

The Sewer and Streets Committee of the City Council for the City of Junction City met on Monday, March 2nd, 2015, at 7:00 p.m. in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Councilors Randy Nelson, Councilor Herb Christensen, and Jim Leach; Interim City Administrator Director Jason Knope and Interim Public Works Director Gary Kaping.

ABSENT WERE: None.

I. CALL TO ORDER

Councilor Randy Nelson called the meeting to order at 7:00 p.m.

II. CHANGES TO THE AGENDA

There were no changes to the agenda.

III. APPROVAL OF MINUTES – February 2nd, 2015

The consensus of the Committee was to approve the minutes.

IV. SEWER INTERIM IMPROVEMENTS UPDATE

Interim Director Kaping informed the Committee that the project has been completed and the system is working as designed. He noted that it is putting a lot of air into the lagoons and that currently it is running at 5 hertz above their bottom recommended rate.

Interim Director Kaping shared with the Committee that he did a second round of dissolved oxygen tests and the results showed that the east pond was at 9 milligrams per liter, up from zero, and the west pond was at 11 mg/L, up from 1. We have sent all of the test results with our Engineers who have shared it with DEQ. DEQ is impressed but they are waiting to see more data.

Interim City Administrator added that we have run two sets of our normal tests since the system has been operational. The MAO that the City has sets an 80/80 max result for BOD and TSS. The City's permit sets 30/50 max result for BOD/TSS. The past two sets of tests that we have ran showed results of 24/24 and 21/14. These results are below the permit which has not happened since 1996. Discussion followed.

Interim Administrator Knope informed the Committee that he and Interim Director Kaping met with the DEQ to touch base now that the interim improvements are done and to see what the next steps are for the City. Interim Administrator Knope stated that DEQ did not have any definitive answers for them today but Interim Administrator Knope is hopeful because he feels that they are beginning to think outside the box when it comes to our discharge. Discussion followed.

Interim Administrator Knope stated that the DEQ confirmed that for the time being the MAO will be suspended. They anticipate having more data by April to get a better sense of where we should discharge. Discussion followed.

V. BUDGET REVIEW

Interim Director Kaping stated that before the Committee tonight was a rough draft of the budget. He then informed them that Interim Administrator Knope would be reviewing the documents with them.

Interim City Administrator Knope stated that the first two pages are the Administrative Service charges and the Internal Services Fund split that was discussed at the Council work session. He noted that the key to looking at these fund sheets is that the blue highlights are where the item use to be funded from and while the orange highlights are where the new charges went.

Interim Administrator Knope then drew the Committee's attention to the Sewer Fund. He stated that the biggest change that they will see in the Sewer Fund is the raise in electricity. The new figure takes into account running the blower at the lagoon 24 hours a day, 7 days a week. It is going to cost the City between \$60,000-\$70,000 a year to run the air system at the lagoon. He then noted that treatment chemicals also went up and there is still the transfer to the Rate Payers Assistance Program.

Interim Administrator Knope informed the Committee that the Capital Improvement Plan is being split up. The new Capital Improvement Plan will encompass all of the facilities plans which are projects that have already been approved by the Council (i.e. Water Master Plan and Parks Master Plan). The remainder of the Capital Improvement Plan is now going to be called the Capital Expenditure Plan. The main reason for this change is to have a way to split these projects out because we know that the projects in there don't have a formal approval process. Once they are split out a formal approval process can be created.

Interim Administrator Knope noted that he has something that he would like the Committee to consider. He stated that when you look in the Streets Fund you will notice that we have the State 5,000 distribution fund that has approximately \$200,000 in it that is available. What Interim Administrator Knope would like the Committee to think about is that the Street Fund does not have a System Improvement Fund. He would like the Committee to consider creating a Streets Improvement Fund because right now if money is set aside for a project and the money isn't used in that fiscal year it is dropped into the unappropriated ending fund balance. There is no savings mechanism for a project that the Committee or Council might want. Interim Administrator Knope would like to create a Streets Improvement Fund and shift the State 5,000 distribution fund funds into it. This would allow the money that is not used in the fund to be saved for future projects at the end of the fiscal year. Discussion followed.

Interim Director Kaping added that in the sewer portion of the budget there is a request for an additional full time employee that would be split between water and sewer. They would be responsible for both water and sewer treatment. Discussion followed.

Interim Administrator Knope would like to schedule another meeting for the Committee before the end of the month to finish up the draft budget before it goes to the Budget Committee in April. Discussion followed.

ACTOIN: The consensus of the Committee is for Interim Administrator Knope to schedule a joint meeting of the Sewer and Streets and Water, Recycling, and Sanitation Committees for some time in late March.

VI. AGENDA FORECASTER REVIEW

There was nothing new on this item to present.

VII. OTHER BUSINESS

Councilor Leach asked for an update on the sidewalk at 6th and Kalmia Street. Interim Administrator Knope responded that it is planned for spring.

Councilor Nelson asked why everyone else is raising rates and we are not. Interim Administrator Knope stated that the biggest thing that benefitted the City is that everyone was cutting their usage which cut our revenues. Now usage is up again which saved us. We last adjusted our rates when we our revenues were at their lowest. Interim Administrator Knope stated that it is almost time to have a rate study done and the City has funds for that.

Councilor Nelson asked what DEQ meant by looking outside the box. Knope stated that they mentioned items like punching a well above where we discharge into Flat Creek to increase flow and deep well injection.

Councilor Leach nominated Councilor Christensen as the Vice Chair. Councilor Christensen accepted the nomination.

ACTION: Councilor Christensen was voted Vice Chair of the Sewer and Streets Committee.

Councilor Nelson noted that he read that this Committee currently does not have a mission statement on file with the City Recorder. Discussion followed.

ACTION: The consensus of the Committee was for Interim Director Kaping to bring back the originally adopted mission statement to the Committee for review and adoption.

Interim Administrator Knope informed that Committee that the City has a maintenance project for a gravity sewer line that feeds the 17th and Ivy pump station. Interim Director Kaping's crew spent a month trying to free that line up but it continually clogs with grease and other issues. They finally got it clear and ran a TV camera down it. It is an old line that needs to be replaced. Interim Administrator Knope has asked HBH Engineering to create a set of bid documents to replace that section of line. The intent is it send it out to bid at the same time as the High Pass waterline project.

VIII. ADJOURNMENT

As there was no further business, the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Tiffany Shafer
Public Works Technician