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August 3, 2018

Salem, Oregon

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## Attendance

**Members Present:** Niki Iverson, City of Hillsboro; Pat Clancy, Public Financial Management, Inc.; Jim Bellet, representing counties; Laura Lockwood-McCall, Oregon State Treasurer's Office; Mark Knudson, Tualatin Valley Water District, Andrea Klaas, Port of The Dalles (phone); Representative Karin Power (phone)

**Staff Present:** Chris Cummings, Assistant Director; Ed Tabor, Program and Incentives Manager; Rich Rodriguez, Finance Officer; Daniel Holbrook, Industrial Lands Specialist; Becky Bryant, Regional Project Manager; Dennis Knight, Finance Officer; Wendy Johnson, League of Oregon Cities; Ted Werth, Ports Coordinator; Jon Unger, Program and Policy Specialist; Tawni Bean, Regional Project Manager; Michelle Bilberry, Regional Project Manager; Janna Graham, Finance Manager; Suzy Miller, Executive Assistant

**Guests:** Andy Varner, City Manager, City of North Plains; Blake Boyles, City of North Plains; Brian Harmon, Public Works Director, City of Coburg; Anne Heath, City Administrator, City of Coburg; Damien Gilbert, Branch Engineer, City of Coburg; Wendy Johnson, League of Oregon Cities

Chair Iverson called the meeting to order at 10:00 a.m.

## Welcome, Introductions, Minute Approval

Chair Iverson welcomed everyone and introductions were made.

## Public Comment

None.

## Review of Proposed Meeting Minutes

**Action:** Chair Iverson called for a motion to approve the June 1, 2018, minutes.

Mark Knudson moved to approve the minutes.

Jim Bellet seconded the motion.

**Vote:** Passed

## City of Cascade Locks

The city of Cascade Locks, located on the western edge of Hood River County, submitted a Water Wastewater Funding (WWF) application in the amount of \$1,100,000 for improvements to the city's waste water facilities. The city is currently out of compliance with the National Pollution Discharge Elimination System (NPDES) permit and entered into a Mutual Agreement and Order on June 27, 2013. While the city has made efforts to address issues with the system and reach

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compliance with the NPDES permit, without making significant improvements they will continue to violate discharge permit limits. Upgrades to the collection system deficiencies are needed, as identified in the 2017 Wastewater Facilities Plan, including broken pipes, deteriorated manholes, separated pipe joints, and lift station.

**Action:** Jim Bellet Move to approve an award of \$1,100,000 in Water Wastewater funding to the city of Cascade Locks, comprised of a \$550,000 loan at 1.00% for 30 years and a \$550,000 grant to complete engineering and initial construction costs of their wastewater system; and first disbursement conditioned upon receipt of the USDA Rural Development funding award to complete construction.

Mark Knudson seconded the motion.

**Vote:** Passed

### City of North Plains

The city of North Plains, located in Washington County, has submitted a Safe Drinking Water Revolving Loan Fund (SDWRLF) application for \$5,530,000 for a reservoir and pump station project. The city owns and operates a municipal water system that serves a population of 2,980. The city completed an update to their Water System Master Plan in January of 2018 to evaluate the current and future needs of their water system. With 700 homes being built in the near future the city will not meet their requirement in their agreement with the Joint Water Commission (JWC) to have a three day supply of water at all times. The city will contract for final design and construction services to make improvements to their water system. The proposed project will construct a 2 Million-Gallon reservoir and pump station. The city will also install a Supervisory Control and Data Acquisition (SCADA) control system to ensure the best information on the water system is available to notify staff of water system usage, and the best time to purchase water from the JWC to run pumps most efficiently.

**Action:** Laura Lockwood-McCall made the motion to approve an award of \$5,530,000 in Safe Drinking Water Program funding to the city of North Plains, comprised of a \$5,400,000 loan at 2.99% for 30 years and a \$130,000 forgivable loan to construct a new water reservoir and pump station.

Kristin Retherford seconded the motion.

**Vote:** Passed

### City of Coburg

The city of Coburg submitted a Safe Drinking Water Revolving Loan Fund (SDWRLF) application for \$5,530,000 to construct water system improvements. The city owns and operates a municipal water system that currently serves 1,200 residents, the city is expecting the population to double by 2025; there is also a small portion of the city that is served by private wells that have a history of coliform bacteria contamination as well as taste and odor issues. The city intends to address water quality and supply issues by constructing the Priority 1 improvements outlined in the 2016 Water Master Plan. The city will contract for design and construction services to upgrade their water system. The proposed improvements include: drilling and development of an additional well; rehabilitation of the 2 existing wells; construction of a pump station at the new well; installation of a 12" transmission line bored under I-5 to connect the areas on the east and west side; various water distribution lines; and a 750,000 gallon reservoir.

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**Action:** Mark Knudson moved to approve an award of \$5,530,000 in Safe Drinking Water Program funding to the city of Coburg, comprised of a \$4,750,000 loan at 1.00% for 30 years and a \$780,000 forgivable loan to construct water system improvements.

Pat Clancy seconded the motion.

**Vote:** Passed

**Special Public Works Fund Committee (SPWF) Update**

Daniel Holbrook provided the board with a presentation and final summary of the SPWF Committee’s final meeting. The committee is looking for the board’s feedback and approval on the recommended concepts submitted for consideration and action. The final concepts presented focused on how to make the SPWF Program and subprograms more sustainable and more relevant to communities around the state. Recommendations were centered on securing funding. The six key outcomes were 1) Create a pre-disaster mitigation fund option; 2) Permit Water/Wastewater Financing for Projects Not Compliance Related; 3) Collapse all Granting [Funding] Agencies into one Administrative Unit; 4) Education & Outreach; 5) Explore a Matched Cash Bond Concept; and 6) Explore New Revenues.

**2 Step Approach**

Chris gave an overview of a new process staff is looking at involving projects over \$10M that come to the board—a two-step approach. The idea is for those larger projects to come before the board earlier than their scheduled board date in order to give the board a preliminary idea of what to expect. It would also help the community to address any issues/concerns the board may have should the board have questions.

**Other Business**

Next Meeting to be held October 6, 2018, in Salem.

Chair Iverson adjourned the meeting at 12:40 p.m.

**Approved by:**

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Niki Iverson, Chair  
Infrastructure Finance Authority Board

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Date

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Chris Cummings, Assistant Director  
Business Oregon

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Date