



City of Yachats

FINANCE COMMITTEE

March 13, 2019

Approved Minutes

I. Call to Order

Chair Shannon Beaucaire called the March 13, 2019 meeting of the Finance Commission to order at 10:00 am in Room 1 of the Yachats Commons. Members present: Shannon Beaucaire, Jim Tooke, Glen Aukstikalis, Don Groth (Public Works), David Rivinus (Library), Jacqueline Danos (Planning), John Purcell (Parks and Commons), and Mayor John Moore. Absent: none. Staff present: Wastewater Treatment Plant Lead Dave Buckwald, Water Plan Lead Rick McClung, and Facilities Manager Heather Hoen. Audience: 4.

II. Minutes February 13, 2018

Moore moved to approve the February 13, 2019 minutes as presented: Yes – 8; No – 0.

III. New Business

Beaucaire explained she has focused on the CIP since the last meeting and made changes to the spreadsheet to make it more readable.

A. Current Project Updates

1. Multipurpose Room Floor. The multipurpose floor installation was in progress. The old floor and tiles have been removed, sections of dry rot in the subfloor have been repaired, and a change order for \$1,451 for the extra work and dump fees has been received. She noted the dry rot had begun to go into the joists, and the workers went under the floor to ensure the joists were structurally sound, noting only ¼ inch was impacted. The workers treated and sealed the dry rot so the rot would not continue.

Purcell noted the quote for the floor was used to establish the budget and suggested they not use that approach in the future.

2. Little Log Church Repairs. Hoen has been working with the Little Log Church to determine costs. Hoen contacted the County to determine what was required once a remodel was started and learned that if the remodel cost was half of the assessed value on building, everything in the building would need to be brought up to current code. The current assessed value was 54,380. Any work over \$27,000 would require making the whole facility comply with current codes.

3. Library Expansion. The architect estimated \$27,000 for blueprints that could be used to draft and issue an RFP for the library project. She also noted this architect had been difficult to work

1 with. Hoen contacted an architect in Newport and other areas to explore less expensive options.
2 Rivinus had positive feedback on John Holbrook, the Newport architect. Purcell clarified the
3 City did own the conceptual drawings. Purcell indicated they had enough information to go out
4 for an RFP for a new architect.

5
6 Hoen added that the appraised value of the library was \$131,090 at 2048 square feet. She noted
7 the library was not an historical building so there would be no special considerations, but they
8 also do not have to build to maintain the historical components.

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10 4. Insurance. Beaucaire reported they were still working with the City's insurance agent on
11 issues with workers compensation for volunteers.

12
13 5. Accounting Software Update. Beaucaire informed the Committee she might have to log into
14 Chaves on her laptop to allow the accountants to print checks. Regarding replacement software,
15 The City has negotiated the annual costs but was still trying to reduce really high on conversion
16 costs. Beaucaire indicated she would be talking to Springbrook later that day about negotiating
17 cost.

18
19 6. Franchise Agreements. McClung reported franchise agreements were typically done by
20 attorneys and suggested they would need to start the review with the City Attorney. Beaucaire
21 explained they could not use a third party company to do negotiations around franchise
22 agreements.

23 24 25 **A. Review Draft FY20 CIP**

26 **1. Storms Drains.** Moore asked McClung when Public Works last cleaned storm drains.
27 McClung indicated the crew was pulled away to work on the Ocean View Road project and still
28 needed to do maintenance on storm drains. Groth noted the work Public Works did this year was
29 under maintenance and not a CIP. McClung stated they do need improvements in FY20 and
30 suggested \$40,000 would enable completion of a few CIPs. Beaucaire noted storm drains were
31 funded through the General Fund. Groth noted that they need another \$7,000 to cover a
32 carryover, so a total of \$47,000 was required.

33
34 Regarding discussing CIPs, Groth suggested they first identify what needs to be done, then look
35 at the numbers. Danos asked if there was a map upon which they could identify the storm drains,
36 what has been completed, and what needs to be done. McClung indicated the map was from the
37 1990s and would be part of a new master plan.

38
39 **2. Streets.** McClung explained there was a potential issue on Horizon Hill that could involve
40 sloughing and land shifting. He ordered a geotech analysis that will occur on April 7, 2019
41 which would involve installing devices to assess land movement. If significant repair was
42 needed, the cost could be over \$100,000. As a result, McClung was hesitant to start the work on
43 W 1st Street project. He added the E 2nd Street project had been engineered and was ready to go
44 out for bid, but the timing presented potential problems. He anticipated contractors would
45 provide more favorable bids if the work was set for the fall of 2019. He noted the grant for E 2nd
46 Street was valid for two years.

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2 McClung asked for \$20,000 in FY19 for engineering and soft costs on the Horizon Hill
3 Stabilization line and another \$50,000 in FY20 to make repairs. The amounts for W 1st and E 2nd
4 Streets stay the same. The \$60,000 for Driftwood was for paving.

5
6 McClung suggested leaving \$30,000 of the original \$203,000 budgeted streets in FY19. Groth
7 suggested adding a line for Engineering & Geotech Study at \$30,000 for FY19.

8
9 The line item for \$50,000 for paving was to be funded by Visitor Amenities.

10
11 Beaucaire noted the City would be able to apply for another grant for W 1st Street in the fall of
12 2019.

13
14 **3. Wastewater.** Buckwald explained they should keep the Crestview and Pole Building projects
15 (\$70,000 and \$80,000) in FY19. He stated the Pole Building project was ready to go out for RFP
16 and this item might run over into FY20.

17
18 For the radio read project, McClung suggested doubling the \$15,000 and moving it FY19 to
19 FY20. The total FY20 request was for \$30,000 in both Sewer and Water.

20
21 Buckwald stated the line items for I&I Basin rehab, air valve, side gate, and sliding doors should
22 remain as indicated in FY20.

23
24 Buckwald indicated the replacement vac truck should move to FY20, and the master plan would
25 also begin in FY20 and should be adjusted to \$90,000.

26
27 Buckwald indicated \$20,000 for the water truck could be removed from FY20. He stated there
28 should be \$25,000 for this item in FY19.

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30 **4. Water.** Groth noted the South Water Tank should be a separate project.

31
32 McClung requested:

33 Backwash plumbing recycling project - \$45,000 in FY20

34 Water share of roll up doors - \$30,000 in FY20

35 W 3rd Street tie-ins – increase to \$90,000 in FY20

36 Also keep \$10,000 of the \$20,000 for the current FY19

37 Two fire hydrants on Reeves Circle - \$10,000 in FY20

38 Update of conservation and curtailment plan - \$85,000 in FY19 and \$55,00 in FY20

39 Radio reads - \$30,000 in FY20 and remove \$15,000 in FY19

40 Earthquake valve at upper Blackstone reservoir - \$30,000 in FY20

41 Earthquake valve at bridge - \$50,000 in FY20

42 E 2nd Street - \$250,000 for FY23 (funded with SDCs)

43 Water plant systems replacement (electronics & process controls) - \$50,000 in FY20

44 Also included clarifier drive, motor, eurogears.

45 Truck replacement - \$26,000 in FY20

46 Vac truck - \$90,000 in FY20

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2 Danos asked how the SDC charges were calculated and used. McClung explained they need
3 Water, Wastewater, and Storm Drain Master Plans which a third party reviews to create the SDC
4 Master Plan and fees. Purcell clarified there was an increase in the SDCs tied to the construction
5 index each year. Moore added that Yachats' rates were very close to those in Florence.
6

7 **5. Library.** Beaucaire stated \$14,400 has been expended of the allocated \$50,000 in FY19. The
8 FY20 amount in the spreadsheet was the result of subtracting the spent amount from the planned
9 \$75,000. Danos asked if the Library remodel was a health and safety need or if it could be
10 pushed back. Rivinus explained there were safety issues around making the shelving
11 earthquake-ready and noted much of the funding was from grants and the Hall Bequest.
12

13 **6. Little Log Church.** Beaucaire noted the spreadsheet she had indicated only \$98 had been
14 spent of the \$150,000 allocated, which needed to be moved to FY20. She was aware that more
15 had been spent on engineering, and that amount was to be determined. Of the \$150,000
16 allocated, \$112,000 would come from Visitor Amenities.
17 Beaucaire estimated a \$2,000 placeholder for FY19 until she can identify actual expenses so
18 there should be \$148,000 in FY20 and \$150,000 in FY21.
19

20 **7. Commons**

21 Beaucaire recalled Parks and Commons moved most of their projects back to accommodate other
22 needs in the City. McClung stated the path bridge at Marine and 101 would not happen because
23 there was no easement so this item for \$5,000 could be removed.
24

25 Beaucaire reported she and Hoen met with Polly Plumb Productions who expressed concern over
26 having a "presentable" facility for events. Hoen noted in the past there was concern over
27 whether upgrades would be used to warrant the expenditure. Upgrades discussed included a
28 light/sound board, microphones, painting, and fixing broken ceiling tiles.
29

30 Groth asked about the Fire Marshall's issues around the stage lighting and extension cords. Hoen
31 stated Fire Marshall was ok with the current situation as long as the extension cords were left
32 unplugged. She explained the representative from Polly Plumb gave her contacts to find out
33 about what the upgrades should be. Beaucaire suggested putting in a placeholder with the
34 understanding that the list was still being developed and everything had to go through Parks and
35 Commons for approval. Beaucaire suggested a placeholder \$50,000 for updates to Commons
36 facilities and equipment. Hoen noted that it was a great milestone to have Polly Plumb want to
37 discuss the improvements with the City.
38

39 Purcell asked about funding for maintenance, noting Hoen only had \$500 for tools. Purcell
40 clarified that a CIP was for projects over \$5,000 with a lifespan of 5 years.
41

42 Anderson reported Civic Plus held a training the previous day on the new facilities management
43 software and was enormously impressed with the features and ease of use. Hoen added the
44 software will make life easier for everyone and noted backend is logical and easy to learn. She
45 explained the capabilities of the calendar filters and output. The system can provide for a way to
46 keep maintenance for buildings. Hoen stressed the efficiency of the system.

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2 **7.Visitor Amenities**

3 Groth indicated they might need to remove the Little Log Church Museum line from Visitor
4 Amenities. The Committee discussed what the Visitor Amenities page was for.
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6 **B. Reserves & FY20 CIP Requests**

7 Beaucaire asked if they needed another meeting to discuss this topic. The Committee agreed to
8 meet on Wednesday, March 27, 2019 at 1:00 pm.
9

10 **C. FY20 Budgetary Requests – see above**
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12 **V. Other Business**

13 **A. From the Committee – none**

14 **B. From the Staff – none**

15 **C. From the Floor – none**
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17 With no further business before the Committee, Beaucaire adjourned meeting at 11:59 am.
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24 Shannon Beaucaire, Chair
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27 Minutes prepared by H.H. Anderson on March 15, 2019.