



AGENDA FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

December 8, 2021

Electronic Meeting – 6:00 p.m.

To view or listen to the meeting or to provide public input, see public participation instructions on page 2

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a) APRC Study Session – November 3, 2021
 - b) APRC Regular Business Meeting – November 10, 2021
- III. ADDITIONS OR DELETIONS TO THE AGENDA
- IV. PUBLIC FORUM
- V. CONSENT AGENDA
 - a) Subcommittee Minutes Acknowledgment
 - Bee City USA – September 1, 2021
 - Ashland Senior Advisory Committee – September 13, 2021
 - Trails Master Plan Review Subcommittee – November 1, 2021
- VI. DIRECTORS REPORT
- VII. UNFINISHED BUSINESS
 - a) APRC Funding Update/Discussion (Possible Action)
 - b) Contract Award to HydroPoint – Irrigation Central Controller for Lithia Park and North Mountain Park (Action)
- VIII. NEW BUSINESS
 - a) Q1 Budget Report (Action)
 - b) Presentation on Invasive Species Management and Request for Expanded Herbicide Use for Test Plot Program at Riverwalk/North Mountain Park (Possible Action)
 - c) 2022 APRC Meeting Schedule
- IX. ITEMS FROM COMMISSIONERS/STAFF
- X. UPCOMING MEETING DATES
 - a) Trails Master Plan Review Subcommittee—December 14, 2021
 - Butler Bandshell, Lithia Park—12:00 p.m.
 - b) Recreation Division Advisory Committee—December 16, 2021
 - Electronic Meeting—6:00 p.m.
 - c) APRC Study Session—January 5, 2021
 - Electronic Meeting—6:00 p.m.
 - d) Senior Advisory Committee—January 10, 2021
 - Electronic Meeting—4:00 p.m.
 - e) APRC Regular Business Meeting—January 12, 2021
 - Electronic Meeting—6:00 p.m.
- XI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashland.or.us.

Public Participation Instructions

This meeting will be held electronically. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via rvtv.sou.edu - select RVTV Prime.

Written testimony will be accepted via email sent to sean.sullivan@ashland.or.us. Please include "**Public Testimony for December 8 Regular Meeting**" in the subject line. Written testimony submitted before Tuesday, December 7, 2021, 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to sean.sullivan@ashland.or.us before Tuesday, December 7, 2021, 11:00 am. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email "**December 8 Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

**MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION (APRC)
November 3, 2021 – 6:00 p.m.
Electronic Meeting**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Eldridge, Lewis; Director Black; Deputy Director Dials; Senior Services Superintendent Glatt; Analyst Kiewel; Manager Sullivan

Absent: None

This meeting was recorded and uploaded to the APRC YouTube Channel: <https://youtu.be/7IMkav9sqn4>

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. PUBLIC INPUT

None

III. DISCUSSION ON LONG TERM FUNDING OPTIONS FOR APRC

Black [displayed slides](#) and referenced the [staff report included in the meeting packet](#). The presentation on this topic included the following items:

- There is a City Council meeting on December 6, 2021 to continue discussions on APRC funding. Parks Commissioners and Director Black will participate in the meeting
- The City Council has adopted a resolution that provides funding through the end of the current biennium. Funding for APRC in the next biennium is uncertain at this point (the source and level of funding has not been determined)
- Recognizing this issue last year, the Commissioners adopted a goal that states: "Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission."
- An increase in Food and Beverage Taxes represent a significant portion of APRC funding for the next fiscal year in this biennium. Property tax dollars from the General Fund are being decreased to fund other City of Ashland operations
- Black presented slides outlining the history of APRC funding
 - 1908 – Charter Adopted - Parks Commission established – Separately elected from the City Council with
 - "power to formulate and adopt rules and regulations for their government," to exercise "control and management of all the lands for park purposes," and "control and management of all park funds, whether the same is obtained by taxation, donation or otherwise, and shall expend the same judiciously for beautifying and improving the City's parks."
 - Millage dedicated to APRC – Separate from City Funding to prevent competition for funding
 - Historical millage has been \$2.09/\$1,000 of assessed value - About \$6,135,000 per year
- Black outlined the history of APRC funding levels
 - Historically APRC's funding level was \$2.09/\$1,000 (assessed property evaluation) - Approximately \$6,100,000
 - Current funding level is \$1.89/\$1,000 - Approximately \$5,550,000
 - Difference of \$.20/\$1,000 - Approximately \$550,000
- Black stated there are not enough resources to cover "non-essential" services funded through the City of Ashland General Fund
 - Although the City Charter was supposed to prevent competition for funds, Measure 50 required all property tax funds to be combined and distributed by the Council
 - Black stated the following areas are at risk if APRC funding is not secured
 - 18 Developed Parks; 781 Acres of Open Space; Recreation programs for all ages; Three PlayGuides per year (100 programs in each guide); Promoting healthy aging, well-being, dignity and independence
- Black is proposing that the Commissioners support staff in continuing to explore:

- Potential Levy dedicated to the funding of the Operations of Parks and Recreation
- Evaluation of Parks and Recreation District
- Next steps include
 - December 6 Council Meeting
 - Committee to explore formation of a district
 - Consultant services for evaluation of a district
- Black stated securing a Levy, which is allowed under Oregon Statute, to support the operations of Ashland Parks and Recreation would get back to what the City Charter intended when the funds for Parks were separated from other City operations

DISCUSSION:

- Black stated there is an immediate threat to APRC funding. Securing a levy will address that immediate threat. Once funding is secure, the process to form a district can begin which will take longer than putting a levy on the ballot in May 2022
- Black stated he would like the Commissioners to propose a plan for APRC funding at the December 6 Council Meeting
- Black clarified that forming a district would remain in place indefinitely. The levy would last as long as the levy is approved
- Black stated that there will be a need for the City of Ashland to reduce the amount of taxes they collect so the full amount of the approved levy is not a 100% increase to taxpayers
 - The City may decide to not reduce taxes collected by the amount included in the levy to address any budget shortfalls they have
 - If a district is eventually approved by the voters, the levy would be replaced by the tax collected through a district
- Black clarified that the levy would be against property valuation
- Black stated the Council would need to approve the ballot language in February so the City Recorder can submit it for the election in May 2022. The Parks Commissioners do not have the authority to tax, so the Council would need to approve putting the levy on the ballot
- Landt recommended that the amount that is asked for in the levy should be the same amount that would be asked for when forming a district
- Landt stated support for utilizing the Food and Beverage funds for operations because APRC can better react to changes in funding levels by more easily scaling back operations when compared to other general fund departments and stressed that allocating these funds to APRC is not an increase in funding. Landt later added that this levy is consistent with the intent of the Charter
- Gardiner stated that in recent years APRC has taken on more tasks to assist the City without a funding increase and the efforts to secure historical funding levels now will ensure the continuation of providing those services and park amenities
- Lewis stated support for going out for \$2.09/\$1,000 to bring back staffing positions that were impacted by the decrease in funding and to better maintain existing infrastructure and that this level of funding would reestablish historic funding levels and would not constitute an increase in funding for APRC
- Black clarified that if a levy were approved by the voters, APRC would not seek more than 25% of the Food and Beverage tax, which is consistent with historical funding levels
- Bell stated support for \$2.09/\$1,000 so APRC is in a better place to maintain existing infrastructure and replace the pool
- Black stated that because of the increase in Central Service and Fleet Fees charged by the City, staffing levels and the ability to carry out CIPs (Capital Improvement Projects) would not necessarily be at 2018 levels (the last year APRC was fully funded at \$2.09/\$1,000 and 25% of Food and Beverage Tax)
- Landt stated support for the following:
 - Work towards a \$2.09/\$1,000 5-year levy, consistent with the voter approved City Charter
 - Plan to form a district to replace the levy as soon as feasible with the same \$2.09 base
 - Continue the 25% of Food and Beverage even if a district is formed, consistent with past voter approval
- Gardiner clarified that the Food and Beverage Tax sunsets in 2030 and would need to be renewed by the voters
- Lewis stated support for Landt's 3 points and advocated for a simple measure to be placed on the ballot

- Black stated he would like to continue working with the City and put this item on the agenda for the next business meeting for Commissioners to provide clear direction to staff on what they would like to see in a ballot measure with the goal of making a presentation to City Council on December 6, 2021
 - The City still needs to state how much they would reduce what they collect in property taxes if the levy were to be approved by the voters
 - The voters would then be in a position to accept or reject an increase in taxes so services provided by the City and APRC would not need to be cut

Gardiner stated a Special Business Meeting on December 1, 2021 will be held to continue the discussion prior to the December 6, 2021 Council Meeting.

IV. ITEMS FROM COMMISSIONERS AND STAFF

None

V. ADJOURNMENT

The meeting adjourned at 7:46 p.m.

Respectfully Submitted
Sean Sullivan, Business Operations Manager

DRAFT

MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
November 10, 2021
Electronic Meeting – 6:00 p.m.

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Eldridge, Lewis; Director Black; Deputy Director Dials; Senior Services Superintendent Glatt, Analyst Kiewel; Manager Sullivan

Absent: None

This meeting was recorded by Rogue Valley Television (RVTV). Links to recorded meetings can be found on the [City of Ashland website](#).

I. CALL TO ORDER

The meeting was called to order at 6:00p.m.

II. APPROVAL OF MINUTES

APRC Study Session – October 6, 2021

Motion: Landt moved to approve the Minutes from October 6, 2021. Seconded by Lewis.

Vote: The vote was all yes

APRC Regular Business Meeting – October 13, 2021

Motion: Landt moved to approve the Minutes from October 13, 2021. Seconded by Eldridge.

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

None

V. CONSENT AGENDA

- a) Subcommittee Minutes Acknowledgment
 - Golf Course Subcommittee – December 2, 2020
 - Recreation Advisory Division Committee – August 12, 2021
 - Trails Master Plan Review Subcommittee – October 20, 2021
- b) Recreation Division Advisory Committee, Revisions to Bylaws
- c) Say Their Names Art Installation Location

Motion: Bell moved to approve the Consent Agenda. Seconded by Lewis.

Vote: The vote was all yes

VI. DIRECTORS REPORT

Black reported on the following items:

Update on Pickleball Courts

- All 8 courts are currently playable but work on the stairs and the fencing will be happening soon. The courts will need to be closed when work begins

Organizational Chart

- As included in the budget, the following changes in staff titles took effect on July 1, 2021: Rachel Dials, Deputy Director; Sean Sullivan, Business Operations Manager; Wes Casale, Outer Parks Supervisor

Trails Subcommittee Update

- The subcommittee was formed by the Commissioners and has met twice. The Rogue Valley Mountain Bike Association (RVMBA) has begun presentation on their trail proposals
- RVMBA recently made a presentation to Council, who took action to create a committee that would be working on the same issues the APRC subcommittee is working on. Black is working this out with the City so APRC and the City are not duplicating efforts. The APRC subcommittee will hold off on meeting until this issue is worked out

Senior Services

- The Firefighters Union will provide a Thanksgiving Drive-Through on Monday, November 22. They will be providing a slice of pie and a beverage in lieu of their usual full Thanksgiving meal
- Staff have been working to identify and communicate locations for seniors to get the COVID-19 booster vaccine. It has been a moving target as providers struggle to meet the sudden demand

Recreation & Volunteering

- The Ice Rink is opening next Saturday November 20. Staff training will begin early next week. The ice is being made this week. The rink will and be open through President's Day 2022
- High School swim teams (Phoenix, Talent and Ashland) will begin using the Daniel Meyer Pool next week. The season will run through mid-February 2022. The pool is rented by these groups
- The public are invited to join in monthly restoration work parties at North Mountain Park from 1-3 p.m., on the 1st Thursday of every month (Nov-Mar). Battle invasive species, plant native trees and shrubs and help care for the park. Tools and training provided

VII. UNFINISHED BUSINESS

- a) Direction to staff on pursuing a tax levy and or a special taxing district to fund APRC operations (Action)

Black [presented slides](#) and reviewed the [staff report included in the meeting packet](#). The presentation and discussion included the following points:

- This topic was discussed in depth at the [November 3, 2021 Study Session](#)
- The City Charter established an elected body, The Commissioners, to control and manage parks lands and funds. The Charter also identified a specific level of funding for parks to separate funding from parks form other city functions. APRC funding has been reduced, beginning in 2019, from historical funding levels established in 1908
- Black stated APRC is dedicated to identifying a long-term funding source to maintain the services that are currently provided and to restore the services that were lost due to budget cuts
- Staff is seeking direction from the Commissioners:
 - To perform the work necessary to propose the following short-term and long-term APRC funding measures to the City of Ashland Mayor and Councilors:
 - A \$2.09/\$1,000 assessed value five-year levy for Parks and Recreation Operations to be placed on the ballot for voter disposition on the May 17, 2022 election.
 - Begin the process necessary to form a Parks and Recreation District with a permanent tax rate to replace the five-year levy
- Black provided the following information on the process: The ballot measure would need to be finalized and approved by the City Council by late February. The measure would then be placed on the May 17, 2022 Ballot. The citizens of Ashland would then vote on the measure to approve or deny the levy
- Bell inquired about the feasibility of placing the levy on the November 2022 ballot
 - Black stated that a November election would not provide enough time to plan for the following budget cycle

- Black clarified that there is more due diligence necessary before the language for the ballot measure can be written. Black will be working with City Staff and will be reporting back to the Commissioners
- Gardiner stated support for the proposal for a May levy for the following reasons:
 - There is a distinct disadvantage for planning and budget reasons to wait until November
 - The City Finance Director should be able to present information to the City Council on December 6, 2021 that will help determine the specifics of the ballot measure language
- Bell stated City staff have discussed allocating some of the Transit Occupancy Tax (TOT) based on the tourism value of Lithia Park and the Golf Course and inquired if this is another potential funding source for APRC
 - Black stated that the idea of evaluating these two properties and allocating TOT to APRC was included in a communication to the Council from City administration but has never been discussed in a public meeting. Black added that this is something that could be evaluated and acted upon in the future, but the City is not moving forward with this idea at the moment. The City would need to initiate the process to allocate TOT to APRC
- Black clarified that he is working with City Staff to develop a plan to put a levy on the ballot
- Lewis stated support for putting a levy on the May ballot
- Eldridge stated support for proposal and that the quality of the parks has been decreasing in recent years alongside a decrease in funding and it is time for the voters to decide what services matter to them

Motion: Landt moved to give direction to the Director of APRC to perform the work necessary to propose the following short-term and long-term APRC funding measures to the City of Ashland Mayor and Councilors:

1. A \$2.09/\$1,000 assessed value five-year levy for Parks and Recreation Operations to be placed on the ballot for voter disposition on the May 17, 2022 ballot.
2. Begin the process necessary to form a Parks and Recreation District with a permanent tax rate to replace the five-year levy.

Seconded by Bell.

Discussion: Gardiner stated support and noted that time is of the essence on this issue.

Vote: The vote was all yes

VIII. NEW BUSINESS

a) **Intent to Bid – Irrigation Central Controller for Lithia Park and North Mountain Park Update (Information)**

Black and Sullivan referenced the [staff report included in the meeting packet](#). The presentation and discussion included the following points:

- Black stated a central irrigation control system communicates with individual clocks to initiate run-times and also communicates with flow devices and master valves to detect leaks and shut the main line off when necessary
 - The existing central controller was installed in the late 1990s and is failing
 - The Capital Improvement Plan budget includes \$150,000, total for the biennium, to replace the central controller. The plan is to replace the central controllers in Lithia Park and North Mountain Park at an estimated cost of \$135,000
 - A system wide replacement could be accomplished over a handful of years
- Sullivan stated replacing the existing system with a cloud-based system would provide the following benefits and allow APRC staff better manage the budget, conserve water, and increase staff efficiency
 - Real-time water flow monitoring and real time alerts to maintenance staff
 - Alerts will point staff to a specific location where the issue was identified
 - Data analysis will allow staff to better monitor and manage the water budget / conserve water
 - Baseline data will be uploaded to the system so we can compare before and after usage
 - Ability to map irrigation infrastructure

- Sullivan clarified that the upgrade includes a software package that uses weather data to adjust the amount of water that is used on a day-to-day basis
 - The system can also be adjusted to overrule the smart irrigation feature as needed from zone to zone
- This irrigation system is used by private companies, institutions and municipalities across the county use this system
- The hardware that will be replaced are the master valves, flow devices and clocks
- Black clarified that the end goal is to provide access to the irrigation division staff and that the irrigation supervisor would be the manager of the system. Additionally, Sullivan will be involved in monitoring and will be trained to run the system and provide support. Black would be able to access the system to pull higher level reports to monitor usage
 - Sullivan added that there are extensive customer service and training resources made available for the vendor
- Sullivan clarified that the software system runs on cellular network and updates will be pushed out over the network without the need for an onsite tech and that if there are issues with hardware there is a local vendor that can provide support
- Gardiner stated that APRC is a big water users in Ashland and it is imperative to implement an irrigation system that is capable increasing water conservation capabilities
- Black clarified that once bid(s) are submitted, staff will have a better idea of the cost to upgrade the remaining APRC parks
- Black stated that once bids are submitted, staff will bring back a contract to the Commissioners to approve and then send the contract to the City Council for approval (because the contract will be over \$100,000)

b) Japanese Garden – Construction Update (Information) In meeting presentation. Materials are not included in the meeting packet

Black [presented slides](#) and reviewed the [staff report included in the meeting packet](#). The presentation ([starts at 1:04:15 in the video](#)) included the following points:

Black provided the following updates:

- The plan was approved on October 28, 2019 with construction beginning 1 year ago in November 2020
- The slate work at the entry way is complete
- The cinderblock wall will be skim coated and Japanese roof tiles will be installed and will look similar to the entry way at the Portland Japanese Garden
- The sand and stone garden is essentially complete along with stone steps that lead from this area to the upper garden
- The pond and stream have been constructed out of concrete and sealed. Large stones have been placed in the water feature areas
- Two new gates are in the process of being installed (north and south approaches)
- The Tori Gate that was at the top of the stairs on Winburn has been taken down and will be relocated to the south side of the garden
- All of the trees that were maintained are doing well and will provide mature vegetation when the garden opens
- Black stated that he would like to bring a couple issues before the Commissioners at a future date, but would like to provide some initial information for Commissioners to consider
 - Disposition of the stairs that lead to Winburn Way
 - The stairs are a safety issue and do not lead to a pedestrian path and no longer align with the entrance of the garden. Black stated that may be an opportunity to construct stairs further down the road where a pedestrian crossing was installed prior to construction. Black would like to weigh different options for the stairs that could include decommissioning the stairs, removing them, or using them for a different function.

- Adding security cameras at the four corners of the garden
 - Part of the donation could provide security cameras if the Commissioners approve. The cameras would only function when the garden is closed as a way to mitigate property damage / vandalism
 - Four decorative posts could be installed that are 12-15 feet tall. A camera could be located within a miniature teahouse and would not be visible
- Black would like to bring these items to the Commissioners at a Study Session in January or February
- Black estimated that the project is two-thirds complete. However, the remaining tasks are finish-work that will go slowly and there may be delays because of shipping issues. Black stated the goal is to open the garden in September / October 2022, but Toru Tanaka will determine when the garden is ready to be opened to the public
- Black stated the pond will include vegetation and fish

IX. ITEMS FROM COMMISSIONERS/STAFF

Black stated that staff is in the process of looking at a solution to improve the water quality at the upper duck pond and may be able to implement a system soon.

Landt stated he has been watching the change of the JV baseball field at North Mountain Park to soccer. Landt agrees with the change of use and pointed out that this could be viewed as a cautionary tale in planning because it was known at the time the park was being planned that there was not enough room to have two functional baseball fields. The plan moved forward anyway, which was not a wise use of money due to the cost of making the change that is occurring now and the cost baseball infrastructure (backstop, dugouts, and bullpens) that will no longer be used.

Gardiner stated he and Eldridge visited Siskiyou Mountain Park to explore areas identified in the Rogue Valley Mountain Bike Association (RVMBA) trail proposal

X. UPCOMING MEETING DATES

- a) APRC Special Meeting—December 1, 2021
 - Electronic Meeting—6:00 p.m.
- b) APRC Regular Business Meeting—December 8, 2021
 - Electronic Meeting—6:00 p.m.

XI. ADJOURNMENT

The meeting adjourned at 7:32 p.m.

Respectfully Submitted
Sean Sullivan, Business Operations Manager

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Sean Sullivan, Business Operations Manager
DATE: December 2, 2021
SUBJECT: Minutes for Acknowledgement

The following minutes are being submitted for acknowledgement by the Commission.

- [Bee City USA](#) – September 1, 2021
- [Ashland Senior Advisory Committee](#) – September 13, 2021
- [Trails Master Plan Review Subcommittee](#) – November 1, 2021

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to acknowledge the committee minutes as submitted.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

Date: December 2, 2021
To: Ashland Parks and Recreation Commissioners
From: Michael Black, Director
Subject: Long-Term Funding for Ashland Parks and Recreation

The Parks Commissioners adopted the following goal as their number one priority:

“Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.”

We had anticipated that we would have a proposal that included a dedicated funding source for APRC for your review and approval at the December business meeting. Due to some concerns with other matters currently underway with the City Council, we have agreed to postpone this proposal as we work with the City to identify a process that will work for the goals that both APRC and the City of Ashland share.

This matter is only postponed and the issue of funding for APRC has not been resolved. I plan to update the Commissioners with the latest information at the upcoming meeting. The Council will be discussing long-term funding and strategies for community involvement at their December 6th meeting, which will provide further information for my update to you on December 8th.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director
541.488.5340
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parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, APRC Director
Tara Kiewel, Administrative Analyst

DATE: December 1, 2021

SUBJECT: HydroPoint Contract Approval (Action)

Situation:

This request is for approval to award a public contract to HydroPoint to provide the installation of an Irrigation Central Controller for Lithia and North Mountain Parks.

Background:

At the November 10, 2021 APRC Regular Business Meeting staff reported to the Commissioners about the central irrigation control system. A central irrigation control system is used to manage and monitor irrigation infrastructure. A functional central controller will communicate with individual clocks to initiate run-times and communicates with flow devices and master valves to detect leaks and shut the main line off when necessary. The existing central controller was installed in the late 1990s and is failing.

Upgrading the irrigation control system will give APRC real time leak detection and monitoring reports and should result in measurable water savings.

On November 1, 2021 APRC published an Intent to Bid on the City of Ashland's website. APRC requested bids for the installation of new Irrigation Central Controller system for Lithia and North Mountain Parks. The bid requested a central controller that is cloud based and will communicate with individual clocks to initiate run-times and communicate with flow devices and master valves to detect leaks and shut the main line off when necessary. The system must be able to be accessed through a mobile app for in-field work and managed from any computer connected to the internet, provide real time alerts that can be sent to multiple users, measure water flow in real time, utilize advanced technology to continually alter run-times to deliver the most efficient water schedule based on localized conditions and includes superior data collection/management tools.

On November 15, 2021 One bid was received.

1. HydroPoint total for parts and installation \$144,316.62
Annual Weather TRAK Central and OptiFlow Service \$4,355.00 per year (the first year is waived.)

City Council will be reviewing this contract at the December or January Council Business Meeting. Per City Ordinance, the City Council must provide final approval for all contracts that exceed \$100,000.

Assessment:

This project would support goal number seven of the 2021-2023 APRC Biennium Goals.

#7 EXPLORE AND IMPLEMENT, AS FUNDS ALLOW, CAPITAL IMPROVEMENTS THAT WOULD REDUCE LONG TERM MAINTENANCE COSTS WITH A GOAL FOR THE IMPROVEMENTS TO PAY FOR THEMSELVES.

There is \$150,000 allocated for this project in the approved CIP budget.

Recommendation:

Staff recommends the public contract for the central irrigation controller be awarded to HydroPoint.

Possible Motion

I move to approve the contract for the central irrigation controller to be awarded to HydroPoint.

Next steps: due to the dollar value of the contract, staff is required to present this contract to the City Council as well. Staff is working to get this contract approval on the agenda for the City Council in December or January.

After approvals this project could begin in January and be completed in March of 2021 before the irrigation season begins

Attachments:

- ITB Irrigation Central Controller
- Hydropoint Quote
- Personal Services Agreement



INVITATION TO BID – GOODS AND SERVICES
INTERMEDIATE PROCUREMENT

Release date: November 1, 2021

Requested by: Tara Kiewel
Administrative Analyst
Ashland Parks & Recreation Commission (APRC)
340 S. Pioneer Street, Ashland OR, 97520
Tel: 541.552.2257
Email: tara.kiewel@ashland.or.us

Bids are due **BY Monday, November 15, 2021 12:00 pm PST**

Project name: Ashland Parks and Recreation Commission Irrigation Central Controller

TIME LINE

INSTALLATION TO BE COMPLETED BY THE END OF MARCH 2022

Firm bids may be emailed, mailed or hand delivered to the contact information provided above. **Contractors shall submit their bids on company letterhead.** Late bids will not be accepted. Terms or discounts which are conditioned upon payment within a certain time will not be considered for purposes of comparison of bids.

The successful contractor will be required to enter into a contract with the City for goods and services and provide certificates of insurance in their own name for General Liability (\$2M), Automobile (\$200K) and Workers' Compensation. Subcontracting will not be permitted. Proof of insurance is required at time of bid submittal.

“OR EQUAL:” Any brand name listed in the specifications as “or equal” or “or equivalent” shall establish the minimum requirements for quality, utility, durability, function, purpose, etc. Other product brands may be offered that are equal to or better than the product brand name. Bidder may show cost difference, alternates and options in the space provided in the quote. This clause is not meant to be restrictive, but to set the minimum standard. The City shall determine, in its sole discretion, whether a product offered is “equal.” When the designation is “or equal” or “equivalent” the City shall make its decision after bid closing.

SCOPE OF SERVICES

Ashland Parks and Recreation Commission Irrigation Central Controller Equipment, Software, and Installation

Scope: Installation of new Irrigation Central Controller system for Lithia and North Mountain Parks in Ashland, Oregon.

Central controller must be cloud based and communicate with individual clocks to initiate run-times and communicate with flow devices and master valves to detect leaks and shut the main line off when necessary. System must be able to be accessed through a mobile app for in-field work and managed from any computer connected to the internet, provide real time alerts that can be sent to multiple users, measure water flow in real time, utilize advanced technology to continually alter run-times to deliver the most efficient water schedule based on localized conditions and includes superior data collection/management tools.

System must be capable of providing local support for hardware issues and have the capability to provide local or remote customer service for the program.

Installation for two Parks:

- **Lithia Park – 12 stations with 123 zones**
- **North Mountain Park – 3 Stations with 85 zones**

Preferred Vendor Qualifications

- Proven to save water in previously conducted Water Agency or University studies, with published results
- Proven to conserve water as demonstrated by U.S. EPA Water Sense
- Proven by the California EPA to reduce dry weather runoff in previously conducted studies, with published results Proven by the Irrigation Association Smart Water Application Technology (SWAT) protocol to have performed perfectly in a laboratory test to:
 - Deliver 100% (perfect) scores on Adequacy of water applied
 - Deliver 0% (perfect) scores on Excess water applied
- Proven by LADWP, in a published study, to deliver up to 95% of the total conservation potential on any given landscape
- Proven to have worked in the commercial world for at least 10 years, to ensure business and technological stability
- Proven to save water, based on at least 5 real-world customer case study references
- The Company has a commitment to Customer Service, as demonstrated by
 - Bi-lingual technical support
 - Field based Product Specialist employees
 - Strong relationship with local distribution

Weather Data

- Weather data shall be provided from a service, not a device sensor, and shall be uploaded automatically on a daily basis to all field controllers.
- Real-time evapotranspiration (ET) must be provided, on a daily basis, to each controller, accurate to 1 square kilometer for each controller.
- This data must be automatically provided using a weather service that uses the internet to gather ET and rain data from multiple weather sources and uses the most appropriate data for a specific controller based upon its latitude and longitude, and calculates ET using ASCE Penman-Monteith equation.
- The weather data collected must include relative humidity, temperature, wind speed, and solar radiation. Information is to be provided by the National Oceanic and Atmospheric

Administration's (NOAA) Earth System Research Laboratory (ESRL) Global Systems Division (GSD).

- Weather sources, such as connected temperature gauge, distilled water cups or a single weather station, are not acceptable.
- The Vendor must demonstrate the ability to transmit, via wireless network, daily weather data to each irrigation controller
- The Vendor must not rely on a single weather station as source of weather data, so as to eliminate a single point of failure.
- Weather Data must utilize all of the following factors to properly construct watering schedules: temperature, solar radiation, relative humidity and wind
- This Weather Data must be accurate, and resolute, to within one square kilometer (zip codes are not an acceptable method of defining Ashland Parks and Recreation Commission microclimates)
- The Vendor must employ at least one full time Climate Scientist to fact-check weather data that is sent to our controllers
- The Vendor must demonstrate redundancy in its' delivery of weather data, so as to insulate Ashland Parks and Recreation Commission from service interruption, including: Multiple climate center locations, Multiple communication networks
- The Vendor must demonstrate the ability to transmit weather data to each controller over multiple communication networks, so as to insulate Ashland Parks and Recreation Commission from service interruption
- The Vendor must support this claim, and provide proof that this does not conflict with any existing industry patents
- The method underlying the weather data, as required for calculating irrigation schedules, must utilize the Penman Monteith method of calculating evaporation and transpiration, as recommended by Irrigation Association
- The Vendor must be able to reproduce historical weather data, by microzone, for the purposes of weather normalization as we track our water budgets and measure our conservation results on a year-over-year basis

Automated Irrigation Scheduling

- employ scheduling engine software that removes guesswork from irrigation scheduling
- employ software that allows each zone to be programmed to run in one of three modes: a User schedule, a User schedule that is auto-adjusted with weather data, or a fully automated schedule using custom programming
- employ software that operates on a true soil moisture depletion model
- employ software that allows independent station programming to include plant type, root depth, soil type, slope, location of sprinklers on slope, sprinkler type, precipitation rate, irrigation system efficiency, sun exposure, and useable rainfall
- employ software that utilizes the above to track and display daily depletion, for each unique zone on any landscape
- automatically adjust run time minute schedules on a daily basis, according to changing weather, for each individual zone on any landscape
- automatically calculate cycle and soak intervals, on a daily basis, to mitigate dry weather runoff, for each individual zone on any landscape
- be programmable for day of week exclusions and water windows, but must also automatically calculate next allowable day watering schedules based on carrying over depletion information for each zone on every landscape
- offer a "percent-adjust" feature that allows each unique zone on any landscape to be upward or downward adjustable to apply more or less ET to any zone
- offer at least eight programs with independent water day patterns and schedules.
- offer second start time for high ET requirements

- be able to provide 365-day calendar scheduling

Wireless Internet Access

- Selected controller must operate without the need for telephone lines, RF (radio) networks, repeaters or CAT5 wiring
- Selected controllers must integrate 4G/LTE modems
- Selected controllers must communicate to a private Internet sub-network
- The Central Control System must employ https and SSL security.
- The Central Control System must employ end user sign in security that employs forced password changes as we require.
- Selected controllers must not require that the Ashland Parks and Recreation Commission procure and manage individual cell modem accounts for each controller
- Selected controllers must be manageable, and configurable, via Internet portal, from any Internet-enabled device, provided that it has proper permissions
- Vendor must offer Worry Free Wireless carrier protection if 4G/LTE becomes obsolete

Cloud-Based Central Control Software:

- Management portal software must be 100% Cloud-Based
- System must have a robust Application Program Interface (API) for exporting data to LASUD Building Management or Help Desk ticketing systems
- Management portal must not require dedicated PC hardware or software
- Management portal must not impose any security, infrastructure or product support impact on The City of Ashland I/T department.
- Management portal must offer ability to program all station variables in real time
- Management portal must operate in real time, so that all changes take immediate effect.
- Selected controller management portal must be password protected
- Controllers must be able to use the Internet to manage schedules for multiple controllers on a single Point of Connection
- Controllers must be able to use the Internet to optimize watering schedules automatically; even for multiple controllers behind a single Point of Connection
- Management portal must offer ability to program start times, and stagger or suspend start times in event of drought, fire, low pressure, scheduled maintenance, etc.
- Selected controller must deliver ability to “pause” or suspend irrigation automatically, in event of rain, or other user-determined purpose via a Web command
- Selected must deliver ability to differentiate “adjustment” messages between turf and trees
- Selected controllers must be programmable to set water budgets, and track daily flow against established water budget, per landscape and in aggregate
- Vendor must offer, via Internet Portal, Customer Support center and field based product specialists a suite of irrigation monitoring services.
- The Central Control System shall allow direct, real-time access to make programming changes, run stations, check for flows, check master valve operation, and turn irrigation on or off
- The Central Control System must allow for irrigation schedules to be constrained by a water window with the option to have each station stay inside water window or not.

Central Irrigation Management and Control Standard

- The Central Control System must allow for irrigation schedules to be controlled using user-entered custom plant factor/crop co-efficient.
- The Central Control System must allow for ET to be set to ON/OFF per each station.
- Failure of the central computer system or communication links to the field controller must not affect normal, water management and/or flow management operation of

irrigation controllers.

- Water usage data shall be automatically retrieved daily from each controller and reported on by the Central system or have the ability to be exported to an Excel or PDF file, provided that a flow sensor is installed at each controller location.
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- The Central Control System shall be able to automatically turn off all controllers due to an operator set rain amount, communicating on the system instantly.
- The Central Control System shall allow all program data, log data, summary data and alert data for each controller to be selectively printed by controller. All reports must be exportable into either Adobe PDF format for Microsoft Excel format.
- The Central Control System shall allow users to view and/or override any changes made at irrigation controllers. The Central Control System shall track all changes made at the field and Central. Changes shall be recorded with a before and after value for each individual field modified. Users shall be able to report on user level changes for up to 3 years' worth of changes including selection of specific days or date ranges.
- The Central Control System must provide the ability to perform station AND / OR Program grouping – the ability to create a ‘virtual controller’ comprised of any 1 or more zones on a single controller, or across a group of controllers across the entire deployment. Station grouping must be highly customizable, and allow system operators to make global changes to a variety of irrigation parameters, including plant type, system efficiency, and % adjust, precipitation rate, etc.
- The Central Control System must be able to issue global pauses, in order to suspend irrigation for a single controller, a group of controllers, or all controllers across the entire deployment. The system must also be able to generate a “Winterize” message in order to suspend irrigation without amending soil moisture depletion.
- The Central Control System must be able to issue an event pause for a specific date set in the future with the ability to set this as a recurring event daily, weekly, monthly etc.
- The Central Control System must be able to issue an event pause at 30 minute increments that would override master valve operation and allow for use of quick couplers or other manual irrigation without generating an alert.
- The Central Control System must be configurable to send alarms, via email or text, to designated users when flow anomalies are detected. Multiple parties can be designated to receive these messages.
- The Central Control System shall provide a single web view of all user available controllers and allow the list to be filtered by account, site, controller name, status, and serial number.
- The Central Control System shall issue alerts each day based on operator-set filters including days of week and time of day. Users shall be able to select specific alerts to be on or off.

- The Central Control System shall report alarm conditions at a minimum to include the following:
 - o Communication failures and successes (identifies type of problem, time, and location).
 - o High or excessive, low flow and no flow conditions with the time (AM/PM) of the occurrence for each individual valve.
 1. Main line breaks during scheduled irrigation as well as all other times when flow exceeds user set parameters.
 2. Manual watering and manual operation by station and time in the field controller. Current (amperage) alarms by station and time, both high and low, and output shorts due to solenoid failure.
 3. Water Window / Depletion Alerts when moisture levels drop below recommended

levels.

4. The Central Control System shall issue email or text messages notifying the user of when alerts are cleared.

- The Central Control System shall have the ability to allow alert-only access for up to 5 additional users per controller.
- All active and cleared alerts shall be stored and have the ability to be reported by controller, by Alert Type and by custom date ranges.
- The Central Control System shall be able to provide and print a water management report including a graph depicting by month the amount of irrigation water used compared to a monthly allotment in HCF or gallons, and ET weather demand for the month, with a percent savings without the need to export data to any formatting program in order to produce said reports.
- The Central Control System shall have Water Budget Manager capability. Water Budget capability shall allow users to create and enter up to 3 different irrigation target budgets and track daily status against these budgets via 3 totalization methods including 1) real time flow (when flow is installed) 2) estimated flow or 3) user entered meter reads/water bills. Central Control System shall have the ability to read and display real time flow and operating status on demand at any time within the Central Control interface.
- Central Control System must have the ability to shut down valves when pre-determined flow thresholds have been exceeded.
- Central Control System shall come integrated with Google Maps or similar mapping feature. Mapping feature shall allow for GPS mapping of controller and backflow location in a user editable interface.
- The Central Control System shall have an automated Account Report that lists controller setting exceptions that may impact water savings and management.
- The Central Control System shall have the ability to auto schedule reports to be generated on a recurring basis, and to have reports “auto-delivered” to an end user’s email account.
- The Central Control System shall have the ability to allow users to set specific Maxim Allowable Depletion (MAD) levels for each zone. Users shall have ability to reset all depletion levels back to 0% at any time.
- The Central Control System must provide the current flow rate, and set of active stations, for any flow enabled controllers from the same manufacturer.
- The Central Control System must provide daily measured consumption / water usage reporting for a single or multiple controllers from a single site or across multiple sites in an enterprise by calculating the station assigned flow rate and the station runtime. The report must provide estimated station consumption / water usage by categories such as sprinkler type (spray head, drip, ...) and plant type (cool season turf, shrub, trees, ...).
- The Central Control System shall display an area description for each station including the station’s location, the type of plant material irrigated and type of irrigation equipment used.
- The Central Control System shall contain an application that allows Water Budget Management. This application must enable our staff to be able to enter historical water billing information, set target budgets, and then be able to monitor flow information to track against budgets as data is accumulated from flow sensors, or as water bill data is entered into the application.
- The Central Control System must contain an application that allows Site Asset Management. This application must enable our staff to be able to map all classes of Irrigation and Landscape assets, using latitude / longitude coordinates, and place them in an Internet-based site map.
- The Central Control System must contain an application that manages Drought and Compliance with Drought restrictions. The Drought Management application must be

able to:

1. **Identify Site Specific Drought Stage Classification** Allow selection of appropriate water agency for each site, and have the application automatically determine the current drought stage, associated drought restrictions and recommendations for support water agencies.
 2. **Create Site Specific Drought Response Plans** Allow ability to create response plans for each drought stage's restrictions and recommendations. These plans can include making programming changes across multiple controllers using Station Grouping or simple policy changes such as limiting manual irrigation. To track and verify that the site is irrigating in the appropriate window see the site water window compliance management tool below.
 3. **Manage and Verify Site Drought Response Plan Implementation** Allow site's water manager to be able to review, make notes and implement the site's response plan and then indicate that the site is now in compliance with the water agencies drought stage requirements.
 4. **Comprehend Multi site Drought Restrictions and Track Compliance** Allow easy tracking of the status of each site's compliance using Drought Manager Account Reports or Drought Manager Site Reports.
- The system must provide the ability to perform time/date stamped notes, and be able to store documents or images of required site assets. This asset system must also provide the ability to "lock" asset grid coordinates, to prevent errors once assets are mapped.
 - The Central Control System shall provide customizable user access control over specific features and change authorization over programming per log in.
 - Central Control System shall keep a history of all program changes for up to 3 years for changes made at the controller and via the web. Changes will be tracked by user and by date and can be viewed any time in a simple report.
 - Central Control System shall user to save and name complete set of configurations and the ability to restore those configurations at any time with a simple click.
 - Central Control System shall allow user to compare and view differences between settings on controller at any 2 dates for the last 3 years.

MOBILE APPLICATION / REMOTE CONTROL

- Central Control platform shall include a Free Mobile Application
- Mobile App must operate on both Apple IOS and Android devices
- Mobile App shall not be a web page accessed on mobile device but must be a native mobile app
- Mobile App shall have ability to run stations manually 1 at a time or in sequence
- Mobile App shall have the ability to manually operate multiple stations at the same time
- Mobile App shall have the ability to adjust ET% on a station-by-station level
- Mobile App shall have the ability to view all alerts per controller
- Mobile App shall have the ability to program each station according to specific landscape variables such as:
 1. Plant Type o Root depth
 2. Soil Type o Sprinkler Type o Precipitation Rate
 3. Slope factor o Location of sprinklers on Slope
 4. Sun Exposure o % Adjust for ET values applied to station
 5. Allow Usable Rainfall

- Mobile App shall have the ability to learn flow at each station
- Mobile App shall have the ability to create site assets, and “pin” them to a cloud-based site map

REPORTING

The Central Irrigation Control System must include flexible and robust reporting. All reports must have the ability to be “subscribed” by our users, and delivered automatically to our users over email and customizable times and dates. The Central Irrigation Control System must be able to produce the following reports:

1. **Account Compliance Report:** Report must show all sites within our account, and if they comply water window matrix rules set by our users on the Drought Management application. Usually, water window rules reflect the water agencies’ restrictions. This report must be able to be exported to Excel or PDF
2. **Controller Inventory Report:** Report must provide an inventory and analysis of all the controllers for our sites. Data must include Site Name, Controller Name, S/N, Firmware version, Flow Mode, Total # of stations, Station Operation Mode, Status, Rain Pause and Alert Status. This report must be able to be exported to Excel or PDF
3. **Controller Setting Change History Report:** Report must provide the ability to track all programming changes made to a controller. This report must show all the individual setting programming changes made to a controller for any selected date range. The report must include information on who made the setting change, the change date and time, the old setting value and the new setting value. This report must be able to be exported to Excel or PDF
4. **Controller Settings Detail Report:** Report must provide a detailed list of a controller's current settings. We must be able to optionally create a report of the controller's settings for a selected date. The controller settings report must include settings in the following sections: setup, communication, flow, days/times, station, and crop coefficients. This report must be able to be exported to Excel or PDF
5. **Controller Topology Report:** Reports must provide a visual representation of controller’s current flow threshold, day/time configuration settings. Report must also provide configuration showing multiple points of connection and mainlines. Our users must be able to choose to include station information in this report. This report must be able to be exported to Excel or PDF
6. **Single Controller Settings Difference Report:** Report must show the differences between two sets of controller program settings. The program settings are from a single controller (two different dates). This report supports configuration settings after September 1, 2014. This report must be able to be exported to Excel or PDF
7. **Multi-Controller Change Analysis Report:** Report must provide the ability to track all programming changes made to all the controllers for which our users, or any of our contractors, have access. This report must be able to be exported to Excel or PDF
8. **Multi-Controller Settings Change Report:** Report must provide the ability to track all section level programming changes made to multiple controllers. This report must have a graphical chart and a summary table of all the setting changes made to the user-selected set of controllers for the selected date range. The report includes the number of changes made to each settings section per controller. This report must be able to be exported to Excel or PDF
9. **Water Window Compliance Report:** Report must graphically highlight if the sites within selected accounts comply with water window matrix rules set by the user as a report option. This report must be able to be exported to Excel or PDF
10. **Controller Estimated Usage Report** Report must use Runtime and Station

Reference Flow information to provide Estimated Water Usage for a selected controller. The report must graphically depict water usage by plant type, and also by water delivery method. This report must be able to be exported to Excel or PDF

11. **Multi-Controller Measured Usage Report:** Report must provide water usage per controller allowing multiple controller monitoring, leak and unauthorized usage analysis. This report must have a graphical chart, and easy to read data table, of total water usage for the user-selected set of controllers. This report must also include the total water usage (CCF, Kgal, Gal) collected by the controller's flow sensor for the selected date range. The water usage must be segmented irrigation category and/or Calendar Quarter. This report must be able to be exported to Excel or PDF
12. **Multi-Controller Runtime Report:** Report must provide runtimes per controller, allowing multi-controller monitoring and estimated water usage impact analysis by station mode or program. This report must also have a graphical chart and easy to read data table of total runtime for the user selected set of controllers. This report must also include the total number of minutes the controller ran for the selected date range. The runtimes must be segmented by station mode (Auto, User ET and User no ET), Program or Calendar Quarter. This report must be able to be exported to Excel or PDF
13. **Single Controller Measured Usage History Report:** Report must provide daily water usage and ET for troubleshooting, monitoring water budgets and historical trending of actual water usage. Report must have a graphical chart and easy to read data table of water usage information for the selected controller. This report must also include the water usage (CCF, KGal or Gal), the ET, alerts, events and the runtime for the selected date range. Water usage must be subtotaled by day, week, month or year. The report can be capable of being segmented by either irrigation category or Calendar Quarter. This report must be able to be exported to Excel or PDF Single
14. **Controller Runtime History Report:** Report must provide daily station specific runtimes and ET for troubleshooting, monitoring and historical trending. This report must also have a graphical chart and easy to read data tables of station level runtime information for the selected controller. This report must include the number of minutes each station ran, the ET, alerts, events and the water usage for the selected date range. The runtimes must be subtotaled by day, week, month or year. This report must be able to be exported to Excel or PDF
15. **Multi-Controller Alert Report:** Report must provide the ability to track, troubleshoot and verify site issues and events such as valve or flow alerts. This report must have an easy to read table of the alerts and events that occurred to the user selected set of controllers in the selected date range. The report must also include detailed information about each alert, including when the alert occurred, when it was cleared, the alert duration, alert category, alert severity, information about the affected controller and alert description. This report must be able to be exported to Excel or PDF
16. **Budget Account Report:** Report must show the selected water budget vs. selected actual data usage for the selected account. Actual data usage could be from Water Bills, Measured Usage from billing period or calendar month, Estimated Usage from billing period or calendar month. This report must be able to be exported to Excel or PDF
17. **Budget Comparison Report:** Report must allow us to compare multiple sites, or multiple accounts, at budgetary or actual data usage levels. Actual data usage could be from Water Bills, Measured Usage from billing period or calendar month, Estimated Usage from billing period or calendar month. This report must

be generated as bar chart or line chart. This report must be able to be exported to Excel or PDF

18. **Budget Monitoring Report:** Report must show the water budget, and actual data usage, for selected time periods and unit types for each selected account. This report must allow us the choice to show all data or partial data. This report must be able to be exported to Excel or PDF

19. **Budget Site Report:** Report must show the Budget vs. Actual usage data for selected time periods and unit type for the selected site(s). This report also must allow us to enter cost per flow unit, and use this data to calculate the estimated cost per plant type for the site. This report must be able to be exported to Excel or PDF

20. **Site Usage Report:** Report must show the overall water usage from multiple water usage type data, for selected time periods, for the selected site(s). This report must be able to be exported to Excel or PDF

21. **Account Security Report** Allow users to review active users with ID/PW settings

- **All reports must be exportable to MS EXCEL**

FIELD EQUIPMENT

- The controller must be a complete controller. It must be a self-contained functioning device. It may not be an add-on device or require another control board or device to be present.
- The controller must be Underwriters Laboratory (UL) listed. No alternate electrical, testing, safety or reliability standard is acceptable.
- The controller shall be manufactured in the USA
- The controller must be EPA WaterSense Approved.
- The controllers must be FCC Approved.
- The controller must have built-in 4G/LTE cellular radio for cloud-based communications.
- The controller must have a modular cellular radio for easy component replacement, if needed.
- The controller must have successfully passed the Irrigation Association Smart Water Application Technology (SWAT) testing protocol, and must have registered perfect scores of 100% Adequacy / 0% Excess.
- The controller must be capable of fully automatic, semi-automatic, and manual operation using a keypad that is an integrated part of the controller.
- The controller shall be capable of storing irrigation schedules, monitoring and managing flow information all without the Central System. Loss of communication to cloud server must not impair these functions.
- The controller must be able to be programmed in the field, while standing in front of the controller.
- If the Central System is turned off, removed, or if communication from/to the Central Computer fails, the field controllers must still continue to perform scheduling and flow management functions.
- The controller shall have at least a 3.0 amp 24VAC transformer. The controller must be able to run at least eight (8) programs / valves simultaneously, as well as a manual irrigation event, operation of a master valve, flow sensor and pump start. Valve doubling is not an acceptable method of accomplishing this.
- The controller must utilize large screw-less terminal blocks, that can accommodate field wire in size from 12 to 22 gauge wire, including two inputs per station.
- The Controller must be able to accommodate up to 65 stations
- The controller must deliver station modularity, in 6 station increments, through the

installation of station “keys”.

- The controller must utilize non-volatile memory to retain all programming information during a power Central Irrigation Management and Control Standard outage for up to 10 years.
- The controller must have a built in Ohm reader for field wire diagnostics.
- The controller terminal output must be able to draw up to 1 amp before being considered “over current”.
- The controller must support a System-Over Current feature, which automatically delays one stations’ irrigation if the activated stations are drawing too much current.
- The controller must have a 5 line backlit display, and must have a minimum of three (3) lines by twenty four (24) characters so that scrolling through menus is minimized.
- The controller display shall allow the user to easily move from screen to screen through an intuitive, selfprompting interface so that it is easier for the user to program, read and understand the controller.
- There shall be a minimum of eight (8) regular irrigation start / stop programs Individual station cycle and soak times must be automatically calculated for each hydrozone by the controller scheduling engine
- Second start times for each program must be available to support syringe/propagation events.
- The controller must be programmable at the field controller, as well as being capable of being programmed from any Internet enabled PC, Laptop or tablet device with proper login credentials. It is NOT acceptable if controller is not programmable from the field location
- Programming shall be based on a station level calculated depletion with up to 28 days between irrigation cycles or shall be able to irrigate in minutes and as a % of ETo
- The controller shall have flow management capability as a standard feature whereas the controller shall learn each station’s expected GPM flow rate, and operate up to eight (8) valves at the same time plus the master valve to shorten the water window
- Alerts shall be able to be processed and responded to at both the field controller location and at the remotely via a web browser
- The controller software must be Cloud-Enabled; auto updates should be part of the controllers’ service.
- Controller shall have models with both traditional wire and 2-wire capability. 2-wire capability shall be fully integrated
- Controller must be expandable up to 65 stations, for either conventional wire or 2-wire design, in a single controller. (No use of relay’s)
- The controller shall have built-in amperage meter to accurately measure and diagnose valve solenoid electrical problems such as “no current”, “station short”, “under current”, “over current”, etc.
- The controller must be capable of allowing the user to make changes to the irrigation program via either a web-enabled Internet device, or at the field controller without requiring the user to go back to the Internet management portal to accept the change.
- The controller shall allow for operator-set water window, which prevents irrigation from continuing beyond a set end time. Remaining run-times shall be carried in a hold-over table and shall be applied at the next scheduled irrigation with the system prioritizing which valve to operate based on accumulated ET and the hold-over time.
- The controller shall have the ability to track and report on when an “individual” user is logged into the controller via the Internet, what changes were made while there, and when a user logged out of the controller. These shall be date and time stamped. Changes made at the controller must also be logged.
- The controller shall be able to display for the user a detailed water usage report categorizing for each month the usage during scheduled irrigation, test and manual

key operation, and for non-controller usage such as bleeding valves on manually, using quick couplers or hose bibs.

- The controller must be able to support a wired or wireless rain sensor.
- The system must also allow manual irrigation via Internet-enabled tablet or via a true smart-phone app for both iPhone and Android operating systems.
- The field controller(s) shall be capable of utilizing cellular wireless modem application as communication links to the central management system.
- The field controllers shall be capable of directly receiving, storing, and operating commands downloaded from the central management system. The cellular modem must utilize a 4G/LTE network for system performance, reliability and expanded cellular vendor coverage.
- The field controller shall come with a minimum of five (5) year Warranty from the manufacturer; additional extended warranty should be available through the manufacturer

FLOW SENSING

- There shall be no added charge for flow capabilities on the Central Control System.
- The controller shall have the built-in capacity for sensing flow data; a flow meter input and utilizing a master valve without the addition of sensor boards, decoders, or other pieces of equipment.
- The controller must be able to support up to four (4) separate flow sensors and four (4) separate master valves, without the use of third party equipment or additional Central service costs.
- Up to nine (9) controllers must be able to connect to a single Point of Connection
- The controller, once connected to a flow sensor, must be able to learn flow for each station line based on the resolution of the flow sensor The controller must be able to learn flow from both the field controller, a Mobile App, AND/OR from the Central Control interface/ internet
- The control platform must have an automatic Learned Flow capability
- The controller must be able to detect System High Flow / Mainline break. When a mainline break occurs, the controller must be programmable to either Alert-Only or Alert and Shut Down the master valve. An alert notification must immediately be sent to the central internet management portal via wireless, as well as a text message to the system operator(s) When an alert, such as High Flow is indicated on the controller, the station with the High Flow shall still have an option to come on and then shut off, rather than having the alert keep the station off until someone clears the alert from the central computer or at the field controller
- Central Control System must have the ability to shut down valves when pre-determined flow thresholds have been exceeded
- The controller must be configured to support either a normally open or normally closed master valve
- The controller must be able to be set to System Shutdown, which will immediately close a normally open or normally closed master valve and suspend all irrigation until the controller is returned to the normally operating mode (“controller is on”)
- The controller must be able to detect single or multiple overlapping station high flow faults.
- When the controller determines a station or set of stations are exceeding the cumulative station high flow threshold all active stations will be immediately turned off and faulted. An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator
- The controller must be able to detect Low Flow/ No Flow conditions. When a low flow / no flow fault occurs, the controller must turn off all active stations and move to the next

set of stations in the queue

- If 3 consecutive low flow / no flow faults occur then a no flow alarm is raised on the master valve and all irrigation stops until the alert is cleared.
- An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator
- The controller must support the ability to exclude individual stations from low flow / no flow testing
- The controller must support the ability to track leaks, such as water running when the system is not irrigating. An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator
- The leak detect threshold must be user configurable either at the controller or from the central internet management portal
- The controller must support the ability to track extended leaks by tracking how long the flow rate has exceeded the leak detect threshold. If the flow rate has exceeded the user configurable leak detect threshold for longer than the user configurable time (leak delay + extended leak delay), the controller will close the normally open master valve. The extended leak timer will automatically reset when the flow rate drops below the leak detect threshold. The controller will still allow normal scheduled irrigation to occur. At the end of normal scheduled irrigation, the controller will recheck the leak alert condition and clear or close the master valve appropriately
- This extended leak capability must allow maintainers to set a much lower leak detect threshold without interfering with normal site operations requiring a pressurized irrigation line.

FLOW SENSORS

- The controller must have tested compatibility with a wide range of Photo Diode or Reed Switch based flow sensors (ex: Badger Meter, Data Industrial, Creative Sensor Technologies, Netafim Hydrometer or other compatible devices)
- The flow sensor shall send low voltage digital pulses back to the controller and therefore all electrical connections must be waterproof and shall resist any moisture entry.
- Each flow sensor shall have the following characteristics:
 1. Housing to be a Sch 80 polyvinyl chloride tee or bronze tee
 2. Have a pulsing output that operates at 9VDC and a pulse rate that is proportionate to the GPM
 3. Fully compatible with the internal interface at each field controller
- A field controller shall be able to interface and read up to two flow meters varying in size. The controller shall to be able to read and monitor all flow rates and detect individual station problems regardless of the range of flow (GPM) on the project, as measured by the accuracy of the flow sensor.
- Manufacturer of Central Control System must also offer flow retrofit technology that allows master valve and flow data to be carried over an existing irrigation valve wire. Such technology must be capable of reading and alerting on shorts and no connects.

CONTROLLER ENCLOSURE CABINETS The enclosure shall be manufactured to be vandal and weather resistant, made entirely of 18 gauge cold rolled steel. Enclosures must come pre-assembled with a low profile vandal resistant antenna for communication to the Central Internet Service

Please include breakdown of parts/equipment, installation, and annual software costs in quote.

BILLING: The vendor should have the ability to itemize invoices that are reflective of the original bid.

DEADLINE TO APPLY:

Monday, November 15, 2021 12:00 pm PST

Please provide an official bid on your company letterhead and include your costs for the specs provided above. Include in your bid the total cost for materials and labor to complete the project. In addition, please provide:

1. Proof of insurance: General Liability in the amount of \$2M (listing the City of Ashland as additional insured); Auto, minimum of \$200K; and Workers' Compensation if contractor has assistants (no exceptions). All insurances submitted with official bid.
2. Proof of valid business license.
3. W-9.

Questions/Requests for additional information: If you have any questions and/or need additional information, contact **Tara Kiewel** at tara.kiewel@ashland.or.us or 541-552.2257 your **sole point of contact** for this project. Questions and answers will be provided to each and every bidder.

Thank you,

Tara Kiewel
Administrative Analyst
Ashland Parks & Recreation Commission (APRC)

All Pricing Must Be Held Firm for 90 Days

Method of Award: *ORS 279B.070 Intermediate Procurements. (4) If a contract is awarded, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110.*



November 15, 2021

Tara Kiewel, Administrative Analyst
Ashland Parks & Recreation Commission (APRC)
340 S. Pioneer Street, Ashland OR, 97520
Tel: 541.552.2257
Email: tara.kiewel@ashland.or.us

Patricia,

Thank you for the opportunity to submit this proposal to upgrade the irrigation control system at Lithia Park and North Mountain Park for the Ashland Parks & Recreation Commission. We are confident that our Water Sense Certified WeatherTRAK smart irrigation control system, in combination with HydroPoint managed professional services, can and will meet or exceed the goals of the city.

HydroPoint looks at each engagement as a true partnership. We look forward to the opportunity of working with the city team to gain deeper understanding of their water and site management goals and how we can most effectively apply our technologies and services to produce the desired outcomes.

Over the past 18 years we have established a track record of delivering positive outcomes that exceed customer expectations for organizations such as Walmart, Lowe's, Apple, Google Lockheed Martin, City of Houston, City of Charleston, City of Santa Clarita, Los Angeles County Parks and more.

Attachments

1. Proof of insurance (HydroPoint Insurance 1)
2. Proof of insurance (HydroPoint Insurance 2)
3. Proof of valid business license (City of Petaluma Business Tax Rcp 2021)
4. W-9 (HPDS 2021 Form W9)
5. Hardware quote for Lithia (HD Fowler - Lithia Hardware)
6. Hardware quote for North Mountain (HD Fowler - NMP Hardware)
7. Installation quote for Lithia (WeatherTRAK Installation at Lithia Park)
8. Installation quote for North Mountain (WeatherTRAK Installation at North Mountain Park)

See Appendix A on pages 22-24 for pricing summary.

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From the simplest to the most complex project, we have the technology and services to drive results and we look forward to meeting with APRC to discuss and propose ideas surrounding how we can partner to achieve success.

We look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Luke Timmons".

Luke Timmons
Regional Sales Manager – Northwest, Hydropoint

Cc: Chris Manchuck, SVP Sales, Hydropoint

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APRC Irrigation Central Controller

Posting Number: P2022-0003

Ashland Parks and Recreation Commission Irrigation Central Controller Equipment, Software, and Installation

Scope: Installation of new Irrigation Central Controller system for Lithia and North Mountain Parks in Ashland, Oregon.

The WeatherTRAK central control system is cloud-based and communicates via LTE/5G with individual controllers/clocks to initiate run-times and communicate with physically connected flow devices and master valves to detect leaks and shut the main line off when necessary. The system is accessible through a mobile app for in-field work and can be managed from any internet-connected device, such as a computer or tablet. The system provides real-time alerts that can be sent to multiple users; the controllers measure water flow in real time. WeatherTRAK utilizes advanced technology to continually alter run-times in order to deliver the most efficient water schedule based on localized conditions - and includes superior data collection/management tools.

HydroPoint's distributor partner, HD Fowler, provides local support for hardware issues and customer service. HydroPoint offers free, remote customer service and has the capability to provide local service for the program as necessary.

Installation for two Parks:

- **Lithia Park – 12 stations with 123 zones (*consolidate to 11*)**
- **North Mountain Park – 3 Stations with 85 zones (*consolidate to 2*)**

Summary

The WeatherTRAK system by HydroPoint meets and/or exceeds all of the following Vendor requirements.

Qualifications

- Proven to save water in previously conducted Water Agency or University studies, with published results
- Proven to conserve water as demonstrated by U.S. EPA WaterSense
- Proven by the California EPA to reduce dry weather runoff in previously conducted studies, with published results Proven by the Irrigation Association Smart Water Application Technology (SWAT) protocol to have performed perfectly in a laboratory test to:
 - Deliver 100% (perfect) scores on Adequacy of water applied
 - Deliver 0% (perfect) scores on Excess water applied
- Proven by LADWP, in a published study, to deliver up to 95% of the total conservation potential on any given landscape
- Proven to have worked in the commercial world for at least 10 years, to ensure business and technological stability

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- Proven to save water, based on at least 5 real-world customer case study references
- The Company has never filed for Chapter 11, bankruptcy, bankruptcy protection or any similar action(s) that call into question their financial stability
- The Company has a commitment to Customer Service, as demonstrated by
 - Bi-lingual technical support
 - Field based Product Specialist employees
 - Strong relationship with local distribution (HD Fowler)

HydroPoint's Weather Data

- Weather data shall be provided from a service, not a device sensor, and shall be uploaded automatically on a daily basis to all field controllers.
- The weather data shall be highly accurate ET data, created using the Penman Monteith equation, without relying on a single point of failure.
- Real-time evapotranspiration (ET) must be provided, on a daily basis, to each controller, accurate to 1 square kilometer for each controller.
- This data must be automatically provided using a weather service that uses the internet to gather ET and rain data from multiple weather sources and uses the most appropriate data for a specific controller based upon its latitude and longitude, and calculates ET using ASCE Penman-Monteith equation.
- The weather data collected must include relative humidity, temperature, wind speed, and solar radiation. Information is to be provided by the National Oceanic and Atmospheric Administration's (NOAA) Earth System Research Laboratory (ESRL) Global Systems Division (GSD).
- Weather sources, such as connected temperature gauge, distilled water cups or a single weather station, are not acceptable.
- The Vendor must demonstrate the ability to transmit, via wireless network, daily weather data to each irrigation controller
- The Vendor must not rely on a single weather station as source of weather data, so as to eliminate a single point of failure.
- Weather Data must utilize all of the following factors to properly construct watering schedules: temperature, solar radiation, relative humidity and wind
- This Weather Data must be accurate, and resolute, to within one square kilometer (zip codes are not an acceptable method of defining Ashland Parks and Recreation Commission microclimates)
- The Vendor must employ at least one full time Climate Scientist to fact-check weather data that is sent to our controllers
- The Vendor must demonstrate redundancy in its' delivery of weather data, so as to insulate Ashland Parks and Recreation Commission from service interruption, including:
 - Multiple climate center locations and multiple communication networks
- The Vendor must demonstrate the ability to transmit weather data to each controller over multiple communication networks, so as to insulate Ashland Parks and Recreation Commission from service interruption
- The Vendor must support this claim, and provide proof that this does not conflict with any existing industry patents
- The method underlying the weather data, as required for calculating irrigation schedules, must utilize the Penman Monteith method of calculating evaporation and transpiration, as recommended by Irrigation Association

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- The Vendor must be able to reproduce historical weather data, by microzone, for the purposes of weather normalization as we track our water budgets and measure our conservation results on a year-over-year basis

WeatherTRAK's Automated Irrigation Scheduling

- Employ scheduling engine software that removes guesswork from irrigation scheduling
- Employ software that allows each zone to be programmed to run in one of three modes: a User schedule, a User schedule that is auto-adjusted with weather data, or a fully automated schedule using custom programming
- Employ software that operates on a true soil moisture depletion model
- Employ software that allows independent station programming to include plant type, root depth, soil type, slope, location of sprinklers on slope, sprinkler type, precipitation rate, irrigation system efficiency, sun exposure, and useable rainfall
- Employ software that utilizes the above to track and display daily depletion, for each unique zone on any landscape
- Automatically adjust run time minute schedules on a daily basis, according to changing weather, for each individual zone on any landscape
- Automatically calculate cycle and soak intervals, on a daily basis, to mitigate dry weather runoff, for each individual zone on any landscape
- Be programmable for day of week exclusions and water windows, but must also automatically calculate next allowable day watering schedules based on carrying over depletion information for each zone on every landscape
- Offer a "percent-adjust" feature that allows each unique zone on any landscape to be upward or downward adjustable to apply more or less ET to any zone
- Offer at least eight programs with independent water day patterns and schedules.
- Offer second start time for high ET requirements
- Be able to provide 365-day calendar scheduling

WeatherTRAK's Wireless Internet Access

- Selected controller must operate without the need for telephone lines, RF (radio) networks, repeaters or CAT5 wiring
- Selected controllers must integrate 4G/LTE modems
- Selected controllers must communicate to a private Internet sub-network
- The Central Control System must employ https and SSL security.
- The Central Control System must employ end user sign in security that employs forced password changes, as we require.
- Selected controllers must not require that the Ashland Parks and Recreation Commission procure and manage individual cell modem accounts for each controller
- Selected controllers must be manageable, and configurable, via Internet portal, from any Internet-enabled device, provided that it has proper permissions
- Vendor must offer Worry Free Wireless carrier protection if 4G/LTE becomes obsolete (ex: 5G)

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WeatherTRAK Cloud-Based Central Control Software

- Management portal software must be 100% Cloud-Based
- System must have a robust Application Program Interface (API) for exporting data to LASUD Building Management or Help Desk ticketing systems
- Management portal must not require dedicated PC hardware or software
- Management portal must not impose any security, infrastructure or product support impact on Ashland Parks and Recreation Commission I/T department.
- Management portal must offer ability to program all station variables in real time
- Management portal must operate in real time, so that all changes take immediate effect.
- Selected controller management portal must be password protected
- Controllers must be able to use the Internet to manage schedules for multiple controllers on a single Point of Connection
- Controllers must be able to use the Internet to optimize watering schedules automatically; even for multiple controllers behind a single Point of Connection
- Management portal must offer ability to program start times, and stagger or suspend start times in event of drought, fire, low pressure, scheduled maintenance, etc.
- Selected controller must deliver ability to “pause” or suspend irrigation automatically, in event of rain, drought, fire or other user-determined purpose via a Web command
- Selected must deliver ability to differentiate “adjustment” messages between turf and trees
- Selected controllers must be programmable to set water budgets, and track daily flow against established water budget, per landscape and in aggregate
- Vendor must offer, via Internet Portal, Customer Support center and field based product specialists a suite of irrigation monitoring services.
- The Central Control System shall allow direct, real-time access to make programming changes, run stations, check for flows, check master valve operation, and turn irrigation on or off
- The Central Control System must allow for irrigation schedules to be constrained by a water window with the option to have each station stay inside water window or not.

WeatherTRAK’s Central Irrigation Management and Control Standard

- The Central Control System must allow for irrigation schedules to be controlled using user-entered custom plant factor/crop co-efficient.
- The Central Control System must allow for ET to be set to ON/OFF per each station.
- Failure of the central computer system or communication links to the field controller must not affect normal, water management and/or flow management operation of irrigation controllers.
- Water usage data shall be automatically retrieved daily from each controller and reported on by the Central system or have the ability to be exported to an Excel or PDF file, provided that a flow sensor is installed at each controller location.
- If no flow sensor is present, the system must allow for manual entry of flow rates for each hydrozone, and for a run-time minutes report to deliver mathematically calculated water usage data.
- The Central Control System shall be able to automatically turn off all controllers due to an operator set rain amount, communicating on the system instantly.

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- The Central Control System shall allow all program data, log data, summary data and alert data for each controller to be selectively printed by controller. All reports must be exportable into either Adobe PDF format for Microsoft Excel format.
- The Central Control System shall allow users to view and/or override any changes made at irrigation controllers. The Central Control System shall track all changes made at the field and Central. Changes shall be recorded with a before and after value for each individual field modified. Users shall be able to report on user level changes for up to 3 years' worth of changes including selection of specific days or date ranges.
- The Central Control System must provide the ability to perform station AND / OR Program grouping – the ability to create a ‘virtual controller’ comprised of any 1 or more zones on a single controller, or across a group of controllers across the entire deployment. Station grouping must be highly customizable, and allow system operators to make global changes to a variety of irrigation parameters, including plant type, system efficiency, and % adjust, precipitation rate, etc. The Central Control System must be able to issue global pauses, in order to suspend irrigation for a single controller, a group of controllers, or all controllers across the entire deployment. The system must also be able to generate a “Winterize” message in order to suspend irrigation without amending soil moisture depletion.
- The Central Control System must be able to issue an event pause for a specific date set in the future with the ability to set this as a recurring event daily, weekly, monthly etc.
- The Central Control System must be able to issue an event pause at 30 minute increments that would override master valve operation and allow for use of quick couplers or other manual irrigation without generating an alert.
- The Central Control System must be configurable to send alarms, via email or text, to designated users when flow anomalies are detected. Multiple parties can be designated to receive these messages.
- The Central Control System shall provide a single web view of all user available controllers and allow the list to be filtered by account, site, controller name, status, and serial number.
- The Central Control System shall issue alerts each day based on operator-set filters including days of week and time of day. Users shall be able to select specific alerts to be on or off.
- The Central Control System shall report alarm conditions at a minimum to include the following:
 - Communication failures and successes (identifies type of problem, time, and location).
 - High or excessive, low flow and no flow conditions with the time (AM/PM) of the occurrence for each individual valve.
 - Main line breaks during scheduled irrigation as well as all other times when flow exceeds user set parameters.
 - Manual watering and manual operation by station and time in the field controller.
 - Current (amperage) alarms by station and time, both high and low, and output shorts due to solenoid failure.
 - Water Window / Depletion Alerts when moisture levels drop below recommended levels.
 - The Central Control System shall issue email or text messages notifying the user of when alerts are cleared.

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- The Central Control System shall have the ability to allow alert-only access for up to 5 additional users per controller.
- All active and cleared alerts shall be stored and have the ability to be reported by controller, by Alert Type and by custom date ranges.
- Central Control shall include a Master Valve override feature that opens up Closed Master valves for a set period to allow for use of quick couplers without triggering a leak alert.
- The Central Control System shall be able to provide and print a water management report including a graph depicting by month the amount of irrigation water used compared to a monthly allotment in HCF or gallons, and ET weather demand for the month, with a percent savings without the need to export data to any formatting program in order to produce said reports.
- The Central Control System shall have Water Budget Manager capability. Water Budget capability shall allow users to create and enter up to 3 different irrigation target budgets and track daily status against these budgets via 3 totalization methods including 1) real time flow (when flow is installed) 2) estimated flow or 3) user entered meter reads/water bills. Central Control System shall have the ability to read and display real time flow and operating status on demand at any time within the Central Control interface.
- Central Control System must have the ability to shut down valves when pre-determined flow thresholds have been exceeded.
- Central Control System shall come integrated with Google Maps or similar mapping feature. Mapping feature shall allow for GPS mapping of controller and backflow location in a user editable interface.
- The Central Control System shall have an automated Account Report that lists controller setting exceptions that may impact water savings and management.
- The Central Control System shall have the ability to auto schedule reports to be generated on a recurring basis, and to have reports “auto-delivered” to an end user’s email account.
- The Central Control System shall have the ability to allow users to set specific Maxim Allowable Depletion (MAD) levels for each zone. Users shall have ability to reset all depletion levels back to 0% at any time.
- The Central Control System must provide the current flow rate, and set of active stations, for any flow enabled controllers from the same manufacturer.
- The Central Control System must provide daily measured consumption / water usage reporting for a single or multiple controllers from a single site or across multiple sites in an enterprise by calculating the station assigned flow rate and the station runtime.
- The report must provide estimated station consumption / water usage by categories such as sprinkler type (spray head, drip, etc.) and plant type (cool season turf, shrub, trees, etc.).
- The Central Control System shall display an area description for each station including the station’s location, the type of plant material irrigated and type of irrigation equipment used.
- The Central Control System shall contain an application that allows Water Budget Management. This application must enable our staff to be able to enter historical water billing information, set target budgets, and then be able to monitor flow information to track against budgets as data is accumulated from flow sensors, or as water bill data is entered into the application.
- The Central Control System must contain an application that allows Site Asset Management. This application must enable our staff to be able to map all classes of Irrigation and Landscape assets, using latitude / longitude coordinates, and place them in an Internet-based site map.

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- The Central Control System must contain an application that manages Drought and Compliance with Drought restrictions. The Drought Management application must be able to:
 - **Identify Site Specific Drought Stage Classification**
Allow selection of appropriate water agency for each site, and have the application automatically determine the current drought stage, associated drought restrictions and recommendations for support water agencies.
 - **Create Site Specific Drought Response Plans**
Allow ability to create response plans for each drought stage's restrictions and recommendations. These plans can include making programming changes across multiple controllers using Station Grouping or simple policy changes such as limiting manual irrigation. To track and verify that the site is irrigating in the appropriate window see the site water window compliance management tool below.
 - **Manage and Verify Site Drought Response Plan Implementation**
Allow site's water manager to be able to review, make notes and implement the site's response plan and then indicate that the site is now in compliance with the water agencies drought stage requirements.
- **Comprehend Multi site Drought Restrictions and Track Compliance**
Allow easy tracking of the status of each site's compliance using Drought Manager Account Reports or Drought Manager Site Reports.
- The system must provide the ability to perform time/date stamped notes, and be able to store documents or images of required site assets. This asset system must also provide the ability to "lock" asset grid coordinates, to prevent errors once assets are mapped.
- The Central Control System shall provide customizable user access control over specific features and change authorization over programming per log in.
- Central Control System shall keep a history of all program changes for up to 3 years for changes made at the controller and via the web. Changes will be tracked by user and by date and can be viewed any time in a simple report.
- Central Control System shall user to save and name complete set of configurations and the ability to restore those configurations at any time with a simple click.
- Central Control System shall allow user to compare and view differences between settings on controller at any 2 dates for the last 3 years.

WeatherTRAK's Mobile Application / Remote Control

- Central Control platform shall include a Free Mobile Application
- Mobil App must operate on both Apple IOS and Android devices
- Mobile App shall not be a web page accessed on mobile device but must be a native mobile app
- Mobile App shall have ability to run stations manually 1 at a time or in sequence
- Mobile App shall have the ability to manually operate multiple stations at the same time
- Mobile App shall have the ability to adjust ET% on a station-by-station level
- Mobile App shall have the ability to view all alerts per controller
- Mobile App shall have the ability to program each station according to specific landscape variables such as:
 - Plant Type
 - Root depth
 - Soil Type

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- Sprinkler Type
- Precipitation Rate
- Slope factor
- Location of sprinklers on Slope
- Sun Exposure
- % Adjust for ET values applied to station
- Allow Usable Rainfall
- Mobile App shall have the ability to learn flow at each station
- Mobile App shall have the ability to create site assets, and “pin” them to a cloud-based site map

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WeatherTRAK Reporting

The Central Irrigation Control System must include flexible and robust reporting.

All reports must have the ability to be “subscribed” by our users, and delivered automatically to our users over email and customizable times and dates.

The Central Irrigation Control System must be able to produce the following reports:

Account Compliance Report

Report must show all sites within our account, and if they comply water window matrix rules set by our users on the Drought Management application. Usually water window rules reflect the water agencies’ restrictions. This report must be able to be exported to Excel or PDF

Controller Inventory Report

Report must provide an inventory and analysis of all the controllers for our sites. Data must include Site Name, Controller Name, S/N, Firmware version, Flow Mode, Total # of stations, Station Operation Mode, Status, Rain Pause and Alert Status. This report must be able to be exported to Excel or PDF

Controller Setting Change History Report

Report must provide the ability to track all programming changes made to a controller. This report must show all the individual setting programming changes made to a controller for any selected date range. The report must include information on who made the setting change, the change date and time, the old setting value and the new setting value. This report must be able to be exported to Excel or PDF

Controller Settings Detail Report

Report must provide a detailed list of a controller's current settings. We must be able to optionally create a report of the controller's settings for a selected date. The controller settings report must include settings in the following sections: setup, communication, flow, days/times, station, and crop coefficients. This report must be able to be exported to Excel or PDF

Controller Topology Report

Reports must provide a visual representation of controller’s current flow threshold, day/time configuration settings. Report must also provide configuration showing multiple points of connection and mainlines. Our users must be able to choose to include station information in this report. This report must be able to be exported to Excel or PDF

Single Controller Settings Difference Report

Report must show the differences between two sets of controller program settings. The program settings are from a single controller (two different dates). This report supports configuration settings after September 1, 2014. This report must be able to be exported to Excel or PDF

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Multi-Controller Change Analysis Report

Report must provide the ability to track all programming changes made to all the controllers for which our users, or any of our contractors, have access. This report must be able to be exported to Excel or PDF

Multi-Controller Settings Change Report

Report must provide the ability to track all section level programming changes made to multiple controllers. This report must have a graphical chart and a summary table of all the setting changes made to the user-selected set of controllers for the selected date range. The report includes the number of changes made to each settings section per controller. This report must be able to be exported to Excel or PDF

Water Window Compliance Report

Report must graphically highlight if the sites within selected accounts comply with water window matrix rules set by the user as a report option. This report must be able to be exported to Excel or PDF

Controller Estimated Usage Report

Report must use Runtime and Station Reference Flow information to provide Estimated Water Usage for a selected controller. The report must graphically depict water usage by plant type, and also by water delivery method. This report must be able to be exported to Excel or PDF

Multi-Controller Measured Usage Report

Report must provide water usage per controller allowing multiple controller monitoring, leak and unauthorized usage analysis. This report must have a graphical chart, and easy to read data table, of total water usage for the user-selected set of controllers. This report must also include the total water usage (CCF, Kgal, Gal) collected by the controller's flow sensor for the selected date range. The water usage must be segmented irrigation category and/or Calendar Quarter. This report must be able to be exported to Excel or PDF

Multi-Controller Runtime Report

Report must provide runtimes per controller, allowing multi-controller monitoring and estimated water usage impact analysis by station mode or program. This report must also have a graphical chart and easy to read data table of total runtime for the user selected set of controllers. This report must also include the total number of minutes the controller ran for the selected date range. The runtimes must be segmented by station mode (Auto, User ET and User no ET), Program or Calendar Quarter. This report must be able to be exported to Excel or PDF

Single Controller Measured Usage History Report

Report must provide daily water usage and ET for troubleshooting, monitoring water budgets and historical trending of actual water usage. Report must have a graphical chart and easy to read data table of water usage information for the selected controller. This report must also include the water usage (CCF, KGal or Gal), the ET, alerts, events and the runtime for the selected date range. Water usage must be

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subtotaled by day, week, month or year. The report can be capable of being segmented by either irrigation category or Calendar Quarter. This report must be able to be exported to Excel or PDF

Single Controller Runtime History Report

Report must provide daily station specific runtimes and ET for troubleshooting, monitoring and historical trending. This report must also have a graphical chart and easy to read data tables of station level runtime information for the selected controller. This report must include the number of minutes each station ran, the ET, alerts, events and the water usage for the selected date range. The runtimes must be subtotaled by day, week, month or year. This report must be able to be exported to Excel or PDF

Multi-Controller Alert Report

Report must provide the ability to track, troubleshoot and verify site issues and events such as valve or flow alerts. This report must have an easy to read table of the alerts and events that occurred to the user-selected set of controllers in the selected date range. The report must also include detailed information about each alert, including when the alert occurred, when it was cleared, the alert duration, alert category, alert severity, information about the affected controller and alert description. This report must be able to be exported to Excel or PDF

Budget Account Report

Report must show the selected water budget vs. selected actual data usage for the selected account. Actual data usage could be from Water Bills, Measured Usage from billing period or calendar month, Estimated Usage from billing period or calendar month. This report must be able to be exported to Excel or PDF

Budget Comparison Report

Report must allow us to compare multiple sites, or multiple accounts, at budgetary or actual data usage levels. Actual data usage could be from Water Bills, Measured Usage from billing period or calendar month, Estimated Usage from billing period or calendar month. This report must be generated as bar chart or line chart. This report must be able to be exported to Excel or PDF

Budget Monitoring Report

Report must show the water budget, and actual data usage, for selected time periods and unit types for each selected account. This report must allow us the choice to show all data or partial data. This report must be able to be exported to Excel or PDF

Budget Site Report

Report must show the Budget vs. Actual usage data for selected time periods and unit type for the selected site(s). This report also must allow us to enter cost per flow unit, and use this data to calculate the estimated cost per plant type for the site. This report must be able to be exported to Excel or PDF

Site Usage Report

Report must show the overall water usage from multiple water usage type data, for selected time periods, for the selected site(s). This report must be able to be exported to Excel or PDF

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Account Security Report

Allow users to review active users with ID/PW settings

All reports must be exportable to MS EXCEL

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WeatherTRAK's Field Equipment

- The controller must be a complete controller. It must be a self-contained functioning device. It may not be an add-on device, or require another control board or device to be present.
- The controller must be Underwriters Laboratory (UL) listed. No alternate electrical, testing, safety or reliability standard is acceptable.
- The controller shall be manufactured in the USA
- The controller must be EPA WaterSense Approved.
- The controllers must be FCC Approved.
- The controller must have built-in 4G/LTE cellular radio for cloud-based communications.
- The controller must have a modular cellular radio for easy component replacement, if needed.
- The controller must have successfully passed the Irrigation Association Smart Water Application Technology (SWAT) testing protocol, and must have registered perfect scores of 100% Adequacy / 0% Excess.
- The controller must be capable of fully automatic, semi-automatic, and manual operation using a keypad that is an integrated part of the controller.
- The controller shall be capable of storing irrigation schedules, monitoring and managing flow information all without the Central System. Loss of communication to cloud server must not impair these functions.
- The controller must be able to be programmed in the field, while standing in front of the controller.
- If the Central System is turned off, removed, or if communication from/to the Central Computer fails, the field controllers must still continue to perform scheduling and flow management functions.
- The controller shall have at least a 3.0 amp 24VAC transformer.
- The controller must be able to run at least eight (8) programs / valves simultaneously, as well as a manual irrigation event, operation of a master valve, flow sensor and pump start. Valve doubling is not an acceptable method of accomplishing this.
- The controller must utilize large screw-less terminal blocks, that can accommodate field wire in size from 12 to 22 gauge wire, including two inputs per station.
- The Controller must be expandable up to 96 stations
- The controller must deliver station modularity, in 6 station increments, through the installation of station “keys”.
- The controller must utilize non-volatile memory to retain all programming information during a power outage for up to 10 years.
- The controller must have a built in Ohm reader for field wire diagnostics.
- The controller terminal output must be able to draw up to 1 amp before being considered “over current”.
- The controller must support a System-Over Current feature, which automatically delays one stations’ irrigation if the activated stations are drawing too much current.
- The controller must have a 5 line backlit display, and must have a minimum of three (3) lines by twenty four (24) characters so that scrolling through menus is minimized.
- The controller display shall allow the user to easily move from screen to screen through an intuitive, self-prompting interface so that it is easier for the user to program, read and understand

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the controller.

- There shall be a minimum of eight (8) regular irrigation start / stop programs
- Individual station cycle and soak times must be automatically calculated for each hydrozone by the controller scheduling engine
- Second start times for each program must be available to support syringe/propagation events.
- The controller must be programmable at the field controller, as well as being capable of being programmed from any Internet enabled PC, Laptop or tablet device with proper login credentials. It is NOT acceptable if controller is not programmable from the field location
- Programming shall be based on a station level calculated depletion with up to 28 days between irrigation cycles or shall be able to irrigate in minutes and as a % of ETo
- The controller shall have flow management capability as a standard feature whereas the controller shall learn each station's expected GPM flow rate, and operate up to eight (8) valves at the same time plus the master valve to shorten the water window
- Alerts shall be able to be processed and responded to at both the field controller location and at the remotely via a web browser
- The controller software must be Cloud-Enabled; auto updates are part of the controllers' service.
- Controller shall have models with both traditional wire and fully-integrated 2-wire capability.
- Controller must be expandable up to 96 stations, for either conventional wire or 2-wire design, in a single controller. (No use of relay's)
- The controller shall have built-in amperage meter to accurately measure and diagnose valve solenoid electrical problems such as *no current, station short, under current, over current*, etc.
- The controller must be capable of allowing the user to make changes to the irrigation program via either a web-enabled Internet device, or at the field controller without requiring the user to go back to the Internet management portal to accept the change.
- The controller shall allow for operator-set water window, which prevents irrigation from continuing beyond a set end time. Remaining run-times shall be carried in a hold-over table and shall be applied at the next scheduled irrigation with the system prioritizing which valve to operate based on accumulated ET and the hold-over time.
- The controller shall have the ability to track and report on when an "individual" user is logged into the controller via the Internet, what changes were made while there, and when a user logged out of the controller. These shall be date and time stamped. Changes made at the controller must also be logged.
- The controller shall be able to display for the user a detailed water usage report categorizing for each month the usage during scheduled irrigation, test and manual key operation, and for non-controller usage such as bleeding valves on manually, using quick couplers or hose bibs.
- The controller must be able to support a wired or wireless rain sensor.
- The system must also allow manual irrigation via Internet-enabled tablet or via a true smart-phone app for both iPhone and Android operating systems.
- The field controller(s) shall be capable of utilizing cellular wireless modem application as communication links to the central management system. The field controllers shall be capable of directly receiving, storing, and operating commands downloaded from the central management system. The cellular modem must utilize a 4G/LTE network for system performance, reliability and expanded cellular vendor coverage.
- The field controller shall come with a minimum of five (5) year Warranty from the manufacturer; however ten (10 or fifteen (15) year Warranty options must be available from the manufacturer

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WeatherTRAK's Flow Sensing

- There shall be no added charge for flow capabilities on the Central Control System.
- The controller shall have the built-in capacity for sensing flow data; a flow meter input and utilizing a master valve without the addition of sensor boards, decoders, or other pieces of equipment.
- The controller must be able to support up to four (4) separate flow sensors and four (4) separate master valves, without the use of third party equipment or additional Central service costs.
- Up to nine (9) controllers must be able to connect to a single Point of Connection
- The controller, once connected to a flow sensor, must be able to learn flow for each station line based on the resolution of the flow sensor
- The controller must be able to learn flow from both the field controller, a Mobile App, AND/OR from the Central Control interface/ internet
- The control platform must have an automatic Learned Flow capability
- The controller must be able to detect System High Flow / Mainline break.
- When a mainline break occurs, the controller must be programmable to either Alert-Only or Alert and Shut Down the master valve.
- An alert notification must immediately be sent to the central internet management portal via wireless, as well as a text message to the system operator(s)
- When an alert, such as High Flow is indicated on the controller, the station with the High Flow shall still have an option to come on and then shut off, rather than having the alert keep the station off until someone clears the alert from the central computer or at the field controller
- Central Control System must have the ability to shut down valves when pre-determined flow thresholds have been exceeded
- The controller must be configured to support either a normally open or normally closed master valve
- The controller must be able to be set to System Shutdown, which will immediately close a normally open or normally closed master valve and suspend all irrigation until the controller is returned to the normally operating mode ("controller is on")
- The controller must be able to detect single or multiple overlapping station high flow faults.
- When the controller determines a station or set of stations are exceeding the cumulative station high flow threshold all active stations will be immediately turned off and faulted. An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator
- The controller must be able to detect Low Flow/ No Flow conditions. When a low flow / no flow fault occurs, the controller must turn off all active stations and move to the next set of stations in the queue
- If 3 consecutive low flow / no flow faults occur then a no flow alarm is raised on the master valve and all irrigation stops until the alert is cleared.
- An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator
- The controller must support the ability to exclude individual stations from low flow / no flow testing
- The controller must support the ability to track leaks, such as water running when the system is not irrigating. An alert notification must immediately be sent to the central internet management portal via wireless as well as a text message to the system operator

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- The leak detect threshold must be user configurable either at the controller or from the central internet management portal
- The controller must support the ability to track extended leaks by tracking how long the flow rate has exceeded the leak detect threshold.
- If the flow rate has exceeded the user configurable leak detect threshold for longer than the user configurable time (leak delay + extended leak delay), the controller will close the normally open master valve
- The extended leak timer will automatically reset when the flow rate drops below the leak detect threshold. The controller will still allow normal scheduled irrigation to occur. At the end of normal scheduled irrigation, the controller will recheck the leak alert condition and clear or close the master valve appropriately
- This extended leak capability must allow maintainers to set a much lower leak detect threshold without interfering with normal site operations requiring a pressurized irrigation line.

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Flow Sensors

- The controller must have tested compatibility with a wide range of Photo Diode or Reed Switch based flow sensors (ex: Badger Meter, Data Industrial, Creative Sensor Technologies, Netafim Hydrometer or other compatible devices)
- The flow sensor shall use two #14 AWG; one red, and one black in 1" PVC conduit to connect to the irrigation controller.
- The maximum wire run between flow sensor and controller shall be 2,000 ft.
- The flow sensor shall send low voltage digital pulses back to the controller and therefore all electrical connections must be waterproof and shall resist any moisture entry.
- It is intended that all wire runs between the controller and flow sensor shall be direct pulls and shall have no splices. If wire splices are unavoidable, they shall be installed in a valve box with a sealing pack water proof wire connectors, with valve boxes properly labeled.
- Each flow sensor shall have the following characteristics:
 - Housing to be a Sch 80 polyvinyl chloride tee or bronze tee
 - Have a pulsing output that operates at 9VDC and a pulse rate that is proportionate to the GPM
 - Fully compatible with the internal interface at each field controller
- A field controller shall be able to interface and read up to two flow meters varying in size. The controller shall be able to read and monitor all flow rates and detect individual station problems regardless of the range of flow (GPM) on the project, as measured by the accuracy of the flow sensor.
- Manufacturer of Central Control System must also offer flow retrofit technology that allows master valve and flow data to be carried over an existing irrigation valve wire. Such technology must be capable of reading and alerting on shorts and no connects.

Controller Enclosure Cabinets

- The enclosure shall be manufactured to be vandal and weather resistant, made entirely of 18 gauge cold rolled steel.
- Enclosures must come pre-assembled with a low profile vandal resistant antenna for communication to the Central Internet Service

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Installation Services

WeatherTRAK Professional Services Scope of Work

Project Management

Status Updates

HydroPoint project managers provide e-mail updates to all provided customer contacts:

- Project kickoff & wrap-up
- Weekly status updates

Escalations

In the case of any issue or obstacle requiring customer attention, HydroPoint project managers will escalate to the appropriate provided customer contacts and HydroPoint account managers, and track the case until resolved.

Controller Installation

Site Specific

- **Authorization & access:** check-in with the site manager before beginning any work and shall check out with the site manager when work is complete.
- **Issue escalation:** any urgent or significant issues found during the installation will be escalated to the site manager and to HydroPoint Project Manager before departing the site AND thoroughly documented in the Controller Installation Report (CIR); for example: a mainline break.
- **Safety standards:** installer will review the customer's Safety Standards (where applicable) and ensure compliance with those standards while on site.

Installation

- **Recording existing controller data:** station start times, station programs, station run times, and day-of-week programming.
- **Labeling wires:** identify no-connects and shorts, verify active station wire counts, label each wire before disconnecting.
- **Removal of existing controller:** disconnecting power, removing the controller, capping electrical wires that will not be used, and returning controller to on-site contact.
- **Installing new WeatherTRAK controller:** electrical grounding, ensure 120v is in conduit and meets local code, connect all 24v station field wires to station ports.

Wet Check

Installer will walk the property while manually operating stations in order to:

- Document head count, flow rate estimation and verification
- Record location of key assets in WeatherTRAK map

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Controller Programming

- **Verify controller online:** check for correct microzone (for weather data) and subscription start date.
- **Initial set-up:** program date, time, time zone, max active stations, master valve setting.
- **Initial schedule:** program water day, start times, water windows to meet site needs.
- **Station Programming:** record landscape settings during wet check and program for each station (usable rainfall, sprinkler type, precipitation rate, sprinkler efficiency, soil type, plant type, root depth, microclimate, slope, and location on slope). All stations are given names and set to "Automated by WeatherTRAK" mode.

Account Activation

- **Cellular:** activate all modems on ATT network and validate connectivity.
- **WeatherTRAK Central:** set up and name account, sites and controller names as well as user logins and passwords and user rights and access according to customer instructions.

Final Inspection

- **Test system:** ensure all stations active, run a valve test and make note of shorts/no-connects, troubleshoot active alerts, verify controller activated and online
- **Controller Installation Report:** document controller installation with photos, document any issues discovered during the wet check, including water waste, landscape health, and equipment issues.

Training & Support

Technical Support

- **Support Hours:**
 - Mon-Fri 5:00 am – 5:00 pm PT
 - Sat 9:00 am – 2:00 pm PT
- For troubleshooting, give our bilingual team a call at 1-800-362-8774
- For faster service on all other customer service matters, email us at support@hydropoint.com
- [Forgot your username or password?](#)

Virtual Training Webinars

All provided customer contacts receive instructions for accessing HydroPoint University virtual training webinars at no additional cost. More information on webinar content is available here: <https://www.hydropoint.com/weathertrak/resources/training/>

Online Resources

- **HelpJuice:** Find articles on everything from installation to programming to troubleshooting.
- **Product Documents:** Browse our library of tech sheets, installation information, owner's manuals and more.
- **Design Specifications**
- **Informational Videos:** Watch videos that cover WeatherTRAK Central alerts.
- **Drought Resources:** Browse resources to help you manage drought conditions.

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WaterCompass WeatherTRAK



Appendix A – Pricing Summary

(Per attached hardware & installation quotes)

Lithia Park - Hardware & Installation Breakdown

Type	Item	Qty	Unit Price	Total Price
Equipment	WTOXR-C-12-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (12 stations)	7	\$ 3,473.55	\$ 24,314.85
Equipment	WTOXR-C-18-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (18 stations)	2	\$ 3,801.73	\$ 7,603.46
Equipment	WTOXR-C-24-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (24 stations)	1	\$ 4,129.91	\$ 4,129.91
Equipment	WTOXR-C-36-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (36 stations)	1	\$ 4,786.27	\$ 4,786.27
Equipment	WT-MV-300G-SNO MASTER VALVE Master valve (NO, 3-inch, globe-style, brass)	3	\$ 2,453.60	\$ 7,360.80
Equipment	WTFLOWHD-I-300 WEATHERTRAK FLOWHD (3-INCH, FLANGED) WeatherTRAK FlowHD flow sensor and submeter	3	\$ 3,016.69	\$ 9,050.07
Equipment	1" AIR/VACUUM RELIEF VENT 65ARIB1 NETAFIM	3	\$ 150.05	\$ 450.15
Installation	WeatherTRAK Flow Sensor Installation, 3-inch	3	\$ 6,048.90	\$ 18,146.70
Installation	WeatherTRAK Controller Installation, 1-18 stns	9	\$ 1,648.90	\$ 14,840.10
Installation	WeatherTRAK Controller Installation, 24-48 stns	2	\$ 2,418.90	\$ 4,837.80
Installation	WeatherTRAK Master Valve Installation	3	\$ 1,978.90	\$ 5,936.70
Installation	OptiFlow Site Optimization	3	\$ 165.00	\$ 495.00
Lithia Park Detail	Total Cost			\$ 101,951.81

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North Mountain Park - Hardware & Installation Breakdown

Type	Item	Qty	Unit Price	Total Price
Equipment	WTOXR-C-48-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (48 stations).	1	\$ 5,442.64	\$ 5,442.64
Equipment	WTOXR-C-30-CWM WEATHERTRAK OPTIFLOW XR WALL MOUNT WeatherTRAK OptiFlow XR Wall Mount (30 stations).	1	\$ 4,458.09	\$ 4,458.09
Equipment	WT-MV-300G-SNO MASTER VALVE Master valve (NO, 3-inch, globe-style, brass)	2	\$ 2,453.60	\$ 4,907.20
Equipment	WTFLOWHD-I-300 WEATHERTRAK FLOWHD (3-INCH, FLANGED WeatherTRAK FlowHD flow sensor and submeter (3-inch, flanged).	2	\$ 3,016.69	\$ 6,033.38
Equipment	1" AIR/VACUUM RELIEF VENT 65ARIB1 NETAFIM	2	\$ 150.05	\$ 300.10
Installation	WeatherTRAK Controller Installation, 24-48 stns	2	\$ 2,418.90	\$ 4,837.80
Installation	WeatherTRAK Flow Sensor Installation, 3-inch	2	\$ 6,048.90	\$ 12,097.80
Installation	WeatherTRAK Master Valve Installation	2	\$ 1,978.90	\$ 3,957.80
Installation	OptiFlow Site Optimization	2	\$ 165.00	\$ 330.00
NMP Detail	Total Cost			\$ 42,364.81

Lithia + NMP	Total Project Cost (Hardware & Installation)		\$	144,316.62
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Note: Controller type and quantity, flow sensor type and quantity determined during site surveys with APRC on 10/5/2021

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Subscription - Option 1				
Lithia	Annual WeatherTRAK Central and OptiFlow Service (1st year included)	11	\$ 335.00	\$ 3,685.00
NMP	Annual WeatherTRAK Central and OptiFlow Service (1st year included)	2	\$ 335.00	\$ 670.00
Lithia + NMP	Annual WeatherTRAK Central and OptiFlow Service (1st year included)			\$ 4,355.00

Subscription - Option 2				
Lithia (CIM+OFS-9YA)	9 Years Additional WeatherTRAK Central and OptiFlow Service 10% Savings	11	\$ 2,713.50	\$ 29,848.50
NMP (CIM+OFS-9YA)	9 Years Additional WeatherTRAK Central and OptiFlow Service 10% Savings	2	\$ 2,713.50	\$ 5,427.00
Lithia + NMP	9 Years Additional WeatherTRAK Central and OptiFlow Service 10% Savings			\$ 35,275.50

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GOODS AND SERVICES AGREEMENT (GREATER THAN \$35,000)

<p style="text-align: center;">CITY OF ASHLAND 20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-5587 Fax: 541/488-6006</p>	<p>PROVIDER: HydroPoint Data Systems, Inc.</p> <p>PROVIDER'S CONTACT: Luke Timmons</p> <p>ADDRESS: 1720 Corporate Circle Petaluma, CA 94954</p> <p>PHONE: 800-362-8774</p>
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This Goods and Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and HydroPoint Data Systems, Inc., a domestic business corporation (hereinafter "Provider"), for the Installation of an Irrigation Central Controller system for Lithia and North Mountain Parks in Ashland, Oregon.

1. PROVIDER'S OBLIGATIONS

- 1.1 Provide for the purchase of parts, installation, and software for an Irrigation Central Controller System for Lithia and North Mountain Parks set forth in the "SUPPORTING DOCUMENTS" attached hereto and, by this reference, incorporated herein. Provider expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. The goods and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be collectively referred to as "Work."
- 1.2 Provider shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work received hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury and Property Damage.
 - 1.2.1 The insurance required in this Article shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage; and
 - Automobile Liability; and
 - Workers' Compensation.
 - 1.2.2 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:
 - Name as additional insured "the City of Ashland, Oregon, its officers, agents and employees" with respect to claims arising out of the provision of Work under this Agreement;
 - Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
 - Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
 - Provider shall immediately notify the City of any change in insurance coverage

- Provider shall supply an endorsement naming the City, its officers, employees and agents as additional insureds by the Effective Date of this Agreement; and
 - Be evidenced by a certificate or certificates of such insurance approved by the City.
- 1.3 Provider shall, at its own expense, maintain Worker's Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage for all of its subject workers. As evidence of the insurance required by this Agreement, the Provider shall furnish an acceptable insurance certificate prior to commencing any Work.
- 1.4 Provider agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of this Agreement when employed by Provider. Provider agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Provider agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.
- 1.5 In all solicitations either by competitive bidding or negotiation made by Provider for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Providers of the Provider's obligations under this Agreement and Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination laws.
- 1.6 **Living Wage Requirements:** If the amount of this Agreement is \$22,310.46 or more, Provider is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Provider is also required to post the notice attached hereto as "Exhibit A" predominantly in areas where it will be seen by all employees.

2. CITY'S OBLIGATIONS

- 2.1 City shall pay Provider the sum of **\$144,316.62 (one-hundred forty-four thousand, three-hundred sixteen dollars and sixty-two cents)** as provided herein as full compensation for the Work as specified in the SUPPORTING DOCUMENTS.
- 2.2 In no event shall Provider's total of all compensation and reimbursement under this Agreement exceed the sum of **\$144,316.62 (one-hundred forty-four thousand, three-hundred sixteen dollars and sixty-two cents)** (this is maximum, not to exceed amount of entire Agreement) without express, written approval from the City official whose signature appears below, or such official's successor in office. Provider expressly acknowledges that no other person has authority to order or authorize additional Work which would cause this maximum sum to be exceeded and that any authorization from the responsible official must be in writing. Provider further acknowledges that any Work delivered or expenses incurred without authorization as provided herein is done at Provider's own risk and as a volunteer without expectation of compensation or reimbursement.

3. GENERAL PROVISIONS

- 3.1 This is a non-exclusive Agreement. City is not obligated to procure any specific amount of Work from Provider and is free to procure similar types of goods and services from other providers in its sole discretion.
- 3.2 Provider is an independent contractor and not an employee or agent of the City for any purpose.

- 3.3 Provider is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.
- 3.4 Provider shall not assign this Agreement or subcontract any portion of the Work to be provided hereunder without the prior written consent of the City. Any attempted assignment or subcontract without written consent of the City shall be void. Provider shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by the City of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and the City.
- 3.5 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.
- 3.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 3.7 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
- 3.8 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.9 Provider shall defend, save, hold harmless and indemnify the City and its officers, employees and agents from and against any and all claims, suits, actions, losses, damages, liabilities, costs, and expenses of any nature resulting from, arising out of, or relating to the activities of Provider or its officers, employees, contractors, or agents under this Agreement.
- 3.10 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.
- 3.11 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Provider and the City set forth in this Agreement.
- 3.12 Deliveries will be F.O.B destination. Provider shall pay all transportation and handling charges for the Goods. Provider is responsible and liable for loss or damage until final inspection and acceptance of the Goods by the City. Provider remains liable for latent defects, fraud, and warranties.
- 3.13 The City may inspect and test the Goods. The City may reject non-conforming Goods and require Provider to correct them without charge or deliver them at a reduced price, as negotiated. If Provider does not cure any defects within a reasonable time, the City may reject the Goods and cancel this

Agreement in whole or in part. This paragraph does not affect or limit the City's rights, including its rights under the Uniform Commercial Code, ORS Chapter 72 (UCC).

3.14 Provider represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with SUPPORTING DOCUMENTS and be free from defects in labor, material and manufacture. Provider shall transfer all warranties to the City.

4. SUPPORTING DOCUMENTS

4.1 The following documents are, by this reference, expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"

- The City's written Invitation for Bid dated November 1, 2021
- The Provider's complete written quote dated November 15, 2021

4.2 This Agreement and the SUPPORTING DOCUMENTS shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the SUPPORTING DOCUMENTS. In the event of conflict between provisions of two of the SUPPORTING DOCUMENTS, the several supporting documents shall be given precedence in the order listed in Article 4.1.

5. REMEDIES

5.1 In the event Provider is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:

5.1.1 Termination of this Agreement;

5.1.2 Withholding all monies due for the Work that Provider has failed to deliver within any scheduled completion dates or any Work that have been delivered inadequately or defectively;

5.1.3 Initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;

5.1.4 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

5.2 In no event shall City be liable to Provider for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Provider exceed the amount due, Provider shall pay immediately any excess to City upon written demand provided.

6. TERM AND TERMINATION

6.1 Term

This Agreement shall be effective from the date of execution on behalf of the City as set forth below (the "Effective Date"), and shall continue in full force and effect until June 30, 2022, unless sooner terminated as provided in Subsection 6.2.

6.2 Termination

6.2.1 The City and Provider may terminate this Agreement by mutual agreement at any time.

6.2.2 The City may, upon not less than thirty (30) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.

6.2.3 Either party may terminate this Agreement, with cause, by not less than fourteen (14) days' prior written notice if the cause is not cured within that fourteen (14) day period after written notice. Such termination is in addition to and not in lieu of any other remedy at law or equity.

7. NOTICE

Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, or by mailing using registered or certified United States mail, return receipt requested, postage prepaid, to the address set forth below:

If to the City:

Ashland Parks and Recreation
Attn: Michael Black, Director
20 E. Main Street
Ashland, Oregon 97520
Phone: (541) 488-5340

With a copy to:

City of Ashland – Legal Department
20 E. Main Street
Ashland, Oregon 97520
Phone: (541) 488-5350

If to Provider:

HydroPoint Data Systems, Inc.
1720 Corporate Circle
Petaluma, CA 94954

8. WAIVER OF BREACH

One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

9. PROVIDER'S COMPLIANCE WITH TAX LAWS

9.1 Provider represents and warrants to the City that:

9.1.1 Provider shall, throughout the term of this Agreement, including any extensions hereof, comply with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and
- (iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.1.2 Provider, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

- (i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- (ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Provider; and

(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

9.2 Provider's failure to comply with the tax laws of the State of Oregon and all applicable tax laws of any political subdivision of the State of Oregon shall constitute a material breach of this Agreement. Further, any violation of Provider's warranty, as set forth in this Article 9, shall constitute a material breach of this Agreement. Any material breach of this Agreement shall entitle the City to terminate this Agreement and to seek damages and any other relief available under this Agreement, at law, or in equity.

IN WITNESS WHEREOF the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF ASHLAND:

HydroPoint Data Systems, Inc. (PROVIDER):

By: _____
City Manager Pro Tem

By: _____
Signature

Printed Name

Printed Name

Date


Title

Date

Purchase Order No. _____

(W-9 is to be submitted with this signed Agreement)

APPROVED AS TO FORM:



Interim City Attorney
November 22, 2021

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Tara Kiewel, Admin Analyst

DATE: December 1, 2021

SUBJECT: FY22 Quarterly Budget Update (Information/Action)

Situation:

APRC staff prepares a budget summary report for the Commission to review each quarter and at the end of each fiscal year (FY). The report being presented at this time is the monthly budget report for October 2021. The City financial report for FY 2022 First Quarter can be reviewed here https://www.ashland.or.us/SIB/files/Quarterly_Financial_Report_FINAL_A.pdf

Fiscal Year 2021 ended on June 30, 2021 and is currently undergoing audit before it is finalized. After the City of Ashland Finance Department presents the FY21 Financial Report to the City Council staff will present the report to the APRC.

Background:

APRC has three funds that are reviewed monthly.

- **General Fund** which includes the operational budget of all Divisions. Parks, Recreation and Senior Services. Revenues come from property taxes, grants, and charges for services for recreation.
- **Capital Improvement Fund (CIP)** used for all approved Capital Projects. Revenues come from Food and Beverage Taxes, grants, and bonds.
- **Equipment Fund.** Money budgeted for fleet replacement.

FY22 Quarter 1 Update

The new biennial budget began on July 1, 2021 for FY22. The first quarter of the fiscal year is July through September 2021. Attached to this memo you will find the current budget summary as of 10/31/2021. This financial summary is broken down by Division and includes the fiscal year adopted budget, expenses occurred year- to- date (YTD) and month-to-date (MTD). Encumbrances include the total of current purchase orders outstanding, for example the service contracts with Pathways for Janitorial Services. Balance is the remaining budget after deducting YTD Expenses and Encumbrances. Revenue is broken down by each of the three APRC funds.

Assessment:
General Fund
Expenses

The target percent of general fund expenses for October is 33.33%. We are trending slightly over budget at 34.50% year to date. Extreme heat this summer and the shortened Talent Irrigation District (TID) season increased water usage for irrigation which accounts for some of the increases. Encumbrances also account for some of the expenses that are yearlong contracts that inflate the percentages.

Revenues

Revenues for general fund which includes property taxes, are currently 25.3% of budget at \$2,142,793. Included in the general fund revenue is recreation revenue which is budgeted at \$642,592 for the year and is currently 33.70% of budget. Recreation revenues are still affected by COVID-19 mandates which have reduced general recreation programming. Outdoor activities such as Golf and Daniel Meyer Pool are currently meeting budgeted revenue projections.

Recreation Program	Budgeted Revenue	Actual YTD Revenue	Actual MTD Revenue	Remaining Revenue	Percent Collected
Calle Revenue	9,000	15,098.80	15,098.80	-6,099	167.76%
Facility Rentals	10,000	1,545.00	595.00	8,455	15.45%
Golf Total	372,350	152,596.00	31,520.00	219,754	40.98%
General Recreation	46,000	6,745.00	6,575.00	39,255	14.66%
DM Pool Total	54,250	30,906.00	5,961.00	2,344	56.97%
Ice Rink Total	93,500	0.00	0.00	93,500	0.00%
Recreation Event	8,000	-112.00	0.00	8,112	-1.40%
Nature Center	8,000	433.00	433.00	7,567	5.41%
Community Garden	4,492	275.00	275.00	4,217	6.12%
Senior Programs	12,000	2,622.00	2,450.00	9,378	21.85%
Miscellaneous Revenues	25,000	6,420.45	3,299.85	18,580	25.68%
Rec Revenue Totals	642,592	216,529	66,208	405,063	33.70%

APRC General Fund Balance	
Revenue	\$ 2,142,793
Total Expenses -	\$ 2,381,373
Beginning Fund Balance	\$ 1,793,398
GF Balance	\$ 1,554,817

The preliminary ending fund balance from FY21 was \$1,793,398 and is a result of several cost cutting measures taken by APRC last biennium to deal with the reduction of recreation revenues due to COVID-19 mandates. This number is reflected as part of the beginning fund balance total for FY22. Due to a reduction in the allocation of property taxes to APRC, \$1,300,000 of last year's ending fund balance has been budgeted for this biennium expenses.

CIP Fund

Food and Beverage Tax (F&B) revenue was estimated to be \$562,000 for this fiscal year. F&B is collected quarterly and will be reflected in the next quarterly update to the Commission.

Equipment Fund

\$8,333 a month is paid into the equipment fund for a total of \$100,000 for FY22. The current Equipment Fund Balance is \$426,887. This fund is restricted to the purchases of replacement vehicles.

Recommendation

Review the attached information and approve/acknowledge it during the official business meeting of December 8, 2021.

Possible Motion

I move to approve the quarterly financial report as presented.

Attachments:

- October FY 22 Budget Summary

**APRC Budget Status Report
As of 10/31/21**

General Fund		Adopted Budget	YTD Expended	MTD Expended	ENCUMBRANCES	Balance	Percent Used
Administration	Personnel	\$ 370,323	\$ 121,376	\$ 27,422	\$ -	\$ 248,947	32.78%
	M&S	\$ 1,553,903	\$ 478,082	\$ 118,337	\$ 6,024	\$ 1,069,796	31.15%
Administration Totals		\$ 1,924,226	\$ 599,458	\$ 145,759	\$ 6,024	\$ 1,318,744	31.50%
Open Space/Forestry	Personnel	\$ 587,313	\$ 139,132	\$ 31,100	\$ -	\$ 448,181	23.69%
	M&S	\$ 77,650	\$ 17,768	\$ 9,925	\$ -	\$ 59,882	22.88%
Open Space/Forestry Totals		\$ 664,963	\$ 156,900	\$ 41,025	\$ -	\$ 508,063	23.60%
Operations	Personnel	\$ 1,662,888	\$ 506,109	\$ 115,635	\$ -	\$ 1,156,779	30.44%
	M&S	\$ 874,475	\$ 365,557	\$ 63,384	\$ 123,194	\$ 385,724	55.89%
Capital (Park Improvements)		\$ 85,000	\$ 19,818	\$ 9,040	\$ -	\$ 65,182	23.32%
Operations Totals		\$ 2,622,363	\$ 891,484	\$ 188,060	\$ 123,194	\$ 1,607,685	38.70%
TOTAL PARKS DIVISION		\$ 5,211,552	\$ 1,647,842	\$ 374,843	\$ 129,219	\$ 3,434,492	34.10%
Rec Admin	Personnel	\$ 288,783	\$ 99,162	\$ 22,549	\$ -	\$ 189,621	34.34%
	M&S	\$ 82,000	\$ 19,703	\$ 6,369	\$ 7,802	\$ 54,495	33.54%
Recreation Admin Totals		\$ 370,783	\$ 118,866	\$ 28,917	\$ 7,802	\$ 244,116	34.20%
Rec Programs	Personnel	\$ 425,542	\$ 97,446	\$ 13,266	\$ -	\$ 328,096	22.90%
	M&S	\$ 177,281	\$ 32,118	\$ 11,199	\$ 26,285	\$ 118,878	32.94%
Recreation Programs Totals		\$ 602,823	\$ 129,564	\$ 24,464	\$ 26,285	\$ 446,974	25.90%
Community Center Totals		\$ 18,630	\$ 2,887	\$ 722	\$ 16,497	\$ (754)	104.00%
Nature Ctr	Personnel	\$ 228,236	\$ 74,132	\$ 16,651	\$ -	\$ 154,104	32.48%
	M&S	\$ 40,116	\$ 4,881	\$ 1,691	\$ 5,756	\$ 29,480	26.51%
Nature Center Totals		\$ 268,352	\$ 79,012	\$ 18,341	\$ 5,756	\$ 183,584	31.60%
TOTAL RECREATION DIVISION		\$ 1,260,588	\$ 330,329	\$ 72,445	\$ 56,339	\$ 873,920	31.59%
Senior Services	Personnel	\$ 347,630	\$ 104,443	\$ 23,969	\$ -	\$ 243,187	30.04%
	M&S	\$ 46,800	\$ 17,730	\$ 632	\$ 14,635	\$ 14,435	69.16%
TOTAL SENIOR SERVICES DIVISION		\$ 394,430	\$ 122,173	\$ 24,601	\$ 14,635	\$ 257,622	34.70%
Golf Course	Personnel	\$ 460,278	\$ 144,140	\$ 33,996	\$ -	\$ 316,138	31.32%
	M&S	\$ 150,124	\$ 136,889	\$ 24,155	\$ -	\$ 13,235	91.18%
TOTAL GOLF		\$ 610,402	\$ 281,029	\$ 58,151	\$ -	\$ 329,373	29.40%
GRAND TOTAL		\$ 7,476,972	\$ 2,381,373	\$ 530,040	\$ 200,192	\$ 4,895,406	34.50%

Period #	4	Target Percent	33.33%				
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Revenue	Estimated Revenue	YTD Earned	Remaining
General	\$ 8,455,887	\$ 2,142,793	\$ 6,313,094
CIP	\$ 4,212,406	\$ 203,160	\$ 4,009,246
Equipment	\$ 513,467	\$ 34,067	\$ 479,400
Grand Total Revenue	\$ 13,181,760	\$ 2,380,020	\$ 10,801,740

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Leslie Eldridge
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

Date: December 1, 2021

To: Ashland Parks and Recreation Commissioners

From: Libby VanWyhe; Nature Center Manager

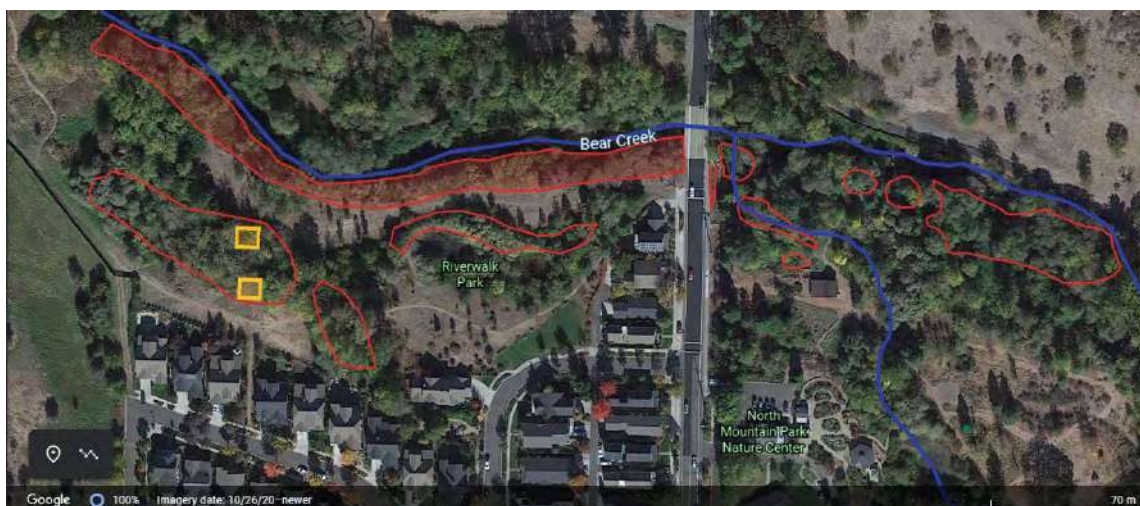
Subject: Request for Expanded Herbicide Use for Blackberry Control Research Test Plots at Riverwalk

Situation

Given the interest in blackberry control for fire mitigation in our bioregion, the Nature Center staff are conducting a study to compare a variety of control methods. We have established eight treatment plots within North Mountain Park to compare four different blackberry control strategies. To add an important dimension to this research, we want to compare our manual and mechanical techniques to herbicide-based control strategies.

To this end, we would like to establish two additional treatment plots at Riverwalk park. The Freshwater Trust is partnering on this study, and they are willing to slightly expand their herbicide treatment area to include the two proposed test plots. Their herbicide application strategy would be the same as the one which was already approved for the riparian edge at Riverwalk park. However, the proposed location for the new test plots is outside of the 60-foot riparian buffer, previously approved by the Commission.

We are asking for Commission approval to allow herbicide treatments in two 30' by 30' test plots, at Riverwalk. The proposed test plots are identified in yellow, within the blackberry removal areas (red), on the map below.



Background

Last spring, the City and Ashland Parks and Recreation Commission (APRC) undertook a City-wide effort to remove Himalayan blackberry and reduce the risk of catastrophic wildfire. In April of 2021, APRC crews worked with contractors to remove blackberries from the riparian areas of Riverwalk Park and North Mountain Park. Blackberry overgrowth was removed using power tools and a flail mower. The cut canes were piled and burned.

This work left a lot of open ground, which was much less flammable, but the blackberry's below-ground biomass was left in place. Coordinated restoration will be needed to reduce the dominance of blackberry in the long term.

At Riverwalk Park, an arrangement with the Freshwater Trust secured their help in restoring the 60-foot riparian area along Bear Creek. In this zone, the Freshwater Trust will control blackberry regrowth with herbicide and then replant, maintain and monitor establishment of a native plant community. In contrast, funds were not available to undertake long-term restoration at North Mountain Park. To improve the health and diversity of the impacted ecosystem at North Mountain park, the effort would require more staff and volunteers than we currently have.

Consequently, the Nature Center staff shifted our focus away from finding a way to *restore* the impacted areas, instead developing a new plan for research and education. Working with partners from the Rogue River Watershed Council, The Freshwater Trust and the SOU Biology Department, we developed a citizen science project to compare several different blackberry control strategies.

In the spring of 2021, a number of blackberry control strategies were being proposed and discussed by APRC staff, partners and City officials. We turned these suggested strategies into treatments. Our hope is that if APRC needs to undertake this kind of work again, the Nature Center can provide solid data to support the decision-making process. The study will compare the results of: 1) brush-cutting the blackberry to the ground annually in the spring, 2) brush-cutting to occur annually in the fall, 3) volunteer maintenance with hand tools to remove the root-balls, and 4) herbicide control.

Along with a control group, this makes five unique treatments that need to be ascribed to 30' by 30' test plots. Each treatment will be replicated over two test plots, so that we can account for variable initial conditions, either "full-sun" or "partial canopy". Over the last few months, Nature Center Coordinator Jen Aguayo has established eight out of the ten test plots within the initial removal area at North Mountain Park. Five out of the six treatments have been ascribed, and baseline data has been gathered on these plots.

The two herbicide treatment test plots are all that remain to be established. Staff has worked with The Freshwater Trust to identify the best locations for the herbicide test plots at Riverwalk. Before we lay them out and survey them for initial conditions, we are seeking Commission approval for applying herbicide in these two 30' by 30' polygons. With approval, we will be able to establish the final comparison for our study.

Assessment

This is a long-term study, and we will need to be patient to assess the results. Through partnership with The Freshwater Trust, Service-Learning students, and University interns we plan to treat and monitor these plots for the next three to five years.

Over that time, we will track all the effort and costs that go into maintenance, and we will continue to assess blackberry regrowth, height, percent cover and vigor. Success will have been achieved if we can demonstrate the relative cost and success-rates of blackberry control methods in our bioregion. Our results should be applicable to land management of both full-sun and partial-canopy sites, right here in the Bear Creek flood plain.

As educators, we are also excited about the prospect of sharing our findings with the community through Nature Center programs. Eventually, we hope to invite private landowners and public lands managers to tour our research areas and eventually share results that can inform their land management choices.

Recommendation

Staff is recommending that the Commission approve an 1,800 square foot expansion of the previously approved herbicide treatment area within Riverwalk Park. The Freshwater Trust will manage the application of herbicide on this additional 1800 square foot area in accordance with the IPM approach previously approved for use within the riparian restoration project.

ASHLAND PARKS & RECREATION COMMISSION

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black, APRC Director
DATE: December 2, 2021
SUBJECT: 2022 Business/Study Session Meeting Dates

SITUATION

The dates for the Ashland Parks and Recreation Commission public meetings to be held in 2022 need to be finalized and approved at the Regular Business Meeting on December 8, 2021.

BACKGROUND

The Commission currently holds Study Sessions on the first Wednesday of the month and Regular Business Meetings on the second Wednesday of the month (adjusted for holidays when applicable). Both meetings currently start at 6:00 p.m. Prior to the cancelation of in-person meetings, due to COVID-19 restrictions, both meetings were held in Council Chambers. These meetings were convened electronically starting in May of 2020.

ASSESSMENT

Regular Business Meetings are live streamed and broadcast on cable television by RVTV (Rogue Valley Television) for both in-person and electronic meetings. A video archive of these meetings is maintained on the City of Ashland website. The biennial cost for this service is approximately \$5,000. Study Sessions are not included in the contract.

When Study Sessions are held electronically the Webinar feature in Zoom is utilized so the public can watch/participate in real-time. The recordings of these meetings are also posted online. Holding Study Sessions electronically has improved public access to these meetings.

Commissioners may want to discuss the feasibility of resuming in-person meetings; however, staff believes that retaining an element of Zoom capability will be beneficial to the public.

RECOMMENDATION

Staff recommends maintaining the schedule of holding meetings on the first and second Wednesday of the month with a start time of 6:00pm. Additionally, staff recommends holding Study Sessions electronically indefinitely. Once in-person meetings resume, Business Meetings would be held in Council Chambers.

Possible Motion: *I move to approve the 2022 meeting schedule as presented by staff.*

Attachment: Draft 2022 APRC Meeting Schedule

2022 Draft APRC Meeting Schedule

January 5 – 6:00 p.m. – Study Session – Electronic Meeting
January 12 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

February 2 – 6:00 p.m. – Study Session – Electronic Meeting
February 9 – 6:00p.m. – Regular Business Meeting – Electronic Meeting*

March 2 – 6:00 p.m. – Study Session – Electronic Meeting
March 9 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

April 6 – 6:00 p.m. – Study Session – Electronic Meeting
April 13 – 6:00 p.m. Regular Business Meeting – Electronic Meeting*

May 4 – 6:00 p.m. – Study Session – Electronic Meeting
May 11 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

June 1 – 6:00 p.m. – Study Session – Electronic Meeting
June 8 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

July 6 – 6:00 p.m. – Study Session – Electronic Meeting
July 13 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

August 3 – 6:00 p.m. – Study Session – Electronic Meeting
August 10 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

September 7 – 6:00 p.m. – Study Session – Electronic Meeting
September 14 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

October 5 – 6:00 p.m. – Study Session – Electronic Meeting
October 12 – 6:30 p.m. – Regular Business Meeting – Electronic Meeting*

November 2 – 6:00 p.m. – Study Session – Electronic Meeting
November 9 – 6:000 p.m. – Regular Business Meeting – Electronic Meeting*

December 7 – 6:00 p.m. – Regular Business Meeting – Electronic Meeting*

**Once in-person meetings are permitted, business meetings will be held in Council Chambers*