

1. 2:00 P.M. Agenda

Documents:

[2020-10-13 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

[2020-08-Financial-Report-Public-Works](#)

Documents:

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

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



**CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING**

Wednesday, October 13, 2020 at 2:00pm

Note: Meeting Conducted Using Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/89066794171?pwd=N3d1eFpUUUwUwenhCSzNjNUk3WEV2QT09>

Meeting ID: 890 6679 4171

Passcode: 417628

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

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AGENDA

- I. Meeting called to order
- II. Minutes of September 16, 2020 meeting
- III. Reports
 - A. Public Works Department
 - B. Finance Report
 - C. Emergency Preparedness
- IV. Current Business
 - A. Report from Finance: Earthquake Valve; Backwash Filter
 - B. Driftwood Status
 - C. Review Leak Policy
 - D. Church Traffic Flow
- V. New Business
 - A. Agenda for Next Meeting: CIP Review & Prep for FY 21-22 CIP
- VI. Other Business
 - B. From the Commission
 - C. From the Floor
 - D. Next Meeting Tuesday, November 10, 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 10/06/20



CITY OF YACHATS

PUBLIC WORKD & STREETS REGUAL MEETING

Date: September 16, 2020

Minute Summary

Audio will be uploaded the following business day for review of entire meeting

Meeting Call to Order

Members Present or Absent

Mayor/Chair: Bob Bennett called the (date)September 16th 2020 (time) 2:01pm

Council/Commission/Committee members present:

1. <u>Bob Bennett</u>	5. <u>Linn West</u>
2. <u>Tom Fisher</u>	6. <u>Don Groth</u>
3. <u>Ron Urban</u>	7. _____
4. <u>William Toombs</u>	8. _____

Absent:

1. <u>Tom Bedell</u>	3. _____
2. _____	4. _____

Staff present:

1. <u>Dave Buckwald</u>	4. <u>Anita Sites</u>
2. <u>Rick McClung</u>	5. <u>Kimmie Jackson</u>
3. <u>Heather Hoen</u>	6. _____

Audience: 16

I. Announcements & Correspondence

a. None

II. Minutes

1. Commission Member Ron Urban moved to approve the Minutes of August 11, 2020:

- Aye: Bennett, Urban, Toombs, Fisher, West and Groth
- Nay: None
- Absent – Tom Bedell

III. Motions:

- Motion to have Rick McClung to give a presentation to the Finance Department regarding the options for additional funds for the earthquake valve and Backwash Recycle project, and to bring back the findings to Public Works & Streets
 - Aye: Bennett, Fisher, West, Groth and Urban
 - Nay: None
 - Absent: Tom Bedell
- Motion to submit modified Driftwood Project Scope of Work to City Council as a recommendation from the Public Works & Street Commission
 - Aye: Bennett, Fisher, West, Groth and Urban
 - Nay: None
 - Absent: Tom Bedell

Overview:

- Public Works Department Report – Rain was high this month; worked on OSHA Items at the water & Wastewater plants; replacement hydrant installed on 7th Street and one on Mitchel & Yachats Ocean Road is in progress.
- McClung - the need to conduct a tabletop because of COVID, to include City Staff and Public Works on how staff would handle the situation, some likely outcomes and the results.
- Bennett will contact the fire department for some cooperative work – cost of supplies and since the rural fire covers a wider area, this will need to be determined after further discussion.
- Rick McClung to give presentation to the Finance Department regarding additional funds for the earthquake valve project and bring back finding to Public Works & Streets.
- Driftwood project scope – Bennett submitted a draft to the council on what the commission is recommending; suggestions to include on the original draft: utilize one sidewalk and look at using minimum dollars from the city.
- Rate Study – looking to raise water to \$6.00 unit cost, no changes on wastewater; flat base rate for the different sizes meters and eliminate manual process on large users.

- 1 • Establish a work group to figure out reconditions on the leak policy to bring
2 back to City Council
3

4 ***Action Steps to be taken***

- 5 • Commissioner Linn and Toombs are the volunteers for the work group and to
6 begin working on the policy as a whole and come back with some changes in the
7 October meeting if possible. Jackson is available to answer any questions they
8 may have.
9 • Deputy Recorder Jackson to set up one or two zoom meeting for the work group
10 and bring back October meeting.
11

12 Bob Bennett adjourned the meeting at 3:15 pm.
13
14

15 ATTEST:
16
17

18 _____
19 Bob Bennett
20
21

22 _____
Kimmie Jackson, Deputy Recorder

Date: _____

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

Rain fall at Yachats Public Works:

	2020	2019	Inches 2018	2017
September	2.23	3.50	0.73	1.70
Rain year to date:	40.06	38.37	37.47	54.57

Total water production: **4,195,800** gallons Water loss efficiency: **80.0 %**
Total water Sold: **3,342,354** gallons
Total wastewater treated: **3,687,000** gallons

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

Streets:

- Filled potholes int City street cuts.
- Cut and removed brush form Shell St. right-of-way.
- Tree removal from Reedy Creek access road.
- City contracted removal of a tree on Cape Ranch Rd.
- Cut vegetation obstructing view at 10th and King St.

Drainage:

- Placed gravel on Gender for drainage control.
- Drainage vegetation inspection and clearing.

Water Treatment Plant:

- Water systems operations.
- Plant maintc. & clean-up.
- Clarifier take down and cleaned.

Distribution Sys:

- Meter reading.
- Meter Maintc.
- Replaced three water meters.
- Installed replacement fire hydrant at the corner of Mitchell and Yachats Ocean Rd.
- Repaired water service line on E. 2nd St.
- Installing radio read devices.

Wastewater Treatment Plant:

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

Collection Sys:

- Lift station inspections.
- Pump two junction box at Main lift station repaired.

Public Works:

- September windstorm clean up.
- Assisted City Hall with gym clean up.
- Shop maintc. and clean up.
- Fleet maintc.
- Yard clean-up.
- Safety training on confined space entry and equipment used when doing so.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- OSHA required equipment installed.
- Little Log Church, Library and the Pavilion gutters cleaned.
- Removed broken limb from tree at Little Log Church.

- Moved gravel from Commons playground to Little Log Church.

Parks:

- Piles picked up for Trails.

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Vac-truck selected. Now being prepped for delivery in late October – early November.
- New Upgraded Variable Frequency Drive (VFD) for digester #3 at the WWTP installed.

COVID-19:

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

September 2020

Sept. 2020

COVID-19 disinfection daily 30 min.

9-1 WU+U+ bio solids ops

Nichell Hydrant

9-2 WU+U+ bio solids ops

WU+U+ bio solids ops

9-3 Street replacement

WU+U+ bio solids ops

9-4 Shop maint.

Meter maint.

Equip. maint. up

9-8 WU+U+ bio solids ops

WU+U+ bio solids ops

Storm clean up

Fire assist

9-9 Storm clean up

City Hall exec prep

WU+U+ bio solids ops

Short creek

9-10 WU+U+ bio solids ops

Storm clean up

Shop maint.

9-11 WU+U+ bio solids ops

Locates

9-14 WU+U+ bio solids ops

OSHA signs @ WU+U+ ops

9-15 WU+U+ bio solids ops

OSHA Expectation @ WU+U+ ops

9-16 WU+U+ bio solids ops

OSHA walk through

9-18 WU+U+ bio solids ops

OSHA walk through

9-20 WU+U+ bio solids ops

OSHA walk through

9-22 WU+U+ bio solids ops

OSHA walk through

9-24 WU+U+ bio solids ops

OSHA walk through

9-26 WU+U+ bio solids ops

OSHA walk through

9-28 WU+U+ bio solids ops

OSHA walk through

9-17 gutters on LLC & Paulina

Ditch inspections on Crestview & others

Fleet maint.

Safety training (CasAlert)

Time sheet training

9-18 WU+U+ bio solids ops

Water line repair E 2nd St

Life stations

9-21 WU+U+ bio solids ops

Life stations

Piles picked up for trails

Storm debris picked up in Q10

9-22 WU+U+ bio solids ops

Fire hose Q10 clean up

Removed broken limb @ LLC

Strayed equip. @ Shell St. & Nichell

Clearing tree on Ready St. access rd.

Leaving tree on Cape Ranch rd.

9-23 WU+U+ bio solids ops

Life stations

Meter reading

Shell St. vegetation removal

9-24 WU+U+ bio solids ops

Meter reading

Cut brush around culverts on Crestview

Cut brush on W 1st & King St. corner

Met with contractor over tree on C.R.P.

9-25 WU+U+ bio solids ops

Life stations

Completed shell street veg. removal

Shop clean up

Russ 9-24-2020 AM Doctors App. - COVID-19

Rick

Jerome 9-28-2020 - afternoon

Kevin

David

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Pot holes
INSTALL GUNGES PRV'S

Bone yard

Meter maint.
Classifier discharge line
Fleet maint.

Radio Readers
Slumbers

Back up power system
for LID pump stations
WTP Gen



Public Works

Draft- CIP List
"DRAFT"

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

1. Wastewater			Comment
Code			
1	WWMP	Wastewater Master Plan	30% complete -Gathering statistics
2		Significant User Study	10% complete -Planning stage
3	WWRATES	WW Rate Study	100% complete
4		Sewer Collection I&I	10% complete -Planning stage
5	POLBLDG	Pole Building	Engineering stage, prepping for permit process.
6	PUMPLGS	Submersible Pump Elec Plug	15% complete -Planning stage
	WWSAMPLR	Sampler Testing Equipment	75% complete
	VFDWWTP	WWTP VFD	100% complete
		Air Valve Actuator	100% complete
11d	Upcoming	E. 2nd St. Collection System	Part of a "consolidated project" Enter into budget process for 21/22
7	VACTRUCK	Vac-Truck 50/50	Truck has been selected, Final details being made
2. Water			Comment
6	SOURCEWR	Source Water Protection Plan	60% complete -Gathering statistics research water rights
9	WMSTRPLN	Water Master Plan	65% complete
10	CCWMP	Water Management & Conservation Plan	10% complete
11	WTRRATES	Rate Study	75% still needs tiered rate implementation
12	WTPUPGRD	WTP Upgrades	75% complete
13	WTPBKWSH	Backwash Recycle	Engineering complete, submitted to OHA for plan review -we are delaying construction until we understand the \$ effects
14	STSEISMC	Earthquake Valve- South Res	Public & Streets adopted valve selection
	Upcoming	E. 2nd Water line	Replace AC pipe, "consolidated project" to revitalize. Enter into budget process for 21/22,
		Vac-Truck 50/50	Truck is purchased
3. Streets			Comment
15		Oceanview Dr.	Pending- Adopting from County, Remaining- Guard rails, Striping & Signage -Meeting w/County is scheduled
16		Driftwood	Concept design adopted by Council
17	Upcoming	E. 2nd Street	Apply for grant -begin the public process/budget process for 21/22
18	Upcoming	W, 2nd Bulb out	Continue research
4. Stormwater			Comment
		Driftwood	Storm drain has been removed from this project
		Basin 15	Gender dr + other effected areas -this has been moved to next year
	Upcoming	E. 2nd Street	Consolidated project 21/22
5. Emergency Management			Comment
19		New EM Storage Facility	not yet started
20		Evacuation Signage	Received signs and placement has been agreed to - on the PV schedule this Fall
6. Grants			Comment
21		Source Water Protection Plan	\$30k- DEQ- Department of Environmental Quality start date: July 30, 2019- 2 Years
22		Water Master Plan	\$20k- BO- Business Oregon start date: December 6, 2018 - 2 Years
23		Wastewater Master Plan	\$20k- BO- Business Oregon start date: October 10th, 2019 - 2 Years
24		Evacuation Signage	\$4k- OEM- Oregon Emergency Management start date: April 6th, 2020 - no real end date
25		Driftwood St Paving	\$100k- ODOT -Oregon Dept. of Transportation start date: December 12th, 2019 - 2 Years
26	Applied	E. 2nd -Part 2	\$100k- ODOT -Oregon Dept. of Transportation -we will see