CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

AGENDA

CITY COUNCIL – REGULAR MEETING

Troutdale City Hall - Council Chambers
219 E. Historic Columbia River Hwy. (Lower Level, Rear Entrance)
Troutdale, OR 97060-2078

Tuesday, September 27, 2016 – 7:00PM

Mayor
Doug Daoust

City Council
David Ripma
Corey Brooks
Larry Morgan
Glenn White
Rich Allen
John Wilson

City Manager
Craig Ward

1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.

2. CONSENT AGENDA:

2.1 MINUTES: July 12, 2016 Regular Meeting and August 9, 2016 Regular Meeting.

2.2 RESOLUTION: A resolution authorizing the City Official to execute an Intergovernmental Agreement with the Port of Portland for cost sharing of local matching funds for the MTIP grant funded 40-Mile Loop: Blue Lake Park to Sundial Road project.

3. PUBLIC COMMENT: Public comment is limited to comments on non-agenda items. *Remarks shall be limited to 5 minutes for each speaker unless a different time is allowed by the Mayor. The Mayor and Council should avoid immediate and protracted response to citizen comments.*

4. PUBLIC HEARING / ORDINANCE (Introduced 9/13/16): An ordinance vacating segments of SE Kibling Avenue and SE 7th Street rights-of-way at the Troutdale Elementary School Site.

Chris Damgen, Planning Director

5. PUBLIC HEARING / ORDINANCE (Introduction): An ordinance amending section 1.04.010 – Definitions of the Troutdale Municipal Code to include definitions for Police which recognize contracted police services.

Sarah Skroch, City Recorder

6. PRESENTATION FROM CHAMBER AND COUNCIL DISCUSSION: The Role of the Council Liaison to the West Columbia Gorge Chamber of Commerce (WCGCC).

Karen Young, Executive Director, WCGCC
Bob McDonald, Interim Director, WCGCC
Cheryl McKinney, President, WCGCC

7. **RESOLUTION:** A resolution adopting the Water Management and Conservation Plan dated August 2016.

Steve Gaschler, Public Works Director

8. **PUBLIC HEARING / ORDINANCE:** An ordinance amending Chapter 12.03 of the Troutdale Municipal Code, Water System.

Steve Gaschler, Public Works Director

9. **STAFF COMMUNICATIONS**

10. **COUNCIL COMMUNICATIONS**

11. **ADJOURN**

Doug Daoust

Doug Daoust, Mayor

Dated: 9/21/16

City Council Regular Meetings will be replayed on Comcast Cable Channel 30 and Frontier Communications Channel 38 on the weekend following the meeting - Saturday at 2:30pm and Sunday at 9:00pm.

Further information and copies of agenda packets are available at: Troutdale City Hall, 219 E. Historic Columbia River Hwy. Monday through Friday, 8:00 a.m. - 5:00 p.m.; on our Web Page www.troutdaleoregon.gov or call Sarah Skroch, City Recorder at 503-674-7258.

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to: Sarah Skroch, City Recorder 503-674-7258.

DRAFT

MINUTES
Troutdale City Council – Regular Meeting
Troutdale City Hall – Council Chambers
219 E. Historic Columbia River Hwy.
Troutdale, OR 97060

Tuesday, August 9, 2016 – 7:00PM

1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.

Mayor Daoust called the meeting to order at 7:00pm.

PRESENT: Mayor Daoust, Councilor Ripma, Councilor Morgan, Councilor White, Councilor Allen and Councilor Wilson.

ABSENT: Councilor Brooks (excused).

STAFF: Craig Ward, City Manager; Ed Trompke, City Attorney; Susan Skroch, City Recorder; Erich Mueller, Finance Director; Steve Gaschler, Public Works Director; and Tim Seery, Parks and Facilities Superintendent.

GUESTS: Guest speakers are referenced in the meeting minutes.

Craig Ward states there are no amendments to the agenda.

2. CONSENT AGENDA:

2.1 MINUTES: February 16, 2016 URA & City Council Special Meeting, April 12, 2016 Regular Meeting, and May 10, 2016 Regular Meeting.

2.2 RESOLUTION: A resolution recognizing the completion of the public improvements associated with the Cherry Park Lane subdivision and accepting them into the City's fixed asset system.

2.3 RESOLUTION: A resolution adopting a revised plan for the implementation of speed humps within the City of Troutdale.

~~**2.4 MOTION:** A motion to appoint Councilor Larry Morgan as the alternate on the Metro Policy Advisory Committee (MPAC)~~

Pulled from the Consent Agenda and moved to the Regular Agenda immediately following the Consent Agenda.

2.5 MOTION: A motion to approve expenses for the Regional Mayor's Meetings and the Metropolitan Mayors' Consortium for an amount not to exceed $1,122.00.

Councilor Ripma asks, Mr. Mayor, could we pull 2.4 off the consent agenda and have it during the regular agenda?

Mayor Daoust states we will pull 2.4 and discuss it immediately after the consent agenda.

MOTION: Councilor White moves to approve the consent agenda minus Item 2.4. Seconded by Councilor Morgan. The motion passed unanimously 6-0.

2.4 MOTION: A motion to appoint Councilor Larry Morgan as the alternate on the Metro Policy Advisory Committee (MPAC)

Councilor Ripma states there was a misunderstanding. You brought up the appointment of the alternate to Councilor Morgan under council concerns and we never really discussed it. I wanted a voice vote.

Mayor Daoust states when I brought it up I asked if anyone was interested and Councilor Morgan said he was interested. And then Councilor White said if nobody else wants to do it then he'd do it. But since Councilor Morgan said he wanted to do it that's why the appointment is that way. Given that, I forwarded that request to the City Councils of Wood Village and Fairview because they too have a say because the position is for Other Cities in Multnomah County. The City Councils of Fairview and Wood Village unanimously supported Councilor Morgan as the alternate.

Councilor Wilson states I would like to know from Councilor Ripma why you want to pull this off.

Councilor Ripma responds Councilor White expressed an interest in doing it to me and I would prefer him.

Mayor Daoust states I already considered Councilor White's statement.

Councilor White states if you read on the agenda here you asked us the night of the 26th. The same night it was already being reviewed on the consent agenda for Wood Village and on July 20th, six days prior to that, Fairview had already voted on it as Councilor Morgan. I felt like Council was completely left out of this.

Sarah Skroch, City Recorder, states that was a typo, our meeting was the 12th of July, not the 26th.

Ed Trompke, City Attorney, states Section 18C of the Charter states the Mayor nominates and the Council approves appointment of members for commissions, boards and committees established by ordinance or resolution. The Mayor appoints councilors and others to represent the City on community and intergovernmental organizations. It is my understanding this is an intergovernmental organization.

Councilor Ripma states this same exact thing came up in the Jim Kight era. MPAC has its own rule that requires each City to appoint and the council votes on it. That's how we've always done it. I realize it was just a discussion group but this is representing the 3 Cities.

Mayor Daoust states I raised the appointment of Councilor Morgan to the entire Council. The first time I brought it up I asked who was interested in being on MPAC. Councilor Morgan said he was interested and Councilor White said he was interested if nobody else was. So in my mind Councilor Morgan was the one who raised his hand. I brought it up again to the entire Council and said I was going to appoint Councilor Morgan as the

alternate for MPAC. A second time I brought it up and nobody said anything. Then I went to Fairview and Wood Village Councils and I told the Mayors of those 2 Cities that Troutdale has agreed that Councilor Morgan is going to be the alternate and that they needed to take it to their Councils and take a vote. They got back to me after their Council meetings had voted and said they passed it. Not only did they pass that Larry could be the alternate through the end of the calendar year but they also said it was okay if he takes the next 2 calendar years term. That is the way it happened.

Councilor Ripma states I'm not objecting to your recruitment. I'm just saying we never had a vote of Council and I didn't want to do it on the consent agenda. I'm asking for a vote.

Mayor Daoust states the reason we didn't vote is because of what Ed just read. That was brought up when I brought it up the second time. Ed read the very same thing that he read tonight that we don't need to vote on it. The Mayor appoints to outside committees.

Ed Trompke states the City has adopted a home rule ordinance and the home rule ordinance doesn't just apply to the County it also applies to other governments including Metro. It says that the City's authority under the Charter extends to the furthest extent possible under the Constitution in that Metro's powers in the City and the County's powers in the City only extends to the extent required by the Constitution. My interpretation of that is that the Charter is the controlling document here.

Councilor Ripma states this doesn't have to do with power. It has to do with the rules of MPAC. MPAC requires the Cities to vote. City Councilors are supposed to pick this position anyway. I wanted to see if the Council agreed with the Mayor's appointment. That's why I pulled it off the consent agenda.

Mayor Daoust asks do we need to approve 2.4?

Ed Trompke responds my take on it is that the appointment is effective because the Charter says you have the appointment authority. I think I was interpreting the fact that it was on the consent agenda as a courtesy to Council to say we're making you part of the process. I would be happy to give you something in writing if needed, a legal opinion, that the appointment is effective as of the Charter under the home rule authority.

Mayor Daoust states given the fact that Wood Village and Fairview agreed, Larry will be the alternate.

3. PUBLIC COMMENT:

Bruce Wasson, Troutdale resident, states last May I came before the City Council with the address issue. I have heard nothing back from the City on this about wanting to change my address. I was wondering what has been done. As far as I know the City has not rescinded the information they sent out to the agencies that my address was to be changed. I have received no notification it has. As far as I know nothing has been done. This grid, which you all saw when I originally came before the Council, I think the City ought to rescind that entire grid because of GPS and all the ways you can find an address

now. This is something basically out of the dark ages. This thing is no longer relevant. I would like the City Council to make a resolution not only for myself but for the other people who have had problems with this address grid issue. I would like the Council to give direction and see that something is done.

Mayor Daoust responds thank you. We will have staff give you an update.

Craig Ward states we have not prepared any code amendments. I thought Steve Winstead had gotten back to Mr. Wasson and I apologize that that apparently hasn't happened. I appreciate you letting us know.

Bob Skipper, retired Sheriff, stated this is Mike Reese the Undersheriff of Multnomah County Sheriff's Office who will be taking over the position of Sheriff next week. I thought it was a good opportunity for you to meet Mike. I've known him for 27 years and he worked for me for 5 years before he went to the City of Portland under a transfer. He was one of the people who was so instrumental in helping to deal with Columbia Villa when it was such a problem area. That was just one of his many accomplishments.

Mike Reese, Multnomah County Undersheriff, states I really appreciate the opportunity to come tonight and introduce myself and tell you how excited I am to join the Multnomah County Sheriff's Office again. It is an excellent organization committed to public service as am I. As Sheriff Skipper said, I'm the Undersheriff right now and I'll be sworn in as the Sheriff on August 17th. From my perspective it's an opportune time for the Sheriff's Office which is a great organization and we are at the forefront of community based policing before it was even called community policing. I learned early in my career what it meant to connect with the community and the power of getting community members and the police aligned to protect our community and make it safer. I'm committed to public service and I really have dedicated my professional career to doing my very best to protect and serve our communities. I look forward to working with all of you. Thank you for your service as well.

4. DISCUSSION: Rebuilding options for Imagination Station.

Steve Gaschler, Public Works Director, states this has been a really difficult issue for me to grapple with and work on. This item to me is much more subjective and has much more to do with your read on the community and what they want and support. We have split this up because there is a lot of information. What we're looking for is direction from Council on replacement options of Imagination Station. We're not looking for Council to select a vendor tonight. The next question we're looking to get answered is should the entire structure be replaced at this time or only the damaged portion. Then for either of those options which materials would the Council favor on replacement options. The structure was built in 1994. There was a major overhaul cleanup and deck replacement in 2013. In February of this year there was an inspection completed by Leathers with recommendations for repairing many components and consider replacing the entire structure due to the age and deficiencies. In April of this year the fire occurred and it destroyed part of the structure. We have spent the last 3 months conducting public outreach and committee meetings and here we are tonight.

Tim Seery, Parks and Facilities Superintendent, states approximately 4 months ago today a senseless tragic crime happened to our Imagination Station. In the last 4 months the Parks Advisory Committee (PAC) has held 2 Town Hall meetings discussing options and different concerns people have for the rebuilding of the playground. Through those 2 meetings they were 60% metal replacement and 40% recycled materials as the current structure stands. On June 12th Mayor Daoust, myself, and Play by Design held a Design Day with the children at Sweetbriar School in Troutdale. The children were full of energy and many ideas. The children wanted many activities and material that wouldn't burn. The playground Subcommittees met before each PAC meeting to discuss all of the options and what the next step is in rebuilding the playground. On July 6th the Subcommittee recommended to the PAC full replacement of the structure based on cost, ADA compliance, longevity and low maintenance. The PAC produced a unanimous decision to replace the entire structure with new materials. On July 12th the playground Subcommittee chair, Ryan McNaughton, made the recommendation of replacement to Council and the advantages of full replacement. On July 30th the PAC added information provided at the Bite of East County to enlist more volunteers and to direct donations to City Hall for rebuilding the playground. We added 26 more volunteers. It was agreed upon that the replacement of the plastic style playground was the direction that most citizens wanted to go. We want to rebuild so the children can grow and play. We're ready to do what the Council directs. One point I would like to make is that back in 1996 to 1998 the City replaced the wooden play structures throughout the City which are all standing today and require minimal maintenance.

Erich Mueller, Finance Director, states as we've outlined and mentioned in the staff report there are a lot of factors that go into considering this and making this decision. There are cost considerations, insurance considerations, community involvement and options for full replacement versus just the damaged replacement. We need to weigh all of those and consider. The choice tonight is not to select a design or vendor or award a contract but for Council to provide staff direction for the next step. That is fundamentally to determine if we are going to solicit for proposals to replace the entire structure or just the damaged portion. There is a great deal of material in your packet. There are also a couple of the vendors here tonight and they have presentations to share with you. Councilor Wilson had talked at the last meeting in particular about the costs that were mentioned were squishy. I would say that the numbers are less squishy but they are far from certain, far from final and far from complete. The numbers provided by the vendors are by no means the total cost of this project. These are quotes and estimates only. On the insurance, that was something that was discussed all the way back at the Budget Committee meetings. CIS provides our insurance and we have a guaranteed replacement value policy that covers this particular structure. How that is going to work is going to depend on what the Council chooses to do about replacement. We talked about before the like, kind and quality. Cost associated with what was there versus what we might choose to put there. The degree that that differs will be an incremental cost that the City would pay beyond what insurance might provide. As I outlined in the staff report at the moment it's estimated to be about $180,000 once we take the deductible off. It's not something CIS has issued a final decision on. They're sort of waiting for us to decide what it is we're going to do before they settle the claim. There has been about $7,500 in donations that have been received thus far. That can change day by day. In the staff report all of the Exhibit A's are one from each different vendor. Those are each for the fire damaged only replacement

options. All the Exhibit B's are proposals for replacing the entire structure. Exhibit C is the condition assessment report that was done by Leathers back in February that Steve mentioned. There is also extensive community input that was provided and included in the packet. The final packet Exhibit is additional presentation material provided by Play by Design. The costs are recapped for the 2 different options on page 4 of the staff report. There are a lot of numbers on that page because from staff's standpoint we were trying to budget based on what we believe was prudent which is if we were going to contract for all the work to be done. If there is a volunteer component that could lower the costs. The scope of what work has to be accomplished and the volume of volunteer labor is less than certain so we wanted to try and outline if we ended up with zero volunteer labor and had it all done by contractors. These costs again are estimates. There is potentially additional site preparation, demolition, landscaping replacement, play area fill material, on-site storage, and security of materials will have to be installed, etc.

Mayor Daoust states we have a handout. It's a read on the community. It's responses to a simple question on Facebook. If you read through them you'll see how the public responded to the wood versus metal for the new structure.

Councilor Allen states I see the comments on wood and that was my initial thought too. However, do you have the cost estimates of what it took to build the original one and how much we spent on maintenance since? The comments say that people want wood but my understanding is that wood has turned out to be very expensive to maintain.

Mayor Daoust responds the initial amount when we built it back in 1994 we raised $150,000 in cash to help build it and $150,000 in addition to that in donated materials for a total of $300,000. The maintenance amount is something the City is going to have to answer.

Erich Mueller states the project in 2013 for Imagination Station which was more than just structure was about $110,000 of expenditure out from the City. I don't have a number in terms of volunteers.

Councilor Allen states I would like to know if those comments are for wood or wood like.

Mayor Daoust states we're not going to build any play structure out of wood from now on. Play by Design and Leathers don't use wood anymore. They use a composite plastic material.

Councilor Wilson states I just wanted to say that this is very well organized. I reviewed it twice because I thought it was that important to be ready for tonight. I look forward to the presentations. Thank you for your time in putting this together.

Councilor Morgan asks is there going to be a bid for better security cameras? Do we manage the security cameras that are on the facility?

Tim Seery responds we currently manage the security cameras that are in the concession stand. I just finished getting proposals for a new camera system which is a high definition

night system. I went through the system with the Multnomah County Sheriff's Office to see if I was on the right track. The security is separate from these proposals.

Councilor White asks on the public comment we received I'm assuming that they weren't given any financial information as far as what it's going to cost for wood versus metal?

Tim Seery responds it was very generic.

Councilor Wilson states the question that was put to the Gresham Outlook was, do you want to keep the design and look or do you want to replace it with a steel and plastic structure.

Councilor White states I've heard comments about wishing we had better security cameras. Depending on the type of material, I understand that with the metal structure it comes with insurance and I'm wondering if the wood structure would come with the built in insurance policy for injuries. Are we covered under both structures equally?

Mayor Daoust states we'll hear from Game Time since you came expecting to present something.

Martha Rainey, Game Time Design Consultant for the State of Oregon, and David Hill, Game Time Regional Sales Manager, came forward and distributed a handout (a copy of the handout can be found in the meeting packet).

Martha Rainey states our purpose here is to show you what we can offer to the City. This is a proposal. This is a concept. It's to show you what Game Time is able to do. We're here to tell you about metal systems. Game Time is all about thought for design, research, partnerships and really looking into what is important for kids. That's what this is all about. One of the things that we really stress is inclusion. Different from ADA, inclusion is good playing together. Kids with disabilities playing alongside other children and not being excluded to play in a different area. What we know is that nearly 10% of children are effected by disability. The very least of that is actually physical disability. It's not just about building ramps it's actually about giving them a lot to do and to play together. So we look at the whole child. We look at physical, social, sensory, communication, cognitive, emotional etc. There are 53 play components across the whole structure, 17 elevated components (14 are required), 42 elevated components accessible by transfer, 18 accessible ground level components and 5 different types of ground level components. It shows that we've gone above and beyond minimum requirements for ADA. That is the structure that would be basically the equivalent of just the burnt portion.

David Hill states when we designe we incorporated 6 developmental areas. When you have the opportunity to redo a playground you want to focus on the development of the child. Not just social but also physical. We have another batch of research that helps us design. What you want to do is challenge the vendors to provide you with how that design is developmentally appropriate and across different spectrums.

Martha Rainey states we stress inclusion and we're committed to the play value of our play environments. You're going to find more play value and made in the U.S.A. We are

the manufacturer. We make what you see on that structure and have since 1929. There is a clear sight line. This is really important. I'm a mother of 6 children. When I would I take them to the park I would want to be able to see them and have visibility of my kids. So if they were hiding spots, especially in a public playground, it's not safe. We really try to design with clear sight lines for the children and parents and caregivers. There are always opportunities to expand. We have 100's of play events. We have the industry's leading warranty. We also have a $51 million dollar policy on product liability insurance.

David Hill states and how you get that is by your track record over the years as being very effective. If there are accidents we're able to go in and support the communities that we work with and the liability is not falling on the City. The reason why we have the largest insurance amount in the industry is because of our track record. The Leathers products are all over the country. A lot of them were built about the same time Imagination Station was built. The useful life for them for about the last 7 years or so has been in that cycle period. There are a lot of these that are coming up. There is an Imagination Station in Collegedale, Tennessee and the challenge they had was the maintenance issue. You really want to look at materials that reduce maintenance and that's where a lifetime warranty on posts comes in. On a post, if there's a problem you just call us up and it gets replaced. Other materials can't have that warranty so you really want to drill into the warranties on materials that you're using. So in the Collegedale case, that wooden structure they want, they wanted to take advantage and they actually had committee members from the first build of that Imagination Station and they were involved. They dictated what they wanted the playground to be. We can meet with the committee or whoever to design. When you're updating you have the opportunity to improve the situation. We are going to basically build on the legacy of your Imagination Station. We're building on that same concept and updating it to follow the current guidelines. You have to be responsible for the citizens and have to look at the warranty, the legal ramifications and the liability of your decisions. Change is very difficult a lot times. A lot of people want to revert back. The challenge you have is to embrace, which is not easy. You want the spirit of what you had and that was a playground built by the community. That was very important to the community. And to take advantage of the new materials is something that will not be an easy decision. We have them all over the country. Know that we are here to work with the community. We have a lot of experience and we're the largest playground company in the United States. We've been around since 1929.

Councilor Wilson asks, on the vertical warranty replacements, is your warranty on both the part replacement and labor?

David Hill responds for the part only. We have a unique direct bolt system that makes it easier to repair.

Councilor Allen states I used to be a single parent and I noticed as my children went through different ages, I'd be looking for something for them to do to give me some relief. Do you have attachments or things that are kind of age appropriate throughout the structures?

David Hill states basically you have a beginning, intermediate and advanced. There's a very disciplined approach as to how to design. We welcome the competition from other vendors and let us prove to you we would be the best option.

Mayor Daoust states I'm a little sensitive to the fact that tonight is not selecting a vendor. It's not meant to be one vendor presents and another vendor presents. I think we need the information for the typical Game Time type structure that we would be considering. We also need consideration for the same Play by Design type Leathers structure. It's mainly just to gather information tonight. It's not meant to be vendor against vendor. It does raise a question in my mind about how we're going to structure the request for proposals. 22 years ago we had no request for proposals. Even though the City gave us $40,000 to kick start it, the community just built it. This time is going to be different. It's not going to be as easy as it was 22 years ago.

Councilor White states I think the questionnaire in the paper might have been a disservice because after seeing these visuals, that looks like something you would see at Disneyland. I'm really impressed. I never thought of developmental aspects and the bright colors. It's almost like the adults want it to look like it belongs on their patio in their backyard but the kids want to play in it. Thank you for explaining.

Councilor Ripma states within the constraints of being able to do our own design and ADA and clear line of sight, how much of it could be made to resemble wood? If the public wanted it that way.

David Hill responds we have a series called Timbers Décor. There's a lot of ways to make it look very natural.

Councilor Ripma states when it comes down to designing it the way Troutdale wants, we can keep, to some extent, the appearance of wood.

David Hill responds yes. As you guys know it's literally a part of the fabric of the community. It's not something that's easy to let go of. It's usually important to get as much of that spirit back into the rebuilding.

Mayor Daoust states thank you very much for the information. I would like to have Lee Archin from Play by Design come up and say a few words and answer a few questions.

Lee Archin, Play by Design, states I didn't expect to do a presentation but I thank you for having me. We love what we do. I have been doing this for over 22 years. I'm one of the founders. My partner was originally here back in 1994 during the original build. One thing I would like to express is how things have evolved. I think of Leathers structures and think of magic. I think the people who were involved in the original build get how that structure came to be is the connection to the community. Back then we were the leading edge in safety and ADA compliance. What we bring to the table is the magic and we completely understand the concern on the City's part and the resources available to maintain the structure, the line of sight and accessibility. What we have done is we have partnered with 10 different hand chosen manufacturers that work with art designs. It's the best of both worlds. The structures will still give you that magic and still have the architectural

feel and it has the castle look or treehouse look but when you get close to it there's no 2x4s or 2x2s. Some playgrounds still use wood but it's really declined. We use structural plastic for all the framing and posts. These structures are built by the community or they can be built by contractors. It carries all the same warranties. We bring in local history. The playgrounds by far are the by-product of what we do.

Councilor White asks, would there be insurance from your company?

Lee Archin responds absolutely. You would get a certificate that would say that your structure was built by volunteers or contractors.

Councilor White asks is there any lifetime warranty involved?

Lee Archin responds the warranties that we provide are the warranties that the manufacturers provide. We have a maintenance staff and if you call us and need a replacement or a piece we would be your representative.

Mayor Daoust presented a video on a structure in Denton, TX.

Mayor Daoust calls for a break at 8:53pm.

Mayor Daoust calls the meeting back to order at 9:04pm.

Councilor White asks what is the life expectancy of the composite wood?

Lee Archin responds the structural plastic has a 25 to 30 year warranty. It probably lasts longer than you want it to last.

Councilor White asks how long has this new type of composite been on the market?

Lee Archin responds I'm not sure. We started using structural plastic 15 years ago.

Councilor Allen asks, don't both options have the ability to either have volunteer build or contracted build?

Both vendors respond, yes.

Ryan McNaughton, Troutdale resident, states I think it is important tonight for Council to leave with some direction to staff on the recommendation of just replacing the burnt portion or replacing the entire structure. I think that video shows a great thing about removing the entire structure and restarting. I think it's important to explain about the spirit. You're going to get the spirit of the original structure in a brand new structure. Piecing it together I don't think is a very good idea at all. I think the existing structure is a liability when you really get down and look at it there's a lot of issues with it. That being said with a new structure I think you're going to get the magic whatever material you end up choosing. I don't think the children are going to care if it's wood or composite or metal. Once the community comes together and puts that structure up and it's there the kids are going to love it. The material is an afterthought. Let's get the process moving on and

decide whether or not to replace just the burnt portion or the entire structure. My daughter wrote a letter on what she thought about the materials (a copy of the letter is included in the meeting packet).

Councilor Wilson states I agree with you. I think after going through the massive amount of notes and pictures, piecing it together would cost us way more than just replacing the whole thing in the long run. I'm hoping we can all move forward and replace the whole structure.

Councilor Allen states just so people know what we're working with here I believe our budget was $200,000 plus the $124,000 give or take of possible insurance money.

Erich Mueller states in the budget we have $200,000 for expenditures. We had one piece of information at the time and it was an email estimate from Leathers at $195,000. We plugged that into the budget, acknowledged that it was going to be something different because we were very early in the process. We also plugged in $200,000 in insurance proceeds. So it's not one on top of another.

Craig Ward, City Manager, asks how much from insurance are we looking at right now?

Erich Mueller responds $179,000 after we take the deductible out.

Councilor Allen states in other words we'd be short a little bit if we spent the whole $200,000.

Erich Mueller responds or if you do one of the other proposal approaches whatever number it's going to be. I expect you're going to be modifying the budget. Because again, those proposal numbers are just the information from the vendor and are just estimates at this point.

Councilor Allen asks, if we don't spend it this budgetary period we could push it over to the next budget or maybe add more to it?

Erich Mueller responds absolutely.

Ryan McNaughton asks, the first time around, how long did it take to raise the funds?

Mayor Daoust responds it took 9 months of raising money and materials before we started building.

Ryan McNaughton states I think any direction we decide to go there's going to be a beautiful thing for the community.

Mayor Daoust states the staff report says insurance coverage provides replacement for what was destroyed using comparable materials and the same design. That raised a question of whether CIS would replace the entire structure. That certainly falls outside the sentence I'm reading here.

Erich Mueller responds that's the way the coverage is written. The discussions I've had with the adjuster is that they understand that the City is maybe looking at replacing it. Depending on what the Council decides to do they are potentially going to provide up to $180,000. I talked about how we got to that number in the staff report. If the City chose not to do anything at all we would not get a check for $180,000. Because they're going to provide those resources to provide for that replacement. If we choose not to replace it they're going to give us what they refer to as a present value discounted cash amount for what was lost which would be approximately half of the $180,000.

Councilor Allen asks is there a timeline to use the money?

Erich Mueller responds not that has been addressed.

Nell Simien, PAC member, states my comment is more on the PAC's feelings and I speak for myself. When we are assigned these recommendations and we go onto subcommittees we actually take these committees very seriously and we try to do a thorough job. We enjoy it. To me, extra time taken to do extra things to try to help the City, my time is important. I consider my time valuable. We try to give you our best judgment. When I do research I do opposition research too. People are looking at this and thinking wood, but wood is not technically correct. It's not going to be real wood. We would like you to consider and listen to our recommendation. I want you to know that we take these subcommittees very seriously. We want to feel this is worth our time.

Councilor Allen responds I do believe we're not supposed to interfere with committees. I understand.

Nell Simien states we do like to hear what you guys say and that is why the PAC is here tonight. We wanted you to know we take it very seriously. I can feel the spirit of Imagination Station. It hurt my heart to see it. I can understand the sentiment. But don't mislead the public that it's going to be real wood.

Councilor White states I want to compliment your group on the work you did. It was very thorough. Thank you.

Bruce Wasson, Troutdale resident, states my concern for this thing in choosing a contractor would be the composite needs to be looked at thoroughly from several angles. Not the least of which is the fire rating because the other one was burned. If these composites are plastic then they burn quicker and faster and hotter than wood. If we build this and someone tries to burn it down then I think we're just going to be back in the same position. The other thing is if you could just go in and just repair it but with the age of the structure and the type and what it does, it should be replaced. I don't think partial replacement is a true option.

Mayor Daoust states I think it comes down to what we want to spend the money on. Regarding the fire rating of the composition material, Lee, can you answer that? It's pretty fire tolerant.

Lee Archin responds I can send you the information. It's a valid concern.

Paul Wilcox, Troutdale resident, states there seems to be a controversy that's been created over the material of what the structure is going to be constructed from. The 5 pages that has been referred to people are calling for wood. Wood isn't happening. You admitted yourself you're not going to build a wooden structure. There was a key statement in Play by Design's proposal which would apply to the other vendors also that the new material used when replacing the burnt portion of the playground will have a significantly different appearance compared to the existing 22 year old wood structure. I just wanted to make it clear to the 30 plus people that want wood, it's going to look different no matter what.

Diane Castillo-White, Troutdale resident, states I want to comment that my kids have played on that structure starting since they were 5 and 6 years old. I believe the magic came in their play not in the adult's building experience. I am for replacing it all partially based on expenditures for maintenance. We've spent $200,000 plus in the last 2 years. I went and looked at Imagination Station after the 2 Town Hall meetings and I looked at the composite wood that was replacing the floor boards for more support. I have to say that composite does not look like wood, it can be lit on fire, it can be carved into and it can warp. Real wood is aesthetically the best but it's too expensive, too much maintenance and too short of life. I prefer metal based on its warranty, price, longevity, ability to have more play stations based on price value and its low maintenance. As an artist I feel we can be creative by integrating different types of material with a metal play structure. With the grant money we can create a large wind art sculpture with metal and glass involving creativity and science. Something that is price effective.

Mayor Daoust states back to the Council. Tonight we really need to talk more about replacing just the burnt part or replacing the whole structure. When we go out for requests for proposals I don't know what vendors are going to respond. Unless the Council is dead set against or for any particular building material I don't know that we're at that point now.

Councilor Ripma states I'm willing to make a motion that was in the packet.

MOTION: Councilor Ripma moved that the Council approve the unanimous recommendation of the Parks Advisory Committee to replace the entire Imagination Station. Seconded by Councilor Wilson.

VOTE: Councilor Allen – Yes; Councilor Wilson – Yes; Councilor Ripma – Yes; Councilor Morgan – Yes; Mayor Daoust – Yes; and Councilor White – Yes.

Motion passed 6 - 0.

Mayor Daoust asks what more direction does staff need before we go to the next step?

Erich Mueller responds I would suggest that at this point is we would prepare a request for proposal but I would suggest that we not be specific about materials. I think we're likely to get better proposals with better pricing if we allow the vendors to propose the design that we ask for and include in their proposals what their materials are without us specifying to them what materials they have to use.

Mayor Daoust states I like the way we did it back in 1994 better. The reason I say that is you said we're going to have to come up with a design. That just raises a bunch of flags in my head. What design? Game Time has come up with a nice design for the entire park. Play by Design has a nice design for the entire park. They're different.

Erich Mueller responds they're both very much at a concept stage and different levels and different degrees of idea. What was clear tonight was that the Council and community want to maintain that spirit of the existing Imagination Station. I think that's part of what we specify in them proposing a design. We want them to enhance it but we still want that same look and feel and theme. That is what we're going to want to ask them to propose. They have the designers and creativity. The RFP process doesn't require us to pick one that we don't want. You'll have plenty of time to review the design and get public comment about potential designs.

Craig Ward states of the presentations we heard tonight they tend to think of these as a number of activity stations. If we define the scope of the project as being roughly the same number of activity stations as we have at Imagination Station with a look that is similar to or based on the previous look. We saw some examples of that tonight. We also saw a lot of really tempting new things. One of those is not up for debate. We cannot debate whether or not it's ADA compliant. I think we need to deal with the issue of fire resistance and establish a minimum standard. We have engineered bark and it makes perfect sense for springiness and safety. There are elements to this that we take for granted when we see it but in fact there are design specs that have to be dealt with. If we can define how many stations we have at Imagination Station now and some of the other design components that have to be in there then we have a base project that we can get comparable proposals on. One of the other components I noticed when I went out to Imagination Station the other day was how many kids were playing on the structure that's there now. There was a lot of structure left there after the portion that burned down. As anxious as the public is to get it rebuilt right now, I would recommend that we go through the design process and make sure that we're doing what we think is right and raising the money to do a project that we're proud of that may well last more than 20 years.

Councilor Allen states that sounds like words of wisdom and I like what you had to say there. I'm looking at the Council and I'm listening to the people in the audience and I can't help but think that there's better representation in our PAC, better diversity, and they seem to be on the ball as to ideas here. My preference would be that the Council just stay out of it except for structured fundraising and let the PAC be creative. And the Parks staff because they're the ones who will have to maintain the structure.

Mayor Daoust states this Council loves making decisions. We can structure public input and we'll always involve the PAC and we can structure more input if we want. The final decision will come down to us about how much money we want to spend. I think after all is said and done with input from the PAC and the public we're going to have to decide how much money we're going to spend and when. That will be the crucial stepping off point.

Councilor White states some of the comments Craig made about looking at add-ons. My preference would be to stick with the same concept. There's lots of other parks in our City that have little to no playground equipment and I'd like to see a balance occur instead of just focusing on this one park. I think putting it back with the theme or the concept that's there now, regardless of material. I wouldn't want to go beyond that at this point without providing somewhat of a balance to the other parks that we have. If there's anything salvageable maybe we can look at making maybe some smaller structures for some of the other parks. Some of that stuff doesn't wear out. That may be a good way to involve more volunteers too. I do also like the idea of having the non-hidden zones. I had an experience with my own son where we were shopping when he was real little and he walked into the clothing rack and I almost had a heart attack. Any modernization like that would be superb. Are we all in agreeance that we're not going to use wood?

Mayor Daoust responds I assumed that we would not use wood anymore.

Erich Mueller states no vendors are proposing wood. They are proposing more current materials.

Sharon Ezzell, Troutdale resident, states I would like to say if we're going to consider wood then I don't think that we should tear the whole thing down. If you're going to use wood then you should just repair the damaged part.

5. DISCUSSION: Process and timeline options for recruitment of an Interim City Manager and subsequent recruitment of a successor City Manager.

Erich Mueller, Finance Director, states as I mentioned in the staff report Human Resource (HR) handles the recruitment, normal turnover replacement on a normal regular basis. There are 3 positions that HR doesn't fill. Those are 3 that are selected by the City Council. The Municipal Court Judge, City Attorney and the City Manager positions. In order for HR to move forward we need direction from the Council on what they would like to do.

Councilor Ripma states I imagined that we would begin the recruitment process for a successor City Manager and not take the effort and time to recruit an interim and have that person get trained and then go through it all again. I imagined we would see what the recruitment effort brought in. We have several months until Craig Ward leaves. It seems easier for staff and the Council and everybody. That is my recommendation.

Erich Mueller states that certainly is a direction the Council could go. From a timing standpoint I would anticipate there would be a couple of month's gap from the time Craig Ward leaves before the Council would ultimately have somebody on board. It's typically about a 6 month process because we have to start the RFP process for the professional recruitment firm. Council is going to then have to make a selection as to which firm they're going to choose to go forward with. We had 3 firms propose last time. We're a month out for that process and then they have to be selected and there is a timeline for recruitment. Typically a recruitment period for a permanent replacement position is 2 months. That is going to take us into early December. Then there is going to be the scheduling for them to do the qualifications process and then figure out who can be interviewed. I would

anticipate that we're going to be at a point where interviews would be around mid to late January. Council goes through that process and there's a consensus reached as part of the executive session process. There is a conditional offer initiated with that top candidate and that is typically a couple week process of negotiation of terms and contract terms. There might be a 30 day notice period for that candidate so it's likely we're going to be in April or May before we have a permanent start.

Councilor Ripma states I hear what you're saying and it makes the argument stronger that we need to get started finding a successor. Sometimes it goes quicker. If January comes and we don't have somebody then there are interim managers that are available that can hold us over but we at least have begun the process of finding a permanent City Manager and that's what I would favor.

Councilor Allen states my feeling on this is that there are way too many important things going on in the City. When I see organizations fail it's when a leader leaves and a new one starts and you don't have that overlap and that transitional period. That's a problem. What I wish is that we had started the recruitment already. There's no blame there. There's not that much time. If we get lucky and someone is here and there could be some overlap where there could be some exchange of knowledge that would be my preference.

Mayor Daoust states I would agree with that. I think we need to bring on an interim in November so there is some overlap with Craig before he leaves. That interim would still be here, depending on how things go, probably for the next 3 months into March or April. I do agree we need some overlap. I think November is a good time.

Councilor Morgan states I don't know the details of the separation agreement as it relates to the extended period of time but in the event that if an interim is chosen and we are into next year, does it allow the ability for Craig to work with that person into the next calendar year?

Ed Trompke responds it would be better not to discuss that at this point in time.

Councilor White states I was here when Dave Nelson left and we got Ron Garzini in as an interim from the League of Oregon Cities. He was a retired City Administrator and he said he needed about 2 days with Dave Nelson just to get to know personnel and get introduced to everything. Having been retired from that field he was pretty versed in being able to step in. My preference is to look for a permanent replacement. It may go quicker than we think. We have until January. That's quite a bit of time.

Councilor Allen states I would agree with that other than I'm really more comfortable with more overlap.

Councilor Ripma states I'm okay with that direction too.

Erich Mueller states to clarify it would be my understanding to begin pulling together the process of the RFP for the permanent recruitment process and get prepared proposals. We'll get those and bring them back to Council to begin the recruitment process.

6. STAFF COMMUNICATIONS

Craig Ward states I am planning on taking some vacation August 11th through the 24th. Steve Gaschler will be the acting City Manager in my absence. A simple reminder that the Labor Day holiday is September the 5th and that will occur before the Council meets again. The next scheduled Council meeting is September 13th.

7. COUNCIL COMMUNICATIONS

Councilor Allen states I'm getting a little concerned about what I'm hearing about the Chamber getting involved politically with candidates and issues. I have to say although it may be legal and all, I am absolutely fundamentally opposed to public money being spent for what may look like political activism. I absolutely do not like that. Unless the money is spent in some kind of fair fashion to where all views and all sides are being treated equally. What I would really like to see is an agenda item on the next agenda to discuss this very same thing.

Councilor Wilson responds the money that we've given them is for tourism and can't be spent for anything else.

Councilor Allen states there's too much interplay. It's not to the exact minute. Trying to divide the time as to whether the person is working on this or working on that. The accounting just isn't that good. I'm just asking for an agenda item then we can discuss it at that time.

Mayor Daoust states we need to know what the Chamber is planning on doing. I've only heard of the Political Action Committee. It wouldn't be any public money at all. We have to find out what the Chamber is planning on doing in the first place.

Councilor Allen states I do believe I'm within my rights as a Councilor to ask for an agenda item to be added.

Councilor White states I would support that.

Mayor Daoust states I'm not sure what the agenda is though. Are we asking the Chamber to come in and tell us what they're going to do?

Councilor Allen responds no. I want to discuss it as a Council. Whether it be a workshop or whether it be an agenda item at a meeting. I want to discuss this because it bothers me.

Councilor Wilson asks, don't you think we should have the Political Action Committee here or the Chamber here so they can explain?

Councilor Ripma asks, what committee are you talking about? Is it the Political Action Committee, from the Chamber? You mean fundraising and supporting candidates?

Councilor Wilson states Oregon City has one and the North Clackamas Chamber has one. It's a common thing.

Mayor Daoust states we need to clarify what our role is with the Chamber.

Ed Trompke responds there is nothing unlawful or improper about a 501(C)(6) organization endorsing candidates as well as issues. It is very common.

Councilor Allen states it may be legal but I'm fundamentally opposed to supporting such activity with public money.

Councilor Morgan states for clarification purposes, they're fully allowed to do that. It would be illegal if we were to withhold money from them. Aren't they completely autonomous from the City?

Ed Trompke responds as long as their political behavior isn't using public funds. It might be improper to punish them, if you will, by taking away from them.

Councilor Ripma states it would be good if we could invite the Chamber to come and tell us what they're planning to do. We won't be making any decision or funding or anything. This is the first I've heard about this. I want to hear what they're planning to do. It's new and it's not something the Chamber has done before.

Ed Trompke states you might want to invite the Political Action Committee also because as Craig Ward just told me the Chamber can't speak for the them.

Councilor Wilson states the Kiwanis Car Show was this last weekend. There were 137 cars that showed up and Elvis made an appearance. We passed out awards and there was good music. The response was very well and I think we'll continue to grow and the City supports it. We even had the Sheriff's department out there this year. It was a good time.

Councilor Ripma states I want to compliment the Kiwanis for the car show. It was a blast and it was the biggest and best I've seen in Troutdale. Congratulations and everybody should go next year. It was a lot fun and well organized.

Mayor Daoust states I attended the Bite of East County and it was pretty well attended this year. A lot of people showed up. Last Saturday I attended the Soulful Giving Blanket Concert on the Yoshida estate. About 5,000 people showed up to that. It was very well attended. They raised hundreds of thousands of dollars to fight childhood cancer that they donated to Doernbecher Children's Hospital and Randall's Children's Hospital. It was a very successful event. The Yoshida's give their time and money to make the community better. It was evident Saturday. He's written a check for $1 million dollars to Mt. Hood Community College. They get involved in the community and do a lot of good things for good purposes. Tomorrow at 12 noon the West Columbia Gorge Chamber is having a luncheon on the Urban Renewal development presented by Eastwinds. That will be at Wood Village City Hall. I'm going to go and you're welcome to go.

Councilor Allen asks, do you know what the details are?

Mayor Daoust responds I don't know what they're going to say. I imagine they'll update everybody on the latest about what's going on.

Councilor White states on a personal note I want to announce some good news for us personally. My wife and I became grandparents on July 26th. We're real happy and mother and child are healthy.

8. ADJOURNMENT

MOTION: Councilor Ripma moved to adjourn. Seconded by Councilor Wilson. The motion passed unanimously.

Meeting adjourned 10:20pm.

DRAFT

Doug Daoust, Mayor

Dated:

ATTEST:

Kenda Schlaht, Deputy City Recorder

DRAFT

MINUTES
City Council – Regular Meeting
Troutdale City Hall – Council Chambers
219 E. Historic Columbia River Hwy.
Troutdale, OR 97060

Tuesday, July 12, 2016 – 7:00PM

1. PLEDGE OF ALLEGIANCE, ROLL CALL, AGENDA UPDATE.

Mayor Daoust called the meeting to order at 7:00pm.

PRESENT: Mayor Daoust, Councilor Ripma, Councilor Brooks, Councilor White, Councilor Allen and Councilor Wilson.

ABSENT: Councilor Morgan (excused).

STAFF: Amy Pepper, Civil Engineer; Sarah Skroch, City Recorder; Erich Mueller, Finance Director; Ed Trompke, City Attorney; Monte Reiser, Chief of Police (Multnomah County Sheriff's Office Commander); Tim Seery, Parks Director; Steve Gaschler, Public Works Director; Teresa Troudt, Administrative Assistant Multnomah County Sheriff's Office; Lieutenant Joel Wendland, Multnomah County Sheriff's Office; and Chief Deputy Jason Gates, Multnomah County Sheriff's Office.

GUESTS: See Attached List.

Mayor Daoust asks if there are any agenda updates.

Steve Gaschler, Public Works Director, responds yes we have an agenda change. Item #7 on the agenda, the report from the Parks Advisory Committee regarding the off leash dog park public involvement plan, is being pulled from the agenda. They will be bringing that to you at a later date.

2. CONSENT AGENDA:

2.1 MINUTES: January 19, 2016 Work Session, January 26, 2016 Work Session, January 26, 2016 Regular Meeting, and June 14, 2016 Regular Meeting.

2.2 RESOLUTION: A resolution accepting a perpetual nonexclusive utility easement along NW Graham Road from the Port of Portland.

2.3 RESOLUTION: A resolution authorizing a City Official to negotiate and execute an agreement concluding the employment of the City Manager.

2.4 RESOLUTION: A resolution continuing Workers' Compensation coverage of volunteers to the City of Troutdale for fiscal year 2016-2017.

2.5 RESOLUTION: A resolution recognizing the completion of public improvements associated with the Discovery Block subdivision and accepting them into the City's fixed asset system.

2.6 MOTION: A motion accepting the Mayor's nominations for appointment to fill vacancies on the Citizens Advisory Committee.

2.7 RESOLUTION: A resolution authorizing the City Manager to execute an Intergovernmental Agreement with the State of Oregon, Port of Portland, Multnomah County, Multnomah County Drainage District, Sandy Drainage Improvement Company, and the City of Fairview for the design, permitting, right-of-way acquisition, construction, operation and maintenance of segments of the "40-Mile Loop" trail between Blue Lake Park and NE Harlow Road.

MOTION: Councilor White moved to approve the consent agenda. Seconded by Councilor Brooks. The motion passed unanimously 6-0.

3. PUBLIC COMMENT:

None.

4. REPORT: West Columbia Gorge Chamber of Commerce Annual Report.

Tamie Arnold, Board President, West Columbia Gorge Chamber of Commerce, states we are here to give you an update on how the Chamber has been performing.

Tamie Arnold presented a PowerPoint Presentation on the West Columbia Gorge Chamber of Commerce Annual report to the Council. (A copy of the PowerPoint Presentation containing the Annual Report is attached as Exhibit A to these minutes).

Bob McDonald, Acting Executive Director of the West Columbia Gorge Chamber of Commerce, states we have hired a new Visitors Center/Office Manager, Peggy Propster. Peggy started yesterday. We had 11 candidates when we advertised the position through various public venues. I short listed that to 6 and sent it to the Personnel and then we interviewed the final 3 candidates. She'll be doing both the office management and also the visitor's center.

Tamie Arnold states our hope and desire is that you see how hard we are working as an organization to rebuild ourselves and come back even stronger. From the Board to this City, we want you to know how much we truly appreciate the support you have given us and the trust you have had in us to do well by our business community and represent them. Also, the financial support through the transient lodging tax (TLT). We are doing our best to do what is in our memorandum of understanding (MOU) and above and beyond that. We look forward to ideas from you on how we can improve and do better in the future.

Bob McDonald states from day one coming into this Chamber I've had tremendous support and help. I have not had one, single negative experience. I've had nothing but positive support from the membership all around with enthusiasm and excitement.

Councilor Wilson states the recent mixer you just had showed the energy the Chamber has now. I could feel the energy. There are a couple of things we talked about and one is the touch screen for the Chamber and also going wireless downtown. I don't know what your timeline is on that but we do have a Community Enhancement Program (CEP) that you can apply for funding that will match through our CEP. I would like you to consider that for next year. I noticed in 2015 you're showing a negative for Summerfest. 2014 showed a $4,000 positive balance at the end of the year, that originally was not carried over. Maybe you can go back and look to see if you can find that and put it in 2015 to turn that negative into a positive. You've done a great job. I look forward to the Chamber getting stronger.

Councilor Allen states I want to thank you for the presentation and also the attention to detail. You show professionalism.

Tamie Arnold states I should also mention that we did have a financial audit. It was not an aggressive one. We were happy to find out we sat in a good place financially.

Mayor Daoust states this relationship between the Chamber and the City of Troutdale is a very important relationship. One that we need to foster and keep strong. I think we need to support the Chamber as much as we can going forward. I want to thank Bob for being the Interim Director. You've done a great job. And Tamie, I'm glad you both are in a leadership role. Positive things are happening. I witnessed the energy of the Chamber as well and it's worthy. I have a favor to request regarding the Halsey Corridor. I need you to get me 2 business people that want to be on that committee. I'm willing to be on the committee but we need a couple of business people that will talk business language along Halsey for that study. Can you do that for me?

Tamie Arnold responds yes.

5. REPORT: Annual Multnomah County Sheriff's Office report.

Monte Reiser, Commander, Multnomah County Sheriff's Office, states I have with me Chief Deputy Jason Gates and this evening I am presenting you with the annual Multnomah County Sheriff's Office report.

Commander Reiser presented a PowerPoint Presentation on the annual Multnomah County Sheriff's Office report to the Council. (A copy of the PowerPoint Presentation containing the Annual Report is included in the Council packet).

Commander Reiser states I have received calls and concerns and there were 2 areas when it comes to public safety concerns. One was the lack of uniform presence patrolling Troutdale parks in the vicinity. The second was the lack of traffic enforcement in some areas including Buxton Rd., Cherry Park Rd. and Frontage Rd. I want to discuss the topic of Municipal Court citations as we received some questions about their proper issuance. As an area of improvement an ongoing goal of ours is to fund a traffic team to specifically assign to perform selective enforcement in select areas based on community feedback and traffic data. A traffic team would provide more visibility as well as the capacity to

conduct DUIIs and safety missions. We haven't had a traffic team for several years and it remains one of our goals to get funded in the future. Some good news is we recently purchased 8 moving radar units and 2 of those will be placed in Troutdale patrol vehicles. Addressing Municipal Court data concerns, a few months ago it was brought to my attention that there was a concern that Deputies may be citing some offenders into Circuit Court for offenses occurring in Troutdale versus Municipal Court. I asked our planning and research unit to conduct an assessment. I would like to point out that since the merger, citations to Municipal Court have increased. We did find on occasion that Deputies were incorrectly citing offenders into Circuit Court. 83 were erroneously sent this past year which is less than 9% of all citations. We owned this mistake. We have since instilled some quality assurances to remedy the situation. We also have new citations on order that have all court locations on the bottom of the citation. We will also, on a quarterly basis, review traffic citation data to ensure citations are being issued to the appropriate court. Some of our goals are that we want to continue to listen to the community regarding livability improvements in our neighborhoods. This past week we met with citizens from the Sunrise Park neighborhood. A while back they had expressed some concerns about livability issues that were occurring at night time. Also in the afternoons and on the weekends. We had a really good discussion about some community policing strategies and began to look at different options regarding a shared response plan. We also invited them to attend a PSAC (Public Safety Advisory Committee) meeting to learn more about the quarterly volunteer citizens program that one of our Deputy's coordinates. We like to visit neighborhood groups and are considering having a quarterly Sheriff's Office open house where we could talk about what we're doing in the community and what is happening in the City relative to public safety. I would like to make a comment about our approach to leadership. This past year we adopted a document that's called Law Enforcement Vision Guide and Principles and these principles include courage, compassion, respect, integrity, service and excellence. It represents a concept that began with the previous Troutdale Police Department. We take these very seriously and strive to accomplish them each and every day. We've discussed these principles with Sergeants at length and they share the same information with the Deputies and so have we. This is a document we refer to quite often. I can tell you that we are very excited about the future partnership with the City of Troutdale and the Sheriff's Office. I want to thank all members of the law enforcement division and a special thanks to our leadership team to include those that are here tonight.

Councilor Allen states I thank you and I definitely see the positive direction that you're headed. It is appreciated. I get compliments for things you do. We need to keep the lines of communication open.

Councilor Brooks states thank you for this detailed report. One thing that I heard at the end that I'm really excited to see you utilize is the Core Value Index (CVI). Also, there was amazing response when it came to the SWAT going into a home in the area I live in. Very well done.

Councilor Wilson states as you go through this report it's amazing that you aren't just policemen anymore. You have to learn to use AEDs, administer drugs and counteract things. The community part of it I find a lot of people around my neighborhood that really

appreciate what you've done. They feel safe because they see the patrol cars in and out more often. I want to thank you for your help with Troutdale Terrace and the Kiwanis efforts to rebuild bikes. I appreciate your work.

Mayor Daoust states when you were talking about domestic violence RA's (Response Advocates) that reminded me that there's the Trauma Intervention Program (TIP) where volunteers come in and sit with victims after a traumatic event. It could be other instances like an auto accident or fire. How is the DVRA (Domestic Violence Response Advocate) different from TIP?

Jason Gates, Chief Deputy, Multnomah County Sheriff's Office, responds the DVRAs are actually full time employees and are specifically trained to do that job and TIP is 100% volunteer and are on call.

Mayor Daoust states I get calls every once in a while and I do appreciate you. There was a person who called in who suspected some drug dealing in Mayor's Square early in the morning like 5:00am to 6:00am. I do appreciate you looking into that to see if we have a problem there. I know we've had a homeless problem north of Safeway and I did hear the other day that McMenamin's helped by clearing some of the blackberry bushes.

Chief Deputy Gates states they cleared a lot of the blackberry bushes. McMenamin's has been a very good partner with both the City of Troutdale, Reynolds School District and the City of Wood Village in doing that. They did a great job with a positive effect.

Mayor Daoust states I noticed one of the numbers that jumped out at me is the Troutdale Police Community Center building, I assume is open 24 hours a day. You had between 275 and 300 people per month come into that building.

Chief Deputy Gates responds yes. That is just one statistic on the enormous amount of work that our records technicians do in that unit. Exemplary customer service is definitely key to us and how we serve this public and other public. That facility is the cornerstone for the community to come to and accomplish that.

Councilor White states thank you for being here. I appreciate the report. What is the preferred method to give you feedback?

Commander Reiser responds for me directly, I like face to face contact or a phone call.

Councilor White states you did a great job regarding the camping at Lewis and Clark Park. I'm glad you're open to feedback and communication. Thank you for recognizing the problem with court. We put a great value on our court. Our Court Clerk is one of our longest term employees.

Chief Deputy Gates states I think the citations that we are ordering will be a great asset and will help us to narrow that gap.

Councilor White asks, is Troutdale putting cameras in their vehicles?

Commander Reiser responds not at this time. It's one of our goals and body cameras is something that we're monitoring.

Chief Deputy Gates states one of the challenges to us is that technology in reference to dash cam video changes so rapidly. We're still exploring all of our different options.

Councilor White states something I experienced myself was a long wait on non-emergency. I tried to call non-emergency and not tie up 911 operators. I don't know if something has changed in that regard or if it was just a fluke that one time.

Chief Deputy Gates responds no, it's just that bad. We do have the BOEC user board that we bring in frequently and it's a common complaint and it is frustrating.

Councilor White states one other thought is I live close to Glenn Otto Park and when it hits 100 degrees on a weekend I think it's beyond the capabilities of Officers assigned to our area. I don't know what the solution is and it doesn't come up that we have those days very often so it's a random thing but I wanted to plant a seed with you.

Commander Gates responds I can tell you in the past we have went ahead and paid some overtime and have had extra patrols in the area.

Councilor White states I don't mean that as an insult by any means. There are so many people. The lifeguards are a benefit. It's something to think about. Also, is there anything you need from us?

Chief Deputy Gates responds we received help from the City Manager, Craig Ward, in reference to authorization of overtime at Glenn Otto Park. We didn't go through a paperwork process, we just did it. We've kind of had a reprieve in reference to the crowds this year. This is something that is very much at the forefront of strategic planning in reference of how we're going to do that. The other thing is the Columbia River Gorge, specifically Multnomah Falls, is experiencing an influx of visitors that we've never seen before. Even with the shuttle buses we're still having quite a few issues in reference to the parking lots there. Commander Reiser has secured some funding to try to alleviate that as well.

Councilor Allen states I wanted to mention that I appreciate seeing the Friday Hoops starting up again and I appreciate the SRO at the middle schools. It's much needed. I appreciate the help.

Mayor Daoust calls for a break at 8:36pm.

Mayor Daoust calls the meeting back to order at 8:45pm.

6. REPORT: A report from the Parks Advisory Committee regarding Imagination Station.

Tim Seery, Parks and Facilities Superintendent, states over the last couple of months the Parks Advisory Committee (PAC) has held some Town Hall meetings and a Design Day with the school children. Ryan McNaughton, our vice chair of the PAC, wanted to bring forward to Council the recommendation from the Committee.

Ryan McNaughton, Parks Advisory Committee, Vice Chair, states after the fire we sent this to the Committee to look at the options of rebuilding. The Subcommittee had 2 Town Hall meetings and a Design Day and started gathering information. After the fire the original designer from Leathers reached out to the City and began some dialogue. Some people from Leathers started a new company called Play by Design and they have reached out to us and began some dialogue as well. The City reached out to a third company called Game Time. What we know is that we have insurance. Since then we know we are only covered at $60,000 for the portion that was damaged by fire. Not the original $190,000 total policy. Keep that number in mind and I'll go through the 3 proposals and the numbers and give you a recommendation. During the Town Hall meetings the professionals that came out determined that the existing portion was still safe to play on but it had outlived its lifespan and recommended that we could refurbish but we could replace. That's what we've been looking at. The first proposal from Leathers was just the damaged portion and that was $195,000. To do the undamaged portion was an additional $284,000 for a total replacement of the entire structure of $479,000. There are some other costs associated with that including lodging so that number could go a little higher. Play by Design did 4 proposals. They gave 3 proposals for fire damage only and 1 for total replacement. The first proposal for fire damage only with all volunteers was $110,100. Each of these also have some hidden costs with lodging and freight costs etc. The second proposal was the use of a local contractor and community and that was $110,000. We're unclear why it's the same as using volunteer labor and contractor labor. We haven't clarified that yet. The third proposal using only their contractors, not local, is $128,000. The fourth proposal is the total replacement of the entire structure with all volunteer and that is $390,000. Game Time proposed a total replacement, the burnt portion and the remaining portion. The first 2 companies would be using a composite wood material, no real wood. The third company is using a metal material with a structural plastic. Game Time proposed constructing the entire structure. They can do a turnkey or a community build at $122,829 for the entire replacement. There will be additional costs for a contractor to assist with the volunteers.

Tim Seery states there would be a group of 5 supervisors that oversees the volunteers. They would stay on site during the whole construction. That number will go up.

Mayor Daoust states just to clarify, when we were looking at the Game Time diagrams it appeared to me like the play structure they are proposing is much smaller than the original structure. Did you get that clarified?

Tim Seery responds I don't see that. I see the same towers and walking bridges and it looked comparable.

Ryan McNaughton states one thing with the $122,829, I don't anticipate it going up that much and I think the cost will stay below the other costs of total replacement. A couple of

things that Game Time also offered, they don't charge for consulting or design work or travel time. All of the other companies do. Also you don't have to have skilled labor with them. That brings us to our recommendation. We looked at the options of just the replacement of the burnt portion and refurbish the existing and felt like the wood would eventually fail. We felt the best proposal is from Game Time and that is our recommendation to you, with a total replacement of the play structure using metal. Some of the reasons we decided that was the longevity of the product, low maintenance, high resistance to vandalism, cost and you can still have the community build. They offer grants and discounts to bring the price down. That price could still go down with the grant that comes in. We felt that this structure would be able to handle the growth, expected use, age appropriate and a full line of sight for safety. There is a $51 million dollar product liability. Those are some of the reasons we want to recommend this option.

Councilor Wilson states I find these numbers a little squishy. If you're asking us to make any kind of decision tonight, I couldn't. I would like to see a detailed write up of the size because Mayor Daoust is feeling that maybe Game Time's plan is smaller. I would like to see pictures and find out about the material and life expectancy. I would like to have a detailed side by side of what we're getting, material wise, and the size of the structure and non-squishy numbers.

Ryan McNaughton responds to answer your first question, I don't believe we're looking for a decision to be made tonight. We are here presenting information that we have for recommendation and to update you on where we are right now.

Mayor Daoust states in looking at our calendar, this is just a report tonight. We're not expecting a decision. But we do have more discussion and a decision on the August 9th Council meeting. If the Council wants any additional information for our discussion on August 9th so we have a better set of information that we can deliberate on, then we should ask tonight. This is the first I've heard that Game Time is the preferred alternative. It's a completely different play structure than what's out there now. It's going to take some adjusting. I do want to have the question addressed about the size of the structure. And the numbers that Councilor Wilson requested also. It would help us if those were more solid numbers.

Ryan McNaughton states Game Time's proposal was looking far less squishy than the other two. When you look through some of the requirements that you have to do with those others it seems like an awful lot to put on there.

Mayor Daoust states part of the strategy here is to reduce the amount of the public that would get involved with the building of it. Is that part of the reasoning of going with Game Time?

Ryan McNaughton responds the main reason of going with Game Time was cost.

Mayor Daoust asks, it could still be built by volunteers then?

Tim Seery responds yes.

Councilor Allen states sometimes it's easier to give money to buy something than it is to give money to maintain something. You were saying it is metal. Do we know what type of metal?

Tim Seery responds it's a powder coated metal that is graffiti resistant, scratch resistant and marker resistant. It's very durable and it carries a lifetime guarantee on many components. The minimum guarantee is 15 years. It is basically one of the best warranties in the industry.

Councilor Allen states I like the Parks and the PAC being heavily involved in this.

Tim Seery states you have to look at the longevity of the system. Our thoughts were to put a structure in that is going to be here for the long run and minimum maintenance and cost.

Councilor Allen asks, do you have a subcommittee that's open to review this and take it back to the PAC?

Ryan McNaughton responds yes.

Councilor Wilson states we should not settle and we should wait before we make the purchase and not put us in debt.

Mayor Daoust states I know very well what it takes to put together volunteers from the first time we did this. Even with Game Time there's going to have to be some leaders that emerge that organize the volunteers and take care of food if we're going to feed them.

Tim Seery responds I have food covered and daycare covered. The volunteer piece is still up in the air.

Ryan McNaughton states as we get closer to making the decision on what route we can go we can narrow things down.

Councilor Allen states we're getting good feedback on the community involvement.

Steve Gaschler, Public Works Director, states if I could weigh in here, there's been some proposals put together and each proposal is the company's rendition of what they would put in so it's a little hard to compare. They're not all the same. They're different enough that I don't think that's the route we go down to replace this. The insurance company does replace the cost of what was burnt down. Their estimate is $60,000. That number doesn't mean that that number is set in stone whatsoever. If we show them we can't replace it for that, they're on the hook. We intend to replace what was taken away from us as covered by insurance. We had Leathers come out and they did an evaluation of the structure and they said it's over 20 years old and it's outlived its life and it has a lot of problems and a lot of upgrades needed to be compliant with today's standards and codes. That is where

those big numbers come from. There are national buy in programs that you can go through and we need to investigate those programs.

Mayor Daoust states it just seems a shame to tear the play structure down. I wonder if there's some components that can be saved or kept.

Ryan McNaughton states I had thought of that. It was also mentioned to reuse some of the wood and picnic tables. It's been very difficult to decide what to save and what not to save. There are some tough decisions that need to be made.

Mayor Daoust states we need to see hidden costs like site prep.

Councilor Wilson states I would prefer something of this size to have more time to review it.

Mayor Daoust states it's listed on the August 9th agenda as a discussion. We can take more time if we need to. We'll discuss it again with more information.

Sharon Ezell, Troutdale resident, asks how much metal is on it?

Mayor Daoust responds could the representative from Game Time could come forward so we can ask some questions. I'll start, does Game Time get involved in volunteer organization at all?

Martha Rainey, Game Time, Design Consultant, responds we have 2 Oregon certified installers and I got pricing from both of them for this project. I gave Tim both of the numbers. One of the installers would do the full install for $23,000. That is complete with concrete, digging and everything. He also said he would do a voluntary install for $65 an hour. It would be 3 or 4 supervisors a day for 4 or 5 days. The most it would add on for the installation would be $23,000 and to do a supervised install would be less than that.

Mayor Daoust states that's the additional information we need. This quote for $123,000 for the structure looks smaller than the one we have now.

Martha Rainey responds I looked at my notes and I don't have the actual size or measurements.

Councilor White states when you mention metal I think of the old stainless steel slides that you get a third degree burn on in the summer time. Is that an issue with this material?

Martha Rainey responds no. Probably 95% of what you see out at parks or schools are metal play structures. Game Time has been around since 1923 and is a very reputable company. You don't have to worry about the metal slides. In fact, I wouldn't recommend metal slides. This particular design has plastic slides. Something was said too about structural plastic. It's not structural. All of the structure of the equipment is metal. It's not plastic. There are safety standards in the industry and we exceed all of the safety standards. We go beyond the safety standards.

Councilor White asks, how is your bid so much lower than the others?

Martha Rainey responds this structure that I was asked to quote is the $180,000 structure. I know that we have a grant coming at the end of this month or beginning of August that I took into account when I priced this. I don't know the structure of the grant yet because it hasn't come out but based on last year's, I was conservative and discounted almost 40% to account of that grant. That's why it's so low. It could possibly be a greater discount than that.

Tim Seery states there is an $18,000 discount by utilizing the US Communities contract.

Martha Rainey states this is what most cities and counties and school districts use as a manufactured system. We stand behind what we do.

Councilor Allen states I appreciate you giving us more information and appreciate the Parks department doing the leg work on this.

Martha Rainey states as far as the question about how much metal is on the structure, the way playground equipment is manufactured and engineered, it can't have things that cut you or entanglements or gaps where a child could fall through. They're not built with those hazards. What we know about playgrounds is that 80% of injuries on playgrounds are falls on the surfacing. We know Tim is really good about keeping that surfacing up.

Michelle Rosenberger, Parks Maintenance Worker III, states I have worked for the City of Troutdale for 22 years. I wanted to share a few facts. In 1995 we had all wood play structures in all of our community parks, except Glenn Otto Park which had a metal play structure. The City sent me to school to become certified and when I came back I did an audit of all the playgrounds other than Imagination Station and we had to remove all of the wood play structures. We put in all metal Game Time structures. They're low maintenance and we've never had any injuries. Imagination Station has been high maintenance. We had to work on it the week after it was built. We had a child get their leg stuck in one of the crawl castles. I had to go in and modify it. We have had to do a lot of modification. The Parks Staff built all of the other play structures. We did it ourselves. They're very easy to put together and they last. We've been able to easily clean up any vandalism. The wood at Imagination Station is tough to take care of.

Martha Rainey states one thing that we do is custom designs. If you do decide to go with Game Time and you want to do your own design we will do that design for you. We don't charge design fees. We can make it the way you want it.

Erich Mueller, Finance Director, states I want to talk a little about the purchasing standpoint in terms of setting expectations for the next meeting. Given the magnitude of the dollars of any of the bids, from a purchasing standpoint, you're going to need to go through and request for proposal (RFP) process. Which is fine but from that purchasing standpoint we're going to do that RFP and part of it is we need a fundamental decision. Are we trying to get quotation on rebuilding just what was burnt? Or has the Council made

the decision to replace the entire structure and that's the size and scope of that RFP that we need to go out and get quotes on?

Ed Trompke, City Attorney, states I think the August meeting might be the place where staff gets instructions on how to write the RFP. There will be some numbers so Council will have ideas about what they're buying into. There is no contract to accept.

Mayor Daoust states thank you for reminding us about the RFP. I know we have $200,000 already in the budget. We're talking about the whole structure now and what is the insurance company going to say.

Erich Mueller responds the information that we've received from the insurance company of $60,000 is a squishy number. It's a very preliminary number. They're looking at the current appraised value that they have on their asset register. They're estimating that it's approximately $180,000 and approximately a third of the structure burned down. That's the high level technical analysis that occurred to come up with that number. Largely we need to get more specific as to what we want to do before we can start to negotiate with CIS on what the coverage will be.

7. ~~REPORT: A report from the Parks Advisory Committee regarding off leash dog park public involvement plan.~~

Staff pulled this item from the agenda and plans to bring it forward at a future date.

8. REPORT: A report on the Water Pollution Control Facility permit for Class V Stormwater Underground Injection Control System – DEQ.

Amy Pepper, Civil Engineer, states I'm here tonight to talk about one of our stormwater permits. As part of our stormwater program requirements we are required to have a public outreach and education plan.

Amy Pepper presented the report on the Water Pollution Control Facility permit for Class V Stormwater Underground Injection Control System – DEQ to the Council. (A copy of the PowerPoint Presentation containing the Stormwater Permitting is attached as Exhibit B to these minutes).

Amy Pepper states the permit fact sheet was included as part of your Council packet. The fact sheet gives you the background of the different permit requirements and why they came out. In general the permit requires us to inspect these 6 drywells annually and maintain those that need it. This is something we do for all of our drywells currently. It also requires us to collect stormwater samples and develop and implement a spill response plan. We are required to report annually to DEQ, conduct employee training on how to respond to spills and collect samples and look at our Municipal Code to make sure we have the legal authority to implement the permit that is drafted.

Mayor Daoust asks of those permit requirements is that for all 119 drywells? Or just the 6?

Amy Pepper responds it is just the 6 that are covered. A lot of jurisdictions chose to put all of their drywells under a permit. We at the staff level felt that the permit is likely to become more stringent over time and since 119 of our drywells are low risk and the rules cover the minimal requirements that have to be met, we would separate those and only have permit coverage to cover 6 drywells.

Councilor White asks what is the treatment?

Amy Pepper responds for the 6 that are under a permit, they go into a catch basin and there is an 18" sump in that basin that will trap sediment. That is the primary treatment. We collect all of that sediment and pump it out. We also clean out the drywell itself and get any sediment that's in the drywell.

Councilor White asks does a property owner on a new construction have the option to retain all of their runoff?

Amy Pepper responds yes, we actually encourage that. As part of our stormwater program we have adopted the Portland stormwater management manual which has a hierarchy for green infrastructure.

Councilor Wilson states half way underneath the freeway that they just built has a special surface on it to absorb the water through it.

Amy Pepper responds I believe it's a permeable asphalt.

Councilor Wilson asks can somebody like FedEx that's moving into one of those properties put that kind of material down to absorb water instead of it running off into our system?

Amy Pepper responds the TRIP property is a superfund site and so infiltration is not a good fit for that because it has contaminated water and you don't want to mix. You want all that water treated. It's case by case.

Councilor Allen states there is a lot of work into running the City that we don't actually think about from day to day. I'm glad you're thinking about it.

9. STAFF COMMUNICATIONS

Steve Gaschler states I want to remind the Council of the summer schedule we're on. The next meeting is on August 9th.

10. COUNCIL COMMUNICATIONS

Councilor White states I was able to attend First Friday and the Troutdale Historical Society put on a concert. Zach Hudson and his father were the musicians and it was really nice.

Councilor Allen states I realize we get a lot of service for our utility dollars. I remember my bill being around 30 something, then 50 something and now 70 something.

Steve Gaschler responds I don't know how 4% would equate to the math that you're doing. We are the lowest provider in the region.

Councilor Wilson states as everybody knows we are going to connect with the 40 Mile Loop. There was a meeting on the 29th of June and Metro sent out over 12,000 notices. 4,617 of those were sent to Troutdale residents. There was maybe 100 people total there from Corbett, Boring, Troutdale and Gresham. I feel before we make a decision if we're going to change or connect I would like to have a work session along with the Planning and Parks Advisory Committees and re-invite the Troutdale residents. Maybe we could hold it at the Sam Cox Building. Looking at the postcard that was sent out it really wasn't clear about what is happening or where the trails were. I would like it to be the least impact and get the buy in of the community that it's going to affect. I think there needs to be more outreach for the community of Troutdale.

Councilor Ripma states there is no money so there is no particular rush.

Councilor Wilson states I understand that but the Metro Committee is making preferred recommendations. We as a City Council is going to have to decide on it. The Metro Committee is going to make a decision in October.

Mayor Daoust asks would sometime in September would be adequate for a work session?

Councilor Wilson responds either before or after. Metro is going to have another meeting in September.

Councilor White states I would like input from the Multnomah County Sheriff's Office as far as safety aspects and enforcement.

Councilor Wilson states the other things I want to go over is Summerfest which is the 23rd of this month. Then on August 6th is the Soulful Giving. Also, August 7th is the Troutdale Cruise-In.

Councilor Brooks states I wanted to thank everybody that put together reports tonight. Also, in regards to the work session regarding the 40 Mile Loop. I will be on vacation for 2 weeks in September.

Mayor Daoust states I would like to make a recommendation to the other Cities to appoint Larry Morgan to the Metro Police Advisory Committee (MPAC) as the alternate for East County. This is something that I'll need Council approval on. This is a little bit different process from City Committees where I need Council's approval, this is a Metro Committee so I understand that I can go ahead and make that recommendation to the other Cities.

Councilor Ripma states I recall MPAC has a rule that each City passes a resolution to appoint a representative and the alternate.

Mayor Daoust states the OMA Conference is July 20th to the 24th and I will be attending that conference. Councilor Ripma has agreed to hand out the Citizen of the Year award and the Youth Citizen of the Year award at the park for Summerfest.

11. ADJOURNMENT

MOTION: Councilor Wilson moved to adjourn. Seconded by Councilor Brooks. The motion passed unanimously.

Meeting adjourned at 10:06pm.

DRAFT

Doug Daoust, Mayor

Dated:

ATTEST:

Kenda Schlaht, Deputy City Recorder

CITY OF TROUTDALE

Regular Meeting
7:00PM

Monday, July 12, 2016

PLEASE SIGN IN

Name – Please Print	Address	Phone #
MONTE REISER	–	5039880352
Richard R. Troutt	—	—
TERESA TROUDT	—	503 956 7157
Phil Healy		503-415-6512
Tim Sooey	C.O.T.	
Ryan McNaylor	–	503-481-4129
Gary Jones	—	503 729 5936
Rob Canfield	Troutdale	503-995-5524
Charles Foss	"	503-912-3665
Zach Hudson	"	503-665-5939
Diane Castillo-Wolfe		503 888-1405
Doug Briggs	–	503 729-2023
MARTHA RAINEY	0052 SW KINGFISHER DURHAM, OR 97224	503.708.4878

Annual Report to Troutdale City Council

July 12, 2016

TAMIE TLUSTOS=ARNOLD, CHAMBER PRESIDENT

AND

BOB MCDONALD, INTERIM EXECUTIVE DIRECTOR

Our Mission, Our Vision, Our Goals

Mission
Connecting Commerce & Communities to Create Economic Vitality. To lead the transformation of the West Columbia Gorge into a dynamic economic force in the Northwest business community.
CORE VALUES
Integrity……
We believe in promoting integrity through fair and honest business practices.
Community……
We believe in promoting the common interest of our region to improve and enhance business, tourism, and quality of life.
Leadership…..
We believe in active leadership and representation in local and regional planning and development.
Commerce…..
We believe in promoting strong economic growth by continuing development of thriving and diverse business communities.

ENVISIONED FUTURE
The West Columbia Gorge Chamber of Commerce will be the foremost voice representing the business communities of the West Columbia Gorge Region.

W·E·S·T
COLUMBIA
G·O·R·G·E
CHAMBER·OF
COMMERCE &
VISITOR CENTER

Overview:

- State of the Chamber
- Financials
- Membership
- Operations
- Tourism
- Events
- Future Direction

State of the Chamber

The Chamber had some growing pains in March but we have fully recovered fully and are doing better than we have in a long time as evidenced by:

- Our strong growth in membership
- Positive membership feedback/survey
- Increased growth at our networking events
- Positive interactions with members

Strengthening Community Relationships

- We have been working with our sister chamber (Gresham CC)
- Partnering on events with the Gresham Chamber
- Continuing to build relationships with our local City Council's, Schools, and business'
- Fairview has been annexed into our tourism region
- Event Support

Financials

2014-2015 Financial Audit
*Fox Company, CPA conducted a financial review

2015-2016 Goal is to complete a full audit
Developed a finance committee

Membership

- Membership growth has increased significantly since March 2016. We attribute that directly to new leadership and trust in the organization.

January = 103
February = 110 (+7)
March = 111 (+1)
April =118 (+7)
May = 121 (+3)
June = 133 (+12)
July = 135 (+2)

- Kudos to our Membership Committee and co-chairs (Terry Smoke & Cheryl Swart) for their grassroots efforts!
- Developed a membership survey
- Value based membership
- Reviewing our pricing model
- Regular AM's and PM's

Operations

STAFF CHANGES:

- We lost our membership director in January. Position not replaced.
- Hired a new VC Manager in late February, not a good fit.
- Hired Bob in April as our Interim Executive Director (20 Hours a week)
- (2) Job Corps Interns / Saturday's Open 4 hrs
- Darrel to help staff VC while we were in a state of flux with staffing
- We have hired a new Visitors Center/Office Manager, Peggy Propster
- We have a pending offer of employment for our ED Position which will be full-time
- Chamber BOD elections this month
- New computers

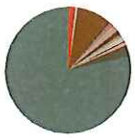
Tourism/Visitor's Center

We've had a 21% increase in visitor traffic at the Visitor Center in Troutdale this year.

Top 6 Visiting Countries:

1. Canada
2. United Kingdom
3. Australia
4. Germany
5. Netherlands
6. France

2015-2016



Argentina, Australia, Austria, Bangladesh, Belgium, Brazil, Canada, Carribbean Island, Chile, China, Denmark, Dominican Republic, Egypt, Finland, France, Germany, Greece, Hong Kong, India, Ireland, Israel

Tourism Cont'd

Bike Tourism Grants
RTO (METRO)
Keep America Beautiful (Waste Mgmt)

Gorge Hubs

Extended Office Hours

Springwater Trail Extension

Events

Summerfest, July 23rd

Farm to Table, Sept 3rd (New Event)

Fall Festival of the Arts, Sept 30th- Oct 1

Holiday Tree Lighting Event, Dec 3rd

Future State

2016 has been a year of tremendous growth and true member engagement. We anticipate greater support and engagement from our local business community as we finish 2016 and head into the new year.

New Grant Opportunities

Visitor Center - Depot Train Station

Need space for our staff

Halsey Corridor

Update and clarify our Troutdale MOU

Create a stronger voice and enhanced advocacy for our business community through our Government Affair Committee

Review and update our Strategic Plan

Update Bylaws and policies

Chamber Directory

Thank you City of Troutdale for your continued support

July 1, 2015 - June 30, 2016

	Complete P&L (Partial Yr)	Check: Sum of Columns to Right	Marcia Time @ 90% of TTL	ED Time @ 85% of TTL	TLT-Funded									Chamber Funded				
							Community Events								Chamber Events			
							SummerFest			Tree Lighting					Fall Arts Festival			
					Visitor Center	Tourism Promotion	2014 COMPLETED	2015	2016	2014 COMPLETED	2015	2016	Marcia Time @ 10% of TTL	ED Time @ 15% of TTL	Operations & Membership	2014 COMPLETED	2015	2016	Christmas Dinner
Ordinary Income/Expense																			
Income																			
Direct Public Support	$777.99	$777.99			$664.99										$113.00				
Government Contracts	$94,555.10	$94,555.10			$94,555.10														
Special Events Income	$61,900.31	$61,900.31						$5,964.80	$8,490.00		$500.00						$46,945.51		
Membership Dues	$28,514.46	$28,514.46													$28,514.46				
Certificates of Origin	$0.00	$0.00																	
Other Types of Income	$1,414.90	$1,414.90													$1,414.90				
Total Income	$187,162.76	$187,162.76			$95,220.09			$5,964.80	$8,490.00		$500.00				$30,042.36		$46,945.51		
Gross Profit	$187,162.76	$187,162.76			$95,220.09			$5,964.80	$8,490.00		$500.00				$30,042.36		$46,945.51		
Expense																			
Business Expenses	$100.00	$100.00													$100.00				
Merchant Services	$728.83	$728.83			$431.82										$247.56		49.45		
Bank Fees	$36.63	$36.63			$16.25										$20.38				
Event Expenses	$58,185.63	$58,185.63						$8,162.25	1574.45		$1,402.00	45			563		$45,225.93	$45.00	$1,168.00
Accounting/Bookkeeping Fees	$7,109.50	$7,109.50			$4,621.18										$2,488.33				
Other Contract Services	$9,687.68	$9,687.68		$5,950.00	$994.00									$1,050.00	$1,633.68		60		
Equip Rental and Maintenance	$767.84	$767.84			$499.10										$268.74				
Rent, Parking, Utilities	$12,000.00	$12,000.00			$7,800.00										$4,200.00				
Marketing & Advertising	$5,855.85	$5,855.85			$300.00	$1,653.00									$3,835.45		67.4		
Telephone, Telecommunications	$2,531.40	$2,531.40			$1,645.41										$885.99				
Other Operations	$3,710.95	$3,710.95			$713.01	104.26		$15.46							$2,284.53		293.69	300	
Insurance - Liability, D and O	$1,540.77	$1,540.77			$1,001.50										$539.27				
Other Types of Expenses	$6,215.80	$6,215.80			$233.44	712.35		116							$5,154.01				
Employee Salary & Pyrl Taxes	$27,016.69	$27,016.69	$24,315.02										$2,701.67						
Exec Director Salary & Pyrl Taxes	$22,515.01	$22,515.01		$19,137.76										$3,377.25					
Employee Commissions & Pyrl Taxes	$9,942.79	$9,942.79													$9,942.79				
Worker's Comp & Payroll Service Fees	$874.97	$874.97			437.49										$437.48				
Personnel Travel and Meetings	$2,690.74	$2,690.74			$830.23	$833.62									$1,026.89				
Total Expense	$171,511.08	$171,511.08	$24,315.02	$25,087.76	$19,523.42	$3,303.23	$0.00	$8,293.71	$1,574.45	$0.00	$1,402.00	$45.00	$2,701.67	$4,427.25	$33,628.10	$0.00	$45,696.47	$345.00	$1,168.00
Net Ordinary Income	$15,651.68	$15,651.68	($24,315.02)	($25,087.76)	$75,696.67	($3,303.23)	$0.00	($2,328.91)	$6,915.55	$0.00	($902.00)	($45.00)	($2,701.67)	($4,427.25)	($3,585.74)	$0.00	$1,249.04	($345.00)	($1,168.00)
Net Income	$15,651.68	$15,651.68	($24,315.02)	($25,087.76)	$75,696.67	($3,303.23)	$0.00	($2,328.91)	$6,915.55	$0.00	($902.00)	($45.00)	($2,701.67)	($4,427.25)	($3,585.74)	$0.00	$1,249.04	($345.00)	($1,168.00)
							$26,630.30								*($10,978.62)*				

Apportioned Overhead: TLT 65%, Chamber 35% (based on square footage)
Apportioned ED time: 85% TLT, 15% Chamber (based on ED time-use analysis)
Apportioned Marcia time: 90% TLT, 10% Chamber (based on time-use analysis)

Exhibit B

July 12, 2016 Council Regular Session Minutes

STORMWATER PERMITTING:
WPCF PERMIT FOR CLASS V UICS

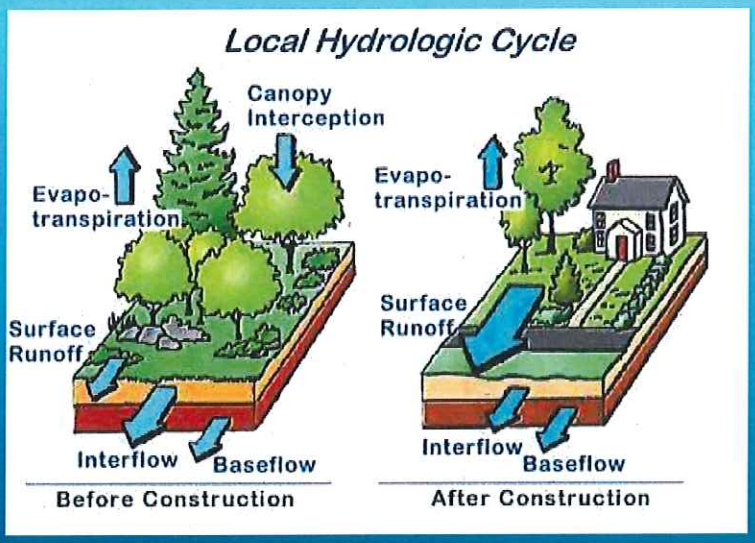
JULY 12, 2016 COUNCIL MEETING

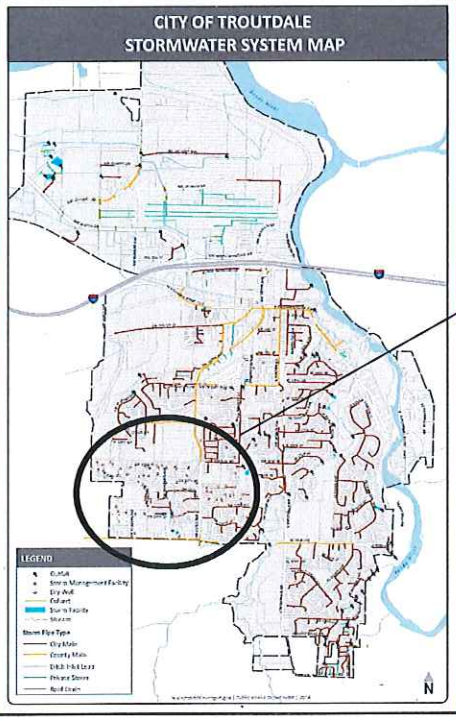
Amy Pepper, PE

Troutdale's Stormwater Program

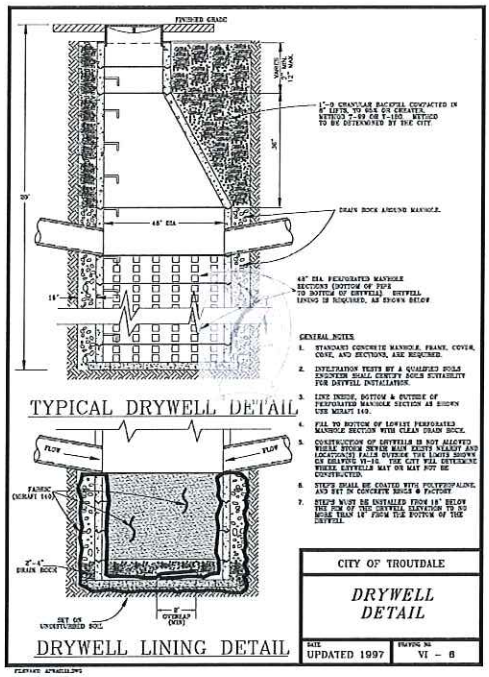
System Overview

- Separate from sanitary sewer system
- Combination of open (channels/ditches) and closed (piped) systems
- Mixed ownership of system components
- 32 miles of closed pipe system, 32 outfalls
- 125 drywells (underground injection controls aka "UICs")
- Water quality facilities – Bioswales, Stormfilters™, pollution control manholes, and oil/water separators

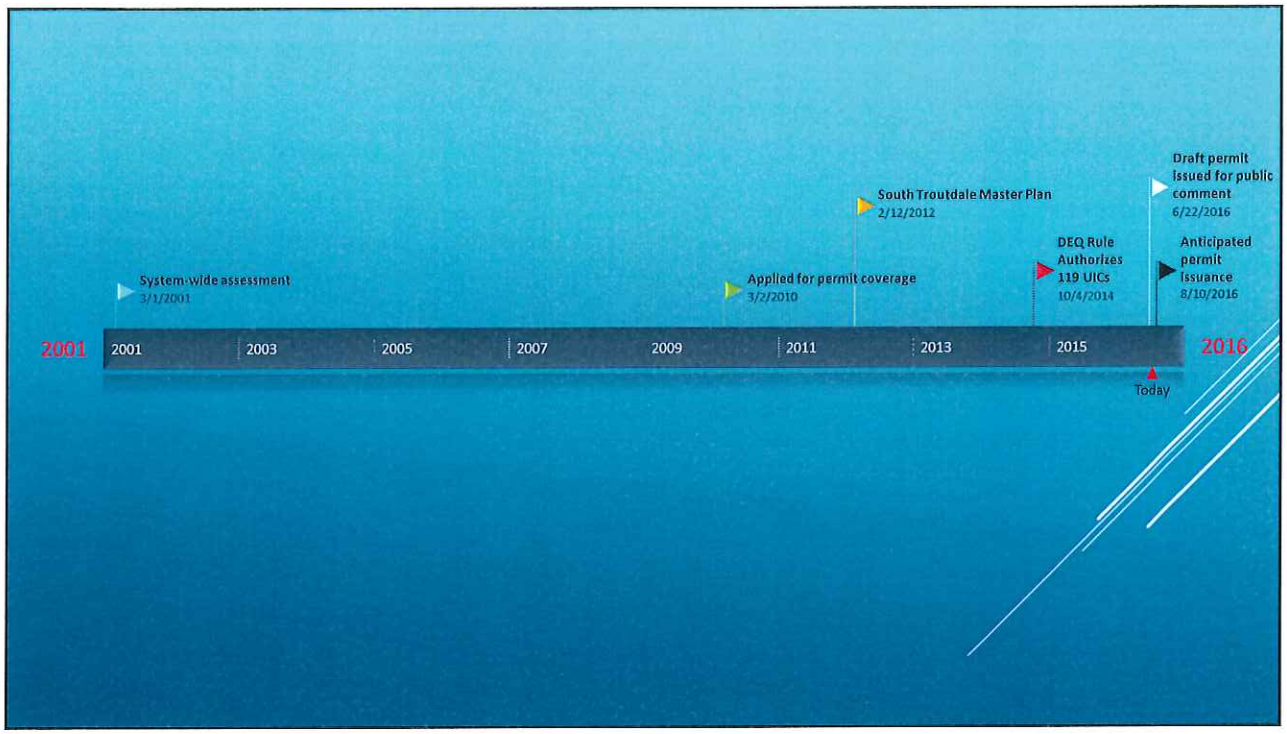




Stormwater infiltrates



- Regulated under the Safe Drinking Water Act (1974)
- OAR 340, Division 44 (2001)



Draft Permit Requirements:

- Inspect drywells annually and maintain as needed
- Collect stormwater samples
- Develop and implement a spill response plan
- Report annually to DEQ
- Conduct employee training
- Perform legal authority review & update ordinances if necessary

QUESTIONS?

CITY OF TROUTDALE

STAFF REPORT

SUBJECT/ISSUE: A Resolution authorizing the City Manager to execute an Intergovernmental Agreement with the Port of Portland for cost sharing of local matching funds for the MTIP grant funded 40-Mile Loop: Blue Lake Park to Sundial Road project

MEETING TYPE: City Council Regular Mtg.	**MEETING DATE:** September 27, 2016 **STAFF MEMBER:** Travis Hultin, Chief Engineer **DEPARTMENT:** Public Works
ACTION REQUIRED Consent Agenda/Resolution **PUBLIC HEARING** No	**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:** Not Applicable **Comments:**

STAFF RECOMMENDATION: Approve the proposed IGA, adopt the Resolution

EXHIBITS:

A. IGA with the Port of Portland for cost sharing of local matching funds for the MTIP grant funded 40-Mile Loop: Blue Lake Park to Sundial Road project

Subject / Issue Relates To:

☒ Council Goals ☐ Legislative ☐ Other (describe)

Goal 10: Pursue connection of the 40-mile loop trail

Issue / Council Decision & Discussion Points:

- It is a goal of the City Council to pursue connection of the 40-mile loop trail.
- A multi-agency partnership has been formed with funding from the Metropolitan Transportation Improvement Program (MTIP) to construct remaining segments of the 40-mile loop trail in the north industrial area of the City.

Reviewed and Approved by Acting City Manager:

- While the bulk of funding for the trail project will be provided by the MTIP grant, local matching funds are required.
- The Port of Portland has committed to provide two-thirds of the local matching funds, and the City has previously indicated its intent to provide the remaining one-third of matching funds.
- The Budget Committee and City Council have appropriated funds for the City's matching contribution in previous budgets, and the current budget.
- The purpose of this IGA is to provide for the City's transfer of its matching fund contribution to the Port of Portland, which is serving as the lead agency for the project.

BACKGROUND:

The MTIP grant funded 40 Mile Loop: Blue Lake Park to Sundial Road project has been in the planning stages for several years now. This project will construct the remainder of the 40-mile loop trail atop the Sandy Drainage Improvement Company levee in Fairview and Troutdale, as well as the remaining segment along the Sandy River from the existing levee trail to Harlow Road. This project is in the City's Parks Master Plan and Capital Improvement Plan. The City of Fairview was the lead agency on this project initially, but Fairview subsequently abdicated that role and the Port of Portland stepped in to take that lead. Throughout the process, the City has remained an active partner in the project.

This is a multi-agency partnership project, and for the last couple of years the Port, ODOT and the various partners, including Troutdale, have been working on the intergovernmental agreements that are necessary. Recently, the council approved and the City executed the larger multi-agency IGA that covers functional partner roles of the agencies.

The $3,072,421 MTIP grant requires local matching funds in the amount of $351,652. Initially, the agencies tentatively agreed that the matching funds would be split in thirds and provided equally by the Port, Fairview and Troutdale. Fairview subsequently declined to participate with matching funds, and the Port volunteered to pick up Fairview's share. As a result, the Port will provide two-thirds of the matching funds ($234,345) and the City will provide one-third ($117,217). The Budget Committee and City Council have approved and appropriated these funds in previous budgets and the current budget. However, because the project has not yet proceeded, those funds have yet to be spent. Design is getting underway for this project, but final design cannot complete and construction will not proceed until completion of the levee recertification process currently in progress. Presently, construction is not expected to commence until at least 2018.

The proposed IGA provides for the City's payment of its share of the matching funds to the Port of Portland, the lead agency for the project. City staff and legal counsel have reviewed the proposed IGA and find it appropriate for the stated purpose.

PROS & CONS:

Pros:

- Advances City Council goal 10
- Advances the implementation of the Parks Master Plan and Capital Improvement Plan
- Allows the project to proceed through design and construction
- Implements the will of the Budget Committee and City Council expressed by the appropriation of these funds in previous and current budgets

Cons

- None

Current Year Budget Impacts ☐ Yes *(describe)* ☒ N/A
While these funds are appropriated in the current budget, the timing of payments provide in the IGA taken with the anticipated project schedule will result in this payment being made in future fiscal years rather than the current fiscal year

Future Fiscal Impacts: ☒ Yes *(describe)* ☐ N/A
Payments totaling $117,217 in 2017, 2018 and/or 2019 depending on project schedule

City Attorney Approved ☐ N/A ☒ Yes

Community Involvement Process: ☐ Yes *(describe)* ☒ N/A

Exhibit A
Agenda Item 2.2
Council Meeting 09-27-2016

INTERGOVERNMENTAL AGREEMENT BETWEEN THE PORT OF PORTLAND AND THE CITY OF TROUTDALE

40-MILE LOOP TRAIL: BLUE LAKE PARK TO SUNDIAL RD

THIS AGREEMENT is made and entered into by and between the PORT OF PORTLAND, a port district of the State of Oregon, (the "Port") and the CITY OF TROUTDALE, a municipal corporation, all referred to individually or collectively as "Party" or "Parties."

RECITALS

1. Federal Metropolitan Transportation Improvement Program funds have been allocated for the construction of the 40-Mile Loop Trail: Blue Lake Park to Sundial Rd; the project includes an additional 1,200-foot length of trail between the new Reynolds Trail and Harlow Place, and an approximate 1000 foot long segment in ODOT right-of-way of Jordan Road east of the Sandy River. The project is identified in the Oregon Department of Transportation Statewide Transportation Improvement Plan as Key# 17270 (the "Project").

2. The location of the Project is approximately as depicted on the sketch maps attached hereto, marked Exhibit A and B, and by this reference made a part hereof.

3. The parties have entered into an Intergovernmental Agreement dated 8-12-2016 with the Oregon Department of Transportation (ODOT) and others (the "ODOT IGA") defining the respective roles and responsibilities relating to the Project. Under the ODOT IGA, the Port will have the lead agency role and manage the design, assist with ODOT's right-of-way acquisition, permitting, and construction of the Project.

4. The amount of Federal funding allocated to the Project is $3,072,421. The required local match is $351,652.

5. The Port will pay two-thirds of the required local match in the amount of $234,435.

6. The City of Troutdale will pay one-third of the local match in the amount of $117,217.

7. Parties wish to enter into this agreement to provide for City payment of $117,217 to the Port for its share of local match for the Project.

NOW THEREFORE, the facts being in general as stated in the Recitals, it is agreed by the Parties as follows:

TERMS OF AGREEMENT

1. The Port will pay two-thirds of the required local match up to $234,435.00.

2. The City of Troutdale will contribute one third of the local match up to a maximum amount of $117,217.00. The amount is payable in two (2) equal installments.. City will pay to the Port the first installment in the amount of $58,608.50 within thirty (30) days following receipt of a copy of the contractor's notice to proceed to construct the Project. The City of Troutdale will pay to the Port the remaining installment in the amount of $58,608.50 within thirty (30) days of notice of receipt of the final approval and final acceptance of the Project by ODOT.

3. The agreement can be modified with the agreement of each of the Parties, either to reduce or add costs, or adjust the payment schedule.

4. This Agreement shall become effective on the date all required signatures are obtained and shall terminate upon all required payments of local match and completion of the Project.

5. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

PORT OF PORTLAND

By _____

Bill Wyatt, Executive Director

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____
Port Counsel

Date _____

Port Contact:
Phil Healy
Senior Transportation Planner
7200 NE Airport Way
Portland, Oregon 97218
503-415-6512
503-415-6820 (FAX)
philip.healy@portofportland.com

CITY OF TROUTDALE, by and through its elected officials

By _____

Craig Ward, City Manager

Date _____

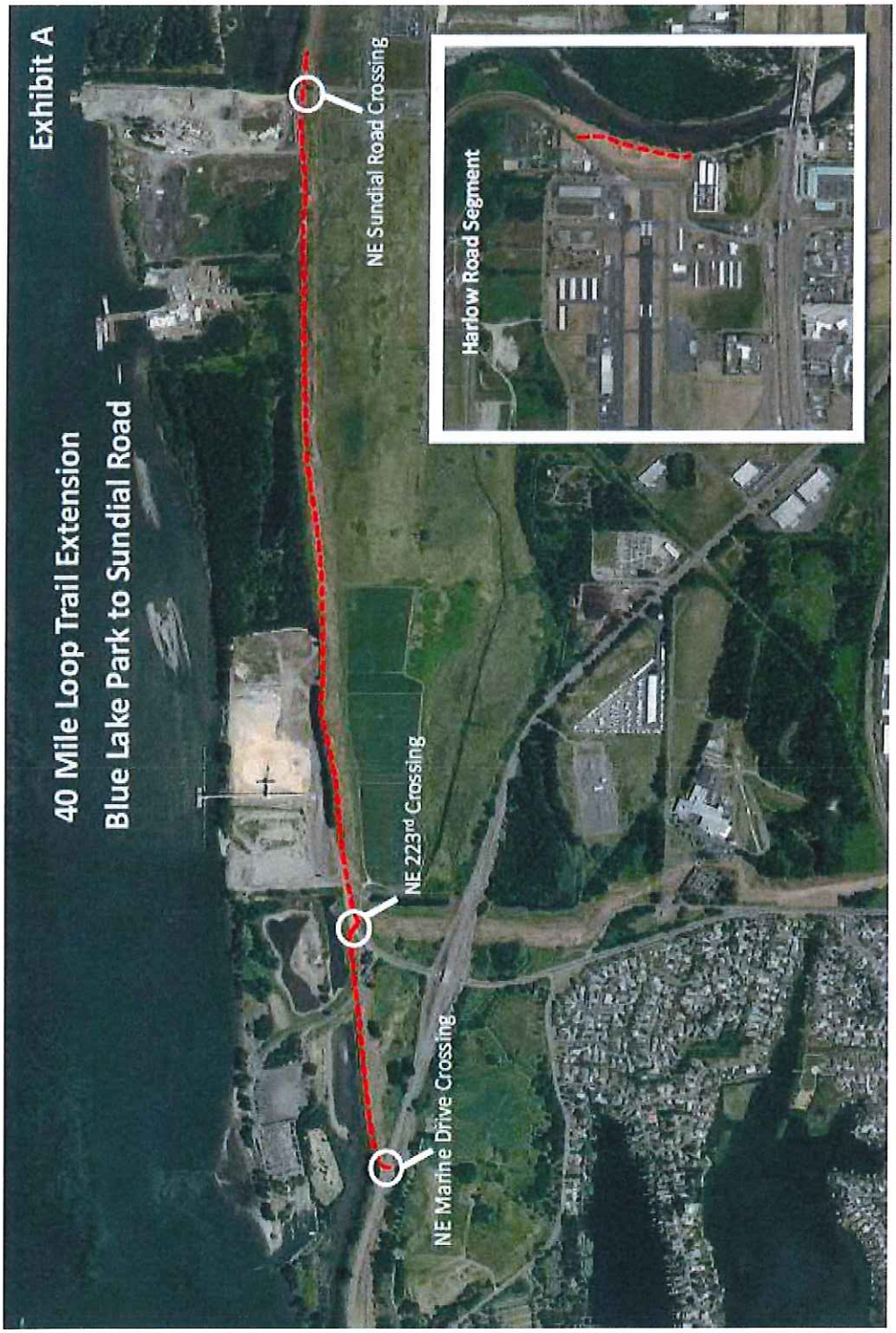
APPROVED AS TO LEGAL SUFFICIENCY

By_____
City Counsel

Date_____

City Contact:
Travis Hultin
Chief Engineer
342 SW 4th Street
Troutdale, OR 97060
503-674-7265
503-667-0524 (FAX)
travis.hultin@troutdaleoregon.gov

Exhibit A and B



RESOLUTION NO.

A RESOLUTION AUTHORIZING A CITY OFFICAL TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE PORT OF PORTLAND FOR COST SHARING OF LOCAL MATCHING FUNDS FOR THE MTIP GRANT FUNDED 40-MILE LOOP: BLUE LAKE PARK TO SUNDIAL ROAD PROJECT

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The 40-Mile Loop: Blue Lake Park to Sundial Road project implements elements of the City's Parks Master Plan and Capital Improvement Plan.

2. Regional funding for the project has been obtained through a Metropolitan Transportation Improvement Program (MTIP) grant.

3. The MTIP grant requires matching funds from the local agencies. The Port of Portland has committed to providing two-thirds of the matching funds, with the City providing the remaining one-third of matching funds.

4. The Port and City have prepared the Intergovernmental Agreement attached herewith as Attachment A to provide for the City's payment of its share of these matching funds.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. Agrees now that the City enter into an IGA with the Port of Portland for cost sharing of local matching funds for the MTIP grant funded 40-Mile Loop: Blue Lake Park to Sundial Road project in substantial conformity with Exhibit A of the Staff Report.

Section 2. Designates the City Manager, Craig Ward, or Finance Director, Erich Mueller (each a "City Official"), or a designee of the City Official, to act on behalf of the City, and without further action by the City Council, the City Official is hereby authorized, empowered and directed to sign the IGA on behalf of the City, and any and all other required and necessary documents to implement the intent of the IGA.

Section 3. The City Official is hereby authorized to execute, acknowledge and deliver the IGA, including any other supporting and implementing documents, and to take any other action as may be advisable, convenient, necessary, or appropriate to give full force and effect to the terms and intent of the IGA, and the execution thereof by any such City Official shall be conclusive as to such determination.

Section 4. Further, consistent with intent of the IGA, and in the best interest of the City, the City Official is authorized to determine, execute, acknowledge and deliver any subsequent addendums, extensions, revisions, modification, or successor documents of the IGA, and the execution thereof by any such City Official shall be conclusive as to such determination.

Section 5. The Finance Director is authorized to disburse funds, subject to annual appropriations, as necessary to fulfill the IGA obligations, and is further directed to implement all such actions necessary to ensure budgetary compliance.

Section 6. This Resolution shall be effective upon adoption.

YEAS:
NAYS:
ABSTAINED:

_____
Doug Daoust, Mayor

_____
Date

_____
Sarah Skroch, City Recorder

Adopted:

AGENDA ITEM #4

CITY OF TROUTDALE

STAFF REPORT

SUBJECT / ISSUE: An ordinance vacating segments of SE Kibling Avenue and SE 7th Street rights-of-way at the Troutdale Elementary School Site.

MEETING TYPE: City Council Regular Mtg.	**MEETING DATE:** September 27, 2016 **STAFF MEMBER:** Chris Damgen **DEPARTMENT:** Planning
ACTION REQUIRED Ordinance - Adoption **PUBLIC HEARING** Yes	**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:** None forwarded (see background and exhibits for further detail).

STAFF RECOMMENDATION: Approve the motion with condition of approval.

EXHIBITS: **A.** Narrative from Reynolds School District (dated 8/1/16, amended 8/31/16)
B. Planning Commission – Findings from 8/24/16 public hearing
C. Staff Report – Given to Planning Commission for 8/24/16 public hearing

Subject / Issue Relates To:

☐ Council Goals ☐ Legislative ☒ Other

Issue / Council Decision & Discussion Points:

- Vacation of unused rights-of-way in order to allow for future redevelopment of school
- Ensuring compliance with the Comprehensive Land Use Plan (Criteria 1)
- Ensuring that the public interest is not prejudiced by the vacation. (Criteria 2)

Reviewed and Approved by Acting City Manager:

BACKGROUND:

This ordinance is submitted as an initial step in preparing a site & design review application for a new facility at the Troutdale Elementary School site. The school site is located within the "First Addition" area of Troutdale, which was the continuation of the original street grid for Troutdale between 5th and 8th Streets. The plat for the First Addition was approved in 1891. The original school structure was built in the 1920s and was placed within the 7th Street right-of-way. It is not known as to why the rights-of-way for 7th and Kibling Streets were never formally vacated.

In 2015, voters approved Measure 26-164, authorizing Reynolds School District to construct three new replacement elementary schools as part of a larger capital program. One of the schools slated for replacement was Troutdale Elementary, and the District has planned to utilize the existing site for the new facility. Throughout 2016, the District has engaged the community with the intent to use the site and is nearing completion of design and engineering. At the time of the pre-application meeting to discuss the site & design review process, Staff identified the right-of-way issue as a non-conforming feature that needed to be rectified prior to the potential approval of a site and design review application.

Vacation of rights-of-way is considered a Type IV process in the Troutdale Development Code. The matter was referred to Planning Commission at their regular meeting on August 24, 2016. A public hearing was held, with one member of the public testifying as a neutral party in order to clarify the application being considered. No other public testimony was received. Planning Staff recommended approval of the application based on its meeting of two decision criteria, which are:

1. The proposal does not cause a conflict with the Comprehensive Land Use Plan, and
2. The public interest will not be prejudiced by the vacation. *[TDC 6.110]*

Planning Commission agreed with the Staff finding on the first criterion but were unable to determine prejudicial effect on public interest on the second criterion, thus not submitting a formal recommendation. By a 4-2 vote (1 member was absent), the Commission found that insufficient testimony was given on that criterion item.

Since that meeting, the Applicant has revised the narrative to further articulate how it believes the public interest is being met. Staff maintains its position that the public interest will not be prejudiced and is maintaining its recommendation of approval. The lack of objections to the application from Public Works and Planning departments indicate that concerns about the long term infrastructural or land use effects on vacating these rights-of-way are minimal. No existing infrastructure exists within these rights-of-way to be vacated; nor are any improvements proposed to utilize them. Furthermore, the topography along the east side of the site and the lack of a continuous ROW for Kibling Ave to connect to 5th Street would make any potential alternative development of the site potentially difficult.

PROS & CONS:

Pros:

- Keeps the intended project schedule on-track and allows the District to submit a site & design review application (reviewed and approved by Planning Commission via Conditional Use Application)

- Helps to maintain community service uses in the Town Center, which is compliant with goals in the Comprehensive Land Use Plan and objectives in Town Center Plan.

- Eliminates existing nonconformity, cleans up property records and allows for future consolidation and reutilization of property without additional approval steps.

- Removes unused rights-of-way from City records and thus eliminates any concerns of maintenance or liability on what was assumed-to-be school district property.

Cons:

- Rights-of-way are difficult and costly to obtain (or re-obtain) once vacated.

SUMMARY:

The position of the Applicant and Staff has been that the public interest has been met in multiple ways in qualitative analysis. Keeping in mind that:

- the existing school footprint across the rights-of-way has not appeared to cause concern
- the intended land use would remain the same as the status quo
- the public anticipates a new facility resulting from the bond vote and citizen engagement
- minimal testimony was received from review agencies and citizens

Staff continues its recommendation for approval with conditions as outlined on page 3 of the Staff Report for Planning Commission dated 8/16/16.

Current Year Budget Impacts ☐ Yes *(describe)* ☐ N/A

Future Fiscal Impacts: ☒ Yes *(describe)* ☐ N/A
Although there is presently no infrastructure in place (roads or pipes), vacating the ROW would likely continue existing land use of site but eliminate private development potential (none currently).

City Attorney Approved N/A ☐ Yes

Community Involvement Process: ☒ Yes *(describe)* ☐ N/A
Public notification given at the site and mailings to surrounding properties. Public hearing held at Planning Commission meeting on August 24, 2016. School district has held several stakeholder meetings and open houses to discuss plans for new school at site throughout the spring of 2016.

Exhibit A

9/27/16 Council Mtg. – Item #4

Proposed Troutdale Elementary School
Street Vacation Narrative
August 1, 2016
Amended August 31, 2016

Reynolds School District requests to have SE Kibling Avenue and SE 7th Street vacated to accommodate construction of the replacement Troutdale Elementary School, as indicated in the attached exhibits. The streets noted above currently lie under the existing school building and the adjacent outdoor play areas.

With the street vacations, Reynolds School District can move forward with the planning, permitting and construction of the replacement grade school and adjoining open and covered play fields.

Below are answers to the criteria in Section 6.110 of the Troutdale Development Code regarding the proposed street vacation:

6.110 Vacation Criteria. A proposal to vacate a street, public square, or other public place shall be conducted under the Type IV procedure, with supplements or modifications required to comply with state law. The Planning Commission shall base its recommendation to the City Council on whether the following criteria have been met:

A. The proposal does not cause a conflict with the Comprehensive Land Use Plan.

No conflict with the Comprehensive Land Use Plan will be caused with the proposed street vacations. The streets proposed to be vacated are not currently in use and lie under the existing grade school building and adjacent school play areas. Once vacated, the areas are proposed to provide space for the new grade school, open and covered play fields, access and parking supporting the replacement elementary school.

B. The public interest will not be prejudiced by the vacation.

The property owner will remain the same. The use of the property as an elementary school since the 1920s will also remain the same. The public will benefit from the construction of this new school facility.

Additional Comments
Amended August 31, 2016

As an update to the Troutdale Planning Commission's request, Reynolds School District offers its approval of staff's recommendation to approve the SE 7th Street and SE Kibling Street vacations for the following reasons:

1. The existing Troutdale Elementary School was constructed nearly ninety years ago and is showing its age. Although the facility continues to serve as a neighborhood and community hub for K-5 education, after school activities, and other public events, the District's Master Plan calls for the structure's replacement.

2. In 2015, voters within the Reynolds School District passed Measure 26-164 authorizing the District to construct 3 new, replacement elementary schools and numerous other capital projects. Among the new schools to be constructed is Troutdale Elementary School.
3. Reynolds School District has made a good faith effort to keep the Troutdale community updated and engaged with the planning and design process with current updates to its website and an extensive community outreach program.
4. Throughout the course of the new school's planning phases, the District has reached out to the public on several occasions for the community planning sessions. Public and staff were invited to each session. Enthusiasm and support were high at these meetings and at no time were any protests to the new construction made. Many of the public's comments solicited from the meetings were incorporated into the new building's design.
5. Community connection with the natural beauty of the Columbia Gorge and Sandy River has served as the design inspiration for the new replacement school.
6. The District is committed to replacing the Troutdale Elementary School; however; funding to purchase new property for the school was not included in the budget should the street vacation request not be passed.
7. Reynolds School District respectfully requests that the Troutdale City Council approve the vacations of SE 7th Street and SE Kibling Street at no cost to the taxpayer to ensure that students for many generations to come will benefit from this community-wide important project.

Exhibit B

9/27/16 Council Mtg. – Item #4

CITY OF TROUTDALE

PHONE (503) 665-5175 | www.troutdale.info

Planning Commission Recommendation

FILE NUMBER / NAME	**16-036 Troutdale Elementary**		
APPLICATION TYPE	Type IV – Vacation of Rights-of-Way		
PROJECT APPLICANT	Reynolds School District #7	PROPERTY OWNER	Reynolds School District #7
PROJECT LOCATION	648 SE Harlow Ave	TAX MAP / TAX LOT #	N/A
LAND USE MAP	Medium Density Residential	LAND USE ACTIVITY	N/A
ZONING DISTRICT	R-5 Single Family Residential	OVERLAY DISTRICT	Town Center

REQUEST

The applicant is proposing the vacation of public rights-of-way owned by the City of Troutdale on segments of SE Kibling Ave and SE 7th St that are located upon the Troutdale Elementary School campus. The rights-of-way go through the existing facility, creating a non-conformance that prohibits future development or improvements to the campus until rectified.

PROCEDURE

This application is undergoing a Type IV quasi-judicial procedure. [TDC Sec. 2.120, 6.100 and Ch. 16] This procedure requires a Public Hearing, Planning Commission review, and City Council approval in order to be adopted. Nearby property owners, relevant review entities, and other stakeholders were notified in accordance with TDC sections 16.030 and 16.040. Supplements and modifications to the Vacation procedure to comply with state law may be required. [TDC 6.110]

APPLICABLE CRITERIA

Listed below are governing standards that shall apply:

- *City of Troutdale Comprehensive Land Use Plan ("Comp Plan")*
- *Troutdale Development Code [TDC]*: **Ch. 1** Introductory Provisions; **Ch. 2** Procedures for Decision Making; **Sec. 5.300** Nonconforming Uses; **Sec. 6.100** Vacation; **Ch. 7** Land Division; **Ch. 16** Public Deliberations and Hearings
- *City of Troutdale Construction Standards for Public Works Facilities*
- Relevant provisions in the Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)

FINDINGS OF FACT – INITIAL PUBLIC HEARING

A. The Planning Commission received public testimony from Staff, the Applicant, and interested parties at the initial public hearing for this application on August 24, 2016.

B. The proposed Findings of Fact on Page 2 are derived from the specific decision criteria in the Troutdale Development Code and are hereby submitted to City Council on behalf of the Planning Commission.

C. Planning Commission has found that one of the two criterion was met. A formal recommendation to approve the application was not reached due to one of the criterion being undetermined at the time of the initial hearing.

DRAFT

FINDINGS OF FACT – VACATION *[Decision Criteria from TDC 6.110]*

1. **The proposal does not cause a conflict with the Comprehensive Land Use Plan.**

   FINDING: The applicant has shown that the proposed vacation of rights-of-way would be consistent with the Comprehensive Land Use Plan. Staff has reviewed the application and has established that the application does not conflict with the goals of the Comprehensive Land Use Plan. ***The criterion is met.***

2. **The public interest will not be prejudiced by the vacation.**

   FINDING: The public interest carries a broad definition and must be evaluated on a variety of factors. At the initial public hearing, City Staff has not sufficiently analyzed long-term effects that may stem from the vacation of this right-of-way. As such, Planning Commission is unable to determine if the criterion is met or is not met.
   [Voted 4-2 in favor of this finding]

RECOMMENDATION & VOTING

RECOMMENDATION
The Planning Commission hereby withholds a recommendation as a result of one of the two criteria being undetermined and submits its findings to City Council for future consideration of the Application.

YEAS: **6**

NAYS: **0**

ABSTAINED: **0** (1 absent)

_____
Tanney Staffenson, Planning Commission Chair

Date _____

Exhibit C
9/27/16 Council Mtg. – Item #4

CITY OF TROUTDALE

PHONE (503) 665-5175 | www.troutdale.info

Staff Report

Report Date	August 16, 2016
Public Hearing Date	August 24, 2016

FILE NUMBER / NAME	**16-036 Troutdale Elementary**		
APPLICATION TYPE	Type IV – Vacation of Rights-of-Way		
PROJECT APPLICANT	Reynolds School District #7	PROPERTY OWNER	Reynolds School District #7
PROJECT LOCATION	648 SE Harlow Ave	TAX MAP / TAX LOT #	N/A
LAND USE MAP	Medium Density Residential	LAND USE ACTIVITY	N/A
ZONING DISTRICT	R-5 Single Family Residential	OVERLAY DISTRICT	Town Center

REQUEST

The applicant is proposing the vacation of public rights-of-way owned by the City of Troutdale on segments of SE Kibling Ave and SE 7th St that are located upon the Troutdale Elementary School campus. The rights-of-way go through the existing facility, creating a non-conformance that prohibits future development or improvements to the campus until rectified.

PROCEDURE

This application will undergo a Type IV quasi-judicial procedure. [TDC Sec. 2.120, 6.100 and Ch. 16] This procedure requires a Public Hearing, Planning Commission review, and City Council approval in order to be adopted. Nearby property owners, relevant review entities, and other stakeholders are hereby notified in accordance with TDC sections 16.030 and 16.040. Supplements and modifications to the Vacation procedure to comply with state law may be required. [TDC 6.110]

VICINITY MAP

APPLICABLE CRITERIA

Listed below are governing standards that shall apply:

- *City of Troutdale Comprehensive Land Use Plan ("Comp Plan")*
- *Troutdale Development Code [TDC]*: **Ch. 1** Introductory Provisions; **Ch. 2** Procedures for Decision Making; **Sec. 5.300** Nonconforming Uses; **Sec. 6.100** Vacation; **Ch. 7** Land Division; **Ch. 16** Public Deliberations and Hearings
- *City of Troutdale Construction Standards for Public Works Facilities*
- Relevant provisions in the Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR)

RELATED LAND USE FILES

- P2016-09 Troutdale Elementary

OVERVIEW

The vacation application for abandonment of the rights-of-way affecting SE 7th St and SE Kibling Ave is required prior to the submittal of any future land use applications due to the non-conforming nature of the existing property structures and their relation with the rights-of-way. The applicant has requested the vacation in anticipation of future development at the site.

APPLICATION PROCESS

The pre-application meeting was held on June 16, 2016 at 2 p.m. at the Public Works Facility in Troutdale. A formal application was submitted in early August 2016. The City deemed the application to be complete on August 4, 2016. A *Notice of Hearing & Land Use Application* was sent to affected review entities and nearby property owners within 250 feet of the Property in Question, with comments to have been returned by August 15, 2016.

REVIEW ENTITY COMMENTS

Listed below are review entities who received the Notice & Request. If the entity provided comments, they can be found in a corresponding attachment.

Review Entity	Comments
Planning	Attachment 1
Public Works	Attachment 2
Mid-County Lighting District	No Response

Review Entity	Comments
Mult. Co. Sheriff's Office	Attachment 3
TriMet	No Response

OTHER COMMENTS

The City did not receive any comments from nearby property owners or other stakeholders during the comment period.

DECISION CRITERIA AND FINDINGS – VACATION *[TDC 6.110]*

The following criteria shall be used to review and decide the vacation of rights-of-way proposal. Staff's proposed findings are italicized below each criterion, shown in bold.

1. The proposal does not cause a conflict with the Comprehensive Land Use Plan.

FINDING: The applicant has shown that the proposed vacation of rights-of-way would be consistent with the Comprehensive Land Use Plan. Staff has reviewed the application and has established that the application does not conflict with the goals of the Comprehensive Land Use Plan. ***The criterion is met.***

2. The public interest will not be prejudiced by the vacation.

FINDING: City Staff and appropriate review entities have examined this proposed vacation, reaching a determination that the public interest will not be prejudiced by this action. City Public Works Staff have included conditions of approval that require dedication of utility easements along the property frontages to serve the public interest. Written notification of this proposed vacation has been sent to neighboring property owners and other stakeholders prior to this hearing. No comments were received from those stakeholders during the comment period. As such, ***the criterion is met.***

RECOMMENDATION

Staff recommends City Council ***approves*** this application from a land use perspective, subject to compliance with the following proposed conditions of approval outlined below. Any subsequent land use approvals shall not be issued until all conditions listed in the attachments are adequately addressed as determined by the appropriate review entity.

PROPOSED CONDITIONS OF APPROVAL

Planning

1. Prior to building permit issuance, the applicant shall finalize the vacation procedure with the Multnomah County Surveyor's Office.

Public Works

1. The applicant shall dedicate an 8' wide utility easement along the newly created property frontages within the envelope of the rights-of-way vacated.

Multnomah County Sheriff's Office

There are no conditions of approval. Please review the attached memorandum for general comments and findings.

CONSIDERATION

CITY COUNCIL ACTION *[TDC 15.060]*

A. The City Council may limit the nature of the information it will receive at a hearing and may establish separate rules for consideration of each of the following:

1. Compliance with the Comprehensive Land Use Plan
2. Appropriateness of the legislative process
3. Recommended action by the Commission including any policy changes or refinements proposed.

B. After confirming, amending, or reversing the recommendations of the Planning Commission, the City Council may take any of the following steps:

1. Enact or defeat an ordinance on all or part of the proposal under consideration. In taking this step, it shall not be necessary to segregate incidental results that might have been possible to accomplish by administrative action.
2. If the ordinance is defeated, but some or all of the proposal is found appropriate for administrative processing, the City Council may either act on the matter by the appropriate administrative procedure or refer the matter to the Planning Commission for such action. Unless different notice would be required under the provisions of this Code for the Type II, III, or IV administrative action, no further hearing is necessary for the City Council to take administrative action. If different notice is appropriate, or if the matter is referred to the Planning Commission for a decision or recommendation, an additional hearing shall be held.
3. Refer some or all of the proposal back to the Planning Commission for further consideration. If such referral is subsequently returned, no further hearing need be conducted if the proposal is processed under the City procedure for ordinance enactment.

C. The City Council may take final action on a proposed amendment to the Zoning District Map by order rather than by ordinance.

ORDINANCE NO.

AN ORDINANCE VACATING SEGMENTS OF SE KIBLING AVENUE AND SE 7TH STREET RIGHTS-OF-WAY AT THE TROUTDALE ELEMENTARY SCHOOL SITE.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Certain portions of rights-of-way for SE 7th Street and SE Kibling Avenue are located on the site of Troutdale Elementary School and are currently contributing to the facility's nonconformance.

2. The Reynolds School District as the Applicant is intending to develop a new facility at the existing location as a result of an approved bond measure. The ability to develop a new facility requires the vacation of affected rights-of-way.

3. The City nor any other known stakeholder is currently utilizing these rights-of-way segments and has no future intentions to utilize them for future improvements. The existing school facility is partially located upon these segments.

4. Approval of the vacation of these rights-of-way segments is subject to two decision criteria as outlined in Section 6.110 of the Troutdale Development Code.

5. The Troutdale Planning Commission reviewed the application on August 24, 2016 and did not submit a formal recommendation. Upon testimony provided at the initial public hearing, the Planning Commission found that the first decision criterion was met, but were unable to determine if the second decision criterion was met.

6. On the first decision criterion, the City Council has determined that the application does not conflict with the goals of the City of Troutdale Comprehensive Land Use Plan, consistent with the findings of the Planning Commission.

7. On the second decision criterion, the City Council has determined that the public interest will not be prejudiced by the vacation. Additional testimony and evidence provided by the Applicant since the initial public hearing have alleviated the concerns raised by the Planning Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. The findings of fact contained in the Planning Commission's final order pertaining to this vacation are hereby amended and incorporated by reference.

Section 2. The right-of-way for SE 7th Street between SE Harlow Avenue and SE Sandy Avenue be vacated and said tract be conveyed by deed to the owners of adjoining lots. The owners of adjoining lots shall be responsible for paying all associated recording fees.

Section 3. The right-of-way for SE Kibling Street between SE Sandy Avenue and the segment's northern terminus be vacated and said tract be conveyed by deed to the owners of adjoining lots. The owners of adjoining lots shall be responsible for paying all associated recording fees.

Section 4. The Conditions of Approval contained in the Staff Report for Planning Commission pertaining to this vacation are incorporated by reference.

YEAS:
NAYS:
ABSTAINED:

_____
Doug Daoust, Mayor

_____
Date

_____
Sarah Skroch, City Recorder

Adopted:

AGENDA ITEM #5

CITY OF TROUTDALE

STAFF REPORT

SUBJECT / ISSUE: An Ordinance amending section 1.04.010 – Definitions of the Troutdale Municipal Code to include definitions for police which recognize contracted police services.

MEETING TYPE: City Council Regular Mtg.	**MEETING DATE:** September 27, 2016 **STAFF MEMBER:** Sarah Skroch **DEPARTMENT:** Executive
ACTION REQUIRED Ordinance - Introduction **PUBLIC HEARING** Yes	**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:** Not Applicable **Comments:**
STAFF RECOMMENDATION: Adoption.	

EXHIBITS: None

Subject / Issue Relates To:

☐ Council Goals ☒ Legislative ☐ Other (describe)

Issue / Council Decision & Discussion Points:

- The proposed ordinance adds definitions to the Municipal Code that reflect the police services provided to the City through the IGA with the Multnomah County Sheriff's Office.
- The proposed ordinance will allow Multnomah County Sheriff's Office to obtain and review criminal histories for City volunteers as required by Troutdale Municipal Code Chapter 2.60.
- Language is being proposed that expands the definition for "chief of police" or "police chief" to include a designee from the Multnomah County Sheriff's Office or any other contracted police agency to fulfill that role for the City.

Reviewed and Approved by Acting City Manager:

BACKGROUND:

On March 24, 2015 the Troutdale City Council adopted Resolution #2278 approving an intergovernmental agreement (IGA) with Multnomah County for law enforcement services provided through the Multnomah County Sheriff's Office. That IGA was executed and became effective on July 1, 2015. Since the IGA became effective, there have been no changes made to the Troutdale Municipal Code (Code) to reflect those contracted police services.

Last fall when the City was going through the annual recruitment process to fill vacancies on City Committees and Commissions it was brought to our attention that changes to the Code would be necessary to reflect the City's use of contracted police services, specifically to Chapter 2.60 which currently authorizes the Troutdale Police Department to conduct the required criminal history records checks (records check) on all City volunteers. The records check requires access to the Oregon State Police's computerized criminal history information. Last year Oregon State Police agreed to allow Multnomah County Sheriff's Office to conduct the records checks for the City if the City agreed to start the process to amend the Code to show that Multnomah County Sheriff's Office will now be the entity conducting those records checks.

The City is proposing the addition of definitions to Section 1.04.010 of the Code to fulfill the request by the Oregon State Police. The definitions are housekeeping in nature. They define roles such as Chief of Police, Police Officer, and Police Department and note that these roles may be provided by Troutdale Police Department, Multnomah County Sheriff's Office or any other police agency contracting with the City for police services. The definition for Chief of Police has also been expanded to reflect the position under contracted police services by a designee within Multnomah County Sheriff's Office or other contracted police agency.

PROS & CONS:

Pros:

- Adding the proposed definitions will allow staff to continue to perform criminal history record checks on City volunteers as required in Chapter 2.60 of the Troutdale Municipal Code.

Cons

- None.

Current Year Budget Impacts ☒ Yes – *Incidental cost to update the Municipal Code* ☐ N/A

Future Fiscal Impacts: ☐ Yes *(describe)* ☒ N/A

City Attorney Approved Ordinance ☒ Yes

Community Involvement Process: ☐ Yes *(describe)* ☒ N/A

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 1.04.010 – DEFINITIONS OF THE TROUTDALE MUNICIPAL CODE TO INCLUDE DEFINITIONS FOR POLICE WHICH RECOGNIZE CONTRACTED POLICE SERVICES.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Chapter 2.60 of the Troutdale Municipal Code authorizes the Troutdale Police Department to obtain and review a criminal history for all applicants for a volunteer position in the City and all City volunteers.

2. The Multnomah County Sheriff's Office currently provides this service for the City.

3. Section 1.04.010 sets out the definitions for the Troutdale Municipal Code and should be amended to reflect that the City currently contracts for police services.

4. Amending the definition of "police" will authorize the Multnomah County Sheriff's Office or any other police agency contracting with the City to obtain and review criminal history information on all City volunteers and applicants to be City volunteers and clarify the provision of other police services and duties provided for in the Troutdale Municipal Code.

.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE:

Section 1. Section 1.04.010 is amended by adding the following definitions:

"Chief of police" or "police chief" means and includes the Troutdale chief of police or a designee within the Multnomah County Sheriff's Office or any other police agency contracting with the City for police services. This definition supplements or supersedes the definitions found in Chapters 2.56, 8.12. 8.24 and 8.34.

"Police officer" means and includes an officer of the Troutdale police department, the Multnomah County Sheriff's Office or any other police agency contracting with the City for police services.

"Troutdale police department," "police department," "city police" or "police" means and includes the Troutdale police department, the Multnomah County Sheriff's Office or any other police agency contracting with the City for police services.

YEAS:
NAYS:
ABSTAINED:

_____
Doug Daoust, Mayor

Date _____

_____
Sarah Skroch, City Recorder
Adopted:

AGENDA ITEM #7

CITY OF TROUTDALE

STAFF REPORT

SUBJECT / ISSUE: A resolution adopting the Water Management and Conservation Plan dated August 2016

MEETING TYPE: City Council Regular Mtg.	**MEETING DATE:** September 27, 2016 **STAFF MEMBER:** Amy Pepper **DEPARTMENT:** Public Works
ACTION REQUIRED Resolution **PUBLIC HEARING** No	**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:** Not Applicable **Comments:**

STAFF RECOMMENDATION: Approval

EXHIBITS:
A. Water Management and Conservation Plan, GSI Water Solutions, Inc.

Subject / Issue Relates To:

☐ Council Goals ☐ Legislative ☒ Other (describe)
Water supply management

Issue / Council Decision & Discussion Points:

- The original Water Management and Conservation Plan (Plan) was prepared by HDR/EES and approved by Oregon Water Resources on January 10, 2005.
- The Oregon Water Resources Department required the City to submit an updated Plan associated with various extension of time final orders.
- The City retained the services of GSI Water Solutions, Inc. to prepare an updated Plan.
- The Plan is now complete and has been approved by the Oregon Water Resources Department.

Reviewed and Approved by Acting City Manager:

BACKGROUND:
The City's current water source is groundwater from seven wells (Wells 2, 3, 4 5, 6, 7, and 8). The City currently only operates Wells 2, 3, 4, 5, 6, and 8 on a regular basis. The City holds a total of seven water permits and rights for municipal purposes, issued by the Oregon Water Resources Department (OWRD).

The City's original Water Management and Conservation Plan (Plan) was prepared by HDR/EES and approved by OWRD on January 10, 2005. Since that time, the City has requested and received various permit extensions from OWRD. As a condition of various permit extension requests made by the City, OWRD required the City to update its Plan.

The City retained the services of GSI Water Solutions, Inc., an Oregon firm specializing in water rights and permitting, to update the City's Plan in collaboration with City staff and in accordance with Oregon Administrative Rules (OAR) Chapter 690, Division 86. The Plan is intended to guide development and implementation of water management and conservation programs that encourage sustainable, beneficial water use. The Plan includes actions proposed by the City including:

- Replacing all residential customer meters with Sensus SR II direct read meters.
- Reviewing billing data discrepancies that could indicate leaks and investigating and repairing those leaks.
- Partnering with East Multnomah Soil and Water Conservation District to provide workshops such as Naturescaping and Rain Garden workshops.
- Offering customers free indoor and outdoor water conservation kits.

The Plan also includes a three-stage curtailment plan that includes actions the City may take to reduce demand under various water supply shortage scenarios. Additionally, the Plan projects the City's water demand in 10-years and at build-out (projected in 17 years). As part of the OWRD final order approving the City's Plan, the City requested access to water supply already appropriated to the City but limited by OWRD until the City updated the Plan.

PROS & CONS:

Pros:

- OWRD has formally approved the Water Management and Conservation Plan.
- The updated Plan allows for the City to be in compliance with state drinking water program requirements and allows the City access to additional water supply.

Cons

- None.

Current Year Budget Impacts ☒ Yes *(describe)* ☐ N/A
The City budgeted for the replacement of approximately 500 meters for FY 2016-17.

Future Fiscal Impacts: ☒ Yes *(describe)* ☐ N/A
The City will budget for the replacement of approximately 500 residential meters per year until they are all replaced. Additionally, the City will replenish water conservation kits as necessary to meet demand.

City Attorney Approved N/A ☐ Yes

Community Involvement Process: ☐ Yes *(describe)* ☒ N/A

Exhibit A
9/27/16 Council Mtg. – Item #7

Water Management and Conservation Plan Update

Prepared for

City of Troutdale

July 2016

Prepared by

GSI Water Solutions, Inc.
1600 SW Western Blvd., Suite 240 Corvallis, OR 97333
P: 541.753.0745 F: 541.754.4211
info@gsiws.com www.gsiws.com

Oregon
Kate Brown, Governor

Water Resources Department
North Mall Office Building
725 Summer St NE, Suite A
Salem, OR 97301
Phone (503) 986-0900
Fax (503) 986-0904
www.wrd.state.or.us

August 9, 2016

City of Troutdale
Attn: Amy Pepper, Civil Engineer
342 SW 4th Street
Troutdale, OR 97060

Subject: Water Management and Conservation Plan

Dear Ms. Pepper:

Enclosed, please find the final order approving your water management and conservation plan and authorizing the diversion of up to:

- 0.42 cfs of water under Permit G-6881;
- 3.566 cfs of water under Permit G-9867 and;
- 1.728 cfs of water under Permit G-9866

The attached final order specifies that the City of Troutdale's (City) plan shall remain in effect until **August 9, 2026**. Additionally, the City is required to submit a progress report to the Department by **August 9, 2021**, detailing progress made toward the implementation of conservation benchmarks scheduled in the plan. Finally, the City must submit an updated Water Management and Conservation Plan to the Department by February 6, 2026.

NOTE: *The deadline established in the attached final order for submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City from any existing or future requirement(s) for submittal of a water management and conservation plan at an earlier date as established through other final orders of the Department.*

We appreciate your cooperation in this effort. Please do not hesitate to contact me at 503-986-0919 or *Kerri.H.Cope@wrd.state.or.us* if you have any questions.

Sincerely,

Kerri H. Cope

Kerri H. Cope
Water Management and Conservation Analyst
Water Right Services Division

Enclosure

cc: WMCP File
Amy Kim, District #20 Watermaster

BEFORE THE WATER RESOURCES DEPARTMENT
OF THE
STATE OF OREGON

In the Matter of the Proposed Water Management and Conservation Plan for City of Troutdale, Multnomah County	)))	FINAL ORDER APPROVING A WATER MANAGEMENT AND CONSERVATION PLAN

Authority

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department. An approved water management and conservation plan may authorize the diversion and use of water under a permit extended pursuant to OAR Chapter 690, Division 315.

Findings of Fact

1. The City of Troutdale submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on March 31, 2016. The plan was required by a condition set forth under the City's previously approved plan (Sp. Or. Vol. 63, Pg. 52) issued on January 10, 2005.

2. The Department published notice of receipt of the plan on April 5, 2016, as required under OAR Chapter 690, Division 086. No comments were received.

3. The Department provided written comments on the plan to the City on June 24, 2016. In response, the City submitted a revised plan on July 29, 2016.

4. The Department reviewed the revised plan and finds that it contains all of the elements required under OAR 690-086-0125 and OAR 690-086-0130.

5. The projections of future water needs in the plan demonstrate a need for 0.75 cfs of water available under Permit G-6881, 4.4 cfs of water under G-9867, and 2.22 cfs of water under Permit G-9866 to help meet overall projected 20 year demands. These projections are reasonable and consistent with the City's land use plan.

6. The system is fully metered and the rate structure includes a volumetric charge. Unaccounted-for water is estimated at 5.6 percent.

This is a final order in other than a contested case. This order is subject to judicial review under ORS 183.484. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080, you may petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

7. The plan includes 5-year benchmarks for continuation of annual water audits; leak detection and repair program; residential meter replacement program; maintenance of a water rate structure that encourages conservation; and education about water conservation.

8. The plan identifies the Troutdale Springs and groundwater as the source of the City's water rights and accurately and completely describes the listed fish species that occur in Troutdale Springs in the vicinity of the City's point of diversion, namely Chum Salmon, Chinook Salmon, Steelhead Salmon (*federally-listed as threatened and state-listed as sensitive critical*), Coastal Cutthroat Trout (*state-listed as sensitive vulnerable*), Coho Salmon and Pacific Eulachon (*federally-listed as threatened),* Western Brook Lamprey and Pacific Lamprey (*state-listed as sensitive vulnerable*). Additionally, the plan also accurately and completely describes that Troutdale Springs is not listed as being water quality limited by the Oregon Department of Environmental Quality. Finally, the City's ground water sources are not located within the designated boundaries of any critical ground water area.

9. The water curtailment element included in the plan satisfactorily promotes water curtailment practices and includes a list of three stages of alert with concurrent curtailment actions.

10. The diversion of water under Permits G-6881, G-9867, and G-9866 will be increased during the next 20 years and is consistent with OAR 690-086-0130(7), as follows:

    a. As evidenced by the 5-year benchmarks described in Finding of Fact #7, the final revised plan includes a schedule for the continuation of conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources;

    b. Considering that water savings alone from identified conservation and curtailment measures cannot fully meet the City's water demand projections, and that the City's current water sources (as currently limited) cannot adequately meet the City's projected peak water demands during emergency situations, access to increased diversions of water under existing ground water Permits G-6881, G-9867, and G-9866 is the most feasible and appropriate water supply alternative to the supplier; and

    c. The City is not required at this time to provide mitigation related to Permits G-6881, G-9867, and G-9866.

Conclusion of Law

The Water Management and Conservation Plan, submitted by the City of Troutdale, is consistent with the criteria in OAR Chapter 690, Division 086.

Now, therefore, it is ORDERED:

Duration of Plan Approval:

1. The City of Troutdale Water Management and Conservation Plan is approved and shall remain in effect until August 9, 2026, unless this approval is rescinded pursuant to OAR 690-086-0920.

Development Limitation(s):

2. The limitation of the diversion of water under Permit G-6881 established by the extension of time approved on May 23, 2008 is removed and, subject to other limitations or conditions of the permit, the City of Troutdale is authorized to divert up to 0.75 cfs (*out of the total permitted 1.6 cfs further limited to 0.75 cfs during the irrigation season*) under Permit G-6881.

3. The limitation of the diversion of water under Permit G-9867 established by the extension of time approved on August 16, 2002 is removed and, subject to other limitations or conditions of the permit, the City of Troutdale is authorized to divert up to 4.4 cfs under Permit G-9867.

4. The limitation of the diversion of water under Permit G-9866 established by the extension of time approved on August 16, 2002 is removed and, subject to other limitations or conditions of the permit, the City of Troutdale is authorized to divert up to 2.22 cfs under Permit G-9866.

Plan Update Schedule:

5. The City of Troutdale shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within ten years and no later than February 6, 2026.

Progress Report Schedule:

6. The City of Troutdale shall submit a progress report containing the information required under OAR 690-086-0120(4) by August 9, 2021.

Other Requirements for Plan Submittal:

7. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Troutdale from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this 9th day of August, 2016.

Dwight French
Water Right Services Division Administrator, for
Thomas M. Byler, Director
Oregon Water Resources Department

Mailing date: AUG 11 2016

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C 2012 Water Master Plan Excerpts

Executive Summary

The City of Troutdale (City), located in the Columbia River Gorge at the western terminus of the Historic Columbia River Highway, recognizes that sustainable water management is crucial to the well-being of its community members and economy. This Water Management and Conservation Plan (WMCP, or Plan) is intended to guide development and implementation of water management and conservation programs that encourage sustainable, beneficial water use. This WMCP is required as a result of several final orders issued by the Oregon Water Resources Department (OWRD). OWRD's final order (issued January 10, 2005) approving the City of Troutdale's first WMCP required the City to submit an updated WMCP by October 1, 2015. OWRD's final order (issued May 23, 2008) approving a permit extension for the City's water use permit G-6881 included a condition that the City submit an updated WMCP by May 23, 2011, superseding the previous WMCP due date. OWRD sent a courtesy reminder of the requirement to submit a WMCP on June 22, 2015. The City subsequently made two requests to extend the deadline for submittal of the WMCP, first to February 1, 2016, and then to March 31, 2016. OWRD approved both of the City's requests.

This WMCP contains five sections that describe the City's water supply, water management and conservation programs, water curtailment plan, and water supply projections and plans.

Municipal Water Supplier Description

The City's current municipal water source is groundwater from seven wells (Wells 2, 3, 4, 5, 6, 7, and 8). However, the City currently only operates wells 2, 3, 4, 5, 6, and 8 on a regular basis. The City holds a total of seven water rights for municipal purposes authorizing a combined maximum total rate of appropriation of 12.55 cfs from a total of 10 authorized points of appropriation. The City's only certificated groundwater right (Certificate 50525) authorizes the appropriation of groundwater from the Troutdale Sandstone Aquifer (TSA) via Well 2 at a rate of up to 1.0 cfs. The remaining water rights authorize the appropriation of groundwater from the Troutdale Sand and Gravel Aquifer (SGA) at Wells 3, 4, 5, 6, 7, 8, proposed Well 9, and the Drinker Well (now used only for monitoring). The City's water use from the SGA is authorized by the water right currently evidenced by Transfer T-3119, and by five groundwater permits (G-8655, G-11761, G-9866, G-6881, and G-9867). These water rights provide authorization for most of the City's groundwater use, with a combined maximum authorized rate of 11.51 cfs during the irrigation season and 11.55 cfs outside of the irrigation season.

The City's total estimated water delivery area population in 2014 was 16,020, which consisted of the population within the city limits. From 2003 through 2014, the City's annual demand averaged 595.6 million gallons (MG), the average day demand (ADD) averaged 1.63 mgd, and the highest maximum day demand (MDD) was 3.75 mgd in 2007. Demand refers to the quantity of water delivered to the water distribution system from the City's wells, and it includes metered consumption, unmetered uses, and water lost to leakage. The City's annual demand, ADD, and MDD have decreased since 2009, likely the result of the economic downturn and a major industrial customer switching to a private well for its

process water (cooling tower purposes). MDD varied by as much as 15 percent from 2003 through 2014, likely due to weather variability, and to a lesser extent, economic conditions.

The City has six water customer categories: residential, commercial, industrial, agriculture, community services (e.g., churches, facilities owned/operated by other government agencies, and schools), and other (e.g., City facilities, including the wastewater treatment plant and city parks). In 2014, the residential category represented 70.7 percent of the total metered consumption and the commercial category represented 13.5 percent. Consumption refers to the portion of water use that is metered. Residential consumption was greater in 2013 and 2014 compared to 2009 and 2010 (no annual consumption data is available for 2011 and 2012 as a result of billing software issues), which is likely attributable to population growth, while commercial and industrial consumption in 2013 and 2014 were less than the previous years, likely due to the reasons mentioned in the demand discussion above. Total consumption in 2013 and 2014 was comparable to 2010 despite the addition of the "Other" customer category in the most recent years to account for metered, unbilled water consumption at City facilities.

The City determined that its unaccounted-for water in fiscal year 2013-2014 was 5.6 percent by calculating the difference between its total water production and four categories of usage. The calculation included water use measured at customers' meters, fire hydrant meters, and City-owned meters, and miscellaneous water usage consisting of water system flushing, water main line breaks, and fire flow testing.

Section 2 provides more details about the City's water supply, water use, water rights, and water system.

Water Management and Conservation

Highlights of the City's recent water management and conservation efforts include:

- Replacing all residential customer meters with Sensus SR II direct read meters, which provide a more accurate measurement of water consumption.
- Reviewing billing data to look for changes in the amount of water metered that could indicate leaks, and investigating any suspected leaks.
- Partnering with the East Multnomah Soil and Water Conservation District to provide Naturescaping and Rain Garden workshops, as well as encouraging the use of native plants (which require less irrigation) in stormwater facilities and new development.
- Offering its customers free indoor and outdoor water conservation kits that include such items as water efficient showerheads, toilet leak detection tablets, multi-stream automatic shut off hose nozzles, and irrigation gauges.

OWRD requires that all water suppliers establish five-year benchmarks for initiating or expanding water management and conservation measures associated with required conservation programs. **Exhibit ES-1** lists the five-year benchmarks associated with the required conservation programs.

Exhibit ES-1. Five-Year Water Conservation Benchmarks.

Conservation Program	Five-year Benchmarks
Annual Water Audit	• The City will continue to conduct annual water audits. • In the next 2 years, the City will refine the data management and storage of its metered consumption data to avoid future data losses. • In the next 5 years, the City will compare its current methodology with AWWA methodology, "Water Audits and Loss Control Programs" (Manual M-36, AWWA, 2009).
System-wide Metering	• The City will continue to require meters on all new connections.
Meter Testing and Maintenance	• The City will continue to fund its residential meter replacement program at approximately 500 meter replacements per year until all approximately 4,000 residential meters are replaced. • The City will resume its meter testing program after all meters are replaced. • The City will test its production meters and continue to test every 5 years.
Water Rate Structure and Billing Practices that Encourage Conservation	• The City will continue to bill customers based on the quantity of water metered at service connections. • In the next 5 years, the City will continue its practices that encourage water conservation: billing customers monthly; performing a leak check/re-read of the meter and sending a "high" water use notification to a customer if that customer's water use has increased notably compared to previous months; periodically including a message about the availability of water conservation kits on billing postcards. • In addition, the City will investigate the ability of its current billing software to provide graphical historical water usage data to encourage water conservation. • In Fiscal Year 2016-2017, the City will explore billing particular departments within the City, such as the Parks Department and Wastewater Department.
Leak Detection	• The City will continue its aggressive leak detection program, which includes: checking areas of town for leaks and mapping that information in GIS, reviewing SCADA and billing data for abnormal readings, conducting regular visual inspections of reservoirs and tanks for leakage, and offering free leak detection visits to customers upon request.
Public Education	• The City will continue to provide water conservation information to the public through its webpage, newsletter articles, brochures, and workshops. In the next 5 years, the City will update and repair the water conservation kiosk (to be located in the Public Works operations center for the public).

Exhibit ES-1. Five-Year Water Conservation Benchmarks Continued.

Conservation Program	Five-year Benchmarks
Technical and Financial Assistance	• In the next 5 years, the City will make available 50 free indoor and 50 free outdoor water conservation kits and 20 free leak detection tests annually. • The City will continue to provide technical information through its public education program.
Supplier Financed Retrofit or Replacement of Inefficient Fixtures	• The City will continue to make water conservation kits that include multi-stream automatic shutoff hose nozzles, water efficient showerheads, and faucet aerators available to City customers.
Water Reuse, Recycling, and Non-potable Opportunities	• In the next 5 years, the City will assess the possibility of water reuse, including process and irrigation water, at the City's Water Pollution Control Facility and will move forward with the water reuse project if it proves feasible.
Other Conservation Measures	• In the next 5 years, the City will continue its current measures: timing automated park irrigation to occur during the evening or early morning; integrating water conservation measures into its operations; and distributing quarterly water usage reports to staff at the Parks Department, Wastewater Services Division, and Water Division to help staff monitor water consumption and to encourage water conservation.

Section 3 contains more details about the City's water management and conservation programs.

Municipal Water Curtailment Plan

Water curtailment plans described measures that water suppliers may take to reduce demand under various water supply shortage scenarios. The City has a three-stage curtailment plan that it will implement if a water supply shortage requires water curtailment. Potential initiating conditions for curtailment focus on supply capacity in all stages, but Stage 3 also includes interruption of local utility electrical service at critical water infrastructure, mechanical or electrical malfunction of critical wells, a terrorist act perpetrated on any of the City's critical facilities or storage reservoirs, source water contamination, extraordinarily high usage, and loss of aquifer levels.

The curtailment plan identifies numerous actions the City may take under each stage of water curtailment.

- **Stage 1: Water Shortage Alert**
  Under Stage 1, the City will request that its customers take voluntary actions to decrease indoor and outdoor water use. The City will implement its own mandatory curtailment actions, such as reducing irrigation of parks.
- **Stage 2: Serious Water Shortage**
  Under Stage 2, the City will implement mandatory actions to curtail water use, such as: limiting customers to irrigating every other day in the early morning or evening, prohibiting the use of water for washing impervious surfaces (except when necessary for public health or safety); and prohibiting vehicle washing (except at facilities equipped with water re-circulation equipment or if required for public health/safety or required by law).
- **Stage 3: Emergency Water Shortage**
  In addition to curtailment actions under Stage 2, the City will implement more stringent mandatory actions to curtail water use, such as prohibiting all outdoor irrigation and limiting residential water use to those uses necessary for basic sanitation, drinking, and cooking.

The City will notify customers of activation of curtailment stages through one or more of the following: mailings or door hangers, local print media, local radio, television, the City's website, phone messages, Facebook, and/or other social media.

Section 4 further describes the initiating conditions and response actions of each curtailment stage.

Water Supply

WMCPs are required to include 10-year and 20-year population and water demand projections. The City's population and demand projections are based on the population projections in its 2012 Water Master Plan.

The projected population of the City's future water service area is 18,474 in 10 years (2025) and 19,778 at buildout in 17 years (2032). The future water service area (i.e., buildout area) includes the area within the current city limits and three unincorporated urban planning areas that are adjacent to, but currently outside, city limits. The population projections use the 2010 base year population of 15,962 from the 2010 U.S. Census and an average annual growth rate of approximately 0.97 percent to reach the buildout population by 2032.

To project its future ADD, the City considered water use based on population and projected land use. The projected ADDs were then multiplied by a peaking factor to determine the MDD projections. Finally, the City added a weather allowance of 0.59 mgd to its demand projections to plan for the possibility of occasional weather-related spikes in MDD. **Exhibit ES-2** shows the City's projected MDD in 10 years (2025) and at buildout in 2032, with and without the weather allowance.

Exhibit ES-2. Projected Average Day Demand and Maximum Day Demand With and Without a Weather Allowance.

Year	Projected Population	Without Weather Allowance				With Weather Allowance			
		ADD (mgd)	MDD (mgd)	ADD (cfs)	MDD (cfs)	ADD (mgd)	MDD (mgd)	ADD (cfs)	MDD (cfs)
2025	18,474	2	4.32	3.09	6.68	2.59	4.91	4.01	7.60
2032 (Buildout)	19,778	2.13	4.6	3.30	7.12	2.72	5.19	4.21	8.03

Even though it holds seven groundwater rights that authorize a maximum rate of appropriation of 12.55 cfs, the City's current total maximum reliable water supply to which it has access is 4.286 cfs. This limitation is due to: 1) three of the City's permits (G-9866, G-6881, and G-9867) being limited to a total of 1.656 cfs until it gains access to water authorized under these permits through a final order approving the City's WMCP, and 2) a reduction in production capacities of the City's wells in recent years reducing reliable water supply to 2.63 cfs under its remaining four groundwater rights (1.656 cfs + 2.63 cfs = 4.286 cfs).

As part of its conservative water supply planning process, the City has considered how it will meet its customers' needs in the event that one of its major water supply wells is not producing water. In a scenario in which Well 4 is not operational (i.e., water under Permit G-9866 is not available), the City would need an additional 0.42 cfs under Permit G-6881 and an additional 3.566 cfs under Permit G-9867 to meet its projected MDD and most of the projected MDD with a weather allowance. Therefore, the WMCP requests that OWRD grant the City access to this additional water supply.

In a scenario in which Well 5 is not operational (i.e., water under Permit G-6881 is not available), the City would need an additional 1.728 cfs under Permit G-9866 to nearly meet its projected MDD (water supply under the City's current water rights and well capacities is insufficient to completely meet the projected MDD). Therefore, the WMCP requests that OWRD grant the City access to this water. If the City's water demands ultimately exceed 7.09 cfs when Well 5 is not producing water or if the City determines that its water supply system requires additional operational flexibility to meet demands, the City may utilize an interconnection with another water supplier to cover the temporary excess peak demand or may seek opportunities to increase the reliability of its Permits G-8655 and G-11761.

Section 5 describes the City's future service area, population projections, demand projections, and water supply strategies in further detail.

SECTION 1

Municipal Water Supplier Plan

This section satisfies the requirements of OAR 690-086-0125.

This rule requires a list of affected local governments to whom the plan was made available, and a proposed date for submittal of an updated plan.

Introduction

The City of Troutdale (City), incorporated in 1907, is located in northern Multnomah County at the western terminus of the Historic Columbia River Highway. Once known as Sandy after the nearby Sandy River, the community of Troutdale acquired its present name from Captain John Harlow, an early pioneer who raised trout in ponds on his farm. Throughout its history, the City has recognized that water has been crucial in encouraging people to settle in the community, spurring tourists to visit the City on tours of the scenic Columbia River Gorge, sustaining Sandy River smelt runs, and enabling surrounding celery farms to earn the City the title of "Celery Capital of the World" in the 1920s. Given the important role of water in the City's history and future growth, the City places great value on water conservation and strives to manage its water sustainably.

The purpose of this Water Management and Conservation Plan (WMCP, or Plan) is to guide development and implementation of water management and conservation programs that encourage sustainable, beneficial water use and to analyze the City's future water needs. This WMCP is intended to serve as a working document that will inform future water planning.

Plan Requirement

The Oregon Water Resources Department (OWRD) issued a final order on January 10, 2005 approving the City of Troutdale's (City) first WMCP, which required the City to submit an updated WMCP by October 1, 2015. Subsequently, OWRD issued a final order on May 23, 2008 approving a permit extension for the City's water use permits G-6881 that included a condition that the City submit an updated WMCP by May 23, 2011, superseding the previous WMCP due date. On June 22, 2015, OWRD sent a courtesy reminder of the requirement to submit a WMCP. On August 12, 2015, OWRD granted the City's request to extend the deadline for submittal of the WMCP to February 1, 2016. On January 28, 2016, OWRD granted an additional request from the City to extend the deadline for submittal of the WMCP to March 31, 2016.

This WMCP is submitted in compliance with those permit extension conditions and meets all the requirements of the Oregon Administrative Rules (OAR) adopted by the Water Resources Commission in November 2002 (OAR Chapter 690, Division 86) regarding WMCPs.

Plan Organization

This WMCP is organized into the following sections, each addressing specific sections of OAR Chapter 690, Division 86. Section 2 is a self-evaluation of the City's water supply, water use, water rights, and water system. The information developed for Section 2 is the foundation for the sections that follow. The later sections use this information to consider how the City can improve its water management and conservation and water supply planning efforts. The WMCP also includes appendices with supporting information.

Section	*Requirement*
Section 1 – Municipal Water Supplier Plan	*OAR 690-086-0125*
Section 2 – Water Supplier Description	*OAR 690-086-0140*
Section 3 – Water Management and Conservation	*OAR 690-086-0150*
Section 4 – Municipal Water Curtailment Plan	*OAR 690-086-0160*
Section 5 – Water Supply	*OAR 690-086-0170*

The City has relied on information from the following sources in preparing this plan:

- City of Troutdale staff
- City of Troutdale Water Master Plan, 2012
- City of Troutdale Water Division Emergency Response Guide, September 2015
- City of Troutdale Water Management and Conservation Plan, 2005
- City of Troutdale Comprehensive Well Assessment and Action Plan, 2015
- Portland State University Population Research Center
- Oregon Water Resources Department (OWRD)

Affected Governments

OAR 690-086-0125(5)

The following local government may be affected by this WMCP:

- City of Troutdale
- Metro
- Multnomah County

Thirty days before submitting this WMCP to OWRD, the City made the draft WMCP available for review to the affected local government listed above along with a request for comments relating to consistency with the local government's comprehensive land use plan. The letter requesting comment and any comments received are in **Appendix A**. The City also provided courtesy copies of the WMCP to the Port of Portland and the Cities of Fairview, Gresham, and Wood Village prior to submittal. No comments were received.

Plan Update Schedule

OAR 690-086-0125(6)

The City anticipates submitting an update of this WMCP within 10 years of the final order approving this WMCP. As required by OAR Chapter 690, Division 86, a progress report will be submitted within 5 years of the final order.

Time Extension

OAR 690-086-0125(7)

The City is not requesting additional time to implement metering or a previous benchmark.

SECTION 2

Water Supplier Description

This section satisfies the requirements of OAR 690-086-0140.

This rule requires descriptions of the City's water sources, water delivery area and population, water rights, and adequacy and reliability of the existing water supply. The rule also requires descriptions of the City's customers and their water use, the water system, interconnections with other water suppliers, and quantification of system leakage.

Water Sources

OAR 690-086-0140(1)

The City's current municipal water source is groundwater. The City has seven groundwater supply wells (Wells 2, 3, 4, 5, 6, 7 and 8) that can be used to meet potable water demands and one former potable water supply well (the Drinker Well) that is now used only for monitoring due to trichloroethylene contamination. Most of the City's original water supply wells (2, 3, 4, and 6) were installed between 1978 and 1981. Well 7 was installed in 1991. Well 8 and Well 5 were added to the system in 1993 and 2007, respectively. The City currently only operates wells 2, 3, 4, 5, 6, and 8 on a regular basis. The City tests Well 7 periodically to ensure the pump and well are operational when needed.

All but one of the City groundwater wells (Well 2) are interpreted to be completed in the Sand and Gravel Aquifer (SGA) unit of the lower Troutdale Formation in the Portland Basin[1]. The SGA is the major aquifer used by other nearby municipalities in the Portland Basin, including the City of Portland. The SGA consists of varying proportions of loose to moderately cemented sand and gravel, inter-fingered with finer-grained sediments which represent alluvial deposits from the ancestral Columbia River and rivers draining the Cascade Range in Oregon. The City's Well 2 is completed in the Troutdale Sandstone Aquifer (TSA), which is encountered at shallower depths and separated from the deeper SGA by low permeability clay and silt sediments of the Confining Unit 2.[1]

The City also holds a surface water right for municipal use of water from Troutdale Spring, but the City does not currently use this source and its municipal water supply system is not currently connected to the spring.

Interconnections with Other Systems

OAR 690-086-0140(7)

The City maintains four reciprocal interconnections with neighboring water systems to provide emergency water supply: an 8-inch cast-iron connection with the City of Gresham, a 12-inch PVC connection with the City of Fairview, and two 12-inch PVC connections with the City of Wood Village. These interconnections have been used to a very limited extent to meet the other cities peak day demands needs and the other systems are not considered a

[1] Hartford, S.V. and McFarland, W.D. Lithology, thickness, and extent of hydrogeologic units underlying the east Portland area, Oregon: U.S. Geological Survey Water-Resources Investigations Report. 1989.

reliable source of long-term water supply given that the interconnections were only intended to provide short-term emergency water supply.

Intergovernmental Agreements

OAR 690-086-0140(1)

The City has an intergovernmental agreement with the City of Wood Village for the reciprocal provision of water in the event of a loss of production capacity for either city (**Appendix B**). The agreement stipulates that either city will provide the other with up to 200,000 gallons per day of potable drinking water unless it is determined, at the sole discretion of each city, that there is insufficient supply to do so. The current agreement expires in 2017, but will likely be renewed. The City has no other intergovernmental agreements at this time.

Service Area Description and Population

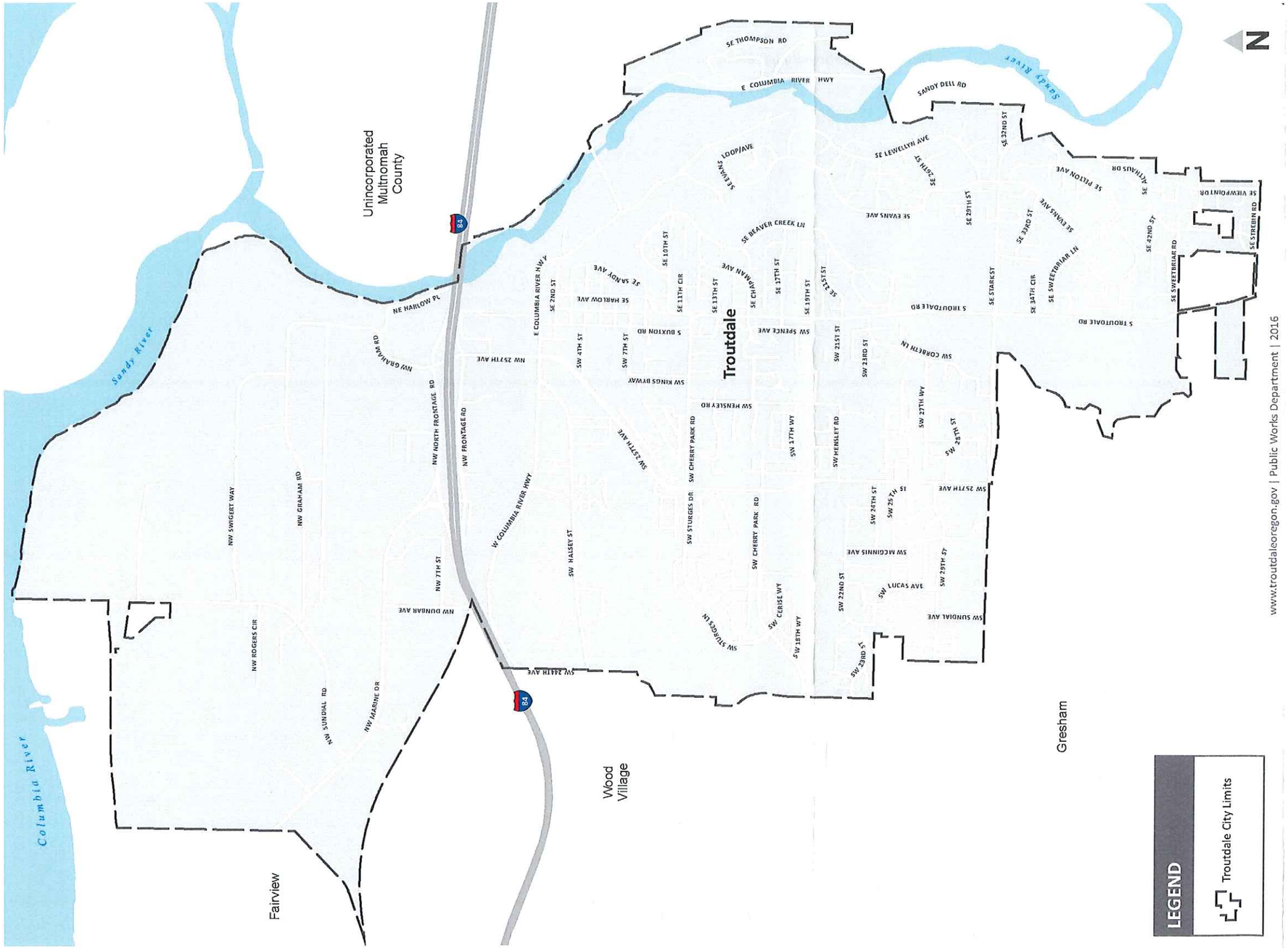
OAR 690-086-0140(2)

The City is located within the easternmost boundary of the Portland Metropolitan area, near the confluence of the Sandy River and the Columbia River.

Exhibit 2-1 shows the City's current water delivery area, which includes the area within the existing city limits. Currently, the City does not provide water service east of the Sandy River, though that area does contain properties that are within the city limits. The City is bordered by the Cities of Wood Village and Fairview to the west, the City of Gresham to the southwest, unincorporated areas of Multnomah County to the south and east, and the Columbia River to the north.

According to Portland State University's Population Research Center, the City's estimated population within city limits, which is the same as the water delivery area population, was 16,020 in 2014.

Exhibit 2-1. Current Water Service Area Map.



Records of Water Use

OAR 690-086-0140(4) and (9)

Terminology

Demand refers to the quantity of water delivered to the water distribution system from the City's wells. Demand includes metered consumption, unmetered uses, and water lost to leakage. For the purposes of this WMCP, the terms demand and production are synonymous. Consumption refers to the portion of water use that is metered. Generally, demand and consumption in municipal systems are expressed in units of million gallons per day (mgd). They may also be expressed in cubic feet per second (cfs) or gallons per minute (gpm). One mgd is equivalent to 1.55 cfs or 694 gpm. For annual or monthly values, a quantity of water is typically reported in million gallons (MG). Water use per person (per capita use) is expressed in gallons per person (per capita) per day (gpcd).

This WMCP uses the following terms to describe specific values of system demands:

- Average day demand (ADD) equals the total annual system input (demand) divided by 365 days.
- Maximum day demand (MDD) equals the highest system demand that occurs on any single day during a calendar year.
- MDD is an important value for water system planning. Water supply facilities (treatment plants, pipelines, reservoirs) and water rights must be capable of meeting the MDD. If the MDD exceeds the combined supply capacity on any given day, finished water storage levels will be reduced. Consecutive days at or near the MDD may result in a water shortage.
- Maximum monthly demand (MMD) in MG equals the highest total monthly demand of the 12 months of a calendar year. MMD in mgd equals the average day demand of the one month with the highest total demand of the 12 months of a calendar year.
- Peaking factors are the ratios of one demand value to another. The most common and important peaking factor is the ratio of the MDD to the ADD.

Historical Water Demands

Summary: The City's annual demand, ADD, and MDD have decreased since 2009 compared to previous years (2003-2008), likely reflecting the influence of the economic downturn that began around that time and the decision of a major industrial customer in Fall 2012 to begin using a private well for its process water (cooling tower purposes) instead of using City water. In addition, the City's MDD varied by as much as 15 percent from 2003 through 2014. These wide fluctuations in MDD are most likely the result of varying weather conditions from year to year, and to a lesser extent, economic conditions. Similar to other water providers in the State of Oregon, the City's water demand peaks during the summer months as a result of hot weather and increased outdoor water uses.

Annual and Daily Demands

Exhibit 2-2 summarizes the City's demands during the period 2003 through 2014. From 2003 through 2009, the City's annual demand ranged between approximately 604 MG and 634 MG, but did not exceed 576 MG from 2010 through 2014. This reduction in demand in recent years is illustrated in **Exhibit 2-3**. From 2003 through 2014, the maximum annual demand of 634.1 MG occurred in 2007 and the minimum annual demand of 534.7 MG occurred in 2014.

As shown in **Exhibits 2-2 and 2-4**, the City's ADD and MDD showed a similar pattern as annual demand. ADD ranged from 1.46 mgd in 2014 to 1.74 mgd in 2007 and 2008. MDD ranged from 3.16 mgd in 2014 to 3.75 mgd in 2007, a more than 15 percent variation. Due to the loss of MDD records from 2003 through 2005 and from 2011 through 2014, the City utilized an MDD:ADD peaking factor of 2.16 to calculate MDD in those years. The 2.16 peaking factor was the 75th percentile MDD:ADD ratio from 2006 through 2010, which the City approved 2012 Water Master Plan used as a realistic MDD for the basis of sizing water system infrastructure while providing a reasonable margin of safety. The peaking factors shown for 2006 through 2010 are based on actual data and were presented in the 2012 Water Master Plan.

Weather conditions, particularly hot and/or dry weather, strongly influence MDD. Weather conditions that can cause fluctuations in MDD from year to year include: maximum temperatures, the number of consecutive days with high temperatures, the timing of high temperatures in the summer, total rainfall levels during the summer, and consecutive days without rainfall. These conditions encourage increased outdoor irrigation that then increases MDD. In addition, the economy can affect MDD by influencing customer spending on irrigation, the building of new homes with landscapes needing intense irrigation for plant establishment, and the opening or closing of facilities that use water in their operations. Weather conditions seems to have the greatest influence over MDD given that: new homes built in the last 10 years have had less irrigation due to reduced lot sizes and irrigable areas; no major commercial/industrial facilities opened or closed in 2007 (the year with the highest MDD); and the year following the loss of the major industrial customer's process water use (2013) had a greater MDD than some preceding years. This major industrial customer began using a private well in Fall 2012 for process water (cooling tower purposes), but still receives City water for potable water uses.

Exhibit 2-2. Annual Demand, Average Day Demand (ADD), Maximum Day Demand (MDD), Peaking Factor, Maximum Month Demand (MMD), 2003-2014.

Year	Annual Demand (MG)	ADD (mgd)	MDD (mgd)	Peaking Factor (MDD: ADD)[1]	MMD (MG)	MMD (mgd)
2003	615.7	1.69	3.64	2.16[1]	89.8	2.90
2004	610.5	1.67	3.61	2.16[1]	88.8	2.86
2005	603.8	1.65	3.57	2.16[1]	88.3	2.85
2006	628.0	1.72	3.73	2.17	91.1	2.94
2007	634.1	1.74	3.75	2.16	92.0	2.97
2008	633.9	1.74	3.60	2.07	84.7	2.73
2009	616.5	1.69	3.50	2.07	91.6	2.95
2010	561.5	1.54	3.34	2.17	86.2	2.78
2011	561.0	1.54	3.32	2.16[1]	83.0	2.68
2012	575.7	1.58	3.41	2.16[1]	84.7	2.73
2013	571.5	1.57	3.38	2.16[1]	80.0	2.58
2014	534.7	1.46	3.16	2.16[1]	77.0	2.48
Average	595.6	1.63	3.50	2.15	86.4	2.79
Maximum	634.1	1.74	3.75	2.17	92.0	2.97

[1]Due to the loss of MDD records from 2003 through 2005 and from 2011 through 2014, the City utilized an MDD:ADD peaking factor of 2.16 to calculate MDD in those years (see above text for further details). The peaking factors shown for 2006 through 2010 are based on actual data and were presented in the 2012 Water Master Plan.

Exhibit 2-3. Annual Demand (MG), 2003-2014.

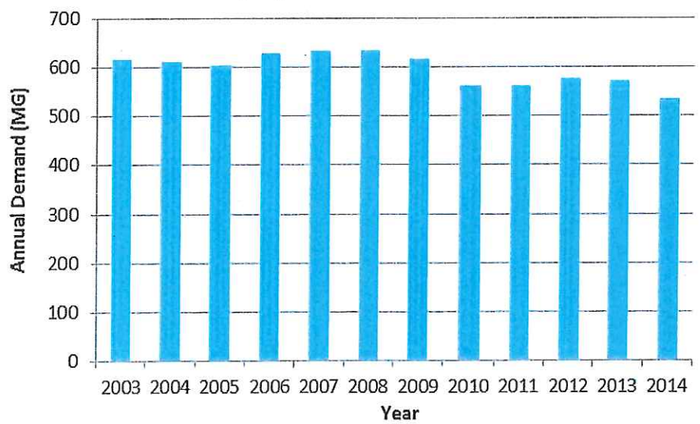
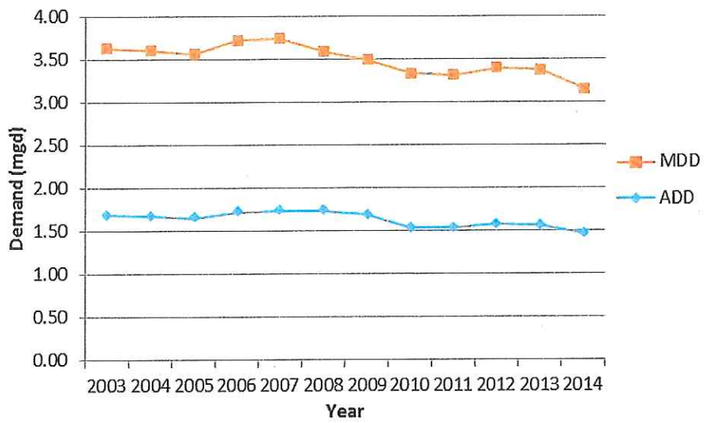


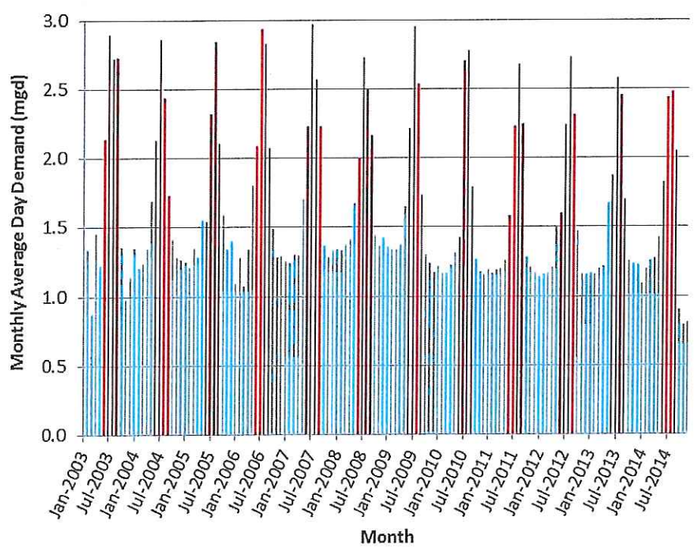
Exhibit 2-4. Average Day Demand and Maximum Day Demand (mgd), 2003-2014.



Monthly Demand

As shown in **Exhibit 2-5**, the City experiences peaks in demand during summer months (shown in red) and peaks in monthly average day demand have generally had a decreasing trend since 2009. This trend corresponds with the lower annual demands, ADDs, and MDDs in recent years described above.

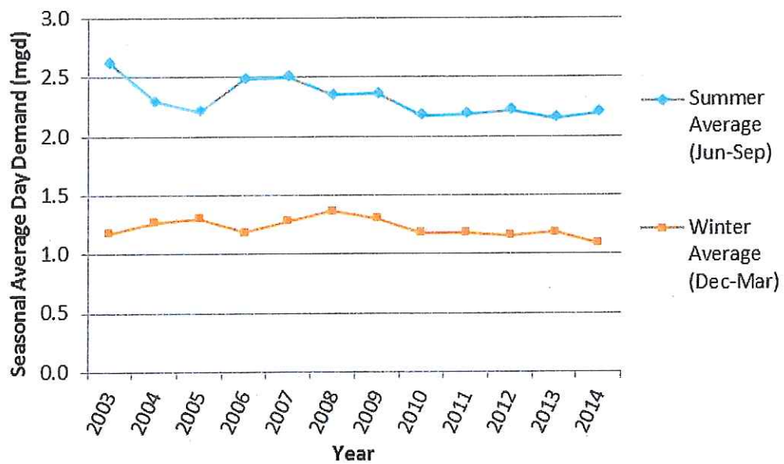
Exhibit 2-5. Monthly Average Day Demand (mgd), 2003-2014. Red indicates peak season months (June through September) while blue indicates non-peak season months.



Seasonal Demand

Exhibit 2-6 shows that summer average day demand was greater than winter average day demand, which is likely the result hot dry weather and increased demand for outdoor water uses in the summer. Summer ADD averaged 1.9 times greater than Winter ADD from 2003 through 2014. Both summer and winter average day demands have fluctuated less since 2009, which likely reflects the extended slowdown in the economy. The greater fluctuation in Summer ADD is likely the result of greater variations in summer weather and the City's water customers adjusting their outdoor water consumption, a major use of water, in response.

Exhibit 2-6. Seasonal Average Day Demand (mgd), 2003-2014. Summer = June through September. Winter = December through March.



Authorized Consumption

Authorized consumption is equal to the metered and certain unmetered water uses within the system.

Customer Characteristics and Use Patterns

OAR 690-086-0140(6)

Summary: Of the City's six customer categories, the residential category had the greatest metered consumption (70.7 percent) in 2014, followed by the commercial category (13.5 percent). Residential consumption was greater in 2013 and 2014 compared to 2009 and 2010, likely due to population growth. (No annual consumption data is available for 2011 and 2012 as a result of billing software issues.) In contrast, commercial and industrial consumption in 2013 and 2014 were less than the previous years, which likely reflects the decision of a major industrial customer to use a private well for its process water beginning in Fall 2012 and the effects of the economic downturn. Total consumption in 2013 and 2014

was comparable to 2010 despite the addition of the "Other" customer category in the most recent years to account for metered, unbilled water consumption at City facilities.

Customer Description

The City has six customer categories: residential, commercial, industrial, agriculture, community services, and other. The Community Services category consists of churches, facilities owned/operated by other government agencies (e.g., Multnomah County, Oregon Department of Transportation, Port of Portland, etc.) and schools. The "Other" category consists of City facilities, including the wastewater treatment plant and city parks, and the City does not currently bill customers in this category for their consumption. The City anticipates billing customers in this category in Fiscal Year 2016-2017. **Exhibit 2-7** shows the number of accounts by customer category in 2014.

Exhibit 2-7. Number of Accounts by Customer Category, 2014.

Customer Category	Number of Accounts
Residential	4,442
Commercial	125
Industrial	40
Agriculture	3
Community Service	39
Other	41
Total	4,690

Annual Consumption

Exhibit 2-8 shows the City's annual water consumption by customer category for 2009, 2010, 2013, and 2014. Annual consumption data is not included in the following analyses for 2011 and 2012 due to billing software issues that caused the loss of consumption data during these years. The exhibit shows that Residential, Agriculture, and Community Service consumption increased in recent years while Commercial and Industrial consumption decreased dramatically. As shown in **Exhibit 2-9**, Residential consumption accounted for 70.7 percent of annual consumption in 2014 while Commercial consumption accounted for 13.5 percent and Industrial consumption accounted for 3.8 percent of annual consumption.

The increase in Residential consumption is likely due to population growth. The increase in consumption in the Agriculture customer category (from approximately 1 MG to approximately 10 MG) could be related, at least in part, to a new Multnomah County initiative called Community Reaps Our Produce and Shares (C.R.O.P.S.) in which a vacant County-owned lot in the City is now a community farm that donates all of its harvests to the Oregon Food Bank. The reasons for the increase in consumption in the Community Service customer category (from approximately 7 MG to approximately 15 MG) are unclear. The decrease in Commercial and Industrial consumption, which decreased by as much as 100 MG in Commercial consumption and 27 MG in Industrial consumption, likely resulted from the decision of a major industrial customer to use a private well for its process water beginning in Fall 2012 and the economic downturn. Consumption by the "Other" customer

category was as high as approximately 35 MG in the most recent years, and accounted for 7 percent of annual consumption in 2014.

This information is useful for the City as it makes decisions about where to focus its water conservation efforts - water conservation efforts targeting Residential and "Other" customers, and to a lesser extent Commercial, are likely to produce the greatest water savings.

Total annual consumption was 549.0 MG in 2009 and 502.7 MG in 2010 compared to 498.8 MG in 2013 and 507.2 MG in 2014.

Exhibit 2-8. Annual Water Use by Customer Category, in 2009, 2010, 2013, and 2014.

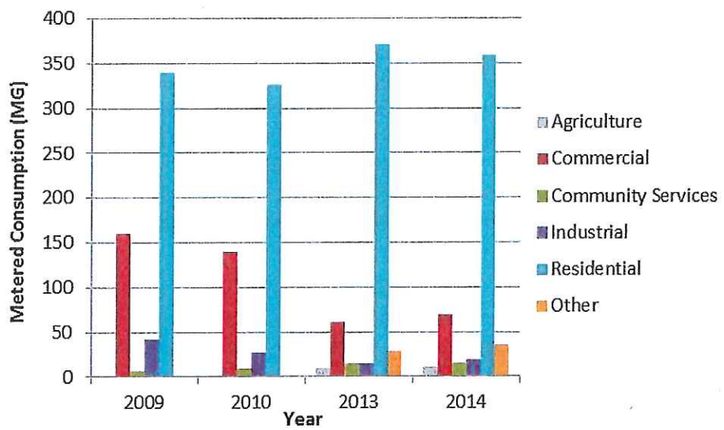
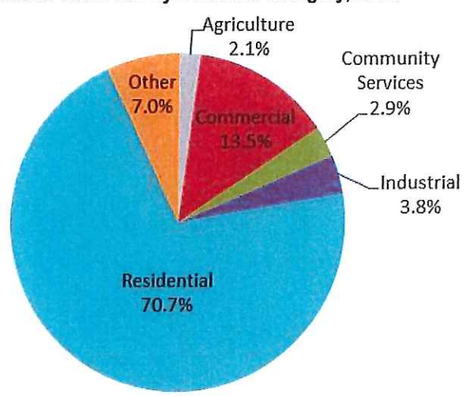


Exhibit 2-9. Percent Annual Water Use by Customer Category, 2014.



Monthly and Seasonal Consumption

As shown in **Exhibit 2-10**, the City has analyzed metered consumption from June 2008 through October 2015 (excluding data lost in 2011 and 2012 due to billing software issues), which are the metered consumption data available following changes in the City's billing software. This exhibit shows that the difference between Residential consumption in the peak (i.e., summer) and nonpeak (i.e., October through May) seasons diminished after late 2012 compared to the preceding years, a trend also seen in Commercial consumption. The increase in nonpeak season consumption among Residential customers likely reflects the increase in population while the decrease in peak season consumption may reflect weather conditions that required less water, in-filling of existing residential areas and smaller lot sizes in new developments, and/or economic conditions that encouraged customers to decrease consumption to save money. In 2014, average Residential water consumption during the summer months (June-September) was 1.7 times greater than average water consumption during the winter months (December-March) while Commercial consumption was 2.2 times greater and Industrial consumption was 3.5 times greater in the summer months. The increase in Commercial and Industrial consumption in the summer months is likely related to irrigation of landscapes on Commercial and Industrial customer properties, as well as seasonal variation in water usage for operations by a few Commercial and Industrial customers. **Exhibit 2-11** shows consumption by season for the City's six customer categories.

Although consumption in the summer months has decreased in recent years, the large difference in consumption between seasons still indicates that opportunities to reduce outdoor water use in the summer months remain, particularly for the customer categories representing the largest percentage of annual consumption (Residential and Commercial customers).

Exhibit 2-10. Monthly Metered Consumption by Customer Category, June 2008 – October 2015.

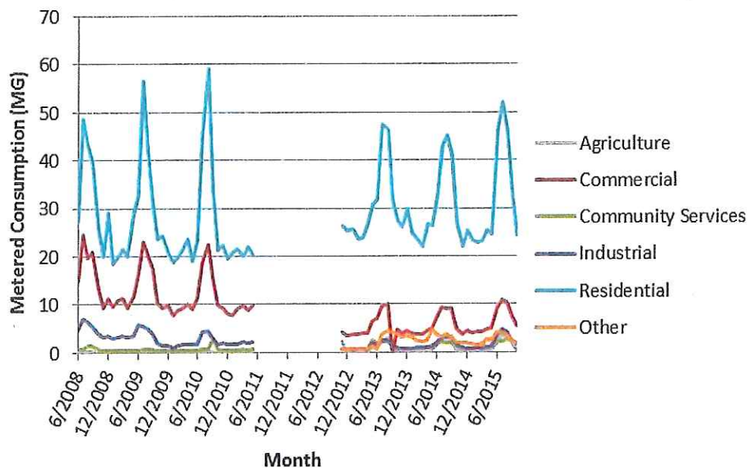
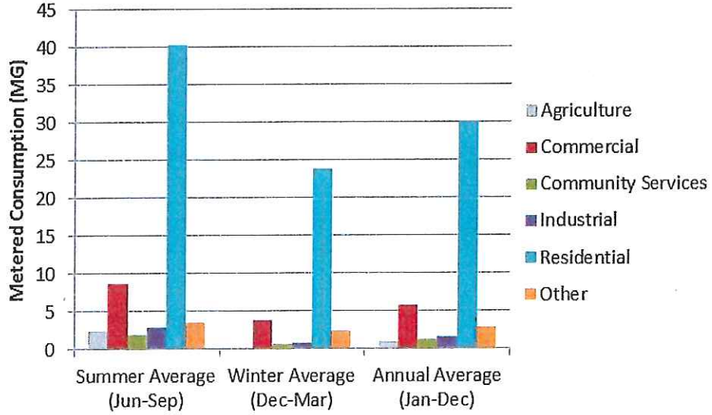


Exhibit 2-11. Seasonal Water Consumption by Customer Category, 2014.



Unaccounted-for Water

OAR 690-086-0140(9)

The City analyzes unaccounted-for water based on fiscal year. Unaccounted-for water was calculated as the difference between total water production and four categories of usage: usage through water meters, usage through fire hydrant meters, usage through City-owned meters, and miscellaneous water usage. Miscellaneous water usage includes water system flushing, water main line breaks, and fire flow testing. Unaccounted-for water includes: water meter inaccuracies, standpipe water usage (i.e., un-metered connection for new residential construction to permit the use of water during construction; the meter is installed in its place when the home is permitted to occupy), water analyses sampling, well back flushing, new water main line flushing, fire fighting training exercises, data collection errors and system leakage. System leakage is water lost due to deteriorating water system infrastructure, such as reservoirs, pipes, service connections, and valves. The City is not aware of any unmetered unauthorized uses that could contribute to unaccounted-for water. The percentage of unaccounted-for water should approach the net volume lost to actual leakage, given accurate record keeping and metering of water.

Exhibit 2-12 presents the City's unaccounted-for water from fiscal year 2007-2008 through 2013-2014, excluding 2011-2012 and 2012-2013 due to billing software issues that resulted in the loss of billing data during these fiscal years.

Exhibit 2-12. Unaccounted-for Water, Fiscal Years 2007-2008 through 2010-2011, and 2013-2014.

	2007-2008	2008-2009	2009-2010	2010-2011	2013-2014
Total Water Production	639.0	633.7	570.1	564.6	571.7
Usage Through Water Meters	575.9	566.9	508.5	518.3	489.0
Usage Through Fire Hydrant Meters	0.0	4.2	9.5	5.7	11.4
Usage Through City Owned Meters	24.0	40.9	43.4	19.5	38.1
Miscellaneous Water Usage	21.5	2.0	1.0	0.8	1.5
Total Accounted For Water Usage	621.4	614.1	562.5	544.3	539.9
Total Unaccounted-For Water (MG)	17.6	19.7	7.7	20.4	31.8
Total Unaccounted-For Water (%)	2.8	3.1	1.3	3.6	5.6

Water Rights

OAR 690-086-0140(5)

The City holds a total of eight water rights for municipal purposes. Seven of these rights authorize the appropriation of groundwater, and one authorizes the use of surface water from a spring. **Exhibit 2-13** provides further details regarding the City's water rights.

The City's groundwater rights authorize a combined maximum total rate of appropriation of 12.55 cfs from a total of 10 authorized points of appropriation. The City's only certificated groundwater right (Certificate 50525) authorizes the appropriation of groundwater from the Troutdale Sandstone Aquifer (TSA) via Well 2 at a rate of up to 1.0 cfs.

The remaining water rights authorize the appropriation of up to 11.55 cfs of groundwater from the Troutdale Sand and Gravel Aquifer (SGA). The authorized points of appropriation are the Drinker Well and Wells 3, 4, 5, 6, 7, and 8, and proposed Well 9. The City's water use from the SGA is authorized by the water right currently evidenced by Transfer T-3119, and by five groundwater permits (G-8655, G-11761, G-9866, G-6881, and G-9867). These water rights provide authorization for most of the City's groundwater use, with a combined maximum authorized rate of 11.51 cfs during the irrigation season and 11.55 cfs outside of the irrigation season.

The slight seasonal variation in the maximum authorized rate under these rights results from one water right (Transfer T-3119) authorizing use only during the irrigation season and Permit G-6881 having an increased maximum authorized rate outside of the irrigation season. Transfer T-3119, which authorizes appropriation from the Drinker Well, was originally an irrigation right. To provide a year-round source of supply from the Drinker Well, the City applied for Permit G-6881, which authorizes the use of up to 1.6 cfs outside of the irrigation season, but only 0.75 cfs during the irrigation season.

Finally, the City holds water right certificate 50524 for use of up to 0.22 cfs of water from Troutdale Spring for municipal use. The City does not currently use this source and its municipal water supply system is not currently connected to the spring. As a result, this source is not considered as a source of supply in this WMCP.

Aquatic Resource Concerns

The City's water source is groundwater, and as such, the source has no listed species. The City's groundwater source is not in a designated critical groundwater area.

The City also holds a water right to use up to 0.22 cfs of water from Troutdale Spring for municipal use, but does not currently use this source for its municipal water supply due to the significant investment that would be required to divert and treat the water, as well as the relatively low flow available compared to the City's groundwater sources. Troutdale Spring currently is not 303(d) listed as water quality limited for any parameters. **Exhibit 2-14** shows the listed fish species in the lower Columbia River, including the mainstem Columbia River and Troutdale Spring drainages.

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Exhibit 2-13. City of Troutdale Water Rights.

Source	Application	Permit	Permit Amendment or Transfer	Certificate	Priority Date	Type of Beneficial Use	Authorized Rate (cfs)	Authorized Annual Volume (MG)	Authorized Date for Completion	Maximum Rate of Withdrawal to Date		2014 Average Withdrawal		Five-Year (2010-2014) Average Withdrawal	
										Instantaneous (cfs)	Annually (MG)	Monthly (MG)	Daily (mgd)	Monthly (MG)	Daily (mgd)
Groundwater															
Drinker Well	G-2512	G-2320	Transfer T-3119	~~34708~~	12/26/1962	Municipal	0.81[1]	162.25	10/1/1978	0.81		0	0	0	0
Troutdale Well 2	G-7589	G-7035	--	50525	11/22/1976	Municipal	1.0	N/A	N/A	1.0	180.5	15.1	0.49	13.5	0.44
Well 3	G-9291	G-8655	--	N/A	6/26/1979	Municipal	1.1	N/A	10/1/2017	0.33	109.0	1.68	0.06	0.44	0.01
Well 4 Well 9[2]	G-9583	G-9866	Permit Amendment T-10341	N/A	7/17/1981 9/20/1982	Municipal	Total 2.22: 1.11 1.11	N/A	10/1/2017	0.492	154.6	0.006	0.0002	1.29	0.04
Drinker Well & Well 5	G-6627	G-6881	Permit Amendment T-9484	N/A	8/19/1974	Municipal	1.6, limited to 0.75 "during irrigation season"[3]	N/A	10/1/2017	0.33	822.0	58.6	1.93	63.2	2.08
Well 8	G-13565	G-11761	--	N/A	11/26/1993	Municipal	2.23	N/A	10/1/2017	1.3					
Well 5, Well 6, Well 7 & Well 8	G-9714	G-9867	Permit Amendments T-7453 T-10208	N/A	5/1/1980 12/16/1981	Municipal	Total: 4.4[4] 2.2 2.2	N/A	10/1/2017	0.834					
Surface Water															
Troutdale Spring	S-54976	S-41315	--	50524	11/22/1976	Municipal	0.22	N/A	N/A	0.22		0	0	0	0

[1] This right originally authorized the use of water for irrigation purposes and use under the right is, consequently, limited to the irrigation season.

[2] Well 9 has not been constructed to date.

[3] The irrigation season is March 1 to October 31.

[4] The rate of appropriation cannot exceed 2.2 cfs from Well 6 or 2.2 cfs from Well 7.

Exhibit 2-14. Listed Fish Species in the Lower Columbia River, Mainstem Columbia River and Troutdale Spring Drainages[1].

Species	Common Name	Evolutionarily Significant Unit (ESU) (if applicable)	Federal Listing	State Listing
Oncorhynchus tshawytscha	Chinook	Lower Columbia River ESU	Threatened	Sensitive "Critical"
Oncorhynchus mykiss	Steelhead	Lower Columbia River ESU	Threatened	Sensitive "Critical"
Oncorhynchus keta	Chum	Columbia River – Oregon ESU	Threatened	Sensitive "Critical"
Oncorhynchus clarkii	Coastal Cutthroat Trout	Southwestern Washington/Columbia River ESU		Sensitive "Vulnerable"
Oncorhynchus kisutch	Coho	Lower Columbia River ESU	Threatened	
Lampetra richardsoni	Western Brook Lamprey	--		Sensitive "Vulnerable"
Lampetra tridentate	Pacific Lamprey	--		Sensitive "Vulnerable"
Thaleichthys pacificus	Pacific Eulachon	Southern DPS, Northern Oregon and Washington	Threatened	

[1] The fish species listed in this exhibit are from all of the sources combined, such that not all of the species listed are found in each source.

Sources:

Federal ESA listed species (T&E), from NOAA Fisheries Office of Protected Resources: http://www.nmfs.noaa.gov/pr/species/esa/fish.htm
Federal Sensitive species, from the Interagency Special Status/Sensitive Species Program for Oregon and Washington State: http://www.fs.fed.us/r6/sfpnw/issssp/agency-policy/
Oregon State ESA listed species, from the Oregon Department of Fish & Wildlife: http://www.dfw.state.or.us/wildlife/diversity/species/threatened_endangered_candidate_list.asp
Oregon State Sensitive Species, from the Oregon Department of Fish & Wildlife: http://www.dfw.state.or.us/wildlife/diversity/species/sensitive_species.asp
Federal Species of Concern, from the U.S. Fish & Wildlife Service, Oregon Fish & Wildlife Office: http://www.fws.gov/oregonfwo/Species/Data/PacificLamprey/default.asp

Evaluation of Water Rights/Supply

OAR 690-086-0140(3)

The City's groundwater rights authorize the appropriation of groundwater from the SGA and TSA aquifers. The SGA is a deep, relatively productive, regional aquifer in the Portland basin. An evaluation of this aquifer, based on reported static water levels, indicates that groundwater levels in the SGA are relatively stable. Further, although some well-to-well interference can occur when other water providers pump their SGA production wells at high rates, such interference at the City's wells has not impacted its ability to appropriate groundwater under the City's water rights. In addition, there is not a history of regulation of groundwater rights in this aquifer.

The TSA is a shallower aquifer in this area, and has not experienced static water level declines or well-to-well interference. Accordingly, there is not a history of regulation of groundwater rights from this aquifer. Both aquifers, therefore, provide a reliable source of supply for the City.

As described above, the City's groundwater rights have a combined maximum authorized rate of approximately 12.6 cfs. The City does not, however, currently have access to this total rate due to a number of limitations on the City's use of its groundwater rights.

The City's five groundwater permits (G-8655, G-11761, G-9866, G-6881, and G-9867) have all been extended and currently have development deadlines of October 1, 2017. The final orders approving the extensions of time for three of these permits (G-9866, G-6881, and G-9867) limited the amount of water to which the City has access to a combined total of up to 1.656 cfs. Use of groundwater is currently limited to 0.492 cfs under Permit G-9866, 0.33 cfs under G-6881, and 0.834 cfs G-9867. To use additional water under these permits, the City must obtain access to the water from a final order approving this WMCP.

Historically, the City's wells have produced greater amounts of water. In recent years, however, several of the City's wells have lost capacity and pumping rates of groundwater has declined. For example, in recent years the Drinker Well has become unreliable and so the City does not currently use water under Transfer T-3119 and relies solely on Well 5 to produce water under Permit G-6881. Similarly, Well 3 is producing groundwater at a lower rate in recent years. (The City may ultimately need to add additional points of appropriation to some of its groundwater rights to provide the City with the same amount of water supply that it could previously obtain.) For these reasons, the City considers its current combined reliable water supply under Transfer T-3119, and Permits G-8655, G-11761, and G-7035 to be 2.63 cfs.

As a result of the above described limitations, the City currently has access to up to 4.286 cfs of reliable water supply. (1.656 + 2.63 = 4.286)

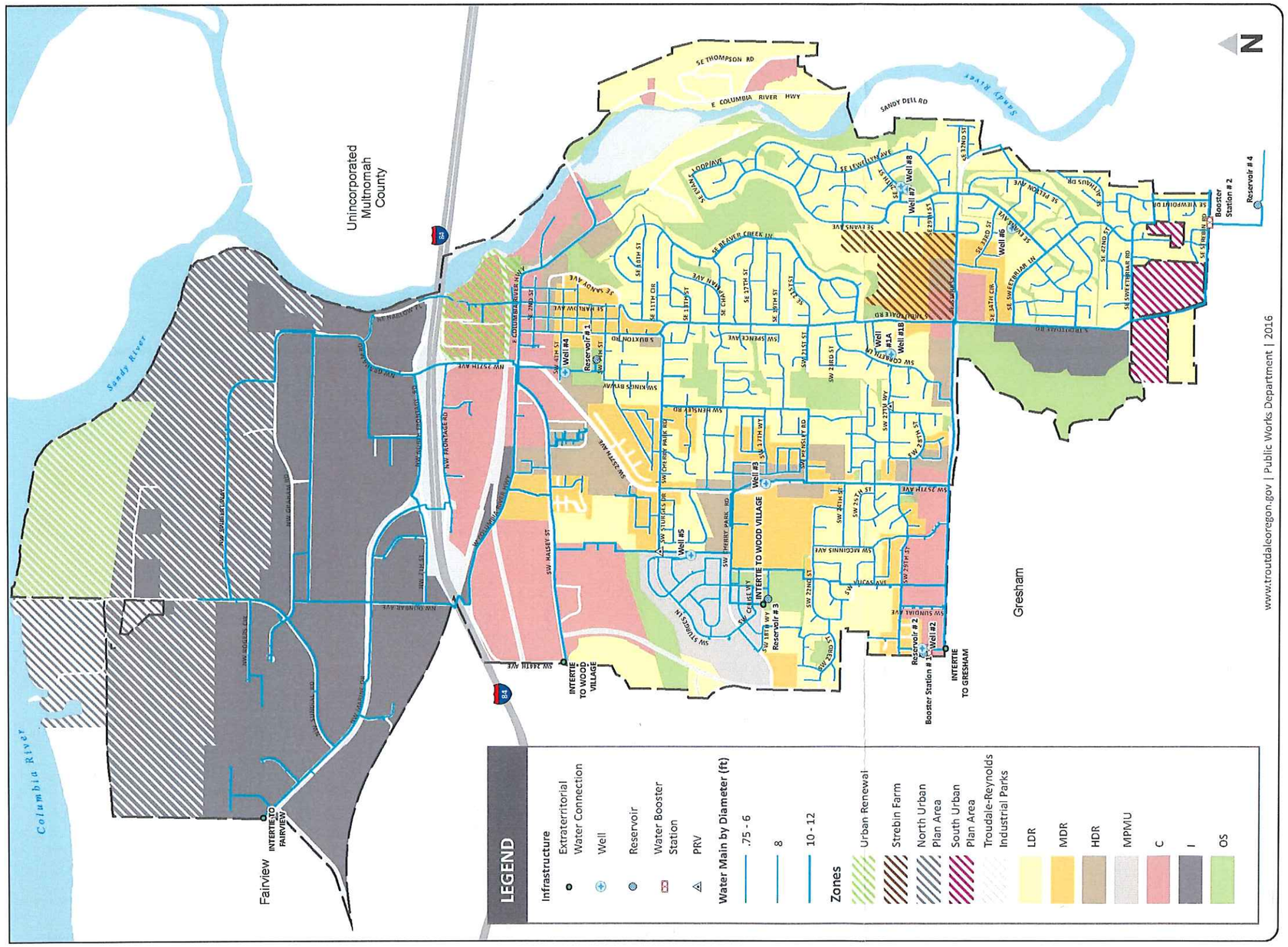
Finally, as previously described, the City does not currently use water from Troutdale Spring for municipal water supply. The City does not have plans to reconnect its municipal water system to this source in the near term.

System Description

OAR 690-086-140(8)

The City operates a public drinking water system (Public Water System Identification Number 4100901) and a schematic of that system is presented in **Exhibit 2-15**.

Exhibit 2-15. Water System Schematic.



The City's water source is groundwater from the previously described aquifers of the Lower Troutdale Formation. The City owns eight wells, but currently operates only seven wells. Water from each of the City's wells is chlorine-treated for taste and odor, but none of the wells requires chlorination for disinfection. All wells are metered. Historically, the wells produced greater amounts of water, but in recent years have reduced production. In 2015, the City initiated an investigation of the reliability of its wells. **Exhibit 2-16** describes the location, aquifer, depth, and year completed of the City's wells.

Exhibit 2-16. Municipal Well Characteristics

Well (Well Log #)	Location	Lower Troutdale Formation Aquifer	Depth	Year Completed
Well 1 (Drinker Well)	2511 Troutdale Road, near Beaver Creek	Sand and Gravel	Not in service	
Well 2 (MULT 1430)	West side of City, adjacent to Reservoir 2	Troutdale Sandstone	485	1976
Well 3 (MULT 1429)	East of Reynolds High School on the east side of SW 257th Avenue	Sand and Gravel	615	1979
Well 4 (MULT 1340/93369)	Behind the City Public Works building	Sand and Gravel	573	1980/2008
Well 5 (MULT 90881)	Northwest of Cherry Park Road and 257th Avenue	Sand and Gravel	697	2007
Well 6 (MULT 67091)	Sweetbriar Park	Sand and Gravel	545	1981
Well 7 (MULT 1444)	Sandee Palisades residential area.	Sand and Gravel	575	1980
Well 8 (MULT 4372)	Sandee Palisades residential area	Sand and Gravel	548	1994

The City's wells pump water into the distribution system, which consists of six pressure zones, and fill the City's four reservoirs. The City controls water levels in the reservoirs by managing the pumping rate of the wells using a Supervisory Control and Data Acquisition (SCADA) system. The City's total reservoir capacity is currently 6.0 MG, which consists of two reservoirs located on the west side of the City in Zone 1 and Zone 2, one reservoir in the central part of the City in Zones 4 and 5, and one reservoir South of the City's boundary in Zone 6. Wells 6, 7, and 8 provide water to Reservoir 4. Water is pumped from Reservoir 4 to supply higher pressure to Zone 6.

The infrastructure remaining at the Troutdale Spring point of diversion consists of two concrete settling boxes intended to divert water from the spring and remove sediment, as well as piping that the City disconnected from the water distribution system.

Exhibit 2-17 and **Exhibit 2-18** provide more details about the City's reservoirs and pump stations, respectively. **Exhibit 2-19** shows a breakdown of the City's pipelines by pipe diameter.

Exhibit 2-17. Summary of System Reservoirs.

Reservoir	Location	Volume (MG)	Completion Date
Reservoir 1	7th Street	1.0	1981
Reservoir 2	Stark Street	1.0	1973
Reservoir 3	Columbia Park	2.0	1980
Reservoir 4	Strebin Road	2.0	1980
Total		6.0	

Exhibit 2-18. Summary of System Pump Station.

Name	Location	# Pumps	Horsepower (hp)	Flow (gpm)
Booster Station 1	Reservoir 2 - only used in emergencies (significantly undersized for current needs)	2	20 HP Electric Pump and a 4-cylinder Diesel Pump	Not in service
Booster Station 2	Reservoir 4	3	Two 7 HP pumps and one 15 HP pump	450 firm / 1675 design capacity

Exhibit 2-19. Summary of System Pipelines.

Pipe Diameter (in)	Total Length (ft)*	Total Length (mi)	Percent of Total Pipeline (%)
2	1,965.4	0.4	0.6
2.5	352.67	0.1	0.1
3	339.57	0.1	0.1
4	15,610.03	3.0	4.4
6	89,739.81	17.0	25.6
8	115,340.41	21.8	32.9
10	31,364.54	5.9	8.9
12	96,186.03	18.2	27.4
Total	350,898.46	66.5	100

SECTION 3

Water Management and Conservation

This section addresses the requirements of OAR 690-086-0150(1) – (6).

This rule requires a description of specific required water management and conservation measures and benchmarks, and additional conservation measures implemented by the City.

Current Conservation Measures
OAR 690-086-0150(1) and (3)

Progress Report

This WMCP is an update to the City's approved 2005 WMCP, which contained a number of water conservation benchmarks. **Exhibit 3-1** provides an update on progress made towards meeting these established benchmarks.

Background

The City has implemented a wide array of measures that encourage water conservation. Highlights of the City's water management and conservation measures include:

- An effort to replace all customer meters began in Fiscal Year 2014-2015.
- Reviewing SCADA and billing data for changes in metered water use that could indicate leaks.
- Providing water conservation information to the public through the City's webpage, newsletter articles, water conservation kiosk, brochures, and workshops.
- Offering customers free indoor and outdoor water conservation kits.
- Integrating water conservation measures into City operations, such as park irrigation, vehicle washing, and hydrant testing.

Further information on these and other water conservation measures implemented by the City are provided later in this section.

Use and Reporting Program
OAR 690-086-0150(2)

The City's water measurement and reporting program complies with the measurement and reporting standards in OAR Chapter 690, Division 85.

The City currently measures water demand at each well using Sparling Model FT 193 propeller flowmeters.

The City submits monthly water use measurements to OWRD on an annual basis. Reporting is for the previous water year (October 1 to September 30). The City's water use records can be found at http://apps.wrd.state.or.us/apps/wr/wateruse_report/

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Exhibit 3-1. Water Conservation Progress Report.

Section Requirement	Sub-section Requirement	2005 Benchmarks	2015 Status
OAR 690-086-150 (4) A description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following conservation measures that are required of all municipal water suppliers:	(a) An annual water audit that includes a systematic and documented methodology for estimating any un-metered authorized and unauthorized uses	Maintain the water audit frequency at once per year and the calculation methods used for the audit.	The City has maintained the water audit frequency at once per year, with the exception of Fiscal Years 2011-2012 and 2012-2013 when billing software issues resulted in the loss of water consumption data. The City calculates unaccounted-for water as the difference between total water production and the combined water use from four categories: usage through water meters, usage through fire hydrant meters, usage through City-owned meters, and miscellaneous water usage (i.e., water system flushing, water main line breaks, and fire flow testing). Metered consumption has accounted for use by City facilities under the new "Other" category since 2013.
	(b) If the system is not fully metered, a program to install meters on all un-metered water service connections.	No benchmark listed. The water system is fully metered.	The water system is fully metered.
	(c) A meter testing and maintenance program	The City will test 50 meters annually. The schedule and method of prioritizing meters will be refined as results from the new testing program are determined. As a five-year benchmark, Troutdale will continue this testing over the next 5 years, unless the results of the testing indicate the reliability of the meters makes such testing unnecessary or that uncertainty in the reliability of the meters requires additional testing and/or a meter replacement program. Production meters will continue to be tested every 5 years.	The City temporarily suspended its meter testing program when it began its meter replacement program in Fiscal Year (FY) 2014-2015 by replacing approximately 100 meters in its oldest residential neighborhoods. The City has budgeted for the replacement of 500 meters in FY 2015-2016. The City tested production meters approximately 5 years ago.
	(d) A rate structure under which customers' bills are based, at least in part, on the quantity of water metered at the service connections	No benchmark listed. The rate structure is currently based entirely on the quantity of water metered service connections.	The City continues to base its rate structure entirely on the quantity of metered water consumption. Instead of having a separate basic service charge along with a consumption charge, the City has a consumption charge that also covers the cost of personnel, materials, services, capital projects and reimbursement to other funds. The City adopted steady rate increases during the last 5 years.
	(e) If the annual water audit indicates that system leakage exceeds 10 percent, a regularly scheduled and systematic program to detect leaks in the transmission and distribution system using methods and technology appropriate to the size and capabilities of the municipal water supplier;	No benchmark listed. The water audit indicated unaccounted for water of 4.3 percent in water year 2001-2002.	Water audits since the 2005 WMCP have not indicated leakage exceeds 10 percent. Unaccounted-for water was 5.6 percent in FY 2013-2014.
	(f) A public education program to encourage efficient water use and the use of low water use landscaping that includes regular communication of the supplier's water conservation activities and schedule to customers	Free leak detection tests will be continued over the five-year period. The tests will be advertised via the conservation webpage.	The City continues to offer free leak detection tests and advertises these tests on its water conservation webpage.
		Webpage for water conservation on the City's website will be developed and "on line" by March 31, 2003 (already completed).	The City has a webpage dedicated to water conservation education. The webpage includes information about free leak detection tests, free meter testing, free outdoor water conservation kits, and water conservation related to lawn care and irrigation, as well as links to water conservation websites.
		Brochures have already been ordered and will be distributed at two community events a year starting in 2003. The brochures are also already distributed in locations in key city offices frequented by customers.	The City decided to focus on providing water conservation information on its webpage, but City-designed brochures about water conservation that are available by contacting the City's Water Division and are provided to customers during site visits about suspected leaks.
		Conservation articles written for The Troutdale Champion will appear three times per year.	The City has written one water conservation article per year.

Exhibit 3-1. Water Conservation Progress Report Continued.

Section Requirement	Sub-section Requirement	2005 Benchmarks	2015 Status
OAR 690-086-150 (6) If the supplier serves a population greater than 1,000 and proposes to expand or initiate diversion of water under an extended permit for which resource issues have been identified under OAR 690-086-0140(5)(i), or if the supplier serves a population greater than 7,500, description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following measures; or documentation showing implementation of the measures is neither feasible nor appropriate for ensuring the efficient use of water and the prevention of waste	(a) A system-wide leak repair or line replacement program to reduce system leakage to 15 percent and if the reduction of system leakage to 15 percent is found to be feasible and appropriate, to reduce system leakage to 10 percent	No benchmark listed due to the water audit indicating unaccounted-for water of 4.3 percent in water year 2001-2002.	Water audits since the 2005 WMCP have not indicated leakage exceeding 10 percent. Unaccounted-for water was 5.6 percent in FY 2013-2014.
	(b) Technical and financial assistance programs to encourage and aid residential, commercial, and industrial customers in implementation of conservation measures;	Implement a program that offers technical and financial assistance and finances retrofit and replacement of existing fixtures in April 2003 and continue to distribute kits to the residential customer class until WMCP update. (The program will include distribution of free water conservation kits to residential customers. The kits will include an automatic-stop hose nozzle, a hose repair kit, and an irrigation gauge (tó measure volume of water applied).)	The City offers indoor and outdoor water conservation kits to residential customers. The kits are available at the City's Public Works Shop and at East Multnomah SWCD workshops, and are publicized in the City's newsletter, *The Troutdale Champion.*
		Implement a technical and financial assistance program (irrigation audit) to the commercial and industrial classes in March 2003 and maintain the irrigation audit program as described above until WMCP update.	The City decided not to offer this program due to limited City resources.
	(c) Supplier financed retrofitting or replacement of existing inefficient water using fixtures, including distribution of residential conservation kits and rebates for customer investments in water conservation;	No benchmark listed.	The City offers multi-stream automatic shut-off hose nozzles in its outdoor water conservation kit and low-flow showerheads and faucet aerators in its indoor water conservation kit.
	(d) Adoption of rate structures, billing schedules, and other associated programs that support and encourage water conservation;	No benchmark listed.	The City bills customers monthly, and if a customer's water use has increased notably compared to previous months, City staff performs a leak check/re-read of the meter and the City sends a "high" water use notifications to that customer. The City periodically includes a message about the availability of water conservation kits on billing postcards.
	(e) Water reuse, recycling, and non-potable water opportunities; and	The process of offering the rebate to the ten largest commercial and industrial water users will be repeated each year for the next 5 years. The rebates will pay for the services of a registered Professional Engineer to study the customer's business operations and determine opportunities for water reuse. Each rebate will be for $500 or half the cost of the study, whichever is less.	The City decided not to offer this rebate program due to limited City resources.
	(f) Any other conservation measures identified by the water supplier that would improve water use efficiency.	Rain sensors will be installed at three city parks by May 2004, the start of Troutdale's irrigation season.	The City decided not to purchase rain sensors due to limited City resources. City parks already have fully automated irrigation system, and irrigation events are timed during the evening or early morning to improve water conservation, to reduce evaporation, and to avoid contributing to water use during peak usage times during the day.

Required Conservation Programs

OAR 690-086-0150(4)

OAR 690-086-0150(4) requires that all water suppliers establish five-year benchmarks for implementing the following water management and conservation measures:

1. Annual water audit
2. System-wide metering
3. Meter testing and maintenance
4. Unit-based billing
5. Leak detection and repair (if system leakage exceeds 10 percent)
6. Public education

Five-Year Benchmarks for Required Conservation Measures

During the next five years, the City plans to initiate, continue, or expand the following conservation measures that are required of all municipal water suppliers when a condition of a water use permit, permit extension, or another order or rule requires a WMCP:

1. **Annual Water Audit.**

   OWRD defines a water audit as an analysis of the water system that includes a thorough accounting of all water entering and leaving the system to identify leaks in the system, and authorized and unauthorized water uses, metered or estimated. The water audit also includes analysis of the water supplier's own water use.

   The City's conducts water audits annually by fiscal year. However, issues with City's billing software resulted in the loss of metered consumption data for portions of 2011 and 2012, such that the City is unable to provide water audit reports for Fiscal Years 2011-2012 and 2012-2013.

   The City's unaccounted-for water was 5.6 percent in Fiscal Year 2013-2014 and averaged 3.3 percent from Fiscal Year 2007-2008 through 2013-2014, excluding 2011-2012 and 2012-2013. The City calculated unaccounted-for water as the difference between total water production and the combined water use from four categories: usage through water meters, usage through fire hydrant meters, usage through City-owned meters, and miscellaneous water usage (i.e., water system flushing, water main line breaks, and fire flow testing). Unaccounted-for water includes: water meter inaccuracies, standpipe water usage (i.e., un-metered connection for new residential construction to permit the use of water during construction; the meter is installed in its place when the home is permitted to occupy), water analyses sampling, well back flushing, new water main line flushing, and system leakage. The City is not aware of any unmetered unauthorized uses that could contribute to unaccounted-for water.

   Five-Year Benchmarks: The City will continue to conduct annual water audits. In the next 2 years, the City will refine the data management and storage of its metered consumption data to avoid future data losses. In the next 5 years, the City will compare its current methodology with AWWA methodology, "Water Audits and Loss Control Programs" (Manual M-36, AWWA, 2009).

2. **System-wide Metering.**

   The City's water system is fully metered.

   Five-Year Benchmarks: The City will continue to require meters on all new connections.

3. **Meter Testing and Maintenance.**

   The City started an effort to replace all residential customer meters with Sensus SR II direct read meters in Fiscal Year 2014-2015 by replacing approximately 100 meters. Sensus SR II direct read meters provide a more accurate measurement of water consumption. These meters are still read in person monthly and the meter reader generates a report of suspect meters for City staff to inspect. Finance Department staff also analyzes meter reading data for discrepancies, and if one is found, then generates a work order for City staff to investigate. The City is prioritizing replacement based on meter age, such that older meters will be replaced before newer meters. The City has budgeted for 500 meters to be replaced in Fiscal Year 2015-2016. While the system-wide meter replacement efforts are occurring, the City is suspending its testing of approximately 50 meters per year (in accordance with the standards identified in AWWA's M6 Manual titled "Water Meters—Selection, Installation, Testing, and Maintenance") and focusing on reviewing meter reading reports for signs of malfunctioning meters. The City will repair or replace any malfunctioning meters discovered. The City tests the production meters at each well every five years. The City has found that these production meters maintain acceptable levels of accuracy over a five-year period. In addition, the City offers free meter testing to customers that suspect they have a defective water meter, and the City will replace a defective meter at no charge to the customer.

   Five-Year Benchmarks: The City will continue to fund its residential meter replacement program at approximately 500 meter replacements per year until all approximately 4,000 residential meters are replaced. The City will resume its meter testing program after all meters are replaced. The City will test its production meters and continue to test every 5 years.

4. **Water Rate Structure.**

   The City's rate structure is currently based entirely on the quantity of water metered at service connections. Instead of having a separate basic service charge along with a consumption charge, the City has a consumption charge that also covers the cost of personnel, materials, services, capital projects and reimbursement to other funds. As of July 1, 2015, the consumption charge for all customer classes is $3.09 per 1,000 gallons used. Customers receive water bills monthly. The City recently completed a rate review study, which determined that annual rate increases will be necessary for the foreseeable future.

   Five-Year Benchmarks: The City will continue to bill customers based on the quantity of water metered at service connections.

5. **Leak Detection Program.**

The City's unaccounted-for water was 5.6 percent in Fiscal Year 2013-2014 and averaged 3.3 percent from Fiscal Year 2007-2008 through 2013-2014, excluding 2011-2012 and 2012-2013. Although the City maintains a very low percentage of unaccounted-for water, the City continues to implement its leak detection program. Each year, the City systematically selects an area in which to conduct leak detection and areas checked for leaks are mapped in GIS. Areas are typically chosen based on reports of suspected leaks or where a street is scheduled to be overlaid or reconstructed. In addition, the City reviews billing data to look for changes in the amount of water metered that could indicate leaks, and investigates any suspected leaks. Customers that repair leaks quickly are eligible to receive credit on half of the lost water within the three months since leak discovery, thereby incentivizing rapid leak repair. The City regularly visually inspects reservoirs and tanks for leakage. The City also offers free leak detection visits to customers upon request, which consists of a basic analysis of the likelihood of a line leak on the customer's property.

Five-Year Benchmarks: The City will continue its leak detection program.

6. **Public Education.**

The City has a webpage dedicated to water conservation education, which includes information about free leak detection tests, free meter testing, free outdoor water conservation kits, and water conservation related to lawn care and irrigation. It also includes links to the following websites with comprehensive water conservation information: the Water Wiser website (www.waterwiser.org) and the Regional Water Providers Consortium website (www.conserveh2o.org).

The City writes one water conservation article annually for its bimonthly newsletter *The Troutdale Champion*, which is circulated to all City water customers. Article topics have included: indoor water conservation measures, outdoor water conservation measures, and water conservation programs available for commercial and industrial users. Availability of free indoor and outdoor water conservation kits are publicized in the newsletter, as well.

Until recently, the City has had a water conservation kiosk accessible to all visitors in the Public Works operations center. The kiosk uses interactive computer software to share water conservation information, including a description of the importance of water conservation and indoor and outdoor water conservation tips. The kiosk is currently not accessible to the public due to needed updates and repairs. Brochures about water conservation are also available by contacting the City's Water Division.

The City partners with the East Multnomah Soil and Water Conservation District to provide Naturescaping and Rain Garden workshops. Additionally, staff encourages the use of native plants (which require less irrigation) in stormwater facilities and new development.

Five-Year Benchmarks: The City will continue to provide water conservation information to the public through its webpage, newsletter articles, brochures, and workshops. In the next 5 years, the City will update and repair the water conservation kiosk.

Expanded Use under Extended Permits
OAR 690-086-0150(5)

Under OAR 690-086-0150(5), any municipal water supplier that proposes to expand or initiate the diversion of water under an extended permit for which resource issues have been identified shall include a description of activities and five-year implementation schedule for a system-wide leak repair or line replacement program to reduce system leakage to no more than 15 percent.

The City intends to expand diversion of water under Permits G-9866, G-6881, and G-9867, but no resource issues have been identified for the groundwater resource, so this rule does not apply. Nevertheless, the City has a comprehensive leak detection program, as described above, and considers water conservation a crucial component of its water management. The City's unaccounted-for water was 5.6 percent in Fiscal Year 2013-2014 and averaged 3.3 percent from Fiscal Year 2007-2008 through 2013-2014, excluding 2011-2012 and 2012-2013.

Additional Conservation Measures
OAR 690-086-0150(6)

OAR 690-086-0150(6) requires municipal water suppliers that either: (a) serve a population greater than 1,000 and propose to expand or initiate diversion of water under an extended permit for which resource issues have been identified, or (b) serve a population greater than 7,500, to provide a description of the specific activities, along with a five-year schedule to implement several additional conservation measures.

The City serves a population of 16,020, and as a result, the City is required to provide activities and five-year benchmarks related to the following additional measures:

1. Leak repair or line replacement program
2. Technical and financial assistance programs
3. Supplier financed retrofit or replacement of inefficient fixtures
4. Rate structure and billing practices that encourage conservation
5. Water reuse, recycling, and non-potable opportunities
6. Other conservation measures

A summary of the City's five-year benchmarks for additional conservation measures is provided below.

1. Leak Repair or Line Replacement Program

Under this requirement, in addition to detecting leaks, the City must implement a system-wide leak repair program or line replacement program to reduce system leakage to 15 percent, and if feasible to 10 percent.

The City's unaccounted-for water was 5.6 percent in Fiscal Year 2013-2014 and averaged 3.3 percent from Fiscal Year 2007-2008 through 2013-2014, excluding 2011-

2012 and 2012-2013. Although the City's unaccounted-for water (and therefore its system leakage) is well below 10 percent, the City continues to invest in leak detection. Leak detection efforts include: checking areas of town for leaks and mapping that information in GIS, reviewing billing data for abnormal readings, conducting regular visual inspections of reservoirs and tanks for leakage, and offering free leak detection visits to customers upon request. See the previous leak detection discussion for details of these efforts.

Five-Year Benchmarks: The City will continue its aggressive leak detection program.

2. **Technical and Financial Assistance Programs**

The City offers its customers free indoor and outdoor water conservation kits, which are available at the City's Public Works Shop and at East Multnomah SWCD workshops. The indoor water conservation kits include a water efficient showerhead, water efficient aerators, a toilet tank bank (water displacement bag), and toilet leak detection tablets. The outdoor water conservation kits include a hose nozzle with six spray settings and an automatic shut-off, garden hose repair items, and a lawn/garden water gauge to measure water applied and to help avoid excess irrigation.

The City provides free leak detection tests to customers that suspect a leak. If the initial test indicates that the leak is on the customer side of the meter, repair is the customer's responsibility. If the leak is on the City's side of the meter, the City will be responsible for its repair. During these site visits, the City also offers free brochures about water conservation and free outdoor water conservation kits, if applicable.

As described under Public Education, the City also provides technical information about water conservation measures on the City's website, in newsletter articles, and at workshops.

Five-Year Benchmarks: In the next 5 years, the City will make available 50 free indoor and 50 free outdoor water conservation kits and 20 free leak detection tests annually. The City will continue to provide technical information through its public education program.

3. **Supplier Financed Retrofit or Replacement of Inefficient Fixtures**

As described under Technical and Financial Assistance, the City offers multi-stream automatic shut-off hose nozzles in the outdoor water conservation kits and water efficient showerheads and faucet aerators in the indoor water conservation kits. Around 2005, the City evaluated several rebate programs implemented by other water providers and determined that the significant amount of resources required to implement those rebate programs were cost-prohibitive due to the City's limited resources.

Five-Year Benchmarks: The City will continue to make water conservation kits that include multi-stream automatic shutoff hose nozzles, water efficient showerheads, and faucet aerators available to City customers.

4. **Rate Structure and Billing Practices that Encourage Conservation**

   The City bills its customers based on the quantity of water metered at the service connection. The City bills customers monthly, and if a customer's water use has increased notably compared to previous months, City staff performs a leak check/re-read of the meter and the City sends a "high" water use notification to that customer. The City periodically includes a message about the availability of water conservation kits on billing postcards, as well.

   Five-Year Benchmarks: In the next 5 years, the City will continue the above practices that encourage water conservation. In addition, the City will investigate the ability of its current billing software to provide graphical historical water usage data to encourage water conservation. In Fiscal Year 2016-2017, the City will explore billing particular departments within the City, such as the Parks Department and Wastewater Department.

5. **Water Reuse, Recycling, and Non-potable Opportunities**

   The City was in discussions with the Troutdale Energy Center about providing the proposed natural gas fired power plant with treated effluent for process water. In January 2016, the City was notified that the project would no longer be pursued.

   Five-Year Benchmarks: In the next 5 years, the City will assess the possibility of water reuse, including process and irrigation water, at the City's Water Pollution Control Facility and will move forward with the water reuse project if it proves feasible.

6. **Other Conservation Measures**

   The City's park irrigation systems are fully automated and irrigation events are timed to occur during the evening or early morning to avoid evaporation and contributing to the daily peak water usage.

   The City has integrated water conservation measures into its operations. Water hoses at the vehicle maintenance facility have self-closing nozzles to reduce water loss during vehicle washing. The City employs a "closed cap" procedure when testing hydrants, which does not require flowing water to verify that the hydrant valve is opened and ready for use. The City's public fountain circulates water and new water is only added to the circulation system as water evaporates. Quarterly water usage reports are distributed to staff at the Parks Department, Wastewater Services Division, and Water Division to help staff monitor water consumption and to encourage water conservation.

   Five-Year Benchmarks: In the next 5 years, the City will continue the above described efforts.

SECTION 4

Municipal Water Curtailment Plan

This section satisfies the requirements of OAR 690-086-0160.

This rule requires a description of past supply deficiencies and current capacity limitation. It also requires inclusion of stages of alert and the associated triggers and curtailment actions for each stage.

Introduction

Water curtailment plans are intended to reduce the impacts of water supply shortages and to ensure water supply for public health and safety during short-term water supply shortages. Water curtailment plans outline proactive measures that water suppliers may take to reduce demand during water supply shortages of varying intensity.

History of System Curtailment Episodes

OAR-690-086-0160(1)

The City has not experienced a supply deficiency during the past 10 years that required it to implement curtailment. The City's water supply and water distribution system has been sufficient to meet water demands. A drought situation is not expected to affect the City's water supply due to the City having all deep groundwater wells, but a multi-year drought, mechanical or electrical equipment failure, or events not under control of the City (localized or area-wide power outages, intentional malevolent acts or catastrophic natural disasters) could require the City to implement curtailment. In the event of a source water shortage, the City has the ability to utilize emergency interconnections as an initial response, if appropriate.

The City has a detailed Emergency Response Guide for its Water Division that describes the procedures that the City will follow to respond to specific emergency events, including events in shorter duration that would not trigger curtailment activities.

Curtailment Event Triggers and Stages

OAR-690-086-0160(2) and (3)

The City has a three-stage curtailment plan that it will implement if a water supply shortage requires water curtailment. It is anticipated that a water shortage event requiring curtailment would include, but not be limited to, the following:

- Interruption of local utility electrical service at critical water infrastructure;
- Mechanical or electrical malfunction of critical wells;
- Terrorist act perpetrated on any of the City's critical facilities or storage reservoirs, or contamination of source water;
- Extraordinary high usage; and
- Loss of aquifer levels.

The three stages of curtailment are intended to be implemented in progressive steps. The curtailment stages include both voluntary and mandatory rationing, and the type of rationing will depend on the cause, severity, and anticipated duration of the water shortage.

The City's three curtailment stages and their potential initiating conditions (i.e., triggers) are presented in **Exhibit 4-1**.

Exhibit 4-1. Curtailment Stages 1 through 3.

Curtailment Stages	Potential Initiating Conditions
Stage 1: Water Shortage Alert	• Demand reaches 80 percent of the current available production capacity for three consecutive days.
Stage 2: Serious Water Shortage	• Demand reaches 90 percent of the current available production capacity for three consecutive days.
Stage 3: Emergency Water Shortage	• Demand reaches 100 percent of the current available production capacity for one day. • A major geologic event that shuts down the system or impacts source, mains, etc. • Act of terrorism possibly contaminating the water system with biological or chemical agents. • Flood that infiltrates system facilities and sources. • Chemical spill with the potential to impact the system's sources. • Storm that significantly damages the power grid and system facilities.

Authority and Enforcement

The Public Works Director is authorized to declare a Water Curtailment State 1 and 2. Actions under Water Curtailments Stage 3 can be initiated after the City Manager declares an emergency. The City Council must confirm the emergency within 72 hours of declaration. Actions under Water Curtailment Stage 3 can be initiated immediately after City Manager declares an emergency.

Plan provisions will remain in effect until the emergency is declared ended by the initiating party, provided that the City Council may rescind an emergency declaration issued by the Public Works Director or the City Manager upon a finding that demonstrates the emergency no longer exists or that the original declaration was made in error.

Actions may be applied to the entire system, or only to those water use sectors or in those geographic areas that are directly affected by a water supply shortage.

Curtailment Plan Implementation

OAR-690-086-0160(4)

Stage 1: Water Shortage Alert

Stage 1 is activated when demand reaches 80 percent of the current available production capacity for three consecutive days. The Public Works Director will issue a general request

for voluntary reductions in water use by all water users. Under Stage 1, the City will request one or more of the following voluntary actions to curtail water use:

- Ask customers to voluntarily decrease outdoor water use, including adoption of irrigation schedule based on odd/even address numbers irrigating every other day in the early morning or evening.
- Ask customers to voluntarily decrease indoor water use, such as reducing shower times and trying to wash only full loads of laundry.

Additionally, under Stage 1, the City will take the following mandatory actions:

- Reduce irrigation of large turf areas, such as parks.
- Reduce water use for street sweeping, hydrant flushing, and pipeline flushing.
- Turn off the City fountain.
- Cease washing City vehicles and buildings.
- Make brochures available about water conservation measures that customers can implement.

Customer notification will include a summary of the current water situation, the reasons for the requested reductions, and a warning that mandatory cutbacks will be required if voluntary measures do not sufficiently reduce water usage. The City will notify customers of Stage 1 activation through one or more of the following:

- Mailings or door hangers,
- TV and/or radio,
- A pre-scripted phone message, and/or
- An alert on the City's website, Facebook, and/or other social media sites.

Stage 2: Serious Water Shortage

Stage 2 is activated when demand reaches 90 percent of the current available production capacity for three consecutive days. Stage 2 is similar to Stage 1 except that certain water uses will be prohibited and there will be more emphasis on reduction of nonessential water use. Under Stage 2, the City will take one or more of the following mandatory actions to curtail water use:

- Irrigation schedule implemented in Stage 1 is mandatory.
- Prohibit the use of water for washing down sidewalks, driveways, parking lot areas, or other similar exterior cleaning uses except when necessary for public health or safety.
- Prohibit vehicle washing except at facilities equipped with water re-circulation equipment or if required for public health/safety or required by law.
- Prohibit hydrant and pipeline flushing except in emergencies.
- Ask commercial and industrial customers to voluntarily reduce non-essential water use by at least 50 percent.
- Prohibit outdoor irrigation except by permit issued by the City.

- Prohibit use of City water to clean, fill, or maintain water levels in decorative streams, ponds, fountains, except when they have a recirculating water system and/or support aquatic life.
- Prohibit use of City water to fill swimming pools and hot tubs, except for children's wading pools.
- Ask customers to delay the installation of new turf and landscaping.
- Prohibit use of hydrant meters.
- Activate the intersystem connection with the Cities of Gresham, Wood Village, and/or Fairview.

The City's announcement of Stage 2 will be widely distributed to water users following such approaches as those described for Stage 1. In addition to the information provided in Stage 1, Stage 2 announcements will emphasize the types of prohibition and will recommend water conservation measures to citizens.

Stage 3: Emergency Water Shortage

Stage 3 is activated when demand reaches 100 percent of the current available production capacity for one day or the system experiences major damage or contamination from a natural disaster, an accident, or an act of terrorism. These incidents usually require immediate notification of local law enforcement and local emergency management services. Immediate issuance of health advisories and declaration of water supply emergencies are critical to protect public health. These events often take several days or weeks to resolve before the system returns to normal operation. In addition to curtailment actions under Stage 2, the City will take one or more of the following actions to curtail water use under Stage 3:

- Prohibit all outdoor irrigation.
- Limit residential water use to those uses necessary for basic sanitation, drinking, and cooking.
- Require that commercial and industrial customers cease non-essential water uses.

The City will notify customers of Stage 3 activation through local print media, local radio, television, the City's website, Facebook, and/or other social media. The City's curtailment plan is included in the Water Emergency Response Guide, updated in September 2015. The Emergency Response Guide provides additional information on a range of topics, including the chain of command, how to evaluate the severity of emergencies, notification of citizens and the media, and the emergency tie-in procedures.

SECTION 5

Water Supply

This section satisfies the requirements of OAR 690-086-0170.

This rule requires descriptions of the City's current and future water delivery areas and population projections, demand projections for 10 and 20 years, and the schedule for when the City expects to fully exercise its water rights. The rule also requires comparison of the City's projected water needs and the available sources of supply, an analysis of alternative sources of water, and a description of required mitigation actions.

Delineation of Service Areas

OAR 690-086-0170(1)

The City's current buildout zoning plan projects that future growth will occur in the following areas:

- "In-fill" of existing developments (within city limits)
- Troutdale-Reynolds Industrial Park (within city limits)
- Strebin Farms (within city limits)
- Three proposed Urban Growth Areas:
    - Northern Urban Plan Area (outside city limits)
    - Southern Urban Plan Area (outside city limits)
    - Urban Renewal Area (within city limits)

Exhibit 2-14 shows the City's future water service area, which includes the areas described above within the current city limits and the unincorporated urban planning areas. These unincorporated urban planning areas adjacent to, but currently outside, city limits are designated for probable future annexation to the City.

Population Projections

OAR 690-086-0170(1)

According to the 2012 Water Master Plan (Excerpts in **Appendix C**), the City's Planning Division projects that the City's buildout population will be 19,778 based on the areas of projected growth described above. Using the 2010 base year population of 15,962 from the 2010 U.S. Census, the City projects that it will reach this buildout population by 2032. The average annual growth rate to reach that build out population in 2032 is approximately 0.97 percent, which was extrapolated from the 2012 Water Master Plan. **Exhibit 5-1** shows the projected population in 10 years (2025) and at buildout in 17 years (2032).

Exhibit 5-1. Projected Populations.

Year	Population
2025	18,474
2032 (Buildout)	19,778

Demand Forecast

OAR 690-086-0170(3)

As described in the City's 2012 Water Master Plan, the City projected water demand by:

1) Applying a per capita water demand of 100 gpcd (based on average per capita metered water consumption from 2009 through 2010) to the population projections described above.
2) Applying unit consumption rates in gallon per acre demand (gpad) to areas of projected growth (based on historical unit rates for land-use classifications adjusted up approximately 25 percent to account for densification of existing developments).
3) Adding projected demand of the existing population to the projected demand of the areas of projected growth.
4) Applying a peaking factor of 2.16 to the ADD projections to determine the MDD projections. (The 2.16 peaking factor was the 75th percentile MDD:ADD ratio from 2006 through 2010, which the 2012 Water Master Plan utilized as a realistic MDD for the basis of sizing water system infrastructure while providing a reasonable margin of safety.)

Exhibit 5-2 summarizes the results of these demand projections. More specifically, the exhibit shows the proposed land uses in the above-described areas of projected growth, projected demand for each area, and total projected ADD.

Exhibit 5-2. Areas of Projected Growth, Projected Demand per Area, and Total Projected Average Day Demand (gpd) (Source: 2012 Water Master Plan).

Future Growth Area	Zoning	Acres	Unit Rate (gpad)	Area Demand (gpd)
"In-fill" of existing developments (Densification)	-	-	-	230,815
Northern Urban Plan Area	Industrial	77	0	0[1]
Southern Urban Plan Area	Low Density Residential	49	1,100	55,517
Urban Renewal Area	Commercial	38	800	31,312
	Open Space	2	0	0
Troutdale-Reynolds Industrial Park	Industrial	174	150	37,365[2]
Strebin Farms	Residential	30	1,100	37,800
	Commercial	6	800	
Projected Increase in Water Demand[3]				392,809
2011 Base Year Demand (gpd)				1,737,708
Build out Demand (gpd)				2,130,517

[1]The City does not anticipate that any growth in water demands will occur within the Northern Urban Plan Area, such that the City did not project water demands for this area.
[2]This includes 22,674 gpd current and anticipated demand from a specific Industrial customer.
[3]This includes unaccounted-for water of 3 percent.
gpad = Gallons per acre demand
gpd = Gallons per day

The methods described above result in the projected ADD of 2.13 mgd and projected MDD of 4.60 mgd (2.13 mgd x 2.16 peaking factor) at buildout in 2032. However, the City's MDD from 2003 through 2014 varied by as much as 0.59 mgd (0.91 cfs) between the lowest MDD (3.16 mgd in 2014) and highest MDD (3.75 mgd in 2007), likely due to varying weather conditions from year to year. Consequently, the City has added a weather allowance of 0.59 mgd to its demand projections to plan for the possibility of occasional weather-related spikes in MDD. **Exhibit 5-3** shows the City's projected MDD in 10 years (2025) and at buildout in 2032, with and without the weather allowance.

Exhibit 5-3. Projected Average Day Demand and Maximum Day Demand With and Without a Weather Allowance.

Year	Projected Population	Without Weather Allowance				With Weather Allowance			
		ADD (mgd)	MDD (mgd)	ADD (cfs)	MDD (cfs)	ADD (mgd)	MDD (mgd)	ADD (cfs)	MDD (cfs)
2025	18,474	2	4.32	3.09	6.68	2.59	4.91	4.01	7.60
2032 (Buildout)	19,778	2.13	4.60	3.30	7.12	2.72	5.19	4.21	8.03

Schedule to Exercise Permits and Comparison of Projected Need to Available Sources

OAR 690-086-0170(2) and (4)

The City holds seven groundwater rights that authorize a maximum rate of appropriation of 12.55 cfs. As previously described, however, the City's use of water under three of its permits (G-9866, G-6881, and G-9867) is limited to a total of 1.656 cfs until it gains access to water authorized under these permits through a final order approving the City's WMCP. Additionally, although the City's wells previously produced greater amounts of water, several of its wells have had reduced production capabilities in recent years. As a result, the City's wells currently provide a combined reliable water supply of up to 2.63 cfs under its remaining four groundwater rights. Thus, the City's current total maximum reliable water supply to which it has access is 4.286 cfs (1.656 cfs + 2.63 cfs = 4.286 cfs).

The City has compared its projected MDD from above to its current reliable water supply and its need for redundant water supply. As the result of the City experiencing a loss in the reliability of some of its wells, the City clearly understands the need for access to sufficient water supply to meet its customer's demands under a variety of circumstances. For this reason, the City has evaluated its ability to meet its projected demands when either of its wells with the largest production capacities is unavailable. (Wells 4 and 5 currently provides the City's largest supply sources.)

The City's projected MDD at buildout (in 2032) is 7.12 cfs (3.30 mgd) without a weather allowance or 8.03 cfs (4.21 mgd) with a weather allowance. If both Well 4 and Well 5 were operating, the City would need access to up to approximately 3.74 cfs (8.03cfs - 4.286 cfs = 3.74 cfs) of additional water supply to meet its projected maximum day demand.

In a scenario in which Well 4 is not operational, the City would not obtain any water supply from Permit G-9866 because Well 4 is currently the only authorized point of appropriation for this permit that has been developed. The City would, therefore, need to appropriate up to 0.75 cfs under Permit G-6881[2] and 4.4 cfs under Permit G-9867, in addition to its current reliable water supply of 2.63 cfs under Transfer T-3119 and Permits G-8655, G-11761 and G-7035. This would enable the City to meet its projected MDD and most of the projected MDD with a weather allowance (2.63 cfs + 0.75 cfs + 4.4 cfs = 7.78 cfs). The City currently has access to 0.33 cfs under Permit G-6881 and to 0.834 cfs under Permit G-9867. The City, therefore, under this water supply planning scenario would need an additional 0.42 cfs under Permit G-6881 (0.75 cfs – 0.33 cfs = 0.42 cfs) and an additional 3.566 cfs under Permit G-9867 (4.4 cfs – 0.834 cfs = 3.566 cfs). As a result, the City is requesting access to 0.42 cfs of "green light water" under *extended permit* G-6881 and access to 3.566 cfs of "green light water" under *extended permit* G-9867.

If the City's water demands ultimately exceed 7.78 cfs when Well 4 is not producing water or if the City determines that its water supply system requires additional operational flexibility to meet demands, the City may utilize an interconnection with another water supplier to cover the temporary excess peak demand or may seek opportunities to increase the reliability of groundwater supply under its Permits G-8655 and G-11761.

---

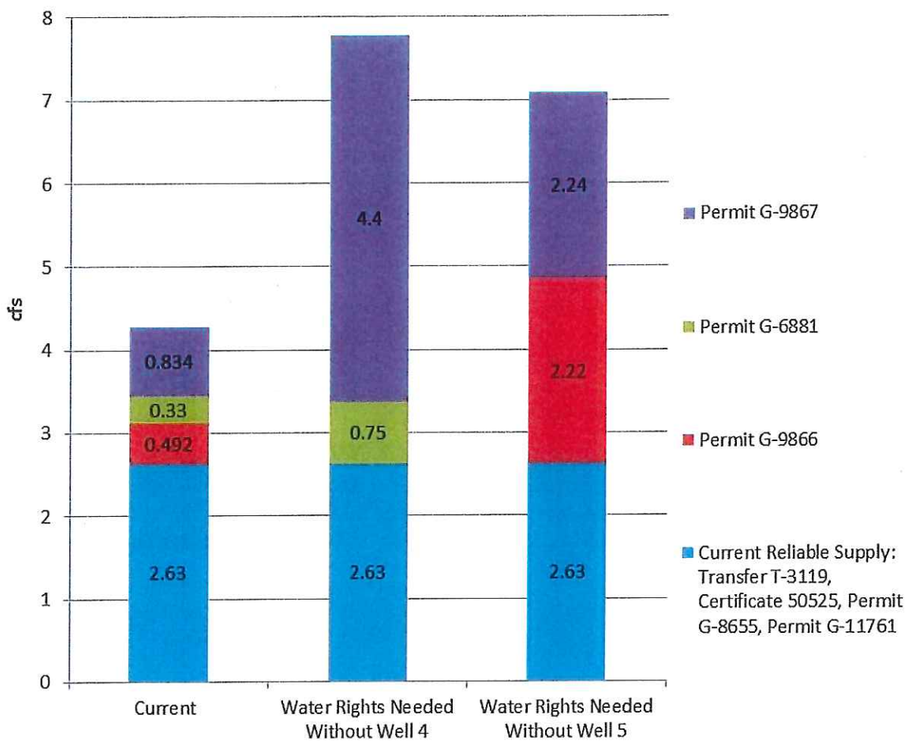
[2] This analysis evaluates the City's ability to meet its demands during the irrigation season when it can appropriate up to 0.75 cfs under Permit G-6881.

In a scenario in which Well 5 is not producing water, the City would not obtain any water supply from Permit G-6881 because Well 5 is the only well the City currently uses to provide water supply under this permit. In addition, the City would only be able to use up to 2.24 cfs under Permit G-9867, based on the current capacities of Wells 6 and 7 and the need to use the capacity of Well 8 to produce water under Permit G-11761. In this scenario, the City would need to appropriate 2.22 cfs under Permit G-9866 and 2.24 cfs under Permit G-9867, in additional to its current reliable water supply of 2.63 cfs under Transfer T-3119 and Permits G-8655, G-11761, and G-7035. This would enable the City to nearly meet its projected MDD. (2.63 cfs + 2.22 cfs + 2.24 cfs = 7.09 cfs.) The City currently has access to 0.492 cfs under Permit G-9866. The City, therefore, under this water supply planning scenario would need an additional 1.728 cfs under Permit G-9866 (2.22 – 0.492 = 1.728). As a result, the City is requesting access to 1.728 cfs of "green light water" under *extended permit* G-9866.

If the City's water demands ultimately exceed 7.09 cfs when Well 5 is not producing water or if the City determines that its water supply system requires additional operational flexibility to meet demands, the City may utilize an interconnection with another water supplier to cover the temporary excess peak demand or may seek opportunities to increase the reliability of its Permits G-8655 and G-11761.

Exhibit 5-4 shows the water supply sources (i.e., water rights) needed to meet the City's projected MDDs under the scenario without Well 4 and the scenario without Well 5. The City is considering these planning scenarios to ensure that it has sufficient water supply to meet its customers' projected demands even when its highest producing wells are not operating.

Exhibit 5-4. Current Access to Water Rights and Water Rights Needed Without Well 4 and Without Well 5.



Alternative Sources

OAR 690-086-0170(5)

OAR 690-086-0170(5) requires an analysis of alternative sources of water if any expansion or initial diversion of water allocated under existing permits is necessary to meet future water demand. The City intends to expand diversion of water under Permits G-9866, G-6881, and G-9867 to meet its future water demands as described above.

(a) Conservation Measures

The City has very low unaccounted-for water, not exceeding 5.6 percent in recent fiscal years, such that water conservation measures targeting water use by City customers, rather than water loss, would likely yield the greatest water savings. If the City's water conservation measures produced annual water savings of 2 percent, which would be an aggressive goal considering that the City' ADD per capita use is already low (100 gpcpd), the City would reduce its projected MDD at buildout by 0.14 cfs (from 7.12 cfs to 6.97 cfs) and its projected MDD with weather allowance at buildout by 0.16 cfs (from 8.03 cfs to 7.87

cfs). However, this reduction in demand would not affect the need to expand diversion of water under Permits G-9866, G-6881 and G-9867 to meet its projected water demand at buildout under the above-described scenarios. Consequently, water conservation measures may extend the time frame for meeting the projected MDDs, but do not relieve the City's need for additional water under Permits G-9866, G-6881 and G-9867 to meet its projected water demand at buildout.

(b) Interconnections

As described in Section 2, the City maintains four reciprocal interconnections with neighboring water systems (Cities of Gresham, Fairview, and Wood Village) to provide emergency water supply. As previously described, if one of the City's most important supply wells is not producing water during a period of peak demand, the City may need to rely on its interconnections to meet its future peak demands. Given that these interconnections are for emergency water supply, the City cannot, however, depend on these interconnections as sustainable sources of long-term water supply. Development of another interconnection with the water supplier, such as the Portland Water Bureau, would require substantial City resources and likely obligate the City to maintain minimum purchases of water that will likely exceed the amount needed to cover occasional MDDs. It would be more cost-effective for the City to fully develop its existing permits.

(c) Cost effectiveness

OAR 690-086-170(c) requires an assessment of whether the projected water needs can be satisfied through other conservation measures that would provide water at a cost that is equal or less than the cost of other identified sources.

The City is committed to conservation and takes it very seriously, as demonstrated by its low unaccounted-for water and its current water management and conservation measures and 5-year benchmarks. Given the difference between the water supply that the City has access to now and the water supply that it will need at buildout, the City cannot meet its water supply needs at buildout through conservation alone.

In addition, the cost of implementing water conservation measures would far exceed the costs of pumping additional water from existing wells under existing water rights. Analyses of water savings from potential water conservation programs conducted by other water providers indicate that achieving average annual conservation savings of approximately 4 percent to 6 percent would require several million dollars in expenditures (City of Bend WMCP, 2011; City of Corvallis, Water Use and Water Conservation Project, 2010.) Although the costs of achieving water savings may be less due to the City's comparatively smaller population and more conservative conservation goal, the costs would still be substantial. Consequently, implementation of conservation measures would not be more cost-effective than expanding use of water under the City's existing permits.

Quantification of Projected Maximum Rate and Monthly Volume
OAR 690-086-0170(6)

OAR 690-086-0170(6) requires a quantification of the maximum rate of withdrawal and maximum monthly use if any expansion or initial diversion of water allocated under an existing permit is necessary to meet demands in the 20-year planning horizon. Within the next 20 years, the City is planning to need 2.22 cfs under Permit G-9866, 4.4 cfs under Permit G-9867, and 0.75 cfs under Permit G-6881 to help meet its projected water demands.

Assuming that Permit G-9866 is used at 2.22 cfs (1.43 mgd), 24 hours per day for 31 days during the maximum month (likely July or August), the maximum monthly volume for the water right would be approximately 44 MG.

Assuming that Permit G-9867 is used at 4.4 cfs (2.84 mgd), 24 hours per day for 31 days during the maximum month (likely July or August), the maximum monthly volume for the water right would be approximately 88 MG.

Assuming that Permit G-6881 is used at 0.75 cfs (0.48 mgd), 24 hours per day for 31 days during the maximum month (likely July or August), the maximum monthly volume for the water right would be approximately 15 MG.

Mitigation Actions under State and Federal Law
OAR 690-086-0170(7)

Under OAR 690-086-0170(7), for expanded or initial diversion of water under an existing permit, the water supplier is to describe mitigation actions it is taking to comply with legal requirements of the Endangered Species Act, Clean Water Act, and other applicable state or federal environmental regulations. The City does propose to expand diversion of water allocated under *extended permits* G-9866, G-6881 and G-9867 during the planning period of this WMCP. Currently, the City is not required to take any mitigation actions under state or federal law.

New Water Rights
OAR 690-086-0170(8)

Under OAR 690-086-0170(8), if a municipal water supplier finds it necessary to acquire new water rights within the next 20 years in order to meet its projected demand, an analysis of alternative sources of the additional water is required. The analysis must consider availability, reliability, feasibility and likely environmental impacts and a schedule for development of the new sources of water. The City does not intend to acquire new water rights to meet demands within the next 20 years, so the provisions of this section are not applicable.

Appendix A

Letters to Local Governments and Comments

GSI Water Solutions, Inc.

February 18, 2016

Chris Damgen, Senior Planner
Department of Planning and Community Development
City of Troutdale
2200 SW 18th Way
Troutdale, OR 97060

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Mr. Damgen:

The City of Troutdale has developed a draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department.

Under these rules, the water supplier shall make its draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans. Enclosed is a CD containing the City of Troutdale's draft WMCP for your review.

Please provide comments to me within 30 days from the date of this letter. If the plan appears consistent with your agency's Comprehensive Land Use Plan, a letter response to that effect would be appreciated. You may send your comment to me at the address on this letterhead or e-mail them to me directly at: asussman@gsiws.com.

If you have any questions, please feel free to contact me at 541-257-9001. Thank you for your interest.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI Water Solutions, Inc.

February 18, 2016

Elissa Gertler, Director
Metro, Planning and Development
Metro Regional Center
600 NE Grand Ave
Portland, OR 97232-2736

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Ms. Gertler:

The City of Troutdale has developed a draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department.

Under these rules, the water supplier shall make its draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans. Enclosed is a CD containing the City of Troutdale's draft WMCP for your review.

Please provide comments to me within 30 days from the date of this letter. If the plan appears consistent with your agency's Comprehensive Land Use Plan, a letter response to that effect would be appreciated. You may send your comment to me at the address on this letterhead or e-mail them to me directly at: asussman@gsiws.com.

If you have any questions, please feel free to contact me at 541-257-9001. Thank you for your interest.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI Water Solutions, Inc.

February 18, 2016

Department of Community Services (DCS), Land Use Planning
Multnomah County
1600 SE 190th Ave.
Portland, OR 97233

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Sir or Madam:

The City of Troutdale has developed a draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department.

Under these rules, the water supplier shall make its draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans. Enclosed is a CD containing the City of Troutdale's draft WMCP for your review.

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If you have any questions, please feel free to contact me at 541-257-9001. Thank you for your interest.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI Water Solutions, Inc.

February 18, 2016

Dan Pippenger, Director
Planning and Development
Port of Portland
7200 N.E. Airport Way
Portland, OR 97218

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Mr. Pippenger:

The City of Troutdale has developed a Draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department. Under these rules, the water supplier shall make its Draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans.

As a courtesy, the City of Troutdale is providing you a copy of the Draft WMCP. If you have any questions, please feel free to contact me at 541-257-9001.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI Water Solutions, Inc.

February 18, 2016

Department of Planning and Zoning
City of Wood Village
City Hall
2055 NE 238th Drive
Wood Village, OR 97060-1095

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Sir or Madam:

The City of Troutdale has developed a Draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department. Under these rules, the water supplier shall make its Draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans.

As a courtesy, the City of Troutdale is providing you a copy of the Draft WMCP. If you have any questions, please feel free to contact me at 541-257-9001.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI Water Solutions, Inc.

February 18, 2016

Erika Palmer, Senior Planner
Department of Planning Services
1300 NE Village Street
Fairview, Oregon 97024

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Ms. Palmer:

The City of Troutdale has developed a Draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department. Under these rules, the water supplier shall make its Draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans.

As a courtesy, the City of Troutdale is providing you a copy of the Draft WMCP. If you have any questions, please feel free to contact me at 541-257-9001.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

GSI
Water Solutions, Inc.

February 18, 2016

David Berniker, Director
Department of Urban Design and Planning
City of Gresham
1333 N.W. Eastman Parkway
Gresham, OR 97030

Subject: Water Management and Conservation Plan for the City of Troutdale

Dear Mr. Berniker:

The City of Troutdale has developed a Draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department. Under these rules, the water supplier shall make its Draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans.

As a courtesy, the City of Troutdale is providing you a copy of the Draft WMCP. If you have any questions, please feel free to contact me at 541-257-9001.

Sincerely,
GSI Water Solutions Inc.

Adam Sussman
Principal Water Resources Consultant

Enclosure

1600 SW Western Blvd., Suite 240 Corvallis, OR 97333 P: 541.753.0745 F: 541.754.4211 info@gsiws.com www.gsiws.com

Appendix B

Intergovernmental Agreement with the City of Wood Village

CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

May 30, 2012

Marie Kizzar
Public Works Administrative Assistant
2055 NE 238th Dr.
Wood Village, OR 97060-1095

RE: Provision of Water IGA

Dear Ms. Kizzar,

The City has signed both copies of the Provision of Water IGA. We have kept a copy and are returning the other to you for your records.

If you have any questions, feel free to call me at 503-674-7258 or you can send an e-mail to sarah.skroch@troutdaleoregon.gov.

Sincerely,

Sarah Skroch
Deputy City Recorder

Visit us on the Web:
www.troutdale.info

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104 SE Kibling Avenue • Troutdale, Oregon 97060-2012 • (503) 665-5175
Fax (503) 667-6403 • TDD/TEX Telephone Only (503) 666-7470

Mayor Patricia Smith | *Council President* Mark Clark | *Councilors* Stanley Dirks | Timothy Clark | Scott Harden

CITY OF Wood Village

LETTER OF TRANSMITTAL

Date: May 14, 2012

Project/Subject Name: Provision of Water IGA

Project/Subject Address: City of Wood Village

Sent to:

Charlie Warren, Public Works Director
City of Troutdale
104 SE Kibling Ave
Troutdale OR 97060

These are transmitted as checked below:

X For signature and return
□ For your use
□ For review and comment
□ Requested information

□ For approval
□ As requested
□ Returned for corrections
□ Other:

□ Approved as submitted
□ Approved as noted

Documents enclosed are: Intergovernmental Agreements (2)

Comments: Please have both copies signed and return one to us. Thank you for working with us!

Sender Signature: _____

Print Name: Marie Kizzar, Public Works Administrative Assistant

Contact Phone Number: 503-489-6859

2055 NE 238th Drive • Wood Village, OR 97060-1095 • (503) 667-6211 • FAX (503) 669-8723 • E-mail: city@ci.wood-village.or.us

Intergovernmental Agreement
Between the City of Troutdale and the
City of Wood Village for Provision of Water

This Intergovernmental Agreement (IGA) is entered into under the provisions of ORS Chapter 190 by and between the City of Troutdale ("Troutdale"), a municipal corporation in the State of Oregon, and the City of Wood Village, ("Wood Village"), also a municipal corporation in the State of Oregon (jointly, the "Parties").

RECITALS

A. Troutdale and Wood Village are each purveyors of potable water to customers within their respective jurisdictions.

B. Troutdale and Wood Village have an interconnect between their respective water distribution systems in the vicinity of Columbia Park (the "Interconnect") which allows water to flow to one jurisdiction from the other via a multi-directional meter (the "Meter").

C. Troutdale and Wood Village have capacity in their water system that is, at times, not fully utilized. However, a loss of production capacity could result in the need for water supplied to the other City. When all sources are functioning each City has the capacity to provide limited assistance to the other.

Now, therefore, the Parties do agree as follows:

1. Troutdale will sell to Wood Village, and Wood Village will sell to Troutdale, potable drinking water, subject to the requirements and limitations below, via the Interconnect beginning no earlier than the date last signed below and terminating on December 31, 2017.

2. Wood Village will:

   a. Ensure the proper operation of the Interconnect and calibration of the Meter.

   b. Pay Troutdale for metered water usage within thirty (30) days after receipt of an invoice from Troutdale.

   c. Promptly notify Troutdale of any malfunction in the Interconnect or the Meter. If water is provided during a period of Meter malfunction, the amount of water provided per day shall be assumed to be the same amount as provided per day during the period the Meter was functioning properly.

d. Provide up to 200,000 gallons per day of potable drinking water to Troutdale via the Interconnect unless Wood Village determines, at its sole discretion, that it does not have sufficient excess capacity.

3. Troutdale will:

a. Ensure the proper operation of the Interconnect and calibration of the Meter.

b. Pay Wood Village for metered water usage within thirty (30) days after receipt of an invoice from Wood Village.

c. Promptly notify Wood Village of any malfunction in the Interconnect or the Meter. If water is provided during a period of Meter malfunction, the amount of water provided per day shall be assumed to be the same amount as provided per day during the period the Meter was functioning properly.

d. Provide up to 200,000 gallons per day of potable drinking water to Wood Village via the Interconnect unless Troutdale determines, at its sole discretion, that it does not have sufficient excess capacity.

4. In the event of a need for water from one City to the other the following procedure will be followed:

a. Notify, and obtain approval from the other City prior to initial taking of any water.
b. City providing water will read the meter before water is provided to establish initial point.
c. City providing water will read the meter and provide the reading to the other City monthly between the 20th and 25th day of each month following initial taking of water
d. City providing water will submit an invoice to the City receiving water within thirty (30) days after reading of the Meter as described in 4. C.

4. In the first 30 days of an interconnect resulting from an emergency, Troutdale and Wood Village will provide the other water at $1.32 per thousand gallons. After 30 days the cost to the other will be at the city's residential rate in affect at the time respective to the agency providing water.

5. Wood Village and Troutdale shall, subject to limitations of the Oregon Constitution and the Oregon Tort Claims Act, defend, save, hold harmless, and indemnify each other, their officers, agents, and employees from all suits, claims,

or actions of whatsoever nature, resulting from or arising out of provision of water under this IGA.

6. This IGA is being entered into for the sole benefit of Wood Village and Troutdale. Nothing in this IGA shall be construed as creating third party benefits and any third party that does benefit as a result of this IGA shall not have any legal rights to the water that is being provided under this IGA or to enforce the terms of this IGA.

7. This IGA shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever except in writing and signed by both Parties.

8. This IGA may be terminated by mutual consent of both Parties at any time or unilaterally by either Party upon 60 days written notice to the other Party.

9. The failure of either Troutdale or Wood Village to enforce any provision of this IGA shall not constitute a waiver of that or any other provision of this IGA.

10. Communications concerning this IGA shall be sent to:

Troutdale
Public Works Director
City of Troutdale
104 SE Kibling Ave
Troutdale, OR 97060

Wood Village
Public Works Director
City of Wood Village
2055 NE 238th Drive
Wood Village, OR 97060

11. This IGA constitutes the entire agreement between the Parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

CITY OF WOOD VILLAGE

DATE: 10 May 2012

William Peterson, City Administrator

CITY OF TROUTDALE

DATE: 5/23/12

Craig Ward, City Manager

Patricia Smith, Mayor

Jim Kight, Mayor

APPROVED AS TO FORM:

City Attorney

APPROVED AS TO FORM:

City Attorney

Appendix C

2012 Water Master Plan Excerpts

4.0 WATER DEMANDS

4.1 Introduction

The purpose of this section is to develop water demand projections for the 2012 Water Master Plan. Water demand projections consider the Study Area definition, the selected design period, historical and projected population, build-out land uses, and an evaluation of water production, metered sales, and water demand records.

4.1.1 Design Years and Methodology

Projected water demands were developed for this study for the base year (2011) and for buildout which is projected to occur in 2032. Year 2011 annual average day (AAD) water demands are referred to as the "base year" and represent the current level of water demand. Base year AAD demands were calculated from the production records for the period of January 2009 through December 2009, and were then projected forward at the current rate of growth to establish the base year demands. Buildout AAD water demands were based on areas of projected growth within the Troutdale Urban Growth Boundary provided by the City.

4.2 Population and Land Use

4.2.1 Population

A projected growth curve was developed showing the anticipated path that growth would follow to project water use from Base Year to Buildout, which the City projects to occur in 2032. The current City population per the 2010 census is 15,962 and the City Planning Division projects the buildout population to reach 19,778 which is projected to occur by 2032.

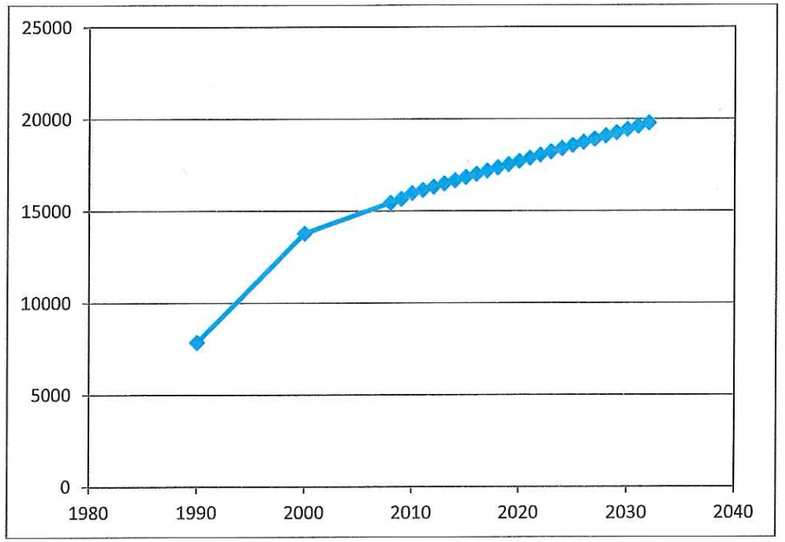

Figure 4-1. Projected Growth Curve

4.2.2 Buildout Land Use Projections

The City provided Black & Veatch with GIS shapefiles of the current buildout zoning plan which provided land uses and acreages for the study area which is shown on Figure 1-3. Future growth is projected to occur in the following areas:

- "In-fill" of existing developments.
- Three proposed Urban Growth Areas:
  - Northern Urban Plan Area.
  - Southern Urban Plan Area.
  - Urban Renewal Area.
- Troutdale-Reynolds Industrial Park.
- Strebin Farms.

The proposed land uses that will occur within the remaining growth areas are summarized in Table 4-1.

Table 4-1. Future Growth Areas	
Growth Areas	**Acres**
Northern Urban Plan Area	
Industrial	77
Southern Urban Plan Area	
Low Density Residential	49
Urban Renewal Area	
Commercial	38
Open Space	2
Troutdale –Reynolds Industrial Park	
Industrial	174
Strebin Farms	
Residential	30
Commercial	6

At this time it is not anticipated that any growth in water demands will occur within the Northern Urban Plan Area, therefore water demands were not projected for this area.

4.3 Historical Water Use

A water utility must be able to supply water in response to demands that fluctuate over a wide range. Yearly, monthly, daily, and hourly variations in water use occur, with higher use during dry years and in warm weather months. Also, water use typically follows a diurnal pattern, being low at night and peaking in the early morning and late afternoon hours. The rates most important to the hydraulic design and operation of water production and distribution system infrastructure are AAD, MD, and MH. Analysis of historical water production pattern also provides seasonal peaking factors used to properly size water production infrastructure to meet seasonal variations in demands.

4.3.1 Historical Water Requirements

Historical water production by source was available in the annual water production reports for years 2006 through 2010. Detailed yearly water production data is provided in Appendix H. Historical Annual Average Day (AD) water production for the City was calculated from this data, and is summarized in Table 4-2.

4.4.2 Buildout Water Demands

Buildout water requirements were projected for the Study Area using the projected build-out population and calculated per capita water demands. Distribution of the buildout demands assumed that growth will occur within the Urban Plan Areas based on acreage and land use water duties and assumes that the remaining growth in demand will occur as a densification of existing residential and commercial areas occur. As previously discussed it is not anticipated that growth in water demands will occur within the Northern Urban Plan Area at this time, therefore, future demand projections were not developed for this area.

Table 4-10. Buildout Demands	
Current Population (persons)	15,962
Buildout Population (persons)	19,778
Change in Population (persons)	3,816
Gallons per Capita Rate (gpcd)	100
Increase in Water Demand (gpd)	381,368
Loss and Unaccounted for Water (gpd)	11,441
Increase in Water Demand Included LAUF (gpd)	392,809
Southern Urban Plan Area	
Residential (acres)	49
Unit Rate (gpad)	1,100
Total South Plan Area (gpd)	**55,517**
Urban Renewal Area	
Commercial (acres)	38
Unit Rate (gpad)	800
Total Urban Renewal Area (gpd)	**31,312**
Troutdale-Reynolds Industrial Park	
Current FedEx Demand (gpd)	11,337
Expansion Demand	11,337
Additional Industrial Parcel (acres)	174
Unit Rate (gpad)	150
Additional Industrial Park Demand (gpd)	**37,365**
Strebin Farms Development	
Residential (Acres)	30
Commercial (Acres)	6
Residential Unit Rate (gpad)	1,100
Commercial Unit Rate (gpad)	800
Strebin Farms Demand (gpd)	**37,800**
Demand Increase from Densification (gpd)	**230,815**
Base Year Demand (gpd)	**1,737,708**
Buildout Demands (gpd)	**2,130,517**

4.4.3 Summary Demand Projections

The system had an average day demand of 1.73 MGD and maximum day demand of 3.75 MGD for the 2011base year. The projected average daily demand and maximum daily demand for year 2032 are estimated to be 2.1 MGD and 4.53 MGD, respectively.

Maximum day (MDD) and maximum hour (MHD) demands were determined by applying peaking factors to the projected average day demands. Note that though Maximum Hour Demand is expressed in units of gallons/day for ease of comparison with ADD and MDD, the indicated flow rate for MHD is an average instantaneous rate over a period of only one hour (the maximum hour). To determine the total volume of demand in the maximum hour, divide MHD by 24 hours/day. Projected Study Area water production requirements by design year are summarized in Table 4-11.

Table 4-11. Master Plan Water Requirements

Water Demand (MGD)	Base Year (2011)	Buildout (2032)
Average Day	1.74	2.13
Maximum Day	3.75	4.60
Maximum Hour	7.51	9.20

RESOLUTION NO.

A RESOLUTION ADOPTING THE WATER MANAGEMENT AND CONSERVATION PLAN DATED AUGUST 2016.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The original Water Management and Conservation Plan (Plan) was prepared by HDR/EES in December 2004 and approved by the Oregon Water Resources Department on January 10, 2005.

2. The Oregon Water Resources Department required the City to submit an updated Plan associated with Extension of Time final orders related to three drinking water permits (Permit Numbers G-9881, G-9866, and G-9867).

3. The City retained the professional services of GSI Water Solutions, Inc. to prepare an updated Plan in accordance with Oregon Administrative Rule Chapter 690, Division 86.

4. The new Plan is now complete, has been approved by the Oregon Water Resources Department, and has been delivered to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. The Water Management and Conservation Plan, prepared by GSI Water Solutions, Inc. and dated August 2016, is adopted.

Section 2. This Resolution is effective upon adoption.

YEAS:
NAYS:
ABSTAINED:

_____
Doug Daoust, Mayor

_____
Date

_____

Sarah Skroch, City Recorder

Adopted:

AGENDA ITEM #8

CITY OF TROUTDALE

STAFF REPORT

SUBJECT / ISSUE: An ordinance amending Chapter 12.03 of the Troutdale Municipal Code, Water System

MEETING TYPE: City Council Regular Mtg.	**MEETING DATE:** September 13, 2016 **STAFF MEMBER:** Amy Pepper **DEPARTMENT:** Public Works
ACTION REQUIRED Ordinance - Introduction **PUBLIC HEARING** Yes	**ADVISORY COMMITTEE/COMMISSION RECOMMENDATION:** Not Applicable **Comments:**
STAFF RECOMMENDATION: Adoption	

EXHIBITS:
A. Redlined TMC Chapter 12.03

Subject / Issue Relates To:

☐ Council Goals ☐ Legislative ☒ Other (describe)
Water supply management

Issue / Council Decision & Discussion Points:

- The updated Water Management and Conservation Plan requires the City to adopt a curtailment plan in the event of a water shortage event.
- Currently, the City lacks the legal authority to implement the water curtailment plan.
- In the past 10 years, the City has not experienced a supply deficiency requiring implementation of curtailment activities.
- Water curtailment planning is an important component of water supply management.

Reviewed and Approved by Acting City Manager:

BACKGROUND:
Section 4 of the City's Water Management and Conservation Plan (Plan) includes the City's water curtailment plan. The water curtailment plan is intended to identify proactive measures the City may take to reduce demand during water supply shortages of varying intensity to ensure water supply for public health and safety during short-term water supply shortages.

The Plan also includes a three-stage curtailment plan that includes actions the City may take to reduce demand under various water supply shortage scenarios. The City has not experienced a supply deficiency during the past 10 years that required it to implement curtailment activities. A short-term drought situation is not anticipated to affect the City's water supply as the City relies on deep groundwater wells. A multi-year drought, mechanical or electrical equipment failure, or events not under control of the City (localized or area-wide power outages, intentional malevolent acts or catastrophic natural disasters) could require the City to implement curtailment. In the event of a source water shortage, the City has the ability to utilize emergency interconnections with the cities of Gresham, Wood Village, and/or Fairview, as an initial response, if appropriate.

Under the proposed water curtailment plan, the Public Works Director is authorized to declare a Water Curtailment Stage 1 and 2. Actions under Water Curtailment Stage 3 can only be initiated after the City Manager declares an emergency and the City Council must confirm that emergency within 72 hours of the City Manager's declaration.

As the City has more than one well, actions identified in the water curtailment plan may be applied to the entire City or only to those water use sectors or in those geographic areas that are directly affected by a water supply shortage.

Stage 1 of the water curtailment plan is activated when demand reaches 80 percent of current available production capacity for three consecutive days and is considered a "water shortage alert". At this stage, the Public Works Director will issue a general request for voluntary reductions in water use by all water users to include one or more of the following:

- Ask customers to voluntarily decrease outdoor water use
- Ask customers to voluntarily decrease indoor water use, such as reducing shower times and only washing full loads of laundry.

Additionally, the City will take the following actions:

- Reduce irrigation of large turfs areas, such as parks.
- Reduce water use for street sweeping, hydrant flushing, and pipeline flushing.
- Turn off the City fountain.
- Cease washing City vehicles and buildings/
- Make brochures available to customers about water conservation measures.

Stage 2 of the water curtailment plan is activated when 90 percent of the current available production capacity for three consecutive days and is considered a "serious water shortage". This stage is similar to stage 1, however, certain water uses will be prohibited and there will be more emphasis on nonessential water use. Under stage 2, the City may take one or more of the following actions:

- Adoption of an irrigation schedule based on odd/even address numbers irrigating every other day in the early morning or evening.

- Prohibit the use of water for washing down sidewalks, driveways, parking lot areas or other similar exterior cleaning uses except when necessary for public health and safety.
- Prohibit vehicle washing except at facilities with water re-circulation equipment.
- Prohibit hydrant and pipeline flushing except in emergencies.
- Ask commercial and industrial customer to voluntary reduce non-essential water use by at least 50 percent.
- Prohibit outdoor irrigation except by permit issued by the City.
- Prohibit the use of City water to clean, fill or maintain water levels in decorative streams, ponds, or fountains, except when they have a recirculating water system and/or support aquatic life.
- Prohibit the use of City water to fill swimming pools and hot tubs, except for children's wading pools.
- Ask customers to delay the installation of new turf and landscaping.
- Prohibit the use of hydrant meters.
- Activate the intersystem connection with the cities of Gresham, Wood Village, and/or Fairview.

Stage 3 is activated when demand reaches 100 percent current available production capacity for one day or the system experiences major damage or contamination from a natural disaster, an accident or an act of terrorism and is considered an "emergency water shortage". This type of incident requires immediate notification of local law enforcement and emergency management services. Immediate issuance of health advisories and declaration of water supply emergencies are critical to protect public health. These types of events could last several days or weeks to resolve before the system returns to normal operation and would require the City to take one or more of the following actions to assure that all water available is used for basic sanitation, drinking, cooking and to the highest use to protect public health:

- Prohibit all outdoor irrigation.
- Limit residential water use to those uses necessary for basic sanitation, drinking, and cooking.
- Require that commercial and industrial customers cease non-essential water uses.

For all stages of the curtailment plan, the City will notify customers through the use of mailings or door hangers, TV and/or radio, a pre-scripted phone message, and/or an alert on the City's website, Facebook page and/or other social media sites.

Troutdale Municipal Code (TMC), Chapter 12.03, Water System, must be updated to provide the legal authority to implement the City's water curtailment plan. Proposed amendments to TMC Chapter 12.03 are attached in Exhibit A.

PROS & CONS:

Pros:

- OWRD has formally approved the Water Management and Conservation Plan.
- The water curtailment plan allows the City to manage the water system in the event of a water shortage event.

- Updating TMC Chapter 12.03 provides the legal authority to implement the water curtailment plan.

Cons

- None.

Current Year Budget Impacts ☐ Yes *(describe)* ☒ N/A
None.

Future Fiscal Impacts: ☐ Yes *(describe)* ☒ N/A
None.

City Attorney Approved N/A ☐ Yes *(describe)* ☒ N/A

Community Involvement Process: ☐ Yes *(describe)* ☒ N/A

Exhibit A

9/27/16 Council Mtg. – Item #8

Chapter 12.03 - WATER SYSTEM*

Sections:

12.03.010 - Title.

This chapter shall be entitled "Water System."

(Ord. 740 § 3 Att. B (part), 2003)

12.03.020 - Intent and scope.

A. Pursuant to the statutes of the state of Oregon and the powers granted in the Charter of the city, the council declares its intent to acquire, own, construct, reconstruct, improve, equip, operate, maintain and repair a water system within the city limits, and outside the city limits when consistent with city policy, intergovernmental agreements, and state law.

B. The council finds, determines and declares the necessity of providing for the city's water system by the formation of a water utility.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.025 - Requirements and prohibitions.

A. Anytime a new or replacement structure that needs a source of running water, or an expansion of an existing structure, when either the existing or expanded structure needs a source of running water, is developed on property in the city, the owner of the property is required to connect such structure to the public water system at the owner's expense unless the property is more than one thousand feet from the nearest adequate public water main.

B. It is unlawful for any person to take water from the public water system of the city without prior authorization or without obtaining the proper permits and payment of appropriate fees and charges.

C. It is unlawful to allow waste of city water by knowingly or negligently causing, authorizing or permitting water in excess of the reasonable volume necessary for a beneficial use to escape from its intended beneficial use into any river, creek, natural watercourse, depression, storm sewer, street, highway, road, or ditch.

D. For the purpose of this section: "beneficial use" means the lawful and reasonable efficient use of water.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.030 - Establishment of a water utility fee.

There is established a water utility fee to be paid by each account holder of the water system. Such fee may include charges for water consumption, standby fire service, installation of new or changed service, standpipe service, and hydrant meter usage. Such fees shall not be imposed in amounts greater than that which is necessary, in the judgment of the council, to provide sufficient funds to properly acquire, construct, reconstruct, improve, equip, operate, maintain and repair the city's water system. The council, by resolution, shall establish the amount of the fee and may, from time to time, by resolution change the amount of the fee.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.040 - Use of water utility fee.

There is established a water fund, and all water utility fees collected by the city shall be paid into the water fund. Such revenues shall be used for the acquisition, construction, operation, maintenance and repair (to include renewal, replacement and improvement) of the city's water system. To the extent that the fees collected may not be sufficient to properly meet the expenses of the water system, the cost of same may be paid from other city funds as may be determined by the council, but the council may order the reimbursement of such funds if additional water funds are collected thereafter. The fees collected by virtue of this chapter shall not be used for general or other governmental purposes of the city except to pay for the equitable share of the cost of accounting, management, and other administrative costs attributable to the water system.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.050 - Calculation of water utility fee.

The monthly water utility fee shall be the sum of the charges for water consumption, standby fire service, installation of new or changed services, standpipe service, and hydrant meter usage, as applicable.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.055 - Initiation of utility service.

Utility service will not be initiated for a new account, for a new account holder, or for the reinstatement of an existing account in which service has been terminated, without a written request from the account holder providing information deemed necessary by the finance director and the payment of a deposit, if any, in an amount and under terms and conditions determined by the council.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.060 - Billings and collection.

A. The water utility fee shall be billed and collected with the monthly city utility bill. The bill shall be paid twenty calendar days after the end of the billing month.

B. Partial payments on utility bills shall be allocated on a prorated basis to each utility balance due.

C. If full payment for a utility bill is not received within forty-five days after the end of the billing month, a late fee in an amount determined by the council shall be charged. If a utility bill is not paid in full sixty days after the end of the billing month, the account becomes delinquent and water service to that account shall be terminated by the city after providing a fifteen-day written notice. It shall not be resumed until all fees and charges are brought current or until the account holder enters into a payment plan agreement with the finance director.

D. Any charge due hereunder which is not paid may be recovered from the account holder in an action at law by the city.

E. The water utility fee shall be due when the account holder receives water service. An unpaid water utility fee shall be a lien on the property of the owner and may be foreclosed in any manner provided by ORS 223.505 to 223.650 or other applicable laws.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.061 – Water curtailment authority during water supply shortage

A. When the director determines that a critical water supply shortage threatens the ability of the city to deliver essential water to its customers, the director may activate emergency measures in compliance with the City's "Water Management and Conservation Plan" adopted by Resolution. The Water Management and Conservation Plan describes two stages of water supply shortages, that may be declared by the director and a third stage that may be declared by the City Manager and City Council, under conditions set forth in that plan.

B. Upon declaration of a stage 2 water supply shortage by the director:

1. No watering or irrigation of lawns, grass, or turf shall occur unless it is in accordance with the City adopted irrigation schedule.

2. No use of city-supplied water shall be allowed to clean, fill or maintain water levels in decorative streams, ponds, or fountains, except when they have a recirculating water system and/or support aquatic life.

3. No use of city-supplied water shall be used to fill swimming pools or hot tubs, except for children's wading pools.

4. No use of city-supplied water shall be allowed to wash down sidewalks, driveways, parking lot areas or similar exterior cleaning uses expect when necessary for public health or safety.

5. No use of city-supplied water shall be allowed to wash vehicles except facilities equipped with water re-circulation, or if required for public health/safety, or required by law.

6. No hydrant or pipeline flushing shall occur except in emergencies.

7. No hydrant meters shall be used.

C. The City Manager shall have authority, under the conditions described in the Water Management and Conservation Plan to take actions described in that plan.

12.03.065 - Termination of water service.

A. The public works director may terminate water service in accordance with subsection B of this section under any of the following circumstances:

1. When the utility bill for the water service is delinquent as defined in Section 12.03.060(C).
2. When the installation of an approved backflow device is required by OAR 333-061-0070 or the Oregon Specialty Plumbing Code and no such device is installed.
3. When a test of a backflow device is required by OAR 333-061-0070 or the Oregon Specialty Plumbing Code and such test is not made or is made and fails.
4. When the facility served by the water service is occupied prior to a certificate of occupancy being issued.

5. When the facility served by the water service does not comply with the provisions of the city of Troutdale construction standards for public works facilities.
6. When the facility served by the water service does not to comply with a condition of approval as issued by the city council, planning commission, or site and design review committee.
7. When the facility served by the water service does not comply with the city's pretreatment program as described in Chapter 12.07 or with the provisions of a wastewater discharge permit issued thereunder.
8. When the facility served by the water service is improperly connected to the water or sewer system or is connected to the water or sewer system without obtaining the required approvals or without paying the required fees and charges.
9. When an account receiving water service is terminated and a new account is not established.

B. Water service may be terminated after providing the account holder with a fifteen-day written notice explaining the reason for the termination. An account holder who believes the termination notice is in error may submit a written appeal to the city manager at least five days prior to the noticed termination date. The appeal must clearly state the location of the water service, the alleged reason water service is being terminated, and why the reason for termination is in error. The city manager shall issue a written decision within five days after receipt of the appeal or, if a more thorough investigation is warranted or a policy issue must be referred to the city council, suspend the termination action until a decision is rendered. If water service is terminated, it shall not be resumed until the reason for termination is cured and any applicable administrative fees are paid.

(Ord. 740 § 3 Att. B (part), 2003)

(Ord. No. 801, § 1, 1-11-2011)

12.03.070 - Administration.

A. The public works director shall be responsible for the administration of this chapter (except for the billing and collection of funds), to include the development of administrative procedures, maintenance programs, capital improvements, operations and maintenance standards, and related activities.

B. The finance director shall be responsible for the billing and collection of funds.

(Ord. 740 § 3 Att. B (part), 2003)

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 12.03 OF THE TROUTDALE MUNICIPAL CODE, WATER SYSTEM.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. The City's Water Management and Conservation Plan (Plan) was prepared by GSI Water Solutions, Inc in August 2016 and approved by the Oregon Water Resources Department (OWRD) on August 11, 2016.

2. Section 4 of the Plan includes the City's water curtailment plan.

3. The water curtailment plan is intended to identify proactive measures the City may take to reduce demand during water supply shortages of varying intensity to ensure water supply for public health and safety.

4. In order to implement the water curtailment plan approved by OWRD, it is necessary to establish legal authority.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE

Section 1. Chapter 12.03 of the Troutdale Municipal Code, Water System, is hereby amended to read as set forth in Attachment A.

YEAS:
NAYS:
ABSTAINED:

_____
Doug Daoust, Mayor

_____
Date

_____
Sarah Skroch, City Recorder

Adopted:

Chapter 12.03 - WATER SYSTEM*

Sections:

12.03.010 - Title.

This chapter shall be entitled "Water System."

(Ord. 740 § 3 Att. B (part), 2003)

12.03.020 - Intent and scope.

A. Pursuant to the statutes of the state of Oregon and the powers granted in the Charter of the city, the council declares its intent to acquire, own, construct, reconstruct, improve, equip, operate, maintain and repair a water system within the city limits, and outside the city limits when consistent with city policy, intergovernmental agreements, and state law.

B. The council finds, determines and declares the necessity of providing for the city's water system by the formation of a water utility.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.025 - Requirements and prohibitions.

A. Anytime a new or replacement structure that needs a source of running water, or an expansion of an existing structure, when either the existing or expanded structure needs a source of running water, is developed on property in the city, the owner of the property is required to connect such structure to the public water system at the owner's expense unless the property is more than one thousand feet from the nearest adequate public water main.

B. It is unlawful for any person to take water from the public water system of the city without prior authorization or without obtaining the proper permits and payment of appropriate fees and charges.

C. It is unlawful to allow waste of city water by knowingly or negligently causing, authorizing or permitting water in excess of the reasonable volume necessary for a beneficial use to escape from its intended beneficial use into any river, creek, natural watercourse, depression, storm sewer, street, highway, road, or ditch.

D. For the purpose of this section: "beneficial use" means the lawful and reasonable efficient use of water.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.030 - Establishment of a water utility fee.

There is established a water utility fee to be paid by each account holder of the water system. Such fee may include charges for water consumption, standby fire service, installation of new or changed service, standpipe service, and hydrant meter usage. Such fees shall not be imposed in amounts greater than that which is necessary, in the judgment of the council, to provide sufficient funds to properly acquire, construct, reconstruct, improve, equip, operate, maintain and repair the city's water system. The council, by resolution, shall establish the amount of the fee and may, from time to time, by resolution change the amount of the fee.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.040 - Use of water utility fee.

There is established a water fund, and all water utility fees collected by the city shall be paid into the water fund. Such revenues shall be used for the acquisition, construction, operation, maintenance and repair (to include renewal, replacement and improvement) of the city's water system. To the extent that the fees collected may not be sufficient to properly meet the expenses of the water system, the cost of same may be paid from other city funds as may be determined by the council, but the council may order the reimbursement of such funds if additional water funds are collected thereafter. The fees collected by virtue of this chapter shall not be used for general or other governmental purposes of the city except to pay for the equitable share of the cost of accounting, management, and other administrative costs attributable to the water system.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.050 - Calculation of water utility fee.

The monthly water utility fee shall be the sum of the charges for water consumption, standby fire service, installation of new or changed services, standpipe service, and hydrant meter usage, as applicable.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.055 - Initiation of utility service.

Utility service will not be initiated for a new account, for a new account holder, or for the reinstatement of an existing account in which service has been terminated, without a written request from the account holder providing information deemed necessary by the finance director and the payment of a deposit, if any, in an amount and under terms and conditions determined by the council.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.060 - Billings and collection.

A. The water utility fee shall be billed and collected with the monthly city utility bill. The bill shall be paid twenty calendar days after the end of the billing month.

B. Partial payments on utility bills shall be allocated on a prorated basis to each utility balance due.

C. If full payment for a utility bill is not received within forty-five days after the end of the billing month, a late fee in an amount determined by the council shall be charged. If a utility bill is not paid in full sixty days after the end of the billing month, the account becomes delinquent and water service to that account shall be terminated by the city after providing a fifteen-day written notice. It shall not be resumed until all fees and charges are brought current or until the account holder enters into a payment plan agreement with the finance director.

D. Any charge due hereunder which is not paid may be recovered from the account holder in an action at law by the city.

E. The water utility fee shall be due when the account holder receives water service. An unpaid water utility fee shall be a lien on the property of the owner and may be foreclosed in any manner provided by ORS 223.505 to 223.650 or other applicable laws.

(Ord. 740 § 3 Att. B (part), 2003)

12.03.061 – Water curtailment authority during water supply shortage

A. When the director determines that a critical water supply shortage threatens the ability of the city to deliver essential water to its customers, the director may activate emergency measures in compliance with the City's "Water Management and Conservation Plan" adopted by Resolution. The Water Management and Conservation Plan describes two stages of water supply shortages, that may be declared by the director and a third stage that may be declared by the City Manager and City Council, under conditions set forth in that plan.

B. Upon declaration of a stage 2 water supply shortage by the director:

1. No watering or irrigation of lawns, grass, or turf shall occur unless it is in accordance with the City adopted irrigation schedule.

2. No use of city-supplied water shall be allowed to clean, fill or maintain water levels in decorative streams, ponds, or fountains, except when they have a recirculating water system and/or support aquatic life.

3. No use of city-supplied water shall be used to fill swimming pools or hot tubs, except for children's wading pools.

4. No use of city-supplied water shall be allowed to wash down sidewalks, driveways, parking lot areas or similar exterior cleaning uses expect when necessary for public health or safety.

5. No use of city-supplied water shall be allowed to wash vehicles except facilities equipped with water re-circulation, or if required for public health/safety, or required by law.

6. No hydrant or pipeline flushing shall occur except in emergencies.

7. No hydrant meters shall be used.

C. The City Manager shall have authority, under the conditions described in the Water Management and Conservation Plan to take actions described in that plan.

12.03.065 - Termination of water service.

A. The public works director may terminate water service in accordance with subsection B of this section under any of the following circumstances:

1. When the utility bill for the water service is delinquent as defined in Section 12.03.060(C).
2. When the installation of an approved backflow device is required by OAR 333-061-0070 or the Oregon Specialty Plumbing Code and no such device is installed.
3. When a test of a backflow device is required by OAR 333-061-0070 or the Oregon Specialty Plumbing Code and such test is not made or is made and fails.
4. When the facility served by the water service is occupied prior to a certificate of occupancy being issued.

5. When the facility served by the water service does not comply with the provisions of the city of Troutdale construction standards for public works facilities.

6. When the facility served by the water service does not to comply with a condition of approval as issued by the city council, planning commission, or site and design review committee.

7. When the facility served by the water service does not comply with the city's pretreatment program as described in Chapter 12.07 or with the provisions of a wastewater discharge permit issued thereunder.

8. When the facility served by the water service is improperly connected to the water or sewer system or is connected to the water or sewer system without obtaining the required approvals or without paying the required fees and charges.

9. When an account receiving water service is terminated and a new account is not established.

B. Water service may be terminated after providing the account holder with a fifteen-day written notice explaining the reason for the termination. An account holder who believes the termination notice is in error may submit a written appeal to the city manager at least five days prior to the noticed termination date. The appeal must clearly state the location of the water service, the alleged reason water service is being terminated, and why the reason for termination is in error. The city manager shall issue a written decision within five days after receipt of the appeal or, if a more thorough investigation is warranted or a policy issue must be referred to the city council, suspend the termination action until a decision is rendered. If water service is terminated, it shall not be resumed until the reason for termination is cured and any applicable administrative fees are paid.

(Ord. 740 § 3 Att. B (part), 2003)

(Ord. No. 801, § 1, 1-11-2011)

12.03.070 - Administration.

A. The public works director shall be responsible for the administration of this chapter (except for the billing and collection of funds), to include the development of administrative procedures, maintenance programs, capital improvements, operations and maintenance standards, and related activities.

B. The finance director shall be responsible for the billing and collection of funds.

(Ord. 740 § 3 Att. B (part), 2003)