

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, February 4th at 7:00 P.M.**

Lowell Rural Fire Protection District Fire Station 1  
389 North Pioneer Street, Lowell, OR 97452

**Call to Order/Roll Call/Pledge**

Councilors: Mayor Weathers \_\_\_\_ Murray \_\_\_\_ Harris \_\_\_\_ Stratis \_\_\_\_ Bennett \_\_\_\_

**Approval of Agenda**

**Consent Agenda:** Council members may request an item be removed from the Consent Agenda to be discussed as the first business item of the meeting.

**None.**

**Public Comments:** Speakers will be limited to three (3) minutes. The Council may ask questions but will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Administrator to follow up on comments received. When called, please state your name and address for the record. Direct all comments to the Council through the Mayor.

**Council Comments (three minutes per speaker)**

All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

**Staff Reports:** None.

**Presentations:**

1. Presentation by Umpqua Valley Financial LLC of the 2023-2024 fiscal year audited financial statements.

**Presenters:**

Steve Tuscherer - President, Financial Specialist, CPA.

Ashraf Farishta Lakhina, CPA – Senior Tax & Audit Associate.

Faiez Farishta - Senior Associate.

Savannah Halter – Communications Manager & Audit Associate.

**Old Business:**

1. Sale of old City Hall - Discussion/Possible Action

**New Business:**

1. Local Government Funding Authorization Form - Discussion/Possible Action
2. Pro Tem Agreement - Discussion/Possible Action
3. I&I Capital Improvement Project Quotes - Discussion/Possible Action

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Sam Dragt at 541-937-2157.

**Other Business:**

1. Fire Chief Lon Dragt - Discussion

**Adjourn****Future Meetings / Dates to Remember:**

- 2/6 Parks and Recreation Committee Meeting at 7 PM at LRFDP Community Room
- 2/11 Blackberry Jam Festival Committee Meeting at 7 PM at LRFDP Community Room
- 2/12 Library Committee Meeting at 7 PM Maggie Osgood Community Room
- 2/18 Lowell City Council Regular Meeting at 7 PM at LRFDP Community Room
- 3/4 Lowell City Council Work Session at 7 PM at LRFDP Community Room

**Members of the public may provide comment or testimony through the following:**

- Joining in person or by phone, tablet, or PC. For details, click on the event at [www.ci.lowell.or.us](http://www.ci.lowell.or.us).
- Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
- By email to [admin@ci.lowell.or.us](mailto:admin@ci.lowell.or.us).
- Comments received by 4:00 pm on the meeting date will be included in the record.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Sam Dragt at 541-937-2157.

# Agenda Item Sheet

City of Lowell City Council

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Type of item:	Presentation
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**Item title/recommended action:**

Presentation by Umpqua Valley Financial LLC of the 2023-2024 fiscal year audited financial statements.

**Justification or background:**

The city's independent auditors, Umpqua Valley Financial, are scheduled to discuss their audit of the FY 23/24 annual financial statements. A copy of the audited annual financial statements is included in the packet.

**Budget impact:**

N/A

**Department or Council sponsor:**

City Council

**Attachments:**

FY 23/24 audited financial statements

Meeting date:	02/04/2025
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# Agenda Item Sheet

## City of Lowell City Council

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Type of item:	Other
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**Item title/recommended action:**

Next Steps in sale of Old City Hall and Library
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**Justification or background:**

The next step in the process of seeling the old city hall property is to list with a commercial real estate agent. I have reached out to several Agents to find the best process.
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**Budget impact:**

TBD
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**Department or Council sponsor:**

Administration
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**Attachments:**

N/A
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Meeting date:	02/04/2025
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# Agenda Item Sheet

## City of Lowell City Council

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<b>Type of item:</b>	Other
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**Item title/recommended action:**

I move to authorize City Administrator to sign "Local Government Funding Authorization Form"

**Justification or background:**

The Plastic Pollution and Recycling Modernization Act will update Oregon’s outdated recycling system by building on local community programs and leveraging the resources of producers to create an innovative system that works for everyone. The Oregon legislature passed the Recycling Modernization Act (Senate Bill 582) during the 2021 legislative session. The new law became effective Jan. 1, 2022 and recycling program changes will start in July 2025. Local governments are eligible for funding from the Producer Responsibility Organization (PRO) to help meet their new obligations under the RMA. The funding must be distributed to the local government, service provider or other entity that implements the programs, makes the purchases, or otherwise incurs eligible costs. Through the Funding Authorization process, local governments may identify service providers and/or other entities that can enter into agreements with the PRO and receive the funding directly. Waste Connections ( Sanipac ) is our service provider.

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

Local Government Funding Authorization Form and Fact Sheets

<b>Meeting date:</b>	02/04/2025
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# Recycling Modernization Act

## Local Government Funding Authorization Fact Sheet & Instructions

Local governments may receive compensation for eligible costs in five categories from the Producer Responsibility Organization (PRO) under the Recycling Modernization Act (RMA). PRO compensation may be provided in advance or as reimbursement for eligible costs, as indicated in [OAR 340-090-0810](#).

Local governments may elect to receive PRO compensation directly and retain responsibility for distributing it to service providers or other entities that incur eligible costs, or they may authorize the service providers and/or other entities that incur eligible costs to receive compensation directly from the PRO. This process is called Funding Authorization, and completing this form is the first step. Additional coordination with the PRO will be needed for any entity, including the local government, receiving PRO funding. DEQ is required to collect information from local governments about the distribution of PRO funding.

This factsheet will help you understand what funding categories are available, how to authorize funding to a service provider or other entity, and how to notify DEQ of your decisions. All local governments, regardless of size, are eligible for funding except for category 4, Recycling Service Expansion. Only local governments that completed the 2023 Needs Assessment survey are eligible for Recycling Service Expansion funds.

## Funding Categories

### 1. **Transportation:** [OAR 340-090-0770](#)

The costs of transporting covered products more than 50 miles from a recycling depot or recycling reload facility to the nearest commingled recycling processing facility or a responsible end market are eligible costs. This includes the cost to receive, consolidate, load and transport covered products to the appropriate destination. All communities, regardless of size, are eligible for transportation funding.

- ❖ *Covered Products* include packaging, printing and writing paper, and food serveware (ORS 459A.863(6)(a)). The definition excludes materials listed in ORS 459A.863(6)(b). Note that materials do not need to be included in a recycling program acceptance list to be a “covered product.”
- ❖ *Capacity* includes the facilities’ willingness and ability to accept the material.

### 2. **Contamination Evaluation:** [OAR 340-090-0030](#); [OAR 340-090-0810](#)

The costs of periodically evaluating the quality and contamination of collected materials as required by [ORS 459A.929](#), if the evaluation occurs at a location other than a commingled recycling processing facility. OAR 340-090-0810 outlines eligible and ineligible costs. All communities, regardless of size, are eligible for contamination evaluation funding.

#### Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

### 3. Contamination Reduction Programming: [OAR 340-090-0030](#); [OAR 340-090-0810](#)

The costs of contamination reduction programming required by [OAR 340-090-0030 \(7\)\(c\)](#) and the cost of similar contamination reduction programming provided by local governments not subject to the requirements. Includes programming to residential, commercial, multi-family, and depot customers using program elements established by DEQ, pursuant to [ORS 459A.929](#).

- ❖ *Local governments may request funding or reimbursement from the PRO of up to \$3 per capita per year, based on the population of a local government or, if the local government is a county, the population of the unincorporated area of the county. OAR 340-090-0810 provides more details on calculating contamination reduction programming compensation.*
- ❖ *All cities over the population of 4,000 are **required** to complete Contamination Reduction Programming in these three areas:*
  - *Provide customer-facing contamination reduction materials and methods responsive to diverse populations.*
  - *Standards for providing feedback to generators who contribute to contamination that is responsive to diverse populations.*
  - *Standards for providing financial or service consequences (responsive to diverse populations) to generators of significant or repeated contamination.*
- ❖ *Cities under 4,000 are not required to implement Contamination Reduction Programming; however, these cities are eligible for funding in this category.*

### 4. Recycling Service Expansion Identified in the Needs Assessment: [OAR 340-090-0800](#)

A local government that requested to expand recycling opportunities during the DEQ 2023 Needs Assessment survey is eligible for funding or reimbursements towards recycling service expansion. If identified in the survey, eligible costs include:

- For on-route programs, start-up costs, including but not limited to trucks, containers, promotional literature, and, if necessary and none other is available, a recycling reload facility for reloading recyclables, including any compaction equipment necessary for the recycling reload facility; and
  - For recycling depots, containers, on-site monitoring equipment, site preparation, or other start-up costs and operational costs, including staffing.
- ❖ *The PRO shall work with local governments or their authorized service provider to establish the requested services and will provide an implementation schedule for the new program and provide funding in advance of or concurrent with implementation. The expansion services your local government requested in DEQ's 2023 Needs Assessment survey are in the [Needs Assessment report](#).*
  - ❖ *Local governments that did not submit the 2023 Needs Assessment survey can complete the next survey to obtain funding for expansion of recycling services.*

### 5. Purchase of Post-Consumer Recycled Content Collection Containers: [ORS 459A.908](#)

The costs of complying with ORS 459A.908, to the extent that the cost of new containers with 10% post-consumer recycled material is more expensive than the lowest priced alternative. The difference in cost between containers with or without 10% post-consumer recycled material will be covered. All communities, regardless of size, are eligible for applicable container funding.

# Completing the Funding Authorization Process

Local governments may elect to receive PRO compensation directly or may authorize their service providers and/or other entities to receive all or partial funding for eligible costs. Receiving PRO compensation directly means that the local government is responsible for distributing compensation to service providers and/or other entities that incur eligible costs. Authorizing service providers and/or other entities means that the listed service provider or other entity will receive compensation for eligible costs directly from the PRO. Local governments may choose to make this authorization for all five of the PRO funding categories, some of the funding categories, or none.

A local government must identify authorized service providers and/or other entities to DEQ. DEQ created the *Local Government Funding Authorization Form Packet* to help local governments understand details of PRO compensation and identify service providers or other entities they wish to receive PRO funding on their behalf.

## The Local Government Funding Authorization Form Packet consists of three parts:

### Tab 1: Local Government Funding Authorization Form

This form allows local governments to identify service providers or other eligible entities authorized to receive compensation directly from the PRO for eligible costs. When signed, save the document as "FundingAuthorization2025\_ CityOrCountyName".

In the first section, local governments will indicate the type of authorization they have chosen for each category of PRO funding.

#### Full Authorization means:

- (1) A local government is authorizing one or more service providers and/or other entities to receive **ALL** eligible compensation in that funding category directly from a PRO for eligible costs incurred; and
- (2) The local government **will not retain any** eligible compensation in that funding category.

#### Partial Authorization means:

- (1) A local government is authorizing one or more service providers and/or other entities to receive **some** of the eligible compensation in that funding category directly from a PRO for eligible costs incurred; and
- (2) The local government will retain **some** eligible compensation in that funding category and will be responsible for distributing funding to entities incurring eligible costs. *All PRO funding must be distributed to the entity that incurs eligible costs.*

#### No Authorization means:

A local government is **retaining all** eligible compensation in that funding category and will be responsible for distributing funding to entities incurring eligible costs. *All PRO funding must be distributed to the entity that incurs eligible costs.*

The second section of Tab 1 allows local governments to list authorized service providers or other entities, including contact and business information. If your local government has elected NOT to authorize any



service providers or other entities to receive funding, submit only the Local Government Funding Authorization Form indicating your decision and have it signed by a local government official.

A local government may use the Applicable Service Area column to differentiate, if needed, situations where the same service provider operates in two different areas. The Applicable Service Area could be a city, county, UGB of a specific city, county unincorporated areas, or franchised service area.

Local governments with more than eight authorized service providers and/or other entities may identify them on Tab 1.A. Add'l Forms.

### **Tab 2: Authorizations Form**

Local governments use this form to identify which service providers or other entities are authorized to receive PRO compensation directly within each of the five PRO funding categories.

For each funding category, consult with the service providers and/or other entities that will incur costs that are eligible for PRO compensation. Use the drop-down menu to identify the service providers and/or other entities authorized to receive PRO compensation directly. The identifications made on this form will be reflected when generating each Service Provider form on the third tab.

Notes are optional and can be used to clarify expectations, funding allocations, or responsibilities. Local governments with more than eight authorized service providers and/or other entities may identify them on the Local Government Funding Authorization Form – Additional Page (Tab 1.A. Add'l Forms).

### **Tab 3: Service Provider or Other Entity Form**

Local governments use this form to generate acknowledgement forms for authorized service providers and/or other entities to sign and return. **Use the drop-down menu in Box 1 to generate a separate copy of the Tab 3 form for each service provider or other entity authorized to receive PRO funding.** Then print each copy to PDF (save as "FundingAuthorization2025\_CityOrCountyName\_AuthorizedEntityName"), and email or mail to each service provider or other entity for signature.

DEQ will not consider an authorization complete until the *Local Government Form* and *Service Provider or Other Entity Form* are signed by all relevant parties and received by DEQ. As the local government, you may choose to include comments or notes.

Local governments with more than eight authorized service providers and/or other entities in each PRO funding category may identify them on Tab 2.A. Add'l Authorizations Form.

### **Considerations for completing the Funding Authorization Form:**

- **Plan now** to ensure sufficient time for necessary conversations and for the steps needed in your jurisdiction to obtain approvals and signatures.
- Many local governments rely on service providers to help meet their obligations related to recycling collection under the law. In some cases, the entity that incurs eligible costs could be another local government or a community-based organization. Local governments may authorize funding to other entities that incurs eligible costs to receive PRO compensation directly.

❖ *For example, some cities may be part of a cooperative in which the county government provides recycling education and assistance on their behalf, or a non-profit organization may conduct recycling education for a city's outreach program.*

- All entities that are authorized to receive compensation directly from the PRO will enter into funding agreements with the PRO.
- The amount of compensation allocated to each authorized entity will be determined during development of the funding agreements with the PRO.
- It is especially important that local governments strongly consider authorizing and identifying to DEQ the service providers or other entities that will incur eligible costs related to transporting recycling more than 50 miles to a recycling processor or responsible end market. To maintain efficient and uninterrupted transportation of collected recycling, the PRO and the entity providing transportation service will depend on the ability to quickly exchange information and process payments.
- Local governments will have the opportunity to change their funding authorization annually.

## Next Steps

DEQ will send official authorization forms to local governments in December 2024 and request that completed forms be returned to DEQ by **March 31, 2025**. Local governments, service providers, or other entities with questions about the Funding Authorization process can contact regional DEQ staff listed below.

## DEQ Materials Management Regional Staff

REGION	COUNTIES	RMA TECHNICAL ASSISTANT
<b>NORTHWEST</b>	Clackamas, Clatsop, Columbia, Multnomah, Tillamook, & Washington	Steven Chang <a href="mailto:steven.chang@deq.oregon.gov">steven.chang@deq.oregon.gov</a> 971-803-2493
<b>WESTERN</b>	Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, & Yamhill	Telicia Hixson <a href="mailto:telicia.l.hixson@deq.oregon.gov">telicia.l.hixson@deq.oregon.gov</a> 503-995-9491
<b>EASTERN</b>	Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, & Wheeler	Rachel VanWoert <a href="mailto:rachel.vanwoert@deq.oregon.gov">rachel.vanwoert@deq.oregon.gov</a> 971-269-7671

## Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).



State of Oregon  
 Department of  
 Environmental Quality  
 700 NE Multnomah St., Suite 600  
 Portland, OR 97232

State of Oregon  
 Department of  
 Environmental  
 Quality

## Opportunities for local governments

Under the new law, DEQ will assess local interest in expanding collection options and recycling depots. Look for a needs assessment survey from DEQ contractor, Eunomia Research & Consulting, in early 2023 asking how your community would like to expand recycling services.

Those who complete the needs assessment survey and express interest in expanding recycling services will be eligible to receive funding under this new system beginning in 2025.

Expansion of services will begin in 2025 after the PROs work with participating local governments and service providers to determine what service expansions will be funded.

Examples of services expansion include but are not limited to:

- **new or expanded curbside collection** of covered recyclable materials including roll carts, educational materials and collection trucks;
- **new or expanded depots** for covered recyclable products including containers, equipment, and new staff;
- **new recycling reload facilities** if needed. For example, compactors, containers, or other equipment; and
- **other system improvements** to be determined



# Plastic Pollution and Recycling Modernization Act

There are **BIG** changes coming to recycling in Oregon!

### What local governments and service providers need to know:

There are changes coming to Oregon's recycling system relevant to the communities you serve. This mailer contains information and resources about how these changes will impact your community.

The Plastic Pollution and Recycling Modernization Act updates Oregon's recycling system by building on local community programs and leveraging resources from producers, creating a system where everyone in Oregon has the same opportunities to recycle. The law requires producers of packaging, printing and writing paper and food serviceware to share responsibility for the effective, responsible handling of their products after use.

The new law became effective Jan. 1, 2022, and program implementation begins in July 2025. RMA builds on existing standards and requirements from Oregon's Opportunity to Recycle Act, or OTR. The new law creates:

- **Many benefits for local governments**, including funding to expand recycling opportunities and to help reduce contamination in the recycling system.
- **Some new requirements for cities with populations over 4,000**, the areas within their urban growth boundaries and all cities in the Metro Regional Service District.
- **Many benefits and opportunities to expand recycling with very few requirements for cities with populations under 4,000.**

## HOW IT WILL WORK



### Producers

Will join a Producer Responsibility Organization and pay fees based on the products they sell in Oregon

### Producer Responsibility Organizations

Will use the fees to fund and reimburse various local recycling service expenses



### Recycling Processing Facilities

Will establish new permit and certification requirements

### Uniform Statewide Collection List

Will establish a uniform list of materials that are recyclable across Oregon



### Local Governments

Will receive financial support to expand recycling services and address contamination

[RecyclingAct.Oregon.gov](https://RecyclingAct.Oregon.gov)

# Producers and Producer Responsibility Organizations

**Producers:**  
Companies identified as 'Producers' are required to join and pay fees to a Producer Responsibility Organization, or PRO.

**Producer Responsibility Organization:**  
A PRO is a non-profit organization and will be established to administer the statewide program for the management of the covered products. The PRO will use the fees to fund recycling system improvements in communities across Oregon.

## Local governments

The RMA creates new funding mechanisms for local governments, who will continue overseeing collection and will receive financial support to expand recycling services and address contamination. The law includes funding to support the creation of:

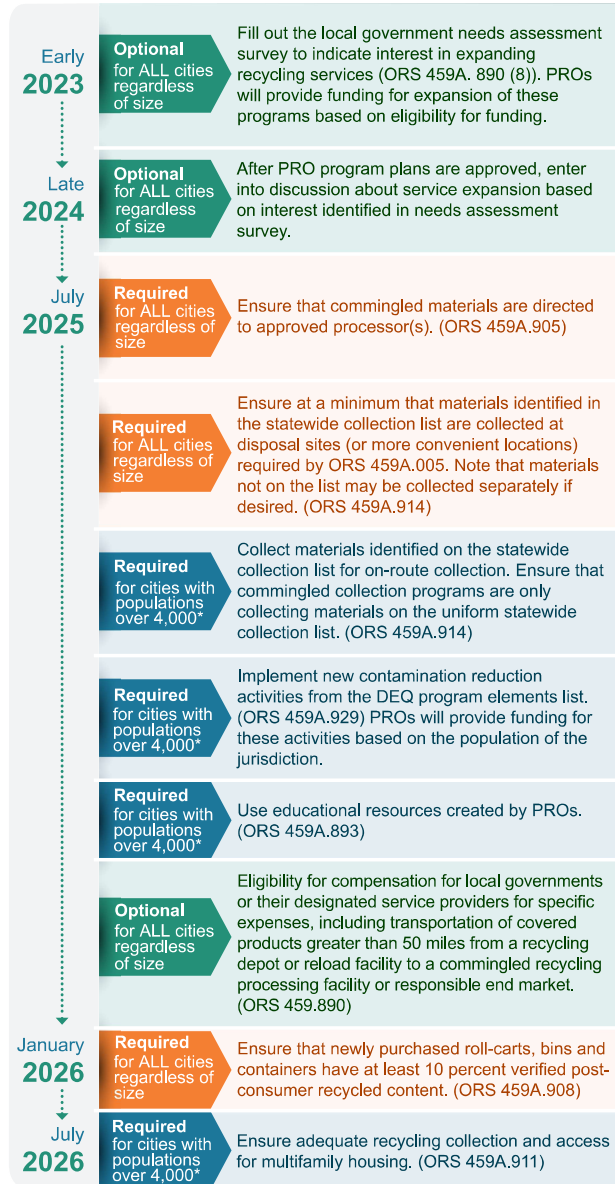
- New resources to reduce contamination found in the commingled recycling stream.
- New educational resources about the uniform statewide collection list that are culturally responsive and available in multiple languages
- Opportunities to improve and expand existing recycling services and to implement recycling services for communities that do not currently have on-route collection or depot collection.

## Collection and processing

Under the new law:

- **DEQ** will publish a uniform statewide collection list for commingled recyclable material, allowing residents and businesses to recycle the same material, regardless of location.
- **PRO** funding will cover the costs of transporting collected recyclables from communities currently 50+ miles from the nearest commingled recycling processing facility or responsible end market.
- **Commingled recycling processing facilities** will meet new performance standards for material quality, reporting, and providing a living wage and supportive benefits to workers, among other things.

## Local government requirements



\*Including areas within the urban growth boundary of those cities, cities in the Metro Regional Service District.

## How you can learn more

[RecyclingAct.Oregon.gov](https://RecyclingAct.Oregon.gov)



Scan the QR code to sign up for email updates and view DEQ's presentation on local government requirements and opportunities for recycling service expansion.

For general questions, email [RethinkRecycling@deq.oregon.gov](mailto:RethinkRecycling@deq.oregon.gov) or reach out to one of the DEQ specialists in your area:

### Eastern Region

**Laurie Gordon**  
Office: 541-633-2029  
Cell: 541-408-7842  
[Laurie.Gordon@deq.oregon.gov](mailto:Laurie.Gordon@deq.oregon.gov)

### Northwest Region

**Lexi Meek**  
Office: 503-229-5790  
Cell: 503-319-5681  
[Lexi.Meek@deq.oregon.gov](mailto:Lexi.Meek@deq.oregon.gov)

**Gretchen Sandau**  
Cell: 503-915-6786  
[Gretchen.Sandau@deq.oregon.gov](mailto:Gretchen.Sandau@deq.oregon.gov)

### Western Region

**Cathy Brown**  
Office: 541-687-7325  
Cell: 503-753-6153  
[Cathy.Brown@deq.oregon.gov](mailto:Cathy.Brown@deq.oregon.gov)

**Cat Rhoades**  
Office: 503-378-5089  
Cell: 503-446-7410  
[Cathe.Rhoades@deq.oregon.gov](mailto:Cathe.Rhoades@deq.oregon.gov)

## Stay tuned!

In fall 2022, DEQ hosted informational sessions with local governments, service providers and other interested parties across Oregon. The presentation recording and slides can be viewed at [RecyclingAct.Oregon.gov](https://RecyclingAct.Oregon.gov). Below is the roadmap for the service expansion needs assessment:







# Local Government Funding Authorization Form

**Instructions:** Local governments are required to identify to DEQ any and all service providers or other entities that are authorized to receive compensation directly from a producer responsibility organization on behalf of the local government, pursuant to ORS 459A.890.

For each of the five categories of PRO compensation, local governments may choose to authorize all, some, or none of the compensation. This form should be filled out by a representative of the local government with the authority to make funding decisions.

Please refer to the Funding Authorization Process Factsheet and Instructions for more information and instructions, including additional details about funding authorization types, eligible expenses, regional DEQ staff contact information, planning process assistance, and next steps for local governments.

Local Government Funding Authorization		
1. Local Government:	City of Lowell	
	<i>City or County</i>	
2. Authorized Contact Person*:	Max Baker	Interim City Administrator
	<i>Print first and last name</i>	<i>Title</i>
2.a Contact Information:	mbaker@ci.loweel.or.us	541-937-2157
	<i>Email</i>	<i>Phone</i>
3.	Do you authorize one or more service providers or other entities to receive advanced funding or reimbursement for eligible expenses from a producer responsibility organization pursuant to ORS 459A.890? Indicate your response for EACH Funding Category on the second page of this form using the drop downs.	

## Authorization Instructions

**Full Authorization** means:  
 (1) You are authorizing one or more service providers and/or other entities to receive **ALL** eligible compensation in that funding category directly from a PRO on behalf of your local government; and  
 (2) Your local government will **not retain any** eligible compensation in that funding category.  
 After selecting **Full Authorization** for a funding category, complete Authorized Service Providers or Other Entities below, complete the Authorizations Form on Tab 2, and generate all Service Provider Forms on Tab 3.

**Partial Authorization** means:  
 (1) You are authorizing one or more service providers and/or other entities to receive **some** of the eligible compensation in that funding category directly from a PRO on behalf of your local government; and  
 (2) Your local government will retain **some** of the eligible compensation in that funding category and will be responsible for distributing funding to any other entities incurring eligible costs. *Please note that all PRO funding must be distributed to the entity that incurs eligible costs.*  
 After selecting **Partial Authorization** for a funding category, complete Authorized Service Providers or Other Entities below, complete the Authorizations Form on Tab 2, and generate all Service Provider Forms on Tab 3.

**No Authorization** means:  
 Your local government is **retaining all** eligible compensation in that funding category and will be responsible for distributing funding to any other entities incurring eligible costs. *Please note that all PRO funding must be distributed to the entity that incurs eligible costs.*  
 If selecting **No Authorization** for all categories, sign at the bottom of this form where indicated and submit only this completed form to the DEQ.

\* 2 - A PRO is required to notify a local government in writing any time a payment is made to an authorized service provider or other entity. Please specify the authorized contact person that should receive these notifications from a PRO. (ORS 459A.890 (10)).

# Local Government Funding Authorization Form

<b>Local Government:</b>	City of Lowell
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No.	Authorization	Funding Categories
1.	Full Authorization	<b>Transportation:</b> Includes the cost to receive, consolidate, load and transport covered products to the appropriate destination as detailed in OAR 340-090-0770.
2.	Full Authorization	<b>Contamination Evaluation:</b> The costs of periodically evaluating the quality and contamination of collected materials at a location other than a commingled recycling processing facility, pursuant to ORS 459A.929 and OAR 340-090-0810.
3.	Full Authorization	<b>Contamination Reduction Programming:</b> The costs of contamination reduction programming required by ORS 459A.929.
4.	Full Authorization	<b>Recycling Service Expansion Identified in the Needs Assessment:</b> Funding for on-route expansion including equipment, staffing, and location development, and for recycling depot start-up and operational costs according to OAR 340-090-0800.
5.	Full Authorization	<b>Post-Consumer Recycled Content in Collection Containers:</b> The costs of complying with ORS 459A.908, to the extent that the use of at least 10% post-consumer recycled material is more expensive than the lowest priced alternative.

**Local Government Instructions:** Use this form to list the service providers or other entities that you are authorizing to receive funding from a PRO directly. This information will populate fields in the remaining forms on tabs 2 and 3. Use additional forms if needed (Tab 1.A - Add'l Forms).

Authorized Service Providers or Other Entities				
No.	Registered Business Name	Applicable Service Area[s]	Contact Email	Contact Phone
1	Sanipac	Lowell	ckjar@wcnx.org	830-225-0386
2	Ecosort	Lowell	ckjar@wcnx.org	830-225-0386
3				
4				
5				
6				
7				
8				

By signing this document you certify that the authorizations contained within are made in good faith cooperation with all parties, that all parties understand and acknowledge the rules and statutes for receiving funding from a PRO, and that your local government is responsible for distributing retained PRO funding to the entity that incurs eligible costs.

Authorized Local Government Official	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">Max Baker</div>	<div style="background-color: #d9ead3; padding: 5px; display: inline-block;">Interim City Administrator</div>
	<i>Print first and last name</i>	<i>Title</i>



# Local Government Funding Authorization Form

**Local Government:**

City of Lowell

**Local Government Instructions:** For each funding category, consult with the service providers and/or other entities that will incur costs that are eligible for PRO compensation. Use the drop downs to identify the service providers and/or other entities authorized to receive PRO compensation directly. Notes are optional and can be used to clarify expectations, funding allocations, or responsibilities.

State of Oregon  
**Department of  
 Environmental  
 Quality**

Please refer to the Local Government Funding Authorization Process Factsheet and Instructions for more information and to find contact information for your regional RMA Technical Assistant.

## 1. Transportation

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	Sanipac, Lowell	
2	Ecosort, Lowell	
3		
4		
5		
6		
7		
8		

## 2. Contamination Evaluation

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	Sanipac, Lowell	
2		
3		
4		
5		
6		
7		
8		



### 3. Contamination Reduction Programming

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	Sanipac, Lowell	
2		
3		
4		
5		
6		
7		
8		

### 4. Recycling Service Expansion

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	Sanipac, Lowell	
2	Ecosort, Lowell	
3		
4		
5		
6		
7		
8		

### 5. 10% Post-Consumer Recycled Materials in Collection Containers

	Authorized Service Providers or Other Entities (Select from dropdown menu)	Notes (Optional)
1	Sanipac, Lowell	
2		
3		
4		
5		
6		
7		
8		





State of Oregon  
**Department of  
 Environmental  
 Quality**

## Service Provider or Other Entity Form

**Local Government:**

City of Lowell

**Local Government Instructions:** This form can be used to automatically generate authorization forms for your service provider to sign and return to you. This form verifies the service providers' acknowledgement of funding authorizations and the rules and statutes for receiving funding from a PRO. Select one service provider at a time in the first Green Box and the remainder of the form will be populated and ready to convert to a PDF and send to your service provider by mail or email. Adding comments in section 3 is optional.

**Service Provider Instructions:** If you are receiving this form, your organization or business has been authorized by the local government at the top of this page to receive advanced funding or reimbursement from a producer responsibility organization for eligible costs associated with the requirements of: ORS 459A.908, ORS 459A.929, and OAR 340-090-0770 through OAR 340-090-0810. Verify your business name is correct, and include your information in the GREEN boxes below. Sign and return this form to the local government that sent it.

### 1. Authorized Service Provider or Other Entity

<b>Registered Business Name, Applicable Area: (Drop down menu)</b>	Sanipac, Lowell		
<b>Contact Email:</b>	ckjar@wcnx.org	<b>Phone:</b>	830-225-0386

### 2. Funding Categories for Authorized Service Providers or other Entities

	Funding Authorizations	Reference:	Authorization Notes
1	Transportation	<a href="#">OAR 340-090-0770</a>	
2	Contamination Evaluation	<a href="#">OAR 340-090-0810</a> <a href="#">ORS 459A.929</a>	
3	Contamination Reduction	<a href="#">ORS 459A.929</a>	
4	Recycling Service Expansion	<a href="#">OAR 340-090-0800</a>	
5	Collection Containers	<a href="#">ORS 459A.908</a>	

# RMA Local Government Funding Authorization Form for Service Providers or Other Entities

**DISCLAIMER:** By signing this document you certify the following:

1. You are an authorized representative of the service provider or other entity listed in Section 1 (Service Provider or Other Entity).
2. You have read and understand the authorizations granted to your organization as described in section 2 (Authorized Funding Categories).
3. You have read and understood the rules and requirements for the funding that you are authorized to receive;
4. You acknowledge and understand that as a condition of receiving PRO funding, you will be required to enter into contractual agreements with the local government and a PRO; and
5. You acknowledge and understand this document fulfills a local government's requirements under ORS 459A.890 (12) and does not supersede any current contractual agreements between your organization and the local government.

Chris Kjar

*Print first and last name*

ckjar@wcnx.org

*Email*



*Signature*

District Manager

*Title*

830-225-0386

*Phone*

1/16/25

*Date*

**Authorized  
Service Provider  
Representative**



State of Oregon  
 Department of  
 Environmental  
 Quality

## Service Provider or Other Entity Form

**Local Government:**

City of Lowell

**Local Government Instructions:** This form can be used to automatically generate authorization forms for your service provider to sign and return to you. This form verifies the service providers' acknowledgement of funding authorizations and the rules and statutes for receiving funding from a PRO. Select one service provider at a time in the first Green Box and the remainder of the form will be populated and ready to convert to a PDF and send to your service provider by mail or email. Adding comments in section 3 is optional.

**Service Provider Instructions:** If you are receiving this form, your organization or business has been authorized by the local government at the top of this page to receive advanced funding or reimbursement from a producer responsibility organization for eligible costs associated with the requirements of: ORS 459A.908, ORS 459A.929, and OAR 340-090-0770 through OAR 340-090-0810. Verify your business name is correct, and include your information in the GREEN boxes below. Sign and return this form to the local government that sent it.

### 1. Authorized Service Provider or Other Entity

<b>Registered Business Name, Applicable Area: (Drop down menu)</b>	Ecosort, Lowell		
<b>Contact Email:</b>	ckjar@wcnx.org	<b>Phone:</b>	830-225-0386

### 2. Funding Categories for Authorized Service Providers or other Entities

Funding Authorizations	Reference:	Authorization Notes
1 Transportation	<a href="#">OAR 340-090-0770</a>	
4 Recycling Service Expansion	<a href="#">OAR 340-090-0800</a>	

# RMA Local Government Funding Authorization Form for Service Providers or Other Entities

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3. You have read and understood the rules and requirements for the funding that you are authorized to receive;
4. You acknowledge and understand that as a condition of receiving PRO funding, you will be required to enter into contractual agreements with the local government and a PRO; and
5. You acknowledge and understand this document fulfills a local government's requirements under ORS 459A.890 (12) and does not supersede any current contractual agreements between your organization and the local government.

Chris Kjar

*Print first and last name*

District Manager

*Title*

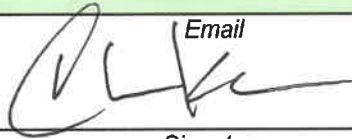
**Authorized  
Service Provider  
Representative**

ckjar@wcnx.org

*Email*

830-225-0386

*Phone*



*Signature*

1/16/25

*Date*

**Agenda Item Sheet**  
City of Lowell City Council



Type of item:	Personnel
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**Item title/recommended action:**

Motion to approve Public Works Director pro tem agreement with Hunter Harris including an additional \$750.00 per month in compensation and authorize City Administrator to sign. – Discussion/ Possible action

**Justification or background:**

The draft agreement appoints Harris to serve as acting Public Works Director pro temp as of 12/1/24. It also specifies a 6-month term, which terminates with 30 days' notice. Harris will continue serving as Lead Water Operator during this period.

Harris has requested an additional \$750 per month as compensation for the duties associated with serving as Public Works Director pro tem. This is in addition to his current salary as Lead Water Operator.

**Budget impact:**

Estimated additional salary, starting from December 1, 2024, totals \$4,500. This does not include payroll taxes and other withholdings.

**Department or Council sponsor:**

Administration

**Attachments:**

Public Works Director pro tem agreement

Meeting date:	02/04/2025
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CITY OF LOWELL

PUBLIC WORKS DIRECTOR PRO TEM AGREEMENT

This Public Works Director Pro Tem Agreement (“Agreement”) is entered into this \_\_\_day of February, 2025, by and between the City of Lowell (“City”) and Hunter Harris, Lead Water Operator in the Public Works Department (“Employee”), collectively referred to as the “Parties.”

**Recitals**

Pursuant to LRC Sec. 2.042(i), the City Administrator is authorized to hire employees within the budgetary restrictions of the City.

The Public Works Director is currently operating as the Interim City Administrator and his new duties prevent him from fulfilling all of his duties as Public Works Director.

Hunter Harris currently works for the Public Works Department and has been able to assume many of the responsibilities required of the Public Works Director.

The Interim City Administrator’s has determined it is in the City’s best interest to appoint Employee as Public Works Director Pro Tem effective during the time that the Public Works Director serves as Interim City Administrator.

Employee has agreed to accept the responsibilities of Public Works Director Pro Tem.

The City and Employee desire to set forth their mutual understanding regarding the terms and conditions of Employee’s service as Public Works Director Pro Tem.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

**1. Appointment and Term**

1.1. **Appointment.** Effective December 1, 2024, Employee is appointed as Public Works Director Pro Tem.

1.2. **Term.** This Agreement will terminate upon the earlier of: (a) the appointment of a new Public Works Director or (b) 180 days following the approval of this Agreement.

1.3. **Termination by Notice.** Either party may terminate this Agreement with thirty (30) days’ written notice.

1.4. **Reversion to Previous Role.** Upon termination of this Agreement by notice or upon the expiration of the Agreement’s term, Employee will revert to his role as Public Works employee, with the same salary and terms of employment as existed prior to this Agreement.

1.5. **Termination for Cause.** In the event of termination for cause, this Agreement will terminate immediately following the procedure outlined below, and Employee will be terminated from all positions with the City, including Public Works Director. Reversion to the Public Works employee position will not apply in cases of termination for cause.

“Cause” includes but is not limited to: (a) Serious misconduct, (b) Willful neglect of duties, (c) Willful violation of City policies or ordinances, or (d) Conduct which, if criminally convicted, would be a Class B misdemeanor or higher.

#### 1.6. **Termination Procedure for Cause.**

Prior to terminating this Agreement for cause, the City will provide Employee with: (a) Written notice of the specific allegations; (b) A reasonable opportunity to respond in writing; and (c) A hearing before the City Council, if requested by Employee, to present his case.

If, following the hearing, the City Council determines that cause exists, the Agreement will terminate immediately, and Employee’s employment with the City will cease. The City Council’s decision will be final.

### **2. Compensation and Benefits**

2.1. **Salary.** In addition to his current salary as Lead Water Operator, Employee will receive an additional \$750 per month for his services as Public Works Director Pro Tem. This additional compensation will be retroactive to December 1, 2024 and will be pro-rated for any partial months based on the number of days worked as Public Works Director Pro Tem during that month.

If this Agreement terminates partway through a month, the additional \$750 monthly compensation will be pro-rated for the number of days worked as Public Works Director Pro Tem during the final month of employment under this Agreement.

2.2. **Benefits.** Except as specifically provided herein, Employee will continue to receive all benefits associated with his Public Works employee position, including health insurance, retirement contributions, and other City benefits.

### **3. Duties and Responsibilities**

3.1. **Public Works Director Pro Tem Duties.** Employee will perform all duties and responsibilities of the Public Works Director as set forth in the City’s charter, ordinances, and applicable law.

3.2. **Public Works Director Duties.** Employee will also continue to perform the duties and responsibilities of Public Works employee.

### **4. General Provisions**

4.1. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter herein.

4.2. **Amendments.** This Agreement may only be amended by a written document signed by both Parties.

4.3. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Oregon.

4.4. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions will continue in full force and effect.

**For the City:**

**Employee:**

\_\_\_\_\_  
**Max Baker, Interim City Administrator**

\_\_\_\_\_  
**Hunter Harris**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Agenda Item Sheet

## City of Lowell City Council

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<b>Type of item:</b>	Contract
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**Item title/recommended action:**

I move to select C-More Pipe Services Co. in an amount not to exceed \$30,700.00 and authorize the City Administrator to sign.
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**Justification or background:**

The City recently completed an I&I Study performed by Civil West Engineering. The plan identified 9 manholes in the system that needed repairs to help reduce I&I. Staff identified 1 additional manhole in need of repairs. The City had a Lift Station overflow on 12/25/24 due to Infiltration from heavy rain. While these repairs will not eliminate overflows in the future, they will help reduce the amount of infiltration coming from the manholes identified in the I&I Study. The quotes provided are to clean, repair and epoxy line 10 manholes. Also included are repairs to the lift station inlets identified by Staff during normal CCTV inspections. Staffs recommendation is to select C-More Pipe Services. They have the earliest availability and have worked with the City in the past.
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**Budget impact:**

\$30700 from Sewer fund Captial Improvements
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**Department or Council sponsor:**

Public Works
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**Attachments:**

Quotes
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<b>Meeting date:</b>	02/04/2025
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**UNDERGROUND TECH**  
REPAIR - RENOVATE - RESOLVE

# Proposal

Jan 31, 2025

# CITY OF Lowell

**Nick Harris**

nharris@ci.lowell.or.us

Lowell, Oregon.

1901 Strawberry Ln.  
Lebanon, Or. 97355

541.990.2791

info@undergroundtech.net

**WWW.UNDERGROUNDTECH.NET**



Thank you for contacting [Underground Tech](#) for your rehabilitation project needs. Based on the information you've provided, both verbally and in writing, we are pleased to present our proposal for materials and services.

**In this proposal, we outline the scope of our services, which includes:**

- ❖ Mobilization of crew, equipment, and materials to the project location
- ❖ Cleaning and preparation of structures, sealing any active leaks.
- ❖ Line each manhole with Epoxytec CPP Spray Liner.
- ❖ Install Chimney Seals.

Please note that the scope of services and pricing outlined below may be adjusted if the actual job site conditions and quantities differ from the information available to us at the time of this proposal.

**Contact us if you have questions or require further clarification.**



Item No:	Description	Qty	U/M	Unit Price	Line Total
1	Rehabilitate Manholes	88	VF	\$324.15	\$28,525.20
2	Seal Leak in Catch Basin	1	VF	\$604.81	\$604.81
<b>Total:</b>					\$29,130.00

Notes



- Underground Tech shall have free and legal access to the project site.
- The customer shall provide all necessary approvals and permits required for the project.
- The customer shall provide traffic control measures, if required, except for cones.
- Underground Tech shall have access to a washout area for mortar equipment and a water source for the project's duration.
- The customer shall provide a suitable staging area for equipment if required.
- The customer shall provide a suitable roadway for access to Underground Tech's service vehicles.
- The customer shall obtain all necessary permits, inspections, licensures, and environmental approvals.
- This proposal must be signed and in place before any work by Underground Tech commences.
- Underground Tech provides a 10-year warranty covering any failure of structures lined with Epoxytec CPP Spray Liner. This warranty does not cover damage resulting from mechanical or chemical abuse or acts of God.
- This proposal is to line each manhole from the casting down to the existing waterline and does not include coating the invert unless specified.
- Prices are based on non-prevailing wages.
- In the event of differences in actual job site conditions, quantities, and scope of work, hourly charges for labor and equipment will apply, along with additional material expenses.
- Delays on-site shall be billed at the appropriate hourly rate.
- Any overtime work will be billed at 1.5 times the hourly rate.
- If the agreement is terminated after Underground Tech has mobilized or materials have been ordered, the customer shall be invoiced for out-of-pocket expenses.
- Upon project completion, payment is due on the 20th of the following month.
- 1-1/2% interest per month will be assessed on past-due invoices.
- The price does not include any applicable taxes.



Customer Comments / Notes

The above specifications, costs, and terms are hereby accepted.

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Signature

---

Printed Name

---

Date

Please sign and return to [info@undergroundtech.net](mailto:info@undergroundtech.net) for acceptance of this proposal.

**C-More Pipe Services Co.**  
 1717 SE Lexington St  
 Portland, OR 97202  
 +15033838412  
<http://www.cmorepipe.com>



# Estimate

**ADDRESS**  
 Nick Harris  
 City of Lowell

**ESTIMATE #** Q-1170  
**DATE** 01/15/2025

**PURCHASE ORDER**  
 C-450

DATE	SERVICES	QTY	RATE	AMOUNT
	<b>Manhole Repair/Lining</b> Manhole rehab price per vertical ft is \$275 for 10 manholes. Not to exceed 88 vertical feet total	88	275.00	24,200.00
	<b>Manhole Repair/Lining</b> Pressure washing and build back as needed for the 10 manholes	10	150.00	1,500.00
	<b>CIPP - T-LINER REPAIR</b> Labor and equipment to install T-liner point repair at lateral connection in main.	1	3,600.00	3,600.00
	<b>Mobilization</b> Mobilization of trucks, equipment, technicians	1	1,400.00	1,400.00
	<b>Exclusions</b> traffic control, bypass, permits, water access, disposal of any kind,	1	0.00	0.00

Epoxy coating will be for entire manhole surfaces.

**TOTAL**

**\$30,700.00**

Accepted By

Accepted Date

## Lowell Fire Fact Sheet

- Lowell Fire is requesting a 5-year Operational Levy of \$1.50 per \$1,000 of assessed value: example - \$402,322 of Real Market Value = \$219,785 Assessed Value. = Additional \$329.67 a year or \$0.90 a day.
- A yes vote will bring additional monies into the Fire District budget. \$1.50 pe \$1,000 of assessed value will bring an additional \$347,052 in 2025-2026; \$353,993 in 2026-2027; \$361,073 in 2027-2028; \$368,294 in 2028-2029 and \$375,660 in 2029-2030 for a total of \$1,806,072 over the five (5) year levy.
- A yes vote will allow us to continue to operate at its present level of fire protection and emergency medical services, and to support the maintenance program for equipment and property.
- A no vote would require us to continue to cut expenses, which would affect Level of Fire Protection, emergency medical services as well as the maintenance of our equipment and property.
- Our current and past budgets are available upon requests.
- The Fire Chief will make available time to discuss anything around this Levy. He is reachable between 8 am and 4 pm Monday through Friday.
- It has been 22 years since the district has made a request to the District Patrons.
- We currently serve 23 square miles, and provide mutual aid to neighboring districts when able.
- We have been looking at different revenue streams and will continue to look.
- Our current revenue from taxes is approximately \$625,000, with funds that have been carried over, that is dwindling quickly, our approximate expenditures are \$738,000. This even does not cover the maintenance program.
- All Fire Taxes go directly to the Fire District. NOT City or County.



# LRFPD AWARDS BANQUET

## WHEN

March 8th, 2025  
6pm - 10pm

## WHERE

Tall Firs Café & Events  
1486 18th Street Springfield Oregon

FEATURING • **The Funky Recruits** • In the Dog House Cadets •  
**Volunteer of the Year** • Officers Award • **Chiefs Award** • Who is  
it baby photos

## MEMBERS AND GUESTS

## DINNER CHOICE

Tri Tip or

Chicken Cordon Bleu

## RSVP

Chief Dragt

541-937-3393

chief2300@lowellorfire.g

## RSVP DATE

February 10, 2025

## RECOGNIZING

2024 Achievements.