



AGENDA
Irrigon City Council Meeting
April 21, 2026 – 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
- PATH Presentation by David Stackdale-Umatilla City Manager
- 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 – March 17, 2026
 - b. City Manager Report and Staff Updates
 - c. Accounts Payable
 - d. Law Enforcement
 - e. Municipal Court
 - f. Correspondence
- 3. * PATH IGA (Intergovernmental Agreement)
- 4. Public Hearing – Irrigon Development Code Amendment Application AMD 266-26. Submitted by LandWise, LLC on behalf of Olin Homes, LLC. The application proposes reducing the minimum dimensional standards on all Residentially zoned land, including reductions to lot size, lot frontage, setback requirements (neighbor buffers), and residential dwelling size

Hearing Order/Layout:
 - a. Staff Report by Jean Jancaitis – Contract Planner (including the survey results)
 - b. Testimony
 - i. Applicant Presentation
 - ii. CC Questions for the Applicant
 - iii. Comments in Favor
 - iv. Comments Opposed
 - v. Applicant Rebuttal
 - vi. CC Questions for the Applicant
- 5. * Deliberation/Action - Irrigon Development Code Amendment Application AMD 266-26.

6. * Water Management and Conservation Plan
7. * Resolution 26-01 Irrigon Municipal Court LEDS Policies
 - a. CJIS Access Dissemination Destruction
 - b. Media Protection
 - c. Storage and Disposal of CJI Information
8. * AC Houghton Annual Carnival and Community Women's Club Golf Tournament Requests
9. Items for Future Council Meetings
 - Information/Work Item – Water Rate Study (Donavan Enterprises) – May 2026
 - HNA (Housing Needs Analysis) – May/June 2026
 - Review and Findings of AMD #266-26 (May 2026)
 - Entrance Signage Project Bid – May/June 2026
 - Title 8 Amendments – June/July 2026
 - Real Property Excess/Disposal -TBD
 - Splash Park Construction - (2027)
 - Incubator Lease, Policy and Processes - TBD
 - SCA Sidewalk (NE Main Ave.) Project – Bid Fall 2026

Next Regular Scheduled Meeting Date – May 19, 2026

*** 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. The city will proceed with written notice to proceed or disregard the request.

Zoom Meeting Information

Topic: April 21, 2026, Irrigon City Council Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/5419223047?pwd=wGcEq4oWQCbwEQ6zbkQqbVsTCGWR3Y.1&omn=81126378744>

Meeting ID: 541 922 3047

Passcode: EOr@97844!

OR

Dial In:

+253 215 8782 US (Tacoma)

Meeting ID: 541 922 3047

Passcode: EOr@97844!



MINUTES
Irrigon City Council Meeting
March 17, 2026 – 6:00 PM
Irrigon City Hall - 500 NE Main Avenue

Columbia Spirit, Small Town Heart

• **Call to Order/Pledge/Roll Call**

Meeting was called to order by Mayor Patton at 6:00 p.m.

Pledge of Allegiance was recited.

Roll call was taken.

Councilors present: Heather Bishop, Benji Calvert, Mayor Patton, Melvin Lambert, Marty Brown, Hector Cano (at 6:04 p.m.)

Staff present: City Manager Aaron Palmquist, City Clerk Davina Marin, Contract Planner Jean Jancaitis (via Zoom)

• **Mayor's Comments**

The First Responders Dinner is scheduled for April 4, 2026, at 6 p.m. at the Senior Center; RSVP through the Irrigon Chamber of Commerce.

The Irrigon High School Senior Car Show fundraiser will be held April 25th at the Pavilion, with registration from 8-9:30 a.m. and the show is from 10 a.m. – 2 p.m. Proceeds will benefit the Senior Trip.

Shout-outs were given to community members and businesses for donating materials, time, and equipment to improve the area around the Little League fields. Ongoing efforts will continue monthly.

Morrow County deputies were thanked for increased patrols and addressing traffic issues.

"Time to Shine" is coming up on May 2nd. We will discuss it further at next month's meeting.

Councilors were reminded that the annual Oregon Ethics Commission Reports are due by April 15th, with fines for late filing.

The mayor concluded by welcoming the Spring season and encouraging people to plant flowers.

1. **Public Comment**

Adrian, representing Blue Mountain Networks, gave an update on the transition from cable to fiber infrastructure in the city. The project is underway, with first customers expected to be transitioned by the end of March or early April, and full completion anticipated by June or July 2026.

Further details included:

- Installation is primarily aerial to avoid yard disturbance.
- New fiber speeds will range from 300 Mbps to 2 Gbps.
- Landline VoIP phone service is available.
- The city will assist with boring under asphalt where necessary and available.
- If more than 75% of city residents become Blue Mountain customers, prices are projected to remain stable.
- The upgrade is anticipated to improve services for residents and businesses.

2. Consent Agenda

- a. Approval of Minutes – February 17, 2026
- b. City Manager Report and Staff Updates
- c. Accounts Payable
- d. Law Enforcement
- e. Municipal Court
- f. Correspondence

Motion: Councilor Bishop moved to approve and accept the consent agenda, pulling invoices for vendor IJCS for separate consideration.

Second: Councilor Calvert Vote: Motion Passed unanimously by roll call vote.

Motion: Councilor Bishop moved to approve invoices for IJCS as presented.

Second: Councilor Roberts

Councilor Brown abstained due to a potential conflict of interest.

Vote: Motion passed by roll call vote.

3. Budget Calendar 2026/27

The FY 2026-27 budget calendar was reviewed. The first Budget Committee meeting was scheduled for May 14, 2026, with a second meeting on May 21, 2026, if needed.

Motion: Councilor Bishop moved to approve the FY 26-27 Budget Calendar and set the dates as presented.

Second: Councilor Lambert Vote: Motion passed

4. Food Pod Contract Cancellation – Infiernito JH LLC

Staff recommended it following the request of the vendor. Council discussed cancellation of the contract with Infiernito JH LLC, due to lack of consistent operation and request by the vendor to be released from the contract.

Motion: Councilor Calvert moved to cancel the Food Pod Contract with Infiernito JH LLC as discussed and acknowledged that his action does not set precedence.

Second: Councilor Cano Vote: Motion passed

5. Development Code Housekeeping and Updates

Staff and city planner, Jean Jancaitis, presented a list of suggested development code updates based on citizen feedback and evolving development activity. Council directed staff to prepare draft amendments for further review, public involvement, and public hearings.

Motion: Councilor Roberts moved to direct staff to proceed in the preparation of draft amendments for review, public involvement, and public hearing as presented and discussed.

Second: Councilor Bishop Vote: Motion passed

6. Information Only – PATH Program and IGA

An update was provided on the city's participation in the PATH program to address homelessness in partnership with other jurisdictions. A draft IGA and annual report from Stepping Stones Alliance were presented. More information and presentations are scheduled for the April 2026 meeting.

7. Information Only – RFP Legal Services

Council was informed that the city will be issuing an RFP for legal services due to the current city attorney's retirement. Staff is researching local and regional options, prioritizing experience with land use law.

8. Items for Future Council Meetings

- PATH Presentation – April 2026
- Water Management and Conservation Plan
- Real Property Excess/Disposal -TBD
- Splash Park Construction - (2027)
- Entrance Signage Project – (2026)
- Incubator Lease, Policy and Processes - TBD
- SCA Sidewalk (NE Main Ave.) Project – Bid Fall 2026

Next Regular Scheduled Meeting Date – April 21, 2026

Meeting adjourned at 6:40 p.m.

Minutes prepared by Davina Marin, City Clerk.

Signed:

ATTEST:

Michelle Patton, Mayor

Aaron Palmquist, City Manager



Columbia Spirit, Small Town Heart

City Manager Report 4-21-2026

The year 2026 is moving fast. Not only are we entering the budget cycle, but school will soon be out and summer vacations awaiting.

Remember to vote on May 19th. For Morrow County there are several key positions on the ballot as well as state items/issues. Everyone's vote is critical and encouraged for counting. This year there are three city council positions that will be on the General Election ballot in November. In June and July election filing forms will be available.

Thank you to all our elected and appointed individuals for filing the Annual Oregon Government (SEI) report. Not only do I appreciate it as well as the State Ethics staff, but each required filer avoided potential fines.

This year's Irrigon Chamber Time to Shine is scheduled for Saturday, May 2, 2026, between 5:30 – 7:30pm. If interested in attending, tickets are available. Please see Councilor Cano or the Chamber Office. Saturday, April 25, 2026, there will be a 40-year anniversary celebration of the Stokes Seniors with a free dinner. Doors open at 4:30pm. Come celebrate this milestone with our seniors. Please mark your calendars regarding these key events.

The EOA (Economic Opportunity Analysis) Advisory Committee will be meeting in the next couple of weeks for their first meeting. The process is moving forward, and staff are encouraged in the progress and keeping aligned with the projected timeline. with the consultant gathering all initial items.

Blue Mountain Network (EOT) noted last month the process being taken to bring fiber to Irrigon. There have been some areas which have slowed the desired installation speed, but Blue Mountain continues to bring this opportunity to Irrigon. If you know of anyone who may be interested in this service, please have them contact Blue Mountain. There are some first-time customers specials being run.

The Water Master Plan has been reviewing historical information as they will be providing the city with an updated plan. This plan will include recommended infrastructure upgrades and/or replacements. The total cost for such infrastructure will also be provided that will reflect the need for fiscal recovery and rates for on-going maintenance and repairs.

Court/Law Enforcement

The Irrigon Municipal Court has seen an increase in activity. This may be a result of more consistent patrols dealing with traffic items.

The Morrow County Corrections crew and the Sheriff's Office have been working to see various public areas across our community cleaned.

Staff have not received any sheriff reports but will provide once we receive. It was short and very busy last month for the county as they have been dealing with events and a slight increase in emergencies.

Public Works (PW)

The incubator project contractor – Tapani, Inc has begun their initial work. Currently, they are awaiting permits from Boardman to continue the progress. It is anticipated that permits will be ready around May 2, 2026.

The new lift station located by the senior center seems to be taking longer than required. An extension to the radio pole has been heightened to ensure improved radio connectivity. Staff continue to push to get this project closed out. We do not have a date as to when that will take place, but the desire is that it is closed out before the end of the fiscal year.

The sewer treatment operators have been working to get the east basin up and fully running. If all goes correctly, we should be able to bring it online by the end of the fiscal year. While this basin will only be able to provide support/capabilities between April through October we have made federal application for funds to make this basin fully capable of running all year long. The projected 3 million project will allow this as well as perform some conversion areas that remain under the old effluent system.

Spring is here, even though we have been experiencing cool weather, and public works staff are heavily engaged in the seasonal work to make Irrigon continue to look appealing and welcoming.

Financial/Administration

Several opportunities continue to take place across our region. One of the largest is housing development. While there remain fiscal challenges for everyone at all income levels there continues to be the acts of buying and selling. For those that are purchasing homes there are still housing grant funds available for those who qualify. The Enhancements grant opportunity also has available funds. To find out more information on either of these items please contact City Hall.

We are about three weeks away from our first budget committee meeting. This next year is projected to be rather lean for revenues but with slight increases in expenditure, due to inflationary factors. Irrigon and other areas continue to be blessed with CREZ 2 dollars but those are projected to decrease over the next 4-6 years as the companies using the tax deferment process will be coming on to the tax rolls.

Zoom capabilities are provided on the second page of the meeting agenda. 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.

Cordially,

Aaron Palmquist



MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager *AP*
Date: April 21, 2026
RE: Information Only - PATH (Practical Assistance Through Transitional Housing) IGA Item # 3

The housing of homeless individuals IGA (Intergovernmental Agreement) for PATH is presented for City Council action. City Manager David Stockdale – City of Umatilla has provided a brief overview with need and direction for this valuable program. With his schedule permitting he may be available for questions from the council prior to the discussion and action on this presented IGA

Attached is the IGA (Intergovernmental Agreement). Under this agreement each participating party is protected by liability should such action take place. This is a cooperative agreement to join forces regarding the housing issues considering the “camping” law that Oregon Legislators enacted. Unless there is something in place, for those experiencing homelessness and feel they need to camp anywhere on public property, this approach provides for partnering with other jurisdictions and in an area where required services are best afforded.

Staff recommend that the City Council approve this IGA and authorize the mayor to sign accordingly.

INTERGOVERNMENTAL AGREEMENT

This INTERGOVERNMENTAL AGREEMENT (this "Agreement") is entered into by and between Umatilla County, a political subdivision of the State of Oregon ("County"), the City of Umatilla, an Oregon municipal corporation ("Umatilla"), City of Hermiston, an Oregon municipal corporation ("Hermiston"), City of Echo, an Oregon municipal corporation ("Echo"), City of Stanfield, an Oregon municipal corporation, ("Stanfield"), City of Boardman, an Oregon municipal corporation ("Boardman"), and the City of Irrigon, an Oregon municipal corporation ("Irrigon"), and collectively with Umatilla, Hermiston, Echo, Stanfield, Boardman, and the city of Irrigon, the "Cities"; County and the Cities shall hereinafter be referred to collectively as the "Parties" and each, a "Party") as of the date the last party signs this Agreement (the "Effective Date").

RECITALS

WHEREAS, ORS 190.010 authorizes units of local government to enter into intergovernmental agreements for the performance of any or all functions which a Party has the authority to perform; and

WHEREAS, County previously received a one-time grant from the State of Oregon under HB4123 to establish a coordinated homeless response system consisting of the Parties. Those funds have now been fully expended; and

WHEREAS, The Parties implemented HB 4123 and established a coordinated homeless response system consisting of the County and the Cities ("Project PATH"); and

WHEREAS, the initial funding provided under HB 4123 enabled the Parties to design and implement a coordinated, regional homeless response system that has demonstrated measurable success, accountability, and strong community support since its inception; and

WHEREAS, since implementation of Project PATH, the coordinated response system has facilitated thousands of overnight shelter stays annually, served hundreds of unique individuals, and successfully transitioned numerous participants into permanent housing, demonstrating that this collaborative model is both effective and results-driven; and

WHEREAS, the partnership with Stepping Stones Alliance of Hermiston, Inc., an Oregon nonprofit corporation, has strengthened Project PATH by providing experienced operational leadership, low-barrier shelter services, navigation services, outreach, and case management that complement the governmental oversight and policy guidance of the Parties; and

WHEREAS, the partnership structure allows Project PATH to access diversified funding streams, including private donations, foundation grants, fundraising revenues, and community-based sponsorships, which would otherwise be unavailable or significantly limited if operated solely as a governmental program; and

WHEREAS, the intergovernmental structure of Project PATH further enables eligibility for and participation in state and federal funding opportunities, including Oregon Continuum of Care funding, legislative appropriations, and other public grant resources intended to support coordinated homeless response systems; and

WHEREAS, by combining nonprofit funding opportunities, local government appropriations, and eligibility for state, federal, and Continuum of Care funding, Project PATH creates the most comprehensive and financially efficient model available to the Parties, leveraging public dollars with private investment and maximizing regional return on investment; and

WHEREAS, the Parties acknowledge that homelessness is a regional issue requiring a coordinated regional response with leadership, shared responsibility, and unified strategic planning across jurisdictional boundaries, and that continuation of Project PATH reflects a shared commitment to addressing homelessness in a humane, fiscally responsible, and community-centered manner; and

WHEREAS, the Parties find that entering into and continuing this Agreement is in the best interest of their respective communities, promotes public health and safety, protects vulnerable populations, supports economic stability, and preserves the long-term sustainability of a coordinated homeless response system in western Umatilla County and eastern Morrow County.

NOW, THEREFORE, County and the Cities, on the terms and conditions set forth herein, and for consideration of which the existence and sufficiency is mutually acknowledged, enter into the following Agreement:

AGREEMENT

1. Project PATH. Project PATH shall, at a minimum, satisfy the requirements set forth in Exhibit A, attached hereto.
2. Homeless Response Office. The Homeless Response Office (required to be established by Exhibit A, Section I(a)) (the "Office") shall be organized as follows and shall perform the following functions:
 - (a) The Office will operate under the general policy guidance of the Homeless Response Advisory Board (required to be established by Exhibit A, Section I(b)) (the "Advisory Board").
 - (b) The Office will primarily consist of a Director selected by Umatilla and approved by the Advisory Board. Umatilla may contract for the services provided by the Director. The Director may be any individual or entity duly qualified and willing to serve in the role.
 - (c) The Office will coordinate with and develop partnerships with local and regional stakeholders, including plans for coordination with any local continuum of care receiving funding under 24 C.F.R. part 578.
 - (d) The Office will be managed by the Director who will report to Umatilla and the Advisory Board or their respective designees. The Director will be charged with the general operation of the Office, and shall work to coordinate with Umatilla and the Advisory Board and all Parties to implement the elements described in the adopted Strategic Plan and endeavor to meet the project goals set forth in Exhibit A.

3. Homeless Advisory Board. The Advisory Board shall be organized as follows and shall perform the following functions:

- (a) The Advisory Board members shall consist of a representative from each Party, and shall be formed for the purposes of providing general guidance to the Office.
- (b) The Advisory Board members shall have the opportunity to make important decisions, including approving recommendations to the Parties for amendments to the Strategic Plan.
- (c) Given that the Advisory Board is authorized by statute and governed by this Agreement with the authority to make formal advice and recommendations on public policy and administration, the Advisory Board is considered a public body for the purposes of Oregon Public Meetings Law, and will hold noticed meetings open to the public, and otherwise act in accordance with Oregon Public Meetings Law.
- (d) The Advisory Board shall adopt formal Bylaws sufficient to ensure compliance with Oregon Public Meetings Law and the orderly functioning of the Advisory Board. The Bylaws will establish a regular meeting schedule to be observed by the Advisory Board.

4. Obligations of the Parties.

- (a) The Parties shall support the Office until this Agreement is terminated.
- (b) The Parties shall cooperate in good faith to ensure that the goals of Project PATH are achieved. The Parties shall work in good faith to amend this Agreement when necessary to achieve the goals set forth in Exhibit A.
- (c) Project PATH will be funded in part with the \$1 grant from the State of Oregon to County referenced in Recital B, which County will transfer in its entirety to Umatilla upon County's receipt from the State of Oregon and execution of this agreement.
- (d) (i). If this Agreement is terminated, then each Party shall promptly pay a termination fee to Umatilla as set forth in Exhibit B *Termination Fee Schedule* calculated as of the effective date of such termination; or
(ii). if any Party withdraws from this Agreement, then such withdrawing Party shall be obligated to pay the termination fee to Umatilla as set forth in Exhibit B *Termination Fee Schedule* calculated as of the effective date of such withdrawal promptly upon Umatilla's request.
- (e) Umatilla shall serve as the fiscal agent responsible for funding Project PATH's operations. Umatilla will retain fiscal and managerial oversight of Project PATH, including the Office and the Director.
- (f) Effective Fiscal Year 2026 (July 1, 2025 through June 30, 2026), each party agrees to contribute financially to Project PATH's ongoing operations. The total annual operation should not exceed Seven Hundred Fifty Thousand Dollars (\$750,000). Financial contributions from each Party shall be calculated based on mutually agreed-upon actuals and determined annually by the fiscal agent.
- (g) Each party's estimated annual contribution is as follows:
 - City of Umatilla –31%
 - City of Hermiston –31%
 - City of Stanfield – 1.5%

- City of Echo- 1%
- City of Boardman-3%
- City of Irrigon-1.5%
- Umatilla County-31%

For Fiscal Year 2027, the total annual operating budget shall not exceed Seven Hundred Eighty-Seven Thousand Five Hundred Dollars (\$787,500), reflecting a five percent (5%) increase.

Each party's estimated annual proportional contribution for FY27 shall remain as follows:

FY27 – Total \$787,500 (5% increase)

- City of Umatilla – 31%
- City of Hermiston – 31%
- City of Stanfield – 1.5%
- City of Echo – 1%
- City of Boardman – 3%
- City of Irrigon – 1.5%
- Umatilla County – 31%

For Fiscal Year 2028, the total annual operating budget shall not exceed Eight Hundred Twenty Six Thousand Eight Hundred Seventy Five Dollars (\$826,875), reflecting a five percent (5%) increase.

Each party's estimated annual proportional contribution for FY28 shall remain as follows:

FY28 – Total \$826,875 (5% increase)

- City of Umatilla – 31%
- City of Hermiston – 31%
- City of Stanfield – 1.5%
- City of Echo – 1%
- City of Boardman – 3%
- City of Irrigon – 1.5%
- Umatilla County – 31%

- (h) In the event PATH were to receive State, Federal, or private grants or other awards for operational costs, that amount received will be reduced from the annual total costs from these agreed upon amounts for FY26 through FY28, respectively, and each partner would contribute according to their proportionate share above to the adjusted downward net cost (FY cost – award = adjusted downward net cost). This would include direct appropriations from the Continuum of Care or other direct legislative or grant awards for PATH, but may not include direct donor or other direct grant awards to the Director.

- (i) Each party shall remit its share to the fiscal agent within (30) days of receiving an invoice unless otherwise agreed in writing. These contributions are essential to ensure Project PATH is operational.
- (j) Under the recommendation of the Advisory Board, Umatilla is authorized to and will select a Director to manage the Office. Umatilla is authorized to terminate the Director, and in such an event, Umatilla is authorized to and will select a new Director. This Agreement does not create any employment or contractual relationship between the Parties or the Office or Director.
- (k) Umatilla is authorized to and will be responsible for all contracting, procurement, or other activities necessary to operate Project PATH, including engaging any third-party service providers as Umatilla determines is reasonably necessary.
- (l) Umatilla has currently entered into a Services Agreement with Stepping Stones of Hermiston Inc., an Oregon nonprofit corporation, to provide Director services that further the objectives of Project PATH, which Services Agreement is subject to review and corresponding recommendation for approval by the Advisory Board, not to be unreasonably withheld, conditioned, or delayed.
- (m) Each of the Parties, the Office, and the Advisory Board shall cooperate with respect to all matters described herein and shall execute such notifications and other documents as may be reasonably requested for the purpose of giving effect to, or evidencing or giving notice of, the provisions of this Agreement.
- (n) Umatilla's legal counsel may be called upon to provide legal advice to the Advisory Committee and the Office as necessary.
- (o) Effective FY27, Umatilla shall establish a Special Revenue Fund in association with PATH that will include all revenues and expenditures and accounting as required by Oregon budget law. It shall be noted that all fund appropriations from the Continuum of Care are required to go directly to the Director and will not appear in this Fund.

5. General Terms.

(a) Notice. The designated representatives of the Parties for the administration of this Agreement are as follows. Notice shall be deemed delivered upon sending an email to all of the Parties.

- (i) Umatilla County: Dan Dorran, County Commissioner
Phone: 541-278-6201
Email: dan.dorran@umatillacounty.gov
- (ii) City of Umatilla: David Stockdale, City Manager.
Phone: 541-922-3226
Email: david@umatilla-city.org
- (iii) City of Hermiston: Byron Smith, City Manager
Phone: 541-567-5521
Email: bsmith@hermiston.or.us
- (iv) City of Echo: Mike Gonzalez, City Administrator
Phone: 541-376-6038
Email: CityManager@echo-oregon.com
- (v) City of Stanfield: Darla Linker, City Manager
Phone: 541-449-3831
Email: dlinker@cityofstanfield.com

- (vi) City of Boardman: Brandon Hammond, City Manager
Phone: 541-481-9252
Email: HammondB@cityofboardman.com
- (vii) City of Irrigon: Aaron Palmquist
Phone: 541-922-3047
Email: manager@ci.irrigon.or.us

Entire Agreement. This Agreement, together with the recitals above and exhibit attached hereto, which are incorporated herein by this reference, constitute the entire agreement among the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written not specified herein regarding such subject matter. No waiver, consent modification or change of terms of this Agreement shall bind any Party unless in writing and signed by all Parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given.

- (b) Severability. The determination that any provision of this Agreement is invalid or unenforceable will not affect the validity or enforceability of the remaining provisions or of that provision under other circumstances. Any invalid or unenforceable provision will be enforced to the maximum extent permitted by law.
- (c) Term; Termination. The initial term of this Agreement shall commence on **July 1st, 2025** ("Commencement Date"), and end on **June 30, 2028** (the "Initial Term"). County, Umatilla, Hermiston, Echo, Stanfield, Boardman and Irrigon may not voluntarily terminate or withdraw from this Agreement during the Initial Term. The term of this Agreement shall automatically renew for additional successive 24-month periods, subject to the termination and withdrawal rights provided herein. After the Initial Term, any Party may withdraw from this Agreement upon 180 days' prior written notice to the other Parties. Additionally, Umatilla may terminate this Agreement effective immediately or force a breaching Party to withdraw from this Agreement upon the material breach of any other Party. If any Party shall file or suffer the filing of a bankruptcy or similar proceeding, such filing shall constitute a material breach of this Agreement. Any termination of or withdrawal from this Agreement is subject to the termination fees described in Section 4(d).
- (e) Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Execution of this Agreement by electronic means intended to preserve the original pictorial appearance of this Agreement or by industry standard electronic signature software shall have the same legal force and effect as execution by original signatures.
- (f) Access to Records/Record Retention. The Parties shall maintain fiscal records and all other records pertinent to this Agreement.

- (i) All fiscal records shall be maintained pursuant to generally accepted accounting standards, and other records shall be maintained to the extent necessary to clearly reflect actions taken.
 - (ii) All records shall be retained and kept accessible for at least three years, or as otherwise required to be retained by Oregon law.
 - (iii) If an audit, litigation or other action involving this Agreement is started before the end of the three-year period, the records shall be retained until all issues arising out of the action are resolved or until the end of the three- year period, whichever is later.
 - (iv) The Parties and their authorized representatives shall have the right to access all of associated books, documents, papers and records related to this Agreement for the purpose of conducting audits and examinations and making copies, excerpts and transcripts.
- (g) Indemnification. Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, each Party shall defend, indemnify, and hold each other Party, and its officers, agents, employees and volunteers, harmless against all liability, claims, losses, demands, suits, fees and judgments (collectively referred to as "claims") that may be based on, or arise out of, damage or injury (including death) to persons or property to the extent caused by or resulting from the indemnifying Party's: (1) negligence or willful misconduct in connection with the performance of this Agreement or by conditions created thereby; (2) breach of this Agreement; or (3) violation of any statute, ordinance or regulation. The Parties are not agents of each other and are not entitled to indemnification and defense under ORS 30.285 and ORS 30.287.
- (h) Survival. Ali covenants, indemnifications, and agreements contained in this Agreement that contemplate performance subsequent to the expiration or earlier termination of this Agreement, or that cannot be ascertained or fully performed until after expiration or earlier termination of this Agreement, shall survive such expiration or termination.

[Signature page follows]

UMATILLA COUNTY:

By: _____

Name: Daniel N. Dorran
Title: Umatilla Board of Commissioners
Date:

CITY OF UMATILLA:

By: _____

Name: David Stockdale
Title: Board Chair, City Manager
Date:

CITY OF HERMISTON:

By: _____

Name: Byron Smith
Title: City Manager
Date:

CITY OF ECHO:

By: _____

Name: Mike Gonzalez
Title: City Administrator
Date:

CITY OF STANFIELD:

By: _____

Name: Darla Linker
Title: City Manager
Date:

CITY OF BOARDMAN:

By: _____

Name: Brandon Hammond
Title: City Manager
Date:

CITY OF IRRIGON:

By: _____

Name: Michelle Patton
Title: Mayor
Date:

Exhibit A

Project PATH Description
[Attached.]

EXHIBIT A
PROJECT DESCRIPTION

Pursuant to the Authorization, Recipient shall use Grant funds for the Project as follows:

(1) Within 90 days of receiving the Grant funds, Recipient shall enter into an agreement among Recipient, the City of Umatilla, the City of Stanfield, the City of Echo, the City of Hermiston, and any other parties to the agreement to create a coordinated homeless response system (the "System") that consists of, at a minimum:

- (a) The establishment of a coordinated homeless response office;
- (b) An advisory board with representation from the governing body of each member government;
- (c) Specific roles of each member to support the advisory board and office;
- (d) Plans for coordination with any local continuum of care receiving funding under 24 C.F.R. part 578; and
- (e) The establishment of a centralized point of contact for the office.

(2) The System, with Recipient's oversight, shall use the Grant funds to:

- (a) Hire necessary staff for the office;
- (b) Support coordinated communications and public engagement;
- (c) Support community outreach and policy development, including stipends for people with current or recent lived experience of homelessness;
- (d) Acquire technical assistance and capacity building, including contracting with consultants; and
- (e) Pay for other expenses reasonably necessary to meet the requirements in this Exhibit A.

(3) Within one year of receiving the Grant funds, the System, through the advisory board or each member government to the agreement, shall adopt a five-year strategic plan that will identify and set goals for addressing:

- (a) Funding to support the ongoing operations of the System;
- (b) Increasing or streamlining resources and services to people at risk of or experiencing homelessness within the participating cities and counties;
- (c) Incorporating national best practices for ending homelessness;
- (d) Eliminating racial disparities within homeless services within the service area; and
- (e) Creating pathways to permanent and supportive housing that is affordable to local populations experiencing or at risk of homelessness.

(4) No later than November 15, 2023, and September 15, 2024, the System shall provide a report to the Housing and Community Services Department, Oregon Housing Stability Council and one or more appropriate interim committees of the Legislative Assembly in the manner provided in ORS 192.245 on:

- (a) The goals adopted in the five-year strategic plan and the progress made in implementing the plan;
- (b) Other changes in homelessness services, ordinances of member governments relating to homelessness and partnerships or programs established that are specifically related to member

government actions arising out of the agreement; and
(c) Identified challenges and opportunities relating to:

- (A) Regional coordination of homelessness services and planning;
- (B) Needs for technical assistance regarding program development or other programs from the Housing and Community Services Department; and
- (C) Addressing racial disparities through partnerships with culturally specific and responsive organizations serving populations overrepresented in experiencing homelessness, including Black, Indigenous, People of Color, federally recognized tribes and tribal members and outreach and engagement with these populations.

(5) In performing the Project tasks identified in this Exhibit A, the System shall coordinate with and develop partnerships with local and regional stakeholders, including, but not limited to:

- (a) Advocates for people experiencing homelessness and for people with lived experience of homelessness;
- (b) Community action agencies;
- (c) Housing authorities;
- (d) Affordable housing providers;
- (e) Behavioral health providers;
- (f) Law enforcement;
- (g) Educational agency liaisons for homeless children as described in 42 U.S.C. 11432;
- (h) Local Department of Human Services offices;
- (i) Courts;
- (j) Legal aid;
- (k) Coordinated care organizations, as described in ORS 414.572;
- (l) Emergency shelter providers;
- (m) Homeless service providers;
- (n) Organizations serving and advocating for veterans, homeless youth, youth exiting the foster care system, individuals exiting the criminal justice system, people with disabilities and aging adults, health care systems, domestic violence and sexual assault survivors, members of lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ) communities, people experiencing behavioral health and substance use disorders, faith communities and business communities; and
- (o) The Housing and Community Services Department.

(6) In performing its duties under this section, the System shall coordinate with law enforcement, service providers and governing bodies to implement safe and humane processes to maintain public and environmental health and safety, balancing important individual and community rights.

(7) The System may use Grant funds in excess of those funds needed by the System to accomplish the requirements of the System under sections (1) to (6) of this Exhibit A to support the delivery of homeless services and shelter consistent with the five-year strategic plan, including through contracts with service providers.

Exhibit B
Termination Fee Schedule

Calendar Year Termination Occurs	Total Termination Fee	Party	Party's Termination Fee Percentage	Party's Termination Fee Amount
2026	\$534,000	Umatilla	27%	\$144,180
		County	27%	\$144,180
		Hermiston	27 %	\$144,180
		Stanfield	6%	\$32,040
		Echo	4%	\$21,360
		Boardman	6%	\$32,040
		Irrigon	3%	\$16,020
2027	\$445,000	Umatilla	27%	\$120,150
		County	27%	\$120,150
		Hermiston	27%	\$120,150
		Stanfield	6%	\$26,700
		Echo	4%	\$17,800
		Boardman	6%	\$26,700
		Irrigon	3%	\$13,350
2028	\$356,000	Umatilla	27%	\$96,120
		County	27%	\$96,120
		Hermiston	27%	\$96,120
		Stanfield	6%	\$21,360
		Echo	4%	\$14,240
		Boardman	6%	\$21,360
		Irrigon	3%	\$10,680
2029	\$267,000	Umatilla	27%	\$72,090
		County	27%	\$72,090
		Hermiston	27%	\$72,090
		Stanfield	6%	\$16,020
		Echo	4%	\$10,680
		Boardman	6%	\$16,020
		Irrigon	3%	\$8,010
2030	\$178,000	Umatilla	27%	\$48,060
		County	27%	\$48,060
		Hermiston	27%	\$48,060
		Stanfield	6%	\$10,680
		Echo	4%	\$7,120
		Boardman	6%	\$10,680
		Irrigon	3%	\$5,340

2031	\$89,000	Umatilla	27%	\$24,030
		County	27%	\$24,030
		Hermiston	27%	\$24,030
		Stanfield	6%	\$5,340
		Echo	4%	\$3,560
		Boardman	6%	\$5,340
		Irrigon	3%	\$2,670
2032	\$0.00	Umatilla	27%	\$0.00
		County	27%	\$0.00
		Hermiston	27%	\$0.00
		Stanfield	6%	\$0.00
		Echo	4%	\$0.00
		Boardman	6%	\$0.00
		Irrigon	3%	\$0.00



Columbia Spirit, Small Town Heart

PUBLIC HEARING - "Irrigon Development Code Amendment Application AMD 266-26. Submitted by LandWise, LLC on behalf of Olin Homes, LLC. The application proposes reducing the minimum dimensional standards on all Residentially zoned land, including reductions to lot size, lot frontage, setback requirements (neighbor buffers), and residential dwelling size".

Agenda Item #4



Columbia Spirit, Small Town Heart

DELIBERATION - "Irrigon Development Code Amendment Application AMD 266-26".

Agenda Item #5



MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager 
Date: April 21, 2026
RE: Irrigon Water Management and Conservation Plan - Item #6

J.U.B staff, our City Engineers, has been working with Oregon Water Resource Department on updating our required “plan”. This has been a process that is critical to ensure water systems and operations of such are management and planned for the next 10 years. This plan also provides conservation and use measures of current uses and projections should significant issues arise that may curtail and/or limit production or uses.

Each community and water system is required to have such a plan per OAR 690-086-012(4). The next plan is due October 1, 2035, with progress beginning in April 2031.

Staff recommends the acceptance and adoption of the Water Management and Conservation Plan as presented by JUB with review and order by Oregon Water Resource Department.



April 6, 2026

Aaron Palmquist, City Manager, City of Irrigon
500 NE Main Avenue
Irrigon, OR 97844

RE: Recommendation to Adopt 2026 Water Management and Conservation Plan

Mr. Palmquist,

The Oregon Water Resources Department (OWRD) approved the City of Irrigon's 2026 Water Management and Conservation Plan on April 2nd, 2026. Now that the report has addressed all comments from City and OWRD staff, J-U-B Engineers, Inc recommends the City Council formally adopt this plan.

Sincerely,

Mason Mendel, Senior Civil Engineer (WA)
J-U-B ENGINEERS, Inc.

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

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

Authority

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department.

Findings of Fact

1. The City of Irrigon submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on September 16, 2025. The required statutory fee for review of the plan was received by the Department on September 29, 2025. The plan was required by a condition set forth under the City's previously approved plan (Sp. Or. Vol. 94, Pgs. 796-797), issued on January 31, 2014.
2. The Department published notice of receipt of the plan on October 7, 2025, as required under OAR Chapter 690, Division 086. No comments were received.
3. The Department provided written comments on the plan to the City on November 7, 2025. In response, the City submitted a revised plan on January 20, 2026.
4. The Department provided written comments on the revised plan to the City on January 23, 2026. In response, the City submitted a second revised plan on March 13, 2026.
5. The Department reviewed the second revised plan and finds that the second revised plan is consistent with the relevant requirements under OAR Chapter 690, Division 086.

Conclusion of Law

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

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

Now, therefore, it is ORDERED:

Duration of Plan Approval:

1. The City of Irrigon Water Management and Conservation Plan is approved and shall remain in effect until **April 1, 2036**, unless this approval is rescinded pursuant to OAR 690-086-0920.

Plan Update Schedule:

2. The City of Irrigon shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 (effective December 23, 2018) no later than **October 1, 2035**.

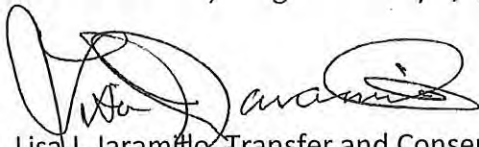
Progress Report Schedule:

3. The City of Irrigon shall submit a progress report containing the information required under OAR 690-086-0120(4) by **April 1, 2031**.

Other Requirements for Plan Submittal:

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

Dated at Salem, Oregon this day 4/2/2026



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

Mailing date: 4/3/2026

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



Oregon

Tina Kotek, Governor

Water Resources Department

North Mall Office Building
725 Summer St NE, Suite A
Salem, OR 97301
Phone 503 986-0900
Fax 503 986-0904
www.oregon.gov/owrd

April 2, 2026

City of Irrigon
Attn: Aaron Palmquist
500 NE Main Ave.
Irrigon, OR 97844
VIA EMAIL: aaron.palmquist@ci.irrigon.or.us

Subject: Water Management and Conservation Plan

Dear Aaron:

Enclosed is the final order approving your Water Management and Conservation Plan.

The attached final order specifies the following:

- The plan is in effect through **April 1, 2036**.
- The City of Irrigon is also required to submit a progress report to the Department by **April 1, 2031**, detailing progress made toward the implementation of conservation benchmarks scheduled in the plan.
- The City of Irrigon must submit an updated Water Management and Conservation Plan to the Department by **October 1, 2035**.

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

We appreciate your cooperation in this effort. Please do not hesitate to contact me at 503-979-9544 or Kerri.H.Cope@water.oregon.gov if you have any questions.

Sincerely,

Kerri Cope
Water Management and Conservation Analyst
Water Right Services Division

Enclosure

cc: WMCP File
District 5 Watermaster, [Greg Silbernagel](mailto:Greg.Silbernagel@jub.org)
Mason Mendel, JUB Eng. mmendel@jub.com



WATER MANAGEMENT AND CONSERVATION PLAN (WMCP)

City of Irrigon

3-16-2026



500 NE Main Avenue
Irrigon, OR 97844

Photo Source:
<https://ci.irrigon.or.us/>

Prepared by:



3611 Zintel Way, Kennewick, WA 99337
509-783-2144
www.jub.com

THIS PAGE IS INTENTIONALLY BLANK

Water Management and Conservation Plan (WMCP)

Final

March 2026



3/18/2026

EXPIRES: 6/30/2027

CONTENTS

WMCP Checklist	iv
Abbreviations	v
1 Introduction and WMCP Elements	2-1
1.1 Water System Description and Community Served	2-1
1.2 Relationship to the Water System Master Plan	2-1
1.3 Notice to Affected Local Government(s)	2-1
1.4 Proposed WMCP Update & Progress Report Schedule	2-2
1.5 Additional Time to Implement Conservation Benchmarks	2-2
1.6 Information Sources and Acknowledgments	2-2
2 Water Supplier Description	2-1
2.1 Water Sources	2-1
2.1.1 Water Rights	2-1
2.1.2 Adequacy and Reliability of Existing Water Sources	2-9
2.2 Water System	2-9
2.2.1 Source Wells	2-9
2.2.2 Treatment	2-10
2.2.3 Transmission and Distribution	2-10
2.2.4 Storage	2-11
2.2.5 Pressure Zones and Pump Stations	2-11
2.3 Current Population and Service Area	2-12
2.4 Present and Historic Water Use	2-13
2.4.1 Well Production	2-13
2.4.2 Customers Served	2-15
2.4.3 Quantification of System Leakage	2-17
2.5 Interconnections with Other Systems	2-17
3 Water Conservation Element	3-1
3.1 Progress Report on Conservation Measure Implementation from Previous WMCP	3-1
3.2 Water Use Measurement and Reporting Program	3-2
3.3 Other Conservation Measures	3-3
3.4 Annual Water Audit	3-3
3.5 Full Metering of System	3-3
3.6 Meter Testing and Maintenance Program	3-4
3.7 Rate Structure Based on Quantity of Water Measured	3-5
3.7.1 Updates from 2014 WMCP	3-5
3.7.2 Current Rates and Recommendations	3-5
3.8 Public Education Program	3-6

3.9	System Leakage Reduction Program <10%.....	3-7
3.9.1	Potential Factors for Loss and Selected Actions	3-7
3.9.2	Leak Detection Program.....	3-7
3.10	Enhanced & Other Conservation Measures.....	3-8
4	Water Curtailment Element.....	4-1
4.1	Water Supply Assessment and Description of Past Deficiencies	4-1
4.2	Stages of Alert.....	4-1
4.3	Triggers for Each Stage of Alert.....	4-2
4.4	Curtailment Actions.....	4-2
5	Water Supply Element	5-1
5.1	Future Service Area and Population Projections.....	5-1
5.2	Demand Forecast.....	5-2
5.3	Schedule to Fully Exercise Each Permit.....	5-3
5.4	Comparison of Projected Need and Available Sources.....	5-3
5.5	Analysis of Alternative Sources.....	5-4
5.6	Mitigation Actions Under State and Federal Laws	5-4
5.7	Greenlight Water Request	5-4
Appendices.....		5-5
Appendix A – Water Rights Documents.....		5-5
Appendix B – Well Summaries		5-5
Appendix C – City Water Production Data.....		5-5

FIGURES

Figure 2-1 - Water System & Service Area Map (OAR 690-086-0140(2))	2-5
Figure 2-2 - Water System Schematic (OAR 690-086-0140(8)).....	2-8
Figure 2-3 – Annual Well Production, Past 5 Years.....	2-13
Figure 2-4 - Monthly Well Production, 5 Year Avg.....	2-14
Figure 2-5 - Average Day Well Production	2-14

TABLES

Table 2-1 – Active Water Right Summary.....	2-2
Table 2-2 – Inactive Water Right Summary.....	2-3
Table 2-3- Source Wells.....	2-10
Table 2-4 – Pipe Summary Table	2-11
Table 2-5 – Population History	2-12
Table 2-6 – 2023 User Account Summary	2-15
Table 2-7 – Historical User Account Summary – Last 5 Years.....	2-15
Table 2-8 –Annual Water Use Per Account Type – Last 5 Years	2-16
Table 2-9 – Lost Water Volume	2-17
Table 3-1 – Summary of 2014 WMCP Conservation Benchmarks.....	3-2
Table 3-2 – Meter Replacement Expenditures & Budget (2024-2025).....	3-4
Table 3-3 – 2014 Water Rate Structure.....	3-5
Table 3-4 – 2025 Water Rate Structure.....	3-6
Table 4-1 – Water Curtailment Plan.....	4-3
Table 5-1 - Projected Future Population.....	5-1
Table 5-2 - Projected Future Water Usage (MG)	5-2
Table 5-3 - Projected Future Water Usage (gpm)	5-2

WMCP CHECKLIST

Items and Tasks	OAR Reference
WMCP Plan Elements	
Notice to affected local government(s)	690-086-0125(5)
Proposed WMCP update schedule	690-086-0125(6)
Additional time to implement conservation benchmarks	690-086-0125(7)
Water Supplier Description	
Supplier's source(s)	690-086-0140(1)
Current service area and population served	690-086-0140(2)
Assessment of adequacy and reliability of existing water supplies	690-086-0140(3)
Present and historic water use	690-086-0140(4)
Water rights inventory table and environmental resource issues	690-086-0140(5)
Customers served and water use summary	690-086-0140(6)
Interconnections with other systems	690-086-0140(7)
System schematic	690-086-0140(8)
Quantification of system leakage	690-086-0140(9)
Water Conservation Element	
Conservation measures progress report from previous WMCP	690-086-0150(1)
Water use measurement and reporting program	690-086-0150(2)
Currently implemented conservation measures	690-086-0150(3)
Annual water audit	690-086-0150(4)(a)
Full metering of system	690-086-0150(4)(b)
Meter testing and maintenance program	690-086-0150(4)(c)
Rate structure based on quantity of water metered	690-086-0150(4)(d)
Leak detection program	690-086-0150(4)(e)
Public education program	690-086-0150(4)(f)
System leakage reduction program <10%	690-086-0150(6)(a)
Technical and financial assistance programs	690-086-0150(6)(b)
Retrofit/replacement of inefficient fixtures	690-086-0150(6)(c)
Rate structure and billing practices to encourage conservation	690-086-0150(6)(d)
Reuse, recycling, and non-potable opportunities	690-086-0150(6)(e)
Other proposed conservation measures	690-086-0150(6)(f)
Water Curtailment Element	
Water supply assessment and description of past deficiencies	690-086-0160(1)
Stages of alert	690-086-0160(2)
Triggers for each stage of alert	690-086-0160(3)
Curtailment actions	690-086-0160(4)
Water Supply Element	
Future service area and population projections	690-086-0170(1)
Schedule to fully exercise each permit (<i>i.e., certification</i>)	690-086-0170(2)
Demand forecast	690-086-0170(3)
Comparison of projected need and available sources	690-086-0170(4)
Analysis of alternative sources	690-086-0170(5) & (8)
Maximum rate and monthly volume quantification	690-086-0170(6)
Mitigation actions under state and federal laws	690-086-0170(7)
Conservation measure schedule and cost effectiveness	690-086-0130(7)(a)
Justification that selected source is most feasible and appropriate	690-086-0130(7)(b)
Mitigation requirements	690-086-0130(7)(c)

ABBREVIATIONS

AC	asbestos cement
cf	cubic feet
cfs	cubic feet per second
EPA	Environmental Protection Agency
CGWA	Critical Groundwater Area
fps	feet per second
ft	feet
gpcd	gallons per capita per day
gpm	gallons per minute
LUBGWMA	Lower Umatilla Basin Groundwater Management Area (Nitrates)
Mgal	million gallons
MGD	million gallons per day
OAR	Oregon Administrative Rule
ODEQ	Oregon Department of Environmental Quality
OSHA	Occupational Safety and Health Administration
OWRD	Oregon Water Resources Department
PVC	Polyvinyl Chloride
sf	square feet
TDH	Total Dynamic Head
VFD	Variable Frequency Drive

1 INTRODUCTION AND WMCP ELEMENTS

OAR 690-086-0125

Irrigon presents its 2025 Water Management and Conservation Plan (WMCP) to the Oregon Water Resources Department (OWRD) and interested parties. This WMCP is required by OWRD as a condition of Irrigon's 2005 Well Permit and is an update to the previous version from 2014. This WMCP details Irrigon's plan to manage present water sources and usage and provides a comprehensive strategy to meet municipal water supply needs over the next 20 years, along with proposed conservation measures to help manage the regional water supply. The plan is intended to satisfy the requirements detailed in the *Water Management and Conservation Plans: A Guidebook for Oregon Municipal Water Suppliers, March 2015 (WMCP Guidebook)* and Oregon Administrative Rule (OAR) 690-086, Water Management and Conservation Plans.

1.1 Water System Description and Community Served

Irrigon is a rural community located in Morrow County, Oregon, between Umatilla and Boardman along U.S. Highway 730 and the Columbia River. The population in 2025 was approximately 2,372. Irrigon owns and operates its municipal water system.

Irrigon's water system consists of two alluvial supply wells, a 1.5 million-gallon bolted steel reservoir, and corresponding pipe network. Irrigon currently serves all domestic water within city limits and a limited number of users outside Irrigon limits. Residential accounts are 90% of Irrigon's connections and 58% of Irrigon's total water use by volume. Irrigon has no industrial water users currently being served by the water system.

1.2 Relationship to the Water System Master Plan

The WMCP focuses on management of the system's water sources, which includes conservation as a source option. The general intent is to ensure that adequate water supplies are available to serve the community's current and future needs through various scenarios without impairing nearby users or the environment. The Water System Master Plan (WSMP) focuses more on the water system's constructed components, management, finances, and capital improvements that are needed. The two plans work in tandem to ensure that communities are able to navigate future challenges and development from source to end user.

1.3 Notice to Affected Local Government(s)

OAR 690-086-0125(5)

No "affected local governments", based on our interpretation of the definition provided in OAR 690-086-0020, exist or are required to be contacted. The City of Irrigon operates under its own jurisdiction and is not under regulatory jurisdiction of any other local

districts with regards to their water rights and use. Additionally, the City of Irrigon conducts all of its master planning independently of Morrow County.

1.4 Proposed WMCP Update & Progress Report Schedule

OAR 690-086-0125(6)

Upon approval of this plan, OWRD will set schedules for the interim progress report and next WMCP update. Typically, the first progress report will be due in five years and the next plan update in ten years (maximum). Progress reports will be used to determine whether benchmarks identified in OAR 690-085-0150 are being met. The approximate dates for the 5-year progress report and 10-year update are 2030 and 2035, respectively.

1.5 Additional Time to Implement Conservation Benchmarks

OAR 690-086-0125(7)

Irrigon is not requesting an extension for additional time to implement previously proposed conservation measures.

1.6 Information Sources and Acknowledgments

Irrigon was the major source of information utilized in development of this WMCP, which included the 2006 Water System Master Plan, 2014 WMCP, system mapping, and water models of the existing system as it existed prior to 2006. Information for the two new source wells, new reservoir, and piping improvements constructed after 2006 were also provided by Irrigon and incorporated into this plan update, as well as information regarding water usage and conservation.

We would like to thank the following for their assistance in preparing this plan:

Aaron Palmquist, City Manager, City of Irrigon

Jerry Dyer, Public Works Director, City of Irrigon

Amanda Ferguson, Finance & Administrative Director, City of Irrigon

Kerri Cope, Water Management and Conservation Analyst/Reuse Coordinator, Oregon Water Resources Department

2 WATER SUPPLIER DESCRIPTION

OAR 690-086-0140

This section describes Irrigon's water sources, system, and current usage in the following sections. See Figure 2-1 below for a water system map.

2.1 Water Sources

OAR 690-086-0140(1)

Irrigon has two active wells that draw from three active alluvial water rights. Both wells are in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) for nitrates. Irrigon supplies all of its own water, with no physical interties or agreements with other agencies. The following sections provide additional detail.

2.1.1 Water Rights

OAR 690-086-0140(5)

Irrigon has active water rights for 8.92 cfs (4000 gpm) maximum withdrawal rate from the Columbia River Basin alluvial groundwater reservoir. The water rights are for "municipal" and "municipal uses including but not limited to domestic use... within the service district boundary of City of Irrigon", with priority dates ranging from 1977 to 2005. All active water rights are now associated with wells 3 and 4, described below. These active water rights include two older water rights (water rights B & C below) that were transferred to wells 3 & 4. Irrigon also still has the original water right from 1968 of 0.27 cfs (water right A) that is for the old basalt well #1 and has not had usage data reported since 2009.

The 2005 water right (water right D, Permit G-16297), which accounts for 75% of Irrigon's active water rights, contains provisions for "avoidance and mitigation" during the summer to equal the consumptive use of water, which is generally domestic lawn irrigation. This was negated in the related Settlement Agreement, which states that forgoing pumping from well 2 qualifies as the required avoidance. Water right D is valid until February 14, 2028 under the existing permit. An extension will need to be filed to keep this permit open for the foreseeable future. Irrigon does not have any exchange, intergovernmental, water supply, or water delivery agreements.

Table 2-1 – Active Water Right Summary

ACTIVE WATER RIGHTS	B	C	D
Application	G-7703	G-8439	G-16445
Permit	G-7241	G-7563	G-16297
Priority Date	2/8/1977	9/9/1977	4/22/2005
Original Certificate	81677	81678	Not Perfected
Transfer	T-10470	T-10470	NA
Current Certificate	93325	93326	Not Perfected
Authorized Completion	12/8/2017	12/8/2017	2/14/2028
Water Source	Alluvial	Alluvial	Alluvial
Type of Use	Municipal	Municipal	Municipal*
Permitted Max Flowrate (cfs)	0.89	1.33	6.70
Permitted Max Flowrate (gpm)	400	600	3000
Permitted Max Volume	None	None	None
Max Flowrate Diverted (cfs)	0.89	1.33	4.0
Max Flowrate Diverted (gpm)	400	600	1800
Max Annual Volume Diverted (MG)	170		167
Pump Hrs Per Day @ Max Vol & Flow	7.8		4.2
Most Recent Draw	2026	2026	2026
Original Draw	Well #2	Well #2	Well 3 & 4
Current Draw	Well 3 & 4	Well 3 & 4	Well 3 & 4
2025 Avg Monthly Diversion (MG)	13.4		
2025 Avg Daily Diversion (Gal)	36712		
Past 5 Year Avg Monthly Diversion (MG)	13.5		
Past 5 Year Avg Daily Diversion (Gal)	36986		
Resource Concerns (Critical Groundwater Area or Groundwater Management Area)	Nitrates (LUBGWMA)	Nitrates (LUBGWMA)	Nitrates (LUBGWMA)
OWRD Link	OWRD	OWRD	OWRD
Total Actively Used Water Rights	8.92 cfs (4000 gpm)		

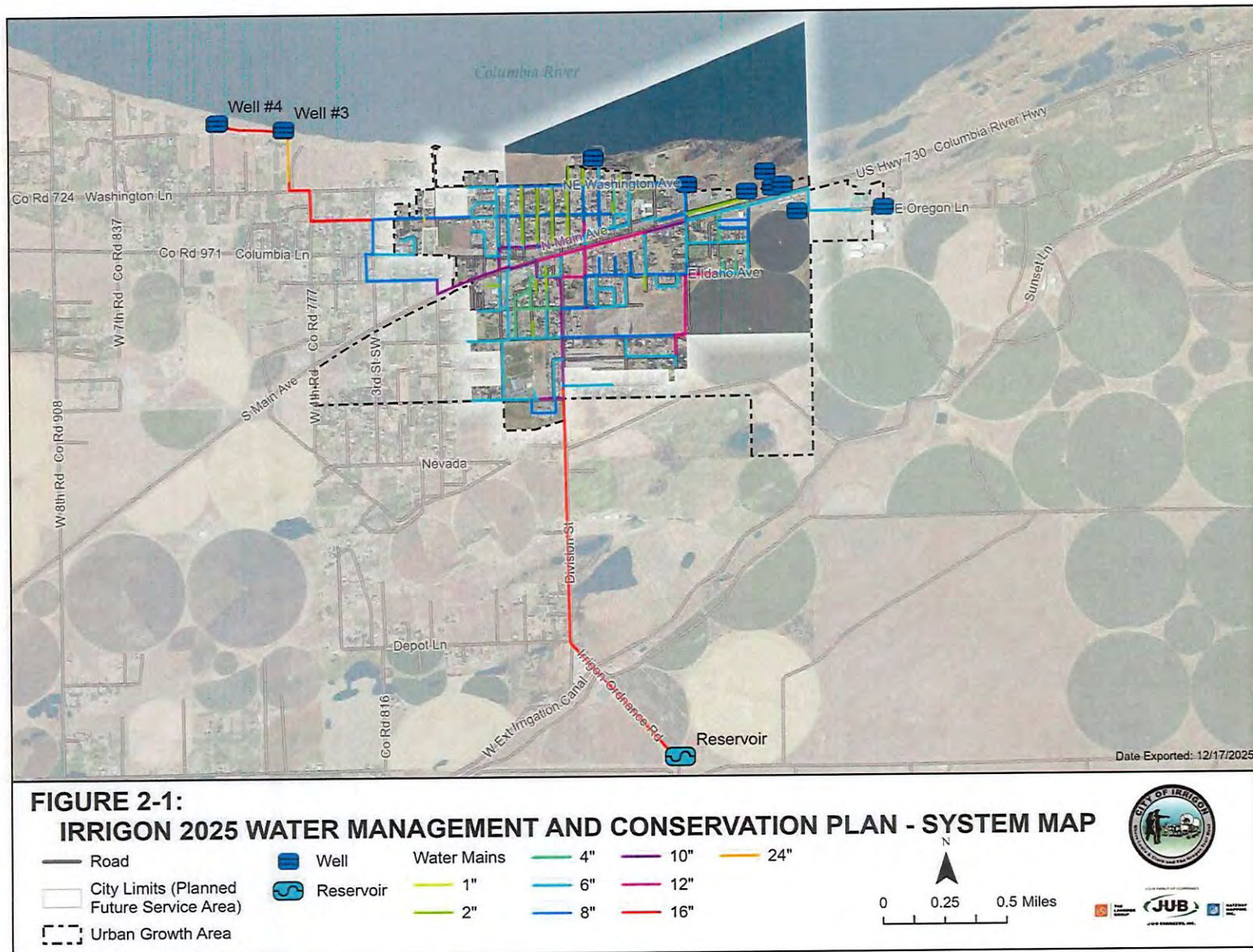
* Municipal uses including but not limited to domestic use

Table 2-2 – Inactive Water Right Summary

INACTIVE WATER RIGHTS		A
Currently in Use		No
Application		G-4534
Permit		G-4269
Priority Date		8/5/1968
Original Certificate		42328
Transfer		NA
Current Certificate		42328
Authorized Completion Date		6/25/1975
Water Source		Basalt
Type of Use		Municipal
Permitted Max Flowrate (cfs)		0.27
Permitted Max Flowrate (gpm)		120
Permitted Max Volume		None
Max Flowrate Diverted to Date (cfs)		0.27
Max Flowrate Diverted to Date (gpm)		120
Max Annual Volume Diverted to Date (MG)		20.6
Pump Hrs Per Day @ Max Volume & Flowrate		7.8
Most Recent Draw		2009
Original Draw		Well #1
Current Draw		Well #1
2025 Avg Monthly Diversion (MG)		0
2025 Avg Daily Diversion (Gal)		0
Past 5 Year Avg Monthly Diversion (MG)		0
Past 5 Year Avg Daily Diversion (Gal)		0
Resource Concerns (Critical Groundwater Area or Groundwater Management Area)		Quantity Limitations (Ordinance Basalt CGWA)
OWRD Link		OWRD

THIS PAGE IS INTENTIONALLY BLANK

Figure 2-1 - Water System & Service Area Map (OAR 690-086-0140(2))



THIS PAGE IS INTENTIONALLY BLANK

Figure 2-2 - Water System & Service Area Map (Zoomed to City Limits) (OAR 690-086-0140(2))

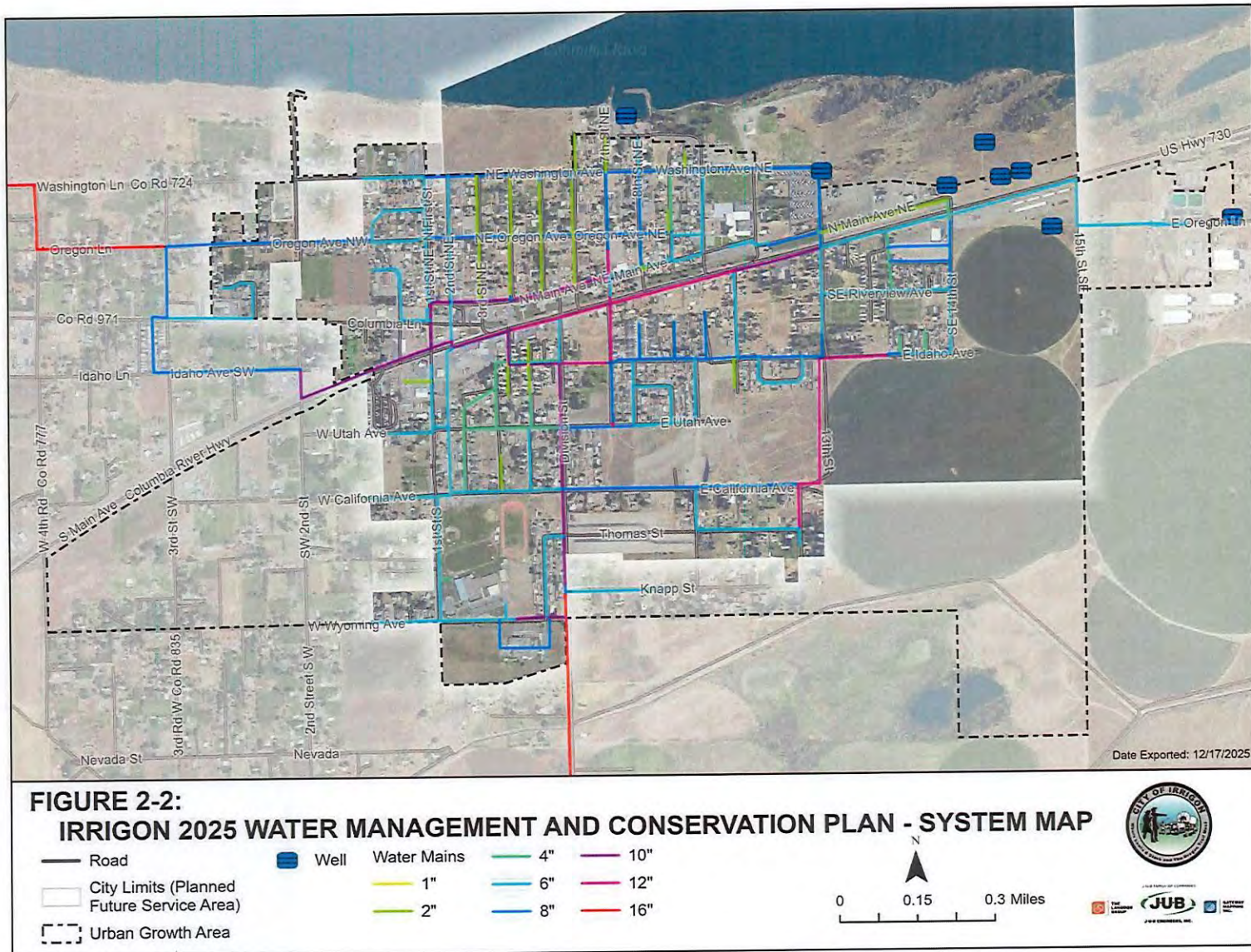
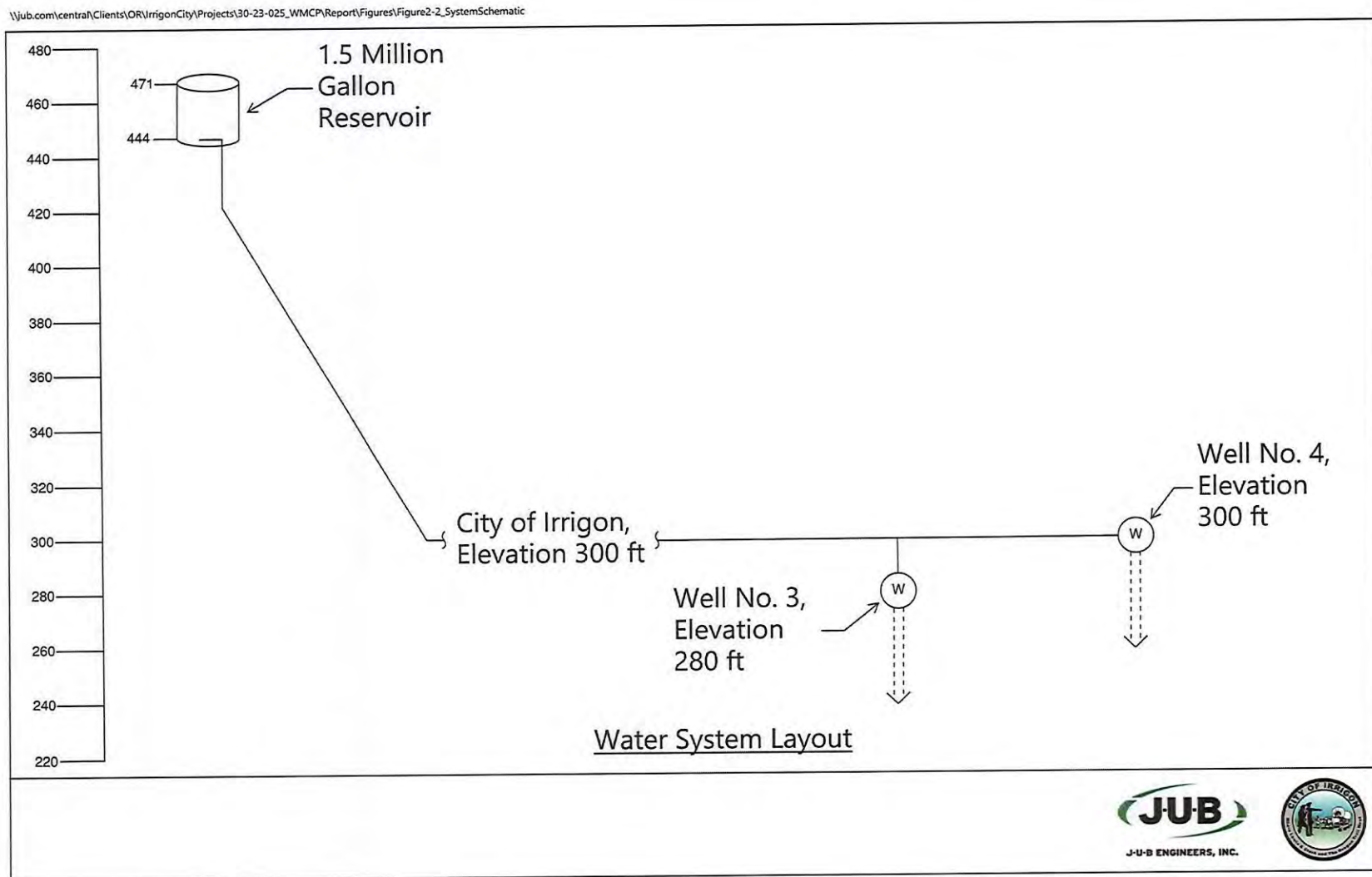


Figure 2-3 - Water System Schematic (OAR 690-086-0140(8))



2.1.2 Adequacy and Reliability of Existing Water Sources

OAR 690-086-0140(3)

2.1.2.1 Historical Water Sources

Wells 1 and 2 have been disconnected. Well 1 is no longer in use but could potentially be used in an emergency with some piping reconnections. Well 1 is old, undersized, and draws from a deep basalt aquifer that is listed as a critical groundwater area. Well 2 drew from the alluvial Columbia River groundwater basin and had nitrate concentrations beyond the EPA action level and was abandoned with rights transferred to wells 3 and 4.

2.1.2.2 Current Water Sources

Irrigon's current alluvial wells lie within the Lower Umatilla Basin Groundwater Management Area (LUBGWMA), which was established by the Department of Environmental Quality due to significant nitrate pollution in area wells drawing from the shallow alluvial groundwater. Although wells 3 and 4 currently draw water with no or very low nitrates, they are still within the LUBGWMA and susceptible to pollution from surface activities in the area. The threat of contamination is the biggest concern to Irrigon's water supply. However, nitrates build up over time and generally do not represent a short-term threat of contamination. Consistent monitoring of groundwater quality helps monitor nitrate levels and alert water right holders to potential looming threats.

Since the 2010 WMCP, Irrigon has been participating in the LUBGWMA and undertaking efforts to work with the State of Oregon to prepare a groundwater protection plan. City management is also actively engaged in the Morrow and Umatilla County joint drinking water investigation currently being funded by the EPA.

The current alluvial wells do not have source capacity concerns, as the alluvial aquifer is hydraulically influenced by the nearby plentiful Columbia River.

Having two supply wells in operation provides system reliability in case one of the well pumps is not in operation due to repairs or maintenance, while also providing additional capacity. Irrigon does not have a generator for use at the wells and would need to rely on local contractors if required. The two wells will need to be equipped with generators on an automatic transfer setup. Because of that, funding for two new generators and automatic transfer setups is being sought.

2.2 Water System

2.2.1 Source Wells

Two wells serve Irrigon's water distribution system, named Well 3 & Well 4. Both Well 3 and Well 4 were drilled in 2007 and had startup dates of November 2009 and April 2010, respectively. These two alluvial wells replaced previous wells 1 and 2, which had

age, capacity, environmental, and water quality (nitrates) concerns. Wells 3 and 4 have a combined capacity of 1800 gpm via the pumps' settings, but due to restrictions at the filter pack, the maximum capacity of both pumps is reduced to about 980 gpm.

Table 2-3- Source Wells

WELL DATA	#1	#2	#3	#4
Currently in Use	No	No	Yes	Yes
Drill Date	12/5/1968	4/8/1977	10/29/2007	12/14/2007
Pump Startup Date	UNK	UNK	11/15/2009	4/1/2010
Initial Test Yield (cfs)	0.32	3.12	2.23	2.79
Initial Test Yield (gpm)	142	1400	1000	1250
FG Elevation	300.6	300.4	278.1	297.6
Max Seal Depth	85	23	40	50
Completed Depth	235	66	88	97
Max Depth	317	66	88	97
Max Casing Diam	12	16	14	14
Min Casing Diam	6	16	14	14
Pump HP	UNK	UNK	100	125
Pump Flow Setpoint (gpm)	100	900	700	1100
Pump Flow Setpoint (cfs)	0.22	2.01	1.56	2.45
Total Setpoint Capacity of Active Well Pumps (20 h/d)			1800 gpm	2.16 MGD
Total Physical Capacity of Active Well Pumps (20 h/d)			980 gpm	1.18 MGD

2.2.2 Treatment

Both wells use gas chlorination injected into the discharge piping within the pump station. Chlorine contact time is reached within Irrigon's contact chamber for the transmission and distribution system.

2.2.3 Transmission and Distribution

Irrigon's original distribution system was constructed beginning in 1964 and consisted of 2-inch through 6-inch diameter mains. Several improvements have been made over the years to expand the service area and flow capacity. The majority of distribution lines are now PVC, with some asbestos-concrete (AC) main lines remaining, and range from 2-inch to 24-inch diameter. The distribution system is fairly well-looped, which improves system circulation and flow capacity. Water system improvements in 2008 included new transmission piping from new wells 3 and 4 into the distribution grid, some new

distribution piping throughout Irrigon, and new transmission piping to the new reservoir. In summer of 2024, Irrigon was awarded \$1.7 million in state funding to improve its water, sewer, and stormwater infrastructure.

Table 2-4 – Pipe Summary Table

Pipe Size (Diam.) [in]	Pipe Length [LF]	% of Total Pipe
1" main	34	0.03%
2	9,170	9%
4	6,197	6%
6	34,171	32%
8	23,134	22%
10	9,818	9%
12	6,518	6%
16	13,248	12%
24	922	1%
Unknown	3,052	3%
Total	106,264	

2.2.4 Storage

Irrigon has one 1.5-million-gallon bolted steel, ground-level water storage reservoir that is located 1.5 miles south of town. This reservoir was constructed in 2009 and is approximately 100 feet in diameter and 26 feet tall. The reservoir provides 1.7 days of stored water at peak daily demand of 0.88 MGD, which occurs during the peak month of July. In the event both pumps were out of commission, conservation (namely no lawn irrigation) could extend this time to about 7 days of average daily demand (0.2 MGD) outside of the irrigation season.

2.2.5 Pressure Zones and Pump Stations

Irrigon has one pressure zone and no intermediate booster pump stations. Water is pumped directly from the wells, treated with chlorine, and sent into the distribution system that is hydraulically connected to Irrigon's storage reservoir.

2.3 Current Population and Service Area

OAR 690-086-0140(2)

The current population of Irrigon is approximately 2,372. Residential usage makes up 58% of Irrigon's water usage by volume, with no current industrial users. Historical population data from Portland State University's Population Research Center are presented below. The average annualized population growth rate over the past five years has been approximately 0.7%.

Irrigon primarily serves developed lands within Irrigon city limits of approximately 1,020 acres, but there are also water connections located outside of Irrigon limits and urban growth boundaries. These connections will continue to be served until a permit action changes their use, but no future connections will be allowed outside of City limits per City code. Irrigon limits are shown in Figure 2-1 as the brightly colored portion of the aerial photo.

Table 2-5 – Population History

Year	Total Population	Annual % Increase
1990	737	
2000	1,702	8.7%
2010	1,825	0.7%
2011	1,830	0.3%
2012	1,830	0.0%
2013	1,835	0.3%
2014	1,885	2.7%
2015	1,930	2.4%
2016	1,900	-1.6%
2017	1,975	3.9%
2018	1,990	0.8%
2019	2,030	2.0%
2020	2,295	13.1%
2021	2,300	0.2%
2022	2,328	1.2%
2023	2,340	0.5%
2024	2,346	0.3%
2025	2,372	1.1%
Annualized Growth Since 2020		0.7%
Annualized Growth Since 2010		1.8%

2.4 Present and Historic Water Use

OAR 690-086-0140(4)

2.4.1 Well Production

Irrigon has used approximately 162 million gallons (MG) of water per year over the last five years, with 2025's total being the below the annual average of 160.6 MG. This represents a 4% decrease over 2023's water usage of 166.6 MG (highest recent year). The highest water usage months are July and August with five-year averages of 25.7 and 24.5 MG per month, respectively. The average day demand over the full year of 2025 was 0.44 MG and a monthly high of 0.88 MG per day in the peak month of July.

Water supply is divided almost evenly between the wells, with Well 3 producing an average of 53% of the supply and Well 4 producing an average of 47% of the supply over the past five years. Well pump 3 has a maximum output of 700 gpm and Well pump 4 has a maximum output of 1100 gpm, so Irrigon might consider running Well pump 4 a bit more to even out the pump duty. The expected percentages based on pump capacity would be well 3 at 39% and well 4 at 61%.

See the figures below for pumped water annual totals and monthly and daily averages.

Figure 2-4 – Annual Well Production, Past 5 Years

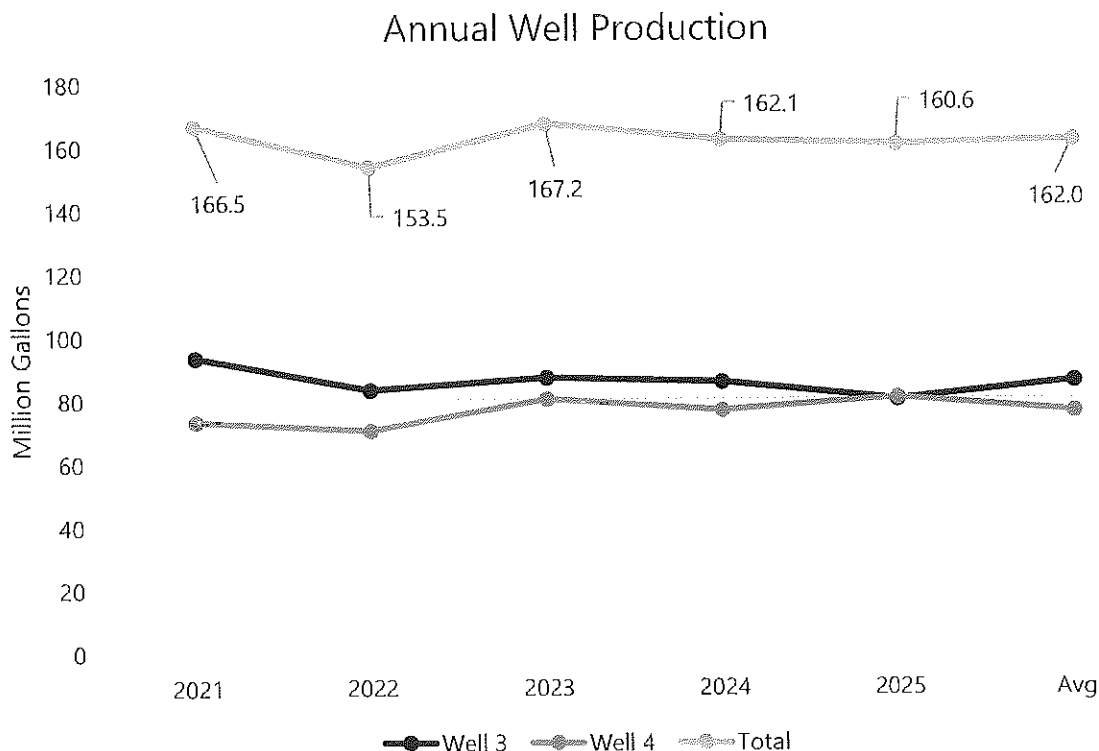


Figure 2-5 - Monthly Well Production, 5 Year Avg

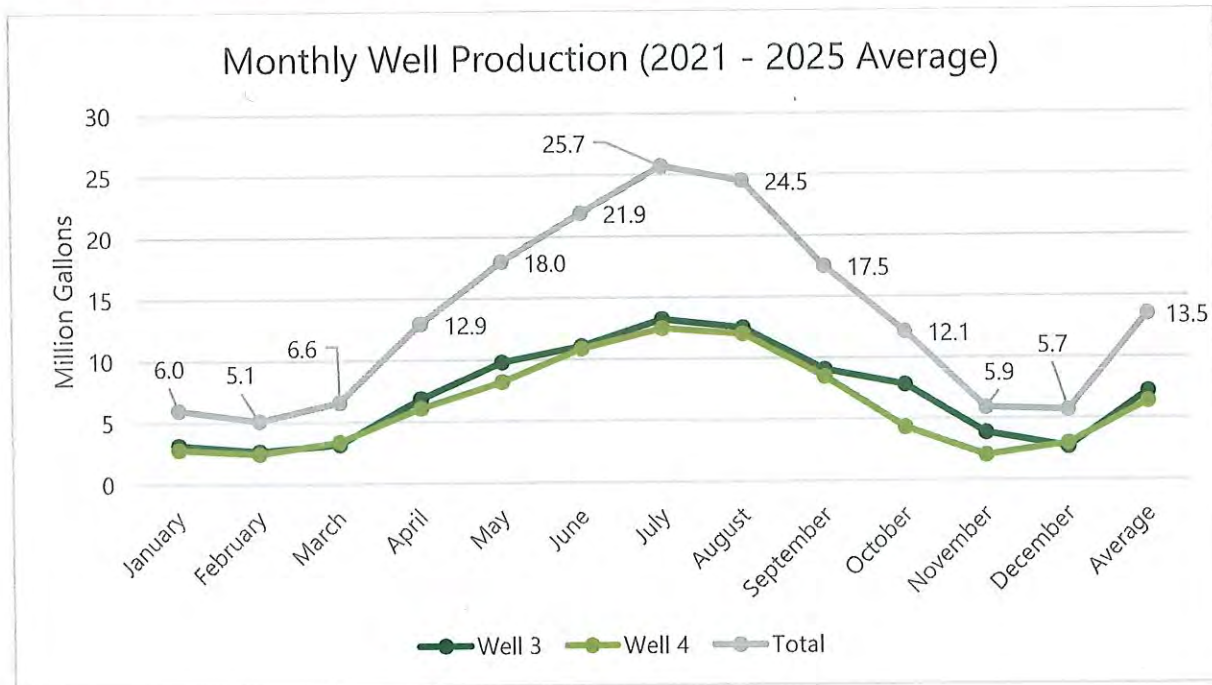
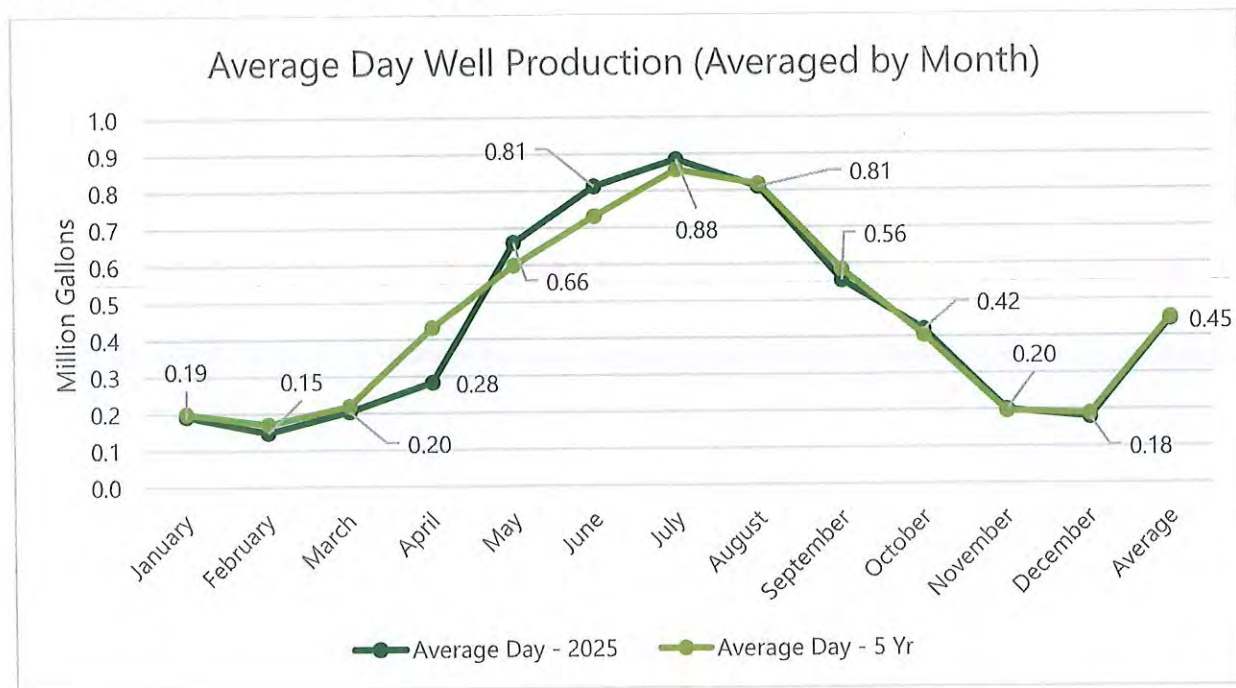


Figure 2-6 - Average Day Well Production



2.4.2 Customers Served

OAR 690-086-0140(6)

Irrigon's water customer breakdown is represented in the tables below. The majority of Irrigon's connections serve residential customers, which also accounts for 58% of the water volume used. This includes domestic irrigation, as Irrigon does not have a separate irrigation system. Also notable, Irrigon currently has no industrial users, which could represent a large increase in the future. All data presented below is from City of Irrigon water meter billing information. Note that while the user meter total is close to the annual well output, it does not match due to system loss, which is addressed below.

Table 2-6 – 2025 User Account Summary

Account Type	# of Accts	Percent of Total Accounts	Average Annual Use (MG)	Avg Yearly Use Per Acct (MG)	Percentage of Total Water Use
Residential	670	90%	92.3	0.14	57.7%
Commercial (Small)	15	2%	1.9	0.13	1.2%
Commercial (Large)	5	1%	2.8	0.56	1.7%
Public (Small)	23	3%	24.3	1.06	15.2%
Public (Large)	22	3%	37.7	1.71	23.5%
Bulk Sales	9	1%	1.1	0.12	0.7%
TOTALS	744	100%	160.1	0.22	100.0%

Table 2-7 –User Account Summary – Last 5 Years

Account Type	2021	2022	2023	2024	2025	4 Year Growth (2022 - 2025)
Residential	629	653	663	673	670	7%
Commercial (Small)	15	15	15	15	15	0%
Commercial (Large)	3	4	5	5	5	67%
Public (Small)	19	17	10	21	23	21%
Public (Large)	23	20	18	22	22	-4%
TOTALS	689	709	711	736	735	7%

Table 2-8 – Annual Water Use Per Account Type – Last 5 Years

Account Type	Total Annual Use (MG)					4-Year Growth (2022 – 25)
	2021	2022	2023	2024	2025	
Residential	86.7	83.9	95.3	93.7	92.3	6%
Commercial	1.5	2.1	2.5	2.0	1.9	27%
Commercial	2.4	2.4	3.1	3.1	2.8	17%
Public (Small)	23.0	17.0	15.9	15.9	24.3	6%
Public (Large)	35.4	37.2	35.0	33.1	37.7	6%
Bulk Sales	6.4	1.5	2.0	12.2	1.1	-83%
TOTALS	155.4	144.1	153.8	160.0	160.1	3%

Recent water user characteristics are very similar to the 2003 data presented on page 2-11 of the 2006 Water System Master Plan (WSMP), except for the conservation measures that have been instituted in the past two decades. Overall, the number of accounts has dropped slightly over the years, and the volume of water used between 2003 and 2025 dropped 24%.

In 2003, residential connections were over 90% of the accounts and responsible for ~60% of the water usage, which is still the case. Most of the rest of the water was, and still is, used by public accounts. Commercial and miscellaneous uses made up the remaining ~5% both then and now.

The 2006 WSMP and 2014 WMCP also presented adjusted data, which took school usage out to reflect a new irrigation source they had contracted with during the time the reports were written. For this comparison, the unadjusted usage was used.

Table 2-9 – User Comparison to 2003

	2003 # of Accts	2003 Annual Use (MG)	2025 # of Accts	2025 Annual Use (MG)	Change in # of Accts	Change in Annual Use (MG)
Residential	726	125.6	670	92.3	-8%	-27%
Commercial	28	10.9	20	4.7	-29%	-57%
Public	8	73.9	45	62.0	463%	-16%
Other	0	0	9	1.1	NA	NA
Total	762	210.4	744	160.1	-2%	-24%

2.4.3 Quantification of System Leakage

OAR 690-086-0140(9)

Unaccounted for water over the past five years has been between 0.3% and 8%. This number is determined by taking the difference between the well meter volume and service meter volume recorded at all City meters. Irrigon has no known unmetered connections. This lost water is a combination of leakage, faulty meters, unmetered (illicit) connections, potential accounting/meter read losses, and other potential unknown losses. Irrigon has a regular meter testing and replacement program described in Section 3. Section 5 discusses strategies to reduce future water loss.

Table 2-10 – Lost Water Volume

Year	Well Pump Output (MG)	User Meter Usage (MG)	Difference (MG)	Percent Difference
2021	166.55	155.36	-11.19	-7%
2022	153.51	144.07	-9.44	-6.1%
2023	167.20	153.84	-13.36	-8.0%
2024	162.15	159.96	-2.19	-1.3%
2025	160.55	160.10	-0.45	-0.3%

2.5 Interconnections with Other Systems

OAR 690-086-0140(7)

Irrigon does not have interconnections with neighboring water systems. The nearest community water systems are Umatilla and Boardman, which are located approximately 6 and 12 miles away from Irrigon, respectively. The cost of extending an interconnection to Umatilla is deemed cost prohibitive.

3 WATER CONSERVATION ELEMENT

OAR 690-086-0150

This section provides a status report on conservation measures previously proposed in the 2014 WMCP, describes the current water conservation program, and proposes new conservation measures. Irrigon's water use reporting and water rate structure are also summarized in this section.

OAR 690-086 requires that all water suppliers implement the following basic conservation measures:

- Progress Report on Conservation Measure Implementation from Previous WMCP
- Water Use Measurement and Reporting Program
- An annual water audit
- Full metering of the system
- A meter testing and maintenance program
- A rate structure based, at least in part, on the quantity of water metered
- A leak detection program (if system leakage exceeds 10 percent)
- A public education program on efficient water use and low water use landscaping

OAR 690-086 Also lists the following enhanced conservation measures:

- Program to reduce system leakage to 15%
- Program to reduce system leakage to 10%
- Retrofit/replacement of inefficient fixtures
- Rate structure/billing practices for conservation
- Reuse, recycling, non-potable opportunities
- Other proposed conservation measures

3.1 Progress Report on Conservation Measure Implementation from Previous WMCP

OAR 690-086-0150(1)

Per the 2014 WMCP, the following conservation measures were planned for implementation. The table below shows whether the planned measures were successfully implemented and the new proposed timelines for all previously proposed conservation measures. New goals are discussed at the end of the section.

Table 3-1 – Summary of 2014 WMCP Conservation Benchmarks

Benchmark	2014 Plan	2025 Update	2025 Plan
Visual Inspection of Water System	Daily by Operators	Completed	Continue Daily by Operators
Water Audit	Quarterly	Completed Annually	Monthly
Increasing Block Rate Structure	To implement Fall 2006	Repealed no later than 2014 with updated rates	Not currently planned due to public concern.
Public Education	Quarterly Mailings	Completed	Quarterly via website and utility bill inserts
Source Meter Testing	Every 5 Years	Yes	Annual
User Meter Testing	Monthly observation of use trends	Completed	Use trends are observed and meters tested when use pattern changes
Meter Replacement	As needed by testing, approx. 20 per year	Completed	Approx. 20 per year – As needed by testing and older meters.
Additional Conservation Measures	If per capita water use increases excessively	Excessive increases not observed	Completed in this WMCP, to be reevaluated in 5 years
Source:	2014 WMCP	City of Irrigon Staff	City of Irrigon Staff

Five-Year Benchmark: Provide five-year update to WMCP proposed goals.

3.2 Water Use Measurement and Reporting Program

OAR 690-086-0150(2)

Per the requirements of OAR 690-085, Irrigon's water use reporting is submitted on an annual basis before December 31 each year. The report is submitted in the format provided by OWRD for each supply source used during the water year from October 1 through September 30 of the following year. Irrigon submits annual reports as required for both wells 3 and 4. Reporting results are available in Appendix B.

Both wells 3 and 4 have an in-line totalizing flow meter which is used to prepare the required annual report using the "flowmeter method" in accordance with OAR 690-085-

0015(5). Each meter records the cumulative water volume produced over the full range of discharge. Irrigon staff reads the meters on a daily basis when possible, except on weekends, holidays, and occasional other instances when staff are unavailable.

All withdrawals from Irrigon's wells are recorded and submitted to OWRD in accordance with regulatory requirements. As such, no new benchmarks are planned for this requirement.

Five-Year Benchmark: Continue providing annual report per OWRD requirements.

3.3 Other Conservation Measures

OAR 690-086-0150(3)

No additional conservation measures are currently being undertaken at this time.

3.4 Annual Water Audit

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

The 2014 WMCP showed Irrigon sold nine percent more water than it pumped in 2003. At that time, Irrigon had old wells and likely old meters and did not conduct regular water audits. The 2014 WMCP proposed regular water audits, source well meter testing, and review of water usage for significant changes as the primary methods of leak detection.

Since then, Irrigon has constructed new wells with new meters (2009 & 2010) and conducted annual water audits that are now tracking its lost water as less than one percent.

Going forward, simple monthly audits of water produced versus water billed would help Irrigon identify demand changes by comparing monthly usage to prior years on a system-wide and user type basis as well as new lost water sources.

Five-Year Benchmark: Monthly audits of water supply vs demand. Continue annual detailed audits.

3.5 Full Metering of System

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

All known water service connections have been metered since the beginning of the previous WMCP, with all new permitted connections since then receiving a meter. Meters are read and recorded monthly for each service connection. Meters are tested and replaced as noted below. Irrigon is in compliance with these requirements. See Section 3.5 for proposed improvements.

Five-Year Benchmark: Continue requiring meters at all new connections. Monitor/check records for illicit connections. Monitor and replace existing meters as noted below.

3.6 Meter Testing and Maintenance Program

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

Prior to the 2014 WMCP Irrigon was replacing up to 20 meters per year, as funds permitted, prioritizing those with erroneous readings, damage, and old age. With Irrigon's 744 connections as of 2025, this represents an average replacement period or service life of about 35 years per meter.

The 2014 WMCP identified three benchmarks for improved meter testing.

1. Formally tracking meter installation dates to prioritize old meter replacement.
2. Reviewing high-volume users' meter readings to identify significant changes in monthly usage.
3. Source well meter testing every five years.

Irrigon has undertaken a meter replacement program to upgrade existing meters to auto-read meters, which not only streamlines meter reading, but also communicates meter data such as location, size, and diagnostics. This program funding has been committed through next year. Irrigon's expenditures and approved 2025-2026 budget for meter replacement is shown below. All small meters (under 2-inch) have now been replaced.

Table 3-2 – Meter Replacement Expenditures & Budget (2025-2026)

2021-22	2022-23	2023-24	2024-25	2025-26
\$33k	\$47k	\$18k	\$138k	\$119k

Proposed meter testing improvements include:

1. GIS data tracking of all new meters –Completed in the fall of 2023.
2. GIS data collection of existing meters –Completed in the fall of 2023.
3. Monthly review of high-volume user meter readings.
 - a. Significant changes in monthly usage could identify potential meter errors or opportunities to conserve.
4. Annual source well meter testing.
 - a. All water audit supply data is based on these two meters, so this information is especially crucial.

Five-Year Benchmark: Track all new meters using GIS and radio-read meters. Monthly review of high-volume users. Annual source well meter testing and monthly user consumption read.

3.7 Rate Structure Based on Quantity of Water Measured

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

3.7.1 Updates from 2014 WMCP

According to the 2014 WMCP, Irrigon implemented an increasing block rate structure in 2006, which encourages water conservation by charging more per unit as water consumption increases. At some point, the increasing block rate structure appears to have been revised to the decreasing block rate structure Irrigon has had for at least the last 10 years.

In 2014, rates were passed that resulted in a decreasing block rate structure where water usage over 10,000 gallons was roughly half the cost of the initial 10,000 gallons.

Table 3-3 – 2014 Water Rate Structure

Monthly Usage	Volume (cf)	Volume (Gal)	Flat Cost (dollars)	Unit cost (cents/cf)	Unit cost (cents/gallon)
<10,000 gallons	1337	10000	\$ 38.44	2.876	0.38
>10,000 gallons	1	7.48	0	1.526	0.20

Source: Ordinance 227-14

In 2016, Irrigon passed new water rates that would have raised the rates on usage over 10,000 gallons by 64% (2.5 cents/cf vs 1.526 cents/cf) but received public dissent. Irrigon City Council compromised and approved a 44% increase on usage over 10,000 gallons. In 2019, a 5-year annual rate increase was implemented. (*Source: Irrigon City Website, 11-1-2024.*) Rates were raised for 2025 to catch up with recent high inflation, and a 2.1% increase was recommended for the future. The City will be performing a rate study later in 2026. Additionally, Title VIII of the Municipal Code, which structures how rates are established and properties charged, will be updated.

3.7.2 Current Rates and Recommendations

Irrigon's current in-town water rate structure is summarized in Table 3-2 below. It represents a decreasing block rate structure. Out-of-town users pay an additional flat rate per month for a general obligation bond. As noted above, Irrigon now only delivers water to new customers residing within Irrigon limits per city ordinance.

Table 3-4 – 2026 Water Rate Structure

Monthly Usage	Volume (cf)	Volume (Gal)	Flat Cost (dollars)	Unit cost (cents/cf)	Unit cost (cents/gallon)
<10,000 gallons	1337	10000	\$ 45.94	3.437	0.46
>10,000 gallons	1	7.48	0	2.414	0.32

Since 2016, Irrigon has had annualized rate increases of 2.09% on usage under 10,000 gallons and 1.17% on usage over 10,000 gallons. These rate increases have not kept pace with inflation, especially during a historically high inflation period. Irrigon has committed \$8,000 in 2025-2026 for a water rate study, per their approved budget.

The average Irrigon residential usage was 0.14 MG over 2025, or 11,500 gallons per household per month. An increasing block rate structure starting at 10,000 gallons per month would generally not impact the median resident and would instead impact high-volume users.

Five-Year Benchmark: Revise water rates as needed to financially sustain the water department. Perform a rate study if not completed within the last five years.

3.8 Public Education Program

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

The previous WMCP recommended Irrigon create quarterly water conservation public education mailings for customers, which was completed.

This WMCP recommends creating quarterly online and mailed utility bill inserts, depending on how the customer receives their bill. Spring and summer community events are also a good time to reach the community. It is recommended that summer lawn irrigation be a special point of emphasis as an opportunity to conserve water, with financial savings for the user.

Five-Year Benchmark: Quarterly postings/mailings to encourage and educate users about conservation, particularly prior to summer irrigation season.

3.9 System Leakage Reduction Program <10%

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

Oregon Administrative Rules state:

If the annual Water Audit indicates that the system's Water Losses exceed 10 percent:

- A. Within two years of approval of the water management and conservation plan, the water supplier shall provide a description and analysis identifying potential factors for the loss and selected actions for remedy;
- B. If actions identified under subsection (A) do not result in the reduction of Water Losses to 10 percent or less, within five years of approval of the water management and conservation plan, the water supplier shall:
 - i. Develop and implement a regularly scheduled and systematic program to detect and repair leaks in the transmission and distribution system using methods and technology appropriate to the size and capabilities of the Municipal Water Supplier or a line replacement program detailing the size and length of pipe to be replaced each year; or,
 - ii. Develop and implement a water loss control program consistent with American Water Works Association's standards.

Based on raw production versus billed water data, Irrigon has not exceeded the 10% loss threshold in the last five years and has a 5-year average of 4.5% lost water, with the last two years becoming progressively less loss, down to 0.3% loss in 2025.

3.9.1 Potential Factors for Loss and Selected Actions

Potential factors for loss in the last 5 years include:

- Production/source/well meter inaccuracy
- Customer/use/sale meter inaccuracy
- Water accounting losses
- Leakage from distribution lines

Proposed Actions (Discussed in other sections in more detail):

- Continue periodic source meter testing
- Continue user meter replacement program and billing review of high-volume users
- Continue detailed auditing
- Consider a leak detection survey on selected lines if evidence of leaks (see Section 3.9.2)

3.9.2 Leak Detection Program

OAR 690-086-0150(4)(E)B

A formal leak detection survey program will be considered in the future if evidence of significant leakage is discovered. It is recommended that the priority lines be the older, lower elevation (higher pressure), larger diameter lines, as those are most likely to have

significant leakage. Irrigon could either contract this service out, purchase their own equipment and train staff, or potentially partner with a neighbor with these capabilities.

3.10 Enhanced & Other Conservation Measures

OAR 690-086-0150(5)

OAR 690-086-0150(5) states:

If the Municipal Water Supplier serves a population greater than 1,000 and proposes to expand or initiate diversion of water under an Extended Permit for which resource issues have been identified under OAR 690-086-0140 (Municipal Water Supplier Description for a Municipal WMCP)(5)(i), or if the Municipal Water Supplier serves a population greater than 7,500, a description of the specific activities, along with a schedule that establishes five-year Benchmarks, for implementation of each of the following measures; or documentation showing that implementation of the measures is neither feasible nor appropriate for ensuring the efficient use of water and the prevention of waste:

The Columbia River alluvial aquifer has not been identified as a resource with capacity concerns, so this section does not apply.

No other conservation measures are required by water supply contracts, interties, etc. Water right D (Permit G-16297) states that mitigation & avoidance during the summer months is required, but this was negated in the Settlement Agreement that is part of water right D by ceasing withdrawal from well 2 during the summer. Effectively, there are no legal restrictions requiring additional conservation, avoidance, or mitigation.

No additional conservation measures are currently being undertaken at this time, with the exception of reviewing meter results.

4 WATER CURTAILMENT ELEMENT

OAR 690-086-0160

This section is written to satisfy the requirements of OAR 690-086-0160. It describes and assesses any past events that have resulted in supply deficiencies or curtailment. It also presents a proposed curtailment plan that outlines stages of alert, associated triggers, and water curtailment actions. The curtailment plan items are described below and summarized in Table 4-1.

4.1 Water Supply Assessment and Description of Past Deficiencies

OAR 690-086-0160(1)

Irrigon's water sources and system are described in section 2 and the adequacy and reliability described in section 2.1.2. Irrigon has not had any water supply deficiencies or states of alert in the last 10 years.

Nitrate contamination to wells 3 and 4 is the biggest concern to Irrigon's water supply. However, nitrates build up over time and generally do not represent a short-term threat of contamination. Consistent monitoring of groundwater quality helps monitor nitrate levels and alert water right holders to potential looming threats.

The current alluvial wells do not have source capacity concerns, as the alluvial aquifer is hydraulically recharged by the plentiful Columbia River. In the event of drought leading to regional curtailment, Irrigon would limit irrigation as noted in the curtailment plan below, providing some level of buffer for essential domestic use such as firefighting and consumption. Pump capacity is currently the limitation on Irrigon's water quantity, but the pumps have sufficient capacity to serve Irrigon for the time period addressed in this report. The degradation of pumping capacity due to the filter pack is being monitored for potential solutions, but is not currently a major problem.

Having two supply wells in operation provides system reliability in case one of the well pumps is not in operation due to repairs or maintenance. Irrigon does not have a generator, and local vendors will need to be used to manually run one of the two wells in a power outage. Because of that, funding for new generators and automatic transfer setups is being sought.

4.2 Stages of Alert

OAR 690-086-0160(2)

The 2014 WMCP proposed a curtailment plan with three stages of alert: mild, serious, and emergency. That curtailment plan framework remains generally unchanged in this WMCP, but is updated to reflect the new wells and reservoir that have been constructed since.

4.3 Triggers for Each Stage of Alert

OAR 690-086-0160(3)

Each of the three stages of alert are triggered by a pre-determined level of severity of water shortage, which is based on the amount of water being consumed compared to the capacity of the system to meet the demand. This curtailment plan generally focuses on the supply side, as Irrigon has sufficient water rights from a reliable source and sufficient water system infrastructure to keep up with any reasonable increase in demand that may come up.

4.4 Curtailment Actions

OAR 690-086-0160(4)

Curtailment actions are the defined course to take when the triggers of alert have been reached. They start with notifying customers and encouraging conservation and eventually become severe restrictions if the situation were to arise.

Table 4-1 – Water Curtailment Plan

Alert Level	System Status	Capacity	Notification	Curtailment Action	Enforcement Action
Mild	Either Well is Inoperable for Extended Repairs (Several Weeks in Summer / Months Rest of Year)	Peak Hour (PH) and Firefighting (FF) are Fully Supplied but No System Redundancy.	City website, utility bill insert (Passive)	Encourage Off-Peak Lawn Watering	Voluntary
Moderate	Source Quantity Concern	PH & FF Ok. Environmental Concern for Alluvial Aquifer	Passive & Active	Encourage Conservation via reduced lawn watering	Voluntary
Serious	Either Well is Inoperable for the Foreseeable Future (Contamination or Failure)	No System Redundancy for Foreseeable Future	Passive & Active	Lawn watering schedule of allowed days & hours	Enforced by Code Enforcement
Critical	Reservoir is Offline for Extended Repairs (Storage Deficiency)	Peak Hour and Firefighting are Not Fully Supplied	Passive & Active	Reduced lawn watering schedule of allowed days & hours	Enforced by Code Enforcement
Emergency	Both Wells Not Operational	Water System is on Emergency Mode via Wells 1 & 2	Active Public Service Announcements	Essential Water Use Only. Lawn watering prohibited.	Enforced by Code Enforcement

Note: The authority to enact these notifications, curtailment, and enforcement actions is retained by the Irrigon City Council. Once the curtailment plan is activated, Irrigon should notify the water system customers, Drinking Water Program (DWP), and Code Enforcement, as noted above.

5 WATER SUPPLY ELEMENT

OAR 690-086-0170

This section is written to satisfy the requirements of OAR 690-086-0170. It provides a description of Irrigon's current and future service area and population projections, identifies when Irrigon expects to fully exercise its water rights, and provides details for the projected 10- and 20-year water demands. This section also provides a comparison between projected water needs and the existing available sources of supply, analyzes potential alternative water sources, and describes required mitigation actions.

5.1 Future Service Area and Population Projections

OAR 690-086-0170(1)

As described in Section 2 of this WMCP, the current service area is intended to be within Irrigon city limits, but also includes some existing areas outside of city limits but within the urban growth boundary. With city growth, these areas may likely become incorporated into the city limits in the future. Figure 2-1 shows the current city limits and urban growth boundary. At this time, the future service area will be the city limits. As described in section 2, the current population served by the Irrigon water system is 2,372. Annual growth since 2010 was 1.76% and 0.66% since 2020.

To estimate the future population for Irrigon, data from Portland State University's Population Research Center (PRC) was reviewed. Data provided by the PRC for future population projections is presented below.

Table 5-1 - Projected Future Population

Year	PRC EST Population	% Increase	Pop at 2% Increase	Diff from PSU
2030	2,400	0.52%	2619	219
2035	2,453	0.44%	2891	438
2040	2,503	0.40%	3192	689
2045	2,549	0.36%	3525	976
2050	2,600	0.40%	3892	1292
2055	2,671	0.54%	4297	1626
2060	2,756	0.63%	4744	1988
2065	2,853	0.69%	5237	2384
20-year Annualized %		0.43%		

Based on actual recent population growth of 1.76% annualized since 2010, a more conservative growth rate of 2.0% will be used for analysis of the Irrigon water system. This will help account for potential growth in the commercial and industrial sectors,

which could have a large impact on the water system in a short time period if new businesses were to come to Irrigon. Small towns like Irrigon are more sensitive to population growth in percentage terms than larger cities. Additionally, Morrow County and Irrigon have successfully petitioned PRC in the past to increase their population numbers to account for the larger percentage of occupied homes than statewide trends. This growth rate number should be revisited annually to adjust for short-term trends. As shown below, Irrigon currently has adequate capacity for short-term growth that may be higher than 2%.

5.2 Demand Forecast

OAR 690-086-0170(3)

At a projected growth rate of 2.0%, Irrigon's water usage would be as noted below.

Table 5-2 - Projected Future Water Usage (MG)

Water Use (MG)	2025	2030	2035	2040	2045
Average Day	0.45	0.49	0.54	0.60	0.66
Avg Summer Day	0.88	0.98	1.08	1.19	1.31
Peak Day (1.5x Avg Summer)	1.33	1.47	1.62	1.79	1.97
Annual	161	177	196	216	239

Table 5-3 - Projected Future Water Usage (gpm)

Water Use (GPM**)	2025	2030	2035	2040	2045
Avg Day	372	410	453	500	552
Avg Summer Day	737	814	899	992	1096
Peak Day (1.5x Avg Summer)	1106	1221	1348	1488	1643
Annual	367	405	447	493	545
Water Rights	4000	4000	4000	4000	4000
Pump Capacity*	980	1800	1800	1800	1800
*Assumes Filter Pack Capacity Limitation is resolved in the future.					
**Assumes 20 hours of operation per day.					

5.3 Schedule to Fully Exercise Each Permit

OAR 690-086-0170(2)

As noted in Section 2, Irrigon has four water rights. Water rights A, B, and C have been fully exercised/perfected/certificated. Water right A (basalt aquifer) is inactive in the state system. Water right D, the newest and largest, has not yet been fully exercised.

Further, Irrigon does not currently have pump capacity to pump the full 8.92 cfs (4,000 gpm) instantaneous rate that they are allowed by right; the pumps at Wells 3 and 4 have a current capacity of 4.0 cfs (1800 gpm), with the filter pack limitation degrading the actual rate to about 980 gpm. The City plans to address the filter pack capacity limitation as the need for additional capacity develops.

From a projected city growth perspective, Irrigon's current summer average day usage of 0.88 MG only represents a peak flowrate of 737 gpm, assuming pump operation of 20 hours per day, per AWWA recommendations. Projected out at the 2.0% growth rate mentioned above, this would require 1096 gpm in year 2045 at 20 hours of pumping per day.

Water right D notes that the flowrate is based on peak day demand, so a peaking factor should be applied to the peak month average day demand presented above. Without daily meter readings, this peaking factor must be estimated. Assuming a conservative daily peaking factor of 1.5 from the average summer day, this would result in a peak beneficial use of 1643 gpm in year 2045, which is still well short of the allotted 4,000 gpm allowed by water right.

As such, there is no practical timeframe for Irrigon to fully exercise their water rights at this time. Extensions should be filed with OWRD in the meantime to see how Irrigon grows in the coming years. Water right D is valid until February 14, 2028 under the existing permit. An extension will need to be filed to keep this permit open for the foreseeable future.

5.4 Comparison of Projected Need and Available Sources

OAR 690-086-0170(4)

Irrigon currently has sufficient water rights (4,000 gpm) and system capacity (1,800 gpm) to supply its needs through the 20-year projection period (1,643 gpm) at 2% growth. (This assumes the filter pack capacity limitation is resolved in the future.)

The critical pieces of infrastructure are Irrigon's only storage reservoir and only transmission line connecting the wells and reservoir to the distribution grid. As noted in Section 4, if the reservoir goes offline, Irrigon becomes reliant on both pumps to provide peak day, peak hour, and fire flows. If the single transmission line goes offline, the City is reliant on reservoir storage until repairs can be made or the old wells are reconnected.

Irrigon's water system would become more resilient with construction of a second reservoir and transmission main.

An intertie, as described in Section 2, would also provide system redundancy and may prove more cost effective, especially with a cost-sharing program with the intertie participant.

5.5 Analysis of Alternative Sources

OAR 690-086-0170(5) AND (8)

As Irrigon grows, it will likely need to expand its diversion of water allocated under existing permits. Given that Irrigon already has water rights for its future needs from the Columbia River alluvial aquifer that does not have significant capacity or quality concerns, no preferred new sources have been identified. Nitrate concentrations should be monitored closely to identify if levels are rising to help properly plan for any mitigation that may become necessary in the future.

It is unknown what exact level of savings future conservation efforts may have. This can be monitored each year to provide a baseline for estimating at the five-year WMCP update. It is very feasible that conservation efforts could match Irrigon's 0.5%-2% projected annual growth rate.

As noted above, an intertie and/or increased storage would help improve system reliability, but the neighboring communities generally draw from the same alluvial aquifer, so no appreciable environmental improvements would be expected. An intertie would likely only be used under special circumstances.

5.6 Mitigation Actions Under State and Federal Laws

OAR 690-086-0170(7)

Irrigon is not currently required to perform any environmental monitoring or mitigation actions for use of its water rights. The avoidance and mitigation with water right D is accomplished by forgoing withdrawal from Well 2, as noted in sections 2.1 and 3.9.

5.7 Greenlight Water Request

OAR 690-086-0130(7)

Irrigon will need to file a permit extension prior to 2028 for water right D, but the maximum rate needed will be within the permitted amount, so a Greenlight Water Request does not apply.

APPENDICES

Appendix A – Water Rights Documents

Appendix B – Well Summaries

Appendix C – City Water Production Data



Columbia Spirit, Small Town Heart

MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager 
Date: April 21, 2026
RE: Resolution 26-01 City of Irrigon Municipal Court Policies Item #7

Part of the process for the Irrigon Municipal Court is the use of LEDS (Law Enforcement Data Systems), under the direction and oversight of CJIS (Criminal Justice Information Systems) for various means when checking and processing court citations and taking actions. Staff have been working with CJIS and OSP to ensure compliance to achieve full access to the judge to this system.

These policies increase the capabilities of the court to ensure clear accountability and responsibility for those under action while also detailing a framework and requirements to ensure all access and records are held to the highest level of sensitivity and privilege.

Staff recommend that the City Council adopt Resolution 26-01 as presented.

RESOLUTION NO. 26-01

**CITY OF IRRIGON MUNICIPAL COURT LEDS (LAW ENFORCEMENT
DATA SYSTEMS) POLICIES**

WHEREAS, The City of Irrigon is charged with providing Public Services for the health and safety; and

WHEREAS, The City of Irrigon Municipal Court has ability and need to use the LEDS system as part of the court's actions; and

WHEREAS, CJIS (Criminal Justice Information System) oversees the LEDS system and requirements, requiring policies to be enacted by the governing body; and

WHEREAS, The following policies are provided for adoption as required by CJIS; and

WHEREAS, The Municipal Court and City Manager may adopt operating procedures in accordance with CJIS and LEDS uses.

NOW, THEREFORE BE IT HEREBY RESOLVED:

The Irrigon Municipal Court and City Manager may adopt operating procedures from time to time in accordance with CJIS and LEDS.

The following policies are adopted for the Irrigon Municipal Court for CJIS and LEDS access, use, and management thereof.

EXHIBIT 1: Storage and Disposal of CJI Information.

EXHIBIT 2: Media Protection Policy

EXHIBIT 3: This resolution shall be effective upon passage.

ADOPTED AND EFFECTIVE BY THE COMMON COUNCIL AND SIGNED ON THIS 21st DAY OF APRIL, 2026.

SIGNED:

ATTEST:

Michelle Patton, Mayor

Aaron Palmquist, City Manager



Irrigon Municipal Court Storage and Disposal of CJI Information

PURPOSE

The purpose of this policy is to identify the required protection of Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination or is purged or destroyed in accordance with applicable Oregon State Archives record retention schedules 166-200-0290.

DEFINITIONS

1. Criminal Justice Information (CJI): The abstract term used to refer to all of the FBI Criminal Justice Information Services or other information obtained via the State of Oregon's Law Enforcement Data Systems (LEDS), including any records from Dept of Motor Vehicles provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case or incident history data. In addition, Criminal Justice Information refers to the FBI Criminal Justice Information Services provided data necessary for civil agencies to perform their mission including but not limited to data used to make hiring decisions.
2. Electronic Media: Memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, thumb drives, or digital memory card.
3. Physical Media: Printed documents and imagery that contain Criminal Justice Information.

POLICY

1. The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed, or physically moved from a secure location from the department. This policy applies to any authorized person who accesses, stores, or transports electronic or physical media. Transporting Criminal Justice Information outside the department's assigned physically secure area must be monitored and controlled.
2. Authorized **Irrigon Municipal Court** staff shall protect and control electronic and physical Criminal Justice Information while at rest and in transit. The department will take appropriate safeguards for protecting Criminal Justice Information to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate Criminal Justice Information disclosure or use will be reported to the **Irrigon Municipal Court** Local Agency Security Officer (LASO). Procedures shall be defined for securely handling, transporting, and storing media.

MEDIA STORAGE AND ACCESS

Controls shall be in place to protect electronic and physical media containing Criminal Justice Information while at rest, stored, or actively being accessed. To protect Criminal Justice Information, **Irrigon Municipal Court** staff shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room only accessible to authorized staff.
2. Restrict access to electronic and physical media to authorized staff.
3. Ensure that only authorized staff remove printed form or digital media from the Criminal Justice Information.
4. Physically protect Criminal Justice Information until media end of life. End of life Criminal Justice Information is destroyed or sanitized using approved equipment, techniques, and procedures. (See Destruction Policy)
5. Not use personally owned information system to access, process, store, or transmit Criminal Justice Information.
6. Not utilize publicly accessible computers to access, process, store, or transmit Criminal Justice Information. Publicly accessible computers include but are not limited to hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
7. Not utilize unsecured, public Wi-Fi for accessing any Criminal Justice Information via City of Irrigon supplied mobile devices, include phones, tablets, or laptops.
8. Store all hardcopy Criminal Justice Information printouts maintained by the department in a secure area accessible to only those employees whose job function requires them to handle such documents.
9. Safeguard all Criminal Justice Information by the department against possible misuse by complying with all Irrigon Municipal Court Acceptable policy
10. Take appropriate action when in possession of Criminal Justice Information while not in a secure area:
 - a. Criminal Justice Information must not leave the employee's immediate control. Criminal Justice Information printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure Criminal Justice Information from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock or privacy screens. Criminal Justice Information shall not be left in plain public view. When Criminal Justice Information is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.

- 1) When Criminal Justice Information is at rest (i.e., stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers, and copiers used with Criminal Justice Information. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - 2) When encryption is employed, the cryptographic module used shall be certified to meet Federal Standards.
11. Lock or log off computer when not in immediate vicinity of work area to protect Criminal Justice Information. Not all personnel have same Criminal Justice Information access permissions and need to keep Criminal Justice Information protected on a need-to-know basis.
 12. Establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of Criminal Justice Information.

MEDIA TRANSPORT:

Controls shall be in place to protect electronic and physical media containing Criminal Justice Information while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use

1. **Irrigon Municipal Court** staff shall
 - a. Protect and control electronic and physical media during transport outside of controlled areas.
 - b. Restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
2. **Irrigon Municipal Court** staff will control, protect, and secure electronic and physical media during transport from public disclosure by:
 - a. Use of privacy statements in electronic and paper documents.
 - b. Limiting the collection, disclosure, sharing and use of Criminal Justice Information.
 - c. Following the least privilege and role-based rules for allowing access. Limit access to Criminal Justice Information to only those people or roles that require access.
 - d. Securing hand carried confidential electronic and paper documents by:
3. Only viewing or accessing the Criminal Justice Information electronically or document printouts in a physically secure location by authorized personnel.
4. For hard copy printouts or Criminal Justice Information documents:
 - Package hard copy printouts in such a way as to not have any Criminal Justice Information viewable.
 - That are mailed or shipped, **Irrigon Municipal Court** staff must document procedures and only release to authorized individuals. DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL. Packages containing Criminal Justice Information material shall be sent by methods that provide for complete shipment tracking and history, and signature confirmation of delivery. This includes the US Postal Service, United Parcel Service, and FedEx.
5. Not taking Criminal Justice Information home or when traveling. When disposing confidential documents, use a cross-cut shredder.

ELECTRONIC MEDIA SANITIZATION AND DISPOSAL:

The department shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). In accordance with DAS policy I07-009-005, the department shall maintain written documentation of the steps taken to sanitize or destroy electronic media. The department shall ensure the sanitization or destruction is witnessed or carried out by authorized staff. Physical media shall be securely disposed of when no longer required, using formal procedures

BREACH NOTIFICATION AND INCIDENT REPORTING:

The department shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including but not limited to audit monitoring, network monitoring, physical access monitoring, and user or administrator reports.

ROLES AND RESPONSIBILITIES:

If information is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. **Irrigon Municipal Court** staff shall notify their supervisor or the **Irrigon Municipal Court** Local Agency Security Officer. A LEDS Security Incident Report form, must be completed and submitted within 24 hours of discovery of the incident. The submitted report shall contain a detailed account of the incident, events leading to the incident, and steps taken or to be taken in response to the incident.
2. Employees will communicate the situation to the **Irrigon Municipal Court** Local Agency Security Officer (LASO) to notify of the loss or disclosure of Criminal Justice Information records.
3. The **Irrigon Municipal Court** Local Agency Security Officer will ensure the CJIS System Agency Information Security Officer and the **Irrigon Municipal Court** Information Security Officer is promptly informed of security incidents.
4. The CJIS System Agency Information Security Officer will:
 - a. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CJIS System Agency, the affected criminal justice agency, and the FBI CJIS Division Information Security Office major incidents that significantly endanger the security or integrity of Criminal Justice Information.
 - b. Collect and disseminate all incident-related information received from the Department of Justice, FBI CJIS Division, and other entities to the appropriate local law enforcement Point of Contacts within their area.
 - c. Act as a single point of contact for their jurisdictional area for requesting incident response assistance.

PENALTIES:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and termination.

QUESTIONS:

Any questions related to this policy may be directed to the **Irrigon Municipal Court** Local Agency Security Officer.

IMPLEMENTATION

Each **Irrigon Municipal Court** staff member must take required biennial CJIS training to fully implement this policy.



EXHIBIT 2

Irrigon Municipal Court Media Protection Policy

<i>Policy Title:</i>	Media Protection Policy
<i>Effective Date:</i>	May 2026
<i>Revision Date:</i>	Every 2 years or as needed
<i>Approval(s):</i>	Aaron Palmquist / Thomas Creasing / Amanda Ferguson
<i>LASO:</i>	Thomas Creasing
<i>CSO:</i>	Thomas Creasing/Karma Ezell/Amanda Ferguson
<i>Agency Head:</i>	Aaron Palmquist

Purpose:

The intent of the Media Protection Policy is to ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g. within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.

This Media Protection Policy was developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy 6.0 dated 12/27/24. The **Irrigon Municipal Court** may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope:

The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed or physically moved from a secure location from the **Irrigon Municipal Court**. This policy applies to any authorized person who accesses, stores, and / or transports electronic or physical media. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized **Irrigon Municipal Court** personnel shall protect and control electronic and physical CJI while at rest and in transit. The **Irrigon Municipal Court** will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the **Irrigon Municipal Court** Local Agency Security Officer (LASO). Procedures shall be defined for secure handling, transporting and storing media.



Irrigon Municipal Court Media Protection Policy

Media Storage and Access:

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, the **Irrigon Municipal Court** personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secure area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures. (See Sanitization Destruction Policy)
5. Not using personally owned information system to access, process, store, or transmit CJI unless the **Irrigon Municipal Court** has established and documented the specific terms and conditions for personally owned information system usage. (See Personally Owned Device Policy)
6. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to; hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
7. Store all hardcopy CJI printouts maintained by the **Irrigon Municipal Court** in a secure area accessible to only those employees whose job function require them to handle such documents.
8. Safeguard all CJI by the **Irrigon Municipal Court** against possible misuse by complying with the Physical Protection Policy, Personally Owned Device Policy, and Disciplinary Policy.
9. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy



EXHIBIT 2

Irrigon Municipal Court Media Protection Policy

screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.

- i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
10. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
11. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI. (See Physical Protection Policy)

Media Transport:

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

1. The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

The **Irrigon Municipal Court** personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.



EXHIBIT 2

Irrigon Municipal Court Media Protection Policy

The **Irrigon Municipal Court** personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Use of privacy statements in electronic and paper documents.
2. Limiting the collection, disclosure, sharing and use of CJI.
3. Following the least privilege and role-based rules for allowing access. Limit access to CJI to only those people or roles that require access.
4. Securing hand carried confidential electronic and paper documents by:
 - a. Storing CJI in a locked briefcase or lockbox.
 - b. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
 - c. For hard copy printouts or CJI documents:
 - i. Package hard copy printouts in such a way as to not have any CJI information viewable.
 - ii. That are mailed or shipped, agency must document procedures and only release to authorized individuals. **DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.** Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery. (Agency Discretion)
5. Not taking CJI home or when traveling unless authorized by **Irrigon Municipal Court** LASO. When disposing confidential documents, use a shredder.

Electronic Media Sanitization and Disposal:

The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures. For end-of-life media policy, refer to "Sanitization Destruction Policy".

Breach Notification and Incident Reporting:

The agency shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.



EXHIBIT 2

Irrigon Municipal Court Media Protection Policy

Roles and Responsibilities:

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. **Irrigon Municipal Court** personnel shall notify his/her supervisor or LASO, and an incident-report form must be completed and submitted within 24 hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident. (Agency Discretion)
2. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI records.
3. The LASO will ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.
4. The CSA ISO will:
 - a. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.
 - b. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
 - c. Act as a single POC for their jurisdictional area for requesting incident response assistance.

Penalties:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and / or termination.

Acknowledgement:

I have read the policy and rules above and I will:

- Abide by the **Irrigon Municipal Court's** Media Protection Policy. I understand any violation of this policy may result in discipline up to and including termination.
- Report any **Irrigon Municipal Court** CJI security incident to Supervisor and / or LASO as identified in this policy.

Signature: _____ Date: _____/2026_____

Approved By: Irrigon Municipal Court



EXHIBIT 2

Irrigon Municipal Court Media Protection Policy

Questions

Any questions related to this policy may be directed to the **Irrigon Municipal Court's** LASO:

LASO Name: Thomas Creasing	LASO Phone: 541-922-3047	LASO email: thomas.creasing@ci.iurrigon.or.us
State C/ISO Name:	C/ISO Phone:	C/ISO email:

Other Related Policy Reference:

- See Media Sanitization and Destruction Policy
- Media Disposal Policy
- Physical Protection Policy



Irrigon Municipal Court CJIS Access, Dissemination, and Destruction

	EFFECTIVE: May 2026 REVISED:
POLICY HOLDER: Karma Ezell	POSITION: Court Clerk

1. Purpose

This policy is meant to ensure that the resource which provides Irrigon Municipal Court staff with criminal justice information (CJI) to perform the city's judicial administrative activities and duties is safeguarded from unlawful and unauthorized use. As CJIS users, employees have access to valuable resources and sensitive data that requires responsible, ethical, and legal behavior.

2. Definitions

Authorized Use: Respecting the rights of all pertinent license and contractual agreements. Users are also subject to federal, state, and local laws.

CJI: Criminal Justice Information

CJIS: CJI System

NLETS: National Law Enforcement Telecommunications Systems

NCIC: National Crime Information Center

Authorized Person: Any person who passed level two, three, or four of the CJIS General or Privileged Roles of the CJIS Awareness tests.

LASO: Local Agency Security Officer (LASO)

3. Scope

This policy covers any authorized person with physical or logical access to CJI.

4. CJIS Access and Dissemination

Policy

Information is available to users from various sources and agencies, including Law Enforcement Database Systems (LEDS) and other state information system files, motor vehicle departments, NCIC, and Oregon State Police Identification Services Section. Each user must observe any restrictions placed on using or disseminating information by its source.

Oregon motor vehicle registration and driving records are the responsibility of the Oregon Department of Transportation, Driver and Motor Vehicle Services Branch (DMV). Oregon government agencies have access to these records via LEDS for authorized criminal justice purposes and licensing, employment, and regulatory purposes expressly permitted by State Law and approved in writing by DMV. Communication, dissemination, or use of this information for other than authorized purposes is prohibited.

National Law Enforcement Telecommunications System (NLETS) Access: NLETS links criminal justice information systems in other states for point-to-point communications between criminal justice agencies and for access to information systems. Access to criminal history records in other states via NLETS is restricted to criminal justice agencies, as defined in Oregon Administrative Rule (OAR) 257-015-0030(5). Access to motor vehicle records in other states and the use of agency-to-agency communication facilities may be limited by NLETS policies or policies in other states.

- A. Authorized use does not include inquiries for the collection of taxes and parking violation fees or fines.
- B. Authorized uses for Irrigon Municipal Court are defined but not explicitly limited to the following:
 - a) Enforcement of state traffic and criminal laws, and regulations;
 - b) Review and query driving and registration records for prosecution and sentencing functions.
- C. CJI records are temporarily stored on the local server, which only CJIS authorized court employees have access to. Once the records are no longer needed, an authorized court user must delete them from the local drive. All deleted files are backed up and stored on the city's local server, where only the LASO can access and restore them.
- D. The Irrigon Municipal Court adheres to and enforces all City of Irrigon city policies and procedures. A copy of these policies can be found online at <https://ci.irrigon.or.us/resolutions/>. The Irrigon Municipal Court CJI Access, Dissemination, and Destruction Policy refers to the following city policies:
 - a) Computer, Network, & Email Acceptable Use
 - b) Conduct and Discipline
 - c) Telework
 - d) Telework Agreement
- E. All new hires of the city granted access to the CJIS secured area must pass a CJIS background check within 30 days of hire and pass the CJIS certification test. Employees are expected to recertify every year as required.
- F. All new hires of the Irrigon Municipal Court must pass a CJIS background check within 30 days of hire and maintain continuous active CJIS and LEDS certification throughout their career.

- G. The Irrigon Municipal Court staff adheres to all rules set forth in the LEDS Manual and CJIS Policy, specifically, but not limited to, the "Use of CJI" section.
- H. The Irrigon Municipal Court staff adheres to all existing and future city and administrative regulations as they pertain to CJIS, personal identity information, and other software use policies.
- I. Accessing, sharing, or using information for any purpose other than specific job-related criminal justice duties constitutes a violation of this policy.

5. Destruction of CJI

Policy

Maintaining accountability of CJI during destruction includes restricting activities to detect and prevent unnecessary loss or destruction and tampering with CJI.

- A. Any authorized person must accompany a third-party document destruction vendor with the shred bin from the authorized CJIS personnel area of city hall to the vendor's destruction area. The authorized person must wait at or near the destruction area until the vendor has emptied the bin so that the authorized person can verify that all CJI has been destroyed properly.
- B. Documents containing CJI shall not be stored outside of the CJIS secured area or the locked records cabinet within the records room of city hall.
- C. At the end of each work shift, all users must store CJI information in a locked desk drawer or cabinet within the CJIS secured area and consolidate personal shred bins into the larger shred bin located in the authorized CJIS personnel area. This includes all electronic and paper information.
- D. All printed CJI material must be destroyed in the shred bin located in the authorized CJIS personnel area.



Columbia Spirit, Small Town Heart

MEMORANDUM

To: City Council
From: Aaron Palmquist, City Manager 
Date: April 21, 2026
RE: AC Houghton and Community Women Requests Item #8

Each year various public organizations make requests for support. We have resources available for these requests.

A.C. Houghton Annual Carnival is a new request and the Community Women's Golf Tournament is one we have a long-standing partnership and support. Both items of information are included in the packet.

Staff recommend sponsoring the A.C. Houghton Carnival event for \$100.00 and the annual Community Women's Funshine Golf Tournament hole sponsorship of \$250.00.

1100.06

A.C. Houghton Elementary School

1105 NE Main Ave.

Irrigon, OR 97844

Phone (541)922-3321

Morrow County School District, Superintendent Matt Combe

Jill Ledbetter, ACH Principal

Cindy Turner, Head Secretary

Request: Arranging a Raffle Prize

APR 2 2026

Dear Community Member:

I'm writing this letter to you on behalf of A.C. Houghton Elementary School. The school's "Parent Club" is planning for their annual carnival fundraising event. The carnival date is to be held on Thursday, April 30, 2025. This is an evening event dedicated to students and families in which fun and games are provided for exciting entertainment.

There will, also, be special programs for parents. In the past, several local businesses have generously gifted us with awesome prizes to use for our raffle winners and silent auction (which has been very popular in the past.)

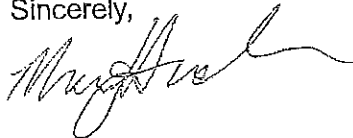
The money raised at the event will be used to keep field trip programs and educational events going due to the budget setbacks in the past few years. In addition to these programs, our goal is to work with the staff on improving safety in our school.

We are hoping that you will be able to supply us with raffle prizes or sponsor one of our many game booths. Any suitable products that you think may be manageable from your side, are welcome by us. All donations to the Parent Club are tax deductible, and a receipt for your donation can be provided. Our tax ID # is 93-0898425.

If you are willing to help us, please send your donation directly to the school at the above address. You may call Mary Hudson @ 541-371-4083, if it is more convenient for us to pick up the item/s. If you have any questions, please contact Cindy Turner at the school office at 541-922-3321.

On behalf of the A.C. Houghton Parent Club, I would like to thank you, in advance, for your generous donation. We appreciate your time and effort reading this letter.

Sincerely,



Mary Hudson, President
A.C.H. Parent Club

**Community Women's Club
Of Irrigon and Boardman
P.O. Box 534
Irrigon OR 97844**



#250.00

2026 Funshine Open Golf Tournament Fundraiser

On September 19, 2026, Community Women's Club will be hosting the Funshine Open Golf Scramble for the 9th year. This is our major fundraiser of the year, supporting scholarships to Irrigon and Riverside graduates, funds for school supplies at local elementary schools, assisting families experiencing hardships, supporting local Senior Centers and Food Pantries, and sponsoring Christmas food baskets and gifts for Irrigon and Boardman families.

Your support today has the power to create meaningful change in our community. With increased demand for services, we would love to expand the above-mentioned programs. Your gift will help us reach more neighbors, respond more quickly, and build long-term solutions that strengthen our entire communities. Together, we can turn possibility into progress and ensure that we reach and impact more community members.

If you are an enthusiastic golfer, we invite you to join us! Contact us for a registration form today.

Donations can be gift baskets from your business, free services, dinner certificates, etc. We would greatly appreciate you contacting us by the end of July regarding your donation. You may contact us by phone, mail, or email. If you would like one of us to pick up your donation, we will be happy to make those arrangements. Please contact one of the members listed below.

Cash donations and sponsorships are also accepted, please see the attached form. In appreciation of your generosity, your business will receive recognition throughout the day and at day's end, each participant will receive a list of donors and is encouraged to support our generous benefactors.

Funshine Committee

Kami Kroske	541-571-0660
Geneva Timpy	541-571-2222
Charlene Cooley	541-571-8541
Mel Tovey	541-922-8711

commwomen534@gmail.com

Thank you for your consideration.

Community Women's Club of Irrigon and Boardman

MAY 16 2026
CWC

Federal EIN 86-3341482 Member of Boardman and Irrigon Chambers of Commerce
Community Women's Club is an IRS recognized 501c3 organization under IRS Section 170. Donations may be tax deductible, please consult your tax professional.