

1. Agenda

Documents:

[2020-09-16 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

[Financial-Report-Public-Works-FINAL](#)

Documents:

[2020-08-11 Public Works Minutes.pdf](#)

[2020 August Public Works Department Report.pdf](#)

[2020-09-08 Review Scope Of Driftwood Project.pdf](#)

[Earthquake Valve.pdf](#)

[Utility Billing Adjustment Info.pdf](#)

[2002-08-11 Executive Summary - Signed.pdf](#)

[Wastewater Rate Study.pdf](#)

[2020-128 RES Utility Rate Base Rate.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Wednesday, September 16, 2020 at 2:00pm
Note: Meeting Conducted Using Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86414381540?pwd=SmNGeW93dU1iMWtDZFdiNXFQdGw0UT09>

Meeting ID: 864 1438 1540

Passcode: 245125

One tap mobile

+13462487799,,86414381540#,,,,,0#,,245125# US (Houston)

+16699006833,,86414381540#,,,,,0#,,245125# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 864 1438 1540

Passcode: 245125

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AGENDA

- I. Meeting called to order
- II. Minutes of August 11, 2020 meeting
- III. Reports
 - A. Public Works Department
 - B. Emergency Preparedness
- IV. Current Business
 - A. Driftwood Project Scope
- V. New Business
 - A. Update on Earthquake Valve
 - B. Rate Study Update – Wastewater
 - C. Review City Code on Utility Billing Adjustments
- VI. Other Business
 - B. From the Commission
 - C. From the Floor

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. Posted 9/14/20

D. Next Meeting Tuesday, October 13, 2020 at 2:00 P.M.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. Posted 9/14/20



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
37
38
39
40
41 _____
42 Bob Bennett, Chair

_____ Date

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

Date: September 2, 2020
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: August 2020 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
	2020	2019	2018	2017
August	0.63	0.21	0.41	0.26
Rain year to date:	37.83	34.87	36.74	52.87

Total water production: **5,083,500** gallons Water loss efficiency: **87.1%**
Total water Sold: **4,430,404** gallons
Total wastewater treated: **4,290,000** gallons

The following is a list of what was done by Public Works staff in August 2020.

Streets:

- Cut and removed brush for 4th St. right-of-way.
- Picked up two loads of rock.
- Curb painting on 2nd St.

Drainage:

- E.3rd culvert repaired and replaced.

Water Treatment Plant:

- Water systems operations.
- Plant maintc. & clean-up.
- Prep for clarifier take down.

Distribution Sys:

- Meter reading.
- Meter Maintc.
- Installed replacement fire hydrant on W. 7th and Ocean View Drive.
- Water service installed on E. 8th ,4th and E. 7th St.
- Repaired water service on Aqua Vista.
- Installing replacement fire hydrant at Mitchell and Yachats Ocean Rd.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.

Collection Sys:

- Lift station inspections.
- Degrease lift stations.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc.
- Yard clean-up.
- Moved Misc. items from the 501 bldg. to the Commons.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- Whale Park issues.
- PW administration.
- Staff OSHA meeting—corrections being done.
- Both Leads attended multiple meetings.
- Replaced fuel in emergency containers.
- Installed ballot box bolts at 501 bldg.
- 501 bldg. and Commons and solids bldg. gutters cleaned.

Parks:

- Piles picked up for Trails.

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Vac-truck selection moving forward.
- New valve installed at the WTP (WTP Upgrade).

COVID-19:

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.



CIP List

Report Date: **September 1st, 2020**

1. Wastewater			Comment
Code			
1	WWMP	Wastewater Master Plan	30% complete
2		Significant User Study	In progress
3	WWRATES	Wastewater Rate Study	Has a presentation to discuss
4	I & I WWR	Sewer Collection I&I	Planning stage
5	POLEBLDG	Pole Building	RFP has been accepted, working out details
6		Submersible Pump Elec Plug	Planning stage
7		Sampler Testing Equipment	In progress
8	VFDWWTP	WWTP VFD's	In progress
N/A	AIRVALVE	Air Valve Actuator	completed
9	Upcoming	E. 2nd St. Collection System	Part of a "consolidated project" Enter into budget process for 21/22
		Vac-Truck 50/50	RFP has been accepted, working out details
2. Water			Comment
10	SOURCEWR	Source Water Protection Plan	50% complete
11	WMSTRPLN	Water Master Plan	65% complete
12	CCWMP	Water Management & Conservation Plan	10% complete
13	WTRRATES	Rate Study	Completed
14	WTPUPGRD	WTP Upgrades	75% complete
15	WTPBKWSH	Backwash Recycle	Engineering complete, ready to submit to OHA for approval
16	STSEISMIC	Earthquake Valve- South Res	Valve selection at this meeting
	Upcoming	E. 2nd Water line	Replace AC line "consolidated project" to revitalize. Enter into budget process for 21/22
		Vac-Truck 50/50	See WW
3. Streets			Comment
17	OVDRIVE	Oceanview Dr.	Pending- Adopting from County. Remaining- Guard rails, Striping & Signage
18	DRIFTWOOD	Driftwood	Under public review
19	Upcoming	E. 2nd Street	Apply for grant -begin the public process/budget process for 21/22
20	Upcoming	W. 2nd Bulb out	Continue research
4. Stormwater			Comment
	DRIFTWOOD	Driftwood	Consolidated project w/streets
5. Emergency Management			Comment
21	Code	E. 2nd Street	Consolidated project 21/22
		New EM Storage Facility	not yet started
22		Evacuation Signage	Received signs and placement has been agreed to - on the PW schedule this Fall
6. Grants			Comment
23	SOURCEW	Source Water Protection Plan	\$30k- DEQ- Department of Environmental Quality start date: July 30, 2019- 2 Years
24	WMSTRPL	Water Master Plan	\$20k- BO- Business Oregon start date: December 6, 2018 - 2 years
25	WWMO	Wastewater Master Plan	\$20k- BO- Business Oregon start date: October 10th, 2019 - 2 Years
26		Evacuation Signage	\$4k- OEM- Oregon Emergency Management start date: April 6th, 2020 - no real end date
27	DRIFTWOOD	Driftwood St Paving	\$100k- ODOT -Oregon Dept. of Transportation start date: December 12th, 2019 - 2 Years
28	Applied	E. 2nd -Part 2	\$100k- ODOT -Oregon Dept. of Transportation - we will see

Review Scope of Driftwood Project

The City Council requested that Public Works and Streets Commission review the scope of work for the Driftwood Project and present it at the Council meeting held on September 16th at 2 PM. The Council is also asking Parks and Commons Commission to review options for the Driftwood Project related to existing public spaces such as the Skate Park and Ballfield.

Possible project scope issues are listed below:

- Project of some kind must be done to protect City infrastructure which includes a key waterline and charging station.
- The project must maintain 2 way traffic flow to allow access to Church, 501 Building, and the Commons.
- The project must allow for additional parking.
- The project must allow for large vehicle parking need for support of events held in the Commons.
- The project must provide for Traffic and Pedestrian Safety.

Rick:

We are writing this email to update the City on the status of the design work for the South Tank Seismic Valve. The existing valve that was installed was designed to close when the water level in the tank reached a depth of about 10 feet. Based on discussions with the City it is unclear if the valve has ever functioned properly. Even if it is functioning properly, if a large firefighting demand were to occur and the water level was drawn down below 10 feet, the City would not want the valve to close as this would limit the amount of water available for fire suppression. For these reasons, the City asked us to consider other options.

In order to protect water supplies after a seismic event, most municipalities install a seismic monitor and valve control system. These systems include a seismic monitor that automatically senses a seismic event. They also include a controller and batteries that automatically close a valve on the tank outlet line after sensing a seismic event. The valve remains closed until opened by city staff. The idea is to prevent the loss of large volumes of water from storage tanks as a result of ruptured waterlines in the distribution system. This approach is fairly standard in the industry and is recommended for the City. Two common manufacturers are Floloc (www.floloc.com) and Earthquake Safety Systems (<http://www.egsafetysys.com/>).

We are nearing completion of the design work for the modifications and will soon be ready to submit the design package to the Oregon Health Division for review. Upon approval from the Oregon Health Division, the project will be ready for bidding. The proposed improvements will consist of the installation of a seismic monitor and control system by one of the two manufacturers mentioned above. The pilot controls on the existing valve will be modified in the field to be compatible with the seismic control system. Therefore, a new valve is not required on the tank outlet line.

As you know, we have included the design for the south tank seismic valve along the design for the water treatment plant backwash recycle system in a single bid package that will be constructed by a single contractor. Combining these two projects into a single project is more efficient because it requires a single Health Division review fee, a single bidding phase, and a single construction administration phase. Separating into two projects would require an additional Health Division review fee, bidding phase, and construction administration phase which would be more costly than combining them into a single package.

The total recommended budget for the south tank seismic valve improvements is about \$60,000. This should include all construction and soft costs. As noted above, the design documents will be completed in the coming weeks. When the drawings are ready, we will seek approval from the City to submit the design package to the Health Division for review.

Should you have any other questions or need any additional information, feel free to contact me. I am available by email or on my cell phone at (503) 931 – 3459.

Thank you,

Christopher J. Brugato, P.E.
Westech Engineering, Inc.
3841 Fairview Industrial Dr. SE Suite 100
Salem, OR 97302
PH 503.585.2474
FX 503.585.3986

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 19 RELIEF FOR WATER BILLING FOR NATURAL CAUSE WATER LOSS

OBJECTIVES

To provide an application process for partial credit for water charges resulting from loss as a result of natural causes; define those specific causes; and, establish the procedure by which City Hall Staff will process the applications for credit, based on the criteria to ensure that it is fair and consistent.

CRITERIA AND PROCEDURES

This policy applies only to the uncontrolled loss of municipal treated water at any residence or business as a direct result of natural causes. Relief will be considered for the quantity exceeding the average consumption.

1. The City Recorder will deny relief if it is determined that the property was unoccupied for 5 or more days and the hand valve was not present, not operational, or not used to minimize loss.
2. Any metered water service customer may apply for partial relief of the cost of water lost as a result of the below listed natural causes.
3. The City Recorder will grant relief of fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months' billings.
4. To qualify for such relief the situation shall meet the following criteria:
 - a. The excessive loss of water must not be caused by negligence of any party or individual.
 - b. The excessive cost of water must be greater than the average of the metered usage of the last twelve (12) billings.
 - c. The relief applied for will not exceed two billing cycles.
 - d. Only the owner, customer, or agent of record may apply.
 - e. Relief will not be granted for any loss that occurs more than one time at the same part of the plumbing where relief was previously granted.
 - f. The applicant must provide evidence that the leakage has been satisfactorily remedied and has been inspected by a City employee.

- g. The applicant must apply by filing a request for relief with the City Recorder, or designee.
- 5. For the City of Yachats to provide relief for a loss of water over and above the customers average usage the loss must be caused by one, or more of the following natural events:
 - a. Severe Freezing.
 - b. Earthquake. Any time that such a natural event shall occur in the immediate vicinity of Yachats earthquake damage is an allowable cause.
 - c. Earth slide. Any time an earth slide of size sufficient to cause the breaking or disconnection of plumbing the event is allowable and eligible for relief.
- 6. The City may forgive sewer charges when there has been an emergency loss of water and it is demonstrated that the lost water did not enter the sewer system.
- 7. Any decision or action of the City Recorder made or taken pursuant to this policy may be appealed to the council by filing written notice of appeal with the recorder within thirty (30) days following such decision or action. Such notice of appeal shall set forth in reasonable detail the action or decision appealed from the appellant's grounds for reversal or modification thereof. No later than the next regular council meeting following receipt of such notice, the council shall set a time for hearing upon such appeal. The action of the council upon such appeal shall be final.



CITY OF YACHATS

PO Box 345 (441 N. Highway 101), Yachats OR 97498

Phone (541) 547-3565

Fax (541) 547-3063

Relay Oregon 800-735-2900 (TDD)

Dear Customer:

This month your water/sewer reading revealed higher than normal water consumption. Although the meter reader read the meter it does not eliminate the possibility of a leak.

If you are sure there is no leak and *know* that your usage was higher than normal, no further action will be required on your part.

If you have already discovered the leak and had it repaired, please fill out the enclosed Request for Evaluation of Water/Sewer Bill form and return it to us at City Hall with a copy of the repair bill. Attached is Administrative policy No. 19 for Relief for water billing for natural cause water loss.

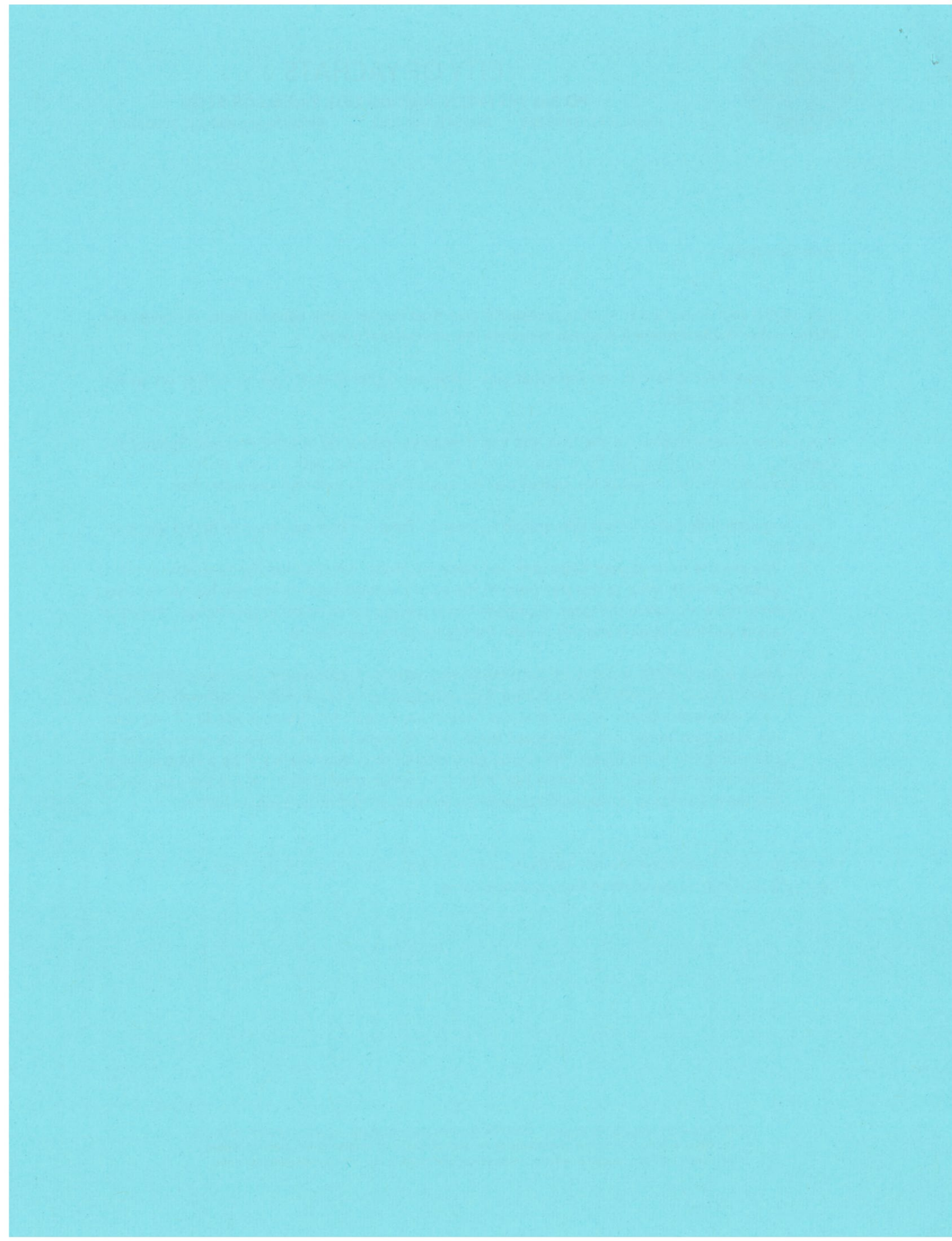
If you suspect a leak, but have not determined its location there are two easy ways to detect a leak on your own:

- 1) Remove the cover of your toilet tank and place 3-4 drops of liquid food dye (available at most grocery stores). Wait 30 minutes then lift the lid of the toilet bowl—if the dye has run into the bowl there is a leak in the toilet. Complete this procedure for all toilets in your house. If there is a leak you may repair it yourself or refer the bolded paragraphs below.

and/or

- 2) Make sure all of the water is off both inside and outside of your house. Go out to your water meter box—it is usually the box buried flush in front of your house near the sidewalk is (if you have one) with a plastic lid on it that has "water" imprinted on it. Remove the lid. If you have not kept your meter box maintained there may be some dirt and debris to remove that is concealing the water meter. When you have located the meter there will be a red triangular indicator on the dial. If you know that there is no water running inside or outside your house and the red indicator is moving then contact a licensed plumber to investigate further.

Please contact us weekdays (except holidays) from 9:00 a.m. to 4:00 p.m. at (541) 547-3565 Ex.101 or kimmie@yachatsmail.org anytime if any questions arise.



**CITY OF YACHATS
REQUEST FOR EVALUATION OF WATER/SEWER BILL**

Date _____

Billing Date _____

I hereby request a review of the charges for water and/or sewer usage:

Account Name _____

Account No. _____ - _____ - _____

Service Location _____

Contact Name and Phone Number _____ Email _____

Choose One:

☐ I believe that the amount charged is inaccurate because:

☐ I believe that the measurement of the amount of water used was inaccurate because:

Check all that apply:

☐ I examined our system from the meter, through all pipes and fixtures.

☐ A licensed plumber examined our water system on _____.
Plumbers Name/Company _____

AND

☐ A leak was not discovered

☐ A leak was discovered. (Location of leak _____)

☐ We are hereby requesting a credit in the amount allowed due to this discovered leak.

☐ This leak has been repaired by _____ on (date) _____

Documentation of repair is required for credit

Official Use Only:

Credit Recommended: ___ Yes ___ No ___ by: City Clerk II _____

Credit Amount: Water\$ _____ Total\$ _____ ***Worksheet must be attached***

Reason: _____

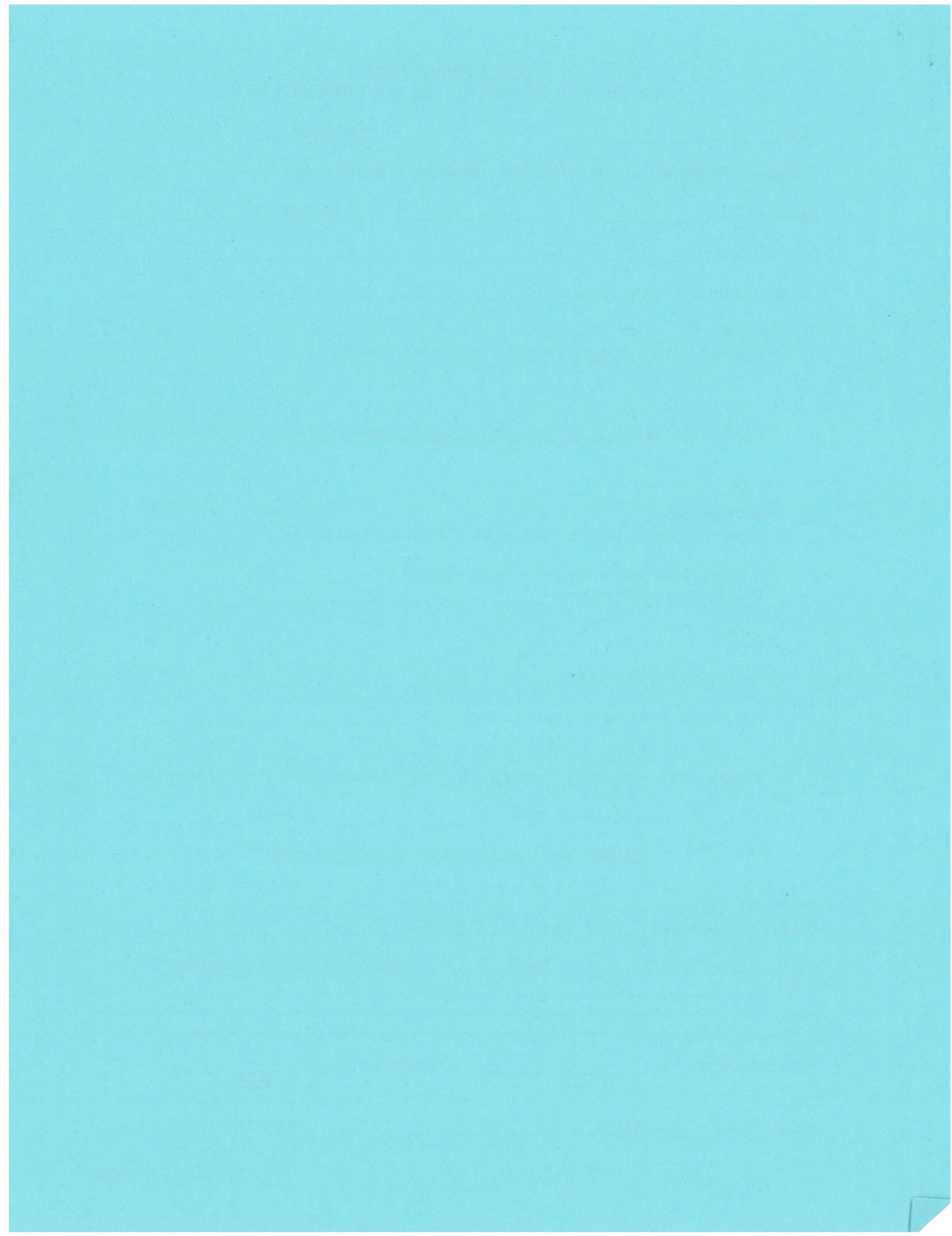
Concurrence by: _____ Approved by: _____

City Clerk III

City Manager

Posted to Utility Billing (Date) _____

New balance\$ _____



CITY OF YACHATS
EVALUATION OF WATER/SEWER BILL **WORKSHEET**

Date: _____

Acct. #: _____/_____/_____

Service Address _____

Previous 12 months **water billing total** in dollars (*attach report*) \$ _____

Average monthly billing based on previous **12 months water** bills \$ _____

Excess water charges above the customers average monthly usage \$ _____

Credit to be applied to next bill cycle if approved* (**50% of the above**) \$ _____

****The relief if authorized, will be 50% of the charges above the applicant's average monthly usage as determined by the review of the previous 12 months billings. Refer to Administrative Policy #19 for additional details****

Is there evidence of negligence on the part of the owner/occupant? ____ Yes ____ No
(If yes, please explain) _____

Did the leak and request for relief exceed (2) two billing cycles? ____ Yes ____ No
(The relief requested cannot exceed 2 billing cycles)

Was the leak repaired satisfactorily ____ Yes ____ No (**Attach repair invoice or receipts**)

Was the repair inspected by a City employee or qualified agent? ____ Yes ____ No

Was there a City employee or qualified agent available to make the inspection? ____ Yes ____ No

Name of City employee, qualified agent or company making the inspection/repair

_____ Date completed: _____

Has there been a prior approved request for relief at this service address? ____ Yes ____ No
If yes, the relief requested cannot be for the same part of plumbing where relief was previously granted.

Employee Completing this worksheet & title

_____ Date: _____



Executive Summary
Meeting of: Public Works & Streets Commission
Date & Time: August 11, 2020 2 PM

Background: The Commission met to discuss meeting time changes, FY21 budget, and financial reports. Also discussed was removing the no parking paint around the 2nd street at the Fire station.

Overall Summary: The Commission decided to remove the no parking along 2nd street by the fire station; change meeting times to 2PM from 3PM; and review both summary and detailed financial reports to determine which is more useful to the Commission.

Key Take-Aways:

- Remove no parking paint along South 2nd street curb
- Provide examples of summary financial report
- Provide monthly progress of FY21 CIP projects

Action Steps to be taken (and who is responsible for them) by the next meeting:

- Remove no parking paint and any signage along 2nd street by Fire station (*Public Works*)
- Provide summary financial report samples along with staff time estimates (*City Manager*)
- Change meeting time on an ongoing basis on all websites, agendas, etc. (*Deputy Recorder*)

Approved by both Deputy Recorder and Commission/Committee Chair:

Kimmie Jackson
[Kimmie Jackson \(Aug 14, 2020 10:54 PDT\)](#)
Deputy Recorder

Aug 14, 2020

Date

Robert Bennett
[Robert Bennett \(Aug 15, 2020 16:16 PDT\)](#)
Commission/Committee Chair

Aug 15, 2020

Date

2002-08-11 Executive Summary

Final Audit Report

2020-08-15

Created:	2020-08-13
By:	Anita Sites (admin@yachatsmail.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr5vI1Pk2NyJPN-z27V-ZiqtoSJLw2Xj7

"2002-08-11 Executive Summary" History

-  Document created by Anita Sites (admin@yachatsmail.org)
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Wastewater:

- The city should be commended on the rate adjustments for wastewater as the table below shows your diligence is noteworthy
- Wastewater base rate –
 - o Sufficient during the time of review
 - o Consumption rates – currently sufficient, small adjustment from \$5.91 to \$6.00 in line with water consumption
 - o Residential – charged sewer based on average monthly winter water consumption
 - o Commercial – charged sewer based on monthly water meter reads throughout the year
- Some ideas for the future of the wastewater system
 - o Look at developing a "Significant Industrial Users" base.
 - o Look at commercial, industrial users as to the waste stream generated,
 - Solid Content, Biological Oxygen Demand (BOD), organics, pH, color etc.
 - The above characteristics affect the treatment costs of wastewater

Personnel / Materials	\$	552,500.00	Figures from Fund 670 WW Dept 100 WW Systems
Contingency	\$	60,000.00	Figures from Fund 670 WW Dept 100 WW Systems
Total Debt Service	\$	505,035.00	Fund 155-1276 Restricted Reserves WW Plant Loan
Capital Outlay ¹	\$	100,000.00	Fund 150 Dept 170 WW Plant *
Total Proposed Budget	\$	1,217,535.00	
URD/F&B Tax ²	\$	465,000.00	Speculation to the consistency of revenue
SDC/Transfers ³	\$	40,000.00	Figures from Fund 155 WW Dept 176 WW Plant Loan
Balance Surplus / Deficient ⁴	\$	(712,535.00)	
1 - Figure adjusted down from \$368,000.00 - over four year timeline			
2 - Figure chosen as an average,			
3 - Figure consistent each year from 2017-18 fiscal year, prior year figure was \$80,000.00			
4 - Balance is figure we anticipate the rate payers will cover each year with annual adjustments based on CIP			
* - Figure close to \$95,000.00 in "City of Yachats Finance Committee" 5-YR CIP Plan			
Base Rate Revenue ^A	\$	478,362.24	
Consumption Revenue ^B	\$	342,314.85	
Total Revenue	\$	820,677.09	
A - Revenues figured at \$47.12 per month x 846 users			
B - 2 units allowed (1,500 gallons) per month - all remaining units charged \$5.91 - total units sold 57,921 = 43.32 MG annually			
B - Over 5-yr timeline, average monthly inflows = 5.45 MG or 65.40 MG annually or 53% additional water for treatment.			
B - 22.08 MG "precipitation" = 29,500 units - what is actual cost to treat this capacity - impact on total revenues			



**CITY OF YACHATS
RESOLUTION NO. 2020-128
A RESOLUTION AUTHORIZING IMPLEMENTATION OF A UTILITY BASE RATE
ADJUSTMENT**

WHEREAS, the Oregon Association of Water Utilities (OAWU) was hired to conduct a utility rate analysis for the City of Yachats; and

WHEREAS, the OAWU provided the attached chart that compares “current” rates and proposed rates on budgets at either \$100,000 or \$200,000 annual capital; and

WHEREAS, the option discussed at its June 24, 2020 Council meeting was to reset base rates using the meter multiplier (column 3) providing an allowance of water in line with the meter multiplier. This sets the initial usage and monthly rates (unit cost) the same for all users and applies a \$6.00 per unit; and

WHEREAS, Council can wait one year before reconsidering the tiered unit cost approach; and

WHEREAS, with this proposed structure, revenues collected for fixed expenses equal 65-72 percent of operating requirements, pending the level of capital in the proposed budget to financially secure the water department and its operations.

NOW THEREFORE, the Yachats City Council resolves that the City of Yachats will:

1. Implement base rate using the meter multiplier, and
2. Increase unit costs to \$6.00 per unit,
3. Implementation will be tentatively October 1, 2020.

This resolution memorializes action taken on June 24, 2020 and is effective as of that date.

CITY OF YACHATS:

W. John Moore, Mayor

ATTESTED TO BY:

Shannon Beaucaire, City Manager



1	2	3	4	5	6	7	8	9
Meter Size	Mo. Base Rate	Mo. Base Rate		Consumption	Consumption Levels **		Using Tiers***	Unit Costs ^^
	Current Base Rate	New Base Rate*	Meter Ratio	With Base Rate		Current Costs	New Costs	New Costs
5/8"	\$ 48.24	\$ 48.24	5/8" = 1.0	2		\$ 48.24	\$48.24	\$ 48.24
5/8"	\$ 52.98	\$ 48.24	5/8" = 1.0	2	4	\$ 58.90	\$60.24	\$ 60.24
5/8"	\$ 61.87	\$ 48.24	5/8" = 1.0	2	6	\$ 69.56	\$73.24	\$ 72.24
					8	\$ 80.22	\$86.24	\$ 84.24
					10	\$ 90.92	\$100.24	\$ 96.24
1"	\$ 112.37	\$ 67.54	1" = 1.4	2.8		\$ 116.63	\$67.54	\$ 67.54
					6	\$ 133.69	\$86.84	\$ 86.74
					10	\$ 155.01	\$112.84	\$ 110.74
					15	\$ 181.66	\$148.34	\$ 140.74
2"	\$ 94.54	\$ 139.90	2" = 2.9	5.8		\$ 114.79	\$139.90	\$ 139.90
2"	\$ 133.15	\$ 139.90	2" = 2.9	5.8		\$ 153.40	\$139.90	\$ 139.90
2"	\$ 150.97	\$ 139.90	2" = 2.9	5.8		\$ 171.22	\$139.90	\$ 139.90
2"	\$ 305.69	\$ 139.90	2" = 2.9	5.8		\$ 325.94	\$139.90	\$ 139.90
					10^	\$ 175.79	\$165.10	\$ 165.10
					15	\$ 202.44	\$199.70	\$ 195.10
					30	\$ 282.39	\$298.20	\$ 285.10
3"	\$ 94.54	\$ 530.64	3" = 11.0	22		\$ 201.14	\$530.64	\$ 530.64
					45	\$ 323.73	\$680.14	\$ 668.64
					60	\$ 403.68	\$777.64	\$ 758.64
					90	\$ 563.58	\$977.64	\$ 938.64
4"	\$ 70.78	\$ 675.36	4" = 14.0	28		\$ 209.36	\$675.36	\$ 675.36
					50	\$ 326.62	\$807.36	\$ 807.36
					100	\$ 593.12	\$1,132.36	\$ 1,107.36
					150	\$ 859.62	\$1,482.36	\$ 1,407.36
					300	\$ 1,659.12	\$2,532.36	\$ 2,307.36
Notes								
* - Applied meter multiplier to the base rate - starting point at \$48.24								
** - Random levels of consumption and costs associated with usage								
*** - Rates set using tier structure based on \$6.00, \$6.50, \$7.00								
^ - Based on Base rates - \$133.15								
^^ - Rates set using fixed unit costs at \$6.00 for all units of water consumed - 2 percent revenue with \$100K CIP, Units cost at \$8.50 with \$200K CIP								