

**City of Falls City  
City Council Regular Meeting  
Thursday October 08, 2015  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344**

**Council Present:** Mayor Terry Ungricht, Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles

**Staff Present:** JoHanna Hewitt, City Clerk; Don Poe, Public Works Lead

Mayor Ungricht called the meeting to order at 7:00 PM.

**1) Roll Call**

Clerk Hewitt took roll call. Julee Bishop was absent. Lori Jean Sickles left the room at 7:22pm returning at 7:24pm and again at 8pm returning at 8:01pm.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

**3) Motion to adopt the entire Agenda**

A motion was made by Councilor T. Meier and seconded by Councilor D. Sickles to adopt the entire Agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**4) Consent Agenda: Motion Action Approving Consent Agenda Items**

Council had brief discussion on three topics of last meeting minutes and suggested corrections. A vote was called by Mayor Ungricht to approve the Consent Agenda as amended pages 4 & 5 of Bills; page 4 copied twice, Mayor's Report- page 9, Item c- Jill Anzalone will clean weeds, not Councilor J. Drill and Item d- Mayor Ungricht estimated an amount of \$2600 for repairs on the Dayton Street Bridge. Thus far funding has come from Street, Water & Sewer. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**5) Public Comments:**

None

**6) New Business:**

**A) Request for Qualifications (RFQ) for Master Water Plan-**

Mayor Ungricht distributed a copies the RFQ for the Master Water Plan after the City Council Meeting Packet was finalized (Exhibit A.) He informed Counsel that Council of Governments (COG), Infrastructure Finance Association (IFA) & the City's Master Water Plan Review Panel had input in the RFQ. The RFQ will be published with the League of Oregon Cities, the Daily Journal of Commerce at minimal cost and our City's website. Copies will also be given to the three engineers the Mayor spoke with while forming the RFQ.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to approve the RFQ Master Water Plan and direct staff to publish the RFQ for bids. Motion carried 5-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

**B) Marijuana Update-**

Several options were discussed at great length including a direct ban, taxation and zoning restrictions on dispensaries. Conversation led to strict zoning restrictions; 1000 feet from schools

and parks with revenue from grow sites. By consensus, Counsel directed Mayor Ungricht to pursue strict zoning restrictions; 1000 feet from schools and parks with revenue from grow sites.

**7) Correspondence, Comments and Ex-Officio Reports-**

**8) Mayors Report**

Mayor Ungricht noted that Frink's Store helped with workers and equipment. He suggested that two \$50 gift certificates be purchased from the Boondock's for Scott Barry and Heath Courtney- employees of Oregon Association of Water Utilities, who helped with replacement at no cost to the City.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to allow one \$50 gift certificate to be given to the each of the two employees of the Association for helping us out. Motion carried 5-0-0-. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Gerald Melin, Dennis Sickles.

Mayor Ungricht distributed a copy Public Works Staff Report 9/1/2015 – 10/1/2015 at the Beginning of the meeting. (Exhibit B) Discussion followed regarding the waterline service bands, one of which was displayed for Council to view its extensively deteriorated condition. Don Poe, Public Works Lead Worker informed Council he estimates 1/3 of these service bands throughout the City's system are in the same condition. He added these were put in ground approximately 1949 to 1955, which explains the corroded brittle condition and need for replacement.

Mayor Ungricht spoke about the paint flaking and allowing metal to rust on the water tank. He added the fact, Tri-met has agreed to replace the paint as it lasted only 15 years not the 20 years as stated upon warranty when purchased.

Mayor Ungricht mentioned Aubrey Rodewall is attending Western Oregon University for Law Enforcement training. She is willing to volunteer as Code Enforcement for experience and credit in classes. Councilor J. Drill expressed concern sending a person out alone to some residences and not in the best interest of the City to issue citations. She would like to hold a special meeting with a longer discussion and time to think about it. Mayor Ungricht suggested meeting with Mayor Daulton of Dallas as they did a class and could provide our court needs. He will see him at the upcoming League of Oregon Cities Meeting. Councilor J. Drill agreed a meeting with Mayor Dalton, Dallas City Manager and Falls City City Council may be beneficial.

Councilor J. Drill requested an automatic, flashing crosswalk sign place at the school crosswalk. After brief discussion, it was deemed too costly for the City's budget at this time.

**9) Council Announcements**

Councilor J. Drill inquired as to the status of power at Lower City Park. The Park's Committee is looking into getting different timers to prevent future tampering.

Councilor T. Meier brought up an issue of city Council members missing meetings. Mayor Ungricht will look into the specifics and take appropriate action.

Councilor D. Sickles stated he received a phone call from the school and asked the other councilors if they had received one as well. All confirmed they had. Mayor Ungricht will publicly post the meeting due to the probability of a quorum.

Councilor J. Drill would like to have an ordinance to eliminate the strong smell of maturing recreational marijuana plants in backyards throughout the city. However, it is now legal for individuals to grow four recreational plants per household and medical growers to grow six medicinal plants per card as long as they are out of view of passersby. Councilor D. Sickles added that we have no way to enforce the ordinances the City has in place now.

Councilor J. Drill addressed two vacant houses on Sheldon. One is a burned home with the front porch collapsed and the other is a mobile home property, both posing hazards. She has spoken to Chief Young of the Falls City Fire Department. He inquired of Councilor J. Drill to ask what the City would like to do with those two pieces of property. Chief Young has offered to lend the assistance of Fire Department in a Learn to Burn opportunity if the City wishes. Mayor Ungricht stated these are private properties. A Learn to Burn had been initiated but will have to check with Domenica to see where this property is in process. It was suggested Councilor J. Drill contact the owners and get further information.

Councilor J. Drill informed Council that there are families with small children living in some of these homes on Ellis, Bryant, Sheldon, Lombard and South Main especially, without running water making for unsanitary conditions. The Mayor agreed squatters are a real problem. Unless it is a code violation, the City has no recourse. Even so, we would send a letter but could not evict them. Perhaps if a landowner would call the sheriff it could possibly be deemed breaking and entering. Mayor Ungricht has spoken with the County about the issue. They offer no help. He suggested Councilor J. Drill use the Polk County Quick Search website and the City a letter to the owners of record regarding the situation. Where children are present, Department of Human Services (DHS), Department of Environmental Quality (DEQ) and the Oregon Health Authority (OHA) would be the best resources to inform. If there is a Code violation, the City will send a letter. Mayor Ungricht included that if the County takes a home for back taxes, the City will not be paid for existing liens, if any. Mayor Ungricht will speak to City of Governments (COG) and our City Attorney on the matter if needed.

Councilor J. Drill announced the upcoming Town Hall meeting October 27th 2015. A sewer rate increase was discussed at the last Town Hall meeting and the few citizens that attended were not in favor.

The sewer rate increase and its potential revenue were discussed at the recent Public Works meeting. They are in favor of a bond issue. Mayor Ungricht pointed out Falls City has a badly designed system with 177 hookups. He said our previous project had been funded with 50% grant money. Now this project type runs at only 10 % grant funded. Mayor Ungricht suggested the City could conduct a survey on the 177 users. He is certain the City would then qualify as low income in order to increase grant monies. This could come from a Community Block Development Grant (CBDG); however, as of right now, we do not qualify for a CBDG. Even so, it would not enough to cover total costs. Mayor Ungricht does not want to see rates increase for those on the system, however should the system be improved; he would like to see established commerce and new business hook-ups. He would like the community to come together and donate to this growth.

## **10) Adjourn**

The meeting adjourned at 8:12 pm.

T. J. Ungricht Mayor Terry Ungricht

Attested: J. Hewitt City Clerk JoHanna Hewitt

This project was funded in part with a financial award from the Water Fund, funded by the Oregon State Lottery and administered by the State of Oregon, Business Development Department



*Exhibit A*

**CITY OF FALLS CITY**

**REQUEST FOR QUALIFICATIONS**

**CITY OF FALLS CITY WATER MASTER PLAN**

**CONTRACT ADMINISTRATOR AND SUBMITTAL LOCATION:**

Terry Ungricht  
Mayor/Manager  
City of Falls City  
299 Mill Street  
Falls City, OR 97344  
[mayorungricht@fallscityoregon.gov](mailto:mayorungricht@fallscityoregon.gov)

ISSUE DATE: October 15, 2015  
RFQ CLOSING (DUE) DATE: November 23, 2015 at 3:00pm

**NO LATE RESPONSES WILL BE ACCEPTED**

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**Scope of service requested:**

The City of Falls City, is soliciting qualifications from qualified engineering consultants to complete an updated Oregon Health Authority (OHA) Drinking Water program-approved Water Master Plan in accordance with the "guidelines for Preparation of Planning documents for development of Community Water Systems Projects and OAR 333-061-0060(5), as well as a Capital Improvement Plan, Water Rate Study, Water Management and Conservation Plan in accordance with the Oregon Water Resources Department (OWRD) requirements. The Water Master Plan shall be approved by the Oregon Health Authority (OHA) and be acceptable for making application for funding through Business Oregon, Infrastructure Finance Authority (IFA) and USDA Rural Utilities Service. The successful firm will review the City of Falls City existing Water Master Plan, construction documents and other relevant information, to develop a plan allowing for managed growth and responsible infrastructure replenishment.

**Background:**

The City of Falls City 1993 Master Plan needs to be updated. There have been significant changes since 1993 including the construction on the Water Treatment Plant in 1999. In 2000, the DEQ completed a source water assessment of Teal Creek and Glaze Creek. In 2001, the city conducted a buildable lands inventory. In 2001, the Water System section of the Comprehensive Plan was updated.

Water Sources.

The Falls City water system obtains its water from two sources, Teal Creek and Glaze Creek.

Teal Creek is a tributary of the Little Luckiamute River. The river intake is located approximately three (3) miles southwest of Falls City. The intake consists of an L-shaped concrete diversion box formed against the rock on the north river bank. The city has water rights on Teal Creek at the intake for 1.0 cubic feet per second (cfs) or 0.65 million gallons per day (mgd). Teal Creek has high levels of turbidity throughout the year. The intake collects an adequate amount of water and at times, the city diverts the majority of creek flow into the intake.

Falls City has used Glaze Creek, a tributary of Teal Creek, as a water supply for Falls City since 1982. Glaze Creek, located on the southern slopes of the Teal Creek drainage basin, combines with Teal Creek approximately 1,000 feet downstream of the Teal Creek intake. The intake on Glaze Creek is located approximately 1,500 feet upstream from the junction of the two creeks. The Glaze Creek source has a history of good water quality with turbidity levels consistently low throughout the year. The city uses Glaze Creek as a water source year round. The city has a permit on Glaze Creek to withdraw 2.0 cfs (1.3 mgd).

State Permits.

Falls City holds the following water permits with the State of Oregon as shown in Table 1.

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**Table 1  
Falls City Municipal Water Rights Permits**

| <u>SOURCE</u>   | <u>Permit Number</u> | <u>Quantity</u>     | <u>File Date</u> | <u>Status</u>  |
|---|----------------------|---------------------|------------------|--|
| Teal Creek (Tributary of Little Luckiamute River)       | 2700                 | 1.00 cfs / 0.65 mgd | 1915             | Developed / Water Source                             |
| Bouhey Creek (Trib. Of Teal Creek)                      | 4592                 | 0.50 cfs / 0.32 mgd | 1920             | Undeveloped  |
| Little Luckiamute River (Trib. Of Big Luckiamute River) | 13970                | 0.50 cfs / 0.32 mgd | 1939             | Not Used Presently                                   |
| Albert Teal Spring (Trib. Of Teal Creek)                | 35215                | 0.26 cfs / 0.17 mgd | 1970             | Developed (used as water source – abandoned in 2000) |
| Rattling Spring (Trib. Of Teal Creek)                   | 42509                | 0.80 cfs / 0.52 mgd | 1920             | Permit Cancelled                                     |
| Berry Creek (Trib. Of Little Luckiamute River)          | 35222                | 1.00 cfs / 0.65 mgd | 1970             | Undeveloped<br>Permit reinstated 2012                |
| Glaze Creek (Trib. Of Teal Creek)                       | 46807                | 2.00 cfs / 1.29 mgd | 1982             | Developed / Water Source                             |

Source: Falls City Water System Master Plan, 1993.

Cfs: cubic feet per second; mgd: million gallons per day

Distribution System.

The pipes in the distribution system are mainly asbestos cement (AC) and polyvinyl chloride (PVC). Newer segments of pipe are PVC, and all of the 1998-2000 upgrades to the system used PVC pipe. There are some AC pipes remaining in the system.

Supply System.

Portions of the intakes and transmission lines are vulnerable to damage that may cause disruptions of the water supply.

Treatment Plan.

In 1999, the City constructed a 600,000-gallon reservoir with slow sand filtration that replaced the earth impoundment. Starting in 1998, the city also upgraded the treatment system. Water storage includes a 600,000 gallon reservoir, a 225,000 gallon clearwell, and approximately 1,000,000 gallons of water in

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the pipes.

#### Improvements made to the Water Distribution System.

In 2014, new programmable logic controllers (PLC) was installed at the Water Treatment Plant.

#### Current Demand.

The population of Falls City is 950 people. There are 445 metered water services inside and outside city limits, including two bulk water meters. The City sells bulk water to Luckiamute Domestic Water Cooperative.

#### **Work Products to Be Produced Within Scope of Work:**

A final Water Master Plan meeting the above general requirements and also addressing:

- 1) Development of a current water system map.
- 2) Development of a hydraulic model of the transmission/distribution system.
- 3) Evaluation/replacement of the intakes and transmission lines.
- 4) Evaluation and estimate of how much water the sources can reliably provide during the low flow period and status of all City water rights.
- 5) Evaluate the need of a backup ground source of water to supplement the surface water rights.
- 6) Development of a Water Management and Conservation Plan.
- 7) Provide a rate study including a financial analysis.
- 8) A summary of the overall plan that includes the water quality and service goals, fire flows, identify present and future water system deficiencies, the engineer's recommended alternative for achieving the goals and correcting deficiencies, and the recommended implementation schedule for constructing improvements.
- 9) Evaluate Industry Standards and Agency requirements to create a standard infrastructure specification for new construction within the City.
- 10) Prepare cost estimate for anticipated improvements to the water system. Index costs for future implementation. Include a priority list for implementation of improvements.
- 11) Submit the Water Master Plan to the City and the Oregon Public Health Department for review and approval.

In addition, the Consultant shall provide the following deliverables:

- 1) Bi-weekly progress reports submitted to the City's Manager
- 2) Itemized monthly invoices and charges
- 3) Six (6) copies of the draft Plan for City Review
- 4) Up to 20 copies of the draft plan distributed to stakeholders and regulators
- 5) Twelve (12) Hard Copies of the finalized Plan
- 6) Three (3) digital copies of the finalized Plan in Adobe Acrobat format (pdf) on read-only CDs or DVDs

#### Meetings.

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The Consultant shall be required to attend, as a minimum, a study kickoff meeting, a draft plan submission meeting, a draft plan review meeting, and a City Council Meeting. Additional meetings may be required, as needed, for collaboration and information sharing between Consultants and City and/or to resolve unforeseen issues or to discuss problematic study obstacles that arise.

Communications.

The Consultants selected will be required to communicate with the City, as needed, concerning project-related issues via telephone, electronic mail, and post mail.

Project Milestones.

Dates indicated are dates the City desires to meet or exceed. However, the Consultant is strongly encouraged to realistically consider its ability to meet each of these milestones and to submit a schedule that it is confident it can meet.

|    |                                     |                              |
|----|-------------------------------------|------------------------------|
| A. | Issue RFP                           | October 15, 2015             |
| B. | Site Visit, mandatory               | November 2, 2015             |
| C. | Questions and protests due          | November 9, 2015 at 10:00 AM |
| D. | Written response to questions       | November 16, 2015            |
| E. | Submittal of Proposal               | November 23, 2015 3:00 PM    |
| F. | Bid Opening                         | November 23, 2015 3:00 PM    |
| G. | Notice of Intent to Award           | November 30, 2015            |
| H. | Execute contract/Notice to Proceed  | December 31, 2015            |
| I. | Approval of draft plan by OHA & IFA | July 1, 2017                 |
| J. | Project closeout                    | September 1, 2017            |

**Contracting, Fees:**

The selected Consultant will enter into an agreement with the City for these services with the fee stipulated as a "Not-To-Exceed" fee.

**Selection Process:**

The Request for Qualifications (RFQ) and the selection process will be conducted pursuant to the terms of the RFQ and the Oregon Attorney General's Model Rules for Consultant Selection, OAR 137-048-0200. This is a direct appointment procedure and the City will select the Consultant that will best serve the City's needs based upon the qualifications provided in response to the RFQ and any other information gathered by the City. A selection panel will review responses. The panel reserves the option to interview one or more finalists. The City will investigate a proposer's responsibility and will consider information obtained from any source as part of its evaluation, at any time prior to execution of the contract. After considering the qualifications of each proposal, the City will use the direct appointment process under OAR 137-048-0200 to select the Consultant that best meets the needs of the City for this particular project.

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### Proposal Requirements:

The Proposer and all firms, subsidiaries and individuals providing professional services shall be currently licensed to practice in each of their respective areas of professional expertise in the State of Oregon, and shall comply with all State of Oregon Architect and Professional Engineer licensure requirements.

The submittal must include the following, in addition to what is required to comply with the Evaluation Criteria below:

- The firm's name, address, phone number, and facsimile number;
- The name of the contact person within the firm and his/her email address;
- A resume of the firm's key personnel who would be assigned to this Project, by discipline;
- The name and Oregon registration number of the Project engineer; and
- Date of completion of each referenced stage;

### Evaluation Criteria:

Please indicate in writing the following information about your firm's ability and desire to perform this work. There is no page limitation on submissions, but succinct responses are requested.

- **Introduction.** Provide general back ground information about your firm. Include: firm's name, address, phone, fax, email, and name of firm's contact person for this project, with contact information.
- **Familiarity with Falls City.** Describe your firm's familiarity with Falls City, especially as it relates to the water system.
- **Project Understanding.** Describe your understanding of the project and the City's water system.
- **Project Approach and Scope.** Describe your approach to the project. Include discussion of: approach to relevant issues, coordination with City, regulatory agencies, and firm's staff. Describe proposed deliverables and timeline.
- **Project Team.** Provide a summarized resumes of key project team members. Identify role in project and Oregon registration numbers.
- **Planning Experience.** Describe planning and related engineering experience of the project team and firm. Emphasis should be on Water System Master Plans and relevant planning and engineering experience of the key project team members.
- **Small Community Experience.** Describe experience working with small cities and communities, especially as it relates to water planning and engineering. Emphasis on the experience of the key project team members.
- **Funding and Regulatory Experience.** Describe experience working with funding and regulatory agencies in Oregon. Emphasis on projects in small cities and communities, especially as relates to water projects and on the experience of the key project team members.

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- **Costs and Billing.** Describe your cost estimate for this project, including any costs or expenses that are specifically excluded from the estimate. Describe how you propose to bill for the work and your billing practices.
- **References.** Provide four (4) references and contact information. Describe relationship and past work with each reference. Provide contacts for the last three Master Water Plan clients.

**Selection Timetable:**

The selection timetable described below will be used for this Project.

|                      |   |
|----------------------|---|
| October 15, 2015     | Issue RFQ                                   |
| November 2, 2015     | Mandatory Site Visit                        |
| November 23, 2015    | Proposals Due                               |
| November 23-30, 2015 | City Evaluation Process                     |
| December 15, 2015    | Consultant Selection and Contract Execution |

**Submission:**

Submit seven (7) copies of your written proposal to be received by the closing date and time listed in this document to:

Terry Ungricht  
Mayor  
City of Falls City  
299 Mill Street  
Falls City, Oregon 97344

Information shall be presented in the same order as the above evaluation criteria. Your response must be signed by an officer of your firm with the authority to commit the firm.

The City may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon finding by the City that it is in the public interest to do so.

Please note that throughout this Project, the City will not accept responses or queries that require the City to pay the cost of production or delivery.

Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.

**Questions:**

All questions and contacts with the City regarding any information in this RFQ must be addressed in written form to Terry Ungricht at the address, email or fax listed in this document.

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**Change or Modification:**

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ. Prospective proposers should contact the City for any such changes prior to submitting a proposal.

The City reserves the right to seek clarifications of the proposed project approach, projected costs, or the assignment of resources, the right to negotiate a final contract which is in the best interest of the City, and the right to reject any or all proposals if it would be in the public interest to do so.

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Exhibit B

PUBLIC WORKS STAFF REPORT 9/1/15 10/1/15

TUE 1, Paper work WTP.

Wed 2, Went into Van Wells pick up lumber for Dayton St. bridge project, repair water service 848 Parry RD.

Thurs 3, Water and Sewer samples, finish 848 Parry RD. W/O Leak check 494 Fair Oaks.

Fri 4, Upper park maintenance, W/O 474 leak check, locate 18 North Main, Dayton ST. Project.

Sat and Sun 5, 6, Routine water and sewer.

Mon 7, Routine water and sewer, holiday.

Tue 8, Bridge project.

Wed 9, Bridge project, deliver bottles for Lead and Copper samples.

Thurs 10, Bridge project, pick up Lead and Copper samples.

Fri 11, Upper park maintenance, Dallas gas.

Sat 12 and Sun 13, Routine water and sewer.

Mon 14, Work on road grader.

Tue 15, Liquivision came out to clean Reservoir, had to call it off paint coming off, called engineer for recommendation, called paint company.

Wed 16, Broken water main Mill ST, Cummins, service generator WTP.

Thurs 17, King Pumping, pump tank on 130 Montgomery, took down tent upper park, pick up brush for High School, pick up garbage cans from falls park, delivered shut off notices.

Fri 18, Bridge project.

Sat 19 and Sun 20, Routine water and sewer.

Mon 21 Bridge project.

Tue 22, Bridge project.

Wed 23, Repair service line, Fair view.

Thurs 24, Meter reading.

Fri 25, Park maintenance, rereads.

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Sat 26 and Sun 27, Routine water and sewer.

Mon 28, repair leaking water service 180 Lombard ST.

Tue 29, Cleaned upper shop.

Wed 30, Water line prep on Mill ST.

Thurs 1, Water line Mill, took log for new entry sign over to Waren Gookin shop, he is going to put letters on it for the city.

The city water loss for September was 23%, but we had one main brake, one very large water service leak, also had to dump most of the water in the clear well at water treatment plant.

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