



Location: City Hall – Council Chambers
Date: July 12, 2022
Time: 6:00 PM

City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison,
Patricia Jungmann, Gail Merritt, Jeff Papke, Raymond Law and City Manager Steve Forrester
ATTEND TELEPHONICALLY BY CALLING 346-248-7799 Meeting ID: 947 5839 2608 Passcode: 123456

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 6-28-2022

Visitors, Appearances and Requests

Council Presentations

Council Business

Staff Reports and Requests

- [2.](#) City Manager's Report - Steve Forrester

Committee Reports

Ordinances

Resolutions

- [3.](#) Resolution No. 1532 - Approving a Personal Services Agreement with GSI Water Solutions - Lisa Morgan

Visitors, Appearances and Requests

Adjourn

Agenda items maybe added or removed as necessary after publication deadline



CITY OF PRINEVILLE
Regular Meeting Brief
387 NE Third Street – Prineville, OR 97754
541.447.5627 ph 541-447-5628 fax

Full Meeting Recordings Available at:
<http://cityofprineville.com/meetings/>

City Council Meeting Brief
June 28, 2022

Council Members Present:

Patricia Jungmann
Steve Uffelman
Janet Hutchison
Gail Merritt

Jason Beebe
Ray Law

Council Members Absent

Jeff Papke

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 6-14-2022

Councilor Hutchison made a motion to approve consent agenda as presented. Motion seconded. No discussion on motion. Motion carried.

Visitors, Appearances and Requests

None.

Council Presentations

2. **Steve Reynolds Retirement Recognition**

Zach Lampert, Golf Professional asked to have this postponed explaining that Steve Reynolds could not make this meeting.

3. **Dale Cummins Retirement Recognition**

Captain Larry Seymour came up and shared some of his experiences working with Chief Cummins over the last several years and presented him with an award.

Chief Cummins thanked Council for being very supportive of law enforcement.

Council thanked Chief Cummins for his years of service to Prineville and law enforcement in general over the last 38 years.

4. **EDCO Update** – Kelsey Lucas

Kelsey Lucas, Prineville EDCO Manager provided an update on project NEO, explaining that unfortunately they will not be moving forward at this time. Ms. Lucas read a letter from the CEO of project NEO. The letter said he could not be more impressed with the people at the city, county and state and working with them was some of the best collective effort he has encountered.

Council Business

5. **Republic Disposal Rate Increase Request** – Susan Baker

Ms. Baker and Mr. Dear referred to the request letter in the packet and talked about the contributing factors to their request for an increase. They were hoping that it could take effect September 1st.

Mayor Beebe provided the back ground information for the Solid Waste Committee meetings that were held to review the financial information over the last year.

There were discussions regarding the effective date of the increase and there being enough time for notification of the increase if it took effect August 1st, and that the increase will be across the board for all services.

Solid Waste Committee's recommendation is to approve a 7% rate increase effective August 1st, 2022. All in favor, recommendation carried.

Staff Reports and Requests:

6. **City Manager's Report**– Steve Forrester

Casey Kaiser, Public Works Director/Senior Planner presented the City Manager's report on behalf of Mr. Forrester. Mr. Kaiser went through highlights of each department and added that we received a commercial development application for on top of the hill that will involve a zone change and comprehensive plan amendment.

Committee Reports

Councilor Hutchison provided an Ochoco Forest Collaboration update sharing that they were able to have a field trip last week and see upcoming projects and assessments.

There were no other committee reports.

Ordinances:

7. Ordinance No. 1275 - Vacating a Portion of Alley (SECOND PRESENTATION) – Casey Kaiser

Mr. Kaiser explained that this is the second presentation and nothing has changed since the first presentation.

There were no questions.

Councilor Hutchison made a motion to approve the second presentation of Ordinance No. 1275. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions

8. Resolution No. 1527 – Declaring the City of Prineville’s Election to Receive State Revenue Sharing (PUBLIC HEARING) – Lori Hooper

Lori Hooper, Finance Manager provided the background information on this resolution, explaining that even with the biennium budget, this still has to be done every year.

There were no questions.

Mayor Beebe opened the public hearing portion of the meeting.

No one came forward and there were no written comments received.

Mayor Beebe closed the public hearing portion of the meeting.

Councilor Jungmann made a motion to approve Resolution No. 1527. Motion seconded. No discussion on motion. All in favor, motion carried.

9. Resolution No. 1528 – Adopting Budget Appropriation Adjustments for BN 2021-2023 – Lori Hooper

Ms. Hooper went over the highlights of the adjustments explaining that this was discussed in detail during the Quarterly Financial Report at the last meeting.

There were no questions.

Councilor Merritt made a motion to approve Resolution No. 1528. Motion seconded. No discussion on motion. All in favor, motion carried.

10. Resolution No. 1529 – Adopting a Supplemental Budget for BN 2021-2023 (PUBLIC HEARING) – Lori Hooper

Ms. Hooper went over the highlights since this was also discussed during the Quarterly Financial Report and throughout the year.

There were no questions.

Mayor Beebe opened the public hearing portion of the meeting.

No one came forward and no written comments were received.

Mayor Beebe closed the public hearing portion of the meeting.

Councilor Law made a motion to approve Resolution No. 1529. Motion seconded. No discussion on motion. All in favor, motion carried.

11. Resolution No. 1530 – Establishing Fees and Charges for FY 2022-2023 (PUBLIC HEARING) – Lori Hooper

Ms. Hooper went through the process of establishing fees and that it is based on the CPI.

There were questions regarding SDC's and how they compare to other cities in our area. Ms. Hooper explained that the other cities use the same method for their fees.

There were no further discussions.

Mayor Beebe opened the public hearing portion of the meeting.

No one came forward and no written comments were received.

Mayor Beebe closed the public hearing portion of the meeting.

Councilor Merritt made a motion to approve Resolution No. 1530. Motion seconded. No discussion on motion. All in favor, motion carried.

12. Resolution No. 1531 – Approving a Personal Services Agreement with TRM Energy Solutions – Caroline Ervin

Caroline Ervin, Capital Projects Manager provided the background information and went over the actions taken at the last meeting with the findings.

There were no questions.

Councilor Uffelman made a motion to approve Resolution No. 1531. Motion seconded. No discussion on motion. All in favor, motion carried.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

Councilor Law made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.

Meeting adjourned at 6:36 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Hutchison	Jungmann	Law	Merritt	Papke	Uffelman
Consent Agenda	PASSED	Y	Y	Y	Y	-	-	Y
Solid Waste Committee's recommendation to approve a 7% rate increase effective August 1 st , 2022	PASSED	Y	Y	Y	Y	Y	-	Y
Ordinance No. 1275 - Vacating a Portion of Alley (SECOND PRESENTATION)	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1527 – Declaring the City of Prineville's Election to Receive State Revenue Sharing (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1528 – Adopting Budget Appropriation Adjustments for BN 2021-2023	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1529 – Adopting a Supplemental Budget for BN 2021-2023 (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1530 – Establishing Fees and Charges for FY 2022-2023 (PUBLIC HEARING)	PASSED	Y	Y	Y	Y	Y	-	Y
Resolution No. 1531 – Approving a Personal Services Agreement with TRM Energy Solutions	PASSED	Y	Y	Y	Y	Y	-	Y
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	-	Y

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:

<https://www.cityofprineville.com/meetings> .

City Manager Update to Council

Council Meeting July 12, 2022

Public Safety / Dispatch

Our new Dispatch Director is on board as of the 5th. Please welcome Sam McKenzie to the team!

Public Works

The downtown arch has been installed and the majority of feedback has been positive. Summer paving maintenance projects will begin in August. Streets crew continues to work on initial grading and prep for the Barnes Butte Trail paving project. The Wastewater Treatment Plant crew completed the installation of the new aeration system.

Rail Road

The railroad has been busy with their summer track maintenance program.

Meadow Lakes Golf

The summer activity at the golf course remains strong with revenues continuing to increase over prior periods.

Airport

Wildfires are starting to happen and the airport is preparing for the increased activity.

Planning

Continuing to receive a high number of applications including single family residences. There is new industrial applications as well as two smaller multi-family projects in process. Planning continues to field a high volume of inquiries and planning related phone calls and walk ins.

Human Resources – No Update

Information Technology – No Update

Finance

Please congratulate Lori Hooper on her appointment as Finance Director effective July 1st.

City Recorder/Risk Management

We have received the SAIF renewals and our MOD rate has dropped from 1.07 to 0.81 resulting in a premium savings of \$25,108 from the prior year.

City Legal – No Update

EDCO - - No Update

Public Relations

The Barnes Butte Recreation Area photo contest is underway with forms and giveaway prizes available at the front counter for the scavenger hunt.

Mayor/Council – No Update

**RESOLUTION NO. 1532
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A PERSONAL SERVICES AGREEMENT WITH
GSI WATER SOLUTIONS, INC. FOR TECHNICAL WATER RIGHTS AND WATER SUPPLY
RELATED CONSULTING SERVICES**

Whereas, the City of Prineville (“City”) is a member of the Central Oregon Cities Organization (“COCO”).

Whereas, City administers a technical water rights and water supply related consulting services Agreement on behalf of COCO and is reimbursed by COCO members thru a separate Intergovernmental Agreement.

Whereas, City contracted with GSI Water Solutions, Inc. (“GSI”) for the 2021-22 Fiscal Year for consulting services on behalf of COCO for a cost not to exceed \$40,000.00.

Whereas, COCO’s Water Sub-Committee has recommended to the full COCO membership that the consulting services contract with GSI be extended for an additional year for a cost not to exceed \$55,500.00.

Whereas, Consulting services are considered personal services pursuant to City Resolution 1266.

Whereas, GSI has provided the attached material marked as Exhibit A and incorporated herein.

Whereas, City Counsel finds that GSI meets the following applicable criteria as set out in City Resolution 1266, Section 8(C): (1) total costs to the City for delivery of services; (2) expertise of the contractor in the required area of specialty; (3) references regarding prior work done by the Contractor; (4) capacity and capability to perform the work, including any specialized services within the time limitations for the work; (5) educational and professional records; (6) availability to perform the assignment and familiarity with the area in which the specific work is located; (7) timeliness of delivery of service; (8) experience in working with the City; and (9) knowledge of City’s needs and desires related to the contract.

Now, Therefore, the City of Prineville Resolves as follows:

1. That the City Council, serving in its role as the Local Contract Review Board for the City, hereby approves the City entering into a personal services contract with GSI to provide technical water rights and water supply related consulting services, and authorizes the City Manager to execute, on behalf of the City, such contract and any other related documents.

Approved by the City Council this ____ day of July, 2022.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder



DRAFT Scope of Work and Fee Estimate

To: Eric Klann
City of Prineville
On behalf of Central Oregon Cities Organization (COCO)

From: Adam Sussman - GSI Water Solutions, Inc.
541-602-5188; asussman@gsiws.com

Date: June 15, 2022

RE: Consulting Services – COCO Water Subcommittee for Fiscal year 2022/2023

Dear Eric:

GSI Water Solutions, Inc. (GSI) has been providing technical water rights and water supply related consulting services to the Central Oregon Cities Organization (COCO) through the COCO Water Subcommittee for several years. For fiscal year 2021/2022 GSI's efforts were supported directly by COCO members through a contract administered by the City of Prineville. GSI understands that the City of Prineville will administer GSI's contract for these consulting services and the City will be reimbursed by COCO members thru a separate Intergovernmental Agreement.

Over the last year, GSI's efforts have included active participation in the Deschutes Basin Water Collaborative (DBWC), including involvement on multiple technical committees and the Planning Team; communicating COCO's interests to the Oregon Water Resources Department (OWRD) and the Oregon Legislature; participating in technical discussions with OWRD staff regarding groundwater level declines; advocating for the renewal of the Deschutes Basin Groundwater Mitigation Program; building basin capacity through support of new OWRD staff, relationship building and active support of basin grant requests; and supporting the COCO Water Subcommittee members and Co-Chairs. The following scope of work and budget estimate is to continue GSI's support of COCO through fiscal year 2022/2023.

Scope of Work

Water Rights/Water Supply Related Consulting Support

COCO has been a key player in shaping numerous programs and policies in the Deschutes Basin related to municipal water supply. This effort has required on-going effort and coordination through the COCO Water Subcommittee, as well as coordination with several entities in the basin, state and federal agencies, and the Oregon Legislature.

Lots of good work has been done, including development of the Deschutes Basin Groundwater Mitigation Program and its successful implementation. However, on-going effort will be required to protect, maintain, and improve upon the programs in place. As discussed with the COCO Water Subcommittee and the full COCO membership at its May 16, 2022 meeting, over the next year the main areas of focus are:

Deschutes Basin Groundwater Level Declines White Paper – OWRD and basin stakeholders are increasingly concerned about declining water levels in some areas of the basin. The causes and magnitude of the water level declines are varied. Moreover, there is a lot of misunderstanding about the hydrogeologic framework of the basin and the overall context of current/recent water level declines. The outcome of this discussion has a significant bearing on the issuance of new groundwater permits for municipal water supply and the long-term viability of the Deschutes Basin Groundwater Mitigation Program.

GSI will support COCO's interest in this topic by developing a Groundwater Levels White Paper. The goal of the white paper is to provide a thorough technical description of how the groundwater flow system works and to provide context regarding the continued and new use of groundwater for municipal water supply. Once completed the white paper can be used in outreach to decision makers and the public.

Deschutes Basin Groundwater Mitigation Program – As discussed with COCO on several occasions the mitigation program is close to reaching the 200 cfs cap and the program sunset of 2029. The continuation of the mitigation program is a critical issue for COCO members and will be a key focus area in FY 2022/2023.

GSI will support COCO's interest in the mitigation program through on-going engagement with OWRD and basin stakeholders, with an anticipated spike in activity over the next year through an OWRD convened rulemaking process by the newly hired Deschutes Basin Coordinator; engagement with the Oregon Legislature regarding any bills and policy option packages associated with the mitigation program; engagement with the Oregon Water Resources Commission; participation in mitigation related activities such as pilot and permanent mitigation banks; and on-going outreach and education (including as part of the Deschutes Basin Water Collaborative communications committee) regarding the mitigation program.

Basin Wide Collaboration – Deschutes Basin Water Collaborative – COCO has consistently been a leader in basin wide collaboration and in being part of developing solutions to basin-wide water issues. The main forum for basin wide collaboration is currently through participation in the Deschutes Basin Water Collaborative (DBWC).

GSI will support COCO's participation in the DBWC by actively participating in the DBWC and associated committees (planning team, technical, communication, and instream). GSI will also seek out opportunities to strengthen COCO's basin wide collaboration through partnerships with Deschutes Basin Board of Control, Deschutes River Conservancy and other key basin organizations.

Water Management and Conservation – Much attention has been focused on drought, groundwater levels and reservoir levels. While municipal water supplies in the basin are stable there is an increasing need for COCO members to engage in and demonstrate the water conservation activities they are undertaking.

GSI will support COCO by enhancing COCO member interactions and collaboration regarding water management and conservation activities (at a minimum, GSI will convene an annual workshop to share experiences, best practices, etc.). GSI will also use its role on the DBWC communications committee to conduct outreach and education regarding COCO member water management and conservation activities and look for other forums to “get the word out” regarding the stewardship activities being implemented by COCO members.

COCO Water Subcommittee Support – GSI will continue to:

- Assist the COCO Water Subcommittee Chair and elected official representative in planning and convening regularly scheduled water subcommittee meetings;
- Provide water related updates to the full COCO group;
- Provide the COCO Water Subcommittee with brief e-mail updates on mitigation program development, DBWC progress, and other water-related developments in the basin;

-
- Attend meetings of Deschutes Basin water groups such as Deschutes River Conservancy, Deschutes Basin Board of Control, and Upper Deschutes Watershed Council, when relevant, to promote COCO's water rights/water supply interests; and,
 - Coordinate and communicate with COCO Water Subcommittee members, Chair, elected official representative, and government affairs consultant.

At the request of the COCO Water Subcommittee Chair or elected official representative, GSI can also undertake other activities not listed here.

Fee Estimate

The level of effort over fiscal year 2022/2023 is difficult to define given the fluid nature of the water rights and water supply issues at play and the uncertainty of the process, schedule and level of effort needed to participate in OWRD's mitigation program review. As a result, GSI's budget estimate of not to exceed \$55,500 is based on an estimate of staff hours, being a total of 331 hours, including 323 hours of technical staff time and 8 hours of administrative support staff time. GSI is not required to provide consulting services beyond this estimated not to exceed budget. To the extent major additional activities are identified beyond the estimated level of effort, GSI will work with the City and the Chair of the COCO Water Subcommittee to amend the scope of work and budget, as requested.

Schedule

We are prepared to begin work upon receiving authorization to proceed. This work will be on-going from July 1, 2022 to June 30, 2023.

Sincerely,
GSI Water Solutions, Inc.

DRAFT

Adam Sussman
Principal Water Resources Consultant

Enclosure – GSI's 2022 fee schedule



STAFF REPORT

MEETING DATE: 7/12/2022

PREPARED BY: Lisa Morgan

SECTION: Resolutions

DEPARTMENT: Administration

CITY GOAL: Fiscal Responsibility, Transparency & Effective Communication, Position City for the Future

SUBJECT: GSI Personal Services Agreement on Behalf of Central Oregon Cities Organization (COCO)

REASON FOR CONSIDERATION:

GSI's proposed scope of work for COCO is attached to resolution as Exhibit "A" and outlines the work that GSI will be performing for the benefit of the COCO membership.

BACKGROUND:

COCO is comprised of a group of 9 cities in central Oregon that was established over 20 years ago to address various activities, legislative actions, water and land use issues that could potentially impact cities in central Oregon. Occasionally COCO will form a sub-committee to focus on an item in greater detail.

FISCAL IMPACT:

There is no fiscal impact to the city. COCO reimburses the city for the services provided.

RECOMMENDATION:

Staff recommends approval of Resolution No. 1532, approving a personal services agreement with GSI Water Solutions to provide technical water rights and water supply related consulting services.