

**CITY COUNCIL MONTHLY MEETING CALENDAR**

**June-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 <i>Ford Leadership</i>
2 Red Cross Blood Drive 11am - 4pm	3 Planning Comm 7pm	4	5 RWPC-CB 7pm Rural Fire Bd 8pm	6 Employee Bkft-7am Fire Stat EDC Noon Friends of Fernhill 7pm	7 FGS&CC 1st Friday Dinner	8
9	10 CITY COUNCIL 6:00 PM - EXECUTIVE SESSION (CM Eval) 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	11 Library 6:30pm	12 Municipal Court RWPC-CTC 1:30pm MPAC 5pm	13 PAC 5pm	14 JWC Noon - TBA	15
16	17 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	18 ODF Mtg 8am - Comm Aud	19 P&R 7am CFC 5:15pm CWAC 5:30pm	20 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	21 LOC Board Mtg	22
23	24 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	25 HLB 7:15pm	26 Municipal Court PSAC 7:30am MPAC 5pm	27 WEA Bkft Forum 7:30 am Sustainability 5:30pm	28	29 Police Open House Neighborhood Watch 9am - Comm Aud
30		<i>Mayor out June 25 - July 5</i>				
		<i>Johnston out June 25 - July 31</i>				

**July-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Planning Commission 7pm	2	3 Rural Fire Bd 8pm	4 CITY OFFICES CLOSED Fireworks - Tom McCall 7pm	5 FGS&CC 1st Friday Dinner	6
7	8 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	9 Library 6:30pm	10 Municipal Court MPAC 5pm	11 Notary Training Seminar 1pm-4pm-Comm Aud (No Cost) EDC Noon PAC 5pm	12 JWC Noon	13
		<i>City Managers Association Summer Conference - Bend</i>				
14	15 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	16	17 P&R 7am CFC 5:15pm CWAC 5:30pm	18 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	19	20
21 Rotary Concours Pacific Univ.	22 NO CITY COUNCIL MEETING	23 HLB 7:15pm	24 Municipal Court PSAC 7:30am MPAC 5pm	25 WEA Bkft Forum 7:30 am Sustainability 5:30pm	26	27
28	29	30	31	<i>Oregon Mayors Association Summer Conference - Corvallis</i>		
		<i>Johnston returns</i>				

**August-13**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 EDC - No Mtg	2 FGS&CC 1st Friday Dinner	3
4	5 Planning Comm 7pm	6	7 Municipal Court Rural Fire Bd 8pm	8 PAC 5pm	9	10
11	12 CITY COUNCIL 7:00 PM - REGULAR MEETING COMMUNITY AUDITORIUM	13 Library 6:30pm	14 MPAC 5pm	15 Fernhill Wetlands 5pm CCI 5:30pm Dairy Creek Food Web 7:30pm	16	17
18	19 Chamber Luncheon - Noon FGSC Bd Mtg 6:30pm Planning Comm 7pm	20	21 Municipal Court P&R 7am CFC 5:15pm CWAC 5:30pm	22 Sustainability 5:30pm WEA Bkft Forum 7:30 am	23	24
25	26 NO CITY COUNCIL MEETING	27 HLB 7:15pm	28 PSAC 7:30am MPAC - No Mtg	29	30	31



# FOREST GROVE CITY COUNCIL

## Monday, June 10, 2013

### Meeting Agenda

6:00 PM – Executive Session (City Manager Evaluation)  
7:00 PM – Regular Meeting

Community Auditorium  
1915 Main Street  
Forest Grove, OR 97116

Forest Grove City Council Meetings are televised live by Tualatin Valley Community Television (TVCTV) Government Access Programming, Ch 30. To obtain the programming schedule, please contact TVCTV at 503.629.8534 or visit <http://www.tvctv.org/government-programming/government-meetings/forest-grove>.

PETER B. TRUAX, MAYOR

Thomas L. Johnston, Council President  
Richard G. Kidd III  
Victoria J. Lowe

Camille Miller  
Ronald C. Thompson  
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ Public Hearings – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ Citizen Communications – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

Mayor Peter Truax

**6:00**

**EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC.**  
 Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

The City Council will convene in the Community Auditorium – Conference Room to hold the following executive session(s):

In accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the City Manager.

**7:00**

1. **REGULAR MEETING:** Roll Call and Pledge of Allegiance
2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Council on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
3. **CONSENT AGENDA:** See Page 4
4. **ADDITIONS/DELETIONS:**
5. **PRESENTATIONS:** None.

Paul Downey, Administrative Services Director  
 Susan Cole, Administration Services Assistant Director

**7:10**

6. **PUBLIC HEARING AND RESOLUTION NO. 2013-34 SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2013, REPEALING RESOLUTION NO. 2012-33, AND REPEALING THE TOURIST-ORIENTED SIGN FEE ESTABLISHED BY RESOLUTION NO. 2011-71**

Rob Foster, Public Works Director  
 Susan Cole, Administrative Services Assistant Director  
 Paul Downey, Administrative Services Director

**7:15**

7. **PUBLIC HEARING AND RESOLUTION NO. 2013-35 FIXING WATER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-34**

Rob Foster, Public Works Director  
 Paul Downey, Administrative Services Director  
 Susan Cole, Administrative Services Assistant Director

**7:20**

8. **PUBLIC HEARING AND RESOLUTION NO. 2013-36 INCREASING SANITARY SEWER RATES FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-48**

- |   |      |   |
|---|------|---|
| Rob Foster<br>Public Works Director<br>Paul Downey<br>Administrative Services Director<br>Susan Cole<br>Administrative Services<br>Assistant Director | 7:25 | 9. <b><u>RESOLUTION NO. 2013-37 ESTABLISHING CERTAIN CLEAN WATER SERVICES UTILITY RATES AND CHARGES (Sanitary Sewer, Surface Water Management, and Sewer System Development Charges) FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-49</u></b> |
| Rob Foster<br>Public Works Director<br>Susan Cole, Administrative<br>Services Assistant Director  | 7:30 | 10. <b><u>RESOLUTION NO. 2013-38 ADOPTING THE CITY OF FOREST GROVE 2013 WATERSHED STEWARDSHIP MANAGEMENT PLAN UPDATE</u></b>  |
| Tom Gamble<br>Parks and Recreation Director<br>Paul Downey, Administrative<br>Services Director   | 7:40 | 11. <b><u>RESOLUTION NO. 2013-39 AUTHORIZING PURCHASE OF PROPERTY FOR FUTURE PARK FACILITIES KNOWN AS THE SAUCY PROPERTY, LOCATED AT 14<sup>TH</sup> AVENUE AND BIRCH STREET</u></b>  |
| Jeff King, Economic<br>Development Coordinator  | 7:50 | 12. <b><u>RESOLUTION NO. 2013-40 AUTHORIZING EXTENDING BUSINESS INCENTIVE PROGRAM FOR TWELVE MONTHS, AND REESTABLISHING THE PROGRAM REQUIREMENTS</u></b>  |
| Paul Downey,<br>Administrative Services Director  | 8:00 | 13. <b><u>RESOLUTION NO. 2013-41 OF THE CITY OF FOREST GROVE , OREGON, AUTHORIZING FULL FAITH AND CREDIT BORROWINGS TO REFINANCE OUTSTANDING OBLIGATIONS OF THE CITY</u></b>  |
| Michael Sykes, City Manager   | 8:15 | 14. <b><u>CITY MANAGER'S REPORT:</u></b>  |
|   | 8:30 | 15. <b><u>COUNCIL COMMUNICATIONS:</u></b>   |
|   | 8:45 | 16. <b><u>ADJOURNMENT</u></b>   |

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3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).
- A. Approve Executive Session (Labor Negotiations) Meeting Minutes of May 28, 2013.
  - B. Approve Executive Session (City Manager Evaluation) Meeting Minutes of May 28, 2013.
  - C. Approve Work Session (Proposed Street Light Fee and CIP Excise Tax) Meeting Minutes of May 28, 2013.
  - D. Approve City Council Regular Meeting Minutes of May 28, 2013.
  - E. Accept Historic Landmarks Board Meeting Minutes of April 23, 2013.
  - F. Accept Library Commission Meeting Minutes of April 9, 2013.
  - G. Community Development Department Monthly Building Activity Informational Report for May 2013.
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**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(I) CITY MANAGER EVALUATION  
MAY 28, 2013 – 5:45 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 6:25 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(I) to review and evaluate the employment-related performance of the City Manager.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:33 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL EXECUTIVE SESSION  
ORS 192.660(2)(D) LABOR NEGOTIATIONS  
MAY 28, 2013 – 5:30 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Executive Session to order at 5:34 p.m. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Richard Kidd and Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; Brenda Camilli, Human Resources Manager; and Anna Ruggles, City Recorder.

**2. EXECUTIVE SESSION:**

The City Council met in Executive Session in accordance with:

ORS 192.660(2)(D) to conduct deliberations with person designated by the governing body to carry on labor negotiations.

**3. ADJOURNMENT**

Mayor Truax adjourned the Executive Session at 6:24 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE CITY COUNCIL WORK SESSION  
(PROPOSED STREET LIGHT FEE AND CIP EXCISE TAX  
MAY 28, 2013 – 6:15 P.M.  
COMMUNITY AUDITORIUM – CONFERENCE ROOM  
PAGE 1**

*Minutes are unofficial until approved by the Council.*

**1. ROLL CALL:**

Mayor Peter Truax called the Work Session to order at 6:34 p.m. **ROLL CALL:**  
**COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd (arrived at 6:50 p.m.); Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Rob Foster, Public Works Director; Susan Cole, Administrative Services Assistant Director; and Anna Ruggles, City Recorder.

**2. WORK SESSION: PROPOSED STREET LIGHT FEE**

Downey, Foster, Cole, and Sykes facilitated the above-noted work session, noting the purpose of the work session was to discuss with Council if the City should consider implementing a new Street Light Fee of \$1.50 per month to help offset costs to continue administering the annual street overlay program. Staff reported currently, the City utilizes State gas tax revenues to fund electricity and maintenance of street lights, costing the City approximately \$150,000 per year, which is allocated from the Street Fund. Staff indicated the State gas tax revenue continues to decline, while expenditures for labor, materials and services to maintain the City's streets have increased by approximately \$204,000 between fiscal years 2007-08 and 2012-13. Staff highlighted background information as outlined in the staff report, pertaining to Street Fund revenues, expenditures, and capital improvement projects, noting revenues continue to decrease due to many factors, including recession, high gas prices, and fuel efficient vehicles. Staff advised the Street Fund has reached a financial point where the Street Fund will be unable to continue funding the annual street overlay program unless a new revenue source is implemented. Staff referenced Table 1 of the staff report illustrating the City's street maintenance projections, noting staff estimates that \$389,000 is needed annually to maintain the street overlay program; however, projections show the Street Fund will only be able to dedicate approximately \$100,000 annually to the street overlay program. Staff referenced Table 2 and Table 3, which graphically illustrated pavement preservation concept and pavement condition index to the point of deterioration, noting the graph illustrates that preventive maintenance needs to occur annually in order to avoid more expensive reconstruction costs in the future. In conclusion of the above-noted staff report, staff asked for

**FOREST GROVE CITY COUNCIL WORK SESSION  
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Council approval to proceed with implementing a new Street Light Fee of \$1.50 per month, which is estimated to bring in the \$150,000 per year needed to fund street lights, noting by assessing the new Street Light Fee, it will allow the street overlay program to allocate approximately \$250,000 annually, which would help bridge the gap that is necessary to provide adequate funding to maintain the program annually.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed and reviewed the proposed new Street Light Fee of \$1.50 per month to pay for electricity and maintenance of street lights. Downey, Foster, Cole, and Sykes responded to various inquiries, concerns and scenarios Council presented pertaining to the proposed Street Light Fee, noting the Street Light Fee would be assessed through utility billing, and if the City does implement the new Street Light Fee in Fiscal 2013-14, the street overlay program would be enhanced in Fiscal Year 2014-15, because the City would have to collect the new fee for a year before the funds would be available to pay for the street overlay program. Staff noted other resources would come from suspending other one-time capital projects and overall savings in the Street Fund. Foster commented that other cities are turning off street lights to reduce costs. In conclusion of the above-noted discussion, staff explained the next steps would be to review the proposed fee concept with the City Attorney and draft a proposed resolution, to which Council collectively concurred proceeding with a proposed resolution for Council consideration at a later date.

Lowe voiced concern pertaining to the overall stability of revenues from the State gas tax, noting citizens want a full-service city, which means no potholes or rutted roads.

Miller commented on the importance of ensuring funding is secured within each department.

In response to Council President Johnston's inquiry pertaining to maintenance of alleyways, Foster advised it is the homeowners' responsibility to maintain the alleyway, noting at this time, staff is focusing only on securing funding for the street overlay program.

Thompson commented on the importance of funding street lights separately

**FOREST GROVE CITY COUNCIL WORK SESSION  
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from the Street Fund.

Mayor Truax commented he likes the idea of transparency so that taxpayers know exactly what their money is funding.

**WORK SESSION: PROPOSED CAPITAL IMPROVEMENT PROJECTS (CIP) EXCISE TAX**

Downey, Cole, and Sykes facilitated the above-noted work session, noting the purpose of the work session was to discuss with Council if the City should consider increasing the CIP Excise Tax in order to maintain adequate funding levels for replacement of fire apparatus and police vehicles. Staff highlighted background information pertaining to the CIP Excise Tax as outlined in the staff report, noting the CIP Excise Tax was established in 1990 to specifically fund public safety (90 percent) and general capital projects (10 percent). Staff reported the current rate is \$2.00 per month for residential customers; \$5.00 per month for commercial-single phase; and \$10.00 per month of all others, noting the City expects to collect approximately \$219,200 in revenue from the CIP Excise Tax in Fiscal Year 2012-13. Staff indicated it has been the City's practice to accumulate the CIP Excise Tax revenue and pay-as-you-go to purchase replacement police vehicles and fire apparatus. Staff advised the CIP fund currently meets the public safety replacement needs for the next few years; however, by Fiscal Year 2019-20, funds in the Fire Equipment Replacement Fund (FERF) will be depleted as illustrated in Attachment B of the staff report. Staff referenced Attachment A of the staff report showing the current funding and additional funding required in order to accumulate funds to meet the purchasing schedule, noting Attachment A shows a proposed increase of \$0.80 per month for residential property; \$2.00 per month increase for commercial-single phase; and \$4.00 per month increase for all others, which would generate approximately \$90,000 per year. Staff pointed out the above-noted proposed increase does not address other replacement needs, such as portable radios and mobile data consoles, which need to be replaced periodically. Staff referenced Attachment B of the staff report showing that by Fiscal Year 2019-20 funds for FERF will be depleted, noting the City has two options to consider in order to fund future fire apparatus: 1) defer the issue to when the funds are depleted, at which time, a capital levy to purchase equipment would be needed, or 2) continue the pay-as-you-go funding accumulation and increase the CIP Excise Tax so the funds are available when needed. In addition, staff referenced Attachment C of the staff report showing

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funding levels necessary to be able to purchase fire apparatus through Fiscal Year 2025-26 and referenced Attachment D of the staff report showing the funding levels required for funding police vehicles through Fiscal Year 2025-26.

In conclusion of the above-noted staff report, Downey and Cole asked for Council direction of increasing the CIP Excise Tax rate, and if the increase should be implemented all at once or phased in over a two-or three-year period and/or should the proposed CIP Excise Tax be increased slightly more to fund replacement costs for police and fire-related equipment as mentioned above. In addition, staff distributed a copy of a report titled "Utility Billing Impact", which showed all the proposed rate increases for Fiscal Year 2013-14, noting the proposed rate increases include water (8 percent), sanitary sewer (3 percent), surface water management (7.70 percent), street light fee (new), and CIP Excise Tax (25 percent), totaling approximately \$6.05 monthly increase for an average residential customer.

**Council Discussion:**

Mayor Truax opened the floor and roundtable discussion ensued as Council and staff discussed the above-noted proposed CIP Excise Tax rate increase and whether the City should phase in the tax over a two-or three-year period. Downey, Cole, and Sykes responded to various inquiries, concerns and scenarios Council presented pertaining to CIP Excise Tax revenue and the replacement schedule for fire apparatus, police vehicles and related equipment, noting staff estimated the proposed rate increase by using a two percent inflation rate for fire apparatus and police vehicles. In conclusion of the above-noted discussion, Council collectively concurred increasing the CIP Excise Tax for residential by \$1.00 (instead of \$0.80) and phasing in this rate increase by \$0.80 in the first year and \$0.20 in the second year in order to allow additional funding for police and fire-related equipment and increasing the other rates proportionally.

Council President Johnston commented he likes the idea of paying for police and fire-related equipment from the CIP Excise Tax instead of having to request a budget increase.

Mayor Truax commented the CIP Excise Tax offers a level of transparency so that taxpayers know exactly what their money is funding.

Kidd arrived at 6:50 p.m.

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Council took no formal action nor made any formal decisions during the above-noted work session.

**3. ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:55 p.m.

Respectfully submitted,

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Anna D. Ruggles, CMC, City Recorder

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MAY 28, 2013 – 7:00 P.M.  
COMMUNITY AUDITORIUM  
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*Minutes are unofficial until approved by Council.*

1. **ROLL CALL:**  
Mayor Peter Truax called the regular City Council to order at 7:04 p.m. and led the Pledge of Allegiance. **ROLL CALL: COUNCIL PRESENT:** Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Mayor Peter Truax. **COUNCIL ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Susan Cole, Administrative Services Assistant Director; Brenda Camilli, Human Resources Manager; George Cress, Light and Power Director; Rob Foster, Public Works Director; Sue Hudson-Rau, Municipal Court Coordinator; Michael Kinkade, Fire Chief (in the audience); Janie Schutz, Police Chief (in the audience); Derek Robbins, Civil Engineer (in the audience); Richard Matzke, Engineering Supervisor (in the audience); and Anna Ruggles, City Recorder.

1. A. **ERIC G. STEWART AWARD PRESENTATION:**  
Neil Poulsen, Historic Landmarks Board (HLB) Chair, and HLB board members present, presented the “2013 Eric G. Stewart Award”, named after a local historian and archivist, to City Council in recognition of their outstanding service and decades of support to historic preservation in Forest Grove. Poulsen indicated none of the historic preservation would have occurred had it not been for Council’s vision of the importance of Forest Grove’s history and support of the designations of National Historic Districts as well as recognition of other historic landmarks, noting HLB finds it is appropriate that Council be presented this year’s award for their ongoing support and encouragement. Mayor Truax accepted the award on behalf of Council, noting the historic preservation efforts would not have been possible without the work and dedication of HLB and Friends of Historic Forest Grove.

2. **CITIZEN COMMUNICATIONS:** None.

3. **CONSENT AGENDA:** Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Council members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any

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item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda item(s).

- A. Approve City Council Work Session (B&C Interview) Meeting Minutes of May 13, 2013.
- B. Approve City Council Executive Session (Real Property) Meeting Minutes of May 13, 2013.
- C. Approve City Council Work Session (Times Litho Financing Options and Business Incentives) Work Session of May 13, 2013.
- D. Approve City Council Regular Meeting Minutes of May 13, 2013.
- E. Accept Community Forestry Commission (CFC) Meeting Minutes of April 17, 2013.
- F. Accept Economic Development Commission (EDC) Meeting Minutes of December 6, 2012, January 10, February 7, and March 7, 2013.
- G. Accept Parks and Recreation Commission (P&R) Meeting Minutes of April 17, 2013.
- H. Accept Planning Commission Meeting Minutes of April 15, 2013.
- I. Accept Resignation on Committee for Citizen Involvement (Howard Sullivan, Term Expiring December 31, 2014).
- J. Accept Resignation on Committee for Citizen Involvement (Kristy Kottkey, Term Expiring December 2013).
- K. Library Department Monthly Circulation Statistics Report for May 2013.
- L. Endorse New Liquor License Application (Wine-Processing Not Open to the Public) for Wessels Family Honey, LLC, 2331 23<sup>rd</sup> Avenue (Applicant: Josef Wessels).
- M. **RESOLUTION NO. 2013-29 MAKING APPOINTMENT TO HISTORIC LANDMARKS BOARD (APPOINTING BRYAN E. CORKE, TERM EXPIRING DECEMBER 31, 2014).**

**MOTION:** Councilor Lowe moved, seconded by Councilor Kidd, to approve the Consent Agenda as presented. **ABSENT:** Councilor Elena Uhing. **MOTION CARRIED 6-0 by voice vote.**

4. **ADDITIONS/DELETIONS:** None.

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**5. PRESENTATIONS:**

**5. A. Electrical Systems Master Plan:**

Cress introduced Michael Beanland, TriAxis Engineering, who presented a PowerPoint presentation outlining the Electric Systems Master Plan Update, noting the City hired, pursuant to a Request for Proposal, Tri-Axis Engineering to conduct a comprehensive study to develop a long-range master plan for replacing and upgrading the City's substation facilities in order to extend the life of the systems and provide additional capacity for future growth. Cress reported TriAxis reviewed historical data regarding the existing facilities and based on the findings of the study, the estimated remaining life of the City's electrical system, using 40 years of transformers, 30 years of circuit breakers, and 20 years of voltage regulators (referenced in Attachment 1 of the staff report), indicates three of the transformers have reached the end of usable lifecycle and several feed breakers are due for replacement. Cress referenced Attachment 2 and 3 of the staff report, which outlined estimated costs for the transformer replacements and other substation equipment upgrades, noting commencing Fiscal Year 2013-14, Light and Power Department will include cash flow projections over a six-year period for substation upgrades, estimated to cost the City in the range of \$5 to \$6 million. Cress advised the cost information and future cost-of-service study will be used in evaluating the City's financing options. In conclusion of the above-noted presentation, Cress and Beanland addressed various inquiries, concerns, and scenarios Council presented pertaining to defining Light and Power service areas, ability to handle future load expansion, and future need for a new substation, noting the City's existing system has significant excess capacity as well as the proposed upgrades will add additional capacity projected for 40-year growth.

**5. B. Infrastructure (Annexation) Open House Results:**

Foster presented a PowerPoint presentation highlighting the information received from property owners who attended the open houses, noting the first open house was held April 9, 2013, and addressed the areas around 26<sup>th</sup> Avenue, Hawthorne Street, and Firwood Lane. Invitations were sent to 67 properties and 22 people attended the first open house. The second open house was held April 23, 2013, and addressed the areas around Willamina Avenue, Raymond Street, Thatcher Road, and Gales Creek Road. Invitations were sent to 72 properties and 17 people attended the second open house. Foster reported at both open houses, staff provided

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basic information on street and sewer improvements for each area and provided information on the types of funding resources that might be available as outlined in the staff report. Foster reported at both open houses, a questionnaire was distributed to determine the level of interest in funding improvements, noting the results of the questionnaire only represent the responses of those who took time to submit the questionnaire. In addition, Foster addressed various inquiries, concerns, and scenarios Council presented pertaining to the City's standard street designs, dedication of rights-of-way, traffic circulation, street projects falling further down the list due to funding needed for roadway jurisdictional transfer, and reviewed summary of the feedback heard during the open houses. In conclusion of the above-noted discussion, Foster advised the next steps are for staff to develop specific costs for the improvements identified in the questionnaire and for staff to meet with the County to develop specific details for partial road jurisdictional transfer, noting staff will schedule a future work session with Council to review and discuss findings, to which Council collectively concurred.

5. C. Quarterly Financial Report for Period Ending March 31, 2013:  
Cole and Downey presented a PowerPoint presentation outlining the quarterly financial report ending March 31, 2013, noting this is the third quarter of the City's fiscal year ending June 30, 2013. Cole explained the first part of the report is a graphical representation of the quarterly status of the City's major operating departments and funds; the second part of the report contains comments on other funds where material events have or are projected to occur; and the third part of the report is the line item detail, noting the actual revenues received or expenditures disbursed through the end of the quarter are compared to the quarterly budget allotment and expressed in the detail report as both a dollar variance and percent variance. In conclusion of the above-noted presentation Cole highlighted the graphs pertaining to the General Fund, Building Services Fund, Information Systems Fund, Light Fund, Street Fund, Sewer Fund, Water Fund, Surface Water Management Fund, and Equipment Fund, noting both revenues and expenditures in the General Fund are exceeding quarterly allotment as outlined in the staff report.

6. **RESOLUTION NO. 2013-30 APPOINTING ANNE E. TRACEY AS  
MUNICIPAL JUDGE PRO TEM FOR THE CITY OF FOREST GROVE**

Staff Report:

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
MAY 28, 2013 – 7:00 P.M.  
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Downey, Cole and Hudson-Rau presented the above-proposed resolution for Council consideration and introduced Anne Tracey, noting the proposed resolution is appointing Anne Tracey as Municipal Judge Pro-Tem, effective June 1, 2013. Cole reported the City of Forest Grove assumed the operations of Cornelius Municipal Court, effective March 5, 2013, noting Tracey is currently the Judge Pro-Tem for Cornelius, and pursuant to the terms of Intergovernmental Agreement, each City must appoint each other's Judge Pro-Tem.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-30.

**MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt Resolution No. 2013-30 Appointing Anne E. Tracey as Municipal Judge Pro Tem for the City of Forest Grove.**

**Council Discussion:**

In response to Lowe's inquiry pertaining to the role of a Judge Pro-Tem, Tracey explained the Judge Pro-Tem performs the functions and duties in the absence of the Municipal Judge. Cole advised the fiscal impact is minimal as the Judge Pro-Tem only holds court when the Municipal Judge is absent which rarely occurs.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Elena Uhing. MOTION CARRIED 6-0.**

**OATH OF OFFICE:**

Ruggles administered the Oath of Office to Anne E. Tracey, Municipal Judge Pro-Tem.

7. **PUBLIC HEARING AND FIRST AND SECOND READING OF ORDINANCE NO. 2013-06 AUTHORIZING THE ISSUANCE OF EDUCATION FACILITY REVENUE BONDS TO FINANCE AND REFINANCE PROJECTS FOR PACIFIC UNIVERSITY**

**FOREST GROVE CITY COUNCIL REGULAR MEETING  
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**Staff Report:**

Downey presented the above-proposed ordinance for Council consideration, noting Pacific University is requesting an additional \$50,000,000 in new bonds to refinance prior bonds issued by the City and to finance new capital projects at Pacific University Campus in Forest Grove. Downey outlined the process of issuing the revenue bonds, noting if an elector files a petition challenging the issuance of the bonds within the 30-day period, an election must be held. Downey added that in addition to the bonds being issued, Council will need to adopt another ordinance or resolution that establishes the terms and conditions of the bonds and hold a Tax Equity Fiscal Responsibility Act (TEFRA) hearing, which is scheduled for the Council meeting of June 24, 2013, to allow public comment on the proposed bond issuance. In conclusion of the above-noted staff report, Downey advised due to the proposed timing of the bond issuance, staff is requesting the proposed ordinance be presented for first and second reading pursuant to City Charter, Section 16(B), which allows an ordinance to be enacted at a single meeting if noticed at least seven (7) days prior (published in *The Oregonian* May 16, 2013, and ran consecutively from May 16 through May 23, 2013), noting the ordinance must also be approved by at least five (5) councilors. Downey noted the ordinance would be effective 30 days after its enactment by Council.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Ordinance No. 2013-06 for first and second reading pursuant to City Charter.

Sykes read Ordinance No. 2013-06 by title for first and second reading pursuant to City Charter.

**MOTION: Councilor Lowe moved, seconded by Councilor Kidd, to adopt (first and second reading) Ordinance No. 2013-06 Authorizing the Issuance of Education Facility Revenue Bonds to Finance and Refinance Projects for Pacific University.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Testimony Received:**

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No written testimony was received prior to the published deadline of May 28, 2013, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

**Council Discussion:**

In response to Lowe's concern pertaining to the fiscal impact to the City, Downey advised no City funds would be used to pay the costs of issuing the bonds, noting the City will assess approximately \$100,000 (20 basis points) to Pacific University for issuance of the new bonds and the monies will go into the General Fund.

In response to Kidd's concern pertaining to non-issuance of the bonds, Downey advised the proposed ordinance gives authorization to proceed with the issuance of the bonds only, noting it is Pacific University's discretion if they want the City to proceed with issuance of the bonds, and if so, Council would need to adopt another ordinance or resolution establishing the terms and conditions of the bonds in order to finalize the actual issuance of the bonds.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Elena Uhing. MOTION CARRIED 6-0.

8. **PUBLIC HEARING AND RESOLUTION NO. 2013-31 DESIGNATING COMMUNITY ENHANCEMENT PROGRAM (CEP) PROJECTS (EXHIBIT**

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**A) FOR FISCAL YEAR 2013-14**

**Staff Report:**

Downey presented the above-proposed resolution designating the Fiscal Year 2013-14 Community Enhancement Program (CEP) projects (Exhibit A) and allocating funding levels based on individual Council allocations proposed at the Council meeting of May 13, 2013. Downey reported the City received 23 applications totaling \$108,983 and Council allocated \$58,100 in CEP funds. In conclusion, Downey affirmed that Metro received a Public Hearing Notice as required.

Before proceeding with Public Hearing and Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-31.

Sykes read Resolution No. 2013-31 by title.

**MOTION: Council President Johnston moved, seconded by Councilor Kidd, to approve Resolution No. 2013-31 Designating Community Enhancement Program (CEP) Projects (Exhibit A) for Fiscal Year 2013-14.**

**Public Hearing Opened:**

Mayor Truax opened the Public Hearing.

**Written Testimony Received:**

No written testimony was received prior to the published deadline of May 28, 2013, 7:00 p.m.

**Proponents:**

No one testified and no written comments were received.

**Opponents:**

No one testified and no written comments were received.

**Others:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Mayor Truax closed the Public Hearing.

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**Council Discussion:**

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Elena Uhing. MOTION CARRIED 6-0.

9. **RESOLUTION NO. 2013-32 AUTHORIZING EXECUTION OF A WAGE AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, (AFSCME), LOCAL 3786, COUNCIL 75, EFFECTIVE JULY 1, 2013, THROUGH JUNE 30, 2014**

**Staff Report:**

Camilli and Downey presented the above-proposed resolution requesting authorization to execute a wage agreement between the City and the American Federation of State, County and Municipal Employees, (AFSCME), effective July 1, 2013, through June 30, 2014. Camilli advised the current labor agreement, which expires June 30, 2014, requires reopening the agreement to negotiate wages for 2013. Camilli reported staff met with AFSCME and negotiated a wage agreement for a cost-of-living adjustment (COLA) of two point three percent (2.30%), effective July 1, 2013, and market adjustments were bargained for four positions as noted below, effective July 1, 2013:

- Administrative Specialist II            1.25 percent
- Payroll Specialist                        1.50 percent
- Adult Services Librarian                1.50 percent
- Library Associate                         2.00 percent

Camilli advised the costs to implement the wage agreement are within the parameters set by Council and are within the five-year fiscal plan.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-32.

**MOTION:** Councilor Lowe moved, seconded by Councilor Miller, to

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adopt Resolution No. 2013-32 Authorizing Execution of a Wage Agreement between the City of Forest Grove and the American Federation of State, County and Municipal Employees, (AFSCME), Local 3786, Council 75, Effective July 1, 2013, through June 30, 2014.

**Council Discussion:**

Hearing no discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Elena Uhing. MOTION CARRIED 6-0.

10. **RESOLUTION NO. 2013-33 ADOPTING STATEMENT OF PENSION INVESTMENT POLICY FOR THE CITY OF FOREST GROVE RETIREMENT PLAN**

**Staff Report:**

Downey and Cole presented the above-proposed resolution for Council consideration, noting the proposed resolution is updating the City's Investment Policy that governs its defined contribution retirement plan portfolio. Downey reported based upon the advice of the City's retirement consultant, the Fiduciary Committee felt it was time to make a change that would allow the City more flexibility in investing in Fixed Income Securities of at least 20 percent of the portfolio. Downey referenced Table 1 & 2, as outlined in the staff report, illustrating examples of the primary asset classes that will be used and targeted allocations. In conclusion of the above-noted staff report, Downey reported the assumed rate of returned for earnings is 7.25 percent and the contribution rate for Fiscal Year 2013-14 is 21.9 percent of base salary, noting if the portfolio's earnings fall short to the extent the contribution rate has to increase, it could affect future budgetary decision and resource allocations.

Before proceeding with Council discussion, Mayor Truax asked for a motion to adopt Resolution No. 2013-33.

**MOTION:** Council President Johnston moved, seconded by Councilor Miller, to adopt Resolution No. 2013-33 Adopting Statement of Pension Investment Policy for the City of Forest Grove

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**Retirement Plan.**

**Council Discussion:**

In response to Lowe's inquiries and concerns pertaining to the asset allocation changes, derivatives and investment strategies, Downey explained the provisions of the plan, policies that guide the investment strategies of the plan's assets, and City's representation on the Fiduciary Committee, noting Council adopted the Investment Policy in 2011 to form a separate defined contribution retirement plan for certain employee classifications hired on or after July 1, 2011.

In response to Council President Johnston concern pertaining to negative returns, Downey and Cole explained as with any investment plan there is risk, noting management staff monitors all fund investment summaries closely and meets quarterly with the City's investment consultant to discuss both investment strategies and overall performance.

In response to Council comments and concerns heard, Sykes suggested inviting the City's investment consultant to meet with Council to provide an update on the Plan, to which Council collectively concurred scheduling a future work session.

Hearing no further discussion from the Council, Mayor Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Councilors Johnston, Kidd, Lowe, Miller, Thompson, and Mayor Truax. NOES: None. ABSENT: Councilor Elena Uhing. MOTION CARRIED 6-0.**

**11. CITY MANAGER'S REPORT:**

City Manager Sykes reported on upcoming meetings and events as noted in the Council calendar and reported on dates of significant events of interest as noted in the City Manager's Report. Sykes reminded Council of the second Budget Meeting scheduled for Thursday, May 30, 2013, noting if the Budget Committee approves the budget proposal, the third Budget Committee Meeting scheduled for June 6, 2013, will be cancelled. In conclusion of the above-noted report, Sykes distributed a copy of his written report, which outlined various meetings he attended and provided updates on various City department-related activities, projects, and other upcoming city/community-wide events.

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**12. COUNCIL COMMUNICATIONS:**

Council President Johnston was unable to present his report due to his name was inadvertently skipped during Council Communications.

Kidd reported on Historic Landmarks Board-related activities and commended HLB for preparing the Eric G. Stewart Award that was presented to Council this evening. Kidd reported attending the Fire Department's Memorial Day Flag Ceremony as well as attending several other Memorial Day tributes. In addition, Kidd reported on other matters of interest and upcoming meetings he was planning to attend.

Lowe reported attending the Fire Department's Memorial Day Flag Ceremony and thanked citizens who attended. Lowe distributed copies of a report titled "Oregon Resilience Plan", noting she will be giving Fire Chief Kinkade a copy of the report to share with the Public Safety Advisory Commission. Lowe also distributed copies of the Regional Water Providers Consortium activity report. In addition, Lowe reported on other matters of interest and upcoming meetings she was planning to attend.

Miller reported on Chamber of Commerce-related activities, noting the transition of its new director is going smoothly. Miller reported the Main Course Event will likely be cancelled this year. In addition, Miller reported on other matters of interest and upcoming meetings she was planning to attend.

Thompson reported representatives from the Forest Grove Senior and Community Center attended the last Budget Committee meeting and distributed a letter to the Budget Committee, along with a copy of the Senior Center's financial statement, noting it is important for Council to read the letter as it shows how very diligently the Senior Center has been working to improve and provide service to the community. Thompson reported on Ride-Connection-related activities, noting Ride Connection hopes to get its transit survey out to whole community. In addition, Thompson reported on other matters of interest and upcoming meetings he was planning to attend.

Uhing was absent.

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Mayor Truax reported on various local, regional, Metro, and Washington County meetings he attended and reported on various upcoming meetings and community-related events he was planning to attend. Mayor Truax announced dates of various upcoming activities and meetings as noted in the Council Calendar. Mayor Truax reported the Committee for Citizen Involvement (CCI) cancelled its last meeting due to lack of a quorum, noting he hopes to have a discussion with committee members to help re-charge interest and purpose. Mayor Truax reported on Library Commission meeting and related activities. Mayor Truax commended Police Chief Schutz for her presentation as guest speaker at the Chamber Luncheon. Mayor Truax reported he was invited to speak at the Fire Department's Memorial Day Flag Ceremony and attended several other Memorial Day tributes as well. Mayor Truax closed by sharing Senator Jeff Merkley's closing words spoken at the American Legion's Memorial Day tribute.

**13. ADJOURNMENT:**

Mayor Truax adjourned the meeting at 9:15 p.m.

Respectfully submitted,

---

Anna D. Ruggles, CMC, City Recorder

APPROVED

3E

**Members Present:** George Cushing, Neil Poulsen, Holly Tsur, Larry Wade, Paul Waterstreet  
(two vacancies)  
**Staff Present:** James Reitz  
**Council Liaison:** Richard Kidd was present  
**Citizens Present:** -0-

1. **Call to Order:** Poulsen opened the meeting at 7:17 p.m. **The minutes of the March 26, 2013 meeting were approved as submitted.**

2. **Citizen Communication:** None.

3. **Action Items / Discussion:**

**A. Spring Issue Newsletter:** Tsur reported that she was in communication with Don Skinner about his story on the old train station; she expects to have a draft by about May 15<sup>th</sup>. Wade said the newsletter should be done by the end of May at the latest. Tsur noted that Wade had completed the conversion from In-Design to Publisher for the newsletter.

**B. Preservation Fair Planning:** Cushing said he expected 13+ vendors and exhibitors (including ten paid), and he had lined up five speakers. The Board set the schedule of speakers as follows: 10:00 - Mary Jo Morelli; 10:30 - Bryan Corke; 11:00 - Katya Duncan; 11:30 - Indow Windows; 12:00 - Earthquake Tech. Each will be allowed up to ten minutes to speak; Cushing will advise them of the schedule and time limit. Cushing also said that he had procured a sound system; Wade noted that each speaker should be encouraged to use it properly to ensure that they're heard.

Tsur offered to MC in Cushing's absence, but that she couldn't arrive until about 9:30. Wade, Poulsen and Waterstreet said they could be there at 8:00 to help Reitz with the setup. Wade has prepared a questionnaire to give to attendees to help determine how the fair is received. Cushing said he had again arranged with the school district to allow for tours of Central School's halls.

**C. CEP Grant Process:** It was noted that the Board did not have a member at the Council meeting presentation. Tsur also expressed concern that the application had not been reviewed by the Board prior to its submittal. She recommended that extra effort be made to avoid last-minute submittals in the future. The Board discussed whether a letter to the Council apologizing for having missed the opportunity to make a presentation would be advantageous and agreed that it should be done before the Council makes a final decision. Kidd said that the Board's application was complete and accepted and that some other applicants also did not make a presentation to the Council.

At 8:12 Poulsen asked to be excused for the remainder of the meeting. Tsur assumed the chair's responsibilities for the duration of the meeting.

**D. Website Update RFP:** Reitz said he needed direction on what the Board required for this proposal. Waterstreet asked what needed to be done. A discussion followed as to whether the update should focus primarily on format and upgrades or whether content was the greater need. Wade noted that the content was out-of-date, incomplete and contained errors. He said the Clark District page had a very effective interactive map but that the Painter's Woods and Walker-Naylor pages didn't. He further noted that the Painter's Woods page was referred to as the "Southside District", which had been the working name before the official name was determined.

Waterstreet asked if updating the website was the City's responsibility. Kidd replied that that is was but that other budget demands precluded any effective way of financing

updates throughout the City's website. Reitz said he was responsible for the HLB site but that it was a low priority in his workload. Wade reported that he had been working with City staff and would soon have limited access to the website to perform some update functions.

Wade asked whether the Board's time should be used in updating the website. Cushing suggested that the Board's efforts should be spent on standardizing and adding content. Wade noted that as most of the SHPO grant money was committed to developing the Design Standards, the amount for the website update was relatively small. He thought that the Board should start to work on developing content and that the RFP needn't go out until this fall.

Reitz said he now had a better idea of the Board's direction and would start to work on the RFP. Respondents will be requested to make presentations to the Board to discuss their ideas and methodology.

- E. Design Standards RFP:** Reitz said he would proceed with preparing this RFP as he was familiar with the needs and requirements.

**4. Old Business / New Business**

- Council Liaison Report: Kidd updated the Board on City business. He discussed the CEP grant process and timing; noted that the City was starting work on a new budget; that he had spoken with two people who may be interested in joining the Board; and that new homebuilding had picked up. Reitz confirmed that single-family home starts were almost back to pre-recession levels.

- 5. Adjournment:** The April 23, 2013 meeting adjourned at 9:25 p.m.

These minutes respectfully submitted by George Cushing, Secretary

APPROVED

*Library Commission approved minutes as presented on May 21, 2013.*

1. **CALLED TO ORDER AND ROLL CALL:**

Pamela Bailey, Chair, called the meeting of the Library Commission to order at 6:30pm Tues Apr 9, 2013.

**Members Present:** Pamela Bailey, Chair; Annie Hicks; Kathleen Poulsen, Vice-Chair; and Jon Youngberg, Secretary.

**Members Absent:** Doug Martin (excused), Dayla Smoland (excused)

**Staff:** Colleen Winters, Library Director

**Council Liaison:** Peter Truax, Mayor (absent)

**Others:** None

2. **ADDITIONS/DELETIONS:** None.

3. **APPROVE LIBRARY COMMISSION MEETING MINUTES OF (Mar 19, 2013):**

**MOTION:** Annie moved, seconded by Kathleen, to approve the Mar 19, 2013 minutes as presented. **MOTION CARRIED** by all.

4. **CITIZEN COMMUNICATIONS:** None.

5. **INFORMATIONAL ITEMS:**

5a. **FOUNDATION REPORT:** Colleen Winters reported that the Library Foundation of Forest Grove had met recently, and discussed:

a) The Ed Carpenter skylight project for the library, to be installed in the ceiling near the library's circulation desk. Work on the contract between the Foundation, City, and Ed Carpenter is continuing. In the next week, a subcommittee will focus on the project and the necessary 3-party agreement. Installation of the skylight might not be completed until 6 to 8 months after the contract is signed. Various fund-raising events for the Foundation are planned, to pay for materials and installation of the skylight.

b) New furniture for the library children's area & parent area, has arrived and

is in place now. Tours were offered to members of the Library Commission.

**5b. FRIENDS REPORT:** Colleen Winters reported:

- a) The Friends Spring 2013 newsletter was sent out soon recently.
- b) The Friends of the Forest Grove Library will have its 2013 Annual Meeting on Thurs Apr 10, 2013 at 12 noon in the Rogers Room. The Friends will choose new officers and make long-planned changes to their by-laws. Some of the by-laws changes are related to financial management. The proposed by-laws changes are mentioned in the newsletter.
- c) A new subcommittee will be created to focus on financial management.
- d) A future by-laws change may allow for at least one new additional board member.
- e) The Friend's Cultural series talk, a reading program "*Fan Tom of the Opry*", presented by Young at Heart Readers Theatre was held on Apr 2, 2013 in the Library's Rogers Room. About 60 people attended.
- f) The next spring event in the Friend's Cultural Series will be held May 7 at 7PM in the Roger's Room. The event is titled: "Fernhill Wetlands: A Showcase of Sustainability". (Last event in the series until Fall.)
- g) The Forest Grove Conversations city "Community in the Digital Age" event was held Apr 2, 2013 at 7pm, in the Community Auditorium, and was attended by more than 50 people. This was a discussion of the impacts of technology on society & institutions, including libraries. The student essays were well done. The panel of speakers did a great job. The questions and answers portion of the meeting went very well. Speakers were: Kate Brown, Oregon's Secretary of State, Professor Mark Bailey of Pacific, and author Nigel Jaquiss.
- h) The Spring Used Book Sale will be held Mon May 13 through Sat May 18, 2013 in the Rogers Room.

**5c. COUNCIL LIAISON REPORT:** None.

**5d. LIBRARY DIRECTOR'S REPORT:** Colleen Winters reported these items:

- a) Colleen will present to the City Council an action plan for the Library Department for the year, as part of the annual budget process. It will include expected projects, and issues of interest for the year. Including:
  - 1. A safety and security evaluation for the library. (Visitors, staff, building, contents, collection.)
  - 2. A Post-RFID effort evaluation. What are the results? What is

different, better?

3. Collection development, while considering the future of the library. Rethink how to spend money on the collection, such as fewer magazine subscriptions

4. The Ed Carpenter skylight project. When and how to install it? How will library be affected during installation?

## 6. DISCUSSION OF ITEMS:

a) The list of 2013 goals for the Library Commission, worked on at the last meeting, was reviewed. **MOTION:** Kathleen moved, seconded by Jon, to approve the list of goals as presented below. **MOTION CARRIED** by all.

1. Show appreciation for the library staff, in various ways. Also, involve the library staff in more activities, as appropriate.

2. Host a friendly "Meeting of the Groups" annual informal social event in the Rogers Room in April, inviting the Friends and Foundation board members, the Mayor and the City Council, all library staff, and Library Commission members.

3. Perform policy reviews: including Room use, Volunteer, and Circulation policies or guidelines, with assistance of library staff.

4. Decide on a survey about the library. Goals, desired information, questions, and delivery method for the survey are to be decided.

5. Enhanced celebration plans are desired for National Library Week, and Library Worker's Day, that occur annually in April.

6. Investigate and discuss the general "Future of Libraries" topic, and the future of our library in particular.

b) The second annual gathering of the three library groups, with library staff, and the City Council will be held Thurs Apr 18 from 5:30PM to 7PM in the Rogers Room. Each group will be allowed to give an informal 2-minute presentation. A person chosen from one of the groups will be honored. Invitations have been sent out. The Library Commission is the host for this event. Details for the event were discussed and decided.

c) Starting discussion of the Library Room Use Policy. Involves use and scheduling of the library's study rooms & the Rogers Conference Room. While there is no policy now, the library staff (Kate and Robin) has the beginnings of a policy. Kate schedules events in the Rogers room.

There could be a list of rules, a list of protocols, and then a more formal

Room Use Policy. These would not be all the same. Not everything needs to be in the policy. The Room Use Policy will have to be approved by the City Council. Library Commission members may get an e-mail before the next meeting with possible wording for a policy.

Issues that Library Room Use Policy will need to cover include:

1. There is no existing policy. Rules need to be enforced, etc.
2. Honor system for length of time that the study rooms can be used.
3. Rules for use/rental of the Rogers room, comparing with those for use of the Community Auditorium.
4. Can alcohol be served at events in the Roger's room?
5. Use of the grand piano in the Rogers room.
6. The divider curtain/wall in the Rogers room. (Difficult to use it.)
7. How to handle events that do not end by library closing time.

7. **ANNOUNCEMENT OF NEXT MEETING:**

The next Library Commission meeting will be held on Tues May 21 in the Rogers Conference Room at the Forest Grove Library.

8. **ADJOURNMENT:**

Hearing no further business, Chair Bailey adjourned the meeting at 8PM.

Minutes respectfully submitted by:

Jon Youngberg, Library Commission Secretary



# Monthly Building Activity Report

May-13

2012-2013

Category	Period: May-12		Period: May-13	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Sing-Family New	9	\$2,221,407	22	\$5,574,545
SFR Addition & Alt/Repair	4	\$19,338	4	\$45,291
Mult. Fam. New/At			1	\$4,200
Group Care Facility				
Commercial New			1	\$1,176,058
Commerical Addition				
Commercial Alt/Repair	6	\$218,000	4	\$1,265,253
Industrial New				
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)	2	\$15,195	1	\$2,531
Signs				
Grading				
Demolitions				
<b>Total</b>	<b>21</b>	<b>\$2,473,941</b>	<b>33</b>	<b>\$8,067,879</b>

### Fiscal Year-to-Date

2011-2012		2012-2013	
Permits	Value	Permits	Value
231	\$60,537,472	256	\$43,221,991



6.

May 30, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 5, 2013

**NOTICE OF PUBLIC HEARINGS  
PROPOSED RESOLUTIONS INCREASING VARIOUS  
FEES AND CHARGES, WATER RATES, SEWER RATES  
AND SURFACE WATER MANAGEMENT UTILITY RATE  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold Public Hearings **Monday, June 10, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting resolutions that would increase various fees and charges by four (4%) percent or slightly higher, excluding building fees; increase water rates for all customer classes to achieve an overall eight percent (8%) water revenue increase and water service outside the City would be the new rate, plus 100 percent (100%); and increase sanitary sewer rates by three percent (3%) and surface water management utility rate by \$0.50 per Equivalent Dwelling Unit (EDU) per month above the rates established by Clean Water Services. If enacted by City Council, the proposed fees and charges and rate increases would be effective July 1, 2013.

These hearings are open to the public and interested parties are encouraged to attend. A copy of the reports and list of the proposed fees and charges and rate increases are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or via e-mail [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

**To be published Wednesday, June 4, 2013**

June 10, 2013

**REPORT ON RESOLUTION SETTING FEES & CHARGES, EFFECTIVE JULY 1, 2013, REPEALING RESOLUTION 2012-33, AND REPEALING THE TOURIST-ORIENTED SIGN FEE ESTABLISHED BY RESOLUTION NO. 2011-71**

**PROJECT TEAM:** Paul Downey, Director of Administrative Services  
Susan Cole, Assistant Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE:** During FY 01-02, the City completed a cost-of-service study and the City Council approved fee increases based on that study. City Code Section 2.601 states the licenses, permits, and fees will be adjusted by Council Resolution in July each year. It further states that subsequent adjustments prior to completion of the next required cost-of-service study shall be made in accordance with Section 2.605. That section states that adjustments to fees and charges shall be based on the CPI or the percentage of the wage adjustment for City employees. Staff has prepared a resolution setting fees for Council consideration.

**DISCUSSION:** Staff has prepared the proposed fee schedules using a general cost increase of 4% based on projected total wage and benefit increases. The fees have been rounded slightly in many instances to eliminate creating change issues for some departments.

Aquatic fees are not included in this resolution as the Council established those fees at its April 22, 2013, meeting. Building permits fees are not proposed to be changed as part of this resolution. Based on the FY 2013-14 Proposed Budget, staff is not recommending any change in building permit fees. If those fees were to be changed, a different process with three months' notice to the State is required.

New fees or changes in current fees other than the 4% increase are as follows:

Planning Fees

The Street Tree Fund was left unchanged at \$340.00 per tree. The Street Tree Fund is accumulating a fund balance and staff needs to review this fund and its obligations to determine if a fee increase is needed. Also left unchanged is the

**REPORT ON FEE RECOMMENDATIONS**  
**June 13, 2013**  
**PAGE 2**

Appeal of Administrative Decision Fee of \$250.00 which is the limit of this fee per ORS 227.175(10).

Police

The proposed fee for Release Impounded/Immobilized Vehicle would be lowered from \$106.00 to \$65.00 to be comparable to what other surrounding cities are charging per the Police Department.

City Recorder

The proposed fees for Liquor Licenses except the Special Liquor License Permit for FY 2013-14 are based on state statute.

Engineering

The fee for Tourist-Oriented Signs that was implemented by Resolution No. 2011-71 has been added to this fee schedule and the 4% increase was applied to that fee.

**FISCAL IMPACT:** The proposed 4% fee increase should increase fee revenue to the City but the projected revenue increase is dependent on the volume of transactions that occur.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution.



**RESOLUTION NO. 2013-34**

**RESOLUTION SETTING FEES AND CHARGES, EFFECTIVE JULY 1, 2013,  
REPEALING RESOLUTION NO. 2012-33, AND REPEALING THE TOURIST-  
ORIENTED SIGN FEE ESTABLISHED BY RESOLUTION NO. 2011-71**

**WHEREAS**, the City Code Section 2.601 requires fees and charges be adjusted annually in July of each year in accordance with City Code Section 2.605; and

**WHEREAS**, certain fees and charges have been previously set by Resolutions 2011-33 and 2011-71; and

**WHEREAS**, staff is proposing some fee adjustments in accordance with City Code Section 2.605; and

**WHEREAS**, staff has prepared the resolution with the proposed fees and charges attached as Exhibits 1 and 2; and

**WHEREAS**, a duly-noticed Public Hearing was held on June 10, 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:**

**Section 1.** The planning fees listed on Exhibit 1 of this resolution are hereby adopted as of July 1, 2013.

**Section 2.** Other fees listed on Exhibit 2 of this resolution are hereby adopted as of July 1, 2013.

**Section 3.** Resolution No. 2012-33 and the Tourist-Oriented Sign Fee established by Resolution No. 2011-71 are hereby repealed upon the effective implementation of date of the foregoing fees.

**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor

# Exhibit 1 - Planning Fees

	ADOPTED FEES AS OF JULY 1, 2012	ADOPTED FEES AS OF JULY 1, 2013
Amendment to Map	\$69.00/hour with a \$2,850 deposit*	\$71.75/hour with a \$2,850 deposit*
Amendment to Text	\$69.00/hour with a \$2,300 deposit*	\$71.75/hour with a \$2,300 deposit*
Annexation	\$69.00/hour with a \$675 deposit (City); \$2,600 (Metro)	\$71.75/hour with a \$675 deposit (City); \$2,600 (Metro)
Appeal of Administrative Decision	\$250.00	\$250.00
Appeal of Planning Commission Decision	\$350.00	\$364.00
Commercial Design Review	\$69.00/hour with a \$3,000 deposit*	\$71.75.00/hour with a \$3,000 deposit*
Conditional Use	\$69.00/hour with a \$2,300 deposit*	\$71.75/hour with a \$2,300 deposit*
Preliminary Expedited Land Division	\$1,130.00	\$1,175.00
Final Expedited Land Division	\$345.00	\$359.00
Historic Designation	\$35.00	\$36.50
Lot Line Adjustment	\$149.50	\$155.50
Preliminary Partition	\$1,130.00	\$1,175.00
Final Partition	\$345.00	\$359.00
Plat and Street Vacation	\$1,715.00	\$1,784.00
Preliminary Planned Development	\$69.00/hour with a \$4,300 deposit*	\$71.75/hour with a \$4,300 deposit*
Final Planned Development	\$1,850.00	\$1,925.00
Renovation Grant	\$0.00	\$0.00
Sign Permit	\$69.00 + \$3.14/sq. ft. (maximum fee of \$1,880)	\$71.75 + \$3.27/sq. ft. (maximum fee of \$1,880)
Site Plan Review		
Non-Residential over 1 acre	\$69.00/hour with a \$3,000 deposit*	\$71.75/hour with a \$3,000 deposit*
Non-Residential under 1 acre	\$69.00/hour with a \$3,000 deposit*	\$71.75/hour with a \$3,000 deposit*
Residential		
New Residential	\$308.00 + \$107.95/unit over 1	\$320 + \$112.25/unit over 1
Residential Additions & Accessory Structures	\$69.00	\$71.75
Addition	\$1,011.00	\$1,051.45
Preliminary Subdivision	\$69.00/hour with a deposit* of \$2,000 + \$71.00/lot over 3 lots	\$71.75/hour with a deposit* of \$2,000 + \$73.85/lot over 3
Final Subdivision	\$812.00	\$844.50
Street Tree Fee	\$340.00	\$340.00
Tree Permit Fee	\$0.00	\$0.00
Erosion Control Review	fee schedule set by CWS	fee schedule set by CWS
Variance from Regulations	\$69.00/hour with an \$2,000 deposit*	\$71.75/hour with an \$2,000 deposit*

\*Plus all incidental costs associated with processing a permit including but not limited to legal notice publication, copying and postage.

## Forest Grove Fee Schedule Exhibit 2

Adopted Fees - 7/1/12

Adopted Fees - 7/1/13

### PARKS AND RECREATION

#### Facility Reservation (not including Light Charge)

Lincoln Park Stadium & Turf Field (in-City)	\$45.85 per hour; \$367.00 max	\$47.70 per hour; \$382.00 max
Lincoln Park Stadium & Turf Field (Out of City)	\$91.50 per hour; \$733.00 max	\$95.40 per hour; \$764.00 max
Bond Field (every 2 hour rental)	\$34.25 (in-city); \$68.50 (out)	\$35.60 (in-city); \$71.20 (out)
Sherman Field (every 2 hour rental)	\$28.50 (in-city); \$56.00 (out)	\$29.65 (in-city); \$59.30 (out)
Thatcher Park Soccer Field (every 2 hour rental)	\$22.80 (in-city); \$45.65 (out)	\$23.75 (in-city); \$47.50 (out)
Lincoln Park Practice Soccer Field (every 2 hour rental)	\$22.80(in-city); \$45.65 per hour (out)	\$23.75(in-city); \$47.50 per hour (out)
Thatcher Park Softball Field (every 2 hour rental)	\$11.60 (in-city); \$23.20 (out)	\$12.00 (in-city); \$24.00 (out)
Shelter (4 Hour Period)	\$42.75 (in-city); \$85.50 (out)	\$44.50 (in-city); \$89.00 (out)

#### Light Charge

Soccer Field - Lincoln Park or Thatcher	\$40.60 per hour	\$42.20 per hour
Bond Field	\$40.60 per hour	\$42.20 per hour
Sherman Field & Thatcher Park Softball (per field)	\$20.35 per hour	\$21.20 per hour
Lincoln Park Practice Field	\$20.35 per hour	\$21.20 per hour

### ENGINEERING

Permit to Construct Public Improvements	\$139.00 per hour	\$139.00 per hour
Excavation Permit	\$29.00	\$30.20
Permit to Deposit on Streets (per permit)	\$43.00	\$44.75
Tourist-Oriented Sign (per sign)	\$100.00	\$104.00
Engineering Plans & Specifications (Copies)		
Standard	\$56.25	\$58.50
Mail	\$56.25	\$58.50
Disc	\$30.00	\$31.20
Copies per Sheet (Copy Machine)		
8.5x11	\$0.20	\$0.20
Larger than 8.5x11	\$0.25	\$0.25
Auditron Copies	\$6.75	\$7.00

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/12	Adopted Fees - 7/1/13	
<b>WATER</b>			
Water Shut-Off/On During Public Works Business Hours	0.00	0.00	
Water Shut-Off/On After Public Works Business Hours (Customer Request)	155.00	161.20	If determined by Public Works Director circumstances beyond control of property owner, fee may be waived.
Non Payment Disconnect Fee	31.00	32.25	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	31.00	32.25	Charged at the time of disconnect.
After City Hall Business Hours-Mon-Fri 5:01pm-8:00pm			
After City Hall Business Hours Additional Surcharge (After hours reconnection service not available on weekends or holidays)	103.00	107.00	
Water Meter Tamper/Damage Fee	180.25	187.50	Plus cost to repair/replace meter
Water Stand-By Service (Annual)	51.50	53.50	Meter out of service for 7+ months
Water Stand-By Service- outside City limits (Annual)	103.00	107.00	Meter out of service for 7+ months
Water Connections - Drop In			
3/4-inch Meter	275.00	286.00	
1-inch Meter	275.00	286.00	
1 1/2-inch Meter	Actual cost	Actual cost	\$500 deposit
2-inch Meter	Actual cost	Actual cost	\$500 deposit
3-inch Meter	Actual cost	Actual cost	\$1,000 deposit
4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
Water Connections - Full Service			
3/4-inch Meter	Actual cost	Actual cost	\$1,000 deposit
1-inch Meter	Actual cost	Actual cost	\$1,000 deposit

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/12	Adopted Fees - 7/1/13	
1 1/2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
2-inch Meter	Actual cost	Actual cost	\$1,000 deposit
3-inch Meter	Actual cost	Actual cost	\$2,000 deposit
4-inch Meter	Actual cost	Actual cost	\$2,000 deposit
> 4-inch Meter	Actual cost	Actual cost	\$2,000 deposit

### SEWER

Sewer Connection Inspection	\$57.75	\$60.00	
Sewer Dye Test	\$76.75	\$79.85	

### LIGHT AND POWER

Main Street Auditorium Rental			
Non-Profit Group (per hour)	\$36.00 min; \$103.00max	\$37.45 min; \$107.00max	
For-Profit Group(per hour)	\$50.50 min; \$144.20 max	\$52.50 min; \$150. max	
Non Payment Disconnect Fee	31.00	32.25	Charged at the time of disconnect.
Non Payment Reconnection Service -			
During City Hall Business Hours	31.00	32.25	Charged at the time of disconnect.
After City Hall Business Hours			
After City Hall Business Hours Additional Surcharge	103.00	107.00	
Electric Meter Tamper/Damage Fee	180.25	187.50	Plus cost to repair/replace meter

### POLICE

Copies			
Reports	\$14.50 + \$.20/p over 10	\$15.00 + \$.20/p over 10	
Audio Cassette /VHS Tape	\$30.00	\$31.20	
Burn CD/DVD	\$20.50	\$21.30	
Photographs Burned to CD/DVD	\$20.50 (up to 30 photographs per disc)	\$21.30 (up to 30 photographs per disc)	
Photographs Burned to CD/DVD (continued)	\$0.50 per duplicate photograph copy	\$0.50 per duplicate photograph copy	
Color Photograph Print	\$5.30 per sheet	\$5.50 per sheet	

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/12	Adopted Fees - 7/1/13
Citation Copy	\$5.30	\$5.50
Radar Certification Copy	\$5.30	\$5.50
Fingerprinting	\$18.25	\$19.00
Record Check Letter	\$36.75	\$38.25
Release Impounded/Immobilized Vehicle	\$106.00	\$65.00
After-Hours Release Impounded/Immobilized Vehicle	\$140.00	\$146.00
Damage to Boot Immobilizer Fee	\$96.00 plus cost to repair/replace	\$100.00 plus cost to repair/replace
Miscellaneous Permits		
Parade Permits	no fee	no fee
Temporary Street Closure	\$16.00	\$16.65
Dance	no fee	no fee

### FIRE

Report Copies (after 1 free copy to customer)	\$14.50 + \$.20/p over 10	\$15.00 + \$.20/p over 10
Emergency Response Cost Recovery Fees & Charges (billed only to Non-Residents of City, Rural Fire District, and mutual aid IGAs)		
Motor Vehicle Incidents: \$250 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
Fire/Public Safety Incidents: \$400 minimum, plus 15% administrative fee & actual costs of supplies and/or equipment used		
After first half-hour, fees set by State Fire Marshal Standardized Costs Schedule		

### LIBRARY

Processing Fee - Lost & Damage	\$5.00 per WCCLS	\$5.00 per WCCLS
Collection Agency	\$10.00 per WCCLS	\$10.00 per WCCLS
Rogers Room Rental Fee		
Whole Room (per hour)	\$12.50	\$13.00
One Half (Divider Closed - per hour)	\$6.25	\$6.50
Inter-Library Loan	\$0 per WCCLS	\$0 per WCCLS
Library Late Fine	per WCCLS schedule	per WCCLS schedule
Public Online Printing	\$.10/page	\$.10/page
Public Copy Service	\$.10/page	\$.10/page

### CITY RECORDER

City Council Packet Subscription (per 6 mos.)	\$143.00	\$148.75
City Council Agenda Annual Subscription	\$28.00	\$29.25

## Forest Grove Fee Schedule Exhibit 2

	Adopted Fees - 7/1/12	Adopted Fees - 7/1/13
<b>Liquor License</b>		
Original Application	\$100.00	\$100.00
Change: Ownership, Location, Privilege Application	\$75.00	\$75.00
Renewal or Temporary Application	\$35.00	\$35.00
Special Liquor License Permit	\$21.00	\$22.00
Noise Variance Permit	\$16.00	\$16.65
<b>Copies</b>		
Audio Cassette /VHS Tape	\$30.00	\$31.20
Burn CD/DVD	\$20.50	\$21.30
Photographs Burned to CD/DVD	\$20.50 (up to 30 photographs per disc)	\$21.30 (up to 30 photographs per disc)
Photographs Burned to CD/DVD (continued)	\$0.50 per duplicate photograph copy	\$0.50 per duplicate photograph copy
Document Copy	\$14.50 + \$.20/p over 10	\$15.00 + \$.20/p over 10

### **ADMINISTRATIVE SERVICES**

Hydrant Permit	\$44.50	\$46.30
Bicycle License	\$12.50	\$13.00
Lien Search	\$23.50	\$24.50
Reserve Parking (monthly)	\$21.25	\$22.00
Utility Bill Inserts	\$178.25	\$185.40
Utility Billing Account Set-Up Fee - In-City	\$17.75	\$18.50
Utility Billing Account Set-Up Fee - Out-of-City	\$35.50	\$37.00
Door Hanger Fee - In-City	\$12.50	\$13.00
Door Hanger Fee - Out-of-City	\$25.00	\$26.00
Convenience Fee for Telephone Payment Execution	\$3.00	\$3.00
NSF Check Processing Fee	\$25.00	\$26.00
Passport Processing Fee	Fee set by State Department	Fee set by State Department

### **ALL DEPARTMENTS**

Document Research Fee	51.50	53.60
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May 30, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 5, 2013

**NOTICE OF PUBLIC HEARINGS  
PROPOSED RESOLUTIONS INCREASING VARIOUS  
FEES AND CHARGES, WATER RATES, SEWER RATES  
AND SURFACE WATER MANAGEMENT UTILITY RATE  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold Public Hearings **Monday, June 10, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting resolutions that would increase various fees and charges by four (4%) percent or slightly higher, excluding building fees; increase water rates for all customer classes to achieve an overall eight percent (8%) water revenue increase and water service outside the City would be the new rate, plus 100 percent (100%); and increase sanitary sewer rates by three percent (3%) and surface water management utility rate by \$0.50 per Equivalent Dwelling Unit (EDU) per month above the rates established by Clean Water Services. If enacted by City Council, the proposed fees and charges and rate increases would be effective July 1, 2013.

These hearings are open to the public and interested parties are encouraged to attend. A copy of the reports and list of the proposed fees and charges and rate increases are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or via e-mail [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

**To be published Wednesday, June 4, 2013**

June 10, 2013

**STAFF REPORT AND RESOLUTION INCREASING WATER RATES  
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013**

**PROJECT TEAM:** Rob Foster, Director, Public Works  
Susan Cole, Assistant Director, Administrative Services  
Paul Downey, Director, Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The attached resolution proposes to increase water rates by a system-wide average of 8%.

**BACKGROUND:** In 2011, the City engaged the services of FCS Group to perform a cost of service analysis on the City's water utility to ensure that rates are recovering adequate revenue in an equitable manner.

This analysis evaluated the cost of providing water service, and the most efficient way to recover those costs through water rates. All rate classes were reviewed – residential, multi-family, commercial and industrial. Additionally, the rate analysis suggested that a charge for compound meters and fire service be added in order to recover the cost to provide these. The result of this rate analysis demonstrated that the water utility needs system-wide average rate increases of approximately 8% per year for the next several years in order to afford on-going operations and required investments in maintaining the water capital infrastructure.

With this rate increase, the City's water rates still remain competitive when compared to its neighbors. The attached graphs compare the monthly water bill for a residential customer using 7,000 gallons of water, about the average consumption, and for a residential customer using 20,000 gallons of water.

The attached resolution proposes to increase water rates 8%, according to the rate path outlined in 2011 by the consultant FCS Group. For the average residential user, the proposed changes mean that water bill will increase by about \$2.31 per month.

**FISCAL IMPACT:** The proposed rate increase will yield approximately \$150,000 in additional revenue. These funds will be used to fund ongoing operations of the water utility, as well as to make needed capital infrastructure improvements.

**STAFF RECOMMENDATION:** Staff recommends the Council approve the attached resolution.

# Monthly Water Bill Comparison 2013-14

Estimated rate increases included, for a residential water customer using 7,000 gallons (9.36 ccf) per billing cycle

CITY	Volume				TOTAL	Notes
	Base	Tier 1	Tier 2	Tier 3		
<b>Cornelius</b>	\$26.96	\$15.60	\$3.77	<i>not triggered in example</i>	\$46.33	(1)
<b>Beaverton</b>	\$11.00	\$25.93	<i>None</i>	<i>None</i>	\$36.93	(2)
<b>TVWD</b>	\$8.28	\$26.04	<i>not triggered in example</i>	<i>None</i>	\$34.33	(3)
<b>Forest Grove</b>	\$19.71	\$11.06	<i>not triggered in example</i>	<i>not triggered in example</i>	\$30.77	(4)
<b>Hillsboro</b>	\$12.32	\$12.06	\$3.18	<i>not triggered in example</i>	\$27.56	(5)

1 ccf = 100 cubic feet of water, or 748 gallons.

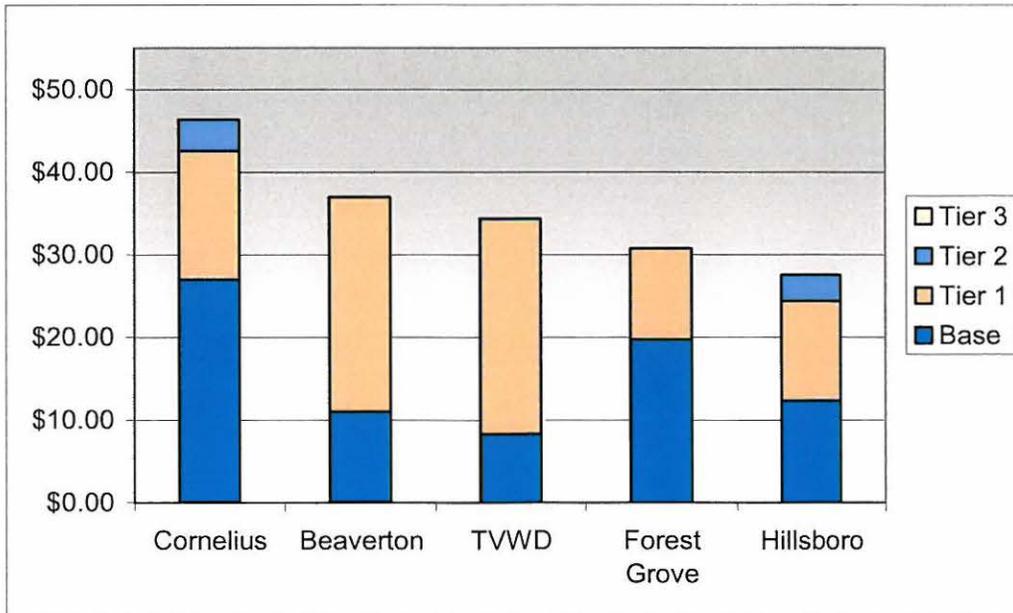
(1) Cornelius buys its water from Hillsboro, and this assumes no increase in rates. Their 1st tier is for 6,000 gallons.

(2) Beaverton is considering adding \$1 to the fixed charge, and \$0.10 to the rate; Beaverton does not have tiered rates.

(3) Tualatin Valley Water District is in preliminary planning stages and has modeled a 5% increase.

(4) Forest Grove is proposing an 8% increase. Forest Grove's 1st tier is 7,000.

(5) Hillsboro is anticipating a rate increase of 7.7%. Hillsboro's 1st tier is 8 ccf, or 5,984 gallons.



# Monthly Water Bill Comparison 2013-14

Estimated rate increases included, for a residential water customer using 20,000 gallons (26.74 ccf) per billing cycle

CITY	Volume				TOTAL	Notes
	Base	Tier 1	Tier 2	Tier 3		
<b>Cornelius</b>	\$26.96	\$15.60	\$22.62	\$44.48	\$109.66	(1)
<b>Beaverton</b>	\$11.00	\$74.07	<i>None</i>	<i>None</i>	\$85.07	(2)
<b>TVWD</b>	\$8.28	\$74.40	<i>not triggered in example</i>	<i>None</i>	\$82.69	(3)
<b>Forest Grove</b>	\$19.71	\$11.06	\$25.68	\$23.35	\$79.80	(4)
<b>Hillsboro</b>	\$12.32	\$12.06	\$23.37	\$27.58	\$75.33	(5)

1 ccf = 100 cubic feet of water, or 748 gallons.

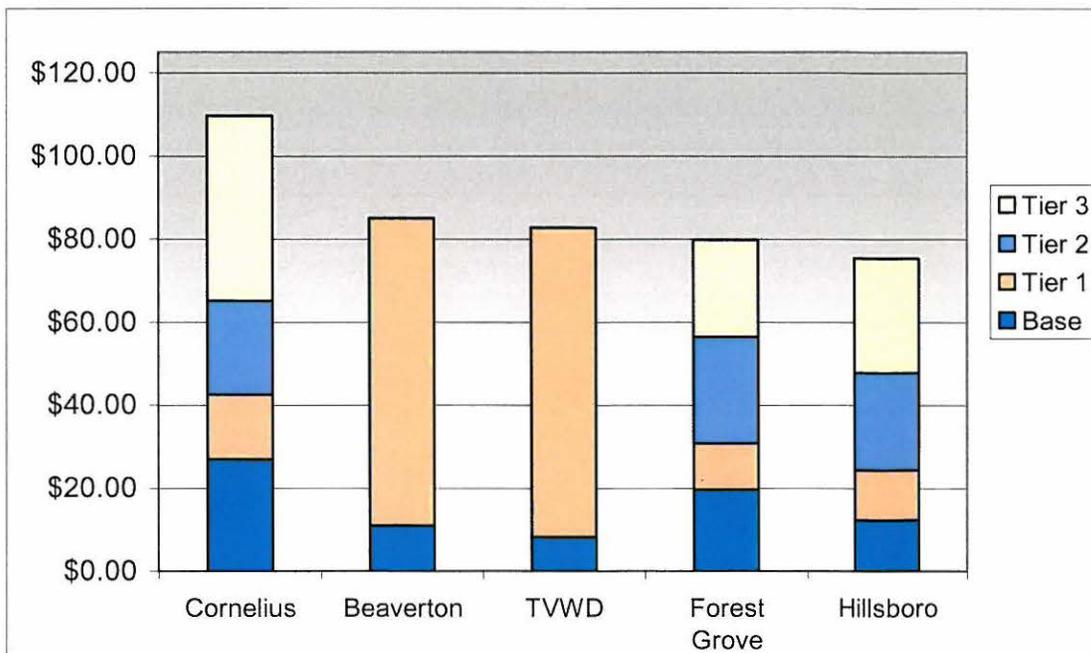
(1) Cornelius buys its water from Hillsboro, and this assumes no increase in rates. Their 1st tier is for 6,000 gallons. Their third tier kicks in over 12,000 gallons.

(2) Beaverton is considering adding \$1 to the fixed charge, and \$0.10 to the rate; Beaverton does not have tiered rates.

(3) Tualatin Valley Water District is in preliminary planning stages and has modeled a 5% increase. Their 2nd tier kicks in over 28 ccf, or 20,944 gallons

(4) Forest Grove is proposing an 8% increase. Forest Grove's third tier begins for usage over 15,001 gallons.

(5) Hillsboro is anticipating a rate increase of 7.7%. Hillsboro's third tier begins over 19 ccfs, or 14,212 gallons.





**RESOLUTION NO. 2013-35**

**RESOLUTION FIXING WATER RATES FOR THE  
CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013,  
AND REPEALING RESOLUTION NO. 2012-34**

**WHEREAS**, Forest Grove Code Section 4.035 and 3.800 authorizes the City Council to fix water rates, water connection charges, and system development charges by resolution; and

**WHEREAS**, The City Council has determined that water fund revenue requirements will necessitate that water rates be increased; and

**WHEREAS**, A duly-noticed Public Hearing was held June 10, 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** That the water rates within the city limits of Forest Grove shall be as follows:

SF RESIDENTIAL CUSTOMER CLASS				
METER SIZE	MONTHLY FIXED RATE	MONTHLY USAGE RATES		
		TIER 1 0 kgal to 7	TIER 2 7 kgal to 15	TIER 3 15 kgal & over
3/4" & less	\$19.71	\$1.58	\$3.21	\$4.67
1"	\$27.76	\$1.58	\$3.21	\$4.67
1.5"	\$41.16	\$1.58	\$3.21	\$4.67
2"	\$57.25	\$1.58	\$3.21	\$4.67

MF RESIDENTIAL CUST CLASS			COMMERCIAL CUST CLASS		
METER SIZE	MONTHLY FIXED RATE	MONTHLY USAGE RATE kgal	METER SIZE	MONTHLY FIXED RATE	MONTHLY USAGE RATE kgal
3/4" & less	\$15.49	\$2.20	3/4" & less	\$18.84	\$2.32
1"	\$21.35	\$2.20	1"	\$24.62	\$2.32
1.5"	\$31.14	\$2.20	1.5"	\$36.19	\$2.32
2"	\$42.83	\$2.20	2"	\$54.69	\$2.32
3"	\$74.08	\$2.20	3"	\$91.70	\$2.32
4"	\$109.25	\$2.20	4"	\$149.54	\$2.32
6"	\$206.85	\$2.20	6"	\$265.18	\$2.32
8"	\$324.02	\$2.20	8"	\$417.01	\$2.32

INDUSTRIAL CUSTOMER CLASS			COMPOUND METERS		
METER SIZE	MONTHLY FIXED RATE	MONTHLY USAGE RATE kgal	Monthly Fire Service Charge	\$58.00	MFR Compound Meter Exampe: 2" domestic + compound meter: \$100.83
3/4" & less	\$17.45	\$2.02			
1"	\$26.28	\$2.02			
1.5"	\$40.96	\$2.02			
2"	\$58.59	\$2.02	Fire Service		
3"	\$105.59	\$2.02	Monthly Fire Service Charge	\$7.00	
4"	\$158.47	\$2.02			
6"	\$305.36	\$2.02			
8"	\$481.58	\$2.02			

	USAGE RATE kgal
Fire Hydrant Water (Permit required)	\$2.62

**Section 2:** That the following rules shall govern the definition of various customers classes:

- a. Whenever one water meter serves more than one type of customer class, the higher of the two rates shall be charged for all water used.
- b. In order to be classified as a residential water user, the water customer must meet the following definition:

The term residential user is applicable to all single family, multiple family, and mobile home buildings where residential customers receive metered water service, and which structures house family dwelling units. A residential dwelling unit is defined to include dwelling units designed for permanent occupation by family and which include kitchens and bathroom facilities.

- c. In order to be classified as an industrial water user, a water utility customer must meet all three requirements listed below:
  - (1) A water system customer's status is determined by using the Standard Industrial Classification Manual and the customer must belong to a major industrial group in Division A (agriculture, forestry, and fishing), Division B (mining), Division D (manufacturing), or Division F (wholesale trade) as defined in most current Standard Industrial Classification Manual.
  - (2) A water system customer's historical annual water use, documented by City of Forest Grove Water Utility water billing records, must equal or exceed an average of 10,000 gallons per day.

- (3) A water system customer's water meter size must equal or exceed two inches in diameter.
- d. A water user who does not meet the requirements contained in Section 2(b) residential user of section 2(c) industrial user shall be classified and billed for water as a commercial class customer.
- e. Any water taken from fire hydrant or other unmetered facility other than for an authorized city use, shall be charged at the rate listed Section 1 above for Fire Hydrant Water, plus the current permit fee.

**Section 3:** That the monthly charge when there is no water consumption shall be the monthly fixed rate contained in Section 1 of the meter size and customer class for the service being provided.

**Section 4:** That meters set on "stand-by" service shall be charged as set out by the fee resolution 2013-34.

**Section 5:** That the following rules shall govern the definition of a meter on stand-by service:

- a. A meter on stand-by service is out of service;
- b. The property owner may make application for stand-by service to the City, or the City may place a water meter on stand-by at its discretion after seven (7) or more months of non-use;
- c. The water meter must be out of service for seven (7) or more consecutive months from the date the property owner applies, or the seven (7) preceding months if the City places a meter on stand-by;
- d. If a meter is taken off of stand-by service before the passage of seven (7) consecutive months, Section 3 will apply retro-actively from the date the meter was placed on stand-by;
- e. Once brought back into service, the water meter must remain in service for twelve (12) consecutive months before becoming eligible to be placed on stand-by service again;
- f. If the water meter remains on stand-by service for sixty (60) or more consecutive months, in order to put the meter back in service, the prevailing meter drop-in charges will apply.

**Section 6:** That the applicable rate for water service outside the city limits shall be those contained in Section One (1) through Section Four (4), plus 100%, except as otherwise noted.

**Section 7:** Gales Creek Waterline grantors/customers that hold easement agreements (through 2015) with the City shall pay rates equal to the rates inside the City, plus the cost of debt service associated with the Gales Creek Waterline as follows:

<u>Meter Size (inches)</u>	<u>Monthly Debt Service Payment</u>
3/4	\$ 21.37
1	\$ 53.43
2	\$170.96

**Section 8:** The above water rates shall become effective July 1, 2013.

**Section 9:** Resolution No. 2012-34 is hereby repealed upon the effective implementation date of the foregoing water rates.

**Section 10:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor

May 30, 2013

NewsTimes

Legal Ads/Public Notice:

To be published: Wednesday, June 5, 2013

**NOTICE OF PUBLIC HEARINGS  
PROPOSED RESOLUTIONS INCREASING VARIOUS  
FEES AND CHARGES, WATER RATES, SEWER RATES  
AND SURFACE WATER MANAGEMENT UTILITY RATE  
FOR THE CITY OF FOREST GROVE**

**NOTICE IS HEREBY GIVEN** that the Forest Grove City Council will hold Public Hearings **Monday, June 10, 2013, at 7:00 p.m. or thereafter**, in the Community Auditorium, 1915 Main Street, Forest Grove, to consider enacting resolutions that would increase various fees and charges by four (4%) percent or slightly higher, excluding building fees; increase water rates for all customer classes to achieve an overall eight percent (8%) water revenue increase and water service outside the City would be the new rate, plus 100 percent (100%); and increase sanitary sewer rates by three percent (3%) and surface water management utility rate by \$0.50 per Equivalent Dwelling Unit (EDU) per month above the rates established by Clean Water Services. If enacted by City Council, the proposed fees and charges and rate increases would be effective July 1, 2013.

These hearings are open to the public and interested parties are encouraged to attend. A copy of the reports and list of the proposed fees and charges and rate increases are available for inspection before the hearing at the City Recorder's Office or by visiting the City's website at [www.forestgrove-or.gov](http://www.forestgrove-or.gov). Written comments or testimony may be submitted at the hearing or sent to the attention of the City Recorder's Office, P.O. Box 326, 1924 Council Street, Forest Grove, OR 97116, prior to the hearing. For further information, please contact Anna Ruggles, City Recorder, at 503.992.3235, or via e-mail [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov).

Anna D. Ruggles, CMC, City Recorder  
City of Forest Grove

**To be published Wednesday, June 4, 2013**

June 10, 2013

**STAFF REPORT AND RESOLUTIONS INCREASING  
SANITARY SEWER AND STORM WATER MANAGEMENT  
RATES AND SEWER SYSTEM DEVELOPMENT CHARGES  
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013**

**PROJECT TEAM:** Susan Cole, Assistant Director, Administrative Services  
Rob Foster, Director of Public Works  
Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Each year, Clean Water Services proposes to increase sewer and storm water management rates and sewer system development charges, and Forest Grove adopts a resolution passing these charges through to rate payers.

**BACKGROUND:** The City of Forest Grove collects rates and charges for sanitary sewer and storm water management (SWM) pursuant to the Intergovernmental Agreement (IGA) with Clean Water Services (CWS). The agreement sets forth that CWS will set rates for the fundamental service and that member cities can select to add a portion for additional local operational costs.

For FY 13-14, CWS is proposing an increase to sanitary sewer rates of 3.0% at the Board of Commissioners meeting on June 18, 2013. Additionally, Forest Grove is proposing to increase its surcharge by 3.0%, in order to cover the increasing costs of meeting regulations, as well as the increases in costs to labor, chemicals and utilities.

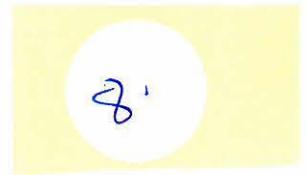
For FY 13-14, CWS is proposing an increase to the sanitary sewer system development charge of \$135 at the Board of Commissioners meeting on June 18, 2013. This will raise the fee from the current \$4,665 per EDU (Equivalent Dwelling Unit) to \$4,800. Forest Grove is not adding any additional amount to this increase. Forest Grove will retain 20% of the SDC revenue, and pass-through the rest to CWS.

For FY 13-14, CWS is proposing an increase to the surface water management (SWM) rates of 50¢ per month per EDU at the Board of Commissioners meeting on June 18, 2013. This will raise the current rate CWS charges from \$5.75 to \$6.25. Forest Grove

currently has in place a surcharge of 75¢ that is added to this, and is not proposed to change, resulting in the new rate for SWM of \$7.00 per month per EDU. SWM fees cover the cost of leaf-pick up, catch basin cleaning, flood control, and street sweeping, and other programs which lessen the pollution in local streams and rivers.

**FISCAL IMPACT:** These rates are built into the FY 2013-14 budget, which outlines the fiscal impact of these rate increases.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolutions increasing sanitary sewer rates, storm water management rates and sewer system development charges for the City of Forest Grove.



**RESOLUTION NO. 2013-36**

**RESOLUTION INCREASING SANITARY SEWER RATES  
FOR THE CITY OF FOREST GROVE, EFFECTIVE JULY 1, 2013,  
AND REPEALING RESOLUTION NO. 2012-48**

**WHEREAS**, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, formerly known as Unified Sewer Agency, page 8 section 4.#.4 of the agreement authorizing the City to charge and collect a service charge at a higher rate by resolution; and

**WHEREAS**, The City Council has determined that sewer fund revenue requirements will necessitate that sewer rates be increased above the rates established by Clean Water Services; and

**WHEREAS**, a duly-noticed Public Hearing was held June 10, 2013.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** That the monthly sewer rates for the City of Forest Grove shall be increased to \$3.70 per Equivalent Dwelling Unit per month above the sewer rates established by Clean Water Services. The additional revenue raised by the \$3.70 surcharge will be fully retained by the City of Forest Grove.

**Section 2:** The above sewer rates shall become effective July 1, 2013.

**Section 3:** Resolution No. 2012-48 is hereby repealed upon the effective implementation date of the foregoing sewer rates.

**Section 4.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor



**RESOLUTION NO. 2013-37**

**RESOLUTION ESTABLISHING CERTAIN CLEAN WATER SERVICES  
UTILITY RATES AND CHARGES FOR THE CITY OF FOREST GROVE,  
EFFECTIVE JULY 1, 2013, AND REPEALING RESOLUTION NO. 2012-49**

**WHEREAS**, Forest Grove Code Section 3.705 and as set forth in the agreement with Clean Water Services, formerly known as Unified Sewer Agency, Page 5, Section 4. B., of the agreement requires the City to collect rates and charges set by Clean Water Services; and

**WHEREAS**, Clean Water Services provides the City of Forest Grove sanitary sewer treatment and surface water management billed on per dwelling unit; and

**WHEREAS**, Clean Water Services' Budget Committee unanimously recommended on May 3, 2013, a budget with a 3% sewer rate increase and a \$0.50 surface water management rate increase to the Board of Directors; and

**WHEREAS**, Clean Water Services Board of Directors will consider such increases at their June 18, 2013, meeting; and

**WHEREAS**, Clean Water Services Board of Directors will consider an increase to its Sanitary Sewer System Development Charges (SDC) of \$135, raising the SDC from \$4,665 to \$4,800 at its June 18, 2013 meeting; and

**WHEREAS**, the City of Forest Grove will retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 18, 2013; and

**WHEREAS**, Clean Water Services will hold a Public Hearing(s) notifying customers of the above-proposed rate increases.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE  
AS FOLLOWS:**

**Section 1:** The City Council authorizes the City to collect sewer rates and charges as set forth by Clean Water Services Board of Directors on June 18, 2013.

**Section 2:** The City Council authorizes the City to collect surface water management rates and charges as set forth by Clean Water Services Board of Directors on June 18, 2013.

**Section 3:** The City Council authorizes the City to collect Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 18, 2013.

**Section 4:** The City of Forest Grove shall retain 20 percent (20%) of the Sanitary Sewer System Development Charges as set forth by Clean Water Services Board of Directors on June 18, 2013.

**Section 5:** The above rates shall become effective July 1, 2013.

**Section 6:** Resolution No. 2012-49 is hereby repealed upon the effective implementation date of the foregoing rates.

**Section 6:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

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Peter B. Truax, Mayor

June 10, 2013

**STAFF REPORT AND RESOLUTION ADOPTING THE 2013  
WATERSHED STEWARDSHIP MANAGEMENT PLAN UPDATE**

**PROJECT TEAM:** Rob Foster, Director, Public Works  
Susan Cole, Assistant Director, Administrative Services  
Paul Downey, Director, Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The attached resolution adopts the City's Watershed Stewardship Management Plan Update.

**BACKGROUND:** The Watershed Stewardship Management Plan Update is presented to the City Council for adoption. This Plan Update outlines a policy framework and policy guidelines by which the City's watershed will be managed.

This Plan Update began in 2011 with an inventory of the watershed. In late 2011, the City Council appointed nine community members, representing a full spectrum of interests, to a Watershed Ad-Hoc Committee. This Ad-Hoc Committee met twice monthly from January 2012 through June 2012, and periodically thereafter. The City Council held two joint work sessions with the Ad-Hoc Committee to discuss various proposals and recommendations in the Plan Update. In March of 2013, the Plan Update was posted to the City's website, and linked to its Facebook page, receiving 215 views.

Comments and suggestions from the public, the Watershed Ad-Hoc Committee, and the City Council were incorporated into a draft Plan Update. The Watershed Ad-Hoc Committee met a final time, on May 29, 2013, in order to review all the changes to the Plan Update. The Ad-Hoc Committee engaged City staff and the City's consultant, Trout Mountain Forestry, in a discussion to clarify items. The Ad-Hoc Committee made suggestions to the draft document for clarity purposes, which staff have incorporated into the final document now presented.

**FISCAL IMPACT:** This Plan Update outlines activities and potential capital projects that have not had cost estimates applied. The fiscal impact of implementing this plan will be included in subsequent Water Division budgets.

**STAFF RECOMMENDATION:** Staff recommends the City Council adopt the attached resolution.



**RESOLUTION NO. 2013-38**

**RESOLUTION ADOPTING CITY OF FOREST GROVE  
2013 WATERSHED STEWARDSHIP MANAGEMENT PLAN UPDATE**

**WHEREAS**, The City of Forest Grove desired to update its December, 2001, Watershed Stewardship Management Plan; and

**WHEREAS**, The City Council values its watershed for providing clean water; and

**WHEREAS**, The City Council desires its watershed to be managed in a sustainable way; and

**WHEREAS**, The City Council appointed a Watershed Ad-Hoc Committee to guide the updating of the Plan; and

**WHEREAS**, The Plan Update retains the original goals and philosophies first adopted in December of 2001; and

**WHEREAS**, The Plan Update provides guidance to the City on how to manage its watershed for the next ten years, until the Plan is once again updated or rewritten.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** The City Council hereby adopts the 2013 Watershed Stewardship Management Plan Update, prepared by Trout Mountain Forestry, dated June, 2013 (attached as Exhibit A).

**Section 2:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor

**City of Forest Grove  
Watershed Stewardship Management Plan Update**



**by**

**Trout Mountain Forestry**

June, 2013

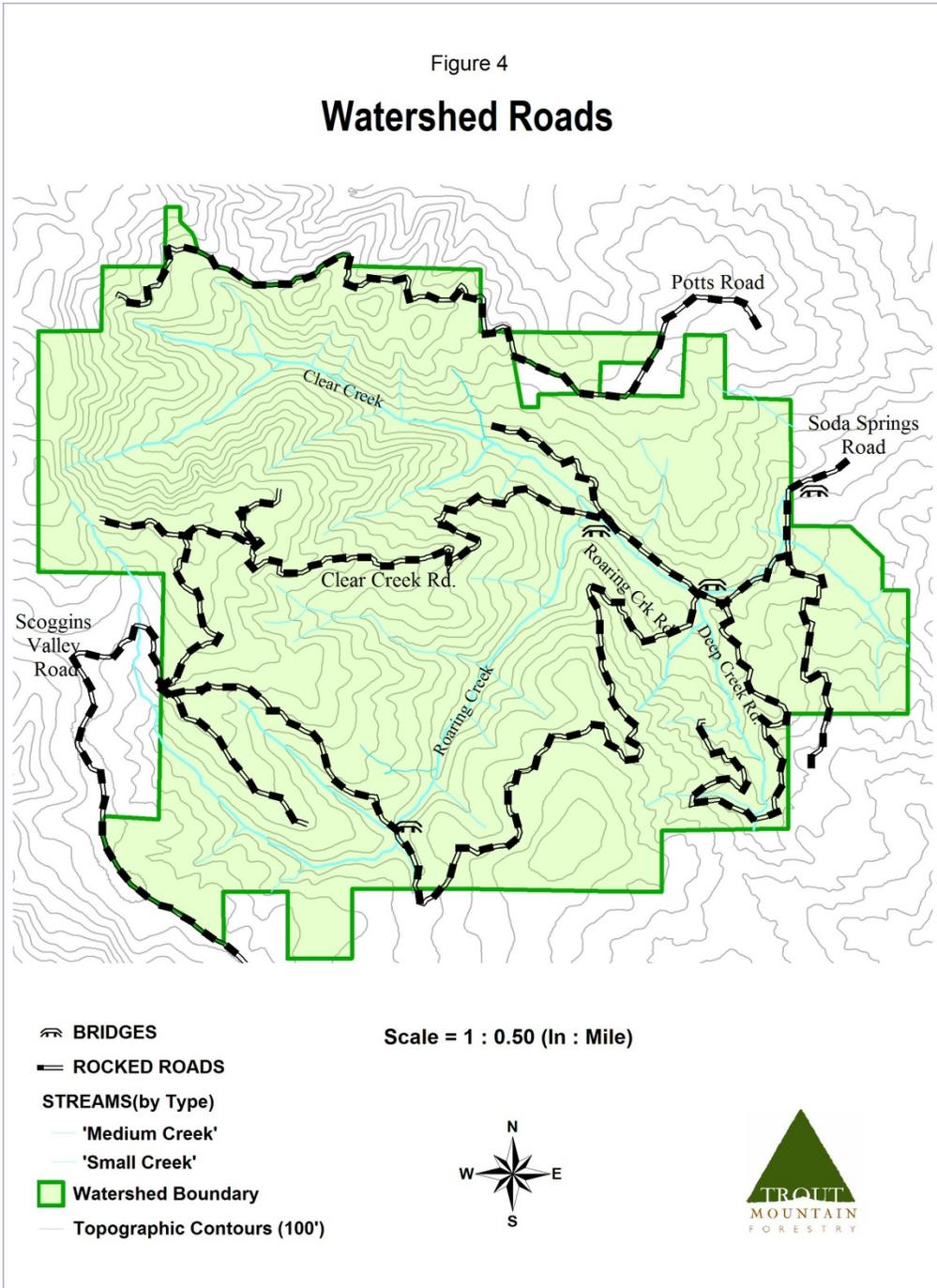
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## Chapter 1 - Executive Summary

*This summary includes the Management Statement for the Forest Grove Watershed, outlines the basic forest management goals and related issues, summarizes the most important management policies for resolving issues and achieving goals, and finishes with a brief list of recommended actions.*

The Forest Grove Watershed Stewardship Management Plan is a policy oriented, conceptual framework for managing the City’s 4,225 acres of streams, riparian woods and upland forest. It also serves as a vehicle for the assessment of the Watershed’s ecosystem condition and health, including information from new surveys of biological resources, including fisheries, wildlife, vegetation and rare plants. The Plan articulates a future vision for the Watershed, with specific management goals that will help realize this overarching vision. Critical management issues are identified, supported by findings of fact, and followed by specific strategies and plans for active management. This Plan is based on the original 10-year Watershed Stewardship Plan that was completed and adopted by the City Council in 2001. It describes current forest conditions, management accomplishments of the past ten years and updates forest policy and management recommendations for the 2013-2022 planning period.

### Management Statement

The City of Forest Grove Watershed is managed to protect and improve forest ecosystem health, for the purpose of providing the City with high quality water.

Emphasis is placed on protecting the health of the watershed streams, and restoring riparian habitat degraded by past management activities. Management activities (including tree harvest) will strive to increase the natural diversity of the forest and enhance its wildlife habitat values.

As a demonstration of progressive management practices, the watershed provides a model of sustainable forest stewardship that balances ecological, social and economic goals.

## **Vision for the Watershed**

Since 1917, when the City began to have a controllable source of water, the watershed has provided clear, plentiful water for the Citizens of Forest Grove. The publicly owned 4,225 acre forested watershed constitutes a significant ecological, economic and social resource for the community of Forest Grove and the region.

As articulated in the original 2001 Plan, the City of Forest Grove is looking beyond the timber-based approach of the past. The vision for the watershed as expressed in the 2001 Plan continues, which emphasizes protection and enhancement of water quality and other ecosystem functions as well as sustainable resource management. This vision creates a model of sustainable resource management that is an inspiration and legacy of stewardship for future citizens. The City's demonstration of stewardship practices encourages others who strive to become better caretakers of our important natural resources.

## **Management Goals**

1. To provide the highest possible quality water to the City of Forest Grove.
2. To actively promote diverse wildlife habitats, and to support a wide range of native biodiversity.
3. To use environmentally sensitive management and tree harvest techniques to restore habitat, maintain forest health, improve tree quality, and help support the water delivery infrastructure.
4. To utilize and demonstrate current best practices in sustainable forestry and biological resource protection.
5. To strive for a balanced approach, giving ecosystem protection, sustainable harvest levels, and community and social benefits equal consideration.
6. To establish a model forest to demonstrate resource stewardship and provide educational and research opportunities.
7. To enhance stream health and riparian habitat quality.

## **Current Resource Conditions**

The Forest Grove Watershed is covered by vigorous stands of Douglas-fir. Active logging in the past century has produced a mosaic of forest stands that range in age from

1 to 110 years. In this region of the Coast Range Mountains -- where there are few forest stands over 70 years old -- the watershed is notable for having almost 1,000 acres of 90-to-110 year old forest. Much of this older forest is located in a designated reserve zone in the Watershed, and has the potential to be good quality habitat for the Northern Spotted Owl. The forest type with the highest volume in the managed forest area is 50 to 70 year old naturally regenerated fir.

Watershed roads are generally well located (away from streams and steep slopes) and have few stream crossings. Major stream crossings are low on the watershed, via well placed concrete slab bridges. Beginning in 2002, a routine program of road monitoring and road improvements has been implemented.

A stream snorkel survey completed in May, 2001 found important populations of Pacific Lamprey, Cutthroat Trout and Steelhead in Clear Creek. Roaring Creek also supports populations of Cutthroat Trout. A stepped-pool fish ladder and a new fish screen were installed on the Clear Creek water diversion structure in 2005.

An accompanying aquatic habitat inventory found favorable spawning and rearing conditions for Steelhead on the lower reaches of Clear creek, including 0.7 miles of potential Steelhead habitat above the Clear Creek diversion structure. The Steelhead habitat potential of Roaring Creek was found to be naturally limited by high stream gradients, lack of spawning gravels and several massive debris torrent jams that block fish passage.

The watershed contains a diversity of fair to good quality wildlife habitats. A detailed wildlife habitat assessment was conducted by Beak Consultants in September 2001. Three general wildlife habitat types are present in the watershed: lowland conifer-hardwood forest, riparian/wetlands, and open water (pond & streams). Lowland conifer-hardwood forest is the predominant wildlife habitat type, occupying about 84% of the watershed.

As the implementation of this 2013 Stewardship Plan gets underway, the conditions of the Watershed will be surveyed and documented.

### **Management Policy Overview**

The Forest Grove Watershed is managed by the City's Water Division within the Public Works Department. The primary purpose of managing the watershed is to ensure the highest possible water quality to the citizens of Forest Grove. The City relies on the various creeks in the Watershed to supply its winter water. Because these creeks tend to have low flow in the summer, summer water is generally supplied by the reservoir behind Scoggins Dam – Henry Hagg Lake.

The Water Division is responsible for ensuring the Watershed is managed according to the goals and policies outlined in this plan. Resources for managing the Watershed are

prioritized into the Water Division's annual budget, funded by both timber harvest net revenues and water rates paid by the citizens of Forest Grove.

### **1. Water Quality and Aquatic Resources**

Water quality, riparian and aquatic biological productivity shall be maintained and enhanced through the use of good stewardship management practices and the implementation of watershed improvement projects.

### **2. Wildlife Resource Management**

Management should reflect the importance of wildlife habitat to forest health by protecting existing habitats, and restoring threatened or degraded habitats. Wildlife habitat improvements shall promote species diversity, and ensure that populations of indigenous species are maintained, especially those that are threatened or endangered. All forest management practices will not only meet, but strive to exceed the legal minimum requirements for habitat protection and retention.

### **3. Vegetation and Botanical Resources**

Maintaining the biological richness and native diversity of the Forest Grove Watershed is a key priority, and involves active management. This richness and diversity also promote resistance to wildfires and diseases. Mixed conifer/hardwood stands are encouraged where appropriate. Invasive exotics are controlled, degraded habitats improved, and a species mix indigenous to Douglas-fir and mixed woodland communities will be restored.

### **4. Timber Management**

The emphasis of tree harvest on the watershed is to maintain and improve the long-term productivity and biological integrity of the entire forest ecosystem. The desired future forest will feature mixed species stands of older, larger trees, with sufficient harvesting and regeneration to assure adequate younger stands to balance the age of the forest. Timber harvests will be both even-aged and uneven-aged to help create structures that benefit wildlife, such as gaps in the canopy, increased light for understory shrub and forb growth, snags and down woody debris. All timber harvests are subject to the overriding stewardship goals and policies governing protection of water quality, aquatic habitat and wildlife habitat in the watershed. Harvest levels shall be based on forest health and other ecological goals, and shall not be revenue driven. A system of selection thinning, patch cutting and variable retention harvest shall be used to maintain forest health and structure. No clearcutting is allowed.

### **5. Reserves**

Lands with significant biological, wildlife, or other resource values, or lands with high management risk are removed from the timber management base.

### **6. Herbicides**

Herbicide use is minimized and strictly controlled. Aerial or broadcast backpack application is prohibited. Exotic plants may be treated with targeted backpack spraying. Manual cutting is the preferred method of brush control.

## **7. Roads**

Roads are managed and maintained to minimize adverse impacts on the watershed. New access roads shall be earth surface, out-sloped to drain naturally where possible, and re-seeded after use. Existing roads that do not serve management purposes shall be de-commissioned.

## **8. Monitoring and Assessment**

Regular monitoring of key forest health indicators is a critical part of the sustainable management program. Monitoring serves as the basis for regular evaluation of the management plan, assessing the progress toward specific goals, and modifying practices if goals are not met. Regular surveys and field reporting will be done to measure changes in water quality and riparian habitat, road infrastructure, forest understory vegetation and the presence of rare, threatened, or endangered species.

## **Recommended Actions**

**1. Stream Restoration:** Reduce the impact of the Clear Creek headwaters sediment source by designing and implementing a slope stabilization project. Monitor the recently installed large wood structures on Clear Creek and their impact on fish populations. Maintain the Clear Creek fish ladder in good functioning condition, particularly during critical fish runs. Inventory Clear, Roaring, Thomas and Deep Creeks.

**2. Tree Harvest:** Continue the program of sustainable harvests within the active forest management area. Priorities include thinning overstocked stands to promote tree health, diversity, resistance to disease and wildfires, and providing additional structure for wildlife habitat (including snags, down woody debris, canopy gaps, and creating forest openings for the establishment of young forest stands). Develop a 10-year forest operations plan and annual operations plans.

**3. Wildlife:** Conduct surveys to confirm whether any Northern Spotted Owls are living within the watershed. When lacking, create snags and down logs in reserve areas and in conjunction with timber harvest operations. Provide additional small mammal, amphibian and reptile habitat by creating brush piles. Promote a healthy shrub layer in forest stands.

**4. Monitoring:** Create a more complete and robust monitoring plan that includes sufficient surveys and field reports to give a meaningful picture of changes in the watershed due to timber harvests and ongoing natural processes.

**5. Roads:** Continue routine maintenance and monitoring of watershed roads. De-commission the final 5,000 feet of Deep Creek Road. Restore and improve the segment of road that connects Potts Road and Clear Creek Road. Disconnect ditch lines from streams and direct water into filtering vegetation to prevent sediment from entering streams.

**6. Vegetation:** Protect forest understory vegetation during harvest operations. Control invading Scotch broom, thistle and Himalayan blackberry by hand cutting, or use of targeted herbicide application if necessary.

**7. Forest Zones:** Reduce the watershed zones from three to two by eliminating the Special Management Area. SMA acres will be assigned to the Reserve or Active Management Area.

**8. Public Education and Involvement:** Continue a program of regular tours of the watershed. Encourage efforts to connect with local schools and make the watershed available for educational site visits and research projects.

**9. Land Acquisition:** Acquire adjacent forestland outside the current boundaries of the City-owned watershed if that forestland is deemed to have hydrologic, ecologic or economic benefit to the City.

**10. Fire Management:** Continue to work with Oregon Department of Forestry on fire management and wildfire control.

## Chapter 2 – Introduction

*This chapter describes the vision for the City of Forest Grove Watershed, states the purpose of this second 10-year plan, outlines the planning process used in updating the original 2001 plan, and details plan implementation and administration.*

### Vision for the Watershed

Since 1917, when the City began buying land to have a controllable source of water, the watershed has provided clear, plentiful water for the Citizens of Forest Grove. The publicly owned 4,225 acre forested watershed constitutes a significant ecological, economic and social resource for the community of Forest Grove and the region.

The vision for the Watershed has been enhanced in this Update by adding a statement of Desired Future Conditions. The Desired Future Conditions, or DFCs, outline what the watershed forest stands and vegetation may look like in forty years, the year 2053, in both the Reserve Area and the Active Management Areas.

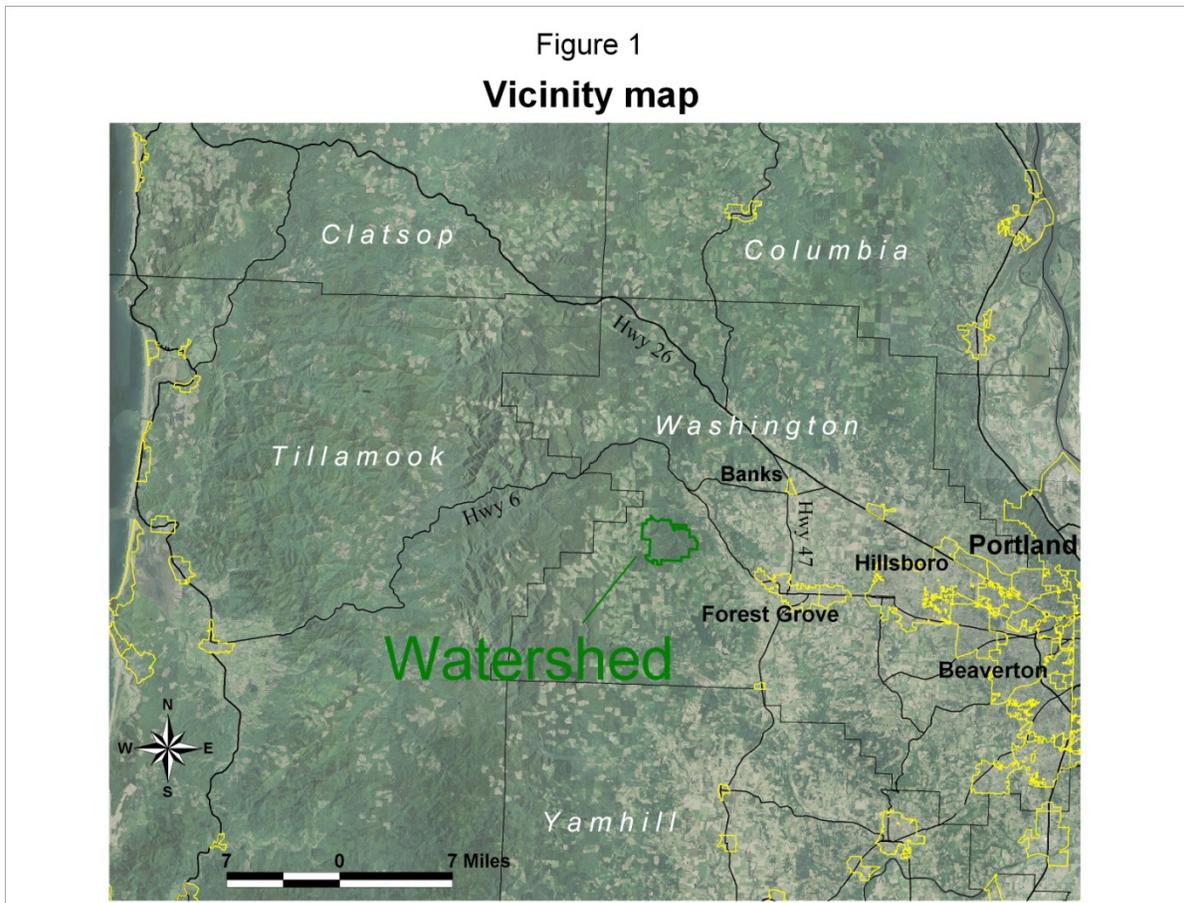
As articulated in the original 2001 Plan, the City of Forest Grove is looking beyond the timber-based approach of the past. The vision for the watershed as expressed in the 2001 Plan continues, which emphasizes protection and enhancement of water quality and other ecosystem functions. The City envisions a watershed that is a model for sustainable resource management that will be an inspiration and legacy of stewardship for future citizens. The City's demonstration of stewardship practices will encourage others who strive to become better caretakers of our important natural resources.

Conservation based management practices demonstrate that water quality, stream health, wildlife habitat enhancement, and tree harvest can go hand in hand. Protecting the quality of water, the health of the forest and its ecosystems and maintaining the site's aesthetic appeal are top priorities.

This continuing vision sees the watershed as an important part of the greater landscape, connected to the region by its streams (that provide cool water and important fish habitat for the Tualatin River Basin) and its forests (that provide potentially important wildlife habitat for sensitive species, including the Northern Spotted Owl).

To demonstrate the City of Forest Grove's commitment to stewardship, the City's practices are consistent with the Forest Stewardship Council's (FSC) certified forest management practices. The FSC forestry principles and guidelines--as well as independent third-party assessment--ensure that management meets stringent standards for environmental sensitivity, sustainability, and community and social concerns.

**Figure 1  
Watershed Location**



## **Purpose of the Plan**

The purpose of this second 10-year plan is to articulate and implement the stewardship vision of the Forest Grove community, and to provide City officials and Staff with guidance for the continued management of site resources. Some of these resources include species such as the Northern Spotted Owl and Winter Steelhead, which are listed under the Endangered Species Act. Conservation strategies, habitat improvements, and additional surveys and monitoring are proposed that will help the City fulfill its legal obligations and stewardship responsibilities under the Endangered Species Act (ESA) and the Oregon Forest Practices Act, administered by the Oregon Department of Forestry (ODF). Accurate resource information and comprehensive management policies are critical to ensure the responsible and long-term stewardship of this extraordinary property.

Specifically, the Plan serves to:

- inventory and assess watershed resources;
- describe resource management practices to be used to reach goals and desired future conditions;
- provide a comprehensive policy framework to guide future management decisions;
- establish monitoring and evaluation protocols.

This plan is intended to be a “working document,” that can be revised from time to time, and is scheduled to be updated in 10 years (2023). As the City monitors the results of management activities, there will be a continuing need to refine the plan and adopt changes that will help meet stewardship goals.

## **Planning Process**

The plan update process involved review of the 2001 plan and management actions and accomplishments of the past 10 years. New resource assessment information was reviewed. Management policies, standards and recommended actions were considered within three general resource areas: wildlife and fisheries resources, vegetation and botanical resources, and timber resources.

## **Public Involvement**

To assure an open and public planning process, the City Council formed the Watershed Ad Hoc Committee in 2012. The committee was specifically designed to be comprised of community members from a variety of interests including local business (Forest Grove Chamber of Commerce), residential and industrial water users, educators (Pacific University), rural landowners, and advocates for water quality, wildlife and fishery resources. The purpose of the committee, as directed by the City Council, was to serve

in an advisory capacity to City Staff, the Watershed Management Consultant, and the City Council.

The committee was an active participant in the planning process, meeting twice monthly for six months, from January through June, 2012, and periodically thereafter, with City Staff and the Consultant. Members were actively and enthusiastically engaged in reviewing and updating all areas of the 2001 plan. Work on each issue continued until a consensus was reached.<sup>1</sup>

Members of the planning team included:

- The Ad Hoc Committee: Bud Bliss, Dallas Boge, Steve Edward, Carla Ingrando, Dave Johnson, Lou Karabinus Teri Koerner, Bob VanDyk and Roy Woo. Three committee members (Edward, Karabinus and VanDyk) were members of the 2001 planning team.
- Trout Mountian Forestry: Scott Ferguson and Barry Sims (consultants)
- City Staff: Robert Foster (Director of Public Works) and Susan Cole (Assistant Director of Administrative Services.)

See Appendix E for more information about the Watershed Ad-Hoc Committee.

Additionally, the City Council held work sessions and presentations to consider the draft update to the 2001 Plan. The draft document was available for public review via the City's website prior to the Council adopting the Plan Update.

## **Implementation**

The adopted 2013 Plan Update will be implemented by City's Water Division staff, who are also be responsible for ongoing monitoring and evaluation. Annual written operational plans will guide watershed activities. These operational plans will be presented to the City Council each spring, prior to watershed management activities. After the management activities are complete each season, a report will be presented to the City Council summarizing the results. These results will be archived so that the City can monitor and reference over time various actions and outcomes in the watershed.

## **Planning and Administration**

The ultimate decision on resource policy and management direction rests with the Forest Grove City Council. Once adopted, any policy changes to the Forest Grove Watershed Plan would be accomplished via a Resolution adopted by the City Council.

The City Manager and City's Water Division staff are responsible for implementing the provisions and recommendations of the plan, and for ongoing management. The public is invited to attend City Council meetings, which are typically held bi-monthly. Agendas and reports can be found on the City's website or by contacting City Hall.

The City engages other resource professionals as necessary, to supplement their expertise and/or work force. Guidance from or oversight by appropriate resource professionals should be sought for any resource improvements or modifications.

## **Chapter 3 - History and Current Resource Conditions**

*This chapter provides a historical background for the Forest Grove Watershed, summarizes the socio-economic context, and reviews the current resource situation.*

### **Physical Landscape and Setting**

The 4,225 acre watershed owned by the City of Forest Grove encompasses nearly the entire upper Clear Creek Watershed. Clear Creek is one of nine sub-watersheds of the 78 square mile Gales Creek Watershed, which is in turn one of the many large rural watersheds in the Tualatin River Basin (see figure 1) Located on the forested mid-to-lower slopes of the Oregon Coast Range Mountains, the City watershed is about 4 miles northwest of Forest Grove, a city of approximately 21,000 people in 2013. Clear Creek is a moderate gradient stream in the lower, main stem of the Watershed (elevation of 400 feet). The three other primary drainages are Roaring Creek, Deep Creek and Thomas Creek. The upper reaches of these streams become high gradient as the topography changes to steep slopes rising to the watershed ridge tops at elevations of 1,600 to 2,400 feet.

The greater Gales Creek Watershed is almost two-thirds privately owned, either as industrial forestland (26%) or private agricultural or rural residential lands (38%). The Oregon Department of Forestry (ODF) owns and manages 28% of the watershed as part of the Tillamook State Forest. Private industrial forestland owners (mainly Stimson Lumber) own nearly one third of the watershed. <sup>ii</sup> Only four percent of the Gales Creek Watershed land base is urban or developed (see figure 2).

The topography of the Forest Grove Watershed is dominated by moderate to steep slopes (approximately 62% of the land base is >35% grade). The landform is comprised of volcanic and sedimentary rocks formed during the Eocene and Oligocene ages, primarily basalt overlain by sedimentary rocks made up of shale, claystone, sandstone and siltstone.

The maritime climate features an extended winter rainy season with hot, dry summers. Snow can accumulate in the upper watershed during brief cold storm events. This is usually followed by melting warm rains a few days later, often creating a surge of elevated water levels that drop soon afterward. Average annual precipitation is above 60 inches.

## **Historical Conditions 1800-1950**

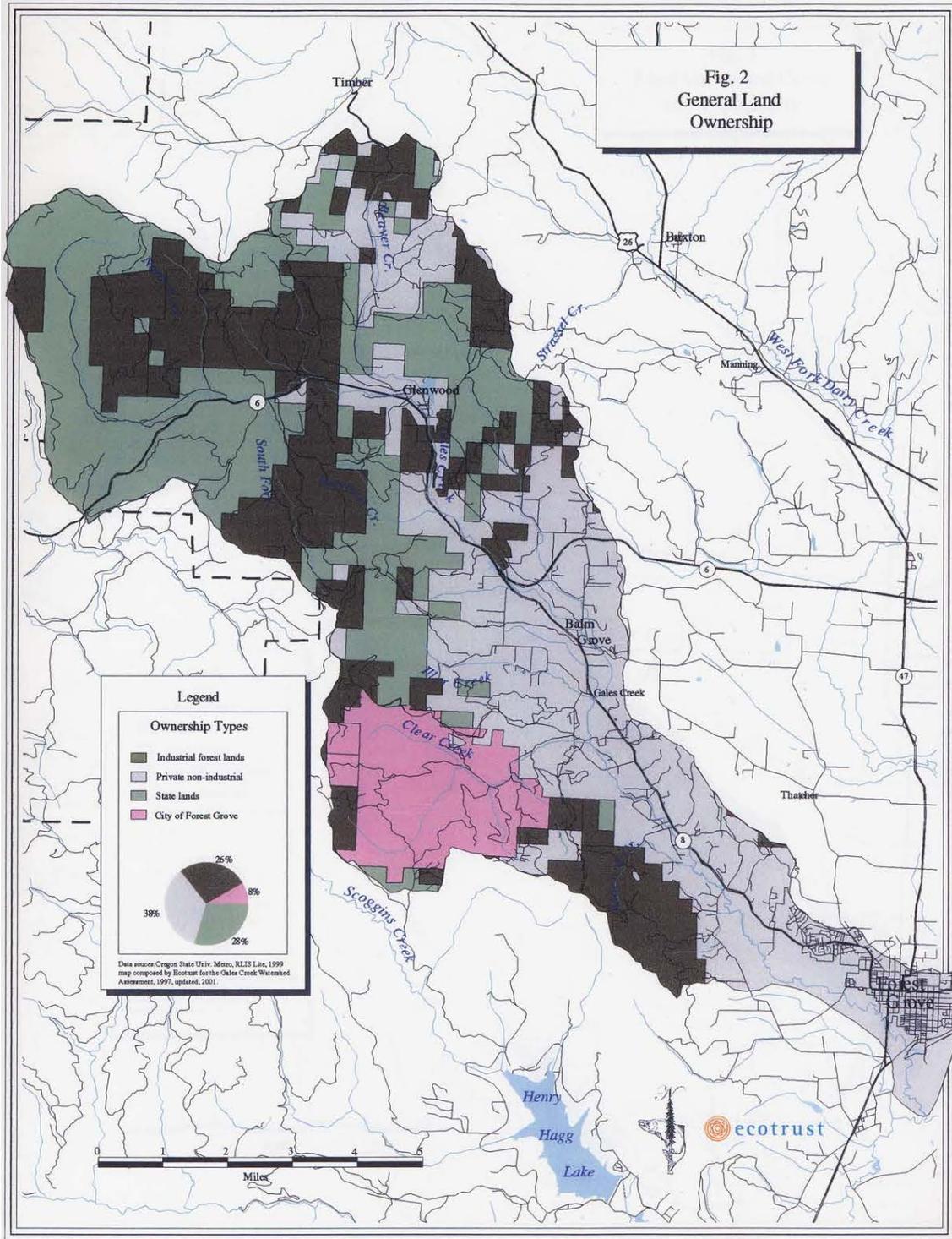
### ***Historic Vegetation Patterns***

In the early 1800s the landscape surrounding Forest Grove was strikingly different than that which is seen today. Conditions mirrored those found throughout the Willamette Valley and western Oregon. At that time, four major vegetation types occurred in the area: prairie, riparian forest and wetlands, open woodland and upland forest. Open grasslands dominated the vegetation from the floodplain margins to the hillsides of most valleys of the area. Isolated groves of trees were primarily white oak and Douglas-fir. This prairie condition had been intentionally cultivated by the local Tualatin (or Twality) Indians, who routinely burned the valley grasses to maintain important food and fiber “crops”, including oak, camas, hazel, and berries, to encourage lush grass growth for game, and to make travel easier. They likely used the Gales Creek Watershed as hunting grounds and as a route to coastal areas (Breuner, 1998<sup>ii</sup>). When the first settlers began arriving in the Tualatin Valley in the 1840s, there was little standing in the way of pioneer settlement. Diseases brought into the area by early trappers and explorers had already decimated native Indian populations (reducing their numbers by nearly 75 percent). Vegetation patterns changed quickly as a result of the cessation of native vegetation burning, and the beginning of farming and grazing practices by early settlers.

The Forest Grove Watershed is located in the upland forest zone, an area that was less affected by Indian burning and later agricultural clearing by settlers. The forest shows evidence of long-standing forest cover, that burned less frequently than open woodland areas on the valley margins. Timber harvest began in the City watershed at the end of the 19th century to supply local sawmills, and probably included log drives down Gales Creek. Industrial logging at that time was muscle-powered, with men, horses, oxen and donkeys. Logs were transported down creeks by floating them during peak flows.

The most significant large fires of the twentieth century in the region were the result of unsafe logging practices during low humidity conditions. Major fires (collectively called the Tillamook Burns) occurred in 1933, 1939, 1945, and 1951, charring more than 500,000 acres. Although the first of these fires started nearby in the Gales Creek Watershed, the City watershed was essentially untouched by the Tillamook Burn.





## **Water Use History 1908-2001**

The first public water system on Clear Creek was built in 1908. A mill was set up on site to cut and bore logs, which were wrapped with wire, coated with tar and dipped in sawdust before they were installed as pipes. To secure a reliable water source, the City began buying land, with the first purchase of 200 acres in 1917. In 1927 the log line was replaced with a wood stave line. The City purchased the bulk of the watershed (3,900 acres) in the years just prior to and after World War II.

The system was modernized in 1948 when a water treatment plant was built, and in 1964 when the old wood stave line was replaced by a concrete cylinder transmission line. The City continued to purchase land within the watershed when the opportunity arose, most recently in 1988 (140 acres) and in a 1995 land exchange with the Oregon Department of Forestry (220 acres).

Forest Grove obtains about 50% of its water from five diversion structures on the watershed (on Clear Creek, Roaring Creek, Deep Creek, Smith Creek and Thomas Creek). Combined, these five structures provide a supply of about 2-to-4 million gallons per day. This water supplies the City's water need in the winter and spring months. The balance of the City's needs, in the summer and fall, is supplied from the Barney and Scoggins reservoirs through the Joint Water Commission water treatment plant on the Tualatin River.

## **Timber Harvest History 1950-2001**

Forest Grove began an active timber cutting program in the watershed in 1950. Under a cooperative arrangement, the Oregon Department of Forestry (ODF) managed all timber sale work and regeneration efforts, for a percentage of sale proceeds. State supervision continued until 1980 when the City took over management. From 1981 until 1989 the Director of Public Works supervised sales. In 1989 citizen concern over the negative impacts of clear-cutting in the watershed culminated in a decision by the City Council to stop the harvest program. In 1994 an attempt was made to resume the harvest program, when the City hired a forestry consulting firm to inventory the timber and craft the watershed's first detailed timber harvest plan. The plan was met with skepticism by some councilors and citizens when it was proposed to the City Council in an open meeting later that year. Lacking significant public support (amid continuing concerns over the management approach), the plan was adopted by a 4-to-3 vote, but not implemented by the City Manager. The de-facto timber harvest moratorium continued until 2001, when the original Watershed Stewardship Management Plan was adopted.

Records for the first ten years (the 1950's) of State supervision are incomplete. A comprehensive report covering the 1960 through 1977 period details their management philosophy and harvest results. During those years, 440 acres were clear-cut, targeting the oldest timber stands on the watershed (+100 years old) in an attempt to establish a regulated forest with a 100 year rotation age. By 1977, fewer than 50 acres of this oldest

forest type remained. <sup>iii</sup> Of the 12,260,000 board feet of conifer harvested, 95% of the harvest volume came from clear-cuts; the largest was 160 contiguous acres at the headwaters of Deep Creek.

After a brief hiatus in the early 1980's, the City began an ambitious cutting program under the supervision of the City's Director of Public Works. Over the next seven years 477 acres were clear-cut. Harvest block sizes ranged from 7 to 135 acres. The program was carried out without the benefit of a forest inventory or management plan, until it lost public support in 1989.

### Recent Management History 2002-2012

In 2001, the City commissioned its first Watershed Stewardship Management Plan, followed in 2002 by hiring Trout Mountain Forestry, consulting foresters, to implement the plan. The consultant provided operational planning and oversight of watershed improvement projects such as bridge replacement, road system upgrades, stream habitat enhancement projects and annual sustainable timber harvests. A stepped-pool fish ladder and a new fish screen were installed on the Clear Creek water diversion structure in 2005. Over these 11 years, on average, 90 acres of forest were thinned and 10 acres were patch cut each year under the guidance of the plan's forest policies and recommendations. Harvest prescriptions were developed to encourage tree growth and vigor by thinning; where forest stands had two crown layers, trees were thinned to promote uneven-aged forest structure. Hardwoods were allowed to grow to promote wildlife habitat and stand diversity. Annual harvest volume ranged between 600,000 board feet to over 1,500,000 board feet.

### **Socio-Economic Situation**

The community of Forest Grove takes pride in the high quality of its water and enjoys some of the lowest water rates in the region. The watershed, while supplying approximately 50% of the City's needs, combines with early planning and water resource acquisition as the reasons for the high quality water and low rates. An important, though intangible social benefit is the "sense of place" and connection to the surrounding resource lands that a watershed can foster in a small community. This was evidenced by the concern over past management practices and the current public interest in forest health and fisheries management issues in the watershed.

The economic impacts of the watershed are two fold - the water supply provided to Forest Grove rate payers, and the sale of products from the annual timber harvest. The City of Forest Grove has restricted public access and prohibits recreation to protect the resource. The watershed contributes to the livability and economic climate of the area by providing open space, clean air and clean water (into Gales Creek) and helps protect the viewshed (forested hills) from town.

The recent annual harvests have contributed revenue to the City, produced expenditures in the private sector, and generated jobs for local contractors and mill workers by providing a periodic source of sawlogs to mills in the region.

## **Current Resource Situation**

*This section reviews the current conditions on the watershed, informed by an inventory completed in 2011, and organized by resource area. See chapter 5 for management recommendations.*

### **Water Quality and Aquatic Resources**

The watershed contains extensive fish and riparian habitat of good-to-excellent quality. A detailed aquatic habitat inventory of Clear and Roaring Creeks was conducted by Bio-Surveys in May 2001. Additional surveys and inventories will be conducted as this plan is implemented over the next decade.

The watershed contains approximately 13 miles of medium-to-small fish bearing streams, including Clear Creek (5.5 miles), Roaring Creek (4.8 miles), Deep Creek (1.8 miles), Thomas Creek (0.6 miles) and Smith Creek (0.2 miles). Clear Creek is a fourth order stream classified as medium-sized fish bearing, with its third order tributaries classed as small fish bearing streams.

The Clear Creek sub-basin currently contains important populations of Pacific Lamprey, Cutthroat and Steelhead. Numerous Steelhead spawning beds (redds) have been observed. Steelhead (a species listed under the ESA) and fluvial Cutthroat distributions in the sub-basin have been reduced by two significant factors: the water diversion dams on both Roaring and (until recently) upper Clear Creeks<sup>iv</sup>, and massive debris torrent log jams in the Clear Creeks headwaters. In addition to past man-made impacts from road building on steep slopes and tree cutting on creek headwall areas, there is evidence that fire and natural slope failure are part of the basin's torrent history. The combination of rainfall, steep slopes and shallow soils throughout the watershed presents potentially high risks to water quality and fish habitat.

Stream habitat conditions are good to excellent. Large woody debris in the stream stabilizes stream channels, provides fish habitat, and traps sediments. Large wood densities are exceptional for 6 out of 7 surveyed reaches. Overall, the abundance of riparian conifers and hardwoods for potential future woody debris recruitment is also excellent. However, in some locations past harvesting has removed many conifers and large wood from riparian zones, creating concern for long-term wood recruitment at these sites. Road failures associated with the 1996 storm (a 100-year event) caused several debris flows into Clear and Deep Creeks, adding massive amounts of large woody debris to the stream channels.<sup>v</sup>

The 1996 road failure in the Clear Creek created a steep dirt slope above the stream that continues to erode, adding considerable sediment to the water system year round. This

impacts not only water quality, but also reduces fish egg survival and macro-invertebrate populations. In 2003, an attempt was made to stabilize the lower slope by planting willows. This effort was only partially successful.

### ***Wildlife***

The watershed contains a diversity of fair-to-good quality wildlife habitats. A detailed wildlife habitat assessment was conducted by Beak Consultants in September 2001. Three general wildlife habitat types are present in the watershed: lowland conifer-hardwood forest, riparian/wetlands, and open water (lakes, rivers, and streams). Lowland conifer-hardwood forest is the predominant wildlife habitat type, occupying about 84% of the watershed. Open water is provided by the network of streams within the watershed, with riparian/wetlands habitats associated with these streams, seeps and areas with poor drainage. Together open water and riparian/wetlands occupy about 16% of the watershed. It is possible that over 200 species of birds, 65 mammalian species and 23 salamander/reptiles may utilize the site for nesting, foraging or migration.

The conifer-hardwood habitat type is further differentiated into five classes, representing the continuum of successional stages for forested habitats [sapling/pole (1-9" diameter), small tree (10-14"), medium tree (15-19"), large tree (20-29"), and giant tree (>30")]. Although this habitat type has been subjected to various intensities of forest management over the last 100 years, almost 40% of this habitat is in the large tree phase, and less than 10% is in the early sapling/pole phase. A small number of stands within the conifer-hardwood forest type are deciduous dominated, or of mixed composition, and provide important habitat variety.

Dead trees (snags) and dead parts of live trees provide essential nesting, roosting and foraging habitat to a wide array of species. Over 30% of bird species richness and abundance may be related to the level of cavity-nesting habitat available. Levels of suitable cavity nesting habitat vary widely across the forest, but are medium-to-low overall. Snags sufficient to support most cavity dependent species are important, especially large snags (over 21 inches base diameter). In the past 11 years significant amounts of large snags have been produced by tree mortality from a number of causes, the most important being: Natural mortality from *Phellinus weirii* (root fungal infection), girdling from a healthy black bear population and small pockets of trees killed by Douglas-fir bark beetles. Many snags present on the property are either small diameter, or well decayed.

Logs on the forest floor and other woody debris provide cover, food and unique environmental conditions (moisture, temperature) required by numerous wildlife species. Levels of woody debris vary widely across the watershed, but are low to moderate overall (especially of large logs). In many of the conifer plantations logs are virtually absent, or are small diameter (under 6" DBH) and consequently of low wildlife value. Large logs (2-3'+ diameter) are found in a few small areas where large trees have

blown down in recent storms, but most large, down logs are old remnants from past logging activity.

The 920 acres of older conifer plantations are very uniform in composition and structure (primarily Douglas-fir monocultures with some alder and bigleaf maple), with few gaps or older trees. This uniformity and lack of older residual legacy trees is a typical result of industrial practices of 1960's through 1980's, where clear-cutting removed nearly all trees, including cull and pulp logs. Current understanding identifies older trees and rotting logs as critical habitat for numerous species, important water reservoirs, and sources of organic material for soil fertility.

The giant tree forest stands (90-to-110 years old) are important wildlife habitat, particularly since in the Northern Coast Range Mountains forests of this size are uncommon.<sup>vi</sup> The maturing, closed canopy, conifer and mixed growth forests are potentially good habitat for the Northern Spotted Owl (listed under the ESA). An earlier wildlife survey found 792 acres with high quality owl habitat (potential).<sup>vii</sup> Although there are currently no known active owl nests, a single female spotted owl was sighted on the property in 2002, and a pair of spotted owls were detected in 2009. i.

A significant beaver dam complex is located just upstream of the Thomas Creek water diversion structure. Beavers actively maintain a large dam on a broad, low-gradient stretch of the stream and have developed several additional dams upstream (where the Thomas Creek channel narrows). In this area beaver cutting and girdling of trees has produced numerous down trees and snags.

### ***Vegetation and Botanical***

The property contains a rich variety of botanical resources. Notable plant communities include extensive stands of 80-to-110 year old Douglas-fir, several hundred acres of riparian vegetation, the wetland and beaver dam complex on Thomas Creek, and the remnant, centuries-old forest structure found in a few forest stands. There are few open, non-forested areas. One small rock outcrop above upper Clear Creek also adds to plant species diversity. Approximately 100 acres of new, 1-to-5 acre patch cuts provide areas with significant shrub and early-successional habitat.

A detailed inventory of special habitat areas and potential rare plant populations was completed in July 2001 by the Institute for Applied Ecology. A total of 176 plant species were encountered, approximately 77% (136 species) were native. The remaining species were introduced plants, many of them weedy. Additional species may be present, as some were not identifiable at the time of the survey. Additional surveys, preferably in spring would be required to gain a complete plant list.

No listed rare, threatened, or endangered plant species were encountered. Habitat for tall bugbane (*Cimicifuga elata*) is present, but the species was not encountered. The species may not occur on the watershed, but more extensive surveys would be required to confirm this. Closer inspection of the rock outcrop on the watershed may result in identification of additional rare plant species.

The most significant invasive plants in the watershed include Scotch broom, Himalayan blackberry, thistles, and reed canary grass. Scotch broom and Himalayan blackberry are well established in the surrounding industrial forest landscape, but exist only in isolated locations within the watershed. Care has been taken prior to recent harvests to limit the spread of these invasive shrubs. Annual monitoring and invasive plant removal in harvest areas have been successful in preventing the spread of blackberry and broom in disturbed sites.

Reed canary grass is a noxious weed of wetlands and ditches. It occurs in the watershed near Clear Creek Road and at the Thomas Creek pond, in ditches, and disturbed riparian areas. It has completely replaced native vegetation over much of the margins and wetland surrounding Thomas Creek pond and is therefore a serious threat to native vegetation. However, control of this species can be particularly difficult once it is established, especially without the use of herbicides.

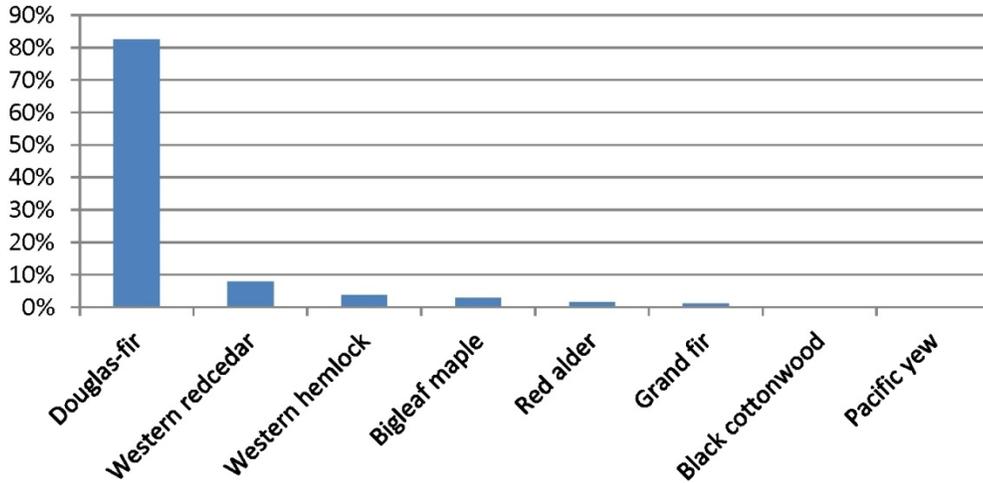
Thistles, foxglove, oxeye daisy, and Klamath weed are other exotics abundant on roadsides in the watershed and can be expected in clear-cuts. Their control is less urgent, but they will likely continue to spread in disturbed areas.

### ***Timber***

Of the 4,225 acre land base, almost all acres are forested with a mosaic of even-aged stands. A detailed timber cruise was conducted in 2011. Data were taken on forest stand composition (tree species, age, height, radial growth, and volume) Other information was gathered, including wildlife habitat features such as snags and down logs, as well as presence or absence of invasive vegetation. The cruise estimated a merchantable timber inventory on the entire tract of over 142 million board feet (up from the 92 million board feet estimated in the 2001 plan). This volume is comprised mostly of Douglas-fir (82 %), followed by western red cedar (8 %), red alder (2 %) western hemlock (4 %), bigleaf maple (3 %) and grand fir (1%). Average annual conifer growth for the entire tract is estimated to be over 3 million board feet.

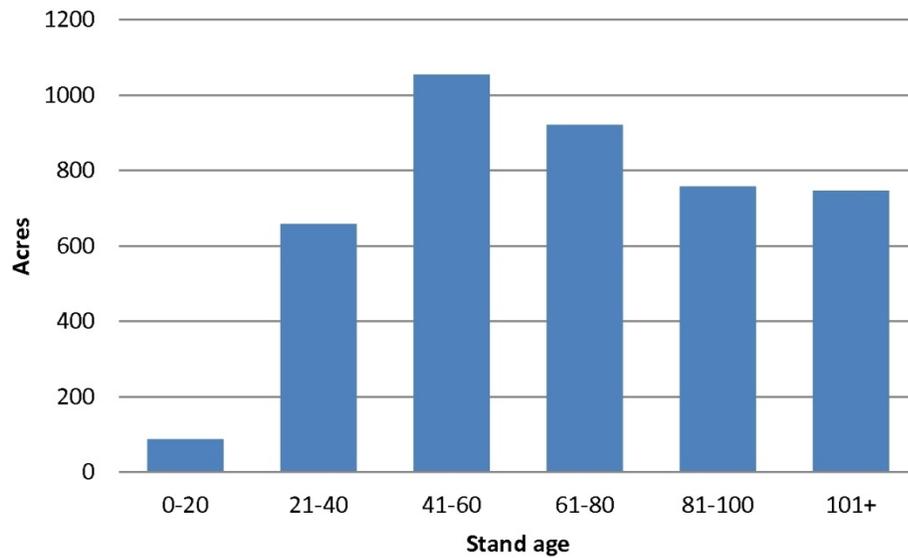
Chart 1

### Tree species composition

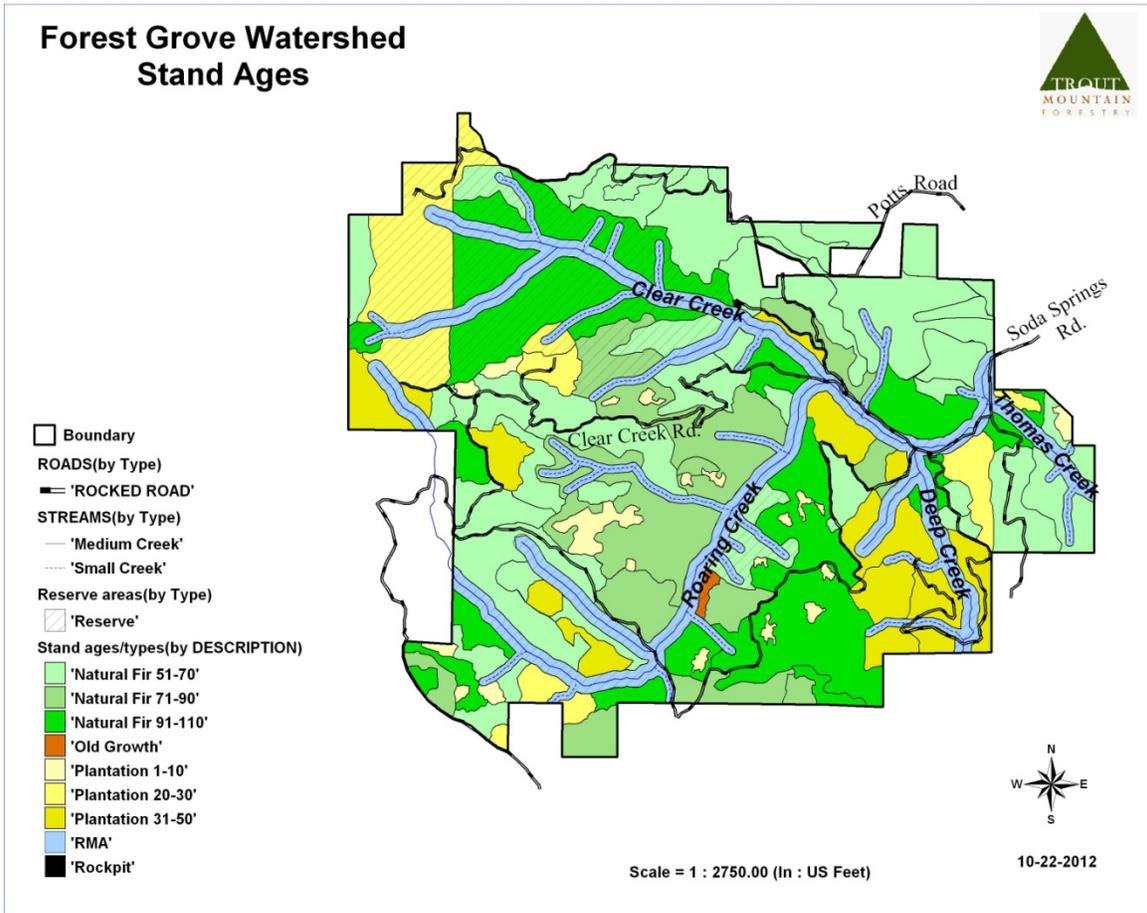


Most of the forest is comprised of even-aged Douglas-fir stands that are between 50 and 110 years old. Almost one thousand acres of these stands have been thinned in the past 11 years. There are approximately 920 acres of Douglas-fir plantations, which range from 22 to 50 years of age. The oldest forest stands are 90-to-110 years old, although older individual trees are scattered across the property. There is one seven acre old growth stand in the Roaring Creek reserve area.

Chart 2  
**Forest Age Distribution**



With over 1,400 acres of over-80-year-old stands, the watershed forest is unusual in this part of the Coast Range, where most upland forest was logged 40 to 110 years ago or burned in large stand replacing fires known as the “Tillamook Burn” (1933 and 1945). There are few openings in the continuous forest canopy of the watershed, with the exception of a number of one-to-five acre regeneration “patch cuts” that have occurred during the past 11 years.



The forest structure is fairly homogeneous within the younger plantation forest stands (22-50 years of age). Older stands (harvested prior to 1960) feature much more structure and legacies from the pre-settlement forest. These older stands were harvested and not replanted -- they were simply left to naturally regenerate over time. These areas reproduced naturally, producing stands of greater diversity in tree age, species and density patterns. Often the loggers of that era let scattered trees stand for “seed trees” or left them because they were slightly defective and had no merchantable value. These “residual” trees now constitute the oldest trees on the watershed, reaching heights of over 200 feet and diameters greater than five feet. They also left large cull logs and other woody debris on site. Logging practices after 1960 emphasized “clean logging” that removed all trees.

Since 2001, logging practices in the watershed have focused on sustainable thinning, and small patch cut areas up to five acres. Methods used to harvest have been chosen to minimize the disturbance on soils, vegetation and neighboring trees. These recent patch cuts have created approximately 100 acres of new forest regeneration with a high diversity of species. Several of these areas were replanted to alder, some to fir and others to both fir and cedar.

## **Forest Protection**

Management activities within the forest can either increase or decrease the risk of forest loss or decline from fire, wind, soil disturbance, insects and disease. Forest protection is accomplished through thoughtful actions that reduce this risk.

At present there is little evidence of tree loss from insects or disease on the Forest Grove Watershed. *Phellinus weirii* (laminated root rot), red ring rot (*Phellinus pini*) and brown cubicle rot (*P. schweinitzii*), are all present at low levels in the forest, and cause minor annual volume losses. Older, less vigorous trees that have prior stem injuries can lose most of their merchantable value as the rot progresses. Healthy trees are much more resistant to decay.

Swiss needle cast disease (*P. gaeumannii*), a native fungal pathogen, has affected Douglas-fir throughout the Oregon Coast Range, with damage identified in the Cascade Range as well. Serious disease symptoms include needle loss and growth decline, which has been found over an expanding area of northwest Oregon.<sup>viii</sup> Insect defoliators such as Douglas-fir tussock moth and the western oak looper are also capable of doing damage if populations reach high levels. A windstorm in 2006 blew down small pockets of timber in the watershed, causing minor damage but providing habitat for a short-lived outbreak of Douglas-fir Bark Beetles, which reached populations sufficient to kill several small patches of trees. This beetle infestation quickly dropped off as the population returned to normal levels.

The best protection against disease and insects is to promote a healthy, diverse forest with abundant wildlife habitat. Healthy trees are much better at resisting disease and insect attacks. Diversity in tree species reduces the chance of insect and disease infestations, while lessening the impact if one tree species is lost. While Douglas-fir is dominant, establishing and maintaining a more diverse mix of species will help maintain long-term forest health. Planting should feature multiple species of trees when regenerating the forest. Good management practices such as soil protection and thinning to increase stand vigor will help protect the forest. By increasing wildlife habitat, the natural control of feeding birds, mammals and other insects will be enhanced.

Blowdown and snow breakage is a threat to trees of poor health and vigor. After a harvest, trees that have not acclimated to the new conditions are susceptible to wind damage. There is little damage of this type in the watershed. Trees are generally stable and vigorous, with little indication of post-harvest trauma following past cuts.

## **Soils, Roads & Slope Stability**

Olyic, Hembre, Tolke and Pervian silt loams predominate. These are well drained silt loams and silty clay loams that formed from sedimentary and igneous rock. Runoff from bare soil is rapid and erosion hazard can be severe. On steep slopes (>60%) there is a hazard of landslides or ground slumping of soil from the base of sedimentary or basalt rock. This can be seen in the several landslides that occurred during the 1996 storm. Of the six major landslides that originated during this storm event, all were on

slopes >60% grade, and all the slides originated from poorly-drained roads that concentrated storm runoff on slopes that had been recently clearcut.

A watershed *Slope Stability and Landslide Hazard Evaluation* was done by Timothy W. Blackwood (in association with Portland State University), as part of the 1994 management plan. The report provides a delineation of hazard zones related to the risk of landslides within the watershed. The “extreme” and “high” hazard zones comprised about 17 percent of the forest, and consisted of headwalls, steep slopes over riparian zones, and other areas of potential soil instability. The “moderate” landslide hazard areas comprised 73% of the forest. A Light Detection and Ranging (LiDAR) image was completed in 2012 and confirms the 1994 data. These hazard zones correspond closely to the slope steepness, which is displayed in the LiDAR image on page 26.

Soil productivity is good, ranging from site class III to II.<sup>ix</sup> These soils are well suited for growing Douglas-fir and mixed conifer/hardwood forests. Roots penetrate to a depth of 40 inches to more than 60 inches.

Watershed roads are generally well located (away from streams and steep slopes), are stable and have few stream crossings (see figure 4). Major stream crossings are low on the watershed, via well placed concrete slab bridges. Recent road work has repaired problem areas where ditching, cross drainage culverts and road surface improvements were needed (Roaring Creek Road and the Roaring Creek-Clear Creek connector road).

Figure 4

## Watershed Roads

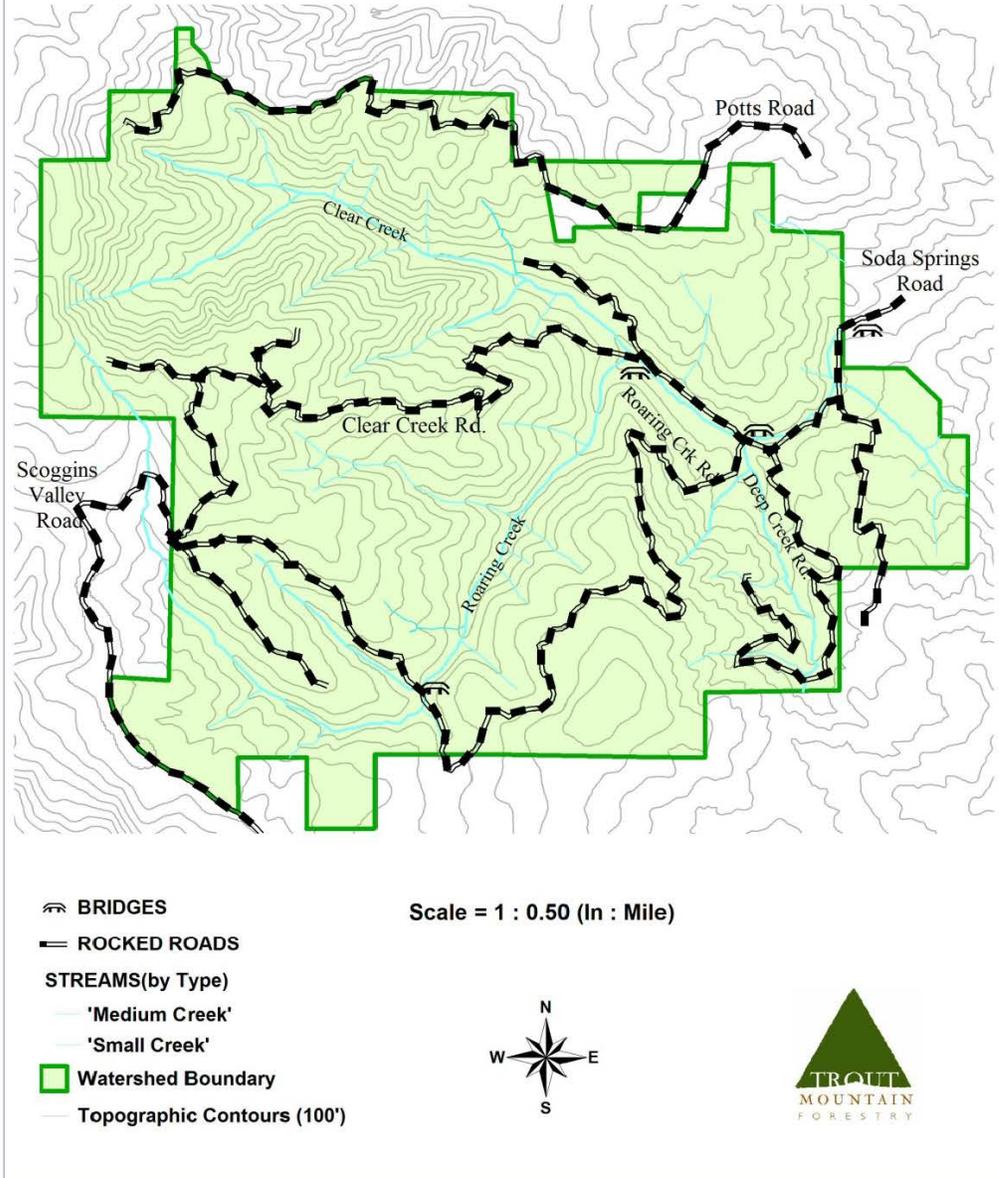
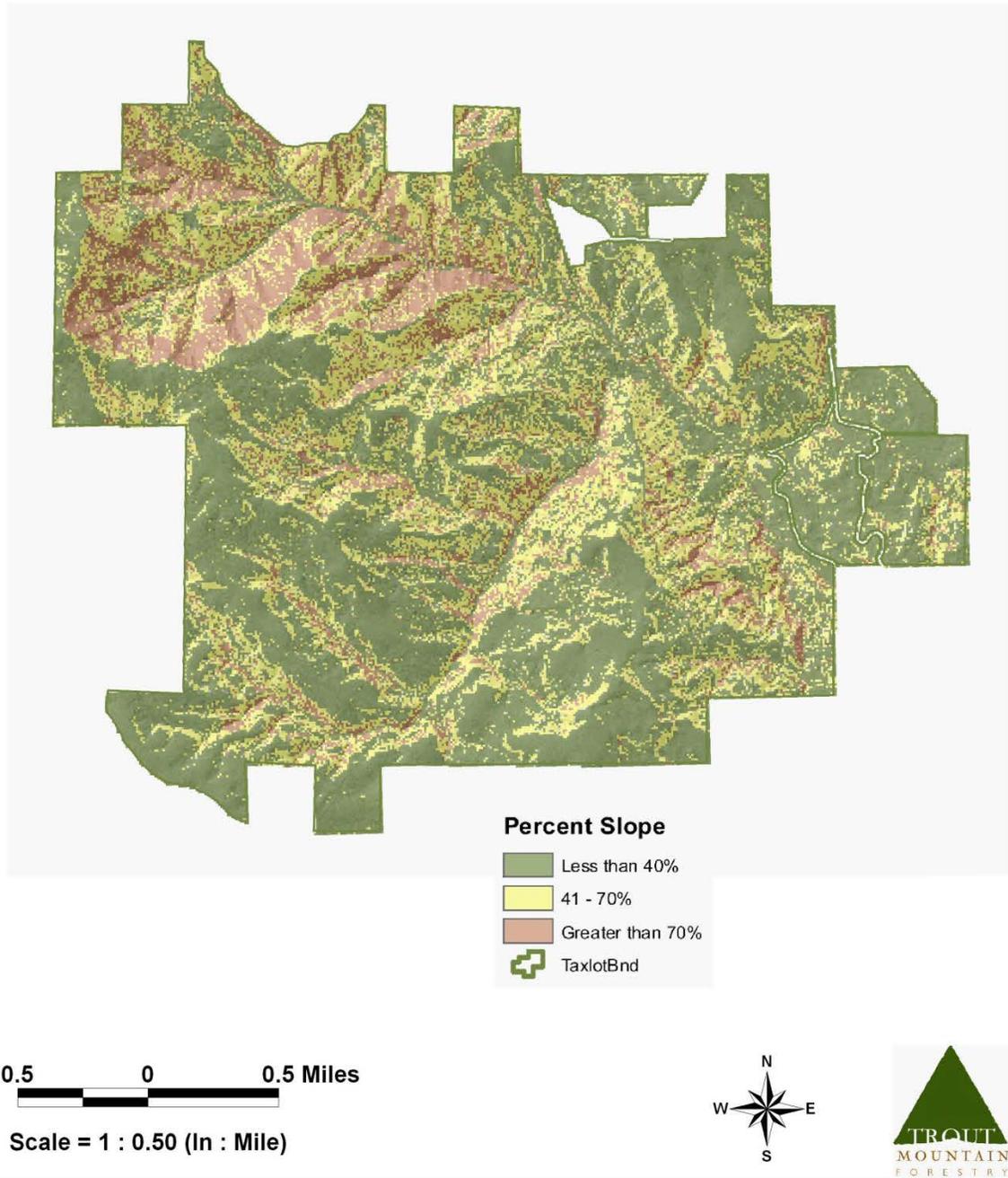


Figure 5

## Slope steepness and erosion potential



The several landslides on the watershed in the past 20 years are associated with road building and timber cutting on steep, unstable slopes. In some cases, landslides occurred during extreme storm events, when drainage systems failed to prevent the concentration of water and the saturation of road fills. In all cases the roads have been repaired and the slides stabilized, with the exception of the previously described slide at the headwaters of Clear Creek. The 16 mile, rocky road system provides access to all major watershed landforms with the exception of a large contiguous block at the headwaters of Clear Creek. This block of forest consists of several hundred acres on the steep slopes to the south of Clear Creek (part of the forest reserve). Past harvest activity has been limited to dry season months (due to soil impact and water quality concerns) when rock-surface roads are less impacted by log hauling.

New road construction has been identified in recent studies as being the major factor in landslides and erosional deposition of sediment into forest streams. Stream impact increases with the density of the network and width of the roads. Although the methods of road construction and maintenance have improved greatly over the past 30 years, it is still the area of greatest potential impact on the forest ecosystem.

### **Fire Management**

Although fire was a part of the historic natural disturbance regime on the Forest Grove Watershed and throughout the Oregon Coast Range, current risk of fire is moderate to low. Fire risk is highest from July through October, with low-to-minimal risks the rest of the year. Increased visitor use and dense, unmanaged fir plantations can lead to heightened fire hazard, though increases are small. Practices to reduce fire risk include encouraging hardwoods as fire breaks, controlling vehicle access, prohibiting open fires and overnight use.

While it is understood that fire in the forest can be beneficial, the risk of catastrophic loss from wildfire is always a concern. The two primary causes of wildfire are "Man" and "Lightning". This plan stresses (1) reducing the risk of a fire starting and (2) reducing the size and hazard of any fire by preparations which include upgrading and maintaining logging roads and trails, minimizing concentrations of slash, avoiding slash burning and preventing trespass. It's also important to follow the basic Department of Forestry rules on fire safety, especially when harvests coincide with late summer fire season.

Although fire was an integral part of the Oregon Coast Range coniferous forest ecology, wildfires cannot be allowed to burn due to the proximity to homes and adjacent properties. <sup>x</sup>

The City of Forest Grove Watershed is in the Northwest Oregon Fire Protection District, managed from the nearby Gales Creek office. The lead agency for fire suppression for forested areas is the Oregon Department of Forestry. The lead agency for structural fires is the Forest Grove Fire Department. More information on fire management is provided in Chapter 4.

## Chapter 4 – Resource Policies

*This chapter documents how the watershed is and will be managed. A Management Statement and specific management goals are provided. Criteria for determining how specific areas are managed are given. For each of four general resource areas, policies and objectives are defined and performance standards are detailed.*

### Management Statement

The City of Forest Grove Watershed is managed to protect and improve forest ecosystem health, for the purpose of providing the City with high quality water.

Emphasis is placed on protecting the health of the watershed streams, and restoring riparian habitat degraded by past management activities. Management activities (including tree harvest) will strive to increase the natural diversity of the forest and enhance its wildlife habitat values.

As a demonstration of progressive management practices, the watershed provides a model of sustainable forest stewardship that balances ecological, social and economic goals.

### City of Forest Grove Watershed Management Goals

The Goals for the Watershed Management are:

1. To provide high quality water to the City of Forest Grove.
2. To actively promote diverse wildlife habitats, and to support a wide range of native biodiversity.
3. To use environmentally sensitive management and harvest techniques to restore degraded habitats, maintain forest health, improve tree quality, and help support watershed infrastructure.
4. To utilize and demonstrate current best practices in stewardship forestry and biological resource protection.
5. To strive for a balanced approach, giving ecosystem protection, community and social benefits, and sustainable forest management equal consideration.
6. To establish a model forest to demonstrate resource stewardship and provide educational and research opportunities.
7. To enhance stream health and riparian habitat quality.

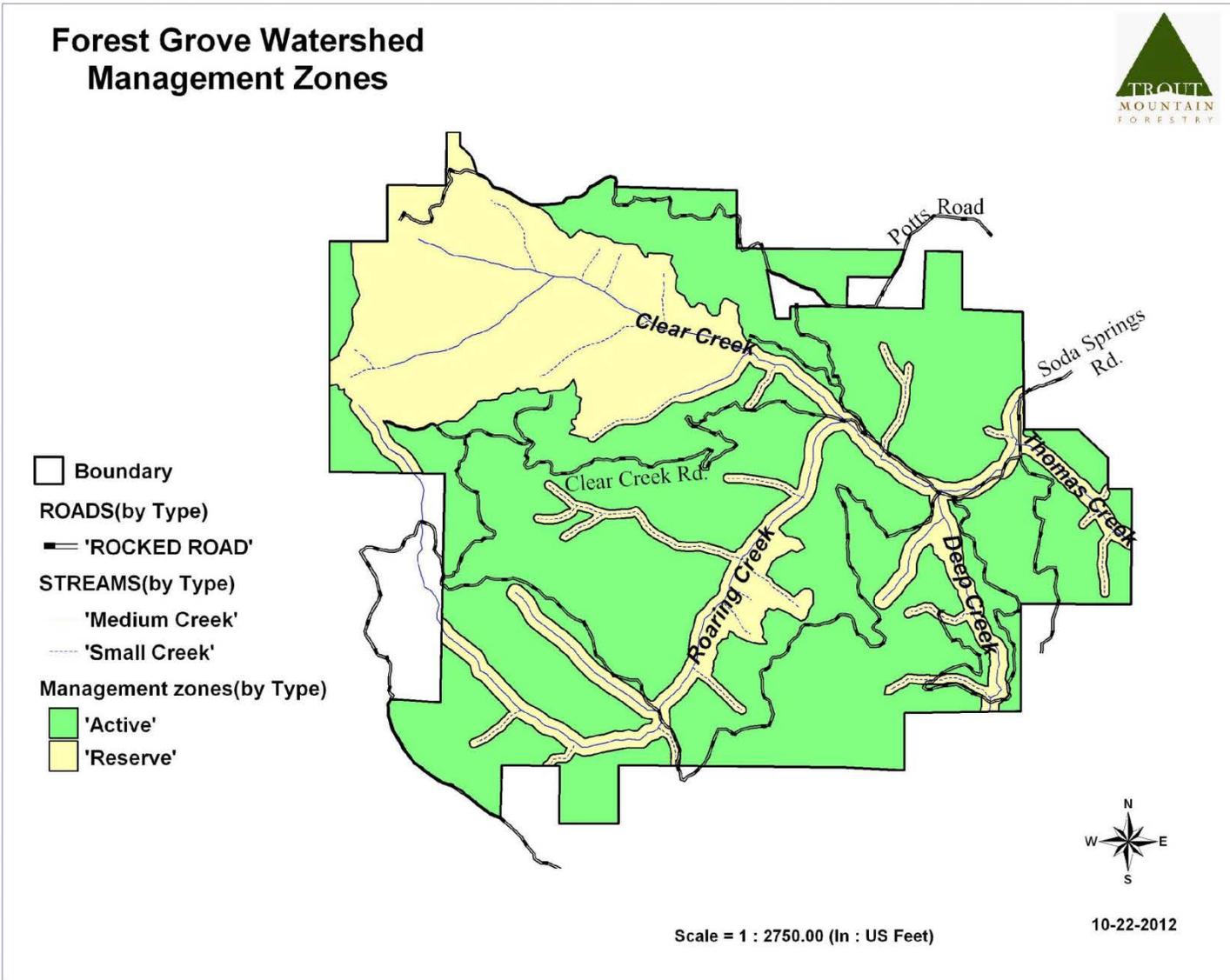


Figure 6



## Management Area Classification Criteria

To support the management goals and the Desired Future Conditions (DFCs), as well as to offer the greatest protection to sensitive resources and to direct management efforts to the most appropriate sites, watershed lands are classified into two general area designations: Reserves and Active Management Areas (AMA). Practices used in each management area take into account the special conditions and intended uses of each site (see figure 6).

1,395 acres of the forest are reserved from harvesting (33%) to protect important biological and physical resources. 2,830 acres of the forest (67%) can benefit from more active management, including tree harvesting.

### Reserve Areas

Areas with one or more of the following characteristics listed below are candidates for Reserve Area designation. Management of reserve areas is limited to that necessary for ecological restoration or enhancement.

- Riparian areas — lands within 200 feet of the main stems of the five major streams, and within 100 feet of minor perennial streams.<sup>xi</sup>
- Steep slopes — areas of steep slope that are prone to landslide.
- Inaccessible — where excessively expensive or higher risk road building would be required to access.
- Representative ecosystems — Forest community types that are not common will be reserved from management (e.g., older mixed hardwood/conifer stands or two aged, Douglas-fir/western hemlock/cedar mixed forest).
- Old forest — stands or groves of trees older than 200 years.<sup>xii</sup>
- Sensitive sites — areas of moist soils, sites prone to soil movement or windthrow, unique vegetative communities, critical wildlife habitats, and visually sensitive areas

### Active Management Areas (AMA)

These areas of low risk, listed below, are where forest cover will be manipulated (active tree harvesting and replanting) using an array of techniques intended to achieve a variety of improved biodiversity and increased forest health objectives. Management techniques and principles will be demonstrated and interpreted for the citizens of Forest Grove and other visitors. These areas include upland sites — areas located at least 200 feet from main stem streams and 100 feet from perennial streams -- where risk of erosion or stream sedimentation is minor.

- Low risk of landslide— areas suitable for ground-based harvest or small scale cable systems, where risk of landslide is minimal.
- Easily accessible — areas where access for management can be developed economically and with low risk of negative environmental or visual impacts.

- Planted forests — plantations greater than one acre, including areas of associated natural regeneration.
- Douglas-fir communities — areas strongly dominated by Douglas-fir.

**Table 1. Management Area Characteristics**

	<b>Reserves</b>	<b>Active Management Area</b>
<b>Acres</b>	<b>1,395 (33%)</b>	<b>2,830 (67%)</b>
<b>Features</b>	Riparian zones, steep slopes above streams, inaccessible areas, unique habitats, old forest	Upland sites of moderate to low slope, natural and plantation forests, easily accessible
<b>Target Forest Age</b>	Old Forest (+200 years)	Balanced Ages 0 – 140 Years
<b>Site Sensitivity (risk)</b>	Moderate to High Risk	Low Risk
<b>Tree Harvest</b>	No commercial harvest	Conservative harvest levels, even and un-even aged stands, harvest cycles of 10-to-15 years
<b>Habitat Enhancement</b>	Highest priority	Enhancement accompanies tree harvest

### Conservation Strategies

The basic elements of the conservation strategy in this forest management plan are included in the policies, objectives, standards and guidelines under each resource area in the sections that follow. A brief list of these basic strategies would include:

- *Management Zoning with large Reserves* - large reserves add a level of safety by removing sensitive parts of the forest from active management. Reserves Areas serve as “insurance” against the risk of unintended consequences from the more intensive management practiced in the AMA. This strategy is likely to provide a wider variety of conditions on the watershed, preserving options for future managers during a time of rapid change in societal values and natural resource sciences.

- *Go slow approach* - a key element in this management plan is the conservative, gradual approach to implementing management activities. This provides time to monitor and assess the success of management in an adaptive context, as strategies are applied from site to site.
- *Integrated management of resources* - the planning process has used a multidisciplinary, integrated approach to management of water quality, wildlife, fisheries, timber and botanical resources. These are linked on the landscape and all are important aspects of forest ecosystem health.
- *Forest Structure* - under this plan, the forest will grow older and more structurally diverse. Harvest prescriptions will create more structural variety within planted and natural stands that will benefit wildlife.<sup>xiii</sup> Carbon storage within the watershed will increase over time as the forest ages and accumulates physical volume.
- *Tree harvest based on forest health needs* - harvest levels are set below current growth rates and are not revenue driven.
- *Landscape approach* - the watershed management plan focuses on landscape-level effects, both within the watershed sub-basin and in the greater Coast Range region. Examples include policies to work cooperatively with neighbors, to purchase additional land within the Clear Creek drainage basin, and to provide additional old forest structure within reserves (currently lacking in the region).

## **Water Quality and Aquatic Resources**

### **Policies**

*Water quality, riparian habitat and aquatic biological productivity shall be maintained and enhanced through the application of good stewardship practices and the implementation of watershed improvement projects. Fisheries habitat management shall include protecting water quality through maintaining soil stability and productivity, as well as improving the health of riparian and aquatic ecosystems.*

### **Objectives**

- Provide the highest quality of water to the citizens of Forest Grove.
- Give special consideration to protecting or recovering designated sensitive species.
- Manage riparian zones for restoration and enhancement of wildlife habitat and water quality.
- Protect areas with special value for water quality or aquatic productivity.
- Monitor and evaluate the effects of forest management on water quality and aquatic productivity.

## **Standards and Guidelines**

### **General**

1. The watershed is protected from trespass or other unauthorized use. Authorized use guidelines can be found in the Public Access section of this plan.
2. Management efforts are designed to maintain viable populations of all native fish species present, and select invertebrates.
3. Fisheries professionals are involved in planning for resource improvements.
4. Habitats of rare, endangered, and sensitive species are given high levels of protection.
5. Active fish habitat restoration perpetuates and encourages the habitat productivity and reestablishment of native fish species.
6. Logging is restricted to dry season conditions to reduce impacts on roads and the resulting sediment that is generated by log trucks. Logging policies are covered under the Timber Management section.

### **Riparian areas**

1. Timber removal is prohibited within stream riparian reserves, except for restoration activities (no commercial harvest is allowed). Practices promote older forest structure and diversity.
2. Skid trails or roads in riparian areas are retired or relocated wherever possible.
3. Equipment operation in riparian areas is prohibited, except for restoration activities.
4. Restoration activities within riparian areas use methods with the lightest possible impacts.

### **Fish habitat and stream structure**

1. Key (anchor) habitats are given the highest levels of protection.
2. Degraded or at-risk habitats are targeted for improvement or restoration.
3. Fish passage is provided around barriers when practical and beneficial.

## **Wildlife Resource Management**

### **Policies**

*Protecting the wildlife resources of the Forest Grove Watershed is accomplished by using active management to improve habitat conditions, as well as reserving sensitive sites from timber management. Wildlife habitat improvements shall promote species diversity, and ensure that populations of indigenous species are maintained or enhanced. A range of habitat conditions (from open and edge habitat, to large areas of undisturbed, older forest for deep-forest species) is provided within the watershed.*

### **Objectives**

- Identify and protect the full array of wildlife species present and their habitats. Enhance habitats where desirable.
- Give special consideration to protecting or recovering designated sensitive species.

- Retain select trees as biological “legacies”, as seed sources for natural regeneration, and for stand structure.
- Protect areas with special value for wildlife habitat.
- Monitor and evaluate the effects of forest management on wildlife resources.
- Promote connectivity between habitats as opportunities arise.

## **Standards and Guidelines**

### **General**

1. Forest management efforts are designed to maintain viable populations of all native vertebrate species present on the site, and select invertebrates.
2. Wildlife professionals are involved in planning for resource improvements.
3. Habitats of rare, endangered, and sensitive species are given high levels of protection.
4. Management of mixed stands protects veteran broadleaf trees (especially oak and madrone).
5. Active restoration perpetuates and encourages the re-establishment of native species on appropriate sites.
6. Wildlife management considers the overall goals of the watershed and the functionality of the forest ecosystem.

### **Legacy and wildlife trees**

1. Trees that are unique for their size, age, species, wildlife value or location are protected. Criteria for legacy and wildlife tree selection and management are followed (see table 2, in the Timber Management section).
2. Trees more than 200 years old are identified and retained as legacy trees.
3. Wildlife trees are cultivated to provide critical habitat (den cavities, nests, perch sites) or mast (acorns, seeds, or fruit).<sup>xiv</sup>
4. Wildlife trees are retained during harvest and allowed to naturally die, providing future snags and large woody debris.

### **Snags and coarse woody debris (CWD)**

1. Snags and down logs are actively cultivated for wildlife habitat. Criteria for snag selection and management are followed (see table 2).
2. All snags are permanently retained and allowed to naturally deteriorate, except where posing a safety hazard near roads, landings, trails or structures.
3. Trees are cut, limbed and bucked in place (slash and cull log sections are left in the woods).
4. Pulp removals are restricted (to increase the amount of coarse woody debris in the forest).
5. Coarse woody debris levels are managed to promote soil productivity. A minimum of 20 tons of CWD per acre is desired (property wide average); additional recruitment is encouraged.
6. Salvage of wind, insect, disease, or fire damaged trees is allowed only in cases of significant risk or loss (at least 1 load of logs in a landing area). Salvage is avoided in reserve areas.

## **Vegetation and Botanical Resource Management**

### **Policies**

*Maintaining the biological richness and native diversity of the Forest Grove Watershed is a key priority. Active and diligent management enhances forest health, and promotes disease and wildfire resistance. Invasive exotics are controlled to improve degraded habitats and create a species mix indigenous to Douglas-fir and mixed woodland communities.*

### **Objectives**

- Maintain the biological richness of the native vegetative communities present, including mixed hardwood/conifer woodland, riparian forest, and upland Douglas-fir ecosystems.
- Identify species present, and protect habitats of designated sensitive species.
- Maintain control of invasive non-native species.
- Rehabilitate degraded ecosystems, including areas impacted by past management.
- Educate the forest visitors of the importance of forest botanical resources.

## **Standards and Guidelines**

### **Plant communities**

1. Areas of rare or sensitive plant communities are protected from adverse impacts. Road building through such areas is not allowed.
2. Degraded plant communities are actively managed to promote biological diversity and ecosystem health.
3. Forest understory vegetation is protected during timber harvest operations (see Timber Management section for timber harvest standards and guidelines).

### **Rare flora**

1. Rare and endangered species are given the highest levels of protection.
2. Collection of native plant material or mushrooms for commercial or personal purposes is not allowed.
3. Plant surveys are conducted to identify and evaluate known and suspected populations of sensitive plant species. Surveys are re-conducted at no less than 10 year intervals, or as needed.
4. Populations of designated sensitive species are identified and managed in accordance with State and Federal policy.
5. Plant population enhancement and reintroduction is conducted to benefit sensitive species, where appropriate.

### **Exotics**

1. Surveys to identify potential invasive exotics are conducted prior to management activities.
2. Scotch broom, Himalayan blackberry, false brome, and other invasive exotics are aggressively controlled or eradicated, preferably by non-chemical means,

- including mowing or hand cutting. Neighboring landowners are encouraged to institute their own controls near common boundaries.
3. Chemical control is used on a spot application basis where non-chemical means are ineffective or impractical.
  4. An undisturbed soil buffer is left around populations of exotics to slow their rate of spread.

### **Restoration**

1. Active restoration encourages the re-establishment of native species on appropriate sites.
2. Restoration activities minimize ground disturbance, unless disturbance is deemed an appropriate management technique.
3. Restoration activities are initiated first on a small scale and on low risk sites. Large scale efforts may be applied once practices are proven to be effective on each site.
4. A variety of methods are investigated for reestablishing native ground cover and controlling competing vegetation.
5. Local and on site seed sources and vegetation are used for restoration and re-vegetation, as practical.

## **Timber Management**

### **Policies**

*The emphasis of timber management of the Forest Grove Watershed is to maintain and improve the long-term ecological productivity and biological integrity of the entire forest ecosystem. The desired future forest will feature large trees of mixed species and age. Harvest levels shall be based on forest health and other ecological goals, and not be driven by revenue needs. Lands on which other resource values exceed timber values are removed from the timber management base. Reserves are dominated by maturing Douglas-fir and mixed conifer/hardwood forest. The Active Management Areas support more harvest activity, but retain significant elements of older forest character scattered throughout.*

### **Objectives**

- Actively manage forest stands in accordance with the Plan's Management Goals, to create the stated Desired Future Conditions (see chapter 5). "DFCs" are subordinate to the plans goals and resource policies. Reserve sensitive areas from management.
- Protect biological resources as a key priority in management.
- Select management practices based on the best forest science available.
- Prescribe flexible silvicultural methods that enhance the health and vigor of the forest, while maintaining aesthetic values.
- Maintain long term site productivity by protecting soils from adverse harvest impacts and promoting natural soil fertility.
- Allow portions of the forest to become more mature.

- Emphasize thinning to promote stand growth and longevity, forest health, and economic returns.
- Regenerate selected stands to maintain a balance of ages and species, or when stands are at risk.
- Reforest stands by natural reseeding if practical, using planting as necessary to ensure regeneration success.
- Adapt timber management plans, with City Council approval, over time to preserve water quality and quantity, and to address other resource policies, changing goals, forest conditions, and the understanding of forest ecosystems.
- Align with externally recognized sustainable management practices, such as the Forest Stewardship Council standards for sustainable forest management<sup>XV</sup>.

## **Standards and Guidelines**

### **Planning & Reports**

1. Annual timber harvest reports and operational plans are used to implement the management goals and make progress toward the DFCs, document the decision-making process, and to justify and schedule management operations.
2. Operational Plans are written by a professional forester, and based on statistically relevant resource inventories and assessments of forest values and functions.
3. Plans perpetuate or enhance the full range of forest values and functions, as possible.
4. Input from wildlife, fishery, and botany professionals is solicited and incorporated into harvest plans.
5. Forest resources are inventoried and the management plan is updated every 10 years (see Monitoring section).
6. Annual Operational plans are prepared to detail management activities, periodic harvests, and planned surveys.
7. Operational plans include detailed maps and brief operational notes. Maps include: stand delineations, reserve areas, and locations of any landings and skid trails. Operational notes include: prescriptions for each unit, project specifications, intended outcomes, timber harvest volume and value estimates, and implementation details.
8. Prior to harvest notification and commencement of activities, the operational plans are submitted to City staff and presented to the City Council for review feedback and comments.
9. At the beginning of each 10-year planning cycle, a 10-year Forest Operations Plan will be developed to describe forest restoration activities, any surveys that need to be done, and harvest prescriptions. The 10-year operation plan will describe the extent, location, and estimated year that the operations will occur.

### **Sustainable harvest level**

1. Growth rates used in harvest level calculations are estimates and consider only the AMA forestry base acreage.
2. Harvests do not exceed estimated growth during any five-year period.
3. Preferred harvest levels are 50–70% of estimated growth for young stands (30 to 60 years old) and may exceed the estimated growth increment for older stands to maintain tree vigor and allow gaps for regeneration.<sup>1</sup>
4. Harvests may vary from these levels -- if necessary -- to protect forest health following a significant disturbance such as fire, wind or insect damage. Salvage removal in these cases must conform to the over-arching plan policies and guidelines regarding resource protection, with particular emphasis on stream health and water quality.

### **Rotation**

1. For even-aged stands the target age at maturity ranges from 90 to 140 years.<sup>xvi</sup>
2. For uneven-aged stands, regulation of stand structure is based on maintaining a balance of small, intermediate, and mature size trees.<sup>2</sup>
3. Seedlings and saplings (1 to 20 year old trees) should comprise at least 10% of the actively managed forest (AMA). Every ten years enough regeneration is secured to maintain this balance.

### **Silviculture**

1. Clearcutting is prohibited on the forest.
2. Openings for tree regeneration are produced by “Patch cuts” or Variable Retention Harvests (see appendix for definitions). Harvest openings are generally less than five acres. The area of variable retention harvests may exceed five acres only if needed for forest health and wildlife goals. Such “VR” units may be up to 20 acres in size and must be reviewed and approved by the City Council prior to the start of harvest operations. Tree retention requirements in VAR units is proportional to the size of the opening, and increases to 30 percent as the opening size approaches 20 acres. No variable retention harvests larger than 20 acres are allowed. Small openings (less than 1 tree height) are used to regenerate shade tolerant species.
3. Harvest openings blend in with the natural terrain. Retained trees are selected to promote wind firmness.
4. In harvest openings of 3 acres or greater in size, at least 15 percent of the original stand is retained.
5. Forest tree species diversity is encouraged by retaining alder, bigleaf maple and minor coniferous species in thinned stands.
6. Retaining and developing mixed species stands is desired on appropriate sites
7. Thinning is the preferred harvest method, especially in areas of high visual and/or environmental sensitivity.
8. No more than 50 percent of stand volume is removed in any thinning entry.

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<sup>1</sup> See Chapter 5 for discussion of harvest levels

<sup>2</sup> See Chapter 5 for discussion of desired future conditions

9. The harvest cycle (return interval) is determined from thinning response. Stands are re-entered when stand health is increased by harvest and/or for the promotion of desired forest structure and biodiversity goals.

### **Timber harvesting**

1. A professional forester supervises all aspects of timber harvest operations, including marking trees to be cut, marking wildlife, legacy trees, and other protected resources, and supervising operations as necessary. The professional forester may be certified by the Forest Stewardship Council (see appendix). The forester also provides ongoing stumpage accounting, and notifies the City of Forest Grove in case of contract or environmental infractions.
2. The Forester works with City staff to delineate the qualifications of the logger the City hires to perform the timber harvest. The Forester coordinates the method of sale of the timber with City approval, and documents all transactions.
3. All remnants of the older forest (e.g. residual trees, snags, large cull logs) receive the highest levels of protection.
4. Boundary lines are surveyed (where needed) and marked prior to any nearby harvest activity. Adjoining property owners are notified before harvest start-up.
5. Logging is conducted in ways that insure public safety and minimize user conflicts.
6. Logging is suspended on weekends.
7. Logging systems are used that are appropriate for the site and adequate to protect watershed resources from undue disturbance and impacts, including bark damage and soil compaction. Cable yarding systems are used on steep terrain to protect against ground disturbance and soil erosion.
8. All logging equipment is cleaned (power-washed) prior to entering the watershed, in order to prevent the introduction of exotic species.
9. Logging is restricted to dry-season conditions to minimize soil disturbance and impacts on the watershed road system. Hauling is restricted during periods of heavy rain (e.g. rain in excess of 1 inch in 24 hours) at the discretion of the forester.
10. During logging every effort is made to leave snags, hardwoods, and down logs intact.
11. Loggers fall trees and process logs to minimize waste and maximize timber yields.
12. Ground logging equipment is restricted to designated skid trails, to limit damage to residual trees and minimize soil compaction.
13. Forest understory vegetation and soil structure is protected during logging operations by minimizing soil disturbance, using appropriate equipment to yard logs, and careful design and layout of the logging plan.
14. After logging, clean-up of landing areas removes all un-merchantable material and trash.

## **Reforestation**

1. Natural regeneration is favored where it exists or can be initiated. Scarification is used to encourage natural regeneration on appropriate sites. Advance (pre-existing) regeneration is protected from damage during logging.
2. Unless an alternative plan for natural regeneration is in place, any harvest operation that reduces stand basal area below 80 square feet per acre is replanted (per Oregon law).
3. When planting, a variety of native, site-adapted commercial tree species are used. Seedlings from appropriate seed zones are used.
4. Planted seedlings and natural regeneration are kept vigorous and free to grow by judicious and economical vegetation control. Manual brush cutting is the preferred control method.
5. Consider the establishment of natural fire breaks when regenerating a stand.
6. Logging slash is lopped and scattered across harvest areas. Piling is restricted to regeneration areas with excessive slash volumes. In such situations piles are kept under 4 feet tall (unless piles are created for wildlife habitat).
7. Herbicide use is limited to exotic weed control, or where manual methods are ineffective. Targeted application by single stem injection or backpack sprayer is the preferred method.
8. No aerial application of forest chemicals is allowed.

## **Roads and culverts**

1. Road beds and cleared right-of-ways are kept to the smallest size necessary for log truck access.
2. New roads shall be kept to the minimum necessary for management access. Skid trails are designed to follow slope contours; dips and water bars are installed.
3. Haul road grades are kept to less than 20%. Skid trails grades are kept to under 35%.
4. Stream crossings are kept to the absolute minimum number necessary.
5. Culverts on fish bearing streams are designed to allow fish passage.
6. Landings are kept to the absolute minimum size and number necessary for logging safety and efficiency.
7. Any temporary roads built are closed and re-vegetated upon completion of logging operations.
8. Road construction and re-construction shall be restricted to the dry season.
9. Skid trails, landings and haul roads cover less than 10% of the operational area.
10. At stream crossings, all road ditch lines shall be dis-connected above the stream area and directed into filtering vegetation to prevent sediment from entering streams.

## **Fire management**

1. All wildfires occurring on the forest shall be controlled as soon as possible. There are no "let-burn" areas on the forest.

2. Slash burning is avoided, unless necessary for wildlife habitat or forest health reasons.
3. No accumulations of slash remain within 25 feet of roads or landings, except in the case of piles created for wildlife habitat.
4. Management activities are restricted according to State industrial fire precaution levels, unless local conditions warrant a waiver (applications for waivers are at the discretion of the forester and the Director of Public Works).

The watershed has certain trees that should be managed with special care due to their attributes and characteristics. These trees may provide critical wildlife habitat, or may be of a certain species or age that adds to the diversification of the forest. Table 2 below delineates the selection criteria and management of special trees.

**Table 2. Selection and management of special trees**

**Selection Criteria**

	<b>Wildlife Trees</b>	<b>Snags</b>	<b>Legacy Trees</b>
<b>Number</b>	2 – 4 per acre	4 or more per acre	Eventually 4 or more per acre; mark at least 1/acre at each entry until target is met
<b>Species</b>	Representative of stand; at least 50% conifer	Any conifer or maple preferred for longest persistence; avoid alder	Representative of stand; for diversity include minor species
<b>Size</b>	Large diameter from any crown class	Larger snags have greatest habitat value	Larger dominants; smaller trees may be selected if likely future dominants
<b>Vigor</b>	Any vigor	n.a.	High vigor; good growth, leaf color and density, crown depth
<b>Form</b>	Cavities, heavy limbs, dead tops; live tree to be topped	n.a.	Good form: Low taper, small branching, few defects
<b>Location</b>	Well distributed wherever present; especially valuable if near riparian areas	Well dispersed or clumped; least safety hazard when located near stand margins	Well-distributed or clumped

**Management**

	<b>Wildlife Trees</b>	<b>Legacy Trees</b>
<b>Marking</b>	During harvest layout mark with paint (W) or tags	During harvest layout mark with (L) or tags
<b>Recording</b>	During harvest layout tally by stand, species, diameter; GPS locate unusual trees	During harvest layout tally by stand, species, diameter; GPS locate unusual trees
<b>Protection</b>	Reserve from harvest; top and stem damage acceptable; fell only where a safety hazard	Highest level of protection during harvest
<b>Replace</b>	Mark replacements when felled as safety hazards or lost through natural mortality	Mark replacements if trees are damaged or lost from logging, natural disturbance, or disease
<b>Longevity</b>	Retain as future snags and woody debris	Reserve from harvest until suitable replacements are available (regeneration at least pole size)/ retain at least 25% as future snags

## **Access and Public Education/Demonstration**

### **Policies**

*Protecting the water quality and biological resources of the Forest Grove Watershed are accomplished by restricting public access in a manner that is consistent with the desire to accommodate citizens interested in the watershed and groups pursuing educational or research activities.*

### **Objectives**

- Protect water quality and sensitive resources.
- Accommodate public interest in the watershed.
- Provide access for educational or research activities.<sup>3</sup>
- Encourage tours and visits as a “model forest”.
- Ensure a safe experience for visitors.

### **Standards and Guidelines**

1. Use a written permit process.
2. City staff will evaluate requests on a visit-by-visit basis.
3. Visitors must be accompanied by staff (City may require reimbursement for time).
4. Special arrangements may be made for organizational groups and individuals pursuing educational or research activities.
5. Visitors will be informed about restricted areas and location of roads.

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<sup>3</sup> Within the capacity of City staff to manage

6. No vehicles are allowed on the watershed other than vehicles authorized by the City of Forest Grove or an agent of the City.
7. The City will arrange for sanitary facilities when tours are conducted.

## **Monitoring**

### **Policies**

*Monitoring of water quality and biological resources of the Forest Grove Watershed enables managers to assess the health and the ecological functions of the forest.*

### **Objectives**

- Provide ongoing information on changes in watershed resource conditions.
- Develop a base of resource data that informs management decisions.
- Where practical, measure “before and after” conditions to assess impacts of active management.
- Provide a scientific basis for adaptive management in the watershed.

### **Standards and Guidelines**

1. Where possible, use sampling methods and techniques that are replicable and statistically meaningful.
2. Focus monitoring efforts on the measurement of changes in water quality and health of aquatic organisms (e.g. fish and aquatic macro-invertebrates).
3. Monitor the effects of site disturbance on surface water flow and stream sedimentation.
4. Monitor changes in invasive vegetation along roads and disturbed sites.

## **Chapter 5 – Management Recommendations**

*This chapter discusses the desired future conditions (DFC's) of the watershed and summarizes management needs and opportunities by resource area, and prioritizes recommendations. A timeline for suggested activities and operations follows at the end of the chapter.*

### **Desired Future Conditions (in 2053)**

#### **Reserve Areas**

- Clear Creek and its tributaries provide high-quality water to the City and healthy habitat conditions for native fish populations.
- Older, diverse forest stands that have large trees, multiple canopy layers with cedar and hemlock.
- Large snags and down wood.
- Large hardwoods that promote diversity and habitat richness.
- Healthy, undisturbed understory vegetation.

- No established populations of invasive plants.
- No new permanent roads.
- Streams with healthy riparian areas and good wood recruitment.
- 

### ***Active Management Areas***

- The number of hardwood stands has increased (>10% of the AMA).
- Up to 20% of forest stands have two-or-three canopy layers (uneven-aged).
- The uneven-aged and hardwood stands are open enough to support a vigorous understory of native vegetation.
- The majority of the area is comprised of even-aged Douglas-fir in all stages of forest development, ranging in age from 1 to 140 years old<sup>4</sup>.
- Up to 10% of the currently oldest even-aged forest stands remain (where special habitats exist or access is difficult).
- Forest stand openings (harvest units) do not exceed 20 acres and are irregular in shape and contain abundant forest legacies.
- The AMA contains up to 850 acres of even-aged fir stands under 40 years old, and the age class distribution of all stands is more balanced.
- All stands have good soil structure and healthy understory vegetation.
- Roads are stable with good surfacing and drainage.
- There are no established populations of invasive plants.

### **Discussion**

No active management will occur in the Reserve Areas over the next 40 years, with the exception of invasive weed control and non-commercial tree cutting to improve wildlife habitat. This lack of disturbance will lead to natural aging of the forest stands, with a resulting increase in snags and down wood. General wildlife habitat richness will increase. In the Active Management Areas the harvest planning for the next 10-year period will be guided by the goal of having even-aged Douglas-fir stands in all stages of natural development, from young seedling-and shrub openings to older stands with large trees and advanced natural regeneration. Forest stand ages will be balanced in broad age classes to provide an array of successively developing stands and a diverse mix of forest conditions and habitats. The future forest will have a mosaic of forest stands of different size, age and density that are vigorous and where insects and disease are present in low levels appropriate to a stable, natural condition. The most common forest stand will continue to be older, mature Douglas-fir that has been thinned several times to promote tree vigor, forest health and habitat diversity. Soil function and fertility will rise with increasing levels of down wood and the increasing diversity of understory vegetation.

*This concludes the discussion of long-term Desired Future Conditions. The following sections discuss specific management opportunities and management*

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<sup>4</sup> Reference Age Class Dist. Table

*recommendations by resource area. These are near-term recommendations for the next 10-year planning period.*

## **Water Quality and Aquatic Resources**

### **Opportunities**

- Water quality and aquatic systems can be safeguarded by protecting wide riparian management areas and sensitively managing upland sites adjacent to riparian zones.
- A landslide area in the upper reaches of Clear Creek can be re-vegetated and stabilized to reduce sediment input.
- Additional suitable habitat in upper Clear Creek can be made accessible to Steelhead, Coho, Cutthroat, and Pacific Lamprey by maintaining the fish ladder in good operating condition, particularly during times of anadromous fish migration.

Careful management can mitigate the site's inherent risks of landslides and erosion due to high rainfall, steep slopes, and shallow soils, as well as risks associated with the existing road infrastructure and past slope failures associated with roads.

### ***Sensitive Sites and Key Habitats***

There are several conditions within the basin that warrant special consideration in the development of management alternatives for the watershed. Each of these sites has the potential for precipitating events that would be detrimental to water quality and/or endemic salmonid populations.

An old road failure and slide area on Deep Creek Road continues to impact the stream system with sediment during high stream flow periods. This slide area should be studied for possible treatments to reduce the input of sediment. The last mile of Deep Creek Road was constructed in a zone of high landslide risk, and needs to be decommissioned to protect the stream.

The large beaver dam complex above the Thomas Creek diversion structure functions as a filter and trap for sediment, and provides important fish habitat. The beaver population in this area should be encouraged and protected.

### ***Stream Temperature***

Clear Creek has been listed in the past as water quality limited by the Oregon Department of Environmental Quality (DEQ) for not meeting minimum water temperature criteria. Past clear-cutting of headwaters areas, debris torrents and the resulting homogeneous stream channels, diversion impoundments, and late summer water system withdrawals all can contribute to elevated stream temperature.

As plantations in the headwaters of Clear Creek and Thomas Creek areas age, increased shade has gradually lead to lowered stream temperatures. Wider buffers on headwater

streams and sensitive management of adjacent stands have reduced impacts of tree harvesting on water temperature and sediment loading. Wider buffers, restrictions on clear-cutting, and restrictions on road building have minimized the risk of future debris torrent events.

Recent additions of large logs to the stream channel of Clear Creek should be monitored for beneficial impacts of stream habitat and fish populations.

Summer withdrawals from the five streams should continue to be closely monitored and managed to provide enough cool water for healthy fish populations.

### ***Stream Sediments***

Stream sediments impact domestic water quality, increase water treatment costs, clog fish spawning beds, and impair the survival of eggs and young fry. Wide riparian buffers, sensitive upslope management and ongoing road maintenance have reduced the risk of debris flows, erosion and resulting stream sedimentation.

The slope failure in the headwaters of the upper left fork of Clear Creek continues to effect water quality with persistent sediment recruitment into the active stream channel. A slope-stabilization project at the source of the sediment would consist of a natural fiber mat with closely spaced willow stakes. This should be undertaken in the spring when the willow is most likely to take root and survive.

### ***Fish Passage Improvements***

While it would be uneconomical (and inadvisable) to remove all barriers to fish passage, key fish passage improvements were made with the construction of the Clear Creek fish ladder in fiscal year 2006-07 and the removal of the upper Roaring Creek bridge and Clear Creek weir gauging station in fiscal year 2012-13. It is important to monitor fish populations to document the effectiveness of these changes.

### ***Additional surveys***

Low fish densities observed in Clear Creek (in the 2001 survey) are typical of an aquatic corridor not functioning to its full potential. However, fish numbers were surveyed in conjunction with the removal of the concrete weir and addition of large wood placements during the summer of 2012. To monitor the effectiveness of these changes, summer rearing densities of steelhead, Coho and Cutthroat trout in Clear Creek should be re-inventoried in the summer of 2013. Fish populations and habitats of the Thomas and Deep Creek sub-basins could be sampled at that time.

<b>Recommended Actions</b>	<b>Water Quality and Aquatic Resources</b>
<b>1.1</b>	Bio-Engineer slope stabilization of the Clear Creek headwaters sediment source.
<b>1.2</b>	Maintain the Clear Creek fish ladder in good functioning condition, particularly during the critical spring run of Steelhead and fall run of Coho.
<b>1.3</b>	Establish a macro-invertebrate baseline sample for Clear Creek.
<b>1.4</b>	Inventory Clear, Roaring, Thomas and Deep Creeks.
<b>1.5</b>	Research minimum flow criteria for Clear Creek.

## **Wildlife Resources**

### **Opportunities**

- The rich array of native biodiversity can be maintained and expanded.
- Snag and woody debris levels can be increased.
- Hardwood habitat and mast production can be increased.
- Riparian habitats can be protected and enhanced.
- Maturing forests can provide good habitat for many old-forest dependent species.
- Dense, uniform stands can be thinned for biodiversity. Mixed species stands can be encouraged.
- The large, contiguous acreage of maturing and riparian forests can benefit wildlife on a landscape-wide basis (beyond the property boundary).

### ***Species diversity***

Timber management prescriptions should include provisions to maintain or increase the abundance and diversity of trees and shrubs. Hardwoods and minor conifer species should be retained in thinning and regeneration harvests. As possible, shrub species should be protected during harvesting (for example, avoid falling trees into “brush patches”).

A mix of conifer species should be used in new plantations. Trees planted at low or variable densities allow shrub species to persist longer (planting should be sufficiently dense to assure good future tree quality). Hand cutting of competing vegetation also enables shrub persistence while assuring eventual conifer dominance.

### ***Threatened and Endangered Wildlife***

A 1994 study by Beak Consultants, Inc. of Portland reported that significant Northern Spotted Owl habitat exists. A lone female Spotted Owl was found in the upper Clear Creek area of watershed in 2002. Surveys done several years later did not detect this female, but in 2009, an ODF survey detected a pair of Spotted Owls in approximately the same location. There was no evidence of a nest in 2009. An informal sighting of a Spotted Owl occurred during the 2011 resource inventory. This history of sightings within the watershed illustrates the need to conduct surveys to determine the existence and location of any individual owls or active nesting sites.

### ***Biodiversity and critical habitat improvements***

Silvicultural practices can benefit biodiversity with little impact on timber productivity. Long rotations (100 years or longer) provide old forest habitat and provide high timber yields. Thinning of dense stands benefits biodiversity and improves timber yields. A range of canopy reductions in thinning provides further biodiversity benefit.

Existing snags and cavity trees should be protected during harvesting (where they are not a safety hazard). The natural process of tree mortality and wildlife damage (usually

from bear) contributed a significant numbers of snags in the years leading up to this plan update. A minor outbreak of Douglas-fir bark beetle damage provided more small pockets of dead trees in 2009. With hundreds of acres of older stands (85-110 years old), natural tree mortality produces large snags that are particularly long-lived and valuable to wildlife.

Girdling selected maple stems of multi-bole big-leaf maple provides an excellent opportunity for cavity production, while encouraging diameter and canopy growth in the remaining live boles. When the dead boles break they add woody debris to the system. This can create a continuous supply of potential cavity-habitat at very low cost.

Brush and slash piles create short term habitat when down log habitat is scarce. Logging should avoid disturbing existing rotten logs and snags. Avenues for big game travel should be created where post-harvest slash concentrations are high. Landings and roadsides should be seeded with a grass/forb mix to benefit wildlife and control erosion.

***Riparian habitat improvements***

Many riparian areas are intact and fully functioning. Excluding riparian and reserve areas from active timber management protects critical biodiversity resources and protects water quality. Management of riparian and reserve areas is limited to restoration practices such as snag and down log creation and restoration thinning of dense young plantations.

Additional riparian habitat improvements are detailed under Water Quality and Aquatic Resources.

<b>Recommended Actions</b>	<b>Wildlife</b>
<b>2.1</b>	Conduct surveys to determine the presence of any Northern Spotted Owls living in the watershed.
<b>2.2</b>	Maintain riparian and reserve areas. Limit riparian and reserve management to restoration practices.
<b>2.3</b>	Thin dense stands to create a variety of tree densities. Protect snags, down logs, hardwoods, and shrubs during operations.
<b>2.4</b>	Mark and retain wildlife and legacy trees in conjunction with timber harvest operations.
<b>2.5</b>	When lacking, create down logs in conjunction with timber harvest operations. Provide additional small mammal, amphibian and reptile habitat by creating brush piles
<b>2.6</b>	Use a variety of species and planting densities in new plantations. Release conifers from competition by hand cutting.
<b>2.7</b>	Seed landings and roadsides after disturbance
<b>2.8</b>	Investigate the feasibility of surveying for birds in the AMA.

## **Timber Resources**

### **Opportunities**

- A mix of gentle terrain and good road location above the steeper slopes of the Active Management Areas enables small scale, environmentally sensitive logging techniques.
- Regular road inspection and maintenance helps preserve the current system and protects water quality. The final segment of Deep Creek Road needs to be de-commissioned to protect water quality.
- Tree vigor and wildlife habitat quality can be improved by a program of regular thinning. The range of tree ages and species composition between forest stands can be maintained and expanded. The diversity of tree species and ages within some stands can be increased by thinning and planting (uneven-aged).
- The diversity of tree species can be increased by cutting fir to open small regeneration patches and using a variety of species in new plantings.
- A large land base allows regular harvesting and predictable cash flow.
- Sustainably managed timber at times has a market advantage, especially for projects seeking Leadership in Energy and Environmental Design (LEED) certification.
- The wide variety of forest types and planned operations offer opportunities for demonstration and education.

### ***Roads and Access***

A 16.6 mile road system provides good access to most of the ownership. Most roads are generally well located, away from streams and hazardous slopes (see roads map page 25.) Stream crossings are few and mostly via good concrete slab bridges at the lower elevations of the watershed. Many road segments have been upgraded in the past 10 years by improvements in rock surfacing, grading and culvert replacement. The old stringer bridge crossing of upper Roaring Creek was removed and replaced by a re-decked railroad car bridge.

Because of the importance of protecting water quality and aquatic resources and preventing landslides, the maintenance program of routine monitoring of the road network should be continued. The road system is inspected regularly, and should be done at least twice yearly, during an early fall storm event, and in the spring following the wet season. Additionally, roads should be inspected following a major rain event. Routine maintenance should include grading and shaping roads, clearing ditches, cutting roadside vegetation, clearing and replacing culverts as needed, and maintaining culvert marker signs and road mileage signs. Disconnecting ditch lines from streams and directing water into filtering vegetation to prevent sediment from entering streams will be accomplished to the maximum extent practicable.

Road work is needed on the unimproved road section that connects the Potts family property down to Clear Creek Road. This section crosses several small first order streams where old culverts need maintenance or replacement. The final 5,000 foot

section of Deep Creek Road is in a hazardous location and is planned for decommissioning and removal of several large fills on creek crossings.

Existing roads access most areas, although several temporary earth-surface logging spurs have been constructed during harvest operations in recent years. These new spurs are minimum-width, small-footprint roads are used for the season and decommissioned after use. The watershed has well-controlled, gated access from two main county roads; trespass has not been a problem. The several limited entry points to the south and west are across adjacent landowners, and gated at ownership boundaries.

### ***Sustainable timber harvesting***

*The following discussion on the appropriate levels of timber harvest does not include salvage harvest following unexpected tree mortality from fire, wind, insects or disease. See chapter 4, page 38 for the standard and guideline statement regarding salvage harvest.*

The forestland within the Active Management Area totals approximately 2,830 acres. These acres are the lowest risk, most manageable areas on the watershed. The conservation strategy applied here emphasizes managing the forest stands in an adaptive manner, using conservative harvest levels while the effects of management activities are evaluated and monitored.

#### Methods of Harvest Control

Harvest levels and scheduling are first based on the over-arching management goals of the watershed, and then on the desired future conditions of the watershed and the biological needs of each stand.

In long-range forest planning, there are two methods of controlling the level of harvest, the **volume method** and the **area method**.

#### *Volume Method*

The harvest level for the 2013-2022 period is not-to-exceed the estimated periodic (10-year) forest growth within the AMA, which is estimated to be 22.5 million board feet. This is based on an intensive forest inventory conducted in 2011 and projected growth from that inventory data. Harvesting up to the level of the estimated annual growth in the AMA helps to slow the trend toward increasing density and allow for the replacement of some older stands with younger trees (see Desired Future Conditions discussion above).

Using this volume control method, the maximum allowable annual harvest level would be 2.25 million board feet. Harvest levels within each stand are expected to vary widely. Some stands will not be thinned during the next ten years; others may be thinned more or less heavily, based on stand conditions and forest structure goals. Given these constraints and current stand conditions, the estimated growth available for harvest

each year is expected to average approximately 1.7 to 2.0 million board feet, which is significantly below the cumulative estimated growth in the Active Management Area.

*Area Method (Rotation)*

For long range planning, it is useful to consider the optimal acreage of thinning and regeneration harvest (patch cuts or variable retention harvests<sup>5</sup>) to schedule for a given period. Given the finite forest acreage, this is directly related to rotation age, or average age of the older forest stands when they are regenerated.

*Area Control Assumptions: (AMA only)*

- Some acres within the AMA are not available for harvest in the first 10 years (stands that are young, inaccessible or have no biological need for tree harvest are excluded).
- Thinning is emphasized, based on forest health and wildlife needs.
- The thinning return interval is approximately 10-15 years, based on stand response.
- During the 2013-2022 period, approximately 10 percent of the harvestable area (up to 250 acres) will be regenerated through small patch cuts.
- Optimal age for regenerating forest stands in the AMA zone is >80 years old.

Under these assumptions, each year from 80 to 130 acres can be thinned, and 15-to-20 acres regenerated. This represents an annual area control limit.

Prior to each harvest, as mentioned in Chapter 4, an annual operational plan will be presented to the City Council.

As forest age and density continue to increase during the next 10 years and several hundred acres of younger plantations mature, harvest levels are likely to increase in the 2023-2032 period to maintain the vigor of forest stands and provide openings and light for new seedlings. General harvest prescriptions are described in the following table.

<b>Table 3. Forestry Prescriptions</b>
Recommended stand treatments can be grouped into five general categories:
<b>Thinning</b> — In some areas overcrowding is resulting in decreasing crown size and declining tree vigor. Individual tree selection thinning may be from above (removing larger trees), below (removing smaller trees), or balanced (removing trees of all sizes). Thinning encourages transition to uneven-aged structure in stands that have two or more crown layers. Each entry is planned to remove no more than 35 percent of

<sup>5</sup> See Table 3 (next page) for a description of variable retention harvests.

stand volume, except where the harvest goal is to encourage understory tree regeneration or shrub layer growth. Thinning intensity will vary according to site-specific needs. Thinning is needed on more than 1,000 acres over the next 10 years.

**Regeneration** — The goal is to harvest groups of mature or at-risk trees and initiate new seedlings, or create more structural diversity. Group selection and patch cutting create non-contiguous stand openings (up to 5 acres); variable retention harvests (VAR) create larger openings (up to 20 acres if needed in special circumstances). At least fifteen percent of the original stand is retained in openings of 3 acres or larger. 200-250 acres will be harvested and shifted to younger forest over the next 10 years.

**Hardwood Release**— Madrone and bigleaf maple are being overtopped by faster growing fir in some stands. Maintenance and restoration of these trees may be needed where they are important components of wildlife habitat diversity. Depending on location and stand condition, fir may be either slashed (for seedlings and saplings), girdled, topped (to create wildlife habitat), or commercially logged.

**Habitat improvement** — Site specific treatments target specific habitat conditions for improvement, particularly restoration thinning in dense, young plantations.

**Wait** — Stand has no current needs.

### Harvest Income

Income from the sale of forest products is credited to the City's Water Division within the Department of Public Works. The income is used to cover harvest expenses, outstanding debt of the water fund, and capital and maintenance needs of the water utility, including implementing the policies and actions of this Watershed Plan.

### Recommended Actions

### Roads and Timber Resources

- 3.1 Continue routine maintenance and monitoring of road system. Survey roads using the Oregon Department of Forestry road survey protocols.
- 3.2 Disconnect ditch lines from streams and direct water into filtering vegetation to prevent sediment from entering streams.
- 3.3 De-commission the final 5,000 feet of Deep Creek Road.
- 3.4 Develop a 10-year forest operations plan and annual forest operations plans.
- 3.5 Present to the City Council plans for watershed activities prior to each harvest.
- 3.6 Continue a program of sustainable harvests within the Active Management Area.
- 3.7 Survey watershed boundary lines as needed.
- 3.8 When advantageous sell logs to FSC or other "green certified" markets.

### Vegetation and Botanical Resources

#### Opportunities

- Stable and healthy native plant communities are present.

- Healthy shrub understory plant communities are abundant, particularly in naturally regenerated forest stands.
- Invasive, non-native species are not widely established across the property, allowing effective early control.
- Some areas of unique old forest are developing, especially in the Reserve Area, and need protection from disturbance and monitoring to ensure continued health.
- Planned habitat improvements offer opportunities for demonstration and education.

The most significant invasive plants in the watershed include Scotch broom, Himalayan blackberry, thistles and reed canary grass. Scotch broom is the species with the greatest chance of spreading widely, particularly in areas where harvests are planned. Spread tends to occur along disturbed corridors, particularly roadsides. Roadside mowing should be considered to slow the spread of this species.

Harvest activity during the period guided by the original plan has not increased invasive plant populations due to management controls and annual eradication efforts. Continued efforts to control invasive plants will be needed in areas of disturbed soils.

Harvest prescriptions and lay-out should protect understory vegetation as much as possible. In variable retention harvests, mark and protect “refugia” (areas of undisturbed trees and vegetation).

<b>Recommended Actions</b>	<b>Vegetation</b>
4.1	Monitor and control invasive vegetation on roadsides and in areas of recent disturbance.
4.2	Protect understory forest vegetation during harvests as much as possible.
4.3	Establish “refugia” that protect native understory plants in regeneration areas.
4.4	Survey for rare or threatened plants.

### **Other Recommendations**

Over the past decades the City of Forest Grove has sought to protect its water source by acquiring forest lands within the Clear Creek hydrological basin. As of 2013, about 160 acres of the Roaring Creek headwater drainage are outside of City ownership. This land is adjacent to the City watershed and in 2013 is managed as an industrial forest plantation.

- **Recommended Action:** Forest acquisition  
  
Renew efforts to acquire forest land in the upper Roaring Creek drainage and (as a lower priority) the Thomas Creek drainage.

The City has a policy of supporting research and education in the community by making the watershed available for such purposes by schools in the area.

- **Recommended Action:** Education

Encourage efforts to make the watershed available for educational site visits and study projects.

The City’s sustainable management practices open up possibilities with various organizations and associations to become a “certified” forest. Such certification would communicate to the public that the City’s Watershed is managed in a sustainable way. Additionally, its sustainable management practices open up possibilities for a market advantage when products are sold, especially for projects seeking the Leadership in Energy and Environmental Design (LEED) certification.

- **Recommended Action:** Research forest certification

To communicate to the public Forest Grove’s sustainable practices in its watershed, and to take advantage of any market advantage that sustainable timber practices may bring, either the City’s forest or its Forester need to have the appropriate certifications. To date, the City has retained a Forester with the Forest Stewardship Council (FSC) certification. The FSC certification currently fits well with the City’s watershed management philosophy, goals and practices. The City will investigate whether its own forest should carry a sustainably managed certification, and will continue to consider such credentials in awarding a contract for forest management.

### Recommendation Timetable Forest Grove Watershed 2013–2022

Note: the following is a generalized planning scheme. Actual extents and timing will dependent on log markets, available labor, availability of additional funding sources, and other factors. Project specifications and budgets should be prepared prior to scheduling operations.

<b>year</b>	<b>action*</b>	<b>activity</b>	<b>notes</b>
<b>2013</b>	1	Develop 10-year watershed operations plan.	Fall 2013
	2	Write operations plan for 2013 watershed activities.	
	3	Bio-engineer slope stabilization for the Clear Creek slide area (sediment source).	Winter 2013-2014
	4	Initiate habitat thinning in young plantations –	Fall 2013

		AMA and Reserve Area.	
	5	Continue annual sustainable harvests in AMA.	
	6	Initiate discussions with Stimson regarding land acquisition in upper Roaring Creek and Thomas Creek drainages.	
	7	Survey macro-invertebrates in Clear and Roaring Creeks.	
	8	Survey yearly for juvenile fish in Clear Creek	Annually
<b>2014</b>	1	Conduct Northern Spotted Owl surveys.	Spring and summer
	2	Survey boundaries of property, install permanent markers	
	3	Survey fish habitat in Clear, Roaring, Deep and Thomas Creeks.	
	4	Monitor and control invasive plants on roads and landings.	
	5	Continue habitat thinning in young plantations – AMA & Reserve Area.	restoration thin only in Reserve Area
	6	Survey road conditions throughout watershed and Correct any deficiencies in surface materials or drainage	
	7	Plan to remove the last segment of Deep Creek Road (west of creek), by adding project to Water Division’s capital improvement program.	Seek funding partners
	8	Conduct a watershed plant survey in areas of Special habitat significance.	
<b>2015-22</b>	1	Continue sustainable harvests (AMA) and wildlife enhancement work (AMA & Reserve).	W/ annual operating plan & public meeting
	2	Support efforts of local schools, P.U. & Tualatin Watershed council to conduct cooperative research/ monitoring/ educational projects.	
<b>2023</b>	1	Assess 10 year management performance and update Stewardship Management Plan.	
	2	Inventory forest every 10 years.	
<b>Ongoing</b>		Continue to build an archive management database. Continue monitoring and maintenance of roads. Continue monitoring results of management activities. Pursue acquisition of land in watershed drainage area (adjacent to the watershed).	

\* the order of actions do not indicate priority

## Chapter 6 – Monitoring and Adaptive Management

*The following discussion covers the types of plans and reports needed to guide effective management and ensure adequate recordkeeping. A system for monitoring plan implementation and management practices is described.*

### **Plans**

This Stewardship Plan for the City of Forest Grove Watershed shall be updated every 10 years, and revised as needed. Following the stewardship plan update, a 10-year operations plan shall be prepared to outline the location, scope and timing of management activities that are anticipated. The 10-year operations plan will include guidance on how the City chooses a logger, and how it markets and accounts for timber sales. Each year, more specific and detailed annual operations plans shall be prepared. These annual plans include the harvest prescriptions or project specifications, including maps, stand delineations, reserve areas, intended outcomes and implementation details. The furtherance of vegetative and wildlife goals, progress toward the Desired Future Conditions, and any actions from the Recommended Timetable will also be included if pertinent to that year's activities. Brief reports are prepared following completion of the project, detailing immediate results. Annual harvest plans and plans for enhancement of other watershed resources shall describe specific intended outcomes that can be measured and monitored in the future. These annual plans will be presented to the City Council each year prior to the commencement of management activities.

### **Monitoring**

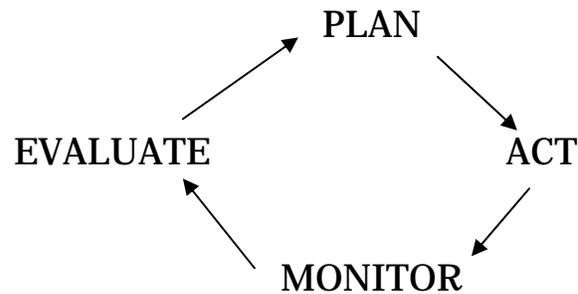
Monitoring provides information to help determine if the watershed management activities are meeting the stewardship plan's objectives and are adhering to the plan's policies and guidelines. Through the monitoring process determinations may be made as to whether the plan needs to be amended or management activities need to be redesigned.

The objectives of monitoring are to:

- Assess the implementation of the plan and strategies.
- Evaluate the effectiveness of the strategies in achieving resource protection and enhancement.
- Assess the assumptions built into the plan.
- Evaluate the extent to which the intended outcomes of management activities are achieved.
- Provide managers with the information necessary to practice adaptive management.

Monitoring is an essential part of an adaptive management loop — a framework for continually improving the state of our knowledge about the overall watershed and its

forest, and acting on new information. This simplified adaptive management process is shown below:



Once the Plan’s goals and strategies have been articulated and implemented, monitoring can proceed. Monitoring questions are a useful way to frame the process. By formulating questions, useful measurement indicators can be identified, protocols developed, and data collected. Monitoring questions can help identify whether the intended outcomes of management activities have been achieved. Evaluating this new information may confirm the effectiveness of the management strategy and practice, or indicate that a revision to a plan, policy, or practice is needed. This monitoring plan identifies an initial set of questions, and data to be collected for the Forest Grove Watershed.

Based on the experience of the managing the watershed from 2001 to 2012, the following specific monitoring questions will help evaluate general ecosystem health and the success of management actions:

**Table 4: Monitoring Questions**

Resource Area	Simple Monitoring Questions	Indicator	Survey Method	Monitoring Frequency
Fish and Aquatic Habitat	Are fish populations changing?	Juvenile coho, trout and steelhead presence	Snorkel Surveys	Yearly in late summer
	Is stream habitat improving?	Channel complexity, presence of down wood	Stream habitat Surveys	Every 10 years
Water Quality	Is water quality being affected by management activities?	Stream Sediments/turbidity	City water plant testing	Daily
		Temperature	Stream sampling	Yearly
Infrastructure	Are roads properly maintained?	Culvert condition, road surface erosion, roadbed stability	Road monitoring	During wet weather events
	Is the fish ladder working?	Juvenile fish populations above and below ladder	Snorkel Surveys	Yearly in late summer
Forests	Is forest health and resilience improving?	Growth of thinned stands Forest response to wind	Forest inventory Field inspections	Yearly or every 10 yrs.
	Is the forest becoming simpler or more complex?	Diversity of forest types and ages	Forest inventory	Every 10 years
	Are High-Value Forest stands (old growth) being protected?	Negative changes due to natural or human disturbance	Field inspections	Annual visits
Soils	Are soils being protected?	Evidence of compaction or loss of structure	Field Inspections	During operations
		Surface erosion channels	Field inspections	First winter after activity
Wildlife	What is the effect of forest harvest on wildlife?	Presence of important habitat elements (e.g. snags, down wood, large trees)	Forest inventory	Every 10 years
		Owl and songbird populations	Bird surveys	As needed
Forest Understory Vegetation	Are there negative impacts from harvests and other management activities?	Presence of invasive plants	Field inspections	Yearly and for 4 years after disturbance
		Changes in shrub layer abundance and diversity	Post-harvest inspections	Yearly

These monitoring plans will be developed in more detail in the 10-year operational plan that is recommended in Chapter 5.

## **Methods**

To make monitoring cost-efficient and useful, this plan focuses on integrating monitoring into on-going forest management, not creating a separate process. This philosophy emphasizes an integrated approach where, as possible, information is collected during operational work, as part of the project. This may take the form a resource project report (e.g. cutting invasive weeds out of roadways) or a timber harvest report that collects on site data during the activity.

There are several methods, further defined below, that can be used to monitor forest management activities:

- Forest certification audits
- Resource project reports
- Inventory
- Special projects

**Certification audits:** An auditor that is accredited by a recognized sustainable timber practices association or organization, such as the Forest Stewardship Council, periodically evaluates the progress of plan implementation, the protection of forest resources and the adherence of management performance to the organization's principles and criteria. Auditor reports are made available to the public.

**Resource Project Reports:** These are project reports, including pre-operational plans and post-operational reports. For example, a timber harvest plan will describe existing conditions, the harvest prescription and how it meets goals for stand development and structure such as tree density, snags, wildlife and legacy trees, down wood, etc.

**Inventory:** Measurement of resource conditions on a periodic basis helps to measure change in the forest and impacts of management activities. For the Forest Grove Watershed these include fish habitat surveys, vegetation and wildlife surveys and timber resource inventories. Inventory methods will follow industry best management practices.

**Special Monitoring Projects:** There may be cases where special monitoring projects are developed to answer specific questions. These can provide educational opportunities for students or interested citizens who want to be involved in data collection, with coordination and evaluation support from a resource professional.

## Appendices

### Appendix A - Glossary

**Age Class** – One of the intervals into which the range of ages of trees in a stand are divided for classification purposes (an age cohort of trees)

**All-Aged** – Applies to a stand that contains trees of all ages

**Anadramous** – Fish species which migrate to the ocean and return to freshwater rivers or streams to spawn

**Aspect** - direction toward which a slope faces (exposure)

**Biodiversity** – The entire spectrum of plants, animals and other life forms, and their associated environments

**Blowdown** - trees that have been knocked over by the wind

**Canopy** – A collective term for the layer (or layers) formed by the crowns of the trees in a forest

**Clearcut** – A harvest and regeneration method that removes the entire stand in one cutting. The area is regenerated by either natural or artificial means, and receives no appreciable site protection (e.g. shading) for the adjacent uncut forest

**Commercial Harvest** - a timber stand improvement or harvest operation that results in a net landowner income

**Crown** - the canopy of leaves and branches formed by a tree

**DBH** - tree measurement; diameter at breast height (4.5 feet above ground)

**Diameter Class** - Grouping the trees in a forest stand by diameters (usually DBH). Generally this is done in 2-inch, even increments

**Even-Aged** - All trees within a forest stand are of the same age ( $\pm$  5 years)

**Forest Certification** – An independent assessment of management practices and forest conditions, evaluated against a prescribed set of sustainable forestry standards. In this case referring to a program accredited by the Forest Stewardship Council (FSC)

**Forest Structure** – Refers to attributes of the forest such as snags, down wood, understory shrub layer, gaps in the canopy, tree size variation and multiple canopy layers

**FPA** – Forest Practices Act. First enacted into state law in 1972, the FPA is a comprehensive set of rules and regulations designed to protect the forests and sensitive resources of the State.

**Forest Stewardship Council (FSC)** – an organization which sets international standards for sustainable forest management, and accredits regional certification programs

**Girdle** – Killing a live tree by cutting its bark and cambium layer. Usually the cut must extend around the entire circumference of the stem to be effective

**Group Selection** – A harvest method that removes merchantable trees in small groups from even-aged stands; the opening size varies from one tree crown width to several acres

**High Grading** – Repeatedly removing the best and highest quality trees during harvest operations

**Individual Tree Selection** – Trees are selected individually for harvest; the opening size is one tree crown width

**Mature** - Condition of optimal tree value, after tree vigor and growth have slowed, yet before the onset of decay.

**Merchantable** – The quality of having value; when forest products have the size, quality and market to yield a net value

**MBF** - log measurement statistic; one thousand board feet. One board foot equals a board one inch thick by 12 inches square

**Mortality** – refers to the death of trees or groups of trees from natural causes. Sometimes can refer to dead trees themselves

**Patch Cut** - a harvest where small areas (0.5-2 acres, but not exceeding 5 acres) are cut, taking most of the standing trees with the exception of clumps of younger conifers and older residual wildlife trees.

**ODF** – Oregon Department of Forestry. Administers the Oregon Forest Practices Act

**Operability** - ease with which logging machinery could work a site; often limited by rockiness, steep slopes, wetness, etc.

**Re-Entry Cycle** – (cutting cycle) The period of years between harvests on a forest stand (return interval)

**Regenerate** - to establish a new stand of tree seedlings

**Regeneration** - seedlings of commercial tree species

**Restoration Thinning** – Non-commercial thinning for forest health and wildlife habitat.

**Riparian Zone** - wet soil areas next streams, lakes, estuaries and wetlands

**RMA** - riparian management zone (forest practice rules)

**Salvage** – to harvest trees that are dead or in poor condition but can still yield a forest product

**Scarification** – exposing mineral soil mechanically to prepare a harvested site for natural or artificial regeneration

**Seedling** - tree greater than six inches tall but less than one inch DBH

**Site Class** - a relative measure of site productivity for growing trees, rated on a scale of I to V, with I being most productive

**Slash** - tree tops, branches, bark and other debris left after a harvest operation

**Snag** - standing dead and/or dying tree. Important habitat element for numerous wildlife species

**Stagnant** – trees that have stopped growing because of competition from neighboring trees. Decay has often set in

**Stand** – a grouping of trees of similar species and age

**Stocking** - stand measurement relative to the optimal number of trees that a unit of forestland could grow

**Stumpage** - payment by a logger for purchase of standing timber. The residual value after logging and trucking costs are deducted from mill delivered log values.

**Sustainable** – able to be maintained into the future with no decrease in quantity or quality

**Timber Type** - a homogeneous unit of forestland, delineated because it supports trees of common species, age, potential, etc.

**Uneven-aged** – a forest stand comprised of three (or more) distinct age groups

**Upland forest** – the forest upslope of the riparian zone, continuing to the ridgetop

**Variable Retention Harvest (VAR)** a harvest and regeneration system that removes most of the stand while retaining from 15% to 30% of the trees as forest legacies. These larger regeneration openings (6-to-20 acres in this plan) are for the purpose of establishing tree seedlings and increasing the variety of forest structure and wildlife habitat

## Appendix B

### FSC Management Plan Addendum

The following additional management planning documentation is required to meet requirements for forest certification under Forest Stewardship Council (FSC) guidelines. To view the entire of FSC-US Forest Management Standards v1.0 visit: <https://us.fsc.org/index.htm>.

#### High Value Conservation Areas

FSC standards require that management activities in high conservation value forests maintain or enhance the attributes that define such forests (FSC Principle 9). Areas defined as High Conservation Value Forests (HCVF) include those with: high biodiversity value, including RTE species and their habitats; large landscape-level forests; rare ecosystems; critical nature-based services; local needs areas; local cultural identity areas.

The following practices are used for HCVF areas:

- An assessment of conservation values is conducted during management planning
- Consultations are conducted with experts and relevant stakeholders on HCVF location and appropriate management strategy
- Management of HCVF areas will emphasize the precautionary principle – if there is reasonable question that management will jeopardize HCVF values that area will be reserved from management
- All Old Growth Stands will be reserved from commercial management
- Management will use an adaptive management strategy, incorporating results of monitoring into future management
- A site specific monitoring plan is prepared for any operations within HCVF areas

**Table 1: HCVF Areas on the Forest Grove Watershed**

Type	Description	Acres	Conservation Attribute	Conservation Approach	Experts Consulted
HCVF-1	Old Growth Forest	7	Undisturbed old growth, no past logging	Establish Reserve. No harvesting within Old Growth areas.	ODF, ODFW, USF&W

HCVF-4	Public watershed	4,225	Water quality, quantity	Establish reserves to protect water quality. No harvesting within Old Growth areas.	ODF, ODFW, USF&W, Steve Trask (BioSurveys)
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### Representative Sample Areas (RSAs)

FSC standards require that representative samples of existing ecosystems within the landscape be protected in their natural state, appropriate to the scale and intensity of operations and the uniqueness of the affected resources. (FSC Indicator 6.4).

The following practices are used in RSA analysis:

- Managers document the ecosystems that would naturally exist on the FMU, and assess their quality. The Forest Grove Watershed occurs within the Willamette Valley Ecoregion.
- Consultations occur with conservation organizations and Agencies; neighbors are consulted when RSA attributes cross property lines
- The status of regional protected properties is reviewed using the Oregon Natural Areas Plan 2010 for underrepresented plant communities.
- RSA stands of Medium or High quality that are underrepresented in the landscape are recommended for further study and possible inclusion in the Oregon Natural Areas Program.
- Management of RSAs is designed to perpetuate or enhance the conservation attributes of the stand.

### Chemical Use

In keeping with the goal of sustainable forest management and the desire to minimize the impact of chemicals on the flora and fauna of the forest, every attempt will be made to minimize the use of forest chemicals on the property.

The following are practices observed for chemical usage<sup>6</sup>:

- Silvicultural systems are designed to reduce reliance on routine chemical use
- No aerial application of forest chemicals is permitted
- Pesticides are applied only by licensed operators
- Records are kept of treatment prescriptions, spray records, and efficacy monitoring
- Incidences of spills or worker exposure to chemicals are recorded
- No pesticides are used that are: persistent, toxic or accumulate in the food chain; chlorinated hydrocarbons; banned by international agreement; or World Health Organization Type 1A and 1B pesticides

The Forest Grove Stewardship Plan (FGSP) restricts chemical use to control of invasive weeds. Application is done using backpack sprayer or by stem injection. Herbicides allowed include glyphosate, imazapyr, triclopyr, and/or sulfometuron.

No chemical applications have occurred in the past 10 years.

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<sup>6</sup> See also FGSP Standards and Guidelines for Forest Chemicals, 2012

## Social Impact Evaluation

According to the FSC-US Forest Management Standard v. 1.0 (FSC Indicator 4.4.a), forest managers should understand the likely social impacts of management activities, and should incorporate this understanding into management planning and operations.

Social impacts include effects on:

- Archeological sites and sites of cultural, historical and community significance
- Public resources, including air, water and food (hunting, fishing, collecting)
- Public access to and use of the forest, and other recreation issues
- Aesthetics
- Community goals for forest and natural resource use and protection such as employment, subsistence, recreation and health
- Community economic opportunities

## Impact Assessment

Timber harvesting is carefully guided by a detailed management plan, and public values are of primary importance in developing the plan. For example, since the lands are a key source of drinking water for the City of Forest Grove, the management plans clearly establish that drinking water protection is the highest land management priority. In these planning processes, many groups are involved in providing input on management priorities and directions, including local watershed councils, state wildlife and forestry agencies, universities and researchers, and many others.

Following is a brief assessment of social impacts for the Forest Grove Watershed:

- The primary cultural value of the site is as a drinking water source. By protecting the lands for water quality, the forest management activities are contributing to an important community need, i.e., a reliable source of clean water. The social impact of producing municipal drinking water is substantially positive.
- A cultural resources file search of was conducted at the State Historic Preservation Office (Appendix ##). Findings indicate a low probability that prehistoric or archaeological resources are present. There may be historic sites on the property, primary abandoned homesteads, and early dam and water system features.
- The property is gated and signed to restrict public access. Management of the site as a drinking water protection area means that all forms of recreation are prohibited. This has been the case for many decades. Forest Grove citizens generally accept these restrictions as necessary to ensure safety and security of the municipal water system. The Forest Grove Watershed is surrounded by other forested lands, in a mix of state and private ownerships, most of which is available for hunting and other forms of recreation. The social impact of these restrictions is deemed negligible.
- The property is managed using silvicultural techniques that have minimal negative impact on aesthetics. Generally, thinning and small forest openings are used and the appearance of these treatments closely resembles natural conditions such as those produced by scattered wind-throw events. There is an abundance of closed canopy, older forests that provide substantial aesthetic value.

- The property provides employment opportunities for local logging contractors, road contractors, and related workers such as tree planters, etc. These opportunities are intended to remain relatively steady over the long-term.

### **Harvest Rates**

The FGSP developed initial harvest rates based on current and historical timber cruises. An updated timber cruise was completed in 2011. The new harvest rate calculations use current timber cruise information and FPS modeling. The FGSP requires a timber cruise be conducted at no greater than 10-year intervals.

For 2013-22 the annual growth rate within the active management area is estimated at 2,400,000 board feet, based on the 2,800 acres (66%) of the forest base outside of reserves. The annual allowable harvest during the next ten year period is 2,000,000 board feet.

### **Monitoring**

Monitoring data reside with City staff or the City's consultant. Results of monitoring are presented in the annual Forest Activities Report, periodic monitoring reports, timber inventories, or updates of the watershed stewardship plan, as appropriate.

### **Stakeholder Consultation Process**

Stakeholders for the Forest Grove Watershed include the Forest Grove City Council, the citizens of Forest Grove, Stimpson Lumber Company (primary abutter), State of Oregon (abutter) other neighbors and abutters to the property, Agency regulators (ODF, USFWS), local stewardship organizations such as the Tualatin River Watershed Council and the Washington County SWCS, educators (Pacific University, local schools who visit the forest), and local contractors and mills.

Consultation is done with ODF via conversations and annual field checks with Stewardship Foresters.

With Stimson lumber company (they border most of the watershed) we have had consultations around consolidation and land exchanges to extend City control within the Rock Creek drainage, and concerning their spray plans within the watershed drainage area. The City has consulted with the Tualatin River Watershed Council on stream enhancement projects within the watershed and in coordination with the Gales Creek watershed enhancement plan. Forest Grove partnered with the TRWC and the Oregon Watershed Enhancement Board to secure grant funding for Clear Creek fish habitat improvements. Input from the citizens of Forest Grove is provided during the stewardship plan updates (every 10 years) via public meetings and an ad-hoc citizen planning committee. Annual public tours and management reports also are ways for the public to provide input.

## Appendix C

### Forest Inventory

Projected timber volume growth for Active Management Area stands  
 Developed using Forest Projection and Planning System software  
 March 2013

Type	Area (ac)	Current volumes (BF/ac)	Total volumes (BF)	Projected average annual growth (BF)	Annual % growth
N1: Natural stands 51-70 years	1028.35	33,536	34,486,586	880,256	2.6%
N2: Natural stands 71-90 years	720.1	41,435	29,837,343	584,050	2.0%
N3: Natural stands 91-110 years	530.41	46,079	24,440,968	319,209	1.3%
P1: Plantations 1-10 years	87.7	NA	NA	NA	NA
P2: Plantations 20-30 years	154.2	4,960	764,786	171,375	22.4%
P3: Plantations 31-50 years	310.4	19,362	6,009,833	337,178	5.6%
<b>Grand Total</b>	<b>2831.16</b>	<b>33,746</b>	<b>95,539,515</b>	<b>2,292,067</b>	<b>2.4%</b>

#### Forest Grove Watershed Property-wide species composition and timber volumes

Based on timber inventory conducted in 2011

Species	Ave DBH (in)	Basal area (ft <sup>2</sup> /ac)	Trees/ac	Timber volume (MBF/ac)	Total timber volume (MBF)
Douglas-fir	17.3	156	95	27.841	117,593
Western redcedar	20.1	20	9	2.692	11,371
Western hemlock	16.3	7	5	1.255	5,301
Bigleaf maple	14.9	11	9	0.989	4,175
Red alder	13.3	6	6	0.552	2,333
Grand fir	16.5	2	1	0.402	1,698
Black cottonwood	24.8	0	0	0.043	181
Pacific yew	25.1	0	0	0.002	7
<b>Total (average)</b>	<b>17.2</b>	<b>202</b>	<b>125</b>	<b>33.776</b>	<b>142,659</b>

DBH = diameter at breast height

Basal area = the cross-sectional area of all trees in a stand

MBF = Thousand board feet, West-side Scribner scale

## Appendix D

### Watershed Committee

To assure an open and public planning process, the City Council formed the Watershed Ad Hoc Committee in 2012. The committee was specifically designed to be comprised of community members from a variety of interests including local business (Forest Grove Chamber of Commerce), residential and industrial water users, educators (Pacific University), rural landowners, and advocates for water quality, wildlife and fishery resources. The purpose of the

committee, as directed by the City Council, was to serve in an advisory capacity to City Staff, the Watershed Management Consultant, and the City Council.

The committee was an active participant in the planning process, meeting twice monthly for six months, from January through June, 2012, and periodically thereafter, with City Staff and the Consultant. Members were actively and enthusiastically engaged in reviewing and updating all areas of the 2001 plan. Work on each issue continued until a consensus was reached.<sup>xvii</sup>

Members of the planning team included:

- The Ad Hoc Committee: Bud Bliss, Dallas Boge, Steve Edward, Carla Ingrando, Dave Johnson, Lou Karabinus Teri Koerner, Bob VanDyk and Roy Woo. Three committee members (Edward, Karabinus and VanDyk) were members of the 2001 planning team.
- Trout Mountain Forestry: Scott Ferguson and Barry Sims (consultants)
- City Staff: Robert Foster (Director of Public Works) and Susan Cole (Assistant Director of Administrative Services.)

As an Ad-Hoc Committee, the Committee was not required to keep formal minutes. However, general notes were kept of each meeting. Those notes are included on the following pages. Additionally, notes from the two joint work sessions held with the City Council are also included.

#### **CITY OF FOREST GROVE**

##### **Watershed Ad-Hoc Committee Summary from January 11, 2012**

The Watershed Ad-Hoc Committee held its first meeting on January 11, 2012. All members were in attendance. Because the Committee is an ad-hoc committee appointed by the Mayor, and not an ongoing committee appointed by the Council, minutes do not have to be kept. Instead, each meeting will be recorded, and a summary will be completed, but formal minutes will not be taken.

The mission of the Committee was reviewed, which is to provide feedback, suggestions and recommendations to the City's Forestry Consultant, Scott Ferguson of Trout Mountain Forestry, as he updates the 2001 Watershed Stewardship Management Plan. The goals of the Plan will not change as a result of this update. Additionally, the Committee will not focus on the financial resources of the watershed or of the Water Fund.

The Committee discussed the method by which decisions will be made, for example, if by majority or by unanimous decision. Rob Foster described how decisions were made when the Watershed Ad-Hoc Committee formed initially to guide the writing of the 2001 Plan. That Committee in 2001 made decisions by consensus, and defined it as whether each member could live with the decision and move on. If any member disagreed with an issue or decision to the extent that they could not move on, then the Committee re-evaluated the topic and kept discussing until each member felt comfortable. Each member may not have agreed with the final decision, but could at least live with it enough to move on.

It was pointed out that this method burdens the chair to make sure everyone is heard and that the meeting keeps going. However, it was pointed out that the 2001 Committee had both a chair and a facilitator that aided this process.

The current Committee decided that a consensus method of decision making is a good idea that they would like to employ. Further, voting according to Roberts Rules will be used to gauge where Committee members initially stand on an issue, in order to help frame the discussion.

Rob Foster next described the role of the chair, and then suggested perhaps the Committee would like to also have a facilitator. He encouraged members to consider whether or not they would like to be the chair or facilitator, and whether these should be the same person, or two different people.

Scott Ferguson of Trout Mountain Forestry next gave a brief overview of the 2001 Watershed Stewardship Management Plan. Scott presented a series of bulleted sheets, as follows:

1. Watershed Forest
  - ▶ 4,225 acres, Gales Creek to the Tualatin River
  - ▶ Older Douglas Fir
  - ▶ 5 diversions, ~50% of Forest Grove's water
  - ▶ 13 miles of streams
  - ▶ 16 miles of rocked roads
  - ▶ Steelhead, Coho and spotted owl habitat
  
2. Management History
  - ▶ 1960-1977 State
  - ▶ 1977-1982 Public Works
  - ▶ 1983-1987 Consultant
  - ▶ 1989 Logging suspended
  - ▶ 1994 Attempt to re-start
  - ▶ 1996 "Pineapple Express"
  - ▶ 2000 ODF Citation
  - ▶ 2001 Stewardship Plan
  
3. Management Issues
  - ▶ Clear cutting
  - ▶ Roads:
    - maintenance
    - landslides
    - sedimentation
  - ▶ Fish passage
  - ▶ Public access
  - ▶ Harvest level/revenue
  
4. Plan: Multi-Resource
  - ▶ Water quality/aquatic
  - ▶ Wildlife
  - ▶ Vegetation and botanical
  - ▶ Timber management
  - ▶ Access by public
  
5. Policy Oriented Framework
  - ▶ Vision
  - ▶ Goals
  - ▶ Resource policies
  - ▶ Resource standards & guidelines
  - ▶ Recommendations by resource
  
6. Conservation Strategies
  - ▶ Zoning for resource protection:
    - *Reserves 900*
    - *Special management areas 800*
    - *Active management areas 2,600*
  - ▶ Go slow approach
  - ▶ Integrated management
  - ▶ Build complexity and biodiversity
  - ▶ Harvest level not revenue driven

Other items discussed at the meeting include:

- Changing the February 8 meeting to February 7, 2012.
- There is no mandate to update the Plan. The 2001 Plan suggested an update in its 10 list of activities. Also, the Forest Stewardship Council suggests that plans be updated every 10 years.
- The City is not aware of any particular controversy or outstanding issues regarding how the City has managed the watershed under the guidance of the 2001 Plan.

The meeting adjourned at 7:00 pm.

## CITY OF FOREST GROVE

### Watershed Ad-Hoc Committee Summary from January 25, 2012

The Watershed Ad-Hoc Committee held its second meeting on January 25, 2012. All members were in attendance.

The first order of business was to decide if the chair and facilitator should be two separate people or the same person. The Committee discussed the role of the chair and facilitator, and decided to have these roles filled by one person, and revisit that decision if necessary in the future. The Committee then selected Carla Ingrando as the chair and facilitator.

Scott Ferguson of Trout Mountain Forestry next gave an assessment of managing the watershed over the previous 10 years. He summarized the timber growth, the harvests, road maintenance and repair, vegetation, wildlife habitat, and restoration. The Committee asked various questions regarding snags, downed wood, wildlife and the like.

Next, Barry Sims of Trout Mountain Forestry gave a synopsis of the forest inventory that was completed in November of 2011. Overall growth of the forest since the last inventory was taken in 1993 is estimated to be about 30%. However, because the acres measured and age of trees differ between the inventories in 1993 and 2011, it is difficult to estimate the total growth. In the managed area of the forest, the estimated annual growth rate is 2.4%, accounting for the annual harvests.

The meeting adjourned at 7:00 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from February 7, 2012**

The Watershed Ad-Hoc Committee held its third meeting on Tuesday, February 7, 2012.

The first item on the agenda was to allow time for questions on the reports from the previous meeting - the 10 Year Assessment of the 2001 Plan and the Forest Inventory. One question pertained to the list of activities at the end of the 10 Year Assessment, inquiring as to why some of the activities were not done, and whose responsibility – the Forester or the City – it was to ensure activities were completed. Rob Foster, Public Works Director, explained that it was the City's responsibility to evaluate the list of recommended activities and determine whether and when activities should be completed, based upon many factors, including the Plan, the advice of the Forester, and budgetary considerations.

Scott walked through the list of activities one by one and explained why some were not performed, as follows:

- ▶ Activity 1.4: Remove old weir dam on lower Clear Creek. The Oregon Watershed Enhancement Board (OWEB) awarded a grant to the City, but this project was put on hold, pending the Plan Update and approval of the project by the City.
- ▶ Activity 1.5: Research minimum flow criteria on Clear Creek. How much water flows over the diversion can effect fish, and the City has not officially determined what the minimum flow needs to be. However, the City has not exceeded its water right, and there has been enough flow for water rights down stream, indirectly assuring enough water for fish.
- ▶ Activity 1.6: Design a subsurface summer overflow for each diversion dam. The Water Treatment Operator, Randy, and Scott agreed that the City does an adequate job maintaining flow, so a subsurface overflow may not be necessary.
- ▶ Activity 1.7: Plant a deciduous riparian corridor at the Clear Creek impoundment. Scott reported that there is enough natural alder and growth so planting is not necessary.
- ▶ Activity 1.8: Survey macroinvertebrates in Clear Creek. This would require hiring a fisheries biologist, which was not done.
- ▶ Activity 1.9: Inventory Thomas and Deep Creeks. These creeks are unlikely to have endangered species, and would require the hiring of a fisheries biologist.

- ▶ Activity 2.8 Plant conifers in riparian zones where lacking. These areas are developing well on their own, so additional planting not necessary.
- ▶ Activity 4.2 Complete vascular plant survey of rock outcrops and riparian forests. The consulting botanist who worked on the 2001 Plan recommended that these are special habitats to be surveyed. It's not known whether they contain rare plants.

The Committee discussed addressing the no action items in the Plan Update. The Committee also discussed having a way to monitor the accomplishments of the activity list, such as setting goals. The activity list for the Plan Update should identify the need, then the goal it is designed to accomplish, and perhaps suggest incremental steps and measurements toward meeting that goal. The Committee speculated about whether to set priorities around the activity list, and to set more specific monitoring programs to measure progress toward the goals. As with the current plan, Scott pointed out, the Plan Update should frame policies and goals and activities over the course of the next 10 years, and not be proscriptive. The Water Department will fold the activities into its annual operational plans each year, considering the health and conditions of the watershed, and the advice of the Forester.

One comment was given regarding the forest inventory that was recently completed, which was: As far as possible, the inventory figures should be as clear as possible in expressing the growth, how much was cut, and the acreage.

The Committee then reviewed the suggested list of future topics supplied by Scott in a hand-out. The Committee was in general agreement with the list of topics and the order of consideration suggested by Scott.

Next, the Committee began discussing the Policies, Standards and Guidelines in Chapter 4 of the 2001 Plan. Scott also handed out Chapter 4, which included embedded questions for the Committee to consider. The topics discussed and questions considered were:

- ▶ Management area classification - Combining the reserve area and the special management area. On the one hand, these areas happen to be stewarded the same way, so it may make sense to combine them. But, on the other hand, a "reserve" area is much more restrictive than a "special management" area, and maybe the Plan should leave these separate, because once an area becomes more restrictive, it may be harder to go back the other way if necessary in the future. Leaving them as is allows for future flexibility.
- ▶ Water Quality and Aquatic Resources – perhaps want to define a way to evaluate and monitor to see if objectives are being met. This section may also want to cross-reference other sections in terms of public access in the use of porta-potties, and the harvest section and public access section in terms of seasonality and accessing the watershed in dry conditions versus wet conditions.
- ▶ Wildlife Resource Management – should the stewardship of the watershed include connectivity between habitats? Or maybe only when there's opportunities & it seems to be advantageous? Also, what about the age of trees? The current plan says that any tree over 110 years old be treated as a "legacy" tree and left alone. However, Scott pointed out that there are some plantation-like stands that are reaching 103 years old, and probably won't be in the thinning rotation for a few more years, so maybe the 110 age should be raised. In considering the age of any given tree and defining "legacy" trees to be any tree over a certain age, the Committee discussed evaluating the overall goals of forest functionality, diversity and future conditions, perhaps defining the percent of the forest that is desired in the form of older forest structure, instead of an arbitrary age limit. The Committee did emphasize that unique trees with particular attributes should be preserved regardless of age.

No decisions on the Policies were reached, but were held over for further discussion.

The Committee agreed that a tour of the Watershed would be helpful. The tour was set for February 22, 2012 at 2:00 pm, and the Watershed Ad-Hoc Committee will convene that same day at its regular time of 5:30 pm. Rob offered that if Committee members could not make that time but still wanted to tour the watershed, to contact staff separately and arrangements could be made.

The meeting adjourned at 7:00 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from February 22, 2012**

The Watershed Ad-Hoc Committee held its fourth meeting on Wednesday, February 22, 2012.

Prior to the meeting, a tour of the watershed was held that afternoon for Committee members. Those that were able to attend the tour expressed appreciation for the opportunity to see the watershed first hand.

The Committee continued its discussion on Chapter 4, Resource Polices, beginning with the section Vegetation and Botanical Resource Management. The Committee discussed that invasive plants so far have not been a problem due to the diligence of current management practices. The Committee discussed the importance of minimal disturbance to the understory and the soil, and discussed including comments in the Vegetation section as well as the Timber Management section.

The Committee discussed the importance of the overall Plan being clear and unambiguous in terms of resource policies, so that the management of the watershed does not become dependent upon any one person or forester managing it, but instead is based on the clear strategies and policies outlined in the plan. With this in mind, the Committee discussed the advantages of having parameters built into the plan, such as percent of soil allowed to be disturbed during a timber harvest season.

Scott commented that a good way to structure the Plan is to be clear regarding desired future conditions of the watershed. This means, he suggested, having clear goals, policies and standards, and not necessarily defining methods or day-to-day operations. The Plan may therefore describe the percent of forest floor impacted by management practices, and the level of diversity and complexity of the forest. The Plan may also clearly designate various zones for conservation and active management.

The Committee discussed that the State is very proscriptive in its management practices, and Forest Grove's Plan probably does not want to be that rigid, but instead be structured for flexibility in terms of day-to-day management and operations.

The Committee also pointed out the importance of the work the loggers do each year when harvesting in the watershed, and that they can have a big impact on the watershed. The Committee suggested that the annual Request for Proposals for logging services lay out the parameters of watershed management, to include items such as soil and understory disturbance, damaging other trees in the course of harvesting, etc. Scott reported that the City has a good history of hiring experienced loggers that take great care in the watershed when harvesting, and have not done damage to the watershed in the course of their work. The Committee suggested that perhaps the Plan Update should include a template Scope of Work to include in each annual Request for Proposal, in order to facilitate keeping the goals of the Watershed Management Plan on the forefront.

The Committee discussed plant restoration, pre-commercial thinning, and plant surveys. The Committee pointed out that loggers may not notice sensitive or endangered plants when harvesting, and the question was asked whether surveys be done each time in harvest areas. Other Committee members and Scott felt this may be too much expense and time-consuming work each year, and Scott assured the Committee that other measures are taken to review and preserve plant life in the watershed. He cited

that in his work as Forester, he informally surveys each harvest area, and that the watershed has conservation zones, various buffer areas, and certain patches that are left undisturbed due to their plant and tree diversity. These practices allow ample opportunity for healthy and diverse plant life in the watershed.

The Committee concluded the meeting part way through the Timber Management section of Chapter 4, agreeing to pick up the discussion at the next meeting on page 4-7. Based on the comments made by the Committee thus far, Scott suggested a re-write of the Timber Management section may be the most efficient way to proceed, including the concepts of zoning and future conditions. Also, some items may be moved to a more general monitoring section.

The meeting adjourned at 7:03 pm.

**CITY OF FOREST GROVE  
Watershed Ad-Hoc Committee  
Summary from March 14, 2012**

The Watershed Ad-Hoc Committee held its fifth meeting on Wednesday, March 14, 2012.

The Committee continued its discussion on Chapter 4, Resource Polices, beginning with the section Timber Management. The Committee discussed various harvest techniques that will be used in the watershed, including thinning, patch cutting, and variable retention harvests. The technique used will depend upon many factors, such as topography, stand growth and longevity, type of trees, buffers needed, and so on. The Committee discussed the zones of reserves and special management areas, but still did not decide whether to combine these two zones into one.

The Committee also discussed the age of trees in the watershed, and at what age trees should be defined as a legacy tree and not harvested. Scott pointed out that managing a stand of trees of a certain age may take a different approach than discovering an individual tree of certain age within a targeted thinning area. The individual tree may be left regardless of its age due to its benefit to the overall health and diversity of the watershed, while an entire stand of trees over a certain age may be thinned. The age beyond which a tree would be left standing was discussed to be 140 years, but not decided upon.

A suggestion was made to add a glossary to the plan. Suggested terms for this glossary so far include professional forester, variable retention harvest, and the various types of forest stands.

Another suggestion was made to keep – but modify – one of the bullets under “Planning and Reports” that refers to completing an annual report. The current bullet suggests a report be sent out to residents in their utility bills. Instead, the Committee suggested an annual report be made to the Council, with notice given to residents that such a report exists, and posting the report on the City’s website for citizen access. This report would contain summary information on the annual harvest, as well as road repairs, restoration efforts and other accomplishments.

The Committee expressed agreement with suggested changes to the timber harvesting section that leave the methods of harvest more open ended, given that technology changes over time. Instead of specific methods, language will be included regarding protecting watershed resources from undue erosion, disturbance and impacts.

The Committee concluded its discussion before the Roads and Culvert section on page 4-13.

The Committee agreed extending future meetings by 30 minutes will enhance productivity.

The meeting adjourned at 7:03 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from March 28, 2012**

The Watershed Ad-Hoc Committee held its sixth meeting on Wednesday, March 28, 2012. At the prior meeting of March 14, the Committee decided to extend the meetings from one and one-half hours to two hours, so the meetings will now be from 5:30 to 7:30 pm.

The Committee continued its discussion on Chapter 4, Resource Polices, beginning with the section Roads and Culverts. Before discussing this topic, the Committee first discussed the possibility of considering the desired future conditions of the watershed – that such conclusions may help inform discussions and recommendations regarding Chapter 4. Scott expressed that either sequence would work, but he felt it was good to discuss over-arching policies first, then discuss operational standards which lead to future conditions.

The Committee began on page 4-13, discussing roads and culverts. The Committee asked questions regarding placing rock on the road, and Scott responded by stating that spot rocking is done to avoid damage, and that roads are maintained and rocked as necessary during harvest operations to avoid damage. Skid trails, landings and haul roads were originally specified to be less than 10% of the Active Management Area, but the Committee suggested this be changed to less than 10% of that year's operational area. Culverts and bridges were discussed, and Scott pointed out that the watershed has very few culverts, and that only low bridges cross fish-bearing streams. The Committee suggested that additional language be considered regarding controlling and preventing erosion during road construction and harvest operation, and it should be stated clearly that construction or re-construction of roads and landings should occur during dry periods to control and/or avoid erosion. Remediation was also discussed, that a policy should be considered that road abandonment and reconstruction should fix known or existing problems, and that active efforts should be made to remove or mitigate known legacy problems, or as such problems are discovered. The Committee suggested that as problems are discovered that cannot be fixed or mitigated that year, that they be recorded for future work. Disconnecting ditch lines was also discussed, to allow water to flow over the ground prior to entering into a stream.

Fire Management was the next topic of discussion. The Committee suggested that language be added regarding the guidelines outlined by the Industrial Fire Prevention Levels, to be sure that readers of the Plan understand operators in the watershed understand the risk of fire and take steps to mitigate it. The Committee agreed that waivers during high-fire risk times may be allowed due to the nature of the watershed and the sustainable nature of harvest operations, but that also additional restrictions may be imposed. Waivers or restrictions would be at the discretion of the City of Forest Grove's Public Works Director.

The Committee next discussed Access and Public Education/Demonstration. One Committee member posed the question about the possibility of recreational use in the watershed. Committee members discussed the merits of allowing recreational use, as well as the existence of other recreational opportunities in the area. The Committee suggested that the watershed not be opened up to general recreational use, in order to preserve water quality, minimize erosion, minimize understory and vegetative damage, minimize litter and unsanitary conditions, and also minimize the City's liability. Other logistical and management considerations were discussed if recreation was allowed, such as signage, parking, security, monitoring for damage and illegal activity, etc. These other considerations would impact the budget for the watershed and possibly divert financial resources from other goals and objectives of watershed management. The Committee discussed the value of allowing access to the watershed for educational and research activities, but that such access would follow the standards and guidelines outlined in the Plan, such as permitted by the City, accompanied by a City employee, etc.

The Committee next re-visited the zoning of the watershed, and the value of changing the zoning from three zones down to two, the three being Reserves, Special Management Areas and Active Management Areas. Transitioning to two zones would mean the Special Management Areas (SMAs) would no longer be designated, and instead divided into the Reserve Areas and Active Management Areas (AMAs). The Committee expressed some concern regarding moving acreage from the SMAs to the AMAs, stating that some patches still need special consideration, and shouldn't be too actively managed. Scott reassured the Committee that the AMAs would be reviewed stand by stand as they came up in the harvest rotation, and the harvest method for the year would be dictated by the conditions of the stand and any special or unique characteristics. Staff pointed out that the Committee had previously discussed a recommendation that the Forester draft a harvest plan annually, ahead of each harvest, and such a plan would delineate any special, sensitive, or unique areas, and this annual harvest plan would then outline how the harvest should happen in that year. Scott will bring maps of the proposed two zones to the next meeting for the Committee to review. Also at the next meeting, the Committee will discuss the age of trees, with regard to defining legacy trees and the possibility of harvesting patches of trees over a certain age.

The meeting adjourned at 7:34 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from April 11, 2012**

The Watershed Ad-Hoc Committee held its seventh meeting on Wednesday, April 11, 2012.

The Committee continued its discussion on the zoning of the watershed, and the value of changing the zoning from three zones down to two, the three being Reserve Areas, Special Management Areas and Active Management Areas. Transitioning to two zones would mean the Special Management Areas (SMAs) would no longer be designated, and instead divided into the Reserve Areas and Active Management Areas (AMAs). Scott brought maps for the Committee to review, to facilitate the discussion. The maps displayed the slopes and ages of trees within the watershed, as well as how the current zones and new zones relate to those attributes. Scott pointed out areas of the SMAs that would move to either the AMAs or the Reserve Areas.

Members of the Committee expressed once again some concern regarding moving acreage from the SMAs to the AMAs, stating that some patches still need special consideration, and shouldn't be too actively managed. Scott reassured the Committee that the AMAs would be reviewed stand by stand as they came up in the harvest rotation, and stands with unique or special characteristics would be managed more carefully, and would be outlined in the annual harvest plan. The Committee also discussed the concept of eliminating zones altogether, and instead focus on criteria for managing and commercial thinning – such as steepness of slopes, age of trees, buffer areas, wildlife areas, but the Committee decided that designating zones has value given the current state of the watershed, as well as facilitating public understanding of how the watershed is managed.

The Committee discussed how the zoning is a way to communicate the risks associated with thinning in certain areas, in terms of potential damage to water quality, habitat and diversity. The more risky areas have been placed in the Reserve zone, for example.

In reviewing the maps that Scott provided, the Committee agreed to modify a patch currently in the Reserve Area and place it in the AMA. This patch is flat, and is a portion of what is referred to as "Coyote Ridge". While most of the area is in the Reserve due to its slope and other characteristics, the map made it clear that a portion of it is on flat ground and Scott confirmed it could be moved to AMA.

The Committee pointed out that the entire watershed needs to be managed, regardless of the zones, and suggested language that clarifies non-commercial management activities will take place in the Reserve

Areas, and commercial thinning will take place within the AMAs, but that some portions of the AMAs will be more carefully managed than others, based upon their characteristics.

The Committee discussed the implications of engaging in commercial thinning in the watershed, and suggested that the plan acknowledge that commercial thinning takes place within the policy guidelines of the plan. Staff clarified that the watershed is managed out of the water utility of the City, and so the proceeds from commercial thinning are deposited into the water fund, and the expenses of managing the watershed come from the watershed. The Committee discussed the merits of including language relating to the financial resource need of the watershed. but staff encouraged the Committee to focus on policy guidelines and recommended activities to manage the watershed, which would then help to inform and shape the water utility's budget request each year. The Committee agreed that the financial resources are an outcome of management, and not a driver.

The above discussion of zones led into a discussion about desired future conditions. The Committee expressed that deciding upon zones within the watershed was contingent upon the desired future conditions. Scott pointed out that since the City has the watershed with certain conditions known already, zones could be designated and desired future conditions within each zone could be discussed. The Committee agreed.

Scott explained that outlining desired future conditions will influence future activities in the watershed to protect water quality and encourage ecological diversity. The Committee discussed the need for both diversity in tree species and age to promote a healthy forest.

Scott facilitated a round table discussion with the Committee on their vision of desired future conditions. Given that clean water is the ultimate goal of managing the watershed, the Committee discussed the importance of minimizing erosion, minimizing landslides, and limiting the use of pesticides and other chemicals. The need to manage the watershed to prevent blow-down from storms was discussed, as well as the need to minimize the potential damage from wild fires. Bug damage is a threat, which can be managed by a diversity of tree species.

Acquiring land outside of the watershed but within the drainage basin was also discussed. Acquiring land within the drainage basin would help protect the source water, and may lead to new sources of surface water supply.

The Committee discussed that over time, trees of the same age and species should not be concentrated, and rotational thinning can help achieve diversity. The Committee expressed the desire that the plan should articulate firm goals in terms of desired future conditions, but not be overly restrictive and instead have broad guidelines. The plan would then have policy parameters that when applied, would lead to the desired future conditions. Separately, each year an annual harvest plan would be created that would support the desired future conditions and policies of the plan.

The Committee decided to continue its discussion on desired future conditions at its next meeting, focusing on forest types and age classes, with a goal of drafting language for the plan that would articulate the desired future conditions of the watershed.

The Chair also expressed a desire to discuss the process by which consensus is reached.

The meeting adjourned at 7:28 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from April 25, 2012**

The Watershed Ad-Hoc Committee held its eighth meeting on Wednesday, April 25, 2012.

The Committee began the meeting by discussing various alternatives for determining consensus. One alternative was for the chair to ask for objections, and if none articulated, then the committee would move forward. Another alternative proposed was the “fist-to-five” method, where members register their intensity of agreement by the number of fingers held up: Five fingers indicates full support, whereas a closed fist indicates no support, and three fingers would be neutral, and so on. Another alternative proposed was to call for a vote, and if the “ayes” were unanimous, the issue would move forward, but if there was even one “nay”, the Committee would continue to discuss the topic. The Committee discussed the merits and drawbacks of each alternative. The Committee decided upon the alternative that called the question, with responses either being “aye” or “nay”, to determine consensus on an issue. Even one “nay” vote then would mean consensus had not been achieved, and those voting “nay” would share their thoughts and ideas in order to achieve agreement on the topic.

The Committee next discussed the desired future conditions of the watershed. Scott provided a map for the Committee review that divided the watershed into reserve areas and forest types. Scott asked the Committee to envision the watershed 30 to 50 years hence, keeping in mind that options for the future are constrained by the current conditions of the watershed.

Scott explained that the current conditions of the watershed include even-aged stands of Douglas-fir, and not a lot of hardwoods or other species. Because of the way the watershed was historically managed, the majority of stands are blocks of older forest in the range of 50 to 70 years old, and there are large blocks of older stands in the 71-110 years of age. About 156 acres are multi-species stands, while 166 acres are stands with significant, natural regeneration. Luckily, there is very little invasive vegetation in the watershed.

Scott reiterated that the goal of a statement on desired future conditions is to outline what the forest will look like in general terms. The actions that produce these future conditions are governed, on a day-to-day basis, by the goals, policies and guidelines in the updated Plan that the committee has already discussed. The Plan provides the over-arching guidance, while each year’s harvest and restoration plan is the implementation vehicle. Scott emphasized that the Plan allows the City to meet the triple bottom line in managing the watershed – meeting social, ecological and economic goals.

Scott provided a hand-out to the Committee listing bullets to consider while developing the desired future conditions. This hand-out listed discussion items and general considerations such as reinforcing that the water quality drives the forest management program, that the Reserve areas will provide old forest habitat and connectivity, and that the Active Management Areas (AMAs) provide a model of sustainable, commercial forest management. The Committee discussed desired future stand types in terms of forest health and resistance to fire, insects and disease. The discussion also covered the role of timber harvest in a program that emphasizes maintenance of water quality, forest diversity and wildlife habitat. To meet these goals, a watershed that had stand types of even-age Douglas-fir, hardwoods, uneven-aged conifers or multi-species, and stands with canopies open enough to support healthy shrub layer would be best. The Committee also stressed that soil structure is important and protects both the water quality and quantity.

The Committee briefly discussed the format the desired future conditions should take in the Plan update. The Committee suggested to Scott that the desired future conditions be articulated in a separate section at the start of the management recommendations chapter, and in the Executive Summary, with references sprinkled through relevant chapters of the Plan. The Committee suggested that the reasons behind the recommendations for desired future conditions be clearly articulated, given the breadth of the audience that may read the Plan. The Committee also suggested that the Plan update have an appendix, which would house various graphs, charts and statistics that would more specifically give guidance for the desired future conditions.

The Committee next turned its attention to the age of the stands in the watershed. Barry displayed a table using the projector that showed the current and proposed age class distribution. Because of the historic harvest methods in the watershed, there are many even-aged stands over the age of 60. The Committee discussed the age classes of the watershed, and how to best achieve a more equal stratification of age classes within the watershed. One goal would be to manage the watershed such that 80% of the AMAs were in even-aged stands, while 20% of the AMAs were in un-even aged stands. To balance age classes, the harvest method in some areas would be patch cut with retention, while in other areas harvests would be done to encourage natural regeneration. Because of the current ages of stands and a bubble of trees that are currently in the 61-80 year age range, timber harvest levels may end up either being somewhat higher in the short term (if managed to balance the ages), or lower in the long term (if the number of acres and age of managed stands are allowed to significantly increase). The Committee also mentioned that the number of acres within certain stands does not necessarily translate to harvest levels, due to inoperability issues and other parameters in the Watershed Plan. In other words, about 10% to 15% of the acreage may not be harvested due to other issues or circumstances. One example is the goal to increase uneven-aged stands, which will affect the age class distribution.

The Committee agreed to leave off the discussion with the age class distribution topic, and pick it up at their next meeting. Barry agreed to modify his age class distribution table to account for uneven-age stands.

The meeting adjourned at 7:35 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from May 9, 2012**

The Watershed Ad-Hoc Committee held its ninth meeting on Wednesday, May 9, 2012.

The Committee began the meeting by reviewing Scott's handout on Desired Future Conditions of the watershed. Scott explained that when thinking about the future forest stands and types, it is important to remember the clear cut history of the watershed, which resulted in abundant trees in the age class of 60 to 110 years old, but left gaps in the age diversity of trees under the age of 40, particularly in the age class of 10 to 20 years old. When discussing the forest openings, the Committee expressed wanting to see more detail, so that the result is not a huge harvest with sporadic trees left every 200 feet or so. The Committee suggested language instead that captured the concept of where some seedlings would be able to grow in open sunlight, and that shrubs would be able to grow.

The Committee also talked about forest stands, and a more clear definition of what is meant by the term, and also suggested a definition for plantation, and distinguishing between a plantation and an even-aged stand. Scott agreed to add some clarity, that when speaking of even-aged, Douglas-fir stands, that they will be approximately 2 to 30 acres in size. Also, when discussing the aging of even-aged stands, and how some may be left to grow, the Committee suggested language that those stands will be re-assessed in the future for management, or de facto added to the reserves, because of accessibility, topography, the existence of other plants, or other such characteristics that are desirable to preserve.

Scott also pointed out that certain stands within the Active Management Area (AMA) may contain special attributes that are discovered in the future, either by the Forester ahead of a harvest, or by a future survey, or other inspection. Scott suggested a modification to the Desired Future Conditions to recognize these sites, referring to them as minor refugias.

The Committee wrapped up its discussion on the Desired Future Conditions, and took a vote for consensus on the principles contained in the statement Scott handed out, with the modifications

discussed by the Committee. The Committee unanimously approved the Desired Future Conditions, with the understanding the narrative hand out would be modified per the discussion.

The Committee next turned its attention to the topic of harvest levels in the watershed. Scott explained that harvest levels are typically measured by two metrics: volume and acres. Scott further pointed out that the current Plan, drafted in December, 2001, set a goal of harvesting roughly half of the growth estimated in the AMA, estimated to be about 750 thousand board feet. Additionally, the 2001 Plan assumed that up to 135 acres can be thinned each year, and 15 acres patch cut annually. The 2001 Plan also predicted that harvest levels would need to increase in the time period 2012-2021 to maintain the vigor of larger trees and provide openings and light for new seedlings. Scott reminded the Committee that over the last 10 years, about 100 acres were thinned each year, and roughly 8 acres patch cut.

In this context, and with the Desired Future Conditions in mind, and the goal to create more diversity among age classes, Scott suggested that the watershed could sustain roughly 20 acres of patch cutting in the more mature stands, to allow for regeneration of younger trees. Scott calculated the volume that would result from this to be approximately 750 thousand board feet. The Committee asked for some more detail on the patch-cutting approach, and what a harvest plan may look like according to age class. Scott drew an example of what one year's plan may look like:

<b>Number of Acres</b>	<b>Age of Trees</b>
10 acres	60 to 80 year old trees
5 acres	80 to 100 year old trees
5 acres	100 year old trees and older

The result would be 20 acres patch cut, at approximately 35,000 to 37,500 board feet per acre, for total volume of 700 to 750 thousand board feet each year.

The Committee agreed this approach would create more openings for younger trees, and still meet the over-arching, sustainable goals of the watershed.

Next the Committee discussed thinning. Scott advised future thinning could occur over roughly 100 acres per year for the next 10 years, mostly on stands 45 years of age and older. Scott calculated this would result in approximately one million board feet per year.

Adding together the patch cut and the thinning, the total harvest each year would touch about 120 acres, and result in approximately 1.7 million board feet.

However, Scott pointed out that another goal is to increase the uneven-aged stands in the watershed, and that this could be done by variable density retention. He explained this method could increase the volume by an additional 300 to 400 thousand board feet, so that in any given year, the total volume may be anywhere between 1.7 million board feet and 2.1 million board feet.

The Committee stressed, and Scott agreed, that even with these methods and volume estimated, the City should not cut more than one-half of the growth, and not cut more than is growing in the watershed. The Committee also pointed out the importance of the acre restriction, because the acre restriction is a control on the footprint in the watershed, and it was good to have this constraint.

The Committee asked about a hypothetical situation in which an event, such as a fire, or over-zealous harvesting, resulted in the 10-year target of volume and acres happening much sooner, for example, within a 5 or 6 year time frame. Scott and Rob explained that if that were to happen, the City Council would have to consider the condition of the watershed in the context of the Desired Future Conditions, and make adjustments to future harvests. Scott suggested that the pace at which the Desired Future Conditions are met be reasonable and cautious, and not over do the risk by being too zealous to reach targets. The Committee agreed with this assessment.

The Committee suggested that in the drafting of the Plan Update, the prior harvest strategy, as contained on page 5-7 of the 2001 Plan, be included for reference, and that the Plan Update clearly articulate the watershed's current conditions as reported in the Inventory Report and 10-Year Assessment Report. This would then provide a good introduction to explaining the basis of the harvest strategy for the Plan Update, to cover the next 10 year period. Examples of concepts to include would be goals to increase the quantity of uneven-aged stands and hardwoods. Also, with the context of the previous 10 years of management, the City now has a better handle on the growth rate of the forest, the risk factors that could impact water quality and the forest, as well as the pace at which the Desired Future Conditions may be met.

The Committee discussed the merits of having only the acreage be a target for each year, and not the dual metrics of both acreage and volume. Scott suggested that the volume target is an important one for harvest management as another control on harvest methods, and it is something that the Forest Stewardship Council looks for.

The Committee also talked about the growth rates changing due to management strategy, and that the percent of growth harvested may vary, and at times even exceed the target of 50% of growth harvested. Scott mentioned that the percent of growth harvested can be a question, but the ultimate point is to manage in such a way that the forest proceeds toward the Desired Future Conditions, and that harvests will be less than what is actually growing in the watershed.

The Committee concluded their discussion on harvest levels by agreeing that both metrics of acreage and volume were important. The Committee took a consensus vote, which passed unanimously, that harvest levels would be as described above – approximately 20 acres would be patch cut each year, about 100 acres would be thinned each year, and in general, the volume would range from 1.7 million board feet to 2.1 million board feet, with a cautious, conservative pace to reach the Desired Future Conditions.

The meeting adjourned at 7:20 pm.

## **CITY OF FOREST GROVE**

### **Watershed Ad-Hoc Committee Summary from May 24, 2012**

The Watershed Ad-Hoc Committee held its tenth meeting on Thursday, May 24, 2012.

The Committee began the meeting by electing a new chair, upon the announcement that the current chair is moving out of the area. The Committee elected that staff chair the remaining meetings.

Next the Committee discussed the list of 26 recommendations. Of these, the Committee indicated consensus on 11 without further discussion. The Committee discussed the remaining 15, asking clarifying questions, suggesting wording modifications, and in some cases combining statements. A separate attachment below, using track changes, captures the Committee's work on these recommendations.

The next item the Committee considered was a list of potential action items to accomplish over the next 10 years. Scott provided a list of restoration, resource and habitat needs that the Committee reviewed and discussed. The categories are roads, streams, forest habitat and vegetation. These action items are attached below, and captures the Committee's discussion on these items.

The Committee discussed items for the next meeting, and agreed that the Committee's work could be wrapped up at the next meeting, scheduled for June 13, 2012. The Committee suggested the items to be prioritizing the action item list, and discussing the merits of having the watershed certified by the Forest

Stewardship Council, and also discussing the model forest program and what that may mean for the watershed.

The meeting adjourned at 8:00 pm.

## **May 2012 – After Committee discussion**

### **List of Watershed Ad-Hoc Recommendations**

Please indicate your agreement or disagreement, or whether you still have questions, in the appropriate blank by typing an “X”, and e-mail back to Susan and Scott by Monday, May 21, 2012. Susan will compile the responses and provide back to the Committee prior to the meeting scheduled for Thursday, May 24. The responses are tallied below. Some folks had some suggested edits, which are incorporated below.

### **Summary of recommendations:**

In general, the 2001 Watershed Stewardship Management Plan has adequate policies and goals. However, certain aspects could be updated and/or modified, according to the following list developed through the work of the 2012 Watershed Ad-Hoc Committee:

1. The 2001 Plan contained a list of action items, most of which were accomplished. The Plan Update will build on this list, and carry forward those items that are still desired to be accomplished.  
  

[This statement is too general and needs more specificity. Scott provided a separate handout with more specific action items.](#)
2. The Forester will prepare a general 10-year operational plan that implements the Watershed Management Plan Update. This general plan will suggest sequencing of work that may take advantage of improvements in consecutive years, such as roads or culverts, to minimize the operational footprint. Additionally, an annual operations and harvest plan will be prepared, specifically outlining work to be done that year, prior to commencing work in the watershed. The annual plan will, at minimum, Prior to each annual harvest, the Forester will prepare an annual harvest plan, outlining outline the location of the harvest, the harvest methods, any special considerations that need to be managed, avoided or restored, such as understory, tree characteristics, roads, buffer zones, etc. This annual harvest plan will also describe in general terms any sensitive or endangered plants noticed in the planned harvest area that need to be preserved, or invasive species that need to be eradicated.
3. Monitoring progress of activities and goals will be accomplished through an annual report completed each fall, after the harvest is complete, that will be made available to the public, that will discuss what goals and objectives were accomplished in the last year. This report will also include the results of the harvest, including volume of timber and acreage worked in, and how the harvest did or did not further progress toward the desired future conditions. The 2001 Plan suggested this report be provided to residents via the utility bill insert; instead the Committee recommended the report be linked to the City’s website, and then notify the public that the report exists.
4. Zoning – the watershed zones will change from three to two: from Reserve Areas, Special Management Areas and Active Management Areas to just Reserve Areas and Active Management Areas. However, within the Active Management Areas, certain stands need special consideration due to their characteristics and will be managed accordingly.

5. One patch is recommended to be moved from the Reserve Area to the Active Management Area is a flat section of the “Coyote Ridge Clearcut” harvested ca. 1990. This patch is in a portion referred to as “Coyote Ridge”, and is flat.
6. Within Reserve Areas, non-commercial management activities will take place to ensure the health of the forest and restore degraded landscapes that threaten water quality.
7. Within the Active Management Areas, annual, sustainable, commercial harvests will take place. The harvests will be governed by the Plan goals and objectives, be in conformance to Forest Stewardship Council guidelines, and will not be revenue-driven. ~~Revenue will be a by-product of the annual harvests.~~
8. ~~Wildlife—when opportunities arise, attempts will be made to preserve or create connectivity between habitats.~~

Committee opted to delete # 8. and combine it with statement #9.

9. Wildlife management will consider the overall functionality of the forest, forest diversity, habitat connectivity and desired future conditions.
10. ~~Age of trees—in general, trees with special, unique characteristics will be preserved. Stands of trees reaching 140 years of age will be re-assessed for remaining in the Active Management Area.~~

Committee opted to delete #10.

11. ~~Newly discovered attributes—a~~ Areas within the Active Management Area that have newly discovered special or unique attributes such as single legacy trees, or a grouping of legacy trees, rare plants, uncommon vegetation communities or wildlife habitat will be considered for “refugia” designation and protected from disturbance. Refugia areas are small in size, from a few trees to a couple of acres.
12. Timber Management – within the policies guiding timber management, the concept of maintaining and improving the long-term ecological productivity will be incorporated, to emphasize clean water and protection of soil structure and ecological function.
13. In managing the annual harvests, making it clear that logging and road building/reconstruction shall occur in dry season conditions to reduce erosion and the impacts of sediments.
14. Logging systems will be used that are appropriate for the site and adequate to protect the watershed resources from undue disturbance and impacts.
15. Skid trails, landings and haul roads should be less than 10% of that year’s operational area.

16. In managing the watershed and annual harvests, disturbance to the understory vegetation and soil will be minimized
17. Known and existing legacy problems created by past roads or landslides should be addressed ~~as feasible~~ each year, or as discovered, and if such problems cannot be addressed at the time, then they should be recorded for future work. Attempts should be made, when feasible, to disconnect ditch lines to allow water to flow over filtering vegetation prior to entering a stream.
18. Fire Management – the Committee suggested language be added ~~regarding clarifying the application of~~ the guidelines outlined by the Industrial Fire Prevention Levels, ~~and to note varying guidelines for industrial type activities such as logging, versus public use activities,~~ to facilitate the understanding of general public.
19. During high risk fire times, ~~harvest or other work may need to be discontinued. If after appropriate consideration of the potential risks to the watershed the Public Works Director determines that work may safely continue, the Director may apply to ODF for a waivers to allow work may be granted by the Public Works Director for work~~ to continue, in consideration of the lower risk of fire in the watershed due to how it is managed, but that conversely, the Public Works Director may impose additional restrictions depending upon the circumstances of the year and the area to be harvested.
20. Public Access – In recognition of the purpose of the FG watershed to provide clean drinking water to the citizens, as well as the abundant recreational opportunities in the area, public access to the watershed will be limited to educational and research activities, and will be evaluated on a case-by-case basis. The 2001 Plan has adequate language regarding public access, with the exception of adding that the City will arrange for sanitary facilities when tours are conducted.
21. Desired Future Conditions of the watershed will protect the water quality of the watershed by minimizing erosion, fire damage, landslides, and exposure to chemicals. A forest of diverse species, ages, and density will accomplish this, and will also minimize damage from blow-down, wildfires, insects and disease.
22. ~~In order to better protect or increase the City's source water, the City will consider acquiring land~~As land outside the ~~current boundaries of the City-owned~~ watershed, ~~that is deemed to have hydrologic, ecologic or economic benefit to the City. but within or contiguous to the drainage basin, becomes available, the City will make every attempt to acquire such land, in order to better protect the water sources.~~
23. A statement of the Desired Future Conditions will be contained in the Plan Update.
24. Commercial harvests over the next 10 years should be managed in such a way that no more than 20 acres per year will be disturbed by patch cutting, variable retention harvests or other regeneration harvest methods, while no more than 100 acres per year will be thinned. The resulting volume is estimated to be approximately 1.7 to 2.0 million board feet per year.

25. Should the Forest Grove watershed be FSC Certified (Forest Stewardship Council)? (to be discussed at June 13, 2012 meeting)

TO BE DISCUSSED

26. Is the Forest Guild's Model Forest Program appropriate or desirable for the watershed? (to be discussed at June 13, 2012 meeting)

TO BE DISCUSSED

**Glossary suggestions:**

The Watershed Ad-Hoc Committee suggests that the following terms be added and/or clarified in the glossary of the Plan Update:

- ▶ Variable retention harvest
- ▶ Patch cutting
- ▶ pre-commercial thinning
- ▶ Variable density thinning
- ▶ Conventional thinning
- ▶ Group selection
- ▶ Forest stand
- ▶ Professional forester
- ▶ Forest Stewardship Council certified

**Appendices suggestions:**

The Watershed Ad-Hoc Committee suggests that the following be added and/or clarified in the appendices of the Plan Update:

- ▶ Statistics on the inventory and growth rate of the forest, as resulted from the 2011 watershed inventory
- ▶ Statistics on timber volumes by forest type, board feet by age class, forest types and ages in the Reserve Areas and Active Management Areas, snags & dead down wood by forest type
- ▶ Maps displaying the zones, roads, streams, forest types, ages, etc
- ▶ Parameters of management – such as percent of understory disturbed, percent of soil disturbed, percent of forest floor impacted by harvests, percent of acceptable collateral tree damage during harvests, amount of snags per acre, coarse woody debris per acre,
- ▶ An example of the request for proposals/bids for logging services could be included in an appendix, to help guide future annual work in the watershed, and the example scope of work could include language guiding the logger in terms of tree damage, soil damage and understory damage.

Forest Grove Watershed  
Restoration, Resource and Habitat Needs

For each item, include why it's an issue, e.g. "Deep Creek Road Project – erosion threatens water quality" Also, maybe give an indication of priority of item, so City can better gauge the sequencing of the items.

**(1) Roads**

- a. Deep Creek Road Project – Include here why it's needed

Include more information, such as the issue of it being a high risk segment, being a mid-slope road built with fill material. The road is not necessary for logging – can reach trees from above. However, the fire access should be examined before the road is decommissioned.

It's possible that an OWEB grant could be used to fund the project.

- i. 1.0 mile of Deep Creek Road on west side of the creek (the final 5,200 feet) crosses three streams with culverts and large fills. The crossings are unstable and at risk for failure and landslides into Deep Creek.

- ii. This section of the road is not necessary for management access.
- iii. De-commissioning this road segment would be a large project, with an estimated cost of +\$100,000.

b. Potts Connector Road – upgrade or decommission

Pursue vacation of easement, discuss with adjacent home owner if need for easement still exists. The City currently maintains this road because of the easement, and it has culverts that need to be maintained, etc. Road not needed for forest management. However, if home owner still needs this road, then the City should evaluate the road for possible upgrades to minimize potential water quality threats, and program annual maintenance into the budget.

- i. This 0.5 mile road segment was put in as a fire escape route for the Potts residence.
- ii. Not maintained, with several culverts over small, non-fishbearing streams.
- iii. Not needed for management access. De-commission cost estimated at ± \$15,000.

c. Disconnect ditches

(2) Streams

a. Clear Creek (downstream of the fish ladder) - poor fish habitat

- i. Clear Creek is lacking large wood in the aquatic zone, as reported in the 2001 fish habitat survey.
- ii. The 2001 Plan recommended adding large wood to improve habitat.
- iii. In 2010, a \$50,000 OWEB grant was awarded to place 10 large wood structures in clear creek. The grant was extended, but will expire in September 2012.

Consistent with old plan. Committee unanimously recommended this project be done & take advantage of the OWEB grant. Committee suggested doing a fish survey before this work is completed, to set a baseline to better determine if project was successful.

b. Clear Creek Slide Area. – slide/sediment problem

- i. A small Clear Creek tributary near the head of the drainage was damaged in ~~2006~~ 1996 by a slope failure and landslide from a logging road upslope
- ii. The 2001 plan called for a re-vegetation project, which was only partially successful.
- iii. To further stabilization is needed

c. Stream Habitat Surveys

- i. The 2001 Plan calls for monitoring stream health and fish populations.
- ii. A stream habitat survey and fish census is recommended for Clear, Roaring, Thomas and Deep Creeks.

Suggest re-doing fish survey on Roaring Creek, and performing such surveys prior to major stream work to identify a baseline of fish population, to better determine the success of projects.

(3) Forest Habitat

a. Snags and Down Wood – for forest health; monitoring only

- i. The 2001 Plan recommended creation of snags and down wood to improve wildlife habitat.
- ii. The snag creation program was discontinued in 2004 as managers became aware of bear damage resulting in new snags.
- iii. In 2009 a dramatic increase in tree kill from Douglas-fir bark beetles created significant numbers of new snags.
- iv. No new effort to artificially create snags or down wood is recommended

The Committee agreed that no additional action is recommended. Although, forest health should continue to be monitored, especially for root rot and beetle damage.

b. Non-commercial Thinning (in 20-30 year old plantations) in any area of the watershed – maintain forest health

Specify actions in Reserve Areas and Active Management Areas.

Also, clarify reason – that such thinning of 8 or 9 trees per acre would release growth, and the focus should be on areas and trees that the City is trying to improve. Such thinning is done to improve habitat, forest health, and increase growth. However, the non-commercial thinning needs to be appropriate to scale and also keep fire risk in mind.

- i. Several hundred acres of dense fir plantations could be thinned to release existing hardwoods and large trees (habitat thinning).
- ii. Many of these acres are in the Reserve Area. This type of thinning would increase future stand diversity and large tree development.

c. Spotted Owl Surveys

- i. A spotted owl pair was detected in the 2009 survey.
- ii. Additional surveys are needed to determine their status.

(4) Vegetation

a. Invasive Plant Control – continue to monitor and evaluate

- i. Scotch Broom control is needed on “Coyote Ridge” area and in “shooting range” vicinity.

Committee suggested specifying/clarifying the method – such as by machete or direct, targeted use of herbicides, that no aerial spraying will be done.

CITY OF FOREST GROVE

Watershed Ad-Hoc Committee

## Summary from June 13, 2012

The Watershed Ad-Hoc Committee held its eleventh and final meeting on Wednesday, June 13, 2012.

The Committee continued its discussion of the list of recommendations. The Committee suggested that #2 – relating to plans, be modified to suggest that the Forester prepare a 3 year plan also, in addition to a 10 year plan.

The Committee discussed the remaining items, asking clarifying questions, suggesting wording modifications, and in some cases combining statements or deleting statements. A separate attachment below captures the Committee's work on these recommendations.

The next item the Committee considered was whether or not the Forest Grove's watershed should be certified through the Forest Stewardship Council (FSC). Scott explained the additional staff work that would need to be done in order to comply with certification, mainly relating to an annual audit. The annual audit, he explain, takes about 4 days, and he estimated the cost to be roughly \$5,000.

Alternatively, the City could employ a forester with FSC certification, if the City wanted this certification for its forest products. Hiring an FSC certified forester may result in a management style consistent with the City's Watershed Stewardship Management Plan, and may yield higher forest product prices, depending upon the lumber market.

The benefits of the City's watershed being FSC certified would be a statement to the public regarding Forest Grove's watershed, that it meets stringent requirements for sustainability. Also, the forester selected by Forest Grove to manage its watershed would not need to be FSC certified, and could therefore open up a larger pool of foresters, if the City wanted to market its forest products as FSC certified.

The Committee concluded that if the City wanted to market its forest products as FSC certified, the most cost-effective approach would be to select a forester that had FSC certification. The Committee recommends that the watershed forest be managed according to sustainable guidelines, but not incur the additional cost of FSC certification.

The Committee further suggested that the City explore other certification programs, such as the Forest Guild's Model Forest Program, the American Tree Farm System, among others.

The meeting adjourned at 7:15 pm.

### **List of Watershed Ad-Hoc Recommendations**

The Ad-Hoc Committee discussed the following items and recommended they be incorporated into the Watershed Stewardship Management Plan Update.

### **Summary of recommendations:**

In general, the 2001 Watershed Stewardship Management Plan has adequate policies and goals. However, certain aspects could be updated and/or modified, according to the following list developed through the work of the 2012 Watershed Ad-Hoc Committee:

1. The 2001 Plan contained a list of action items, most of which were accomplished. The Plan Update will build on this list, and carry forward those items that are still desired to be accomplished.
2. The Forester will prepare an annual operational plan as well as general 3-year and 10-year operational plans that implements the Watershed Management Plan Update. These general

plans will suggest sequencing of work that may take advantage of improvements in consecutive years, such as roads or culverts, to minimize the operational footprint. Additionally, an annual operations and harvest plan will be prepared, specifically outlining work to be done that year, prior to commencing work in the watershed. The annual plan will, at minimum, outline the location of the harvest, the harvest methods, any special considerations that need to be managed, avoided or restored, such as understory, tree characteristics, roads, buffer zones, etc. This annual harvest plan will also describe in general terms any sensitive or endangered plants noticed in the planned harvest area that need to be preserved, or invasive species that need to be eradicated.

3. Monitoring progress of activities and goals will be accomplished through an annual report completed each fall, after the harvest is complete, that will be made available to the public, that will discuss what goals and objectives were accomplished in the last year. This report will also include the results of the harvest, including volume of timber and acreage worked in, and how the harvest did or did not further progress toward the desired future conditions. The 2001 Plan suggested this report be provided to residents via the utility bill insert; instead the Committee recommended the report be linked to the City's website, and then notify the public that the report exists.
4. Zoning – the watershed zones will change from three to two: from Reserve Areas, Special Management Areas and Active Management Areas to just Reserve Areas and Active Management Areas. However, within the Active Management Areas, certain stands need special consideration due to their characteristics and will be managed accordingly.
5. One patch is recommended to be moved from the Reserve Area to the Active Management Area is a flat section of the “Coyote Ridge Clearcut” harvested ca. 1990. .
6. Within Reserve Areas, non-commercial management activities will take place to ensure the health of the forest and restore degraded landscapes that threaten water quality.
7. Within the Active Management Areas, annual, sustainable, commercial harvests will take place. The harvests will be governed by the Plan goals and objectives, be in conformance to Forest Stewardship Council guidelines, and will not be revenue-driven.
8. Wildlife management will consider the overall functionality of the forest, forest diversity, habitat connectivity and desired future conditions.
9. Areas within the Active Management Area that have special or unique attributes such as single legacy trees, or a grouping of legacy trees, rare plants, uncommon vegetation communities or wildlife habitat will be considered for “refugia” designation and protected from disturbance. Refugia areas are small in size, from a few trees to a couple of acres.
10. Timber Management – within the policies guiding timber management, the concept of maintaining and improving the long-term ecological productivity will be incorporated, to emphasize clean water and protection of soil structure and ecological function.

11. In managing the annual harvests, making it clear that logging and road building/reconstruction shall occur in dry season conditions to reduce erosion and the impacts of sediments.
12. Logging systems will be used that are appropriate for the site and adequate to protect the watershed resources from undue disturbance and impacts.
13. Skid trails, landings and haul roads should be less than 10% of that year's operational area.
14. In managing the watershed and annual harvests, disturbance to the understory vegetation and soil will be minimized
15. Known and existing legacy problems created by past roads or landslides should be addressed each year, or as discovered, and if such problems cannot be addressed at the time, then they should be recorded for future work. Attempts should be made, when feasible, to disconnect ditch lines to allow water to flow over filtering vegetation prior to entering a stream.
16. Fire Management – the Committee suggested language be added clarifying the application of the guidelines outlined by the Industrial Fire Prevention Levels, and to note varying guidelines for industrial type activities such as logging, versus public use activities, to facilitate the understanding of general public.
17. During high risk fire times, harvest or other work may need to be discontinued. If after appropriate consideration of the potential risks to the watershed the Public Works Director determines that work may safely continue, the Director may apply to ODF for a waiver to allow work to continue, in consideration of the lower risk of fire in the watershed due to how it is managed, but that conversely, the Public Works Director may impose additional restrictions depending upon the circumstances of the year and the area to be harvested.
18. Public Access – In recognition of the purpose of the FG watershed to provide clean drinking water to the citizens, as well as the abundant recreational opportunities in the area, public access to the watershed will be limited to educational and research activities, and will be evaluated on a case-by-case basis. The 2001 Plan has adequate language regarding public access, with the exception of adding that the City will arrange for sanitary facilities when tours are conducted.
19. Desired Future Conditions of the watershed will protect the water quality of the watershed by minimizing erosion, fire damage, landslides, and exposure to chemicals. A forest of diverse species, ages, and density will accomplish this, and will also minimize damage from blow-down, wildfires, insects and disease.
20. In order to better protect or increase the City's source water, the City will consider acquiring land outside the current boundaries of the City-owned watershed, that is deemed to have hydrologic, ecologic or economic benefit to the City.
21. A statement of the Desired Future Conditions will be contained in the Plan Update.

22. Commercial harvests over the next 10 years should be managed in such a way that no more than 20 acres per year will be disturbed by patch cutting, variable retention harvests or other regeneration harvest methods, while no more than 100 acres per year will be thinned. The resulting volume is estimated to be approximately 1.7 to 2.0 million board feet per year.
23. The Committee recommends the City pursue sustainable forest management, but not pursue certification through the Forest Stewardship Council at this time.
24. The Committee recommends the City continue to explore the Forest Guild's Model Forest Program to determine if it is an appropriate model for the City to follow in managing its watershed.

**Glossary suggestions:**

The Watershed Ad-Hoc Committee suggests that the following terms be added and/or clarified in the glossary of the Plan Update:

- |                              |  |
|------------------------------|--|
| ▶ Variable retention harvest | ▶ Group selection                      |
| ▶ Patch cutting              | ▶ Forest stand                         |
| ▶ pre-commercial thinning    | ▶ Professional forester                |
| ▶ Variable density thinning  | ▶ Forest Stewardship Council certified |
| ▶ Conventional thinning      |  |

**Appendices suggestions:**

The Watershed Ad-Hoc Committee suggests that the following be added and/or clarified in the appendices of the Plan Update:

- ▶ Statistics on the inventory and growth rate of the forest, as resulted from the 2011 watershed inventory
- ▶ Statistics on timber volumes by forest type, board feet by age class, forest types and ages in the Reserve Areas and Active Management Areas, snags & dead down wood by forest type
- ▶ Maps displaying the zones, roads, streams, forest types, ages, etc
- ▶ Parameters of management – such as percent of understory disturbed, percent of soil disturbed, percent of forest floor impacted by harvests, percent of acceptable collateral tree damage during harvests, amount of snags per acre, coarse woody debris per acre,
- ▶ An example of the request for proposals/bids for logging services could be included in an appendix, to help guide future annual work in the watershed, and the example scope of work could include language guiding the logger in terms of tree damage, soil damage and understory damage.

**CITY OF FOREST GROVE**

**Council Work Session, October 22, 2012**

The City Council held a work session on October 22, 2012, to hear an overview of the Watershed Plan Update, and also received draft copies of the Plan Update.

Scott gave a PowerPoint presentation that highlighted the work of the Watershed Ad-Hoc Committee, the process they went through, and changes recommended for the Plan.

Below are the City Recorder's minutes of the work session:

**Work Session: Watershed Management Plan Update**

Foster, Cole, Downey, and Sykes facilitated the work session, noting the purpose of the work session was to present a summary review of the completed Draft of the Forest Grove Watershed Stewardship Management Plan Update conducted by the Watershed Ad-Hoc Committee.

Staff introduced Scott Ferguson and Barry Sims, Trout Mountain Forestry, City's Watershed Consultant, who advised and guided the Ad-Hoc Committee through the update process. Staff reported the Ad-Hoc Committee met twice a month from January 2012 through June 2012, and reviewed the 10-year history of the watershed management; recently completed inventory of the watershed; and toured the watershed. Staff distributed copies of the Draft Executive Summary and referenced the staff report, Attachment 1, Statement of Desired Future Conditions, and Attachment 2, List of Ad-Hoc Committee Recommendations, noting the Ad-Hoc Committee made no changes to the Plan's goals, which were referenced on Page 1 -3 of the Draft Executive Summary.

Staff outlined the Ad-Hoc Committee's recommendations (reference as Attachment 2), noting the Ad-Hoc Committee made recommendation to modify the zoning of the watershed, from three zones (Reserve Areas, Special Management Areas, and Active Management Areas) to two zones (Reserve Areas and Active Management Area). Staff indicated much of the discussion of the Ad-Hoc Committee focused on the Desired Future Conditions (DFC) of the watershed (referenced as Attachment 1), noting the DFC defines how the two management areas are desired to look and function over time, in terms of ages of trees, species of trees, riparian areas, understory, woody debris, etc. Staff indicated one aspect that came to light in the inventory was a large inventory of trees in age range of 51 to 70 years of age, yet relatively few trees below 50 years of age, noting the DFC calls for more balance in the ages of trees across the watershed. In order to achieve this balance and maintain habitat diversity, the Ad-Hoc Committee discussed whether the Plan update should specify an upper age limit of harvestable trees. As a result of that discussion, the Ad-Hoc Committee made recommendation that up to 20 acres of area be created each year, made up of several smaller openings, for the establishment of younger trees. Staff noted groups of older trees, large down logs and areas of undistributed vegetation would be retained in these openings as forest legacies. The Ad-Hoc Committee also reviewed sustainable harvest levels. In considering the annual harvest, the Ad-Hoc Committee evaluated the recently completed watershed inventory, as well as forest habitat, health and diversity, and the DFC. Staff reported the current 2001 Plan sets a goal of harvesting roughly 750,000 to 1,500,000 board feet annually and the 2001 Plan also predicted that harvest levels would need to increase in time period 2012-2021 to maintain the vigor of larger trees and provide openings and light for new seedlings. Based upon the current conditions of the watershed and DFC, the Ad-Hoc Committee made recommendation that the annual sustainable harvest levels be anywhere between 1.7 million board feet and 2.0 million board feet over the next 10 years. In addition, staff reported the Ad-Hoc Committee also discussed resource policies and how best to protect water quality and forest health. As a result of that discussion, the Ad-Hoc Committee made recommendation that the Plan update be much clearer in terms of resource policies, standards, and guidelines so the management of the watershed does not become dependent upon any one person or forester manager, but instead is based on clearer strategies and policies outlined in the Plan. The Ad-Hoc Committee made recommendation the Plan update not prescribe day-to-day methods, but instead focus on more global goals, such as those outlined in the DFC. The Ad-Hoc Committee also considered public access to the watershed and discussed the merits of opening the watershed up to recreational use, noting the existence of other recreational facilities and opportunities in the vicinity. As a result of that discussion, the Ad-Hoc Committee made recommendation the watershed not be opened to general recreational use, in order to preserve water quality and minimize erosion, understory, vegetative damage, litter, and unsanitary conditions, and also minimizing the City's liability and potential budgetary impacts. The Ad-Hoc Committee supported allowing access to the watershed for educational and research activities, which the Plan outlines the provisions, standards and guidelines for such access. In addition, staff reported the Ad-Hoc Committee also considered whether the watershed should be certified under Forest Stewardship Council's Certification Program (FSC Certified), noting the Ad-Hoc Committee suggested that if Council desires to pursue an FSC certified market, having a forester who was FSC certified was adequate and did not feel the extra costs and effort were worth the added benefit, noting the City can choose to become certified at a later date. In conclusion, staff reported the Ad-Hoc Committee's

recommendations have been incorporated into the Draft Watershed Stewardship Management Plan Update.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as Council discussed with staff, Ferguson, and Ad-Hoc Committee the recommendations made to the Watershed Stewardship Management Plan. Staff, Ferguson, and the Ad-Hoc Committee responded to the various inquiries, concerns, and scenarios the Council presented.

Lowe voiced concern after reviewing the existing 2001 Plan to re-familiarize herself that she found 50 percent of the foundational recommendations had not been addressed, noting the update is more “timber focused”. Lowe also voiced concern no “biodiversity study” has been conducted to justify additional harvest volumes and pointed out the importance of protecting the City’s water quality. Discussion ensued regarding the reasons for increasing harvest volumes in such a way to regenerate the overall forest.

Thompson voiced concern property lines were not well marked, noting he would like to see the property lines surveyed. Discussion occurred about the City gaining control of surrounding land as a way to control boundary issues.

Johnston spoke about the carbon footprint if more timber is cut and spoke about fire danger areas. Discussion ensued pertaining to the roads being maintained to minimize adverse impacts, such as fire danger, to the watershed. In addition, Johnston indicated he took the watershed tour and appreciates the Ad-Hoc Committee’s hard work and dedication.

Mayor Truax recalled the vision and planning that was conducted by the Ad-Hoc Committee back in 2001 when the existing Watershed Management Plan was drafted and adopted. In addition, Mayor Truax posed several inquiries to the Ad-Hoc Committee who responded that the City has done a remarkable job managing the watershed and maintaining a healthy and diverse forest with an abundance of wildlife habitat. The Ad-Hoc Committee also indicated they spent several months revising the 2001 Plan and assessing the watershed’s progress with Ferguson and staff and had a lot of serious discussions, noting each issue was presented and discussed (and often revised) until each committee member could reach consensus. The Ad-Hoc Committee explained the emphasis for harvesting is to maintain and improve the long-term productivity and biological integrity of the entire forest ecosystem. The committee members indicated they were very honored to be part of the Ad-Hoc Committee and committee members who participated in the 2001 Plan and attended the recent watershed tour indicated it was remarkable to see that ecosystems have began to heal, logging roads along the river have been closed off to use, strategically placed logs in the water are encouraging biodiversity, and fish ladders are leading to yearly salmon runs, noting there is still a lot more that needs to get done, which has been carried over in the update Plan.

In conclusion, Mayor Truax thanked the committee members for their hard work and dedication in draft the Watershed Management Plan Update.

Council took no formal action nor made any formal decisions during the work session.

Topics that were brought up before and during the work session by a few of the Council-members warranted a special meeting in order to take more time to delve into the details. The following points were deemed outstanding and the subject of a follow up meeting:

1. Surveys of botanical and wildlife resources
2. Harvest methods, including variable retention
3. Carbon footprint of the watershed
4. Property boundaries of the watershed
5. Managing the reserve area for circumstances that may threaten the health of the reserve area or the overall watershed

6. Moving roadways away from creeks

The follow up meeting was scheduled for Nov. 2, 2012, as a special work session for the City Council.

## **CITY OF FOREST GROVE**

### **Council Special Work Session, November 2, 2012**

The City Council held a special work session on November 2, 2012, to review the Watershed Plan Update in more detail. Three Councilors, along with the Mayor, were present: Councilor Lowe, Councilor Thompson, and Councilor Johnston.

The following points were discussed:

1. Surveys of botanical and wildlife resources
2. Harvest methods, including variable retention
3. Carbon footprint of the watershed
4. Property boundaries of the watershed
5. Managing the reserve area for circumstances that may threaten the health of the reserve area or the overall watershed
6. Moving roadways away from creeks

The meeting started out by Scott explaining that no philosophical change was made to stewarding the watershed. He pointed out that more is known about the environment and forest practices than when the plan was first drafted in 2001. Scott explained that the Ad-Hoc Committee reviewed new information, especially that provided by the inventory that was completed in the summer of 2012, and gave guidance and suggestions to updating the plan.

The Council members present commented that it would have been easier to go through the Plan Update if Scott had used the "track change" feature in Microsoft Word.

The discussion turned to surveys, and Councilor Lowe mentioned she would like to see more surveys completed to create a new baseline, especially when compared to the surveys that were included in the 2001 plan. Suggested surveys include those for fish, invertebrates, endangered species, threatened species, botanical, etc. Scott mentioned that some specific surveys are called for in the Plan Update, referring to page 5-12.

Some members of the Ad-Hoc Committee suggested other indicators, aside from surveys, may be adequate to judge forest health, such as forest structure and diversity, while other members agreed that surveys are a good way to get quantitative measures.

Councilor Lowe mentioned it may be possible to minimize the cost of survey work by utilizing the Oregon State University's extension program, or through grants. Regardless, she expressed the desire to have resources allocated to monitoring the health of the watershed through surveys. Staff responded by mentioning this would come through the annual budget cycle.

The next topic that was discussed was whether to have the watershed certified under the Forest Stewardship Council's program. Scott described that obtaining FSC certification was voluntary, but to maintain it, the City would have to abide by its rules, one of which would be an annual audit. Not all the Council members agreed that the City's watershed should be FSC certified at this time.

Water quality and turbidity were discussed. Randy Smith, the Water Treatment Operator, mentioned that turbidity is tested daily, and that during a storm event turbidity increases, but overall turbidity at the plant has not been an issue. Also, turbidity will spike when a road or culvert fails.

Councilor Johnston raised the topic of fire safety in the watershed, and that the City may want to explore the cost and feasibility of portable water pumps in the watershed to aid firefighting. Staff also pointed out that the Committee discussed fire hazard, and recommended adding more explanation of fire prevention standards and controls to the Plan Update.

Councilor Johnston also raised the issue of possible carbon credits of the watershed, and trading such credits on the carbon credit market, and if that should be added to the Plan Update. An Ad-Hoc Committee member suggested that perhaps the carbon absorption of the watershed could be used by the City internally to offset other carbon emissions, to help the City become carbon neutral. Scott explained that he could include a statistic on the carbon absorption in the plan's appendix.

The next topic of discussion was marking the watershed's boundaries. Scott and Rob believed that there are some permanent monuments in the watershed marking some of the boundaries. A legal survey was suggested, and then marking all of the boundaries, but staff suggested the cost may be too great to do at once. Enhancing the gates and adding no hunting and no trespassing signs were suggested.

The next topic of discussion was the harvest method of variable retention. Scott explained that variable retention would mean harvesting a patch up to 20 acres, but leaving a certain percent of it behind. The 2001 Plan only allowed for openings up to 5 acres, so this method would be a change from the old plan. The benefits of variable retention harvest were discussed, including leaving larger open patches for bushes to provide habitat, and for seedlings to take root. Council members suggested that perhaps this method be reviewed each year ahead of each harvest, and if variable retention harvest is recommended to be used, then the Forester should outline the reason, and the benefits it has to the watershed.

The meeting adjourned at 4:00 pm.

## Endnotes

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- i After each issue was presented and discussed (and often revised) each committee member was polled for his level of support. If any member had reservations that could not be put aside, work on the issue continued until consensus was reached.
- ii See the Gales Creek Watershed Assessment Project (Breuner, 1998), for land use information.
- iii From a 1977 management report by Marvin Helland, Or. Dept. of Forestry.
- iv Thomas, Deep, and Smith Creeks also have similar diversions.
- v The “pineapple express” was a 100-year storm event that occurred in January of 1996. Two feet of low elevation snow were followed by three days of warm rains (six inches of rain), causing a tremendous surge of snowmelt and runoff. Many culverts and roads failed throughout the region.
- vi Few 80-to-100 year old stands exist in the region today due to both fire history -- much of the region burned in the Tillamook Burns 50-to-70 years ago -- and the heavy cutting on industrial forest ownerships in the last half of the twentieth century.
- vii From a Beak Consultants report within the 1994 watershed management plan. The report classified the watershed into high, medium and low quality habitat types for owls and murrelets.
- viii There have been observations of Swiss needle cast on the west side of the Coast Range (the 2001 State Survey detected infected stands seven miles west of the watershed), but no symptoms are apparent within the watershed.
- ix Productivity measured on a scale of 1 to 5, with 1 being most productive. From Soil Survey of Washington, Co., Oregon. USDA Soil Conservation Service (1975)
- x Recent research indicates that large, “stand replacement” fires were infrequent in the pre-settlement Coast Range, with some forests achieving ages of many hundreds of years.
- xi The Oregon Forest Practices Act requires only 70 and 50 foot buffers, respectively
- xii Within younger stands individual trees older than 200 years will be protected during any harvest activities.
- xiii Forest structure refers to attributes of the forest such as snags, down wood, understory shrub layer, gaps in the canopy, tree size variation and multiple canopy layers.
- xiv Wildlife trees have special habitat features such as large limbs, defects, decay or high seed production ability (food). Legacy trees are examples of the best trees of each species. They are marked in the field and grown to a very old age. They link this generation of forest to the next. Snags are standing, dead trees.
- xv For FSC standards and criteria information, see the FSC website: [www.fsc.org](http://www.fsc.org).
- xvi This is nearly twice the industry average.
- xvii After each issue was presented and discussed (and often revised) each committee member was polled for his level of support. If any member had reservations that could not be put aside, work on the issue continued until consensus was reached.

June 10, 2013

**REPORT AND RESOLUTION AUTHORIZING PURCHASE OF  
REAL PROPERTY FOR FUTURE PARK FACILITIES**

**PROJECT TEAM:** Tom Gamble, Director Parks and Recreation  
Paul Downey, Director Administrative Services  
Michael J. Sykes, City Manager

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**ISSUE STATEMENT:** The 2002 Parks, Recreation and Open Space Master Plan, identified certain areas within Forest Grove that currently do not have park facilities within the 1/3 mile radius standard developed during the master plan process. This resolution will authorize the City Manager to purchase a property currently for sale in the southwestern edge of the city.

**BACKGROUND:** During the 2002 Parks, Recreation and Open Space Master Plan, a park facility standard was developed for the City to provide a park within 1/3 mile radius of each home in our community. This standard included park/school facilities. This standard has been the foundation for most property purchases during the past decade.

One area of Forest Grove which did not meet the standard (as noted in the Master Plan as N-7), is the southwestern edge of "old town", the nearest neighborhood park is Rogers Park, while the nearest Community Park is Lincoln Park.

The property being considered is on/near Birch Street at the intersection of the 14<sup>th</sup> Street right-of-way. (Tax Lot 1S306CA03400) and is 1.03 acres.

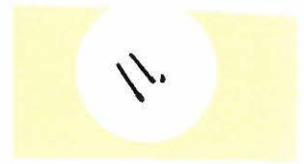
This property is situated in an area that is well suited to provide the following short term and long term needs for the neighborhood and surrounding area:

- Connection to the Metro property trail network, connecting the B Street Trail and parking area to the site, making a loop around the entire Metro property.
- Ability to expand our community garden network.
- Ability to provide additional playgrounds.

Park development is an allowed use in the R5 zone.

**FISCAL IMPACT:** This project is included in the current CIP listed as PR 27 "Southern Land Acquisition" and will be funded with Park System Development Funds. No General Fund resources will be used for purchase of the property. The property purchase price is \$30,000.00. This price is a reflection of the generous desire of the current owners to provide park space for the future. In the short term, (within the next year) no development will occur, only occasional landscape maintenance. This will add some additional burden to the park staff work load. Long term, (after one year) staff expects to develop trails and then examine other uses with community input for future uses.

**STAFF RECOMMENDATION:** Staff recommends the City Council accept the staff report and adopt the attached resolution authorizing the City Manger to proceed with the purchase of the above-noted property.



**RESOLUTION NO. 2013-39**

**RESOLUTION AUTHORIZING PURCHASE OF PROPERTY  
FOR FUTURE PARK FACILITIES KNOWN AS THE SAUCY PROPERTY  
LOCATED AT 14<sup>TH</sup> AVENUE AND BIRCH STREET**

**WHEREAS**, The City of Forest Grove provides park and recreation facilities for the citizens of its community; and

**WHEREAS**, the City adopted the 2002 Parks, Recreation and Open Space Master Plan that identifies a standard providing park facilities no further than 1/3 mile radius from a citizens home, and

**WHEREAS**, it is the desire of the City Council to provide additional recreational opportunities to those citizens who currently live in an underserved area of the community; and

**WHEREAS**, a certain piece of property known as the Saucy property been offered to the City for purchase in the underserved area; and

**WHEREAS**, the property being considered is on/near Birch Street at the intersection of the 14<sup>th</sup> Avenue right-of-way. (Tax Lot 1S306CA03400) and is 1.03 acres; and

**WHEREAS**, the City has established a Capital Improvement Program and a project identified within the program known as PR27 Southern Land Acquisition; and

**WHEREAS**, the City Council approved the Capital Improvement Program in the budget for fiscal year 2012 -13; and

**WHEREAS**, the funds are available in the Parks Acquisition and Development Fund for purchases of real property.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The City Council hereby authorizes the purchase of the Saucy Property for future development as City park property and funded with Parks Acquisition and Development Funds.

**Section 2.** The City Manager and/or the Director of Administrative Services are hereby authorized to sign the necessary papers to complete the transaction.

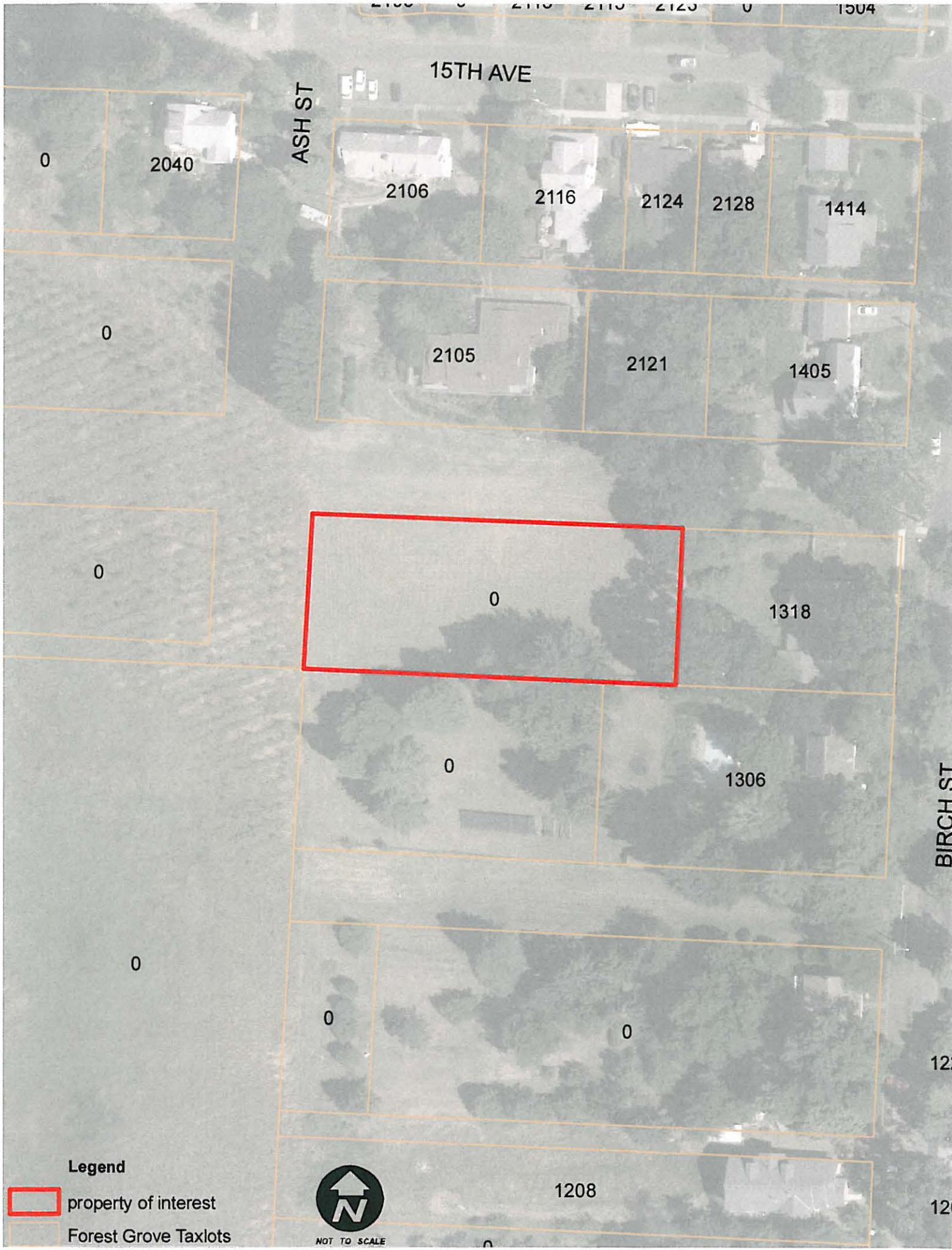
**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this the 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor



15TH AVE

ASH ST

BIRCH ST

0

2040

2106

2116

2124

2128

1414

0

2105

2121

1405

0

0

1318

0

1306

0

0

0

120

1208

120

Legend



property of interest

Forest Grove Taxlots



NOT TO SCALE

June 10, 2013

**REPORT AND RESOLUTION EXTENDING INCENTIVES TO BUSINESSES  
OCCUPYING VACANT SPACE BY REDUCING CERTAIN FEES AND  
ALLOWING AN INSTALLMENT PAYMENT PLAN PROGRAM  
FOR FINANCING WATER SYSTEM DEVELOPMENT CHARGES**

**PROJECT TEAM:** Jeffrey King, Economic Development Manager  
Michael Sykes, City Manager

**ISSUE STATEMENT:** Forest Grove, like most communities, was left with an increase of vacant buildings as a result of the Great Recession. While the economy is in recovery, it has been slow and uneven. There has been only a small decrease in vacant building space in Forest Grove. In response, the City of Forest Grove enacted a Business Incentive Program to attract users to empty commercial and industrial space. The program reduced or eliminated the business license fee, building and sign permits and site plan review. The program originally began on April 1, 2011, and was extended once to June 30, 2013, and is set to expire on that date. With the local economy not yet on solid footing, staff is proposing that the Business Incentive Program be extended twelve months to June 30, 2014.

**DISCUSSION:** The post-recession recovery has been sluggish and uneven. Neither Oregon nor Forest Grove is even close to recovering all of the jobs lost from the recession. Unemployment remains high and runs 3 points higher in Forest Grove than the 7.5% as of April 2013 for the Portland-Vancouver-Hillsboro MSA region. Vacant buildings rates remain inflated. When staff first presented its analysis in March of 2011, Forest Grove had 16 industrial buildings accounting for 681,530 square feet (sf) of vacant space (3 buildings account for over half of that number). As of today that number has come down a little to 14 buildings and 549,600 sf – (assumes Project Viking takes 85,000 sf). For commercial space, Forest Grove had 16 commercial/retail spaces totaling 53,640 sf vacant in early 2011. That has come down slightly to 45,000 sf.

States and communities remain highly competitive in an effort to create more business activity that will add jobs and fill vacant space. Communities like Gresham and Beaverton have extended incentives to fill available space.

Since July 1, 2012, two businesses have used the program and occupied previously vacant space in Forest Grove. They include:

- HippocraTeas, 2018 Hawthorne. Small business offering healthy teas and herbs and health counseling.
- Stecchino Bistro, 1921 21<sup>st</sup> Avenue. Downtown restaurant purchased vacant building and will be moving to expanded space.
- A small micro-brewery in the downtown on Pacific is expected to start-up and will use the program in June.

The program cost to the City for these two companies has been less than \$2,000 in fees foregone. The program is used as an incentive and not targeted to businesses that do not need it. For example, the program was not used for a national pizza chain that occupied existing space in Forest Grove.

In summary, the key reasons for requesting a 12-month extension are:

- The market has not recovered. The post recession recovery has been slow and uneven. Businesses still need help if they are going to step up investment.
- Businesses are still using the program. Between April 1, 2011, and June 3, 2012, the cost to the program for bringing in six businesses through the program has been less than \$2,000. Two and possibly three businesses will use the program from July 1, 2012, to June 30, 2013.
- Competitor communities such as Beaverton and Gresham have extended their vacant building incentives. Hillsboro offers other incentives.
- The program, in conjunction with other local efforts, sends a strong message that Forest Grove is supportive of job creation and new investment in our community. Project Viking saw the value in the program, despite being a large international business with a total project cost expected to be \$13 million.

The elements of the program would remain the same during the extension period. A summary of the program is as follows:

**Incentives:**

- Waiver of business license fee. Fee savings of up to \$275.
- Fee waiver of Building Permit, including 12% state surcharge, Fire and Life Safety and Structural fees up to \$5,000.
- Fee waiver of Site Plan Review fees up to \$2,000.
- Waiver of Sign Permit fees up to \$1,000 if the applicant meets certain design standards.
- Water System Development Fee can be paid over a period up to 5 years; an interest rate would be charged and a lien placed on the property.

**Eligibility:**

- Receive a permanent Certificate of Occupancy for a commercial/industrial tenant between April 1, 2011, and June 30, 2014.

- Occupy a vacant building or space.
- Be new to the City **OR** the business currently exists within the City and is:
  - expanding into adjacent commercial/industrial space; or
  - opening a new additional satellite location; or
  - relocating from a former location and will increase square footage by at least 10%
- Sign an agreement with the City covering terms, obligations and timelines.

**Not Eligible:** The following do not qualify for incentives:

- Expands by new construction either as a new building or new addition.
- Government office or agency;
- Relocates or expands but occupies less than 10 percent additional square footage at the new or expanded location.
- Applies for permits limited to the repair and/or maintenance of structures at the business's existing location without expanding.
- Fails to begin construction within 30 days of issuance of a commercial/industrial tenant improvement building permit or fails to obtain a permanent Certificate of Occupancy within 180 days of issuance of permit and before June 30, 2014.

While businesses occupying a vacant space of any size are eligible, this proposal is of value to the entire business community including large and medium sized businesses. It could be packaged with other incentives such as enterprise zones, energy conservation funding and state programs. It would also provide an opportunity to provide a sustained message that Forest Grove continues to provide a supportive environment for business and values new jobs.

This proposal for a 12-month extension has been reviewed and approved unanimously by the Forest Grove Economic Development Commission at their May meeting.

The program would retain a sunset provision. The program would expire automatically on June 30, 2014, with no further action from Council required.

**FISCAL IMPACT:** During the initial analysis for this program when it was first proposed in the winter of 2011, staff estimated the "cost" to the City in foregone fees could be up to \$10,000. In actual practice, the impacts are the following:

- From April 1, 2011, to June 30, 2012, six new companies used the program and located in previously vacant space. The total amount in revenue foregone was less than \$2,000, mostly was as a result of business license fees waived for the first year.
- From July 1, 2012, to June 1, 2013 (to date), two companies used the program. The total amount of foregone revenue is \$1,350.

The numbers are also in line with previous research which showed that if the program had been in place for the prior three years beginning in 2008, the average cost would have been \$1,112 a year.

For 2013-14, allowing for possible variation or a unique project, staff estimates a total "cost" of fees foregone to be up to an \$8,000 range. The higher cost is due to the strong possibility of the location of food processor "Project Viking" which is expected to occupy 85,000 sf and create 65-100 jobs. The incentive to this company would be approximately \$6,000. Otherwise we are estimating an overall "cost" of \$2,000 for other companies for 2013-14. The 12% surcharge on building permits fees would still need to be paid to the state by the City. Based on the above projections, we estimate this hard cost at \$600-\$1,000.

The maximum incentive a business can receive under this program is \$8,275. However, except for a unique opportunity such as Project Viking, based on our research it is unlikely that an individual business will actually get that close to \$8,275. This is based on several reasons. 1) Creating additional vacant space through new construction is ineligible, 2) to receive the maximum fee waiver of \$5,000 from the building permit incentive element, a business would have to spend \$370,000 in tenant improvements, 3) actual experience, and 4) this is a targeted incentive with limited extension duration. Only projects between July 1, 2013, and June 30, 2014, are eligible and only those businesses occupying vacant space.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution extending the Business Incentive Program for twelve months to encourage the occupancy of vacant commercial and industrial space.

RESOLUTION NO. 2013- 40



**RESOLUTION AUTHORIZING EXTENDING BUSINESS INCENTIVE PROGRAM  
FOR TWELVE MONTHS TO JUNE 30, 2014,  
AND REESTABLISHING THE PROGRAM REQUIREMENTS**

**WHEREAS**, the United States, Oregon and Forest Grove economies continue to experience a slow and uneven recovery from a deep and protracted recession; and

**WHEREAS**, commercial and industrial areas of Forest Grove have been plagued by higher vacancy rates as a result of the recession; and

**WHEREAS**, a high level of commercial and industrial vacancies detracts from the economic activity of surrounding businesses and threatens even further decline; and

**WHEREAS**, the establishment and expansion of businesses in Forest Grove will bring new customers and activity that benefits also benefits existing businesses but the current economic conditions are making it difficult, especially for entrepreneurs, to bring their business ideas to market; and

**WHEREAS**, it is the goal of the City of Forest Grove to support existing business expansion and to encourage new business development through targeted economic development tools which will strengthen and diversify our local economy.; and

**WHEREAS**, Forest Grove Code, Chapter 3, Section 3.808 Collection of Charge for Water System Development Charges, currently allows for financing of Water Systems Development Charges for certain commercial and industrial projects, and

**WHEREAS**, the Forest Grove City Council has determined that certain fees be waived or reduced for a limited period of time.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

The City Council hereby authorizes a twelve month extension to July 30, 2014, of Business Incentive Program originally adopted by Council pursuant to Resolution No. 2011-23 on March 28, 2011, and extended by Council pursuant to Resolution No. 2012-35 on June 11, 2012 and defined as follows:

**Section 1.** To qualify for the Business Incentive Program for Vacant Space, a business must:

- Occupy commercial or industrial space that that received approval of final building inspection(s) on or before March 1, 2011
- Occupy a building or space that is vacant
- Be a business a that is new to the City or be an existing Forest Grove business that is:
  - a. Expanding into adjacent existing commercial or industrial space,
  - b. Opening a new satellite locations,

- c. Relocating within Forest Grove and increase occupied square footage by 10%.
- Receive a permanent Certificate of Occupancy for a commercial or industrial tenant between June 1, 2013 and June 30, 2014
- Sign an agreement with the City with the City covering terms, obligations and timelines.

**Section 2.** Notwithstanding Section 1, a business does not qualify for the Business Incentive Program if the business:

- Relocates or expands but occupies less than ten percent additional square footage at the new or expanded locations; or
- Expands existing commercial or industrial space by constructing a new building or an addition that adds additional floor area; or
- Converts occupied or vacant residential space to commercial or industrial space; or
- Is a government office or agency; or
- Does not commence tenant improvement construction within thirty days of issuance of tenant improvement building permit, fails to vigorously and continuously perform the construction improvement work, or fails to obtain a permanent certificate of occupancy within 180 days of issuance of the tenant improvement building permit.

**Section 3.** The fees, and charges for a qualifying business as stated in Section 1 of this resolution that are subject to waivers under this Business Incentive Program shall be as described in Attachment A.

**Section 4.** The financing plans for a qualifying business as stated in Section 1 of this resolution under this Business Incentive Program shall be described in Attachment B.

**Section 5.** This Program shall be extended for twelve months and automatically sunset on June 30, 2014, unless extended by resolution of the City Council.

**Section 6.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

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Peter B. Truax, Mayor

## ATTACHMENT A

### BUSINESS INCENTIVE PROGRAM AFFECTED FEES AND CHARGES

- A. Fees and charges that are subject to waivers under the Business Incentive Program are:

Waiver of Business License Fee including first time application fee if applicable

Waiver of Building Permit, Fire and Life Safety, and Structural fees including state 12% surcharge, up to \$5,000\*

Waiver of Site Plan Review Fees up to \$2,000

Waiver of Sign Permit fees up to \$1,000 if the applicants meets certain design requirements

\*payment of 12% state building permit surcharge paid by General Fund

## ATTACHMENT B

### BUSINESS INCENTIVE PROGRAM WATER SYSTEM DEVELOPMENT CHARGES PAYMENT PLAN

A qualified business may make installment payments up to five years for the collection of Water System Development Charges pursuant to Forest Grove Code, Chapter 3, Section 3.808.

- The Water System Development Charges Installment Payment Plan Financing Option Program is for non-residential projects that meet eligibility requirements as defined in Section 1 of this resolution.
- Certain eligible projects in commercial, town center or industrial zones may qualify to enter into an installment payment agreement to finance the SDC.
- A maximum of five years will be allowed for repayment.
- The term of financing plan will be set at time of repayment agreement.
- An interest rate will be charged using the current prime interest rate plus 2 percent (2%).
- The obligation to pay the SDC pursuant to a financing installment payment agreement shall be secured by a lien against the property upon which the improvement will be located. The lien shall be entered into the City's lien docket as provided in Forest Grove Code Section 2.300, and may be collected in the same manner as allowed by law for collection of assessment liens.
- The City Manager has final approval over projects to be financed under this program.

June 10, 2013

**REPORT ON A RESOLUTION OF THE CITY OF FOREST GROVE, OREGON  
AUTHORIZING FULL FAITH AND CREDIT BORROWINGS TO REFINANCE  
OUTSTANDING OBLIGATIONS OF THE CITY**

**Project Team:** Paul Downey, Director of Administrative Services  
Michael Sykes, City Manager

**ISSUE STATEMENT:** The City issued Full Faith and Credit Obligation (FFCO) in 2003 to fund various water system improvements. Due to the current interest rate environment and the term left on the bonds, the City may be able to obtain savings on future debt servicing by refunding all or a portion of the bonds. Bond Counsel has drafted a resolution that authorizes the City to refund the bonds by issuing refunding bonds and authorizes designated staff to complete the refunding process. Staff requests that the Council adopt the resolution so the refunding process can be completed.

**BACKGROUND:** In 2003, the City issued \$5,000,000 in FFCO bonds to finance water system improvements including the purchase of 2 mgd of treatment capacity at the JWC plant, participate in the construction of water storage tank at the JWC plant, and upgrades at the City's own water treatment plant. The final payment on these bonds is scheduled for April 1, 2023.

**DISCUSSION:** The City has an opportunity to refinance the bonds and reduce the total amount of debt service that taxpayers will have to pay by an estimated \$330,000 over the remaining life of the bonds. The net present value of those savings is estimated to be \$295,000 or 9.6% of the refunding proceeds based on calculations from a bond underwriter. The exact savings will depend on the interest rates at which the refunding bonds are issued. The savings calculated include all the fees to be incurred to issue the refunding bonds.

Staff reviewed two methods of refinancing the FFCO bonds: 1) a traditional bond issue using an underwriter; and 2) obtaining a bank loan to do the refinancing. The City has refinancing scenarios from three underwriters and one bank that makes these types of loans to government. Each method has its advantages. For the method using an underwriter, the issuing costs are higher and the process is more complicated. However, the overall interest rate is lower than the bank loan. For the bank loan, the costs of issuance are lower and there are no ongoing disclosure requirements to follow. However, the interest rate is higher for the bank loan. Staff has reviewed the scenarios

and will use an underwriter as it gives the City the lowest interest rate and higher overall savings.

The passage of this resolution tonight will allow the City to give the current bondholders the required thirty-day notice that their bonds are going to be refunded. During those thirty days, the City will be working to complete the other steps required to complete the refunding process. Staff expects that the refinancing can be completed by the end of July or early August.

The resolution authorizes refunding of the FFCO bonds in an amount necessary to refund all or any portion of the bonds to obtain debt service savings. The resolution authorizes the City Manager or the Director of Administrative Services or their designee to act to issue the bonds without further action by the City Council. The plan is that the Director of Administrative Services will complete the transaction after briefing the City Manager. This is the method the City has used for all bond issues since the 1999 GO bonds were issued.

**FISCAL IMPACT:** The fiscal impact to the Water Fund will be to save the Water Fund approximately \$33,000 in debt service payments over each of the remaining 10 years of the bonds. These savings can be used to help fund other capital projects during that time.

**STAFF RECOMMENDATION:** Staff recommends the City Council adopt the attached resolution.

**RESOLUTION NO. 2013-41****RESOLUTION OF THE CITY OF FOREST GROVE, OREGON  
AUTHORIZING FULL FAITH AND CREDIT BORROWINGS TO  
REFINANCE OUTSTANDING OBLIGATIONS OF THE CITY**

**WHEREAS**, the City of Forest Grove, Oregon (the "City") is authorized by Oregon Revised Statutes Section 271.390 to enter into financing agreements to finance or refinance real or personal property which the City Council determines is needed; and,

**WHEREAS**, the City previously entered into a loan agreement in connection with the issuance of its Full Faith and Credit Obligations, Series 2003 (the "Series 2003 Obligations") to refinance real and personal property financed with the City's water revenue bonds, 1993 Series B and to finance improvements to the treatment capacity at the Joint Water Commission Treatment Plant, a storage tank at the Joint Water Commission Treatment Plant, upgrades to the City's water treatment plant, and other water system improvements; and,

**WHEREAS**, current interest rates may be lower than the interest rates that are payable on all or a portion of the Series 2003 Obligations and the City may be able to reduce debt service costs or favorably restructure its Series 2003 Obligations by refunding all or a portion of the Series 2003 Obligations; and,

**WHEREAS**, Oregon Revised Statutes Sections 287A.360 to 287A.380 also authorize the City to refinance its obligations under the Series 2003 Obligations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1. Authorization of Financing Agreements.**

A. The City is hereby authorized to enter into one or more financing agreements to refinance all or any portion of the real property and personal property that was financed with the Series 2003 Obligations pursuant to Oregon Revised Statutes Section 271.390 and Chapter 287A. The net proceeds of the financing agreements that are executed to refinance this property shall not exceed the amount required to pay the principal amount of the Series 2003 Obligations, accrued interest through the date the Series 2003 Obligations are redeemed, any redemption premium and other estimated costs of the refinancing.

B. The financing agreements authorized by this Section 1 are referred to in this Resolution as the "Financing Agreements."

**Section 2. Determination of Need.**

The City hereby determines that the projects financed and refinanced with the Series 2003 Obligations are needed.

### **Section 3. Delegation.**

The City's Director of Administrative Services, the City Manager, or the person designated by the City's Director of Administrative Services or the City Manager to act on behalf of the City under this resolution (each of whom is referred to in this resolution as a "City Official") may, on behalf of the City and without further action by the Council:

- A. Negotiate, execute and deliver one or more escrow agreements or similar documents (the "Escrow Agreements") that provide for the issuance of one or more series of "certificates of participation" or "full faith and credit obligations" (the "Obligations") that represent ownership interests in the loan payments due from the City under the Financing Agreements. Subject to the limitations of this resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.
- B. Pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution, and determine whether to pledge the revenues of the City's water system, the City's timber sale revenues, and all or any portion of the City's other legally available funds.
- C. Deem final and authorize the distribution of a preliminary official statement for each series of Obligations, authorize the preparation and distribution of a final official statement or other disclosure document for each series of Obligations, and enter into agreements to provide continuing disclosure for owners of each series of Obligations.
- D. Apply for ratings for each series of Obligations, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Obligations, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
- E. Take actions to call, defease and redeem the Series 2003 Obligations.
- F. Engage the services of escrow agents or trustees and any other professionals whose services are desirable for the financing.
- G. Determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of each Financing Agreement. Subject to the limitations of this resolution, each Financing Agreement may be in such form and contain such terms as the City Official may approve.
- H. Negotiate, execute and deliver notes to evidence amounts due under the Financing Agreements.
- I. Covenant for the benefit of the banks providing the Financing Agreements or the owners of Obligations to comply with all provisions of the Internal Revenue Code of 1986, as amended (the "Code") which are required for the interest paid under the Financing Agreements to be excluded from gross income for federal income tax purposes or issue the Financing Agreements as taxable borrowings.

- J. Determine that interest on any Financing Agreement will be includable in gross income under the Code.
- K. If the United States Congress authorizes federal interest rate subsidies, such as the subsidies that were authorized for "Build America Bonds," and those subsidies reduce the cost of any of the borrowings that would otherwise be completed under this resolution, issue any Financing Agreements under these provisions, apply for and receive federal interest rate subsidies and covenant to take any actions necessary to maintain those subsidies.
- L. Designate each Financing Agreement as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Code, if applicable.
- M. Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this resolution.

**Section 4. Security.**

Each Financing Agreement shall constitute an unconditional obligation of the City, which is payable from all legally available funds of the City. The City Official may pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution, the revenues of the City's water system, the City's timber sale revenues, and all or any portion of the City's other legally available funds.

**Section 5. Designation of Special Counsel and Underwriter.**

The City hereby designates Hawkins Delafield & Wood LLP as Special Counsel for the Obligations and Seattle-Northwest Securities Corporation as Underwriter for the Obligations.

**Section 6. Effective Date.**

This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of June, 2013.

\_\_\_\_\_  
Peter B. Truax, Mayor