

# Council Agenda Packet

Tuesday, October 24<sup>th</sup>, 2023 | 7:00 p.m. | Council Chambers | In-Person



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●	<i>Please visit:</i> <a href="https://www.ci.brownsville.or.us/citycouncil">https://www.ci.brownsville.or.us/citycouncil</a> for these preparation documents, 1) Legislative Advocacy & Policy Committee (LAPC) Recommendations, 2) Brownsville Art Association Existing Agreement, 3) Central Linn Recreation Association Existing Agreement, 4) League of Oregon Cities Full Strategic Plan Report, 6) Acronyms, and 7) Who's Who.



## Council Meeting

Tuesday, October 24<sup>th</sup>, 2023

**Location:** Council Chambers | In-person

### AGENDA

#### Regular Session

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: September 26<sup>th</sup>, 2023
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Community Services Consortium | *Executive Director Pegge McGuire*
  - B. Brownsville Art Association | *Lori Garcy*
  - C. Chamber of Commerce | *Jenna Stutsman*
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administrator
  - D. Planning
  - E. Library | *S. Lemhouse*
  - F. Office | *T. Morrow*
  - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
  - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
  - A. **Resolution 2023.18:** Establishing a Continuum of Care
  - B. **Ordinance 802:** Parking Modifications (*First Reading*)



10) ACTION ITEMS:

- A. Spaulding Avenue Closure | *Home for the Holidays*
- B. Approve Council Meeting Schedule | *2024*
- C. Brownsville Art Association Agreement | *Proposed Changes*
- D. Central Linn Recreation Association Agreement | *Proposed Changes*
- E. Appointed Officials | *Openings & Reappointments*
- F. Legislative Advocacy & Policy Committee (LAPC) | *Recommendations*

11) DISCUSSION ITEMS:

- A. SMAC Training Session
- B. ROI Grant Disbursements | *Final*
- C. GR12 Waterline
- D. September Financials

12) CITIZEN QUESTIONS & COMMENTS

- ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



**September 26<sup>th</sup>, 2023**

**ROLL CALL:** Mayor Craven called the meeting to order at 7:02 p.m. with Council President Chambers, Councilor Hansen, Councilor Solberg, Councilor Humphreys, Councilor Winklepleck, and Councilor LaCoste present. Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman, and City Administrator Scott McDowell were also present.

**ABSENT:** Administrative Assistant Tammi Morrow was excused.

**PUBLIC:** Mike and Betty Doren, Dan Murphy, Don Lyon, Tricia Thompson, Patrick Starnes, Alice Tetamore, Joshua Bloomfield, Penny Rosenberg (*Democrat-Herald*) and guest, Tia Parrish (*The Times*), Rod Souza, and Deputy Frambes (*LCSO*) were present.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell reported that Cascade West Council of Governments Executive Director Ryan Vogt cancelled due to illness. Administrative Assistant Tammi Morrow is also excused for this evening. McDowell added Item 10) D. Central Linn Recreation Association Agreement.

**MINUTES:** Councilor Chambers made a motion to approve the July 25<sup>th</sup>, 2023, meeting minutes as presented. Councilor LaCoste seconded the motion. The motion passed unanimously.

Councilor Hansen made a motion to approve the July 25<sup>th</sup>, 2023, Retreat meeting minutes as presented. Councilor Humphreys seconded the motion. The motion passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Cascade West Council of Governments | Executive Director Ryan Vogt.** McDowell reported that Ryan Vogt has rescheduled for November.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report.** Sergeant Frambes reviewed the stats for July & August highlighting several calls that included shoplifting calls, noise ordinance violations, and juvenile runaways. Frambes reported that Brownsville Napa has been burglarized twice in a six-day period. He reported that the group burglarizing businesses is very organized, and these crimes are being committed throughout the mid-Willamette Valley. The investigation is on-going. Frambes demonstrated how spike strips are used by deputies. He said these spike strip units can be deployed in high-risk situations and safety is the number one priority for the public, the assailant, and the deputies. Deputies are trained regularly on the safe deployment of this tool. Please come to "Coffee with a Cop" which will be held on October 4<sup>th</sup>, 2023, at 8:30 a.m. at Randy's Main Street Coffee.
2. **Public Works.** Public Works Superintendent Karl Frink reported progress on projects throughout town. Frink is waiting on parts for the waterline installations for the Rec Center Renovation project. Frink reported that Park Caretakers Fred & Terri Shepherd did a great job filling in this summer. The City has extended their contract for next summer. Trees have been thinned and trimmed in Pioneer Park. Frink will be hosting the Oregon Health Authority for a sanitary survey of the Water Treatment Plant. Public Works dealt with several water leaks over the course of the summer. Frink is wrapping up the details for the backflow testing program. Frink had to adjust the Water Treatment Plant for several weeks due to several factors. Fortunately, everything worked smoothly, and the City was able to meet the demand. The Plant is now operating at normal flow rates.
3. **Administration.** Administrator Scott McDowell discussed details, logistics, and shared photos of the Rec Center Renovation project. The project schedule has been adjusted to be completed by



October 24<sup>th</sup>, 2023. McDowell reported that the Small Municipalities Advocacy Coalition is finalizing agreements and training of elected officials continues October 19<sup>th</sup>, 2023, in Harrisburg. McDowell finished the initial work for Council's advocacy efforts. The Legislative Advocacy & Policy Committee (LAPC) will meet to review and edit those recommendations for Council's consideration at the October meeting. McDowell reported that City Auditor SingerLewak will deliver the audit for FY 2022.2023 very soon. McDowell shared an article about the Council's responsibilities pertaining to the annual audit as provided by the Secretary of State's Office. McDowell showed a decision-making model discussed by Council at their retreat in July. Many factors and analysis should be done by elected and appointed officials when making decisions for the City.

McDowell reported that the City has received the necessary contract from Pacific Power for the streetlight installations in the River's Edge subdivision. There are several lights that need to be installed in Phase II and Phase III. McDowell is currently working with developer to execute the agreement.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Court.** No comments.
8. **Council Comments.** Councilor Winklepleck reported on the Linn County Sheriff's Office quarterly meeting saying that Council has an item to consider this evening from that meeting. Sheriff Duncan reported that the County has made gains in personnel additions but is still experiencing challenges with road deputies.
9. **Citizen Comments.** Patrick Starnes reported that he is the new President of the Calapooia Food Alliance (CFA). Starnes thanked Don Lyon for his excellent leadership and service. Starnes also thanked the City for being a valued partner. He said that with the City's help, the CFA can accomplish their mission and programmatic objectives for our community which include the Farmer's Market, the Community Garden, education, sustainable food production and food security.

Betty Doren wanted to address the letter that was sent to her and that was included in the agenda packet. Who is qualified in Brownsville to check drainage? Doren spoke expressing her concerns about the development of the neighboring property. Doren handed out two documents to Council. Doren's documents have been included with the information for the meeting. Doren claimed that Public Works Superintendent Frank Frink was being used as a scapegoat by McDowell in the letter. Doren made several allegations toward the builder and City staff. Doren is concerned about the retaining wall that is being constructed along the shared property line at the northwest corner of the neighboring property.

McDowell addressed part of the allegations made by Doren stating that City Staff, including Public Works Superintendent Karl Frink and Administrative Assistant Elizabeth Coleman, have addressed these concerns. Many of these issues are not City issues. Staff has directed Doren to the proper channels. Unfortunately, issues between property owners sometimes arise when new construction is started.

Mike Doren spoke about concerns with a home on Northpoint Loop that was built by the same builder. Doren spoke about his concerns with that property that included setbacks, construction methods, and price point. Doren explained that what he heard from the County was that it will be



the future owner's concern to address any drainage concerns that could potentially cause problems in the future.

Rod Souza asked about any developments surrounding HB 3115. He would like to hear about any happenings.

## **LEGISLATIVE ITEMS:**

A. **Arbor Day Proclamation.** Mayor Craven proclaimed November 6<sup>th</sup>, 2023, as the City's Arbor Day celebration. More details to follow in the upcoming City newsletter.

B. **Resolution 2023.16: Designating Towing Hearings Officer.** The City is naming a towing hearings officer to satisfy the State requirement as requested by Sheriff Michelle Duncan.

*Councilor Humphreys made a motion to adopt the resolution as presented. Councilor Winklepleck seconded the motion and the motion passed unanimously.*

C. **Resolution 2023.17: Planning Fees.** Staff and Council annually review fees associated with planning. This resolution modifies a few items on the fee schedule.

*Councilor Hansen made a motion to adopt the resolution as presented. Councilor Chambers seconded the motion and the motion passed unanimously.*

## **ACTION ITEMS:**

A. **Water Management Conservation Plan Items.** Staff asked for a Council motion that would accept Staff's plan for the implementation of the Water Management & Conservation Plan (WCMP). The City was required to implement this plan due to a lawsuit brought against the State of Oregon and the City of Cottage Grove in 2010 by the special interest group known as Water Watch. Staff's plan includes hiring a leak detection service to audit the water distribution system, check the City's production meters, and coordinate monthly reports from Public Works and Utility Billing to name a few. The City has a list of tasks that must be accomplished over the next five years to ensure compliance with the requirements of the WCMP. The State took over a year to complete their review after giving the City a hard and fast albeit arbitrary deadline.

*Councilor Solberg made a motion to accept Staff's plan for implementation as presented. Councilor LaCoste seconded the motion and the motion passed unanimously.*

B. **TMDL | Five-Year Report Highlights.** Staff asked for a Council motion that would accept Staff's completed questionnaire the City's required five-year TMDL report that is due to the Department of Environmental Quality (DEQ) by September 30<sup>th</sup>, 2023.

*Councilor Hansen made a motion to accept Staff's answers for the plan as presented on the City website. Councilor Humphreys seconded the motion and the motion passed unanimously.*

C. **Brownsville Art Association Agreement.** Council was asked by Staff to open the agreement with the Brownsville Art Association to address the taxation issue raised by Linn County.

*Councilor Chambers made a motion to open the agreement and send Staff to negotiate. Councilor LaCoste seconded the motion and the motion passed unanimously.*

D. **Central Linn Recreation Association Agreement.** Council was asked by Staff to open the agreement with the Central Linn Recreation Association to address logistical issues raised by the Rec Center Renovation.



*Councilor Solberg made a motion to open the agreement and send Staff to negotiate. Councilor Chambers seconded the motion and the motion passed unanimously.*

## **DISCUSSION ITEMS:**

1. **SMAC Training Sessions.** McDowell said that the final councilmember training session will be held in Harrisburg on October 19<sup>th</sup>, 2023, at 7:00 p.m. McDowell finished the initial work for Council's advocacy efforts as the initial recommendations. The Legislative Advocacy & Policy Committee (LAPC) will meet to review and edit those recommendations for Council's consideration at the October meeting.
2. **GR12 Waterline Delay.** McDowell said that due to an unforeseen delay, the GR12 waterline project will be let this Fall with completion occurring throughout the winter months. The new waterline will extend through Kirk's Ferry Park, which is located at the corner of Main Street and Kirk Avenue, run underneath Main Street and County property, and continue through City owned property (City Hall & Rec Center) to the Water Treatment Plant. Once completed, the City should have enough water supply for the next forty years. Currently, Linn County is helping the City secure the necessary easement for the installation of this important waterline.
3. **Park Camping Options.** Council President Lynda Chambers and Councilor Sean LaCoste will be reviewing camping options and requirements in Pioneer Park with Staff soon.
4. **Vineyard Wind Machines Warning.** McDowell reported the machines may turn on soon depending on temperatures. Due to low overnight temperatures, the wind machines are used to prevent 'cold injury' to the grape vines which could negatively impact harvest. The wind machines are very noisy due to the engines used. Basically, the machines are programmed to turn on at certain temperature levels, generally around 36° F and can only be ran during certain wind speeds. The site has numerous wind machines, and they generate a very noticeable sound throughout town. The motors sound like an old farm tractor and the blades have a high-pitched sound. A low frequency hum can be heard throughout certain parts of town when all the wind machines are operating.
5. **July & August Financials.** McDowell said that both months were included due to the August recess. McDowell reminded everyone that there were some unusual financial activities for the fiscal year being audited. Items included American Rescue Plan Act (ARPA) funds, Business Oregon's ROI grant award, and the gap financing secured for the Rec Center Renovation project.

## **CITIZEN QUESTIONS & COMMENTS.**

Patrick Starnes appreciated the pushback Council made on the Linn County taxation issue. Starnes wanted to see the non-profit groups protected. Public buildings and grounds are necessary for these community events to continue.

Betty Doren invited Council to her house to view the drainage problems she is describing.

Mike Doren said the unit that is being built is on a hill, so dirt has been brought in to build a retaining wall. This construction is right against the property line, within two feet. They used to be able to see trees, but now they can only see this concrete wall. Doren talked about concerns that happened with Pacific Power due to the builder attempting to trench across Doren's property. Doren again mentioned the house on Northpoint Loop. Doren said there is a lot of finger pointing between the State, the City and the County on this project.

**COUNCIL COMMENTS.** McDowell talked about Council training and the importance of being able to connect concerns like the ones brought to Council tonight by Mike & Betty Doren. McDowell asked Public Works Superintendent Karl Frink to talk about the processes he uses when a new home is



constructed in town. Frink explained the process starts with Administrative Assistant Elizabeth Coleman and a site plan from the builder. He verifies all connections to City utilities to ensure that the actual construction meets Public Works Standards. If he has any questions, he contacts the City Engineer. After 32 years of experience, he has done many of these projects during his career. Every drainage case is different, on Butte Street the terrain is a major factor. The system being installed is TMDL plan compliant and is necessary due to the shallowness of the storm sewers in the area. The City requires property owners to retain water on their property in these situations. Frink explained briefly how the surge system, that is installed in this area, works. Frink said this review is not complete for this new property. He will do final inspections to ensure that everything meets the City's requirements before the builder can receive occupancy of the property. Water is going to run downhill and there are going to be drainage challenges. The City does everything we can to contain the water to the property as best as possible.

Councilor Chambers sympathizes with Doren's concern, but this is not a Council issue. McDowell said that is correct, these are Staff level concerns.

McDowell asked Administrative Assistant Elizabeth Coleman to review her processes and contact on this case. Once the plans have been officially submitted through the City's intake process, Coleman then verifies components with Public Works Superintendent Frink, Linn County and the City Engineer Ryan Quigley when needed. Coleman helps builders and property owners walk through the process because it can be very confusing. Coleman pointed out that the State has building code requirements that the State enforces, the County has inspections and processes they require, and of course, as Frink explained the City has many field verifications that must be completed prior to occupancy being granted. Coleman ensures that all aspects of the project have been completed to code prior to issuing an occupancy certificate.

Councilor Winklepleck pointed out that Frink recently did this in the River's Edge subdivision when work was not completed. Winklepleck thanked Staff for their dedication to ensuring that the City's infrastructure is protected.

McDowell explained that he has had to forward letters in the past that delineate issues between property owners. Typically, these letters are calling issues that do not involve the City like property line disputes, Oregon Drainage law claims, and contractor/builder conduct. McDowell said that the City does not have a comprehensive storm drainage system. Staff are concerned about this factor considering TMDL because such a system could cost the City \$16 M in infrastructure costs. The City ensures to the best of its ability that the historic flows are maintained. If neighbors decide to sue their neighbor, the burden of proof lies on them to show damages.

McDowell talked about improvements that the City has made in certain areas to better address drainage concerns.

Tonight, was an opportunity to connect the training with a real-world situation. McDowell thanked Council and Staff for taking a closer look at this situation and how it applies to other situations in the past and in the future.

Mayor Craven said the root of this issue may be change. No one likes change. Economic growth and development can change properties that you may not want to see changed. The only way to prevent this





is to purchase property that you don't want to see changed. Mayor Craven hopes this situation resolves well for all parties involved.

**ADJOURNMENT:** *Councilor Chambers moved to adjourn at 8:44 p.m. Councilor LaCoste seconded the motion and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Adam Craven



October 24<sup>th</sup>, 2023

**From:** S. Scott McDowell  
**To:** Mayor & Council  
**Re:** General Business

**Note:** The first section of this report follows the Council meeting agenda and provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that means the item is part of Council Goals. When you see this symbol, ☒, it means more information will be provided at the meeting.

“**L**ater is now.”  
~ June Schlosser, Brownsville Resident

“**W**inning the lottery won’t even give you a more positive outlook.”  
~ Katie Couric, Journalist

“**I**t is often more important to be ahead of the majority and this means being willing to cut the first furrow in the ground and stand alone for a while if necessary.”  
~ Patsy Mink, Politician



## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Community Services Consortium | Executive Director Pegge McGuire** – Pegge McGuire will make a presentation regarding the Continuum of Care. McGuire is interested in signing communities up for this tri-county approach for homelessness and assisting those in need. More information can be found on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.
- B. **Brownsville Art Association | Lori Garcy** – Dr. Garcy will give a brief annual report and review proposed agreement modification as discussed below.
- C. **Chamber of Commerce | Jenna Stutsman** – Chamber President Jenna Stutsman will give a brief annual report and request the closure of Spaulding Avenue as discussed below.



### 9) LEGISLATIVE:

- A. **Resolution 2023.18: Establishing a Continuum of Care** – Community Services Consortium Executive Director Pegge McGuire is asking Council to pass a Continuum of Care



resolution committing to solutions for homelessness in the mid-valley. The resolution is included in the agenda packet. To learn more about Community Services Consortium please visit their website at <https://communityservices.us/>.

***What is Council being asked to do?***

Determine whether or not to adopt the resolution.

- B. Ordinance 802: Parking Modifications (First Reading)** – Linn County Sheriff’s Office requested a modification to the City’s parking ordinance. Sergeant Frambes has been actively addressing parking issues around town and would appreciate better “tools” to make this job easier. The ordinance is patterned after the City of Harrisburg’s ordinance. Sergeant Frambes will be on hand to answer any questions.

***What is Council being asked to do?***

Review the ordinance, give it a first reading, make any editing suggestions.

10) ACTION ITEMS:

- A. Spaulding Avenue Closure | Home for the Holidays** ☑ – Chamber is requesting closure of Spaulding Avenue for their event. Council has approved this item for many years. Usually, the Chamber invites the Mayor to the event to welcome guests, and Christmas carols are sung while the tree is lit in front of the downtown restrooms.

***What is Council being asked to do?***

Approve the request provided Chamber representatives provide the necessary documentation.



- B. Approve Council Meeting Schedule | 2024** ☑ - Council annually adopts their schedule for the upcoming year. Please note that August is a recess month.

***What is Council being asked to do?***

Council is being asked to approve the 2024 Council calendar.

- C. Brownsville Art Association Agreement | Proposed Changes** – Due to changes being imposed by the Linn County Assessor’s Office, Council approved Staff to open the agreement with the Brownsville Art Association. The current agreement can be found on the City website at <https://www.ci.brownsville.or.us/citycouncil>.



*From 09.26.2023:* Dr. Lori Garcy and I are proposing to open the agreement for the use of City Hall to modify the language for Council’s review. Council members will recall the Linn County Assessor’s Office deemed that the use of City Hall by the Association required the Association to be taxed for such use since the Association has items for sale at the location. Garcy spent a lot of time researching solutions and discussing possibilities with Linn County’s Natalie Bauer. The end result is that the Association does not qualify for an exemption under State rules.



**Proposed Agreement Modifications**

**Remove**

SUBLETTING. The City would like to eliminate this paragraph.

**New**

COUNTY PROPERTY TAXATION. Due to recent changes imposed on the City and the Association by the Linn County Assessor’s Office, the City will cover the full cost of the taxes in the first year taxes are levied. The City will cover half of the taxes the second year taxes are levied. After that time, all associated taxes levied shall be the responsibility of the Association.

The City and the Association will work together to investigate other options such as introducing legislation with State representatives.

Both will continue to research other options and avenues for funding or eliminating the taxation issue.

**What is Council being asked to do?**

Ratify the proposed changes to the agreement and authorize signatures.

- D. **Central Linn Recreation Association Agreement | Proposed Changes** – Due to the renovation project, Staff is requesting that the agreement with the Association be opened to address operational issues. The current agreement can be found on the City website at <https://www.ci.brownsville.or.us/citycouncil>.



**Proposed Agreement Modifications**

**Paragraph 5. Maintenance of Center.**

Add | building interior and surfaces.

Normal wear & tear replacement will be the financial responsibility of Association. President and Administrator will work together to identify needs as they arise.

**Paragraph 6. Key.**

New | City shall provide keys as deemed necessary by the City Administrator.

**Paragraph 7. Improvements and Extraordinary Repairs.**

Modify | Without the expressed written consent of the City.

Delete everything after first sentence.

**Paragraph 15. Reimbursement.**

New | The City shall include compensation to the Operator for the rent of the space and the renting of tables and chairs owned by the Operator.

Amount to be negotiated.

**Paragraph 16. Subletting.**

Remove language.

Operator is not allowed to sublet any space within the facility.

- E. **Appointed Officials | Openings & Reappointments** – Annually, Staff reviews appointed officials terms and the following members would like to be considered for reappointment:

**Planning Commission**

Jack Alsman | Steve Schilling | Rob Wingren



### ***Budget Committee***

Wendy Toshitsune

### ***Parks & Open Space Advisory Board***

Brandie Simon | Betsy Ramshur

### ***Library Advisory Board***

Barbara DeRobertis | Jennifer Ashcraft

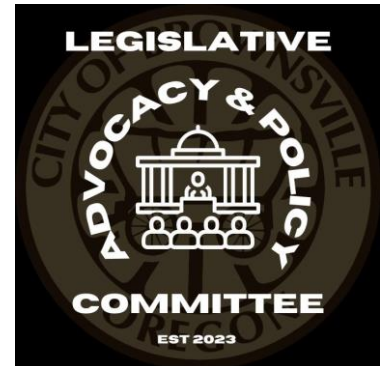
### ***Openings***

Three (3) for Parks & Open Space Advisory Board, and one (1) for Library Advisory Board.

### ***What is Council being asked to do?***

Consider the reappointment of these officials and authorize Staff to advertise for openings.

- F. **Legislative Advocacy & Policy Committee (LAPC) Recommendations** – Members of the Committee met last week to finalize their recommendations to Council. Council heard from the Committee in May regarding the creation of policy statements on twenty issues that the City should monitor during legislative sessions of the State Assembly, adopting a new Social Media policy, and adopting Council rules for engaging on policy and political discussions. I am happy to report that the Committee unanimously approved the prefatory statements, the Social Media policy and the proposed modifications to the Officials Handbook. The purpose of these guidelines is to direct the City’s response to Tate Affairs and interactions with our State and Federal representatives when advocating for City positions.



I have placed these documents on the City website for your review:

<https://www.ci.brownsville.or.us/citycouncil>.

### ***What is Council being asked to do?***

Consider the recommendations. Make any changes, edits or otherwise as Council sees fit. Should Council agree with the Committee’s recommendations, then Council should make a motion in favor of adopting these guidelines and policies.

## 11) DISCUSSION ITEMS:

- A. **SMAC Training Session** – The final training session was October 19<sup>th</sup>, 2023 in Harrisburg. Logistical issues have been addressed by Staff and plans are prepared forward in light of the upcoming short-session.
- B. **ROI Grant Disbursements | Final** – Staff would like to close out this award, but is still awaiting final payment from the State.
- C. **GR12 Waterline** – Linn County Commissioner’s are set to review the City’s easement request on October 31<sup>st</sup>, 2023. City Engineer Ryan Quigley reported that the City’s updated time table looks like construction will happen mid-Winter or early Spring.



D. September Financials

**UPDATES, INFORMATION & HAPPENINGS**

**Linn County Sheriff's Office Monthly Report | [G1]** – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

**LCSO Month-to-Month Comparison (18 months)**

Year	Month	Citations	Warnings	Hours
2023	September	15	19	203
2023	August	17	12	210.5
2023	July	10	20	208.25
2023	June	7	11	202
2023	May	6	12	224.5
2023	April	6	19	200
2023	March	7	15	208.65
2023	February	13	16	204.25
2023	January	13	34	202
2022	December	12	18	209
2022	November	16	13	202
2022	October	4	10	219.95
2022	September	5	5	225.25
2022	August	14	21	200
2022	July	18	6	223
2022	June	11	16	176
2022	May	15	7	200
2022	April	40	18	231
	Subtotal	229	272	3749.35
	<b>Total Average</b>	12.61	14.72	208.76

**LCSO Quarterly Meeting** – Sergeant Frambes addressed several parking issues around town, focusing on River’s Edge. Frambes also recommended the proposed parking ordinance modifications that are included in the agenda packet.

*From 09.26.2023:* Councilor Mike Winklepleck and I attended the quarterly meeting on September 7<sup>th</sup>, 2023 in Millersburg. Sheriff Duncan discussed personnel hiring gains and continuing challenges. Duncan asked cities to make sure they designate a hearings officer for towing. New changes in State Law require a hearings officer in the event of an appeal. Duncan was complimentary of County Emergency Management team led by Ric Lentz. Duncan reviewed the emergency tactical reports and how communications will roll out during fire emergencies. Cities discussed concerns about the way hours were being charged. McDowell will draft language to clarify and eliminate the concern. The next meeting is scheduled for December 14<sup>th</sup>, 2023 at 2:00 p.m. in Millersburg.

**Linn County Housing Rehabilitation Program (LCHRP)** – The City works with the communities in Linn County to provide assistance to low income homeowners to make improvements to their houses using Federal money (HUD). The City has been a member of this organization for over



forty years. Cities take turns being the lead recipient and DevNW manages the funds received. Brownsville had it's turn a few years ago. Currently, the City of Lebanon is taking the lead on the current funding request.

LCHRP uses DevNW to administer the program and the City Administrators and Managers sit on the governing board for this purpose. Just last week, the Board met to approve some policy changes that involved oversight review for construction and what kinds of items are eligible for reimbursement through the program. Soon, the City will again be sending out advertising on behalf of the program. To learn more about DevNW, please visit <https://devnw.org/>.



**Woodblock Architecture | Scheduling, Logistics & Choices** ☒ – Kyle Marsten of J.E. John has confirmed that the entry decking for the Rec Center is four (4) weeks out. It will take them two days to install the decking once it is received from the sub-contractor. Supply chain issues have struck us once again. I have discussed logistics with Central Linn Recreation Association President Katy Kallai. I will be contacting Pioneer Christian Academy to secure some gym time for basketball practices. We will do the best we can with the situation.

Karl & the Public Works team hit two significant rocks when attempting to install water for the Rec Center and the fire suppression system.



The flooring should be installed in the next two weeks. Significant progress is being made at the Rec Center.

*From 09.26.2023:* The project continues to progress nicely. Staff continues to make decisions as needed on a daily/weekly basis. Public Works Superintendent Karl Frink is working directly with Project Superintendent Ken Shields on the installation of the water service for the building and the waterline for the new fire suppression system. Administrative Assistant Elizabeth Coleman has been working on permitting. I have been working on change orders and detail decisions. It is a partnership that is working very smoothly, and it is exciting to see the changes that are happening at the Rec Center. I am alksso keeping Central Linn Recreation Association President Katy Kallai, and the Park Board up-to-speed on the project's progress.

**Rec Center Renovation Project** ☒ – Kitchen cabinets, countertops, bathroom tile & flooring, sound system, windows and sports equipment has been and is being installed. The space is really taking shape. I will provide pictures Tuesday night.

*From 09.26.2023:* Many great things are happening on the Rec Center project. The contract completion date has been pushed back to October 24<sup>th</sup>, 2023, mostly due to circumstances beyond anyone's control. The windows made it to Oregon Monday, September 18<sup>th</sup>, 2023. Ken Shields, Construction Superintendent for J.E. John, said painters have been busy prepping and painting while the weather is conducive for such activities. A few utility issues have caused delays including Pacific Power, NW Natural Gas, and the City's Public Works due to scheduling circumstances mostly. The City is waiting on parts from the City's supplier who is still experiencing supply chain issues. Overall, everything is going well. Council did change the nomenclature for the playground line item so those funds could be used for the renovation project and first loan payment. The City did borrow \$600,000 for gap financing to ensure completion.



# City Administrator Report

**Rec Center Open House** – *From 09.26.2023:* The City will plan for an open house this late Fall to celebrate the completion of this major project.

*From 06.27.2023:* J.E. John Construction has had a very good start in terms of staying on schedule. The City has certainly faced a number of discoveries during demolition. Change orders were required due to asbestos discovered in the flooring of the kitchen and music room, redoing the sidewalks extending north to Park Avenue, and the alternate seismic improvements. The City has also incurred expenses hiring an inspection company as required by contract, pulling permits with Linn County and Pacific Power, and paying for bond counsel for the gap financing. Mayor Craven did everything he could in an attempt to salvage the gym floor. Ultimately, the floor was unable to be salvaged.

Special thanks goes out to our Public Works crew who did great things in preparation for the contractors, our civic organizations who moved their belongings out of the building in time, and to Jon Brockman for helping out with moving and storage of the piano from the music room.

**GR12 Waterline** – *Pending:* Linn County has authorized the easement requested by the City.

*From 09.26.2023:* The City has forwarded the easement information to Linn County's legal team to finalize and present to the Linn County Commissioner's Office. The City hopes to have this finalized as quickly as possible.

*Previously:* The City has been delayed by the survey crew. Dyer's survey crew is backed up. Once the City receives the legal description and drawing for the easement the City needs to obtain from Linn County, I will begin discussions with Linn County's Gene Karandy and the Commissioner's Office. City Engineer Ryan Quigley hopes to have the project constructed over the winter months. Hopefully, the City can still afford to construct the project. Construction costs continue to climb.

*From 07.25.2023:* Dyer Partnership is working up the legal description for the necessary easement. Linn County Park's Director Stacey Whaley approved the City moving forward after she received the arborist report a few weeks ago.

*From 06.27.2023:* Staff is working on answering questions and concerns on the easement request for the GR12 waterline. Concerns have been raised over the trees in the northeast corner of the Moyer House lawn. Public Works Superintendent Karl Frink, City Engineer Ryan Quigley, and I have been working on solutions and other possibilities. I hope to have more information Tuesday evening.

*From 03.28.2023:* The City hired Foundation Engineering to perform subsurface testing for the proposed path of the waterline. The City obtained permission for the testing from acting Linn County Park Director Brian Carroll since access to the Moyer House property was required.

**REAL Progress** – The group recently made a slight modification to the Strategic Plan to incorporate RAIN under Entrepreneurship. RAIN & REAL are applying for Business Oregon's ROI grant funding for this upcoming cycle. REAL also entered into a new one year agreement with RAIN to continue entrepreneurship fostering. Both Linn and Benton counties also continued their relationship with RAIN. RAIN's report to ROI can be found on the City website at: <https://www.ci.brownsville.or.us/citycouncil>.

*From 09.26.2023:* I accompanied Blair Larsen, Sweet Home, and Alysia Rodgers, Lebanon, to discuss the five-year strategic plan recently completed by REAL. A robust discussion ensued centering around advocacy efforts and land use challenges that accompany development especially as it relates to the State's application and approach to wetlands.





# City Administrator Report

**Central Linn School District (CLSD)** – *From 09.26.2023:* Frink and McDowell have been working with Central Linn’s new Athletic Director, Kevin Wise, to provide a place for the middle school soccer team. The City will be using the east baseball diamonds to accommodate the team. Unfortunately, there is no good way to irrigate the area. Mr. Wise understands that the field will be used as-is. The City will complete a simple agreement for the use of the field. Soccer season will end before the Park closes on October 31<sup>st</sup>.

**D-Prep Effort** – The group will meet soon.

*From 09.26.2023:* The group is reconvening at the end of September to determine and agree on next steps.

**Project Outlook 2024** ☑ – McDowell posted the projects identified by Council and the Budget Committee in the annual things to do list which can be found on-line. The plan can be found in its entirety on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.

## Small Municipalities Advocacy Coalition (SMAC)

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**Small Municipalities Advocacy Coalition (SMAC)** ☑ – See above.

*From 09.26.2023:* Training and recruitments are happening. The last training session will be held October 19<sup>th</sup>, 2023 at 7:00 p.m. in Harrisburg. The group will be working on communication logistics and coordination for the upcoming legislative session very soon.

*From 07.25.2023:* I will provide an oral update Tuesday evening.

*From 06.27.2023:* Administrative Assistant Tammi Morrow, Mayor Craven and I have attended meetings with the group the last two Fridays.

*From 5.23.2023:* The original members of SMAC met in Halsey two weeks ago to work out logistical details and plan for the initial training sessions with Tate Public Affairs.

**Active: League of Oregon Cities** – *From 09.26.2023:* Bills rolled out include a lot of spending for large communities and most around climate change initiatives. I attended the latest meeting in Oakridge in August. More information to follow as SMAC and the League of Oregon Cities prepare for the short-session.

*From 07.25.2023:* League Staff is coming back from vacation and we will see a flurry of activity soon as they prepare reports based on legal changes that will impact Oregon cities.

*From 06.27.2023:* The League continues to work through the long legislative session.

*From 5.23.2023:* I will provide a brief overview of the League of Oregon Cities new Strategic Plan Tuesday evening as Council reviews the Legislative Advocacy & Policy Committee (LAPC) recommendations.

▶ **Sean Tate Meetings** – The group continues working on logistics, details and outreach.

*From 5.23.2023:* Michele Eldridge, Harrisburg City Manager, and I have been working closely with Mr. Tate on a proposal that will greatly assist with Council’s advocacy goals.



# City Administrator Report

*From 12.20.2022:* Council authorized sending a joint letter to the League of Oregon Cities which precipitated a meeting with League Staff this past week. Freshly appointed Executive Director Patty Mulvehill brought Lisa Trevino and Jim McAuley to listen and address concerns over legislative priorities, policy outcomes and ways to improve advocacy. The group of cities will continue to follow-up and help with issues. One of the biggest takeaways was the importance of the local elected officials developing working relationship with State representatives. Mulvehill spoke about recent League efforts around this effort.

*From 10.23.2022:* The five cities, Harrisburg, Halsey, Scio, Sodaville and Brownsville, have been in contact with Interim Executive Director Patty Mulvehill to discuss the parameters of the letter and how all small cities and the League could work together more effectively to create a better voice for small cities. The meeting is scheduled for December 12<sup>th</sup>, 2022.

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**Legislative Advocacy & Policy Committee (LAPC) Recommendations** ☑ – See report above. All information is on the City website as noted above.

*From 09.26.2023:* I have completed the necessary policies for the Committee's consideration. Twenty (20) policy areas have been written, and will be reviewed by the Committee and then back to Council, as directed by Council earlier this year. Council also asked for the development of a new Social Media policy and modifications to the Council agenda that will require changes to the Officials Handbook. The Committee is planning on finalizing the recommendations for the October Council meeting.

*From 07.25.2023:* Staff will work with the Committee over the next few months to deliver information and policy directives for Council approval.

*From 06.27.2023:* Time did not allow for Staff to move forward on this issue. With the legislative session winding down, we will get to this as time allows this summer and early fall. Council directed Staff to work with the Committee to execute the recommendations from the Committee including a social media policy and policy positions on key issues facing the City. This work will be important to complete as efforts ramp up this fall in preparations for the short session of the State Legislative Assembly.

*From 5.23.2023:* The recommendations report from the LAPC is included in the agenda packet for your review. Council will have a discussion regarding these recommendations at Council meeting. I will provide a quick slide show of the recommendations as a point of reference for Council. I will also review the League of Oregon Cities Strategic Plan as it is currently being rolled out to the membership. I will also briefly talk about progress and next steps with the SMAC effort.

## ACTIVE, PENDING, STALLED & COMPLETED

**Active: River's Edge Outcome** – Administrative Assistant Elizabeth Coleman has been working with Rexius to finalize details for the Open Space. I have met with Ashlee Lobaugh who is serving on the Homeowner's Association board. I have included a letter in the agenda packet clarifying the City's position in relation to several issues. Progress has been on the final [payment for the street lights. Once the City receives the payment, Staff will execute the necessary contracts for the installation.



*From 09.26.2023:* As discussed at the last meeting, Public Works Superintendent Karl Frink and City Engineer Ryan Quigley have been reviewing the final details and punch list items for Phase III. Elizabeth, Karl, and I have been working with Chad E. Davis Homes on the completion of the open space as required by the Planning Commission. The City is still holding funds for the successful completion of this project. I have also been working with Pacific Power on the installation of the remaining streetlights. We are simply waiting for the money due on the contract from the developer. Once that check is delivered, Pacific Power will complete the installation.



*From 5.23.2023:* Administrative Assistant Elizabeth Coleman and I have once again reviewed progress made on the Open Space portion of the project. Staff is currently working with Chad E. Davis Homes to complete the remaining punch list items.

*From 04.25.2023:* Funds have been disbursed as directed by Staff and Council. Staff has made necessary adjustments to the FY 23.24 budget to accommodate the remaining reimbursement for the River’s Edge Open Space once the work is performed to the satisfaction of the City. Construction on Phase III continues. Concerns over financing and responsibilities regarding the incorrectly installed sanitary sewer have been resolved. The City did not have to take any financial, engineering, or legal action regarding the matter.

*From 03.28.2023:* Staff has been engaged in addressing issues with the sanitary sewer lines that were installed by the developer for Phase III. The City is working out logistical requirements for the utility to effectively meet the Public Works Standards.

*From 05.24.2022:* Staff continues to work closely on inspections and permitting issues. Public Works Superintendent Karl Frink recently reported that the developer was planning on making the required improvements to the open space area in the subdivision. This open space area will be the responsibility of the homeowner’s association. The City is holding \$102,946.95 for the completion of this project. Once the open space meets inspection, the City will refund those monies.

**Active: TMDL Report | Dyer Partnership** – *From 09.26.2023:* Staff submitted the required questionnaire prior to the State imposed deadline. Dyer Partnership’s Jesse McElwain updated the TMDL Plan to properly show the required reporting dates.

*From 09.26.2023:* The City finally received the final requirements from the Department of Environmental Quality (DEQ) on the DMA plan. Frink and McDowell have reviewed the plan and will continue to execute the required annual tasks. If any additional planning is needed, the management team will report to Council and request authorization as may be necessary.



Ryan Quigley

**TMDL Five-Year Review:** The City is required to file a five-year report to the Department of Environmental Quality (DEQ) on the TMDL plan. I have placed the questionnaire on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.

Please review the report. Council will be asked to approve the report answers before submittal. The review is due to Department of Environmental Quality (DEQ) by September 30<sup>th</sup>, 2023.



# City Administrator Report

This is an unfunded mandate.

Public Works Superintendent Frink and McDowell will start a tracking matrix to comply with the new requirements imposed by the Department of Environmental Quality (DEQ). Staff will provide a report on the details later this Fall.

*From 5.23.2023:* The State apologized briefly over the phone about threatening the City. I was told that the plan looks good as submitted and is in the process of being approved by the State. Later that week, the City received the approval letter which is on the City Council webpage.

*From 04.25.2023:* The proposed report being sent back to the State after the State's initial review is posted on the City Council webpage for your review. I will provide an oral presentation for this item.

**Active: EPC Meeting** – *Delayed:* EPC is planning to be part of the Open House for the Rec Center this late Fall or early Winter.

*From 5.23.2023:* Administrative Assistant Tammi Morrow highlighted events that will be held by the group over the summer and fall.

**Pending: D-Prep Launch | [G4]** – *Delayed:* The entities are working on getting through budget season and the end of the fiscal year. The next step is agreement development, setting goals for the the next few years, and working on details for creating a EOC between the six entities.

*From 5.23.2023:* I met with Joe Rodondi, Lebanon Fire Chief, and Nancy Brewer, Lebanon City Manager, two weeks ago to discuss next steps. The tentative plan is to work on developing the IGA and certain SOP's over the remainder of this year. Budget constraints have slowed this project.

*From 03.28.2023:* The plan reveal was rescheduled for the second week of April. Work continues.

*From 12.20.2022:* Surveys and questionnaires have launched. Staff is working for a December 21<sup>st</sup>, 2022 deadline for the intial work to be completed.

**Active: REAL Meetings | [G3]** ☒ – *Pending Final Payment Receipt:* Accounting for the final ROI payment is in the agenda packet for your review.

*From 09.26.2023:* The City is still awaiting the final ROI grant payment from Business Oregon.

*From 07.25.2023:* Staff worked on closing the ROI grant. The group is preparing a presentation for the Linn County Commissioners among other groups. They are also working on the implementation of their five-year strategic plan shared with Council at the last meeting.

*From 06.27.2023:* I will provide an oral update Tuesday evening. The most recent meeting happened on June 22<sup>nd</sup>, 2023. The group has been busy sharing the strategic plan with Councils and other stakeholders.

*From 03.28.2023:* Staff was successful in obtaining additional, supplemental grant funding from Business Oregon's ROI for the strategic planning, marketing & website projects. RAIN will assist with an open house event this summer that will increase awareness for the effort, champion things that are happening and celebrating things that have already been accomplished.

**Active: Central Linn Recreation Center Meeting** – *From 06.27.2023:* Regular meetings continue as relationship building and coordination continues. I added their meeting Wednesday and reviwed several items included a report on the Rec Center Renovation project, the need for alternative



scheduling for this year's volleyball and basketball season, the importance of creating policies & procedures along with other operational considerations.

*From 03.28.2023:* Rec Center Association meetings have resumed. Staff has been working with Katy Kallai to assist with programmatic efforts and the renovation project.

*From 11.22.2022:* Staff has been working with President Katy Kallai on a number of issues including bylaw changes, financial transition items, janitorial services and the renovation project to name a few. The Association has an exciting, young group of people working to bring programming to the youth of our Central Linn community.

**Active: Linn County Planning & Building (LCPB) | Quarterly Contract Cities** – *From 09.26.2023:* Administrative Assistant Elizabeth Coleman received training recently on the new Accela platform. Linn County continues to work on implementing the electronic building permit platform. The City will be required to modify the way payments are processed due to the change.

*From 04.25.2023:* Administrative Assistant Elizabeth Coleman will be attended the April 27<sup>th</sup> meeting later this week.

*From 07.26.2022:* Administrative Assistant Elizabeth Coleman and I attended the latest meeting with the County and contract cities. LCPB has made significant staffing changes. All cities were happy with the transition and the County's attentiveness to city needs. A few problems were addressed concerning fees and fee schedules. The County is still working on full implementation of their e-permitting system. The group will talk about the long awaited update to the Urban Growth Boundary (UGB) agreements the cities have with Linn County. Brownsville's has not be reviewed since 1978. Now we have development happening in the UGB which has caused a few problems we are still trying to work out.

**Active: Water Management Conservation Plan** – Staff will begin implementing items as identified by Staff and approved by Council. Items include the adoption of a water conservation ordinance, auditing the water distribution system, and the creation of water filling station.

*From 09.26.2023:* The City finally received the final requirements from the Oregon Water Resources Department for the City's newly adopted Water Management & Conservation Plan (WMCP). Public Works Superintendent Karl Frink and I have reviewed the document and developed an implementation plan for Council's consideration as promised at the July Council meeting. The plan can be found in its entirety on the City website at: <https://www.ci.brownsville.or.us/citycouncil> under Supporting Documents.

This is an unfunded mandate.

Please see the notes above. The City received the approved Water Management & Conservation Plan (WMCP) from the State. Public Works Superintendent Frink and I will review the matrix and create an implemenation plan that we will share with Council early Fall. Council did approve funding for these items in this budget cycle.

*From 04.25.2023:* The City is still waiting for the final plan review. Tim Tice recently reported that the State has a backlog of plans to review and the City's plan is in the queue.

*From 11.22.2022:* The State has requested more information and clarification on certain sections of the report. Mr. Tim Tice is working on those revisions.

*From 10.25.2022:* The WMCP was filed August 15<sup>th</sup>, 2022 [...]



**Pending: Park Camping Options** – *From 09.26.2023:* Council President Lynda Chamber and Councilor Sean LaCoste will be reviewing camping options and requirements in Pioneer Park with Staff soon.

**Pending: Climate Change Initiatives & IGA | Department of Land Conservation & Development (DLCD)** – *From 12.20.2022:* Staff will continue to monitor this situation and report back to Council. The latest word from the State of Oregon is cities are not required to adopt an IGA, resolution to participate.

*From 10.25.2022:* The Federal Emergency Management Agency and DCLD are pushing climate change initiatives through required agreements through certain flood and fire plans.

Respectfully Submitted,

S. Scott McDowell  
City Administrator

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Please visit the City website at <https://www.ci.brownsville.or.us> for all kinds of information pertaining to the City's business & operations.

★ *Kirk Avenue History* ★ *Calapooia Riverbank* ★ *Plus much more*



## Public Works Report October 18, 2023

### Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of October.
- *Distribution System* – There were 2 small leaks last month.
- *Cross Connection Program*- The Cross Connection Control Program has been reviewed and revised to include updated rules and regulations. Public works will be going out for bid for backflow device testing soon.
- *Water Treatment Plant* – Filter 3 has been scraped and is getting ready to go back online. The Oregon Health Authority permed a sanitary inspection of our water system on September 27<sup>th</sup>. The survey found everything in good condition with a few minor deficiencies as expected. The backup power system for the plant computer has been updated with new batteries and updated software.
- *Misc.* –Several monthly and annual reports are complete and have been submitted to various state agencies as required. The new 4-inch fire suppression and new 2-inch water line to the Rec Center are currently being installed.

### Sewer:

- *North Lagoons* –This facility has been mowed and maintained as needed. Some additional spraying needs to be done prior to winter operations. Preparations for winter discharge are under way.
- *South Lagoons*- This facility has been mowed and maintained as needed. Some additional spraying needs to be done prior to winter operations. Preparations for winter discharge are under way.
- *Misc.* – We are currently working on a design to install a new de-chlorination system for the wastewater discharge at the south wastewater treatment facility. DEQ requires the design be engineered before installation. Treatment chemicals have been ordered and are onsite for winter discharge.

### Streets:

- *Mowing/Tree Maintenance* –Public Works trimmed trees within the public rights-of-way for safety and vision clearance. Public works continues to mow all accessible right of ways.
- *Asphalt/ Gravel Road Maintenance* –All gravel streets will be graded soon.
- *Storm Drainage* – Several storm drains not working have been cleaned.
- *Misc.* – Street sign work continues as time allows. We will be creating a map that indicates all the areas in town that public works mows and maintains. The traffic counters and speed indicators are in the process of being reinstalled. These devices will be moved around town to various locations to gather traffic data.

### Parks:

- *Pioneer Park* – Public Works inspects park and cleans restrooms every morning. Mowing and leaf clean up will begin soon once other projects are complete. New kitchen lights and pavilion lights have been installed to provide better lighting in these areas. Various gutters have been cleaned and facilities are cleaned and maintained for rental use.
- *Blakely Park* – The Park is maintained as needed. The park has been mowed.
- *Kirk's Ferry Park* – This Park is maintained as needed. This park has been mowed.
- *Remington Park* – This park is maintained as needed. The park sign will be installed soon. This park has been mowed.

**Cemetery:**

- *Grounds* –Public works continues to maintain the cemetery as needed. Several plots have been marked for burials and headstone placements.

**Library:**

- *Grounds*- This facility has been maintained as needed.
- *Buildings*- Several minor building repairs are complete.

**Downtown**

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Downtown garbage cans are emptied every Friday, or more frequently as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing further to report this month.

**City Hall:**

- *Buildings*- Nothing to report this month.
- *Grounds* –The grass maintained as needed.
- *Community Center*- Nothing to report from this facility this month.

**Rec. Center:**

- *Grounds*- This facility has been maintained as needed.
- *Buildings*- The remodel of the Rec. Center is well under way, public works has little involvement with the construction work being done.

**Public Works:**

- *Grounds*- This facility has been mowed and maintained as needed.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use.
- *Equipment Repair*- Several pieces of equipment have broken down and have been repaired.
- *Training*- Nothing to report this month.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



# PLANNING AT A GLANCE October 2023

## Permits *Building, Plumbing, Mechanical, Fence, Etc.*

• Mechanical	Install Gas heater, Stove & Venting	401 Moyer St
• Mechanical	Replace A/C	255 N Main St
• Structural	Fire Vault Installation	145 Park Ave
• Structural	Site Civil 4" W/L Installation	305 N Main St
• Structural	Building Addition	107 W Bishop W
• Mechanical	Replace gas fireplace	420 Averill St
• Mechanical	Add A/C	713 Oak St
• Mechanical	Replace A/C	868 Maple St
• Mechanical	Add HP	600 Ash St
• Structural	Ramp, Stairs & Landing Construction	145 Park Ave
• Structural	Fire Alarm Installation	145 Park Ave
• Mechanical	Install Ductless HP & AH	725 Amelia Ave
• Construction	Building Addition	107 W Bishop W
• Fence		936 Kirk Ave

### **Updates**

#### **Accela | State E-Permitting System, Linn County & Contract Cities**

The Linn County Planning & Building Department has made the transition to the State E-Permitting system for Electrical, Structural, Mechanical & Plumbing Permits. The system went live for the County on September 18<sup>th</sup> and scheduled training for contract cities began the same week. This transition directly impacts the cities (named contract cities) that have an intergovernmental agreement (IGA) with Linn County for permits that require inspections based on state building code requirements.

As with most new technical endeavors, this change has not been without a few unexpected turns. The interface between the E-Permitting system and the County/Contract Cities IGA was a new approach and involved some tweaks to the program. The Linn County Building Department staff have been very responsive in assisting with these upgrades. Onward and Upward!

*Elizabeth E. Geman*

*The pessimist complains about the wind.*

*The optimist expects it to change.*

*The leader adjusts the sails.*



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322  
Albany, OR. 97322  
Phone: 541-967-3950  
www.linnsheriff.org

**2023**

## MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

**FOR THE MONTH OF: SEPTEMBER**

TRAFFIC CITATIONS: -----	<b>15</b>
TRAFFIC WARNINGS: -----	<b>19</b>
TRAFFIC CRASHES: -----	<b>0</b>
ARRESTS MADE: -----	<b>2</b>
COMPLAINTS/INCIDENTS INVESTIGATED:-----	<b>140</b>

**TOTAL HOURS SPENT:                         BROWNSVILLE**  
**203 hours**

**CONTRACT HOURS = 200 HOURS**

**Michelle Duncan,**  
**Sheriff, Linn County**

**By: Sgt. Steven Frambes**



## Library Advisory Board

*Librarian's Report*

September 2023

Here are a few facts about our Library in the month of September 2023. We have received 41 new books for the library. Volunteers donated 110.25 hours to our library. There were 1,230 materials checked out. 359 adult fiction books; 114 adult non-fiction books; 93 audio books; 384 children's books; 164 junior books; 30 junior reference books and 86 large print books.

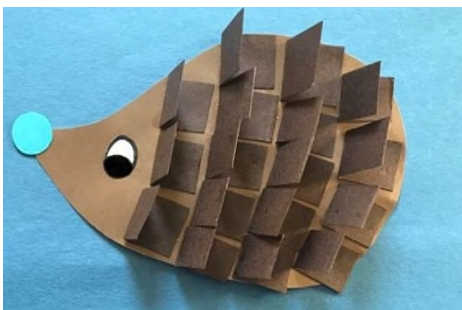
There was a total of 163 electronic materials checked out. 116 adult fiction books; 29 adult non-fiction books; and 18 junior books. Of these 63 were eBooks and 100 were eAudiobooks.

In September, we held 11 children's programs with 45 participants. There were 6 programs for adults with 32 participants. We set out 46 passive activities for children in the Library. These activities are simple craft projects for children to work on while their parent(s) look for books. Cut, paste, and color activities at their basic are the best! In August and September, the Library focus was on forest animals. We made paper roll owls, mice, hedgehogs, and others. For each craft, Library volunteers and I prepare 10 – 12 activities. These are set on the table with appropriate tools to finish the project. Below are a couple examples of finished projects. In October, our focus will be on celebrating Arbor Day for the first couple weeks then into fall and finish with Halloween.

Respectfully submitted,

*Sherril Lemhouse*

Sherril Lemhouse  
Librarian





**RESOLUTION NO. 2023.18**

**A RESOLUTION IN SUPPORT OF ESTABLISHING A CONTINUUM OF CARE FOR THE LINN, BENTON, AND LINCOLN COUNTIES REGION AND REGISTERING WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN 2024**

**WHEREAS**, homelessness is a critical issue in the tri-county region of Linn, Benton, and Lincoln Counties; in Oregon; and across the nation; and

**WHEREAS**, children, families, veterans, and chronically homeless individuals experiencing mental illness and addictions comprise a large portion of the region's homeless population; and

**WHEREAS**, the United States Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to "engage in multi-year strategic planning for homeless programs and services that are well integrated with planning for mainstream services"; mainstream services denoting public housing, Section 8 housing choice vouchers, and services for runaway and homeless youth, victims of domestic violence, veterans, seniors, and people experiencing addictions and/or mental illness; and

**WHEREAS**, Linn, Benton, and Lincoln Counties are part of a "balance of state" Rural Oregon Continuum of Care; and

**WHEREAS**, the City of Brownsville carefully considered relevant factors and determined that the region could benefit from creating its own Continuum of Care, with enhanced service coordination, local autonomy, and alignment of goals to more effectively reduce homelessness in the region;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Brownsville supports establishing a Continuum of Care for the Linn, Benton, and Lincoln County region and supports the new Continuum of Care registering with the United States Department of Housing and Urban Development in 2024.

**ADOPTED AND APPROVED** by the City Council and signed by the Mayor this 24<sup>th</sup> day of October, 2023.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
S. Scott McDowell, City Administrator

\_\_\_\_\_  
Mayor Adam R. Craven



## ORDINANCE NO. 802

### AN ORDINANCE MODIFYING SECTIONS 10.05.150 PROHIBITED PARKING OR STANDING OF TITLE 10, VEHICLES AND TRAFFIC, OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON

**WHEREAS**, Title 10 of the Brownsville Municipal Code (BMC) defines offenses related to parking, and;

**WHEREAS**, Council wishes to strengthen public safety; and,

**WHEREAS**, Council wishes to provide law enforcement with the necessary tools to address situations as they arise;

**NOW THEREFORE**, the City of Brownsville ordains as follows:

**Section 1.** The following Section 10.05.150 is added to Title 10 of the Brownsville Municipal Code:

**10.05.150 Prohibited parking or standing.**

C. A vehicle on a public street or other public property for the principle purpose of:

1. Displaying a vehicle for sale;
2. Repairing or servicing the vehicle, except while making repairs necessitated by an emergency;
3. Displaying temporary advertising from the vehicle; or
4. Selling merchandise from the vehicle, except when authorized.

D. A motor vehicle on a public street or on public property:

1. For more than 48 hours without moving at least two-tenths of a mile if it is not parked adjoining the address shown on the registration for the vehicle; or
2. For more than 14 days without moving at least one mile if it is otherwise legally parked adjoining the address shown on the registration for the vehicle.

E. An inoperable vehicle on a public street or public property for a period of more than 24 hours.

F. A recreational vehicle or any kind of trailer on a public street or public property for a period of more than twenty-four (24) hours without moving a distance of at least two-tenths of a mile.

G. A motor vehicle, recreational vehicle, or trailer for the purpose of sleeping or housekeeping purposes, except where provision is made for the removal of wastewater and it is parked:

1. Within an approved recreational vehicle park; or
2. On the premises of a private residence and with the consent of the occupant of the residence and/or landlord; and



- 3. In accordance with Brownsville Municipal Code Chapter 15.105.030.
- H. A vehicle in front of and ten (10) feet on either side of a mailbox(es) during the hours of 8:00 a.m. and 5:00 p.m., except on Sundays and Federal holidays.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR,**  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

***Attest:***

\_\_\_\_\_  
S. Scott McDowell

\_\_\_\_\_  
Mayor Adam R. Craven



# Continuum of Care Basics & Forming a Tri-County Continuum

Pegge McGuire, Executive Director  
Community Services Consortium  
[pmcguire@communityservices.us](mailto:pmcguire@communityservices.us)

# Why am I here today?

- **An opportunity to provide information and answer your questions**
- **A request for a resolution of support next month**



# What is a Continuum of Care and Why Do We Need One ?

**Required by HUD beginning in 1994 for:**

- Awarding and Distribution of competitive funds**
- To inform location homeless planning and response**

**Who makes up the members of a CoC?**

- Community Action Agencies**
- Public Housing Authorities**
- Behavioral Health Providers**
- CCOs**
- Veteran Service Providers (including county Veteran Service Officers)**
- Culturally Specific Service Providers**
- Shelter Providers**
- Affordable Housing Developers**
- Housing and Supportive Services Providers**
- Faith Based Organizations**

# Continuum of Care Structure

Who provides administration of a CoC?

- Municipalities
- Community Action Agencies (CAAs)
- Non-profit service providers

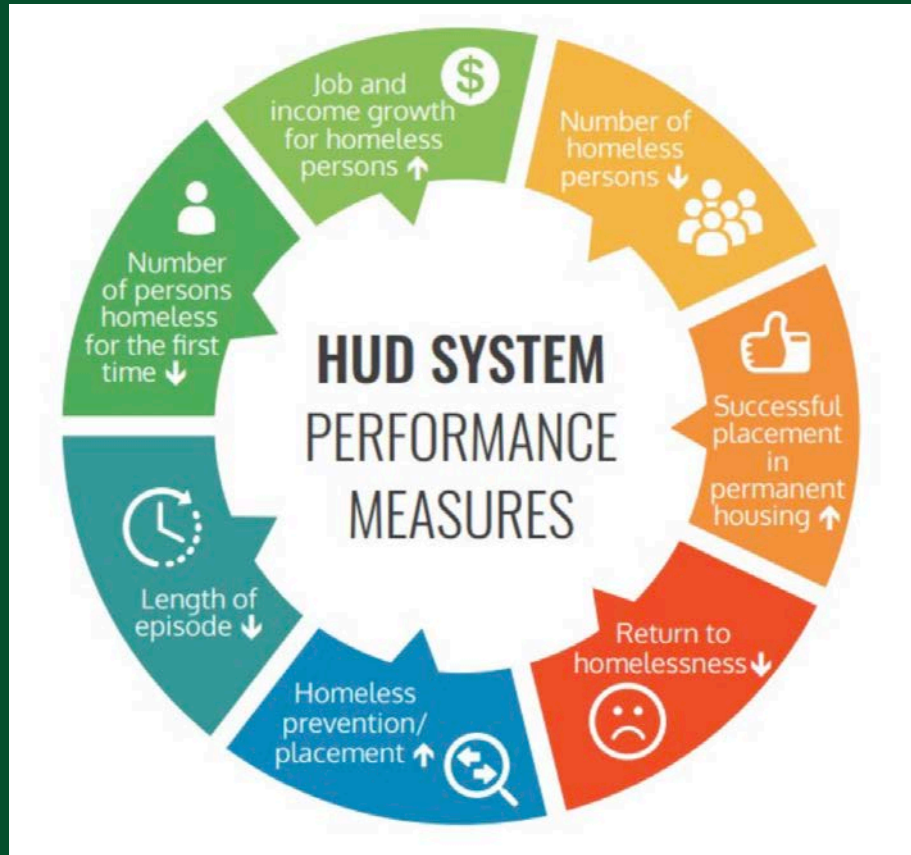
What is the geographic make-up of a CoC

- City or County
- Multiple counties
- State
- Regional communities

What is a CoC responsible for doing?

- Homeless response systems planning
- Homeless Management Information System oversight/reporting
- Coordinated Entry and Assessment
- Data gathering and analytics
- Annual Point in Time Count of the unhoused
- Coordinating requests and applying for competitive funds from HUD

# How HUD Evaluates the Effectiveness of a CoC

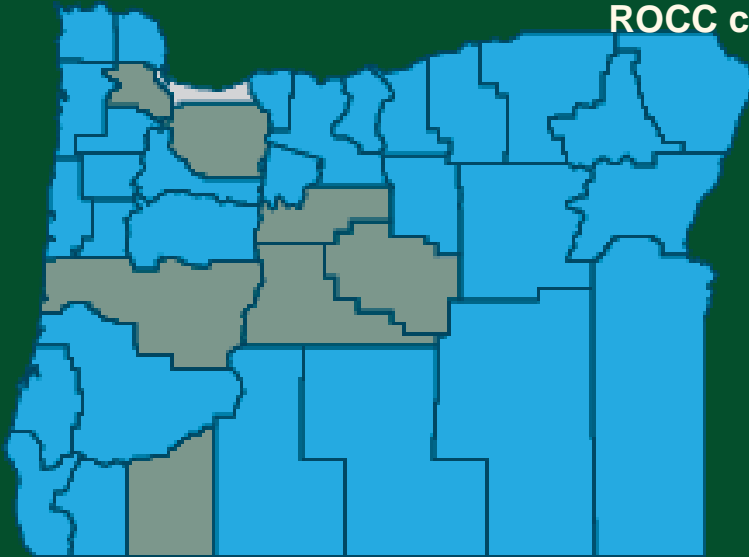


# Current CoC:

## Rural Oregon Continuum of Care (ROCC)

**ROCC= counties in blue**

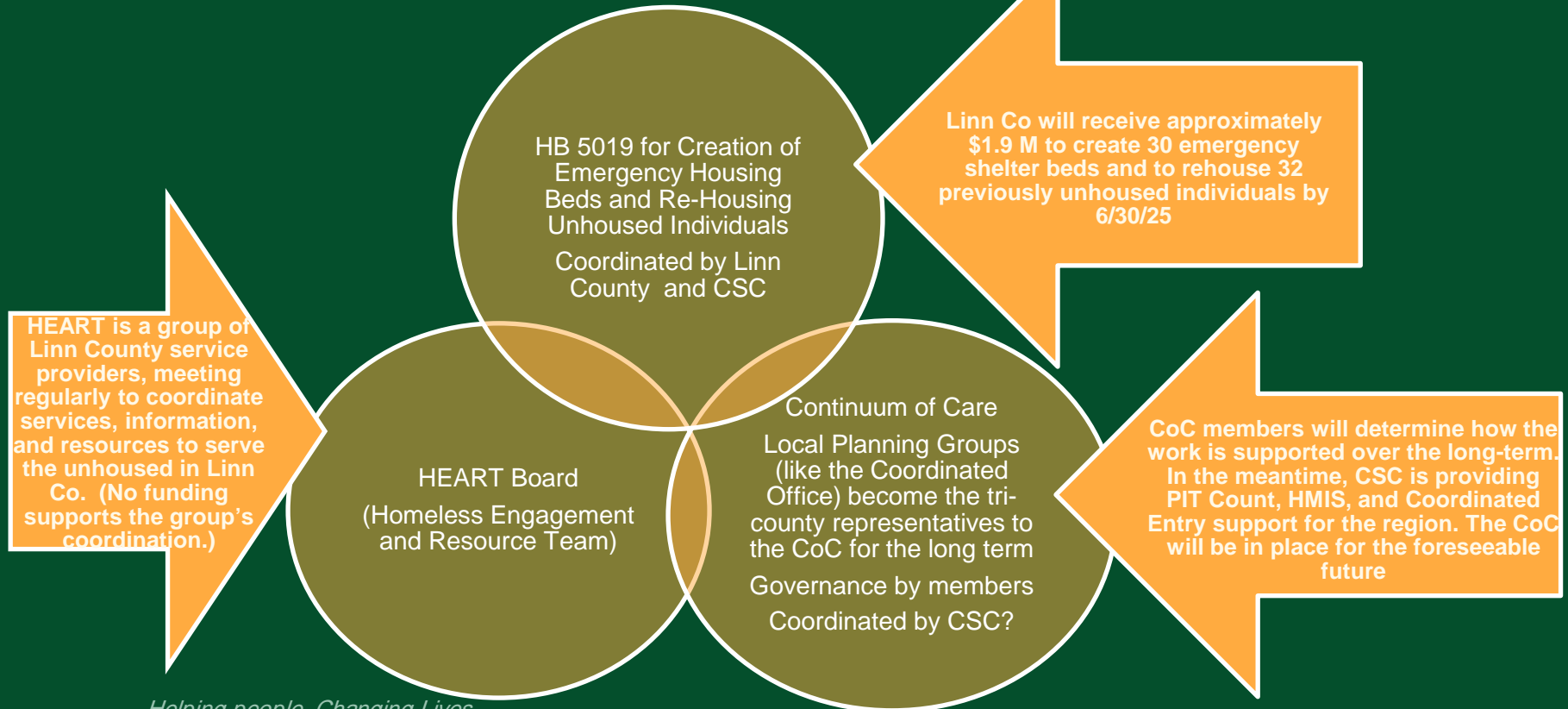
**The other areas in grey are distinct CoCs and received direct funding from the Governor in EO-23-02. We received a formulaic share of \$26M for the ROCC counties in HB 5019 (\$3.7M for LBL combined\*)**



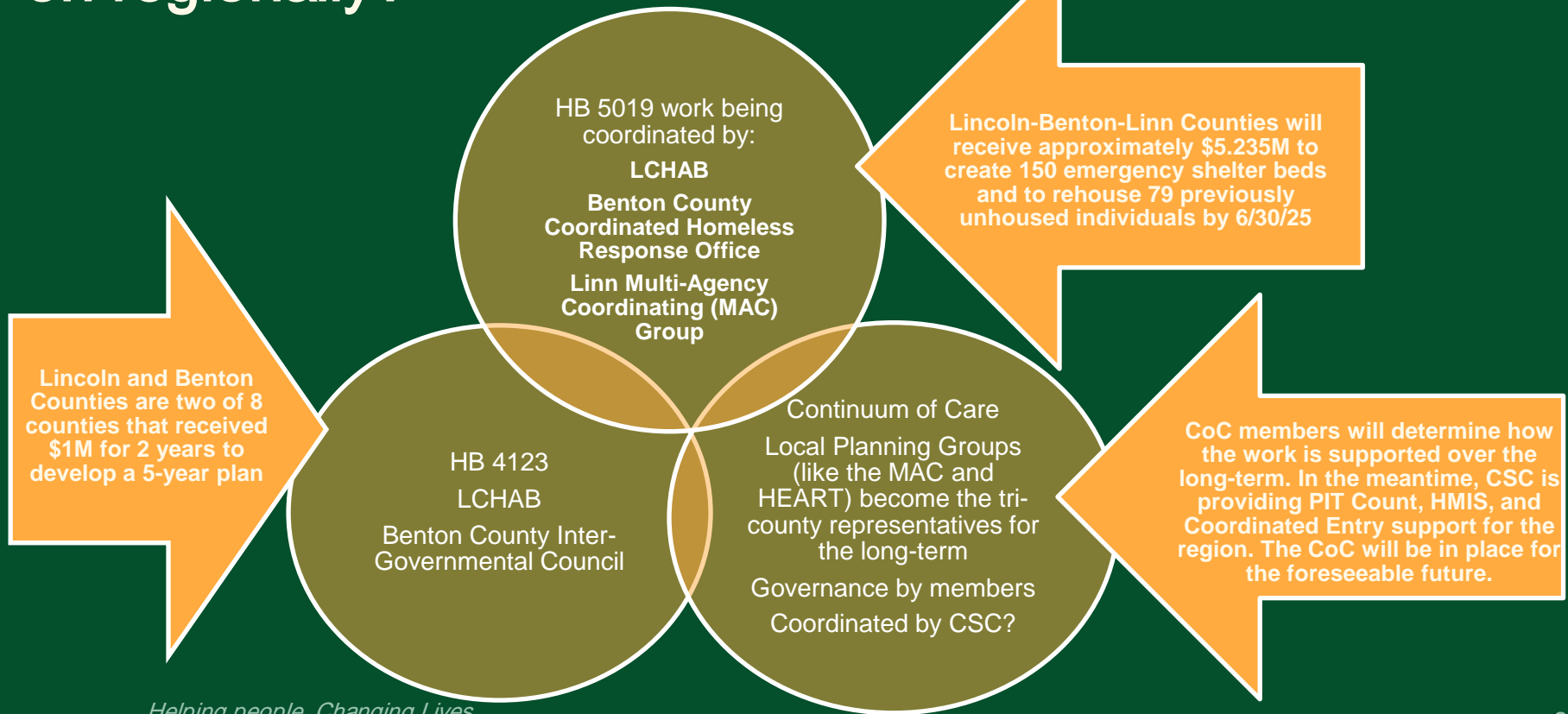
# Rural Oregon Continuum Of Care

**\* In comparison, Jackson County received \$8.8M for a smaller population than our tri-county region**

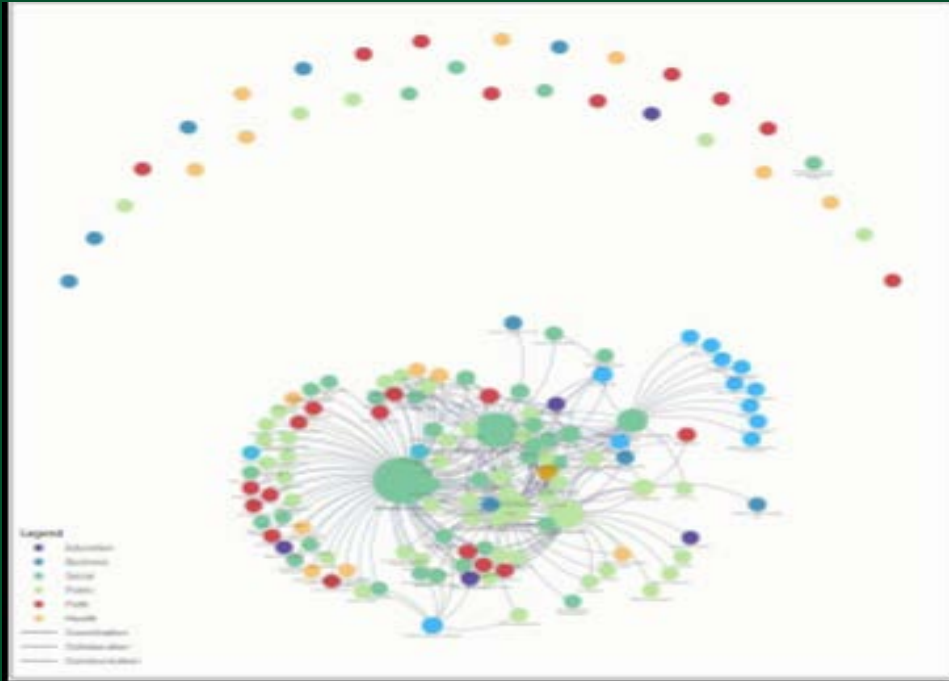
# How is this connected to everything else going on to address homelessness in Linn Co.?



# How is this connected to everything else going on regionally?

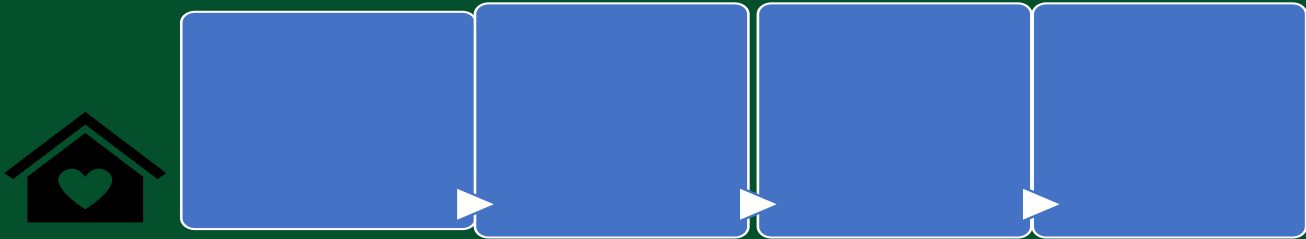


# Example of Service Delivery Provider Map



- Nonprofits and faith community organizations act as primary service providers
- City and County agencies like the libraries, Police, Fire, Code Enforcement, etc. all offer many forms of assistance and interact with the unhoused population
- Most of these service providers are interconnected and many are participating in the local planning efforts now

# Our partners provide a continuum of services-not to be confused by the formal entity CoC





# CoC Formation Process Next Steps

**Documentation that the stakeholders in the impacted region have voted to form a new CoC:**

- **Resolutions from participating communities**
- **Letters of support from partners**
- **Vote at each LPG** – Many members participated in the forum in July
- **Vote at Stakeholder Forum** – July 20<sup>th</sup>, 2023, Corvallis

# More Next Steps

- **Documentation that the new CoC notified the ROCC of its intent to form a new CoC (informal notice already provided to ROCC and CAPO)**
- **A governance charter that documents the CoC's governance structure is in compliance with the CoC Program Interim Rule**
- **Evidence of efforts to establish a coordinated entry system**
- **Documentation that the new CoC has selected a Collaborative Applicant (CSC proposed until the CoC is more firmly established)**
- **Evidence a compliant HMIS system is being used (Service Point/Wellsky currently required by OHCS)**
- **Full package of documentation submitted to HUD with a formal notice of request for recognition**

# Linn County Houseless Multi-Agency Coordination Group

- Comprised of 32 agencies: Elected officials, police / fire, non – profits, healthcare, local government
- Recently awarded \$1.78M – Street outreach, shelter (create 30 beds), rapid rehousing (32 households) , data collection, administration
- Funding will be used to establish an assistance pipeline
- CSC will be hiring a Housing Services Manager



# 2024 Council Meeting Calendar

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**Regular Council Meetings**

**August Recess**

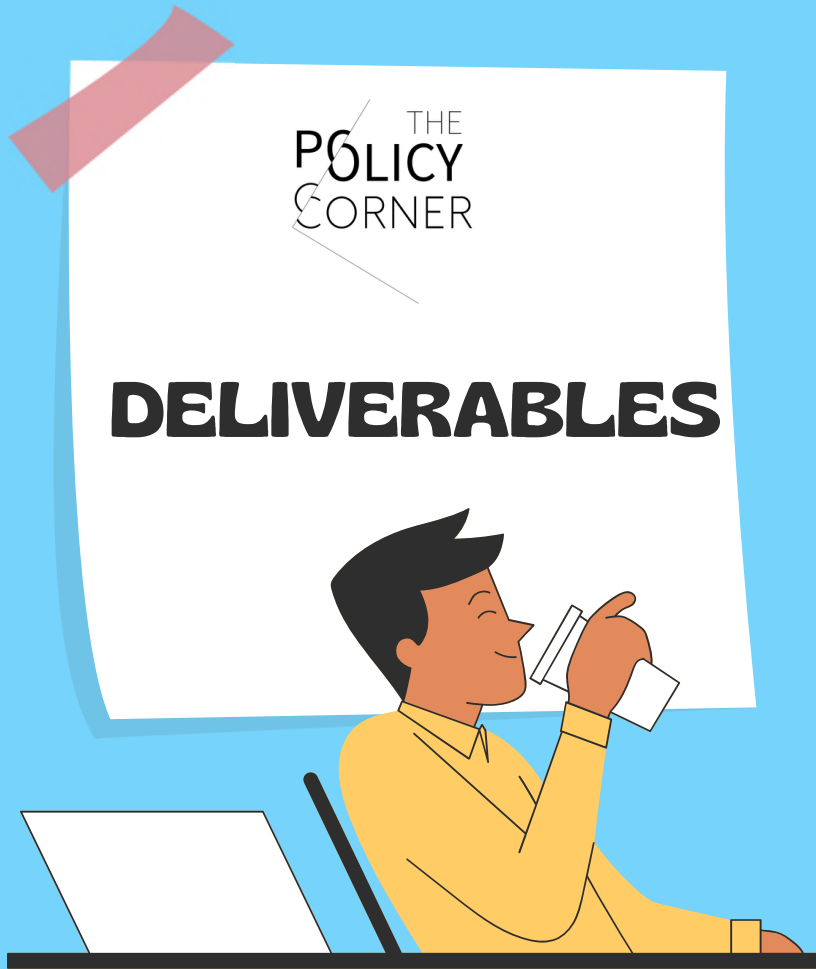
**Budget Meetings**

**May 9<sup>th</sup> | If Needed.**



# POLICY ANALYSIS





- 1 Create Policy Areas List
- 2 Policy Analysis Components
- 3 Community Awareness Methods
- 4 Council Process Recommendations

# ACTION ITEMS

1

Create Policy Areas List

## UTILITIES

Water  
Sewer  
Storm  
Franchise Agreements

## SERVICES

Planning  
Parks  
Law Enforcement  
Court  
Cemetery  
Technology  
Emergency Management

## GENERAL

Personnel  
Financial Management  
Contracting  
Tort Limits  
Insurance  
Economic Development

## NEW

Frivolous  
Local Budget Law  
Third Party Concepts  
Public Meeting Laws  
Climate Change Impacts

# ACTION ITEMS

2

Policy Analysis Components

## IDENTIFY AUDIENCE

Who are you talking to?

- Legislators
- Councilors
- Citizenry
- Civic Organizations
- SMAC

## STATEMENT OF THE PROBLEM

Explaining

- Issues
- Impacts
- Objective Data
- Consequences
- Outcomes

## SOLUTIONS

Position

- For or Against
- Amendments
- Propose Language
- Hearings & Committees

## RECOMMENDATIONS

Direction

- Councilor Driven
- Public Engagement
- SMAC & LOC



# ACTION ITEMS

3

Community Awareness Methods

## PUBLIC ACTION

### Engagement

Social Media

Letter Writing

Email Lists

Submitting Testimony

Outcomes

## PUBLIC AWARENESS

### Position

Forums

Town Hall

Interest Groups

Civic  
Organizations

# ACTION ITEMS

4

Council Process Recommendations

## REGULAR SESSION MEETINGS

### Proposed Advocacy Rules

#### 1. Agenda | 7. Department Reports | G. Council

- Councilors reporting under this section shall keep items to liaison or committee assignments only.

#### 2. Agenda | 13. Council Questions & Comments

- Councilors commenting on non-agenda items may have a two-minute time limit.
- Councilors should provide Staff and Councilors with a written preview of non-agenda items as a courtesy.

# ACTION ITEMS

4

Council Process Recommendations

## MEMBER CONDUCT

### Proposed Advocacy Rules

#### 1. Social Media Policy

- Developing rules around acceptable conduct on Social Media platforms.

#### 2. Conducting Personal Advocacy Meetings

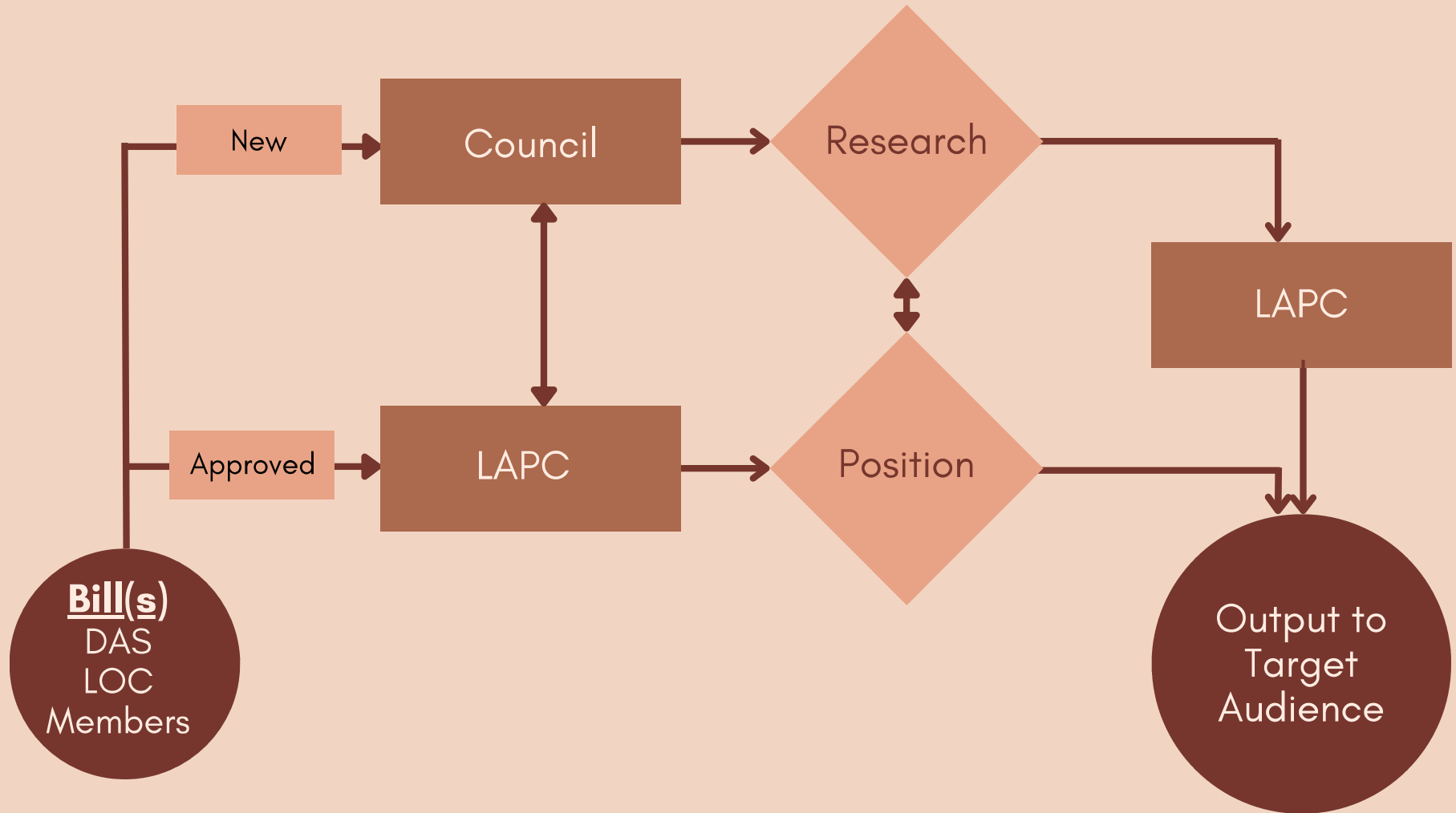
- Statement of Purpose | Written & shared with Mayor & Staff. Provided to attendees.

**Purpose** | Councilors are going to have different personal perspectives and beliefs that could cause public confusion with Council approved policy positions.



# Policy Advocacy

## Process Flow





2080 Laura Street  
Springfield, OR 97477  
Mobile Phone: 541-231-9077  
Phone Duty: 971-673-0405  
Fax 541-726-2596  
<http://healthoregon.org/dwp>

October 18, 2023

Karl Frink  
City of Brownsville, PWS #4100152  
PO Box 188  
Brownsville, OR 97327

Re: Water System Survey for City of Brownsville, PWS #4100152

Dear Karl Frink:

Thank you for your time and assistance in conducting a **Water System Survey at the City of Brownsville on September 27th, 2023**. The main purpose of the survey was to evaluate the entire water system in terms of supplying safe drinking water to the public. I have enclosed a copy of the report for your records. Please let me know whether any corrections are needed.

The first page of the report lists significant deficiencies and rule violations in the system that must be corrected as soon as possible. **You must submit a written corrective action plan describing how and when the deficiencies and violations will be corrected by December 6th, 2023 (7 weeks from the date of this letter)**. Once the deficiencies and rule violations are corrected, you must send me written verification of the corrections, including the dates corrections were completed.

If City of Brownsville fails to act within the required time frame, the business must notify all persons served by the water system. A repeat public notice will be required every three months until all deficiencies are corrected, or the business is in compliance with an approved corrective action plan. You must forward a copy of the public notice to Data Management, Compliance, and Enforcement (DMCE) at P.O. Box 14450, Portland, OR 97293-0450. You may also fax the report to 971-673-0694 or email to [dwp.dmce@dhsosha.state.or.us](mailto:dwp.dmce@dhsosha.state.or.us).

The Oregon Administrative Rule (OAR) significant deficiencies and rule violations noted during the survey are as follows:

1. Per OAR 333-061-0043(1)(a), community water systems must deliver their Consumer Confidence Report (CCR) by July 1, annually. The report must contain data collected during, or prior to, the previous calendar year. The City's CCR has

City of Brownsville  
October 18, 2023  
Page 2 of 2

not been received since 2020. The City currently has two open violations for this deficiency. Please submit the most current CCR to correct this deficiency.

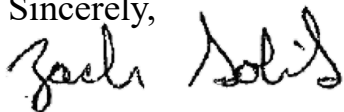
In addition, I have the following comments and recommendations:

1. Drinking Water Services has established criteria for determining whether a system has demonstrated “outstanding performance.” Systems designated Outstanding Performers may have the frequency of their water system surveys reduced from every three years to every five years. Although your water system did not meet the criteria due to the CCR late reporting, please review the enclosed handout to see what steps you can take toward receiving this designation.

A summary of the City of Brownsville’s monitoring requirements can be found on page 16. Please maintain a copy of this page and refer to it for future monitoring scheduling.

If you have any questions or concerns or would like the survey report in an alternate format, please contact me at 541-231-9077. Thank you for your assistance and cooperation.

Sincerely,



Zach Golik, P.E.  
Regional Engineer  
Drinking Water Services

CC: DWS Portland

Enc:

- City of Brownsville Water System Survey Report
- Outstanding Performance Criteria

### Deficiency Summary

Surveyor: Zach Golik

Date Corrective Action Plan is due: December 6<sup>th</sup>, 2023

County: Linn

Yes	No	Significant Deficiencies and Rule Violations:	Date to be corrected	Date corrected
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Source:</b> <i>Well construction:</i> _____ _____	_____	_____
		<i>Spring/other source:</i> _____ _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Treatment:</b> <i>Surface water treatment:</i> _____ _____	_____	_____
		<i>Disinfection:</i> _____ _____	_____	_____
		<i>Other treatment:</i> _____ _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Finished Water Storage:</b> _____ _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Distribution:</b> _____ _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Monitoring:</b> _____ _____	_____	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Management &amp; Operations:</b> Consumer Confidence Report not received _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Operator Certification:</b> _____ _____	_____	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Other Rule Violations:</b> _____ _____	_____	_____

Database Updates:  None  Inventory  Treatment  Monitoring  Page:

Comments:

**Source Deficiencies:**

*Well Construction Deficiencies:*

- + Sanitary seal and casing not watertight
- + Does not meet setbacks from hazards
- + Wellhead not protected from flooding
- + No raw water sample tap
- + No treated sample tap (if applicable)
- + No screen on existing well vent

*Spring Source Deficiencies:*

- + Springbox not impervious durable material
- + No watertight access hatch/entry
- + No screened overflow
- + Does not meet setbacks from hazards
- + No raw water sample tap
- + No treated sample tap (if applicable)

**Treatment Deficiencies/Violations:**

*Surface Water Treatment Deficiencies:*

- + Turbidity standards not met - 0030(3)
- + Turbidimeters not calibrated per manufacturer or at least quarterly - 0036(5)(b)(A)(ii)
- + Incorrect location for turbidity monitoring
- + If serving > 3,300 people no alarm or auto plant shut off for low chlorine residual
- + For conventional or direct filtration: No alarm or plant shut off for high turbidity
- + For conventional filtration: Settled water not measured daily
- + For conventional or direct filtration: Turbidity profile not conducted on individual filters at least quarterly
- + For cartridge filtration: Filters not changed according to mfg. rec. pressure differential
- + For cartridge filtration: No pressure gauges before and after cartridge filter
- + For membrane filtration: Direct integrity testing does not meet requirements under -0036(5)(d)(B)
- + For membrane filtration: Indirect integrity testing does not meet requirements under -0036(5)(d)(C)
- + For diatomaceous earth filtration: Body feed not added with influent flow.

*Disinfection Deficiencies/Violations:*

- + DPD/EPA approved method not used - 0036(9)(e)
- + Free chlorine residual not maintained - 0032(3/5)
- + Chlorine not measured & recorded - 0036(9)
- + Minimum CT required not met all times - 0032(3/5)
- + No means to adequately determine flow rate on contact chamber effluent line
- + pH, Temperature, and chlorine residual not measured daily at first user - 0036(5)(a/b)

- + Failure to calculate CT values correctly
- + No means to adequately determine disinfection contact time under peak flow and minimum storage conditions

*UV Disinfection Violations (OAR 333-0050(5)(k)):*

- + Bypass around UV system
- + Lamp sleeve not cleaned
- + Lamp not replaced per manufacturer
- + No intensity sensor with alarm or shut-off

*Other Treatment Violations:*

- + Non-NSF approved chemicals - 0087(6)
- + Corrosion control parameters not met - 0034

**Distribution System Violations:**

- + System pressure < 20 psi - 0025(7)

*Cross Connection (OAR 333-061-0070):*

- + No ordinance or enabling authority (CWS)
- + Annual Summary Report not issued (CWS)
- + Testing records not current (CWS, NTNC, TNC)
- + No Cross Connection Control Specialist (CWS ≥ 300 connections)

**Finished Water Storage Deficiencies:**

- + Hatch not locked or adequately secured
- + Roof and access hatch not watertight
- + No flap valve, screen, or equivalent on drain
- + No screened vent

**Monitoring Violations:**

- + Monitoring not current - 0025(1)
- + Unaddressed MCL violations or LCR AL exceedances - 0030
- + No Coliform Sampling Plan - 0036(6)(a)(I)

**Management & Operations Violations:**

- + No operations and maintenance manual - 0065(4)
- + Emergency response plan not completed (CWS, NTNC) - 0064
- + Major modifications not approved (plan review) - 0050
- + Master plan not current (≥ 300 con.) - 0060(5)
- + Annual CCR not distributed (CWS) - 0043(1)(a)
- + PNC or out of compliance with AO
- + Public notice not issued as required - 0042

**Operator Certification Violations:**

- + No certified operator at required level - 0065(2)
- + No protocol for under certified operator - 0225(2)

**Other Rule Violations:**

- ⊕ Significant deficiency per OAR 333-061-0076
- + Rule violation per OAR 333-061-XXX



### Inventory and Narrative

<input type="checkbox"/> <b>Outstanding Performer</b>			
<b>Type:</b>	<b>Status</b>	<b>Size</b>	<b>Season:</b> <input checked="" type="checkbox"/> All year <input type="checkbox"/> Seasonal
<input checked="" type="checkbox"/> Community (C)	Population:	1,906	Begins: (mm/dd) /
<input type="checkbox"/> Non-Transient Non-Community (NTNC)	Connections:	837	Ends: (mm/dd) /
<input type="checkbox"/> Transient Non-Community (TNC)	<b>License:</b>		<input checked="" type="checkbox"/> Not Lic. <input type="checkbox"/> Health Dept. <input type="checkbox"/> Ag
<input type="checkbox"/> Oregon Very Small (OVS)	<b>Responsible Agency:</b>		<input checked="" type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Ag
<b>Minimum WS Certification Requirements:</b>		WD: 2	WT: 1 <input type="checkbox"/> FE <input type="checkbox"/> Small WS <input type="checkbox"/> N/A
<b>Service Area Characteristics:</b>			MU
<b>Owner Type:</b>			4

For changes in operations staff contact Operator Certification: [dws.opcert@odhsoha.oregon.gov](mailto:dws.opcert@odhsoha.oregon.gov)

<b>Primary Administrative Contact (mailing address):</b>			
Contact Name:	Karl Frink	Phone:	(541) 466-3381
Title:	Public Works Superintendent	Cell:	(541) 409-3700
Street Address:	P.O. Box 188	Emergency #:	(541) 409-3700
City/State/Zip:	Brownsville, OR 97327	Email:	publicworks@ci.brownsville.or.us

<b>Center of Service Area (for public maps):</b>	
decimal degrees (e.g., 45.894357, -123.960433) or address	44.391617, -122.983277

<b>Legal/Owner/Secondary Contact (optional/not entered in SDWIS):</b>			
Contact Name:	Scott McDowell	Phone:	(541) 466-5880
Title:	City Administrator	Cell:	( )
Street Address:	255 North Main St.	Emergency #:	( )
City/State/Zip:	Brownsville, OR. 97327	Email:	admin@brownsville.or.us

<b>System Physical Address (optional/not entered in SDWIS):</b>			
Contact Name:	Karl Frink	Phone:	(541) 466-3381
Title:	Water Treatment Plant	Cell:	(541) 409-3700
Street Address:	200 Park Avenue	Emergency #:	(541) 409-3700
City/State/Zip:	Brownsville, OR. 97327	Email:	publicworks@ci.brownsville.or.us

<b>Emergency Systems Available:</b>			
Name:		PWS ID#:	41

**Narrative:**

Water sources include an infiltration gallery in the Calapooia River and four shallow wells approximately 300-400 feet from the river. The infiltration gallery is primarily used during the summer and the wells primarily in the winter, when river turbidity is too high. Water from both sources are treated at the water treatment plant nearby. The treatment includes 3 slow sand filtration. Disinfection is accomplished with sodium hypochlorite added to the chlorine contact chamber and clearwell for contact time. Along with corrosion control by adding soda ash. Treated water is pumped up to two storage reservoirs, one 1.1 MGal and one 0.25 MGal, both which gravity feed the distribution system.

Service area characteristic and owner type codes:

Service Area Characteristics		
Primary	Secondary	CODE
<b>Residential</b>	City or Town	<b>MU</b>
	Mobile Home Park	<b>MP</b>
	Subdivision	<b>SU</b>
	Rural	<b>RA</b>
	Other	<b>OR</b>
<b>Transient</b>	Recreation (parks, campground, beaches, ski areas, marinas)	<b>PA</b>
	Service Station	<b>SS</b>
	Summer Camp	<b>SK</b>
	Restaurant/Store	<b>RS</b>
	Highway Rest Area	<b>HR</b>
	Hotel/Motel, B&B	<b>HM</b>
<b>Non-Transient Non-Community</b>	Other (visitor ctr, church)	<b>OT</b>
	School	<b>SC</b>
	Institution	<b>IN</b>
	Medical Facility	<b>MF</b>
	Industrial/Agricultural	<b>IA</b>
	Day Care Center	<b>DC</b>
	Other	<b>OA</b>
<b>Other</b>	Interstate Carrier	<b>IC</b>
	Wholesaler (sells water)	<b>WH</b>
	Other Area	<b>OT</b>

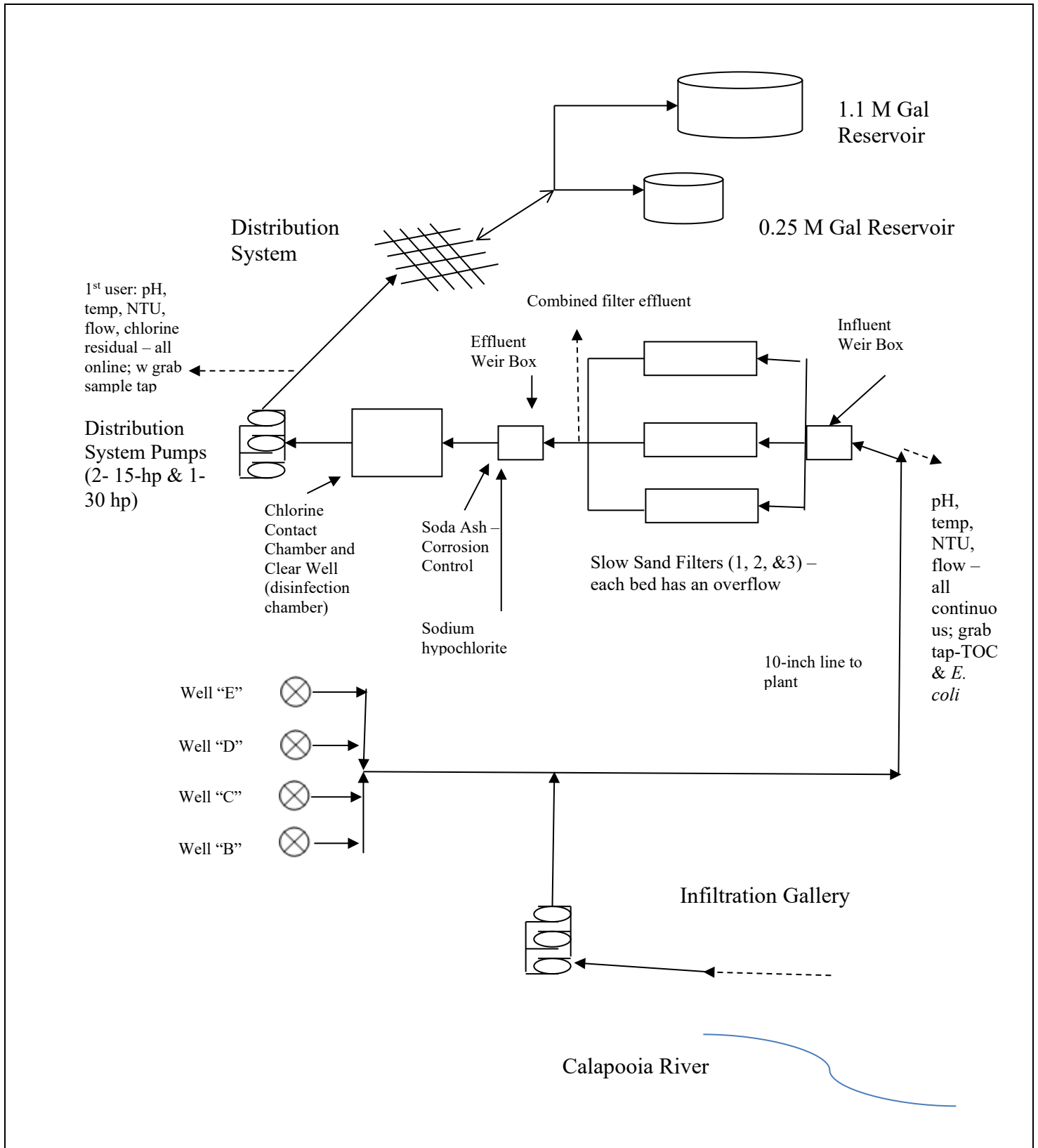
Determining System Type				
Population/Daily Use	Number of Connections	>25 Same Daily Users	≥25 Year Round Residents	System Type
<10	<4	No	No	Not a System
10 – 24	4-14	–	–	Oregon Very Small
25+	–	No	No	Transient Non-Community
25+	–	Yes	No	Non-Transient Non-Community
25+	15+	Yes	Yes	Community

Coliform Bacteria Sampling			
<b>Community systems</b>	Monthly samples based on population*		
<b>Non-Transient, Transient, Oregon Very Small Systems</b>	<b>Groundwater population served</b>		<b>Surface water</b>
	≤1000 1 per quarter	>1000 Monthly based on population*	Monthly sampling based on population*
<b>Non-Community systems operating seasonally</b>	Monthly samples based on population*		

Owner Type	Code
Federal Government	1
Private	2
State Government	3
Local Government	4
Mixed Public/Private	5

* Population	Samples per month
Up to 1,000	1
1,001 to 2,500	2
2,501 to 3,300	3
etc.	See rules or call DWS

### Water System Schematic



### Source Information

ID	Entry Points (Location where water enters distribution and is sampled)	Source Type (Ground, Surface, GWUDI, Purchased ground, Purchased surface)	Availability (Permanent, Seasonal*, Emergency) *If seasonal, indicate begin/end dates			
			Begin (M/D)	End (M/D)		
A	EP for SSF/WTP	GWUDI	Permanent			

ID	Sources (Contributing to Entry Point)	Land Use*	Capacity (GPM)	Source Type (Ground, Surface, GWUDI, Purchased ground, Purchased surface)	Availability (Permanent, Seasonal, Emergency, Abandoned, Disconnected)
AA	Calapooia River IG	B,C,G,M	380	GWUDI	Permanent
AB	Well "B" (LINN 11992)	B,C,G,M	75	Ground	Permanent
AC	Well "C"	B,C,G,M	50	Ground	Permanent
AD	Well "D" (LINN 11752)	B,C,G,M	50	Ground	Permanent
AE	Well "E" (LINN 53471)	B,C,G,M	30	Ground	Permanent

\*Land Use Codes: (A) Pristine Forest (B) Irrigated Crops (C) Non-Irrigated Crops (D) Pasture (E) Light Industry (F) Heavy Industry (G) Urban-Sewered Area (H) Rural On-Site Sewage Disposal (I) Urban On-Site Sewage Disposal (J) Rangeland (K) Managed Forest (L) Commercial (M) Recreational Use

**Yes No**

- Has the water system implemented strategies to protect their drinking water sources? (e.g., posting source area signs, notifying residents of hazardous waste collection events, provide residents information about maintaining their septic systems, abandoning unused wells, etc.)
- Is the water system interested in protecting their drinking water sources from contamination? If yes, contact regional geologist at 971-673-0405.

**Comments:**  
 River water source is an infiltration gallery that is only useable in summer. In winter when the river water turbidity is too high, the wells are used as the other water source.  
 The source is threatened as the river bank erodes downstream, effecting water flow and turbidity. Critical infrastructure has already been impacted. Since the last Drinking Water Survey the 10 inch drinking water main across the Calapooia river has broke due to changes in water flow and been repaired.

### Well Information

Source ID#: SRC-	AB	AC	AD	AE		
Source Name:	Well "B"	Well "C"	Well "D"	Well "E"		
Well log available?*	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Well log ID (e.g., COLU123, L12345)	LINN11992	Unk.	LINN11752	LINN44612		
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Well active? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pitless adaptor? .....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Sanitary seal & casing watertight?.....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Raw water sample tap? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Treated water sample tap? <input type="checkbox"/> N/A .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● If vented, properly screened? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Wellhead protected from flooding? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Concrete slab around casing?.....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Casing height ≥12-in. above slab/grade?	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Flowmeter? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pressure gauge? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pump to waste piping? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Well meets setbacks from hazards? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
If no, identify list of hazard(s) within the setback and the distance to the hazard.....						
HAZARD:						
DISTANCE (ft.):						
Protective housing? .....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
If yes, does it have:						
Heat? .....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Light? .....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Floor drain? .....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Well pump removal provision?.....	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Pump Type: (vertical turbine, submersible, centrifugal, shallow jet, deep jet)	Sub.	Sub.	Sub.	Sub.		
Bearing lubrication: (oil, or water).....	Water	Water	Water	Water		
Pumping capacity (gpm).....	75	50	50	50		

\*If no well log available, record any known information regarding depth of well, depth of grout seal, year of installation, or casing diameter in the comments section below.

**Comments:**  
Please work the Oregon Water Resource Department (OWRD) to locate and/or have a well log created for Well "C". The OWRD Well Verification Program assist with locating and/or creating a well log number. It is encouraged to have the OWRD program install identification bands on all wells in use. The contact for this program Ladeena Ashley (Ladeena.K.Ashley@water.oregon.gov) at 971-287-8218.

## **Potential Sanitary Hazards** (From OAR 333-061-0050(2)(a)(E))

The following sanitary hazards are not allowed within 100 feet of a well or spring:

- Any existing or proposed pit privy
- Subsurface sewage disposal drain field
- Cesspool
- Solid Waste disposal site
- Pressure sewer line
- Buried fuel storage tank
- Animal yard, feedlot, or animal waste storage
- Untreated storm water or gray water disposal
- Chemical (including solvent, pesticides, and fertilizers) storage, usage, or application)
- Fuel transfer or storage
- Mineral resource extraction
- Vehicle or machinery maintenance or long term storage
- Junk / auto / scrap yard
- Cemetery
- Unapproved well
- Well that has not been properly abandoned or of unknown or suspect construction
- Source of pathogenic organisms
- Any other similar public health hazards

The following are not allowed within 50 feet of a well or spring:

- Gravity sewer line
- Septic Tank

Exemptions to these setbacks must be listed and documented within the plan approval letter and in an approved construction waiver standard.

If a surface water source is located within 500 feet of a well or spring, please note the water body name and the distance to the well or spring. All groundwater sources within 500 feet to a surface water source should be considered for potential surface water influence. Check the file for correspondence. If a review has been done indicate results in comment section. If not, contact DWS at 971-673-0405.

### Alternative Technology Treatment Plant Inspection

WTP inspection done with Water System Survey

WTP inspection only

WTP ID: 41 00152 WTP Name: TP for river and wells

Date of inspection: 8/9/2023 Inspected by: Zach Golik

Plant operator: Karl Frink

Total points given: \_\_\_\_\_

Points	Visit Frequency	Check One
Low range (0-15)	With next survey	<input type="checkbox"/>
Mid-range (16-25)	Annually	<input type="checkbox"/>
High range (26 or more)	Every 6 months	<input type="checkbox"/>

**Comments:**

The water plant appeared clean, organized and generally well run.

**Source:**

Describe Intake: Infiltration Gallery perforated pipe is in base of Calapooia River, flows to manhole, then gravity fed to pump station raw water is pumped to the plant.

Describe pumping facilities: Two 15-hp and one 30-hp pumps

Watershed control information (protection plan, security measures, etc.): Water system alternates source for lowest seasonal turbidity.

Factors affecting water quality (algal blooms, logging, etc.): Natural erosion, development, climate change

**Treatment:**

Cartridge or bag filter make/model: \_\_\_\_\_

Slow sand filter  Diatomaceous earth  Corrosion control

Other treatment Describe: \_\_\_\_\_

Peak plant production rate: (gpm): 400 Comments: \_\_\_\_\_

Log removal credit given: *Giardia*: 2.0 *Crypto*: 2.0 Date: \_\_\_\_\_

**Treatment Plant:**

**Yes No** if no, check points

Is raw water turbidity data collected at least daily?  On-line  Bench-top  3 pts

• Are turbidity compliance standards met? (<1 NTU 95% of time; all < 5 NTU)  10 pts

• Is CFE monitoring location acceptable (prior to any storage)?  5 pts

Can chart recorder document turbidity > 5.5 NTU?

• Are turbidimeters calibrated according to factory specifications or at least quarterly?  5 pts

Are calibration standards valid (not expired)?

Is flow through turbidimeter within manufacturer's range?

Water system has installed ne Lovibond brand online turbidimeters, model PTV 1000.

Alternative Treatment Plant Continued:

WTP- A

If no, check points

Yes No

- Are CT's calculated correctly?  10 pts
- Is contact time based on tracer study or adequate alternative?
- pH, temperature and chlorine residual measured at or before 1<sup>st</sup> user?
- Is there a flow meter on effluent side of clearwell or adequate alternative (describe)?

- Is corrosion control practiced?
- Is it operated within parameters set by DWS?  N/A  5 pts  
Describe method of corrosion control used:

- Do all under-certified operators follow a written decision-making protocol as established by DRC?  5 pts

- Are standard plant operating procedures written and followed?  5 pts

- Are operators on site during all hours of plant operation?
- If no, is there an alarm for low EP chlorine and high CFE turbidity? (> 3300 pop. for chlorine)  5 pts

Alarm	Auto-dial at what #?	Plant shutdown at what #?	Verified? (yes/no)
High turbidity	1.0 NTU	None NTU	No
Low chlorine	0.2 mg/L	None mg/L	No

Comments:

Bag/Cartridge Filtration:  N/A

Type of pre-filtration:

- Pressure gauges before/after filter(s)
- Are filters changed according to manufacturer (e.g., pressure differential (psid))?  
At what psid/flow/etc.?  30 pts

Slow Sand:  N/A

Scraping/cleaning/ripening protocol:

Approximately 1 foot of head loss initiates hand scraping of 1" of sand off top of bed. Two out of three beds remain active through maintenance.

DE:  N/A

- Pre-coat process used? Describe: \_\_\_\_\_  30 pts
- Is body feed added with influent flow? \_\_\_\_\_  10 pts
- Is DE discarded at end of filter run?

Total Points

Comments:

SCADA system reports 0.2 mg/L low chlorine alarm at first user, 4.0 raw high NTU alarm, and 1.0 NTU high NTU alarm (after clearwell) – all instantaneously triggered with auto-dial to operators (no remote plant shut-down). Influent weirs on each bed are auto-controlled to spread out flows evenly to each bed.



**Disinfection**

No #	Disinfection Method (Chlorine Gas, Sodium Hypochlorite, On-site Generated Sodium Hypochlorite, Calcium Hypochlorite, Chloramines, Ozone, UV, Mixed Oxidants, Other)	Location	Disinfection Source Water	Residual Maintenance	Other Purpose	Proportional to Flow	Dosage Recorded
1	Sodium Hypochlorite	WTP-Effluent Weir Box	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Yes No Chlorine residuals  N/A

- Is a DPD or other EPA approved method used?
- NSF 60/61 certified (or equivalent)?
- Are entry point residuals recorded at least once per day (SWTR, GWR 4-log)?  N/A
- Is entry point residual monitoring continuous if population > 3,300 (SWTR, GWR 4-log)?  N/A
- Are distribution residuals recorded at least twice weekly?
- Are on-line chlorine analyzers verified weekly with DPD type or EPA approved test kit?  N/A

Yes No Chlorine gas  N/A

- Separate room for gas storage and feeder?
- Fan with on/off switch outside?
- Vent located next to the floor?
- Door with a window?
- Gas cylinders properly secured?
- Door that opens out?
- Self-contained breathing apparatus?
- Air scrubber system?

Yes No UV  N/A

- Does all water contact UV (no bypass)?
- Is lamp sleeve cleaned?
- Is lamp replaced per manufacturer?
- Intensity sensor with alarm or shut-off?

CT evaluation for disinfection  N/A

Disinfection Requirement:  (sw) 0.5 log inactivation Giardia  (sw) 1.0 log inactivation Giardia  
 (gw) 4.0 log inactivation viruses  (sw) log inactivation Crypto: \_\_\_\_\_  
 (gw) Minimum chlorine residual: \_\_\_\_\_ mg/l

Yes No

- Does the contact chamber have effluent flow meter or adequate alternative?  
If no, how is peak flow determined for CT calculations? \_\_\_\_\_
- Has a tracer study been conducted or adequate alternative? Tracer Study Date: 9/13/2023  
Demand flow (gpm): 415 Baffling factor (%): 70  
Volume used (gal): 36,590 Results (min): 83

Adequate alternate method for contact time? Describe:

Peak hour demand flow over the past 12 months: gpm = 427

Lowest operating volume over the past 12 months: gallons = Unk.

Yes No

- Is tracer study still valid?
- (SW only) Are pH, temp, and chlorine residual measured daily before or at the first user?
- Are CT values being calculated correctly (Describe how contact time is determined, below)?
- Are CT values met at all times (SWTR, GWR 4-log)?

**Comments:**

The water system does appear it is regularly needing exceeding the peak hourly flow demand reflected in its tracer study during summer months. Although the actual peak flow exceedance do not appear to have exceeded 10% of the tested tracer study, it is recommended to the City of Brownsville perform a new tracer study at its need peak hourly flow.

**Treatment**

Process Used*	Chemical Added**	Purpose	Location in System	Code***
Particulate Removal	N/A	Filtration	Slow Sand	P346
Hypochlorination, Post	Sodium Hypochlorite	Disinfection SW/GWUDI	Pre-clearwell	D421
PH/Alkalinity Adjustment	Soda ash	Corrosion Control	Pre-clearwell	C502

\*See "Treatment Plant Inspection" page for details on filtration. \*\*See "Disinfection" page for details on disinfection equipment. \*\*\*See Treatment Codes on back.

Yes No

- Is treatment the same as last survey? (if no, explain in comments) \_\_\_\_\_
- Is lab equipment for on-site analysis appropriate? \_\_\_\_\_
- Is equipment maintained properly? \_\_\_\_\_
- Is redundant equipment available? \_\_\_\_\_
- Are chemicals NSF Standard 60 certified or equivalent? ( N/A - no chemicals are used)
- If bypass piping is present, is there a physical separation? (SWTR, GWR 4-log, chemical MCL)  N/A
- Does system practice corrosion control?
- Is corrosion control operated within parameters set by DWS?  N/A

Describe method of corrosion control (if applicable)

**Records Kept:**

Yes / No

- Dosages
- Raw pH
- Raw temperature
- Raw turbidity and/or particle counts

Yes / No

- Flowrate
- Treated pH
- Treated temperature
- Treated turbidity

**Comments:**

Water system treatments are the same as the 2020 water system sanitary survey.

**Treatment Codes:**

**Disinfection By-products Control**

B121 Activated Carbon, Granular  
B125 Activated Carbon, Powdered  
B200 Chloramines  
B220 Chlorine Dioxide  
B240 Coagulation  
B344 Filtration, Pressure Sand  
B500 Lime-Soda Ash Addition  
B600 Rapid Mix  
B742 pH Adjustment, Pre  
EP240 Enhanced Coagulation (BEP240)  
ES240 Enhanced Softening (BES240)

**Disinfection for Surface Water/GWUDI**

D200 Chloramines  
D220 Chlorine Dioxide  
D401 Gaseous Chlorination, Post  
D403 Gaseous Chlorination, Pre  
D421 Hypochlorination, Post  
D423 Hypochlorination, Pre  
D455 Iodine  
D541 Ozonation, Post  
D543 Ozonation, Pre  
D720 Validated Ultraviolet Radiation  
D800 Mixed Oxidants, Post  
D802 Mixed Oxidants, Pre

**Disinfection or Residual Maintenance/Other for Groundwater (ZX200, ZX401, etc.)**

D361 GWR 4-log Virus Compliance Mon  
Z361 Interim 4-log Virus Compliance Mon  
X200 Residual Maintenance, Chloramines  
X401 Residual Maintenance, Gas Chlorination  
X421 Residual Maintenance, Hypochlorination  
X455 Residual Maintenance, Iodine  
X541 Residual Maintenance, Ozonation  
X800 Residual Maintenance, Mixed Oxidants  
X720 NSF-55 Class A Ultraviolet Radiation

**Dechlorination**

E121 Activated Carbon, Granular  
E627 Reducing Agent, Sulfur Dioxide

**Corrosion Control**

C143 Aeration, Diffused  
C145 Aeration, Packed Tower  
C441 Inhibitor, Bimetallic Phosphate  
C443 Inhibitor, Hexametaphosphate  
C445 Inhibitor, Orthophosphate  
C447 Inhibitor, Ortho-Polyphosphate Blend  
C449 Inhibitor, Silicate  
C501 pH/Alkalinity Adjustment-Lime  
C502 pH/Alkalinity Adjustment-Soda Ash  
C503 pH/Alkalinity Adjustment-Caustic Soda  
C504 pH/Alkalinity Adjustment-Sodium Bicarb.  
C505 pH/Alkalinity Adjustment, Calcite Contactor  
C506 Calcium Carbonate Precipitation  
C507 pH/Alkalinity Adjustment-CO2  
C550 Plumbing Replacement  
CBLEND Blending for Dilution

**Inorganics Removal (excluding As/Mn/Fe)**

I344 Filtration, Pressure Sand  
I460 Ion Exchange  
I640 Reverse Osmosis  
I999 Blending for Dilution

**Arsenic (As) Removal**

A100 Activated Alumina  
A240 Coagulation  
A320 Electrodialysis  
A343 Filtration, Greensand  
A344 Pyrolusite Filter  
A347 Membrane Filtration  
A423 Hypochlorination - arsenic  
A460 Ion Exchange  
A500 Lime Softening  
A640 Reverse Osmosis  
A742 PH Adjustment Pre - arsenic  
A900 Granular Ferric Hydroxide  
A902 Ferric Chloride Coagulation - arsenic  
ABLND Blend for dilution of arsenic

**Iron (Fe) Removal**

F143 Aeration, Diffused  
F240 Coagulation  
F341 Filtration, Cartridge  
F343 Filtration, Greensand  
F344 Filtration, Pressure Sand  
F345 Filtration, Rapid Sand  
F403 Gaseous Chlorination, Pre  
F421 Hypochlorination, Post  
F423 Hypochlorination, Pre  
F460 Ion Exchange  
F506 Calcium Carbonate Precipitation  
F543 Ozonation, Pre  
F560 Permanganate  
F640 Reverse Osmosis  
F660 Sedimentation  
F680 Sequestration  
F740 pH Adjustment

**Manganese (Mn) Removal**

M343 Filtration, Greensand  
M403 Gaseous Chlorination, Pre  
M423 Hypochlorination, Pre  
M560 Permanganate  
M680 Sequestration

**Radionuclides**

R147 Aeration, Slat Tray

**Other**

Z200 Chloramines  
Z380 Fluoridation  
Z551 Public Education for L/C  
Z580 Peroxide  
Z720 Other Ultraviolet Radiation  
ZC125 Pwd. Act. Carbon (PAC) for Cyanotoxins  
ZN520 Groundwater Filter/Strainer

**“Non-Treatment” (ZN000, etc.)**

N000 No Treatment / Not Applicable  
N349 Unfiltered, Avoiding Filtration  
N350 Unfiltered, Must Install Filter  
N996 Treatment Applied by Seller

**Organics Removal**

O121 Activated Carbon, Granular  
O145 Aeration, Packed Tower  
O160 Algae Control  
O423 Hypochlorination, Pre  
O560 Permanganate  
O640 Reverse Osmosis  
O742 pH Adjustment, Pre  
O999 Blending for Dilution

**Filtration for SW or GWUDI**

P240 Coagulation  
P341 Filtration, Cartridge  
P342 Filtration, Diatomaceous Earth  
P344 Filtration, Pressure Sand  
P345 Filtration, Rapid Sand  
P346 Filtration, Slow Sand  
P347 Filtration, Ultrafiltration  
P349 Filtration, Microfiltration  
P360 Flocculation  
P520 Microscreening  
P600 Rapid Mix  
P660 Sedimentation  
P700 Sludge Treatment  
P742 Ph Adjustment, Pre  
PP349 Natural Filtration

**Softening (Hardness Removal)**

S240 Coagulation  
S344 Filtration, Pressure Sand  
S360 Flocculation  
S460 Ion Exchange  
S500 Lime – Soda Ash Addition  
S640 Reverse Osmosis  
S680 Sequestration

**Taste/Odor Control**

T121 Activated Carbon, Granular  
T125 Activated Carbon, Powdered  
T141 Aeration, Cascade  
T143 Aeration, Diffused  
T149 Aeration, Spray  
T160 Algae Control  
T343 Filtration, Greensand  
T403 Gaseous Chlorination, Pre  
T421 Hypochlorination, Post  
T423 Hypochlorination, Pre  
T506 Calcium Carbonate Precip.  
D541 Ozonation, Post  
D543 Ozonation, Pre  
T560 Permanganate  
T580 Peroxide  
T720 Ultraviolet Radiation

### Storage and Pressure Tanks

Number	Name	Tank Type (G)round, (E)levated, (P)ressure	Tank Material (Concrete, Steel, Redwood, Plastic, Other)	Year Built	Volume (gal.)
1	Clearwell	Ground	Concrete	1998	0.037MG
2	New Reservoir	Ground	Concrete	1998	1.1 MG
3	Old Reservoir	Ground	Concrete	1940	0.25 MG

Total Volume:

Reservoir Number:	1		2		3		Total Volume:		Total Volume:	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
<b>Reservoir Features</b>										
Fence/gate? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Hatch secured (e.g. locked, bolted, etc.)? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● All tank access points watertight? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Screened vent? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overflow? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Overflow protected (screen/flap/valve)? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drain to daylight? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water level gauge? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bypass piping? (● if used for contact time) .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm for high or low levels? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate inlet/outlet? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved interior coating? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior in good condition? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual interior/exterior inspection? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning schedule? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuously disinfected? (● post '81 redwood)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pressure Tanks</b>										
Accessible for maintenance? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bypass piping? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drain? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure relief device? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air bladder/diaphragm? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valve for adding air? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments**

The old reservoir (reservoir 3) still has minimum leaks through it sidewalls. The floor manholes to the clear well have rubber gaskets installed making them water tight.

## Distribution System Information

### Service Area and Facility Map

<p><b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/></p>	<p>Does the system have a service area and facility map (indicate features on map):</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Water lines (including size and material)</td> <td><input checked="" type="checkbox"/> Sources-wells &amp; withdrawal points</td> </tr> <tr> <td><input checked="" type="checkbox"/> Treatment facilities</td> <td><input checked="" type="checkbox"/> Pressure zones</td> </tr> <tr> <td><input checked="" type="checkbox"/> Storage facilities (reservoirs)</td> <td><input checked="" type="checkbox"/> Pressure regulating valves</td> </tr> <tr> <td><input checked="" type="checkbox"/> Sampling points</td> <td><input checked="" type="checkbox"/> Booster pumps</td> </tr> </table>	<input checked="" type="checkbox"/> Water lines (including size and material)	<input checked="" type="checkbox"/> Sources-wells & withdrawal points	<input checked="" type="checkbox"/> Treatment facilities	<input checked="" type="checkbox"/> Pressure zones	<input checked="" type="checkbox"/> Storage facilities (reservoirs)	<input checked="" type="checkbox"/> Pressure regulating valves	<input checked="" type="checkbox"/> Sampling points	<input checked="" type="checkbox"/> Booster pumps
<input checked="" type="checkbox"/> Water lines (including size and material)	<input checked="" type="checkbox"/> Sources-wells & withdrawal points								
<input checked="" type="checkbox"/> Treatment facilities	<input checked="" type="checkbox"/> Pressure zones								
<input checked="" type="checkbox"/> Storage facilities (reservoirs)	<input checked="" type="checkbox"/> Pressure regulating valves								
<input checked="" type="checkbox"/> Sampling points	<input checked="" type="checkbox"/> Booster pumps								

### Distribution Data

Yes	No	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	● System pressure $\geq$ 20 psi? _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water system leakage <10%? ~18%, leakage areas known
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hydrants or blowoffs on all dead ends? <input type="checkbox"/> N/A _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Routine flushing? (How often) ~every 2 years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adequate valving? _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Routine valve turning? (How often) ~every 3-4 years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the distribution system have asbestos cement (AC) pipe? roughly 500 feet
<i>If yes, verify asbestos sampling is completed on Water Quality Monitoring Page (CWS, NTNC).</i>		

### Cross Connection Control (CWS, NTNC, and TNC)

Yes	No	N/A	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	● Assemblies tested annually? (CWS, NTNC, TNC) _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	● Ordinance or enabling authority? (CWS) _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	● Annual Summary Report submitted? (CWS) PWS missed 2022 report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	● Certified Cross Connection Control Specialist? (CWS $\geq$ 300 connections) _____

### Comments:

The water system is general planning for a new water reservoir and adding a new groundwater source.

Water Quality Monitoring

Contaminant	N/A	Number & Frequency	Next Tests Due
<b>Entry Point Sampling:</b>			
Arsenic .....	<input type="checkbox"/>	once every 9 years	2029-2037
Inorganic Chemicals (Including Nitrite) ..... (sw)	<input type="checkbox"/>	once every 9 years	2029-2037
Inorganic Chemicals (Including Nitrite) ..... (gw)	<input checked="" type="checkbox"/>		
Nitrate .....	<input type="checkbox"/>	one, annually	2023
Radionuclides (Community Water Systems Only):			
Gross Alpha .....	<input type="checkbox"/>	one every 9 years	2026-2034
Radium 226/228 .....	<input type="checkbox"/>	one every 9 years	2026-2034
Uranium .....	<input type="checkbox"/>	one every 9 years	2026-2034
SOCs .....	<input type="checkbox"/>	one every 3 years	2026-2028
VOCs (sw) .....	<input type="checkbox"/>	one, annually	2023
VOCs (gw) .....	<input checked="" type="checkbox"/>		
<b>Distribution System Sampling:</b>			
Coliform Bacteria .....	<input type="checkbox"/>	two monthly	ongoing
Asbestos (for AC pipe/asbestos geologic areas) ...	<input type="checkbox"/>	one every 9 years	2029-2037
TTHMs and HAA5s .....	<input type="checkbox"/>	one annually	2023
Lead and Copper # sites: _____	<input type="checkbox"/>		
<b>Other Sampling:</b>			
TOC .....	<input type="checkbox"/>	CH-A, one, quarterly	ongoing
Turbidity .....	<input type="checkbox"/>	every four hours	ongoing
Source Water Coliform .....	<input checked="" type="checkbox"/>		
Other (specify) _____	<input checked="" type="checkbox"/>		

- Yes**  **No**  ● Is all required monitoring current?
- Are samples collected at the correct locations in the system?

**\*\*Discuss correct sampling locations for all sampling (SRC, EP, DIST)\*\***

**\*\*Discuss proper way to collect representative samples at all locations\*\***

**\*\*Discuss possible sample reductions\*\***

- Yes**  **No**  ● Have all MCL violations or LCR AL exceedances been addressed?  N/A
- DBP's collected at correct locations?  N/A
- Does the system have a written coliform sampling plan?
- Does the plan include:
- |                                     |                          |                                     |                              |
|-------------------------------------|--------------------------|-------------------------------------|------------------------------|
| <b>Yes</b>                          | <b>No</b>                | <b>Yes</b>                          | <b>No</b>                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>     |
|                                     |                          |                                     |                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>     |
|                                     |                          |                                     |                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>     |
|                                     |                          |                                     |                              |
|                                     |                          |                                     | <input type="checkbox"/> N/A |

**Comments:**  
Groundwater source water assessment not required due to the wells be treated with 4-log surface water treatment.  
  
As of this survey date, the water system still has numerous outstand samples to report.

## Management & Operations

### O&M Manual and Emergency Response Plan

- | Yes                                 | No                       |                                                                                                               |
|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ● Does system have an operation and maintenance manual?                                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does system have an emergency response plan? (● CWS, NTNC)                                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Do any system components have auxiliary power?<br>If yes, describe: potable generator that powers entire WTP. |

### Operator Certification

- | Yes                                 | No                       | N/A                      |                                                                                                                                         |
|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ● Is the DRC identified and certified at the appropriate level?<br>If the DRC is a contract operator, how do they work with the system? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ● Does system have written protocols for under-certified operators?                                                                     |

### Plan Review/Master Plan

- | Yes                                 | No                       | N/A                      |                                                                                                                                      |
|-------------------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ● Have all major modifications been approved by DWS?                                                                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ● Does the system have a current (<20 yr. old) master plan? (Not required if < 300 connections)<br>What year was the plan completed? |

### Compliance Status

- | Yes                                 | No                                  | N/A                      |                                                                                        |
|-------------------------------------|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | ● Is water system in compliance (all orders resolved and not a priority non-complier)? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | ● Does the system issue public notice as required?                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ● Are consumer confidence reports sent to users each year?                             |

### Comments:

Consumer confidence reports not received for 2022. Violations have been issued.



## 2022 Consumer Confidence Report Certification Form

**PWS Name: City of Brownsville**

**PWS ID#: 4100152**

The public water system named above hereby confirms that its Consumer Confidence Report has been distributed to customers (and appropriate notices of availability have been given). Further, the system certifies that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the Oregon Health Authority- Drinking Water Services

### Certified by:

<b>Name:</b>	<u>Karl Frink</u>
<b>Title:</b>	<u>Public Works Superintendent</u>
<b>Phone:</b>	<u>(541)466-3381</u>
<b>Date Certified:</b>	<u>March 9, 2023</u>
<b>Date of Distributuion:</b>	<u>March 18, 2023</u>

### Check all items below that apply:

- CCR was distributed by mail or other direct delivery.
- "Good Faith" efforts were used to reach non-bill paying consumers. These efforts include the following methods as recommended by the primacy agency:
  - Posting on the internet at: [www.ci.brownsville.or.us/publicworks/page/annual-water-quality-reports](http://www.ci.brownsville.or.us/publicworks/page/annual-water-quality-reports).
  - Mailing to postal patrons within the service area of Brownsville.
  - Advertising the availability in the news media.
  - Publication in local newspaper.
  - Posting in public places (locations: City Hall, Public Works. Library)
  - Delivery of multiple copies to single bill addresses serving several people such as apartments, businesses, and large private employers.
  - Delivery to Community Organizations.
  - (for systems serving at least 100,000 persons) Posted on a publicly-accessible website.
  - Delivered to other agencies as required by the primacy agency.

*Karl Frink, Public Works Superintendent*

\_\_\_\_\_  
Karl Frink, Public Works Superintendent





# 2022

## Annual Water Quality Report

**Important information about your drinking water!**

### Our mission

The City of Brownsville is committed to providing clean, safe, quality water for everyone living and visiting our community. Our efforts include protecting and preserving our water resources, as well as enhancing our treatment processes to provide you, the consumer, with quality drinking water each time you turn on your tap.

### Introduction

Thank you for taking time to review this consumer confidence report provided to you by the City of Brownsville. This report contains important information regarding the quality of Brownsville's drinking water. Congress passed the Safe Drinking Water Act in 1974 and gave the U.S. Environmental Protection Agency (EPA) the job of making rules, National Primary Drinking Water Regulations (NPDWR), to ensure drinking water in the U. S. is safe. In 1996, Congress passed amendments requiring drinking water systems to provide consumers with important information regarding their drinking water. This information includes where Brownsville's water comes from, what is in the water, and how it compares with Federal standards. We hope you find this report useful with regards to the safety of your drinking water.

### Where does our water come from?

Brownsville's water sources are a well field and an infiltration gallery located in the southwest corner of Pioneer Park adjacent to the Calapooia River. Due of the close proximity of the river, the City's water sources are classified as "groundwater under the direct influence of surface water", which means that our source water comes from beneath the surface of the ground, but has significant or rapid shifts in water characteristics, such as pH, temperature and turbidity (clarity). The infiltration gallery is located under the Calapooia River and serves as the primary water source during the spring, summer and fall months of the year. The other water source, the well field, serves as our water source during the winter months when the river water is muddy and undesirable for treatment. The wells located in the well field, while still very close to the river, are classified as a ground water source, which means the source is located beneath the surface of the ground, and the water characteristics are relatively stable with only subtle fluctuations in pH, temperature, and turbidity. The City has a source water assessment report from the Department of Environmental Quality (DEQ) and the Oregon Health Authority (OHA), which provides additional information such as the delineation of water sources (watershed), potential sources of contamination and other perils within our watershed area. Copies of this report are available for review at City Hall and the Public Works Department.

### Information about source water

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

*Contaminants that may be present in source water include:*

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, and can also, come from gas stations, urban storm water runoff, and septic systems.
- Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

This report shows our water quality and what it means. If you have any questions regarding our water, please contact our Public Works Department at (541) 466-3381, Monday through Friday, from 7:00am – 4:00pm, City. If there is no answer, please leave a message and we will get back to you as soon as possible. You may also attend the regular City Council meetings on the fourth Tuesday of each month at 7:00pm at Brownsville City Hall. If there is an emergency, please call Karl Frink, Public Works Superintendent at (541) 409-3700.

The City of Brownsville routinely monitors for constituents in your drinking water according to Federal and State law. Some of the constituents include total coliform, arsenic, disinfection by-products (trihalomethanes and haloacetic acids), lead and copper and arsenic. This report shows the results of the City’s monitoring for the period of January 1, 2020 to December 31, 2020. As water travels over the land or underground, it can pick up substances or contaminants such as microbes, inorganic and organic chemicals and radioactive substances. All drinking water, *including bottled drinking water*, may reasonably be expected to contain at least small amount of some constituents. *It is important to remember the presence of these constituents does not necessarily pose a health risk.* More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency’s Safe Drinking Water Hotline at (800)426-4791, or on the internet at: <http://www.epa.gov/federal-agencies/drinking-water-hotline>. For more information regarding the EPA’s Safe Drinking Water Act, please visit the EPA’s website at: [www.epa.gov/sdwa](http://www.epa.gov/sdwa).

### Terms and abbreviations used in this report

*In this report, you may find some unfamiliar terms and abbreviations. To help you better understand these terms we have provided the following definitions:*

**Non Detects (ND)** – laboratory analysis indicated the constituent is not present.

**Part per million (ppm) or Milligrams per liter (mg/L)** – one part per million corresponds to one minute in two years or a single penny in \$10,000.

**Parts per billion (ppb) or Micrograms per liter (mcg/L)** – one part per billion corresponds to one minute in 2000 years or a single penny in \$10,000,000.

**Parts per trillion (ppt) or Nanograms per liter (ng/L)** - one part per trillion corresponds to one minute in 2,000,000 years or one penny in \$10,000,000,000.

**Parts per quadrillion (ppq) or Picograms per liter (pg/L)** - one part per quadrillion corresponds to one minute in 2,000,000,000 years or one penny in \$10,000,000,000,000.

**Picocuries per liter (pCi/L)** – Picocuries per liter is a measure of the radioactivity in water.

**Millirems per year (mrem/yr)** – Measure of radiation absorbed by the body.

**Million Fibers per Liter (MFL)** – Million fibers per liter is a measure of the presence of asbestos fibers that are longer than 10 micrometers.

**Nephelometric Turbidity Unit (NTU)** – Nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

**Variations & Exemptions (V&E)** – State of EPA permission not to meet an MCL or a treatment technique under certain conditions.

**Action Level** – The level of a contaminant that, if exceeded, triggers treatment or other requirements which a water system must follow.

**Treatment Technique (TT)** – a required process intended to reduce the level of a contaminant in drinking water.

**Maximum Contaminant Level (MCL)** – The “Maximum Allowed” (MCL) is the highest level of a contaminant that is allowed in drinking water. MCL’s are set as close to the MCLG’s as feasible using the best available treatment technology.

**Maximum Contaminant Level Goal (MCLG)** – The “Goal” (MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLG’s allow for margin of safety.

**Total Coliform:** The Total Coliform Rules require water systems to meet a stricter limit for coliform bacteria. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public by newspaper, television or radio. To comply with the stricter regulations, we have increased the average amount of chlorine in the distribution system.

**Nitrates:** As a precaution, we always notify physicians and health care providers in this area if there is ever a higher than normal level of nitrates in the water supply.

**Lead:** Lead in drinking water is rarely the sole cause of lead poisoning, but it can add to a person's total lead exposure. All potential sources of lead in the household should be identified and removed, replaced or reduced.

**Copper:** Copper is an essential nutrient, but some people who drink water-containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water-containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal doctor.

### Important! Please note!

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline at (800)426-4791 or visit: [www.epa.gov/ground-water-and-drinking-water](http://www.epa.gov/ground-water-and-drinking-water) for any questions you may have.

### Summary of test results for 2021

#### Microbiological Contaminants

Contaminant Description	Violation (Y/N)	Level Detected	MCLG	MCL	Likely Source of Contamination
Total Coliform Bacteria	N	ND	0	Presence of Coliform in any monthly sample.	Naturally present in the environment.
Fecal Coliform	N	ND	0	A routine sample and repeat samples are total coliform positive, and one is also fecal of E.coli positive.	Human and animal fecal waste.
Turbidity (NTU)	N	0.361 NTU	N/A	TT (NTU) 95% <1 NTU All < 5 NTU	Soil run off.
	N	100%		TT= percentage of samples <1 NTU	

#### Disinfection By-Products

Contaminant Description	Violation (Y/N)	Level Detected	MCLG	MCL	Likely Source of Contamination
Haloacetic Acids (HAA5's) (ppb)	N	5.04 ppb	N/A	60 ppb	Byproduct of drinking water disinfection
Total Trihalomethanes (TTHM's) (ppb)	N	14.9 ppb	N/A	80 ppb	Byproduct of drinking water chlorination.

#### Inorganic Contaminants

Contaminant Description	Violation (Y/N)	Level Detected	MCLG	MCL	Likely Source of Contamination
Arsenic	N	ND	0	10 ppb	Erosion of natural deposits; runoff from orchards; runoff from glass and electronic production wastes.
Nitrates	N	ND	10	100 ppb	Runoff from fertilizer; leaching from septic tanks, sewage; erosion of natural deposits.
Lead	N	0.0 ppb	0	15.5 ppb	Corrosion of household plumbing systems; erosion of natural deposits.
Copper	N	0.0 ppb	1.3	1350 ppb	Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Asbestos	N	ND	7	7 MFL	Decay of asbestos cement water mains; erosion of natural deposits.

## Essential things to know about water

Inadequately treated water may contain disease causing organisms. These organisms include bacteria, viruses, and parasites, which can cause symptoms such as nausea, cramps, diarrhea, and associated headaches. The City of Brownsville built a new slow sand filter water treatment plant to provide adequate treatment and remedies for making our water safe. This new water plant went on line in 1998. We added soda ash to the treatment process of our water to adjust the pH of the water. Adjusting the pH of the water helps prevent the leaching of lead in the plumbing of your home. By making these improvements to our water system, we successfully completed two rounds of lead sampling during the year 1999. That success reduced our sampling requirement for lead from twice yearly to once every three years. We also passed the Phase II & V testing requirements. We successfully completed our lead and copper sampling in 2021 and will sample again in 2024 per the OHA drinking water requirements.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The City of Brownsville is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or on the web at: [www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-information](http://www.epa.gov/ground-water-and-drinking-water/safe-drinking-water-information).

## Source water assessment report

The 1996 Amendments to the Safe Drinking Water Act require that all states conduct Source Water Assessments for public water systems within their boundaries. The assessments consist of (1) identification of the Drinking Water Protection Area, i.e., the area at the surface that is directly above that part of the aquifer that supplies groundwater to our well(s), (2) identification of potential sources of pollution within the Drinking Water Protection Area, and (3) determining the susceptibility or relative risk to the well water from those sources. The purpose of the assessment is to provide water systems with the information they need to develop a strategy to protect their drinking water resource if they choose. The respective Drinking Water Programs of the Department of Human Services and Environmental Quality have completed the assessment for our system. A copy of the report is on file at the Public Works Department and City Hall.

The aquifer(s) supplying water to our well(s): Willamette (sand and gravel). For additional information regarding the Willamette aquifer, please visit: [www.oregon.gov/owrd/pages/index.aspx](http://www.oregon.gov/owrd/pages/index.aspx).

## Cross connection and backflow prevention

This past year the City of Brownsville has been very active with its' Cross Connection Control Program. The Program has been updated and new regulations and requirements have been implemented. This is a Federal and State required program to help protect our water system from potential cross-connection problems and the life threatening conditions when back siphoning or back pressure can be present. Many people don't understand the need for this program; however, there are many deaths across the nation each year where these programs are not in place. The City requires that all backflow devices be tested annually as required in the regulations. The City also provides a backflow device testing program to have any device tested annually at a reduced rate to our residents. Please call our Public Works Department at (541) 466-3381 if you would like to participate, or have any questions concerning this program. We can also be reached by email at: [publicworks@ci.brownsville.or.us](mailto:publicworks@ci.brownsville.or.us)

## Valuable reminder about drinking water!

All drinking water, *including bottled water*, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water is dangerous or poses a health risk. While industry marketing campaigns promote the notion that bottled water is best, please remember, at this time, bottled water is not required to meet the same high quality standards as municipal water. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water hotline at 1-800-426-4791, or on the web at: <https://www.epa.gov/ground-water-and-drinking-water>.

MCL's are set at very stringent levels. To understand the possible health effects described for many regulated constituents, a person would have to drink 2 liters of water every day at the MCL level for a lifetime to have a one in a million chance of having the described health effect.

In our continuing efforts to maintain a safe and dependable water supply, it may be necessary to make improvements to the City's water system. The costs of these improvements may be reflected in the rate structure. Rate adjustments may be necessary in order to address these improvements. Income from water rates is used only to operate and maintain the water system and is required by law to be self-supporting.

The City of Brownsville continually works to meet and exceed all drinking water standards and requirements, and to provide top quality water to every tap. It is important that each of us help us protect our water sources to keep our water safe today, tomorrow and for generations to come. Thank you for taking the time to review this report. The City of Brownsville takes pride in serving our community and providing the quality customer service you deserve.

**City Website**

**[www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)**

Our website is updated regularly and new information is available. The updates include information such as City Council meeting minutes, local activities, newsletters, contact information, municipal codes, meeting information, job openings, and more. Please feel free to visit our website any time for additional information.

**Oregon Health Authority Website**

**[www.oregon.gov/oha/ph/healthyenvironments/drinkingwater](http://www.oregon.gov/oha/ph/healthyenvironments/drinkingwater)**

**Public Works Contact Information**

Karl Frink, Public Works Superintendent

**Office:** (541)466-3381

**Mobile/ Emergency:** (541)409-3700

**Fax:** (541)466-5118

**Email:** [publicworks@ci.brownsville.or.us](mailto:publicworks@ci.brownsville.or.us)

**Mail:** P.O. Box 188, Brownsville, OR 97327

**S. Scott McDowell**

**From:** Oregon Cascades West Council of Governments <communications@ocwco.org>  
**Sent:** Friday, September 29, 2023 10:20 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** OCWCOG Opens New Corvallis Office

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**Oregon Cascades West Council of Governments**  
1400 Queen Ave SE Suite 201, Albany, OR 97322  
OCWCOG.org

## Oregon Cascades West Council of Governments Opens New Corvallis Location



Oregon Cascades West Council of Governments (OCWCOG) is excited to announce a significant milestone in our ongoing commitment to serve our region with the opening of a new office location in Corvallis. The new office, located at 1121 NW Ninth Street in the former Keller Williams building, will soon house staff dedicated to Senior and Disability Services, Community Service Programs, the Corvallis Area Metropolitan Planning Organization (CAMPO), and the Benton

County Veteran Service Office. Like our other offices in Linn and Lincoln Counties, the new location is poised to become a hub of resources, information, and assistance that caters to the diverse needs of veterans, seniors, individuals, and families throughout the region.

The Benton County Veteran Service Office, staffed by OCWCOG in partnership with the Benton County Board of Commissioners, was previously located two blocks to the south. This move will enhance the collaboration and support provided to veterans in the Benton County area, giving them streamlined access to other services provided by OCWCOG.

"We are excited to have a permanent footprint in Benton County where veterans and seniors can receive easy access to services," said OCWCOG Executive Director Ryan Vogt. "Now, under one roof, we will have a dedicated space to serve the Corvallis and Benton County community in a variety of ways."

The Corvallis office will be operating on an appointment-only basis for Veteran and Senior and Disability Services while we transition to the new location. Please call the numbers listed below to schedule your appointment. We look forward to welcoming you to our new location and serving the Benton County region in a greater capacity!

***Please call in advance to schedule an appointment while we are operating on an appointment-only basis. To make an appointment with Benton County Veteran Service Office, call 541-368-7100. For Senior and Disability Services appointments, please call 541-967-8630.***



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**Our mailing address is:**

1400 Queen Ave SE  
Albany, OR 97321

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LOC News

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## Legislature Takes Testimony on Measure 110

Two legislative committees took testimony Thursday from the Oregon Health Authority (OHA) and public safety experts regarding the implementation and impact of Ballot Measure 110 (M110). Measure 110 was passed by the voters in 2020 and decriminalized simple possession of narcotics and devoted marijuana tax revenue to harm reduction and treatment programs.

The OHA testified on the implementation of HB 2513, which provided improvements to the administration of M110 resources, and on the progress of grants supplied to harm reduction and treatment providers. Grants Pass Police Chief Warren Hensman testified to the challenges Oregon police departments are experiencing as they address the state's ongoing substance abuse crisis.

LOC staff anticipate additional work by the Legislature ahead of the 2024 short session in February.

**Contact:** Scott Winkels, Lobbyist

*Last Updated 9/29/23*





## LOC News

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### **Oregon Court of Appeals Opinion Rules in Favor of Public Bodies**

On September 27, the Oregon Court of Appeals published a long-awaited **opinion** in favor of public bodies. In *Moore v. Portland Public Schools*, the court held that both plaintiffs in this case filed insufficient Oregon Tort Claim Act notices in their complaints against Portland Public Schools. The court affirmed the trial court's ruling granting the school district's motion to dismiss the claims based on insufficient notice because the conduct in question occurred more than 180 days before the filing of the complaint.

The League of Oregon Cities filed an amicus brief, arguing only on the narrow issue of the importance of the Oregon Tort Claim Act requirements being strictly applied, based on the statutory language as to what constitutes a valid tort claim notice, including what specific information must be contained within a notice to be considered valid. This case is important for all Oregon public bodies—including cities. The opinion is an important win for cities because the statutory requirements of the Oregon Tort Claim Act, pursuant to ORS 30.275, were strictly enforced by the judiciary.

Special thanks to Janet Schroer, partner at Hart Wagner LLP, for her work representing the LOC, the Association of Oregon Counties, and CIS in this matter.

**Contact:** Jayme Pierce, General Counsel - [jpierce@orcities.org](mailto:jpierce@orcities.org)

*Last Updated 9/29/23*

# LINN COUNTY

Total population  
**127,200**

Total land area  
**2,309 mi<sup>2</sup>**

Rural population  
**34%**

Net migration, 2020-2021  
(per 1,000 population)  
**14**



Public land  
**39%**

Developed/cultivated land  
**27%**

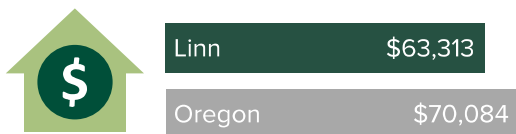


★ County seat  
○ Largest community

## FEDERALLY RECOGNIZED TRIBES



## MEDIAN HOUSEHOLD INCOME



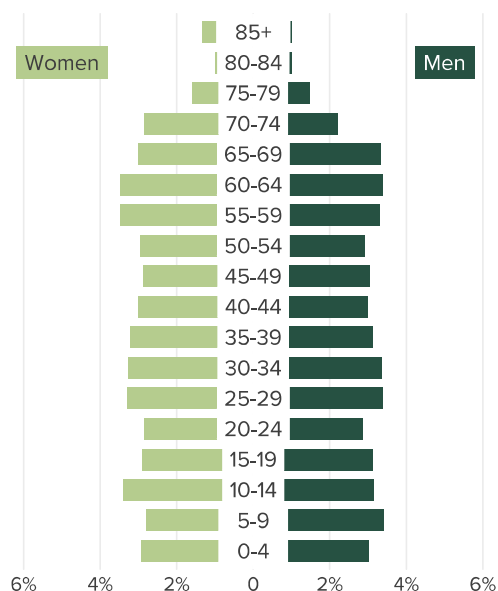
## HOUSEHOLDS IN FINANCIAL HARDSHIP



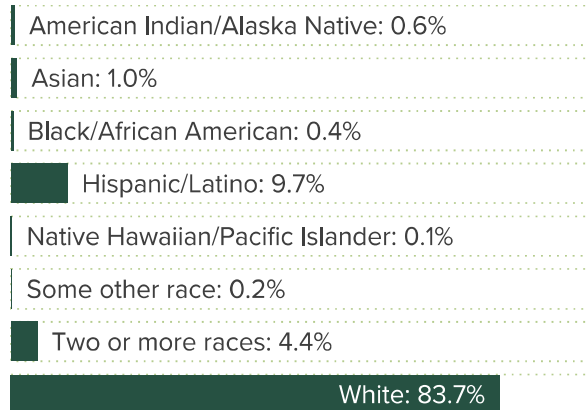
## LIFE EXPECTANCY



## POPULATION BY AGE



## POPULATION BY RACE/ETHNICITY



## TOP EMPLOYMENT INDUSTRIES



Educational services



Food services and drinking places



Social assistance

## COVER STORY

# 'FIRMAGEDDON' STRIKES OREGON HARD THIS SUMMER

Prolonged drought has accelerated the death of Douglas fir, Oregon's state tree

STORY BY DAMIAN MANN

**P**rolonged drought has taken an alarming toll on Oregon's forests this year, accelerating the death of the state's official tree, the Douglas fir.

Many areas of the state are enduring what's been called "firmageddon," which has struck particularly hard in southwest and Eastern Oregon.

A recent survey by the U.S. Forest Service found some hot spots — or hillsides where 10% to 30% of the fir trees are dead or dying, including the Ashland watershed, Applegate Valley, Canyonville, Tiller and in the Bureau of Land Management's Medford District.

In Central Oregon near Prineville and other locations farther east, so-called edge forests with small stands of Douglas fir are dying next to more drought-tolerant trees. Some areas in Washington are also reporting fir die-offs.

In many Oregon locations, the death of firs is obvious as large reddish swaths spread across formerly lush green hillsides and mountains.

"Forests are really stressed out by all the drought," said Laura Lowrey, a forest entomologist with the U.S. Forest Service Southwest Oregon Service Center.

Less rain, higher summer temperatures and warmer winters continue to take their toll on stressed trees, prompting beetles to attack them more vigorously.

Lowrey said the die-off is particularly noticeable at elevations between 2,000 and 3,000 feet.

Forests in Southern Oregon along the Northern California border are some of the hardest hit, she said. Sugar pines seem to better endure the more arid conditions, Lowrey noted.



▲ A U.S. Forest Service survey in 2022 found fir die-offs occurring on more than 1.23 million acres in Oregon and Washington. Pictured are dying fir trees (reddish) above Ashland. PHOTO BY JAMIE LUSCH



▲ John Maurer shows stands of dead Douglas firs (reddish trees on hillside) above Ashland. PHOTO BY DAMIAN MANN

Above Ashland, the city is preparing to log by helicopter this winter to remove vast stands of dead trees to reduce the chance of a catastrophic fire.

The hillsides above this popular tourist town displayed reddish swaths this spring where Douglas firs died. Eventually the reddish needles turn gray and fall to the ground.

Siskiyou Mountain Park, a popular 300-acre woodland above town, has been particularly hard hit.

Property owners less than a mile from Southern Oregon University hired a local forester to clear dead or dying Douglas firs to provide more defensive space around their homes.

Joe Powell, an Ashland forester, has been removing dead trees from a number of private properties just above Ashland.

He said flatheaded beetles have multiplied in the dense foliage above town, taking advantage of the weakened conditions of firs struggling to survive in the increasingly hotter climate.

Powell tries to salvage dying Douglas firs and sell them to wood products companies to help offset the cost of tree removal on properties.

Firmageddon, the portmanteau that initially referred to the die-off of white firs over the past decade, is now used to describe the toll taken on many types of trees.

Douglas fir, despite its name, is actually a conifer in the pine family.

Most areas of the Pacific Northwest have seen a significant drop in rainfall over the past two decades along with warmer winters, hotter summers and a beetle infestation.

A U.S. Forest Service survey in 2022 found fir die-offs occurring on 1.23 million acres in Oregon and Washington.

Another Forest Service study estimated that between 1975 and 2019 nearly a half-million trees were killed by the flatheaded fir borer, but more trees died from 2015 to 2019 than in the previous four decades. ■

Reach writer Damian Mann at [dmannnews@gmail.com](mailto:dmannnews@gmail.com).

Coastal areas so far don't seem to be as impacted, Lowrey said. "The Umpqua still seems OK," she said.

Lowrey said aerial mapping of forests is followed up by on-the-ground inspections to better assess the die-off.

Over the next few weeks, as we approach the driest part of summer, Lowrey expects more dying trees to become apparent.

If current trends continue, she expects 90% of the firs in some areas to die over the next five years.

Still, she remains hopeful that pockets of fir forests will remain in areas that have been hit the hardest.

Lowrey said the dilemma going forward is how to manage the changing forest landscape, pointing out that thinning operations and prescribed burns are labor intensive and expensive.

## Goals 2023-2024



1. Focus on the Fundamentals.
  - ★ *Protect & manage Brownsville's treasury.*
  - ★ *Foster cooperative and productive relationships both internally & externally.*
  
2. Advocacy Plan.
  - ★ *Create an advocacy committee charged with developing an advocacy strategy complete with written policy statements as an effort to participate in the State legislative process and in the Federal legislative process when appropriate.*
  - ★ *Focus on home rule with other stakeholders, partnerships, and other regional efforts to strengthen City policy positions.*
  - ★ *Monitor new laws, tort limits, and recreational immunity protections for local amenities.*
  
3. Capital Improvements Plan.
  - ★ *Complete Rec Center Renovation project.*
  - ★ *Complete the GR 12 Waterline extension.*
  - ★ *Plan for new sewer lagoon along with operational improvements.*
  - ★ *Plan for construction of new pavilion and relocation of the playground.*
  - ★ *Analyze new TMDL plan.*
  
4. Community Development Plan.
  - ★ *Refine Brownsville Municipal Code to better reflect actual practice.*
  - ★ *Adopt building rules and standards to preserve and promote the historic aesthetic.*
  - ★ *Continue the local & regional emergency preparedness efforts.*
  - ★ *Support youth activities with community partners.*
  
5. Economic Development Plan.
  - ★ *Participate in regional efforts and opportunities with partner cities.*
  - ★ *Support and implement the Rural Economic Alliance's 5-year strategic plan.*
  - ★ *Complete and implement the Land Use inventory.*
  
6. Water Rights.
  - ★ *Explore possible additional water source options.*
  - ★ *Continually work on monitoring and perfecting City water rights.*
  - ★ *Implement the State required Water Management & Conservation Plan.*
  
7. Organizational Development.
  - ★ *Review Council rules and policies.*
  - ★ *Focus on Council leadership development & training.*
  - ★ *Foster positive and effective working relations between Council and Staff.*
  - ★ *Maximizing social media efforts to promote City projects and events.*
  - ★ *Focus on recognizing volunteers, meeting training and procedures for all official boards & committees.*



## 2023-2024 Council Values

### Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

### A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsville citizens care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

### Tag line

***Brownsville:*** Where People Care, Business Thrives, and History Lives

### ***Who we are?***

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

### ***What do we want for Brownsville?***

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:



- |                         |                            |
|-------------------------|----------------------------|
| 1. Treasury Health      | 7. Contract Administration |
| 2. Water                | 8. Personnel               |
| 3. Sewer                | 9. Police Protection       |
| 4. Capital Improvements | 10. Municipal Court        |
| 5. Parks                | 11. Library Services       |
| 6. Streets              | 12. Planning & Zoning      |

**Organizational Development**

- Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
- Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
- Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.
- Civil Rights Act of 1964.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in the community and from developing in the City's organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans and vulnerable populations.

**NOTES:** Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

**THE PROCESS OF PROGRESS**

1. Recognize & Identify
2. Accept & Agree
3. Strategize & Develop Action Steps



- 4. Implement & Execute
- 5. Review Outcomes

**LEXIPOL’S 10 FAMILIES OF RISK MODEL**

- 1. External Risks
- 2. Legal & Regulatory Risks
- 3. Strategic Risks
- 4. Organizational Risks
- 5. Operational Risks
- 6. Information Risks
- 7. Human Resources Risks
- 8. Technology Risks
- 9. Financial and Administrative Risks
- 10. Political Risks

***How are expectations set in City Government?***

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion



**Decision Making**

- 1. General Liability
- 2. Legal Implication
- 3. Legality
- 4. Precedence
- 5. Staff Capacity
- 6. Need or Want
- 7. Political Lift or Will
- 8. Support or Lack of
- 9. Resource Management
- 10. Community Implications



**MONTH END FINANCIAL RECAP**

		SEPTEMBER 2023					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 22,549.21	\$ 346,085.56	\$ 740,970.57	16.20%	\$ 3,834,036.43	1
2	WATER	\$ 58,230.45	\$ 39,120.26	\$ 155,510.34	10.99%	\$ 1,260,139.66	2
3	SEWER	\$ 39,088.74	\$ 20,247.61	\$ 91,224.13	9.53%	\$ 866,365.87	3
4	STREETS	\$ 19,385.57	\$ 18,506.58	\$ 56,234.55	16.11%	\$ 292,900.45	4
5	WATER BOND	\$ 424.81	\$ -	\$ 33,272.73	53.67%	\$ 28,717.27	5
6	SEWER BOND	\$ 891.15	\$ -	\$ 201,652.24	45.42%	\$ 242,347.76	6
7	SEWER DEBT FEE	\$ 11,550.59	\$ -	\$ 36,280.55	26.87%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 722.49	\$ -	\$ -	0.00%	\$ 188,800.00	8
9	WATER RESERVE	\$ 2,562.76	\$ -	\$ -	0.00%	\$ 175,300.00	9
10	HOUSING REHAB	\$ 11,919.74	\$ -	\$ -	0.00%	\$ 222,000.00	10
11	WATER SDC	\$ 888.50	\$ -	\$ -	0.00%	\$ 241,960.00	11
12	SEWER SDC	\$ 2,926.64	\$ -	\$ -	0.00%	\$ 758,500.00	12
13	STORMWATER SDC	\$ 1,080.60	\$ -	\$ -	0.00%	\$ 277,575.00	13
14	BIKEWAY/PATHS	\$ 368.26	\$ -	\$ -	0.00%	\$ 63,730.00	14
15	LIBRARY TRUST	\$ 30.23	\$ -	\$ -	0.00%	\$ 7,650.00	15
16	CEMETERY	\$ 32.92	\$ -	\$ -	0.00%	\$ 9,040.00	16
17	TRANSIENT ROOM TX	\$ -	\$ -	\$ -	0.00%	\$ -	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,985.00	19
20	COMMUNITY PROJECTS	\$ 340.39	\$ 3,973.00	\$ 9,023.00	11.99%	\$ 66,227.00	20
		\$ 172,993.05	\$ 427,933.01	\$ 1,287,887.56			

Key Bank Account	
General Checking	\$ 106,283.30
Oregon State Treasury	\$ 5,641,780.83
Community Improvements	\$ 175.09
Project Escrow Holding	\$ 41,055.58
Project Holding Acct #2	\$ 53,873.83
CLRC Renovation Acct	\$ 606,919.90
<b>TOTAL OST / LGIP</b>	<b>\$ 6,343,805.23</b>

2023-2024	YTD	% of Total
Appropriated	\$ 8,545,274.44	13.10%

Total Bonded Debt (Principal Only)
\$ 172,298.00
\$ 5,520,000.00
\$ 5,692,298.00

Total Bonded Debt is \$8,438,044 (Principle & Interest)

Annual Bond Payment	
Water	\$ 45,167.05
Wastewater	\$ 307,259.95
<b>Total</b>	<b>\$ 352,427.00</b>

ARPA Funds   SLFRP	\$404,801.67	Total Funds Received
(American Rescue Plan Act)	\$202,457.75	Funds Disbursed

Previous Month Court Revenue **\$296.35**