

**AGENDA
DAYTON CITY COUNCIL
REGULAR SESSION**



DATE: MONDAY, NOVEMBER 1, 2021
TIME: 6:30 PM
PLACE: VIRTUAL ZOOM MEETING – ORS 192.670/HB 2560

If you would like to attend the meeting virtually, please click the link: <https://us06web.zoom.us/j/94322193926> to join the webinar or Telephone: 1 346 248 7799

Dayton – Rich in History . . . Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
D.	CONSENT AGENDA	
	1. Regular Session Meeting Minutes – October 4, 2021	1-6
	2. Work Session Meeting Minutes – October 18, 2021	7-10
E.	ACTION ITEMS	
	1. Approval to Complete a Topographic Survey	11-14
	2. Approval of Resolution 21-22-11 Request Termination of Mutual Agreement and Order with DEQ	15-26
	3. Approval of Resolution 21-22-12 Surplus Equipment	27-32
F.	CITY COUNCIL COMMENTS/CONCERNS	
G.	INFORMATION REPORTS	
	1. City Manager’s Report	33-53
H.	ADJOURN	

Posted: October 30, 2021
Rochelle Roaden, City Manager

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

NEXT MEETING DATES

City Council Regular Session, Monday, December 6, 2021- *Virtually via Zoom*
City Council Regular Session, Monday, January 3, 2022 – *Virtually via Zoom*

MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION MEETING
October 4, 2021

PRESENT: Mayor Elizabeth Wytoski
Council President Rosalba Sandoval-Perez
Councilor Annette Frank
Councilor Daniel Holbrook
Councilor Kitty Mackin
Councilor Darrick Price *arrived at 6:34 pm*

ABSENT: Councilor Trini Marquez

STAFF: Rochelle Roaden, City Manager
Patty Ringnalda, City Recorder
Steve Sagmiller, Public Works Director

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:31pm.

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Frank, Holbrook, Mackin, and Sandoval-Perez present virtually. Mayor Wytoski noted the absence of Councilors Marquez and Price.

C. PUBLIC HEARING

Mayor Wytoski opened the Public Hearing to obtain citizen input on establishing a new water service monthly rate calculation method with an ascending rate schedule at 6:32 pm.

No one was in attendance to make comments.

Mayor Wytoski closed the Public Hearing at 6:33 pm.

D. APPEARANCE OF INTERESTED CITIZENS

None were present.

E. CONSENT AGENDA

KITTY MACKIN MOVED TO APPROVE THE MINUTES OF THE WORK SESSION MEETING OF SEPTEMBER 20, 2021 AS WRITTEN. SECONDED BY DANIEL HOLBROOK. *Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez and Price absent.*

F. ACTION ITEMS

- 1. Hands and Words are not for Hurting Presentation, Ann Kelly, Founder/Executive Director.**

Mayor Wytoski introduced Ann Kelly, Founder and Executive Director of Hands and Words are not for Hurting. Ms. Kelly gave a presentation, reviewed the Purple Hand Pledge and explained why it is so important for Council to pass this proclamation annually.

Mayor Wytoski stated that she feels this type of training is very important for our schools, advising that students have forgotten how to act in class after staying home due to the COVID-19 pandemic. Mayor Wytoski asked if she could share tonight's information with the Dayton School District. Ann Kelly advised she would be happy to help her share the information.

2. Approval of Resolution 2021/22-08, Declaring October 17-23, 2021, as National Hands and Words are Not for Hurting Week.

KITTY MACKIN MOVED TO APPROVE RESOLUTION 2021/22-08 A RESOLUTION OF THE CITY OF DAYTON PROCLAIMING THE WEEK OF OCTOBER 17 THROUGH 23, 2021 TO BE THE 24TH ANNUAL NATIONAL HANDS AND WORDS ARE NOT FOR HURTING WEEK. SECONDED BY ANNETTE FRANK. *Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent*

3. Approval of Resolution 2021/22-09 Establishing New Water Service Monthly Rate Calculation Method with Ascending Rate Schedule.

Rochelle Roaden, City Manager, reviewed the proposed water service monthly rate calculation method, which is based on the water rate study that was presented by Tim Tice at the last Council meeting. Rochelle Roaden noted that the two most important changes are to the water base rate, which will go from 400 cubic feet to 200 cubic feet and the base rate amount which will change from \$59 to \$48.87.

Rochelle Roaden advised that the City currently has 25 accounts that have 1 to 1½ inch meters installed. Due to unforeseen circumstances when the meters were initially installed, she is asking that these 25 addresses be grandfathered in at the new 5/8 & ¾ inch rate instead of the 1 and 1½ inch rates. Council was in agreement that the 25 larger metered addresses should be grandfathered in to the new lower rates. A list of the addresses to be grandfathered was included in the agenda packet.

Rochelle Roaden advised that the new rate calculation changes will start January 1, 2022.

ANNETTE FRANK MOVED TO APPROVE RESOLUTION 2021/22-09 A RESOLUTION OF THE CITY OF DAYTON ESTABLISHING NEW WATER SERVICE MONTHLY RATE CALCULATION METHOD AND ASCENDING RATE SCHEDULE. SECONDED BY DANIEL HOLBROOK. *Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.*

4. Approval of Resolution 2021/22-10 Surplus Equipment.

Rochelle Roaden advised that the City owns two pieces of equipment (A Cornell pump & motor) that are no longer being used, the City would like to surplus and try to sell these two pieces of equipment.

ANNETTE FRANK MOVED TO APPROVE RESOLUTION 2021/22-10 A RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS & AUTHORIZING IT'S TRANFER, SALE OR OTHER DISPOSITION. SECONDED BY DANIEL HOLBROOK.
Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.

5. Financial Assistance Programs and Shut off/Late Fee Reinstatement Timeline Discussion.

Rochelle Roaden, stated that there are 30 utility accounts that are severely past due since the City stopped shutting water off for non-payment. In order to help residents get caught up with their water and sewer bills, Rochelle Roaden met with Yamhill Community Action Partnership (YCAP) who has American Rescue Plan (ARPA) funds available to be used for Yamhill County residents and their utility bills. YCAP has two programs for this type of help, the first is a rental and utility assistance program for residents who have been effected by COVID. The second program is Low income household water assistance (LIHWA) program, which has not been funded as of yet, and will have a \$1,000 max funding level. YCAP will enter into Intergovernmental Agreements (IGA's) with Yamhill County Cities to distribute funds and Dayton will be the first City to partner with YCAP.

Rochelle Roaden advised that notifications were sent to the 30 residents with a copy of their payment history, giving them the information they will need to contact YCAP and apply for assistance. The City is also offering a 6, 9 and 12 month payment plans for those residents who do not qualify for assistance. Rochelle Roaden proposed that the City return to late fees and shut offs in January 2022, which will give residents enough time to either apply for a program with YCAP or set up a payment plan with the City. Council supported the return to late fees and shut offs in January 2022 and the plan to get residents caught up on their past due utility bills.

Councilor Sandoval-Perez offered her help to those residents who do not speak English.

G. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Mackin stated that she received an email from Oregon Department of Transportation (ODOT) advising that they have sent someone to Dayton to look at the curb ramps with the intention of fixing the asphalt.

Councilor Holbrook advised that as Council starts to prepare for next year, they may want to start thinking about the infrastructure bill and what the Council may want from it in terms of goal setting.

Mayor Wytosi shared information regarding the infrastructure bill and conversations that she has had with state and county leadership regarding programs that Dayton can apply for. County money could be used to bring Fisher Farms on line as a potential project as well as the Bridge Replacement Project and the City could apply for State or County distribution infrastructure dollars to help offset water/sewer rates. Mayor Wytoski feels that the City should not focus on one project, but try to get funding for a couple of projects.

H. INFORMATION REPORTS

City Manager's Report.

Yamhill County will be receiving \$20.8 million dollars in ARPA funds and will be distributing those funds between public health response, economic impacts, revenue loss, water and sewer infrastructure and broadband infrastructure. The water and sewer funds will be distributed by a competitive grant program, with a cap of 2.2 million. All cities in Yamhill County will be eligible to apply, with a deadline date of November 30, 2021.

A meeting has been set for October 29, 2021 with Commissioner Kulla and the representatives for Senator Merkley and Senator Wyden, who will be coming to Dayton to have lunch and discuss Dayton's infrastructure needs. Rochelle Roaden also has a meeting set up with Jody Christenson from the Governor's office to talk about the City's infrastructure.

Urban Growth Boundary (UGB) Swap open house was held Thursday, September 30th, with approximately 8 people attending and asking questions. Discussion revolved around the annexation process and how it will work.

9th to Flower Street Sidewalk Improvement Project - Appraisals and easements are estimated to be completed by end of January 2022. Bidding and awards will begin in the Spring, with the project slated to start next summer and be completed by the end of next year.

Wastewater Rate Study – With the completion of the water rate study, the City has started the process for the wastewater rate study.

Utility Bridge with Infrastructure Upgrades - planning continues with more to happen over the next weeks.

Annual Citywide Systematic Water Line Flushing - Will begin in October. Solutions for brown water caused by the water line flushing were discussed.

Halloween - The Library will not be hosting a Halloween party this year due to COVID, but will be handing out goodie bags and books on October 29th from 4 to 6 pm.

City Staff Team Building – City Hall will be closed from 11 am to 5 pm on October 13th for a City Staff team building event.

I. ADJOURN

There being no further business, the meeting adjourned at 7:38 pm by Mayor Wytoski.

Respectfully submitted:

APPROVED BY COUNCIL on November 1, 2021

By: Patty Ringnalda
City Recorder

As Written **As Amended**

Elizabeth Wytoski, Mayor

MINUTES
DAYTON CITY COUNCIL
WORK SESSION
October 18, 2021

PRESENT: Mayor Elizabeth Wytoski
Councilor Rosalba Sandoval-Perez
Councilor Annette Frank
Councilor Daniel Holbrook
Councilor Kitty Mackin
Councilor Trini Marquez

ABSENT: Councilor Darrick Price

STAFF: Rochelle Roaden, City Manager
Patty Ringnalda, City Recorder
Steve Sagmiller, Public Works Director
Denny Muchmore, City Engineer

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:32 pm.

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Frank, Holbrook, Marquez, Mackin and Sandoval-Perez present virtually. Mayor Wytoski noted the absence of Councilor Price.

C. APPEARANCE OF INTERESTED CITIZENS

No one was in attendance to comment.

D. DISCUSSION ITEMS

1. Department of Environmental Quality (DEQ) Mutual Agreement and Order (MAO) 2017-183.

Rochelle Roaden, City Manager, reviewed the history of the Mutual Agreement and Order (MAO), stating that the MAO lists seven requirements and the City has met all of its requirements to date. It was determined by Staff that the final requirements starting with #4 are no longer needed and after discussion with DEQ, it was clear that the City should ask for termination of the MAO. Because Council passed the MAO by resolution, the Council should dissolve the MAO by resolution.

Mayor Wytoski inquired if the reason for the MAO to be dissolved is that the City no longer needs to discharge out of season and if so will there be a future need for out of season discharging?

Steve Sagmiller, Public Work Director advised that at this time the City no longer needs to discharge out of season. Due to direction from DEQ the City has not needed to discharge out of season since 2013. Public Works has been running the system more efficiently and therefore the need to discharge out of season is no longer needed. Discussion continued.

Councilor Frank inquired if the City has a large population growth, how would that effect the City's system, how will it compare with what is planned for the future. Should the Council start talking about these issues now?

Steve Sagmiller stated that this is always something the City will be looking at, whether it is the current lagoon system or building a new plant, it is always good to discuss these issues. Discussion continued.

Council was in agreement that the MAO should be terminated, therefore they requested that the City Manager bring the intent to dissolve the MAO back to the Council to be approved via resolution.

2. Infrastructure Project Prioritization for Funding Eligibility.

Rochelle Roaden reviewed Staff's recommendations to apply for American Rescue Plan funds (ARPA) to be distributed by Yamhill County and the State of Oregon and asked Council for direction on which projects to seek funding for first.

- Staff's recommendations:
- #1 Utility Bridge with Infrastructure
 - #2 Highway 221 Pump Station
 - #3a Fisher Farm Tie-In
 - #3b Water Transmission Line form McDougall Wells
 - #4 Palmer Creek Waterline Crossing
 - #5 Waterline Replacements

After speaking with DOWL, Rochelle Roaden advised that the Utility Bridge with Infrastructure is going to cost more than was originally thought, therefore it is reasonable to assume it will cost more than what could be funded through ARPA funds for this project.

Denny Muchmore, City Engineer, reviewed each of the proposed projects and gave his recommendation of the order of importance in which the projects should be completed.

Councilor Holbrook stated that he agrees with the proposed order of projects, however he would like the Council to remain flexible when applying for funding, keeping an open mind and applying for funds that correlate to an open project regardless of where it is on the list. Councilor Frank was in agreement with Councilor Holbrook.

Mayor Wytoski advised that she agrees with the list of projects, stating that she would have made Fisher Farms a 3 above the Water Transmission Lines. Mayor Wytoski feels that the City should apply for as much and as many funding opportunities as possible, with the understanding that partial project funding could be a possibility based on the criteria that is required for specific funding. The Mayor would like to focus on impact to rate payers when applying for funding dollars.

Council was in agreement with the list of projects and order of importance in which they are listed.

E. CITY COUNCIL COMMENTS AND CONCERNS

There were no comments or concerns from the Council.

F. INFORMATION REPORTS

City Manager's Report.

No Reports.

G. ADJOURN

There being no further business, the meeting adjourned at 6:59 pm.

Respectfully submitted:

By: Patty Ringnalda
City Recorder

APPROVED BY COUNCIL on November 1, 2021.

As Written As Amended

Elizabeth Wytoski, Mayor

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Topographic Survey for Water Transmission Line from McDougal Well to Kreder Road
Date: November 1, 2021

Background and Information

Obtaining funding for replacing the water system main transmission line from the Springs to the Footbridge is a current Strategic Goal. With the increased infrastructure funding (county, state and federal) becoming available in the upcoming months, getting a topographic survey completed for this project would allow the City to prepare the design for this waterline replacement, so that it was ready to go when funding becomes available.

Attached is the quote and I have added a 10% contingency to the total which is reflected in the potential motion language below.

Council Goal: *Goal A: Develop and maintain infrastructure to support operations and meet growth.*

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: “I move to approve the purchase of a topographic survey for the water transmission line from McDougal Well to Kreder Road for an amount not to exceed \$17,100.”

Council Options:

- 1 – Approve as recommended.
- 2 – Approve with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

Proposal No. 2120

3657 Kashmir Way SE
 Salem, OR 97317
 503-588-8800 (o)
 503-363-2469 (f)

Denny Muchmore
 Westech Engineering

Quoted By: Keith Kohler

Proposal

PROPOSAL DATE	PROPOSAL TOTAL	VALID TO
10/22/2021	15,510.00	1/31/2022

Topographic Survey - City of Dayton Mcdougal Well to Kreder Rd Waterline

Barker Surveying to provide a topographic survey with boundary and right of way resolution as outlined below. Public utility locates will be arranged through the 811 Oregon Notification Center. Previous work at either end of the route to be translated to match the route survey and complied into one drawing file. Amounts shown are base on areas done concurrent.

	QTY	RATE	AMOUNT
AREA "A" - \$7910			
Project management, generate contours, field proof Technician	6.00	120.00	720.00
Horizontal and vertical control, topographic ties, measure inverts Field Crew	31.00	170.00	5,270.00
Post process, sheet layouts, calculate inverts Drafting	12.00	100.00	1,200.00
Research, boundary resolution, final review Professional Land Surveyor	4.50	160.00	720.00
AREA "B" - \$7600			
Project management, generate contours, field proof Technician	6.00	120.00	720.00
Horizontal and vertical control, topographic ties Field Crew	28.00	170.00	4,760.00
Post process, sheet layouts, calculate inverts Drafting	10.00	100.00	1,000.00
Research, boundary resolution, final review Professional Land Surveyor	7.00	160.00	1,120.00

Subtotal	15,510.00
Tax	Tax Exempt
Total USD\$	15,510.00

Terms: Please call or e-mail with any questions regarding this proposal and we look forward to working with you on this project.

Construction Staking
ALTA/NSPS

Boundary Surveys

Topographic Surveys



To: Honorable Mayor and City Councilors

From: Rochelle Roaden, City Manager

Issue: Approval of Resolution 21-22-11 Declaring the City of Dayton's Intent to Request the Termination of Mutual Agreement and Order No. WQ/M-WR-2017-183 with the State of Oregon's Department of Environmental Quality Commission.

Date: November 1, 2021

History/Background

In 2017 the city entered into a Mutual Agreement and Order (MAO) with the Department of Environmental Quality (DEQ). The city has met all requirements to date. This MAO was put into place to determine whether a yearlong discharge permit was an option. This depended on the viability of the membrane pilot project that the City had put into place in 2015 and out of season discharges that were being requested. With the membrane pilot disassembled and out of season discharges not occurring since 2013, staff has determined that the final requirements are no longer needed. In discussions with DEQ, it became clear that the City should ask for a termination of the MAO.

Staff presented this approach to the City Council at the October 18th work session. I am bringing back a resolution for your review.

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: "I move to approve Resolution 21/22-11 A Resolution of the Dayton City Council Declaring the City of Dayton's Intent to Request the Termination of Mutual Agreement and Order No. WQ/M-WR-2017-183 with the State of Oregon's Department of Environmental Quality Commission.

Council Options:

- 1 – Approve the Resolution as recommended.
- 2 – Approve the Resolution with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

RESOLUTION No. 21/22-11
City of Dayton, Oregon

A Resolution of the Dayton City Council Declaring the City of Dayton's Intent to Request the Termination of Mutual Agreement and Order No. WQ/M-WR-2017-183 with the State of Oregon's Department of Environmental Quality Commission.

WHEREAS, the City of Dayton entered into Mutual Agreement and Order No. WQ/M-WR-2017-183 with the Department of Environmental Quality Commission in 2017; and

WHEREAS, the City of Dayton is no longer testing a membrane pilot program due to confirmed unviability in 2015; and

WHEREAS, the City of Dayton has improved our sewer infrastructure with replacement of eight blocks of truck sewer as well as an upgraded main lift station resulting in a large reduction of inflow and infiltration; and

WHEREAS, the City of Dayton monitors annually through smoke testing sections of our sewer system to identify and repair any areas that show signs of inflow or infiltration; and

WHEREAS, the City of Dayton has not had an instance of out of season discharge since 2013; and

WHEREAS, the City of Dayton has met all requirements to date listed in this agreement.

The City of Dayton resolves as follows:

- 1) **THAT** the City of Dayton requests the termination of Mutual Agreement and Order No. WQ/M-WR-2017-183; and
- 2) **THAT** the City Manager is authorized to request and execute the termination on behalf of the City; and
- 3) **THAT** this resolution repeals in its entirety, Resolution 15/16-02 adopted by the City Council on August 3, 2015; and
- 4) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 1st day of November 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnald, City Recorder

Date of Enactment

**RESOLUTION No. 15/16-2
City of Dayton, Oregon**

TITLE: *A Resolution Approving a Mutual Agreement and Order with the Department of Environmental Quality to Allow the City to Discharge High Quality Effluent to the Yamhill River between May 1 and October 31 of the years 2015 and 2016.*

WHEREAS, the City of Dayton is currently working on improvements to the City's sewer lagoons; and

WHEREAS, the City is putting a system in place that can produce high quality effluent through a Reverse Osmosis Unit to be discharged to the Yamhill River; and

WHEREAS, the City of Dayton and the Oregon Department of Environmental Quality agree that said system is worth testing; and

WHEREAS, the Oregon Department of Environmental Quality will allow the City of Dayton to discharge said high quality effluent to the Yamhill River from May 1 through October 31 of the years 2015 and 2016 in order to test said system.

The City of Dayton resolves as follows:

- 1) **THAT** the Mutual Agreement and Order (attached hereto as Exhibit A and by this reference made a part hereof) with the Department of Environmental Quality is approved.

- 2) **THAT** the City Manager is authorized to execute the Mutual Agreement and Order on behalf of the City, which will be bound by its terms;

- 3) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 3rd day of August 2015.

In Favor: **Bixler, Collins, Frank, Marquez, Wytoski**

Opposed: **None**

Absent: **Price, Taylor**

Abstained: **None**



Elizabeth Wytoski, Mayor



Date Signed

ATTEST:

Rochelle J. Roaden
Rochelle Roaden
City Recorder

8/3/15
Date of Enactment

Attachments: Exhibit A Mutual Agreement and Order

1 violations of conditions of the Permit. Therefore, pursuant to ORS 183.415(5), the Department
2 and Permittee wish to settle those past violations referred to in Paragraph 3 and address future
3 violations referred to in Paragraph 4 (unless caused negligently, willfully or intentionally) in
4 advance by this Mutual Agreement and Order (MAO).

5 6. The U.S. Environmental Protection Agency appropriately delegated the federal
6 NPDES permitting program to the Department, making the Department the primary
7 administrator and enforcer of the NPDES permits. The Department believes that this MAO
8 furthers the goals of the NPDES permitting program by ensuring progress towards compliance
9 and is consistent with the Department's goal of protecting human health and the environment.
10 However, the Department and Permittee recognize that this MAO does not eliminate the
11 possibility of additional enforcement of Permit requirements by the U.S. Environmental
12 Protection Agency or citizens under the federal citizen suit provisions.

13 7. This MAO is not intended to limit, in any way, the Department's right to proceed
14 against Permittee in any forum for any past or future violations not expressly addressed herein.

15 NOW THEREFORE, it is stipulated and agreed that:

16 8. The Environmental Quality Commission shall issue a final order:

17 A. Requiring Permittee to comply with the following compliance order:

18 (1) By February 1, 2019, permittee must complete construction of the
19 Ferry Street trunk sewer and the upgrade to the main pump Station.

20 (2) By February 1, 2020, permittee must complete an evaluation of all
21 inflow and infiltration sources within the city collection system.

22 (3) By February 1, 2021, complete the removal of all known inflow
23 sources from the city collection system.

24 (4) By February 1, 2022, submit for DEQ review and approval, a
25 predesign report that evaluates alternatives for expansion of the existing
26 lagoon treatment system to increase hydraulic and organic capacity.

1 (5) Within 45 days of receiving DEQ comments on the predesign
2 report, revise the report consistent with DEQ's comments and resubmit the
3 report for DEQ review and approval.

4 (6) By February 1, 2025, complete construction of the chosen
5 alternative for increasing capacity of the existing lagoon system, if needed.

6 (7) Requiring Permittee to submit annual status reports to the
7 Department by February 15, 2023, and February 15, 2024, on the progress
8 of (6) above.

9 B. Requiring Permittee to comply with the following interim measures:

10 (1) No effluent discharge to the Yamhill River in October except when
11 the lagoon freeboard is less than one foot.

12 (2) No effluent discharge to the Yamhill River in May except when
13 the flow of the South Yamhill River at USGS gage #14194150 (South
14 Yamhill River at McMinnville) is greater than 60 cubic feet per second
15 and discharge is necessary to increase holding capacity of the wastewater
16 lagoons for summer influent when the lagoon freeboard is less than one
17 foot.

18 C. Requiring Permittee, upon receipt of a written Penalty Demand Notice
19 from the Department, to pay the following civil penalties: \$600 for each day of violation of the
20 compliance order set forth in Paragraph 8A and \$300 for each day of violation of the interim
21 measures in Paragraph 8B.

22 9. If any event occurs that is beyond Permittee's reasonable control and that causes
23 or may cause a delay or deviation in performance of the requirements of this MAO, Permittee
24 shall immediately notify the Department verbally of the cause of delay or deviation and its
25 anticipated duration, the measures that have been or will be taken to prevent or minimize the
26 delay or deviation, and the timetable by which Permittee proposes to carry out such measures.

1 Permittee shall confirm in writing this information within five (5) working days of the onset of
2 the event. It is Permittee's responsibility in the written notification to demonstrate to the
3 Department's satisfaction that the delay or deviation has been or will be caused by circumstances
4 beyond the control and despite due diligence of Permittee. If Permittee so demonstrates, the
5 Department shall extend times of performance of related activities under this MAO as
6 appropriate. Circumstances or events beyond Permittee's control include, but are not limited to,
7 acts of nature, unforeseen strikes, work stoppages, fires, explosion, riot, sabotage, or war.
8 Increased cost of performance or a consultant's failure to provide timely reports are not
9 considered circumstances beyond Permittee's control.

10 10. The violations set forth in Paragraphs 3 are expressly settled herein with penalty:
11 All other violations of the seasonal discharge limit that occur during the term of this MAO,
12 except those described in Paragraph 8B, will be addressed per DEQ's Enforcement Guidance
13 Internal Management Directive in effect at the time of the violation.

14 11. Permittee and the Department hereby waive any and all of their rights to any and
15 all notices, hearing, judicial review, and to service of a copy of the final order herein. The
16 Department reserves the right to enforce this order through appropriate administrative and
17 judicial proceedings.

18 12. Regarding the order set forth in Paragraph 8A above, Permittee acknowledges that
19 Permittee is responsible for complying with that order regardless of the availability of any
20 federal or state grant monies.

21 13. The terms of this MAO may be amended by mutual agreement of the Department
22 and Permittee.

23 14. The Department may amend the compliance order and conditions in, or terminate,
24 this MAO upon finding that such modification or termination is necessary because of changed
25 circumstances or to protect public health and the environment. The Department shall provide
26 Permittee a minimum of thirty (30) days written notice prior to issuing an Order amending or

1 terminating the MAO. If Permittee contests the Order, the applicable procedures for conduct of
2 contested cases in such matters shall apply.

3 15. This MAO shall be binding on the parties and their respective successors, agents,
4 and assigns. The undersigned representative of each party certifies that he or she is fully
5 authorized to execute and bind such party to this MAO. No change in ownership or corporate or
6 partnership status relating to the facility shall in any way alter Permittee's obligations under this
7 MAO, unless otherwise approved in writing by DEQ.

8 16. All reports, notices and other communications required under or relating to this
9 MAO should be directed to Tim McFetridge, DEQ Western Region Salem Office, 4026 Fairview
10 Industrial Drive, Salem, Oregon, 97302, phone number 503-378-4995. The contact person for
11 Permittee shall be Steve Sagmiller, Public Works Director, City of Dayton, 416 Ferry Street,
12 Dayton, Oregon, 97114, phone number 503-864-2956.

13 17. Permittee acknowledges that it has actual notice of the contents and requirements
14 of this MAO and that failure to fulfill any of the requirements hereof will constitute a violation
15 of this MAO and subject Permittee to payment of civil penalties pursuant to Paragraph 8.C
16 above.

17 18. Any stipulated civil penalty imposed pursuant to Paragraph 8.C shall be due upon
18 written demand. Stipulated civil penalties shall be paid by check or money order made payable
19 to the "Oregon State Treasurer" and sent to: Business Office, Department of Environmental
20 Quality, 700 NE Multnomah Street, Suite 600, Portland, Oregon 97232. Within 20 days of
21 receipt of a "Demand for Payment of Stipulated Civil Penalty" Notice from the Department,
22 Permittee may request a hearing to contest the Demand Notice. At any such hearing, the issue
23 shall be limited to Permittee's compliance or non-compliance with this MAO. The amount of
24 each stipulated civil penalty for each violation and/or day of violation is established in advance
25 by this MAO and shall not be a contestable issue.

26 19. This MAO shall terminate at the end of the day on the date the final compliance

1 task in Paragraph 8A above is to be completed. However, Permittee remains liable for stipulated
2 penalties for any violations of the MAO occurring during the period the MAO was in effect and
3 demanded pursuant to Paragraph 18.

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PERMITTEE

11/21/17
Date



Scott Pingel, City Manager, City of Dayton

DEPARTMENT OF ENVIRONMENTAL QUALITY and
ENVIRONMENTAL QUALITY COMMISSION

Date

Sarah G. Wheeler, Acting Manager
Office of Compliance and Enforcement
on behalf of DEQ pursuant to OAR 340-012-0170
on behalf of the EQC pursuant to OAR 340-011-0505

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 21/22-12 Equipment Surplus
Date: November 1, 2021

Background Information:

The City of Dayton currently has equipment that are candidates for surplus:

- 1993 Bucket truck (no longer in service)
- 2008 Ford F150 (too costly to repair)
- John Deere 950 tractor (repair parts unavailable or obsolete)

Staff recommends designating these pieces of equipment as surplus.

City Manager Recommendation: I recommend approval of Resolution 21/22-12.

Potential Motion Verbiage: “I move to approve Resolution 21/22-12 a Resolution Declaring Certain Property as Surplus & Authorizing its Transfer, Sale or Other Disposition.”

City Council Options:

- 1 – Move approval of Resolution 21/22-12.
- 2 – Move approval of Resolution 21/22-12 with amendments.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.

**RESOLUTION 2021/22-12
CITY OF DAYTON, OREGON**

A Resolution Declaring Certain Property as Surplus & Authorizing its Transfer, Sale or Other Disposition

WHEREAS, the City of Dayton owns the item listed and depicted in Exhibit A, attached hereto and by this reference made a part hereof, that is no longer needed or useful for city purposes: and

WHEREAS, the City has the authority to dispose of such property in the manner in which it deems to be in the best interest of the citizens of the community.

The City of Dayton resolves as follows:

- 1) **THAT** this item is hereby declared surplus to the needs of the City, and
- 2) **THAT** the equipment shall be disposed of at the discretion of the City Manager in the manner deemed to be in the best interests of the City; and
- 3) **THAT** this resolution shall take effect immediately upon its adoption.

ADOPTED this **1st** day of **November 2021**.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date of Signing

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment

Attachment - Exhibit A

Exhibit A

Surplus Equipment List

1993 Bucket truck (no longer in service)



2008 Ford F150 (too costly to repair)



John Deere 950 tractor (repair parts unavailable or obsolete)





Oregon

Kate Brown, Governor

Department of Transportation
Statewide Investments Mgmt.
355 Capitol Street NE, MS 21
Salem, OR 97301
Phone: (503) 986-3441

October 21, 2021

City of Dayton
416 Ferry Street
Dayton, OR 97114

RE: 2022 Small City Allotment Award Results

Project Name: Sixth Street Overlay

In accordance with ORS 366.805 and the recommendation of the Small City Allotment Advisory Committee, I am pleased to announce your project was one of 53 selected to be funded.

The SCA award amount for your project is \$100,000.

In the next 30 days you will receive materials that are time sensitive and will require a prompt response. We have learned that many small cities, eligible for these awards, have limited staff resulting in response delays. To ensure your responses are timely we request that you provided us an updated contact list of who should be the primary contact and those that should be copied on correspondence. Please provide names, titles, phone #'s and email addresses. Though we recognize that cities may engage an outside entity to perform Project Management duties, for our purposes we request that all contact information provided is for City Staff. Please submit this information not later than **November 8th** to:

SmallCityAllotments@odot.state.or.us

Please be advised that only work that begins after the Agreement has been executed and Notice to Proceed issued will be eligible for reimbursement.

Best regards,

Deanna D. Edgar

Deanna Edgar
SCA Program Manager
(503) 986-3441

2022 Small City Allotment Award Recipients

City	Award
Region 1	
Durham	\$100,000
Estacada	\$100,000
North Plains	\$100,000
Rivergrove	\$100,000
Region 1 Total	\$400,000
Region 2	
Banks	\$100,000
Bay City	\$100,000
Carlton	\$100,000
Clatskanie	\$100,000
Coburg	\$100,000
Dayton	\$100,000
Dundee	\$100,000
Garibaldi	\$90,000
Gearhart	\$100,000
Gervais	\$100,000
Halsey	\$100,000
Harrisburg	\$100,000
Mt. Angel	\$100,000
Rockaway Beach	\$100,000
Scio	\$100,000
Siletz	\$100,000
St. Paul	\$100,000
Toledo	\$100,000
Turner	\$100,000
Willamina	\$100,000
Region 2 Total	\$1,990,000

Region 3	
Cave Junction	\$100,000
Coquille	\$100,000
Jacksonville	\$100,000
Myrtle Creek	\$100,000
Myrtle Point	\$100,000
Phoenix	\$100,000
Reedsport	\$100,000
Yoncalla	\$100,000
Region 3 Total	\$800,000
Region 4	
Condon	\$100,000
Fossil	\$100,000
Grass Valley	\$100,000
Malin	\$100,000
Maupin	\$100,000
Merrill	\$100,000
Metolius	\$35,000
Region 4 Total	\$635,000
Region 5	
Boardman	\$100,000
Burns	\$100,000
Echo	\$100,000
Elgin	\$100,000
Greenhorn	\$85,900
Halfway	\$100,000
Jordan Valley	\$50,000
Lexington	\$100,000
Mt. Vernon	\$100,000
North Powder	\$75,000
Richland	\$100,000
Sumpter	\$100,000
Union	\$100,000
Weston	\$100,000
Region 5 Total	\$1,310,900
2022 Program Total	\$5,135,900

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

**THROUGH: ROCHELLE ROADEN
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: PUBLIC WORKS ACTIVITIES REPORT OCTOBER 2021

Water:

Regulatory Samples bi weekly
Locates
Daily rounds
Work orders
Meter reading
Turn ons / turn offs
Water Report to Lafayette
Water report to State
Emergency shut offs (various)
Receive chemicals at Treatment Plant
Check chlorine feed daily
Repair heater at Springs chlorine room
System flushing
Valve exercising
Repair water leak
Work on Well 2 repair
Heater repair at Springs

Wastewater:

Regulatory Samples bi weekly
Daily Rounds
Check operation of lift stations daily
Locates
DMR to DEQ
Sewer main cleaning
Set Aerators

Parks:

Dump garbage all parks
Leaf removal
Install cans in park bathrooms

Facilities:

Fire extinguisher checks
Replace barriers and signs on
Footbridge
Replace stove at CC
Remove leaves at CC

Storm water:

Locates
Repair stormwater outfall on Conifer

Streets:

Street sweeping
Dump garbage on Ferry

Miscellaneous

Team building
Move surplus items

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
09/21	09/23/2021	27141	238	A&E Security & Electronic	188258	1	300.301.705.00	.00	125.70
09/21	09/23/2021	27142	329	Alexonet Inc	1959-21	11	105.105.705.30	.00	967.75
09/21	09/23/2021	27143	1824	Ana Ramirez-Herrera	DEPOSIT RE	1	100.100.750.20	.00	650.00
09/21	09/23/2021	27144	261	AUCA Western First Aid & Safety	PDX4-00101	10	400.400.601.00	.00	852.71
09/21	09/23/2021	27145	151	Beery, Elsner & Hammond	Multiple	1	101.101.700.00	.00	1,791.83
09/21	09/23/2021	27146	1786	Bend Mailing Services	74075	10	400.400.705.00	.00	2,248.72
09/21	09/23/2021	27147	403	C and D Landscape Co.	0	1	100.103.915.00	.00	10,828.81
09/21	09/23/2021	27148	105	City of Dayton	Multiple	1	300.301.707.00	.00	950.73
09/21	09/23/2021	27149	362	City of Newberg	AUGUST 202	4	100.106.716.00	.00	5,361.48
09/21	09/23/2021	27150	860	City Sweepers, LLC	28150	1	200.200.614.40	.00	693.02
09/21	09/23/2021	27151	1587	Claudio Navarro	CITY PARK	1	100.103.619.00	.00	1,490.00
09/21	09/23/2021	27152	519	Comcast Cable - internet	8778105130	11	400.400.705.30	.00	104.85
09/21	09/23/2021	27153	148	Davison Auto Parts	Multiple	6	400.400.617.00	.00	247.00
09/21	09/23/2021	27154	111	DCBS Fiscal Services	AUGUST 202	1	100.106.700.35	.00	632.51
09/21	09/23/2021	27155	231	DOWL	Multiple	1	700.700.910.41	.00	15,673.67
09/21	09/23/2021	27156	789	Edge Analytical	Multiple	1	300.300.751.00	.00	1,195.00
09/21	09/23/2021	27157	1810	Elizabeth Sagmiller	09.14.21	1	400.400.705.80	.00	988.00
09/21	09/23/2021	27158	513	Elizabeth Wytoski	SEPTEMBE	1	500.500.752.00	.00	50.00
09/21	09/23/2021	27159	1816	Fun Express, LLC	711421513-0	1	100.104.730.20	.00	120.69
09/21	09/23/2021	27160	542	Grainger	9034060799	1	200.200.616.00	.00	108.84
09/21	09/23/2021	27161	780	Guardian Fire Protection Inc	145108	1	100.100.707.30	.00	137.00
09/21	09/23/2021	27162	1106	HRA VEBA PLAN	CONTRIBUTI	2	100.000.220.00	.00	1,884.18
09/21	09/23/2021	27163	134	Iron Mountain Records Mgmt	DWLS471	10	400.400.601.00	.00	77.78
09/21	09/23/2021	27164	1826	Kamstrup Water Metering	IO119323	1	300.300.705.30	.00	1,963.92
09/21	09/23/2021	27165	313	Little Fire Equipment	21806	10	400.400.601.00	.00	2,080.00
09/21	09/23/2021	27166	1572	McMinnville Commercial Cleaners	Multiple	1	100.100.707.30	.00	625.00
09/21	09/23/2021	27167	832	Newman Paving & Curbing	6887	1	300.300.614.60	.00	4,600.00
09/21	09/23/2021	27168	948	NW Tree Care	4245	1	200.200.904.30	.00	500.00
09/21	09/23/2021	27169	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	132.56
09/21	09/23/2021	27170	173	One Call Concepts, Inc.	1080359	2	400.400.799.00	.00	29.40
09/21	09/23/2021	27171	163	Oregon Dept of Revenue	AUGUST 202	1	101.101.700.35	.00	90.00
09/21	09/23/2021	27172	103	PGE	Multiple	1	300.301.600.00	.00	7,277.55
09/21	09/23/2021	27173	116	Pitney Bowes	3314115600	10	400.400.601.10	.00	238.65
09/21	09/23/2021	27174	621	Portland Engineering, Inc	10563	3	400.400.705.10	.00	90.00
09/21	09/23/2021	27175	240	Print NW	21754	10	400.400.601.00	.00	569.00
09/21	09/23/2021	27176	1478	Radarsign, LLC.	12983	1	200.200.616.20	.00	7,120.00
09/21	09/23/2021	27177	106	Recology Western Oregon	17038142	2	200.200.603.00	.00	303.99
09/21	09/23/2021	27178	1823	Right of Way Associates, Inc	20005-001	1	770.770.910.70	.00	1,750.00
09/21	09/23/2021	27179	1825	Salsbury Industries	6100469	1	100.104.903.00	.00	221.52
09/21	09/23/2021	27180	141	Staples Credit Plan	315	1	300.300.614.40	.00	139.99
09/21	09/23/2021	27181	171	Terminix Processing Center	Multiple	10	100.104.707.00	.00	169.00
09/21	09/23/2021	27182	1763	Terrence D. Mahr	21-008	1	101.101.705.40	.00	250.00
09/21	09/23/2021	27183	818	TK Elevator	76872	1	100.100.707.30	.00	796.29
09/21	09/23/2021	27184	937	United Site Services	Multiple	1	100.103.619.00	.00	667.72
09/21	09/23/2021	27185	1577	Webster Heating	41436	1	100.100.707.30	.00	126.00
09/21	09/23/2021	27186	154	Westech Engineering, Inc	Multiple	1	770.770.910.80	.00	1,809.00
09/21	09/23/2021	27187	112	Wilco	Multiple	7	400.400.614.10	.00	1,663.77
09/21	09/23/2021	27188	114	Yamhill County Sheriff	SEPTEMBE	1	101.101.705.10	.00	14,953.58
09/21	09/23/2021	27189	115	Yamhill County Sheriff	21-008	1	101.101.700.35	.00	43.00
09/21	09/23/2021	27190	614	Ziplyfiber	Multiple	1	300.300.602.00	.00	299.89
09/21	09/30/2021	27191	125	Canon Solutions America	27340285	10	400.400.601.00	.00	690.55
09/21	09/30/2021	27192	166	Cascade Form Systems	Multiple	10	400.400.601.00	.00	719.15
09/21	09/30/2021	27193	860	City Sweepers, LLC	28298	1	200.200.614.40	.00	693.02

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
09/21	09/30/2021	27194	423	Comcast Cable	8778105130	1	300.301.705.30	.00	209.70
09/21	09/30/2021	27195	519	Comcast Cable - internet	8778105130	11	400.400.705.30	.00	143.35
09/21	09/30/2021	27196	327	Cummins Inc.	Multiple	1	300.301.614.00	.00	1,478.71
09/21	09/30/2021	27197	861	Dept of Administrative Services	ARQ56786	12	105.105.706.00	.00	500.00
09/21	09/30/2021	27198	789	Edge Analytical	21-35255	1	400.400.751.00	.00	72.00
09/21	09/30/2021	27199	891	Gopher Patrol	KS06122112	1	100.103.619.10	.00	129.40
09/21	09/30/2021	27200	694	GPEC Electrical Contractors	Multiple	1	300.300.614.40	.00	8,328.20
09/21	09/30/2021	27201	134	Iron Mountain Records Mgmt	DYDW070	10	400.400.601.00	.00	76.38
09/21	09/30/2021	27202	1572	McMinnville Commercial Cleaners	Multiple	1	100.100.707.30	.00	1,250.00
09/21	09/30/2021	27203	121	McMinnville Water & Light	67508 930	1	300.300.600.00	.00	374.58
09/21	09/30/2021	27204	173	One Call Concepts, Inc.	1090361	2	400.400.799.00	.00	14.70
09/21	09/30/2021	27205	1245	PBS Engineering and Environmen	0075319.003	1	700.700.910.40	.00	10,179.18
09/21	09/30/2021	27206	103	PGE	8721021000	1	300.300.600.00	.00	50.25
09/21	09/30/2021	27207	621	Portland Engineering, Inc	Multiple	3	400.400.705.10	.00	180.00
09/21	09/30/2021	27208	1773	Ricci Haworth	SEPTEMBE	1	500.500.752.60	.00	63.58
09/21	09/30/2021	27209	477	Steve Sagmiller	SEPTEMBE	4	400.400.611.00	.00	.00 V
09/21	09/30/2021	27210	865	Xylem Water Solutions USA	3556B91965	1	400.400.614.00	.00	1,092.00
09/21	09/30/2021	27211	117	YCOM	FY22-04-DA	1	101.101.770.00	.00	2,350.25
09/21	09/30/2021	27212	1006	US Bank	Multiple	43	400.400.611.00	.00	15,448.94
09/21	09/30/2021	27213	477	Steve Sagmiller	SEPTEMBE	4	400.400.611.00	.00	867.33
Grand Totals:								.00	140,601.37

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

THROUGH: ROCHELLE ROADEN, CITY MANAGER

FROM: CYNDI PARK, LIBRARY DIRECTOR

SUBJECT: LIBRARY ACTIVITIES REPORT OCTOBER 2021

As I write this, it is the morning of our Halloween event. Everyone of our 300 bags has been filled with a flashlight, an art project keepsake, a stuffed animal or other toy, popcorn ball, bag within the bag of candy and more! We have lots of books to give away too. We've been doing our best to tell all the parents and kids we have seen lately to stop by, and we've put out reminders on social media, so hopefully the word gets out and we have lots of people show up I will let you know next month!



We have a volunteer that would like to do storytime for kids in Spanish, English, or a combination. I am hoping we can find a time that will work for parents so we can get this up and running. More details to come soon.

We will once again be hosting the tags for the Tree of Giving on our website, and accepting donations at City Hall and in the Library. Please help us get the word out that donations of new, unwrapped toys and clothing are accepted without tags, and will be given to children in need in the Dayton community.

The 2021 State Library Statistical Report is complete and has been submitted. This year's report is the most extensive I have seen, and took me almost 20 hours to complete. Sure glad that only happens once a year!!

Wellfield Production and Distribution 2021

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,072,000	698,000	806,000	946,000	911,000	4,433,000	4,857,000	180,000	2,090,000	2,740,000	43%	57%	4,830,000	-397,000
Feb	1,326,000	758,000	1,242,000	1,336,000	1,394,000	6,056,000	6,413,000	210,000	2,682,000	2,327,000	54%	46%	5,009,000	1,047,000
Mar	1,756,000	892,000	1,755,000	1,755,000	1,855,000	8,013,000	8,229,000	217,000	5,298,000	1,984,000	73%	27%	7,282,000	731,000
Apr	2,001,000	805,000	1,885,000	2,025,000	1,663,000	8,379,000	9,269,000	294,000	5,813,000	2,171,000	73%	27%	7,984,000	395,000
May	1,541,000	260,000	1,753,000	2,043,000	1,672,000	7,269,000	7,849,000	254,000	3,986,000	2,879,000	58%	42%	6,865,000	404,000
Jun	1,860,000	0	2,587,000	2,586,000	2,538,000	9,571,000	10,422,000	353,000	4,330,000	4,714,000	48%	52%	9,044,000	527,000
Jul	1,974,000	15,000	2,952,000	2,893,000	11,522,000	10,696,000	374,000	3,806,000	6,560,000	6,560,000	37%	63%	10,366,000	330,000
Aug	1,499,000	350,000	2,522,000	2,189,000	2,227,000	8,787,000	10,322,000	331,000	3,785,000	5,089,000	43%	57%	8,874,000	-87,000
Sep	995,000	309,000	1,911,000	1,249,000	1,357,000	5,821,000	7,058,000	238,000	2,192,000	3,853,000	36%	64%	6,045,000	-224,000
Oct						0					#DIV/0!	#DIV/0!	0	0
Nov						0					#DIV/0!	#DIV/0!	0	0
Dec														
Total	14,024,000	4,087,000	17,413,000	17,022,000	16,479,000	69,025,000	75,941,000	2,511,000	33,982,000	32,317,000	51%	49%	66,299,000	2,726,000

Wellfield Production and Distribution 2020

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	2,212,000	1,352,000	2,504,000	2,571,000	1,781,000	10,420,000	10,777,000	307,000	6,480,000	3,390,000	66%	34%	9,870,000	550,000
Feb	2,605,000	1,392,000	2,727,000	2,727,000	1,950,000	11,246,000	11,503,000	321,000	6,968,000	3,606,000	66%	34%	10,574,000	672,000
Mar	1,869,000	1,346,000	2,856,000	2,858,000	2,736,000	11,665,000	11,087,000	324,000	7,290,000	3,922,000	65%	35%	11,212,000	453,000
Apr	2,105,000	1,542,000	4,197,000	2,229,000	2,424,000	12,497,000	13,705,000	404,000	7,856,000	3,826,000	67%	33%	11,682,000	815,000
May	2,125,000	1,251,000	3,702,000	2,196,000	1,470,000	11,470,000	13,866,000	424,000	8,919,000	2,678,000	77%	23%	11,597,000	-127,000
Jun	1,427,000	1,413,000	1,426,000	1,427,000	1,465,000	7,158,000	9,782,000	315,000	5,093,000	3,859,000	57%	43%	8,952,000	-1,794,000
Jul	1,754,000	1,593,000	1,771,000	1,773,000	1,823,000	8,714,000	11,720,000	344,000	5,027,000	5,501,000	49%	51%	10,182,000	-1,468,000
Aug	1,638,000	892,000	1,902,000	1,902,000	1,945,000	8,279,000	11,106,000	283,000	4,833,000	5,501,000	47%	53%	10,336,000	-2,057,000
Sep	1,109,000	1,177,000	1,359,000	1,359,000	1,387,000	6,391,000	7,421,000	257,000	3,383,000	4,089,000	45%	55%	7,472,000	-1,081,000
Oct	931,000	1,096,000	1,287,000	1,287,000	1,314,000	5,917,000	6,809,000	211,000	3,364,000	3,485,000	57%	43%	6,589,000	-672,000
Nov	1,293,000	1,661,000	2,001,000	1,705,000	1,733,000	8,393,000	9,077,000	304,000	5,943,000	3,071,000	66%	34%	9,014,000	-621,000
Dec	1,127,000	1,462,000	1,711,000	1,437,000	1,433,000	7,170,000	7,184,000	251,000	3,258,000	3,349,000	49%	51%	6,607,000	563,000
Total	20,195,000	16,177,000	27,443,000	23,473,000	22,032,000	109,320,000	124,037,000	3,745,000	68,816,000	45,271,000	60%	40%	114,087,000	-4,767,000

Wellfield Production and Distribution 2019

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,894,000	1,827,000	1,894,000	2,144,000	2,037,000	9,796,000	11,148,000	410,000	7,724,000	2,599,000	75%	25%	10,323,000	-527,000
Feb	1,837,000	1,823,000	1,561,000	2,030,000	2,342,000	9,593,000	10,594,000	355,000	8,137,000	1,533,000	84%	16%	9,670,000	-77,000
Mar	1,462,000	1,662,000	1,718,000	2,579,000	2,566,000	9,987,000	11,659,000	255,000	8,527,000	2,081,000	80%	20%	10,608,000	-621,000
Apr	1,928,000	1,327,000	1,424,000	1,926,000	1,966,000	8,571,000	10,486,000	248,000	7,443,000	1,892,000	80%	20%	9,335,000	-764,000
May	2,865,000	1,751,000	1,928,000	2,896,000	2,502,000	11,942,000	13,352,000	307,000	9,118,000	2,299,000	80%	20%	11,417,000	525,000
Jun	2,526,000	1,350,000	1,547,000	2,797,000	1,423,000	9,643,000	10,796,000	240,000	5,615,000	3,256,000	63%	37%	8,871,000	772,000
Jul	1,889,000	891,000	1,583,000	3,004,000	2,425,000	9,792,000	10,794,000	245,000	5,097,000	4,116,000	55%	45%	9,213,000	579,000
Aug	2,045,000	1,817,000	1,630,000	3,288,000	2,926,000	11,706,000	12,452,000	318,000	6,902,000	4,582,000	60%	40%	11,484,000	222,000
Sep	1,786,000	827,000	1,446,000	1,560,000	1,506,000	7,125,000	7,727,000	213,000	4,378,000	3,249,000	57%	43%	7,627,000	-502,000
Oct	1,471,000	829,000	2,315,000	1,582,000	1,701,000	7,123,000	7,752,000	4,081,000	2,832,000	2,832,000	59%	41%	6,913,000	210,000
Nov	2,232,000	1,219,000	2,315,000	2,166,000	2,239,000	10,171,000	10,961,000	285,000	7,410,000	2,599,000	74%	26%	10,009,000	162,000
Dec	2,249,000	1,257,000	2,247,000	2,411,000	2,282,000	10,446,000	11,611,000	257,000	7,044,000	3,463,000	67%	33%	10,507,000	-61,000
Total	24,184,000	16,580,000	20,833,000	28,383,000	25,915,000	115,895,000	128,832,000	3,336,000	81,476,000	34,501,000	70%	30%	115,977,000	-82,000

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	132,085	0	0	0	31,257	612,054	775,396

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	8,870.47	-	-	-	3,120.95	58,964.33	70,955.75
Sewer Amount	3,453.78	-	-	-	1,821.91	38,253.57	43,529.26
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	25.00	-	-	-	-	75.00	100.00
Late Chrg Amount	-	-	-	-	-	.65	.65
Total Charges:	12,349.25	-	-	-	4,942.86	97,293.55	114,585.66

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	15,282.57	-	-	-	7,391.49	161,926.53	184,600.59
Payments	12,853.58-	-	-	-	6,323.96-	92,763.57-	111,941.11-
Contract Adjustments	-	-	-	-	-	862.52-	862.52-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	284.12-	284.12-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	12,349.25	-	-	-	4,942.86	97,293.55	114,585.66
Current Balance:	14,778.24	-	-	-	6,010.39	165,309.87	186,098.50

Year To Date: 07/01/2021 - 10/31/2021

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	655,092	2,500	0	0	289,815	3,752,695	4,700,102

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	40,753.21	75.00	-	-	19,051.08	263,138.26	323,017.55
Sewer Amount	13,863.46	-	-	-	7,287.64	152,648.02	173,799.12
Misc Amount	-	50.00	-	-	-	7.20	57.20
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	25.00	-	-	-	-	200.00	225.00
Late Chrg Amount	-	-	-	-	-	3.41	3.41
Total Charges:	54,641.67	125.00	-	-	26,338.72	415,996.89	497,102.28

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	14,438.77	-	-	-	4,749.52	151,023.95	170,212.24
Payments	54,302.20-	-	-	-	25,077.85-	398,470.83-	477,850.88-
Contract Adjustments	-	-	-	-	-	862.52-	862.52-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	125.00-	-	-	-	2,377.62-	2,502.62-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	54,641.67	125.00	-	-	26,338.72	415,996.89	497,102.28
Current Balance:	14,778.24	-	-	-	6,010.39	165,309.87	186,098.50

STAFF REPORT

TO: Honorable Mayor and City Councilors
 Through: Rochelle Roaden, City Manager
 From: Isaac Sullens, Code Enforcement Officer
 Subject: Code Enforcement Activities Report October 2021
 Date: October 26, 2021

Type of Violation	October 2021	September 2021	August 2021	July 2021	June 2021
Animals	0	3	2	4	3
Building	3	0	0	1	1
Burning	0	0	0	0	0
Junk	2	6	1	3	3
Noise	1	0	2	1	0
Noxious Vegetation	2	2	0	2	2
Attractive Nuisance	0	0	2	1	0
Posting	1	1	2	1	1
RV - Camping	4	8	1	1	0
Sidewalks	0	4	0	1	3
Towed	2	0	0	0	2
Citations Issued	6	0	0	1	0
Right-of-Way	30	42	20	17	27
Other	0	0	0	0	0
TOTAL	51	66	30	33	42

Please Note: The monthly statistics are calculated from the Dayton City app, phone calls, emails, written notes, in person and code compliance officer observation.

Yamhill County ARPA Investing in Water & Sewer Infrastructure Competitive Grant Program: Guidelines

General Information

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program. This program is intended to provide support to state, territorial, local, and tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

All proposals must adhere to guidelines governing the use of ARPA funds, as outlined by the U.S. Department of Treasury. Specifically, proposals must identify which expenditure category the project falls within and must provide justification. More information from the U.S. Department of Treasury and ARPA can be found here:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

Yamhill County received \$10,750,000.00 (half) of the \$21,000,000 in ARPA funds in May 2021. We expect the other half in May 2022. Funds must be obligated by December 31, 2024. The Yamhill County Board of Commissioners (BOC) identified seven priority areas for funding with the following allocations:

- a) **Public Health** - \$3,120,437.85 (15%)
- b) **Economic Impacts** - \$6,864,963.27 (33%)
 - a. Childcare - \$2,265,438.00
 - b. Impacted Industries - \$2,265,438.00
 - c. Nonprofit Organizations - \$2,265,438.00
- c) **Revenue Loss** - \$2,912,408.66 (14%)
- d) **Water and Sewer Infrastructure** - \$6,864,963.27 (33%)
- e) **Broadband Infrastructure** - \$1,040,145.95 (5%)

Compliance with Applicable Laws

Grant recipients must comply with all other applicable federal statutes, regulations, and Executive Orders, and a recipient shall provide for compliance with ARPA, this subpart, and any interpretive guidance by other parties in any agreements it enters into with other parties relating to these funds. 31 CFR 35, § 35.9.

Procurement

Grant recipients are responsible for ensuring that any procurement using ARPA funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties.

Fair Labor

The interim federal rule projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality infrastructure projects but also to support the economic recovery through strong employment opportunities for workers. 86 FR 26786 Section II.D (hereinafter “Rule”). The Oregon Prevailing Wage Law requires the prevailing wage rates established by the Oregon Department of Labor & Industry be paid on public works contracts. Projects using ARPA funds will be required to comply with the Oregon Prevailing Wage law. For projects over \$10 million, recipients may report that all laborers and mechanics employed by contractors and subcontractors are paid wages at rates not less than those in the Davis-Bacon Act. U.S.

OEPA/NEPA

The US Department of Treasury delegates to its recipients the legal authority to comply with either the National Environmental Policy Act or the Oregon Environmental Policy Act (OEPA). OEPA requires state agencies to carry out its policies through the use of a systematic, interdisciplinary analysis of state actions that have an impact on Oregon’s human environment. ARPA funded projects will need to comply with the requirements of OEPA.

Audit

Grant recipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements. Subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions. Rule at 26786 Section III.C.

Recoupment

Any amount used in violation of § 35.5, § 35.6, or § 35.7 may be identified at any time prior to December 31, 2026.

Reporting

Grant recipients will be required to submit quarterly project and expenditure reports Quarterly progress reports will be available through the online portal and due according to the following schedule:

- a. March 31, 2022
- b. June 30, 2022
- c. September 30, 2022
- d. December 31, 2022

Reporting is required as part of the federal ARPA requirements and state level transparency. Failure to comply with reporting requirements may result in delays of reimbursement to recoupment of costs or canceling awards.

Recordkeeping

Awardees must maintain records and financial documents for five years after all funds have been expended or returned to Treasury. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. Awardees must agree to provide or make available such records to Yamhill County upon request.

Civil Rights Compliance

Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status.

How to Apply

Proposals may be submitted November 8, 2021 through December 8, 2021 via the Yamhill County online grant portal. All proposals received will be reviewed and ranked by a selection committee appointed by the BOC. Reviews will take place December 9-20, 2021. Once reviewed, recommendations for all proposals will be submitted to the BOC for approval on December 23, 2021, and notifications will be emailed on December 23, 2021 at 4:00 p.m. All applicants, project descriptions, and awardees will be posted on the Yamhill County website in January 2022.

Eligible Applicants

Local government means any city, county, consolidated city-county, school district, or other political subdivision or local government body of the state, water district, sewer district, irrigation district, water users association, conservation district, or tribal government.

Yamhill County Water & Sewer Infrastructure Grant Categories

1. Planning/Assessment Projects – up to \$200,000 *per project*
2. Capital Purchase – up to \$500,000 *per project*
3. Implementation Projects – up to \$1,000,000 *per project*

Eligible Uses

ARPA allows for State, local, and Tribal governments to make necessary investments in water and sewer infrastructure by aligning eligible uses of the Fiscal Recovery Funds with the wide range of types or categories of projects that would be eligible to receive financial assistance through the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF). 86 FR 26786 Section II.D.1.

What Is the Match Requirement?

Applicants are required to provide matching funds in order to be eligible for water and sewer grants. Matching contributions may be in the form of in-kind services or cash from local, state or federal sources. However, all contributions must be targeted for expenditure on the project specifically identified in the application.

- Applicants for the Planning/Assessment Projects will pledge a match equaling 25% of the total grant award.
- Applicants for the Capital Purchase or Implementation Projects shall pledge **one of** the following matches:
 - a) 50% of the total project budget; **or**
 - b) 100% of the total grant award

Eligible in-kind contributions are those project-specific contributions associated directly with project implementation. If your budget includes in-kind labor, always reference the source for your labor value estimate.

Applicants **may not** use costs associated with regular operation and maintenance costs as match nor can they claim routine compliance monitoring expenses as matching funds. Limited monitoring to demonstrate the performance of newly installed equipment may be considered match.

Award Timeline

Applications for the Yamhill County ARPA Investing in Water & Sewer Infrastructure Competitive Grant Program must be submitted through the County's online grant portal and is due by **Wednesday, December 8, 2021 at 6:00 p.m. PST**. Only online applications will be accepted.

All applications will be reviewed and ranked by a selection committee appointed by the BOC.

Review and Ranking of Applications

- For local government water and sewer infrastructure grants, preference may also be given to projects that provide a higher match rate.
- CWSRF and DWSRF were designed to provide funding for projects that protect public health and safety by ensuring compliance with wastewater and drinking water health standards.
- In administering these programs (CWSRF and DWSRF), states prioritize projects that ensure compliance with applicable health and environmental safety requirements; address the most serious risks to human health; and assist systems most in need on a per household basis according to state affordability criteria. 86 FR 26786 Section II.D.1

Eligible Project Expenses

Projects must be located in Yamhill County and demonstrate a critical and necessary investment in water and sewer infrastructure. A wide range of costs and expenditures associated with a construction project are eligible as part of a project budget. All eligible project costs must occur after the project start date, which is the date of the executed contract between Yamhill County and the awardee. The water system must document eligible costs, typically through engineering cost reports. Eligible costs include actual pre-construction (planning and design, including costs associated with obtaining project authorization) and construction costs that are directly associated with the project.

Ineligible Project Expenses

The following tasks are ineligible:

- Activities outside of the scope of work including salaries/wages, travel, conferences and other expenses not directly related to the project
- Costs incurred outside eligible term.
- Routine maintenance and operation, as well as tasks that are programmatic in nature.
- Routine compliance monitoring expenses.
- Indirect costs (for example, facilities and administration or overhead).
- Prepay anticipated costs of future activity

Project Period

The project start date is the execution date of the contract between Yamhill County and the awardee. Projects must be completed within 18 months of the project start date. Costs incurred prior to the contract start date will not be eligible. Any project extensions must be submitted in writing and approved in advance by Yamhill County.

Yamhill County ARPA Investing in Water & Sewer Infrastructure Competitive Grant Program: Application and Budget Forms

<u>Question</u>	<u>Instructions</u>
1. Project Title	Maximum 20 words
2. Project Category	Planning/Assessment; Capital Project; Implementation Project
3. Project Description	Maximum 100 words
4. Agency/Organization	Maximum 20 words
5. Entity Type	List of eligible entities
6. Applicant Mailing Address	No max
7. Applicant City, State, ZIP	Max 50 characters
8. Authorized Person	Person authorized to enter into contract with Yamhill County
9. Authorized Person Title	Max 50 characters
10. Authorized Person Phone	Max 10 characters
11. Authorized Person Email	No max
12. Project Contact Person	Person to contact with questions about the proposed project
13. Project Contact Person Title	Max 50 characters
14. Project Contact Person Mailing Address	Max 50 characters
15. Project Contact Person City, State, ZIP	Max 50 characters
16. Project Contact Person Phone	Max 10 characters
17. Project Contact Person Email	No max
18. Engineering Firm (if applicable)	Max 50 characters
19. Engineering Firm Contact Person	Max 50 characters
20. Engineering Firm Mailing Address	Max 50 characters
21. Engineering Firm Phone	Max 10 characters
22. Engineering Firm Email	No max
23. Program/Project Approach – include the following details, as applicable:	Max 750 words
<i>a) Briefly describe the project you are requesting funds</i>	
<i>b) Describe the need/urgency for your program/project</i>	
<i>c) Identify any other organizations in Yamhill County that address this need</i>	
<i>d) Describe your level of collaboration with other agencies on this project</i>	
<i>e) Is this a new, existing, or changed program?</i>	
<i>f) Specifically, what will you use ARPA funds for?</i>	Max 750 words (cont.)

<i>g) Who will benefit and how?</i>	
<i>h) How will you prevent the duplication of Benefits to end users?</i>	
<i>i) What category does this fall under and why?</i>	
24. Project Outcomes-- Describe two anticipated measurable outcomes for your proposed project/program, and how you will measure effectiveness	Max 300 words
25. Agency/Organization Auditing and Fiscal Controls	
<i>a) Describe the agency/organization's entity type</i>	
<i>b) Briefly describe your agency/organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste and mismanagement.</i>	Max 150 words
<i>c) How does your agency/organization plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and audit?</i>	
26. Contingency Plan-- If your request is not fully funded, what adjustments are you prepared to make?	Max 100 words
27. Project Budget	
<i>a) Briefly explain project revenues and expenses related to this proposal. This should match the budget worksheet</i>	Max 250 words
<i>b) Be specific about how ARPA dollars would be spent.</i>	
<i>c) Source and amount of match requirement</i>	

B U D G E T W O R K S H E E T

<u>Revenue Source Projections</u>	<u>Estimated Funding for this Project</u>	<u>Match?</u>
a) Proposal request amount	\$	
b) Other government grants (list):	\$	
Other (list)	\$	
Other (list)	\$	
c) Donation/other fundraising	\$	
d) Internal/self-funding	\$	
e) Other (list)	\$	
f) Other (list)	\$	
Total Revenues:	\$	\$

Note: Please identify any revenue sources that will be used for meeting the match requirement

<u>Expenses</u>	<u>Proposed Project Budget</u>
a) Salaries/benefits	\$
b) Professional fees/contracted services	\$
c) Program / Office Materials	\$
d) Marketing / Printing	\$
e) Professional Development	\$
f) Supplies / Materials	\$
g) Other (list)	\$
h) Other (list)	\$
i) COVID Related Expenses (please identify)	\$
j) Other (list)	\$
k) Other (list)	\$
Total Expenses:	\$

O P T I O N A L S U P P O R T I N G D O C U M E N T S

28. Letters of Support -- Please provide any letters of support from stakeholders impacted or interested in your project.	Upload field	File types: PDF, JPEG, PNG, Word
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Yamhill County ARPA Investing in Water & Sewer Infrastructure Competitive Grant Program:
Evaluation Criteria

<u>Section</u>	<u>Points</u>
1. Project Title	Pass/Fail
2. Project Category	Pass/Fail
3. Project Description	Pass/Fail
4. Program/Project Approach	100 points
5. Project Outcomes	75 points
6. Agency/Organization Auditing and Fiscal Controls	50 points
7. Contingency Plan	25 points
8. Budget Narrative	50 points
9. Budget Worksheet	100 points
10. Optional: Letters of Support	0 points
Total Points Available:	400 points