



AGENDA

Irrigon City Council Meeting
November 19, 2024 – 6:00 PM
Irrigon City Hall - 500 NE Main Avenue

ZOOM MEETING – Information on Second Page

- Call to Order/Pledge/Roll Call
- Mayor's Comments
- 1. **Public Comment – Maximum 3 minutes/person/topic. A maximum of 30 minutes may be allotted for the public comment. This is the time provided for individuals wishing to address the Council, at their discretion. Multiple items on the same topic need to be combined through one speaker. Please email (clerk@ci.irrigon.or.us) your comments or questions by 4:30 pm of the meeting date so that the Mayor and Council can hear your comment or question.**
- 2. * Consent Agenda (The Consent Agenda allows the Council to approve all items together without discussion or individual motions. Councilors can request an item be removed for later in the meeting and discussion)
 - a. Approval of Minutes – October 15, 2024
 - b. City Manager Report and Staff Updates
 - c. Accounts Payable
 - d. Law Enforcement
 - e. Municipal Court
 - f. Correspondence
- 3. Employment Land, Strategies Plan Update– Carla Mclane
- 4. * Irrigon Cross Connection Control Program
- 5. * Quotes for Lift Station Generator (SB1530 Infrastructure Project)
- 6. * Ordinance 263-24 Vacating a City Street for Development, Declaring an Emergency
- 7. Items for Future Council Meetings
 - Annual Audit Report –Dec 2024
 - Oregon State Parks “Splash Park Grant” Agreement -Dec 2024 / Jan 2025
 - Swearing in of Elected Councilors – Jan 2025
 - Selection of Mayor – Jan 2025
 - Selection of Mayor Pro Tem – Jan 2025
 - SB1530 Infrastructure Project –Jan/ Feb 2025
 - Food Pod Construction Project Award– Dec 2024
 - Splash Park Construction - 2026
 - Ordinance 260-23 “Camping and Homelessness” - TBD
 - Development Code – On-going

Next Regular Meeting Date – December 17, 2024

* Denotes a motion and vote required.

If you would like to attend and need assistance, please phone Irrigon City Hall at 1.541.922.3047 or TTY relay 1.800.735.2900 The facility is accessible for people with disabilities. Records Requests: The public may request documents for review, as legally applicable. A written request shall be submitted with a response in 5 business days of the time and cost for such public document request. City will proceed upon written notice to proceed or disregard the request.

Zoom Meeting Information

Topic: November 19, 2024, Irrigon City Council Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/5419223047?pwd=fsL00DF2my8gJ4LaQVnRbSaIbhm02f.1&omn=89247671709>

Meeting ID: 541 922 3047

Passcode: 3d@k8rmH

OR

Dial In:

+1 253 215 8782 US (Tacoma)

Meeting ID: 541 922 3047

Passcode: 44113181



Minutes
Irrigon City Council Meeting
October 15, 2024
Irrigon City Hall - 500 NE Main Avenue

- The meeting was called to order at 6:09 pm.

Mayor Pro-Tem Benji Calvert led in the Pledge of Allegiance.

Councilors present: Mayor Pro-Tem Benji Calvert, Melvin Lambert, Daren Strong, Heather Bishop, Hector Cano and Marilina Avila-Serratos. Mayor Michelle Patton had an excused absence.

A quorum was present.

City Staff present: City Manager Aaron Palmquist, Finance & Administrative Director Amanda Ferguson and city planning consultant Carla McLane of McLane Consulting.

Audience present: John Bass and Gus Peterson

- Mayor's Comments

The League of Oregon Cities (LOC) will be having an Elected Essentials Workshop in Pendleton on December 19, 2024. All councilors should plan on attending.

1. Public Comment

Gus Peterson from Ione addressed the council. Stating that he was running for Morrow County Commissioner because he was tired of the fighting and petty arguments. He sees himself as a positive visionary, plans to attend all city/county meetings that he is able and be regularly involved.

2. * Consent Agenda

- a. Approval of Minutes – September 17, 2024
- b. City Manager Report and Staff Updates
- c. Accounts Payable
- d. Law Enforcement
- e. Municipal Court
- f. Correspondence

Heather Bishop moved to accept and approve the consent agenda as presented. Melvin Lambert seconded the motion.

Motion passed unanimously

3. Employment Land, Strategies Plan

After discussing the possibility of bringing in light industrial businesses to Irrigon at the August 20, 2024 city council meeting Carla McLane was asked to bring more information regarding the process to present to council.

Oregon is governed by a statewide land use planning program. The state has in place requirements that communities wanting to either expand their urban growth boundary (UGB) or convert other lands to employment lands (commercial or industrial) they need complete an Economic Opportunities Analysis (EOA) to determine, in economic terms, the supply and demand for those types of lands.

The Department of Land Conservation and Development defines EOA as follows: “An Economic Opportunity Analysis is like an economic forecast for an area: it equips cities with information to help prepare for growth over time. These analyses help cities and counties understand which industries and services will thrive in their area, and how they can best use land within their urban growth boundaries (UGB).”

As part of the EOA process a Public Advisory Committee, or PAC, will be formed to provide insight and guidance to the process, the contractor will evaluate Goal 9 of the Comprehensive Plan to be sure that the policies are adequate to support the desired outcomes related to employment lands, and the EOA will outline the various supply and demand scenarios for the City of Irrigon. Once a contractor is selected, the process generally takes about nine months to complete and should result in an expansion of the UGB or a change in zoning of lands to support economic development, or both.

Questions that need to be considered are: How would food processing or data center development be welcomed in our community? Can economic development be done in a way that would be beneficial to the community? Does the city have adequate infrastructure to support these types of development? Many of these questions can and will be answered through an EOA as well as many others.

Carla asked if there was a consensus for her to move forward with a simple scope of work for a Request for Proposals (RFP), as well as to have a discussion with Department of Land Conservation and Development (DLCD) in regards to an Economic Opportunity Analysis (EOA) and whether a housing analysis will be needed. Irrigon’s housing information from 2018 still has relevance and may be enough. The city’s transportation system plan may need to be updated as well. The city’s current commercial code needs to be rewritten. The current light industrial code has several uses, but it is outdated and needs to be updated.

The projected cost for the Economic Opportunity Analysis is \$85,000 and the Economic Opportunity Analysis with a Housing Analysis is \$135,000-150,000.

Potential funding sources are grants for economic opportunity analysis or other entities that would benefit from the EOA might be willing to fund the project. The city could ask for additional funding from the CREZ board.

Questions were asked by Heather Bishop, if farmland is rezoned, will the farmers be required to sell that property or conform to the new zoning requirements? If property owners refused to sell, would these actions be mute? Should we discuss it with landowners before moving forward?

Palmquist believes that if the price is right the farmers will sell.

Carla recommended the following steps: find employment lands, then have conversations with landowners to determine willingness.

Possible industries are AWS, data centers, data center support services, contractors, construction, or processing plants. As data centers move into an area, other industries that support their operations move in as well such as air filter manufacturing for data centers.

Benji Calvert declared all communities are experiencing budget expenses increases and the tax base is not keeping up. Residential land doesn’t give a very good tax base, so commercial and industrial lands are needed for growth.

Hector Cano requested getting the community involved before the request for proposals. This is a benefit for the community.

Heather requested that an announcement be made to the public, making them aware that the council is considering going out for a RFP for a EOA.

Prior to the meeting, there could be a question-and-answer session. The council could have dialogue and get a sense of what people want.

Heather stated she wants a better understanding and community input before making a decision.

Carla agreed to bring back more information at the November council meeting. Then the scope of work and RFP at the December council meeting.

4. * SB1530 Infrastructure Lift Station Project Bid Award

The city received two eligible bids for this project. The lowest-noted public bidder, Pump Tech, LLC and Romtec Utilities, Inc., complies with the noted requirements as set forth in the bidding documents.

Melvin Lambert moved to award the Advanced Lift Station Project to Pump Tech for \$149,850 pre-packaged station and Romtec utilities for \$54,375 back up generator as presented and authorizing the mayor and city manager to sign applicable documents.

Daren Strong seconded the motion. Motion passed unanimously.

5. * Irrigon Motto Contest Selection

In June of this year the City Council put forth a contest for a new motto, which would be started at the beginning of the school year. Five (5) groups of individuals were solicited (IHS, Morrow Ed Center, IES, AC Houghton, and the Irrigon public community). Entries were to be returned by Friday, October 4, 2024. Six (6) entries were received. The following are the entries:

- AC Houghton – Mikah Moore submitted “Columbia Spirit, Small town Heart”
- IHS – Evan Purves submitted, “Just a Cast Away”
- Community – Karma Ezell submitted, “Sunsets, River, Fish and Fun”
- Community – Karma Ezell submitted, “Small Town With Big Heart”
- AC Houghton – Mateo Mendoza submitted, “Exploring Heritage, Ignite our Future”
- AC Houghton – Mia Mendoza submitted, “Uniting Journey to Discover Together”

Everyone gets a gift card, but the winner gets a wireless microphone, gift card, trophy and shirt or sweatshirt with new motto on it.

Benji nominated “Columbia Spirit, Small Town Heart”

Hector nominated, “Just a Cast Away”

Heather nominated, “Exploring Heritage, Ignite our Future”

Vote was taken and the motto “Columbia Spirit, Small Town Heart” received 4 votes and “Just a Cast Away” received 2 votes.

Heather moved to select the motto “Columbia Spirit, Small Town Heart” as the winner for the motto contest as received from Mikah Moore. Marlina Avila-Serratos seconded the motion. Motion passed with one nay from Councilor Melvin Lambert.

6. * Oregon State Parks “Splash Park Grant” Agreement

This item was postponed to a later meeting. The City of Irrigon has been awarded the \$1 million for the splash park grant but DOJ is still reviewing the documents.

7. Items for Future Council Meetings

- Annual Audit Report – Nov/Dec 2024
- SB1530 Infrastructure Project – Feb 2025
- Food Pod Construction Project – Fall 2024
- Splash Park Construction - 2026

- Ordinance 260-23 “Camping and Homelessness” - TBD
- Boards and Commissions (Irrigon Code) –TBD
- Development Code – On-going
- Public Contracting & Purchasing Policy – TBD

Marlina moved to adjourn the meeting.

Meeting adjourned at 7:40 pm

Minutes prepared by Amanda Ferguson.

Signed:

ATTEST:

Michelle Patton, Mayor

Aaron Palmquist, City Manager



City Manager Report 11-19-2024

Several seasonal activities and events have taken place with more to come for the remainder of the year. A big one was the annual Trunk and Treat that saw several participants in the Irrigon Chamber of Commerce annual event. The Irrigon Rural Fire Protection District put on an amazing haunted house event. Thank you, Irrigon community, for supporting these events and several others during this time of year.

The City Council voted on the new motto for Irrigon, "Columbia Spirit, Small Town Heart" suggested by Mikah Moore. Each participant was awarded accordingly and now staff is searching out various designs for a logo to go with this great motto. Recommendation will be forthcoming to council in the near future.

The November 2024 General Election brought about many changes both locally and nationally. For Irrigon all four (4) members seeking a council position won. We congratulate Hector Cano, Melvin Lamber, Marlin Serratos, and Tom Roberts. Each member will be sworn into office at the January 21, 2025 City Council meeting.

To provide assistance and education for new councilors and those returning the League of Oregon Cities (LOC) will be holding and Elected Essentials Training December 19th and 20th, in the evening in Pendleton. This is a great opportunity to network and gain additional insight. Information is in the packet under correspondence regarding the training.

Reminder, the Oregon Government Ethics Commission (OGEC) had legislators adopt into law training that is required by all elected individuals. Please refer to previous emails sent out by OGEC on the required training.

Court/Law Enforcement

As of Monday, November 11, 2024 Karma Ezell has added the Court Clerk to her duties. This change is because Trista Seastone, City Clerk and Court Clerk has left the City of Irrigon employment and joined Morrow County Health District. She will be missed but staff will continue to move forward in providing continued top-notch service. While Karma continues with code enforcement activities, she will no longer issue citations for city code violations. Those requiring citations will be handled by other city staff, keeping a clear separation between duties.

The court is still awaiting a response from the state regarding the opportunity for the judge the opportunity, and our municipal court, to use the LEDS (law enforcement data systems) when dealing and taking action on violations and with defendants. The one property that continues to see multiple unfounded calls, whether to Morrow County or the city, has pleaded not guilty and will have a trial on December 10, 2024.

Law enforcement continues to stay very busy, with MCSO looking to hire more officers. This past month's information reports were not available at this writing. If they do show in time, copies will be made available for the City Council meeting.

Public Works (PW)

Several projects are being finalized with some out for bid, such as the Food Pod Project. We anticipate good bids for the work but we will not become overly confident as we continually seek ways to keep costs down.

As part of the Food Pod Project, lighting is required, that has a previously approved design. We have been working with Rock Enterprise on a "solar" option and we believe we have a good proto-type. If desired it is on the north side of W. Columbia Lane just before N. First Street. While it appears that it does not have as much light it is a different bulb (LED) design but only less than 5 lumens than the powered lights. Please check this light out as the Food Pod project will have about six of these where 730 will eventually have between 15 and 20 along the south side of US 730. Other jurisdictions are requesting the layout and design of this LED layout.

The City's required Cross-Connection Program is in tonight's packet for adoption. This has been a long and detailed process but we are glad that it is finally completed, meeting OHA's requirements. A few months down the road we will bring the Water Conservation Plan before council for adoption.

We have been working with ODOT on the ADA curb ramps at various intersections on the north side of US 730 walking path. As previously mentioned, this has resulted from a multi-year law suit against ODOT. This has been a challenging process and staff stood firm, taking the main direction that the side streets should not be narrowed. With that the side street travel lanes will be a minimum of 12 feet wide (24 feet between the ADA yellow truncated domes). In order to accomplish this the city will need to provide Additional funds for the increased paving. This is estimated to be about \$50,000. We will pull the funds for CREZ Infrastructure dollars. Additionally, I am working with the State ODOT Traffic Engineer on eliminating the installation of an ADA ramp that would cross from the west side of Third Street right through the traffic delineators (cone dividers) into a right-hand turn lane from US 730 and going to nowhere. With the support of our local ODOT Region we believe that this removal makes common sense and is a good safety decision.

It is quietly noted that the City of Irrigon is number one of the ODOT Region 5's Small City Allotment (SCA) grant. We are now waiting on the State to make the final decision. Historical practice has been that the state accepts the regions recommendation. This means that the \$250,000 application for the sidewalk from the city parking lot, heading west to AC Houghton, is very likely to be approved. The state SCA is changing their application timeline to better align with small city budget cycles. While we will not be successful this next cycle, as we will have an open project, we will make application. One of the three (3) requirements for consideration is that our Region 5 ODOT will be granted a certain percentage of the states SCA funds based on the number of applications submitted.

DEQ has reviewed the SB1530 Infrastructure Project and are prepared to proceed with their approval memo. This means that the project will go to bid as scheduled.

We are still waiting notification by the Oregon State Parks Commission for the Irrigon Parks project. Once we receive the formal contract. JUB will begin the process of formally designing at that time. Project construction still remains to begin sometime in 2026.

Thank you for your patience as our public works staff work diligently to provide for the many services enjoyed in Irrigon.

Financial/Administration

As mentioned above Trista has left the City of Irrigon. The position for City Clerk has been announced and applications are being accepted. Amanda will continue to supervise the position and it will solely focus on front office items, as Trista previously performed.

The annual audit work has been completed and we are again looking at another successful reporting year. The audit presentation is scheduled for the December meeting.

Participating by Zoom has now become a generally acceptable means for connecting to public meetings. Individuals present at the meeting in person are requested to speak up and speak slower so that those with hearing challenges can hear. When using Zoom, rename yourself by clicking on the three little dots in the upper right-hand corner of the Zoom screen. To address the council on a topic/question notify the City Clerk by 4:30 pm the day of the council meeting.

Anyone from the public needing assistance or questions, contact Irrigon City Hall. For councilors, contact me directly and we will provide the requested information on time. It is always best to ask questions and gather information from all perspectives. Staff and I thank you for your continued support.

Sincerely

CITY OF IRRIGON
Council Approval Report
(Council Approval Report)

Payroll

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
286	ASI FLEX ADMINISTRATION, PO BOX 6044, COLUMBIA, MO, 65205-6044								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$3.72	\$3.72	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$167.04)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$1.59	\$1.59	20-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$59.86)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$3.19	\$3.19	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$176.55)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$2.62	\$2.62	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$137.67)
					\$11.12				
597	ASI Flex Employee Contributions, , , ,								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$163.32	\$163.32	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$167.04)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$58.27	\$58.27	20-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$59.86)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$173.36	\$173.36	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$176.55)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$135.05	\$135.05	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00	(\$137.67)
					\$530.00				
529	CIS TRUST, P.O. BOX 6836, PORTLAND, OR, 97228								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$4,024.57	\$4,024.57	10-00-2124	Insurance Payable	\$0.00	(\$4,024.57)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$1,622.64	\$1,622.64	20-00-2124	Insurance Payable	\$0.00	(\$1,622.64)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$3,374.09	\$3,374.09	60-00-2124	Insurance Payable	\$0.00	(\$3,374.09)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$3,562.64	\$3,562.64	70-00-2124	Insurance Payable	\$0.00	(\$3,562.64)
					\$12,583.94				
596	EFTPS, , , ,								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$1,254.66	\$1,254.66	10-00-2120	FICA/Medicare Payable	\$0.00	(\$1,254.66)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$518.50	\$518.50	10-00-2121	Federal P/R Taxes Payab	\$0.00	(\$518.50)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$578.86	\$578.86	20-00-2120	FICA/Medicare Payable	\$0.00	(\$578.86)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$311.07	\$311.07	20-00-2121	Federal P/R Taxes Payab	\$0.00	(\$311.07)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$1,248.62	\$1,248.62	60-00-2120	FICA/Medicare Payable	\$0.00	(\$1,248.62)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$619.09	\$619.09	60-00-2121	Federal P/R Taxes Payab	\$0.00	(\$619.09)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$1,317.54	\$1,317.54	70-00-2120	FICA/Medicare Payable	\$0.00	(\$1,317.54)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$635.09	\$635.09	70-00-2121	Federal P/R Taxes Payab	\$0.00	(\$635.09)
					\$6,483.43				
88	OREGON DEPARTMENT OF REVENUE, P.O. BOX 14730, SALEM, OR, 97309-0464								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$600.98	\$600.98	10-00-2122	State P/R Taxes Payable	\$0.00	(\$600.98)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$267.71	\$267.71	20-00-2122	State P/R Taxes Payable	\$0.00	(\$267.71)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$577.48	\$577.48	60-00-2122	State P/R Taxes Payable	\$0.00	(\$577.48)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$582.32	\$582.32	70-00-2122	State P/R Taxes Payable	\$0.00	(\$582.32)
					\$2,028.49				
89	OREGON DEPT OF JUSTICE - CHILD SUPPORT, P.O. BOX 14506, SALEM, OR, 97309-0420								
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$23.75	\$23.75	10-00-2128	Oregon Department of Ju	\$0.00	(\$23.75)
PR921	10/31/24	Payroll from 10/1/2024 to 10/15/2024	10/31/24	\$61.75	\$61.75	20-00-2128	Oregon Department of Ju	\$0.00	(\$61.75)

CITY OF IRRIGON
Council Approval Report
 (Council Approval Report)

Enhancing Properties




Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
HUIZAR, ALEJANDRINA, 100 SE THIRTEENTH ST., IRRIGON, OR, 97844									
100 SE THIRTEEN	09/10/24	Enhancing properties grant for 100 SE Thirteenth St - Huizar	09/10/26	\$2,000.00	\$1,000.00	12-02-5266	Enhancing Properties	\$170,000.00	\$151,620.00
					<u>\$1,000.00</u>				
Total Bills To Pay:					<u>\$1,000.00</u>				

CITY OF IRRIGON
Council Approval Report
 (Council Approval Report)

Payroll

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
286 ASI FLEX ADMINISTRATION, PO BOX 6044, COLUMBIA, MO, 65205-6044											
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$3.10	\$3.10	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$137.22)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$1.70	\$1.70	20-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$61.85)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$3.51	\$3.51	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$168.09)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$2.96	\$2.96	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$134.11)
						\$11.27					
597 ASI Flex Employee Contributions, , ,											
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$134.12	\$134.12	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$137.22)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$60.15	\$60.15	20-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$61.85)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$164.58	\$164.58	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$168.09)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$131.15	\$131.15	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00		(\$134.11)
						\$490.00					
529 CIS TRUST, P.O. BOX 6836, PORTLAND, OR, 97228											
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$3,158.53	\$3,158.53	10-00-2124	Insurance Payable	\$0.00		(\$3,158.53)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$1,697.01	\$1,697.01	20-00-2124	Insurance Payable	\$0.00		(\$1,697.01)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$3,219.79	\$3,219.79	60-00-2124	Insurance Payable	\$0.00		(\$3,219.79)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$3,372.74	\$3,372.74	70-00-2124	Insurance Payable	\$0.00		(\$3,372.74)
						\$11,448.07					
596 EFTPS, , , ,											
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$1,045.30	\$1,045.30	10-00-2120	FICA/Medicare Payable	\$0.00		(\$1,045.30)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$527.87	\$527.87	10-00-2121	Federal P/R Taxes Payab	\$0.00		(\$527.87)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$616.90	\$616.90	20-00-2120	FICA/Medicare Payable	\$0.00		(\$616.90)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$331.87	\$331.87	20-00-2121	Federal P/R Taxes Payab	\$0.00		(\$331.87)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$1,246.22	\$1,246.22	60-00-2120	FICA/Medicare Payable	\$0.00		(\$1,246.22)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$643.56	\$643.56	60-00-2121	Federal P/R Taxes Payab	\$0.00		(\$643.56)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$1,307.88	\$1,307.88	70-00-2120	FICA/Medicare Payable	\$0.00		(\$1,307.88)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$654.58	\$654.58	70-00-2121	Federal P/R Taxes Payab	\$0.00		(\$654.58)
						\$6,374.18					
88 OREGON DEPARTMENT OF REVENUE, P.O. BOX 14730, SALEM, OR, 97309-0464											
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$506.21	\$506.21	10-00-2122	State P/R Taxes Payable	\$0.00		(\$506.21)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$284.31	\$284.31	20-00-2122	State P/R Taxes Payable	\$0.00		(\$284.31)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$580.35	\$580.35	60-00-2122	State P/R Taxes Payable	\$0.00		(\$580.35)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$580.71	\$580.71	70-00-2122	State P/R Taxes Payable	\$0.00		(\$580.71)
						\$1,951.58					
89 OREGON DEPT OF JUSTICE - CHILD SUPPORT, P.O. BOX 14506, SALEM, OR, 97309-0420											
	PR925-	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$23.75	\$23.75	10-00-2128	Oregon Department of Ju	\$0.00		(\$23.75)
	PR925	11/15/24	Payroll from 10/16/2024 to 10/31/2024	11/15/24	\$61.75	\$61.75	20-00-2128	Oregon Department of Ju	\$0.00		(\$61.75)

CITY OF IRRIGON
Council Approval Report
(Council Approval Report)

Payroll

Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
286 ASI FLEX ADMINISTRATION, PO BOX 6044, COLUMBIA, MO, 65205-6044									
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$1.54	\$1.54	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$1.50	\$1.50	10-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$0.17	\$0.17	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$0.19	\$0.19	60-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$0.17	\$0.17	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$0.19	\$0.19	70-00-2129	ASIFlex -PreTax Reimbur	\$0.00	\$0.00
					\$3.76				
596 EFTPS, , , ,									
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$261.74	\$261.74	10-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$543.72	\$543.72	10-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$251.47	\$251.47	10-00-2121	Federal P/R Taxes Payab	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$28.66	\$28.66	60-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$67.96	\$67.96	60-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$31.44	\$31.44	60-00-2121	Federal P/R Taxes Payab	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$28.66	\$28.66	70-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$67.96	\$67.96	70-00-2120	FICA/Medicare Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$31.44	\$31.44	70-00-2121	Federal P/R Taxes Payab	\$0.00	\$0.00
					\$1,313.05				
88 OREGON DEPARTMENT OF REVENUE, P.O. BOX 14730, SALEM, OR, 97309-0464									
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$123.97	\$123.97	10-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$297.81	\$297.81	10-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$13.58	\$13.58	60-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$37.24	\$37.24	60-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$13.58	\$13.58	70-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$37.24	\$37.24	70-00-2122	State P/R Taxes Payable	\$0.00	\$0.00
					\$523.42				
93 Oregon Public Employee Retirement Service, P.O. BOX 2127, PORTLAND, OR, 97208-2127									
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$456.27	\$456.27	10-00-2123	Retirement Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$217.96	\$217.96	10-00-2123	Retirement Payable	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$49.95	\$49.95	60-00-2123	Retirement Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$27.25	\$27.25	60-00-2123	Retirement Payable	\$0.00	\$0.00
PR923	11/08/24	Payroll from 10/16/2024 to 10/31/2024	11/08/24	\$49.95	\$49.95	70-00-2123	Retirement Payable	\$0.00	\$0.00
PR924	11/08/24	Payroll from 11/1/2024 to 11/8/2024	11/08/24	\$27.25	\$27.25	70-00-2123	Retirement Payable	\$0.00	\$0.00
					\$828.63				

CITY OF IRRIGON
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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance

Total Bills To Pay:

\$2,668.86

CITY OF IRRIGON
Council Approval Report
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
831 24 Hour Septic LLC, 661 Newtown Rd, Walla Walla, WA, 99362		1005	11/01/24	vehicle sale- Vac Truck (2001 Sterling Jetter truck)	11/19/24	\$40,000.00	\$40,000.00	11-03-6999	Capital Improvement Pla	\$953,200.00	\$953,200.00
						\$40,000.00					
571 AARON PALMQUIST, 235 NE FIFTH STREET, IRRIGON, OR, 97844		OCTOBER 2024	10/24/24	Mileage Reimbursement- Echo 53 miles LOC smail city meeting 10/24/2024	11/19/24	\$33.13	\$33.13	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
OCTOBER 2024	10/24/24	Mileage Reimbursement- Bend 154 miles LOC Conference leave 10/16/2024	11/19/24	\$96.25	\$96.25	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- Bend 154 miles LOC Conference return 10/20/2024	11/19/24	\$96.25	\$96.25	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- City of Boardman 26 miles manager meeting 10/9/2024	11/19/24	\$16.25	\$16.25	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- POM 26 miles CDA 10/11/2024	11/19/24	\$16.25	\$16.25	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- Hermiston 28 miles LUBGWMA 10/10/2024	11/19/24	\$17.50	\$17.50	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- City of Boardman 26 miles transportation/carpool 10/4/2024	11/19/24	\$16.25	\$16.25	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35		
OCTOBER 2024	10/24/24	Mileage Reimbursement- Hermiston 28 miles Municipal Judge 10/11/2024	11/19/24	\$17.50	\$17.50	10-22-5255	Travel/Education/Dues/S	\$6,000.00	\$4,242.82		
						\$309.38					
658 AMAZON CAPITAL SERVICES, PO BOX 035184, SEATTLE, WA, 98124-5184		14LY-CV33-4RKH	10/21/24	three water faucet filters for library	11/19/24	\$202.38	\$202.38	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38
1KHM-NVVH-1HF	10/15/24	Tools repairment for handicap button	11/19/24	\$11.98	\$11.98	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38		
1GWP-NRLM-K93	11/08/24	Chamber door sweep	11/19/24	\$41.96	\$41.96	11-02-5330	Building Maintenance	\$24,000.00	\$21,738.13		
1CR3-ML7Q-4N6F	11/13/24	11x high purity 300ml Butane Fuel for Torch Lighters for gas torch	11/19/24	\$34.99	\$34.99	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07		
1MGX-CLCD-GJW	11/11/24	shop tools- Lexivon Iron Multi-porpuse kit 40%	11/19/24	\$15.95	\$15.95	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07		
1LCP-T9D4-CD11	11/05/24	Public works- Plotter ink cartridge 50%	11/19/24	\$253.49	\$253.49	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35		
1MGX-CLCD-GJW	11/11/24	shop tools- Lexivon Iron Multi-porpuse kit 30%	11/19/24	\$11.96	\$11.96	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30		
1LCP-T9D4-CD11	11/05/24	Public works- Plotter ink cartridge 50%	11/19/24	\$253.49	\$253.49	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24		
1MGX-CLCD-GJW	11/11/24	shop tools- Lexivon Iron Multi-porpuse kit 30%	11/19/24	\$11.96	\$11.96	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14		
						\$838.16					
810 BLUE MOUNTAIN NETWORKS LLC, PO BOX 35142 LB 1251, SEATTLE, WA, 98124-5142		158088	12/01/24	Monthly City Hall phone services 12/1/2024 to 12/31/2024 50%	11/19/24	\$102.06	\$102.06	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
158088	12/01/24	Monthly City Hall phone services 12/1/2024 to 12/31/2024 25%	11/19/24	\$51.03	\$51.03	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35		
158088	12/01/24	Monthly City Hall phone services 12/1/2024 to 12/31/2024 25%	11/19/24	\$51.03	\$51.03	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24		
						\$204.12					

CITY OF IRRIGON
Council Approval Report
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Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
193 CARPENTER DRILLING, 11 SOUTH GOOSE GAP ROAD, BENTON CITY, WA, 99320		45894	10/21/24	WELL cleaning on WELL#4	11/19/24	\$29,400.00	\$29,400.00	62-02-5667	Emergency Repairs	\$50,000.00	\$20,600.00
						\$29,400.00					
259 DEVIN OIL COMPANY, P.O. BOX 105, HERMISTON, OR, 97838		CL79199	10/15/24	Fuel 35% Fuel from 10/01/2024 to 10/15/2024	11/19/24	\$115.56	\$115.56	20-02-5470	Fuel/Oil/Vehicle Repair &	\$25,000.00	\$20,556.95
CL79434	10/31/24	Fuel from 10/16/2024 to 10/31/2024 35%	11/19/24	\$293.12	\$293.12	20-02-5470	Fuel/Oil/Vehicle Repair &	\$25,000.00	\$20,556.95		
CL79199	10/15/24	Fuel 35% Fuel from 10/01/2024 to 10/15/2024	11/19/24	\$115.56	\$115.56	60-02-5470	Fuel/Oil/Vehicle Repair &	\$21,000.00	\$17,730.30		
CL79434	10/31/24	Fuel from 10/16/2024 to 10/31/2024 35%	11/19/24	\$293.12	\$293.12	60-02-5470	Fuel/Oil/Vehicle Repair &	\$21,000.00	\$17,730.30		
CL79199	10/15/24	Fuel 30% Fuel from 10/01/2024 to 10/15/2024	11/19/24	\$99.06	\$99.06	70-02-5470	Fuel/Oil/Vehicle Repair &	\$30,000.00	\$27,183.97		
CL79434	10/31/24	Fuel from 10/16/2024 to 10/31/2024 30%	11/19/24	\$251.25	\$251.25	70-02-5470	Fuel/Oil/Vehicle Repair &	\$30,000.00	\$27,183.97		
						\$1,167.67					
578 EDGE ANALYTICAL LABORATORIES, 1620 S WALNUT ST., BURLINGTON, WA, 98233		24-29758	10/15/24	Monthly WWTP testing- Influent & Effluent - 5 day BOD, TSS, TP, Ammonia, Alkalinity,TKN, Nitrate, Nitrite. And GW DC Well- Coliforms	11/19/24	\$846.00	\$846.00	70-02-5461	Testing	\$23,000.00	\$16,739.65
						\$846.00					
39 EO MEDIA GROUP, PO BOX 6020, BEND, OR, 97708		456557	10/22/24	EO-13499 East Oregonian, eastoregonian.com, and hermistonherald.com invitation to bid 10/30/2024 Irrigon food truck pod	11/19/24	\$693.00	\$693.00	12-03-5264	Irrigon Improvements	\$3,978,200.00	\$3,299,364.72
						\$693.00					
128 GRAINGER, INC., DEPT.835484023, PO BOX 419267, KANSAS CITY, MO, 64141-6267		9298738403	10/30/24	Sewer- fish tape for locating sewer pipes	11/19/24	\$109.51	\$109.51	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
9301914421	11/01/24	fish tape	11/19/24	(\$109.51)	(\$109.51)	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14		
						\$0.00					
46 H.D. FOWLER, CO., PO BOX 84368, SEATTLE, WA, 98124-5668		16853639	10/16/24	Water- brass parts for water setters	11/19/24	\$599.45	\$599.45	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
						\$599.45					
592 HERMISTON AUTO PARTS, 200 S 1st PLACE UNIT 2, HERMISTON, OR, 97838		977143	11/12/24	Vehicle Maintenance Rainx weather wiper blades for Jason's truck 30%	11/19/24	\$13.85	\$13.85	20-02-5470	Fuel/Oil/Vehicle Repair &	\$25,000.00	\$20,556.95
977143	11/12/24	Vehicle Maintenance Rainx weather wiper blades for Jason's truck 35%	11/19/24	\$13.85	\$13.85	60-02-5470	Fuel/Oil/Vehicle Repair &	\$21,000.00	\$17,730.30		
977143	11/12/24	Vehicle Maintenance Rainx weather wiper blades for Jason's truck 35%	11/19/24	\$11.88	\$11.88	70-02-5470	Fuel/Oil/Vehicle Repair &	\$30,000.00	\$27,183.97		
						\$39.58					
147 HOME DEPOT CREDIT SERVICES, PO BOX 78047, PHOENIX, AZ, 85062-8047		7048344	10/16/24	CBU- FOUR 2X6-10FT & SEVEN 2X6-8FT	11/19/24	\$110.83	\$110.83	12-02-5264	Irrigon Improvements	\$600,000.00	\$539,216.75

CITY OF IRRIGON
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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
0516910	11/12/24	Shop supplies: Oatey Flux/Safe Flo Solder Kit 35%	11/19/24	\$10.83	\$10.83	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
4515829	10/29/24	trash bags for city clean up	11/19/24	\$74.91	\$74.91	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
0516910	11/12/24	Shop supplies: Oatey Flux/Safe Flo Solder Kit 35%	11/19/24	\$10.83	\$10.83	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
0516910	11/12/24	Shop supplies: Oatey Flux/Safe Flo Solder Kit 30%	11/19/24	\$9.28	\$9.28	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
					\$216.68				
649	INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION, PO BOX 79403, BALTIMORE, MD, 21279-0403								
391750 2025	10/16/24	ICMA Membership Renewal for period January 1,2025 to December 31, 2025 - Palmquist	11/19/24	\$556.65	\$556.65	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
					\$556.65				
299	IRRIGON SHELL, PO BOX 105, HERMISTON, OR, 97838								
3386	11/01/24	propane for event center	11/19/24	\$21.24	\$21.24	10-32-5330	Park Restrooms,Plaza &	\$6,000.00	\$5,870.99
3487	11/07/24	propane for event center	11/19/24	\$21.24	\$21.24	10-32-5330	Park Restrooms,Plaza &	\$6,000.00	\$5,870.99
					\$42.48				
683	JOHNSON CONTROLS SECURITY SOLUTIONS, P.O. BOX 371967, PITTSBURG, PA, 15250-7967								
40666479	10/12/24	Security Services for Shop from 11/01/2024 to 11/30/2024 34%	11/19/24	\$46.90	\$46.90	20-02-5240	Office Supplies/Telephon	\$5,000.00	\$3,795.01
40666479	10/12/24	Security Services for Shop from 11/01/2024 to 11/30/2024 33%	11/19/24	\$45.52	\$45.52	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
40666479	10/12/24	Security Services for Shop from 11/01/2024 to 11/30/2024 33%	11/19/24	\$45.51	\$45.51	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
					\$137.93				
536	J-U-B ENGINEERS, INC, 3611 S. ZINTEL WAY, KENNEWICK, WA, 99337								
178607	11/07/24	Irrigon- S First st & Wyoming Ave sidewalk improvements	11/19/24	\$888.75	\$888.75	12-03-5264	Irrigon Improvements	\$3,978,200.00	\$3,299,364.72
					\$888.75				
62	K.I.E. SUPPLY CORPORATION, 113 E. COLUMBIA DRIVE, KENNEWICK, WA, 99336-3786								
2107448	10/16/24	WATER- cement: blue pint & hot'r cold	11/19/24	\$84.38	\$84.38	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
					\$84.38				
65	LEAGUE OF OREGON CITIES, 1201 COURT ST. NE, SUITE 200, SALEM, OR, 97301								
13343	11/07/24	Job Posting City Clerk	11/19/24	\$25.00	\$25.00	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
					\$25.00				
798	MICHELLE PATTON, PO BOX 116, IRRIGON, OR, 97844								
2024 LOC Confere	10/19/24	Mileage reimbursement for LOC Conference- Mayor Patton from 10/16/2024 to 10/19/2024 404 miles	11/19/24	\$270.68	\$270.68	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
					\$270.68				

CITY OF IRRIGON
Council Approval Report
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11/15/2024 11:09am

Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date								
295	MOON SECURITY, PO DRAWER B, PASCO, WA, 99302								
1254100	09/01/24	500 NE Main Burgerly & Fire Monitoring 40%	11/19/24	\$60.81	\$60.81	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1253471	08/05/24	500 NE Main M2M fire cell 40%	11/19/24	\$12.45	\$12.45	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1253472	08/05/24	500 NE Main alarm cell 40%	11/19/24	\$7.66	\$7.66	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1253728	08/12/24	500 NE Main Fire cell communicator 40%	11/19/24	\$418.73	\$418.73	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1253729	08/12/24	500 NE Main install Security cell communicator 40%	11/19/24	\$118.00	\$118.00	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1258219	10/01/24	500 NE Main basic monitoring and basic fire monitoring 40%	11/19/24	\$60.99	\$60.99	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1262376	11/01/24	500 NE Main basic plus monitoring and basic fire monitoring 40%	11/19/24	\$60.77	\$60.77	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1265250	10/22/24	Security System Installation at shop final payment	11/19/24	\$1,336.28	\$1,336.28	20-02-5255	Travel/Education/Dues/S	\$6,000.00	\$3,456.74
1265257	11/14/24	Security monitoring at city shop 10/18/24 - 11/30/24	11/19/24	\$97.39	\$97.39	20-02-5420	Contract Services	\$8,000.00	\$5,951.61
1254100	09/01/24	500 NE Main Burgerly & Fire Monitoring 30%	11/19/24	\$45.56	\$45.56	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1253471	08/05/24	500 NE Main M2M fire cell 30%	11/19/24	\$9.34	\$9.34	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1253472	08/05/24	500 NE Main alarm cell 30%	11/19/24	\$5.74	\$5.74	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1253728	08/12/24	500 NE Main Fire cell communicator 30%	11/19/24	\$314.05	\$314.05	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1253729	08/12/24	500 NE Main install Security cell communicator 30%	11/19/24	\$88.50	\$88.50	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1258219	10/01/24	500 NE Main basic monitoring and basic fire monitoring 30%	11/19/24	\$45.47	\$45.47	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1262376	11/01/24	500 NE Main basic plus monitoring and basic fire monitoring 30%	11/19/24	\$45.58	\$45.58	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
1254100	09/01/24	500 NE Main Burgerly & Fire Monitoring 30%	11/19/24	\$45.56	\$45.56	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1253471	08/05/24	500 NE Main M2M fire cell 30%	11/19/24	\$9.34	\$9.34	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1253472	08/05/24	500 NE Main alarm cell 30%	11/19/24	\$5.74	\$5.74	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1253728	08/12/24	500 NE Main Fire cell communicator 30%	11/19/24	\$314.05	\$314.05	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1253729	08/12/24	500 NE Main install Security cell communicator 30%	11/19/24	\$88.50	\$88.50	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1258219	10/01/24	500 NE Main basic monitoring and basic fire monitoring 30%	11/19/24	\$45.47	\$45.47	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1262376	11/01/24	500 NE Main basic plus monitoring and basic fire monitoring 30%	11/19/24	\$45.58	\$45.58	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
1265254	10/22/24	Security System Installation at Wastewater Treatment Plant final payment	11/19/24	\$1,486.79	\$1,486.79	70-02-5255	Travel/Education/Dues/S	\$15,000.00	\$9,148.22
1265156	10/21/24	Recurring security services for Waste Water Treatment Plant 10/16/2024 - 11/30/2024	11/19/24	\$101.81	\$101.81	70-02-5420	Contract Services	\$10,000.00	\$11,478.69
					\$4,870.16				
72	MORROW COUNTY CLERK, P.O. BOX 338, HEPNER, OR, 97836								
November 2024	11/19/24	Filing fees for Ordinance 263-24 Vacation of SE Thomas Street	11/19/24	\$91.00	\$91.00	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35

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Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
November 2024	11/19/24	Filing fees for Stokes Senior Center for SB1530 Infrastructure Project	11/19/24	\$53.00	\$53.00	12-03-5661	Water Infrastructure	\$852,500.00	\$825,778.83
November 2024	11/19/24	Filing fees for Burres for SB1530 Infrastructure Project	11/19/24	\$53.00	\$53.00	12-03-5661	Water Infrastructure	\$852,500.00	\$825,778.83
November 2024	11/19/24	Filing fees for Stokes Senior Center for SB1530 Infrastructure Project	11/19/24	\$53.00	\$53.00	12-03-5679	Sewer Infrastructure	\$852,500.00	\$749,879.23
November 2024	11/19/24	Filing fees for Burres for SB1530 Infrastructure Project	11/19/24	\$53.00	\$53.00	12-03-5679	Sewer Infrastructure	\$852,500.00	\$749,879.23
					\$303.00				
519	MORROW COUNTY COMMUNITY CORRECTIONS, PO BOX 130, IRRIGON, OR, 97844								
OCTOBER 2024	10/31/24	Community service work crew services-10/31/2024 city raking pine needles	11/19/24	\$300.00	\$300.00	10-32-5420	Contract Services	\$9,000.00	\$5,870.00
OCTOBER 2024	10/31/24	Community service work crew services-10/29/2024 city hall raking leaves	11/19/24	\$300.00	\$300.00	10-32-5420	Contract Services	\$9,000.00	\$5,870.00
					\$600.00				
684	MORROW COUNTY, PO BOX 788, HEPPNER, OR, 97836								
ORS 153.650(4) O	10/31/24	Portion of citation payments per ORS 153.650(4)	11/19/24	\$96.00	\$96.00	10-22-5261	State & County Portion of	\$27,300.00	\$24,954.50
ORS153.650(3)(b)	10/31/24	Portion of citation payments per ORS 153.650(3)(b)	11/19/24	\$399.00	\$399.00	10-22-5261	State & County Portion of	\$27,300.00	\$24,954.50
					\$495.00				
NAVA, LUCINO, 1387 SE RIVERVIEW AVE, IRRIGON, OR, 97844									
Facility Deposit 11/	11/12/24	Facility Use Deposit Refund after plaza area use on 11/09/2024 - Nava	11/19/24	\$200.00	\$200.00	10-00-2190	Short term liability	\$0.00	(\$800.00)
					\$200.00				
NEW DREAM LLC, C/O CATALINA VILLA MERAZ, 3005 RD 84, PASCO, WA, 99301									
10-6081 Refund	10/18/24	Utility Billing Refund from 10-6081; 590 A NE Oregon Ave. - New Dream, LLC	11/19/24	\$84.79	\$84.79	60-00-2116	Customer Utility Deposits	\$0.00	(\$73,728.46)
					\$84.79				
80	NORCO, INC, PO BOX 35144, SEATTLE, WA, 98124-5144								
0042028495	10/31/24	cylinder rent from 10/31/2024 20 %	11/19/24	\$6.17	\$6.17	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
0042028495	10/31/24	cylinder rent from 10/31/2024 40%	11/19/24	\$10.40	\$10.40	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
0042028495	10/31/24	cylinder rent from 10/31/2024 40%	11/19/24	\$10.40	\$10.40	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
					\$26.97				
85	ONE CALL CONCEPTS, 7223 PARKWAY DRIVE, STE 210, HANOVER, MD, 21076								
4100389	10/31/24	Oregon Utility Notification Center for October 2024 13 tickets 50%	11/19/24	\$9.68	\$9.68	60-02-5255	Travel/Education/Dues/S	\$10,000.00	\$8,796.13
4100389	10/31/24	Oregon Utility Notification Center for October 2024 13 tickets 50%	11/19/24	\$9.69	\$9.69	70-02-5255	Travel/Education/Dues/S	\$15,000.00	\$9,148.22
					\$19.37				
88	OREGON DEPARTMENT OF REVENUE, P.O. BOX 14730, SALEM, OR, 97309-0464								

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Vendor										
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
ORS153.633	Octo 10/31/24	Portion of citation payments per ORS 153.633	11/19/24	\$66.00	\$66.00	10-22-5261	State & County Portion of	\$27,300.00	\$24,954.50	
					\$66.00					
35	OREGON DEQ, 700 NE MULTNOMAH ST., STE 600, PORTLAND, OR, 97232									
SB1530	11/12/24	Technical review on Molly St and Columbia Lane Utility improvements project 50%	11/19/24	\$502.00	\$502.00	12-03-5661	Water Infrastructure	\$852,500.00	\$825,778.83	
SB1530	11/12/24	Technical review on Molly St and Columbia Lane Utility improvements project 50%	11/19/24	\$502.00	\$502.00	12-03-5679	Sewer Infrastructure	\$852,500.00	\$749,879.23	
					\$1,004.00					
665	OREGON DRIVER AND MOTOR VEHICLE SERVICES, 1905 LANA AVE NE, SALEM, OR, 97314-2250									
L0060759435	10/31/24	record inquiries, DMV2U preliminary an detailed search fee	11/19/24	\$3.75	\$3.75	10-22-5420	Contract Services	\$9,000.00	\$8,631.00	
					\$3.75					
90	OREGON HEALTH AUTHORITY, P.O. BOX 14260, PORTLAND, OR, 97293									
2025 Cross Conne	10/31/24	2025 Cross Connection Annual Fee	11/19/24	\$75.00	\$75.00	60-02-5255	Travel/Education/Dues/S	\$10,000.00	\$8,796.13	
2025-2026 GALE	10/23/24	2025-2026 Renewal of Drinking Water Operator Certification- Gale	11/19/24	\$140.00	\$140.00	60-02-5255	Travel/Education/Dues/S	\$10,000.00	\$8,796.13	
					\$215.00					
92	OXARC, INC, P.O. BOX 2605, SPOKANE, WA, 99220-2605									
0032197686	10/31/24	CHLCL150 Chlorine cylinder on10/29/2024	11/19/24	\$1,036.46	\$1,036.46	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30	
					\$1,036.46					
782	PATRIOT BUILDING & GROUNDS MAINTENANCE, 32396 E. PUNKIN CENTER RD., HERMISTON, OR, 97838									
5301	10/25/24	Janitorial Services for October 2024- City Hall	11/19/24	\$360.00	\$360.00	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38	
5301	10/25/24	Janitorial Services for October 2024- Event Plaza	11/19/24	\$97.50	\$97.50	10-32-5420	Contract Services	\$9,000.00	\$5,870.00	
5301	10/25/24	Janitorial Services for October 2024- City Park	11/19/24	\$260.00	\$260.00	10-32-5420	Contract Services	\$9,000.00	\$5,870.00	
					\$717.50					
100	QUILL CORPORATION, P.O. BOX 37600, PHILADELPHIA, PA, 19101-0600									
41221490	10/23/24	two 2ply towel napkins	11/19/24	\$67.98	\$67.98	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38	
41221490	10/23/24	three pack stick notes 40%	11/19/24	\$4.78	\$4.78	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50	
41052724	10/14/24	two Miss Vickies kettle mix 30ct	11/19/24	\$107.98	\$107.98	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35	
41221490	10/23/24	one 30oz coffee canister	11/19/24	\$18.88	\$18.88	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35	
41221490	10/23/24	two 50ct french vanilla coffeemate	11/19/24	\$16.04	\$16.04	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35	
41221490	10/23/24	three pack stick notes 30%	11/19/24	\$3.58	\$3.58	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35	
41221490	10/23/24	three pack stick notes 30%	11/19/24	\$3.58	\$3.58	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24	
					\$222.82					
666	R&R SPORTS TROPHIES, 256 E. HURLBURT AVE, SUITE 111, HERMISTON, OR, 97838									
4794	11/12/24	Irrigon Moto Winner 2024 Mikah Moore - plaque	11/19/24	\$16.50	\$16.50	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35	
4794	11/12/24	City of Irrigon name plates- Tom Roberts Plate	11/19/24	\$12.00	\$12.00	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35	

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Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date								
					\$28.50				
732	RICOH USA, INC, P.O. BOX 31001-0850, PASADENA, CA, 941110-085								
5070351592	10/24/24	Office copier service contract 09/24/2024 to 10/23/2024 50%	11/19/24	\$22.94	\$22.94	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
5070351592	10/24/24	Office copier service contract 09/24/2024 to 10/23/2024 25%	11/19/24	\$11.47	\$11.47	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
5070351592	10/24/24	Office copier service contract 09/24/2024 to 10/23/2024 25%	11/19/24	\$11.46	\$11.46	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
					\$45.87				
745	ROB'S SPEEDY DELIVERY, INC, 62148 LOWER PERRY LOOP, LA GRANDE, OR, 97850								
8922	10/31/24	Darrell Gale- WWTP shipping tp Edge Analytical in Wilsonville, OR on 10/02/2024	11/19/24	\$101.70	\$101.70	70-02-5461	Testing	\$23,000.00	\$16,739.65
					\$101.70				
107	SANITARY DISPOSAL, P.O. BOX 316, HERMISTON, OR, 97838								
OCTOBER 2024	10/20/24	solid waste disposal services from 09/21/2024 to 10/20/2024 extra pick up charges	11/19/24	\$568.54	\$568.54	10-12-5469	Garbage Service Wholes	\$220,000.00	\$151,494.87
OCTOBER 2024	10/20/24	solid waste disposal services from 09/21/2024 to 10/20/2024 recurring services	11/19/24	\$14,816.68	\$14,816.68	10-12-5469	Garbage Service Wholes	\$220,000.00	\$151,494.87
OCTOBER 2024	10/20/24	solid waste disposal services from 09/21/2024 to 10/20/2024 dropboxes services	11/19/24	\$1,629.54	\$1,629.54	10-12-5469	Garbage Service Wholes	\$220,000.00	\$151,494.87
					\$17,014.76				
111	SHELCO ELECTRIC, INC, P.O. BOX 25, HERMISTON, OR, 97838								
75362	10/04/24	lost power to Sign and Parking Lot lights, Blown fuse & replaced it to fix power to both.	11/19/24	\$139.30	\$139.30	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38
					\$139.30				
766	SPOT ON SEPTIC LLC, 3412 HWY 30, LA GRANDE, OR, 97850-5380								
122617	11/04/24	ADA portable restroom services 11/4/2024 to 12/1/2024 at 600 NE Main st	11/19/24	\$250.00	\$250.00	10-32-5330	Park Restrooms, Plaza &	\$6,000.00	\$5,870.99
					\$250.00				
761	THOMAS J. CREASING, 1165 S. 1st STREET, HERMISTON, OR, 97838								
OCTOBER2024	10/31/24	email with court re:pending matters 0.5 hours 10/23/24	11/19/24	\$45.00	\$45.00	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
OCTOBER2024	10/31/24	review new word document license reinstatement form 0.75 hors 10/29/24	11/19/24	\$67.50	\$67.50	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
OCTOBER2024	10/31/24	email with court re:defendant with insurance issues 0.5 hours 10/24/24	11/19/24	\$45.00	\$45.00	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
OCTOBER2024	10/31/24	email with city, revise and return letter for CJIS & LEDS 10/1/2024 0.75hrs	11/19/24	\$67.50	\$67.50	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
OCTOBER2024	10/31/24	Court day hearing, orders and training 10/8/2024 1.5 hrs	11/19/24	\$135.00	\$135.00	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
OCTOBER2024	10/31/24	email with court re:late appearing defendant 0.5hrs 10/18/2024	11/19/24	\$45.00	\$45.00	10-22-5420	Contract Services	\$9,000.00	\$8,631.00

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Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
OCTOBER2024	10/31/24	email with court, draft motions, and orders 10/11/2024 1 hour	11/19/24	\$90.00	\$90.00	10-22-5420	Contract Services	\$9,000.00	\$8,631.00
					\$495.00				
685	TMG SERVICES, 3216 E. PORTLAND AVENUE, TACOMA, WA, 98404								
0052545-IN	10/31/24	WELL #3 & #4 annual maintenance 2024	11/19/24	\$4,793.29	\$4,793.29	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
0052570-IN	11/04/24	annual pm on chlorine gas systems	11/19/24	\$961.50	\$961.50	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
					\$5,754.79				
646	TOWN WEB DESIGN, LLC, 1360 REGENT ST. #355, MADISON, WI, 53715								
8366	11/01/24	MUNI- annual hosting & maintenance and annual domain name fee 11/1/2024 to 10/31/2025	11/19/24	\$823.00	\$823.00	10-12-5610	Office Equipment & Soft	\$1,000.00	\$177.00
					\$823.00				
764	TRISTA SEASTONE, 165 SW UTAH AVENUE, IRRIGON, OR, 97844								
OACA 2024	10/16/24	Mileage reimbursement for 283 miles to/from Eugene, OR OACA conference- Seastone 10/12/2024 to 10/16/2024	11/19/24	\$189.61	\$189.61	10-22-5255	Travel/Education/Dues/S	\$6,000.00	\$4,242.82
					\$189.61				
120	UMATILLA ELECTRIC COOP ASSOCIATION, P.O. BOX 1148, HERMISTON, OR, 97838								
OCTOBER2024	11/01/24	Electricity Services from 10/1/2024 to 11/1/2024	11/19/24	\$277.07	\$277.07	10-12-5256	Electrical Services	\$6,000.00	\$5,749.13
OCTOBER2024	11/01/24	Electricity Services from 10/1/2024 to 11/1/2024	11/19/24	\$2,358.02	\$2,358.02	20-02-5256	Electrical Services	\$31,000.00	\$24,013.26
OCTOBER2024	11/01/24	Electricity Services from 10/1/2024 to 11/1/2024	11/19/24	\$1,610.04	\$1,610.04	60-02-5256	Electrical Services	\$23,000.00	\$16,120.23
OCTOBER2024	11/01/24	Electricity Services from 10/1/2024 to 11/1/2024	11/19/24	\$1,731.31	\$1,731.31	70-02-5256	Electrical Services	\$23,000.00	\$17,764.13
					\$5,976.44				
699	UMPQUA RESEARCH COMPANY, PO BOX 609, MYRTLE CREEK, OR, 97457								
T014592	10/10/24	water testing- drinking water SRC-BA, SRC-BB	11/19/24	\$112.00	\$112.00	60-02-5461	Testing	\$5,000.00	\$2,965.08
T014879	10/25/24	drinking water testing coliforms by 9223B at NE 14th & Main Ave Tie In	11/19/24	\$35.00	\$35.00	60-02-5461	Testing	\$5,000.00	\$2,965.08
T015051	11/06/24	drinking water testing coliforms by 9223B at 385 NE 10th & 190 SE 9th st	11/19/24	\$84.00	\$84.00	60-02-5461	Testing	\$5,000.00	\$2,965.08
					\$231.00				
719	VADIM MUNICIPAL SOFTWARE INC., 12709 COLLECTION CENTER DRIVE, CHICAGO, IL, 60693								
422217	10/07/24	ePrint postcard bill no. 1735,1736, 1737, 1741 5%	11/19/24	\$17.84	\$17.84	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
425172	11/14/24	USTI Asyst Municipal Court License and Master Name Index License Fee	11/19/24	\$1,027.00	\$1,027.00	10-22-5240	Office Supplies/Telephon	\$2,000.00	\$973.00
422217	10/07/24	ePrint postcard bill no. 1735,1736, 1737, 1741 5%	11/19/24	\$17.84	\$17.84	20-02-5240	Office Supplies/Telephon	\$5,000.00	\$3,795.01
422217	10/07/24	ePrint postcard bill no. 1735,1736, 1737, 1741 45%	11/19/24	\$160.53	\$160.53	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
422217	10/07/24	ePrint postcard bill no. 1735,1736, 1737, 1741 45%	11/19/24	\$160.53	\$160.53	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24

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Vendor									
InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$1,383.74				
660	VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108								
9977350499	10/27/24	wireless services- ACH 11/16/2024 for cellphones from 9/28/2024 to 10/27/2024	11/19/24	\$120.43	\$120.43	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
9977350499	10/27/24	wireless services- ACH 11/16/2024 for cellphones from 9/28/2024 to 10/27/2024	11/19/24	\$79.80	\$79.80	20-02-5240	Office Supplies/Telephon	\$5,000.00	\$3,795.01
9977350499	10/27/24	wireless services- ACH 11/16/2024 for cellphones from 9/28/2024 to 10/27/2024	11/19/24	\$98.81	\$98.81	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
9977350499	10/27/24	wireless services- ACH 11/16/2024 for cellphones from 9/28/2024 to 10/27/2024	11/19/24	\$98.80	\$98.80	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
					\$397.84				
816	VESTIS GROUP, INC., P O BOX 101179, PASADENA, CA, 91189-179								
5291568207	10/17/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$3.79	\$3.79	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
5291572711	10/24/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$3.79	\$3.79	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
5291577189	10/31/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$3.79	\$3.79	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
5291581724	11/07/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$3.79	\$3.79	20-02-5465	Supplies/Tools/Other Re	\$17,200.00	\$11,250.07
5291568207	10/17/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$34.07	\$34.07	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
5291572711	10/24/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$34.07	\$34.07	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
5291577189	10/31/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$34.07	\$34.07	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
5291581724	11/07/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$34.07	\$34.07	60-02-5465	Supplies/Tools/Other Re	\$80,000.00	\$60,448.30
5291568207	10/17/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$37.84	\$37.84	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
5291572711	10/24/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$37.84	\$37.84	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
5291577189	10/31/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$37.84	\$37.84	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
5291581724	11/07/24	Uniforms, floor mats, mops, rags & etc	11/19/24	\$37.84	\$37.84	70-02-5465	Supplies/Tools/Other Re	\$60,000.00	\$47,138.14
					\$302.80				
127	VISA, P.O. BOX 30131, TAMPA, FL, 33630-3131								
4832	October 2024	10/31/24 (100) 1st class stamps for accounts payable 40%	11/19/24	\$29.20	\$29.20	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
4832	October 2024	10/31/24 (200) Postcard stamps for utility billing 40%	11/19/24	\$44.80	\$44.80	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
4832	October 2024	10/31/24 Google Workspace for 21 users 09/01/24-09/30/24 40%	11/19/24	\$100.79	\$100.79	10-12-5240	Office Supplies/Telephon	\$20,000.00	\$13,329.50
1457	October 2024	10/31/24 Items for hosting city, county, Port of Morrow mtg	11/19/24	\$113.00	\$113.00	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
1457	October 2024	10/31/24 Working lunch with Judge Creasing regarding LEDS, warrants, cite/release, IPD & ARS	11/19/24	\$41.78	\$41.78	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
1457	October 2024	10/31/24 Lodging for Mayor while attending OMA Conference in Bend	11/19/24	\$422.97	\$422.97	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
6678	October 2024	10/31/24 Halloween candy for the fron desk : 4 bags of mixed candies	11/19/24	\$40.95	\$40.95	10-12-5255	Travel/Education/Dues/S	\$26,000.00	\$18,628.35
6660	October 2024	10/31/24 Lodging expense while out of town for OACA Conference in Eugene OR	11/19/24	\$606.81	\$606.81	10-22-5255	Travel/Education/Dues/S	\$6,000.00	\$4,242.82
6660	October 2024	10/31/24 Meal expense while out of town for OACA Conference in Eugene OR	11/19/24	\$99.35	\$99.35	10-22-5255	Travel/Education/Dues/S	\$6,000.00	\$4,242.82

CITY OF IRRIGON
Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		6660	October 2024	10/31/24	OACA Conference registrations - Seastone	11/19/24	\$308.85	\$308.85	10-22-5255	Travel/Education/Dues/S	\$6,000.00	\$4,242.82
		1457	November 20	11/10/24	City Motto winner Sweatshirt with new City Motto	11/19/24	\$42.10	\$42.10	12-02-5264	Irrigon Improvements	\$600,000.00	\$539,216.75
		1457	November 20	11/10/24	Replacement phone after stolen Samsung xCover6 Pro 35%	11/19/24	\$222.25	\$222.25	20-02-5240	Office Supplies/Telephon	\$5,000.00	\$3,795.01
		1457	November 20	11/10/24	Replacement phone after stolen Samsung xCover6 Pro 35%	11/19/24	\$222.25	\$222.25	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
		4832	October 2024	10/31/24	Google Workspace for 21 users 09/01/24-09/30/24 30%	11/19/24	\$75.60	\$75.60	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
		4832	October 2024	10/31/24	(100) 1st class stamps for accounts payable 30%	11/19/24	\$21.90	\$21.90	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
		4832	October 2024	10/31/24	(200) Postcard stamps for utility billing 30%	11/19/24	\$33.60	\$33.60	60-02-5240	Office Supplies/Telephon	\$17,000.00	\$10,312.35
		1457	November 20	11/10/24	Replacement phone after stolen Samsung xCover6 Pro 30%	11/19/24	\$190.49	\$190.49	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
		4832	October 2024	10/31/24	Google Workspace for 21 users 09/01/24-09/30/24 30%	11/19/24	\$75.60	\$75.60	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
		4832	October 2024	10/31/24	(100) 1st class stamps for accounts payable 30%	11/19/24	\$21.90	\$21.90	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
		4832	October 2024	10/31/24	(200) Postcard stamps for utility billing 30%	11/19/24	\$33.60	\$33.60	70-02-5240	Office Supplies/Telephon	\$18,000.00	\$10,853.24
							\$2,747.79					
680		WAMBEKE WINDOW WASHING, 90 S. TOWNSEND RD, HERMISTON, OR, 97838										
11068		11/05/24	City Hall window wash outside of lobby		11/19/24	\$345.00	\$345.00	10-02-5330	Building Maintenance	\$20,000.00	\$13,882.38	
							\$345.00					
130		WESLEY WISE EXCAVATION, P.O. BOX 710, IRRIGON, OR, 97844										
822		10/30/24	Sewer- sewer repairs to tank and effluent line at 420 S First St (Olga)		11/19/24	\$1,870.00	\$1,870.00	70-02-5420	Contract Services	\$10,000.00	\$11,478.69	
							\$1,870.00					
		WUESTHOFF EXCAVATION, PO BOX 228, CHEWELAH, WA, 99109										
153306795		11/08/24	Hydrant Meter Deposit remaining after invoice AR-000042520		11/19/24	\$742.30	\$742.30	60-00-2190	Misc. Payable	\$0.00	(\$2,057.70)	
							\$742.30					
		ZAMUDIO, MARISOL, 1270 SE THIRTEENTH PLACE, IRRIGON, OR, 97844										
85481		10/21/24	Facility use deposit refund after plaza area use on 10/19/2024 - Marisol Zamudio		11/19/24	\$200.00	\$200.00	10-00-2190	Short term liability	\$0.00	(\$800.00)	
							\$200.00					
		ZIONS BANCORPORATION, attn: JAMES AGNEW, 601 UNION STREET, STE 3600, SEATTLE, WA, 98101										
FFC 17		12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Interest		11/19/24	\$5,045.38	\$5,045.38	68-00-2401	Series 2016 B FF&C Bon	\$0.00	\$2,102.21	
FFC 17		12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Principal		11/19/24	\$53,424.00	\$53,424.00	68-05-7683	Series 2016 B FF&C Bon	\$53,500.00	\$76.00	
FFC 17		12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Premium		11/19/24	\$2,834.66	\$2,834.66	68-05-7685	Premium Payment	\$5,200.00	\$2,365.34	

CITY OF IRRIGON
Council Approval Report
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance	
		FFC 17	12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Interest	11/19/24	\$6,287.46	\$6,287.46	78-00-2401	Series 2016 B FF&C Bon	\$0.00	\$2,619.79	
		FFC 17	12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Principal	11/19/24	\$66,576.00	\$66,576.00	78-05-7683	Series 2016 B FF&C Bon	\$67,000.00	\$424.00	
		FFC 17	12/15/24	Full Faith & Credit Refunding Obligations, Series 2016 B - Premium	11/19/24	\$3,532.50	\$3,532.50	78-05-7685	Premium Payment	\$6,500.00	\$2,967.50	
							\$137,700.00					
		ZIONS BANCORPORATION, attn: JAMESE AGNEW, 601 UNION STREET, STE 3600, SEATTLE, WA, 98101										
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Interest	11/19/24	\$16,743.32	\$16,743.32	69-00-2402	Series 2016 A GO Bonds	\$0.00	\$6,976.37	
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Principal	11/19/24	\$50,989.50	\$50,989.50	69-05-7684	Series 2016A GO Bonds	\$51,000.00	\$10.50	
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Premium	11/19/24	\$3,666.17	\$3,666.17	69-05-7685	Premium Payment	\$7,400.00	\$3,733.83	
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Interest	11/19/24	\$27,588.15	\$27,588.15	79-00-2402	Series 2016 A GO Bonds	\$0.00	\$11,495.00	
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Principal	11/19/24	\$84,010.50	\$84,010.50	79-05-7684	Series 2016A GO Bonds	\$84,100.00	\$89.50	
		GO 17	12/15/24	General Obligation Refunding Bonds, Series 2016 A - Premium	11/19/24	\$6,038.61	\$6,038.61	79-05-7685	Premium Payment	\$12,100.00	\$6,061.39	
							\$189,036.25					
							\$451,960.42					
		Total Bills To Pay:						\$451,960.42				

City of Irrigon
Statement of Revenues and Expenditures
Actual Versus Budget
October 1, 2024 - October 31, 2024

		General Fund			
Revenues		Current Period	YTD Actual	Annual Budget	% of Budget
10-00-4096	Beginning Fund Balance		661,141.62	580,000	114%
10-00-4110	Property Taxes	0.00	96.84	289,100	0%
10-00-4120	Property Taxes, Prior Years	125.05	640.86	0	0%
10-00-4130	Interest Earned	709.43	6,288.88	15,000	42%
10-00-4132	Interest Revenue - Leases	728.91	2,920.31	9,700	30%
10-00-4210	Pet Licenses and Fees	20.00	450.00	3,000	15%
10-00-4220	ZAYO Franchise	0.00	1,797.75	20,000	9%
10-00-4221	Qwest Franchise Fees	0.00	0.00	2,900	0%
10-00-4223	UECA Franchise Fees	0.00	0.00	65,000	0%
10-00-4224	Cascade Natural Gas Franchise Fees	0.00	322.47	3,900	8%
10-00-4226	Windwave Communications Franchise Fees	0.00	0.00	1,100	0%
10-00-4227	Inland Development Franchise Fees	0.00	0.00	2,100	0%
10-00-4228	Eastern Oregon Telecom Franchise Fees	0.00	0.00	1,400	0%
10-00-4230	Planning/Zoning/Building Permits	175.00	575.00	40,000	1%
10-00-4231	City licenses and fees	350.00	835.00	2,600	32%
10-00-4235	Municipal Court Fines and Fees	0.00	3,560.00	35,000	10%
10-00-4301	Uncollectible Accounts	0.00	0.00	0	
10-00-4311	Police Service User Fee (LAW)	4,404.85	17,584.61	54,600	32%
10-00-4314	Garbage Service Fees	19,908.01	80,572.24	256,000	31%
10-00-4380	Cash Over	0.00	0.06	0	
10-00-4390	Miscellaneous Receipts	453.59	1,619.44	7,000	23%
10-00-4405	Qwest Lease	0.00	3,716.97	15,000	25%
10-00-4415	U.S. Cellular Site Lease	0.00	2,983.98	12,000	25%
10-00-4421	Transient Lodging Tax	0.00	(280.29)	1,500	-19%
10-00-4490	Nuisance Abatement Reimbursement	0.00	0.00	10,000	0%
10-00-4630	Cigarette Tax	0.00	336.44	1,500	22%
10-00-4640	OLCC Tax Appropriations	0.00	5,680.16	45,500	12%
10-00-4650	Revenue Sharing	0.00	0.00	31,800	0%
10-00-4750	Other Funding Sources	0.00	0.00	10,000	0%
Total General Fund Revenues		26,874.84	790,842.34	1,515,700	52%
General - Administration Expenditures					
10-11-5110	Salaries	8,656.26	34,503.53	105,700	33%
10-11-5130	Overtime	0.00	128.10	1,300	10%
10-11-5140	Payroll Taxes & Benefits	5,612.30	23,519.67	77,700	30%
10-11-5155	Worker's Compensation Insurance	21.34	112.36	400	28%
Total Administration Personnel Services Expenditures		14,289.90	58,263.66	185,100	31%
10-12-5202	Building Codes/Consultant Services	0.00	3,100.00	30,000	10%
10-12-5222	Insurance/Legal/Audit	0.00	26,309.75	45,000	58%
10-12-5240	Office Supplies/Telephone/Postage/Misc. Office Ut	558.43	6,507.67	20,000	33%
10-12-5255	Travel/Education/Dues/Subscrip./Public Notice/Misc	1,746.91	7,255.65	26,000	28%
10-12-5256	Electrical Services	(70.83)	392.53	6,000	7%
10-12-5420	Contract Services	0.00	2,837.56	5,000	57%
10-12-5466	Grant/Donation Specific Expenses	0.00	0.00	10,000	0%
10-12-5468	Tourism	0.00	0.00	1,100	0%
10-12-5469	Garbage Service Wholesale	17,014.76	68,505.13	220,000	31%
10-12-5491	Community Support	0.00	26.60	1,000	3%
10-12-5610	Office Equipment & Software	0.00	0.00	1,000	0%
Total Administration Materials and Services Expenditures		19,249.27	114,934.89	365,100	31%
General - Municipal Court Expenditures					
10-21-5110	Salaries	1,872.88	7,491.52	23,500	32%
10-21-5140	Payroll Taxes & Benefits	1,171.91	6,176.15	22,500	27%
10-21-5155	Worker's Compensation Insurance	8.16	45.41	100	45%
Total Municipal Court Personal Services Expenditures		3,265.44	13,925.57	46,100	30%
10-22-5240	Office Supplies/Telephone/Postage/Misc. Office Ut	0.00	0.00	2,000	0%
10-22-5255	Travel/Education/Dues/Subscrip./Adver/Misc	1,222.12	1,757.18	6,000	29%
10-22-5261	State and County Fines	561.00	2,345.50	27,300	9%
10-22-5420	Contract Services	3.75	369.00	9,000	4%
Total Municipal Court Materials and Services Expenditures		1,786.87	4,471.68	44,300	10%
General Parks Expenditures					
10-31-5110	Salaries	2,987.03	11,964.15	41,400	29%
10-31-5130	Overtime	69.96	73.16	2,000	4%
10-31-5140	Payroll Taxes & Benefits	2,339.44	9,258.28	32,600	28%
10-31-5155	Worker's Compensation Insurance	65.55	330.42	800	41%
Total Parks Personal Services Expenditures		5,461.98	21,626.01	76,800	28%
10-32-5330	Park Restrooms, Plaza & Play Structures	0.00	86.53	6,000	1%

10-32-5420	Contract Services	957.50	3,130.00	9,000	35%
10-32-5491	Holiday Décor	0.00	1,674.17	2,500	67%
10-32-5620	Landscaping	0.00	317.22	7,000	5%
Total Parks Materials and Services Expenditures		957.50	5,207.92	24,500	21%
General - Public Safety/Code Enforcement Expenditures					
10-41-5110	Code Enforcement Salaries	2,758.14	10,194.61	40,000	25%
10-41-5130	Code Enforcement Overtime	0.00	102.28	1,000	10%
10-41-5140	Code Enforcement Payroll Taxes & Benefits	2,582.01	8,614.19	42,500	20%
10-41-5155	Code Enforcement Worker's Compensation Insurance	37.74	194.12	400	49%
Total Public Safety Personal Services Expenditures		5,377.89	19,105.20	83,900	23%
10-42-5201	Animal Control/Code Enforcement	100.00	756.38	8,000	9%
10-42-5203	Sheriff Contract	9,617.77	38,471.07	116,000	33%
10-42-5222	Insurance/Legal	0.00	3,188.24	3,400	94%
10-42-5240	Office Supplies/Telephone/Postage/Misc. Office Util	0.00	166.00	1,200	14%
10-42-5241	Citations	0.00	0.00	500	0%
10-42-5255	Travel/Education	0.00	0.00	2,400	0%
10-42-5420	Lexipol Legal Services and Updates	0.00	0.00	2,500	0%
10-42-5470	Fuel/Oil/Vehicle Repair & Maintenance	0.00	0.00	10,000	0%
10-42-5476	Nuisance Abatement	0.00	0.00	10,000	0%
Total Public Safety Materials and Services Expenditures		9,717.77	42,581.69	154,000	28%
10-45-5810	Capital Lease - Principal	0.00	29,405.80	29,500	100%
Total Public Safety Debt Service Expenditures		0.00	29,405.80	29,500	100%
General Non-Allocated Expenditures					
10-02-5330	Building Maintenance	781.64	5,772.62	20,000	29%
Total Non-Allocated Materials and Services Expenditures		781.64	5,772.62	20,000	29%
10-04-7119	Interfund Transfer to Governmental Reserve	0.00	286,400.00	286,400	100%
Total Interfund Transfers		-	286,400.00	286,400	100%
10-06-5800	Operating Contingency	0.00	0.00	100,000	0%
Total General Fund Expenditures		60,888.26	601,695.04	1,415,700	43%
Revenue Over/(Under) Expenditures		(34,013.42)	(471,994.32)		
Beginning Fund Balance		223,160.72	661,141.62		
Ending Fund Balance		189,147.30	189,147.30		

Governmental Reserve Fund

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
11-00-4096 Fund Balance	0.00	1,148,304.13	1,149,400	100%
11-00-4130 Interest	5,913.03	22,363.52	43,000	52%
11-00-4340 SDC Revenue/Fees	0.00	0.00	18,000	0%
11-00-4810 Transfer from General (10)	0.00	286,400.00	286,400	100%
11-00-4820 Transfer from Street (20)	156.47	567.63	1,700	33%
11-00-4860 Transfer from Water (60)	0.00	9,000.00	9,000	100%
11-00-4870 Transfer from Sewer (70)	0.00	10,000.00	10,000	100%
Total Governmental Reserve Fund Revenues	6,069.50	1,476,635.28	1,517,500	97%
Expenditures	Current Period	YTD Actual	Annual Budget	% of Budget
11-01-5160 Vacation & Sick Leave	1,344.36	4,965.72	125,000	4%
Total Personnel Services Expenditures	1,344.36	4,965.72	125,000	4%
11-02-5330 Building Maintenance	0.00	2,219.91	24,000	9%
11-02-5474 Bicycle & Foot Path Maintenance	0.00	0.00	4,000	0%
11-02-6033 Street Lights	0.00	0.00	50,000	0%
Total Materials and Services Expenditures	-	2,219.91	78,000	3%
11-03-6012 Park Improvements	0.00	0.00	73,800	0%
11-03-6029 Bike and Footpaths	0.00	0.00	23,000	0%
11-03-6032 Street Improvement	0.00	104,090.00	164,500	63%
11-03-6033 Street Lights	0.00	0.00	100,000	0%
11-03-6999 Capital Improvement Plan	0.00	0.00	953,200	0%
Total Capital Outlay Expenditures	-	104,090.00	1,314,500	8%
Total Governmental Reserve Fund Expenditures	1,344.36	111,275.63	1,517,500	7%
Revenue Over/(Under) Expenditures		4,725.14	217,055.52	
Beginning Fund Balance		1,360,634.51	1,148,304.13	
Ending Fund Balance		1,365,359.65	1,365,359.65	0%

Irrigon Improvements Reserve (12)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
12-00-4096 Fund Balance	0.00	3,763,226.34	4,141,400	91%
12-00-4130 Interest	10,648.53	54,481.45	100,000	54%
12-00-4400 Morrow Development. Corp/Port of Morrow	0.00	0.00	250,000	0%
12-00-4590 Congressionally Directed Spending	0.00	0.00	2,705,000	0%
12-00-4690 Other State Sources	0.00	0.00	1,000,000	0%
12-00-4720 Safe Routes to School Grant	15,638.51	15,638.51	300,000	5%
12-00-4727 CREZ II Community Enhancement Grant	0.00	0.00	1,620,400	0%
12-00-4750 Enhancement Application Fees	100.00	400.00	2,400	17%
Total Irrigon Improvement Reserve Revenues	26,387.04	3,833,746.30	10,119,200	38%
Expenditures	Current Period	YTD Actual	Annual Budget	% of Budget
12-02-5264 Irrigon Improvements	15,725.83	60,741.15	600,000	10%

12-02-5265	Business Start up	0.00	0.00	109,000	0%
12-02-5266	Enhancing Properties	4,000.00	18,380.00	170,000	11%
12-02-5490	Housing Incentive Program	0.00	0.00	184,000	0%
Total Materials and Services Expenditures		19,725.83	79,121.15	1,063,000	7%
12-03-5264	Irrigon Improvements	10,659.03	677,253.53	3,978,200	17%
12-03-5265	Business Start up	0.00	0.00	30,000	0%
12-03-5466	Electric Vehicle Charging Station	0.00	0.00	393,000	0%
12-03-5621	Safe Routes to School Project	0.00	507,607.25	500,000	102%
12-03-5626	Business Opportunity Incubator	0.00	0.00	1,250,000	0%
12-03-5630	Food Pod	0.00	0.00	0	
12-03-5661	Water Infrastructure	0.00	26,615.17	852,500	3%
12-03-5679	Sewer Infrastructure	0.00	102,514.77	852,500	12%
12-03-6037	Splash Park	0.00	0.00	1,200,000	0%
Total Capital Outlay Expenditures		10,659.03	1,313,990.72	9,056,200	15%
Total Irrigon Improvements Reserve Fund Expenditures		30,384.86	1,393,111.87	10,119,200	14%
Revenue Over/(Under) Expenditures		(3,997.82)	(1,322,591.91)		
Beginning Fund Balance		2,444,632.25	3,763,226.34		
Ending Fund Balance		2,440,634.43	2,440,634.43		

State Street Fund

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget	
20-00-4096	Beginning Fund Balance	0.00	320,475.98	320,000	100%
20-00-4130	Interest Earned	1,414.82	5,611.31	9,100	62%
20-00-4312	Street Light User Fee (STL)	1,761.94	7,033.83	21,800	32%
20-00-4313	Street Maintenance User Fee (ST)	2,642.91	10,550.78	32,700	32%
20-00-4390	Miscellaneous Resources	68.76	68.76	3,300	2%
20-00-4620	ODOT Highway Tax	15,646.90	56,763.43	170,000	33%
Total State Street Revenues		21,535.33	400,504.09	556,900	72%
Expenditures	Current Period	YTD Actual	Annual Budget	% of Budget	
20-01-5110	Salaries	7,842.90	31,142.99	109,000	29%
20-01-5130	Overtime	102.28	466.42	5,000	9%
20-01-5140	Payroll Taxes & Benefits	5,540.85	22,218.97	85,200	26%
20-01-5155	Worker's Compensation Insurance	283.93	1,405.24	3,100	45%
Total Personnel Services Expenditures		13,769.96	55,233.62	202,300	27%
20-02-5240	Office Supplies/Telephone/Postage/Misc. Office Uti	210.53	982.74	5,000	20%
20-02-5255	Travel/Education/Dues/Subscrip./Adver/Misc	757.40	1,206.98	6,000	20%
20-02-5256	Electrical Services	0.00	6,986.74	31,000	23%
20-02-5420	Contract Services	0.00	1,951.00	8,000	24%
20-02-5450	Street Repair	0.00	1,976.00	32,000	6%
20-02-5462	Engineer Services	0.00	2,084.92	7,000	30%
20-02-5465	Supplies/Tools/Other Repair & Maintenance	1,311.94	5,878.20	17,200	34%
20-02-5470	Fuel/Oil/Vehicle Repair & Maintenance	171.36	4,429.20	25,000	18%
Total Materials and Services Expenditures		2,451.23	25,495.78	131,200	19%
20-04-7119	Interfund Transfer to Governmental Reserve	156.47	567.63	1,700	33%
Total Interfund Transfers		156.47	567.63	1,700	33%
20-06-5800	Operating Contingency	0.00	0.00	121,700	0%
Total State Street Fund Expenditures		16,377.66	81,297.03	456,900	18%
Revenue Over/(Under) Expenditures		5,157.67	(1,268.92)		
Beginning Fund Balance		314,049.39	320,475.98		
Ending Fund Balance		319,207.06	319,207.06		

Water Operation and Development Fund (60)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget	
60-00-4096	Beginning Fund Balance	0.00	165,519.97	160,000	103%
60-00-4130	Interest Earned	1,132.52	4,046.54	5,000	81%
60-00-4300	Water Sales and Late Fees	44,616.40	253,014.58	540,800	47%
60-00-4301	Uncollectible Accounts	0.00	(8.93)	0	0%
60-00-4310	Service Connections	0.00	0.00	27,500	0%
60-00-4390	Miscellaneous Revenue	137.52	137.52	3,400	4%
Total Water Operations & Development Revenues		45,886.44	422,709.68	736,700	57%
Expenditures	Current Period	YTD Actual	Annual Budget	% of Budget	
60-01-5110	Salaries	16,269.06	64,901.40	189,100	34%
60-01-5130	Overtime	203.98	877.77	6,000	15%
60-01-5140	Payroll Taxes & Benefits	11,140.41	45,046.29	139,600	32%
60-01-5155	Worker's Compensation Insurance	178.05	881.57	2,000	44%
Total Personnel Services Expenditures		27,791.50	111,707.03	336,700	33%
60-02-5222	Insurance/Legal/Audit	0.00	10,519.38	18,000	58%
60-02-5240	Office Supplies/Telephone/Postage/Misc. Office Uti	651.93	6,115.30	17,000	36%
60-02-5255	Travel/Education/Dues/Subscrip./Adver/Misc	224.68	1,203.87	10,000	12%
60-02-5256	Electrical Services	0.00	6,879.77	23,000	30%
60-02-5420	Contract Services	0.00	49.50	4,000	1%
60-02-5461	Testing	1,217.00	1,950.92	5,000	39%
60-02-5462	Engineer Services	0.00	346.15	10,000	3%
60-02-5465	Supplies/Tools/Other Repair & Maintenance	7,002.12	18,522.94	80,000	23%

60-02-5470 Fuel/Oil/Vehicle Repair & Maintenance	171.36	3,255.85	21,000	16%
Total Materials and Services Expenditures	9,267.09	48,843.68	188,000	26%
60-04-7119 Interfund Transfer to Governmental Reserve	0.00	9,000.00	9,000	100%
60-04-7165 OP Transfer to Water Reserve (65)	0.00	65,000.00	65,000	100%
Total Interfund Transfers	-	74,000.00	74,000	100%
60-06-5800 Operating Contingency	0.00	0.00	38,000	0%
Total Water Operations and Development Fund Expenditures	37,058.59	234,550.71	636,700	37%
Revenue Over/(Under) Expenditures	8,827.85	22,639.00		
Beginning Fund Balance	179,331.12	165,519.97		
Ending Fund Balance	188,158.97	188,158.97		

Water Reserve (62)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
62-00-4096 Fund Balance	0.00	816,570.51	776,400	105%
62-00-4130 Interest	3,879.59	14,590.57	28,000	52%
62-00-4340 SDC Revenue/Fees	0.00	0.00	700,100	0%
62-00-4860 Transfer from Water (60)	0.00	65,000.00	65,000	100%
Total Water Reserve Revenues	3,879.59	896,161.08	1,569,500	57%
Expenditures				
62-02-5462 Engineer Services	0.00	0.00	8,000	0%
62-02-5667 Emergency Repairs	29,400.00	29,400.00	50,000	59%
62-02-6004 Update System Development Charge Plan	0.00	0.00	90,000	0%
62-02-6999 CIP Materials & Services	0.00	0.00	23,000	0%
Total Materials and Services Expenditures	29,400.00	29,400.00	171,000	17%
62-03-6030 Meters for Auto Read Program	0.00	0.00	137,500	0%
62-03-6031 Test Well	0.00	0.00	200,000	0%
62-03-6999 Capital Improvement Plan	0.00	0.00	1,061,000	0%
Total Capital Outlay Expenditures	-	-	1,398,500	0%
Total Water Reserve Expenditures	29,400.00	29,400.00	1,569,500	2%
Revenue Over/(Under) Expenditures	(25,520.41)	50,190.57		
Beginning Fund Balance	892,281.49	816,570.51		
Ending Fund Balance	866,761.08	866,761.08		0%

Water Debt Service for Revenue Bonds (68)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
68-00-4096 Beginning Fund Balance	0.00	120,878.42	127,600	95%
68-00-4130 Interest Earned	606.88	2,175.73	2,200	99%
68-00-4302 Water Bonds Fees (Wbnd)	6,121.36	24,567.56	74,500	33%
Total Water Debt Service for Revenue Bonds Revenues	6,728.24	147,621.71	204,300	72%
Expenditures				
68-04-7169 Transfer to Water GO Debt Service Fund (69)	399.00	1,596.00	4,800	33%
Total Interfund Transfers	399.00	1,596.00	4,800	33%
68-05-5743 Series 2016 B FF&C Bonds Interest	2,522.70	5,045.40	9,500	53%
68-05-7683 Series 2016 B FF&C Bonds Principal	0.00	0.00	53,500	0%
68-05-7685 Premium Payment	0.00	0.00	5,200	0%
Total Debt Service Expenditures	2,522.70	5,045.40	68,200	7%
Total Water Debt Service for Revenue Bonds Expenditures	2,921.70	6,641.40	73,000	9%
Revenue Over/(Under) Expenditures	3,806.54	20,101.89		
Beginning Fund Balance	137,173.77	120,878.42		
Ending Fund Balance	140,980.31	140,980.31		0

Water Debt Service for General Obligation Bonds (69)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
69-00-4096 Fund Balance	0.00	20,699.39	32,800	63%
69-00-4110 Property Taxes	0.00	88.47	103,200	0%
69-00-4120 Property Taxes, Prior Years	30.31	30.31		
69-00-4130 Interest	102.68	392.37	1,500	26%
69-00-4872 Transfer in from Water Debt Service (68)	399.00	1,596.00	4,800	33%
Total Water Debt Service for G.O. Bonds Revenues	531.99	22,806.54	142,300	16%
Expenditures				
69-05-5744 Series 2016 A GO Bonds Interest	2,790.55	11,162.20	33,000	34%
69-05-7684 Series 2016A GO Bonds Principal	0.00	0.00	51,000	0%
69-05-7685 Premium Payment	0.00	0.00	7,400	0%
Total Debt Service Expenditures	2,790.55	11,162.20	91,400	12%
Total Water Debt Service for Revenue Bonds Expenditures	2,790.55	11,162.20	91,400	12%
Revenue Over/(Under) Expenditures	(2,258.56)	(9,055.05)		
Beginning Fund Balance	13,902.90	20,699.39		
Ending Fund Balance	11,644.34	11,644.34		0

Sewer Operations and Development Fund (70)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
70-00-4096 Beginning Fund Balance	0.00	371,635.00	310,000	120%
70-00-4130 Interest Earned	1,121.12	5,069.97	10,600	48%

70-00-4140	WWTP Dumpage Fees	2,096.00	3,456.00	11,000	31%
70-00-4300	Sewer Service Sales and Late Fees	48,281.43	193,994.19	595,400	33%
70-00-4310	Service Connections	0.00	0.00	75,000	0%
70-00-4390	Miscellaneous Revenue	177.63	177.63	3,000	6%
Total Sewer Operations and Development Revenues		51,676.18	574,289.62	1,005,000	57%
Expenditures					
70-01-5110	Salaries	16,751.31	66,842.04	206,100	32%
70-01-5130	Overtime	489.47	2,365.09	13,000	18%
70-01-5140	Payroll Taxes & Benefits	11,769.36	47,486.06	155,700	30%
70-01-5155	Worker's Compensation Insurance	213.45	1,033.48	2,200	47%
Total Personnel Services Expenditures		29,223.59	117,726.67	377,000	31%
70-02-5222	Insurance/Legal/Audit	0.00	18,652.01	30,000	62%
70-02-5240	Office Supplies/Telephone/Postage/Misc. Office Uti	868.37	6,606.17	18,000	37%
70-02-5255	Travel/Education/Dues/Subscrip./Adver/Misc	1,504.46	4,364.99	15,000	29%
70-02-5256	Electrical Services	0.00	5,235.87	23,000	23%
70-02-5330	Building Maintenance	0.00	2,265.00	0	
70-02-5420	Contract Services	(1,630.00)	(1,580.50)	10,000	-16%
70-02-5461	Testing	947.70	6,260.35	23,000	27%
70-02-5462	Engineer Services	0.00	527.40	11,000	5%
70-02-5465	Supplies/Tools/Other Repair & Maintenance	407.31	12,901.89	60,000	22%
70-02-5470	Fuel/Oil/Vehicle Repair & Maintenance	146.90	2,804.15	30,000	9%
70-02-5475	Sludge Removal	0.00	0.00	7,000	0%
Total Materials and Services Expenditures		2,244.74	58,037.33	227,000	26%
70-03-5660	Service Connections Water/Sewer	0.00	0.00	75,000	0%
Total Capital Outlay Expenditures		0.00	0.00	75,000	0%
70-04-7119	Interfund Transfer to Governmental Reserve	0.00	10,000.00	10,000	100%
70-04-7175	OP Transfer to Sewer Reserve (75)	0.00	94,400.00	94,400	100%
Total Interfund Transfers		-	104,400.00	104,400	100%
70-06-5800	Operating Contingency	0.00	0.00	121,600	0%
Total Sewer Operations and Development Expenditures		31,468.33	280,164.00	905,000	31%
Revenue Over/(Under) Expenditures		20,207.85	(77,509.38)		
Beginning Fund Balance		273,917.77	371,635.00		
Ending Fund Balance		294,125.62	294,125.62		

Sewer Reserve (72)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
72-00-4096 Fund Balance	0.00	753,440.04	699,500	108%
72-00-4130 Interest	3,730.01	13,769.51	22,000	63%
72-00-4340 SDC Revenue/Fees	0.00	0.00	94,500	0%
72-00-4870 Transfer from Sewer (70)	0.00	94,400.00	94,400	100%
Total Sewer Reserve Revenues	3,730.01	861,609.55	910,400	95%
Expenditures				
72-02-5667 Emergency Repairs	0.00	0.00	100,000	0%
72-02-6004 Update System Development Charge Plan	0.00	0.00	90,000	0%
Total Materials and Services Expenditures		-	190,000	0%
72-03-6012 SDC Improvements	0.00	0.00	244,000	0%
72-03-6999 Capital Improvement Plan	0.00	0.00	476,400	0%
Total Capital Outlay Expenditures		-	720,400	0%
Total Sewer Operations and Development Expenditures		-	910,400	0%
Revenue Over/(Under) Expenditures		3,730.01	108,169.51	
Beginning Fund Balance		857,879.54	753,440.04	
Ending Fund Balance		861,609.55	861,609.55	

Sewer Debt Service for Revenue Bonds (78)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
78-00-4096 Beginning Fund Balance	0.00	416,080.34	325,800	128%
78-00-4130 Interest Earned	2,031.43	7,893.04	12,000	66%
78-00-4302 Sewer Bonds Fees (\$bnd)	28,207.26	113,144.01	340,000	33%
Total Sewer Debt Service for Revenue Bonds Revenues	30,238.69	537,117.39	677,800	79%
Expenditures				
78-04-7179 OP Transfer to Sewer GO Debt Service (79)	1,268.68	5,074.72	15,500	33%
Total Interfund Transfers		1,268.68	5,074.72	33%
78-05-5740 DEQ Bond R47741 Interest Expense	902.33	3,609.32	13,500	27%
78-05-5741 IFA Y13004 Interest Expense	845.48	3,381.92	10,000	34%
78-05-5743 Series 2016 B FF&C Bonds Interest	1,047.91	4,191.64	12,000	35%
78-05-5746 DEQ R47742 Interest Expense	3,084.83	12,339.32	50,000	25%
78-05-5747 DEQ R47743 Interest Expense	566.17	2,264.68	9,500	24%
78-05-7680 DEQ R47741 Principal	0.00	0.00	41,000	0%
78-05-7681 OR Bond Y13004 Principal Sewer 2012	0.00	0.00	18,500	0%
78-05-7683 Series 2016 B FF&C Bonds Principal	0.00	0.00	67,000	0%
78-05-7685 Premium Payment	0.00	0.00	6,500	0%
78-05-7686 DEQ R47742 Principal	0.00	0.00	35,000	0%
78-05-7687 DEQ R47743 Principal	0.00	0.00	16,500	0%
Total Debt Service Expenditures		6,446.72	25,786.88	9%

Total Sewer Debt Service for Revenue Bonds Expenditures	<u>7,715.40</u>	<u>30,861.60</u>	<u>295,000</u>	<u>10%</u>
Revenue Over/(Under) Expenditures	<u>22,523.29</u>	<u>90,175.45</u>		
Beginning Fund Balance	<u>483,732.50</u>	<u>416,080.34</u>		
Ending Fund Balance	<u>506,255.79</u>	<u>506,255.79</u>		

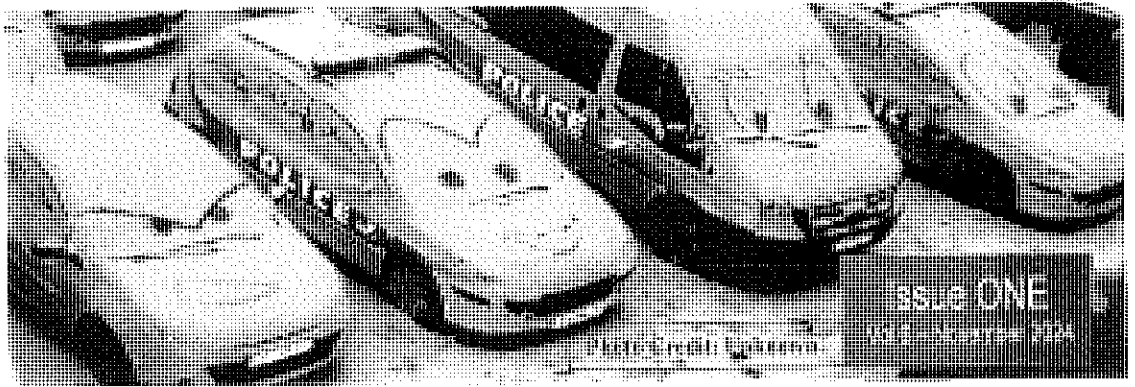
Sewer Debt Service for General Obligation Bonds (79)

Revenues	Current Period	YTD Actual	Annual Budget	% of Budget
79-00-4096 Fund Balance	0.00	118,169.65	120,000	98%
79-00-4110 GO Sewer Property Taxes	0.00	118.42	93,600	0%
79-00-4120 Property Taxes, Prior Years	39.98	39.98		
79-00-4130 Interest	547.29	2,100.86	5,600	38%
79-00-4873 Transfer in from Sewer Debt Service (78)	1,268.68	5,074.72	15,500	33%
Total Sewer Debt Service for G.O. Bonds Revenues	<u>1,855.95</u>	<u>125,503.63</u>	<u>234,700</u>	<u>53%</u>
Expenditures				
79-05-5744 Series 2016 A GO Bonds Interest	4,598.03	18,392.12	54,400	34%
79-05-7684 Series 2016A GO Bonds Principal	0.00	0.00	84,100	0%
79-05-7685 Premium Payment	0.00	0.00	12,100	0%
Total Debt Service Expenditures	<u>4,598.03</u>	<u>18,392.12</u>	<u>150,600</u>	<u>12%</u>
Total Sewer Debt Service for G.O. Bonds Expenditures	<u>4,598.03</u>	<u>18,392.12</u>	<u>150,600</u>	<u>12%</u>
Revenue Over/(Under) Expenditures	<u>(2,742.08)</u>	<u>(11,058.14)</u>		
Beginning Fund Balance	<u>109,853.59</u>	<u>118,169.65</u>		
Ending Fund Balance	<u>107,111.51</u>	<u>107,111.51</u>		
Total Revenue Over/(Under) Expenditures	<u>446.06</u>	<u>(1,385,145.78)</u>		
Total Beginning Fund Balances	<u>7,290,549.55</u>	<u>8,676,141.39</u>		
Total Ending Fund Balances	<u>7,290,995.61</u>	<u>7,290,995.61</u>		

11/14/2024

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- > Telly's Tales- SafeOregon
- > Changes & Graduation
- > 2024 Community Events
- > State Accreditation
- > OSP - TIP Program
- > MCSO Stats 2022 & 2023
- > 2024 Fire Season
- > "Winter Ready" Bag
- > Final Thoughts-Thank you



Updates from your Morrow County Sheriff's Office



Your MCSO

OSSA

Oregon State Sheriffs' Association

The Oregon State Sheriffs' Association was formed in 1916 to give Oregon Sheriffs a single and effective voice.

BECOME A MEMBER

Individuals and businesses who want to support public safety across the State of Oregon may join the Oregon State Sheriffs' Association (OSSA), a tax-exempt non-profit organization. Your tax deductible dues and contributions support Oregon's 36 elected sheriffs and their staff as they strive to improve citizen and community safety on a daily basis.

It is easy to join and all gifts are tax deductible. You'll also receive special membership benefits including the quarterly magazine, *Oregon Sheriff*, which will keep you up-to-date with sheriffs around the state and current public safety issues; a membership card; decals; and one automatic entry into the drawing for a Glock G43 handgun, generously donated by Greystone Tactical.

MCSO Mission

"The Mission of the Morrow County Sheriff's Office is to protect the rights of all people and to promote **safety, security and livability** for all Morrow County citizens and visitors"

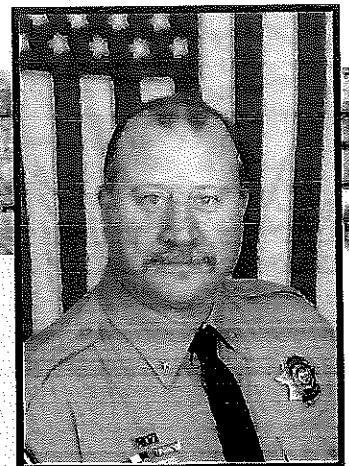
Support your local Sheriff

Please Visit
Oregon State Sheriffs' Association

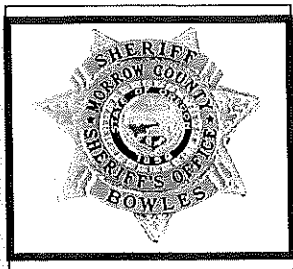
oregonsheriffs.org



Sheriff John A. Bowles



Undersheriff Brian Snyder



In the

SPOTLIGHT

**Civil Sergeant
Ivy Adams**

1. Most unusual job? EMT
2. Favorite charity? Any for kids
3. Hobbies? Cooking & Gardening
4. Dogs, Cats or? Dogs, Cats & Chickens!
5. Favorite family tradition? Family dinners.
6. If you could visit anywhere in the world, where would you go? Everywhere green!
7. Favorite dinner and/or treat? All Pastas!
8. Pet peeve? Dirty sink & counters
9. Who would you swap places with for a day?
No one, I would just stay me!
10. Favorite Book and/or Movie? A lot of books and Fried Green Tomatoes
11. Mountains, Beach or both? Definitely Both
12. Hometown? Heppner
13. Favorite color? Green
14. Which two people, living or dead, would you most like to have dinner with? Passed - Granny Zelma, Darin Skaggs/ Living - family.
15. #1 on your bucket list? See all 50 states.

Administrative Division

Civil / CHL / Records

Admin. Lt. Melissa Camarillo

Civil Sergeant Ivy Adams
Civil/Records Clerk Erik Patton

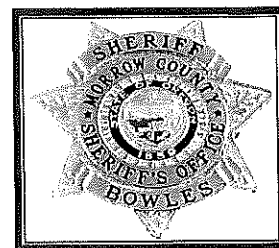
2023 Statistics

Civil Processes - 786
Records Requests - 961
Concealed Handgun Lic. - 308

The **Civil Unit** responds to and facilitates all legal processes directed to the Sheriff, including, but not limited to Writs of Execution (Real and Personal Property sales), forcible Entry Detainers/Evictions, Notices, Subpoenas, Provisional and Enforcement processes, and various other court orders and documents.

The **Concealed Handgun License (CHL) Unit** processes all of Morrow County's applications for a personal CHL. This includes new applications, renewal applications and transfers from other counties in Oregon.

The **Records Unit** provides information to the public, as well as other law enforcement agencies, our district attorney's office, other attorneys and businesses such as insurance companies.



In the

SPOTLIGHT

**Civil / Records Clerk
Erik Patton**

1. Most unusual job? Dispatch
2. Favorite charity?
National Fallen Firefighters Foundation
3. Hobbies? Hunting & traveling to new places with my wife.
4. Dogs, Cats or? Two dogs, Beagle and Australian Shepherd.
5. Favorite family tradition?
New Years at the cabin.
6. If you could visit anywhere in the world, where would you go?
ANY Royal Caribbean Cruise.
7. Favorite dinner and/or treat?
Rice-a-Roni with Sausage
8. Pet peeve?
Slow walkers / drivers- get out of the way.
9. Who would you swap places with for a day?
President Biden only, if it can be to the end of his term. Or, Elon Musk.
10. Favorite Book and/or Movie?
The Saint, Face/Off, Twister
11. Mountains, Beach or both?
Depends on the season
12. Hometown? Heppner
13. Favorite color? Blue
14. Which two people, living or dead, would you most like to have dinner with?
Grandparents and Mother-in-law (all passed)
15. #1 on your bucket list?
See #6

TELLY'S TALES...

K-9 adventures

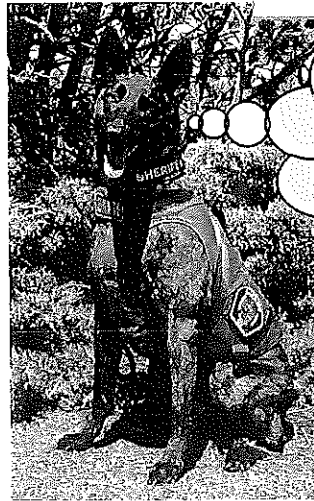


This K-9 Duo is at it again - helping to keep Morrow County safe!

MCSO Deputies Royal, Murphy, and Duvall were working a case when the suspects fled into the night, near the Rest Area West of Boardman. Deputies located one, then Deputy Colleen Neubert and K-9 Telly were deployed to assist in locating the other.

K-9 Telly located Tevin Anthony Thomas, 27, Transient, he was taken into custody and lodged at the Umatilla County Jail. He had nine warrants from three different agencies and a total bail of \$245,000. Warrants included multiple charges of Theft I, Theft II and Criminal Trespass I and many others. Congrats to the hard-working MCSO deputies and this K-9 Team - great job!

Deputy Neubert and K-9 Telly recently passed their annual recertification as a Patrol Team. They also trained in K9 and Drone integration - making searching more efficient. Always striving to better serve and protect our citizens. Keep up the good work!



Do you know me?
I have my own
Instagram Page!

Follow me at:
k9_telly

Telly wants everyone to know about. . .

SafeOregon – It is a school safety tip line created for Oregon students, parents, school staff, community members, and law enforcement officers to report and respond to student safety threats.

The tip line is a tool to report potential threats against students and schools in a confidential or anonymous way. **Tips can be submitting through an email, a phone call, text, a mobile app or a web portal.**

We have the chance to prevent violence and intervene early in the life of a struggling young person, helping when they need it before the situation turns into a tragedy.

**If you see or hear something,
say something.**

Text or Call 844-472-3367

Get the **SAFEOREGON** App

This tip line is **NOT** for immediate emergency response. Emergency situations should always go to 9-1-1.

Did you know?

History bites from Oregon State Sheriff's Association

In each of the 36 counties in Oregon, the sheriff is the chief law enforcement officer. Their primary duty is to give full police protection to the unincorporated areas of the county. However, they maintain full police jurisdiction in all municipalities.

All sheriffs have full police authority in any county in Oregon when requested by another sheriff. In this respect, these leaders have established great working rapport. The communication between the respective sheriffs is effective, efficient, and a true service to the people of Oregon.

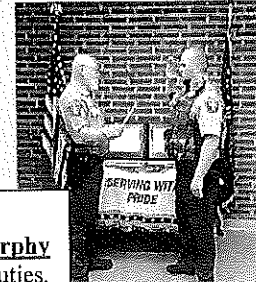
New Faces & Changes at MCSO in 2024



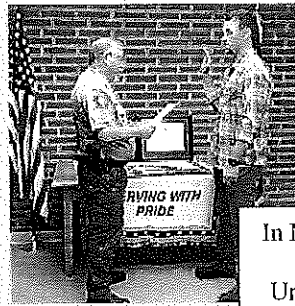
In January Andrea Acosta-Garcia was sworn-in to her new position by Sheriff Bowles. From Dispatcher to Parole and Probation Officer!



In March we welcomed Wade Duvall & Mason Murphy being sworn-in as patrol deputies. Tom Roberts was sworn-in as a Special Deputy assigned to Court Security.



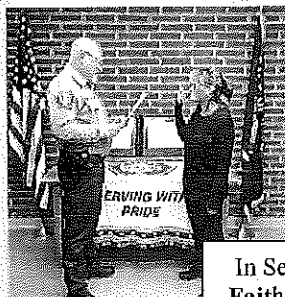
In April we welcomed Brandi Hoffman as the Work Crew Lead and Mercaide Damitz for Dispatch



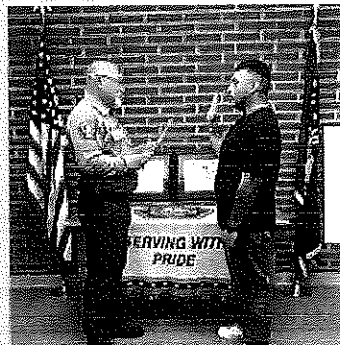
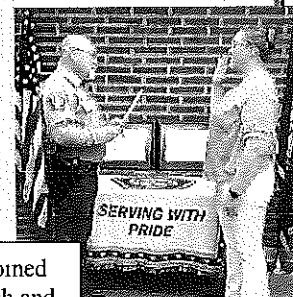
In May it was Tim Haney being sworn-in by Undersheriff Snyder as a Patrol Deputy.



In July it was David Dooney – Special Deputy assigned to the Marine position.



In September, we welcomed Faith Barch to Dispatch and Sara Tolley to Patrol.



In October Sheriff Bowles swore-in Edward Juarez as a Patrol Deputy.



MCSO Probation Director Lt. Gina Wilson graduated from the International Public Safety Leadership and Ethics Institute – **Leadership Training Program.**

An intensive program that included 160 hours spread over 6 months. The program graduated 12 public service leaders from Eastern Oregon.

“I’m happy to support this group of leaders in our profession.
LT. Wilson, I’m proud of your accomplishments and appreciate your commitment and dedication.
Congratulations to all graduates.
Great Job!”
-Sheriff

The **Police Academy** is 16 weeks of intense training that covers several areas of Law Enforcement – after which these graduates will be on patrol with a Field Training Officer while they complete a 12-week Field Training Evaluation Program.

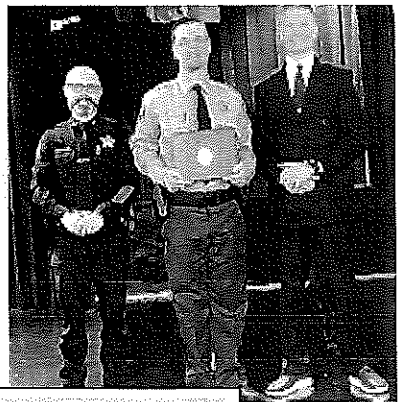
Graduation Time - 2024!



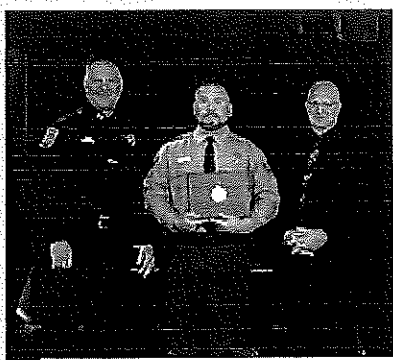
MCSO Patrol Deputy Colten Seelye



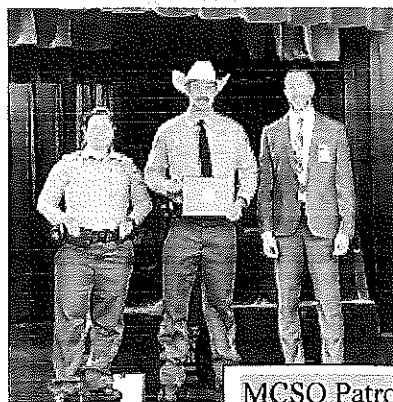
MCSO Patrol Deputy Steve Larsen



MCSO Patrol Deputy Ryan Freeman

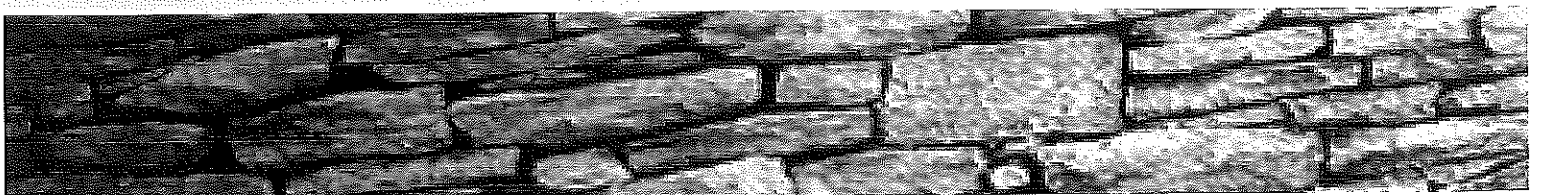
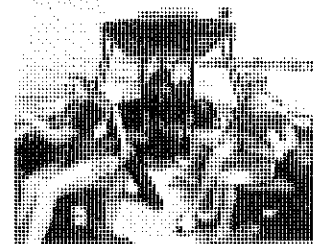
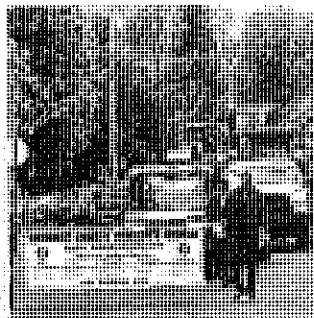
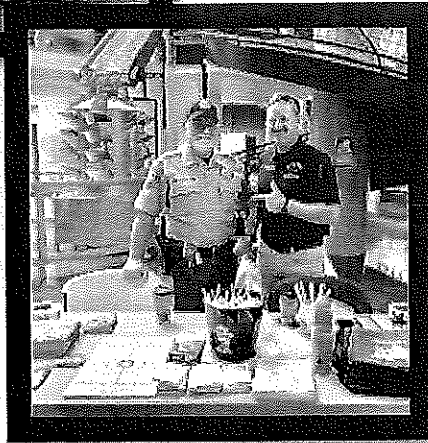
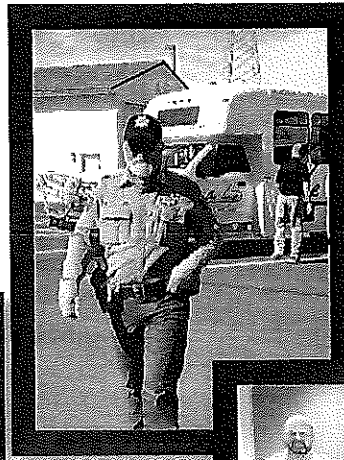
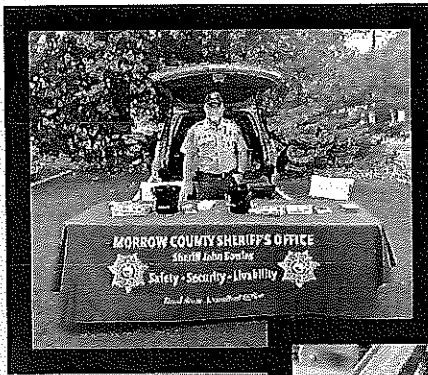


MCSO Patrol Deputy Wade Duvall



MCSO Patrol Deputy Tim Haney

MCSO enjoys participating in our Community Events!



**The Morrow County Sheriff's Office has begun using the
"What 3 Words" App. (W3W)**

**This is a LOCATOR app that is used all over the world.
It is advertised as the
"simplest way to talk about location"**

**This is NOT a tracking app. It does not track your every move.
You only activate this when you need it, similar to GPS.**

**This App allocates a unique 3-word-sequence to every 10 square feet.
If you are traveling, and have an emergency,
Emergency Services can always find you if you both use the
What3words App. This app is accepted by over 4,800 Emergency
Communications 9-1-1 Centers across the U.S.
It is also compatible with Google Maps and Apple Maps.**

**If you are on a remote highway somewhere, or in a busy city,
and don't know the address of your location, or how to tell
someone how to find you, that is no longer a problem
with What 3 Words.**

**Even if you have the address we might lose time, trying to find you
In Emergency situations saving time, can save lives.**

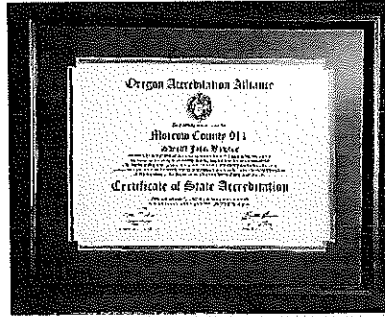
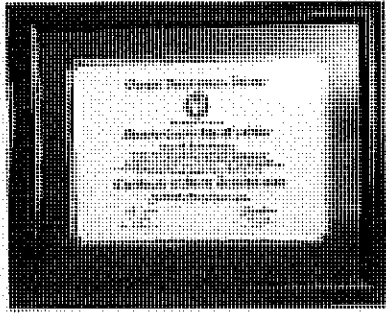
**If you are at a big complex, like a school or sporting events center,
or even at a large park, and you share your unique 3 words location,
we will then be able to get help to your exact location.**

**Try it out between you and your family and friends, see what you think.
This is not just for emergencies. It works for everyday use between
you and whoever you wish to share your location with
or if you are trying to travel to a specific location.**

Other people only know your location, if you tell them.

For more information go to. . . What3words.com

MCSO holds dual State of Oregon Law Enforcement Accreditation



Morrow County Sheriff's Office & Morrow County 911
EACH awarded STATE ACCREDITATION by the Oregon Accreditation Alliance.

The Oregon Accreditation Alliance Board members include an Executive Director and 20 top level Oregon Law Enforcement professionals.

They are tasked with overseeing the Accreditation process for Law Enforcement Agencies in the State of Oregon.

STATE ACCREDITATION was awarded to Morrow County Sheriff's Office and another STATE ACCREDITATION was awarded to Morrow County 911, (the Communications Center) both in January 2022. Recertification is every 3 years. **At the time that MCSO received Accreditation, only 14 Sheriff's Offices out of 36 in the state of Oregon had achieved Accreditation.**

The law enforcement accreditation system established a uniform set of "best practices" for agencies that are consistent on an international scale, measurable, verified by an independent body as to compliance, and creates an accountability to the community, elected policy makers, and the line of officers who are performing the day to day work.

Every standard is intended to make an agency more professional while at the same time improving its services to the community.

On average it takes approximately 18-24 months just to prepare an agency for an onsite assessment for the accreditation process. MCSO completed this onerous task within 12 months, for both the Sheriff's Office and the 911 Communications Center, which are separate processes.

"We are very proud that we hold these Law Enforcement Accreditations and are able to show to our citizens that we are following the best practices for Law Enforcement that is measurable and verified."

– Sheriff Bowles

From our friends at Oregon State Police:

Oregon State Police (OSP) Fish & Wildlife Division

Turn-in-Poachers (TIP)

The TIP program is a collaboration between OSP, Oregon Hunters Association, Oregon Department of Fish & Wildlife, Oregon Wildlife Coalition, Oregon Outfitter & Guides Association and the Oregon State Marine Board.

POACHING (illegal taking of wildlife or fish), trespassing, littering, theft, destroying of property and road closure violations affect all Oregonians. Poaching wildlife and damaging habitats affects present and future generations of wildlife, impacts communities and the economy, and creates enforcement challenges. People who "work" the system and falsely apply for resident license or tags are not legally hunting or angling and are considered POACHERS.

The TIP program offers cash rewards or preference point rewards to people who provide information that leads to an arrest or issuance of a citation, to a suspect, for the unlawful killing of wildlife, and/or waste of big game.

When making a report please provide as much information as possible.

All TIP Reporting is anonymous.

- Description of suspicious activity or violation.
- Date, time and location of such activity.
- Description of any vehicles and/or license plate.
- Name and/or description of suspects involved.
- Type of wildlife involved.

You can complete an online form or print out a paper form & fill out.
Call, email, fax or mail the information. For further information:

TIP@osp.oregon.gov

1-800-452-7888

*OSP or *677 from cell phone

Morrow County Sheriff's Office Stats for 2022 and 2023

The Sheriff's Office proudly serves the approximately 13,000 residents and thousands of visitors to Morrow County each year. The coverage area spans over 2049 square miles and consists of the Columbia River, industry, ranching, farming, high desert, mountains, back roads, highways, interstate, five cities and unincorporated areas.

In 2023 our 911 Dispatch Center received a total of 20,604 calls for law enforcement, medical and fire services. Of the 20,604 calls received,

16,334 of the calls were for law enforcement services.

Protecting people's rights, safety, security and livability are our top priorities.

I have a dedicated and professional staff who work to provide quality public service every day.

I thank the Sheriff's Office staff for their continued dedication and service.

I would also like to thank our communities for their support and partnerships.

I look forward to the future and a great 2025. Be Safe. - Sheriff Bowles

9-1-1 Dispatch Center	2022	2023
911 Calls	5705	6625
Admin Phone Calls	46642	48073
Total Phone Calls	52347	54698
Total Calls for Service (all agencies)	20592	20604

Patrol	2022	2023
Total Calls for Service	16879	16334
Cases/Reports	947	933
Arrests	316	330
Measure 11 Crimes	18	28
Traffic Stops	2183	1623
Citations Issued	763	435
Warnings Issued	1420	1188

Most Responded to Calls for Service	2022	2023
Extra Patrols	1554	1632
Area Checks	2204	1612
Driving Complaints	931	1330
Animal/Dog Complaints	901	854
Vehicle Crashes	270	214

Civil/Records/CHL	2022	2023
Civils Processed	589	786
Records Requests	632	961
Concealed Handgun Licenses	405	308

Winter is almost here!
Now is the time to prepare your
“Winter Ready Bag” for your vehicle.

Every year, MCSO conducts several Search & Rescue missions to rescue people when they unexpectedly encountered snow in the mountains and they end up stuck.

Often, there are children involved and no one is prepared for the weather. No winter clothing, food or water, to get by until we can find them.

We get it, everyone gets surprised once in a while, but a little preparation can go a long way, in those unexpected circumstances.

Customize your own “Winter Ready Bag” to what fits you and your family. It might include things such as:

Extra coats, gloves, stocking hats, blankets, water, granola bars, cell phone charging cords, flashlight with new batteries and extra batteries – maybe throw in an activity book for the kids.

Then, if the unexpected happens, hopefully you have cell service. Call or text 911, and if possible use the What 3 Words App to mark your location and we will come find you.

Please make sure TIRE CHAINS are in your vehicle!

We hope your “Winter Ready Bag” makes the wait a little more comfortable 😊

final thoughts...

Our heartfelt gratitude to all the people who put their lives on hold, to help out with the horrific fires of 2024.

From the volunteers who fed many other hardworking volunteers, to the farmers and ranchers that pitched-in with equipment and sweat to make sure that they did all they could to help their fellow man.

And of course, our gratitude to the firefighters who risk everything.

In these times of divisiveness, finger pointing and anger, it restores your faith in humanity to witness the best of human nature.

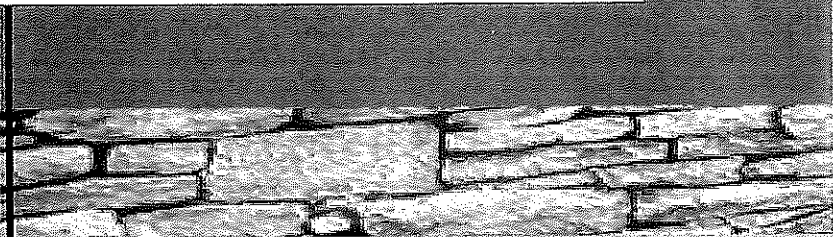
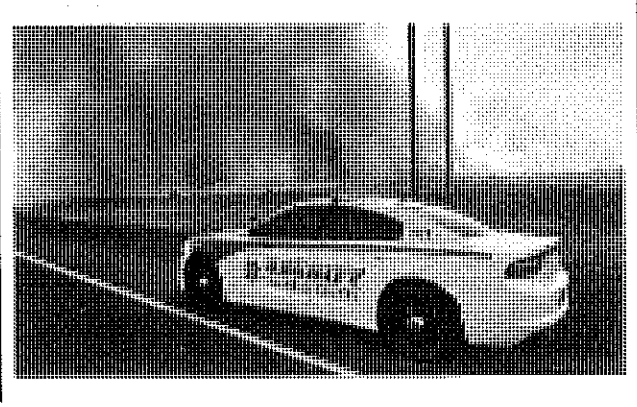
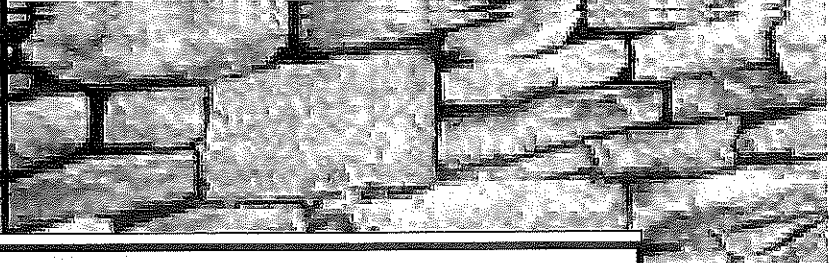
Sheriff John Bowles and Emergency Manager Steve Freeland as well as the whole Morrow County Sheriff's Office staff, salute you all, for a job well done.

Contact us at 541-676-5317
www.co.morrow.or.us/sheriff



MCSO

P. O. Box 159
325 Willow View Drive
Heppner, OR 97836



TEAM

Together
Everyone
Achieves
More

Aaron Palmquist

From: Claire Wilson <cwilson@orcities.org> on behalf of Claire Wilson
Sent: Wednesday, November 6, 2024 10:50 AM
To: Claire Wilson
Cc: Angela Speier
Subject: Sign Up for an Elected Essentials Workshop



Region 11 Cities:

Learn the basics of municipal governance at a free in-person workshop for elected officials and city staff.

December 19 and December 20 – 5:00 p.m. – 9:00 p.m.

Top 5 Reasons To Attend Elected Essentials

I'm newly elected, why should I attend?

Elected Essentials is the only training in the State of Oregon that will give you the basics of city government and what to expect as a newly elected city official all in one day.

I'm a seasoned official, why should I attend again?

Attending Elected Essentials supports your newly elected colleagues and will provide you with the legal updates that have transpired since 2022, the last time Elected Essentials was offered.

What laws have changed?

Laws on public meetings, virtual meetings, ethics, records, social media and more.

Are there any new topics being presented?

Yes! LOC lobbyists will be present and will be leading a Lobbying 101 session designed to inform, teach, and prepare you to best reach your state and federal representatives.

Why else should I attend?

Elected Essentials is a free and engaging opportunity to learn, network and get to know staff at organizations designed to support your city and you as an elected official. You will have the opportunity to get to know your counterparts in neighboring cities. In addition, There will be an interactive free networking lunch led by your Oregon Mayors Association (OMA) and Oregon City/County Management Association (OCCMA) colleagues.

How do I sign up?

View the complete schedule and register on the [LOC Website!](#)

For questions, please email me at cwilson@orcities.org or loc@orcities.org.

We look forward to seeing you there!



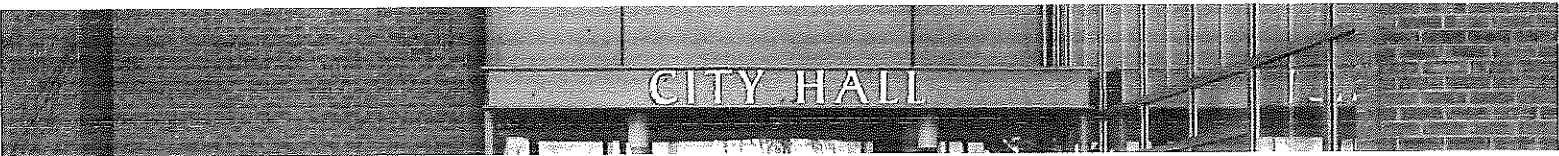
Claire Wilson, *Training Coordinator*

Office: 503-588-6550 | Cell: (971) 428-7203

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.orcities.org





ELECTED ESSENTIALS WORKSHOPS

**New to city government? Need a refresher on government fundamentals?
Plan now to attend one of 13 FREE trainings around the state.**

LOC is thrilled to offer our signature Elected Essentials training in person again this winter. The LOC's Elected Essentials program provides newly elected officials, experienced elected officials, and city staff with free training on the basics of municipal governance in Oregon.

Topics include:

- How to Achieve a High Functioning City Council
- What City Officials Need to Know About Oregon's Public Records Law
- Public Meetings in Oregon – What the Law Says & Best Practices
- Understanding Your Legal Obligations Under Oregon's Ethics Laws
- Legal Powers & Impediments Affecting Elected Officials
- Lobbying 101

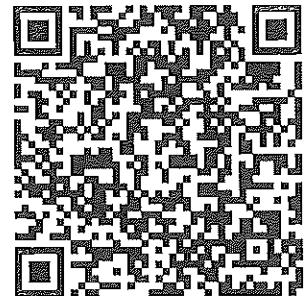
Registration is FREE and lunch is included.

Dates and locations:

Lebanon – Best Western Boulder Falls	Region 4	Nov. 13, 8:15 a.m. - 5 p.m.
Hillsboro – Hidden Creek	Region 2	Nov. 18, 8:15 a.m. - 5 p.m.
Silverton – City Hall	Region 3	Nov. 19, 8:15 a.m. - 5 p.m.
Cannon Beach – Council Chambers	Region 1	Dec. 3, 8:15 a.m. - 5 p.m.
Newport – Rec Center	Region 5	Dec. 3, 8:15 a.m. - 5 p.m.
North Bend – Mill Casino	Region 6	Dec. 4, 8:15 a.m. - 5 p.m.
The Dalles – Readiness Center	Region 8	Dec. 6, 8:15 a.m. - 5 p.m.
Pendleton – Convention Center	Region 11	Dec. 19, 5 p.m. - 9 p.m. and Dec. 20, 5 p.m. - 9 p.m.
Redmond – City Hall	Region 9	Jan. 8, 8:15 a.m. - 5 p.m.
Klamath Falls – Council Chambers	Region 10	Jan. 14, 8:15 a.m. - 5 p.m.
Phoenix – Civic Center	Region 7	Jan. 15, 8:15 a.m. - 5 p.m.
Baker City – Armory	Region 12	Jan. 31, 8:15 a.m. - 5 p.m.
Salem – Local Government Center	Catch All	Feb. 5, 8:15 a.m. - 5 p.m.

Registration Now Open!

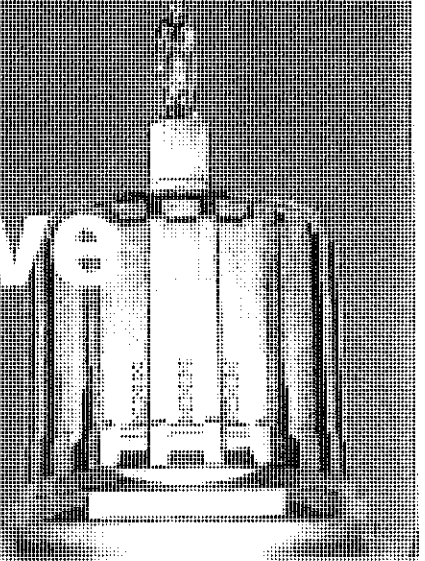
Registration is FREE, and lunch is included.



Scan the code above with your mobile device, or visit www.orcities.org > Training & Events



2025-26 Legislative Priorities



The League of Oregon Cities' (LOC) Board of Directors unanimously adopted eight legislative priorities for cities for the 2025 and 2026 sessions. The priorities were identified through a committee process and a vote by the LOC's 241 member cities. The following nine issues received the most votes from members, and were adopted by the LOC Board:

Infrastructure Funding

The LOC will advocate for a comprehensive infrastructure package to support increased water, sewer, stormwater, and road investments. The LOC will advocate to maintain and increase state investments to support the development and preservation of a range of needed housing types and affordability.

2025 Transportation Package

The LOC will support a robust, long-term, multimodal transportation package focused on stabilizing funding for operations and maintenance for local governments and ODOT, continued investment in transit and bike/ped programs, safety, congestion management, and completion of projects from HB 2017. This objective includes support for a transition from gas tax to road user fee and improved community safety and livability.

Recreational Immunity

The LOC will introduce legislation to protect cities and other landowners who open their property for recreational purposes from tort liability claims.

Behavioral Health Enhancements

The LOC will support legislation to expand access to behavioral health treatment beds and allow courts greater ability to direct persons unable to care for themselves into treatment through the civil commitment process.

CONTINUED ON BACK



Lodging Tax Flexibility

The LOC will advocate for legislation that will increase the flexibility to use locally administered and collected lodging tax revenue to support tourism-impacted services. These services include public safety, infrastructure, and housing-related investment.

Shelter Funding and Homeless Response

The LOC will support a comprehensive homeless response package to fund the needs of homeless shelters, homeless response efforts statewide, and capital projects. Funding should include baseline operational support to continue and strengthen coordinated regional homeless response and include a range of shelter types and services, including alternative shelter models, safe parking programs, rapid rehousing, outreach, case management, staffing and administrative support, and other related services.

Address Energy Affordability Challenges from Rising Utility Costs

The LOC will support actions to maintain affordable, reliable, and resilient energy resources and invest in programs and new technology that support energy efficiency, renewable energy, and resilient communities. These efforts will help address members' concerns about increased costs associated with energy usage.

Operator-In-Training Apprenticeships

The LOC will advocate for funding apprenticeship training programs and expanding bilingual training opportunities to promote the workforce development of qualified wastewater and drinking water operators.

ORS 195.530

The LOC will advocate public policy that allows cities to respond to the unique needs of their community's housed and unhoused members. This advocacy will include adjustments to ORS 195.530 to provide cities with the necessary tools to address unsafe camping conditions, safeguard public spaces, and protect the health, safety, and wellness of all community members.

OCT 28 2024

mm



October 22, 2024

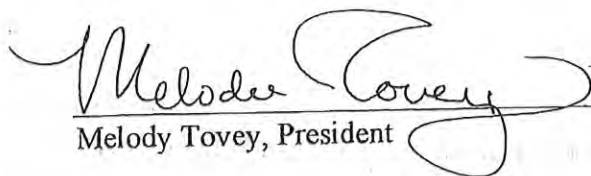
Dear City or Irrigon:

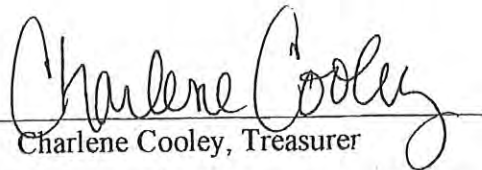
We are pleased to report that the 7th Funshine Open Golf Tournament on September 21, 2024, was a huge success. This is due, in part, to your generous support this year.

Because of your support, we will be able to offer scholarships to area graduating seniors in the spring, support the grade schools with needed supplies, brighten the hearts and homes of local families in need during the holidays with food baskets, support our chambers of commerce, and help as emergency situations arise in our communities.

We extend our most heartfelt thanks to you and wish to take this opportunity to let you know how much we appreciate your contribution.

Sincerely,


Melody Tovey, President


Charlene Cooley, Treasurer



COMMUNITY
WOMEN'S CLUB OF
IRRIGON AND
BOARDMAN WISHES
TO THANK YOU FOR
YOUR SILVER HOLE
SPONSORSHIP.

CITY OF IRRIGON

YOUR SUPPORT
GIVES
SCHOLARSHIPS AND
BRIGHTENS THE
HEARTS AND
HOMES OF LOCAL
FAMILIES IN NEED.

COMMUNITY WOMEN

P. O. Box 534

Irrigon, OR 97844



MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager *adw*
Date: November 19, 2024
RE: EOA (Economic Opportunities Analysis - Item #3)

For the past to meetings continual information and progress has been taking place regarding Employment Lands and various processes with State agencies and associated costs projections.

Tonight, Carla McLane, again provides the continual path forward and information for council discussion and needed opportunities in Irrigon and the long-term benefit and need for improved and clearer understanding.

Carla McLane Consulting, LLC
170 Van Buren Drive
Umatilla, Oregon 97882
541-314-3139
mclane@eoni.com

MEMORANDUM

To: Irrigon City Council
From: Carla McLane, Contract Planner
Date: November 12, 2024
RE: Employment Lands: State Agency Inputs; Potential Work and Associated Costs

State Agency Inputs: Aaron and I had a productive meeting with individuals at the Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT) on Thursday, November 7, discussing what the process might look like and what their expectations would be as we continue to explore the creation of additional employment lands in Irrigon. As part of the conversation we talked about the impact of the Housing Needs Analysis (HNA) that was accomplished in 2019 and how to balance a potential reduction in residential land while increasing the amount of industrial land. At this point we do not have a clear path to what new work would need to be accomplished but there was some good news that came out of the conversation. Because Irrigon has not done an Economic Opportunities Analysis (EOA) previously we may not need one now. We are continuing the conversation to better determine what would be needed to address both employment lands and housing needs.

The ODOT input was what I expected; we will need to accomplish a Traffic Impact Analysis (TIA) as any access for industrial development would impact Highway 730, an ODOT facility.

Potential Work: While an EOA may not be needed there may need to be an evaluation of the HNA that was completed in 2019. An updated Buildable Lands Inventory (BLI) may inform both needs sufficiently to move forward with necessary amendments to the Comprehensive Plan, Comprehensive Plan Map, and Zoning Map to effect the change that is desired. As part of the process an update to the text of the Irrigon Development Code, specific to the Industrial Use Zone, will also be needed. Some of that can be done by current contract planning staff with any refinement to the HNA, a Buildable Lands Inventory, or an EOA will require a consultant with those specific skills.

The City of Irrigon will also need to retain a traffic planning firm to develop the required TIA.

Associated Costs: While the specific work around an EOA, the HNA, or a BLI is not yet clear there will probably be some level of assistance that will be needed. It would be safe to assume that the cost of that assistance would most likely be \$50,000. Should we need to do work on both an EOA and HNA that total would be \$100,000. Drawing from other jurisdictions the cost of a TIA is estimated to be \$30,000. The total cost for this work, including the costs of the current contract planner to accomplish the local planning work associated with this project, is probably about \$150,000.

The City Manager is currently writing his report to the Columbia River Enterprise Zone (CREZ) Board which will include a request for funds for this project.

Next Steps: Should the City Council move forward staff will continue the conversation with DLCD and develop a Scope of Work and simple Request for Proposal based on the outcome of that discussion. Selection of a contractor for the TIA would also begin. With the total cost to be less than \$250,000 contractor selections under procurement rules can be made without a formal Request for Proposal process, simplifying and shortening the selection process and timeline. With the holidays quickly approaching, the target for a Scope of Work would be December but more realistically probably January for Council discussion and approval.

A second part of the next steps would be to identify a willing landowner or landowners for this project. Staff have identified certain lands that would fit nicely for this project based on several factors but have not confirmed landowner willingness or participation. Should that landowner group not be willing the proposal may need to change.

During last month's discussion a target of April 1 to begin work was identified. Staff still feel that we can meet that deadline or come close.


Remembering our Mission: Employment lands, when developed increase a city or jurisdiction's tax base. Currently the City of Irrigon has no industrial development and limited commercial development providing tax revenue that supports needed city and public services. It is not just the City of Irrigon's general fund that could be benefitted by positive outcomes of creating employment lands. Other taxing districts, such as the Fire District, would see gains to their general fund revenue as well, which could allow for investment in equipment, training, and staffing.

Looking forward to continuing this discussion.





MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager 
Date: November 19, 2024
RE: Irrigon Cross Connection Control Program - Item #4

As part of the Irrigon Municipal Code, Title 8 (8-1-15) as adopted in Ordinance Number 104 (6-10-1986) the City of Irrigon is to have a clear and active Cross Connection program. This requirement, as outlined and managed in accordance with OHA (Oregon Health Authority) requirements, is needing updated and adopted by the City Council.

City staff and JUB (City Engineers) have been working on this program as noted in the latest OHA review and inspection. Irrigon has a staff member in public works who manages the program. However, any private testing of back-flow devices is administered through a third party. This city also has multiple devices and uses an independent party for annual testing, ensuring that city water maintains safe drinking standards.

Staff is available for questions and thank JUB for their assistance in updating this program for record as well as the council's support in maintaining safe and clean drinking water for our customers and the community.

Staff recommends the Irrigon Cross Connection Control Program be approved as presented by JUB and notification be made to OHA (Oregon Health Authority) with postings made to the webpage accordingly.

HELPING EACH OTHER
CREATE BETTER COMMUNITIES




THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

MEMORANDUM

DATE: November 12th, 2024
TO: Irrigon City Council
500 NE Main Avenue
Irrigon, OR 97844
CC: Aaron Palmquist, Irrigon City Manager 
FROM: Tyler French, PE
J-U-B Engineers, Inc.
3611 South Zintel Way
Kennewick, WA 99337
SUBJECT: Cross Connection Control Program for Council Approval

The City of Irrigon hired J-U-B Engineers, Inc. to develop a Cross Connection Control Program. The purpose of a Cross Connection Control Program (Program) is to outline rules, responsibilities, and guidelines to aid the City in management of clean potable (drinking) water by preventing contamination between non-potable water and potable water.

The City and J-U-B worked together to develop the Program. In October of 2024, Oregon Health Authority (OHA) reviewed and approved the Program.

The final Program approved by OHA is attached to this memorandum and is ready for City Council review/approval. Please let us know if there are any questions.

Sincerely,

A handwritten signature in blue ink that reads "Tyler French".

J-U-B Engineers, Inc.

Attachments:

Cross Connection Control Program



CROSS CONNECTION CONTROL PROGRAM

City of Irrigon, Oregon
November 2024



500 NE Main Avenue
Irrigon, OR 97844
(541) 922-3385
ci.irrigon.or.us

Prepared by:



3611 South Zintel Way
Kennewick, WA 99337
(509) 783-2144
jub.com

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1. INTRODUCTION

A Cross Connection Control Program (Program) has been established to prevent contamination between non-potable water and potable (drinking) water. The purpose of this Program is to outline rules, responsibilities, and guidelines to aid the City in management of clean potable water and to support the City's Cross Connection Ordinance. The Cross Connection Ordinance is included as Appendix A and can also be found in Title 8-1-15 of the Irrigon Municipal Code.

This Program is the enabling authority for the City to enforce the items established within and is based upon the requirements set by Oregon Administrative Rules (OAR) 333-061-0020, OAR 333-061-0070, and OAR 333-061-0071.

As part of this Program, a business or property owner shall not connect to a potable water system such as a water main or service line without permission from the City. Also, an owner shall not create, maintain, or cause a cross connection. If it is discovered that an owner connected to a potable water system without permission or created a cross connection, the City will discontinue services immediately. Tampering with or bypassing a backflow preventer will also lead to immediate discontinuation of water services.

2. DEFINITIONS (OAR 333-061-0020)

1. **Approved Backflow Prevention Assembly:** a Reduced Pressure Principle Backflow Prevention Assembly, RPDA, Double Check Valve Backflow Prevention Assembly, Double Check-Detector Backflow Prevention Assembly, Pressure Vacuum Breaker Backsiphonage Prevention Assembly, or Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly, of a make, model, orientation, and size approved by the Authority. Assemblies listed in the currently approved backflow prevention assemblies list developed by the University of Southern California, Foundation for Cross-Connection Control and Hydraulic Research, or other testing laboratories using equivalent testing methods, are considered approved by the Authority.
2. **Atmospheric Vacuum Breaker (AVB):** a non-testable device consisting of an air inlet valve or float check, a check seat and an air inlet port(s). This device is designed to protect against a non-health hazard or a health hazard under a backsiphonage condition only. Product and material approval is under the Oregon Plumbing Specialty Code.
3. **Backflow:** the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any sources other than its intended source, and is caused by backsiphonage or backpressure.
4. **Backflow Prevention Assembly:** an assembly preventing backflow such as a Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Spill-Resistant Pressure Vacuum Breaker Backsiphonage Prevention Assembly, Double Check Valve Backflow Prevention Assembly, Double Check-Detector Backflow Prevention Assembly, Reduced Pressure Principle Backflow Prevention Assembly, or Reduced Pressure Principle-Detector Backflow Prevention Assembly and the attached shutoff valves on the inlet and outlet ends of the assembly, assembled as a complete unit.
5. **Backpressure:** an elevation of pressure downstream of the distribution system that would cause, or tend to cause, water to flow opposite of its intended direction.

6. **Backsiphonage:** a drop in distribution system pressure below atmospheric pressure (partial vacuum), that would cause, or tend to cause, water to flow opposite of its intended direction.
7. **Contaminant:** any physical, chemical, biological, or radiological substance or matter in water that creates a health hazard.
8. **Cross Connection:** any actual or potential unprotected connection or structural arrangement between the public or user's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substances other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel, or change-over devices, and other temporary or permanent devices through which, or because of which, backflow can occur are considered to be cross connections.
9. **Double Check-Detector Backflow Prevention Assembly (DCDA):** a specially designed assembly composed of a line size approved double check valve assembly assembled with a bypass containing a specific water meter and an approved double check valve assembly. The meter shall register accurately for only very low rates of flow up to three gallons per minute and shall show a registration for all rates of flow. This assembly is designed to protect against a non-health hazard.
10. **Double Check Valve Backflow Prevention Assembly (DC):** an assembly of two independently acting approved check valves, including tightly closing resilient seated shutoff valves attached at each end of the assembly and fitted with properly located resilient seated test cocks. This assembly is designed to protect against a non-health hazard.
11. **Health Hazard (Contamination):** an impairment of the quality of the water that could create an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, waste, or other substances.
12. **Non-Health Hazard (Pollution):** an impairment of the quality of the water to a degree that does not create a hazard to the public health but does adversely affect the aesthetic qualities of such water for potable use.
13. **Point of Delivery (POD):** the point of connection between a public water system and the user's water system. Beyond the POD, the Oregon Plumbing Specialty Code applies. See "Service Connection."
14. **Premises:** real estate and the structures on it.
15. **Premises Isolation:** the practice of protecting the public water supply from contamination or pollution by installing backflow prevention assemblies at, or near, the POD where the water supply enters the premises. Premises isolation does not guarantee protection to persons on the premises.
16. **Pressure Vacuum Breaker Backsiphonage Prevention Assembly (PVB):** an assembly consisting of an independently operating, internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the check valve. This assembly is to be equipped with properly located resilient seated test cocks and tightly closing resilient seated shutoff valves attached at each end of the assembly. This assembly is designed to protect against a non-health hazard or a health hazard under backsiphonage conditions only.

17. **Public Health Hazard:** a condition, device or practice which is conducive to the introduction of waterborne disease organisms, or harmful chemical, physical, or radioactive substances into a public water system, and which presents an unreasonable risk to health.
18. **Reduced Pressure Principle Backflow Prevention Assembly (RP):** an assembly containing two independently acting approved check valves, together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and tightly closing resilient seated shutoff valves at each end of the assembly. This assembly is designed to protect against a non-health hazard or a health hazard.
19. **Reduced Pressure Principle-Detector Backflow Prevention Assembly (RPDA):** a specifically designed assembly composed of a line size approved RP with a bypass containing a specific water meter and an approved RP. The meter shall register accurately for only very low rates of flow up to three gallons per minute and shall show a registration for all rates of flow. This assembly is designed to protect against a non-health hazard or a health hazard.

3. CROSS CONNECTION HAZARDS AND RISK LEVEL

Cross connection hazards are categorized by two risk levels:

1. **Non-Health Hazard, Low Risk (Low Hazard).** If the quality of the water system is impaired, but the health of the public is not at risk, then the source from which the contaminated water comes from is a low-risk non-health hazard. Typically, only the aesthetic quality of the water is affected.
2. **Health Hazard, High Risk (High Hazard).** If the quality of the water system has compromised public health and creates a hazard through poisoning or spread of disease that is potentially life-threatening, then the source from which the contaminated water originates is a high-risk health hazard. The contamination could be from sewage, industrial fluids, waste, or other sources.

Below is a list of premises which could cause a health hazard if a cross connection were to occur. This list is partly taken from OAR 333-061-0070 and is not inclusive of all potential health hazards or risks.

Low Hazard:

- Chemical-free irrigation which uses reclaimed water
- Drinking fountain
- Chemical-free fire sprinklers
- Coffee/tea/soft drinks/juice machines
- Water storage tanks

High Hazard:

- Agricultural (ex: farms, dairies)
- Car washes
- Commercial laundries and dry cleaners
- Food processing plants
- Medical or dental centers, equipment, and systems
- Fire sprinklers with chemicals
- Fuel/petroleum equipment or storage
- Hose bibb/reel
- Irrigation systems, especially those utilizing chemicals
- Laboratories and equipment
- Machine shop and welding connections
- Piers and docks
- Wastewater lift stations and pumping stations
- Wastewater treatment plants
- Premises with piping under pressure for conveying liquids other than potable water, and the piping is installed in proximity to potable water piping
- Premises with an auxiliary water supply that is connected to a potable water supply
- Premises where the water supplier is denied access or restricted access for survey
- Premises where the water is being treated by the addition of chemical or other additives

NOTE: If a business or property owner who receives water from the City adds chemicals or substances to the water at any time, they must notify the City's designated Cross Connection Specialist immediately. Contact information is provided in Section 10.

4. BACKFLOW PREVENTION METHODS AND APPROVED DEVICES

Backflow prevention methods based on hazard type are listed in the table below (OAR 333-061-0070). A full range of approved devices beyond those listed here can be found on University of Southern California's website:

<https://fccchr.usc.edu//list.html>

Non-Health Hazard, Low Risk (Pollutant)	Health Hazard, High Risk (Contaminant)
<ul style="list-style-type: none"> • Backsiphonage or Backpressure • Air Gap • Reduced Pressure Principle Backflow Prevention Assembly (RP) • Reduced Pressure Principle-Detector Backflow Prevention Assembly (RPDA) • Double Check Valve Backflow Prevention Assembly (DC) • Double Check-Detector Backflow Prevention Assembly (DCDA) 	<ul style="list-style-type: none"> • Backsiphonage or Backpressure • Air Gap • Reduced Pressure Principle Backflow Prevention Assembly (RP) • Reduced Pressure Principle-Detector Backflow Prevention Assembly (RPDA)

All approved backflow prevention assemblies subject to these rules shall be installed in accordance with OAR 333-061-0071 (Backflow Prevention Assembly Installation and Operation Standards) and the Oregon Plumbing Specialty Code.

5. PROCEDURE FOR INSPECTIONS AND TESTING

Per OAR 333-061-0070(6), every property with a backflow preventer will be tested:

- At the time of installation, after any repair, or when being relocated,
- At least annually,
- More frequently than annually for approved backflow prevention assemblies that repeatedly fail, or are protecting health hazard cross connections, as determined by the water supplier,
- After a backflow incident, and
- After an approved air gap is re-plumbed.

If a backflow prevention assembly was in operation before this Program became effective, the above still applies. If there is any concern of a cross connection on the property, a Backflow Assembly Tester must complete an inspection or test. The purpose of the inspection is to determine the need for a backflow prevention assembly or determine if the current backflow prevention assembly is adequate for the hazard level. The purpose of a test is to determine whether the current backflow prevention assembly is working properly. See Section 6 for other reasons an inspection or test may be needed. A decision diagram depicting hazard identification and corrective actions are included in Appendix B.

A website link with an approved list of certified cross connection control staff members and backflow testers in Oregon is included in Section 7. For more detail on inspection and testing, see the Environmental Protection Agency's "Cross-Connection Control Manual" which was published for educational, administrative, and technical reference purposes:

<https://nepis.epa.gov/exe/zypdf.cgi/2000262t.pdf?dockey=2000262t.pdf>

6. APPLICATION, NOTIFICATION, AND CORRECTIVE ACTION

The City will hold a master list of all known backflow assemblies, completed inspections, and test results for all assemblies in the water system. The master list will include details such as the owner's name, address, type of device, type of use, size of service, hazard level, and various survey data. This information will be collected via an annual application form and upon inspection or testing of the assemblies.

Cross Connection Application Form

Business Owners:

Every business in the City will complete an annual application form which will be used to establish a master list and determine whether an inspection needs to take place. If a new business is created, an application will be required to determine if there are hazards to be inspected and neutralized before opening of the business. If a business contains a backflow assembly and there is a change of business type, an application update will be required to determine whether the backflow preventer assembly meets the new degree of hazard.

The City's designated Cross Connection Specialist is responsible for managing applications and notifying the business owner if an inspection is needed. If a backflow prevention assembly needs to be installed after inspection, the City will follow protocol found in the Corrective Actions section below. An example application form is included in Appendix C.

Property Owners:

If a property is believed to contain a cross connection or has never been evaluated for hazards, an application will be needed to determine whether the property needs to be inspected. The City's designated Cross Connection Specialist is responsible for sending applications to property owners and notifying the owner if an inspection is needed. If a hazard is found on the property upon inspection, the City will follow protocol found in the Corrective Actions section below. An example application form is included in Appendix C.

Annual Testing

If a property contains a backflow prevention assembly as identified via the annual application, a test is required annually and results must be sent to the City by December 1st of each year. If testing results have not been received by the City after the initial deadline, the City will send a testing notice letter and allow for an additional sixty (60) days to report results. If this deadline is not met, the City will issue a fine and may also shut off all water systems connected to the premises. An example inspection notice letter is included in Appendix D.

The City is responsible for following up on any needed corrective actions. The City's designated Backflow Assembly Tester is responsible for ensuring each assembly is tested in the City's water system, either by doing the testing themselves or using a separate certified tester. An example test maintenance report is included in Appendix E.

Corrective Actions (Hazard Neutralization)

If a low health hazard is found on the premises that has not been previously addressed, the (business or property) owner will be notified via letter that the hazard will need to be neutralized with a backflow preventer within one hundred (60) days.

If a high health hazard is found on premises that has not been previously addressed, the (business or property) owner will be notified as soon as possible via letter that the hazard will need to be neutralized with a backflow preventor within thirty (30) days.

If the deadline for neutralizing the hazard (low or high) is not met, the City will issue a fine and also has authority to shut off all water systems connected to the premises. The City is responsible for notifying the owner regarding the need for corrective action. An example hazard notice letter is included in Appendix F.

7. CERTIFIED SPECIALISTS AND TESTERS

The Oregon Health Authority (OHA) maintains an updated list of OHA-Certified Cross Connection Specialists and Backflow Assembly Testers organized by County for easy access to local testers. The list can be found at this website:

www.oregon.gov/oha/ph/healthyenvironments/drinkingwater/crossconnection/pages/publiclist.aspx

The American Backflow Prevention Association also keeps an updated list of Certified Backflow Assembly Testers in the US which can be sorted by state at this website:

https://cdn.ymaws.com/www.abpa.org/resource/resmgr/certified_lists/tester_location_20240101.pdf

The City has a Cross Connection Specialist on staff and hires an independent Backflow Assembly Tester. Contact information is included in Section 10.

8. ANNUAL SUMMARY REPORTS

Each business or property owner with a backflow preventer is required to provide information about their system via the annual Cross Connection Application Form (see Section 6). The City is responsible for collecting and submitting this information in a Cross Connection Annual Summary Report to the OHA each year before the last working day of March. Appendix G contains the 2023 Annual Report for reference. A SmartSheet and PDF copy can be found and submitted at this website:

www.oregon.gov/oha/ph/healthyenvironments/drinkingwater/crossconnection/pages/reports.aspx

9. EDUCATIONAL OPPORTUNITIES

Cross Connection Control Brochures used to assist in educating the public are provided by the American Water Works Association - Pacific Northwest Section. These easy-to-read brochures are included in Appendix H and are also available at this website:

<https://doh.wa.gov/community-and-environment/drinking-water/water-system-design-and-planning/cross-connection-control-backflow-prevention/ccc-brochures>

Another resource for educational purposes is the Watts Backflow Prevention Educational Handout. This is included in Appendix I and is also available at the Watts Water website:

<https://media.wattswater.com/F-CCCH.pdf>

Both references listed here will be made available to the public via the City of Irrigon's website.

10. CITY OF IRRIGON CROSS CONNECTION STAFF CONTACT INFORMATION

Cross Connection Control Specialist: Contact City Clerk for Cross Connection Control Specialist

Phone Number: (541)-922-3385

Email Address: clerk@ci.irrigon.or.us

Example Duties:

- Oversees the Cross Connection Control Program
- Keeps a current certification as a Cross Connection Control Specialist
- Keeps City records for cross connections and the master backflow list of assemblies
- Notifies businesses owners and property owners of annual testing requirements
- Sends out survey forms to businesses or property owners as needed
- Notifies the owner if an inspection is needed for their property
- Notifies the owner of any hazards found on the property and the requirement for a backflow preventer
- Completes the annual summary report to submit to the OHA
- Answers the public's questions

Backflow Assembly Tester: Contact City Clerk for designated Backflow Assembly Tester

Phone Number: (541)-922-3385

Email Address: clerk@ci.irrigon.or.us

Example Duties:

- Keeps a current certification as a backflow assembly tester
- Ensures every backflow prevention assembly is tested in the City water system, either by doing the testing themselves or using a separate certified tester
- Inspects property water systems as needed
- Available to test or inspect backflow assemblies during business hours

APPENDICES

- Appendix A** Cross Connection Ordinance
- Appendix B** Decision Diagram for Hazards and Corrective Actions
- Appendix C** Cross Connection Application Form
- Appendix D** Inspection Notice Letter
- Appendix E** Test Maintenance Report
- Appendix F** Hazard Notice Letter
- Appendix G** 2023 Annual Summary Report Form from OHA
- Appendix H** American Water Works Educational Program
- Appendix I** Watts Backflow Prevention Educational Handout

Appendix A

(11) To install, maintain or use any water siphon or injector type pump operation for drainage purposes which uses the water supply from the City's distribution system.

13.002 Prohibitions. It shall be unlawful for any water user to do, commit or assist in committing any of the following:

(1) To allow any obstruction or debris to accumulate on or near any water meter box.

(2) To allow any debris to accumulate in any water meter box more than 6 inches below the water meter, except during the months of November, December, January and February.

(3) To pay any water bill upon which payment, or upon the envelope or outside cover of which, are any delineations, epithets, terms, or language of an indecent, lewd, lascivious, or obscene character are printed or written or otherwise impressed or apparent.

(4) To receive or use water through the water user's service line after water service has been turned off by the Supervisor and before water service is restored by the Supervisor.

SECTION 14: RESPONSIBILITY FOR WATER USER EQUIPMENT.

14.001 City not responsible. The water user shall, at his or her own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water, and the City shall not be responsible for any loss or damage caused by improper installation of such equipment, or the negligence, want of proper care or wrongful act of the customer or any of his tenants, agents, employees, contractors, licensees or permittees in installing, maintaining, using, operating or interfering with such equipment. Further, the City shall not be liable for damage to property caused by spigots, faucets, valves, water heaters or other equipment that are open when water is turned on or off at the meter or curb stop, either when the water is turned on originally or when turned on after a temporary shut-down.

SECTION 15: CROSS CONNECTION CONTROL REQUIREMENT.

15.001 Identifying cross connections. The Supervisor shall identify and evaluate the premises where potential cross connections exist.

15.002 Discontinue service. Where the Supervisor has reasonable cause to believe that an existing or potential cross connection is located on the water user's premises, the Supervisor shall deny or discontinue service to those premises until an appropriate

backflow prevention device is installed or until the cause of the hazard is eliminated.

15.003 Water user to notify Supervisor. Whenever a water user obtaining water from the water works system treats the water in any way or adds any chemical or substance to the water, the water user shall immediately notify the Supervisor.

15.004 Installation of backflow prevention devices. Backflow prevention devices for protecting the water works system shall be installed on the service connection to the premises where:

(1) There is an auxiliary water supply which is, or can be, connected to the potable water piping;

(2) There is piping for conveying liquids other than potable water, and where the piping is under pressure and is installed and operated in a manner which could cause a cross connection;

(3) There is intricate plumbing which makes it impractical to ascertain whether or not cross connections exist;

(4) There is a back siphonage potential;

(5) All backflow devices shall be installed in accordance with the American Water Works Association Standards.

15.005 Type of backflow prevention device. The type of backflow prevention device required under Section 15.004 shall be commensurate with the degree of hazard which exists:

(1) An approved air gap of at least twice the inside diameter, but not less than one inch, of the incoming supply line measured vertically above the top rim of the vessel, or an approved reduced pressure (RP) device shall be installed where the substance which could backflow is hazardous to health. Examples; sewage treatment plants, sewage pumping stations, chemical manufacturing plants, plating plants, hospitals, mortuaries, carwashes, medical clinics;

(2) An approved doublecheck valve assembly shall be installed where the substance which could backflow is objectionable, but does not pose an unreasonable risk to health;

(3) An approved pressure vacuum breaker or an atmospheric vacuum breaker shall be installed where the substance which could backflow is objectionable but does not pose an unreasonable risk to health and where there is no possibility of back pressure in the downstream piping. A shut-off valve may be installed on the line downstream of a pressure vacuum breaker but shall not be installed downstream of an atmospheric vacuum breaker.

(4) All backflow prevention devices required under this section shall be of a type and model approved by the Supervisor or the Oregon Health Division. The City shall maintain a list of backflow prevention devices approved for use in Oregon.

15.006 Testing and inspection of backflow prevention devices.

(1) The water user, where one or more reduced pressure device, doublecheck valve assembly, or pressure vacuum breaker have been installed, shall have the device tested at least once per year. Backflow prevention devices found not to be functioning properly shall be promptly repaired by the water user or the City may deny or discontinue service as provided in Section 15.002.

(2) Backflow prevention devices installed before the effective date of this ordinance which were approved at the time they were installed, but are not on the current list of approved devices maintained by the Oregon Health Division, shall be permitted to remain in service provided they are properly maintained, are commensurate with the degree of hazard, are tested at least annually, and perform satisfactorily. When devices of this type are moved, or require more than minimum maintenance, they shall be replaced by devices which are on the Oregon Health Division list of approved devices.

SECTION 16: PENALTIES.

16.001 Violation. Any person violating Sections 2.001, 7.002, 13.001 and 13.002 commits a Violation, punishable by a fine of not more than \$250.00. Each day that a Violation continues is a separate offense.

SECTION 17: ADDITIONAL REMEDIES.

17.001 Money judgement. In addition to the penalties provided in Section 16 of this ordinance, the City may sue in a court of competent jurisdiction to obtain a judgement for any fee due under this ordinance and enforce collection of judgement as allowed by law.

17.002 Injunction. The City may seek an injunction to prohibit a person engaged in any activity regulated by this ordinance without first complying with it.

17.003 Attorney fees and costs. In any civil action authorized by this section, if the City prevails, it shall be entitled to recover its reasonable attorney fees to be set by the court in addition to its costs and disbursements. These fees are recoverable at all levels of trial and appeal.

SECTION 18: SAVINGS, SEVERABILITY AND REPEAL CLAUSES.

18.001 Savings clause. Ordinances No. 12 and 12-77 and Resolution 82-23, repealed by this ordinance, shall remain in force to authorize the arrest, prosecution, conviction and punishment of a person who violates Ordinance No. 12 before the effective date of this Ordinance.

18.002 Severability. The sections of this Ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

18.003 Repeal. Ordinance No. 12, entitled "An Ordinance Fixing and Establishing Water Rates for Service Inside and Outside the Corporate Limits of the City of Irrigon, Prescribing Rules and Regulations for the Conduct and Operations of the Water System", enacted July 25, 1968; Ordinance No. 12-77, entitled "An Ordinance Amending Ordinance No. 12 to Establish New Water Installation Rates Within the City, and Declaring an Emergency", enacted June 14, 1977; and Resolution No. 82-23, entitled "A Resolution Authorizing the Increase in Water Consumption Rates", enacted June 22, 1982; and any other resolutions affecting the water rates enacted between the dates July 25, 1968 and June 10, 1986 are repealed.

SECTION 19: DECLARING AN EMERGENCY.

19.001 Inasmuch as it is necessary for the health, safety, comfort and convenience of the inhabitants of the City of Irrigon that its water system be improved, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect upon its passage by the Council and approval by the Mayor.

PASSED by the Common Council and APPROVED by the Mayor on this 10th day of June, 1986.

CITY OF IRRIGON, OREGON

By: Donald V. Eppendick
Mayor

ATTEST:

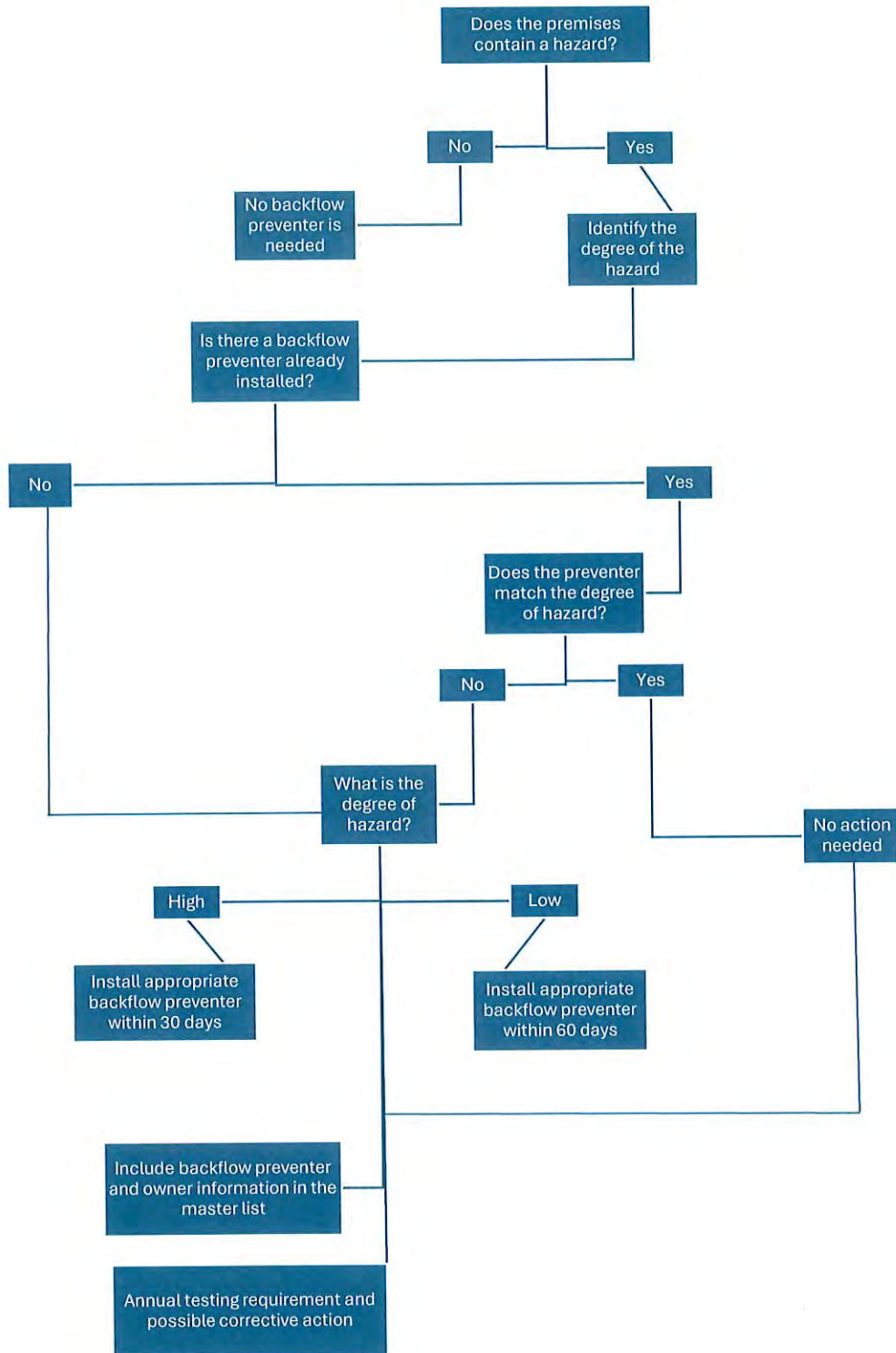
Joel av. Stahl
Mayor Protem

(S E A L)



Appendix B

Diagram for Hazard Next Steps After Survey and/or Inspection:



Appendix C

Dear Customer:

In compliance with Oregon Administrative Rules, the City of Irrigon carries out a ***Cross Connection Control Program*** that helps protect your drinking water from contamination. A cross connection is any actual (*or potential*) physical connection between a potable (*drinking*) water pipe and any other pipe, system, or machine that contains non-potable fluids or that have the possibility of containing non-potable substances, and where it is possible for those substances to find their way into the drinking water system. Such an event is called a “backflow”.

A backflow is a reverse flow from the normal direction of flow in a piping system. It can occur when systems lose pressure such that non-potable water or fluids flow from the customer pipes back into the drinking water system at lower pressure. Backflows can occur due to either *backsiphonage* or *backpressure* and are preventable. Sprinkler systems are the most common residential hazard.

An essential part of the Cross Connection Control Program is an assessment to determine the degree of hazard, if any, which is posed by each customer’s plumbing system(s). Non-residential customers (Commercial and Industrial) pose a special concern because of the greater complexity of their plumbing systems, special water uses, and fire protection systems, etc.

Included with this letter is a “***Cross Connection Application Form***” that is being distributed to all customers of the City of Irrigon. This application will help to inventory those sites that are a potential cross connection hazard to you and others and to work with those property owners to prevent backflows. Please fill out the attached *Cross Connection Application Form* and mail it to the City of Irrigon.

If you do not have any of the listed cross connections, please complete the form by simply marking all that apply and return it to the City of Irrigon. ***It is vital that we receive a response from each customer so we can work diligently to protect your drinking water.*** Customers who **do not** return the application or submit annual testing results, may be subject to fines and the City of Irrigon has the authority to shut off all water systems connected to the property.

If you do have a backflow device installed at this time, please include a copy of the latest test results with your survey so our records can be updated. Be sure to include the name of the individual who installed the device and who last tested it.

We appreciate your participation in this program. Should you have any questions regarding the survey, please do not hesitate to contact the City.

Sincerely,

The Cross Connection Staff at the City of Irrigon

City of Irrigon Cross Connection Application Form

Date: _____

- New Applicant
 Renewal
 Update

Name of Applicant: _____

Signature: _____

Address: _____

Type of Use: Residential Industrial Commercial Governmental

Location of Service: _____

Complete this application by filling in all that is applicable. Return completed application to:
 500 NE Main Avenue, Irrigon, OR 97844

Indicate if your property has any of the following: (Check all that apply)

- | | |
|--|--|
| Landscape Irrigation System / In-ground Sprinkler System
Can you add chemicals to the system? | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes
<input type="checkbox"/> No |
| Fire Sprinkler System
Can you add chemicals to the system? | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes
<input type="checkbox"/> No |
| Home Dialysis Machine and/or radiant floor heating system connected to water supply | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Solar System <i>(Check all that apply)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Heat Exchangers
<input type="checkbox"/> Panels
<input type="checkbox"/> Boilers |
| Livestock Watering | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Hose Filled
<input type="checkbox"/> Automated |
| Water Treatment Equipment (i.e. Water Softener) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is Backwash / Cleaning Cycle Air Gapped? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Auxiliary source of supply facilities, excluding Washington Water <i>(Check all that apply)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Well or Surface Water
<input type="checkbox"/> Storage Tank
<input type="checkbox"/> Reclaimed Water
<input type="checkbox"/> Other: _____ |
| Swimming Pool / Hot Tub / Decorative Pond - Filled with a hose? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Rain catchment system connection to water supply | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Dock or piers with potable water supply

Yes

No

On-site sewage (septic) pump station

Yes

No

Home-based business

Yes

No

Type of Business: _____

For Non-Residential:

Size of Service: _____ - inch. Is the service metered?

Yes

No

Do you require non-interrupted water service?

Yes

No

Does a Boiler Feed utilize chemical additives?

Yes

No

Is backflow protection incorporated?

Yes

No

Are air conditioning cooling towers utilized?

Yes

No

Is backflow protection incorporated?

Yes

No

Is a Water Saver utilized on condensing lines or cooling towers?

N/A

Yes

No

Is the make-up supply line backflow protected?

Yes

No

Is process water in use? If so, is it potable supply water or raw water?

N/A

Raw

Protected

Potable

Unprotected

Is fire protection water separate from the potable supply?

Yes

No

Are Containment Devices in place?

Yes

No

Summary:

Do you currently have air vacuum breakers or check valves on your outside faucets?

Yes

No

Do you currently have a back flow prevention device installed?

Yes

No

If yes, please provide the following:

Make: _____ Model: _____ Serial #: _____ Size: _____ inch

Location of Assembly: _____

For City Use:

Degree of Hazard:

High

Low

Type of Device recommended for containment:

RPZ

DCV

None

Fixture Outlet protection required?

Yes

No

If so, where? _____

Appendix D

City of Irrigon
500 NE Main Avenue
Irrigon, OR 97844

Notification Date:
For the following Property:

Inspection - Official Notice

You are receiving this letter because an inspection of all water systems on the property is needed, and results haven't been received by the City yet. Results of annual inspections are due to the City by December 1st of each year.

The inspection determines if there are any cross connection hazards on the property, and if there is one present, a backflow preventer may be required. If one is required, a separate letter will be sent with further information.

Instructions:

- The City of Irrigon will allow an additional sixty (60) days for you to report results. If this deadline is not met, the City will issue a fine and may also shut off all water systems connected to the premises.
- Contact the City of Irrigon's designated Backflow Assembly Tester to perform inspections on your property water systems:
- Once the inspection is completed, inform the City by providing the results of the inspection.
- Further details can be found in the City of Irrigon Cross Connection Control Program on the City's website: <https://ci.irrigon.or.us>

Appendix E

SAMPLE

Backflow Prevention Device Test and Maintenance Report

To: _____
(water purveyor or regulatory agency)

Attn: Cross-connection Control Section

The cross-connection control device detailed hereon has been tested and maintained as required by the (rules or regulations) of (purveyor or regulatory agency) and is certified to comply with these (rules or regulations).

Make of device _____ size _____
Model Number _____ located at _____
Serial Number _____

	Reduced Pressure Devices			Pressure Vacuum Breaker	
	Double Check Devices		Relief Valve	Air Inlet	Check Valve
	1 st Check	2 nd Check			
Initial Test	DC - Closed Tight <input type="checkbox"/> RP - _____ psid Leaked <input type="checkbox"/>	Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Opened at _____ psid	Opened at _____ psid Did not open <input type="checkbox"/>	_____ psid Leaked <input type="checkbox"/>
Repairs and Materials Used					
Test After Repair	DC-Closed Tight RP- _____ psid	Closed Tight <input type="checkbox"/>	Opened at _____ psid	Opened at _____ psid	_____ psid

The above is certified to be true.

Firm Name _____ Certified Tester _____
Firm Address _____ Cert. Tester No. _____ Date _____

Appendix F

City of Irrigon
500 NE Main Avenue
Irrigon, OR 97844

Notification Date:
For the following Property:

Hazard - Official Notice

This letter is sent to you because a cross connection hazard was identified on your property:

- Low Hazard (Non-Health Hazard, Low Risk)
- High Hazard (Health Hazard, High Risk)

A backflow prevention assembly which matches the degree of hazard must be installed within:

- 60 days (Low Hazard) Deadline: _____
- 30 days (High Hazard) Deadline: _____

Instructions:

- If the deadline for neutralizing the hazard is not met, the City will issue a fine and also has authority to shut off all water systems connected to the premises.
- Once the backflow assembly is installed, inform the City by contacting the Cross Connection Control Specialist. Provide the type of backflow preventer, degree of hazard, and test results to prove it is in operation.
- A list of companies that can install a backflow preventer can be found at the following websites:
 - www.oregon.gov/oha/ph/healthyenvironments/drinkingwater/crossconnection/pages/publiclist.aspx
 - https://cdn.ymaws.com/www.abpa.org/resource/resmgr/certified_lists/tester_location_20240101.pdf
- Further details can be found in the City of Irrigon Cross Connection Control Program on the City's website.

Appendix G



2023 ANNUAL SUMMARY REPORT
CROSS CONNECTION & BACKFLOW PREVENTION

Please fill out the Annual Summary Report accurately and completely with **data from 2023**. Keep a completed copy for your records.

PLEASE ANSWER ALL QUESTIONS. INCOMPLETE REPORTS WILL DELAY PROCESSING.

Return completed reports by **March 31, 2024**

Email: cross.connection@odhsoha.oregon.gov, Fax: 971-673-0694

Mail: DWS-Cross Connection; 800 NE Oregon Street, Suite 640; Portland, OR 97293

1. **Water System Name:** _____ **PWS ID# 41-** _____

2. **What size is your water system?** Small (1-299 connections) Large (300+ connections)

3. **ASR Contact Information:** *(if there are questions about the ASR who should we contact?)*

Name: _____

Email: _____ Phone #: _____

4. **Customer Base:** Who does your water system serve? Count each service connection only once, include connections with and without a backflow assembly.

a. Do you have any residential connections in your water system? Yes No How many: _____

b. Do you have any high hazard connections in your water system? Yes No How many: _____

c. Do you have any other types of connections not listed above? Yes No How many: _____

Comments: _____

5. An **enabling authority** is required for all community water systems. The enabling authority allows for a water system to discontinue service for various reasons. A sample enabling authority is available for small water systems on our website: www.healthoregon.org/crossconnection. If you have not submitted an enabling authority to the State, please complete one and submit it as soon as possible.

6. **Does your water system have an enabling authority?** Yes No (see note above)

7. **Was your enabling authority revised within the last year?**

Yes, email a copy to the Cross Connection program cross.connection@odhsoha.oregon.gov

No

QUESTIONS 8 - 10 are for **LARGE SYSTEMS ONLY** (Large = 300+ Service Connections) and are specific to the required **written backflow prevention program plan** outlined in [OAR 333-061-0070\(9\)\(b\)](#)

8. Certified Cross Connection Specialist Information:

Water system Employee Contracted service

Name: _____ Cert #: _____

Email Address: _____ Phone #: _____

9. Does your water system have a current written backflow prevention program plan? Yes No

10. Does the backflow prevention plan include the following:

- a. A list of premises where health hazard cross connections exist, including, but not limited to, those listed in Table 42 (High Hazard Table). Yes No
- b. Procedure for continually evaluating the degree of hazard posed by a water users premises. Yes No
- c. Procedure for notifying the water user if a non-health hazard or health hazard is identified, and for informing the water user of any corrective action required. Yes No
- d. The type of protection required to prevent backflow into the public water supply, commensurate with the degree of hazard that exists on the water user's premises. Yes No
- e. A description of what corrective actions will be taken if a water user fails to comply with the water suppliers cross connection control requirements. Yes No
- f. Current records of approved backflow prevention assemblies installed, inspections completed, test results, and verification of current backflow assembly tester certification. Yes No
- g. A public education program about cross connection control. Yes No

11. Do you have any **Reduced Pressure Backflow Prevention Assemblies (RP, RPBA, & RPDA) installed in your water system?** Yes No *(if you answered yes, answer the questions below)*

a. How many assemblies are installed in your water system? _____

b. How many assemblies were tested? _____

c. How many assemblies passed their annual test? _____

d. How many assemblies failed their annual test? _____

Comments: _____

12. Do you have any **Double Check Backflow Prevention Assemblies** (DC, DCVA, & DCDA) installed in your water system? Yes No (if you answered yes, answer the questions below)

- a. How many assemblies are installed in your water system? _____
- b. How many assemblies were tested? _____
- c. How many assemblies passed their annual test? _____
- d. How many assemblies failed their annual test? _____
- e. Comments: _____

13. Do you have any **Pressure Vacuum Breaker Assemblies** (PVB, PVBA, & SVBA) installed in your water system? Yes No (if you answered yes, answer the questions below)

- a. How many assemblies are installed in your water system? _____
- b. How many assemblies were tested? _____
- c. How many assemblies passed their annual test? _____
- d. How many assemblies failed their annual test? _____
- e. Comments: _____

I certify the information provided is true to the best of my knowledge. Providing false information may result in penalties to the individual and to the water system.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Return completed reports by **March 31, 2024**. Email: cross.connection@odhsoha.oregon.gov, Fax: 971-673-0694 or Mail: DWS-Cross Connection; 800 NE Oregon Street, Suite 640; Portland, OR 97293

Questions? cross.connection@odhsoha.oregon.gov or 971-673-0321

💧 **Drinking Water Updates** 💧

If you would like to receive the Pipeline newsletter, in addition to other important notifications sign up for Drinking Water Email Alerts! Go to www.healthoregon.org/dws and click on the **'Sign Up for DWS News'** button!

To get Cross Connection notifications, go to www.healthoregon.org/crossconnection and click on the **'Sign Up for Cross Connection News'**

Appendix H

What is a Cross Connection?

A cross connection is a point in a plumbing system where the potable water supply is connected to a non-potable source. Briefly, a cross connection exists whenever the drinking water system is or could be connected to any non-potable source (plumbing fixture, equipment used in any plumbing system). Pollutants or contaminants can enter the safe drinking water system through uncontrolled cross connections when backflow occurs.

Backflow is the unwanted flow of non-potable substances back into the consumer's plumbing system and/or public water system (i.e., drinking water).

There are two types of backflow: **backsiphonage** and **backpressure**. **Backsiphonage** is caused by a negative pressure in the supply line to a facility or plumbing fixture. Backsiphonage may occur during waterline breaks, when repairs are made to the waterlines, when shutting off the water supply, etc.

Backpressure can occur when the potable water supply is connected to another system operated at a higher pressure or has the ability to create pressure. Principal causes are booster pumps, pressure vessels and elevated plumbing.

Backflow preventers are mechanical devices designed to prevent backflow through cross connections. However, for backflow preventers to protect as designed, they must meet stringent installation requirements.

For further
information
contact your
local water
purveyor or the
PNWS/AWWA
Cross-Connection
Control Committee
through the
PNWS office at
(877) 767-2992
or on the web at
www.pnws-awwa.org

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Cross Connections
can create

**Health
Hazards**

Drinking water systems
may become

**Polluted
or
Contaminated**
through uncontrolled
cross connections



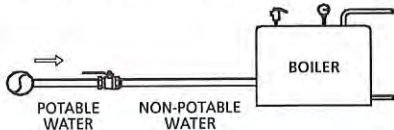
American Water Works Association
Pacific Northwest Section

Why Be Concerned?

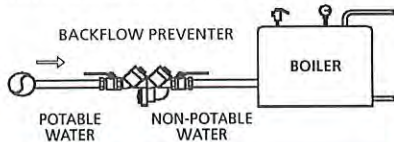
Most water systems in the United States and Canada have good sources of water and/or sophisticated treatment plants to convert impure water to meet drinking water standards. Millions of dollars are spent to make the water potable before it enters the distribution system so most water purveyors think that their supplies are not in jeopardy from this point on. Studies have proven this to be wrong. Drinking water systems may become polluted or contaminated in the distribution system through uncontrolled cross connections.

Cross connections are installed each day in the United States because people are unaware of the problems they can create. Death, illness, contaminated food products, industrial and chemical products rendered useless are some of the consequences of such connections. As a result, many hours and dollars are lost due to **cross connections**.

Wrong: Uncontrolled Cross Connection



Right: Controlled Cross Connection



Where are Cross Connections Found?

Cross connections are found in all plumbing systems. It is important that each cross connection be identified and evaluated as to the type of backflow protection required to protect the drinking water supply. Some plumbing fixtures have built-in backflow protection in the form of a physical air gap. However, most cross connections will need to be controlled through the installation of an approved mechanical backflow prevention device or assembly. Some common cross connections found in plumbing and water systems include:

1. Wash basins and service sinks.
2. Hose bibs.
3. Irrigation sprinkler systems.
4. Auxiliary water supplies.
5. Laboratory and aspirator equipment.
6. Photo developing equipment.
7. Processing tanks.
8. Boilers.
9. Water recirculating systems.
10. Swimming pools.
11. Solar heat systems.
12. Fire sprinkler systems.

Every water system has cross connections. Plumbing codes and State drinking water regulations require cross connections to be controlled by approved methods (physical air gap) or approved mechanical backflow prevention devices or assemblies. The various types of mechanical backflow preventers include: reduced pressure backflow assembly (RPBA), reduced pressure detector assembly (RPDA), double check valve assembly (DCVA), double check detector assembly (DCDA), pressure vacuum breaker assembly (PVBA), spill resistant vacuum breaker assembly (SVBA) and atmospheric vacuum breaker (AVB).

For a backflow preventer to provide proper protection, it must be approved for backflow protection, designed for the degree of hazard and backflow it is controlling, installed correctly, tested annually by a State certified tester, and repaired as necessary. Some states require mandatory backflow protection on certain facilities where high health-hazard-type cross connections are normally found. The following is a partial list of those facilities:

1. Hospitals, mortuaries, clinics.
2. Laboratories.
3. Food and beverage processing centers.
4. Metal plating and chemical plants.
5. Car washes.
6. Petroleum processing and storage plants.
7. Piers and docks.
8. Sewage treatment plants.

What to Do?

It is impossible to cover all of the information pertaining to cross connections in a pamphlet. We hope the preceding information will inspire you to further educate yourself on the hazards of unprotected cross connections. Cross connection control manuals and training schools are offered throughout the Northwest. Information on manuals, schools and cross connection control can be obtained from:

Washington

Department of Health
Airdustrial Way, Bldg. 3
P.O. Box 47822
Olympia WA 98504-7822
(360) 236-3133

Oregon

Oregon Health Division
800 NE Oregon St,
Portland, OR 97232
(791) 673-1222

British Columbia, Canada

BC Water & Waste Association
Ste. 342 - 17 Fawcett Road
Coquitlam B.C. V3K 6V2
(604) 540-0111

Idaho

Idaho Division of Environment
1410 N Hilton
Boise ID 83706
(208) 373-0275

Additional sources of information may be found on the PNWS-AWWA web site:
www.pnws-awwa.org

Common Household Hazards

Chemical Spray Applicators

The chemicals used on your lawn and garden can be toxic or fatal if ingested. These chemicals include pesticides, herbicides, and fertilizers. Even strong cleaning chemicals sprayed on cars, house siding, etc., may cause health problems if ingested.

Submerged Hoses

Water held in pools, ponds or other vats open to the air and exposed to humans or animals may contain microbiological contaminants. Hoses submerged in buckets or containers can act as a conduit for contaminants under backflow conditions.

Underground Lawn Irrigation Systems

Underground irrigation systems often have puddles of standing water around the ground-level sprinkler heads. The sprinkler heads **are not** designed to be drip-tight under backflow conditions. The puddles of water may contain microbiological contaminants, such as excrement from animals or chemical residue from fertilizer and herbicides sprayed on the lawn.



For further
information
contact your
local water
purveyor or the
PNWS/AWWA
Cross-Connection
Control Committee
through the
PNWS office at
(877) 767-2992
or on the web at
www.pnws-awwa.org

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Help protect your
Drinking Water
from
Contamination

Household Hazards



American Water Works Association
Pacific Northwest Section

How Contamination Occurs

Water normally flows in one direction, from the public water system through the customer's cold or hot water plumbing to a sink tap or other plumbing fixture. The plumbing fixture is the end of the potable water system and the start of the waste disposal system.

Under certain conditions water can flow in the reverse direction. This is known as **backflow**. Backflow occurs when a backsiphonage or backpressure condition is created in a water line.

Backsiphonage may occur due to a loss of pressure in the water distribution system during a high withdrawal of water for fire protection, a water main or plumbing system break, or a shutdown of a water main or plumbing system for repair. A reduction of pressure below atmospheric pressure creates a vacuum in the piping. If a hose bib was open and the hose was submerged in a wading pool during these conditions, the non-potable water in the pool would be siphoned into the house's plumbing and back into the public water system.

Backpressure may be created when a source of pressure, such as a pump, creates a pressure greater than that supplied from the distribution system. If a pump supplied from a non-potable source, such as a landscape pond, was accidentally connected to the plumbing system, the non-potable water could be pumped into the potable water supply.

How to Prevent Contamination of Your Drinking Water

Protect your drinking water by taking the following precautions:

Don't:

- Submerge hoses in buckets, pools, tubs, sinks, ponds, etc.
- Use spray attachments without a backflow prevention device.
- Connect waste pipes from water softeners or other treatment systems to the sewer, submerged drain pipe, etc.
- Use a hose to unplug blocked toilets, sewers, etc.

Do:

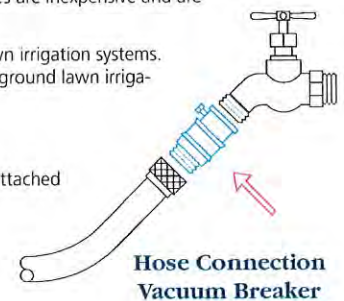
- ✓ Keep the ends of hoses clear of all possible contaminants.
- ✓ If not already equipped with an integral (built-in) vacuum breaker, buy and install hose bib type vacuum breakers on all threaded faucets around your home. These devices are inexpensive and are available at hardware stores and home improvement centers.
- ✓ Install an approved backflow prevention assembly on all underground lawn irrigation systems. Remember, a plumbing permit is required for the connection of an underground lawn irrigation system to your plumbing system.

Hose Connection Vacuum Breaker

Hose connection vacuum breakers are specifically made for portable hoses attached to threaded faucets. Their purpose is to prevent the flow of contaminated water back into the drinking water. These devices screw directly to the faucet outlet. They can be used on a wide variety of installations, such as service sinks, hose faucets near a wading pool, laundry tub faucets, etc.

Some units are designed for manual draining for freezing conditions. Some are furnished with breakaway set screws as a tamper proof feature.

These devices are not intended for operation under continuous pressure.



Protection of the Water Purveyor's Distribution System

In general, the installation of plumbing in compliance with the plumbing code will provide adequate protection for your plumbing system from contamination.

However, the water purveyor may require (as a condition of service) the installation of a backflow prevention assembly on the water service to provide additional protection for the public water system. A backflow prevention assembly will normally be required where a single-family residence has special plumbing that increases the hazard above the normal level found in residential homes, or where a hazard survey cannot be completed.

To help determine if a backflow prevention assembly is required, the water purveyor may send residential customers a Cross Connection Control Survey Questionnaire. The water purveyor will evaluate the returned questionnaires to assess the risk of contamination to the public water system. Based on the results of the evaluation, the installation of backflow prevention assemblies may be required on services to some customers.

Approved Backflow Assemblies

The water purveyor relies on approved backflow prevention assemblies to protect the public water system. Approved assemblies are manufactured with isolation valves and test cocks to permit field-testing to demonstrate that the assemblies are properly functioning to prevent backflow.

In addition to the above assemblies, plumbing codes also allow the use of atmospheric vacuum breakers (AVB) on lawn irrigation systems without chemical addition. Because an atmospheric vacuum breaker is not designed to be tested, some water purveyors require the installation of approved, testable assemblies. Contact your water purveyor regarding the requirements for isolation of your lawn irrigation system.

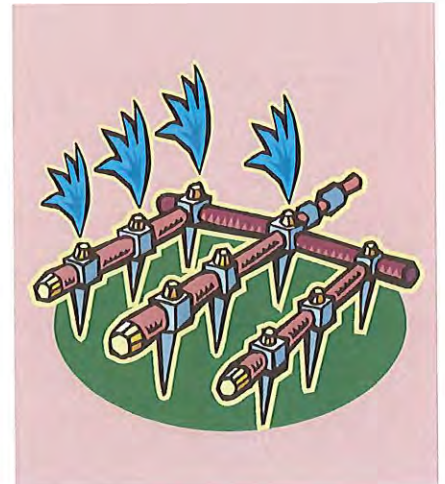
Note:

All irrigation piping should be considered a non-potable water system due to an actual or potential health hazard.

For further
information
contact your
local water
purveyor or the
PNWS/AWWA
Cross-Connection
Control Committee
through the
PNWS office at
(877) 767-2992
or on the web at
www.pnws-awwa.org

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Lawn Irrigation Systems and *Backflow Prevention*



American Water Works Association
Pacific Northwest Section

Lawn (Turf) Irrigation Systems

For the protection of the water purveyor's distribution system, all irrigation systems must have an approved backflow prevention assembly that is compatible with the degree of hazard. Irrigation systems are categorized as high health hazard or moderate health hazard as defined below.

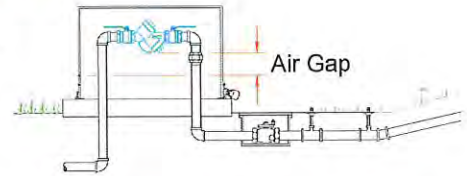
Any irrigation system that contains pumps or injectors for the addition of chemicals and/or fertilizers is considered a high hazard. This risk assessment is also based on the additional hazard posed by bacterial contaminants found on lawns, and on the possibility of changes being made to the irrigation system by the customer. An approved reduced pressure backflow assembly (RPBA), or an approved air gap separation, should be required in all cases where chemicals or herbicides may be injected into the irrigation system, or where an auxiliary water supply is also provided for irrigation water.

All irrigation systems that are not classified as a high health hazard are considered to be moderate health hazards. This risk assessment is based on the hazard posed by bacterial and chemical contaminants found on lawns, and on the possibility of changes being made to the irrigation system by the customer. An approved double check valve assembly (DCVA), or pressure vacuum breaker assembly (PVBA), should be required.

However, an approved PVBA does not provide adequate protection if it is subjected to flooding, backpressure, elevated piping, or if compressed air is used to winterize the irrigation system. In these situations, an approved DCVA should be required as a minimum level of protection.

Reduced Pressure Backflow Assembly for Isolation of Lawn Irrigation System

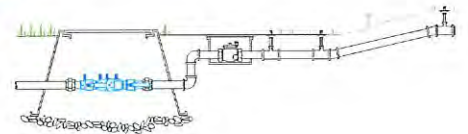
- The reduced pressure backflow assembly (RPBA) should be installed to isolate irrigation systems using injectors or pumps to apply fertilizer and other agricultural chemicals.
- The RPBA must be installed above ground to prevent the relief valve opening from becoming submerged.
- The RPBA should be installed in an insulated enclosure to provide freeze protection.
- The RPBA should be tested by a certified backflow assembly tester upon installation, after repair of relocation, and at least annually.



Reduced Pressure Backflow Assembly in Above-Ground Enclosure

Double Check Valve Assembly for Isolation of Lawn Irrigation System

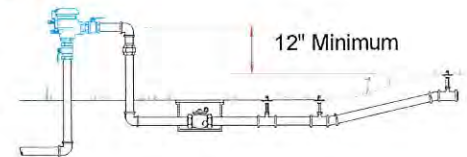
- The double check valve assembly (DCVA) may be installed to isolate all irrigation systems that do not use injectors or pumps to apply fertilizer and other agricultural chemicals.
- The DCVA may be installed in a below-ground enclosure provided the assembly test cocks are plugged; the test cocks are pointed up; adequate space is provided for maintenance and testing; and any compressed air connections are installed only downstream of the DCVA.
- The DCVA shall be tested by a certified backflow assembly tester upon installation, after repair of relocation, and at least annually.



Double Check Valve Assembly in Below-Ground Box

Pressure Vacuum Breaker Assembly for Isolation of Lawn Irrigation Systems

- The pressure vacuum breaker assembly (PVBA) may be installed to isolate all irrigation systems that do not use injectors or pumps to apply fertilizer and other agricultural chemicals.
- The PVBA shall be installed at least 12 inches above the highest point in the irrigation piping.
- The PVBA shall be tested by a certified backflow assembly tester upon installation, after repair of relocation, and at least annually.



Pressure Vacuum Breaker Assembly

Protection from Thermal Expansion

Protection from thermal expansion is provided in a plumbing system by the installation of a *thermal expansion tank* and a *temperature and pressure relief valve* (T & P Valve) at the top of the tank.

The thermal expansion tank controls the increased pressure generated within the normal operating temperature range of the water heater. The small tank with a sealed compressible air cushion provides a space to store and hold the additional expanded water volume.

The T & P Valve is the primary safety feature for the water heater. The *temperature* portion of the T & P Valve is designed to open and vent water to the atmosphere whenever the water temperature within the tank reaches approximately 210° F (99° C). Venting allows cold water to enter the tank.

The *pressure* portion of a T & P Valve is designed to open and vent to the atmosphere whenever water pressure within the tank exceeds the pressure setting on the valve. The T & P Valve is normally pre-set at 125 psi or 150 psi.

Water heaters installed in compliance with the current plumbing code will have the required T & P Valve and thermal expansion tank. For public health protection, the water purveyor may require the installation of a check valve or backflow preventer downstream of the water meter. In these situations, it is essential that a T & P Valve and thermal expansion tank be properly installed and maintained in the plumbing system.

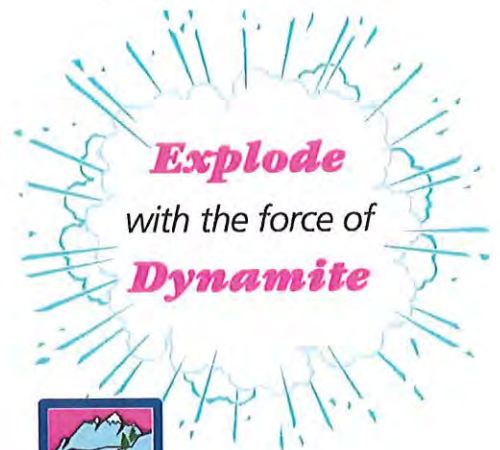
For further
information
contact your
local water
purveyor,
City or County
building
department,
licensed plumber
or the
PNWS/AWWA
Cross-Connection
Control Committee
through the
PNWS office at
(877) 767-2992
or on the web at

www.pnws-awwa.org

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Protect Your Water Heater from *Thermal Expansion*

*Without a functioning
Temperature &
Pressure Relief Valve
your water heater can*



American Water Works Association
Pacific Northwest Section

Thermal Expansion Danger

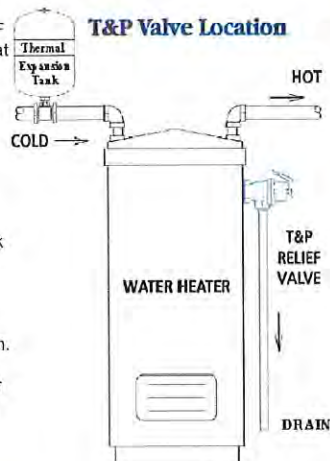
Most homes are supplied with hot water from an electric or gas heated tank. Until the heating element stops working, and one is faced with a cold shower, the water heater is usually taken for granted. However, if not properly maintained, a water heater may become a safety hazard.

Water expands in volume as its temperature rises. The extra volume caused by thermal expansion must go somewhere. If not, the heated water creates an increase in pressure. This is the principle of a steam engine.

The temperature and pressure in the water heater is reduced when hot water is withdrawn from a faucet and cold water enters the tank. The increase in pressure from thermal expansion can also be reduced by water flowing back into the public water system. However, when a check valve, pressure-reducing valve or backflow preventer is installed in the service pipe a "closed system" is created. Provisions must be made for thermal expansion in these cases.

The thermostat of the water heater normally maintains the water temperature at about 130° F (54° C). However, if the thermostat fails to shut off the heater, the temperature of the water will continue to increase.

If the water temperature increases to more than 212° F (100° C), the water within the tank becomes "super heated". When this super heated water is suddenly exposed to the atmosphere when a faucet is opened, it instantly turns to steam. As the pressure within the tank continues to build up under super heated conditions, the tank may explode.



T&P Valve Location

Why the Installation of a Backflow Preventer is Required on a Water Service

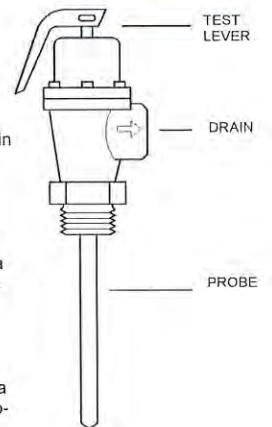
Water normally flows in one direction, from the public water system through the customer's cold or hot water plumbing to a sink tap or other plumbing fixture. The plumbing fixture is the end of the potable water system and the start of the waste disposal system.

Under certain conditions water can flow in the reverse direction. This is known as *backflow*. Backflow occurs when a backsiphonage or backpressure condition is created in a water line.

Backsiphonage may occur due to a loss of pressure in the water distribution system during a high withdrawal of water for fire protection, a water main or plumbing system break, or a shutdown of a main or plumbing system for repair. A reduction of pressure below atmospheric pressure creates a vacuum in the piping. If a hose bib was open and a flowing hose was submerged in a wading pool during these conditions, the non-potable water in the pool would be siphoned into the house plumbing then back into the public water system.

Backpressure may be created when a source of pressure, such as a pump, creates a pressure greater than that supplied from the distribution system. If a pump supplied from a non-potable source, such as a landscape pond, were accidentally connected to the plumbing system, the non-potable water could be pumped into the potable water supply.

Typical T&P Valve



What the Homeowner Should Do to Ensure Protection from Thermal Expansion

- The homeowner should check to see that an expansion tank and T & P Valve are in place.
- If there is any doubt, the homeowner should contact a licensed plumber.
- The T & P Valve should be periodically inspected to ensure that it is properly operating.
- Some T & P Valves are equipped with a test lever. Manually lifting the lever unseats the valve, allowing water to discharge. If water continues to leak from the T & P Valve after closing, the valve may need to be replaced. A drain line must be installed to avoid water damage and scalding injury when the valve operates.
- The T & P Valve should be periodically removed and visually inspected for corrosion deposits and to insure it has not been improperly altered or repaired.
- Installation specifications may vary; the above work can best be done by a licensed plumber. Installations should always be in accordance with Manufacturers Instructions.

Flow-through protection systems are those systems that do not have fire department pumper connections. They are constructed of approved potable water piping and materials to which sprinkler heads are attached. The system terminates at a connection to a toilet or other plumbing fixture to prevent the water from becoming stagnant.

Combination protection systems also do not have fire department pumper connections and are constructed of approved potable water piping and materials that serve both the fire sprinkler system and the consumer's potable water system.

Both of the above two systems do not require backflow preventers because they are connected directly to the potable water and inherently designed to potable water standards.

Closed fire protection systems are separated from the potable water system by the minimum use of a Double Check Valve Assembly (DCVA) as long as no chemicals are used and a Reduced Pressure Backflow Assembly (RPBA) if chemicals are used. Closed systems may have a fire department pumper connection.

Note:

1. The water purveyor must be consulted for proper backflow prevention requirements.
2. It is important to have the system engineered hydraulically. The NFPA standards 13 and/or 13D must be considered when designing the fire system.
3. Flow and pressure may not be adequate for fire protection.
4. A plumbing and/or fire permit may be required prior to starting the project.
5. A system is less expensive to install at initial house construction.
6. Some water purveyor's requirements may be more stringent than others – consult you local purveyor for requirements.

For further
information
contact your
local water
purveyor or the
PNWS/AWWA
Cross-Connection
Control Committee
through the
PNWS office at
(877) 767-2992
or on the web at
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Residential **Fire Sprinkler Systems** and **Backflow Prevention**



American Water Works Association
Pacific Northwest Section

Residential Fire Sprinkler Systems

Residential fire sprinklers are in greater demand today than ever before. Personal fire safety is such a trend that in many areas ordinances or resolutions require fire sprinklers on all new residential construction.

Residential fire sprinkler systems help save lives and reduce property damage. However, from the water purveyor's point of view, the residential fire sprinkler system presents a potential pollutant and/or contaminant source to the potable water system from cross-connections. Both homeowners and the public may be exposed to health hazards from residential fire sprinkler systems. Such hazards include stagnant water, non-potable piping, heterotrophic bacteria, and chemicals. Therefore these systems must be evaluated for health and system hazards.

The following minimal information should be considered in the selection of backflow protection on residential fire sprinkler systems.

Residential fire sprinkler systems are categorized as **flow-through**, **combination**, and **closed** fire protection systems. Each of these systems has their advantages and disadvantages. It should also be noted that what the local fire departments, local administrative authorities and water purveyors will determine which of these systems can be found in any particular jurisdiction. It is imperative that the water purveyor, local administrative authority, fire department, and other agencies coordinate their efforts in the design and operation of these systems.

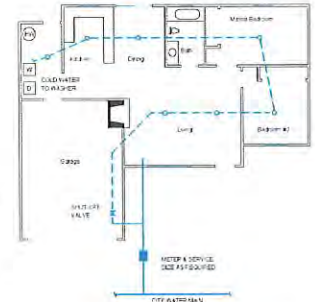
Flow-Through Fire Protection Systems

Advantages

1. Contains no standing or stagnant water.
2. No backflow protection is required.
3. Usually requires a single meter.

Disadvantages

1. Service line, meter and plumbing system must be designed hydraulically to supply both domestic and fire flow requirements.
2. Sprinkler system must have connection at the end to a clothes washer, dishwasher, toilet or other fixture to prevent water from becoming stagnant.



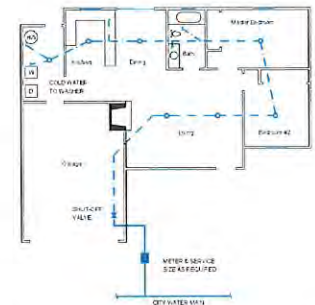
Combination Protection Systems

Advantages

1. Contains no standing or stagnant water.
2. No backflow protection is required.
3. Usually requires a single meter.
4. Water use throughout the potable water system eliminates need for water use at the end of the system.

Disadvantages

1. The service line, meter and plumbing system must be designed hydraulically to supply both domestic and fire flow requirements.



Closed Fire Protection Systems

Advantages

1. Installing a separately metered service line may be cheaper than upgrading an existing service.
2. A fire service rate is usually cheaper than a residential service rate.

Disadvantages

1. Approved backflow preventers must be installed, thereby increasing the homeowner's cost by its initial installation, and thereafter for annual testing and maintenance.
2. When chemicals are added to the fire sprinkler system to prevent freezing, a high health hazard exists. This requires a higher, more expensive, level of protection, i.e., a Reduced Pressure Backflow Assembly (RPBA).
3. If the fire service and domestic service are combined, the fire service may not be turned off because of safety reasons.



Appendix I

Backflow Prevention

Cross-Connection Control Handbook



Contents

Backflow — What is it?.....	1
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How Backflow Prevention Devices Work	7
Device Selection	8
Installation	8 - 9
Testing	9

An informative booklet, for the purpose of a better dissemination of the facts about potential hazards to public health through backflow contamination.

A Brief History of Cross-Connection Control

Man has long recognized the need for pure drinking water, but only in the last 50 or 60 years has there been any real effort to prevent contamination caused by cross-connections.

Although double check valves came into use around the turn of the century to isolate fire mains and industrial water lines from the potable water supply, little interest was shown in the individual treatment of plumbing fixtures.

In 1929 the major breakthrough came when a device consisting of two check valves with a relief valve between them was successfully tested in Danville, Illinois. However, this valve was not produced commercially and it was not until the late 1930's that the real development of effective vacuum breakers and backflow preventers took place.

It was in this period that ordinances for cross-connection control began to be enforced. The Safe Drinking Water Act, signed into law by President Ford, placed more emphasis on the responsibility for drinking water protection.

The need for cross-connection control exists in all types of premises, whether industrial or residential. Backflow prevention devices help protect the public safety by preventing potable water contamination in such critical areas as municipal water systems, food processing plants, medical and dental water supplies, and many industrial applications.

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Backflow... What is it?

Backflow? You may have heard of it, and you may understand some of what it involves. This booklet will help you to understand it better; exactly what it is, and how to prevent it.

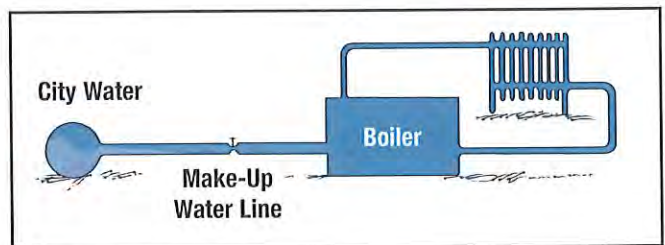
Backflow is the undesirable reversal of the flow of water or mixtures of water and other undesirable substances from any source (such as used water, industrial fluids, gasses, or any substance other than the intended potable water) into the distribution pipes of the potable water system. There are two types of backflow conditions: backpressure and backsiphonage.

Backpressure: Occurs when the user system is at a higher pressure than the supply water systems allowing undesirable substances to be "pushed" back into the potable water system. Some causes are: booster pumps, potable water system connections for boilers, interconnection with other piping systems operating at higher pressures, or higher elevations in user systems such as high-rise buildings.

One specific example of this would be a steam heating system with the make-up water line piped directly into the boiler. The higher pressure in the boiler could force the chemically treated boiler water back through the make-up water line and into the potable water system.

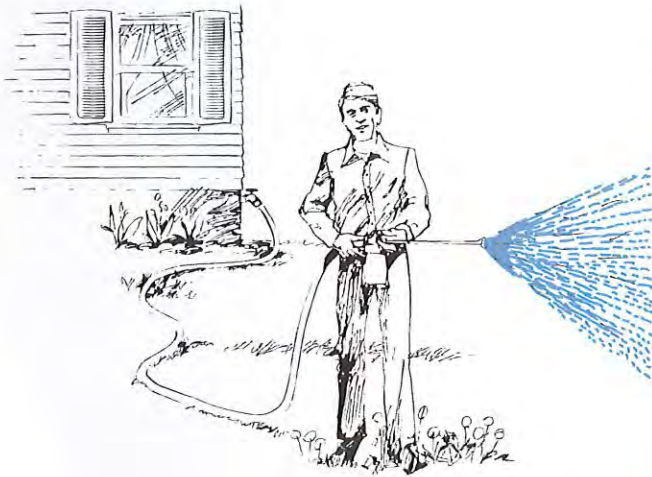
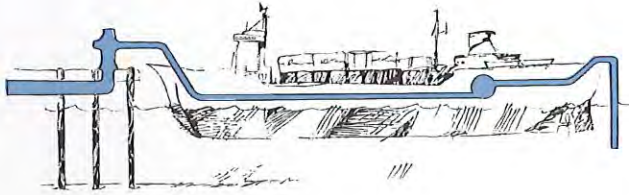
Backsiphonage: Occurs when negative or reduced pressure exists in the supply piping allowing undesirable substances to be "drawn" into the potable water supply. Some causes are: undersized supply piping, supply line breaks, reduced supply system pressure on the suction side of an on-line booster pump, or sudden upstream high demand. An example of this is a child drinking milk with a straw. The child "sucks" on the straw and the milk flows up the straw and into the child's mouth. What the child is actually doing is creating a subatmospheric pressure in his mouth and the atmospheric pressure (14.7psia at sea level) is pushing down on the surface of the milk and forcing the milk up the straw and into the child's mouth.

There is one other very important term that must be understood before we can proceed. The term is "Cross-Connection," and it is defined as any actual or potential connection between a potable water system and any other source or system through which it is possible to introduce into the potable system any used water, industrial fluid, gas, or other substance other than the intended potable water with which the system is supplied. By-pass arrangements, jumper connections, removable sections, swivel or change-over devices and other permanent or temporary devices through which, or because of which, backflow can or may occur are considered to be cross-connections.



CASE HISTORIES

"All of this is very interesting, but does it REALLY happen?" you may ask. The answer to that is an emphatic YES! Below are listed some typical cases of backflow that actually occurred.



Case No. 1

The year was 1933. People from all over the world were crowding into one of America's largest cities to see the "World's Fair." An epidemic of Amoebic Dysentery broke out and official records show that 98 people died and 1,409 others became seriously ill. Hundreds, possibly thousands of other affected people were never counted by investigating agencies since when they became ill, they went home. A special investigating committee of public health authorities found the main reason of this catastrophe to be "...old and generally defective plumbing and cross-connections potentially permitting backsiphonage from fixtures, such as bathtubs and toilets..."

Case No. 2

In December, 1964, a hospital in the State of Michigan had its potable water system contaminated. The cause was an unprotected autopsy table in the hospital's morgue.

Case No. 3

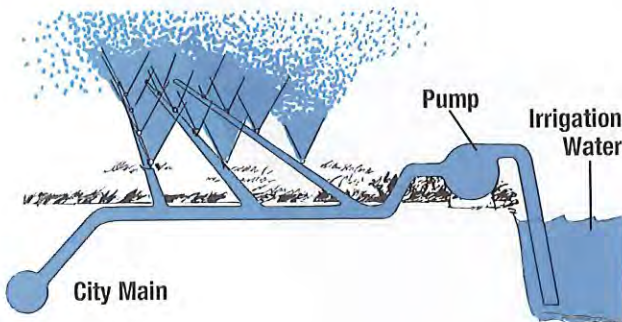
It was in July of 1955 in San Pedro, California, a U.S. Navy Destroyer pumped salt water through five obsolete check valves into the street mains in a 90 square block of the town.

Case No. 4

This unusual death was caused by backsiphonage in a suburb of one of California's largest cities. A man was spraying his lawn with a commercial weed killer that contained an arsenic compound. His applicator was an aspirator device on his garden hose, to which was attached a bottle of the arsenic poison. When he had finished spraying, the man turned off the hose, disconnected the applicator, and since it was a warm day, turned the hose on again to get a drink of water. A short time later, he was dead from arsenic poisoning. At some time while he was spraying, a backsiphonage condition had occurred and the arsenic was carried back into the hose.

Case No. 5

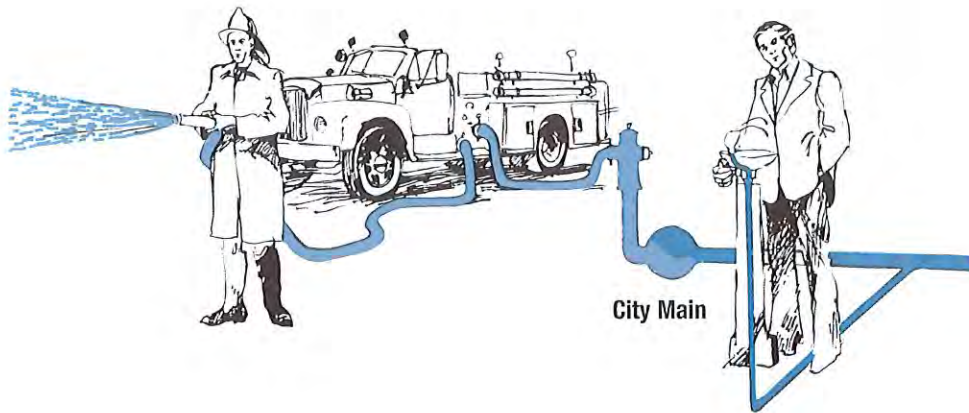
In 1969 in Utah, raw irrigation water was pumped through a farm standby connection into over half of the entire town's potable water system. The standby connection was not protected with a backflow prevention device.



CASE HISTORIES

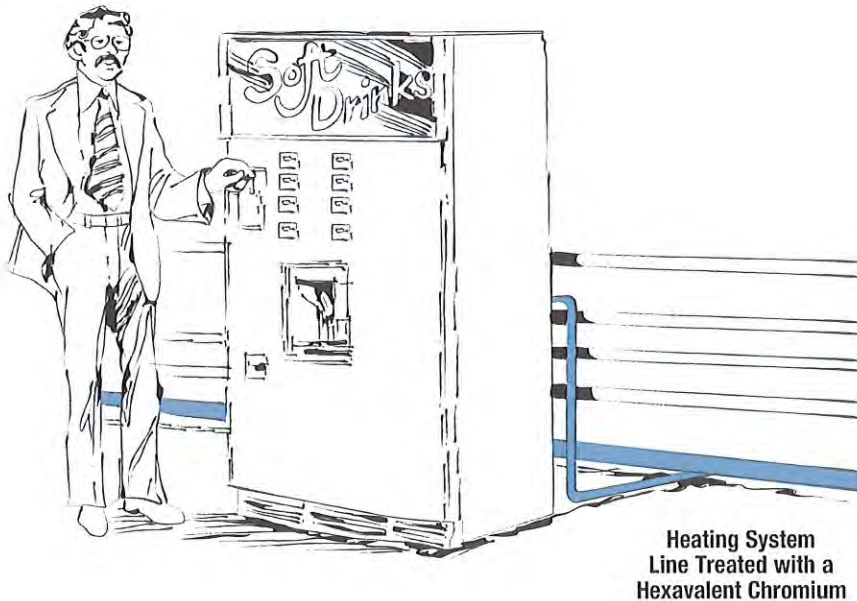
Case No. 6

In August, 1969, 83 football team members and coaching staff were stricken with infectious hepatitis due to subsurface hose bibs and a nearby fire. The fire trucks in fighting the fire reduced the main pressure enough to cause backsiphonage from the hose bibs.



Case No. 7

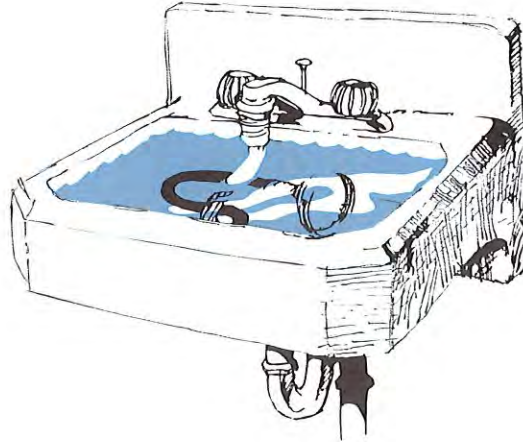
In the summer of 1970 in New Jersey, a soft drink vending machine in the Caddy house of a golf club was connected to the building heating system in which hexavalent chromium had been added. Eleven cases of nausea were reported by the caddies.



TYPICAL CROSS-CONNECTIONS

Spray Hose in Sink

This type of cross-connection is commonly found in the food industry and in janitor's sinks. A hose has been connected to the faucet on the sink. When the faucet is left running, a loss in pressure of the supply main can siphon this used water back into the potable water system.

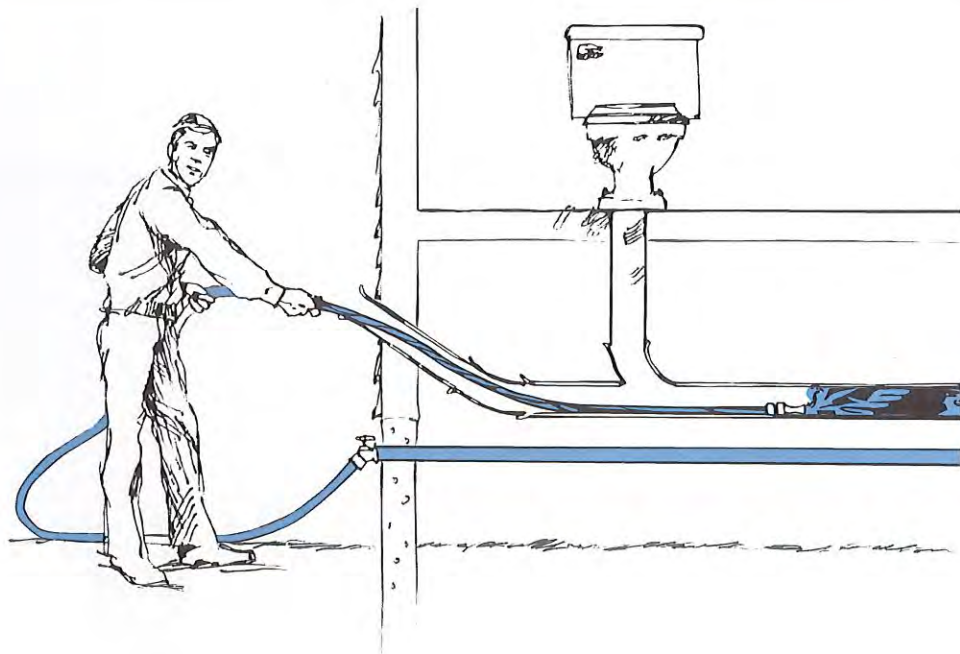
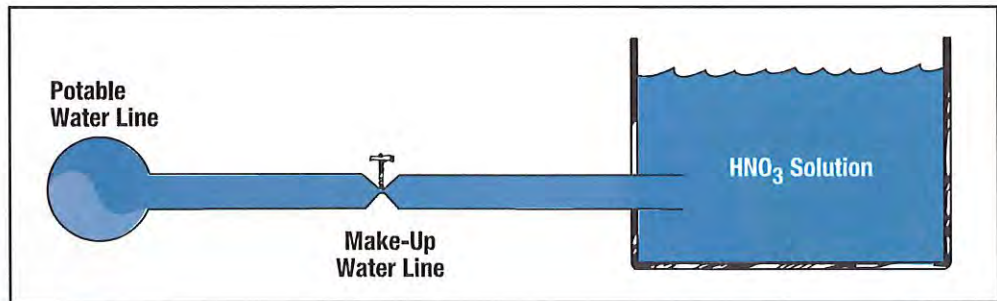


Submerged Inlets

In many industrial installations that use chemically treated baths, the make-up water line runs directly into the tank. If there is backsiphonage, the toxic chemicals can be sucked back into the potable water system.

Hose Bibs

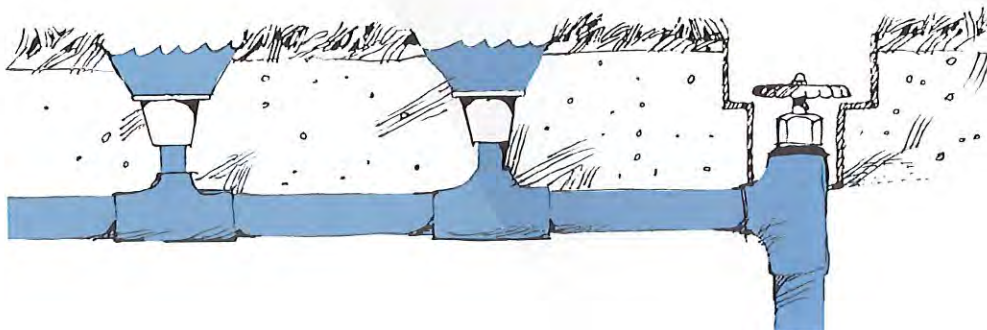
At first glance, a hose bib seems innocuous, but it is the things people do with the hose that creates problems. In this example, a man is trying to blow a stoppage out in a sewer line, but with a sudden drop in line pressure, this contaminated water can be backsiphoned into the potable water system.



TYPICAL CROSS-CONNECTIONS

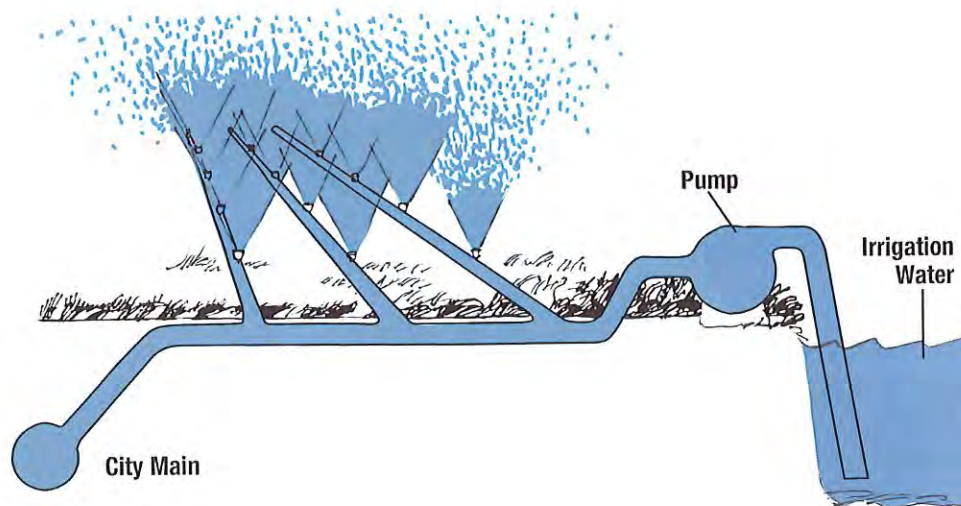
Lawn Sprinklers

On a large number of lawn sprinkler installations, the sprinkler head is below the ground level. Water which may have been in contact with fertilizers and weed killers can then be back-siphoned through a leaky valve into the potable water system.



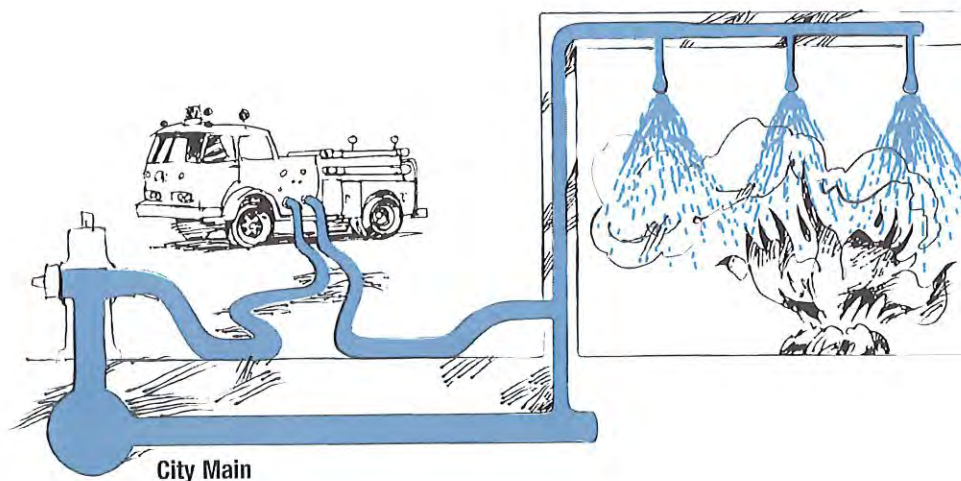
Irrigation Pumping Systems

On many farms water is pumped from irrigation water channels into the sprinkler system. A large number of these installations are also connected to the domestic water system for times when there is little or no irrigation water available. It is possible that the pump develops more pressure than there is in the domestic supply main and the irrigation water can then be pumped through a leaky or partially open crossover valve.



Fire Sprinkler Systems

On a large number of fire sprinkler systems, there is a hook up connection for the fire truck pumper to increase pressure and flow in the sprinkler system. At times a "wetting agent" is added to the water to increase the effectiveness of the water in combating the fire. If the system is not protected, it is possible for the pumper to pump this "wet" water back into the city's domestic water supply.



BACKFLOW PREVENTION DEVICES

There are several different types of mechanical backflow prevention device. An alternative to a mechanical device, is a physical separation, or air gap. The air gap is a physical break in the system. The different types, of mechanical device, are used in different situations (if there is backpressure or backsiphonage) and for different degrees of hazard.

The degree of hazard is based on the fluid (or other substance) that may backflow into the supply piping system. The fluid may be toxic or nontoxic and could create a "non-health" or "health" hazard.

A non-health (non-toxic) hazard cross-connection is any point on a water supply system where a polluting substance may come in contact with potable water aesthetically affecting the taste, odor or appearance of the water, but not hazardous to health.

A health hazard (toxic) cross-connection is any point on a water supply system where a contaminating substance may come in contact with potable water creating an actual health hazard, causing sickness or death.

Double Check Valve Assembly (DC)

The double check valve assembly (DC) is composed of two single, independently acting check valves. The unit also has two tightly closing, resilient seated, shutoff valves located at each end of the device and four test cocks for the testing of the check valves.

Reduced Pressure Principal Assembly (RP)

Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two, resilient seated, shutoff valves (one upstream and one downstream of the checks) and properly located test cocks for field testing.

Pressure Vacuum Breaker (PVB)

The pressure vacuum breaker (PVB) is a device that contains within a single body, a single loaded check valve and a loaded air opening valve which opens to admit air whenever the pressure within the body of the device approaches atmospheric. The device has two tight closing, resilient seated, shut-off valves, and it is fitted with test cocks, appropriately placed, for testing the device.

Dual Check Valve (DuC)

The dual check (DuC) is a device which has two single, independent acting check valves in series. It does not have any testcocks and is generally not field tested.

Dual Check with Atmospheric Port (DCAP)

This device has two independent acting check valves with a relief valve located between the checks. The device is not testable and should only be used for lower degrees of hazard.

Atmospheric Vacuum Breaker (AVB)

An atmospheric vacuum breaker (AVB) is a device which has a moving element inside, which during flow prevents water from spilling from the device and during cessation of flow, drops down to provide a vent opening. This device should not remain under pressure for long durations, and it cannot have any shutoff valve downstream of it.

Air Gap

An air gap is a physical separation between the free flowing discharge end of a potable pipe line and an open or non-pressure receiving vessel. To have an acceptable air gap, the end of the discharge pipe has to be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

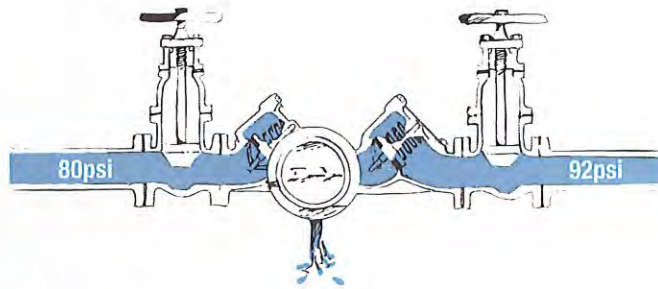
This may seem to be the simplest, most effective and least expensive type of protection. However, the chance for future cross-connections, the cost of additional pumps to pressurize the system often makes this an expensive protection system.

Spill-Resistant Vacuum Breaker (SVB)

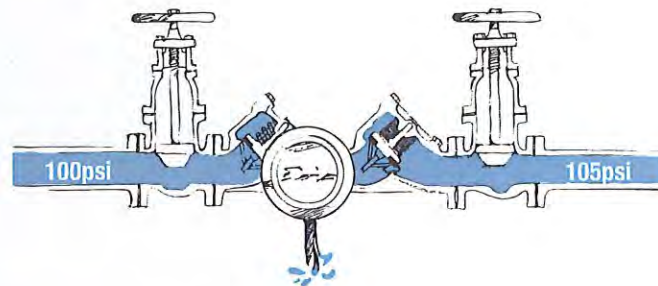
The valve shall consist of a one-piece modular check valve force-loaded closed and an air inlet valve forced loaded open to atmosphere, positioned downstream of the check valve, and located between two (2) tightly closing shut-off valves and two (2) test cocks.

HOW BACKFLOW PREVENTION DEVICES WORK

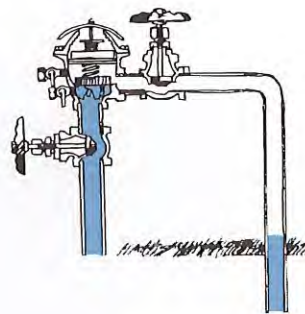
This figure shows an RP device during a backsiphonage condition. If you will notice, both checks are closed tight and the pressure differential relief valve is discharging to atmosphere. This is due to the fact that the relief valve is designed to maintain a lower pressure in the zone between the two check valves than the supply pressure.



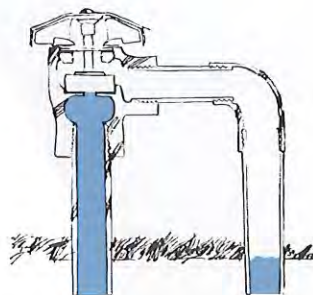
In this figure of an RP device, there is a backpressure condition. The second check is fouled with a piece of pipe scale which permits the higher pressure to flow back into the zone. Here the relief valve discharges the water to atmosphere maintaining the pressure in the zone lower than the supply pressure.



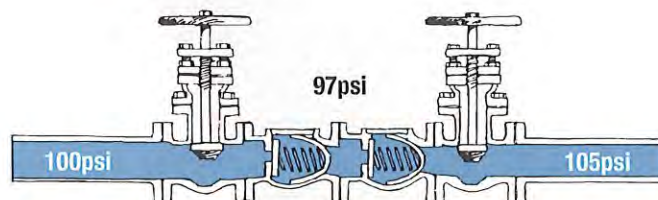
In this view of a pressure vacuum breaker, a backsiphonage condition has caused the check to close against its seat and the air-inlet has opened so that the pressure in the body of the device is atmospheric. If the check was fouled by some foreign material, only air would be pulled back into the domestic supply system instead of the non-potable water downstream of the device.



In this picture of an atmospheric vacuum breaker, a backsiphonage condition exists. This condition has caused the check-float to drop away from the air-inlet and seat on the check seat, which prevents the non-potable water from being backsiphoned. If the check-float did not seat properly, again only air would be sucked back into the domestic water system.



In this view of a double check valve, there is backpressure from a source downstream which has caused the second check to close tightly against this reverse pressure. The first check has closed tightly by itself, thus giving two barriers against the backflow condition.



DEVICE SELECTION

The selection of the proper type of device is important. Depending upon the fluid that can backflow, whether it is toxic or non-toxic; and whether there can be backpressure or backsiphonage; it will govern the type of device selected. The following chart will help you to decide what type of device to use.

- RP** - Reduced Pressure Assembly
- DC** - Double Check Assembly
- PVB** - Pressure Vacuum Breaker
- AVB** - Atmospheric Vacuum Breaker
- DuC** - Dual Check
- DCAP** - Dual Check with Atmospheric Port

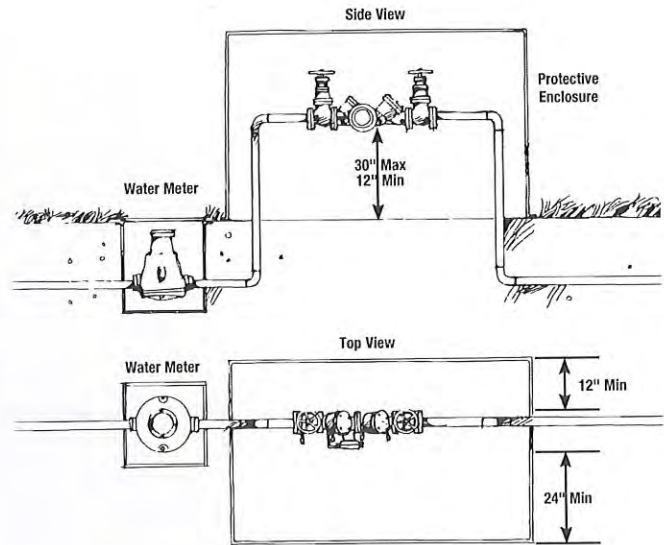
	RP	DC	PVB	AVB	DuC	DCAP
Continuous Pressure	✓	✓	✓		✓	✓
Possible Back-pressure	✓	✓			✓	✓
Possible Back-siphonage	✓	✓	✓	✓	✓	✓
Nontoxic	✓	✓	✓	✓	✓	✓
Toxic	✓		✓	✓		

INSTALLATION

Having a device on the connection is not enough, the device **MUST** be installed correctly. The following details and illustrations will help you in the proper installation of the devices.

Reduced Pressure Device

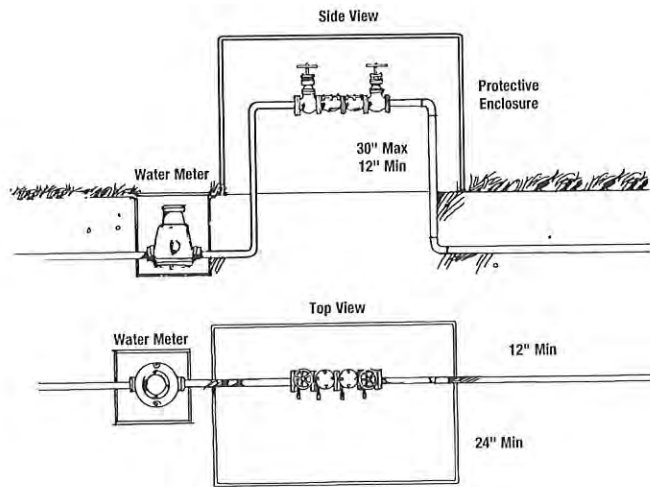
In these figures, the RP device is shown on the service connection. The RP can also be used for internal protection. The minimum clearance of 12" above the floor or grade is to ensure an air gap between the relief valve and any water that might puddle beneath the device. The maximum height is so that the device will be easy to work on during testing and maintenance. If the device is in a protective enclosure or mounted against a wall, the minimum distances are so that the device can be tested and maintained.



INSTALLATION

Double Check Valve

In these figures, the double check assembly is shown on the service connection, it can also be used for internal protection as well. The minimum and the maximum distances are the same as they are for the RP device.

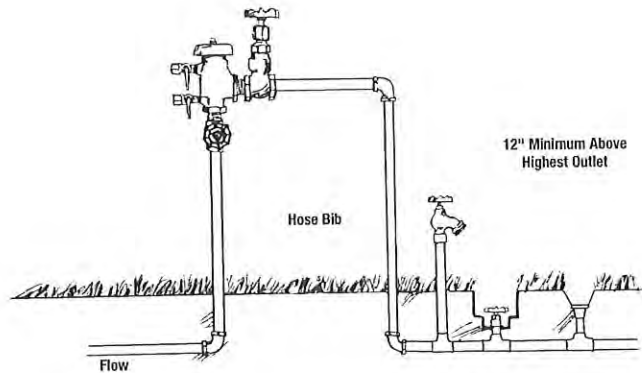


Dual Check

The dual check is usually installed immediately downstream of the water meter in residential installations (not shown).

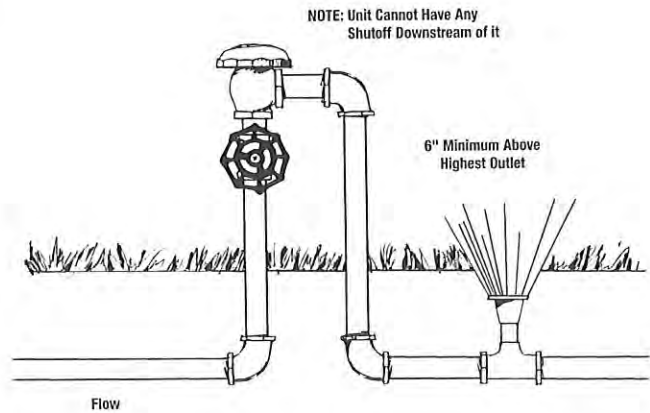
Pressure Vacuum Breaker

The pressure vacuum breaker cannot be installed where there can be backpressure. It should only be used where there may be backsiphonage. The pressure vacuum breaker can have shutoff valves downstream of the device. The PVB must be installed at least 12" above the highest outlet or, if it is feeding an open tank, at least 12" above the highest overflow rim of the tank. The following figure shows a typical installation on a sprinkler system.



Atmospheric Vacuum Breaker

Just as the pressure vacuum breaker, the atmospheric vacuum breaker cannot be installed where there can be backpressure, only where there can be backsiphonage. The atmospheric vacuum breaker cannot have any shutoff valves downstream of it. It also must be installed at least 6" above the highest outlet or the topmost overflow rim of a nonpressure tank. The following illustration shows the AVB on a sprinkler system.



TESTING

All mechanical devices should be inspected on a regular basis to ensure they are working correctly. Pressure vacuum breakers, double check and reduced pressure principle assemblies should be tested at time of initial installation and annually thereafter. Acceptable test procedures are published by The University of Southern California (USC), The American Water Works Association (AWWA), The American Society of Sanitary Engineering (ASSE Series 5000), and The Canadian Standards Association (CAN/CSA B64.10). Please consult the regulatory authority in your area for more specific information.



TOGETHER, THREE WATTS BRANDS PROVIDE SOLUTIONS FOR A BROAD ARRAY OF BACKFLOW PREVENTION APPLICATIONS.



MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager *ap*
Date: November 19, 2024
RE: Quotes for Lift Station Generator and ATS (SB1530 Infrastructure Project) Item #5

Last month the City of Irrigon awarded the back-up generator to Romtec Utilities, Inc. for \$54,375.00. However, Romtec failed to meet and sign the documents of agreement. Because they failed to meet the required document (bid) stipulations they will forfeit a bid bond for failure to sign in the amount of five (5) percent (\$2,718.75) as noted in Schedule 2 of the previous Bid documents.

The back-up generator is a required piece of this infrastructure project. Therefore, in accordance "Intermediate procurement" under ORS 279B.070 the following solicitation took place for procurement of this item.

The procurement was received and JUB recommends approval.

Staff recommends acceptance of JUB Engineers recommendation of the Generator and ATS acceptance for the – Advanced Lift Station Project to Western States Equipment Company for \$38,618.00 of the back-up generator as presented and authorizing the Mayor and City Manager to sign contract documents.

HELPING EACH OTHER
CREATE BETTER COMMUNITIES



THE
LANGDON
GROUP



GATEWAY
MAPPING
INC.

J-U-B FAMILY OF COMPANIES

November 14, 2024

Aaron Palmquist, MBA/PA *AP*

City of Irrigon
500 NE Main Ave.
Irrigon, OR 97844

RE: Columbia Lane Lift Station Advanced Generator and ATS Procurement – Recommendation for Award

Dear Aaron,

The Columbia Lane Lift Station Advanced Generator and ATS Procurement was sent out for private solicitation for quotes to three vendors in accordance with the "Intermediate Procurement" criteria listed in ORS 279B.070. The three suppliers contacted for quotes were Power Systems West, Western States Equipment Company, and Cummins Sale and Service. The project received one quote from Western States Equipment Company. The total prices are summarized as follows:

	Backup Generator and ATS
Engineers Estimate	\$35,000.00
Western States Equipment Company	\$38,618.00

We recommended awarding the project to Western States Equipment Company for the amount of \$38,618.

A summary of the evaluation of the bid is attached. The City should work with legal counsel to review the bid, conduct any further review that is warranted, consider irregularities that may be present based on your review, waive any informalities, and make a final recommendation to the City Council for contract award.

Since the contract price does not exceed \$100,000 and was solicited under the "intermediate procurement" for competitive quotes, the award is exempt from the competitive bidding requirements (ORS 279C.335), and a "notice of intent" with a 7-day protest period does not apply (ORS 279C.375(2)). Attached to this letter is the Notice of Intent to Award to Western States Equipment Company, our bid evaluation summary, Notice of Award, and Purchase Agreement. Once you have reviewed (and accept), we will send this intent to Western States. Once the City Council awards the project, we will issue the Notice of Award and the Purchase Agreement to Western States.

Sincerely,



J-U-B FAMILY OF COMPANIES

Ben Haws, P.E.
J-U-B ENGINEERS, Inc.

- Enc: Bid Evaluation Summary
- Notice of Intent to Award
- Notice of Award
- Purchase Agreement

Bid Evaluation Summary

Bids Due: November 13th, 5:00pm

Criteria No.	Evaluation Criteria	Western States Equipment Company
1	Electronic Bid Received on time?	Yes
2	Proposal contains all contents listed in the bidder's checklist	Yes
3	Addenda properly acknowledged?	Yes
4	Bid schedule completed in conformance with Instructions?	Yes
5	Oregon Construction Contractor's License Registration included and verified?	N/A
6	Proposal Signed?	Yes
7	First-Tier Sub-contractor disclosure form submitted?	N/A
8	Bid bond and warranty included and signed?	N/A
9	Reference check satisfactory?	N/A ¹
10	Is Bid Responsive?	Yes

¹ J-U-B has direct experience and knowledge of this Supplier and has experienced satisfactory performance in the past.

NOTICE OF INTENT TO AWARD
Columbia Lane Lift Station
Advanced Generator and ATS Procurement Project

The City of Irrigon announces its intent to award the contract for the Columbia Lane Lift Station Advanced Generator Procurement Project to Western States Equipment Company for the amount of Thirty-Eight Thousand Six Hundred and Eighteen Dollars and Zero Cents (\$38,618.00).

This Notice of Intent to Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the City of Irrigon and the apparent successful bidder. The bidder shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the City of Irrigon is executed. If the apparent successful bidder fails to negotiate and execute a contract with the City of Irrigon, the City of Irrigon may revoke the award and award the contract to the next lowest bidder or withdraw the Bid. The City of Irrigon further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Thank you for participating in the immediate procurement process.

Dated this 14th day of November, 2024.

By: Aaron Palmquist

Title: City Manager

for The Owner: City of Irrigon

CITY OF IRRIGON
ADVANCED GENERATOR AND ATS PROCUREMENT BID PACKAGE

NOTICE OF AWARD

TO: Andrew Erickson, Western States Equipment Company

FROM: CITY OF IRRIGON
500 NE Main Ave
Irrigon, OR 97844
(541) 922-3047

RE: **Advanced Generator and ATS Procurement**

DATE: 11/19/2024

This **Notice of Award** is to advise you that the City of Irrigon has accepted your bid for the above-described goods and materials.

In accordance with the Bid Package, you have seven (7) business days from the date of this Notice of Award to furnish the completed Purchase Agreement and Performance Bond called out in the Bid Package.

This is **not** a Notice to Proceed for the performance of the work under the Purchase Agreement. When you have complied with the requirements set forth in the Bid Package a Notice to Proceed will be issued to you.

You are required to return an acknowledged copy of his Notice of Award to the City of Irrigon.

City of Irrigon

By: _____ (Aaron Palmquist)

Title: City Manager

Receipt of Notice of Award is hereby acknowledged.

Supplier

Date: _____

By: _____

Title: _____

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**CITY OF IRRIGON
ADVANCED GENERATOR AND ATS PROCUREMENT BID PACKAGE
PURCHASE AGREEMENT**

CITY OF IRRIGON, hereafter referred to as the "City", agrees to purchase from Western States Equipment Company, hereafter referred to as "Supplier", the goods and materials, hereafter referred to as "goods", set forth on the attached Bid Schedule subject to the terms and conditions of this agreement below:

1. The goods to be delivered by the Supplier shall conform to the specifications contained in the City's Bid Package, which is made a part of this agreement.
2. The Supplier agrees that the City may increase the amount of goods to be delivered under this Purchase agreement, at the unit prices provided for in the Bid Schedule until the Notice to Proceed is issued.
3. A two-week notice shall be required of the Supplier to notify the installation contractor before delivery.
4. After acceptance of goods delivered to the project site by the installation Contractor, the Supplier shall provide the City with an invoice setting forth the quantity of goods that have been delivered, the unit prices and the total price. The City will confirm the quantities delivered and pay the invoice within 45 business days. The acceptance of delivery by the installation Contractor on the City's behalf shall not be deemed to be a final acceptance of the goods for any purpose, including defective or non-conforming goods. Only one payment per 30-day period will be made by the City for materials that have been delivered. The Supplier will be solely responsible for the equipment while stored at their facility and during delivery to the City.
5. Following delivery of the goods to the Owner's storage facility, acceptance of delivery and payment by the City, title to the goods shall pass to the City free and clear of any liens or encumbrances.
6. The Supplier warrants that the goods conform to specifications issued by the City and are fit for the uses or purposes disclosed by the City. The Supplier further warrants that the goods are free from defects, either obvious or latent.
7. In the event any of the goods fail to comply with the specifications or the warranties of the Supplier, at its option, the City may require the Supplier to replace the defective or non – conforming goods. In the event the City purchases replacement goods, the Supplier shall refund any money paid to it by the City on the account of the defective or non-conforming goods, and in the event the replacement goods are more costly than the goods provided by the Supplier, the Supplier shall reimburse the City for the excess cost of purchasing the replacement goods.
8. The Supplier shall be responsible for any damages resulting to the City from any non- conforming or defective goods and the Supplier shall defend and indemnify the City from any claims, damages, litigation, expenses or costs, including fees which the City may incur as a result of the defective or non-conforming goods.
9. This Purchase Agreement and the attachments hereto as well as the Bid Package constitutes the entire agreement between the parties. Any amendments to this agreement shall be in writing and signed by both parties. This agreement may not be modified by language contained in the Suppliers invoice, documents of delivery, or title documents.
10. In the event either party must bring an action to enforce any of the items or conditions of this agreement, the prevailing party shall be entitled to recovery of all costs of such action, including reasonable attorney fees. For the purposes of this section the term "action" shall include an arbitration hearing.
11. This agreement shall be interpreted and enforced in accordance with the laws of the State of Oregon.

12. Progress Payment Terms Apply

- a. 15% - Fifteen percent on receipt of approved submittal
- b. 30% - Thirty percent on Supplier's order of major components
- c. 20% - Twenty percent on receipt of major components at Supplier's facility
- d. 30% - Thirty percent upon arrival of equipment to Owner
- e. 5% - Five percent on startup

DATED this _____ of _____, 2024.

CITY OF IRRIGON

SUPPLIER

By: _____

By: _____

Title: City Manager _____

Title: _____

CITY OF IRRIGON
ADVANCED GENERATOR AND ATS PROCUREMENT BID PACKAGE

PROPOSAL

TO: City of Irrigon
500 NE Main Ave
Irrigon, OR 97844

The undersigned hereby certify that Western States Equipment Company have thoroughly read and fully understand the specifications and contract governing the work and the method by which payment will be made for said work, and hereby proposes to perform the work set forth herein in accordance with said specifications and Bid Package and at the prices established in the Bid Schedule.

Note:

1. If the supplier is a co-partnership, so state, giving firm name under which the business is transacted.
2. If the supplier is a corporation, its duly authorized officials must execute this proposal.

Western States Equipment Company

(Supplier)

By: Andrew Erickson

(Authorized Seller)

400 E Overland Rd, Meridian ID 83642

(Address)

**CITY OF IRRIGON
ADVANCED GENERATOR AND ATS PROCUREMENT BID PACKAGE**

BID SCHEDULE

Item No.	Item Description	Qty	Units	Unit Price	Total Price
1	Backup Generator and ATS	1	LS	\$38,618.00	\$38,618.00

SUBTOTAL	\$38,618.00
TOTAL BID:	\$38,618.00

TOTAL (In Words)	Thirty eight thousand, six hundred and eighteen dollars
Bidder:	Western States Equipment Company
Date:	11/11/2024

The above process shall include all labor, materials, overhead, profit, insurance, etc., to cover the items specified, and shall also include applicable taxes and fees.

The undersigned Bidder acknowledges receipt of the following addendum(s):

No Addendums were released for this project - 11/11/2024

Addendum No. _____ Date: _____
 Addendum No. _____ Date: _____
 Addendum No. _____ Date: _____

Andrew Erickson

Signature - Bidder

Andrew Erickson

Name (Print/Type) - Bidder



MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager *AP*
Date: November 19, 2024
RE: Ordinance 263-24 "Vacation of a City Street – SE Thomas Avenue" Item #6

This presented ordinance is before City Council to deliberate and make a decision to facilitate a better alignment of SE Thomas Avenue and provide for housing development.

This street has previously been noted as a dedicated right of way (ROW). Historically with state practice and processes, such ROW's were able to be realigned as part of a new and broader platting process. While "new" streets can be added during the platting process has called for increased clarity on existing ROW's that will be removed, relocated, or reduced in size and length. The New Dream Subdivision (off SE Division St.) is requesting this vacation of a full ROW for a portion of SE Thomas Ave. and a vacation to a reduction in size, as noted on Ordinance 263-24. New actions will then be noted on the future platting maps of a relocated SE Thomas Ave, to run south of the existing ROW between SE Division and SE Tenth Streets. Additionally, a portion of SE Thomas Ave., just off of SE Tenth Street will become SE Thomas Lane.

Staff recommends the adoption of Ordinance 263-24 as presented and declaring an emergency.

ORDINANCE NO. 263-24

AN ORDINANCE VACATING A PORTION AND DEDICATING AND ACCEPTANCE REAL PROPERTY AS AN IRRIGON CITY STREET AND DECLARING AN EMERGENCY

WHEREAS: The City of Irrigon previously dedicated a city street as SE Thomas Avenue which will be part of the New Dream sub-division; and

WHEREAS: the New Dream sub-division, needs the current roadway for correct land use development and correct infrastructure; and

WHEREAS: This property is needed to maintain the public safety and traffic flow and meet the required right of way requirements;

NOW, THEREFORE, The City Council of the City of Irrigon ordains as follows:

1. The following described as SE Thomas Street is hereby vacated as a public street within the City of Irrigon.

Vacation of Portion of Thomas Street

Legal Description of Vacated Portion SE Thomas Street

That portion of SE Thomas Street located between the East Right of Way of SE Division Street and the West Right of Way of SE 10th Street located in the Southwest Quarter of the Northwest Quarter of Section 30, Township 5 North, Range 27, East of the Willamette Meridian, City of Irrigon, Morrow County, and State of Oregon. Said portion of SE Thomas Street was dedicated in Plat of Hillcrest Estates, Document No. M-50353, Morrow County Plat Records, filed on February 12, 1997.

2. An emergency is declared, in that this Ordinance, being necessary for the immediate preservation of the public peace, health safety and/or welfare, shall take effect upon passage.
3. The city manager will see that this ordinance be promptly filed, with a certified copy and the vacation proceeding, with the county clerk, county assessor and the county surveyor of Morrow County.

IN WITNESS WHEREOF, the City Council of the City of Irrigon has duly adopted this ordinance and caused it to be executed by the Mayor on this 17th day of November 2024.

Yeas _____ Nays _____ Absent _____

SIGNED:

ATTEST:

Michelle Patton - Mayor

Aaron Palmquist – City Manager