

MINUTES  
Regular City Council Meeting  
November 28, 2016  
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MINUTES

REGULAR COUNCIL MEETING  
OF  
November 28, 2016  
5:30 p.m.

THE DALLES CITY HALL  
313 COURT STREET  
THE DALLES, OREGON

**PRESIDING:** Mayor Stephen Lawrence

**COUNCIL PRESENT:** Russ Brown, Tim McGlothlin, Linda Miller, Dan Spatz

**COUNCIL ABSENT:** Taner Elliott

**STAFF PRESENT:** City Manager Julie Krueger, City Attorney Gene Parker, City Clerk Izetta Grossman, Finance Director Kate Mast, Public Works Director Dave Anderson, Police Chief Patrick Ashmore, Human Resource Director Daniel Hunter, Assistant to City Manager Matthew Klebes

**CALL TO ORDER**

The meeting was called to order by Mayor Lawrence at 5:30 p.m.

**ROLL CALL**

Roll call was conducted by City Clerk Grossman, Elliot absent.

**PLEDGE OF ALLEGIANCE**

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

It was moved by Miller and seconded by Brown to approve the agenda as submitted. The motion carried unanimously, Elliott absent.

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### **PRESENTATIONS/PROCLAMATIONS**

#### **CH2M (OMI) Wastewater Treatment Plant Operations Update**

Public Works Director Dave Anderson introduced Gary Young Director of Operations for CH2M and Rick Wolf Project Manager at the Wastewater Treatment Plant.

Young and Wolf presented a PowerPoint (attached) updating the Council on the operations at the Wastewater Treatment Plant. Wolf said he was pleased with the progress of the upgrade project.

#### **Certifying Election and Ballot Measure Results**

Mayor Lawrence read the proclamation certifying the election results (attached).

#### **City Fiscal Year 2015-16 Audit Report – Tonya Moffitt, Merina & Co**

Finance Director Kate Mast introduced Tonya Moffitt of Merina & Company. Mast said next year would be the last year Merina & Company would be conducting the audit.

Moffitt reviewed the audit report. Moffitt said the Airport had been separated from the City Budget. She said it was a joint venture much like QLife.

She said there was one material weakness; the Tony's Building had not been put on the assets list. She said this had been corrected.

Moffitt thanked Mast for her work on the audit.

It was moved by McGlothlin and seconded by Miller to accept the Columbia Gorge Regional Airport Audit and the City of The Dalles Audit. The motion carried unanimously, Elliott absent.

### **RECESS FOR URBAN RENEWAL MEETING**

The meeting was recessed at 5:59 p.m. for the Urban Renewal Meeting

### **RECONVENE**

The meeting was reconvened at 6:06 p.m.

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### **CITY MANAGER REPORT**

City Manager Krueger introduced Matthew Klebes, Assistant to the City Manager. She said it was his first day and welcomed him.

Krueger reported that the current phase of the Wi Fi project was nearing completion.

She said that the Riverfront Trail project had a donation shortfall and they would be coming before Council on December 12 to request funds to cover that shortfall.

Krueger said she would be working with the County to appoint Klebes as the Enterprise Zone Manager, replacing Daniel Hunter, if the Council agreed. It was the consensus of Council for her to proceed.

### **CITY ATTORNEY REPORT**

City Attorney Gene Parker said he had been working with Human Resources Director Daniel Hunter on updating the City's Drug and Alcohol Policy to meet the new regulations.

Parker updated Council on the Handy case, regarding emails constituting a quorum. He said the Court of Appeals said it had not been proven that there was a quorum, but didn't address the issue of emails constituting a quorum.

Miller said at the League of Oregon Cities Conference they cautioned that two Councilors talking then one relaying to another the conversation could constitute a quorum.

Mayor Lawrence said taking a conversation from one to another could be tricky, and should be avoided.

Parker said Council should be careful with emails and text messages.

Parker reported talking with Leo Kochis, a citizen who felt he would qualify for reimbursement of money he paid to have curbs and sidewalks put in. Parker said Kochis's property was in the area where Council had given refunded to other homeowners recently from a fund they had paid into. Parker said Mr. Kochis had not paid into the fund and at the time he put in the improvements, that was the ordinance. Parker said he did not feel the City should reimburse him for his expenses.

City Manager Krueger said she spoke with Mr. Kochis and he felt he didn't have a choice and had to make the improvements. She said she agreed with Parker, however, they were requesting

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direction from Council on if Council would like the issue brought before them for discussion.

Mayor Lawrence said Mr. Kochis could bring it before Council if he would like to, however objection should have happened at the time of permitting.

It was the consensus of the Council to not have the item on a future agenda.

### **CITY COUNCIL REPORTS**

Councilor Spatz reported that QLife had received an unqualified audit and thanked Mast for her work on the audit. He said the Sister City Association was in need of a secretary, as he and his wife were going off that board.

Council McGlothlin said the recently installed loop technology cable ran around the parameter of the Council Chamber making it easier for those with hearing aids to hear meetings. He said receivers could be checked out with the City Clerk if needed.

McGlothlin had a written report (attached).

Councilor Miller said she had attended the Sister City Association meeting, the Wastewater Treatment Plant workshop and the Police Department Recognition lunch.

Mayor Lawrence reported on taking the Sister City adult delegation to breakfast. He said he spoke with the American Empress on their last day of the season, and they were ecstatic about the reception they received to the river cruises. He said they loved coming to The Dalles and had many of their cruises booked for next year. He said they appreciated having one person they talk to for all things boat related in The Dalles. Lawrence said Michelle Harmon at the Chamber was doing a wonderful job.

Mayor Lawrence said he and Wasco County Commissioner Hege had met with Columbia Gorge Community College President Dr. Frank Toda about enterprise zone funds and the middle college idea they are working on.

### **CONSENT AGENDA**

It was moved by Spatz and seconded by Miller to approve the Consent Agenda as presented. The motion carried unanimously, Elliott absent.

Items approved by Consent Agenda were: 1) Approval of November 14, 2016 Regular City Council Meeting Minutes, and 2) Approval of Resolution No. 16-031 Assessing the property at 2701 West 10th Street for abatement of junk and hazardous vegetation.

### **CONTRACT REVIEW BOARD ACTIONS**

#### Authorization for Mini-Excavator Purchase

Public Works Director Dave Anderson reviewed the staff report.

Councilor Brown said he had talked with a Wastewater employee who had some concerns about the power of the excavator. He said it in the future perhaps including the operators in the discussion would be helpful.

In response to a question Anderson said the equipment would be delivered locally and the service work under warranty would be done locally. He said after that service of the excavator would be done in house. He said the City had just hired a mechanic who used to work for the manufacturer.

It was moved by Spatz and seconded by McGlothlin to authorize the purchase of a new Cat 305.5E2 mini-excavator with a hydraulic quick-coupler from Peterson Cat for an amount not to exceed \$67,199.12. The motion carried unanimously, Elliott absent.

### **ACTION ITEMS**

#### Accept the Public Works GAP Analysis Report

Rob Moody and Danielle Bertrand thanked the Council for the opportunity to work with them. He said all staff was very accommodating.

Mr. Moody said it was important to not lose focus on all that is going right within the Public Works Department. He said the work of Public Works is being done within the budget constraints. He said there was a great deal of pride in the employees for the work they do for the City.

He said the main focus should be culture change; creating a culture of one team, one direction, one set of goals, working in a coordinated fashion. He said clear communication from the top down was important. He said he believed this was very doable with the leadership that was currently in place.

In response to a question, Mr. Moody said culture change takes time; it would be at least 12 to 18 months before change could be noted. He said it was a change that would happen gradually, and wouldn't be noticed day to day, but one day down the road there would be a moment of recognizing the change.

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Moody said he appreciated the positive energy of the City Manager and Public Works Director.

It was moved by Miller and seconded by Brown to accept the GAP analysis and direct the City Manager to proceed with implementation. The motion carried unanimously, Elliott absent.

City Manager Krueger thanked TKW for their hard work and support during the analysis process.

Mayor Lawrence thanked TKW for their work on the project.

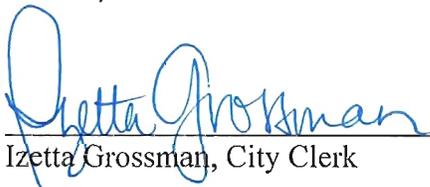
**ADJOURNMENT**

Being no further business, the meeting adjourned at 6:49 p.m.

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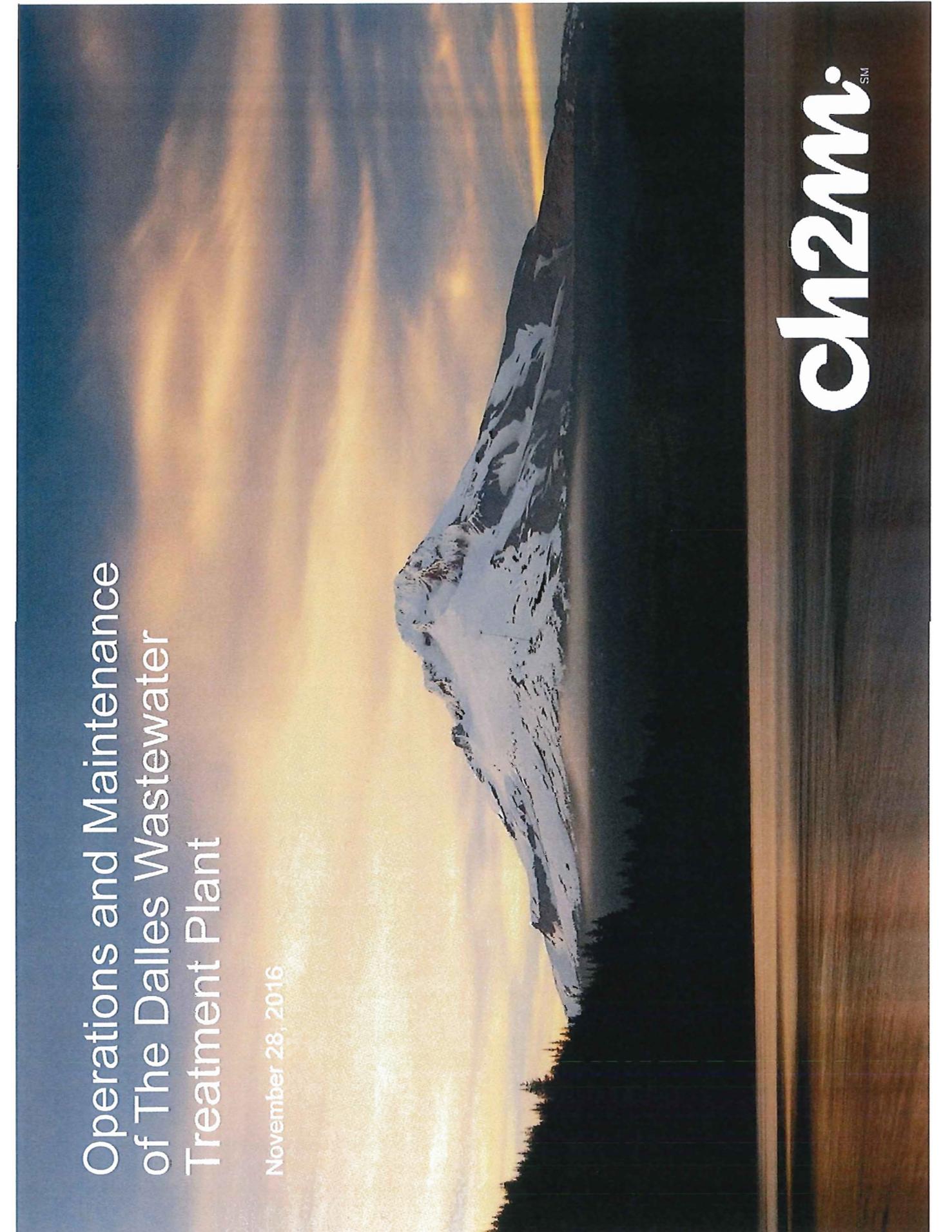
Submitted by/  
Izetta Grossman  
City Clerk

SIGNED:   
Stephen E. Lawrence, Mayor

ATTEST:   
Izetta Grossman, City Clerk

# Operations and Maintenance of The Dalles Wastewater Treatment Plant

November 28, 2016



ch2m<sup>SM</sup>

Safety is a core value of CH2M:  
*Our goal is to send our employees home safe,  
every day*



- **6,000** days without a lost-time accident (16.4 years)
- **0** OSHA recordables
- **0.00** TRR Rate

'15-16 contract year

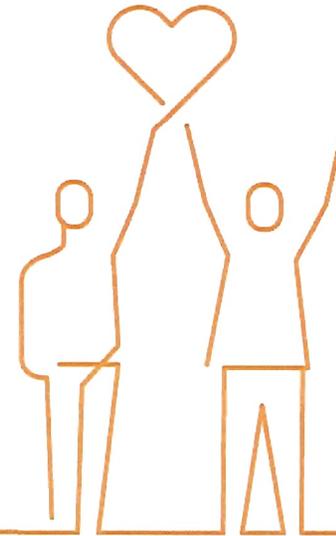
**Target Zero. It's Personal.**

# Who is CH2M?

## Founded in Corvallis on 4 simple values:

Take care of clients, deliver great work, do right by employees, and stay true to our integrity and honesty

We have been in the business of Operations Management since 1982, beginning with Lebanon, OR, who we still serve today.



- Leader in Engineering News Record (ENR) rankings
- Repeatedly recognized as a top workplace in the U.S.
- Recognized by the Ethisphere Institute as one of the World's Most Ethical Companies for the eighth year (2009 – 2016)
- Ranked one of the best companies to work for in America by PayScale and Business Insider

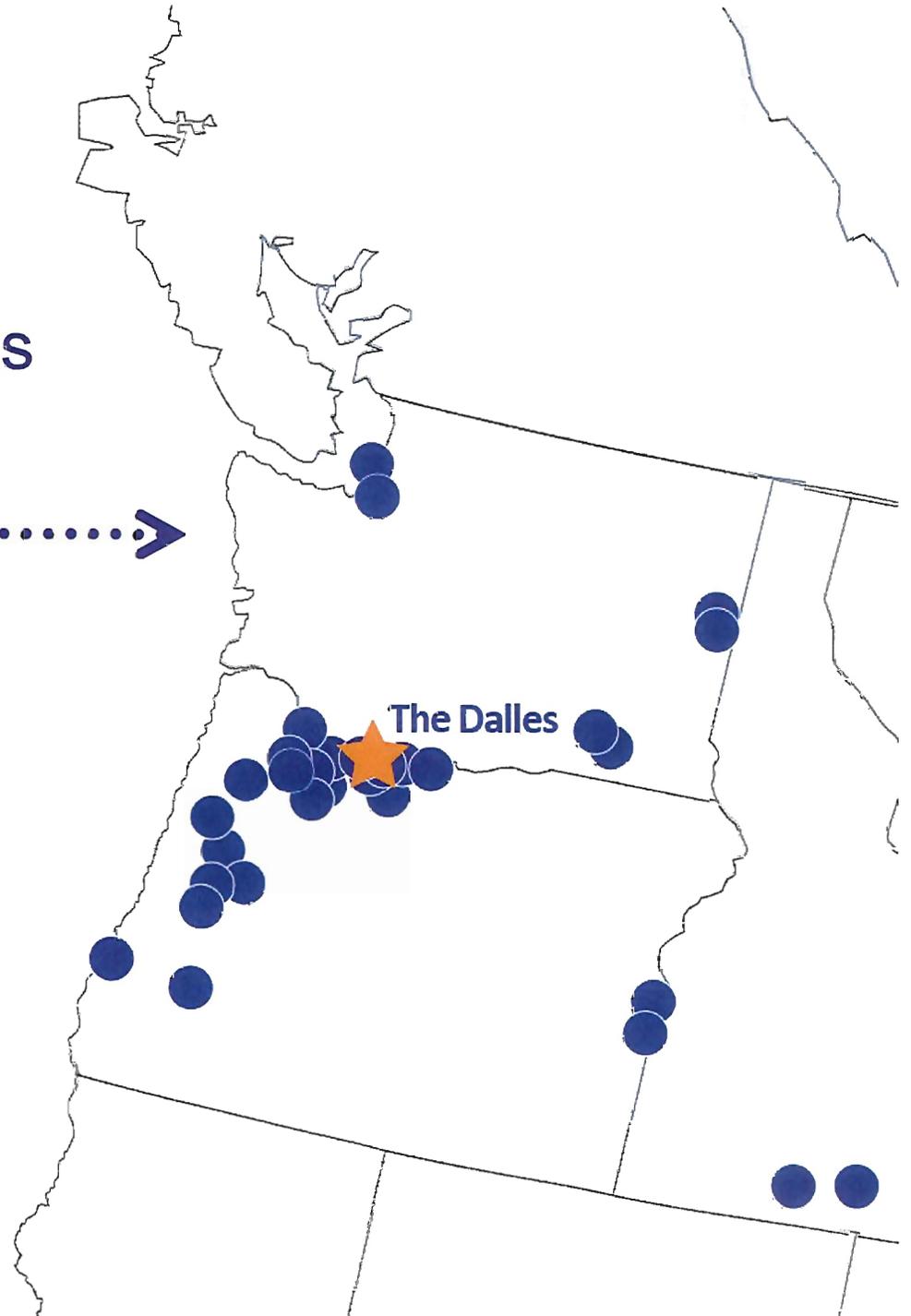


# CH2M's presence in the Pacific Northwest supports The Dalles' success

.....>

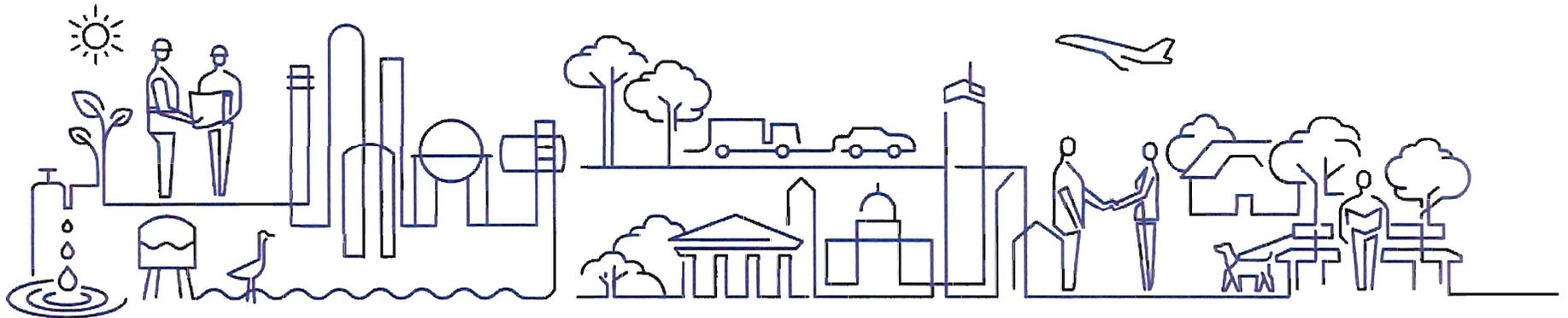
## CH2Mers live, work and play in Wasco County

- **150** Oregon Certified Operators
- **403** professional engineers
- **>4,000** staff in the PNW
- **22** clients



# What we do for you:

- Wastewater treatment
- Laboratory services
- Land application of biosolids
- Industrial pretreatment
- Regulatory compliance and support
- Facility maintenance
- Odor control – 0% complaints since 2011!



# The Dalles Team today

**Rick Wolf, Project Manager**  
**Rebel Sprague,**  
Biosolids Disposal

**John Wall, Mechanic**  
**Brooke Henrickson,**  
Operator

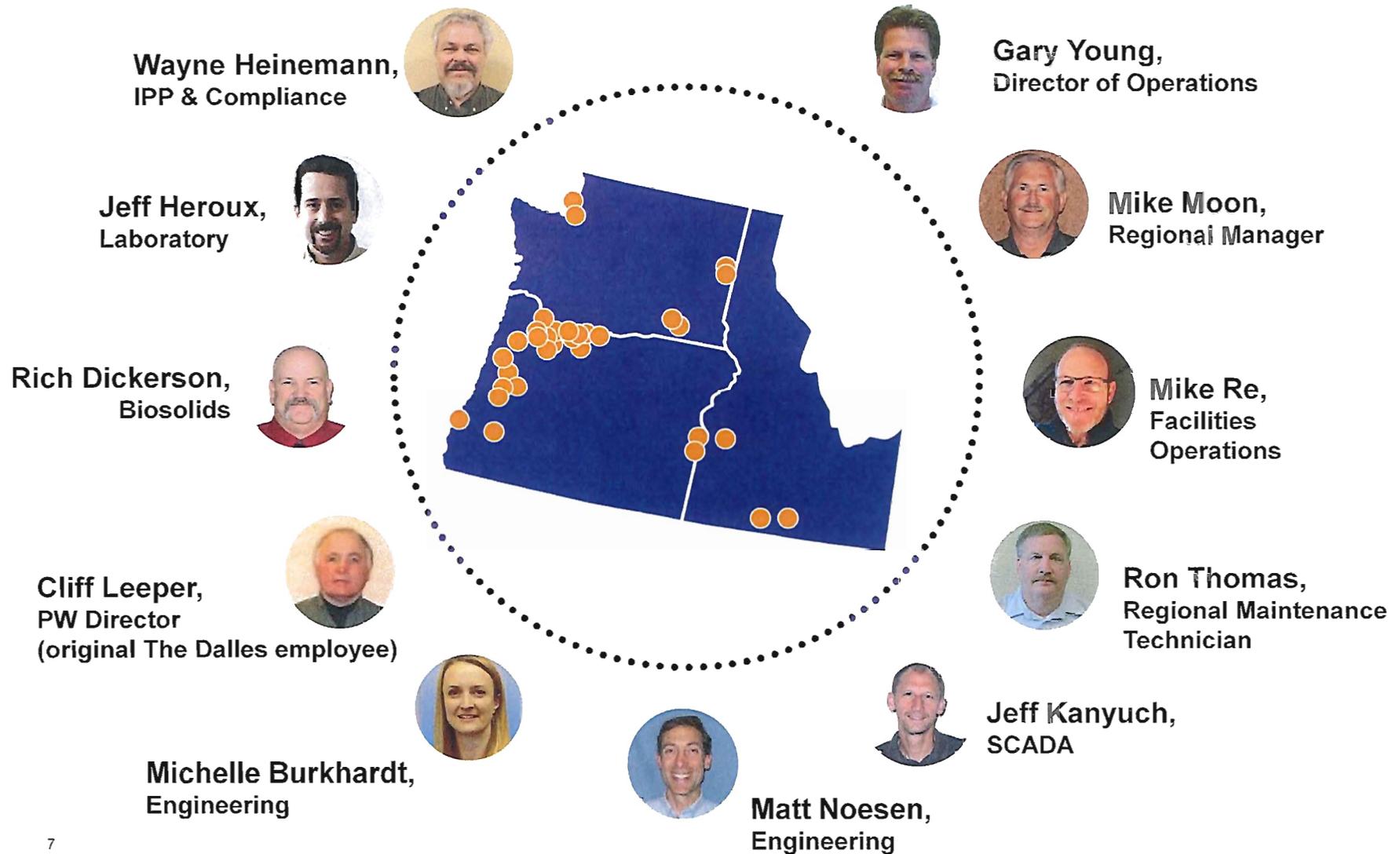
**Mitch Riefel, Operator I**

**Jess Dirks, Operator**

**Chris Patton, Lab**



The Dalles has benefitted from more than 300 hours of expert support from CH2M's regional team in the current contract year.



# The Dalles Trivia

**785** million gallons of wastewater treated

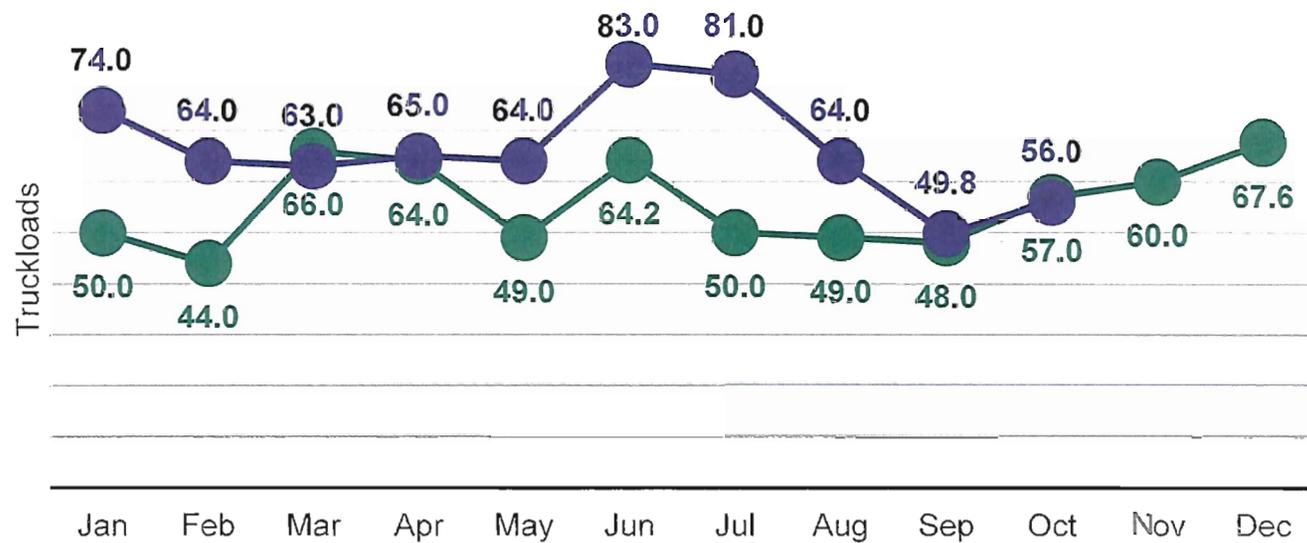
**257** tons of biosolids hauled

**2,421,700** gallons of biosolids hauled

**849** hours of preventive maintenance

**341** hours of corrective maintenance

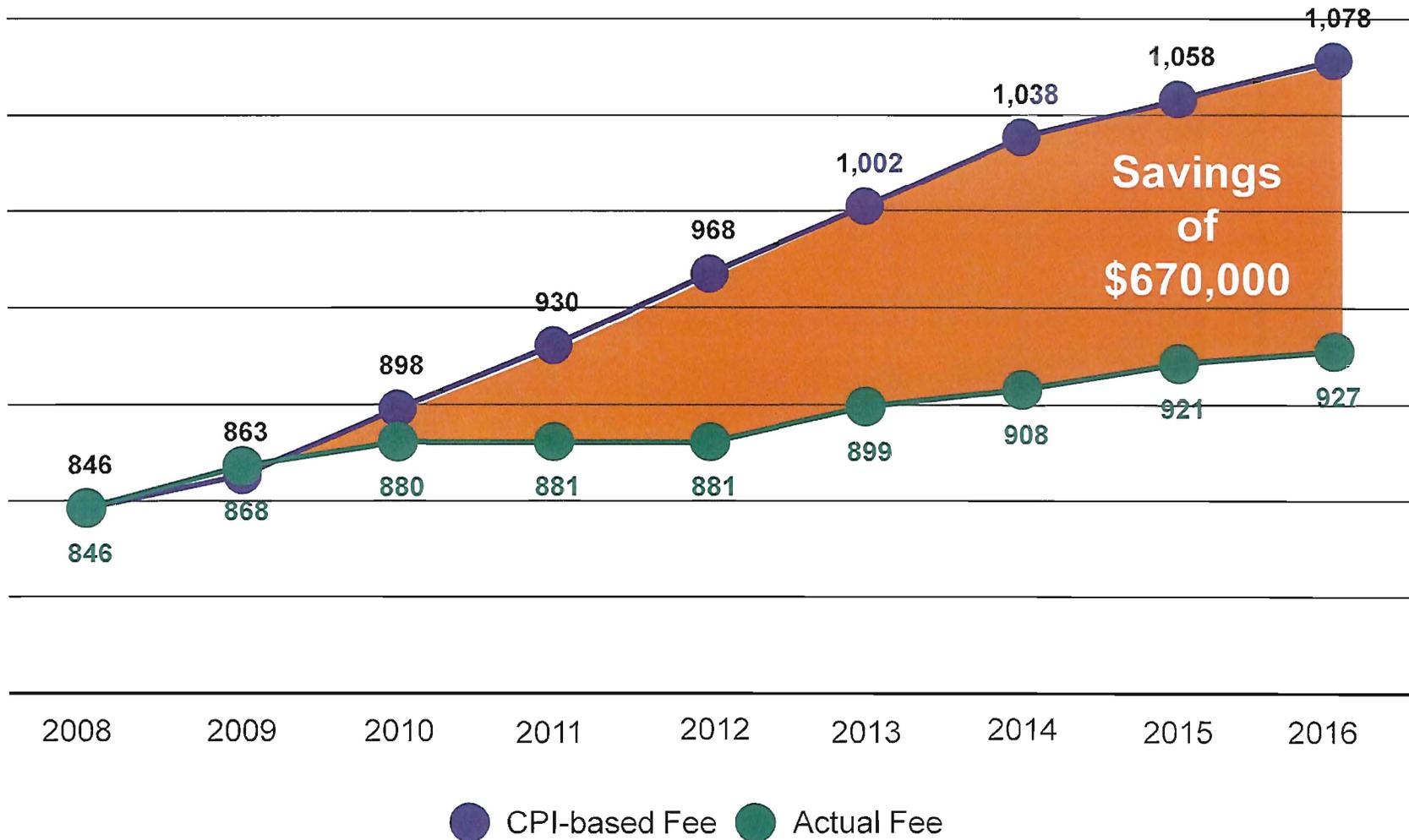
**2,486** total maintenance hrs completed



**Trucks go out  
3 times a day,  
5 days a week**

- 2016 Loads
- 2015 Loads

# Hard work provides value and savings for The Dalles



# Best practices and outside-the-box thinking improves operations and lowers costs

## Extending plant functionality from Day One:

- 1 In 1993, justified to DEQ to restore the plant's original capacity rating
- 2 Installed aeration system at a fraction of market cost
- 3 Maintained interim clarifier for ~20 years

## And continuing today ...

- 1 Applied for \$8,000 from local PUD to purchase a VFD for a blower, which provides \$1,300 savings annually
- 2 In 2016-2017 The Dalles will switch to new, less expensive polymer for sludge thickening

# Industrial pre-treatment program provides a clear path for responsible industrial growth in The Dalles

- Currently 9 industrial clients representing 9 different industries
- Provide monthly reports to the City on flow and loading
- Provide annual reports to the DEQ
- Plan for and manage impacts of industrial effluent on the plant and the river
  - Cyanide
  - Aluminum
  - Organic loading



# Biosolids – the tail that wags the dog

- Beneficial reuse of biosolids
- Benefit local farmers – nitrogen and nutrients for the soil
- Biosolids tracking and monitoring to meet EPA required reporting
- Coordinated hauling to meet plant operations and site conditions
  - Crop rotation
  - Weather
  - Road conditions



# Protecting the environment and The Dalles assets

## Planned

We prepare for **known** changes:

- FOG Study
- Copper testing
- pH assimilative capacity

## Unplanned

And for **unplanned** issues that require reporting to the DEQ:

- Extreme weather
- Equipment issues
- Train derailments



# Committed to the people of The Dalles beyond the job

- Riverfront bike station
- Bench at Thompson Park Aquatic Center and Splash Park
- The Dalles Annual Cherry Festival
- The Dalles Easter Egg Hunt
- Thanksgiving Food Drive
- Install fishing line recycling stations
- Adopt-a-highway
- Installed a handicap drinking fountain in local park
- Columbia Gorge Discovery Center Support



# We look forward to continuing our partnership and meeting the challenges ahead

**Maintain O&M  
Excellence**



Operations & Maintenance  
Biosolids Disposal  
Industrial Pre-treatment  
Laboratory.

**Upgrade  
planning**



Partner with the  
engineering/design  
firm to provide an  
operable, efficient  
and safe upgrade.

**Construction**



Maintain compliance  
through construction,  
work with engineer  
and contractor to  
commission new  
facilities.

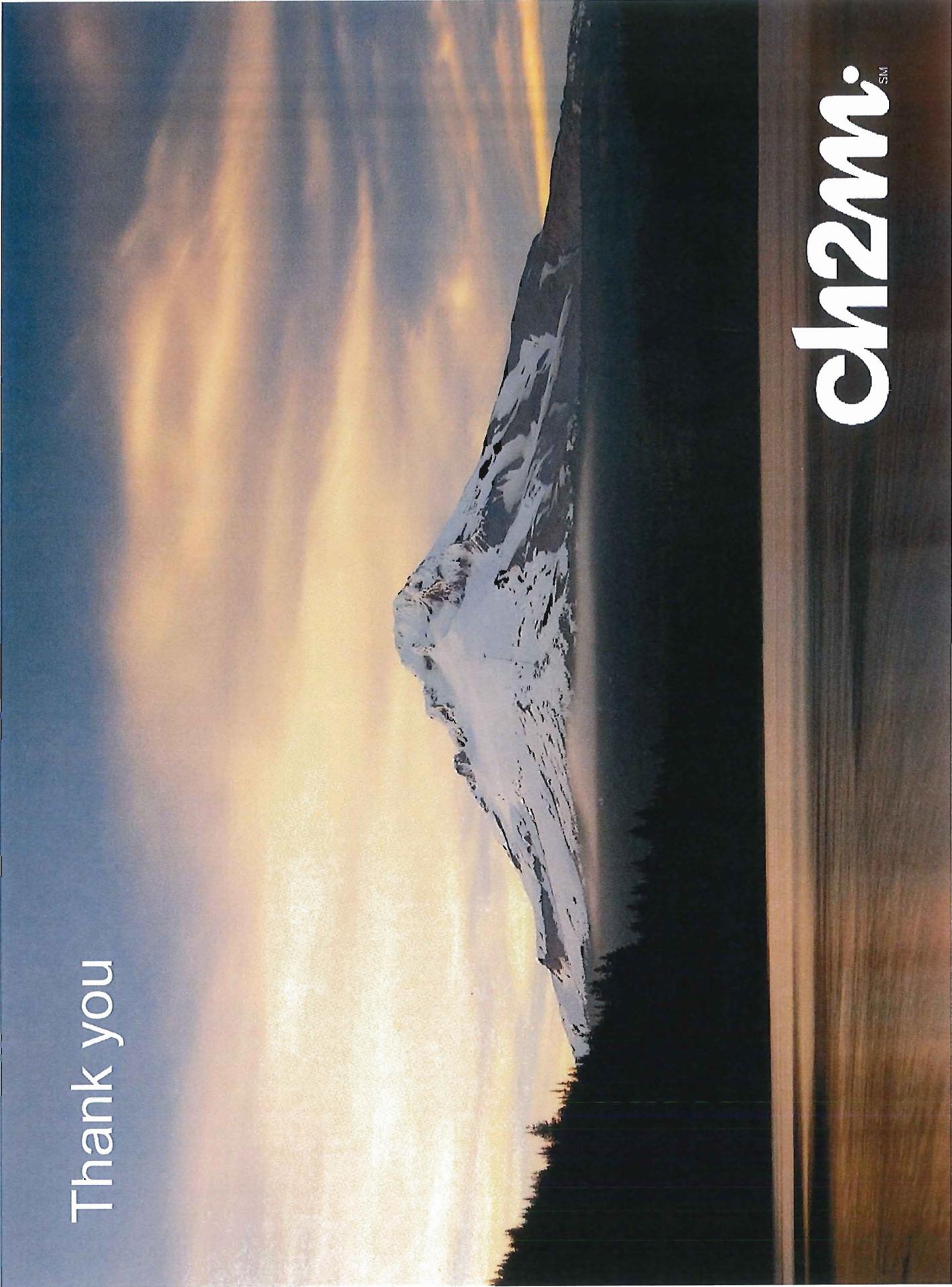
**Transition to  
operations**



Establish stable  
operations, continued  
operation of updated  
plant.

Thank you

ch2m<sup>SM</sup>





### Land application program provides seamless operations

Removal of biosolids from the WWTP and appropriate disposal is a vital part of operations. CH2M provides sludge-hauling and land-application disposal as part of our service agreement with The Dalles, and, as the sole-provider of these services, delivers accurate tracking and monitoring to meet EPA requirements. This model also means we are not reliant on a third party, and can coordinate to adjust effectively and efficiently to meet operational needs and environmental conditions as they arise.

As part of our land application program, CH2M has developed relationships with local farmers, which means that The Dalles biosolids are re-used, and these local farmers benefit via nitrogen and other nutrients for their soil. One area farmer who hosts one such land application site, and appreciates The Dalles team that delivers the biosolids. The farmer believes CH2M listens to his instructions and requests for distribution of the liquid solids in the fields.



### Strong lab performance and regulatory compliance

Our Perfect Reporting, Perfect Compliance policy has resulted in a strong relationship with the U.S. Environmental Protection Agency (U.S. EPA) in Oregon and the PNW. We are viewed by regulatory agencies as a leader and partner in environmental protection, working together to meet our common goals of protecting the environment and meeting wastewater treatment quality standards.

Because of the biological nature of wastewater, influent variation can greatly impact our effluent. This makes daily process control testing and influent monitoring very important. By monitoring the influent daily, the operations personnel are able to avoid costly and difficult WWTP upsets by making process changes to accommodate changes in loading to the WWTP.

At The Dalles, laboratory and operations associates work tirelessly to maintain compliance, and to complete all mandatory reporting and testing:

- Monthly/Ongoing**
- Completed monthly calibrations and checks required on Laboratory equipment.
  - Completed Discharge Monitoring Report-Quality Assurance (DMR-QA) testing.
  - Monthly DMR provided to Department of Environmental Quality (DEQ).
  - Completed WP-229 Study for pH, biochemical oxygen demand, total suspended solids, turbidity.
  - Completed NP-127 Study for E-Coli.

**Specialty Reports and Requests**

- Weekly sampling for Kennedy-Jenks for WWTP analysis.

- Completed Semi-annual The Dalles influent/effluent testing.



### Dedicated to ongoing operations improvement

As The Dalles continues to grow, CH2M is focused on staying attuned to your needs. CH2M best practices includes monitoring and planning for maintenance in our computerized maintenance management system (CMMS) system, which provides our team with a timeline and recommended maintenance based upon manufacturers' recommendations.

In 2016, we began implementing Condition Assessment review of all client facilities, which expands upon the CMMS to include risk and criticality of each of the WWTP's assets. This assessment helps to prioritize and plan for major repairs and replacements, based upon a risk/criticality matrix. The resulting output will inform The Dalles' capital improvement plan for years to come.

The Dalles WWTP is scheduled to be upgraded in 2017. Project Manager Rick Wolf is engaged in the planning to provide operational strategy advice as the upgrade progresses. His involvement will prepare the WWTP for successful operations after completion, and includes review of blueprints, plant operability, and proposed equipment. After the upgrade is complete, CH2M will work with the engineer, builder, manufacturers, and vendors to provide start-up services and establish stable operations of the updated facility.



## Operations Management Services

# CH2M at The Dalles, Oregon Wastewater Treatment Plant

### A successful partnership since 1993

CH2M has been The Dalles' partner at the WWTP since 1993. Over the past 23 years, CH2M has had only three Project Managers at this project. They've provided stability through a number of changes, growing and changing with you:

- Brewery surge
- Tour boats
- Shifting industrial market

The Dalles is surrounded by the Columbia Gorge Scenic Area, protected areas, and farm land, which means room for growth outside the current city footprint is limited. CH2M understands this and has worked hard to be a good neighbor and to help the city get maximum use out of its existing infrastructure and investment.

CH2M is your partner on environmental issues. We collaborate with the city and various organizations to provide resources, expertise, and assistance when it comes to navigating regulatory issues, or preparing for new industry.

- Oregon Association of Clean Water Agencies (ORACWA)
- Attend Industrial Pre-treatment Program (IPP) conference to be aware of pending changes

CH2M also supports The Dalles' IPP. Our team assists the Environmental Compliance Manager, Jo Kemper, with planning and management of industrial influent at the WWTP to provide a clear path for responsible industrial growth. We meet personally with clients to understand their business, and work to provide continued compliance at the WWTP without hindering growth in The Dalles. Currently, nine industrial clients representing nine different industries send their effluent to the WWTP, and within the next 18 months there will be an additional two industrial users.

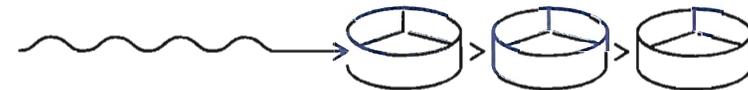


The Dalles Staff: Rick Wolf, Project Manager; Jess Orlik, Operator; Brooke Hendrickson, Operator; Chris Patton, Operator & Laboratory; Mitch Riefel, Operator I; Rebel Sprague, Operator, Biosolids; and John Wall, Mechanic.

### Our People

The Dalles project has seven employees who deliver world-class operations services at The Dalles Wastewater Treatment Plant (WWTP) every day. In the 2015-2016 contract year, this team:

- Treated **784.4** million gallons of wastewater.
- Produced **257** tons of biosolids.
- Beneficially re-used **257** tons of biosolids via land application at local farms.
- Reached a safety milestone—**6,000** days (16.4 years) worked without incident.
- **Zero** Occupational Safety and Health Administration (OSHA) recordables, and a total recordable rate (TRR) of 0.0.
- Volunteered at The Dalles Cherry Festival and Easter Egg Hunt.



www.ch2m.com  
Follow us @ch2m



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## Community Involvement

- Riverfront bike station
- Thanksgiving Food Drive
- Bench at Thompson Park Aquatic Center and Splash Park
- Adopt-a-highway
- The Dalles Annual Cherry Festival
- Installed a handicap drinking fountain in local park
- The Dalles Easter Egg Hunt
- Columbia Gorge Discovery Center Support
- Install fishing line recycling stations



## Our approach to providing the best value to The Dalles

The Dalles team focuses on providing service and value to the city by approaching day-to-day operations, as well as project challenges, with a "triple-bottom line" in mind:

- Achieve economic and financial efficiency;
- Act as stewards of the environment; and
- Promote community and individual well-being through our actions.

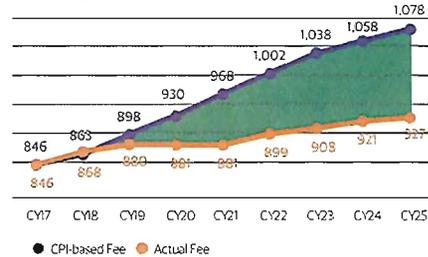
CH2M treats The Dalles wastewater treatment budget like it is our own. Over the past eight contract years, we've consistently kept increases lower than CPI increases, saving more than \$670,000 as compared to the contract rate (Exhibit 1).

We've accomplished this by implementing best practices and outside-the-box thinking that improves operations or lowers costs:

- Switching to new, less-expensive polymer for sludge thickening.
- Secured funds from local PUD for a blower that needed a VFD, reducing The Dalles' expenditure.
- Installed aeration system at a fraction of market cost.
- Maintained the interim clarifier for 20 years.
- Submitted the plant for re-rating in 1993, still operating today.

\$670K savings

Exhibit 1  
Contract Savings



## Development and training enables resource-sharing, reduced costs

Cross training continues to be a top priority for our team. In addition to job-specific training, all associates participate in supplemental trainings that help them understand and participate in other job functions at the WWTP. This cross-training allows operations and compliance to continue uninterrupted during vacations and/or illnesses; it also provides employees

with opportunities to remain engaged and grow, and allows for sharing resources among other Pacific Northwest (PNW) projects, which lowers costs.

CH2M also supports associates' efforts to obtain and hold State of Oregon certifications for wastewater-related operations as required by state law. This includes paying for training, travel, and other related costs. This provides improved associate retention and recruitment efforts in what has become a highly competitive job market.

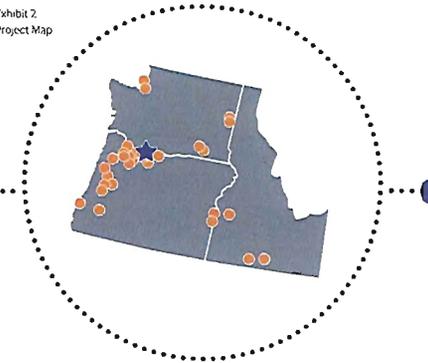
The Dalles WWTP associates have attended various trainings:

- John Wall attended Water Environment Federation (WEF) Short School at Clackamas Community College.
- Rick Wolf attended the CH2M Leadership Summit in Denver, Colorado.
- Mitch Riefel and Larry Spellman attended Oregon WEF Wastewater Short School in Oregon City, Oregon.

## Achieving O&M excellence and cost efficiency for The Dalles

Throughout the PNW, CH2M leverages our unique network of operations and maintenance (O&M) resources to benefit our clients. Our regional resource-based approach provides The Dalles access to experienced O&M professionals and equipment that can address a variety of situations that could arise at the WWTP, without paying for all of these resources on a full-time basis. A map of our projects in Oregon, as well as regional resources, can be seen in Exhibit 2.

Exhibit 2  
Project Map



Our project associates at The Dalles are supported by CH2M's technical experts and regional O&M specialists. This support includes:

- **Consulting Services** - Process troubleshooting, equipment startups, performance testing, and system improvement recommendations.
- **IT Solutions and Services** - SCADA, telemetry, computer hardware, software and network solutions, and upgrades.
- **Asset Management** - Condition assessments to determine facility asset operating longevity, lifecycle cost and risk, and estimate repair and capital replacement costs.
- **Optimization Services** - Process optimization that lowers energy and chemical costs by benchmarking the Dalles WWTP against a database of more than 100 CH2M facilities, and providing a web-enabled portal for data access and analysis.
- **Purchasing efficiencies** - By working with our network of vendors, we are able to negotiate lower chemical costs for our projects.
- **Major mechanical and electrical repairs** to assist with all major repairs and electrical projects at CH2M PNW projects.

## Oil train derailment impacts Mosier WWTP, CH2M responds with resources and plan to get WWTP back online

On June 3, 2016, an oil tanker derailed in the town of Mosier, along the Columbia River. Sixteen cars derailed, and four caught fire. One of the cars tore off the lid of a sanitary sewer manhole, which allowed roughly 25,000 gallons of oil to flow into the nearby Mosier WWTP. The Mosier system was shut down as crews worked to pump out oil and clean the piping network. Rick Wolf provided ongoing assistance for the Mosier plant clean-up, as well as re-starting the facility after clean-up was complete. The WWTP was back in compliance as soon as it was back online.

As a temporary fix, workers trucked sewage from Mosier to Hood River (another CH2M project) for treatment at the municipal plant on Riverside Drive. By June 16, the plant was restored, and shortly after the system was fully functional.

In addition to quick thinking, CH2M had the resources—at hand and in the CH2M network—to provide emergency services to the WWTP in need without putting other projects at risk. "Had the derailment occurred 10 miles on either side of Mosier, it could have as easily been in The Dalles or Hood River," said CH2M project manager, Rick Wolf. "And in any case, we have the necessary staff on-site and in the area to respond."

## Perfect workplace safety in 2015-2016

Our safety program has paid off at The Dalles. Associates have worked more than 6,000 hours (equivalent to 16.4 years!) without a lost-time incident. In 2015-2016, we have had zero OSHA recordables, and a TRR of 0.0.

Safety has always been at the heart of how CH2M does business. It's woven into the fabric of our culture and touches how we approach everything—from our people to our clients, our employees, our subcontractors, and the community through a goal we call "Target Zero." Each year, our professionals receive training specific to the inherent dangers they face. In 2016:

- Associates were CPR/First Aid certified on May 28.
- Associates completed Confined Space Training on May 24 and 25.
- Implemented the use of Safety Pre-Task Plans for all job functions.
- Annual fire extinguisher training completed.



Target Zero. It's Personal.