), 4<sup>th</sup> Street (Metzler-Hart), and Faurie Street (Frances-Miller). Waterline replacement for 3<sup>rd</sup> Street (Berkley-Lola) will be moved to the 16-08 Lola Avenue project due to proximity to Lola waterline work.
5. 15-06 Water Right Certificate – This project will be closed out and a new project started in the next FY to transfer water rights from Trout Creek to Molalla River and design and construct a monitoring station at Trout Creek.
6. 16-01 Molalla Ave – Repair of street tree lighting underway. Will close project once completed.
7. 16-07 Shops Facility Improvements Phase 1 – Project will be broken into two phases due to cost. Phase 1 will complete underground design and construction. Phase 2 will construct the facility building and the Decant Facility. Phase 1 is in design and staff anticipates construction completion in fall of 2018.

8. 16-08 Lola Ave Water and Sewer Improvements – Project placed on hold and will be budgeted in FY 19-20 due to wastewater related costs associated with the permit modification, recycled water reuse plan modification, and ongoing litigant costs. This project will replace the water and sewer system from 5<sup>th</sup> Street to Main Street (Hwy 211)
9. 16-10 Wastewater Master Plan – A joint City Council/Planning Commission Work Session will be held on **May 30<sup>th</sup>**. Planning Commission hearing scheduled for **August 1<sup>st</sup>** and City Council hearing on **August 22<sup>nd</sup>**.
10. 16-11 Transportation Master Plan – The final joint City Council/Planning Commission Work Session will be held on **July 18<sup>th</sup>**. Planning Commission hearing scheduled for **August 1<sup>st</sup>** and City Council hearing on **August 22<sup>nd</sup>**.
11. 17-03 Fenton Ave CDBG – Bidding by the County in May with anticipated construction start date after July 4, 2018.
12. 17-04 OR 211 (213-Ona) – Project in a holding pattern while issues with ODOT design requirements are addressed. ODOT staff reviewing design exception potential for half street improvement by Bear Creek Development east of the Bear Creek Bridge.
13. 17-12 Clark Park Sidewalk Improvements – Phase 1 will consist of sidewalk and driveway aprons along the north side of Shirley from Cole to Buckeroo grounds. Phase 2 will consist of intersection improvements at Shirley and Cole and sidewalk improvements along the east side of Cole from Shirley to Frances. Phase 1 under construction with anticipated completion date on or before June 01, 2018.
14. 17-13 2017 SSMH Repairs – Project Completed. 105 sanitary sewer manholes sealed.
15. WTP New Trident 2MGD Filtration Plant, Chemical & Telemetry Upgrades – This project on hold until FY 18/19. This project will design and construct a second 2 MGD plant doubling the City's capacity to produce drinking water and design and construction the chemical feed and plant telemetry system upgrades. Project on hold to get higher priority projects under construction.
16. WTP Security Fencing – Fencing and gate installed. Waiting on electrical work for actuators. Anticipated completion by summer 2018.
17. Recycled Water Reuse Plan Modification – Comments received from DEQ and Oregon Health Authority. Consultants completed updates and posted to website for public comments.

#### **Public Capital Projects Not Started**

18. WWTP New Headworks Screen – This project will install a second screen adding capacity to the headworks. Project will be moved to FY 18/19 after review of Wastewater Master Plan capital improvement list.
19. WWTP Headworks Gantry Crane – This project will purchase and install a lift system to raise and lower gates at the headworks.
20. Lexington Estates Pocket Park – As part of Lexington Estates Phase 3, the developer dedicated an 11,011 square foot parcel to the City for park use. Public Works intends to move this project to FY 19-20 for design and construction.

### **Private Projects Underway**

21. 17-06 Molalla Redi-Mix Frontage Improvements – Contractor finishing the last of the sidewalk, striping, and signage. Anticipate completion of construction by June and project closeout by August.
22. 17-09 Twin Meadow Subdivision – Project completed.
23. 17-17 Hezzie Lane Subdivision – Plans in ODOT review. Anticipate completion of City side of project by August.
24. 17-19 Taco Bell – Project completed.
25. 17-20 Sawyer’s Truck Repair – Plans approved. Waiting for construction of project.
26. 18-01 South Clackamas Transit District – Project completed.

Thanks and let me know if you have any questions.





**Public Works Department**  
117 N Molalla Avenue  
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Phone: (503) 829-6855  
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May 15, 2018

TO: Gerald Fisher, Public Works Director  
FROM: Andy Peters, Operations Supervisor  
CC: Dan Huff, City Manager

**RE: Operations Update for City Council**

Gerald,

As requested, the Operations Division is pleased to continue these regular updates to the City Council on its activities.

As of May 15, 2018, the division is managing a backlog of 105 work orders and \$245,784.36 worth of open contracts and purchases. In the previous month, the Crews documented completion of 426 work orders, which suggests the division is achieving velocity. However, we faced challenges that will be described.

Below are highlights of this work and challenges for Council review. While it's difficult to measure the performance of human beings with raw numbers, executive metrics are presented at the end for thought and discussion.

Respectfully,

Andy Peters  
Operations Supervisor  
City of Molalla

## Highlight #1 – Thermoplastic Street Marking and Quality Issues

The Utility Crew attempted to lay thermoplastic crosswalks on the Safe Routes to School down Toliver Dr., but have faced difficulties as shown in the images below. The Manufacturer and Supplier were contacted and informed us that the thermoplastic was not baked under the flame long enough to sufficiently melt and adhere to the road. The result was an embrittlement of the thermoplastic, which is what we see as it flakes off. The supplier has offered to train our crews, but the task ahead will be to remove the bad material. However, we are already facing capacity issues as three water leaks in town have made it to our load report, and big challenges at our Wastewater Treatment Plant (described below) has required crew involvement in order to meet NPDES deadlines. The Operations Supervisor, with approvals of the Public Works Director and City Manager, has ordered a decrease in service in the Parks. Unfortunately, whichever priority we focus on (parks, streets or Plant) will leave maintenance issues visible to the public, which may come to your attention from constituents.

The Maintenance Division regrets the situation but will continue to work as best we can toward solutions. We are also committed to a process of continuous improvement internally.



*Figure 1 – Crew bakes down thermoplastic street markings on the Safe-Routes-To-School*



*Figure 2 – Despite our efforts and preparation, we had workmanship issues that will take several weeks to resolve. We hope the community will be patient.*

## **Highlight #2 – Water Plant Backwash Basin Cleaning**

The Water Plant operates under an NPDES permit (separate from that which the WWTP must comply with) for its filter backwash water. This water must have solids removed from it before it can be discharged into the waters of the State. Every week, the water's solids are measured by Water Plant Staff using Settleometers, and when these indicate solids are beginning to make it's way out of the backwash water settling basin it's time to clean them out. This was handled in April by River City Environmental.



*Figure 1 – Settleometers at the Water Plant, used to measure solids in the backwash water settling pond.*



*Figure 2 – Contractor River City Environmental begins the process of cleaning out the basin. Five trucks ran continuously carrying this “sludge” away. The sludge is made up of everything the Water Plant filters from our drinking water before sending it to town for our consumption.*

### **Highlight #3 – Wastewater Treatment Plant Recovery Plan**

The Wastewater Plant has faced equipment setbacks in the past few months. Both Dissolved Air Floatation units were found to have leaking Coagulation Chambers (DAF#1 was reported on Last Month’s Council Report, but since then DAF #2 was also found to be leaking). All four Westech Filters were found to have lost their Media, and all four backwash water valves and actuators were found to be non-functioning. In addition, three Doppler Meters at the plant ceased functioning. All staff, including Utility Crew, have pitched in to recover the equipment in time for summer irrigation. A site-visit and comprehensive report from the design engineers, Westech Inc, has also helped guide our recovery efforts. Our goal is to begin making clean effluent again by 5/24/18. At this time, it looks like we are on schedule to accomplish that goal, but the situation is complex.



*Figure 1 – Upon drawing down the filters for inspection it was found the white nozzles were visible and filter media was missing. (There should be three feet of sand and anthracite coal in this image.)*



Figure 2 – The media was found underneath the filters, in the effluent chambers. The reasons require a deep understanding of the plant's equipment and how the pieces interact. The important thing is to get these filters back up and running.



Figure 3 – Operators Jake Ehredt and James Clifton troubleshoot filter components that are not functioning

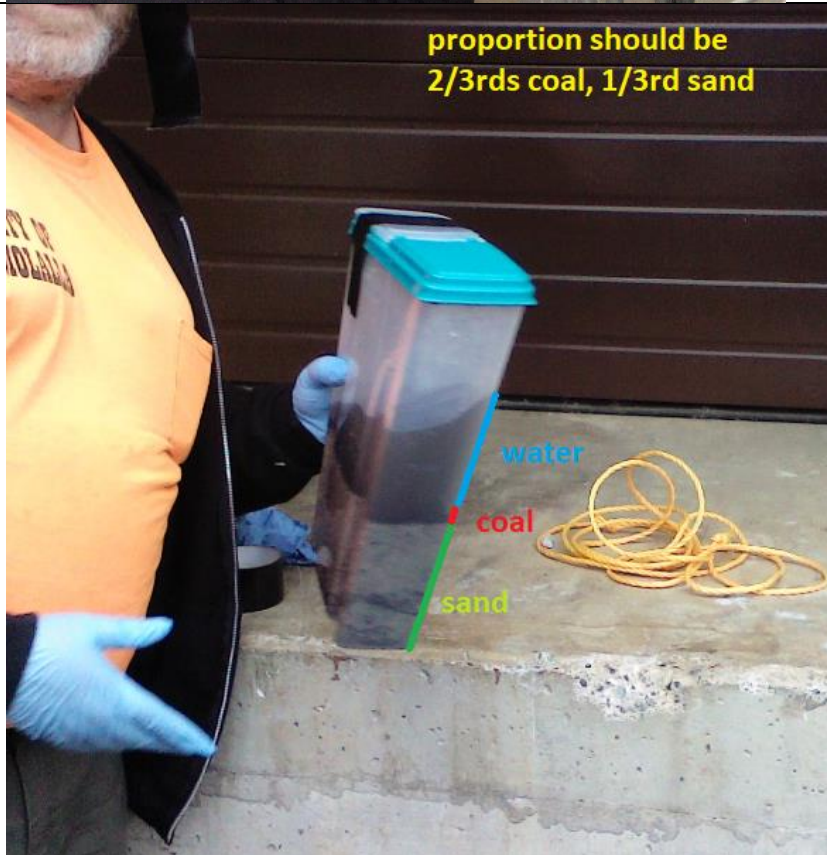


Figure 4 – Much of the sand component of the lost media was recovered, but as Operator James Clifton (left) demonstrates, most of the coal component has been lost. Staff is currently searching for a source that can provide us with more in time, at a price point the community can handle.

# Work Complete During Period

4/16/2018 - 5/15/2018

Work Orders Completed (by Fund)

Water	80
Sewer	160
Storm	5
Street	52
Fleet	8
General__parks_facilities_ect	79
SplitFund__locates_etc	29
Capital	0
Other	13
TOTAL	426

Work Orders Completed (by Team)

Utility_Crew	277
Wastewater_Plant	83
Water_Plant	5
Quality_Officer	0
Supervisor	61
TOTAL	426

# Work In Process

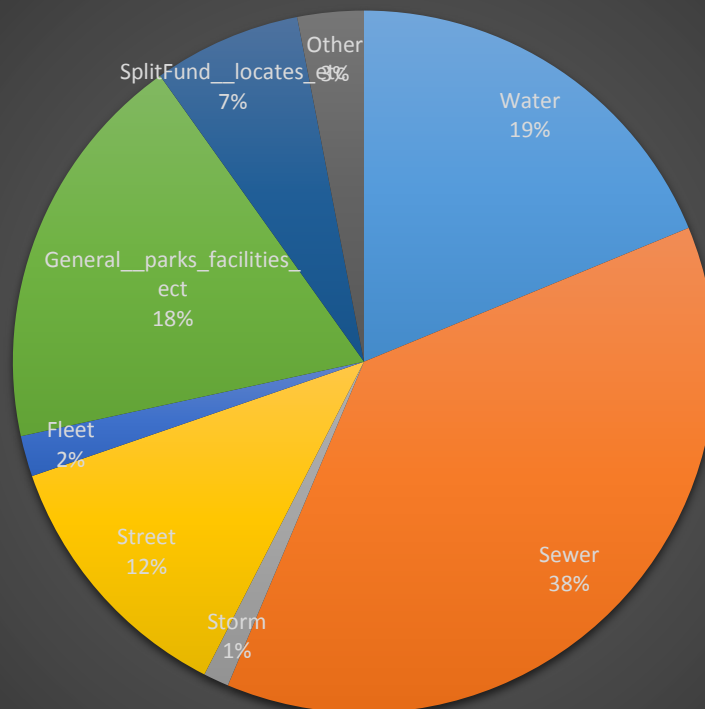
Current Load by Team

Team	Backlog (# of WOs)	Promise Date Performance
Utility Crew	46	99.64%
Wastewater Plant	25	93.58%
Water Plant	1	87.50%
Supervisor	28	95.83%
Quality Analyst	5	100%

Current Financial Encumbrances (Open/Approved POs by fund) for Operations

Fund	Account#	\$\$
Sewer Fund	106-601-5-*	\$53463.69
Water Fund	105-501-5-*	\$136352.47
Storm Fund	108-801-5-*	\$1600
Park Fund	101-106-5-*	\$47612
Street Fund	104-401-5-*	\$6956.2
TOTAL		\$245984.3600

## Work Orders Complete By Fund



Water Sewer Storm Street Fleet General\_\_parks\_facilities\_ect SplitFund\_\_locates\_etc Capital Other