

1. Agenda

Documents:

[2020-11-10 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

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

Documents:

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

[2020 October Public Works Department Report \(002\).Pdf](#)

[PW CIP Report 11.2020.Pdf](#)

[Public Works FY 2021 CIP Excerpt.pdf](#)

[Copy Of Wastewater Relief PW \(1\).Pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Tuesday, November 10, 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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AGENDA

- I. Meeting called to order
- II. Minutes of October 13, 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 – What other Cities are doing
- V. New Business
 - A. CIP Review & Prep for FY 21-22 CIP
 - B. Update on SDC Revenue
- 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 11/06/20

D. Next Meeting Tuesday, December 8, 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.

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CITY OF YACHATS

PUBLIC WORKS & STREETS REGULAR MEETING

Date: October 13, 2020

Draft Meeting 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)October 13th 2020 (time) 2:08pm

Council/Commission/Committee members present:

1. Bob Bennett 5. _____

2. Ron Urban 6. _____

3. Linn West 7. _____

4. Don Groth 8. _____

Absent:

1. Tom Fisher 3. _____

2. William Toombs 4. _____

Staff present:

1. Dave Buckwald 4. Anita Sites

2. Rick McClung 5. _____

3. Heather Hoen 6. _____

Audience: 2

I. Announcements & Correspondence

a. None

1 **II. Minutes**

- 2 1. Commission Member Ron Urban moved to approve the Minutes of September
3 16, 2020:

- 4 ➤ Aye: Urban, Bennett, West and Groth
5 ➤ Nay: None
6 ➤ Absent – Toombs, Fisher
7

8 **III. Motions: N/A**

- 9 • Motion
10 ➤ Aye:
11 ➤ Nay:
12 ➤ Absent:
13
14

15 **ITEMS COVERED:**

- 16 • Public Works Report (Dave)
17 • Finance Report (Bob): Request for Shannon and Rick to do a presentation of
18 the SDC with details of revenue line
19 • Emergency Preparedness (Rick)
20 • Backwash Recycle/Earthquake (Rick)
21 • Leak Relief (Linn)
22

23 **ACTION STEPS**

- 24 • Shannon and Rick to do a presentation of the SDC with details of revenue
25 line
26 • Rick to provide formal bids for the Backwash Recycle/Earthquake
27 • Linn to update on the Leak Relief
28 • Rick and Dave to provide for the CIP, status updates, what projects are going
29 to carry over, what is feasible in FY21 and what needs to be added for next
30 fiscal.
31

32 Bob Bennett adjourned the meeting at 3:48 pm.
33
34

35 ATTEST:
36
37

1 Bob Bennett

Anita Sites Admin on behalf of
Kimmie Jackson, Deputy Recorder

2

3

4

5

6

Date: _____

Draft

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

Rain fall at Yachats Public Works:

	2020	Inches 2019	2018	2017
October	2.40	2.42	4.56	6.50
Rain year to date:	42.46	40.79	42.03	61.07

Total water production: **3,916,700 gallons** Water loss efficiency: **96.6%**
Total water Sold: **3,784,319 gallons**
Total wastewater treated: **3,913,000 gallons**

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

Streets:

- Repaired asphalt berm on E.3rd St.
- Tree trimming in Quiet Water.
- Fabricated lock pins on gates for Gimlet.
- Stop sign replaced at the corner of Beach St. and Ocean View Drive.

Drainage:

- Sink hole repair at the corner of Pontiac & 2nd St.
- Extended culvert on King St.
- Drainage vegetation inspection and clearing.

Water Treatment Plant:

- Water systems operations.
- Plant maintc. & clean-up.

Distribution Sys:

- Meter reading.
- Meter Maintc.
- Installing radio read devices. (54) now in system.
- Located service line to Yachats Memorial Park.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Significant Industrial Use Survey submitted.

Collection Sys:

- Lift station inspections.
- Degreased all lift stations.
- CCTV'd 200 feet of sewer main on 4th St.
- Located sewer laterals in Black Stone.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Yard clean-up.
- Assisted with City Hall move to 501 bldg.
- Safety training on Vac tuck parts and usage.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Working on OSHA requirements
- Hauled spoils dirt to city fill site.

Parks:

- Piles picked up for Trails. (x2)

Sewer & Water CIP:

- Working on Water/Wastewater Master Plans and Rate studies.
- Vac-truck delivered, in final stages for full use.
- Site prep for pole building while pole building is in engineering phase.

COVID-19:

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

October 2020

Oct. 2020

COVID-19 disinfection daily 30 min.

Russ off (Mon. 2nd.)

(5288)

Kevin off Mon 2 Nov

- 10-1 WU + W + Biosolids ops
Syn dump repair
WTF service truck repair
Radio Readers install
- 10-2 Fleet repair
WU + W + Biosolids ops
Radio Read install
Fleet Maint.
- 10-3 Fleet Maint.
Pole building painting
WU + W + Biosolids ops
Lift Stations
- 10-4 Fleet repair
Radio Read paper work
WU + W + Biosolids ops
Fleet Repair
CCTV 200' on 4th
Pole bldg prep
Locators
- 10-7 WU + W + Biosolids ops
Paver maint.
Fleet repair
Lift Stations - clean floats
Hauled dirt to city fill site
- 10-9 WU + W + Biosolids ops
Degrease Rocks & Portine L.S.
Fleet maint.
- 10-9 WU + W + Biosolids ops
Degrease Main & Riverside L.S.
Lift Stations
Yard org.
- 10-12 WU + W + Biosolids ops
Lift Stations
F-250 repair
Tree removed in A.W.
- 10-13 WU + W + Biosolids ops
F-250 service truck repair
Tanker prep to paint
Brush box
- 10-14 WU + W + Biosolids ops
Lift Stations
F-250 service truck repair
Fleet Maint.
- 10-15 Gasket gate pins made
Tanker prep for paint
WU + W + Biosolids ops
Tanker paint prep
Fleet Maint.
Vac Truck delivered
- 10-16 WU + W + Biosolids ops
Vac Truck safety and ops training
Locals under live at cemetery
Lift Stations
- 10-19 WU + W + Biosolids ops
Sink hole @ Portine & 2nd St.
Lift Stations
- 10-20 WU + W + Biosolids ops
Paver reading
Sink hole @ Portine & 2nd St.
- 10-21 WU + W + Biosolids ops
Paver reading
Sink hole @ Portine
More City fill
- 10-22 WU + W + Biosolids ops
Paver reading
STUS
- 10-23 WU + W + Biosolids ops
Collect @ W46 King St.
Radio Repair @ 2nd St.
STUS
- 10-26 WU + W + Biosolids ops
Piles picked up
Collect @ King St. & 1st St.
City Hall Ave. assist
CCTV H.H. sewer lateral
STUS
WU + W + Biosolids ops
Lift Stations
Paver west on 5th
Piles for tra: 15 (2)
City Hall work
STUS Locators
- 10-29 WU + W + Biosolids ops
City Hall work
3rd St curb
STUS
- 10-30 WU + W + Biosolids ops
Tree trimming in A.W.
City Hall work
STUS
- 10-30 WU + W + Biosolids ops
Street cleanup on A.W.
STUS completed and submitted
Stop sign installed @ Beach & 2nd



Public Works

CIP List

11/5/2020

Project Code	1. Wastewater	Priority Order	Who	Details	Status	Estimated Cost	Budget	Actual Cost	Notes	Timeline
	Sampler Testing Equipment	1	Dave	Sampler provides 24hr composite samples -DEQ required.	75%	\$20,000	\$20,000			
VACTRUCK	Vac-Truck 50/50	2	Dave	Replace antiquated unit	100%	\$90,000	\$90,000			
WWRRATES	Rate Study	3	Dave	Create rate standards. Analyze revenue/budgetary needs to recommend base/unit cost	75%	\$10,000	\$10,000			
POLEBLDG	Pole Building	4	Heather	Biosolids loading station and equipment storage.	15%	\$80,000	\$80,000			
WWMP	Wastewater Master Plan	5	Dave	20yr plan. Identifies and outlines infrastructure needs	15%	\$85,000	\$85,000			
I&IWWR	Sewer Collection I&I	6	Dave	Fix leaking sewer collection pipes and manhole rehab.	10%	\$25,000	\$25,000			
	Submersible Pump Elec Plug		Dave	Covert Pump station pumps from being electrically hardwired to Plug Ins for easy replacement	15%	\$30,000	\$30,000			
VFDWWTP	WWTP VFD's		Dave	Provides variable speed motor rpm's -needed for WW process control	100%	\$7,000	\$7,000			
Upcoming	E. 2nd St. Collection System		Dave	Part of a "consolidated project" Enter into budget process for 21/22						
Code	2. Water	Priority		Details						
VACTRUCK	Vac-Truck 50/50	1	Heather	Replace antiquated unit	100%	\$90,000	\$90,000			
WTRRATES	Rate Study	2	Rick	Create rate standards. Analyze revenue/budgetary needs to recommend base/unit cost	75%	\$14,000	\$14,000			
WMSTRPLN	Water Master Plan	3	Rick	20yr plan. Identifies and outlines infrastructure needs	65%	\$85,000	\$85,000			
CCWMP	Water Management &	4	Rick	Outlines how to manage our water as the City grows with limited water resources	10%	Included	Included			
SOURCEWR	Source Water Protection Plan	5	Rick	Create a strategy to protect the Reedy, Salmon and Yachats water basins	40%	\$35,000	\$35,000			
STSEISMC	Earthquake Valve- South Res	6	Rick	An effort to retain stored water after an earthquake. Reservoir valve closes	25%-Delayed	\$60,000	\$60,000			
WTPBKWSH	Backwash Recycle	7	Rick	Finish engineering. Enter into budget process for 21/22	25%	\$150,000	\$45,000			
WTPUPGRD	WTP Upgrades		Rick	WTP is now almost 30yrs old. Replacing automated mechanical systems is essential	Delayed	\$50,000	\$50,000			
Upcoming	E. 2nd Water line		Rick	Replace AC line. "consolidated project" to revitalize. Enter into budget process for 21/22						
Code	3. Streets	Priority		Details						
DRIFTWOOD	Driftwood	1	Rick	Adopt legal right-of-way. Add drainage, sidewalks, parking and paving "consolidated project"	33%	\$165,000	\$165,000			
OVDRIVE	Oceanview Dr.	2	Rick	Adopting from County. Remaining- Guard rails, Striping & Signage	50%	County \$	\$50,000			
Upcoming	E. 2nd Street	3	Rick	Apply for grant -begin the public process/budget process for 21/22						
Code	4. Stormwater	Priority		Details						
DRIFTWOOD	Driftwood		Rick	Consolidated project w/streets	Eliminated					
	Basin 15		Rick	Gender dr + other effected areas	Delayed					
Upcoming	E. 2nd Street			Consolidated project. 21/22						
Code	5. Emergency Management	Priority		Details						
	Evacuation Signage	1	Rick	Signage from "Beach to Assembly areas"	50%	\$1,200	\$1,200			
	New EM Storage Facility	2	Rick	More emergency supply storage is needed. Old storage sites need replaced.	0%	\$10,000	\$10,000			
Code	6. Parks/Trails	Priority		Details						
	Oceanview Dr. Boardwalk		Rick	Build boardwalk from 101 coming west	0%	?	\$50,000			
	804 trail signs		Rick	Work with Trials committee	15%	\$1,200	\$1,200			
	804 fence trail at Aqua Vista		Rick	Define project and contract work	50%	\$5,000	\$5,000			
Code	7. Grants	Priority		Details						
SOURCEWR	Source Water Protection Plan		Rick	\$30k- DEQ -Department of Environmental Quality start date: July 30, 2019- 2 Years	50%					
WMSTRPLN	Water Master Plan		Rick	\$20k- BO- Business Oregon start date: December 6, 2018 - 2 years	75%					
WWMP	Wastewater Master Plan		Dave	\$20k- BO- Business Oregon start date: October 10th, 2019 - 2 Years	50%					
	Evacuation Signage		Rick	\$4k- OEM- Oregon Emergency Management start date: April 6th, 2020 - no real end date	0%					
DRIFTWOOD	Driftwood St Paving		Rick	\$100k- ODOT -Oregon Dept. of Transportation start date: December 12th, 2019 - 2 Years	50%					
Applied	E. 2nd -Part 2			\$100k- ODOT -Oregon Dept. of Transportation -we will see						
Code	Other	Priority		Details						
	Little Log Church Improvements		Heather			\$300,000	\$150,000			
	Library Improvements		Heather			\$375,000	\$50,000			
	City Hall Relocation		Heather			\$191,300	\$100,000			

Total\$1,879,700

Yachats Public Works 2021 CIP Budget

Excerpted for Water, Wastewater, Streets and Drains

Backwash Recycle Line (SDC)	45,000.00
Master Plan-Grant \$20k	65,000.00
Water Source Plan-Grant \$30k	30,000.00
Water Rate Study	20,000.00
Water Management & Conservation Plan	30,000.00
Earthquake Valve So. Tank (URD)	70,000.00

	-
FY 2021 Budgeted Water CIP	260,000.00

Acuator/Tank Screen Bag	
Wastewater Master Plan - Grant \$20k	90,000.00
Wastewater Rate Study	10,000.00
Solid Pole Buildg	80,000.00
Submersible Pump Elec Plugs	30,000.00
Wastewater VFD Plant	10,000.00
I&I Basin Rehab	30,000.00
Other/Sampler Testing equipment	20,000.00
Air Valve	5,000.00

	-
FY 2021 Budgeted Wastewater CIP	275,000.00

Horizon Hill Stabilization	35,000.00
Driftwood - Grant	100,000.00
Oceanview Drive	50,000.00
FY 2021 Budgeted Street CIP	185,000.00

FY 2021 Budgeted Vacuum Truck of \$180,000 not shown. Drains did not have a FY 2021 Budget approved.

			I'm from the Yachats PW Commission and surveying other communities regarding policies of water or sewer billing relief. I've looked at your policies on your website.
	City	Public Works	Do you have or have you considered any kind of policy to provide relief or reduction on wastewater charges if a leak occurs in a business or residential water line and there is excessive water loss & cost when the water is not going into the sewer system? Has it been discussed at all? Pro's & Con's of providing relief. Are Vacation Rentals treated any different?
LW	WALDPORT	541-563-3561	Just making new policy: info not available from October Council minutes and individual didn't want to indicate what it was. City considering option of AMI leak detection system (See Seal Rock). Previous month minutes indicated PW is looking at 1 annual adjustment for a customer for a leak, reason for leak, proof of repair & cost and verified then consideration for some relief, decision by City Manager and report of reliefs given to Council annually.....how not indicated. Need October minutes.
WT	TOLEDO	541-336-2247 x2070	Left voicemails; unknown
WT	DEPOE BAY	541-765-2361	If there is a leak, potential relief may be given on the sewer side. They would deduct the current sewer charges by the individual/business sewer average. However, no such relief or reduction is given on the water side. There have been a few individuals in the past who have appealed to the city council, but there is not a formal process for doing so.
WT	FLORENCE	(541) 997-4106	Yes they do have a policy in place. Utility billing oversees the request for relief in conjunction with the finance department to make adjustments. Adjustments based off of in-house algorithm. Waiting on follow up call with specific adjustment methodology.
WT	LINCOLN CITY	541-996-2154	There is a one-time relief program in place, every five years, per owner. About 50% of total excess charge. However, it is just for the water side of the bill. Really covers owner of property.
LW	SEAL ROCK	541-563-352	No Sewer, only Septic tanks. Have AMI (Automated Metered Infrastructure) system = smart meters sending hourly data to city so a leak is immediately known. Customers can set up alert notification to computer or phone. Very few problems. However if loss is over 20,000gal. and they appeal to General Manager, the payment may be relieved down to only annual monthly average + 20% for admin charges, discretionally determined. Now very rare for a claim. Installed system for \$1.5M thru grant with USDA, no cost to customer.
LW	SOUTH BEACH	NA	under Newport jurisdiction

LW	KERNVILLE-GLENEDE N BEACH -LINCOLN BEACH	541-764-2475	Residential: No Water relief they pay all/city pays for the water treatment resident pays for water they use. Will work with customer to spread out payment over 3-4 months, but they do pay all. Commercial can appeal to the Board and in some circumstances Board has given some relief if water didn't go into the sewer. Amount is at Board discretion. Sewer is a flat fee no relief.
LW	NEWPORT	541-574-0617	Owner issue NO relief on sewer. Water...usually is a break and going into ground. Take annual average, difference from highest bill during leak and maximum 50% relief/adjustment once customer provides letter re: what happened, how fixed, proof of repair and cost. Finance Director makes determination of adjustment, no formula. When they see high reading they call customer and alert them.
LW	TIDEWATER	NA	under Waldport jurisdiction
WT	BEVERLY BEACH	NA	
WT	OTTER ROCK	NA	
LW	SILETZ	541-444-2521	Water & Sewer together. 1 time only ever relief of excessive billing: based on excessive bill minus annual monthly average then balance split equal with city. Recommend they use it on one that is high as opposed to \$50 etc