



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

August 11, 2020

Draft Minutes

I. Call to Order

Chair Bob Bennett called the August 11, 2020 meeting of the Public Works and Streets Commission to order at 2:04 pm via Zoom. Members present: Bob Bennett, Ron Urban, Tom Fisher, and Linn West. Absent: Don Groth and 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: 0.

II. Minutes

A. July 14, 2020

Tom Bedell was absent.

Commissioner Urban moved to approve the July 14, 2020 meeting minutes as corrected: Aye – 4; No – 0.

III. Reports

A. Public Works Department

Wastewater Plant Lead Dave Buckwald highlighted that Public Works removed two trees on Shell and top of Loma \$2,300. He reported Heather Hoen has been helping with CIPs and she has significantly helped move projects forward.

Water Treatment Plant Lead Rick McClung reported they were creating project codes for managing the CIPs in the Springbrook software. He noted they established priorities to help manage staff time and to anticipate any changes due to COVID. Bennett clarified that all projects except for E 2nd Street were planned for this fiscal year. McClung indicated he planned to give a project report each month.

IV. Current Business

A. Change Meeting Start Time

Bennett explained they were meeting at 2:00 pm today as McClung and Buckwald needed to be done by 3:30 pm to avoid overtime.

1 Commissioner West moved to change the start time of the Public Works and Streets
2 Commission to 2:00 pm on the second Tuesday of the month: Aye – 4; No – 0.
3

4 **B. Second Street Parking**

5 Bennett reminded the Commissioners that the parking across from the old fire station
6 was prohibited and could now be placed back into public use. McClung clarified that
7 Councilor Vaaler had not heard any recent negative comments on this action. Urban
8 suggested that this decision should be a City decision as it is a public street. Bennett
9 agreed and stated it was reasonable to expect things to change and other issues about
10 W 2nd Street should be dealt with separately. No public comments had been received
11 on this action.
12

13 Urban moved to eliminate the parking restrictions on the south side of W 2nd Street:
14 Aye – 4; No – 0.
15

16 **V. New Business**

17 **A. Review FY20-21 Budget**

18 Manager Beaucaire explained she took a conservative approach to budgeting amidst
19 COVID. She reported:

- 20 • Non-essential expenses were frozen.
- 21 • The food and beverage tax and transient lodging tax were estimated at 50% of
22 the average of the last three year
- 23 • Sixty-one percent of the transient lodging tax goes to the general fund and 39%
24 goes into a restricted fund.
- 25 • Storm drains and streets were funded through the general fund.
- 26 • Water and wastewater were considered enterprise funds and should be self-
27 funded.
- 28 • Additional cleaning equipment has been purchased.
- 29 • Additional cyber security was needed as more staff works remotely.
- 30 • Labor costs were increased by 15% across the board and insurance were
31 increased by 12%.
32

33 100-1040 Streets Operating

34 Manager Beaucaire reviewed how she and Don Groth established beginning balances.
35 For Streets Operating, she noted that she decreased in state highway tax due to
36 COVID, which has yet to show up in funds received. She also noted the allocated labor
37 was decreased.
38

39 Bennett clarified the highway fund money was received monthly.
40

41 100-1050 Storm Drains

42 Manager Beaucaire stated the operations fund remains strong, and it was
43 recommended that the focus be on operations rather than capital this year.
44

45 660-1700 Water Operating

1 Manager Beaucaire stated the current base structure currently covers 62% of the cost
2 to produce water and she was hoping that amount would increase 70% with the new
3 utility rates.

4
5 Urban asked what he should be focusing on when reviewing these pages. Manager
6 Beaucaire stated she was wanting to show Commissioners how the budget has been
7 impacted. Bennett noted they would be looking at the monthly reports later in the
8 meeting.

9
10 Bennett asked why the revenues went from an original \$600,000 and was approved at
11 \$550,000. Manager Beaucaire stated that Groth wanted to be more conservative during
12 the pandemic and this adjustment mostly impacted operating contingencies.

13 14 670-1800 Wastewater Operating

15 Manager Beaucaire noted the same \$50,000 reduction in revenues and the impact was
16 on capital transfers.

17 18 150-1040 Streets Capital Reserves

19 Manager Beaucaire stated that allocated was estimated at approximately 20% of capital
20 outlay. Bennett clarified the grant was for the Driftwood project. She noted that
21 \$264,000 was transferred into this fund for parking in 2017-2018 and \$50,000 was
22 transferred in 2018-19 for completion of Oceanview Drive.

23
24 McClung asked if Council has decided to proceed with the transportation grant.
25 Manager Beaucaire stated they were proceeding and a grant application has been
26 submitted to support this study.

27
28 Bennett clarified the 50 cents was not listed on utility bill but was transferred to capital
29 reserves. Manager Beaucaire stated that a previous Council took actions and it has
30 been part of the process thereafter. Manager Beaucaire suggested they could make
31 this fee clearer when they adjust the water billing.

32 33 660-1705 Water Capital Reserves

34 Manager Beaucaire noted an increase in the Urban Renewal contribution and decrease
35 the SDC contribution for the south tank earthquake valve. She highlighted that the
36 capital outlay lines were general and could be accounted for within the project
37 management software.

38 39 SDC Admin

40 Manager Beaucaire explained this SDC fund would become part of the Public Works
41 regular reports. Bennett stated they would need to rework the SDCs once the water
42 and wastewater master plans were complete. McClung stated all master plans are
43 factored into the SDC plan and noted they need to revamp the storm drain master

44 45 160-1630 General Construction

1 Manager Beaucaire explained this fund was to clean up for the south tank and Highway
2 101 construction. Bennett clarified the remaining balance of just over \$213,000 reflect
3 the amount that was expended to purchase property prior to getting loan.

4
5 Manager Beaucaire reviewed the CIP project summaries in the budget document.
6

7 McClung indicated that the Source Water Protection Plan was a separate plan from the
8 Water Master Plan. Bennett clarified that the budgeted amount included McClung's
9 time. Councilor Vaaler asked when the plan would be complete. McClung estimated it
10 could be six months. He noted the project team was waiting on his input.

11
12 Bennett recalled a previous engineer produced a storm water master plan. He noted the
13 plan was full of inaccuracies. He stated he wanted to review any future master plans in
14 detail to avoid inaccuracies going forward. He suggested that City staff also read the
15 plans to find obvious errors.

16
17 McClung stated that the backwash recycling project would likely be \$150,000 and
18 engineering was in progress.

19
20 McClung stated the earthquake valve and water tap could be covered by both Urban
21 Renewal and SDC funds. McClung indicated he has asked the engineers to provide a
22 selection of valve options so that the Commission could have input on the choice.

23
24 Buckwald reported Hoen has done a great job moving this project forward and they
25 would be choosing between two companies.

26
27 Buckwald indicated the wastewater master plan was slightly behind the water master
28 plan in terms of anticipated completion. McClung hoped to have this project done by
29 the end of the fiscal year.

30
31 Hoen reported the City received multiple bids for the pole building and Public Works
32 was ready to award the contract. She stated the bid came in at \$48,923 so the project
33 was well within the budget.

34
35 Buckwald reported the project to install sliding UV doors was competed and came in
36 under budget (\$15,000 budget and actual cost around \$11,000).

37
38 Manager Beaucaire stated they have received the archeological study and were waiting
39 for the State Historical Preservation Office to give their final approval. The County
40 estimated it would be a few months before they move forward.

41
42 Manager Beaucaire noted the project summary sheets recently completed by the
43 Commission were attached to the budget document.

44 45 **B. Approach to Reviewing Financial Reports**

46 Bennett stated one of the major functions of the Commission was to review the monthly
47 financial reports.

1
2 West stated that going over the budget today would be helpful in reviewing the financial
3 reports going forward. He suggested it could be helpful if they were told where and why
4 changes were made rather than having the Commission try to identify them.

5
6 Fisher wanted to know about the status of the data in the reports. Manager Beaucaire
7 stated the software could easily manage incorporating the upcoming rate changes.

8
9 Urban indicate he was comfortable with the reports. He liked having the percentage of
10 amount budgeted as a way to assess the status of the financial situation.

11 Bennett summarized that McClung and Buckwald were the managers of these reports in
12 knowing how and why monies were spent. He saw the Commission as serving a mid-
13 management role of just assessing that things were on target and noting anomalies.
14 Bennett noted the expenses in the reports are stable over the seasons with storm
15 drains, streets, and revenues being the variable amounts. He stated their task was not
16 to micromanage Public Works.

17
18 Manager Beaucaire showed the Commissioners how to find the reports on the website.

19
20 Bennett asked if they could get a more summarized report. Anderson asked what
21 elements would be included in summary report. Bennett indicated that the summary
22 report would only include the general categories. Urban stated a summary would be
23 valuable at a meeting but he wanted to access the more detailed reports online.

24
25 Manager Beaucaire noted the City was not closing out FY20 until the end of this month.

26
27 **VI. Other Business**

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

29
30 **B. From the Floor**

31 McClung indicated the geotech study on Horizon Hill was complete. He
32 encouraged Commissioners to drive the road to note the condition. He indicated they
33 could discuss this topic at the next meeting.

34
35 With no further business before the commission, Bennett adjourned meeting at 3:26 pm.

36
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39
40
41 _____
42 Bob Bennett, Chair

_____ Date

43 Minutes prepared by H.H. Anderson on August 17, 2020.