



City Council Meeting
May 5, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Agenda

- I. Call to Order—Christie Knutson, Mayor**
 - A. Pledge of Allegiance
 - B. Roll Call
 - C. Adjustments to the Agenda
- II. Consent Agenda**
 - A. Approval of Council Minutes for April 21, 2025
- III. Comments from the Audience—***anyone wishing to discuss items not covered on this agenda is welcome to address the City Council as a whole. Please state your name and address for the record. Each speaker will be given a maximum of 3 minutes. Speakers may not defame, intimidate, or use profanity or personal affronts. The Council reserves the right to delay action until they have full information on the issue.*
- IV. Reports: Boards, Commissions, Committees and Schools**
 - A. Douglas High School—*Gracie Byers and Cerenity Moreno, Douglas High School*
 - B. Winston Area Chamber of Commerce—*Shannon Nelson, Executive Director*
 - C. Traffic & Public Safety—*Dave Cunningham, Liaison*
- V. Department Reports**
 - A. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 - 1. Pacific Manufacturing & Logistics
 - 2. Winston Area Chamber of Commerce
 - 3. M. A. Woodward Plumbing
 - B. Set Council Workshop Dates, *if necessitated*
 - C. Resolution No. 25-1179 Sewer Evaluation: SE Carroll
 - 1. Read by Title Only—*Cindy Sarti, Recorder*
 - 2. Staff Report—*Andy Howell, Public Works Superintendent*
 - 3. Comments from the Audience (3 minutes each speaker)
 - 4. Council Action
 - D. Resolution No. 25-1180 Sewer Line Improvements: SE Evergreen & SE Edgewood
 - 1. Read by Title Only—*Cindy Sarti*
 - 2. Staff Report—*Andy Howell*

3. Comments from the Audience (3 minutes each speaker)
4. Council Action
- E. Resolution No. 25-1181 Sewer, Street, and Drainage Improvements: SE Jole Allen/SE Hall/SE Shigley
 1. Read by Title Only—*Cindy Sarti*
 2. Staff Report—*Andy Howell*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- F. Resolution No. 25-1182 Drainage & Paving Improvements: NW Lost
 1. Read by Title Only—*Cindy Sarti*
 2. Staff Report—*Megan Hamilton, Public Works Foreman*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- G. Resolution No. 25-1183 STEP System Evaluation: NW Brockway
 1. Read by Title Only—*Cindy Sarti*
 2. Staff Report—*Andy Howell*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
- VIII. Upcoming Agenda Items**
 - A. Ordinance No. 25-719 Amendment to STEP System Provision
- IX. Non-Agenda Items from Council**
- X. Good of the Order**
 - A. Check Copies
 - B. Claims in Excess of \$500
- XI. Announcements**
 - Budget Committee May 12th at 4; Community Center
 - Park Board May 13th at 4; City Hall
 - Economic Development May 14th at noon; City Hall
 - Friends of the Winston Library May 14th at 11; Library
 - Planning Commission May 14th at 7; City Hall
- XII. Executive Session—Pursuant to ORS 192.660 (2)**
- XIII. Adjournment**

AMERICANS WITH DISABILITIES NOTICE

As part of public policy, the City of Winston will attempt to provide public accessibility to services, programs, and activities. If accommodation is needed to participate in this meeting, please contact Winston City Hall at 541-679-6739, at least 48 hours prior to the scheduled meeting time.



City Council Meeting
April 21, 2025, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

Call to Order

The meeting was called to order by Council President, Dave Cunningham. Councilors Dorie White, Allen Hobson, and Nick Wiggins were also present. Mayor Knutson was absent. Staff in attendance were Thomas McIntosh, Cindy Sarti, Andy Howell, and Chris Sherlock.

Public Hearing Proposed Resolution No. 25-1178 Sewer Rate Increase

1. Public Hearing Process—*Mayor Knutson*
2. Read Proposed Resolution by Title Only—*Cindy Sarti, City Recorder*
3. Staff Report—*Thomas McIntosh, City Manager*

Motion to open the public hearing by Hobson; second by White. Unanimous. There was one public comment in opposition by Shareena Milton, 31 SE Thompson #24. Shareena asked why the city waited so long to do sewer improvements. There were no other public comments. Motion to close public hearing by White; second by Hobson. Unanimous. 7:15. Councilor White stated increases hurt, but the improvements are necessary.

Consent Agenda

Council Minutes for April 7, 2025

Motion to approve by Hobson; second by Wiggins. Unanimous.

Comments from the Audience

Brian Armstrong, 31 SE Thompson #36. Armstrong and other tenants of Riverbend RV Park received letters from their landlord because the landlord received a letter from the city regarding floodplain compliance due to the recent flood event. They are confused and seeking guidance from the city on steps toward floodplain compliance. Others who spoke regarding the matter were Michelle McKinney #49, Rebecca Allen #63, and Shareena Milton #24. McIntosh gave instructions for the people to contact City Hall and make individual appointments regarding their situations.

Department Reports

Wastewater—*Christopher Sherlock, Superintendent*

PLC upgrade is complete. Blower has been installed and is waiting for TAG for programming. Pump failure over the weekend has changed the outlook for the upcoming budget. The chlorine storage area project will be put on hold to tackle failing pumps. The pumps are 50 years old and were pumping non-stop during the flood event.

Public Works—*Andy Howell, Superintendent*

The water meter at the community center will be replaced. The current meter is 3" and will be downsized to 2" to save money. The Lookingglass Creek pump station and the Brockway STEP system are to be evaluated. It is the goal to eliminate the STEP system altogether and have a gravity

system along Brockway Rd. The new side by side is a time-saving piece of equipment. The boat ramp took a major hit from the flood. A large tree hazard has been removed. The boat ramp is suffering from severe erosion. Howell has reached out to the Oregon State Marine Board for assistance.

Administration—*Thomas McIntosh, City Manager*

We have asked for \$958,000 from the Capitol Funding Grant Program to finish the Abraham trunkline. Winston is a good candidate for the funding. The budget process is well underway.

New Business

New Business Licenses

1. Big Dreams—*Dakota Dodson*
2. Mirium and Mason's Empiere—*Mason Amos*

Motion to approve by Wiggins; second by Hobson. Unanimous.

Appointment to Budget Committee: Scott Rutter

Motion to appoint by Hobson; second by Wiggins. Unanimous.

Resolution 25-1178 Sewer Rate Increase

1. Read by Title Only—*Cindy Sarti, City Recorder*
2. Staff Report—*Thomas McIntosh, City Manager*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

Motion to approve by White; second by Hobson. Unanimous.

Announcements

- Traffic & Public Safety meeting April 28th at 7pm; Police Dept.
- City Council May 5th at 7pm; City Hall
- Park Board May 13th at 4; City Hall
- Economic Development May 14th at noon; City Hall
- Friends of the Winston Library May 14th at 11; Winston Library
- Planning Commission May 14th at 7pm; City Hall

The first Budget Committee meeting will be at 6pm May 5, 2025, at City Hall. The second Budget Committee meeting will be at 4:00 on May 12th at the Community Center.

Break for executive session. 8:05.

Executive Session—*Pursuant to ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection.* Duration: Approximately 15 minutes.

Reconvene after executive session at 8:17.

Adjournment

There being no further business, the meeting was adjourned. 8:17. Respectfully submitted by Cindy Sarti, City Recorder.

Attest:

Christie Knutson, Mayor

Cindy Sarti, City Recorder



Application for Business License

10-25

Receipt # 91508
4/8/25

RECEIVED

APR 08 REC'D

CITY OF WINSTON

CR#

CASH

AMT

BY

Tell us about you:

Applicant Ashley Owenzer

★ Date of Birth [REDACTED] Driver's License/ID# [REDACTED] State [REDACTED]

Mailing Address 30170 SW OrePac Ave

City Wilsonville State OR Zip 97070

Phone 503-685-5471 Email accounting@orepac.com

* Please call if DOB & driver's license are required for application

Tell us about your business:

Business Name Orepac Holding Company dba Pacific Manufacturing & Logistics

Street Address 375 Dillard Gardens Rd, Winston, OR 97496

Mailing 375 Dillard Gardens Rd PO Box #

City Winston State OR Zip 97496

Business Type Building materials (doovers) manufacturer - SCORP Secondhand Property Dealer? NO

Phone 458-206-4316 Email cwarren@orepac.com, wayne@orepac.com

Property Owner (if other than applicant)

Sq. Ft. of Building for Business: 130,000 No. of Parking Spaces 140

Applicant Signature: Ashley Owenzer Date 3/27/25

Property Owner Signature: Date

(If signed from applicant)

Important Notice Regarding Signs: Any new signs or alterations of existing signs may need a separate sign permit.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 - 110.99, and Chapter 112; Sections 112.01 - 112.99. View it 24/7 at www.WinstonCity.org under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

*****STAFF USE ONLY*****

LICENSE # 10-25

Business Location Outside city Limits and UGB Zoning —

Change of Occupancy ☒ N Sign Permit Required ☒ N

Planning Official Random Stevens Date —

Comments: Attn to Conduct business within Western City Limits. Specific
Building Projects may require Planning Clearance Worksheet.

Police Chief [Signature]

Date 04/18/25

Recommendation: ☒ Grant ☐ Deny

2nd Hand Dealer ☒ N

Comments:

City Recorder [Signature]

Date 4/24/25

Billing Clerk N/A

Date —

Fee \$50 Receipt # 91508 4/8/25 cc 5/5/25 Letter/Label ☐ Entered/Mailed ☐

Additional Remarks:



Application for Business License

Tell us about you:

Applicant: Winston Area Chamber of Commerce
Date of Birth: ____/____/____ Driver's License/ID#: _____ State: _____
Mailing Address: PO Box 142
City: Winston State: OR Zip: 97496
Phone: 951-522-9415 Email: Shannon@chamberwinston.org

Scope of Business (select one):

- ☒ Permanent (Business addressed and/or located within city limits – **Complete Section A**)
- ☐ Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits – **Complete Section B**)

Section A:

Business Name: Winston Area Chamber of Commerce
Street Address: _____
Mailing Address: _____ PO Box: 142
City: Winston State: OR Zip: 97496
Business Type: Non-Profit Secondhand Property Dealer? _____
Description of business to include hours of operation and expected number of employees: _____
Local Chamber of Commerce, support local business growth,
enhance the economic and civic vitality of Winston. Hours: M-F 9-5

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # _____ - _____

Phone: _____ Email: _____

Property Owner (if other than applicant): _____

Sq. Ft. of Building for Business: _____ No. of Parking Spaces: _____

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

(If different from applicant)

Section B:

Business Name: _____

Business Type: _____

Owner/Agent: _____

Street Address: _____

Mailing Address: _____ PO Box: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: _____ Other: EIN # 33-4320181

Current/Upcoming Projects (Input N/A if none): N/A

Applicant Signature: Shannon Nelson (Executive Director) Date: 4/24/25

Development Notice:

The issuance of a Winston Business License does not authorize construction outright. Specific projects including, but not limited to, property development, signage, building projects, home construction, solar projects, and fencing require case specific reviews conducted by the City of Winston.

Refer to the Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at the City Website under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.

Application # _____ - _____



Winston Area
Chamber of Commerce

April 24, 2025

Mayor Christie Knutson
Winston City Council
City of Winston
201 NW Douglas Blvd
Winston, OR 97496

Dear Mayor Knutson and Members of the City Council,

On behalf of the newly established Winston Area Chamber of Commerce, I am writing to respectfully request a waiver for the business license fee for the current year.

As this is our first year in operation, our Chamber is laying the foundation for future growth and service within our community. We are dedicated to supporting local businesses, fostering economic development, and promoting Winston as a vibrant place to live, work, and visit. In these early stages, we are working diligently to build partnerships, develop programming, and operate with limited financial resources.

Granting a waiver for our business license fee would be a significant help as we allocate our limited funds toward outreach, events, and services that directly benefit the City of Winston and its business community. Your support would also demonstrate a strong spirit of collaboration between the City and the Chamber as we work together to strengthen our local economy.

We truly appreciate your consideration of this request, and we welcome the opportunity to speak with you further or provide any additional information. Thank you for your continued support of community-based initiatives and for your commitment to Winston's prosperity.

Sincerely,
Shannon Nelson
Shannon Nelson
Executive Director



License #

11-25

Application for Business License

Tell us about you:

Applicant Matthew Allen WoodwardApplicant Date of Birth [REDACTED] Driver's License/ID [REDACTED] State [REDACTED]Mailing Address 37028 hwy 58City Pleasant hill State oregon Zip 97455Phone 5418085934 Email carlawoodward.29@gmail.com

Tell us about your business:

Business Name Matthew Allen Woodward PlumbingStreet Address 37028 hwy 58 PO Box # City Pleasant Hill State Or Zip 97455Business Type Plumbing/Excation Secondhand Property Dealer? Phone 5418085934 Email Carlawoodward.39@gmail.comProperty Owner (if other than applicant) Sq. Ft. of Building for Business: No. of Parking Spaces Applicant Signature: Matthew Woodward Date 4/21/25Property Owner Signature: Date
(If different from applicant)**Important Notice Regarding Signs:** Any new signs or alterations of existing signs may need a separate sign permit.*******FOR OFFICE USE ONLY*******Zoning: Change of Occupancy **Y N** Sign Permit Required **Y N**Planner Signature [Signature] Date Police Chief Signature [Signature] Date 042825 Recommended **Y N**City Manager Signature Date Fee \$50 set by COW Fee Schedule Receipt #

Refer to Winston Municipal Code, Title XI; Chapter 110; Sections 110.01 – 110.99, and Chapter 112; Sections 112.01 – 112.99. View it 24/7 at www.WinstonCity.org under the Government tab, or in person at City Hall weekdays, 201 NW Douglas Blvd. (541) 679-6739 for info.



RESOLUTION NO. 25-1179

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CIVIL WEST ENGINEERING SERVICES INC FOR THE EVALUATION OF AN AGED SEWER LINE ON SE CARROLL ST. FOR AN AMOUNT NOT TO EXCEED \$8,000.

WHEREAS the City of Winston operates and maintains a sewer collection system; and,

WHEREAS the Public Works department is responsible for the operation and maintenance of the sewer collection system; and,

WHEREAS Public Works has identified significant issues with a sewer line installed years ago for private use; and

WHEREAS over time, the line serviced more than one tax lot making the city responsible for its maintenance; and

WHEREAS Civil West Engineering Services, Inc. has provided a scope of services and is ready, willing, and able to perform the work.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Civil West Engineering Services, Inc. for the evaluation of a 550' aged sewer line on SE Carroll St. east of SE Shigley as outlined in Civil West Engineering Scope of Services dated April 17, 2025, and Public Works Staff Report No. 25-07, both attached hereto and incorporated by reference.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Rogue Valley Office
830 O'Hare Parkway Ste 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: April 17, 2025

Work Order Number:

To: Mr. Andy Howell, Superintendent, Public Works Department – City of Winston

From: Will Dawson, Regional Manager – Civil West Engineering Services, Inc.

RE: **City of Winston: Carroll Street East - Evaluation**
Civil West Project Number: TBD

The purpose of this scope of services is to describe the proposed approach and costs that Civil West will follow to support the City of Winston as they undertake the evaluation of replacing a sanitary sewer system to better maintain the system.

Background Summary

The City of Winston has had significant issues and a cause of I&I with a sewer along Carroll Street.

Goal for the Project

The goal for this project is to enter into an engineering agreement between the City and Civil West Engineering Services to evaluate the feasibility of replacing and possibly extending a segment of 8" Sanitary Sewer that was installed for private use and not to municipal standards.

Part A: Scope of Work

The following scope of work describes the additional tasks, activities, and work that will take place to complete the additional design services of the project. Each task will be assigned an estimated number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work, based on the original tasks in the executed contract.

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues. This task shall also include tracking the project schedule and budget, reviewing progress, and other common project management activities necessary to ensure a successful project completion.
2. **Task 2 – Kickoff Meeting and Data Collection** – This task will also include the performance of a limited topographic survey of the existing sanitary sewer manholes adjacent ground and existing sewer cleanouts. If any other data or information is required for completion of the evaluation, it will be gathered and processed through this task.

3. Task 3 – Feasibility Technical Memorandum – Through this task, we will complete an evaluation and provide recommendations for the installation of an 8" sanitary collection pipeline approximately 300 lineal feet in length. We will prepare an engineer's estimate of probable costs, and a rough layout of the elements needed to perform the work. We will compile our findings in a technical memorandum that can be used for budgeting for the next fiscal year.

4. Task 4 - Meetings

a. Coordination and Progress Meetings: Civil West will schedule and attend meetings with the client as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed one (1) and shall include no more than one (1) representative for the Consultant for three (2) hours per meeting.

R. Task R – Reimbursable – This task will cover reimbursable expenses anticipated for the project. These include travel and per diem costs, technology fee, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

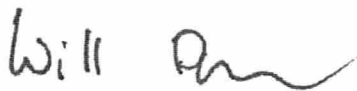
| Task No. | Task Description | Proposed Total Fee |
|--------------------------------|---------------------------------------|--------------------|
| 1 | Project Management & Administration | \$531 |
| 2 | Kick-off Meeting and Data Acquisition | \$1,648 |
| 3 | Feasibility Tech Memo | \$4,410 |
| 4 | Meetings | \$700 |
| R | Reimbursables | \$711 |
| Total Proposed Project Budget: | | \$8,000 |

We propose the above work be performed for a lump sum of \$8,000. CWE will invoice the City monthly based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2025 Rate Schedule attached hereto.

We are grateful for this opportunity to provide these services to the City of Winston. We are prepared to begin work on this important phase of the project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



Will Dawson
South Coast Regional Manager



Staff Report

Public Works 25-07

Subject: Carroll ST East of SE Shigley

Date: May 5, 2025

Prepared by: Andy Howell

Title: Sewer Evaluation

Background: Significant issues related to the sewer line that was installed for private use years ago and now serves more than 1 tax lot therefore city responsibility to maintain and service.

Analysis: Main line pipe size ranges from 4" to 6" this prevents staff from using our CCTV system for a full inspection. Smoke testing staff has found areas with I&I (Inflow & Infiltration) this line will be replaced with 8" PVC approximately 550' 2 manholes and 8 new service connections.

Recommendation: Staff recommend that Council approve this scope of work with Civil West for the evaluation of Carroll East of Shigley.

Financial Impact: Total proposed project budget \$8,000.00.



RESOLUTION NO. 25-1180

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MIDEA DEVELOPMENT LLC FOR THE PLANNING AND DESIGN PHASES OF SEWER LINES ON SE EDGEWOOD ST. AND SE EVERGREEN AVENUE FOR AN AMOUNT NOT TO EXCEED \$18,850.

WHEREAS the City of Winston operates a sewer collection system; and,

WHEREAS the Public Works department is responsible for the operation and maintenance of the sewer collection system; and,

WHEREAS the sewer system on SE Edgewood Street has no gravity sewer to serve its residents; and,

WHEREAS SE Evergreen Avenue's section of gravity sewer line shows evidence of hydrogen sulfide, H₂S, buildup which is corrosive to concrete; and,

WHEREAS Midea Development, LLC has prepared a four-phase statement of work and is ready, willing, and able to perform the work.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Midea Development LLC for the planning and design phases of the construction of sewer line improvements on SE Edgewood St. and SE Evergreen Ave. for an amount not to exceed \$18,850 as outlined in Midea Development Statement of Work and Public Works Staff Report No. 25-03 dated May 5, 2025, both attached hereto and incorporated by reference.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

CLIENT: City of Winston

PROJECT NAME: Evergreen & Edgewood Sewer Line Improvements

PROJECT NUMBER: WN 25-01

REVISION HISTORY:

| Rev. | Date | Change Summary |
|------|-------------|---|
| 1.0 | 15 APR 2025 | Draft Submittal for Initial Review and Feedback |
| | | |
| | | |
| | | |

PROJECT GOAL

Collaborative design and eventual construction of sewer line improvements along SE Edgewood Street and along Evergreen Avenue.

BACKGROUND & SCOPE

Two important sewer main line deficiencies have been identified by Winston Public Works Staff. The first deficiency is along SE Edgewood Street where current residents are presently served by septic systems. No gravity sewer main line is accessible to these residents. A new sewer gravity main line would enable homes to be connected to the gravity sewer collection system. The second deficiency is the existing gravity sewer main line along Evergreen Avenue. The presence of hydrogen sulfide is apparent from the condition of the manholes from the discharge manhole from Parkway Pump Station and in the collection system through Winston Section Road. The sewer main line holds significant risks for failure and may be contributing to excessive I/I into the collection system.

The scope for this project will be to follow a multi-phased design and construction process to first define the proper solution for the projects, then to determine the best pathway forward to construct the improvements.

EDGEWOOD & EVERGREEN



PHASED APPROACH FOR SEWER LINE IMPROVEMENTS

Phase 1 – Definition, Planning & Alternatives Evaluation

Midea will collaborate closely with Winston Staff to develop and evaluate alternatives for the identified projects. The design will include discussions with property owners and the feasibility of each alternative will be evaluated. The best alternative will be selected and driven to a detailed design of sufficient detail to be reviewed by stakeholders, staff, the public and directed.

Discussion of Potential Alternatives

One key aspect of this project phase will be to weigh the costs and risks of each alternative. Upon preliminary view of the projects, initial alternatives can be identified. The Edgewood Improvement could be solved with conventional trenching sewer line and lateral connections. The feasibility of connecting each home to this sewer line will need to be carefully considered. The Evergreen Improvement is a reasonable candidate to apply pipe bursting technology. Bypass pumping would be required between manholes as each element of the system is constructed. Other viable alternatives will be considered as well during the design process.

Midea Will:

- Conduct a formal kickoff meeting with Project Team to define the pathway toward success.
- Collect needed information needed to support the design process.
- Support discussions with property owners as needed to inform the design.
- Generate preliminary design alternatives and cost estimates to inform comparative evaluation.
- Collaboratively review design alternatives to determine the best project approach, scope, cost and schedule. In person review with staff and Council as directed.
- Provide updated cost estimate and details for selected alternative.

Phase 2 – Detailed Design & Planning

Midea will proceed with detailed design of the selected alternative resulting in a design of sufficient detail for stakeholder and regulatory review, including the Oregon Department of Environmental Quality. Feedback will be captured and addressed with an updated design. A presentation will be prepared for communication with stakeholders, city staff, Council and property owners as directed. An updated cost estimate will be developed that is consistent with the updated project design. Midea will support funding discussions with the city to decide how the project will be bid and constructed. There are several alternatives for constructing the project. One alternative will be to bid the project as a separate project. Another alternative is to combine this project with other projects as a package.

Midea Will:

- Develop detailed design based upon the decisions made in Phase 1.
 - This includes detailed drawings and technical specifications.
- Lead regulatory review and approval process.
- Support review and approval discussions with property owners as directed to ensure details are included in the approved design. Easement support will be provided.
- Provide updated construction cost estimate.
- Provide recommended pathway for procuring a construction contractor.
- Provide an updated SoW to include Phase 3 and Phase 4 work.

Please note Phase 3 and Phase 4 will be determined as a decision and output of Phase 2.

Phase 3 – Construction Contractor Procurement

This phase will comprise the formulation of a contracting structure to procure a construction contractor to perform the work. Several pathways are being considered; therefore, an engineering budget is not provided as this time.

Midea Will:

- Lead the process of development for procurement of a construction contractor.

Phase 4 – Construction & Closeout

Midea Will:

- Support the construction and closeout process as determined by the contract documents.

MIDEA DELIVERABLES

- Conceptual design alternatives and cost estimates for evaluation (drawings and cost estimates).
- Development of detailed design and technical specifications of the selected alternatives.
- Communication support materials for staff, Council and the public as directed.
- Provide updated Statement of Work for next project phases to design and construct the project based on selected alternative.

CITY OF WINSTON

- Provide necessary funding for the project.
- Provide review feedback, guidance of priorities, and approval of work.
- Provide background information, access to the site and personnel support as needed to assess and complete the needed work.
- Request survey work from preferred survey contractor for needed survey work (Midea can subcontract this work if desired).
- Facilitate discussions with property owners concerning access and connections to sewer system as well as easement and access needs for project construction. Formalize agreements with owners.
- Provide personnel to review and support the project.
- Provide in-kind work as practical.

PROJECT SCHEDULE

Overall schedule for the project will be determined during Phase 1 of the project.

KEY STAKEHOLDERS:

| Role | Contact |
|----------|--|
| Owner | Thomas McIntosh, City Manager Andy Howell, Public Works Superintendent |
| Engineer | Midea Development, LLC Sean Moran, PE, MS, MBA, President 8295 NW Wynoochee Drive Corvallis, OR 97330 541.404.3729 mideallc@gmail.com |

ESTIMATED ENGINEERING BUDGET

Midea's project budget estimate is outlined below. Rate is \$145 per hour. Expenses invoiced at cost. This is an estimate with actual hours and expenses invoiced. Hours not utilized in Phase 1 & Phase 2 will be transferred to subsequent phases.

| Project Phases | Description | Est. Hours |
|--|---|------------------|
| 1 – Definition, Planning & Alternatives Evaluation | Develop design alternatives and associated costs. Design alternatives to inform decision for pathway forward. | 50 |
| 2 – Detailed Design & Planning | Develop detailed design of selected alternatives from Phase 1. Lead regulatory review. Final cost development. Support for Contractor selection process | 80 |
| 3 – Construction Contractor Procurement | Bidding, or procurement of construction contractor per the selected procurement process. | TBD |
| 4 – Construction & Closeout | Support construction process as defined in Phase 3. Closeout of project per requirements. | TBD |
| | Total Estimated Labor Hours | 130 |
| | Total Estimated Man-Weeks | 3.25 |
| | Total Estimated Cost | \$ 18,850 |

CONSTRAINTS, ASSUMPTIONS, RISKS & DEPENDENCIES

- Budgetary constraints are present and will be mitigated with thoughtful design and the process of seeking funding opportunities.

Thank you for the opportunity to support your mission!

Sean Moran
President / Midea

APPROVALS

CITY OF WINSTON

By: _____

Name: _____

Title: _____

Date: _____

MIDEA DEVELOPMENT, LLC

By: _____

Name: Sean Moran

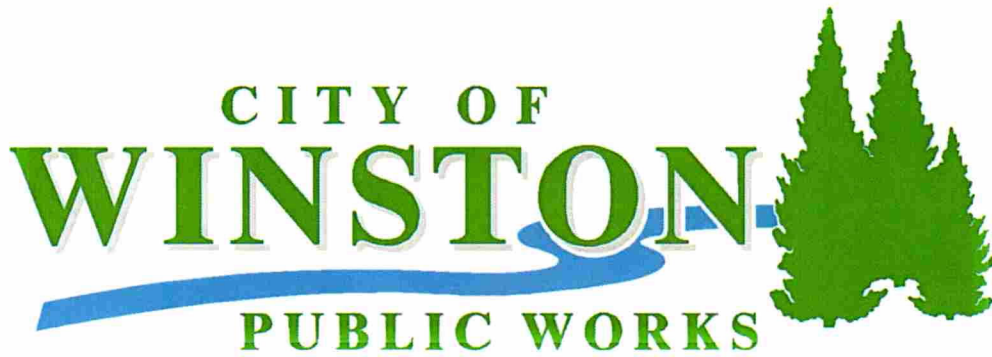
Title: President

Date: _____



Midea has the expertise and integrity to support the mission of the City of Winston and will work collaboratively with Winston's Leadership Team to determine the best outcome possible for the needed sewer line improvements. Midea has helped small communities plan for their future for over 20 years and has implemented all types of infrastructure projects large and small. Midea currently supports organizations in the area, including South Umpqua School District, the City of Riddle and Tri City Water & Sanitary District.

Sean Moran founded Midea with a mission to help small communities to responsibly and sustainably live and grow. Born and raised in Roseburg, Oregon to a family supported by the lumber industry (Roseburg Lumber), Sean continues to help small communities plan for their future. Sean holds a masters degree in mechanical engineering from Oregon State University and a masters degree in business administration from Portland State University that he leverages on behalf of small communities to provide broad engineering, financial, strategic planning, and project successes.



Staff Report

Public Works 25-03

Subject: Sewer Improvements

Date: May 5, 2025

Prepared by: Andy Howell

Title: Evergreen & Edgewood Sewer Line Improvements

Background: SE Edgewood street has no gravity sewer to serve these residents, Evergreen section of gravity sewer receives all the flow from Parkway Pumpstation, also with evidence of hydrogen sulfide (H₂S reacts with moisture in sewer pipes to form sulfuric acid, which can corrode concrete and other materials) this section of sewer main line holds significant risks of failure and has excessive I/I . Project goal is a collaborative design and eventual construction of sewer lines along SE Edgewood and Evergreen.

Analysis: Midea will work with staff to develop and evaluate alternatives for the identified projects. Edgewood improvements most likely be conventional trenched sewer line and lateral connections, while Evergreen is a viable candidate for pipe bursting; this will also require bypass pumping. This will be a 4-phase approach phase #1 planning & alternatives Phase # 2 design & planning phases #3 & #4 will need to be determined.

Recommendation: Staff recommends Midea Engineering for phase #1 estimated 50 hours & phase #2 estimated 80 hours

Financial Impact: Phase #1 & Phase #2 \$18,850.00



RESOLUTION NO. 25-1181

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CIVIL WEST ENGINEERING SERVICES, INC. FOR DESIGN SERVICES FOR SEWER, STREET, AND DRAINAGE IMPROVEMENTS ON SE JOLE-ALLEN CT., SE HALL, AND SE SHIGLEY STREETS FOR AN AMOUNT NOT TO EXCEED \$35,000.

WHEREAS the City of Winston operates a sewer collection system, and a road transportation system; and,

WHEREAS the Public Works department is responsible for the operation and maintenance of the sewer and road transportation systems; and,

WHEREAS Public Works has identified several segments of roadway that need upgrades to the surface, drainage improvements, and a “backyard” sewer replacement allowing for inflow and infiltration; and,

WHEREAS Civil West Engineering, Inc. has provided a scope of services detailing the goals and outcome for the project and is ready, willing, and able to perform the work.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Civil West Engineering Services, Inc. for the replacement of “backyard” sewer tying into Jole-Allen Ct., and street and drainage improvements on SE Hall and SE Shigley Streets for an amount not to exceed \$35,000 as outlined in Civil West Scope of Services dated April 16, 2025, and Public Works Staff Report No. 25-05 both attached hereto and incorporated by reference.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Rogue Valley Office
830 O'Hare Parkway Ste 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: April 16, 2025

Work Order Number:

To: Mr. Andy Howell, Superintendent, Public Works Department – City of Winston

From: Will Dawson, Regional Manager – Civil West Engineering Services, Inc.

RE: **City of Winston: 2025 Jole Allen Court and Hall Street/ Shigley Street Improvements**
Civil West Project Number: TBD

The purpose of this scope of services is to describe the proposed approach and costs that Civil West will follow to support the City of Winston as they undertake the replacement of approximately 8 lineal feet of 8" Sewer with 8" PVS Sewer main, roadway improvements to Jole Allen Court, adding a drainage line from Jole Court to Tokay Street, and Proposed paving from NE Hall Street & Edgewood 100' down Shigley Street and associated drainage improvements.

Background Summary

The City of Winston has identified a several segments of roadway that need upgrades to the wearing surface, and improved drainage as well as a "backyard" sewer replacement that is a source of Inflow and Infiltration

Goal for the Project

The goal for this project is to enter into an engineering agreement between the City and Civil West Engineering Services to replace the backyard sanitary sewer that ties into Jole Allen Court, add drainage improvements along Jole Allen Court, reconstruct Joe Allen Court, add drainage improvements along Hall Street and Shigley Street, and pave the Hall Street- Shigley Street Intersection.

Part A: Scope of Work

The following scope of work describes the additional tasks, activities, and work that will take place to complete the additional design services of the project. Each task will be assigned an estimated number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work, based on the original tasks in the executed contract.

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters,

City of Winston – 2025 Jole Allen Court and Hall Street/ Shigley Street Improvements

directing resources internally, and meeting with staff on routine issues. This task shall also include tracking the project schedule and budget, reviewing progress, and other common project management activities necessary to ensure a successful project completion.

2. **Task 2 – Kickoff Meeting and Data Collection** – This task will also include the performance of a detailed topographic survey of the pipeline and roadway alignments. If any other data or information is required for completion of the design, it will be gathered and processed through this task.
3. **Task 3 – Final Design Services** – Through this task, we will complete the final design engineering services for the pipeline and roadway replacement. This task will include all plans, profiles, details, and civil engineering design elements. The design services are expected to be delivered in three stages: 65% complete, 95% complete, and final, ready-to-bid, documents. The City and other participating parties will have direct access throughout the project and to all review sets.
4. **Task 4 – Development of Project Documents** – While part of the design, this task will include the development of technical specifications, bid documents, contract documents, and other necessary project documents for a complete project. While the designs will be represented in the project drawings, the project documents will round out a complete project by providing technical and legal structure to the project. Submittals of project documents will be made on the same schedule as the design drawings in Task 3.
5. **Task 5 - Meetings**
 - a. Coordination and Progress Meetings: Civil West will schedule and attend meetings with the client as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed two (2) and shall include no more than one (1) representative for the Consultant for two (2) hours per meeting.
- R. **Task R – Reimbursable** – This task will cover reimbursable expenses anticipated for the project. These include travel and per diem costs, technology fee, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

| Task No. | Task Description | Proposed Total Fee |
|--------------------------------|---|--------------------|
| 1 | Project Management & Administration | \$1,581 |
| 2 | Kick-off Meeting and Data Acquisition | \$4,200 |
| 3 | Design Services | \$18,850 |
| 4 | Preparation of Technical Specifications, Contract & Bidding Documents | \$7,171 |
| 5 | Meetings | \$1,400 |
| R | Reimbursables | \$1,798 |
| Total Proposed Project Budget: | | \$35,000 |

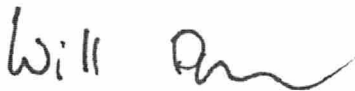
We propose the above work be performed for a lump sum of \$35,000. CWE will invoice the City monthly based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2025 Rate Schedule attached hereto.

City of Winston – 2025 Jole Allen Court and Hall Street/ Shigley Street Improvements

We are grateful for this opportunity to provide these services to the City of Winston. We are prepared to begin work on this important phase of the project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

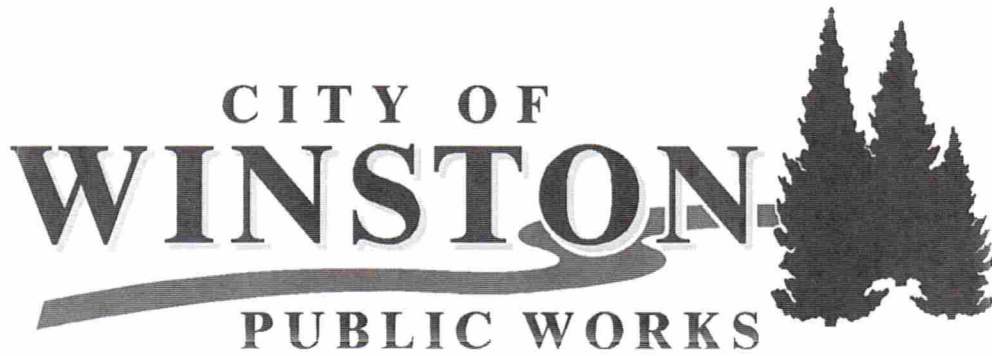
Civil West Engineering Services, Inc.

A handwritten signature in black ink that reads "Will Dawson". The signature is written in a cursive, flowing style.

Will Dawson
South Coast Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date



Staff Report

Public Works 25-05

Subject: Sewer Street & Drainage Improvements

Date: May 5, 2025

Prepared by: Andy Howell

Title: Jole Allen CT / Hall & Shigley Street & Drainage Improvements

Background: Staff has identified several segments of roadway and open drainage ditches that need upgrades and improvements including a 6" AC sewer pipe that has outlived its useful life and is a source of I&I (Inflow & Infiltration) and is located in the side yard of resident located on Jole Allen CT.

Analysis: This proposed project includes installing 200' +/- 8" PVC, 3 lateral connections sewer main line clean out, installing storm pipe and catch basin along with roadway improvements on Jole Allen CT to Tokay. Street improvements from Hall & Edgewood down Shigley to Carroll ST, installing catch basin and 12" storm pipe replacing current open ditch with piped system on Shigley.

Recommendation: Staff recommend the Council approve this Scope of work with Civil West for Jole Allen CT, Hall & Shigley street and drainage improvements

Financial Impact: Total proposed project budget \$35,000.00.



RESOLUTION NO. 25-1182

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CIVIL WEST ENGINEERING, INC. FOR THE DESIGN AND CONSTRUCTION MANAGEMENT OF THE REHABILITATION OF APPROXIMATELY 1,000 LINEAL FEET OF ROADWAY SURFACE AND INSTALLATION OF A STORM DRAINAGE SYSTEM ON NW LOST LANE FOR AN AMOUNT NOT TO EXCEED \$25,000.

WHEREAS the City of Winston operates and maintains a roadway system; and,
WHEREAS the Public Works department is responsible for the operation and maintenance of the roadway system; and,
WHEREAS staff have identified an aging and deteriorating section of roadway on Lost Lane; and
WHEREAS Lost Lane has no storm drainage system; and,
WHEREAS Civil West Engineers have prepared a scope of services and is ready, willing, and able to perform the work.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Civil West Engineering Services, Inc. for Design Services and Construction Management of the replacement of 1,000 lineal feet of roadway surface and install a stormwater drainage system on NW Lost Lane for and amount not to exceed \$25,000 as outlined in Civil West Scope of Services dated April 16, 2025 and Public Works Staff Report No. 25-06 dated May 5, 2025 both attached hereto and incorporated by reference.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Rogue Valley Office
830 O'Hare Parkway Ste 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: April 16, 2025

Work Order Number:

To: Mr. Andy Howell, Superintendent, Public Works Department – City of Winston

From: Will Dawson, Regional Manager – Civil West Engineering Services, Inc.

RE: **City of Winston: 2025 Lost Lane Drainage and Paving Improvements**

Civil West Project Number: TBD

The purpose of this scope of services is to describe the proposed approach and costs that Civil West will follow to support the City of Winston as they undertake the rehabilitation of approximately 1000 lineal feet of Lost Lane from Safari Road to Morgan Avenue and installation of a storm drainage system to alleviate pushing runoff from public right-of-way to private property.

Background Summary

The City of Winston has identified a segment of roadway that needs upgrades to the wearing surface, and improved drainage.

Goal for the Project

The goal for this project is to enter into an engineering agreement between the City and Civil West Engineering Services to improve Lost Lane and install a drainage system to eliminate the run-off onto private property.

Part A: Scope of Work

The following scope of work describes the additional tasks, activities, and work that will take place to complete the additional design services of the project. Each task will be assigned an estimated number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work, based on the original tasks in the executed contract.

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues. This task shall also include tracking the project schedule and budget, reviewing progress, and other common project management activities necessary to ensure a successful project completion.

2. **Task 2 – Kickoff Meeting and Data Collection** – This task will also include the performance of a detailed topographic survey of the pipeline and roadway alignments. If any other data or information is required for completion of the design, it will be gathered and processed through this task. We will also research the existing right-of-way and shoot in available property corners and show the right-of-way based on record information. We have not allotted time for property acquisition document preparation.
3. **Task 3 – Final Design Services** – Through this task, we will complete the final design engineering services for the drainage and roadway replacement. This task will include all plans, profiles, details, and civil engineering design elements. The design services are expected to be delivered in three stages: 65% complete, 95% complete, and final, ready-to-bid, documents. The City and other participating parties will have direct access throughout the project and to all review sets.
4. **Task 4 – Development of Project Documents** – While part of the design, this task will include the development of technical specifications, bid documents, contract documents, and other necessary project documents for a complete project. While the designs will be represented in the project drawings, the project documents will round out a complete project by providing technical and legal structure to the project. Submittals of project documents will be made on the same schedule as the design drawings in Task 3.
5. **Task 5 - Meetings**
 - a. Coordination and Progress Meetings: Civil West will schedule and attend meetings with the client as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed two (2) and shall include no more than one (1) representative for the Consultant for two (2) hours per meeting.
- R. **Task R – Reimbursable** – This task will cover reimbursable expenses anticipated for the project. These include travel and per diem costs, technology fee, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

| Task No. | Task Description | Proposed Total Fee |
|--------------------------------|---|--------------------|
| 1 | Project Management & Administration | \$1,581 |
| 2 | Kick-off Meeting and Data Acquisition | \$4,120 |
| 3 | Design Services | \$9,453 |
| 4 | Preparation of Technical Specifications, Contract & Bidding Documents | \$7,055 |
| 5 | Meetings | \$1,400 |
| R | Reimbursables | \$1,391 |
| Total Proposed Project Budget: | | \$25,000 |

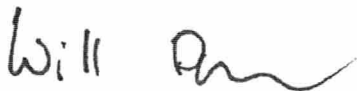
We propose the above work be performed for a lump sum of \$25,000. CWE will invoice the City monthly based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2025 Rate Schedule attached hereto.

We are grateful for this opportunity to provide these services to the City of Winston. We are prepared to begin work on this important phase of the project as soon as we are authorized to do so. Please let me know if you have

City of Winston – 2025 Lost Lane Drainage and Paving Improvements
any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

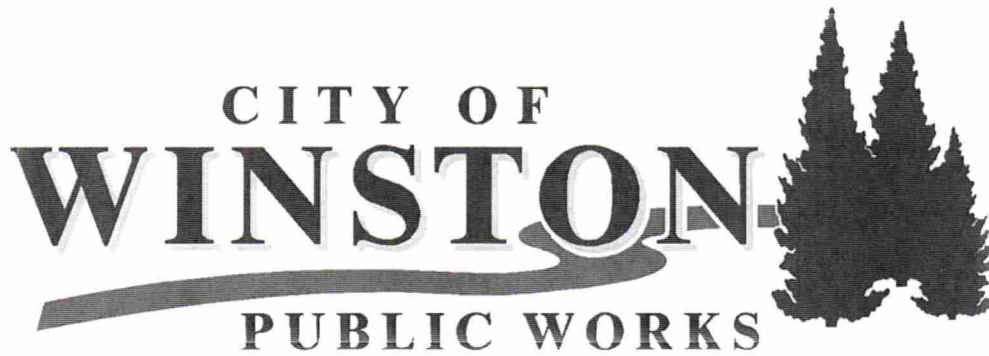
Civil West Engineering Services, Inc.

A handwritten signature in black ink, appearing to read "Will Dawson", with a stylized, flowing script.

Will Dawson
South Coast Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date



Staff Report

Public Works 25-06

Subject: Streets and Drainage Improvements

Date: May 5, 2025

Prepared by: Megan Hamilton

Title: Lost Lane drainage and paving improvements

Background: The deterioration and unevenness of the road surface on Lost Lane is at the point that staff are unable to effectively sweep and maintain it. The current open ditch drainage system is undersized, and needs updated to eliminate excess run-off to the homes located on the Western side of the street.

Analysis: The proposed project includes rehabilitation and paving of approximately 1000 lineal feet of road surface on Lost Lane extending from Safari Rd to Morgan Avenue, along with the installation of a storm drainage system to alleviate pushing runoff from City right of way onto private property.

Recommendation: Staff recommends that Council approve this scope of work with Civil West for proceeding to improve the Lost Lane drainage and paving project.

Financial Impact: Total proposed project budget \$25.000



RESOLUTION NO. 25-1183

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CIVIL WEST ENGINEERING SERVICES, INC. FOR THE EVALUATION OF STEP SYSTEMS ALONG BROCKWAY RD.

WHEREAS the City of Winston operates and maintains a sewer collection system; and
WHEREAS approximately 49 customers along Brockway Road are unable to be serviced by gravity lines and instead are serviced by septic tank effluent pump systems (STEP); and,
WHEREAS the Winston Municipal Code mandates that the city be responsible for the maintenance of STEP systems; and
WHEREAS significant maintenance issues have led to the need for the evaluation of eliminating the STEP system along Brockway Road; and,
WHEREAS Civil West Engineers have provided a scope of work and is ready, willing, and able to perform the work.

NOW, THEREFORE BE IT RESOLVED THAT, THE CITY OF WINSTON OREGON CITY COUNCIL:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Civil West Engineering Services, Inc. to evaluate the feasibility of installing a gravity sewer main and laterals where applicable, and grinder pumps to convey effluent to the proposed gravity system as outlined in Civil West Scope of Services dated April 17, 2025, and Public Works Staff Report No. 25-04 dated May 5, 2025, both attached hereto and incorporated by reference.

SECTION 2. This resolution shall be in effect upon the date of its adoption.

ADOPTED BY THE CITY OF WINSTON OREGON CITY COUNCIL ON THIS 5TH DAY OF MAY 2025.

APPROVED BY THE MAYOR ON THIS 5TH DAY OF MAY 2025.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Rogue Valley Office
830 O'Hare Parkway Ste 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
409 SW 10th Street
Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: April 17, 2025

Work Order Number:

To: Mr. Andy Howell, Superintendent, Public Works Department – City of Winston

From: Will Dawson, Regional Manager – Civil West Engineering Services, Inc.

RE: **City of Winston: Brockway STEP System - Evaluation**
Civil West Project Number: TBD

The purpose of this scope of services is to describe the proposed approach and costs that Civil West will follow to support the City of Winston as they undertake the evaluation of eliminating the step system along Brockway Road.

Background Summary

The City of Winston has had significant maintenance issues with the approximately 49 septic tank effluent pumping systems (STEP) along Brockway Road.

Goal for the Project

The goal for this project is to enter into an engineering agreement between the City and Civil West Engineering Services to evaluate the feasibility of installing an 8" gravity sewer main along Brockway Road, gravity sewer laterals were applicable, and grinder pumps to convey the effluent into the proposed gravity system.

Part A: Scope of Work

The following scope of work describes the additional tasks, activities, and work that will take place to complete the additional design services of the project. Each task will be assigned an estimated number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work, based on the original tasks in the executed contract.

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues. This task shall also include tracking the project schedule and budget, reviewing progress, and other common project management activities necessary to ensure a successful project completion.
2. **Task 2 – Kickoff Meeting and Data Collection** – This task will also include the performance of a limited topographic survey of the existing sanitary sewer tie-in points and finished floor of 20 residences. If any

other data or information is required for completion of the evaluation, it will be gathered and processed through this task.

3. **Task 3 – Feasibility Technical Memorandum** – Through this task, we will complete an evaluation and provide recommendations for the installation of an 8" sanitary collection pipeline and tying in 49 homes that are currently on STEP systems. We will prepare an engineer's estimate of probable costs. We will compile our findings in a technical memorandum that can be used for budgeting for the next fiscal year.
4. **Task 4 - Meetings**
 - a. Coordination and Progress Meetings: Civil West will schedule and attend meetings with the client as necessary, to review and discuss specific issues not outlined in the above scope. The number of auxiliary meetings shall not exceed one (1) and shall include no more than one (1) representative for the Consultant for three (3) hours per meeting.
- R. **Task R – Reimbursable** – This task will cover reimbursable expenses anticipated for the project. These include travel and per diem costs, technology fee, reproduction and office expenses, and other reimbursable costs.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

| Task No. | Task Description | Proposed Total Fee |
|--------------------------------|---------------------------------------|--------------------|
| 1 | Project Management & Administration | \$531 |
| 2 | Kick-off Meeting and Data Acquisition | \$4,944 |
| 3 | Feasibility Tech Memo | \$11,172 |
| 4 | Meetings | \$700 |
| R | Reimbursables | \$1,097 |
| Total Proposed Project Budget: | | \$18,444 |

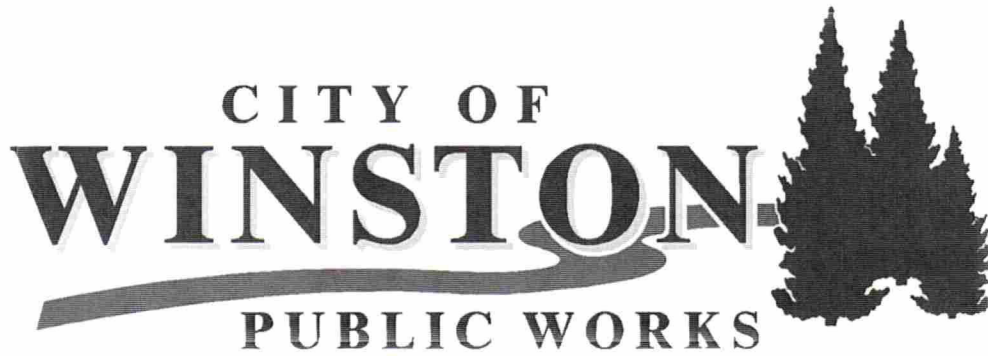
We propose the above work be performed for a lump sum of \$18,444. CWE will invoice the City monthly based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2025 Rate Schedule attached hereto.

We are grateful for this opportunity to provide these services to the City of Winston. We are prepared to begin work on this important phase of the project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Will Dawson
South Coast Regional Manager



Staff Report

Public Works 25-04

Subject: STEP Systems (Septic Tank Effluent Pump System)

Date: May 5, 2025

Prepared by: Andy Howell

Title: Brockway STEP System – Evaluation

Background: STEP systems may be permitted as an alternative to the standard sewer gravity system subject to approval by the city. Upon final approval by the city the owner shall dedicate the STEP system including the service lateral from the tank to the sewer main, the tank, pump and pump controls, to the city, along with an easement permitting the city to enter onto the property to inspect, operate maintain the system. Owners pay a monthly surcharge of \$8.50 monthly to help off set maintenance cost.

Analysis: Civil West has provided the city with a scope of work and the proposed approach as we undertake the evaluation of eliminating the STEP systems along Brockway and Woodland. The goal for the project is to evaluate the feasibility of installing an 8" gravity sewer main line and laterals along with grinder pumps were applicable.

Recommendation: Staff recommend Council approve this Scope of work with Civil West for the evaluation

Financial Impact: Total proposed project budget \$18,444.00.