



CITY OF SILETZ

AGENDA

Meeting: City Council Work Session
Date: Monday, December 09, 2024
Time: 5:30 PM
Location: Council Chambers, City Hall

1. Call Meeting to Order and Establish a Quorum
2. Playground Update
3. City Park Walk- Donations
4. Sewer Rehabilitation Project Update
5. Audit Engagement Letter
6. The City Council may convene into an Open Session and act on any of the above work session agenda items in accordance with Oregon Public Meetings Laws
7. Adjournment

To Participate by Zoom:

Join Zoom Meeting

<https://zoom.us/j/92598376774?pwd=kDlCIyZvbnRQegsze1aAXppaxnb8.1>

Meeting ID: 925 9837 6774

Passcode: 164270

Dial by your location:

(346) 248 7799

Meeting ID: 925 9837 6774

.Passcode: 164270

Playground Update

City Park Walk- Donations

Sewer Rehabilitation Project Update



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

481 S. Main Street
Lebanon, Oregon 97355
(541) 405-4520
www.dyerpart.com

MEMORANDUM

DATE December 6, 2024
TO City of Siletz City Council
FROM Trish Rice, PE
PROJECT NAME Siletz WWTP Improvements Project
PROJECT NO. 133.24

This memorandum is a status report of the Wastewater Treatment Plant (WWTP) Improvements Project.

The WWTP Improvements Project includes three distinct projects that are being worked on concurrently: 1) Phase 1; 2) Wastewater Facilities Plan Amendment (WWFPA); and 3) Phase 2. City staff and Dyer's design staff meet weekly to discuss progress and ensure that the City's needs and expectations are met. The predominant focus is the Phase 1 project.

Phase 1 – Sequencing Batch Reactor (SBR), Screw Press Dewatering System, Non-Potable Water System, and possible Facultative Sludge Lagoon Conversion

The pre-design work of the dewatering system and SBR upgrades is nearing completion. Equipment sizing is complete and cost estimates were obtained from vendors. The dewatering system location has been finalized. A survey to quantify the stored sludge volume was conducted by a subcontractor and results are anticipated to be delivered this month. The pre-design report for the dewatering system is anticipated to be ready for submission to DEQ this month. Equipment procurement is scheduled for February/March 2025 following DEQ approval of the pre-design report. Construction bidding is scheduled for summer 2025 and construction in 2026.

Cost estimates for the SBR upgrades and dewatering system came in higher than expected at \$4.6-4.9M which exceeds the City's currently secured \$4M allotment. The projected cash flow for the current project scope also indicates that about half of the SB1530 funds are estimated be spent by June 30, 2025. Dyer and City staff are evaluating possible solutions including re-scoping Phase 1 and pursuing additional funding sources. It is recommended that the City request legislative extension of the SB1530 expenditure deadline. Approval is not guaranteed, so every effort is being made to optimize use of the SB1530 funds this fiscal year.

The task order for Phase 1 design is awaiting confirmation from Business Oregon on sludge removal eligibility and Phase 1 scoping/funding solutions. These items are critical and time sensitive to the City's legislative funds.

Wastewater Facilities Plan Amendment (WWFPA)

This project is a requirement to apply for funding for Phase 2 construction. The WWFPA is funded by a \$100k planning grant from DEQ. The project team is also pursuing a technical assistance grant through Business Oregon. Work is in progress with anticipated completion by summer of 2025. Plant flow rates, service population forecast, and current operational needs have been identified. Collection system rehabilitation work has been identified to reduce peak flow rates. Current vendor pricing on equipment is being obtained.

The WWFPA task order was sent to City for review and approval November 1, 2024 and is awaiting City approval/comment.

Phase 2 - Environmental Assessment

This project is fundable by the \$100k planning grant from DEQ and/or CTSI's contributed \$1M ARPA funds. Work is anticipated to be concurrent with Phase 1 and the WWFPA. Phase 2 construction is anticipated to occur in 2027-2028.

The Environmental Assessment task order is in development.

December 4, 2024

Audit Engagement Letter

November 9, 2024

To the City Council and Management
City of Siletz
Siletz, Oregon

We are engaged to audit the financial statements of the governmental activities, the business-type activities, and each major fund of the City of Siletz, for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 26, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Management's Discussion and Analysis, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

The General and Major Special Revenue Funds' Schedules of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual are required by GAAP and will be subject to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

We have been engaged to report on the combining statements and individual fund schedules which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

- Management override of controls
- Improper revenue recognition
- Fraud risks related to asset misappropriation
- Risks of noncompliance with Oregon Revised Statutes

We expect to begin year end fieldwork the week of November 11, 2024. We expect to issue our report no later than January 31, 2025. Jessica Luther-Haynes is the senior manager in charge of client services and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the City Council and management of City of Siletz, Oregon and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Aldrich CPAs + Advisors LLP

The City Council may convene into
an Open Session and act on any
of the above work session agenda
items in accordance with Oregon
Public Meetings Laws

Adjournment