



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

June 9, 2020

Approved Minutes

I. Call to Order

Chair Bob Bennett called the June 9, 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, City Manager Shannon Beaucaire, and Deputy Recorder Kimmie Jackson. Council Present: Leslie Vaaler. Audience: 2.

II. Minutes

A. May 12, 2020

Commissioner Groth moved to approve the May 12, 2020 meeting minutes as presented: Aye – 5; No – 0.

B. May 27, 2020

Commissioner Fisher was not present at time of the vote. Vote should reflect: Aye – 4; No – 0; 1 – Not Present.

Commissioner moved to approve the May 27, 2020 joint meeting with Parks and Commons Commission minutes as amended: Aye – 5; No – 0.

III. Reports

A. Public Works Department

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

- Working on curbs
- Water system flushed
- Repairs on Horizon Hill
- Fixed leaks
- Three water meters replaced
- Uncovered cleanout buried several feet under street and repaired (Gender)
- Working on equipment maintenance
- Working on CIPs

1 Buckwald highlighted the difference between the water treated and water produced. He
2 noted the difference reflects the impact of 5 inches of rain.

3 4 **B. Financial Report**

5 660-1700 Water Operating

6 Bennett noted the target for revenues was \$606,000. As of April 2020, revenues were
7 \$31,000 over the forecasted amount.

8
9 He noted personnel was over the allocated amount by 10% with two months to go in the
10 fiscal year. McClung indicated they have been adjusting the allocations of hours
11 between funds, and he expected the numbers to reflect a better amount in May.
12 Bennett highlighted an adjustment on the City Manager allocation.

13
14 Buckwald reported he reviewed current data and the personnel allocation is at 80.45%

15
16 Bennett noted materials and services was well under budget. Bennett expected the
17 numbers to come in under budget at the end of the fiscal year.

18 19 20 670-1800 Wastewater Operating

21 Bennett noted revenues were on target. He noted revenues for the period of \$46,000
22 were down from a normal of \$50,000 or above.

23
24 Bennett stated that personnel costs look fine and that personnel costs in wastewater
25 does not have the same issues that were occurring in water. He noted that materials
26 and services look good.

27
28 Buckwald stated the current report indicates 84.46% of personnel costs expended.

29 30 **IV. Current Business**

31 **A. Review of Documentation for CIP Projects**

32 Bennett noted the task was to complete the documentation for the highlighted projects.
33 He suggested assigning a project to each Commissioner, and that Commissioner could
34 work with staff to complete the template. He referred to the template of the form in the
35 meeting packet.

36
37 Bennett noted the discussion at the joint meeting got off-track, and Public Works had
38 the role of ensuring the criteria of the grant were met.

39
40 Urban clarified each Commissioner would work with Public Works staff to get the
41 information to complete the forms. Manager Beaucaire stated they could find a way to
42 have this process not be a drain on staff time. She suggested setting up a consistent
43 time to contact staff so they could better organize their days. Groth suggested having
44 Public Works staff fill in the missing information. Bennett noted there are six projects.
45 McClung suggested they could have a shepherd for each project that will help with
46 communicating the project to the public. Manager Beaucaire asked Helen Anderson if

1 she could start a draft. Anderson stated she could certainly start a draft. Bennett stated
2 he would prefer getting Commissioners involved.

3
4 Bennett had concern about where to get the relevant Council Goals. He was not certain
5 which goals would apply from the budget document.

6
7 Commissioner Fisher indicated he would need help getting started. Commissioner
8 West thought the approach was a great idea and noted he was ready to get started.
9 Urban noted he will have to spend time with staff to get educated on the topic.

10 11 Project Assignments

- 12 1. I&I: Fisher
- 13 2. Submersible Pumps Electric Plugs: Bennett
- 14 3. Sampler Testing Equipment: Urban
- 15 4. Waste Water VFD Plant: West
- 16 5. Air Valve Actuator: Buckwald indicated this project was complete
- 17 6. Driftwood Street and Parking: West

18
19 Bennett indicated he would send Commissioners the Word version of the form.

20 21 **V. New Business**

22
23 Bennett postponed Items A and B to the next meeting

24 **A. Procedure for Developing a Tree Removal Policy** - postponed

25 **B. Approach for Describing Utility Billing Process** - postponed

26 27 **C. Recommend Utility Rate Adjustment**

28 Bennett stated he got this rate information just prior to the meeting. He recalled that the
29 annual indexing to the billing system was based on the current construction cost index.
30 Bennett believed that this adjustment has been part of the billing system and does not
31 require Council approval. Manager Beaucaire asked that the Commission make a
32 recommendation to Council. Bennett noted the approach of using this index was
33 common to many jurisdictions throughout the state.

34
35 Groth suggested approving the rate increase because the rate adjustment study was
36 still in process. Urban asked about the status of that study. Manager Beaucaire stated
37 that the study was still going on and being adjusted based on community input. She
38 was hoping the first adjustment would take effect in October 2020 or later. Manager
39 Beaucaire added that separating out the adjustments would make each adjustment less
40 impactful on residents. West, Urban, and Fisher agreed it was wise to continue with the
41 index.

42
43 Groth moved to recommend to the City Council to continue the annual rate adjustment
44 as indicated in Resolution 2015-12-01: Aye – 5; No – 0.

45 46 **D. Establish Work Group with Churches on Driftwood Traffic Control**

1 Bennett explained the previous Driftwood discussion led to a need to work with the
2 churches on managing traffic from Driftwood at W 6th Street. He suggested they set up
3 a meeting with church representatives. Groth suggested they do this work in July after
4 the budget matters are concluded. McClung indicated he hoped Council could award a
5 contract at the second meeting in July 2020.

6
7 Councilor Vaaler agreed that speaking with the church was a good idea and that a
8 person familiar with the project and grant stipulations should also be involved.

9
10 Bennett indicated he would send Manager Beaucaire an estimate for use of staff time
11 for this work. Manager Beaucaire indicated staff work could be billed to the CIP costs.

12
13 Bennett asked Groth if he would lead the work as he was familiar with the church.
14 Bennett stated he wanted to have a group meet before the next Commission meeting.
15 West stated he would be happy to serve on the committee.

16
17 Bennett summarized that the object was to have a list of participants by the July
18 Commission meeting.

19
20 **VI. Other Business**

21 **A. From the Commission - none**

22
23 **B. From the Floor**

24 Buckwald stated that Public Works wants to paint the curbs by the old fire station black
25 so it could be street parking. Urban clarified that the black would help citizens see that
26 the area was for parking. Buckwald noted there could be some pushback from people
27 who lived in the area.

28
29 Vaaler stated that the city has been receiving letters from citizens about traffic on W 2nd
30 Street. She suggested that they try to get some input from the residents. Buckwald
31 added that he has seen delivery trucks having trouble turning from Pontiac onto W 2nd
32 Street. Vaaler suggested having a public meeting. Bennett did not want to start a
33 discussion on how the traffic flow on W 2nd Street fit in with the Ocean View Drive
34 situation. Urban did not see what other input would be needed as it was a
35 straightforward request.

36
37 Bennett indicated he would add the topic as an agenda item for the July 14, 2020
38 meeting and asked that it be put in the July Newsletter. Vaaler indicated she would
39 mention the pending discussion at the June 17, 2020 Council meeting.

40
41 Bennett announced a person has expressed interest in joining the Commission and he
42 will look for an application.

43
44 With no further business before the commission, Bennett adjourned meeting at 4:21 pm.

1
2
3
4
5

Bob Bennett, Chair

Date

Minutes prepared by H.H. Anderson on June 24, 2020.