



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

July 14, 2020

Approved Minutes

I. Call to Order

Chair Bob Bennett called the July 14, 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 Fisher and Linn West. Absent: Tom Bedell. Staff present: Wastewater Plant Lead Dave Buckwald, Water Treatment Plant Lead Rick McClung, City Manager Shannon Beaucaire, and Deputy Recorder Kimmie Jackson. Council Present: Leslie Vaaler. Audience: 1.

II. Minutes

A. June 9, 2020

Commissioner Urban moved to approve the June 9, 2020 meeting minutes as presented: Aye – 6; No – 0.

III. Reports

A. Public Works Department

Wastewater Plant Lead Dave Buckwald highlighted that Public Works addressed three complaints, did preparations for OSHA, and had OSHA inspections.

B. Financial Report

100-1040 Streets Operating

Commissioner Groth noted the State Highway funds are still coming in reflecting that COVID-19 has yet to have a significant impact/

150-1040 Streets Capital

Groth clarified that the streets capital outlay was for engineering. McClung indicated he would be speaking to Council regarding the Driftwood bids. He noted the bids came in at \$164,000 and the budget was \$157,000.

660-1700 Water Operating

Bennett and Groth discussed what months were reflected in the revenues due to the change in accounting systems. Groth indicated the revenues through May 31 included twelve months and will show 13 months at the end of June.

1
2 660-1705 Water Capital

3 Groth noted the negative number in the capital outlay would be corrected in the June
4 report.

5
6 670-1800 Wastewater Operating

7 Bennett reminded Commissioners that the revenue lines include June 2019 income.

8
9 670-1805 Wastewater Capital

10 Groth noted they received \$4,000 of grant money that will be corrected in the June
11 report.

12
13 Bennett stated that he was devoting the August meeting to the financial reports and
14 analysis.

15
16 **IV. Current Business**

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

18 Bennett noted the greatest difficulty was in matching the projects to Council goals.

19
20 Regarding the sampler equipment, Urban asked why they had to go through so much
21 work to get a required piece of equipment. Groth believed the threshold for a capital
22 project was \$5,000. Buckwald noted this equipment was an upgrade which qualifies it
23 for a capital improvement project. Urban note the existing equipment was problematic
24 and believed this upgrade should get priority importance. Buckwald indicated he got
25 permission from DEQ to postpone this purchase to the new fiscal year. McClung added
26 that \$20,000 would exhaust the operations budget and Buckwald was trying to stay
27 within the budget.

28
29 Bennett stated the electrical pump project would enable Public Works to plug in a pump
30 changeout instead of having to call in an electrician. Councilor Vaaler asked if there was
31 an estimate of the maintenance costs. Buckwald indicated it was expensive to utilize an
32 electrician to do this work and this new system would be much lower, although they do
33 not have an estimate of that amount. He noted the work with the electrician often
34 incurred double time.

35
36 Buckwald noted VFD stood for variable frequency drive. Buckwald asked how this
37 project fit with Council goals. McClung indicated this item would impact energy savings
38 and explains this equipment enables equipment to run at lower speeds without shutting
39 off. Buckwald noted that these devices are frequently upgraded and it can be very
40 expensive to do a simple replacement of existing equipment. He noted the current ones
41 were twelve years old. Buckwald added that they can get an upgrade that will last many
42 additional years for around the same price.

43
44 Buckwald indicated that inflow and infiltration (I&I) that the date needed to be adjusted
45 to FY21. Bennett added this work was an ongoing process. Buckwald stated they
46 rehabs are guaranteed for 7-8 years.

1 Bennett noted the Driftwood item has been discussed and put into the format needed
2 for the budget document.

3
4 Urban moved to provide these CIP summaries to City Staff for inclusion the FY21
5 budget document appendices: Aye – 6; No – 0.

6 7 **B. Church Traffic Flow Working Group**

8 Groth reported a group has been formed and had an initial meeting with John Simmons
9 and Bob Barrett from the Church.

10 11 **C. Second Street Parking**

12 Bennett stated notification did not go out to residents in the area. He asked that Helen
13 Anderson get this item in the August newsletter. Anderson clarified that people can
14 email comments to Bennett.

15 16 **V. New Business**

17 **A. William Toombs Application for Commission Seat**

18 William Toombs stated his graduate school work in public administration and Policy
19 introduced him to issues with infrastructure in Pocatello, ID. He indicated he moved
20 from Odessa, where he saw the ramifications of inadequate infrastructure.

21
22 Bennett suggested Toombs could tour the wastewater and water plants.

23
24 Groth moved to recommend to City Council to appoint William Toombs to the Public
25 Works and Streets Commission: Aye – 6; No – 0.

26
27 Councilor Vaaler suggested that Toombs be approved at the first August Council
28 meeting so that he could participate at the next meeting. Deputy Recorder Jackson
29 indicated she would get the information to Manager Beaucaire.

30 31 **B. Approach for Describing Utility Billing Process - Postponed**

32 33 **C. Storm Drain Maintenance on Gender Drive**

34 McClung stated that Public Works has a fix amount hours to expend in a given season.
35 He explained the Gender Drive project will use all of those hours. Buckwald reported
36 there was no drainage system on Gender, and residents near the end have complained
37 that water and gravel is running onto their property. He also noted that sometimes the
38 creek overflows the banks at the highway which can add additional flow onto the
39 westernmost properties. He reviewed the drainage system on the east side of the
40 highway, which has smaller culverts in the middle. This situation has the potential for
41 problems and he suggested that this drainage project could be a capital improvement.

42
43 Buckwald noted the Gender Road issues have to be repaired this summer (2020).
44 Bennett noted that there was not funding allocated for this work. Groth noted there was
45 a \$40,000 carryover in the budget which could be used for this work. Groth suggested
46 they could have a CIP for the basin work in FY21. Bennett asked McClung to prepare a
47 statement of what was needed for this project for the September meeting.

1 **VI. Other Business**

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

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4 **B. From the Floor** - none

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6 With no further business before the commission, Bennett adjourned meeting at 4:01 pm.
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12 _____
13 Bob Bennett, Chair

_____ Date

14 Minutes prepared by H.H. Anderson on August 2, 2020.