

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 11, 2016

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Council President
David Asson Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

STAFF PRESENT:

Paul Bertagna PW Director
Patrick Davenport CD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

GUESTS:

Erik Huffman City Engineer of Record

ABSENT:

Andrew Gorayeb City Manager

The workshop was called to order by Mayor Frye at 6:00 p.m.

1. Wastewater System Capital Facilities Plan

Director Bertagna stated the process to update the wastewater system plan began with the infrastructure capacity memo staff provided to Council last spring which resulted in the Council directing staff to update the plan. **City Engineer of Record Erik Huffman** explained that Manager Gorayeb, Director Bertagna and he had gone through each section of the 2006 plan and he provided highlights from some of the sections. He noticed Councilor Asson's previous concern relating to the population forecast and reported the data for the population forecasts had come from Deschutes County records. **Director Bertagna** added staff had researched the population data since the sewer system was installed and found growth to be very erratic with percentage growth as high as 13.6% and less than 3% within the previous 15 years. He stated staff had added language to the plan that population growth would be re-evaluated every five years and the Capital Improvement Plan amended as needed.

Engineer Huffman stated Section 5 covered the wastewater flow details and characteristics, Section 7 dealt with the biological capacity of the treatment plant and Section 8 dealt with the most imminent need of the city which was effluent application to the Lazy Z property. He explained the City was nearing its effluent application limits. He stated Section 9 dealt with biosolids management which included creating an approved Department of Environmental Quality (DEQ) plan to deal with the sludge accumulation on the bottom of the treatment plant ponds.

Director Bertagna stated in researching how the plan had been adopted in the past, staff found a public hearing had been held to provide an opportunity for interested parties to provide input. He noted a public hearing was not required for updating the plan, and since there was no specified time frame required for the update, staff recommended pulling the item from the agenda at the regular meeting and hold a public hearing at the February 25th regular meeting. The **Council** concurred with staff's recommendation.

Director Bertagna stated the next step was to take the project list and determine what portion of each project was SDC funding eligible. He stated staff would then talk to funding providers to determine what grants or loans might be available and bring the finalized list back to the Council once staff had determined how much funding could be obtained from outside resources. He stated determining the new SDC rates would be the last step and any changes to the SDC's required a public hearing. He stated there were very strict guidelines surrounding SDC's and how they were calculated. He stated SDC's were comprised of two parts; improvement fees and reimbursement fees.

Questions asked, answered and comments on the plan included:

- Is the City in compaction? Staff will check.
- H₂S is a by-product of decomposition. It is a corrosive sewer gas that occurs when oxygen gets into the pipes.
- Pump #1 has 500 gallons of diesel which is enough to run the pump for two to three days.
- A polishing pond is the third and cleanest of the effluent treatment ponds.
- Effluent will not be sprayed near the buffers of the Coyote Springs and Buck Run neighborhoods.
- The Lazy Z property will be the next area to expand for spraying effluent. It will be fenced and signed.
- General obligations bonds require a double majority.
- The sewer fund does not use property tax ad valorem.
- The transfer of the last irrigation certificate with Oregon Water Resources Department (OWRD) is almost complete. It was related to the Uncle John Ditch piping project where the point of diversion was changed.
- The first phase of the Lazy Z effluent spraying project will be for forest irrigation as opposed to crop irrigation. The reason behind the decision is so crops will not need to be harvested.
- The City just received its DEQ permit.
- There is no deadline for adoption of the plan.
- Staff will review and answer the handout of questions from Councilor Asson prior to the plan coming to the Council for adoption.
- Should Council be participating in the one-stop meetings? Staff will check.
- A consultant was not used to update the plan as staff and the City's Engineer had the appropriate knowledge to perform the update. The City Engineer will stamp the plan.
- There was discussion as to whether the plan goes through 2035 or 2036.
- The goal is to provide for comfortable growth without over building the system.

2. Other Business

- The **Council** discussed a request from Forest Service for a letter of support for a grant the agency is applying for the Petersen Ridge Trailhead. The **Council** was supportive of providing the letter of support.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 11, 2016

- The **Council** discussed who would be attending the Economic Development for Central Oregon (EDCO) annual luncheon.
- **Councilor Burgstahler** brought up an email Council members had received from Habitat for Humanity Executive Director Sharlene Weed relating to inclusionary zoning. **Mayor Frye** replied he would like to have that conversation under *Other Business* during the regular meeting.
- **Councilor Burgstahler** stated with regard to the format for the monthly newsletter, she felt the Council should invest in having a professional template designed. She stated the cost would be under \$1,000. She reported she had created a request for quote (RFQ). The **Council** was supportive of having the professional template designed.
- The **Council** discussed who would attend the next Dark Skies meeting.
- **Councilor Asson** stated a presentation related to the topic of implementing a minimum wage and taxing gross receipts for companies meeting certain thresholds at the Economic Development for Central Oregon (EDCO) Board meeting had been discouraging. He stated it was felt this legislation would be quite damaging to Central Oregon.

The meeting was adjourned at 6:55 p.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor