



**City of Sutherlin  
Open Discussion/Plans & Reports  
Monday, August 27, 2018  
Sutherlin Library Meeting Room  
6:30pm & 7:00pm**

**AGENDA**

**Mayor Todd McKnight**

Council President Luzier

Councilors Boggs, Stone, Sumner, Tomlinson, and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**

- 4. AGENDA CONFIRMATION**
  - a. September 10, 2018 Agenda

- 5. a. COUNCIL PRIORITY PROGRESS REPORT**

- b. COUNCIL COMMENTS**

- 6. COUNCIL BUSINESS**

- a. Ordinance No. 1064 – 2017 Water Master Plan (second reading & adoption)
- b. Resolution 2018.14 – Water Management & Conservation Plan
- c. Ordinance No. 1065 – Amending Section 5.08.040 – Street Vendor Insurance Policy Requirements (second reading & adoption)
- d. Ordinance No. 1066 – Amending Section 5.12.170 – Taxicab & Limousine Insurance Policy (second reading & adoption)
- e. Resolution 2018.15 – Establishing Insurance Liability Limits
- f. LOC Voting Delegate
- g. Vehicle Purchase Approval – Public Works

- 7. WORKSHOP**

- 8. REPORTS**

- a. Fire Services Update

- 9. ADJOURN**

**EXECUTIVE SESSION** – ORS 192.660(2) (i) – Performance Evaluations of Public Officers and Employees

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*



# **Call to Order & Flag Salute**





# ROLL CALL





# Introduction Of Media





# **AGENDA CONFIRMATION**





**City of Sutherlin  
Regular Council Meeting  
Monday, September 10, 2018  
Civic Auditorium – 7:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Luzier  
Councilors Boggs, Stone, Sumner, Tomlinson, and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**5. PRESENTATIONS**

**6. CONSENT AGENDA**

- a. August 13, 2018 Minutes – Regular Meeting
- b. August 27, 2018 Minutes – Workshop

**7. COUNCIL BUSINESS**

- a. Nonpareil Water Treatment Plant Sodium Hypochlorite Improvement Approval
- b. Safe Drinking Water Grant Acceptance and IFA Loan Approval
- c. Ordinance – Repealing SMC 17.64.050 – Signs (first reading, title only)

**8. REPORTS**

- a. City Fees

**9. STRATEGIC PLAN UPDATE** (Reports in Council Packet)

**10. CITY COUNCIL COMMENT**

**11. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**12. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*



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# **COUNCIL PRIORITY PROGRESS REPORTS**

**\*\*\***

## **COUNCIL COMMENTS**





# **COUNCIL BUSINESS**







126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Ordinance No. 1064</b> – Sutherlin Water Master Plan, Planning File 18-S009				Meeting Date:	08-27-2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Brian Elliott, Community Development Director, Kristi Gilbert, Community Development Specialist				City Manager Review <input checked="" type="checkbox"/>	
<b>Attachments:</b> Notice of Enactment, Ordinance No. 1064, and Exhibits A (see August 13 <sup>th</sup> packet) & B					

### WHAT IS BEING ASKED OF COUNCIL?

The Council to approve the second reading & adoption of Ordinance No. 1064 adopting above referenced 2017 Water Master Plan, Comprehensive Plan Amendment and Public Facility Plan Amendment.

### EXPLANATION

Council held a Public Hearing at the August 13<sup>th</sup> meeting and approved the first reading of the ordinance adopting the 2017 Water Master Plan, Comprehensive Plan Amendment and Public Facility Plan Amendment.

### OPTIONS

1. Approve the second reading of Ordinance No. 1064 adopting the 2017 Water Master Plan, Comprehensive Plan Amendment and Public Facility Plan, or;
2. Not to approve the second reading of Ordinance No. 1064 adopting the 2017 Water Master Plan, Comprehensive Plan Amendment and Public Facility Plan Amendment.

### SUGGESTED MOTION(S)

To approve the second reading & adoption of Ordinance No. 1064 adopting the 2017 Water Master Plan, Comprehensive Plan Amendment and Public Facility Plan.



# *City of Sutherlin*

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## **NOTICE OF ORDINANCE ENACTMENT**

### **ORDINANCE NO. 1064**

**“AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING THE 2017  
WATER MASTER PLAN (WMP).”**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR  
COUNCIL MEETING OF**

**1<sup>ST</sup> READING - MONDAY, AUGUST 13, 2018 @ 7PM  
2<sup>ND</sup> READING – MONDAY, AUGUST 27, 2018  
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

**Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City’s expense for providing the copy.**

**Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor’s Center and the City’s website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).**

Posted this day, August 6, 2018  
By Diane Harris  
City Recorder

**ORDINANCE NO. 1064**

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING THE 2017 WATER MASTER PLAN (WMP),**

**WHEREAS**, the City adopted Ordinance 969, adopting the 2006 Water Master Plan amending the Public Facility Plan and the Comprehensive Plan for the City of Sutherlin; and

**WHEREAS**, with increase in population and water usage per capita, and evolving variables, the City determined there was a need for an updated assessment of the water system and a new Water Master Plan; and

**WHEREAS**, the Sutherlin Planning Commission held a properly noticed public hearing on June 19, 2018 to consider the adoption of a new Water Master Plan. Following the public hearing, the Planning Commission passed a motion to recommend that the City Council approve the proposed Water Master Plan; and

**WHEREAS**, Pursuant to Section 4.2.150 of the Sutherlin Development Code, notice of a public hearing before the City Council was given, and the public hearing on the Water Master Plan was conducted on August 13, 2018; and

**WHEREAS**, the new Water Master Plan, which will be a part of the City's Comprehensive Plan, is found to be consistent with the Statewide Planning Goals as more clearly set forth in the findings attached as Exhibit B, which is attached hereto and incorporated herein.

**NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:**

**Section 1:** The 2017 Sutherlin Water Master Plan, attached as Exhibit A hereto and incorporated herein, is hereby adopted by this reference and replaces the 2006 Water Master Plan adopted by Ordinance 969. The 2017 Sutherlin Water Master Plan shall be made a part of the Sutherlin Comprehensive Plan, but shall be maintained as a separate document.

**Section 2:** The Findings set forth in Exhibit B, which are attached hereto and incorporated herein are adopted in support of this action.

**PASSED BY THE COUNCIL, ON THIS 27<sup>TH</sup> DAY OF AUGUST, 2018.**

**APPROVED BY THE MAYOR, ON THIS 27<sup>TH</sup> DAY OF AUGUST, 2018.**

\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Diane Harris, CMC



**Exhibit A of the 2017  
Sutherlin Water  
Master Plan is  
available for review in  
the August 13th  
Council Packet**



## **Exhibit B to Ordinance \*\*\***

### **Findings of Compliance**

#### **COMPLIANCE WITH THE STATEWIDE PLANNING GOALS**

*Goal 1 - Citizen Involvement.* *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

The City has acknowledged provisions for citizen involvement which insure the opportunity for citizens to be involved in all phases of the planning process and set out requirements for such involvement. The action taken did not amend the citizen involvement program. The process for adopting the Water Master Plan se amendments complied with Goal 1 since it complied with, and surpassed the requirements of, the citizen involvement provisions. Throughout the development of the Water Master Plan, the citizens of Sutherlin were given important opportunities to comment upon and shape the emerging plan. Therefore, the process followed is consistent with Goal 1.

*Goal 2 - Land Use Planning.* *To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual basis for such decisions and actions.*

The record shows that there is an adequate factual base for the adoption of the Water Master Plan and the amendment of the comprehensive plan and public facilities plan.

The Goal 2 coordination requirement is met when the City engages in an exchange, or invites such an exchange, between the City and any affected governmental unit and when the City uses the information obtained in the exchange to balance the needs of the citizens. To comply with the Goal 2 coordination requirement, the City engaged in an exchange about the subject of this action with the Umpqua Basin Water Association, the water service purveyor located south of the City and the City of Oakland, located north of the city and provides for interconnection of those systems to address needs of the area and reduce costs to all customers.

There are no Goal 2 Exceptions required for this action. Therefore, the amendments are consistent with Goal 2.

*Goal 3 - Agricultural Lands.* *To Preserve Agricultural Lands.*

The Water Master Plan addresses property located within the urban growth boundary and do not affect any land designated for agricultural use. Therefore, Goal 3 does not apply.

*Goal 4 - Forest Lands.* *To conserve forest lands.*

The Water Master Plan addresses property located within the urban growth boundary and do not affect any land designated for forest use. Therefore, Goal 4 does not apply.

*Goal 5 - Open Spaces, Scenic and Historic Areas, and Natural Resources.* *To conserve open space and protect natural and scenic resources.*

The Water Master Plan does not create or amend the city's list of Goal 5 resources, does not amend a code provision adopted in order to protect a significant Goal 5 resource or to address specific requirements of Goal 5, does not allow new uses that could be conflicting uses with a significant Goal 5 resource site and does not amend the acknowledged UGB. Therefore, Goal 5 does not apply.

*Goal 6 -Air, Water and land Resource Quality.* *To maintain and improve the quality of the air, water and land resources of the state.*

The Water Master Plan furthers the City's ability to provide for clean water resources. Therefore, the action is consistent with Goal 6.

*Goal 7 - Areas Subject to Natural Disasters and Hazards.* *To Protect life and property from natural disasters and hazards.*

The Water Master Plan does not affect the City's restrictions on development in areas subject to natural disasters and hazards. Further, it does not allow for new development that could result in a natural hazard. Therefore, Goal 7 does not apply.

*Goal 8 - Recreational Needs.* *To satisfy the recreational needs of the citizens of the state and visitors, and where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.*

The Water Master Plan does not affect the city's provisions for recreation areas, facilities or recreational opportunities. Therefore, Goal 8 does not apply.

*Goal 9 - Economic Development.* *To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.*

The Water Master Plan does not impact the supply of industrial or commercial lands. Therefore, the action is consistent with Goal 9.

*Goal 10 - Housing.* *To provide for the housing needs of citizens of the state.*

The Water Master Plan does not impact the supply of residential lands. Therefore, the action is consistent with Goal 10.

*Goal 11- Public Facilities and Services.* *To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.*

The action taken is the City's adoption of a Water Master Plan to guide the City's provision of a key public facility. The plan addresses the timely, orderly and efficient arrangement of services, distinguishes service levels between rural, urban and urbanizable land uses, and addresses the planning and implementation guidelines set out in the Oregon's Statewide Planning Goals and Guidelines. The Plan does so consistently with Goal 11.

*Goal 12- Transportation.* *To provide and encourage a safe, convenient and economic transportation system.*

Transportation Planning Rule (OAR 660-012-0060) contains the following requirement:

- (1) *Amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility....*
- (2) *A plan or land use regulation amendment significantly affects a transportation facility if it:*
  - (a) *Changes the functional classification of an existing or planned transportation facility;*
  - (b) *Changes standards implementing a functional classification system;*
  - (c) *Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility;*
  - or*
  - (d) *Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP*

The Water Master Plan does not significantly affect a transportation facility. It is consistent with Goal 12.

*Goal 13 - Energy Conservation.* *To conserve energy.*

The action does not concern energy conservation. Therefore, Goal 13 does not apply.

*Goal 14 - Urbanization.* *To provide for an orderly and efficient transition from rural to urban land use.*

The action does not affect the City's provisions regarding the transition of land from rural to urban uses. Generally, the Water Master Plan, in concert with the City's recently adopted Park and Open Space Master Plan, Transportation Master Plan and currently being developed wastewater Facility Plan, assumes the same growth parameters, common expectations of expansion of the City and its urban growth boundary and that this plan addresses providing for internal coordination and interaction of these plans.. Goal 14 does not directly apply.

*Goal 15 - Willamette River Greenway. To protect, conserve, enhance and maintain the natural, scenic, historical, agricultural, economic and recreational qualities of lands along the Willamette River as the Willamette River Greenway.*

The action does not contain any changes that affect the regulation of areas within the Willamette River Greenway. Therefore, Goal 15 does not apply.

*Goals 16 - 19. Estuarine Resources, Coastal Shore/lands, Beaches and Dunes, and Ocean resources.*

These Statewide Planning Goals do not apply to the actions taken.

## **ADDITIONAL FINDINGS**

1. The Water Master Plan and the amendments required for its adoption are in conformance with the remaining portions of the City's acknowledged Comprehensive Plan and Public Facility Plan as is demonstrated in the above discussion of compliance with the Statewide Planning Goals.
2. The Water Master Plan satisfies the Oregon Health Division requirements (OAR 333-061- 0060) that all cities with 300 or more service connections have a current master plan which, (a) evaluates the existing system's components; (b) predicts future water demands; (c) evaluates the capability of the existing system to meet future demands; (d) recommends improvements needed to meet future needs and/or to address deficiencies.
3. The Water Master Plan provides a Water Management and Conservation Plan, as a separate document alongside of the 2017 Water Master Plan, as required by OAR 690-086-0010.
4. The Water Master Plan supersedes, replaces the 2006 Water Master Plan adopted by Ordinance 969. The 2017 Sutherlin Water Master Plan shall be made a part of the Sutherlin Comprehensive Plan, but shall be maintained as a separate document.





## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution 2018.14 adopting the Water Management &amp; Conservation Plan</b>				Meeting Date:	08-27-18
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2018.14 & Water Management & Conservation Plan					

### WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting Council adopt a Resolution for the Final Water Management & Conservation Plan as a separate document alongside of the 2017 Water Master Plan (Ordinance 1064).

### EXPLANATION

The City received the Final Order approving the Water Management & Conservation Plan from Oregon Water Resources Department on January 30, 2018. The Final Order specifies that the City's plan shall remain in effect until January 30, 2028 with a submission of a progress report to the Department of Water Resources by January 20, 2023, detailing progress made toward the implementation of conservation benchmarks as scheduled in the plan. An updated Water Management & Conservation Plan shall be submitted to the Department by July 30, 2027.

Ordinance 969 adopted the 2006 Water Master Plan, which included the Water Management & Conservation Plan within the document. Ordinance 969 amended the Public Facilities Plan and the Comprehensive Plan for the City of Sutherlin. With such a significant amendment to the Comprehensive Plan and the Public Facilities Plan, staff proposes the Water Management and Conservation Plan to be adopted by Resolution as a separate document alongside the 2017 Water Master Plan to eliminate the need for multiple amendments to the Public Facilities Plan and Comprehensive Plan during the lifespan of the Water Master Plan.

### OPTIONS

To approve Resolution 2018.14 to adopt the 2017 Water Management & Conservation Plan.

To not approve Resolution 2018.14 to adopt the 2017 Water Management & Conservation Plan.

### SUGGESTED MOTION(S)

Motion to approve Resolution 2018.14 to adopt the 2017 Water Management & Conservation Plan.

**RESOLUTION NO. 2018.14**

**A RESOLUTION ADOPTING THE WATER MANAGEMENT AND  
CONSERVATION PLAN AS REQUIRED BY OAR 690-086**

**IT APPEARING** to the City Council, City of Sutherlin Oregon, that the proposed Water Management and Conservation Plan, received Final Order of Approval before the Oregon Water Resources Department as established by OAR Chapter 690, Division 086; and

**IT FURTHER APPEARING** to the City Council that the Water Management and Conservation Plan is hereby adopted by this reference as a separate document alongside of the 2017 Water Master Plan, adopted by Ordinance No. 1064 and,

**IT FURTHER APPEARING** to the City Council that the Water Management and Conservation Plan is hereby approved and shall remain in effect until January 30, 2028, at which time the City shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within ten (10) years and no later than July 30, 2027; and,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sutherlin, Oregon hereby adopts by RESOLUTION the Water Management and Conservation Plan as required by OAR 690-086, as described in the attached Exhibit A.

**PASSED BY THE CITY COUNCIL, ON THIS 13<sup>TH</sup> DAY OF AUGUST, 2018**

**APPROVED BY THE MAYOR, ON THIS 13<sup>TH</sup> DAY OF AUGUST, 2018.**

\_\_\_\_\_  
Mayor, Todd McKnight

Attest: \_\_\_\_\_  
City Recorder, Diane Harris, CMC

## EXHIBIT A

### Water Management and Conservation Plan

DRAFT

# Water Management and Conservation Plan

Prepared for



CITY OF  
*Sutherlin*  
"A Great Place to Live, Work, and Play" OREGON

January 2018

Prepared by



1600 SW Western Boulevard, Suite 240  
Corvallis, OR 97333  
P: 541.753.0745 F: 503.239.8940  
info@gsiws.com www.gsiws.com



# Oregon

Kate Brown, Governor

## Water Resources Department

North Mall Office Building  
725 Summer St NE, Suite A  
Salem, OR 97301  
Phone (503) 986-0900  
Fax (503) 986-0904  
www.wrd.state.or.us

January 30, 2018

City of Sutherlin  
Attn: Randy Harris, Water Supervisor  
126 E. Central Ave.  
Sutherlin, OR 97479

Subject: Water Management and Conservation Plan

Dear Mr. Harris:

Enclosed, please find the Final Order approving the City of Sutherlin's (City) water management and conservation plan (WMCP) and authorizing the diversion of up to 5.0 cfs of water from Cooper Creek and up to 500.0 AF of stored water from Cooper Creek Reservoir under Permit S-32426.

The attached Final Order specifies that the City's plan shall remain in effect until **January 30, 2028**. Additionally, the City is required to submit a progress report to the Department by **January 30, 2023**, detailing progress made toward the implementation of conservation benchmarks scheduled in the plan. Finally, the City must submit an updated Water Management and Conservation Plan to the Department by **July 30, 2027**.

***NOTE:** The deadline established in the attached final order for submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Sutherlin from any existing or future requirement(s) for submittal of a water management and conservation plan at an earlier date as established through other final orders of the Department.*

We appreciate your cooperation in this effort. Please do not hesitate to contact me at 503-986-0883 or [Chris.C.Kowitz@oregon.gov](mailto:Chris.C.Kowitz@oregon.gov) if you have any questions.

Sincerely,

  
Chris Kowitz  
Water Management and Conservation Analyst  
Water Right Services Division

Enclosure

cc: WMCP File  
Susan Douthit, District 15 Watermaster (via e-mail)  
GSI Water Solution, Inc. Attn: Adam Sussman 1600 Western Blvd., Suite 240 Corvallis, OR 97333



**BEFORE THE WATER RESOURCES DEPARTMENT  
OF THE  
STATE OF OREGON**

In the Matter of the Proposed Water	)	FINAL ORDER APPROVING A
Management and Conservation Plan for	)	WATER MANAGEMENT AND
City of Sutherlin, Douglas County	)	CONSERVATION PLAN

**Authority**

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department. An approved water management and conservation plan may authorize the diversion and use of water under a permit extended pursuant to OAR Chapter 690, Division 315.

**Findings of Fact**

1. The City of Sutherlin (City) submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on June 30, 2017. The required statutory fee for review of the plan was also received by the Department on June 30, 2017. The plan was required by a condition set forth under the City's previously approved plan (Sp. Or. Vol. 73, Pg. 47) issued on August 8, 2007, a condition set forth in the Final Order issued on November 14, 2014 approving an Extension of Time for Permit S-55041, and a condition set forth in the Final Order issued on April 29, 2016 approving an Extension of Time for Permit S-32426.
2. The Department published notice of receipt of the plan on July 11, 2017 as required under OAR Chapter 690, Division 086. No comments were received.
3. The Department provided written comments on the plan to the City on September 27, 2017. In response, the City submitted a revised plan on January 11, 2018.
4. The Department reviewed the revised plan and finds that it contains all of the elements required under OAR 690-086-0125 and OAR 690-086-0130.
5. The projections of future water needs in the plan demonstrate a need for 5.0 cfs of water from Cooper Creek and 500.0 acre feet of stored water in Cooper Creek Reservoir available under Permit S-32426 to help meet overall projected 20 year demands. These projections are reasonable and consistent with the City's land use plan.

This is a final order in other than a contested case. This order is subject to judicial review under ORS 183.484. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080, you may petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

6. The system is fully metered and the rate structure includes a base rate and volumetric charge. Unaccounted-for water is estimated at 10.6 percent.
7. The plan includes 5-year benchmarks for implementation of the following measures: annual water audits; require meters on all new connections; meter testing and maintenance program; continue to bill customers based, in part, on the quantity of water metered at the service connections; leak detection and repair program; and, public education program.
8. The plan includes 5-year benchmarks for evaluation, development, and implementation of the following programs:
  - a. Annual Water Audit Program
    - i. In the next year, the City will adjust its billing program to begin retaining metered consumption records for 6 years instead of 3 years.
  - b. Leak Detection and Repair Program
    - i. If the 2017 water audit reveals that non-revenue water is greater than 10 percent, the City will conduct additional leak detection surveys in areas identified as having higher frequency of leaks in 2018; and,
    - ii. In the next year, the City will begin keeping records of the number of leaks repaired annually.
  - c. Public Education Program
    - i. In the next two years, the City will add indoor and outdoor water conservation content to its website;
    - ii. In the next year, the City will make indoor and outdoor water conservation flyers developed by OWRD available at City Hall; and,
    - iii. In the next two years, the City will add a bill insert promoting outdoor water conservation at the beginning of each summer.
9. The plan identifies the Calapooya River, Cooper Creek / Cooper Creek Reservoir, and the North Umpqua River as the sources of the City's water rights. Additionally, the plan accurately and completely describes the streamflow-dependent sensitive, threatened, and endangered species in the Calapooya River, Cooper Creek, and North Umpqua River watersheds as well as the water quality parameters for which the stream reaches below each of the City's PODs on the Calapooya River, Cooper Creek, and North Umpqua River have been listed as water quality limited by the Oregon Department of Environmental Quality.
10. The water curtailment element included in the plan satisfactorily promotes water curtailment practices and includes a list of four stages of alert with concurrent curtailment actions.
11. The diversion of water under Permit S-32426 will be increased during the next 20 years and is consistent with OAR 690-086-0130(7), as follows:

- a. As evidenced by the 5-year benchmarks described in Findings of Fact #7 and #8, the final revised plan includes a schedule for the continuation and/or implementation of conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources;
- b. After evaluating alternative sources, the need to provide resiliency and redundancy in the water system, and that water savings alone from identified conservation cannot fully meet the City's water demand projections, the Department has determined that access to an increased diversion of water under Permit S-32426 is the most feasible and appropriate alternative to the supplier; and,
- c. The Final Orders approving Extensions of Time for Permit S-32426 and S-44926 include Conditions to Maintain the Persistence of Listed Fish. The City is not legally required to provide mitigation to address the resource issues identified under OAR 690-086-0140(5)(i) at this time.

### **Conclusion of Law**

The Water Management and Conservation Plan submitted by the City of Sutherlin is consistent with the criteria in OAR Chapter 690, Division 086.

Now, therefore, it is **ORDERED**:

#### **Duration of Plan Approval:**

1. The City of Sutherlin's Water Management and Conservation Plan is approved and shall remain in effect until **January 30, 2028**, unless this approval is rescinded pursuant to OAR 690-086-0920.

#### **Development Limitation:**

2. The limitation of the diversion of water under Permit S-32426 established by the extension of time approved on April 29, 2016 is removed and, subject to other limitations or conditions of the permit, the City of Sutherlin is authorized to divert up to **5.0 cfs** (*out of the total permitted 5.0 cfs*) from Cooper Creek and up to **500.0 AF** (*out of the total permitted 500.0 AF*) of stored water in Cooper Creek Reservoir under Permit S-32426.
3. The limitation of the diversion of water under Permit S-44926 (now S-55041) established in the Final Order approving an Extension of Time (*issued on November 14, 2014*) remains unchanged. Subject to other limitations or conditions of the permit, therefore, the City of Sutherlin is not authorized to divert any water under Permit S-55041 at this time.

#### **Plan Update Schedule:**

4. The City of Sutherlin shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 within 10 years and no later than **July 30, 2027**.

#### **Progress Report Schedule:**

5. The City of Sutherlin shall submit a progress report containing the information required under OAR 690-086-0120(4) by **January 30, 2023**.



**Other Requirements for Plan Submittal:**

6. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Sutherlin from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this 2 day of February, 2018.

  
 Dwight French  
 Water Right Services Division Administrator, for  
 Thomas M. Byler, Director  
 Oregon Water Resources Department

Mailing date: FEB 05 2018

**Notice Regarding Service Members:** Active duty service members have a right to stay proceedings under the federal Service Members Civil Relief Act. 50 U.S.C. App. §§501-597b. You may contact the Oregon State Bar or the Oregon Military Department for more information. The toll-free telephone number for the Oregon State Bar is: 1 (800) 452-8260. The toll-free telephone number of the Oregon Military Department is: 1 (800) 452-7500. The Internet address for the United States Armed Forces Legal Assistance Legal Services Locator website is: <http://legalassistance.law.af.mil>

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## SECTION 1

# Municipal Water Supplier Plan

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*This section satisfies the requirements of OAR 690-086-0125.*

*This rule requires a list of affected local governments to whom the plan was made available, and a proposed date for submittal of an updated plan.*

## Introduction

The City of Sutherlin (City) was established in 1851. It is located in the Umpqua River Basin in the north-central portion of Douglas County. The City has been supplying its residents with potable water supply since the early 1900s. The City prides itself on being “a great place to live, work and play.” It recognizes that maintaining this standard requires a sustainable and high-quality water supply.

The purpose of this Water Management and Conservation Plan (WMCP, or Plan) is to guide development of water management and conservation programs that ensure sustainable water use and to consider the City’s future water needs. The goal in preparing this WMCP is to establish a working document that will have a positive effect on the City’s water planning in future years.

## Plan Requirement

This is the City’s second WMCP. On August 8, 2007, the Oregon Water Resources Department (OWRD) issued a final order approving the City’s first WMCP and requiring submission of an updated plan by December 31, 2016. In August 2016, the City requested to extend the deadline to submit its WMCP until July 1, 2017, which OWRD approved on August 11, 2016.

In addition, OWRD issued a final order on November 14, 2014 that extended the development deadline for the City’s Permit S-44926 (now Permit S-55041), which authorizes the use of water from the North Umpqua River. The final order provided that any diversion of water under the permit was conditioned upon issuance of a final order approving a WMCP that granted access to the water. The order required that the City submit a WMCP within 3 years (by November 14, 2017).

Finally, on April 29, 2016, OWRD issued a final order extending the development deadline for the City’s Permit S-32426 for the use of water from Cooper Creek and Cooper Reservoir. The final order includes conditions stating that access to additional water under Permit S-32426 is contingent on a final order approving a WMCP and that the required WMCP must be submitted to the OWRD within 3 years of approval of the extension (by April 29, 2019).

This WMCP meets all of the requirements of the Oregon Administrative Rules (OAR) adopted by the Water Resources Commission in November 2002 (OAR Chapter 690, Division 86) regarding WMCPs.

## Plan Organization

The WMCP is organized into the following sections, each addressing specific sections of OAR Chapter 690, Division 86.

<b>Section</b>	<b>Requirement</b>
Section 1 – Municipal Water Supplier Plan	OAR 690-086-0125
Section 2 – Municipal Water Supplier Description	OAR 690-086-0140
Section 3 – Municipal Water Management and Conservation	OAR 690-086-0150
Section 4 – Municipal Water Curtailment	OAR 690-086-0160
Section 5 – Municipal Water Supply	OAR 690-086-0170

Section 2 is a self-evaluation of the City's water supply, water use, water rights, and water system. The later sections use information from Section 2 to consider how the City can improve its water management and conservation efforts.

The City has relied on information from the following sources in preparing this plan:

- City staff
- City of Sutherlin DRAFT 2017 Water Master Plan [The Dyer Partnership Engineers & Planners, Inc., 2017]
- City of Sutherlin 2006 Water Master Plan [The Dyer Partnership Engineers & Planners, Inc., 2006]
- Oregon Water Resources Department (OWRD)
- Portland State University Population Research Center

## Affected Governments

### *OAR 690-086-0125(5)*

The following local governments may be affected by this WMCP:

- City of Sutherlin
- Douglas County

In addition, the City provided the Union Gap Water District and the Umpqua Basin Water Association with a copy of the draft plan as a courtesy.

Thirty days before submitting this WMCP to OWRD, the City made the draft WMCP available for review by each affected local government listed above along with a request for comments relating to consistency with the local government's comprehensive land use plan. The letters requesting comment and any comments received are in **Appendix A**.

## Plan Update Schedule

### *OAR 690-086-0125(6)*

The City anticipates submitting an update of this WMCP within 10 years of the final order approving this WMCP. As required by OAR Chapter 690, Division 86, a progress report will be submitted within 5 years of the final order.

## Time Extension

*OAR 690-086-0125(7)*

The City is not requesting additional time to implement metering or a previous benchmark.

**SECTION 2**

# Water Supplier Description

---

*This section satisfies the requirements of OAR 690-086-0140.*

*This rule requires descriptions of the City's water sources, water delivery area and population, water rights, and adequacy and reliability of the existing water supply. The rule also requires descriptions of the City's customers and their water use, the water system, interconnections with other water suppliers, and quantification of system leakage.*

## Water Sources

### ***OAR 690-086-0140(1)***

The City obtains municipal drinking water supply from two separate water sources and water treatment systems: Calapooya Creek, and Cooper Creek and Cooper Creek Reservoir.

Calapooya Creek provides the City with high quality water supply year-round, although it can have short periods of high turbidity during winter storms. Water is diverted from the creek and treated at the Nonpareil Water Treatment Plant (WTP). Booster pumps convey the treated water to the City's distribution system.

The City's second supply source is Cooper Creek and Cooper Creek Reservoir. The water quality from this supply source is generally poorer than Calapooya Creek, and the City has historically relied on water from Cooper Creek and Cooper Creek Reservoir primarily in the summer months to meet high demands. The water is diverted from an intake on Cooper Creek Reservoir and is treated at the Cooper Creek WTP prior to entering the distribution system.

Although it holds a water right that authorizes the use of water from the North Umpqua River, the City does not currently use this source to provide water for its municipal water supply system.

## Interconnections with Other Systems

### ***OAR 690-086-0140(7)***

The City maintains an interconnection with and provides water service to Union Gap Water District to the north of the City. The City has a 6-inch meter at the interconnection that is read monthly. Union Gap Water District was one of the City's Top 10 water customers in 2016, consuming 2.9 million gallons (MG), or 0.8 percent of total consumption in 2016.

## Intergovernmental Agreements

### ***OAR 690-086-0140(1)***

The City does not have intergovernmental agreements with other municipal water supply systems, including Union Water District. Nor does the City have exchange agreements or water supply or delivery contracts with other municipal or non-municipal water supply systems.

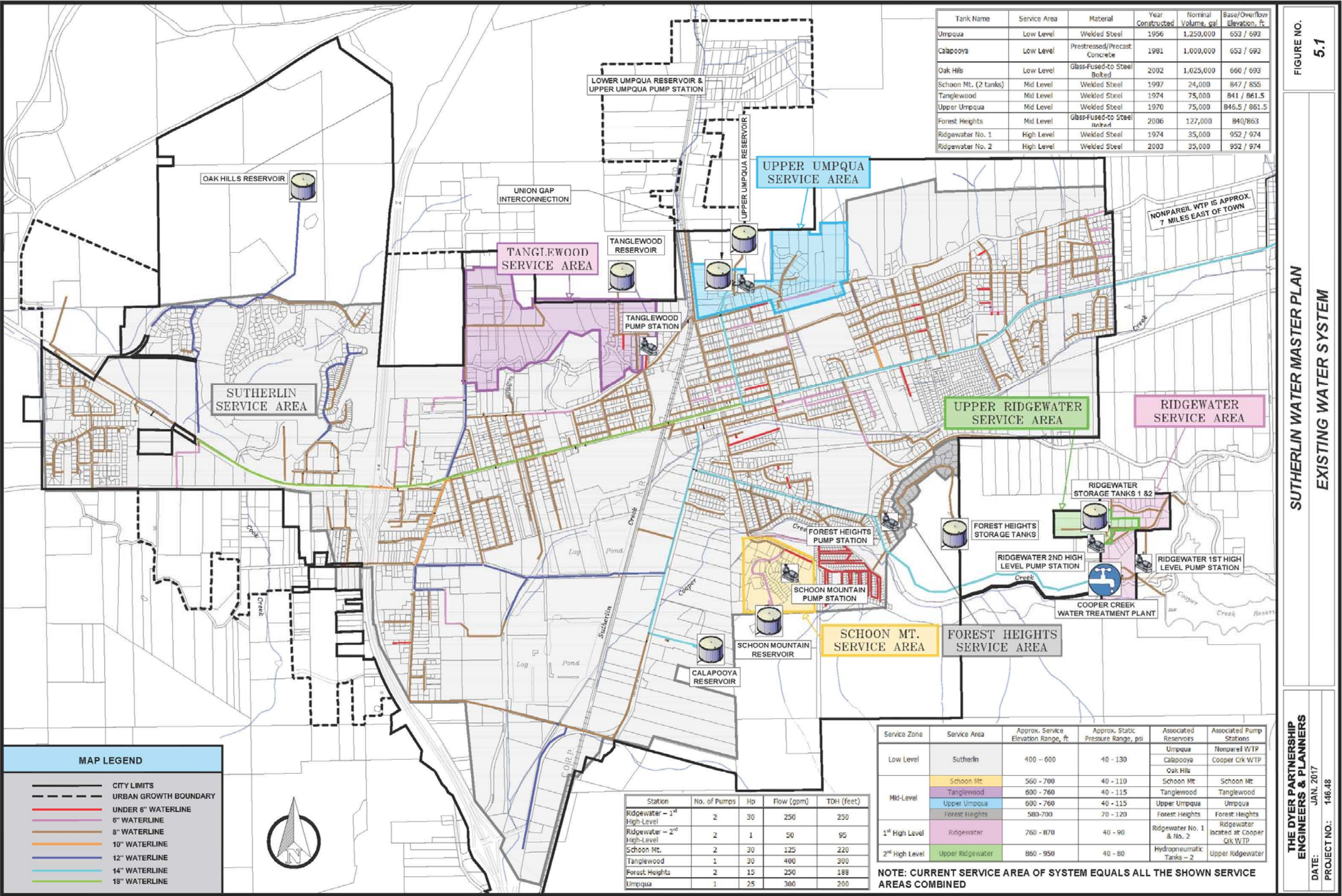


## Service Area Description and Population

*OAR 690-086-0140(2)*

The City's current water delivery area is the area within its City limits, as shown in **Exhibit 2-1**, plus a total of 213 residential water connections outside the City limits between the City's Nonpareil Water Treatment Plant and the City (Connections outside City limits are widely spread out, and thus, are not shown in the exhibit). Assuming 2.6 persons per residential water connection, the estimated population of water users outside the City limits is 553. As of 2016, the City's population within City limits was estimated to be 8,025 (Portland State University Population Research Center). Therefore, the City's total service population is estimated to be 8,578.

Exhibit 2-1. Water Delivery Area Map and System Schematic.



## Records of Water Use

### *OAR 690-086-0140(4) and (9)*

#### Terminology

Raw water demand refers to the quantity of water diverted from the City's current surface water sources to the water treatment plants (WTPs), Nonpareil WTP and Cooper Creek WTP. Finished water demand refers to the quantity of water delivered to the water distribution system from the WTPs. The difference between raw water demand and finished water demand is the amount of backwash water used at the WTPs. Finished water demand includes metered consumption, unmetered uses, and water lost to leakage, and reservoir overflow. For the purposes of this WMCP, the terms demand and production are synonymous. Consumption refers to the portion of water use that is metered. Generally, demand and consumption in municipal systems are expressed in units of million gallons per day (mgd). They may also be expressed in cubic feet per second (cfs) or gallons per minute (gpm). One mgd is equivalent to 1.55 cfs or 694 gpm. For annual or monthly values, a quantity of water is typically reported in million gallons (MG). Water use per person (per capita use) is expressed in gallons per person (per capita) per day (gpcd).

The following terms are used to describe specific values of system demands:

- Average day demand (ADD) equals the total annual system demand divided by 365 days.
- Maximum day demand (MDD) equals the highest system demand that occurs on any single day during a calendar year. It is also called the one-day MDD.
- Maximum monthly demand (MMD) in MG equals the highest total monthly demand of the 12 months of a calendar year. MMD in mgd equals the average day demand of the one month with the highest total demand of the 12 months of a calendar year.
- Peaking factors are the ratios of one demand value to another. The most common and important peaking factor is the ratio of the MDD to the ADD.

## Historical Raw Water Demands

The City's raw water demands from 2013 through 2016 are presented in **Exhibit 2-2**. The raw water demand data are based on data from the City's points of diversion. Only four years of data are presented due to erroneous values in December 2012 that preclude inclusion of that year. The remainder of Section 2 concerns finished water demand. The difference between raw water demand and finished water demand is the backwash water. Backwash water is currently discharged into the backwash ponds at both the Nonpareil and Cooper Creek WTPs. These solids settle out and the remaining water in the backwash ponds overflows into a creek adjoining the Nonpareil WTP site and into Cooper Creek at the Cooper Creek WTP.

**Exhibit 2-2. Historical Annual Raw Water Demand, Average Day Demand, Maximum Day Demand, Maximum Month Demand, and Peaking Factors. 2013-2016.**

Year	Annual Demand (MG)	ADD (mgd)	MDD (mgd)	Peaking Factor (MDD: ADD)	MMD (mgd)	MMD (MG)
2013	436.9	1.20	2.12	1.8	1.90	58.9
2014	452.9	1.24	2.30	1.9	1.83	56.7
2015	479.9	1.31	2.66	2.0	2.07	64.1
2016	525.2	1.44	3.07	2.1	2.19	67.7
Average	473.7	1.30	2.43	2.0	2.00	61.9
Highest	525.2	1.44	3.07	2.1	2.19	67.7



## Historical Finished Water Demands

### Annual and Daily Demands

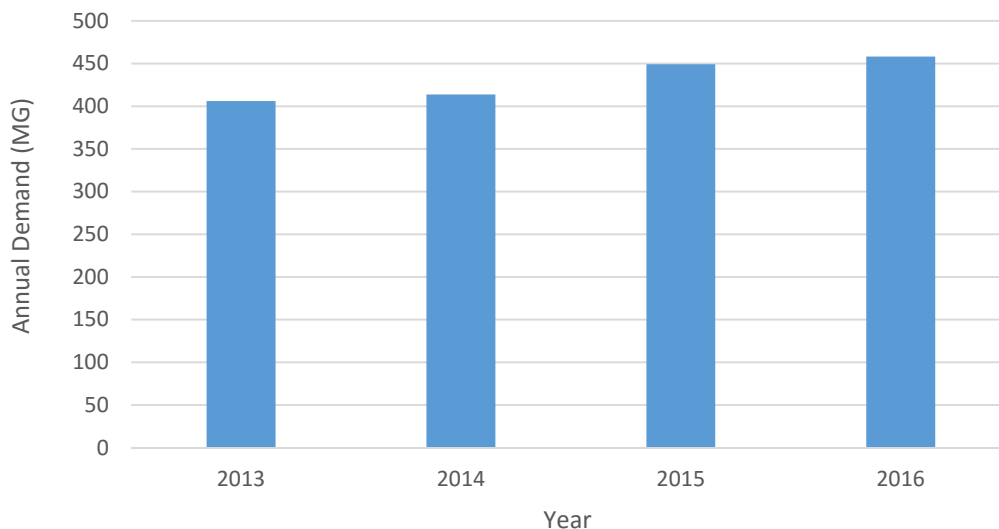
The City's finished water demands from 2013 through 2016 are presented in **Exhibit 2-3**. The finished water demand data are based on data from the City's finished water meters at the WTPs. As stated above, only four years of data are presented due to erroneous values in December 2012 that preclude inclusion of that year.

**Exhibit 2-3. Historical Annual Raw Water Demand, Average Day Demand, Maximum Day Demand, Maximum Month Demand, and Peaking Factors. 2013-2016.**

Year	Annual Demand (MG)	ADD (mgd)	MDD (mgd)	Peaking Factor (MDD: ADD)	MMD (mgd)	MMD (MG)
2013	406.1	1.11	1.90	1.7	1.72	53.4
2014	413.8	1.13	2.19	1.9	1.69	52.4
2015	449.3	1.23	2.55	2.1	1.93	59.7
2016	458.2	1.26	2.28	1.9	1.93	59.7
Average	431.9	1.18	2.27	1.9	1.82	47.5
Highest	458.2	1.26	2.55	2.1	1.93	59.7

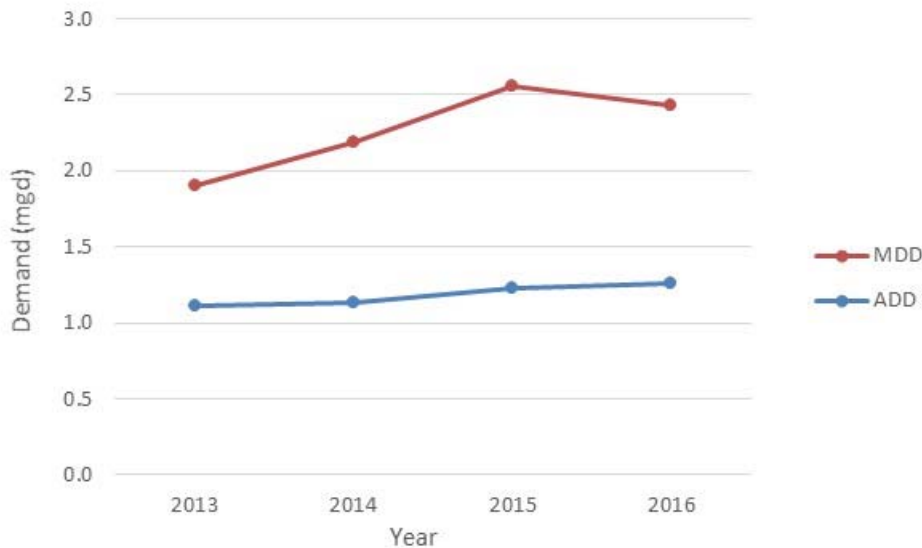
Annual demand increased from 2013 through 2016, with the greatest increase occurring between 2014 and 2015, as shown in **Exhibits 2-3** and **2-4**. That increased demand was sustained in 2016. The increase over time corresponds with an increase in the number of customer accounts, as described later, and the particularly hot, dry weather in the summer of 2015 likely contributed to the more notable increase between 2014 and 2015, as well.

**Exhibit 2-4. Annual Demand (MG), 2013-2016.**



The City's ADD increased slightly from 2013 through 2015. The MDD also shows an increasing trend marked by a spike in 2015, as shown in **Exhibits 2-3 and 2-5**. The observed spike in MDD in 2015, is likely a result of the particularly hot and dry summer that year.

**Exhibit 2-5. Average Day Demand (ADD) and Maximum Day Demand (MDD), 2013-2016.**



The City's water rights and water supply infrastructure, such as the water treatment plants and reservoirs, must be capable of meeting its MDD, which makes MDD values central to water system planning. MDD exceeding the combined supply capacity on a given day reduces finished water storage levels. MDD exceeding the combined supply capacity for several consecutive days may cause a water shortage.

Weather patterns and economic conditions strongly influence MDD. Particularly hot and/or dry weather can result in more outdoor irrigation that increases the MDD. Weather patterns that can cause fluctuations in MDD from year to year include: maximum temperatures, the number of consecutive days with high temperatures, the timing of high temperatures in the summer, total rainfall levels during the summer, and consecutive days without rainfall. The economy can affect MDD by influencing customers spending on irrigation, the building of new homes with landscapes needing intense irrigation for plant establishment, and the opening or closing of facilities that use water in their operations.

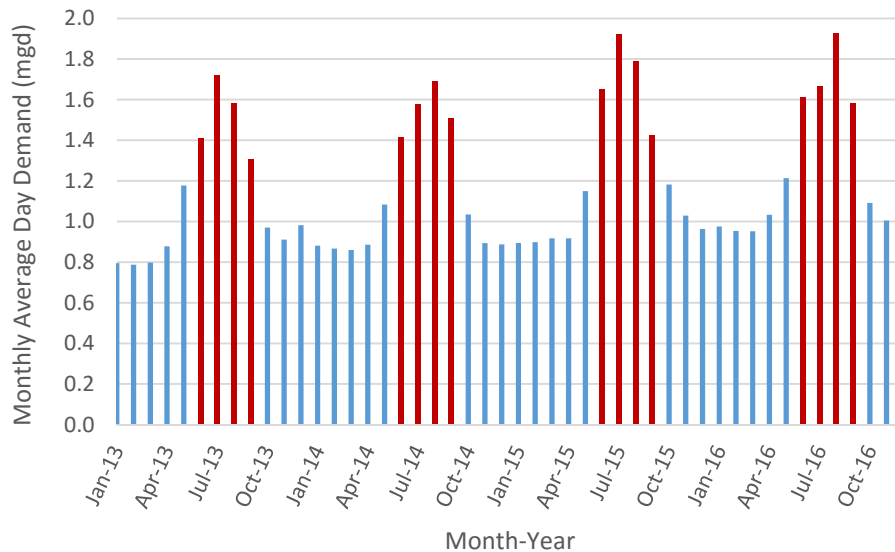
## Peaking Factors

Peaking factors are the ratios of one demand value to another. The ratio of MDD to ADD is the most common peaking factor and often used to estimate peak demands when only ADDs are known or measured, to conduct hydraulic modeling of the system, and to forecast demand. The City's MDD to ADD peaking factor averaged 1.9 from 2013 through 2016, and was greatest in 2015 at 2.1. The City's average peaking factor is similar to other water providers in the region, such as Eugene Water and Electric Board (EWEB) (averaged 2.2 from 2000 to 2009, EWEB 2012 WMCP), the City of Grants Pass (averaged 2.2 from 2000 to 2010, Grants Pass 2014 WMCP), and the Medford Water Commission (averaged 2.0 system-wide from 2000-2005, Medford Water Commission 2009 WMCP.)

## Monthly Demand

From 2013 through 2016, the City's average maximum month demand volume was 93.3 MG, as shown in **Exhibit 2-2**. During this period, the MMD occurred twice in July and twice in August. **Exhibit 2-6** illustrates monthly ADD from 2013 through 2016, with the peak season months of June through September shown in red. The highest monthly ADD was 1.93 mgd, which occurred in July 2015 and August 2016.

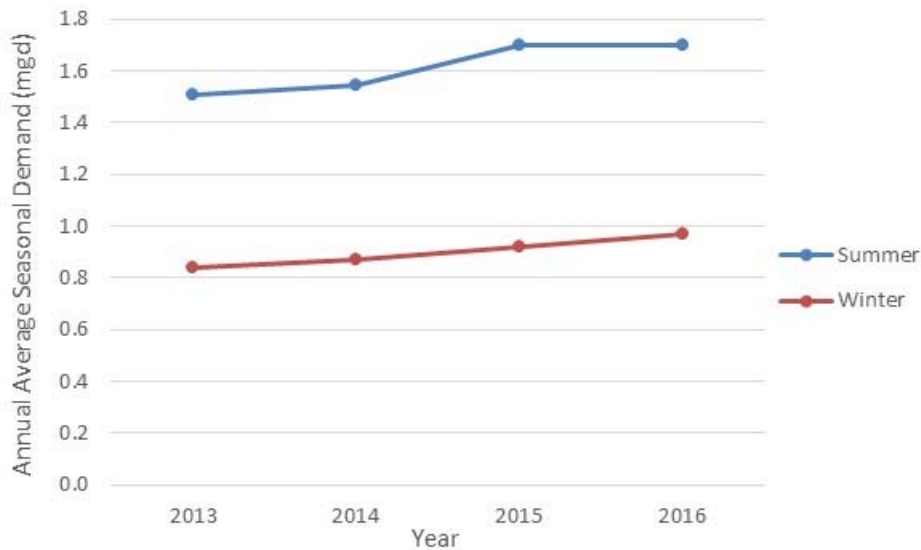
**Exhibit 2-6. Monthly Average Day Demand (mgd), 2013-2016. Red indicates peak season months (June through September) while blue indicates non-peak season months.**



## Seasonal Demand

From 2013 through 2016, both Summer (June through September) ADD and Winter (December through March) ADD had an increasing trend, as shown in **Exhibit 2-7**. Summer ADD averaged 1.8 times greater than Winter ADD, demonstrating that demand nearly doubles as a result of outdoor water uses.

Exhibit 2-7. Historical Annual Average Seasonal Demand (mgd), 2013-2016.  
Summer = June to September. Winter = December to March.





## Customer Characteristics and Use Patterns

### *OAR 690-086-0140(6)*

The following descriptions of the City's customers and consumption patterns only analyze data from 2014 through 2016. Data for 2013 was not included due to a three-year data storage limit programmed into the City's billing software, which resulted in only two months of 2013 data remaining at the time of data collection for the 2017 Draft WSMP and this WMCP. As described in Section 3, the City recently extended the period of data storage to six years.

### Customer Description

The City's customers are divided into 10 customer categories: residential, county residential, commercial, county commercial, industrial, motels/RV, churches, laundry/car wash, schools, and city. All of the customer categories are billed except for the city category. Residential includes single family residences and multi-family residences, such as apartments and senior living facilities, within city limits. County residential and county commercial are residential and commercial customers outside of city limits. **Exhibit 2-8** shows that City's total number of customer accounts in 2016 was 2,809, a 19 percent increase since 2014. During this three-year period, the customer categories with the greatest increase in number of accounts were residential with 19 percent and commercial with 32 percent. **Exhibit 2-9** shows that residential customers represented 85 percent of all accounts followed by commercial customers with 8 percent and county residential with 5 percent. The remainder of the City's customer categories combined account for 2 percent of the City's accounts.

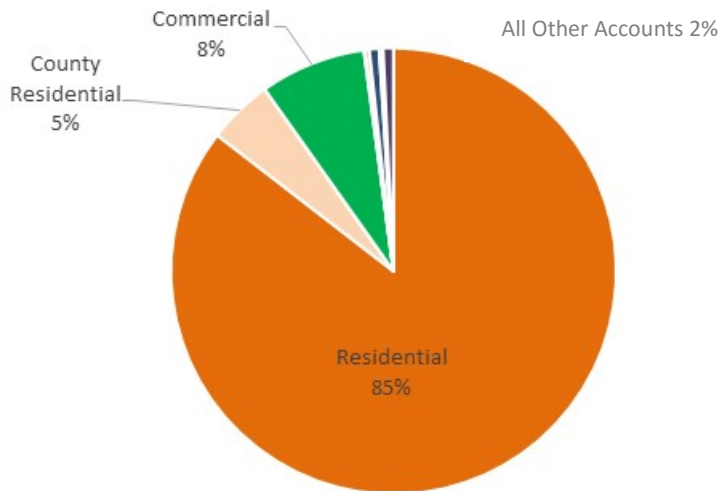
Exhibit 2-8. Number of Accounts by Customer Category, 2014-2016.

Year	Residential	County Residential	Comm.	County Comm.	Industrial	Motels/RV	Churches	Laundry/Carwash	Schools	City	Total
2014	1,941	120	146	3	3	6	20	3	5	21	2,067
2015	2,127	125	196	3	3	8	20	3	5	21	2,511
2016	2,400	133	216	2	1	8	20	3	5	21	2,809

Comm.= Commercial

Annual connection totals are based on December data. The number of City accounts was estimated.

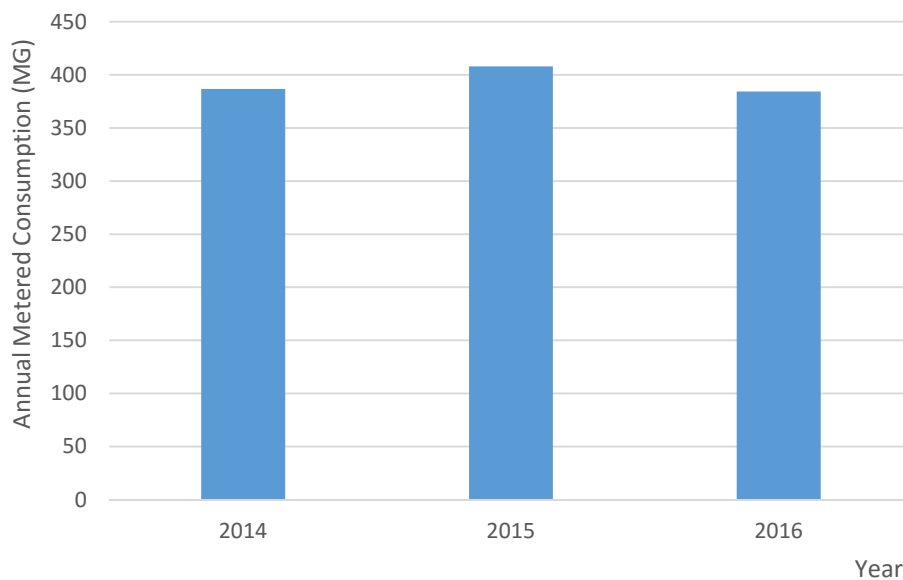
Exhibit 2-9. Percentage of Accounts by Customer Category, 2016.



## Annual Consumption

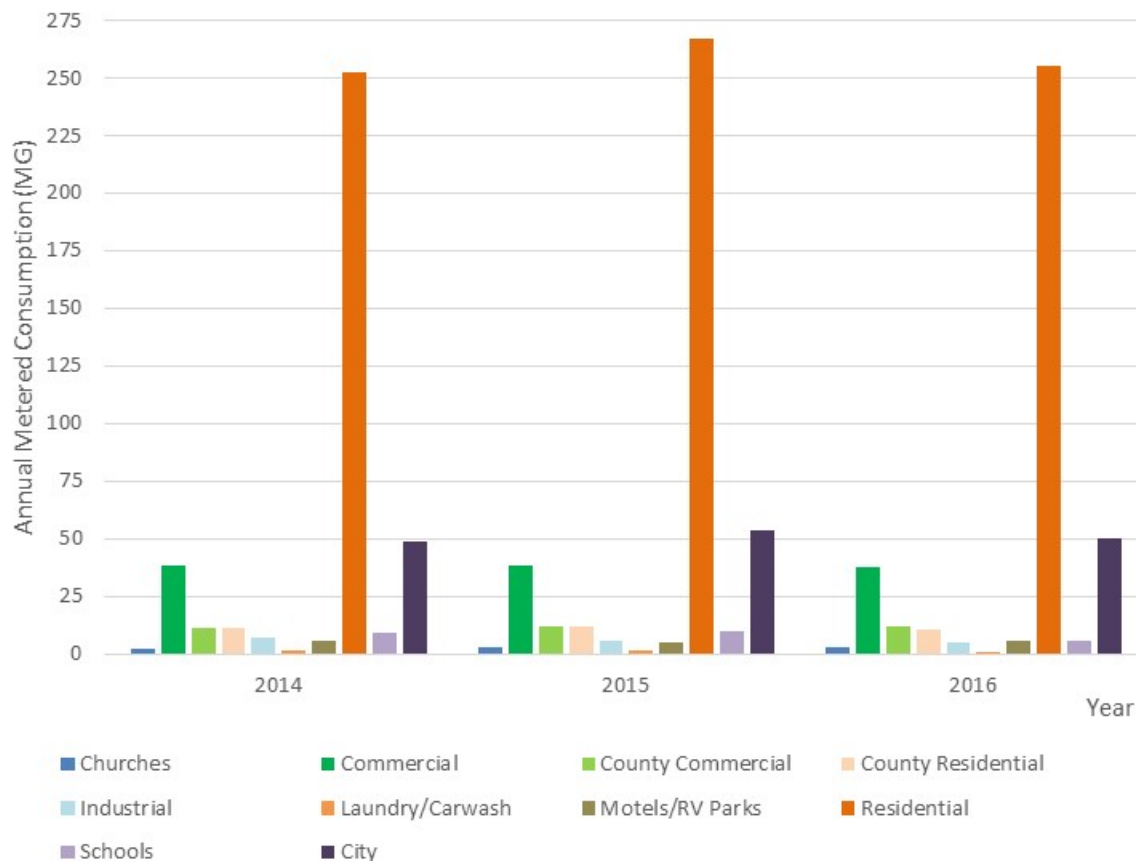
**Exhibit 2-10** shows that total annual consumption was 386.7 MG in 2014, increased to 407.9 MG in 2015, and then decreased to 384.3 MG in 2016. The increased consumption in 2015 was likely due to drier conditions that year. For comparison, annual consumption ranged from 326.3 MG to 399.5 MG from 2000 through 2004 (as reported in the 2006 WMCP) and reached 370.1 MG in 2013 (as reported in the 2016 WMCP Progress Report).

Exhibit 2-10. Annual Metered Water Consumption, 2014-2016.



Consumption trends within the City's customer categories were generally similar to overall annual consumption. Most categories showed use increasing in 2015 and then in 2016 returning to similar volume of consumption as in 2014, as shown in **Exhibit 2-11**.

**Exhibit 2-11. Annual Water Use by Customer Category, 2014-2016.**



**Exhibit 2-12** compares consumption by customer category for the years 2004 (from the 2006 WMCP), 2013 (from the 2016 WMCP Progress Report), and 2015 (from the 2017 WMCP Update), excluding the City category due to lack of City consumption information in the 2006 WMCP and 2016 WMCP Progress Report.

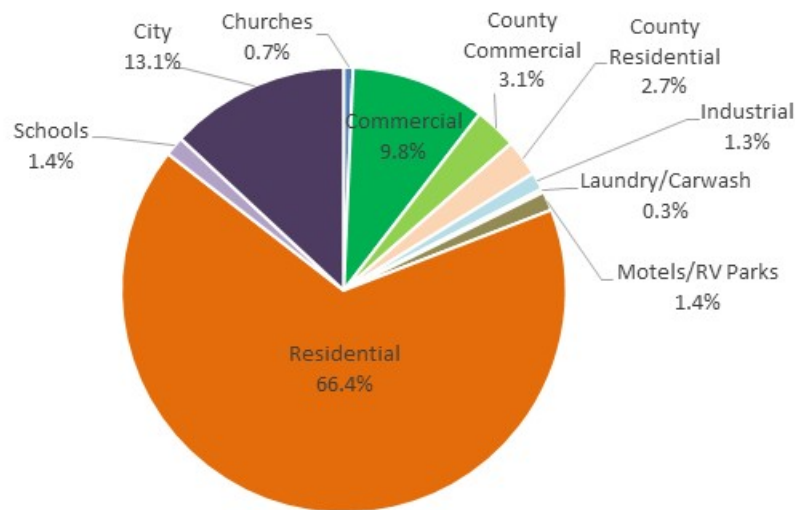
**Exhibit 2-11. Comparison of Metered Consumption by Customer Category.**

Customer Category	2004 Metered Consumption (MG)	2013 Metered Consumption (MG)	2015 Metered Consumption (MG) <sup>1</sup>
Residential	274.8	280.5	279.1
Commercial	70.7	66.5	62.9
School	15.6	18.1	9.81
Public/Nonprofit	6.0	6.0	2.59

<sup>1</sup> Residential = City Residential and County Residential; Commercial = Commercial, County Commercial, Industrial, Laundry/Carwash, and Motels/RV Parks; Public/Nonprofit = Churches

As shown in **Exhibit 2-12**, residential and county residential customers consumed the most water in 2016, with a total of 69.1 percent of the water use. Consumption by uses within the city category was the second greatest at 13.1 percent of total use. Commercial and county commercial constituted 12.9 percent of total water consumption. The remaining customer categories each represented between 0.3 percent and 1.4 percent of total water consumption.

**Exhibit 2-12. Percent Annual Water Use by Customer Category, 2016.**

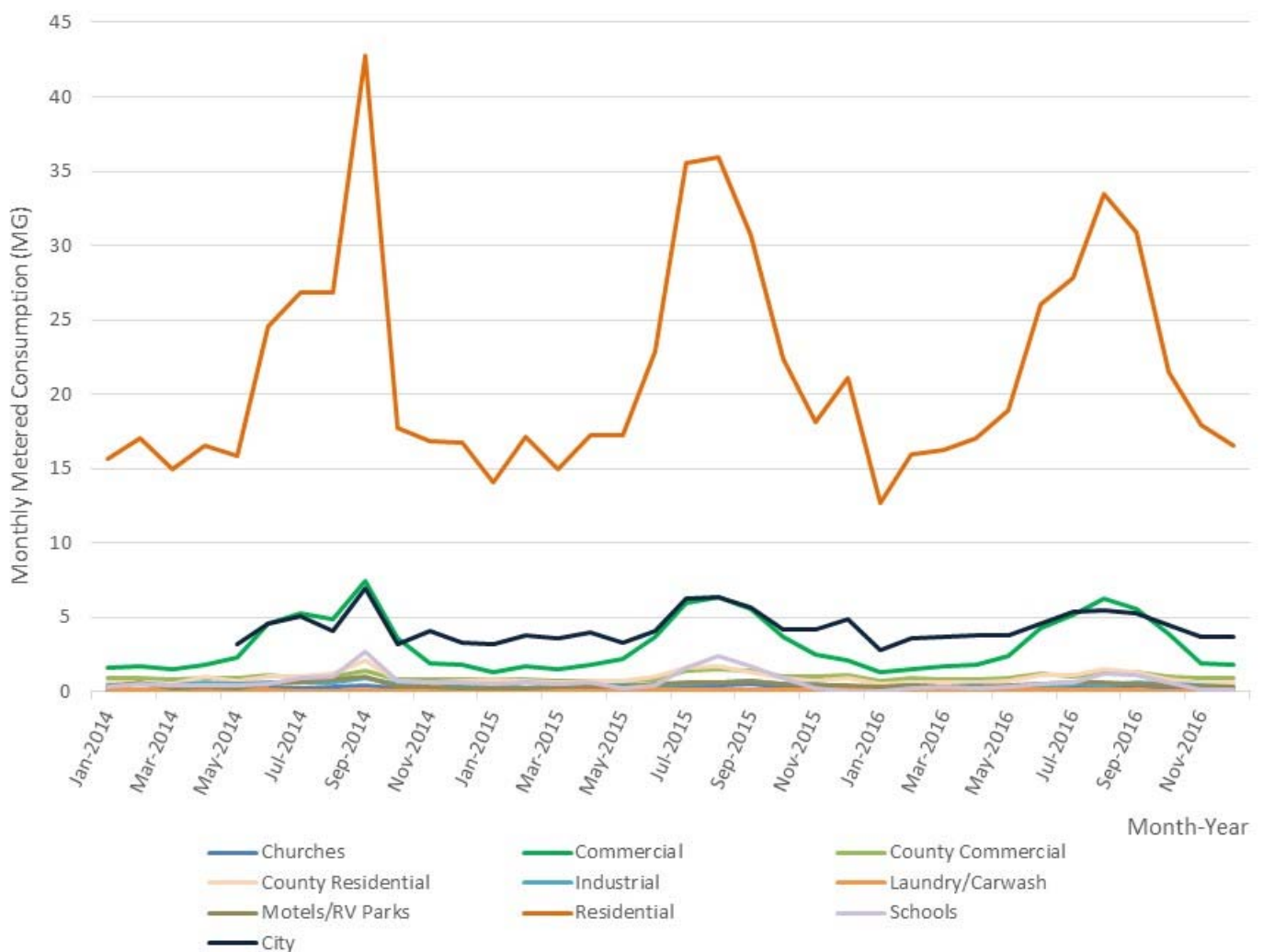


## Monthly Consumption

**Exhibit 2-13** shows water use by all customer categories from 2014 through 2016, with the exception of city water use data from January through March 2014. (Consumption data was stored for only three years, and was no longer available when the City determined that it needed information regarding consumption by customers in the city category.)

Most customer categories showed a typical municipal water consumption trend of increased water consumption during the summer months as compared to winter months, which is the result of outdoor irrigation in summer. From 2014 through 2016, residential water consumption in the summer months showed a decreasing trend.

**Exhibit 2-13. Monthly Metered Consumption by Customer Category, 2014-2016.**

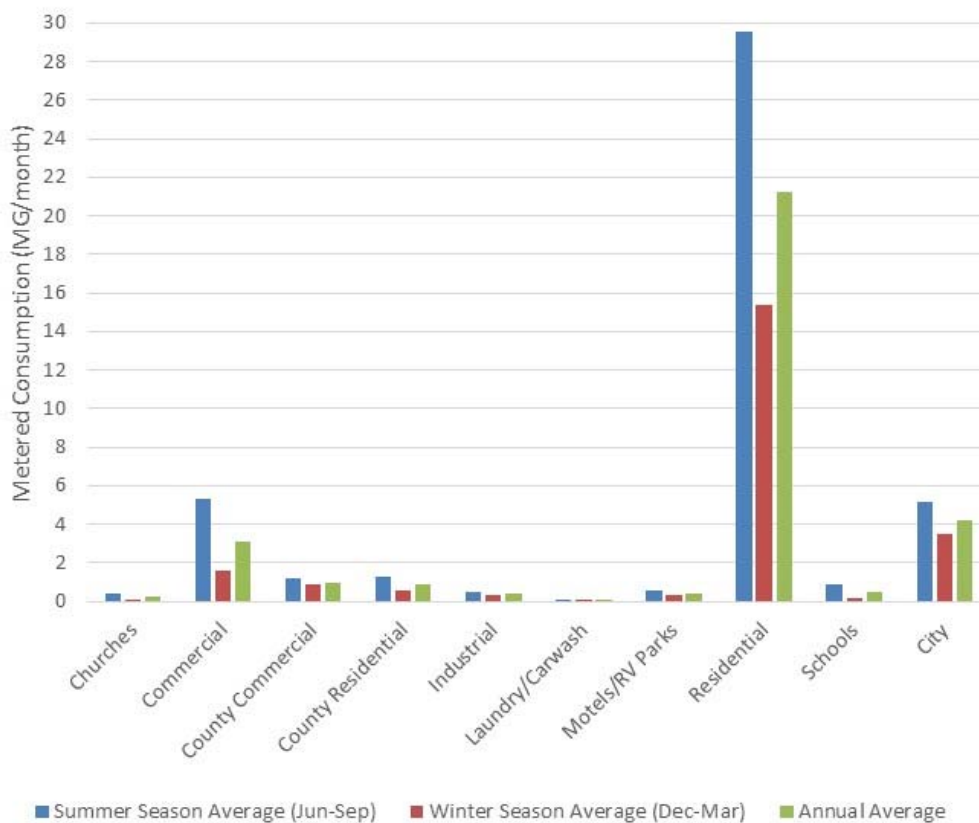


## Seasonal Consumption

**Exhibit 2-14** shows the City's average monthly consumption by season and customer category in 2016. The City's summer season to winter season ratio was 2.0, based on a total average monthly consumption in the summer months of 44.9 MG and in the winter months of 22.9 MG ( $44.9/22.9 = 2.0$ ), which is within the typical range for utilities in the Willamette Valley and lower than the Medford Water Commission with a ratio of 3.1.

The summer season to winter season ratios were greatest for churches and schools, with 3.7 and 4.9, respectively. Commercial customers had the next greatest summer season to winter season ratio with 3.3. These findings suggest that water conservation outreach to these customers could reduce the volume of consumption during summer months, particularly for commercial customers, which were the third greatest consumers of water in 2016. The summer season to winter season ratio for residential customers was 1.9. Given that residential customers consumed the most water (66.4 percent of total consumption in 2016), water conservation outreach to these customers would likely yield the greatest water savings. The second largest water consumer, the City, only had a summer season to winter season ratio of 1.5, indicating that some water conservation opportunities may exist for city facilities, but greater outdoor water conservation gains are likely to be achieved through outreach to residential and commercial customers.

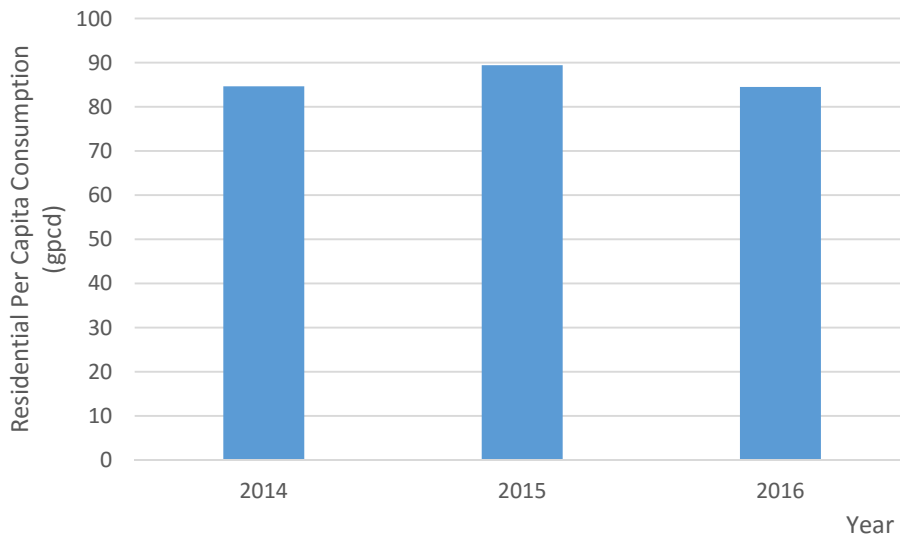
**Exhibit 2-14. Seasonal Water Consumption by Customer Category, 2016.**



## Residential Per Capita Consumption

The City's residential per capita water consumption in 2016 was 84.5 gpcd, as shown in **Exhibit 2-15**, and averaged 86.2 gpcd from 2014 through 2016. Per capita water consumption was calculated based on the sum of residential and county residential consumption divided by the annual population estimates. Population estimates for 2014 and 2016 are based on population estimates produced by Portland State University Population Research Center plus the previously described estimated population of 553 served outside of city limits.

Exhibit 2-15. Residential Per Capita Consumption, 2014-2016.



## Top 10 Water Users

**Exhibit 2-16** shows that the City's top 10 water users in 2016 represented 23.5 percent of total consumption. Three of the top 10 water users fell within the city customer category while the remainder were primarily commercial customers. The top water user, the City's Wastewater Treatment Plant, uses potable water for washing down clarifiers, operating the chlorine infectors and carry water, irrigation, washing vehicles, cleaning the chlorine contact chamber and digesters when needed, lab purposes, toilets, and human consumption in the lunchroom. The Nonpareil WTP uses potable water to serve 3 residents and for chlorine injection and chemical carry water, washing down the clarifier and settling tubes, lab purposes, irrigation, and toilets.

Exhibit 2-16. Largest Water Users, 2016.

Customer Category	Annual Consumption (MG)	Percent of Annual Consumption (%)
City (Wastewater Treatment Plant)	35.2	9.2
Commercial	14.6	3.8
Commercial	9.3	2.4
Commercial	7.9	2.0
City (Nonpareil Water Treatment Plant)	6.0	1.6
Commercial	6.1	1.6
Commercial (Water District)	2.9	0.8
Residential (Apartment complex)	2.8	0.7
City (Central Park Irrigation)	2.8	0.7
Commercial	2.6	0.7
Top 10 Users Annual Total	90.3	23.5
System Total	384.4	



## Water Losses and Non-Revenue Water

*OAR 690-086-0140(9)*

The City calculated non-revenue water as the difference between the finished water demand and metered water consumption. The City's non-revenue water was 16.1 percent in 2015 and averaged 10.6 percent from 2014 through 2016, as shown in **Exhibit 2-17**. The City currently does not know the reason for the large increase in non-revenue water in 2016. As described in Section 3, the City uses SCADA to monitor water treatment plant production, transmission line water conveyance, reservoir levels, and customer meter readings for abnormalities that could indicate leaks. Nevertheless, particular portions of the City's water distribution system have been more prone to leaks and less points of data collection are available in these areas. The City will continue to conduct water audits monthly and to implement its leak detection and repair program. If the 2017 annual water audit reveals that non-revenue water is greater than 10 percent, and thus 2016 was not an anomaly, the City will conduct a leak detection survey in areas identified as having higher frequency of leaks in 2018.

Exhibit 2-17. Non-revenue Water, 2014-2016.

Year	Annual Raw Water Demand (MG)	Backwash (MG)	Annual Finished Water Demand (MG)	Annual Metered Consumption (MG)	Non-revenue Water (MG)	Non-revenue Water (%)
2014	452.9	39.1	413.8	386.7	27.1	6.6
2015	479.9	30.6	449.3	407.9	41.4	9.2
2016	525.2	67.0	458.2	384.4	73.8	16.1
Average					47.4	10.6

## Water Rights

*OAR 690-086-0140(5)*

The City holds five surface water rights for municipal use: three water rights from Calapooya Creek, one water right from Cooper Creek and Cooper Creek Reservoir, and one water right from the North Umpqua River.

The City's water rights authorize the use of a total of up to 4.0 cfs from Calapooya Creek and are evidenced by Certificates 6344, 19629 and 91894. Certificate 6344 has a priority date of December 3, 1924 and authorizes the use of up to 0.75 cfs. Certificate 19629 has a priority date of September 5, 1941 and authorizes the use of up to 2.25 cfs. Certificate 91894 has a priority date of January 29, 1979 and is for the use of up to 1.0 cfs.

The City also hold Permit S-32426, which authorizes the use of Cooper Creek and up to 500 acre-feet (AF) of stored water from Cooper Creek Reservoir at a rate of 5.0 cfs. The permit has an August 29, 1967 priority date. On April 29, 2016, OWRD issued a Final Order approving an extension of time for Permit S-32426 to October 1, 2026. The Final Order identified the developed portion of the permit as 3.0 cfs from Cooper Creek and 179.5 AF from Cooper Creek

Reservoir, and included the conditions that any diversion of water under the extended permit beyond the developed portion is only authorized upon issuance of a final order approving a WMCP. The order required the City to submit the WMCP within three years of the date of the Final Order (by April 29, 2019).

The City's Permit S-55041 authorizes the use of water from the North Umpqua River. The permit has an October 15, 1979 priority date and authorizes use of up to 3.0 cfs. On November 14, 2014, OWRD issued a Final Order approving an extension of time for Permit S-44926 (the predecessor to Permit S-55041) to October 1, 2050. The Final Order included the conditions that any diversion of water under the extended permit is only authorized upon issuance of a final order approving a WMCP, and the City is required to submit the WMCP within three years of the date of the Final Order (by November 14, 2017). On July 5, 2016, the City filed Permit Amendment T-12418 with OWRD, which proposed to add a downstream authorized point of diversion and to change the authorized place of use to the City of Sutherlin Service Area. The application was approved on March 30, 2017. Superseding Permit S-55041 was issued the same day and incorporates the changes resulting from the permit extension and permit amendment.

**Exhibit 2-18** provides detailed information about these municipal water rights that supply potable water through the City's municipal distribution systems.

In addition, the City acquired property on which a portion of Ford Pond is located. Consequently, the City became the owner of a portion of the pond. Likewise, the City is the holder of a portion of Certificate 87889, which authorizes the storage of up to 980 AF for recreation and irrigation purposes. The City's portion of the rights authorizes storage of up to 880 AF for recreation and 50 AF for irrigation. (The remaining portion of the right, which authorizes storage of up to 50 AF for irrigation, is held by Popeye's Girlfriend LLC.) The City also holds Certificate 87888, which authorizes the use of up to 0.55 cfs from Ford Creek for maintenance of Ford Pond for recreation.

The water from Ford Pond is not connected to the City's municipal distribution system, and the City does not provide water to its municipal customers under these water rights. **Exhibit 2-19** provides information about these non-municipal water rights held by the City.

Exhibit 2-18. Municipal Water Rights Held by the City of Sutherlin.

Source	Application	Permit	Transfer or Permit Amendment	Certificate	Priority Date	Type of Beneficial Use	Authorized Rate		Authorized Date for Completion	Maximum Rate of Withdrawal to Date		2016 Average Withdrawal		Five-Year (2014-2016) <sup>1</sup> Average Withdrawal		Comments
							(cfs)	(AF)		Instantaneous (cfs)	Annually (AF)	Monthly (MG)	Daily (mgd)	Monthly (MG)	Daily (mgd)	
Calapooya Creek	S-9945	S-6610	--	6344	12/3/1924	Municipal	0.75	--	N/A	0.75	N/A	36.4	1.11	32.7	1.07	
Calapooya Creek	S-19502	S-15016	--	19629	9/5/1941	Municipal	2.25	--	N/A	2.25	N/A					
Calapooya Creek	S-58288	S-44066	--	91894	1/29/1979	Municipal	1.0	--	N/A	1.0	N/A					
Cooper Creek and Cooper Creek Reservoir	S-44016	S-32426	--	--	8/29/1967	Municipal	5.0 <sup>2</sup>	up to 500	10/1/2026	3.0	179.5	7.4	0.24	7.8	0.26	Water is stored in Cooper Creek Reservoir under Certificate 48586, in the name of Sutherlin Water Control District.
North Umpqua River	S-59416	<del>S-44926</del> S-55041	Permit Amendment T-12418	--	10/15/1979	Municipal	3.0	--	10/1/2050	0	0	0	0	0	0	Permit Amendment Application T-12418 added a point of diversion and changed the place of use.

cfs = cubic feet per second  
AF = acre-feet  
<sup>1</sup>In 2013, only the Nonpareil WTP on Calapooya Creek produced water, so only 2014 through 2016 was shown in this exhibit.  
<sup>2</sup>When the City sought a partial perfection of this permit, OWRD concluded that the 5.0 cfs rate applied to the use of live flow and stored water.

Exhibit 2-19. Non-Municipal Water Rights Held by the City of Sutherlin.

Source	Holder(s) of Water Right	Application	Permit	Transfer or Permit Amendment	Certificate	Priority Date	Type of Beneficial Use	Authorized Rate/Volume (cfs/AF)	Authorized Date for Completion
Ford Creek	City of Sutherlin & Popeye’s Girlfriend LLC	R-29411	R-1669	<del>T-6695</del>	87889 <del>23963</del>	8/19/1954	Storage for recreation and irrigation	<b>Total- 980 AF:</b> <u>Held by the City -</u> 50 AF for irrigation & 880 AF for recreation <u>Held by Popeye’s Girlfriend-</u> 50 AF for irrigation	N/A
Ford Creek	City of Sutherlin	S-29412	S-23163	<del>T-6695</del>	87888 <del>23962</del>	8/19/1954	Pond maintenance for recreation	0.55 cfs	N/A

## Aquatic Resource Concerns

OAR 690-086-140(5) requires municipal water suppliers to identify the following for each of its water sources: 1) any listing of the source as water quality limited (and the water quality parameters for which the source was listed); 2) any streamflow-dependent species listed by a state or federal agency as sensitive threatened or endangered that are present in the source; and 3) any designation of the source as being in a critical groundwater area.

### *Water Quality*

Calapooya Creek at the City's point of diversion (POD) at approximately River Mile 26 is 303(d) listed as water quality limited for iron (year around) and habitat modification (does not require a TMDL). Dissolved oxygen (year around), temperature (year around), and *E. coli* were delisted in 2010 following approval of a TMDL. Cooper Creek and Cooper Creek Reservoir at the City's POD at approximately River Mile 2.4 are 303(d) listed as water quality limited for iron and mercury year around. The North Umpqua River at the City's PODs at approximately River Miles 2 and 15 is 303(d) listed as water quality limited for flow modification (does not require a TMDL), temperature (September 1-May 15), and temperature (year around; non-spawning). The 303(d) listing information was obtained from: <http://www.deq.state.or.us/wq/assessment/rpt2010/search.asp>

### *Listed Streamflow-dependent Species*

**Exhibit 2-20** shows the listed fish species in the Calapooya River within the reach of the City's POD at approximately River Mile 26, Cooper Creek and Cooper Creek Reservoir within the reach of the City's POD at approximately River Mile 2.4, and the North Umpqua River within the reach of the City's planned PODs at River Miles 2 and 15.

**Exhibit 2-20. Listed Fish Species in the Calapooya River within the reach of the City's POD (~River Mile 26) Cooper Creek/Cooper Creek Reservoir within the reach of the City's POD (~River Mile 2.4), and the North Umpqua River within the reach of the City's planned PODs (~River Miles 2 and 15).**

<b>Species</b>	<b>Evolutionarily Significant Unit (ESU) (if applicable)</b>	<b>Federal Listing</b>	<b>State Listing</b>
Chinook Salmon, Spring run	Southern Oregon Coast	Threatened	Sensitive-Critical
Chinook Salmon, Fall run	Southern Oregon Coast (North Umpqua)	Threatened	Sensitive-Critical
Coho salmon	Oregon Coast	Threatened	Sensitive-Vulnerable
Winter Steelhead			Sensitive-Vulnerable
Pacific eulachon	Southern Distinct Population Segment	Threatened	
Pacific Lamprey		Petitioned for Listing; Species of Concern	Sensitive-Vulnerable
Western Brook Lamprey		Petitioned for Listing	Sensitive-Vulnerable

**Sources:**

ODFW's Division 315 Evaluation of Fish Persistence for Municipal Extension, City of Sutherlin Application #S-59416. August 8, 2012.

ODFW's Division 315 Evaluation of Fish Persistence for Municipal Extension, City of Sutherlin Application #S-44016. August 15, 2012.

Federal ESA listed species (T&E), from NOAA Fisheries Office of Protected Resources:

<http://www.nmfs.noaa.gov/pr/species/esa/fish.htm>

Oregon State ESA listed species, from the Oregon Department of Fish & Wildlife:

[http://www.dfw.state.or.us/wildlife/diversity/species/threatened\\_endangered\\_candidate\\_list.asp](http://www.dfw.state.or.us/wildlife/diversity/species/threatened_endangered_candidate_list.asp)

Oregon State Sensitive Species, from the Oregon Department of Fish & Wildlife:

[http://www.dfw.state.or.us/wildlife/diversity/species/sensitive\\_species.asp](http://www.dfw.state.or.us/wildlife/diversity/species/sensitive_species.asp)

Federal Species of Concern, from the U.S. Fish & Wildlife Service, Oregon Fish & Wildlife Office:

<http://www.fws.gov/oregonfwo/Species/Data/PacificLamprey/default.asp>

### *Critical Groundwater Area*

The City does not have a municipal ground water right that supplies potable water and is not located in a Critical Groundwater Area.

## **Evaluation of Water Rights/Supply**

### ***OAR 690-086-0140(3)***

#### Calapooya Creek

The reliability of the City's surface water rights from Calapooya Creek is a function of water right priority date (seniority), streamflows and the City's Nonpareil water treatment plant (WTP) capacity.

The City's water right Certificate 6344, which authorizes the use of up to 0.75 cfs, has a priority date of December 3, 1924. The City's Certificate 6344 is senior in priority to the four instream water rights on Calapooya Creek, which have priority dates ranging from October 24, 1958 to January 10, 1991. This water right is also senior in priority to all but 13 water rights on Calapooya Creek that authorize the use of up to 3.9 cfs. Data from the U.S. Geological Survey gage near Oakland (USGS age 14320700, 1955-2001) shows the mean daily flow at 80 percent exceedance during the month of August is 4.1 cfs, and 4.2 cfs in September. During the remaining months of the year, the flows at 80 percent exceedance are 10 cfs or higher. The City has historically been able to use this water right throughout the year, and Certificate 6344 is expected to be a reliable source of future water supply.

The City's Certificate 19629 authorizes the use of up to 2.25 cfs and has a priority date of September 5, 1941. This water right is senior to the instream water rights on Calapooya Creek. Although Certificate 19629 is junior in priority to nineteen water rights for purposes such as irrigation, the City has found this right to generally provide a reliable source of water supply.

The City's Certificate 91894 has a priority date of January 29, 1979, and is junior in priority to almost 150 water rights, which authorize use of over 100 cfs. Certificate 91894 is also junior in priority to three of the four instream water rights on Calapooya Creek. (The instream water right evidenced by Certificate 59698 has a priority date of October 24, 1958. The instream water rights evidenced by Certificates 59901 and 59902 have priority dates of March 26, 1974, and the instream water right evidenced by Certificate 80817 has a priority date of January 10, 1991.) All of the instream water rights protect flows in reaches (or at a point) that either includes or is below the City's point of diversion on Calapooya Creek. According to OWRD's Umpqua Basin Watermaster, these instream water rights are often not met and Calapooya Creek is regulated yearly. Thus, the City's Certificate 91894, which authorizes the use of up to 1.0 cfs, could be regulated to meet the needs of the instream water rights during periods of low flow. Thus, this water right does not provide the City with a reliable source of supply during periods of low flow.

Finally, the City's Nonpareil WTP is over 30 years old and, while currently reliable, the City recognizes that the facility is aging and could experience an unanticipated failure or long-term shut down for maintenance/repair during the 20-year planning period for this WMCP. Consequently, the ability to use water from Cooper Creek and Reservoir is a critical redundant supply for the City.

#### Cooper Creek and Cooper Creek Reservoir

The City also uses its water right from Cooper Creek and Cooper Creek Reservoir to meet its municipal demands. The reliability of the City's water right to appropriate water from the Cooper Creek and Cooper Creek Reservoir is a function of permit conditions and streamflows, as well as water quality.

The City holds the most senior water right on Cooper Creek. (The City's Permit S-32426 shares a priority date with the Sutherlin Water Control District's Certificate 48587.) Thus, the City's Permit S-32426 is not regulated in favor of more senior water rights. Further, there are no instream water rights on Cooper Creek. The City's use of live flow water from Cooper Creek is, however, limited by streamflow. In the summer, there is typically insufficient flow in Cooper Creek to meet the City's 5 cfs water right. In 2017, flows in

Cooper Creek dropped below 3 cfs in mid-March and essentially ceased by mid-May. However, the City can and does rely on the use of stored water in Cooper Creek Reservoir under Permit S-32426, which establishes a rate of diversion for the stored water of up to 5.0 cfs.

The reliability of the City's use of water from Cooper Creek will also be affected by permit extension conditions. As part of the municipal permit extension process for this permit, the Oregon Department of Fish and Wildlife (ODFW) recommended to OWRD that the extension of time contain conditions intended to "maintain the persistence of listed fish" in Cooper Creek. Consequently, the Final Order issued by OWRD on April 29, 2016 approving the extension of time for Permit S-32426 contains "fish persistence" conditions, which include the target flows in Cooper Creek above Cooper Creek Reservoir shown in **Exhibit 2-21**. If the target flows are not met, use of water under the 2.0 cfs undeveloped portion of Cooper Creek live flow under Permit S-32426 would be precluded (based on a seven-day rolling average of mean daily flows).

**Exhibit 2-21. Target Flows for Fish Persistence in Cooper Creek above Cooper Creek Reservoir.**

Time Period	Target Flows (cfs)
January-April	2.3
May	1.5
June	0.6
July--September	0.2
October 1-October 15	0.6
October 16-October 31	1.5
November-December	2.3

During periods of low flow in Cooper Creek, the City is able to divert stored water to meet its needs. (Historically Cooper Creek Reservoir fills each year.) In addition, the "fish persistence" conditions described above do not apply to the use of stored water. Thus, the reliability of the undeveloped stored water portion of Permit S-32426 (which is for 320.5 AF) is not affected by these conditions. The use of water from the reservoir can, however, be affected by water quality issues. Nonetheless, the stored water portion of the permit is expected to generally be reliable even during periods when the live flow portion of the right is not reliable.

In addition, the City completed an upgrade of the Cooper Creek WTP in 2014, which included increasing the raw water treatment capacity to 6.19 cfs (4.0 mgd). The City built the Cooper Creek WTP to enable the City to meet demands and to provide water supply redundancy.

#### North Umpqua River

Although the City does not currently use its permit from the North Umpqua River to meet its municipal water supply needs, the City has evaluated the reliability of Permit S-55041, which is expected to be affected by permit conditions and streamflows.

The City's Permit S-55041 has a priority date of October 15, 1979, which is junior in priority to the instream water rights evidenced by Certificates 59965 and 59939, which both have

priority dates of March 26, 1974. It is also junior in priority to hundreds of other existing surface water rights. Nonetheless, according to OWRD's Umpqua Basin Watermaster, water rights on the North Umpqua River have not been regulated to meet senior instream water rights on either the main stem Umpqua River or on the North Umpqua River.

The reliability of Permit S-55041 will be affected by permit extension conditions. As part of the municipal permit extension process for this permit, ODFW recommended to OWRD that the extension of time contain "fish persistence" conditions. The November 14, 2014 Final Order approving the extension of time for Permit S-44926 (the predecessor to Permit S-55041) contains conditions that include the target flows on the North Umpqua River shown in **Exhibit 2-22**. If the target flows are not met, use of water under the permit would be reduced in proportion to the amount by which the target flow is missed (based on a seven-day rolling average of mean daily flows).<sup>1</sup> It should be noted that the target flows are consistent with the flows protected by the instream water right in the North Umpqua River evidenced by Certificate 81500.

**Exhibit 2-22. Target Flows for Fish Persistence in the North Umpqua River, Measured at U.S. Geological Survey (USGS) Gage 14319500 at Winchester, Oregon.**

Time Period	Target Flows (cfs)
January-June	1350
July	1290
August	996
September	982
October	1190
November-December	1350

To understand the potential impact of the fish persistence conditions on Permit S-55041, the target flows were compared to the historic streamflow data from the Winchester gage for the period from 1986 through 2015. The 90 percent exceedance flows were less than these target flows during some portion of the days in the months of June through November. As shown in **Exhibit 2-23**, October had the highest percentage of days missed with 80 percent and June had the lowest percentage with 13 percent of days missed. When targets are missed, the use of water under the permit must be reduced in proportion to the amount by which the fish flow target is not met. Based on the amount by which the targets were missed during these periods, the average diversion that would be allowed under Permit S-55041 when the targets are missed is calculated to range from 2.38 cfs in November to 2.53 cfs in September.

<sup>1</sup> Although the fish persistence conditions apply to only the "undeveloped portion of the permits," the entire rate under Permit S-44926 (now Permit S-55041) is considered "undeveloped" because the City has not used water under this permit.



Exhibit 2-23. Frequency of Flow Targets Not Being Met and Average Curtailment (June—November).

Month	Percent of Days Target Is Not Met (%)	Average Curtailment when Target Flow is not Met (cfs)	Average Diversion Allowed When Target Flow is Not Met (cfs)
June	13%	0.53	2.47
July	54%	0.57	2.43
August	63%	0.48	2.52
September	72%	0.47	2.53
October	80%	0.68	2.32
November	31%	0.62	2.38

## System Description

*OAR 690-086-140(8)*

The City operates a public drinking water system (Public Water System Identification Number is 4100847). The City's water supply is diverted from surface water from Calapooya Creek at Nonpareil WTP and from Cooper Creek Reservoir at the Cooper Creek WTP. Nonpareil WTP was constructed in 1982 with raw water pumping capacity of 3.56 cfs (2.3 mgd). The Cooper Creek WTP was originally constructed in 1971 and then upgraded in 2014. The upgrade included increasing the water treatment plant capacity to 6.19 cfs (4.0 mgd). The City uses Cooper Creek WTP to meet water demands and to serve as an important redundant source of water.

The City has nine system reservoirs with a total storage capacity of 3.65 MG. The City also has six pump stations and 64.0 miles of pipelines in its water transmission and distribution system, as described in **Exhibits 2-24** through **2-26**. **Exhibit 2-1** shows a schematic of the City's existing water distribution system.

Exhibit 2-24. Summary of System Reservoirs.

Tank Name	Service Area	Material	Year Constructed	Nominal Volume, gal	Base/Overflow Elevation, ft
Umpqua	Low Level	Welded Steel	1956	1,250,000	659 / 693
Calapooya	Low Level	Prestressed/ Precast Concrete	1981	1,000,000	653 / 693
Oak Hills	Low Level	Glass-Fused-to Steel Bolted	2002	1,025,000	660 / 693
Schoon Mt. (2 tanks)	Mid Level	Welded Steel	1997	24,000	847 / 855
Tanglewood	Mid Level	Welded Steel	1974	75,000	841 / 861.5
Upper Umpqua	Mid Level	Welded Steel	1970	75,000	846.5 / 866.5
Forest Heights	Mid Level	Glass-Fused-to Steel Bolted	2006	127,000	840/863
Ridgewater No. 1	High Level	Welded Steel	1974	35,000	952 / 974
Ridgewater No. 2	High Level	Welded Steel	2003	35,000	952 / 974

Exhibit 2-25. Summary of Existing Pump Stations.

Station	No. of Pumps	HP	Flow (gpm)	TDH (feet)
Ridgewater - 1st High-Level	2	40	350	250
Ridgewater - 2nd High-Level	2	5	40	95
Schoon Mt.	2	30	125	220
Tanglewood	1	30	400	300
Forest Heights	2	15	250	188
Umpqua	1	30	400	200

Exhibit 2-26. Summary of Pipeline Sizes.

Pipe Diameter (inches)	Materials of Construction						Total (feet)	Percent of Total
	PVC	Cast Iron	Ductile Iron	Asbestos-Cement	Concrete Cylinder	Steel/Copper		
2	3,105	0	0	0	0	2,340	5,445	1.6%
4	2,625	1,610	0	6,180	0	-	10,415	3.1%
6	45,127	19,543	5,161	50,810	1,958	-	122,599	36.3%
8	54,097	4,591	11,469	27,379	2,556	870	100,962	29.9%
10	0	0	0	1,757	0	-	1,757	0.5%
12	12,581	0	20,309	483	0	-	33,373	9.9%
14	0	0	7,804	12,734	43,028	-	63,566	18.8%
Total	117,535	25,744	44,743	99,343	47,542	3,210	<b>338,117</b>	100%
% of Total	34.8%	7.6%	13.2%	29.4%	14.1%	0.9%	100%	-

## SECTION 3

# Water Management and Conservation

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*This section addresses the requirements of OAR 690-086-0150(1) – (6).*

*This rule requires a description of specific required conservation measures and benchmarks, and additional conservation measures implemented by the City.*

## Current Conservation Measures

*OAR 690-086-0150(1) and (3)*

### Progress Report

This is the City's second WMCP. OWRD approved the City's first WMCP in 2007. The first WMCP described the City's existing water conservation measures and 5-year water conservation benchmarks. In April 2016, the City submitted a 5-year WMCP Progress Report that provided updates on progress towards meeting those 5-year water conservation benchmarks. **Exhibit 3-1** further updates the status of the 5-year water conservation benchmarks.

### Background

The following list highlights the City's water management and conservation activities, which have been particularly focused on conducting annual water audits and detecting and repairing leaks.

- Conducts monthly and annual water audits
- Installed new meters at previously unmetered locations, so now the City is fully metered
- Installed automated meter reading (AMR) meters throughout the system, improving accounting and leak detection
- Source meters to the water treatment plants tested biannually
- Customers are charged a monthly consumption rate based on the quantity of water metered at the service connection
- SCADA is used to monitor the water system for abnormalities that could indicate leaks
- City staff visits the home of customers with suspected leaks to check the meter and look for potential sources of leaks.
- City staff provides technical information about leak detection and repair when visiting homes with suspected leaks

Exhibit 3-1. Water Management and Conservation Five-Year Benchmark Progress Update.

Section Requirement	Sub-section Requirement	2005 Benchmark	2017 Status Update
OAR 690-086-150 (4) A description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following conservation measures that are required of all municipal water suppliers:	(a) An annual water audit that includes a systematic and documented methodology for estimating any un-metered authorized and unauthorized uses	Install new meters and read existing water meters is described under Metering Benchmarks. Develop electronic spreadsheets and procedures for implementing audits. Collect and record monthly meter readings, complete monthly audits. Perform annual water audit.	The City completed installation in 2005. The City completed development of the spreadsheets and procedures. The City continues to perform monthly water audits. The City continues to perform annual water audits.
	(b) If the system is not fully metered, a program to install meters on all un-metered water service connections.	Install new meters at the identified locations. Collect water usage data from existing meters not currently being read. Install water meter on Cooper Creek WTP backwash stream. Install water meter on Nonpareil WTP backwash stream.	The City completed installation of automated meter reading (AMR) meters in 2012. The City is metered everything and reads all meters. Installed in 2014. Manually calculated annually.
	(c) A meter testing and maintenance program	Verify 2-inch meters within the system. Verify three-quarter-inch and 1-inch meters. Verify 1-1/2-inch and 2-inch meters. Verify large meters (greater than 2-inch) Verify source meters every two years or as needed.	50% tested annually 10% tested annually 50% tested annually Tested annually Tested every two years or as needed.
	(d) A rate structure under which customers' bills are based, at least in part, on the quantity of water metered at the service connections		The City continues to charge customers a consumption rate, which is based on the quantity of water metered at the service connections.
	(e) If the annual water audit indicates that system leakage exceeds 10 percent, a regularly scheduled and systematic program to detect leaks in the transmission and distribution system using methods and technology appropriate to the size and capabilities of the municipal water supplier;	If system leakage is shown to be greater than 10%, perform leak detection of Priority 1 Areas. If system Leakage shown to be greater than 10% annual audit leak detection has been completed on Priority 1 Areas, then perform leak detection on Priority 2 Areas. If system leakage is shown to be greater than 10% in annual audit and leak detection has been completed on Priorities 1 and 2, then start on Priority 3 areas. Leak Occurrence Map on City's Water Distribution System.	Non-revenue water was below 10% in 2014 and 2015 then 16% in 2016, so leak detection in priority areas has not occurred, but is included in the new 5-year benchmarks.  No map is kept, but areas of concern are noted by City staff.
	(f) A public education program to encourage efficient water use and the use of low water use landscaping that includes regular communication of the supplier's water conservation activities and schedule to customers	Creation of a water conservation webpage on City's website. Publish water conservation articles in City's quarterly newsletter. Provide water conservation brochures at City Hall Library	The City has been experiencing staffing and resource constraints that have hampered development of new public education measures. The City's public education work has primarily consisted of educating customers about leak detection and repair when visiting the homes of customers with suspected leaks.

Exhibit 3-1. Water Management and Conservation Five-Year Benchmark Progress Update (Continued).

Section Requirement	Sub-section Requirement	2012 Benchmark	2017 Status Update
OAR 690-086-150 (6) If the supplier serves a population greater than 1,000 and proposes to expand or initiate diversion of water under an extended permit for which resource issues have been identified under OAR 690-086-0140(5)(i), or if the supplier serves a population greater than 7,500, description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following measures; or documentation showing implementation of the measures is neither feasible nor appropriate for ensuring the efficient use of water and the prevention of waste.	(a) A system-wide leak repair or line replacement program to reduce system leakage to 15 percent and if the reduction of system leakage to 15 percent is found to be feasible and appropriate, to reduce system leakage to 10 percent	Design and construct proposed water line replacement presented in the Capital Improvement Plan.  Repair leaky pipe segments determined from Leak Detection Program and observed or reported.	Most of Phase 1 list has been completed.  The City continues to repair or replace leaking pipelines upon discovery.
	(b) Technical and financial assistance programs to encourage and aid residential, commercial, and industrial customers in implementation of conservation measures;	Finance a portion of the cost for water audit of Sutherlin School District’s water usage (focused on outdoor usage).  Investigate the feasibility of providing non-potable water to the Sutherlin School District for irrigation purposes and the City’s Wastewater Facilities Plan.  Provide technical assistance to Murphy Plywood for the design of the water supply to its new facility.  Finance a portion of the cost for a water audit of the motels within the City (focused on indoor usage).  Conduct survey of users on the potential participation in the rebate program for the installation of ultra low-flow toilets. If sufficient interest, and adopt a program for implementation by July 2007.	The Sutherlin School District installed Astroturf, which is lowered their outdoor water consumption.  Determined not to be cost-effective.  The new mill ultimately decided to produce a different material, which lowered water demand, so technical assistance from the City was not needed.  The City did not implement this benchmark due to staffing and resource constraints.  The City did not implement this benchmark due to staffing and resource constraints.
	(c) Supplier financed retrofitting or replacement of existing inefficient water using fixtures, including distribution of residential conservation kits and rebates for customer investments in water conservation;	Conduct survey of users of the potential participation in a retrofit/replacement program. If sufficient interest, then adopt a program for implementation by July 2007.	The City did not implement this benchmark due to staffing and resource constraints.
	(d) Adoption of rate structures, billing schedules, and other associated programs that support and encourage water conservation;	Evaluate inclining block and seasonal rate structures.  Adoption of alternative rate structure, if accepted.	The City determined that implementation of a new rate structure was not feasible in the near term given strong customer concern about recent increases in water rates. City water customers monitor their water use closely and are very sensitive to changes in water rates.
	(e) Water reuse, recycling, and non-potable water opportunities; and	Collect data of water usage at Oak Hills Golf Course and effluent discharge into Calapooya Creek for the year 2005 irrigation season.  Identify the capital requirements needed for reclaimed water use at the wastewater treatment plant in the City’s Wastewater Facilities Plan.  Investigate the feasibility of providing non-potable water (Level IV) to the Sutherlin School District and City Parks for irrigation purposes and the City’s Wastewater Facilities Plan.  Provide technical assistance to Murphy Plywood the design of a non-potable water supply to its new facility.  Collect water quality and flow data from the backwash pond discharge at the Nonpareil Cooper Creek WTPs (June-September). Evaluate whether reuse of backwash water feasible and appropriate.	Data collected on a monthly and yearly basis.  The existing wastewater treatment plant uses reclaimed water. The new wastewater treatment plant will use non-potable water. The non-potable water will be used at the golf course, too.  Determined not to be cost-effective.  The new mill ultimately decided to produce a different material, which lowered water demand, so design of a non-potable water supply system was not pursued.  The City samples backwash water weekly. The Oregon Health Authority does not want the City to reuse backwash water due to water quality issues.

## Use and Reporting Program

### *OAR 690-086-0150(2)*

The City's water measurement and reporting program complies with the measurement standards in OAR Chapter 690, Division 85. The City's water use records can be found at [http://apps.wrd.state.or.us/apps/wr/wateruse\\_report/](http://apps.wrd.state.or.us/apps/wr/wateruse_report/).

The Nonpareil WTP intake meter and finished water meter are turbine water meters. The Cooper Creek WTP intake meters (two meters, one upstream of each media filter) and finished water meter are magnetic meters.

## Required Conservation Programs

### *OAR 690-086-0150(4)*

OAR 690-086-150(4) requires that all water suppliers establish 5-year benchmarks for implementing the following water management and conservation measures:

- Annual water audit
- System-wide metering
- Meter testing and maintenance
- Unit-based billing
- Leak detection and repair (if system leakage exceeds 10 percent)
- Public education

## Five-Year Benchmarks for Required Conservation Measures

During the next 5 years, the City plans to initiate, continue, or expand the following conservation measures that are required of all municipalities.

### **1. Annual Water Audit**

OWRD defines a water audit as an analysis of the water system that includes a thorough accounting of all water entering and leaving the system to identify leaks in the system, and authorized and unauthorized water uses, metered or estimated. The water audit also includes analysis of the water supplier's own water use.

The City conducts systematic and documented monthly and annual water audits. The City calculates its non-revenue water, or water loss, as the difference between the finished water demand and metered water consumption. The City collects, records, and compares monthly master meter and customer meter readings for the water audits. However, the City's billing software was set up to retain only three years of metered consumption data on a rolling basis, which has limited the length of time that the City can report the results of annual water audits. Consequently, the City is only able to report its non-revenue water for 2014, 2015, and 2016 in this WMCP. In the process of developing this WMCP, the City has become aware of the value of longer-term records and will increase the length of time billing records are kept to 6 years.

The City's non-revenue water was 16.1 percent in 2016 and averaged 10.6 percent from 2014 through 2016. The City was not able to identify the cause for the increase in non-revenue water in 2016, such that it anticipates non-revenue water will return to previous levels below 10 percent in 2017. If the City's non-revenue water does not drop below 10 percent in 2017, the City will increase its leak detection program efforts.

*Five-Year Benchmarks:* In the next five years, the City will continue to conduct annual water audits. In the next year, the City will adjust its billing program to begin retaining metered consumption records for 6 years instead of 3 years.

## **2. System-wide Metering**

The City's water system is fully metered. Within the past 10 years the City installed automated meter reading (AMR) meters (completed in 2012) throughout the system and installed new meters at previously unmetered locations (Central Park, Community Building, the City's Wastewater Treatment Plant, Triangle Park, the Public Works shop, Nonpareil WTP, and City library).

*Five-Year Benchmarks:* The City will continue to require meters on all new connections.

## **3. Meter Testing and Maintenance**

The City has a meter testing and maintenance program. The City annually tests 10 percent of  $\frac{3}{4}$ -inch and 1-inch meters, 50 percent of 1½-inches or 2-inch meters, and all meters greater than 2-inches. The City tests its source meters to the WTPs every two years. The City's AMR system also enables the City to identify potential failing meters when reviewing meter readings for abnormalities. Malfunctioning meters are promptly repaired or replaced.

*Five-Year Benchmarks:* The City will continue its meter testing and maintenance program.

## **4. Water Rate Structure**

The City has a monthly basic service rate based on meter size plus a monthly consumption rate based on the quantity of water metered at the service connection. **Exhibit 3-2** shows the City's current monthly basic service rates by meter size, which customers are billed regardless of whether or not is consumed, and current consumption rate. The basic service rate does not include any amount of water. The City's current consumption rate for all meter sizes is \$3.08 per 1,000 gallons (or \$0.00308 per gallon), so customers are charged for each gallon of water consumed. The consumption rate is the same for customers inside and outside of City limits.

**Exhibit 3-2. Monthly Basic Service Rate Per Account by Meter Size and Monthly Consumption Rate, as of July 1, 2016.**

<b>Meter Size (inches)</b>	<b>Base Rate Per Account (\$)</b>	<b>Consumption Rate Per Gallon</b>
Multiple connections behind meter (per unit)	\$12.02	
3/4	\$24.06	
1	\$48.13	\$0.00308
1 1/2	\$84.24	(or \$3.08
2	\$132.39	per 1,000
3	\$324.98	gallons)
4	\$469.43	
6	\$1,456.49	
10	\$2,407.40	

The bulk water connection fee charged to developers is \$13.36 per month and to bulk water wholesalers is \$13.36 each time. The water rate for bulk water is \$3.08 per 1,000 gallons.

City water customers are very sensitive to the price of water, which became clear following a substantial increase in water rates in 2007 for needed capital improvements. Consequently, the City plans to maintain its current rate structure in the near-term.

*Five-Year Benchmarks:* The City will continue to bill customers based, in part, on the quantity of water metered at the service connection.

## **5. Leak Detection and Repair**

The City has a regularly scheduled and systematic leak detection and repair program, as required if the annual water audit indicates that system leakage exceeds 10 percent. The City's non-revenue water was 16.1 percent in 2016 and averaged 10.6 percent from 2014 through 2016. The City was not able to identify the cause for the increase in non-revenue water in 2016, such that it anticipates non-revenue water will return to previous levels below 10 percent in 2017. However, if the City's non-revenue water does not drop below 10 percent in 2017, the City will increase its leak detection program efforts as described in the leak detection and repair 5-year benchmarks.

The City uses SCADA to monitor water treatment plant production, transmission line water conveyance, reservoir levels, and customer meter readings for abnormalities that could indicate leaks. The City also regularly conducts visual monitoring of water system infrastructure for signs of leaks. The City fixes a leak as soon as it becomes aware of its presence. The City is aware of locations in its service areas that have more leaks due to the soils in those areas accelerating corrosion of the transmission lines. The City has identified these areas as high priorities for leak detection and repair, and closely monitors them.



When the City receives a call from a customer about a suspected leak, the City sends staff to investigate the meter and determine if a leak is present. The investigation includes checking the meter, and if the meter is functioning properly, looking for potential sources of leaks in the customer's line or home. If the customer is not home during the investigation, City staff leaves a door hangout with information or calls the customer later with results.

The City also adjusts water bills if customers repair leaks in a timely manner. The City compares the water use during the month of the leak with the water use during the same month of the previous year to estimate the amount of water associated with the leak. The City then splits the cost of the leak with the customer.

*Five-Year Benchmarks:* The City will continue its leak detection and repair program. If the 2017 water audit reveals that non-revenue water is greater than 10 percent, the City will conduct a leak detection survey in areas identified as having higher frequency of leaks in 2018. In the next year, the City will begin keeping records of the number of leaks repaired annually.

## 6. Public Education

In recent years, the City has been experiencing staffing and resource constraints that have hampered development of new public education measures. The City's public education work has primarily consisted of educating customers about leak detection and repair when visiting the homes of customers with suspected leaks. However, the City recognizes that encouraging water conservation is an important element of proper water management and has plans to implement new public education measures in the next two years.

*Five-Year Benchmarks:* In the next two years, the City will add indoor and outdoor water conservation content to its website. In the next year, the City will make indoor and outdoor water conservation flyers developed by OWRD available at City Hall. In the next two years, the City will add a bill insert promoting outdoor water conservation at the beginning of summer.

## Expanded Use under Extended Permits

### *OAR 690-086-0150(5)*

Under OAR 690-086-0150(5), any municipal water supplier that proposes to expand or initiate the diversion of water under an extended permit for which resource issues have been identified shall include a description of activities and five-year implementation schedule for a system-wide leak repair or line replacement program to reduce system leakage to no more than 15 percent. The City does propose to expand diversion of water under extended Permit S-32426, which has identified resource issues.

As described above, the City has a regularly scheduled and systematic leak detection and repair program. The City analyzes SCADA data and reviews water bills for abnormalities, the City regularly conducts visual inspections of the water system for evidence of leaks, and closely monitors areas with higher frequency of leaks. The City promptly fixes a leak as soon as it becomes aware of its presence. When the City receives a call from a customer

about a suspected leak, the City sends staff to determine if a leak is present. The City will continue its leak detection and repair program.

The City was not able to identify the cause for the increase in non-revenue water in 2016, such that it anticipates non-revenue water will return to previous levels below 10 percent in 2017. If the City's non-revenue water does not drop below 10 percent in 2017, the City will increase its leak detection program efforts, including conducting a leak detection survey.

## Additional Conservation Measures

### *OAR 690-086-0150(6)*

OAR 690-086-0150(6) requires municipal water suppliers that serve a population greater than 1,000 and propose to expand or initiate the diversion of water under an extended permit for which resource issues have been identified, or if the population served is greater than 7,500, to provide a description of the specific activities, along with a five-year schedule to implement several additional conservation measures.

#### **1. Leak Repair or Line Replacement Program**

Under this rule requirement, the City is required to implement a system-wide leak repair program or line replacement program to reduce system leakage to 15 percent, and if feasible to 10 percent. The City's non-revenue water was 16.1 percent in 2016 and averaged 10.6 percent from 2014 through 2016.

As described above, the City has a regularly scheduled and systematic leak detection and repair program. The City analyzes SCADA data and reviews water bills for abnormalities, the City regularly conducts visual inspections of the water system for evidence of leaks, and closely monitors areas with higher frequency of leaks. The City promptly fixes a leak as soon as it becomes aware of its presence. When the City receives a call from a customer about a suspected leak, the City sends staff to determine if a leak is present.

*Five-Year Benchmarks:* The City will continue its leak detection and repair program. If the 2017 water audit reveals that non-revenue water is greater than 10 percent, the City will conduct a leak detection survey in areas identified as having higher frequency of leaks in 2018. In the next year, the City will begin keeping records of the number of leaks repaired annually.

#### **2. Technical and Financial Assistance Programs**

The City provides technical information about leak detection and repair to customers when investigating suspected leaks at their homes.

*Five-Year Benchmarks:* In the next year, the City will make an OWRD flyer about ways to conserve water outdoors, specifically when irrigating, available to customers. A link to the flyer will be posted on the City's website and hard copies of the flyer will be displayed at City Hall.

#### **3. Supplier Financed Retrofit or Replacement of Inefficient Fixtures**

The City currently does not help finance the retrofit or replacement of inefficient fixtures.

*Five-Year Benchmarks:* In the next five years, the City will make free low flow showerheads and sink aerators available to customers at City Hall to encourage water conservation.

#### **4. Rate Structure and Billing Practices that Encourage Conservation**

The City has a monthly basic service rate based on meter size plus a monthly consumption rate based on the quantity of water metered at the service connection.

*Five-Year Benchmarks:* The City will continue to bill customers based, in part, on the quantity of water metered at the service connection. In the next two years, the City will add a bill insert promoting outdoor water conservation at the beginning of the summer water use season.

#### **5. Water Reuse, Recycling, and Non-potable Water Opportunities**

The City continually looks for water reuse, recycling, and non-potable water opportunities. The City made it feasible for Oak Hills Golf Course to use wastewater treatment plant effluent for irrigation. The City made sure that the upgrade of the wastewater treatment plant scheduled for completion in 2019 will include greater use of wastewater treatment plant effluent for non-potable uses at the facility, which will reduce use of potable, finished water from the WTP. The City considered reuse of backwash water from the water treatment plants for potable water supply, but the Oregon Health Authority was not supportive of this type of reuse due to water quality issues.

*Five-Year Benchmarks:* Beginning in approximately 2019, the City will increase use of treated effluent for non-potable uses at the WWTP as part of the WWTP upgrade.

#### **6. Other Conservation Measures**

The City's other water conservation measures are described above.

## SECTION 4

# Municipal Water Curtailment

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*This section satisfies the requirements of OAR 690-086-0160.*

*This rule requires a description of past supply deficiencies and current capacity limitation. It also requires inclusion of stages of alert and the associated triggers and curtailment actions for each stage.*

## Introduction

Water curtailment plans outline proactive measures that water suppliers may take to reduce demand during short-term water supply shortages. The intent of water curtailment plans is to minimize the impacts of water supply shortages, which may result from incidents such as: mechanical or electrical equipment failure in the system, unanticipated catastrophic events (flooding, landslides, earthquakes and contamination), events not under control of the water supplier (e.g., localized or area-wide power outages and intentional malevolent acts), or prolonged drought.

## History of System Curtailment Episodes

### *OAR-690-086-0160(1)*

The City does not recall any critical water deficiencies within the City in the past nor enactment of any water curtailment stages. The City is fortunate to currently have the ability to use two water sources (Cooper Creek/Cooper Creek Reservoir and Calapooya Creek), such that the City can respond to a natural disaster or contamination affecting one source by relying on the other source. In the case of drought, the City will be able to utilize both sources to meet demands, with the Cooper Creek/Cooper Creek Reservoir water source being used to meet demands beyond what the Calapooya Creek source can provide. In these scenarios, the ability to meet demand will ultimately be a function of water right priority date, streamflows, and water treatment plant capacity, as described in Section 2 and summarized below.

The City's ability to use its Calapooya Creek and Cooper Creek water rights has been affected by streamflows. The City has historically been able to use Certificates 6344 and 19629 throughout the year, and this water right is expected to be a reliable source of future water supply. Certificate 91894 does not provide the City with a reliable source of supply given that the water right is junior to three of the four instream water rights on Calapooya Creek. The City's use of water from Cooper Creek is limited by streamflow. In the summer, there is often insufficient flow in Cooper Creek to use the full authorized rate of 5 cfs under Permit S-32426. In addition, the undeveloped live flow portion of Permit S-32426 (2.0 cfs) will also be subject to "fish persistence" conditions that could preclude use of 2.0 cfs under the water rights if fish flow targets are not met. However, given that the Cooper Creek Reservoir typically fills each year and "fish persistence" conditions do not apply to the use of stored water, the stored water portion of the permit is expected to generally be reliable even during periods when the live flow portion of Permit S-32426 is not reliable. Consequently, Cooper Creek live flow and stored water can help make up drought-induced supply deficiencies related to the City's Calapooya Creek water rights.

When streamflows are sufficient to meet the City's demands, the ability of the City to maintain water delivery will depend on the capacity of its water treatment plants and reservoirs. The City's Nonpareil WTP has a raw water pumping capacity of 3.56 cfs and the Cooper Creek WTP has a capacity of 6.19 cfs. The City has nine system reservoirs with a total storage capacity of 3.65 MG. If the City had to rely exclusively on this 3.65 MG of stored water to serve City demands of 1.30 mgd (the average ADD from 2013 through 2016), this storage capacity would be used in 2.8 days.

## Curtailment Event Triggers and Stages

### *OAR-690-086-0160(2) and (3)*

The City developed this curtailment plan to describe the standards and procedures that will be employed in the event of a water shortage that requires the City to implement a water curtailment stage.

Situations that could create a water supply shortage include, but are not limited to:

- a) fire, earthquake, or windstorm damage to water system infrastructure
- b) water system infrastructure or facility failure
- c) contamination in Calapooya Creek or Cooper Creek
- d) drought

The City has adopted a four-stage curtailment plan to be invoked in the event of a water supply shortage. These stages could be initiated and implemented in progressive steps or a later stage could be implemented directly. The plan includes both voluntary and mandatory measures, depending upon the cause, severity, and anticipated duration of the shortage.

**Exhibit 4-1** presents the four curtailment stages, as well as their initiating conditions (i.e. triggers). Initiation of a curtailment stage is based on judgment and the specific circumstances of the actual event. The City's initiating conditions focus on the Palmer Index as a drought indicator, the Surface Water Supply Index as an indicator of surface water supply in the Umpqua Basin, and the capacity of the City's finished water storage tanks to meet its customers' demands. These indicators of water supply deficiency are discussed below.

### **Palmer Index**

The Palmer drought index (PI) is a widely used scale for measuring drought conditions. This index uses long-term records of temperature and precipitation to determine dryness and is tabulated by the National Weather Service on a weekly basis. A PI of zero is representative of normal weather in all seasons and in any climactic region. Droughts are depicted as negative index values while wet periods are shown with positive values. Consecutive negative values from week to week can provide initial warning of an impending drought, and the magnitude of long-term negative values can assist in determining the severity of the drought condition. The negative PI regime is divided into three drought levels: moderate drought (-2 to -3), severe drought (-3 to -4), and extreme drought (-4 and lower). These three tiers of negative PI are triggers for the first three levels of the City's curtailment plan. See the Curtailment Plan section of the

City's 2006 Water System Master Plan in **Appendix B** for additional information about the Palmer Index.

### Surface Water Supply Index

The Surface Water Supply Index (SWSI) is an index that describes the current state of water resources within the major river basins in the State of Oregon. Calculated monthly by the National Resource Conservation Service (NRCS), the SWSI can be used to identify which river basins are above, below, or at the normal surface water supplies. For the purposes of curtailment triggers, the SWSI range of interest is between -1.5 and -4. See the Curtailment Plan section of the City's 2006 Water System Master Plan in **Appendix B** for additional information about the SWSI.

### Level in Finished Water Tanks/ Disruption of Water Production & Delivery

In the event that the potable water from the treatment plant is not available, the City's treated water tanks would become the source of water for the community. If anticipated delivery of treated water to the distribution system is to be disturbed for a period more than 24 hours, implementing curtailment may become appropriate. The decision to initiate the plan and selection of the most appropriate alert stage will depend on a combination of factors including the length of time the existing stored treated water would satisfy recent water demand and whether water delivery would be restored within this time period.

Exhibit 4-1. Curtailment Stages 1 through 4.

Curtailment Stages	Potential Initiating Conditions
<b>Stage 1: Water Watch</b>	<ul style="list-style-type: none"> <li>Palmer Index shows moderate drought (-2 to - 3)</li> <li>Surface Water Supply Index of -1.5 to - 2.5</li> <li>Delivery disruption of longer than 24 hours, and stored treated water forecasted to meet demand more than 3 days</li> </ul>
<b>Stage 2: Water Warning</b>	<ul style="list-style-type: none"> <li>Palmer Index shows severe drought (-3 to - 4)</li> <li>Surface Water Supply Index of -2.5 to - 3.25</li> <li>Delivery disruption longer than 24 hours, and stored treated water forecasted to meet demand between 2 and 3 days</li> </ul>
<b>Stage 3: Water Emergency</b>	<ul style="list-style-type: none"> <li>Palmer Index shows extreme drought (-4 and lower)</li> <li>Surface Water Supply Index of -3 .25 to - 4 .0</li> <li>Delivery disruption longer than 24 hours, and stored treated water forecasted to meet demand between 24 hours and 48 hours</li> <li>Delivery disruption longer than 3 days, and stored treated water forecasted to meet demand less than 3 days</li> </ul>
<b>Stage 4: Critical Water Supply</b>	<ul style="list-style-type: none"> <li>Delivery disruption with forecasted water consumption greater than available storage</li> <li>Health hazard created by contamination of the potable water supply</li> </ul>

**Exhibit 4-1** provides a number of curtailments triggers for each alert stage. The decision to implement curtailment will also consider the knowledge and judgment of staff familiar with the water system. Staff may evaluate such considerations as assessments of system damage or contamination, duration of repair, costs, fire hazards, and weather forecasts.

## Authority, Penalties, and Enforcement

When the City Council finds that curtailment is required to protect the citizens and property in the City, the Mayor, with the consent of a majority of the City Council, has the authority to declare and to end a “water crisis state of emergency.” In an extreme emergency, the City Council members may be polled informally by the City Manager, and the poll results furnished to the Mayor. In the latter circumstance, the City Council ratifies the action at its next meeting. The city health officer, after written notice to the Mayor, has the authority to permit a reasonable use of water in any case necessary to maintain adequate health and sanitation standards. The City will enforce penalties, which may include fines, and reducing or shutting off water service.

## Communication

The City will communicate stages of curtailment and the associated conservation measures through a variety of media including any radio station with an operating range covering the City, and in a newspaper of general circulation within the City. Each announcement will describe the curtailment measures required and the time when the required curtailment goes into effect.

## Curtailment Plan Implementation

*OAR-690-086-0160(4)*

### *Stage 1: Water Watch*

Stage 1 (“Water Watch”) is primarily used as a means to inform and educate the public that there is a potential water supply problem. While the supply problem may not yet warrant mandatory water conservation, voluntary conservation by the water users is recommended to reduce the water demand and lessen, or possibly eliminate, the imposition of more advanced alert stage levels. Under Stage 1, the City will take the actions described below and request customers to take the described voluntary actions to reduce water use:

#### 1. Call for Voluntary Reduction in All Water Use

##### Residential

- Limit watering of lawns, gardens, flowerbeds, or shrubbery to no more than every other day.
- Discontinue non-commercial washing of privately-owned vehicles, trailers and boats, except from a bucket and hose-equipped with a shut-off nozzle which may be used for a brief rinse.
- Discontinue wash downs of sidewalks, driveways, patios, porches, parking areas or other paved surfaces except by public agencies only for health and safety purposes.

### Commercial / Industrial

- Recommend all nonessential irrigation be discontinued and all necessary irrigation be done on an alternate day basis.
- Through media or otherwise, inform all commercial and industrial customers of the conditions and restrictions of the next higher stage (No. 2 - Water Warning).
- Prohibit washing of commercial vehicles except in a facility that recycles water.

### 2. Public Outreach Promoting Conservation

- Using leaflets, public service announcements and/or newspaper articles to promote conservation, and
- Advising all customers of possible future curtailment steps and conditions that would require their implementation.

### 3. Public Agency Water Use

- Agencies will be notified and requested to curtail water use in parks, recreational playfields, and office landscapes.
- Fire hydrants will not be flushed unless necessary for water quality reasons.
- City will prioritize repair of any known water leaks.

## *Stage 2: Water Warning*

Stage 2 is the first level at which the City will enact mandatory water curtailment requirements. This stage is implemented in situations that pose a serious threat to the ability of the City's water system to meet customer demands. As part of Stage 2, the following actions will be implemented:

1. Implementation of Rates and Measures- implement curtailment water rates and enforce measures. Enforcement to consist primarily of advisories and written warnings along with copies of schedules and restrictions.
2. Mandatory Reductions in Water Use

### Residential

- Restrict watering to alternate day (every other day) water schedule for lawns, gardens, flowerbeds, and shrubs. Even addresses would be allowed to water on even numbered days and odd addresses on odd numbered days. All watering will be restricted to the hours of 8 p.m. to 8 a.m.
- Use of water for washing any privately-owned vehicle, boat, or trailer is prohibited, except at a commercial fixed washing facility or from a bucket and hose equipped with a shut-off nozzle that may be used for a brief rinse.
- Use of non-recycled water in a fountain, pond, or pool for aesthetic or scenic purposes is prohibited, except where necessary to support fish life.
- No person shall cause or permit water to run to waste in any street, gutter, ditch, trench, or drain.



### Commercial/Industrial

- Use of water for dust or erosion control at construction sites is prohibited, unless for safety or air quality reasons, or unless required by an approved 1200C NPDES permit.
- All nonessential irrigation shall be discontinued. All necessary irrigation shall be done on an alternate day (every other day) schedule as described above. All watering will be restricted to the hours of 8 p.m. and 8 a.m.
- Washing commercial vehicles is prohibited except in a facility that recycles water.
- No business shall cause or permit water to run to waste in any street, sidewalk, parking lot, other hard surfaced areas, gutter, ditch, trench, or drain.
- Restaurants discontinue routinely offering water to customers unless specifically requested.

3. Public Outreach to Community - Request local media to highly publicize lawn watering and irrigation schedule through articles and public service announcements.

4. Public Agency Water Use -

- City will cease to use potable water for street cleaning, maintenance work, outdoor cleaning, and all other non-critical water use activities until this alert is downgraded.
- Withdrawing water from hydrants is prohibited except for purposes of fire suppression or emergency situations, without the express authorization by the City Manager.

### *Stage 3: Water Emergency*

Stage 3 is activated when curtailment actions in Stage 2 are insufficient to address the water supply conditions, and the situation poses a severe and immediate threat to the City's ability to meet its customers' water demands. Under Stage 3, the following requirements will apply:

1. All Stage 2 prohibited activities are also forbidden under Stage 3.

2. Curtailment Rates and Measures Remain In-Place - Violators of measures will be issued citations.

3. Mandatory Reductions in Water Use-

### Residential

- Water to customers will be allotted based on the number of persons living at each household (e.g., 75 gallons/capita) or per household.
- Prohibit initial filling and refilling of swimming pools, and other structures (e.g. fountains, ponds, or pools) for aesthetic or scenic purposes.

- Prohibit use of water in any air conditioner or air-cooling mechanism.
- Watering of any lawn, landscaping bushes, shrubs and trees is prohibited.
- Watering of any vegetable or flower garden or fruit tree is restricted to watering by hand using either a hose with self-closing nozzle, a container (e.g. bucket) or a drip irrigation system.
- Use of water for washing any vehicle, boat, or trailer is prohibited except at a commercial fixed washing facility that recycles its water.

#### Commercial / Industrial

- Commercial and industrial users will be limited to 50 percent of the amount of water they used during the corresponding billing and time period of the previous year. If a customer was not connected to the City's water system during the previous year, an assumed amount will be computed using existing records of similar services. An appeal of the 50 percent limitation may be made to the City Manager, whose decision shall be final.
- Watering of outside vegetation will be the same as that for Residential Users.
- The City may set further usage limits on individual businesses based on the severity of the crisis as well as past and present consumption patterns.

5. Continue Public Outreach to Community - daily public information briefings and condition updates.

6. Surcharge Pricing Structure - Implement a surcharge pricing structure for water use over the allotted use.

7. Prohibition on New Services and Sales - prohibit new hook-ups to the City's water system and cease sale of water to users not currently on the system.

8. Prohibit water to be used by Fire Department for drills or truck washing.

9. Prohibit use of water for irrigation of public parks, cemeteries, and recreational playfields.

### ***Stage 4: Critical Water Supply***

Under Stage 4 the City will provide the minimum amount of water necessary for existing water users. This level is reserved for extreme water supply problems when disaster conditions make it impossible for the water system to continue functioning under normal parameters. During Stage 4, the City will discontinue water service through its normal distribution system. If water remains in the City's finished water tanks, water may be provided in small quantities to residents in their containers either directly from a designated tank or at a location within the City. If water is not available in the City's finished water tanks, the City would locate a source of potable water and have it delivered to the City. Small quantities of potable water would be provided to residents, at no cost, in their containers.

## Drought Declaration

In the event that the Governor declares a drought emergency in Douglas County, the City will issue a statement informing customers of the drought declaration, describing the status of the City's water supply, request that customers voluntarily decrease indoor and outdoor water use, and initiate the appropriate curtailment stage described above.

## SECTION 5

# Water Supply

*This section satisfies the requirements of OAR 690-086-0170.*

*This rule requires descriptions of the City's current and future water delivery areas and population projections, demand projections for 10 and 20 years, and the schedule for when the City expects to fully exercise its water rights. The rule also requires comparison of the City's projected water needs and the available sources of supply, an analysis of alternative sources of water, and a description of required mitigation actions.*

## Delineation of Service Areas

### OAR 690-086-0170(1)

The City's future water service area for the 20-year planning period of this WMCP includes the area within the City's UGB, plus the 213 residential water service connections currently outside of City limits. **Exhibit 2-1** shows the City's UGB. The 213 residential water service connections are scattered within and outside of the UGB, and are not shown in **Exhibit 2-1**.

## Population Projections

### OAR 690-086-0170(1)

The City's projected population in 2026 is 9,866 and in 2036 is 11,362 (see **Exhibit 5-1**). The City's population projections are based on the projections from the City's Draft 2017 Water System Master Plan (WSMP). The population projections account for projected growth within the UGB plus a steady population associated with the existing water service connections currently outside of City limits. The projected population within the UGB was estimated by growing the 2016 population of 8,025 by 1.5 percent per year. The growth rate comes from the 2013 Douglas County Comprehensive Plan and the City's current Wastewater Facilities Plan, and it aligns closely with the average annual growth rate of 1.6 percent reported by the U.S. Census between 2000 and 2010. The population associated with the 213 residential water service connections (i.e. EDUs) currently outside of City limits was estimated to be 553 by multiplying the 213 EDUs by 2.6 persons per EDU, based on 2010 US Census data for the area. The City expects that population growth of these water users outside of City limits be minimal or nonexistent, so this plan holds their population constant at 553.

**Exhibit 5-1. Projected Population.**

Year	Population Within UGB	Population of Existing Customers Outside Current City Limits	Total
2026	9,313	553	9,866
2036	10,809	553	11,362

## Demand Forecast

### *OAR 690-086-0170(3)*

The City's projected MDD in 2026 is 3.53 mgd (5.47 cfs) and in 2036 is 4.07 mgd (6.29 cfs), as shown in **Exhibit 5-2**. The City's demand projections are based on the per capita estimation method used in the City's Draft 2017 WSMP. The demand projections were developed by multiplying the previously described population projections by the 2016 per capita raw water MDD of 358 gpcd. (The raw water MDD projections reflect the amount of water needed to operate the City's facilities, meet customers' needs, and typical non-revenue water). This per capita demand figure was calculated by multiplying the City's 2016 per capita raw water ADD of 168 gpcd (1,438,977 Gallons ADD in 2016/8,578 Population in 2016 = 168) by the 2016 raw water MDD/ADD peaking factor of 2.13. These projections assume that non-revenue water will be similar to the average of the last 3 years, which is approximately 10 percent. Although 2016 had an increase in non-revenue water, demand data from 2016 was used to reflect the reality that non-revenue water can fluctuate from year to year and to be consistent with the City's Water Master Plan. As previously described, the City assumed a reduced non-revenue water value for the projections to avoid inflating the demand projections due to the higher 2016 non-revenue water value.

Exhibit 5-2. Projected MDD.

Year	MDD (mgd)	MDD (cfs)
2026	3.53	5.47
2036	4.07	6.29

## Schedule to Exercise Permits and Comparison of Projected Need to Available Sources

### *OAR 690-086-0170(2) and (4)*

As described in Section 2, the City currently holds surface water rights for municipal use from Calapooya Creek, Cooper Creek and Cooper Creek Reservoir, and the North Umpqua River.

The Calapooya Creek water rights are: Certificate 6344 (0.75 cfs), Certificate 19629 (2.25 cfs), and Certificate 91894 (1.0 cfs). Certificates 6344 and 19629 are considered reliable while Certificate 91894 is not considered a reliable source of water during periods of low flow. Consequently, the City considers its reliable water supply from Calapooya Creek to be limited to 3.0 cfs in the summer.

The Cooper Creek and Cooper Creek Reservoir water right, Permit S-32426, authorizes the use of 5.0 cfs from Cooper Creek live flow and stored water from Cooper Creek Reservoir. In addition to the 5.0 cfs rate limitation, the use of stored water has an annual volume limit of up to 500 AF. The City currently only has access to water under this permit at a rate of 3 cfs. In addition, the use of stored water from Cooper Creek Reservoir is further limited to 179.5 AF. In a typical dry year there is essentially no natural flow in Cooper Creek entering Cooper Creek Reservoir from May through September. However, Cooper Creek Reservoir typically fills each year and the City uses that stored water to meet demands.

The North Umpqua River water right is Permit S-55041 (3 cfs), which has not been used to date. The reliability of Permit S-55041 is expected to be affected by permit conditions and streamflows.

As noted above, the City's projected MDD in 2026 is 5.47 cfs (3.53 mgd) and in 2036 is 6.29 cfs (4.07 mgd). To meet the projected MDD in 2036, the City will need up to 6.29 cfs. Calapooya Creek has a reliable water supply of 3.0 cfs, with the rest of the supply coming from Permit S-32426 (Cooper Creek live flow and Cooper Creek Reservoir stored water). Currently, Permit S-32426 is limited to a rate of 3.0 cfs and 179.5 AF of stored water. Given that live flow in Cooper Creek is not available when the City needs it during the year (e.g. summer months), demand is met using stored water from Cooper Creek Reservoir.

Prior to the City's last permit extension for Permit S-32426, the City had only diverted water at a rate of 3.0 cfs because that was the Cooper Creek WTP capacity at the time. However, in 2014, the City upgraded the Cooper Creek WTP and now has the capacity to divert and treat water under Permit S-32426 at a rate of up to 6.19 cfs. Having the ability to divert and treat the water under this permit at the full rate (especially the stored water in peak season) is imperative to the City's operations. To meet its water demand needs the City needs access to the full 5.0 cfs rate under the permit and the full 500 AF of stored water in Cooper Creek Reservoir.

For example, if the City diverted stored water under Permit S-32426 at the full rate of 5 cfs for 12 hours per day, it would divert 4.96 AF per day and would require the full 500 AF of stored water in 100 days ( $500 \text{ AF} / 4.96 \text{ AF/day} = 100$ ), a period of time equivalent to mid-May through late August.

Finally, the City also relies upon Cooper Creek and Cooper Creek Reservoir water for water supply redundancy. Like many cities, the City has two water sources to have a redundant water supply, which is critically important as redundancy ensures that the water system has enough resiliency to provide customers with a reliable water supply when one system is down for long-term repair or maintenance or when unexpected adverse events occur.

The City is, therefore, requesting access to the full rate (5 cfs) under *extended permit* S-32426 and to the full volume of stored water (500 AF) to meet projected peak demands and to provide needed water supply redundancy and resiliency.

As documented in the City's permit extension application and OWRD's November 14, 2014 Final Order approving the extension of time for Permit S-44926 (the predecessor to Permit S-55041), the City anticipates that it will put the water under Permit S-55041 (3 cfs) to full beneficial use by October 1, 2050. The City is not seeking access to water under this permit at this time.

## Alternative Sources

### *OAR 690-086-0170(5)*

OAR 690-086-0170(5) requires an analysis of alternative sources of water if any expansion or initial diversion of water allocated under existing permits is necessary to meet future water demand.

#### **(a) Conservation Measures**

The City intends to continue implementing its water management and conservation program and to add additional water conservation measures as appropriate over the 20-year planning horizon of this WMCP.

If the City implemented an aggressive water conservation program that achieved 5 percent water savings, the City's projected demand in 2036 would be 5.98 cfs (3.87 mgd). These water conservation savings would not preclude the need for the City to expand diversion of water under Permit S-32426 to meet projected demands. Furthermore, while water conservation may delay the need for additional water supply in the future, it does not preclude the City's need for water supply under Permit S-32426.

#### **(b) Interconnections**

As described in Section 2, the City provides water service to Union Gap Water District through an interconnection (but does not receive water from the district), so the City does not consider the Union Gap Water District connection to be a potential source of water supply. An interconnection with the City of Oakland via Union Gap has been considered in the past and is documented in both Cities' previous Water Master Plans. The City of Oakland has a senior water right for 2.0 cfs on Calapooya Creek. However, the City of Oakland is projected to need the entire water right within the next 20 years, nullifying the long-term benefits of this interconnection. Interconnections with other water suppliers have not been considered given the large distance between the City and other large municipal water providers, as well as the City having the necessary infrastructure in place to expand use of water under Permit S-32426.

#### **(c) Cost Effectiveness**

OAR 690-086-0170(c) requires an assessment of whether the projected water needs can be satisfied through other conservation measures that would provide water at a cost that is equal or less than the cost of other identified sources.

As stated above, the City is committed to implementing water conservation measures, but water conservation alone cannot preclude the City's need to expand diversion of water under Permit S-32426 to meet projected demands and to increase the City's water supply redundancy. In addition, the City already has the infrastructure in place to beneficially use the entirety of Permit S-32426. Consequently, implementing other water conservation measures will not provide water at a cost that is equal or less than the cost of expanding use under Permit S-32426.

## **Quantification of Projected Maximum Rate and Monthly Volume** *OAR 690-086-0170(6)*

OAR 690-086-0170(6) requires a quantification of the maximum rate of withdrawal and maximum monthly use if any expansion or initial diversion of water allocated under an existing permit is necessary to meet demands in the 20-year planning horizon. Within the next 20 years, the City is planning to need up to 5 cfs under Permit S-32426 to help meet projected water demands. Assuming that the water right is used at 3.23 mgd (5 cfs), 24 hours per day for 31 days during a peak demand month (likely July or August), maximum monthly volume for the water right would be approximately 100.2 MG.

## **Mitigation Actions under State and Federal Law** *OAR 690-086-0170(7)*

Under OAR 690-086-0170(7), for expanded or initial diversion of water under an existing permit, the water supplier is to describe mitigation actions it is taking to comply with legal requirements of the Endangered Species Act, Clean Water Act, and other applicable state or federal environmental regulations.

The City currently is not required to take any mitigation actions under state or federal law. However, the final orders approving an extension of time for Permits S-32426 and S-44926 (the predecessor to Permit S-55041) included “fish persistence” conditions, as described in Section 2, and the City is aware of these conditions.

## **New Water Rights** *OAR 690-086-0170(8)*

Under OAR 690-086-0170(8), if a municipal water supplier finds it necessary to acquire new water rights within the next 20 years in order to meet its projected demand, an analysis of alternative sources of the additional water is required.

The City currently does not plan to acquire additional water rights within the next 20 years given that its water rights appear sufficient to meet projected demands during that timeframe, as shown above.



# **Appendix A**

## **Letters to Local Governments and Comments**



**Water Solutions, Inc.**

May 22, 2017

Keith Cubic  
Douglas County Planning Department  
1036 SE Douglas Avenue  
Douglas County Courthouse-Justice Building-Room 106  
Roseburg, OR 97470

Subject: Water Management and Conservation Plan for the City of Sutherlin

Dear Mr. Cubic:

The City of Sutherlin has developed a draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department.

Under these rules, the water supplier shall make its draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans. Enclosed is a USB flash drive containing the City of Sutherlin's draft WMCP for your review.

Please provide comments to me within 30 days from the date of this letter. If the plan appears consistent with your Comprehensive Land Use Plan, a letter response to that effect would be appreciated. You may send your comments to me by email at [asussman@gsiws.com](mailto:asussman@gsiws.com).

If you have any questions, please feel free to contact me at 541-257-9001. Thank you for your interest.

Sincerely,  
GSI Water Solutions Inc. 



Adam Sussman  
Principal Water Resources Consultant

Enclosure

cc. Randy Harris, City of Sutherlin



May 22, 2017

Brian Elliott  
Community Development Department  
City of Sutherlin  
126 E. Central Avenue  
Sutherlin, OR 97479

Subject: Water Management and Conservation Plan for the City of Sutherlin

Dear Mr. Elliott:

The City of Sutherlin has developed a draft Water Management and Conservation Plan (WMCP) to fulfill the requirements of Oregon Administrative Rule Chapter 690, Division 86 of the Oregon Water Resources Department.

Under these rules, the water supplier shall make its draft WMCP available for review by affected local governments and seek comments relating to consistency with the local governments' comprehensive land use plans. Enclosed is a USB flash drive containing the City of Sutherlin's draft WMCP for your review.

Please provide comments to me within 30 days from the date of this letter. If the plan appears consistent with your Comprehensive Land Use Plan, a letter response to that effect would be appreciated. You may send your comments to me by email at [asussman@gsiws.com](mailto:asussman@gsiws.com).

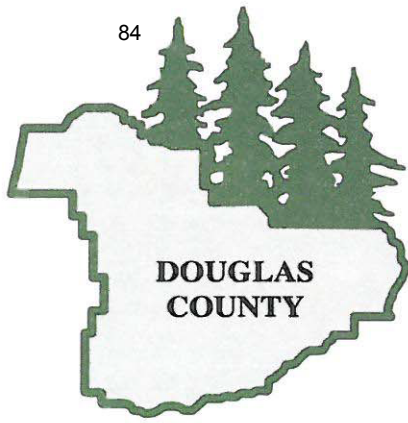
If you have any questions, please feel free to contact me at 541-257-9001. Thank you for your interest.

Sincerely,  
GSI Water Solutions Inc. 

  
Adam Sussman  
Principal Water Resources Consultant

Enclosure

cc. Randy Harris, City of Sutherlin



## **PLANNING DEPARTMENT**

Room 106 • Justice Building • Douglas County Courthouse  
Roseburg, Oregon 97470

**Planning Services**  
(541) 440-4289  
Fax # (541) 440-6266

**On-Site Services**  
(541) 440-6183  
Fax # (541) 464-6429

**Environmental Health**  
(541) 440-3574  
Fax # (541) 957-2097

**"A Program With Great Spirit"**

June 13, 2017

Adam Sussman  
GSI Water Solutions, Inc.  
1600 SW Western Blvd, Suite 240  
Corvallis, OR 97333

**Re: Water Management and Conservation Plan for the City of Sutherlin; Comment Request**

Dear Mr. Sussman:

The purpose of this letter is to provide Douglas County Planning Department comment on the draft Water Management and Conservation Plan (WMCP) for the City of Sutherlin, as requested in your May 22, 2017 letter.

Planning staff has reviewed the draft WMCP and found it to be consistent with the Douglas County Comprehensive Plan and the Water Resources element in particular.

If you have questions regarding the information provided in this letter, please contact the Douglas County Planning Department at (541) 440-4289.

Sincerely,

Joshua Shaklee  
Planning Manager

**From:** Brian Elliott  
**To:** [Suzanne de Szoeko](#)  
**Cc:** [b.elliott@ci.sutherlin.or.us](mailto:b.elliott@ci.sutherlin.or.us)  
**Subject:** RE: Sutherlin LGR Draft WMCP  
**Date:** Thursday, June 8, 2017 7:41:53 AM

---

Suzanne, City of Sutherlin's staff have reviewed Water Management and Conservation Plan and have no comments. Keep us posted if you receive any comments.

Thanks,

Brian

# **Appendix B**

## **Curtailment Plan Excerpt, City of Sutherlin 2006 Water System Master Plan**



## Alert Stage No. 4: Critical Water Supply

The purpose of this alert stage is to provide the minimum amount of water necessary for existing water users to sustain life. This extreme level-of-alert is reserved for extreme water supply problems and would likely include Draconian-type measures, such as terminating water service from the City's distribution system and water rationing.

This final level-of-alert is necessary if scenarios from Level 3 result in disaster conditions that make it impossible for the water system to continue functioning under normal parameters. Indicators of this level include the inability of the water plant to produce additional water or the distribution system to deliver potable water to the consumers. This status is only for the most extreme cases where resources must be managed carefully and water rationed to consumers for the purpose of sustaining life.

See Section 10.5 for a discussion of the various actions required of both the City and of the water users for each Alert Stage.

## 10.4 Indicators of Water Shortage Severity (OAR 690-86-160 (3) )

A water curtailment plan should include a list of predetermined levels of severity or indicators that would invoke or "trigger" a predefined level of water curtailment alert. Triggers provide the City an ability to legally impose restrictions once the emergency conditions of the trigger have been satisfied. In addition, triggers are predetermined reference points that can avoid any guesswork about when to impose restrictions during an emergency.

For most alert stages, one or more indicators are incorporated into a plan to serve as potential triggers for implementation of an alert stage of a curtailment plan. In some cases, one trigger may be sufficient to implement a curtailment alert phase. In other instances, multiple triggers This "and/or" approach to curtailment triggers provides the City with the reference points in assessing an emergency and the flexibility in determining the most appropriate response to a particular water shortages crisis.

A number of different potential indicators may be utilized for determination of water storage severity and the appropriate alert stage. For the City of Sutherlin, potential water shortage indicators include Palmer Index, Surface Water Supply Index, stream and/or diverted flow, and elevation or capacity of the City's finished water storage tanks. The suitability of these potential indicators of water storage severity are evaluated and discussed below.

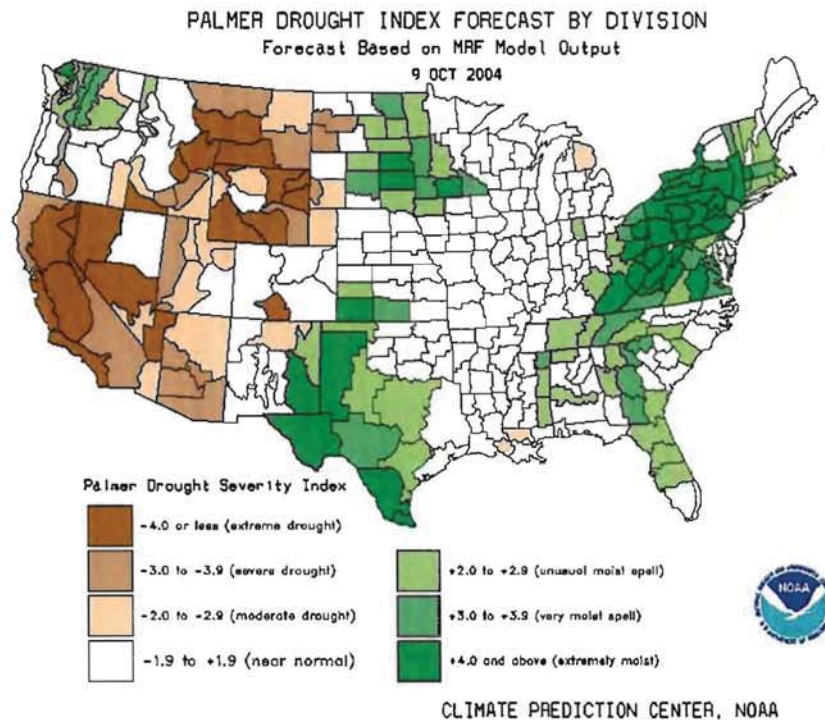
### Palmer Index

The Palmer drought index (PI) is a widely used scale for measuring drought conditions. This index uses long-term records of temperature and precipitation to determine dryness and is tabulated by the National Weather Service on a weekly basis. PI calculations are made for 350 climate divisions in the United States and posted on the NOAA and National Weather Service websites. The PI is updated weekly and is easily accessible at the following website: [http://www.cpc.ncep.noaa.gov/products/analysis\\_monitoring/cdus/palmer\\_drought/palmer\\_outlook.gif](http://www.cpc.ncep.noaa.gov/products/analysis_monitoring/cdus/palmer_drought/palmer_outlook.gif).

A PI of zero is representative of normal weather in all seasons and in any climactic region. Droughts are depicted as negative index values while wet periods are shown with positive values. Consecutive negative values from week to week can provide initial warning of an impending drought. The magnitude of long-term negative values can assist the City in determining the severity of the drought condition. A copy of the PI for October 9, 2004 is shown in Figure 10.4.1. For this time period, Sutherlin is in the white band (near normal conditions) just west of the brown area depicting the Klamath Basin. Even though the PI is not necessarily supply specific, this index can provide valuable information to forecast and assess the severity of a potential or actual water supply crisis.



FIGURE 10.4.1  
ILLUSTRATION OF PALMER DROUGHT INDEX



For its water curtailment plan, the City would be interested in the negative or drought index regime. Conveniently, the negative PI regime is divided into three drought levels: moderate drought (-2 to -3), severe drought (-3 to -4), and extreme drought (-4 and lower). These three tiers of the negative PI are recommended as triggers for the first three levels of the curtailment plan.

## Surface Water Supply Index

The Surface Water Supply Index (SWSI) is an index that describes the current state of water resources within the major river basins in the state of Oregon. Calculated monthly by the National Resource Conservation Service (NRCS), the SWSI can be used to identify which river basins are above, below, or at the normal surface water supplies. The SWSI for Oregon is updated monthly and can be viewed and downloaded at the following websites: <http://www.or.nrcs.usda.gov/snow/watersupply/sws.html>. The Oregon SWSI for September 2004 is shown in Figure 10.4.2.

Historical SWSI data for the Rogue/Umpqua basins since 1975 is summarized in Figure 10.4.3. This historical data can be utilized to evaluate the frequency and reoccurrence intervals expected for the various levels of curtailment.

For the purposes of curtailment triggers, the range of interest is between -1.5 and -4. A recommended division of this range of interest for the first three Alert Stage levels may be as given in Table 10.4.1.





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Ordinance No. 1065 – Amending SMC 5.08.040(E) - Street Vendor Insurance Policy Requirements</b>				Meeting Date:	8/27/2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Diane Harris &amp; City Attorney Chad Jacobs</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Notice of Enactment & Ordinance No. 1065					

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve the second reading, by title only of an Ordinance No. 1065 amending Sutherlin Municipal Code, Section 5.08.040(E) – Street Vendor Insurance Policy Requirements.

### EXPLANATION

As part of the City's Strategic Plan, staff has reviewed Sutherlin's Municipal Code and found concerns regarding liability insurance limits placed within the text of the ordinance that more appropriately, should be established by resolution. Staff consulted City Attorney, Chad Jacobs, and City's Insurance Agent, Craig Zolezzi, regarding this circumstance, as well as the liability limits that may not be in line with today's standards. As a "best practice", staff is proposing to amend SMC Section 5.08.040(E) – Street Vendor Insurance Policy requirements, establishing today's requirements by Council resolution. At the August 13<sup>th</sup> meeting Council approved the first reading of this ordinance, after the second reading and adoption, Council will be asked to approve Resolution 2018.15 to establish a \$3-million liability limit requirement. However, these limits may be modified on a case by case basis if approved by City Manager after consultation with the City Attorney.

### OPTIONS

To approve, not approve or amend draft Ordinance No. 1065.

### SUGGESTED MOTION(S)

To approve second reading & adoption of Ordinance No. 1065 – Amending Section 5.08.040(E) – Street Vendor Insurance Policy requirements.

To amend second reading & adoption of Ordinance No. 1065 – Amending Section 5.08.040(E) – Street Vendor Insurance Policy requirements.

To not approve second reading & adoption of Ordinance No. 1065 – Amending Section 5.08.040(E) – Street Vendor Insurance Policy requirements.



*City Recorder/HR Manager*  
126 E. Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856 x 207  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

# *City of Sutherlin*

## **NOTICE OF ORDINANCE ENACTMENT**

### **ORDINANCE NO. 1065**

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 5.08.040 (E) OF THE SUTHERLIN MUNICIPAL CODE ESTABLISHING STREET VENDOR INSURANCE POLICY REQUIREMENTS IN THE AMOUNT AS DESCRIBED BY RESOLUTION.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL DURING REGULAR & WORKSHOP MEETINGS:**

**1<sup>ST</sup> READING: MONDAY, AUGUST 13, 2018 @ 7PM**  
**2<sup>ND</sup> READING (if first reading approved):**  
**MONDAY, AUGUST 27, 2018 @ 7PM**  
**CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and City's website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).

Posted this day, August 6, 2018  
By Diane Harris  
City Recorder

## ORDINANCE NO. 1065

### AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 5.08.040 (E) OF THE SUTHERLIN MUNICIPAL CODE ESTABLISHING STREET VENDOR INSURANCE POLICY REQUIREMENTS IN THE AMOUNT AS DESCRIBED BY RESOLUTION

WHEREAS, the City has enacted an ordinance requiring street and sidewalk vendors to carry insurance with limits equal to amounts previously set forth in the Oregon Tort Claims Act;

WHEREAS, because the Oregon Tort Claims Act has amended such limits, the City needs to update and accurately reflect needed liability coverage for such insurance.

#### **NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:**

Section 5: Subsection 5.08.040 (E) of the Sutherlin Municipal Code is hereby amended to read as follows:

#### **Section 5.08.040:      Applications and fee.**

To obtain a permit, an applicant shall first submit to the City Recorder an annual fee in the as established by resolution, along with the application. The application shall contain at least the following information:

- 1) The name, home and business address of the applicant and the name and address of the owner (if different from the applicant) of the vending business, stand or motor vehicle to be used in the operation of the vending business;
- 2) A description of the types of food, beverage or merchandise to be sold;
- 3) A description of the proposed location of the vending business, except vendors from motor vehicles who shall describe the general area in which they propose to vend, if less than the entire city;
- 4) A description of the stand or motor vehicle to be used in the operation of the business, including the license and registration number of any motor vehicle used in the operation of the business, and proof of current insurance thereon.
- 5) Proof of current insurance policy issued by an insurer licensed to do business in the State of Oregon, protecting the vendor and the city from all claims for damages to property and/or bodily injury, including death, which may arise under or in connection with such vendor's activities under the permit. ~~Such insurance shall name as additional insured's the city;~~ Vendor shall name as additional insured's the city; the City of Sutherlin, its agents, officers, elected officials and employees as an Additional Insured by separate endorsement. Vendor shall provide the city with certificates of insurance and additional

insured policy endorsements signed by the insurance carrier showing the required coverage with Insurance Services Office (ISO) form numbers to identify the specific coverage that has been obtained and the effective dates of the insurance policies. Any insurance required by this section shall be in the amounts established by Council resolution as required and stated in the application. ~~shall have limits not less than one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence, and twenty, five thousand dollars (\$25,000.00) property damage, and shall provide that~~ The insurance shall not terminate or be cancelled without thirty (30) days written notice to the City of Sutherlin.

**PASSED BY THE COUNCIL THIS 27<sup>TH</sup> DAY OF AUGUST, 2018**

**APPROVED BY THE MAYOR THIS 27<sup>TH</sup> DAY OF AUGUST 2018**

\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Diane Harris, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Ordinance No. 1066 – Amending SMC 5.12.170 Taxicab and Limousine Insurance Policy Requirements</b>				Meeting Date:	8/27/2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Diane Harris &amp; City Attorney Chad Jacobs</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Notice of Enactment & Ordinance No. 1066					

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve the second reading & adoption, of Ordinance No. 1066 amending Sutherlin Municipal Code, Section 5.12.170 – Taxicab & Limousine Insurance Policy Requirements.

### EXPLANATION

As part of the City's Strategic Plan, staff has reviewed Sutherlin's Municipal Code and found concerns regarding liability insurance limits placed within the text of the ordinance that more appropriately, should be established by resolution. Staff consulted City Attorney, Chad Jacobs, and City's Insurance Agent, Craig Zolezzi, regarding this circumstance, as well as the liability limits that may not be in line with today's standards. As a "best practice", staff is proposing to amend SMC Section 5.12.170 – Taxicab and Limousine Insurance Policy requirements, establishing today's requirements by Council resolution. At the August 13<sup>th</sup> meeting Council for approval after the first reading of this ordinance, after the second reading and adoption, Council will be asked to approve Resolution No. 2018.15 to establish a \$3-million liability limit requirement. However, these limits may be modified on a case by case basis if approved by City Manager after consultation with the City Attorney.

### OPTIONS

To approve, not approve or amend draft Ordinance No. 1066

### SUGGESTED MOTION(S)

To approve second reading & adoption of Ordinance No. 1066 – Amending Section 5.12.170 Taxicab and Limousine Insurance Policy requirements.

To amend second reading & adoption of Ordinance No. 1066 – Amending Section 5.12.170 Taxicab and Limousine Insurance Policy requirements.

To not approve second reading & adoption of Ordinance No. 1066 – Amending Section 5.12.170 Taxicab and Limousine Insurance Policy requirements.



# *City of Sutherlin*

## **NOTICE OF ORDINANCE ENACTMENT**

### **ORDINANCE NO. 1066**

**AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 5.12.170 OF THE SUTHERLIN MUNICIPAL CODE ESTABLISHING TAXICAB AND LIMOUSINE INSURANCE POLICY REQUIREMENTS IN THE AMOUNT AS ESTABLISHED AND DESCRIBED BY RESOLUTION.**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL DURING REGULAR & WORKSHOP MEETINGS:**

**1<sup>ST</sup> READING: MONDAY, AUGUST 13, 2018 @ 7PM**  
**2<sup>ND</sup> READING (if first reading approved):**  
**MONDAY, AUGUST 27, 2018 @ 7PM**  
**CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and City's website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).

Posted this day, August 6, 2018  
 By Diane Harris  
 City Recorder



## ORDINANCE NO. 1066

### AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 5.12.170 OF THE SUTHERLIN MUNICIPAL CODE ESTABLISHING TAXICAB AND LIMOUSINE INSURANCE POLICY REQUIREMENTS IN THE AMOUNT AS ESTABLISHED AND DESCRIBED BY RESOLUTION

WHEREAS, the City has enacted an ordinance requiring taxicab and limousine drivers to carry insurance with limits equal to amounts previously set forth in the Oregon Tort Claims Act;

WHEREAS, because the Oregon Tort Claims Act has amended such limits, the City needs to update and accurately reflect needed liability coverage for such insurance;

#### NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

Section 5: Subsection 5.12.170 of the Sutherlin Municipal Code is hereby amended to read as follows:

#### **Section 5.12.170: Insurance required.**

No person shall operate a taxicab or limousine unless it is covered by public liability insurance in an amount ~~set forth by Council resolution as required and stated in the permit application. of not less than two hundred fifty thousand dollars (\$250,000.00) property damage, five hundred thousand dollars (\$500,000.00) personal injury, and five hundred thousand dollars (\$500,000.00) per occurrence or an amount required by state law, whichever is greater.~~ The City of Sutherlin, its agents, officers, elected officials and employees shall be named as an Additional Insured by separate endorsement on any insurance policy required by this section. Before operating a taxicab or limousine within the City, every operator must provide the City with certificates of insurance and additional insured policy endorsements signed by the insurance carrier showing the required coverage with Insurance Services Office (ISO) form numbers to identify the specific coverage that has been obtained and the effective dates of the insurance policies. The insurance shall provide that the city receive thirty days prior written notice of termination or cancellation.

**PASSED BY THE COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018**

\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Diane Harris, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Resolution 2018.15 – Establishing Insurance Liability Limits</b>				Meeting Date:	8/27/2018
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Diane Harris & City Attorney Chad Jacobs				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Resolution 2018.15					

### WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to approve Resolution 2018.15 to establish insurance liability limits for street vendors, limousine and taxicab owner/operators and users of City facilities.

### EXPLANATION

If Council approves the second reading and adoption of Ordinances 1065 & 1066 regarding insurance liability limits, a resolution to establish the new liability limits is needed. Staff has consulted City Attorney, Chad Jacobs, City's Insurance Agent, Craig Zolezzi and CIS for advice. Initially, a \$3,000,000 limit was suggested due annual tort/liability claim limits adjustments established by the state. As these ongoing adjustments occur, City would need to re-adopt resolutions to reflect that limit. To avoid that scenario, a \$3,000,000 limit is proposing to not only cover the adjusted tort claim limit for years to come, but also high risk events within City's jurisdiction. A minimum of \$2,000,000 per occurrence and \$2,000,000 aggregate limit has been supported by CIS. Resolution 2018.15 also states that the required liability coverage amount may be modified on a case-by-case basis upon City Manager's authorization.

### OPTIONS

To approve, not approve or amend draft Resolution 2018.15.

### SUGGESTED MOTION(S)

To approve Resolution 2018.15 – Establishing Insurance Liability Limits

To amend Resolution 2018.15 – Establishing Insurance Liability Limits

To not approve Resolution 2018.15 – Establishing Insurance Liability Limits



**RESOLUTION NO. 2018.15**

**A RESOLUTION ESTABLISHING INSURANCE LIABILITY LIMITS FOR STREET VENDORS, LIMOUSINE AND TAXICAB OWNER/OPERATORS AND USERS OF CITY FACILITIES AS REQUIRED PER USER'S APPLICATIONS**

**The City Council of Sutherlin finds that:**

- A.** There is a need to establish requirements for insurance liability limits for street and sidewalk vendors as described in Section 5.08.040 (E) of the Sutherlin Municipal Code.
- B.** There is a need to establish requirements for insurance liability limits for limousine and taxicab owner/operators within the City as described in Section 5.12.170 of the Sutherlin Municipal Code.
- C.** There is a need to establish requirements for insurance liability limits for City Facility Users as deemed necessary per application to the user.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, does as follows:**

A three million dollar (\$3,000,000) per occurrence limit is required for any insurance required by sections 5.08.040(E) and 5.12.170 of the Sutherlin Municipal Code as well as for City Facility Users as required by any application to rent or otherwise use a City facility. Required liability coverage amount may only be modified with the authorization from City Manager.

**PASSED BY THE CITY COUNCIL, ON THIS 27<sup>TH</sup> DAY OF AUGUST, 2018**

**APPROVED BY THE MAYOR ON THIS 27<sup>TH</sup> DAY OF AUGUST, 2018**

\_\_\_\_\_  
Mayor, Todd McKnight

**ATTEST:**

\_\_\_\_\_  
City Recorder, Diane Harris, CMC



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: League of Oregon Cities</b>				Meeting Date:	8/27/18
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Diane Harris, Deputy City Recorder</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Voting Delegate					

### WHAT IS BEING ASKED OF COUNCIL?

To determine Council member attending LOC Conference and act as voting delegate on behalf of the City.

### EXPLANATION

League of Oregon Cities Conference will be held September 27 – 29, 2018 at the Hilton Eugene. Council is being asked to choose a voting delegate and an alternate if needed. The online form must be completed and returned to LOC office prior to the September 5, 2018 deadline.

### OPTIONS

- 1) Motion to appoint Council member as LOC Voting Delegate
- 2) No action

### SUGGESTED MOTION(S)

Motion to approve Council member to attend 2018 LOC Conference and act as voting delegate on behalf of the City.



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Public Works Vehicle Purchase</b>				Meeting Date:	8-27-18
<b>Purpose:</b>	Action Item x	Workshop	Report Only	Discussion x	Update
<b>Submitted By: Aaron Swan, Public Works Director</b>				City Manager Review	
<b>Attachments:</b> Purchase Responses and Bid Quotes					

### EXPLANATION

The Water Treatment and Wastewater Treatment Departments have budgeted \$35,000 each for the purchase of new trucks during 2018-19 fiscal year. City received bids from 3 Car Dealers; Bruce Chevrolet, Clint Newell Motors, and Cottage Grove Chevrolet. The lowest bid was provided by Bruce Chevrolet for \$26,085.15 each. Staff feels that is a good price; however, Clint Newell has one similar truck in stock with a slight upgrade (convenience package) that is priced slightly higher at \$27,900; although its \$1,800 higher, it is local and available right away rather than waiting 12 weeks for delivery.

### OPTIONS

Option 1) Buy both trucks from Bruce Chevrolet for \$26,085.15 each.

Option 2) Buy one truck from Bruce Chevrolet for \$26,085.15 and the other from Clint Newell for \$27,900.

### SUGGESTED MOTION(S)

Motion to approve purchase of two trucks from Bruce Chevrolet for \$26,085.15 each.

Motion to approve purchase of one truck from Bruce Chevrolet for \$26,085.15 and the other from Clint Newell Motors for \$27,900.

**Randy Harris**

**From:** Kyle Olinger <kyle@brucechevrolet.com>  
**Sent:** Wednesday, June 27, 2018 3:51 PM  
**To:** Randy Harris  
**Subject:** RE: Quote for two new Chevy Silverado trucks  
**Attachments:** sutherlin silverado db 4X4.pdf

**Bid Request Response**

**In response to your request for a bid and on behalf of Bruce Chevrolet, Inc. I submit the following.**

**For 1 2019 Chevrolet Silverado Double Cab Standard Box 4WD as specified below and on the attached Configuration, the price is \$25,956. Oregon Privilege Tax will apply to this purchase. The tax will be \$129.15 making the total \$26,085.15.**

**The price includes delivery to your office in Sutherlin and it includes E Plate license and title fees of \$127.**

**This bid is in compliance with our Oregon State DAS PS contract #5556. Delivery will be in approximately 10 to 12 weeks.**

Kyle Olinger

Bruce Chevrolet, Inc.

Direct [503-619-8324](tel:503-619-8324)

---

**From:** Randy Harris [<mailto:r.harris@ci.sutherlin.or.us>]  
**Sent:** Wednesday, June 27, 2018 1:20 PM  
**To:** [kyle@brucechevrolet.com](mailto:kyle@brucechevrolet.com)  
**Subject:** Quote for two new Chevy Silverado trucks

*need convenient package*  
~~Store Time~~

Hello Kyle,

I would like to get a quote for two new Chevy Silverado trucks please. Below is what I am looking for.

2019 Chevy Silverado 1500 4WD Double Cab, standard box (6.5')  
 5.3 V8  
 Air condition  
 Power windows  
 Power door locks  
 Power mirrors  
 Cruise control  
 Tow hooks  
 Trailering package  
 Cloth seats  
 Rubber floor covering

40/20/40 split bench seat  
Am/fm, cd player

If you have any questions you can call or email me.

Regards

Randy Harris  
City of Sutherlin  
541-459-5768

Kyle Olinger  
BRUCE CHEVROLET, INC.

ATTENTION ALL USERS: When using Order Workbench (OWB), please DO NOT disable pop-up windows functionality. OWB uses pop-up windows to display business critical alerts, confirmations and warning messages while in transactions. For assistance, contact the OWB Help Desk at 1-888-337-1010.

jvm002 Logout

**ORDER Workbench** | Main > Order Vehicles > Configure a New Vehicle: View Summary

PLAN &amp; FORECAST   ORDER VEHICLES   MANAGE INVENTORY   LOCATE VEHICLES   DELIVER VEHICLES   REPORTS &amp; TOOLS

## Configure a New Vehicle: View Summary



Choose Model

Choose Options

Customer/Other Info

View Summary

RELATED LINKS

Review the vehicle configuration information in order to ensure that it is correct. If you need to make a change click "Back" to return to the Configure and Submit Request for Order: Customer/Other Info screen. Click "Submit Request for Order" to submit this configuration as a request for order. Click "Save as Stored Configurations" in order to store this configuration. Click "Submit Order Changes" to apply order changes, if page accessed from Change Single order path. Click "Cancel" to cancel the entire configuration.

Note: A submitted request for order is at Event Code 1000 (Order Request Added).

- Return to Order Vehicles Page
- Configure a New Vehicle
- View My Allocation and Constraints
- View Stored Configurations
- View My Request for Order List
- US On-Line Order/Reference Guide

## GM Business Associate Information

Detail View with prices ▼

Charge-to BAC: 263279

Charge-to BFC: 1

Ship-to BAC: 263279

Ship-to BFC: 1

Contact Name:

DAN:

Phone #:

Stock No:

## Model Information

Model Year: 2019

Distrib. Entity: FLT Fleet

Order Type: FBC-Fleet Political  
SubdivisionDivision: CHEVROLET  
TRUCK

Allocation Group: CDBLLD

Model: CK15753 - 1500 Silverado: 4WD Standard Box Double Cab

MSRP: † \$38,400.00

MSRP: w/DFC †: \$39,895.00

Invoice: † \$36,749.80

Invoice: w/DFC †: \$38,243.80

## Fleet Information

Primary FAN: 812692

End-User FAN:

Bid Number:

Bid Item #:

PO Number:

## Configuration Information

PEG: 1WT

Primary Color: GAZ - Summit White

Engine: L83 - Engine, 5.3L EcoTec3 V8 with  
Active Fuel Management, Direct  
Injection and Variable Valve Timing

Transmission: MYC - Transmission, 6-speed

automatic, electronically controlled

Trim: H2R - Dark Ash with Jet Black Interior

Accents, Cloth seat trim

Emissions: NE1 - Emissions, Connecticut,  
Delaware, Maine, Maryland,  
Massachusetts, New Jersey, New  
York, Oregon, Pennsylvania, Rhode  
Island, Vermont and Washington state  
requirements

Requested TPW:

Options: 5H1, A31, A60, AE7, AU3, AY0, BG9, C5Z, C87, E63, G80, GU6, IOB, K34, KC4, KG4, KNP, L83, MYC, NE1, PPA, R9Y, RBZ, RD6, SAF, T4F, U2J, UE0, UQ3, UVC, V22, V76, VH6, VJG, VK3, VQ2, YK6, Z82, ZBZ, ZY1

☒ Hide Descriptions

MSRP

Invoice

5H1 : Key equipment, two additional keys for single key system

\$45.00

\$40.95

A31 : Windows, power front and rear

A60 : Tailgate, locking

AE7 : Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual  
recline

AU3 : Door locks, power

AY0 : Airbags, dual-stage frontal and side-impact, driver and front passenger and roof-rail  
and seat-mounted side-impact, front and rear outboard seating positions with  
Passenger Sensing System

BG9 : Floor covering, Graphite-colored rubberized-vinyl, no floor mats included  
 C6Z : GVWR, 7200 lbs. (3266 kg)  
 C67 : Air conditioning, single-zone  
 E63 : Pickup box  
 G80 : Differential, heavy-duty locking rear  
 GU6 : Rear axle, 3.42 ratio  
 IOB : Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo  
 K34 : Cruise control, electronic  
 KG4 : Cooling, external engine oil cooler  
 KG4 : Alternator, 150 amps  
 KNP : Cooling, auxiliary external transmission oil cooler  
 L83 : Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing  
 MYC : Transmission, 8-speed automatic, electronically controlled  
 NE1 : Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements  
 PPA : Tailgate, EZ-Lift and Lower  
 R9Y : Fleet Free Maintenance Credit -\$45.00    -\$40.95  
 RBZ : Tires, P255/70R17 all-season, blackwall  
 RD6 : Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel  
 SAF : Tire carrier lock, keyed cylinder lock  
 T4F : Headlamps, high intensity discharge (HID) projector-beam with LED signature DRL  
 U2J : SiriusXM Radio, delete  
 UE0 : OnStar, delete  
 UQ3 : 6-speaker audio system  
 UVC : Rear Vision Camera  
 V22 : Grille surround, chrome  
 V76 : Recovery hooks, front, frame-mounted, black  
 VH6 : Bumpers, front, Black  
 VJG : Bumpers, rear, Black  
 VK3 : License plate kit, front  
 VQ2 : Fleet Processing Option  
 YK6 : SEO Processing Option  
 ZB2 : Trailing Package  
 ZBZ : Tire, spare P255/70R17 all-season, blackwall  
 ZY1 : Paint, solid

► Save in Stored Configurations

CANCEL

BACK

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to [GMPricing.com](http://GMPricing.com) for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice. The GSA Price Level is for GM use only.

Order Workbench: FAQs Site Map

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# Vehicle Locator

## Detail Report for Customer

CLINT NEWELL MOTORS

1481 NE STEPHENS ST, ROSEBURG, OR, 97470

541-673-7000

Customer/Company:

City of Sutherlin

Sales Consultant:

Jason Bailey

Address:

Vehicle #1: 2018 Chevrolet 1500 Silverado	VIN/Order #	MSRP	Stock #
	1GCVKNEC6JZ277989	\$40,665.00	C18211
<b>Additional Vehicle Information</b>			
<b>GM Marketing Information</b>		Your cost - 29,756.90	

Body Style: CK15753-4WD Standard Box Double Cab

PEG: 1WT-1WT Work Truck Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim

Engine: L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt

Transmission: MYC-6-Speed Automatic

Options: 1WT-1WT Work Truck Preferred Equipment Group

A31-Power Windows

A91-Tailgate Lock, Remote Controlled

AE7-Seats: 40/20/40/ Split Front Bench

AKO-Glass, Deep Tinted

AQQ-Keyless Remote Entry

AU3-Power Door Locks

AY0-Airbags-frontal, front seat side-impact and roof-rail

BG9-Floor Covering: Rubberized Vinyl, Black

C5Z-GVW Rating 7200 Lbs

C67-Air Conditioning, Manual

DL8-Mirrors, O/S, Power, Heated

E63-Body: Pick-Up Bed / Box

G80-Locking Differential, Rear

GAZ-Summit White

GU6-Rear Axle, 3.42 Ratio

H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim

IOB-Radio, 7" Color Screen, Bluetooth, w/ USB Port

JL1-Integrated Trailer Brake Controller

K34-Cruise Control

KC4-Cooler, Engine Oil

KG4-Alternator, 150 AMP

K14-110 Volt Electrical Receptacle, In Cab

KNP-Transmission Cooling System

L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt

MYC-6-Speed Automatic

NE1-CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA

Emissions

PCM-Convenience Package

RBZ-Tires: P255/70 R17 All Season, Blackwall

RD6-Wheels: 17" Steel

SAF-Spare Tire Lock

T4F-High Intensity Discharge Headlamps

U2J-SiriusXM Satellite Radio, Delete

UE0-OnStar Delete

UQ3-Speaker System

UVC-Rear View Camera System

V22-Grille: Chrome Surround

V76-Recovery Hooks

VH6-Bumper, Front, Black

VJG-Bumper, Rear, Black

VK3-License Plate Front Mounting Hardware

Z82-Trailer Package

ZY1-Paint, Solid

t Dmv Fee's

## Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

Tinted Glass  
Keyless entry  
Power Heated Mirrors  
Integrated Trailer Brakes in stock  
C18211





## CLINT NEWELL MOTORS

JASON BAILEY | 541-530-6231 | jason.bailey@clintnewell.com

[Fleet] 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab

### Window Sticker

#### SUMMARY

[Fleet] 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab

MSRP:\$38,400.00

Interior:Dark Ash with Jet Black Interior Accents, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing

Transmission, 6-speed automatic, electronically controlled

B.O: \$29,400

#### OPTIONS

CODE	MODEL	MSRP
CK15753	[Fleet] 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab	\$38,400.00
<b>OPTIONS</b>		
1WT	Work Truck Preferred Equipment Group	\$0.00
AE7	Seats, front 40/20/40 split-bench, 3-passenger, driver and front passenger manual recline	\$0.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
H2R	Dark Ash with Jet Black Interior Accents, Cloth seat trim	\$0.00
IOB	Audio system, Chevrolet Infotainment System with 7" diagonal color touch-screen, AM/FM stereo	\$0.00
L83	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, Direct Injection and Variable Valve Timing	\$0.00
MYC	Transmission, 6-speed automatic, electronically controlled	\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements	\$0.00
RBZ	Tires, P255/70R17 all-season, blackwall	\$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) painted steel	\$0.00
ZY1	Paint, solid	\$0.00
<b>SUBTOTAL</b>		<b>\$38,400.00</b>
Adjustments Total		\$0.00
Destination Charge		\$1,495.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 6255. Data Updated: Aug 6, 2018 9:17:00 PM PDT.

**CLINT NEWELL MOTORS**JASON BAILEY | 541-530-6231 | [jason.bailey@clintnewell.com](mailto:jason.bailey@clintnewell.com)

[Fleet] 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab

**TOTAL PRICE****\$39,895.00****FUEL ECONOMY**

Est City:16 (2018) MPG

Est Highway:22 (2018) MPG

Est Highway Cruising Range:572.00 mi

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Data Version: 6255. Data Updated: Aug 6, 2018 9:17:00 PM PDT.



## CLINT NEWELL MOTORS

JASON BAILEY | 541-530-6231 | [jason.bailey@clintnewell.com](mailto:jason.bailey@clintnewell.com)

**[Fleet] 2019 Chevrolet Silverado 1500 LD (CK15753) 4WD Double Cab**



# Vehicle Locator

<b>COTTAGE GROVE CHEVROLET &amp; GMC</b> 2775 POW RIVER RD. COTTAGE GROVE, OR 97424 541-842-4415			
Customer/Company:		Sales Consultant: John Silva	
Address:			
Vehicle #1: 2018 Chevrolet 1500 Silverado	VIN/Order #	MSRP	Stock #
		\$41,260.00	N/A
Additional Vehicle Information			
GM Marketing Information			
Body Style: CK15753-4WD Standard Box Double Cab PEG: 1WT-1WT Work Truck Preferred Equipment Group Primary Color: GAZ-Summit White Trim: H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim Engine: L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt Transmission: MYC-6-Speed Automatic Options: 1WT-1WT Work Truck Preferred Equipment Group A31-Power Windows A91-Tailgate Lock, Remote Controlled AE7-Seats: 40/20/40/ Split Front Bench AKO-Glass, Deep Tinted AQQ-Keyless Remote Entry AU3-Power Door Locks AY0-Airbags- Head Curtain, Side Impact BG9-Floor Covering: Rubberized Vinyl, Black C5Z-GVW Rating 7200 Lbs C67-Air Conditioning, Manual DL8-Mirrors, O/S, Power, Heated E63-Body: Pick-Up Bed / Box G80-Locking Differential, Rear GAZ-Summit White GU4-Rear Axle 3.08 Ratio H2R-Base Cloth, Jet Black / Dark Ash, Interior Trim IOB-Radio, 7" Color Screen, Bluetooth, w/ USB Port JL1-Integrated Trailer Brake Controller K34-Cruise Control KC4-Cooler, Engine Oil KG4-Alternator, 150 AMP KI4-110 Volt Electrical Receptacle, In Cab KNP-Transmission Cooling System L83-Engine: 5.3L, V-8, SIDI, Active Fuel Mgt MYC-6-Speed Automatic NE1-CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions PCM-Convenience Package PCX-Chrome Bumper Package RC5-Tires: LT285/70 R17 "C" All Terrain, Blackwall RD6-Wheels: 17" Steel RHM-Tire, Spare, LT265/70R17 All-Terrain, Blackwall SAF-Spare Tire Lock T4F-High Intensity Discharge Headlamps U2J-SiriusXM Satellite Radio, Delete UE0-OnStar Delete UQ3-Speaker System UVC-Rear View Camera System V22-Grille: Chrome Surround V46-Bumper, Front, Chrome V76-Recovery Hooks VJH-Bumper: Rear Chrome Step VK3-License Plate Front Mounting Hardware Z82-Trailer Package ZY1-Paint, Solid			

## Disclaimer:

GM is not responsible for any errors or omissions in this document. The information is provided for informational purposes only and is not intended to constitute an offer or a contract. The actual price and availability of the vehicle may vary without notice.

YOUR PRICE WILL BE WHATEVER INVOICE IS, LESS REBATE OR BID ASSIST IS OR BOTH AND THE ADDITIONAL HALF OF THE DEALERS "HOLDBACK" MONEY IS STATED ON THE INVOICE AT TIME OF PURCHASE. AS OF RIGHT NOW (6/22/18). Subject to availability at time of order.

\$ 29,405.<sup>68</sup>  
 plus Dmv & state tax (.05%)  
 if applicable.

EXAMPLE

Current as of 6/22/2018

2018 SILVERADO 1500 4WD 1WT DBL

GENERAL MOTORS LLC

GAZ SUMMIT WHITE

/V8G

H2R JET BLACK / DARK ASH

RENAISSANCE CENTER

ORDER NO. VXFN58/TRE

STOCK NO.

DETROIT MI 48243-1114

VIN :

VEHICLE INVOICE 10D72789224

\*\*\*\*\*1991\*\*\*\*\*13\*19431S

MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
CK15753 SILVERADO 1500 4WD 1WT DB 36300.00		34666.50	INVOICE 04/19/18
C5Z 7,200 LB GVW RATING	N/C	N/C	SHIPPED 04/19/18
GU4 REAR AXLE 3.08 RATIO	N/C	N/C	EXP I/T 05/15/18
JL1 TRAILER BRAKE CONTROLLER	275.00	250.25	INT COM 05/15/18
L83 ENGINE, 5.3L V8 ECOTEC3	1195.00	1087.45	PRC EFF 04/19/18
MYC TRANSMISSION, 6 SPD AUTOMATIC	N/C	N/C	KEYS XXXXX XXXXX
NE1 50-STATE EMISSIONS	N/C	N/C	WFP-S QTR OPT-1
PCM WT CONVENIENCE PACKAGE:	710.00	646.10	BANK: STERLING SA
* GLASS, DEEP-TINTED			CHG-TO 19-431
* POWER OUTLET, 110-VOLT AC			
* REMOTE KEYLESS ENTRY, INCL.			SHIP WT: 5256
REMOTE LOCKING TAILGATE			HP: 45.4
* POWER HEATED OUTSIDE MIRRORS			GVWR: 7200
PCX CHROME BUMPER PACKAGE	200.00	182.00	GAWR.FT: 3950
* FRONT BUMPER, CHROME			GAWR.RR: 3950
* REAR BUMPER, CHROME			EMPLOY: 38089.22
RC5 TIRES, LT265/70R17 ALL-TERRAIN	395.00	359.45	SUPPLR: 39605.65
Z82 TRAILERING EQUIPMENT PKG INCL:	790.00	718.90	NTR: 1/2
AUTO LOCKING REAR DIFFERENTIAL			DAN: WT3
			EMPINC: 2215.19
			SUPINC: 698.76

MSRP \$ 41,260.<sup>00</sup>  
 DISCOUNT \$ 1,356.<sup>37</sup>  
 INVOICE = \$ 39,903.<sup>63</sup>  
 1/2 Holdback = \$ 597.<sup>95</sup>  
 Fleet Assistance = \$ 9,900.<sup>00</sup>

\$ 29,405.<sup>68</sup>  
 plus DMV AND  
 State tax of  
 .05% if applicable  
 Per Truck if  
 available.

TOTAL MODEL & OPTIONS	39865.00	37910.65	ACT 237 38109.70
DESTINATION CHARGE	1395.00	1395.00	H/B 261 1195.95
DEALER IMR CONTRIBUTION		199.33	ADV 261 199.33
LMA GROUP CONTRIBUTION		398.65	EXP 65A 398.65

HOLDBACK

TOTAL	41260.00	39903.63	PAY 310 39903.63
MEMO: TOTAL LESS HOLDBACK AND			
APPROX WHOLESALE FINANCE CREDIT		38163.18	

INVOICE

\*\*\*\*\*  
 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER  
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO  
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.  
 \*\*\*\*\*

Full  
 PGM  
 - 1/2  
 H/B



# WORKSHOP





# REPORTS







126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Fire Service Update</b>				Meeting Date:	8/27/2018
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input checked="" type="checkbox"/>
<b>Submitted By: Mike Lane, Fire Chief</b>				City Manager Review <input checked="" type="checkbox"/>	
<b>Attachments:</b> Fire Department Structure					

### WHAT IS BEING ASKED OF COUNCIL?

Listen to an update on the status of the Fire Department and the progress we have made preparing for implementation of the new model of Fire Services and the Student Program in the Sutherlin Fire Department.

### EXPLANATION

- Staff - Organizational Chart
- Volunteers
- Crossed Trained Employees
- Students/Student Program
- Run Cards
- Level of Service
- Response Times
- Implementation

### SUGGESTED MOTION(S)

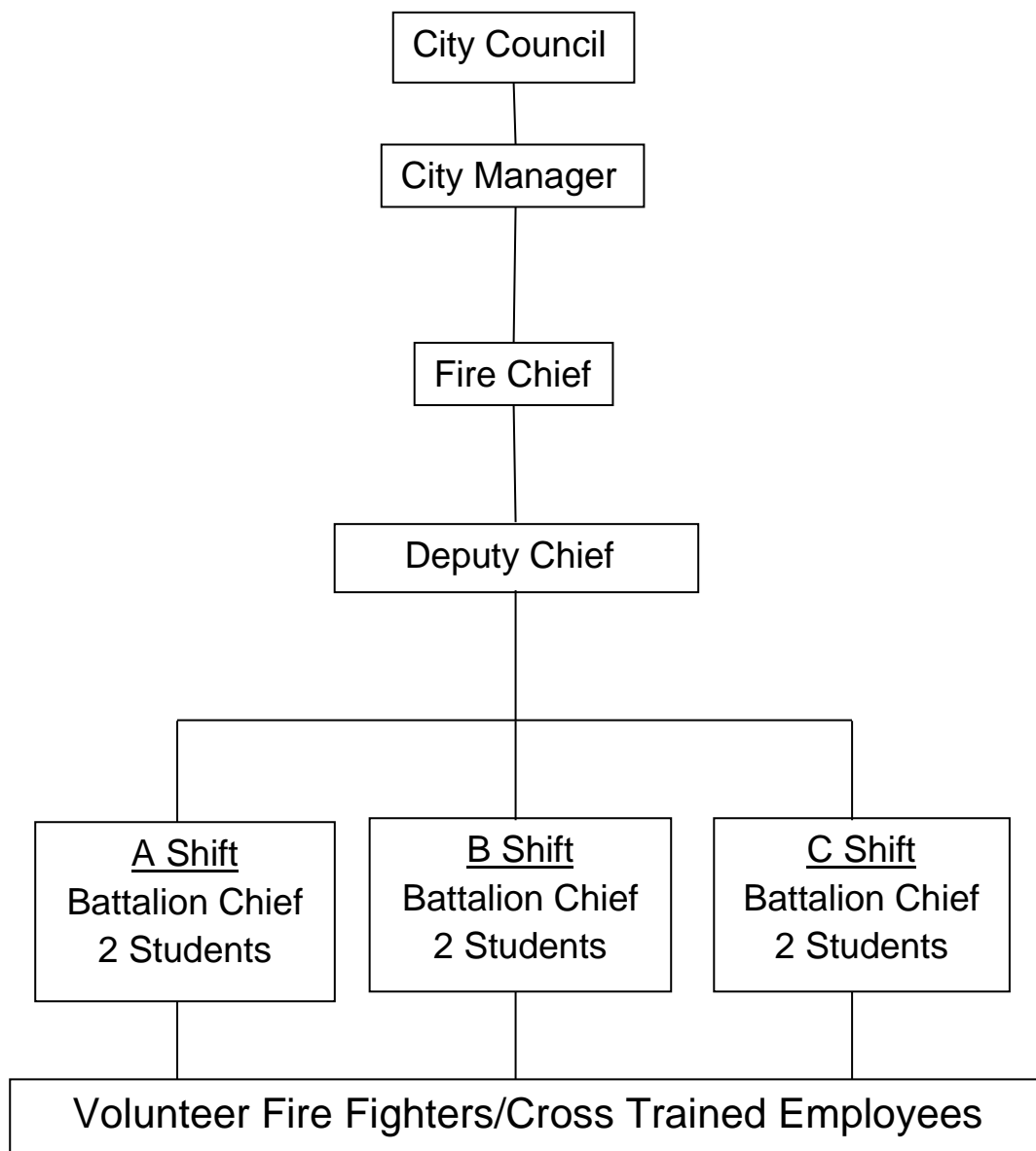
None





# Sutherlin Fire Department

## Organizational Chart 2018





# ADJOURNMENT





# EXECUTIVE SESSION





# **FOR YOUR INFORMATION**



MONTH	DEPT	GOAL	ACTION	✓
<b>FEB 2017</b>				
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Establish methodology and timeline, report to Council-Workshop	✓
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Draft Development Code language, present to Planning Comm for review and recommendations to Council	✓
02/27/17	CDD/Planning	Dev. Code Updates & Mixed Use Zone	Present to Council-Workshop	✓
<b>MAR 2017</b>				
03/13/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Present to Council for adoption	✓
03/27/17	Finance	Enact a Court Fine Amnesty Program	Report to Council - <b>Email to Council</b>	
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Report to Council - Workshop <b>4/24/17</b>	✓
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop -	✓
<b>APR 2017</b>				
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council - <b>Email to Council</b>	✓
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council - <b>4/24/17 Workshop</b>	✓
04/10/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Research options & report to Council - Workshop	✓
04/24/17	Fire	Emergency Operations Center-Public Safety Building/City Hall	Establish methodology and timeline-report to Council	✓
<b>MAY 2017</b>				
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council - <b>Discuss during Budget Process - 4/17/17</b>	✓
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Council Approval - <b>5/8/17</b>	✓
<b>JUN 2017</b>				
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council - <b>4/10/17</b>	✓
06/26/17	PW/WWTR	14" Sanitary Sewer Forcemain	Report to Council	✓
<b>JUL 2017</b>				
07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council	✓
<b>AUG 2017</b>				
08/28/17	CDD/Econ Dev <b>(8/28 &amp; 9/11 Packet)</b>	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Research ordinances used by other Oregon cities to present to Council	✓
08/28/17	PW Fac/Parks	Rehabilitation of Central Park Playground	Report to Council <b>(Verbal)</b>	✓
08/28/17	Police <b>( 8/28 &amp; 9/11packet)</b>	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council	✓
<b>SEP 2017</b>				
<del>09/25/17</del> <b>07/24/17</b>	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓

<b>OCT 2017</b>				
10/23/17 (moved to Nov 2018)	Finance	Create Street Mgmt Masterplan w/funding options - (create after Central Ave project is completed - 2018)	Establish methodology and timeline and report to Council	✓
<del>10/23/17</del> 10/9/17	CDD/Planning	UBG land exchange/Expansion	Report to Council	✓
10/23/17	PW/Water	Update Water Master/Management & Conserv Plan	Report to Council - (WMP draft presented 8/28)	✓
<b>NOV 2017</b>				
11/13/17	Finance	Earn a clean Audit	Accept financials -present to Council	✓
11/13/17	Finance	Create long-term budget forecast	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council	✓
11/13/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	NPDES Permit Renewal	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Streets	Central Avenue & Downtown Improvements	Report to Council	✓
<b>DEC 2017</b>				
12/11/17	PW Fac/Streets	N. Comstock Project	Report to Council	✓
12/11/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Report to Parks Advisory Committee and Council	✓
<b>JAN 2018</b>				
01/08/18	Fire	Emergency Operations Center	Report outcome to Council	✓
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherland	Report to Council	✓
01/22/18	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council	✓
01/22/18	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council	✓
01/22/18	CDD/Planning	Evaluate Industrial Lands - County and City	Establish permitted uses timeline & examine current contracts w/county	✓
<b>FEB 2018</b>				
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Create after Central Ave completed	✓
02/12/18	Finance	Examine SDC Rates	Report to Council	✓
02/26/18	Emergency Management	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council	✓
<b>MAR 2018</b>				
03/12/18	PW Fac/Streets	Prioritize Street Overlay Projects		✓
03/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop Presented at 2/12/18 Mtg	✓
03/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop - To be examined in TSP. Staff Report 3/12/18	✓
<b>APR 2018</b>				
04/09/18	PW Fac/Parks	Extension of Red Rock Trail - State St. To	Report to Council	✓
04/09/18	PW Fac/Streets	Valentine Improvement	Council Approval	✓
<b>MAY 2018</b>				
05/14/18	PW/Water	Update Water Master/Mgt & Conservation Plan	Report to Council	✓
05/14/18	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - March 12th Mtg	✓

<b>JUN 2018</b>				
06/25/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council	✓
<b>JUL 2018</b>				
07/23/18	CDD/Planning	Maintenance Software Upgrade	Report to Council	✓
<b>AUG 2018</b>				
08/13/18	City Mgr/Admin	Update City Code	Present code changes to Council	✓
<b>SEP 2018</b>				
9/10/2018	CDD/Eng	Develop solutions to water storage deficiencies for new development	Create a funding plan & execute construction of water storage expansion	
9/10/2018	PW/Water	Change disinfection from Chlorine Gas to Sodium Hypochlorite - Nonpareil WTP	Report to Council	
9/10/2018	CDD/Eng	Develop solutions to water storage deficiencies for new development	Take a finance resolution to Council for approval	
9/10/2018	PW/Water	Schoon Mtn. Tank upgrade	Take finance resolution to Council for approval	
09/24/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council	
<b>OCT 2018</b>				
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council	
<b>NOV 2018</b>				
11/12/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop	
11/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
<b>DEC 2018</b>				
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council	
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council	
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council	
<b>TBA's (To be announced at a later date)</b>				
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council	
	Finance	Consider implementation of Urban Renewal District	Present options to Council	
	Finance	Consider implementation of Urban Renewal District	Council decision	
	Finance	Infrastructure Finance Plan	Report to Council	
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options	
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council	
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption	
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop	
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning funding options & sources	Report to Council	
	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council	
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council	

<b>TBA Cont..</b>				
	CDD/Econ Dev	Seek to attract "Bigger Fish" businesses to help sustain the economy	Report to Council	
	PW/Water	Provide additional storage tank to Oak Hills	Bid process and present to Council	
	Police	Develop a plan for improving Emergency Communications Infrastructure	Hold Workshop with Council	
<b>2017</b>				
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Staff to look at pockets of opportunity; bring map to Council	
<b>2017-18</b>				
	PW/Water	Upper Umpqua Tank upgrade	Take finance resolution to Council for approval	
<b>2018-19</b>				
	CDD/Planning	Complete a Wetland and Buildable Lands Inventory	Establish methodology and timeline & report to Council (organize a team)	
<b>2019</b>				
Nov 2019	PW/WWTR	Final Design Wastewater Treatment Plant Improvements	Report to Council	
<b>2020</b>				
	PW/Water	Upgrade Nonpareil Water Treatment Plan	Report to Council	
Dec 2020	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	



**Diane Harris**

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**From:** Diane Harris  
**Sent:** Wednesday, August 22, 2018 9:25 AM  
**To:** 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'; 'Vera Westbrook (vwestbrook@nrtoday.com)'  
**Subject:** Public Meeting Notice  
**Attachments:** CC AUG 27.18 Workshop.pdf

Good morning!

Please see attached agenda for the August 27<sup>th</sup> City Council Meeting!

Thank you,

*Diane Harris, CMC*  
City Recorder/HR Manager  
City of Sutherlin  
126 E Central  
Sutherlin, OR 97479  
(541) 459-2856 ext 207  
[d.harris@ci.sutherlin.or.us](mailto:d.harris@ci.sutherlin.or.us)