



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

May 12, 2020

Approved Minutes

I. Call to Order

Chair Bob Bennett called the May 12, 2020 meeting of the Public Works and Streets Commission to order at 3:00 pm via Zoom. Members present: Bob Bennett, Ron Urban, Don Groth, Tom Bedell, Tom Fisher and Linn West. Absent: Tom Bedell. Staff present: Wastewater Plant Lead Dave Buckwald and Deputy Recorder Kimmie Jackson. Council Present: Leslie Vaaler. Audience: 2.

II. Minutes of March 14, 2020

Commissioner Urban moved to approve the March 10, 2020 meeting minutes as presented: Aye – 5; No – 0.

III. Reports

A. Public Works Department

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

- Significant small tasks completed
- Pump on vac truck needed repair and vac truck is limping along
- One sampler failed and another was starting to fail. They bought a cooler to use in the interim until samplers can be replaced. These samplers were purchased in 2005. The one that failed was exposed to weather since 2008. They will make an enclosure box for the new ones.
- Backhoe is having transmission work done
- Have been doing “one-man” jobs to ensure the social distancing.
- Flows are down for wastewater so they have lowered one basin level. They can bring it back online in the new fiscal year.
- Have yet to make a run of biosolids to Heard Farms in recent months. They have been able to process and dispose of bio-solids through regular trash.

B. Financial Report

Bennett noted the reports are through March 31, 2020.

660-1700 Water Operating

Bennett noted March was still an active month. He noted the revenues were at 93.1%, and he anticipated they could surpass 100% of the budgeted amount for this year. Bennett reported he had informed the City Manager that personnel costs were running high. He had not heard any feedback from the City Manager. If personnel costs continue at the current rate, he anticipated they will exceed the budgeted amount by \$50,000.

Bennett noted Materials and Services should come in under budget. Buckwald added that the repairs for the backhoe and the vac truck would be split with water. Buckwald estimated \$5,000-\$10,000 for the repairs.

Commissioner Groth noted the transfers are done quarterly so they will meet the budget amounts in this area.

670-1800 Wastewater Operating

Bennett asked about the negative \$9,000 on the current period revenues. Groth reported they made adjustments to match the cash balances and the audits. Bennett estimated they would end up with just under \$900,000 in revenues when the budgeted amount was \$905,578.

Bennett stated personnel and materials/services should be within the budget.

Bennett referred to the chart and table from Rick McClung covering 2 1/2 years of water production. He noted April showed a 23% decrease in production. Bennett believed the 23% reduction going forward was too optimistic.

	K	L	M	N	O	P
18		Avrg Current	Avrg Units	Avrg Accts	Guess	% Assumed
19	Accounts With 2 or less units	\$15,023	131	315	\$15,023	100%
20	Accounts With 3-8 Units	\$17,623	945	332	\$17,623	100%
21	Accounts Using 75 Units or More	\$10,427	1745	10	\$1,564	15%
22	Other Accounts	\$19,600	2052	219	\$4,900	25%
23						
24				875	\$39,110.7	

Figure 1: Forecasted Water Revenues

Bennett presented a chart with projected amounts (see Figure 1). He noted the two or less units should remain stable. Accounts between 3-8 units were likely full-time residents and should also be stable. Accounts over 75 units are the larger hotels. Bennett projected those might see an 85% reduction. He noted Sea Aire was in this category but would not go down. He noted the remainder were likely restaurants. He estimated a 75% reduction in those amounts. His chart had a projected total of \$39,110.

1 Bennett noted the April 2020 data will be the first month where they can see real data
2 on the actual reduction amounts. Bennett stated July and August were traditionally the
3 heaviest usage and revenue months.

4
5 Jackson reported the April billings were just over \$100,000. Bennett estimate the split
6 would be 45% to 55% for wastewater and water. Jackson reported that water was
7 \$51,758 and sewer was \$48,923. Jackson noted Fisterra was also going to continue
8 consuming. Bennett noted there were 3 or 4 meters on those properties which meant
9 they are not grouped with the large users.

10
11 Commissioners discussed the reasons for the current water usage. Bennett noted
12 residents may be using more water. Urban clarified that the boxes around the numbers
13 were an artifact of cut and paste rather than emphasis on something.

14 15 **IV. Current Business**

16 **A. Review Revised CIP Projects**

17 Buckwald indicated the items shaded in green were projects that are changing.
18 Buckwald stated the Significant User Study might not be appropriate for CIPs. Bennett
19 clarified that the I&I Maintenance could be moved into FY22. Buckwald reported that
20 the Pole Building project has been put on hold for FY20 and would continue in FY21.

21
22 Groth confirmed that the Pole Building and Vac Truck were included in the FY21
23 budget.

24
25 Bennett also noted and clarified that no money has been expended on the Shop Doors.
26 This project will remain on hold. The Rate Study was underway, but the City has not
27 received any bills for this project.

28
29 Buckwald reported Westech Engineering was working on both the water and
30 wastewater master plans. Groth indicated there was a \$20,000 grant for the master
31 plan and \$30,000 for the water source plan. Bennett noted that none of these projects
32 can use SDC funds and that these projects will continue into the next fiscal year.

33
34 Bennett noted the Backwash project is ready to go out for bid. Bennett clarified this is
35 an improvement for an existing system so SDC funds could be used. Groth reported
36 there was \$45,000 form SDCs dedicated to this project.

37
38 Groth reported the SCADA work will be pushed back to FY22.

39
40 No one had information on the status for the earthquake valve. Groth believed around
41 \$70,000 was set aside for FY21.

42
43 Bennett clarified that since the E 2nd Street water line was increasing the line size, SDC
44 funds could be used.

45 The Commission noted other status updates:

- 46 1. Groth speculated the earliest replacement for the staff vehicle would be FY22.
- 47 2. Groth clarified that the Vac Truck will go out as an RFP bid.

3. Groth reported there was \$50,000 allocated for Ocean View Drive in FY21.
4. Bennett reported there was a grant from ODOT for the Driftwood project.
5. Groth and Bennett did not know in which year the 2nd Street project was scheduled.
6. The stormwater projects were consolidated with the other capital projects.
7. Bennett reported there was a grant for evacuation signage.
8. Groth was not certain of what year the radio communication project was moved to.

Urban asked about the blanks for the start date for grants. Groth indicated that date was important as grants must be started and/or completed by prespecified dates.

Buckwald indicated he would ask McClung to get him the date information.

V. New Business

A. Forecast Water Revenues – discussed earlier

VI. Other Business

A. From the Commission

Bennett reported he has received two communications about the status of clean sweep. He noted Clean Sweep typically is set before the July 4 celebrations, and the July 4 celebrations have been cancelled. He suggested they put the Clean Sweep project on hold until things are clearer about what the “new normal” will be. Groth suggested something be put into the Newsletter about the postponement.

B. From the Floor

Leslie Vaaler reported that citizens can phone Dahl to get a second yard debris container for a one-time \$17 fee. She suggested this information be given to the public.

Groth noted that the Commission should do roll call votes when using zoom. Jackson indicated she would do roll call votes for attendance and for votes.

With no further business before the commission, Groth adjourned meeting at 4:39 pm.

Bob Bennett, Chair

Date

Minutes prepared by H.H. Anderson on May 30, 2020.