



CITY COUNCIL SEPTEMBER 19, 2016 AGENDA
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge St. Vernonia OR 97064

Mission Statement

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

1. Call to Order and Pledge of Allegiance – Mayor Parrow

2. Additions or Removal of Agenda Items

3. Councilor Committee Meeting Reports

4. Topics from the Floor/Audience Participation

5. Consent Agenda for Approval

- A. Cemetery Committee Meeting Minutes for August 11, 2016 Pg. 1
- B. City Council Meeting Minutes for September 6, 2016 Pg. 2-5
- C. Library Board Meeting Minutes for June 7, 2016Pg. 6-7

6. Unfinished Business

7. New Business

- A. Staff Appreciation Discussion
- B. Application for Inhabiting a Travel Trailer Permit – Dawn Scott Pg. 8-9
- C. Application for Inhabiting a Travel Trailer Permit – James Wanless Pg. 10-12
- D. Engineering Amendment WWTP Pg. 13-19

8. Business from Departments

- A. Police Department – Chief Conner
- B. City Administrator Report – J. Mitchell

9. Ordinances/Resolutions

10. Correspondence

11. Items from Mayor and Councilors

12. Action Items Summary – City Administrator

Adjournment

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Cemetery Committee Minutes August 11, 2016

Jeff opened the meeting at 6:35. Jeff, Mike, Carol, Bruce, Shirley, Lila, Sally and Ilene were present. Also present were Josette Mitchell and Ben Fousek

The minutes were read and approved.

Treasurer's report - \$6,737.08 Memorial Cemetery
\$1,805.46 Pioneer Cemetery

Caretakers Report - Mike reported that he filled in holes and cut down dead trees. Josette reported that the city is planting grass in the fall and she will put the cemetery on the list. Shirley reported that she was concerned about weeds and dandelions. It was suggested that they mow more often and possible spray in the fall.

Ben's report - City approved purchase of bench. The cemetery committee authorized Ben to purchase the bench and have it installed.

Ben presented information on the bollards. The committee unanimously voted on the recommendation to purchase 11 bollards. Total cost is \$682. Ilene made a motion and Carol second to have Ben purchase the bollards and have city install them.

A motion was made by Ilene and Sally second to pay for the survey an platting of the urn garden. This will be paid for by the city and the city will be reimbursed when plots are sold. Motion passed unanimously.

Old business: The house was discussed. There will remove shed and have a lot line adjustment before fall. May use CAT or something similar to remodel the house and then sell it.

New business: None

Next meeting will be September 8th at City Hall.

Meeting adjourned at 7:40

Ilene Grady, Secretary

*Approved
9/8/16*



CITY COUNCIL SEPTEMBER 06, 2016 **MINUTES**
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge St. Vernonia OR 97064

Mission Statement

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

In Attendance: Councilor Seager, Councilor Hult, Councilor McNair, and Councilor Tierney

Staff in Attendance: City Administrator Mitchell, Finance Director Handegard, GIS Annalist Fousek, Public Works Foreman Burch, and Police Chief Conner

Call to Order and Pledge of Allegiance – Councilor Tierney

Councilor Tierney called the meeting to order at 7:00 PM.

Additions or Removal of Agenda Items

Councilor McNair made a motion to approve the agenda as written. The motion was seconded by Councilor Hult, motion carried.

Councilor Committee Meeting Reports

Councilor McNair attended the Public Works Committee Meeting where they received a presentation for Bio domes.

Councilor Seager attended the Public Works Committee meeting. There is a recommendation from the Committee which is included in the packet.

Topics from the Floor/Audience Participation

David Sterner, Bridge Street, would like to discuss the possibility of him having a food truck and parking it on a city owned lot. The business will go thru permitting and inspections with the health department as well as the County. He would like to be open from April 15th thru November 15th every year. Council consensus is for Mr. Sterner to go thru the appropriate approval process with City Staff.

Consent Agenda for Approval

A. Airport Committee Meeting Minutes for October 22, 2015

B. City Council Meeting Minutes for August 15, 2016

Councilor McNair made a motion to approve the meeting minutes as listed above. The motion was seconded by Councilor Hult, motion passes.

Unfinished Business

C. Revisit Smoke Free Parks – Brittanie Roberts

Brittanie Roberts, 1st Avenue, gave Council a brief overview of the previously proposed Smoke Free Parks. She would like to readdress the proposal with a slight change in that it would be non-smoking unless in a designated smoking area. She would like Councils feedback on if they would be interested in hearing a recommendation from the Parks Committee. Council consensus is that they would be interested in hearing a proposal.

New Business

D. Proceeds from Airport Trailer Sale –Angie Handegard

Finance Director Handegard presented her report. She is asking for Councils direction on where they would like the funds from the sale of the airport trailer to be held. Councilor Seager explained that the trailer was county surplus and the airport committee along with other volunteers moved the trailer out to the airport without any help from the City. The Airport Committee recommended to Council that the trailer be surplus and they would like the funds to be kept in the Airport Fund.

Councilor McNair then reviewed the culvert project and explained that the funds would benefit the community as a whole more if it was kept in the general fund rather than the airport fund. Councilor Hult expressed her concern that the Airport may need maintenance in the future and leaving at least a portion of the money in the Airport fund would leave them better prepared. Councilor Tierney explained that she sees both sides and thinks splitting it evenly between the funds would be fairest.

City Administrator Mitchell explained that having those funds in the Airport Fund could help them qualify for a grant to make improvements that are part of the Airport Plan. With that money in the fund they could show that they are prepared to make a contribution toward those improvements. These improvements could draw more business to the Airport. Another option is using some of the money to keep a years' worth of insurance premiums in the fund.

After great discussion, Councilor McNair made a motion to keep the \$4127 in the Airport Fund under the Restricted Cash on Hand line item. The motion was seconded by Councilor Hult, motion carried. Councilor Seager abstained from voting.

E. Airport Committee Recommendation – Airport Trailer Proceeds

F. Application for Inhabiting a Travel Trailer Permit – Dean Threet

City Recorder Borst explained the application to Council. Councilor McNair is concerned that Council is too lenient with their evaluation of these applications. His concern is that it will get more difficult to deny a request with a long history of approvals. After great discussion, Council consensus is for staff to schedule a work session for Council for review the ordinance.

Councilor Seager made a motion to grant Mr. Threet's application. The motion was seconded by Councilor McNair, motion carried.

G. Airport Committee Application – Mike Smetana

Councilor Tierney appointed Mr. Smetana to the Airport Committee.

H. Public Works Committee Application – Jacob Mandes

Councilor Tierney appointed Mr. Mandes to the Public Works Committee.

I. Public Works Committee Recommendation – Wastewater Compliance Systems Proposal

Public Works Committee member Dale Webb explained the recommendation to Council. He explained that the equipment wasn't approved by DEQ until recently and Vernonia would be their pilot project in Oregon. City Administrator Mitchell will address the recommendation in her report as the City has to do an evaluation on treatment options before Council can make a formal decision.

J. Parks Committee Recommendation – Park Benches

Parks Committee member Scott Laird explained the recommendation to Council. City Administrator Mitchell added that the Lions Club would be the purchasers of the benches and would also be responsible for storing them as unfortunately the city does not have room to store them. Council consensus is to approve the recommendation and for staff to work with the Lions Club on the bench locations and installation.

The Vernonia Parks Committee and City Council would like to express their appreciation for the Lions Club, as well as all of the donors, for all that they have done for the community on this project. Council asks that staff send a letter to the Vernonia Lions Club thanking them for their dedication to the project.

K. Parks Committee Recommendation – Park hours

Parks Committee member Scott Laird explained the recommendation to Council. After great discussion, Council directed staff to review the proposal with the Police Department and bring a recommendation back to Council with proposed park closure options.

Business from Departments

L. Police Department – Chief Conner

Police Chief Conner explained that there have been a few notable motor vehicle accidents the last few weeks. First, there was an accident at Shay park where someone drove off the road and hit the bench, trash can, and water gauge equipment before getting stuck between the trees. Second, was an accident on Riverside Drive. Officer Shafer is expected to be patrolling independently by the end of the month. The Reserve Program is currently accepting applications.

M. City Administrator Report – J. Mitchell

LaChapelle Water Leak: A water leak was discovered on the prescriptive easement along the property thanks to testing by both Public Works and the property owner. Public works cleared brush and was able to locate a pin hole in the water main. The hole has since been fixed. When the sewer line is repaired, Public Works will install a new water meter that is closer to the property line as it is currently located next to his house. City staff is still waiting to hear from the property owner on when he will be ready for the new sewer line to be installed.

Wastewater Treatment Plant: The add alternates that we are taking advantage of are as follows: paving around treatment facilities, fencing the WWTP area, putting rip rap around the interior of each lagoon to prevent wave action deterioration of lagoon walls, evaluation, design, and installation of ammonia treatment equipment, and installation of monitoring wells in the mixing zone. There is a chance that DEQ will not require the installation of the monitoring wells. Staff is concerned that not doing it may cost the city more money if they decide to require them after R&G has demobilized.

A draft amendment to the contract with Tetra Tech has been sent to DEQ and USDA for review. The amendment is required because the work on ammonia treatment equipment was not in the original contract between Tetra Tech, City, and R&G. If approved Tetra Tech will evaluate the ammonia treatment options and design the installation, R & G will then price the change order to install the equipment on the dike and if price is reasonable move forward with installation.

The first testing of the new machinery has commenced, there have been some slight issues which have been identified and will need to be corrected prior to the City accepting the product. One issue that arose from the testing was the need for a catwalk and handrail around the Disk filter machine, when changing out filters and working on the Disk, employees will need room to maneuver. Staff has sent a request to Tetra Tech to come up with options to solve the issue. The next construction meeting will be this Wednesday, September 7th, 2016.

Rose Avenue Project: City Staff are working to finalize the architect SOQ and send it to IFA/CDBG staff for review prior to putting it out for applicants.

Nickerson Ridge Estates: The City Engineer is drafting a letter to completely outline the next steps needed by the owners at Nickerson Ridge Estates. He told me he would have it to me this week.

WOEC: We have not heard anything from the WOEC attorney or Board of Directors at this point. We will await their next Board Meeting.

California Avenue: The property owner has a site visit scheduled with DEQ on September 12th. If DEQ approves the owners plan, they can move forward with the properties waste mitigation.

Cougar Street Crosswalk: I have discussed the Cougar Street crosswalk with Jerry Rosenblad at ODOT, he has confirmed what his department needs to see as far as specifications. City staff has communicated with Don at KLS to finalize a topographic survey of the area and intersection that was partially done in 2008-2009. Once the city has the spec sheets, we can present it to Jerry's department for review and amendment. I have emailed Sheila in the Bike/Ped Department of ODOT to verify the process by which the City would be requesting grant funding to complete the crosswalk project. She emailed back stating that the process will be dependent on the amount of funding we are asking for, if the project is not large the potential is the funding is near, if the project is large in expenditure the funding may be in the next year or two.

Water Curtailment: Due to rain the risk of water curtailment is no longer currently an issue. The river gauge

sustained heavy damage from a vehicle crash last week, and will need to be repaired if not replaced completely before it can measure the river level again.

Noakes Road Water Line: The City Engineer and City Staff are pricing estimates for materials for this project. Once the prices are obtained OTAK will design the spec sheets which will be sent to OHA Oregon Health Authority.

Mellinger Water Main Easement: The City is awaiting the formal approval of Mr. Rankin, once approved the City will record at the County the new easement.

Ordinances/Resolutions Correspondence

Items from Mayor and Councilors

Councilor McNair inquired about logging at Airport Park. He explained that the market has improved and if Council still wished to log the park, this would be a good time. Consensus of Council is to move forward with the timber harvest.

Councilor Tierney inquired about a request she received from the Airport Park hosts for a horse shoe pit. City Administrator Mitchell explained that the location the hosts wanted to have the pit is on State Park land and staff is looking into other options for the horseshoe pit.

Action Items Summary – City Administrator

October 10th at 6:30 - workshop to discuss the travel trailer ordinance

Staff to send a thank you letter to the Vernonia Lions Club

Staff will work with the Anderson Park Hosts on the horse shoe pit location

Staff will work on scheduling a demo day for the Cemetery shed and seek more volunteers

staff to review the park closure proposal with the Police Department and bring a recommendation back to Council with proposed park closure options

Councilor McNair would like to have a discussion on staff appreciation added to the next agenda.

Staff will move forward with scheduling of the timber harvest at Airport Park

Adjournment

Councilor Tierney adjourned the meeting at 9:04 pm.

These minutes were approved at the September 19th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor

Vernonia Library Board

Meeting Minutes for

Tuesday, June 7, 2016
701 Weed Ave
Vernonia, OR 97064
10:00 A.M.

- I. Regular meeting was called to order at 10:03 am by Janelle Cedergreen.
- II. Board members, Audeen Wagner, Nancy Burch, Brandi Fennell, Janelle Cedergreen, Haley Ayres, Grant Williams, and Lynn Fulgham were present. Library Director Shannon Romtvedt was present. New Board members Myrrinha Kibben and Betty Ann Smith were present.
- III. Grant Williams made a motion to accept the agenda, seconded by Nancy Burch. Motion passed.
- IV. Minutes from May 2016, regular meeting were reviewed. Audeen Wagner made a motion to accept the minutes seconded by Brandi Fennell. Motion passed.
- V. No public comments.
- VI. Board member reports on items not on the agenda. Audeen Wagner announced there is a new Books on Wheels patron, with a total of 4 participants. The program has been going well and has been a wonderful service to have in place. Janelle Cedergreen announced that she, with Audeen Wagner's help, will plant the pots in the courtyard. Assistance was given by Lorna Potter to select the plants. Library Director said there is funding remaining from the memory garden project to reimburse the order.
- VII. Old Business
 - a. Announcement was made for the reception to follow the meeting. Reception will be held in honor of Nancy Burch, Brandi Fennell, and Grant William's service to the Library. This is the last meeting for all three board members. Library Board will be recruiting for one more member.
 - b. Audeen Wagner made a motion to change the Library Board meeting time to the 1st Wednesday at 6 pm starting in September. Haley Ayres seconded the motion. Motion passed. Library Director will convey this information to the City Recorder.
 - c. Library Director announced that security cameras are scheduled to be installed at the library Thursday, June 9. At this time, dog tie posts will be installed so pets can be tied further from the main entrance.
 - d. Library Director has been notifying individuals who are passport programs of the change in procedure, in effect July 1. This process has been going fairly smoothly.
 - e. Board members reviewed accomplishments from September – June 2016
 - i. Books on Wheels program in place January 2016
 - ii. Food for Fines Event February 2016

- iii. Outdoor clean up events in February and April
- iv. Reduction of Adult Nonresident Fee March 2016
- v. Changing procedures / rules for DVD limit and Passport / Juvenile Nonresident memberships April and May 2016
- vi. Adult Nonresident Sponsorship Program in place May 2016

VIII. New Business

- a. Board members discussed priorities and projects for September 2016 – June 2017. Board members will review the Computer Policy in September 2016, specifically to consider enforcing a maximum time limit per day on computers. Currently patrons are only asked to leave a computer when one needs to be available for someone waiting. Janelle Cedergreen suggested the agenda for the September meeting and computer rules be emailed a couple of weeks in advance.
- b. Other policies to update in the next year: Circulation / Membership policy and the Behavior policy.
- c. Library Director suggested creating a Collection Development policy for the library to help guide what is ordered for the library. Board members were favorable and this will be discussed further in the Fall. New member Betty Ann Smith suggested including a material withdrawal policy as well.
- d. Suggestion was made by members to have a display of books that include patron reviews. Library Director will check with staff this Summer.
- e. Reviewing library hours and a patron survey will be discussed as possibilities for projects in the Fall.

IX. Director's report

- a. Library Director presented the budget approved for 2016-2017.
- b. Library and the Friends of the Library will have a table at the upcoming Volunteer recruitment fair.

X. Reports/recommendations to city administrator or city council.

- a. Changes to meeting time and no meetings in July and August

XI. Agenda items suggested for the next meeting on Wednesday, September 7, 6 pm.

- a. Reviewing computer policy

XII. Lynn Fulgham made a motion to adjourn the meeting. Brandi Fennell seconded. Motion passed. Meeting adjourned at 11:10 am.



Application Number: _____

CITY OF VERNONIA

Application for Inhabiting Travel Trailer Permit

Dawn Scott
Name of applicant

915 2nd Ave
Address

Vernonia OR 97064
City State Zip

503 260-8220
Home Phone Cell

Address of Property where Travel Trailer will located

Relationship to Property (check one)

- Owner
- Contract Buyer
- Agent

Title Holder of Property ~~Shawn Frank~~ Dawn Scott + Shawn Frank

Date Habitation will begin 9/20/16

Habitation will continue until 3/20/16

Reason for Inhabiting Travel Trailer:

Attach additional pages as needed

Staying in trailers until I can save enough money to rent a place in town.

The following provisions have been made for sanitary facilities:

- City approved connection exists
- Pump service coming to site
 - Weekly
 - Monthly
- Will take trailer to approved sewer dumping facility
 - Weekly
 - Monthly

Note:

1. The occupant of the travel trailer shall make application for permit to the City Recorder, and final approval must be obtained for the City Council.
2. The City Council may consider information provided in the application and from any other source.
3. If the Council is satisfied that the use of the travel trailer is not likely to become a public nuisance or be dangerous to public health or safety, it may grant the application for permit.
4. In no event shall such a permit to inhabit a travel trailer be issued for a period of time in excess of six months.
5. Any permit to inhabit a travel trailer may be revoked on 24 hours notice if the building official, after inspecting the travel trailer, determines that it is lacking in proper sanitary facilities, is dangerous to public health and safety, or is a public nuisance because of its condition, location or use.
6. Violation of the Ordinance or any part thereof shall be punishable upon conviction by a fine of not more than \$500.00. Each day there is a violation under this Ordinance shall be considered a separate offense.


Signature of Applicant

9/7/16
Date



Application Number: _____

CITY OF VERNONIA

Application for Inhabiting Travel Trailer Permit

JAMES WANLESS
Name of applicant

10555 SW Royalty Pkwy
Address

King City OR 97224
City State Zip

503 319 3280
Home Phone Cell

Tax Lot # 4N4W05A002201 / 4N4W05A002202
Address of Property where Travel Trailer will located

Relationship to Property (check one)

- Owner
- Contract Buyer
- Agent

Title Holder of Property Poeter

Date Habitation will begin Oct 15

Habitation will continue until until home is completed

Reason for Inhabiting Travel Trailer:

Attach additional pages as needed

We sold current home and are building new
home on site. The builder is HighLine
Homes.

The following provisions have been made for sanitary facilities:

- City approved connection exists
- Pump service coming to site
 - Weekly
 - Monthly
- Will take trailer to approved sewer dumping facility
 - Weekly
 - Monthly

Note:

1. The occupant of the travel trailer shall make application for permit to the City Recorder, and final approval must be obtained for the City Council.
2. The City Council may consider information provided in the application and from any other source.
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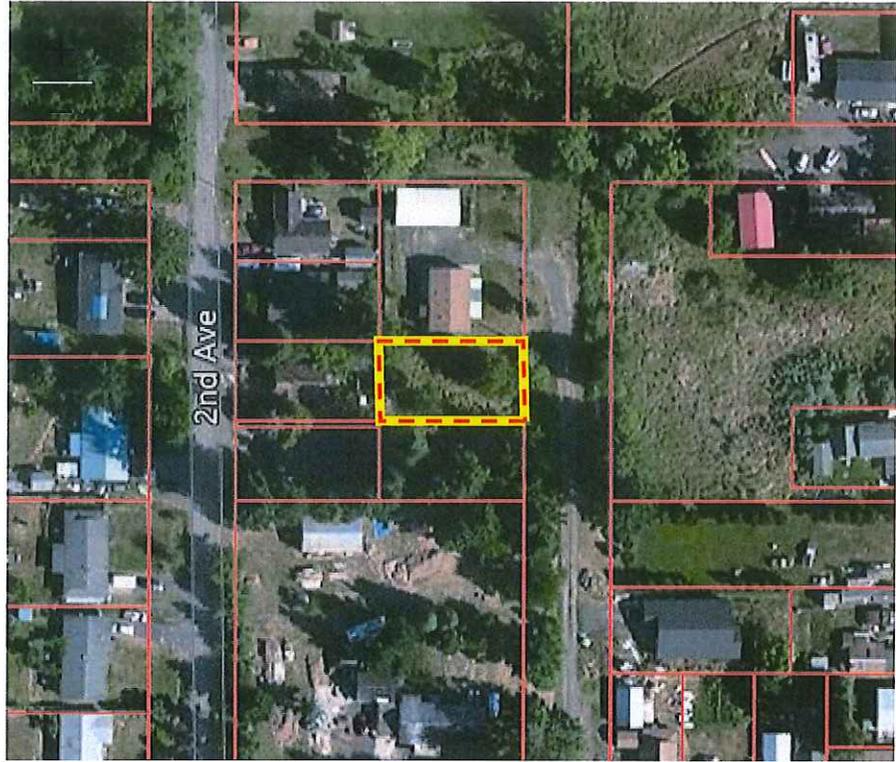
Signature of Applicant

Date

City of Vernonia Parcel Report

Parcel: 4N4W05AD02201 (NO ADDRESS)

- City Limits 
- Urban Growth Boundary 
- Parcels 



Owner	POETTER CURTIS R AND LORNA
Tax Account	436958
Land Use Information	
Area	0.12 acres (5434 sq ft)
Public Owned	NO
Zoning	R - RESIDENTIAL
Multiple Zones	NO
Zoning 2	N/A - N/A
Zoning 3	N/A - N/A
Flood Information	
Flood Restricted	NO
Environmental Restrictions	
*Wetlands	NO
*Riparian	NO

* A YES indicates some portion of the parcel is affected. Official determinations by authorized persons only.

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CITY OF VERNONIA
CITY COUNCIL AGENDA ITEM

September 19, 2016

From: Josette Mitchell, City Administrator
To: Mayor and City Council
Re: Engineering Amendment WWTP

Agenda Item Summary:

As I presented a couple of meetings ago USDA and DEQ will require an evaluation of the ammonia treatment equipment options for the WWTP project. Since the City and Tetra Tech's contract did not contain evaluation, design, or installation of ammonia treatment equipment an amendment to our contract is required. Within this amendment is required scope of work, cost analysis, and overall cost increase to the original contract. Please look over the attached documents. I am looking for Council consensus authorizing the City Administrator to sign this contract amendment.

Attachments:

Amendment Letter from Tetra Tech
EJCDC Contract Amendment

August 31, 2016

Josette Mitchell
City of Vernonia
1001 Bridge Street
Vernonia, OR 97064

Subject: Wastewater Treatment Plant – Ammonia Treatment

Dear Josette:

Per the City’s request, we have developed a scope and fee to prepare an evaluation of ammonia treatment for the wintertime discharge, followed by design and construction management services.

Should the City decide to pursue this work, the Amendment would need to be formatted in the requirements of DEQ and USDA. It must then be approved by DEQ and USDA.

Scope of Work

In general, the scope of work includes four main tasks:

Task 1 Evaluation: An evaluation of ammonia treatment options. This would need to be reviewed and approved by both the DEQ and USDA before moving into design.

Task 2 Design: Design of the improvements including civil, mechanical, electrical, and controls. This will likely include air blowers and local controls in an enclosure, equipment in cell #3, structures or supports for the equipment in cell #3, power to the equipment, local controls panel, and teeing the controls into the MCC at the treatment building. The improvements would be designed to the extent required for a change order to the existing construction contract.

Task 3 Construction Assistance: Additional construction management which would include submittal review, clarifications, change order preparation, and inspection. It is assumed that construction inspection for the original construction will likely be complete by the time the ammonia equipment is installed.

Task 4 Follow up Services: Additional services would include adding the process to the O&M manual, up-dating the performance certification report, and additional record drawings.

See Attachment “A” for a detailed scope.

Schedule

Upon notice to proceed (NTP) from the City of Vernonia, Tetra Tech will begin the evaluation. The expected schedule for the work is as follows based upon a NTP of September 15, 2016.

NTP	September 15, 2016
Evaluation Report	September 15, 2016 to October 6, 2016
DEQ/USDA/City Review	October 6, 2016 to October 13, 2016
Design	October 13, 2016 to October 31, 2016
RFQ (contractor develops cost)	October 31, 2016 to November 14, 2016
Change Order	November 14, 2016 to November 28, 2016
Construction	This will be dependent upon the delivery time for the equipment, which could be up to three months.

Fee

Our estimated fee for this work is \$35,589.00.

We look forward to working with you on this project and if you have questions concerning the scope and fee, please contact Gordon Munro at 503.598.2530.

Sincerely,
Tetra Tech, Inc.



Gordon Munro, PE
Project Manager

135-12443-15001

ATTACHMENT A

WINTERTIME AMMONIA TREATMENT SCOPE OF WORK

Task 1 Evaluation

- 1.1 Determine the ammonia removal requirements based upon the mixing analysis performed by the DEQ that sets the discharge limit and the ammonia test results from the lagoons. The City will provide test data for the lagoons, including ammonia and temperature.
- 1.2 Evaluate three options for ammonia removal equipment. This will be limited to essentially adding oxygen and a media for bacteriological growth. One of the option evaluations would include the bio-dome. Determine the power, equipment, control, and ancillary improvements required. Provide a cost estimate for construction.
- 1.3 Develop a technical memorandum to submit to the City, DEQ and USDA for review. In discussions with the DEQ, they have indicated that the TM does not need to meet the full requirements of a standard predesign report. The general outline for engineering reports acceptable to the USDA will be used.
- 1.4 Items that will be addressed in the report include:
 - A. **Project Planning:** It is assumed that the environmental resources, population and community engagement were addressed in the facility planning and overall treatment plant predesign report and do not need to be addressed further.
 - B. **Existing Facilities:** Provide a brief description of the existing facilities. It is assumed that the financial status and water/energy/waste audits were addressed in the facility planning and overall treatment plant predesign report and do not need to be addressed further.
 - C. **Need for Project:** The need for ammonia removal will be described.
 - D. **Alternatives Considered:** Provide a description, design criteria, impacts, requirements, potential construction issues, sustainability, and cost estimates.
 - E. **Selection of an Alternative:** This will include the life cycle cost and non-monetary factors.
 - F. **Proposed Project:** Describe the proposed alternative, project schedule, permitting, project cost, and operation and maintenance cost.

Task 2 Design

- 2.1 After approval by the DEQ, USDA, and the City, the improvements will be designed. It is anticipated that this will be done to the degree required for a formal change order rather than bidding purposes. Plans and technical specifications will be provided.
- 2.2 It is anticipated that the plans will include a prefabricated enclosure (perhaps as large as 10' by 10') for equipment, such as blowers, a site plan showing the location of the new facilities, a mechanical plan and details, an electrical site plan, and controls. It is assumed that the building will require a light, switch, receptacle, heater and power to the equipment

(such as a blower motor). The controls would consist of modifications to the transfer pump panel and would include manual on/off for the equipment.

Task 3 Construction Assistance

- 3.1 Submittal review.
- 3.2 On-site inspection to include four site visits.
- 3.3 Start-up assistance and programming.
- 3.4 Update the O&M manual to include the ammonia removal equipment.
- 3.5 Update the performance evaluation standards.
- 3.6 Prepare record drawings.

Assumptions

The following assumptions have been made:

- The DEQ mixing zone evaluation is the basis for the limits that must be met.
- The City will provide test data results from the lagoon with regard to ammonia treatment that includes the following items: flow, BOD, MLSS, alkalinity, DO, pH and minimum temperature.
- A full DEQ predesign report is not required.
- Formal design review by the DEQ is not required as this is a change order.
- Plan sheets and technical specifications will be developed, but not full bid documents.
- The change order documents will be prepared under the existing contract.
- The design costs are based upon the bio-dome option. If another option is selected, the design cost may vary.
- It is assumed that all equipment will be housed in a pre-fabricated building.
- It is assumed that the controls will be located at the transfer pump station.
- The specifications will include one specification section.
- The plans will include the following sheets:
 - Site plan
 - Electrical plan
 - Controls
 - Mechanical
 - Structural

This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [April 20, 2015].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. ___1__

The Effective Date of this Amendment is: __9.20.16.

Background Data

Effective Date of Owner-Engineer Agreement: April 20, 2015

Owner: City of Vernonia, OR

Engineer: Tetra Tech, Inc.

Project: Wastewater Treatment Lagoon Improvements

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

Additional Services to be performed by Engineer

Description of Modifications:

The additional services include the evaluation of ammonia removal treatment alternatives required to meet discharge limits that will be required under the new NPDES permit, design of the selected alternative, construction assistance and follow-up services as detailed in the attached letter.

Agreement Summary:

Original agreement amount:	\$ ___598,370.00
Net change for prior amendments:	\$ ___0
This amendment amount:	\$ ___35,589.00
Adjusted Agreement amount:	\$ ___633,959.00

Change in time for services (days or date, as applicable): ___0__

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____

By: _____

Print name: _____

Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____