

# Meeting Minutes

## Council Stewardship Subcommittee

Location: Council Chambers, 710 NW Wall Street

Date: July 31, 2025

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The meeting of the Council Stewardship Subcommittee was called to order at 1:07 p.m. on Thursday, July 31, 2025, in the City Council Chambers, 710 NW Wall Street, and online.

**1. Roll Call:** Councilor Megan Norris, Councilor Steve Platt, Councilor Mike Riley

**2. Approval of the May 29, 2025, Meeting Minutes**

Councilor Riley moved to approve the May 29, 2025, Stewardship Subcommittee Meeting Minutes.  
Councilor Norris seconded the motion.

The voice vote passed 3-0:

Yes: Norris, Platt, Riley

No: None

**3. Public Comment**

None

**4. Water Reclamation Facility (WRF) Facility Plan Update project**

Presentation by Engineering Associate Dade Pettinger and Principal Engineer Jason Suhr.

Suhr noted that staff are currently going through a master plan update to the City's collection system and that both the WRF Facility Plan and the Collections System Master Plan will come together in a synergized Capital Improvements Plan.

Suhr provided background on the current WRF Facility Plan, which was adopted in 2008. Suhr stated that as a best practice, facility plans should be updated every 5-10 years and an update was overdue.

Pettinger displayed the WRF vicinity map and described the water treatment process that occurs at the WRF.

Pettinger stated that the City contracted with Corollo Engineers in 2024 for this project. Pettinger identified the major contract scope items:

- Flow and loading projections for 2045



- Conduct an evaluation of existing structures, including condition assessment, resiliency, and energy conservation
- Consideration to current City strategic programs and policies
- Review of current and anticipated public health and environmental regulatory requirements

Pettinger clarified the meaning of resiliency, which is the City's ability to continue to address critical elements in case of a power or system failure.

Pettinger summarized the plan's deliverables:

- Develop a 20-year Capital Improvement Plan, coordinated with the concurrent Collection System Master Plan (CSMP) update.
- Updated WRF Plan
- Treatment Facility Public Facilities Plan

Councilor Riley asked how the projects identified in the plan will be funded.

Suhr responded that staff will develop a draft Capital Improvement Plan (CIP) for the mid-biennium budget adjustment. The CIP will be included in the overall financial modeling.

King confirmed that the City will aim to keep rates as affordable as possible.

Pettinger summarized the project's current status:

- Kick-off meeting occurred on November 21, 2024
- Completed flow and waste load projections
- Conducted a condition assessment, including energy management, by five disciplined engineers who reviewed over 1,200 assets on site and interviewed staff to assess and rank the assets based on conditions
- Conducting Environmental Regulatory Assessment, including the Department of Environmental Quality (DEQ)'s renewal of the City's Water Pollution Control Facility (WPCF) Permit, which will help establish the effluent limits that the City will need to meet over the next 10 years, and meeting with DEQ regarding known and future-known environmental regulations.
- Assessing liquid treatment process review, including effluent disposal methodology and recycled water
- Conducting solids treatment process review including digester cleanings and assessment, pumping and screening, and grit study

Pettinger shared current findings and recommendations:

- Effluent Disposal: Staff recommended maintaining the existing effluent disposal method, which is robust and reliable and safeguards the City for the long-term.
- Water Reuse: Staff recommended maintaining the existing reuse system and would like to see how the State of Oregon starts to encourage more water reuse before planning for potential expansion.
- Regional Hauled Water Program: This is currently managed by a third party, and the City would like a more permanent solution.

- Regulatory: The City is not anticipating any new or more stringent WPCF permit regulations, but this is contingent on DEQ's review of the City's Water Quality Assessment Report.
- Emerging Contaminants/PFAS: The City is currently monitoring contaminants, specifically PFAS. The State has not indicated plans to regulate contaminants, but the City is being proactive and is developing a PFAS response plan.
- Condition Assessment/Process Analysis: The Digestion Complex is severely lacking, lacks redundancy and reliability, and is in need of a fourth digester. A Secondary clarifier is needed for the secondary treatment process.

Pettinger outlined next steps:

- Refine and complete ongoing assessment and analysis
- Continue WPCF Permit renewal with DEQ
- Identify solutions and respective alternatives to address deficiencies, regulatory requirements, population growth demands, etc.
- Draft Capital Improvement Plan
- Draft Facility Plan

Pettinger identified near-term next steps:

- Hauled waste management: AgriCycle is the only outlet in Central Oregon capable of handling the current volume of waste, and the owners are planning on retiring. The City would like to become self-sufficient rather than rely on a third party for managing hauled waste, which includes septic cleanout, portable toilets, and fats, oils and grease from restaurant industry.
- Rehabilitation and replacement: Areas of the facility, which include original equipment, were identified in 2008 as needing to be rehabilitated, repaired or replaced. Some of the equipment has become obsolete and creates worker safety concerns.
- Digester complex: A fourth digester is needed.
- Secondary treatment: A secondary clarifier is needed.

Staff clarified that hauled waste management is self-sustaining. The fees paid by customers cover the costs of management.

Suhr noted that the CSMP update will not be as intensive as the WRF Facility Plan Update.

Pettinger summarized the project schedule:

- Current: develop plan, make conclusions, and finish up preliminary findings
- By end of 2025: develop solutions to be included in the development of the 20-year Capital Improvement Plan
- Spring 2026: bring WRF Facility Plan and Treatment Facility Public Facilities Plan to Council for adoption

Suhr discussed the public involvement schedule, which includes touchpoints with Council, the public, and DEQ.

## 5. Temporary Safe Stay Area (TSSA) Update

Presentation by Senior Program Manager for Houselessness Solutions Amy Fraley and Shelter Coordinator Brook O'Keefe.

Fraley shared the 2025 Point-in-Time count, which identified 1,001 people experiencing houselessness in Bend at a rate that remained relatively stable over the past two years. Bend has 550 shelter beds, 226 of which are low-barrier.

Fraley reviewed the timeline of the development of the TSSA, displayed an area map, and reminded Council of the pending closure date of December 31, 2026.

Fraley shared data from the TSSA dashboard, which is updated monthly. Fraley highlighted that there have been 22 transitions into housing and 194 clients served.

Fraley shared the population growth at the TSSA and attributed the growth to the closure of Bureau of Land Management (BLM), City of Bend and China Hat public lands to camping.

### TSSA Growth

- April 2025 – 75 camps/95 people
- May 2025 – 109 camps/139 people
- June 2025 – 136 camps/204 people
- July 2025 – 135 camps/213 people

Fraley noted that the TSSA was intended for RV camping only, but that people camping in tents are not asked to leave.

Fraley highlighted metrics on levels of engagement. Providers have engaged with 194 clients, which represents 91% of current campers. Fraley noted that this is far higher than the City's and service providers' original estimate of 50% engagement. Fraley felt this high level of engagement speaks to the exceptional skill of the service providers and the campers' desires to transition out.

O'Keefe shared information on the TSSA grantees including the grant amount awarded, what services they provide, and expenditures to date. O'Keefe stated that all grantees are on track to provide their services through December 31, 2026, and that some have secured additional funding.

O'Keefe shared that 11% of clients who have engaged in services have transitioned to shelter or more permanent housing. O'Keefe compared this to the transition rates of other City-supported housing and shelter programs, and noted that the differences in populations across the programs lead to varying transition rates. O'Keefe stated that a full spectrum of low-barrier, high-barrier and outreach services is needed to meet the needs of all clients experiencing houselessness.

Fraley and O'Keefe highlighted the high rate of transitions (71%) at Central Oregon Villages Temporary Outdoor Shelter.

O'Keefe and Fraley listed challenges and opportunities of the TSSA:

- More people are engaging in services than anticipated. Services providers remain on track to support clients through December 31, 2026, but providers are stretched thin.
- Funding challenges due to the increased population. Increased population leads to higher use of hygiene stations and increased need for trash services. The City is continuing to look for ways to fund those services.
- Interpersonal challenges caused by increased proximity due to population growth. Providers are helping residents navigate working with neighbors.
- Enforcement. The City's Health & Safety team has begun to issue notices to remedy, such as fire risk and excessive trash violations. Service providers are made aware of notices to remedy and help clients come into compliance.
- Lack of transition sites. A closure deadline of December 31, 2026, was established, but there are not adequate housing options for the TSSA residents to transition into.

City Manager Eric King clarified that the closure date aligned with the American Rescue Plan Act (ARPA) spending deadline and stated that service providers were funded through ARPA dollars.

Fraley clarified that she does not expect the service providers' expenditure rates to exceed funding, even in light of the population growth, as grantees' expenditures are very closely monitored and carefully spent and some grantees are receiving other sources of funding.

King added that while providers' costs may not exceed funding, costs associated with cleanup, which was funded through Juniper Ridge land sales, are expected to exceed the budget.

Councilor Platt expressed concern over exceeding the budget and sustaining funding.

Councilor Riley expressed concern over where people will go when the TSSA closes and asked what other solutions can be explored.

King noted that the budget was not built on an unlimited amount of increase. The goal was to work with the existing population, but due to the closure of China Hat, the population has increased beyond what was budgeted for.

Councilor Riley felt that a managed camp of some kind will be needed after the TSSA closure and suggested the City start to consider potential properties and associated costs.

Councilor Platt asked when the City expects to run out of funds.

King responded that the funds are expected to last through the 2025 calendar year but expects a budget adjustment will be required to go beyond 2025.

Norris asked if there are any potential properties for future sites, aside from the Gales property.

Fraley responded that due to recent legislation, State and Oregon Housing and Community Services (OHCS) funding could support existing programs, but would not provide large-scale support for new services or programs.

Councilor Riley asked for more information on the City's oversight activities with the grantees.

O’Keefe described the City’s oversight process, which includes meeting frequently with grantees and contractors. The City performed a risk assessment when grantees applied for funding, which informs the frequency of check-ins. Additional meetings among providers include case conferencing overseen by NeighborImpact, a provider bi-weekly check-in, and a quarterly meeting with the City and group of provider. The City meets with safe parking providers monthly or bi-weekly and meets with some of the newer organizations bi-weekly. The City reviews all invoices and receipts down to the penny and performs corrections with the providers. O’Keefe added that this level of oversight helps ensure compliance, as non-compliance could jeopardize funding. Additionally, the City is establishing a monitoring structure that includes reviewing all policies and procedures, financial reports, and ride-along for medium/high-risk contractors.

**6. Next Meeting – Thursday, September 25, 2025, 4-6 p.m.**

King shared the agenda for the next meeting, which will focus on the Invest Bend Plan and the TSSA.

Councilor Platt requested the TSSA service-side burn rate.

**7. Adjourned at 2:36 p.m.**

Respectfully Submitted,

Ashley Bontje, City Recorder



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