

# City of Sodaville

## Regular Session Agenda

February 15, 2024

7:00 PM – City Hall

Teleconference # 253-215-8782 \* Meeting ID: 868 0992 5350 \* Passcode: 287527

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
  - January 25, 2024
7. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
8. **City Recorder’s Report**
  - City Finances
  - City Update
9. **Public Works Report**
  - Water Update
10. **New Business:**
  - A. Audit Update
  - B. Resolution 2024-02 Water Restrictions
11. **Old Business**
  - A. Ordinance 2024-1 Water Rates
  - B. RFP 2023-3 Award
12. **Council Reports**
13. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
14. **Adjourn**

**PUBLIC COMMENT** There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General’s Public Records and Meetings Manual or advised by counsel.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

*“The City of Sodaville is an equal opportunity provider and employer.”*

**City of Sodaville**  
**Regular Session Minutes**  
**January 25, 2024**  
**7:00 PM – City Hall**

**1. Call to Order**

Mayor Brian Lewis called the meeting to order at 7:00PM.

**2. Pledge of Allegiance**

Mayor Lewis led the Pledge of Allegiance.

**3. Roll Call**

Councilors: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

Staff: City Administrator/Recorder Alex McHaddad, Public Works Director J D Burns.

**4. Visitors**

Councilor Emeritus Ray Jackman, Sarah Brown.

**5. Bills**

**Roger moves, Joe seconds, ALL VOTE YES.**

Council President Perry moved to pay outstanding bills, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**6. Minutes**

- December 21, 2023

Council President Perry moved to approve the minutes as amended, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**7. Public Comment**

**8. City Recorder's Report**

Mayor Lewis appointed City Administrator/Recorder Alex McHaddad to be Budget Officer for the 2023-2024 fiscal year.

Council President Perry moved to confirm City Administrator/Recorder Alex McHaddad as Budget Officer for the 2023-2024 fiscal year.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

Councilor Parsons moved to designate the Lebanon Local/Sweet Home New Era as the official newspaper for the 2024-2025 fiscal year, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

## **9. Public Works Report**

- **Water Update**

Councilor Olivares moved to cut January use water bills for accounts at meters 25188856 and 25188503 by 50%, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

## **10. New Business:**

- a. **Zoning & Development Amendment**

Councilor Hensley moved to initiate an amendment to Ordinance 19-02 to adopt Linn County standards for driveways, second by Councilor Parsons.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

- b. **Ordinance 24-01**

Mayor Lewis called the public hearing to order at 8:01 PM.

Councilor Olivares moved to read Ordinance 2024-01 by title only, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

City Administrator/Recorder Alex McHaddad read the ordinance by title.

Councilor Parsons moved to table the item, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

Mayor Lewis closed the public hearing at 8:22PM.

c. Resolution 24-01 LGIP Transfer

At the recommendation of City Administrator/Recorder Alex McHaddad, the transfer amount was reduced from \$10,000 to \$5,000.

Councilor Hensley moved to adopt Resolution 24-01 as amended, second by Council President Perry.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

d. OCWCOG Board of Directors

Mayor Lewis appointed Councilor Joseph Parsons to the OCWCOG Board of Directors, and Councilor Adina Olivares as Alternate Director.

Council President Perry moved to confirm the appointment of Councilor Joseph Parsons to the Oregon Cascades West Council of Governments Board of Directors, and Councilor Adina Olivares as Alternate Director.; second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Motion passes.*

**11. Old Business**

**12. Council Reports**

**13. Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.

**14. Adjourn**

Council President Perry moved to adjourn, second by Councilor Hensley.

Yes: Mayor Brian Lewis, Council President Roger Perry, Councilor Jeff Hensley, Councilor Adina Olivares, Councilor Joseph Parsons.

No: N/A.

Abstain: N/A.

*Meeting adjourned at 8:26PM.*

## 8. City Recorder Update

### City Finances

The finance reports are attached to the Council Packet.

### City Updates

I will be attending the CIS Annual Conference in Salem February 28-March 1. Staff attendance at this conference will entitle the City to receive discounts in future insurance payments. I received a full scholarship for attendance.

Office hours were shortened to 8AM-5PM W/Th and 8-12 F. Work focuses on additional amendments to the Water Management Conservation Plan; a grant agreement with OWRD to receive matching funds for the water system expansion program pending legislative funding; fulfilling requirements for Business Oregon IFA funding; and procuring bids for water system expansion RFP's.

While legislative staff are placing an amendment to the City's water system appropriation in this session's omnibus budget bill, the recent Oregon Supreme Court Ruling in *Knopp v. Griffin-Valade* puts many legislative issues in jeopardy. While I was told off the record by a legislator that Senate President Rob Wagner intends to keep this session free of controversy, members of the opposition are casting doubt on the chamber's functionality. Prior to the ruling, Senate Republican Leader Tim Knopp told reports, "I think we win either way, quite frankly... If the court sides with us, it's a clear victory. If it doesn't, I think we still win because our members literally have no reason to show up. And so in order for them to show up, they're going to want to see that they're going to be able to make a difference." There is a chance that all legislation this session will be unceremoniously killed if either or both opposition caucuses in the Senate chooses to boycott. In 2023, when walkouts stalled legislation, there was talk of reconvening for a special session simply to pass the budget, which could happen again in this situation. Ultimately, however, the specter of legislative walkouts imperils the City's ability to expand the water system with the current funding arrangement. Either federal matching funds or a brand new direct legislative appropriation covering a new well in the 2025 session would be mandatory.

## 9. Public Works Update

### Water

The city's wells produced 509018 gallons.  
The city trucked in 0\_ gallons.  
Reservoir + 3000 gallons  
The city sold 468814 gallons  
Difference of 37204 gallons. *5.19% Loss*

March 18-21 I plan to flush system

### Parks

sink faucet is inoperable and needs replaced

### Streets

### Misc.

Reservoir was cleaned and inspected on Feb. 1. Receipt of report is expected after Feb. 20.  
Approximately 21,000 gallons of water was used in the cleaning of the reservoir

Oregon Health Authority will be here February 28 to conduct a Water System Survey. Survey is conducted every three or five years depending on prior performance.

OAWU conference in Sunriver March 4-8.

## 10.A. Audit Update

### **Staff Summary**

Koontz Blasquez will provide an update about the 2022-2023 Audit.

## 10.B. Resolution 2024-02 Water Restrictions

### **Staff Summary**

Sodaville Public Works Director J D Burns issued an interim administrative order that water rates will no longer be determined following the Commodity Charge during Water Restriction. As per Ordinance 17-01, this Resolution validates that water restrictions are no longer in effect.

**Suggested Motion:** *I move to adopt Resolution 24-02.*

## 11.A. Ordinance 2024-01 Water Rates

### **Staff Summary**

The Council discussed water rates at the February 8, 2024 work session. This ordinance includes changes for which the Council reached a consensus.

**Suggested Motion:** *I move to adopt Ordinance 2024-01*

## 11.B. RFP 2023-3 Award

### **Staff Summary**

Udell Engineering & Land Surveying, LLC submitted the only bid for RFP 2023-3. This bid both keeps a firm on retainer for future projects and allows Sodaville to work on adding a new well to the City's water system.

**Suggested Motion:** *I move to award a bid for RFP 2023-3 to Udell Engineering & Land Surveying, LLC.*

<b>Resources to 1/31/24</b>	<b>Budgeted</b>	<b>Remaining</b>	<b>Received</b>
<b>Available Cash On Hand</b>	\$196,000.00	\$0.00	\$206,782.45
<b>Interest</b>	\$2,850.00	\$0.00	\$2,989.95
<b>Franchise Fees</b>	\$20,000.00	\$11,082.76	\$8,917.24
<b>Grants</b>	\$1,000.00	\$0.00	\$7,450.00
<b>Metered Water Sales</b>	\$130,000.00	\$60,352.06	\$69,647.94
<b>Construction Apps/Site Reviews/Permits</b>	\$500.00	\$285.00	\$215.00
<b>Zoning Apps and Permits</b>	\$350.00	\$350.00	\$0.00
<b>Refunds</b>	\$500.00	\$0.00	\$1,039.23
<b>Donations</b>	\$5,000.00	\$4,500.00	\$500.00
<b>Administrative Services Charges/Lien Search</b>	\$400.00	\$350.00	\$50.00
<b>Sale of maps, Publications &amp; Photocopies</b>	\$100.00	\$100.00	\$0.00
<b>Cigarette Taxes</b>	\$300.00	\$149.05	\$150.95
<b>Liquor Taxes</b>	\$7,300.00	\$3,221.94	\$4,078.06
<b>State Highway Fund</b>	\$28,500.00	\$11,765.44	\$16,734.56
<b>State Revenue Sharing</b>	\$4,150.00	\$2,222.33	\$1,927.67
<b>Taxes estimated to be received</b>	\$8,500.00	\$123.24	\$8,376.76
<b>Previously Levied Taxes</b>	\$200.00	\$129.98	\$70.02
<b>Marijuana</b>	\$1,100.00	\$732.41	\$367.59
<b>TOTAL</b>	<b>\$406,750.00</b>	<b>\$95,364.21</b>	<b>\$329,297.42</b>

**City of Sodaville**  
**Reconciliation Summary**  
100-1001 Chase, Period Ending 01/31/2024

---

	<u>Jan 31, 24</u>
<b>Beginning Balance</b>	66,242.42
<b>Cleared Transactions</b>	
Checks and Payments - 26 items	-18,110.98
Deposits and Credits - 45 items	16,892.46
<b>Total Cleared Transactions</b>	<u>-1,218.52</u>
<b>Cleared Balance</b>	<u><b>65,023.90</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 9 items	-2,250.69
<b>Total Uncleared Transactions</b>	<u>-2,250.69</u>
<b>Register Balance as of 01/31/2024</b>	<u><b>62,773.21</b></u>
<b>New Transactions</b>	
Deposits and Credits - 2 items	3,696.37
<b>Total New Transactions</b>	<u>3,696.37</u>
<b>Ending Balance</b>	<u><u><b>66,469.58</b></u></u>

## City of Sodaville Reconciliation Detail 100-1001 Chase, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						66,242.42
<b>Cleared Transactions</b>						
<b>Checks and Payments - 26 items</b>						
Bill Pmt -Check	12/06/2023	277	Oregon Government...	X	-567.41	-567.41
Bill Pmt -Check	12/06/2023	274	Amazon Capital Ser...	X	-39.99	-607.40
Bill Pmt -Check	12/20/2023	285	Republic Services	X	-77.05	-684.45
Bill Pmt -Check	01/02/2024	EFT	AGCO Finance LLC	X	-229.68	-914.13
Bill Pmt -Check	01/03/2024	291	Koontz, Blasquez & ...	X	-1,000.00	-1,914.13
Bill Pmt -Check	01/03/2024	EFT	Comcast	X	-275.96	-2,190.09
Bill Pmt -Check	01/03/2024	289	Amazon Capital Ser...	X	-57.90	-2,247.99
Bill Pmt -Check	01/03/2024	EFT	Ceco Inc	X	-51.07	-2,299.06
Bill Pmt -Check	01/03/2024	290	GCC Media LLC	X	-25.00	-2,324.06
Bill Pmt -Check	01/04/2024	EFT	Ceco Inc	X	-52.08	-2,376.14
Check	01/05/2024	EFT	Oregon Department ...	X	-0.01	-2,376.15
Bill Pmt -Check	01/08/2024	EFT	City County Insuran...	X	-1,671.53	-4,047.68
Check	01/10/2024	EFT	Cardmember Service	X	-265.32	-4,313.00
Bill Pmt -Check	01/11/2024	EFT	Consumers Power I...	X	-380.80	-4,693.80
Bill Pmt -Check	01/11/2024	EFT	Consumers Power I...	X	-186.39	-4,880.19
Bill Pmt -Check	01/11/2024	EFT	Consumers Power I...	X	-88.13	-4,968.32
Bill Pmt -Check	01/11/2024	EFT	Consumers Power I...	X	-74.57	-5,042.89
Bill Pmt -Check	01/11/2024	EFT	Consumers Power I...	X	-64.82	-5,107.71
Paycheck	01/18/2024	298	J D Burns	X	-2,712.84	-7,820.55
Paycheck	01/18/2024	297	Andrew A McHaddad	X	-2,465.93	-10,286.48
Bill Pmt -Check	01/18/2024	296	WaterLab Corp.	X	-40.00	-10,326.48
Bill Pmt -Check	01/24/2024	301	Ray Jackman Repair	X	-4,863.28	-15,189.76
Bill Pmt -Check	01/24/2024	300	Oregon Association ...	X	-390.00	-15,579.76
Deposit	01/29/2024			X	-496.00	-16,075.76
Check	01/30/2024	EFT	US Treasury	X	-1,502.15	-17,577.91
Check	01/30/2024	EFT	Oregon Department ...	X	-533.07	-18,110.98
<b>Total Checks and Payments</b>					-18,110.98	-18,110.98
<b>Deposits and Credits - 45 items</b>						
Deposit	01/04/2024			X	43.16	43.16
Deposit	01/04/2024			X	44.87	88.03
Deposit	01/04/2024			X	44.87	132.90
Deposit	01/04/2024			X	45.10	178.00
Deposit	01/04/2024			X	45.10	223.10
Deposit	01/04/2024			X	47.76	270.86
Deposit	01/04/2024			X	47.95	318.81
Deposit	01/04/2024			X	49.70	368.51
Deposit	01/04/2024			X	53.79	422.30
Deposit	01/04/2024			X	65.94	488.24
Deposit	01/04/2024			X	67.07	555.31
Deposit	01/04/2024			X	93.11	648.42
Deposit	01/04/2024			X	95.49	743.91
Deposit	01/04/2024			X	95.53	839.44
Deposit	01/04/2024			X	99.24	938.68
Deposit	01/04/2024			X	101.25	1,039.93
Deposit	01/04/2024			X	115.75	1,155.68
Deposit	01/04/2024			X	115.95	1,271.63
Deposit	01/04/2024			X	120.41	1,392.04
Deposit	01/04/2024			X	125.79	1,517.83
Deposit	01/04/2024			X	132.82	1,650.65
Deposit	01/04/2024			X	158.32	1,808.97
Deposit	01/04/2024			X	190.62	1,999.59
Deposit	01/04/2024			X	290.54	2,290.13
Deposit	01/04/2024			X	1,125.61	3,415.74
Deposit	01/04/2024			X	1,270.34	4,686.08
Deposit	01/04/2024			X	2,601.62	7,287.70
Deposit	01/12/2024			X	47.73	7,335.43
Deposit	01/22/2024			X	16.00	7,351.43
Deposit	01/22/2024			X	45.10	7,396.53
Deposit	01/22/2024			X	45.10	7,441.63
Deposit	01/22/2024			X	54.02	7,495.65
Deposit	01/22/2024			X	56.38	7,552.03
Deposit	01/22/2024			X	72.09	7,624.12
Deposit	01/22/2024			X	72.09	7,696.21

**City of Sodaville**  
**Reconciliation Detail**  
100-1001 Chase, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	01/22/2024			X	78.82	7,775.03
Deposit	01/22/2024			X	80.11	7,855.14
Deposit	01/22/2024			X	86.82	7,941.96
Deposit	01/22/2024			X	88.13	8,030.09
Deposit	01/22/2024			X	138.44	8,168.53
Deposit	01/22/2024			X	145.02	8,313.55
Deposit	01/22/2024			X	430.00	8,743.55
Deposit	01/22/2024			X	1,509.72	10,253.27
Deposit	01/22/2024			X	1,639.19	11,892.46
Transfer	01/29/2024			X	5,000.00	16,892.46
Total Deposits and Credits					16,892.46	16,892.46
Total Cleared Transactions					-1,218.52	-1,218.52
Cleared Balance					-1,218.52	65,023.90
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	12/29/2021	5396	Pedersen, Glenda		-75.00	-75.00
Check	01/25/2022	5408	Bailey, Christina		-75.00	-150.00
Bill Pmt -Check	10/04/2023	254	League of Oregon C...		-475.00	-625.00
Bill Pmt -Check	01/10/2024	292	City of Lebanon		-620.29	-1,245.29
Bill Pmt -Check	01/10/2024	295	Smith + Company		-390.00	-1,635.29
Bill Pmt -Check	01/10/2024	294	Ray's Septic Tank S...		-230.00	-1,865.29
Bill Pmt -Check	01/10/2024	293	Culligan of Albany		-35.40	-1,900.69
Bill Pmt -Check	01/24/2024	305	Tate Public Affairs		-225.00	-2,125.69
Bill Pmt -Check	01/24/2024	299	ELUCC		-125.00	-2,250.69
Total Checks and Payments					-2,250.69	-2,250.69
Total Uncleared Transactions					-2,250.69	-2,250.69
Register Balance as of 01/31/2024					-3,469.21	62,773.21
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	02/01/2024				1,138.22	1,138.22
Deposit	02/01/2024				2,558.15	3,696.37
Total Deposits and Credits					3,696.37	3,696.37
Total New Transactions					3,696.37	3,696.37
<b>Ending Balance</b>					<b>227.16</b>	<b>66,469.58</b>

10:46 AM

02/08/24

**City of Sodaville**  
**Reconciliation Summary**  
100-1010 LGIP, Period Ending 01/31/2024

---

	<u>Jan 31, 24</u>
<b>Beginning Balance</b>	68,338.12
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-5,000.15
Deposits and Credits - 7 items	4,145.81
	<u>                    </u>
<b>Total Cleared Transactions</b>	-854.34
<b>Cleared Balance</b>	<b>67,483.78</b>
	<u>                    </u>
<b>Register Balance as of 01/31/2024</b>	67,483.78
<b>Ending Balance</b>	67,483.78

**City of Sodaville**  
**Reconciliation Detail**  
100-1010 LGIP, Period Ending 01/31/2024

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						68,338.12
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	01/01/2024			X	-0.15	-0.15
Transfer	01/29/2024			X	-5,000.00	-5,000.15
Total Checks and Payments					-5,000.15	-5,000.15
<b>Deposits and Credits - 7 items</b>						
Deposit	01/09/2024			X	124.52	124.52
Deposit	01/09/2024			X	551.41	675.93
Deposit	01/10/2024			X	56.26	732.19
Deposit	01/16/2024			X	18.34	750.53
Deposit	01/17/2024			X	2,604.10	3,354.63
Deposit	01/29/2024			X	295.18	3,649.81
Deposit	01/29/2024			X	496.00	4,145.81
Total Deposits and Credits					4,145.81	4,145.81
Total Cleared Transactions					-854.34	-854.34
Cleared Balance					-854.34	67,483.78
Register Balance as of 01/31/2024					-854.34	67,483.78
<b>Ending Balance</b>					<b>-854.34</b>	<b>67,483.78</b>

**Resolution No. 2024-02**

**A RESOLUTION ENDING WATER RESTRICTIONS**

**THE CITY OF SODAVILLE RESOLVES AS FOLLOWS:**

Whereas the City’s wells began showing signs of recover in December 2023,

Whereas the City’s Public Works Director advised the City to end water restrictions in January 2024,

Resolved, in accordance with Ordinance 17-01 Section 4.A.4., the City Council determines that Water Restrictions are no longer effect as of February 1, 2024, and

Resolved, non-restriction water rates will be applied beginning in February 2024 to appear on March 2024 water bills.

Passed by the City Council this 15th day of February, 2024.

Approved by the Mayor this \_\_\_\_\_ day of 15th February, 2024.

\_\_\_\_\_ Ayes \_\_\_\_\_ Nays

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Recorder

# Ordinance 2024-01

## Increasing Water Rates

The City of Sodaville Ordains as Follows:

### Section 1.

Ordinance 17-01 Section 4.C. is amended as follows:

#### 2. Commodity Charges

1. First 2,500 gallons in a month Included in Customer Basic Service Charge
2. 2,501 to 5,000 gallons in a month \$16.10 per 1,000 gallons
3. 5,001 to 7,500 gallons in a month ~~\$17.00~~ **\$20.00** per 1,000 gallons
4. ~~7,501 to 10,000 gallons in a month \$17.50 per 1,000 gallons~~
5. ~~10,001 to 12,500 gallons in a month \$20.00 per 1,000 gallons~~
6. ~~12,501 to 15,000 gallons in a month \$20.70 per 1,000 gallons~~
7. ~~15,001 to 17,500 gallons in a month \$25.00 per 1,000 gallons~~
8. ~~17,501 to 20,000 gallons in a month \$27.00 per 1,000 gallons~~
9. ~~20,001 to 22,500 gallons in a month \$30.00 per 1,000 gallons~~
10. ~~22,501 to 25,000 gallons in a month \$33.00 per 1,000 gallons~~
11. ~~25,001 to 27,500 gallons in a month \$35.00 per 1,000 gallons~~
12. ~~27,501 to 30,000 gallons in a month \$40.00 per 1,000 gallons~~
4. Charge on water over ~~30,000~~ **7,500** gallons ~~\$0.00853~~ **\$0.04** per gallon

#### 3. Commodity Charge during water restriction

- First 2,500 gallons in a month Included in Customer Basic Service Charge
- 2,501 to 5,000 gallons in a month ~~\$16.80~~ **\$20.00** per 1,000 gallons
- 5,001 to 7,500 gallons in a month ~~\$18.00~~ **\$40.00** per 1,000 gallons
- Charge on water over 7,500 gallons ~~\$0.04~~ **\$0.09** per gallon

Passed by the City Council this 15th day of February, 2024.

Approved by the Mayor this \_\_\_\_\_ day of February, 2024.

\_\_\_\_\_ Ayes \_\_\_\_\_ Nays

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator/Recorder



# **Udell Engineering & Land Surveying, LLC**

**63 East Ash Street  
Lebanon, OR 97355  
541-451-5125 (P)  
541-451-1366 (F)  
[www.udelleng.com](http://www.udelleng.com)**



*Serving Oregon since 1946*



## STATEMENT OF QUALIFICATIONS

### City of Sodaville RFP no. 23-03

Udell Engineering and Land Surveying, LLC has been in continuous business operating out of Lebanon, Oregon for over 70 years. We have successfully completed numerous civil engineering and land surveying projects throughout the State of Oregon.

Udell Engineering & Land Surveying, LLC was established in 1946 by Bert Udell. The Company has maintained an active business in the Willamette Valley with a proven track record of reliability and integrity. Our business is owned by Brian Vandetta, a professional land surveyor and Engineer with over 25 years of practical experience. We employ fifteen full-time staff members and focus on giving our clients and projects the attention to detail that they deserve.

Udell Engineering & Land Surveying, LLC offers you a well-established Team with extensive experience in Civil Engineering design and Land Surveying, as well as knowledge of both the private and public sectors of the professions. We maintain an excellent working relationship with the local public entities and have wisdom and knowledge of their operational procedures. We feel that our knowledge, integrity, experience, and personalized approach to our clients will be assets in the professional completion of any type of Civil Engineering Design or Surveying project.

Udell Engineering & Land Surveying, LLC appreciates the opportunity to provide you with an opportunity to learn more about our firm and the services we offer. The following list includes some similar civil engineering design and land surveying projects that are either currently in progress, or that we have successfully completed. Also included is our current fee schedule and an example of our service agreement with terms and conditions. Please visit our website at [www.udelleng.com](http://www.udelleng.com) to learn more about what our company can offer to your project.

Thank you for considering Udell Engineering and Land Surveying for the City of Sodaville's Request for Proposal no. 20-03: Surveyor.

Sincerely,

Kyle W. Latimer  
Oregon PLS, PE #80442

## **CURRENT AND COMPLETED LOCAL PROJECTS**

**Project: City of Lebanon: Pre-Design Surveys**

**(Multiple Site Locations: Wastewater treatment facility, domestic water treatment facility, reclamation of abandoned domestic water treatment facility, multiple utility upgrade or new install projects)**

**Tasks:**

- Pre-design Boundary and Topographic Survey
- Land Use Civil supporting documents
- Construction staking and layout of proposed structures.
- As-built measurements and preparation of project close-out documents.

**Project: City of Sweet Home Wastewater Treatment Plant**

**Tasks:**

- Pre-design Boundary and Topographic Survey
- Boundary line adjustment land use application
- Construction staking and layout of proposed structures.
- Establishment of permanent control for use by subcontractors

**Project: City of Scio Main Street Property Line Adjustment & Vacation**

**Tasks:**

- Right-of-way and boundary retracement
- Preparation of right-of-way vacation legal descriptions and exhibit maps
- Drafting of boundary line adjustment plat

## KEY PERSONNEL

**Principal:  
Civil Engineer and Land Surveyor**

**Brian Vandetta, PE, PLS**

Brian Vandetta joined Udell Engineering & Land Surveying, LLC in 1993. He has over 25 years of active experience in the Land Surveying and Civil Engineering professions. Brian became the owner of Udell Engineering and Land Surveying, LLC in January of 2007. He oversees and manages all operations of Udell Engineering and Land Surveying, LLC.

Qualifications:	Bachelor of Science in Civil Engineering	Oregon State University	1993
	Registered Professional Civil Engineer	Oregon #51041 PE	1998
	Registered Professional Land Surveyor	Oregon #51041 LS	1999

Affiliations: Member of the Lebanon Community Hospital Foundation Board of Trustees  
Member of the Professional Land Surveyors of Oregon

**Survey Department Manager:**

**Kyle Latimer, PE, PLS**

Kyle Latimer is performing the duties as our Survey Department Manager. Kyle is a Professional Land Surveyor as well as Civil Engineer. Kyle manages the scheduling of our survey crews, oversees the completion of all surveys and delegates survey drafting and research as necessary. Kyle served as the Field Crew Chief for nearly 6 years prior to becoming manager, thus has a vast knowledge in the use of the survey instruments.

Qualifications:	Bachelor of Science Forest/Civil Engineering	Oregon State University	2008
	Registered Professional Engineer	Oregon #80442	2014
	Registered Land Surveyor	Oregon #80442	2013
	Certified Water Rights Examiner	Oregon #80442	2017
	FAA Part 107 Small UAS remote pilot certified		2023

**Civil Engineer:**

**Andrew Rappe, PE**

Andrew Rappe has returned to work with our firm in 2022, but previously worked here as a new graduate of Civil Engineering. He has been a licensed engineer since 2008 and has been working in the Southern California area. Andrew has the experience and expertise to manage engineering projects from start to finish.

Qualifications:	Bachelor of Science Civil Engineering	Oregon State University	2008
	Registered Professional Civil Engineer	Oregon #80481	2017
	Registered Professional Civil Engineer	California #83702	2014

## AND SUPPORTING STAFF

### REFERENCES

**Ron Whitlatch, PE**  
**Engineering Services Director**  
**City of Lebanon**  
**853 Main Street**  
**Lebanon, OR 97355**  
**541-258-4270**

**John "Tre" Kennedy**  
**The Morley Thomas Law Firm**  
**City of Lebanon Attorney**  
**80 E. Maple Street**  
**Lebanon, OR 97355**  
**541-258-3194**

## 2024 Fee Schedule

### Hourly Rates:

<b>Principal Engineer:</b>	<b>\$ 140.00</b>
<b>Project Engineer:</b>	<b>\$ 120.00</b>
<b>Survey Manager:</b>	<b>\$ 120.00</b>
<b>CADD Technician:</b>	<b>\$ 80.00</b>
<b>Engineering Design Technician I</b>	<b>\$ 92.00</b>
<b>Engineering Design Technician II</b>	<b>\$ 100.00</b>
<b>Survey Technician I:</b>	<b>\$ 82.00</b>
<b>Survey Technician II:</b>	<b>\$ 90.00</b>
<b>Senior Land Use Planner</b>	<b>\$ 117.00</b>
<b>1 Man Survey Crew:</b>	<b>\$ 100.00</b>
<b>2 Man Survey Crew:</b>	<b>\$ 165.00</b>
<b>2 Man Survey Crew (prevailing wage rates):</b>	<b>\$ 235.00</b>
<b>Office Staff</b>	<b>\$ 60.00</b>

### Reimbursable Unit Rates:

**Title Reports: ≈\$200.00 per tax lot**

**Evening Public Meetings (after 5 p.m.): \$200.00 + Hourly Rate & Mileage**

**Mileage (per mile): \$ 0.58**

**Copies (per sheet):**

**22 x 34 \$ 2.25**

**11 x 17 \$ 1.00**

**8.5 x 11 \$ 0.30**

**Mylars \$ 35.00**

EXAMPLE TERMS AND CONDITIONS FORM

**PROPOSED PROFESSIONAL SERVICE AGREEMENT**

**DATE:**

**PROJECT: 24-\_\_\_\_**

**This AGREEMENT is by and between:**

**Situs Address:**

Here after referred to as CLIENT, and Udell Engineering & Land Surveying LLC, here after referred to as CONSULTANT for engineering and/or land surveying services, who agrees as follows:

CLIENT desires to engage CONSULTANT to provide professional services in connection with CLIENT'S project.

**SCOPE:**

To provide the following professional services for your project on Tax Lot \_\_\_\_ of \_\_\_\_ County Assessor's Map \_\_\_\_:

**EXCLUSIONS:**

**UDELL ESTIMATED FEE FOR SERVICES: \$**

**ESTIMATED THIRD PARTY FEES:** The following are estimated third party fees associated with completing your project:

- In the event the actual third-party fees are more than the estimated amount, the client is responsible for the actual cost.

**TOTAL CONTRACT AMOUNT: \$**

**RETAINER AMOUNT: \$** \*This is required to be paid prior to proceeding with work.  
Retainer amount includes 50% Udell Fee for Services and 100% Third Party Fees

**Any services performed outside the listed scope within this agreement and/or any required reimbursable expenses will be charged in addition to the above estimated amount based on the hourly rates and unit prices as listed in Exhibit A.**

DOCUMENTS WILL NOT BE RELEASED AND SURVEYS WILL NOT BE RECORDED WITHOUT PAYMENT IN FULL

**SERVICES:**

For the performance of its service, CONSULTANT shall be paid by CLIENT in the manner and at the time hereinafter specified, the fee set forth in the attached proposal or rate schedule. The amount and terms of the fee will remain valid through completion of the project

CONSULTANT will provide Civil Engineering Design and/or Surveying Services at the request and direction of the CLIENT or the Client representative. CONSULTANT warrants that its services are performed with the usual thoroughness and competence of the engineering & surveying profession. If errors in staking are discovered liability for such is limited to the cost of re-staking said errors. No other warranty or representation, either expressed or implied is included or intended in CONSULTANT'S proposal, contracts or reports, either written or oral.

CONSULTANT will keep confidential all information and documents developed in association with the Client's Project. CONSULTANT will distribute project information and documents only to those persons, agencies and organizations specifically designated by CLIENT or its authorized representative. All data, reports, calculations, drawings, estimates and other documents prepared by the CONSULTANT as instruments of service shall remain the property of the CONSULTANT.

This agreement will terminate automatically upon completion by the CONSULTANT of the services required by the AGREEMENT.

**REGARDING THIRD PARTY FEES REQUIRED TO COMPLETE THE PROJECT BY THE CITY, COUNTY, OR STATE:**

Unless expressly stated above, all administrative fees required by the city, county or state for recording, applications, title company reports, or permits are the sole responsibility of the client. You will be given the amount of the fee and asked to issue a check to the appropriate agency for that amount. When we have received your check, we will deliver it along with the survey, application or permit to the proper agency.

**BILLING:**

Invoices will be issued at the end of each month or upon completion of the services and are due and payable upon receipt. Invoices are considered delinquent Thirty Days (30) after the date on the initial invoice. If invoices are not paid in full prior to delinquency, CLIENT agrees to pay interest on the unpaid amount at the rate of 1.5% per month (annual rate 18%) from the delinquency date. All payments received shall first be credited to payment of interest, and then to the principal balance. CONSULTANT may at its discretion withhold delivery of services or documents pending receipt of full payment for all services rendered.

**LIMITATION OF LIABILITY:**

UDELL ENGINEERING AND LAND SURVEYING, LLC'S, (THE CONSULTANT), LIABILITY UNDER THIS CONTRACT OR AGREEMENT SHALL BE LIMITED TO THE AMOUNT OF THE CONSULTANT'S FEE, EITHER FIXED OR HOURLY. IN NO EVENT SHALL THE CONSULTANT BE HELD LIABLE FOR THE CLIENT'S, OWNER'S OR OTHER SUBCONTRACTOR'S FAILURE TO FOLLOW THE DESIGNS OR WORK OF THE CONSULTANT. THE CONSULTANT SHALL NOT BE RESPONSIBLE FOR ANY SUPERVISION OR CONTROL OF THE CLIENT, OWNER OR OTHER SUBCONTRACTORS AS IT RELATES TO THE CONSULTANT'S WORK PRODUCT OR DESIGNS UNLESS EXPRESSLY SET FORTH IN WRITING AND ACKNOWLEDGED BY THE CONSULTANT. THE CLIENT OR OWNER AGREES TO DEFEND AND INDEMNIFY UDELL ENGINEERING AND LAND SURVEYING, LLC FOR ANY DEMAND, CLAIM OR LAWSUIT ASSERTED AGAINST THEM THAT EXCEEDS THE SCOPE AND/OR LIABILITY OF THE CONSULTANT PURSUANT TO THIS PROVISION.

**ATTORNEY FEES:**

If any dispute arises out of this AGREEMENT, including non-payment for services rendered, the prevailing party shall be entitled to attorney fees.

**SEVERABILITY:**

If any provision of this AGREEMENT will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable.

**WORK WILL PROCEED UPON RECEIPT OF SIGNED SERVICE AGREEMENT AND RETAINER**