

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, July 28, 2025, 5:30pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Tuesday, August 5, 2025 Brookings Police Department is hosting the 2025 National Night Out, which is a community-building campaign promoting strong police-community partnerships and neighborhood camaraderie. This Community event will be held at Ross and Frontage Road from 5 to 7 pm. Further information available on our website and Facebook.

E. Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

F. Consent Calendar

1. Approve Council minutes for July 14, 2025 [Pg. 1]
2. Receive monthly financial report for June 2025 [Pg. 2]

G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Teamsters Collective Bargaining Agreement [Pg. 8]
 - a. Proposed Teamsters Collective Bargaining Agreement [Pg. 10]
2. Integrator of Record Award [Pg. 33]
 - a. Dyer Recommendation to Award Letter & Scoring Tabulation [Pg. 35]
 - b. The Automation Group (TAG) Proposal and Fee Schedule [Pg. 37]
 - c. Control Systems Northwest (CSNW) Proposal & Fee Schedule [Pg. 59]
3. Shorewood Terrace Slide Emergency Declaration and Repair Award [Pg. 92]
 - a. Memorandum – City of Brookings – Emergency Written Declaration – Shorewood Terrace [Pg. 94]
 - b. Dyer Preliminary Cost Estimate [Pg. 97]
4. Tidewater Reservoir Land Purchase [Pg. 98]
 - a. Resolution 25-R-1283 – A Resolution Approving Terms for the Purchase of Real Property [Pg. 100]
 - b. Draft Real Estate Purchase Agreement [Pg. 102]

H. Remarks from Mayor, Councilors and City Manager

I. Adjournment

WORKSHOP

Immediately following Council Meeting, approximately 6:30pm

Emergency Operations Center, 888 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Topics

- 1.** Management Compensation Plan – FY2025 Adjustment Proposal [Pg. 106]
 - a.** Updated Management Compensation Plan including Wage Schedule [Pg. 110]
- 2.** System Development Charges Study Update [Pg. 132]
 - a.** SDC Power Point Presentation [Pg. 134]
 - b.** Draft Resolution 25-R-1284 & Capital Improvement Plan [Pg. 146]

D. Council Member Requests for Workshop Topics

E. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours. All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: <https://www.youtube.com/@cityofbrookingsoregon8039> clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, July 14, 2025

Call to Order

Mayor Isaac Hodges called the meeting to order at 5:33 PM

Roll Call

Council Present: Mayor Isaac Hodges, Councilors Clayton Malmberg and Phoebe Pereda; a quorum present

Council Absent: Councilors Andy Martin and Kristi Fulton

Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, and City Recorder Brooklyn Osterhage

Media Present: None

Others Present: approximately 5 audience members

Consent Calendar

1. Approve Council minutes for June 23, 2025
2. Accept Planning Commission minutes for May 6, 2025
3. Liquor License – Grocery Outlet

Councilor Pereda moved and Councilor Malmberg seconded to approve the Consent Calendar as presented. Motion passed; Mayor Hodges, Councilors Malmberg and Pereda voting “aye” [3:0].

Staff Reports and Public Hearings

1. Memorandum of Understanding (MOU) with Brookings Harbor Garden Club (BHGC)

Staff Report presented by Tony Baron

Mayor Hodges moved and Councilor Malmberg seconded to authorize City Manager to execute MOU with BHGC with respect to City property landscape maintenance. Motion passed; Mayor Hodges, Councilors Malmberg and Pereda voting “aye” [3:0].

Sharon Johnson, President of the BHGC, spoke on their behalf of continuing the partnership with the City and introduced BHGC members in attendance.

Adjournment

Council President Andy Martin adjourned the meeting at 5:44 PM.

Respectfully submitted:

ATTESTED:

this 28th day of July, 2025:

Isaac Hodges, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,410,740.00	189,340.22	4,592,806.05	(182,066.05)	104.1
LICENSES AND PERMITS	307,000.00	38,879.92	373,572.78	(66,572.78)	121.7
INTERGOVERNMENTAL	298,500.00	15,254.61	157,231.41	141,268.59	52.7
CHARGES FOR SERVICES	1,058,500.00	10,739.64	326,841.33	731,658.67	30.9
OTHER REVENUE	140,500.00	14,859.50	335,935.26	(195,435.26)	239.1
TRANSFERS IN	732,236.00	.00	732,236.00	.00	100.0
	6,947,476.00	269,073.89	6,518,622.83	428,853.17	93.8
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,866.00	3,987.20	46,530.28	(7,664.28)	119.7
MATERIAL AND SERVICES	12,850.00	650.00	5,335.76	7,514.24	41.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,716.00	4,637.20	51,866.04	(150.04)	100.3
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	453,018.00	35,782.41	414,388.70	38,629.30	91.5
MATERIAL AND SERVICES	241,300.00	17,664.55	152,347.61	88,952.39	63.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	694,318.00	53,446.96	566,736.31	127,581.69	81.6
POLICE:					
PERSONAL SERVICES	3,642,146.00	313,070.98	3,642,955.10	(809.10)	100.0
MATERIAL AND SERVICES	244,000.00	22,264.70	237,589.98	6,410.02	97.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	99,496.00	.00	.00	99,496.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,985,642.00	335,335.68	3,880,545.08	105,096.92	97.4
FIRE:					
PERSONAL SERVICES	266,529.00	16,570.67	229,834.73	36,694.27	86.2
MATERIAL AND SERVICES	109,500.00	12,477.89	121,929.97	(12,429.97)	111.4
CAPITAL OUTLAY	.00	.00	20.30	(20.30)	.0
DEBT SERVICE	29,990.00	.00	29,678.72	311.28	99.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,019.00	29,048.56	381,463.72	24,555.28	94.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	284,123.00	21,874.86	261,251.60	22,871.40	92.0
MATERIAL AND SERVICES	94,600.00	683.21	18,590.31	76,009.69	19.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	378,723.00	22,558.07	279,841.91	98,881.09	73.9
PARKS & RECREATION:					
PERSONAL SERVICES	319,181.00	28,175.39	311,873.57	7,307.43	97.7
MATERIAL AND SERVICES	143,500.00	22,861.93	126,560.42	16,939.58	88.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	472,662.00	51,037.32	448,413.99	24,248.01	94.9
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	.00	.00	.02	(.02)	.0
MATERIAL AND SERVICES	90,500.00	22,007.99	76,343.23	14,156.77	84.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	90,500.00	22,007.99	76,343.25	14,156.75	84.4
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	169,300.00	14,304.16	126,575.42	42,724.58	74.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	624,000.00	.00	624,000.00	.00	100.0
CONTINGENCIES AND RESERVES	774,596.00	.00	.00	774,596.00	.0
	1,567,896.00	14,304.16	750,575.42	817,320.58	47.9
	8,547,476.00	532,375.94	6,435,785.72	2,111,690.28	75.3
	(1,600,000.00)	(263,302.05)	82,837.11	(1,682,837.11)	5.2

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	525,000.00	48,913.95	515,727.20	9,272.80	98.2
OTHER REVENUE	22,000.00	1,325.00	30,312.73	(8,312.73)	137.8
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	647,000.00	50,238.95	646,039.93	960.07	99.9
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	261,092.00	22,668.14	250,826.67	10,265.33	96.1
MATERIAL AND SERVICES	326,700.00	40,210.08	245,248.27	81,451.73	75.1
CAPITAL OUTLAY	15,000.00	.00	438.75	14,561.25	2.9
DEBT SERVICE	1,073.00	.00	1,068.02	4.98	99.5
TRANSFERS OUT	243,809.00	.00	243,809.00	.00	100.0
CONTINGENCIES AND RESERVES	144,326.00	.00	.00	144,326.00	.0
	992,000.00	62,878.22	741,390.71	250,609.29	74.7
	992,000.00	62,878.22	741,390.71	250,609.29	74.7
	(345,000.00)	(12,639.27)	(95,350.78)	(249,649.22)	(27.6)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,025,000.00	218,755.86	2,115,509.70	(90,509.70)	104.5
OTHER INCOME	60,000.00	3,545.00	98,059.51	(38,059.51)	163.4
TRANSFERS IN	.00	.00	.00	.00	.0
	2,085,000.00	222,300.86	2,213,569.21	(128,569.21)	106.2

EXPENDITURES

WATER DISTRIBUTION:

PERSONAL SERVICES	451,449.00	36,547.31	448,369.98	3,079.02	99.3
MATERIAL AND SERVICES	183,600.00	14,086.89	184,934.23	(1,334.23)	100.7
CAPITAL OUTLAY	50,000.00	8,513.33	57,252.55	(7,252.55)	114.5
DEBT SERVICE	22,434.00	1,780.00	22,428.03	5.97	100.0
TRANSFERS OUT	35,000.00	.00	35,000.00	.00	100.0
	742,483.00	60,927.53	747,984.79	(5,501.79)	100.7

WATER TREATMENT:

PERSONAL SERVICES	37,757.00	2,957.28	31,854.84	5,902.16	84.4
MATERIAL AND SERVICES	613,523.00	94,018.42	604,364.75	9,158.25	98.5
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	757,257.00	.00	757,257.00	.00	100.0
CONTINGENCIES AND RESERVES	173,980.00	.00	.00	173,980.00	.0
	1,592,517.00	96,975.70	1,393,476.59	199,040.41	87.5

DEPARTMENT 24:

CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,335,000.00	157,903.23	2,141,461.38	193,538.62	91.7
	(250,000.00)	64,397.63	72,107.83	(322,107.83)	28.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,650,300.00	309,880.44	3,584,458.20	65,841.80	98.2
OTHER REVENUE	25,000.00	.00	125,568.54	(100,568.54)	502.3
TRANSFER IN	.00	.00	.00	.00	.0
	3,670,800.00	309,880.44	3,710,026.74	(39,226.74)	101.1

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	682,000.00	54,679.90	661,411.94	20,588.06	97.0
MATERIAL AND SERVICES	395,800.00	5,563.24	159,304.30	236,495.70	40.3
CAPITAL OUTLAY	15,000.00	.00	630.85	14,369.15	4.2
DEBT SERVICE	22,434.00	1,780.00	22,427.43	6.57	100.0
TRANSFERS OUT	264,204.00	.00	264,204.00	.00	100.0
	1,379,438.00	62,023.14	1,107,978.52	271,459.48	80.3

WASTEWATER TREATMENT:

PERSONAL SERVICES	51,243.00	3,950.89	43,282.82	7,960.18	84.5
MATERIAL AND SERVICES	1,294,047.00	187,977.96	1,198,177.67	95,869.33	92.6
CAPITAL OUTLAY	15,000.00	.00	7,531.77	7,468.23	50.2
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	1,382,517.00	.00	1,382,517.00	.00	100.0
CONTINGENCIES AND RESERVES	393,055.00	.00	.00	393,055.00	.0
	3,135,862.00	191,928.85	2,631,509.26	504,352.74	83.9
	4,515,300.00	253,951.99	3,739,487.78	775,812.22	82.8
	(844,500.00)	55,928.45	(29,461.04)	(815,038.96)	(3.5)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2025

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	781,400.00	18,716.44	828,546.54	(47,146.54)	106.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	25,000.00	.00	78,856.86	(53,856.86)	315.4
TRANSFERS IN	.00	.00	.00	.00	.0
	806,400.00	18,716.44	907,403.40	(101,003.40)	112.5
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	1,230.62	15,030.86	170,225.14	8.1
CAPITAL OUTLAY	2,021,144.00	.00	60,145.93	1,960,998.07	3.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	2,206,400.00	1,230.62	75,176.79	2,131,223.21	3.4
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,206,400.00	1,230.62	75,176.79	2,131,223.21	3.4
	(1,400,000.00)	17,485.82	832,226.61	(2,232,226.61)	59.4

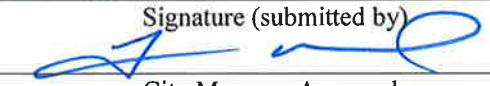
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2025

Originating Dept: Finance & Admin



Signature (submitted by)


City Manager Approval

Subject:

Teamsters Collective Bargaining Agreement.

Recommended Motion:

Motion to authorize the City Manager to execute the City of Brookings Teamsters' Collective Bargaining Agreement for the period July 1, 2025 to June 30, 2028.

Financial Impact:

This adjustment is within current FY2025–26 budget projections for the General Fund, the Streets Fund, the Water Fund, and the Wastewater Fund. No new revenue sources or service reductions are necessary.

Background/Discussion:

Submitted for Council consideration is an agreement with Teamsters Local Union 223. The agreement that expired June 30, 2025, would remain the base agreement with the following key modifications.

1. Effective July 1, 2025, a salary increase based on the All-Cities CPI-W February Index with a minimum 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 2%. Based on the applicable CPI, the total wage increase effective July 1, 2025 will be 4.7%.
2. Effective July 1, 2026, a salary increase based on the All-Cities CPI-W February Index with a minimum 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 2%.
3. Effective July 1, 2027, a salary increase based on the All-Cities CPI-W February Index with a minimum 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 1%.
4. Bargaining unit employees who have completed the following years of service as an employee in the City of Brookings shall receive the following percent of their regular base pay:

<u>Years of Service</u>	<u>Percent</u>
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

5. Increase life insurance from 10K to 20K.
6. Provision allowing replacement of City issued clothing when needed.
7. Other updates to language throughout contract.
8. Term July 1, 2025 through June 30, 2028.

Attachment:

- a. Proposed Teamsters Collective Bargaining Agreement

**CITY OF BROOKINGS (GENERAL
EMPLOYEES) AND
TEAMSTERS LOCAL UNION NO.
223 COLLECTIVE BARGAINING
AGREEMENT**

JULY 1, 2025 - JUNE 30, 2028

UNION NEGOTIATING TEAM

**Rod Palmquist, Chief Negotiator
Jerit Carpenter, Maint Worker
Guy Smith, Lead Utility Worker**

CITY NEGOTIATING TEAM

**Tim Rundel, City Manager
Anella Ehlers, Finance Director
Tony Baron, Director of Public Works and Development Services**

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PREAMBLE

This agreement is entered into between the City of Brookings, Oregon, herein called "City" and Teamsters Local Union No. 223, International Brotherhood of Teamsters of Oregon herein called "Union" for the purpose of establishing wages, hours and other conditions of employment for employees within the bargaining unit of the City of Brookings General Employees.

ARTICLE 1 – RECOGNITION

1.1 Recognition. The City recognizes the Union as the exclusive bargaining agent for the purpose of establishing wages, hours and conditions of employment, for all regular employees of the City of Brookings who work 20 hours or more per week, excluding employees covered by the Brookings Police bargaining agreement, all supervisory and confidential employees as defined by ORS 243.650(6) and (23), seasonal and temporary employees (hired for a limited period of time not to exceed six (6) consecutive months in a twelve (12) month period).

ARTICLE 2 - NON-DISCRIMINATION

2.1 Non-Discrimination. The provisions of the Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, national origin, religion, race, union membership or disability. However, the City reserves the right to prescribe lawful bona fide occupational requirements. The Union and the City share the responsibility for applying the provisions of this Article in accordance with the affirmative action goals required under lawful regulations.

2.2 Gender. All reference to employees in this Agreement designates both sexes, and wherever the male or female gender is used it shall be construed to include both male and female employees.

ARTICLE 3 - MANAGEMENT RIGHTS

3.1 Management Rights. Except as otherwise expressly and specifically limited by the terms of this Agreement, the City retains all its customary, usual and exclusive rights, decision-making prerogatives, functions and authority connected with or in any way incidental to its responsibility to manage the affairs of the City or any part of the City. The contractual rights of employees in the bargaining unit and the Union are expressly limited to those specifically set forth in the Agreement, and the City retains all prerogatives, functions and rights not specifically limited by the Agreement. The City shall have no obligation with the Union with respect to the exercise of its discretion and decision-making. Any such subjects covered by the terms of this Agreement are closed to further negotiations for the term hereof, and any subject which was or might have been raised by either party in the course of collective bargaining, is closed for the term thereof.

ARTICLE 4 - PERSONNEL MANUAL

4.1 Manual. The City will provide each employee and the Union with a copy of City's Personnel Policies. These will be kept updated and provided to the employees and the Union by the City.

ARTICLE 5 - UNION SECURITY

5.1 Check Off. The City, when so authorized and directed in writing by an employee on an authorization form provided by the Union, will make payroll deductions for Union dues and initiation fee. The City shall deduct such dues, initiation fees as certified by the Union from the first salary check each month and forward to the Union within ten (10) calendar days.

5.2 Hold Harmless. The Union agrees to indemnify, defend, and hold the City harmless in the event of any suit or claim against the City arising from the City's compliance with provisions of this Article, so long as the City makes timely compliance with all lawful requests of the Union in the execution of these provisions.

5.3 New Hires. The City will notify the Union of all new hires within thirty (30) days after having been employed, furnishing the Union with the new employee's name, position title, date of hire, department, hourly wage rate, salary step, FTE appointment, cell phone number, home phone number, personal email address, work email address, and, mailing address. The Union shall be invited to meet with new employees during their new employee orientation for a period of not less than thirty (30) minutes. According to ORS 243.894, such time shall be during new employees' regular work hours and the employees shall be paid for time to meet with the Union.

ARTICLE 6 – WAGES

6.1 Wages. Wages shall be in accordance with the wage schedules as set forth in Schedule "A", attached hereto and by this reference incorporated herein.

Effective and retroactive to, July 1, 2025, the salary schedule will be increased by the 12-month change in the All Cities CPI- W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 2%. Based on the applicable CPI, the total wage increase effective July 1, 2025 will be 4.7%.

Effective July 1, 2026, the salary schedule shall be increase by the 12-month change in the All Cities CPI- W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 2%.

Effective July 1, 2027, the salary schedule shall be increase by the 12-month change in the All Cities CPI- W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary schedule will be increased by 1%.

6.2 Pay Periods. Employees shall be paid semi-monthly on the 15th and the last day of the month. In the event the regular pay day falls on a recognized holiday or weekend day, employees shall be paid on the preceding regular work day.

6.3 Acting in Capacity. An employee who is temporarily assigned the responsibilities and duties incident to a position higher than that of his regular grade for forty (40) hours or more, or eight (8) hours or more if the assignment involves duties of a lead or supervisory nature, shall have his wage increased five percent (5%) for all hours worked during the assignment.

6.4 New Classifications. In the event the City establishes a new classification which is appropriately included in the bargaining unit, the City shall establish a rate of pay for said classification and shall so notify the Union. The Union may, within fourteen (14) days of the receipt of the aforementioned notice, notify the City in writing of its desire to negotiate the wage rate. Nothing contained herein shall prevent the City from filling the position at the rate the City established unless negotiations have produced a new rate prior to the filling of the position.

6.5 Anniversary Date. An employee's anniversary date, for purposes of salary increases only, shall be their date of hire or date of promotion to a new classification.

6.6 Step Increases.

- A. An employee shall receive a merit step increase upon the successful completion of probation.
- B. Employees will receive annual performance evaluations.
- C. An employee who receives a "meets standard" evaluation shall receive subsequent merit advancement on his anniversary date as provided by the salary scale. Such merit step increases shall be within the approved salary range for the position occupied by the employee.

6.7 Longevity.

Bargaining unit employees who have completed the following years of service as an employee in the City of Brookings shall receive the following percent of their regular base pay:

Years of Service	Percent
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

Note: The above percentages are not cumulative. Example: At 10 years of service an employee receives a total of 1.5% of base pay for longevity; not 2.5%. Years of Service is on their anniversary date. If an employee's anniversary date is February 1, 2025, they would be eligible for 1.0% on February 1, 2033, the 8th anniversary.

ARTICLE 7 - CERTIFICATION PAY

7.1 Certification Pay. Employees shall be paid certification pay based on Appendix B.

Employees shall receive the increase in their monthly salary beginning the first of the month after the City is in receipt of said certification.

ARTICLE 8 - HOURS OF WORK

8.1 Work Week\Day. The work week shall normally consist of five (5) consecutive eight (8) hour days with two (2) consecutive days off or four (4) consecutive ten (10) hour days with three (3) consecutive days off. Eight (8) or ten (10) consecutive hours of work within a twenty-four (24) hour period shall normally constitute the regular work day.

8.2 Breaks. Each employee shall receive a minimum of thirty (30) and a maximum of a sixty (60) minute unpaid lunch break and two fifteen (15) minute rest breaks with pay per normal shift.

8.3 Flexible Work Schedule. The Union and the City may, by mutual agreement, employ any other flexible work schedule.

8.4 Work Schedule. Each employee shall be scheduled to work on a regular shift, and each employee shall have regular starting and quitting times within the work day. Except for emergency situations, unless mutually agreed to by affected parties, changes in regular work schedules shall be posted at least five (5) days in advance.

8.5 Trade Days. Trading of days between employees shall be permitted with approval of the Department Head or his designee. For the trade, two employees may agree in writing, solely at their option and with the advanced written approval of the Department Head or his designee, to substitute for one another during scheduled hours of work. The City shall have no obligation to keep track of substitutions, to ensure that a substitution is reciprocated, or keep track of hours worked.

ARTICLE 9 – OVERTIME

9.1 Overtime. The City agrees to pay for overtime at the rate of one and one-half (1½) times the employee's current wage rate for each hour worked in excess of eight (8) per day if employee is on a 5 day 8 hour schedule, or ten (10) per day if employee is on a 4 day 10 hour schedule; or all work performed in excess of forty (40) hours in a seven (7) day period.

Paid leave hours, including sick leave, compensatory time off, holiday leave and vacation leave, are considered hours worked for the purposes of computing overtime.

9.2 Compensatory Time. An employee shall be compensated for overtime worked in the form of payment or compensatory time off at the option of the employee until the employee has accumulated a maximum of eighty (80) hours. The City shall pay for overtime worked after the employee has accumulated the above noted eighty (80) hours. Requests for compensatory time off will be submitted with as much advance notice as possible. In the event the request is denied, the employer may offer alternative dates to be taken.

9.3 Standby. When the City requires an employee to carry a communications device and be able to report for work in less than 30 minutes, the employee so assigned shall receive an additional two (2) hours of straight time pay, exclusive of any pay differential, or, at the employee's discretion, two (2) hours of compensatory time, for each day of standby. Four (4) hours of compensatory or straight time pay shall be received on a holiday as recognized in Article 11.1, except that employees who are assigned to work a regular shift on a holiday shall receive two (2) hours of straight time pay or compensatory time off.

Standby time shall not be considered or treated as hours worked for any purpose.

The City shall establish an eligibility list for standby assignment and such duty shall be on a rotational basis. Standby shall be assigned in blocks of time of seven days. An employee may, upon approval of his/her supervisor, have another qualified employee on the list stand by in his/her place. If the substituting employee agrees to be on standby status, he/she will receive additional compensation at the daily rate mentioned above for each day and remain in his/her original position on the list.

9.4 Safety Release. An employee required by the City to work fourteen (14) or more hours in a twenty-four (24)-hour period shall be guaranteed at least eight (8) hours of Safety Release time off before being required to work their next regularly-scheduled shift or portion thereof. When practicable, prior to working fourteen (14) or more hours in any twenty-four (24)-hour period, the employee shall advise his/her supervisor that the employee believes his/her current work assignment may result in the employee becoming eligible for Safety Release time off. An employee granted Safety Release time off may use accrued leave while absent from his/her regular shift or take the time off as unpaid.

ARTICLE 10 - CALL BACK TIME

10.1 Call-Back. An employee called back to work in a work-related matter more than one hour prior to the beginning or one hour after the completion of a scheduled shift shall be compensated at the overtime rate for all hours worked during the callback with a minimum of two (2) hours pay at the overtime rate. However, an employee called back in such manner on their scheduled days off shall receive a minimum of three (3) hours at their overtime rate. For the purposes of this section, an employee's "scheduled days off" shall begin one hour after their regular quitting time on the last work shift prior to their days off and end one hour before the employee's next regularly scheduled work shift. Time worked under this section shall be computed from the time the employee responds to the call until the time he/she reports to a supervisor or the police dispatch center that he/she has completed the assignment, or is released by a supervisor.

However, an employee called back to work on a work related matter within 30 minutes of having completed an earlier call back, shall not receive the minimum two (2)-hour, or three (3)-hour, call back pay specified above, but rather shall be compensated for actual hours worked at the overtime rate, starting from the end of the earlier call back assignment, as defined above, until the time he/she reports to a supervisor or the police dispatch center that he/she has completed the assignment, or is released by a supervisor.

ARTICLE 11 – HOLIDAYS

11.1 Holidays. The following days shall be recognized by the City as official holidays:

1. New Year's Day on January 1
2. Martin Luther King's Birthday on the third Monday in January
3. President's Day on the 3rd Monday in February
4. Memorial Day on the last Monday in May
5. Independence Day on July 4
6. Labor Day on the 1st Monday in September
7. Veterans Day, November 11
8. Thanksgiving Day on the 4th Thursday in November
9. Day after Thanksgiving
10. Christmas Day on December 25

11.2 Holiday Pay. Full-time employees shall receive eight (8) hours of pay at the employee's

regular hourly rate of pay for each of the holidays listed above.

11.3 Holiday Work. Employees required to work on the above holidays shall receive eight (8) hours of holiday pay at their current pay rate as provided above, in addition to either the current rate of pay for each hour worked on the holiday or, compensatory time off at the option of the employee at the straight time rate for each hour worked on the holiday.

11.4 Observed. For the purposes of this Article and Article 9.3, whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the previous Friday shall be observed as a holiday.

ARTICLE 12 – VACATIONS

12.1 Accrual Rates. Employee(s) will accrue vacation at the following rates:

<u>Completed Years of Continuous Service</u>	<u>Vacation Earned</u>
1 – 4	112 hours
5 – 9	136 hours
10 – 14	160 hours
15 - 19	184 hours

Employees shall advance to the next bracketed vacation accrual rate at the completion of the specified number of years of service, i.e. an employee hired on March 1, 2004 would start accruing vacation at the 136- hour rate beginning March 1, 2009. However, no employee shall be eligible to take vacation leave or pay prior to completion of twelve months of service. Part-time employees shall be credited with pro-rata vacation credits based on the accrual of a full-time employee with one year of service.

12.2 Pay Rate. Earned vacation shall be paid at current salary rate.

12.3 Continuous Service. Continuous service shall be service unbroken by separation from the City except that time spent by an employee on military, vacation, sick leave or holiday leave.

12.4 Death or Termination. Upon termination of a regular employee, he shall be paid for all earned but unused vacation time. In case of death, compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

12.5 Accrual. Employees shall be permitted and encouraged to take a portion of, or all of their vacation time depending upon service requirements as determined by the City, but no more than forty (40) hours more than can be earned in a one year period may be accrued at any time without prior approval of the Department Head and City Manager.

12.6 Scheduling. Requests for vacation shall be submitted on a first-come, first-served basis for approval to the Department Head or designee. All employees shall be scheduled for and granted a vacation each year after the completion of probation.

All requests for vacation in excess of five consecutive days shall be submitted to the Department Head or designee not later than 30 days prior to the first day of the requested vacation, or as otherwise mutually agreed.

ARTICLE 13 - SICK LEAVE

13.1 Accrual. Full-time employees will earn eight (8) hours of sick leave with pay for each full month worked from date of hire. Part-time employees shall accrue sick leave on a pro-rata basis. A total of 960 hours of sick leave may be accrued by each employee. Upon termination of employment with the City, one-half of the employee's unused accrued sick leave will be converted to the Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as determined by the State of Oregon. In addition, employees with at least twenty (20) years of continuous service with the City and who separate from City employment shall be compensated for one-quarter of their unused accrued sick leave at their base rate of pay at separation.

13.2 Utilization. Sick leave with pay is intended to be utilized when employees are unable to work due to illness or off the job injury and to obtain dental, medical or vision care not covered by workers' compensation. Employees shall notify their supervisor of absence due to illness or injury as early as possible prior to the time they would otherwise report to work.

The City may require proof of the reason for utilization of sick leave, and may require a physician's verification after more than three (3) consecutive days.

13.3 Family Illness. Sick leave of three days per occurrence may be used in the event of serious illness or injury to a member of the employee's immediate family living in the employee's household which requires the employee's presence to either care for or arrange for the care of said family member. The employee may request additional time providing the Department Head with a written request prior to taking said leave. In the event of use of leaves in excess of three (3) days to care for family members under applicable medical leave law, the employee will first use all compensatory time, vacation time and then sick leave. Employees with sick leave accumulation above 480 hours may use sick leave prior to other leaves first as long as the 480 accumulation is maintained.

An employee requiring time off on an on-going basis or for multiple days to care for themselves or a family member should contact the Finance and Human Resources Director and provide at least 30 days' notice for planned events or as much notice as practicable. The Finance and Human Resources Director will assist the employee with questions regarding benefits provided under applicable law.

13.4 Compassionate Leave. Three (3) days of paid compassionate leave per occurrence may be used in the event of a death of a member of the employee's immediate family to enable the employee to attend and/or make arrangements for the funeral of the family member. An employee may use an additional four (4) days sick leave when needed.

13.5 Immediate Family. For purpose of this Article, the employee's immediate family shall include the employee's spouse, domestic partner, children, parents, mother-in-law, father-in-law, brothers, sisters, grandparents, grandchildren, or other dependents living in the employee's household.

13.6 Integration with Worker's Compensation. When an employee must take time off from work as a result of an on the job injury or illness he shall receive compensation as scheduled by the State Compensation Board, and may supplement it with sick leave or vacation pay to equal regular

take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice.

13.7 Sick Leave Without Pay. Any full-time employee in need of an extended amount of time off due to illness or injury may apply for leave without pay for a period up to ninety (90) calendar days, once all other accrued leave with pay has been depleted.

13.8 Transfer of Sick Leave. Employees who have exhausted all accrued leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 240 hours of accumulated sick leave may make contributions, and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240 hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

ARTICLE 14 - UNION LEAVE

14.1 Stewards. Up to two (2) employees designated by the Union shall be granted time off with pay to participate in labor negotiations and to conduct business as stewards of the Union when such cannot reasonably be done outside working hours.

ARTICLE 15 - OTHER LEAVES OF ABSENCE

15.1 Jury Duty/Witness. Employees called for jury duty, or subpoenaed as a witness for a work-related matter, shall not suffer a loss of regular City compensation during such absence; however, they shall be required to transfer any compensation received, except for mileage reimbursement received when using a personal vehicle, for the performance of such duty to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued. No private civil case of the employee shall be covered by this court leave provision.

15.2 Military and Peace Corps Leave. Military and Peace Corps leave shall be granted as required by applicable law. Employees may use accrued vacation, holiday and compensatory time for official military leave in excess of the employer-paid time provided by statute.

15.3 Leave Without Pay. A full-time employee may be granted leave without pay for a period not exceeding ninety (90) calendar days. Requests for such leave must be in writing, and must establish reasonable justification for approval by the City Manager. No vacation, sick leave, retirement, or other benefits will be continued or accrued during periods of leave without pay. Employees seeking leave without pay for medical purposes may be requested to engage in the interactive process to review and reasonable accommodation.

ARTICLE 16 – SENIORITY

16.1 Definition. Seniority shall be defined as the total continuous length of service within the bargaining unit and within the employee's job classification.

16.2 Seniority List. The City shall provide the Union with copies of the seniority list on July 1 of each year and shall post the list in a conspicuous place available to all employees.

16.3 Lay Off. In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their classification seniority in their classification provided the employee retained is qualified to perform the work required. The City shall decide in which classification it wishes to lay off employees. The City shall notify affected employees in writing at least thirty (30) days in advance of the effective date of their lay off.

16.4 Bumping. Any employees to be laid off that advanced to their present classification from a lower classification shall have the right to use their seniority to bump into the lower classification if the employee remains qualified to hold such a position. Employees who bump into a lower classification shall suffer no loss of pay until the beginning of the next pay period at which time their salary shall be adjusted to the step in the new range closest to their former salary.

16.5 Recall. Employees shall maintain recall rights for thirteen (13) months from date of layoff. Employees shall be recalled from layoff in their classification according to their seniority in that classification provided the employees possess the necessary qualifications. No new employees shall be hired in one of the classifications until all employees in that classification on layoff status desiring to return to work and who still have recall rights have been recalled. Employees must provide the City with their current address and must be available to report to work within seven (7) days of the certified mailing of the recall notice to said address.

16.6 Probationary Period. New employees shall be on probation without seniority for the first twelve (12) months of their employment. During this probationary period employees may be laid off or terminated at the discretion of the City. Probationary employees laid off or terminated shall have no recourse to the grievance procedure of this Agreement. After the appropriate probation period, new employees will be assigned regular work status and given seniority rights as of the last date of employment.

16.7 Promotional Probationary Period. Employees promoted to a higher classification in the bargaining unit shall serve a probationary period of six (6) months. An employee serving a probationary period shall be returned to his former position, if in the City's judgment, his work or conduct is below acceptable standards. The judgment of the City shall not be grievable.

ARTICLE 17 - JOB DESCRIPTIONS

17.1 Job Descriptions. Employees and the Union shall be provided with job descriptions. If during the life of the Agreement the City changes or modifies the job descriptions, such changes or modifications shall be forwarded to the employees and the Union. Nothing in this clause is intended to restrict the right of the City to make such changes. Such changes will be subject to bargaining for wages only upon request by the Union.

ARTICLE 18 - CLOTHING AND EQUIPMENT

18.1 Uniforms. The City agrees to provide clothing and equipment exclusive of footwear, to each employee performing duties in a City-prescribed uniform, as referenced in AR-23. The City has full discretion to determine which positions will be assigned a uniform and what the uniform will be. If an employee has City issued clothing that is in disrepair, the City will replace the item following request.

ARTICLE 19 - MILEAGE AND PER DIEM

19.1 Per Diem. The City shall provide an employee per diem per day for meals and schedule appropriate lodging for an employee with approved overnight travel as per City policy as defined in the City of Brookings employee handbook.

19.2 Mileage. The City will reimburse employees whenever they are directed and authorized to use their personal vehicle for approved City business as per City policy as defined in the City of Brookings employee handbook.

ARTICLE 20 – RETIREMENT

20.1 Retirement. The City shall pay all required employer contributions for employees into the Oregon Public Employee Retirement System or its successor as determined by the State of Oregon. The City shall pay the employee's contribution (currently 6%).

ARTICLE 21 - HEALTH INSURANCE

21.1 Medical, Dental and Vision. Eligible employees and their eligible dependents shall have available to them Medical, Dental and Vision Insurance as provided by CIS HDHP plan with HSA, including RX, herein referred to as "HDHP Plan."

The City will contribute eighty-seven and one-half percent (87.5%) of the total premium and the employees will contribute twelve and one-half percent (12.5%) of the total premium for the HDHP Plan through pre-tax payroll deductions.

Eligibility is subject to the terms of CCIS insurance provider.

In the event that the health insurance plan provided to employees through the City is determined to be a "Cadillac plan" as defined in the U.S. Affordable Care Act, and such determination results in the assessment of a financial penalty, the parties agree to meet and confer to determine as to whether 1) the penalty shall be paid by the employee, or 2) the City-provided plan will be modified to no longer meet the penalty criteria. If no agreement is reached within 60 days of notice of penalty, any such penalty assessed shall be paid by the employee.

21.2 Health Savings Account (HSA).

On the first pay date of the month in the months of January, April, July and October, the City will contribute one-fourth (25%) of their deductible to each employee's HSA account based on each employee's enrollment.

Probationary employees will receive their contribution in monthly installments, on the first pay date of each month, equal to one-twelfth (8.33%) of their deductible, based on their enrollment. A probationary employee shall become eligible for the aggregate contributions mentioned in paragraph two of this section beginning the first January following the successful completion of the probationary period and will no longer receive the smaller monthly amounts.

The Union recognizes that the City may pro-rate HSA contributions for any employee who separates from service and may deduct any resultant overage from the employee's final pay check. If the overage

exceeds the amount of the final paycheck, the employee will be billed for the difference. Any taxes and penalties related to such overage are the responsibility of the employee.

21.3 Part-Time Employees. Part-time employees shall not be eligible for any insurance coverage.

ARTICLE 22 - LIFE INSURANCE

22.1 Life Insurance. The City agrees to provide twenty thousand dollars (\$20,000) of term life insurance covering employees against both occupational and non-occupational related death.

ARTICLE 23 - LIABILITY AND INDEMNIFICATION

23.1 Liability Insurance. The City will provide employees with liability insurance providing protection for possible claims arising out of acts committed by the employees in the discharge of their duties and in the course of their employment with the City as required by state law.

ARTICLE 24 - EDUCATIONAL REIMBURSEMENT

24.1 Reimbursement. The City encourages all employees to develop themselves through special training and academic courses. The City will participate in an educational reimbursement program as follows:

1. Approvals for educational reimbursement are within the complete discretion of the City. The City's decisions with regard to educational reimbursement are final and not subject to grievance.
2. For job-related courses taken on the employee's own initiative with the City's approval, the City shall reimburse the employee for up to 100% of the cost of tuition and books.
3. All applications for educational reimbursement per section 2 must be submitted in writing accompanied by complete course description materials and be approved by the City prior to the employee taking the course. The employee must receive a passing grade of "C" or above to be eligible for reimbursement. Pass/fail courses will not be reimbursable unless the course provider certifies in writing that the employee's course work was of "C" quality or better.
4. For job-related courses taken at the request of the City, the full cost of tuition and books will be paid in advance by the City.

ARTICLE 25 – DISCIPLINE

25.1 Discipline. No regular (non-probationary) employee shall be subject to suspension without pay, demotion, a reduction in pay or termination for other than just cause.

The parties agree that the primary purpose of discipline is constructive rather than punitive, therefore discipline shall generally be progressive. This is not to imply, however, that initial discipline cannot be imposed at an intermediate or even at the most severe level. Discipline shall generally consist, but not necessarily be limited to, the following actions: written reprimand; reduction in pay; demotion; suspension

(without pay); and discharge. Oral reprimands/warnings or counseling's shall not be placed in an employee's personnel file and are not considered to be formal discipline.

Discipline shall not intentionally be administered in a manner that will embarrass the employee before other employees or the public.

25.2 Discharge. If the City determines there may be just cause for the discharge of an employee, the City shall deliver to the employee and the Union Representative a written notice of such possible action. Such notice shall specify the principal grounds for such action. Any protest of the discharge of an employee shall be through the grievance procedure set forth in this Agreement and filed at step 2.

25.3 Right to Representation. An employee who has reasonable suspicion that disciplinary action may result from a meeting with a supervisor has a right, upon request, to have a representative of the Union present at such meeting. The role of the representative shall be in accord with guidelines set forth by the Employment Relations Board.

ARTICLE 26 - USE OF ALCOHOL AND DRUGS

26.1 City Policy Applicability and Employee Rights. The City's Substance Abuse Policy, Article XIV City Employee Handbook, is applicable to bargaining unit employees along with the following employee rights:

1. The employee shall have the right to have a Union representative present during testing procedures. Nothing herein shall restrict the employee's right to representation under general law. However, this provision shall not cause an unreasonable delay in testing nor shall it be allowed to interfere with the authenticity or reliability of the sample.
2. If the results of the laboratory testing procedures are negative, all further testing shall be discontinued. The employee will be provided with a copy of the results and all documentation on the testing will be sealed and maintained in a secure place. Test results will be treated as confidential information by the City and shall be accessible only to the City Manager, Chief of Police and the City's legal counsel.
3. Any employee who tests positive shall be given access to all written documentation provided to the City from the testing laboratory which verifies the accuracy of the testing equipment used in the process, the chain of custody of the specimen, and the accuracy rate of the laboratory.
4. If the results of the test are negative, the employee shall have the right to grieve in accordance with the grievance process. If the results of these test(s) are positive, neither the Union nor the employee shall have the right to challenge whether reasonable suspicion existed for the ordering of the test.

ARTICLE 27 - PERSONNEL FILES

27.1 Inspection. Each employee shall have the right, upon request, to review and obtain, at his own expense, copies of the contents of his personnel file, exclusive of material received prior to the date of his employment by the City. The official personnel file shall be maintained by the City Manager or his designee.

27.2 Employee Response. An employee may respond, in writing, to any item placed in his personnel file, and said response shall become a part of said file.

27.3 Employee Signature. Each employee shall read and sign any written material that is placed in his personnel file, including merit ratings, written reprimands, demotions, suspensions or discharge. Signing does not necessarily indicate agreement. In accordance with this section, each piece of material of a derogatory nature to be signed by the employee shall bear a statement next to the signature lines that states: "Signing Does Not Necessarily Indicate Agreement".

27.4 Removal of Negative Material. Upon request of the employee, disciplinary actions shall be removed from the personnel file after twenty-four (24) months (or thirty-six (36) months in the event of a suspension) if no subsequent discipline has been imposed.

ARTICLE 28 - GRIEVANCE PROCEDURE

28.1 Procedure. A grievance is defined as a dispute concerning an alleged violation of this Agreement. There shall be no right to grieve oral warnings/reprimands. Should such dispute arise, the following steps shall be used:

Step 1. Department Head. Representatives of the Union or the aggrieved employee(s), with or without the presence of the representative of the Union, shall present the complaint, immediately upon discovery of the alleged infraction but no later than fourteen (14) calendar days after it arises or from the date the employee should reasonably have become aware, to the Department Head. The Department Head shall respond in writing within ten (10) calendar days.

Step 2. City Manager. If the complaint, having been presented to the Department Head in compliance with Step 1, is not satisfactorily resolved at that step, the representative of the Union, may file it as a grievance, in writing, with the City Manager within fourteen (14) calendar days of receipt of the written answer from the supervisor. The written grievance shall include the following:

- a) The nature of the facts describing the problem
- b) Provisions of the Agreement alleged to have been violated
- c) The nature of the remedy sought
- d) The name of the party(s) filing the grievance

The parties shall make earnest effort to reach early agreement on any complaint submitted in compliance with step 2 and shall be permitted to have present at joint discussions of the matter, any person or persons reasonably considered essential to satisfactory settlement. The City Manager shall render a written decision within ten (10) calendar days after receiving the grievance.

Step 3. Mediation. In the event no agreement is reached in Step 2 and within ten (10) days of the City Manager's response in Step 2, either party, the Union or the City, may request mediation. Mediation is a required step, except for termination cases. The parties will agree to a mutually acceptable mediator or agree to use a mediator appointed by the ERB or other agreed provider. Costs for the mediator shall be shared. Mediation will have a cap of 30 days from notice of election to mediate. The parties agree to act in good faith to resolve the dispute. If the grievance remains unsettled after the 30 days, either party

may move to Step 4, binding Arbitration. Requests for Arbitration by the moving party must be within the next 30 days or the grievance ends. The parties may mutually agree to extend the 30 days, but such must occur before the expiration of the initial 30 days.

Step 4. Arbitration. In the event no agreement is reached in Step 3, either the Union or the City may notify the other of its intent to take the matter to arbitration.

If the parties cannot mutually agree on an arbitrator, the moving party shall request from the Employment Relations Board a list of seven (7) arbitrators. The moving party shall strike the first name. The parties shall then alternately strike names from the list until only one remains. Selection of an arbiter and setting a hearing date must occur within 30 days of receiving the list of arbiters, unless otherwise mutually agreed in writing. A party failing to meet these timelines forfeits their position.

The arbitrator shall set a time and place for hearing which is agreeable to the parties. The arbitrator shall be requested to render a decision within thirty (30) days of the hearing.

The authority of the arbitrator shall be limited to determining whether this Agreement has been violated and shall have no power to alter, modify, add to or subtract from the terms of this Agreement. The decision of the arbitrator shall be binding on the parties.

28.2 Expenses. Costs of the arbitrator's services and expenses shall be borne equally by the parties. Each party shall be responsible for the costs of presenting its own case.

28.3 Time Limits. Any time limits specified in this Article may be extended by mutual written agreement of the parties. Otherwise, all parties subject to these procedures shall be bound to the time limits contained herein. If either party fails to follow such limits, the following shall result:

- a) If the grievant fails to respond in a timely fashion, the grievance shall be deemed waived.
- b) If the party being grieved against fails to respond in a timely fashion, the grievance shall proceed to the next step.

ARTICLE 29 - NO STRIKE - NO LOCKOUT

29.1 Strike. During the term of this Agreement the Union shall not allow, cause or cause its members to participate in a strike, as defined in ORS 243.726 or 243.732 nor shall it cause them to commit any acts of work stoppage, slow down, or refusal to perform any assigned duties.

29.2 Discipline. Any employee who commits any of the acts prohibited in this Article shall have automatically committed an offense violating just cause standards and shall be subject to immediate discharge or other disciplinary action.

29.3 Union's Responsibility. In the event of a strike or other work stoppage either on the basis of individual choice or collective employee conduct, the Union upon notification shall make a reasonable good faith attempt to secure an immediate and orderly return to work.

29.4 Picket Line. Members of the bargaining unit agree that they will not honor any picket line established by any labor organization when called upon to cross such picket line in the performance of duty.

29.5 Lockout. There will be no lockout of employees in the unit by the City during the term of this Agreement.

ARTICLE 30 - BULLETIN BOARD

30.1 Bulletin Board. A Bulletin Board and space in City Hall and the Public Works Department for same shall be provided by the City. Postings on such Board shall be restricted to official business.

ARTICLE 31 - OUTSIDE EMPLOYMENT

31.1 Application. Employees wishing to engage in off-duty employment must obtain approval from the City Manager by submission of a request in writing. Such written request shall specify the name of the prospective employer, the job title of the position and a description of the nature of work to be performed. In order to be approved, the outside employment must:

1. In no way distract from the efficiency of the employee in his work for the City.
2. In no way conflict with the interest of the City or be a discredit to the City.
3. Not take preference over work required by City employment.
4. If the employee is performing the same type of work off-duty as they are on-duty, their wage must be at least the same as their on-duty wage.

31.2 City Response. Written response shall be provided by the City Manager within fifteen (15) days of the request.

31.3 Revocation. It is understood that the City, with just cause, may at any time revoke permission to hold outside employment. Such notification shall be in writing and, except in emergencies, seven (7) days' notice shall be given.

ARTICLE 32 - SAVINGS CLAUSE

32.1 Savings Clause. The provisions of this contract are declared severable and if any section, subsection, sentence, clause or phrase of this Agreement shall for any reason be held to be invalid or unconstitutional by any court of competent jurisdiction, administrative agency or by legislative action, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Agreement; but they shall remain in effect, it being the intent of the parties that this Agreement shall stand notwithstanding the invalidity of any part. The parties agree to immediately negotiate a substitute, if possible, for any invalidated portion.

ARTICLE 33 - TERM OF AGREEMENT

33.1 Term. This Agreement shall be effective July 1, 2025, and shall remain in effect through June 30, 2028. It shall remain in full force and effect from year to year thereafter unless either the City or the Union shall serve written notice to bargain a successor agreement no later than January of the expiring year.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in their respective names by respective representative thereunto duly authorized.

For the City:

For the Union:

Signature Date

Signature Date

Title

Title

EXHIBIT A
SALARY SCHEDULE – WAGES
Effective July 1, 2025
(Reflects 4.7%)

	Step	1	2	3	4	5	6	7
	Grade							
Lead Utility Worker	12	4577	4806	5046	5298	5563	5841	6133
Planning Technician	9	3951	4149	4356	4574	4803	5043	5295
Utility Worker	7	3583	3762	3950	4148	4355	4573	4802
Accounts Rec Clerk II	7	3583	3762	3950	4148	4355	4573	4802
PW Admin Assistant	7	3583	3762	3950	4148	4355	4573	4802
Maintenance Worker	5	3250	3413	3584	3763	3951	4149	4356

Appendix B

Public Works Job Classifications/Certifications

Job Title	Pay Scale	Basic requirements
Lead Utility Worker	12	WWC II, WD II, EO, CDL
Utility Worker	7	WWC II, WDI
Maintenance Worker (1)	5	No certificates

(1) A maintenance worker who obtains a WWC II and WDI shall be reclassified as a Utility Worker.

All employees may be assigned to perform duties in water distribution, wastewater collection, streets, parks, facilities, storm drain or other PWD functions for which they have been appropriately trained and/or certified.

The following pay enhancements are available to any Maintenance Worker who obtains and maintains the listed certificates:

WWC I	2.5%
WD I	2.5%
WWC II	2.5%

The following pay enhancements are available to any Utility Worker who obtains and maintains the listed certificates:

WWC III	2.5%
WD II	2.5%

The following pay enhancements are available to any above listed employee who obtains and maintains the listed certificate:

Certification	Addl. \$	Criteria
Equipment Operator	5.0%	City exam
Electrician	5.0%	State license
Plumber	5.0%	State license
Pump Mechanic	5.0%	certificate
Building Inspector	5.0%	State certification
Mechanic G1	1.5%	ASE
Mechanic A	1.5%	ASE
Mechanic Master (2)	5.0%	ASE
Cross Connection Specialist	2.5%	State certification
Backflow Assembly Tester	2.5%	State certification
L CDL	1.0%	State license
Hazardous Material	1.0%	State certification
Pesticide Commercial or Public Applicator License	2.5%	State license
Playground Safety Inspector	1.0%	National certification

(2) The 5.0% Mechanic Master enhancement includes Mechanic G1 and A enhancements.

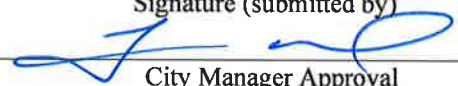
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2025

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: Integrator of Record Award

Motion:

Authorize City Manager to execute an agreement with The Automation Group (TAG) to provide integrator of record services on an as needed basis for the City of Brookings.

Financial Impact:

unknown

Background/Discussion:

In an effort to reduce engineering costs on the USDA-RD funded Wastewater Treatment Plant and Collection Systems projects, the city is seeking to hire an “Integrator of Record” specifically for electrical engineering, hardware and software installation on any of the city’s SCADA system upgrades as part of this project. Staff along with The Dyer Partnership (City Engineer) believe this will save the city a significant amount of money as it will streamline the development of plans and specifications for the SCADA system upgrade.

On June 18, 2025 the City of Brookings advertised a Request for Qualifications (RFQ) for Integrator Services. Two firms, The Automation Group (TAG) and Control Systems Northwest (CSNW), submitted Statements of Qualifications. The statements of qualifications were scored independently by three of Dyer staff members, with scoring reflective of the scoring criteria outlined in the RFQ. Both proposals were responsive and well written. The Automation Group (TAG) received the highest overall score (227/300), excelling in location, experience, and qualifications.

The purpose of this RFQ is to aid the City in selecting the best firm or integration company to assist the City as they operate, maintain, expand and develop their electronic control and SCADA networks.

Based on the scoring criteria in conformance with the RFQ, staff is recommending TAG as the successful proposal.

Respondents	Score out of 300
The Automation Group (TAG)	227
CSNW	218

Attachments:

- a. Dyer Recommendation to Award Letter & Scoring Tabulation
- b. The Automation Group (TAG) Proposal and Fee Schedule
- c. Control Systems Northwest (CSNW) Proposal & Fee Schedule



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

July 22, 2025

Tony Baron, Public Works Director
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

RE: City of Brookings
Integrator of Record Proposals

Dear Mr. Baron:

This letter is to recommend action by the City of Brookings in response to the proposals received on July 9, 2025 at 2:00 PM for integrator services. Two responsive proposals were received. As part of the evaluation process a scoring matrix was developed to evaluate the 2 firms based on location of firm, familiarity with City of Brookings, references, relative experience, and understanding and approach/quality of Submittal of Qualifications. The Dyer Partnership utilized 3 employees to independently rate the proposals. The Automation Group (TAG) received the highest overall score. The proposals were from the following firms:

1. The Automation Group (TAG)
2. Control Systems NW, LLC (CSNW)

We recommend that the City of Brookings proceed with awarding the Professional Services Contract for Integrator of Record services to TAG, subject to the concurrence of the City of Brookings, City Council, and legal review if required.

Based on our evaluation, TAG possesses the necessary experience and qualifications to effectively provide these services to the City. A copy of the scoring is attached.

Sincerely,

Joseph Goette, PE
Project Manager

Reviewer #1 Scoring	Selection Criteria	Relative Weight	CSNW Score	TAG Score
	4.A Location of Firm	15	11	13
	4.B Familiarity with City	20	0	2
	4.C References	15	13	15
	4.D IOR or Relative Experience	30	28	28
	4.E Understanding and Approach; Quality of SOQ	20	18	16
	Total	100	70	74

Reviewer #2 Scoring	Selection Criteria	Relative Weight	CSNW Score	TAG Score
	4.A Location of Firm	15	12	13
	4.B Familiarity with City	20	1	5
	4.C References	15	15	15
	4.D IOR or Relative Experience	30	28	26
	4.E Understanding and Approach; Quality of SOQ	20	19	18
	Total	100	75	77

Reviewer #3 Scoring	Selection Criteria	Relative Weight	CSNW Score	TAG Score
	4.A Location of Firm	15	12	13
	4.B Familiarity with City	20	1	4
	4.C References	15	14	15
	4.D IOR or Relative Experience	30	28	28
	4.E Understanding and Approach; Quality of SOQ	20	18	16
	Total	100	73	76

Cumulative Totals	CSNW Score	TAG Score
	218	227

July 1, 2025

RFQ Response from



The Automation Group
DELTA Operations • Pacific Water Analytics

4678 Isabelle Street
Eugene, OR 97402
P. 541.359.3755
F. 541.982-2266

City of Brookings

Request for Qualifications for
Integrator of Record



The Automation Group
DELTA Operations • Pacific Water Analytics

July 1, 2025

Attn: Anthony Baron
Public Works & Development Services Director
898 Elk Drive
Brookings, OR 97415

FEIN # 20-5766904

RE: "City of Brookings Request for Qualification for Integrator of Record"

Contact: Gary Jenks
Address: 4678 Isabelle St, Eugene OR 97402
Phone: 541-912-3766
Email: gjenks@tag-inc.us
Addendums Received: None

The Automation Group (TAG) is a products and services company with over 20 years in the industry. Our main office is located in Eugene, Oregon with a smaller office in Salem, Oregon. TAG is licensed, bonded, insured and meets the minimum qualifications listed in RFQ and is in good legal standing in the State of Oregon. TAG can provide the General services and work listed in the RFQ's Scope of Services. If this proposal is accepted by the City, The Automation Group agrees to negotiate Contract Terms and Conditions. This Statement of Qualifications is Valid for Ninety (90) Days.

Our Capabilities include in-house UL508a/UL698a/NNNY panel shop, Allen Bradley (Silver) and GE Systems Integrator status, field technicians experienced in water, wastewater and pump station start-up and Commissioning, and Project Management systems in place to ensure a successful project. TAG is a recognized system integrator with multiple manufacturers as well as a representative for products such as Endress & Hauser, Hach, Chemtrac (analytical instruments), Cattron (formerly Antx), and Catalyst (Autodialers), Walchem (Metering Pumps) and in-house products produced by TAG including the RA-1400 MTU/ RTU, Cellular Dialer System, Mobile Monitoring System for external Plant Control and chemical feed systems. TAG has in-house Electrical Design for SCADA/PLC Systems and Panels and can provide Certified Startup for VFD Systems and Flow/Level Devices. TAG can also provide instrument Calibration to meet State requirements for certification/verification.

TAG has a solid reputation in Water/Wastewater industry working in such environments through the projects that it has completed. The mission statement of The Automation Group is to be **"The Recognized Leader in providing the most innovative Software Development, Control Systems and Instrumentation Solutions for Mission Critical Systems addressing Water & Wastewater Treatment, Energy Management, and Public Utility Applications. We strive to consistently exceed our customer's expectations."**

TAG has a Secondary Company, Delta Environmental that provides Certified State Reporting and Pump Maintenance for Customers that do not employ operators for Wastewater applications. Delta has Level 1 & 2 Operators on staff.

Our Primary Branch is located in Eugene, Oregon with satellite offices in Coos Bay, Portland and Heppner, and local support from our Salem office. We have 34 employees on staff in the Northwest.

The Automation Group is an Equal Opportunity Employer. In order to provide equitable employment and advancement opportunities to all employees, TAG takes into account the following: merit, past performance, qualifications, attitude, abilities, and other similar factors as determined by management. Our policy is to grant equitable employment opportunities to all qualified persons. It is against our policy to discriminate against any employee or applicant on the basis of race, religion, color, age, sex, pregnancy, national origin, veteran status, disability marital status, sexual orientation, or any other classification protected by federal, state, and local laws per TAG's company handbook.

The Automation Group has no conflicts of interest within the jurisdictional boundaries of the City of Brookings. And will comply with Oregon Revised Statutes and Brookings Municipal Code.

TAG will be fully Committed to the City of Brookings and will respond in a timely manner for service calls, maintenance, and projects that the city may have, if selected as the City's Integrator of Record.

Thank you for the opportunity to present this proposal to the City of Brookings for Integrator of Record.

Sincerely,

A handwritten signature in cursive script that reads "Gary Jenks".

Gary Jenks
President/Owner
gjenks@tag-inc.us



The Automation Group
DELTA Operations • Pacific Water Analytics

Understanding of Need

The Automation Group takes great care and concern as IOR for all of its customers, this will include the City of Brookings if selected as Integrator of Record. TAG understands the services needed and degree of importance that surrounds it. The foremost strength of TAG is the knowledge and understanding of each of the systems in place at customer locations. Prior knowledge of these systems allows TAG to quickly diagnose and provide a solution. For example the City of Veneta relies on TAG to keep its systems up and running. Being involved in their prior projects has given TAG the inside track on understanding how the system operates as well as diagnosing issues using VNC connections to oversee the SCADA and Instrumentation which saves on travel costs. Using technology to bring solutions to the community saves time and money. TAG will bring this knowledge and knowhow to the City of Brookings.

TAG has extensive experience in the Water and Wastewater process and takes every aspect of it seriously. We know how important these systems are to small communities and take pride in being there when we are needed most.

Approach

The Automation Group (TAG) will work closely with the Public Works Director, Operators, and the City of Brookings to understand the current needs at both the Water and Wastewater Treatment Facilities. Our Instrumentation and Control Technicians and Programmers are very familiar and experienced with all the systems and instruments in place. TAG is also a General/Electrical contractor, and services including instrumentation, control, and electrical won't be an issue, as TAG also understands that there will be other upgrades in the near future. We work with many control and SCADA systems provided by other Manufacturers/ Suppliers, in addition to providing our own equipment through our UL 508A, 698A, and NNNY panel shop. Enclosed in the RFQ, there are several references from Oregon municipalities. We encourage speaking with these references to get an understanding of how TAG is servicing their current and future needs, as well as similar experiences, past performance, and our higher standard of Accountability and Service. Our proposed system design will allow for seamless integration, coordinating all existing equipment and all new proposed equipment, all while reducing the overall cost of installation, programming, and future upgrades and maintenance. TAG has many internal resources and technicians available to help your community with all your Water and Wastewater needs.



The Automation Group
DELTA Operations • Pacific Water Analytics

Technical Experience

TAG Excels in...

1. Water Treatment and Distribution Facilities

TAG has been an IOR and involved with all types of facilities from traditional media filters, Reverse osmosis, to membrane system. TAG has worked with packaged systems like Siemens, Pall and Westec integrating delivery and storage to seamlessly work together. TAG is also able to support packaged systems for the Owner after installation if requested for a complete system.

2. Wastewater and Lift Station Facilities.

TAG is currently involved with many lift station upgrades to provide City operators with a reliable control system. TAG has the ability to service the City's lift stations from both the integration and electrical side.

3. SCADA, PLC, and HMI Systems

TAG has been a Rockwell Silver Certified Systems Integrator for over 20 years and requires all Integrators to have a high level of knowledge for support. TAG has a Training facility at the Eugene location and actively trains groups from the Army Corps, Clorox Corporation, Georgia Pacific and Northwest Natural gas among others. TAG has programmers for all of the major systems like Allen Bradley, Rockwell, Siemens, Automation Direct, GE, Cimplicity, iFix, Ignition and many more.

4. Programming and Integration of Chemical Feed Pumps, Variable Frequency Drives, and Process Instruments

TAG has extensive experience programming all types of chemical metering systems with some in-house algorithms that have been proven over time. TAG also provides Walchem pumps and works closely with Hach as an instrumentation provider.

TAG has Factory Certified VFD startup people that can certify and extend warranty for the following Manufactures. TAG VFD technicians have the ability to program and troubleshoot any VFD on the market as well.

- Allen Bradley
- ABB
- Cutler Hammer

5. Public and Infrastructure Financing

TAG is familiar with financing methods including fiscal year spending deadlines and budgeting and has worked directly with department heads to refine yearly budgets. TAG has also worked in conjunction with cities on Rural Development, DEQ and other funding agencies to secure funds as needed.

6. Servicing of Automatic Hydraulic Control Valves

TAG works with the following manufacturers for valves

- Bray
- Roto torque
- EIM
- Auma

7. Instrumentation Servicing and installation of pressure transducers, Flow Meters, Level Transducers and many others.

TAG can provide, install and calibrate most of any instrumentation device

- Endress & Hauser – TAG is the West Coast E+H Factory Provider and can provide a 3- year warranty with every device and can perform Certified Factory Startup
- Rosemount
- Neptune
- Dwyer
- Siemens
- Dayton
- And many more

8. Programming, adjusting operations, and/or servicing backup power generators

TAG can provide integration with all Generator Systems and Transfer Switches.

TAG works with the following Generator system Manufactures

- Caterpillar
- Kohler
- Onan
- MTU
- Generac

9. Programmable Logic Controllers (PLC)

TAG is a certified System Integrator for the following

- Allen Bradley
- Modicon
- Automation Direct
- ScadaPack
- GE
- Siemens
- Omron

10. TAG has Engineers and CAD drafters located at our Eugene Facility

- Daren Dawson
- Joel Judd
- Bryce Jenks
- Gary Jenks

11. Providing UL listed control system cabinets

TAG has a UL Panel Shop located in Eugene, Oregon

- Listing for 508a for standard control panels
- Listing for 698a for Hazardous Location
- Listing for NNNY Custom Built Hazardous Location control panels

12. Providing mobile device access to system information

TAG offers a "Mobile Monitoring System" for customers to login to their facility SCADA system that will give them the ability to do anything just like they are sitting at the Plant.

- Cisco VPN for Complex Systems
- TosiBox for Simple Systems

Support for the following devices

- Windows Laptop or desktop
- IOS
- iPhone
- iPad
- Android
- Any Android phone
- Any Android tablet

13. Providing SCADA system computer support

TAG's Programmers/Techs are capable of supporting computer systems

TAG is a Rockwell Certified Systems Integrator but can support any of the below Primary SCADA Systems

- Rockwell FactoryTalk SE/ME
- Wonderware
- Inductive Automation
- iFix
- Cimplicity
- And others

14. Providing Variable Frequency Drives (VFD)

TAG can provide Certified Startup and Programming for the following drives and extend the warranty.

Allen Bradley

- ABB
- Cutler Hammer

TAG can also program other drives as listed below and many more

- Square D
- Siemens
- Yaskawa
- Automation Direct
- GE

15. Radio Systems

TAG is a Distributer for CalAmp for the Pacific NW
TAG can perform Radio Studies

16. Analytical Instrumentation

TAG works with the following Manufactures

- Hach
- Chemtrac
- Rosemount
- And others

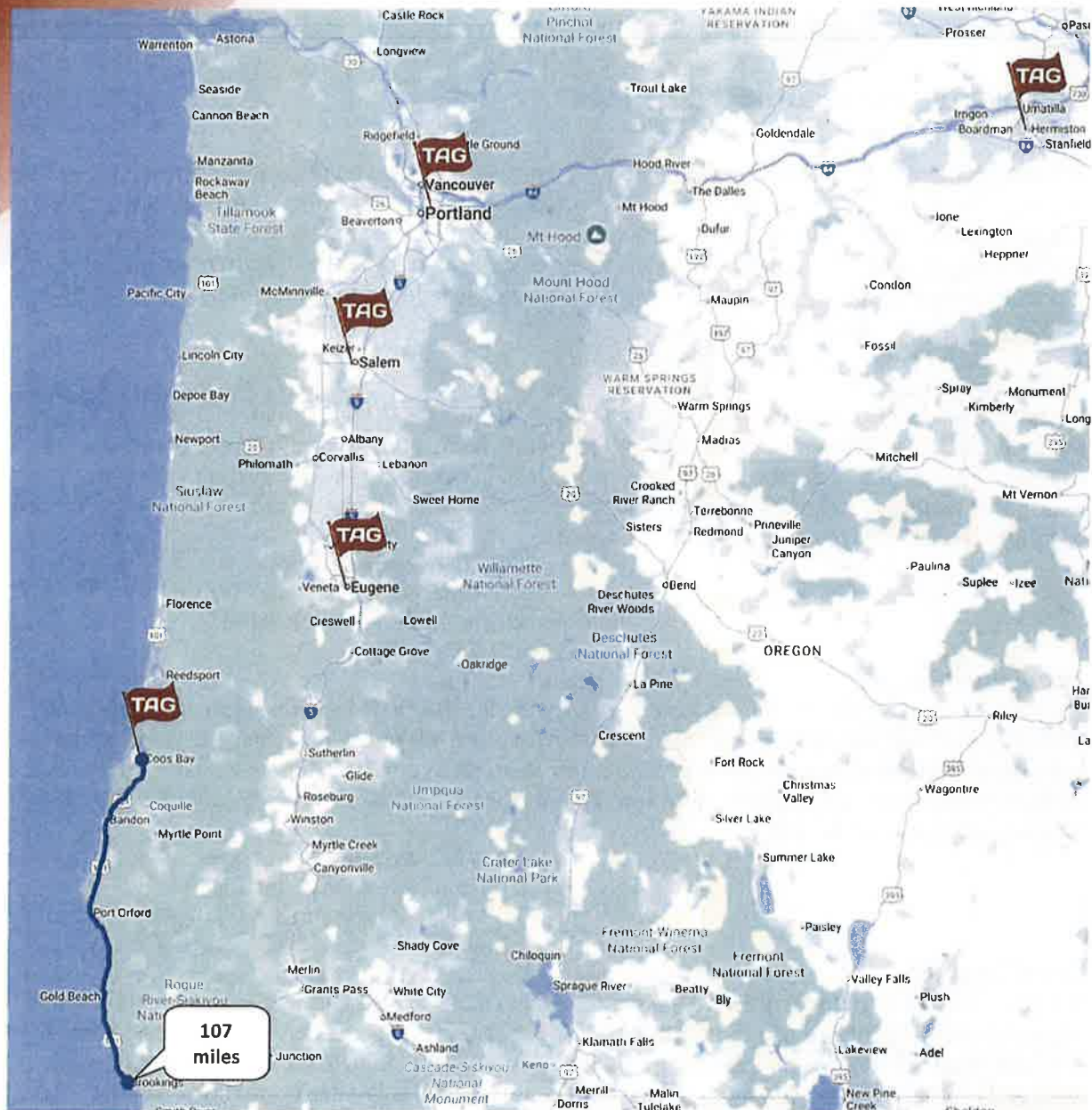
17. Delta Operations – Sub Division of The Automation Group

- Water and Wastewater Pump and Lift Station Maintenance
- DEQ-certified operators, skilled field technicians, and experienced staff to service water monitoring needs
- Professional services company offering water and wastewater consulting, compliance reporting, day-to-day operations, and maintenance services.
- Full turn-key operations or temporary set ups



The Automation Group
DELTA Operations - Pacific Water Resiliency

Proximity to Brookings



TAG has worked directly with Owners and Engineering Firms to specify and design all aspects of Water & Wastewater Systems and implementation phases utilizing our staff from any of our locations in Oregon.

Our Local on-site support for the Owner will be in Coos Bay, Oregon with support from our Eugene office as well. Coos Bay is located 107 miles from the City of Brookings. TAG is available for Services Calls, Maintenance, 24/7 for emergency services and phone technical support. Panels will be built in our Eugene UL580a/698a/NNNY Panel Shop.



The Automation Group
DELTA Operations • Pacific Water Analytics

Prior Experience and References

We work with owners and general contractors to provide the best quality of work possible while helping to build and maintain long-term relationships with our customers. Our contract administration makes sure that all contracts and insurance requirements are executed prior to performing any work. TAG makes every effort to stay within budget with minimal change orders as possible. TAG strives to meet schedule and project needs. We can also provide 24/7 emergency support.

City of Veneta

We have worked with the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 4 well sites, 3 Reservoirs, pump stations and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new reservoirs, wells, a new treatment plant and provide remote connections for the operators. We are currently the city's "System Integrator of Record".

Jack Kelly Pump Station

Kyle Schauer | Public Works Director
PO Box 458 | Veneta, OR, 97487
541-935-2191

City of Junction City

We have worked for the city for 12 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 5 well sites, 3 Reservoirs, and a Water Plant. Over the years we have been involved with all aspects of construction for the water system with new elevated reservoirs, wells, new treatment plant and remote connections for the operators. We are currently the city's "System Integrator of Record".

New Filter System

Jason Knope | Public Works Director
1171 Elm St. | Junction City, OR 97448
541-998-3125

City of Lebanon

We have worked with the city for 4 Years and provide SCADA/HMI Services, instrumentation and telemetry services including a river intake, and 2 Reservoirs. Over the last 2 years we have been involved with the New Water Treatment Plant and provided a PlantPAX SCADA System for high level situational awareness to meet the new concepts of SCADA. We are currently the city's "System Integrator of Record".

New Water Treatment Plant

Brent Hurst | Director
40 N 2nd Street | Lebanon, OR 97355
541-405-5970

City of Cottage Grove

We have worked for the city for 18 Years and provide SCADA/HMI Services, instrumentation and telemetry services including 1 intake, 5 Pump Stations and 3 reservoirs. Over the last 18 years we have been involved with upgrading the SCADA system, and are currently involved in the new filter train and providing remote connections for the operators. We are currently the city's "System Integrator of Record".

New Pump Stations

Ray Pardee | Superintendent (Ret.)
3300 Row River Road | Cottage Grove, OR 97424
541-942-7094

City of Condon

We have worked for the city for 3 Years and provided SCADA/HMI Services, instrumentation and telemetry services. We have been involved with upgrading the SCADA system and are currently involved in upgrading the Intake system. We are currently the city's "System Integrator of Record".

SCADA and PLC Upgrade

Gibb Wilkins | Public Works Superintendent
128 S. Main St. | Condon OR, 97823
541-384-2711

City of Boardman

TAG has worked with the city for 5 years with the Electrical and Controls Design of the Water and Wastewater system including Booster Pump Station, 3 Lift Stations, Reservoir, and Collector Wells. We are currently the city's "System Integrator of Record".

Water/Wastewater Plant Design

Barry Beyeler | Community Development Director
200 City Center Circle | Boardman, Oregon 97818
541-481-9252



The Automation Group
DELTA Operations • Pacific Water Analytics

Project Team Leaders

Gary Jenks – President

With 35 years of dedicated experience in the water/wastewater sector, Gary brings unparalleled expertise in overseeing and implementing system upgrades utilizing the Allen Bradley platform. His meticulous attention to detail and deep understanding of treatment plant processes enable him to swiftly diagnose issues and implement effective solutions. Gary's strategic insight will be invaluable for planning Brookings current and future infrastructure upgrades, ensuring a direct and positive impact on the community.

Jason Kitchens - Journeyman Electrician | PLC Programmer

Jason has the unique ability to service the City of Brookings as both an Electrician and PLC Programmer. This dual skill set enables Jason to not only handle the electrical aspects of systems but also to program and troubleshoot the automation components that control these systems.

Rick Jobe - PLC & HMI Specialist

Rick's mastery of PLC and HMI programming has consistently advanced the automation capabilities of water and wastewater facilities serviced by The Automation Group. He excels at designing and implementing intricate control logic that streamlines complex processes and tangibly enhances operational efficiency. As a key asset for the city, Rick's expertise will be instrumental in fulfilling its critical programming and automation needs.

Justin Heide - SCADA/HMI Specialist | Graphic Design

Justin's SCADA/HMI design has redefined how we visualize, monitor, and manage complex processes within Water & Wastewater treatment facilities. Justin can provide his knowledge and expertise in helping the city with their SCADA system and for future upgrade projects.

Daren Dawson - Electrical Engineer | OSU Graduate

As an Electrical Engineer, Daren offers comprehensive back-end support across all phases of water and wastewater projects. His expertise spans the entire project lifecycle, from initial design, submittal preparation, and drawing creation to component selection and the development of final Operations & Maintenance (O&M) manuals. Daren's understanding of these critical processes makes him an asset for new facilities and essential upgrades.

Eddie Jenks - Journeyman Electrician

Eddie is knowledgeable about electrical codes, safety protocols, and proper installation practices as a Journeyman electrician. He is licensed to perform various electrical tasks, such as installing, repairing, and maintaining electrical systems.

Gary Jenks

President

Experience

- 2006 - PRESENT The Automation Group, Inc. Eugene, OR
President/Owner
 - PLC/HMI Programming
 - Factory Authorized AF Drive Start-up
 - Project Start-up and commissioning
- 2001 - 2006 LH Morris Electric, Inc. Springfield, OR
Controls Division Manager
 - PLC/HMI Programming
 - Factory Authorized AF Drive Start-up
 - Project Start-up and commissioning
 - Responsible for the Daily operations of the Controls Division
- 1995 - 2001 NW Industrial Electric Springfield, OR
Project Manager/Foreman
 - PLC/HMI Programming
 - AF Drive Start-up
 - Project Start-up and commissioning
 - Electrical Installations
- 1990 - 1995 Emerald Industrial Electric Springfield, OR
Foreman
 - PLC/HMI Programming
 - Electrical Installations

Education

- 1990 - 1993 BOLI Salem, Oregon
Inside Wireman Apprenticeship

Summary of qualifications

- 1993
General Journeyman License

Accreditations

- Rockwell Automation System Integrator
Certified Drive Start-up Technician: Allen Bradley, ABB, Cutler Hammer
Advisory Board for Electronic Technology at Lane Community College



Jason Kitchens

Journeyman Electrician | System Integrator

System Integrator, and Journeyman Electrician with 15+ years of experience installing, troubleshooting, repairing, and maintaining various electrical control systems and equipment. I have played an integral part in the design, implementation, and commissioning of new control systems for multiple water and wastewater plants and industrial systems. I have a military background, supervisory experience, and an Associate of Applied Science.

EXPERIENCE

03/2022-PRESENT

SYSTEM INTEGRATOR AND JOURNEYMAN ELECTRICIAN, THE AUTOMATION GROUP

Programming of various types of PLCs with an emphasis on Rockwell platforms. SCADA/HMI programming experience. Instrumentation calibration and troubleshooting. Electrical and control systems troubleshooting, installation, and commissioning with an emphasis on water/wastewater.

3/2021 – 03/2022

ELECTRICAL AND INSTRUMENTATION TECHNICIAN, GEORGIA PACIFIC

Troubleshoot, calibrate, install, maintain, and repair electrical and pneumatic process control systems, and facility electrical distribution equipment. Experience with PLC's, ABB and Allen Bradley drives, experience with AC and DC motors, turbine generators, medium voltage switchgear. Monitoring and performing periodic maintenance, and recalibrating, repairing, or replacing equipment as needed.

02/2019 – 03/2021

MAINTENANCE TECHNICIAN/ELECTRICIAN, KINGSFORD MANUFACTURING CO.

Troubleshoot, maintain, and repair industrial manufacturing systems and equipment with emphasis on electrical, but also some mechanical/millwright work. PLC, SCADA system programming, basic network/telecom, Electrical Safety Specialist, oversee LME apprentices, assist with plant upgrades and give input for new electrical installations and upgrades.

06/2013 – 02/2019

JOURNEYMAN ELECTRICIAN, OLSSON INDUSTRIAL ELECTRIC

Oversee, plan, and assist in electrical installations for power, control, and network in industrial settings. Installation and field terminations of various electrical devices, conduit bending/installation, wire pulling, PLC and MCC installation/maintenance, assist facility personnel with troubleshooting, commissioning.

10/2006 – 01/2012

AVIATION ELECTRICIAN, US NAVY

EDUCATION

ASSOCIATE DEGREES, LANE COMMUNITY COLLEGE

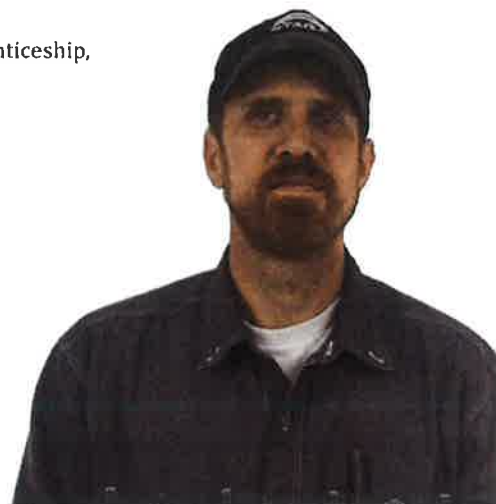
Associate of Applied Science, Associate of General Studies. Completed electrician apprenticeship, and classes of various backgrounds including networking and computer science.

OREGON STATE UNIVERSITY

2 years working toward electrical engineering degree with training in circuit analysis, computer programming, circuit building and testing, complex problem solving.

SKILLS

- PLC programming including troubleshooting, design, and commissioning of industrial control systems; SCADA/HMI programming experience
- Control and electrical system troubleshooting, repair, component replacement and calibration.



Rick Jobe

Systems Integrator / Programmer

TAG – The Automation Group, Inc

April 2015 – Present

Systems Integrator

- PLC Design and Programming
- Instrumentation
 - Flow Meter
 - Level Sensors
 - Turbidity Meter
- SCADA / HMI / OIT Programming
- ACAD
- Troubleshooting

Hampton Affiliates – Tillamook Division – Tillamook, OR

November 2010- April 2015

Process Control

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to the system
- Design PLC and Drive cabinet layouts
- Design IP Camera Systems
- Network Layouts
- Onsite IT support

Sierra Pine Composite Solutions – Springfield, OR

September 2007 – November 2010

Process Control / Electrical Supervisor

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Onsite IT Support

U.S. Natural Resources - Woodland, WA

June 2006 – August 2007

Field Engineer

- Installation of automated lumber equipment
- PLC Controls
- Optimization
- Design and implement changes to system
- Design electrical and mechanical parts
- Optimization Tech support

Intel Corporation- Hillsboro, OR

November 2005 -June 2006

Manufacturing Technician

- Manufacturing microprocessors/chipsets
- Operator of TEL Act8/12, Biorad laser measuring system, Optistation
- Owner of Area Bullpen Technical Support



Justin Heide

HMI Systems Integrator / Graphic Design

Key Skills

Graphic Design, HMI/OIT Design and Implementation, Reporting, Alarming, IP Camera Systems.

Computer Software: FactoryTalk View Studio, RSView 32, WonderWare, RSLogix 500 and 5000 (Studio 5000), Sytech XLReporter, Microsoft Excel, Word, Corel Draw, Adobe Photoshop.

Employment History

3/2011 to Present

The Automation Group
HMI Systems Integrator

Job Description:

- Develop SCADA and PanelView displays in FactoryTalk View SE and ME.
- Develop intelligent alarm strategies using FactoryTalk Alarm & Events.
- PLC Programming
- Develop reports for customers to supply to the State/Government using XLReporter.
- Implement alarm dial-out systems to alert customers of important events.
- Install VPN appliances to allow customers to remote view their SCADA systems.

9/1998 to 3/2011

Instaprint/Shelton Turnbull
Graphic Designer
Mail Processing/Digital Printing Manager

Job Description:

- Developed digital printing solutions for use in variable print applications. Used V.I.P.P (Variable Intelligent Postscript Print) to create statement processing applications for Credit Unions.
- Developed mail-merge applications that used customer databases and processed them through mail software to apply discounted postage using barcodes.
- Created logos and brochures for customers.

Education

2016

Rockwell Tech Ed - FactoryTalk SE, Studio 5000

1997

Lane Community College - Graphic Design



Daren Dawson

Electrical Design Engineer

Experience

2013 - PRESENT The Automation Group, Inc. Eugene, OR

Electrical Design Engineer

- Complete design build for UL508 control panels
- In charge of coordinating Drives and Starters for motor control
- Oversee Design and O & M/Submittal Department
- Produce complete drawings/details/specs/O&M's for review and construction

2005 - 2013 New Way Electric Eugene, OR

Electrical Design Engineer/Project Manager

- Experienced in coordinating and managing electrical aspects of Commercial/Industrial projects from design concept to finished project
- Interface electrical design with Developers, Architects, Engineers, Contractors & Utilities
- Project cost estimates, scheduling, purchasing & coordinating with other trades
- Calculate project load summaries, fault currents & voltage drops
- Coordinate with utilities & inspectors regarding locations, installations & requirements
- Produce complete drawings/details/specs/O&M's for review & construction

2005 New Way Electric Eugene, OR

Electrical Design Engineer/Project Intern

- Used AutoCAD to produce electrical blueprint designs
- Exposed to codes and industry regulations
- Worked with Electrical Designer's Software program
- Performed project cost estimating
- Submitted projects; interfaced with other experts on projects to gain professional development

Education

2001-2005 Oregon State University Corvallis, Oregon

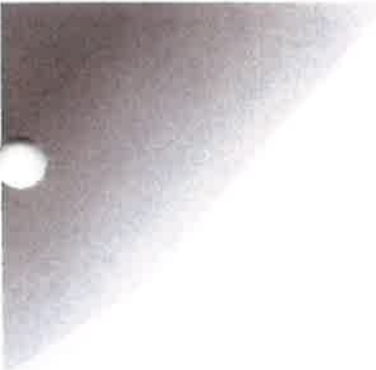
B.S. in Electrical Engineering

- Emphasis on power systems, power electronics, electric machines, & fault studies
- Dynamic testing performance of synchronous, induction, DC, & switched reluctance motors using oscilloscopes, power analyzers, & function generators in OSU power lab
- Power electronics labs investigating components of variable frequency drives & induced variables when using VFD's to drive different motors

Summary of qualifications

- Electrical Analysis, Load Calculations & Producing Plans (AutoCAD)
- Electrical Designer's Reference (Software)
- Fluke Power Analyzers, Electrical Testing Equipment
- National Electric Code (NEC)
- Fluke Power Analyzers, Electrical Testing Equipment





Eddie Jenks

Lead Electrician / Journeyman

Professional Experience

2020 – present

Electrician, The Automation Group (TAG)

2015-2020

Lead Electrician, Atkore international

2005-2015

Electrician, Swanson Group

2002-2005

Electrician, LH Morris

2001-2002

Electrician, Ericson Electric

1995-2001

Electrician, Estimator, Northwest Industrial Electric

1991-1995

Electrician, Emerald Industrial Electric

Additional Skills:

- Commercial and Industrial conduit and wiring including concentric conduit bending.
- Industrial control / PLC wiring
- VFD installation and wiring
- Testing and Troubleshooting





Innovative Solutions for Wastewater Operations

Delta Operations knows that proper water management is vital to environmental health, just as adequate drinking water, sanitation, and hygiene are important to human health. Currently monitoring over 40 water and wastewater systems throughout the State of Oregon, Delta Operations provides DEQ-certified operators, skilled field technicians, and experienced staff to service your water monitoring needs. Our clients include governmental agencies, municipalities, schools, mobile home parks, campgrounds, wood products companies, food and beverage companies, and other small businesses. We can offer full turn-key operations or temporarily step into smaller operations to cover short-term vacancies, vacations, employee turnover, or assist with onsite projects.



Wastewater Systems Operation

A wastewater operator ensures that harmful materials, chemicals, and microorganisms found in wastewater are removed or destroyed before being released into the environment. Delta Operations oversees wastewater systems and creates and monitors rigorous processes to support that operator's success.



Drinking Water Systems

Community water system and those systems serving schools, factories, office buildings, and hospitals (non-transient/non-community systems) are regulated by the Oregon Health Authority under the supervision of a certified operator. The mission of Delta's experienced, certified operators is to reduce the incidence and risk of, and exposure to, waterborne disease and hazardous substances potentially present in drinking water supplies.



Industrial Monitoring and Stormwater Management

The Federal Clean Water Act of 1972 established a national commitment to restore and maintain the chemical, physical, and biological integrity of the nation's waters. Delta Operations shares that commitment to provide safe water for human, fish and wildlife. We adhere to government-mandated permit requirements to provide efficient and effective systems to minimize and eliminate harmful pollutants.

Contact

Chris Helliwell
Industry Manager, Environmental
Phone 406-471-3805
chris.helliwell@endress.com

April 7th, 2025

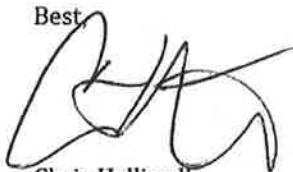
Statement of Preferred Integrator Status

To Whom it May Concern,

As December 1, 2024, The Automation Group (TAG) has been renewed and continues to be recognized by Endress+Hauser as a Preferred Municipal System Integrator. This qualification comes from their experience and willingness to be trained in our products and solutions. As such, this grants them with 2-year extended warranty on applicable purchased products. This is in addition to the standard 12-month warranty from date of shipment. In effect, 3-year standard product warranty from the date of shipment for all applicable products procured and commissioned by TAG.

TAG also has the support of our local, exclusive sales representative – Field Instruments & Controls. Combined, they are equipped to deliver a pre-eminent customer experience in our Environmental markets.

Best


Chris Helliwell

The Automation Group, Inc.
4678 Isabelle St.
Eugene, OR 97402

Contact
Chris Helliwell
Industry Manager, W/WW
Phone 406-471-3805
chris.helliwell@endress.com

April 7th, 2025

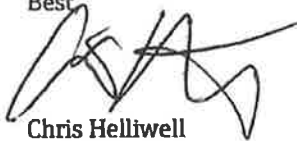
Statement of Warranty on Product

To Whom it May Concern,

As a preferred Endress+Hauser Systems Integrator; The Automation Group of Eugene Oregon receives an additional 2 years of product standard warranty on top of the standard 1-year warranty, from the date of shipment.

In effect, 36 months standard product warranty from the date of shipment for all products procured and commissioned by The Automation Group, Inc. from Endress+Hauser.

Best



Chris Helliwell

City of Brookings 2025 Rate Sheet



The Automation Group
DELTA Operations • Pacific Water Analytics

PLC - HMI - SCADA	179.00
Instrumentation	179.00
Senior Engineering	219.00
Engineering & Design	199.00
CAD Design	134.00
Panel Shop Labor	97.00
Electrical ***	162.00
Admin/Purchasing	99.00
Materials: Overhead/Markup	10% + 10%
Project / Construction Management	185.00

The Automation Group

Straight Time	8:00am to 4:30pm, Monday through Friday
Overtime	After 4:30 (or after 8 hours) Weekdays and all day Saturday & Sunday. (Time & 1/2 x straight time rates)
Double Time	Holidays (2 x straight time rate)

TAG charges hourly service rate from Portal to Portal.

Expenses	Expenses of transportation (e.g. airline tickets, rental car, taxis) will be billed at cost plus 15% processing fees.
Standard Per Diem	275.00 / per night lodging and 79.00 / per day for meals.
Standard Fuel/Mile	Round Trip from TAG office up to 50 miles = 50.00 Round Trip from TAG office over 50 miles = 0.73 per mile

Services are rendered in half-hour increments only with a 2 hour minimum billing charge unless otherwise noted or arranged.

*** For jobs that require prevailing wages per state and/or federal law, rate adjustments may be necessary.

Statement of Qualifications for the City of Brookings

Integrator of Record Services

July 2025



CSNW Managing Office

3553 Arrowhead Drive, Suite 200

Medford, OR 97504

1.888.261.6232

www.controlsystemsnnw.com

Primary Contact

Casey Stribling, PE

Project Manager and Control Systems Engineer

csribling@controlsystemsnnw.com

541.531.9680

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July 7, 2025



City of Brookings
Attn: Anthony Baron – Public Works & Development Services Director
898 Elk Drive
Brookings, OR 97415

RE: Integrator of Record Services Statement of Qualifications

Dear Mr. Baron and Selection Committee,

Your small community relies on safe, efficient water systems, and you need a trusted partner who responds quickly and effectively as your integrator of record. We are committed to being that partner—providing the expertise, reliability, and responsiveness you deserve. Control Systems NW (CSNW) has successfully provided these exact services for many public systems that serve smaller communities, and we are excited to submit our qualifications for your consideration.

CSNW is a Single Member LLC and licensed contractor specializing in control system design and integration. We provide similar integrator services to many nearby communities, including the Cities of Roseburg, Sutherlin, Powers, Canyonville, Cow Creek, Myrtle Creek, and Grants Pass, as well as the Tri-City Water and Sanitary Authority, Umpqua Basin Water Association, and Umpqua Indian Utility Cooperative. Our team has:

- **Proven Experience:** CSNW has successfully provided control system design and integration services for multiple public water and sewer systems in Oregon and Washington.
- **Extensive Industry Experience:** Our senior electrical and control engineers/specialists have more than 150 years of combined experience in municipal electrical and control systems.
- **Strong Vendor and Contractor Relationships:** Our working relationships with SCADA hardware/software vendors and electrical contractors across Oregon bring significant value to our clients.
- **Regional Presence and Responsive Staff:** With staff members located in our Medford and Lake Oswego offices, and a project manager with a strong track record of serving similar clients in the region, our response times and reliability will meet your needs.

CSNW holds many industry certifications and accolades including Rockwell Automation Silver Level System Integrator designation, Inductive Automation Ignition Certified, AVEVA InTouch (formerly Wonderware) certifications, as well as factory training in instrumentation and automation equipment from other manufacturers' offerings commonly installed in Southern Oregon.

Our professional staff are constantly reviewing current technological and best practice trends in the industry to remain at the forefront of design in SCADA instrumentation, communications, controls, and SCADA computer systems. We have a long history of designing, modifying, and replacing systems completed by other contractors and have extensive experience modifying these designs to meet our clients' current needs. We also have clients that have chosen to replace their SCADA systems, and we have successfully completed these conversions many times. Finally, we will bring a willingness to listen and will work with you and your staff to provide long-lasting solutions.

As CEO, I am legally authorized to sign contracts for the firm. Casey Stribling, PE, will act as project manager and be your primary point of contact. Located in Medford, and serving clients throughout the region, Casey will be able to meet your needs of being highly responsive to both on-site and remote requests. CSNW meets the minimum requirements outlined in the City's RFQ, has a policy for non-discrimination, and is an Oregon State Resident Bidder as defined in ORS 279A.120.

We appreciate the opportunity to present our qualifications to provide these services. If you have any questions or would like additional information, please contact us at the information listed below. We look forward to hearing from you.

Sincerely,

Chris Roberts, PE
CEO and QA/QC Review
425.951.5358 | croberts@controlsystemsnnw.com

Casey Stribling, PE
Project Manager and Control Systems Engineer
cstribling@controlsystemsnnw.com | 541.531.9680

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Executive Summary

CSNW's statement of qualifications (SOQ) is organized in the order outlined in the SOQ Content section of the City's RFQ. To show how our qualifications meet the selection criteria, we have provided the following, which includes each category, a summary of our related qualifications, and the location where you can find additional information within the SOQ.

3.A Proximity of Firm and Key Team Members

Our primary CSNW team members are located in Medford, Oregon. Casey Stribling, our proposed primary contact and project manager, can drive to the City within two and a half hours. In addition, he provides similar services to many clients in the region and is often in the area. Our team also has significant experience providing remote support to clients for similar services and has been doing so successfully for similar communities in Oregon. **Find more information in:** Section 2.D Project Team starting on [page 15](#) and Section 2.E Availability starting on [page 17](#).

3.B Experience and Familiarity with the City

While the CSNW team has not supported the City with specific projects, we are very familiar with the major SCADA systems that our clients and potential clients currently utilize. We have provided integrator services and equipment and software upgrades for many other similar Oregon clients. **A description of our familiarity is included in:** Section 2.A Understanding of Need on the [next page](#).

3.C References

As you will find through contacting our references, CSNW staff have an unmatched work ethic, are highly responsive, and have exceptional problem-solving skills. Our integrity and professional competence, paired with our ability to collaborate with our clients, brings many repeat customers and long-term working relationships. We encourage you to reach out to our references regarding our qualifications. **References are included in:** Providing Services for Similar Communities starting on page 8, and in Section 2.F References on [page 18](#).

3.D Experience Serving as IOR for other Communities

CSNW has had the role of Integrator of Record (IOR) and provided similar SCADA system evaluation, upgrade, and on-call services to many other Oregon communities, including the Cities of Cave Junction, Roseburg, Sutherlin, Powers, Canyonville, Cow Creek, Myrtle Creek, and Grants Pass, as well as the Tri-City Water and Sanitary Authority, Umpqua Basin Water Association, and Umpqua Indian Utility Cooperative, among others. **Summaries of our services for similar clients are included in:** Providing Services for Similar Communities starting on [page 8](#).

3.E Understanding and Approach; Quality of SOQ

Our understanding of the City's needs and approach to the work is included in sections 2.A Understanding of Need and 2.B Approach starting on the [next page](#). We pride ourselves on our ability to listen, communicate, and provide quality deliverables and hope to show the City our capabilities through providing integrator services.





2.A Understanding of Need

CSNW understands the dynamics of small water systems and their challenges. We empathize with clients of all sizes and pride ourselves in providing effective solutions to reduce efforts and stress. Our ultimate goal is to establish enduring relationships and trust through ongoing support.

Understanding, maintaining, and planning for upgrades and additions can become extremely convoluted with the different manufacturers, integrators, and institutional knowledge that comes and goes with the ebb and flow of contractors, City staff, and consultants. CSNW strives to help our clients understand the intricacies of their systems and help guide them in the development and documentation of standards. In choosing an Integrator of Record, the City is able to identify and separate wants and needs and work together to figure out how these can align with budgetary and time constraints.

CSNW specializes in collaborating with and comprehending the unique dynamics of small systems. While a client's overall size may be modest, we recognize that when challenges or emergencies arise, they carry substantial significance for these municipalities. CSNW empathizes with our clients, big or small, and we take pride in our ability to rise to the challenge and provide solutions to reduce our client's efforts and stress.

It is our intention that as our team designs systems, develops control strategies, and deploys and tests these systems, that you and your staff are active participants in each step. This means understanding and providing input for the operations, and taking ownership with confidence knowing you were part of the process.



2.B Approach

Similar to our proven successful approach with other smaller water and wastewater systems, CSNW plans to approach this work through three types of services to help guide the City toward a path of modernization and reliability. Each service type is discussed below in detail with examples of work we have performed for similarly sized communities.

On-Call System Maintenance and Support Services

CSNW will have staff on-call to help the City maintain, troubleshoot, and support existing infrastructure on a day-to-day basis. Where possible, CSNW will attempt to remedy urgent issues remotely to save the City time and money. If a remote solution is not readily available, CSNW has licensed team members within a two and a half hour drive who can provide electrical troubleshooting, replacement, and programming.

Some typical tasks provided with this area of focus have included: level transducer replacement, pump troubleshooting, PID loop tuning, developer submittal review, UPS battery replacement, general electrical troubleshooting, historian data extraction, radio communications troubleshooting, alarm call out response, and coordination with engineers and contractors on capital improvement projects.

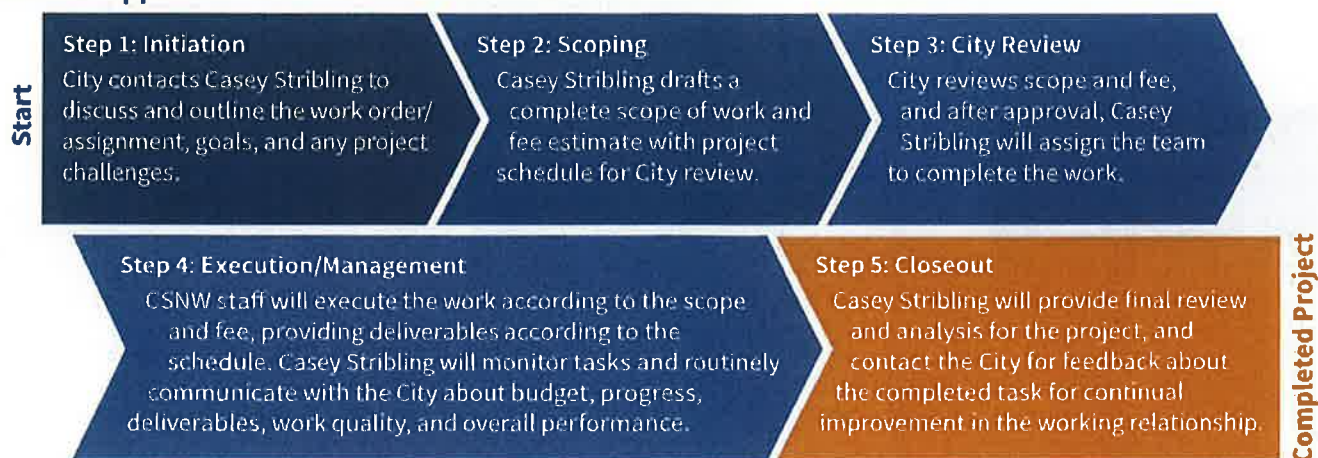
Typically, these types of tasks are on a time and materials basis with a not to exceed dollar amount set by the City. CSNW will begin work as soon as possible after receiving a request from a City-permitted staff member. This approach allows us to provide expedited responses to the City's requests.

Planning, Engineering, and Design Services

CSNW will work closely with the City to review each element in the control system and document deficiencies and areas of improvement. CSNW will help clearly explain industry standards and options available to the City, as well as how those options affect cost, reliability, and serviceability. By using empirical data derived from experience, as well as manufacturer published data outlining mean time to failure, CSNW will help the City estimate expected remaining lifespans of key elements in the control system and determine viability for reuse of components.

As decisions are made as to what options are best suited for the City, CSNW will help the City identify and delineate the upgrades into individual projects. After individual projects are defined, CSNW can begin the design phase where a team of engineers prepare plan sets to implement the proposed projects. At this point, CSNW will typically provide the City with detailed cost estimates and timeframes for the implementation of each project.

CSNW's Approach to Work Orders and On-Call Contracts





As each City's needs are unique, some example tasks provided with this area of focus have included: SCADA Master Plan documents, capital improvement documentation, City board/council presentations, CAD drawings for proposed upgrades, tours of other water facilities to evaluate alternative solutions, and assistance searching for funding avenues. CSNW will not perform work related to these services without written approval from the City.

Implementation and Integration Services

CSNW will work with the City to implement the upgrades in a well-coordinated, documented, and staged approach. CSNW will make sure that all disruptions to the system are kept at a minimum and preemptively coordinate with the City to discuss any anticipated effects of installation. During programming, startup, and testing, CSNW will work closely with operators and take their input into consideration throughout the process.

Some typical subtasks provided with this area of focus have included: electrical control panel manufacturing, electrical installations, mechanical installations and modifications, programmable logic controller (PLC) programming, human machine interface (HMI) programming, operator interface programming, operator training, as-built drawings, and operation and maintenance (O&M) manuals.

Upon satisfaction of the City, these upgraded projects will then transition into our on-call services for maintenance and support while the next implementation project is planned. CSNW will not perform work related to these services without written approval from the City.

Approach Conclusion

There are numerous ways to design and implement control systems. CSNW's approach is to consider the City's best interest by designing a system that not only addresses the present requirements but also the future interests of the City. We hope that this approach meets the needs of the City and that we are selected to be part of your team.

Solutions That Put People First

At CSNW, we bridge the gap between engineering and construction to provide seamless, well-organized, and effective control system design and integration. We listen closely to our clients and their system operators to provide long-lasting solutions.

2.C Experience

Firm Overview

CSNW consists of electrical and control engineers and specialists with more than 150 years of combined experience in the industry who have implemented a variety of projects across the Pacific Northwest.

CSNW is a Single Member LLC and subsidiary of RH2 Engineering. As a licensed contractor specializing in control system design and integration, this relationship between CSNW and RH2 provides our clients with the benefit of having both licensed electricians and control system specialists with hands-on, in-the-field experience, as well as the engineering professionals who specialize in the design and operation of municipal water and wastewater systems.

With locations throughout the Pacific Northwest, we take pride in our ability to be available to our clients in time sensitive situations. CSNW's professionals often travel throughout the region to meet our client's needs. We also have secure systems to facilitate remote access for immediate service in addition to on-site technical support, if needed.

CSNW regularly provides long-term on-call services after projects are complete. Our control staff are also available around the clock to respond to emergencies that occur during evenings, weekends, or holidays.

Our Core Services

Control System Design/Development Services

- Master planning
- Control system design
- Cybersecurity design
- SCADA computer/network/virtualization system design
- Programmable Logic Controller (PLC)/Human Machine Interface (HMI) software development
- Analytics/reporting
- Alarm notification systems
- Remote access

Construction Services

- Factory testing of control panels/MCCs/instrumentation
- IT/communication services
- Field startup testing
- Commissioning
- Operations and maintenance (O&M) documentation
- Training

Specialized Expertise



- Designing electrical and control systems
- Designing servers
- Programming and system troubleshooting
- Installing software and hardware revisions
- Performing software modifications
- Preparing updated documentation to record changes
- Representing owner's interests in major projects
- Providing phone support, non-emergency on-site support, and emergency on-site support





SILVER
System Integrator

A ROCKWELL AUTOMATION PARTNER



AVEVA



Endress+Hauser 
People for Process Automation

Additional Qualifications

CSNW's lead professionals have decades of experience supporting municipalities throughout the Pacific Northwest with similar efforts.

Licensed Contractor

CSNW is licensed by the CCB in Oregon as an electrical contractor. Our contractor license number is 228012 (dated 10/13/2019). As a contractor, we are not only able to troubleshoot software but are also able to troubleshoot to the electrical component level and are able to replace equipment to help reduce downtime and coordination efforts.

Rockwell Certified Integrator

CSNW is currently a Rockwell Automation Silver Level System Integrator and partner with multiple capabilities, including medium voltage and industry expertise offerings. Our team has demonstrated competency and commitment to lead with Rockwell Automation technologies and has mutually supportive relationships with Rockwell sales and distributors.

We hold many specialized certifications, such as Rockwell Factory VFD Startup, ControlLogix Certified Programmers, ThinManager Integrators, and Stratus ftServer Solution Architects. With this expertise, we are confident that we can meet the instrumentation control demands that are required to successfully support your system.

UL508A Listed Panel Shop

Cascade Controls often supports our team with building and testing panels, if needed. As part of our team efforts, CSNW can design and program SCADA system elements, as well as review submittals and specify equipment. If needed, Cascade Controls will act as our team's UL508A listed panel shop and build the SCADA system panels and use their facilities for testing. Our team has worked with Cascade Controls on several major efforts. We are well-practiced at collaborating in this manner and will be able to provide our clients with a seamless, efficient team.

AVEVA InTouch/Systems Platform

Our team was the first developer of AVEVA InTouch for a Washington State utility in 1994 (City of Renton). Since that time, we have implemented dozens of SCADA computer systems based on AVEVA InTouch and Systems Platforms.

Ignition Software Experience

Our company is a certified integrator for Ignition Software by Inductive Automation. Our staff have knowledge of Ignition software and have been competent in modifying, maintaining, and developing Ignition SCADA software solutions since 2019. To show our commitment to Ignition, our key personnel became Ignition Certified through Inductive Automation University in 2022. We have recommended Ignition software to many of our municipal clients and are currently working on projects to install these systems throughout the Pacific Northwest.

Endress + Hauser Factory Certified Integrator

CSNW is a valued partner and trusted systems integrator with Endress + Hauser (E+H). Through many joint projects with E+H we have an established and lasting relationship that will extend far into the future.



Similar Project Experience

The following chart demonstrates CSNW's and RH2's significant electrical and control experience with many of our clients over the last 5 years. Our team's lead professionals have many years of experience supporting municipalities throughout the Pacific Northwest with electrical and control related efforts. We have included descriptions for several of these efforts starting on the next page and can provide additional information upon request.

Clients	SCADA System Master Planning	HMI Systems Development	SCADA System Software Development	Electrical Instrumentation Design	Instrument and Control Systems Design	UL508 Control System Design	VFD Design and Controls Integration	Wireless System Design	Land Line Communication System Design	Control System Network Design	AutoCAD Design and As-Built Services	Electrical SDC	PLC and SCADA SDC	Information Technology Services	Standby Generator Design	Motor Controller Design	Power Distribution Systems	On-Call Services
Cascade Water Alliance	●	●	●	●	●	●			●	●	●	●	●		●		●	●
Chelan County PUD	●		●	●	●	●		●			●		●			●	●	●
Covington Water District		●	●	●	●	●	●	●	●	●	●	●	●	●		●		●
City of Ashland		●	●	●	●	●	●			●	●	●	●			●		●
City of Bainbridge Island				●	●	●					●					●	●	
City of Beaverton				●	●	●					●			●			●	●
City of Bellevue				●	●	●	●				●	●			●	●	●	
City of Bonney Lake	●	●	●	●	●	●	●				●	●	●		●	●	●	●
City of Cashmere	●	●	●	●	●		●	●		●	●	●	●		●	●	●	●
City of Cave Junction		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
City of Central Point	●	●	●	●	●	●	●	●		●	●	●	●			●		●
City of Chiloquin		●	●	●	●	●		●		●	●	●	●			●		
City of Grants Pass		●	●	●	●	●	●	●		●	●	●	●	●		●	●	●
City of Lynnwood	●	●	●	●	●	●	●			●	●	●	●	●	●	●	●	●
City of Moses Lake		●	●		●	●	●	●		●	●	●	●			●	●	●
City of Mercer Island				●	●	●					●	●						
City of Phoenix		●	●	●	●	●	●	●		●	●		●			●		●
City of Roseburg	●	●	●	●	●	●	●	●		●	●	●	●		●	●	●	●
City of Renton	●		●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
City of Seattle	●		●	●	●	●		●	●	●	●		●	●				
City of Snoqualmie		●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	
City of Sutherlin		●	●	●	●	●	●	●		●	●	●	●					●
City of Talent		●	●	●	●	●	●	●		●	●		●					●
City of Wenatchee				●	●	●		●			●	●						●
NE Sammamish S&W District	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Port of Vancouver USA		●	●	●	●	●	●		●	●	●	●	●		●	●	●	
Rogue Valley Sewer Services	●	●	●	●	●	●	●	●		●	●	●	●			●	●	●



Providing Services for Similar Communities

We are confident that our team will be able to provide excellent service to meet the City's project needs. CSNW's lead professionals have decades of experience supporting clients throughout the Pacific Northwest with similar efforts. We have included brief descriptions for several projects on the following pages, and our references are included on [page 18](#).



Above: Control room after upgrades
Below: Control room before upgrades



Key Elements

- On-Call Integrator
- Treatment Plant SCADA System Upgrades
- Peripheral Site Control Improvements
- Peripheral Site Communication Improvements
- SCADA System Replacement
- SCADA System Master Plan

Water System SCADA Improvements and On-Call Integrator Services*

City of Roseburg | 2014 to Present

CSNW/RH2 was originally selected in 2014 to produce a SCADA Master Plan for the City of Roseburg's water distribution system and water treatment plant (WTP). The City's existing SCADA system was originally installed in the early 1990s and most of the SCADA system technology was based on obsolete Texas Instrument/Siemens technology that was no longer supported or readily available. There was virtually no local support in southern Oregon due to the age of the system and the proprietary nature of most of the equipment.

In 2017 and 2018, we designed and developed a new SCADA system for 17 water distribution system facilities. These facilities originally used RTU devices that were monitored and controlled by the City's WTP control system. The facilities had to be upgraded before the WTP control system could be replaced. The water distribution facilities were upgraded with the latest Allen-Bradley-based controllers, and they now communicate over a broadband 4.9 GHz radio network. The SCADA computer system consists of a distributed redundant Allen-Bradley-based server system with a five-screen HMI workstation system located at the WTP. Three of the screens were set up on a control room desk and two additional 60-inch screens were added to the control room wall. The SCADA server system can withstand multiple system failures and continue to operate.

In 2019, the City decided the Winchester WTP control system needed to be replaced with a large Allen-Bradley-based control system. The design for this upgrade was completed in the winter of that year and construction was completed in February 2020. Because this facility is the only source of water for the City, the WTP could not be shut down during the upgrade process. The upgrade was accomplished without any plant down time by phasing treatment systems from the old control system to the new control system over a period of six weeks. CSNW is the current on-call integrator for the City.

*This project began under an RH2 contract with CSNW staff members.

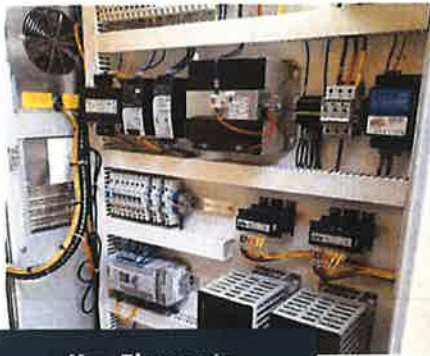
Project Team

- Casey Stribling, PE
- Chris Roberts, PE
- Eric Summers
- Lee Tumbleson, PE
- Derrick Elsner
- Tim Eatherton
- Kesang Sherpa, PE

Client Reference

Daryn Anderson, PE
Project Manager
541.492.6885





Key Elements

- On-Call Integrator Services
- Emergency Services
- Control System Upgrades
- Water and Wastewater Facility Controls Improvements
- Communication Network

On-Call Integrator Services

City of Sutherlin | 2019-Present

CSNW has provided on-call support to the City of Sutherlin since 2019. Our team has provided diagnostic services for existing equipment at the wastewater treatment plant, was a subcontractor to provide SCADA interface development for the facility, managed and created a system network for communications between multiple vendors' equipment, provided new non-potable water equipment and controls, and commissioned a new private network cellular communication system at multiple sites.

We will continue providing ongoing support to the City and are contracted to provide control system software development, O&M manuals update assistance, training services for new systems, system updates, and equipment installation, cost estimating, and budget assistance for upgrades and on-call emergencies.

Project Team

- Casey Stribling, PE
- Eric Summers

Client Reference

Jody Gardner
Wastewater Division Supervisor
541.459.5768



Key Elements

- On-Call Services
- Emergency Services
- Consulting Services
- Phased Upgrades
- Design Services SCADA System Replacement
- Water and Wastewater Facility Controls Improvements

SCADA Services*

City of Grants Pass | 2015-Present

CSNW has been involved with the City of Grants Pass' water and wastewater systems since early 2015. Our team has completed multiple projects using a phased approach due to system constraints, availability of equipment, and ability to take systems offline. The City's water system is comprised of 8 reservoirs and 13 remote pump stations, while the wastewater system utilizes 5 lift stations and private network communication for delivery of wastewater to the restoration plant.

Recent water system improvements of a fault tolerant Stratus server provides the hardware platform for a Rockwell-based SCADA system used for control and monitoring of all remote sites. A phased approach to this project was required due to the existing SCADA system being replaced and the water system needing to remain operational. Other recent projects include seismic monitoring for operation of reservoir valves and system shutdown procedures and ongoing improvements to peripheral booster stations. Improvements to the peripheral sites and water/wastewater facilities are ongoing.

*This project began under an RH2 contract with CSNW staff members.

Project Team

- Chris Roberts, PE
- Eric Summers
- Kesang Sherpa, PE
- Casey Stribling, PE
- Lee Tumbleson, PE
- Tim Eatherton

Client Reference

Jason Canady
Public Works Director
541.450.6110





Key Elements

- Integration Services
- On-Call Support, including After Hours Support
- Control System Design and Upgrades
- Control System Maintenance
- Water System Facility Controls Improvements

Integrator Services and On-Call Support

City of Powers | 2022-Present

CSNW has provided many integrator and SCADA related services to the City of Powers since 2022, including:

- Water treatment plant SCADA upgrades.
- Replacement of legacy control hardware and processors.
- Minimalistic approach to required plant PLCs.
- Updated programming and control strategies for improved plant operation and operator control.
- Improved trending capabilities for operator insight and historical data.
- Peripheral site improvements.
- Minimalistic approach to peripheral site improvement control equipment.
- Reservoir site control improvements.
- River intake control improvements.
- Communications upgrade to peripheral sites for improved data transfer.
- Electrical testing and troubleshooting services.

Project Team

- Casey Stribling, PE
- Eric Summers
- Chris Roberts, PE
- Kesang Sherpa, PE
- Clayton Anderson, PE

Client References

Stephanie Patterson, City Recorder,
541.439.3331
Liz Pancheau-Hutton, Public Works Lead,
541.294.1757
Jamie Patterson, Operations Lead,
541.366.0049



Key Elements

- On-Call Support
- SCADA System Upgrades
- Network Communication Improvements
- Water and Wastewater Facility Controls Improvements

SCADA Services*

City of Cave Junction | 2017-Present

CSNW has been involved with the City of Cave Junction's water and wastewater facilities since 2017. Due to the size of the City and availability to take equipment offline, control system design utilizing a phased approach to projects allows us to be successful with modification and implementation of systems.

The City's water system is comprised of three reservoirs, a river intake, and one well. The wastewater system utilizes four lift stations for delivery of wastewater to the restoration plant. Recent water/wastewater system improvements consist of cellular private network communication to remote sites, server equipment and operating system improvements, Rockwell software migration for the SCADA system, UV system improvements, digester aeration improvements, design of reservoir controls, and design of well system controls. Improvements to the peripheral sites and water/wastewater facilities are ongoing.

*This project began under an RH2 contract with CSNW staff members.

Project Team

- Casey Stribling, PE
- Kesang Sherpa, PE
- Eric Summers
- Tim Eatherton

Client Reference

Steven Bethke
Public Works Coordinator
541.287.0040





Key Elements

- On-Call Services
- Consulting Services
- Electrical Services
- Design Services

On-Call Integrator and SCADA System Upgrades*

City of Ashland | 2018-Present

CSNW has been involved with the City of Ashland water, wastewater, and water distribution systems since early 2018. Our team has completed multiple projects, including new pump station design and implementation, server replacements, VFD replacements, consulting services for UV system improvements, consulting services for control system improvements, design services for VFD replacement, design services for motor control center electrical monitoring, and telemetry system improvements.

*This project began under an RH2 contract with CSNW staff members.

Project Team

- Casey Stribling, PE
- Lee Tumbleson, PE
- Eric Summers

Client Reference

Chance Metcalf, PMP
Senior Project Manager
541.552.2448



Key Elements

- On-Call Services
- SCADA System Master Plan
- Control System Upgrades
- Integrator Services
- Phased Upgrades

On-Call Integrator and SCADA System Planning*

City of Central Point | 2019-Present

CSNW team members assisted with the City of Central Point's SCADA System Master Plan update in 2013, and have been providing integrator services to the City since 2019. Our team assisted the City with developing a SCADA System Master Plan to identify issues with the current system and plan for upgrading components over the subsequent 5 to 10 years. The SCADA System Master Plan work included:

- Reviewing existing SCADA system components and software.
- Interviewing SCADA system stakeholders for current needs assessment.
- Identifying the lifespan of the SCADA system components.
- Identifying weaknesses in the current SCADA system for improvements.
- Creating a list and schedule of upgrades based on stakeholder priorities.
- Recommending improvements to SCADA computer security for remote access.

Since 2019, CSNW has assisted with implementing the proposed upgrades in a phased approach to help meet project goals while working within the City's budgetary framework. At present, CSNW has upgraded nine pressure stations, two pump stations, two master meters, and the HMI system with plans to retrofit variable frequency drives (VFDs) into the system at a future date.

*This project began under an RH2 contract with CSNW staff members.

Project Team

- Casey Stribling, PE
- Eric Summers
- Kesang Sherpa, PE

Client Reference

Kenneth Parent
Water Supervisor
541.664.3321 x264





Key Elements

- On-Call Services
- Integrator Services
- Design Services
- SCADA System Upgrade

On-Call Instrumentation and Control Integrator Services

City of Canyonville | 2022-Present

Following a Water Treatment Plant SCADA System Upgrade in 2022, our team began providing integration services for the City of Canyonville. CSNW is working in a team setting with the City, Engineer of Record, and subcontractors to provide services to increase efficiencies, minimize alarming, increase accuracy for reporting, increase remote access for operators, and reduce stresses to the system. Some of our projects have included:

- Backwash and Distribution Flow Meter Replacement
- Distribution Pump VFD Improvements
- Filter Backwash Control Valve Replacement
- Filter To Clearwell Control Valve Replacement
- Raw Water Flow Meter Replacement

Project Team

- Eric Summers
- Casey Stribling, PE
- Tim Eatherton

Client Reference

Dawn Bennett
City Administrator/Recorder
541.839.4258



Key Elements

- On-Call Services
- Instrumentation and Control Integrator
- Electrical and Controls Engineering
- Radio System Support

On-Call Integrator and SCADA System Upgrades

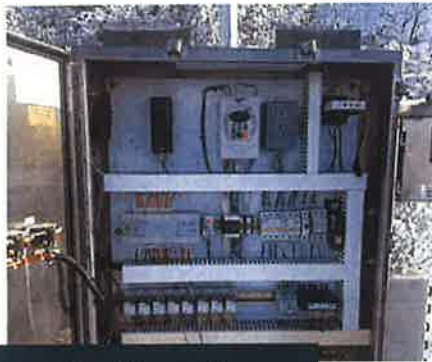
City of Phoenix | 2019-Present

Since 2019, CSNW team members have been providing control system integration services to the City of Phoenix. Services provided include: on-call support and troubleshooting, real-estate development review, communications upgrades, and SCADA HMI system replacement. CSNW is currently assisting in the development of control strategies for an innovative emergency intertie reversal for the City to be able to receive water from the City of Ashland under emergency circumstances.

Project Team

- Casey Stribling, PE
- Eric Summers





Key Elements

- SCADA System Evaluation
- On-Call Services
- Control Panel Design
- Electrical, Control, and Process Engineering
- Installation and Implementation

Integrator of Record

Rogue Valley Sewer Services | 2023-Present

CSNW has been providing integrator services for RVSS for one year. RVSS owns and operates sewage lift stations, flow monitoring facilities, and a recently annexed wastewater treatment facility. With different manufacturer's SCADA systems deployed on some of their sites, they were in need of a consultant to review the current state of the system and identify how to unify their SCADA platform. CSNW began by evaluating the Shady Cove Wastewater Treatment Facility to identify deficiencies in the system and recommend upgrades to meet RVSS' goals. At present, CSNW has completed implementation of the recommended upgrades and plans to use this site as a baseline for creating standards RVSS can use internally for future upgrades in the rest of their system.

Project Team

- Casey Stribling, PE
- Chris Roberts, PE
- Eric Summers
- Kesang Sherpa, PE

Client Reference

Carl Tappert, PE
General Manager
541.727.6881



Key Elements

- SCADA Master Planning
- Control System Upgrades
- Water Facility Controls Improvements
- Communication Network
- Identified Strengths and Weaknesses of the Existing SCADA System
- Led Workshops with City Staff
- Phased Approach to Upgrades and Development of CIP

SCADA System Master Plan and Upgrades

City of Tualatin | 2021-Present

In 2021, the City of Tualatin selected CSNW to help upgrade its existing SCADA system in several phases. Phase 1 involved identifying the existing SCADA system assets and working closely with the City on a plan to modernize the SCADA instrumentation, communications, controllers, computer systems, and operational processes. For Phase 2, CSNW performed the engineering design services required for the modernization of the SCADA sites as determined in Phase 1, including the design for the electrical installation of control system equipment and instrumentation, fabrication-level design drawings of the control panels, and a SCADA radio study for the 450 MHz radio system. Phase 2 also included design the for electrical utility meters, including primary electrical service, electrical meter base and distribution panel installation, secondary electrical service, and conduit and wire between the new meter base and the new control panels at several locations.

The final two phases, which are currently in progress, include equipment procurement, control panel fabrication, control panel shop testing, and control software development (Phase 3), and electrical and control system installation, startup, testing, commissioning, and training (Phase 4). The project is scheduled for completion in Spring 2025.

Project Team

- Chris Roberts, PE
- Eric Summers
- Kesang Sherpa, PE
- Lee Tumbleson, PE
- Derrick Elsner
- Casey Stribling, PE

Client Reference

Nic Westendorf
Deputy Public Works Director
503.691.3673





Key Elements

- On-Call Support
- Integration Services
- Updated Programming and Control Strategies
- Remote Access and Communications
- Consulting Services and Coordination with City Engineer of Record
- Wastewater Treatment Plant Controls Upgrades
- Wastewater Lagoon Integrator of Record Services
- Water Filtration Plant
- Hardware Replacement

On-Call Integrator of Record Services

City of Carlton | 2022-Present

The City of Carlton had originally selected another well-known consultant for integrator services, but soon realized the work being performed was not meeting the City's needs or the quality they required in a consultant. The City contacted CSNW to begin providing these services in 2022, and since then our team has been supporting the City's system in the following ways:

- Wastewater treatment plant controls improvements, including design, hardware procurement, and manufacturing support.
- Wastewater lagoon integrator services.
- Water filtration (WF) plant processor improvements.
- Replacement of legacy control hardware and processors.
- Minimalistic approach to required plant PLCs.
- Updated programming and control strategies for improved plant operation and operator control.
- WF plant server improvements.
- Improved trending capabilities for operator insight and historical data.
- Replacing existing workstation and upgrading server hardware.
- Remote access for City and integrator support.
- Remote communications upgrade over legacy protocols.
- Consulting services for WF plant house water improvements.
- Continued coordination with City Engineer of Record.

Project Team

- Casey Stribling, PE
- Eric Summers
- Kesang Sherpa, PE

Client Reference

Bryan Burnham, Public Works Director, 503.434.2175, or Ben Jones, Assistant Public Works Director, 503.434.0719



Key Elements

- Integration Services
- On-Call Support
- Control System Design
- Control System Maintenance
- Consulting Services

Integrator Services and On-Call SCADA Support

City of Wood Village | 2022-Present

CSNW has provided many integrator and SCADA related services to the City of Wood Village since 2022, including:

- Peripheral site improvements
- Minimalistic approach to peripheral site improvement control equipment
- Emergency communications improvements to peripheral sites
- Software development
- On-call after hours support
- Control system maintenance
- Electrical testing and troubleshooting services

Project Team

- Chris Roberts, PE
- Eric Summers
- Kesang Sherpa, PE
- Tim Eatherton

Client Reference

Erika Normine
Public Works Supervisor
503.489.6859



2.D Project Team

The quality of our work, responsiveness, and availability to respond to emergencies has led to many of our clients placing a high value and trust in the services we provide.

The chart below shows the organizational structure of the key personnel who are available to provide the City with integrator of record services. We have included brief introductions to our lead team members on the next page, and full resumes are included in the [Appendix](#).

The key staff who will support the City are located in our Medford and Lake Oswego, Oregon offices. With redundant resources throughout the region, we have the ability to assign key professionals as needs arise. Our subconsultant, Infinity Electrical Contractors, can provide electrician services, if needed.

We are responsive, reliable, and experienced, with resources throughout the Pacific Northwest.



**Licensed outside of Oregon*



Lead Key Personnel Qualifications



Casey Stribling ^{PE}

Project Manager and Control Systems Engineer

Casey is a project manager and control systems specialist focusing on the design and implementation of mechanical, control, telemetry, and electrical systems. He has worked on various water and sewer system improvement projects and his responsibilities have included planning, control panel design, ladder and function block logic programming, graphical user interface programming, and 3D modeling. He utilizes his mechanical understanding to create operational strategies that work with the available technology. He is proficient in several programming languages as well as Finite Element Analysis and CAD software.

Casey takes a unique approach to project management to help navigate current industry roadblocks of lead times and rising costs. He has spent extensive time learning industry standards and finding ways to better fit the unique needs of our clients. He has been at the cutting edge of Industry 4.0, helping clients understand advanced control capabilities such as machine learning and predictive failure detection.



Chris Roberts ^{PE}

CEO and QA/QC Review

Chris is CSNW's Chief Executive Officer and project manager. As an electrical and control systems engineer with more than 23 years of experience, Chris specializes in overseeing teams completing the design and implementation of electrical, control, and telemetry systems for municipal water and wastewater, industrial, and manufacturing facilities. From his decades of experience supporting a variety of systems, he can quickly solve challenges that arise during the full life cycle of a project.



Eric Summers

Control Systems Specialist

Eric has worked in the electrical power distribution and control field for 27 years. He has extensive knowledge of electrical design, controls, instrumentation, and process equipment, such as PLCs, HMIs, VFD systems, SCADA systems, servers, telemetry systems, and network interfacing. Additionally, Eric has more than 10 years of experience with meter calibration, design of control systems, design of motor control, CAD design, pumping applications, design of server-based data control systems, thin client applications, and consultation of control systems. With the knowledge that has been gained over the course of his career, Eric is able to take control system challenges and develop working solutions that set clients up for success for years to come.



Aaron Burke

Control Systems Engineer

With hands-on experience across system integration, robotics, and industrial automation, Aaron brings a strong mix of technical skill and practical problem-solving to our team. His experience as a controls engineer includes developing and installing automated systems using PLCs, VFDs, HMIs, robotics, and vision hardware. His prior controls experience includes building automation and technician-level work in advanced manufacturing environments. Aaron has successfully commissioned multiple projects across the aerospace, semiconductor, lumber, food, government, and manufacturing industries. Whether programming a new control system, leading design efforts, or collaborating with engineers in the field, Aaron is driven by a commitment to precision, innovation, and teamwork.



2.E Availability

Local Proximity

With our closest office in Medford, we will be able to respond in-person when project needs arise or for emergency situations, as needed. Our project manager, Casey Stribling, and the rest of our professionals often travel throughout the Pacific Northwest to meet our client's needs.

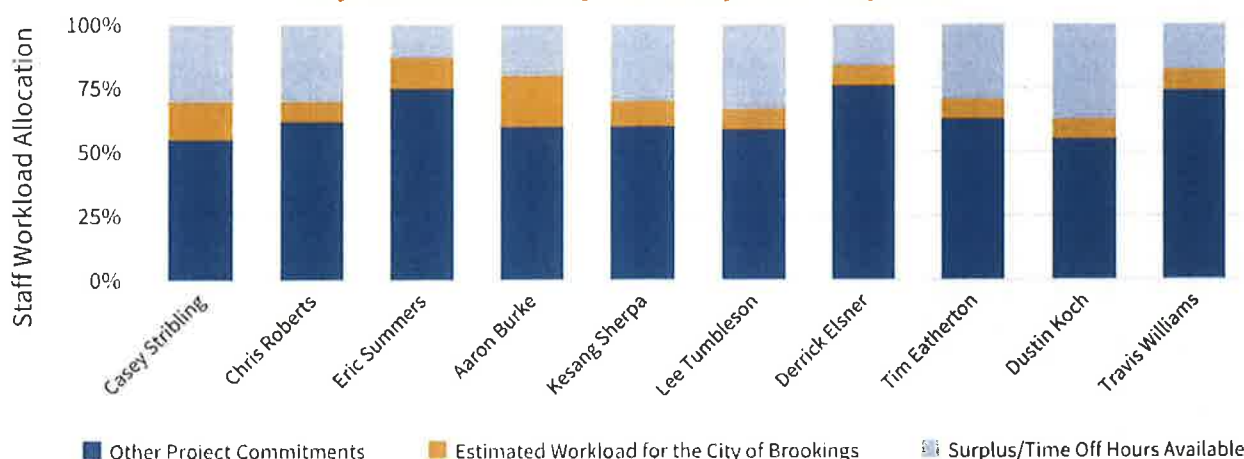
We take pride in our ability to be available to our clients in time sensitive situations. We also have resources available to help facilitate remote access to systems for immediate service if needed or preferred by the City.



Available Resources

With 11 employees company-wide and redundant resources throughout Oregon and Washington, we have the ability to assign key professionals as needs arise. Our project manager has reviewed our key personnel's current commitments and confirmed that they have the availability to assist with this work. The chart below shows our key personnel's availability over the next year, as well as estimated time they may spend on your upcoming needs.

Key Staff Availability from July 2025-July 2026



Reliable Support with Local Expertise

Our clients count on us to be available on evenings, weekends, and holidays for emergency situations. We understand the immediate nature of this kind of work and pride ourselves on our ability to respond to these requests. With redundant resources throughout Oregon, we have the ability to assign key professionals as needs arise. Our staff are available to assist the City with integrator of record services and provide long-term support.



2.F References

We encourage you to reach out to our references regarding our qualifications. More information on our team members' project work for many of these references are contained in the 2.C Experience and 2.D Project Team sections of this SOQ.

City of Roseburg

Daryn Anderson, PE
Project Manager
541.492.6885

City of Sutherlin

Jody Gardner
Wastewater Division Supervisor
541.459.5768

City of Grants Pass

Jason Canady
Public Works Director
541.450.6110

City of Powers

Stephanie Patterson
City Recorder
541.439.3331

Liz Pancheau-Hutton
Public Works Lead
541.294.1757

Jamie Patterson
Operations Lead
541.366.0049

City of Cave Junction

Steven Bethke
Public Works Coordinator
541.287.0040

City of Ashland

Chance Metcalf, PMP
Senior Project Manager
541.552.2448

City of Central Point

Kenneth Parent
Water Supervisor
541.664.3321 x264

City of Canyonville

Dawn Bennett
City Administrator/Recorder
541.839.4258

Rogue Valley Sewer Services

Carl Tappert, PE
General Manager
541.727.6881

City of Tualatin

Nic Westendorf
Deputy Public Works Director
503.691.3673

City of Carlton

Bryan Burnham
Public Works Director
503.434.2175

Ben Jones
Assistant Public Works Director
503.434.0719

City of Wood Village

Erika Normine
Public Works Supervisor
503.489.6859



Appendix: Key Personnel Resumes

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Casey Stribling ^{PE}

Project Manager and Control Systems Engineer

Casey is a project manager and control systems specialist focusing on the design and implementation of mechanical, control, telemetry, and electrical systems. He has worked on various water and sewer system improvement projects and his responsibilities have included planning, control panel design, ladder and function block logic programming, graphical user interface programming, and 3D modeling. He utilizes his mechanical understanding to create operational strategies that work with the available technology. He is proficient in several programming languages as well as Finite Element Analysis and CAD software.

Casey takes a unique approach to project management to help navigate current industry roadblocks of lead times and rising costs. He has spent extensive time learning industry standards and finding ways to mold them to better fit the unique needs of our clients. He has been at the cutting edge of Industry 4.0, helping clients understand advanced control capabilities such as machine learning and predictive failure detection. With a passion for control and automation, his former "hobby" has transformed into a career.

Education

BS Mechanical Engineering
Oregon Institute of
Technology, 2018

Registrations

Professional Engineer
100710PE, OR

Experience

8 years

Key Benefit

Casey is local and committed to being responsive to his client. He brings the efficiency, flexibility, and reliability you are looking for in an integrator of record.

Representative Project Experience

- On-Call Instrumentation and Control System Integrator Services for the Sutherlin Wastewater Treatment Plant, City of Sutherlin and Tapani, Inc.
- Integrator of Record, Rogue Valley Sewer Services
- HMI System Recovery, City of Central Point
- Peripheral Site and Communications Improvements, City of Central Point
- Water Treatment Plant SCADA Upgrades Project, City of Powers
- Filtration Plant Processor Improvements, City of Carlton
- Sutherlin Wastewater HMI Development, Tapani, Inc.
- Trojan UV System Controls Upgrade, City of Grants Pass
- Non-Potable Water Controls Replacement and Integration, Tapani, Inc.
- Plant Pump Station Integration, Tapani, Inc.
- HMI Thin Client Server Completion, City of Grants Pass
- Mark 3 Design Validation Study, Work Sharp Tools
- HMI System Server Improvements, City of Central Point
- Water Division General Services On-Call Agreement Alarm Notification System Upgrade, City of Ashland
- WF PC Improvement Project, City of Ashland
- Wastewater Peripheral Site Integration, Tapani, Inc.
- Public Works Shop Processor Improvements, City of Central Point
- SCADA Reporting, City of Talent
- Well 6 Telemetry Panel, City of College Place
- Well No. 1 Power and Controls Improvements, Crescent Water Supply and Improvement District
- Polymer Pump Upgrades, City of Roseburg
- Peripheral Site Communications and Control Design, City of Grants Pass
- RAS Pump 4 VFD Replacement Review, City of Cave Junction
- Win911 Software and Configuration, Tapani, Inc.
- Communication Modifications, City of Talent





Chris Roberts PE

CEO and QA/QC Review

Chris is CSNW's Chief Executive Officer. As an electrical and control systems engineer with more than 23 years of experience, Chris specializes in overseeing teams to complete the design and implementation of electrical, control, and telemetry systems for municipal water and wastewater, industrial, manufacturing, and food and beverage facilities. From his decades of experience supporting a variety of systems, he can quickly solve challenges that arise during the full life cycle of a project.

Prior to working at CSNW, Chris served as the Principal Electrical Engineer for RH2 Engineering and managed the growth and development of RH2's Electrical and Control Engineering group. As CSNW's CEO, Chris has taken the success and lessons learned at RH2 and applied them to CSNW so that CSNW clients experience the same level of professionalism and client-oriented relationships that they have experienced with RH2.

Chris enjoys working with clients to see projects through from start to completion. He actively supports and works side-by-side with other CSNW staff to see that projects are completed to the satisfaction of our clients.

Education

BS Electrical Engineering
Seattle University
2001

Registrations

Professional Engineer
45317, WA
86610PE, OR
E22517, CA

Experience

23 years

Representative Project Experience

- On-Call Electrical Engineering Services, Cascade Water Alliance*
- Security and SCADA System Design, Cascade Water Alliance*
- Water Reclamation Facility Phase 3—Motor Control Center Equipment, City of Snoqualmie
- SCADA System Upgrades, Phases 1 through 7, City of Bonney Lake*
- Integrator Services Contract, City of Wood Village
- 310 Zone Electrical and Control Equipment Improvements, Maul Foster & Alongi, Inc.
- Integrator of Record, Rogue Valley Sewer Services
- North Booster Pump Station Control Panel Replacement, Union Hill Water Association
- Peripheral Site Communications and Control Design, City of Grants Pass
- On-Call Integrator Services, City of Chiloquin
- Wastewater Lagoon Integrator of Record Services, City of Carlton
- SCADA Improvements Project—Phase 2, Covington Water District*
- Water System SCADA Improvements, City of Roseburg*
- SCADA System Upgrade, City of Tualatin*
- SCADA Modifications Program, City of Lynnwood*
- Telemetry Upgrade Project Phase 3, Cedar River Water and Sewer District*
- SCADA Redesign and Recovery, City of Longview*
- Tanks 2A and 2B Emergency SCADA Services During Construction, Covington Water District*
- Sewer and Water SCADA Replacement, Northeast Sammamish Sewer and Water District*
- Master Telemetry Unit Panel Relocation, City of Bonney Lake*

**Projects performed under RH2 prime contract*





Eric Summers

Control Systems Specialist

Eric has worked in the electrical power distribution and control field for more than 27 years. He has extensive knowledge of electrical design, controls, instrumentation, and process equipment, such as PLCs, HMIs, VFD systems, SCADA systems, servers, telemetry systems, and network interfacing. Additionally, Eric has more than 10 years of experience with meter calibration, design of control systems, design of motor control, CAD design, pumping applications, design of server-based data control systems, thin client applications, and consultation of control systems. With the knowledge that has been gained over the course of his career, Eric is able to take control system challenges and come up with working solutions that set clients up for success for years to come. Eric has the skills to help the team propose the proper design and strategies early in the conception and design stages to allow for smooth transitioning of projects to fruition.

Education

Electrical Trade School,
Central Point, 2003

Electronics, Electrical
Distribution, Calibration,
Motor Control, US Navy,
1998

Registrations

General Supervising
Electrical License
6491S, OR

Experience

27 years

Representative Project Experience

- Integrator Services Contract, City of Wood Village
- Filtration Plant Processor Improvements, City of Carlton
- Peripheral Site and Communications Improvements, City of Central Point
- On-Call Integrator Services, City of Cave Junction
- Water Treatment Plant SCADA Upgrades Project, City of Powers
- Wastewater Instrumentation and Controls Integrator, City of Sutherlin
- Water Filtration Instrumentation and Controls Integrator, City of Grants Pass

Certifications

Certified General Electrician 133869, CA | Certified Rockwell ControlLogix Programmer | Stratus
ftServer Certified Solution Architect | Certified ThinManager Integrator



Aaron Burke

Control Systems Engineer

With hands-on experience across system integration, robotics, and industrial automation, Aaron brings a strong mix of technical skill and practical problem-solving to our team. His experience as a controls engineer includes developing and installing automated systems using PLCs, HMIs, robotics, and motion control platforms from a wide range of manufacturers. His prior experience includes building automation and technician-level work in advanced manufacturing environments.

Education

MS Mechanical
Engineering,
Washington State
University, 2021

BS Mechanical
Engineering, Oregon
Institute of Technology,
2017

Experience

6 years

Aaron also has experience programming Allen Bradley and Siemens PLCs, supporting a range of industrial automation applications. He has developed and commissioned control systems using both platforms, adapting to complex project requirements and integrating them seamlessly with HMIs, robotics, and motion control components. Whether programming a new control system, leading design efforts, or collaborating with engineers in the field, Aaron is driven by a commitment to precision, innovation, and teamwork.

Representative Project Experience

- Amble Side Lift Station, Silverlake Water & Sewer District
- On-Call Integrator Services, City of Carlton
- On-Call Integrator Services, Lincoln City
- TAP System Improvements, City of Ashland*
- WWTF Biosolids Dewatering Improvements, City of Yakima*

**Projects performed under RH2 prime contract*





Kesang Sherpa PE

Control Systems and Electrical Engineer

Kesang is an electrical engineer who has assisted with on-call services, as well as the design of booster pump stations, reservoirs, lift stations, and water and wastewater treatment plants. While electrical design is her specialty, she also works with our control systems group and assists with client support and troubleshooting. Additionally, she provides programming for facility control systems. Kesang enjoys collaborating with larger project teams and learning from the wide range of knowledge our multidisciplinary teams bring to each endeavor.

Education

BS Electrical
Engineering
Seattle University
2017

Registrations

Professional Engineer
103772PE, OR

Experience

8 years

Representative Project Experience

- Integrator Services Contract, City of Wood Village
- On-Call Integrator Services, City of Chiloquin
- On-Call Integrator of Record Services, City of Carlton
- Peripheral Site Communications and Control Design, City of Grants Pass
- Peripheral Site and Communications Improvements, City of Central Point
- Water Treatment Plant SCADA Upgrades Project, City of Powers
- Security and SCADA System Design, Cascade Water Alliance*
- On-Call SCADA Support, Rivergrove Water District

**Projects performed under RH2 prime contract*



Lee Tumbleson PE*

IT, Communications, and Cybersecurity Specialist

Lee specializes in control system design for municipal water and wastewater systems. He is proficient in the installation and programming of state-of-the-art HMI systems using Wonderware InTouch software to provide an easy-to-use operator interface. Lee has 35 years of experience in the design and inspection of water storage facilities and pump stations, giving him the necessary background to understand the hydraulics of the systems to be controlled. He works with Visual Basic to create custom applications for control systems. He is also skilled in the use of Excel, Access, SQL Server, and Windows Server for working with complex data sets and presenting this data in easy-to-understand formats.

Education

BS Mechanical
Engineering
Washington State
University, 1993

Registrations

Professional Engineer
34776, WA

**Licensed outside of Oregon*

Experience

35 years

Representative Project Experience

- WF PC Improvement Project, City of Ashland
- Sewer and Water SCADA Replacement, Northeast Sammamish Sewer and Water District
- SCADA Redesign and Recovery, City of Longview
- SCADA System Upgrades, Oroville-Tonasket Irrigation District
- SCADA HMI Integration, Port of Vancouver
- SCADA InTouch and Win-911 Upgrade Assistance, City of Kent
- Telemetry Upgrade Project Phase 3, Cedar River Water and Sewer District
- General IT and SCADA Services, Northeast Sammamish Sewer and Water District
- Wastewater Treatment Plant SCADA Upgrades, Douglas County Sewer District No. 1





Education

BS Electrical
Engineering
Northwestern
University, 2005

Experience

20 years

Derrick Elsner

Senior Control Systems Specialist

Derrick is a senior control systems engineer with 20 years of electrical, PLC, and operator interface experience in a variety of applications and industries. He has worked on Siemens electrical and control hardware (including older platforms), and Wonderware InTouch. With his prior experience working in various industries, Derrick has a unique ability to approach challenges from multiple angles and specializes in developing solutions to complex problems in non-standard applications. Derrick has worked closely with Chris Roberts for 6 years and has been responsible for PLC development on Siemens PLC and WinCC OA software, Studio 5000, RSLogix 500, and Connected Components Workbench programming platforms, and operator interface development on FactoryTalk View ME. His programming experience includes integration with communication, HMI, and SCADA systems. Derrick is also responsible for factory testing and site startups involving testing, troubleshooting, and resolving problems on equipment. Site startups are what Derrick enjoys most about his work. He believes that startups are the culmination of the hard work of multiple disciplines, and he enjoys seeing a project through to the end. Through this process, Derrick believes he is constantly learning and evolving his capabilities.

Representative Project Experience

- Control Software Development, Union Hill Water Association
- Water System SCADA Improvements, City of Roseburg
- Security and SCADA System Design, Cascade Water Alliance
- Telemetry Upgrade Project Phase 3, Cedar River Water and Sewer District
- Sewer and Water SCADA Replacement, Northeast Sammamish Sewer and Water District



Education

BS Electrical
Engineering,
Computer Science
University of Wisconsin-
Madison, 2003

Experience

22 years

Tim Eatherton

Senior Control Systems Specialist and Remote Support

Tim specializes in control system design and software development. His previous experience is in manufacturing control, though over the past 9 years he has focused on water and wastewater control software development. Since joining our team, Tim has been responsible for PLC development of various lift stations, booster pump stations, and water and wastewater treatment plants. He is known for his strong attention to detail, excellent problem-solving skills, and being a collaborative team player. Tim's specific experience includes PLC/PAC software development proficiency with Rockwell Automation/Allen Bradley, Schneider Electric, and Fanuc systems; operator interface software development proficiency in FactoryTalk View ME; and Windows application proficiency in .NET, Java, and C++.

Representative Project Experience

- Integrator Services Contract, City of Wood Village
- On-Call Engineering Consulting and Integrator Services, City of Roseburg
- Wastewater Instrumentation and Controls, City of Sutherlin
- Polymer Pump Upgrades, City of Roseburg
- On-Call Instrumentation and Control Integrator Services, City of Canyonville
- Peripheral Site and Communications Improvements, City of Central Point
- Reservoir Hill Control Panel Relocation, City of Roseburg
- Chemical Feed Flow Pace Programming, Tapani, Inc.





Dustin Koch

Senior Control Technician

Dustin brings 10 years of experience in the electrical controls field, having worked extensively across various systems, including water and wastewater systems, industrial pulp and paper, and cold storage facilities. His expertise includes troubleshooting electrical and mechanical issues, replacing and testing controls, and resolving problems in PLCs, VFDs, SCADA systems, telemetry panels, and motor control centers.

With hands-on experience in control systems design and implementation, Dustin has been instrumental in providing seamless operation of our clients' water and wastewater facilities. He specializes in mechanical and electrical troubleshooting, PLC programming, and both factory and on-site testing of control systems. His proficiency extends to designing PLCs and graphical interfaces for electrical and mechanical controls, as well as on-site commissioning of telemetry panels, motor controls, and HMI and SCADA systems.

Education

Instrumentation
Industrial Automation
Perry Technical
Institute, 2015

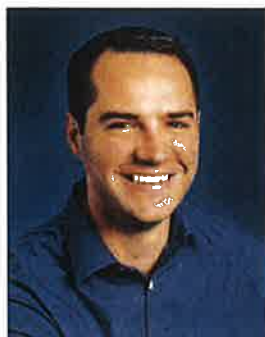
Experience

10 years

Representative Project Experience

- Headgates Communication Upgrades, Yakima-Tieton Irrigation District
- Tank 3, City of Pasco and T Bailey, Inc.
- Cowiche Hydroelectric Telemetry Panel, Yakima-Tieton Irrigation District
- Water Production and Distribution Professional Services, City of Chelan*
- Dryden Wastewater Treatment Facility, PUD No. 1 of Chelan County*
- Electrical Engineering Services, Kennewick Irrigation District*

**Projects performed under RH2 prime contract*



Travis Williams EIT*

Electrical Engineering Technician

Travis uses his schooling and field experience to aid in the design of new systems and assist with troubleshooting older systems. He has spent most of his career in the manufacturing industry as an electrical and instrumentation technician. Travis has extensive knowledge of control and instrumentation systems while working in the field and assists with equipment start up, such as PLCs, VFDs, HMIs, SCADA systems, motor control, and analog devices.

Representative Project Experience

- Process Water Reuse Facility Pretreatment Improvements Phase 2: Winter Storage, City of Pasco*
- On-Call Electrical Engineering Services, City of Moses Lake*
- Water System Consolidation and Well No. 2 Relocation, City of College Place*
- Wells Dam Overlook Charging Station, PUD No. 1 of Douglas County*
- Water Production and Distribution Professional Services, City of Chelan*
- Sewer and Water General Services, City of Wenatchee*
- Water SCADA Improvements, City of West Richland*
- Hydrogen Fuel Station, PUD No. 1 of Douglas County*

**Projects performed under RH2 prime contract*

Education

BS Electrical
Engineering Technology
Central Washington
University, 2014

Licenses

Engineer-in-Training
36792, WA

**Licensed outside of Oregon*

Experience

10 years



EXHIBIT C CONTROL SYSTEMS NW LLC 2025 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$175	\$/hr
Professional II	\$191	\$/hr
Professional III	\$213	\$/hr
Professional IV	\$234	\$/hr
Professional V	\$249	\$/hr
Professional VI	\$269	\$/hr
Professional VII	\$294	\$/hr
Professional VIII	\$317	\$/hr
Professional IX	\$326	\$/hr
Technician I	\$134	\$/hr
Technician II	\$148	\$/hr
Technician III	\$171	\$/hr
Technician IV	\$182	\$/hr
Technician V	\$198	\$/hr
Technician VI	\$217	\$/hr
Technician VII	\$236	\$/hr
Technician VIII	\$247	\$/hr
Control Specialist I	\$175	\$/hr
Control Specialist II	\$191	\$/hr
Control Specialist III	\$213	\$/hr
Control Specialist IV	\$234	\$/hr
Control Specialist V	\$249	\$/hr
Control Specialist VI	\$269	\$/hr
Control Specialist VII	\$294	\$/hr
Control Specialist VIII	\$317	\$/hr
Control Specialist IX	\$326	\$/hr
Control Technician I	\$134	\$/hr
Control Technician II	\$148	\$/hr
Control Technician III	\$171	\$/hr
Control Technician IV	\$182	\$/hr
Control Technician V	\$198	\$/hr
Control Technician VI	\$217	\$/hr
Control Technician VII	\$236	\$/hr
Control Technician VIII	\$247	\$/hr
Administrative I	\$90	\$/hr
Administrative II	\$105	\$/hr
Administrative III	\$124	\$/hr
Administrative IV	\$148	\$/hr
Administrative V	\$173	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	\$0.70	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2025

Originating Dept: PW/DS



Signature (submitted by)



City Manager Approval

Subject: Shorewood Terrace Slide Emergency Declaration and Repair Award

Recommended Motion:

Proclaim the Shorewood Terrace Slide Area to be repaired under an Emergency Written Declaration and Authorize City Manager to enter into an agreement with Tidewater Contractors Inc. in the amount of \$677,609 to repair the Shorewood Terrace slide area.

Financial Impact:

\$677,609 to come from the Streets, Water, Sanitary Sewer and Stormwater System Replacement Fund.

Background/Discussion:

Excavation by a general contractor for a home site on Shorewood Terrace has caused a landslide in the public right-of-way, resulting in major damage to City facilities, including major road failures which have caused severing of a water main, sanitary sewer main and a storm water main-lines.

Staff briefed the Council of the Shorewood Terrace roadway failure issue at the April 14 Council executive session. The City has hired an attorney to help recover the costs associated with repairs to Shorewood Terrace caused by the contractor's work on the private property where the excavation occurred. Council also approved Dyer task order #110 in the amount of \$96,800 to prepare plans for the repair at the June 9, 2025 Council meeting. Dyer has nearly completed the plans for the repair and construction could begin as early as August 11, 2025. Staff anticipates the construction to be completed by the end of September 2025.

Dyer estimates the roadway construction repair at \$677,609. The project will be funded from the City of Brookings Streets System Replacement Fund with the anticipation that re-imbursement from the contractor's insurance company will be received at a later date.

Staff is recommending authorizing City Manager to enter into an agreement with Tidewater Contractors Inc. under an Emergency Written Declaration in order to repair the Shorewood Terrace right of way affected by the slide before October 2025.

Attachment(s):

- a. Memorandum – City of Brookings – Emergency Written Declaration – Shorewood Terrace
- b. Dyer Preliminary Cost Estimate

MEMORANDUM

Owner: City of Brookings

Project: Shorewood Terrace Slide Repair

Subject: Emergency Written Declaration

Date: July 16, 2025

Prepared By: Anthony Baron, Public Works & Development
Services Director

This memo provides the Emergency Written Declaration describing the circumstances of why the City of Brookings declared the Shorewood Terrace Slide Repair issue an emergency.

Background:

Excavation by a general contractor for a home site on Shorewood Terrace has caused a landslide in the public right-of-way, resulting in major damage to City facilities, including major road failures which have caused severing of a water main, sanitary sewer main lines and a stormwater line.

Summary of Reasons for Declaration of an Emergency and Emergency Procurement:

There is a substantial risk of loss, damage, interruption of service, and/or threat to property/public health/welfare/safety including access to residents by EMS, Fire and Police Services if the slide area on Shorewood Terrace is not repaired.

The City of Brookings intends to hire a Contractor for the slide repair under the Emergency Procurement Rules.

Supporting Reasoning and ORS and OAR Interpretation:

Under ORS 279A010(1)(f), an emergency has a clear definition:

(f) "Emergency" means circumstances that:

(A) Could not have been reasonably foreseen;

(B) Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and

(C) Require prompt execution of a contract to remedy the condition.

City has made findings for each circumstance outlined above:

Findings:

- (A) The City could not have reasonably foreseen the rapid failure of the right of way (Shorewood Terrace) resulting from the contractor excavation on the lot adjacent to the slide area.
- (B) The slide area has compromised the roadway and is significantly reducing access to residents on Shorewood Terrace by EMS, Fire and Police services. In addition, there is a water main that is temporarily relocated above ground, a severed stormwater pipe and the potential for failure on the sanitary sewer main lines that are buried within the slide area all causing a substantial threat to property, public health, welfare or safety of the residents on Shorewood Terrace.
- (C) Because of the time required to do a full engineered plan, go through the bidding and contract award process, the City requires prompt execution of a contract to remedy the condition before the rainy season begins in October of 2025. The City cannot afford to have the repair of the slide area occur during the rainy season therefore is seeking to have the repair expedited through an emergency declaration.

City Staff concurs with these findings, that if each of the three above circumstances exist, then it can proceed to contract the work as an emergency project.

ORS 279A.010(1)(cc)(b) excludes from the definition of a “public improvement” work that qualifies as “emergency work . . . necessary to preserve a public improvement” and subsection (dd) provides that “public improvement contract[s]” exclude contracts “for emergency work . . . necessary to preserve a public improvement.”

(cc) “Public improvement” means a project for construction, reconstruction or major renovation on real property by or for a contracting agency.

“Public improvement” does not include:

- (A)** Projects for which no funds of a contracting agency are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
- (B)** Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

Given that, state law also requires a finding that the work is necessary to “preserve a public improvement”. Under OAR 137-049-0150(1), an emergency can be declared at the administrative level:

(1) Emergency Declaration. A Contracting Agency may declare that Emergency circumstances exist that require prompt execution of a Public Contract for Emergency construction or repair Work. The declaration shall be made at an administrative level consistent with the Contracting Agency's internal policies, by a Written declaration that describes the circumstances creating the Emergency and the anticipated harm from failure to enter into an Emergency Contract. The Emergency declaration shall be kept on file as a public record.

ORS 279C.320(1) states that contracts not defined as a public improvement contract under ORS 279A.010 are to follow the provision in ORS 279B, and specifically that “contracts for emergency work are regulated under ORS 279B.080.” In turn, ORS 279B.080 states the following:

279B.080 Emergency procurements.

(1) The head of a contracting agency, or a person designated under ORS 279A.075, may make or authorize others to make emergency procurements of goods or services in an emergency. The contracting agency shall document the nature of the emergency and describe the method used for the selection of the particular contractor.

(2) For an emergency procurement of construction services that are not public improvements, the contracting agency shall ensure competition for a contract for the emergency work that is reasonable and appropriate under the emergency circumstances. In conducting the procurement, the contracting agency shall set a solicitation time period that the contracting agency determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of extreme necessity.

Accordingly, based on the facts outlined, we believe an emergency can be declared. Pursuant to the applicable legal requirements, that needs to happen by a “Written Declaration” describing the circumstances, and in particular that: 1) the circumstances could not have been reasonably foreseen; 2) there is a substantial risk of loss, damage, interruption of service and/or threat to property/public health/welfare/safety; 3) promptly contracting to address the situation is necessary; and 4) the work is necessary to preserve a public improvement, which is the City’s right of way that includes water, sewer and stormwater infrastructure.

After making such a declaration, the City would be authorized to proceed under the applicable rules for an emergency contract.

City of Brookings
Shorewood Terrace Slide Street Reconstruction
Preliminary Cost Estimate
Project No. 145.00A

7/22/2025

Item	Description	Unit	Quantity	Unit Price	Total
1	Construction Facilities and Temporary Controls	LS	1	\$61,000	\$61,000
2	Miscellaneous Demolition and Site Preparation	LS	1	\$30,500	\$30,500
3	Foundation Stabilization	CY	100	\$80	\$8,000
4	AC Pavement Removal	SY	430	\$8	\$3,440
5	Curb / Curb and Gutter Removal	LF	318	\$10	\$3,180
6	Concrete Surface Removal	SY	81	\$15	\$1,215
7	Storm Drain Pipe Removal	LF	185	\$10	\$1,850
8	Roadway Excavation	CY	2080	\$45	\$93,600
9	Subgrade Geotextile Fabric	SY	500	\$4	\$2,000
10	Curb & Gutter	LF	365	\$50	\$18,250
11	Concrete Sidewalk	SF	745	\$14	\$10,430
12	Concrete Driveway	SF	148	\$18	\$2,664
13	Extra for Asphalt Approaches	EA	1	\$600	\$600
14	Aggregate Base/Import Rock Fill	TONS	4200	\$45	\$189,000
15	Asphalt Concrete Pavement	TONS	140	\$220	\$30,800
16	Catch Basin - Type CG3	EA	2	\$3,800	\$7,600
17	18" Storm Drain Line (Class III Backfill)	LF	185	\$120	\$22,200
18	2" Pressure Sewer (Class III Backfill)	LF	660	\$70	\$46,200
19	8" Waterline - C900 (Class III Backfill)	LF	167	\$120	\$20,040
20	6" Waterline - DI (Class III Backfill)	LF	6	\$140	\$840
21	8" x 6" DI Tee	EA	1	\$1,200	\$1,200
22	6" Gate Valve	EA	1	\$1,800	\$1,800
23	8" D.I. Elbows	EA	4	\$800	\$3,200
24	8" Restrained Joint Transition Couplings	EA	1	\$1,200	\$1,200
25	Fire Hydrant Assembly	EA	1	\$5,500	\$5,500
26	6" Foster Adapter	EA	1	\$500	\$500
27	8" Endcap with 2" Tap	EA	1	\$700	\$700
28	2" Blowoff Assembly	EA	1	\$3,000	\$3,000
29	1" Water Service Connection	EA	10	\$600	\$6,000
30	1" Water Service Line	LF	210	\$60	\$12,600
31	Water Meter Assembly Connection	EA	10	\$800	\$8,000
32	Landscaping	LS	1	\$2,500	\$2,500

Total Construction	\$ 599,609
Engineering	\$ 96,800
Contingency (10%)	\$ 60,000
Admin / Legal	\$ 18,000

TOTAL PROJECT COST \$ 774,409

Notes:

- 1 Estimate does not include any work outside of Right-of-Way and only includes street reconstruction items and City utilities within the slide area to approximately 14' deep.
- 2 No work with the existing Hilfiker retaining walls is included in this estimate.
- 3 No work related to geotechnical items is included in this estimate. Additional information would be required and potential access to private property to stabilize the slide. Need GRI input.
- 4 Does not include any easements, environmental, archaeological, or permitting
- 5 Assume 4 pressure sewer lines and 2" in size within slide area. Need additional input if not accurate.
- 6 Assume 3 water service connection and service lines. Excavation depth will not allow protection of the fire hydrant in place, requires replacement

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 28, 2025

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: Tidewater Reservoir Land Purchase

Recommended Motion:

Adopt Resolution 25-R-1283 and authorize City Manager to execute a real estate purchase agreement with George Fitzhugh for the purchase of a small parcel of land for the construction of two new 74,000 gallon drinking water reservoirs.

Financial Impact:

\$22,000 from Water System Replacement Fund and Water System Development Charges Fund

Background/Discussion:

In August of 2021, the City of Brookings received an award of \$4,175,000 from Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF) for the design and construction of various water infrastructure projects in the City. The project included the replacement of 6250 lineal feet of 8" diameter water line and related appurtenances on Alder Street, 7th Street, Dodge Avenue, Memory Lane, Eastwood Lane and Pacific View area. The project also included the interior painting of the Marine Drive Reservoir and replacement of the Tidewater Reservoir. The Tidewater Reservoir Replacement is the last project associated with this loan yet to be completed.

The City's existing Tidewater reservoir is an old leaking concrete above ground vault with a small capacity. In addition, the associated water lines do not provide required fire protection to the neighborhood the reservoir serves. The City's Fire Department relies on tankers for supplying the needed water for fire protection in this area. In order to address the issues, the City plans on constructing two new 74,000 gallon reservoirs and install a new 8" water line in order to provide sufficient fire flow capacity for the residential areas the reservoirs serve. This project was listed as a high priority project in the 2014 Water Masterplan.

The current reservoir, located on the Fitzhugh property, falls within a small (20ft x 40ft) easement. The new reservoirs will be constructed adjacent to the existing reservoir. Two options were proposed by Fitzhugh to secure the site for the new reservoirs, one was the City establish a new easement and pay Fitzhugh \$1000 a year for 15 years for the easement with an annual renewal that included increases based on CPI. The other option is to purchase the parcel of land for \$22,000 and own it outright. The proposed parcel of land for the reservoir site was recently appraised (April 2025) at \$10,000. Staff believes the property has more value for its proposed use than the appraiser

acknowledged in the appraisal and recommends City Council consider the purchase of the land at \$22,000 as it will serve the best interest of the water system and for the residents of the City.

Staff recommends Council adopt resolution 25-R-1283 and authorize City Manager to execute a real estate purchase agreement with George Fitzhugh in order to secure the site for the construction of the new reservoirs.

Attachment(s):

- a. Resolution 25-R-1283 – A Resolution Approving Terms for the Purchase of Real Property
- b. Draft Real Estate Purchase Agreement

**CITY OF BROOKINGS
RESOLUTION NO. 25-R-1283**

A RESOLUTION APPROVING TERMS FOR PURCHASE OF REAL PROPERTY

WHEREAS, the City of Brookings (City) has identified certain real property, located generally at 17295 Old County Road, Brookings, OR 97415 (Property), which it intends to use for the location of two drinking water reservoirs; and

WHEREAS, the owner of the Property desires to sell a portion of the Property and has engaged with the City about the terms of purchase; and

WHEREAS, the parties have negotiated a proposed purchase and are now ready to proceed towards the negotiation and execution of final purchase and sale documents for the conveyance of the Property;

WHEREAS, the City has determined that the public interest will be furthered by purchase of the Property for the above-referenced purposes and subject to the agreed-upon terms and conditions.

NOW, THEREFORE, the City Council of the City of Brookings resolves as follows:

1. The City Council hereby authorizes the purchase of the above-referenced Property on the following terms:
 - A) The City will purchase the property for the purchase price of \$22,000 (Twenty Two Thousand Dollars). The purchase has been documented with a purchase and sales agreement subject to the customary inspection and title contingencies. The Property will be conveyed to the City via statutory warranty deed.
 - B) Closing costs will be split by the parties.
 - C) The Seller will pay premium of a standard title insurance policy.
2. The City hereby authorizes the City Manager or designee to execute and deliver all contracts and related paperwork necessary for the purchase and financing of this transaction, as well as related documents required to carry out the purchase of the Property as set forth in this resolution.
3. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED by the City Council this _____ date of _____, 2025.

Isaac Hodges, Mayor

Attest:

Brooklyn Osterhage, City Recorder

REAL ESTATE PURCHASE AGREEMENT

The City of Brookings, Buyer
George Fitzhugh, Seller

The succeeding terms and conditions shall constitute the entire agreement ("Agreement") between the aforementioned parties unless otherwise amended in writing. Buyer agrees to buy and Seller agrees to sell the real property situated in Curry County, Oregon located at 17295 Old County Road, Brookings Oregon 97415, legally described as map and tax lot 40-13-32BB TL# 700 ("Subject Property"), subject to the following terms:

1. Purchase Price. The purchase price is twenty two thousand and zero/100 dollars (\$22,000) payable as all cash to seller at closing.
2. Conditions of Sale:
 - a) This Agreement is subject to review and acceptance of the terms of all leases, rental agreements, written rights of tenancy, and all other rights of others to subject property, if any, collectively referred to hereafter as "Lease Agreements". Within ten (10) business days of acceptance of this Agreement, Seller shall provide full written disclosure of all such lease agreements including copies of said lease agreements and the names of all parties associated with said lease agreements to Buyer. Upon receipt of Sellers full disclosure of lease agreements, Buyer shall have a period not to exceed ten (10) business days for review of Sellers lease agreement disclosure. If existing lease agreements are not acceptable to Buyer, Buyer shall withdraw its offer to purchase by written notice postmarked on or before the expiration of the ten business days review period.
 - b) This transaction is subject to approval by the City Council of the City of Brookings.
3. Willing Seller. Acquisition of Subject Property by the City of Brookings is under a "willing seller" program. Condemnation is not a contemplated means of acquisition; therefore, the Sellers of the Subject Property are not eligible for benefits under the Uniform Relocation Act.
4. Property Inspection. Seller shall permit Buyer and its agents, at Buyer's sole expense and risk, to enter the Subject Property at reasonable times after reasonable prior notice to Seller to conduct inspections, tests, and surveys concerning hazardous substances, pest infestations, soils conditions, wetlands, and other matters affecting the suitability of the Subject Property for Buyer's intended use or otherwise reasonably related to the purchase of the Subject Property. Seller to be present during all inspections at Sellers option. This transaction is subject to Buyer's approval of any inspections, tests, or surveys within 10 business days after receipt of all inspections, tests and surveys.
5. Title Insurance. Buyer shall have ten (10) business days after receipt of the preliminary title report within which to give notice in writing to Seller of any objection to such preliminary title report or to any liens or encumbrances affecting the Subject Property. If within ten (10) business days following receipt of objections, Seller fails to remove or correct the matters identified in the objections, then, at Buyer's sole option, this transaction shall have no further binding effect between Seller and Buyer. All remaining exceptions set forth in the preliminary title report and

agreed to by Buyer shall be "Permitted Exceptions." The title insurance policy to be delivered to Buyer at closing shall contain no exceptions other than the Permitted Exceptions.

6. Closing; Time is of the Essence. Time is of the essence. This transaction shall close at Curry County Title Inc, located at 937 Chetco Avenue Building C Brookings Oregon 97415, a neutral escrow depository located in the State of Oregon. This transaction shall close within 30 days of approval of an acquisition ordinance which grants authority to the City of Brookings to enter into this agreement by the Council of the City of Brookings, or as soon thereafter as marketable title is delivered, but not to exceed ten (10) business days. This extension is not available if marketable title can be delivered on or before the specified closing date. The terms "closed", "at closing" or "closing date" shall mean when the deed is recorded and funds are available to Seller. The sale shall be "closed" when the document conveying title is recorded and funds are disbursed to Seller. At closing, Buyer shall deposit with the title company all documents and funds required to close the transaction in accordance with the terms of this Agreement.
7. Deed. At closing, Seller shall convey fee simple title to the Subject Property to Buyer by statutory warranty deed. Seller shall convey the Subject Property free and clear of all liens and encumbrances, except zoning ordinances, building and use restrictions, reservations in Federal patents, easements of record which affect the Subject Property or area in which the Subject Property is located, private covenants, conditions and restrictions of record for the development, if any, of which the Subject Property is a part.

The face of the deed must contain the following wording:

"This property is accepted for use by the City of Brookings pursuant to Resolution 25-R-1283"

8. Payment of Closing Costs; Escrow Fees; Prorates. Escrow and closing fees, recording fees, and title insurance fees shall be borne by Buyer. Real Property taxes for the tax year in which the transaction is closed, assessments, personal property taxes, and utilities shall be prorated as of the Closing Date. Seller warrants the Subject Property does not qualify for a special tax assessment or deferral program. All payments and expenses related to lease agreements shall be prorated as of the Closing Date.
9. Possession. Seller shall forfeit all rights of possession immediately upon closing. Seller shall release all keys to Buyer on or before the Closing Date.
10. Condition of Property. Seller represents that, to the best of Seller's knowledge, there are no pending or threatened notices of violation of any laws, codes, rules, or regulations applicable to the Subject Property and Seller is not aware of any such violations or any concealed material defects in the Subject Property. Seller shall keep the Subject Property insured until closing. It shall be a condition of Buyer's obligation to close that all of the Seller's representations and warranties stated in this Agreement are materially true and correct on the Closing Date. Seller's representations and warranties stated in this Agreement shall survive closing. Seller agrees to not destroy, damage, deface, or remove any part of the Subject Property or permit any person to do so and to assume all liability for damages, other than ordinary wear and tear or those damages caused by Buyer until closing. Seller is responsible for the payment of all expenses related to provisions of water, sewer, heating oil, electric, gas, garbage, cable, and phones or communication providers until closing.

11. Personal Property. This sale does not include any personal property. All personal property owned by Seller shall be removed from the Subject Property prior to closing.
12. Notices. Unless otherwise specified, any notice required by this Agreement must be in writing. Any notice shall be deemed given when personally delivered or delivered by facsimile transmission (with electronic confirmation of delivery), or shall be deemed given on the next business day following delivery of the notice by reputable overnight courier or through mailing in the United States Postal Service, postage prepaid, by the applicable party to the address of the other party shown in this Agreement.
13. Miscellaneous; Facsimiles. The facsimile transmission of any signed document including this Agreement shall be the same as delivery of an original. At the request of either party, the party delivering a document by facsimile will confirm facsimile transmission by signing and delivering a duplicate original document. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which together shall constitute one and the same Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous agreements between them with respect thereto. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns. The person signing this Agreement on behalf of Buyer and the person signing this Agreement on behalf of Seller each represents covenants and warrants that such person has full right and authority to enter into this Agreement and to bind the party for whom such person signs this Agreement to the terms and provisions of this Agreement.
14. Time for Acceptance. This offer to purchase shall automatically expire at 5:00 PM, on _____, 2025 if not accepted within that time. However, Buyer may withdraw this offer any time prior to Seller's written acceptance. This offer may only be accepted by Seller in writing.
15. Governing Law. This Agreement shall be governed by the laws of the State of Oregon. Any litigation arising under this Agreement shall occur in the Curry County Circuit Court.
16. Approved Uses. PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, WHICH, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES. THE PERSON ACQUIRING FEE TITLE SHOULD CHECK IF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IS SUBJECT TO SPECIAL ASSESSMENT UNDER ORS 358.505 OR ORS 358.515 REQUIRING NOTIFICATION TO THE STATE HISTORIC PRESERVATION OFFICER OR SALE OR TRANSFER OF THIS PROPERTY, AND SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 197.252 (Measure 37).

For City:

(Tim Rundel – City Manager)

Date _____

City of Brookings
Attention: Tim Rundel
City Manager
Brookings, Oregon 97415
Telephone: 541-469-1123

Seller hereby accepts this offer to purchase:

Sign: _____

Print: _____

Title: Owner

Date _____ AM ____ PM ____

Address: _____

Telephone: ____ - ____ - ____

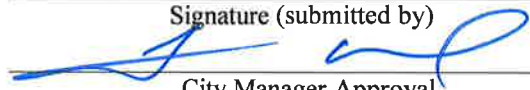
CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: July 28, 2025

Originating Dept: City Manager

Signature (submitted by)



City Manager Approval

Subject:

Management Compensation Plan – FY2025 Adjustment Proposal

Financial Impact:

This adjustment is within current FY2025–26 budget projections. No new revenue sources or service reductions are necessary.

Background/Discussion:

Compensation and other conditions of employment for City employees are governed by four primary documents: the collective bargaining agreements with the Brookings Police Association and Teamsters Local 223, the Employee Handbook, and the Management Compensation Plan.

The Management Compensation Plan covers employees who are exempt from collective bargaining under the federal Fair Labor Standards Act, including department heads, mid-managers, confidential positions, and other exempt roles. Historically, prior to 2022, this group's wage adjustments followed those of the Police bargaining unit. Since 2022, adjustments have varied depending on direction from City leadership and have inconsistently tracked either the Police or Teamsters contracts.

In recent years, inconsistency in how these adjustments have been applied has contributed to widening disparities between employee groups. Management/Non-Represented employees are not eligible for overtime and have limited access to supplemental pay mechanisms, which has contributed to compression—where represented employees in some cases earn nearly as much as their managers. Additionally, market competitiveness for exempt positions is a growing concern as the City competes to retain skilled leaders and professionals in a challenging labor market.

It should also be noted that longevity pay is now available in both the Police and Teamsters contracts. The same schedule is proposed for adoption into the Management Compensation Plan, as follows:

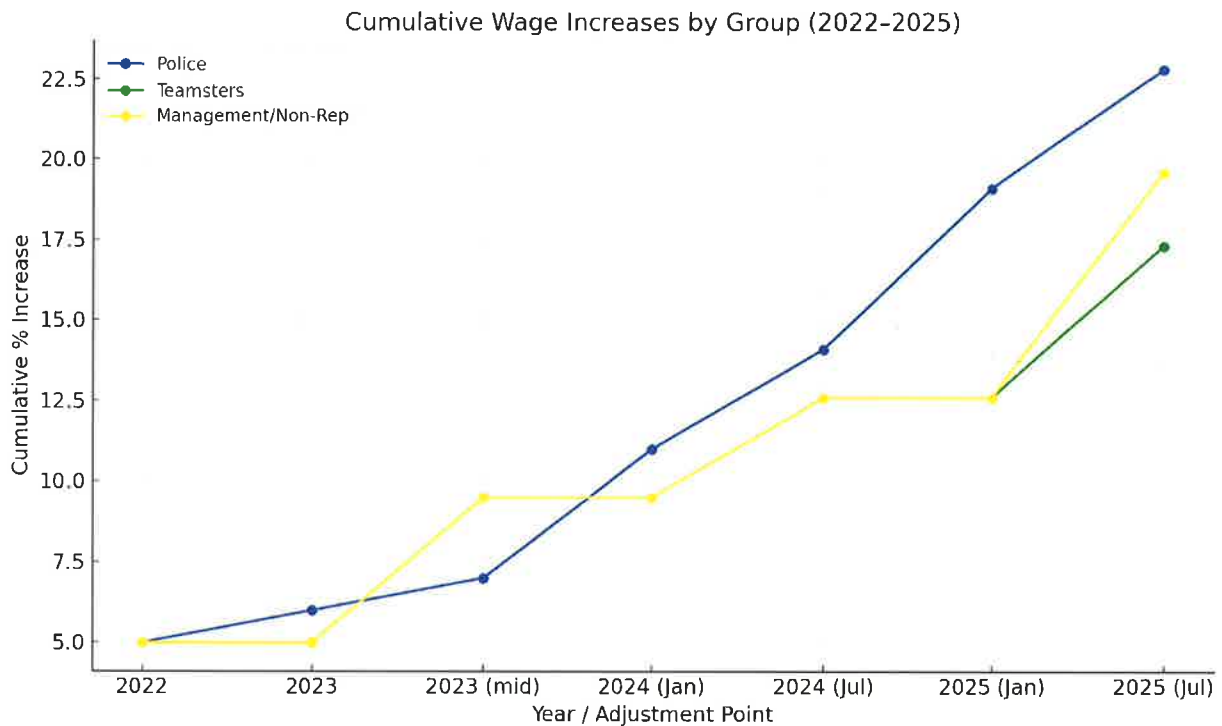
Longevity Pay Schedule:

Years of Service	Percent of Base Pay
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

Note: These percentages are not cumulative. For example, at 10 years of service, an employee receives a total of 1.5% of base pay—not 2.5%. Longevity is calculated from the employee's anniversary date.

The following table summarizes annual and cumulative increases for the three employee groups from 2022 through July 2025:

Year	Police Association/ Police Mgt	Teamsters Union	Non PoliceMgt/Non-Rep
2022 (Jan)	5.0%	5.0%	5.0%
2023 (Jan)	1.0%	0.0%	0.0%
2023 (July)	1.0%	4.5%	4.5%
2024 (Jan)	4.0%	0.0%	0.0%
2024 (July)	3.1%	3.1%	3.1%
2025 (Jan)	5.0%	0.0%	0.0%
2025 (July)	3.7%	4.7%	7.0% (proposed)
Cumulative	22.8%	17.3%	19.6% (with proposal)



While the Police Association and Police Management total increase reflects multiple layers of strategic adjustments and longevity pay, the Non Police Management/Non Represented group has received fewer adjustments. The proposed 7.0% increase would:

- Bring the Non-Police Management/Non-Rep group closer to parity with Police in cumulative wage growth
- Acknowledge growing compression issues within departments
- Support staff morale and retention efforts
- Maintain fiscal responsibility—this adjustment is within current budget projections

In 2022, the Interim City Manager recommended to Council that Non-Police Management increases mirror those of the Teamsters in order to maintain internal equity. However, this alignment has not always occurred, and a consistent, sustainable approach is needed moving forward. The proposed increase is an important step toward restoring balance.

To further address compression in future years, staff recommends that in FY2026 the Non-Police Management/Non-Rep group follow the Teamsters' agreement structure of CPI + 2.0%. The Police bargaining unit will be receiving a CPI-based adjustment only. In FY2027, staff will revisit the agreement structure for the Management/Non-Represented group based on updated economic and market conditions.

In addition, staff recommends the adoption of 64 hours of Administrative Time annually for employees classified as MM – Middle Management and above, to compensate for work frequently performed outside of standard business hours. This Administrative Time will be a use-or-lose benefit and will not accrue or carry over. This practice is common in other municipalities.

The Management Compensation Plan was last updated in October 2022. This proposal recommends updating annual wage adjustments, longevity policy, and vacation benefits as outlined above and reaffirming the City's ongoing commitment to fair and equitable compensation practices. Additionally, there are updates to a few of the positions in this group including a title correction to the City Recorder position, the addition of the Grant/Project Manager and a correction for the Operations Fire Chief category.

Attachment(s):

- a. Updated Management Compensation Plan including Wage Schedule



City of Brookings

Management Compensation Plan

(Management, Supervisory, Exempt, Confidential and
Non-represented Employees)

Adopted October 24, 2022

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Section 1. The Management Team

1.1 Management Team

The City of Brookings's (City's) Management Team is comprised of the Executive Management Team, Middle Management and Supervisory Employees. The Management Team's job duties include: City governance and management of governmental accounting; budget; records management; public safety and law enforcement; public works including street construction, water distribution, wastewater collection, storm water and flood hazard; land use and urban planning; municipal code management; building code administration; website management; parks maintenance; human resources management; risk management and facilities management.

The City's Management Team is comprised of professional employees who have a number of years of experience working in their profession or in local government. At a minimum, most positions in the management team require a bachelor's degree or equivalent experience and training. These jobs are professional level positions that require specialized training, certification and/or extensive knowledge and experience.

1.2 Executive Management Team members report directly to the City Manager and include the Finance and Human Resources Director, Public Works and Development Services Director, and Public Safety Director.

1.3 Middle Management Employees report to a Department Director and include the positions of Police Lieutenant, ~~Deputy Finance and Human Resources Director~~, Deputy Public Works and Development Services Director, Grant/Project Manager, and Operations Fire Chief.

1.4 Supervisory Employees report to Middle Management employees and include the positions of Police Sergeant, Public Works Supervisor, Building Official, ~~Operations Fire Chief, Fire Captain~~, and Communications Supervisor.

1.5 Non-represented, Non-management Employees include the Building Inspector, Payroll/Accounts Payable Specialist, Human Resources/Accounting Specialist, IT Manager, and ~~Deputy City Recorder/Community Engagement Coordinator~~.

This Plan shall not cover any position in a collective bargaining unit or anyone with an individual employment agreement.

Section 2. Management Compensation

2.1 Management Compensation Plan – Strategic Purpose

The purpose of having a written management compensation plan is to develop a compensation strategy that is tied to the mission and the goals of the City of Brookings (City) and the City Strategic Plan. The compensation plan must be fair, legal, consistent, and understood by all. Having a written compensation plan should minimize the likelihood of inconsistencies, or perceived or real discrimination.

2.2 Compensation Philosophy

The City's management compensation program is designed to provide adequate pay for all management and exempt employees. The goal of the City's management compensation program is to foster and reward performance and dedication, while at the same time attracting suitable candidates, when needed, to fill vacancies.

2.2.1 Principles

- Pay ranges will be determined, in part, by using the market average for the appropriate labor market as a target. Individual pay within the range will be merit-based and performance-driven.
- Benefits will include adequate health insurance at a reasonable cost to employees, and other benefits that promote a comfortable, secure workforce and encourage dedication to the City.
- Incentives will include deferred compensation, ~~health—reimbursement arrangements,~~ longevity pay, and paid time off.

2.2.2 Strategies

- Because the City's success is dependent on capable and dedicated employees, compensation goals will strive to attract and retain individuals who share the mission and vision of the City.
- The total compensation will be industry competitive and appeal to the type of professional employees we wish to attract and retain.
- We will adequately pay all management employees but will reward those who go above and beyond in the furtherance of the mission.
- Management and exempt employees will be held accountable for the duties and responsibilities of their positions. Regular and meaningful evaluations will be conducted to gauge accomplishments and assess deficiencies.

- The City will endeavor to provide benefits that offer the most value to, and are appreciated by, City employees.
- The City will promote dedication by providing growth and development opportunities to employees at all levels.
- The City will strive to cultivate and promote future management employees from within the organization whenever it is practicable to do so.
- The City will embrace an organizational culture that rewards excellent service to the citizens of Brookings.

2.3 This compensation plan is NOT A CONTRACT. This plan and the salary and benefits outlined herein may be changed at anytime with approval of the City Council.

Section 3. Plan Structure

3.1 Salaries

Management and exempt employee's pay is determined by the position, individual qualifications, and market comparisons. The City Manager determines placement within the salary range for each class. The City Council approves the salary ranges. All management and exempt employees receive pay in the form of a monthly salary which will be within the approved minimum and maximum set for the position or position class.

3.2 Establishing Ranges

Each management and exempt employee's pay will be established on a scale that includes a minimum and maximum range for the position or position class. The salary range for each position or position class may be adjusted by the City Manager not more than once each fiscal year and, generally, any change in either the minimum or maximum of the range shall not cause the range to deviate from the average minimum or maximum by more than 10%. Any changes to the salary ranges shall be brought to the City Council for approval in the form of a resolution setting forth the employee compensation plan.

3.3 New Positions

Any new management positions shall be brought before the City Council during the budget process. New positions that are designated as management positions will be covered under this Plan and shall be incorporated into the Plan in the first revision of the Plan following Council approval of the position.

3.4 Initial Placement on Salary Ranges

Management employees will be placed within the approved salary ranges for their position according to their qualifications, competencies, and the relative value of those qualifications and competencies to the position and to the City, as determined by the City Manager. Factors to be considered in determining individual pay within the established range include, but are not limited to:

- **Competency:** demonstrated level of relevant knowledge, skills and abilities and training
- **Credentials:** formal education degrees and certifications
- **Experience:** job performance and relevant work history in comparable position(s)
- **Responsibility:** authority, liability, or other responsibility not already considered in establishing the range for the position
- **Performance:** performance of the duties and responsibilities of the position as documented in an annual performance evaluation
- Any other relevant factor(s) that warrant consideration

Placement on the salary range shall be at the discretion of the City Manager, except that such decision shall not be arbitrary or discriminatory.

3.4.1 Initial Placement upon Promotion

In the event an employee is promoted from a non-management position to a management position, the employee shall be placed on the salary range for the new position in accordance with this plan. The employee's pay at the time of promotion, including any incentive pay, shall be considered when determining the initial placement on the salary range for the new position, but in all cases, no initial placement shall cause the manager's pay to fall outside of the approved salary range for that position or position class. Incentive pay received by a bargaining unit employee prior to promotion shall be considered in respect to competency, credentials, and experience as set forth above, but shall not be continued as incentive pay.

3.4.2 Advancement within Salary Range

Employees are eligible for advancement in their salary range upon completion of one year of employment and/or successful completion of the probationary period, whichever occurs first. Salary reviews occur annually on the anniversary of the first date of employment. If the anniversary date is the 15th of the month or earlier, the pay change shall be effective the first day of said month. If the anniversary date is the 16th of the month or later, the pay change shall be effective the first day of the following month.

3.5. Compensation

The City recognizes the value of an experienced and well trained management team. To enhance the City's ability to recruit and retain well qualified and high performing managers, the following compensation program is provided:

3.5.1 Salary Classifications

Classification	Position
NR	Deputy City Recorder/ Community Engagement Coordinator
NR	IT Manager (part-time)
NR	Human Resources/Accounting Specialist
NR	Payroll/Accounts Payable Specialist
NR	Building Inspector
SE	Communications Supervisor
SE	Fire Captain
SE	Operations Fire Chief
SE	Building Official
SE	Public Works Supervisor
SE	Police Sergeant
MM	Operations Fire Chief
MM	Deputy Public Works and DS Director
MM	Deputy Finance and HR Director Grant/Project Manager
MM	Police Lieutenant
EM	Public Works and DS Director
EM	Finance and Human Resource Director
EM	Public Safety Director

"EM" - Executive Management Team

"MM" - Middle Management Employee

"SE" - Supervisory Employee

"NR" - Non-represented, Non-management Employee

Salary Ranges tied to the above classifications are contained in Appendix A.

Benefit accruals based upon seniority may be increased and/or an initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement as needed.

3.5.2 Education and Experience Enhancements

Education and experience enhancements shall only be provided when the listed education

and/or experience criteria exceeds that which is included in the basic requirements for holding a position of employment. All enhancements must be approved by the City Manager before being implemented.

Management employees may receive additional compensation of 2.5 percent for each training, education and experience enhancement listed below, not to exceed 10 percent of base salary:

- Backflow Specialist Certificate
- Certified Municipal Clerk Certificate issued by the International Institute of Municipal Recordors
- Licensed Land Surveyor
- Management Certificate issued by the Oregon Department of Public Safety Standards and Training
- Local Government Management Certificate issued by the League of Oregon Cities
- Oregon Municipal Auditors License
- Professional Finance Officer Certification issued by the Oregon Government Finance Officers Association
- Wastewater Treatment Certificate Grade IV
- Wastewater Collection Certificate Grade IV
- Water Treatment Certificate Grade III
- Water Distribution Certificate Grade III

Management employees may receive additional compensation of 5 percent for each training, education and experience enhancement listed below, not to exceed 15 percent of base salary:

- American Institute of Certified Planners Certificate
- Certified Public Accountant
- Executive Management Certificate issued by Oregon Department of Public Safety Standards and Training
- Fire Protective Executive Certificate issued by the Oregon Department of Public Safety Standards and Training.
- Licensed Architect
- Masters degree from an accredited college or university in public administration, business administration, or field appropriate to job assignment and development
- Registered Civil Engineer

In no event shall a combination of additional compensation under A and B above exceed 15 per cent of base salary.

3.5.3 Longevity

~~Police~~ Management employees who have completed the following years of service as an employee with the City of Brookings will receive the following percent of their regular base pay:

Years of Service	Percent
8	1.0%
10	1.5%
12	2.5%
15	5.0%
20	7.5%

Note: The above percentages are not cumulative. Example: At 10 years of service, an employee receives a total of 1.5% of base pay for longevity; not 2.5%. Years of Service is on their anniversary date. ~~Effective November 1, 2022.~~

~~Non-Police Management and exempt employees who have completed the following years of service as an employee with the City of Brookings will receive the following percent of their regular base pay:~~

Years of Service	Percent
11	.5%
12	1.0%
13	1.5%
14	2.0%
15	2.5%

~~Note: The above percentages are not cumulative. Example: At 12 years of service, an employee receives a total of 1.0% of base pay for longevity; not 1.5%. Years of Service is on their anniversary date.~~

3.6 Performance Recognition

Management employees, who achieve the top step in salary grade and have been compensated in said grade for at least 24 months, shall be eligible for performance recognition. Performance recognition is a lump sum payment of up to five percent (5.0%) of base salary. To qualify for a performance recognition, the City Manager shall consider factors including exceeding annual performance goals, completing major projects under budget, development of new techniques that result in greater efficiency and quality of service, keeping overall department annual expenditures to less than the budgeted amount, securing additional revenues through grants and other sources, and/or other special

achievements. The payment of performance recognition is subject to an annual budget appropriation by the City Council for this program. The City Manager will inform the City Council of the amount and criteria used for any and all performance recognition under this section.

3.7 Substantiation of Performance-Driven Pay Changes

Performance-driven pay changes will be based, in part, on the outcome of an annual performance evaluation. To qualify for any performance-driven pay increase, the management employee's final, annual performance evaluation score must be "above average" in all areas¹. However, receiving above average scores alone shall not be an automatic basis for a pay increase. The City Manager shall be the sole grantor of pay changes for any manager, but the recommendation of the Department Director shall be considered prior to the City Manager making any pay changes. Any changes in pay must be justified in writing via the Personnel Action Form (PAF), and supported by the evaluation documentation.

3.8 Probationary Period

The probationary period is designed to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and, in the case of new employees, to determine whether the new position meets their expectations.

The length of the probationary period is the first 12 continuous months of employment. Periods of temporary employment do not count towards satisfying probationary requirements. When an employee is transferred or promoted, a new 12 month probationary period is required for that new position.

Employees may be placed on disciplinary probation as an alternative to termination in a final attempt to resolve problems with employees who appear to have the ability to become valuable employees to the City. Employees on disciplinary probation may be terminated at any time at the City's discretion in the same manner as new probationary employees, regardless of the length of the disciplinary probation period.

A probationary employee may be terminated at the discretion of the City at any time for any or no reason during the probationary period. Similarly, probationary employees may resign at any time without notice. Employees serving probationary periods as a result of transfer or promotion will be allowed to return to their former position or to a comparable position for which the employee is qualified, depending on the availability of the positions and the City's need, and if the employee is not otherwise terminated. A position is not considered available if it is or has been filled.

Probationary employees are not entitled to the full set of rights and privileges available to regular employees, except if the employee is probationary solely for purposes of transfer or promotion from another regular position. Specific exclusions vary depending on the benefit program and employment category. Probationary employees do not have the right to grieve termination, apply for personal leaves of absence, or receive educational assistance.

During any probationary period, the supervisor will observe the employee's performance. Prior to the end of the period a formal performance evaluation will be conducted by the supervisor recommending one of the following actions:

- Termination/return to previous position in accordance with this subsection
- Extension of probation
- Promotion to regular status

Any extension of probationary time must be established at the time of evaluation.

Section 4. Total Compensation Package

In addition to the pay outlined in Section 3, the total management compensation package will consist of other benefits as detailed below.

4.1 Additional Compensation

4.1.1 Retirement – PERS: The City will pay both the employer's and employee's contribution to the Public Employee Retirement System

4.1.2 Deferred Compensation: Management employees may participate in the City's deferred compensation "Section 457" program through participating vendors by having any or all monetary compensation contributed, pre-tax, into deferred compensation, subject to IRS rules.

At the discretion of the City Manager, management employees may receive as additional compensation a contribution by the City to their deferred compensation account. Such contributions may be one-time or ongoing, in recognition of exceptional performance or assuming additional duties.

4.1.3 Initial Benefit Bank: Benefit accruals based upon seniority may be increased and/or initial "benefit bank" (i.e., an initial balance of vacation leave) may be provided by the City Manager as a recruitment enhancement.

4.1.4 Relocation Assistance At the sole discretion of the City Manager, relocation assistance may be negotiated during the job offer phase of hiring a new management employee from out of the area. Only those individuals who are relocating from more than 50 miles shall be eligible for relocation assistance, and the amount of the assistance benefit shall be limited to \$5,000. The maximum amount of relocation assistance shall only be made available to an individual who relocates to within City limits or within the City's Urban Growth Boundary (UGB). The maximum amount of relocation assistance for a new management employee relocating to an area outside of City limits or City's UGB shall be \$2,500. In the event a management employee receives relocation assistance and subsequently resigns from the position or is terminated for cause within two years of receiving the assistance, the assistance benefit amount shall be refunded to the City on a prorated basis as follows:

Less than 6 months of service	100% refunded to City
6 months to 1 year of service	75% refunded to the City
1 year to 2 years of service	50% refunded to the City

Refunding of relocation assistance shall apply only in the event of a voluntary resignation or termination for cause. Additionally, if relocation assistance is provided to relocate within the City limits or the City's UGB and, within 2 years, the management employee subsequently moves outside the City limits or the City's UGB, but remains in their management position, the amount of relocation assistance paid beyond \$2,500 shall be refunded to the City using the above pro rata scale. The management employee will be required to sign a relocation assistance agreement stipulating to this reimbursement arrangement as a condition of employment. Under certain circumstances, the City Manager may elect to not institute the reimbursement provision of this section of the Plan.

4.1.5 Health Insurance

The City's health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. All regular and probationary employees are eligible to participate in the health insurance plan after a waiting period. Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

All health insurance become effective on the first of the month the employee is employed on the first day of the month (i.e. if employee starts on November 5th, insurance starts December 1st).

The City pays 87.5% of the total premium (high deductible health plan (HDHP), dental, and vision), and the employee pays 12.5%. In addition to the employer portion of

the premium, the City will pay the amount of the respective deductible into each employee's Health Savings Account (HSA) on a quarterly basis (the City may recover prorated contributions upon separation from service). Regular part-time employees regularly scheduled to work 30 hours or more per week will participate on a pro-rated basis based on their regularly scheduled work hours.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Other common events qualifying for COBRA are death of an employee, an employee's divorce or legal separation, or dependent children no longer meeting eligibility requirements. Because COBRA applies to events and dependents not related to the employee's employment, it is the employee's responsibility to notify the Finance and Human Resources Director of any qualifying events.

Questions regarding COBRA and any other questions regarding the health insurance plans and eligibility should be directed to appropriate Finance and Human Resources Department personnel.

4.1.6 Life Insurance The City pays the premium for \$20,000.00 of life and AD & D (Accidental Death and Dismemberment) at no cost to the employee with an option to purchase for dependents. Coverage begins on the first day of the month following hire date. Part-time employees are not eligible for life insurance coverage.

Eligible employees may participate in the life insurance and AD&D plans subject to all terms and conditions of the agreement between the City and the insurance carrier.

4.1.7 Bereavement Leave Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Immediate family member is defined as spouse, eligible domestic partner, child, parent, sister, brother, grandchild, grandparent or spouse's or domestic partner's parent, brother-in-law, sister-in-law for the purpose of bereavement leave. Up to three (3) days of paid bereavement leave will be provided to employees working in regular, full-time positions. Part-time employees (30 hours or more/week) will be on a prorated basis. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary.

4.1.8 Compensatory Time (Overtime) Nonexempt employees not covered by a collective bargaining agreement are compensated for all hours worked over 40 in a work week. Compensatory time is paid at the rate of time and one-half. It may be accumulated or received as a cash payment. Compensatory time that has been accumulated may not be

converted to cash without prior approval of the Department Director, and then only in those instances where there are sufficient funds to cover the additional cost. An employee may not accumulate more than 120 hours of compensatory time. All accumulated time in excess of 120 hours will be paid to the employee in the paycheck for that pay period. Regular breaks that are not taken cannot be used to accumulate compensatory time.

Compensatory time off must be arranged by mutual agreement between the employee and the Department Director.

4.1.9 Cell phone allowance A monthly stipend may be paid to management employees who are required to be available by phone while away from the office or outside of business hours, in accordance with City policy. Management employees who elect to use a City-owned cell phone are not eligible for this stipend.

4.1.10 Use of Car At the sole discretion of the City Manager, the use of an assigned City vehicle may be negotiated for a management employee. Any such use shall be based solely on appropriateness for the position and subject to applicable I.R.S. rules.

4.1.11 Other Benefits for Police Employees The Public Safety Director, Police Lieutenant, and Police Sergeants may participate in the “gun buy” program will be provided City-prescribed uniform and equipment including protective bullet resistant vest, and practice and duty ammunition.

Sergeants and Communications Supervisor will receive miscellaneous benefits that other police officers receive based on their current Collective Bargaining Agreement (CBA), with the Brookings Police Association. Examples include Boot Allowance, Bereavement Leave, K-9 Handler certification pay, and Language Differential Pay.

4.1.12 De minimus use of City resources De minimus use of City resources on a limited and occasional basis shall be considered part of the management employee’s total salary and compensation. Examples of such use may include photocopiers, printers, computers, phones and other technology, provided such use does not violate the acceptable use policy. Additionally, except for items such as portable information technology (i.e., laptop, iPad, etc.) such use of City resources shall not include taking items off of City premises (i.e., this provision does not allow for taking tools or equipment home). The City Manager shall prepare and enforce a written de minimus use policy.

4.2 Paid Time Off

The City recognizes the importance of time away from work for personal lives, and believes management employees should receive paid time off for certain holidays, vacations,

personal time, and for when they are unable to come to work due to illness or injury. To this end, management employees shall be granted time off under the following provisions.

4.2.1 Holidays The City grants paid holiday time off to all regular and probationary full time employees on the holidays listed below. Probationary employees must have been employed and due compensation by the City for at least the day prior to the holiday to receive the holiday as a paid holiday:

New Year's Day (January 1)	Labor Day (1 st Monday in September)
Martin Luther King Birthday (3 rd Monday in January)	Veterans Day (November 11)
President's Day (3 rd Monday in February)	Thanksgiving Day (4 th Thursday in November)
Memorial Day (Last Monday in May)	Day after Thanksgiving
Independence Day (July 4)	Christmas Day (December 25)

Part-time EEs are not eligible for holiday pay.

A holiday listed above that falls on a Saturday will be observed on the preceding Friday; and a holiday that falls on a Sunday will be observed on the following Monday. City Administrative offices will be closed on the listed holidays.

Police Sergeants do not get paid holiday time off. In lieu of time off, 80 additional hours are included in their annual vacation accrual (as demonstrated in table 4.2.2.a.)

4.2.2 Paid Vacation Regular employees are eligible for vacation based on the schedule below. However, vacation time is earned, but not compensated, until after completion of the twelve (12) month probation period. No vacation time will be authorized during the probationary period, unless specific arrangements have been made at the time of hire.

The purpose of vacation time is to allow employees to enjoy periods of time away from work and have time available for personal use. Vacation time is intended to provide time away from work for rest and recreation.

4.2.2.a. Accrual Rates Employees will accrue vacation at the following rate:

Completed Years of Continuous Service	Vacation Earned Non-Shift Work	Vacation Earned Shift Work (Sergeant)
1 - 4	112 hours	192 hours
5 - 9	136 hours	216 hours
10 - 14	160 hours	240 hours
15 - 19	184 hours	264 hours
20 +	216 hours	296 hours

Employees shall advance to the next bracketed vacation accrual rate at the completion of the specified number of years of service, i.e. an employee hired on March 1, 2004 would start accruing vacation at the 136 hour rate beginning March 1, 2009. However, no employee shall be eligible to take vacation leave or pay therefore prior to completion of twelve (12) months of service. Part-time employees (30 hours or more/per week) shall be credited with prorata vacation credits based on the accrual of a full-time employee. Part-time employees with less than 30 hours/week are not eligible for vacation pay.

4.2.2.b. *Death or Termination.* Upon termination of a regular employee, said employee shall be paid for all earned but unused vacation time. In case of death, compensation for accrued vacation leave shall be paid in the same manner that any salary due the decedent is paid.

4.2.2.c. *Accrual.* Employees shall be permitted and encouraged to take a portion of, or all of their vacation time depending upon service requirements as determined by the City, but no more than forty (40) hours more than can be earned in a one year period may be accrued at any time without prior approval of the Department Director and City Manager.

Vacation time cannot be banked and then never used; therefore, annual accrual cannot exceed a maximum of 480 hours. Vacation benefits will not stop accruing once the maximum has been reached but hours in excess of 480 hours will be forfeited, unless otherwise approved by the City Manager. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation shall be accrued while the employee is on a leave of absence without pay.

Vacation may not be taken prior to being earned; however, exceptions may be made on a case by case basis by the Department Director and the Finance and Human Resources Director in extenuating circumstances (i.e. vacations planned during the probation period, prior to being hired). When a paid holiday falls within an employee's vacation, the holiday will not be deducted from the vacation balance.

Vacations must be taken at a time mutually agreed upon by the Department Director and employee.

Vacations may be taken only with the advance approval of the employee's immediate supervisor and Department Director.

4.2.2.d *Conversion of paid leave.* Employees may request payment up to 40 hours per occasion twice per fiscal year for accrued vacation. Employee must provide two weeks' notice. (Payment may include employee election towards HSA contribution per payroll forms).

4.2.2.e Administrative Time – Middle Management and Above

In recognition of the additional hours often required of exempt leadership positions, employees classified as Middle Management (MM) and above shall receive 64 hours of Administrative Time annually. These hours will be front-loaded each fiscal year on July 1.

- Administrative Time is use-or-lose: any unused hours remaining on June 30 will be forfeited.
- Administrative Time does not accrue, carry over, cannot be cashed out while employed or get paid out upon voluntary separation or termination.
- Time must be scheduled in advance with supervisory approval and used in a manner consistent with operational needs.

This benefit is intended to support work-life balance and reflect the flexible schedules and off-hour demands often associated with management responsibilities.

4.2.3 Sick Leave

4.2.3.a *Accrual.* Full-time employees will earn eight (8) hours of sick leave with pay for each full month worked from date of hire. A total of 960 hours of sick leave may be accrued by each employee. Upon termination of employment with the City, one-half of the employee's unused accrued sick leave hours will be converted to the Public Employees Retirement System (PERS) in accordance with PERS rules or its successor as determined by the State of Oregon. In addition, employees with twenty (20) years, or more, of continuous service with the City and who separate from City employment shall be compensated for one-quarter of their unused accrued sick leave at their base rate of pay at separation.

4.2.3.b *Utilization.* Sick leave with pay is intended to be utilized when employees are unable to work due to illness or off the job injury and to obtain dental, medical or vision care not covered by worker's compensation. Employees shall notify their supervisor of absence due to illness or injury as early as possible prior to the time they would otherwise report to work.

The City may require proof of the reason for utilization of sick leave, and may require a physician's verification after more than three (3) consecutive days.

4.2.3.c *Family Illness.* Sick leave of three days per occurrence may be used in the event of serious illness or injury to the employee's spouse, child or parent, whether living in the employee's household or not, which requires the employee's presence to either care for or arrange for the care of said family member. The employee may request additional time providing the Department Director with a written request prior to taking said leave.

In the event of use of leaves in excess of three (3) days to care for family members under applicable medical leave law, the employee will first use all compensatory time, vacation time, and then sick leave. Employees with sick leave accumulation above 480 hours may use sick leave prior to other leaves first as long as the 300 hours accumulation is maintained.

4.2.3.d *Immediate Family.* For purpose of this Article, the employee's immediate family shall include the employee's spouse, domestic partner, children, parents, mother-in-law, father-in-law, brothers, sisters, grandparents or other dependents living in the employee's household.

4.2.3.e *Integration with Worker's Compensation.* When an employee must take time off from work as a result of an on the job injury or illness he shall receive compensation as scheduled by the City's worker's compensation benefit provider, and may supplement it with sick leave or vacation pay to equal regular take home pay. Such supplemental pay shall be deducted from the sick or vacation pay entitlement of the employee at the employee's choice. Employees must submit a copy of their worker's compensation pay stub to receive integration of compensation.

4.2.3.f *Sick Leave Without Pay.* Any full-time employee in need of an extended amount of time off due to illness or injury may apply for leave without pay for up to ninety (90) calendar days once all other accrued leave with pay has been depleted.

4.2.3.g *Transfer of Sick Leave.* Employees who have exhausted all accrued leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 480 hours of accumulated sick leave may make contributions, and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240 hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

4.2.3.h *Part-time Employees.* Part-time employees shall accrue sick leave based on Oregon's sick time law.

4.2.4 Court Leave

4.2.4.a The City encourages employees to fulfill their civic responsibilities by serving on jury duty and witness duty when required by subpoena or other order of a court.

When requesting court leave, an employee must provide their Department Director with a copy of the summons documents or a subpoena. All payments to the employee by the court, except mileage, must be turned over to the City if the court leave was paid leave. An employee is expected to report to work whenever the court schedule permits or when they are released from service for the remainder of a scheduled work day.

- a. *Jury Duty.* Employees may be granted a leave of absence with pay when required to serve as a juror in Federal, State, County or Municipal Court. In order to receive pay for the time served, the employee must submit an attendance slip from the court verifying the dates and time of service and compensation received. Employees shall request that they receive the customary payment from the court.

Either the City or the employee may request a postponement of jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

- b. **Witness Duty.** Employees will be granted court leave with pay to appear as a witness in a proceeding only if the summons is required for a City-related matter or as a result of employment with the City. Witness duty does not qualify as on duty time, or for overtime, unless the employee's appearance has been requested by the City. All other appearances are without pay, but the employee may use any accrued paid leave.

4.3 Changes in Benefits upon Moving to a Management Position

Management employees shall only receive benefits that are afforded to employees under this management compensation plan or approved City personnel policy. At any given time, an employee shall only have accrued time "on the books" that other employees in the same employee group accrue. When an employee changes from a bargaining unit position to a management position, accrued compensatory time and any leaves not also accrued in the new management position shall be paid out at the previous hourly rate at the time of the change and in accordance with the applicable bargaining agreement or policy. By way of example, a sworn employee in the police bargaining unit who changes to an exempt, management position shall have all accrued comp time and holiday leave bank time paid out upon changing positions because exempt management employees do not accrue comp time or holiday bank time. This provision shall apply to management employees appointed after adoption of this plan but shall not be applied retroactively to any current management employee.

4.4 Work Time / FLSA Exemption

Positions covered by this plan that are exempt under the Fair Labor Standards Act are not subject to, or eligible for overtime compensation for hours worked in excess of 40 in a week or any specific amount in a given day. Exempt management employees are paid on a monthly salary basis to perform the duties of their position and are not required, nor expected, to keep track of the number of hours they work. However, it is expected that exempt management employees will work sufficient hours to complete their job duties in a timely manner and that they will generally be available during working hours. Additionally, exempt management employees are expected to attend meetings, conferences and other functions appropriate to their work assignment, which may fall outside the typical Monday through Friday, 8 to 5 schedule.

Although exempt management employees are not required to keep track of their hours worked for the purpose of pay, they are required to keep track of their use of accrued or

banked leaves. The general practice shall be that if the exempt employee is absent from work for more than a partial day, accrued or banked leave shall be used to account for all of the time away. It is understood that exempt management employees may, on occasion, trade time where appropriate, but this practice shall not result in an hour-for-hour trade of all time worked beyond a 40-hour workweek and shall be done only infrequently and under exceptional circumstances.

Any non-exempt position covered under this plan shall be eligible for overtime or compensatory time in accordance with the Fair Labor Standards Act and state law. Non-exempt management employees must record all hours worked and leave taken on an approved timesheet.

Although allowed, management employees utilizing flex time will notify a Department Director and or Middle Manager of the specific time to be flexed. This requirement is to assure adequate coverage and scheduled tasks will be completed with limited or no impact to operations.

Section 5. Wages

5.1 Wages

Police Management wages and Management Employees wages shall be in accordance with the wage schedules as set forth in Appendix "A", attached hereto and by this reference incorporated herein.

~~Police Management Employees – Effective July 1, 2022, salary scales will be increased by 5%.~~

~~Management Employees – Effective July 1, 2022, salary scales will be increased by 5%.~~

~~Police Management Employees – Effective July 1, 2025 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary will be increased by 1%~~

~~Non-Police Management Employees – Effective July 1, 2025 salary scales will be increased by 7%.~~

~~Police Management Employees – Effective July 1, 2026 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%.~~

~~Non-Police Management Employees – Effective July 1, 2026 salary scales will be increased by the 12 month change in the All Cities CPI-W index ending the preceding February, with a minimum of 1.5% and a maximum of 4.5%. In addition, and at the same time as the CPI wage increase, the salary will be increased by 2%~~

5.2 Acting in Capacity.

An employee who is temporarily assigned the responsibilities and duties incident to a position higher than that of his regular grade for a continuous period longer than two (2) work weeks shall receive a five per cent (5.0%) pay differential for the duration of the assignment. A temporary assignment to a higher position shall not result in a salary change for the employee required to assume the higher position unless such period of time exceeds two (2) weeks.

Appendix A

Monthly Salary Ranges for Management, Supervisory, Exempt, Confidential and non-represented Positions effective July 1, 202~~25~~²⁵:

Grade	Classification	Position	From	To
9	NR	City Recorder	3590 4138	4810 5545
9	NR	IT Manager (part-time)	2041 2352	2735 3153
11	NR	Human Resources/Accounting Specialist	3956 4562	5301 6112
11	NR	Payroll/Accounts Payable Specialist	3956 4562	5301 6112
11	NR	Building Inspector	3956 4562	5301 6112
13	SE	Fire Captain	4369 5037	5855 6750
14	SE	Operations Fire Chief	4578 5277	6134 7072
15	SE	Building Official	4905 5654	6573 7578
15	SE	Public Works Supervisor	4905 5654	6573 7578
16	MM	Grant/Project Manager	5937	7957
18	MM	Deputy Public Works and DS Director	5677 6543	7608 8770
20	EM	Public Works and DS Director	7049 8125	9446 10889
20	EM	Finance and Human Resource Director	7049 8125	9446 10889

"EM" = Executive Management Team

"MM" = Middle Management Employee

"SE" = Supervisory Employee

"NR" = Non-represented, Non-management Employee

Monthly Salary Ranges for Police Management and Police Supervisory Positions effective July 1, 202~~25~~²⁵:

12	PSE	Communications Supervisor	4153 4944	5565 6627
16	PSE	Police Sergeant	5260 6265	7049 8396
19	PMM	Police Lieutenant	6090 7252	8162 9720
20	PEM	Public Safety Director	7049 8393	9446 11249

"PEM" = Police Executive Management Team

"PMM" = Police Middle Management Employee

"PSE" = Police Supervisory Employee

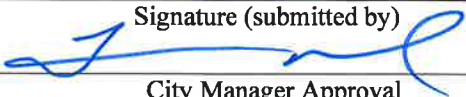
CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: July 28, 2025

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject: System Development Charges Study Update

Background/Discussion:

City Staff is in the process of recommending updates to the City's System Development Charges (SDCs) methodologies for water, wastewater, stormwater, and transportation. Before the Council can deliberate on any legislative action concerning the SDC methodology updates, it must adopt capital improvement plans for each municipal service that will have SDC charges. ORS 223.309(1) states that prior to the establishment of a SDC by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee (sic SDC) and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee (sic SDC) for each improvement.

At the July 28th City Council workshop, City Staff will present the updated capital improvement plans and the resulting implications on the SDC fees. At the Council's August 11th regular meeting, a resolution will be on the agenda for formal adoption of the capital improvement plans. This resolution contains the updated 20-year capital improvement plans for water, wastewater, stormwater, and transportation. The content of this resolution complies with ORS 223.309(1). By adopting this "CIP" resolution, the Council is not bound to adopt the proposed SDC methodologies and rates that result from the CIP costs. That decision will be before the City Council as an agenda item at the October 27, 2025, regular meeting. Our SDC consultant Steve Donovan of Donovan Enterprises, Inc. will be at the July 28th City Council workshop to present his facts, findings, and recommendations concerning the capital improvement plans and the resulting impact on the SDC rates. A copy of his power point presentation is attached.

Recommendation

Upon completion of the Staff presentation, ask questions, deliberate, and then direct Staff on Council preference to move forward on CIP adoption and SDC methodology updates.

Council Options

1. Move forward to adopt updated 20-year capital improvement plans by resolution at the August 11th City Council business meeting

2. Remand the CIP work back to City Staff for modification per City Council direction
3. Do not adopt updated 20-year capital improvement plans and stop work

Attachments

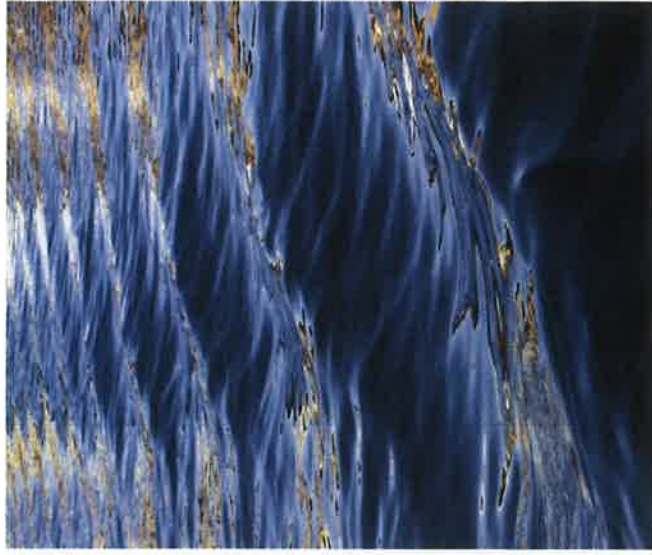
- a. SDC Power Point Presentation
- b. Draft Resolution 25-R-1284 & Capital Improvement Plan



2025 SDC Options and Recommendations

July 28, 2025,

City Council Meeting





Agenda ...

- Policy issues concerning SDCs
- History and background of SDCs
- Specific details of the analysis
- Schedule for SDC methodology implementation
- Next Steps



Policy ...



History & Background of Brookings SDCs



History

- Master Plan Vintages:
 - Water 2014
 - Sewer 2024
 - Storm 2016
 - Streets 2022
 - Parks 2011



2025

- Current total SDC charges for a single- family home are \$19,353
- Estimated 2025 population is 6,493
- Forecasted 2045 population will be 7,156; a 10% increase from today

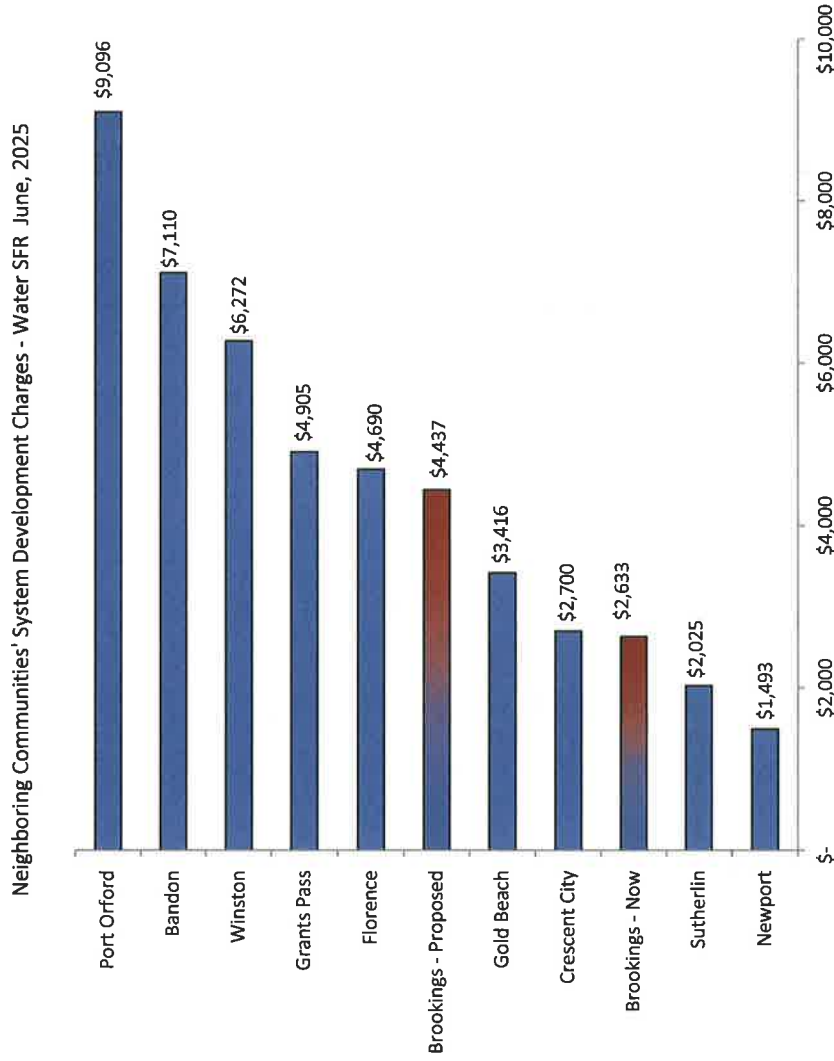


SDC methodology

- A comprehensive review of the City's SDC methodologies has not been done in over 20 years
- This update conforms to "best practices" management

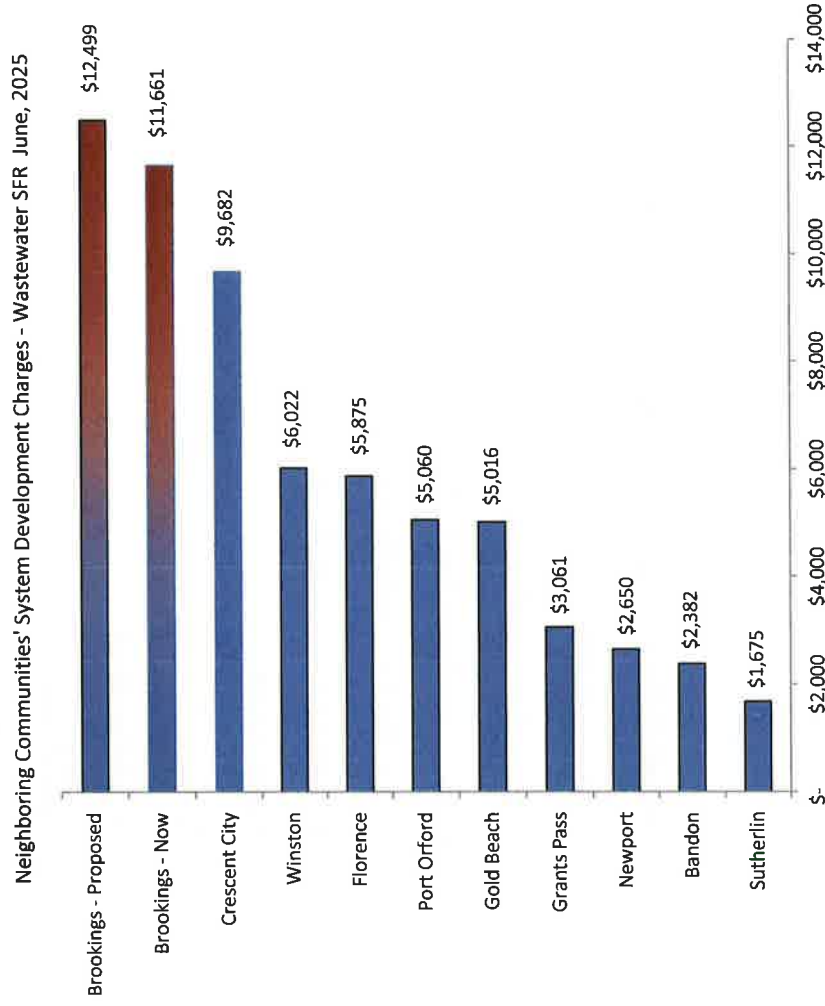
Status of Water SDCs

- Starting point – adopted 2014 water master plan
- 2014 adopted water CIP reviewed by City Staff; project costs updated to 2025 dollars per ENR CCI
- Projects with biggest impact on SDCs:
 - Tidewater Reservoir \$2.3m
 - Easy Street \$0.9m
 - Old County Reservoir \$0.9m



Status of Wastewater SDCs

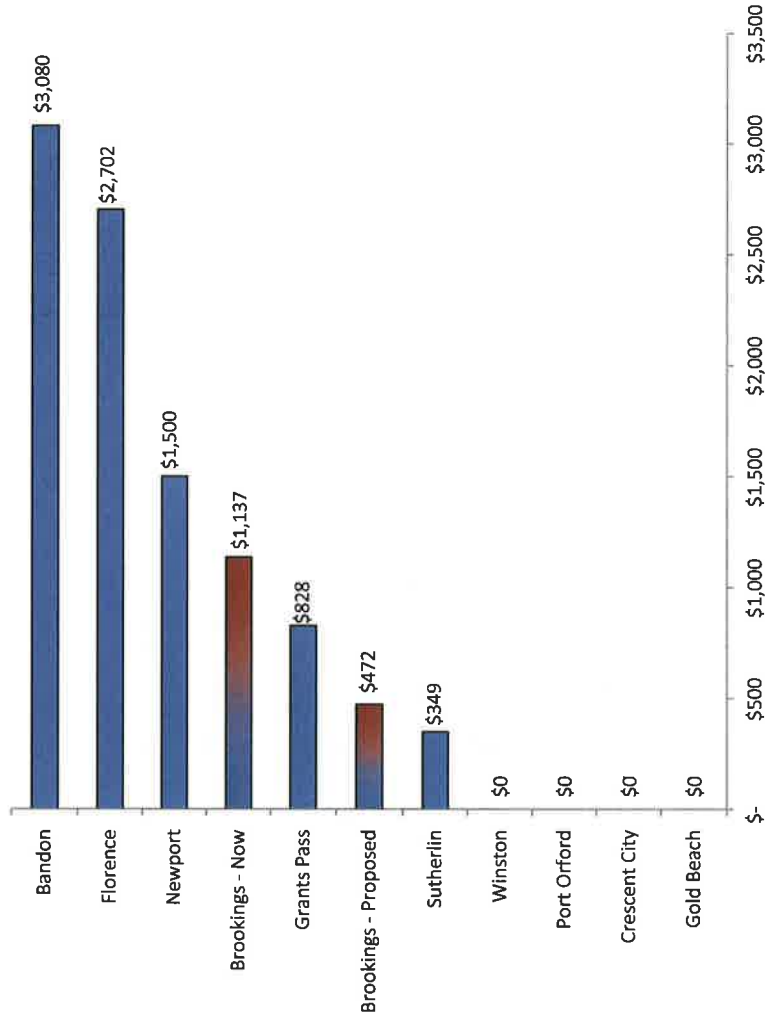
- Starting point – adopted 2024 Preliminary Engineering Report
- 2024 wastewater CIP costs reviewed by City Staff and City Engineer; project costs updated to 2025 dollars per ENR CCI
- SDC cost eligibility by project developed by Staff, Engineer and 3rd party review
- Projects with biggest impact on SDCs:
 - UV replacement \$3.7m
 - Mill Beach rd. sewer \$3.0m
 - Taylor Cr. PS \$1.8m



Status of Stormwater SDCs

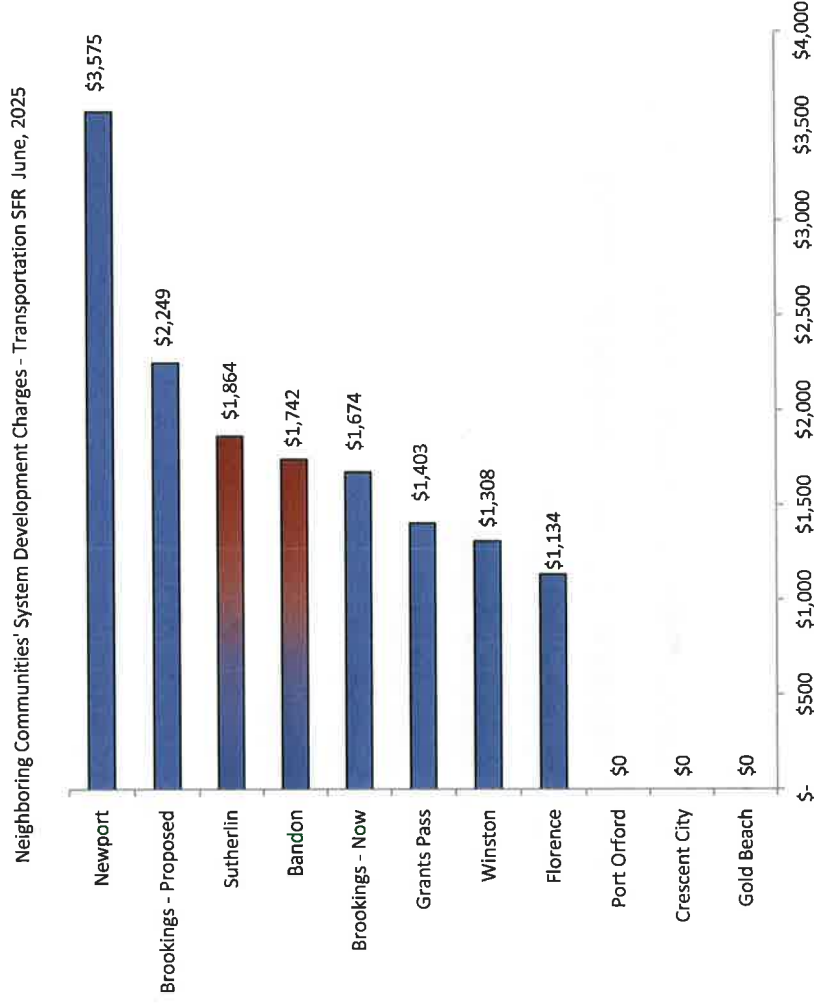
- Starting point – adopted 2021 SW master plan
- 2021 SW CIP costs reviewed by City Staff; project costs updated to 2025 dollars per ENR CCI
- Book value of existing/built SW infrastructure is \$1.3 million
- Projects with biggest impact on SDCs:
 - Old County rd. \$0.25m
 - Old County rd. reroute \$1.8m
 - Railroad, Hazel st., & Del Norte \$2.3m

Neighboring Communities' System Development Charges – Stormwater SFR June, 2025



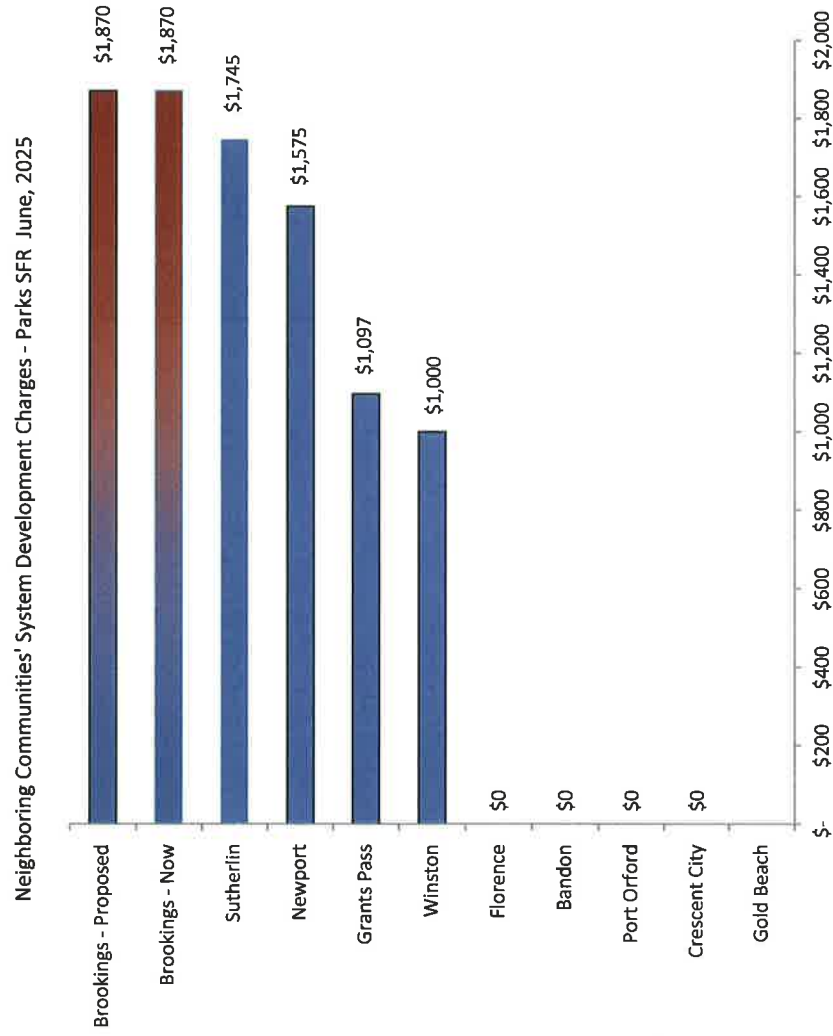
Status of Transportation SDCs

- Starting point – adopted 2017 TSP and 2022 pavement management plan
- CIP costs reviewed by City Staff; project costs updated to 2025 dollars
- CIP limited to buildout to existing UGB
- Projects with biggest impact on SDCs:
 - Ransom ave./Airport rd. \$1.9m
 - Easy st. \$1.1m
 - 3rd street \$0.9m

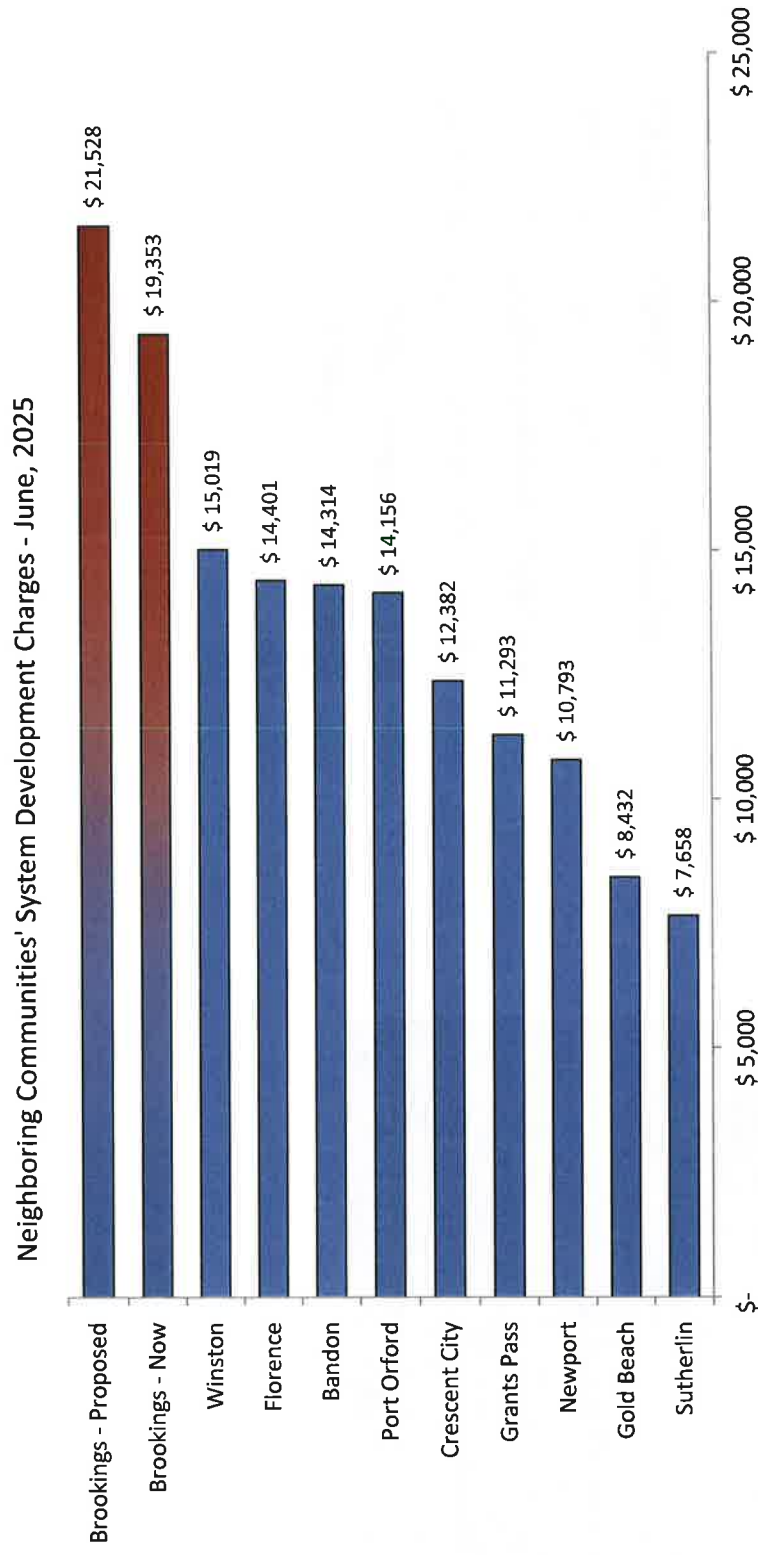


Status of Parks SDCs

- No update of parks SDCs recommended at this time
- Suggest the City Council direct Staff to commission an updated parks master plan
- Revisit the parks SDCs upon completion of a new master plan

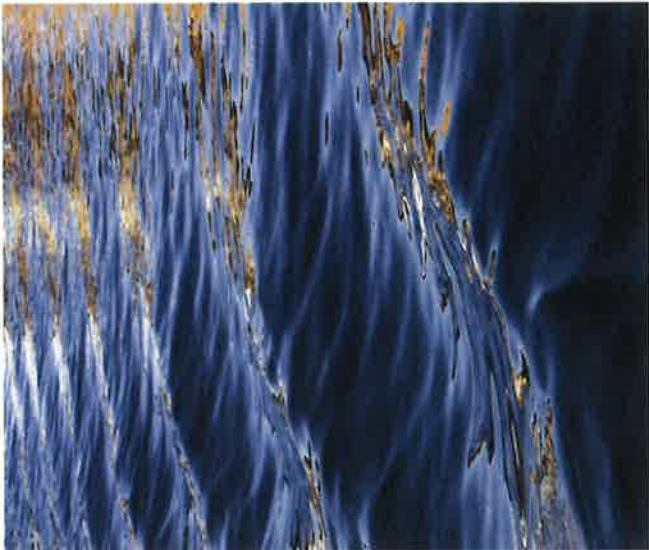


All SDCs Current vs. Proposed (Parks is Pending)



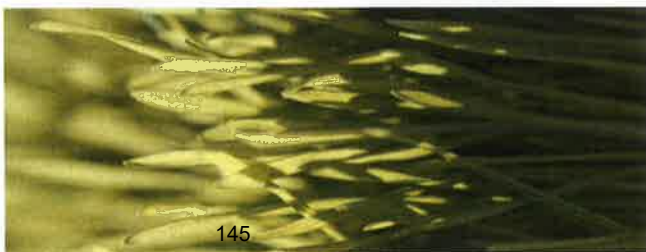
Schedule for SDC Methodology Implementation





Questions?

<https://www.brookings.or.us/>



RESOLUTION NO. 25-R-1284

A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLANS FOR THE CITY OF BROOKINGS WATER, WASTEWATER, STORMWATER, TRANSPORTATION, AND PARKS SYSTEMS

WHEREAS, the City of Brookings Municipal Code (BMC) chapter 13.25.80 provides for the setting of Systems Development Charges (SDCs) upon completion of an analysis of projected capital improvements to be constructed and adoption of a methodology explaining how the systems development fees were calculated; and,

WHEREAS, Oregon Revised Statute (ORS) 223.297 through 223.316 provides the framework for establishing an SDC, and for notification and public hearing of the City of Brookings's intent to impose SDCs; and,

WHEREAS, ORS 223.309 (1) states that prior to the establishment of a SDC by ordinance or resolution, a local government shall prepare a capital improvement plan, public facilities plan, master plan or comparable plan that includes a list of the capital improvements that the local government intends to fund, in whole or in part, with revenues from an improvement fee and the estimated cost, timing and percentage of costs eligible to be funded with revenues from the improvement fee for each improvement; and,

WHEREAS, City Staff have prepared 20-year capital improvement plans for water, wastewater, stormwater, and transportation services that include projected total costs by project, timing of project implementation/construction, and the percentages of project costs that can be funded from an improvement fee ; and,

WHEREAS, the Brookings City Council has determined the proposed 20-year capital improvement plans for water, wastewater, stormwater, and transportation services hereinafter specified and established are just, reasonable, and necessary.

NOW, THEREFORE BE IT RESOLVED,

Section 1: Amendment and updating of water, wastewater, stormwater, transportation, and parks capital improvement plans. In accordance with the BMC Chapter 13.25, this Resolution establishes the updated 20-year capital improvement plans for water, wastewater, stormwater, and transportation services as attached to this Resolution as Exhibit A.

Section 2: Effective Date. This Resolution shall become effective upon its adoption by the Brookings City Council.

Section 3: Review. This Resolution may be reviewed at the pleasure of the City Council, and the projects and cost of projects for water, wastewater, stormwater, and transportation services may be amended as appropriate.

PASSED AND ADOPTED by the Brookings City Council this 11th day of August 2025 and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF BROOKINGS, OREGON

Issac Hodges, Mayor

Attest: _____
Brooklyn Osterhage, City Recorder

EXHIBIT “A”

Adopted Capital Improvement Plans for Water, Wastewater, Stormwater, and Transportation

August 11, 2025

Water System

Project Type	Subtype	Priority	Project Name	2021 Project Cost	2025 Project Cost	Rates - %	Grants - \$	Developers - %	SDCs - %	Outside Planning Period - %
Water	Distribution	High	Easy Street Project 11	\$ 861,489	\$ 1,017,426	90.74%			9.26%	
Water	Distribution	High	Hub Street Project 12	\$ 489,535	\$ 578,145	100.00%			0.00%	
Water	Distribution	High	Easy St at 101 Project 24	\$ 1,014,768	\$ 1,198,451	100.00%			0.00%	
Water	Pump Station	High	Mt. Drive 1, 2, and 3	\$ 195,520	\$ 230,911	90.74%			9.26%	
Water	Pump Station	High	Pac View pump station	\$ 42,400	\$ 50,075	90.74%			9.26%	
Water	Pump Station	High	1.5 pump sta replacement	\$ 787,320	\$ 929,833	100.00%			0.00%	
Water	Reservoir	High	Old County 250,000 gallon	\$ 859,750	\$ 1,015,373	90.74%			9.26%	
Water	Reservoir	High	Mt Drive reservoir repaint	\$ 31,800	\$ 37,556	100.00%			0.00%	
Water	Distribution	Low	Bluff Drive, Project 2	\$ 33,930	\$ 40,072	90.74%			9.26%	
Water	Distribution	Low	North 2nd St, Project 3	\$ 60,900	\$ 71,923	90.74%			9.26%	
Water	Distribution	Low	Barbra Lane, Project 10	\$ 13,195	\$ 15,583	90.74%			9.26%	
Water	Distribution	Low	Byrtus Place, Project 15	\$ 91,350	\$ 107,885	90.74%			9.26%	
Water	Distribution	Low	Macklyn Cove Dr, Project 17	\$ 314,650	\$ 371,605	90.74%			9.26%	
Water	Reservoir	Low	Tidewater Reservoir Improvements	\$ 1,952,000	\$ 2,305,331	66.67%	SDWRLF		33.33%	
Water	Distribution	Medium	1st St btwn Easy & Ransom, Project 5	\$ 172,550	\$ 203,783	100.00%			0.00%	
Water	Distribution	Medium	2nd St btwn Easy & Ransom, Project 6	\$ 172,550	\$ 203,783	100.00%			0.00%	
Water	Distribution	Medium	3rd St Project 7 tied into W Mar Vista	\$ 30,450	\$ 35,962	90.74%			9.26%	
Water	Distribution	Medium	Iris St Project 9	\$ 225,939	\$ 266,836	100.00%			0.00%	
Water	Distribution	Medium	Barclay Lane, Project 14	\$ 60,900	\$ 71,923	90.74%	in design now		9.26%	
Water	Distribution	Medium	Lucky Lane, Project 16	\$ 91,350	\$ 107,885	90.74%			9.26%	
Water	Distribution	Medium	King Street, Project 19	\$ 95,410	\$ 112,680	90.74%			9.26%	
Water	Distribution	Medium	Cove Road, Project 20	\$ 75,110	\$ 88,706	90.74%			9.26%	
Water	Distribution	Medium	Pine & Redwood, Project 22	\$ 406,000	\$ 479,490	100.00%			0.00%	
Water	Distribution	Medium	Redwood St. West, Project 23	\$ 142,100	\$ 167,821	100.00%			0.00%	
Water	Management	Medium	Master Plan Update	\$ 75,000	\$ 88,576	90.74%			9.26%	
Water	Management	Medium	Hydraulic model	\$ 75,000	\$ 88,576	90.74%			9.26%	
Water	Reservoir	Medium	Mt. Dr. #1, altitude Valve	\$ 36,000	\$ 42,516	100.00%			0.00%	
Water	Reservoir	Medium	Pac Terrace Check Valve	\$ 25,000	\$ 29,525	100.00%			0.00%	
Water	Supply	Medium	Raw Water Intake & WTP Sodium Hypo System	\$ -	\$ -	100.00%			0.00%	
Water	Supply	Medium	Ferry Creek Dam Removal	\$ 294,805	\$ 348,168	100.00%	FEMA-OWRD		0.00%	
Water	Supply	Medium	Cleaveland Pump Rebuild	\$ 60,000	\$ 70,861	100.00%			0.00%	
Water	Supply	Medium	Hach Cl17 Replacement	\$ 15,000	\$ 17,715	100.00%			0.00%	
Water	Supply	Medium	Hach Series C Turbidimeter	\$ 11,500	\$ 13,582	100.00%			0.00%	

Wastewater System

Project Type	Subtype	Project Number	Project Name	2024 PER Project Cost	2025 Project Cost	Rates - %	Grants - \$	Developers - %	SDCs - %	Outside Planning Period - %
Wastewater	I/I Repair	1	Priority One I/I Repairs		\$ 958,146	91%			9%	
Wastewater	I/I Repair	2	Priority Two I/I Repairs		\$ 752,890	91%				9%
Wastewater	HSD/Lone Ranch	1	Oak, Hemlock, Railroad, & Warf, 18" sewer	\$ 922,497	\$ 937,280	67%			33%	
Wastewater	HSD/Lone Ranch	2	Rowland Lane to Mill Beach Road 24" sewer	\$ 1,771,855	\$ 1,800,249	67%			33%	
Wastewater	HSD/Lone Ranch	3	Crissy Circle to Moore Street, 21" sewer		\$ 614,236	67%			33%	
Wastewater	HSD/Lone Ranch	4	Taylor Creek pump station	\$ 1,832,085	\$ 1,861,444			50%	50%	
Wastewater	HSD/Lone Ranch	5	Hwy 101 Carpenterville Rd to Park View Dr 8" FM	\$ 1,960,794	\$ 1,992,216			50%	50%	
Wastewater	HSD/Lone Ranch	6	Mill Beach Rd to WWTP, 30" sewer	\$ 2,946,653	\$ 2,993,874	67%			33%	
Wastewater	Sewer Mains RR	7	Replace/Rehab of existing 8" sewer along Moore St		\$ 370,441	91%			9%	
Wastewater	Sewer Mains RR	8	Replace/Rehab of existing 8" sewer along Collins St		\$ 192,389	91%			9%	
Wastewater	Sewer Mains RR	9	Replace/Rehab of existing 8" sewer along Pioneer Rd		\$ 292,444	91%			9%	
Wastewater	Sewer Mains RR	10	Replace/Rehab of existing 8" sewer along Old Country Rd, Pacific Ave to Mendy St	\$ 116,932	\$ 118,806	91%			9%	
Wastewater	Sewer Mains RR	11	Replace/Rehab of existing 8" sewer along Fir St		\$ 340,786	91%			9%	
Wastewater	Sewer Mains RR	12	Replace existing 8" sewer along Oak, Pacific, to Chetco Avenue	\$ 1,055,975	\$ 1,072,897	91%			9%	
Wastewater	Sewer Mains RR	16	Replace existing 10" sewer along Hwy 101, Pacific to Railroad to Mill Beach	\$ 748,083	\$ 760,071	91%			9%	
Wastewater	Pump Stations	2	Project 2 - pump station improvements (Macklyn, Beach and Seaciff)	\$ 1,253,611	\$ 1,273,700	91%			9%	
Wastewater	Pump Stations	3	Project 3 - pump station improvements	\$ 283,311	\$ 287,851	91%			9%	
Wastewater	WWTP Improvements	1	Coatings and corrosion protection	\$ 625,000	\$ 635,016	91%			9%	
Wastewater	WWTP Improvements	2	Replace mechanical bar screen, classifier, and degritter	\$ 2,501,941	\$ 2,542,035	91%			9%	
Wastewater	WWTP Improvements	3	Primary clarifier rehab	\$ 925,000	\$ 939,823	91%			9%	
Wastewater	WWTP Improvements	4	Trickling filter rehab	\$ 2,457,000	\$ 2,496,374	91%			9%	
Wastewater	WWTP Improvements	5	Blower building rehab		\$ 92,763	91%			9%	
Wastewater	WWTP Improvements	6	Reaeration system rehab	\$ 877,500	\$ 891,562	91%			9%	
Wastewater	WWTP Improvements	7	Secondary clarifier (older), WAS, RAS, and scum pumps	\$ 487,500	\$ 495,312	91%			9%	
Wastewater	WWTP Improvements	8	Secondary clarifier (newer) WAS, RAS, and scum pumps	\$ 987,500	\$ 1,003,325	91%			9%	
Wastewater	WWTP Improvements	9	UV system replacement	\$ 3,739,500	\$ 3,799,426	91%			9%	
Wastewater	WWTP Improvements	10	WWTP Generator Replacement		\$ 205,000	100%			0%	
Wastewater	Plans & Studies	1	Wastewater Facilities Masterplan Update (last 2016)		\$ 100,000	50%			50%	

Stormwater System

Project Type	Priority	Project Number	Project Name	2021 Project Cost	2025 Project Cost	Rates - %	Grants - \$	Developers - %	SDCs - %	Outside Planning Period - %
Stormwater	High	2	Ross Rd	\$ 291,130	\$ 343,827	100.00%			0.00%	
Stormwater	High	11	5th and Ransom project	\$ 81,000	\$ 95,662	66.67%			33.33%	
Stormwater	High	12	Ransom Avenue	\$ 43,290	\$ 51,126	100.00%			0.00%	
Stormwater	High	13	Tanbark and Railroad	\$ 589,330	\$ 696,004	100.00%			0.00%	
Stormwater	High	21	Old County Road	\$ 210,650	\$ 248,780	66.67%			33.33%	
Stormwater	High	22	Old County Reroute	\$ 1,534,680	\$ 1,812,472	66.67%			33.33%	
Stormwater	Medium	1	Mendy, Art and Pacific	\$ 497,130	\$ 587,115	100.00%			0.00%	
Stormwater	Medium	3	Alder Street	\$ 297,970	\$ 351,905	100.00%			0.00%	
Stormwater	Medium	5	Oxford and Maple	\$ 129,870	\$ 153,378	100.00%			0.00%	
Stormwater	Medium	6	Matot St	\$ 111,130	\$ 131,246	100.00%			0.00%	
Stormwater	Medium	9	Mill Beach Road	\$ 132,300	\$ 156,248	100.00%			0.00%	
Stormwater	Medium	10	Arnold, Rowland and Smith	\$ 876,190	\$ 1,034,789	100.00%			0.00%	
Stormwater	Medium	12	Easy Manor Park outfall	\$ 109,740	\$ 129,604	100.00%			0.00%	
Stormwater	Medium	12	Ransom Avenue	\$ 114,070	\$ 134,718	100.00%			0.00%	
Stormwater	Medium	14	7th and Hassett	\$ 260,030	\$ 307,098	100.00%			0.00%	
Stormwater	Medium	17	Ransom Avenue and Hwy 101	\$ 38,660	\$ 45,658	100.00%			0.00%	
Stormwater	Low	3	Easy Street	\$ 12,350	\$ 14,585	100.00%			0.00%	
Stormwater	Low	4	Macklyn Creek crossing at Easy	\$ 43,450	\$ 51,315	100.00%			0.00%	
Stormwater	Low	6	3rd between Easy and Ransom	\$ 189,490	\$ 223,790	100.00%			0.00%	
Stormwater	Low	7	Intersection 2nd and Easy	\$ 41,670	\$ 49,213	100.00%			0.00%	
Stormwater	Low	8	1339 Chrissy Circle	\$ 22,050	\$ 26,041	100.00%			0.00%	
Stormwater	Low	9	Memory Ln and Cedar St	\$ 72,170	\$ 85,233	100.00%			0.00%	
Stormwater	Low	10	S side Ransom Street	\$ 73,430	\$ 86,722	100.00%			0.00%	
Stormwater	Low	11	Riviera Court	\$ 33,510	\$ 39,576	100.00%			0.00%	
Stormwater	Low	12	Railroad, Hazel Street & Del Norte	\$ 1,988,770	\$ 2,348,757	75.00%			25.00%	

Transportation System

Project Type	Subtype	Priority	Project Number	Project Name	2025 Project Cost	Gas Tax - %	Grants - \$	Developers - %	ODOT - %	SDCs - %	Outside Planning Period - %
Streets	Resurfacing	High	1	3rd St from Ransom Ave to Easy St	\$ 928,961	50.00%				50.00%	
Streets	Resurfacing	High	2	Valley St from Hillside Dr to Chetco Ave	\$ 26,248	50.00%				50.00%	
Streets	Resurfacing	High	3	Rowland Ln from Smith Dr to Knoll Ln	\$ 180,346	50.00%				50.00%	
Streets	Resurfacing	High	4	Rowland Ln from Knoll Ln to Arnold Ln	\$ 100,399	50.00%				50.00%	
Streets	Resurfacing	High	5	Pacific Ave from Chetco Ave to Cottage Ln	\$ 97,336	50.00%				50.00%	
Streets	Resurfacing	High	6	Pacific Ave from Cottage St to Railroad St	\$ 103,898	50.00%				50.00%	
Streets	Resurfacing	High	7	Ransom Ave from Julie Dr to N 2nd St	\$ 1,148,351	0.00%	100.00%			0.00%	
Streets	Resurfacing	High	8	Pioneer Rd from Easy St to Hassett St	\$ 241,482	50.00%				50.00%	
Streets	Resurfacing	High	10	Chetco Ln from Chetco Ave to Cul-de-sac	\$ 236,779	50.00%				50.00%	
Streets	Resurfacing	High	11	Seacrest Ln from Glenwood Dr to Arch Ln	\$ 56,871	50.00%				50.00%	
Streets	Resurfacing	High	12	Richard St from Easy St to Loop	\$ 13,561	50.00%				50.00%	
Streets	Resurfacing	High	13	Easy St from 2nd St to Fern Ave	\$ 431,124	50.00%				50.00%	
Streets	Resurfacing	High	14	Easy Manor Drive	\$ 92,962	50.00%				50.00%	
Streets	Resurfacing	High	15	5th St from Elk Dr to Easy St	\$ 215,343	50.00%				50.00%	
Streets	Resurfacing	Low	16	Paving of West Harris Heights (now gravel)	\$ 178,924	0.00%				100.00%	
Streets	Resurfacing	Low	17	Paving of Barbara Lane (now gravel)	\$ 70,432	0.00%				100.00%	
Streets	Motorized	Medium	6	Elk Drive and 5th Street	\$ 130,392	33.33%				66.67%	
Streets	Motorized	Medium	11	Railroad Street and Oak Street	\$ 299,902	33.33%				66.67%	
Streets	Motorized	Medium	12	Tanbark Road	\$ 117,353	33.33%				66.67%	
Streets	Motorized	Medium	13	Parkview Dr/Airport Rd near Airport	\$ 3,755,295			100.00%			
Streets	Non-Motorized	Medium	1	Easy St from Pioneer Rd to Easy Manor Dr	\$ 1,134,412	33.33%				66.67%	
Streets	Non-Motorized	High	2	Pacific Ave/Azalea Park Rd from Old County Rd to US 101	\$ 573,726	33.33%				66.67%	
Streets	Non-Motorized	High	4	Ransom Ave from US 101 to Pioneer Rd	\$ 1,916,765	33.33%				66.67%	
Streets	Non-Motorized	High	6	Oak St from US 101 to Pacific Ave	\$ 66,500	33.33%				66.67%	
Streets	Non-Motorized	High	7	Parkview Dr From US 101 to Welch Ct	\$ 486,363	100.00%					
Streets	Non-Motorized	Medium	9	5th St from Jodee Ln to US 101	\$ 26,078	33.33%				66.67%	
Streets	Non-Motorized	High	12	Enhanced Bicycle Parking	\$ 14,343	33.33%				66.67%	