



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

February 11, 2020
Approved Minutes

I. Call to Order

Chair Bob Bennett called the February 11, 2020 meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Bob Bennett, Ron Urban, Don Groth, Tom Bedell, and Tom Fisher. Absent: none. Staff present: Wastewater Plant Lead Dave Buckwald. Council Present: Leslie Vaaler. Audience: 1.

II. Minutes of January 14, 2019

Commissioner Bedell moved to approve the January 14, 2019 meeting minutes as presented:
Aye – 5; No – 0.

III. Reports

A. Public Works Department

Wastewater Plant Lead Dave Buckwald highlighted from the Public Works report:

- The wastewater plant treated 6 million more gallons than was produced by the water plant.
- The crew has been filling potholes and the rain continues to wash them out. Commissioner Groth clarified that ODOT filled the potholes at Ocean View Drive. Buckwald indicated ODOT was very responsive
- The crew has done extensive ditch cleaning and clearing of culverts
- The crew has performed extensive of I&I inspections
- He has ordered rain pans for place under the manholes to prevent storm water seepage into the manholes. He counted 18 submerged manholes during the last storm.
- The crew did general cleaning at the buildings, including clearing the Commons gutters
- They assisted Waldport with the vac truck
- Public Works is working on five CIPs: Pole building, sliding doors, water master plan, wastewater master plan, and rate study.

Bennett asked if the 87% water efficiency rating was due to the recent repair of the large leak. Buckwald indicated that the repair helped and now they have found additional leaks which are being fixed.

B. Emergency Preparedness Committee

Commissioner Fisher reported several members forgot the meeting was starting at 2:00 pm so they did not start with a quorum. They discussed possible locations and cost of a new storage container on the south end of town. Bennett indicated he forwarded to the Mayor the need to get operations and CIP lines in the budget for Emergency Preparedness. Bennett added that the Fire Department has agreed to have the station be an assembly area for tsunami evacuations, and they will be preparing new maps with the Diversity Drive assembly area removed and the Fire Station added. Fisher reported they have a grant to get more way-finding signs for the evacuation route. The Committee hoped to visit the storage containers in Newport to learn what they have done, noting their containers have contents for different functions. Bedell clarified the Committee was not aware of a state document that enumerated all of the requirements for storage. Bennett reported the South Beach group was preparing a document on best practices.

C. Solid Waste District Advisory Council

Bedell reported there was no meeting last month. He met with a person on the Advisory Council who will soon be retiring.

D. Financial Report

100-1040 Streets Operating

Bennett asked Buckwald if he has more information on personnel charges. Buckwald indicated he would have to look back in his files. Bennett noted revenues were at 82% and expenses at 38%. Vaaler noted an addition error for expenses where the total should be \$115,500, not \$135,500 as presented in the table, which would raise the expenses to 45%. Groth noted the work completed on W 1st Street and E 2nd Street.

150-1040 Capital Reserves

Bennett noted the additional \$1,000 in reserves generated and the transfers at 50%.

100-1050 Storm Drains Operating

No major discrepancies.

150-1050 Storm Drain Capital Reserve

Bennett clarified with Buckwald that they are still working on determining the major projects. Buckwald stated they were prioritizing whether to do the maintenance or start new projects.

660-1700 Water Operating

Bennett noted there was an adjustment of \$10,000 in the beginning balance to \$259,000. He noted services revenues were at 66% for 50% of the year. He speculated they will exceed revenue projections. Tom Lauritzen suggested this number reflects seven months of revenues in a six-month period. He asserted both June and July revenues were reflected in the July period when the conversion to the new system was made. Bennett asked if there was a way to adjust the numbers to reflect accurate percentages. Bennett noted how difficult it was to assess financial health when the numbers they have are not accurate after seven months into the new system. Lauritzen indicated Groth has a worksheet that shows the numbers are tracking well.

660-1705 Water Capital Reserve

1 Bennett noted half of the transfers from water and SDCs have been posted. Groth noted the
2 beginning balances will be reflected when they run the January report. Groth stated they will be
3 adding the transfer back from the south tank and the other fund.

4
5 670-1800 Wastewater Operating

6 Groth stated wastewater should track with water.

7
8 670-1805 Wastewater Capital Reserve

9 Bennett noted the #REF! errors which could indicate pasting errors.

10
11 **IV. New Business**

12 **A. Application from Linn West**

13 Bedell complimented West on the thoroughness of his application. West stated he was semi-
14 retired and wanted to be involved in the community. He has been an architect for over 50 years
15 and has worked on projects in public works. He spent 20+ years working with private clients,
16 residential housing, and some commercial work. The last 20+ years have been in the public
17 domain with schools, education facilities, institutions, medical buildings. He currently consults
18 with mechanical and architectural firms.

19
20 Bennett explained the Commission would make a recommendation to the City Council and West
21 would need to attend a Council meeting to get officially appointed.

22
23 Bedell moved to recommend to the City Council to appoint Linn West to the Public Works and
24 Streets Commission: Aye – 5; No – 0.

25
26 **V. Current Business**

27 **A. Update on Billing System Recommendations**

28 Bennett indicated he has not yet been able to get current data to conduct his analysis. Bennett
29 stated he wanted to determine what percentage of the total water costs are being paid by full-time
30 residents. Bennett reported the current recommendation is to have a tiered rate of
31 \$6.00/\$6.50/\$7.00 depending on units used. He explained this system should have minimal
32 impact on full-time residents and a larger impact on heavy users. He reviewed the Council
33 discussed options of adding \$100,000 to \$200,000 in capital reserves. Bedell clarified that meter
34 size does not impact the tiered rates. Meter size only impacts the base rates.

35
36 Lauritzen stated the basis for basing rates on meter size makes sense if the city has a large
37 population with differing meter sizes, yet Yachats only has 10 non-5/8ths meters. Lauritzen
38 asserted that the users with the larger meters have already paid substantial SDC fees and now
39 they will be paying even more. Bedell suggested there could be more larger meters in the future.

40
41 Lauritzen asked the Commission to cap the larger user base rate at the 2” meter size, meaning the
42 3” to 4” meter users would pay the 2” meter rate. Bennett asserted that the base rate does not
43 make a huge difference in what the user pays in total. Lauritzen suggested it could mean a
44 difference of \$400 per month.

1 Vaaler did not think the Council would be addressing water rates at their next meeting. She
2 stated Council had asked Tim Tice to being work on the wastewater rates without having a final
3 decision on the water rates.

4
5 Lauritzen suggested that the City was already having an excess of \$100,000 for reserves, so the
6 water rates only needed to generate \$100,000 more to meet the \$200,000 amount. He noted the
7 budget reflected revenues going down by 10% when there was a 3% living increase and many
8 houses being built. He noted expenses were \$40,000 higher than before and \$60,000 was kept
9 for contingencies. Bedell wanted to have the hard numbers before making any assessment.

10
11 Lauritzen also suggested that the City expand the units ranges for the tiers, making the unit
12 amounts broader and having the increments be larger than 50 cents.

13
14 Groth noted that there were CIPs for \$45,000 for the backwash system and \$60,000 for an
15 earthquake valve for the South Tank. He asked if these expenses could be taken from SDCs.
16 Lauritzen believed that SDCs could be used for systemwide improvements. Bennett noted that
17 the backwash system was essentially a new water source. Bennett suggested that the URD cover
18 the earthquake valve. Lauritzen noted that they would need to create a project under the URD to
19 use it for this purpose. Bennett stated the bridge valve was not appropriate for URDs and he was
20 not certain that SDCs would be appropriate for that project as it was not expanding service.
21 Groth clarified the waterline work on E 2nd Street from Prospect east involved increasing the line
22 size and would qualify for SDC support.

23
24 Groth noted that I-5 needed to be changed to Highway 101.

25 26 **IV. New Business – Continued**

27 **B. Review of Adjustments to SDC Charges**

28 Bennett reported the fees were increased by the cost of living index at 3.2%. He noted they will
29 need to continue to index the fund until they get the list of projects from the master plans in order
30 to recompute the fees. Anderson noted the numbers on the sheet were for 2018, not 2019.

31
32 Urban moved to accept the 3.2% increase on the 2019 SDC fees for the 2020 schedule: Aye – 5;
33 No – 0.

34 35 **C. Adopt a Fire Hydrant Program**

36 Bennett explained the County and Fire Department are proposing an Adopt a Fire Hydrant
37 program to help with maintenance of the hydrants. He believed the adoption would involve
38 removing rust, testing the caps, and painting. Commissioners speculated something went out in
39 the Newsletter mailing. Bennett noted the City will have to meet with the planners to determine
40 who would supply the materials and tools. Buckwald indicated that Public Works was very
41 supportive of this plan. Bennett indicated he would discuss the details at the next Fired
42 Department Board meeting. Urban suggested there should be some supervision of the
43 volunteers.

44 45 **VI. Other Business**

46 **A. From the Commission**

1 Urban asked what the plans were for the materials that were written on at the meetings.
2 Anderson stated the City has yet to make an official statement on how to manage these public
3 records. Bennett stated he would tell the City Manager they were wanting direction on how to
4 manage these records.

5
6 **B. From the Floor – none**
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8 With no further business before the commission, Bennett adjourned meeting at 4:39 pm.
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13 _____
14 Bob Bennett, Chair

Date

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16 Minutes prepared by H.H. Anderson on March 2, 2020.