

## Council Packet

City of Halsey  
Regular Council Meeting  
Council Chambers  
Remote Attendance via Zoom  
100 W. Halsey Street

Tuesday January 11, 2022  
7:00 PM

## D. CONSENT AGENDA

<b>Consent Agenda</b>	
<b>Council Action:</b> <b>MOTION</b>	<b>January 11, 2022</b>

Any Councilor may request to remove an item from the consent agenda that they wish to have discussed and acted on outside the consent agenda. If there is no request made, Council may approve all the items on the consent agenda with a single motion.

1. Council Meeting Minutes – December 14, 2021

➤ **Possible Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

- **Council Options**

1. **Remove an item for separate consideration & decision.**
2. **Approve as recommended.**
3. **Provide further direction to staff.**
4. **Postpone approval**



## REGULAR CITY COUNCIL MEETING

December 14, 2021, 7:00 p.m. at City Hall, 100 W Halsey St., Halsey, OR

*\*This hybrid meeting was also conducted as a teleconference, with external participation available via phone or video link.*

### MEETING CALLED TO ORDER

Meeting called to order at 7:00 p.m.

### ROLL CALL

Present: Mayor Jerry Lachenbruch, Councilor Jerry Gillson, Councilor Michelle Isom, Councilor Ken Lorensen, Councilor Randy McMillen, Councilor Christine Raven, Councilor Stacy Strauss

Present Staff: City Administrator Hilary Norton, Assistant City Recorder Larissa Gangle, Librarian Jordan Parrish, Public Works Billie Jones

Guests: Linn County Sheriff Lieutenant Beth Miller, Tia Parrish (The Times), Chenoweth Robertson (Central Linn Community Foundation), Ryan Raven, Clifford Jones

Remote Participants: Municipal Clerk Laurie Eastridge, Public Works Andy Ridinger, ODOT Representative Ian Roholt

### PLEDGE OF ALLEGIANCE

### CONSENT AGENDA

The purpose of a consent agenda is to approve routine items in a single motion. Any councilor may request to remove an item that they wish to discuss and act upon outside of the consent agenda. If no request is made, Council may approve all the items on the consent agenda with a single motion.

Council Meeting Minutes – November 9, 2021

Council Worksession Minutes – October 30, 2021

**Motion:** I move that the Governing Body of the City of Halsey approve the business items in the consent agenda as submitted.

**Motion by:** Councilor Lorensen, Seconded by Councilor Isom

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## FINANCIAL REPORTS

Council reviewed the Financial Reports and Journal Entries for November 2021.

**Motion:** I move that the Governing Body of the City of Halsey approve the November 2021 Financial Reports and Journal Entries as submitted.

**Motion by:** Councilor Raven, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

## AGENDA ADJUSTMENTS

Item J-1, (under Old Business) the ODOT Highway 99 Project Maintenance Agreement, and item K-1, (under New Business) the Central Linn Community Foundation Request were moved up to Delegations under the Linn County Sheriff's Report.

## DELEGATIONS

### Linn County Sheriff's Department – Beth Miller

Halsey contracts for 72 hours, and in November 90.25 hours were logged. 3-Traffic Citations, 7-Traffic Warnings, 1-Adult arrest and 32-Complaints/Incidents investigated. With colder weather and holidays coming up, Sgt. Miller reminded council and residents to keep doors locked. A Councilor asked about the two sexual abuse incidents on the report. They are not connected in any way and an arrest was made in one, the other is still being investigated.

### ODOT Highway 99 Project Maintenance Agreement

The agreement has been previously discussed by Council. Language that was originally concerning has been changed. It now commits to the ownership transfer upon project completion and releases the City from the agreement if the project is not completed. The City's attorney has approved the revised ODOT Highway 99 Project Maintenance Agreement.

**Motion:** I move that the Governing Body of the City of Halsey approve and sign ODOT Intergovernmental Agreement #34406.

**Motion by:** Councilor Gillson, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

Central Linn Community Foundation Request

Chenoweth Robertson presented a request from the Central Linn Community Foundation. Council thanked Chenoweth for the work that she and the foundation have done in the community.

**Motion:** I move that the Governing Body of the City of Halsey approve a donation in the amount of \$500. to the Central Linn Community Foundation.

**Motion by:** Councilor Isom, Seconded by Councilor Lorensen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**CITIZEN COMMENTS** (Non-Agenda Items) None

**REPORTS TO COUNCIL**

City Administration-Hilary Norton

CA Norton encouraged Councilors to take advantage of the League of Oregon Cities training videos.

The 2022 City Council Meeting Schedule was provided for Council. Council did not request any changes.

Updated Council binder materials were included in the packet. CA Norton asked Councilors to let her know if any additional materials are needed.

The Cascades West Regional Consortium received a special Public Works Fund Grant for a wetland mitigation bank feasibility study. This will determine future needs and assist with developing mitigation strategies for the region. The grant is in the amount of \$130,000 and requires a \$22,942 match. \$5,000 will come from OCWCOG CARES act funding, \$9,350 will come from COG staff as they will administer the grant, and the remainder of the cost will be met with in-kind labor from members of the Consortium. Our dues will increase for the next two years to help pay for the COG staff time.

The Request for Proposal (RFP) for a new website has been prepared and will be released in January.

CA Norton would also like to release an RFP for IT Support Services. The change in 2020 was made quickly based on the critical vulnerabilities found in the system. The security improvements helped to ward off several malware attacks in the last year. However, it would be a good stewardship practice to release an RFP and go through an informal solicitation process. Council consensus was to proceed with the RFP.

Direct Pay for the utilities billing is set up and working well. Currently we have about 40 people signed up and using it.

Water Management and Conservation Plan (WMCP): The updated WMCP is complete and in the final review with the OWRD. Once the final draft is back, CA Norton will bring that before council, hopefully in January.

#### Public Works Department-Andy Ridinger

We are still looking for a solution on the water treatment plant meter.

We did a water service at a location on 6<sup>th</sup> Street. They had a ½" water line, so we replaced it with a ¾" line, which is the standard in Halsey.

Annual backflow testing is completed.

Vactor truck update: it came back and still had some problems, so we took it back for repairs. Hopefully will be able to pick it up this week.

On the East side of town: we removed some trees that were leaning towards the ditches. We also spent time cleaning ditches in the area.

The fuel relay switch in the dump truck has been replaced.

NW Natural Gas has been keeping us busy with line locates – they have been in town doing a lot of work.

The heavy rains may mean we need to start discharging from the lagoons before January.

#### Library-Jorden Parrish

November was pretty quiet. However, we just had a bookmobile sale and it went well. Thanks to Billie & Andy for getting the Bookmobile working. New books will be purchased with the money from the book sale.

The Library has a new volunteer who has been very helpful and I am thankful for his help.

### **OLD BUSINESS**

#### Employee Insurance Question

Council is asked to consider amending the policy on the cost of health insurance for dependents. In the November Council Meeting, CA Norton was asked to research other cities, and she presented those

numbers to council. After much discussion it was decided to postpone any change to the city's current health insurance policy until after the wage study is completed in 2022.

## **NEW BUSINESS**

### Street Vacation Request- West D Street

The City has received an application from Ryan and Christine Raven to vacate West D Street between West 1<sup>st</sup> Street and the railroad tracks.

Christine Raven stated that due to the fact she is the applicant, she has a conflict of interest, so she recused herself from the agenda item as a Councilor. She left the Council dais to sit in the audience with her husband.

The City Planner's recommendation was not to initiate the Street Vacation due to the presence of multiple utilities in several places on the Right of Way.

Ryan Raven shared several problems with this location: vehicles parked blocking their driveway, people loitering in the area, and creating a safety hazard by crossing the railroad tracks where there is no crossing and crossing through their property. He and his wife want to run a fence across the east end of West D Street to help prevent unsafe crossings and post signs at the west end of the street to keep people from parking there and blocking their access.

The neighbor, Mary Price has given written permission for the street vacation.

After discussion, Council consensus was to not initiate a street vacation. The City will install a fence and signage to help address the problems.

## **ORDINANCES & RESOLUTIONS**

**RESOLUTION 2021-702** – A Resolution Appropriating Funds and Transferring \$10,000 from the General Fund Operating Contingency to General Fund Administration – Material & Services – Contracts/Professional Services.

**Issue Statement:** Council is asked to approve a transfer of \$10,000 from the General Fund Contingency to General Fund Materials & Services – Contracts/Professional Services to pay for a new website.

**Summary:** In the November Council meeting there was consensus to proceed with an RFP for a new website. We anticipate the website may cost between \$8,000 and \$10,000, but we will look for opportunities to reduce the cost.

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-702– A Resolution Appropriating Funds and Transferring \$10,000 from the General Fund Operating Contingency to General Fund Administration -Materials & Services – Contracts/Professional Services\

**Motion by:** Councilor Isom, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**RESOLUTION 2021-703 – A Resolution of the City of Halsey to Receive and Appropriate the 2021 Small City Allotment Grant Awarded by Oregon Department of Transportation**

This is a Resolution to receive and appropriate the 2021 Small City Allotment Grant from the Oregon Department of Transportation.

The grant is for \$100,000 and will be used to pay for removing, widening, rebuilding the roadbed, and repaving East B Street between East 1<sup>st</sup> and East 3<sup>rd</sup> Streets.

**Motion:** I move that the Governing Body of the City of Halsey adopt RESOLUTION 2021-703– A Resolution of the City of Halsey to Receive and Appropriate the 2021 Small City Allotment Grant Awarded by the Oregon Department of Transportation

**Motion by:** Councilor Gillson, Seconded by Councilor McMillen

**Vote:**

**Ayes:** Unanimous

**Motion Carries**

**ADJOURNMENT**

Meeting adjourned at 8:15 p.m.

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**Municipal Clerk, Laurie Eastridge**

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**Mayor Jerry Lachenbruch**

## E. FINANCIAL REPORTS

Financial Reports & Journal Entries	
Council Action: <i>MOTION</i>	January 11, 2022

**Issue Statement:** Council is asked to review and approve the Financial Reports and Journal Entries for December 2021.

### Summary:

Approving the December Financial Report includes approving check numbers 19452-19515 in the amount of \$41,524.69. The prior month's final check number was 19451.

- **Possible Motion:** I move that the Governing Body of the City of Halsey approve the December 2021 Financial Reports and Journal Entries as Submitted
  - **Council Options**
    1. Approve as recommended.
    2. Approve with amendments.
    3. Split into two separate motions
    3. Provide further direction to staff.
    4. Deny or Postpone request.

CITY OF HALSEY  
 COMBINED CASH INVESTMENT  
 DECEMBER 31, 2021

COMBINED CASH ACCOUNTS

01-0001001	COMBINED CASH - CHECKING	11,574.26
01-0001002	MONEY MARKET	29,521.40
01-0001003	INVESTMENT POOLED	1,987,479.75
		2,028,575.41
	TOTAL COMBINED CASH	2,028,575.41
01-0001000	CASH ALLOCATED TO OTHER FUNDS	( 2,028,575.41)
		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO (10) GENERAL FUND	554,976.99
18	ALLOCATION TO VEHICLE & EQUIP RESERVE	16,017.82
20	ALLOCATION TO (20) STREET FUND	39,289.96
25	ALLOCATION TO (25) STREET & PATHWAY FUND	71,906.90
40	ALLOCATION TO (40) BOND FUND	54,222.12
55	ALLOCATION TO (55) LIBRARY FUND	17,664.63
60	ALLOCATION TO (60) WATER FUND	235,968.28
61	ALLOCATION TO (61) SEWER FUND	248,176.64
62	ALLOCATION TO (62) WATER RESERVE FUND	308,223.66
63	ALLOCATION TO (63) SEWER RESERVE FUND	156,668.75
65	ALLOCATION TO STORM WATER BLUE HERON FUND	27,908.29
68	ALLOCATION TO (68) STORM WATER DRAINAGE FUND	18,852.25
72	ALLOCATION TO (72) WATER SYSTM DEVELOP CHG	106,789.32
73	ALLOCATION TO (73) SEWER SYSTM DEVELOP CHG	30,616.11
74	ALLOCATION TO (74) STORMWATER SYSTEM DEVELOP	122,731.40
80	ALLOCATION TO (80) VETERANS MEMORIAL PARK	12,015.89
85	ALLOCATION TO (85) HALSEY CITY PARK FUND	6,546.40
		2,028,575.41
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,028,575.41
	ALLOCATION FROM COMBINED CASH FUND - 01-0001000	( 2,028,575.41)
		.00



Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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Money Market Account (Money Market) (2)  
December 31, 2021

Account: 010001002  
Bank Account Number: 25500059

Bank Statement Balance:	29,521.40	Book Balance Previous Month:	65,720.01
Outstanding Deposits:	.00	Total Receipts:	33,992.80
Outstanding Checks:	.00	Total Disbursements:	70,191.41
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	29,521.40	Book Balance:	29,521.40

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Outstanding Deposits

No outstanding deposits found!  
Deposits cleared: 17 items    Deposits Outstanding: 0 items

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Outstanding Checks

No outstanding checks found!  
Checks cleared: 5 items    Checks Outstanding: 0 items

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Bank Adjustments

No bank adjustments found!

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Book Adjustments

No book adjustments found!

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Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

Pacific Continental Checking (Operating Checking) (1)  
December 31, 2021

Account: 010001001  
Bank Account Number: 25500067

Bank Statement Balance:	38,577.05	Book Balance Previous Month:	9,091.89
Outstanding Deposits:	81.00	Total Receipts:	83,135.23
Outstanding Checks:	27,083.79	Total Disbursements:	80,652.86
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	11,574.26	Book Balance:	11,574.26

Outstanding Deposits

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
1124	81.00						
						Total:	81.00

Deposits cleared: 32 items    Deposits Outstanding: 1 items

Outstanding Checks

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
6	22.03-	18170	.50	19424	107.79-	19510	119.71
7	3.86-	18344	2,000.00	19456	850.00	19511	87.48
8	15.42-	18489	100.00	19458	93.06	19512	472.80
9	13.77-	18511	150.00	19481	250.00	19513	128.47
14206	27.52	18692	28.50	19482	300.00	19514	210.00
17523	23.44	19068	28.50	19487	225.00	19515	16.26
17752	316.65	19077	68.45	19488	50.00	123121	211.35
18058	53.23	19120	120.00	19504	115.08	123121	9,881.65
18073	154.00	19370	112.03	19506	2,625.75	123121	5,358.66
18155	1.63	19370	112.03-	19507	345.00	225201	260.20-
18156	13.27	19423	154.84	19508	2,718.93		
18163	.85	19424	107.79	19509	98.49	Total:	27,083.79

Checks cleared: 69 items    Checks Outstanding: 46 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

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Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

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Report Criteria:

Include transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS (CD)</b>						
12/31/2021	1	Stop Payment Fee	10-110-55-5545	Bank Fees/Misc Expense	35.00	
12/31/2021	2	Stop Payment Fee	01-0001001	Combined Cash - Checking	.00	35.00-
12/31/2021	3	PERS Adj	10-110-50-5402	PERS Retirement-Employer	.02	
12/31/2021	4	PERS Adj	01-0001001	Combined Cash - Checking	.00	02-
12/31/2021	5	SUTA due	10-110-50-5203	State Unemployment Taxes	15.26	
12/31/2021	6	SUTA due	01-0001001	Combined Cash - Checking	.00	15.26-
12/31/2021	7	Returned ACH Direct Pay Preston	01-0001075	Utility Cash Clearing Account	97.59	
12/31/2021	8	Returned ACH Direct Pay Preston	01-0001001	Combined Cash - Checking	.00	97.59-
Total CASH DISBURSEMENTS (CD):					<u>147.87</u>	<u>147.87-</u>

References: 8 Transactions: 8

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH DISBURSEMENTS - MoneyMkt (CD2)</b>						
12/31/2021	1	Trans MM to CK	01-0001001	Combined Cash - Checking	15,000.00	
12/31/2021	2	Trans MM to CK	01-0001002	Money Market	.00	15,000.00-
12/31/2021	3	Trans MM to CK	01-0001001	Combined Cash - Checking	10,000.00	
12/31/2021	4	Trans MM to CK	01-0001002	Money Market	.00	10,000.00-
12/31/2021	5	Trans MM to CK	01-0001001	Combined Cash - Checking	45,000.00	
12/31/2021	6	Trans MM to CK	01-0001002	Money Market	.00	45,000.00-
12/31/2021	7	Returned Check -Jill Shack	01-0001075	Utility Cash Clearing Account	105.25	
12/31/2021	8	Returned Check -Jill Shack	01-0001002	Money Market	.00	105.25-
12/31/2021	9	Bank Fees ACH	10-110-55-5545	Bank Fees/Misc Expense	86.16	
12/31/2021	10	Bank Fees ACH	01-0001002	Money Market	.00	86.16-
Total CASH DISBURSEMENTS - MoneyMkt (CD2):					<u>70,191.41</u>	<u>70,191.41-</u>

References: 10 Transactions: 10

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>CASH RECEIPTS - MANUAL ENTRIES (CRJE)</b>						
12/31/2021	1	MM Interest	01-0001002	Money Market	.52	
12/31/2021	2	MM Interest	10-000-40-650	Interest on Investments	.00	.52-
Total CASH RECEIPTS - MANUAL ENTRIES (CRJE):					<u>.52</u>	<u>.52-</u>

References: 2 Transactions: 2

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
<b>JOURNAL ENTRIES (JE)</b>						
12/31/2021	1	LGIP Transfer Fees	10-110-55-5545	Bank Fees/Misc Expense	.10	
12/31/2021	2	LGIP Transfer Fees	01-0001003	Investment Pooled	.00	.10-
12/31/2021	3	LGIP Interest	01-0001003	Investment Pooled	757.14	
12/31/2021	4	LGIP Interest	10-000-40-650	Interest on Investments	.00	207.14-
12/31/2021	5	LGIP Interest	18-000-40-650	Interest on Investments	.00	5.98-
12/31/2021	6	LGIP Interest	20-000-40-650	Interest on Investments	.00	14.66-
12/31/2021	7	LGIP Interest	25-000-40-650	Interest on Investments	.00	26.84-
12/31/2021	8	LGIP Interest	40-000-40-650	Interest on Investments	.00	20.24-
12/31/2021	9	LGIP Interest	55-000-40-650	Interest on Investments	.00	6.59-
12/31/2021	10	LGIP Interest	60-000-40-650	Interest on Investments	.00	88.07-
12/31/2021	11	LGIP Interest	61-000-40-650	Interest on Investments	.00	92.63-
12/31/2021	12	LGIP Interest	62-000-40-650	Interest on Investments	.00	115.04-
12/31/2021	13	LGIP Interest	63-000-40-650	Interest on Investments	.00	58.47-
12/31/2021	14	LGIP Interest	65-000-40-650	Interest on Investments	.00	10.42-
12/31/2021	15	LGIP Interest	68-000-40-650	Interest on Investments	.00	7.04-
12/31/2021	16	LGIP Interest	72-000-40-650	Interest on Investments	.00	39.86-
12/31/2021	17	LGIP Interest	73-000-40-650	Interest on Investments	.00	11.43-
12/31/2021	18	LGIP Interest	74-000-40-650	Interest on Investments	.00	45.81-
12/31/2021	19	LGIP Interest	80-000-40-650	Interest on Investments	.00	4.48-
12/31/2021	20	LGIP Interest	85-000-40-650	Interest on Investments	.00	2.44-
Total 1221:					<u>71,097.04</u>	<u>71,097.04-</u>
Total JOURNAL ENTRIES (JE):					<u>757.24</u>	<u>757.24-</u>
References: 20 Transactions: 20						
Grand Totals:					<u>71,097.04</u>	<u>71,097.04-</u>

## Report Criteria:

Computed checks included  
Manual checks included  
Supplemental checks included  
Termination checks included  
Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
12/31/2021	PC	12/31/2021	1228211	Norton, Hilary	130		01-0001001	4,362.60-
12/31/2021	PC	12/31/2021	1228212	Andy Ridinger	210		01-0001001	4,297.15-
12/31/2021	PC	12/31/2021	1228213	Gangle, Larissa Michele	241		01-0001001	3,214.17-
12/31/2021	PC	12/31/2021	1228214	William Jones	245		01-0001001	2,749.69-
12/31/2021	PC	12/31/2021	1228215	Parrish, Jordan	250		01-0001001	1,051.69-
12/31/2021	PC	12/31/2021	1228216	Laurie Eastridge	254		01-0001001	429.72-
Grand Totals:			<u>6</u>					<u>16,105.02-</u>



Date	Check Number	Payee or Description	Check Amount
12/31/2021	1	Stop Payment Fee	35.00
12/31/2021	1	Trans MM to CK	15,000.00
12/31/2021	3	PERS Adj	.02
12/31/2021	3	Trans MM to CK	10,000.00
12/31/2021	5	SUTA due	15.26
12/31/2021	5	Trans MM to CK	45,000.00
12/31/2021	7	Returned ACH Direct Pay Preston	97.59
12/31/2021	7	Returned Check -Jill Shack	105.25
12/31/2021	9	Bank Fees ACH	86.16
12/03/2021	19370	AT&T	112.03-
12/03/2021	19424	AT&T Mobility	107.79-
12/03/2021	19442	Office Depot, Inc.	75.71-
12/03/2021	19452	Aggregate Resource Crushing	79.10
12/03/2021	19453	Alyrica Networks	39.99
12/03/2021	19454	AT&T	219.82
12/03/2021	19455	Shane Buchholz	97.00
12/03/2021	19456	Cascades West Regional Consortium	850.00
12/03/2021	19457	Columbia Bank	800.87
12/03/2021	19458	Carl Conner	93.06
12/03/2021	19459	Ferguson Waterworks #3011	297.60
12/03/2021	19460	Gangle, Larissa	33.99
12/03/2021	19461	Morley Thomas Law	300.00
12/03/2021	19462	NAPA AUTO PARTS	84.69
12/03/2021	19463	Office Depot, Inc.	116.48
12/03/2021	19464	OHA Cashier - Drinking Water Services	285.00
12/03/2021	19465	Petty Cash	304.94
12/03/2021	19466	Renewable Resource Group, Inc	95.00
12/03/2021	19467	U.S. Postal Service	265.00
12/03/2021	19468	Willamette Valley Refrigeration	200.00
12/09/2021	19469	AT&T	104.52
12/09/2021	19470	Carlson Hardware Inc.	56.59
12/09/2021	19471	CECO, Inc.	455.35
12/09/2021	19472	Caselle, Inc.	743.00
12/09/2021	19473	Easdale Backflow & Irrigation	5,053.44
12/09/2021	19474	Executive Cleaning	572.00
12/09/2021	19475	Jerry Gillson	300.00
12/09/2021	19476	Michelle Isom	300.00
12/09/2021	19477	JSG Lawn Maintenance	600.00
12/09/2021	19478	Jerry Lachenbruch	300.00
12/09/2021	19479	Local Government Law Group, PC	260.00
12/09/2021	19480	Ken Lorensen	300.00
12/09/2021	19481	Randy McMillen	250.00
12/09/2021	19482	Christine Raven	300.00
12/09/2021	19483	Renewable Resource Group, Inc	179.00
12/09/2021	19484	Ridinger, Andy	151.00
12/09/2021	19485	Roome Telecommunications Inc.	359.45
12/09/2021	19486	SAIF Corporation	726.62
12/09/2021	19487	Lee Skinner	225.00
12/09/2021	19488	Stacy Strauss	50.00
12/09/2021	19489	Vantaggio	8,782.67
12/16/2021	19490	American Rooter Sewer & Septic	695.00
12/16/2021	19491	Boss Hawgs	444.00
12/16/2021	19492	Central Linn Community Foundation	500.00
12/16/2021	19493	Ingram Library Services	707.83
12/16/2021	19494	iSecure	40.00
12/16/2021	19495	Kelley Connect Co.	362.88
12/16/2021	19496	Linn Co. Planning & Building	640.65

Date	Check Number	Payee or Description	Check Amount
12/16/2021	19497	Norm's Electric Inc.	2,170.00
12/16/2021	19498	NW Natural Gas	265.48
12/16/2021	19499	Oregon Mayors Association	71.00
12/16/2021	19500	Pacific Power	4,078.92
12/16/2021	19501	Pump Tech, Inc.	488.07
12/16/2021	19502	Security Alarm Corp	91.96
12/16/2021	19503	Sierra Springs	29.28
12/16/2021	19504	U. S. Postal Service	115.08
12/17/2021	19505	Boss Hawgs	66.00
12/30/2021	19506	Airgas USA, LLC	2,625.75
12/30/2021	19507	Cascade Columbia Distribution	345.00
12/30/2021	19508	Chown Hardware	2,718.93
12/30/2021	19509	Demco	98.49
12/30/2021	19510	Amanda Howard	119.71
12/30/2021	19511	NAPA AUTO PARTS	87.48
12/30/2021	19512	Otis Elevator Company	472.80
12/30/2021	19513	Jonathon Padgett	128.47
12/30/2021	19514	Samaritan Health Services	210.00
12/30/2021	19515	Sarah or Richard Skelton	16.26
12/31/2021	92201	DIRECT DEPOSIT TOTAL	16,105.02
12/31/2021	1228211	Norton, Hilary - DIR DEP	.00
12/31/2021	1228212	Andy Ridinger - DIR DEP	.00
12/31/2021	1228213	Gangle, Larissa Michele - DIR DEP	.00
12/31/2021	1228214	William Jones - DIR DEP	.00
12/31/2021	1228215	Parrish, Jorden - DIR DEP	.00
12/31/2021	1228216	Laurie Eastridge - DIR DEP	.00
12/28/2021	1231211	AFLAC	211.35
12/28/2021	1231212	EBS Trust, CIS- Benefits	9,881.65
12/28/2021	1231213	IRS Tax Deposit	5,324.76
12/28/2021	1231214	Oregon Dept of Revenue - WC/UI	1,733.12
12/28/2021	1231215	P.E.R.S.	5,358.66
12/28/2021	1231216	VOYA	300.00
12/28/2021	225201938	Oregon Dept of Revenue - OTT	65.74
Grand Totals:			<u><u>150,844.27</u></u>

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd	
19370	12/03/2021	24	AT&T	LONG DISTANCE	10-110-55-5662	112.03-	V
19424	12/03/2021	500	AT&T Mobility	Long Distance	61-320-55-5662	107.79-	V
19442	12/03/2021	791	Office Depot, Inc.	Office Supplies	10-110-55-5616	75.71-	V
19452	12/03/2021	711	Aggregate Resource Crushing	Rock for Lagoon	68-330-55-5604	79.10	
19453	12/03/2021	934	Alyrica Networks	Internet-Shop	60-310-55-5662	39.99	
19454	12/03/2021	24	AT&T	LONG DISTANCE-ACCOUNT # 020787	61-320-55-5662	219.82	
19455	12/03/2021	1091	Shane Buchholz	Credit Balance Refund-Account # 1214.03	01-0001075	97.00	
19456	12/03/2021	950	Cascades West Regional Consorti	2020-2021 Annual Membership Dues	10-110-55-5731	850.00	
19457	12/03/2021	665	Columbia Bank	Library Supplies	55-410-55-5616	800.87	
19458	12/03/2021	1090	Carl Conner	Refund for Over Payment-Permit # COH-21-26	10-110-55-5561	93.06	
19459	12/03/2021	848	Ferguson Waterworks #3011	Drain Pipe	68-330-55-5586	297.60	
19460	12/03/2021	854	Gangle, Larissa	Office Coffee	10-110-55-5542	33.99	
19461	12/03/2021	957	Morley Thomas Law	Municipal Judge-Monthly Fee	10-110-55-5648	300.00	
19462	12/03/2021	632	NAPA AUTO PARTS	Parts for Vactor Truck & Dump Truck	61-320-55-5691	84.69	
19463	12/03/2021	791	Office Depot, Inc.	Office Supplies	10-110-55-5616	116.48	
19464	12/03/2021	784	OHA Cashier - Drinking Water Ser	2022 Cross Connection Annual Fee- Ridinger	60-310-55-5730	285.00	
19465	12/03/2021	308	Petty Cash	Utility Bill Postage	10-110-55-5610	304.94	
19466	12/03/2021	19	Renewable Resource Group, Inc	Lab Testing- Bio Chemical Oxygen Demand & S	61-320-55-5860	95.00	
19467	12/03/2021	314	U.S. Postal Service	USPS Marketing Mail Permit 2022	10-110-55-5610	265.00	
19468	12/03/2021	902	Willamette Valley Refrigeration	Refrigerator Maintenance March-November 202	10-110-55-5619	200.00	
19469	12/09/2021	24	AT&T	LONG DISTANCE-ACCOUNT # 020787	61-320-55-5662	104.52	
19470	12/09/2021	46	Carlson Hardware Inc.	Misc. Public Works Supplies-November 2021	61-320-55-5606	56.59	
19471	12/09/2021	47	CECO, Inc.	Fuel	61-320-55-5615	455.35	
19472	12/09/2021	49	Caselle, Inc.	Monthly Software Support	10-110-55-5770	743.00	
19473	12/09/2021	100	Easdale Backflow & Irrigation	Annual Backflow Testing	60-310-55-5890	5,053.44	
19474	12/09/2021	954	Executive Cleaning	Janitorial Service-November 2021	10-110-55-5680	572.00	
19475	12/09/2021	787	Jerry Gillson	Annual Council Expense Allotment	10-110-55-5890	300.00	
19476	12/09/2021	1092	Michelle Isom	Annual Council Expense Allotment	10-110-55-5890	300.00	
19477	12/09/2021	1062	JSG Lawn Maintenance	Landscape Services	10-110-55-5910	600.00	
19478	12/09/2021	969	Jerry Lachenbruch	Annual Council Expense Allotment	10-110-55-5890	300.00	
19479	12/09/2021	1042	Local Government Law Group, P	Legal Services	10-110-55-5721	260.00	
19480	12/09/2021	578	Ken Lorensen	Annual Council Expense Allotment	10-110-55-5890	300.00	
19481	12/09/2021	676	Randy McMillen	Annual Council Expense Allotment	10-110-55-5890	250.00	
19482	12/09/2021	1094	Christine Raven	Annual Council Expense Allotment	10-110-55-5890	300.00	
19483	12/09/2021	19	Renewable Resource Group, Inc	Biochemical Oxygen & Suspended Solids Testin	61-320-55-5860	179.00	
19484	12/09/2021	328	Ridinger, Andy	Pipe For Drainage Project	68-330-55-5587	151.00	
19485	12/09/2021	332	Roome Telecommunications Inc.	Library	55-410-55-5664	359.45	
19486	12/09/2021	1054	SAIF Corporation	Worker's Compensation Insurance	10-110-55-5590	726.62	
19487	12/09/2021	728	Lee Skinner	Annual Council Expense Allotment	10-110-55-5890	225.00	
19488	12/09/2021	1093	Stacy Strauss	Annual Council Expense Allotment	10-110-55-5890	50.00	
19489	12/09/2021	1029	Vantaggio	IT Services-December 2021	10-110-55-5770	8,782.67	
19490	12/16/2021	18	American Rooter Sewer & Septic	Water line locating, W. 6th St	60-310-55-5701	695.00	
19491	12/16/2021	624	Boss Hawgs	Holiday Dinner	10-110-55-5541	444.00	
19492	12/16/2021	845	Central Linn Community Foundati	Donation	10-110-55-5893	500.00	
19493	12/16/2021	761	Ingram Library Services	Library Books	55-410-55-5800	707.83	
19494	12/16/2021	1023	iSecure	Document Shredding	10-110-55-5616	40.00	
19495	12/16/2021	1014	Kelley Connect Co.	Monthly Copier Contract	61-320-55-5702	362.88	
19496	12/16/2021	205	Linn Co. Planning & Building	COH 21-26, COH 21-27	10-110-55-5561	640.65	
19497	12/16/2021	258	Norm's Electric Inc.	City Hall Lights	10-110-55-5680	2,170.00	
19498	12/16/2021	263	NW Natural Gas	Shop (Acct# 247581-2)	60-310-55-5671	265.48	
19499	12/16/2021	959	Oregon Mayors Association	Annual Dues	10-110-55-5541	71.00	
19500	12/16/2021	297	Pacific Power	5th & L Pump	60-310-55-5672	4,078.92	
19501	12/16/2021	815	Pump Tech, Inc.	Rebuild Kit Bi-Sulfite Pump Lagoon	61-320-55-5679	488.07	
19502	12/16/2021	688	Security Alarm Corp	Monthly Security Monitoring	10-110-55-5771	91.96	
19503	12/16/2021	875	Sierra Springs	Water	10-110-55-5606	29.28	
19504	12/16/2021	314	U.S. Postal Service	Newsletter Postage- Jan 2022	10-110-55-5610	115.08	
19505	12/17/2021	624	Boss Hawgs	Holiday Dinner	10-110-55-5541	66.00	

Check No.	Check Date	Vendor No.	Payee	Description	GL Account	Amount Pd
19506	12/30/2021	12	Airgas USA, LLC	Chlorine	61-320-55-5675	2,625.75
19507	12/30/2021	48	Cascade Columbia Distribution	Sodium Bisulfate	61-320-55-5617	345.00
19508	12/30/2021	559	Chown Hardware	Deposit for Upstairs Double Doors Repairs- Qu	10-110-60-6016	2,718.93
19509	12/30/2021	760	Demco	Book Processing Supplies	55-410-55-5616	98.49
19510	12/30/2021	1097	Amanda Howard	Credit Balance Refund- Utility Acct. # 1067.05	01-0001075	119.71
19511	12/30/2021	632	NAPA AUTO PARTS	Transmission Oil- Dump Truck	61-320-55-5690	87.48
19512	12/30/2021	292	Otis Elevator Company	Elevator Maintenance 1/1/22-6/30/22	10-110-55-5689	472.80
19513	12/30/2021	1095	Jonathon Padgett	Credit Balance Refund-Utility Acct. #1048.02	01-0001075	128.47
19514	12/30/2021	1098	Samaritan Health Services	Consortium Member Fees 2022	10-110-55-5731	210.00
19515	12/30/2021	1096	Sarah or Richard Skelton	Credit Balance Refund- Utility Acct. # 1308.07	01-0001075	16.26

Grand Totals:

41,524.69

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**  
1115 S.E. Jackson Street, Albany, OR 97322  
Albany, OR. 97322  
Phone: 541-967-3950  
www.linnsheriff.org

## 2021

### MONTHLY REPORT TO THE CITY OF HALSEY FROM THE LINN COUNTY SHERIFF'S OFFICE

**FOR THE MONTH OF: December**

TRAFFIC CITATIONS: -----	3
TRAFFIC WARNINGS: -----	17
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	1
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	57

**TOTAL HOURS SPENT: HALSEY 92.25**

**CONTRACT HOURS= 72 HOURS**

**Michelle Duncan,  
Sheriff, Linn County**

**By: Sergeant Steven Frambes**





**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

This Report Encompasses: 12/ 1/21 to 12/31/21

Total Incidents This Month: 57

Incident Information:	Description
CAD# 2021221034 TIME: 12/1/2021 12:20:21PM CASE# CAD Only HALS CAD CALL COMPLETE	TRAFFIC STOP Reported at Block of 200 W 1ST ST HALS <hr/> Consensual contact with WMA.
CAD# 2021221157 TIME: 12/1/2021 3:13:28PM CASE# 2104652 HALS REPORT TAKEN	Report Filed. CHILD WELFARE CHECK - OTHER Reported At Block Of 500 W 4TH ST Occurred between 1512 hours on 12/1/2021 and 1513 hours on 12/1/2021 . Reported: <hr/> Deputies investigate possible child abuse.
CAD# 2021221375 TIME: 12/1/2021 8:51:13PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 W 2ND ST HALS <hr/> Citizen reported her juvenile daughter purchased a vape pen from a local business. A deputy spoke with the female and answered her questions. Working with OLCC
CAD# 2021221858 TIME: 12/2/2021 4:53:26PM CASE# CAD Only HALS CALL HANDLED BY DISPATCHER	TRANSFER 911 INFO - LAW CALL Reported at Block of 200 W 1ST ST HALS <hr/>
CAD# 2021221979 TIME: 12/2/2021 8:49:31PM CASE# CAD Only HALS CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 000 E D ST HALS <hr/> Caller reported a suspicious person in the area. Deputies checked the area and were unable to locate the person.



Incident Information:

Description

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CAD# 20150375  
TIME 1/25/2014 12:11:00 PM  
CASE# 030011  
HALS  
CAD CALL COMPLETE

UNIT 100714011 removed at 1525 on 01/25/14  
Resident made award of the ORS for Dog at Large

Incident Information:

Description

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

GAD# 202122211  
TIME 12/8/2021 7:01 AM  
CASE# GAD 0115  
HALS  
WARNING EQUIPMENT VIOL

TRAFIC STOP PLATE (4) 1E66 600W 2ND ST HALS  
Operator warned for driver side headlight out



Incident Information:

Description

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CALL# 12/10/21  
TIME 12/10/21 11:09 AM  
CASE# 10410  
H/ALS  
CAD CALL COMPLETE

[REDACTED]

CALL# 12/10/21  
TIME 12/10/21 11:09 AM  
CASE# 10410  
H/ALS  
CAD CALL COMPLETE

CALL# 12/10/21 11:09 AM  
CASE# 10410  
H/ALS  
CAD CALL COMPLETE  
Caller had questions regarding custody of children and civil matters. A deputy contacted the caller and answered their questions.

Incident Information:

Description

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DATE: 12/12/2011  
TIME: 12/12/2011 9:26:09PM  
CASE: 1071011  
HALS  
WARNING EQUIPMENT VIOL

TRAFFIC STOP: 1071011 AND STEVENS HALLS  
Traffic stop/warning for equipment violation.

Incident Information:

Description

CAD# 202122872  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP REPORTED AT BLOCK OF 1100 W 2ND ST/CROWELL LN HALS

CAD# 202122873  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP REPORTED AT BLOCK OF 1100 W 2ND ST/CROWELL LN HALS

CAD# 202122874  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP REPORTED AT BLOCK OF 1100 W 2ND ST/CROWELL LN HALS

CAD# 202122875  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP REPORTED AT BLOCK OF 1100 W 2ND ST/CROWELL LN HALS  
Traffic stop reported at block of 1100 W 2nd St/Crowell Ln. Driver uninsured and all wires disconnected.

CAD# 202122876  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP REPORTED AT BLOCK OF 1100 W 2ND ST/CROWELL LN HALS  
Traffic stop reported at block of 1100 W 2nd St/Crowell Ln. Driver uninsured.

CAD# 202122877  
TIME 12/14/2021 6:40:37AM  
CASE# \*CAD Only  
HALS  
CAD CALL COMPLETE

MVC NON INJURY Reported at Block of 1100 W 2ND ST/CROWELL LN HALS  
Single vehicle hit a patch of icy in Halsey on W 2nd St traveling northbound and spun into the watery east ditch. No injury, no property damage, and the vehicle is driveable.



Incident Information:

Description

CAD# 20212275  
TIME 12/17/21 9:05AM  
CASE# CAD Only  
HALS

PIE HANG UP CALL Reported at Block of 100 PUFFIN ST HALS  
Complete call and was not an emergency

CAD# 20212276  
TIME 12/17/21 9:05AM  
CASE# CAD Only  
HALS

PIE HANG UP CALL Reported at Block of 100 PUFFIN ST HALS  
Complete call and was not an emergency

CAD# 20212277  
TIME 12/17/21 9:25AM  
CASE# CAD Only  
HALS  
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 100 W 2ND ST HALS  
Traffic stop, warned for equipment violation

CAD# 20212278  
TIME 12/17/21 9:25AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 200 W 1ST/W 2ND ST HALS  
Caller reported a suspicious vehicle. Vehicle left the area before deputy arrived

CAD# 20212279  
TIME 12/17/21 9:42AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

ANIMAL COMPLAINT Reported at Block of 800 W 4TH ST HALS  
Report of ordinance violation in Halsey. A 300lb pig being kept in unsanitary conditions at 861 W 4th Street. Attempted contact, no answer, unknown who the pig owner is at this time. Info forwarded to City of Halsey for action as this address is in violation due to excessive pig feces on the back porch causing a nuisance

CAD# 2021231171  
TIME 12/17/2021 9:11:47PM  
CASE# CAD Only  
HALS  
WARNING EQUIPMENT VIOL

TRAFFIC STOP Reported at Block of 100 W F ST/W 2ND ST HALS  
Traffic stop, warned for equipment violation

Incident Information:

Description

CAD# 202123115  
TIME 12/17/2021 10:15:58PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 31500 HWY 228 NW 2ND ST HALS  
Traffic stop - wrong a for equipment violation

CAD# 202123116  
TIME 12/17/2021 10:15:58PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 31500 HWY 228 NW 2ND ST HALS  
Traffic stop - wrong a for equipment violation

CAD# 202123117  
TIME 12/17/2021 10:15:58PM  
CASE# CAD Only  
HALS  
COUNTY PARKS

EXTRA PATROL REQUESTED at Block of 1100 W 6 ST HALS  
Park patrol - nothing suspicious seen

CAD# 202123118  
TIME 12/18/2021 03:37:36AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

SECURITY CHECK Reported at Block of 1100 W 6 ST HALS  
Citizen reported an open door at a local business. Deputy learned a truck driver left the bay door open.

CAD# 202123119  
TIME 12/18/2021 06:09:15PM  
CASE# 12104883  
HALS  
REPORT TAKEN

Report Filed - USE CHILD DISPLAY SEX EXPR CONDUCT - PORN Reported At Block Of 800 W 4TH ST Occurred between 2038 hours on 12/18/2021 and 2049 hours on 12/18/2021  
Snapchat related sex crime investigation, investigation is ongoing.

CAD# 202123116  
TIME 12/18/2021 10:47:36PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

DOMESTIC DISTURBANCE Reported at Block of 700 W 4TH ST HALS  
Husband made threats while intoxicated to hurt the family and did get a rifle and left (no ammunition). No one in the family stated they were menaced and none want to press charges. All were satisfied that the male was now asleep. CARDVA contacted.



Incident Information:

Description

CAD# 202123153  
TIME 12/18/2021 11:21AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 100 W 2ND ST HALS  
Extra patrol conducted, suspicious activity detected.

CAD# 202123154  
TIME 12/18/2021 11:21AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 100 W 2ND ST HALS  
Extra patrol conducted, suspicious activity detected.

CAD# 202123155  
TIME 12/18/2021 11:21AM  
CASE# CAD Only  
HALS  
COUNTY JAIL

EXTRA PATROL Reported at Block of 100 W 2ND ST HALS  
Extra patrol conducted, suspicious activity detected.

CAD# 202123156  
TIME 12/20/2021 11:30PM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

EXTRA PATROL Reported at Block of 400 W 1ST HALS  
Citizen requested extra patrol during the night time after family member released from jail. Extra patrol was done, no suspicious activity detected.

CAD# 202123329  
TIME 12/21/2021 11:51:28AM  
CASE# CAD Only  
HALS  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 1000 W HALSEY ST HALS  
Deputies investigate suspicious vehicle at business. Determined to be owner.

CAD# 2021234184  
TIME 12/22/2021 9:03:46PM  
CASE# CAD Only  
HALS  
FOLLOW UP COMPLETE

FOLLOW UP Reported at Block of 800 W 5TH ST HALS  
Follow up to case number 21-04883.

Incident Information:

Description

CAD# 2021238975  
TIME 12/31/2021 12:27 AM  
CASE# CAD OFF  
HALS  
COUNTY PARKS

REPORT RECEIVED Original call was made after Reported at Block of 1300 W 2ND ST  
between 12:20/11:00 hours on 12/31/2021 hours on 12/31/2021 (Re: park)

CAD# 2021238975  
TIME 12/31/2021 12:27 AM  
CASE# CAD OFF  
HALS  
COUNTY PARKS

REPORT RECEIVED Original call was made after Reported at Block of 1300 W 2ND ST  
between 12:20/11:00 hours on 12/31/2021 hours on 12/31/2021 (Re: park)

CAD# 2021238975  
TIME 12/31/2021 12:27 AM  
CASE# CAD OFF  
HALS  
COUNTY PARKS

REPORT RECEIVED Original call was made after Reported at Block of 1300 W 2ND ST  
between 12:20/11:00 hours on 12/31/2021 hours on 12/31/2021 (Re: park)

CAD# 2021238975  
TIME 12/31/2021 12:27 AM  
CASE# CAD OFF  
HALS  
COUNTY PARKS

EXTRA PATROL Reported at Block of 1300 W 2ND ST HALS  
park patrol nothing suspicious seen

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Incident Information:	Description
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## I. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>a. City Administrator Report</b>	
<b>Council Action:</b>	<b>NONE</b>
<b>January 11, 2022</b>	

### 1. Domain Change Update

Halsey will be making a domain change from [www.cityofhalsey.com](http://www.cityofhalsey.com) to [www.halseyor.gov](http://www.halseyor.gov). This will help keep the website more secure. It also more clearly shows that we are a government entity, not a commercial enterprise. This will mean the website address, and our email addresses will change. The change is scheduled for the week of January 10<sup>th</sup>. Brandon will be available to help with the transition.

### 2. Small Cities Meeting in Halsey

The League of Oregon Cities Small City Meeting will be in Halsey this quarter on February 11<sup>th</sup> from 11 to 1 and includes lunch. This meeting agenda may include a legislative update and a round table conversation on how the League can best “hear” and help the cities. If you would like to attend, please let me know, we need to sign up.

### 3. Refrigerator

The kitchen refrigerator has finally given up the ghost. It has had a small freon leak for a while, and we had also been warned by the servicing company that it won't be worth making any major repairs. The compressor just failed again. We budgeted for purchasing a replacement this year if needed.

### 4. RARE Student Update

I spoke with the program director at UO – the City would be required to pay the \$23,800 match, but is *not* required to pay for housing. The application is due on April 1<sup>st</sup>. We will also apply for a Technical Assistance Grant from the Ford Family Foundation to help pay for the match. ARPA funds can be used to help, and some City funds will probably be needed as well.

### 5. Budget Committee Vacancy

The Budget Committee was full for the 2021-2022 budget process. There are seven citizen seats, and Budget Committee members serve 3-year terms. One of those terms ended in June of 2021. That committee member may reapply, but this is also an opportunity when any other citizen can apply to serve.

Notice will be posted in the January and February newsletters and on the website. Applications will be due on March 1<sup>st</sup>, so they can be included in the packet for the March Council meeting.

### 6. Staff Retreat

The Staff Retreat has been tentatively scheduled for May 18<sup>th</sup>. The City will be closed except for emergencies on that day. This is for the “Innovations and Process Improvement” training that was proposed to Council in the Fall. This program is actually an internal metro program, and they don't usually do outside trainings, but they are doing this one for us for free as a “pay it forward.” This is a program I learned about in the NWWLA classes last year.

### 7. West D Street

The “Local Access Only” and “No Loitering” signs have been ordered for West D Street near the railroad tracks. A fence contractor will be out to give the City an estimate in the next couple of weeks.



**CENTRAL LINN**  
COMMUNITY FOUNDATION



P.O. Box 4  
Brownsville, OR 97327

CITY OF HALSEY

JAN - 4 2022

RECEIVED

December 27, 2021

City of Halsey  
P.O. Box 10  
Halsey, OR 97348

Dear Council Members:

Thank you for your generous \$500.00 donation to the Central Linn Community Foundation.

Central Linn Community Foundation is a 501(c)(3) nonprofit organization. This letter is your receipt for your gift. No goods or services were provided to you in exchange for this gift.

We sincerely appreciate your continuing support of the Central Linn Community Foundation, making it possible for us to continue our mission to support and promote educational and charitable activities that improve the health, vitality and quality of life in Central Linn communities.

Again, thank you for your generous donation and support.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Parker".

Wendy Parker  
Treasurer

## I. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>b. Public Works Department</b>	
<b>Council Action:</b>	<b>NONE</b>
<b>January 11, 2022</b>	

### Water Distribution

Water Produced for December 2021	1,060,000 Gallons
Average use per day:	34,000 Gallons

### Wastewater Collection

Wastewater collected for December 2021	7,395,000 Gallons
Average collected per day:	239,000 Gallons
Effluent Total	6,516,000 Gallons
Daily Average	210,000 Gallons

### Water System

Water use report  
Water leak repair

### Sewer

Started discharging

### Drainage:

Pipe repairs

### City Hall

New outside lights  
Christmas decorations

### Misc

Dump truck maintenance

### Notes:

We did our annual water use report and repaired a water leak at 390 W. 4<sup>th</sup> that the gas company created. They have been keeping use busy with them being in town, along with drainpipe issues.

We started discharging the ponds at our wastewater facility on the 20<sup>th</sup> of December. Before discharging season started, we have a check off maintenance list for all our equipment that needs to be inspected, replaced and/or rebuild.

We had a lot of rain at times this month, even snow, spending time monitoring. All the ditches and sewer collection systems survived with no major problems.

## I. REPORTS TO COUNCIL

<b>1. Employee Reports</b>	
<b>c. Library</b>	
<b>Council Action:</b> <i>NONE</i>	<b>January 11, 2022</b>

<b>Circulation for December</b>		<b>Total Circulation since opening (Aug. 2015)</b>	10,080
Fiction	51		
Non-Fiction	22	<b>Total Number of Patrons to Date</b>	512
Total	73		
<b>Cities Represented in Circulation</b>		<b>Total Number of items in collection</b>	4462
Halsey	72		
Sweet Home	1	<b>Avg. Daily Threshold Count since opening</b>	6.29
Albany	0	<b>ADTC for December</b>	3.44
<b>Value of Inventory Through November</b>			
Fiction	\$46,624.43		
Non-Fiction	\$32,682.73	<b>Books added to inventory in December</b>	81
Total	\$79,307.16		

### 2021

Happy New Year! In 2021, the Library added 328 new books. We had 521 people utilize the library, with an average of 2.16 people coming in each day.

### 2022

We are working on some exciting improvements for 2022. We are hoping to apply for the OverDrive Oregon E-books Consortium this year (budget permitting) and for a Siletz Tribal Charitable Contribution Fund to help pay for it. We also will be bringing in two new public use laptops. We are also planning some new events this year, so stay tuned for updates on those!

### 2022 Book It! 5K Run/Walk Fundraiser

This year we will be holding our 5K in person again, on Saturday, April 23<sup>rd</sup>. This is the weekend after Easter. More details will be provided closer to the date.

## K. NEW BUSINESS

<b>1. Appoint Budget Officer – FY 2022-2023</b>	
<b>Council Action:</b> <i><b>MOTION</b></i>	<b>January 11, 2022</b>

**Issue Statement:** The City Council needs to appoint a Budget Officer for the FY 2022-2023 Budget cycle.

**Summary:**

ORS 294.331 states “The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”

The Budget Officer prepares the Budget Proposal to be submitted to the Budget Committee for consideration. Generally, in the City of Halsey, the City Administrator fills this role.

This is not a provision of the Halsey City Charter.

- **Possible Motion:** I move that the governing body of the City of Halsey appoint and designate the City Administrator to be the Budget Officer for the Fiscal Year 2022-2023
  - **Council Options**
    1. **Appoint as recommended**
    2. **Provide further direction to staff**
    3. **Deny request**

## K. NEW BUSINESS

<b>2. Approval of Budget Calendar – FY 2022-2023</b>	
<b>Council Action:</b> <i><b>MOTION</b></i>	<b>January 11, 2022</b>

**Issue Statement:** The Council is asked to approve the FY 2022-2023 Budget Calendar.

**Summary:**

- Approval of the budget calendar is not required by law but is recommended. A proposed Budget Calendar FY 2022-2023 is enclosed for your review.
  
- **Possible Motion:** I move that the governing body of the City of Halsey approve the 2022-2023 Budget Calendar as submitted.
  - **Council Options**
    1. **Approve as recommended**
    2. **Approve with modifications**
    3. **Provide further direction to staff**
    4. **Deny request**

**Enclosed:**

Budget Calendar FY 2022-2023

**CITY OF HALSEY**  
**100 W. Halsey St.**  
**Halsey, OR 97348**

**BUDGET CALENDAR FOR FISCAL YEAR 2022-2023**

- 3/29/2022**  
**6:30 PM** Budget Committee Training & Orientation for new members
- 4/13/2022 Publish 1st Notice of Budget Committee Meeting (*Newspaper*)  
(5-30 Days Prior - Two Notices Required If Published in Newspaper only)  
Publish 1<sup>st</sup> Notice of Possible Uses of State Shared Revenue (*Newspaper*)  
(5-30 Days Prior - One Notice Required)
- 4/13/2022 Publish 2nd Notice of Budget Committee Meeting (*City Website*)  
(10- Days Prior - On City Website)
- 4/26/2022**  
**6:00 PM** **1st Budget Committee Meeting/ Possible Uses State Shared Revenue Hearing**  
1. Elect Budget Committee Chair  
2. Receive Budget and Hear Budget Message  
3. Possible Uses of State Shared Revenue  
4. Discussion of Budget FY 2022-23  
5. Public Hearings  
6. Approve Budget, Tax Rate and Proposed Tax Levy
- 5/10/2022**  
**6:00 PM** **2<sup>nd</sup> Budget Committee Meeting (if needed)**  
1. Discussion of Budget FY 2021-2022  
2. Approve Budget, Tax Rate and Proposed Tax Levy
- 6/1/2022 1. Publish Notice of Proposed State Shared Revenue Hearing (*Newspaper*)  
2. Publish Budget Notice (*Newspaper*)  
(5-30 Days Required if Published in Newspaper)
- 6/14/2022**  
**7:00 PM** **City Council Public Hearing on State Shared Revenue/Budget Hearing/  
City Council Adopt Budget**  
1. Proposed Uses of State Shared Revenue Funds  
2. Adopt Resolution Electing to Receive State Shared Revenue Funds  
3. Adopt Resolution Certifying the Eligibility for State Shared Revenues  
4. Budget Hearing (*Input from Citizens*)  
5. Resolution to Adopt Budget, Make Appropriations, Levy Tax & Categorize
- 6/30/2022 Deadline to Adopt Budget and Make Appropriations  
(*Must Be Adopted By This Date*)
- 6/30/2022 Deadline to Certify State Shared Revenue Hearings and Send a Copy of  
Resolution to the Department of Administrative Services, Operations Division  
(*Must Be Received by This Date*)
- 7/15/2022 Submit Levy & Appropriation Resolution and Deadline for Filing Budget  
with County Assessor and County Clerk  
(*Must Be Received by This Date*)

**K. NEW BUSINESS**

<b>3. Household Hazardous Waste Report</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>January 11, 2022</b>

**Issue Statement:** Council is presented with the Household Hazardous Waste Report from Sweet Home Sanitation

**Summary:** The Household Hazardous Waste Event Report is attached.



# Sweet Home Sanitation

## 2021 Household Hazardous Waste Event

- Toxic Liquids – 1,600 pounds
  - Materials known to be toxic to humans, other than gas, i.e. Methylene Chloride.
- Corrosive Liquids – 175 pounds
  - Materials known to have corrosive response to skin, aluminum, and metals, i.e. Hydrochloric acid, phosphoric acid.
- Caustic Alkali Liquids – 350 pounds
  - Materials known to have corrosive response to skin, aluminum, and metals, i.e. Sodium hydroxide, Sodium metasilicate.
- Hypochlorite solutions – 75 pounds
  - Solutions containing caustic alkali liquids, however, must be packaged separately, per DOT regulations, due to reactive properties.
- Oxidizing Liquids – 45 pounds
  - Materials known to have oxygen emitting reactions with the potential of combustion or explosion, i.e. Bromine, Bromates.
- Organic Peroxide Type F – 5 pounds
  - Materials known to have reactive properties, i.e. methyl ethyl ketone peroxide (acrylic resins).
- Mercury contained in Manufactured Articles – 5 pounds.
  - Light ballasts containing mercury.
- Insecticide Gases – 975 pounds.
  - Aerosols containing pesticides or other poisons.
- Compressed Gas – 800 pounds.
  - i.e. Propane, butane.
- Fire Extinguishers – 7 pounds.
- Waste Solid – 40 pounds.
  - Non-mercury light ballasts.
- Alkaline Batteries – 100 pounds.
- NICAD Batteries – 15 pounds.
- Lithium Batteries – 6 pounds.
- Non-spillable Batteries – 200 pounds.
  - i.e. double A, triple A batteries.
- Flammable Liquids – 2,800 pounds
  - i.e. Petroleum Distillates, Thinners
- Paint – 3,250 pounds
- Toxic Solids – 1,000 pounds
  - Any material, in solid form, known to be poisonous to humans.

**K. NEW BUSINESS**

<b>4. Total Maximum Daily Load (TMDL) Update Report</b>		
<b>Council Action:</b>	<b><i>NONE</i></b>	<b>January 11, 2022</b>

**Issue Statement:** Each year, as part of our Total Maximum Daily Load (TMDL) Implementation Plan, the TMDL Update is presented to Council for their review. The TMDL Update has also been submitted to Priscilla Woolverton at Oregon Department of Environmental Quality (DEQ).

**Summary:**

TMDL stands for "Total Maximum Daily Load." Cities are required to submit a new TMDL Plan every 5 years. Each year in between, the city must submit an update report to DEQ.

We made some progress this year, getting a web page built that has information on it for the community about storm water runoff, pollutants, illicit discharge, and animal waste. We also passed the Tree Ordinance in September, which is the first step toward completing our Tree City Application. We should be ready to apply in the next application period, which will be December of 2022.

City of Halsey TMDL Implementation Plan Tracking Matrix  
 Draft 2020-2024 – Updated 12/2021

Receiving waters are Muddy Creek and the two unnamed storm water ditches that run through town.

POLLUTANT	SOURCE	STRATEGY	HOW	FISCAL ANALYSIS	MEASURE	TIMELINE	MILESTONE						
Temperature	Tree City USA	Meet the requirements and become registered as a Tree City	Work with the state coordinator to strategize how to meet the requirements of the program. City Council will establish a Tree Board and adopt a tree ordinance. The City will budget funds for urban tree care and plan an Arbor Day proclamation and observance. The newsletter and website will be used for community feedback, awareness, and involvement	FY 2020-2021 Budget	Document steps taken to establish Tree City USA membership. Document community outreach efforts. City staff evaluate the condition of trees in the City right of ways and parks.	Tree City application submitted in 2022	Year 1: Outreach materials are developed and information is made available on the website and newsletter. The Tree Board is established. Year 2, tree ordinance is passed, funds are budgeted, the Tree Board develops a Halsey Tree Plan, Arbor Day proclamation and observance. Year 3, application is submitted to Tree City USA program						
								Annual article in newsletter, Website page					
Bacteria	Pet and Animal Waste	Inform residents about potential bacterial water contamination from animal waste	Continuing education via newsletter and website	Funded	Newsletter distributed, resident feedback	Ongoing: Annual	Annual article in newsletter, Website page						
								Maintain pet waste station and sign in the Halsey Memorial Park	Public works staff clean the park restrooms and restock the pet waste station as needed every week	Funded	Track pet waste bag reorders	Ongoing: Annual	Ongoing: Annual Review
mercury	I & I of City's Wastewater System	To reduce inflow and infiltration	Creation of a Waste Water Facilities Plan, Smoke Testing and TV-ing sewer lines. **If we are not able to secure funding for WWFP this plan may change **	Grants applied for, some city funds available, funding not yet fully secured	Record results of tests	Smoke testing whole system FY 2020-21; TV whole system FY 2021-22; incremental, prioritized repairs beginning in 2023	Year 1: Creation of a Waste Water Facilities Plan, Year 2: Smoke Testing, Year 3: TV-ing, Year 4: work on prioritized repairs, strategize larger projects						
								Erosion control on new developments	Provide 1200-C Stormwater Permit and DEQ fact sheet to all developers	N/A	City Engineer and City Planner will work with City to monitor developer's compliance	Ongoing: Annual Review	Include 1200-C Permit and DEQ fact sheet on website and in building permit application packets
Erosion and Sedimentation													

M	Pollutants carried to waterways in stormwater	Educate citizens on risks of contamination and proper disposal of mercury/chemicals/fuel/hazardous materials	Newsletter, Website, Social Media containing information on how to properly dispose of products during annual Hazardous Waste Day	Funded	Annual Report from Sweet Home Sanitation (SHS)	Ongoing: Annual Review	Continued increase in participation by citizens
		Public Education	Information distributed through the Newsletter and Website	Funded	Feedback from public, Council, staff	Ongoing: Annual Review	Website page created 2020, Newsletter reminder annually
Illicit Discharge	Illegal dumping and illicit discharge	IDDE reporting, tracking and enforcement	Illegal dumping and illicit discharge information on the website and in the newsletter will include contact information for reporting	Funded	Track complaints received and staff investigation and responses to complaints, ordinance enforcement	Ongoing: Annual Review	Website page created 2020
		Education for disposal/use/storage	Newsletter, Website, Social Media containing information on how to properly dispose of products during annual Hazardous Waste Day	Funded	Feedback from Community, Public Works on information provided	Ongoing: Annual Review	Notice in Newsletter at least annually, Annual Report on HHW participation to Council
All Pollutants	Pollutants carried to waterways in stormwater	Municipal pollution prevention	Street sweeping twice per year or as needed	Funded	Public Works scheduling	Ongoing: Annual Review	Continue sweeping schedule, evaluate annually
			Cleaning of culverts and catch basins	Funded	Culverts and catch basins cleaned as needed, public works documenting areas cleaned on map	Ongoing: Annual Review	Continue culvert and catch basin cleaning and maintenance
		Stormwater system map updated	Update the Stormwater Drainage Master Plan including up to date maps of the stormwater system	Funded	Completed plan	Dec-19	Stormwater Drainage Master Plan complete
			Outreach & education	Newsletter, Website & Social Media	Funded	Community feedback: annual survey through newsletter, website, Feedback tracker.	Website page created 2020, first annual Newsletter article 2020
		Council engagement	Annual TMDL Report presented to Council, Annual Household Hazardous Waste report presented to Council	N/A	Feedback from Council	Ongoing: Annually	TMDL update presented in early spring, HHW event reporting in November after the event

**L. ORDINANCES & RESOLUTIONS**

<b>1. 1. RESOLUTION 2022-407 – A Resolution of the City of Halsey Adopting the Updated Water Management and Conservation Plan</b>
<b>Council Action: MOTION</b> <span style="float: right;"><b>January 11, 2022</b></span>

**Issue Statement:** Council is asked to approve a Resolution adopting the updated Water Management and Conservation Plan.

**Summary:** The Water Management and Conservation Plan is required by Oregon Water Resources Department. It must be updated every 10 years. This update was created by OAWU. It was submitted to OWRD for their comments and publications of notices earlier this year. It is now ready to be reviewed and approved by Council.

- **Possible Motion:** I move that the Governing Body of the City of Halsey adopt Resolution 2022-704 – A Resolution of the City of Halsey Adopting the Updated Water Management and Conservation Plan

**Council Options:**

- 1. Approve as recommended**
- 2. Approve with amendments**
- 3. Provide further direction to staff**
- 4. Deny request**



## RESOLUTION 2022-704

### **A RESOLUTION OF THE CITY OF HALSEY TO ADOPT A WATER MANAGEMENT AND CONSERVATION PLAN UPDATE**

**WHEREAS** The City of Halsey operates a municipal water system; and

**WHEREAS** the State of Oregon requires the City update the Water Management and Conservation Plan every ten years; and

**WHEREAS** the Water Management and Conservation Plan was adopted in 2011; and

**WHEREAS** the City has worked with OAWU to prepare a Water Management and Conservation Plan update in accordance with State requirements.

**NOW THEREFORE**, the City Council of the City of Halsey adopts the City of Halsey Water Management and Conservation Plan, attached as Exhibit A.

**ADOPTED** by the City Council this 11<sup>th</sup> day of January 2022.

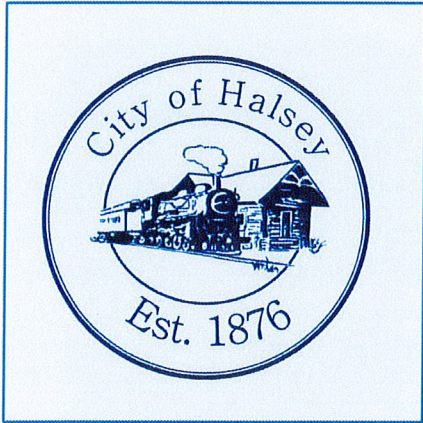
---

Jerry Lachenbruch, Mayor

ATTEST:

---

Hilary Norton, City Administrator



## ***Water Management and Conservation Plan***

Prepared for:  
***City of Halsey***

Date:  
**January 2022**



Prepared by:  
Oregon Association of Water Utilities

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Req'd	WMCP Checklist	OAR Reference	Page No.
<b>WMCP Plan Elements</b>			
✓	Notice to affected local government(s)	690-086-0125(5)	3
✓	Proposed WMCP update schedule	690-086-0125(6)	3
✓	Additional time to implement conservation benchmarks	690-086-0125(7)	4
<b>Water Supplier Description</b>			
✓	Supplier's source(s)	690-086-0140(1)	4
✓	Current service area & population served	690-086-0140(2)	5
✓	Assessment of adequacy and reliability of existing water supplies	690-086-0140(3)	6
✓	Present and historic water use	690-086-0140(4)	8
✓	Water rights inventory table and environmental resource issues	690-086-0140(5)	9-10
✓	Customers served and water use summary	690-086-0140(6)	11
✓	Interconnections with other systems	690-086-0140(7)	12
✓	System schematic	690-086-0140(8)	13
✓	Quantification of system leakage	690-086-0140(9)	13
<b>Water Conservation Element</b>			
	Progress report on implementation of conservation measures	690-086-0150(1)	14
✓	Water use measurement and reporting program	690-086-0150(2)	14
✓	Currently implemented conservation measures	690-086-0150(3)	15
✓	Annual water audit	690-086-0150(4)(a)	15
✓	Full metering of system	690-086-0150(4)(b)	15
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✓	5-yr. Process	690-086-0150(4)(e)(B)	17
✓	Regular Schedule Leak Detection Replacement Program	690-086-0150(4)(e)(B)(i)	17
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✓	Public education program	690-086-0150(4)(f)	17
	>1,000 pop, propose expansion ext. permit, >7,500 pop – 5-yr.	690-086-0150(5)	18
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<b>Water Curtailment Element</b>			
✓	Water supply assessment and description of past deficiencies	690-086-0160(1)	20
✓	Stages of alert	690-086-0160(2)	20
✓	Triggers for each stage of alert	690-086-0160(3)	21
✓	Curtailment actions	690-086-0160(4)	24
<b>Water Supply Element</b>			
✓	Future service area and population projections	690-086-0170(1)	25
✓	Schedule to fully exercise each permit ( <i>i.e., certification</i> )	690-086-0170(2)	25
✓	Demand forecast	690-086-0170(3)	26
✓	Comparison of projected need and available sources	690-086-0170(4)	27
	Analysis of alternative sources	690-086-0170(5) and (8)	28
	Maximum rate and monthly volume quantification	690-086-0170(6)	29
	Mitigation actions under state and federal laws	690-086-0170(7)	29
<b>Greenlight Water Request</b>			
	Conservation measure schedule and cost effectiveness	690-086-0130(7)(a)	31
	Justification that selected source is most feasible and appropriate	690-086-0130(7)(b)	31
	Mitigation requirements	690-086-0130(7)(c)	31
	Acquisition of New Water Rights	690-086-00170 (8) (a-c)	33
✓	<b>Checked boxes required by all water suppliers.</b>		



# City of Halsey

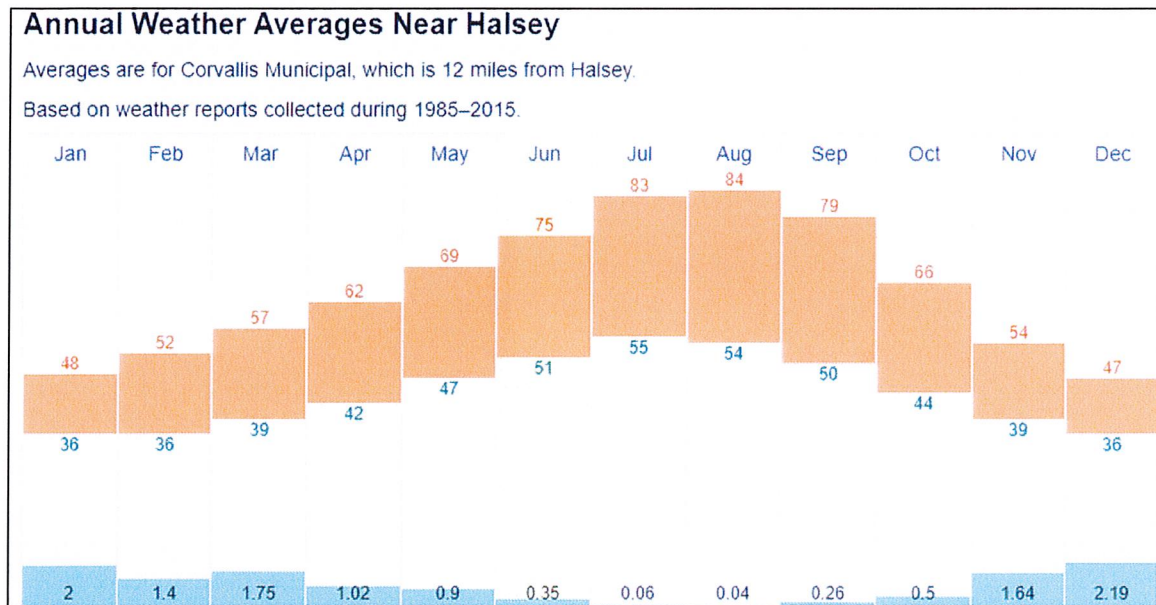
## WATER MANAGEMENT CONSERVATION PLAN

### INTRODUCTION:

Situated in southwestern Linn County, equal distance between Eugene’s University of Oregon and Corvallis’ Oregon State University, the City of Halsey service area was developed in the mid-1840s by a man named William L Halsey creating a depot ground of the Oregon-California Railroad.<sup>1</sup> The city was incorporated in 1876 and the service area is approximately 0.56 square miles<sup>2</sup> and is coordinated with Linn County zoning development.<sup>3</sup>

The median household income for the Halsey area is \$57,500.00, while the average household income is \$62,278.00.<sup>4</sup> The current population, per Portland State University-Population Research Center, is 945 or approximately 375 service connections.

Weather related information is taken from the averages established by the Corvallis Municipal Airport over a period of 1985 through 2015. Annual rainfall is 12.10 inches, with 75 percent occurring over a five-month period between November and March. Like many areas of Oregon, the hottest month occurs in July while the coldest month is usually December. The average mean minimum temperature is 44<sup>0</sup> F as the average mean maximum temperature is 62 F.<sup>5</sup>



1 - <https://www.cityofhalsey.com/halsey%20history.htm>

2 - [https://en.wikipedia.org/wiki/Halsey,\\_Oregon](https://en.wikipedia.org/wiki/Halsey,_Oregon)

3 - <https://gis.co.linn.or.us/portal/apps/webappviewer/index.html?id=a0ea31b0971a4f65b8d5bc4675a15534>

4 - <https://www.incomebyzipcode.com/oregon/97348>

5 - <https://www.timeanddate.com/weather/@5729974/climate>

**SCOPE:**

The scope of this Water Management and Conservation Plan (WMCP) is to consider the functions of the water system from various points as it is operated by the City of Halsey. The primary concern of the city staff is the management of existing water sources and the sustainability of the sources as they relate to the growth in and around the area. Equally important is continuing to supply water to both existing and future customers. Implementing conservation ideals and methods will be another tool to manage beneficial water use.

**PURPOSE:**

The purpose of this Water Management and Conservation Plan is to gain a better understanding of the balance of water from the source, through the water system and how it is delivered to the customers, coordinate with OAR requirements and guidelines towards water management and conservation. City of Halsey currently meets the criteria established under OAR 690-086-0150(6), serving a population of 945 through 375 connections.<sup>1</sup>

This Water Management and Conservation Plan is an updated report submitted to Oregon Water Resources Department (OWRD) and is written as a guideline for the City of Halsey's continued efforts towards water conservation. The next update for a water management and conservation plan, due in 2031, will be preceded by a progress report due in 2026.

Every five years, the City of Halsey will update OWRD with a progress report on how the benchmarks are being implemented as well as any changes in the efforts of water management and conservation.

Following a time from 2013-2017, the city provided a progress report to the OWRD outlining

- Annual Water Audits
- Consumer Communications
- System infrastructure
- Retro-fit fixtures
- Water use characteristics, production, unaccounted for water

Following the administrative rules, the City of Halsey proposes to submit a progress report as key benchmarks are obtained, and water use progress is established. Progress reports will be written and sent to the Water Resources Department as addendums to this water management and conservation plan.

This document has been compiled by the Oregon Association of Water Utilities with authorization from the City of Halsey. This WMCP complies with the Oregon Administrative Rules (OAR) Chapter 690, Division 86.

1 - <https://www.pdx.edu/population-research/sites/g/files/znlchr3261/files/202008/2019%20Annual%20Population%20Report%20Tables.pdf>

## SECTION ONE

### MUNICIPAL WATER SUPPLIER

**1.1 Affected Governments: OAR 690-086-0125 (5)** A list of the affected local governments to whom the draft plan was made available pursuant to OAR 690-086-0120 (6) and a copy of any comments on the plan provided by the local governments.

In May 2021, the City of Halsey submitted a copy of this water management conservation plan for review to all affected governments listed below, as well as a request for comments on the awareness of water management and conservation planning.

- ◆ Linn County Emergency Management Services – 541.967.3950
  - Joe Larsen – [jlarsen@linnsheiff.org](mailto:jlarsen@linnsheiff.org)

The City of Halsey sits in a rural area with the closest communities being the City of Brownsville and the City of Harrisburg, both approximately 7-9 miles from the city center. Neither of these communities are considered affected local governments.

Comments were not received from Linn County. A copy of the notification letter and comments (if applicable) are included in Appendix A

**1.2 Updated Plan Submittal: OAR 690-086-0125 (6)** A proposed date for submittal of an updated plan within no more than 10 years based on the proposed schedule for implementation of conservation measures, any relevant schedules for other community planning activities, and the rate of growth or other changes expected by the water supplier; or an explanation of why submittal of an updated plan is unnecessary and should not be required by the Department.

OAR 690-086-0125 (6) states an updated plan to be submitted within no more than 10 years. This is based on the proposed schedule for implementing conservation measures, rate of growth or other expected changes by the water supplier. A Progress Report will be submitted on or before the 5-year period (2026) to review benchmarks and water use progress and to submit an updated WMCP at the end of the 10-year period.

Conservation and water use practices are constantly evolving. Listed conservation efforts at the end of section two (page20) will be reviewed annually by assigned administrative staff, enabling City of Halsey to determine progress of the management conservation plan.

All efforts towards management and conservation will be noted and retained for the progress report which will be submitted every five years by City of Halsey.



**1.3 Additional Time: OAR 690-086-0125 (7)** If the municipal water supplier is requesting additional time to implement metering as required under OAR 690-086-0150 (4)(b) or a benchmark established in a previously approved plan, documentation showing additional time is necessary to avoid unreasonable and excessive costs.

The City of Halsey is not requesting an extension of time to implement metering, or a benchmark established in a previously approved water management conservation. The City of Halsey is a fully metered water system.

**1.4 Municipal Water Supplier Description: OAR 690-086-0140 (1)** A description of the supplier's source(s) of water; including diversion, storage, and regulation facilities; exchange agreements; intergovernmental cooperation agreements; and water supply or delivery contracts.

The City of Halsey supplies water to the community through two wells capable of producing approximately combined 375 gallons per minute (GPM). Well #1 is considered a secondary supply when the capacity of well #2 is exceeded. Well #1 has been affiliated with permit G-15551 well #2 is associated with permit G-12998, well #3 was abandoned. Majority of water is provided from well #2. See page 8 subsection 1.7 From the wells, water is pumped through a package filtration treatment plant then stored in two reservoirs totaling 0.75 million gallons (MG). The distribution system consists of approximately 6.0 miles of pipe made from various materials. The City of Halsey does not have any other service or delivery agreements with other water systems.

**1.4.1 Points of Diversion**

Table 1-1: POD Locations / Permitted Rates								
Permit POD	Town- ship	Range	Section	Qtr Qtr	Notes	Static Water Level (ft.)	Rate	Rate
							(CFS)	(GPM)
G-12998	14-S	4-W	1	NE-SE	a	14 <sup>1</sup>	0.613	275.11
G-15551	14-S	4-W	1	NE-SE	b	35	1.00	448.80
Total							1.61	723.91
a - Development limitation of 0.501 CFS								
b - Well 2 and well 3 have 0.5 CFS combined, development limitation of 0.32 CFS								
1 -Static water level measured in March 2012 was 4 ft.								

Permits and extensions of time are shown in table 1-2 with the permitted allowance of water totaling 1.613 cubic feet per second (CFS) (724 GPM). Development limitations on both permits are a combined total 0.821 CFS or 368 GPM.



### 1.4.2 Summary Water Rights

Table 1-2: Water Right Permit / Certificates								
Application Number	Permit Number	Certificate Number	Priority Date	Source	Use	Permitted		Gallons per Minute
						CFS	MGD	
G-13998	G-12998	NA	3/3/1995	Well #2	M	0.613	0.396	275.11
G-15932	G-15551	NA	2/24/2003	Well #3	M *	1.000	0.646	448.80
					<b>Total</b>	<b>1.613</b>	<b>1.04</b>	<b>723.91</b>
<b>Notes:</b>								
M- municipal								
* - 1.0 CFS maximum rate from wells, not to exceed 0.50 CFS from Wells #2 or 3,								
Development limitations on both permits totaling 0.821 CFS (368 GPM)								

### 1.4.3 Storage Capacities

Table: 1-3: Storage Reservoirs		
Reservoir	Storage Capacity (MG)	Overflow Level
1	0.25	320'
2	0.50	320'
<b>Total Capacity</b>	<b>0.75</b>	

**1.5 Current Service area: OAR 690-086-0140 (2)** a delineation of the current service areas and an estimate of the population served, and a description of the methodology (ies) used to make the estimate.

The City of Halsey’s water system serves an incorporated area in Linn County which encompasses approximately 4.11 square miles (345 acres) of agricultural setting farmland. City of Halsey’s serves a population of 945 through 375 connections.<sup>1</sup> Maps in Appendix B show the urban growth boundary and the city’s land use zoning.

1 - <https://www.pdx.edu/population-research/sites/g/files/znlchr3261/files/2020>

**1.6 Adequacy / Reliability of Existing Source: OAR 690-086-0140 (3)** An assessment of the adequacy and reliability of the existing water supply considering potential limitations on continued or expanded use under existing water rights resulting from existing and potential future restrictions on the community's water supply.

The adequacy and reliability of the existing water supply can be established from two focus points, the ability to recharge enough raw water into the aquifer and the required demand by the City of Halsey. The City of Halsey geologically is situated in what is considered the Willamette Silt Unit where the regional water table generally occurs near land surface. Although the unit yields little water to wells because of its low permeability, the unit is capable of storing a considerable amount of ground water because of its high porosity. This stored ground water may be an important source of recharge for the area.<sup>1</sup>

Water production figures from Table 1-4 on the following page provides evidence for the consistency of water production at an average of 2.8 million gallons monthly. With the wells designed to firmly supply the City of Halsey with the capacity of 375 GPM (16.2 MG/month), and Table 1-4 indicating a five-year average usage rate at 63.94 GPM (2.8 MG/month) both the equipment and aquifer are substantial to supply the City. The City of Halsey is steadfast in managing both the source as it relates to production potential, usage of water diverted and a low percentage of unaccounted water.

The City of Halsey has deployed a curtailment step under a "Mild Alert" level that creates a static water level trigger implementing a mandatory reduction of ten percent by all users, lowering the peak demands when aquifer level decline by ten percent.

1- <https://pubs.usgs.gov/sir/2005/5168/pdf/sir2005-5168.pdf>

Table 1-4: Water Production, Sales, Non-Revenue

PERMIT - CERT	YEARS					Total Diverted Water (MG)	Raw Water Pumped	Raw Water Monthly	Average GPM	Average CFS
	2020	2019	2018	2017	2016					
Million Gallons (MG) <sup>A</sup>										
G-12998	0.45	0.51	0.52	0.00	1.35	2.82	2,818,412	46,974	1.07	0.002
G-15551	32.50	33.73	32.75	33.33	32.91	165.22	165,222,750	2,753,712	62.87	0.140
<b>2020-2016</b>	32.95	34.23	33.27	33.33	34.26	168.04	168,041,162	2,800,686	63.94	0.142
<b>Prod Usage</b>	1.39	3.47	1.24	0.48	1.15			0.13	0.00	0.000
<b>Monthly Average (MG)</b>	2.75	2.85	2.77	2.78	2.85	<b>2.79</b>	<b>Operations <sup>B</sup></b>			
2020						28.02	32.95	1.39	-11%	
2019						26.22	34.23	3.47	-13%	
2018						29.70	33.27	1.24	-7%	<b>-11%</b>
2017						29.06	33.33	0.48	-11%	
2016						28.25	34.26	1.15	-14%	

Table 1-4:1 Water Production, Sales Unaccounted Summary Averages

	2020	2019	2018	2017	2016	5 Year Unaccounted Water	*
2019-2015							
Max MG	32.50	33.73	32.75	33.33	32.91	Notes:	
Max CFS	0.14	0.14	0.14	0.14	0.14	A - Figures taken from Water Use Report submitted to OWRD Jan '16 - Dec '20	
(5e) Allowed <sup>C</sup>	1.61	1.61	1.61	1.61	1.61	B - Backwash, line flush, PSI - flow testing, general operations	
Allowed DL <sup>D</sup>	0.82	0.82	0.82	0.82	0.82	C - figures calculated in CFS without development limitations	
(5f) Max Inst <sup>C</sup>	0.14	0.14	0.14	0.14	0.14	D - figures calculated in CFS with development limitations	
(5f) Max Ann <sup>E</sup>	32.95	34.23	33.27	33.33	34.26	E - figures calculated in MG	
(5g) Ave Mo. <sup>E</sup>	2.75	2.85	2.77	2.78	2.85	* - water lost to leakage is undeterminable, not figured during repairs, likely lost water is attributable to inaccurate meters (3-4%) and actual leaks (7-8%)	
(5g) Ave Daily <sup>E</sup>	0.092	0.095	0.092	0.093	0.095		



**1.7 Quantification of Present and Historical Use: OAR 690-086-0140 (4)** A quantification of the water delivered by the water supplier that identifies current and available historic average annual water use, peak seasonal use, and average and peak day use.

Table 1-5 outlines the quantification of water delivered both from an average monthly and annual quantity and the peak months for the past five-years. Highlighted are the months which the peak demand was generated. A comparison of figures denotes a cross reference between million gallons (used in Progress Report) when the figure was presented in Acre-Feet (325,825 gallons). When evaluated the two documents align.

Month	Total Million Gallons <sup>A</sup>					Gallons		
	2020	2019	2018	2017	2016	Monthly Averages MG	GPD	CFS
January	1.74	1.76	1.65	1.68	1.71	1.71	55,047	0.09
February	1.63	1.62	1.67	1.64	1.64	1.64	52,839	0.08
March	1.65	1.48	1.52	1.70	1.59	1.59	51,172	0.08
April	2.02	1.63	1.67	1.67	1.75	1.75	56,419	0.09
May	1.84	2.39	2.17	1.87	2.07	2.07	66,701	0.10
June	2.50	2.80	2.70	3.00	2.75	2.75	88,709	0.14
July	3.65	3.29	4.28	4.13	3.83	3.83	123,706	0.19
August	3.85	3.46	4.28	4.02	3.90	3.90	125,941	0.19
September	3.38	2.43	3.98	3.78	3.39	3.39	109,478	0.17
October	2.27	1.80	2.18	1.98	2.06	2.06	66,307	0.10
November	1.67	1.90	1.88	1.84	1.82	1.82	58,841	0.09
December	1.84	1.66	1.71	1.76	1.74	1.74	56,121	0.09
<b>Annual Averages - Million Gallons</b>								
Annual Totals	28.02	26.22	29.70	29.06	28.25	2.35	1	0.00
Annual Daily Ave	76,773	71,828	81,359	79,627	77,396	77,396	77,396	0.12
Monthly Maximum <sup>A</sup>	3.85	3.46	4.28	4.13	3.90	4.28	142,668	0.22
Peak Seasonal	August	August	August	July	August			-
Peak Day Use	128,367	115,460	142,668	137,556	130,139	142,668		0.22
<b>User Averages</b>								
Population <sup>B</sup>	945	938	930	922	915	930		
GPCD	136	123	153	149	142	141		

A - measured in million gallons. B - population uses Population Research Center - PSU figures

**1.8.0 Water Rights: OAR 690-086-0140 (5)** a tabular list of water rights held by the municipal water supplier that includes the following information.

(a) Application, permit, transfer, and certificate numbers (as applicable)

(b) Priority date(s)

(c) Source(s) of water

(d) Type(s) of beneficial uses specified in the right

(e) Maximum instantaneous and annual quantity of water allowed under each right

(f) Maximum instantaneous and annual quantity of water diverted under each right to date

(g) Average monthly and daily diversions under each right for the previous year, and if available for the previous five years

(h) Currently authorized date for completion of development under each right; and

(i) Identification of any stream flow-dependent species listed by a state or federal agency as sensitive, threatened or endangered that are present in the source, any listing of the source as water quality limited and the water quality parameters for which the source was listed, and any designation of the source as being in a critical ground water area.

**Table 1-6: City of Halsey Water Permits, Certificates Inventory**

Application No. (5)(a)	Permit No. (5)(a)	Certificate No. (5)(a)	Priority Date (5)(b)	Transfer No. (5)(a)	Source (5)(c)	Use (5)(d)	Maximum Allowed Rate (cfs) (5)(e)	Allowed Rate under Development Limitations (cfs) (5)(e)	Maximum Instantaneous Rate Diverted to Date (cfs) (5)(f)	Actual Diversion			Authorized Completion Date (5)(h)
										Maximum Annual Quantity Diverted to Date (MG) (5)(f)	Average Monthly Diversion (MG) (5)(g)	Average Daily Diversion (Gallons) (5)(g)	
G-13998	G-12998	NA	3/3/1995	NA	Well #1	M	0.613	0.501	0.002	1.35	0.11	0.004	10/1/2025
G-15932	G-15551	NA	2/24/2003	NA	Well #2	M	1.00	0.320	0.140	33.73	2.81	0.094	10/1/2057
					Total		1.613	0.821	0.142	35.07	2.92	0.097	NA
G-12998 - development limitations at 0.501 CFS													
G-15551 - development limitations at 0.320 CFS, well #3 abandoned well #3 was abandoned													
Groundwater wells are not located in any designated critical groundwater area, nor do the wells impact any stream flow-dependent species listed by State or Federal agencies													
Appendix C: Copies of permits, transfers and extensions													
Streamflow dependent species; Water Quality Limited Waters and Parameters; Critical Groundwater Area (5)(i) Source Issues:													
(5)(i) All water is obtained													



**1.8.1 Environmental Resource Issues of Concern OAR 690-086-0140 (5)(i)** Identification of any stream-flow dependent species listed by the State or Federal Agency as sensitive, threatened, or endangered that are present in their source(s). Any listing of the source as being water quality limited and the water quality parameters, any designation of the source as being in a critical ground water area.

The City of Halsey obtains its water from wells that are found in large areas of grass, pasture, and hay fields originally designated flood plains of the Willamette River. The City of Halsey is outside the South Willamette Ground Water Management Area, which monitors fluctuation levels of nitrates in groundwater. The City of Halsey does not use any surface water sources for drinking water as wells pump water from an aquifer zone 100 to 200 feet in depth.

The area is identified as the Upper Willamette sub-basin, by hydrologic unit code 17090003 encompassing four counties. Threatened species Federally listed are Coho Salmon, Steelhead, Chinook Salmon, Oregon Chub, and Bull Trout. The single listed 303d stream within the area of the City is the Willamette River which traverses approximately six miles to the west of the City.

See appendix D for corresponding maps

<b>Table 1-7: Endangered Species</b>				
<b>Species</b>	<b>ESU Area *</b>	<b>ESA Listing</b>	<b>Area Designation</b>	<b>ESA Critical Habitat</b>
<b>Upper Willamette Basin Water Shed - Hydrologic Unit Code 17090003</b>				
<b>National Oceanic Atmospheric Association</b>				
Coho Salmon	Upper Willamette	Threatened	ESU	Yes (9-2-05)
Chinook	Upper Willamette	Threatened	ESU	Yes (9-2-05)
Oregon Chub	Upper Willamette	Threatened	ESU	Yes (9-2-05)
Bull Trout	Upper Willamette	Threatened	ESU	
Steelhead	Upper Willamette	Threatened Candidate	ESU	Yes (9-2-05)
* - ESU, "evolutionary significant unit" is a Federal listing as threatened or endangered by either NOAA National Marine Fisheries Service (6/28/2005) or the U.S. Fish and Wildlife Service. Final Assessment CHART Report August 2005				

**1.9 Water use characteristics: OAR 690-086-0140 (6)** A description of customers served including other water suppliers and the estimated numbers; general water use characteristics of residences, commercial and industrial facilities, and any other uses; and a comparison of the quantities of water used in each sector with the quantities reported in the water supplier's previously submitted water management and conservation plan and progress reports.

The City of Halsey serves an approximate population of 945 through 375 connections in a land area designated mainly as rural residential lots. This majority of the area is zoned in the fashion



of a small rural community with residential users accounting for the majority percentage of the total acreage available within the city limits. Typically, water usage consumption habits are based on approximately 77,400 gallons per day with a per capita consumption of approximately 141 gallons per capita daily.

The community consists of approximately 344 residential services and 31 commercial/industrial services plotted on 340 acres of land. The UGB extends an additional 88 acres designated as 53 acres/residential, and 35 acres as commercial or industrial. See Tables 1-8 and 1-9 for additional information.

Classification	Consumption		
	Gallons per day	# Connections	% of total gallons
Residential	72.6K	344	93.7
Commercial / Industrial	4.8K	31	6.3
<b>Totals</b>	<b>77.4K</b>	<b>375</b>	<b>100</b>
Average gallons per capita daily - 83			

Classification	Consumption	
	Gallons per day	% of total gallons
Residential	52,927	74.1
Commercial	15,285	21.4
Industrial	3,215	4.5
<b>Totals</b>	<b>71,427</b>	<b>100</b>

2010	2009	2008	2007	2006	GPCD
29.30	27.50	27.60	25.70	25.50	89
2020	2019	2018	2017	2016	
28.02	26.22	29.70	29.06	28.25	83
-4%	-5%	8%	13%	11%	
GPCD - is calculated using total gallons sold divided by approximate population for the year					

**1.10 Interconnections: OAR 690-086-0140 (7) Identification and description of interconnections with other municipal supply systems.**

The City of Halsey is located in a rural, agricultural setting without the capabilities of creating an inter-tie with other municipal water supply systems. The unincorporated community of Shedd is the closest, which is approximately four miles to the North. The City of Harrisburg, approximately nine miles to the south, would be considered the only possibility of an inter-tie with the City of Halsey.

**1.11 Water System Schematic: OAR 690-086-0140 (8)** A schematic of the system that shows the sources of water, storage facilities, treatment facilities, major transmission and distribution lines, pump stations, interconnections with other municipal supply systems, and the existing and planned future service area; and

The City of Halsey's water system schematic was derived from their water facilities plan completed August 2008 by Devco Engineering Inc. The multi-page map depicts drawings of several phases of improvements relating to both time and cost. The maps show wells, reservoirs, and a booster pump station with future growth potential in the UGB. See Appendix E

**1.12 Quantification of Water Leakage: OAR 690-086-0140 (9)** a quantification and description of system leakage that includes any available information regarding the locations of significant losses.

Each year, the City of Halsey submits an annual water report to OWRD, stating the total gallons pumped from October through September of the preceding year. The City of Halsey collects meter readings on a monthly basis and tracks operational usage of water due from line flushing and repairs on leaks. Over the review period of 2016 through 2020, the City of Halsey has had no significant large leaks throughout the system but has repaired several small leaks. Discussions with City personnel indicate the year 2019 had several small leaks that were repaired and estimated at two million total gallons of water.

The City of Halsey, through normal operations of line flushing, fire hydrant testing and small leak repair, estimates an approximate average of 1.55 MG of water is accounted for.

AWWA estimates most water leaks occurred two-years prior to discovery.<sup>1</sup> Personnel do not estimate the size of the leak, but refute the idea of the two-year timeline, as many leaks are expeditiously repaired within a timeframe of no longer than five days after discovery.

Table 1-4: Water Production, Sales, Non-Revenue water compare production water against water used in operational tasks, plus estimated gallons from leak repairs, plus water sold. Figures are decided using simple calculation to estimate a 11.32 percent loss. Figures representing water year 2016 from both the Progress Report (2017) and this updated WMCP on "water pumped" were deciphered using 38.3 MG versus 34.2 MG or 11.8 percent more water. Actual water pumped as reported to OWRD is 34.26 MG.

1 – AWWA Manual M-36 Water Audits and Loss Control Programs



## **SECTION TWO**

### **WATER CONSERVATION ELEMENT**

Water conservation activities provide an important facet towards the sustaining water for the future. Not all conservation efforts are going to be effective. It is those that have been implemented and continued that will show the greatest results.

The City of Halsey, having 11.32 percent un-accounted water, has been diligent with looking at water consumption and production from a management perspective. The City of Halsey will emphasize various water conservation efforts which will include water system audits, leak detection, public education, and if feasible, retrofitting of inefficient water devices. These activities are pending the availability of labor, time, and financial resources.

**2.1 Progress Report: OAR 690-086-0150 (1)** [A progress report on the conservation measures scheduled for implementation in a water management and conservation plan previously approved by the Department, if any.](#)

This WMCP for the City of Halsey is the second document submitted to OWRD. Since 2011, the city has had personnel changes and information from the WMCP in 2011 was not transferred to the current staff until 2016. The timing of this realization occurred after the deadline of the Progress Report due in 2016, yet current staff sent a progress report to OWRD in 2018.

It is the intent of both the City Council and staff to continue to enhance the ideals of conservation through system operational reviews, customer knowledge, and implementation of conservation measures. Upon completion of this WMCP, the City of Halsey will review efforts made in meeting the benchmarks established and provide a progress report in 2026.

**2.2 Water Use Measurements and Reporting: OAR 690-086-0150 (2)** [A description of the water supplier's water use measurement and reporting program and a statement that the program complies with the measurement standards in OAR Chapter 690, Division 85, that a time extension or waiver has been granted, or that the standards are not applicable.](#)

The measurement and reporting information found in this document is taken from the annual water use report that is due each year to the OWRD. The City of Halsey adheres to the measurement and reporting requirements established in the Oregon Administrative Rules Chapter 690, Division 85. Flow meters are placed at various locations to determine water pumped from the sources, through the water treatment plant and all service connections.

Extensions of time for Permits G-12998 and G-15551 have been given to the City of Halsey for the authorized completion dates of 10-01-2025 and 10-1-2057, respectively.

**2.3 Other Implemented Measures: OAR 690-086-0150 (3)** A description of other conservation measures, if any, currently implemented by the water supplier, including any measures required under water supply contracts.

The City of Halsey, as indicated by the efforts from public works, is tracking both water production and water sales as the primary effort towards managing conservation. Expedient repairs of water leaks have been made possible with acquiring equipment to complete the tasks. Efforts to inform the public regarding water leaks has proven successful, as calls to City Hall mention water leaking in unusual locations. The city continues to complete these measures with added efforts in informational tips in the city's newsletter.

**2.4 Annual Water Audit: OAR 690-086-0150 (4)** A description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following conservation measures that are required of all municipal water suppliers.

**2.5 (4) (a)** An annual Water Audit that includes a systematic and documented methodology for estimating any un-metered authorized and unauthorized uses, and an analysis of the water supplier's own water use to identify alternatives to increase efficiency.

The City of Halsey reviews water production and consumption figures to compare and determine total actual losses, with this single step being the primary effort in an annual water audit.

System-wide, the system is inspected through routine travels by the water operator looking for water leaks (pooling), illegal connections, misuse of fire hydrants or vandalism. These efforts lead to understanding the real water losses.

The City of Halsey has contractual agreements, beginning in 2021, for a system wide leak detection program and will catalogue the findings. Repairs based on the report will presumably look at larger leaks with the intention of immediate repairs. Time, personnel, and financial resources will determine the extent and effort applied to repairing leaks.

**2.6 Full Metering System: OAR 690-086-0150 (4) (b)** if the system is not fully metered, a program to install meters on all un-metered water service connections. The program shall start immediately after the plan is approved and shall identify the number of meters to be installed each year with full metering completed within five years of approval of the water management and conservation plan.

The City of Halsey is a fully metered water system which includes meters on the raw water sources (wells), production facility and consumer service connections. At this time, the water system is considered fully metered. Production meters are read daily, and consumer's meters are read monthly.



**2.7 Meter Testing and Maintenance: OAR 690-086-0150 (4) (c) A meter testing and maintenance program.**

The City of Halsey has not implemented a scheduled meter testing program, except for the source meters on the wells. Managing source meters is determined by pumping fluctuations or discrepancies in readings between production and consumption figures. The city will follow manufacturer's suggested testing interval; a 5-year interval for testing a representative sample of the meters.

Production meters on the wells and at the filtration plant will be tested annually as new consumer's meters are being installed. The city has adopted a plan for new service line meters which was completed in April 2021.

**2.8 Rate Structure: OAR 690-086-0150 (4) (d) A rate structure under which customers' bills are based, at least in part, on the quantity of water metered at the service connections.**

The City of Halsey has in place a base rate (an allowance of 3,000 gallons included) with an increased block rate structure for water usage, which was effective July 1, 2020. See Appendix F

- Base rate - \$44.00
- Tier one – 3,001 – 7,000 gallons \$1.25/1,000 gallons
- Tier two – 7,501 – 15,000 gallons \$1.75/1,000 gallons
- Tier three – 15,001 + gallons \$ 2.25/1,000 gallons

**2.9 Excessive Leakage: OAR 690-086-0150 (4) (e) If the annual water audit indicates that system leakage exceeds 10 percent.**

**2.9.1 OAR Water Loss Analysis 690-086-0150 (4) (e) (A) - Within in two years or approval of the water management conservation plan, the water supplier shall provide a description and analysis identifying potential factors for the loss and selected action for remedy.**

City of Halsey currently has an average five-year annual 11.32 percent unaccounted for water which is considered exceptional when compared to other similar sized water systems. The suspected factors for water loss are:

- Meter age and accuracy – meters have been replaced in 2021 during the writing of this WMCP
- Billing – possibly software upgrade when new meters are put in service
  - Billing data will be routinely reviewed
- Mainlines – implemented annual leak detection program - beginning in 2021
  - Repairs completed as resources become available.

**2.9.2 Water Loss Actions OAR 690-086-0150 (4) (e) (B)** – If actions identified under subsection (A) do not result in the reduction of water losses to 10 percent or less, within five years or approval of the water management conservation plan, the water supplier shall, **(i)** develop and implement a regularly scheduled and systematic program to detect repair leaks in the transmission and distribution system using methods and technology appropriate to the size and capability of the municipal water supplier or a line replacement program detailing the size and length of pipe to be replaced each year; or **(ii)** – develop and implement a water loss control program consistent with American Water Works Association standards.

The City of Halsey has proven due diligence in expeditious water line repairs as one effective method as indicated with losses calculated at 11.32 percent. Efforts will continue to create methods to sustain or improve on lowering water loss. Changes in system operations, looking at main distribution lines, flow and pressure testing will provide additional information as it relates to water loss. Program highlights are: <sup>1</sup>

- Verify accuracy of production meters (annual) - S
- Conduct initial leak detection using contracted services. - S
- Conduct pressure testing to determine both low and excessive pressure areas. - M
- Confirmation of software accuracies – random assessment of bills - M
  - Compare monthly usages to determine any irregularities
- Track process for bulk water uses - S
- Routinely implement a short-term capital improvement program for line replacement - L

The above list of activities is intended to be performed over the next five-year timeline, as needed and to attach a more specific time horizon is not possible. Enacting a set of activities varies greatly from one utility to the another. Each of the list activities will simply be noted as S-short-term, M-medium-term, and L- long-term, reflecting a primary approach to a water loss control program.

**2.10 Public Education Program: OAR 690-086-0150 (4) (f)** A public education program to encourage efficient water use and the use of low water use landscaping that includes regular communication of the supplier's water conservation activities and schedule to customers.

Presently, the City of Halsey provides additional information about water conservation when the news bulletin indicates a potential declaration of a drought. Benchmark goals for the next five-year timeline will be the following:

- Incorporate conservation messages with the monthly billing statements
- Obtain informational posters and place in conspicuous locations throughout community
- Include articles under the news heading on the website regarding water conservation
- Include links to other websites relating information about water conservation
- The above steps were completed in 2019 and 2021, yet lapsed during 2020

1 – AWWA Manual M-36 Water Audits and Loss Control Programs



General information from water conservation bulletins provided in the links below will provide new ideas that can be placed on the consumer billing statements. The City of Halsey will begin additional inclusion of conservation ideas can be shared with existing customers through the city's website.

[https://www.oregon.gov/owrd/WRDPublications1/Saving\\_Water\\_Municipal\\_Systems.pdf](https://www.oregon.gov/owrd/WRDPublications1/Saving_Water_Municipal_Systems.pdf)

[https://www.oregon.gov/owrd/WRDPublications1/Saving\\_Water\\_Inside.pdf](https://www.oregon.gov/owrd/WRDPublications1/Saving_Water_Inside.pdf)

[https://www.oregon.gov/owrd/WRDPublications1/Saving\\_Water\\_Outside.pdf](https://www.oregon.gov/owrd/WRDPublications1/Saving_Water_Outside.pdf)

**2.11 Expansion / Diversion: OAR 690-086-0150 (5)** If the municipal water supplier serves a population greater than 1,000 and proposes to expand or initiate diversion of water under an extended permit for which resource issues have been identified under OAR 690-086-0140(5)(i), or if the municipal water supplier serves a population greater than 7,500, a description of the specific activities, along with a schedule that establishes five-year benchmarks, for implementation of each of the following measures, or documentation showing that implementation of the measures is neither feasible nor appropriate for ensuring the efficient use of water and the prevention of waste.

Currently the City of Halsey does not serve a population greater than 1,000. The City of Halsey does not propose to expand or initiate diversion of water under an extended permit for following reasons:

- City of Halsey water supplies are not identified as stream-flow dependent species as City of Halsey uses only groundwater for their supplies,
- City of Halsey is not using groundwater considered located in a critical groundwater area,
- City of Halsey does not serve a population greater than 7,500,
- Current permit's allowances and sources are deemed adequate.

**2.12 Technical and Financial Assistance: OAR 690-086-0150 (5)(a)** Technical and financial assistance programs commensurate to the size of the municipal water supplier to encourage and aid residential, commercial, and industrial customers in implementation of conservation measures.

The City of Halsey currently does not provide technical or financial assistance in developing water conservation ideas in the form of rebates for water efficient fixtures, water audits for households, and public information. The City of Halsey will apply resources to the methods outlined in subsection 2.9 and 2.10. Any future ideas regarding water conservation will be decided by the City staff, and or Council, commensurate with the availability of monetary resources.



**2.13 Retrofitting/Replacement: OAR 690-086-0150 (5)(b) Supplier financed retrofitting or replacement of existing inefficient water using fixtures, including distribution of residential conservation kits and rebates for customer investments in water conservation.**

Retrofitting is the adaptation or replacing of an older water fixture with one that is more water efficient and ultimately offers considerable water saving potential in the home and business. With a potential average five-year increase of approximately 52 persons (10 persons annually), the housing for the increased population will likely include newer efficient fixtures.

The City of Halsey will add information pertaining to water efficient fixtures to the existing website's water education page. This page will encourage its customers to replace water fixtures with more efficient, water conserving devices. The future decisions for the City Council to consider a financial supported retrofitting program will develop if monies are available and remain only in discussion.

**2.14 Rate Structures: OAR 690-086-0150 (5)(c) Adoption of rate structures, billing schedules, and other associated programs that support and encourage water conservation.**

Subsection 2.8, and Appendix F, explains the rate structure in effect in July 2020. This structure is aligned to better support water conservation. Currently the rate structure is a flat base rate for the monthly service with an allowance of 3,000 gallons. All water beyond 3,000 gallons is charged using an increased block rate. Each block of water consumed is measured in 1,000 gallons, and the minimum charge is \$1.25 per unit. The unit rate increases to a maximum of \$2.25 per unit with all waters consumed over 15,000 gallons.

**2.15 Recycle / Reuse: OAR 690-086-0150 (5)(d) Water reuse, recycling, and non-potable water opportunities; and**

The City of Halsey is not required to implement water re-use recycling program since the city does not meet the criteria of serving a greater population of 1,000 people.

**2.16 Other Conservation Measures: OAR 690-086-0150 (5)(e) any other conservation measures identified by the water supplier that would improve water use efficiency.**

The City of Halsey has not identified any other conservation measures that would improve water use efficiency. The City of Halsey is not required to provide additional measures as it does not propose to expand or initiate diversion of water under an extended permit.

## **SECTION THREE**

### **WATER CURTAILMENT ELEMENTS**

Water curtailment is designed to minimize the impacts of a short-term emergency water shortage by reducing the demand and or consider an alternative water supply. Generally, conservation measures and a secondary supply, or a combination of the two are the most important tools water suppliers can use to immediately reduce the shock on the primary source. Curtailment plans are implemented through voluntary and mandatory restrictions of usage, dependent upon the severity of the shortage.

**3.1 Assessing Water Supply: OAR 690-86-0160 (1)** A description of the type, frequency, and magnitude of supply deficiencies within the past 10 years and current capacity limitation. The description shall include an assessment of the ability of the water supplier to maintain delivery during long-term drought or other source shortages caused by a natural disaster, source contamination, legal restrictions on water use, or other circumstances.

Since writing the initial WMCP in 2010, the City of Halsey has not had any supply deficiencies or capacity limitations due to the sources being depleted or reduced. Total permitted water rights held by the City of Halsey is established at 1.613 cubic feet per second (CFS). Of the 1.613 CFS (724 GPM), City of Halsey is allowed 0.821 CFS (368 GPM) under development limitations.

During any drought declaration by the Governor, the City of Halsey notifies its customers of the impending conditions and invites its constituents for voluntary reduction in water usage. As permitted water allowance applies to 0.821 CFS or 724 GPM, the maximum water production from the two wells required to meet demand is 94K gallons per day or 0.15 CFS or 18.2 percent of the permitted water allowance.

For the past 10 years, the City of Halsey has not experienced any major emergency repairs due to a failure of main distribution lines. With approximately 11 miles of distribution lines, the primary concern is developing a leak detection program and installation of new meters.

With well production capability between 250-400 GPM, and average necessary production at 65 GPM, the city does not require the wells to operate at 100 percent. With storage capacity at 750K gallons, and assuming fifty percent capacity if the city were to lose water production, this allows for approximately four-day supply of water per capita.

**3.2 Stages of Alerts: OAR 690-86-0160 (2)** A list of three or more stages of alert for potential shortage or water service difficulties. The stages shall range from a potential or mild alert, increasing through a serious situation to a critical emergency.

The City of Halsey has adopted a five-level approach for curtailment of water use, with the primary goal of maintaining adequate supplies to meet essential uses such as drinking, cooking, sanitation, and fire flow. A secondary goal is to maintain normal flows for all customers during all conditions.

The five levels of alert will be designated as mild, moderate, serious, critical, and emergency. Events causing this plan to be activated would include, but not limited to the following:

- Mechanical or electrical malfunctions of pumping capabilities of one of the booster stations
- Interruption of the local power company supply for a duration of time (2 days) unless emergency back-up power restores water production
- Abnormal weather conditions, extreme heat consuming more water or a decline in static water levels associated with the two wells
- Declaration of a drought for the service area by the Governor pursuant to Oregon Revised Statute 536.720
- Natural disasters that damage critical infrastructure preventing the water system to operate under normal conditions
- A deliberate act of contamination of water at various points in the water system

**3.3 Alert Triggers: OAR 690-86-0160 (3)** [A description of pre-determined levels of severity of shortage or water service difficulties that will trigger the curtailment actions under each stage of alert to provide the greatest assurance of maintaining potable supplies for human consumption; and](#)

With an ability to quickly know well source production the City of Halsey approaches water curtailment primarily from the production perspective, as this method can swiftly reveal limitations in supply. If production capability is diminished, or storage supplies cannot be maintained, the distribution system will be investigated for water leaks. If leaks are not apparent the City of Halsey will notify customers of a voluntary step to reduce water consumption.

Table 3-1, next page details those triggers that put in motion the curtailment actions under each stage of alert.



**Table 3-1: Levels of Alert Triggers**

<b>Mild Alert Level</b>
◆ Water usage reaches 80% of capacity (water production) for three consecutive days
◆ Construction projects that impede full capacity flow of system for more than 3 days
◆ A production shut down or any action that may reduce flow capacity below 80%
◆ Aquifer drawdown indicates a slower recovery than normal
<b>Moderate Alert Level</b>
◆ Water use reaches 85% of capacity (water production) for three consecutive days
◆ Pumping capacity is reduced to 80% of normal production
◆ Normal flow in water system is reduced to 80% of full flow
◆ Primary supply well capacity is reduced to less than 75% capacity
<b>Serious Alert Level</b>
◆ Water use reaches 90% of capacity (water production) for three consecutive days
◆ Pumping capacity is reduced to 70% of normal production
◆ Normal flow in water system is reduced to 70% of full flow
◆ The area is declared in a severe drought per declaration by the Governor
<b>Critical Alert Level</b>
◆ Water use reaches 90% of capacity (water production) for five consecutive days
◆ Pumping capacity is reduced to 60% of normal production
◆ Normal flow is reduced to 50% in water system
◆ A natural disaster that incapacitates the water system, or contaminates the water source
◆ Intentional act causing long-term disabling of the water system or sustained deficit of water
<b>Emergency Alert Level</b>
◆ Water usage and production capacity are similar or inverted
◆ A natural disaster that incapacitates the water system, or contaminates the water source

<b>Table 3-2: Curtailment Actions</b>
<b>Low Level Action (1)</b>
The Public Works Director, working with the City Manager, following the procedures established in the City of Halsey's policies, will issue a general request for a voluntary reduction in water use by all water users. The request will be made at a time when there is a strong indication that the city's water supply or production capabilities will be reduced below the capacity or maximum flow is reduced so not to provide adequate service to all water customers.
The request will include a summary of the current water situation, the reason for the requested reduction in use, and a warning that mandatory cutbacks will be required if the voluntary measures do not sufficiently reduce water usage by 5-10 percent. Also, stated will be the time frame for the voluntary reduction will be established, indicating the date and time when the reduction will be concluded.
<b>Mild Level Action (2)</b>
A second step would be to implement mandatory reduction in water use by all consumers. This step will assure normal capacity flow during reduced production or delivery schedules and eliminate peak demands that may create other concerns for the water system. This step is the next natural level of curtailment moving towards a moderate level of action.
<b>The goal of this step is to maintain 95% flow rates using a 10% reduction.</b>
<b>Moderate Level Action (3)</b>
City of Halsey will put into place the following:
◆ No flushing of system line unless essential.
◆ Implement schedules for irrigation of lawns and landscape.
◆ Commercial use to be reduced by 10% and residential use by 20%.
◆ Washing of vehicles will be prohibited.
<b>The goal is to maintain 85% flow rates using a 20% overall reduction in usage.</b>
<b>Critical Level Action (4)</b>
City of Halsey will put into place the following:
◆ Establish a "drought" rate surcharge.
◆ All outdoor use of water is prohibited.
◆ All customers will be set at a daily allotment in number of gallons per day.
◆ Water service will be disconnected if allotment if disregarded.
◆ Commercial users will be reduced to 70% of the previous year allotment.
◆ Bulk water sales/usage will be terminated until further notice
<b>The goal is to maintain a 75% flow rate using a 30% overall reduction in usage.</b>
<b>Emergency Level Action (5)</b>
It is not "if" an emergency is going to occur, but when an emergency will take place. There are several circumstances that can result in an emergency response condition, all resulting in the water system being incapable of supplying water to the consumers. This step is launched to provide the minimum of 70 gallons per person per day.

<b>Table 3-3: Curtailment Goals</b>			
<b>Water Curtailment and Reduction Goals</b>			
Shortage Condition	Level	Reduction Usage Goal	Type of Rationing
5%	1	10%	Voluntary
10%	2	10%	Mandatory
15%	3	20%	Mandatory
25%	4	30%	Mandatory
Water System Failure	5	75 - 85%	Mandatory

**3.4 Curtailment Actions: OAR 690-86-0160 (4)** A list of specific standby water use curtailment actions for each stage of alert ranging from notice to the public of a potential alert, increasing through limiting nonessential water use, to rationing and/or loss of service at the critical alert stage.

Coordinated efforts to implement any curtailment or restrictions in water usage will be carried out by the City of Halsey’s City Manager and Public Works Director, with input from the City Council if deemed necessary. Each step will be carried out according to the city’s policy, using various methods of communications. See curtailment actions in table 3-2.



**SECTION FOUR  
WATER SUPPLY ELEMENT**

**Municipal Water Supply Element 690-086-0170** the water supply element shall include at least the following:

**4.1 Delineation - Current and Future Service Areas: OAR 690-086-0170 (1)** A delineation of the current and future service areas consistent with state land use law that includes available data on population projections and anticipated development consistent with relevant acknowledged comprehensive land use plans and urban service agreements or other relevant growth projections.

The City of Halsey’s current and future service area is the Urban Growth Boundary (UGB) with the exception of a single area southeast of the community. This area is not in the city limits, and currently the city does not provide water to this area. It is possible that the area within the UGB will be annexed into the city limits in the future, and this step would not change the service area or zoning code established by Linn County. See Appendix B-1

The Portland State University-Population Research Center (PSU-PRC), Coordinated Population Forecast provides forecasts for Linn County, its UGBs and Area Outside UGBs. In June 2017, the forecast found the county’s growth was averaging at about one percent annually. The City of Halsey’s average annual growth rate (AAGR) was calculated at 2.3 percent during the 2000s. Extracted from data, the anticipated growth for the county at its highest rate is one percent annually through 2025. Pertaining to the City of Halsey, considered by Linn County a smaller UGB, the annual growth rate for 2017 to 2035 will be approximately 1.1 percent.<sup>1</sup>

Table 4-1: Population Forecast							
YEAR	2020	2025	2030	2035	2040	2045	2050
Linn County	126,550	132,244	138,195	144,414	150,912	157,703	164,800
0.9% AAGR							
July 1 Population Estimates							
Halsey	945	997	1,052	1,110	1,171	1,212	1,254
Population Change		52	55	58	61	41	42
Unincorporated	36,547	38,557	40,678	42,915	45,275	46,860	48,500
Note:	1.1% AAGR						
Final Population Forecasts prepared by: Portland State University-Population Research Center, June 30, 2017							

**4.2 Permit Usage Schedule: OAR 690-086-0170 (2)** An estimated schedule that identifies when the water supplier expects to fully exercise each of the water rights and water use permits currently held by the supplier.

1 - Linn County Population Forecast.pdf

It is difficult to predict population forecast due to the various factors that may distort the final estimates. Compiling data from PSU-PRC prediction for population estimates were factored to year 2031. An annual growth of 1.1 percent annually, will be utilized and applied as the growth for future predictions. The second figure implemented in the forecast equation will be the peak demand of 153 GPCD that is taken from the user averages in Table 1-5 for August 2018. Carrying the estimates to year 2031, a total population served is estimated at 1,052 users. Using 2.6 persons per household determines the city will provide service to approximately sixty new service connections.

Applying a population of 1,052 and a peak demand at 153 GPCD will require an estimated peak water demand at 0.161 MGD or 0.25 CFS. In preparing a schedule that proves to fully exercise each water right, City of Halsey is obligated to determine usage by forecasting and justifying the need for additional water. Using the calculations provided by the water system from the data covering January 2015 through December 2019, water demand estimates are based on population forecasts and gallons per capita per day, peak demand. To fully exercise each permit, under development limitations, using 1.1 percent growth and GPCD, Permit G-15551 at 0.501 CFS would be met on or about the year 2050, while Permit G-12998 at 0.320 CFS would be completely exercised beyond the year 2100. This does not consider the additional available water beyond the developmental limitations.

**4.3 Demand Forecast: OAR 690-086-0170 (3)** Based on the information provided in section (1) of this rule, an estimate of the water supplier's water demand projections for 10 and 20 years, and at the option of the municipal water supplier, longer periods.

The forecasted rate at which the City of Halsey will grow is founded on how the various classifications of users expand following the current alignment with the land comprehensive use plan. In sub-section 4-2, it was estimated the service area could eventually serve a population of 1,052 full time residents by the year 2031. Based on a population of 1,052 multiplied by a maximum daily consumption of 153 GPCD, generates 0.161 MGD or 4.83 MG per month. Table 4-3: Permit Applied Forecasts provides demand projections through year 2041.

Permit No. (5)(a)	Certificate No. (5)(a)	Priority Date (5)(b)	Source (5)(c)	Use (5)(d)	Maximum Allowed Rate (cfs) (5)(e)	Allowed Rate under Development Limitations (cfs) (5)(e)	Maximum Instantaneous Rate Diverted to Date (cfs) (5)(f)	Completion Date
G-12998	NA	3/3/1995	Well #2	M	0.613	0.501	0.002	2025
G-15551	NA	2/24/2003	Well #3	M	1.00	0.32	0.14	2057
Shaded cells are indicating development limitations as noted under "Allowed Rate"								
Totals					1.613	0.821	0.142	NA
Completion date follows the existing permits extension of time								



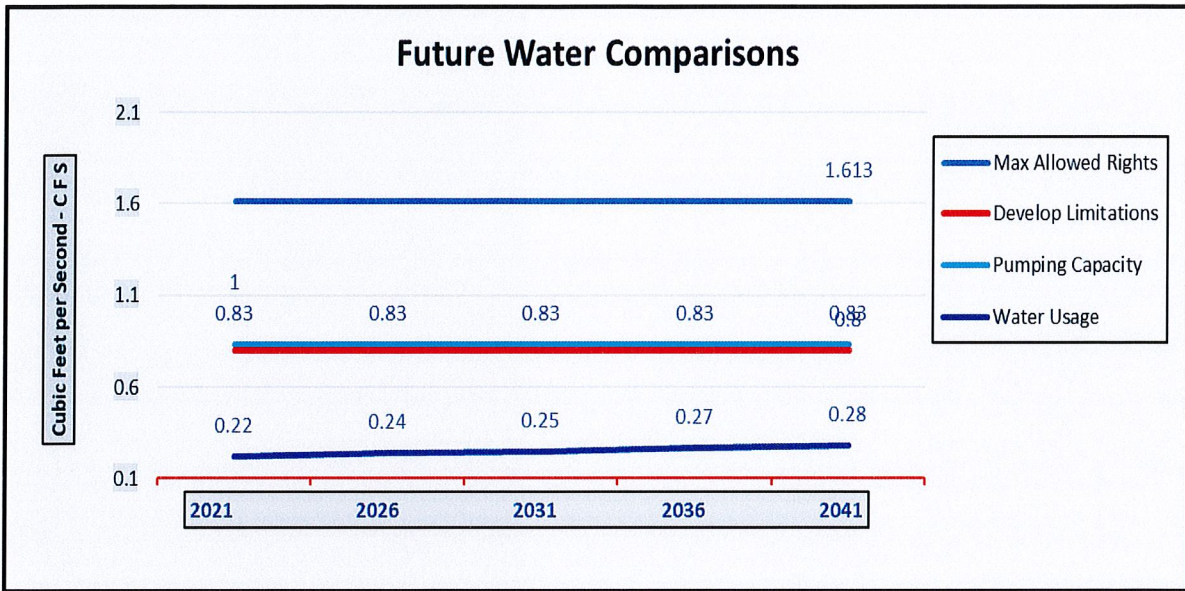
Permit	Certificate	Allowed Rate Development Limitations	Daily Usage Gals (CFS)	Peak Daily Usage CFS	2021	2026	2031	2036	2041	Total % each permits
<b>Population</b>					945	997	1,052	1,110	1,171	
<b>Projected Water Usage (CFS)</b>					0.22	0.24	0.25	0.27	0.28	
G-12998	NA	0.501	0.006	0.01	0.01	0.02	0.03	0.05	0.05	9.9*
G-15551	NA	0.320	0.14	0.21	0.21	0.22	0.22	0.22	0.23	72*
<b>Totals</b>		0.821	0.14	0.22	0.22	0.24	0.25	0.27	0.28	34.1
* - percentage figures based on production usage from both wells, will not equal 100 percent										
Biege shaded cells are indicating development limitations as noted under "Allowed Rate"										

**4.4 Comparison - Future Needs and Sources: OAR 690-086-0170 (4)** A comparison of the projected water needs and the sources of water currently available to the municipal water supplier and to any other suppliers to be served considering the reliability of existing sources.

City of Halsey	Projected Year				
	2021	2026	2031	2036	2041
Population	945	997	1,052	1,110	1,171
Monthly Million Gallons					
Ave. Month Demand <sup>1</sup>	2,324,700	2,452,559	2,587,449	2,729,759	2,879,896
Maximum Month Peak Demand <sup>2</sup>	4,337,550	4,576,115	4,827,802	5,093,331	5,373,464
Ave Mo Demand CFS	0.120	0.126	0.133	0.141	0.149
Max Mo Peak CFS	0.224	0.236	0.249	0.263	0.277
Note: 1 - Based on average daily demand at 82 GPCD, 2 - maximum peak demand based on 153 GPCD					

Chart 4-1 provides a visual comparison among the maximum allowed water rights (1.613 CFS), maximum allowed rights under develop limitations (0.812 CFS) and the projected water usage through 2041 (0.28 CFS) based on peak demand ending 2041. City of Halsey's projected use at 0.28 CFS from the available groundwater, and their reliability are deemed adequate. The City of Halsey will test well production and well capacity, using both wells to determine fire flow demands, which produces approximately 350 GPM (0.78 CFS) proving the availability of the current water source.

Chart 4-1: Future Water Requirements:



**4.5 Expansion / Initial Diversions: OAR 690-086-0170 (5)(a)** If any expansion or initial diversion of water allocated under existing permits is necessary to meet the need shown in section (3) of this rule, an analysis of alternative sources of water that considers availability, reliability, feasibility, and likely environmental impacts. The analysis shall consider the extent to which the projected water needs can be satisfied through: (a) Implementation of conservation measures identified under OAR 690-086-0150.

Through implementation of conservation steps, i.e., review of consumption cycles, rate settings, consumer informational packets, and meter calibration, the City of Halsey has identified conservation measures that are both practical and feasible at this time. It is the goal of the City to maintain lower consumptions of water through conservation methods prior to applying for additional water rights. Given the total amount of water rights, the City at this time, is not seeking to expand or initiate the diversion of additional water. The City of Halsey will consider future monitoring of well production, static water levels and delivery methods to maintain the current water permits and certificates.

**4.6 Interconnections: OAR 690-086-0170 (5) (b)** *Interconnection with other municipal supply systems and cooperative regional water management; and*

The City of Halsey has no emergency inter-tie with an existing public water system. The unincorporated community of Shedd is the closest in proximity which is approximately four miles to the North. The City of Harrisburg, approximately nine miles to the South would be considered the only possibility of an inter-tie with the City of Halsey.



City of Halsey is open to discussing the topic of regional water management for the benefit of all who choose to participate. Participation will be contingent on the time and resources required to assist in a cooperative regional water management group discussion

**4.7 Cost Saving Measures: OAR 690-086-0170 (5) (c)** Any other conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources.

At this time, the City of Halsey has not developed any other conservation measures that will affect the cost of supplying water. The primary focus in conservation efforts is to reduce the demand on the existing supplies to maintain current sources.

**4.8 Quantification of Maximum Rate: OAR 690-086-0170 (6)** If any expansion or initial diversion of water allocated under existing permits is necessary to meet the needs shown in section (3) of this rule, a quantification of the maximum rate and monthly volume of water to be diverted under each of the permits.

Expansion or initial diversion of water allocated under existing permits is not necessary for existing or future needs as it relates to existing permits and the timeframe of this WMCP. Table 4-5 below shows usage rates as they relate to the City’s permits.

Table 4-5 identifies the development limitations at 0.821 CFS and with current average daily usage and peak demand (0.28 CFS) the City of Halsey will continue to put forth an effort to manage the water usage in a responsible manner. The figures prove production, usage and unaccounted for total water are acceptable, balanced in regard to the water right permits, and volumes associated with each. With implementation of new activities designed to better understand water loss, the City is poised to reduce water loss percentages.

Permit # Certificate #	Maximum Allowed Rate (cfs)	Maximum Rate Allowed (CFS) <sup>1</sup>	Maximum Rate Allowed (GPM)	Monthly Maximum <sup>2</sup> Quantity Allowed	Monthly Maximum Quantity Allowed (MG) <sup>1</sup>
G-12998	0.61	0.501	224.85	0.05	1.35
G-15551	1.00	0.320	143.62	0.23	33.73
<b>Total</b>	<b>1.613</b>	<b>0.821</b>	<b>368.46</b>	<b>0.28</b>	<b>35.07</b>

1- Maximum with development limitations, 2- Figures based on total population at 1,171 using 153 GPCD peak demand

**4.9 Mitigation Actions: OAR 690-086-0170 (7)** For any expansion or initial diversion of water under existing permits, a description of mitigation actions the water supplier is taking to comply with legal requirements including but not limited to the Endangered Species Act, Clean Water Act, Safe Drinking Water Act; and

The City of Halsey will not be expanding or begin initial diversion under their existing permits as stated previously in this WMCP. The City of Halsey has complied with both Federal and State rules under the Safe Drinking Water Act, as it obtains all water from the ground, in an area not considered one of the “critical groundwater” regions. Regarding the Clean Water Act, actions are required by the City of Halsey for the discharge of sewerage into Muddy Creek. The City legally operates under the National Pollutant Discharge Elimination System permit 955758 for flows less than one MGD of domestic waste settled in lagoons prior to discharge.

**OAR 690—086-0170(8)** If acquisition of new water rights will be necessary within the next 20-years to meet the needs shown in (3), an analysis of alternative sources of the additional water that considers availability, feasibility, and likely environmental impacts and the schedule for development of the new sources of water. The analysis shall consider the extent to which the new for new water rights can be eliminated through.

It is not necessary for the City of Halsey to attain new water rights within the next 20-years as the City is currently forecasted to use 0.28 CFS of 0.821 CFS (development limitations) or 34 percent through the year 2041.

**4.10 Implementation of Conservation Measures: OAR 690-086-0170 (8) (a)** Implementation of conservation measures identified under OAR 690-086-0150.

The City of Halsey must comply with the conservation and management rules of the State’s water. Through a series of steps outlined in section 2.10, the City of Halsey currently meets all the requirements in the following manner: Annual Water audit, full metered system (replacement of new meters completed April 2021), rate structure that encourages conservation and a public education program. The City of Halsey’s Manager has prioritized these measures commencing with meter replacement. Pending on results of upcoming year’s water loss report, such evidence will guide the City Manager towards additional steps if necessary.

**4.11 Cooperative Regional Water Management OAR 690-086-0170 (8) (b)** Interconnection with other municipal supply systems and cooperative regional water management; and

The City of Halsey is not strategically located geographically to develop a means to interconnect with other public water systems. A cooperative regional water management development would consider many factors that affect decisions on the feasibility of such a plan. The City of Halsey will be open to discussions with regional entities to keep abreast on the growth of and demand of water usage in the area.

**4.12 Other Conservation Measures OAR 690-086-0170 (8) (c)** Any other conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources.



The City of Halsey has no other conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources. Sources are proven adequate in both quantity and quality currently and during the timeline of this WMCP.

**4.13 Conservation Schedule / Cost Effectiveness: OAR 690-086-0130(7)(a)** if during the next 20 years the maximum rate of water diverted under an extended permit will be greater than the maximum rate authorized for diversion under the extension or previously approved water management conservation plan: a) the plan includes a schedule for development of any conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources, unless the supplier has provided sufficient justification for the factors used in selecting other sources for development or the supplier serves a population of less than 1,000;

The City of Halsey, over the next 20-years, will not likely need to divert an amount of water greater than the maximum rate of diversion under the final order approving the permit extension of time. The total of 1.613 CFS (714 GPM) is deemed adequate for the City of Halsey likely for the stated time period. Additionally, the efficiency which City of Halsey provides water to its customers will prove more economical as the upgrades to the water system will begin a new era of water control and management.

**4.14 Justification of Selected Source(s) OAR 690-086-0130(7)(b):** increase use from the source is the most feasible and appropriate water supply alternative available to the supplier; and

The City of Halsey's sources are the most feasible and appropriate supply. The City of Halsey has not considered an alternative supply source. The City of Halsey may in the future look to transfer water rights to a new point of diversion if one of the wells diminishes in production. The City of Halsey's staff are aware of well production capacities, water quality aesthetics, static water levels in the aquifer and uses this information for the better management of both the quantity and quality of water.

**4.15 Mitigation Requirements: OAR 690-086-0130(7)(c):** If mitigation is legally required to address limitations or restrictions on the development of permits for which resource issues are identified under OAR 690-086-0140(5)(i), the plan contains documentation that the supplier is complying with the mitigation requirements. The Department may consult with federal and state agencies in making this determination.

Resource issues identified with the sources are non-existent since the water sources used by the City of Halsey are not included in any categories listed as environmental resource issues of concern. This plan contains information proving any concerns identified under OAR 690-086-0140(5)(i) are not relevant to the water sources used by the City of Halsey.



## Greenlight Water Worksheet

*(NOTE: Water suppliers are encouraged to include this worksheet as part of their WMCP. Use additional sheets as necessary.)*

1. Does the water supplier hold any extended water use permits?

**Yes**     **No**

If **NO**, stop. A Greenlight Water request does not apply.

If **YES**, list the extended permit number(s) and indicate the maximum instantaneous rate of water allowed by the permit:

Permit Number	Instantaneous Rate of Water <u>Allowed</u> by Permit <i>(in cfs or gpm)</i>
G-12998	0.613 CFS – 275 GPM
G-15551	1.000 CFS – 449 GPM

2. Do the extended permit(s) have a Development Limitations condition imposed by a final order approving the Permit Extension **or** a previously submitted WMCP that freeze the quantity of water that can be diverted under the extended permit?

**Yes**     **No**

If **NO**, stop. A Greenlight Water request does not apply.

If **YES**, list the extended permit number(s) and indicate the maximum instantaneous rate of water allowed under the Development Limitations condition established by the Permit Extension **or** previously approved WMCP:

Permit Number	<u>Development Limitations</u> Instantaneous Rate of Water Allowed by Final Order approving a Permit Extension or previous WMCP <i>(in cfs or gpm)</i>
G-12998	0.501 CFS – 225 GPM
G-15551	0.320 CFS – 144 GPM

3. Does the water supplier anticipate needing to divert water under an extended permit(s) at an instantaneous rate that **is greater than** the amount specified in the Development Limitations condition (established by the Permit Extension **or** previously approved WMCP) in order to meet its projected 20-year water demands?

**Yes**     **No**

If **NO**, stop. A Greenlight Water request does not apply.

If **YES**, Items **A** and **B** below must be addressed in the water supplier's WMCP being prepared for submittal:

**A.** Identify the maximum instantaneous rate **and** the maximum monthly volume of water that will be needed under the extended permit(s) for the next 20 years to meet the water supplier's projected demands:

Permit Number	<u>Greenlight Water Request</u>	
	Maximum Instantaneous Rate of Water <i>(in cfs or gpm)</i> Anticipated to be Diverted to meet 20-year Demands	Maximum Monthly Volume of Water <i>(in million gallons)</i> Anticipated to be Diverted to meet 20-year Demands
<b>Total</b>		



**Greenlight Water Worksheet (...continued)**

**B.** In the spaces provided below, describe how the water supplier has satisfied each of the following criteria:

- **OAR 690-086-0130(7)(a)** The plan includes a schedule for development of any conservation measures that would provide water at a cost that is equal to or lower than the cost of other identified sources, **unless**:
  - the supplier has provided sufficient justification for the factors used in selecting other sources for development;  
**or**
  - the supplier serves a population of less than 1,000.

NA

- **OAR 690-086-0130(7)(b)** Increased use from the source is the most feasible and appropriate water supply alternative available to the supplier.

NA

- **OAR 690-086-0130(7)(c)** If mitigation is legally required to address limitations or restrictions on the development of permits for which resource issues are identified under OAR 690-086-0140(5)(i), the plan contains documentation that the supplier is complying with the mitigation requirements. The Department may consult with federal and state agencies in making this determination.

NA



**Appendices A:**

To:

- ◆ Linn County Emergency Management Services – (541) 967 - 3950
  - Joe Larsen – [jlarsen@linnsheiff.org](mailto:jlarsen@linnsheiff.org)

From: The City of Halsey – Hilary Norton

RE: Water Management Conservation Plan (WMCP)

To Whom It May Concern:

In accordance with rule 690-086-0125(5), notification of local governments of the completion of our WMCP, please find an e-copy attached in this e-mail for your review. Any comments on the plan can be submitted by a replied e-mail and will be placed in the copy that will be sent to the office of Oregon Water Resources Department.

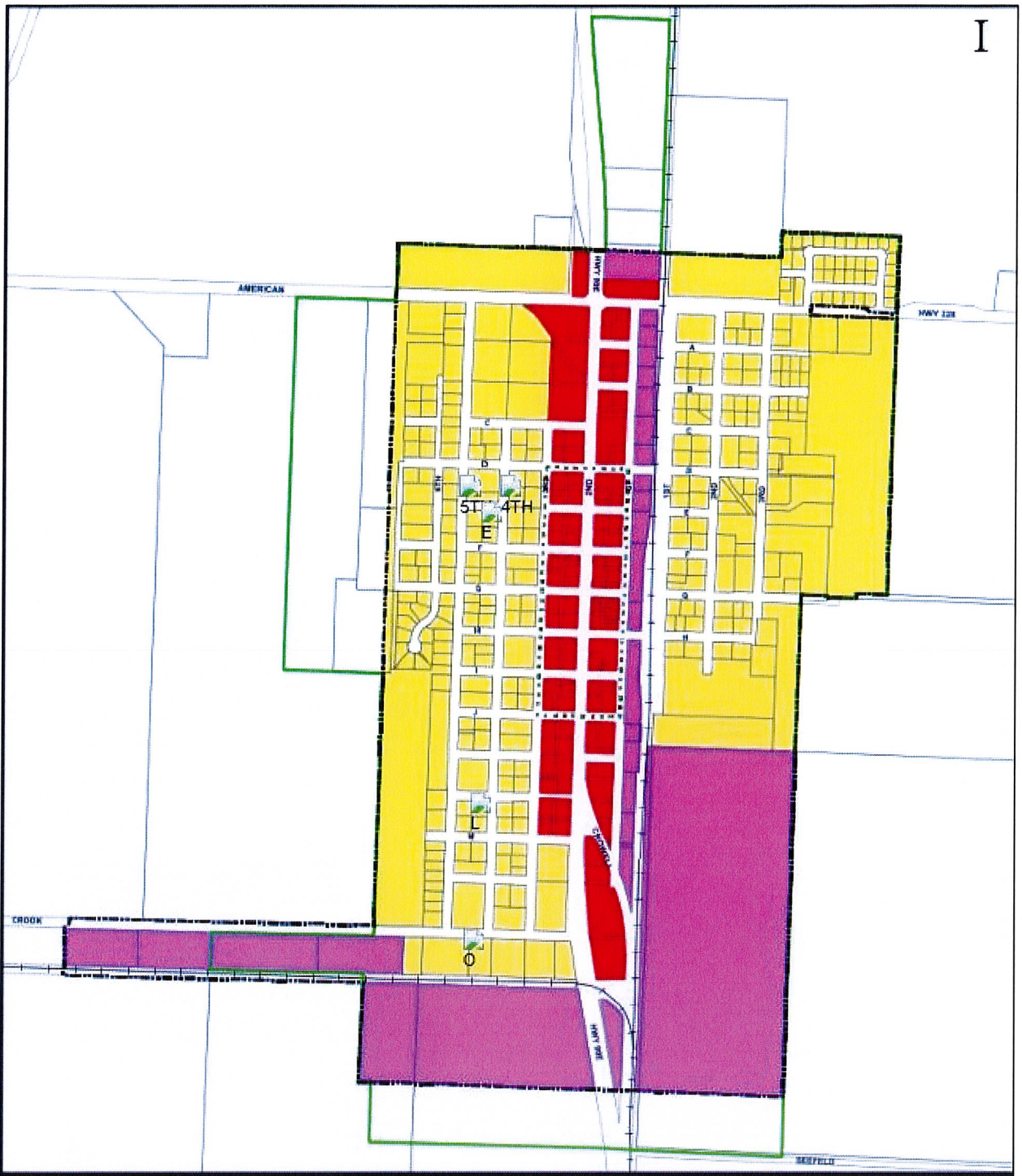
Please provide a reply within thirty (30) days or sooner of receiving this e-mail so we may move forward with this project. We appreciate the time spent under review. Please forward any questions to Hilary Norton, City Manager at [Admin@CityOfHalsey.com](mailto:Admin@CityOfHalsey.com)

Sincerely,

Hilary Norton – City Manager

City of Halsey





City of Halsey

### Map LU-2 Zoning

Effective Date: July 1st, 2019



This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

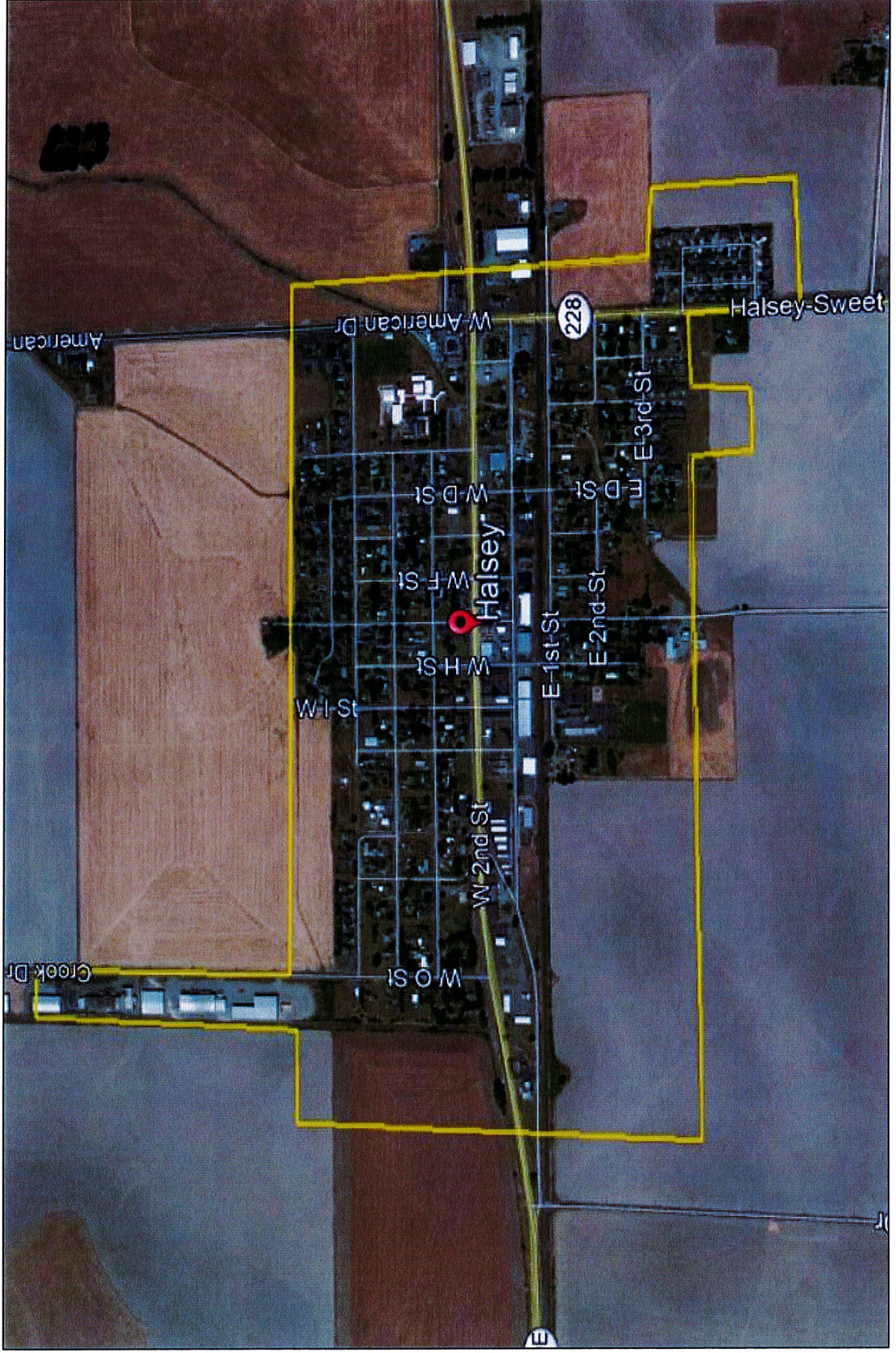
Key

- Commercial
- Industrial
- Residential
- UGB
- City Limits
- Taxlots
- Commercial Sub-Dist.

Map received:  
5/5/2019 Data  
provided by the  
City of Halsey  
and Lane County



Appendix B-2: City of Halsey Urban Growth Boundary



**Appendix C – Water Permits, Extensions, and Certificates**



Permit G\_15551.pdf



Permit G\_15551 Ext  
of Time.pdf



Permit G\_12998.pdf

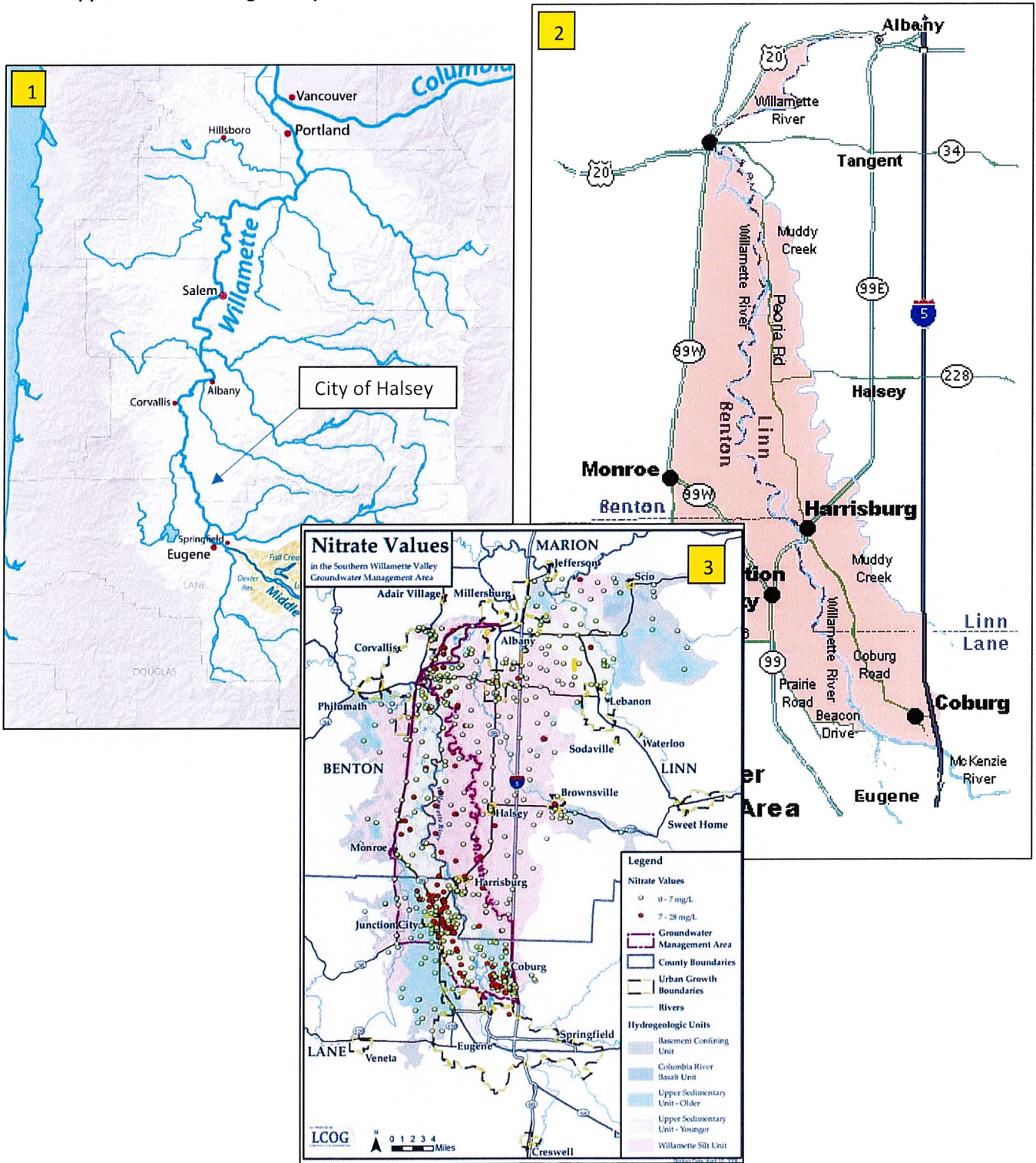


Permit G\_12998 Ext  
of Time.pdf



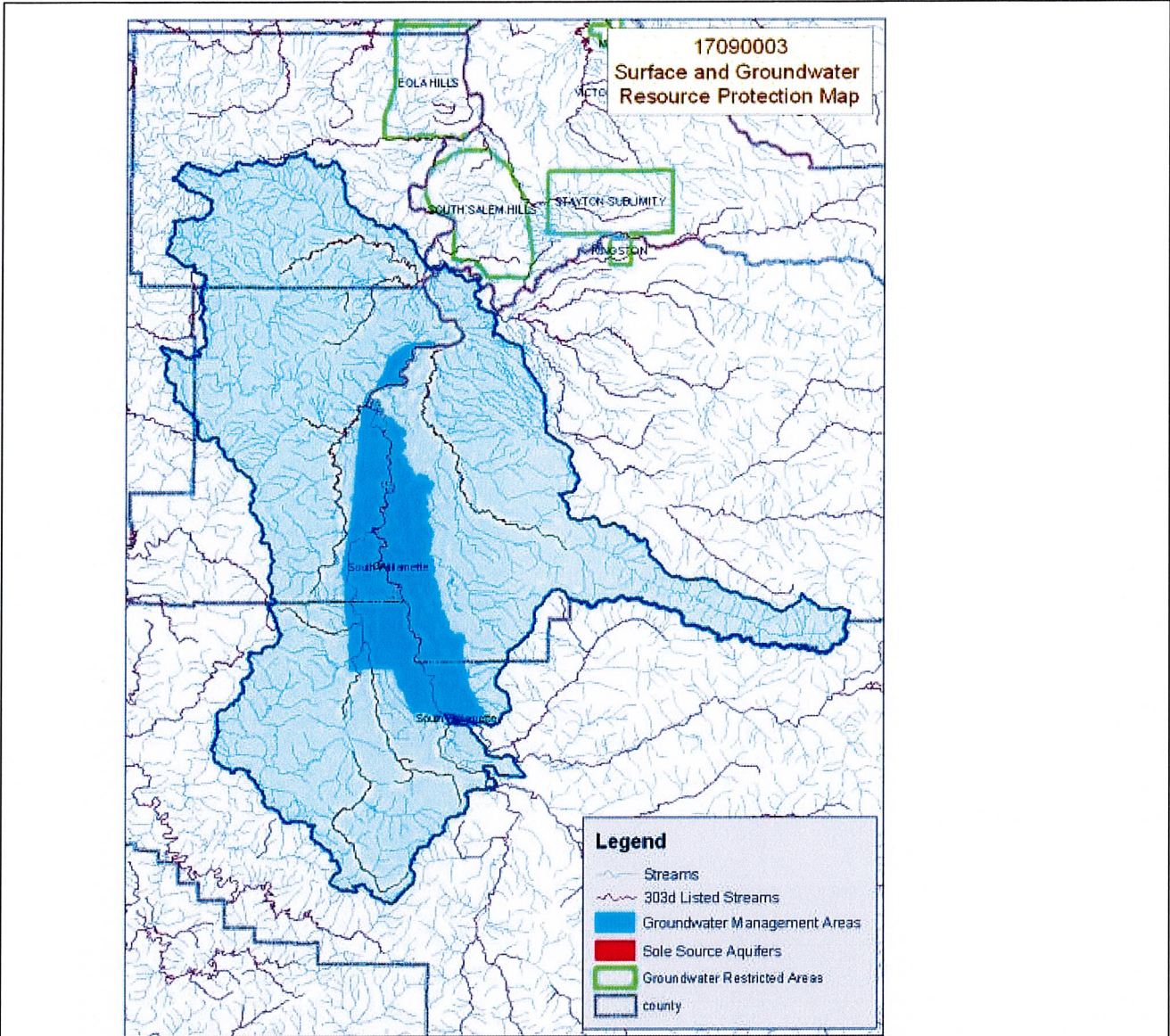


Appendix D – Endangered Species Information



- 1- [https://en.wikipedia.org/wiki/Willamette\\_River](https://en.wikipedia.org/wiki/Willamette_River)
- 2- <https://wellwater.oregonstate.edu/sswvwma>
- 3- [https://wellwater.oregonstate.edu/sites/wellwater.oregonstate.edu/files/gwma/workshop2010/rgi\\_nitrate\\_budget\\_reportfinal\\_0.pdf](https://wellwater.oregonstate.edu/sites/wellwater.oregonstate.edu/files/gwma/workshop2010/rgi_nitrate_budget_reportfinal_0.pdf)

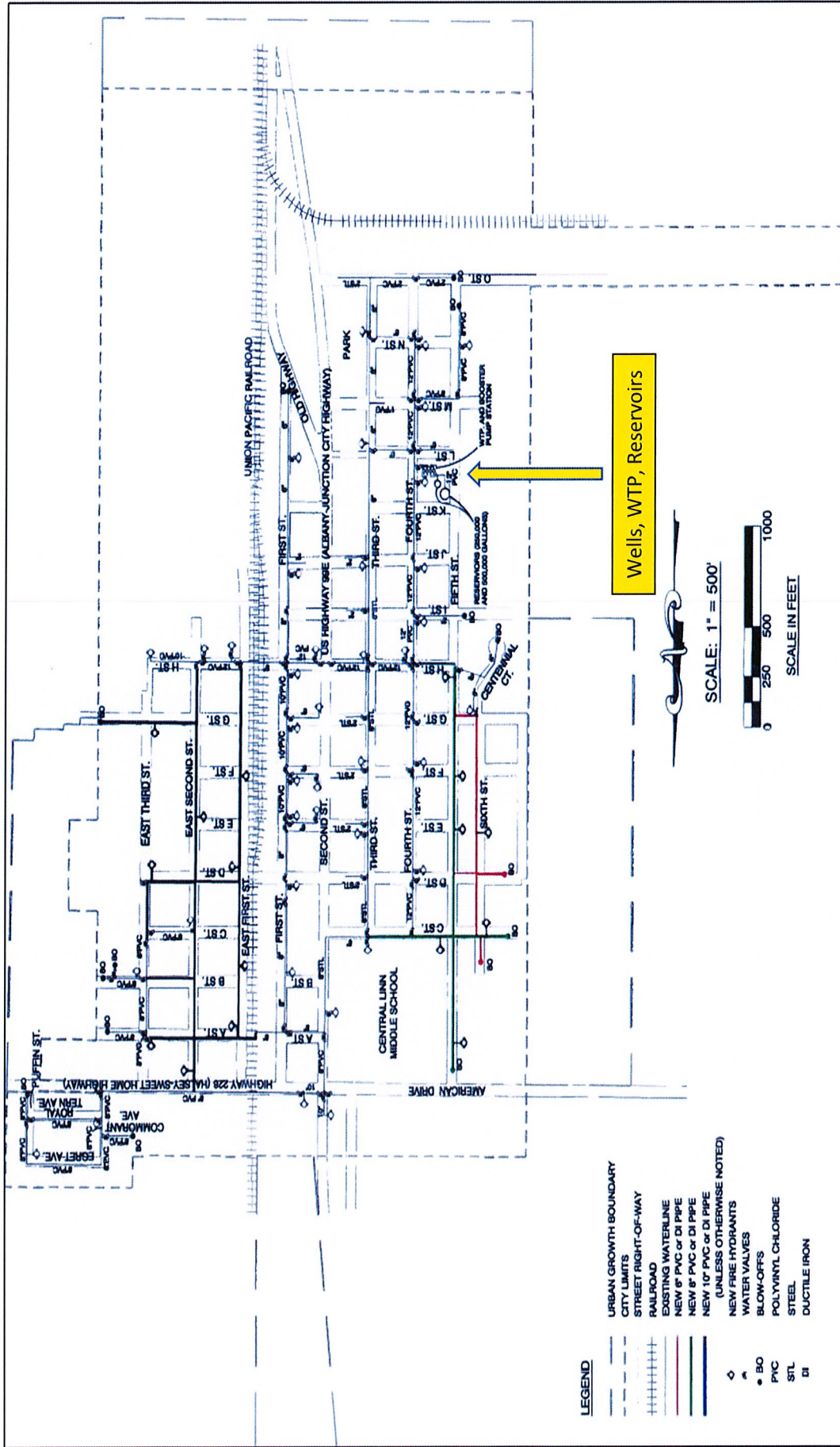




**Map Footnote <sup>117</sup>**

FEDERALLY LISTED THREATENED AND ENDANGERED SPECIES <sup>112</sup>	
<p><b>THREATENED SPECIES</b></p> <p><b>Mammals</b>- Canada lynx, Columbian white-tailed deer  <b>Birds</b> - Bald eagle, Northern spotted owl, Marbled murrelet  <b>Fish</b> - Coho salmon, Steelhead, Chinook salmon, Oregon chub, Bull trout  <b>Invertebrates</b> - Fender's blue butterfly, Oregon silverspot butterfly  <b>Plants</b> - Golden Indian paintbrush, Willamette daisy, Water howellia, Bradshaw's lomatium, Kincaid's lupine, Nelson's checker-mallow  <b>ESSENTIAL FISH HABITAT<sup>113</sup></b> - Chinook</p>	<p><b>CANDIDATE SPECIES</b></p> <p><b>Fish</b> - Steelhead  <b>Birds</b> - Yellow-billed cuckoo, Streaked horned lark  <b>Amphibians and Reptiles</b> - Oregon spotted frog  <b>Invertebrates</b>- Taylor's checkerspot  <b>PROPOSED SPECIES</b> - None</p>

Appendix E: Distribution Schematic Map









Appendix F: Water Rates



**CITY OF HALSEY**  
 PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-2522  
 FAX: (541) 369-2521  
 TTY: (800) 735-2900

**MEMO**

DATE: July 2020  
 TO: All Citizens  
 FROM: Hilary Norton, City Administrator  
 RE: UTILITY RATES – Effective July 1, 2020

\*\*\*\*\*

**WATER**

**Residential Use:**

0 - 3000 gallons	\$44.00
3001 - 7000 gallons	\$1.25/1000 gallons
7001 - 15000 gallons	\$1.75/1000 gallons
15000+ gallons	\$2.25/1000 gallons

**Commercial Use:**

Up to 4000 (base) gallons	\$44.00
4001+ gallons	\$2.00/1000 gallons

<b><u>Stormwater Drainage</u></b>	\$ 1.00
<b><u>Stormwater Pump Chg – Blue Heron</u></b>	\$ 6.00

**BACKFLOW DEVICE CHARGE** \$20.00  
 (Automatic charge to all accounts in October)

**SEWER**

**Residential Use**

Sewer Only	\$41.00
0 - 3000 gallons	\$37.00
3001 - 7000 gallons	\$41.00
7001 – 15000 gallons	\$46.00
15001+ gallons	\$51.00

**Commercial Use:**

1-2 Fixtures	\$37.00	9 Fixtures	\$59.00
3 Fixtures	\$41.00	10 Fixtures	\$61.00
4 Fixtures	\$45.00	11 Fixtures	\$63.00
5 Fixtures	\$49.00	12 Fixtures	\$65.00
6 Fixtures	\$53.00	13 Fixtures	\$67.00
7 Fixtures	\$55.00	14 Fixtures	\$69.00
8 Fixtures	\$57.00	15 Fixtures	\$71.00
		39 Fixtures	\$119.00

\*\*\*\*\*

- **BILLS WILL BE MAILED ON THE LAST DAY OF THE MONTH**
- **PAYMENT IS DUE ON THE 25<sup>TH</sup> OF THE FOLLOWING MONTH**

**DELINQUENT ACCOUNTS: Apply to both Water & Sewer**

- (1) Penalty Charge assessed if payment is not received on or before 5PM on the 5<sup>th</sup> of the month following the due date.....\$ 5.00 (per service)
- (2) Charge for 24-hour notice (15<sup>th</sup> of the month).....\$ 15.00
- (3) Turn Off/Turn On Fee (16<sup>th</sup> of the month).....\$ 25.00

**\*\*\*The City finds it necessary to enforce a strict payment policy on all delinquent accounts\*\*\***

Meters are read on the 26<sup>th</sup> of each month. Bills will be mailed on the last day of the month for the PRIOR month's usage. Payment is due on the 25<sup>th</sup> of the next month.



**City of Halsey  
Public Works**



**2019-2020**

INSIDE THIS ISSUE:

- ◆ Learn 25 things you can do to prevent water waste.
- ◆ Installing water-saving shower heads or flow restrictors can save 500-800 gallons water per month.
- ◆ Recycle coffee grounds—it makes excellent yard mulch.
- ◆ Water conservation saves you money and helps the environment.
- ◆ Conservation tips for:

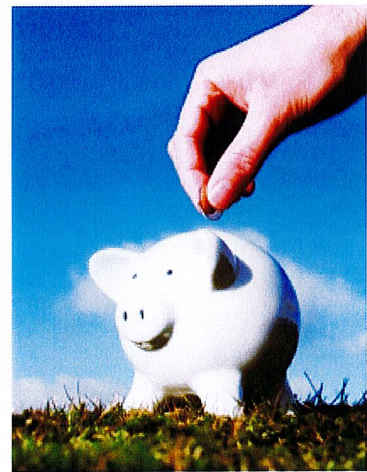
<b>Bathroom</b>	<b>2</b>
<b>Kitchen &amp; Laundry</b>	<b>2</b>
<b>Outside</b>	<b>3</b>
<b>Contact Info</b>	<b>4</b>

# Water Conservation Tips & Information

## Halsey Encourages Efficient Use of Water in our Community

The City of Halsey continues to implement programs to encourage efficient use of water within the community. City programs include regulatory and operation and maintenance alternatives which help reduce water consumption. These programs include but are not necessarily limited to:

- ◆ Create water rates based on meter size and amount of water used
- ◆ System wide “leak detection” surveys within the public right-of-way
- ◆ Monitoring water production and auditing water loss



Another way the City is promoting conservation is through this newsletter. Throughout this newsletter you will find useful information and tips on how you can conserve our most important natural resource at home.

For other useful tips and information including a helpful and free home water use audit visit the “Water—Use It Wisely” website at [www.wateruseitwisely.com](http://www.wateruseitwisely.com)

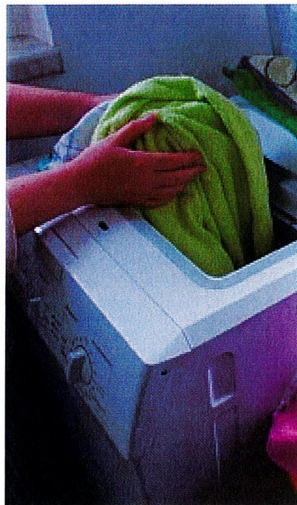
### Conservation efforts can save customers \$\$ in Halsey!

If a Residential customer with a 3/4” service meter in the City of Halsey typically using 8,000 gallons of water each month were able to implement conservation measures that helped them reduce their monthly usage to 7,000 gallons, that customer could expect to save about \$6.75 on their monthly water bill alone — **An \$81.00 ANNUAL SAVINGS.**

*(Illustration only. Actual dollar amounts saved via conservation measures will vary amongst customer meter size, classification, and methods incorporated)*

**WATER**  
USE LESS  
SAVE MORE

*Water is the most critical resource of our lifetime and our children's lifetime. The health of our waters is the principal measure of how we live on the land.*



Washing only full loads can save up to 800 gallons of water per month

## Nine things you can do to save water in the bathroom

1. **Check your toilets for leaks.** Put a little food coloring in your toilet tank. If, without flushing, the color begins to appear in the bowl, you have a leak that should be repaired immediately.
2. **Don't use the toilet as an ashtray or wastebasket.** Every time you flush a cigarette butt, facial tissue, or other small bits of trash, you waste 5—7 gallons of water.
3. **Put plastic bottles in your toilet tank.** To cut down on water waste, put an inch or two of sand or pebbles inside each of two plastic bottles to weigh them down. Fill them with water and put them in your toilet tank, safely away from operating mechanisms. In an average home, the bottles may displace and save ten or more gallons of water a day.
4. **Take shorter showers.** Limit your showers to the time it takes to soap up, wash down, and rinse off. This can save 5-10 gallons every unneeded minute.
5. **Install water-saving showerheads or flow restrictors.** Your local hardware stores stock inexpensive and easy to install fixtures.
6. **Take baths.** A bath in a partially filled tub uses less water than all but the shortest showers.
7. **Turn off the water after you wet your toothbrush.** There is no need to keep water pouring down the drain. Just rinse your brush and fill a glass for mouth rinsing.
8. **Rinse your razor in the sink.** Fill the bottom of the sink with a few inches of warm water. This rinses your blade just as well as running water—and is far less wasteful.
9. **Check faucets and pipes for leaks.** Even the smallest drip from a worn washer can waste 20 or more gallons a day. Large leaks can waste hundreds.

## Six things you can do to save water in the kitchen or laundry

1. **Use your automatic dishwasher only for full loads.**
2. **Use your automatic washing machine only for full loads.**
3. **If you wash dishes by hand, don't leave the water running for rinsing.** If you have two sinks, fill one with soapy water and one with rinse water. If you have only one sink, gather washed dishes in a dish rack, and rinse them with a spray device or a pan full of hot water.
4. **Don't let the faucet run while you clean vegetables.** Just rinse them in a stoppered sink or a pan of clean water.
5. **Keep a bottle of drinking water in the refrigerator.** Running tap water to cool it off for drinking water is wasteful.
6. **Check the faucets and pipes for leaks.** Leaks waste water 24 hours a day, seven days a week and often can be repaired with just an inexpensive washer. Slow, seeping leaks from a dishwasher can also damage cabinetry and floors.



## Ten things you can do to save water outside

1. **Water your lawn only when it needs it.** A good way to see if your lawn needs watering is to step on the grass. If it springs back up when you move, it doesn't need water. If it stays flat, fetch the sprinkler.

2. **Deep-soak your lawn.** When you do water, do it long enough for the moisture to soak down to the roots where it does the most good. A light sprinkling can evaporate quickly and tends to encourage shallow root systems.

3. **Water during the cool parts of the day.** Early morning generally is better than dusk because it helps prevent growth of fungus.

4. **Don't water the gutter.** Position your sprinkler so water lands on the lawn, not on paved areas. Also avoid watering on windy days.

5. **Plant drought resistant trees and plants.** Many beautiful trees and plants thrive with far less watering than other species.

6. **Use a broom, not a hose, to clean driveways and sidewalks.**

7. **Put a layer of mulch around trees and plants.** Mulch slows evaporation of moisture and discourages weed growth.

8. **Don't run the hose while washing your car.** Clean the car with a pail of soapy water. Use the hose just for rinsing.

9. **Tell your children not to play with the hose and sprinklers.**

10. **Check for leaks in pipes, hoses, faucets, and couplings.** Leaks outside the house may not seem as bad because they're not as visible. But they can be just as wasteful as leaks inside. Check frequently and keep them drip-free.

10. **Check the settings on your irrigation system.** Sometimes irrigation systems can be set by the installer for excessive periods. It's worth checking the frequency and duration of automatic irrigation and adjusting it as the season changes to conserve water — and to keep costs down.



Leaking water hoses can be as wasteful (and expensive) as leaks inside the building. They are also more likely to go unnoticed for a longer period of time.

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*Check in with the Energy Trust of Oregon, for Residential Incentives. Although their mission is energy conservation, some energy conservation also conserves water. So they sometimes have incentives or discounts on water efficient shower heads or low-flow attachments for faucets. They also have homeowner incentives for updating your water heater — which can help you save both water and power. You can reach them at [www.energytrust.org](http://www.energytrust.org) or at: 1-866-368-7878*



City of Halsey  
Water Department

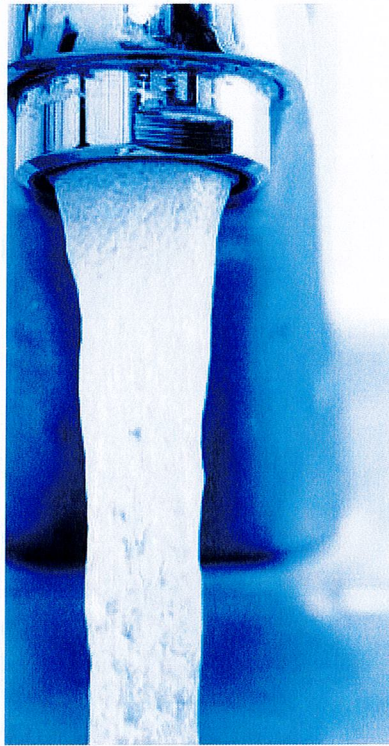


City Hall  
P.O. Box 10  
100 Halsey Street  
Halsey, OR 97348

Ph: (541) 369-2522  
Fx: (541) 369-2521

[cityrecorder@cityofhalsey.com](mailto:cityrecorder@cityofhalsey.com)

[www.cityofhalsey.com](http://www.cityofhalsey.com)



## Use water — but use it wisely

Fresh, clean drinking water is yours to use whenever you need it—but not to waste. It's too valuable. A little effort and a little common sense can make a big difference.

Following the tips in this newsletter can help save thousands of gallons of water every year in any household. That's right, thousands! So be alert. If you see water being wasted in your home, tighten up. If you see it being wasted anywhere else, speak up.

## At your service

*The City of Halsey, as operators of a Municipal Water System, is required to publish information that informs and promotes water conservation within the community. This newsletter is intended to help complete this mission and provide general tips on how consumers can be active participants in our local conservation measures.*

*We encourage individuals to share their comments on how this information has helped them conserve this important and vital natural resource. We also ask that ideas, tips, resources, or other conservation information not listed here be shared with us so we can provide it to the entire community.*

*Please feel free to contact our offices at 541-369-2522 with helpful suggestions on making this newsletter as informative as possible.*



**Appendix H:**

<b>Water Loss Control Activity Matrix</b>					
Water Audit		Apparent Loss Control		Real Loss Control	
Time	Activity	Time	Activity	Time	Activity
<b>Highlighted Task will be implemented over five-years</b>					
<b>S</b>	Top Down	<b>S</b>	Verify production meters for accuracy	<b>S</b>	Review past records <sup>1,2</sup>
					Target Range <15%
					Target Range <= 10%
<b>M</b>	Bottom Up	<b>S</b>	Flow chart customer billing	<b>S</b>	Customer Policy Leaks <sup>3</sup>
<b>Ongoing</b>		<b>S</b>	Meter Testing	<b>S</b>	Leak Detection <sup>4</sup>
		<b>PRIORITY</b>	Larger Meters		Initial Leak Detection
			Sample Residential Meters		
			<b>S</b>	Audit Billing	<b>S</b>
		<b>M</b>	Install Upgrade Production Meters	<b>S</b>	District Meter Area <sup>5</sup>
		<b>M</b>	Policy for Unauthorized Use	<b>M</b>	Create annual leak detection program
		<b>M</b>	Auto Meter Read Program Investigation	<b>M</b>	Leak Noise Detectors
		<b>L</b>	Install AMR/AMI System	<b>L</b>	Maintenance Information System
		<b>L</b>	New Billing System	<b>L</b>	Section Distribution System <sup>6</sup>
		<b>L</b>	Large Customer Meter Replacement	<b>L</b>	CIP for infrastructure <sup>7</sup>
S - short-term, M - medium-term, L - long-term					
1 - Maintenance records on line repairs, set target range compatible with existing, future resources					
2 - Volumes of leaks documented					
3 - Review billing software, policies for customer leaks, incentives to use less water					
4 - Annual leak detection, using acoustics, correlators,					
5 - Isolate area for one hour leak analysis					
6 - Develop District Management Areas - if feasible					
7 - Capital Improvement Plan for short term small projects -funded by rates					