



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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City of Condon Regular Council Meeting Minutes Wednesday, February 8, 2023 5:30 PM

1. ZOOM LINK

1.1. <https://us02web.zoom.us/j/85968380716?pwd=WWxSM2dyRnk4OVdDSVoyNXBGOWMvdz09>

Meeting ID: 859 6838 0716

Passcode: 982812

One tap mobile

+13462487799,,85968380716# US (Houston)

+16694449171,,85968380716# US

2. CALL RETREAT/WORK SESSION TO ORDER

Mayor Jim Hassing called the council retreat/work session to order at 5:32 p.m.

3. OATH OF OFFICE - COUNCILOR JAN STINCHFIELD

Mayor Hassing issued the oath of office to Council Jan Stinchfield.

4. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jamieson, Jeremy Kirby, Dustan Hall, Jan Stinchfield, Tom Fatland (zoom) and Dawn Parm (arriving at 5:53 p.m.); Staff City Administrator Kathryn Greiner and Public Works Superintendent Gibb Wilkins.

Absent: None

5. ADDITIONS TO AGENDA

None

6. PUBLIC WORKS PROJECT DISCUSSION

6.1. Water Meter Replacement Discussion - Dave Wildman, Engineer of Record Anderson, Perry & Assoc. & Garren Friedemann Delta Environmental

City's Engineer of Record Dave Wildman of Anderson, Perry & Associates provided the council a PowerPoint presentation of the different water meter options. Wildman stated the importance of meters, including accurate readings, equitably distributing costs of water used, encouraging water conservation and assisting staff and customers in tracking trends and identifying potential leaks. The city worked on metering all services 1999 through 2000s, and with a federal Department of Energy grant in 2009, was able to complete the remaining unmetered services by 2011. Most residential meters have a life of 20 years and the current meters are have 11 plus years in use. When the meters start to wear out it affects the accuracy of the readings.

The alternatives to the current meters are:

- Keep the current meter - keeping the current type of meter averages 22 hours per month of staff time to read and process the meter readings.
- Touch Read - uses receptor on the meter lid that does the reading with a wand then readings stored electronically until downloaded. These are not recommended as data collection time is still high.



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- Remote Radio Read - each meter is equipped with a radio transmitter where the readings are downloaded remotely. The radio options include handheld, vehicle-mounted or fixed base stations (such as City Hall).
- Cellular Read - each meter is equipped with a cellular transmitter that requires cell carrier subscription. The readings are downloaded hourly at a remote location. This option is usually used in larger cities with diverse terrain.

Advanced Meter Reading (AMR) allows water data to be electronically gathered, stored and download via handheld or vehicle unites. The readings go directly into the city's billing software which can avoid input errors and reduces staff time.

Advance Metering Infrastructure (AMI) allows the customer to have a smart meter where it is remotely gathered, stored and downloaded via radio antenna/collector at a high point (reservoir) when it then goes into the city's billing software. The advantage is collecting up to an average of 10% more revenue due to more accurate meters. AMI also gathers data instantaneously so the customer can see "live" water usage and detects leaks that alert staff. AMI's latest developments have accurate low flow detection with ultrasonic flow measurements (no moving parts) with leak detection from city steel water mains. This may also assist in prioritizing replacement of pipes due to leak issues.

Wildman compared AMR to AMI with the main difference being that with AMR the meters would still be read monthly and leaks in between monthly readings may not be detected. AMI is a fixed network that allows hourly reads with error codes if there are issues.

Cost for AMI metes if approximately \$228,000 plus a \$2,200 annual fee and AMI with acoustic leak detection is approximately \$243,000 with an annual fee of \$4,800. CA Greiner stated that she had applied for and received a grant to install AMI meters at a cost (with installation) of \$302,000 of which \$196,300 is grant and \$105,700 is the city's responsibility. She also noted that labor savings would be approximately \$6,000 a year.

Councilor Jamieson asked how the AMI meters would be replaced and if they would require software updates that could be costly. Wildman stated that the meters would be replaced by Public Works staff and that the annual fee included software updates when needed.

A discussion was held regarding installing all the meters at one time with the estimation that they would need to be replaced at the same time in 20 years. Plus, does the city want to go with a hybrid system of AMR and AMI. Councilor Fatland asked if the cost would be different if the city chose a hybrid system and Wildman replied that it could be done and may cost more due to replacement of meters with higher installation costs in the future years. PW Wilkins stated that it is estimated to take five weeks for a complete system installation.

6.2. SCADA Upgrade - Gary Jenks, Integrator of Record of the The Automation Group (TAG)

Gary Jenks, President of TAG updated the council on the recent Supervisory Control Data Acquisition (SCADA) upgrade. Jenks stated that he finally received the components that were needed to put in the new system. The new system allows the telemetry to talk to the city shop, headworks and reservoir to "talk" via radio and still uses a phone line to connect to City Farm. The upgrade allows Public Works staff to troubleshoot remotely, along with the TAG staff. Councilor Jamieson asked if Starlink system could assist with the connection from the reservoir and City Farm with Jenks stating that he was not sure but would look into that connection.

OTHER - CA Greiner asked Wildman to give an update on the Trimble-Washington design work while he was still on the zoom. Wildman stated that the design it to correct the Trimble and Washington Street intersection and they are moving forward. He stated that they had to have a review of the wetland and with that information they should be able to move forward to getting the bid documents ready.

7. 2023-24 CITY PROJECTS SUMMARY

7.1. Project & Financial Summary

A project and financial summary was proved by CA Greiner to give the council an outline what is going to be needed in the 2023-24 budget process.

7.2. Cash & Revenue Summary 2012-2023



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A cash and revenue summary for the last 11 years was presented which showed the city is in a strong financial position to continue with projects.

7.3. Financial Statements January 31, 2023

Financial statements were available through January 31, 2023.

8. HOUSING - FAIRWAY & SECOND STORY HISTORIC DISTRICT HOUSING

CA Greiner stated that Home First developers, working with PCDC, have been in contact with the city regarding planning and infrastructure needs. She said that due to not getting clear direction on the amount of property needed, she ordered a boundary survey of the two tax parcels on Fairway housing development and asked that Home First stay on the east two-acre parcel. CA Greiner asked how the council wanted to contribute to this project other than the land. After a discussion it was stated that the priorities is to get the 8" sewer line designed on city property the length of the development which may be close to the current golf course fence, and to budget some funds to assist with infrastructure that include water, sewer and streets,

Gilliam County Judge Elizabeth Farrar Campbell was present and stated that the county has changed it's capital investment grant to focus on housing, child care, economic development of business and gap funding for others that need a match for a grant. She noted that infrastructure still fell into housing if benefiting the housing need in Gilliam County. Judge Campbell stated that they are working with organizations but did not want to be the developer and looking for a mechanism to develop houses.

Judge Campbell stated that second floor housing in Condon's Historic District has been put on hold due to other housing needs and not being ready to apply for a state grant for this type of housing. She stated that they are looking for a non-profit entity that may be the entity that can assist with the housing projects.

9. CONDON GRADE SCHOOL PROPERTY

9.1. Transfer of Property to Environmental Sentry Corporation - POA

CA Greiner stated that the Port of Arlington's (POA) non-profit Environmental Sentry Corporation (ESC) had to complete a Phase I environmental study to obtain Oregon Brownfields funding which should be completed this month. She stated that once it was completed, ESC would be able to accept the CGS campus from the city. CA Greiner will request that City Attorney Wyatt Baum draft an agreement to transfer the property. She inquired if the council found out that ESC wanted to also develop if they would work through an agreement to partner with certain areas of the campus such as the playground and playshed. She will discuss the options with Baum how it can be written up.

9.2. Landscape Plan of Playground Area

Council received a draft of the CGS playground and should received the final plan in next two months.

10. BROADBAND

10.1. Potential Projects & Dark Fiber Lease

Councilors heard that the city has leased a pair of dark fiber to LSN and hopes to get back the signed agreement soon. The city pays \$2,000 a month for dark fiber lease and the agreement is for \$500 a month. The goal of a wifi network is still on the list to try and get it completed on Main Street.

11. REVISE & UPDATE GOALS & PRIORITIES

11.1. 2022 Goals & Priorities

11.2. 2022 Goals & Priorities with Comments

Reviewed the 2022 goals and priorities with CA Greiner taking notes and will bring back an update for 2023 at the March meeting.

12. OTHER



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Mayor Hassing asked about the transmission line from City Farm to the reservoir and the estimate of time it would take to fix that line if broken. PW Wilkins stated that they would have to contract that line other than a repair band. It was the consensus of the council to have CA Greiner direct cell revenue to run 010 to save for repair and replacement of the transmission line if needed.

Council also discussed the current Water and Wastewater Master plans, with PW Wilkins stating that they were done in 2016 and 2017 respectively and they are working on the projects within the plan.

13. ADJOURN REATREAT/WORK SESSION MEETING

Mayor Hassing adjourned the meeting at 7:40 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator