

1. 2:00 P.M. Agenda

Documents:

[2020-12-08 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

[2020-10-Financial-Report-Public-Works](#)

[2020-09-Financial-Report-Public-Works](#)

Documents:

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

[YachatsAdminPolicy19edits RMB.pdf](#)

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



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Tuesday, December 8, 2020 at 2:00pm
Note: Meeting Conducted Using Zoom
NOTICE OF POSSIBLE
CITY COUNCIL QUORUM

Join Zoom Meeting

<https://us02web.zoom.us/j/89066794171>

Meeting ID: 890 6679 4171

One tap mobile

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+(Tacoma)

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Find your local number: <https://us02web.zoom.us/j/89066794171>

AGENDA

- I. Meeting called to order
- II. Meeting Summary for November is loaded next to the Audio – Not for voting on
- III. Reports
 - A. Public Works Department
 - B. Finance Report
 - C. Emergency Preparedness
- IV. Current Business
 - A. Report from Finance: Earthquake Valve; Backwash Filter
 - B. Revised Leak Policy – Make Recommendation To City Manager
- V. New Business
 - A. CIP Review & Prep for FY 21-22 CIP
- 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.

D. Next Meeting Tuesday, January 12, 2021 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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Date: December 2, 2020
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: November 2020 Public Works Report

Rain fall at Yachats Public Works:

	2020	Inches 2019	2018	2017
November	8.78	2.38	7.10	10.83
Rain year to date:	51.24	43.17	49.13	71.90

Total water production: **3,339,100 gallons** Water loss efficiency: **93.2%**
Total water Sold: **3,114,507 gallons**
Total wastewater treated: **6,278,000 gallons**

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

Streets:

- Removed fallen trees trimming on King St., Quiet Water and on Crestview.

Drainage:

- Culvert cleaning on Aqua Vista, King St. and E. 2nd St.

Water Treatment Plant:

- Water systems operations.
- Plant maintc. & clean-up.
- Opened Reedy Creek access road.

Distribution Sys:

- Meter reading.
- Repaired water leak on 3rd St.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Electrician at WWTP for repairs.
- WW samplers arrived.

Collection Sys:

- Lift station inspections.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Yard clean-up.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Raised and removed U.S. flags for Veterans Day.
- Installed lights and banners on Hwy 101.
- Repaired trash can fence at the Library and City Hall.

Parks:

- Piles picked up for Trails.

COVID-19:

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

November 2020

Nov 2020

COVID-19 disinfection daily 30 min.

- 11-2 WW + W + biosolids ops
Equipment repair
Electrician @ WWTP
- 11-3 WW + W + biosolids ops
Shop clean-up
Fleet maint.
Monthly reports
- 11-4 WW + W + biosolids ops
Lift Stations
Fleet maint.
Shop Clean-up
- 11-5 WW + W + biosolids ops
Sk-p O'Quinn Zing
WW Plant maint.
Lift Stations
- 11-6 WW + W + biosolids ops
WW Plant maint.
Lift Stations
- 11-9 WW + W + biosolids ops
Aqua Vista Culvert cleaning
Equip maint.
WWTP maint.
Aqua Vista Culvert cleaning
WWTP maint.
USFiling up
- 11-10 WW + W + biosolids ops
Aqua Vista Culvert cleaning
WWTP maint.
USFiling up
- 11-12 Lift Stations
WW + W + biosolids ops
USFiling down
Portable generators out
WW engine on site 3 hrs
- 11-13 WW + W + biosolids ops
Storm prep
Trails piles picked up
Water leak on 3rd St.
- 11-16 WW + W + biosolids ops
Storm clean up
Water leak repair on 3rd St.
- 11-17 WW + W + biosolids ops
Vac truck service and wash
Meter reading
Storm clean up
- 11-18 WW + W + biosolids ops
Equip. Fudging
WW Plant maint.
WW Sampler Int'l. install
Meter reading
- 11-19 WW + W + biosolids ops
Meter reading
Opened Ready Access Rd.
Clean up. Create new trees
Banner install prep
- 11-20 WW + W + biosolids ops
Meter Reading
Bucket truck repair
Lift Stations
- 11-21 Banners + lights up
- 11-23 WW + W + biosolids ops
Metro install @ KKKO
King St. tree removal
501 trash can frame repair
Library trash can repair
Lift Stations
- 11-24 WW + W + biosolids ops
King street tree removal
Vehicle Repair
- 11-25 WW + W + biosolids ops
Clean storm drains
King St.
E. 2nd
Lift Stations
Lift Stations
Vehicle repairs
Parts run to Newport

Vac truck to DMV
Kevin 12/7 Crosscan
David Dec 2.0 CEU's

By weather
Paint center lines on 101
intersections

152881

CITY OF YACHATS
ADMINISTRATIVE POLICY NO. 19
RELIEF FOR UTILITY BILLING FOR UNEXPECTED EXCESSIVE USAGE

OBJECTIVES

To provide an application process for partial credit for water charges resulting from unexpected excessive usage; and, establish the procedure by which City Recorder, or designee, will process the applications for credit, based on the criteria to ensure that it is fair and consistent.

CRITERIA AND PROCEDURES

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

1. The City Recorder, or designee, 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. Customer must request adjustment within 30 days of being billed by City.
3. Any metered water service customer may apply for partial relief of the cost of water lost as a result of unexpected excessive usage. However, one adjustment every five years per owner of property is allowed. The five year timeframe does not reset due to a change of name on an account without a sale.
4. If it is determined the high usage qualifies for an adjustment, the City Recorder, or designee, will grant relief of up to fifty percent (50%) of the charges above the applicant's average usage as determined by a review of the previous twelve (12) months' billings.
5. 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. Only the owner, customer, or agent of record may apply.
 - d. 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.

- e. The applicant must provide evidence that the leakage has been satisfactorily remedied and has been inspected by a City employee.
 - f. The applicant must apply by filing a request for relief with the City Recorder, or designee.
- 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, or designee, 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.

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

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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

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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.**