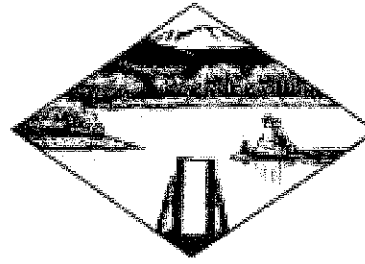


# Bank Reconciliation

## Checks by Date

User: KKARBER  
 Printed: 04/07/2025 - 4:30PM  
 Cleared and Not Cleared Checks  
 Print Void Checks



City of Columbia City  
 PO Box 189  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

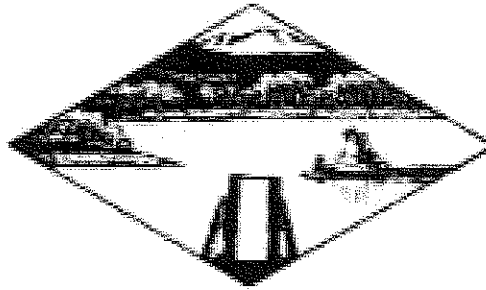
Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0			DD 00997.12.2024	PR		12/31/2024	0.37
35395	3/3/2025	CASCADE COLUMBIA DISTRIBUTI		AP		3/31/2025	3,134.44
35396	3/3/2025	DAY WIRELESS SYSTEMS		AP		3/31/2025	106.90
35397	3/3/2025	EATON'S TIRE AND AUTO REPAIR,		AP		3/31/2025	359.86
35398	3/3/2025	ELAVON		AP		3/31/2025	190.25
35399	3/3/2025	INROADS CREDIT UNION		AP		3/31/2025	524.85
35400	3/3/2025	INTERSTATE PEST MANAGEMENT		AP		3/31/2025	261.00
35401	3/3/2025	QUILL CORPORATION		AP		3/31/2025	187.91
35402	3/3/2025	ROSS & LAWRENCE UNION OIL CC		AP		3/31/2025	360.52
35403	3/3/2025	CITY OF ST HELENS		AP		3/31/2025	10,634.71
35404	3/3/2025	WALTER E. NELSON COMPANY		AP		3/31/2025	229.54
495	3/5/2025	ASI FLEX		AP		3/31/2025	3.75
496	3/5/2025	FEDERAL GOVERNMENT		AP		3/31/2025	16,062.32
497	3/5/2025	OR DEPT OF REVENUE		AP		3/31/2025	3,843.61
498	3/5/2025	OR PERS		AP		3/31/2025	13,981.56
499	3/5/2025	OR PERS RETIREE		AP		3/31/2025	3,220.74
35405	3/10/2025	ACE HARDWARE - WEST		AP		3/31/2025	388.90
35406	3/10/2025	BLUE HERON SEPTIC & DRAIN SEI		AP		3/31/2025	2,925.00
35407	3/10/2025	CARPENTER MEDIA GROUP		AP		3/31/2025	197.68
35408	3/10/2025	CwM-H2O		AP		3/31/2025	1,615.00
35409	3/10/2025	FIRE, HEALTH & SAFETY EQUIPMI		AP		3/31/2025	584.41
35410	3/10/2025	GRANITE TELECOMMUNICATIONS		AP		3/31/2025	367.11
35411	3/10/2025	HARLIN ITS LLC		AP		3/31/2025	901.00
35412	3/10/2025	HUDSON PORTABLE TOILET SERV.		AP		3/31/2025	429.71
35413	3/10/2025	MARK43, INC		AP		3/31/2025	2,051.28
35414	3/10/2025	OREILLY AUTOMOTIVE INC		AP		3/31/2025	692.29
35415	3/10/2025	STEPHEN D. PETERSEN		AP		3/31/2025	305.00
35416	3/10/2025	QUILL CORPORATION		AP		3/31/2025	243.79
35417	3/10/2025	SAIF CORPORATION		AP		3/31/2025	611.53
35418	3/10/2025	SPRINGBROOK HOLDING COMPAN		AP		3/31/2025	65.00
35419	3/10/2025	CITY OF ST. HELENS		AP		3/31/2025	4,483.76
35420	3/10/2025	VERIZON WIRELESS		AP		3/31/2025	609.44
35421	3/19/2025	ALEXIN ANALYTICAL LABORATOI		AP		3/31/2025	395.00
35422	3/19/2025	COLUMBIA RIVER PUD		AP		3/31/2025	2,407.15
35423	3/19/2025	CULLIGAN WATER		AP		3/31/2025	89.25
35424	3/19/2025	OLSON LLC		AP		3/31/2025	5,235.50
35425	3/19/2025	OPUS INTERACTIVE		AP		3/31/2025	50.00
35426	3/19/2025	RICOH USA, INC.		AP		3/31/2025	89.86
35427	3/19/2025	ROSS & LAWRENCE UNION OIL CC		AP		3/31/2025	449.74
35428	3/19/2025	ARTHUR E. SHERWOOD		AP		3/31/2025	396.00
0	3/31/2025	COLONIAL LIFE INSURANCE		AP		3/31/2025	29.48
0	3/31/2025	HRA VEBE TRUST		AP		3/31/2025	975.00
0	3/31/2025	VALIC		AP		3/31/2025	221.34
0	3/31/2025		DD 00999.03.2025	PR		3/31/2025	40,914.60
500	3/31/2025	ASI FLEX		AP		3/31/2025	225.00
35429	3/31/2025	MARK GORDON		PR		3/31/2025	82.24

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
35430	3/31/2025	ANADYNE		AP			895.00
35431	3/31/2025	COLUMBIA CO TREASURER		AP			32.00
35432	3/31/2025	ELAVON		AP			179.58
35433	3/31/2025	MARY GOODWIN		AP			52.18
35434	3/31/2025	INEXPENSIVE TREE CARE NW, LLC		AP			600.00
35435	3/31/2025	KENNEDY/JENKS CONSULTANTS		AP			1,048.75
35436	3/31/2025	MIG, INC		AP			762.50
35437	3/31/2025	NW NATURAL GAS		AP			268.74
35438	3/31/2025	OR DEPT OF REVENUE		AP			100.00
35439	3/31/2025	JEREMY SCHAFF		AP			75.00
35440	3/31/2025	CITY OF ST HELENS		AP			9,310.40
							=====
Total Void Check Count:							0
							=====
							=====
Total Void Check Amount:							
							=====
							=====
Total Valid Check Count:							57
							=====
							=====
Total Valid Check Amount:							134,457.54
							=====
							=====
Total Check Count:							57
							=====
							=====
Total Check Amount:							134,457.54
							=====

# General Ledger

## Expense vs. Budget

User: KKARBER  
 Printed: 4/11/2025 5:43:58 PM  
 Period 09 - 09  
 Fiscal Year 2025



**City of Columbia City**  
 PO Box 189  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
<b>01</b>	<b>General Fund</b>						
01	Administration						
	Personal Services						
01-01-00-1100	Regular Services	128,026.00	10,386.46	89,161.60	38,864.40	38,864.40	30.36
01-01-00-1300	Overtime	400.00	57.19	731.31	-331.31	-331.31	-82.83
01-01-00-2100	Group Insurance	24,010.00	1,835.27	16,676.43	7,333.57	7,333.57	30.54
01-01-00-2200	Social Security	9,967.00	794.96	7,248.13	2,718.87	2,718.87	27.28
01-01-00-2300	Retirement Contributions	29,718.00	2,253.87	19,202.60	10,515.40	10,515.40	35.38
01-01-00-2500	Unemployment Compensation	128.00	10.31	78.71	49.29	49.29	38.51
01-01-00-2600	Workers' Compensation	531.00	33.36	359.88	171.12	171.12	32.23
01-01-00-2700	Oregon Paid Leave Tax	779.00	62.66	569.35	209.65	209.65	26.91
01-01-00-2950	Accrued Leave	<u>1,862.00</u>	<u>0.00</u>	<u>2,965.02</u>	<u>-1,103.02</u>	<u>-1,103.02</u>	<u>-59.24</u>
	Personal Services	195,421.00	15,434.08	136,993.03	58,427.97	58,427.97	29.90
	Materials and Services						
01-01-00-3310	Auditing Services	2,600.00	0.00	2,990.00	-390.00	-390.00	-15.00
01-01-00-3330	Legal Services	3,500.00	178.50	887.75	2,612.25	2,612.25	74.64
01-01-00-3340	Engineering Services	2,500.00	1,048.75	1,673.75	826.25	826.25	33.05
01-01-00-3350	Planning & Other Contract Serv	10,000.00	762.50	10,865.19	-865.19	-865.19	-8.65
01-01-00-4120	School Excise Tax	1,440.00	0.00	1,000.40	439.60	439.60	30.53
01-01-00-4310	Building Maintenance	5,000.00	444.09	2,657.48	2,342.52	2,342.52	46.85
01-01-00-4320	EquipmentSoftware Maintenance	8,500.00	202.66	4,107.22	4,392.78	4,392.78	51.68
01-01-00-4330	Community Hall Maintenance	9,000.00	488.51	6,428.19	2,571.81	2,571.81	28.58
01-01-00-5200	Insurance and Bonds	3,800.00	0.00	3,940.59	-140.59	-140.59	-3.70
01-01-00-5400	Legal NoticesAdvertising	400.00	0.00	678.89	-278.89	-278.89	-69.72
01-01-00-5810	Travel and Training	2,500.00	0.00	497.12	2,002.88	2,002.88	80.12
01-01-00-5820	Mayor, Council & Com Travel	1,000.00	0.00	280.50	719.50	719.50	71.95
01-01-00-5830	Dues, Subscriptions, Programs	6,800.00	238.97	4,260.85	2,539.15	2,539.15	37.34
01-01-00-6110	Office Supplies	1,000.00	219.76	891.85	108.15	108.15	10.82
01-01-00-6120	Postage	1,500.00	0.00	1,116.78	383.22	383.22	25.55
01-01-00-6130	Telephone & Internet Services	2,000.00	118.65	1,019.90	980.10	980.10	49.01
01-01-00-6150	Materials and Supplies	1,500.00	51.85	1,180.17	319.83	319.83	21.32
01-01-00-6160	UniformsPPE	0.00	3.75	20.95	-20.95	-20.95	0.00
01-01-00-6210	Natural Gas	350.00	40.31	241.04	108.96	108.96	31.13
01-01-00-6220	Electricity	850.00	48.00	588.96	261.04	261.04	30.71

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-01-00-6260	Gasoline	450.00	17.62	183.36	266.64	266.64	59.25
01-01-00-6520	Citation Refunds	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6580	Library	4,548.00	194.00	3,753.20	794.80	794.80	17.48
01-01-00-6588	Other Donations	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6591	St. Helens Senior Center	500.00	0.00	0.00	500.00	500.00	100.00
01-01-00-6592	Columbia Pacific Food Bank	500.00	0.00	500.00	0.00	0.00	0.00
01-01-00-6594	Columbia County Emergency Mgr	4,923.00	0.00	0.00	4,923.00	4,923.00	100.00
01-01-00-6598	Col Co Economic Development	2,875.00	0.00	875.00	2,000.00	2,000.00	69.57
01-01-00-6599	Housing Rehabilitation Costs	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-6600	Miscellaneous	<u>3,500.00</u>	<u>5.10</u>	<u>776.36</u>	<u>2,723.64</u>	<u>2,723.64</u>	<u>77.82</u>
	Materials and Services	82,036.00	4,063.02	51,415.50	30,620.50	30,620.50	37.33
01-01-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-7430	Capital Construction Building Improvements	<u>39,000.00</u>	<u>0.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
	Capital Construction	<u>39,000.00</u>	<u>0.00</u>	<u>23,820.00</u>	<u>15,180.00</u>	<u>15,180.00</u>	<u>38.92</u>
01	Administration	316,457.00	19,497.10	212,228.53	104,228.47	104,228.47	32.94
02	Police						
	Personal Services						
01-02-00-1100	Regular Services	196,674.00	15,116.93	147,754.49	48,919.51	48,919.51	24.87
01-02-00-1300	Overtime	4,000.00	147.14	1,667.62	2,332.38	2,332.38	58.31
01-02-00-2100	Group Insurance	45,434.00	3,549.48	30,548.58	14,885.42	14,885.42	32.76
01-02-00-2200	Social Security	14,983.00	1,174.68	11,526.76	3,456.24	3,456.24	23.07
01-02-00-2300	Retirement Contributions	60,412.00	4,774.33	46,211.95	14,200.05	14,200.05	23.51
01-02-00-2500	Unemployment Compensation	191.00	15.24	121.54	69.46	69.46	36.37
01-02-00-2600	Workers' Compensation	3,956.00	297.05	3,325.37	630.63	630.63	15.94
01-02-00-2700	Oregon Paid Leave Tax	0.00	91.59	898.73	-898.73	-898.73	0.00
01-02-00-2950	Accrued Leave	<u>4,736.00</u>	<u>0.00</u>	<u>353.50</u>	<u>4,382.50</u>	<u>4,382.50</u>	<u>92.54</u>
	Personal Services	330,386.00	25,166.44	242,408.54	87,977.46	87,977.46	26.63
	Materials and Services						
01-02-00-3310	Auditing Services	2,900.00	0.00	3,960.00	-1,060.00	-1,060.00	-36.55
01-02-00-3330	Legal Services	1,000.00	0.00	5.63	994.37	994.37	99.44
01-02-00-3350	Contract Services	500.00	25.00	656.00	-156.00	-156.00	-31.20
01-02-00-4310	Building Maintenance	1,700.00	195.67	2,283.50	-583.50	-583.50	-34.32
01-02-00-4320	EquipmentSoftware Maintenance	6,800.00	2,107.11	2,701.39	4,098.61	4,098.61	60.27

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-02-00-4350	Vehicle Maintenance	2,500.00	412.04	3,398.32	-898.32	-898.32	-35.93
01-02-00-5200	Insurance and Bonds	19,000.00	0.00	23,910.05	-4,910.05	-4,910.05	-25.84
01-02-00-5400	Legal NoticesAdvertising	100.00	0.00	0.00	100.00	100.00	100.00
01-02-00-5810	Travel and Training	4,500.00	0.00	648.00	3,852.00	3,852.00	85.60
01-02-00-5830	Dues, Subscriptions, Programs	1,000.00	277.44	281.41	718.59	718.59	71.86
01-02-00-6110	Office Supplies	350.00	43.17	220.08	129.92	129.92	37.12
01-02-00-6120	Postage	500.00	0.00	315.45	184.55	184.55	36.91
01-02-00-6130	Telephone and Internet Service	2,700.00	361.63	2,365.83	334.17	334.17	12.38
01-02-00-6150	Materials and Supplies	8,000.00	0.00	526.02	7,473.98	7,473.98	93.42
01-02-00-6160	UniformsPPE	2,500.00	0.00	0.00	2,500.00	2,500.00	100.00
01-02-00-6210	Natural Gas	140.00	13.44	80.34	59.66	59.66	42.61
01-02-00-6220	Electricity	115.00	6.31	62.52	52.48	52.48	45.63
01-02-00-6260	Gasoline	8,000.00	457.84	4,127.02	3,872.98	3,872.98	48.41
01-02-00-6500	Shop with a Cop Program	3,936.00	0.00	4,719.99	-783.99	-783.99	-19.92
01-02-00-6600	Miscellaneous	<u>100.00</u>	<u>3.75</u>	<u>299.97</u>	<u>-199.97</u>	<u>-199.97</u>	<u>-199.97</u>
	Materials and Services	66,341.00	3,903.40	50,561.52	15,779.48	15,779.48	23.79
01-02-00-7410	Capital Outlay Equipment	<u>31,254.00</u>	<u>106.90</u>	<u>31,360.20</u>	<u>-106.20</u>	<u>-106.20</u>	<u>-0.34</u>
	Capital Outlay	31,254.00	106.90	31,360.20	-106.20	-106.20	-0.34
01-02-00-7430	Capital Construction Building Improvements	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>
	Capital Construction	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00</u>
02 03	Police Building Personal Services	437,981.00	29,176.74	324,330.26	113,650.74	113,650.74	25.95
01-03-00-1100	Regular Services	11,627.00	1,037.15	9,217.29	2,409.71	2,409.71	20.73
01-03-00-1300	Overtime	0.00	0.00	110.08	-110.08	-110.08	0.00
01-03-00-2100	Group Insurance	4,266.00	284.69	2,629.21	1,636.79	1,636.79	38.37
01-03-00-2200	Social Security	932.00	76.56	697.13	234.87	234.87	25.20
01-03-00-2300	Retirement Contributions	2,689.00	229.01	2,059.50	629.50	629.50	23.41
01-03-00-2500	Unemployment Compensation	12.00	1.04	7.29	4.71	4.71	39.25
01-03-00-2600	Workers' Compensation	10.00	6.43	57.43	-47.43	-47.43	-474.30
01-03-00-2700	Oregon Paid Leave Tax	0.00	6.22	55.98	-55.98	-55.98	0.00
01-03-00-2950	Accrued Leave	<u>551.00</u>	<u>0.00</u>	<u>0.00</u>	<u>551.00</u>	<u>551.00</u>	<u>100.00</u>
	Personal Services	20,087.00	1,641.10	14,833.91	5,253.09	5,253.09	26.15
	Materials and Services						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-03-00-3310	Auditing Services	280.00	0.00	330.00	-50.00	-50.00	-17.86
01-03-00-3320	Building Official Services	35,000.00	4,483.76	9,136.03	25,863.97	25,863.97	73.90
01-03-00-3330	Legal Services	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-3340	Engineering Services	500.00	0.00	66.25	433.75	433.75	86.75
01-03-00-3350	Other Contractual Services	2,500.00	0.00	436.00	2,064.00	2,064.00	82.56
01-03-00-3360	APO Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-3370	Converge	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-4310	Building Maintenance	250.00	10.80	108.10	141.90	141.90	56.76
01-03-00-4320	EquipmentSoftware Maintenance	1,500.00	56.73	526.37	973.63	973.63	64.91
01-03-00-5200	Insurance and Bonds	475.00	0.00	573.54	-98.54	-98.54	-20.75
01-03-00-5400	Legal NoticesAdvertising	0.00	0.00	0.00	0.00	0.00	0.00
01-03-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
01-03-00-5830	Dues, Subscriptions, Programs	0.00	17.01	17.01	-17.01	-17.01	0.00
01-03-00-6110	Office Supplies	400.00	43.16	220.00	180.00	180.00	45.00
01-03-00-6120	Postage	500.00	0.00	312.25	187.75	187.75	37.55
01-03-00-6130	Telephone and Internet Service	500.00	31.90	283.32	216.68	216.68	43.34
01-03-00-6150	Materials and Supplies	200.00	0.00	0.00	200.00	200.00	100.00
01-03-00-6210	Natural Gas	150.00	13.44	80.37	69.63	69.63	46.42
01-03-00-6220	Electricity	100.00	6.31	62.52	37.48	37.48	37.48
01-03-00-6600	Miscellaneous	<u>1,550.00</u>	<u>52.22</u>	<u>416.16</u>	<u>1,133.84</u>	<u>1,133.84</u>	<u>73.15</u>
	Materials and Services	44,905.00	4,715.33	12,567.92	32,337.08	32,337.08	72.01
01-03-00-7410	Capital Outlay Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
03	Building	64,992.00	6,356.43	27,401.83	37,590.17	37,590.17	57.84
04	Park Maintenance						
	Personal Services						
01-04-00-1100	Regular Services	64,344.00	5,552.36	43,012.25	21,331.75	21,331.75	33.15
01-04-00-1200	Extra Labor	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-1300	Overtime	715.00	192.44	1,708.76	-993.76	-993.76	-138.99
01-04-00-2100	Group Insurance	28,039.00	2,508.16	21,541.81	6,497.19	6,497.19	23.17
01-04-00-2200	Social Security	5,268.00	442.12	3,441.49	1,826.51	1,826.51	34.67
01-04-00-2300	Retirement Contributions	15,204.00	1,268.44	9,874.37	5,329.63	5,329.63	35.05
01-04-00-2500	Unemployment Compensation	64.00	5.75	38.06	25.94	25.94	40.53
01-04-00-2600	Workers' Compensation	1,487.00	87.53	931.87	555.13	555.13	37.33
01-04-00-2700	Oregon Paid Leave Tax	0.00	34.46	268.27	-268.27	-268.27	0.00
01-04-00-2950	Accrued Leave	<u>3,798.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,798.00</u>	<u>3,798.00</u>	<u>100.00</u>
	Personal Services	118,919.00	10,091.26	80,816.88	38,102.12	38,102.12	32.04

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
01-04-00-3310	Materials and Services Auditing Services	900.00	0.00	1,320.00	-420.00	-420.00	-46.67
01-04-00-3330	Legal Services	500.00	0.00	282.50	217.50	217.50	43.50
01-04-00-3340	Engineering Services	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-3350	Other Contractual Services	44,000.00	333.39	11,040.20	32,959.80	32,959.80	74.91
01-04-00-4320	Equipment Software Maintenance	1,000.00	45.05	403.95	596.05	596.05	59.61
01-04-00-4350	Vehicle Maintenance	2,000.00	0.00	0.00	2,000.00	2,000.00	100.00
01-04-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-5200	Insurance and Bonds	1,700.00	0.00	1,880.63	-180.63	-180.63	-10.63
01-04-00-5400	Legal Notices Advertising	100.00	0.00	0.00	100.00	100.00	100.00
01-04-00-5810	Travel and Training	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6120	Postage	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-6150	Materials and Supplies	8,000.00	231.41	3,553.58	4,446.42	4,446.42	55.58
01-04-00-6160	Uniforms PPE	200.00	37.50	48.25	151.75	151.75	75.88
01-04-00-6220	Electricity	1,400.00	97.36	862.28	537.72	537.72	38.41
01-04-00-6260	Gasoline	475.00	17.62	294.96	180.04	180.04	37.90
01-04-00-6600	Miscellaneous	<u>100.00</u>	<u>1.50</u>	<u>44.36</u>	<u>55.64</u>	<u>55.64</u>	<u>55.64</u>
	Materials and Services	60,375.00	763.83	19,730.71	40,644.29	40,644.29	67.32
01-04-00-7410	Capital Outlay Equipment	<u>5,000.00</u>	<u>18.28</u>	<u>4,043.28</u>	<u>956.72</u>	<u>956.72</u>	<u>19.13</u>
	Capital Outlay	5,000.00	18.28	4,043.28	956.72	956.72	19.13
01-04-00-7301	Capital Construction Veterans Park Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01-04-00-7510	McBride Creek Trail System Imp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
04 05	Park Maintenance Non-Departmental Interfund Transfers	184,294.00	10,873.37	104,590.87	79,703.13	79,703.13	43.25
01-05-00-8085	Transfer out to Street Fund	17,000.00	0.00	17,000.00	0.00	0.00	0.00
01-05-00-8090	Transfer out to Water Fund	77,000.00	0.00	52,000.00	25,000.00	25,000.00	32.47
01-05-00-8095	Transfer out to Sewer Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	127,000.00	0.00	102,000.00	25,000.00	25,000.00	19.69
01-05-00-9000	Contingency Contingency	<u>106,516.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,516.00</u>	<u>106,516.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Contingency	106,516.00	0.00	0.00	106,516.00	106,516.00	100.00
01-05-00-9500	Unappropriated Unappropriated Ending Balance	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
	Unappropriated	<u>139,451.00</u>	<u>0.00</u>	<u>0.00</u>	<u>139,451.00</u>	<u>139,451.00</u>	<u>100.00</u>
05	Non-Departmental	<u>372,967.00</u>	<u>0.00</u>	<u>102,000.00</u>	<u>270,967.00</u>	<u>270,967.00</u>	<u>72.65</u>
<b>01</b>	<b>General Fund</b>	<b>1,376,691.00</b>	<b>65,903.64</b>	<b>770,551.49</b>	<b>606,139.51</b>	<b>606,139.51</b>	<b>44.03</b>
<b>02</b>	<b>Equipment Reserve Fund</b>						
02	Department						
	Interfund Transfers						
02-02-00-8072	Transfer out to Gen - Parks	4,500.00	4,025.00	4,025.00	475.00	475.00	10.56
02-02-00-8075	Transfer out to Street Fund	4,500.00	4,025.00	4,025.00	475.00	475.00	10.56
02-02-00-8076	Transfer out to Water Fund	13,500.00	12,025.00	12,025.00	1,475.00	1,475.00	10.93
02-02-00-8077	Transfer out to Sewer Fund	<u>7,500.00</u>	<u>6,690.00</u>	<u>6,690.00</u>	<u>810.00</u>	<u>810.00</u>	<u>10.80</u>
	Interfund Transfers	30,000.00	26,765.00	26,765.00	3,235.00	3,235.00	10.78
	Reserve						
02-02-00-9200	Reserve for Admin Equip	6,525.00	0.00	0.00	6,525.00	6,525.00	100.00
02-02-00-9300	Reserve for Police Equip	9,744.00	0.00	0.00	9,744.00	9,744.00	100.00
02-02-00-9350	Reserve for Bldg Equip	905.00	0.00	0.00	905.00	905.00	100.00
02-02-00-9400	Reserve for Parks Equip	111.00	0.00	0.00	111.00	111.00	100.00
02-02-00-9500	Reserve for Street Equip	5,940.00	0.00	0.00	5,940.00	5,940.00	100.00
02-02-00-9600	Reserve for Water Equip	5,437.00	0.00	0.00	5,437.00	5,437.00	100.00
02-02-00-9700	Reserve for Sewer Equip	<u>9,077.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,077.00</u>	<u>9,077.00</u>	<u>100.00</u>
	Reserve	<u>37,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>37,739.00</u>	<u>37,739.00</u>	<u>100.00</u>
02	Department	<u>67,739.00</u>	<u>26,765.00</u>	<u>26,765.00</u>	<u>40,974.00</u>	<u>40,974.00</u>	<u>60.49</u>
<b>02</b>	<b>Equipment Reserve Fund</b>	<b>67,739.00</b>	<b>26,765.00</b>	<b>26,765.00</b>	<b>40,974.00</b>	<b>40,974.00</b>	<b>60.49</b>
<b>05</b>	<b>Street Fund</b>						
05	Department						
	Personal Services						
05-05-00-1100	Regular Services	36,021.00	3,040.11	25,608.68	10,412.32	10,412.32	28.91
05-05-00-1300	Overtime	400.00	62.25	471.22	-71.22	-71.22	-17.81

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
05-05-00-2100	Group Insurance	8,292.00	729.69	6,166.78	2,125.22	2,125.22	25.63
05-05-00-2200	Social Security	2,834.00	238.71	2,060.64	773.36	773.36	27.29
05-05-00-2300	Retirement Contributions	8,410.00	650.53	5,348.81	3,061.19	3,061.19	36.40
05-05-00-2500	Unemployment Compensation	36.00	3.10	22.03	13.97	13.97	38.81
05-05-00-2600	Workers' Compensation	729.00	55.83	587.77	141.23	141.23	19.37
05-05-00-2700	Oregon Paid Leave Tax	0.00	18.65	160.80	-160.80	-160.80	0.00
05-05-00-2950	Accrued Leave	<u>626.00</u>	<u>0.00</u>	<u>695.04</u>	<u>-69.04</u>	<u>-69.04</u>	<u>-11.03</u>
	Personal Services	57,348.00	4,798.87	41,121.77	16,226.23	16,226.23	28.29
	Materials and Services						
05-05-00-3310	Auditing Services	900.00	0.00	990.00	-90.00	-90.00	-10.00
05-05-00-3330	Legal Services	500.00	20.70	30.83	469.17	469.17	93.83
05-05-00-3340	Engineering Services	500.00	0.00	342.50	157.50	157.50	31.50
05-05-00-3350	Other Contractual Services	10,000.00	625.00	5,011.76	4,988.24	4,988.24	49.88
05-05-00-4310	Building Maintenance	1,500.00	69.24	852.00	648.00	648.00	43.20
05-05-00-4320	EquipmentSoftware Maintenance	2,500.00	45.05	403.95	2,096.05	2,096.05	83.84
05-05-00-4350	Vehicle Maintenance	1,000.00	106.29	216.05	783.95	783.95	78.40
05-05-00-4351	Street Light Maintenance	750.00	0.00	0.00	750.00	750.00	100.00
05-05-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-4510	Street PreservationResurface	94,000.00	0.00	0.00	94,000.00	94,000.00	100.00
05-05-00-5200	Insurance and Bonds	3,000.00	0.00	2,894.18	105.82	105.82	3.53
05-05-00-5400	Legal NoticesAdvertising	100.00	0.00	27.00	73.00	73.00	73.00
05-05-00-5810	Travel and Training	500.00	0.00	0.00	500.00	500.00	100.00
05-05-00-5830	Dues, Subscriptions, Programs	200.00	41.16	139.89	60.11	60.11	30.06
05-05-00-6110	Office Supplies	200.00	21.59	110.05	89.95	89.95	44.98
05-05-00-6120	Postage	235.00	0.00	124.94	110.06	110.06	46.83
05-05-00-6130	Telephone and Internet Service	1,300.00	78.96	696.55	603.45	603.45	46.42
05-05-00-6140	Signs	1,000.00	0.00	0.00	1,000.00	1,000.00	100.00
05-05-00-6150	Materials and Supplies	4,200.00	203.83	1,224.81	2,975.19	2,975.19	70.84
05-05-00-6160	UniformsPPE	150.00	3.75	23.10	126.90	126.90	84.60
05-05-00-6220	Electricity	6,500.00	518.72	4,640.47	1,859.53	1,859.53	28.61
05-05-00-6260	Gasoline	1,350.00	52.86	550.09	799.91	799.91	59.25
05-05-00-6600	Miscellaneous	<u>100.00</u>	<u>1.25</u>	<u>57.25</u>	<u>42.75</u>	<u>42.75</u>	<u>42.75</u>
	Materials and Services	130,485.00	1,788.40	18,335.42	112,149.58	112,149.58	85.95
	Capital Outlay						
05-05-00-7410	Equipment	<u>4,500.00</u>	<u>73.12</u>	<u>4,098.12</u>	<u>401.88</u>	<u>401.88</u>	<u>8.93</u>
	Capital Outlay	4,500.00	73.12	4,098.12	401.88	401.88	8.93
	Capital Construction						
05-05-00-7514	Streetlight Improvements	0.00	0.00	0.00	0.00	0.00	0.00
05-05-00-7516	Pavement Restoration	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Capital Construction	250,000.00	0.00	0.00	250,000.00	250,000.00	100.00
05-05-00-9000	Contingency	28,175.00	0.00	0.00	28,175.00	28,175.00	100.00
	Contingency	28,175.00	0.00	0.00	28,175.00	28,175.00	100.00
05-05-00-9500	Unappropriated	444,244.00	0.00	0.00	444,244.00	444,244.00	100.00
	Unappropriated Ending Fund Bal	444,244.00	0.00	0.00	444,244.00	444,244.00	100.00
	Unappropriated	444,244.00	0.00	0.00	444,244.00	444,244.00	100.00
05	Department	914,752.00	6,660.39	63,555.31	851,196.69	851,196.69	93.05
05	Street Fund	914,752.00	6,660.39	63,555.31	851,196.69	851,196.69	93.05
06	Street Development Fund						
06	Department						
06-06-00-9000	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
06-06-00-9500	Unappropriated	195,038.00	0.00	0.00	195,038.00	195,038.00	100.00
	Unappropriated Ending Fund Bal	195,038.00	0.00	0.00	195,038.00	195,038.00	100.00
	Unappropriated	195,038.00	0.00	0.00	195,038.00	195,038.00	100.00
06	Department	195,038.00	0.00	0.00	195,038.00	195,038.00	100.00
06	Street Development Fund	195,038.00	0.00	0.00	195,038.00	195,038.00	100.00
08	Parks Development Fund						
08	Department						
08-08-00-3350	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
	Park Master Plan	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Materials and Services	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-7300	Capital Construction						
	McBride Creek Trail System Imp	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-7301	Veterans Park Improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Construction	5,000.00	0.00	0.00	5,000.00	5,000.00	100.00
08-08-00-8060	Interfund Transfers						
	Transfer out to General Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-9000	Contingency						
	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
08-08-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
	Unappropriated	<u>61,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>61,061.00</u>	<u>61,061.00</u>	<u>100.00</u>
08	Department	<u>66,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,061.00</u>	<u>66,061.00</u>	<u>100.00</u>
<b>08</b>	<b>Parks Development Fund</b>	<b>66,061.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,061.00</b>	<b>66,061.00</b>	<b>100.00</b>
<b>10</b>	<b>Storm Drain Development Fund</b>						
10	Department						
	Contingency						
10-10-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
10-10-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
	Unappropriated	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
10	Department	<u>10,284.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,284.00</u>	<u>10,284.00</u>	<u>100.00</u>
<b>10</b>	<b>Storm Drain Development Fund</b>	<b>10,284.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,284.00</b>	<b>10,284.00</b>	<b>100.00</b>
<b>12</b>	<b>Water Fund</b>						
12	Department						
	Personal Services						
12-12-00-1100	Regular Services	162,445.00	13,729.46	117,777.45	44,667.55	44,667.55	27.50
12-12-00-1300	Overtime	2,528.00	321.50	2,492.38	35.62	35.62	1.41
12-12-00-2100	Group Insurance	42,040.00	3,634.30	30,785.95	11,254.05	11,254.05	26.77
12-12-00-2200	Social Security	12,855.00	1,078.80	9,225.11	3,629.89	3,629.89	28.24
12-12-00-2300	Retirement Contributions	36,922.00	2,937.95	24,343.01	12,578.99	12,578.99	34.07
12-12-00-2500	Unemployment Compensation	162.00	14.08	98.00	64.00	64.00	39.51
12-12-00-2600	Workers' Compensation	1,925.00	95.30	1,025.90	899.10	899.10	46.71
12-12-00-2700	Oregon Paid Leave Tax	3,068.00	84.29	720.50	2,347.50	2,347.50	76.52
12-12-00-2950	Accrued Leave	<u>0.00</u>	<u>0.00</u>	<u>1,854.48</u>	<u>-1,854.48</u>	<u>-1,854.48</u>	<u>0.00</u>
	Personal Services	261,945.00	21,895.68	188,322.78	73,622.22	73,622.22	28.11
	Materials and Services						
12-12-00-3310	Auditing Services	3,500.00	0.00	3,630.00	-130.00	-130.00	-3.71
12-12-00-3330	Legal Services	500.00	52.90	191.27	308.73	308.73	61.75
12-12-00-3340	Engineering Services	1,000.00	0.00	408.75	591.25	591.25	59.13
12-12-00-3350	Other Contractual Services	31,000.00	7,270.50	27,898.24	3,101.76	3,101.76	10.01
12-12-00-4000	In Lieu of Franchise Fee	32,779.00	0.00	19,006.51	13,772.49	13,772.49	42.02
12-12-00-4100	Water Purchases	45,000.00	10,407.53	49,406.50	-4,406.50	-4,406.50	-9.79
12-12-00-4310	Building Maintenance	2,000.00	162.30	1,336.20	663.80	663.80	33.19
12-12-00-4320	EquipmentSoftware Maintenance	12,000.00	292.77	4,979.77	7,020.23	7,020.23	58.50
12-12-00-4350	Vehicle Maintenance	1,000.00	159.38	323.95	676.05	676.05	67.61
12-12-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
12-12-00-5200	Insurance and Bonds	9,250.00	0.00	10,017.10	-767.10	-767.10	-8.29
12-12-00-5400	Legal NoticesAdvertising	400.00	0.00	264.70	135.30	135.30	33.83
12-12-00-5810	Travel and Training	2,500.00	0.00	38.86	2,461.14	2,461.14	98.45
12-12-00-5830	Dues, Subscriptions, Programs	2,500.00	181.69	3,040.64	-540.64	-540.64	-21.63
12-12-00-6110	Office Supplies	700.00	97.14	495.18	204.82	204.82	29.26
12-12-00-6120	Postage	4,300.00	0.00	2,435.60	1,864.40	1,864.40	43.36
12-12-00-6130	Telephone and Internet Service	3,500.00	217.71	1,859.82	1,640.18	1,640.18	46.86
12-12-00-6150	Materials and Supplies	14,000.00	213.44	7,161.85	6,838.15	6,838.15	48.84
12-12-00-6160	UniformsPPE	250.00	16.50	121.85	128.15	128.15	51.26
12-12-00-6170	Treatment Chemicals	32,000.00	3,134.44	25,830.23	6,169.77	6,169.77	19.28
12-12-00-6210	Natural Gas	300.00	33.59	200.84	99.16	99.16	33.05
12-12-00-6220	Electricity	17,500.00	1,137.37	11,995.42	5,504.58	5,504.58	31.45
12-12-00-6260	Gasoline	4,000.00	176.21	1,833.60	2,166.40	2,166.40	54.16
12-12-00-6600	Miscellaneous	<u>2,400.00</u>	<u>320.25</u>	<u>1,750.47</u>	<u>649.53</u>	<u>649.53</u>	<u>27.06</u>
	Materials and Services	222,379.00	23,873.72	174,227.35	48,151.65	48,151.65	21.65

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12-12-00-7410	Capital Outlay Equipment	<u>13,500.00</u>	<u>137.10</u>	<u>12,162.10</u>	<u>1,337.90</u>	<u>1,337.90</u>	<u>9.91</u>
	Capital Outlay	13,500.00	137.10	12,162.10	1,337.90	1,337.90	9.91
12-12-00-7503	Capital Construction Reservoir Overflow Drain Proj	20,000.00	0.00	0.00	20,000.00	20,000.00	100.00
12-12-00-7504	SCADA Software and HMI	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>100.00</u>
	Capital Construction	45,000.00	0.00	0.00	45,000.00	45,000.00	100.00
	Debt Service						
12-12-00-7615	Principal SDW 2002 S02009	101,821.00	0.00	101,821.02	-0.02	-0.02	0.00
12-12-00-7616	Principal SDW 2008 S02009B	24,590.00	0.00	24,589.78	0.22	0.22	0.00
12-12-00-7618	Principal SDW 2013 S13003	21,381.00	0.00	21,380.74	0.26	0.26	0.00
12-12-00-7619	Principal SDW 2017 S17032	20,644.00	0.00	20,643.52	0.48	0.48	0.00
12-12-00-7625	Interest SDW 2002 S02009	14,055.00	0.00	14,055.21	-0.21	-0.21	0.00
12-12-00-7626	Interest SDW 2008 S02009B	3,682.00	0.00	3,682.13	-0.13	-0.13	0.00
12-12-00-7628	Interest SDW 2013 S13003	7,184.00	0.00	7,184.32	-0.32	-0.32	0.00
12-12-00-7629	Interest-SDW 2017 S17032	<u>10,921.00</u>	<u>0.00</u>	<u>10,920.61</u>	<u>0.39</u>	<u>0.39</u>	<u>0.00</u>
	Debt Service	204,278.00	0.00	204,277.33	0.67	0.67	0.00
	Interfund Transfers						
12-12-00-8060	Transfer out to General Fund	<u>33,000.00</u>	<u>0.00</u>	<u>33,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Interfund Transfers	33,000.00	0.00	33,000.00	0.00	0.00	0.00
	Contingency						
12-12-00-9000	Contingency	<u>72,649.00</u>	<u>0.00</u>	<u>0.00</u>	<u>72,649.00</u>	<u>72,649.00</u>	<u>100.00</u>
	Contingency	72,649.00	0.00	0.00	72,649.00	72,649.00	100.00
	Unappropriated						
12-12-00-9500	Unappropriated Ending Fund Bal	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
	Unappropriated	<u>148,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>148,610.00</u>	<u>148,610.00</u>	<u>100.00</u>
12	Department	<u>1,001,361.00</u>	<u>45,906.50</u>	<u>611,989.56</u>	<u>389,371.44</u>	<u>389,371.44</u>	<u>38.88</u>

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
12	Water Fund	1,001,361.00	45,906.50	611,989.56	389,371.44	389,371.44	38.88
13	Water Development Fund						
00							
13-00-00-9000	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
00		0.00	0.00	0.00	0.00	0.00	0.00
13	Department						
13-13-00-8060	Interfund Transfers						
	Transfer out to Water Fund	200,000.00	0.00	200,000.00	0.00	0.00	0.00
	Interfund Transfers	200,000.00	0.00	200,000.00	0.00	0.00	0.00
13-13-00-9000	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
13-13-00-9500	Unappropriated						
	Unappropriated Ending Fund Bal	108,563.00	0.00	0.00	108,563.00	108,563.00	100.00
	Unappropriated	108,563.00	0.00	0.00	108,563.00	108,563.00	100.00
13	Department	308,563.00	0.00	200,000.00	108,563.00	108,563.00	35.18
13	Water Development Fund	308,563.00	0.00	200,000.00	108,563.00	108,563.00	35.18
19	Sewer Fund						
19	Department						
19-19-00-1100	Personal Services						
	Regular Services	123,638.00	10,424.59	88,563.36	35,074.64	35,074.64	28.37
19-19-00-1300	Overtime	1,804.00	206.93	1,663.18	140.82	140.82	7.81
19-19-00-2100	Group Insurance	30,974.00	2,653.41	22,535.47	8,438.53	8,438.53	27.24
19-19-00-2200	Social Security	9,766.00	815.58	7,070.10	2,695.90	2,695.90	27.60
19-19-00-2300	Retirement Contributions	28,776.00	2,182.91	18,196.24	10,579.76	10,579.76	36.77
19-19-00-2500	Unemployment Compensation	124.00	10.67	76.38	47.62	47.62	38.40
19-19-00-2600	Workers' Compensation	1,266.00	51.79	573.39	692.61	692.61	54.71
19-19-00-2700	Oregon Paid Leave Tax	0.00	63.77	552.40	-552.40	-552.40	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-2950	Accrued Leave	<u>2,214.00</u>	<u>0.00</u>	<u>1,854.48</u>	<u>359.52</u>	<u>359.52</u>	<u>16.24</u>
	Personal Services	198,562.00	16,409.65	141,085.00	57,477.00	57,477.00	28.95
	Materials and Services						
19-19-00-3310	Auditing Services	3,300.00	0.00	3,630.00	-330.00	-330.00	-10.00
19-19-00-3330	Legal Services	500.00	52.90	78.77	421.23	421.23	84.25
19-19-00-3340	Engineering Services	2,000.00	0.00	276.25	1,723.75	1,723.75	86.19
19-19-00-3350	Other Contractual Services	60,000.00	2,950.00	43,279.65	16,720.35	16,720.35	27.87
19-19-00-4000	In Lieu of Franchise Fee	26,324.00	0.00	13,398.48	12,925.52	12,925.52	49.10
19-19-00-4100	Sewer Treatment Fees	116,000.00	9,537.58	79,918.28	36,081.72	36,081.72	31.10
19-19-00-4120	Sewer System Dev Fees	4,117.00	0.00	0.00	4,117.00	4,117.00	100.00
19-19-00-4310	Building Maintenance	2,000.00	162.30	1,336.20	663.80	663.80	33.19
19-19-00-4320	EquipmentSoftware Maintenance	8,000.00	292.77	2,679.55	5,320.45	5,320.45	66.51
19-19-00-4350	Vehicle Maintenance	1,000.00	159.38	323.95	676.05	676.05	67.61
19-19-00-4400	Rental Fees	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-5200	Insurance and Bonds	13,360.00	0.00	12,705.98	654.02	654.02	4.90
19-19-00-5400	Legal NoticesAdvertising	500.00	0.00	105.00	395.00	395.00	79.00
19-19-00-5810	Travel and Training	1,600.00	0.00	540.46	1,059.54	1,059.54	66.22
19-19-00-5830	Dues, Subscriptions, Programs	400.00	138.73	262.68	137.32	137.32	34.33
19-19-00-6110	Office Supplies	800.00	97.13	495.12	304.88	304.88	38.11
19-19-00-6120	Postage	4,300.00	0.00	2,435.60	1,864.40	1,864.40	43.36
19-19-00-6130	Telephone and Internet Service	3,200.00	217.70	1,859.87	1,340.13	1,340.13	41.88
19-19-00-6150	Materials and Supplies	12,000.00	249.41	4,294.62	7,705.38	7,705.38	64.21
19-19-00-6160	UniformsPPE	250.00	13.50	75.85	174.15	174.15	69.66
19-19-00-6170	Treatment Chemicals	14,000.00	0.00	7,078.50	6,921.50	6,921.50	49.44
19-19-00-6210	Natural Gas	300.00	33.59	200.86	99.14	99.14	33.05
19-19-00-6220	Electricity	8,000.00	529.94	5,003.48	2,996.52	2,996.52	37.46
19-19-00-6260	Gasoline	2,200.00	88.11	916.82	1,283.18	1,283.18	58.33
19-19-00-6600	Miscellaneous	<u>900.00</u>	<u>139.53</u>	<u>815.71</u>	<u>84.29</u>	<u>84.29</u>	<u>9.37</u>
	Materials and Services	285,051.00	14,662.57	181,711.68	103,339.32	103,339.32	36.25
19-19-00-7410	Capital Outlay Equipment	<u>7,500.00</u>	<u>137.10</u>	<u>6,827.10</u>	<u>672.90</u>	<u>672.90</u>	<u>8.97</u>
	Capital Outlay	7,500.00	137.10	6,827.10	672.90	672.90	8.97
	Capital Construction						
19-19-00-7501	K Street Pump Station Project	60,000.00	0.00	0.00	60,000.00	60,000.00	100.00
19-19-00-7503	Septic Tank ReplaceAbandon	<u>60,000.00</u>	<u>0.00</u>	<u>2,750.86</u>	<u>57,249.14</u>	<u>57,249.14</u>	<u>95.42</u>
	Capital Construction	120,000.00	0.00	2,750.86	117,249.14	117,249.14	97.71
	Debt Service						

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
19-19-00-7610	Principal CWSRF 2014 R23550	19,431.00	0.00	9,654.00	9,777.00	9,777.00	50.32
19-19-00-7615	Interest CWSRF 2014 R23550	6,707.00	0.00	3,415.00	3,292.00	3,292.00	49.08
19-19-00-7616	Interest CWSRF 2015 R23551	4,710.00	0.00	2,396.00	2,314.00	2,314.00	49.13
19-19-00-7617	Interest CWSRF 2017 R23552	26,033.00	0.00	23,270.41	2,762.59	2,762.59	10.61
19-19-00-7618	Fees CWSRF 2014 R23550	1,296.00	0.00	0.00	1,296.00	1,296.00	100.00
19-19-00-7619	Fees CWSRF 2015 R23551	1,199.00	0.00	0.00	1,199.00	1,199.00	100.00
19-19-00-7620	Principal CWSRF 2015 R23551	16,974.00	0.00	8,446.00	8,528.00	8,528.00	50.24
19-19-00-7621	Fees CWSRF 2017 R23552	0.00	0.00	0.00	0.00	0.00	0.00
19-19-00-7630	Principal CWSRF 2017 R23552	0.00	0.00	0.00	0.00	0.00	0.00
	Debt Service	76,350.00	0.00	47,181.41	29,168.59	29,168.59	38.20
19-19-00-8060	Interfund Transfers Transfer out to General Fund	127,402.00	0.00	127,402.00	0.00	0.00	0.00
	Interfund Transfers	127,402.00	0.00	127,402.00	0.00	0.00	0.00
19-19-00-9000	Contingency Contingency	72,542.00	0.00	0.00	72,542.00	72,542.00	100.00
	Contingency	72,542.00	0.00	0.00	72,542.00	72,542.00	100.00
19-19-00-9500	Unappropriated Unappropriated Ending Fund Bal	163,264.00	0.00	0.00	163,264.00	163,264.00	100.00
	Unappropriated	163,264.00	0.00	0.00	163,264.00	163,264.00	100.00
19	Department	1,050,671.00	31,209.32	506,958.05	543,712.95	543,712.95	51.75
19	Sewer Fund	1,050,671.00	31,209.32	506,958.05	543,712.95	543,712.95	51.75
22	Sewer Development Fund						
22	Department						
22-22-00-7500	Capital Construction Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00
	Capital Construction	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-8100	Interfund Transfers Transfer out to Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Variance	Available	% Available
	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9000	Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Contingency	0.00	0.00	0.00	0.00	0.00	0.00
22-22-00-9500	Unappropriated	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
	Unappropriated Ending Fund Bal	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
	Unappropriated	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	Department	<u>12,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,097.00</u>	<u>12,097.00</u>	<u>100.00</u>
22	<b>Sewer Development Fund</b>	<b>12,097.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,097.00</b>	<b>12,097.00</b>	<b>100.00</b>
Grand Total		5,003,257.00	176,444.85	2,179,819.41	2,823,437.59	2,823,437.59	0.5643

CITY OF COLUMBIA CITY- COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

March 31, 2025		Governmental Fund Types					Proprietary Fund Types Enterprise Funds				Total Memorandum (only)
	General	Equipment Reserve	Street	Street Development	Park Development	Storm Drain Development	Water	Water Development	Sewer	Sewer Development	
ASSETS AND OTHER DEBITS											
Assets:											
Cash and investments	531,018.65	40,953.98	554,605.08	194,154.08	60,867.61	10,347.32	71,193.84	111,335.79	379,456.87	12,091.95	1,966,025.17
Receivables:											-
Taxes	16,214.52										16,214.52
Accounts receivable - other	37,093.85						29.49		33.92		37,157.26
Accounts receivable - utility billings							44,642.28		42,218.90		86,861.18
Inventories			8,617.34								8,617.34
TOTAL ASSETS AND OTHER DEBITS	584,327.02	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	115,865.61	111,335.79	421,709.69	12,091.95	2,114,875.47
LIABILITIES, EQUITY AND OTHER CREDITS											
Liabilities:											
Accounts payable	36,956.21						-		-		36,956.21
Payroll liabilities	20,930.67										20,930.67
Building Assessment Liability	503.80										503.80
Deposits	75.00						4,704.38		4,850.48		9,629.86
Assessments on fines											-
Deferred revenue:											
Property taxes	19,108.00										19,108.00
Celebration											-
Shop with a Cop	-										-
Housing rehabilitation loans	23,918.00										23,918.00
TOTAL LIABILITIES	101,491.68	-	-	-	-	-	4,704.38	-	4,850.48	-	111,046.54
Equity and other credits:											
Fund balances:											
Unreserved:											
Undesignated	482,835.34	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	111,161.23	111,335.79	416,859.21	12,091.95	2,003,828.93
Total fund balance	482,835.34	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	111,161.23	111,335.79	416,859.21	12,091.95	2,003,828.93
TOTAL EQUITY AND OTHER CREDITS	482,835.34	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	111,161.23	111,335.79	416,859.21	12,091.95	2,003,828.93
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS	584,327.02	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	115,865.61	111,335.79	421,709.69	12,091.95	2,114,875.47
REVENUES:	905,812.44	2,359.34	146,837.92	11,371.78	4,131.55	746.09	744,032.03	9,709.00	440,890.74	2,004.69	2,267,895.58
EXPENDITURES:	770,551.49	26,765.00	63,555.31	-	-	-	611,989.56	200,000.00	506,958.05	-	2,179,819.41
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES:	135,260.95	(24,405.66)	83,282.61	11,371.78	4,131.55	746.09	132,042.47	(190,291.00)	(66,067.31)	2,004.69	88,076.17
FUND BALANCE/RETAINED EARNINGS 7/1/24	347,574.39	65,359.64	479,939.81	182,782.30	56,736.06	9,601.23	(20,881.24)	301,626.79	482,926.52	10,087.26	1,915,752.76
FUND BALANCE/RETAINED EARNINGS Current	482,835.34	40,953.98	563,222.42	194,154.08	60,867.61	10,347.32	111,161.23	111,335.79	416,859.21	12,091.95	2,003,828.93

# City Council Meeting Minutes

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THURSDAY, MARCH 20, 2025 – 6:00 PM  
COLUMBIA CITY, CITY HALL – 1840 SECOND STREET  
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

## AGENDA ITEM 1 CALL TO ORDER/ROLL CALL:

### CONVENED:

Mayor Alex Reed called the Regular Meeting to order at 6:00 pm.

### COUNCIL MEMBERS PRESENT:

Mayor Alex Reed  
Council President Rob Forman  
Councilor Gordon Thistle  
Councilor Connie Quick

### COUNCIL MEMBERS ABSENT:

Councilor Lyle Bluhm

### ALSO PRESENT:

Kim Karber, City Administrator/Recorder

### ATTORNEY PRESENT:

None

A quorum was present, and due notice had been published.

## AGENDA ITEM 2 PUBLIC HEARINGS:

## AGENDA ITEM 3 CITIZEN INPUT:

### 3.1 Jak Massey, South Columbia County Chamber of Commerce update.

Jak, outreach director, talked about the membership stats and the different benefits of their memberships. They host different networking events, ribbon cutting celebrations, monthly coffee and commerce, monthly happy hour events, and an annual awards banquet. If Columbia City has any events coming up let Jak know and she will see how the Chamber can participate and advertise for us.

## AGENDA ITEM 4 COUNCIL REPORTS:

4.1 Audit Committee: No report.

4.2 Hazard Committee: No report. Next meeting is on March 26<sup>th</sup>.

4.3 Parks Committee: Kim reported there was not a quorum, so we were unable to hold the meeting. Next meeting is scheduled for April 8<sup>th</sup>.

4.4 Streets Committee: No report.

4.5 Water & Sewer Committee: Chair Thistle inquired about the water main break. Kim reported that a contractor hit a water main underneath a driveway apron. Several areas were affected by loss of pressure but once PW engaged the shut off's the area affected was Tahoma and a few houses on Lincoln. CCOM helped with sending out an alert and Corey Pedron with the County's emergency management helped by getting us some bottled water which Chief Bartolomucci and PW handed out to each of the houses affected by the boil water notice.

**AGENDA ITEM 5**

**CONSENT AGENDA:**

- 5.1 Bills paid with check numbers 35357 through 35394 during the month of February 2025.
- 5.2 Expense vs Budget Report for the month ending February 2025.
- 5.3 Combined balance sheet for the month ending February 2025.
- 5.4 Minutes of the February 20, 2025, Regular City Council Meeting.
- 5.5 Activity Report from the Chief of Police for the month of February 2025.
- 5.6 Activity Report from the City Administrator for the month of February 2025.
- 5.7 Minutes of the December 11, 2024, Audit Committee Meeting.
- 5.8 Activity Report from the Public Works Superintendent for the month of February 2025.
- 5.9 Minutes of the March 6, 2025, Special City Council Meeting.

THE COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

**AGENDA ITEM 6**

**UNFINISHED BUSINESS:**

- 6.1 **Second Reading of Council Bill No. 25-993: An Ordinance Granting a Franchise ("Franchise") to Qwest Corporation D/B/A CenturyLink QC on Behalf of Itself and Its Operating Affiliates ("CenturyLink") to Operate and Maintain a Telecommunications System ("System") in the City of Columbia City, Oregon ("City").**

The Council completed the second reading of Council Bill No. 25-993.

MOVED (FORMAN), SECOND (QUICK) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 25-993.

**AGENDA ITEM 7**

**NEW BUSINESS:**

- 7.1 **First Reading of Council Bill No. 25-994: An Ordinance Granting a Non-Exclusive Gas Utility Franchise to Northwest Natural Gas Company, and Fixing Terms, Conditions and Compensation of Such Franchise and Repealing Ordinance No. 14-683-O and 14-687-O.**

The Council completed the first reading of Council Bill No. 25-994.

- 7.2 **Council Bill No. 25-996: A Resolution Authorizing a Transfer of Appropriations within the General Fund During the Fiscal Year Beginning July 1, 2024.**

MOVED (THISTLE), SECOND (FORMAN) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 25-996.

- 7.3 **Council Bill No. 25-997: A Resolution adopting a five-year capital improvement program for the 2025-26 fiscal year.**

MOVED (THISTLE), SECOND (QUICK) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 25-997.

- 7.4 **Park Use Permit from Heather Epperly Agency, Inc.**

MOVED (FORMAN), SECOND (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE PARK USE PERMIT WITH NO CONDITIONS FROM THE HEATHER EPPERLY AGENCY, INC APPLICATION.

- 7.5 **Contribution Request from LOC Foundation.**

3 Regular City Council Meeting  
March 20, 2025

MOVED (QUICK), SECOND (THISTLE) AND CARRIED UNANIMOUSLY TO NOT MAKE A DONATION TO THE LOC FOUNDATION.

**7.6 Local Government Funding Authorization and Service Provider Form between DEQ, the City of Columbia City, and Waste Connections of Oregon Inc DBA Hudson Garbage Service.**

MOVED (FORMAN), SECOND (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE FUNDING AND SERVICE PROVIDER FORMS THAT GIVES AUTHORITY FOR HUDSON GARBAGE TO APPLY AND RECEIVE FUNDS FROM THE DEQ FOR THE RECYCLING MODERNIZATION ACT THAT IS GOING INTO EFFECT JULY 1, 2025.

**7.7 Professional Services Agreement between Conservation Technix and the City of Columbia City pending lawyer approval.**

MOVED (QUICK), SECOND (FORMAN) AND CARRIED UNANIMOUSLY TO APPROVE THE AGREEMENT BETWEEN CONSERVATION TECHNIX AND THE CITY OF COLUMBIA CITY FOR UPDATING THE PARKS MASTERPLAN PENDING LAWYER APPROVAL.

**AGENDA ITEM 8**

**OTHER BUSINESS:**

**8.1 Water Management and Conservation Plan (WMCP) Update**

Kim reported that we have received the final order that our WMCP Plan has been approved by the State.

**8.2 Streaming Meetings**

Kim reported that she had talked with OGEC about streaming meetings, and they said that to the 'extent reasonably possible' ALL meetings should be streamed. Another thing they said was if we offer the in-person audience the ability to provide testimony/speak/input then the same option needs to be provided to the people who are streaming. That brings us back to having to purchase all the different equipment. At this point in time the City cannot afford to purchase all the equipment needed and pay the overtime for the staff to run streaming meetings.

**8.3 Update to Nuisance order on 5<sup>th</sup> Place**

Kim reported that the nuisance on 5<sup>th</sup> Place is scheduled to be cleaned up this March 26<sup>th</sup> – 28<sup>th</sup>.

**AGENDA ITEM 9**

**ADJOURNMENT:**

**9.1** There being no further business to come before the Council, the meeting adjourned at 7:09 pm.

APPROVED:

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Alexander Reed  
Mayor

ATTEST:

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Kim Karber  
City Administrator/Recorder

April 2nd, 2025

**ADMINISTRATIVE**

**MEMORANDUM TO:** City Council of Columbia City

**THRU:** City Administrator Kim Karber

**SUBJECT:** Police Department Report (March 2025)

Please see the following regarding law enforcement operations during the noted reporting period

**PERSONNEL**

Reserve Officer Mansheim continues to provide information technology support and evidence custodian duties for the Department. He performed patrol duties, traffic enforcement, and community policing operations by providing 24 hours of service to the community. Sgt. Mansheim is continuing to work with Mark43 to maintain our report writing system. He also verifies our state and federally mandated information reports generated within our Mark43 system. He continues to oversee our evidence security and documentation.

Officer Goodwin continues to provide patrol operations, traffic enforcement, and follows up cases as assigned. She is continuing to learn and grow in her role as a Patrol Officer.

Reserve Officer Hasenkamp contributed 1 volunteer hours this month.

Reserve Officer Steven Bubar has taken personal time off and will be returning soon.

The police Department serviced the following calls for service during March 2025. 5 animal complaints, 2 agency assist, 2 assist person, 2 DHS referrals, 1 verbal disturbance, 8 follow up calls, 2 cold frauds, 3 harassment/threat calls, 2 juvenile problems, 2 motorist assist, 1 marine assist, 2 parking complaints, 46 premise checks, 1 lost/found property, 4 suspicious persons, 3 suspicious vehicles, 1 sex crime expose, 1 traffic crash, 7 traffic complaints, 1 trespass, 17 traffic stops, 2 unwanted, 2 welfare checks. In all the police department serviced 126 activities.

**TRAINING**

**MEETINGS**

**MISCELLANENOUS**

Respectfully submitted,

Chief: Jerry Bartolomucci



**City of Columbia City**  
PO Box 189 ♦ 1840 Second Street  
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# MEMO

**DATE:** April 3, 2025  
**TO:** Mayor and City Council  
**FROM:** Kim Karber, City Administrator/Recorder *KK*  
**RE:** Activities Report

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3/04/25 Leahnette and I met with C.A.T. regarding Housing Rehab Loans  
3/05/25 I joined a webinar by ODOT & DLCD on Local Transportation System Plans  
3/06/25 Alex, Micah, and I met with 2 residents from Miloris Way regarding the water reservoir overflow  
3/11/25 I attended a Homeland Security Emergency Committee meeting  
3/11/25 I attended a Parks Committee meeting – no quorum  
3/13/25 I joined a zoom meeting regarding the City Celebration  
3/18/25 I attended a meeting to go over the Park Masterplan update proposals  
3/20/25 I joined a zoom meeting from Canopy

**COLUMBIA CITY PLANNING COMMISSION  
SPECIAL MEETING / PUBLIC DECISION / WORKSHOP  
1840 SECOND STREET  
July 30, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins  
John Hansen  
Mark Stevens\*  
Chris Thurman (arrival at 7:00 p.m.)

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

Wendy Wells, 2010 9<sup>th</sup> Court  
Cherokee Council, 52609 NE Porter Lane (applicant)  
Additional staff from Medicine Wheel Recovery Services

**MEETING TO ORDER:**

Barbara called the meeting to order at 6:32 p.m.

**APPROVAL OF MINUTES:**

None.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC DECISION:**

Lauren explained the order of operations from code for this type of application as it is not a public hearing, but a public decision.

Bill had a question of the applicant that he felt would be helpful to ask ahead of the presentation of the staff report. He wanted to know if applicant would be using a fire ring at this location.

Staff report:

Barbara asked Lauren to go over the application and staff report. Lauren said she would be going into a bit more detail with this staff report because it was distributed just before the meeting. She explained there was information that arrived late from the applicant and it needed to be reviewed by the City Engineer. Lauren stated the applicant is requesting Planning Commission approval for a site development review to locate a family center for clients in treatment to work hands-on with their children. The clients would be supported by five family therapists on site during business hours. The use would take place within an existing building on a commercially zoned property located at 205 I Street.

John asked the hours of operation and Lauren stated she assumed normal business hours would be 8 a.m. to 5 p.m., Monday through Friday. Lauren did explain the application does state there will be no overnight stays by clients or staff.

Barbara mentioned when looking at the building floor plan, there is one room that doesn't have an interior access and she wondered if an interior door was going to be added.

Lauren explained that a change of occupancy or change of use is being required by the building department. She stated the City Building Official has been involved in this application. She also said the applicant has been advised of what is needed for the change of occupancy or change of use and will be submitting for that permit in the future. Barbara questioned if the property is zoned commercial and the proposed use is commercial, why the site development review application. Helen explained neither the City, nor the property owner have been unable to locate any land use record or approval associated to the site as it is currently used. She further explained that this review was triggered because the current use has residential spaces and the proposed use will be removing all residential uses.

Bill expressed his concerns from previous experiences in another jurisdiction that when you change the use from residential to commercial, after a period of time the previous use can be lost. Lauren explained there is a section in the non-conforming uses chapter of our Development Code that discusses when you lose your vested rights, it outlines that if you cease the non-confirming use for a certain period of time the use is no longer valid. Lauren also explained in this case the property is zone commercial and it is a permitted outright use. Helen explained code does allow specific residential use within the commercial zones. Lauren mentioned when a property has a change in use it triggers a major site development review and must come before the Commission whereas a minor modification could be approved by staff administratively.

Barbara asked if the removal of the residential uses on the property will negatively affect the City's housing inventory. Both Lauren and Helen agreed they felt it would not, because it was probably never recognized as housing.

Barbara asked and Lauren and Helen clarified there would not be on-site uses that create noise, lights or glare to the adjoining residential property besides the existing indoor and outdoor lights. The applicant had misunderstood the section that discussed those topics and mistakenly answered yes.

Barbara also asked if there are adequate entrances and exits for the building depending on the possible number of people who could be in the building in the case of emergency. Lauren stated that would be determined by building code and the building permit process. Bill helped explain the building permit process in a bit more detail.

Helen stated for the record, as it was not mentioned in the staff report, there was a public notice of this meeting published in the newspaper prior to the meeting.

Lauren continued reviewing the staff report. She stated current landscaping, screening and fencing requirements cannot be met for the property as they require buffering and screening at a minimum of 20' between any non-residential use that abuts a residential use in a residential zone. Lauren stated it is a legal non-conforming use and she does not recommend the building be moved to meet the requirements.

Lauren then moved onto the parking requirements section of the staff report stating that 9 parking spaces would be required based on the size of the existing building. She explained the site plan presented today was revised using 45 degree angle parking as the 90 degree angle parking potentially takes up more space and is harder for drivers to back out, given the limited amount of property, before they cross over into the public right-of-way. Lauren said the City Engineer and herself had looked over the recently

submitted plan and would recommend the removal of space number 6 as it is in conflict with the telephone pole and two crosswalks, which would cause a safety concern. She stated the removal of the stall would put them under the minimum, but explained the Planning Commission would be able to approve modifications to the parking chapter with no variance requirement provided they find that an existing structure would have to be modified or would involve destroying existing landscaping. Lauren also stated the code requires off-street parking for commercial uses to be located on the side or the rear of the principal use and not between the building and the adjacent street frontage, this also cannot be met and it is not recommended to reorient the site to try and make that work.

Lauren provided an abbreviated table of parking dimension information from code in the staff report, explaining the different angles have different requirements and they would not be able to provide adequate aisle width according to code. She stated the applicant, property owner and City Engineer have been looking for the best options to address parking. Staff and Commissioners discussed the different parking layout options at length in an attempt to create the best solution. Also discussed was the addition of a delineation line showing the end of the private property and the beginning of the public right-of-way, this was at the City Engineer's recommendation. Bill asked if wheel stops would be required and Lauren answered in this situation they would not, because the front of the vehicle is to be parked up against the building and not facing the street, sidewalk or landscaping.

Lauren discussed another recommendation from the City Engineer was the installation of cautionary signs that say something like "Slow Down. Watch for Vehicles Backing Up" or "Proceed Slowly". It was discussed the City would install the signs, but the applicant or owner would cover the costs of the signs and installation.

Commissioners expressed concerns about the potentially large number of parking spaces that could be needed, when you consider the number of counseling staff, the number of potential clients and their families including children and if the clients and their families arrive separately, could cause a large demand for spaces and where would overflow parking go. It was determined the 9 spaces presented does meet the City's code requirement.

Lauren continued with the staff report discussing the other areas of site development review including topography, drainage, privacy, noise, recreation spaces, crime prevention, safety, access, circulation, public transit, parking and loading, landscaping, public improvements, ADA requirements and commercial zone requirements, noting nothing of significance to discuss or that it had already been addressed previously.

Lauren talked about the recommendations outlined in the staff report and worked with Commissioner to modify condition #1 to require the revised site plan to move the ADA parking space #7 to space #5 and that space #6 would become the ADA striped area for loading and unloading, then space #6 would be moved to the north side of the lot and still maintaining 9 parking spaces.

Commissioner John asked about a potential drop off zone or area for kids that would be coming to the building. Commissioners and staff discussed the potential options for accommodating this need, but determined there is no City requirement.

Applicant presentation:

Cherokee Council, introduced herself as the Program Manager of Medicine Wheel Recovery Services and then introduced the others of her staff in attendance. She is here to explain what they do and what their plan is for the building across the street. They are a 501(c)3 non-profit culturally specific treatment center working with Native American Indigenous individuals. Their program primarily utilizes day

treatment, but they do have some outpatient. The use for the building would be for day treatment individuals.

Cherokee went on to explain that all the children present at the center would be those of patients in their day treatment, which means they live in their housing and would be transported by their staff. There would be no parents coming in and out or long trains of cars coming to and from the center. They would all be transported by their 5 staff, so they don't anticipate any more than 5 coming in at a time. If they ever needed to transport as many as 15 they have passenger vans that could accommodate that in one trip. So there will not be a need for extra parking.

Cherokee answered Bill's question about fires stated they would not be utilizing any type of fire at this location. They do have sweat lodges, but at a different location.

She went on to explain the support planned for this location is not only helping children to adjust to their parents becoming sober and stable, but also hands on re-integration with their parents. A lot of their parents are just getting their children back, whether it be from CPS, DHS, family that have held onto them while in their addiction or they have just never parented sober because of their addiction. They have multiple people who assist these families coming back together and work on parenting skills, culturally specific skills and it is important to have somebody there to support them. Sometimes when you re-integrate a parent it is hard for them to handle their children 24/7, especially when they have them cognitively present the whole time. That is why they have the family support specialists and it is their job to help with re-integration and bringing families together.

They also help with children's adjustments to new locations, new interactions with people. They have specifically helped women and men with taking their children to the store, and how to handle when the child has a temper tantrum without themselves losing their temper. They also teach re-integration into school systems. A lot of children have come from reservations and they are only familiar with reservation schools. The process is a lot easier to get into a school system on the reservation, then public schools.

Cherokee said they don't teach or work with any children over the age of 12, so most of their children are school age, a few which are toddlers or very young infants. When they have infants, they are looking to help parents handle their post-partum. Also working with the women and men on how to create that maternal or paternal bond especially if they were not part of the entire pregnancy.

They provide a lot of hands on support, not only culturally, but mentally and working towards stability.

Barbara asked about business hours. Cherokee answered their hours would be 8 a.m. to 5 p.m. with staff arriving around 7:30 a.m. to get everything up and running. The latest time anticipated anyone would be on site would be 5:30 p.m.

Cherokee provided a hypothetical example using the name Sally, who is a 5 year old about to start kindergarten and she has never experienced other children before. Sierra goes and picks up Sally's mom and Sally and brings them to the family center. They would work on skills of how to handle starting public school and practice things they need to do together. Maybe Sally has trouble sharing, they would practice sharing skills. They might go to the park and see how it feel getting back into society.

Cherokee stated their clients fly in from all over the United States, they have contracts with tribes from all over. For example they have had clients from Pine Ridge South Dakota, which is the size of Rhode Island and has only one school and one grocery store on the outskirts of the reservation.

Medicine Wheel Recovery Services want their staff to teach life skills, because their clients are no longer just spending time with their family, but need to learn how to interact with other people.

She explained that some children come in and out of the program, because their parents don't decide to keep wanting to be sober. So there is turn-over. It won't always be the same 15 children.

Barbara clarified the center is geared towards those parents who want and qualify to be reunited with their kids. She commented the numbers of parents and children, that staff could be working with depended on the family sizes. Barbara asked if parents would be driving in. Cherokee explained the parents are in their day treatment program, which is as close to residential treatment you can get without calling it residential. They live in the housing provided by Medicine Wheel Recovery Services so if the parents are going to be coming to work with their children, they are all transported by their staff. Barbara stated she now understands the center is completely controlled by staff and only those they transport to the center will be there and working on whatever skills or training they need.

Cherokee stated this is their family center, they won't necessarily advertise it, but it won't be completely private and lock down the address. Only those within their treatment programs will know where the family center is located.

Bill asked if they were utilizing any of the school district family centers. Cherokee answered they have connections with multiple groups, including Monkey Tree and Snoopeeland for daycare for children that do meet outside of their system. They also work with the Parenting Education Resource Center in St. Helens. She said that DHS has provided them with so many resources and have worked with Top Notch as well for support. They have many connections throughout the community.

Bill stated he was happy to hear they are working with the resources available in this area. He stated we are unique in this area that we have so many different opportunities available, a lot more than people would think.

Cherokee stated they also work with the special education department as a lot of the students have IEP's and 504 plans to help them get additional support because their parents are in recovery and they qualify for this assistance. She explained that one of their current staff members came from the school district and has work with children with developmental disabilities and special needs. She is a great resource for this program and she is their child passenger safety technician as well and she helps makes sure all of their car seats are safe.

Barbara stated this is a worthwhile program.

Cherokee went on to say she is working with the owner and the realtor to figure out parking. She said she works in behavioral health and knows nothing about parking. They are doing their best to be sure everything is up to code and the way it needs to be.

Cherokee explained they have a group facility for group therapy in St. Helens, they have a female office for administrative and a men's office for administrative and outpatient treatment.

Barbara asked about parking, stating that it sounds like the only parking needed is for staff moving kids and or adults in vans or cars. Cherokee answered they would be using both. Barbara asked if the vans will fit in the parking spaces previously discussed and Bill spoke up to say they would fit just fine and a wheelchair van will also work once the stripes are placed in the correct location.

Cherokee stated she is grateful for this opportunity and has been working on it for a while to provide all the different informational piece requested by the City.

Written materials submitted:

Lauren read for the record the only written comment received during the 14 day comment period that was sent to the abutting property owners and noticed in the newspaper. The comment was received from Paulette Lichatowich, PO Box 535, Columbia City OR 97018. Lauren read the email received Tuesday, July 30, 2024 at 6:02 p.m., "Helen, In the few minutes I have had the staff report in hand and the short time allowed to comment before the Planning Commission Meeting this evening, I do have a comment. I recommend that a condition of approval be added. The Site Development Approval is exclusively to Medicine Wheel Recovery Services and is not transferrable to any other business or entity. No sublease of other type of arrangement should be possible without new application to the city. Thank you for your consideration."

Lauren stated the next order of business is to let the applicant respond to the written comments, but before that she wanted to say that permits don't typically run with the lessee of a building and that subleases and those types of things are present dealings the City would not have an influence in or be a part of unless they were making exterior modifications or really changing things or changing the use. If the business was swapped for another similar use and not making changes, it would not trigger a City review.

Barbara stated she is much more comfortable with the proposed use of the property now that she knows and understands how the parking will be handled. She does understand Paulette's concerns and how can we educate people about the parking and what can and can't be done there. Barbara further stated what if a new business comes in and it is not subject to a site development review, would the parking work for that business. That is why she is so concerned that the parking be clearly addressed at this time so it won't be an issue for a future similar use.

Bill said unless there is a land use change, we would not be doing a review.

Barbara asked when the stripes are completed in association to this application, especially delineating between the private property and public right-of-way, that they be maintained in the future by the City. Staff and Commissioners discussed this concern at length. Helen stated she cannot speak on behalf of the City and if they would agree to be responsible to maintain the lines.

Applicant response to public comments:

Applicant didn't have any additional comments.

Make Decision:

Barbara asked Lauren if we are ready to take a vote. Bill said we just want to be sure the conditions of approval are clear about the parking. Bill and Lauren worked on the wording for the parking conditions of approval.

Lauren read from the development code the reasons that would trigger a new site development review should changes to the site happen in the future.

IT WAS MOVED (BILL) AND SECONDED (DOUG) TO APPROVE THE SITE DEVELOPMENT REVIEW APPLICATION WITH THE FINDING UNDER THE SPECIAL EXCEPTIONS CHAPTER TO REQUIREMENTS OUTLINED IN THE STAFF REPORT AND CHANGES TO CONDITION #1 REMOVING THE PROPOSED PARKING STALL CLOSEST TO THE SOUTHWEST OF THE EXISTING POWER POLE AT THE CORNER OF THE LOT AND SHOW HOW THE ACCESSIBLE PARKING SPACE MEETS ADA REQUIREMENTS. MOTION CARRIED UNANIMOUSLY.

Helen stated to the applicants the City will be sending a Notice of Decision to them and the person who provided public comment in the next couple of days.

**NEW BUSINESS:**

John Hanson presented a copy of a letter dated December 28, 2022 to Spencer Deschamps, Blue Heron Septic and Drain Services Inc. at 2105 Eighth Street, Columbia City OR 97018 written by Michael McGlothlin City Administrator at the time. He said the Planning Commission held a public hearing around the same time and the letter was a result of the hearing. John read the first item outlined in this letter stating, "No pumper trucks may visit the residence for any reason at any time. This includes parking at, idling at, or otherwise driving to and from the residence." John then presented and read a letter from him addressed to Planning Commissioners dated July 30, 2025 regarding Blue Heron Septic at 2105 Eighth Street, Columbia City and a septic pumper truck reported on the above referenced property and the City's response to the complaint.

John felt the City's response was inappropriate and undermined the letter sent by Michael McGlothlin. He stated a revised response should correct any confusion.

It was discussed by Planning Commissioners how important it is to be sure any restrictions placed be legal and questioned Michael's letter and if it is possible the letter was wrong. It was stated that possibly the Council needs to look at the letter sent by Michael and confirm its validity.

Helen stated the Notice of Decision issued by the Planning Commission from the hearing didn't restrict the pumper trucks from coming to and from the residence. She will bring John's letter to Administration and provide a response.

Planning Commissioners agreed they made their decision as a result of the hearing and letter provided was not what the Planning Commission's ruling was and the letter is coming from the City Administrator and so they have no action in the matter this evening.

Wendy Wells, 2020 9<sup>th</sup> Court, was also in the audience and stated she did receive Michael McGlothlin's letter and was shocked the Planning Commission had not previously seen the letter. Barbara explained the Commission made their decision, and it is up to the City to enforce the decision and they would not normally have received a copy of the letter.

Barbara brought up a different concern asking if the City had any ordinances regulating garbage cans. Helen stated there is not a restriction of a garbage can being left on the street as long as it does impede traffic on the street or pedestrians on the sidewalk. Barbara asked about animals getting into them and scattering the garbage. Helen stated there is an ordinance prohibiting the scattering of rubbish and if a property continued to have animals getting into their garbage cans and scattering it, then it could be a violation. She stated there was a concern similar to that down on The Strand, but it was because the wind was knocking the can over and it was brought to the owner's attention and seems to have been resolved.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

It was agreed to table any discussion of the Development Code changes due to the lateness of the meeting.

**NEW BUSINESS (continued):**

Helen asked Lauren to talk a little about the NFIP webinar they will be attending tomorrow. Lauren explained that FEMA is going through an Environmental Impact Statement and Biological Opinion process to comply with the Endangered Species Act. She explained that jurisdictions who participate in the National Floodplain Insurance Program (NFIP) are being required to comply with the Endangered Species Act Implementation Plan and have provided cities with three options. One being to adopt their model ordinance that considers impacts to the species and their habitat and requires mitigation for no net loss of habitat. Another option is a permit by permit bases, requiring a habitat assessment and mitigation plan or lastly to outright prohibit any kind of development in the special flood hazard area. The webinar tomorrow will help us understand more about the three options. Lauren explained we have been given a timeline to make a selection and start the implementation process by the end of this year. The hope would be to include these changes into the Development Code updates we are currently working on if we decided to follow the model ordinance path.

Helen stated there will not be a meeting in August as she will be having her hip replacement surgery preparation appointments on the next scheduled meeting date. The next regularly scheduled meeting will be September 17, 2024 at 6:30 p.m. and it will be to discuss more Development Code changes in a workshop session. Helen and Lauren also explained the additional steps needed before the Development Code changes will be ready for public hearing and that will probably happen late this year.

**ADJOURNMENT:**

Meeting adjourned at 8:28 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WORKSHOP SESSION  
1840 SECOND STREET  
SEPTEMBER 17, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:**

Barbara Gordon, Chair  
Bill Amos, Vice-Chair  
Coralee Aho  
Doug Calkins  
John Hansen  
Mark Stevens  
Chris Thurman

\*Denotes Commissioner absent

**STAFF:**

Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:**

None

**MEETING TO ORDER:**

Chair Barbara called the meeting to order at 6:32 p.m.

**APPROVAL OF MINUTES:**

None.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Lauren started with discussion of the Floodplain topic and reminded Commissioners from the last meeting, that she and Helen attended the FEMA webinar. She provided some history behind the reasons FEMA is requiring changes in floodplain management and protection endangered species.

She explained during the webinar it became clear Cities must select and implement one of three Pre-Implementation Compliance Measures (PICM) by December 1<sup>st</sup> of this year. Lauren explained this has created a lot of push back all over Oregon because of our land use laws and noticing requirements. The approaching deadline doesn't allow staff time to digest the information and present to Planning Commissions and City Councils.

Lauren reviewed the three options given, which were no development in flood hazard areas, implementation of FEMA's model code, which she stated was not available at the time of the webinar but was released mid-August, or require a habitat assessment on a permit by permit basis, which the property owner or their representative would have to provide to the City. FEMA also stated if cities didn't

provide a different PICM the default would be a permit by permit approach effective on the deadline date. Lauren expressed her concerns about who would have the qualifications to review a habitat assessment. She stated she isn't a biologist and would not be confident in reviewing the required assessment.

Lauren also said Oregon DLCD intends to issue an FAQ, but has not yet seen anything come through.

Barbara asked what happens if we don't have anything in place by the deadline, will there be fines issued. Lauren explained that it could jeopardize the City's status with the National Flood Insurance Program (NFIP).

Lauren stated her initial review of the model code brought up concerns with wording and other adjustments would be needed. She felt the biggest concern was the reference to a riparian buffer zone outlined as 170 feet horizontally on each side of the body of water from the high water mark. Using this measurement would include the entire lot of most of our properties adjacent to the river.

Commissioners and staff discussed the different options at length and what should be the City's next step. It was agreed to recommend the City Council put a moratorium on any new development in the floodplain area for 6 months until the City has an opportunity to better understand the different options associated with the PICM.

IT WAS MOVED (BILL) AND SECONDED (CHRIS) TO RECOMMEND CITY COUNCIL PLACE A 180 DAY MORATORIUM FOR NEW DEVELOPMENT IN THE FLOOD HAZARD OVERLAY ZONE EFFECTIVE DECEMBER 1<sup>ST</sup>, 2024. MOTION CARRIED UNANIMOUSLY.

Commissioners and staff started to review and discuss the proposed Development Code amendments in red and the FEMA Model Ordinance changes for Floodplain in blue of City's Chapter 7.75 Flood Hazard Overlay. It was decided the blue changes coming from FEMA's model ordinance would not be addressed at this time. It was agreed to move forward with the proposed red changes to the Development Code as they adequately outline previously suggested changes.

Lauren discussed the proposed Development Code amendments for Chapters 7.10 Introduction through Chapter 7.35 Administration pointing out some discussion areas she and Helen worked on since our last meeting, including:

- Removing 7.10.030 History as it is outdated and not a necessary part of code
- Removing 7.10.060 Pre-existing Approvals as it is no longer applicable
- Removing 7.10.070 C. as it is duplicative and less comprehensive than as referenced in Chapter 7.35
- Removing 7.10.100 Exceptions for Existing Lots because there are many legally non-conforming developments within the city and are not just limited to lots created prior to May 17, 1978
- Correction to the word used in 7.10.120 B. from insure to ensure
- Multiple adjustments in the Definitions Chapter 7.25 were reviewed
- Adding RCE to 7.30.010 Abbreviated Designation for River Club Estates
- Updating 7.30.030 D. to correctly reflect process, as the ordinance numbers and initials of the City Administrator on not outlined on the face of the zoning map

Staff and Commissioners discussed that at the next meeting they would plan to present and review the remaining chapters of the proposed Code Development changes in a similar layout and format as this evening and hopefully be able to complete the review so that notice and public hearings could be scheduled.

With all Commissioners present, it was again discussed if they wanted to consider changing the regular meeting date for the Planning Commission. It was agreed to not make any changes at this time.

**NEW BUSINESS:**

Next meeting will be on Tuesday, October 15, 2024 at 6:30 p.m. to discuss the remaining chapters of the proposed Development Code changes.

November's meeting date was also discussed and the normally scheduled date of November 19<sup>th</sup> would not work as Helen will be on vacation. It was decided if a meeting is necessary, it would be on Tuesday, November 12, 2024 at 6:30 p.m.

The regular meeting date for December will be Tuesday, December 17, 2024 at 6:30 p.m. and the goal is to have the public hearing for the proposed Development Code changes that night. Then the City Council's public hearing of the proposed changes would be at their January 2025 meeting.

Mark asked if the Planning Commission would get involved in addressing concerns with homeless camps within the City, Helen stated she was aware of changes the City Council had made. She will send him the information by email as she was unable to recall the details.

**ADJOURNMENT:**

Meeting adjourned at 8:00 p.m.

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Barbara Gordon  
Planning Commission Chair

Attest by:

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Helen K Johnson  
Planning Administrative Assistant

**COLUMBIA CITY PLANNING COMMISSION  
REGULAR MEETING / WORKSHOP SESSION  
1840 SECOND STREET  
OCTOBER 15, 2024 - 6:30 P.M.**

**PLANNING**

**COMMISSIONERS:** Barbara Gordon, Chair (by phone) \*Denotes Commissioner absent  
Bill Amos, Vice-Chair  
Coralee Aho\*  
Doug Calkins\*  
John Hansen  
Mark Stevens  
Chris Thurman

**STAFF:** Lauren Scott, City Planner  
Helen Johnson, Planning Administrative Assistant

**OTHERS:** None

**MEETING TO ORDER:**

Vice-Chair Bill called the meeting to order at 6:32 p.m., as Chair Barbara is in attendance by phone and asked him to run the meeting.

**APPROVAL OF MINUTES:**

None.

**CITIZEN INPUT AND REQUESTS:**

None.

**PUBLIC HEARING:**

None.

**UNFINISHED BUSINESS/WORKSHOP SESSION:**

Bill asked Lauren to present the next step in the Development Code changes.

Before going into those changes, Lauren wanted to provide an update to the FEMA floodplain topic. She said FEMA is offering workshops this fall for cities to learn more about the model ordinance and permit by permit options. Lauren stated she and Helen would both be attending the model code workshops and she will be attending the permit by permit workshop for work she does in another city. There are still many unknowns. Lauren shared the Governor and both Senators sent letters to FEMA requesting an extension, further assistance and for flexibility in city compliance requirements. Lauren said the due date of December 1<sup>st</sup> is still the deadline. DLCD did post an FAQ to their website, but it didn't really provide any new information.

Mark asked if City Council had reviewed the Planning Commission's recommendation of moratorium in the floodplain. Helen stated the City Council is discussing at their meeting this Thursday. She said they

have been provided a memo from Lauren about the request and reasons. Helen explained if Council approves to move forward with a moratorium staff will need to work with the City attorney to draft an ordinance as there are specific legal requirements for moratoriums.

Barbara stated she has a house in Tillamook County and will be attending a zoom meeting tomorrow night put on by one of the people from the County Commission regarding the floodplain and FEMA changes. She invited any Commissioners if they are interested to let her know. Lauren stated she is not available to attend the meeting but asked Barbara to provide her with any summary information. Lauren said that Tillamook County was where this all started and they have a lot of input on the matter.

Lauren started on the proposed Development Code amendments with Chapter 7.40 (R-1) Low Density Residential Zone and continued through Chapter 7.164 Procedures for Decision-Making Limited Land Use Decisions reviewing the proposed changes in red as highlighted below:

- Adding back in 7.40.040 D. regarding height limits as it had been mistakenly removed in a previous code revision (she explained this will trigger a Measure 56 notice requirement to all properties in the R-1 zone).
- Staff and Commissioners discussed at length the minimum lot sizes for the three different residential zones. The Commissioners were split on changing the R-2 zone's minimum to 7,000 square feet instead of 10,000 and decided to table the discussion for another meeting.
- Added to 7.45.040 A. the sentence, "Lots created on or before May 17, 1978 may be five thousand (5,000) square feet." Bill explained at this time a 5,000 square foot lot is considered non-conforming and can create lending and insurance challenges for home owners. By adding this statement, those lots would be considered a conforming use.
- Added to 7.50.020, L. allowing ADU's in the R-3 zone, which now makes them available in all residential zones.
- Adjustments made to 7.94 Manufactured Home Regulations to be compliant with state law and would no longer allow requirements of a manufactured home that are not equally required of a single dwelling unit.
- Discussed adjustments to Chapter 7.111 Accessory Buildings and Structures, Helen will be clarifying with the Building Official about the current height measurement that triggers a building permit. It was thought to have been increased from 10 feet to 15 feet. Other adjustments were made to help the footprint sizes align with building code as well.
- Reviewed adjustments made to Chapter 7.120 Site Development Review removing criteria that is not clear and objective or those that are covered in other chapters of the code. Also reviewed the addition of 7.120.120 for design standards associated with future single dwelling developments.
- Removed from Chapter 7.130.040 A. 10. the reference to a Historic Review Board, because the City doesn't have one.
- Adjustment made to Chapter 7.145 Annexations to match what is in ORS regarding elections.
- Changed 7.162.360 C. to give the Planning Director the ability to approved extensions of land use applications by one year as long as there are no changes to code or changes to the approved application, instead of requiring Planning Commission approval.

Barbara asked about community mailboxes and said there have been people in lower Columbia City asking about them and wondered if the Planning Commission would be involved in that, Helen answered no. Helen commented the City has been in discussions with the US Postal Service about mailbox concerns, but at this time there are no regulations in place from the City's perspective, but that could change in the future.

#### **NEW BUSINESS:**

Helen advised Commissioners about a training opportunity in St. Helens on November 18<sup>th</sup> to discuss Public Meeting Law. She explained this is not required for Planning Commissioners, but could be very

beneficial. Barbara encouraged new members to attend the training as she found it to be very informative.

Staff and Commissioners discussed the next meeting dates and the agenda items for those meetings and noticing requirements for Development Code changes and it was decided to ask Council for their input on whether or not to make any changes to the minimum lot sizes in the City's residential zones. Helen will speak with Kim tomorrow and see if it can be added to the Council's agenda for their meeting this week.

It was also discussed and agreed to hold the next meeting date of Tuesday, November 12, 2024 at 6:30 p.m. and cancel if there is no need for the meeting.

**ADJOURNMENT:**

Meeting adjourned at 8:27 p.m.

---

Bill Amos  
Planning Commission Vice-Chair

Attest by:

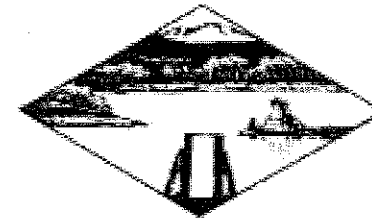
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Helen K Johnson  
Planning Administrative Assistant

# General Ledger

## Revenue Analysis

User: KKARBER  
 Printed: 4/7/2025 - 4:16 PM  
 Period: 07 to 09, 2025  
 Fiscal Year: 2025  
 JE Number: 0



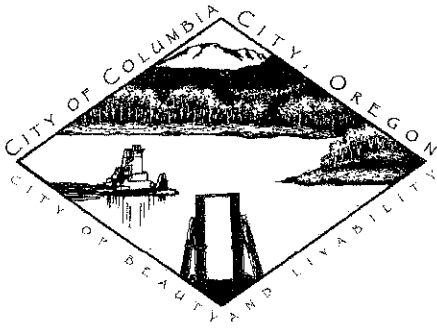
City of Columbia City  
 PO Box 188  
 1840 Second Street  
 Columbia City OR 97018  
 (503) 397-4010

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
01	General Fund					
01-00-00-2711	Fund Balance - Budgeted	322,398.00	0.00	0.00	322,398.00	0.00
01-00-00-3110	Current Property Tax	467,142.00	10,858.07	426,008.14	41,133.86	91.19
01-00-00-3111	Prior Years' Property Tax	8,181.00	1,470.58	6,818.83	1,362.17	83.35
01-00-00-3213	In Lieu of Tax Fees	9,189.00	9,144.23	9,144.23	44.77	99.51
01-00-00-3214	In Lieu of Franchise Fees	59,103.00	14,619.39	32,404.99	26,698.01	54.83
01-00-00-3215	Franchise Fees	148,807.00	108,500.40	123,819.70	24,987.30	83.21
01-00-00-3216	Business Licenses	17,000.00	4,575.00	15,545.00	1,455.00	91.44
01-00-00-3217	Liquor License Application Fee	35.00	35.00	35.00	0.00	100.00
01-00-00-3218	Short Term Rental Tax	500.00	82.43	1,093.23	-593.23	218.65
01-00-00-3219	School Excise Tax	1,500.00	3,038.32	4,080.40	-2,580.40	272.03
01-00-00-3221	Building Permit Fees	10,000.00	5,546.94	8,833.00	1,167.00	88.33
01-00-00-3222	Mechanical Permit Fees	2,600.00	490.55	2,128.55	471.45	81.87
01-00-00-3223	Plumbing Permit Fees	2,500.00	1,323.42	2,525.13	-25.13	101.01
01-00-00-3224	Land Use Fees	2,000.00	3,683.82	3,833.82	-1,833.82	191.69
01-00-00-3225	Right-of-Way Permit Fees	100.00	0.00	0.00	100.00	0.00
01-00-00-3226	Vehicle Towing Fees	50.00	0.00	0.00	50.00	0.00
01-00-00-3227	Engineering Review Fees	500.00	147.29	147.29	352.71	29.46
01-00-00-3228	Building Permit Tech Fees	500.00	231.33	415.93	84.07	83.19
01-00-00-3229	City Admin Permit Fee	2,000.00	588.00	2,226.00	-226.00	111.30
01-00-00-3313	DLCD Planning Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3330	ARPA Funds	0.00	0.00	0.00	0.00	0.00
01-00-00-3333	OR Parks & Rec Local Gov Grant	30,000.00	0.00	0.00	30,000.00	0.00
01-00-00-3336	CIS Grant	0.00	0.00	0.00	0.00	0.00
01-00-00-3350	State Revenue Sharing	22,000.00	6,219.63	10,381.61	11,618.39	47.19
01-00-00-3356	Cigarette Tax	1,384.00	244.91	760.64	623.36	54.96
01-00-00-3357	Alcohol Tax	41,099.00	10,417.88	19,627.06	21,471.94	47.76
01-00-00-3359	Marijuana Tax	2,670.00	731.14	1,451.05	1,218.95	54.35
01-00-00-3510	Fines	10,000.00	2,092.54	9,474.47	525.53	94.74
01-00-00-3552	Weatherization Loan Repayments	0.00	0.00	0.00	0.00	0.00
01-00-00-3610	Interest	16,000.00	5,751.73	14,585.32	1,414.68	91.16

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
01-00-00-3629	Communications Site Rent	3,756.00	3,748.85	3,748.85	7.15	99.81
01-00-00-3631	Community Hall Rental	20,000.00	5,570.00	14,635.00	5,365.00	73.18
01-00-00-3632	Mineral Royalties	450.00	0.00	0.00	450.00	0.00
01-00-00-3652	Celebration Donations	3,000.00	0.00	2,830.00	170.00	94.33
01-00-00-3653	Miscellaneous	1,600.00	1,287.20	11,057.56	-9,457.56	691.10
01-00-00-3654	Spring Cleanup Revenue	0.00	0.00	0.00	0.00	0.00
01-00-00-3655	DAR Park Maint Contribution	0.00	0.00	0.00	0.00	0.00
01-00-00-3656	Shop with a Cop Donations	2,500.00	0.00	7,407.53	-4,907.53	296.30
01-00-00-3658	Veteran Park Donations	100.00	0.00	30.00	70.00	30.00
01-00-00-3660	Veterans Park Brick Sales	525.00	0.00	150.00	375.00	28.57
01-00-00-3661	Capital Campaign - Com Hall	2,600.00	0.00	2,379.11	220.89	91.50
01-00-00-3662	Sale of surplus property	0.00	3,808.00	3,808.00	-3,808.00	0.00
01-00-00-3902	Transfer in from Equip Reserve	4,500.00	4,025.00	4,025.00	475.00	89.44
01-00-00-3905	Transfer in from Water Fund	33,000.00	0.00	33,000.00	0.00	100.00
01-00-00-3906	Transfer in from Sewer Fund	127,402.00	0.00	127,402.00	0.00	100.00
01	General Fund	1,376,691.00	208,231.65	905,812.44	470,878.56	65.80
02	Equipment Reserve Fund					
02-00-00-2711	Fund Balance - Budgeted	65,239.00	0.00	0.00	65,239.00	0.00
02-00-00-3610	Interest	2,500.00	697.92	2,359.34	140.66	94.37
02	Equipment Reserve Fund	67,739.00	697.92	2,359.34	65,379.66	3.48
05	Street Fund					
05-00-00-2711	Fund Balance - Budgeted	468,895.00	0.00	0.00	468,895.00	0.00
05-00-00-3226	Driveway Access Permit Fees	15.00	30.00	30.00	-15.00	200.00
05-00-00-3227	Engineering Review Fees	500.00	0.00	0.00	500.00	0.00
05-00-00-3314	SCA Grant	250,000.00	0.00	0.00	250,000.00	0.00
05-00-00-3354	State Highway Tax	153,542.00	41,803.26	105,873.25	47,668.75	68.95
05-00-00-3610	Interest	20,000.00	6,087.37	18,484.67	1,515.33	92.42
05-00-00-3653	Miscellaneous	300.00	0.00	1,425.00	-1,125.00	475.00
05-00-00-3903	Transfer in from General Fund	17,000.00	0.00	17,000.00	0.00	100.00
05-00-00-3904	Transfer in from Equip Reserve	4,500.00	4,025.00	4,025.00	475.00	89.44
05	Street Fund	914,752.00	51,945.63	146,837.92	767,914.08	16.05
06	Street Development Fund					
06-00-00-2711	Fund Balance - Budgeted	182,298.00	0.00	0.00	182,298.00	0.00
06-00-00-3215	System Development Charges	5,740.00	4,575.00	4,575.00	1,165.00	79.70
06-00-00-3610	Interest	7,000.00	2,150.45	6,796.78	203.22	97.10


Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
06	Street Development Fund	195,038.00	6,725.45	11,371.78	183,666.22	5.83
08	Parks Development Fund					
08-00-00-2711	Fund Balance - Budgeted	56,661.00	0.00	0.00	56,661.00	0.00
08-00-00-3215	System Development Charges	7,200.00	2,018.93	2,018.93	5,181.07	28.04
08-00-00-3610	Interest	2,200.00	670.41	2,112.62	87.38	96.03
08	Parks Development Fund	66,061.00	2,689.34	4,131.55	61,929.45	6.25
10	Storm Drain Development Fund					
10-00-00-2711	Fund Balance - Budgeted	9,596.00	0.00	0.00	9,596.00	0.00
10-00-00-3215	System Development Charges	388.00	388.38	388.38	-0.38	100.10
10-00-00-3610	Interest	300.00	113.67	357.71	-57.71	119.24
10	Storm Drain Development Fund	10,284.00	502.05	746.09	9,537.91	7.25
12	Water Fund					
12-00-00-2711	Fund Balance - Budgeted	28,074.00	0.00	0.00	28,074.00	0.00
12-00-00-3216	Connection Fees	600.00	1,700.00	1,700.00	-1,100.00	283.33
12-00-00-3217	Delinquent and Shut Off Fees	7,500.00	1,745.00	5,220.00	2,280.00	69.60
12-00-00-3218	Restoration Fees	300.00	105.00	140.00	160.00	46.67
12-00-00-3227	Engineering Review Fees	0.00	0.00	0.00	0.00	0.00
12-00-00-3400	Water Sales	665,137.00	137,808.30	464,431.66	200,705.34	69.82
12-00-00-3610	Interest	9,200.00	748.44	3,455.37	5,744.63	37.56
12-00-00-3653	Miscellaneous	50.00	0.00	5,060.00	-5,010.00	10,120.00
12-00-00-3900	Transfer in from General Fund	77,000.00	31,025.00	64,025.00	12,975.00	83.15
12-00-00-3905	Transfer in from Equip Reserve	13,500.00	0.00	0.00	13,500.00	0.00
12-00-00-3910	Transfer in from Water Dev	200,000.00	0.00	200,000.00	0.00	100.00
12	Water Fund	1,001,361.00	173,131.74	744,032.03	257,328.97	74.30
13	Water Development Fund					
13-00-00-2711	Fund Balance - Budgeted	301,243.00	0.00	0.00	301,243.00	0.00
13-00-00-3215	System Development Charges	4,292.00	4,292.00	4,292.00	0.00	100.00
13-00-00-3610	Interest	3,028.00	1,222.42	5,417.00	-2,389.00	178.90
13	Water Development Fund	308,563.00	5,514.42	9,709.00	298,854.00	3.15
19	Sewer Fund					
19-00-00-2711	Fund Balance - Budgeted	467,156.00	0.00	0.00	467,156.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
19-00-00-3216	Sewer Connection Fee	100.00	100.00	100.00	0.00	100.00
19-00-00-3219	St. Helens' System Dev Charges	4,117.00	4,117.00	4,117.00	0.00	100.00
19-00-00-3227	Engineering Review Fees	500.00	0.00	0.00	500.00	0.00
19-00-00-3400	Sewer Collection Fees	526,488.00	132,993.27	378,016.45	148,471.55	71.80
19-00-00-3520	Clean Water St Rev Fund Loan	0.00	0.00	0.00	0.00	0.00
19-00-00-3610	Interest	11,110.00	4,214.17	14,432.29	-3,322.29	129.90
19-00-00-3653	Miscellaneous	700.00	275.00	4,535.00	-3,835.00	647.86
19-00-00-3900	Transfer in from General Fund	33,000.00	0.00	33,000.00	0.00	100.00
19-00-00-3902	Transfer in from Equip Reserve	7,500.00	6,690.00	6,690.00	810.00	89.20
19	Sewer Fund	1,050,671.00	148,389.44	440,890.74	609,780.26	41.96
22	Sewer Development Fund					
22-00-00-2711	Fund Balance - Budgeted	10,074.00	0.00	0.00	10,074.00	0.00
22-00-00-3215	System Development Charges	1,623.00	1,623.00	1,623.00	0.00	100.00
22-00-00-3610	Interest	400.00	125.31	381.69	18.31	95.42
22	Sewer Development Fund	12,097.00	1,748.31	2,004.69	10,092.31	16.57
	Report Totals:	5,003,257.00	599,575.95	2,267,895.58	2,735,361.42	45.33



City of Columbia City  
PO Box 189 ♦ 1840 Second Street  
Columbia City, Oregon 97018  
Phone (503) 397-4010 ♦ Fax (503) 366-2870  
E-mail [lrivers@columbia-city.org](mailto:lrivers@columbia-city.org)  
Web site [www.columbia-city.org](http://www.columbia-city.org)

# MEMO

**DATE:** April 8, 2025  
**TO:** Mayor and City Council  
**FROM:** Kim Karber, City Administrator   
**RE:** 2025-26 Cost of Living Adjustments (COLA)

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During the 2024 calendar year, the average change of the US Bureau of Labor West Statistics Indexes was 2.3%. However, during the prior 5 years, City employees received a total of 14% in COLA increases, while the average change in the US Bureau of Labor West Statistics Indexes during those 6 prior years totaled 21.5%.

As discussed during the recent City Council Workshop Meeting, please approve a COLA equal to 5% for City employees effective July 1, 2025.

PUBLIC SERVICE APPLICATION

MAR 20 2025

Name: Logan Mackenzie Gilbert-Renner

Address: 2450 5th St.

Phone Number: 5033691153

Date of Birth: 05/12/1995 (home) Driver's License No: 4496369 (work)

E-mail address: linky.mackenzie@gmail.com

What position are you applying for? Budget Committee

How long have you been a resident of Columbia City? whole life

Are you a registered voter? (circle one) yes no

List any experience you have had in the area for which you are applying:

In my role as a union leader, I helped create and manage budgets by reviewing past financials. I also handle my own budgeting and have a comprehensive retirement savings plan. I am keen to contribute these skills.

Give the reason(s) you are applying for this position:

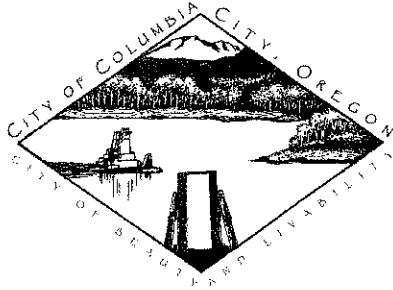
I am passionate about contributing to my community and believe effective budgeting is key to our collective success. I want to bring my skills & enthusiasm to help ensure financial transparency & accountability in our local government.

Occupation: Educational Assistant

Are you engaged principally in the buying, selling or developing of real estate for profit as an individual, or a member of any partnership, or an officer or an employee of any corporation, engaging principally in the buying, selling or developing of real estate for profit? Yes ☐ No ☒

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# The City of Columbia City

*In Columbia County on the Columbia River*

## Hazard Mitigation Planning Group

Meeting Minutes – **March 26, 2025** - 6:35 p.m.

City Hall, 1840 Second Street

Columbia City, Oregon 97018

### Citizen Members

- ☒ Gary Hudson (Chairman)
- ☐ Vacant (Vice Chairman)
- ☒ Jazzmin Love (Secretary)
- ☐ Connie Quick (City Council Rep)
- ☒ Frank Hupp (Member at Large)
- ☐ Margie Korpella (Member at Large)

### City Staff Members

- ☒ Jerry Bartolomucci, Chief of Police
- ☐ Micah Rogers, Columbia City Public Works

### Columbia County Members

- ☐ Josh Allen, Environmental Public Health
- ☒ Corey Padron, Emergency Management
- ☐ Eric Smythe, Columbia River Fire & Rescue
- ☐ Cindy Turula, GIS Specialist

(☒ Meeting Attendees)

- Meeting called to order at 6:35 p.m. by Gary Hudson.
- January 28 meeting minutes approved.
- Chip Dryden has resigned from role as Vice Chairman. Creation of a small Community Emergency Response Plan temporarily paused. Corey to assist.
- Fire mitigation- It has been determined through research of local ordinances, and discussions with the Oregon Department of Forestry, we are unable to address citizens concerns with branches hanging over fence lines. It has been suggested to various citizens that they seek legal advice to resolve the issues.
- Prepared Fair – August 9, 2025, will be the 25th Columbia City Celebration
- Discussed space needs. Space along 2<sup>nd</sup> Street curb in front of school entrance to corner near museum might be an option.
- Jerry to send invitations to same folks as last year including Sheriffs Office, CCOM, CAT team, CERT team, Fire Dept, State Forestry, and Red Cross. Contact with Corey and Mike Russell from County Public Works will be made to see if they can provide any swag items to give out at the event.
- Corey Padron will ask Lonnie if he will be willing to present on (Home Preparedness) prior to a major event. Corey will provide a Map your neighborhood booklet. Corey has access to tents and generators if needed.
- Identify someone to provide a self-rescue informational/training activity.
- Jazzmin and Corey team up to increase marketing. Contact the Chamber of Commerce to see about advertisement. Potential live broadcast by Ham Radio operators.
- Other ideas: Have a booth for the Columbia City Mayor, or other elected officials that want to attend.
- Next meeting will be April 30th, 2025
- Adjourned at 7:18 pm.



The City of Columbia City  
**Public Works Department**  
*In Columbia County on the Columbia River*  
 P.O. Box 189 - 1755 Second Place  
 Columbia City, Oregon 97018  
 Phone(503)366-0454 - Fax(503)366-0724  
 E-mail [www.columbia-city.org](http://www.columbia-city.org)

**April 14, 2025**

**Public Works Activities Report Ending March 31, 2025**

**To The Mayor and City Council:**

**WATER PUMPED IN GALLONS:**

2025:	Col, City:	St Helens	Total:	Diff:	YTD:
Jan	4,152,070	299,200	4,451,270		4,451,270
Feb	3,556,210	374,000	3,930,210	-521,060	8,381,480
Mar	3,965,400	36,652	4,002,052	+71,842	12,383,532
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total 2025					

**Water Dept. Work Orders Completed 2025:**

March: 22

Total water work orders completed in 2025: 57

**Current Output, P.W. Well: 145gpm**

**Water Loss for Billing Period: 2/20-3/20**

**Total Water Pumped: 480,230cuft.**

**Total Water Sold: 360,460cuft.**

**Water Loss: 114,078cuft. \*\*\***

**Percentage Lost: 23.7%**

**Water Loss Change From Previous Period. -9,170cuft**

\*\*\* Water loss offset to include water main break estimate.

- On March 12, a utility contractor broke our 8" water main on Tahoma St. The break was under a concrete driveway which resulted in damage to the driveway. The leaked water was contained to the roadway, and no flooding damage occurred to private property. Public Works repaired the broken pipe and restored water service. A boil water notice was issued

for Tahoma St where the line was shut down for repair. The notice was lifted the morning of Friday, the 14<sup>th</sup> after Bac-T test results came back as absent for contamination.

**SEWER FLOW IN GALLONS:**

2025:	Total:	St. H	Billable	Diff:	YTD:
Jan	3,542,746	510,730	3,035,016		3,542,746
Feb	3,298,370	343,316	2,955,054	-244,376	6,841,116
Mar	3,578,410	468,040	3,110,370	+280,040	10,419,526
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total: 2025					

**Sewer Dept. Work Orders Completed 2025: 2**

- Due to a scheduling error, the service call for the failed pump at the RCE lift station is happening on May 2nd.

**PARKS**

- Nothing to report.

**STREETS/STORM**

- Nothing to report.

**MISC**

- Nothing to report.

Respectfully Submitted



Micah Rogers  
Public Works Superintendent

# City Council Workshop Minutes

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THURSDAY, APRIL 3, 2025 – 4:00 PM  
COLUMBIA CITY, CITY HALL – 1840 SECOND STREET  
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

## AGENDA ITEM 1 CALL TO ORDER/ROLL CALL:

### CONVENED:

Mayor Alex Reed called the Workshop Meeting to order at 4:10 pm.

### COUNCIL MEMBERS PRESENT:

Mayor Alex Reed  
Council President Rob Forman  
Councilor Gordon Thistle  
Councilor Connie Quick  
Councilor Lyle Bluhm

### COUNCIL MEMBERS ABSENT:

None

### ALSO PRESENT:

Kim Karber, City Administrator/Recorder

### ATTORNEY PRESENT:

None

## AGENDA ITEM 2 NEW BUSINESS:

**2.1 Goal Setting and Objectives:** Policy, Goals and Objectives were discussed and updated for Fiscal Year 2025-26.

**2.2 COLA:** An Employee COLA increase was discussed for Fiscal Year 2025-26.

**2.3 W & S Rates:** Water and sewer rate increases were discussed for Fiscal Year 2025-26.

**2.4 City Attorney:** City Attorney services were discussed.

## AGENDA ITEM 3 OTHER BUSINESS:

**3.1 City/County Dinner:** Kim reminded everyone that the County is hosting the city/county dinner on April 29<sup>th</sup> and to let her know if they would be able to attend so she can R.S.V.P.

**3.2 Columbia City 100 Year Anniversary:** The City's 100 Year anniversary is coming up in June 2026 and was discussed.

**3.3 Fee schedule:** Kim discussed doing a full review of all current fees charged by the City to make sure they are current.

**3.4 Inroads:** Kim discussed Inroads upcoming May technology upgrade.

**3.5 Equipment bids:** Kim discussed how the recent bids went on the equipment the City had up for bid.

2 Council Workshop Meeting  
April 3, 2025

**3.6 Caples House:** The Mayor discussed information he received about the D.A.R. taking a recommendation to this year's State Conference to divest Ruth Rose Richardson Park and the Caples House Museum Complex.

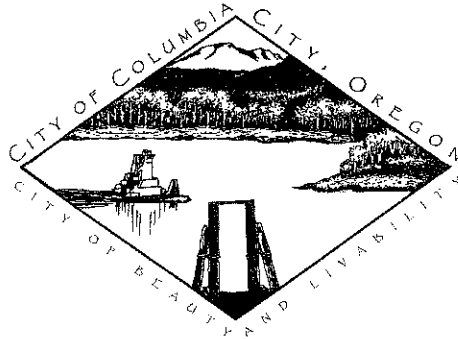
**AGENDA ITEM 4**

**ADJOURNMENT:**

**4.1** There being no further business to come before the Council, the meeting adjourned at 6:41 pm.

# **The City of Columbia City**

*In Columbia County on the Columbia River*



## **PARKS COMMITTEE MEETING MINUTES**

**APRIL 8, 2025 - 6:00 P.M.**

**City Hall Council Chambers – 1840 Second Street**

### **Present:**

Lyle Bluhm, Committee Chair  
Karen Shervey, Committee Member  
Sally Ann Marson, Committee Member  
Nell Harrison, Committee Member  
Katrina Claridge, Committee Member  
Mark Gordon, Committee Member  
Jim Wills, Committee Member  
Kim Karber, City Administrator

Lyle called the meeting to order at 6:00 p.m.

### **Pixie Park**

- Life Vest Station  
The committee discussed all the information that was presented/gathered from Kit, Rosemary, Marine Board, Insurance Company, and Risk Management Consultant. In the end the committee decided not to move forward with making a recommendation to Council for a life vest station. The big reason being safety. Factors considered were: monitoring life vests to make sure they have not expired while also having the correct ones for the location; the continued expense of replacing life vests; having a sudden drop off and the wakes caused by the ships going by because it is next to a shipping channel; lack of parental supervision when kids are by the water; and maintenance of the kiosk. We do not want to give a false sense that it is a safe place to swim by providing life vests to use.
- Committee members different observations of Pixie Park
  - Need more signage
  - More benches on north side of park

- Ramp instead of stairs
- Replace handrail
- Shore up pilings used for the sign
- Porta Potties available for longer period of time
- Parking on 'I' Street

### **Veterans Park**

- **Sign for St Helens Garden Club**

Nell made a motion to add a small sign for the St. Helens Garden Club at Veterans Park and Sally Ann seconded it and it was passed unanimously by the committee members present. Jim will get pictures of the signs from St Helens area for an example on wording.

- **Memorial Day**

Kim gave an update that the events for Memorial Day are falling into line. We still need someone to raise the Air Force flag, and we are working with someone to organize the Color Guard. Nell suggested Frank Hupp.

### **Bench/Picnic table plan**

Kim went over the costs Micah had put together for picnic tables and benches. Mark went over the bench and picnic table placement plan he put together. Katrina made a motion to buy a picnic table and two benches with the picnic table and one bench being placed at the flat area down from Veteran's Park and one bench to be placed at Park and Mattie. Jim seconded the motion, and it was passed unanimously by the committee members present.

### **Other Business**

- Kim reported the Satomi Pink Flowering Dogwood has been planted to replace the Purple Robe Locust Tree.
- Kim reported the Oregon Grape has been removed from Carolyn King Park.
- Katrina mentioned that there is a section of Rivers Walk that is mostly washed out and was wondering if Public Works is going to build it back up. Kim will let Micah know.
- Parks Master Plan has been awarded to Conservation Technix, the contract just needs to be finalized.

**The next meeting was scheduled for Tuesday, May 13<sup>th</sup>, 2025, at 6:00 p.m.**

**The meeting was adjourned at 7:23 p.m.**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A NON-EXCLUSIVE GAS UTILITY FRANCHISE TO NORTHWEST NATURAL GAS COMPANY, AND FIXING TERMS, CONDITIONS AND COMPENSATION OF SUCH FRANCHISE AND REPEALING ORDINANCE NO. 14-683-O and 14-687-O.

THE CITY OF COLUMBIA CITY ORDAINS AS FOLLOWS:

Section 1. Definitions and Explanations.

1. As used in this Ordinance.
  - a. "Bridge" includes a structure erected within the City to facilitate the crossing of a river, stream, ditch, ravine or other place, but does not include a culvert.
  - b. "City" means the City of Columbia City and the areas within its boundaries, including its boundaries as extended in the future.
  - c. "Council" means the legislative body of the City.
  - d. "Gas Mains" includes all gas transmission and distribution facilities located on or under any Street, Bridge or Public Place within the City.
  - e. "Grantee" means the corporation referred to in Section 2 of this Ordinance.
  - f. "Gross Revenue" means revenue received from the use of the gas utility system within the City limits less related net uncollectibles. Gross Revenue shall be computed by deducting from the total billings of the Grantee: (a) the total net write-off of uncollectible accounts; (b) revenues paid directly by the United States of America or any of its agencies; (c) sales of gas at wholesale by the Grantee to any public utility or public agency where the public utility or public agency purchasing such gas is not the ultimate consumer; (d) public purpose charges, provided that such charges or surcharges are required or authorized by federal or state statute, administrative rule, or by tariff approved by the Oregon Public Utility Commission (OPUC) and raise revenue used solely for a public purpose and not to compensate Grantee for the sale or use of natural gas or for the use, rental, or lease of Grantee's Gas Facilities in the City; and, (e) revenues derived from the sale or transportation of gas supplied under an interruptible tariff schedule to a customer, where the customer receives gas under such schedule as of the effective date of this Franchise. Public purpose activities include, but are not limited to, energy efficiency programs, market transformation programs, low-income energy efficiency programs, and carbon offset programs designed to benefit residential and commercial customers within Grantee's service territory in Oregon. The Grantee may offset against such compensation the amount of any

license, permit or other fees paid to the City in connection with the Grantee's use of the Streets, Bridges and Public Places of the City.

- g. "Person" includes an individual, corporation, association, firm, partnership and joint stock company.
  - h. "Public Place" includes any city-owned park, place or grounds within the City that is open to the public but does not include a Street or Bridge.
  - i. "Qualified Contractor" means a person that is knowledgeable about the construction and operation of a natural gas transmission and distribution system, and must be subject to and comply with the qualifying standards as it relates to the work in question, set forth in 49 CFR Part 192, Subpart N – Qualification of Pipeline personnel. Additionally, this person must adhere to all applicable requirements of NW Natural's Quality Assurance program and Contractor Management group.
  - j. "Street" includes a public Street, alley, avenue, road, boulevard, thoroughfare or public highway within the City, but does not include a Bridge.
2. As used in this Ordinance, the singular number may include the plural and the plural number may include the singular.

Section 2. Rights Granted.

Subject to the conditions and reservations contained in this Ordinance, the City hereby grants to NORTHWEST NATURAL GAS COMPANY, a corporation, the right, privilege and franchise to:

- 1. Construct, maintain and operate a gas utility system within the City.
- 2. Install, maintain and operate on and under the Streets and Bridges and Public Places of the City, facilities for the transmission and distribution of gas to the City and its inhabitants and to other customers and territory beyond the limits of the City; and
- 3. Transmit, distribute and sell gas.

Section 3. Use of Streets, Bridges and Public Places by Grantee.

- 1. Before the Grantee may use or occupy any Street, Bridge or Public Place, the Grantee shall first obtain permission from the City to do so and shall comply with any special conditions the City desires to impose on such use or occupation.

2. The compensation paid by the Grantee for this Franchise includes all compensation for the use of Streets, Bridges and Public Places located within the City as authorized.

Section 4. Duration.

This Franchise is granted for a period of 10 years from and after the Effective Date of this Ordinance.

Section 5. Franchise Not Exclusive.

This Franchise is not exclusive, and shall not be construed as a limitation on the City in:

1. Granting rights, privileges and authority to other persons similar to or different from those granted by this Ordinance.
2. Constructing, installing, maintaining or operating any City-owned public utility.

Section 6. Public Works and Improvements Not Affected by Franchise.

The City reserves the right to:

1. Construct, install, maintain and operate any public improvement, work or facility;
2. Do any work that the City may find desirable on, over or under any Street, Bridge or Public Place.
3. Vacate, alter or close any Street, Bridge or Public Place. In the event that utilities have already been installed, City shall make available to Grantee an alternative right-of-way for the location of its facilities.
4. Whenever the City shall excavate or perform any work in any of the present and future Streets, alleys and Public Places of the City, or shall contract, or issue permits, for such excavation or work where such excavation or work may disturb Grantee's Gas Mains, pipes and appurtenances, the City shall, in writing, notify Grantee sufficiently in advance of such contemplated excavation or work to enable Grantee to take such measures as may be deemed necessary to protect such Gas Mains, pipes and appurtenances from damage and possible inconvenience or injury to the public. In any such case, the Grantee, upon request, shall furnish maps or drawings to the City or contractor, as the case may be, showing the approximate location of all its structures in the area involved in such proposed excavation or other work.
5. Whenever the City shall vacate any Street or Public Place for the convenience or benefit of any Person or governmental agency or instrumentality, Grantee's rights under this Franchise shall be preserved as to any of its facilities then existing in such Street or Public Place.

Section 7. Continuous Service.

The Grantee shall maintain and operate an adequate system for the distribution of gas in the City. The Grantee shall use due diligence to maintain continuous and uninterrupted 24-hour a day service which shall at all times conform at least to the standards common in the business and to the applicable standards adopted by federal and state authorities and to standards of the City which are not in conflict with those adopted by the federal and state authorities. Under no circumstances shall the Grantee be liable for an interruption or failure of service caused by act of God, unavoidable accident or other circumstances beyond the control of the Grantee through no fault of its own.

Section 8. Safety Standards and Work Specifications.

1. The facilities of the Grantee shall at all times be maintained in a safe, substantial and workmanlike manner.
2. For the purpose of carrying out the provisions of this Section, the City may provide such specifications relating thereto as may be necessary or convenient for public safety or the orderly development of the City. The City may amend and add to such specifications from time to time.

Section 9. Control of Construction.

The Grantee shall file with the City or otherwise provide access to maps showing the location of any construction, extension or relocation of its Gas Mains in the Streets of the City and shall obtain from the City approval of the location and plans prior to commencement of the work. The City may require the Grantee to obtain a permit before commencing the construction, extension or relocation of any of its Gas Mains.

Section 10. Street Excavations and Restorations.

1. Subject to the provisions of this Ordinance, the Grantee may make necessary excavations for the purpose of constructing, installing, maintaining and operating its facilities. Except in emergencies, and in the performance of routine service connections and ordinary maintenance, on private property, prior to making an excavation in the traveled portion of any Street, Bridge or Public Place, and, when required by the City, in any untraveled portion of any Street, Bridge, or any Public Place, the Grantee shall obtain from the City approval of the proposed excavation and of its location. Grantee shall give notice to the City by telephone, electronic data transmittal or other appropriate means prior to the commencement of service or maintenance work and as soon as is practicable after the commencement of work performed under emergency conditions.
2. When any excavation is made by the Grantee, the Grantee shall promptly restore the affected portion of the Street, Bridge or Public Place to the same condition in which it was prior to the excavation. The restoration shall be in compliance with

specifications, requirements, and regulations of the City in effect at the time of such restoration. If the Grantee fails to restore promptly the affected portion of a Street, Bridge or Public Place to the same condition in which it was prior to the excavation, the City may make the restoration, and the reasonable cost thereof shall be paid by the Grantee.

Section 11. Location and Relocation of Facilities.

1. All facilities of the Grantee shall be placed so that they do not interfere unreasonably with the use by the City and the public of the Streets, Bridges and Public Places and in accordance with any specifications adopted by the City governing the location of facilities.
2. The City may require, in the public interest, the removal or relocation of facilities maintained by the Grantee in the Streets of the City, and the Grantee shall remove and relocate such facilities within a reasonable time after receiving notice to do so from the City. The cost of such removal or relocation of its facilities shall be paid by the Grantee, but when such removal or relocation is required for the convenience or benefit of any person, governmental agency or instrumentality other than the City, Grantee shall be entitled to reimbursement for the reasonable cost thereof from such person, agency or instrumentality. The City shall provide the Grantee with timely notice of any anticipated requirement to remove or relocate its facilities and shall cooperate with the Grantee in the matter of assigning or allocating the costs of removal or relocation.

Section 12. Compensation.

1. As compensation for the Franchise granted by this Ordinance, the Grantee shall pay to the City an amount equal to five percent (5%) or the maximum percentage allowed by the state, of the Gross Revenue collected by the Grantee from its customers for gas consumed within the City.
2. The compensation required by this Section shall be due for each calendar year, or fraction thereof, within sixty (60) days after the close of such calendar year, or fraction thereof. Within sixty (60) days after the termination of this Franchise, compensation shall be paid for the period elapsing since the close of the last calendar year for which compensation has been paid.
3. The Grantee shall furnish to the City with each payment of compensation required by this Section a statement showing the amount of Gross Revenue of the Grantee within the City for the period covered by the payment computed on the basis set out in subsection (1) of this Section. The compensation for the period covered by the statement shall be computed on the basis of the Gross Revenue so reported. If the Grantee fails to pay the entire amount of the compensation due the City through error or otherwise, the difference due the City shall be paid by the Grantee within thirty (30) days from discovery of the error or determination of the

correct amount. Any overpayment to the City through error or otherwise, shall be offset against the next payment due from the Grantee.

4. Acceptance by the City of any payment due under this Section shall not be deemed to be a waiver by the City of any breach of this Franchise occurring prior thereto, nor shall the acceptance by the City of any such payments preclude the City from later establishing that a larger amount was actually due, or from collecting any balance due to the City.

Section 13. Book of Account and Reports.

The Grantee shall keep accurate books of account at an office in Oregon for the purpose of determining the amounts due to the City under Section 12 of this Ordinance. Upon reasonable notice, the City may inspect the books of account at any time during business hours and may audit the books from time to time. The Council may require periodic reports from the Grantee relating to its operations and revenues within the City. Franchise Fees paid by Grantee shall be subject to audit or financial review by the City, provided that only payments that occurred or should have occurred during a period of thirty-six (36) months prior to the date the City notifies the Grantee of its intent to perform an audit or financial review are reviewable. However, NW Natural will not provide the City with records containing customer information that identifies or can be attributed to a specific customer, without a written legal opinion by the City that such records will not be subject to public disclosure under state law, and that the City will inform NW Natural and oppose their disclosure should a public disclosure request be made.

Section 14. Supplying Maps Upon Request

The Grantee shall maintain on file, at an office in Oregon, maps and data pertaining to its operations in the City. Upon reasonable notice, the City may inspect the maps and data at any time, during business hours. Upon request of the City, the Grantee shall furnish to the City, without charge and on a current basis, maps showing the location of the Gas Mains of the Grantee in the City. Grantee and the City may determine that the location of certain Gas Facilities should be confidential as the public interest may require. In such a case, Grantee is under no obligation to provide records of the location of these facilities to the City and the City shall treat any public record disclosing the location of these facilities as confidential, subject to the provisions of state law and the Oregon Public Records Law. The City shall limit access to any such confidential record to trustworthy employees of the City with a need to know the information set out in the record. The City shall store any such confidential record in a secure and private place and avoid making and distributing copies of the record.

Section 15. Indemnification.

The Grantee shall indemnify and save harmless the City and its elected officials, officers, agents and employees from any and all loss, cost and expense, including attorney fees, arising from damage to property and/or injury to, or death of, persons due to any wrongful or negligent act or omission of the Grantee, its agents or employees in exercising the rights, privileges and franchise hereby granted.

Section 16. Assignment of Franchise.

This Franchise binds and benefits the permissible successors, legal representatives and assigns of the Grantee. No assignment of the Franchise shall be effective without the written approval of the City Council of City of Columbia City. The Council may condition that approval upon a reasonable adjustment to the rate of compensation under Section 12 of this Franchise except if a sale, lease, mortgage, assignment, merger, transfer or change in control of Grantee's Gas Facilities located within the City is subject to review and approval by the OPUC, in which case the City shall accept final approval by the OPUC of such sale, lease, mortgage, assignment, merger, transfer or change of control. Nothing in this Franchise requires the City's consent for any sale, lease, mortgage, assignment, merger or other transfer to entities that control, are controlled by, or are under common control with Grantee, so long as the entity is subject to substantially the same regulations of the OPUC as Grantee in relation to the Gas Facilities within the City. If the City's consent to an assignment or transfer of the Franchise is required under this Section, the transfer or assignment shall not be effective until the assignee or transferee has complied with the requirements in Section 7 and filed a signed acceptance of the terms of this Franchise.

Section 17. Termination of Franchise for Cause.

The City may terminate this Franchise as provided in this Section, subject to Grantee's right to a court review of the reasonableness of such action, upon the negligent or willful failure of the Grantee to perform promptly and completely each and every material term, condition or obligation imposed upon it under or pursuant to this Ordinance. The City shall provide the Grantee written notice of any such failure and the Grantee shall have sixty (60) days from receipt of notice to cure such failure, or if such failure cannot reasonably be cured within sixty (60) days, to commence and diligently pursue curing such failure. Notice to Grantee required by this Section shall be sent by U.S. mail via registered or certified postage prepaid or by express mail or overnight courier as follows: Northwest Natural Gas Company, Legal Department – Franchises, 250 SW Taylor Street, Portland, Oregon 97204.

Section 18. Remedies Not Exclusive, When Requirement Waived.

All remedies and penalties under this Ordinance, including termination of the Franchise, are cumulative, and the recovery or enforcement of one is not a bar to the recovery or enforcement of any other such remedy or penalty. The remedies and penalties contained in this Ordinance, including termination of the Franchise, are not exclusive and the City reserves the right to enforce the penal provisions of any ordinance or resolution and to avail itself of any and all remedies available at law or in equity. Failure to enforce shall not be construed as a waiver of a breach of any term, condition or obligation imposed upon the Grantee by or pursuant to this Ordinance. A specific waiver of a particular breach of any term, condition or obligation imposed upon the Grantee by or pursuant to this Ordinance shall not be a waiver of any other or subsequent or future breach of the same or of any other term, condition or obligation, or a waiver of the term, condition or obligation itself.

Section 19. Expiration.

At the end of the Franchise term, if the City and Grantee are negotiating another franchise and have not concluded their negotiations, Grantee's rights and responsibilities shall be controlled by this Franchise until the City grants a new franchise and Grantee accepts it or until the City notifies Grantee that the Franchise will not be renewed.

Section 20. Confidentiality.

When requested by Grantee, and subject to the provisions of state law and the Oregon Public Records Law, the City shall treat as confidential any public record or information provided by Grantee and designated by Grantee as confidential.

Section 21. Acceptance.

The Grantee shall, within thirty (30) days from the date this Ordinance takes effect, file with the City its written unconditional acceptance of this Franchise, and if the Grantee fails to do so, this Ordinance shall be void.

Section 22. Repeal.

Ordinance No. 14-683-O passed by the City Council and approved by the Mayor on August 7, 2014 and Ordinance No. 14-687-O passed by the City Council and approved by the Mayor on November 7, 2014, is hereby repealed.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING THE CITY OF COLUMBIA CITY, OREGON,  
WATER MANAGEMENT AND CONSERVATION PLAN DATED FEBRUARY 2025.**

WHEREAS, the City of Columbia City is required to adopt a Water Management and Conservation Plan (WMCP) for submission to the Oregon Water Resources Department and interested parties in accordance with OAR Chapter 690, Division 86, due to requirements associated with a permit application for water rights and requirements associated with a Safe Drinking Water Revolving Loan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Columbia City adopts the City of Columbia City, Oregon Water Management and Conservation Plan dated February 2025, attached hereto as Exhibit A.



## **City of Columbia City Water Management and Conservation Plan – 5-Year Update**

Project No. 2417001  
February 2025

### **PREPARED FOR:**



**The City of Columbia City**

*In Columbia County on the Columbia River*

PO Box 189  
1840 2nd St  
Columbia City, OR 97018

**CwM-H2O**  
Complete Water Management



## Executive Summary

### Municipal Water Supplier Description

The City of Columbia City (City) is located on the west bank of the Columbia River approximately 25 miles north of the Portland Metro area in Columbia County, OR. The City operates a municipal water system that serves a population of approximately 2,000, which includes full-time residents, commercial and governmental offices, and seasonal vacation residents. The City appropriates its water supply from two groundwater wells under groundwater right Permit G-16438 for 1.11 CFS and an Application of Groundwater Registration GR-2515 for 0.22 CFS, as modified by Transfer T-10507. The City's water right portfolio allows for up to 1.33 cfs (597 gpm) of groundwater production. Additionally, the City maintains an Inter-Governmental Agreement (IGA) with the neighboring City of St. Helens for the purchase of up to 1 million cubic feet per month through an intertie between the two cities' water systems.

### Water Conservation

The City's Water Management and Conservation Plan (WMCP) presents an assessment of its current water loss and a formal water conservation plan with updated 5-Year Benchmarks required for existing or expanded water supply. The City's 5-year (October 2019 to October 2023) non-revenue water (water loss) averages about 16%. The City's loss has decreased throughout the last 5 years, averaging 21% between October 2018 and March 2021, and 11% between April 2021 and September 2023. It is the City's goal to continue to improve leak detection, reduce leak response time, promote water conservation behaviors, and maintain a typical monthly and annual non-revenue water rate of less than 10%.

### Water Curtailment

This WMCP presents a water curtailment strategy based on usage compared to the average daily demand and identifies triggers for action and target goals for each level of water curtailment actions. The City employs a four-phase curtailment plan to address a variety of identified infrastructure and environmental risks to the water system and supply.

### Water Supply

The City's water supply relies on two groundwater wells and an intertie from the City of St. Helens. Current population trends, population projections, and development plans for the City show that 4-5% (0.22% annual) growth is expected over the next 20-25 years (PSU Population Research Center Population Forecast for Columbia County, 2024). This projected rate of growth by itself does not require the City to expand on its current water supply capacity to meet future demands. However, the City is interested in improving its water production reliability and source redundancy for supply security. Under current demands and operational conditions, the loss of a single source well or the St. Helens intertie during peak season would result in severe curtailment.

The City is evaluating multiple options to improve system reliability and redundancy, including adding a new source or combination of sources that can reliably produce up to 400 gpm under its current Groundwater Registration (GR-2515) and water right Permit G-16438. Multiple water sources in a variety of locations would provide the City with improved source reliability and sufficient supply to meet emergency needs in a scenario where a water source is lost.

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X	Plan organization / data sources		1.2 & 1.3, Tab. 1.1
X	Notice to affected local government(s)	690-086-0125(5)	1.4
X	Proposed WMCP update schedule	690-086-0125(6)	1.5
X	Additional time to implement conservation benchmarks	690-086-0125(7)	1.6
Water Supplier Description			
X	Description of supplier's source(s)	690-086-0140(1)	2.1
X	Map/Delineation of current service area	690-086-0140(2)	2.2, Fig 2.1
X	Assessment of adequacy and reliability of existing supplies	690-086-0140(3)	2.3
X	Records of water use - Terminology		2.4, Fig 2.2
X	Present and historic water use	690-086-0140(4)	2.5, Fig 2.3 & 2.4, Ex 1
X	Water right inventory table	690-086-0140(5)	2.6, Tab 2.1
X	Customers served and water use summary	690-086-0140(6)	2.7, Tab 2.2 & 2.3
X	Interconnections with other systems	690-086-0140(7)	2.8
X	System schematic	690-086-0140(8)	2.9, Fig 2.1, Tab 2.4 - 2.6
X	Quantification of system leakage	690-086-0140(9)	2.10, Fig 2.4
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X	Progress report on implementation of conservation	690-086-0150(1)	3.1
X	Water use measurement and reporting program	690-086-0150(2)	3.2
X	Currently implemented conservation measures	690-086-0150(3)	3.3
X	Annual water audit	690-086-0150(4)(a)	3.4 & Tab 3.1, Ex 2
X	Full metering of system	690-086-0150(4)(b)	3.4.1 & Tab 3.2
X	Meter testing and maintenance program	690-086-0150(4)(c)	3.4.2
X	Rate structure	690-086-0150(4)(d)	3.4.3 & Tab 3.4
X	Measures for systems with more than 10% loss	690-086-0150(4)(e)	3.4.4
X	Public education program	690-086-0150(4)(f)	3.4.5
X	Water Right Extension and Environmental Resource	690-086-0150(5)	3.5
X	Technical and financial assistance programs	690-086-0150(5)(a)	
X	Retrofit/replacement of inefficient fixtures	690-086-0150(5)(b)	
X	Rate structure & billing practices to encourage conservation	690-086-0150(5)(c)	
X	Reuse, recycling, and non-potable opportunities	690-086-0150(5)(d)	
X	Other proposed conservation measures	690-086-0150(5)(e)	
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X	History of system curtailment episodes	690-086-0160(1)	4.1
X	Stages of curtailment	690-086-0160(2)	4.3, Tab 4.2a-d
X	Triggers for each stage of alert	690-086-0160(3)	4.3, Tab 4.2a-d
X	Authority and enforcement	690-086-0160(4)	4.4, Tab 4.3
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X	Current/future service area and population projections	690-086-0170(1)	5.1 & Tab 5.1
X	Schedule to fully exercise each permit (i.e., certification)	690-086-0170(2)	5.2 & Tab 5.2
X	Water demand forecast	690-086-0170(3)	5.3, Tab 5.3 & 5.4
X	Comparison of projected need to available sources	690-086-0170(4)	5.4 & Fig 5.1
X	Analysis of alternative sources / Extended permits	690-086-0170(5)	5.5
X	Conservation measure schedule and cost effectiveness	690-086-0170(5)(a)	5.5
X	Justification that selected source is most	690-086-0170(5)(b)	
X	Mitigation requirements	690-086-0170(5)(c)	
X	Maximum rate and monthly volume by source	690-086-0170(6)	5.6 & Tab 5.5
X	Mitigation actions under state and federal laws	690-086-0170(7)	5.7
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X	Interconnections	690-086-0170(8)(b)	
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## **1 Introduction**

CwM-H2O, LLC (CwM) prepared this Water Management and Conservation Plan (WMCP) 5-year Update on behalf of the City of Columbia City (City), Columbia County, Oregon. The City's first WMCP was submitted in December 2013 and approved in January 2014 with the condition of a progress report submitted after 5 years, on or before January 2, 2019. The progress report was submitted on October 30, 2018. Additionally, the City was to submit an updated WMCP to OWRD by June 2, 2023. This Plan is intended to satisfy this second condition of the WMCP Final Order (FO).

The City maintains a public water utility servicing the City of Columbia City in Columbia County, OR. It is a water supplier with authority to serve and operate from the Oregon Health Authority (OHA) as system OR41-00203.

Water rates described in this Plan use units of flow rate common to municipal planning. These are defined here for the reader and include:

- Gallons Per Minute (gpm), a rate of water measurement.
- Cubic Feet Per Second (cfs), a rate which is equal to 448.83 gpm, and:
- Million Gallons Per Day (MGD), a rate which is equal to approximately 694.44 gpm.

Historically, the City could not meet peak demands during the summer due to poor water quality from wells described on the now-cancelled Permit G-13937. To maintain adequate levels of service, the City entered an agreement with the City of St. Helens in 1982 for the purchase of up to 1 million cubic feet (7,480,520 gallons) of water each month. Between 2019 and 2023, the City used an average of 484,000 gallons per month through this intertie, or about 9.7% of average monthly production. The City also applied for an additional groundwater permit in 2007 (G-16438), which allows for additional diversion from the City's two wells. Permit G-16438's completion date is October 1, 2027.

The most recent population growth estimates (PSU, 2024) show that the City can expect annual growth of 0.22% over the next 10 to 20 years. Since the 2013 WMCP, the City has annexed 6.77 acres of residential-zoned land. However, the City has provided water service to that area for over a decade, so the annexation did not change the City's total service area. To estimate population growth in the future, this report utilizes population projections from Portland State University (PSU, 2024). The population is projected to grow a total of 5.2% by 2050 relative to the current population.

### **1.1 Purpose of the Plan**

The purpose of this plan is to demonstrate compliance with the requirements of Oregon Administrative Rules (OAR) adopted by the Oregon Water Resources Commission in November 2002 (OAR Chapter 690, Division 86). This WMCP documents the current status of the City's water supply, assesses the current reliability of the water sources, estimates the future water supply needs of this municipal water supply provider, and requests the approval of "green light" water for the development of a redundant and reliable groundwater source under Permit G-16438. These assessments are presented with benchmark activities to demonstrate improvement of water conservation practices critical to a sustainable and reliable water supply for the City's water customers.

Assuming approval of this Plan by OWRD, the City will continue to develop its existing permit to the extent that groundwater conditions and permit conditions allow, with the goal of providing adequate and reliable supply, as well as supply redundancy, to support the growth projected within the City urban growth boundary (UGB).

## 1.2 Plan Organization

This Plan is organized in a manner consistent with OAR 690-086-0125.

Table 1.1 Plan Organization		
Section	Requirement	Description
Section 1: Introduction	OAR 690-086-0125	
Section 2: Water Supplier Description	OAR 690-086-0140	Describes the water supply system, including key demographic information, water consumption, conveyance and distribution system, treatment, and storage facilities.
Section 3: Water Conservation	OAR 690-086-0150	Identifies conservation measures the City has implemented and proposes new measures with associated benchmarks for each new measure.
Section 4: Curtailment	OAR 690-086-0160	Describes the triggers and actions for curtailing water use in the event of a water supply shortage.
Section 5: Water Supply	OAR 690-086-0170	Assesses the 10- and 20-year water demands and presents a plan for developing the City's remaining water rights.

## 1.3 Data Sources

This document presents information collected by the City, the City's Engineer, and Kennedy-Jenks Consultants (KJ) and evaluated by CwM. The information includes data from City staff interviews conducted between January and July 2024 as well as production data recorded and provided by the City through September 2023, publicly available population growth rate estimates, public and private geologic, hydrogeologic, slope-stability information, and information collected during a site visit by CwM on May 30, 2024.

## 1.4 Affected Local Government

OAR 690-086-0125(5)

The local government entity is Columbia County. A copy of this draft WMCP Update was submitted to Columbia County along with a request for comments related to consistency with the Columbia County's comprehensive land use plan on October 10, 2024. CwM did not receive any comments from the County within the 30-day period after submission. Columbia County Land Use, Planning, and Zoning address:

Columbia County  
Planning  
445 Port Ave  
St. Helens, OR 97051

## 1.5 Plan Update Schedule

OAR 690-086-0125(6)

This WMCP update was due by June 2, 2023, as a 10-year update of the City's first WMCP report approved in 2014. The City proposes completing a 5-year benchmark update within five years of the approval of this 2024 update, or by **June 2, 2029**.

The schedule for proposed benchmark progress reports is as follows:

- **Annual Water Audit**: Assessing monthly and annual production by source and identifying the source of monthly variability of water loss estimates, with a goal of reducing overall system losses to 10% or below. Progress Report due **June 2, 2029**.
- **Customer Meter Repair and Recalibration**: A summary of the success and reliability of the smart meters installed at approximately 75% customer connections as of 2024, and a description of meter repairs and leak responses, Progress Report due **June 2, 2029**.
- **Leak Detection Program**: A review of annual water loss estimates and the success of efforts to reduce non-revenue water, variability in monthly estimates, and response time to detected leaks. While loss remains above 10%, the City will conduct a leak detection survey once every 5 years. Progress Report due **June 2, 2029**.

The City proposes the submission of a 10-year update of this WMCP within ten years of the approval of this 2024 update, or by June 2, 2034.

## 1.6 Request for Additional Time for Metering or Benchmarks

OAR 690-086-0125(7)

The City is not requesting additional time to meet the 5-year benchmarks set in the 2014 WMCP. All benchmarks (listed in Section 1.5) have been addressed. Original and updated benchmarks are further discussed in Section 3 – Water Curtailment Element. The proposed benchmarks in Section 1.5 are aimed at the continued improvement of water production and usage records, reducing uncertainty in water loss estimates, and further eliminating non-revenue water.

## 2 Water Supplier Description

OAR 690-086-0140

The Water Supplier Description Element for a Municipal WMCP outlines the City's water sources, service area, and existing water rights. It also considers the adequacy and reliability of the City's existing water system. This section provides a description of the City's customers, their water use patterns, the water distribution system, the status of interconnections with other water providers, and an estimate of potential system leakage and non-revenue water.

Population growth and water demand projections suggest that the City will not need additional water rights to meet 20-year demands (see Section 5 for detailed future demand information). However, the City does hope to improve water supply reliability and redundancy, especially to support peak-season demands and limit risk of curtailment due to natural disasters, infrastructure failures, or other emergencies. The City also hopes to reduce their reliance on their intertie with neighboring St. Helens by

developing a second reliable source. These improvements will occur under the City's current water rights portfolio.

## 2.1 Water Sources

OAR 690-086-0140(1)

The City produces water from two groundwater wells and from an intertie with the City of St. Helens water system. PW-0 was formerly a POA but was abandoned following poor performance. The City's municipal groundwater wells, wells PW-1 and PW-2 are located within the City limits on a property owned by the City. The City receives water on an as-needed basis from the intertie with the City of St. Helens. Figure 2.1 – Water System Schematic identifies each water supply well location.

- **Wells PW-1 and PW-2** – Permit G-16438 has two points of appropriation that are approximately 100 ft apart: PW-1 (COLU-53313 built in 2006) and PW-2 (COLU-53400 built in 2007). PW-1 and 2 both draw from an unconfined aquifer at a depth of approximately 80-140 ft. This aquifer is considered by OWRD to be in hydraulic continuity with the nearby Columbia River. The aquifer is composed of brown fine-medium sands and coarse, multicolored gravels. The base of the aquifer is marked by a transition to gray sandstone. All groundwater from PW-1 and 2 is treated at the City's water treatment facility located on the same property. Currently, the City operates PW-2 as its primary production well, with PW-1 serving as a backup. When run simultaneously, the two wells cause groundwater interference and reduce each other's capacity significantly. Well PW-2 was reconditioned in July 2011, resulting in a maximum capacity of about 200 gpm. Since then, the City has reported that biological fouling has continued to be a maintenance issues that has decreased the capacity of PW-2.
- **Inter-Governmental Agreement** – The City has an IGA with the City of St. Helens for the purchase of up to 1 million cubic feet of potable water per month. This agreement was formalized in 1982 after the City continued to struggle with performance issues at its existing wells. Rising prices of purchased water have encouraged the City to search for alternatives to this agreement. Despite this, water from St. Helens has made up a significant portion (9.7% of the average monthly demand from 2019-2023 and 25% of the average monthly demand during peak months of Jun-Aug) of the City's supply over the last five years.

## 2.2 Map of Current Service Area

OAR 690-086-0140(2)

The City's service area lies between St. Helens and McBride Creek along Highway 30 on the west bank of the Columbia River (Figure 2.1 – Columbia City Water System Schematic). The service area is comprised of the City of Columbia City and residents of the City's UGB. The service area is made up of a mix of year-round residences, commercial buildings, and industrial sites. The City estimates its current service population is approximately 2,000 people. Of the people served, approximately 65 are located outside the City UGB. This number is based on data from Portland State University Population Research Center 2023 Proposed Population Forecast for Columbia County as well as the City's estimate of households outside of City limits served by its water system.

## 2.3 Adequacy and Reliability of Existing Supplies

OAR 690-086-0140 (3)

Water supply adequacy describes how the physical (pumping, transmission, etc.) and legal capacity (water rights limitations) relate to the water demands on the system. An adequate supply means that there is more than enough water available at the source and legally obtainable through water rights to meet average and peak demands on the system. Supply reliability describes the consistency to which that supply is present at its full amount and the degree to which the supply is susceptible to risks.

The City cannot meet its annual peak demand with its current water sources (PW-1 and 2). As a customer of the City of St. Helens (St. Helens) via the intertie between the two water systems, the City can provide an adequate and reliable supply. Changes to the City's metering and water tracking methods, distribution system, and to customer metering have reduced losses in the system. These efforts have decreased the system stresses that were once commonplace for the City in the peak-demand months. However, the City still has a need to develop replacement and redundant supply capacity to support peak demands to replace aging and inadequate groundwater wells and in case of an emergency when the St. Helens intertie may not be available.

## 2.3.1 Adequacy of Existing Supply

### 2.3.1.1 Water Supply

The amount of water available under the City's current water rights portfolio is adequate to meet peak demands. The City's water right portfolio (Table 2.2) includes up to 1.33 cfs (597 gpm). The City has additional capacity through its intertie with St. Helens. The full use of the water rights associated with each of the City's two wells and the IGA is limited by multiple factors, including:

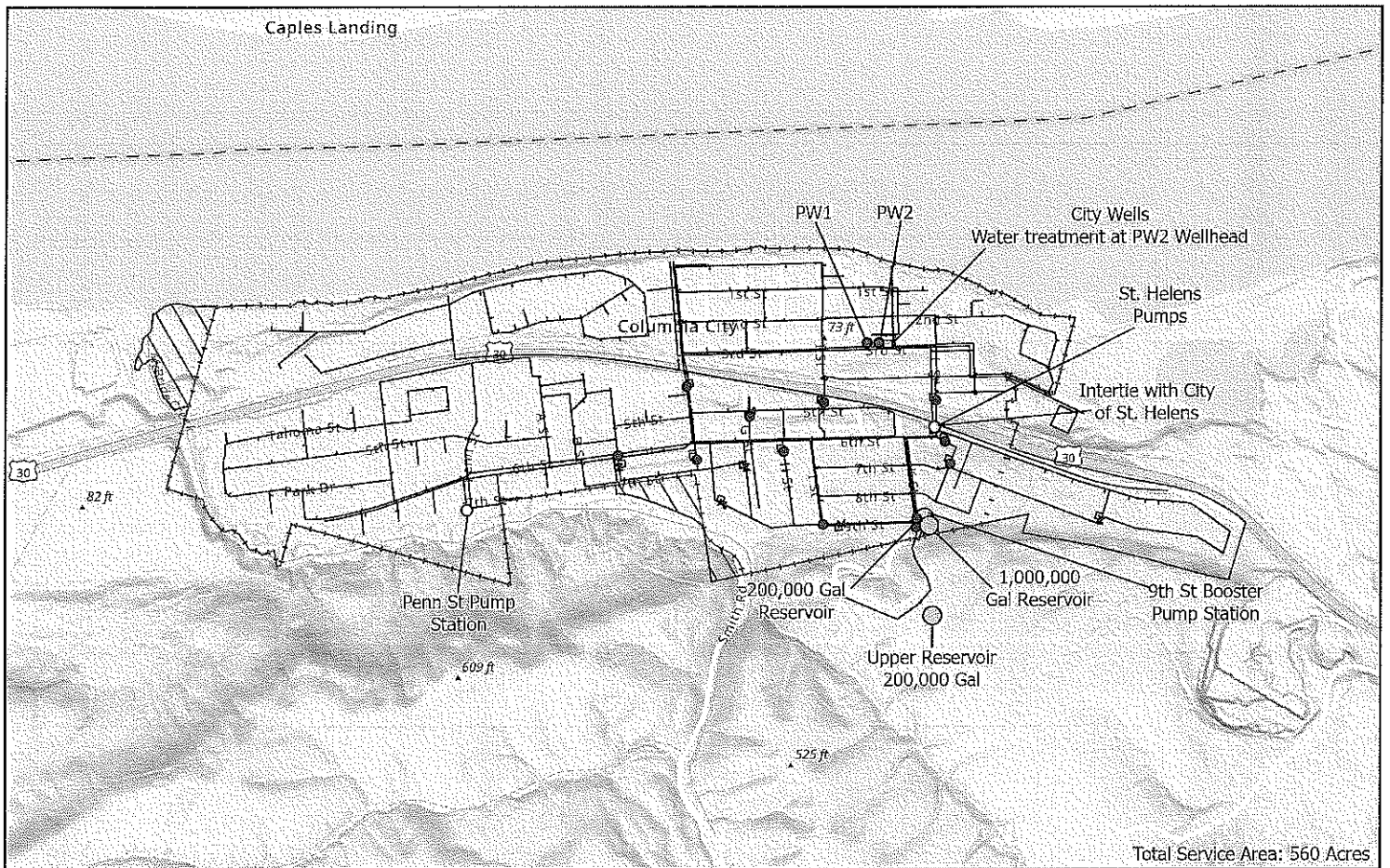
- Pumping capacity of the PW-1 and PW-2 wells,
- Pumping interference between PW-1 and PW-2 wells,
- Underperformance of PW-2 due to biofouling, other complications,
- The desire to maintain optimum water quality delivery to the water distribution system,
- The elevated cost of purchasing water through the IGA with St. Helens.

The City estimates the maximum instantaneous rate for both wells operating simultaneously to be about 140 gpm. The City reports that PW-2 has functioned as the primary groundwater source for approximately the past 15 years. The intertie with St. Helens is a secondary source, and the PW-1 well serves as an emergency backup supply.

The IGA with St. Helens allows for the purchase of up to 1 million cubic feet of water monthly (7.5 million gallons). The City limits the use of this option due to the rising cost of purchased water, though it was regularly used in the 5-year reporting period of this Plan. The City currently uses a small portion of the total IGA allotment. Recent maximum use totaled approximately 64,700 cubic feet or 484,000 gallons per month on average.

### 2.3.1.2 Water Storage

The City currently has three water storage tanks: two on Ninth and "K" Streets (0.2 MG steel and 1.0 MG concrete reservoirs) and one on Miloris Way (0.2 MG steel reservoir). The steel reservoirs recently received seismic retrofits. Based on the City's current average day demand (ADD) of 160,811, water storage in the system is currently sufficient for storing 8-9 days worth of water for the City.



Total Service Area: 560 Acres

**CwM-H2O**  
Complete Water Management

311 B Avenue, Suite P  
Lake Oswego, Oregon 97034  
(503) 954-1326

**Figure 2.1**  
**Columbia City Water**  
**Distribution System Schematic**

0 500 1,000 2,000 Feet  
1:16,000

1	DATE	AUTH	DRAFT
No.	Date	By	Revisions

Proj#: 2317001  
Columbia City WMCP  
City of Columbia City  
PO Box 189  
Columbia City, OR, 97018

- Pressure Reducing Vaults
- Pumps
- Reservoirs
- Existing Water Lines
- Columbia City UGB
- - - Columbia City Boundary
- ▨ Areas of UGB Not Served by City Water
- City Water Treatment Plant

### 2.3.2 Reliability of Existing Supply

The City reports that underperformance of PW-2 , their primary groundwater source, has required additional maintenance procedures and remains diminished in its initial capacity. Over the years, the City has lowered the pump and removed biofouling in the well, though these efforts were insufficient to allow it to reach its original design capacity of 400 gpm. The most recent attempt to improve the well's performance in 2011 resulted in an improved maximum capacity of 200 gpm, though the City reports that the capacity has decreased to about 140 gpm in 2024.

The City's other well, PW-1, has a design capacity of 40 gpm, though is estimated to only provide an additional 15 gpm to the City's total capacity when both wells are run simultaneously. PW-1 serves as a backup to PW-2 and is connected to the City's water treatment and distribution systems.

The City's IGA with St. Helens serves as its third source. This intertie reliably provides up to 1,000,000 cubic feet of water per month. The City makes efforts not to use this water due to its expense relative to water produced by its own wells.

The 2019-2023 average consumption rate was 0.161 MGD, equivalent to about 112 gpm. The PW-2 well can currently produce water to match that rate. However, during peak use periods, the City is still reliant on water purchased from St. Helens and water stored in its reservoirs to meet maximum daily demands (MDD). A review of water production records between 2019 and 2023 suggests a current MDD of approximately 0.551 MG on July 10, 2023 and an ADD during the peak season (June-August) of 0.230 MGD. Over the period from 2019-2023, the City has used 50.3 MG annually. In 2023, the City used 53.8 MG. The 2013 WMCP document indicates that the City's annual consumption that year was 47.9 MG. Current and historic consumption are summarized in Table 2.1. Ultimately, the City's goal is to obtain a new water source capable of reliable providing 400 gpm such that the City can provide its own redundancy and reduce their dependence on purchased water.

Table 2.1 – Historic and Current Water Use		
Statistic	2019-2023	2008-2012
ADD (MGD)	0.161	0.157
MDD (MGD)	0.551	0.403
Peak Season ADD (MGD)	0.230	NA <sup>1</sup>
Annual Use (MG)	50.3	47.9

1) Not reported in 2013 WMCP

### 2.3.3 Water Supply Redundancy

The City's system is vulnerable to the loss of one of its sources. Currently, PW-2 serves as the primary production well, with PW-1 serving as its backup. PW-1 has a design capacity of only 40 gpm, which is not sufficient to fully replace PW-2. PW-2 has biofouling problems that limit its productivity. Improvements to PW-2 in 2011 increased its capacity to approximately 200 gpm, though it continues to struggle with biofouling and unreliable river levels that negatively affect its performance. In the summer of 2023, the PW-2's performance had already decreased to 140 gpm. The City would be required to rely more heavily on its IGA with St. Helens if PW-2 fails because PW-1 does not have sufficient capacity to fully replace it.

The City does not have sufficient redundancy built into its water system. The loss of Well PW-2 would represent a loss of 60-70% of the City's total groundwater production capacity, with PW-1 only able to produce approximately a third of the rate of PW-2. In this scenario, the City would be forced to rely heavily on water stored in its reservoirs (short-term) and purchased from St. Helens. This would incur a significant cost. The City hopes to develop an additional point of appropriation capable of producing approximately 400 gpm under their currently held water rights. With this, the City would gain significant redundancy should a well fail during peak use.

Application Number (5)(a)	Permit (5)(a)	Priority Date (5)(b)	Transfer	Certificate (5)(a)	Well Name Well Log (Source) (5)(c)	Type of Use (5)(d)	Maximum Allowed Instantaneous Rate (CFS) (5)(e)	Maximum Allowed Annual Quantity of Water (MG) (5)(e)	Maximum Instantaneous Rate Diverted to Date (CFS) (5)(f)	Maximum Annual Use to Date Million Gallons (MG) (5)(f)	2023 Average Daily Diversion (Gallons) (5)(g)	2023 Average Monthly Diversion (MG) (5)(g)	2019-2023 Average Daily Diversion (Gallons) (5)(g)	2019-2023 Average Monthly Diversion (MG) (5)(g)	Completion Date (5)(h)	Source Issues	Comment
G-16984	G-16438	12/19/2007	-	-	Well PW1 (COLU 53412) Well PW2 (COLU 53409)	Munl.	1.11	261.85	0.45 <sup>1</sup>	7.25 <sup>1</sup> (2014)	2,447 <sup>1</sup>	0.08 <sup>1</sup>	4,451 <sup>1</sup>	0.33 <sup>1</sup>	10/1/2027 <sup>3</sup>	Decreased production from original rates	Needs additional POA(s) to meet full rate.
-	GR-2515	3/6/1939	T-10507	-	Well PWD (COLU 12213) <sup>4</sup> Well PW1 (COLU 53412) Well PW2 (COLU 53409)	Munl.	0.22	51.90	0.22	51.9	142,186	4.32	142,186	4.32	Completion date based on future adjudication	Decreased production from original rates	-

1) There is only 1 flow meter for each well shared by G-16438 and GR-2515. Volumes reported for G-16438 represent remaining volume or rate after maximum allowable quantities were reached for GR-2515.

2) The City previously had an additional water right (G-13937), which was cancelled in 2014.

3) The City plans to apply for an extension of time for Permit G-16438 prior to the completion date.

4) PW-0 was abandoned due to poor performance

## 2.4 Water Use Records

OAR 690-086-0140(4) and OAR 690-086-0140(5)(a-h)

This section begins by defining the terminology commonly used in discussions of recorded water use, followed by descriptions of system and monthly demands, peaking factor, and per capita demands.

### 2.4.1 Terminology

Production is the total amount of water diverted from the source. Finished water refers to the quantity of water delivered to the distribution system after treatment. The City measures output from both the PW-1 and PW-2 wells and the intertie with St. Helens, which is production. Production may be divided into two broad categories; water that provides revenue to the utility, and water that does not provide revenue (non-revenue water).

Revenue water consists of all billed, metered water consumption, and any billed unmetered consumption, such as water that is sold in bulk for construction but is not measured. Some non-revenue water is to be expected, including authorized consumption as well as real and apparent water losses. Authorized consumption includes unbilled metered or unmetered consumption such as use for firefighting and hydrant flushing. Unauthorized consumption is considered a water loss. Water loss includes both apparent losses such as metering and water accounting inaccuracies and real losses such as through leaks, reservoir overflows, water theft, and evaporation. The City estimates water loss by subtracting the sum of all metered withdrawals from the City's records of the total amount of pumped and purchased water. In 2024, the City was not aware of any significant specific points of loss (leaks).

This breakdown is shown in the International Water Association/American Water Works Association (IWA/AWWA) water audit schematic provided in Figure 2.2.

Water Sources	Authorized Consumption	Billed Authorized Consumption	Billed Metered Consumption (exported water - not applicable)	Revenue Water
			Billed Unmetered Consumption	
	Water Losses	Unbilled Authorized Consumption	Unbilled Metered Consumption	Non-Revenue Water
			Unbilled Unmetered Consumption	
		Apparent Losses	Unauthorized Consumption	
			Customer Metering Inaccuracies	
			Systematic Data Handling Errors	
		Real Losses	Leakage on Transmission and/or Distribution Mains	
			Leakage and Overflows at Utility's Storage Tanks	
			Leakage on Service Connections	

Figure 2.2 - International Water Association/American Water Works Association (IWA/AWWA) Water Audit Schematic.

Generally, demands 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 approximately 694 gpm. For annual or monthly values, it is typical to

refer to the total quantity of water in million gallons (MG). The following terms are used to describe specific values of system demands:

- **Average Day Demand (ADD):** the total annual demand divided by 365 days. Demand is based on total production, which includes all groundwater pumped from the City's wells.
- **Maximum Day Demand (MDD):** the highest system demand that occurs on any single day during a calendar year. It is also called the one-day MDD or peak day demand. The MDD is based on daily production data from all sources over the past five years.
- **Monthly Demand:** demand during a calendar month. This demand can be expressed as the total volume of water produced in a month, or as a daily demand value by dividing the total monthly volume by the number of days in the month.
- **Maximum Monthly Demand (MMD):** the highest monthly demand during a calendar year or study period.
- **Peak Season:** The City typically defines its peak season as the period from June through August, with May and September constituting the shoulder season.
- **Peaking Factors:** the ratios of one demand value to another. The most common and important peaking factor is the ratio of the MDD to the ADD, which is used in this report.
- **Gallons per Capita per Day (gpcpd):** the system demand divided by the population served. The per capita water use is a benchmark for water use efficiency. This ratio allows the City to compare its water use against other water systems. The City can use this ratio to assess how conservation programs and efforts on leak detection and repair are improving the efficiency of the water system.

## 2.5 Present and Historic Water Use

OAR 690-086-0140(4)

The City provided the last five years of water use data (2019-2023) for analysis to update their previous WMCP report. In the previous WMCP reporting period (2008-2012), average annual water non-revenue ranged from 10-17% and averaged 13.8%, based on the available data. In general, the 2019-2023 data suggests that the City's conveyance system continues to experience a loss of about 16% of produced water. However, between April 2021 and September 2023, improvements to operations, leak response, and public water conservation education have resulted in significant improvements to water loss, averaging 11% over that time.

A review of water production records between 2019 and 2023 suggests a historic Maximum Day Demand (MDD) of approximately 551,040 gallons on July 10, 2023. The City reported no significant operational issues that would account for the July 10, 2023 water use. The City's water use based on the 2019-2023 Average Day Demand (ADD) of 160,811 gallons was 80.4 gpd per capita. Over the last five years, the City has worked continuously to educate customers about the limitations of their water system and methods to reduce unnecessary water use during the peak season. These efforts, along with leak detection and repair programs and limited population growth, have resulted in only a minor increase in the per capita use compared to the 2008-2012 average (80.3 gpd per capita).

The previous WMCP did not directly report an average Peaking Factor for the 2008-2012 period. However, based on ADD and MDD values calculated for 2009-2012, the peaking factor is estimated at 2.7.

To better understand the current operational demands on the City's system, this Plan presents Figure 2.3 – 2019-2023 Average Monthly Production by Well shows the monthly volume of water produced by each well during the year. The figure illustrates how each of the City's sources are used to meet demands and how the peak summer season starts in late May and maintains high rates of water use until late September. Monthly production values are shown in Exhibits 1 and 2. Figure 2.3 demonstrates the City's increased reliance on the St. Helens intertie during the summer months.

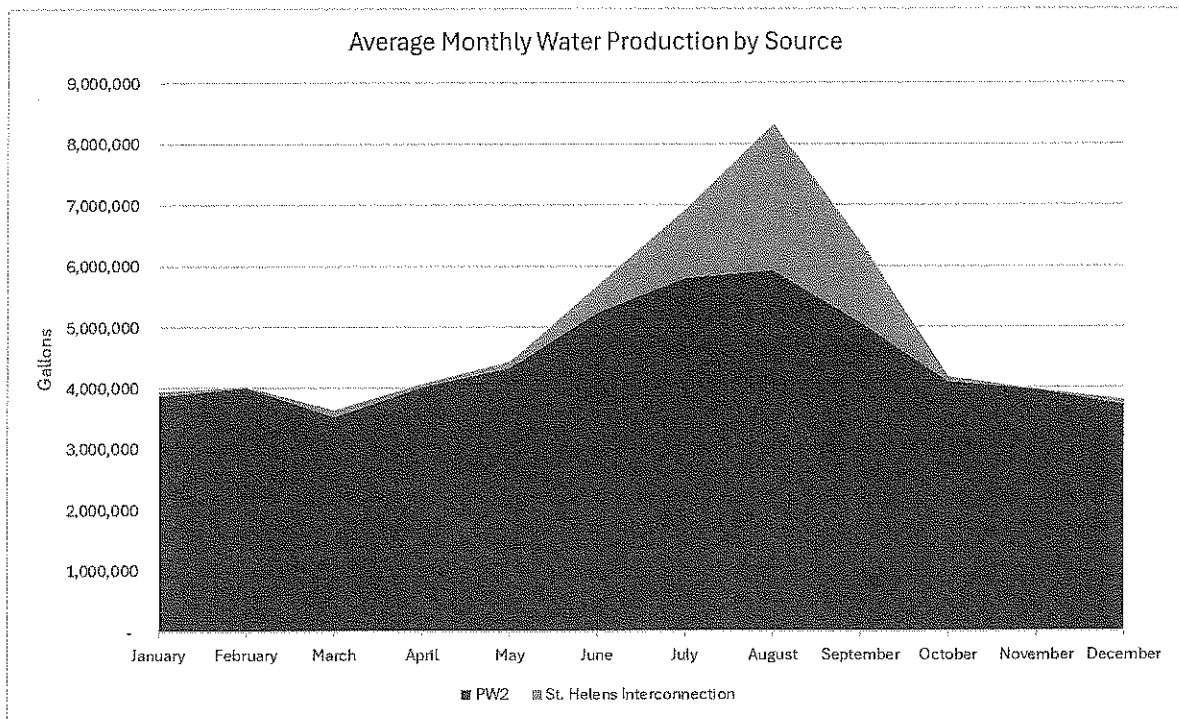


Figure 2.3 – 2019-2023 Average Monthly Production by Source

## 2.6 Inventory of Water Rights and Sources

OAR 690-086-140(5)

The City's water rights and sources are presented in Table 2.2 – City Water Rights Inventory, which shows each water right and its associated wells (OAR 690-086-140(5)). Table 2.2 addresses the requirements of OAR 690-086-140 (5)(a-h).

### 2.6.1 Source Treatment

Both of the groundwater sources used for the City's service area are currently in compliance with state and federal drinking water quality standards outlined under OAR 333-065.

PW Wells 1 and 2 are both treated with chlorine for disinfection and with sodium hydroxide for pH adjustment by a flow-paced injection system in the PW Well 2 well house. The contact time is sufficient to provide a 4-log viral inactivation. Contact and residence times are provided by the piping treated water from the well to the "K" Street reservoirs.

## 2.6.2 Environmental Resource Issues of Concern

OR 690-086-0140(5)(i)

OR 690-086-0140(5)(i) requires an analysis of Threatened and Endangered Species and of Critical Groundwater Areas associated with the water rights held by a water provider. In the City's case, all water supply is sourced from groundwater or via interconnections with other water systems. Therefore, there are no threatened or endangered species within the City's source waters. The City's two production wells are not located in any of the state delineated groundwater limited or groundwater critical areas as defined by OR 690-519-000, which classifies groundwater limited and groundwater critical areas for the Columbia River Basin.

## 2.7 Customer Characteristics and Water Use Patterns

OR 690-086-140(6)

The City has historically tracked water users under the following designations: Residential, Commercial/Industrial, and Public/Institutional. Customers identified as "Residential" represent at least one dwelling unit. For example, single family, duplexes, multi-family and mobile homes are found within this class. The "Commercial/Industrial" class includes all commercial and industrial customers within the service area. The "Public/Institutional" accounts include the federal, state, port, municipal and school district connections. The breakdown of water user types by percentage is presented in Table 2.3. A total of 18 customer connections have been added since the 2013 WMCP report. Of these, six were residential units. The total population within the City's service area is estimated to have increased by about ten people since the previous WMCP report's estimate of 1,990 people.

The City estimates the daily water use by customer category in Table 2.4.

Table 2.3. Estimated Water Users by Customer Category		
Connection type <sup>1</sup>	2019-2023 Count (Percent of total)	2008-2012 Count (Percent of total)
1. Residential	836 (96.1%)	830 (97.4%)
2. Commercial/Industrial	20 (2.3%)	5 (0.6%)
3. Public/Institutional	14 (1.6%)	17 (2.0%)
<b>Total</b>	<b>870</b>	<b>852</b>

1) The City's water billing system characterizes water customers and water use into only these three categories.

Table 2.4. Estimated Water Use by Customer Classification				
Connection Type <sup>1</sup>	2019-2023 Avg Monthly Use (CF)	2019-2023 Avg Daily Use (CF)	2019-2023 Avg Daily Use (gal)	2013 WMCP Average Daily Use (gal)
Residential	521,514	17,155	128,328	125,243
Commercial/Industrial	30,018	987	7,387	5,335
Public/Institutional <sup>2</sup>	3,224	106	793	821

1) The City's water billing system characterizes water customers and water use into only these three categories.

2) This category is considered non-revenue water. The category includes all bulk City and Park water uses. (1 Cubic Foot = 7.48 Gallons).

## 2.8 System Interconnections

OAR 690-086-0140(7)

The City is a wholesale customer of St. Helens, Oregon and maintains a connection with the St. Helens water system under an IGA dated May 20, 1982. Under this agreement, the City may purchase up to 1 million cubic feet of water per month (7,480,500 gallons). The City maintains a metered intertie with the City of St. Helens Water System to track the use of purchased water. This agreement, as written, is not subject to expiration. However, the City of St. Helens has agreed to provide water “...until Columbia City secures sufficient water from another source.”

## 2.9 Water System Schematic

OAR 690-086-0140 (8) and (OAR 690-086-0140 (2)

The major water distribution pipelines, wells, and storage systems are shown in Figure 2.1 - Water System Schematic. Currently, The City operates an intertie with the City of St. Helens also shown in Figure 2.1.

### 2.9.1 Transmission and Distribution

The water transmission and distribution system is shown in Figure 2.1. Pipeline sizes and locations are listed in Table 2.5. The City maintains a system of approximately 72,346 feet of pipeline that range in diameter from 2- to 18-inches. Since the 2013 WMCP, a total of 5,122 ft of pipe has been added to the system. Of this new pipeline, 3,929 ft was 6-inch diameter PVC piping installed to replace existing 3-inch and 4-inch cast iron pipe.

Table 2.5 – Pipe Sizes and Length						
Pipe Diameter (inches)	Ductile Iron	PVC	Cast Iron	Galvanized Iron	PEX	Total – All Materials
Distribution (feet)						
2	0	1,036	0	0	563	1,599
3	0	491	0	0	0	491
4	1,024	6,487	0	0	0	14,050
6	1,406	22,748	1,399	0	0	22,304
8	455	13,344	0	0	0	16,054
10	771	12,387	0	0	0	13,158
12	2,898	139	0	0	0	3,037
16	3,378	0	0	0	0	3,378
18	150	0	0	0	0	150
<b>Total Distribution</b>	<b>10,082</b>	<b>56,632</b>	<b>1,399</b>	<b>0</b>	<b>563</b>	<b>68,331</b>
Transmission (feet)						
6	0	1,290	0	0	0	1,290
8	0	2,380	0	0	0	2,380
<b>Total Transmission</b>	<b>0</b>	<b>3,670</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,670</b>
<b>Total System</b>	<b>10,082</b>	<b>60,302</b>	<b>1,399</b>	<b>0</b>	<b>563</b>	<b>72,346</b>

The pipeline replacement work was done as part of two major pipeline improvement projects in 2014 and 2019. The 2014 project focused on the abandonment of redundant 4-inch cast iron pipe on 6<sup>th</sup> street as

well as the installation of PEX piping to replace old, galvanized iron pipe. The 2019 project saw the installation of over 4000 feet of 4- and 6-inch PVC pipe to replace old cast iron pipe. Both projects aimed to improve the City's distribution system and reduce system losses. Additionally, in 2017, a new subdivision development added approximately 345 additional feet of 6 inch PVC pipe to the system.

### 2.9.2 Water Storage

The City has three above-ground storage reservoirs that have a total volume of 1.4 million gallons (see Table 2.2). The wells pump to the reservoir, then a booster pump directly feeds the water into the distribution system to maintain positive pressure across this pressure zone. As currently designed, the wells must feed the reservoir and associated pump station year-round to maintain positive pressure in this part of the system. Both steel reservoirs have recently been seismically retrofitted. The reservoirs are listed in Table 2.6, Storage Facilities and shown in Figure 2.1

Table 2.6: City of Columbia City Finished Water Storage Summary				
Facility	Construction Year	Pressure Zone Served	Storage Volume (MG)	Overflow Elevation (feet)
K Street Reservoir – Steel	1979	Lower and Middle	0.2	310.35
K Street Reservoir – Concrete	2003	Lower and Middle	1.0	310.35
Upper Reservoir – Steel	1984	Upper	0.2	484.00

### 2.9.3 Pump Stations

The City uses two pump stations as shown on Figure 2.1. The K Street pump is located at the K Street reservoirs and serves to pump water from the K Street reservoirs to the upper reservoir. The L Street pump is located near the intersection of Highway 30 and L Street, and pumps water from the City of St. Helens source to the K Street Reservoirs. Table 2.7 lists the pumps and horsepower for each submersible well pump and motor.

Table 2.7 – Pump Stations				
Pump station	Pump Capacity (gpm)	Pump Type	Pump Size (HP)	Manufacturer
PW-2	400	Submersible	30	Franklin
St. Helens Intertie	260	Centrifugal	7.5 <sup>1</sup>	Aurora
L Street	210	Unknown		
K Street	80	Centrifugal	10 <sup>1</sup>	Paco

1) Both the St. Helens Intertie and K Street Booster Station are served by two of the listed pumps

## 2.10 Quantification of System Leakage

OAR 690-086-0140(9)

The previous WMCP reported annual water loss values ranging from 6% to 20%. Historically, the City has calculated water loss by calculating the total volume of water pumped from its wells and intertie with St. Helens and subtracting the total water it sells to customers and uses for authorized non-billable uses (firefighting, water line flushing, etc.) each month. In 2013, the City received funding through a Safe Drinking Water Loan that allowed for the completion of significant system upgrades. The funding allowed for the following developments:

- Installation of over 5,000 feet of new PVC piping to replace aging cast and galvanized iron pipe.
- Replacement of nearly 500 manual water meters with modern radio meters.
- A system-wide leak detection survey, completed in 2018.
- Improvements to pressure reducing valves and stations to improve customer pressure.

The City has remained committed to monitoring and recording loss monthly through the comparison of water production and billing data. This information shows that the City's water loss has not remained constant since 2013. Over the last 5 years, monthly loss estimates ranged from 2% to 30%, leading to an annual average of 16% (Exhibit 2). However, losses between October 2018 and March 2021 averaged 21%, while losses between April 2021 and September 2023 averaged 11%. Inquiries into the range in loss values have not yielded any apparent explanation related to infrastructure or operations. The reason for the significant decrease in monthly losses is related to improvements in operations, leak response and repair, and public education about water conservation. The average monthly loss over the period of October 2018-September 2023 is shown in Figure 2.4.

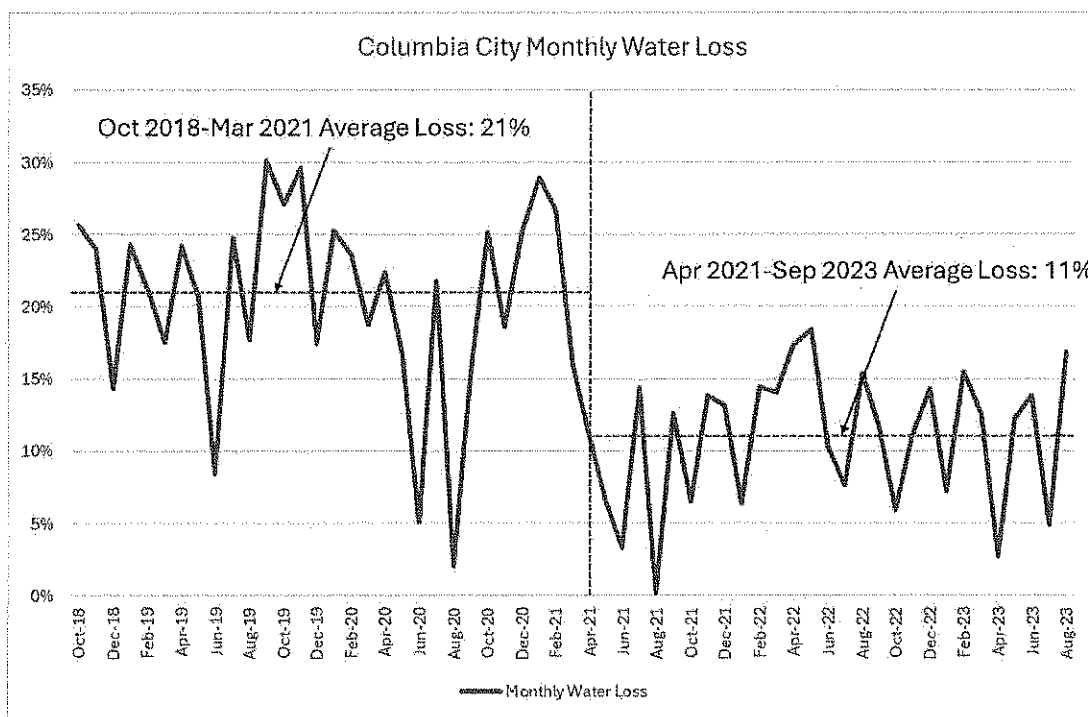


Figure 2.4: Average Monthly Water Loss October 2018-September 2023

### 3 Water Conservation Element

OAR 690-086-0150

In the last WMCP, the City reported per capita usage of 81 gpcpd, with water losses totaling around 10%. Since then, the City has maintained similar per capita usage, with per capita use of 80 gpcpd between 2019 and 2023. In addition, the City has replaced all but three old manual meters with updated radio-read meters and continues to educate the public about water conservation through tips in monthly newsletters. Approximately 75% of the radio-read meters installed to date are smart meters.

The City's service area sits within an alluvial aquifer system alongside the Columbia River. Many of the homes and businesses in the area have retained indigenous trees and other plants native to their environment in their yards, which require less watering than non-native species. Within the service area there are very few swimming pools and hot tubs and few public open green spaces that might require irrigation (such as schools or sports fields). Overall, water-efficient landscaping and land uses require less water to maintain.

The 2013 WMCP included details about many conservation programs. In this WMCP, the City reports on progress associated with these programs and outlines benchmarks to routinely check on progress in the future. The summary the 5-year benchmarks in this section includes:

- **Annual Water Audits**
  - Monthly monitoring of loss (sold vs. produced or purchased).
- **Meter Testing and Maintenance**
  - Testing of production meters every 5 years
  - Billing customers based on the quantity of water metered at the service connection.
  - Testing of meters >1" every 5 years.
  - Revolving replacement of 5/8" and 3/4" meters based on customer reports.
- **Leak Detection Program**
  - Full system leak detection survey completed in 2018.
  - On-call response and repair for customer-reported leaks.
  - Monthly visual inspection of reservoirs
- **Public Education**
  - Distribute brochures with new construction permits encouraging the use of indigenous plants.
  - Distribution of conservation tips in City newsletter, on City website, and in annual CCR.
  - Biannual distribution of a limited number of conservation kits and brochures to interested customers.
  - Distribution of conservation information during leak detection visits.

#### 3.1 Progress Report on Implementation of Conservation Measures

OAR 690-086-0150(1)

The City has implemented the following conservation measures defined as benchmarks in the 2013 WMCP:

- 1) **Leak Detection Survey and Reporting** – The City performed a system-wide water leak detection survey when water loss peaked at 34% in 2002. Currently, the City initiates leak detection when

monthly water audits detect a rising trend in loss. The City also aims to conduct a system-wide leak detection study every three to five years. This also includes prompt repair of leaks when they are found and regular visual inspections of the reservoirs to ensure water is not lost. The City completed its last system-wide leak detection survey in 2018. The City should continue to conduct leak detection surveys every 5 years while average losses remain above 10%, with the next to be completed by **June 2029**.

- 2) **Meter Testing** – Suspect meters are identified by water billing staff based on unusual usage patterns or customer reports. The City adheres to AWWA standards for testing and repairing meters. Meters that no longer meet these standards are repaired or replaced. Production meters are tested every five years. Approximately 75% of the customer meters are smart meters that automatically flag unusual usage trends, which has aided the City in identifying faulty meters as well as customer-end leaks.
- 3) **Monthly Water Audit** – The City has performed a water audit each month since September 2000. From 2000-2013, the City’s average water loss was approximately 13%. From 2019-2023, the City’s loss increased slightly to 16%, though was only 11% from April 2021-September 2023. The City also makes efforts to track unmetered authorized uses and non-revenue water usage.
- 4) **Revolving Meter Replacement** – The City has a program that aims to replace all 5/8" and 3/4" meters **every 20 years**. As of July 2024, the City has replaced all but three manual meters (1 municipal, 2 residential) with radio-read meters. Of the radio-read meters, approximately 75% are smart meters with automated leak-detection capabilities. As older radio-read meters reach the end of their service life, they will be replaced with smart meters. The City has plans to replace the remaining three manual meters in the near future.
- 5) **Water Conservation Campaign** – The City distributes water conservation tips to customers through a monthly newsletter that is included with the utility bill. Additionally, the City distributes conservation tips on its website, at City events, with new construction permits, and during leak detection visits.

The City has had an integrated Supervisory Control and Data Acquisition (SCADA) since the installation of the 1.0 MG reservoir in 2002, but aging software and hardware has limited its use. Currently, the City is in the process of updating the SCADA system so that it can be used for the collection of digital water use records.

### 3.2 Water Use Measurement and Reporting Program

OAR 690-086-0150(2)

OAR 690-085-0010 requires governmental entities to submit an annual report on water use to OWRD. The City is a governmental municipal water supplier. The City has reported monthly water production from each of its source wells to the OWRD on an annual basis since the 2007 water year.

The City maintains totalizing flow meters on both of its production wells and at the intertie with St. Helens which are compliant with the Flow Meter Method of measurement outlined in OAR 690-085. The

City also maintains 100% metering on all connections and tracks water use at every meter on a regular monthly interval.

Water production records are compared to water sales records monthly. The City has complete daily hand-written water use data. Data from October 2018 to September 2023 were analyzed for this WMCP. Additionally, the City maintains digital records of monthly production and billing. Regular flushing of lines and fire hydrant testing is documented, and water use for these events is estimated for reference when completing the annual water audit. The City also visually inspects reservoirs and reservoir levels for unusual drops in volume over the low-water-use night hours to assess the potential that a leak has occurred undetected.

### 3.3 Currently Implemented Conservation Measures

OAR 690-086-0150(3)

OAR 690-086-0150(3) requires a description of other conservation measures, if any, implemented within the service area. The following is a list of conservation measures currently put in place by the City:

#### *Metering:*

- The City maintains a 100%-meter installation rate with all but 3 customer meters having recently been replaced with automatic radio-read meters. All new connections are required to have radio-read meters installed.
- Meters are mandatory for all new connections.

#### *Leak detection, production water monitoring, and trend assessments:*

- The main leak detection tool for the City is monitoring month to month changes in the rate of system-wide loss. Additionally, the City relies on leak alerts from residential smart meters to identify smaller leaks. The following procedures are implemented when monthly losses exceed 10%:
  - Step 1: City staff conduct visual surveys of the distribution system to identify wet spots, slumping, or deterioration of pavement.
  - Step 2: Visual survey of facilities;
  - Step 3: Acoustic survey of fire hydrants, valves, meters, and backflow devices;
  - Step 4: Acoustic survey of distribution system using geophones;
  - Step 5: Leak detecting contractor to perform a correlator survey.

### 3.4 Annual Water Audit

OAR 690-086-0150(4)(a)

The results of a five-year water audit for 2019-2023 are presented in Table 3.1 – Columbia City Water Audit Summary and in Exhibit 2 – Columbia City 2019-2023 Monthly Water Audit. This analysis compiled the monthly water production recorded from each source to develop total monthly and annual water production estimates (System Input). The water production estimates were then compared to the monthly water volume billed to customers based on monthly meter readings (Authorized Consumption).

**5-year Benchmark:** The City will continue to complete an Annual Water Audits. The City will submit a progress report outlining the results of the water audits after five years, or by **June 2, 2029**.

Table 3.1 – 2019 – 2023 Water Audit Summary: Average Monthly Values <sup>1</sup>				
Source	Produced Water (MG)	Revenue Water (MG)	Authorized Non-Revenue Water	Estimated Water Loss (MG/%)
PW-2	4.46	4.19 MG <i>Billed</i>	~3200 gallons	~0.70 MG (16%) <sup>1</sup>
St. Helens Intertie	0.43			
<b>Total</b>	4.89			

1) The City's average loss over 2019-2023 was 16%. However, recent improvements resulted in a lower 11% loss between April 2021 and September 2023.

### 3.4.1 Full Metering of System

OAR 690-086-0150 (4)(b)

As of 2013, the City has metered 100% of the customer accounts. Since 2013, a total of 18 customer connections have been added to the system, all of which are metered. Table 3.2 presents the meter count, size, and total percentage by size of the meters installed.

Table 3.2. Meters Installed		
Meter Size	Count	Percentage
3/4 or 5/8" Residential	834	95.87%
1.5" Residential	1	0.11%
2" Residential	1	0.11%
3/4 or 5/8" Commercial	12	1.38%
1" Commercial	1	0.11%
1.5" Commercial	1	0.11%
2" Commercial	5	0.57%
3/4 or 5/8" City (no charge)	9	1.03%
1" City (no charge)	1	0.11%
2" City (no charge)	4	0.46%
2" Industrial	1	0.11%
<b>Total Meters</b>	<b>870</b>	<b>100%</b>

**5-year benchmark:** The City will meter all future connections in accordance with City Ordinance Chapter 3-1 Water Regulations and Rates.

### 3.4.2 Meter Testing and Maintenance

OAR 690-086-0150 (4)(c)

All water meters on the City's system are repaired or replaced as needed to maintain them within the accuracy tolerance specified by the meter manufacturer. Meters are tested and calibrated when water billing staff recognize unusual meter reading patterns or receive a call from a customer. The City uses AWWA's accuracy standards when testing and repairing or maintaining meters. If suspect meters are found to measure outside of this standard, the meter is repaired or replaced. Additionally, meters exceeding 1" in are automatically tested and calibrated at least every 5 years to ensure that they are operating properly and within design parameters.

**5-year benchmark:** Test all meters, replace faulty and all meters older than 20 years by **June 2, 2029**.

<b>Table 3.3: City of Columbia City Five-year Conservation Benchmarks</b>		
<b>Benchmark</b>	<b>Completion Date(s)</b>	<b>Frequency</b>
Complete leak detection survey and reporting	Last system-wide survey in September 2018	5 years
Leak repair	As needed	Ongoing
Visual inspection of reservoirs	Monthly	Monthly
Meter testing program	As-needed (customer reports or anomalous data)	On-call
Production meter testing	Flow meter calibrated in 2014	5 years
Leak detection visits	As needed	On-call
Water auditing – monitoring loss (sold vs. pumped)	Monthly	Monthly
Revolving meter replacement	Ongoing	Ongoing
Distribute conservation tips via Newsletter	Ongoing	Monthly
Convert to system-wide automated smart water meters	December 2013	Ongoing
Eliminate over-pressurized areas within water system	October 2014	Ongoing
Complete a system-wide leak detection survey	October 2014, September 2018	As needed
Prevent over-pressurized areas during PRV failures	October 2014	Ongoing
Abandon 1,151 feet of old redundant PVC piping	October 2014	One-time
Abandon 6,135 feet of old redundant cast iron piping	October 2014	One-time
Distribute conservation brochures and kits	September 2014, ongoing	Annually, ongoing
Distribute conservation kits during leak detection visits	January 2014, ongoing	Ongoing
Provide conservation tips on City website	January 2014, ongoing	Ongoing
Include conservation tips in Annual CCR	Annually since June 2014	Annually
Distribute brochure about water efficient landscape plants with permits for new construction	December 2013, ongoing	Ongoing
Install automated park & public facility irrigation	May 2014	Ongoing
Testing meters > 1"	July 2018	5 years, ongoing
Replace existing cast iron and galvanized pipe	Most recent replacements in 2019	Ongoing

### 3.4.3 Water Rate Structure

OAR 690-086-0150(4)(d)

The City assesses a minimum charge, which includes some usage, for the use of its water, along with an inclining block rate consumption charge based on the units of water taken. There are no discounts for high or increased water usage. The City recently completed an update to its rates. The City charges a minimum monthly base rate of \$41.93 for a 3/4" or 5/8" meter located within the City limits, which includes the first 100 cubic feet of usage. The 2024 City rate schedule is shown in Table 3.4.

Table 3.4 - Water Rate Schedule	
Inside City Water Rates	
Service Meter Size	Monthly Base Rate
5/8 or 3/4 -inch	\$41.93
1-inch	\$64.50
1 ½-inch	\$128.63
2-inch	\$205.87
Consumption (cubic feet)	Per Unit Rate (cubic foot)
101-500	\$0.0257
501-1000	\$0.0408
1000+	\$0.0557
Outside City Water Rates	
Service Meter Size	Monthly Base Rate
5/8 or 3/4 -inch	\$52.43
Consumption (cubic feet)	Per Unit Rate (cubic foot)
101-400	\$0.0279
401-800	\$0.0428
800+	\$0.0590

**5-year benchmark:** The City will continue to monitor and bill customer use at established rates.

### 3.4.4 Required Measures for Water Losses Over 10%

OAR 690-086-0150 (4)(e)(A)

**5-year benchmark:** The City will continue to conduct regular water audits to track water loss as more infrastructure improvements are completed, install updated telemetry systems, conduct regular infrastructure inspections, and improve leak response times. The City's goal is to reduce non-revenue water to below 10% through improved leak response and repair within 5 years. The City will submit a progress report on their Leak Detection and Reduction Plan within two years of this plan's approval or by June 2, 2027.

### 3.4.5 Measures to Reduce Water Losses to 10% or Less

OAR 690-086-0150 (4)(e)(B)(i-ii)

The City's goal is to reduce its water losses to 10% or less. If the City fails to do so within 5 years of the approval of this WMCP, it will work to enact a robust, scheduled, and systematic program aimed at efficiently detecting and repairing leaks. In the past, the City has already undergone large-scale line replacement, as documented in Section 2.9.1. If leaks continue to be an issue, the City will continue to

identify and replace portions of its distribution system characterized as high-loss. Additionally, the City will work to develop a water loss control program consistent with AWWA standards.

### 3.4.6 Public Education

OAR 690-086-0150 (4)(f)

Public education is an important component of the City's overall water conservation program. The following public education measures are planned:

- **Distribute conservation brochures and kits:** The City plans to continue to distribute water conservation brochures and kits during the Annual Columbia City Celebration. Brochures will include tips on water saving irrigation techniques and landscaping techniques, methods to reduce consumption indoors and outdoors, and information about the importance of early leak detection. Kits will contain some conservation items such as toilet leak detection tablets, faucet aerators and landscape moisture meters. Brochures and kits will also be issued to new customers, given to customers during leak detection visits, and made available to other interested customers at City Hall year-round.
- **Perform leak detection visits:** The City will continue to provide free leak detection tests to residential customers who suspect a leak. City staff will try to determine the location of the leak if the leak is outdoors.
- **Distribute conservation brochure during leak detection visits:** Customers receive conservation brochures with leak detection information during leak detection visits. Credits for timely leak fixes are available.
- **Distribute conservation tips in the City's Newsletter:** The City will continue to distribute water conservation information on a regular basis through the City's Newsletter, which is distributed to all utility customers with their monthly utility bill.
- **Provide conservation tips on the City's website:** The City displays water conservation information on its Water Department website (<https://columbia-city.org/city-departments/water-department/>). Resources available include water conservation tips, water conservation publications from Oregon State University, and information on protecting our drinking water sources (Exhibit 3).
- **Include conservation tips in the annual Consumer Confidence Report (CCR):** The City includes water conservation information in the City's annual CCR.
- **Distribute brochures about water efficient landscape plans with permits for new construction:** The City will begin to distribute an informational brochure about water efficient landscaping design and water efficient plants, trees, and shrubs with the issuance of building permits for new construction. This information is also available to any interested individual on the City's website.

**5-year benchmark:** The City has met this condition and will continue to provide water conservation education to the public.

## 3.5 Water Right Extension and Environmental Resource Issues

OAR 690-086-0150 (5)

OAR 690-086-150(5) is required for municipal water suppliers that serve more than 1,000 people who plan to initiate or expand diversions from water rights under an extension of time. Currently, the City

plans to extend Permit G-16438, which has a completion date of October 1, 2027. Any extension would be filed before that date.

## **4 Water Curtailment Element**

### **4.1 Introduction**

In this section, the City's protocols for managing instances of high water demand or limited water supply are outlined. Based on the severity of the event, the City maintains four levels of curtailment meant to temporarily lower demand and lessen stresses on the water system. The City has not experienced a water curtailment event since the submission of the previous WMCP but lists historical curtailment events below. Known conditions that would necessitate water use curtailment include:

#### **Groundwater:**

- Failure of pump or motor equipment during high-demand periods
- Contamination of source water
- Low water levels in the Columbia River
- Extreme drought conditions that would require OWRD to pull back permits on wells hydraulically connected to the Columbia River
- Loss of water right permits
- Extraordinary drop in well production due to biofouling or incrustation
- Loss of well infrastructure due to landslide, fire, or other natural disaster

#### **Infrastructure failure:**

- Extended power failure- The City has a 120kw trailer mounted generator that can fully power well PW-2 and the treatment building. The generator is not dedicated to the well and would spend most of the time powering sewer pump stations. There is no backup power connection at either the St. Helens intertie or the upper booster pump station.
- Negative line pressure
- Loss of reserves in storage facilities
- Pipeline break that requires more than 48 hours to repair

The following subsection presents the history of system curtailment, the three stages of curtailment triggers and responses for each alert stage.

### **4.2 History of System Curtailment Episodes**

OAR 690-086-160(1)

The City has a history of curtailment episodes often related to drought or extended periods of hot weather. Notably, many of these events occurred prior to the installation of the City's 1 MG storage tank in November 2004. This added storage capacity has helped the City avoid frequent curtailment events. The City's intertie with the City of St. Helens provides a reliable way to maintain deliveries during long-term drought or other shortages. This is the City's only alternative source. However, the City wishes to reduce reliance on the interconnection and improve supply reliability and redundancy by adding an additional well. Table 4.1 summarizes instances where the City was forced to implement curtailment measures:

Table 4.1: Historic Curtailment Events			
Dates	Description	Contributing Factors	Water Use Restrictions Imposed
July 1998	Supply shortage and inadequate disinfection	Extended period of hot weather; other contributing factors unknown	Voluntary conservation requested and voluntary odd/even outdoor watering schedule imposed
June, July, September, and October 2000	Supply shortage and inadequate disinfection; wholesale contract limits exceeded in July	Extended period of hot weather coupled with severe system leaks (35% loss)	Voluntary conservation requested and mandatory odd/even outdoor watering schedule imposed.
June and July 2002	Supply shortage and inadequate disinfection	Extended period of hot weather; severe system leaks (35% loss); malfunctioning pumps	Voluntary conservation requested and mandatory odd/even outdoor watering schedule imposed
July and August 2006	Wholesale pumping limits reached	Extended period of hot weather; growing customer base	None

### 4.3 Curtailment Stages

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

The City has four (4) stages of water alert; Levels one through four. Tables 4.2a-d outline the stages of alert, the action that triggers the alert, the goal of implementing the alert, and the measures by which the alert or implementation of actions can be measured to meet the stated goal(s).

Table 4.2a. Stage One: Water Alert Status		
Stage	Triggers	Measures
One	Water demand reaches 150% of historic ADD during multiple days in a billing cycle	<p>The City will not enact any specific curtailment measures, but will report elevated water use to customers in monthly billing and encourage voluntary participation in water conserving measures including:</p> <ul style="list-style-type: none"> <li>• Reduced watering</li> <li>• Reduced washing of vehicles</li> <li>• Reduced washing of sidewalks</li> <li>• Limited filling of pools, hot tubs, etc.</li> </ul>
		<p>The City will take the following steps:</p> <ul style="list-style-type: none"> <li>• Prioritize leak repair.</li> </ul> <p>The City will communicate water use information via:</p> <ul style="list-style-type: none"> <li>• Monthly Water Bill</li> </ul>

Table 4.2b. Stage Two: Water Shortage Status

Stage	Triggers	Measures	
		Residential	Commercial and Industrial
Two	Water demand exceeds 250% of historic ADD for 3 consecutive days	All measures from previous Stages and:	
		<ul style="list-style-type: none"> <li>Enact a mandatory alternate day lawn and garden watering schedule.</li> <li>Eliminate any use of water from a fire hydrant except for fighting fires or emergency applications.</li> <li>Require customers to water only during the evening hours when demand is lower and prohibit watering in the midday heat.</li> <li>Disallow the washing of any motor bike, motor vehicle, boat, trailer, airplane, or other vehicle except at a commercial fixed washing facility or by bucket and hose equipped with a shut-off nozzle.</li> <li>Disallow use of non-recycled water for aesthetic purposes</li> <li>Disallow running water into gutters or drains.</li> </ul>	<ul style="list-style-type: none"> <li>Limit washing of commercial vehicles unless in a facility that recycles water</li> <li>Moratorium on new connections.</li> <li>Prohibit the use of water for dust control at construction sites.</li> <li>Prohibit all non-essential irrigation.</li> <li>Limit necessary irrigation to an alternate day schedule.</li> <li>Prohibit the use of water from hydrants for any purpose other than firefighting.</li> <li></li> </ul>
		<p>The City will take the following steps:</p> <ul style="list-style-type: none"> <li>Curtail water use in public spaces.</li> <li>Cease fire hydrant flushing.</li> <li>Necessary irrigation on an alternate day basis</li> </ul> <p>The City will communicate curtailment measures in the following ways:</p> <ul style="list-style-type: none"> <li>Text alerts through voluntary alert sign up, weekly spotlight newspaper, Facebook, and the City's website.</li> <li>Public service announcements would be made.</li> <li>The curtailment measures would be posted in several public places.</li> <li>Leaflets containing the curtailment measures would be distributed.</li> </ul>	

**Table 4.2c. Stage Three: Serious Water Shortage Status**

Stage	Triggers	Measures	
Three	<p>Water demand exceeds 300% of historic ADD for 3 consecutive days</p> <p>Or</p> <p>Unscheduled loss of production from a water source (well or intertie) for more than 1 days</p>	All measures in previous stages and:	
		<ul style="list-style-type: none"> <li>• Restrict all lawn and garden watering to every 4<sup>th</sup> day.</li> <li>• Disallow the use of non-recycled water in a fountain or pond for aesthetic or scenic purposes except where necessary to support fish life.</li> <li>• Disallow initial filling or refilling of a swimming pool.</li> <li>• Disallow the washing of any motorbike, motor vehicle, boat, trailer, airplane, or other vehicle, except at a commercial fixed washing facility which recycles its water.</li> <li>• Require that no person or customer cause or allow water to run to waste in any gutter or drain.</li> </ul>	<ul style="list-style-type: none"> <li>• Prohibit daylight watering.</li> <li>• Disallow the use of water for dust control at construction sites.</li> <li>• Disallow the use of water from hydrants for any purpose other than firefighting.</li> <li>• Set gallonage limits on individual businesses based on the severity of the current situation as well as current and past consumption habits.</li> <li>• Contact the largest consumers in the City service area and discuss ways to reduce water consumption on an individual basis.</li> </ul>
		<p>The City will publicize curtailment measures in the following ways:</p> <ul style="list-style-type: none"> <li>• Mailed to all water customers, along with a lawn and garden watering calendar.</li> <li>• Text alerts through voluntary alert sign up, weekly spotlight newspaper, Facebook, and the City's website.</li> <li>• Public service announcements would be made.</li> <li>• Leaflets containing the curtailment measures would be distributed.</li> </ul>	

Table 4.2d. Critical Water Shortage Status			
Stage	Triggers	Measures	
Four	<p>Water demand exceeds 325% of historic ADD for 3 consecutive days</p> <p>Or</p> <p>Unscheduled loss of production from a water source (well or intertie) for more than 3 days</p>	Residential	Commercial and Industrial
		All measures in previous Stages, and:	
		<ul style="list-style-type: none"> <li>Set usage volume limits on individual residences.</li> </ul>	<ul style="list-style-type: none"> <li>Limit any commercial or industrial use to 50 percent of the amount used by the customer during the corresponding billing period in the same period of the previous year. If connection to the water system was not in existence during the previous year, an assumed amount will be computed using existing records of similar services. The City of Columbia City reserves the right to set gallonage limits on individual businesses based on the severity of the current situation as well as current and past consumption habits. An appeal against the 50 percent limitation may be made directly to the City Administrator. The City Administrator's decision will be final.</li> </ul>
		<p>Adopt a rule which states that no person or customer shall sprinkle, water, or irrigate any shrubbery, trees, lawns, grass, ground covers, plants, vines, gardens, vegetables, flower, or any other vegetation.</p> <p>Curtailment measures would be publicized in the following ways:</p> <ul style="list-style-type: none"> <li>Door Hangers at each customer address.</li> <li>Text alerts through voluntary alert sign up, weekly spotlight newspaper, Facebook, and the City's website.</li> <li>Public service announcements would be made.</li> <li>Leaflets containing the curtailment measures would be distributed.</li> </ul>	

## 4.4 Authority and Enforcement

OAR 690-086-0160(4)

The City first adopted a water curtailment ordinance in October 2000. This ordinance authorized the City Council by majority, or the City Administrator if the Council was not available, to promulgate a water supply emergency and enact curtailment actions. This authority has been carried through to the latest City ordinance from December 2023, Chapter 3.6.

Table 4.3 presents the actions for each stakeholder party during a water curtailment:

Table 4.3. Actions of Notified Parties		
Staff Person	Curtailment entities	Action
Public Works Director	All City customers	Notify
Public Works Director	All City staff and directors	Implement Curtailment Plan
Public Works Director	Oregon Health Authority	Notify of contamination or negative pressure
Public Works Director	Oregon Public Utility	Notify curtailment plan implemented
Public Works Director	Oregon Water Resources	
Public Works Director	Columbia County Fire & Rescue	Notify of potential impacts to fire suppression
Public Works Director	St. Helens School System	Notify of impacts to students/staff
Public Works Director	Columbia County Chronicle Newspaper	Notify
Public Works Director	The Oregonian	
Public Works Director	KOIN, KPTV, KATU, KGW, KOPB (TV)	
Public Works Director	KXL, KEX, KOPB, KOAC, KPAM (News radio)	
Public Works Director	ODOT, CC Transportation	Notify of restricted use

## 5 Municipal Water Supply Element

OAR 690-086-0170

The current total production capacity of the City's water system is estimated to be 0.448 MGD (311 gpm) based on historic well production and maximum use of the intertie with St. Helens. This capacity is only possible for short periods of time. In terms of annual capacity, the maximum 5-year annual production was 58.70 MG in 2023. Although the average annual usage from 2019 – 2023 was 50.30 MG, demand still has the potential to approach the system's production capacity in the summer. During the high-demand summer months, short-term demand requires the City to depend upon its intertie with St. Helens. Despite expected growth of ~5% over the next 20 years, the City can increase production within the current water rights portfolio and additional groundwater production infrastructure to account for future demand.

The following sections detail current and future water needs and recommend potential water sources to meet these needs.

## 5.1 Current and Future Service Areas

OAR 690-086-0170(1)

The City presently provides water to about 1,935 customers within the City limits, covering approximately 560 acres, and about 65 customers outside of the City limits but within the UGB, covering approximately an additional 53 acres. The number of customers outside of the City UGB was previously estimated to be about 40 people. However, due to uncertainty around this value, this WMCP conservatively estimated the outside-UGB population to be 65 people for a total service population of 2,000. The service area is divided in land use by 72.3% residential zoning, 1.3% commercial zoning, 20% industrial zoning, 0.8% primary forest, and 4.8% public lands zoning.

A map showing the City's service area, as defined by the City limits and UGB, is provided in Figure 2.1. Since the 2013 WMCP, 6.77 acres out of the total 84 additional acres proposed to be annexed have been added to the City UGB. The annexed area is 100% residential zoning.

### 5.1.1 Population Projections

Forecasting of the City's service population was completed forecasted population for the Columbia City urban growth boundary (UGB) provided by Portland State University's Population Research Center (PRC) (PSU, 2024). The resulting service population forecast for the City is presented in Table 5.1. Since 2013, the population of the City's service area has increased by approximately 10 people, for an estimated 2023 population of approximately 2,000 residents.

Table 5.1. Service Population Forecast	
Year	Population <sup>1</sup>
2024	2,000
2025	2,017
2030	2,050
2035	2,067
2040	2,078
2045	2,089
2050	2,103

1) Estimated based on a current estimated service population of 2,000 people for 2023 (including approximately 65 persons outside of the City limits) and the projected population growth from Portland State University's Oregon Population Forecast Program (OPFP) 2024 report for Region 3: Northwest Oregon.

## 5.2 Schedule for Estimated Water Right Development

OAR 690-086-0170 (2)

The PW-1 and PW-2 wells under Permit G-16438 require frequent reconditioning to maintain the capacity of the two wells. Well PW-1 currently serves as emergency backup with PW-2 serving as the primary supply well. The City is exploring options for the development of another well on Permit G-16438 that will complete development of the water right.

Table 5.2 - Estimated Schedule for Water Right Development, presents a schedule of water right development based on the projected increase in the 10- and 20-year water demands for the City.

Table 5.2. Estimated Schedule for Water Right Development			
Water Right	2023-2025	2025-2027	2027-2050
<b>Permit G-16438</b> – PW-1 & PW-2. These wells are limited to about 25% of the water right by aquifer conditions and diminishing well performance. Additionally, the wells are too close together to pump simultaneously. The City has previously considered constructing an additional point of appropriation on this permit to complete full development. Under the current permit status, the permit window closes on October 1, 2027, and a Claim of Beneficial Use survey must be completed by October 1, 2028.	Assess locations for additional well on this permit.	Select new well location in Columbia River alluvium.	Apply for extension of time. Install well. Increase overall max production by ~300-400 gpm average rate. Claim of Beneficial Use by the end of the extension period.
<b>GR-2515</b> – PW-1, PW-2. These wells produce the full authorized rate (0.22 cfs). They are shared with Permit G-16438.	Water use under G-2515 has been fully developed through PW-2.		

### 5.3 Demand Forecast

OAR 690-086-0170 (3)

The future water demand estimates were developed from the following set of 2019-2023 data:

- The Average Day Demand (ADD) was determined from daily production data available from October 2018 through September 2023 and equaled 160,811 gallons.
- The average gallons per capita day demand rate, which is estimated by dividing the 2019-2023 Average Day Demand (ADD) by the 2023 total population (ADD/population = gpcpd), was about 80 gpd,
- The Maximum Day Demand (MDD), which is the highest volume day in the available daily records from October 2018 to September 2023, was 551,040 gallons recorded on July 10, 2023, and;
- The 2019-2023 peaking factor for the system (MDD/ADD = Peaking Factor), which was determined to be at a maximum of 3.34 in 2023.

Table 5.3, Population and Water Demand Projections, presents the estimated 25-year trends (out to 2050) for population, average, and maximum daily demands. The City is continuing efforts to reduce system loss to a target of 10% or lower. This goal should be reached within the next ten years, resulting in a lower per capita usage after 2033. However, for this projection, per capita demand was assumed to

remain at its current value. Demand is still expected to grow modestly as a result of an approximately 5% increase in population by 2050.

Based on the City's current use and the limit of its existing water rights, it seems unlikely that the City will need to pursue additional water rights to support the projected population growth over the next 20 years. It may be necessary to improve the current wells or add another POA to the existing water rights to fully utilize these sources. The City would ultimately like to add an additional well source to its water right capable of reliably producing a maximum rate of at least 400 gpm to increase redundancy and lessen dependence on the St. Helens intertie.

MDD is currently expected to peak at about 0.580 MGD, which exceeds the City's current independent production capacity by approximately 0.130 MGD. Due to continued performance declines at the PW-2 well, this gap is likely to grow. While the intertie with St. Helens can make up this discrepancy in short-term peaks, to maintain sufficient capacity and source reliability, the City will need to fully develop its permit G-16438 and continue to fully utilize the rate authorized by GR-2515.

Table 5.3 - Population and Daily Water Demand Projections						
Year	Total Service Population <sup>1</sup>	Average Daily Demand Projection		Maximum Daily Demand Projection		Current Daily Production Capacity (MGD)
		Ave. Per Capita Use (gpcpd) <sup>2</sup>	Average Day Demand (MGD)	Max Per Capita Use (gpcpd) <sup>2</sup>	Maximum Day Demand (MGD)	
2023	2,000	80	0.161	276	0.551	0.448 <sup>3</sup>
2025	2,017		0.162		0.540	
2030	2,050		0.164		0.549	
2035	2,067		0.166		0.553	
2040	2,078		0.166		0.556	
2045	2,089		0.167		0.559	
2050	2,103		0.168		0.563	

- 1) Based on data from Oregon Population Research Center 2023 Proposed Population Forecast for Columbia County.
- 2) Average and maximum daily demands are based on daily records from 2019-2023 and the estimated population for each time period. The MMD presented here is based on the anomalously high value recorded in 2023.
- 3) Maximum production assumes PW-2 capacity of 140 gpm, which operates as a POA under G-16438 and G-2515. This rate may decrease unless the well is regularly rehabilitated. This accounts for the water available through the St. Helens intertie.

## 5.4 Comparison of Projected Need and Available Sources

OAR 690-086-0170(4)

This section is required to compare the projected 10- and 20-year water demands with the current available water sources. This section presents a capacity analysis of the City's two production wells, PW-2

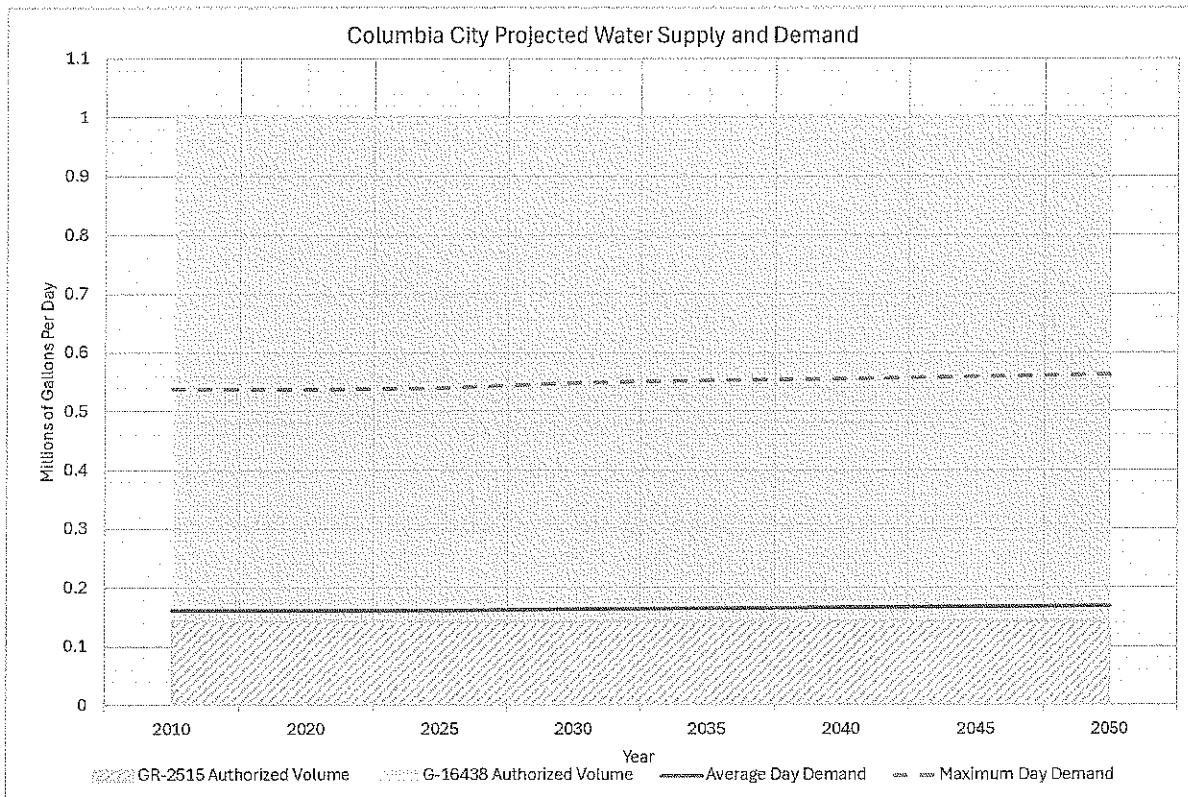
(primary) and PW-1 (backup), to compare with the 10- and 20-year demand projections. Historically, peak days have exceeded the City's system capacity and have required the use of additional water from the City's intertie with St. Helens. This has occurred more frequently in the past few years compared with data from the previous WMCP.

The City's projected demands are expected to increase slightly over the next 20+ years due to very modest population growth. Improvements to system efficiency, reduced loss, and increased customer education and outreach efforts could decrease the per capita usage, which may even outpace growth on the 5-10 year scale. However, the current per capita rate was assumed to stay constant for this projection.

The City currently uses all of the authorized rate under GR-2515 (0.22 cfs), with the remainder of its use occurring under G-16438. Wells PW-1 and PW-2 are authorized sources under both water rights, but only PW-2 is currently operational. To prepare for projected increases in demand over the next 20-25 years, the City intends to continue to improve system efficiency as well as continue to develop G-16438. The City possesses sufficient water rights to meet its projected MDD if it fully develops permit G-16438 but requires a new source well to increase water right utilization rates. In this scenario, the City could retain its intertie with St. Helens as a redundant source in case of the failure of one of its wells.

The projected peak 5-10-year MDD is 0.553 MGD, or 384 gpm on average. The 20- to 25-year MDD is expected to increase due to continued population growth to about 0.563 MG, or 391 gpm on average. In Section 5.3, the maximum peak day production capacity (including the St. Helens intertie) is listed as 0.448 MGD, which is less than current and projected MDD. However, this capacity assumes that PW-2 well will not continue to experience diminishing performance related to biofouling and unreliable aquifer water levels and that the City will continue to use water from the City of St. Helens.

Historically, the City's groundwater sources have been limited by poor well performance due to biofouling, drawdown, and, in the case of previous well sources, water quality limitations. The development of an additional source under Permit G-16438 could help limit issues related to drawdown by spreading pumping over multiple points of appropriation. A new well on permit G-16438 would need to be located a significant distance from the City's current pumping wells, which are limited from pumping simultaneously due to interference.



Although Permit G-16438 more than meets MDD, limitations of well infrastructure necessitate the use of the St. Helens intertie during peak demands.

Figure 5.1 – Projected Average and Maximum Day Demands

Table 5.4 – Available Water Source Peak Demand Capacity		
Well	Allowed Rate	Max Pumping Rate <sup>1</sup>
PW-1	597 gpm <sup>2</sup>	0 gpm
PW-2		140 gpm
St. Helens Intertie	170 gpm	170 gpm
Proposed New Source on G-16438	~498 gpm <sup>3</sup>	~350-400 gpm
<b>Total</b>	<b>767 gpm<sup>4</sup></b>	310 gpm (current) 600 gpm (proposed)

1) Based on the current pump, motor, and treatment equipment capacity.

2) PW-1 and PW-2 are POAs for both G-16438 and GR-2515. The shown rate is the combined rate of these two water rights.

3) The proposed new groundwater source would share water rights with PW-2. Combined, the wells would be permitted to operate at 498 gpm.

4) 767 gpm is the maximum authorized rate between the City's two water rights.

## 5.5 Alternative Source Analysis

OAR 690-086-0170(5)

OAR 690-086-0170(5) requires an analysis of alternative sources of water to see if any expansion or initial diversion of water allocated under existing permits is necessary to meet future water demand. Current City owned water sources available under existing water rights do not have the capacity to meet projected MDD with the desired level of redundancy, though total diversions permitted by the water rights themselves are sufficient.

The City already fully uses GR-2515's authorized rate. Thus, the City's best option for securing reliable and sufficient water supply capable of meeting and exceeding the projected MDD over the next 25 years is to fully develop the remaining water under Permit G-16438 through the construction of a new well or wells capable of producing approximately 400 gpm. Such a source would grant the City sufficient capacity to meet its MDD with additional capacity to spare.

### 5.5.1 Implementation of Conservation Measures

OAR 690-086-0170(5)(a)

To reduce water demand, the City has and continues to implement a wide variety of water conservation measures, as described in Section 3 Conservation Element. The City estimates that the effective average per capita demand could be lowered if average losses are reduced further. However, the City's per capita demand of approximately 80 gpcpd is already relatively low. Loss reduction and conservation are critical, but alone will not be sufficient to address the gap between projected MDD demands and current production capacity.

### 5.5.2 Interconnections

OAR 690-086-0170(5)(b)

The City maintains an interconnection with the City of St. Helens, with an agreement for the purchase of up to 1 million CF of water per month. This agreement has no set expiration date. Historically, the City has avoided using this option unless completely necessary due to the relatively high cost of purchased water compared to water from the City's own wells. Recently, however, the City has relied more heavily on this intertie to meet heavy demands during peak months. While the City does not fully utilize the allotted volume, the cost of using purchased water is prohibitive. Ultimately, the City's goal is to develop a new reliable groundwater source, or sources, that can meet the City's demands independent of the St. Helens intertie. Doing so would improve system reliability, redundancy, and reduce customer costs.

### 5.5.3 Cost Effectiveness

OAR 690-086-170(5)(c)

This rule 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 to or less than the cost of other identified sources.

Reducing water loss through leak detection and repair and limiting consumption through modernization and public education are the most cost-effective ways to improve the City's means to support peak demands. The City is continuing these efforts with the goal of reaching an average annual system loss of 10% or lower within 10 years. The City will consider other public education efforts focused on xeriscaping and water conservation rebates to further reduce per capita usage. However, these efforts alone are not sufficient to meet projected peak demands and system redundancy goals. New sources of water must be developed, and current sources optimized, to ensure sufficient capacity to reliably meet future demands.

## 5.6 20-Year Rate and Monthly Volume by Permit

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.

The City recognizes that there are differences in the maximum instantaneous rates reported to date in Table 2.2 under OAR 690-086-0140 and the reliable supply rates reported in Table 5.5 - 20-Year Withdrawal Rate and Monthly Volume. The difference is that an instantaneous rate can be sustained only for short-term pumping scenarios to meet peak demands and reliable supply capacity is the anticipated pumping rate averaged over the peak season of pumping (approx. June through August).

The 20-year demand projections suggest a modest increase in demand. However, The City does not currently utilize a significant portion of the diversion allowed under G-16438. Thus, the City's intent to improve water production redundancy by optimizing existing sources and evaluating the addition of a new source can all be done within its current water rights portfolio. The values presented in Table 5.5 include the proposed average production capacity under each source. Figure 5.2 shows the possible source breakdown if each source and water right is developed as discussed in Tables 5.4 and 5.5 compared to the last five years.

Table 5.5. 20-Year Withdrawal Rate and Monthly Volume							
Well Name (Source)	Permit / Cert. No.	Transfer	Max Permit Rate (cfs)	Current (2019-2023)		Projected 20-Year	
				Reliable Ave. Max. Month Capacity <sup>1</sup> (cfs)	Maximum Month (Gallons)	Maximum Rate (cfs)	Max. Monthly Volume <sup>3</sup> (MG)
PW-2	G-16438/GR-2515	-	1.33 <sup>2</sup>	0.312	6,559,381	0.312	4.9
St. Helens Intertie	-	-	0.70	0.38	3,057,289	0.70	7.5
<i>Proposed New Well (PW-3)<sup>4</sup></i>	G-16438	-	1.33 <sup>2</sup>	-	-	0.798	15.7
Total	-	-	1.49	0.698	9,616,670	1.49	28.1

- 1) Reliable Average Max Month Capacity is based on the Max. Month in gallons for the (2019-2023) record normalized to cfs. Actual maximum pumping rates on record are higher (see Table 2.2) due to shorter than 1-day pumping cycles.
- 2) PW-2 and the Proposed New Well would have a combined maximum permitted rate of 1.33 cfs (GR-2514 and Permit G-16438).
- 3) Rate based on water right maximum allowed capacity or estimated physical capacity of well infrastructure.
- 4) Assuming the City can find a location for a new well and develop a production groundwater source.

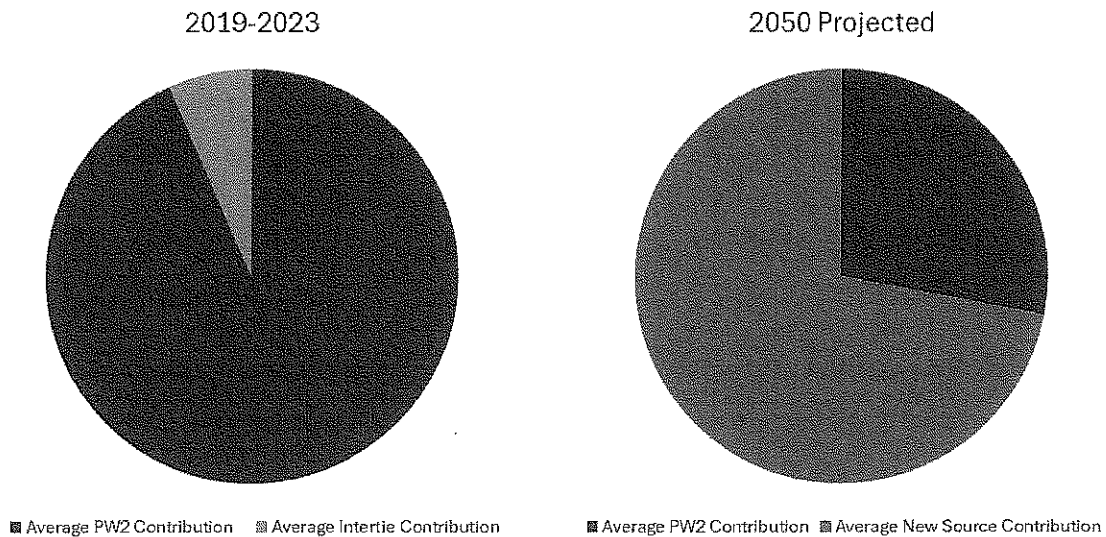


Figure 5.2 – Projected 20-Year Source Breakdown

## 5.7 Mitigation Actions

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 is not making any initial diversions under their water rights and is currently not required to take any mitigation actions under state or federal law.

## 5.8 New Water Rights

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

The City is not requesting new water rights. Therefore, this section does not apply to the current WMCP.

Exhibit 1  
Monthly Water Production 2019-2023

Year	Month	PW2 Production (gal)	St. Helens Intertie (gal)	Total Production
2018	October	3,792,906	-	3,792,906
2018	November	3,623,463	-	3,623,463
2018	December	3,910,212	-	3,910,212
2019	January	3,851,559	-	3,851,559
2019	February	3,454,021	138,390	3,592,410
2019	March	3,936,280	2,244	3,938,524
2019	April	4,095,947	748	4,096,695
2019	May	5,239,684	346,348	5,586,032
2019	June	6,194,428	194,494	6,388,921
2019	July	5,917,454	1,196,883	7,114,337
2019	August	6,116,223	1,169,205	7,285,429
2019	September	4,799,785	139,886	4,939,671
2019	October	4,389,213	-	4,389,213
2019	November	3,877,627	2,992	3,880,619
2019	December	4,102,464	67,325	4,169,789
2020	January	4,539,104	76,301	4,615,406
2020	February	3,646,273	237,881	3,884,153
2020	March	4,451,125	86,026	4,537,151
2020	April	4,346,852	-	4,346,852
2020	May	4,877,989	-	4,877,989
2020	June	4,917,092	335,127	5,252,219
2020	July	6,559,381	864,000	7,423,381
2020	August	6,363,870	1,065,974	7,429,844
2020	September	5,461,263	457,808	5,919,071
2020	October	4,131,791	-	4,131,791
2020	November	4,027,518	38,899	4,066,417
2020	December	4,095,947	117,444	4,213,391
2021	January	4,441,349	-	4,441,349
2021	February	4,291,458	-	4,291,458
2021	March	3,962,348	-	3,962,348
2021	April	3,998,192	6,732	4,004,924
2021	May	4,747,649	109,964	4,857,613
2021	June	5,239,684	1,394,369	6,634,053
2021	July	5,347,215	2,525,424	7,872,638
2021	August	4,952,935	2,217,226	7,170,161
2021	September	4,337,077	881,953	5,219,030
2021	October	3,594,137	48,623	3,642,760
2021	November	3,555,034	-	3,555,034
2021	December	3,489,864	151,855	3,641,719
2022	January	3,678,858	-	3,678,858
2022	February	3,493,123	748	3,493,871
2022	March	3,414,918	172,052	3,586,970
2022	April	3,385,592	65,081	3,450,672
2022	May	3,685,375	59,844	3,745,219
2022	June	4,692,254	209,455	4,901,709

2022	July	6,090,155	1,239,522	7,329,677
2022	August	4,623,826	3,057,289	7,681,114
2022	September	5,093,051	954,514	6,047,565
2022	October	4,333,818	272,291	4,606,109
2022	November	3,333,456	19,449	3,352,905
2022	December	3,467,055	246,857	3,713,912
2023	January	3,499,640	89,766	3,589,406
2023	February	3,183,564	97,247	3,280,811
2023	March	3,740,769	1,496	3,742,266
2023	April	4,092,689	-	4,092,689
2023	May	4,881,248	358,317	5,239,565
2023	June	5,246,201	1,024,831	6,271,032
2023	July	6,308,475	1,845,444	8,153,920
2023	August	5,317,888	2,220,966	7,538,855
2023	September	5,389,576	42,639	5,432,215

Exhibit 2  
Monthly Water Audit 2019-2023

Year	Month	Total Production	Non-revenue Water	Loss %
2018	October	3,792,906	134,643	4%
2018	November	3,623,463	788,010	22%
2018	December	3,910,212	1,011,107	26%
2019	January	3,851,559	529,804	14%
2019	February	3,592,410	610,174	17%
2019	March	3,938,524	1,135,312	29%
2019	April	4,096,695	783,655	19%
2019	May	5,586,032	1,627,920	29%
2019	June	6,388,921	1,248,137	20%
2019	July	7,114,337	1,150,493	16%
2019	August	7,285,429	1,332,972	18%
2019	September	4,939,671	(56,404)	-1%
2019	October	4,389,213	1,525,724	35%
2019	November	3,880,619	772,358	20%
2019	December	4,169,789	1,301,338	31%
2020	January	4,615,406	1,141,003	25%
2020	February	3,884,153	806,008	21%
2020	March	4,537,151	1,423,243	31%
2020	April	4,346,852	496,485	11%
2020	May	4,877,989	1,328,524	27%
2020	June	5,252,219	940,789	18%
2020	July	7,423,381	1,750,368	24%
2020	August	7,429,844	633,666	9%
2020	September	5,919,071	(148,724)	-3%
2020	October	4,131,791	712,528	17%
2020	November	4,066,417	938,944	23%
2020	December	4,213,391	933,786	22%
2021	January	4,441,349	1,152,452	26%
2021	February	4,291,458	1,054,107	25%
2021	March	3,962,348	1,099,381	28%
2021	April	4,004,924	609,765	15%
2021	May	4,857,613	870,395	18%
2021	June	6,634,053	1,350,991	20%
2021	July	7,872,638	327,427	4%
2021	August	7,170,161	189,453	3%
2021	September	5,219,030	(958,156)	-18%
2021	October	3,642,760	348,173	10%
2021	November	3,555,034	310,804	9%
2021	December	3,641,719	574,572	16%
2022	January	3,678,858	536,065	15%
2022	February	3,493,871	(171,230)	-5%
2022	March	3,586,970	880,810	25%

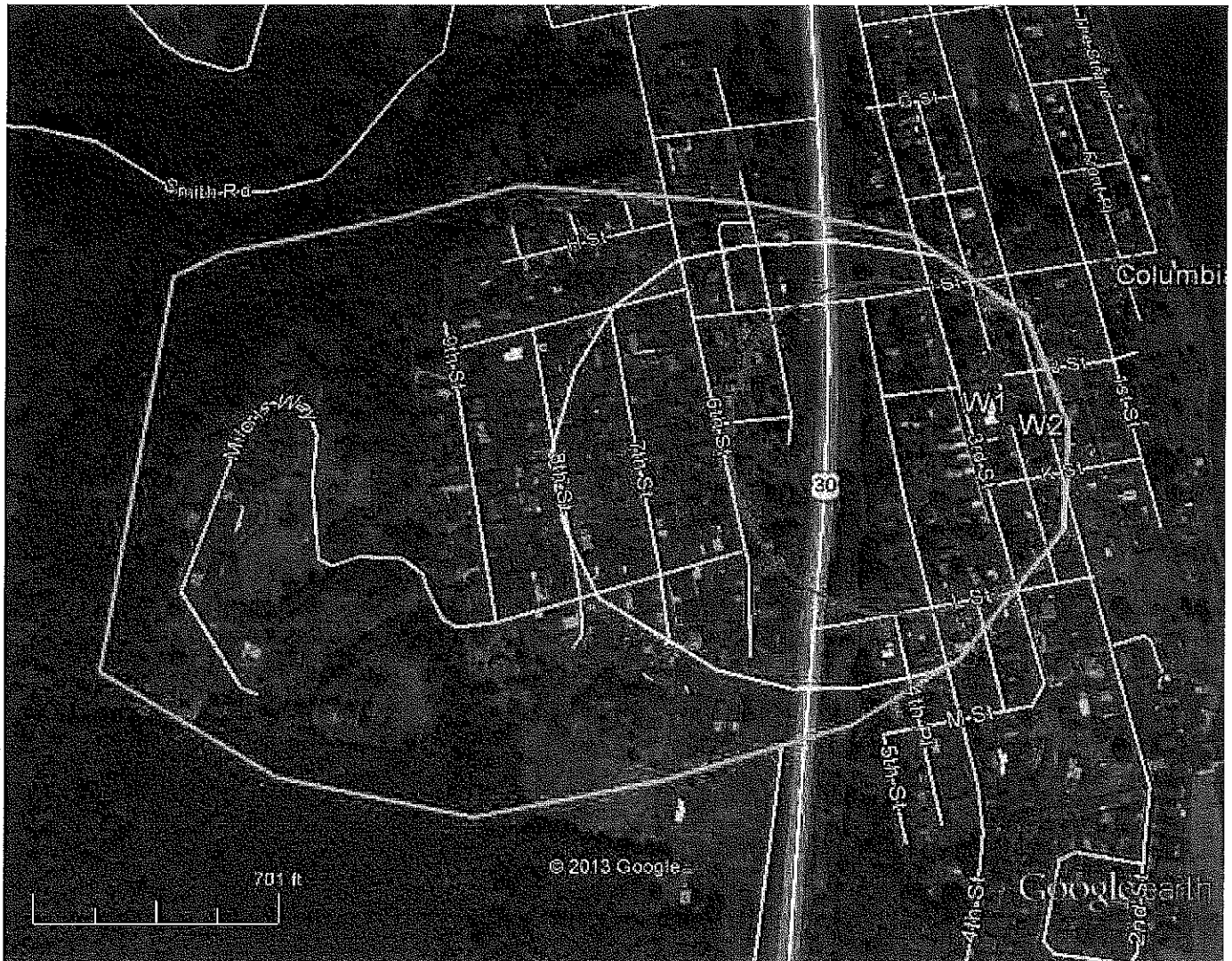
2022	April	3,450,672	354,023	10%
2022	May	3,745,219	884,955	24%
2022	June	4,901,709	1,230,112	25%
2022	July	7,329,677	1,344,563	18%
2022	August	7,681,114	(163,062)	-2%
2022	September	6,047,565	107,892	2%
2022	October	4,606,109	275,232	6%
2022	November	3,352,905	(31,466)	-1%
2022	December	3,713,912	574,889	15%
2023	January	3,589,406	485,948	14%
2023	February	3,280,811	(45,847)	-1%
2023	March	3,742,266	765,373	20%
2023	April	4,092,689	662,968	16%
2023	May	5,239,565	925,172	18%
2023	June	6,271,032	493,077	8%
2023	July	8,153,920	1,526,855	19%
2023	August	7,538,855	(442,813)	-6%
2023	September	5,432,215	22,556	0%

**Exhibit 3**  
**City of Columbia City Water Conservation Education Materials**

## PROTECT YOUR DRINKING WATER SOURCE

Clean drinking water is critical, and the majority of Columbia City's drinking water comes from two groundwater wells. In an effort to protect our drinking water, Columbia City developed a Source Water Protection Plan in 2014 that identified a Drinking Water Protection Area (DWPA). The DWPA is the area most critical to preserving your drinking water quality.

### *Delineation of Drinking Water Protection Area (DWPA)*



**Red Zone** - higher risk - one-year estimated time of travel to source water  
**Yellow Zone** - moderate risk - two-year estimated time of travel to source water  
**Green Zone** - lower risk - two-five year estimated time of travel to source water

Contamination is one of the primary threats to our drinking water supply. Contamination occurring within the red zone may travel to our drinking supply within just one year, contamination within the yellow zone might take up to two years, and green zone contamination is estimated to take two to five years.

Safe drinking water is essential, and it's important for all of us to protect water quality, not only for the present, but for the future. If you live within the above DWPA, it's especially important for you to help to protect your drinking water source.

# WAYS YOU CAN HELP PROTECT WATER QUALITY

## Household Hazardous Waste:

- Participate in the Columbia County Transfer Station's Household Hazardous Waste Events for the disposal of chemicals, pesticides, herbicides, fluorescent tubes and light ballasts, solvents, thinners, gasoline, diesel, fuels, cleaners, detergents, propane cylinders, etc.
- Properly dispose of used motor oil, antifreeze, paint, etc., at the Columbia County Transfer Station.
- Substitute less hazardous substances for products you use in your home.

## Car Care:

- Check your car regularly for oil and antifreeze leaks, and repair any leaks quickly.

## Lawn Care and Landscaping:

- Use environmentally sound products on your lawn, garden and landscaped areas.
- If you must use pesticides and/or fertilizers, apply them minimally and properly.

## Pet Waste:

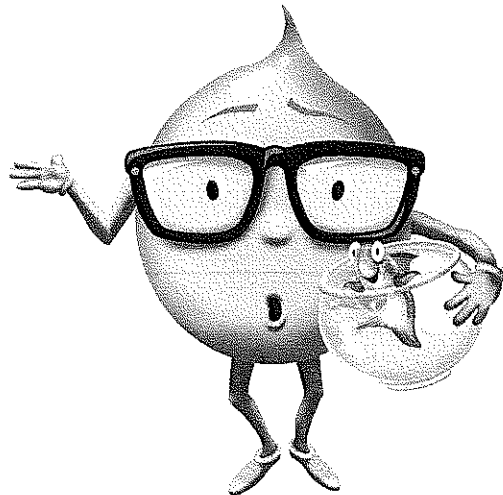
- Promptly pick up pet waste.
- Dispose of pet waste by flushing it or placing it in the garbage.

# MORE ABOUT SOURCE WATER PROTECTION

**What is Groundwater?** Groundwater contributes most or all of the water that is derived from wells or springs. It occurs in the natural open spaces (fractures or pore spaces between grains) in sediments and rocks below the surface. The water table separates the shallow zone where the openings are filled with air from the deeper zones where the openings are filled with water. If the openings in a geologic formation are filled with water and the water can be extracted by a well, then the formation is referred to as an aquifer. Aquifers are not underground rivers, lakes or veins, rather they are geologic materials including old river sediments and fractured volcanic rocks such as basalt.

**Where does groundwater come from?** Groundwater originates as precipitation that sinks into the ground. Some of this water percolates down to the water table and recharges the aquifer. Much of the recharge area can be located in the immediate vicinity around the wellhead. However, some recharge areas are located quite a distance from the well itself.

**How can the well water become contaminated?** If the downward percolating precipitation encounters any source of contamination, at the surface or below it, the water may dissolve some of that contaminant and carry it to the aquifer. Groundwater moves from areas where the water table is high to where the water table is low. Consequently, a contaminant may enter the aquifer some distance from the well, and then continue to move towards the well. When a well is pumping, it lowers the water table in the immediate vicinity of the well, increasing the tendency for water to move towards the well.



**What are the potential sources of contamination?** Contaminants can be conveniently lumped into three categories: microorganisms (bacteria, viruses, *Giardia*, etc.), inorganic chemicals (nitrate, arsenic, metals, etc.) and organic chemicals (solvents, fuels, pesticides, etc.) Importantly, it takes only a very small amount of some contaminants in drinking water to raise health concerns.



## WATER CONSERVATION TIPS For Outside

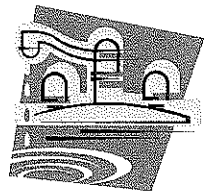
- Avoid over watering. Grass needs water when it is pale green and it stays flat after it has been stepped on.
- Check hose and connectors. Repair or replace leaky parts or sections.
- Water slowly until the lawn is soggy. Use a hose; sprinklers allow the water to evaporate before the soil can absorb it.
- Use a nozzle which can be shut off or adjusted to fine spray.
- Water in the morning. Sun and wind can evaporate much of the water before it reaches the soil.
- Let the grass grow higher in dry weather – it saves burning and saves water.
- Don't water the sidewalks, driveway or gutter. Adjust your sprinklers so that water lands on your lawn or garden.
- Put a layer of mulch around trees and plants. Chunks of bark, peat moss or gravel slows down evaporation.
- Use a broom instead of a hose to clean driveways and sidewalks.
- If you have a pool, use a pool cover to cut down on evaporation.
- Have an evaporative air conditioner? Direct the water drain line to a flower bed, tree base or lawn.



## WATER CONSERVATION TIPS For Inside



- Flush only when necessary. Don't use your toilet for a garbage disposal and/or trash can.
- Install a water-saving displacement device in your toilet. A plastic bottle or plastic bag weighted with pebbles and filled with water would work.
- Repair leaks, attend to drips promptly.
- Install water saving devices. Try a faucet aerator (like the one included in this kit), low-flow shower head, flow restrictors or cut off valve to reduce the amount of water used.
- Take shallow baths and plug the drain before you run water.
- Keep showers short with pressure at low force.
- Run only full loads in your dishwasher and clothes washers.
- Capture tap water. While you wait for hot water to come down the pipes, catch the flow in a watering can to use later on house plants or your garden.
- Instead of cooling water by running, keep a container of cold water in the refrigerator.
- Don't defrost frozen foods with running water.
- Fill the sink bowl with water instead of letting water run when you wash, clean vegetables, brush teeth, shave or washing dishes.





## The City of Columbia City

*In Columbia County on the Columbia River*

P.O. Box 189 - 1840 Second Street

Columbia City, Oregon 97018

Phone (503) 397-4010 - Fax (503) 366-2870

Web site [www.columbia-city.org](http://www.columbia-city.org)

### HOW TO CHECK FOR A WATER LEAK

Water leaks could have a negative effect on your monthly usage/billing. They could be caused by dripping faucets (inside or outside), 'running' toilets, leaking pipes, landscape irrigation systems that are failing, etc.

#### **A Complete Meter Test – recommended to do test for a minimum of 30 minutes**

1. Make sure all water is turned off, inside and outside of the home. This includes all faucets, washing machine, dishwasher, ice maker, irrigation systems, etc.
2. Once all water is off, find the water meter. It's usually located in front of the house in a covered box near the street. Once the lid has been removed there will be one of two different types of meters:
  - a. Analog – will see the numbers rotating. A possible leak may be indicated by a spinning 'triangle'. The more water going through the meter the faster it will spin.
  - b. Digital – a flashlight may need to be used to turn it on. A possible leak may be indicated by a faucet with water dripping.
3. Write down the numbers indicated on the meter at the start of the test.
4. Return to check the meter reading after at least 30 minutes have passed without running any water.
5. If the numbers have not changed, you do not have a leak in your pressurized water system.

If the numbers have changed, some other things you can check to try and narrow down where the leak might be:

6. Check the cabinets under the kitchen, laundry, and bathroom sinks to make sure they're dry. Also look for puddles around the bases of tubs, toilets, showers and beneath the water heater, dishwasher, and washing machine.
7. Dye test the toilet (one of the biggest culprits). Put a few drops of food coloring in the tank of every toilet in the house. If the toilet tank is leaking, color will appear in the bowl within ten minutes.
8. If the house has a shut-off valve on the main water supply pipe, then turn it off and repeat steps 1-4. If the numbers have not changed the leak is inside the home. If the numbers have changed, the leak is in the water line between the meter and the shut-off valve.

If it's determined there is a water leak, and it's repaired in a **timely manner**, you may request a leak credit adjustment from the City. *A maximum of two months credit adjustment is possible.* Please review the specific terms of the ordinance below:

**By Ordinance**, the City Administrator/Recorder may grant an adjustment if the customer provides documentation that the leak was repaired in a timely manner. (A copy of a plumber's bill, copy of a receipt for parts purchased & used in the repair, or a written and signed explanation of repair work done presented to City Hall will qualify.) **The City, using past water consumption records for the account, for the same time period in previous years, shall determine the amount of usage applicable to the leak. The adjustment granted will be equal to 65% of the charges for the water usage applicable to the leak, or \$20 minimum, whichever is higher.**

**\*Remember to call for locate services at 811 before digging\***

Exhibit 4  
Agreement with City of St. Helens

RESOLUTION NO. 333

A RESOLUTION AUTHORIZING THE EXECUTION OF A WATER AGREEMENT WITH THE CITY OF ST. HELENS.

WHEREAS, the City of Columbia City desires to enter into a water agreement with the City of St. Helens; NOW, THEREFORE,

BE IT RESOLVED that the City of Columbia City enter into a Water Agreement with the City of St. Helens for the sale and purchase of water, as more particularly set forth in the copy of said agreement which is marked Exhibit A, attached hereto, and by this reference made a part hereof; and it is further

RESOLVED that the Mayor and City Recorder of said City execute said agreement on behalf of the City of Columbia City.

Passed and adopted by the Common Council on the 20<sup>th</sup> day of May, 1982,  
by the following vote: Ayes 6 Nays 0

Approved by the Mayor:

William J. Lewis  
Mayor

Attested by:

Jean M. DeFrance  
City Recorder

RESOLUTION NO. 510

A RESOLUTION AUTHORIZING EXECUTION OF LETTER DATED FEBRUARY 19, 1992 ALLOWING THE AMENDMENT OF THE WATER AGREEMENT OF 1982 WITH CITY OF ST. HELENS.

WHEREAS, the City of Columbia City entered into a Water Agreement of 1982 with the City of St. Helens regarding water service dated May 20, 1982; and

WHEREAS, the parties wish to amend the Agreement by deleting the second paragraph on page three; and

BE IT RESOLVED that the Mayor of the City of Columbia City are hereby authorized to execute the letter dated February 19, 1992 from the City of St. Helens amending the Water Agreement of 1982, as more particularly set forth in the copy which are attached hereto and by this reference made a part hereof.

Passed and adopted by the Common Council on the 2nd day of ~~March~~<sup>April</sup>, 1992, by the following vote:

Ayes 5 Nays 0.

Approved by the Mayor: <sup>April</sup> March 2, 1992.

Cheryl A. Young  
Mayor

Attested by:

Jean M. LeMont  
City Recorder

**City of St. Helens**  
P.O. BOX 278      PHONE (503) 397-6272  
**St. Helens, Oregon**  
97051

FEB 23 1992

February 19, 1992

Ms. Jean LeMont, City Recorder  
City of Columbia City  
1755 Second Place  
Columbia City, OR 97018

Re: City of St. Helens - Columbia City Water Agreement

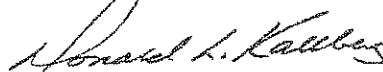
Dear Jean:

The City of St. Helens received a request from Columbia City to amend the Water Agreement to allow water service to areas outside the boundaries of the current agreement.

This matter was taken up by the Council at its February 19 meeting, and the Council voted to amend the Water Agreement to allow Columbia City to sell water outside the current service boundary area. Thus, we agree to amend our Water Agreement of 1982 by deleting the second paragraph on page three. The Council's intent is to allow Columbia City to sell water to commercial and residential accounts without boundary restrictions until the limit of 1,000,000 cubic feet a month is reached.

By the signing of this letter by both parties, we agree to amend the agreement in the manner as set forth above.

Sincerely,



Donald L. Kallberg  
Mayor

PML jb

ACCEPTED:



Cheryl Young  
Mayor, City of Columbia City

1000000 5/4/82

# WATER AGREEMENT

The CITY OF COLUMBIA CITY, hereinafter called "Columbia City," and the CITY OF ST. HELENS, hereinafter called "St. Helens," agree as follows:

1. This agreement completely supercedes all provisions relating to the sale and purchase of water between the parties in an agreement titled "City of Columbia City Pipeline Permit" dated June 16, 1976.

2. St. Helens presently owns and operates two Raney Collector water wells within the Columbia City area, as well as pump stations, chlorinators, and pipelines; and presently supplies Columbia City with potable water. Columbia City presently owns and operates its own transmission system from the point of connection with St. Helens' pipelines at a master meter.

3. The anticipated future needs of the St. Helens water system, including Columbia City, require St. Helens to obtain additional water within the foreseeable future. The most appropriate potential source of water for the system is one or more water intake and treatment facilities such as additional wells in the Columbia City area on lands not owned by Columbia City.

4. DURATION: St. Helens agrees to furnish Columbia City water until Columbia City secures sufficient water from another source, at which time either party may terminate the agreement on the giving of the other party 180 days written notice. The parties may agree in such event that St. Helens will sell Columbia City surplus water.

In the event St. Helens obtains its water from a source outside of Columbia City and discontinues the use of the Raney Collectors in Columbia City, St. Helens may lease or offer for sale the wells and its distribution system to Columbia City for a price set by an appraisal of the system, made by an independent appraiser agreed upon by both parties.

5. AMOUNT OF WATER: Columbia City may purchase and use up to 1,000,000 cubic feet of water per month. In the event one or more additional water intake and treatment facilities yielding sufficient quantities are put in operation within the Columbia City limits, the monthly amount will increase by 500,000 cubic feet per month per well, provided Columbia City complies with the following paragraph.

Columbia City shall pay a percentage representing its share of all water sold by St. Helens, of the cost of the additional water intake and treatment facilities and transmission lines to the point the water is delivered to Columbia City if Columbia City desires the additional 500,000 cubic feet from an additional well. No direct charge for capital costs of the additional water intake and treatment facilities will be made to Columbia City if they do not desire the additional water and remain at the 1,000,000 cubic feet level.

a. If any additional water intake and treatment facilities are financed by general obligation bonds, percentage above mentioned, shall be amortized over the life of the bonds at the same rate of interest paid on the bonds and added to Columbia City's monthly water charge.

4/2/92  
Deleted by Res. No. 510

b. If any additional water intake and treatment facilities are financed by revenue bonds, the general increase in water rates of the entire St. Helens water system, including Columbia City, will pay the proportionate share of water used by Columbia City mentioned above.

~~No users outside the Columbia City current urban growth boundary shall be furnished water unless presently connected to the system, or unless Columbia City is required by governmental regulation, present obligation or litigation to furnish outside users.~~

In the event an industry locates in Columbia City, a contract with the industry will be negotiated between the industry and the parties hereto based on surplus water. If that is not satisfactory to the industry, it will have to obtain its water elsewhere.

If unavoidable and unforeseeable events make it impossible to furnish the amount of water provided for in this agreement, the parties to this agreement shall share the available water on a pro rata basis, using the average monthly quantities used by each city during the preceding twelve months in calculating each party's respective pro rata share.

If unforeseen events require St. Helens to supply part or all of its customers by an alternative water intake and treatment facility to the wells in Columbia City, such as a surface water system, Columbia City shall receive its pro rate share at the same rate per cubic foot as customers within St. Helens to include charges for capital costs of the system and any costs of maintaining water transmission

lines, beyond the St. Helens city limits especially for Columbia City.

Columbia City agrees to enforce St. Helens water usage curtailment orders for temporary supply shortages.

6. CHARGES: Columbia City shall pay the estimated cost for St. Helens to provide water to its tie in. St. Helens shall determine the cost annually based on construction, operating maintenance, administration, depreciation and interest on general obligation bonds, of that portion of the St. Helens system including, but not limited to, water wells or inlet structures, transmission lines, reservoirs and treatment facilities that directly benefits Columbia City. The total costs above mentioned shall be divided by the total water sold. Columbia City will pay that price per cubic foot. Columbia City has the right to review the costs and calculations annually for accuracy. Both cities shall cooperate in establishing the annual rate.

The water will be delivered to Columbia City through a master meter.

Water charges shall be paid within 10 days from the billing date.

Columbia City shall be responsible for its own water quality and distribution system, including installation, repair, maintenance, the billing and collecting of water bills from its own customers, but St. Helens shall maintain the system up to the Columbia City's tie-in in good condition and repair.

7a. MUTUAL COOPERATION: The parties shall cooperate with each other with respect to the existing system and the exploration and development of additional water intake and treatment facilities within the city limits of Columbia City, provided however, the cooperation shall be at no expense to Columbia City.

7b. In the event conditional use permits, street vacations, or other land use actions are needed for the installation of additional collectors or distribution systems, Columbia City shall not unreasonably withhold approval. This agreement shall in no manner be construed as limiting any rights of the citizens of Columbia City to follow their usual and legal recourses in objecting to conditional uses, street vacations or any other land use actions.

7c. St. Helens shall have the right to explore and develop water sources, including wells and underground surface water infiltration systems, within Columbia City during the term of this agreement.

7d. St. Helens shall be granted all necessary easements and/or permits, and free access to Columbia City streets for the installation, replacement, repair and maintenance of waterlines reasonably necessary to deliver water from any water intake and treatment facilities to St. Helens' distribution system. Such easements and permits shall be in writing and in the form attached hereto as Exhibit A.

7e. At the execution of this agreement, the parties shall execute a separate water pipeline permit with the same date as this agreement.

7f. The cost of engineering, legal fees and testing, as well as the cost of the water intake and treatment facilities, including water lines to the present system, shall be included in well construction costs in the event Columbia City desires to obtain a share of the water in excess of 1,000,000 cubic feet from the facility.

8. ARBITRATION: In the event injury, damage, costs or financial liability shall hereafter arise to or be suffered or incurred by Columbia City as the result of the exercise of the privileges herein granted to St. Helens, St. Helens does hereby promise and agree to pay the same in full to Columbia City expeditiously and without unreasonable delay.

In the event of a dispute between the parties to this agreement over any matter arising as a result of this agreement, either party shall have a right to have the dispute determined and settled by arbitration. One arbitrator shall be appointed by each party within ten days of notice by either body that an agreement cannot be mutually reached. Preferably, the arbitrators so selected should have some specific knowledge in the field that is in dispute, and the arbitrator, or any member of his family, shall not be an employee or public official of the City which selects him. Within ten days of their employment, the two arbitrators so selected by each City shall meet for the purpose of selecting a third independent and unbiased arbitrator to sit with them as a board of arbitration. The board of arbitration shall then hear a full representation from each municipality upon the matter in controversy, and the decision of

two members of the said board, to be arrived at within 30 days of the hearing, shall be binding upon each municipality. The cost of the arbitrator's service and any other necessary costs of the arbitration shall be split equally between the parties to this agreement.

9. ATTORNEY FEES: In the event legal action is filed to enforce the terms of this agreement, the prevailing party shall be awarded a reasonable attorney fee in both trial and appellate courts.

DATED this 20<sup>th</sup> day of May, 1982.

CITY OF COLUMBIA CITY

CITY OF ST. HELENS

By William L. Lewis  
Mayor

By Thomas A. Craig  
Mayor

Exhibit "A"

PIPELINE PERMIT

PARTIES: The parties to this agreement are CITY OF COLUMBIA CITY, called Columbia City, and CITY OF ST. HELENS, called St. Helens.

AGREEMENT: Columbia City hereby permits St. Helens to install, maintain, repair and replace waterlines on the following terms and conditions:

DESCRIPTION: Waterlines in place per prior permit:

Franklin Street, Garfield Street, A Street, B Street, C Street, D Street, E Street, F Street, G Street, H Street, I Street, K Street, L Street, Fifth Street on West Side of U.S. Highway 30.

Waterlines to be installed per this permit:

First Street, Fourth Street, Third Street, K Street, M Street between Third Street and Fourth Street, any other Street that is most convenient to any water intake and treatment facility installed and operated by St. Helens, at or near the end of "K" Street, provided the same is reasonably necessary. If St. Helens should determine that the routes indicated in this agreement are not reasonable, or if additional routes are necessary to connect other future water intake and treatment facilities to transmission lines, any proposed change or modification of routes shall first be negotiated with Columbia City for approval. Waterline route modifications or changes will not affect other sections of this agreement.

TERM OF PERMIT: This permit shall commence when executed and continue so long as St. Helens utilizes the waterlines.

LIABILITY: St. Helens shall be solely liable for all damages arising out of injury or damage to persons or property arising out of installation, maintenance, operation, repair or replacement of its waterlines and specifically any damage as a result of a leak, fracture or rupture of the line for whatever cause. Columbia City shall be solely liable for all damages arising out of installation, maintenance, repair, replacement, leakage or rupture of its transmission and service lines including its point of connection with St. Helens' waterlines. St. Helens and Columbia City reserve the right to take legal action against anyone damaging their respective waterlines.

HOLD HARMLESS: St. Helens shall hold Columbia City, its council, employees or agents harmless from any liability or damages arising out of any activities of St. Helens under the terms of this agreement specifically including damage from leakage, fracture or rupture of the waterline. St. Helens shall pay any and all defense costs incurred by Columbia City, its agents or employees in defending any claim for damage or injury arising out of this agreement. This provision does not apply to damage caused by Columbia City or its employees.

CONDUCT OF WORK:

A. St. Helens will complete all future repairs, maintenance, replacement and reconstruction in a workmanlike manner and will clear up all debris occasioned by such repair, maintenance, replacement and reconstruction. St. Helens shall designate all pipeline material specifications including pipe, valve and fitting, size, grade, construction and manufacture.

B. During the repair, maintenance, replacement and reconstruction of any water pipelines, St. Helens, at all times, will maintain such watchman or watchmen and/or barricade and/or other safety devices as may be necessary to properly protect traffic upon Columbia City streets, and to warn and safeguard the public against injury or damage resulting from the operations of St. Helens in the repair, maintenance, replacement or reconstruction of said water pipelines.

C. St. Helens shall so conduct its repair, maintenance, replacement and reconstruction operations that there shall be no unreasonable interference or interruptions of traffic upon and along any Columbia City streets. Columbia City may specify reasonable details in connection with the handling of traffic and such specifications shall be complied with by St. Helens.

D. The repair, keeping, maintenance, replacement and reconstruction of any water pipelines are subject to the paramount control of Columbia City over its said streets, to preserve the health, peace and safety, and no right or privilege herein granted shall be deemed or construed to be beyond the reach or authority of Columbia City to exercise reasonable control over St. Helens, which control shall be reasonable, not arbitrary, and only for the purpose of protecting the health, peace and safety of the citizens of Columbia City.

E. The entire cost of repairing, maintaining, replacing and reconstructing said water pipelines, including the cost of materials, trenching, laying, backfilling, paving, supervision and inspection, and any other expense whatsoever incident thereto, is to be paid for by St. Helens. St. Helens shall reimburse Columbia City for any authorized repair, maintenance, replacement

or reconstruction, done by Columbia City within ten (10) days after being billed therefor by Columbia City. Columbia City shall make no repairs on the St. Helens system without authorization from St. Helens, except in an emergency.

F. The backfilling of all trenches and tunnels must be accomplished immediately after the waterlines have been placed therein and must be well tamped and compacted so as to allow the least possible amount of subsequent settlement. All debris, refuse and waste of all kinds which may have accumulated upon any Columbia City streets by reason of the operations of St. Helens must be removed immediately upon completion of said operations and Columbia City streets must be restored to at least as good a condition as they were prior to such operations. All work in connection with the said pipeline repair, keeping, maintenance, replacement and reconstruction across Columbia City streets must be done in a neat and workmanlike manner and under the general supervision of the Columbia City Council whose decision shall be final with respect to any of the conditions, terms, stipulations and provisions of this permit and must meet with its approval.

G. Where said pipelines cross Columbia City streets they shall be installed to a depth of not less than thirty (30) inches at top of pipe, or an accepted industry standard at the time of construction for the installation conditions.

ARBITRATION: In the event injury, damage, costs or financial liability shall hereafter arise to or be suffered or incurred by Columbia City as the result of the exercise of the privileges herein granted to St. Helens, St. Helens does hereby promise and agree to pay the same in full to Columbia City expeditiously and without unreasonable delay.

In the event of a dispute between the parties to this agreement over any matter arising as a result of this agreement, either party shall have a right to have the dispute determined and settled by arbitration. One arbitrator shall be appointed by each party within ten days of notice by either body that an agreement cannot be mutually reached. Preferably, the arbitrators so selected should have some specific knowledge in the field that is in dispute, and the arbitrator, or any member of his family, shall not be an employee or public official of the City which selects him. Within ten days of their employment, the two arbitrators so selected by each City shall meet for the purpose of selecting a third independent and unbiased arbitrator to sit with them as a board of arbitration. The board of arbitration shall then hear a full representation from each municipality upon the matter in controversy, and the decision of two members of the said board, to be arrived at within 30 days of the hearing, shall be binding upon each municipality. The cost of the arbitrator's service and any other necessary costs of the arbitration shall be split equally between the parties to this agreement.

CONSIDERATION: The consideration for this permit shall be the furnishing of potable water to Columbia City per a separate "Water Agreement" dated May 20, 1982.

SCOPE OF PERMIT: This permit and the separate water agreement referred to above replace and supersede a certain "City of Columbia City Pipeline Permit" dated June 16, 1976, between the parties.

DATED this 20<sup>th</sup> day of May, 1982.

CITY OF COLUMBIA

By

William L. Lewis  
William L. Lewis, Mayor

CITY OF ST. HELENS

By

Frank A. Corsiglia  
Frank A. Corsiglia, Mayor



# Oregon

Tina Kotek, 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.oregon.gov/owrd](http://www.oregon.gov/owrd)

March 17, 2025

City of Columbia City

Attn: Kim Karber, City Administrator

PO Box 189

Columbia City, OR 97018

VIA EMAIL: [kkarber@columbia-city.org](mailto:kkarber@columbia-city.org)

Subject: Water Management and Conservation Plan

Dear Kim:

Please find enclosed the final order approving the City of Columbia City's (City) Water Management and Conservation Plan (plan).

The attached final order specifies that the City's plan shall remain in effect until **March 15, 2035**. Because the City's water loss was above ten (10) percent they are also required to submit an analysis identifying potential water loss factors and proposed corrective actions by **March 15, 2027**. Additionally, the City is required to submit a progress report to the Department by **March 15, 2030**, 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 **September 15, 2034**.

**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 Colum 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 contact me by telephone at 458-253-0597 or by e-mail at [tamera.l.smith@water.oregon.gov](mailto:tamera.l.smith@water.oregon.gov) if you have any questions.

Kind regards,

*Tamera Smith*

Tamera Smith

Water Management and Conservation Analyst

Water Right Services Division

enclosure

cc: WMCP File

District 18 Watermaster Jake Constans *via email*

Robert Long, CWM, H2O, LLC *via email* [bob.long@cwmh2o.com](mailto:bob.long@cwmh2o.com)

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

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

**Findings of Fact**

1. The City of Columbia City submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on November 18, 2024. The required statutory fee for review of the plan was received by the Department on November 25, 2024. The plan was required by a condition set forth under the City's previously approved plan (Sp. Or. Vol. 91, Pg. 650), issued on January 2, 2014.
2. The Department published notice of receipt of the plan on December 3, 2024, 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 January 28, 2025. In response, the City submitted a revised plan on February 27, 2025.
4. The Department has reviewed the revised plan and finds that the revised plan is consistent with the relevant requirements under OAR Chapter 690, Division 086.

**Conclusion of Law**

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

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.

Now, therefore, it is ORDERED:

**Duration of Plan Approval:**

1. The City of Columbia City Water Management and Conservation Plan is approved and shall remain in effect until **March 15, 2035**, unless this approval is rescinded pursuant to OAR 690-086-0920.

**Plan Update Schedule:**

2. The City of Columbia City shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 (effective December 23, 2018) no later than **September 15, 2034**.

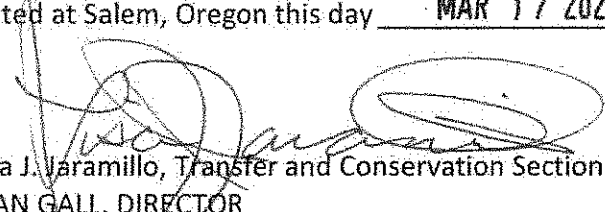
**Progress Report Schedule:**

3. The City of Columbia City shall submit an analysis of potential water loss factors and proposed corrective actions as required under OAR 690-086-0150(4) by **March 15, 2027**.
4. The City of Columbia City shall submit a progress report containing the information required under OAR 690-086-0120(4) by **March 15, 2030**.

**Other Requirements for Plan Submittal:**

5. 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 Columbia City 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 day MAR 17 2025

  
Lisa J. Jaramillo, Transfer and Conservation Section Manager for  
IVAN GALL, DIRECTOR  
Oregon Water Resources

Mailing date: MAR 18 2025

**Notice Regarding Servicemembers:** Active duty servicemembers have a right to stay proceedings under the federal Servicemembers Civil Relief Act, 50 U.S.C. App. §§501-597b. For more information contact the Oregon State Bar at 800-452-8260, the Oregon Military Department at 971-355-4127, or the nearest United States Armed Forces Legal Assistance Office through <http://legalassistance.law.af.mil>.

Council Bill No. 25-999

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING POLICY GOALS AND OBJECTIVES FOR  
THE CITY OF COLUMBIA CITY, OREGON, FOR FISCAL YEAR 2025-26.**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
COLUMBIA CITY, OREGON.

BE IT RESOLVED that the City of Columbia City Policy Goals and  
Objectives for Fiscal Year 2025-26 attached hereto as Exhibit "A" be adopted.

# **POLICY GOALS AND OBJECTIVES**

## **2025-26**

### **1. Protect our community's quality of life and promote economic development**

A. To continue efforts to reduce or eliminate the long-term risk to human life, property, and the environment from natural or human-caused hazardous events and disasters.

*Rationale:* Emergency preparedness and hazard mitigation will help to reduce injury and damages that would otherwise result during hazardous events and disasters.

Target completion date: Ongoing.

B. To promote and maintain a safe and desirable living and working environment while at the same time maintaining and improving the quality of our community.

*Rationale:* The City Council has adopted City codes specifically designed to address blight, nuisances, and to maintain a clean environment for all citizens in our community. An emphasis will continue to be placed on code enforcement by administering a fair and unbiased enforcement program to correct violations through:

1. The facilitation of voluntary compliance with City laws and codes.
2. Public outreach programs.
3. Established priorities for enforcement.

Target completion date: Ongoing.

C. To implement recommendations resulting from the Department of Homeland Security 2018 Vulnerability Assessments of the Columbia City Water System and City Hall facilities.

*Rationale:* The Department of Homeland Security conducted specialized field assessments to identify vulnerabilities and make recommendations to mitigate risk. Efforts should continually be made to implement the recommendations as resources permit.

Target completion date: Ongoing.

D. To seek voter approval of another five-year local option levy for police protection services to provide stable funding for current service levels after the current five-year local option levy expires.

*Rationale:* When the current five-year local option levy ends a new five-year levy at an increased tax rate is needed in order to continue to provide the current level of police protection services.

Target completion date: November 2026.

- E. To replace playground equipment at Harvard Park.

*Rationale:* The current playground equipment was installed in Harvard Park in 1996 and has reached the end of its life and is in need of replacement. Harvard Park playground equipment is heavily used and an important recreation place for the community. The plan is to apply for a grant through the Oregon Parks and Recreation Department to help pay for the equipment.

Target completion date: September 30, 2026.

## **2. Place an emphasis on street and storm drain maintenance and improvements**

- A. To update the Columbia City Transportation System Plan (TSP) with the assistance of a Transportation Growth Management (TGM) Grant.

*Rationale:* The Columbia City TSP was completed in 1998 and has not been updated since that time. We need an updated TSP that extends the planning horizon to 2046, identifies the most needed transportation improvements to the transportation system, including new streets and roadway improvements, pedestrian and bicycle facilities, transit, and financing for implementation. The plan will also address needed roadway facilities, including rail and water, for the 93-acre Port of St. Helens industrial site.

Target completion date: TBD. (Will be dependent on grant funding to accomplish.)

- B. To place a concentrated emphasis on pavement preservation efforts.

*Rationale:* Preserving our existing infrastructure is essential. Proper maintenance, including consistent vegetation removal, crack sealing, patching, and fabric and pavement overlays can extend the life expectancy of existing improvements.

Target Date: (See noted completion dates.)

- Pavement Restoration – Portions of 2<sup>nd</sup> Place, Third Street, Sixth Street, Calvin Street, C Street, E Street, J Street, and K Street – June 30, 2026. (Dependent on grant funding to accomplish)
- E Street Improvements Project – Sixth Street to Highway 30 – 2027-28 Budget Year.
- Repave 'L' Street Bridge – 2029-30 Budget Year.

- C. To complete underground injection control (UIC) system and drainage swale maintenance services.

*Rationale:* Public Works now has an inventory list of the 50 Dry Wells located throughout Columbia City and each one will be inspected at least every other year. They are also placing a strong focus on vegetation control around the City's drainage swales to ensure their efficiency. Periodic routine maintenance is essential to ensure optimum performance of the system.

Target Date: Ongoing.

D. To continue to investigate and pursue alternative funding opportunities for street and storm drain maintenance and improvements.

*Rationale:* Current resources available for street maintenance and improvements received from State gasoline tax and street system development charges fall short of meeting the City's basic street maintenance needs and providing for necessary street improvements. The city has no current funding source for storm maintenance. The city will continue to pursue grant funding.

Target completion date: Small City Allotment Grant – application due annually April 30<sup>th</sup>. Other opportunities – Ongoing.

### **3. Water and sewer system maintenance, improvements, and standards are a high priority**

A. To eliminate 17 steel septic tanks remaining within the sewer system.

*Rationale:* The steel septic tanks that were incorporated into the City's Septic Tank Effluent Gravity (STEG) system have reached the end of their life expectancy. These tanks have been targeted for removal and/or replacement. Tank replacement has been prioritized based upon physical inspection of tank conditions.

Target completion date:

- 8 tanks (locations to be determined): June 30, 2025.
- 9 tanks (locations to be determined): June 30, 2026.

B. Reduce inflow and infiltration (I&I) in the sewer collection system.

*Rationale:* I&I costs money - it increases sewer treatment costs and wastes valuable system capacity. Increases in sewer flows during periods of heavy rain are an indication of I&I. Completing investigations to identify problems that are contributing to I&I and taking corrective action to repair those problems could prove to be very cost effective.

Target completion date: Ongoing

C. Reduce water system leakage.

*Rationale:* Water leakage costs money. It increases pumping costs, water purchase requirements, and treatment costs, and it reduces system capacity. Identifying and repairing leaks within the system can prove to be very cost effective. City crews will use leak detection equipment to help identify leaks as needed and make every effort to repair leaks as they are discovered in a timely manner.

Target completion date: Ongoing.

D. Continue to implement the source water protection strategies as outlined in the City of Columbia City Source Water Protection Plan dated February 2014.

*Rationale:* Every effort should be made to prevent the release of hazardous substances and reduce the risk of contamination of the City's drinking water.

Target completion date: Ongoing.

E. Complete improvements to the K Street Pump Station to provide it with a firm capacity of 160 gallons per minute at a total dynamic head of 57 feet to convey wastewater under the highest total dynamic head condition. Project includes providing a remote connection to the city's supervisory control and data acquisition (SCADA) system to permit online viewing of pump operation, notification of alarm conditions, and logging of data.

*Rationale:* This project will add necessary system capacity and reduce annual maintenance costs associated with emergency response and emergency pumping related to the current inadequate system capacity of the pump station.

Target completion date: June 30, 2026.

F. To update the March 2013 Wastewater Collection System Master Plan.

*Rationale:* The Columbia City Wastewater Collection System Master Plan was completed in March 2013 and listed projected projects through 2023, most of which have been completed. We need a renewed list identifying the most needed improvements to our wastewater system and financing options for implementation.

Target completion date: TBD. (Will be dependent on grant funding to accomplish.)

G. To update the Columbia City Water System Master Plan.

*Rationale:* The Columbia City Water System Master Plan was completed in March 2013 and listed projected projects through 2023, most of which have been completed. We need a renewed list identifying the most needed improvements to our water system and financing options for implementation.

Target completion date: TBD. (Will be dependent on grant funding to accomplish.)