



595 Main Street, Aumsville, OR 97325  
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# PUBLIC MEETING NOTICE

## AUMSVILLE CITY COUNCIL MEETING

In the Community Center and via Zoom Video Conference

**MONDAY, FEBRUARY 27, 2023**

## **A G E N D A**

**1) CALL TO ORDER** – Pledge of Allegiance and Roll Call: **7:00PM**

**2) PRESENTATIONS, PROCLAMATIONS & VISITORS**

**a) Operations Report** – Police Department – Chief Damian Flowers

**Public Comment:** Public Comment will be accepted from online attendees at this time. Comments are limited to 5 minutes for comments on items other than Public Hearings listed below. There is a public comment period within each hearing. You may also submit comments by emailing City Administrator Ron Harding at [rharding@aumsville.us](mailto:rharding@aumsville.us) by noon on February 27, 2023.

**Visitors:** For information about how to attend the meeting online, please call City Hall at 503.749.2030 or email [tnichols@aumsville.us](mailto:tnichols@aumsville.us) to request log in instructions. Information will also be posted on our website [City Council Regular Meeting | City of Aumsville Oregon](#)

**3) CONSENT AGENDA:**

**a) Approval of minutes** from February 13, 2023 Regular Meeting.

**b) Accounts Payable**

**4) PUBLIC HEARINGS:** None.

**5) OLD BUSINESS:** None.

**6) NEW BUSINESS:**

**a) Riverview Community Bank Accounts** – Signature Authorization Changes.

**b) Preliminary Design Report Proposal** – Westech Engineering.

**7) CITY ADMINISTRATOR REPORT:**

**8) MAYOR AND COUNCILORS REPORTS AND INITIATIVES:**

**9) GOOD OF THE ORDER:** Other business not on the agenda.

**10) CORRESPONDENCE:** None.

**11) ADJOURNMENT REGULAR MEETING**

**12) EXECUTIVE SESSION:** None.

The City of Aumsville does not and shall not; discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Anyone wishing to speak on an agenda item should ask to be recognized by the Mayor or Chair at the beginning of that agenda item. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities must be made at least 48 hours prior to the meeting. Please call (503) 749-2030 and leave a message or Oregon Relay Service for TDD at (800) 735-2900.

# Aumsville Police Department

## Best Practice Assessment



**January 2023**

Prepared by

Daniel Brown, CIS Law Enforcement Risk Management Consultant

and

Jeff Williams, CIS Public Safety Human Resources Consultant



# Law Enforcement Risk Management Plan

Fiscal Year: 2022-2023

**Entity Name:** City of Aumsville

**Mailing Address:** 595 Main St.

**Physical Address:** 595 Main St.

**City / State / Zip:** Aumsville, OR 97325

**Phone:** 503-749-2030

**Fax:** 503-749-1852

**Website:** <http://www.aumsville.us>

**Employee Count:** 8.00 **Volunteer Count:** 0.00 *Answer from last BP survey*

**Developed:** 2/16/2023

**Modified:** 2/16/2023

**Next Review:** 1/19/2026

**Risk Management Consultant:**

Dan Brown

Policy Information			
Line of Coverage	Premium	Agency	Agent
<b>Property/Liability Coverage</b>			
Auto Liability	\$5,518.77	James Reed & Assoc. Ins., Inc.	Jim Reed
Auto Physical Damage	\$6,199.83	James Reed & Assoc. Ins., Inc.	Jim Reed
General Liability	\$44,937.09	James Reed & Assoc. Ins., Inc.	Jim Reed
Property	\$16,390.02	James Reed & Assoc. Ins., Inc.	Jim Reed
Workers' Compensation	SAIF/CIS Servicing Group	James Reed & Assoc. Ins., Inc.	Jim Reed
Excess Crime	\$529.00		
Excess Earthquake	Not Purchased		
Excess Flood	Not Purchased		
Excess Cyber Liability	Not Purchased		
<b>Benefits Coverage</b>			
Medical	Yes		
Dental	Yes		
Life	Yes		

*Note: Premium totals reflect applicable credit(s).*

Employer Contacts
Damian Flowers - Police Chief
Shane Bird - Sergeant

The overall score on the last Best Practices survey (2/16/2023) was **97%** out of 100%. Additionally, the following unique risks were identified: No unique risks identified.

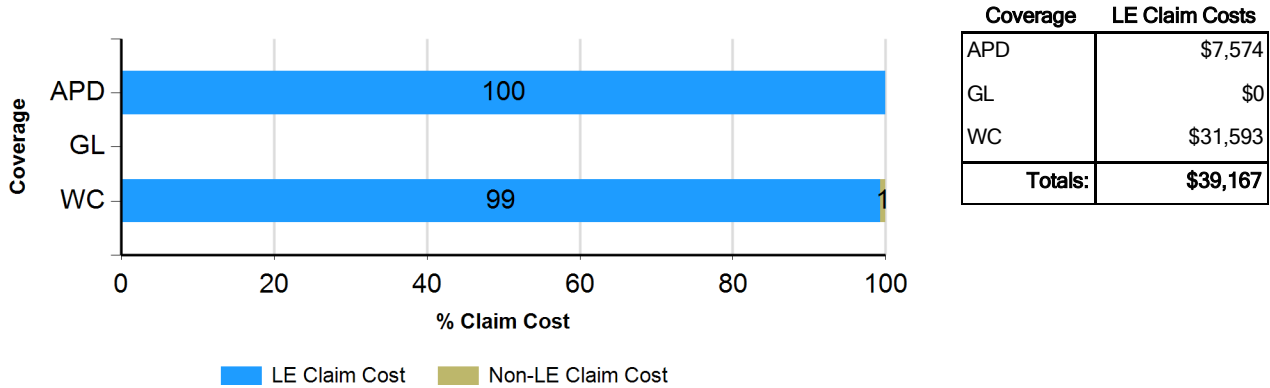
## Law Enforcement Claims Information

The following table contains 6 years (5 + current) of Law Enforcement (LE) claims history by coverage year from 2017-2018 through 2022-2023, as of 1/31/2023.

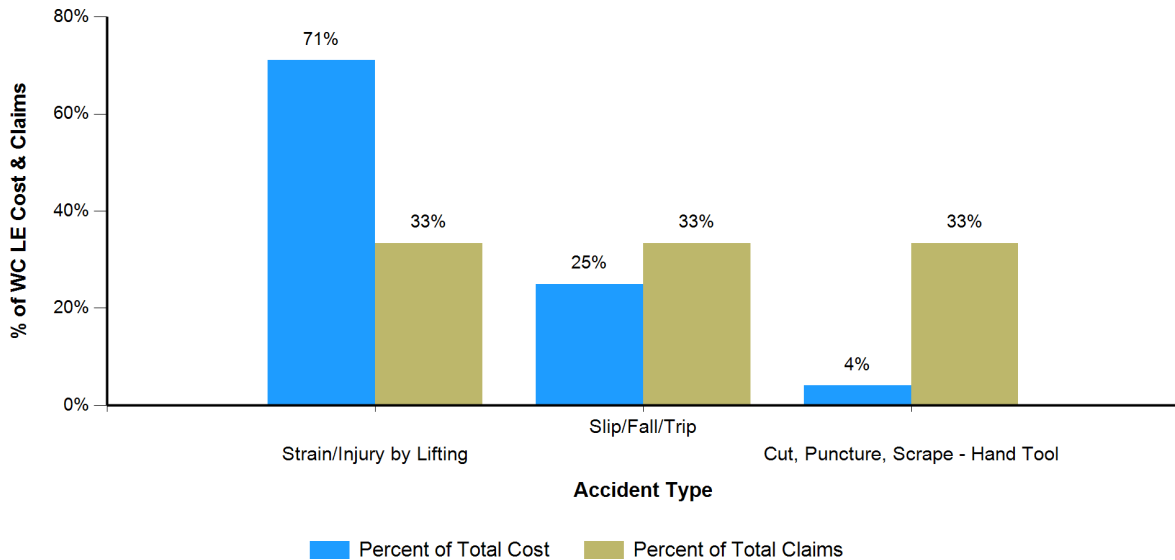
### Law Enforcement Claim Totals by Coverage Years

Coverage Year	LE Claims	Non-LE Claims	% LE Claims	LE Claim Costs	Non-LE Claim Costs	% LE Claim Costs	Avg. LE Claim Cost
2017-2018	3	1	75%	\$10,148	\$0	100%	\$3,383
2018-2019	1	2	33%	\$1,275	\$225	85%	\$1,275
2019-2020	0	0	0%	\$0	\$0	0%	\$0
2020-2021	1	0	100%	\$22,445	\$0	100%	\$22,445
2021-2022	1	0	100%	\$5,299	\$0	100%	\$5,299
2022-2023	0	0	0%	\$0	\$0	0%	\$0
<b>Totals:</b>	<b>6</b>	<b>3</b>	<b>67%</b>	<b>\$39,167</b>	<b>\$225</b>	<b>99%</b>	<b>\$6,528</b>

### % of Law Enforcement Cost vs. Non-Law Enforcement Cost by Coverage



### % of WC Law Enforcement Cost & Claims by Accident Type (Top 7)



# Aumsville Police Department Patrol Services Risk Management Assessment

Conducted on January 19, 2023

## **Website**

[Police | City of Aumsville Oregon](#)

## **Mission Statement**

*“The Aumsville Police Department’s mission is to be in the service of our community to safeguard life and property with transparency by operating proactively to reduce crime and the fear there of, while holding strong to our core values.”*

## **Summary**

On January 19, 2023, Jeff Williams and Dan Brown (CIS) conducted a best practice assessment (BPA) of the Aumsville Police Department (APD). Jeff Williams focused on Human Resources policy and practices (see attached), and Dan Brown focused on patrol operations, equipment, facilities, policies, and practices. The purpose of this review was to evaluate common area(s) of law enforcement liability with the intent of identifying and mitigating risk(s) to the employees, agency, and city.

This assessment was conducted at the Aumsville Police Department building located at 597 Main Street in Aumsville, Oregon. Present was Interim Police Chief Damian Flowers (now permanent Police Chief) and Sergeant Shane Bird. Prior to the meeting, Chief Flowers mailed me the following documents on January 3, 2023:

- Completed CIS Law Enforcement Risk Management Best Practices Pre-Assessment form.
- Police department personnel roster.
- Map of Aumsville Police Department coverage area.

On January 28, 2023, Chief Flowers emailed Jeff Williams the Aumsville Police Department Policy Manual (Lexipol).

## **Command Staff (Present during assessment)**

Chief Flowers has been the police chief since February 2023. Chief Flowers started his career with the Turner Police Department as a reserve police officer in February 2001. Chief Flowers was a reserve officer on and off with Turner PD until August 2006. Chief Flowers began as a reserve officer with the Aumsville Police Department in November

2004, and became a full-time police officer in August 2006. In July 2015, Chief Flowers was promoted to Sergeant and served in that role until September 2022 when he began serving as the Interim Police Chief until his permanent promotion this month.

Sergeant Bird started his career with the Aumsville Police Department in October 1996. In May 1998, Sergeant Bird became a fulltime police officer and served in that position until December 2022 when he was promoted to Sergeant.

### **Agency Background**

The Aumsville Police Department (APD) has a 1.13 square mile service area, and a population of 4,248. In addition to patrolling the City of Aumsville, APD is responsible for one storage facility and one K-5 grade school. APD currently employs 5 full-time sworn employees but are authorized a total of 7. APD has one civilian employee.

During our visit, Chief Flowers informed us that one position was open, and another position was in the process of being filled, pending a successful background completion. APD utilizes reserve officers, with 2 reserve officers currently serving the agency. Reserve officers are required to work 20 hours a month and complete a minimum of 2 ordinance violation cases each month.

APD uses staggered shifts to cover patrol calls for service. Police officers investigate all crimes and conduct their own follow-up investigations.

APD utilizes the Marion Area Multi Agency Emergency Telecommunications (METCOM) for both 911 PSAP and Dispatching services.

APD is not an accredited agency through CALEA or OAA, and they do not currently have plans to undergo the accreditation process.

### **Review Observation and Recommendations**

The “best practices” standards that serve as the baseline for this assessment primarily focus on local, state, and federal law(s) while considering trends in law enforcement litigation. Although CIS poses and evaluates 183 questions as a part of this review, only those performance area(s) where the evaluator determines consideration for improvement is needed are noted for the sake of brevity, readability, response, and compliance verification.

## General Risk Management

Based on interaction with Chief Flowers and Sergeant Bird, it was apparent that organizationally and professionally speaking they understand their respective duties/responsibilities while taking them seriously. Equally impressive is the level of respect and humility shown toward CIS. The fact that ranking members of APD were willing to admit when they did not readily know answers to questions and/or had not considered or identified alternatives displayed their character and leadership.

The shared competencies of APD is reflected in the understanding of professional standards and historic utilization of CIS services.



APD currently utilizes the Lexipol Policy manual, which was provided to CIS. There is not a Collective Bargaining Agreement (CBA) in place between Aumsville, Oregon, and the Aumsville Police Officers Association. The CBA is currently in progress but is not yet finalized.

I reviewed the claims that the Aumsville Police Department has had over the last seven years. The claims history is excellent when compared to like-size agencies over the seven-year time span. APD has had six law enforcement claims over the last seven years that resulted in settlements of just over \$39,000 combined. Overall claims have seen a downward trend over the past six years. Of the six total claims, General Liability claims have resulted in none of the total payout amounts. Workers Compensation injuries resulted in most of the claims, with Auto Liability payouts just over \$7,500. There are no current significant claims on file.



## Facility Security

Fencing, electronic controls, protocols, and trained staff make for secure facilities. At Aumsville PD, there is not a secure, fenced area for patrol vehicles and equipment. However, a camera security system is in





place, and there have been no documented instances of criminal damage or theft from a patrol vehicle in recent years.

Facility Security
1) <b>Goal:</b> Facility has secure storage for all Department weapons and ammunition.
<b>Recommendation:</b> Having a secure storage for department owned weapons and ammunition is critical for safety and security. There needs to be a log out system to identify who has which weapon(s). This logging system should include handguns, rifles, shot-guns, less-than-lethal, and Tasers.
<b>Comments:</b> A security camera is active.
Facility Security
2) <b>Goal:</b> Have a secure parking area for department owned vehicles.
<b>Recommendation:</b> Having a secure parking area for department owned vehicles is not a requirement, however it is strongly recommended to prevent damage (vandalism). Secondly, having a secure parking area for employees is preferred to prevent threats to employees.



The police department building appears to be modern, clean, and well laid out for a department its size. Overall storage of items can be improved and organized more efficiently. Old files should be disposed of in accordance with records retention policies and state law. There is an entire storage room filled with old files that can likely be destroyed. These files are being reviewed as time and staffing allows. A stack of license plates was observed under a desk in the patrol room. These should be kept in the evidence room with other items.

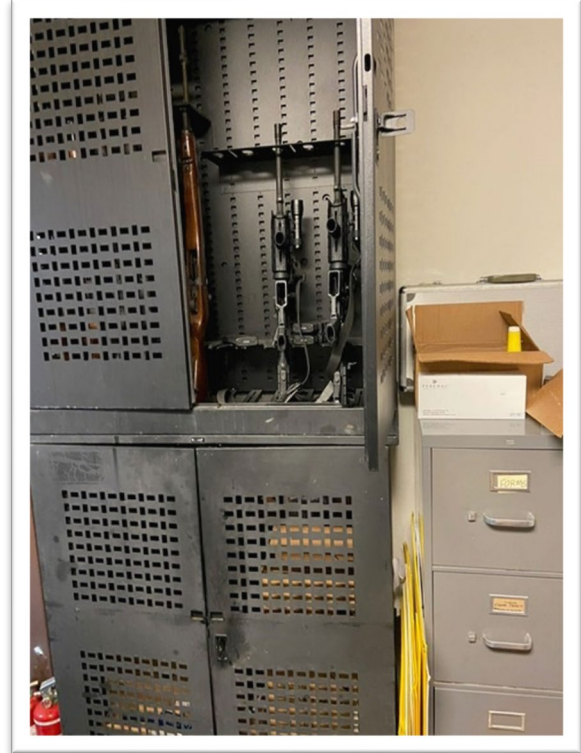
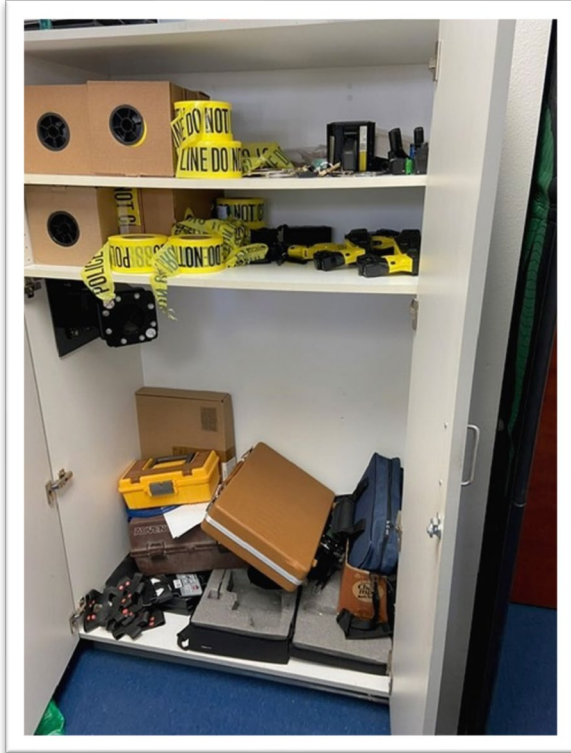
Facility Safety
3) <b>Goal:</b> Have an "Emergency Action Plan" that identifies appropriate staff response in the event of an emergency.
<b>Recommendation:</b> Oregon OSHA requires that any employer with 10 or more employees are required to have an emergency action plan that spells out how the staff will respond in the event of an emergency. This is typically referred to as an emergency management plan. Sample plans are available in the CIS risk management library.
<b>Comments:</b> Currently being updated with Public Works.

## Facility Security

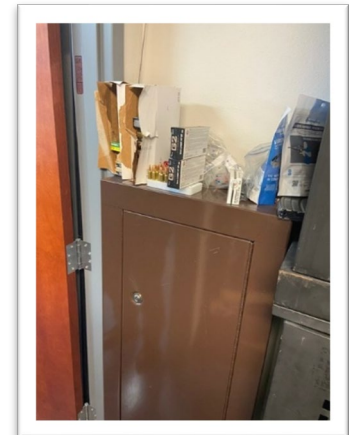
4) **Goal:** Facility has secure storage for all Department weapons and ammunition.

**Recommendation:** Having a secure storage for department owned weapons and ammunition is critical for safety and security. There needs to be a log out system to identify who has which weapon(s). This logging system should include handguns, rifles, shot-guns, less-than-lethal, and Tasers.

**Comments:** Tasers need to be better secure. Rifles and shotguns need to be better secured.



Ensuring that Tasers and rifles are properly secured and locked inside provided lockers, with appropriate sign-out logs are highly encouraged. All weapons should be pre-assigned to users, and patrol rifles should be sighted for the user. The sharing of rifles should be avoided if possible. Consider a policy where officers can carry their own rifle that has been approved by a department firearms instructor and inspected by a certified armorer. Rifles that must be shared should be assigned and have the sight settings marked with a grease pencil for each assigned user. All ammunition issued to officers should be accounted for. During a follow-up visit on February 21, 2023, Chief Flowers stated these issues had been corrected, with all tasers and lethal weapons having been rearranged and properly secured.



## Facility Evidence

The Evidence Custodian for APD is Sergeant Bird. Sergeant Bird was interviewed as a part of this review and the evidence area was inspected. The evidence room has a sign-in log that appears to be in regular use. The area is secured and only two staff members have access to the evidence room. There is an alarm system for the evidence room, but the alarm is not in use. It is recommended that APD activate and utilize the alarm system they have in place.

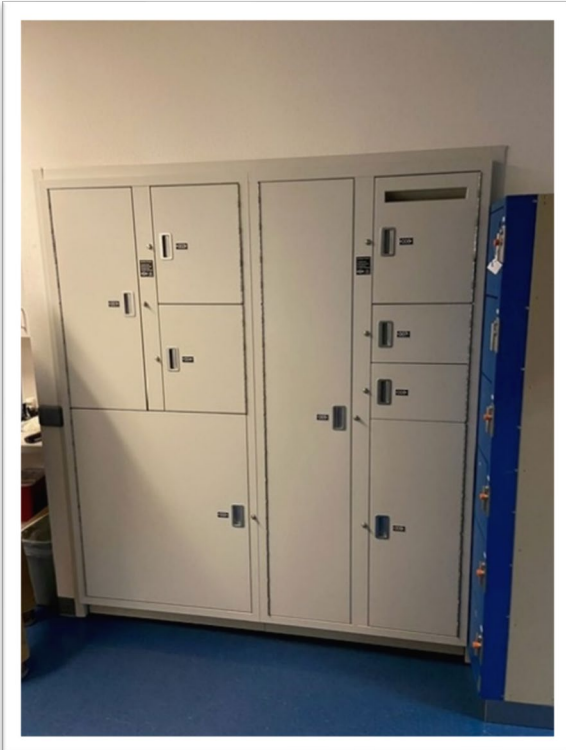


### Facility-Evidence

5) **Goal:** The agency has a secure evidence room that has access limited to a designated person(S) (ORS 133.537)

**Recommendation:** Evidence and property are a high-risk area and proper security is critical to ensure the proper safe keeping of evidence. The secure area should only be accessed by designated individuals that include the property/evidence technician and another person in the event the primary staff contact is not available. When either the primary or secondary individuals are out of the office for an extended period of time there should be a third individual identified to be the backup technician. When the third individual is assigned, the temporary duties there needs to be a record indicating date/time the evidence keys were turned over and then returned. This documentation needs to be signed by both parties and maintained in the evidence log.

**Comments:** No active alarm system in place.



The evidence preparation area is well organized, and the pass-through evidence lockers are well within the best practices in law enforcement.

It is recommended that the evidence storage area become better organized and old case items purged when/if the District Attorney (DA) allows. Found property and evidence items that are not within the purview of the DA should be disposed of in accordance with

best practices. Many pieces of evidence were in large boxes and can cause confusion when trying to locate evidence. All firearms should be secured inside a locker or safe inside the evidence room. APD does not have a small safe for money and valuables in the evidence room, which is highly recommended to install. A drying locker is also not within the evidence room but is recommended. With a new chief in place, a full audit of the evidence room is strongly recommended.

Facility-Evidence
6) <b>Goal:</b> Store firearms, cash, and controlled substances in separate secure location
<b>Recommendation:</b> All firearms, cash and controlled substances should be stored separately in a secure device within the property evidence. A secure device may be a safe or a locking file cabinet within the evidence room.
<b>Comments:</b> No safe for money and valuables. Rifles not all secured.
Facility-Evidence
7) <b>Goal:</b> Conduct a complete audit of evidence whenever there is a change in evidence technician or chief executive of your agency
<b>Recommendation:</b> It is mandatory to have a complete audit of all property and evidence anytime there is a change in the CEO or the evidence technician. This audit provides documentation that all property and evidence is currently in the possession of the law enforcement agency and there is no missing property or evidence. This is important for all outgoing and incoming personnel related to property and evidence system.
<b>Comments:</b> Chief recently took over. Is aware of audit need.



Facility-Evidence
8) <b>Goal:</b> Store firearms, cash, and controlled substances in separate secure location
<b>Recommendation:</b> All firearms, cash and controlled substances should be stored separately in a secure device within the property evidence. A secure device may be a safe or a locking file cabinet within the evidence room.
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Facility-Evidence
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<b>Comments:</b> Chief recently took over. Is aware of audit need.



### Personnel – Training

APD is current on their training requirements and places a strong emphasis on continued officer education. Chief Flowers ensures that he and Sergeant Bird are attending leadership opportunities, and that their officers are frequently training in high

liability areas such as drivers training and firearms proficiency. It was noted that NIMS and ICS training are ongoing. All staff should be properly trained in these important courses as noted below.

Minimum Training Requirements	
Emergency Personnel	Training Required
First-line supervisors, mid-level management, and General Staff	ICS-100b, -200a IS-700a
Supervisory role in expanding incidents or a management role in an EOC	ICS-100b, -200a, -300 IS-700a
Management capacity in a County-wide situation or EOC	ICS-100b, -200a, -300, -400 IS-700a, -701a
PIOs	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701a

Personnel-Training
10) <b>Goal:</b> Agency personnel should have received NIMS training to level commensurate with their responsibilities.
<b>Recommendation:</b> <i>The law enforcement agency must have staff properly trained in the appropriate level of NIMS. NIMS requirements are also tied to federal grant money. Therefore, being NIMS compliant is critical for managing an emergency event.</i>
<b>Comments:</b> <i>Currently ongoing.</i>

### Personnel – Officer Equipment

APD states that it is difficult at time for their portable radios to send and receive radio transmissions from/to dispatch and the officers. It is recommended that APD have a communications study conducted to determine where additional repeaters can be placed within the community. On February 21, 2023, Chief Flowers stated that Marion County was currently conducting a communications study that includes APD.

Personnel-Officer Equipment
11) <b>Goal:</b> Every officer in the field shall have the availability of a portable radio.
<b>Recommendation:</b> <i>Every full-time and reserve officer is required to have a portable radio when they are working in the field. This is a safety issue for all officers in the event they must call for assistance when they are in the field.</i>
<b>Comments:</b> <i>The radio signal is at times not strong. This is a communications center/tower issue.</i>

## Personnel – Special Operations

APD should ensure that current IGA's and/or MOU's are in place with their regional partners such as the regional tactical team. Officers should be trained in threat assessment scoresheets for tactical team responses. Ballistic shields, helmets, and a ram should be available and training for these tools should be made available to all officers.

Personnel-Special Operations
12) <b>Goal:</b> The department should have directives that govern the activities of special teams or functions such as SWAT, EDU, Hostage Negotiations, Crowd Control, Traffic Enforcement, Narcotics Investigation, Vice, Street Crimes, Marine and Air operations.
<b>Recommendation:</b> <i>The law enforcement agency needs to have policy on how specialized teams are governed and overseen. The agreement(s) need to be reviewed by legal counsel with clear language on indemnification.</i>
<b>Comments:</b> <i>Ensure all IGA's and MOUs are current.</i>

### Patrol Best Practices Conclusion:

Overall impressions of the Aumsville Police Department are very positive. The obvious commitment to being the best police department is evident by the fact comments were only justified in only a few of the rating categories and the low claim history enjoyed by APD and CIS mutually. That said it is important that APD decision-makers spend time considering the recommendations made, and reach out if they have questions or concerns, because a law enforcement administrator's job is never done.

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## HUMAN RESOURCES BEST PRACTICES:

### LEAVE LAW APPLICABILITY

Section E (Statement of No FMLA/OFLA Coverage) on Page 27 of the City of Aumsville Employee Handbook (Updated September 2020) reads, "City employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size." The most recent CIS records indicate the City of Aumsville has 29 employees. Recommend city personnel responsible for the administration of leave confirm the current employee count and any eligibility for OFLA.

### RECRUITING PRACTICES

Recommend job announcements include the following:

- How an applicant applies for the job, where an applicant can find the application packet (i.e. website, request by email, pick one up in the, HR office etc.)
- How to apply for Veterans' Preference

- Position title and reporting departments
- FLSA status
- Represented / non-represented classification of the position
- Salary grade
- Essential functions of the job and minimum and desirable or special qualifications.
- The type of pre-employment background screening that will be required post-offer.
- How and where to submit the completed application
- Closing date and time for the recruitment.
- A statement regarding how the City of Aumsville will respond to applications submitted but not selected for interview.

## **PERSONNEL AND HIRING**

Recommend the department consider requiring non-certified law enforcement new hires to serve a minimum 18-month probationary period. This allows sufficient time for in-house training, academy training, field training, and observation of independent work performance.

I reviewed the Aumsville Police Department Police Officer Interview questions. I recommend the interview questions be accompanied by a scoring rubric which includes the content and examples of the most desirable responses to these questions. This will help provide objectivity and facilitate scoring for the purposes of veteran's preference. For example, in general terms:

- 10/10: Well Qualified: Answer demonstrates full understanding; fully knowledgeable to meet the minimum standards of the job requirement. Addresses all the items in the ideal answer.
- 5/10: Qualified: Answer demonstrates the applicant meets the minimum standards of the job requirement. Answer addresses some of the items identified in the ideal answer.
- 1/10: Somewhat Qualified: Answer demonstrates some understanding the applicant meets the minimum standards of the job requirements. Answer addresses few of the items identified in the ideal answer.
- 0/0: No Experience: The applicant does not demonstrate understanding to meet the minimum standards of the job requirements. Answer does not address any items identified in the ideal answer.

I also reviewed the Aumsville Police Department Applicant Evaluation Form. This form uses grades and descriptions of what the evaluator should consider when rating the applicant. This form could be improved by providing more details of how the questions are related to the essential functions of the position. Feedback regarding specific questions follows:



- Question 1 considers personal appearance. Recommend the department consider eliminating this question. Variations in personal appearance can be attributed to many factors having little to no bearing upon an individual's ability to successfully perform the essential functions of the position. In addition, the CROWN Act prohibits discrimination based on protective hairstyles. Protective hairstyles are defined as "hair color or manner of wearing hair that includes, but is not limited to, braids, regardless of whether the braids are created with extensions or styled with adornments, locs, and twists." The law also expands the definition of "race" under ORS 659A to include "physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type, and protective hairstyles." The CROWN act specifically applies to Oregon employers and public schools.
- Question 2 considers speaking ability. The evaluation associated with this question should be reserved for an evaluation of the communications skills required to effectively perform the essential functions of the position and obtain and retain required certification.
- Question 7 considers "any noticeable habits." An applicant may have a habit attributed to a medical condition and the department should ensure any evaluation is directly connected to the applicant's ability to perform the essential functions of the position. The department should also be prepared to consider the requirements of the Americans with Disability Act of 1990 if the applicant either needs an accommodation throughout the hiring process or if the applicant may require a reasonable accommodation to perform the essential functions of the position.

## **PERSONNEL EMPLOYMENT LIABILITY**

Chief Flowers advised the police department is currently in negotiations with a newly established collective bargaining organization. If a new collective bargaining agreement (CBA) is created, recommend reviewing applicable policies to ensure consistency with the CBA and reference to the CBA where necessary.

## **WORKERS COMPENSATION – RETURN TO WORK PROGRAM**

The City of Aumsville participates in the SAIF/CIS Servicing Group. CIS will provide safety/risk management, return-to-work, and online training. Regarding salary continuation, CIS currently offers four options for salary continuation. Options 1 and 2 allow the employee to receive salary continuation to make up the difference between regular pay and time loss.

- Option 1 allows for these benefits to be charged against accrued sick and/or vacation leave.
- Option 2 is not charged against accrued leave. These two options will no longer be available through SAIF.
- Option 3 allows the employee to receive a full paycheck, in exchange for turning over the workers' compensation check to the employer.

- Option 4 allows the employer to supplement additional funds to the employee on top of their time-loss check.

The City of Aumsville Employee Handbook provides information regarding the city's Early Return-to-Work program (page 33).

For additional information or support with return-to-work, Moira Przybowski, the CIS Return-to-Work Specialist can be contacted at 503.763.3856 or [moira@cisoregon.org](mailto:moira@cisoregon.org).

## **WELLNESS PROGRAMS**

Due to its size, the Aumsville Police Department does not have its own peer support team. Some members due to their size participate in regional teams. If there is a regional team, the department could consider participation to make this wellness effort available to employees. According to the International Association Chiefs of Police (IACP), "The goal of peer support is to provide all public safety employees in an agency the opportunity to receive emotional and tangible support through times of personal or professional crisis and to help anticipate and address potential difficulties."

## **OREGON DMV AUTOMATED REPORTING SERVICE**

The City of Aumsville Employee Handbook reads, "The City may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment" (page 49). One option to complete this is Oregon DMV's Automated Reporting Service. DMV's Automated Reporting Service is available to Record Inquiry Account holders with drivers under their employment. This service produces and mails the employer a Certified Court Print driving record when a conviction, accident, suspension, cancellation or revocation is posted to one of their employee's driving record.

## **DESIRED CIS TRAINING**

The Aumsville Police Department requested training in all areas offered by CIS. Recommend the department review the CIS Learning Center to see course offerings and which courses can be delivered virtually or requested in-person.

## **HUMAN RESOURCES CONCLUSION**

The Aumsville Police Department has good departmental policies and city policies supported by good internal departmental leadership. I recommend periodic review of hiring and promotional processes as laws and requirements change regarding permissible actions. The CIS Law Enforcement, Hire-to-Retire (H2R), and Pre-Loss teams are available for consultancy as needed on HR, employment, or risk management issues.



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(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

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## **AUMSVILLE CITY COUNCIL**

### **February 13, 2023 Meeting Minutes**

Mayor Angelica Ceja called the meeting to order at 7:02 PM.

Council present: Mayor Angelica Ceja, Councilors Nico Casarez, Della Seney, Katie Wallace, and Walter Wick. Council absent: Scott Lee. Staff present: City Administrator (CA) Ron Harding, City Clerk Traci Nichols, Office Specialist Hayley Brewster, and Office Specialist Kirsti Pizzuto.

*The meeting was video recorded to be released later.*

**AGENDA APPROVAL:** Mayor Ceja requested a motion to approve the agenda. Councilor Casarez motioned to approve the agenda as presented. Councilor Seney seconded. Councilors Casarez, Seney, Wallace and Wick voted YES. Agenda approved.

**VISITORS: None.**

**OATH OF OFFICE:** Mayor Ceja swore in newly-appointed councilor Douglas Cox. Councilor Cox joined the meeting at 7:05 PM.

**CONSENT AGENDA:** Councilor Seney approved the consent agenda, as presented. Councilor Wick seconded. Councilors Wallace, Cox, Seney, Casarez and Wick voted YES. Consent agenda – Minutes from January 23, 2023 Council Meeting and Accounts Payable register from January-February 2023 - approved.

**PUBLIC HEARING: Mayor Ceja verified there was no public hearing.**

**OLD BUSINESS: Mayor Ceja verified there was no old business.**

**PUBLIC COMMENT:** CA Harding introduced Ted Shepard, president of the Aumsville Historical Society, who offered the AHS yearly report. He discussed various improvements, additions and arrangement of the Museum to allow more items to be displayed. He indicated the Museum was open for 109 hours, had 192 visitors, and was up to 51 members. Volunteers donated 283 hours to the Museum.

**NEW BUSINESS:** City Administrator Ron Harding presented the State of the City report to Council. He first thanked administrative staff for aiding him in putting the presentation together. CA Harding shared a slide presentation highlighting the Council's 5 goals, and the City's steps toward implementing them. He shared the City's successes in obtaining funding

toward the Wastewater System. Through grants, awards and the City's matching contribution, there is over \$4.3 million for the System. CA Harding explained a number of immediate challenges the Wastewater System faces and expressed that it would be best to move forward with improvements sooner than later.

CA Harding covered successes in Drinking Water System improvements – currently, over \$3.5 million in grant funding toward the project. He conveyed the immediate challenges to the System.

CA Harding shared a large list of community events and outreach efforts over the past year, and the positive feedback received from citizens as a result. He showed photos from several events, while going into greater detail on the logistics and attendance. CA Harding explained to Council future community outreach endeavors, including YouTube videos and social media engagement.

CA Harding discussed the City's efforts toward providing options to highlight local businesses: development ordinance updates, newsletter advertising, website business directory.

CA Harding explained numerous actions in the way of emergency preparedness for the City, promotions and programs within the police department, and enhanced community policing. CA Harding displayed a graph, showing a downward trend in Police/Fire calls for service over the past year.

CA Harding discussed programs and services geared toward responsiveness and aid to citizens. He detailed updates to the Community Center, and recent technology upgrades to the City Hall. He discussed with Council CJIS (Criminal Justice Information System) requirements, and their implementation in the City.

CA Harding shared a list of in-process projects within the City: Road extension, new Public Works shop, Parks Master Plan updates, new reservoir, new wells and a daily work toward a new wastewater facility.

CA Harding highlighted an extensive list of accomplishments in the City since 2017.

In closing, City Administrator Harding indicated that the state of the community is vibrant and progressive. He believes there's a positive outlook for the City. He stated that in city government, the goal line is never reached – it's just a different challenge.

**PRESENTATIONS: None.**

**CITY ADMINISTRATOR REPORT:** City Administrator Harding advised Council that the first collective bargaining meeting was on Wednesday [February 15]. He shared with Council the Job Fair that was held on February 9. He said that the participation was high, and the City's booth was one of the busiest. This was a positive community interaction, and very well received. CA Harding mentioned the events planning committee had the first meeting, and the City is regrouping and revisiting events that had been halted due to Covid-19. He reminded

Council their retreat is March 18. He reminded Council the City's financial reports were attached to their agenda/meeting packet. CA Harding finished his report by introducing the new City Clerk.

**MAYOR/COUNCIL REPORTS AND INITIATIVES:** Councilor Seney brought forward information from the Mid-Valley Area Transportation Commission meeting. She learned Aumsville would be joining the Metropolitan Planning Organization. It will be voted on in the meeting later this month, and requirements will be sent for a designated City representative.

Mayor Ceja has reached out to do meet-and-greets with local organizations that impact the community.

**GOOD OF THE ORDER: None**

**CORRESPONDENCE: None**

Mayor Ceja adjourned the meeting without prejudice at 8:28PM.

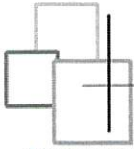
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Angelica Ceja, Mayor

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Ron Harding, City Administrator

/s/ Respectfully submitted by Traci Nichols, City Clerk.



# Accounts Payable Register

City of Aumsville

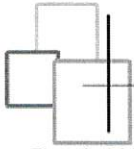
Fiscal: 2022-23

Deposit Period: 2022-23 - February

Check Period: 2022-23 - February - Second Council

Number	Name	Print Date	Amount
<b>Riverview Community Bank</b>	<b>9001000967</b>		
<b>Check</b>			
<u>55990</u>	911 SUPPLY	2/15/2023	\$65.50
<u>55991</u>	AIRGAS USA, LLC	2/15/2023	\$144.10
<u>55992</u>	AUMSVILLE ACE HARDWARE	2/15/2023	\$12.02
<u>55993</u>	BIO-MED TESTING SERVICE INC	2/15/2023	\$40.00
<u>55994</u>	DAVISON AUTO PARTS INC	2/15/2023	\$186.00
<u>55995</u>	FRERES BUILDING SUPPLY	2/15/2023	\$87.67
<u>55996</u>	LEAGUE OF OREGON CITIES	2/15/2023	\$160.00
<u>55997</u>	MARION COUNTY TREASURY DEPARTMENT	2/15/2023	\$1,100.63
<u>55998</u>	OREGON DEPARTMENT OF REVENUE	2/15/2023	\$3,610.00
<u>55999</u>	OREGON DEQ	2/15/2023	\$2,669.00
<u>56000</u>	PETROCARD, INC.	2/15/2023	\$359.02
<u>56001</u>	RASMUSSEN SPRAY SERVICE, INC.	2/15/2023	\$347.75
<u>56002</u>	SANTIAM HEATING & SHEETMETAL, INC.	2/15/2023	\$5,565.00
<u>56003</u>	STAYTON ACE HARDWARE	2/15/2023	\$17.51
<u>56004</u>	WALTER E NELSON	2/15/2023	\$215.51
<u>56005</u>	WATERLAB CORP	2/15/2023	\$1,111.00
<u>56006</u>	WESTECH ENGINEERING INC	2/15/2023	\$47,957.22
<u>EFT Payment 2/15/2023 2:10:16 PM - 1</u>	OREGON DEPARTMENT OF REVENUE	2/15/2023	\$56.83
<u>EFT Payment 2/15/2023 2:10:16 PM - 2</u>	PACIFIC OFFICE AUTOMATION	2/15/2023	\$86.70
	<b>Total</b>	<b>Check</b>	<b>\$63,791.46</b>
	<b>Total</b>	<b>9001000967</b>	<b>\$63,791.46</b>
	<b>Grand Total</b>		<b>\$63,791.46</b>

*Angelica Lopez*  
 \_\_\_\_\_  
*Ray Jones*  
 \_\_\_\_\_



# Accounts Payable Register

City of Aumsville

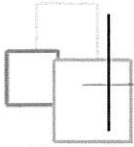
Fiscal: 2022-23

Deposit Period: 2022-23 - February

Check Period: 2022-23 - February - First Council

Number	Name	Print Date	Amount
<b>Riverview Community Bank</b>	<b>9001000967</b>		
<b>Check</b>			
<u>55975</u>	BMS TECHNOLOGIES	2/9/2023	\$2,643.34
<u>55976</u>	CASCADE COLUMBIA DISTRIBUTION COMPANY	2/9/2023	\$672.00
<u>55977</u>	CRUISE MASTER ENGRAVING	2/9/2023	\$12.50
<u>55978</u>	FERGUSON WATERWORKS #3011	2/9/2023	\$388.37
<u>55979</u>	MOONLIGHT MAINTENANCE	2/9/2023	\$739.75
<u>55980</u>	NATIONAL TESTING NETWORK, INC.	2/9/2023	\$500.00
<u>55981</u>	OFFICE DEPOT, INC	2/9/2023	\$61.63
<u>55982</u>	O'REILLY AUTO PARTS	2/9/2023	\$10.86
<u>55983</u>	PETROCARD, INC.	2/9/2023	\$311.57
<u>55984</u>	RASMUSSEN SPRAY SERVICE, INC.	2/9/2023	\$1,575.00
<u>55985</u>	RITZ SAFETY	2/9/2023	\$377.93
<u>55986</u>	STAYTON ACE HARDWARE	2/9/2023	\$88.50
<u>55987</u>	TRINITY'S QUALITY AUTO CARE	2/9/2023	\$786.57
<u>55988</u>	VALLEY FIRE CONTROL INC.	2/9/2023	\$472.50
<u>EFT Payment 2/9/2023 2:19:41 PM - 1</u>	INVOICE CLOUD	2/9/2023	\$224.80
<u>EFT Payment 2/9/2023 2:19:41 PM - 2</u>	PACIFIC POWER	2/9/2023	\$10,684.26
<u>EFT Payment 2/9/2023 2:19:41 PM - 3</u>	REPUBLIC SERVICES #456	2/9/2023	\$60.00
<u>EFT Payment 2/9/2023 2:19:41 PM - 4</u>	RIVERVIEW COMMUNITY BANK	2/9/2023	\$3,754.85
<u>EFT Payment 2/9/2023 2:19:41 PM - 5</u>	VERIZON WIRELESS	2/9/2023	\$37.64
<u>EFT Payment 2/9/2023 2:19:41 PM - 6</u>	WAVE	2/9/2023	\$9.95
	<b>Total</b>	<b>Check</b>	<b>\$23,412.02</b>
	<b>Total</b>	<b>9001000967</b>	<b>\$23,412.02</b>
	<b>Grand Total</b>		<b>\$23,412.02</b>

*Angelia Ayala*  
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*Debra Seney*  
 \_\_\_\_\_



# Payroll Register

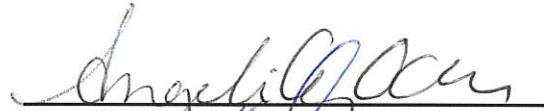
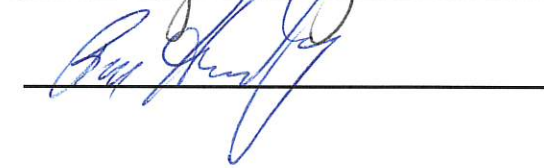
City of Aumsville

Fiscal: 2022-23

Deposit Period: 2022-23 - February

Check Period: 2022-23 - February - First Council

Number	Name	Print Date	Amount
<b>Riverview Community Bank</b>	<b>9001000967</b>		
<b>Check</b>			
<u>55989</u>	Brewster, Hayley E	2/15/2023	\$1,583.94
<u>Direct Deposit Run - 2/14/2023</u>	Payroll Vendor	2/15/2023	\$35,183.04
<u>EFT 2272023</u>	PERS	2/15/2023	\$13,178.68
<u>EFT 56370213</u>	Oregon Department of Revenue	2/15/2023	\$3,754.37
<u>EFT 85208765</u>	EFTPS	2/15/2023	\$12,904.90
<u>EFT HSA2152023</u>	HSA Bank	2/15/2023	\$1,265.75
<u>EFT OSGP2152023</u>	VOYA - STATE OF OREGON - LG#:2234	2/15/2023	\$515.00
<u>EFT PERSCORR2152023</u>	PERS	2/15/2023	\$58.59
<u>EFT V2152023</u>	Valic	2/15/2023	\$25.00
	<b>Total</b>	<b>Check</b>	<b>\$68,469.27</b>
	<b>Total</b>	<b>9001000967</b>	<b>\$68,469.27</b>
	<b>Grand Total</b>		<b>\$68,469.27</b>

  
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595 Main St. Aumsville, Oregon 97325  
(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

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## STAFF REPORT

**TO:** City of Aumsville City Council

**FROM:** Ron Harding, City Administrator  
Joshua Hoyer, Finance Officer

**SUBJECT:** Riverview Community Bank Accounts – Signature Authorization Changes

**RECOMMENDATION:** Staff requests that Derek Clevenger be removed, and a new council member be added to the signature authorization for the City's Riverview Community Bank accounts.

**BACKGROUND:** Due to changes in council membership, one of the authorized signers on the City's various bank accounts needs to be updated. Riverview Community Bank requires meeting minutes with specific instructions for signature authorization changes for each bank account before the changes can be applied.

The current authorized signers are Derek Clevenger, Mayor Ceja, Councilor Seney, and Ron Harding. The remaining council members available to become signers on the city's bank accounts are Nico Casarez, Doug Cox, Scott Lee, and Walter Wick.

While staff aims to have accounts payable batches completed by Thursdays, signatures on checks will be needed at various times of the day throughout the week, as well as at council meetings; availability of each authorized signer should be the main consideration.

The following are the required changes needed for the city's general bank account:

- Riverview Community Bank
  - Account \*\*\*\*\*0967 – Remove Derek Clevenger, and add one Council Member
  - Account \*\*\*\*\*2252 – Remove Derek Clevenger, and add one Council Member/Mayor

**MOTIONS:**

- I move to replace Derek Clevenger with [Councilor] as an authorized signer for the City of Aumsville's Riverview Community Bank account \*\*\*\*\*0967, effective February 27, 2023.
- I move to replace Derek Clevenger with [Councilor/Mayor] as an authorized signer for the City of Aumsville's Riverview Community Bank account \*\*\*\*\*2252, effective February 27, 2023.



595 Main St. Aumsville, Oregon 97325  
(503) 749-2030 • TTY 711 • Fax (503) 749-1852  
[www.aumsville.us](http://www.aumsville.us)

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## **STAFF REPORT**

**TO:** City of Aumsville City Council

**FROM:** Matthew Etzel, Aumsville Public Works

**SUBJECT:** Preliminary Design Report Proposal Westech Engineering.

**Recommendation:** Approval of the proposal from Westech Engineering for the Preliminary Design Report with the Not to Exceed amount of \$125,000.

**Background:** As the council is aware the city's current wastewater treatment facility doesn't meet the ammonia limits in our NPDES permit. As part of the renewal of our permit in 2021, DEQ issued a compliance schedule. The compliance schedule set milestones that the city must complete on the way to upgrading the treatment facility to meet the ammonia limits.

Westech Engineering has submitted a proposal to complete the Preliminary Design Report. This work would give the city about a 25-30% design on the new wastewater treatment facility. This allows DEQ to review the proposed improvements and determine if they will be adequate to solve the ammonia exceedances but also allows a review period before the engineering and design are too far along to make adjustments if they are needed.

It is important to start this work now. The deadline for the Preliminary Design Report is due to DEQ by October 1, 2023. Approval of the proposal will allow for time to complete the DEQ requirements of the Preliminary Design Report and allow time for staff and council review before submitting it to DEQ.

The city has secured a grant from Marion County for the design and engineering cost of the wastewater treatment plant improvements, and this would fall under that grant expense. We have had staff and the grant administrator review the proposal to make sure it meets the requirements of the grant.

### **MOTION:**

- Move to approve Resolution 1-23 Approval of the proposal from Westech Engineering for the Preliminary Design Report with a Not to Exceed amount of \$125,000 from Fund 019-636.

- Move to approve Resolution 1-23 Approval of the proposal from Westech Engineering for the Preliminary Design Report with a Not to Exceed amount of \$125,000 from Fund 019-636 with the following revisions.
- Move to remand back to staff for revisions as directed.

February 17, 2023

Mr. Matt Etzel  
Aumsville Public Works  
595 Main Street  
Aumsville, Oregon 97325

RE: Preliminary Engineering Report – Wastewater Treatment Plant Improvements  
JO 2969.3020.0

Dear Matt:

Westech Engineering is pleased to provide this engineering services proposal to assist the City with preliminary design of the Wastewater Treatment Plant Improvement Project. The remainder of this letter proposal is divided into the following sections.

- Project Understanding
- Summary of Previous Work
- Proposed Scope of Work
- Schedule
- Fee Schedule

### **PROJECT UNDERSTANDING**

The City operates the wastewater utility under a National Pollutant Discharge Elimination System (NPDES) permit that is issued by the Oregon Department of Environmental Quality (DEQ). The permit was most recently renewed in October of 2021 and included a new limit for effluent ammonia. The City's existing treatment system is currently unable to consistently meet the new effluent ammonia limit. As a result, the City will periodically violate the new limit without improvements to the system. The City completed a wastewater system facilities plan in 2022 that recommended a major upgrade to the wastewater treatment plant. The goal of this project is to make the needed improvements to comply with the new ammonia limit and address several other shortcomings that were identified as part of the facilities planning process. Once completed, the new treatment system will serve the City for a minimum of 20 years. This is a major project for the City that will require a significant funding commitment as well as the completion of a significant amount of planning and design work in the coming years. Recognizing that it will take the City some time to make the needed improvements, the DEQ included a compliance schedule in the NPDES permit. The compliance schedule lists a number of milestones with due dates that the City must achieve to reach compliance with the new ammonia limit. The next milestone is the preparation of a preliminary design report in accordance with DEQ guidelines for the treatment plant upgrades. This report must be submitted to DEQ by no later than October 1, 2023. The intent of the work proposed in this proposal is to produce a preliminary design report in accordance with DEQ guidelines and submit the report prior to the October 1, 2023 deadline.

As previously noted, the City recently completed a new wastewater facilities plan which recommended a major treatment system upgrade consisting of the following components.

- A new grit removal system near the existing headworks.
- A new transfer pump station to convey water from the existing headworks area to the new SBR area.
- Two new SBR basins and blower building for the aeration blowers.
- New equalization basin downstream of the SBR basins.

- Addition of a second irrigation pump to improve system redundancy and increase capacity of the irrigation pump station.
- Improve and modernize the chlorine feed equipment.
- New chlorine contact chamber.
- Improve and modernize the dechlorination equipment.
- New packaged DAF clarifier for polishing the water stored in the lagoons during the winter months.
- Removal of the biosolids from the existing lagoons.
- Two new aerobic digester tanks for waste sludge digestion.
- Convert lagoon cell 1 into a sludge storage lagoon and construct new transfer piping.
- Convert lagoon cells 2 – 4 into effluent storage lagoons and construct new transfer piping.

Depending on the City's desires and funding availability, the project may also include a new laboratory building. The need for this building will be evaluated as part of this preliminary design work.

The recommended improvements described in the facilities plan also include the following elements. But, to simplify funding for the project, these elements will not be included in the project at this time. That said, these project elements will eventually be needed and the City will need to construct these improvements as future projects.

- Upsize the outfall pipeline.
- Expansion of the effluent reuse system.

At this time, there are a number of unknown issues that must be resolved prior to completion of the final design. For example, it may be possible to eliminate the grit removal system and the transfer pump station if grit loading rates to the plant are not significant. In addition to resolving these types of issues, the preliminary engineering work also provide an opportunity to refine site plans, building layouts, equipment preferences and other similar items prior to the final design work. The proposed preliminary design work will result in a design that is approximately 20% complete. The major deliverable will be preliminary design report which is a DEQ requirement for large wastewater treatment plant upgrades. The preliminary design report will include several drawings that show the major elements of the system.

In addition to meeting the compliance schedule in the City's NPDES permit, the proposed preliminary design work will further refine the design to meet the City's needs. The overall project cost estimate will also be updated to reflect current construction costs and changes to the work scope. This will allow the City to refine the funding acquisition process as needed.

## **SUMMARY OF PREVIOUS WORK**

The City has been aware of the need for this project for some time and has been working diligently to keep the project moving forward. To date, the following work has been completed.

- A new wastewater system facilities plan was completed in 2022.
- A topographic survey of the site was completed in 2022.
- Preliminary geotechnical investigations were completed in 2021.
- A preliminary engineering report in accordance with USDA Rural Development guidelines was completed in early 2023.
- An environmental report in accordance with USDA Rural Development guidelines was completed in early 2023.

- The City started working on a funding assistance application to the USDA Rural Development program in 2022.

## PROPOSED SCOPE OF WORK

To complete the preliminary design work, we propose a straightforward scope of work which has proven successful on similar projects. Key throughout the predesign phase will be the involvement of the City's staff to assist with the development of the design details.

1. **Meetings and Discussions with City Staff.** Meet with City staff throughout the project to collect existing information, confirm the project schedule, deliverable dates, equipment preferences, review preliminary layouts, etc.. We anticipate the design process to be a collaborative effort between Westech and the City and anticipate several ad-hoc meetings throughout the design phase of the project.
2. **Meetings and Discussions with DEQ.** Meet early on in the predesign process to review the proposed improvements and to obtain concurrence on the overall scope, as well as to obtain information regarding any changed or anticipated changes to environmental requirements that might impact the design.
3. **Review Existing Information and Project Future Flows.** Obtain recent DMR data and confirm the flow and loading projections in the Facilities Plan.
4. **Finalize Treatment Process Selection.** Work with City staff to finalize the various unit processes for the treatment system. The biggest issue that falls under this category is whether or not to include a grit removal system as part of the project. This work item will also include obtaining updated equipment information for the various equipment manufacturer's that will be involved in the project.
5. **Refine Design Criteria.** Refine the overall design criteria for the project.
6. **Hydraulic Profile and Process Schematic.** Prepare a hydraulic profile and process schematic for the treatment system.
7. **Develop Preliminary Drawing Sheets.** Develop the preliminary drawings (approximately 50% complete) listed in Table 1 and review with the City. These sheets will be included in an appendix to the Predesign Report and will eventually be included in the final drawing package for the project.
8. **Identify Permitting Requirements.** Identify all permits that will be required for the project as well as the timeframes involved to prepare the applications and obtain the permits.
9. **Update Overall Cost Estimate.** Update the overall cost estimate for the project based on the most current information available.
10. **Prepare Draft Predesign Report.** Information obtained and developed will be used to prepare the draft Predesign Report. The draft Predesign Report will be prepared in accordance with DEQ's guidance documents. It will include conceptual drawings of the improvements, equipment alternatives and recommendations, a description of the permitting requirements, an updated project schedule and preliminary construction cost estimate.
11. **Review the Draft Predesign Report with the City.** Prior to submission of the Draft Predesign Report to the DEQ, the report will be reviewed with the City

**Table 1: Proposed Preliminary Engineering Drawing Sheet List**

CITY OF AUMSVILLE		
WASTEWATER TREATMENT PLANT IMPROVEMENTS		
PROPOSED PRELIMINARY ENGINEERING DRAWING LIST		
DWG. NO.	DESCRIPTION	
GENERAL		
G-001	COVER SHEET, VICINITY & LOCATION MAPS, SHEET INDEX	
G-003	DESIGN CRITERIA	
G-004	OVERALL WORK AREA MAP & SURVEY CONTROL DATA	
G-006	PROCESS SCHEMATIC	
G-007	HYDRAULIC PROFILES	
TREATMENT PLANT SITEWORK		
C-101	OVERALL PLAN	
C-102	LAGOON CELL 1 AND 2 IMPROVEMENT PLAN	
C-103	LAGOON CELL 3 AND 4 IMPROVEMENT PLAN	
C-107	HEADWORKS AREA YARD PIPING AND GRADING PLAN	
C-115	SBR TREATMENT FACILITY GRADING AND DRAINAGE PLAN	
C-116	SBR TREATMENT FACILITY YARD PIPING PLAN	
C-125	DAF AREA YARD PIPING AND GRADING PLAN	
C-126	CONTACT CHAMBER YARD PIPING AND GRADING PLAN	
GRIT REMOVAL SYSTEM		
M-301	GRIT REMOVAL SYSTEM MECHANICAL PLAN AND SECTIONS	
TRANSFER PUMP STATION		
M-401	TRANSFER PUMP STATION MECHANICAL PLAN AND SECTIONS	
SBR TREATMENT FACILITY		
M-503	BLOWER BUILDING MECHANICAL PLAN	
M-506	SBR MECHANICAL BOTTOM PLAN	
M-507	DIGESTER AND EQ BASIN MECHANICAL BOTTOM PLAN	
M-508	SBR MECHANICAL TOP PLAN	
M-509	DIGESTER AND EQ BASIN MECHANICAL TOP PLAN	
CHLORINE CONTACT CHAMBER		
M-601	CHLORINE CONTACT CHAMBER MECHANICAL PLAN	
EFFLUENT PUMP STATION AND CHLORINATION BUILDING		
M-701	MECHANICAL PLAN	
M-702	MECHANICAL SECTIONS	
DECHLORINATION BUILDING		
M-801	MECHANICAL PLAN	
DAF CLARIFIER		
M-801	MECHANICAL PLAN	

12. **Submit the Draft Predesign Report to DEQ.** Following incorporation of comments from the City, the draft Predesign Report will be submitted to DEQ for review and approval. If desired by DEQ and the City, a meeting with DEQ's design review engineer can be held.
13. **Prepare Final Predesign Report.** Comments from DEQ will be incorporated into the Predesign Report. Once completed, copies of the Predesign Report can be provided to the City, DEQ and funding agencies as appropriate. The predesign phase will be complete at this point. Final design and preparation of the construction contract documents would be the next logical step in the overall improvement program.



The above work plan can be modified as desired by the City to best meet its needs, schedule and budget. We are happy to discuss modifications, additions or deletions as appropriate.

**SCHEDULE**

As noted above, the Preliminary Engineering Report must be submitted to DEQ by no later than October 1, 2023. To meet this schedule, we will submit the draft report to the City (see scope of work item 11 above) by no later than September 1, 2023. This will provide about two weeks for the City to review the document and about two weeks for Westech to make any needed revisions prior to the October 1, 2023 deadline.

**FEE SCHEDULE**

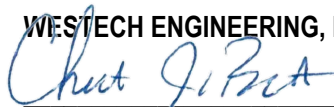
We propose to perform the work described above on a time & materials basis at our current hourly rates with total fees not to exceed \$125,000. We understand that this work is being funded by the ARPA funds (Assistance Listing Number 21.027) that are administered by Marion County. As such, all work will be completed in accordance with attachments B through G that are included at the end of this letter proposal for formatting purposes.

If the City decides to proceed with the work scope summarized herein, we assume that the City will authorize us to proceed with these services under our existing city engineering contract (we will provide separate invoices for this work to allow the City to accurately track costs). Upon your authorization to proceed, we are prepared to start immediately on the proposed work. This proposal is valid for 6 months from today's date

We appreciate the opportunity to present this proposal to the City and look forward to continuing to work with the City on this very important project. If you have any questions or need additional information regarding this matter, please contact us at (503) 585-2474.

Sincerely,

**WESTECH ENGINEERING, INC.**



Christopher J. Brugato, P.E.



The parties hereto agree to the work effort and conditions described above with all terms and conditions in accordance with the City Engineer of Record Services Contract between the City of Aumsville and Westech Engineering, Inc. dated 3/9/2019.

The City of Aumsville	
_____	_____
Organization	Signature
_____	_____
Date	Typed or Printed Name

cjb

**EXHIBIT B**  
**APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL  
ENTITY CONTRACTS UNDER FEDERAL AWARDS**

- Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian County Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These

requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—**Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- **Debarment and Suspension (Executive Orders 12549 and 12689)—**A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—**Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- See §200.322 Domestic preference for procurements.
- **Audit Requirements of 2 CFR §200.5XX (Subpart F)**
  - Subrecipient must comply, and require any subcontractor to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or federal law.
  - If Subrecipient expends federal awards in excess of \$750,000 in a fiscal year, Subrecipient is subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Copies of all audits must be submitted to the County within 30 days of completion.
  - Subrecipient must save, protect and hold harmless the County from the cost of any audits or special investigations performed by the Secretary of State with respect to the funds expended under this Agreement. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement

under this or any other agreement between Subrecipient and the County.

- System for Award Management. Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM. Subrecipient must also comply with applicable restrictions on subawards ("subgrants") to first tier subcontractors (first-tier "Subcontractors"), including restrictions on subawards to entities that do not acquire and provide (to the County) the unique entity identifier required for SAM registration.
- Whistleblower Protection Act. Subrecipient must comply and ensure the compliance by subcontractors, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Subrecipient must inform subcontractors, contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC § 4712.
- See § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
- See § 200.323 Procurement of recovered materials.
- Recordkeeping Requirements. Subrecipient must maintain records and financial documents for five years after all funds have been expended or returned to the County. The County may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- Subrecipient must agree to provide or make available such records to the County upon request, and to the Government Accountability Office ("GAO"), U.S. Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.
- Civil Rights Compliance. Recipients of Federal financial assistance from the U.S. Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the U.S. Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Subrecipient's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Subrecipient's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Subrecipient implementing regulations at 31 CFR part 23.
- In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, U.S. Treasury will collect and review information from non-Tribal recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. U.S. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). U.S. Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. This collection does not apply to Tribal

governments.

- Real Property, Equipment and Other Capital Expenditures. County shall, and shall cause its Subrecipients to, maintain policies and procedures for the management of property and equipment that comply with all requirements of the applicable Uniform Guidance at 2 CFR Part 200, Subpart D, 2 CFR Part 200.310 – 200.316 and 200.439, and specific requirements of the source of funds. These regulations shall apply to all real property, equipment, and other capital expenditures purchased with the federal funding.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

## Exhibit C – Federal Funding Information For Subrecipients

As Required By 2 CFR 200.331(a)<sup>1</sup>

<b>1. Federal Award Identification</b>	
(i) Subrecipient Name:	Aumsville
(ii) Unique Entity ID #:	WA43NUV4LPF1
(iii) Federal Award Identification Number (FAIN):	
(iv) Federal Award Date:	3/11/2021
(v) Subaward Period of Performance (Start & End Date):	3/3/21 - 12/31/26
(vi) Amount of Federal Funds Obligated by this Agreement:	
(vii) Total Amount of Federal Funds Obligated to Subrecipient by Pass-Through Entity (PTE), including this agreement:	\$1,000,000
(viii) Total Amount of Federal Award committed to Subrecipient by PTE:	\$1,000,000
(ix) Federal Award Project Description:	5-Water, Sewer, and Broadband Infrastructure
(x) Identify the following:	
a) Federal awarding agency	U.S. Treasury
b) Pass-Through Entity,	Marion County, Oregon
c) Contact info for awarding official:	Jan Fritz, CAO
(xi) Identify Program Information	
a) Assistance Listing #:	21.027
b) Program Name:	Coronavirus State and Local Fiscal Recovery Funds
c) Is the award Research & Development? (Yes/No)	No
d) Indirect Cost Rate for Federal award:	None
<b>2. Subrecipient Indirect Cost Rate</b>	
Indirect cost rate passed through to subrecipient:	N/A
<b>3. Additional Requirements or Comments (if any)</b>	
Monitoring Requirements are included in Section 15 of this agreement.	
<p><sup>1</sup>Subrecipient will comply with Federal statutes, regulations and terms and conditions of the Federal award in accordance with 2 CFR 200.331 (a)(2). Subrecipient will permit the pass-through entity and auditors to have access to subrecipient's records and financial statements as necessary for the PTE to meet requirements of 2 CFR 200.331 (a)(5). Subrecipient will also permit the pass-through entity to have access to subrecipient's records for monitoring the activities of the subrecipient, as necessary, to ensure that the subaward is used for the authorized purposes. Such monitoring will include reviewing the financial and performance reports required by the pass-through entity as well as following up and ensuring the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient in order to meet the requirements of 2 CFR 200.331(d).</p>	

Exhibit D

**Federal Funding Accountability and Transparency Act (FFATA) Certification\***

<b>Organization Name:</b> City of Aumsville	<b>CMS Number:</b> BO-4565-22
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Did your organization have a gross income, from all sources, of less than \$300,000 in your previous tax year?

- Yes (Skip questions "A" and "B" and finish the certification)
- No (Proceed to questions "A" and "B")

**A. Certification Regarding % and Amount of Annual Gross Revenue from Federal Awards**

Did you organization (1) receive 80% or more of its annual gross revenue **AND** (2) \$25 million or more from federal awards and contracts during the preceding fiscal year?

- Yes If "Yes," proceed to question "B".
- No If "No," skip question "B" and finish the certification.

**B. Certification Regarding Public Access to Compensation Information.**

Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

- Yes If "Yes", where can this information be accessed?
- No If "No", you must provide the names and total compensation of the top five highly compensated executives below. (For example: *John Blum: \$500,000; Mary Redd: \$50,000; etc.*)

1 _____	\$ _____
2 _____	\$ _____
3 _____	\$ _____
4 _____	\$ _____
5 _____	\$ _____

***As the duly authorized representative (Signor) for the Organization, I hereby certify that the statements made by me in this certification form are true, complete and correct to the best of my knowledge.***

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Print Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

*\*Organizations that receive first tier subawards or subcontracts >\$30,000 are required to comply with FFATA requirements per 2 CFR Part 170 and FAR 52.204-10.*

Exhibit D

## **Federal Funding Accountability and Transparency Act (FFATA) Certification\***

### **Background on FFATA Requirements**

Under the requirements of the Federal Funding Accountability and Transparency Act (Pub. L. No. 109-282), as amended by Section 6202 of Public Law 110-252, that are codified in 2 CFR Part 170, direct recipients of federal grants or cooperative agreements are required to report first-tier subawards and subcontracts of \$30,000 or more to the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS).

Organizations that are requested to complete the FFATA Certification have been identified by Marion County as either a first tier subaward or subcontract and therefore, FFATA requirements are applicable.

### **Definition of Compensation**

Total compensation means the cash and noncash dollar value earned by the executive during the Organizations preceding fiscal year and includes the following: (1) Salary and bonus; (2) Awards of stock, stock options, and stock appreciation rights; (3) Earnings for services under non-equity incentive plans; (4) Change in pension value; (5) Above-market earnings on deferred compensation which is not tax-qualified; and (6) Other compensation, as further defined in FAR 52.204-10(a) and 17 CFR 229.402(c)(2).

*\*Organizations that receive first tier subawards or subcontracts >\$30,000 are required to comply with FFATA requirements per 2 CFR Part 170 and FAR 52.204-10.*



Exhibit E

**American Rescue Plan Act (ARPA) /  
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)  
Capital Expenditure Justification Form**

**Purpose:** To ensure recipient complies with the terms, conditions and requirements of the U.S. Treasury 31 CFR Part 35 SLFRF Final Rule. Recipients must complete and meet the requirements of a written justification for capital expenditures equal to or greater than \$1 million.

**Capital Expenditures:** Per the Uniform Guidance 2 CFR 200.1, the term "capital expenditures" means "expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life."

Organization Name:	City of Aumsville	
Organization Contact Completing Form:		
Date:		
Project Name:	Wastewater Treatment System	
Expenditure Category:	5.1 Clean Water: Centralized Wastewater Treatment	
Type of Capital Expenditure <sup>1</sup> :		
Specify "Other" Expenditure Type:		
Project Amount:	\$	1,000,000
Project Threshold Per Table 1:	\$1M to < \$10M	
CMS # (Marion County to Complete)	4565	

**Black shaded cells DO NOT need to be filled out.**

1 Describe the harm or need to be addressed.

2 Explanation of why a capital expenditure is appropriate. *(For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.)*

3 Was there a comparison performed of the approved capital project against at least two alternative capital expenditures?

YES  NO

a) If yes, please demonstrate why the approved capital expenditure is superior.

b) If no, please explain why.

<sup>1</sup> Coronavirus State and Local Fiscal Recovery Funds Project and Expenditures Report User Guide - Appendix H

Marion County to complete this section	
Grant Reviewer:	
Date Reviewed:	
Comments:	

Exhibit E

**Table 1 (U.S. Treasury Final Rule, General Provisions: Other, b. Capital Expenditures)**

<b>If a project has total expected capital expenditures of</b>	<b>and the use is enumerated in (b)(3), then</b>	<b>and the use is not enumerated in (b)(3), then</b>
Less than \$1 million	No Written Justification required	No Written Justification required
Greater than or equal to \$1 million, but less than \$10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
\$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	

## EXHIBIT F

### ARPA/SLFRF REPORTING REQUIREMENTS FORM

#### A.1 Project and Expenditure Report

Department shall complete the Project and Expenditure Report as outlined in the Project and Expenditure Report User Guide dated April 1, 2022, according to the awarded eligibility category. The Board and Designee shall provide the Project and Expenditure Report template to the Department no later than June 15, 2022. Once the Department's total project expenditures have been occurred and the project has completed, a final report shall be submitted, and quarterly reporting requirements will no longer be required.

Project and Expenditure Reports are due according to the following table:

Report	Year	Quarter	Period Covered	Due Date
1	2022	2	Project Commence - June 30	July 15, 2022
2	2022	3	July 1 - September 30	October 15, 2022
3	2022	4	October 1 - December 31	January 15, 2023
4	2023	1	January 1 - March 31	April 15, 2023
5	2023	2	April 1 - June 30	July 15, 2023
6	2023	3	July 1 - September 30	October 15, 2023
7	2023	4	October 1 - December 31	January 15, 2024
8	2024	1	January 1 - March 31	April 15, 2024
9	2024	2	April 1 - June 30	July 15, 2024
10	2024	3	July 1 - September 30	October 31, 2024
11	2024	4	October 1 - December 31	January 15, 2025
12	2025	1	January 1 - March 31	April 15, 2025
13	2025	2	April 1 - June 30	July 15, 2025
14	2025	3	July 1 - September 30	October 15, 2025
15	2025	4	October 1 - December 31	January 15, 2026
16	2026	1	January 1 - March 31	April 15, 2026
17	2026	2	April 1 - June 30	July 15, 2026
18	2026	3	July 1 - September 30	October 15, 2026
19	2026	4	October 1 - December 31	March 15, 2027

#### A.2 Recovery Plan Performance Report

Department shall complete the Recovery Plan Performance Report. The Board and designee shall provide the Recovery Plan Performance Report template to the Department no later than June 15, 2022.

Recovery Plan Performance Reports are due according to the following table:

Report	Period Covered	Due Date
1	Award Date - June 30, 2022	July 15, 2022
2	July 1, 2022 - June 30, 2023	July 15, 2023
3	July 1, 2023 - June 30, 2024	July 15, 2024
4	July 1, 2024 - June 30, 2025	July 15, 2025
5	July 1, 2025 - June 30, 2026	July 15, 2026
6	July 1, 2026 - December 31, 2026	March 15, 2027

A.3 Federal Funding Accountability and Transparency Act Certification

Department shall require its contractor(s) and subcontractor(s), to complete and include Exhibit D. Federal Funding Accountability and Transparency Act Certification as part of the contract.

A.4 ARPA/SLFRF Capital Expenditure Justification Form

Department shall require its contractor(s) and subcontractor(s) to complete and include Exhibit E. ARPA/SLFRF Capital Expenditure Justification Form as part of the contract.

Exhibit G - Marion County Disbursement Request



Recipient:  
 Project Name:  
 Funding Program:  
 Assistance Listing (CFDA#):

Project Number:

Date:

Final Draw?  Yes  No

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

(A) Category	Marion County Funds				(E) = [B-C-D]	Other / Matching Funds			(I) = [C+D+G+H]	(J) = [C+D+G+H]
	(B) Approved Budget (Whole Dollars)	(C) Prior Disbursements	(D) Current Request (Linked to Detail)	Balance		(F) Approved Budget (Whole Dollars)	(G) Prior Expenditures	(H) Current Expenditure		
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment or Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Certification:** I certify that the data is correct and that the amount requested is not in excess of current needs, nor has been already reimbursed by federal, state, or other resources.

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature and Title

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature and Title (if necessary)

\_\_\_\_\_ Phone Number \_\_\_\_\_

Project Contact for Payment Notification

\_\_\_\_\_

Email Address

**For Marion County Use Only:** I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.

Dollar Amount	Costing	PO #
		CMS #
\$ -		
_____	_____	_____ Date _____
_____	_____	_____ Date _____
_____	_____	_____ Date _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject us to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

**Additional Information Required:**  
 Supporting documentation (e.g. invoice(s), GL reports, timekeeping records, etc.) must be recorded on Detail worksheet.  
 Upon completion, print Disbursement Request and Detail to PDF, sign electronically, and attach copies of supporting documentation.  
 Submit to [ARPArecovery@co.marion.or.us](mailto:ARPArecovery@co.marion.or.us) for review and processing of disbursement.  
 Questions about this form can also be directed to [ARPArecovery@co.marion.or.us](mailto:ARPArecovery@co.marion.or.us).

### Marion County Disbursement Request Detail

<b>Recipient:</b>	<b>Date:</b> 1/0/1900
<b>Project Name:</b>	<b>Project Number:</b> 0
<b>Funding Program:</b>	

Date	Description	Personnel Services	Materials & Services	Equip or Capital Purchases	Administrative	Total
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
insert extra lines if needed						-
<b>Total Disbursement Request</b>		-	-	-	-	-

**RESOLUTION NO. 1-23**

**A RESOLUTION APPROVING A PROPOSAL FROM WESTECH ENGINEERING FOR A 25-30 PERCENT PRELIMINARY DESIGN FOR THE NEW WASTEWATER TREATMENT FACILITY WITH A NOT TO EXCEED AMOUNT OF \$125,000**

WHEREAS, the City's current wastewater treatment facility does not meet the ammonia limits allowable in Aumsville's National Pollutant Discharge Elimination System (NPDES) permit; and,

WHEREAS, in 2021, the Department of Environmental Quality (DEQ) issued the City a compliance schedule as part of the renewal of the NPDES permit; and,

WHEREAS, the compliance schedule set milestones the City must attain on the way to upgrading the Treatment Facility to meet the ammonia limits; and,

WHEREAS, Westech Engineering has submitted a proposal to complete a preliminary design report which would give the City a 25-30% design on the new Wastewater Treatment Facility; and,

WHEREAS, the preliminary design report would allow the Department of Environmental Quality (DEQ) to review the proposed improvements and determine if they will be adequate to solve the ammonia exceedances; and,

WHEREAS; the preliminary design report would allow a review period before the engineering and design are too far along to make adjustments if needed; and,

WHEREAS; the City has secured a grant from Marion County for the design and engineering cost of the Wastewater Treatment Facility improvements, and the preliminary design report would fall under that grant expense; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Aumsville hereby supports and endorses the proposal to secure a preliminary design report from Westech Engineering for a 25-30% design on a new Wastewater Treatment Facility, in an amount not to exceed \$125,000, from Fund 019-636.

PASSED and adopted by the City Council of the City of Aumsville on this 27th day of February, 2023.

Approved by the Mayor on this 27th day of February, 2023.

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Angelica Ceja, Mayor

ATTEST:

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Ron Harding, City Administrator