



CITY COUNCIL MEETING

Monday, October 21, 2024 at 7:00 PM
Sandy City Hall and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to Sandy City Hall (lower parking lot entrance) - 39250 Pioneer Blvd., Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/83895065225>

Or by phone: (253) 215-8782; Meeting ID: 83895065225

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

PUBLIC COMMENT (3-minute limit)

The Council welcomes your comments on other matters at this time. The Mayor will call on each person when it is their turn to speak for up to three minutes.

-- If you are attending the meeting in-person, please submit your comment signup form to the City Recorder before the regular meeting begins at 7:00 p.m. Forms are available on the table next to the Council Chambers door.

-- If you are attending the meeting via Zoom, please complete the online comment signup webform by 4:00 p.m. on the day of the meeting:
<https://www.ci.sandy.or.us/citycouncil/webform/council-meeting-public-comment-signup-form-online-attendees>.

RESPONSE TO PREVIOUS COMMENTS

CONSENT AGENDA

1. [City Council Minutes: October 7, 2024](#)

OLD BUSINESS

2. [Meinig Memorial Park Improvements and Restoration Meeting #3](#)
3. [Police Staffing](#)

NEW BUSINESS

4. [Sandy Utilities Program, Stantec Amendment 5, Program Management Task Order No. 2](#)
5. [Vacant City Council Seat #5: Applicant Interviews and Appointment Vote](#)

REPORT FROM THE CITY MANAGER

COMMITTEE / COUNCIL REPORTS

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



CITY COUNCIL MEETING

Monday, October 07, 2024 at 6:30 PM
Sandy City Hall and via Zoom

MINUTES

WORK SESSION – 6:30 PM

1. Development Services Department Code Enforcement Work Session

The Development Services Director summarized the staff report, which was included in the meeting packet along with presentation slides. The Code Enforcement Specialist was also present to answer questions.

Council discussion ensued on the following issues:

- Lack of authority of the Fire District to issue citations for burning violations; role of Oregon DEQ in burning enforcement
- Concerns regarding independent merchants selling goods outside of the official Mt. Festival market
- Suggestion to provide a public listing of business licenses
- Examples of fine amounts in SMC Title 12 being ineffectively low
- Clarification on the types of violations that would fall into each proposed fee class
- Clarification on enforcement of multiple recurring violations
- Note that staff provide multiple notifications and opportunities to correct issues before fines are imposed
- Concern about residents who want street trees pruned, and the need to address the backlog of such requests these fine changes are going to be adopted
- Discussion on incentives versus deterrents, and the need to ensure that violating the code is never more financially attractive than remedying an issue
- Suggestion to carefully define the difference between development sites and existing lots
- Suggestion to require developers to establish an escrow account in advance to cover possible violations during development
- Emphasis on the importance of ensuring that the City properly maintains its own property, including doing so in a timely manner, especially as it requires residents to do the same
- Appreciation for the efforts of City staff in maintaining property
- Discussion on how to address irreversible violations, and examples of large fine amounts on the books in Lake Oswego
- Discussion on outdoor burning, and the need to tie code language to official fire regulations
- Suggestion to address private building in the public right-of-way

- Suggestion to address the police-related sections of the municipal code after this project is completed

REGULAR MEETING – 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Mayor Stan Pulliam
Council President Laurie Smallwood
Councilor Chris Mayton
Councilor Rich Sheldon
Councilor Kathleen Walker
Councilor Don Hokanson

CHANGES TO THE AGENDA

(none)

PUBLIC COMMENT (3-minute limit)

Joseph Gambino: owns Rogue Fabrication, purchased land in Sandy and wants to build a structure for his business. Currently cannot do so because of the development moratorium. Wants to create add jobs for the local economy, needs five ERUs. Suggests that the ERU Reassignment Program should be amended to allow reassignment of residentially assigned ERUs to commercial uses like his.

Staff responded that they have been looking at options to create more flexibility for job creation but have been focusing instead on alternative wastewater treatment system possibilities. However, amending the reassignment could also be researched if Council desires. Staff provided details on the urgency of providing such direction if the notice deadline with DLCD is to be met.

Council discussion ensued on the following issues:

- Possibility of using urban renewal funding to assist with installation of alternative treatment infrastructure, especially if projects are aligned with the City's economic development goals
- Clarification that ERU assignments have expirations under the terms of the program
- Concerns about the City being engaged in essentially offering marketable commodities, which could have unknown regulatory ramifications
- Discussion on residents currently using septic systems, and the expense of those residents connecting to the sewer system; suggestion to allow such residents to remain on septic and free some ERUs for commercial uses
- Suggestion to engage the Economic Development Advisory Board on this issue and gather their feedback

The consensus of the Council was that staff should bring a proposal for Council consideration regarding alternative treatment systems, but that amendment of the ERU Reassignment Program should not proceed at this time.

RESPONSE TO PREVIOUS COMMENTS

(none)

CONSENT AGENDA

2. City Council Minutes: September 16, 2024

MOTION: Adopt the Consent Agenda

Motion made by Councilor Hokanson, Seconded by Councilor Sheldon.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

MOTION CARRIED: 6-0

PRESENTATIONS

2. Police Staffing Study Results

Michele Weinzetl with BerryDunn provided a presentation; slides were included in the meeting packet.

Council discussion ensued related to the following issues:

- Clarification on what is meant by service on the time per call for service slide; note that the table shown does not include officer-initiated work
- Clarification that the officers required by shift does not include supervisors
- Clarification on the shift relief factor calculation table
- Clarification that the consultant's recommendation is to hire for 20 sworn personnel to effective staff 19, given the expected attrition rate
- Impact of additional officers on the police records staff workload
- Note that the Council has \$500,000 in its budget contingency
- Discussion on including equipment and vehicle expense in the cost per officer figures in the staff report
- Suggestion that safety of the community is of paramount concern and that the Council should entertain a proposal to fund the recommended officers, using the recently acquired funds from Clackamas County as well as Council contingency funds as necessary
- Suggestion to ensure a funding strategy is in place to funding the recommended positions on an ongoing basis; suggestion to ensure that full costs of each position are being considered including capital asset replacement
- Concern that detective caseloads may be too high

- Suggestion to allow the Police Chief to shape the proposal before it is made to the Council
- Suggestion that the school district is not fully compensating the City for the cost of school resource officers according to this data
- Agreement on the need to stay ahead of the officer attrition rate
- Suggestion that the Police Chief should ensure the organizational structure of the department is appropriate

The consensus of the Council was that staff should bring forward for Council consideration a proposal to fully fund the recommended positions

ORDINANCES

4. PUBLIC HEARING - Ordinance 2024-18: Envision Sandy 2050 Adoption

Abstentions

(none)

Conflicts of Interest

(none)

Staff Report

The Development Services Director summarized the staff report in the meeting packet. Anais Mathez with 3J Consulting was present to deliver a slide presentation, which was also included in the packet.

Council discussion ensued on the following topics:

- Suggestion that reassessing the Zoning Map is of high importance and urgency; suggestion that it should have been done during the Comprehensive Plan update project
- Response from staff that the approach was to separate the Comprehensive Plan update from any actions related to zone changes to protect the plan from potential appeals
- Further discussion on strategies for protecting the City from potential Measure 49 claims, including holding a public process akin to what was done the last time the City expanded the Urban Growth Boundary
- Clarification that the Council retains the right to direct staff in the future to engage in a Zoning Map update process if desired
- Discussion on how the Comprehensive Plan and supporting documents would inform a Council decision on a hypothetical future zone change application
- Clarification that staff will be developing a proposal for the Council to amend village designations as provided in the Comprehensive Plan policies
- Clarification that a comprehensive plan needs to refer to a city's official land use map

Public Testimony

(none)

MOTION: Close the public hearing

Motion made by Council President Smallwood, Seconded by Councilor Mayton.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

MOTION CARRIED: 6-0

MOTION: Approve the first reading of Ordinance 2024-18

Motion made by Council President Smallwood, Seconded by Councilor Hokanson.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

MOTION CARRIED: 6-0

MOTION: Approve the second reading of Ordinance 2024-18

Motion made by Councilor Hokanson, Seconded by Council President Smallwood.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

MOTION CARRIED: 6-0

NEW BUSINESS

5. Contract Approval: Engineering Services for Alder Creek Water Treatment Plant Upgrades

The Public Works Director summarized the staff report, which was included in the meeting packet. She noted the City Council's recent tour of the Alder Creek plant, and stressed the urgency and importance of the project. Clarification was also provided on the cost of construction for the improvements.

MOTION: Authorize the City Manager to execute a contract with Keller Associates for Engineering Services for Alder Creek Water Treatment Plant upgrades, as provided in the meeting packet

Motion made by Councilor Walker, Seconded by Councilor Mayton.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Hokanson

MOTION CARRIED: 6-0

6. Review of Applications for Appointment to Vacant City Council Seat #5

The City Manager summarized the staff report, which was included in the meeting packet. The consensus of the Council was that all five applicants should move forward to the interview stage. The Council expressed appreciation for the quality of the applications received.

The following points were also made by the Council:

- Applicants should be encouraged to wait in the lobby until their interview begins
- 20 minutes should be provided in total for each applicant; approximately three minutes per question
- Applicants to have an opportunity to make a statement at the end of each interview
- Paper ballots should be provided to the Council for the selection process, in a manner consistent with state law

REPORT FROM THE CITY MANAGER

- Cedar Park grand opening is scheduled for November 2nd
- Reminder on the upcoming League of Oregon Cities conference
- The annual audit is proceeding
- The new Finance Director starts in November

COMMITTEE / COUNCIL REPORTS

Councilor Hokanson

- Update on the City Manager review process; discussion of survey logistics; plans for consultant to present findings to the Council; clarification that contract amendments are not planned at this time

Councilor Walker

- Thanks for the recent Alder Creek Water Treatment Plant tour
- Update on the recent water/wastewater oversight committee meeting
- Reminder on Bluff Rd. construction traffic concerns, especially school pedestrian danger and damage to road surface
- Praise for the upcoming opening of Cedar Park
- Discussion about whether the City Manager should receive further compensation for performing Finance Director duties longer than originally conceived

Councilor Sheldon

- Appreciation for the work on the Comprehensive Plan update project
- Note that he will attend the next meeting virtually
- Appreciation for the applicants for the Council vacancy; discussion on the time commitment involved with serving on the Council and possible usage of the virtual attendance option

Council President Smallwood

- Appreciation for the work on the Comprehensive Plan update project
- Praise for the upcoming opening of Cedar Park
- Thanks for the recent Alder Creek Water Treatment Plant tour

Councilor Mayton

- Thanks to Councilor Sheldon for proposing the police staffing study
- Appreciation for the work on the Comprehensive Plan update project
- Thanks for the recent Alder Creek Water Treatment Plant tour

Mayor Pulliam

- Looking forward to considering the proposal for funding the recommended police additions
- Praise for the upcoming opening of Cedar Park
- Emphasis on the importance of fully explaining to the public that there are no good options available to the City for fixing the wastewater issues – all options carry significant drawbacks; the public has a right to understand the full scope of the challenge; elected officials need to exercise bold leadership on the issue and deal with it directly and openly

STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN

Meeting Type: City Council
Meeting Date: October 21, 2024
From: Rochelle Anderholm-Parsch, Parks and Recreation Director
Subject: Meinig Memorial Park Improvements and Restoration Meeting #3

DECISION TO BE MADE:

Review and provide further input to staff on Meinig Park improvements/restoration.

PURPOSE / OBJECTIVE:

The objective is for the Sandy City Council to review and provide further input to staff on the redevelopment and improvements of Meinig Memorial Park. This is an opportunity to review the refined improvement and restoration plans, which incorporate feedback from the Council, 246 survey responses, and recommendations from the Parks and Trails Advisory Board. The focus is on reviewing options for consideration that align with survey results and Council guidance.

BACKGROUND / CONTEXT:

This is the third meeting with Council regarding improvements to Meinig Memorial Park, providing an opportunity for Staff and Lango Hansen Landscape Architects to review and seek input on the refined improvement and restoration plans. The Council will be updated on the results from the most recent feedback and review refined options for consideration that align with survey results and Council guidance.

A master plan for Meinig Memorial Park was created in 2011, with a project bid released in 2017; however, the project stalled and has now been revitalized with funding allocated for the 2023-2025 fiscal year. Efforts are concentrated on reimagining the park’s accessibility and use for events such as Winterfest and the Mt. Festival, along with enhancing the play experience in Fantasy Forest. Since the last meeting, the focus areas have been further refined based on survey results, recommendations from the Parks and Trails Advisory Board, and Council feedback to concentrate on:

- **Creek Restoration:** Addressing the erosion issues of "No Name Creek," including trail undermining, to restore both the stream and surrounding pathways.
- **Trail and Pathway System Restoration & ADA Accessibility:** Enhancing the trail network to ensure safety, accessibility, and ADA compliance.
- **Restroom Addition:** Considering the addition of a new restroom facility to support visitor needs.

- **Fantasy Forest Redevelopment:** Developing a creative vision for this area to achieve a "wow factor" through public engagement and potentially a custom design unique to Sandy, Oregon.

It is anticipated that additional and robust engagement will be used to focus on the final design for Fantasy Forest, to achieve a replacement that reflects the quality, uniqueness, and cherished nature of this beloved community asset. Additionally, the city will also be hosting a second open house on October 29, 2024, from 6:00 to 7:30 PM.

KEY CONSIDERATIONS / ANALYSIS:

Enhancing Meinig Memorial Park is crucial for the community, focusing on safety, inclusivity, accessibility, and event accommodation. The Parks and Recreation Department is tasked with utilizing allocated funds to design and bid the necessary improvements while ensuring that they align with the evolving vision of the park.

BUDGET IMPACT:

Funding has been secured for the design phase of Meinig Memorial Park for the 2023-2025 fiscal year. This allocation covers both design and bidding, with an emphasis on addressing immediate safety issues and enhancing key focus areas.

RECOMMENDATION:

Staff requests that the Sandy City Council review the refined proposed options and provide recommendations for the next steps in the redevelopment of Meinig Memorial Park.

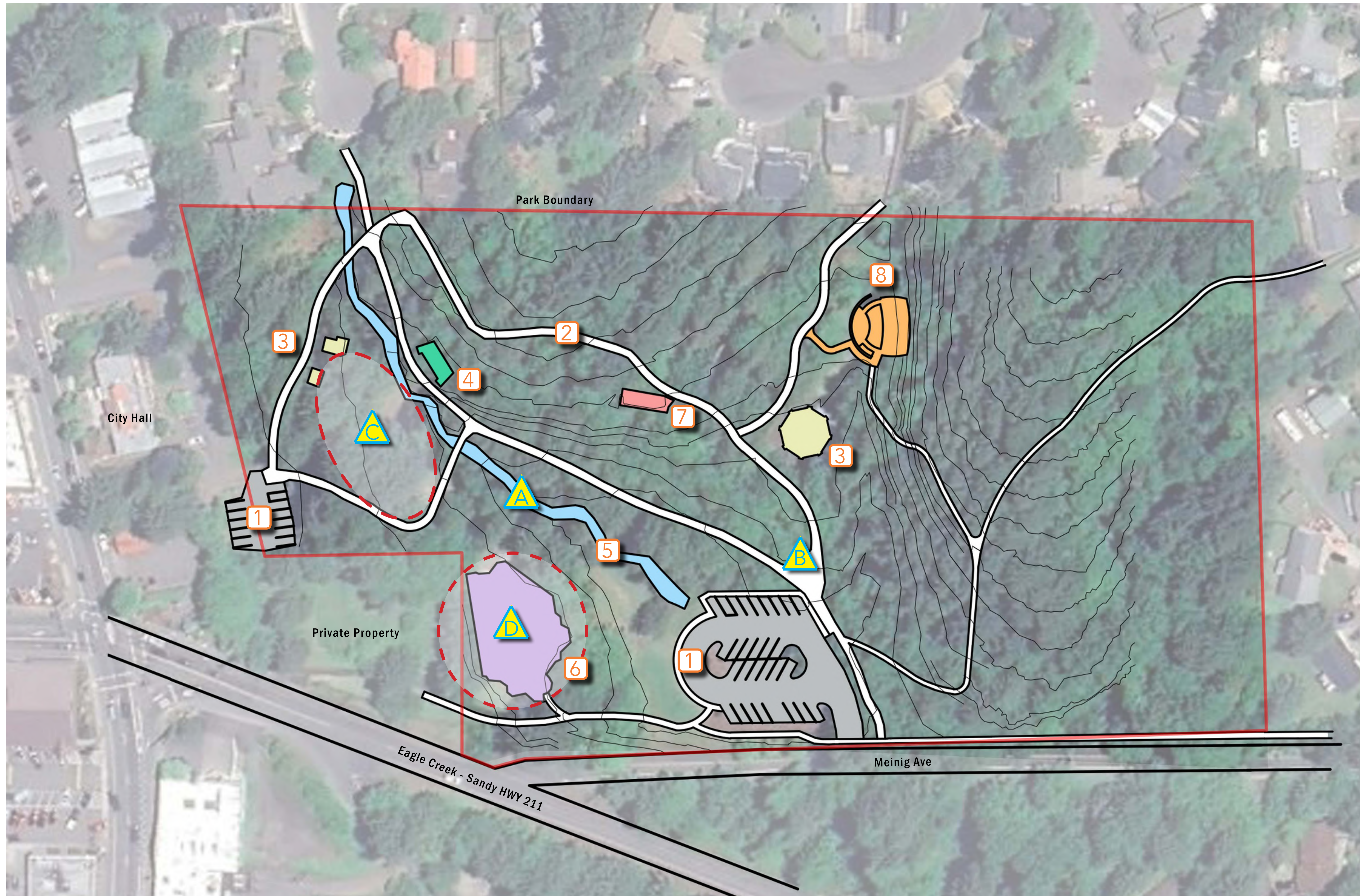
LIST OF ATTACHMENTS / EXHIBITS:

- Presentation: Meinig Memorial Park #3



MEINIG MEMORIAL PARK
City Council Meeting #2
October 21, 2024

EXISTING CONDITIONS

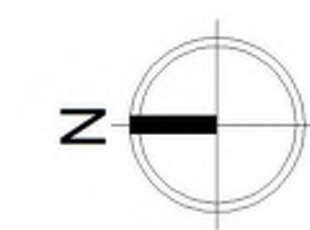


PARK AMENITIES

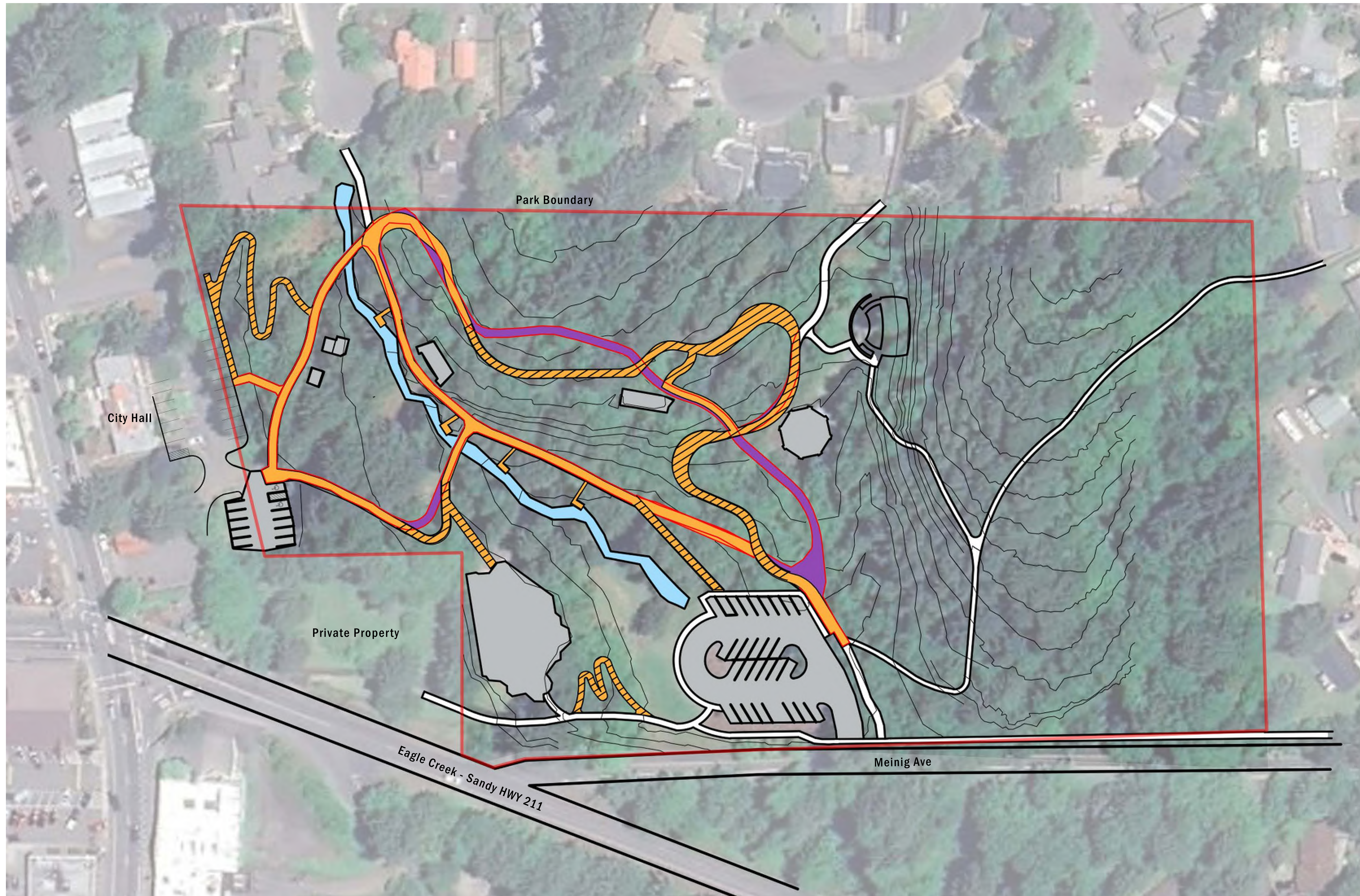
- 1 Parking Lot
- 2 Park Pathway System
- 3 Picnic Shelters
- 4 Main Stage
- 5 No Name Creek
- 6 Fantasy Forest Playground
- 7 Restrooms
- 8 Amphitheater

FOCUS AREAS

- A No Name Creek Restoration
- B Park Pathway Improvements
- C Hillside Seating
- D Fantasy Forest Playground



PROPOSED PATHWAY SYSTEM



IMPROVEMENTS

 Existing Path to be Removed

Reasons for removal

- Failing pavement
- Not built to ADA standards
- Does not provide adequate maintenance vehicle access

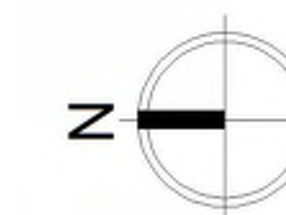
 Resurfaced Path on Existing Alignment

 New Path Alignment

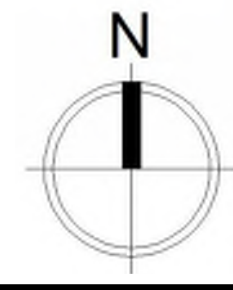
Reasons for realignment

- Built to ADA standards
- Minimal tree removal
- Provides for the needs of the maintenance staff

 Existing path to remain



EXISTING UPPER PARKING LOT AND SHELTERS



REFINED UPPER PARKING LOT AND SHELTERS

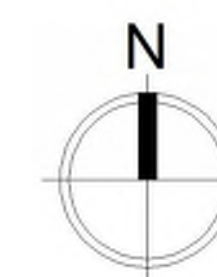


IMPROVED AMENITIES

- 1 Upper Parking Lots
- 2 ADA Accessible Pathway Connection
- 3 Picnic Shelters and Decks
- 4 Creek Habitat Restoration
- 5 Creek Access
- 6 Playground

EXISTING AMENITIES

- 1 Main Stage



EXISTING LOWER PARKING LOT AND PLAYGROUND



REFINED LOWER PARKING LOT AND PLAYGROUND

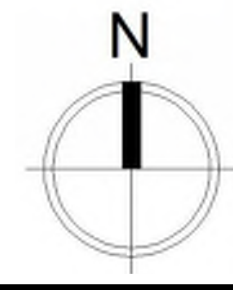


IMPROVED AMENITIES

- 1** Playground
- 2** Picnic Shelter with Restroom
- 3** ADA Accessible Pathway Connection
- 4** Creek Habitat Restoration
- 5** Creek Access

EXISTING AMENITIES

- 1** Restrooms
- 2** Lower Parking Lot



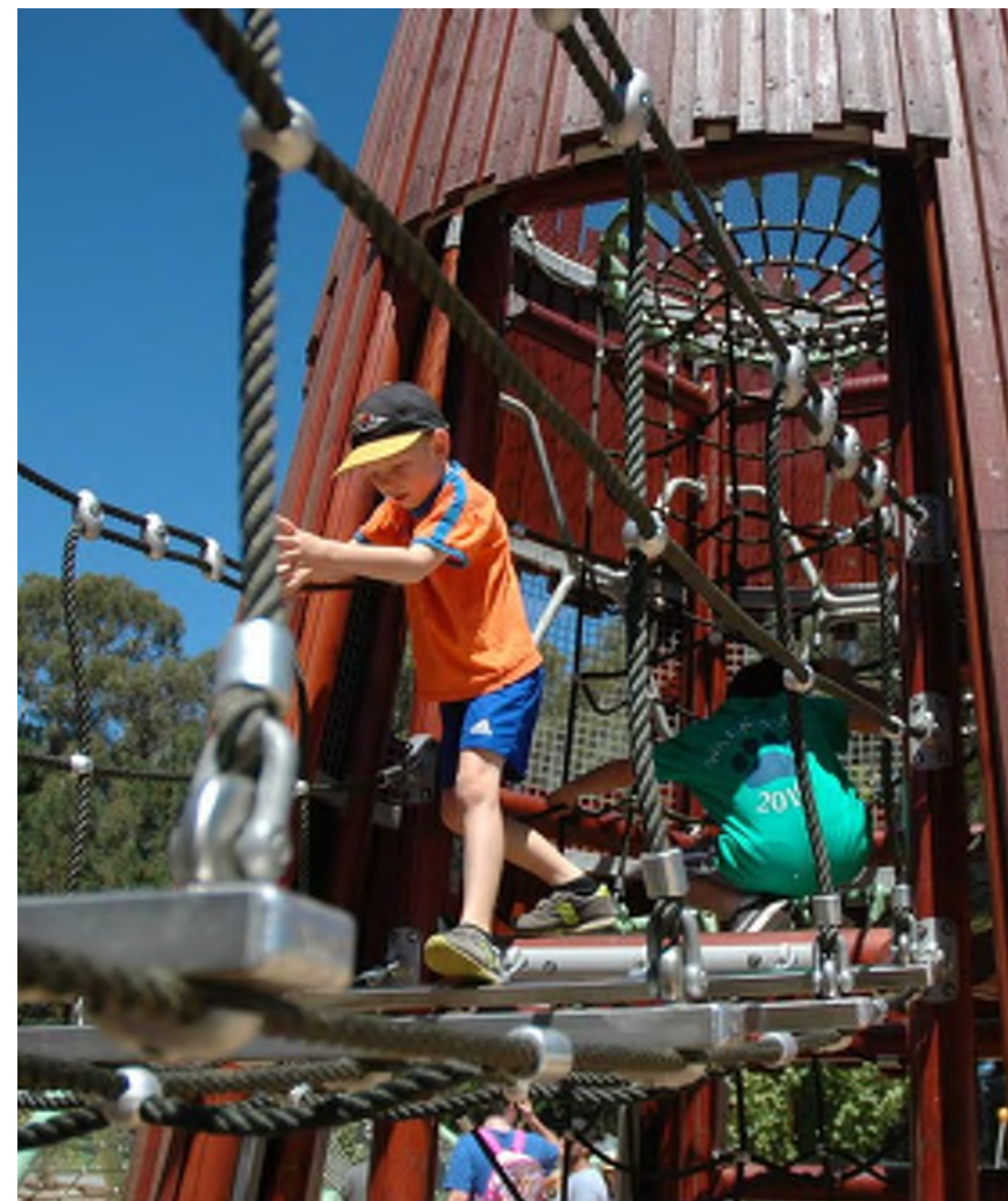
PREVIOUS PLAYGROUND OPTIONS



PLAYGROUND OPTION 1



PLAYGROUND OPTION 2



PLAYGROUND OPTION 3



MEINIG MEMORIAL PARK

lango hansen LANDSCAPE ARCHITECTS

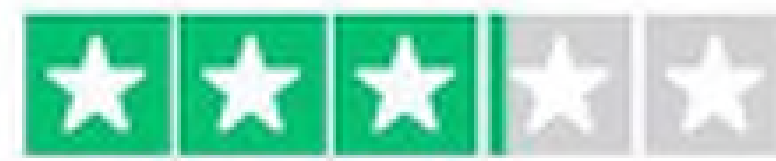


PLAYGROUND SURVEY RESULTS

Q12 How would you rate the overall concept shown in Option 1?

Answered: 231 Skipped: 15

3.1★
average rating

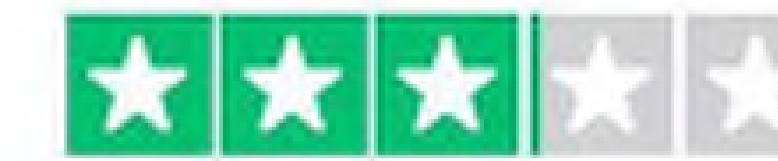


	NOT A FAN AT ALL.	NOT MY FAVORITE.	IT'S OKAY.	LIKE IT.	LOVE IT!	TOTAL	WEIGHTED AVERAGE
☆	13.42% 31	14.29% 33	31.60% 73	30.30% 70	10.39% 24	231	3.10

Q16 How would you rate the overall concept shown in Option 2?

Answered: 225 Skipped: 21

3.1★
average rating

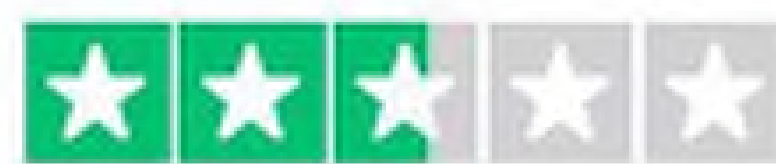


	NOT A FAN AT ALL.	NOT MY FAVORITE.	IT'S OKAY.	LIKE IT.	LOVE IT!	TOTAL	WEIGHTED AVERAGE
☆	18.67% 42	12.44% 28	27.11% 61	28.89% 65	12.89% 29	225	3.05

Q20 How would you rate the overall concept shown in Option 3?

Answered: 224 Skipped: 22

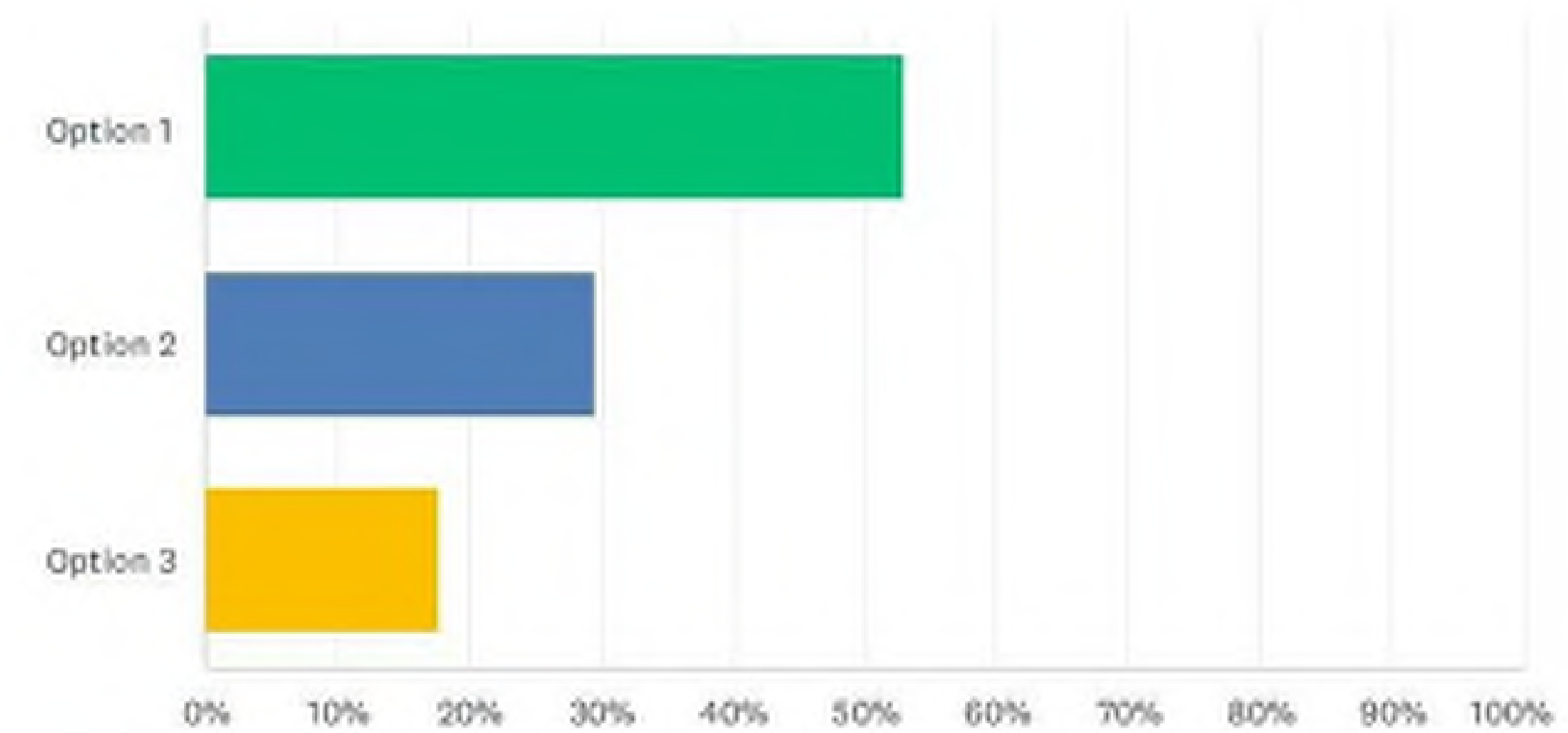
2.7★
average rating



	NOT A FAN AT ALL.	NOT MY FAVORITE.	IT'S OKAY.	LIKE IT.	LOVE IT!	TOTAL	WEIGHTED AVERAGE
☆	29.91% 67	17.41% 39	22.32% 50	18.30% 41	12.05% 27	224	2.65

Q25 Which style do you think fits best at Meinig Park?

Answered: 208 Skipped: 38



ANSWER CHOICES	RESPONSES	
Option 1	52.88%	110
Option 2	29.33%	61
Option 3	17.79%	37
TOTAL		208

EARTHSCAPE PLAYGROUND EXAMPLES

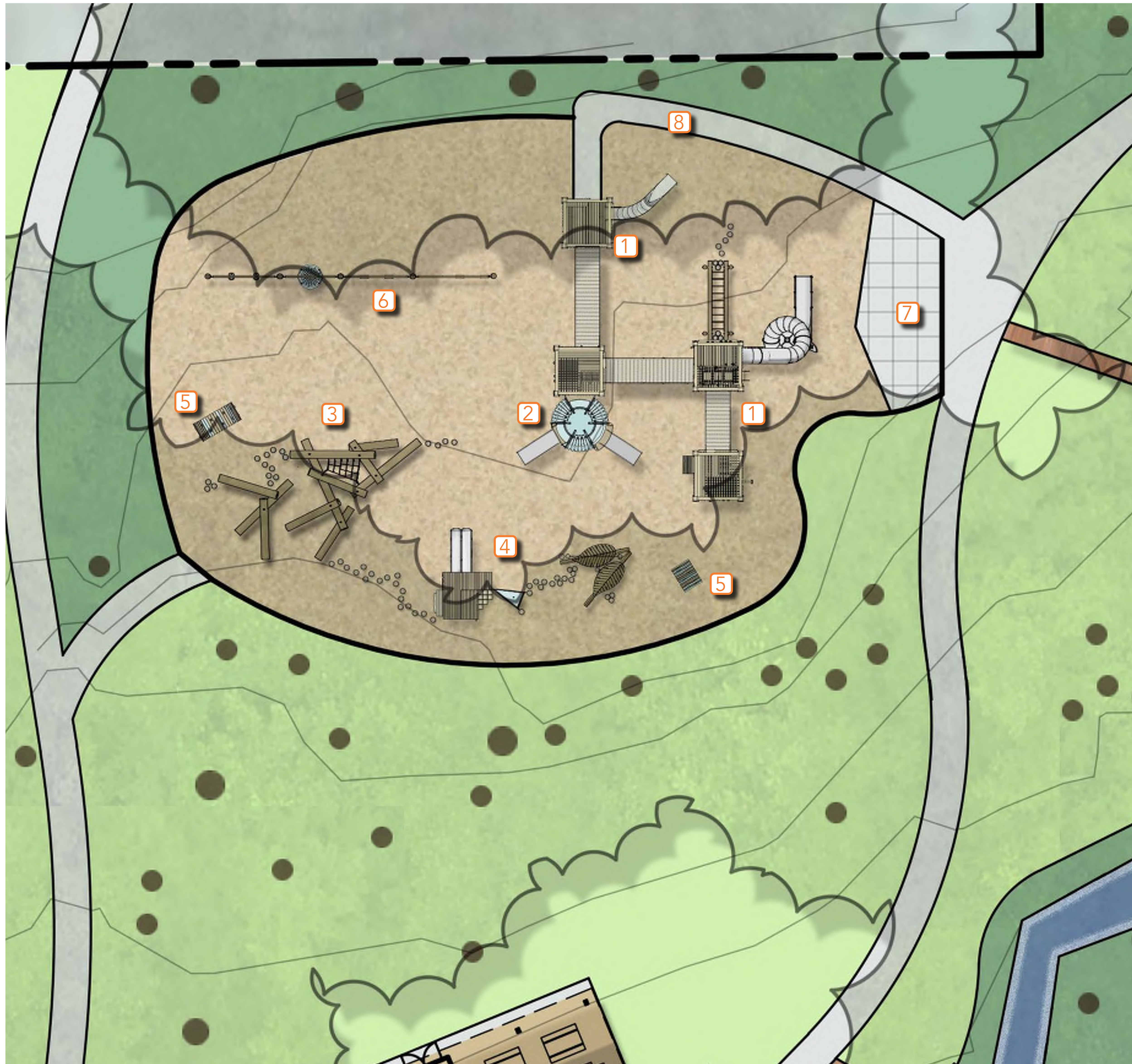


MEINIG MEMORIAL PARK

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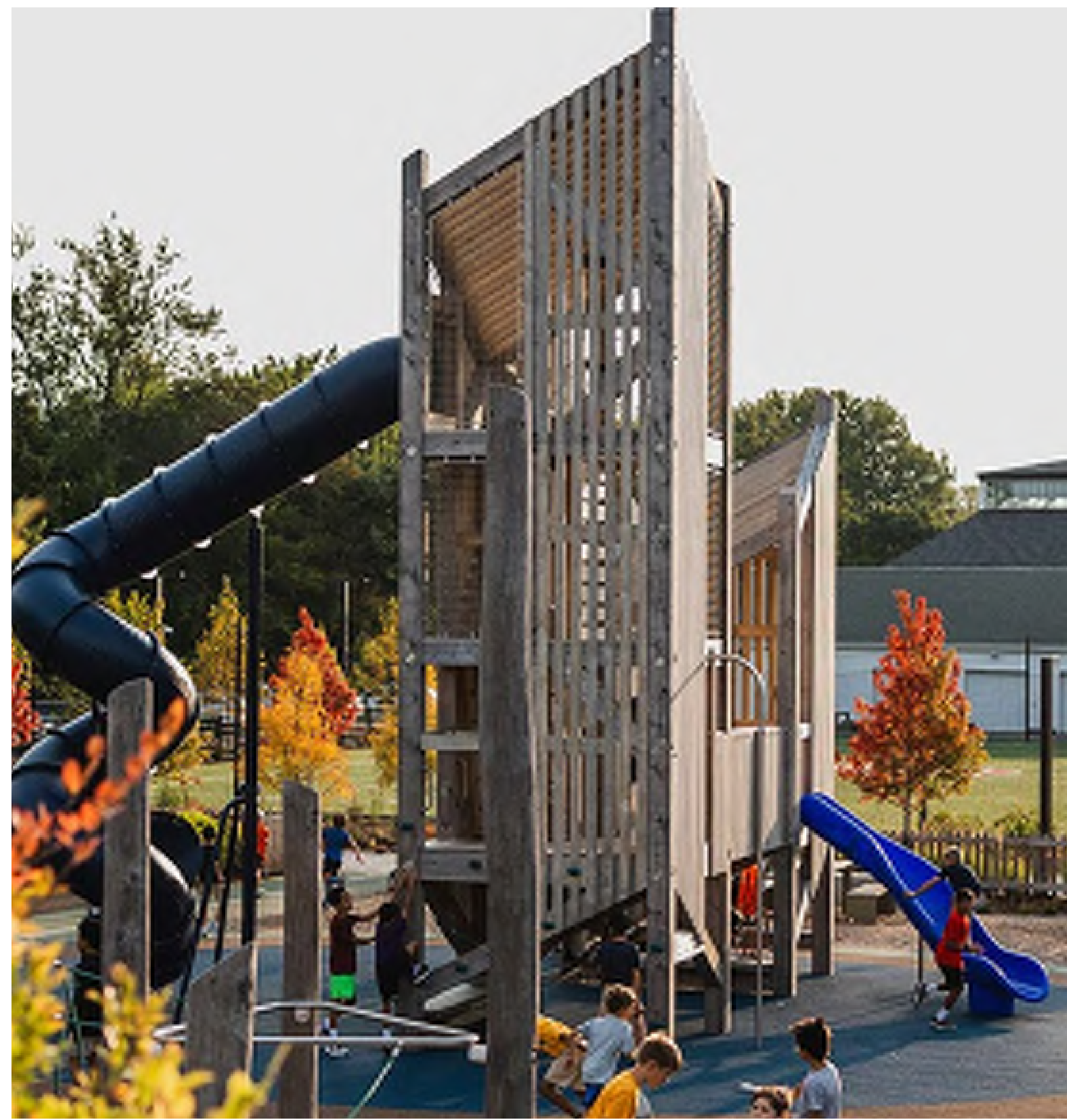


PERCH & PLAY



PLAY AMENITIES

- 1 FOREST TIMBER TOWERS**
 - Multi-level tower exploration
 - Varying slide adventures for all ages and abilities
 - Transfer platforms
 - Inclusive ramps designed for accessibility
 - Accessible benches and ground access sling seats
 - Net & wooden bridge tower connections
 - Traverse nets and climbing ropes
 - Dynamic sitting and swinging saddles
 - Extensive climbing walls with hand holds
 - Monkey bars and log steppers
- 2 UNIQUE CUSTOM PLAY FEATURE**
 - Custom play feature unique to the City of Sandy
 - Feature to offer multiple types of play for all ages and abilities
- 3 BEAVER DAM**
 - Logs varying in height for unlimited open ended play
 - Climbing nets and balance beams
 - Interactive log steppers
 - Beaver dam hiding spaces
- 4 TOT LOT TIMBER TOWER**
 - Dual tot slide
 - Inclusive ground level play
 - Accessible transfer bench
 - Cube stacked log climbers
 - Climbing wall with hand holds
 - Tranquility nook
 - Seating areas
 - Sensory hammock
 - Leaf cascade climber
 - Varying log steppers and climbing ropes
- 5 EXPLORATION TUNNELS**
 - Handholds for climbing
 - Balance beam
 - Quiet spaces
 - Handlebars for swinging and climbing
 - Ground level exploration and interaction for all abilities
- 6 FOREST SWINGS**
 - 6 Bucket swings for all ages
 - 1 Inclusive nest swing for all ages and abilities
- 7 ENTRY PLAZA**
 - Benches
 - Signage
 - Drinking fountain
- 8 ADA FOREST RAMP**
 - ADA ramp to 1st floor tower
 - Transfer platform
 - Accessible slide for all ages and abilities



MEINIG MEMORIAL PARK

lango hansen LANDSCAPE ARCHITECTS



REFINED PARK PLAN



PARK AMENITIES

- 1 Parking Lot
- 2 Park Pathway System
- 3 Picnic Shelters
- 4 Main Stage
- 5 No Name Creek
- 6 Playground
- 7 Restrooms
- 8 Amphitheater
- 9 Picnic Shelter with Restroom

MEINIG MEMORIAL PARK

lango hansen LANDSCAPE ARCHITECTS





STAFF REPORT

Meeting Type: City Council
Meeting Date: October 21, 2024
From: Tyler Deems, City Manager
Subject: Police Staffing

DECISION TO BE MADE:

Discuss the addition of three full time equivalent (FTE) positions in the Sandy Police Department.

BACKGROUND / CONTEXT:

On [October 7, 2024](#), the Council received the results of the staffing study, which was conducted by Berry Dunn. This study concluded that three additional sworn officers are needed to support the public safety demands of the City. After receiving the results of the study, the Council provided direction to staff to analyze and recommend a funding package to hire and retain the additional sworn personnel. Mayor Pulliam has since asked that this topic to advanced more quickly.

In addition to the need of additional sworn officers, there is also a need to add one FTE to focus on homelessness response. The City is currently working with Clackamas County to finalize an IGA to support the addition of this FTE. As currently outlined, 80% of this position will be funded via Clackamas County, with the remaining 20% funded by the City. The City intends to fund this portion of the position with opioid funding. This funding has already been received and will continue to be received over the next several years. The county has indicated the intent to fund 80% of this position for three years. As such, there is no funding request or need from any additional City resources to ensure the advancement of recruiting for this position.

KEY CONSIDERATIONS / ANALYSIS:

At this time, the current estimated annual cost per sworn officer is \$140,000. To reflect the hiring timeline, it is anticipated that a new officer would not be hired until January 2025. In addition to the cost of hiring a new officer, there are several additional initial costs that would be incurred. These costs include vehicle, safety equipment, and other technological equipment. The anticipated initial costs total \$77,000, and approximately six months of salaries and benefits total \$70,000. The total estimated costs per additional sworn officer for the remainder of the current biennium equal \$147,000.

BUDGET IMPACT:

Should this motion advance, and assuming that it will take two to three months to hire two sworn personnel, the overall cost for these additional two FTE and related equipment will be approximately \$294,000 for the remainder of the 2023-2025 biennium.

These costs are not currently reflected in the existing budget. To offset these additional expenditures in the remaining months of the biennium, an allocation from Council contingency would be required.

Over the next several months staff will explore outside funding options, analyze projected property tax revenue growth, and other revenue streams. Assuming that no additional funding is available for the ongoing expense of these two additional FTE, an increase in monthly Public Safety Fee of \$5.70 would be required to continually fund the positions.

RECOMMENDATION:

Discuss the proposal and provide staff direction.



STAFF REPORT

Meeting Type: City Council
Meeting Date: October 21, 2024
From: Jennifer Coker, Public Works Director
Subject: Sandy Utilities Program, Stantec Amendment 5, Program Management Task Order No. 2

DECISION TO BE MADE:

Whether to authorize the City Manager to amend the contract with Stantec for Sandy Clean Waters Program Management Services to provide the next installment of services.

BACKGROUND / CONTEXT:

The City of Sandy is undertaking two major infrastructure programs for our Water and Wastewater Utilities, encompassing multiple significant capital projects over the next five to 10 years. To manage these extensive programs, the City engaged Stantec at the [February 6, 2023 Council Meeting](#) (Task Order No. 1) to provide comprehensive services including program management, risk management, project financing, program controls, permitting, communications, and technical oversight for design and construction management, among other support functions as required by the City.

To provide control over the program budget, the program management task orders were envisioned to provide limited duration services that could be customized to the City's evolving needs, Task Order 1 was limited to 12 months.

As these programs have evolved, Stantec's role has expanded to continue offering funding and finance, permitting, procurement, and program management services, which include program controls, risk management, and communications as initially outlined in Task Order No. 1. Task Order No. 1 was planned to provide 12 months of services, however the program team through efficiencies has extended the Task order 18-months. Task Order No. 1 is now complete, and to continue services the City needs to amend the contract.

Task Order No. 2 was planned as part of the overall program budget and has been scoped to provide 2 more years of similar services. Additionally, under Task Order No. 2, Stantec will provide design management and construction management services to further support the City's infrastructure initiatives. Although a single Task Order 2 Amendment is provided, Drinking Water and Clean Water Programs, are billed to separate utilities and separate funding sources.

Sandy Clean Waters Program

Phase 1A of the Sandy Clean Waters Program was largely completed in February 2024, with remaining tasks scheduled for completion by Spring 2025. The services included in Stantec's Task Order No. 2 scope of services included in Phase 2 encompass the renewal of the National Pollutant Discharge Elimination System (NPDES), which have been subcontracted to West Yost under the Stantec Program

Management Contract; design management and construction management of the following projects: Overhead Line Replacement, Effluent Pump Station Upgrades, Equalization Basin Expansion, Northside Pump Station, and Sleepy Hollow Pump Station; and in an advisory role to the City in determining the option for the long-term discharge solution.

Services as part of Phase 2 work included National Pollutant Discharge Elimination System (NPDES) renewal, which were contracted out to West Yost as part of the Stantec Program Management Contract.

Sandy Drinking Water Reinvestment Program

The City currently has two significant projects as part of its Drinking Water Reinvestment Program. The first project, the Portland to Sandy Water Filtration Transmission Main (Portland to Sandy), aims to comply with the Bilateral Compliance Agreement for treating *Cryptosporidium* bacteria by September 2027. The second project involves improvements to the Alder Creek Water Treatment Plant (WTP), which will enhance the City's water system redundancy and resilience. Financing has been secured for the design of both projects and for the construction costs for the Alder Creek WTP Improvements. Additional debt financing will be obtained to cover the remaining construction expenses for the Portland to Sandy projects.

On April 8, 2024, the City was awarded a Feasibility Study Grant in the amount of \$75,000 by the Oregon Water Resources Department for a Tickle Creek Reuse Study. Stantec assisted the City in defining the scope of work, managing the grant requirements, and completing various activities.

The program management team will continue to assist the City in managing the Drinking Water Reinvestment Program, providing design and construction management for both the Portland to Sandy and Alder Creek WTP projects.

Program Management Services for Sandy Clean Waters and Drinking Water Reinvestment will continue include the following:

- **Water Program Implementation**
- **Wastewater Program Implementation**
- **Funding and Financing Plan**, including identification of grants
- **Permitting Strategy**
- **Program Management Plan Development**
- **Procurement Execution**
- **Program Management Support**

KEY CONSIDERATIONS / ANALYSIS:

Scope and Fee Management

This amendment aims to extend Stantec to provide the continuation of services initially outlined in Task Order No. 1, as well as to address more specific services identified during Task Order No. 1, for the period from November 1, 2024, to October 31, 2026. Additional services will be identified and incorporated into future amendments as needed. The City has control over the pace of the spending rate and the scope is flexible, allowing the City to deploy the slate of professionals as needs arise.

Debt Financing Water

Financing the Sandy Drinking Water Reinvestment Program Management includes a \$7 million Business Oregon Special Public Works Fund Loan, a \$2 million Business Oregon Special Public Works

Fund Loan, a \$9.5 million Special Public Works Fund Loan, a \$6.029 million Safe Drinking Water Revolving Loan Fund, and a \$75,000 Feasibility Study Grant.

A letter of interest was submitted to WIFIA June 4, 2024, to cover the remaining estimated outstanding costs of the Sandy Drinking Water Reinvestment Program.

Stantec's fees will be reimbursed through each of the funding sources based on the scope of services.

Debt Financing Wastewater

The City executed a WIFIA Loan August 9, 2024, and a Clean Water State Revolving Fund (CWSRF) loan August 2, 2023, to cover currently identified projects.

Stantec's fees will be reimbursed through each of the funding sources based on the scope of services.

Program Execution: Stantec has provided the City a deep bench of professional consultants and subconsultants (including Leeway Engineering Solutions and WaterDude) that have aided the City in completing millions of dollars of improvements, while continuing to respond in a timely and professional manner to the stabilization of the wastewater system required by the EPA and DEQ under the consent decree. Accomplishments the past 18 months include:

1. Flow Monitoring of Alder Creek
2. Collaboration with Portland Water Bureau to value engineer shared infrastructure and reduce overall costs.
3. Rapid execution of construction completion and startup for Sandy Wastewater Treatment Plant prior to Stress Test.
4. Rapid deployment of professionals to spend ARPA grant, stabilize weaknesses in the sewer system, and respond to reports of Non-Compliance events including rapid fixes.
5. Closing of WIFIA loan.
6. Communications interviews with stakeholders
7. Administrative reporting, reimbursements and tracking of all financing packages.
8. Completion of Capacity Management Operations and Maintenance Program (CMOM) and Sewer Assessment and Rehabilitation Programming (SARP) program documents.
9. Tickle Creek NPDES permit renewal negotiations.
10. Operations support, Management and assistance renegotiating the Veolia Operations Contract.
11. Rapid execution of Bull Run Pump Station and Sandy to Portland Transmission system working to meet the Bilateral Compliance Deadline of September 30, 2027.
12. Design, Selection and Procurement of Membranes for Alder Creek Water Treatment Plant.
13. On going management of program, consultants, and reporting.

The City does not have the staff or resources to continue the expedited schedule required to meet the Consent Decree Requirements, spend the ARPA grant funds before they expire, meet the Bilateral Compliance Deadline and continue making progress on the long-term solutions without the Program Management team.

BUDGET IMPACT:

The proposed amendment Task Order No. 2 includes approximately 22,600 professional hours for both Drinking Water and Clean Water Program Services. Of this total, \$2,264,757.48 is allocated to the Sandy Clean Water Program with approximately 10,100 professional hours planned for the next two years of service from November 1, 2024 to October 31, 2026 and \$2,650,731.12 is allocated to the Sandy Drinking Water Reinvestment Program with approximately 12,500 professional hours for the same duration.

The fees for the program management program are included in the BN23_25 budget and are within budget estimates for the Sandy Clean Waters Program and Sandy Drinking Water Reinvestment Program and are included in the rate models.

RECOMMENDATION:

Authorize the City Manager to sign the Task Order 2 amendment with Stantec for continued Program Management Services. This two-year extension includes a total contract budget increase of \$4,915,488.60, for a total Not-to-Exceed Budget of \$7,235,496.05. Of this total increase of \$4,915,488.60, \$2,264,757.48 is allocated to the Sandy Clean Waters Program and \$2,650,731.12 is allocated to the Sandy Drinking Water Reinvestment Program.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to enter into an agreement with Stantec for Program Management professional services to increase the original budget not-to-exceed from the amount of \$2,320,007.45 to \$7,235,496.05."

"LIST OF ATTACHMENTS / EXHIBITS:

- Stantec's scope and fee for services

AMENDMENT NO. 5
to the
PROFESSIONAL SERVICES AGREEMENT

Between
CITY OF SANDY AND STANTEC CONSULTING SERVICES, INC.

This Amendment is made and entered into **1** day of **November 2024**, by and between the City of Sandy, OR (hereinafter “City”), whose address for any formal notice is 39250 Pioneer Blvd. Sandy OR, 97055 and STANTEC CONSULTING SERVICES, INC. (hereinafter “Contractor”) with an office at 601 SW 2nd Ave, 14th Floor Portland, Oregon 97204. This is Amendment No. 5 to the Agreement Dated February 14, 2023, between City and Contractor.

Now, therefore, City and Contractor agree to amend the Agreement as follows:

- 1. The Scope of Services in Exhibit A is amended as Task Order No. 2 for the continuation of necessary services and to include design management and construction management services for identified Sandy Drinking Water Reinvestment Program and Sandy Clean Waters Program.
- 2. Extend duration of contract from December 31, 2025, to December 31, 2026.
- 3. The Fee in Exhibit B is \$4,915,488.60 and amends the total agreement fee to \$7,235,496.05.

All other terms and conditions of the Contract remain unchanged by this Amendment and are in full force and effect.

Both parties indicate their approval of this Amendment by their signatures below.

STANTEC CONSULTING SERVICES, INC.

CITY OF SANDY, OREGON

Authorized signature:

Authorized signature:

Dick Talley Digitally signed by Dick Talley
Date: 2024.10.10 11:50:07
-07'00'

Name: Dick Talley, Vice President

Name: _____

Date: October 10th, 2024

Date: _____



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Executive Summary

During the first task order, which spanned from February 14, 2023, to October 31, 2024, Stantec initially estimated a not-to-exceed (NTE) amount of \$2,320,007 for the scope of services, which was expected to last until December 31, 2023. Another task order was to be submitted for review thereafter. However, the team was able to stretch the original NTE through October 31, 2024. Although the team's estimated spend forecast was less than originally anticipated, they were effective in completing the following per program and for the overall Sandy Utilities Program (SUP).

Execution duration of Task Order No. 2 of approximately two (2) years from November 1, 2024, to October 31, 2026, requests a total contract budget increase of \$4,915,488. Of this amount, \$2,650,731 is allocated to the Sandy Drinking Water Reinvestment Program (SDWRP), and \$2,264,757 is allocated to the Sandy Clean Waters Program (SCWP), resulting in a total contract not-to-exceed amount of \$7,235,495. This amendment will include an annual review of staffing plan to be refined as programs evolve, decisions are rendered, and further delivery details are defined.

Subsequent amendment for scope of services beyond October 31, 2026, will be discussed with the City in the summer of 2026. This discussion will address the continuation or addition of services, with the amendment taking effect on November 1, 2026, for a duration that best suits the City's needs.

SDWRP Budget Breakdown:

Design Management and Water Program Implementation:	\$761,382
Construction Management:	\$828,243
Alder Creek WTP Land Use Planning:	\$53,750
SCADA Integration:	\$11,024
Program Management Services (funding and finance, permitting, procurement, and management of the Stantec and City contract [invoicing and progress reporting]):	\$985,636
Tickle Creek Reuse Study Water Quality Sampling:	\$10,696
Total:	\$2,650,731

SCWP Budget Breakdown:

Design Management and Wastewater Program Implementation:	\$675,996
Construction Management:	\$397,046
Permitting:	\$306,881
Program Management Services (funding and finance, permitting, procurement, and management of the Stantec and City contract [invoicing and progress reporting]):	\$884,834
Total:	\$2,264,757



Task 1: Water Program Implementation (formerly Water Strategic Roadmap)

The objective of Task 1 is to assist the City in developing a strategy for improving their water system with both near-term and long-term projects identified to facilitate water provided from the Bull Run Filtration Facility (expected to go online in September 2027) and to ensure the long-term reliability and redundancy of the City's drinking water sources and supply systems.

Key achievements completed and ongoing work to be completed under this task include:

- **Portland to Sandy Water Filtration Plant Transmission System (Portland to Sandy):** This involved discussions between the City and the Portland Water Bureau (PWB), with Stantec assisting in coordinating and discussing potential options. Stantec also helped with negotiating, contracting, and managing an engineer of record for engineering services, as well as environmental surveying and geotechnical investigations. The project was divided into three components: Transmission Main, Pump Station, and Disinfection System, each on their own design track. The Transmission Main is at 100% (final) design, the Pump Station is at 90% design, and the Disinfection System is at 30% design. Stantec will continue to manage this project and assist the City in advertising for bids, selecting a contractor, and providing construction management and inspection services.
- **Alder Creek Water Treatment Plant (WTP) Improvements:** Work completed during Task Order No. 1 included advertising and procuring a membrane equipment supplier, and advertising, selecting, and contracting an engineer of record for the improvements. Services to continue as part of Task Order No. 2 will include managing the membrane supplier and engineer of record.

Task 2: Wastewater Program Implementation (formerly Wastewater Strategic Roadmap)

The objective of Task 2 is to assist the City in developing a strategy for near-term and long-term projects to ensure the City is not violating regulatory requirements and has enough capacity for its growing community. This resulted in improvements to the City's Wastewater Treatment Facility (WWTF) and Collections System, which included selecting, contracting, and managing consultants as part of the City's On Call Engineering Services.

Several long-term solutions for capacity were identified, and the final option for the long-term solution is still being determined. The scope of services to continue will include:

- Assisting the City in determining the final long-term solution and identifying requirements for moving forward.
- Managing the engineers of record for current projects.
- Providing construction management for currently identified projects.



Task 3: Funding and Finance Plan

The objective of Task 3 is to assist the City with identifying potential funding, acquiring funding, and outlining the funding plan for identified projects. This resulted in a draft funding and finance plan for the SDWRP. The scope of services to continue this work will include finalizing and, when necessary, updating the SDWRP, as well as drafting a SCWP funding and finance plan.

Task 4: Permitting Strategy

The objective of Task 4 is to assist the City in developing a planning strategy for permitting. The scope of work to continue assisting the City in their permitting strategy will include a permitting strategy plan for the SDWRP and SCWP.

Task 5: Program Management Plan Development

The objective of Task 5 is to establish a program management plan to manage and provide consistency for the Sandy Drinking Water Reinvestment Program and Sandy Clean Waters Program. This scope of services was completed during the period from February 14, 2023, to October 31, 2024.

Task 6: Procurement Execution

The objective of Task 6 is to manage the procurement process effectively by continuing to prepare procurement documents based on the selected delivery model, conducting procurement of services, and contracting with chosen firms. This includes procuring additional engineers during the design phase of projects either through RFP or by way of on-call engineering master service agreements for the SCWP, and contractors for the construction phase of projects through RFQ or by way of on-call construction master service agreements for the SDWRP and SCWP.

Task 7: Program Management Support

The objective of Task 7 is to provide ongoing program management support utilizing the plans and processes developed in Task 5: Program Management Plan Development. The continuation of services will include cost control and schedule management, risk management assistance, program performance and reporting, and communications and outreach support.

Task 8: Project Management

The objective of Task 8 is to provide administrative, subconsultant management, quality assurance/quality control (QA/QC), and financial/schedule management activities associated with performing and completing each task of the program/project. Continuation of services will include participation in leadership team meetings, monthly invoicing with progress reports and status updates, and amendment preparation.



As part of Task 8, the Program team will conduct quarterly check-ins to review spend against forecast and authorize moving forward with scope and forecasted funding.

Financial Summary

Table 1 presents the projected quarterly expenditure forecast for the City's fiscal years spanning from November 1, 2024, to October 31, 2026. **Table 2** provides a detailed breakdown of Task Order No. 1's budget, along with the additional budget requested in Task Order No. 2, both itemized for the SDWRP and SCWP, resulting in the new total contract budget.

Table 1 – Task Order No. 2 Forecasted Quarterly Spend

Program	Q2-25	Q3-25	Q4-25	Q1-26	Q2-26	Q3-26	Q4-26	Q1-27	Q2-27
SDWRP	\$151,491	\$235,645	\$261,612	\$264,486	\$267,302	\$433,274	\$440,934	\$445,780	\$150,208
SCWP	\$156,738	\$262,416	\$278,735	\$308,056	\$308,056	\$301,359	\$295,986	\$274,015	\$79,396
Total	\$308,229	\$498,061	\$540,347	\$572,542	\$575,358	\$734,633	\$736,920	\$719,795	\$229,604



Table 2 – SDWRP and SCWP Programs Cost Allocation by Utility Accounts

WBS Code	Task Name	Total Budget	SDWRP Allocation Task Order No. 1	SDWRP Allocation Task Order No. 2	SDWRP Total	SCWP Allocation Task Order No. 1	SCWP Allocation Task Order No. 2	SCWP Total
1	Water Strategic Roadmap	\$2,463,120.07	\$862,498.69	\$1,600,621.38	\$2,463,120.07	\$ -	\$ -	\$ -
2	Wastewater Strategic Roadmap	\$1,478,818.29	\$ -	\$ -	\$ -	\$405,776.34	\$1,073,041.95	\$ 1,478,818.29
3	Funding and Finance Plan	\$221,142.82	\$63,298.80	\$17,412.57	\$80,711.37	\$115,459.66	\$24,971.79	\$140,431.45
4	Permitting Strategy	\$691,476.96	\$75,274.01	\$154,399.38	\$229,673.39	\$154,922.49	\$306,881.08	\$461,803.57
5	Program Management Plan Development	\$241,429.59	\$95,223.95	\$ -	\$95,223.95	\$146,205.64	\$ -	\$146,205.64
6	Procurement Execution	\$379,626.97	\$65,959.32	\$130,573.61	\$196,532.93	\$ 75,418.91	\$107,675.13	\$183,094.04
7	Program Management Support	\$1,590,864.64	\$109,631.08	\$658,927.33	\$768,558.41	\$123,168.41	\$699,137.82	\$822,306.23
8	Project Management	\$169,016.71	\$11,361.18	\$88,796.85	\$100,158.03	\$15,808.97	\$53,049.71	\$68,858.68
Totals		\$7,235,496.05	\$1,283,247.03	\$2,650,731.12	\$3,933,978.15	\$1,036,760.42	\$2,264,757.48	\$ 3,301,517.90



INTRODUCTION AND BACKGROUND

The City of Sandy (City) named for the nearby Sandy River serves a community of approximately 12,000 and is approximately 25 miles outside of east Portland, Oregon. The City of Sandy requires program management services to assist in supporting both their water and wastewater systems, which includes a new 24-inch drinking water pipeline and pumpstation from the City of Portland Lusted Hill Filtration Plant to the City; replacement/expansion of the existing Alder Creek Drinking Water Treatment Plant; various Capital Improvements Program (CIP) water upgrades; Sandy River conveyance effluent pipeline and new outfall; and capacity and reinvestment upgrades to the Sandy Wastewater Treatment Plant.

The following scope of services has been jointly developed by the City and Stantec and is arranged in 8 major categories:

1. Water Implementation Plan (formerly the Water Strategic Roadmap),
2. Wastewater Implementation Plan (formerly the Wastewater Strategy Roadmap),
3. Funding and Financing Plan,
4. Regulatory and Permitting Strategy,
5. Program Management Plan Development,
6. Procurement Execution,
7. Program Management Support, and
8. Project Management.

Each of these categories and corresponding scope of services, assumptions, and anticipated deliverables is described in detail on the following pages.

The contract is intended to span over the duration of each program. As respective program work progresses, specific support needs for each may vary over the years. As a result, scope changes will be made when appropriate and future work beyond the original scope will be developed prior to each year end.



1 Task 1: Water Program Implementation

The City of Sandy's (City) water supply and distribution systems require significant investment to replace and upgrade existing infrastructure and develop new infrastructure to meet the City's needs over a 20-year planning horizon. The purpose of Task 1 and its subtasks is to assist the City with steering high-level decisions regarding defining the preferred alternatives, selection of the components that will make up the Sandy Drinking Water Reinvestment Program (SDWRP), establishing priorities, progressing through conceptual design development, and selection of the Engineer(s) of Record for detailed design of the defined elements of SDWRP.

This task was previously referred to as Task 1: Water Strategic Roadmap. Now that the strategy for the water system has been developed, a revised task name – Water Program Implementation more accurately reflects the scope of ongoing work for November 1, 2024, through October 31, 2026. Future evolution of this task and activities will be further defined as amendments for calendar years 2026 and beyond.

The following subtasks provide details of the discussion, assumptions, activities, and deliverables identified as necessary to be completed for this amendment.

1.1 Water Systems Alternatives Analysis and Consulting

The City has a Final Water System Master Plan prepared by Murray Smith and Associates that received Department of Health (DOH) concurrence and City Council acceptance in December 2022. Although the plan will include capital improvement project recommendations per Oregon Health Authority (OHA) requirements, additional analysis will be required to achieved full alignment with priorities, funding limitations, and community benefits on the water infrastructure system to be designed and constructed as part of the SDWRP.

The City was granted a Safe Drinking Water Revolving Loan Fund State Revolving Fund in February 2024, and a letter of interest was submitted to WIFIA in June 2024. Currently, the City has sufficient funds for design engineering of identified projects which include the Portland to Sandy Water Filtration Plant Transmission System and Alder Creek Water Treatment Plant (WTP). Closing of the WIFIA loan is necessary for the City to complete the construction of both projects.

Continuation of services from November 1, 2024, through October 31, 2026, will include assessing additional water system projects and prioritizing them either as recommended by the Master Plan or developed during further assessment.



1.1.1 GAP ANALYSIS REVIEW

This subtask was completed during the February 14, 2023, to October 31, 2024, task order period. Previous work listed a deliverable of a Gap Analysis Technical Memorandum (TM). During the work as part of this subtask, it was determined by the City and Stantec that a TM was not necessary.

1.1.2 WATER SYSTEM MASTER PLAN AMENDMENT

Continuation of services from November 1, 2024, through October 31, 2026, will include establishing “design and performance criterion” used for alternative development and/or desired level-of-service (LOS) goals. Criteria will be items such as:

1. Levels of desired redundancy
2. Risk assessment for naturally occurring disasters such as flood, wildfire, and earthquakes
3. Establishing water production goals for each of Sandy’s sources

Stantec shall build a menu of projects and organize them into a priority list for implementation. A near-term and long-term capital plan will be developed incorporating the funding sources available which will meet the affordability target for the City’s residents.

Potential risks that will be assessed include:

1. Wildfire within the Bull Run watershed (Portland Water Bureau [PWB] water source option)
2. Wildfire within the Alder Creek watershed (Alder Creek water source option)
3. Reliable yield of Alder Creek (Alder Creek water source option)
4. The inability to back-feed portions of the City’s distribution system with PWB sourced water without the addition of a new CIP Project at Vista Loop Reservoir
5. Reliable yield of Brownell Springs (Brown Springs water source option)

Water sources to be evaluated include:

1. Finished water provided from PWB’s new Bull Run Filtration Facility (BRFF), to be operational in 2026
 - a. Determine components necessary for PWB BRFF Supply to be primary supply including supply pump station to be located at the BRFF, finished water transmission main to the City



of Sandy system and potential booster station to service the City's higher elevation zones, and a disinfection system at the Revenue Avenue Reservoir facility.

2. Raw water from Alder Creek

- a. Determine next steps for Alder Creek Supply including rehabilitation options, chemical feed system needs, solids handling, disinfection methodology, back-up power options, intake and raw water supply system, potential expansion, adjoining land acquisition, permitting requirements, build out capacity, and water treatment technology selection. Back-up sources will be evaluated in the event of wildfire in the Alder Creek watershed.
- b. A detailed condition assessment was conducted of the Alder Creek Raw Water Pipeline during the February 14, 2023, to October 31, 2024, scope of services.

1.2 Conceptual Design and Performance Requirements for the SDWRP

All subtask deliverables were delivered to the City. No further work is required under subtask 1.2 Conceptual Design and Performance Requirements for the SDWRP.

1.3 Water System SCADA Master Plan

This subtask was formerly called SCADA Master Plan, the subtask title was changed to Water System SCADA Master Plan to provide clarity of the work under this subtask. The purpose of this subtask is to develop a Supervisory Control and Data Acquisition (SCADA) Master Plan, specifically for the City's water system, which includes developing standards for instrumentation and control, control philosophies, preferred equipment and control software and developing an overall Master Plan and budgetary estimates.

The in-depth field inventory and condition assessment of the City's SCADA infrastructure was completed during the February 14, 2023, to October 31, 2024, scope of services. A SCADA Master Plan was delivered to the City April 8, 2024.

The deliverable as part of this subtask was completed during the February 14, 2023, to October 31, 2024, task order period but additional updates to the plan may be necessary. Continuation of services to update the Master will be provided at the City's request.

Assumptions:

- A. The deliverable as part of this scope of services was delivered to the City, there may be updates required based on the draft Wastewater SCADA Master Plan to provide consistency across both programs. Work will happen as needed.



1.3.1 SCADA INTEGRATION

This scope of work Stantec will assist the City with integrating identified water system assets into the system wide SCADA program. As work under this task is assumed to start in 2027, no budget has been allocated for this task order for the November 1, 2024, through October 31, 2026 period.

Assumptions:

- Portland to Sandy Pump Station and Disinfection Facility SCADA Integration estimated to commence in Q2 2027.
- Alder Creek WTP SCADA Integration estimated to commence Q1 2027.

1.4 Portland to Sandy Water Transmission System

As a customer of Portland Water Bureau's (PWB) drinking water, the City of Sandy (City) will be required to stabilize their drinking water supply as PWB's new filtration plant (the Bull Run Filtration Facility) is anticipated to go online by September 2027 to meet requirements to remove contaminants including the microorganism *Cryptosporidium*. This stabilization requires to the City to construct a new pump station and transmission pipeline to convey filtered water from the Bull Run Filtration Facility to a connection to the existing Hudson Transmission Main. Additionally, since the new Portland supply water will be disinfected utilizing chloramines and the City of Sandy currently uses free chlorine for its disinfection strategy, a new disinfection facility will be needed at the Revenue Avenue Reservoir to convert water from Portland to a free chlorine source. The new pump station, transmission line and disinfection facility are collectively referred to as the Portland to Sandy Transmission System project.

Stantec will assist City with staff augmentation by acting as the Project Manager (PM) and Construction Manager (CM) for the Portland to Sandy Water Transmission System project as part of the SDWRP.

1.4.1 DESIGN MANAGEMENT

Stantec will serve as the PM on the City of Sandy's behalf, managing communication and coordination among consultants and contractors working on the Portland to Sandy Transmission System project. Stantec will manage the project schedule, budget, and communications with stakeholders. This will include advancing the design of all components through to Issued for Construction status along with the acquisition of the requisite permits to allow the City to bid the projects for construction.

**Assumptions:**

- Assumes design of the Portland to Sandy Transmission Main completed by Q4 of 2024
- Assumes design of the Portland to Sandy Pump Station and Disinfection Facility completed Q2 2025
- Assumes land use authorizations will be granted by end of Q2 2025 for the Pump Station and Disinfection Facility
- Bid and award for Transmission Main to be complete by January 2025
- Bid and award for Pump Station and Disinfection Facility by end of Q3 2025

Deliverables:

- A. Design packages, as needed
- B. Solicitation documents, as needed
- C. Required regulatory documents submittal, as needed
- D. Staff assumption of Project Manager at approximately 40 hours per month
- E. Additional staffing as required estimated at an average of a 40 hours per month as a culmination of various staff

1.4.2 CONSTRUCTION MANAGEMENT

Stantec will provide Construction Management (CM) services during the construction phase of the Portland to Sandy Water Transmission system project's components which include the Transmission Main, Pump Station, and Disinfection System at the Revenue Avenue Reservoir. Services will be provided to assist in coordinating the site activities, administering the contract for construction, monitoring the contractor's performance, responding to design and technical submittals, and closing out the contract for construction.



Assumptions:

- Construction of the Transmission Main scheduled March 2025 through October 2025
- Construction of the Pump Station and Disinfection Facility scheduled January 2026 through September 2027
- Assumes CM for 80 hours per month for 16 months
- Assumes Inspection for 40 hours per month for 16 months

Deliverables:

- A. Construction Documentation, as needed

1.5 Alder Creek Water Treatment Plant Improvements

The existing Alder Creek Water Treatment Plant's (WTP) existing infrastructure is outdated evidenced by its decrease in capacity and reliability. The City initiated a rapid upgrade for the facility which includes purchasing containerized membrane treatment and necessary support infrastructure.

Stantec will assist City with staff augmentation by acting as the PM and CM for the Alder Creek WTP Improvements project as part of the SDWRP.

1.5.1 DESIGN MANAGEMENT

Stantec will serve as the PM on the City of Sandy's behalf, managing communication and coordination among consultants and contractors working on the Alder Creek WTP Improvements project. Stantec will manage the project schedule, budget, and communications with stakeholders. This will include managing the design as the design components advance through to Issued for Construction status along with the acquisition of the requisite permits to allow the City to bid the project for construction.

Assumptions:

- Design of the Alder Creek WTP Improvements project components will be completed by Consultant (Keller Associates) Q1 of 2026
- Land use authorizations will be provided and completed August 2025 through October 2025
- Bid and award by end of Q4 2025
- Construction scheduled January 2026 through May 2027



- Staff assumption of Project Manager for 40 hours a month
- Additional staffing as required estimated at an average of a 40 hours a month as an accumulation of various staff

Deliverables:

- A. Design packages, as needed
- B. Solicitation documents, as needed
- C. Required regulatory documents submittal, as needed

1.5.2 CONSTRUCTION MANAGEMENT

Stantec will provide Construction Management (CM) services during the construction phase of the Alder Creek WTP Improvements project. Services will be provided to assist in coordinating the site activities, administering the contract for construction, monitoring the contractor's performance, responding to design and technical submittals, and closing out the contract for construction.

Assumptions:

- Assumes 1 Construction Manager averaging 80 hours per month for 10 months
- Assumes 1 Construction Inspector averaging 80 hours per month for 10 months

Deliverables:

- A. Construction Documentation, as needed

1.6 Tickle Creek Reuse Study

Stantec will support the City in completing the Tickle Creek Reuse Study as part of the Feasibility Study Grant the City was awarded from the Oregon Water Resources Department in April 2024. This support includes stream water quality sampling and analysis which includes periodic stream water quality sampling to coincide with flow measurements being completed by another consultant contracted directly with the City. Additionally, Stantec will facilitate summits and workshops with stakeholders and provide a summary report of findings.

Assumptions:

- January, February, and March 2025 outreach meetings with stakeholders
- Flow and water quality readings in November and December 2024 and February 2025



- Draft Report March 2025 and Final Report June 2025

Deliverables:

- Agendas and minutes, as needed
- Outreach workshop/meeting materials, as needed
- Draft Study Summary Report
- Final Study Summary Report

1.7 CONDITION ASSESSMENT OF ALDER CREEK RAW WATER TRANSMISSION

Stantec will conduct a condition assessment and remaining life analysis of the existing raw water transmission main from the intake on Alder Creek to the Alder Creek Water Treatment Plant.

Assumptions:

- When treatment plant goes offline January 2026, the condition assessment will start January 2026 through June 2026

Deliverables:

- A. Draft Condition Assessment Report
- B. Final Condition Assessment Report

ADDITIONAL TASK INFORMATION AND CLARIFICATIONS

- A. Funding and Finance activities for the SDWRP will be completed under separate tasks.
- B. Task and subtasks will be added as the SDWRP evolves and additional needs are realized.



2 Task 2: Wastewater Program Implementation

The City of Sandy's (City) wastewater treatment plant has experienced significant and consistent permit violations, primarily associated with capacity limitations and equipment failure over the past decade. The City has Phase 1A improvements to the wastewater treatment plant (WWTP) which addressed some of the current mechanical issues and has also made significant strides in focused rehabilitation of portions of the collection system to both reduce inflow and infiltration (I&I) and optimize capacity and redundancy at the plant. The ongoing Facility Plan Amendment efforts will help clarify additional near-term and long-term needs to provide reliable treatment and discharge.

The purpose of Task 2 and its subtasks is to provide continuation of efforts from November 1, 2024, to October 31, 2026, and to manage the implementation phase of the Sandy Clean Waters Program. Future activities will be further defined as amendments for calendar years 2026 and beyond.

This task was previously referred to as Task 2: Wastewater Strategic Roadmap. The strategy for the wastewater system has been developed, and the revised task name – Wastewater Program Implementation – more accurately reflects the scope of work for November 1, 2024, to October 31, 2026.

2.1 Wastewater Treatment Plant Support

The objective of this task is to provide ongoing support for needs at the wastewater treatment plant following Phase 1A completion. Phase 1A was completed as of February 2024 which culminated with the Basins 2, 6, 7, and 8 work managed by Leeway Engineering and the completion of Leeway's Owner's Representative contract. Stantec assisted City with determining near-term and potential long-term solutions for upgrading infrastructure, increasing capacity, and procuring on-call contractors during February 14, 2023, through October 31, 2024, task order scope of services.

Stantec will continue services as part of this task order from November 1, 2024, through October 31, 2026.

2.1.1 ONGOING CAPACITY ASSESSMENTS

The City was faced with the challenge with moratoriums regarding limits on new connections, the City was able to negotiate the release a partial number of new connections and a plan for the release of the remaining new connections. During the first task order scope of services from February 14, 2023, to October 31, 2024, the City had stress testing completed which resulted in near-term improvements

The objective of this task is to continue assessing treatment needs associated with potential near-term development and demonstrate the City's ability to provide the required treatment capacity as part of this task order from November 1, 2024, through October 31, 2026.



2.1.2 NEAR-TERM IMPROVEMENTS

The City identified near-term improvements within their WWTP and Collection System. Stantec will provide design services and on-call consultant management for near-term improvements at the WWTP and in the collection system. Projects currently underway include:

1. Improvements to Sleepy Hollow Pump Station
2. Improvements to Northside Pump Station
3. Improvements to Effluent Pump Station and addition of effluent flow monitoring
4. Improvements to the UV System
5. Improvements to the EQ Basin

2.1.2.1 DESIGN MANAGEMENT

Stantec will serve as the PM on the City of Sandy's behalf, managing communication and coordination among consultants and contractors working on the Near-Term Improvements projects. Stantec will manage the project schedule, budget, and communications with stakeholders. This will include advancing the design of all components through to Issued for Construction status along with the acquisition of the requisite permits to allow the City to bid the project for construction.

Assumptions:

- Assumes design of the Near-Term Improvements project components will be completed by Q1 of 2025
- Effluent Pump Station design to complete January 2025
- UV System January 2025 design will be complete
- EQ Basin design to complete December 2024
- Assumes 1 Project Managers at 10 hours per week, each
- Assumes 1 Program Manager at 10 hours per week

Deliverables:



- A. Design packages, as needed
- B. Solicitation documents, as needed
- C. Required regulatory documents submittal, as needed

2.1.2.2 CONSTRUCTION MANAGEMENT

Stantec will provide CM services during the construction phase of the Near-Term Improvements projects. Services will be provided to assist in coordinating the site activities, administering the contract for construction, monitoring the contractor's performance, responding to design and technical submittals, and closing out the contract for construction.

Assumptions:

- Sleepy Hollow Pump Station construction will commence January 2025 through June 2025
- Northside Pump Station construction will commence January 2025 through June 2025
- Effluent Pump Station construction will commence March 2025
- UV system bidding and award February 2025 and construction June 2025 to September 2026
- EQ Basin bid January 2025 through March 2025, June 2025 to June 2026 construction will commence
- Assumes 1 Construction Manager at 10 hours per week for 18 months
- Assumes 1 Construction Inspector at 10 hours per week for 18 months

Deliverables:

- A. Construction documents as needed

2.1.3 CONSENT DECREE COMPLIANCE

Stantec will assist the City with consent decree requirements and compliance.

Deliverables:

- Draft semi-annual reports for reporting periods January 1st through June 30th, to be provided to the City within two weeks of period close, to be submitted by the EPA deadline of July 31st. Similarly,



reports for the period of July 1st through December 31st should be provided within two weeks of the period close, to be submitted by the EPA deadline of January 31st.

- Final semi-annual reports, which required to be submitted by the City on January 31st and July 31st of each calendar year

2.2 2023 Facility Plan Amendment and Long-term Implementation

The City initiated a Facility Plan Amendment to provide updated guidance regarding the recommended wastewater treatment, discharge, reuse, and biosolids management strategies. This task included providing support for oversight and review of the planning consultant's (Kennedy Jenks [KJ]) work. It also included preparation of an implementation strategy to integrate the recommended capital improvements in a comprehensive program incorporating required permitting, property/easement acquisition, public outreach, and funding activities. The Facility Plan Amendment is scheduled to be completed and submitted by December 31, 2024.

Continuation of services from November 1, 2024, through October 31, 2026, will include support of the Facility Plan Amendment and the implementation of capital improvements as recommended in the Facility Plan Amendment.

2.2.1 2023 FACILITY PLAN AMENDMENT SUPPORT

Continuation of services from November 1, 2024, to October 31, 2026, to support any requirements from the EPA and DEQ.

2.2.2 PHASE 1B IMPLEMENTATION STRATEGY ROADMAP

This subtask was completed during the February 14, 2023, to October 31, 2024, task order period.

2.2.3 Phase 2 Implementation

Stantec will provide procurement and management of design services for the Phase 2 plant expansion.

2.3 Wastewater Operations Support

This objective will continue the ongoing technical support of Waterdude Solutions (WDS). WDS has provided facility condition review, review of the City's operations program, a staff evaluation, guidance related to the WWTP Stress testing (complete), provide operability review of design deliverables, and supported the implementation of changes recommended in the operations analysis and staff evaluation including life cycle



cost analysis during the development of the 2023 Wastewater Implementation Plan. WDS will continue to offer this support and additional services as they arise.

Assumptions:

- A. This work will be provided on an as-needed basis at an estimated level of effort of 30 hours per month for a 24-month period.

2.4 Collection System Support

Phase 1B Services from original scope were completed during the February 14, 2023, to October 31, 2024, task order period.

Stantec will provide Phase 2 Collection System Support to include the following:

1. Participation in program meetings to provide a status update on collection system work.
2. Evaluation of cost-effectiveness of next basin for I/I work and identification of next priority design project.
3. Provide support for updates of the CMOM plan. Subtasks include developing on-call contracts for the execution of annual cleaning and inspection, and development of required reporting.
4. Design of repairs to address all Grade 4 and 5 defects discovered during inspections. Includes review of CCTV inspection data, selection of appropriate rehab methodology, and creation of Bid Documents.
5. Development of additional collection system I/I reduction strategies, such as piloting a private lateral rehabilitation program, continued smoke-testing, manhole grouting program, etc.
6. Provide modeling support, including continued refinement and oversight of the flow and rainfall monitoring program as needed, and rerunning of the model to demonstrate any additional I/I reductions, if directed.
7. Drafting quarterly EPA reports on the status of collection system improvements, as required by regulatory decree or requirements.
8. Ongoing pump station capacity and condition evaluations.

Assumptions:

- A. Bi-weekly program meetings



- B. Continuation of design support on collection system improvements, as needed
- C. Assumes Project Manager at 40 hours per month for 24 months

Deliverables:

- A. Updates to documentation as required

2.5 Staff Augmentation and Communications

The objective of this task is to provide ongoing staffing support to the City and maintaining communications with stakeholders, regulatory agencies and governing agencies.

2.6 Wastewater System SCADA Master Plan

The deliverable as part of this subtask was completed during the February 14, 2023, to October 31, 2024, task order period but additional updates to the plan may be necessary. Continuation of services as needed.

2.6.1 SCADA Integration

Stantec assisted the City with integrating identified wastewater system assets into the system wide SCADA program based on the SCADA Master Plan recommendations as part of the February 14, 2023, to October 31, 2024, task order period. A Draft Wastewater SCADA Master Plan was submitted to the City September 2024. Continuation services will include finalizing the Wastewater SCADA Master Plan.

Deliverables:

- A. Final SCADA Master Plan

2.6.2 CONDITION ASSESSMENT OF EFFLUENT DISCHARGE PIPE

Stantec will conduct a condition assessment and remaining life analysis of the existing raw water transmission main from the intake on Effluent Discharge Pipe. Assumptions and additional scope detail to be updated once Draft Work Plan submitted by the City September 13, 2024, is reviewed and approved by DEQ.

Deliverables:

- A. Draft Condition Assessment Report
- B. Final Condition Assessment Report



ADDITIONAL TASK INFORMATION AND CLARIFICATIONS

- A. Activities associated with public information and outreach, funding and finance, NPDES permitting, and environmental and land use permitting will be conducted under separate tasks.



3 Task 3: Funding and Financing Plan

The purpose of Task 3 and its subtasks is to develop and Funding and Finance Plan to support the SDWRP and SCWP Programs. This Task will generally include establishing the required funding for each Program and then develop a financing strategy consisting of capital reserve, grants, and loans from a variety of sources. Ultimately, this Task will culminate with the development of a Program Funding and Finance plan unique to both SDWRP and SCWP supported by an established Source and Use Document. Future activities will be further defined and amended in future task orders.

3.1 Water and Wastewater Funding Strategy

Continuation of services from November 1, 2024, to October 31, 2026.

3.1.1 SDWRP Funding Sources Plan

The objectives of this subtask during the scope of services during February 14, 2023 to October 31, 2024, included identifying sources of potential funding sources eligible and available to fund the public infrastructure investment for projects that comprised the SDWRP as identified in Task 1.0, including the draft Funding and Finance Plan submitted to the City June 17, 2024. This effort also included engagement in multiple meetings with various funding agencies to determine status and identify valid opportunities for each funding source and the timing of fund availability.

The City is currently working to obtain construction funding for the Portland to Sandy and Alder Creek WTP projects, which is expected to fulfill the City's needs for the SDWRP.

The following funding sources have either been pursued or identified by the City, but does not include an exhaustive list of funding sources that the City may be eligible for which will be identified during this scope of work:

- City of Sandy Water Enterprise Account reserves
- American Rescue Plan Act
- Drinking Water State Revolving Fund (DWSRF)
- Business Oregon
- Bipartisan Infrastructure Law (BIL)
- Direct Congressional Spending Request



- BRIC Grants (FEMA)
- SPIRE Grants
- Energy Trust and Oregon Department of Energy Opportunities
- System Development Charges (SDCs) and Utility Rate Payments
- One Stop Financing (Business Oregon and other partners)

The SDWRP Funding Sources Memorandum and inventory of data assisted Stantec in determining what funding sources and amounts to delegate to what specific projects for the objective of detailing individual water project funding sources, requirements, timing, reporting, disbursement, and repayment objectives. Meetings between Stantec, City, consultants as contracted directly with the City (FCS Group, Leeway Engineering, Piper Sandler) and various funding agency representatives to gather understand, and update information regarding funding sources will be necessary. Funding sources memo deliverable was not necessary for review, but information collected was used to draft the SDWRP Funding and Finance plan.

Continuation of services under this subtask include for this task order November 1, 2024, to October 31, 2026, will include finalizing the Funding and Finance Plan, funding program updates, as well as assisting the City in obtaining funding to cover outstanding program construction costs.

Assumptions:

- Potential funding sources will be identified depending on project eligibility
- Meetings with funding agency representatives to determine eligibility and application process, if required
- Funding amounts from current and potential sources will be updated as they evolve from application to approval
- City to provide necessary data and documentation of current funding sources
- Inventory of funding sources and documentation will include funding-required documentation for DWSRF, WIFIA, Business Oregon, and Energy Trust of Oregon.
- Allocation of staffing time required for funding source reporting and storing appropriate documentation per funding source requirements scope of services initially included under this subtask but better suits the scope of services under subtask 7.3 Program Performance and Reporting as part of Task 7: Program Management Support services.

Deliverables:



- Meeting agendas/minutes, as necessary
- Update to inventory of funding sources documentation and data, as needed

3.1.2 SCWP Funding sources plan

The objectives of this subtask during the scope of services during February 14, 2023, to October 31, 2024, included identifying sources of potential funding sources eligible and available to fund the public infrastructure investment for projects that comprised the SCWP as identified in Task 2.0, including the draft Funding and Finance Plan submitted to the City June 17, 2024. This effort also included engagement in multiple meetings with various funding agencies to determine status and identify valid opportunities for each funding source and the timing of fund availability

The City is currently working to attain construction funding for the identified near-term projects, which is expected to fulfill the City needs for the SCWP.

The following funding sources have either been pursued or identified by the City, but does not include an exhaustive list of funding sources that the City may be eligible for which will be identified during this scope of work:

- City of Sandy Wastewater Enterprise Account reserves
- Water/Wastewater Financing Program (WWF)
- Clean Water State Revolving Fund (CWSRF)
- Business Oregon
- Bipartisan Infrastructure Law (BIL)
- Energy Trust
- Oregon Department of Energy
- Water Infrastructure Finance and Innovation Act (WIFIA)
- American Rescue Plan Act (ARPA)
- Direct Congressional Spending Request
- System Development Charges (SDCs) and Utility Rate Payments



The SCWP Funding Sources Memorandum and inventory of data assisted Stantec in determining what funding sources and amounts to delegate to what specific projects for the objective of detailing individual water project funding sources, requirements, timing, reporting, disbursement, and repayment objectives. Meetings between Stantec, City, consultants as contracted directly with the City (Leeway Engineering, FCS Group, Piper Sandler, Foster Garvey PC, Kevin Hanway) and various funding agency representatives to gather understand, and update information regarding funding sources will be necessary. Funding sources memo deliverable was not necessary for review, but information collected was used to draft the SDWRP Funding and Finance plan.

Continuation of services under this subtask include for this task order November 1, 2024, through October 31, 2026, will be included finalizing the Funding and Finance Plan and updating as necessary as well as assisting the City in attaining funding to cover remaining program construction costs.

Assumptions:

- Potential sources will be identified depending on project eligibility
- Meetings with funding agency representatives to determine eligibility and application process, if applicable
- Funding amounts from current and potential sources will be updated as they evolve from application to approval
- City to provide necessary data and documentation of current funding sources
- Inventory of funding sources and documentation will include funding-required documentation for CWSRF, WIFIA, and Business Oregon.
- Allocation of staffing time required for funding source reporting and storing appropriate documentation per funding source requirements scope of services initially included under this subtask but better suits the scope of services under subtask 7.3 Program Performance and Reporting as part of Task 7: Program Management Support services.

Deliverables:

- Meeting agendas/minutes, as necessary
- Update to inventory of funding sources documentation and data, as needed
- Draft and Final SCWP Funding Sources Memorandum



3.2 Water and Wastewater Uses

3.2.1 SDWRP Funding Uses Plan

The objective of this subtask was to assimilate information prepared in Task 1.0 for projects to comprise SDWRP. The subtask culminated in the completion of the SDWRP funding uses memorandum. Continuation of services from November 1, 2024, to October 31, 2026.

Assumptions:

- As project descriptions evolve, capital cost estimates mature or schedule of implementation changes, the SDWRP Funding Uses Memorandum will be updated to reflect changes in project budget, descriptions, and sequencing regarding funding forecasts.

Deliverables:

- Updates to SDWRP Funding Uses Memorandum

3.3 SDWRP and SCWP Funding and Finance Plans

Continuation of services from November 1, 2024, to October 31, 2026.



4 Task 4: Permitting Strategy

To assist the City in meeting regulatory requirements, Stantec will conduct a thorough assessment of the regulatory landscape for both the water and wastewater systems. This assessment will identify the specific regulatory requirements that apply to each system. Based on this assessment, Stantec will develop separate permitting strategies for the water and wastewater systems, which will outline the steps necessary to obtain the required permits and maintain regulatory compliance in a detailed Permitting Management Plan. The Permitting Management Plan will serve as a roadmap for navigating the complex regulatory environment, providing clear guidance on the actions needed to secure permits and maintain compliance. Stantec will also draft the necessary reports and documentation to support the City's compliance efforts.

4.1 Regulatory Assessment

During the regulatory assessment phase, Stantec identified regulations and regulatory authorities associated with identified and potential water and wastewater projects. Stantec identified key regulations that could drive the project opportunities and/or constraints and a permitting timeline. This subtask was completed during the February 14, 2023, to October 31, 2024, task order period. No additional deliverables are required under this current task order's scope of services.

4.2 Water Permitting Strategy

The objective of this subtask was for Stantec to develop a Water Permitting Strategy Technical Memorandum (Water Permitting Strategy). This subtask was completed during the February 14, 2023, to October 31, 2024, task order period. No additional deliverables are required under this current task order's scope of services.

4.3 Wastewater Permitting Strategy

The objective of this subtask was for Stantec to develop a Wastewater Permitting Strategy Technical Memorandum (Wastewater Permitting Strategy). This subtask was completed during the February 14, 2023, to October 31, 2024, task order period. No additional deliverables are required under this current task order's scope of services.



4.4 Permitting Management Plan

The objective of this task was for Stantec to develop a permitting plan. This subtask was completed during the February 14, 2023, to October 31, 2024, task order period. No additional deliverables are required under this current task order's scope of services.

4.5 SDWRP Permit Acquisition and Compliance

Stantec will prepare and submit land use applications, building permit applications, and other requests for authorization from Authorities Having Jurisdiction (AHJs).

This subtask was formerly referred to as Regulatory Compliance and Reporting. However, the scope of services and subtasks for Task 4: Permitting have been modified to better align with the needs of the City, as identified during the task order scope of services from February 14, 2023, to October 31, 2024.

Based on the current progress of the Program, the following permits are in progress:

- Land Use permit in Multnomah County for Portland to Sandy Pump Station
- Land Use permit in Clackamas County for Portland to Sandy Pipeline
- Land Use permit in Clackamas County for Portland to Sandy Disinfection Facility
- Land Use permit in Clackamas County for Alder Creek WTP
- Building permit for Portland to Sandy Pump Station
- Building permit for Portland to Sandy Disinfection Facility
- Building permit for Alder Creek WTP
- Oregon Health Authority (OHA) authorization to construct for all improvements
- Winterbrook Planning contracted directly with the City, not included in this budget

Assumptions:

- Staff support estimated at 160 hours for land use
- Staff support estimated at 80 hours for building permits
- Staff support estimated at 80 hours for OHA

Deliverable:



- Permit applications

4.6 SCWP Permit Acquisition and Compliance

Stantec will continue to draft semi-annual reports as required by the EPA to be submitted July 31st and January 31st of each calendar year. Stantec will continue to work with DEQ on NPDES permit renewal. Stantec will continue to update documentation as required by the EPA as part of the Consent Decree.

Assumptions:

- Based on the ongoing uncertainty regarding level of effort required to obtain NPDES permits on a monthly basis, we have provided budget allowances of approximately \$130,000 for West Yost (subconsultant to Stantec) to renew the NPDES permit and approximately \$120,000 for Leeway to continue supporting the City with documentation as a requirement of the Consent Decree and drafting the Semi-Annual Report, and approximately \$60,000 for Stantec to continue supporting the City with permit acquisition and compliance as required.
- Development of additional scope of services required for list items listed in Section E of the WIFIA Application for WIFIA Loan 20126OR, once City has chosen a long-term outfall option.

Deliverable:

- Semi-annual EPA Reports
- Updates to required EPA documents per Consent Decree



5 Task 5: Program Management Plan Development

The Program Management Plan (PgMP) will develop a single plan and processes to manage the SDWRP and SCWP. Tools within the PgMP will cascade down to each Program, which are referred to as Portfolios within this scope of work.

Stantec shall provide the Program Management Support Services to the City for both programs. The purpose of the Program is to develop the required systems to successfully coordinate multiple projects and assist the City in the execution and successful completion of the two programs. Additionally, Stantec will provide services as needed to supplement City staff.

This scope of work is meant to be evergreen and will be updated as the needs of the City evolve.

The Program Management Plan was completed during the February 14, 2023, to October 31, 2024, reference original agreement for detailed scope of services and deliverables.



6 Task 6: Procurement Execution

The scope of services during the February 14, 2023, to October 31, 2024, scope of services included the procurement of engineering, scientific, professional and construction services necessary to execute of a variety of public works projects for the City. This included the procuring of membrane equipment, engineer of record (EOR) for the Portland to Sandy and EOR for the Alder Creek WTP as part of the SDWRP. Stantec assisted the City in developing an RFP and in selection for On-call engineering services Master Service Agreements (MSA) and On-call construction contractor MSAs. Stantec assisted in developing scope for task orders for design services of the SCWP UV Replacement and Effluent Pump Station Upgrade projects.

The purpose of this Task 6 will continue to be the execution the procurement of engineering, scientific, professional and construction services necessary to complete the execution of a variety of public works projects for the City of Sandy. Stantec services during the November 1, 2024, through October 31, 2026, scope of services will include developing construction bids for the SDWRP's Portland to Sandy and Alder Creek WTP construction and task orders for the identified SCWP construction projects assigned to the On-Call construction services.

Stantec will prepare any additional requisite procurement documents based upon the selected delivery model, conduct the procurement of services and contract with the chosen firm(s).

Management of firms under contract will occur through Task 7 scope of services.

6.1 Procurement Planning

6.1.1 PUBLIC CONTRACTING OPTIONS

The City is undertaking a variety of projects that have required both professional design engineering services as well as construction activities, the City may have additional projects not yet identified that will also require professional design engineering services and construction services. It is anticipated that as many as three to five additional projects, outside of those identified during the first task order, may be necessary to complete the goals and objectives of SDWRP and SCWP. As a result, the City desires to evaluate and determine the best-value option for each project as well as determine what projects are stand- alone versus those that should be bundled to result in the least risk, best value to the City. This will require that the projects for both SDWRP and SCWP be identified and evaluated for risk, schedule, complexity, timing, and interdependencies. Part of this evaluation process will be to determine the desired method of project delivery ranging from traditional design-bid-build (DBB), Construction Manager/General Contractor (CMGC), Progressive Design Build (PDB) or some other form of Design Build that may or may not include Operations or Financing. This activity and sub-activities will begin with Stantec



completing a review of current City of Sandy (City) procurement procedures to map out the process, requirements, and timelines.

Stantec developed project summary fly sheets for each project identified during February 14, 2023, to October 31, 2024, scope. Stantec will update project fly sheets as necessary and continue to prepare project summary fly sheets for projects identified during the November 1, 2024, through October 31, 2026, scope of services that summarize the project components, timelines, special considerations in permits and authorizations required, right of way and easement status, schedule and interdependencies, anticipated costs and funding sources, and a risk profile. If necessary, upon conclusion of the procurement investigation and completion of the project fly sheets, Stantec shall host a workshop with City Representatives. The purpose of the workshop will be two-fold. First, discussion will center around the public procurement options available to the City, why and how each of the different delivery models should be used and the steps for each process. Secondly, the discussion will include a review of each of the projects within SDWRP and SCWP with recommendations by Stantec for how to package the projects and a recommended delivery model. The outcome of the workshop will be the Program Procurement Strategy Plan which will be summarized in the minutes of the workshop and will set in motion the procurement activities for the design and construction firms required to complete the projects and to inform revisions to the Master Program Schedule.

Deliverables:

- A. One (1) workshop, four (4)-hours in duration with the City and up to four (4) Stantec staff
- B. Program Procurement Strategy Plan
- C. Staff time of 40 hours total

6.1.2 CONSULTANT AND CONSTRUCTION CONTRACTING COMMUNITY OUTREACH

Stantec shall assist the City in hosting industry day events as well as establish a public portal for updates on Programs' project status. The purpose of this task is to host events that will inform consultants and contracting community of the projects, timelines, scopes of work, goals for both SDWRP and SCWP. Consultants and contracting community events will be held separately and each will be three (3)-hours in duration.

Assumptions:

- A. One (1) Industry Day event, three (3)-hour duration with the contracting community event to be held in March 2025.
- B. Staff time of 40 hours total

Deliverables:



- A. Public notification in industry communication channels for both professional engineering and construction services will be published two times (4 weeks and 2 weeks) in advance of the Industry Days
- B. Event materials to include project descriptions, maps, fly sheets, procurement schedule, and point of contact.

6.2 SDWRP Projects Procurement Services

6.2.1 PROCUREMENT OF DESIGN ENGINEERING SERVICES

The objective of this activity is to assist the City procure professional design engineering and project management services for the SDWRP project(s) identified as either DBB or CMGC delivery models from Activity 6.1.1. Stantec shall assist the City in the qualifications-based selection process including proposal preparation, advertisement, solicitation, meeting with perspective respondents, site visits, review of proposals and interview processes, if applicable, and recommendation for award based on qualifications, understanding, and approach. It is anticipated that professional engineering services will be procured through a single step Request for Proposals (RFP) process and will include qualifications in addition to project understanding and approach. Specific activities to be performed include the following:

1. Prepare RFP to include project description, City terms and conditions, schedule, scoring criteria, sample contract, solicitation schedule and other information as necessary.
2. Issue RFP for Public Procurement. Assist the City with advertisement of the RFP.
3. Review of proposals received as a non-scoring participant. Review proposals received to confirm that all information requested was submitted, determining if any clarifications are needed, and meet with the City to assist with making the shortlisting selections.
4. Prepare scoring matrices for use by the evaluation team members.
5. Interview Process. Assist with preparing baseline Interview questions to ask the respondents and attending the interviews. and attending the interviews.
6. Selection and Award. Meet with the City to review rankings and make the selection. Provide the City with a recommendation for award and prepare a notice of intent to award letter for distribution by the City.
7. Contracting. Assist the City with contract negotiations by providing:
 - a. Review the scope and fee proposed
 - b. Attend and support the City and its legal counsel in negotiation sessions



- c. Assist the City in preparation and execution of the contract

Assumptions:

- A. It is assumed that up to one (1) professional design service procurement exercises may be required.
 - 1) Other Water System Improvements – reservoir rehabilitation, new booster stations, potential filtration system and disinfection system at Hudson Intertie.
- B. Staff time of 80 hours total
- C. This procurement will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

Deliverables:

- A. Request for Proposals for Professional Engineering Services for those projects unique to SDWRP identified as either DBB or CMGC.
- B. RFP Scoring Worksheets
- C. Interview Questions
- D. Notice of Intent to Award
- E. Professional Services Agreement

6.2.2 PROCUREMENT OF CONSTRUCTION CONTRACTOR

It is currently understood that the City is only considering DBB, CMGC and PDB as potential delivery models for the projects included as part of SDWRP. As such, the construction phase services will be procured using a qualifications-based process for either CMGC or PDB and DBB will be a low bid process. As such, it is anticipated that if CMGC or PDB is selected for one or more of the projects, the procurement process will be similar. If DBB is the selected delivery model for all projects within SDWRP, this activity will be minimized.

The objective of this activity is to help the City evaluate and secure either the CMGC or PDB Contractor to complete the identified projects in SDWRP.

If the procurement for the entire portfolio of SDWRP projects is determined to be DBB, then Stantec's services for this activity includes developing an invitation to bid. The invitation is anticipated to include a general description of the types of services required, standard general conditions and supplemental

conditions, construction agreement and related materials. This task will also include assisting with pre-bid meetings with interested parties, monitoring and managing the bid solicitation process, assisting in bid reviews, conducting interviews if desired or needed, assistance with selection and



notification of selected contractor, and assisting the City in contract negotiations up through City acceptance and contract award. This procurement will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

If the procurement for some portions of the portfolio of SDWRP projects is determined to be CMGC or PDB, then Stantec's services for this activity are expected to be very similar to those described in activity

6.2.1 in terms of activities, services, deliverables and assumptions.

Assumptions:

- A. It is assumed that up to four (4) construction service procurement exercises may be required.
 - 1) Bull Run Filtration Facility Supply – finished water pump station and disinfection facility
 - 2) Bull Run Filtration Facility Supply – pipeline
 - 3) Alder Creek Replacement Water Treatment Plant
 - 4) Other Water System Improvements – reservoir rehabilitation, new booster stations, potential filtration system and disinfection system at Hudson Intertie.
- B. Staff time of 240 hours total
- C. This procurement will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

Deliverables:

- A. Bidding documents for those projects unique to SDWRP identified to be completed using DBB.
 - 1) Invitation for Bid
 - 2) Division 0
 - 3) Division 1
 - 4) Construction Agreement
 - 5) General Conditions
 - 6) Supplemental Conditions
- B. Request for Proposals for either PDB or CMGC Services for those projects unique to SDWRP identified as either PDB or CMGC.
 - 1) RFP Scoring Worksheets
 - 2) Interview Questions
 - 3) Notice of Intent to Award
 - 4) Professional Services Agreement



6.3 SCWP Projects Procurement Services

6.3.1 PROCUREMENT OF DESIGN ENGINEERING SERVICES

The objective of this activity is to assist the City procure professional design engineering and project management services for the SCWP project(s) identified as either DBB or CMGC delivery models from Activity 6.1.1. Stantec will assist the City in the qualifications-based selection process including proposal preparation, advertisement, solicitation, meeting with perspective respondents, site visits, review of proposals and interview processes, if applicable, and recommendation for award based on qualifications, understanding, and approach. It is anticipated that professional engineering services will be procured through a single step Request for Proposals (RFP) process and will include qualifications in addition to project understanding and approach. Specific activities to be performed include the following:

1. Prepare RFP to include project description, City terms and conditions, schedule, scoring criteria, sample contract, solicitation schedule and other information as necessary.
2. Issue RFP for Public Procurement. Assist the City with advertisement of the RFP.
3. Review of proposals received as a non-scoring participant. Review proposals received to confirm that all information requested was submitted, determining if any clarifications are needed, and meet with the City to assist with making the shortlisting selections.
4. Prepare scoring matrices for use by the evaluation team members.
5. Interview Process. Assist with preparing baseline Interview questions to ask the respondents and attending the interviews.
6. Selection and Award. Meet with the City to review rankings and make the selection. Provide the City with a recommendation for award and prepare a notice of intent to award letter for distribution by the City.
7. Contracting. Assist the City with contract negotiations by providing:
 - a. Review the scope and fee proposed
 - b. Attend and support the City and its legal counsel in negotiation sessions
 - c. Assist the City in preparation and execution of the contract

Assumptions:

- A. It is assumed that approximately 200 hours of time will be required to provide up to two (2) professional design service procurements for the following projects:
 - 1) New Wastewater Treatment Plant
 - 2) New effluent pump station, force main and outfall to surface water



- B. Procurements will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

Deliverables:

- A. Request for Proposals for Professional Engineering Services for those projects unique to SCWP identified will be procured as either a conventional Design-Bid-Build (DBB) or Construction-Manager-General-Contractor (CMGC) project delivery model.
- B. RFP Scoring Worksheets
- C. Interview Questions
- D. Notice of Intent to Award
- E. Professional Services Agreement

6.3.2 PROCUREMENT OF CONSTRUCTION CONTRACTOR

It is understood that the City is considering DBB, CMGC and Progressive-Design-Build (PDB) as the preferred delivery models for the projects included as part of SCWP. As such, the construction phase services will be procured using a qualifications-based process for either CMGC or PDB, while DBB will be a low bid process. If CMGC or PDB is selected for one or more of the projects, the procurement process will be similar, but more extensive than the DBB requirements. If DBB is the selected delivery model for all projects within SCWP, the level of effort will be reduced.

If the procurement for the entire portfolio of SCWP projects is determined to be DBB, then Stantec's services for this activity includes developing an invitation to bid, which will include a general description of the types of services required, standard general conditions and supplemental conditions, construction agreement and related materials. The scope will also include assisting with pre-bid meetings with interested parties, monitoring and managing the bid solicitation process, assisting in bid reviews, conducting interviews if desired or needed, assistance with selection and notification of selected contractor, and assisting the City in contract negotiations up through City acceptance and contract award. This procurement will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

If the procurement for some portions of the portfolio of SCWP projects is determined to be CMGC or PDB, then Stantec's services for this activity are expected to be very similar to those described in activity 6.3.1 in terms of activities, services, deliverables and assumptions.

Assumptions:

- A. It is assumed that approximately 300 hours of time will be required to provide up to six (6) procurements, including the following:



- 1) On Call Master Services Agreement to assist with near term improvements to the existing Wastewater Treatment Plant
 - 2) On Call Master Services Agreement to assist with Collection System improvements
- B. Procurements will include Federal procurement and contract provisions for compliance with various funding agencies such as SRF and WIFIA.

Deliverables:

- B. Bidding documents for those projects unique to SCWP identified to be completed using DBB.
- 1) Invitation for Bid
 - 2) Division 0
 - 3) Division 1
 - 4) Construction Agreement
 - 5) General Conditions
 - 6) Supplemental Conditions
- C. Request for Proposals for either PDB or CMGC Services for those projects unique to SCWP identified as either PDB or CMGC.
- 1) RFP Scoring Worksheets
 - 2) Interview Questions
 - 3) Notice of Intent to Award
 - 4) Professional Services Agreement



7 Task 7: Program Management Support

During the February 14, 2023, to October 31, 2024 task order scope of services, plans developed in Task 5: Program Management Plan Development were utilized by Stantec to establish and provide Program Management and Controls Support for the SDWRP and SCWP which are referred to as Portfolios within this scope of work.

As a continuation of services as part of Task Order No. 2 for November 1, 2024, through October 31, 2026, Stantec will continue to update plans that were developed in Task 5 and as the Programs progress, as well as assisting City with staff augmentation to provide a consistent framework of processes, tools, and training within the City to deliver future projects. All tasks, and subtasks, identified below will be a combined effort of Stantec and the City as an integrated program team.

General Assumption for all Task 7 sub-tasks:

- A. Stantec will provide two dedicated staff members as part of the overall program management support team, at 40 hours per month and 80 hours per month, respectively, for the duration of this task order period of 24 months for all Task 7 activities noted in this section. Supplemental staff will be used as required.

7.1 Cost Control and Schedule Management

A key component of program work is to monitor and control finance and schedule. The subtasks below will represent activities performed for cost control and schedule management.

7.1.1 DEVELOP PROGRAM STANDARD WBS

Stantec will maintain the Standard Work Breakdown Structure (WBS) that was developed during the first task order spanning from February 14, 2023, to October 31, 2024, to provide consistent cost and schedule management across both Portfolios for cost. The WBS will be utilized across the Portfolios and their projects.

The standardized WBS is published for access and used by all stakeholders on the Program Portal.

Deliverables:

- A. Program Standard WBS



7.1.2 MAINTAIN MASTER PROGRAM SCHEDULE

Stantec will maintain the Master Program Schedule that is to be revised per Task 5.4.3. The Master Program Schedule will be in Primavera P6 format and will contain (on a Portfolio level and an individual package project level) necessary activities of the Portfolios and each project. The Program Schedule will reflect principal work activities of the Program team, Engineer of Record(s), and other Program consultants, contractors, and City personnel, for each project phase, and will show interactions.

The Master Program Schedule will be cost-loaded based on each team members respective costs and durations to develop an overall cash flow projection of the Program. The Program Schedule will be updated per City required timeframe with a report on actual or potential delays and an analysis of their effects on the Program.

The initial Master Program Schedule will include a report discussing any identified scheduling and sequencing issues. The Master Program Schedule will also be constructed such that individual report at each of the Project level, Portfolio Level and Program Level for analysis of schedule compliance, interaction and dependencies and cash flow projections.

Project, Portfolio and Program Schedules will be published for access and use by all stakeholders on the Program Portal.

Deliverables:

- A. Master Portfolio Baseline Schedule
- B. Master Portfolio Schedule Updates (estimated at quarterly during planning and conceptual design and monthly during detailed design, and construction)

7.1.3 DEVELOP AND MAINTAIN PROGRAM COST ESTIMATE

Stantec will use information gathered and organized from each Portfolio's Financing Plan to establish a Program Master Cost Baseline (original budget), maintain budgets/cost projects, and report monthly on actual and anticipated cost of the Program. Tasks will include:

1. Produce cash flow projects for each Project and Portfolio under the Program and an overall cash flow for the combined Program. These cash flow projections will allow the City to compare cost projections to available funding, manage cash fund balances and anticipate timing of grant and/or loan participation. This comparison can identify the need to tailor either the Program delivery or funding. Develop Program reports showing relevant information including, budgets, cash flow, status of funding, actual cost to date, variances to date, projected cost at completion and estimated budget



surplus or deficit.

2. Project, Portfolio and Program Cash Flow Projections will be published for access and use by all stakeholders on the Program Portal.

Deliverables:

1. Portfolio Cash Flow Projections
2. Portfolio and Program Cash Flow Projection Updates (estimated at quarterly during planning and conceptual design and at major milestones during detailed design, and construction)

7.2 Risk Management Assistance

This objective of this task is the management of risks on the Program.

7.2.1 ANALYZE AND MONITOR PROGRAM RISKS

Stantec developed Risk Registers for each Portfolio during February 14, 2024, to October 31, 2024, scope of services. Stantec shall continue to lead the efforts in evaluating the likelihood of a potential risk occurring and will work with the various stakeholders including the design team, construction team, construction management team and the City to identify potential mitigating measures to address each specified risk and summarize in a report form. Upon completion of each Project's definition, scope, and requirements for performance and completion, Stantec will continue to perform a review of the risks and management strategies and identify areas for discussion with the Project design teams, and Project Contractors. Stantec will continue to periodically facilitate a Risk Review Workshop with the City, Project Design teams, and Project Contractors to review the Risk Register, post new risk, resolve risks that have passed and objectively evaluate the likelihood of new potential risks occurring and potential measures to address specific risks. During these workshops, additional risks may be identified or removed from the register. Active or unresolved risks will be incorporated into Guaranteed Maximum Price developments as appropriate either as Allowance or Contingency and Stantec will monitor and report on status of contingency, allowance, and unresolved risks at each OPCC or GMP milestone.

Scores will be assigned for probability of occurrence and magnitude of impact to the risk item. A risk index will be calculated. This process will be supported by system tools that will best suit the City and PMIS.

Portfolio Risk Registers will be stored for accessibility by the stakeholders on the Collaboration Portal.

Deliverables:



- A. Coordinate and facilitate Project Risk Workshops (estimated at four times per year for each Portfolio)
- B. Update Risk Register and Mitigation Plans, as needed.

7.3 Program Performance and Reporting

Stantec will work with City to develop a Program Reports and Reporting portal. This Portal will provide a single location where Program, Portfolio and Project reporting and forecasts can easily be accessed with single point of information. The reporting will be developed into a Dashboard Report that extracts data from other reports and deliverables and will accumulate into a single document for reference and use by all Stakeholders. It is anticipated that the Dashboard Reports will be at both the Project and Portfolio levels and will be evergreen in nature as the projects and Portfolios mature. These Dashboards will also be used in communication with the various regulatory and funding agencies. Since the Dashboards will be reliant upon information prepared by others, it is important to standard reporting procedures, forms and reports such that similar information can be readily obtained in similar format and context.

7.3.1 DEVELOP PROGRAM STANDARD REPORT LIST & TEMPLATES

Stantec will assist the City to develop a list of the Standard Reports required of each Stakeholder. Once each report is identified a Report Template will be developed. Standard reports could include the following:

1. Executive Program Summary
2. Detailed Project Status Report
3. Program Schedule Report
4. Program Cost Report
5. Program Risk Report
6. SDWRP Portfolio Schedule Report
7. SDWRP Portfolio Cost Report
8. SDWRP Portfolio Risk Report
9. SCWP Portfolio Schedule Report
10. SCWP Portfolio Cost Report
11. SCWP Portfolio Risk Report
12. EPA Quarterly Reports
13. Status reports to funding agencies



14. Status reports to regulating agencies.

The City is anticipating securing State Revolving Fund (SRF) and EPA Water Infrastructure Finance and Innovation Act (WIFIA) funding to help finance the Portfolios. WIFIA/SRF funding requires certain reporting and tracking to meet Federal regulations. Stantec will support the City during the design and construction phases of the Program to help meet WIFIA/SRF funding requirements and prepare monthly reports that are compliant with WIFIA/SRF requirements. Stantec will provide input to the City and Design Engineer to verify that design documents are compliant with WIFIA and that relevant project expenses during design and construction are correctly tracked for submission to WIFIA/SRF representatives for the Program, as appropriate.

Stantec will gather data from the City, Project Design teams and Project Construction Contractors for inclusion in the monthly reports. Program tools will also be queried for updated information. Stantec will assist the stakeholders when needed to gather timely and accurate data for the reports and meet with design managers and construction managers to resolve discrepancies. Stantec shall provide a draft of the monthly report for the Program Manager's review and comment, address comments and finalize the report for distribution monthly.

Assumptions:

- A. Funding Agency reporting will begin once work allocated to the WIFIA/SRF loan funds has been requested for reimbursement by the City.
- B. Regulatory and EPA quarterly reporting will continue as part of the SCWP Phase 2 Scope of Work

Deliverables:

- A. Program Report List by Stakeholder
- B. Standard Reports Templates for format and content by Stakeholder
- C. Monthly Project Reports
- D. Monthly Master Program Schedule Updates
- E. Monthly Program Reports
- F. Monthly Portfolio Reports
- G. Regulating Agency Reports
- H. Funding Agency Reports

7.3.2 PREPARE PROGRAM QUARTERLY AND ANNUAL STATUS REPORTS

Progress Reports will be used as an informational tool for senior management, as a management tool for managers, and as status reports for staff. Stantec will work with the City to provide



comprehensive reports covering the Program, Program tasks and each Portfolio's projects comprising the Program, addressing general status, problems, concerns, and progress. The Program Quarterly and Annual Status Reports will be kept separate per Portfolio (2) and could include the following:

1. Executive Summary
2. Portfolio Progress
3. Portfolio Cost
4. Portfolio Cash Flow
5. Portfolio Tasks
6. Project Specific Final Design Progress
7. Project Specific Construction Progress
8. Project Specific Progress Photos

Each section will include a narrative of the work performed and areas of concern, actions, and approvals needed.

Deliverables:

- A. Quarterly and Annual Progress Reports, one report per Portfolio

7.3.3 PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS) INTEGRATION

The objective of this task is to maintain the PMIS developed in Task 5 and the efforts necessary for stakeholder training and routine maintenance to the system.

7.3.3.1 DEVELOP SYSTEMS MAP

This task involves developing the proposed document and management systems and developing a current system data process flow. This will involve utilizing the City's document management system as well as proposing any additional software solutions to assist in Program Management functions.

Deliverables:

- A. Current Systems Map
- B. Proposed Systems Map
- C. Update of Systems Map, as necessary



7.3.3.2 IMPLEMENT PROGRAM MANAGEMENT INFORMATION SYSTEM (PMIS)

Based upon the output of the proposed Systems Map, Stantec shall continue to maintain the Collaboration Portal developed in Task 5.3.3 to allow for the management of information related to each Portfolio's project and the overall Program. This information includes records, reports, designs, and other information received or produced by each Portfolio's projects. The PMIS will allow City staff to access up-to-date Program, Portfolio and Project information based on partnering needs during the life cycle of the Program.

Deliverables:

- A. Program specific productivity tools, as needed.
- B. Develop Program specific templates, as needed.

7.3.4 MANAGE DOCUMENTS

Stantec shall continue to manage document control and understanding the best document control software platform option for document control for different phases of the program, if necessary. Stantec will work closely with City staff to confirm document control needs and the extent to which the document control system should be integrated into the workflow and management processes. Examples of documentation to be maintained to include documents related to budget, schedule, maps, photos, calendars, team directory, progress reports, newsletters, event and meeting posting, document references, and general incoming, outgoing and internal correspondence, design deliverables, construction documentation, submittals, requests for information, and O&M documents. This may also include document processing software such as Bluebeam for document review and comment, SharePoint, BIM360 or other such software solutions that will enable document management, retention, and control throughout the life of the Program.

Deliverables:

- A. Recommended Document Management Tools and Software

7.4 Communications

Stantec will assist the City in assessing the community's understanding of the water and wastewater systems and their potential impacts on the community. This work will include managing communications for the City's two programs, interviewing stakeholders, and preparing a communications strategy. Additionally, Stantec will develop educational materials, conduct an internal assessment of the City's communication methods, and prepare and administer community surveys. Stantec will also facilitate collaborative convening to identify potential partners and support collaboration among partner communities, conduct direct outreach efforts to



support the City, and provide consulting and coaching to individuals and teams to build capacity for integrating the communications and engagement strategy into a single program. This work aims to build transparency based on the assessment findings.

Assumptions:

- Staffing assumed at 10-15 hours per month of a staff member to develop strategy and implement a communications strategy and necessary documentation over 24 months.

Deliverables:

- Draft communication and engagement strategy
- Final communication and engagement strategy
- Internal Assessment Technical Memorandum
- Preparation and administration of surveys



8 Task 8: Project Management

8.1 Commercial Activities

The purpose of this task is to provide the administrative, subconsultant management, quality assurance/quality control (QA/QC), and financial/schedule management activities associated with performing and completing each subsequent task of the program/project.

Stantec will continue providing management, development and maintenance of scope, budget monitoring, financial reporting, risk register management, quality assurance/quality control services as part of the November 1, 2024, through October 31, 2026, task order scope of services. Stantec will conduct the following activities:

1. Project Leadership Team Meetings

Stantec's communication protocols shall include Project Leadership Team meetings both internally and with the City, including weekly hour-long Project Leadership Team meetings with up to four (4) individuals including representation from subconsultants attending and as-needed progress meetings.

2. Invoicing

Invoices shall be submitted monthly. Stantec shall direct and manage all subconsultant activities and integrate subconsultant invoice requests within the overall monthly project invoice. Each monthly invoice shall contain a description of work performed on each task during the billing period.

3. Progress Reports and Status Updates

Progress reports and status updates will be included with monthly invoices that include status update by task, with status at a glance table and a brief summary describing work completed and/or planned by task.

4. Amendment and Task Order Preparation

This may include any modifications or additions/deletions to the current scope of work for the period of November 1, 2024, through October 31, 2026.

Preparation of scope and budget for the next task order, tailored to best meet the City's needs.



8.1.1 INVOICING AND SCOPE MANAGEMENT

Invoicing and scope management – invoices will be submitted monthly. On each monthly invoice, Stantec shall provide task breakdowns of cost and hours worked per staff person as well as percent spent/complete for each task and subtask. A monthly project status report will be included with each submitted invoice, including an updated project schedule.

A project report will accompany each monthly invoice and will detail task and subtask breakdown of cost, and hours worked per staff and percent spent/complete for each task and subtask split between water and wastewater.

Scope assumes standard invoicing protocols for accountability of labor and expenses and that on the onset of the contract, standardized procedures, format, reporting requirements and invoice allocations will be developed that can be replicated for duration of contract with only minor adjustments.

Routine Communications, Conference Calls, and Meetings – Stantec shall participate in routine conference calls or in-person meetings with the City as needed. It is assumed that these will be bi-weekly, attended by up to two Stantec staff, and that the average duration will be one (1) hour or less in duration.

Team management, progress meetings, and client communication tasks are included in other tasks and Project Management services just include accounting, invoice preparation, and contract reporting requirements monthly for the contract duration.

Stantec and City management will meet quarterly to update the work plan, resourcing plan, and review progress on deliverables as well as establish adjustments via the development of Detailed Subtask Authorization Memos.

Assumptions:

- A. Project Management activities are anticipated to be provided from November 1, 2024, through October 31, 2026. Efforts beyond October 31, 2026, will be accounted for in future amendments developed and mutually agreed upon in late summer 2026.
- B. Staffing assumption is one PM 40 hours per month for 24 months.
- C. Leeway Engineering is a subconsultant.
- D. MIG is a subconsultant.
- E. Waterdude Solutions is a subconsultant.



F. West Yost is a subconsultant.

G. City will require that all invoices be prepared such as to divide costs incurred between SDWRP and SCWP as follows:

Task	SDWRP					SCWP			
	SDWRP	SWPF A23007	SPWF B24002	SPWF B24004	SDWRLF S24005	SCWP	ARPA	WIFIA Loan #1	CWSRF R80493
1 – Water Strategic Roadmap	100%	55.6%	9.8%	22.6%	12%				
WSR: Portland Water	52%	52%							
WSR: Alder Creek	31.4%		6.2%	19%	6.2%				
WSRP: SCADA Gap Analysis, Master Plan Amendment	14.4%	3.6%	3.6%	3.6%	3.6%				
WSR: Salmon Creek	2.2%				2.2%				
2 – Wastewater Strategic Roadmap						100%	50%	50%	0%
3 – Funding and Finance Plan	50%	18.7%	12.6%	18.7%		50%	0%	50%	0%
4 – Regulatory and Permitting Strategy	22%	7.33%	7.33%	7.33%		78%	0%	78%	0%
5 – Program Management Plan Development	50%	20.1%	9.8%	20.1%		50%	0%	50%	0%
6 - Procurement	66%	2.7%	21.1%	21.1%	21.1%	34%	0%	34%	0%
7 – Program Management Plan Support	50%	19.3%	11.4%	19.3%		50%	0%	50%	0%
8 – Project Management	50%	12.5%	12.5%	12.5%	12.5%	50%	25%	25%	0%

Each invoice will require a cover sheet that includes specific numbering and breakdown per the table above in terms of cost accounting by Portfolio. Updates to how invoices are submitted will be made as additional funding sources for scoped work become available, if scoped services are eligible for reimbursement.

H. Furthermore, each Portfolio will need to be further segregated into the respective anticipated projects for time and expense that is dedicated solely to a particular project within the Portfolio is shown in the following table:



Project	SDWRP Portfolio	SCWP Portfolio
Bull Run Filtration Facility – Finished Water Pump Station, Pipeline, and Disinfection System	X	
Alder Cree Replacement Water Treatment Plant – include chloramine conversion of Brownell Springs	X	
Alder Creek Diversion and Raw Water Pipeline	X	
Other Water System Improvements - reservoir rehabilitation, new booster stations, potential filtration system and disinfection system at Hudson Intertie.	X	
Procurement	X	X
Collection System Improvements		X
Existing Water Treatment Plant Major Process Replacements		X
New influent pump station and force main to new wastewater plant		X
New Wastewater Treatment Plant		X
New effluent pump station, force main and outfall to surface water		X
Long-term Capacity		X
Other Wastewater System Improvements – land application systems		X

Deliverables:

- A. Meeting agenda, attendance, and meeting notes for Project Leadership Team meetings and Project Status Meetings



- B. Monthly invoices and status report
- C. Detailed Subtask Work Authorization Memos
- D. Project Management Plan Updates

8.1.2 DEVELOP BRIEF PROJECT IMPLEMENTATION PLAN

Stantec established a Project Implementation Plan (PIP) during the first task order from February 14, 2023, to October 31, 2024. The PIP describes how Stantec shall manage cost, scope, and schedule as it pertains to Stantec's scope of work; establishes lines of communication and team member roles; QA/QC procedures and helps to define how the project will be managed. Updates to the PIP will be made as necessary.

Deliverables:

- A. Updates to the Project Implementation Plan, as required.

FEE ESTIMATE - Sandy Clean Waters Program, Program Management

Name	Talley, Dick	Inman, Portia	Stephens, Heather	Ward, Eric	Sika, Wes	Featherstone, Reed	Eder, Aaron	Odell, Adam	McGinn, Rachel	Degan, Tony Francis	Barocio Villasenor, Carlos	Horne, Ariana	Fardel, Lisa	Battle, Eric	DeVitis, Emily	O'Bar, Kevin	Beuter, Lisa	Leaveney, Lee, Bob	Leaveney, Marjorie, Wynne	Leaveney, Christopher, Stuart	Leaveney, Clark, Douglas	Waters, John, Walter, Mike	Wear, Bob, Roger, Paul
Project Billing Rate (TAM)	\$308.90	\$155.99	\$304.91	\$242.83	\$237.76	\$122.11	\$302.89	\$237.76	\$212.63	\$106.03	\$139.51	\$106.01	\$243.25	\$271.05	\$106.01	\$227.20	\$278.19	\$272.92	\$241.88	\$145.13	\$134.10	\$193.33	\$295.97
Total Units (TAM)	443.53	1,010.00	830.00	375.00	1,235.00	1,140.00	115.00	40.00	20.00	80.00	40.00	162.00	75.00	125.00	490.00	40.00	228.00	990.00	695.00	240.00	72.00	792.00	790.00
Fee (TAM)	\$137,483.64	\$157,549.90	\$253,075.30	\$91,195.25	\$292,444.80	\$139,205.40	\$34,832.35	\$59,430.49	\$4,252.60	\$8,482.40	\$5,590.40	\$20,359.92	\$19,243.75	\$33,881.25	\$48,764.60	\$9,688.00	\$63,427.32	\$270,186.84	\$146,334.38	\$34,830.00	\$9,654.88	\$153,113.40	\$207,178.30
Escalation (TAM)	\$6,488.09	\$7,434.80	\$11,942.34	\$4,297.07	\$14,693.00	\$7,027.51	\$1,643.70	\$2,804.46	\$200.68	\$400.27	\$263.33	\$960.48	\$86.90	\$1,598.82	\$2,301.15	\$426.85	\$2,993.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fee (TAM)	\$143,935.73	\$164,984.50	\$265,017.64	\$95,355.32	\$307,137.80	\$146,232.91	\$36,476.05	\$62,234.95	\$4,453.28	\$8,882.67	\$5,853.73	\$21,314.40	\$19,104.65	\$35,480.07	\$51,065.75	\$9,516.85	\$66,420.38	\$270,186.84	\$146,334.38	\$34,830.00	\$9,654.88	\$153,113.40	\$207,178.30

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	6,653.45	\$1,443,459.89	\$0.00	\$821,297.79	\$2,264,757.48
Total	6,653.45	\$1,443,459.89	\$0.00	\$821,297.79	\$2,264,757.48

WBS Code	Task Code	Task Name	Start Date	End Date	Units																		
1	1000	APRA	2024-11-01	2025-10-31																			
1.1	1000.200	Wastewater Program Implementation	2024-11-01	2025-10-31	30.00		40.00									150.00	80.00						396.00
1.1.1	1000.200.1	Design Management	2024-11-01	2025-10-31			180.00				80.00	160.00											
1.1.2	1000.200.2	Construction Management	2025-01-01	2025-06-06				504.00	504.00														
1.2	1000.800	Project Management	2024-11-01	2025-10-31	10.00	30.00	30.00				10.00	48.00											
2	2000	WIFA #1	2024-11-01	2025-10-31																			
2.1	2000.200	Wastewater Program Implementation	2024-11-01	2025-10-31	33.93		140.00									500.00	300.00	120.00	38.00				396.00
2.1.1	2000.200.1	Design Management	2024-11-01	2025-10-31			135.00			25.00													
2.1.2	2000.200.2	Construction Management	2025-06-01	2025-09-30				548.00	548.00														
2.2	2000.300	Funding & Finance Plan	2024-11-01	2025-10-31	20.00	80.00	10.00								20.00								
2.3	2000.400	Permitting	2024-11-01	2025-10-31	80.00	40.00	120.00									80.00	20.00						700.00
2.4	2000.500	Program Management Plan Development	2024-11-01	2025-10-31																			
2.5	2000.600	Procurement Plan	2024-11-01	2025-10-31	30.00	30.00	60.00	80.00	80.00	40.00		40.00				60.00	30.00						\$0.00
2.6	2000.700	Program Management Support	2024-11-01	2025-10-31	230.00	600.00	400.00	100.00	50.00	10.00	39.96	80.00	40.00	95.00	75.00	125.00	420.00	40.00	228.00	200.00	175.00	120.00	36.00
2.7	2000.800	Project Management	2024-11-01	2025-10-31	10.00	30.00	30.00				10.00	10.00											

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	1,626.00	\$348,485.06	\$0.00	\$136,844.10	\$485,329.16
Time & Material	1,498.00	\$323,185.10	\$0.00	\$138,844.10	\$461,029.20
Time & Material	420.00	\$110,983.38	\$0.00	\$0.00	\$110,983.38
Time & Material	1,008.00	\$189,894.07	\$0.00	\$0.00	\$189,894.07
Time & Material	126.00	\$25,279.96	\$0.00	\$0.00	\$25,279.96
Time & Material	\$227.48	\$1,684,584.63	\$0.00	\$684,463.68	\$1,779,448.32
Time & Material	1,425.53	\$306,180.11	\$0.00	\$307,819.64	\$613,012.75
Time & Material	160.00	\$42,258.57	\$0.00	\$0.00	\$42,258.57
Time & Material	1,262.00	\$207,351.81	\$0.00	\$0.00	\$207,351.81
Time & Material	130.00	\$34,917.79	\$0.00	\$0.00	\$34,917.79
Time & Material	260.00	\$73,020.00	\$0.00	\$233,849.09	\$306,861.09
Time & Material	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	340.00	\$84,043.92	\$0.00	\$23,631.21	\$107,675.13
Time & Material	2,733.96	\$579,984.06	\$0.00	\$119,153.76	\$699,137.82
Time & Material	138.00	\$27,769.75	\$0.00	\$0.00	\$27,769.75

SDWRP and SCWP Programs Cost Allocation by Utility Accounts

WBS Code	Task Name	Total Budget	SDWRP Allocation Task Order No. 1	SDWRP Allocation Task Order No. 2	SDWRP Total	SCWP Allocation Task Order No. 1	SCWP Allocation Task Order No. 2	SCWP Total
1	Water Strategic Roadmap	\$ 2,463,120.07	\$ 862,498.69	\$ 1,600,621.38	\$ 2,463,120.07	\$ -	\$ -	\$ -
2	Wastewater Strategic Roadmap	\$ 1,478,818.29	\$ -	\$ -	\$ -	\$ 405,776.34	\$ 1,073,041.95	\$ 1,478,818.29
3	Funding and Finance Plan	\$ 221,142.82	\$ 63,298.80	\$ 17,412.57	\$ 80,711.37	\$ 115,459.66	\$ 24,971.79	\$ 140,431.45
4	Permitting Strategy	\$ 691,476.96	\$ 75,274.01	\$ 154,399.38	\$ 229,673.39	\$ 154,922.49	\$ 306,881.08	\$ 461,803.57
5	Program Management Plan Development	\$ 241,429.59	\$ 95,223.95	\$ -	\$ 95,223.95	\$ 146,205.64	\$ -	\$ 146,205.64
6	Procurement Execution	\$ 379,626.97	\$ 65,959.32	\$ 130,573.61	\$ 196,532.93	\$ 75,418.91	\$ 107,675.13	\$ 183,094.04
7	Program Management Support	\$ 1,590,864.64	\$ 109,631.08	\$ 658,927.33	\$ 768,558.41	\$ 123,168.41	\$ 699,137.82	\$ 822,306.23
8	Project Management	\$ 169,016.71	\$ 11,361.18	\$ 88,796.85	\$ 100,158.03	\$ 15,808.97	\$ 53,049.71	\$ 68,858.68
Totals		\$ 7,235,496.05	\$ 1,283,247.03	\$ 2,650,731.12	\$ 3,933,978.15	\$ 1,036,760.42	\$ 2,264,757.48	\$ 3,301,517.90

Meeting Type: City Council
Meeting Date: October 21, 2024
From: Jeff Aprati, Deputy City Manager
Subject: Vacant City Council Seat #5: Applicant Interviews and Appointment Vote

DECISION TO BE MADE:

Interview applicants for appointment to vacant City Council Seat #5. Vote to appoint an individual to fill the vacancy.

BACKGROUND / CONTEXT:

The City Council declared Seat #5 vacant at the [September 3, 2024 meeting](#), and [adopted a process](#) to fill the seat. As a reminder, pursuant to the City Charter all registered voters who have resided within city limits for at least a year were eligible to apply for the position, which will be filled by majority vote of the City Council.

Five applications were received for the position. The applicants were: Patrick Bernards, David Brems, Lindy Hanley, Michael Thompson, and Brandon Zawaski. The Council reviewed the applications at the October 7th meeting and decided to advance all five applicants to the interview stage of the process.

KEY CONSIDERATIONS / ANALYSIS:

Per the adopted process, the City Council will conduct interviews of the selected applicants before determining whom to appoint to the vacant seat. Interview questions have been made available in advance; rather than being confidential, the interview questions closely mirror the questions previously asked on the application form and will offer applicants an opportunity to explain themselves further, as well as a chance for the Council to ask follow-up and clarification questions.

Applicants will be interviewed in alphabetical order by last name. The interview questions are:

1. Why are you interested in serving on the Sandy City Council?
2. How have your skills and experiences (both professional and volunteer) prepared you for serving effectively on the City Council?
3. What do you see as the most significant challenges facing Sandy now and in the future? What do you see as the City's most significant opportunities?
4. Please share your understanding of some of the most significant projects and programs currently underway at the City.
5. What is the one thing you would most hope to accomplish during your time on the City Council? In other words, what is your top policy priority, and why?
6. Please use the remaining time to provide a closing statement on why you are the best candidate to fill this position.

During the October 7th meeting, the Council also directed the following:

- Applicants are encouraged to wait in the lobby until their interview begins, in the interest of fairness
- 20 minutes will be provided in total for each applicant; approximately three minutes per question. The City Recorder will announce when two minutes remain for the interview
- Applicants will have an opportunity to make a closing statement at the end of each interview
- Paper ballots will be provided for the Council's decision-making process. Consistent with state law, the City Recorder will collect ballots after each round of voting, read each Councilor's vote aloud, and tally the results. If necessary, voting can continue with multiple rounds of balloting until an individual secures majority support for their appointment.

RECOMMENDATION:

- Interview the applicants using the provided interview questions
- Deliberate on the results of the interviews
- Use the paper ballots to vote for an individual for appointment to the seat, using the method outlined above.
- Note: the Council of course retains the option of postponing the decision to a subsequent meeting if desired.

As a reminder to the Council, any notes or scores written on the interview question sheets are public records and will need to be collected and preserved after the meeting.

LIST OF ATTACHMENTS / EXHIBITS:

- Interview Questions
- Application Materials
- Vacancy Process

City Council Vacancy Interview Questions

October 21, 2024

Introduction:

Thank you very much for your interest in serving our community on the City Council. Tonight is an opportunity for us to hear a bit more from you about the information you provided in your written application. It will also be an opportunity for the Council to ask you any follow up questions we may have. Each applicant is being provided 20 minutes for their interview. There are five questions, plus a chance for you to make a closing statement at the end. The City Recorder will announce when two minutes remain for the interview.

Questions:

1. Why are you interested in serving on the Sandy City Council?

Score 1 - 5:

2. How have your skills and experiences (both professional and volunteer) prepared you for serving effectively on the City Council?

Score 1 - 5:

3. What do you see as the most significant challenges facing Sandy now and in the future? What do you see as the City's most significant opportunities?

Score 1 - 5:

4. Please share your understanding of some of the most significant projects and programs currently underway at the City.

Score 1 - 5:

5. What is the one thing you would most hope to accomplish during your time on the City Council? In other words, what is your top policy priority, and why?

Score 1 - 5:

6. Please use the remaining time to provide a closing statement on why you are the best candidate to fill this position.

Score 1 - 5:

Total Score:

Application for Appointment to the Sandy City Council

Applications due: 4:00 p.m. September 25, 2024 at Sandy City Hall

Date: 9/24/2024

Name: Patrick Bernards

Home Address: ~~11041~~ Hood Court, Sandy, OR 97055 17124 Hood Ct

Mailing Address (if different): _____

Phone: [REDACTED]

Email: [REDACTED]



1. Are you a registered voter in the State of Oregon? Yes No

2. How long have you been a resident of Sandy?
(Applicant must have resided within Sandy city limits continuously for at least 12 months preceding the appointment; since at least October 21, 2023)
Month May Year 2018

3. Please list 3 personal or professional references who are not current City Council Members:

Name	Phone	Address
a. <u>Brett Hyland</u>	<u>[REDACTED]</u>	<u>Portland, OR</u>
b. <u>Jim Griffin</u>	<u>[REDACTED]</u>	<u>Sandy, OR</u>
c. <u>Ben Jones</u>	<u>[REDACTED]</u>	<u>Beaverton, OR</u>

4. INTEREST STATEMENT: Why are you interested in serving on the City Council?
My wife and I moved to Sandy just over 6 years ago after spending most of our lives (separate and together) living on the westside of Portland. Both my wife and I have fond memories of our drives through Sandy on our way to Mt. Hood for Skiing. In our minds Sandy was always this quaint, mountain community so when we looked to move it was high on our list of options for our new life together. As luck would have it, we found the perfect home in Sandy and made it our home maybe our forever home. Now, 6 years later, I find that, while there are many things we love about Sandy, there are many things we wish were different. Instead of sitting on the sidelines and complaining about these things I thought I should get involved in helping find solutions. While not the only way, becoming a member of the Sandy City Council seemed the best way for me to make a difference in our small community. In my mind, that difference comes in two main ways. First, being an agent for change for those things the community would like to improve. Second, being an agent for preservation; preservation of those things we as community hold dear.

5. SKILLS: What skills, interest, or experience do you possess that you believe would bring value to the City Council?

- Goals, objectives and strategy setting
- Brand development and marketing
- Product Development (a product can be a city)
- Project Management
- Sales/Business Development (keeping in mind that sometimes all you need to sell is an idea)

6. EMPLOYMENT: Please describe your employment history, especially as it may relate to serving in this position.

- Director of Operations, Five x Five Solutions, Denver, CO (2021 to 2023)
- VP, Product Development & Director of Business Development, Mirth Provisions, Inc., Longview, WA (2016 to 2021)
- Director, Sales & Marketing, Bull Run Distilling Company, Portland, OR (2010 to 2016)
- Director, Business Development & Multi-Channel Marketing, Vertis Communications (acquired by Quad/Graphics), Baltimore, MD (2008 to 2009)

7. PREVIOUS GOVERNMENT EXPERIENCE: Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.

- As the President of the Oregon Distillers Guild, I actively lobbied in Salem to change rules and regulations that responsibly spurred growth for our industry.
- As a founding member of the American Craft Spirits Association, I worked on a national level to help change rules and regulations that responsibly spurred growth for our industry.

8. VISION: Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?

- My vision for Sandy, based on what I know today, would be fairly consistent over the next 30 years, and it focuses on 4 areas. Specifically:
 - o Optimizing what we have. For example, there are far too many vacant building in Sandy and our mix of shops and restaurants is lacking. I believe Optimizing what we already have before growing is essential to our city's long-term success.
 - o Controlled growth. I believe if you don't grow you stagnate and eventually die. Sandy needs to grow, but that growth needs to be measured and it needs to come after we've optimized what we already have.
 - o Building the brand Sandy, Oregon. In simple terms, this equates to creation of as destination mountain community, not unlike Sisters, Oregon.
 - o Traffic Management. This is closely tied to the 3 previous points. I believe we have a serious traffic issue in Sandy and it's only going to get worse if we don't address it. Admittedly I don't know all of the ins and outs of traffic management, but I have to believe there are some relatively simple things we can start doing almost immediately. I at least believe we should try.

9. CHALLENGES: What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?

If we want Sandy to be all it can be, at as minimum I believe the following areas must be addressed.

1. Downtown corridor vacancies and business mix
2. Growth management
3. The Sandy brand/image
4. Traffic

10. COMMITMENT: Can you commit to attending all regular City Council meetings and special meetings (including Budget Committee) during your appointment (at least 2-3 evening meetings a month) or providing timely notice in the event of an occasional absence?

- This is the one area that gives me pause in joining the city council. I am recently retired so I have lots of free time on my hand to attend meetings and work on assigned projects. This noted, my wife, Katy, works for the airline industry and travel is high on our priority list. We (the Sandy City Council and I) would need to discuss this point in greater detail to ensure I can meet the demands. If not, I will look to support the community in other ways.

ACKNOWLEDGEMENT

I acknowledge that no compensation will be paid by the City in connection with the services described herein. But if appointed I may receive reimbursement for eligible expenses.

I authorize the City to contact the listed references and any other contacts as may be necessary through those contacts, I release from liability my references for anything they may say about me.

I affirm that I am a registered voter in the State of Oregon, and that I have lived within Sandy city limits continuously since at least October 21, 2023. I understand that should either of the above points be demonstrated to be untrue, my application will be rejected by the City.

I understand that I may be required to verify any information provided in this application and I specifically declare that the information provided herein is true and accurate and I have not withheld or misstated any information relative to this application.

I understand that any misrepresentation or omission, as well as any misleading statements or omissions in this application, and in any related attachments, may result in my being considered ineligible for the position to which I have applied.

By signing this application voluntarily, I hereby acknowledge that I have read, understand, and agree to the terms and requirements as listed herein. I also understand that upon signing, this document will become a public record, will be reviewed by the City Council, and provided to the general public as part of a regular City Council Agenda packet. I agree to make myself available to be interviewed by the City Council at the regular City Council meeting to be held on October 21, 2024.


Applicant Signature

7/22/2024
Date

Return this application to the City Recorder by 4:00 p.m. on September 25, 2024 via hand delivery to Sandy City Hall, 39250 Pioneer Blvd. Sandy OR, 97055. When you submit your application, please bring your state-issued photo ID.

Application for Appointment to the Sandy City Council

Applications due: 4:00 p.m. September 25, 2024 at Sandy City Hall

Date: 09/06/2024

Name: David E Breames

Home Address: 18734 Van Fleet Ave Sandy OR 97055

Mailing Address (if different): _____

Phone: [REDACTED]

Email: [REDACTED]



1. Are you a registered voter in the State of Oregon? Yes No

2. How long have you been a resident of Sandy?
(Applicant must have resided within Sandy city limits continuously for at least 12 months preceding the appointment; since at least October 21, 2023)
Month 06 Year 2008

3. Please list 3 personal or professional references who are not current City Council Members:

Name	Phone	Address
a. <u>Timothy Chesnut</u>	<u>[REDACTED]</u>	<u>Sandy OR</u>
b. <u>Khrys Jones</u>	<u>[REDACTED]</u>	<u>Sandy OR</u>
c. <u>Machel Heldstab</u>	<u>[REDACTED]</u>	<u>Sandy OR</u>

4. INTEREST STATEMENT: Why are you interested in serving on the City Council?

I have lived in this city since childhood and returned as an adult in 2008. I have raised both of my children here since birth and have actively served on the Parks and Recreation Committee. The decisions made in our city impact every aspect of my family's life, and I would like to have a voice in shaping those decisions. I own and operate my own company, and I have provided security for the beer garden at the Sandy Mountain Festival for four consecutive years. Currently, I employ four other residents of Sandy.

5. SKILLS: What skills, interest, or experience do you possess that you believe would bring value to the City Council?

I own a successful small business, where I have had to make difficult decisions to ensure its sustainability, particularly during the challenges of COVID-19. This experience has taught me the importance of respectful communication, even with those whose opinions differ from my own, as well as the value of advocating for my ideas with respect and professionalism. I currently serve on the Sandy Parks and Recreation Committee.

6. EMPLOYMENT: Please describe your employment history, especially as it may relate to serving in this position.

I have owned my own security company since 2007, and we recently underwent significant expansion by adding a Private Investigations branch, as well as establishing operations in Washington State. I also hold an associate degree in Business Administration from Mt. Hood Community College.

7. PREVIOUS GOVERNMENT EXPERIENCE: Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.

I have been an active member of the Sandy Parks and Recreation Committee.

8. VISION: Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?

Sandy is experiencing rapid growth, and while sustainable development is essential, it's equally important to preserve our neighborhood charm and small-town atmosphere. We must ensure that our infrastructure can effectively accommodate this growth at every stage. Additionally, maintaining a diverse mix of business and leisure activities for all ages should remain a top priority.

9. CHALLENGES: What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?

Addressing traffic control and congestion in conjunction with a sports complex not governed by the school district is essential for maintaining the safety and livability of our neighborhoods. Additionally, it is crucial to ensure that our emergency services are adequately funded to keep pace with our community's growth.

10. COMMITMENT: Can you commit to attending all regular City Council meetings and special meetings (including Budget Committee) during your appointment (at least 2-3 evening meetings a month) or providing timely notice in the event of an occasional absence?

Having control over my own schedule provides me with the flexibility and autonomy to make myself available as needed.

ACKNOWLEDGEMENT

I acknowledge that no compensation will be paid by the City in connection with the services described herein. But if appointed I may receive reimbursement for eligible expenses.

I authorize the City to contact the listed references and any other contacts as may be necessary through those contacts, I release from liability my references for anything they may say about me.

I affirm that I am a registered voter in the State of Oregon, and that I have lived within Sandy city limits continuously since at least October 21, 2023. I understand that should either of the above points be demonstrated to be untrue, my application will be rejected by the City.

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By signing this application voluntarily, I hereby acknowledge that I have read, understand, and agree to the terms and requirements as listed herein. I also understand that upon signing, this document will become a public record, will be reviewed by the City Council, and provided to the general public as part of a regular City Council Agenda packet. I agree to make myself available to be interviewed by the City Council at the regular City Council meeting to be held on October 21, 2024.

David Breames
Applicant Signature

09/06/2024
Date

Return this application to the City Recorder by 4:00 p.m. on September 25, 2024 via hand delivery to Sandy City Hall, 39250 Pioneer Blvd. Sandy OR, 97055. When you submit your application, please bring your state-issued photo ID.

Application for Appointment to the Sandy City Council

Applications due: 4:00 p.m. September 25, 2024 at Sandy City Hall

Date: 9/24/2024

Name: Lindy Call Hanley

Home Address: 39224 Pleasant Street, Sandy, OR 97055

Mailing Address (if different): _____

Phone: [REDACTED]

Email: [REDACTED]



1. Are you a registered voter in the State of Oregon? Yes No

2. How long have you been a resident of Sandy?

(Applicant must have resided within Sandy city limits continuously for at least 12 months preceding the appointment; since at least October 21, 2023)

Month 7 Year 2018 (2010-2014)

3. Please list 3 personal or professional references who are not current City Council Members:

Name	Phone	Address
a. <u>Dennis Lane</u>	<u>[REDACTED]</u>	<u>[REDACTED] Sandy, OR 97055</u>
b. <u>Amanda Mason</u>	<u>[REDACTED]</u>	<u>[REDACTED] Sandy, OR 97055</u>
c. <u>Rae Patterson</u>	<u>[REDACTED]</u>	<u>[REDACTED] Yavaka, New Zealand 9305</u>

4. INTEREST STATEMENT: Why are you interested in serving on the City Council?

Please see attached.

5. SKILLS: What skills, interest, or experience do you possess that you believe would bring value to the City Council?

Please see attached.

6. **EMPLOYMENT:** Please describe your employment history, especially as it may relate to serving in this position.

Please see attached.

7. **PREVIOUS GOVERNMENT EXPERIENCE:** Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.

Please see attached.

8. **VISION:** Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?

Please see attached.

9. **CHALLENGES:** What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?

Please see attached.

10. COMMITMENT: Can you commit to attending all regular City Council meetings and special meetings (including Budget Committee) during your appointment (at least 2-3 evening meetings a month) or providing timely notice in the event of an occasional absence?

Absolutely.

ACKNOWLEDGEMENT

I acknowledge that no compensation will be paid by the City in connection with the services described herein. But if appointed I may receive reimbursement for eligible expenses.

I authorize the City to contact the listed references and any other contacts as may be necessary through those contacts, I release from liability my references for anything they may say about me.

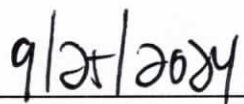
I affirm that I am a registered voter in the State of Oregon, and that I have lived within Sandy city limits continuously since at least October 21, 2023. I understand that should either of the above points be demonstrated to be untrue, my application will be rejected by the City.

I understand that I may be required to verify any information provided in this application and I specifically declare that the information provided herein is true and accurate and I have not withheld or misstated any information relative to this application.

I understand that any misrepresentation or omission, as well as any misleading statements or omissions in this application, and in any related attachments, may result in my being considered ineligible for the position to which I have applied.

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Applicant Signature


Date

Return this application to the City Recorder by 4:00 p.m. on September 25, 2024 via hand delivery to Sandy City Hall, 39250 Pioneer Blvd. Sandy OR, 97055. When you submit your application, please bring your state-issued photo ID.

4. INTEREST STATEMENT: *Why are you interested in serving on the City Council?*

Growth and change lead to shifting priorities. Preserving Sandy's extensive history, promoting community engagement, increasing community literacy, boosting safety and tourism, and having a clear plan for the future are at the forefront of my concerns. Fiscal responsibility is key. Losing the pool was tough on everyone, that's where my now Sandy High varsity swimmer and her little sister learned to swim, but sometimes the tough decisions must be made. Prioritizing the new wastewater and water treatment projects isn't glamorous, but planning for and providing for our city's future is necessary. Nobody throws a parade for city counselors, it is definitely a thankless position, but it is too important to leave to the casually involved, or to those only informed by rumors or Facebook.

In 2009 my husband, 2-week-old daughter, and I moved to the mountain for an employment opportunity. After finding a spider on my toothbrush, we made the move to the sunny side of the street, Sandy. In 2010 we built our first home in the Timberline Trails neighborhood, and we welcomed our youngest daughter in 2011. While I was volunteering extensively, helping to run my church's youth program and at Sandy Grade, my husband was traveling extensively. The community was a refuge for a young mother with two small kids. The parks, the library, the Christmas tree farms, the community programming and events, the connection to its pioneering past, and the proximity to year-round skiing and surfing, provided an ideal place to raise our girls.

After a 3-year stint in New Zealand, filled with incredible experience and yes, volunteering, we chose to return to Sandy. We could not believe the growth Sandy had experienced in those short years. Though it was built before we left, the beautiful new high school now felt relevant to our growing girls, there were food trucks and a wider selection of restaurants; Sandy style had officially taken hold, and the downtown area seemed fresh and inviting. The decision to move back was easy to make. After renting for a year, we bought a historic home in the heart of Sandy's urban renewal district, and I spent 2 years restoring and preserving its details. We were once again embraced by this community and I found myself volunteering at the grade school, within the school district, at my local church in the women's program, and eventually running my church's female youth program. Most recently I've served on OTSD's Leadership Council, OTSD's Budget Committee and now work in the libraries at Boring Middle and Cedar Ridge Middle.

The challenges facing our city are matched only by the passion of those tasked with making its decisions. Each time I sit in a city council meeting, or read the minutes of a committee meeting, I'm impressed by the breadth of knowledge of Sandy's mayor and city counselors and am reminded that each decision affects Sandy's citizens. Delving into complex issues has been a mainstay of my volunteer and employment experience and I welcome the opportunity to learn, process, and apply. As someone who has chosen this city twice, I would love the chance to continue the legacy of great counselors to ensure Sandy remains a place where my girls would like to raise their families. I would be honored to serve the people of Sandy as one of its city counselors.

5. SKILLS: *What skills, interest, or experience do you possess that you believe would bring value to the City Council?*

I have the ability to listen, work, and disagree without being disagreeable. I am a quick learner, able to ask questions and help build a consensus. I have the time and am willing to utilize it to read, research, ask questions, and ultimately understand the city department programs, projects, funding strategies, and needs. I have a knack for engaging community members and enlisting volunteers and I am able to consider the needs of our diverse community when considering policy.

I have a Bachelor of Arts in History from the University of Utah and have a passion for sharing and preserving history. In 2021 I spearheaded Sandy Grade's 90 Years Celebration, collaborating with Sandy's Historical Society, former students and administrators, and other volunteers. Some of Sandy's historic buildings are on the verge of falling victim to disrepair. I know first-hand the time, energy, and money it takes to preserve these treasures and would love to explore ways to enlist county, state, and national funding to protect these and other physical reminders of Sandy's history.

As a current middle school librarian, library and community literacy is another interest that is close to my heart. Creative solutions, such as the Sandy Library's bookmobile project, create access for our most vulnerable citizens. More collaboration between the Sandy and Hoodland libraries and local school libraries could go a long way to increase information fluency and literacy engagement throughout our community.

6. EMPLOYMENT: *Please describe your employment history, especially as it may relate to serving in this position.*

2022-current: Oregon Trail School District, Sandy, Oregon - Library Tech: Collaborate with students, teachers, media specialists, and other techs to promote community literacy through oral presentations, displays, contests, and reading challenges. This experience helps me understand the importance of our Sandy/Boring and Hoodland Libraries to the community as well as the needs of our community youth.

2019-2020, 2022: Oregon Trail School District, Sandy Oregon - Classified Substitute: Filled-in for absent grade school support staff in the office, common spaces, and classrooms during Covid-fueled staffing shortages. This experience helped me excel at thinking on my feet in uncharted waters.

2017: Wanaka Playgroup, Wanaka, New Zealand (council-supported community playgroup) - Playgroup Coordinator: Planned and shared bi-weekly songs, art, stories, and snacks for parents and toddlers while adhering to Māori language/cultural requirements. I learned the importance of respecting the historic cultures of our city's residents, that inclusivity matters, and to balance expectations with deliverables.

2007-2008: Terry Hurt Interior Design, Truckee, California (interior design firm) - Design Administrator and Office Manager: Designed for residential clients in tourist communities. Billing, accounting, marketing, and vendor/product research. I gained insights into tourist-based economies, balancing the needs of our city's residents vs. the need of visitors.

2006-2007: Cefn Hengoed Community School, Swansea, Wales, U.K. (11-16 comprehensive school) - Examination Invigilator or proctor: Oversaw and supervised national examinations while adhering to and enforcing exacting processes. I learned the importance of implementing government policy to an exacting standard, the needs for reliable and affordable public transportation (3-bus commute to work), and being mindful of vulnerable populations.

7. PREVIOUS GOVERNMENT EXPERIENCE: *Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.*

2019-2022 OTSD Superintendent's Leadership Council, Sandy, Oregon: In monthly meetings with the superintendent, provided opinions, perspectives, clarified information, and liaised with school administration. This experience gave me an ability to consider policies and programs at a strategic level and will allow me to provide insights to our City Council and City Manager.

2020-2021 OTSD Budget Committee, Sandy, Oregon: Attended trainings and meetings, researched and asked enough questions to understand and have an informed opinion on complicated spreadsheets and budgeting procedures. This experience helped me understand the complexity of different departments providing services, city tax revenue, grants, partnerships, intergovernmental agreements, and other funding strategies that Sandy has, to ensure we can deliver city services effectively and efficiently.

2020-2022 Sandy Grade School Volunteer Coordinator, Sandy, Oregon: Created, collaborated with Sandy's Historical Society, and gathered volunteers for Sandy Grade's 90 Years celebration; solicited donations, organized volunteers and logistics for jog-a-thon fundraisers (including a Covid-constrained virtual jog-a-thon); solicited sponsors and donations, and organized logistics and volunteers for field days and other end-of-year celebrations. These experiences helped me understand the importance of partnerships, logistics, and flexibility when organizing, fundraising and staging community events, especially during an unprecedented pandemic.

2016-2018 Aspiring Gymsports Committee Member, Wanaka, New Zealand (non-profit competitive gymnastics club): Participated in quarterly committee meetings and yearly budget meetings; assisted in grant-writing process for equipment and new premises; created and organized volunteers, judges, and athletes for a multi-club gymnastics competition fundraiser; solicited donations for equipment and uniforms, acquired sponsorships for tracksuits; ordered specialized equipment and organized international delivery, created and organized volunteers for movie night fundraisers and various sausage sizzles; provided administration for 100+ members of the gymnastics club. This experience gave me insights into grants and other funding processes, complicated bureaucracy, exacting procedures and filing deadlines, and the importance of community involvement.

8. VISION: *Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?*

The City of Sandy offers residents of all ages the ability to grow up in Sandy, find employment in or near Sandy, raise a family, retire, and enjoy all the amenities Sandy can offer over those life stages. All cities offer water, sewer, and roads. Our city should ensure that our staff and other service partners provide recreational amenities, neighborhood safety, a vibrant business sector, and lively opportunities for community to gather and become involved. I look forward to working with city council, city staff, and engaging my fellow community members to develop and refine those opportunities to enhance Sandy's future.

I hope I can help bring Sandy's storied history to our walkable, safe downtown, our trail systems, and our community events. By utilizing more public art, more historic markers, and partnering with Sandy's Historical Society and Parks and Recreation Department, Sandy's indigenous and pioneer heritage and history can become even more of a centerpiece and economic driver of our town. Cities like Silverton and Oregon City have capitalized on their history, improving their community identity, and increased tourism as a result.

9. CHALLENGES: *What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?*

The biggest challenge to our city over the next few decades is obviously infrastructure. Finding ways to pay for our infrastructure needs without passing the bulk of the costs onto Sandy's citizens should be at the forefront of every discussion. Controlled, self-sustaining, intentional growth is the only option to ensure our infrastructure keeps up with our growth.

Messaging is another serious challenge. Rumors in community Facebook groups and other op-eds are not appropriate places to get facts about issues facing our city, but they are the most prolific. Creating easier to access, easier to understand informational graphics or one-pagers with links to the more significant information that could be shared on social media could have an impact on untrue storylines being passed around our community.

Losing our historic sites and buildings is another significant challenge. Connecting Sandy's history to the indigenous, pioneer and Mt. Hood National Forest history that surrounds us, would help highlight educational, economic and tourism opportunities. Exploring opportunities for county, state, and national grants could help protect aging buildings and help focus community members and tourists to these distinctive assets.

Application for Appointment to the Sandy City Council
Applications due: 4:00 p.m. September 25, 2024 at Sandy City Hall

Date: 11 September, 2024

Name: Michael Denis Thompson

Home Address: 19393 Oak Ave Sandy, Oregon 97055

Mailing Address (if different): _____

Phone: [REDACTED]

Email: [REDACTED]

RECEIVED
SEP 21 2024

RECEIVED
SEP 12 2024
Djyme

City of Sandy

1. Are you a registered voter in the State of Oregon? Yes XX No _____

2. How long have you been a resident of Sandy?
(Applicant must have resided within Sandy city limits continuously for at least 12 months preceding the appointment; since at least October 21, 2023)
Month 10 Year 2017

3. Please list 3 personal or professional references who are not current City Council Members:

Name	Phone	Address
a. <u>Ross Smith</u>	<u>[REDACTED]</u>	<u>[REDACTED] Sandy, Oregon</u>
b. <u>Marlene Rattray</u>	<u>[REDACTED]</u>	<u>[REDACTED] Sandy, Oregon</u>
c. <u>Russell Hokanson</u>	<u>[REDACTED]</u>	<u>[REDACTED] Sandy, Oregon</u>

4. INTEREST STATEMENT: Why are you interested in serving on the City Council?
Since moving to Sandy in 2017 my wife and I have appreciated and enjoyed Sandy as a "small town" where we feel safe and comfortable. I would like to assist in maintaining Sandy as a desirable place to live and raise a family. I have no desire to become a politician, only to help recognize and identify problems and use common sense to propose solutions.

5. SKILLS: What skills, interest, or experience do you possess that you believe would bring value to the City Council?

Since moving to Sandy in 2017 my wife and I have appreciated and enjoyed Sandy as a "small town" where we feel safe and comfortable. I would like to assist in maintaining Sandy as a desirable place to live and raise a family. I have no aspirations to become involved as a politician, only to help recognize and identify problems and use common sense to propose solutions.

In my professional experience I have been responsible for developing capital expansion budgets of about \$1,000,000 annually and then overseeing the implementation of the budgets. I have had the responsibility of preparing preventative maintenance plans and supervising the maintenance departments in following these plans. In developing these capital budgets, I had the responsibility of working with local jurisdictions in determining what permits would be required and how to best obtain the required permits and inspections.

6. EMPLOYMENT: Please describe your employment history, especially as it may relate to serving in this position.

Following school, I started in mechanical engineering as a detail draftsman working for a subcontractor at the Nevada Nuclear Test Site leaving there as a Design Checker. I then worked as piping designer completing the piping design at Trojan Nuclear Power Plant in Ranier, Oregon. At the completion of Trojan, I worked for FMC completing the piping design for ocean going oil tankers for Chevron Shipping and after completion of the piping design I was a test engineer on these ships. As a test engineer I had to verify that various systems were fabricated correctly and then demonstrate that they functioned as intended.

I then worked for an aluminum wire and cable manufacturer where I was the Corporate Engineer having responsibility for plants in New York, California, Washington and Venezuela.

All of these positions required me to become a problem solver and to work effectively with others in finding and implementing solutions.

7. PREVIOUS GOVERNMENT EXPERIENCE: Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.

Chairman of the Madison High School Advisory Board Budget Committee in Portland, Oregon

8. VISION: Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?

Sandy, in my opinion, needs to maintain a "small town" feel and yet provide "large town" opportunities for growth and development. All plans and proposals need to be viewed, looking at what the consequences of those plans will be in 10, 20, or more years in the future. Plans should not be prepared using a "top down" approach but should be prepared by all stake holders in open dialog with a consensus approval approach.

The opportunities are the people of Sandy and they need to be involved in determining the future of Sandy.

9. CHALLENGES: What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?

In my opinion there will be two major problems to be faced in the future.

First the plans for future growth must be weighed with the ability of the city to provide the required services, that would be safety (police and fire), water, sewage, and municipal transportation.

Second homelessness will be a continuing problem for the foreseeable future. This is a complex issue with a multitude of stakeholders involved that will have to work together to fashion the best possible solution. Some, if not most, of the root causes are outside of the responsibility of the city to solve, but the city should be involved in offering potential solutions to those who do have the responsibility and resources to help. It will be difficult to address the local problem without solving the root causes first.

10. COMMITMENT: Can you commit to attending all regular City Council meetings and special meetings (including Budget Committee) during your appointment (at least 2-3 evening meetings a month) or providing timely notice in the event of an occasional absence? I have the time and availability to attend all of the meetings. It is my intent to be actively involved if I am given the opportunity.

ACKNOWLEDGEMENT

I acknowledge that no compensation will be paid by the City in connection with the services described herein. But if appointed I may receive reimbursement for eligible expenses.

I authorize the City to contact the listed references and any other contacts as may be necessary through those contacts, I release from liability my references for anything they may say about me.

I affirm that I am a registered voter in the State of Oregon, and that I have lived within Sandy city limits continuously since at least October 21, 2023. I understand that should either of the above points be demonstrated to be untrue, my application will be rejected by the City.

I understand that I may be required to verify any information provided in this application and I specifically declare that the information provided herein is true and accurate and I have not withheld or misstated any information relative to this application.

I understand that any misrepresentation or omission, as well as any misleading statements or omissions in this application, and in any related attachments, may result in my being considered ineligible for the position to which I have applied.

By signing this application voluntarily, I hereby acknowledge that I have read, understand, and agree to the terms and requirements as listed herein. I also understand that upon signing, this document will become a public record, will be reviewed by the City Council, and provided to the general public as part of a regular City Council Agenda packet. I agree to make myself available to be interviewed by the City Council at the regular City Council meeting to be held on October 21, 2024.

Michael Thompson
Applicant Signature

12 SEP 24
Date

Return this application to the City Recorder by 4:00 p.m. on September 25, 2024 via hand delivery to Sandy City Hall, 39250 Pioneer Blvd. Sandy OR, 97055. When you submit your application, please bring your state-issued photo ID.

Application for Appointment to the Sandy City Council
Applications due: 4:00 p.m. September 25, 2024 at Sandy City Hall

Date: 9/5/2024

Name: Brandon Zawaski

Home Address: 15713 Jade Glen Ave

Mailing Address (if different): _____

Phone: [REDACTED]

Email: [REDACTED]

1. Are you a registered voter in the State of Oregon? Yes No

2. How long have you been a resident of Sandy?

(Applicant must have resided within Sandy city limits continuously for at least 12 months preceding the appointment; since at least October 21, 2023)

Month January Year 2018

3. Please list 3 personal or professional references who are not current City Council Members:

Name	Phone	Address
a. <u>Luke Reid</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u> Hillsboro, OR 97124
b. <u>Roger Thompson</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u> Portland, OR 97201
c. <u>Dave Gix</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u> Portland, OR 97236

4. INTEREST STATEMENT: Why are you interested in serving on the City Council?

I would like to join the city council to get more involved in my community, to serve in varying capacities and to contribute towards achieving the goals set forth by the council. Generally and without any bias I support the city's goals and that we have a long term vision for making and keeping Sandy a great place to work, play and thrive. I've seen how well the current council (including Carl who is leaving) listen to and take measured steps to address the concerns of Sandy's citizens. That has made me realize this is a great group and means for me to step up and contribute physically and mentally my talents towards the City of Sandy. I try to engage with other members of my community and think I would find serving on the council equally rewarding (for all.) I want to serve on the city council because I am excited about Sandy and where we are going as a community. There are not many places where families can say they let their kids play outside or that adults are able to take a quick drive and catch some fish-that is the heart of our community, a place where we thrive. And I plan to make sure we continue to thrive, be a looking at a municipal budget, putting an eye on infrastructure or even fielding feasibilities studies on things we are doing down the road. I don't mind picking up the phone or a shovel when I have to, it's all part of getting the job done.

5. SKILLS: What skills, interest, or experience do you possess that you believe would bring value to the City Council?

I like to draw out various viewpoints, figure out the key issues and focus in on what needs to be done by a group. I try to be realistic and respectful both with time and available resources. If I think I need to get a hold of an expert in a certain area I would start by asking around, if somebody has any referrals for other things that are sought after. Something that can be challenging in a group of people is that not everybody thinks, operates or even plans the same way. We come from different walks of life. I've had volunteer and professional experiences where I've found myself getting person A to talk to person B and that is 50% of the battle, to start the critical conversations. I have worked quite a bit with state and local agencies on various licenses/property tax related matters and other compliance tasks that I feel will translate directly into the types of projects the council works on regularly. As an accountant I am very cost and people conscious, everybody has an end goal in mind but being able to communicate both technical and financial information to our stakeholders (citizens) is key to ensuring we are meeting and exceeding targets.

6. EMPLOYMENT: Please describe your employment history, especially as it may relate to serving in this position.

I am an accountant by profession (not a licensed CPA or grad) but work in a sales/use/property tax department on return prep, audit work, compliance tasks and maintaining a calendar for our small tax department. I have been with Radius Recycling, Inc (formerly Schnitzer Steel Industries, Inc) since June 2015. In that time I have not only done said functions above but have also been asked to help out the treasury department with tax payments and am a go-to person for direction, leadership, planning, feedback and execution to ensure the company meets it's goals both internally and externally. I also do bookkeeping for a church in Hillsboro Oregon, Way Church (assumed business name for Resound Church.) I helped plant the church in a movie theater in 2011 and we eventually bought two multi-million dollar pieces of real estate. Both Radius and Resound have undergone rebranding in the past year, like many others and have their own unique challenges to adapt to a changing business environment. I do not plan on leaving either position upon acceptance of this city council seat.

7. PREVIOUS GOVERNMENT EXPERIENCE: Please list all previous experience relating to local, regional, or state government advisory boards, committees, or commissions.

Some volunteer work, none directly.

8. VISION: Please describe your vision for Sandy over the next 10, 20, 30 years. What are the most important opportunities our city needs to take advantage of?

2020's: sources of funding for parks, municipal maintenance, growth, public services and community resources for citizens to engage. We should also try and get a major employer to locate in Sandy (retail would be fine but high tech would be ideal to maintain a well trained local workforce.)

2030: develop more housing, industrial parks, community centers, provide jobs and opportunities for our growing community. Attract a college to build in Sandy to keep high school graduates in Sandy post K-12

2040: urban renewal of downtown Sandy, urban transformation of certain surrounding residential areas that may need improvement, making Sandy a central shipping hub for major carriers

2050: work with state of Oregon on major infrastructure projects such as a "Sandy by-pass" road similar to Dundee

9. CHALLENGES: What are the biggest challenges facing Sandy over the next few decades, and what are some of your ideas on how to address those challenges?

Transportation, education, affordable housing, water, quality of the community and environment, accountability for major projects, being able to attract and maintain educated working professionals.

10. COMMITMENT: Can you commit to attending all regular City Council meetings and special meetings (including Budget Committee) during your appointment (at least 2-3 evening meetings a month) or providing timely notice in the event of an occasional absence?

Yes

ACKNOWLEDGEMENT

I acknowledge that no compensation will be paid by the City in connection with the services described herein. But if appointed I may receive reimbursement for eligible expenses.

I authorize the City to contact the listed references and any other contacts as may be necessary through those contacts, I release from liability my references for anything they may say about me.

I affirm that I am a registered voter in the State of Oregon, and that I have lived within Sandy city limits continuously since at least October 21, 2023. I understand that should either of the above points be demonstrated to be untrue, my application will be rejected by the City.

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I understand that any misrepresentation or omission, as well as any misleading statements or omissions in this application, and in any related attachments, may result in my being considered ineligible for the position to which I have applied.

By signing this application voluntarily, I hereby acknowledge that I have read, understand, and agree to the terms and requirements as listed herein. I also understand that upon signing, this document will become a public record, will be reviewed by the City Council, and provided to the general public as part of a regular City Council Agenda packet. I agree to make myself available to be interviewed by the City Council at the regular City Council meeting to be held on October 21, 2024.

Brandon Zawaski *Brandon Zamani*

Applicant Signature

9/5/2024
Date

Return this application to the City Recorder by 4:00 p.m. on September 25, 2024 via hand delivery to Sandy City Hall, 39250 Pioneer Blvd. Sandy OR, 97055. When you submit your application, please bring your state-issued photo ID.

SANDY CITY COUNCIL VACANCY FILLING PROCESS – FALL 2024

City Councilor Carl Exner resigned from Seat #5 of the Sandy City Council, effective August 23, 2024. This document represents the City's 'Process and Procedure' for filling the vacancy, per Chapter VII of the Sandy City Charter and Chapter 10 of the Sandy Council Rules.

Qualifications (per Sandy City Charter)

- Applicants must have resided within Sandy City limits for at least one year prior to the appointment date (i.e. since at least October 21, 2023; see timeline below).
- Applicants must be at least 18 years of age and registered to vote.

Application Form

Applicants must complete an application form and submit a signed hard copy to Sandy City Hall before the application deadline. The form will be downloadable from the City's website, or paper forms may be obtained at City Hall. The form is attached to this document as Exhibit A.

Process and Timeline

- Adoption of Process: September 3, 2024
- Vacancy Advertisement: September 4th through September 25th at 4:00 p.m. Advertisement methods will include, but not be limited to, the Sandy Post, the City's website, and the Sandy Source Newsletter
- Council Review of Applications: Council meeting, October 7th
- Council Interviews of Applicants: Council meeting, October 21st
- Council Appointment Vote: October 21st (or subsequent special meeting if decided by the Council)

Application Evaluation Criteria

The Council will review applications according to the following criteria:

- Amount of prior local government experience/service
- Relevant skills and experience
- Knowledge and understanding of current City projects and initiatives
- Alignment with City needs, goals, and priorities
- Availability and time commitment

After reviewing the applications, the Council will determine which applicants will proceed to the interview stage.

Applicant Interviews

Applicant interviews will be conducted during a public City Council meeting on October 21st. Interview questions will be available in advance as part of the October 21st meeting packet; the questions will closely mirror those included on the application form, but will offer applicants an opportunity to explain themselves further as well as a chance for the Council to ask follow up questions.

Following the interviews, the Council may choose to make an appointment decision immediately, or postpone the decision to a subsequent City Council meeting.