



City Council Meeting
March 16, 2026, 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 March 2, 2026
- 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. Economic Development for March 11, 2026—*Dave Cunningham, Council Liaison*
 - B. Park Board for March 10, 2026—*Dorie White, Liaison*
- V. Department Reports**
 - A. Wastewater—*Chris Sherlock, Superintendent*
 - B. Administration—*Thomas McIntosh, City Manager*
- VI. Old Business**
- VII. New Business**
 - A. New Business Licenses
 1. Redbarn Dispensary—*Roland Todd Thiess*
 2. C and C Home Improvement—*Michael Clark*
 3. T-shirt Printing by Tonya—*Antonio and Tonya Angiano*
 - B. Resolution No. 26-1219 IGA Douglas County Adults in Custody
 1. Read by Title Only—*Cindy Sarti, City Recorder*
 2. Staff Report—*Chief Sarti*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action
 - C. Resolution No. 26-1220 Task Amendment 8
 1. Read by Title Only—*Cindy Sarti*
 2. Staff Report—*Chris Sherlock*
 3. Comments from the Audience (3 minutes each speaker)
 4. Council Action

D. Resolution No. 26-1221 WWTF Skid Steer Purchase

1. Read by Title Only—*Cindy Sarti*
2. Staff Report—*Chris Sherlock*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

VIII. Non-Agenda Items from Council

IX. Upcoming Agenda Items

- A. Ordinance No. 26-722 PacifiCorp Franchise Agreement

X. Good of the Order

- A. Check Copies
- B. Claims in Excess of \$500

XI. Announcements

- Winston Urban Renewal Agency March 19th at 5:30; City Hall
- Next City Council Meeting April 6th at 7pm; City Hall

XII. Executive Session—Pursuant to ORS 192.660 (2)

- A. (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
Estimated length of time: up to 30 minutes.
- B. (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
Estimated length of time: 5 minutes.

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
March 2, 2026, 7:00 pm
City Hall Council Chambers
201 NW Douglas Blvd.
541.679.6739 info.

Minutes

The meeting was called to order at 7 o'clock by council president, Dave Cunningham. Councilors Dorie White, and Allen Hobson were also in attendance. Mayor Christie Knutson and councilor Nick Wiggins were both excused. Staff present were city manager, Thomas McIntosh, police chief, Brandon Sarti, public works superintendent, Andy Howell, and city recorder, Cindy Sarti. There were no adjustments to the agenda.

Approval of Council Minutes

1. January 5, 2026
2. January 20, 2026
3. February 17, 2026

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

Douglas High School—*Gracie Byers, Douglas High School*

Five members of the wrestling team placed at state; last week kicked off national FFA week; upcoming band and choir concerts as well as a plant sale; prom will be in May with a Las Vegas style theme.

Winston Area Chamber of Commerce—*Megan Larson, Director*

A brief report was given by Larson.

Public Works—*Andy Howell, Superintendent*

Sewer mainline repair is going on in the Bimart area; 3 laterals will be replaced; ODOT will begin paving the area soon. Interest has sparked for a community garden utilizing a 50' x 100' area of Community Park; would the group, Community Unity, consider another location such as the pocket park on Cary, for example?

Community Development/Administration - *Thomas McIntosh, City Manager*

FEMA has awarded a \$345 thousand grant for damages sustained at the Lookingglass Creek pump station during last year's flooding event. The grant requires a 25% match.

New Business Licenses

1. Clutter-Crew—*Elizabeth Murphy, Owner*

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

Resolution No. 26-1216 IGA Douglas County Communications

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

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

Resolution No. 26-1217 Economic Opportunities Analysis Grant Agreement

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

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

Resolution No. 26-1218 Notice of Award – Siphon Project

1. Read by Title Only—*Cindy Sarti*
2. Staff Report—*Andy Howell*
3. Comments from the Audience (3 minutes each speaker)
4. Council Action

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

Announcements

- March 6th at 4:30 K9 Nike Retirement Ceremony; Community Center
- March 7th 10-noon Coffee with Christie; City Hall
- March 8th Daylight Savings Time Begins—SPRING AHEAD those clocks one hour.
- March 10th at 4 Park Board; City Hall
- March 11th at 11 FOWL; Winston Library
- March 11th at noon Economic Development; City Hall
- March 11th at 5:30 Planning Commission; City Hall
- March 16th at 7 City Council Meeting; City Hall

There being no further business, the meeting was adjourned. 7:34. Respectfully submitted by Cindy Sarti, City Recorder.

Dave Cunningham, Council President

Attest:

Cindy Sarti, City Recorder

Winston- Green WWTF Monthly Numbers

February 2026

General

1.) Plant Flow (MG)	<u>2026</u>		<u>2025</u>	
<i>Winston</i>	38.35	53%	33.23	55%
<i>Green</i>	33.73	47%	26.76	45%
<i>Rainfall</i>	0.18		3.99	

2.) Leachate

WWTF:	93,500
Ingram:	
Total:	93,500

3.) Bio-Solids

- 1.) Drying Beds: 0
- 2.) Land Application: 0

Monthly Notes

- Worked on RBC fixes
- HPS onsite to align RBC blower motors to the blowers themselves
 - This will prolong the life of the couplers
- Emergency Repair on Saturday 2-7-26 of the headworks compactor
 - This repair turned into a rebuild/ replacement of the auger
- RBC # 6 is offline until further notice. In order to make the repair staff will need to rent a piece of equipment. Currently we are waiting until later this year or possibly next as we will have several items that will need the same piece of equipment. This way we can do a weeks rental on a piece of equipment and take care of several item at the same time.
- Digester # 1 gas line flange bolts were found to be loose. Staff has gone through and tightened each bolt. It is believed that they became loose probably from time/ hot and cold cycles
- Polymer System on Gravity Belt Thickener is broken. Parts to fix are expensive and the system itself is past its life expectancy. This system will get replaced when the building gets an overhaul in the near future. Until then staff has a temporary fix on the problem.
- Staff came up with a new boom/ hoist system for a portable pump that we have. This hoist should save the back of staff members.
- Heavy unexpected rains on 2-23-26 and 2-24-26 caused many issues at the facility. The plant was not setup to handle the influx of flow that we received. Staff was here most of the night and morning of the 23rd and 24th.

FLOW ALLOCATION CHART

MONTH	WINSTON MG	GREEN MG	GREEN Calculated MG	LANDERS LN. MG	LEACHATE (Ingram) MG	TOTAL MG	RAINFALL
Jan.26	32.08	28.83	28.55	0.891	1.166	60.63	2.45
Feb.26	38.35	33.73	33.45	0.789	1.067	71.80	6.04
Mar.25	47.88	37.97	37.77	1.089	1.293	85.65	8.36
Apr.25	26.89	34.25	33.76	0.560	1.051	60.65	0.81
May.25	17.41	21.16	20.97	0.352	0.539	38.38	0.57
June.25	14.22	18.66	18.55	0.334	0.435	32.78	0.18
July.25	14.03	17.51	17.45	0.339	0.396	31.48	0.10
Aug.25	13.49	16.49	16.49	0.392	0.385	29.98	0.14
Sept.25	13.17	17.00	17.16	0.469	0.308	30.33	1.02
Oct.25	15.67	20.60	20.55	0.531	0.583	36.22	3.19
Nov.25	15.23	20.40	20.27	0.595	0.732	35.50	2.85
Dec.25	27.75	29.83	29.45	0.595	0.974	57.20	6.16
TOTAL	276.18	296.42	294.43	6.937		570.60	31.87
GREEN Flow Calculated		294.43					
APPORTIONMENT	48.40%	51.60%					
				100%			

Winston-Green WWTF

February 2026

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

FILE # 98400

D	POPULATION: 10000										TYPE: RBC / ACTIVATED SLUDGE									
	TOTAL FLOW MGD	INF PH	INF BOD mg/l	INF SS mg/l	NH3 N EFF	EFF PH	EFF TEMP MAX	EFF BOD mg/l	% REM BOD	LBS BOD DIS	EFF SS	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	CL2 USED LBS	ECOLI COL	LAND gallons	DRYING BEDS	RAIN FALL inches
1	1.290	7.5		385	25.40	7.8	14.4	10.3	97%	100	4.4	99%	43	0.05	345	23.0				0.08
2	1.169	7.5	331			7.9	14.7							0.03	338	22.6	<1			0.01
3	1.172	7.4		285	23.20	7.8	14.6	9.8	96%	96	4.0	99%	39	0.02	338	22.6	1.0			0.01
4	1.174	7.4	264			7.6	14.8							0.02	338	22.6				0.01
5	1.152	7.4		296		7.7	14.8	21.5	92%	210	4.0	99%	39	0.03	337	22.5				0.01
6	1.170	7.5	272			7.8	14.8							0.03	338	22.6				0.01
7	1.196	7.4				7.8	14.8							0.05	340	22.7				0.39
8	4.346	7.3				7.4	14.3							0.02	727	48.5				1.57
9	3.742	7.5				7.4	13.4							0.08	785	52.4				0.01
10	2.765	7.2	117	118	5.99	7.5	13.4	7.2	94%	166	8.0	93%	184	0.08	693	46.2	2.0			0.01
11	2.320	7.2	133	139	7.91	7.1	13.7	6.6	95%	128	6.6	95%	128	0.09	573	38.2	1.0			
12	2.000	7.3				7.5	13.8							0.03	498	33.2				
13	1.850	7.4	211	237		7.6	14.0	14.8	93%	228	9.2	96%	142	0.03	487	32.5				0.01
14	1.831	7.4				7.6	14.2							0.05	485	32.4				0.09
15	1.762	7.4				7.7	14.2							0.06	480	32.0	<1			
16	1.929	7.4				7.6	14.1							0.03	492	32.8	<1			0.35
17	3.005	7.4	272	300	13.30	7.6	13.4	12.5	95%	313	9.0	97%	226	0.05	573	38.2				0.48
18	2.634	7.2	159	176	8.87	7.4	13.3	10.3	94%	226	10.4	94%	228	0.09	545	36.4				
19	2.406	7.2				7.5	13.3							0.05	528	35.2				0.16
20	2.194	7.3	164	178		7.5	13.6	8.2	95%	150	7.6	96%	139	0.09	512	34.2				0.01
21	1.995	7.4				7.6	13.6							0.09	497	33.2				
22	2.519	7.4				7.6	13.8							0.09	536	35.8	1.0			0.75
23	3.776	7.5	341	393	12.90	7.5	13.6	31.9	91%	1005	13.2	97%	416	0.07	626	41.8	89.1			0.95
24	7.886	6.8				7.1	12.9							0.04	720	48.0				1.03
25	5.327	7.1				7.2	13.0							0.08	809	54.0				0.07
26	4.028	7.1				7.1	13.2							0.09	898	59.9				
27	3.181	7.2	105	150	6.19	7.4	13.7	10.9	90%	289	12.0	92%	318	0.08	859	57.3				0.01
28	2.783	7.3				7.4	13.6							0.09	838	55.9				0.02
TOT	72.602									2,912			1,902		15,535	#####		0	0	6.04
MAX	7.886	7.5	341	393	25.40	7.9	14.8	31.9	97%	1005	13.2	99%	416	0.09	898	59.91	89.1			1.57
MIN	1.152	6.8	105	118	5.99	7.1	12.9	6.6	90%	96	4.0	92%	39	0.02	337	22.48	<1			0.01
AVG	2.593	7.3	215	242	12.97	7.5	13.9	13.1	94%	265	8.0	96%	173	0.06	555	37.02	1.9			0.27

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Christopher W. Sherlock
 SUPERINTENDENT T IV

PERMIT LIMITS: 2.35MGD, pH 6.0 to 9.0, BOD/TSS Conc: 30 monthly/43 weekly, Mass BOD TSS 1200 daily/880 weekly/590 monthly, EC/126 monthly

RED BARN

1



Application for Business License

Tell us about you:

Roland Todd Thiess

Applicant: Roland Todd Thiess

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

Mailing Address: PO Box 850

City: Myrtle Creek State: OR Zip: 97457

Phone: 541-863-1321 Email: todd@redbarncannabis.com

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: RB BANDON 1 LLC (AKA: Redbarn Dispensary)

Street Address: 161 NE MAIN ST Winston, OR 97496

Mailing Address: _____ PO Box: 850

City: Myrtle Creek State: OR Zip: 97457

Business Type: Retail Secondhand Property Dealer? No

Description of business to include hours of operation and expected number of employees: _____
OLCC approved retail cannabis dispensary.

Hours of operation: 9:00am - 9:00pmwe may extend hours to 10:00pm if we are busy late.

Number of Employees: 7-10

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 # 04-26

Phone: 541-863-1321 business phone not set up yet Email: todd@redbarncannabis.com

Property Owner (if other than applicant): Same

Sq. Ft. of Building for Business: 1,950 No. of Parking Spaces: 11 Lower lot / 10 upper lot

Applicant Signature: Roland T. Theiss Date: 2/10/2026

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: _____

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

Applicant Signature: _____ Date: _____

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 # 04 - 26

RED BARN DISPENSARY 3

*** STAFF USE ONLY ***

LICENSE # 04-26

Business Location 161 NE MAIN ST. Zoning G1C

Change of Occupancy **N** Sign Permit Required **Y** **N** 2nd Hand Property Dealer **Y** **N**

Planning Official USE APPROVED - THOMAS McINTOSH Date 2-19-26

Comments: LAND USE APPROVAL ISSUED WMC 154.038

Police Chief [Signature]

Date 02/23/26

Recommendation: Grant Deny

Comments:

City Manager Thomas McIntosh

Date 2/25/26

Billing Clerk Kay C. O'Do

Date 2/25/2026

City Recorder [Signature]

Date 2/26/26

Fee \$50 Receipt # _____ CC 3/16/26 Letter/Label Entered/Mailed

Additional Remarks:

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 # 04 - 26

C and C Home Improvement



Application for Business License

RECEIVED CITY OF WINSTON FEB 17 2026 REC # CK # CA \$ BY OTHER

Business Name: C and C Home Improvement INC. Owner/Agent: Michael Clark Date of Birth Driver's License/ID# State: OR Phone 541-761-0120 Business Location: 1305 SE Marsters ave Business Mailing Address: 1305 SE Marsters ave City: Roseburg State: OR Zip: 97470 Business Phone: 541-761-0120 Email: michael.clark.3020@gmail.com

Scope of Business:

Business Type: S corp / General Contractor

- Permanent (Business addressed and/or located within city limits) Sq. Ft. of Building for Business: No. of Parking Spaces: Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits)

Complete the following where applicable, and sign below:

CCB#: 250586 DC Health Dept: Other: Current/Upcoming Projects (Input N/A if none): Home Addition

Applicant Signature: [Signature] Date: 2/16/2026

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 # 06-26

C and L Home Improvement

2

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

LICENSE # 06-26

Business Location 1305 SE MASTERS AVE DISCOURG Zoning NA

Change of Occupancy N Sign Permit Required N 2nd Hand Property Dealer N

Planning Official Thomas McIntosh Date 3-2-26

Comments: CONTRACTOR - NOT LOCAL - NO LAND USE REQUIRED

Police Chief [Signature] Date 03-10-26

Recommendation: Grant Deny
Comments:

City Manager Thomas McIntosh Date 3-2-26

Billing Clerk NA Date _____

City Recorder [Signature] Date 3/10/26

Fee \$50 Receipt # 92732 CC 3/16/26 Letter/Label Entered/Mailed

Additional _____

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 # 06-26

Bus. name T shirt printing by Tonya

1/2



Application for

Business License

Business Name: Antonio Angiano - Tonya Angiano

Owner/Agent: Antonio Angiano Date of Birth: [REDACTED]

Driver's License/ID#: [REDACTED] Phone: 541-236-8502

Business Location: Grandway center at 129-~~131~~ NW Douglas Blvd Winston OR 97496

Business Mailing Address: 150 Carrin Layne Ct.

City: Roseburg, OR 97471 State: OR Zip: 97471

Business Phone: (541) 236-8502 Email: tonyayangiano@gmail.com

Scope of Business:

Business Type: T-shirt printing

- Permanent (Business addressed and/or located within city limits)
Sq. Ft. of Building for Business: N/A No. of Parking Spaces: N/A
- Contractor/Mobile Vendor (Business established outside city limits but conducting work within city limits)

Complete the following where applicable, and sign below:

CCB#: _____ DC Health Dept: _____ Other: _____

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

Applicant Signature: Tony Angiano Date: 2-17-26

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 # 07-26

T Shirt Printing by Tonya

2/11

*** STAFF USE ONLY ***

LICENSE # 07-26

Business Location Grandway center a 129-131 NW Douglas Blvd Winston
Zoning _____

Change of Occupancy Y N Sign Permit Required Y N 2nd Hand Property Dealer Y N

Planning Official THOMAS McINTOSH Date 3-3-26

Comments: CHANGE IN USE APPROVED. NO LAND USE APPROVAL
REQUIRED.

Police Chief [Signature] Date 02/23/26

Recommendation: Grant Deny
Comments: _____

City Manager THOMAS McINTOSH Date 3-3-26

Billing Clerk Jacey Conliffe Date 3/10/2026

City Recorder [Signature] Date 3/10/26

Fee \$50 Receipt # 92520 cc 3/16/26 Letter/Label Entered/Mailed

Additional Remarks: _____

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 # 07-26



RESOLUTION NO. 26-1219

A RESOLUTION OF THE CITY OF WINSTON, OREGON, CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO THE TWENTY-SECOND EXTENSION OF THE INTERGOVERNMENTAL AGREEMENT FOR HOUSING ADULTS IN CUSTODY WITH DOUGLAS COUNTY.

WHEREAS The City of Winston and Douglas County, a political subdivision of the State of Oregon, entered into that certain Housing Adults in Custody Agreement dated May 19, 2004; and,

WHEREAS The City of Winston and Douglas County desire to enter into the twenty-second extension effective July 1, 2026, through June 30, 2027.

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 Douglas County, titled the *"Twenty-Second Extension of Intergovernmental Agreement for Adults in Custody-Winston"*, attached hereto, and incorporated by reference, and as outlined in Winston Police Department Staff Report No. 26-03, also 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 16TH DAY OF MARCH 2026.

APPROVED BY THE MAYOR ON THIS 16TH DAY OF MARCH 2026.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

**TWENTY-SECOND EXTENSION OF
INTERGOVERNMENTAL AGREEMENT
FOR ADULTS IN CUSTODY (AICs)
WINSTON**

This twenty-second extension (“twenty-second extension”) is made on the ___ day of _____ 2026, between DOUGLAS COUNTY, a political subdivision of the State of Oregon (“County”) and the CITY OF WINSTON, a municipal corporation organized and existing under the law of the State of Oregon (“City”).

On or about May 19, 2004, County and City entered into an Intergovernmental Agreement for housing AICs, filed in the Douglas County Court Journal on May 21, 2004, under recording No. CJ 2004-0736 (“original agreement”).

County and City have entered into twenty-one extensions of the original agreement as follows: first extension (May 25, 2005, CJ 2005-0813), second extension (May 8, 2006, CJ 2006-0700), third extension (September 28, 2007, CJ 2007-1578), fourth extension (April 2, 2008, CJ 2008-0437), fifth extension (April 2, 2009, CJ 2009-0370), sixth extension (July 28, 2010, CJ 2010-0860), seventh extension (April 27, 2011, CJ 2011-0390), eighth extension (May 23, 2012, CJ 2012-0433), ninth extension (April 17, 2013, CJ 2013-0364), tenth extension (August 6, 2014, CJ 2014-0752), eleventh extension (May 6, 2015, CJ 2015-0334), twelfth extension (May 18, 2016, CJ 2016-0418), thirteenth extension (July 18, 2018, CJ 2018-0746), fourteenth extension (September 26, 2018, CJ 2018-1047), fifteenth extension (September 25, 2019, CJ 2019-1112), sixteenth extension (October 28, 2020, CJ 2020-1127), seventeenth extension (June 2, 2021, CJ 2021-0506), eighteenth extension (June 8, 2022, CJ 2022-0532), nineteenth extension (May 17, 2023, CJ 2023-0560), twentieth extension (February 26, 2025, CJ 2025-0190) and twenty-first extension (April 30, 2025, CJ 2025-0448).

The original agreement, first extension, second extension, third extension, fourth extension, fifth extension, sixth extension, seventh extension, eighth extension, ninth extension, tenth extension, eleventh extension, twelfth extension, thirteenth extension, fourteenth extension, fifteenth extension, sixteenth extension, seventeenth extension, eighteenth extension, nineteenth extension, twentieth extension, twenty-first extension and this twenty-second extension together shall be referred to as “this agreement.”

THE PARTIES AGREE:

1. EXTENSION: The term of this agreement is extended to June 30, 2027, subject to early termination as otherwise provided.

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2. MODIFICATION: Effective July 1, 2026, section 3.1.1 of the original contract is amended to read as follows:

“\$115.67 per AIC day for each City AIC accepted and housed pursuant to this agreement.”

3. ENTIRE AGREEMENT: Except as modified herein, the terms and conditions of the original agreement and all prior extensions shall apply.

CITY OF WINSTON

By _____
Title _____
Print Name _____
Date _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
Douglas County Sheriff
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



Staff Report

WPD 26-03

Subject: Resolution: 26-1219

Date: March 23rd, 2026

Prepared by: Brandon Sarti, Chief of Police

Attachments: Intergovernmental Agreement (22nd, Extension) for housing inmates with Douglas County.

Background: The City of Winston has been housing inmates at Douglas County Corrections since the mid-90s, previous to that time Winston had its own holding facility. Winston closed its facility when we had moved away from providing our own 24 hour dispatch coverage. The dispatchers at the time also monitored our jail.

Analysis: Douglas County Corrections is the only reasonable option for housing inmates. Housing inmates in our own facility creates a financial liability. The City of Winston does not currently have the infrastructure to change how we are presently housing inmates. This agreement, if approved, becomes effective July 1st 2026, and remains in effect through June 30th, 2027.

Recommendation: Staff recommends Council approve Resolution 26-1219 approving the intergovernmental agreement for housing Winston inmates.

Financial Impact: The financial impact of this agreement shows a 3% increase for inmate housing over 2026/27 agreement. Showing \$115.67 per day, for each City prisoner accepted and housed into their (DCCC) facility.



RESOLUTION NO. 26-1220

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CAROLLO ENGINEERS FOR AMENDMENT EIGHT (8) TO THE CURRENT TASK ORDER.

WHEREAS the City of Winston and Green Area Water and Sanitary Authority (GAWSA) operate a wastewater treatment plant; and,

WHEREAS the treatment facility operates an anaerobic digester as part of its wastewater solids treatment process; and,

WHEREAS years of exposure to hydrogen sulfide have taken a toll on two critical structures at the facility causing significant corrosion and damage to mechanical/electrical components; and,

WHEREAS Carollo has been tasked with evaluating the structural integrity of the digester dome and the control building which now stands in need of evaluation.

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 Carollo for the completion of Amendment eight (8) as outlined in Staff Report WWTF No. 26-03, 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 16TH DAY OF MARCH 2026.

APPROVED BY THE MAYOR ON THIS 16TH DAY OF MARCH 2026.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder

AMENDMENT NO. 8

CITY OF WINSTON (City) AND GREEN AREA WATER AND SANITARY AUTHORITY (GAWSA)
(OWNER)

AND

CAROLLO ENGINEERS, INC.
(ENGINEER)

This Amendment is issued by the OWNER and accepted by the ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above-named parties dated the 16th day of February, 2010, in connection with:

**Engineering Services for Improvements to the
Winston-Green Regional Wastewater Treatment Facility**

(Project)

Hereinafter, the OWNER shall be defined as the City; GAWSA.

PURPOSE

The purpose of this task is to perform a visual inspection and immediate emergency response plan of the digester complex including assessment of concrete of Digester #2 and the Digester Control Building, coating of Digester #2, mechanical equipment in the Digester Control Building (gravity belt thickener, mixing pumps, etc.), and electrical wiring and components at the digester complex. The ENGINEER will prioritize rehabilitation and replacement of failing assets by risk and cost in a summary technical memorandum (TM). The ENGINEER will manage the Project activities and lead a cohesive team to meet budget, schedule and Project objectives.

PROJECT ASSUMPTIONS

The ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, over the incoming water quality and/or quantity, or over the way the OWNER's plant and/or associated processes are operated and/or maintained. Data projections and estimates are based on the ENGINEER's opinion based on experience and judgment. The ENGINEER cannot and does not guarantee that actual costs and/or quantities realized will not vary from the data projections and estimates prepared by the ENGINEER, and the ENGINEER will not be liable to and/or indemnify the OWNER and/or any third party related to any inconsistencies between the ENGINEER's data projections and estimates and actual costs and/or quantities realized by the OWNER and/or any third party in the future, except to the extent such inconsistencies are caused by the ENGINEER's negligent performance hereunder.

The services to be performed by the ENGINEER are intended solely for the benefit of the OWNER. No person or entity not a signatory to the Agreement shall be entitled to rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of the Agreement or the performance of the ENGINEER's services hereunder.

ENGINEER'S SERVICES

ENGINEER's services under this Amendment shall be as described below:

Task 100 – Digester #2 and Digester Complex Inspection and Emergency Response Plan

ENGINEER will complete the following subtasks:

- Facilitate and conduct an internal kickoff meeting to familiarize the inspection team with the site, project goals, and to coordinate individuals' travel schedules.
- Prepare for and facilitate Workshop 201- Inspection Planning and Field Logistics Coordination to coordinate schedule and logistics for the site visit.
- Conduct one site visit for inspection of the digester complex and #2 Digester. ENGINEER's Project Engineer and Discipline Leads will attend in-person.
- Provide visual inspection and document conditions observed in the field. A welder's chipping or similar tool will be used to strike the surface of the concrete to determine the degree of softening/deterioration.
- Measure the pH of the concrete surfaces at the concrete penetration test locations described above. The pH will be measured at the existing surface and at the substrate where the surface is deemed to be sound.
- The concrete surface will be sounded using a hammer to identify if any delamination or voids are present. This effort will be limited to the concrete surfaces that can be safely assessed from the floor of the digester and from the scaffolding.
- Discontinuities and areas of damage that are identified will be marked using lumber crayons for future reference.
- Cracks will be measured using crack comparators and a tape measure. Crack measurements will be limited to areas within reach of the floor and scaffolding.
- The chipping, pH measurement, and hammer sounding will be performed at suspect areas and on a random basis to assess the general condition of the concrete. However, assessment activities will not be performed where they will damage existing coatings.
- Measure pit depth where significant metallic corrosion pitting is observed. A pit depth gauge will be used for measurements. Observations will be documented with digital photographs.
- Collaborate with the City to define risk definitions and repair/replacement prioritization framework.
- Prepare repair/replacement cost estimates for assets and develop recommended repair and replacement projections based on evaluated remaining life, risk, and cost.

- Prepare for and facilitate Workshop 202 – Preliminary Findings to present inspection findings and preliminary replacement/repair projections developed from risk and cost methodology.

Deliverables

ENGINEER will prepare the following deliverables and transmit them via email to City:

- Draft and Final Inspection TM summarizing work in this task including a repair/replacement plan recommendation in PDF format. Final TM is to be signed and sealed by a professional engineer licensed in the state of Oregon.
- Meeting materials, meeting notes in PDF.

Assumptions

- Site Visit – Conduct Inspection
 - The development and submission of a safety plan is required.
 - The City will provide the confined space permit(s) for digester entry including an attendant, harnesses, air monitoring, lock out tag out (LOTO) as required, and arrange for rescue services.
 - The City will provide scaffolding, lighting, and safety equipment.
 - Visual assessment of the structures within the scope will include both interior and exterior portions of the structure and connected appurtenances that are accessible. Appurtenances include stairs, guardrail, hatches, pipe supports, and other permanent features.
 - The visual observation inside Digester No. 2 will be limited to what we can see from the floor and scaffolding provided by others.
 - The digester complex inspection can be performed within one 8-hour site visit.
 - Following site visits, Discipline Leads will conduct additional evaluation(s) for determining condition of assets that could not be definitively characterized in the field and supplement initial observations.
 - Estimate the evaluated remaining useful life of digester complex assets will be part of the Facility Plan effort.
- Risk and Cost Replacement Methodology Results
 - This includes development of risk definitions with input from the City via email and a 1-hour coordination meeting (virtual) with the PM and PE.
 - Cost estimates for asset replacement are Association for the Advancement of Cost Engineering International (AAACEI) Class 5 estimates.
- WS 201 is virtual with a 1-hour duration
 - PM, PE, and Discipline Leads
- Workshop 202 is virtual with a 3-hour duration
 - PM and PE virtual attendance

Task 200 – Project Management

ENGINEER will complete the following subtasks:

- Track Project costs to remain within the budget and schedule and provide the

necessary resources.

- Prepare a Project Management Plan (PMP) outlining internal management activities and quality assurance/quality control (QA/QC) procedures.
- Prepare and submit a Project schedule, including dates for all meetings and milestones.
- Oversee, coordinate, and provide direction to the Project team to meet budget and schedule requirements.
- Monitor staff availability and workload and adjust as necessary to assure availability for the Project.
- Prepare monthly progress reports to inform the City's Superintendent of the progress of the Project.
- Before submitting any deliverables to City for review, ENGINEER'S Project Manager will coordinate and execute internal QA/QC measures to confirm the approach taken and the material developed conforms to the needs of the Project as determined by City. This will include a check for the overall quality of the documents, and technical accuracy.
- Attend routine check in meetings with Winston-Green Superintendent.
- Prepare for and facilitate workshops necessary for the work.

Deliverables

ENGINEER will prepare and submit the following deliverables via email to the City in PDF format:

- Monthly invoices and progress reports.
- Project schedule.
- PMP.
- Meeting materials, meeting notes in PDF and Word format.

Assumptions

- Assumed Project Duration of 10 weeks.
- The initial Project schedule will be submitted within two weeks of Notice to Proceed, reviewed each month, and updated as required by the City.
- The PMP will be submitted within two weeks of Notice to Proceed.
- Workshop 101 – Kickoff Meeting
 - PM and PE attendance in person (two-hour duration)
 - Prior to kickoff meeting, ENGINEER will review existing documentation and existing structures and submit a list of questions/requests for information that can be reviewed and answered during the meeting. ENGINEER should also present schedule and methodology for the inspection and immediate emergency response plan.

TIME OF PERFORMANCE

Schedule for services under this Amendment shall be complete by May 30th, 2026.

PAYMENT

Payment shall be made as defined in the Agreement and shall not exceed a total amount of *Forty-five thousand, seven hundred and forty-nine dollars* (\$45,749.00) for services provided under this Amendment without written authorization. A fee estimate is included as Attachment A.

EFFECTIVE DATE

This Amendment No. 8 is effective as of the 10th day of March 2026.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Amendment No. 8 evidencing its issuance by OWNER and acceptance by ENGINEER.

CITY OF WINSTON

GREEN AREA WATER AND SANITARY DISTRICT

By: _____
City Manager

By: _____
Board President

Attest: _____

Attest: _____

CAROLLO ENGINEERS, INC.

By: _____
Jude Grounds
Senior Vice President

ATTACHMENT A
FEE ESTIMATE

WINSTON GREEN DIGESTER #2 AND DIGESTER COMPLEX INSPECTION AND EMERGENCY RESPONSE PLAN

Winston-Green - Digester Inspection 3/8/2026		Structural Engineer (Neal Schermesser)	Electrical Engineer (Joe Santaguida)	Process Mechanical (Mike Zappone)	Project Engineer (Nisha Kowal)	Project Manager (Ben Herman)	Project Professional (TBD)	Word Processing/ Clerical	Total Labor Hours	PECE	Labor Cost	Subs & OPEX	Estimable Cost Per Task
Hourly Rate		\$128	\$188	\$329	\$228	\$229	\$200	\$122		\$17			
Task 1 - Digester Inspection	Inspection	16	16	2	16	0	16	0	74	\$1,296	\$10,064	\$3,000	\$20,322
Task 2 - Memorandum Preparation	Preparation of TM	12	12	12	40	2	12	2	82	\$1,564	\$27,509		\$23,073
Task 3 - Project Management	PM activities	0	0	0	0	0	0	2	8	\$136	\$2,217		\$2,353
PROJECT TOTALS		30	30	14	56	8	30	4	174	\$2,954	\$32,791	\$3,000	\$45,749



Staff Report

WWTF 26-03

Date: March 9, 2026

Prepared by: Christopher Sherlock

Title: **Carollo Engineering Task Order Amendment 8**

Background: The Treatment Facility operates an Anaerobic Digester as part of its wastewater solids treatment process. A natural byproduct of anaerobic digestion is Hydrogen Sulfide, a highly corrosive gas that is damaging to both concrete and metal surfaces over time. Years of exposure to this gas have taken a toll on two critical structures at the facility — the Digester Dome and the Digester Control Building — causing significant corrosion to the structures themselves as well as the mechanical and electrical components housed within them.

Carollo has been tasked with evaluating the structural integrity of the Digester Dome and the Control Building and developing a comprehensive repair plan to address the damage and protect these assets going forward.

Recommendation: Staff recommends that The City Council Amendment # 8 to the task order with Carollo.

Financial Impact: The total costs of this Amendment is \$45,749. The cost that The City of Winston would incur is \$22,874.50, leaving GAWSA responsible for the remainder \$22,874.50.



RESOLUTION NO. 26-1221

A RESOLUTION OF THE CITY OF WINSTON OREGON CITY COUNCIL, AUTHORIZING THE CITY MANAGER TO PURCHASE SKID STEER ATTACHMENTS FOR THE WINSTON-GREEN WASTEWATER TREATMENT FACILITY SHARING 50% OF THE COST WITH THE GREEN AREA WATER AND SANITARY AUTHORITY FOR AN AMOUNT NOT TO EXCEED \$25,048 OR \$12,524 EACH.

WHEREAS the City of Winston and the Green Area Water and Sanitary Authority co-own and operate the Winston-Green Wastewater Treatment Facility and share cost for maintenance and upgrades; and,

WHEREAS the Winston-Green Wastewater Treatment Facility, being a large facility, it is necessary for staff to have equipment to allow sufficient and proper maintenance; and,

WHEREAS the treatment facility is responsible for maintaining approximately 25 acres of grounds and is made possible through the use of skid steer equipment.

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

SECTION 1. The City Manager is hereby authorized to purchase the skid steer attachments for an amount not to exceed \$25,048 and share the cost with the Green Area Water and Sanitary Authority 50/50, or \$12,524 each, as outlined in Wastewater Treatment Facility Staff Report WWTF No. 26-02, dated March 9, 2026, 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 16TH DAY OF MARCH 2026.

APPROVED BY THE MAYOR ON THIS 16TH DAY OF MARCH 2026.

Christie Knutson, Mayor

Attest:

Cindy M. Sarti, City Recorder



Staff Report

WWTF 26-02

- Date:** March 9, 2026
- Prepared by:** Christopher Sherlock
- Title:** **Skid Steer Attachments**
- Background:** The Treatment Facility is responsible for maintaining approximately 25 acres of grounds in and around the facility, as well as assisting with the upkeep of an additional 240 acres owned by GAWSA that are used for biosolids land application. This substantial maintenance workload is made possible in large part through the use of a skid steer, which serves as the primary piece of equipment for tasks including mowing, sweeping, material handling, and general site maintenance across both properties.
- However, several of the attachments currently in use were purchased in the early 2000s and were originally sized for a significantly smaller machine than the skid steer the facility operates today. As a result, the mower and sweeper attachments are undersized relative to the current machine's capabilities, reducing operational efficiency and increasing the time and labor required to maintain these properties. Similarly, the pallet forks and telescopic boom attachment do not match the lift capacity and reach of the current skid steer, limiting the facility's ability to safely and effectively handle materials.
- Recommendation:** Staff recommends that The Board approve four new replacement attachments from the following vendors. Staff received multiple quotes for each of the items listed.
- Brush Cutter
Quick Attach: \$12,316
 - Sweeper
Skid Pro: \$8,628
 - Pallet Forks
Quick Attach: \$1140
 - Telescopic Boom
Quick Attach: \$2964
- Financial Impact:** The total costs of all four attachments is \$25,048. The cost that The City of Winston would incur is \$12,524, leaving GAWSA Responsible for the remainder \$12,524. This is a budgeted item.