1. 2:00 P.M. Agenda

   Documents:

   2024-1-9 Public Works And Streets Agenda.pdf

2. 2:00 P.M. Meeting Materials
   2023-11--Financial-Report-Public-Works

   Documents:

   2023 December Public Works Report.pdf
   2023-11 Financial Report Public Works.pdf
   Wastewater System Quotes Ad Summary 1_8_2024.Pdf
   Yachats Design Standards 2023-24 CIP.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

Tuesday January 9, 2024 at 2:00pm

To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting
https://us02web.zoom.us/j/87044929816
Meeting ID: 870 4492 9816

AGENDA

I. Call to Order

II. Announcements & Correspondence

a. Commissioner Seats: renew – Don G / Kevin E / Alex C
b. Chair and Co-Chair Election
c. Kimmie – Reminder/Overview of document retainage requirements/Notebook

III. Citizen's Concerns

IV. Reports

a. Public Works Report (McClung & Buckwald)
    1. PW Report to Council
b. Finance Review (Groth)
c. Emergency Preparedness Report (Cox)
d. Meeting Summary

V. Current Business

a. 2024-2025 CIP's Proposed w/ 5year plan (Groth / McClung Buckwald)
b. Looking at alternatives to utility Rates – Work Group has been identified – Report in February
c. Old Business: Status of ODOT & Speed limits on 101

VI. New Business

a. Upcoming 6 months Projects review (McClung & Buckwald)
b. Street Conditions: Multiple Paving projects for 2024-2025 (Erdahl / Buckwald / McClung)
c. Newsletter Articles

VII. Other Business

a. From Commission
b. From Staff

Attachments:

Nov Finance Report (PW)
Public Works CIP Report Status 2023-2024
Possible Street Projects

Date: January 3, 2024

To: Bobbi Price, City Manager

From: Public Works Department

Re: December 2023 Public Works Report

Rainfall at Yachats Public Works:

	2023	Inches 2022	2021	2020
December	18.17	10.58	15.17	9.43
Rain year to date:	66.69	57.64	64.81	60.67

Total water produced: **n/a gallons**

Total water accounted for: **n/a gallons** Water loss efficiency: **n/a %**

Total wastewater treated: **13,686,000 gallons**

The following is a list of what was done by Public Works staff in December 2023.

Streets:

- Installed Christmas lights and banners.
- Ordered and received parts to repair crosswalk flashing sign.

Storm Drainage:

- Storm drain inspections.
- Storm response and clean-up. Gender Creek and storm drainage.
- Storm drain cleaning.

Water Treatment Plant:

- Water systems operations.
- Plant Maintc.
- Reedy Creek clean.
- Repaired gutter.

- Assisted with water survey at the WTP.

Distribution Sys:

- Meter reading and rereads.
- Meter replacement and installation.
- Meter maintc.
- Completed Inflow & Infiltration inspection for annual report.
- Sump pump repair at the water connection with SWLCWPUD.
- Assisted with reservoir level indicator repairs.
- Water leak assistance in Overleaf.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Inflow & Infiltration issues during storm event.
- 1 load sent to Heard Farms.
- Generator failure at the WWTP. Rented a temporary replacement.
- WWTP PLC failure, replacement parts sourced and installed.

Collection Sys:

- Lift station inspections.
- Degrease lift stations.
- Riverside lift station junction box issues.
- Cleaned 240 feet of sewer main on Ocean View Drive.
- Lift station float cleaning.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Garbage removal at the Commons.
- Responded to a partial power outage in town.
- Assisted Skate park contractor.
- Broken tree limb removal at City Hall.
- City Manager tour of the Yachats utility infrastructure.

Streets Operating 100-1040

Monthly Financial Detail Report
NOVEMBER 2023

Printed: 12/11/2023
Period 05
Fiscal Year 2024

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1040	300101	Beginning Balance	$ 71,612.93	$ 71,612.93	$ -	$ 71,612.93	100.00%	Beginning Balance - Unaudited
100	1040	304650	Tax - State Highway	$ 80,000.00	$ 20,075.46	$ 6,539.77	$ 26,615.23	33.27%	
			Revenue	**$ 151,612.93**	**$ 91,688.39**	**$ 6,539.77**	**$ 98,228.16**	**64.79%**	
100	1040	105110	Water Lead	$ 3,000.00	$ 622.15	$ 193.11	$ 815.26	27.18%	
100	1040	105111	Wastewater Lead	$ 4,000.00	$ 1,694.24	$ 333.66	$ 2,027.90	50.70%	
100	1040	105112	Field Utility 2	$ 3,000.00	$ -	$ -	$ -	0.00%	
100	1040	105113	Field Utility 1	$ 1,500.00	$ 1,435.87	$ -	$ 1,435.87	95.72%	
100	1040	105114	Field Utility	$ -	$ 626.50	$ 397.32	$ 1,023.82	0.00%	
100	1040	105121	Field Utility Journeyman	$ -	$ 608.23	$ 726.03	$ 1,334.26	0.00%	
100	1040	105140	Fringe Benefits	$ 1,200.00	$ 363.71	$ 122.53	$ 486.24	40.52%	
100	1040	105141	Insurance Benefits	$ 3,800.00	$ 1,623.24	$ 127.91	$ 1,751.15	46.08%	
100	1040	105142	Regular PERS System	$ 1,800.00	$ 673.24	$ 201.57	$ 874.81	48.60%	
			PERSONNEL	**$ 18,300.00**	**$ 7,647.18**	**$ 2,102.13**	**$ 9,749.31**	**53.27%**	
100	1040	205222	Insurance	$ 3,000.00	$ -	$ -	$ -	0.00%	Annual Property/Liability Renewal FY21
100	1040	205312	Equipment Fuel/Tires/Parts	$ 1,000.00	$ -	$ 193.98	$ 193.98	19.40%	
100	1040	205313	Equipment Repair	$ 2,500.00	$ 2,499.74	$ 33.67	$ 2,533.41	101.34%	
100	1040	205317	Tools and Small Equipment	$ 500.00	$ -	$ -	$ -	0.00%	
100	1040	205361	Parts	$ 2,500.00	$ 1,374.84	$ 1,519.34	$ 2,894.18	115.77%	
100	1040	205362	Consumables	$ 1,000.00	$ 989.60	$ -	$ 989.60	98.96%	
100	1040	205363	Outside Services	$ 1,500.00	$ 2,840.00	$ -	$ 2,840.00	189.33%	
100	1040	205411	Street Lighting	$ 18,000.00	$ 4,875.20	$ 1,639.33	$ 6,514.53	36.19%	
100	1040	205474	Mowing	$ 10,000.00	$ 4,351.00	$ 1,887.00	$ 6,238.00	62.38%	
100	1040	205475	Tree Removal/Trimming	$ 15,000.00	$ 350.00	$ -	$ 350.00	2.33%	
			MATERIALS AND SERVICES	**$ 55,000.00**	**$ 17,280.38**	**$ 5,273.32**	**$ 22,553.70**	**41.01%**	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
			EXPENSE	$ 73,300.00	$ 24,927.56	$ 7,375.45	$ 32,303.01	44.07%	
			Revenue Total	$ 151,612.93	$ 91,688.39	$ 6,539.77	$ 98,228.16	64.79%	
			Expense Total	$ 73,300.00	$ 24,927.56	$ 7,375.45	$ 32,303.01	44.07%	
			NET GAIN/(LOSS)	$ 78,312.93	$ 66,760.83	$ (835.68)	$ 65,925.15	84.18%	

Streets Capital Reserve 150-1040

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1040	300101	Beginning Balance	$ 255.68	$ 255.68	$ -	$ 255.68	100.00%	Beginning Balance - Unaudited
150	1040	304481	Grants	$ 250,000.00	$ -	$ -	$ -	0.00%	
			REVENUE	**$ 250,255.68**	**$ 255.68**	**$ -**	**$ 255.68**	**0.10%**	
150	1040	105110	Water Lead	$ 6,000.00	$ 1,922.10	$ -	$ 1,922.10	32.04%	
150	1040	105114	Field Utility	$ -	$ 109.06	$ -	$ 109.06	0.00%	
150	1040	105140	Fringe Benefits	$ 600.00	$ 147.59	$ -	$ 147.59	24.60%	
150	1040	105141	Insurance Benefits	$ 2,000.00	$ 605.07	$ -	$ 605.07	30.25%	
150	1040	105142	Regular PERS System	$ 1,000.00	$ 417.60	$ -	$ 417.60	41.76%	
			PERSONNEL	**$ 9,600.00**	**$ 3,201.42**	**$ -**	**$ 3,201.42**	**33.35%**	Personnel costs for capital projects
150	1040	407947	Capital Outlay-Street Projects	$ 220,281.00	$ 283,819.12	$ -	$ 283,819.12	128.84%	
			CAPITAL OUTLAY	**$ 220,281.00**	**$ 283,819.12**	**$ -**	**$ 283,819.12**	**128.84%**	
			EXPENSE	**$ 229,881.00**	**$ 287,020.54**	**$ -**	**$ 287,020.54**	**124.86%**	
			Revenue Total	**$ 250,255.68**	**$ 255.68**	**$ -**	**$ 255.68**	**0.10%**	
			Expense Total	**$ 229,881.00**	**$ 287,020.54**	**$ -**	**$ 287,020.54**	**124.86%**	
			NET GAIN/(LOSS)	**$ 20,374.68**	**$ (286,764.86)**	**$ -**	**$ (286,764.86)**	**-1407.46%**	

Storm Drains Operating 100-1050

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1050	300101	Beginning Balance	$ 13,975.59	$ 13,975.59	$ -	$ 13,975.59	100.00%	Beginning Balance - Unaudited
100	1050	314861	Transfer in General Fund	$ 10,000.00	$ 2,500.00	$ -	$ 2,500.00	25.00%	Quarterly Transfer from 100-1010
			RESOURCES	**$ 23,975.59**	**$ 16,475.59**	**$ -**	**$ 16,475.59**	**68.72%**	
100	1050	105110	Water Lead	$ -	$ 88.89	$ 49.92	$ 138.81	0.00%	
100	1050	105111	Wastewater Lead	$ 2,000.00	$ 2,405.58	$ 489.29	$ 2,894.87	144.74%	
100	1050	105112	Field Utility 2	$ 2,800.00	$ -	$ -	$ -	0.00%	
100	1050	105113	Field Utility 1	$ 2,400.00	$ 152.86	$ -	$ 152.86	6.37%	
100	1050	105114	Field Utility	$ 1,600.00	$ 930.48	$ 215.20	$ 1,145.68	71.61%	
100	1050	105121	Field Utility Journeyman	$ -	$ 834.98	$ 408.62	$ 1,243.60	0.00%	
100	1050	105140	Fringe Benefits	$ 900.00	$ 323.80	$ 85.76	$ 409.56	45.51%	
100	1050	105141	Insurance Benefits	$ 2,900.00	$ 935.79	$ 138.64	$ 1,074.43	37.05%	
100	1050	105142	Regular PERS System	$ 1,400.00	$ 544.47	$ 144.56	$ 689.03	49.22%	
			PERSONNEL	**$ 14,000.00**	**$ 6,216.85**	**$ 1,531.99**	**$ 7,748.84**	**55.35%**	
100	1050	205313	Equipment Repair	$ 5,000.00	$ 4,999.53	$ -	$ 4,999.53	99.99%	
100	1050	205317	Tools and Small Equipment	$ 500.00	$ -	$ -	$ -	0.00%	
100	1050	205367	Storm Drain Parts	$ 300.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 5,800.00**	**$ 4,999.53**	**$ -**	**$ 4,999.53**	**86.20%**	
			EXPENSE	**$ 19,800.00**	**$ 11,216.38**	**$ 1,531.99**	**$ 12,748.37**	**64.39%**	
			Resource Total	**$ 23,975.59**	**$ 16,475.59**	**$ -**	**$ 16,475.59**	**68.72%**	
			Expense Total	**$ 19,800.00**	**$ 11,216.38**	**$ 1,531.99**	**$ 12,748.37**	**64.39%**	
			NET GAIN/(LOSS)	**$ 4,175.59**	**$ 5,259.21**	**$ (1,531.99)**	**$ 3,727.22**	**89.26%**	

Storm Drains Capital Reserve 150-1050

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023
Period 05
Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1050	300101	Beginning Balance	$ 96,920.01	$ 96,920.01	$ -	$ 96,920.01	100.00%	Beginning Balance - Unaudited
			RESOURCES	**$ 96,920.01**	**$ 96,920.01**	**$ -**	**$ 96,920.01**	**100.00%**	
150	1050	105110	Water Lead	$ 4,200.00	$ 89.40	$ 89.40	$ 178.80	4.26%	
150	1050	105140	Fringe Benefits	$ -	$ 22.23	$ 133.38	$ 155.61	0.00%	
150	1050	105141	Insurance Benefits	$ 420.00	$ 8.12	$ 16.22	$ 24.34	5.80%	
150	1050	105142	Regular PERS System	$ 1,400.00	$ 33.69	$ 49.85	$ 83.54	5.97%	
			PERSONNEL	$ 700.00	$ 21.65	$ 36.03	$ 57.68	8.24%	
				$ 6,720.00	**$ 175.09**	**$ 324.88**	**$ 499.97**	**7.44%**	
150	1050	407942	Capital Outlay-Infrastructure	$ 59,371.00	$ 23,395.00	$ -	$ 23,395.00	39.40%	
150	1050	407947	Capital Outlay-Street Projects	$ -	$ 8,250.00	$ -	$ 8,250.00	0.00%	
			CAPITAL OUTLAY	**$ 59,371.00**	**$ 31,645.00**	**$ -**	**$ 31,645.00**	**53.30%**	
			EXPENSE	**$ 66,091.00**	**$ 31,820.09**	**$ 324.88**	**$ 32,144.97**	**48.64%**	
			Resource Total	**$ 96,920.01**	**$ 96,920.01**	**$ -**	**$ 96,920.01**	**100.00%**	
			Expense Total	**$ 66,091.00**	**$ 31,820.09**	**$ 324.88**	**$ 32,144.97**	**48.64%**	
			NET GAIN/(LOSS)	**$ 30,829.01**	**$ 65,099.92**	**$ (324.88)**	**$ 64,775.04**	**210.11%**	

Water Operating 660-1700

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1700	300101	Beginning Balance	$ 209,763.63	$ 209,763.63	$ -	$ 209,763.63	100.00%	Beginning Balance - Unaudited
660	1700	304310	Water/Wastewater Services	$ 890,000.00	$ 321,558.06	$ 68,803.35	$ 390,361.41	43.86%	
660	1700	304320	Installation Charges	$ 4,000.00	$ 2,075.00	$ 1,782.68	$ 3,857.68	96.44%	
660	1700	304335	Rents or Fees	$ 700.00	$ 763.00	$ 10.00	$ 773.00	110.43%	
			REVENUE	**$ 1,104,463.63**	**$ 534,159.69**	**$ 70,596.03**	**$ 604,755.72**	**54.76%**	
660	1700	105101	City Manager	$ 26,300.00	$ 9,888.95	$ 1,560.00	$ 11,448.95	43.53%	
660	1700	105102	Deputy Recorder	$ 12,900.00	$ 5,157.39	$ 1,138.64	$ 6,296.03	48.81%	
660	1700	105103	City Clerk 3	$ 19,000.00	$ -	$ -	$ -	0.00%	
660	1700	105104	City Clerk 2	$ 23,300.00	$ 2,249.64	$ 1,284.34	$ 3,533.98	15.17%	
660	1700	105108	Planner	$ 2,700.00	$ -	$ 249.45	$ 249.45	9.24%	
660	1700	105109	Administrative Assistant	$ -	$ -	$ 941.16	$ 941.16	0.00%	
660	1700	105110	Water Lead	$ 51,000.00	$ 18,651.74	$ 4,755.16	$ 23,406.90	45.90%	
660	1700	105111	Wastewater Lead	$ 6,000.00	$ 6,579.77	$ 2,212.16	$ 8,791.93	146.53%	
660	1700	105112	Field Utility 2	$ -	$ -	$ -	$ -	0.00%	
660	1700	105113	Field Utility 1	$ 7,000.00	$ 4,737.47	$ -	$ 4,737.47	67.68%	
660	1700	105114	Field Utility	$ 51,800.00	$ 13,019.23	$ 3,804.90	$ 16,824.13	32.48%	
660	1700	105121	Field Utility Journeyman	$ 47,700.00	$ 4,060.59	$ 2,683.47	$ 6,744.06	14.14%	
660	1700	105140	Fringe Benefits	$ 26,400.00	$ 4,753.15	$ 1,378.29	$ 6,131.44	23.23%	
660	1700	105141	Insurance Benefits	$ 81,700.00	$ 15,406.34	$ 3,336.05	$ 18,742.39	22.94%	
660	1700	105142	Regular PERS System	$ 39,600.00	$ 8,169.47	$ 2,359.66	$ 10,529.13	26.59%	
			PERSONNEL	**$ 395,400.00**	**$ 92,673.74**	**$ 25,703.28**	**$ 118,377.02**	**29.94%**	
660	1700	205210	Dues & Memberships	$ 1,500.00	$ 206.00	$ -	$ 206.00	13.73%	
660	1700	205211	State Fees	$ 14,000.00	$ 13,268.14	$ -	$ 13,268.14	94.77%	
660	1700	205212	Fee Expense	$ 7,000.00	$ 3,017.32	$ 837.22	$ 3,854.54	55.06%	
660	1700	205222	Insurance	$ 20,000.00	$ -	$ -	$ -	0.00%	Annual Property/Liability Renewal FY23
660	1700	205240	Office Materials & Supplies	$ 4,000.00	$ 2,273.34	$ 682.91	$ 2,956.25	73.91%	
660	1700	205241	Computer Equipment and Maint.	$ -	$ -	$ 179.00	$ 179.00	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1700	205251	Telephones/Cell Phones/DSL	$ 10,000.00	$ 3,641.17	$ 1,113.78	$ 4,754.95	47.55%	
660	1700	205253	Postage	$ -	$ 162.99	$ -	$ 162.99	0.00%	
660	1700	205255	Education and Training	$ 4,000.00	$ 733.00	$ -	$ 733.00	18.33%	
660	1700	205260	Contract Expense (all Professional, IGA & Personal Svcs)	$ 33,000.00	$ 4,924.25	$ 1,000.00	$ 5,924.25	17.95%	Nov - Finance JCline $1,000
660	1700	205261	Auditor	$ 5,000.00	$ 1,000.00	$ -	$ 1,000.00	20.00%	
660	1700	205262	Legal Expense	$ 5,000.00	$ 2,029.67	$ 1,267.17	$ 3,296.84	65.94%	
660	1700	205270	Travel	$ 1,000.00	$ -	$ -	$ -	0.00%	
660	1700	205282	Software	$ 12,000.00	$ 16,307.53	$ 2,101.15	$ 18,408.68	153.41%	
660	1700	205311	Equipment Lease and Rental	$ 3,000.00	$ 569.32	$ 142.33	$ 711.65	23.72%	
660	1700	205312	Equipment Fuel/Tires/Parts	$ 5,000.00	$ 1,121.55	$ 477.15	$ 1,598.70	31.97%	
660	1700	205313	Equipment Repair	$ -	$ 4,862.78	$ 1,541.98	$ 6,404.76	0.00%	
660	1700	205317	Tools and Small Equipment	$ 2,000.00	$ 2,944.93	$ 279.95	$ 3,224.88	161.24%	
660	1700	205330	Building and Land Maintenance	$ 7,500.00	$ -	$ -	$ -	0.00%	
660	1700	205335	Custodial Support/Supplies	$ 2,000.00	$ 707.12	$ 323.56	$ 1,030.68	51.53%	
660	1700	205342	Plant Utilities	$ 25,000.00	$ 5,733.26	$ 1,777.63	$ 7,510.89	30.04%	
660	1700	205351	Main Plant Parts	$ 10,000.00	$ 1,724.34	$ 233.08	$ 1,957.42	19.57%	
660	1700	205352	Main Plant Consumables	$ 10,000.00	$ 3,354.36	$ 3,530.09	$ 6,884.45	68.84%	
660	1700	205353	Main Plant Outside Services	$ 45,000.00	$ 6,794.45	$ -	$ 6,794.45	15.10%	
660	1700	205361	Parts	$ 42,000.00	$ 17,838.25	$ 1,312.52	$ 19,150.77	45.60%	
660	1700	205362	Consumables	$ -	$ 887.23	$ 190.27	$ 1,077.50	0.00%	
660	1700	205363	Outside Services	$ 15,000.00	$ 1,227.00	$ 1,072.50	$ 2,299.50	15.33%	
660	1700	205470	Equipment Repair/Maintenance	$ -	$ 110.59	$ -	$ 110.59	0.00%	
660	1700	205474	Mowing	$ 6,000.00	$ 4,320.00	$ 1,110.00	$ 5,430.00	90.50%	
660	1700	205475	Tree Removal/Trimming	$ 10,000.00	$ 3,706.57	$ -	$ 3,706.57	37.07%	
660	1700	208000	Operating Contingency	$ 30,000.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 329,000.00**	**$ 103,465.16**	**$ 19,172.29**	**$ 122,637.45**	**37.28%**	
660	1700	217126	Transfer out Cap Res	$ 250,000.00	$ 62,500.00	$ -	$ 62,500.00	25.00%	Quarterly Transfer to 660-1705
660	1700	217136	Transfer Out Debt Services	$ 43,000.00	$ 10,750.00	$ -	$ 10,750.00	25.00%	Quarterly Transfer to 155-1200
			TRANSFERS	**$ 293,000.00**	**$ 73,250.00**	**$ -**	**$ 73,250.00**	**25.00%**	
			EXPENSE	**$ 1,017,400.00**	**$ 269,388.90**	**$ 44,875.57**	**$ 314,264.47**	**30.89%**	
			Revenue Total	**$ 1,104,463.63**	**$ 534,159.69**	**$ 70,596.03**	**$ 604,755.72**	**54.76%**	
			Expense Total	**$ 1,017,400.00**	**$ 269,388.90**	**$ 44,875.57**	**$ 314,264.47**	**30.89%**	
			NET GAIN/(LOSS)	**$ 87,063.63**	**$ 264,770.79**	**$ 25,720.46**	**$ 290,491.25**	**333.65%**	

Water Capital Reserve 660-1705

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account I	Description		Budget for Year		Prior Mo Bal		Current Activity		Actual to Date	% of Budget	Notes
660	1705	300101	Beginning Balance	$	1,811,654.02	$	1,811,654.02	$	-	$	1,811,654.02	100.00%	Beginning Balance - Unaudited
660	1705	301500	Interest Earned	$	18,000.00	$	12,030.68	$	3,948.88	$	15,979.56	88.78%	LGIP Interest Earned
660	1705	304481	Grants	$	-	$	-	$	26,425.00	$	26,425.00	0.00%	Quarterly transfer from 100-1010
660	1705	314861	Transfer in General Reserve	$	174,000.00	$	43,500.00	$	-	$	43,500.00	25.00%	Quarterly transfer from 100-1010
660	1705	314864	Transfer in General Fund	$	200,000.00	$	50,000.00	$	-	$	50,000.00	25.00%	Quarterly transfer from 660-1700
660	1705	314875	Transfer in Water Operations	$	250,000.00	$	62,500.00	$	-	$	62,500.00	25.00%	Quarterly transfer from 160-1605
660	1705	314879	Transfer in SDC	$	49,000.00	$	12,250.00	$	-	$	12,250.00	25.00%	
			REVENUE	**$**	**2,502,654.02**	**$**	**1,991,934.70**	**$**	**30,373.88**	**$**	**2,022,308.58**	**80.81%**	
660	1705	105110	Water Lead	$	5,000.00	$	5,900.40	$	1,922.10	$	7,822.50	156.45%	
660	1705	105111	Wastewater Lead	$	3,000.00	$	711.34	$	177.84	$	889.18	29.64%	
660	1705	105114	Field Utility	$	-	$	-	$	153.97	$	153.97	0.00%	
660	1705	105121	Field Utility Journeyman	$	-	$	-	$	272.08	$	272.08	0.00%	
660	1705	105140	Fringe Benefits	$	800.00	$	480.54	$	184.69	$	665.23	83.15%	
660	1705	105141	Insurance Benefits	$	2,600.00	$	1,935.48	$	446.01	$	2,381.49	91.60%	
660	1705	105142	Regular PERS System	$	1,300.00	$	1,330.62	$	468.71	$	1,799.33	138.41%	
			PERSONNEL	**$**	**12,700.00**	**$**	**10,358.38**	**$**	**3,625.40**	**$**	**13,983.78**	**110.11%**	
660	1705	407921	Capital Outlay-Infrastructure	$	-	$	3,612.63	$	-	$	3,612.63	0.00%	
660	1705	407941	Capital Outlay - Equipment	$	138,000.00	$	108,087.39	$	-	$	108,087.39	78.32%	
660	1705	407948	Capital Outlay - Water systems	$	943,400.00	$	180,805.41	$	84,380.30	$	265,185.71	28.11%	Nov - Barrelhead Supply $115.30, Elk Mountain Construction $84,265
			CAPITAL OUTLAY	**$**	**1,081,400.00**	**$**	**292,505.43**	**$**	**84,380.30**	**$**	**376,885.73**	**34.85%**	
			EXPENSE	**$**	**1,094,100.00**	**$**	**302,863.81**	**$**	**88,005.70**	**$**	**390,869.51**	**35.73%**	
			Revenue Total	**$**	**2,502,654.02**	**$**	**1,991,934.70**	**$**	**30,373.88**	**$**	**2,022,308.58**	**80.81%**	
			Expense Total	**$**	**1,094,100.00**	**$**	**302,863.81**	**$**	**88,005.70**	**$**	**390,869.51**	**35.73%**	
			NET GAIN/(LOSS)	**$**	**1,408,554.02**	**$**	**1,689,070.89**	**$**	**(57,631.82)**	**$**	**1,631,439.07**	**115.82%**	

Wastewater Operating 670-1800

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	300101	Beginning Balance	$ 234,739.55	$ 234,739.55	$ -	$ 234,739.55	100.00%	Beginning Balance - Unaudited
670	1800	304310	Water/Wastewater Services	$ 840,000.00	$ 298,493.20	$ 64,294.69	$ 362,787.89	43.19%	
670	1800	304320	Installation Charges	$ 2,500.00	$ 9,683.47	$ 375.00	$ 10,058.47	402.34%	
			REVENUE	**$ 1,077,239.55**	**$ 542,916.22**	**$ 64,669.69**	**$ 607,585.91**	**56.40%**	
670	1800	105101	City Manager	$ 26,300.00	$ 9,888.95	$ 1,560.00	$ 11,448.95	43.53%	
670	1800	105102	Deputy Recorder	$ 12,900.00	$ 5,157.41	$ 1,138.63	$ 6,296.04	48.81%	
670	1800	105103	City Clerk 3	$ 19,000.00	$ -	$ -	$ -	0.00%	
670	1800	105104	City Clerk 2	$ 23,300.00	$ 2,249.63	$ 1,284.38	$ 3,534.01	15.17%	
670	1800	105108	Planner	$ 2,700.00	$ -	$ 249.45	$ 249.45	9.24%	
670	1800	105109	Administrative Assistant	$ -	$ -	$ 941.17	$ 941.17	0.00%	
670	1800	105110	Water Lead	$ 500.00	$ -	$ -	$ -	0.00%	
670	1800	105111	Wastewater Lead	$ 57,000.00	$ 25,608.00	$ 5,337.66	$ 30,945.66	54.29%	
670	1800	105112	Field Utility 2	$ -	$ -	$ -	$ -	0.00%	
670	1800	105113	Field Utility 1	$ 28,700.00	$ 3,671.03	$ -	$ 3,671.03	12.79%	
670	1800	105114	Field Utility	$ 71,100.00	$ 14,946.07	$ 5,403.86	$ 20,349.93	28.62%	
670	1800	105121	Field Utility Journeyman	$ 26,200.00	$ 2,010.34	$ 947.23	$ 2,957.57	11.29%	
670	1800	105140	Fringe Benefits	$ 31,300.00	$ 4,684.72	$ 1,248.57	$ 5,933.29	18.96%	
670	1800	105141	Insurance Benefits	$ 96,900.00	$ 14,330.17	$ 3,453.44	$ 17,783.61	18.35%	
670	1800	105142	Regular PERS System	$ 47,000.00	$ 6,816.51	$ 1,716.73	$ 8,533.24	18.16%	
			PERSONNEL	**$ 442,900.00**	**$ 89,362.83**	**$ 23,281.12**	**$ 112,643.95**	**25.43%**	
670	1800	205210	Dues & Memberships	$ 1,000.00	$ 206.00	$ 213.00	$ 419.00	41.90%	
670	1800	205211	State Fees	$ 18,600.00	$ 3,284.00	$ 297.00	$ 3,581.00	19.25%	
670	1800	205212	Fee Expense	$ 6,600.00	$ 3,017.28	$ 837.22	$ 3,854.50	58.40%	
670	1800	205222	Insurance	$ 15,000.00	$ -	$ -	$ -	0.00%	
670	1800	205240	Office Materials & Supplies	$ 4,200.00	$ 2,240.24	$ 934.84	$ 3,175.08	75.60%	
670	1800	205241	Computer Equipment and Maint.	$ 2,000.00	$ -	$ -	$ -	0.00%	

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	205251	Telephones/Cell Phones/DSL	$ 7,000.00	$ 2,240.17	$ 752.08	$ 2,992.25	42.75%	
670	1800	205253	Postage	$ -	$ 162.98	$ -	$ 162.98	0.00%	
670	1800	205255	Education and Training	$ 4,000.00	$ 378.00	$ -	$ 378.00	9.45%	
670	1800	205260	Contract Expense (all Professional, IGA & Personal Svcs)	$ 28,000.00	$ 4,924.25	$ 1,000.00	$ 5,924.25	21.16%	Nov - Finance Jcline $1000
670	1800	205261	Auditor	$ 3,000.00	$ 1,000.00	$ -	$ 1,000.00	33.33%	
670	1800	205262	Legal	$ 5,000.00	$ 2,029.66	$ 1,267.16	$ 3,296.82	65.94%	
670	1800	205270	Travel	$ 1,000.00	$ -	$ -	$ -	0.00%	
670	1800	205282	Software	$ 12,000.00	$ 16,307.50	$ 2,101.14	$ 18,408.64	153.41%	
670	1800	205311	Equipment Lease and Rental	$ 3,000.00	$ 569.32	$ 142.33	$ 711.65	23.72%	
670	1800	205312	Equipment Fuel/Tires/Parts	$ 5,000.00	$ 1,340.20	$ 477.14	$ 1,817.34	36.35%	
670	1800	205313	Equipment Repair	$ -	$ 2,682.60	$ 1,525.99	$ 4,208.59	0.00%	
670	1800	205317	Tools and Small Equipment	$ 3,000.00	$ 125.50	$ 279.94	$ 405.44	13.51%	
670	1800	205330	Building and Land Maintenance	$ 4,000.00	$ -	$ -	$ -	0.00%	
670	1800	205335	Custodial Support/Supplies	$ 4,000.00	$ 926.32	$ 433.16	$ 1,359.48	33.99%	
670	1800	205342	Plant Utilities	$ 25,000.00	$ 6,463.37	$ 2,098.23	$ 8,561.60	34.25%	
670	1800	205351	Main Plant Parts	$ 7,000.00	$ 1,501.44	$ -	$ 1,501.44	21.45%	
670	1800	205352	Main Plant Consumables	$ 37,000.00	$ 10,382.97	$ 1,407.86	$ 11,790.83	31.87%	
670	1800	205353	Main Plant Outside Services	$ 20,000.00	$ 8,777.20	$ -	$ 8,777.20	43.89%	
670	1800	205361	Parts	$ 20,000.00	$ 3,984.71	$ -	$ 3,984.71	19.92%	
670	1800	205362	Consumables	$ 1,000.00	$ 1,842.95	$ 306.72	$ 2,149.67	214.97%	
670	1800	205363	Outside Services	$ 25,000.00	$ 5,833.03	$ -	$ 5,833.03	23.33%	
670	1800	205470	Equipment Repair/Maintenance	$ -	$ 110.59	$ -	$ 110.59	0.00%	
670	1800	205474	Mowing	$ 1,500.00	$ 1,332.00	$ 287.00	$ 1,619.00	107.93%	
670	1800	205475	Tree Removal/Trimming	$ 10,000.00	$ 106.56	$ -	$ 106.56	1.07%	
670	1800	208000	Operating Contingency	$ 25,000.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 297,900.00**	**$ 81,768.84**	**$ 14,360.81**	**$ 96,129.65**	**32.27%**	
670	1800	217126	Transfer out Cap Res	$ 200,000.00	$ 50,000.00	$ -	$ 50,000.00	25.00%	Quarterly transfer to 670-1805
			TRANSFERS	**$ 200,000.00**	**$ 50,000.00**	**$ -**	**$ 50,000.00**	**25.00%**	
			EXPENSE	**$ 940,800.00**	**$ 221,131.67**	**$ 37,641.93**	**$ 258,773.60**	**27.51%**	
			Revenue Total	**$ 1,077,239.55**	**$ 542,916.22**	**$ 64,669.69**	**$ 607,585.91**	**56.40%**	
			Expense Total	**$ 940,800.00**	**$ 221,131.67**	**$ 37,641.93**	**$ 258,773.60**	**27.51%**	
			NET GAIN/(LOSS)	**$ 136,439.55**	**$ 321,784.55**	**$ 27,027.76**	**$ 348,812.31**	**255.65%**	

Wastewater Capital Reserve 670-1805

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1805	300101	Beginning Balance	$ 983,008.52	$ 983,008.52	$ -	$ 983,008.52	100.00%	Beginning Balance - Unaudited
670	1805	301500	Interest Earned	$ 27,000.00	$ 17,304.64	$ 4,957.04	$ 22,261.68	82.45%	LGIP Interest Earned
670	1805	314866	Urban Renewal Contribution	$ 400,000.00	$ 100,000.00	$ -	$ 100,000.00	25.00%	Quarterly transfer from 900-9000
670	1805	314876	Transfer in Wastewater Service	$ 200,000.00	$ 50,000.00	$ -	$ 50,000.00	25.00%	Wastewater Master Plan - Qtrly Transfer from 670-1800
			REVENUE	**$ 1,610,008.52**	**$ 1,150,313.16**	**$ 4,957.04**	**$ 1,155,270.20**	**71.76%**	
670	1805	105110	Water Lead	$ -	$ 88.92	$ -	$ 88.92	0.00%	
670	1805	105111	Wastewater Lead	$ 10,000.00	$ 1,111.47	$ 778.02	$ 1,889.49	18.89%	
670	1805	105114	Field Utility	$ -	$ -	$ 9.62	$ 9.62	0.00%	
670	1805	105121	Field Utility Journeyman	$ -	$ -	$ 15.12	$ 15.12	0.00%	
670	1805	105140	Fringe Benefits	$ 1,000.00	$ 87.39	$ 58.46	$ 145.85	14.59%	
670	1805	105141	Insurance Benefits	$ 3,300.00	$ 279.99	$ 185.28	$ 465.27	14.10%	
670	1805	105142	Regular PERS System	$ 1,600.00	$ 155.42	$ 103.12	$ 258.54	16.16%	
			PERSONNEL	**$ 15,900.00**	**$ 1,723.19**	**$ 1,149.62**	**$ 2,872.81**	**18.07%**	
670	1805	407921	Capital Outlay - Infrastructure Systems	$ 480,000.00	$ 47,976.19	$ -	$ 47,976.19	10.00%	
670	1805	407941	Capital Outlay - Equipment	$ 210,000.00	$ -	$ -	$ -	0.00%	
			CAPITAL OUTLAY	**$ 690,000.00**	**$ 47,976.19**	**$ -**	**$ 47,976.19**	**6.95%**	
			EXPENSE	**$ 705,900.00**	**$ 49,699.38**	**$ 1,149.62**	**$ 50,849.00**	**7.20%**	
			Revenue Total	**$ 1,610,008.52**	**$ 1,150,313.16**	**$ 4,957.04**	**$ 1,155,270.20**	**71.76%**	
			Expense Total	**$ 705,900.00**	**$ 49,699.38**	**$ 1,149.62**	**$ 50,849.00**	**7.20%**	
			NET GAIN/(LOSS)	**$ 904,108.52**	**$ 1,100,613.78**	**$ 3,807.42**	**$ 1,104,421.20**	**122.16%**	

SDC-Admin 160-1605

Monthly Financial Detail Report

NOVEMBER 2023

Printed: 12/11/2023

Period 05

Fiscal Year 2023

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
160	1605	300101	Beginning Fund Balance	$ 811,525.06	$ 811,525.06	$ -	$ 811,525.06	100.00%	Beginning Balance - Unaudited
160	1605	301500	Interest Earned	$ 18,000.00	$ 7,923.60	$ 2,179.25	$ 10,102.85	56.13%	LGIP Interest
160	1605	304341	SDC Water Improvements	$ 8,700.00	$ 11,401.92	$ -	$ 11,401.92	131.06%	
160	1605	304342	SDC Water Reimbursements	$ 5,400.00	$ 6,931.99	$ -	$ 6,931.99	128.37%	
160	1605	304343	SDC Wastewater Reimbursement	$ 14,000.00	$ 20,305.17	$ -	$ 20,305.17	145.04%	
160	1605	304344	SDC Storm Drain Improvement	$ 4,200.00	$ 9,503.86	$ -	$ 9,503.86	226.28%	
160	1605	304435	LID Assessments	$ 10,000.00	$ -	$ -	$ -	0.00%	
			REVENUE	**$ 871,825.06**	**$ 867,591.60**	**$ 2,179.25**	**$ 869,770.85**	**99.76%**	
160	1605	217126	Transfer out Cap Res	$ 49,000.00	$ 12,250.00	$ -	$ 12,250.00	25.00%	Quarterly Transfer to 660-1705
			TRANSFERS	**$ 49,000.00**	**$ 12,250.00**	**$ -**	**$ 12,250.00**	**25.00%**	
			EXPENSE	**$ 49,000.00**	**$ 12,250.00**	**$ -**	**$ 12,250.00**	**25.00%**	
			Revenue Total	**$ 871,825.06**	**$ 867,591.60**	**$ 2,179.25**	**$ 869,770.85**	**99.76%**	
			Expense Total	**$ 49,000.00**	**$ 12,250.00**	**$ -**	**$ 12,250.00**	**25.00%**	
			NET GAIN/(LOSS)	**$ 822,825.06**	**$ 855,341.60**	**$ 2,179.25**	**$ 857,520.85**	**104.22%**	

Date: January 8, 2024

To: Bobbi Price, City Manager
Public Works and Streets Commission

From: Public Works Department

Re: Wastewater quotes and summary.

Listed below are several Capital Improvement Projects for the 2023-24 FY.

1) **Sewer Pump Station Electrical Improvements (WW Pump Plug Project).**
   Three bids were received on the closing date of December 28, 2023.
   $319,000.00, $424,889.00, and $402,210.00.

   The budget for this project was $265,000.00.
   Options:
   1) We can ask the Finance Committee to find the funds to proceed at the $319k cost.
   2) We send it back for rebid and only install two each year until complete (two years).
   3) We don't do the project.

   We had several issues in 2023 concerning the Main lift station and Riverside lift station with the junction box wires shorting out. For that reason, I recommend option #1. If option 2 is chosen, the cost will certainly increase.

2) **The Public Works Roll-Up Doors Project:**
   This has been a long process to replace 10 roll-up doors for Public Works.
   An approximated updated quote for this project came in as follows:
   Stainless steel door with steel wind locks $156,525. Or Like kind aluminum doors with steel wind locks for $117,200.00. These prices are still being evaluated.

   We need to add approximately $6k-$9k for prevailing wage.

   The budget for this project was $140,000.00.
   Options:
   1) I was told that we only had the option of steel wind locks with both stainless and aluminum curtains. If that is the case, then I recommend going with the like kind aluminum doors. Public Works can use some of the savings to apply liberal amounts of grease and or replace the wind locks as the start to corrode.
   2) Fund the cost of the stainless steel doors and replace the wind locks as needed.

   The lead time for these doors is 4-6 weeks for aluminum and 6-8 weeks for stainless steel.

3) **Portable 200kW Generator for the Wastewater Treatment Plant:**
The standby 250kw generator for the Wastewater Treatment Plant had its generator end burn up in December. This required a rental unit that costs $10k per month until the failed generator is repaired. The lead time for the repair process could take 1-5 months. There were several options for this repair, so a decision was made to purchase a used 200kW portable generator for approximately $46k. It is scheduled to be installed on January 8th, the rental will be returned on January 9th, this should provide a little savings for the rental cost.

Our plan is to use the large portable generator for the WWTP until we can budget for a repair for the failed generator next FY. We are looking to see if it may be covered by insurance.

When the repair is complete, the generator could be used for Emergency Preparedness or the Water Plant.

This was not a budgeted item. Approximate cost: $46k

4) **Wastewater Treatment Plant Programmable Logic Controller (PLC) failure.**
During December 2023, the PLC that controls the information from the flow meters and sends that information to the SCADA system for totalizing and monitoring, had three out of eight components fail.

The plant has two of these PLC systems in place, one for the flow control side and one for the plant operation side. These are approximately 15 years old. My concern is that if parts of one PLC failed, then parts of the other could fail.

The cost for replacement hasn't been received yet but when it comes, I recommend we move forward with it.

5) **Public Works Design Standards:**
Public Works has received the first draft of the design standards for Yachats. We would like input from the Commission on this draft. The written portion will be sent to us soon.

The budget for the PW Design Standards was $5k, actual cost will be $18,368.00.

Civil West
Engineering Services, Inc.

South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97504

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

ENGINEERING SCOPE OF SERVICES

Yachats Design Standards

Date: July 27, 2023

To: Dave Buckwald, PW Supervisor, City of Yachats

From: Timothy Gross, PE, Senior Project Manager, Civil West Engineering Services, Inc. (CWES)

RE: **Yachats Design Standards Manual Preparation – Scope of Services**

The City of Yachats has requested that Civil West prepare a scope of work to develop design standards. This memorandum summarizes the proposed scope of work, fee, schedule and other project issues related to the preparation of a design standards manual.

Background Summary

The City of Yachats operates and maintains a number of public utilities including:

- Potable water treatment and distribution system
- Wastewater collection and treatment system
- Stormwater system
- Transportation network including streets, sidewalks, and bike paths.

The City is in need of guidance documents that can be used by the City, the City's consulting engineers, developers, and other organizations that will be constructing or modifying public utilities. The City currently uses the design standards that are very dated. The existing document will be used as the initial template for the City of Yachats's manual.

Civil West has developed design standards manuals that have been used successfully in many communities. The Design Standards Manual for the City of Yachats will likely be developed as a combination of currently used City standards, and excerpts from manuals previously developed by Civil West. The final manual will be designed to be simple, understandable, easily modified and is intended to be used by both City staff and those outside of the City to:

1. Provide details and standard drawings for infrastructure components.
2. Provide written specifications for infrastructure construction.
3. Set a written standard to be used on public and private projects that involve public infrastructure.
4. Provide minimum submittal requirements of design documents of public infrastructure for development to facilitate efficient and complete review processes.
5. Set up a submittal and review protocol to assist the City in tracking the development public improvement process to ensure that the engineering and design standards are met; and to provide applicants with clear guidance regarding process, expectations, and timelines.

6. Allow for easy updating and changing of standards as conditions and needs arise.

Part A: Scope of Work

The following tasks have been identified to track the project progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed General Scope of Services

Task 1 – Project Management and Administration – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, coordination, financial, and other administrative services. This task will include time for meetings with City staff to discuss the draft manual and suggested edits.

Task 2 – Draft Design Standards Manual – Under this task, we will utilize the City staff's information and Civil West prototype standards manual and set up the new Yachats manual. This will include such steps as the following:

a. Change all references, naming, and drawings to reflect the City of Yachats
b. Update specific standard drawings with specific City of Yachats standards based on discussions with City staff, existing standards that are still applicable, and equipment standards and standard information as provided by the City.
c. Update written specifications and design/development requirements to reflect specific public works preferences in the City of Yachats and conform to local codes and planning requirements.
d. Prepare a preliminary first draft for review by City staff.

2. **Task 3 – Iterative Review and Modification Process –** Under this task, we will receive changes and markups from the City staff and modify the first draft of the standards. We will then produce a second draft of the standards for review and approval. Upon receiving the second set of review comments, we will produce a third and final draft that will become the first edition of the new standards manual in Yachats. This process will allow two (2) full reviews by staff to comment on and modify the standards to meet their preferences.

3. **Task 4- Reimbursables/Direct Costs –** This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, technology, and other reimbursable costs. Specifically, reimbursables will include:

   a. Travel costs for one meeting during the process to obtain information and review existing standard data by the project manager.
   b. Provision of six (6) hard copies of both the first and second drafts for internal review by the City.
   c. Provision of ten (10) final draft hard copies of the first edition completed Yachats Standards Manual.
   d. Provision of ten (10) copies of the entire final standards manual on thumb drives in both original (Word, Excel, and AutoCAD) formats as well as in .pdf formats.

Part B: Project Fee Proposal (Lump Sum)

We will perform the above work on a lump sum basis for the total amount given below. The following is a breakdown of the fee by task to indicate the level of effort anticipated for each task:

Task	Description	Fee
1	Project Management and Administration	$1,400.00
2	Setup of Prototype Standards and First Submittal	$7,484.00
3	Iterative Review and Modification Process	$7,484.00
4	Reimbursables	$2,000.00
	Total:	**$18,368.00**

The invoice will show one project line description "Engineering Services" and fee amount. CWES will invoice the City on a monthly basis based on the percentage of completion. If additional support is required beyond these allowances, we will communicate with the City on an amendment to the agreement. Any additional work will be billed on a time and materials basis pursuant to the 2023 Rate Schedule attached hereto.

Part C: Project Schedule

We will provide a draft of the standards within 90 days of notice to proceed. The above schedule is approximate and may vary depending on a number of issues.

We are grateful for this opportunity to provide these services to the City of Yachats and are pleased to be a part of your team. Please let us know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed scope of services is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.

Timothy Gross, PE
Senior Project Manager
North Coast Region - Newport

Wastewater Lead 9/8/2023

Authorized Representative Title Date

David Buckwald

Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	$400
Principal Engineer	$175
Regional Manager	$170
Senior Project Manager	$165
Senior Project Engineer	$153
Senior Engineering Technician	$128
Project Manager	$160
Project Engineer	$142
Staff Engineer	$120
Engineering Technician	$88
Drafter	$77
Inspector 1	$165
Inspector 2	$144
Inspector 3	$124
Engineering Intern	$54
Clerical	$54
Surveying	
Senior Surveyor (PLS)	$160
Senior Survey Technician	$128
Survey Technician	$109
1-person Survey Crew	$170
2-person Survey Crew	$200
3-person Survey Crew	$237
REIMBURSABLES	
Mileage	$0.625 - or current IRS Rate
Survey Equipment	$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost