



# COUNCIL REGULAR SESSION

Wednesday, January 21, 2026 at 7:00 PM

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## COUNCIL MEMBERS:

Mayor Jennifer Massey  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below)

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## AGENDA

### CALL REGULAR SESSION TO ORDER

### PLEDGE OF ALLEGIANCE

### VISITOR COMMENTS – *Limited to three (3) minutes per speaker*

### DELIBERATIONS

1. Annexation of Approximately 6.57 Acres of Property Located South of Sykes Road about 300 feet West of where the BPA Lines Intersect with Sykes Road, and North of the Morten Lane Terminus next to 58990 Morten Lane (Stutzman)

### RESOLUTIONS

2. **Resolution No. 2065:** A Resolution to Adopt Rate Study to Establish Methodology for Water, Sewer, and Storm Drainage Utility Rates and Schedule Adjustments

### APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Third Contract Amendment with Consor North America, Inc. for Professional Services for the Wastewater Capacity Improvements to Sanitary Sewer Mains in Basins 4, 5, & 6 to Advance the Design of the Sewer Pump Station No. 7 Capacity Upgrades to the 60% Design Level

### APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

4. Appoint Patrick Birkle to Planning Commission

### CONSENT AGENDA FOR ACCEPTANCE

5. Library Board Minutes dated December 8, 2025
6. Parks & Trails Commission Minutes dated December 8, 2025
7. Planning Commission Minutes dated December 9, 2025

### CONSENT AGENDA FOR APPROVAL

8. City Council Minutes dated January 7, 2026
9. OLCC Licenses
10. Accounts Payable Bill Lists

### WORK SESSION ACTION ITEMS

**COUNCIL MEMBER REPORTS**

**MAYOR MASSEY REPORTS**

**PROACTIVE ITEMS**

**OTHER BUSINESS**

**ADJOURN**

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/86320786399?pwd=FrihfQabpaQlvXBaQxRjm7zPGnlxWa.1>

Passcode: 410078

Phone one-tap: +17193594580

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217.

City of St. Helens  
**RESOLUTION NO. 2065**

**A RESOLUTION TO ADOPT RATE STUDY TO ESTABLISH  
METHODOLOGY FOR WATER, SEWER, AND STORM DRAINAGE  
UTILITY RATES AND SCHEDULE ADJUSTMENTS**

**WHEREAS**, St. Helens Municipal Code Chapter 13, Section 02.040 states rates, fees, and other charges for utility services, shall be set or amended by Council in a public forum after considering a staff report and rate studies to provide an overview and allowing for public comments and testimony; and

**WHEREAS**, the St. Helens City Council conducted a work session concerning utility rates study on October 15, 2025. At that work session, the 2025 Utility Rates Study was presented by Consultant Steve Donovan and staff that recommended the utility rates adjustments needed for operating and capital needs; and

**WHEREAS**, on December 11, 2025, a public open house was held by City staff to provide information to the public concerning the future capital and operating needs of the utilities and for review of the recommended rates for the next five years; and

**WHEREAS**, on January 7, 2026, a public meeting was held by the City Council to consider changes to the utilities rates as provided by the 2025 Utility Rates Study; and

**WHEREAS**, the City Council concludes it is appropriate to adopt the 2025 Utility Rates Study to fund the operations, maintenance, and capital improvement of the City's municipal utilities systems; and

**WHEREAS**, the City Council has determined the proposed schedule of utilities rates, hereinafter specified and established are just, reasonable, and necessary; and

**WHEREAS**, the utilities rates proposed in the utilities rate study shall be adopted by separate resolution in June for implementation in July of the fiscal year as recommended by the rate study.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

**Section 1:** In accordance with St. Helens Municipal Code Chapter 13, this Resolution, including the Rate Study, attached hereto as **Exhibit A**, reaffirms the methodology and provides the basis for utilities rates adjustments for the next 5 years.

**Section 2:** This Resolution shall become effective upon its adoption by the St. Helens City Council.

**APPROVED AND ADOPTED** by the City Council this 21<sup>st</sup> day of January 2026, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Jennifer Massey, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

Presented by:



October

2025

# Municipal Utilities Rate Study

Final Report

Prepared for:



Donovan Enterprises, Inc.  
9600 SW Oak Street, Suite 335  
Tigard, Oregon 97223-6596  
☎ 503.517.0671



# Municipal Utilities Rate Study

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## Executive Summary

The City of St. Helens is the sole provider of municipal utilities services to customers within the urban services boundary of the City. Revenues required to fund the delivery of these urban services are obtained from monthly user fees which are set by the City Council via its City charter authority. This study addresses the revenue required from rates needed to support future operations and maintenance costs for the water, wastewater, and stormwater utilities along with a funding plan for capital needs identified in the City's capital improvement plans.

With the active involvement of City staff, and input from the City Council, twenty-year planning models were developed for this project; however, the focus for the rate study is the five-year near-term forecast of fiscal 2027 through fiscal 2031. These financial models have been reviewed with the City as they were developed and will be provided as a project deliverable enabling the City to make future updates.

The purpose of this study is to develop a cost of service-based methodology that will accurately determine the cost the city incurs to deliver water, wastewater, and stormwater management services. The models developed for this project have been populated with budget data for fiscal 2026 along with actual results for fiscal 2025. Historical data for fiscal 2023 through 2024 has also been included. These models simulate the current service levels (CSL) of the utilities, and sensitivity cases for a number of funding issues facing the City's utilities. The results of each model run were expressed in terms of the rate impacts on the average single family residential customer's monthly bill for utility services.

Several presentations on this matter were made to the City council and the public. The specific dates of these meetings were as follows:

| <i>Date</i>              | <i>Presentation Content</i>  |
|--------------------------|--|
| <i>October 15, 2025</i>  | Sharing initial findings, conclusions, and recommendations of the analysis with the City Council at a City Council work session.   |
| <i>November 2025</i>     | All utility customers receive an insert with their November bills explaining the proposed utilities rate adjustments and the infrastructure projects that will be funded from rates. In addition, the city posted an article in the November edition of the City newsletter (the St. Helens Strand) detailing the proposed rate adjustments. |
| <i>December 11, 2025</i> | St. Helens Town Hall meeting to share issues and ideas with the public.  |
| <i>January 7, 2026</i>   | Circle back meeting with the City Council to chart the course for water, sewer, and stormwater rates strategy via work session.  |

The project team presented the base case and staff alternative rate forecasts to the City Council and the public at these meetings. Each of these cases contained a number of unique forecast variables that included capital funding strategies, cash positions at the end of the five-year forecasts, and multiple other dependent variables. After considerable discussion and deliberation, the City Council was presented with the Staff recommended rate strategy which calls for 6.35% per year rate increases for water, and 4.64% per year rate increases for wastewater, and 4.79% per year rate increases for stormwater.. The forecasted annual rate increases for all three rate recommendations are shown below in Table 1.

**Table 1**  
City of St. Helens  
Current and Forecasted Average Monthly Utility Bills - Single Family Residential

| Utility Service    | Current   |           | Forecast  |           |           |           |  |
|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|--|
|                    | 2026      | 2027      | 2028      | 2029      | 2030      | 2031      |  |
| Water - 6.35%      | \$ 61.76  | \$ 65.68  | \$ 69.85  | \$ 74.29  | \$ 79.01  | \$ 84.02  |  |
| Wastewater - 4.64% | 64.18     | 67.16     | 70.27     | 73.53     | 76.95     | 80.52     |  |
| Stormwater - 4.79% | 17.16     | 17.98     | 18.84     | 19.75     | 20.69     | 21.68     |  |
| Total              | \$ 143.10 | \$ 150.82 | \$ 158.97 | \$ 167.57 | \$ 176.64 | \$ 186.22 |  |
| Annual change - \$ | \$ 7.72   | \$ 8.15   | \$ 8.60   | \$ 9.08   | \$ 9.58   |           |  |
| Annual change - %  | 5.40%     | 5.40%     | 5.41%     | 5.42%     | 5.42%     |           |  |

Water consumption assumptions:

Water - 5.98 kgal per month average

Sewer - winter monthly average water consumption at 3.74 kgal

## Conclusions

- On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.
- We estimate the water fund will end this fiscal year (i.e., June 30, 2026) with a cash balance of \$2.6 million. With 6.35% per year general water rate increases we project this fund will sustain this level of cash out 2031. With these future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned water system expenditures over the balance of the five-year forecast horizon. This also accounts for the planned borrowing of approximately \$15.1 million for the 5 million gallon distribution reservoir in fiscal 2030.
- The City's current water rate structure conforms to industry practice. This structure consists of a monthly base charge and a volume charge for every 100 cubic feet of metered water consumed. The City employs conservation pricing mechanisms which also conforms to industry standard.
- We expect the wastewater fund to finish this fiscal year with \$4.6 million in cash. Regular 4.64% annual rate increases should keep the fund stable through June 2031, ensuring enough cash for planned system expenses over the next five years. The forecast includes borrowing about \$24.8 million in fiscal 2030 for trunk sewer capacity expansion; most of this funding is already secured from a new long-term debt issuance through the Clean Water State Revolving Loan Fund managed by Oregon DEQ.
- The City's current wastewater rate structure also conforms to industry practice. For residential customers, this structure consists of a monthly base charge and a volume charge for every 100 cubic feet of winter monthly average metered water consumed. The City bills commercial customers based



on their assumed strength of discharge. Under this approach, commercial customers are grouped into low, medium, high, and industrial extra strength categories based upon their standard industrial classification. The commercial volume charge is based on actual monthly metered water consumption.

- The stormwater fund is expected to end this fiscal year and June 30, 2031, with a \$1.1 million cash balance, assuming annual rate increases of 4.79%. These increases and prudent reserve use should cover planned spending over the five-year forecast, with no borrowing anticipated. The budget allocates \$250k annually from general rates for line replacements, CCTV inspections, small projects, and drainage investigations.

## Recommendations

### Water:

- *Water rates* - We recommend the City increase water rates on or near July 1, 2026, by 6.35%, and by 6.35% on July 1<sup>st</sup> every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$3.92 per month. The average single family residential monthly water bill will go from the current amount of \$61.76 to \$65.68.
- *Funding of water capital repairs and replacements* – Over the last three fiscal years, in the water fund, the City has been spending on average approximately \$441k per year on water system capital repairs and replacements. In our five-year forecast, we have budgeted \$400k per year for these types of expenditures; all funded from rates. We recommend the City adopt this strategy in annual water system budget preparations. Please note, this \$400k per year is over and above the ~\$15 million that will be spent in fiscal 2029 and 2030 for the new 5-million-gallon distribution reservoir. See the next bullet for a further discussion of this project's funding strategy.
- *Funding of Master Plan priority capital improvements* – Our water system financial modeling assumes the Master Plan priority capital improvements (i.e., the 5 million gallon distribution reservoir) will cost approximately \$15 million over the five-year forecast horizon. We have developed a funding plan that calls for the issuance of new debt in fiscal 2030 for the project. The City also has approximately \$1.1 million held in reserve in the Water SDC Fund that will be applied to this project. We recommend the City implement this five-year funding strategy. We also recommend the City consult with its engineering team to verify our planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.

### Wastewater:

- *Wastewater rates* - We recommend the City increase wastewater rates on or near July 1, 2026, by 4.64%, and by 4.64% on July 1<sup>st</sup> every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the wastewater bill of approximately \$2.98 per month. The average single family residential monthly water bill will go from the current amount of \$64.18 to \$67.16.
- *Funding of the wastewater inflow and infiltration (I&I) abatement program* – We recommend the City continue to focus on its I&I abatement through regular annual expenditures. In our five-year forecast, we have budgeted \$100k per year for this program; all funded from wastewater rates. We recommend the City adopt this strategy in annual wastewater system budget preparations.
- *Funding of wastewater capital repairs and replacements* – Over the last five fiscal years, in the sewer fund, the City has been spending on average approximately \$666k per year on wastewater system capital repairs and replacements. In our five-year forecast, we have budgeted \$500k per year for

these types of expenditures; all funded from rates. The City also has approximately \$1.6 million held in reserve in the Sewer SDC Fund to pay for capacity expanding projects. As the wastewater collection and treatment systems age, these types of system repairs and replacements will become more common.

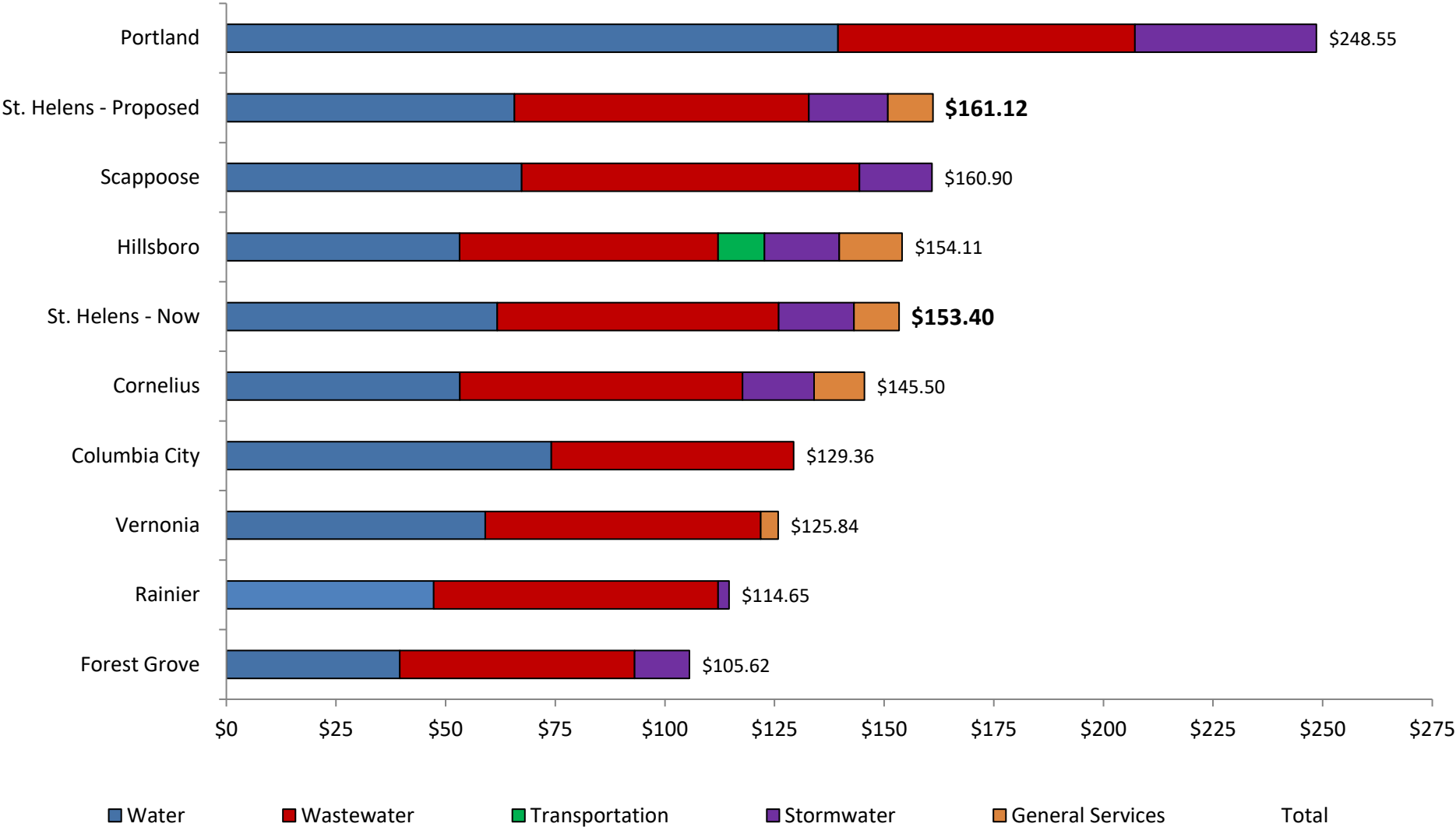
- *Funding of Master Plan priority capital improvements* – Our wastewater system financial modeling assumes the Master Plan priority capital improvements will cost approximately \$24.8 million over the five-year forecast horizon. This money will be invested in increasing the hydraulic capacity of the City's sewer trunk system. Funding for this project will come from a new loan from the Clean Water State Revolving Loan Fund administered by the Oregon Department of Environmental Quality. In addition to having a deeply subsidized interest rate at 1%, the City will enjoy the benefit of a \$2 million principal forgiveness due to the water quality enhancement feature of the project. We recommend the City consult with its engineering team to verify our planning assumptions and estimated project costs. Our modeling assumes this project will be completed in fiscal 2029 with repayment starting in fiscal 2030. We recommend the City adopt this strategy in annual wastewater system budget preparations.

### Stormwater:

- *Stormwater rates* - We recommend the City increase stormwater rates on or near July 1, 2026, by 4.79%, and by 4.79% on July 1st every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$0.82 per month. The average single family residential monthly water bill will go from the current amount of 17.16 to \$17.98.
- *Funding of stormwater capital repairs and replacements* – Over the last five fiscal years, in the stormwater fund, the City has been spending on average approximately \$20k per year on stormwater system capital repairs and replacements. This is an inadequate funding level. In our five-year forecast, we have budgeted \$250k per year for these types of expenditures; all funded from rates. Specifically, we have allocated \$200k of this budget for line replacements and CCTV inspections. The balance, \$50k per year is allocated for small works, and storm drainage investigations. The City also has approximately \$546k held in reserve in the Stormwater SDC Fund to pay for capacity expanding projects. We recommend the City adopt this strategy in annual stormwater system budget preparations. As the stormwater conveyance and detention systems age, these types of system repairs and replacements will become more common.

The recommendations of this municipal utilities rates study are pragmatic and reasonable. Our recommendations are focused on securing the financial future of the utilities and to make sure that all customers who receive the benefits of utilities services pay their proportionate share of the costs of delivering those utility services. Shown below in Figure 1 is a chart that compares the current and proposed utility rates for a single-family customer in St. Helens to the same charges in similar communities in the region.

Figure 1 - Neighboring Communities' Single Family Utility Bills - October 2025



## Analysis Section

### Background and Study Methodology

St. Helens is a residential community located along the Columbia River on State Highways 30 in Columbia County. The City owns and operates a culinary water system that serves approximately 5,208 customers and provided about 450 million gallons of water to customers in fiscal 2024-25. St. Helens has a wholesale water sales agreement with the City of Columbia City but has not sold any finished water to them since the summer of 2014. Out of the 5,208 active accounts, 91% are residential/small commercial customers. The balance of the accounts are larger multifamily, institutional, and industrial customers. The majority of industrial water use is on the Port of St. Helens property.

The City also owns and operates a wastewater collection and treatment system. The wastewater treatment plant is located at 451 Plymouth Street. It consists of two lagoons, an operations building, a chlorine building and a shop. The plant treats all of the domestic waste from both St. Helens and Columbia City. It also treats waste from a number of local industries. There are three employees at the plant, a Superintendent, two Operators, and one who also serves as the Pretreatment Program Coordinator. Along with the treatment plant, the operators also maintain nine sewer lift stations and one stormwater lift station throughout the City.

The treatment process consists of two lagoons. When waste enters the plant, it is screened and enters the smaller 3 acre lagoon for primary treatment. After that, it is disinfected and flows into the larger 40 acre lagoon. After the secondary treatment, it is discharged into the Columbia River. The typical flows to the river are between 6 and 10 million gallons per day.

Finally, the City owns and operates a storm drainage system that consists of 43.4 miles of storm drainage lines ranging in size from 6-inch diameter to 66-inch diameter, 2,466 storm structures (catch basins, manholes, cleanouts, storm inlets, and outfalls), and one stormwater pump station. The storm drainage system is essential in protecting the public health, water quality, and the environment. Effectively, all of the stormwater that is detained and conveyed within the City eventually flows to the Columbia River.

To pay for the operation, maintenance, replacement, and improvement of these water, wastewater, and stormwater systems, the City charges its customers fees on a monthly basis. The purpose of this study is to evaluate the City's methodology for calculating these fees and to perform an industry standard, cost of service analysis (COSA). The process used to prepare the COSA for the City's utilities follows standard ratemaking principles, as outlined by the American Water Works Association (AWWA), the Water Environment Federation (WEF), and the U.S. Environmental Protection Agency (EPA). This process consists of three steps:

1. Determine revenue requirements...(how much does it cost to provide service system-wide)
2. Allocate costs to customer classes...(who is causing the need for the service, and in what proportion)
3. Determine rate structure and develop rates...(align rates to recover costs from those causing the need)

### Step 1: Determination of Revenue Requirements

Revenue requirements are the total costs of providing services to utility customers over a specific period of time (usually one year). These costs include operation and maintenance (O&M) and capital costs. O&M costs are the routine costs of operating and maintaining a utility system in order to provide service. For the purpose of rate setting, revenue requirements are projected from budgeted expenses and adjusted

based on historical cost trends and the expertise of utility staff. Examples of O&M costs are chemicals and electricity used at plants, skilled plant operator labor, and administrative expenses.

Capital costs, as defined for the City's rates structures, are the resources used to acquire or construct capital assets. These include current revenue funded (pay-as-you-go) improvements, planned annual contributions to funds for such purposes, and ongoing debt service requirements (principal and interest payments on outstanding loans and other obligations). Capital assets are defined as major assets that benefit more than a single fiscal period. Typical examples are land, improvements to land, easements, buildings, improvements, vehicles, machinery, equipment, and other infrastructure. Capital costs are projected for the rate-setting period based on the capital improvement plan, the City's bond covenants, and utility staff expertise.

To determine the amount of revenue that rates must generate annually, the total revenue requirements are reduced by nonrate or other system revenues. Examples of other system revenues are unrestricted interest earnings, revenues from wholesale contract customers, and revenue from miscellaneous charges. Total requirements less other system revenues equal requirements from rates.

## Step 2: Allocate Revenue Requirements to Customer Classes

Determination of the costs of service by customer class is a four-step process. These steps are referred to as functionalization, joint and specific groupings, classification, and allocation. Functionalization involves categorizing revenue requirements according to utility functions. For example, wastewater functions typically include treatment (often broken up by unit process), collection, pumping, and customer service. Utilities incur varying levels of costs to perform the different system functions needed to meet customer demands. Therefore, the first step in the cost allocation process is to determine what it costs the utility to perform different service functions. Next, functional costs are grouped by joint and specific categories. This process allows for certain types of costs (e.g., industrial pretreatment costs) to be allocated directly to benefiting customers. The majority of costs are generally joint or common to all customers.

Following functionalization and joint and specific groupings, a classification process is undertaken. A fundamental objective in developing a rate system is to price utility services so that each customer pays for the service they receive in proportion to their use. Some costs incurred by the utilities are a function of quantity. In the case of water, it means metered water sales. In the case of wastewater, it means the amount of wastewater discharged to the collection system. Other costs are associated with serving customers regardless of the quantity that flows through the system.

Ideally, each customer would be charged according to the actual cost of providing service to his or her connection. However, it is impractical to estimate the cost of serving each individual customer. Therefore, it is accepted practice in the utility industry to classify customers into relatively few, reasonably homogeneous groups, and then to develop rates for each group. In the final step of the cost allocation process, the characteristics of the utilities' customers are analyzed, and costs are allocated to each class. For water systems, user characteristics include number of meters, base daily demand, and extra capacity demand measured in maximum day and maximum month demand. For wastewater systems, user characteristics include sewage flows, strengths, and the number of customer accounts.

The user characteristics serve as the basis for allocating costs by service characteristic to each customer class. The sum of each class's proportionate cost share of each service characteristic is that class's total cost-of-service.

### Step 3: Determine Rate Structure and Develop Rates

The last step in the rate development process is the design of the rate structure and the development of rates. There are a variety of rate structure options available to meet a wide range of policy objectives. In the City's case, all utility customers are on a monthly billing cycle.

St. Helens water and wastewater rates are comprised of a fixed charge per customer per billing period (monthly) and a volume charge that varies based on water usage or estimated sewage flow. Stormwater fees are flat rated for residential customers at an assumed amount of impervious surface equal to 2,500 square feet. Commercial, institutional, and industrial customers are billed based on actual measured impervious surface.

Once a rate structure is selected, rates are calculated based on the costs-of-service by class determined in Step 2. The end result of this rate development process is an equitable distribution of system revenue requirements to system users.

### Analysis of Water System Revenue Requirements

This analytical task determines the amount of revenue needed from water rates. This is driven by utility cash flow or income requirements, constraints of bond covenants, and specific fiscal policies related to the water utility. Based on two years of actual financial records, estimated results for fiscal 2025, and for the current budget year 2026, a base case analysis was developed. This case is predicated on a number of planning assumptions. These planning assumptions are discussed in detail below.

For the current upcoming budget year, it is forecasted the water utility will generate sufficient revenues from rates, charges, and fees to meet its obligations and produce an unappropriated ending balance in the water operating fund of \$2,606,300. The beginning balance for the water operating fund in this same fiscal year is estimated to be \$3,559,373. In order to establish and maintain cash balances in the water operating fund while continuing to support the funding of future operations and maintenance work, a 6.35% general water rate increase will be required for each of the ensuing five fiscal years starting on July 1, 2027.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

*Inflation in costs and growth in the customer base* – In order to accurately reflect likely future conditions, the revenue requirements model was programmed to allow for inflation and cost escalation factors by budget line item. Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 3.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (OMI contract) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in 3/4" meters is estimated to be 1.50% per year over the five (5) year forecast horizon.

*Capital Improvement Plan Funding* - In the current budget year 2026, total water system capital improvement costs are estimated to be \$1,020,000, and consist of the following projects:

| Project ID | Project Description                   | Cost           |
|------------|---------------------------------------|----------------|
| 601-53310  | reservoir siting study                | \$50,000       |
| 731-53302  | annual maintenance - operations       | 100,000        |
| 731-53314  | water meter replacements              | 70,000         |
| 731-53315  | Railroad ave. watermain replacement   | 450,000        |
| 732-53302  | annual maintenance – water filtration | 100,000        |
| 732-53306  | WFF rack replacement                  | <u>250,000</u> |
|            |                                       | \$1,020,000    |

For the five-year forecast, we have assumed an annual budget for routine capital repairs and replacements at \$400k. With the assistance of City Staff, a 20 year water system capital improvement plan was developed for this rate study effort. Over this 20 year horizon, the City's water system capital improvement plan calls for the investment of \$15,000,000, all directed at the siting, design, and construction of a new 5 million gallon water distribution reservoir. Current planning calls for this facility to be constructed in fiscal 2029 and finalized in fiscal 2030. Funding for the project is to come from the proceeds of a new senior lien water system revenue bond. The project funding plan and debt sizing is shown below in Table 2

Table 2 - Forecast of Future Water System Capital Financing Plan

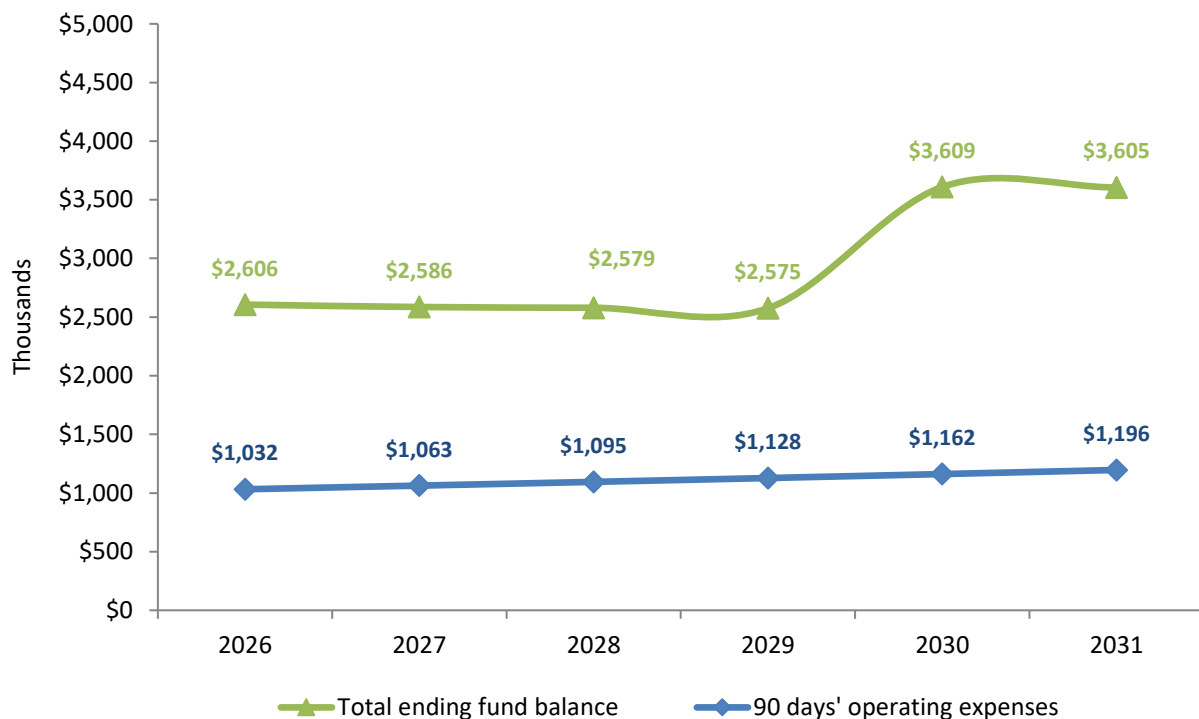
| Capital Improvements Financing                 | 2026 | 2027 | 2028 | 2029 | 2030       |
|--|------|------|------|------|------------|
| Capital Costs to be Funded                     | -    | -    | -    | -    | 15,000,000 |
| less: Contributions from SDCs                  | -    | -    | -    | -    | 1,078,065  |
| less: Contributions From Construction Fund bal | -    | -    | -    | -    | -          |
| less: Contributions From Utility Rates         | -    | -    | -    | -    | -          |
| less: Developer Contributions                  | -    | -    | -    | -    | -          |
| Amount to be Financed                          | -    | -    | -    | -    | 13,921,935 |
| Interim Borrowing:                             |      |      |      |      |            |
| BANs Issued:                                   | -    | -    | -    | -    | -          |
| less: Borrowing Cost                           | -    | -    | -    | -    | -          |
| less: Interest Payments                        | -    | -    | -    | -    | -          |
| plus: Interest Earnings                        | -    | -    | -    | -    | -          |
| Net Available from BANs                        | -    | -    | -    | -    | -          |
| Long-term Borrowing:                           |      |      |      |      |            |
| Revenue Bonds:                                 |      |      |      |      |            |
| Amount Borrowed                                | -    | -    | -    | -    | 15,138,480 |
| less: Financing Cost                           | -    | -    | -    | -    | 151,385    |
| less: Reserve Funding                          | -    | -    | -    | -    | 1,065,160  |
| less: Refunding of BANs                        | -    | -    | -    | -    | -          |
| Net Funds from Revenue Bonds                   | -    | -    | -    | -    | 13,921,935 |
| General Obligation Bonds:                      |      |      |      |      |            |
| Amount Borrowed                                | -    | -    | -    | -    | -          |
| less: Financing Cost                           | -    | -    | -    | -    | -          |
| less: Reserve Funding                          | -    | -    | -    | -    | -          |
| less: Refunding of BANs                        | -    | -    | -    | -    | -          |
| Net Funds from G.O. Bonds                      | -    | -    | -    | -    | -          |
| New Annual Debt Service:                       |      |      |      |      |            |
| Debt Service                                   | -    | -    | -    | -    | 1,065,160  |
| Coverage                                       | -    | -    | -    | -    | -          |
| Reserve Funding                                | -    | -    | -    | -    | -          |

It should be noted that the City is budgeting for total water rate revenues of \$4,400,000 for fiscal 2025-26. This level of ongoing cash flow in combination with general rates increases and fund balances in the water SDC and operating funds is sufficient to make the water capital funding plan work.

*Operating Costs in Excess of Inflation* – In most rate studies, there are certain operating cost categories that tend to grow in excess of the general price index. We have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the water utility does add staff, these costs will impact the current revenue requirements forecast.

*Modeling for Contingencies, Reserves, and Ending Fund Balances* - The financial engine of the water utility is the water operating fund. Because the utility cash finances all of its operations, the ending fund balance in the water operating fund is in effect the contingency fund for the utility. Over the past three years, the ending fund balance in the Water Operating Fund has been stable, primarily due to steady growth in rate revenue receipts, and expense controls initiated by City management. For planning purposes, we are expecting the Water Operating Fund will end all forecast years with a target ending fund balance in excess of ninety days of operating expenses. This target balance gives the water utility enough contingency to fund unforeseen operating cost spikes. The five year forecast of targeted Water Operating Fund balances and operating reserve requirements is shown below in Figure 2.

Figure 2 - Forecast of Water Operating Fund Balances and Operating Reserve Requirements



## Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model which is the platform for the “base case” forecast. The base case assumes the utility will fund the capital improvements strategy



(discussed above). Also, the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of water system revenue requirements (Table 3).

Table 3 – Base Case Forecast of Water System Revenue Requirements

|  | Budget<br>2026 | 2027      | 2028      | Forecast<br>2029 | 2030       | 2031      |
|--|----------------|-----------|-----------|------------------|------------|-----------|
| <b>Projection of Cash Flow:</b>                                |                |           |           |                  |            |           |
| Revenues:  |                |           |           |                  |            |           |
| Charges for Services:  |                |           |           |                  |            |           |
| Water Sales - Residential                                      | 4,400,000      | 4,400,000 | 4,833,309 | 4,979,068        | 5,081,072  | 5,826,432 |
| Water Sales - Com/Ind  | -              | -         | -         | -                | -          | -         |
| Late Reconnection Tamper Fees                                  | 200,000        | 200,000   | 200,000   | 200,000          | 200,000    | 200,000   |
| Collections  | -              | -         | -         | -                | -          | -         |
| Water Connections  | 10,000         | 10,000    | 10,000    | 10,000           | 10,000     | 10,000    |
| Total Service Charges  | 4,610,000      | 4,610,000 | 5,043,309 | 5,189,068        | 5,291,072  | 6,036,432 |
| Total other financing sources                                  | -              | -         | -         | -                | -          | -         |
| Bond proceeds for projects                                     | -              | -         | -         | -                | 13,921,935 | -         |
| Total miscellaneous income                                     | 105,000        | 109,402   | 108,729   | 108,635          | 108,627    | 150,170   |
| Subtotal gross operating revenues                              | 4,715,000      | 4,719,402 | 5,152,039 | 5,297,704        | 19,321,635 | 6,186,602 |
| Operations & Maintenance Expense:                              |                |           |           |                  |            |           |
| Total personal services  | 1,040,000      | 1,071,200 | 1,103,336 | 1,136,436        | 1,170,529  | 1,205,645 |
| Total materials and services                                   | 3,145,400      | 3,239,762 | 3,336,955 | 3,437,064        | 3,540,175  | 3,646,381 |
| Total capital outlay   | 1,020,000      | 400,000   | 400,000   | 400,000          | 14,321,935 | 400,000   |
| Total debt service   | 462,670        | 462,430   | 463,840   | 430,510          | 1,065,160  | 1,065,160 |
| Transfers to other funds (excluding transfers to SDC fund)     | -              | -         | -         | -                | -          | -         |
| Total operations and maintenance expense                       | 5,668,070      | 5,173,392 | 5,304,131 | 5,404,010        | 20,097,800 | 6,317,185 |
| (Use)/replacement of fund balance                              | (953,070)      |           |           |                  |            |           |
| Net Cash   | -              | (453,990) | (152,092) | (106,306)        | (776,165)  | (130,584) |
| Net Deficiency/(Surplus)                                       | -              | 453,990   | 152,092   | 106,306          | 776,165    | 130,584   |
| <b>Test of Coverage Requirement:</b>                           |                |           |           |                  |            |           |
| Gross Revenues:  |                |           |           |                  |            |           |
| Operating revenues   | 4,715,000      | 4,719,402 | 5,152,039 | 5,297,704        | 5,399,699  | 6,186,602 |
| System Development Charges                                     | 30,000         | 30,450    | 30,907    | 31,370           | 31,841     | 32,319    |
| Total Gross Revenues   | 4,745,000      | 4,749,852 | 5,182,945 | 5,329,074        | 5,431,540  | 6,218,920 |
| Operating Expenses:  |                |           |           |                  |            |           |
| Total personal services  | 1,040,000      | 1,071,200 | 1,103,336 | 1,136,436        | 1,170,529  | 1,205,645 |
| Total materials and services                                   | 3,145,400      | 3,239,762 | 3,336,955 | 3,437,064        | 3,540,175  | 3,646,381 |
| Transfers to/(from) the rate stabilization account             | -              | -         | -         | -                | -          | -         |
| Total Operating Expenses                                       | 4,185,400      | 4,310,962 | 4,440,291 | 4,573,500        | 4,710,705  | 4,852,026 |
| Net Revenues   | 559,600        | 438,890   | 742,654   | 755,574          | 720,836    | 1,366,895 |
| Debt Service   | 462,670        | 462,430   | 463,840   | 430,510          | 1,065,160  | 1,065,160 |
| Coverage Recognized  | 1.21           | 0.95      | 1.60      | 1.76             | 0.68       | 1.28      |
| Coverage Required  | 1.20           | 1.20      | 1.20      | 1.20             | 1.20       | 1.20      |
| Net Deficiency/(Surplus)                                       | (4,396)        | 116,026   | (186,046) | (238,962)        | 557,356    | (88,703)  |
| <b>Projection of Revenue Sufficiency and Forecasted Rates:</b> |                |           |           |                  |            |           |
| Maximum Deficiency   | -              | 453,990   | 152,092   | 106,306          | 776,165    | 130,584   |
| Percent Increase Required Over Current Rate Revenues           | 0.00%          | 9.85%     | 3.02%     | 2.05%            | 14.67%     | 2.16%     |
| Five Year Average Increase in Revenue Requirements             |                | 6.35%     | 6.35%     | 6.35%            | 6.35%      | 6.35%     |
| Revenues Recovered From Existing Water Rates                   | 4,400,000      | 4,400,000 | 4,833,309 | 4,979,068        | 5,081,072  | 5,826,432 |
| add: Revenues Recovered From Rate Increase                     | -              | 433,309   | 145,759   | 102,004          | 745,359    | 126,041   |
| Total Revenues Recovered From Rates & Charges after Increase   | 4,400,000      | 4,833,309 | 4,979,068 | 5,081,072        | 5,826,432  | 5,952,473 |

## Analysis of Water Rates and Recommended Policy Changes

### Wholesale Rates Charged to Columbia City

Columbia City has a contracted right to purchase culinary water from St. Helens under the terms of a 1982 long term water purchase agreement. An analysis of billing records indicates Columbia City has not purchased any water from the City since the summer of 2014. Section 5 of that agreement states:

“5. AMOUNT OF WATER: Columbia City may purchase and use up to 1,000,000 cubic feet of water per month. In the event one or more additional water intake and treatment facilities yielding sufficient quantities are put in operation within the Columbia City limits, the monthly amount will increase by 500,000 cubic feet per month per well, provided Columbia City complies with the following paragraph.

Columbia City shall pay a percentage representing its share of all water sold by St. Helens, of the cost of the additional water intake and treatment facilities and transmission lines to the point the water is delivered to Columbia City if Columbia City desires the additional 500,000 cubic feet from an additional well. No direct charge for capital costs of the additional water intake and treatment facilities will be made to Columbia City if they do not desire the additional water and remain at the 1,000,000 cubic feet level.”

Historically, the rates charged to Columbia City have been developed under the “Utility” approach to rate making. Under this approach Columbia City’s total unit rate per CCF of purchased water consists of the following components:

- Pro rata share of annual operations and maintenance expenses of the water system dedicated to produce, treat, and deliver water to Columbia City.
- Depreciation expense on water utility plant in service dedicated to produce, treat, and deliver water to Columbia City.
- Return on rate base – a rate of return on investments made by St. Helens customers in water utility plant and equipment that is used to serve Columbia City.

In the 2009 Water, Sewer, and Stormwater Rates Update, it was recommended the City adjust its wholesale water rate for Columbia City from \$1.73 per ccf to \$2.39 per ccf. Under the current rate schedule, the Columbia City wholesale water rate is \$3.73 per ccf. Under this rate study, we were unable to verify these rates since no material amount of finished water has been sold to Columbia City for some time. In essence, Columbia City has its own dedicated ground water source to serve its needs and no longer uses the St. Helens water system for its base demand or peaking needs. We suggest the City reengage with the leadership of Columbia City to clarify this situation.

### Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The ratemaking methodology that was used to allocate water system revenue requirements is called the “base-extra capacity method” and is consistent with industry standards in water rate making. The City has been using this method at least since 2007. Under this methodology, costs of service are separated into three primary cost components: (1) base costs, (2) extra capacity costs, and, (3) customer costs.

Base costs are those that tend to vary with the total quantity of water used plus those operations and maintenance (O&M) expenses and capital costs associated with service to customers under average load conditions, without the elements of cost incurred to meet water use variations and resulting peaks in demand. Base costs include O&M expenses of supply, treatment, pumping, and distribution facilities.

Base costs also include capital costs related to water plant investment associated with serving customers to the extent required for a constant, or average, annual rate of demand/usage.

Extra capacity costs are those associated with meeting rate of use requirements in excess of average and include O&M expenses and capital costs for system capacity beyond that required for average rate of use. These costs have been subdivided into costs necessary to meet maximum-day extra demand, and maximum-hour demand in excess of maximum day demand.

Customer costs comprise those costs associated with serving customers, irrespective of the amount or rate of water use. They include meter reading, billing, and customer accounting and collection expense, as well as maintenance and capital costs related to meters and services.

### Existing and Proposed Water Rates

The City's current water rate structure was last reviewed in 2022. A number of rate increases have been implemented by the Council since that time, but the basic water rate methodology has remained intact. Billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. The City has installed a city-wide automatic meter reading system (AMR), and all water customers are billed on a monthly basis. AMR, is the technology of automatically collecting consumption, diagnostic, and status data from water meters and transferring that data to a central database for billing, troubleshooting, and analyzing. This technology mainly saves utility providers the expense of periodic trips to each physical location to read a meter. Another advantage is that billing can be based on near real-time consumption rather than on estimates based on past or predicted consumption. This timely information coupled with analysis can help both utility providers and consumers to better control water consumption.

The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the water system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water. The last rate adjustments were made by the City Council via Resolution no. 2045 (dated June 18, 2025) with an implementation date of July 15, 2025. The current and proposed schedule of water rates and charges is shown below in Table 4.

Table 4 - Schedule of Current and Proposed St. Helens Water Rates

| Water Rate Component Description           | Current  | Effective July 1 |          |          |          |          |  |
|--|----------|------------------|----------|----------|----------|----------|--|
|  |          | 2026             | 2027     | 2028     | 2029     | 2030     |  |
| <i>Inside City:</i>                        |          |                  |          |          |          |          |  |
| Fixed Rate (Demand Charge \$/account):     |          |                  |          |          |          |          |  |
| Monthly billings                           | \$ 12.40 | \$ 13.19         | \$ 14.03 | \$ 14.92 | \$ 15.87 | \$ 16.88 |  |
| Volume Rate (Commodity Charge \$/ 100 cf): |          |                  |          |          |          |          |  |
| Residential (single family)                | \$ 6.17  | \$ 6.56          | \$ 6.98  | \$ 7.42  | \$ 7.89  | \$ 8.39  |  |
| Multifamily                                |          |                  |          |          |          |          |  |
| Duplex                                     | \$ 5.96  | \$ 6.34          | \$ 6.74  | \$ 7.17  | \$ 7.62  | \$ 8.11  |  |
| Apartments                                 | \$ 5.84  | \$ 6.21          | \$ 6.61  | \$ 7.02  | \$ 7.47  | \$ 7.94  |  |
| Commercial/Industrial                      | \$ 5.01  | \$ 5.33          | \$ 5.67  | \$ 6.03  | \$ 6.41  | \$ 6.82  |  |
| <i>Outside City:</i>                       |          |                  |          |          |          |          |  |
| Fixed Rate (Demand Charge \$/account):     |          |                  |          |          |          |          |  |
| Monthly billings                           | \$ 24.80 | \$ 26.37         | \$ 28.04 | \$ 29.82 | \$ 31.71 | \$ 33.72 |  |
| Volume Rate (Commodity Charge \$/ 100 cf): |          |                  |          |          |          |          |  |
| Residential (single family)                | \$ 12.34 | \$ 13.12         | \$ 13.96 | \$ 14.84 | \$ 15.79 | \$ 16.79 |  |
| Multifamily                                |          |                  |          |          |          |          |  |
| Duplex                                     | \$ 11.92 | \$ 12.68         | \$ 13.48 | \$ 14.34 | \$ 15.25 | \$ 16.22 |  |
| Apartments                                 | \$ 11.68 | \$ 12.42         | \$ 13.21 | \$ 14.05 | \$ 14.94 | \$ 15.89 |  |
| Commercial/Industrial                      | \$ 10.01 | \$ 10.65         | \$ 11.32 | \$ 12.04 | \$ 12.80 | \$ 13.62 |  |
| <i>Wholesale:</i>                          |          |                  |          |          |          |          |  |
| Columbia City                              |          |                  |          |          |          |          |  |
| Volume Rate (Commodity Charge \$/ 100 cf): | \$ 3.73  | \$ 3.97          | \$ 4.22  | \$ 4.49  | \$ 4.77  | \$ 5.07  |  |

The volume rates contained in Table 4 are a product of the base-extra capacity allocation methodology. As the reader can see, the single family residential volume rate of \$6.17 per ccf is higher than the corresponding volume rates for all other customer classes. This is a direct result of the peaking demand this customer class places on the system relative to the peaking demands associated with the other classes. We define the peaking factors as maximum month, and maximum day demands as a percentage of average month and average day demand, respectively. Intuitively, this makes sense since peaking demand for water occurs in the hot summer months when irrigation demand is at its highest. The largest users of irrigation water in the City are single family residential customers.

### Rate Design Alternatives

The City's current water rate methodology is sound, conforms to industry practice, and promotes conservation. We see no reason to move off of this methodology.

### Analysis of Wastewater System Revenue Requirements

For this budget year, it is forecast that the wastewater utility will generate sufficient revenues from rates, charges, and fees to meet its obligations and produce an unappropriated ending balance in the Wastewater Operating Fund of \$4,590,898. The beginning balance for this same fiscal year is estimated to be \$4,724,288. The financial stability of the wastewater system is strong. This level of operating reserve is well above ninety (90) days of operating expenses. The strategy for the wastewater utility is to maintain these reserve levels, sustainable rate increases over the five year forecast horizon, and to use this money as the funding source of wastewater operations and capital improvement projects.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

*Inflation in costs and growth in the customer base* – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 3.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon.

*Capital Improvement Plan Funding* In this budget year 2026, total wastewater system capital improvement costs are estimated to be \$1,590,000. All of the projects are related to the wastewater collection system, and consist of the following projects:

| Project ID | Project Description                          | Cost           |
|------------|--|----------------|
| 735-53302  | annual sewer maintenance – collection system | \$50,000       |
| 738-53302  | annual sewer maintenance – pumping services  | 75,000         |
| 603- 53302 | annual sewer maintenance – system            | 50,000         |
| 603-53306  | sewer capacity program design                | 1,250,000      |
| 736-53314  | WWTP SCADA upgrade                           | 40,000         |
| 736-53316  | WWTP aerator replacement                     | <u>125,000</u> |
|            |  | \$1,590,000    |

All of the project costs show above will be funded with cash on hand with the exception of the sewer capacity program design. This project is being funded from a grant. The cash flows related to these projects are accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items. Over the five-year forecast, we have budgeted \$500k per year for general wastewater capital repair and replacement costs.

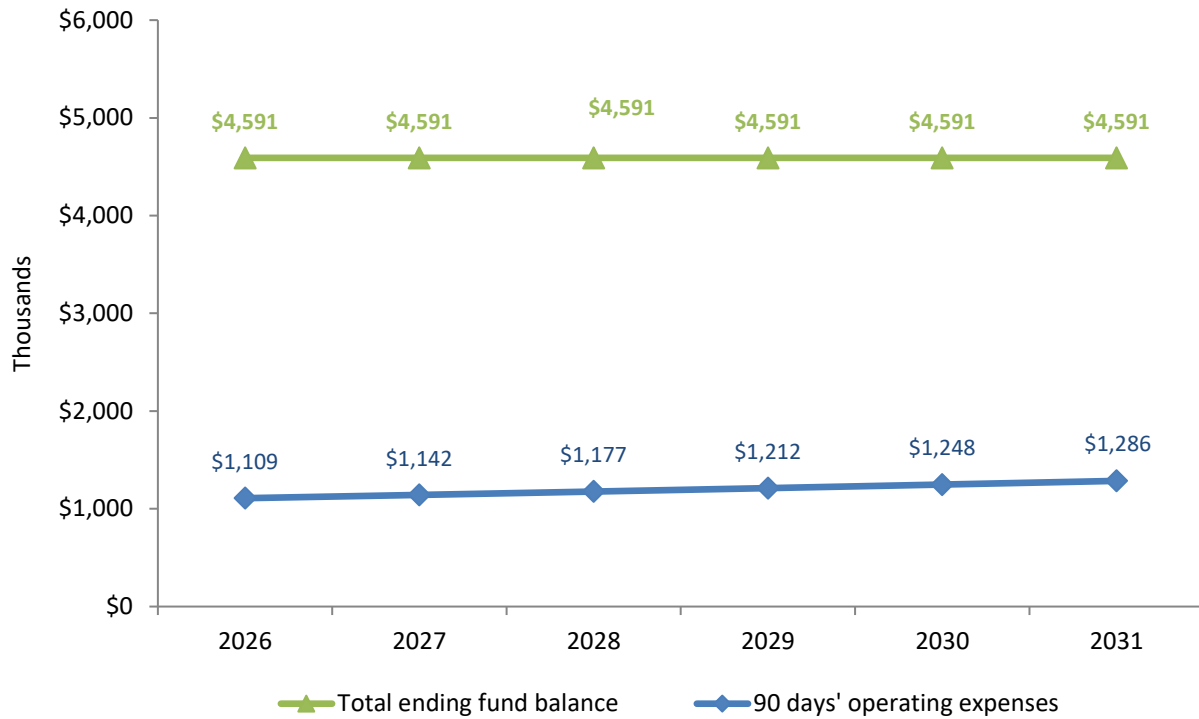
Over the next twenty years, the City plans on investing \$24,800,000 in the wastewater system, the preponderance of which will be spent on collection system repair, replacement, and expansion. The City refers to this as the sewer capacity expansion project. This project is expected to be funded from the proceeds of a new loan from the Clean Water State Revolving Loan Fund administered by the Oregon Department of Environmental Quality. The project will take several years to complete. Current planning assumes a completion date of late fiscal 2029 with debt repayment starting in fiscal 2030. The terms of this new loan are as follows:

- Term – 30 years
- Interest rate – 1.0%
- DEQ administration fee – 0.5% on principal outstanding
- Principal forgiveness - \$2,000,000

*Operating Costs in Excess of Inflation* – As in the case of water, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

*Modeling for Contingencies, Reserves, and Ending Fund Balances* – As discussed above, the Wastewater Operating Fund is expected to end the fiscal year with an unappropriated ending fund balance of \$4,590,898; a strong operating reserve. For planning purposes, we are expecting the Wastewater Operating Fund will end all forecast years with an ending fund balance well in excess of ninety days of operating expenses. This target balance gives the wastewater utility enough contingency to fund unforeseen operating cost spikes and to build a reserve for future capital funding support. The forecast of targeted wastewater operating fund balances and operating reserve requirements is shown below in Figure 3.

Figure 3 - Forecast of Wastewater Operating Fund Balances and Operating Reserve Requirements



### Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of wastewater system revenue requirements (Table 5).

Table 5 – Base Case Forecast of Wastewater System Revenue Requirements

|  | Budget<br>2026 | Forecast   |            |            |           |           |
|--|----------------|------------|------------|------------|-----------|-----------|
|  |                | 2027       | 2028       | 2029       | 2030      | 2031      |
| <b>Projection of Cash Flow:</b>                                |                |            |            |            |           |           |
| Revenues:  |                |            |            |            |           |           |
| Charges for Services:  |                |            |            |            |           |           |
| Sewer Service Charges  | 5,095,000      | 5,095,000  | 5,402,688  | 5,619,150  | 5,797,220 | 6,244,404 |
| Secondary Boise  | -              | -          | -          | -          | -         | -         |
| Sludge Disposal Charge   | 200,000        | 206,000    | 212,180    | 218,545    | 225,102   | 231,855   |
| Connection Charge  | 5,000          | 5,150      | 5,305      | 5,464      | 5,628     | 5,796     |
| Sewer LID Payments   | -              | -          | -          | -          | -         | -         |
| Sewer Lateral Payments   | -              | -          | -          | -          | -         | -         |
| Total other financing sources                                  | 1,250,000      | -          | -          | -          | -         | -         |
| Bond proceeds for projects                                     | -              | 8,266,667  | 8,266,667  | 8,266,667  | -         | -         |
| Total miscellaneous income                                     | 72,000         | 185,696    | 185,758    | 185,821    | 185,887   | 185,954   |
| Subtotal gross operating revenues                              | 6,622,000      | 13,758,513 | 14,072,597 | 14,295,648 | 6,213,837 | 6,668,010 |
| Operations & Maintenance Expense:                              |                |            |            |            |           |           |
| Total personal services  | 1,201,000      | 1,237,030  | 1,274,141  | 1,312,365  | 1,351,736 | 1,392,288 |
| Total materials and services                                   | 3,296,800      | 3,395,704  | 3,497,575  | 3,602,502  | 3,710,577 | 3,821,895 |
| Total capital outlay   | 1,590,000      | 8,766,667  | 8,766,667  | 8,766,667  | 500,000   | 500,000   |
| Total debt service   | 667,590        | 666,800    | 750,677    | 792,183    | 1,098,707 | 1,094,930 |
| Transfers to other funds (excluding transfers to SDC fund)     | -              | -          | -          | -          | -         | -         |
| Total operations and maintenance expense                       | 6,755,390      | 14,066,201 | 14,289,059 | 14,473,718 | 6,661,021 | 6,809,113 |
| (Use)/replacement of fund balance                              | (3,458,390)    |            |            |            |           |           |
| Net Cash   | 3,325,000      | (307,688)  | (216,462)  | (178,070)  | (447,184) | (141,103) |
| Net Deficiency/(Surplus)                                       | (3,325,000)    | 307,688    | 216,462    | 178,070    | 447,184   | 141,103   |
| <b>Test of Coverage Requirement:</b>                           |                |            |            |            |           |           |
| Gross Revenues:  |                |            |            |            |           |           |
| Operating revenues   | 5,372,000      | 5,491,846  | 5,805,930  | 6,028,981  | 6,213,837 | 6,668,010 |
| System Development Charges                                     | 50,000         | 51,049     | 52,120     | 53,213     | 54,330    | 55,470    |
| Total Gross Revenues   | 5,422,000      | 5,542,895  | 5,858,050  | 6,082,194  | 6,268,167 | 6,723,480 |
| Operating Expenses:  |                |            |            |            |           |           |
| Total personal services  | 1,201,000      | 1,237,030  | 1,274,141  | 1,312,365  | 1,351,736 | 1,392,288 |
| Total materials and services                                   | 3,296,800      | 3,395,704  | 3,497,575  | 3,602,502  | 3,710,577 | 3,821,895 |
| Transfers to/(from) the rate stabilization account             | -              | -          | -          | -          | -         | -         |
| Total Operating Expenses                                       | 4,497,800      | 4,632,734  | 4,771,716  | 4,914,868  | 5,062,314 | 5,214,183 |
| Net Revenues   | 924,200        | 910,161    | 1,086,334  | 1,167,327  | 1,205,853 | 1,509,297 |
| Debt Service   | 667,590        | 666,800    | 750,677    | 792,183    | 1,098,707 | 1,094,930 |
| Coverage Recognized  | 1.38           | 1.36       | 1.45       | 1.47       | 1.10      | 1.38      |
| Coverage Required  | 1.05           | 1.05       | 1.05       | 1.05       | 1.05      | 1.05      |
| Net Deficiency/(Surplus)                                       | (223,231)      | (210,021)  | (298,124)  | (335,534)  | (52,211)  | (359,621) |
| <b>Projection of Revenue Sufficiency and Forecasted Rates:</b> |                |            |            |            |           |           |
| Maximum Deficiency   | -              | 307,688    | 216,462    | 178,070    | 447,184   | 141,103   |
| Percent Increase Required Over Current Rate Revenues           | 0.00%          | 6.04%      | 4.01%      | 3.17%      | 7.71%     | 2.26%     |
| Five Year Average Increase in Revenue Requirements             |                | 4.64%      | 4.64%      | 4.64%      | 4.64%     | 4.64%     |
| Revenues Recovered From Existing Rates and Charges:            | 5,095,000      | 5,095,000  | 5,402,688  | 5,619,150  | 5,797,220 | 6,244,404 |
| add: Revenues Recovered From Rate Increase                     | -              | 307,688    | 216,462    | 178,070    | 447,184   | 141,103   |
| Total Revenues Recovered From Rates & Charges after Increase   | 5,095,000      | 5,402,688  | 5,619,150  | 5,797,220  | 6,244,404 | 6,385,507 |



## Allocation of Revenue Requirements to Customer Classes (Cost of Service)

The cost of service analysis is intended to provide the analytical basis for equitably recovering the forecasted revenue requirement from customer classes according to the demand they place on the wastewater system. Consistent with industry practice, the analysis involves a two-step process; first, capital and O&M costs are allocated to the functional categories (service functions) of the wastewater system using operational and system design criteria. Then, based on customer class characteristics derived from historical billing system data (i.e., number of customers and monthly water usage), these functionally allocated costs are distributed to the customer classes.

Cost of service allocations are made for a test year considered representative of the period in which proposed rates are expected to be in effect. Fiscal 2026 has been used as the test year for the cost of service analysis.

### Functional Cost Allocations

Capital and operating costs are allocated to the following functional components of the wastewater system. The wastewater functional components and their descriptions are shown in Table 6.

Table 6 - Wastewater System Functional Components

| Wastewater Functional Component            | Description   |
|--|---|
| <b>Customer Accounts</b>                   | Costs associated with providing service to customers regardless of the level of wastewater contribution, such as billing and customer service. These costs are typically associated with the number of accounts or customers. |
| <b>Wastewater Flow (Q)</b>                 | Costs are associated with conveying and treating customer contributed wastewater flow (volume).   |
| <b>Infiltration &amp; Inflow (I&amp;I)</b> | Costs are associated with conveying and treating I&I of groundwater and stormwater runoff into sanitary sewers.   |
| <b>Strength of Discharge</b>               | Costs are associated with treating effluent loadings of biochemical oxygen demand (BOD) and total suspended solids (TSS).   |

Capital related costs include debt service payments, system reinvestment funding, and a portion of additions/uses of cash reserves. The most common method of assigning the capital portion of the revenue requirement to functional components is to allocate such costs on the basis of existing plant-in-service. The allocation of historical plant assets utilizes documented engineering and planning criteria from both the City and industry standards.

Operating costs include O&M expenses and a portion of additions/uses of cash reserves. These costs are allocated to the functions based on a detailed review of line item categories, generally following the cost causation process used in the allocation of plant. For example, customer billing related costs are assigned to the customer component; system operating costs for collection and treatment are allocated in the same manner as collection and treatment plant costs; other operational costs are assigned in proportion to total plant; and general and administrative costs are allocated in proportion to all other costs.

The functional cost allocation process results in a pool of costs for each functional category. From these cost pools, unit costs are created from the building blocks for designing rate structures that recognize the demands of each customer class. As a result, costs will be recovered from customer classes based on their demand by functional category. Through this process if one customer class places a higher or lower proportional average demand in one functional category, that customer class pays a higher or lower portion of that functional category's cost.

### **Allocations to Customer Classes**

The next step in the cost of service analysis involves distribution of the functionally allocated system costs to the customer classes. A key component in the allocation of system costs to customer classes is testing the reliability and accuracy of customer statistics. This is accomplished through a review of historical billing system data and application of the rate schedule in effect for that year. City staff provided historical billing system records for fiscal 2024-25, including number of accounts, equivalent residential units (ERUs), and monthly water usage. The test of reliability is conducted by applying the detailed billing statistics to the rates in effect for that year. The total revenue generated from these customer statistics should approximate the actual revenue receipts shown in the financial statements (with minor differences due to accounts receivables, delinquencies, timing of connections and disconnections throughout the year, etc.). If the revenue estimates are within reasonable limits, statistics are determined "valid," and an adjustment factor is applied to the statistics if necessary to account for any minor discrepancies. The results of this analysis indicated that the customer statistics are valid and will serve as a reasonable basis for projecting revenues and allocating system costs to the customer classes.

Customer usage statistics are also evaluated to determine if current customer class designations represent an appropriate grouping of customers, or if revisions are warranted to better reflect groupings that exhibit similar usage patterns. The City currently categorizes customers into two major groups for rate design purposes: Residential includes single family residential (SFR), multi-family residential (MFR), and manufactured home parks. The same schedule of rates applies to all customers within this class.

Commercial includes all non-residential customers, such as commercial businesses, schools, churches, etc. The same base charge applies to all customers within this class. The volume charge varies by subclass depending on an assumed strength concentration.

The functionally allocated system-wide costs are allocated to the recommended customer classes to determine "cost shares" based on the relative demands placed on the system by each class. Test year fiscal 2026 customer statistics form the basis for this allocation.

Functional costs are allocated to the customer classes as follows: Customer costs are allocated based on proportional shares of total system number of accounts. Wastewater flow costs are allocated to the customer classes based on their proportional share of total billed volume (winter water usage for SFR and actual monthly water usage for MFR and commercial customers). I&I costs are allocated based on customer flow patterns. Finally, strength costs are allocated to the customer class based on their proportional share of total billed volume.

### **Determine Rate Structure and Develop Rates**

The principal consideration in establishing utility rates is to obtain rates for customers that generate sufficient revenues for the utility and that are reasonably commensurate with the cost of providing service. Other considerations in designing rates should include customer equity, incentives for conservation, ease of implementation, and impact on customer bills. These considerations are consistent with the City's identified rate structure goals noted in the previous section.

## Existing and Proposed Wastewater Rates

The City's current wastewater rate structure was last reviewed in 2022. Although the structure has not changed since that time, the rates have been increased on a regular basis. As in the case of water rates, billings for customers include two components: a fixed rate (demand charge) and a volume rate (commodity charge). The two components are added together to compute an invoice for each customer. The fixed rates are based on costs associated with maintaining/reading meters and the costs associated with billing and are charged per connection to the sewer system. Volume rates are based on the customer class for each 100 cubic feet (ccf) of water or a fixed amount if no measurable consumption is available. The last rate adjustments were made by the City Council via Resolution no. 2045 (dated June 18, 2025) with an implementation date of July 15, 2025. The current and the proposed schedule of wastewater rates and charges is shown below in Table 7.

Table 7 - Schedule of St. Helens Current and Proposed Wastewater Rates

| Wastewater Rate Component Description      | Effective July 1 |              |              |              |              |              |
|--|------------------|--------------|--------------|--------------|--------------|--------------|
|  | Current          | 2026         | 2027         | 2028         | 2029         | 2030         |
| <i>Inside City:</i>                        |                  |              |              |              |              |              |
| Fixed Rate (Demand Charge \$/account):     |                  |              |              |              |              |              |
| Monthly billings                           | \$ 21.73         | \$ 22.74     | \$ 23.79     | \$ 24.89     | \$ 26.04     | \$ 27.25     |
| Volume Rate (Commodity Charge \$/ 100 cf): |                  |              |              |              |              |              |
| Residential (single family)                |                  |              |              |              |              |              |
| With measurable water consumption          | \$ 8.49          | \$ 8.88      | \$ 9.30      | \$ 9.73      | \$ 10.18     | \$ 10.65     |
| Multifamily                                |                  |              |              |              |              |              |
| Duplex                                     | \$ 6.66          | \$ 6.97      | \$ 7.29      | \$ 7.63      | \$ 7.98      | \$ 8.35      |
| Apartments                                 | \$ 6.40          | \$ 6.70      | \$ 7.01      | \$ 7.33      | \$ 7.67      | \$ 8.03      |
| Commercial                                 |                  |              |              |              |              |              |
| Low strength                               | \$ 7.49          | \$ 7.84      | \$ 8.20      | \$ 8.58      | \$ 8.98      | \$ 9.40      |
| Medium strength                            | \$ 9.47          | \$ 9.91      | \$ 10.37     | \$ 10.85     | \$ 11.35     | \$ 11.88     |
| High strength                              | \$ 13.18         | \$ 13.79     | \$ 14.43     | \$ 15.10     | \$ 15.80     | \$ 16.53     |
| Special strength                           | Lab analysis     | Lab analysis | Lab analysis | Lab analysis | Lab analysis | Lab analysis |
| <i>Outside City:</i>                       |                  |              |              |              |              |              |
| Fixed Rate (Demand Charge \$/account):     |                  |              |              |              |              |              |
| Monthly billings                           | \$ 27.16         | \$ 28.42     | \$ 29.74     | \$ 31.12     | \$ 32.56     | \$ 34.07     |
| Volume Rate (Commodity Charge \$/ 100 cf): |                  |              |              |              |              |              |
| Residential (single family)                |                  |              |              |              |              |              |
| With measurable water consumption          | \$ 10.43         | \$ 10.91     | \$ 11.42     | \$ 11.95     | \$ 12.50     | \$ 13.08     |
| Multifamily                                |                  |              |              |              |              |              |
| Duplex                                     | \$ 8.32          | \$ 8.71      | \$ 9.11      | \$ 9.53      | \$ 9.97      | \$ 10.44     |
| Apartments                                 | \$ 8.02          | \$ 8.39      | \$ 8.78      | \$ 9.19      | \$ 9.61      | \$ 10.06     |
| Commercial                                 |                  |              |              |              |              |              |
| Low strength                               | \$ 8.93          | \$ 9.34      | \$ 9.78      | \$ 10.23     | \$ 10.71     | \$ 11.20     |
| Medium strength                            | \$ 11.84         | \$ 12.39     | \$ 12.96     | \$ 13.56     | \$ 14.19     | \$ 14.85     |
| High strength                              | \$ 16.46         | \$ 17.22     | \$ 18.02     | \$ 18.86     | \$ 19.73     | \$ 20.65     |
| Special strength                           | Lab analysis     | Lab analysis | Lab analysis | Lab analysis | Lab analysis | Lab analysis |
| Wholesale:                                 |                  |              |              |              |              |              |
| Columbia City                              |                  |              |              |              |              |              |
| Volume Rate (Commodity Charge \$/ 100 cf): | \$ 2.54          | \$ 2.66      | \$ 2.78      | \$ 2.91      | \$ 3.05      | \$ 3.19      |

The City's current wastewater rate structure is consistent with industry standard and promotes conservation and equity. Some of the key elements of this rate structure are:

### **Treatment of Customers without Measurable Water Consumption**

Under the City's wastewater rate structure, accounts are considered to be "without measurable water consumption" when potable water is obtained from a well or where the customer has no personal water consumption history established during the winter averaging period within the service area. For single family and multifamily residential customers, new customer accounts without history are set based on 5.50 ccf (monthly) per dwelling unit until measurable consumption is recorded and used to establish a new rate. Customers receiving only sewer service, who obtain potable water from a well or another water provider are set based on 5.50 ccf (monthly). Adjustments may be made based on actual usage during the winter averaging months of January through April if the customer can provide sufficient documentation.

For commercial customers without measurable water consumption history, a two-step policy is used as follows:

1. Strengths will be defined by Standard Industrial Classification (SIC) code (i.e., restaurants defined as high), or the customer may elect to have a qualified laboratory regularly monitor and provide measurements of Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), and other particulates (i.e., fats, oils, and grease) to the City.
2. Volumes will be from certification of meter readings provided at the source (well or 3rd party provider). It will be the customer's responsibility to obtain and forward meter readings to the City on a regular basis. In absence of actual meter readings, the City will utilize average usage patterns from similar commercial customers with measurable usage. This method is to be an interim step until such time as a system to measure water usage can be implemented and/or received.

### **Residential Customers Charged Based on Winter Average Water Consumption**

At one time, the City charged all residential wastewater customers on a flat rate basis. Some time ago, the City moved off of this approach and implemented a consumption based rate (CBR) strategy for its residential class. Commercial/industrial and wholesale customers have always been billed based on metered water consumption. Under a CBR methodology, a portion of the wastewater bill is based on how much water a customer uses during the non-irrigation or winter average period, as winter water use is a reasonable estimate of a customer's wastewater discharge. A CBR structure enhances the equity of the wastewater rates by relating a portion of an individual's wastewater bill to the actual discharge into the collection and treatment system. When coupled with a service charge per account that continues to assess the majority of wastewater system costs on a fixed monthly basis, a CBR structure generally balances revenue stability and equity objectives. The policy workings of the City's winter average billing methodology for residential accounts is:

1. Volume will be based on 4-month winter averaging of water consumption. The winter average period will be defined as the 4-month period starting with the first full billing cycle starting on or after December 15th of each year.
2. Accounts with an average usage of less than 1 ccf of water consumption are automatically assessed at the 5.50 ccf average.
3. Customers may request in writing to have the sewer based on actual usage if the property is vacant (transition between tenants, foreclosure, etc.) or consistently below 1 ccf per billing cycle over a 12-month period.

4. The assigned average for water consumption may be appealed to the City Administrator, or his/her designee, and could be modified pending a review of the account and findings thereof.

### Commercial Customers Charged Based on Assumed Strength of Discharge

The City bills commercial customers based on their assumed strength of discharge. Under this approach, commercial customers are grouped into low, medium, high, and industrial extra strength categories based upon their standard industrial classification. The City's strength of discharge class limits are as follows:

| Strength Classification | BOD (mg/l) | TSS (mg/l) |
|-------------------------|------------|------------|
| Low                     | 0-250      | 0-300      |
| Medium                  | 251-500    | 301-600    |
| High                    | 501-1,000  | 601-1,200  |
| Special                 | 1,001+     | 1,201+     |

Per City code, the responsible person for paying the sewer charge may appeal the strength classification made by the City. Such appeal shall be made in writing to the City Administrator. The person appealing must provide sufficient information as to the strength of the sewer discharge created by their use so that the City Administrator or designee may evaluate the evidence and determine the proper strength of the waste generated.

### Rate Design Alternatives

There are a variety of wastewater rate structures in use across the state and the nation. This study seeks to establish the guiding principles to be considered during the wastewater rate setting. It is important to establish the principles in advance of undertaking the technical work of rate setting. Once the principles are established and fixed, then the rate setting process evolves from them. It must also be recognized that there needs to be a balance in how the principles are applied; e.g., a flat rate is simple, but it may not necessarily be fair and equitable if customers are not equally responsible for the cost of the system. The Review will seek to determine and evaluate alternatives by comparing the various types of rate structures against each principle to determine which structure most satisfies the principles. One must recognize that one or more principles may compete or be in direct contrast with another. Ultimately, the objective is to identify the structure that best meets as many of the principles as possible.

Any rate structure that is considered must respect current legislation and contractual commitments. The main objective is to ensure the wastewater system is sustainable over the long term, thereby ensuring the protection of the health of citizens and the environment. The concepts of user pay, and full cost pricing are key elements of which the City should address in the future. The question of what each customer pays is, however, a complex issue with varying viewpoints and interests.

The following principles should be used to develop alternative rate structures for Council's consideration:

1. be fair and equitable
2. promote conservation
3. be affordable and financially sustainable
4. stabilize revenue
5. be justifiable
6. be simple to understand
7. support economic development;

The City's CBR rate structure has been in place for many years and works well for the City and its customers. Based on the equity the rate structure provides to customers, there is no reason to think the current rate structure for wastewater services is unfair or unreasonable. We recommend the City stay with this rate structure at this time.

## Analysis of Stormwater System Revenue Requirements

This year, the stormwater utility is projected to generate enough revenue to cover its costs and leave an unappropriated ending balance of \$1,091,777, starting with an estimated beginning balance of \$1,338,777. Financial stability has improved over the past five years due to regular rate increases, resulting in operating reserves exceeding ninety days' expenses. The utility aims to maintain reserve levels, continue sustainable rate hikes, and fund operations and capital projects from these revenues. We are not budgeting for any future new debt issuances over the five year forecast horizon.

For the forecast of revenue requirements, the following assumptions were made based on discussions with City staff:

*Inflation in costs and growth in the customer base* – Per guidance from City staff, the following factors were applied for estimating future cost escalation:

- All direct labor line items – 3.0% per year
- Pension plan contributions (City cost) – 5.0% per year
- Health insurance premiums (City cost) – 5.0% per year
- Professional services (including contract services) – 3.0% per year
- All other operating expense line items – 3.0% per year
- The growth forecast expressed in the annual increase in Equivalent Dwelling Units (EDUs) is estimated to be 1.50% per year over the five (5) year forecast horizon. For stormwater, and EDU is defined as 2,500 square feet of impervious surface.

*Funding of stormwater capital repairs and replacements* – Over the last five fiscal years, in the stormwater fund, the City has been spending on average approximately \$20k per year on stormwater system capital repairs and replacements. This is an inadequate funding level. In our five-year forecast, we have budgeted \$250k per year for these types of expenditures; all funded from rates. Specifically, we have allocated \$200k of this budget for line replacements and CCTV inspections. The balance, \$50k per year is allocated for small works, and storm drainage investigations. The City also has approximately \$546k held in reserve in the Stormwater SDC Fund to pay for capacity expanding projects. We recommend the City adopt this strategy in annual stormwater system budget preparations. As the stormwater conveyance and detention systems age, these types of system repairs and replacements will become more common.

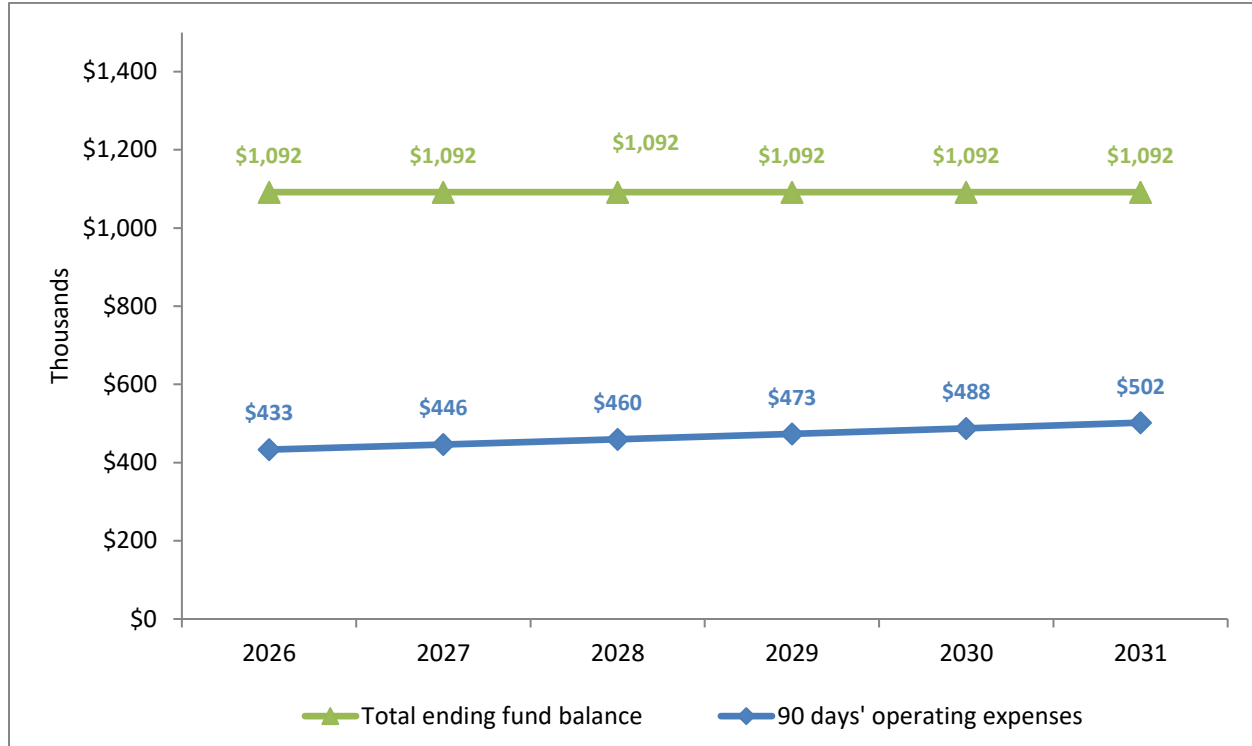
It is assumed all project costs will be funded with cash on hand or cash that is generated from stormwater rates and is accounted for in the revenue requirements calculations. We have not budgeted for any costs in the other minor capital line items.

*Operating Costs in Excess of Inflation* – As in the case of water and wastewater, we have not identified any categories in this analysis. Also, we have not planned or budgeted for any additional labor. If the wastewater utility does add staff, these costs will impact the current revenue requirements forecast.

*Modeling for Contingencies, Reserves, and Ending Fund Balances* – As discussed above, we expect to end this fiscal year with an unappropriated ending fund balance of \$1,091,777 in the Stormwater Operating Fund. Our modeling indicates the Stormwater Operating Fund will end all forecast years with an ending

fund balance slightly excess of ninety days of operating expenses. The forecast of targeted Stormwater Operating Fund balances and operating reserve requirements is shown below in Figure 4.

Figure 4 - Forecast of Stormwater Operating Fund Balances and Operating Reserve Requirements



### Revenue Requirements Forecast & Results

All of the above cost elements are contained in the revenue requirements model and from this, the “base case” forecast was developed. The base case assumes the utility would fund the operating costs as adjusted for inflation. This base case resulted in the following forecast of stormwater system revenue requirements (Table 8).



Table 8 – Base Case Forecast of Stormwater System Revenue Requirements

|  | Budget<br>2026 | Forecast  |           |           |           |           |
|--|----------------|-----------|-----------|-----------|-----------|-----------|
|  |                | 2027      | 2028      | 2029      | 2030      | 2031      |
| <b>Projection of Cash Flow:</b>                                |                |           |           |           |           |           |
| Revenues:  |                |           |           |           |           |           |
| Total Service Charges  | 1,740,000      | 1,740,000 | 2,016,039 | 2,070,330 | 2,126,250 | 2,183,848 |
| Total other financing sources                                  | -              | -         | -         | -         | -         | -         |
| Bond proceeds for projects                                     | -              | -         | -         | -         | -         | -         |
| Total miscellaneous income                                     | 20,000         | 43,671    | 43,671    | 43,671    | 43,671    | 43,671    |
| Subtotal gross operating revenues                              | 1,760,000      | 1,783,671 | 2,059,710 | 2,114,001 | 2,169,921 | 2,227,519 |
| Operations & Maintenance Expense:                              |                |           |           |           |           |           |
| Total personal services  | 610,000        | 628,300   | 647,149   | 666,563   | 686,560   | 707,157   |
| Total materials and services                                   | 1,147,000      | 1,181,410 | 1,216,852 | 1,253,358 | 1,290,959 | 1,329,687 |
| Total capital outlay   | 250,000        | 250,000   | 250,000   | 250,000   | 250,000   | 250,000   |
| Total debt service   | -              | -         | -         | -         | -         | -         |
| Transfers to other funds (excluding transfers to SDC fund)     | -              | -         | -         | -         | -         | -         |
| Total operations and maintenance expense                       | 2,007,000      | 2,059,710 | 2,114,001 | 2,169,921 | 2,227,519 | 2,286,845 |
| (Use)/replacement of fund balance                              | (247,000)      |           |           |           |           |           |
| Net Cash   | -              | (276,039) | (54,291)  | (55,920)  | (57,598)  | (59,326)  |
| Net Deficiency/(Surplus)                                       | -              | 276,039   | 54,291    | 55,920    | 57,598    | 59,326    |
| <b>Test of Coverage Requirement:</b>                           |                |           |           |           |           |           |
| Gross Revenues:  |                |           |           |           |           |           |
| Operating revenues   | 1,760,000      | 1,783,671 | 2,059,710 | 2,114,001 | 2,169,921 | 2,227,519 |
| System Development Charges                                     | 20,000         | 20,220    | 20,442    | 20,667    | 20,895    | 21,124    |
| Total Gross Revenues   | 1,780,000      | 1,803,891 | 2,080,152 | 2,134,669 | 2,190,816 | 2,248,643 |
| Operating Expenses:  |                |           |           |           |           |           |
| Total personal services  | 610,000        | 628,300   | 647,149   | 666,563   | 686,560   | 707,157   |
| Total materials and services                                   | 1,147,000      | 1,181,410 | 1,216,852 | 1,253,358 | 1,290,959 | 1,329,687 |
| Transfers to/(from) the rate stabilization account             | -              | -         | -         | -         | -         | -         |
| Total Operating Expenses                                       | 1,757,000      | 1,809,710 | 1,864,001 | 1,919,921 | 1,977,519 | 2,036,845 |
| Net Revenues   | 23,000         | (5,819)   | 216,151   | 214,747   | 213,297   | 211,799   |
| Debt Service   | -              | -         | -         | -         | -         | -         |
| Coverage Recognized  | N/A            | N/A       | N/A       | N/A       | N/A       | N/A       |
| Coverage Required  | 1.20           | 1.20      | 1.20      | 1.20      | 1.20      | 1.20      |
| Net Deficiency/(Surplus)                                       | -              | -         | -         | -         | -         | -         |
| <b>Projection of Revenue Sufficiency and Forecasted Rates:</b> |                |           |           |           |           |           |
| Maximum Deficiency   | -              | 276,039   | 54,291    | 55,920    | 57,598    | 59,326    |
| Percent Increase Required Over Current Rate Revenues           | 0.00%          | 15.86%    | 2.69%     | 2.70%     | 2.71%     | 2.72%     |
| Five Year Average Increase in Revenue Requirements             |                | 4.79%     | 4.79%     | 4.79%     | 4.79%     | 4.79%     |
| Revenues Recovered From Existing Rates and Charges:            | 1,740,000      | 1,740,000 | 2,016,039 | 2,070,330 | 2,126,250 | 2,183,848 |
| add: Revenues Recovered From Rate Increase                     | -              | 276,039   | 54,291    | 55,920    | 57,598    | 59,326    |
| Total Revenues Recovered From Rates & Charges after Increase   | 1,740,000      | 2,016,039 | 2,070,330 | 2,126,250 | 2,183,848 | 2,243,173 |

## Ratemaking for Stormwater Services

Stormwater management utilities are authorized by Oregon statute as enterprise funds within a City's budget structure. They are defined as being financially self-sufficient and can be designed to furnish a comprehensive set of services related to stormwater quantity and quality management. Services that stormwater management utilities provide include not only the construction and maintenance of facilities necessary to control flooding and improve the character of surface runoff, but also implementation of best management practices (BMPs) designed to address nonpoint source pollution. These BMPs may

include water quality sampling, public education and plan review, stormwater system maintenance, site inspections, and basin planning. All of these program elements are part of the National Pollutant Discharge Elimination System (NPDES) permit requirements.

St. Helens' current stormwater utility fee is applied to customers based on a Drainage Residential Unit (DRU) approach. Under this structure, single-family homes are counted as one DRU and, on average, contain 2,500 square feet of impervious area. All non-single-family residential customers are charged based on their measured impervious surface area for each developed property which is then divided by the DRU value of 2,500 square feet of impervious surface. This determines the total number of DRUs billed to that non single-family residential customer. The City's current monthly stormwater rate is \$17.16 per DRU. The City's current stormwater rate structure was last reviewed in 2022. Although the structure has not changed since that time, the rates have been increased on a regular basis. The last rate adjustments were made by the City Council via Resolution no. 2045 (dated June 18, 2025) with an implementation date of July 15, 2025. The current and the proposed schedule of wastewater rates and charges is shown below in Table 9.

Table 9 - Schedule of St. Helens **Current and Proposed** Stormwater Rates

| Wastewater Rate Component Description                     | Current  | Effective July 1 |          |          |          |          |  |  |
|---|----------|------------------|----------|----------|----------|----------|--|--|
|   |          | 2026             | 2027     | 2028     | 2029     | 2030     |  |  |
| Inside City:  |          |                  |          |          |          |          |  |  |
| Residential - per drainage residential unit               | \$ 17.16 | \$ 19.07         | \$ 21.86 | \$ 22.20 | \$ 22.55 | \$ 22.91 |  |  |
| Commercial - per 2,500 sq. ft. of impervious surface      | \$ 17.16 | \$ 19.07         | \$ 21.86 | \$ 22.20 | \$ 22.55 | \$ 22.91 |  |  |
| Industrial - per 2,500 sq. ft. of impervious surface      | \$ 17.16 | \$ 19.07         | \$ 21.86 | \$ 22.20 | \$ 22.55 | \$ 22.91 |  |  |
| All other Users - per 2,500 sq. ft. of impervious surface | \$ 17.16 | \$ 19.07         | \$ 21.86 | \$ 22.20 | \$ 22.55 | \$ 22.91 |  |  |

Drainage Residential Unit (DRU). One drainage residential unit is the impervious surface area which is estimated to place approximately equal demand on the public stormwater system as that placed by an average residential dwelling unit. One DRU equals 2,500 square feet of impervious surface.

## Rate Study Conclusions and Recommendations

### Conclusions

- On balance, the City's utilities are in excellent financial condition. Fund balances exceed minimum operating reserve requirements, and revenue bond debt service coverage on water and wastewater debt exceeds covenants.
- We estimate the water fund will end this fiscal year (i.e., June 30, 2026) with a cash balance of \$2.6 million. With 6.35% per year general water rate increases we project this fund will sustain this level of cash out to 30, 2031. With these future rate increases and the prudent use of cash reserves, there should be adequate funds available to pay for planned water system expenditures over the balance of the five-year forecast horizon. This also accounts for the planned borrowing of approximately \$15.1 million for the 5 million gallon distribution reservoir in fiscal 2030.
- The City's current water rate structure conforms to industry practice. This structure consists of a monthly base charge and a volume charge for every 100 cubic feet of metered water consumed. The City employs conservation pricing mechanisms which also conforms to industry standard.
- We expect the wastewater fund to finish this fiscal year with \$4.6 million in cash. Regular 4.64% annual rate increases should keep the fund stable through June 2031, ensuring enough cash for planned system expenses over the next five years. The forecast includes borrowing about \$24.8 million in fiscal 2030 for trunk capacity expansion; most of this funding is already secured from new long-term debt through the Clean Water State Revolving Loan Fund managed by Oregon DEQ.
- The City's current wastewater rate structure also conforms to industry practice. For residential customers, this structure consists of a monthly base charge and a volume charge for every 100 cubic feet of winter monthly average metered water consumed. The City bills commercial customers based on their assumed strength of discharge. Under this approach, commercial customers are grouped into low, medium, high, and industrial extra strength categories based upon their standard industrial classification. The commercial volume charge is based on actual monthly metered water consumption.
- The stormwater fund is expected to end this fiscal year and June 30, 2031, with a \$1.1 million cash balance, assuming annual rate increases of 4.79%. These increases and prudent reserve use should cover planned spending over the five-year forecast, with no borrowing anticipated. The budget allocates \$250k annually from general rates for line replacements, CCTV inspections, small projects, and drainage investigations.

### Recommendations

#### Water:

- *Water rates* - We recommend the City increase water rates on or near July 1, 2026, by 6.35%, and by 6.35% on July 1<sup>st</sup> every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$3.92 per month. The average single family residential monthly water bill will go from the current amount of \$61.76 to \$65.68.
- *Funding of water capital repairs and replacements* – Over the last three fiscal years, in the water fund, the City has been spending on average approximately \$441k per year on water system capital repairs and replacements. In our five-year forecast, we have budgeted \$400k per year for these types of expenditures; all funded from rates. We recommend the City adopt this strategy in annual water system budget preparations. Please note, this \$400k per year is over and above the ~\$15 million that

will be spent in in fiscal 2029 and 2030 for the new 5 million gallon distribution reservoir. See the next bullet for a further discussion of this project's funding strategy.

- *Funding of Master Plan priority capital improvements* – Our water system financial modeling assumes the Master Plan priority capital improvements (i.e., the 5 million gallon distribution reservoir) will cost approximately \$15 million over the five-year forecast horizon. We have developed a funding plan that calls for the issuance of new debt in fiscal 2030 for the project. The City also has approximately \$1.1 million held in reserve in the Water SDC Fund that will be applied to this project. We recommend the City implement this five-year funding strategy. We also recommend the City consult with its engineering team to verify our planning assumptions and estimated project costs. In these inflationary times, estimating future costs can be difficult.

#### Wastewater:

- *Wastewater rates* - We recommend the City increase wastewater rates on or near July 1, 2026, by 4.64%, and by 4.64% on July 1st every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the wastewater bill of approximately \$2.98 per month. The average single family residential monthly water bill will go from the current amount of \$64.18 to \$67.16.
- *Funding of the wastewater inflow and infiltration (I&I) abatement program* – We recommend the City continue to focus on its I&I abatement through regular annual expenditures. In our five-year forecast, we have budgeted \$100k per year for this program; all funded from wastewater rates. We recommend the City adopt this strategy in annual wastewater system budget preparations.
- *Funding of wastewater capital repairs and replacements* – Over the last five fiscal years, in the sewer fund, the City has been spending on average approximately \$666k per year on wastewater system capital repairs and replacements. In our five-year forecast, we have budgeted \$500k per year for these types of expenditures; all funded from rates. The City also has approximately \$1.6 million held in reserve in the Sewer SDC Fund to pay for capacity expanding projects. As the wastewater collection and treatment systems age, these types of system repairs and replacements will become more common.
- *Funding of Master Plan priority capital improvements* – Our wastewater system financial modeling assumes the Master Plan priority capital improvements will cost approximately \$24.8 million over the five-year forecast horizon. This money will be invested in increasing the hydraulic capacity of the City's sewer trunk system. Funding for this project will come from a new loan from the Clean Water State Revolving Loan Fund administered by the Oregon Department of Environmental Quality. In addition to having a deeply subsidized interest rate at 1%, the City will enjoy the benefit of a \$2 million principal forgiveness due to the water quality enhancement feature of the project. We recommend the City consult with its engineering team to verify our planning assumptions and estimated project costs. Our modeling assumes this project will be completed in fiscal 2029 with repayment starting in fiscal 2030. We recommend the City adopt this strategy in annual wastewater system budget preparations.

#### Stormwater:

- *Stormwater rates* - We recommend the City increase stormwater rates on or near July 1, 2026, by 4.79%, and by 4.79% on July 1st every year thereafter until 2030. The immediate impact on the average single family residential customer is an increase in the water bill of approximately \$0.82 per month. The average single family residential monthly water bill will go from the current amount of 17.16 to \$17.98.

- *Funding of stormwater capital repairs and replacements* – Over the last five fiscal years, in the stormwater fund, the City has been spending on average approximately \$20k per year on stormwater system capital repairs and replacements. This is an inadequate funding level. In our five-year forecast, we have budgeted \$250k per year for these types of expenditures; all funded from rates. Specifically, we have allocated \$200k of this budget for line replacements and CCTV inspections. The balance, \$50k per year is allocated for small works, and storm drainage investigations. The City also has approximately \$546k held in reserve in the Stormwater SDC Fund to pay for capacity expanding projects. We recommend the City adopt this strategy in annual stormwater system budget preparations. As the stormwater conveyance and detention systems age, these types of system repairs and replacements will become more common.

### Neighboring Communities' Utility Rates by Service

Shown below in Figures 7 through 11 are charts that compare the current utility rates and SDCs for a single family customer in St. Helens to the same charges in similar communities in Columbia County, Oregon.

Figure 5 - Comparison of Neighboring Communities' Water Rates

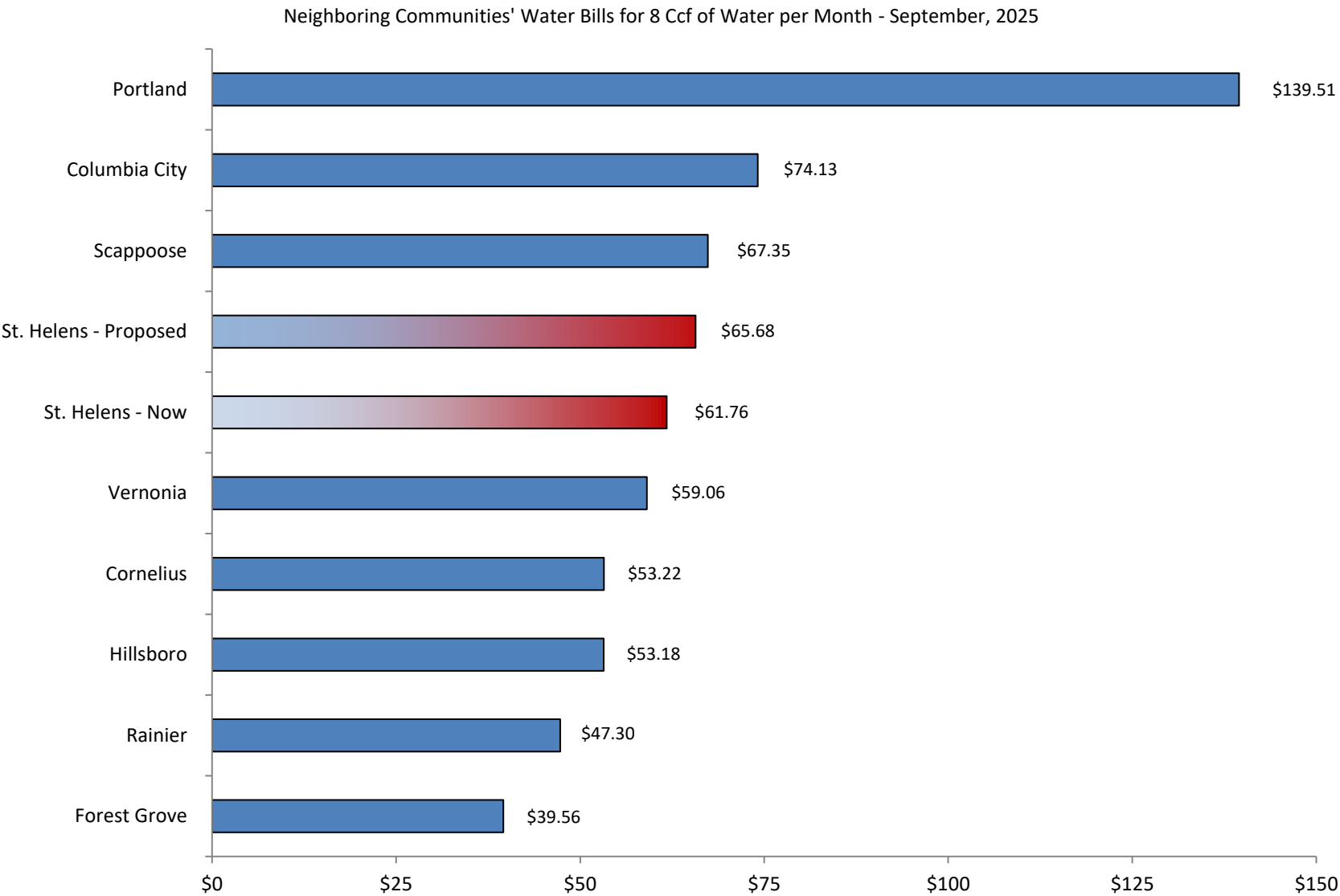


Figure 6 - Comparison of Neighboring Communities' Wastewater Rates

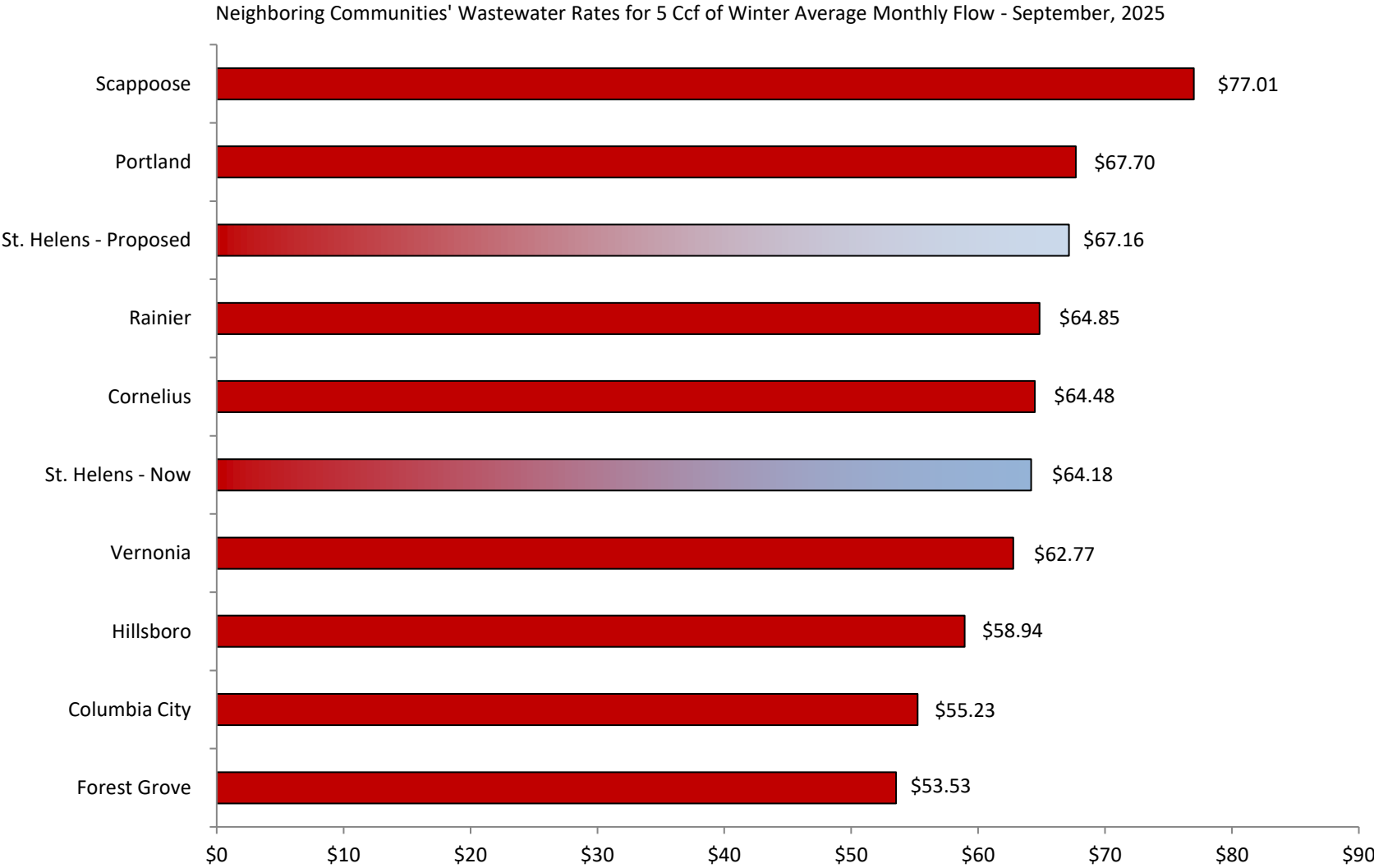




Figure 7 - Comparison of Neighboring Communities' Stormwater Rates

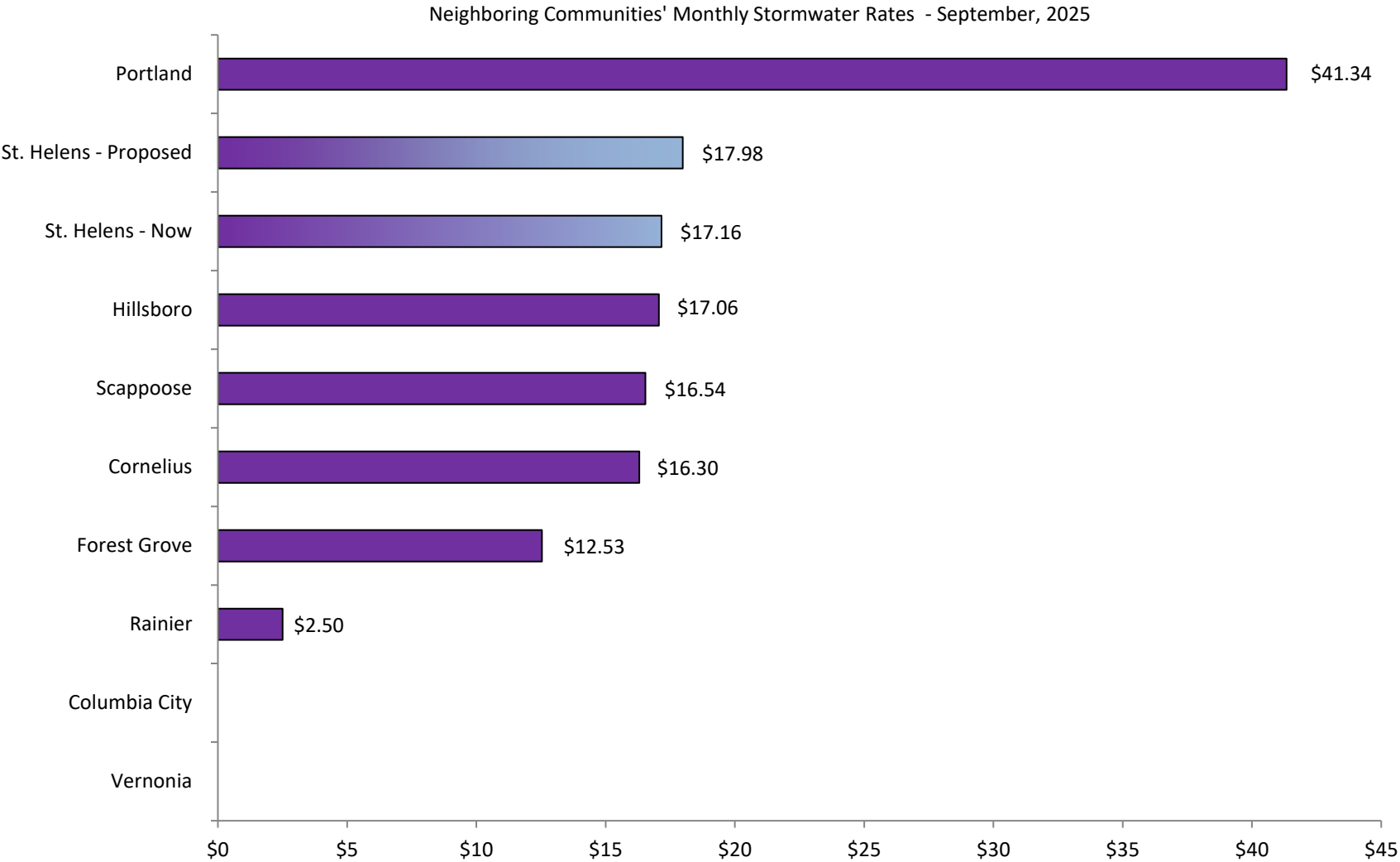


Figure 8 - Comparison of Neighboring Communities' Combined Water, Wastewater, Transportation, and Stormwater Rates

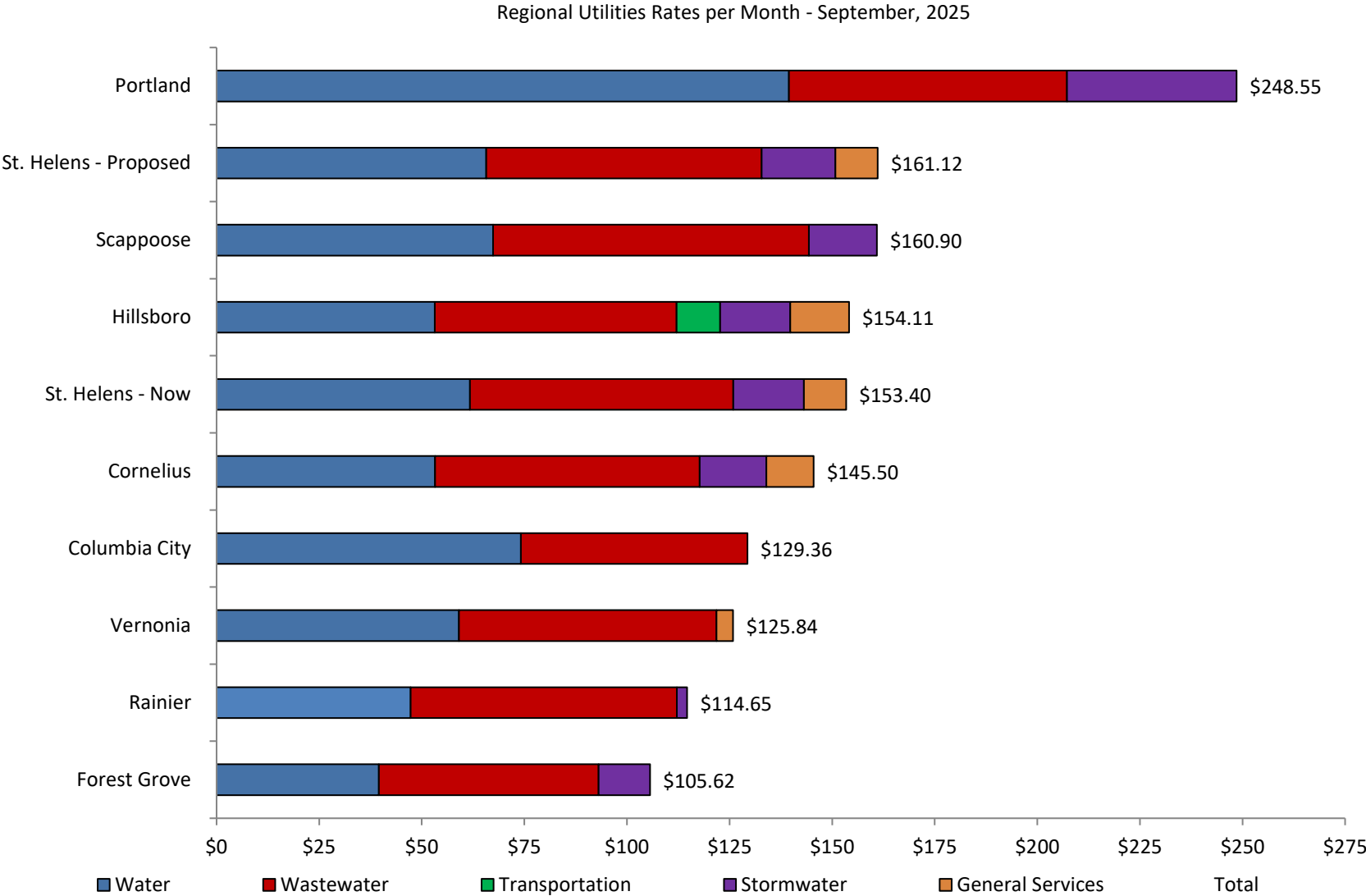
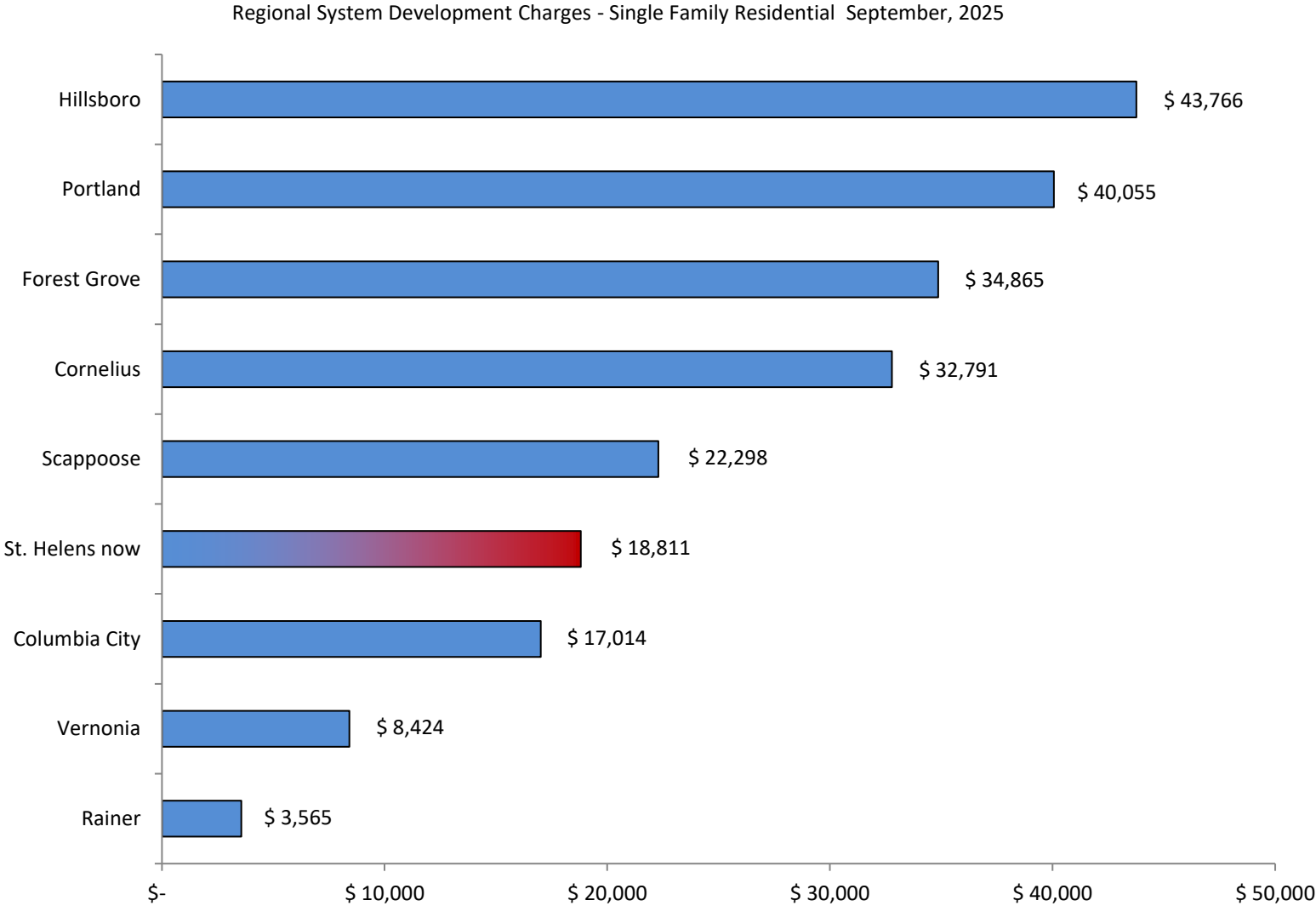


Figure 9 - Comparison of Neighboring Communities' SDCs (Single Family Residential)



**THIRD AMENDMENT TO  
Conсор Personal Service Agreement  
Wastewater Collection System Capacity Improvements Professional Engineering Design Services  
Project No. S-679**

This agreement is entered into this 21st day of January 2026, by and between the City, (hereinafter "City"), and Conсор North America, Inc. (hereinafter "Contractor").

**RECITALS**

- A. City and Contractor entered into a Personal Service Agreement on February 21, 2024, and said contract, hereinafter "original contract", is on file at St. Helens City Hall.
- B. On September 4, 2024, Amendment No.1 was added to the Contract to provide preliminary design for the capacity upgrades to Sewer Pump Station No. 7, identified in the current Wastewater Master Plan (WWMP).
- C. On December 17, 2025, Amendment No. 2 extended the contract expiration date to December 31, 2026.
- D. The City intends to use the remaining available Community Development Block Grant (CDBG) project funds to advance the design of the Sewer Pump Station No. 7 capacity upgrades to the 60% design level.
- E. The Contractor has provided Amendment No. 3 Scope of Work, which has been reviewed and accepted by the City's Technical Advisory Committee.


**NOW, THEREFORE**, in consideration for the mutual covenants contained herein the receipt and sufficiency of which are hereby acknowledged, Contractor and City agree as follows:

- 1. The recitals set forth above are true and correct and are incorporated herein by this reference.
- 2. Additional compensation for Amendment No. 3 shall be a not to exceed amount of \$318,909.00.
- 3. All other terms of the original contract not specifically amended by this agreement remain in full force and effect.

Dated this 21st day of January 2026.

**Contractor**

Date:

  
1/8/2026

**City**

Jennifer Massey, Mayor

Date:

Attest:

By:

Kathy Payne, City Recorder

## AMENDMENT 3

### SCOPE OF WORK

### Wastewater Collection System Capacity Improvements

### Engineering Design Services Price Proposal

### The City of St. Helens

This amendment updates the previously approved Scope of Work included in the original Personal Services Agreement (Agreement) between the City of St. Helens (City) and Consor North America, Inc. (Consultant) and prior amendments.

## Introduction

Amendment 3 includes additional work associated with the following items:

- Perform design to the 60-percent stage for upgrades to Pump Station (PS) 7, to include geotechnical investigations and surveying services.

## Background

As part of the City's project to improve wastewater collection capacity, the City desires to design upgrades to PS 7. The capacity upgrade was recommended in the City's 2021 Wastewater Master Plan (WWMP) to accommodate future growth in the basin. The pump station was most recently upgraded in 2015 and has a current firm capacity of 310 gallons per minute (gpm). The WWMP recommends increasing the capacity of the facility to 1,400 gpm.

A preliminary design phase was completed in February 2025 that recommended specific improvements to upgrade PS 7 to provide the required capacity, and to meet current Oregon Department of Environmental Quality (DEQ) standards.

The scope of work and engineering fee estimate assume that the project will implement the recommendations described in the *Pump Station 7 Improvements Preliminary Design Report, June 2025 - Project No. S-679A*. The key recommendations and assumptions are summarized as follows:

- *Site Location* - The existing pump station is located at 58369 Old Portland Road at the south end of the City of St. Helens, within an easement on a parcel owned by Upland Data Center, LLC. The site is approximately 45 feet by 50 feet.
- *Pump Sizing* - The pump station mechanical system will be replaced with a new submersible-style sewage pump station including two pumps providing 1,400 gpm. The replacement station will include:
  - A new concrete wet well sized for the new submersible pumps. The top of the wet well will be placed above the 100-year flood plain in accordance with Oregon DEQ Wastewater Pump Station Design Standards.

- Two variable speed submersible pumps, installed in the wet well. Pumps, guide rails, base elbows, lifting chains, and other related equipment will be specified as a system, with the expectation that the system will be provided through a single pump supplier.
  - Underground vault(s) to house check valves, isolation valves and flow meter. The vaults will not be constructed with permanent personnel access facilities such as stairs, ventilation, or other equipment for entry assistance, with the exception of access hatches at the ground surface.
  - Preliminary review indicates that mitigation to limit hydrogen sulfide generation in the force main is required per DEQ pump station guidelines. Design of a chemical (Bioxide) treatment system is included in this scope of work. DEQ has indicated that construction of the chemical feed system may be postponed if H<sub>2</sub>S levels do not warrant the mitigation by chemical at the time of construction. City is responsible for performing all testing of H<sub>2</sub>S levels in the sanitary sewer system and providing testing data to Consultant and/or DEQ for further analysis and review.
  - Electric service, automatic transfer switch, variable frequency drives and control panel housed within NEMA 4 cabinets will be mounted on a concrete slab adjacent the wet well. An equipment shelter is not desired by the City and is not included in this design scope. The existing Mission remote telemetry will be reused and relocated in the new shelter.
- *Site Improvements* - The area around the wet well, control panel, control building and generator will be surfaced with asphalt and gravel. The pump station site will be fenced in accordance with City standards.
  - *Pump Station Vehicular Access* – The existing asphaltic concrete (AC) pavement driveway to Old Portland Road will be improved and widened to accommodate access by chemical delivery trucks, pump removal equipment, and City maintenance vehicles. The road shoulder south of the pump station driveway will also be paved to City standards to accommodate additional parking for maintenance vehicles.
  - *Site Drainage* – A stormwater management facility meeting City standards will be provided on the pump station site. Stormwater from the site will be collected and discharged to the pump station wet well. Stormwater from off-site impervious area will be conveyed to the existing drainage system adjacent to the pump station. Stormwater management facilities will be designed to City standards.
  - *Power* – The existing station has an overhead service from Columbia River PUD. It will be replaced with a new 480-volt, three-phase underground power service with aboveground transformer, provided by the electric utility.
  - *Backup Power* - A permanent source of backup power will be provided via standby generator capable of fully operating the facility. The City will determine if the generator will be fueled by natural gas or diesel during the 60% design phase. The generator will be outfitted with a noise-attenuating, weather-proof enclosure and operated with an automatic transfer switch. The generator will not be utility-dispatchable power.
  - *On-Site Piping* - On-site gravity sewer piping connected to the pump station will be reconfigured. The existing wet well will be converted to a manhole and will be piped directly to the new concrete wet well. The existing valve vault will be removed and replaced with a new vault that accommodates the

larger piping and valves. Pump discharge piping will be connected to the existing 6-inch and 8-inch diameter force mains that run up Old Portland Road. The new force main piping will include a bypass/pigging connection in the valve vault.

- *Force Main Restoration* – The existing 8-inch diameter force main is currently serving as gravity drain line from a vacant property on Old Portland Road. The 8-inch diameter force main will be restored to pressure service as part of this design through removal of the gravity service tee and restoration of the force main piping to pressure standards. Prior to design of the force main restoration by the Consultant, City staff will determine configuration of the existing service connection and assess condition of the 8-inch diameter force main.

## General Assumptions

The following assumptions apply to the scope of work and fee estimate. Specific task-related assumptions are included under each task.

- Amendment 3 addresses PS 7 work through the 60-percent design phase only. Additional tasks for completion of final design, application for land use and natural resources permitting, preparation of sealed construction contract documents, bidding services and engineering services during construction/construction management will be added through future amendments.
- City will provide all necessary property rights and easements needed to construct the work.

## Scope of Services

The Consultant will perform the following services.

### Task 11 – Pump Station 7 Improvements

#### Objective

Perform design engineering tasks and prepare construction documents to the 60-percent level for capacity improvements to Pump Station 7, along with surveying and geotechnical investigations.

#### Activities

##### 11.1 *Project Management and Coordination*

###### 11.1.1 *Project Administration*

- Manage and coordinate with design team, including subconsultants, through bi-weekly virtual meetings.
- Monitor and manage the activities of the PS 7 Improvements task with respect to budget, schedule, and contractual obligations.

###### 11.1.2 *60% Design Kickoff Meeting*

Consultant shall conduct a kickoff meeting for the 60% design phase, prepare an agenda, and invite necessary attendees. The project kickoff meeting will be attended virtually through Microsoft Teams.

The meeting will review roles and responsibilities of the project team, confirm project scope and schedule and discuss coordination for upcoming site visits. The Consultant shall prepare and distribute summary notes following kickoff.

### 11.1.3 Project Meetings

Consultant shall attend currently scheduled virtual bi-weekly project check-in meetings as requested by the City, up to the number of meetings budgeted by the City and described in the Assumptions.

The purpose of project meetings will be to review major comments, discuss important design considerations, review the schedule, discuss permitting status, and set action items. In general, design review workshops are expected to take place virtually.

Consultant shall prepare project related agendas and meeting summary notes with supporting information. Meeting agendas shall be emailed to the City's Project Manager at least two (2) business days prior to a meeting. Meeting summary notes shall be provided within three (3) business days following a meeting.

## Task 11.1 Deliverables

- Meeting agendas, presentation, and review materials.
- Project schedule updates.
- Meeting summary notes.
- Consultant shall deliver to the City a monthly invoice and project status report covering:
  - Work on the project performed during the previous month.
  - Meetings attended.
  - Problems encountered and actions taken for their resolution.
  - Potential impacts to submittal dates, budget shortfalls or optional services.
  - Budget expenditure summary.
  - Issues requiring project team action.
- QA/QC Plan Update for PS7 Improvements.

## Task 11.1 Assumptions

- City will provide a Notice to Proceed for the Amendment 3 work in January 2026.
- Consultant assumes attendance at up to eight (8) one-hour virtual meetings through the 60% design phase with the Consultant's Project Manager, Lead Design Engineer, other consultants up to their budget limit, and the City Project Manager.
- Project duration for the 60-percent design phase will be 7 months.



## 11.2 Survey

### 11.2.1 Topographic Survey & Easement Document Preparation

Consultant will perform additional topographic survey tasks to needed to prepare 60% design documents. Consultant will prepare documents needed by the City to secure permanent and temporary easements.

- The limits of survey described in this amendment are as shown in Exhibit A.
- Establish survey control and field locate existing property/right-of-way monuments within the limits of survey, review existing right-of-way records to determine right-of-way locations from the above information. Lot lines along right-of-way will not be resolved. The above work shall be performed by or under the direct supervision of a Professional Land Surveyor registered in the State of Oregon.
- Topographic survey work will include field survey of existing above ground features and elevations with one-foot contour intervals. Survey the below ground utilities from one-call locate paint marks and existing as-built maps, manhole dips, etc. Prepare traffic control plans and obtain right-of-way permits for survey activities from the City. Prepare an existing conditions base map that includes:
  - Locating existing property corner monuments of record.
  - Establishing property lines, right-of-way lines, and easements.
  - Elevating site to City approved vertical datum (NAVD88).
  - Establishing NAD 83 2011 State Plane Coordinates.
  - Coordinating public and private utility locates.
  - Providing notice to adjoining property owners.
  - Map FEMA determined Base Flood Elevation (Floodplain line) within the survey limits
  - Field tying:
    - Above-ground located utilities (e.g., sanitary, storm, water, gas, power, communications).
    - Hard surfaces (e.g., curb, sidewalk, concrete, asphalt, driveway drops, ramps).
    - Utility poles, light poles, and signs.
    - Trees 6-inch diameter at breast height and greater.
    - Fences, buildings, eaves, walls, and significant landscaping.
    - Wetland and/or water flagging.
- Prepare easement documents including legal descriptions and exhibits for permanent utility or temporary construction easements. This task assumes the need to modify existing easements or create new ones and includes up to two descriptions. Each description will be dated and stamped

by a land surveyor licensed in the State of Oregon. Exhibits will be prepared on 8½-by-11-inch paper showing area of easement.

### Task 11.2 Deliverables

- Existing Conditions Map showing surveyed items in PDF and AutoCAD format.
- Two (2) legal descriptions, each to include an Exhibit A and B.

### Task 11.2 Assumptions

- Consultant work on easements is limited to preparation of legal descriptions as described in the scope of work. City will negotiate and secure all easements.
- City will coordinate access to the property.
- Traffic control is not required.
- All field ties can be collected in one mobilization.
- No title reports will be provided.

## 11.3 Geotechnical Investigations

### 11.3.1 Preliminary Geotechnical Investigation

- Scope of work for this subtask was included in Amendment 1.

### 11.3.2 Subsurface Exploration, Laboratory Testing, Geotechnical Data Report (GDR)

- Consultant will evaluate subsurface conditions at the Pump Station No. 7 site by drilling two borings ranging from 20 to 40 feet below ground surface, or at least 10 feet into competent rock, with a minimum total depth of 20 feet.
- Prior to drilling, Consultant will visit the site to observe the area and mark the boring locations with white paint. Once the borings are marked in the field, Consultant will contact the One-Call Utility Notification Center for utility clearance and coordinate the drilling schedule with the drilling subcontractor. A private utility locator will be contracted to visit the site and clear the exploration locations to avoid buried utilities at the proposed exploration locations prior to the drilling subcontractor arriving on site.
- To assess in-situ hydraulic conductivity and observe groundwater levels, consultant will install a 2-inch-diameter PVC observation well in the deeper boring, with a 10-foot to 15-foot screened interval. The observation well will be developed by the Consultant within one week after installation. Groundwater readings will be obtained immediately after well installation, and then after well development. A submersible pumping test will be performed to estimate soil permeability within the screened interval.
- Soil samples will be collected from standard penetration tests in both borings by a consultant representative who will also observe the drilling and create boring logs. The boring with the observation well will remain in place, covered with a locking water meter vault cover, until after construction begins.

- Soil samples collected from the explorations will be submitted to the geotechnical engineer's laboratory for additional testing to further characterize the material encountered. Additional geotechnical laboratory testing may include Atterberg limits, fines contents, and moisture contents. The actual tests performed will depend on the materials encountered.
- The Consultant will prepare a Geotechnical Data Report (GDR) that presents subsurface data only for inclusion with the bid documents. The GDR will contain soil boring logs with soil graphic symbols prepared for each boring. Soil layers will be described with respect to texture using the Unified Soil Classification System (USCS). Each boring log will contain the name of the staff member who collected the data and the date and time the data was collected. In addition, the GDR will include: 1) a description of the geotechnical explorations, including the fieldwork performed, sampling method(s) and equipment used, and field test performed; 2) laboratory and pump tests results; 3) a site plan showing the approximate exploration locations; and 4) a general description of the encountered subsurface soil/rock conditions and groundwater levels below the site.

### 11.3.3 Geotechnical Engineering Analysis and Report (GER)

- Consultant will conduct geotechnical analyses to establish engineering parameters for the new pump station wet well and ancillary components. These parameters may include allowable bearing pressures for the wet well and tank and generator structural slabs, estimated settlements, lateral earth pressures for the wet well, and recommendations for site earthwork construction such as site preparation, excavation and subgrade preparation. Consultant will provide recommendations for a conceptual dewatering approach to assist with construction planning.
- Findings from the analysis, along with the design parameters and recommendations, will be compiled into a Geotechnical Engineering Report (GER). The GER will summarize the results of field investigations, laboratory testing, and office-based studies, and will include conclusions and recommendations. A draft electronic copy (PDF) of the GER will be submitted to the City for review and comment. Following one round of review and receipt of comments from the City, Consultant will revise the draft and submit a final version of the report.

### Task 11.3 Deliverables

- Geotechnical Engineering Report (GDR) for inclusion in construction contract documents.
- Draft Geotechnical Engineering Report (GER) for City review and comment.
- Final Geotechnical Engineering Report (GER).

### Task 11.3 Assumptions

- Site access will be provided by the City. Temporary removal of fencing to facilitate drilling activities will be arranged by the City.
- All fees associated with right-of-way permits will be waived by the City.
- The property owner will allow installation of the monitoring well, and for the monitoring well to remain in place until construction is completed, whereupon the decommissioning of the well will be performed by the construction contractor in accordance with applicable regulatory requirements.
- Drill cuttings will be removed from the site by the drilling subcontractor.

- Drill cuttings and groundwater generated during field activities are non-hazardous and do not require disposal as hazardous waste. No waste profiling of investigation-derived materials will be conducted.
- No environmental assessments or evaluations for hazardous or toxic materials are included.
- No additional groundwater level measurements will be collected following completion of the pump testing.
- No infiltration testing is included.
- Temporary design elements such as excavation shoring and dewatering systems will be designed and implemented by the construction contractor;
- A standard pavement section will be incorporated into the design, and accordingly, pavement design calculations will not be prepared;
- Scope does not include design services related to seismic hazard mitigation for the pump station;
- All geotechnical investigation work is assumed to be completed in the 2026 calendar year.

#### *11.4 Environmental and Land Use Compliance and Permitting*

##### *11.4.4 Environmental Services*

- Due to the high degree of uncertainty as to what, if any, additional documentation will be necessary from an environmental standpoint to bring the Pump Station 7 project through 60% design, environmental services will include the following:
  - One day of fieldwork for design changes that are outside of the original study area boundary (i.e. valve stations, etc.). Collected data to be recorded on standard Wetland Determination Data Forms.
  - Coordination with City Planning Department staff to determine required documentation if impacts to the floodplain are determined to be necessary.
  - Coordination with potential funding entities as determined by the City to accurately determine required scope if an Environmental Review is determined to be necessary.
- Coordination with the project team and City staff regarding field results and coordination efforts.
- Preparation of an Environmental Scoping Memorandum that will document the results of additional fieldwork, if determined to be necessary, as well as the results of coordination efforts related to environmental documentation that may be needed for the project. The memorandum will identify the agencies involved and the applicable timelines for review and approval.

##### *Task 11.4.4 Deliverables*

- Environmental Scoping Memorandum

#### Task 11.4.4 Assumptions

- Additional fieldwork, if necessary, will be within existing right-of-way or on property owned by the City. If on private property, the City will be responsible for obtaining all required rights-of-entry.
- Fieldwork will be conducted by two people and will not exceed 10 hours, including travel time.
- No formal wetland delineation report or memorandum will be prepared.
- Coordination with City Planning Department staff will not exceed four hours.
- Coordination with funding source staff members will not exceed six hours.
- Work to prepare permitting applications and otherwise secure necessary permits for construction of the project is not included in this scope. Once necessary permitting is identified, work to apply for and secure permits would be performed under separate authorization by the City and additional scope of work.

#### 11.5 Preliminary Design

Work for the preliminary design phase of Pump Station 7 was authorized under Contract Amendment 1 and was completed in June 2025. There is \$16,232 of budget remaining in this task as of September 5, 2025, this amount is credited back to the City as an “Expense” line item for Task 11.5 in the Proposed Fee Estimate.

#### 11.6 60% Design Submittal

This task will encompass the work associated with advancing the design to the 60% submittal stage, including preparing preliminary drawings and preliminary specifications, and performing related tasks needed to accomplish the design, site explorations and investigations, and permitting. Consultant will complete the following subtasks:

- Collect equipment data sheets and finalize recommendations for equipment.
- Prepare plans and sections for wet well and vaults on pump station site.
- Develop layouts and elevations for yard piping.
- Coordinate site restoration preferences with City staff and develop site restoration plan.
- Coordinate with City on City’s investigation of current condition of the existing 8-inch force main. Evaluate feasibility of restoring the pipeline to its original use for pressure sewer conveyance based on results of City’s condition evaluation.
- Prepare plan for removal of the existing sewer connection from the existing 8-inch diameter force main in Old Portland Road approximately 650 feet north of Pump Station, and reconnection of the piping for use as a force main for the improved Pump Station 7.
- Prepare 60% preliminary structural drawing sheets.
- Prepare draft generator sizing based on load demands.

- Coordinate with City regarding City's selection of generator fuel source (Diesel Fuel or Natural Gas). If Natural Gas is selected by the City, coordinate with Natural Gas Utility to determine service size requirements.
- Coordinate changes to the electrical service at the project site with the electrical utility, including attendance at one (1) site visit with the utility.
- Evaluate electrical equipment requirements for MCCs, panel boards, and other electrical appurtenances.
- Recommend preliminary layout of electrical equipment and appurtenances.
- Develop preliminary plans to manage flows at the pump station during construction.
- Prepare draft erosion and sediment control plans.
- Prepare drawings to the 60% design level as noted in the Drawing List provided as Exhibit B.
- Assemble City standard details for each required discipline.
- Prepare technical specifications.
- Prepare Engineer's Opinion of Estimated Construction Cost based on 60% deliverable (Class 3 AACEI).
- Develop preliminary construction sequence, constraints, and construction schedule.
- Submit 60% deliverables to City for review and comment.
- Conduct one two-hour workshop to review the 60% design submittal with City staff. Meeting will be attended by Consor's Project Manager, Project Engineer, and multi-disciplinary subconsultants.

#### Task 11.6 Deliverables

- 60% Design drawings as identified in Drawing List in Exhibit B.
- Draft technical specifications.
- 60% Construction Cost Estimate.
- 60% Construction Sequence Narrative with estimated construction schedule.
- Meeting agendas and summaries.

#### Task 11.6 Assumptions

- Preliminary landscape plan is assumed to only include restoration plantings and native vegetation not requiring irrigation system. Irrigation system design is not included in the scope of work.
- Chemical feed equipment is a package system engineered and supplied by an outside vendor during construction, with design provided by Xylem or similar.
- Specifications will be provided in word and pdf format.

- Drawings will be provided in pdf format on City-selected drawing size (24"x36").

### 11.7 *Quality Assurance and Quality Control*

Consultant shall conduct internal Quality Assurance and Quality Control (QA/QC) and follow-up with technical experts during the course of the project. Consultant shall amend the previously prepared QA/QC plan for the project to include QA/QC related to the Pump Station 7 improvements.

### Task 11. 9 Deliverables

- QA/QC Plan Update for PS7 Improvements.

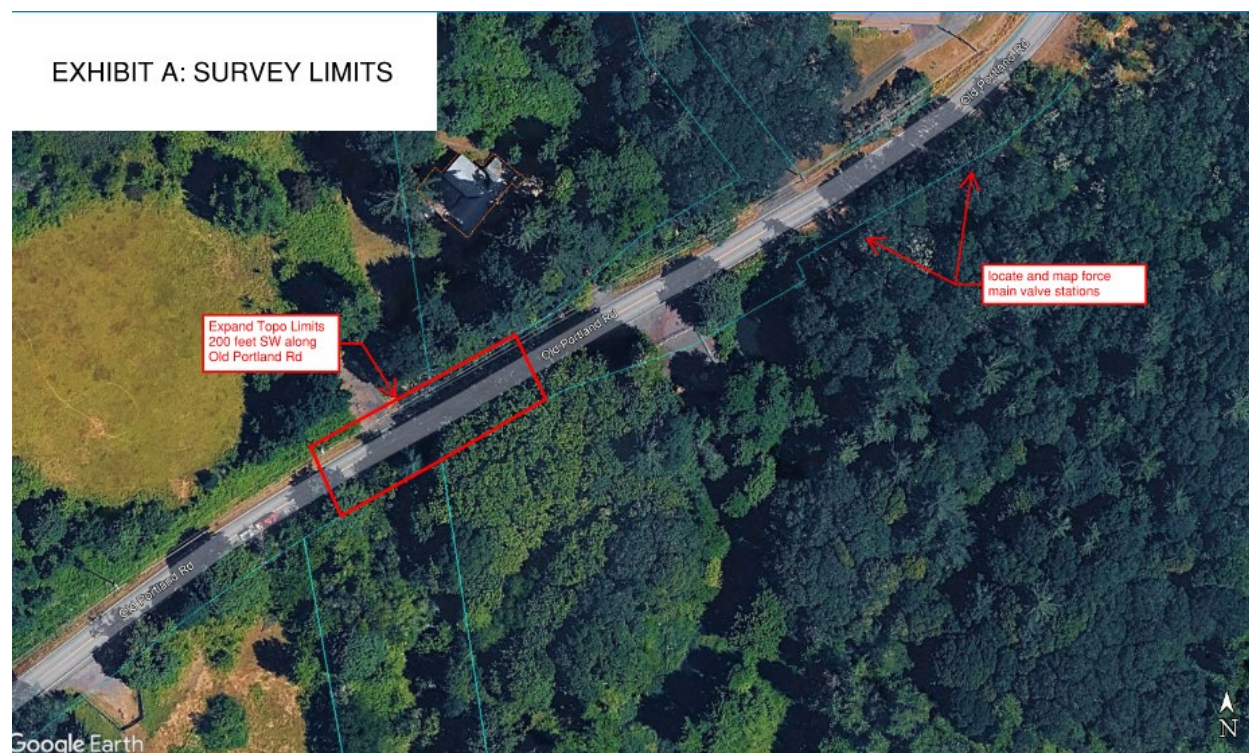
## Budget

Payment will be made at the billing rates for personnel working directly on the project, which will be made at the Consultant's hourly rates, plus direct expenses incurred as defined in the original Personal Services Agreement for Wastewater Collection System Capacity Improvements. Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of **\$318,309**, as described below.

- \$2,134,873 Original Agreement plus Amendment 1
- **\$318,309** for this Amendment 3 in accordance with the attached Fee Estimate.



## Exhibit A – Limits of Topographic Survey





## Exhibit B – 60% Design Submittal Drawing List

| Sheet No.                           | Sheet Title   | Included in 60% Submittal? (See Note 1) |
|-------------------------------------|---|---|
| <b>General</b>                      |   |   |
| G-1                                 | Title Sheet, Vicinity Map and Index of Drawings       | X                                       |
| G-2                                 | Symbols and Legend                                    | X                                       |
| G-3                                 | Abbreviations   | X                                       |
| G-4                                 | General Notes   | X                                       |
| G-5                                 | Design Data Table and Head-Capacity Curve             | X                                       |
| G-6                                 | Survey Control and Geotechnical Exploration           | X                                       |
| <b>Erosion and Sediment Control</b> |   |   |
| C-001                               | Erosion and Sediment Control Cover Sheet              | X                                       |
| C-002                               | Erosion and Sediment Control Notes                    | X                                       |
| <del>C-010</del>                    | <del>Erosion and Sediment Control Details—1</del>     |   |
| <del>C-011</del>                    | <del>Erosion and Sediment Control Details—2</del>     |   |
| C-020                               | Erosion and Sediment Control Pump Station Plan -1     | X                                       |
| C-021                               | Erosion and Sediment Control Pump Station Plan -2     | X                                       |
| <b>Civil</b>                        |   |   |
| C-100                               | Pump Station Site Plan                                | X                                       |
| C-101                               | Pump Station Demolition Plan and Details              | X                                       |
| C-102                               | Pump Station Site Piping Plan                         | X                                       |
| C-103                               | Pump Station Site Paving, Grading, Drainage Plan      | X                                       |
| <del>C-104</del>                    | <del>Pump Station Site Grading Sections</del>         |   |
| C-110                               | 8-inch Force Main Restoration Plan and Sections       | X                                       |
| <del>C-501</del>                    | <del>Civil Details—1</del>                            |   |
| <del>C-502</del>                    | <del>Civil Details—2</del>                            |   |
| <del>C-503</del>                    | <del>Civil Details—3</del>                            |   |
| <del>C-504</del>                    | <del>Civil Details—4</del>                            |   |
| <b>Structural</b>                   |   |   |
| S-001                               | General Structural Notes                              | X                                       |
| S-101                               | Electrical Panel Mounting Pad Plan, Sections, Details | X                                       |
| S-102                               | Chemical feed Mounting Pad Plan, Sections, Details    | X                                       |
| S-103                               | Generator Pad Plan, Sections, Details                 | X                                       |

|  |   |   |
|--|---|---|
| <b>Process Piping</b>                          |   |   |
| D-001  | Legend and Symbols  | X |
| D-101  | Pump Station Mechanical Plan                                      | X |
| D-301  | Wet Well and Discharge Piping Sections                            | X |
| D-302  | Valve Vault Piping Sections                                       | X |
| D-303  | Chemical Feed System Sections                                     | X |
| <del>D-501</del>                               | <del>Mechanical Details -1</del>                                  |   |
| <del>D-502</del>                               | <del>Mechanical Details -2</del>                                  |   |
| <del>D-503</del>                               | <del>Mechanical Details -3</del>                                  |   |
| <del>D-504</del>                               | <del>Mechanical Details -4</del>                                  |   |
| <b>Electrical, Instrumentation and Control</b> |   |   |
| E-001  | Electrical Legend, Symbols and Abbreviations                      | X |
| E-002  | On-Line Diagram   | X |
| E-101  | Pump Station Electrical Site Plan                                 | X |
| <del>E-501</del>                               | <del>Electrical Details -1</del>                                  |   |
| <del>E-502</del>                               | <del>Electrical Details -2</del>                                  |   |
| <del>E-521</del>                               | <del>Pump Disconnect Panel Details</del>                          |   |
| <del>E-601</del>                               | <del>Electrical Panel Schedules</del>                             |   |
| <del>E-602</del>                               | <del>Motor Control Diagrams</del>                                 |   |
| E-701  | Electrical Enclosure Layout                                       | X |
| <del>E-710</del>                               | <del>Control Panel Layout</del>                                   |   |
| <del>E-711</del>                               | <del>Control Panel Nameplate Schedule and Bill of Materials</del> |   |
| <del>E-712</del>                               | <del>Control Panel Power and Communication Block Diagrams</del>   |   |
| <del>E-713</del>                               | <del>Control Panel Main PLC I/O Wiring -1</del>                   |   |
| <del>E-714</del>                               | <del>Control Panel Main PLC I/O Wiring -2</del>                   |   |
| <del>E-715</del>                               | <del>Control Panel Main PLC I/O Wiring -3</del>                   |   |
| I-001  | P&ID Legend -1  | X |
| I-002  | P&ID Legend -2  | X |
| I-601  | P&ID Pump Station   | X |
| <b>Landscaping</b>                             |   |   |
| L-101  | Landscaping Plan  | X |
| <del>L-501</del>                               | <del>Landscaping Details</del>                                    |   |
| <del>L-502</del>                               | <del>Planting and Restoration Schedules</del>                     |   |

Note 1: Drawings not identified as included in the 60% Design Submittal are to be prepared under separate contract and are not part of the Amendment 3 scope of work. They are referenced here for information only.

WASTEWATER COLLECTION SYSTEM CAPACITY IMPROVEMENTS - AMENDMENT 3  
PUMP STATION NO. 7 60% DESIGN - CITY OF ST. HELENS  
PROPOSED FEE ESTIMATE

|  | LABOR CLASSIFICATION (HOURS)                            |                       |                       |                         |                           |                         |               |               |                    |                       |                        |                | Hours      | Labor     | Subconsultants |           |             |            |             |             | Subconsultant Total with Markup | Expenses    | CADD Units \$18/hr | Total |
|--|---|-----------------------|-----------------------|-------------------------|---------------------------|-------------------------|---------------|---------------|--------------------|-----------------------|------------------------|----------------|------------|-----------|----------------|-----------|-------------|------------|-------------|-------------|---------------------------------|-------------|--------------------|-------|
|  | Principal Engineer III                                  | Principal Engineer IV | Principal Engineer II | Professional Engineer V | Professional Engineer III | Engineering Designer II | Technician IV | Technician II | Cost Estimator III | Project Coordinator I | Project Coordinator IV | Structural PSE |            |           | E&IC           | IS        | Geotech S&W | Survey AKS | Permits AKS |             |                                 |             |                    |       |
|  | Average Billing Rate Estimated per Classification/Staff | \$309                 | \$330                 | \$293                   | \$225                     | \$205                   | \$187         | \$204         | \$159              | \$320                 | \$141                  | \$192          |            |           |                |           |             |            |             |             |                                 |             |                    |       |
| Staff Name   | EvonukWil   | CarrMic               | RambinWil             | DavisPat                | CrowFre                   | MessingAnn              | McFaddinNic   | CloudDer      | GriesingerRob      | SteinbergMor          | RitzEri                |                |            |           |                |           |             |            |             |             |                                 |             |                    |       |
| Task 11 - Pump Station 7   |   |                       |                       |                         |                           |                         |               |               |                    |                       |                        |                |            |           |                |           |             |            |             |             |                                 |             |                    |       |
| Task 11.1 - Project Management & Coordination                    | 8   | 16                    | 80                    |                         |                           |                         |               |               |                    |                       | 16                     | 120            | \$ 34,266  |           |                |           |             |            | \$ -        | \$ -        | \$ -                            | \$ 34,266   |                    |       |
| Task 11.2 - Survey   |   | 2                     | 2                     | 4                       |                           |                         | 4             |               |                    |                       |                        | 12             | \$ 2,960   |           |                |           | \$ 10,675   |            | \$ 11,743   | \$ -        | \$ 144                          | \$ 14,846   |                    |       |
| Task 11.3 - Geotechnical Investigations                          | 2   | 4                     | 16                    | 8                       |                           |                         | 2             |               |                    |                       |                        | 32             | \$ 8,831   |           |                | \$ 38,517 |             | \$ 42,369  | \$ 42       | \$ 36       | \$ 51,278                       |             |                    |       |
| Task 11.4 - Environmental and Land Use Compliance and Permitting | 2   | 4                     | 8                     | 8                       |                           | 16                      | 24            |               |                    |                       |                        | 62             | \$ 13,960  |           |                |           |             | \$ 12,200  | \$ 13,420   | \$ 72       | \$ 432                          | \$ 27,884   |                    |       |
| Task 11.5 - Preliminary Design                                   |   |                       |                       |                         |                           |                         |               |               |                    |                       |                        | 0              | \$ -       |           |                |           |             |            | \$ -        | \$ (16,232) | \$ -                            | \$ (16,232) |                    |       |
| Task 11.6 - 60% Design Submittal                                 | 4   | 24                    | 80                    | 160                     | 40                        | 180                     | 100           | 60            | 24                 | 24                    |                        | 696            | \$ 151,354 | \$ 10,000 | \$ 19,990      |           |             |            | \$ 32,989   | \$ 84       | \$ 2,880                        | \$ 187,307  |                    |       |
| Task 11.7 - Quality Assurance & Quality Control                  | 8   | 24                    | 16                    | 4                       | 4                         | 4                       | 4             |               |                    | 8                     |                        | 72             | \$ 19,487  |           |                |           |             |            | \$ -        | \$ -        | \$ 72                           | \$ 19,559   |                    |       |
| Task 11 Subtotal   | 24  | 74                    | 202                   | 184                     | 44                        | 200                     | 134           | 60            | 24                 | 32                    | 16                     | 994            | \$ 230,858 | \$ 10,000 | \$ 19,990      | \$ 38,517 | \$ 10,675   | \$ 12,200  | \$ 100,520  | \$ (16,034) | \$ 3,564                        | \$ 318,909  |                    |       |
| TOTAL - ALL TASKS  | 24  | 74                    | 202                   | 184                     | 44                        | 200                     | 134           | 60            | 24                 | 32                    | 16                     | 994            | \$ 230,858 | \$ 10,000 | \$ 19,990      | \$ 38,517 | \$ 10,675   | \$ 12,200  | \$ 100,520  | \$ (16,034) | \$ 3,564                        | \$ 318,909  |                    |       |

## **APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS**

Item #4.

City Council Meeting ~ January 21, 2026

### **Pending applications received:**

| <u>Name</u>       | <u>Interest</u>     | <u>Date Application Received</u> | <u>Referred by Email To Committee(s)</u> |
|-------------------|---------------------|----------------------------------|--|
| • Jay Echternach  | Planning Commission | 11/19/24                         | 11/20/24                                 |
| • Alana Gilston   | Budget Committee    | 5/16/25                          | 1/7/26                                   |
| • Nicole Battista | Budget Committee    | 10/28/25                         | 1/7/26                                   |
| • Brady Preheim   | Budget Committee    | 10/29/25                         | 1/7/26                                   |
| • Patrick Birkle  | Planning Commission | 11/04/25                         | 11/06/25                                 |
| • Nick Flory      | Budget Committee    | 12/3/25                          | 1/7/26                                   |

### **Budget Committee (3-year terms)**

- Ivan Salas's term expires 12/31/2025. He would like to be reappointed.

**Status:** Interviews were held on January 7 before the City Council. Jeremy Evans was appointed to fill Marissa Swartz's vacant position. The Council wished to discuss the expired position on January 21.

**Next Meeting:** TBD

**Recommendation:** None at this time.

### **Parks & Trails Commission (4-year terms)**

- Dana Lathrope's term expires 12/31/2025. She does not wish to be reappointed.

**Status:** A press release was sent out on November 25 with a December 23 deadline. No applications were received. The Commission is scheduled to discuss whether or not to go out for another press release at their January 12 meeting.

**Next Meeting:** February 9, 2026

**Recommendation:** None at this time.

### **Planning Commission (4-year terms)**

- Jennifer Shoemaker term expires 12/31/2025. She does not wish to be reappointed.

**Status:** A press release was sent out on October 21 with a November 18 deadline. And we have two applications on file. The Commission held interviews on January 13.

**Next Meeting:** February 10, 2026

**Recommendation:** At their January 13 meeting, the Commission voted to recommend appointment of Patrick Birkle.

City of St. Helens  
**RESOLUTION NO. 1648**

A RESOLUTION ESTABLISHING GUIDELINES FOR THE APPOINTMENT  
OF ST. HELENS BOARD, COMMITTEE AND COMMISSION MEMBERS,  
SUPERSEDING RESOLUTION NO. 1521

**WHEREAS**, the City Council wished to establish the same guidelines for recruitment, interviews and appointments for all City boards, committees and commissions, and adopted Resolution No. 1521 on August 12, 2009; and

**WHEREAS**, Resolution No. 1521 established general recruitment, selection and appointment guidelines for appointments to the City of St. Helens boards, committees and commissions; and

**WHEREAS**, the Council wishes to update the guidelines adopted in Resolution No. 1521 to better meet the needs of the City.

**NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

1. The City Recorder shall send a press release to the local newspaper of record announcing all board, committee and commission vacancies as they become available. A "vacancy" is defined as an unoccupied position, resulting from a voluntary resignation or involuntary termination. A member whose term expired does not create a vacancy, unless that member is resigning at the end of his/her term or the majority of the board, committee or commission wishes to terminate said member.
2. Any individual or group is encouraged to submit names for consideration to the City.
3. All new applicants shall submit a written application to the City Recorder's Office.
4. Members wishing to continue their appointment for another term will inform the City Recorder but need not submit a new application. If a member has served two consecutive full terms, a press release shall be sent to the local newspaper of record, each subsequent term expiration thereafter, to solicit new applications for that position. The incumbent may be reappointed at the discretion of the interview panel and City board, committee or commission. If an individual has been off a City board, committee or commission for a year or more, they must complete a new application.
5. The recruitment period to the board, committee or commission shall be for a finite period. At the end of the advertising period, the Council liaison shall determine if the pool of candidates is sufficient to continue with the selection process or may continue the recruitment period for a set or unlimited period until it is determined there is a sufficient pool of candidates.
6. The Council liaison to the board, committee or commission shall be responsible to assemble an interview committee. The interview committee shall be responsible to make recommendations via the Council liaison to the Mayor and City Council.
7. Appointments must comply with any ordinances, bylaws, Charter provisions, or state or federal laws concerning the board, committee or commission. In the event of any inconsistency between these policies and a chapter relating to a specific board, committee or commission, the specific chapter shall control.
8. In order to become more familiar with each applicant's qualifications, the interview committee may interview all or a shortlist of applicants for a position. The number of applicants to be interviewed is at the interview committee's discretion. The interview committee also has the discretion to reject

all applications in favor of re-advertising if no applicants are found to be suitable for the board, committee or commission.

9. Reappointments to a City board, committee or commission shall be considered in accordance with the guidelines listed in this section, together with the type of service the individual has already given to the board, committee or commission and his/her stated willingness to continue.
10. Consideration should be given to residents outside the City when the board, committee or commission or function serves residents outside City boundaries.
11. Board, committee or commission members shall not participate in any proceeding or action in which there may be a direct or substantial financial interest to the member, the member's relative or a business with which the member or a relative is associated, including any business in which the member is serving on their board or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting where the action is being taken.
12. Board, committee or commission vacancies are filled by appointment of the Mayor with the consent of Council. Board, committee or commission members shall serve without compensation except the Planning Commission that may receive a monthly stipend at the discretion of the City Council.
13. Individuals appointed to one City board, committee or commission shall not serve on any other City board, committee or commission during the term of their appointment; provided, that the Council may waive this limitation if it is in the public interest to do so.

**PASSED AND ADOPTED** by the City Council on this 18th day of December, 2013, by the following vote:

Ayes: Locke, Carlson, Conn, Morten, Peterson

Nays: None

/s/ Randy Peterson

Randy Peterson, Mayor

ATTEST:

/s/ Kathy Payne

Kathy Payne, City Recorder

# ST. HELENS PUBLIC LIBRARY BOARD MEETING

Monday, December 8, 2025, at 7:15 PM  
Virtually over Zoom

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## APPROVED MINUTES

### Members Present

Chair Fatima Salas  
Vice Chair Aaron Martin  
Member Jay Echternach  
Member Ellen Jacobson  
Member Kelsey Knutson  
Member Jana Mann  
Member Lynne Pettit

### Members Absent

Member Rob Dunn  
Member Erin Wheeldon

### Council Liaison in Attendance

N/A

### Visitors

None

### Staff Present

Library Director Suzanne Bishop  
Library Board Secretary Dan Dieter

## CALL TO ORDER

Meeting was called to order at 7:15 p.m. by Chair Salas.

### VISITOR COMMENTS *Limited to three (3) minutes per speaker.*

No visitor comments.

## APPROVAL OF MINUTES

1. Minutes from the regular board meeting, November 10, 2025, were reviewed.

Motion: Upon Member Jacobson's motion and Member Knutson's second, the Library Board unanimously approved the regular board meeting minutes dated November 10, 2025. [Yeas: Chair Salas, Vice Chair Martin, Member Echternach, Member Jacobson, Member Knutson, Member Mann, Member Pettit; Nays: none]

## OLD BUSINESS

2. STRATEGIC PLAN SUBCOMMITTEE REPORT: Library Director Bishop stated that there are plans to connect the subcommittee with a staff member from the State Library who is familiar with strategic planning. You will be hearing more from this subcommittee soon.

3. MAKERSPACE FUNDRAISING SUBCOMMITTEE REEPORT: Member Echternach stated that connecting donations through the Friends of the St Helens Public Library (Friends) would work well because they are a 501(c)(3). The window of opportunity for the granting organizations has some opportunities in the next three weeks. And there are 6 or 7 different categories at year-end, some of which are focused on areas that do not really match our focus, but there are some that do. One is for books for schools and public libraries. We could apply for a grant that might help augment our budget for books. Other areas are constitutional focused education grants, grants for kids with special needs or disabilities, grants for senior services and grants for youth programming. There were quite a few categories that I put in inquiries for.

### **NEW BUSINESS**

No new business.

### **LIBRARY DIRECTOR'S REPORT**

Director Bishop stated that we are up 25% in visits to the library from last year, and really, our numbers of up every month since July, which was up 40% from last year. Public computers are very busy. We just started a conversation about adding back at least 2 more. I have an update on the Oregon Heritage Grant, which is the grant that will allow us to microfilm the older issues of the St. Helens Chronicle, those issues between 2015 and 2024. Adult Services Librarian Herren-Kenaga will take the paper copies down to the University of Oregon for processing. We are continuing to catalog the materials for the Special Collection Local History Room. We will be collaborating with the Northwest Regional Education Service District (NWRES D) for a Wee Wiggles program. Youth Librarian Wiersma will set up the program like a regular story time but will add elements to allow the participants to 'wiggle'. The NWRES D are hoping to get grant funding to obtain larger fidget toys and other things, some of which may be housed here. We are tracking changes to federal funding through State Librarian Wendy Cornelisen. The Institute of Museum and Library Services (IMLS) funding is being granted after a lawsuit filed by 24 states Attorney's Generals. It is likely that the funding for the fiscal year starting 2026 will be reduced by 2.5% and the funding for fiscal year starting 2027 will be reduced by 5%. We will be collaborating with many other organizations in the community for the celebration of the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. The quarterly report to the City Council was included in the packet for this meeting. This report shows statistics for library usage from June 11 through November 29, 2025. The statistics break down library usage by age and activity. We have two grant proposals going in next week. One is through the American Library Association for accessibility improvements in the library and the other is through the Oregon Humanities organization for Community Conversations, a program that invites local citizens to join in conversations about current topics. There is a list of 12 options for topics, for example, Democracy in Motion or Are We Created Equal. We are still waiting for the background check on the new Library Assistant, but we're very close. We will be closed on the 24<sup>th</sup> and the 25<sup>th</sup> of December for Christmas and we will close early on New Year's Eve and be closed on New Year's Day. I will be out of town from January 3 to January 13. We are having two of the building furnaces replaced. If the temperature drops below 60 we may have to close the library. The replacement is covered by contract with the contractor.

### **COUNCIL LIAISON REPORT**

No council report available.



**OTHER BUSINESS**

Member Jacobson and Member Mann described the writer's festival, "Stories by the River", that will commence on Valentine's Day and finish on March 14<sup>th</sup>. During this time we will hold our FebWordary event that is a replacement of the National Novel Writer's Month, we will be launching our special collection, the Columbia County Author's Special Collection, and also, on March 7<sup>th</sup> we will celebrate our anthology publication. We've applied for a grant from the Columbia County Cultural Coalition to help support the festival.

**SUMMARIZE ACTION ITEMS**

No action items were summarized.

**ADJOURNMENT**

Chair Salas adjourned the meeting at 7:52 p.m.

Respectfully submitted by,  
Dan Dieter  
Library Board Secretary



# PARKS AND TRAILS COMMISSION

Monday, December 08, 2025 at 4:00 PM

## APPROVED MINUTES

### COMMISSIONERS PRESENT

Vice Chair Howard Blumenthal  
 Commissioner Paul Barlow  
 Commissioner Jerry Belcher  
 Commissioner Lucas Green  
 Commissioner Scott Jacobson  
 Commissioner Lynne Pettit  
 Commissioner Ashley Stanley

### STAFF PRESENT

John Walsh, City Administrator  
 Brandon Sundeen, City Councilor  
 Buck Tupper, Facilities Maintenance Supervisor  
 Dawn Richardson, Admin Billing Specialist  
 Jamie Ford, Admin Billing Specialist

### ABSENT

Chair Dana Lathrope  
 Commissioner Jacob Woodruff

### CALL TO ORDER – 4:00 PM

### APPROVAL OF MINUTES

#### 1. Approval of Minutes from November 10th, 2025 with corrections

The Commission reviewed the minutes from the November 10th meeting. It was noted that a correction was needed on page three in the discussion items, where "Botanical Gardens" should be changed to "Mountain Hill Nature Park." After this correction was acknowledged, the minutes were approved.

**Motion** to approve the November 10<sup>th</sup>, 2025 Minutes with corrections made by Commissioner Jacobson, Seconded by Commissioner Green.

Voting Yea: Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Stanley

### TOPICS FROM THE FLOOR: From attendees not otherwise of the agenda

None

### NEW BUSINESS

#### 2. Round Table Question

Commissioner Green posed the question: "What are you most looking forward to in the next year or two in our parks?"

- Commissioner Green shared that he was excited about progress at a park project that seemed to be slowly gaining momentum, hoping that groundwork might begin within two years.
- Commissioner Stanley expressed her desire to see the health of vegetation in the parks improve, specifically mentioning having more native plants and less scotch broom. It was noted that a specialized tool (weed wrench) was now available to help remove scotch broom.
- Vice Chair Blumenthal expressed wanting to see parks grow with more visitors and increased respect for park spaces.
- Commissioner Belcher stated he was most looking forward to the implementation of the Urban Trail.
- Commissioner Jacobson indicated he was looking forward to talking about implementation of the Urban Trail next year.
- Commissioner Pettit shared that she would like to see more maintenance done by the commissioners themselves, such as pulling weeds and clipping.

### **3. Campbell Park Pickleball Courts - Belcher**

Commissioner Belcher introduced the topic of resurfacing the pickleball courts at Campbell Park. He noted that local pickleball players have expressed interest in having a different surface on the courts.

Commissioner Jacobson mentioned that this had previously been discussed and put on the wish list for the next Master Plan.

Facilities Maintenance Supervisor Tupper provided detailed information about the current condition of the courts. He explained that when it's cold, the court tiles rise up from the ground, causing the ball to lose energy when it hits these uneven areas, making the courts nearly unusable. He shared cost estimates:

- A quote from Sport Court to install and stripe a new surface was approximately \$36,000
- If the City maintenance crew and volunteers did the work themselves, the materials could cost around \$6,000

Facilities Maintenance Supervisor Tupper mentioned that Eric Fawcett and other pickleball players were willing to contribute financially and with labor. Mr. Fawcett even offered to purchase permanent nets.

The Commission discussed reaching out to the City of Rainier, which recently completed a similar project, to learn from their experience. The discussion concluded with the suggestion to test the new surface on one court before proceeding with the full project, and to explore potential grant opportunities.

### **4. Term Expirations 12/31/2025 - Dana Lathrope (does not wish to be reappointed)**

The Commission acknowledged that Dana Lathrope did not wish to be reappointed. The Commission expressed appreciation for her contributions as Chair and noted that she would be missed.

### **5. Term Expirations 12/31/2025 - Scott Jacobson (to be discussed)**

Commissioner Jacobson indicated that despite some challenges in the past year, he wished to continue serving on the Commission.

The Commission briefly discussed that officer elections would take place at the January meeting, and members should consider nominations for Chair and Vice Chair positions.

**Motion** to recommend Commissioner Jacobson's reappointment made by Commissioner Belcher, Seconded by Commissioner Green.

Voting Yea: Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Stanley

## **Parks Master Plan Discussion**

John Walsh (City Administrator) attended to discuss the Commission's desire to be more involved with parks planning and decision-making, particularly regarding the parks Master Plan update. He explained:

- The Community Development Department is currently at 50% capacity due to staff departures.
- The City is currently working on the Transportation System Plan and the Scappoose to St. Helens Connector Project.
- The parks Master Plan update was planned to leverage state dollars but requires more resources than available.

Walsh suggested the Commission could maintain a living document of projects, priorities, and recommendations that would feed into the future Master Plan update. This approach would allow them to keep parks and trails issues on the agenda despite staffing limitations.

The Commission discussed the process for updating the plan, with several members suggesting they should review the existing Master Plan first, particularly chapter six regarding recommendations.

Commissioner Barlow emphasized the need to stay on top of projects and help move them along.

The Commission agreed to review the parks Master Plan, particularly chapter six, before the next meeting and discuss how to proceed with updates.

## **OLD BUSINESS**

### **6. Parks Assessments**

The Commission discussed the ongoing park assessment tool project.

- Commissioner Belcher questioned whether the assessments were being effectively utilized, noting that he had completed four months of assessments but was unsure if the information was reaching Facilities Maintenance Supervisor Tupper.
- Commissioner Jacobson expressed support for the assessment program, noting that it gave Commissioners the opportunity to visit all parks rather than just being assigned to one or two parks.
- Commissioner Pettit stated she was not in favor of continuing the assessment program, as she felt it duplicated work maintenance staff already knew about. She suggested returning to the previous approach where commissioners each took responsibility for specific parks and performed hands-on maintenance like removing graffiti, clearing leaves, and maintaining trails.
- Facilities Maintenance Supervisor Tupper shared his perspective that while he appreciated commissioners visiting parks, he had not been receiving the written reports. He expressed mixed feelings about the assessment program, noting that detailed monthly reports on routine maintenance issues were not necessary, but information about safety concerns was valuable.

The Commission agreed to have Commissioner Jacobson research what was happening with the collected assessment data and revisit the discussion at the next meeting.

## **7. Milton Creek - Standing Item**

Commissioner Green reported on a meeting with Lindsay Wilson from the Port regarding connecting the Port and Talbot site with the City side of Milton Creek. He explained that the Port is seeking DEQ grants to clean up the site and is interested in eventually connecting the areas with trails. The Port is considering moving the Marina to this area due to silting issues at the current Marina location. Commissioner Jacobson mentioned an article about the project that was still being revised and noted that discussions had raised questions about the need for a formal intergovernmental agreement between the City and Port regarding access.

## **STAFF REPORT**

Facilities Maintenance Supervisor Tupper reported that park maintenance activities included leaf cleanup and winterizing buildings, snack shacks, and water fountains. He noted that the park crew had been helping with facilities maintenance due to an absence.

He provided updates on several projects:

1. The Urban Trail kiosk installation was awaiting final approval on location
2. The Civic Pride kiosk could likely be installed this winter
3. A meeting was scheduled with Bailey regarding the Wind Phone installation at McCormick Park, with a bench being donated for the site

Commissioner Pettit inquired about recent clearing work at the Japanese Gardens, but Facilities Maintenance Supervisor Tupper was unsure who had done the work.

## **COUNCILOR'S REPORT**

Councilor Sundeen reported that the City Council had discussed the frequency of joint meetings with Commissions, deciding on twice yearly meetings with the Parks and Trails Commission, with the option to cancel if not needed.

He also mentioned that the Christmas Ship event would be taking place the coming weekend.

## **DISCUSSION ITEMS**

Vice Chair Blumenthal mentioned being approached by relatives interested in donating a memorial bench, and there was brief discussion about potential locations, with Councilor Sundeen suggesting McCormick Park playground as a location in need of additional seating.

Vice Chair Blumenthal also noted appreciation for the maintenance work done along 5<sup>th</sup> Street and asked about scheduling additional clearing, particularly at the end of 4<sup>th</sup> Street where blackberries were returning.

Commissioner Barlow indicated he would have an item for next month's agenda.

**ADJOURNMENT** - 5:21 PM meeting adjourned.

Respectfully Submitted by Jamie Ford, Admin Billing Specialist



## PLANNING COMMISSION

Tuesday, December 9, 2025 at 6:30 PM

### APPROVED MINUTES

**Members Present:**

Chair Jennifer Shoemaker  
Vice Chair Brooke Sisco  
Commissioner David B Rosengard  
Commissioner Charles Castner  
Commissioner Scott Jacobson  
Commissioner Reid Herman  
Commissioner Trina Kingsbury

**Members Absent:**

None

**Staff Present:**

City Planner Jacob Graichen  
Communications Officer Crystal King  
Community Development Administrative Assistant Angelica Artero

**Council Members:**

Councilor Mark Gundersen  
Councilor Russ Hubbard

**Others:**

Julie Pelletier  
Brian Delashmutt  
Jeff Heller  
Darrel Smith  
Adrienne Linton  
Patrick Birkle  
Sid Hariharigat  
Ray Jones  
Lucy Frost  
William Doster  
Lee Rigdon  
Jay Echternach

**1. 6:30 P.M. CALL TO ORDER**

**2. TOPICS FROM THE FLOOR** (Not on Public Hearing Agenda): Limited to five minutes per topic  
None.

### 3. CONSENT AGENDA

A. Draft Minutes dated October 14, 2025

**Motion:** Upon Commissioner Jacobson's motion and Commissioner Sisco's second, the Planning Commission voted to approve the draft minutes dated October 14, 2025

**AYES:** Commissioner Jacobson, Commissioner Kingsbury, Commissioner Herman, Commissioner Rosengard, Commissioner Castner, Vice Chair Sisco **NAYS:** None.

### 4. PUBLIC HEARING AGENDA

B. 6:30pm Annexation A.1.25 Sykes Roa/Morton Lane (Stuzman)

Chair Shoemaker opened the public hearing at 6:30 PM. City Planner Jacob Graichen presented the staff report. The applicant and owner, Susan Stutzman, was requesting annexation from Columbia County into the city of St. Helens with R-7 zoning to match surrounding properties. Graichen explained that the property is surrounded by city limits, creating an island of county property. He noted the property has wetlands and riparian areas, as well as a 100-foot wide BPA easement running through it. Susan Stutzman, the applicant who resides in Olympia, Washington, explained that she and her sister inherited the property in 2021 from their mother who grew up in St. Helens.

#### In Favor

Jeff Heller spoke in support, identifying himself as the applicant's cousin and noting that his family owns adjacent property. **Neutral**

None

#### Opposition

There was no oral opposition to the application, but a letter of opposition was submitted, which the city planner provide to the Commission.

#### Applicant response

The applicant, Susie Stutzman, addressed the commission and explained that she supported annexation to allow for future development that would be compatible with city planning standards, police protection, and water/sewer.

#### End of Oral Testimony

#### Close of the Public Hearing & Record

#### Deliberations

During deliberations, the Commission discussed the appropriateness of R-7 zoning to match surrounding properties. They examined whether the annexation would create any issues for neighboring properties and concluded it was a logical annexation since the property was surrounded by city limits.

**Motion:** Upon Commissioner Rosegard's motion and Commissioner Kingsbury's second, the Commission moved to approve the annexation based on the recommendation by staff. They recommend the R7 zone.

**AYES:** Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Sisco **NAYS:** None.

C. 7:06pm Subdivision Preliminary Plat SUB.2.25 Seal Rd (Davis)

Chair Shoemaker opened the public hearing at 7:06pm. City Planner Jacob Graichen presented the application for a 28-lot planned development preliminary plat subdivision on Seal Road. The heavily forested 4.5-acre property includes wetlands and would be developed using the planned development overlay adopted in 2007, which allows for flexibility in design and smaller lot sizes than standard R-5 zoning. Graichen explained that there were multiple access considerations, including emergency access challenges, and the proposal included several tracts for wetlands, stormwater facilities, and a private park.

Wayne Hayson from Pioneer Design Group represented the applicant, explaining the subdivision design, which included two types of streets: a standard 50-foot wide right-of-way and "skinny streets" with a reduced 40-foot right-of-way and parking on only one side. He addressed concerns about fire access, explaining that the Fire Marshal provided recommended options of either installing sprinklers in the homes or providing emergency vehicle access via Seal Road.

### **In Favor**

**Delashmutt, Brian** spoke in favor of the application as the owner. He explained to the Commission that his parents bought the property 40 some years ago and other matters. H

### **Neutral**

**Halstead, Jeff & Oran, Donovan** Jeff Halstead, resident of 605 Seal Rd spoke of concern that he wanted to keep his turn around and driveway. He expressed concern that property that was promised to them from the family is being taken away from him without discussion. He owns property that is lot 25 of the proposed subdivision, and the lot has an accessory structure on it that he wants to keep.

**Bonn, David** Shared parking & traffic concerns, construction costs, and expressed that utilities should be limited to electric supply only—no gas.

**Rigdon, Lee** Commented that the accessory structure and turn around was there in the 1980's.

### **Opposition**

**Frost, Lucy** Mentioned she lives adjacent to lot 1 of the proposed subdivision. She mentioned that there is an accumulative amount of water that streams on lot 1 anytime there is a significant amount of rainfall. Parking and traffic congestion were another concern, difficulty for emergency access, and worry of property values decreasing.

**Jones, Ray** Expressed that he is opposed to some of the issues that he does not feel has been fully vetted out with the subdivision plans. Property values, trees, replanting, and sewer capacity were among the few things that he addressed with concern if the subdivision were approved.

**Pelletier, Julie** Concern over digging up the wetland area, sewer capacity and worry about access to homes if sewer needed to be dug up due to the road being only one lane.

### **Applicant Response**

**Delashmutt, Brian** Clarified that Mr. Halsted will get the turn around on lot 25.

**Hayson, Wayne** Expressed that a family dispute over the design on the turn around is not approval criteria for the subdivision, and that they are confident that there is a turn around on the property. Hayson explained that this new subdivision will have lesser impact on facilities than most of the existing homes.



## Deliberations

The Commission considered several things. Regarding the existing accessory structure that would be located on proposed Lot 25, the Commission agreed with staff recommendation that the 605 Seal Road property file a consent to annex and the portion of the subject property not within city limits do the same, to allow the accessory structure to continue with the Subdivision.

The Commission allowed taller walls for the open space/wetland/storm water tracts as a condition of approval.

The Commission agreed with staff's recommendation that a mailbox cluster for the subdivision include a slot for the 605 Seal Road property.

Because of lack of data for proper review (wetland and tree inventory) the Commission finds that if there are improvements to Seal Road other than the sanitary sewer extension, they need to review that for consideration.

The Commission was ok with a recommended change to the tree plan condition with clarification about trees on neighboring properties with their tree influence zone (roots, etc.) within the subject property.

The Commission recognized and implemented the Fire Chief's recommendation that automatic sprinkler systems be necessary unless a second means of suitable emergency access is established.

Otherwise the decision was as recommended by staff per the staff report, more-or-less.

**Motion:** Upon Commissioner Rosengard's motion and Commissioner Jacobson's second, the Commission granted approval for the Subdivision preliminary plat.

**AYES:** Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard. **NAYS:** Commissioner Castner

**Motion:** Upon Commissioner Kingsbury's motion, seconded by Commissioner Sisco, the Commission made a motion for signature.

**AYES:** Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard. Commissioner Sisco **ABSTAINS:** Commissioner Caster

D. 10:29pm Conditional Use Permit CUP.2.25/Sign Permit S.19.25 1771 Columbia Blvd

Chair Shoemaker opened the public hearing at 10:29pm. City Planner Jacob Graichen presented the application for a conditional use permit and sign permit for a new police station at 1771 Columbia Boulevard. He explained that while a police station is a permitted use in the Houlton Business District, the fenced area was being classified as "outdoor storage," requiring a conditional use permit. The proposal included an 8-foot security fence, a public plaza along Columbia Boulevard, and improvements to all street frontages.

Sid Hariharigat and Adrian Linton from Mackenzie represented the applicant, explaining the site design featured a public plaza with basalt columns, landscaping, secure gated access points, and a single-story 11,300 square foot building with masonry walls. They noted the building was originally designed for the previously proposed Caster Road site but was being adapted to this location, requiring the relocation of a sewer line.

## In favor

**Birkle, Patrick** Former City Councilor Patrick Birkle, who spoke in strong support of the application. He shared that during his time on the council, he believed they were given poor information by the

former police chief regarding site selection. He expressed relief that the project was now moving forward at what he considered a more appropriate location that would enhance the Houlton Business district.

**Walsh, John** City Administrator John Walsh mentioned that the covered parking for the officers is being built with the assistance of a grant.

## Neutral

## Opposition

## Applicant Response

## Deliberations

During deliberations, the Commission discussed the 8-foot security fence and its necessity for police operations, the aesthetics of the chain-link fence with privacy slats, and tree species and landscaping considerations, particularly along 18th Street where utilities might conflict with trees.

The Commission agreed that the application met all criteria and that the 8-foot fence was justified for security purposes. They added conditions regarding the green strip between the street and sidewalk along 18th Street and approved the engineering department's request to move the Cowlitz access eastward or as a potential alternative, recess the driveway gate to allow a depth between the street and gate of at least one vehicle.

**Motion:** Upon Commissioner Rosengard's motion, and Commissioner Castner's second, the Commission made a motion to approve the conditional use permit and sign permit with the discussed conditions.

**AYES:** Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Sisco **NAYS:** None.

**Motion:** Upon Commissioner Sisco's motion, seconded by Commissioner Castner, the Commission made a motion for signature.

**AYES:** Commissioner Castner, Commissioner Herman, Commissioner Jacobson, Commissioner Kingsbury, Commissioner Rosengard, Commissioner Sisco **NAYS:** None.

## 5. PLANNING DIRECTOR DECISIONS (previously e-mailed to the Commission)

E. Agenda item was noted but not discussed.

## 6. DISCUSSION ITEMS

### Planning Commission Interviews

City Planner Graichen announced that the scheduled interviews with Patrick Birkle and Jay Echternach would be postponed to the next meeting due to the late hour.

## 7. PROACTIVE ITEMS

F. Architectural Standards

G. Vacant and Underutilized Storefronts

No updates provided.

## 8. CITY COUNCIL LIAISON REPORT

No updates from Councilor Gunderson.

Councilor Hubbard provided brief comments about the police station project, noting his excitement for what it would bring to the Houlton Business district.

**9. FOR YOUR INFORMATION ITEMS**

Chair Shoemaker noted this was her last meeting as a commissioner and thanked all commissioners for their service.

**10. ADJOURNMENT**

*There being no further business before the Planning Commission, the meeting was adjourned at 11:32p.m.*

*Respectfully submitted,*

*Angelica Artero*

*Community Development Administrative Assistant*

**City of St. Helens**  
*Consent Agenda for Approval*  
**CITY COUNCIL MINUTES**

Presented for approval on this 21<sup>st</sup> day of January, 2026 are the following Council minutes:

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2025

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- Work Session, Executive Session, and Regular Session Minutes dated January 7, 2026

**After Approval of Council Minutes:**

- ☐ Scan as PDF Searchable
- ☐ Make one double-sided, hole-punched copy and send to Library Reference
- ☐ Minutes related to hearings and deliberations get copied to working file
- ☐ Save PDF in Minutes folder
- ☐ Update file name & signature block on Word document & copy Word document into Council minutes folder in Shared Drive
- ☐ Upload & publish in MuniCode
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HPRMS
- ☐ Add packet and exhibits to HPRMS
- ☐ File original in Vault
- ☐ Update minutes spreadsheet



# COUNCIL WORK SESSION

Wednesday, January 07, 2026

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Jennifer Massey  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard  
Councilor Brandon Sundeen

### STAFF PRESENT

|                                      |   |
|--------------------------------------|---|
| John Walsh, City Administrator       | Mouhamad Zaher, Public Works Director   |
| Kathy Payne, City Recorder           | Mike De Roia, Building Official         |
| Lisa Scholl, Deputy City Recorder    | Shanna Duggan, Recreation Manager       |
| Gloria Butsch, Finance Director      | Melanie Martinez, Municipal Court Clerk |
| Crystal King, Communications Officer | Ashley Wigod, Contracted City Attorney  |
| Matthew Smith, Police Chief          | David Rabbino, Contracted City Attorney |
| Jacob Graichen, City Planner         |   |

### OTHERS

|                 |                  |
|-----------------|------------------|
| Steve Topaz     | Steve Toschi     |
| Adam St. Pierre | Brad Hendrickson |
| Toni Doggett    | Steve Donovan    |
| Nancy Whitney   | Brady Preheim    |
| Tina Curry      |                  |

### CALL WORK SESSION TO ORDER – 3:00 p.m.

### CLEARING CONFUSION AND SETTING THE FACTS STRAIGHT

1. Response to December 17, 2025 Visitor Comments

Mayor Massey presented responses to visitor comments from the December 17, 2025 meeting:

- I. Regarding City Council meeting minutes, it was clarified that according to the Department of Justice Attorney General's Public Records and Meetings Manual, meeting minutes need not be a verbatim transcript. Minutes must contain information and give a true reflection of matters discussed and participants' views. Citizens who believe minutes don't provide a true reflection can email Lisa Scholl, Deputy City Recorder. It was also noted that YouTube closed captioning transcripts are useful for accessibility but not always accurate and aren't used to generate meeting minutes.
- II. Regarding the release of the unredacted Band report, Mayor Massey clarified that she is not personally withholding the release of either the referenced reports. The reports are currently associated with active litigation and subject to attorney-client privilege, attorney work product protections, and public record law exceptions. The City has a duty not to disclose the materials until the legal basis for withholding no longer exists.

- III. Regarding a comment about the tram gas capacity, it was verified with Public Works that the City's tram holds 12-14 gallons of gas depending on the baffles inside, not three gallons as previously stated.
- IV. Regarding tourism contributions, it was clarified that at the May 15, 2025, Budget Committee meeting, Budget Committee member Steve Toschi proposed modifying the \$100,000 tourism revenue line item to \$300,000. Finance Director Butsch had projected a tourism ending fund balance of \$106,000 and did not believe \$300,000 was realistic. Staff have continued to make conservative financial decisions anticipating \$100,000 in tourism revenue, not \$300,000.

**VISITOR COMMENTS** - *Limited to three (3) minutes per speaker*

- ◆ Nancy Whitney. Expressed concerns about fireworks activity on New Year's Eve, noting that illegal fireworks including M-80s were being used in her neighborhood, causing windows to vibrate. She reported calling the non-emergency number and receiving a callback two hours later from a police officer who apologized but explained only two officers were on duty that night. She questioned why more officers weren't scheduled for a known busy night. She also called Mayor Massey that night but received no answer and voicemail was not set up.
- ◆ Adam St. Pierre. Discussed the budget statements made at the previous meeting regarding the tourism budget, stating that he had video evidence contradicting claims made by Brady Preheim. He suggested that Preheim apologize to Mayor Massey and Finance Director Butsch for making false accusations.
- ◆ Brady Preheim. Contested the response about the tourism budget, asserting that while Steve Toschi and Jennifer Gilbert initially brought up the issue, it was actually Finance Director Butsch who made the change and increased the revenue projection. He criticized the administration for not getting the expected revenue from tourism which could have funded more police officers, stating that the City had missed \$600,000 in revenue over the past two years which could have funded six police officers. He also expressed concern about employee matters, particularly the administration not securing cost of living increases for City employees, which he claimed was impacting staff morale and retention.
- ◆ Steve Toschi. Offered counsel regarding the waterfront development, stating it should be the cornerstone of economic future for the City. He emphasized the need to build appropriate housing to be purchased by people with expendable income, recommending the rejection of apartment-type housing until after at least 200-owned housing units are built. He also advised against selling the City boat, suggesting it could be a valuable asset for tourism in the future.
- ◆ Steve Topaz. Inquired about the legal acceptability of YouTube transcription recordings and commented on the minutes' wording. He also asked about the City's expenditures on legal services, requesting information on costs for various legal matters including lawyer attendance at meetings, property deals, legal suits, DEQ fines, and union contract negotiations.

**DISCUSSION TOPICS**

**2. Employee Length of Service Recognition - Melanie Payne (20 years), Jennifer Johnson & Shanna Duggan (15 years)**

City Administrator Walsh presented service awards to:

- Melanie Payne for 20 years of service with the City, currently serving as Municipal Court Clerk
- Jennifer Johnson for 15 years of service (absent from the meeting)
- Shanna Duggan for 15 years of service, currently serving as Recreation Manager

Finance Director Butsch spoke about Jennifer Johnson's service and dedication to the City. City Administrator Walsh and Council President Chilton both praised Shanna Duggan for her work in building positive relationships in the community and her success in obtaining grants and developing partnerships.

### **3. Quarterly Reports from City Departments/Divisions - Building & Planning (Informational)**

City Planner Graichen reported on recent phishing attempts targeting Planning Commission members, subdivision applicants, and the City. He noted that some individuals had been scammed, and that the Police Department was investigating. The scammers sent emails requesting payment for various City services.

Police Chief Smith confirmed the matter was under active investigation with persons of interest identified. He requested that any new information be reported directly to him.

Council members expressed appreciation for the comprehensive departmental reports.

### **4. Follow-up on Utility Rates Outreach and Final Rates Study - *Consultant Steve Donovan and Finance Director Gloria Butsch***

Steve Donovan and Finance Director Butsch presented a follow-up on the December 11 public meeting about utility rates, which was attended by 22 citizens including Mayor Massey and Councilor Sundeen.

Key points from the presentation:

- The overall proposed utility bill increase is 5.4%, which translates to a monthly increase of \$7.72 for the average customer (from \$143 to approximately \$151)
- By the end of 2031, the projected monthly bill would be \$186
- When including the public safety fee, the total utility bill would increase from \$153.40 to \$161.12 on July 1
- Compared to neighboring communities, St. Helens' rates remain competitive, though all communities are experiencing cost increases

Butsch clarified that the resolution on the regular session agenda would adopt the rate study itself, not the actual rates. The new fees would be formally adopted in June along with the budget.

### **5. Update on Harbor Master Services for City Docks and Sand Island Docks - *Brad Hendrickson & Toni Doggett***

Brad Hendrickson and Toni Doggett provided an update on harbor master services. They reported that the harbor master program has been successful in preventing homeless boats and unauthorized stays at the City docks. Doggett explained that she maintains a consistent presence at the docks, enforcing the three-day limit rule.

They noted that yacht clubs are returning to St. Helens as a destination after a two-year absence due to previous problems. The harbor master's efforts have also helped reduce theft and vandalism along the waterfront.

They discussed challenges with abandoned vessels, including a boat currently sitting on the Sand Island docks that was abandoned by its owner. They explained the lengthy process required to remove such vessels.

City Administrator Walsh mentioned that Marine Deputy Wheeler had expressed appreciation for the relationship with the harbor master. Council President Chilton commented that the harbor master program and kiosk have been successful improvements to dock management.

**6. Review Proposal and Purchase Agreement for Police Department Drone - *Police Chief Matt Smith***

This agenda item was removed prior to the meeting. However, a discussion arose regarding the current state of 24-hour police coverage. Chief Smith explained that while the department aims to maintain 24-hour coverage, they are currently facing challenges due to understaffing. Officers have been filling gaps by working substantial overtime for the past 18 months. The department is budgeted for \$300,000 in overtime but is projected to spend \$543,000 by the fiscal year's end if the current situation continues. Two new officers are expected to join soon, which could facilitate returning to 24-hour staffing without excessive overtime. Meanwhile, there is a need to explore interim solutions ensuring 24-hour coverage, such as potential coordination with the sheriff's office. Council members expressed appreciation for the officers' commitment and acknowledged the necessity of long-term sustainable staffing solutions.

**7. Review Budget Calendar for FY2027 - *Finance Director Gloria Butsch***

Finance Director Butsch presented the budget calendar for the upcoming fiscal year. She noted that the schedule is aggressive, with the next four months focused on internal staff work to prepare the budget. She acknowledged the financial challenges facing the City and the need to find solutions.

**8. Leak Adjustment Authority - *Finance Director Gloria Butsch***

Finance Director Butsch requested approval to change the leak adjustment policy to improve efficiency. The proposed change would allow staff to approve standard leak adjustments without bringing them to the Council, while non-standard adjustments, full adjustments, or customer appeals would still come to Council.

Mayor Massey suggested that quarterly reports on the total amount approved for leak adjustments would be helpful for oversight. Butsch agreed to include this information in her quarterly financial reports.

**9. Discussion regarding City Tourism Program Assets (Tram and Boat) - *City Administrator John Walsh***

City Administrator Walsh led a discussion about the City's tourism program assets, specifically the tram and boat.

Regarding the boat, Walsh explained the ongoing challenges with obtaining a Certificate of Inspection (COI) from the Coast Guard. The City has corrected five of six deficiencies identified, but the remaining issue involves providing a certificate of original build which has proven difficult to obtain. The Coast Guard has suggested reducing passenger capacity from 25 to 12 through a Jones Waiver Act provision, but this would significantly reduce the boat's utility.

Council members discussed the current status of the boat, noting it cannot be used for its intended commercial purpose, requires significant insurance costs, and is deteriorating while stored outdoors. There was consensus that while the boat was purchased with a vision for tourism revenue, conditions have changed and maintaining the boat no longer appears viable.

Similar concerns were raised about the tram, which has undergone repairs including a new engine and transmission but has been difficult to operate effectively. Council President Chilton noted that in her conversations with Treadway, the tram has been more difficult to operate than it's worth, with weather issues making it less practical than enclosed alternatives like a trolley.

The Council discussed the possibility of declaring both assets as surplus property to explore selling them, while maintaining the option to reject offers if they are deemed too low.



**10. City Administrator's Report**

- Happy New Year!
- Completion of the riverwalk project.
- Finalization of the sale of 30-acres of the mill site property to Project Arcadia, with the City retaining areas along the Channel, Milton Creek, and softball fields.
- The sale's potential to offset a \$1.3 million deficit caused by the departure of Cascades through generating property tax and utility revenue.
- Advancements in the police station project with value engineering adjustments, current costs matching the total budget including contingency, and consideration of using one-time funds as an extra contingency.
- Imminent March deadline for Building Code changes which could affect the police station project if not met.
- Insights from a meeting with Romano Capital focused on building studies expected in two to three weeks.
  - Councilor Hubbard's confidence in Romano's development approach and financial model.
- Ongoing efforts to finalize the Sand Island Campground letter of intent aiming for operator compliance rather than city management
- Dissolution of the Columbia Economic Team (CET) and efforts to find new homes for economic development programs.
  - Mayor Massey asked if Main Street can take anything on.
  - Council President Chilton's suggestion for a future Council agenda discussion on preserving essential services related to CET programs.
- Water Day at the Capital, February 2.
- Senator Merkley town hall on January 16.
- Responded to the DEQ stormwater case.
- Budget season. Need to get away from one-time revenues. Need to rely on recurring revenues.
- Committed to Parks & Trails Commission to update the Parks Master Plan.
- Maul Foster hired Consor for analysis of the lagoon. Target of January 21 for a Council presentation.

**ADJOURN – 4:45 p.m.****EXECUTIVE SESSION**

- Labor Negotiations, under ORS 192.660(2)(d)
- Real Property Transactions, under ORS 192.660(2)(e)
- Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h)

Respectfully transcribed by ClerkMinutes and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

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Kathy Payne, City Recorder

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Jennifer Massey, Mayor

# City of St. Helens

## CITY COUNCIL

### Executive Session Summary

January 7, 2026

**Members Present:**

Jennifer Massey, Mayor  
 Jessica Chilton, Council President  
 Mark Gundersen, Councilor  
 Brandon Sundeen, Councilor  
 Russell Hubbard, Councilor

**Staff Present:**

John Walsh, City Administrator  
 Kathy Payne, City Recorder

**Others:**

Ashley Wigod, City Attorney with Jordan Ramis PC  
 David Rabbino, City Attorney with Jordan Ramis PC (via Zoom from 4:53-5:29 p.m.)



At 4:53 p.m., Mayor Massey opened the Executive Session pursuant to the ORS numbers listed below and then gave roll call. Other than Labor Negotiations, representatives of the news media, designated staff, and other persons as approved shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. Any person in attendance, including the news media, who has a recording device is directed to turn it off.

- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**
- **Real Property Transactions, under ORS 192.660(2)(e)**

5:29 p.m. David Rabbino left the meeting.

- **Deliberations with persons appointed to carry out Labor Negotiations, under ORS 192.660(2)(d)**
- **Real Property Transactions, under ORS 192.660(2)(e)**
- **Exempt Records/Confidential Attorney-Client Privileged Memo, under ORS 192.660(2)(f)**
  - Nothing was discussed under this provision.
- **Consult with Legal Counsel & Potential/Pending Litigation, under ORS 192.660(2)(h)**

The Executive Session was adjourned at 5:57 p.m.



ATTEST:

Item #8.

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Jennifer Massey, Mayor

*An audio recording of this meeting is archived at City Hall.*



# COUNCIL REGULAR SESSION

Wednesday, January 07, 2026

## DRAFT MINUTES

### MEMBERS PRESENT

Mayor Jennifer Massey  
Council President Jessica Chilton  
Councilor Mark Gundersen  
Councilor Russell Hubbard

### MEMBERS ABSENT

Councilor Brandon Sundeen

### STAFF PRESENT

John Walsh, City Administrator  
Kathy Payne, City Recorder  
Lisa Scholl, Deputy City Recorder  
Gloria Butsch, Finance Director  
Sharon Darroux, Engineering Manager

### OTHERS

|              |                |                 |
|--------------|----------------|-----------------|
| Alexis Krupa | Tammy Maygra   | Alana Gilston   |
| Peter Olsen  | Brady Preheim  | Adam St. Pierre |
| Joe          | Patrick Birkle | Steve Toschi    |
| Patrick C.   | Nick Flory     | Nicole Battista |
| Jeremy Evans |                |                 |

### CALL REGULAR SESSION TO ORDER – 7:00 p.m.

### PLEDGE OF ALLEGIANCE

### VISITOR COMMENTS – *Limited to three (3) minutes per speaker*

- ◆ Tammy Maygra. Expressed concerns about transparency, specifically regarding redacted public records including the Jim Band report. She quoted previous statements made by Mayor Massey during her campaign about the importance of unredacted public records and accused her of hypocrisy for not releasing unredacted records now that she holds office.
- ◆ Brady Preheim. Challenged statements made about the water taxi during the work session. He disputed the claim that a comparable boat could be purchased for \$25,000, noting that the boat has two new motors worth \$50,000 and required an additional \$6,000 for synchronization. Preheim also addressed the Jim Band report, criticizing the claims of attorney-client privilege used to withhold it and asserting that the attorney stated the report belonged to Jim Band, not the City. He criticized the tourism contractor for providing incorrect information about the train's fuel tank capacity and pointed out that the City had not discussed the "alien" asset, which he claimed was more expensive than the boat and train combined.

- ◆ Patrick Birkle. Thanked the Council for providing responses to public comments during work sessions. He questioned the assertion that \$300,000 could fund six police officers, suggesting it would likely only cover three when accounting for salaries, benefits, and training. Regarding tourism, he acknowledged previous accountability issues with the former contractor but noted improved accountability with the current contractor. He expressed concern about housing affordability related to potential waterfront development, emphasizing that housing should address the needs of citizens across income levels. Additionally, he advocated for retaining the boat for emergency management purposes.
- ◆ Adam St. Pierre. Played a recording of Finance Director Gloria Butsch explaining budget limitations and the process of creating a balanced budget. The recording demonstrated an exchange where a Budget Committee member had suggested reallocating tourism funds and Butsch explained the constraints.
- ◆ Steve Toschi. Expressed support for high-end housing development on the waterfront, arguing that the City has already built sufficient lower-income housing which he claimed was causing problems in schools and for police. He was concerned about the Police Department doubling their overtime budget without discussion and suggested implementing an existing agreement for officers to be on call from home to reduce overtime costs. He also noted the importance of maintaining Sand Island's operations.

## RESOLUTIONS

1. **Resolution No. 2064:** A Resolution Appointing the Budget Officer for Fiscal Year 2026-27

Mayor Massey read Resolution No. 2064 by title. **Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to adopt Resolution No. 2064. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

### 2. PUBLIC COMMENT - INCREASING UTILITY RATES

**Resolution No. 2065:** Resolution to Establish Water, Sewer, and Storm Drainage Utility Rates and Charges

Removed from agenda.

## APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Agreement with Axon Enterprise, Inc. for the Purchase of an Axon Air/Skydio X10 Basic Patrol Drone Program and Authorize the City Administrator to Execute the Agreement

Removed from agenda.

## CONSENT AGENDA FOR ACCEPTANCE

4. Parks and Trails Commission Minutes dated October 13 and November 10, 2025
5. Planning Commission Minutes dated August 12, September 9, and October 14, 2025

**Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to accept '4' and '5' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

## CONSENT AGENDA FOR APPROVAL

6. City Council Minutes dated December 17, 2025
7. Budget Calendar for FY2027
8. Adoption of St. Helens Reservoir Siting Study and Authorization for Staff to Proceed with Negotiations to Acquire the Recommended Site

9. Authorization for Leak Adjustment Decisions to be Made Under the Administrative Rules and Deferred to City Council Only Under Extenuating Circumstances or by Customer Appeal
10. OLCC Licenses
11. Accounts Payable Bill Lists

**Motion:** Motion made by Council President Chilton and seconded by Councilor Gundersen to approve '6' through '11' above. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

## WORK SESSION ACTION ITEMS

### Water Taxi

**Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to deem the water taxi surplus property.

Mayor Massey suggested exploring the option of developing an RFP to find an entity that might operate the boat, potentially through a sale where the City would hold the note. Council President Chilton expressed support for this approach, noting that while she saw vision for the boat, the City was not currently in a position to manage it. City Attorney Wigod explained that City Administrator Walsh could develop a public process allowing people to submit proposals for operating the boat, purchasing it with City financing, or leasing it.

Councilor Hubbard expressed concern about potentially missing the window for selling the boat, but the majority of the Council preferred exploring other options first.

**Vote:** Nay: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

**Motion:** Motion by Council President Chilton and seconded by Councilor Hubbard to authorize the City Administrator to work on an RFP for the water taxi. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

### Tram

Council President Chilton noted that the tram was not being used and was causing issues for the tourism contractor.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to deem the tram surplus property. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

Mayor Massey requested information about the "alien" asset mentioned during public comment, including its purchase price and any associated software. Council President Chilton agreed to inquire about this asset with the appropriate parties.

## INTERVIEW CANDIDATES FOR BUDGET COMMITTEE

### 12. Budget Committee Interviews Schedule & Candidates

- 7:30 p.m. Nicole Battista
- 7:40 p.m. Jeremy Evans
- 7:50 p.m. Nick Flory
- 8:00 p.m. Alana Gilston
- 8:10 p.m. Brady Preheim

Each candidate was asked the same five questions regarding their availability to attend meetings, reasons for wanting to join the Committee, what they would add to the Committee, their views on challenges and opportunities facing St. Helens, and if they had anything else to add.

Nicole Battista described her Business Major background and experience with budgeting for Scout organizations. She expressed concern about police staffing and interest in youth programs.

Jeremy Evans highlighted his background as an actuary for insurance companies, explaining his role in ensuring proper financial reserves. He emphasized his critical eye, respect for financial processes, and attention to risk. He identified economic development challenges and staffing issues as major concerns for the City.

Nick Flory shared his experience on the Parks and Trails Commission and his commitment to St. Helens as his home. He expressed support for law enforcement and public safety, and identified the budget and creating economic growth as key challenges.

Alana Gilston emphasized her lifetime residency in the community and desire to bring a younger perspective to the Committee. She identified Spirit of Halloweentown as an opportunity for revenue growth and expressed interest in learning more about the City's budget process.

Brady Preheim noted his previous service on the Budget Committee and extensive knowledge of City operations. He expressed concerns about budget integrity and the waterfront development, questioning Romano Capital's development experience.

After deliberation, the Council appreciated all candidates but particularly valued Evans' financial expertise and risk assessment background.

**Motion:** Motion made by Council President Chilton and seconded by Councilor Hubbard to appoint Jeremy Evans to the Budget Committee. **Vote:** Yea: Mayor Massey, Council President Chilton, Councilor Gundersen, Councilor Hubbard

## COUNCIL MEMBER REPORTS

Council President Chilton reported...

- Acknowledged upcoming budget cycle challenges.
- Congratulated long-serving City staff members Jennifer Johnson, Melanie Payne, and Shanna Duggan.
- Celebrated the reopening of the paper mill, emphasizing its importance in bringing industry, jobs, and tax revenue back to St. Helens.

Councilor Hubbard reported...

- Expressed satisfaction with Project Arcadia's fruition after extensive negotiations. Highlighted the return of hands-on work to the community.

Councilor Gundersen reported...

- Echoed the significance of the mill reopening. Emphasized the Council's commitment to the project and its positive impact on citizens and workers.

## MAYOR MASSEY REPORTS

- Thanked City staff, particularly City Recorder Payne and Deputy City Recorder Scholl, for meeting preparations.
- Acknowledged challenges facing understaffed departments.
- Expressed appreciation for Finance Director Butsch during the budget season.
- Addressed a citizen comment about her phone not working, promising to follow up.
- Shared excitement about Project Arcadia and noted the mill's upcoming hundredth anniversary, highlighting its importance to St. Helens' identity.
- The side-by-side draft ordinance will be on the next agenda.

**PROACTIVE ITEMS**

**OTHER BUSINESS**

**ADJOURN**

Respectfully transcribed by ClerkMinutes and submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

\_\_\_\_\_  
Jennifer Massey, Mayor



**City of St. Helens**  
*Consent Agenda for Approval*

**OLCC LICENSES**

The following businesses submitted a processing fee to the City for a Liquor License:

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**2026 RENEWALS**

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| <u><b>Licensee</b></u> | <u><b>Tradename</b></u> | <u><b>Location</b></u> | <u><b>Purpose</b></u> |
|------------------------|-------------------------|------------------------|-----------------------|
|------------------------|-------------------------|------------------------|-----------------------|

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**2026 NEW & CHANGE IN PRIVILEGE OR OWNERSHIP**

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*A copy of the OLCC application documents submitted for the businesses listed below were emailed to the Police Department for review. No adverse response was received.*

| <u><b>Licensee</b></u>      | <u><b>Tradename</b></u> | <u><b>Location</b></u> | <u><b>Purpose</b></u> |
|-----------------------------|-------------------------|------------------------|-----------------------|
| Amy Venture Enterprises LLC | Cigar and Vape Outlet   | 400 Columbia Blvd.     | New License App.      |



St. Helens, OR

Expense Approval Register

Item #10.

PKT01458 - 12.31.25 AP for 1771 Columbia BLVD

| Vendor Name               | Payable Number | Post Date  | Description (Item)            | Account Number                  | Amount    |
|---------------------------|----------------|------------|-------------------------------|---------------------------------|-----------|
| Fund: 706 - PUBLIC SAFETY |                |            |                               |                                 |           |
| 1771 Columbia BLVD LLC    | 12.31.25       | 12/31/2025 | Ground Lease 1771 Columbia... | 706-000-52130                   | 10,282.26 |
|                           |                |            |                               | Fund 706 - PUBLIC SAFETY Total: | 10,282.26 |
|                           |                |            |                               | Grand Total:                    | 10,282.26 |

Fund Summary

| Fund                | Expense Amount |
|---------------------|----------------|
| 706 - PUBLIC SAFETY | 10,282.26      |
| Grand Total:        | 10,282.26      |

Account Summary

| Account Number | Account Name  | Expense Amount |
|----------------|---------------|----------------|
| 706-000-52130  | Lease Expense | 10,282.26      |
| Grand Total:   |               | 10,282.26      |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 10,282.26      |
| Grand Total:        | 10,282.26      |



St. Helens, OR

# Expense Approval Register

Item #10.

Packet: APPKT01460 - AP 1.9.26

| Vendor Name                           | Payable Number | Post Date  | Description (Item)             | Account Number | Amount           |
|---------------------------------------|----------------|------------|--------------------------------|----------------|------------------|
| <b>Fund: 100 - GENERAL FUND</b>       |                |            |                                |                |                  |
| ERSKINE LAW PRACTICE LLC              | 01.02.26       | 01/06/2026 | CITY PROSECUTOR DECEMBE...     | 100-704-52019  | 5,507.68         |
| WEX BANK                              | 109483041      | 01/06/2026 | POLICE FUEL PURCHASES          | 100-705-52022  | 4,428.50         |
| WEX BANK                              | 109483041      | 01/06/2026 | BUILDING FUEL PURCHASES ...    | 100-711-52022  | 56.00            |
| OREGON PATROL SERVICE                 | 11790          | 01/06/2026 | COURT SERVICES                 | 100-704-52019  | 1,056.00         |
| PATH POINT MERCHANT SER...            | 12.31.25 3040  | 01/06/2026 | GENERAL SERVICE MERCHANT...    | 100-707-52020  | 250.70           |
| PATH POINT MERCHANT SER...            | 12.31.25 4520  | 01/06/2026 | UTILITY BILLING MERCHANT ...   | 100-707-52020  | 3,809.61         |
| WELLS FARGO                           | 12.31.25       | 01/06/2026 | DOCK MERCHANT SERVICES ...     | 100-708-52046  | 41.43            |
| PRIORITY PAYMENT SYSTEMS              | 12.31.25       | 01/06/2026 | MERCHANT SERVICES FOR R...     | 100-709-52020  | 290.45           |
| US BANK                               | 12.31.25       | 01/06/2026 | MERCHANT SERVICES-ACCEL...     | 100-711-52020  | 309.71           |
| NMS LABS                              | 1231729A       | 01/06/2026 | FORENSIC LAB SERVICES          | 100-705-52001  | 528.00           |
| NMS LABS                              | 1234485A       | 01/06/2026 | FORENSIC LAB SERVICES          | 100-705-52001  | 476.00           |
| DONOVAN ENTERPRISES INC               | 1706           | 01/06/2026 | UTILITY RATE STUDY DEC 20...   | 100-707-52019  | 5,122.16         |
| CHAVES CONSULTING INC                 | 215939         | 01/06/2026 | MONTHLY USER FEE PER USE...    | 100-702-52019  | 194.35           |
| COMCAST BUSINESS                      | 260483615      | 01/06/2026 | FIBER INTERNET ACCT 93457...   | 100-712-52003  | 5,028.35         |
| U.S BANK EQUIPMENT FINA...            | 571125319      | 01/06/2026 | KYOCERA COPIER CONTRACT ...    | 100-705-52001  | 23.21            |
| METRO PLANNING INC                    | 6838           | 01/06/2026 | WEB GIS                        | 100-710-52001  | 275.00           |
| CMG OREGON LLC                        | 704713         | 01/06/2026 | AD# 373719 PARTNER SPON...     | 100-701-52040  | 123.75           |
| CMG OREGON LLC                        | 704714         | 01/06/2026 | AD #374227 BUILDING MAIN...    | 100-702-52014  | 86.00            |
| CMG OREGON LLC                        | 706653         | 01/06/2026 | AD#373720 PARTNER SPON...      | 100-701-52040  | 123.75           |
| CMG OREGON LLC                        | 707553         | 01/06/2026 | AD# 375777 LIBRARY ASSIST...   | 100-702-52014  | 86.00            |
| CINTAS                                | 8407917273     | 01/06/2026 | CITY HALL FIRST AID CABINET... | 100-715-52001  | 84.16            |
| MELTWATER NEWS US INC                 | IN-S151-59120  | 01/06/2026 | MEDIA INTELLIGENCE ESSENT..    | 100-701-52040  | 2,100.00         |
| L.N CURTIS AND SONS                   | INV1024320     | 01/06/2026 | POLICE UNIFORMS                | 100-705-52002  | 21.00            |
| XPRESS SOLUTIONS INC                  | INV-XPR031627  | 01/06/2026 | CARD TRANSACTION FEES M...     | 100-707-52020  | 3,428.30         |
| CENTURY LINK                          | 12.26.25 2307  | 01/09/2026 | 966B                           | 100-712-52010  | 338.14           |
| ACE HARDWARE - ST. HELENS             | 12.31.25 60176 | 01/09/2026 | MATERIALS ACE ACCT 60176 ...   | 100-708-52001  | 106.50           |
| SUNSET AUTO PARTS INC - N...          | 12.31.25       | 01/09/2026 | AUTO PARTS ACCT 6355           | 100-705-52098  | 214.70           |
| HUDSON GARBAGE SERVICE                | 15804835S046   | 01/09/2026 | 2046-1001554                   | 100-706-52003  | 102.40           |
| HUDSON GARBAGE SERVICE                | 15805018S046   | 01/09/2026 | 2046-1287539                   | 100-715-52023  | 252.10           |
| HUDSON GARBAGE SERVICE                | 15805019S046   | 01/09/2026 | 2046-1287547                   | 100-705-52023  | 130.50           |
| HUDSON GARBAGE SERVICE                | 15805021S046   | 01/09/2026 | 2046-1287598                   | 100-708-52023  | 786.45           |
| HUDSON GARBAGE SERVICE                | 15805022S046   | 01/09/2026 | 2046-1287601                   | 100-715-52023  | 275.60           |
| HUDSON GARBAGE SERVICE                | 15805023S046   | 01/09/2026 | 2046-1287636                   | 100-708-52023  | 223.60           |
| HUDSON GARBAGE SERVICE                | 15805377S046   | 01/09/2026 | 2046-71887056                  | 100-705-52023  | 14.20            |
| HUDSON GARBAGE SERVICE                | 15805458S046   | 01/09/2026 | 2046-71905273                  | 100-709-52023  | 85.00            |
| HARDEN PSYCHOLOGICAL AS...            | 1678           | 01/09/2026 | TRADITIONAL EVALUATION-...     | 100-705-52014  | 420.00           |
| MORE POWER TECHNOLOGY...              | 17975          | 01/09/2026 | PREMIUM AGREEMENT MO...        | 100-712-52019  | 9,701.06         |
| MORE POWER TECHNOLOGY...              | 17976          | 01/09/2026 | 24TB BCDR APPLIANCE WITH...    | 100-712-52019  | 974.00           |
| ALLSTREAM                             | 22068211       | 01/09/2026 | ALLSTREAM PHONE ACCT 75...     | 100-712-52010  | 216.58           |
| JORDAN RAMIS PC ATTORNE...            | 242955         | 01/09/2026 | ST HELENS GENERAL ENVIRO...    | 100-715-52019  | 261.00           |
| MILLER CONSULTING ENGIN...            | 58491          | 01/09/2026 | STRUCTURAL PLAN REVIEW ...     | 100-711-52019  | 1,752.00         |
| ST. HELENS MARINA LLC                 | 7              | 01/09/2026 | HARBOR MASTER JAN 2026-...     | 100-708-52046  | 3,000.00         |
| TRUVIEW BSI                           | 7200082321     | 01/09/2026 | REPORT CHARGES                 | 100-702-52014  | 223.64           |
| SHRED-IT C/O STERICYCLE INC           | 8012750512     | 01/09/2026 | POLICE SHRED SERVICE           | 100-705-52001  | 149.01           |
| SHRED-IT C/O STERICYCLE INC           | 8012750512     | 01/09/2026 | CITY HALL SHRED SERVICE        | 100-715-52001  | 212.16           |
| INGRAM LIBRARY SERVICES               | 90374339       | 01/09/2026 | BOOKS 20C7921                  | 100-706-52033  | 86.83            |
| INGRAM LIBRARY SERVICES               | 90374341       | 01/09/2026 | BOOKS 20C7921                  | 100-706-52033  | 32.37            |
| INGRAM LIBRARY SERVICES               | 90887568       | 01/09/2026 | BOOKS 20C7921                  | 100-706-52033  | 767.77           |
| CODE PUBLISHING                       | GC10019203     | 01/09/2026 | MUNI CODE WEB UPDATE           | 100-702-52019  | 147.00           |
| L.N CURTIS AND SONS                   | INV1026944     | 01/09/2026 | POLICE UNIFORMS                | 100-705-52002  | 17.05            |
| L.N CURTIS AND SONS                   | INV1026960     | 01/09/2026 | POLICE UNIFORMS                | 100-705-52002  | 17.05            |
| <b>Fund 100 - GENERAL FUND Total:</b> |                |            |                                |                | <b>53,956.82</b> |

## Expense Approval Register

Packet: APPKT0

Item #10.

26

| Vendor Name                                    | Payable Number | Post Date  | Description (Item)           | Account Number | Amount            |
|--|----------------|------------|------------------------------|----------------|-------------------|
| <b>Fund: 202 - COMMUNITY DEVELOPMENT</b>       |                |            |                              |                |                   |
| JORDAN RAMIS PC ATTORNE...                     | 242957         | 01/09/2026 | 25-ACRE WATERFRONT PRO...    | 202-721-52019  | 174.00            |
| JORDAN RAMIS PC ATTORNE...                     | 242959         | 01/09/2026 | KELLY STREET PROPERTY SALE   | 202-721-52019  | 665.00            |
| JORDAN RAMIS PC ATTORNE...                     | 242960         | 01/09/2026 | SHAUN LAND AMENDMENT ...     | 202-722-52019  | 4,524.00          |
| MAUL FOSTER ALONGI INC                         | 71245          | 01/09/2026 | BWP ON CALL SERVICES         | 202-722-52019  | 1,655.00          |
| MAUL FOSTER ALONGI INC                         | 71246          | 01/09/2026 | WATERFRONT REDEVELOPM...     | 202-726-52019  | 27,739.02         |
| <b>Fund 202 - COMMUNITY DEVELOPMENT Total:</b> |                |            |                              |                | <b>34,757.02</b>  |
| <b>Fund: 601 - WATER</b>                       |                |            |                              |                |                   |
| ROGERS MACHINERY COMP...                       | 1495321        | 01/06/2026 | SERVICE                      | 601-732-52019  | 1,099.50          |
| ROGERS MACHINERY COMP...                       | 1502745        | 01/06/2026 | SERVICE                      | 601-732-52019  | 534.00            |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60181 | 01/09/2026 | ACE MATERIALS ACCT 60181     | 601-731-52001  | -9.92             |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60181 | 01/09/2026 | ACE MATERIALS ACCT 60181     | 601-731-52001  | 72.23             |
| SUNSET AUTO PARTS INC - N...                   | 12.31.25       | 01/09/2026 | AUTO PARTS ACCT 6355         | 601-731-52001  | 57.90             |
| EAGLE STAR ROCK PRODUCTS..                     | 409680         | 01/09/2026 | 16TH ST WATER                | 601-731-52001  | 248.06            |
| EAGLE STAR ROCK PRODUCTS..                     | 409691         | 01/09/2026 | 16TH ST WATER                | 601-731-52001  | 275.93            |
| ALEXIN ANALYTICAL LABORA...                    | 48278          | 01/09/2026 | TESTING                      | 601-731-52064  | 2,000.00          |
| LAWRENCE OIL COMPANY                           | CFSI-31935     | 01/09/2026 | 247752 WATER                 | 601-732-52022  | 32.42             |
| <b>Fund 601 - WATER Total:</b>                 |                |            |                              |                | <b>4,310.12</b>   |
| <b>Fund: 603 - SEWER</b>                       |                |            |                              |                |                   |
| COLUMBIA RIVER PUD                             | 01.5.26 38633  | 01/06/2026 | 38633 594 S 9 ST POWER       | 603-737-52003  | 17,500.57         |
| CITY OF PORTLAND                               | 10517668       | 01/06/2026 | LAB SERVICES                 | 603-736-52064  | 1,383.00          |
| CITY OF PORTLAND                               | 10517668       | 01/06/2026 | LAB SERVICES                 | 603-737-52064  | 1,383.00          |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60180 | 01/09/2026 | MATERIALS ACE ACCT 60180     | 603-735-52001  | -5.20             |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60180 | 01/09/2026 | MATERIALS ACE ACCT 60180     | 603-735-52019  | 41.99             |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60180 | 01/09/2026 | MATERIALS ACE ACCT 60180     | 603-737-52001  | 9.99              |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60180 | 01/09/2026 | MATERIALS ACE ACCT 60180     | 603-738-52001  | 5.98              |
| HUDSON GARBAGE SERVICE                         | 15804914S046   | 01/09/2026 | 2046-1008333                 | 603-736-52023  | 305.30            |
| HUDSON GARBAGE SERVICE                         | 15804914S046   | 01/09/2026 | 2046-1008333                 | 603-737-52023  | 305.30            |
| ALLSTREAM                                      | 22068211       | 01/09/2026 | ALLSTREAM PHONE ACCT 75...   | 603-736-52010  | 108.30            |
| ALLSTREAM                                      | 22068211       | 01/09/2026 | ALLSTREAM PHONE ACCT 75...   | 603-737-52010  | 108.30            |
| <b>Fund 603 - SEWER Total:</b>                 |                |            |                              |                | <b>21,146.53</b>  |
| <b>Fund: 703 - PW OPERATIONS</b>               |                |            |                              |                |                   |
| WEX BANK                                       | 109483041      | 01/06/2026 | FORD EDGE ENGINEERING O...   | 703-733-52022  | 28.66             |
| WEX BANK                                       | 109483041      | 01/06/2026 | PW CHEROKEE 5478             | 703-734-52022  | 561.09            |
| METRO PLANNING INC                             | 6838           | 01/06/2026 | WEB GIS                      | 703-733-52019  | 275.00            |
| CINTAS   | 84088014526    | 01/06/2026 | FIRST AID CABINET SERVICE    | 703-734-52019  | 154.49            |
| LAWRENCE OIL COMPANY                           | 0066875        | 01/09/2026 | EXCAVATOR                    | 703-734-52022  | 129.85            |
| COLUMBIA RIVER FIRE AND ...                    | 01.06.26       | 01/09/2026 | SHARED COST JOINT MAINT ...  | 703-739-52099  | 919.49            |
| PAPE MACHINERY                                 | 1011405        | 01/09/2026 | REPAIR BREAKER               | 703-739-52099  | 683.47            |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60176 | 01/09/2026 | MATERIALS ACE ACCT 60176 ... | 703-739-52001  | -38.46            |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60176 | 01/09/2026 | MATERIALS ACE ACCT 60176 ... | 703-739-52001  | 277.97            |
| ACE HARDWARE - ST. HELENS                      | 12.31.25 60181 | 01/09/2026 | ACE MATERIALS ACCT 60181     | 703-739-52099  | 26.93             |
| SUNSET AUTO PARTS INC - N...                   | 12.31.25       | 01/09/2026 | AUTO PARTS ACCT 6355         | 703-739-52099  | 1,358.52          |
| OREGON OCCUPATIONAL M...                       | 139873         | 01/09/2026 | EXAM                         | 703-734-52019  | 109.65            |
| HUDSON GARBAGE SERVICE                         | 15805020S064   | 01/09/2026 | 2046-1287555                 | 703-734-52023  | 105.60            |
| LAWRENCE OIL COMPANY                           | CFSI-31935     | 01/09/2026 | 247748 PUBLIC WORKS          | 703-734-52022  | 866.10            |
| LAWRENCE OIL COMPANY                           | CFSI-31935     | 01/09/2026 | 247750 PUBLIC WORKS          | 703-734-52022  | 43.16             |
| <b>Fund 703 - PW OPERATIONS Total:</b>         |                |            |                              |                | <b>5,501.52</b>   |
| <b>Fund: 706 - PUBLIC SAFETY</b>               |                |            |                              |                |                   |
| OTAK INC                                       | 00012600025    | 01/09/2026 | PUBLIC SAFETY BUILDING       | 706-000-52019  | 7,324.71          |
| JORDAN RAMIS PC ATTORNE...                     | 242958         | 01/09/2026 | 1771 COLUMBIA BLVD           | 706-000-52019  | 1,120.00          |
| <b>Fund 706 - PUBLIC SAFETY Total:</b>         |                |            |                              |                | <b>8,444.71</b>   |
| <b>Grand Total:</b>                            |                |            |                              |                | <b>128,116.72</b> |

**Fund Summary**

| <b>Fund</b>                 | <b>Expense Amount</b> |
|-----------------------------|-----------------------|
| 100 - GENERAL FUND          | 53,956.82             |
| 202 - COMMUNITY DEVELOPMENT | 34,757.02             |
| 601 - WATER                 | 4,310.12              |
| 603 - SEWER                 | 21,146.53             |
| 703 - PW OPERATIONS         | 5,501.52              |
| 706 - PUBLIC SAFETY         | 8,444.71              |
| <b>Grand Total:</b>         | <b>128,116.72</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>        | <b>Expense Amount</b> |
|-----------------------|----------------------------|-----------------------|
| 100-701-52040         | Communications             | 2,347.50              |
| 100-702-52014         | Recruiting                 | 395.64                |
| 100-702-52019         | Professional Services      | 341.35                |
| 100-704-52019         | Professional Services      | 6,563.68              |
| 100-705-52001         | Operating Supplies         | 1,176.22              |
| 100-705-52002         | Personnel Uniforms Equ...  | 55.10                 |
| 100-705-52014         | Recruiting Expenses        | 420.00                |
| 100-705-52022         | Fuel                       | 4,428.50              |
| 100-705-52023         | Facility Maintenance       | 144.70                |
| 100-705-52098         | Enterprise Fleet Mainte... | 214.70                |
| 100-706-52003         | Utilities                  | 102.40                |
| 100-706-52033         | Printed Materials          | 886.97                |
| 100-707-52019         | Professional Services      | 5,122.16              |
| 100-707-52020         | Bank Service Fees          | 7,488.61              |
| 100-708-52001         | Operating Supplies         | 106.50                |
| 100-708-52023         | Facility Maintenance       | 1,010.05              |
| 100-708-52046         | Dock Services              | 3,041.43              |
| 100-709-52020         | Bank Service Fees          | 290.45                |
| 100-709-52023         | Facility Maintenance       | 85.00                 |
| 100-710-52001         | Operating Supplies         | 275.00                |
| 100-711-52019         | Professional Services      | 1,752.00              |
| 100-711-52020         | Bank Service Fees          | 309.71                |
| 100-711-52022         | Fuel                       | 56.00                 |
| 100-712-52003         | Utilities                  | 5,028.35              |
| 100-712-52010         | Telephone                  | 554.72                |
| 100-712-52019         | Professional Services      | 10,675.06             |
| 100-715-52001         | Operating Supplies         | 296.32                |
| 100-715-52019         | Professional Services      | 261.00                |
| 100-715-52023         | Facility Maintenance       | 527.70                |
| 202-721-52019         | Professional Services      | 839.00                |
| 202-722-52019         | Professional Services      | 6,179.00              |
| 202-726-52019         | Professional Services      | 27,739.02             |
| 601-731-52001         | Operating Supplies         | 644.20                |
| 601-731-52064         | Lab Testing                | 2,000.00              |
| 601-732-52019         | Professional Services      | 1,633.50              |
| 601-732-52022         | Fuel                       | 32.42                 |
| 603-735-52001         | Operating Supplies         | -5.20                 |
| 603-735-52019         | Professional Services      | 41.99                 |
| 603-736-52010         | Telephone                  | 108.30                |
| 603-736-52023         | Facility Maintenance       | 305.30                |
| 603-736-52064         | Lab Testing                | 1,383.00              |
| 603-737-52001         | Operating Supplies         | 9.99                  |
| 603-737-52003         | Utilities                  | 17,500.57             |
| 603-737-52010         | Telephone                  | 108.30                |
| 603-737-52023         | Facility Maintenance       | 305.30                |
| 603-737-52064         | Lab Testing                | 1,383.00              |
| 603-738-52001         | Operating Supplies         | 5.98                  |
| 703-733-52019         | Professional Services      | 275.00                |
| 703-733-52022         | Fuel                       | 28.66                 |

Account Summary

| Account Number | Account Name          | Expense Amount |
|----------------|-----------------------|----------------|
| 703-734-52019  | Professional Services | 264.14         |
| 703-734-52022  | Fuel                  | 1,600.20       |
| 703-734-52023  | Facility Maintenance  | 105.60         |
| 703-739-52001  | Operating Supplies    | 239.51         |
| 703-739-52099  | Equipment Operations  | 2,988.41       |
| 706-000-52019  | Professional Services | 8,444.71       |
| Grand Total:   |                       | 128,116.72     |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 128,116.72     |
| Grand Total:        | 128,116.72     |



St. Helens, OR

Item #10.

# Expense Approval Register

Packet: APPKT01439 - WAUNA AP 01.09.26

| Vendor Name                              | Payable Number  | Post Date  | Description (Item)          | Account Number | Amount           |
|--|-----------------|------------|-----------------------------|----------------|------------------|
| <b>Fund: 201 - VISITOR TOURISM</b>       |                 |            |                             |                |                  |
| MASONIC BUILDING LLC                     | 12.4.25 PARKING | 01/09/2026 | YEARLY PARKING LOT LEASE    | 201-000-52028  | 930.81           |
| MASONIC BUILDING LLC                     | 12.4.25         | 01/09/2026 | LEASE PAYMENT 1ST QRT 20... | 201-000-52131  | 19,500.00        |
| TREADWAY EVENTS & ENTER...               | 2097            | 01/09/2026 | CHRISTMAS 25 RENTALS        | 201-000-52028  | 1,725.00         |
| TREADWAY EVENTS & ENTER...               | 2104            | 01/09/2026 | SPIRIT OF HALLOWEENTOWN..   | 201-000-52028  | 16,129.35        |
| TREADWAY EVENTS & ENTER...               | 2105            | 01/09/2026 | EVENT LABOR                 | 201-000-52028  | 6,177.09         |
| TREADWAY EVENTS & ENTER...               | 2120            | 01/09/2026 | HOLIDAY IN THE PLAZA-GRA... | 201-000-52028  | 657.50           |
| <b>Fund 201 - VISITOR TOURISM Total:</b> |                 |            |                             |                | <b>45,119.75</b> |
| <b>Grand Total:</b>                      |                 |            |                             |                | <b>45,119.75</b> |



Fund Summary

| Fund                  | Expense Amount |
|-----------------------|----------------|
| 201 - VISITOR TOURISM | 45,119.75      |
| Grand Total:          | 45,119.75      |

Account Summary

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 201-000-52028  | Projects & Programs         | 25,619.75      |
| 201-000-52131  | Contracted Building Leas... | 19,500.00      |
| Grand Total:   |                             | 45,119.75      |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 45,119.75      |
| Grand Total:        | 45,119.75      |