

1. Agenda

Documents:

[2019-03-12 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-02-12 Public Works Minutes DRAFT.pdf](#)

[2019-02-28 Financial Report.pdf](#)

[2019-03-12 Utility Billing Presentation.pdf](#)

[2019-03-12 Public Works Department Report.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, March 12, 2019 at 3:00pm

AGENDA

- I. Meeting called to order
- II. Minutes of February 12, 2019 meeting
- III. Reports
 - A. Public Works Department
 - B. Emergency Preparedness Committee
 - C. Solid Waste District Advisory Council
 - D. Financial Report
- IV. Current Business
 - A. Welcome New Commissioners
 - B. Presentation On Utility Billing System Issues – Tom Lauritzen
 - C. CIP and 2019-20 Budget
- V. New Business
 - A. June Clean Sweep
- VI.
 - A. Other Business
 - B. From the Commission
 - C. From the Floor

Next Meeting Tuesday, April 9, 2019 at 3:00 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 at City Hall, or 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 02/26/19





City of Yachats
PUBLIC WORKS & STREETS COMMISSION

February 12, 2019
Draft Minutes

I. Call to Order

Chair Bob Bennett called the February 12, 2019 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Larry Nixon, Bob Bennett, Tom Bedell and Don. Absent: and James Sanders. Staff present: Wastewater Plant Lead Dave Buckwald. Audience: 4.

II. Minutes of January 8, 2019

Header: Date is 2019 not 2018

Commissioner Nixon moved to approve the January 8, 2019 minutes as amended: Aye – 4; No – 0.

III. Reports

A. Public Works Department

Wastewater Plant Lead Dave Buckwald asked Commissioners if the presentation of the rain data was adequate. Buckwald highlighted the efficiency rating of 92%. He noted the activities in the report were in addition to normal operations. Buckwald stated Public Works could get an accurate indication of how the drainage systems were working by inspecting ditches when there was heavy rain and the Ocean View Drive ditches had flow. He reported they had to unclog several culverts.

Buckwald highlighted that the crew:

- Refurbished several fire hydrants and discovered one at the Adobe from the 1970s, which turned out to be cheaper to replace than find parts and expend labor hours
- Submitted their annual reports to DEQ for I&I and Biosolids
- Camera inspected 1,000 feet of sewer line
- Located sewer services on Gimlet Lane
- Discovered a covered manhole on Highway 101
- Started the survey for the pole building
- Got the bucket truck radiator repaired and back into service
- Moved a hydrant and prepared for other work on Ocean View Drive.

Buckwald reported there was a power outage the previous night, pumps in Quiet Water and at the Parkside station went down, and the backup generators kicked on as expected. He reported the pumps at the main station went offline early that morning, and the crew got them restarted within 13 minutes. He noted one pump was off-line to have a seal replaced, so there were two pumps in service at the time. Buckwald indicated he planned to have the crew complete an exercise in working with the bypass pump in inclement weather. He noted when they were working on pump #3, the VFD had an arc fault issue. He reported they got the backup pump into service and was pleased that the backup pump had been running and working great all. He did

1 not expect these outages to incur any problems with DEQ. Buckwald expressed appreciation for
2 the City for having the forethought to have a backup pump.

3
4 Buckwald indicated he and Kevin Kentta would be doing I&I inspections that evening.

5
6 Commissioner Groth asked about the discontinued water lines on Fistera. Buckwald explained
7 the original plan was to have individual meters for each unit, but when construction began,
8 Fistera decided to use one 2" meter. Public Works removed the unused section when a
9 driveway needed to go.

10
11 Bennett gave recognition to Public Works to avert a significant problem with DEQ.

12 13 **B. Emergency Preparedness Committee**

14 Commissioner Nixon reported YRFPD provided input on the EOP and Chief Petrick met with
15 the Emergency Preparedness Committee members about evacuation assembly areas. He noted
16 the sign shapes and sizes have changed. Nixon also reported they were looking to get more
17 people CERT trained.

18
19 Bennett reported there was agreement on the location of the temporary assembly signs. Bennett
20 indicated the Commission needed to approve the assembly area sign locations and order more
21 signs. The Commission also needed to replace the round evacuation signs with rectangular ones,
22 as round ones are reserved for railroads. Bennett noted they would need to work with the county
23 and ODOT to get new signs.

24
25 The assembly areas were designated to be at:

- 26 1. Peterson Drive/new fire station
- 27 2. King Street by cemetery
- 28 3. King Street at 7th Street
- 29 4. Horizon Hill at 3rd Street
- 30 5. Cape Ranch Road
- 31 6. Reeves Circle
- 32 7. Hill Court
- 33 8. Crestview Drive by the water tank

34
35 New rectangular Evacuation Route signs from the Highway should at Highway 101 and:

- 36 1. Crestview Drive
- 37 2. Hill Court
- 38 3. Reeves Circle South
- 39 4. Reeves Circle North
- 40 5. Cape Ranch Road
- 41 6. Lori Lane
- 42 7. E 3rd Street
- 43 8. E 7th Street
- 44 9. E 8th Street
- 45 10. E 9th Street
- 46 11. King Street

1 12. Peterson Drive
2 The evacuation route and assembly area at Diversity Drive were removed.

3
4 Nixon moved to move forward with installing the agreed-upon assembly area signs and to
5 replace the round evacuation signs with legal rectangular ones: Aye – 4; No – 0.

6
7 Groth clarified that the City Council would approve this action and direct Public Works to begin
8 work. Bennett asked Groth to send the assembly areas to Anderson.

9
10 Bennett noted Manager Beaucaire would be providing her comments, and he would need to
11 incorporate former Mayor Stanley's, Chief Petrick's, and Manager Beaucaire's comments.

12 13 **C. Solid Waste District Advisory Council**

14 Nixon reported the haulers were still working on incorporating their asbestos regulations. He
15 noted Dahl has been having people arrive with their completed forms. He reported they
16 discussed the Newport single use plastic bag prohibition and speculated Lincoln County might
17 take action for a county-wide ban.

18
19 Nixon reported they discussed land application of class B biosolids and the possibility of Lincoln
20 County making that a county-wide regulation. Buckwald recalled Public Works looked into
21 getting Class A biosolids ready and believed the amount in 2009 was \$375,000. He reported
22 most small cities cannot recoup their investment through selling the fertilizer.

23
24 Groth clarified that the group would be addressing recycling at their March 2019 meeting.

25 26 **D. Financial Report**

27 Anderson explained that Clerk Richter has left to become Finance Director at another city.

28 29 **III. Current Business**

30 **A. Ocean View Drive Status**

31 Buckwald reported Public Works was planning to install a new hydrant on W 3rd Street. Bennett
32 clarified this prep work was part of a CIP for Ocean View Drive.

33
34 Groth and Bennett wanted an update on the traffic direction plans for Ocean View Drive.

35 36 **B. CIP Status**

37 Groth reported they would not know the CIP projects until the February 13, 2019 Finance
38 Committee meeting. Bennett noted they need two earthquake valves, one for the bridge and one
39 for on the 125,000-gallon tank on the hill. Bennett asked that the bridge valve be installed first.

40
41 Groth noted they might need to determine priorities for street paving.

42
43 Buckwald reported Public Works decided they want to do three of the big door replacements in
44 the next fiscal year and to replace others at a later time.

45 46 **IV. New Business**

1 **A. Applicant Consideration – Ron Urban**

2 Urban reported he went to all of the Commissions to find the appropriate fit. Bennett noted
3 Urban had construction and heavy equipment operator experience. Bedell and Nixon noted
4 Urban walks a lot and likely understands the current status of things. Urban indicated he wanted
5 tours of the plants and shops as an introduction.
6

7 Bedell moved to recommend to the City Council that they appoint Ron Urban to the Public
8 Works and Streets Commission: Aye – 4; No – 0.
9

10 **B. Applicant Consideration – Tom Fisher**

11 Fisher stated he moved to Yachats in April 2018 and wanted to get more involved in the
12 community. Fisher reported he worked for Boise-Cascade in materials distribution.
13

14 Nixon moved to recommend to the City Council that they appoint Tom Fisher to the Public
15 Works and Streets Commission: Aye – 4; No – 0.
16

17 **IV. Other Business**

18 **A. From the Commission**

19 Bennett stated the agenda for March 2019 would focus mostly on the utility billing system.
20 Bennett indicated there were documents online about the billing systems. He noted the billing
21 systems had to cover the costs of operations.
22

23 **B. From the Floor - none**

24
25 With no further business before the commission, Bennett adjourned meeting at 4:18 pm.
26
27
28
29

30 _____
31 Bob Bennett, Chair

_____ Date

32
33
34 Minutes prepared by H.H. Anderson on February 17, 2019.
35
36

3/01/19
2:38 PM
YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT
7/01/18 THRU 2/28/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	42,000		77,630.03	35,630.03-	185
	REVENUE	42,000		77,630.03	35,630.03-	185
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	41,717.79	41,717.79	2,282.21	95
	REVENUE	44,000	41,717.79	41,717.79	2,282.21	95
3-60-4861	INTERFUND TRANS GEN FUND	35,000	35,000.00	35,000.00		100
	OPERATING TRANSFERS	35,000	35,000.00	35,000.00		100
T O T A L DEPT 100 R E V E N U E		121,000	76,717.79	54,347.82	33,347.82-	128
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	33,000	18,921.41	18,921.41	14,078.59	57
	PERSONNEL SERVICES	33,000	18,921.41	18,921.41	14,078.59	57
5-20-5222	INSURANCE	4,500	1,095.55	1,095.55	3,404.45	24
5-20-5258	ENGINEERING SERVICES	3,000	2,004.00	2,004.00	996.00	67
5-20-5311	EQUIPMENT LEASE	1,500	105.60	105.60	1,394.40	7
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,200	3,107.73	3,107.73	1,092.27	74
5-20-5313	EQUIPMENT REPAIR	2,000	15.24	15.24	1,984.76	1
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500			1,500.00	0
5-20-5353	OUTSIDE SERVICES	2,000			2,000.00	0
5-20-5361	SYSTEM PARTS	2,500	956.73	956.73	1,543.27	38
5-20-5362	COLLECTION SYS-CONSUMMABL	500	19.20	19.20	480.80	4
5-20-5411	STREET LIGHTING	14,000	12,213.17	12,213.17	1,786.83	87
5-20-5474	MOWING & TRIMMING	20,000	7,968.00	7,968.00	12,032.00	40
5-20-5476	TREE TRIMMING & REMOVAL	5,000			5,000.00	0
	MATERIALS AND SERVICES	60,700	27,485.22	27,485.22	33,214.78	45
5-60-7126	INTERFUND TRANS-CAP RESER	4,000	4,000.00	4,000.00		100
	INTERFUND TRANSFERS	4,000	4,000.00	4,000.00		100
	TOTAL PERSONAL SERVICES	33,000	18,921.41	18,921.41	14,078.59	57
	TOTAL MATERIAL & SERV	60,700	27,485.22	27,485.22	33,214.78	45
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000	4,000.00	4,000.00		100
T O T A L DEPT 100 E X P E N D I T U R E		97,700	50,406.63	50,406.63	47,293.37	52
T O T A L FUND 621 R E V E N U E		121,000	76,717.79	54,347.82	33,347.82-	128
	FUND PERSONAL SERVICES	33,000	18,921.41	18,921.41	14,078.59	57
	FUND MATERIAL & SERV	60,700	27,485.22	27,485.22	33,214.78	45
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	4,000	4,000.00	4,000.00		100
T O T A L FUND 621 E X P E N D I T U R E		97,700	50,406.63	50,406.63	47,293.37	52
	FUND PRIOR BALANCE	77,630.03				
	NET FUND BALANCE	103,941.19				

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YIKIMMIE
FUND-621 STREETS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 2/28/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
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YIKIMMIE
FUND-630 STORM DRAINS
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 2/28/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	75,000		86,392.82	11,392.82-	115
	REVENUE	75,000		86,392.82	11,392.82-	115
3-30-0101	BEGINNING FUND BALANCE					0
	REVENUE					0
3-60-4861	INTERFUND TRANS-GEN FUND	37,000	37,000.00	37,000.00		100
	OPERATING TRANSFERS	37,000	37,000.00	37,000.00		100
T O T A L DEPT 100 R E V E N U E		112,000	37,000.00	123,392.82	11,392.82-	110
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	25,000	10,174.05	10,174.05	14,825.95	41
	PERSONNEL SERVICES	25,000	10,174.05	10,174.05	14,825.95	41
5-20-5313	EQUIPMENT REPAIR	1,500	445.62	445.62	1,054.38	30
5-20-5317	TOOLS & SMALL EQUIPMENT	1,500			1,500.00	0
5-20-5361	STORM DRAIN PARTS	6,000			6,000.00	0
5-20-5362	STORM DRAIN SYS CONSUMMAB	500			500.00	0
5-20-5363	OUTSIDE SERVICES	2,500			2,500.00	0
	MATERIALS AND SERVICES	12,000	445.62	445.62	11,554.38	4
	TOTAL PERSONAL SERVICES	25,000	10,174.05	10,174.05	14,825.95	41
	TOTAL MATERIAL & SERV	12,000	445.62	445.62	11,554.38	4
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 100 E X P E N D I T U R E		37,000	10,619.67	10,619.67	26,380.33	29
T O T A L FUND 630 R E V E N U E		112,000	37,000.00	123,392.82	11,392.82-	110
	FUND PERSONAL SERVICES	25,000	10,174.05	10,174.05	14,825.95	41
	FUND MATERIAL & SERV	12,000	445.62	445.62	11,554.38	4
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER					0
T O T A L FUND 630 E X P E N D I T U R E		37,000	10,619.67	10,619.67	26,380.33	29
	FUND PRIOR BALANCE	86,392.82				
	NET FUND BALANCE	112,773.15				

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YIKIMMIE
FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 2/28/19

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	17,000		142,422.31	125,422.31-	838
	REVENUE	17,000		142,422.31	125,422.31-	838
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4310	WATER SERVICE	606,000	343,436.43	343,436.43	262,563.57	57
3-30-4312	CAPITAL RESERVE FEES	37,000	22,750.99	22,750.99	14,249.01	61
3-30-4320	INSTALLATION CHARGES	3,000	8,500.00	8,500.00	5,500.00-	283
3-30-4450	CREDIT CARD FEES	3,500-	2,226.56-	2,226.56-	1,273.44-	64
	REVENUE	642,500	372,460.86	372,460.86	270,039.14	58
T O T A L DEPT 100 R E V E N U E		659,500	372,460.86	514,883.17	144,616.83	78
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	285,000	142,465.95	142,465.95	142,534.05	50
	PERSONNEL SERVICES	285,000	142,465.95	142,465.95	142,534.05	50
5-20-5210	DUES/MEMBERSHIPS/FEES	2,000	1,664.33	1,664.33	335.67	83
5-20-5222	INSURANCE	15,000	13,656.99	13,656.99	1,343.01	91
5-20-5240	OFFICE MATERIALS/SUPPLIES	6,000	6,002.91	6,002.91	2.91-	100
5-20-5251	OFFICE PHONE/CELL/DSL	9,500	6,697.04	6,697.04	2,802.96	70
5-20-5253	POSTAGE	3,000	1,995.60	1,995.60	1,004.40	67
5-20-5255	EDUCATION & TRAINING	3,000			3,000.00	0
5-20-5258	ENGINEERING SERVICES	7,000			7,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	4,722.08	4,722.08	722.08-	118
5-20-5260	PROFESSIONAL SERVICES	10,000	9,327.00	9,327.00	673.00	93
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	3,000			3,000.00	0
5-20-5311	EQUIPMENT LEASE	3,000	1,452.78	1,452.78	1,547.22	48
5-20-5312	EQUIP - FUEL/TIRES/PARTS	4,000	3,882.04	3,882.04	117.96	97
5-20-5313	EQUIPMENT REPAIR	4,000	568.03	568.03	3,431.97	14
5-20-5317	TOOLS & SMALL EQUIPMENT	3,500	327.43	327.43	3,172.57	9
5-20-5330	BUILDING/LAND MAINTENANCE	2,000	1,794.85	1,794.85	205.15	90
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	166.28	166.28	333.72	33
5-20-5342	PLANT UTILITIES	23,000	16,168.81	16,168.81	6,831.19	70
5-20-5351	MAIN PLANT PARTS	7,000	17,189.81	17,189.81	10,189.81-	246
5-20-5352	MAIN PLANT CONSUMABLES	10,000	5,064.14	5,064.14	4,935.86	51
5-20-5353	MAIN PLANT OUTSIDE SVCS	40,000	20,208.24	20,208.24	19,791.76	51
5-20-5361	DISTRIBUTION SYS PARTS	14,000	13,255.23	13,255.23	744.77	95
5-20-5362	DIST SYSTEM CONSUMABLES	2,000	937.45	937.45	1,062.55	47
5-20-5363	DIST SYS OUTSIDE SERVICES	2,000	4,969.00	4,969.00	2,969.00-	248
5-20-5440	OFFICE EXPENSES - OTHER	500	148.76	148.76	351.24	30
5-20-5470	EQUIPMENT REPAIR/MAINTEN	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	9,000	3,448.00	3,448.00	5,552.00	38
	MATERIALS AND SERVICES	194,500	138,646.80	138,646.80	55,853.20	71
5-50-5800	CONTINGENCIES	15,000			15,000.00	0
	OTHER USES	15,000			15,000.00	0
5-60-7126	INTERFUND TRANS-CAP RESER	100,000	100,000.00	100,000.00		100

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YIKIMMIE
FUND-660 WATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-60-7129	INT FUND TRANS-REST RESER	43,000	43,000.00	43,000.00		100
5-60-7131	INT FUND -STREET CAP RES	5,000	5,000.00	5,000.00		100
	INTERFUND TRANSFERS	148,000	148,000.00	148,000.00		100
	TOTAL PERSONAL SERVICES	285,000	142,465.95	142,465.95	142,534.05	50
	TOTAL MATERIAL & SERV	194,500	138,646.80	138,646.80	55,853.20	71
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	163,000	148,000.00	148,000.00	15,000.00	91
TOTAL DEPT 100 EXPENDITURE		642,500	429,112.75	429,112.75	213,387.25	67
TOTAL FUND 660 REVENUE		659,500	372,460.86	514,883.17	144,616.83	78
	FUND PERSONAL SERVICES	285,000	142,465.95	142,465.95	142,534.05	50
	FUND MATERIAL & SERV	194,500	138,646.80	138,646.80	55,853.20	71
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	163,000	148,000.00	148,000.00	15,000.00	91
TOTAL FUND 660 EXPENDITURE		642,500	429,112.75	429,112.75	213,387.25	67
	FUND PRIOR BALANCE	142,422.31				
	NET FUND BALANCE	85,770.42				

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YIKIMMIE
FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	120,000		186,506.88	66,506.88-	155
	REVENUE	120,000		186,506.88	66,506.88-	155
3-30-0101	BEGINNING FUND BALANCE					0
3-30-4310	WASTEWATER SERVICES	590,000	330,493.80	330,493.80	259,506.20	56
3-30-4312	CAPITAL RESERVE FEES	40,000	21,672.34	21,672.34	18,327.66	54
3-30-4320	INSTALLATION CHARGES	2,500	3,764.00	3,764.00	1,264.00-	151
3-30-4450	CREDIT CARD FEES	4,500-	2,226.53-	2,226.53-	2,273.47-	49
	REVENUE	628,000	353,703.61	353,703.61	274,296.39	56
T O T A L DEPT 100 R E V E N U E		748,000	353,703.61	540,210.49	207,789.51	72
E X P E N S E S						
5-10-5160	PERSONNEL SERVICES	265,000	155,102.55	155,102.55	109,897.45	59
	PERSONNEL SERVICES	265,000	155,102.55	155,102.55	109,897.45	59
5-20-5210	DUES/MEMBERSHIPS/FEES	750	593.66	593.66	156.34	79
5-20-5211	DEQ FEES	3,500	2,257.00	2,257.00	1,243.00	64
5-20-5222	INSURANCE	18,000	15,348.96	15,348.96	2,651.04	85
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	3,965.39	3,965.39	3,234.61	55
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	4,082.43	4,082.43	1,917.57	68
5-20-5253	POSTAGE	3,000	1,995.56	1,995.56	1,004.44	67
5-20-5255	EDUCATION & TRAINING	1,100	1,266.20	1,266.20	166.20-	115
5-20-5258	ENGINEERING SERVICES	5,000			5,000.00	0
5-20-5259	IT VENDOR SUPPORT	4,000	4,722.07	4,722.07	722.07-	118
5-20-5260	PROFESSIONAL SERVICES	7,000	9,327.00	9,327.00	2,327.00-	133
5-20-5261	AUDITOR	6,000	5,000.00	5,000.00	1,000.00	83
5-20-5270	TRAVEL	1,000	28.74	28.74	971.26	3
5-20-5311	EQUIPMENT LEASE	2,000	1,579.27	1,579.27	420.73	79
5-20-5312	EQUIP - FUEL/TIRES/PARTS	5,000	4,127.19	4,127.19	872.81	83
5-20-5313	EQUIPMENT REPAIR	9,000	523.10	523.10	8,476.90	6
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	554.66	554.66	445.34	55
5-20-5330	BUILDING OR LAND MAINTENC	1,500	794.79	794.79	705.21	53
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	600	188.25	188.25	411.75	31
5-20-5342	PLANT UTILITIES	30,000	18,467.08	18,467.08	11,532.92	62
5-20-5351	MAIN PLANT - PARTS	20,000	10,630.86	10,630.86	9,369.14	53
5-20-5352	MAIN PLANT -CONSUMABLES	10,000	8,412.04	8,412.04	1,587.96	84
5-20-5353	MAIN PLANT OUTSIDE SERVIC	12,000	3,813.51	3,813.51	8,186.49	32
5-20-5361	COLLECTION SYSTEM -PARTS	5,000	1,130.65	1,130.65	3,869.35	23
5-20-5362	COLL SYSTEM -CONSUMABLES	2,500	1,470.29	1,470.29	1,029.71	59
5-20-5363	COLL SYSTEM OUTSIDE SERVI	5,000	3,903.46	3,903.46	1,096.54	78
5-20-5364	COLLECTION - I & I	20,000	2,163.65	2,163.65	17,836.35	11
5-20-5440	OFFICE EXPENSES - OTHER	500	132.98	132.98	367.02	27
5-20-5470	EQUIPMENT REP/MAINT	1,500			1,500.00	0
5-20-5474	MOWING & TRIMMING	2,000	966.00	966.00	1,034.00	48
	MATERIALS AND SERVICES	190,150	107,444.79	107,444.79	82,705.21	57
5-50-5800	CONTINGENCIES	15,000			15,000.00	0
	OTHER USES	15,000			15,000.00	0

3/01/19
2:38 PM
YIKIMMIE
FUND-670 WASTEWATER SYSTEM
DEPT-100 NON DEPARTMENTAL

CITY OF YACHATS
REVENUE/EXPENDITURE REPORT

7/01/18 THRU 2/28/19

PAGE 7
G11831
G11 0 S

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-60-7126	INTERFUND TRAN- CAP RESER	80,000	80,000.00	80,000.00		100
5-60-7129	INTFUND TRANS-DEBT SERVIC	60,000	60,000.00	60,000.00		100
5-60-7131	INT FUND TRAN-STREET CAPI	5,000	5,000.00	5,000.00		100
	INTERFUND TRANSFERS	145,000	145,000.00	145,000.00		100
	TOTAL PERSONAL SERVICES	265,000	155,102.55	155,102.55	109,897.45	59
	TOTAL MATERIAL & SERV	190,150	107,444.79	107,444.79	82,705.21	57
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	160,000	145,000.00	145,000.00	15,000.00	91
T O T A L DEPT 100 E X P E N D I T U R E		615,150	407,547.34	407,547.34	207,602.66	66
T O T A L FUND 670 R E V E N U E		748,000	353,703.61	540,210.49	207,789.51	72
	FUND PERSONAL SERVICES	265,000	155,102.55	155,102.55	109,897.45	59
	FUND MATERIAL & SERV	190,150	107,444.79	107,444.79	82,705.21	57
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	160,000	145,000.00	145,000.00	15,000.00	91
T O T A L FUND 670 E X P E N D I T U R E		615,150	407,547.34	407,547.34	207,602.66	66
	FUND PRIOR BALANCE	186,506.88				
	NET FUND BALANCE	132,663.15				
	GRAND TOTAL REVENUE	1,640,500	839,882.26	1,332,834.30	307,665.70	81
	TOTAL PERSONAL SERVICES	608,000	326,663.96	326,663.96	281,336.04	54
	TOTAL MATERIAL & SERV	457,350	274,022.43	274,022.43	183,327.57	60
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	327,000	297,000.00	297,000.00	30,000.00	91
	GRAND TOTAL EXPENDITURE	1,392,350	897,686.39	897,686.39	494,663.61	64
	PRIOR BALANCE	492,952.04				
	NET FUND BALANCE	435,147.91				

City of Yachats

Public Works & Streets Commission – YEU Conversion

March 12, 2019

Today's Update –

- A brief review of recent history –starting from the previously issued Water Loss Report
- Calculations to see if results made sense
- Earlier efforts to identify errors in the YEU conversion
- Your input
- Next steps

A Brief Update

Starting around 2014

The need for a new utility billing system and a new water/sewer rate plan merged in late 2014.

Background – a brief update on how we got here

- Council adopted your recommended rate structure, effective February 1, 2016, coinciding with implementation of Muni Billing
- Most customers were converted based on a chart of monthly consumption created from the analysis model
- Large scale users, about 10 customers, had been subject to paying Yachats Equivalent Units – their conversion was based on YEU's paid in the 12 months leading up to implementation of the new rate structure
- Each of the 10 large scale customers needed an individual calculation of their new additional base rates, based on the past YEU's.

Background – a brief update on how we got here - continued

- A former councilor tried to automate the Water Loss Report; in the automation analysis, your monthly Water Loss Report was no longer published
- Balancing the new system internally for Joan Davies, former City Manager, disclosed that 2 of the largest users were missed in the initial YEU conversion. Their YEU additional base fees started late in 2016/early 2017.
- See next slide for the 2006 Council Minutes authorizing the YEU fees.

Handout #1

1 Smith asked Public Works and Streets Commission Chair, Walt Weyand to explain the
2 Commission's recommendation to the audience before the hearing is opened for public comment.

3
4 Weyand said that the Commission is recommending a modest increase of about 7% for the average
5 residential customer. The water and sewer base rates would remain the same at \$25 for water and
6 \$35 for sewer; and, the consumptive rate would be increased by \$0.50 per hcf of water used and
7 \$1.00 per hcf. for sewer. This would result in an increase of \$7.50 per month for the average user.

8
9 The Commission is recommending that a "Yachats Equivalent Unit" be established; and, that the
10 YEU be set at 3,200 cf. For each YEU one base rate would be charged so if any account used 6,400
11 cf they would be billed twice the base, which would equal \$50 for water and \$70 for sewer.

12
13 Smith asked for public comment.

14
15 Burgundy Featherkile said that it makes sense to her.

16
17 Carol Dutra agreed that it makes sense, and is much better than the proposal made last year.

18
19 Drew Roslund said that he would like to thank Weyand for including him in the process and passed
20 out a copy of the letter he had given the Commission in February. He said that if the recommended
21 proposal is adopted the bills at the Overleaf Lodge will have increased about 100% in the past year,
22 including the initial increase that was adopted last September. This increase will be difficult for the
23 motels to take and as the economics in a small town change, then the businesses may have to make
24 changes in their operations.

25
26 The public hearing was closed; and, after a brief recess, City Council deliberated the
27 recommendation.

28
29 Motion to adopt the recommended billing structure and rates as follows: \$25 per month base for
30 water, \$35 base per month for sewer, and for each hcf of water used \$4.00 for water and \$4.50 for
31 sewer; and establish an Yachats Equivalent Unit of 3,200 and in the application of the YEU the
32 second multiplier will be implemented at 6,400 and at each 3,200 cf thereafter; each multiplier to
33 equal one base rate, rates to be effective with the bills mailed on November 1, 2006, Aye – 5, No –
34 0.

35 36 **VII. New Business**

37 **A. Resolution No. 2006-09-01 – Commons Rental Rates**

38
39 Motion to adopt Resolution No. 2006-09-01 – Commons Rental Rates, Aye 5, No – 0.

40
41 Smith read a proposed resolution presented by the Commons Task Force reaffirming the City's
42 financial support of the Commons.

43
44 The resolution was assigned the number 2006-09-03.

45
46 Evans said that the resolution really does not do anything; that it was just a "feel good" thing. Wulff
47 and Nixon agreed that while it did nothing to change the status quo, they were in support of the
48 statement.

City Council Minutes - September 14, 2006
s:\council minutes\2006\09-14-06_-_city_council_minutes.doc

Questions

- This is a good place to pause and answer any questions you may have.

• Questions so far?

Documents and Calculations -

- Based on the incorrect conversion and missing 2 customers in the conversion process, the issue was raised with Shannon, our new City Manager
- Shannon preferred to engage COG for a deep dive into the rate structure and YEU conversion
- After several months without COG engagement, Bob Bennett, your Chair, raised the YEU conversion topic with Shannon – Bob's inquiry was deferred as we were still waiting for COG
- In a later PWS Meeting – a handout of base rates was provided by city staff (Handout #2)

Handout #2

- Confidential Data – refer to your earlier PWS data sheet provided by city staff

Documents and Calculations - continued

- After receiving the handout, I compared it to the last copy of the Water Loss Report for perspective (Handout #3) (Handout #4)
- The comparison showed that YEU revenue during the 12 months leading up to the new rate structure conversion was inconsistent with the tourist revenue from lodging and food
- Water usage for 5 of the largest customers was located in the City's property data base
- YEU's were recalculated from the water usage (Handout #5)

Handout #3

Public Works Commission						
City of Yachats						
Rolling 12 Month Water Report						
	Nov-11	Apr-12	Oct-12	Apr-13	Oct-13	
	through	through	through	through	through	
	Oct-12	Mar-13	Sep-13	Mar-14	Sep-14	
Collection Fee	134.33	0.00	0.00	0.00	0.00	
Delinquent Notice Fees	870.00	530.00	605.00	685.01	525.01	
Delinquent Notice Late Fees	19.04	15.65	15.09	11.17	11.13	
Delinquent Shut-Off Fees	380.00	380.00	323.30	286.00	62.70	
Delinquent Shut-Off Fee Late Charge	27.00	25.20	18.60	9.30	8.70	
Miscellaneous Adjustment Fees	0.00	60.00	60.00	0.00	0.00	
Miscellaneous Adjustment Fees Late Charge	0.00	0.90	0.90	0.00	0.00	
Lien Recording Fee	496.00	558.00	62.00	25.00	97.00	
New Service-Takeover Fee	400.00	470.00	570.00	520.00	400.00	
New Service-Takeover Fee Late Charge	1.50	2.40	2.25	1.50	1.80	
Non-Sufficient Funds Fee Late Charge Totals	0.00					
Sewer Installation Fees	900.00	700.00	300.00	200.00	200.00	
Sewer Services	507,251.14	487,204.86	461,874.10	463,283.42	460,853.44	
Sewer Service Late Fees	2,606.01	2,465.77	2,297.35	1,864.67	1,539.35	
Sewer YEU Fees	10,528.00	10,459.00	8,352.00	7,689.00	6,442.99	
Sewer YEU Late Charges	7.34	6.36	6.08	27.69	38.57	
Shut-Off @ Handvalve - Customer Request	0.00	0.00	0.00	400.00	400.00	
Tap manhole svc stub-Sewer Totals	0.00	0.00	0.00	400.00	400.00	
Tap manhole svc stub-WTR Totals	40.00	80.00	40.00	483.60	483.60	
Water Installation Fees	3,100.00	2,800.00	1,200.00	1,246.43	1,246.43	
Water Services	423,947.18	450,290.81	481,661.64	483,582.59	481,326.74	
Water Services Late Charges	1,900.82	1,867.74	1,886.97	2,072.39	1,840.13	
Water Turn On After Hours	20.00	20.00	0.00	0.00	0.00	
Water Turn On After Hours Late Fee	0.90	0.90	0.00	0.00	0.00	
Water YEU Fees	8,002.00	8,971.00	8,928.00	7,781.00	6,386.00	
Water YEU Late Charges	5.24	5.31	6.50	18.08	18.07	
		0.00				
Total Income	960,636.50	966,943.30	968,179.93	970,541.85	962,289.73	
Total Sewer Billed					468,814.14	
Total Water Billed					492,167.45	

Handout #4

[illegible]

Handout #5

City of Yachats				5 Largest Water Users																	
<u>Lost Revenue from YEU errors</u>																					
<u>November, 2018</u>											Water	Increase by					Water	2016 Rate	2017	2018	
				User 1	User 2	User 3	User 4	User 5			Base	Initial	Per	Monthly	Months		Base	Inflation	Inflation	Inflation	
											calculated	5%	Kimmie's	Unbilled	Since	Lost	calculated	adj @ 2.45%	Adj @ 3.00%	Adj @ 3.35%	
		Month	Year	Source - Water Usage from Property Data Base							at left	Increase	PWS Handout	Revenue	Conversion	Revenue	at left				
		February	2015	8100	16500	20700	11091	12300													
		March	2015	Missing	17500	23800	13019	15200		User 1	246.50	258.83	64.65	194.18	35	6,796.23	258.83	265.17	273.12	282.14	
		April	2015	20100	17600	Missing	13774	15500													
		May	2015	16300	16000	16700	13821	11000		User 2	213.53	224.21	86.35	137.86	35	4,824.93	224.21	229.70	236.59	244.40	
		June	2015	28800	26900	31700	15341	14100													
		July	2015	26700	25900	36200	14275	17700		User 3	261.12	274.18	293.89	(19.71)	35	(689.91)	274.18	280.90	289.32	298.87	
		August	2015	33900	32400	55800	17875	27100													
		September	2015	43100	31600	34700	18724	16700		User 4	152.80	160.44	86.35	74.09	35	2,593.24	160.44	164.37	169.30	174.89	
		October	2015	39200	21700	25300	17804	12800													
		November	2015	21400	13700	11900	13127	6000		User 5	137.56	144.44	121.61	22.83	35	799.07	144.44	147.98	152.42	157.45	
		December	2015	20200	18500	19600	26039	9200													
		January	2016	22100	26200	20100	14388	12800						409.24		14,323.56					
		Totals		279900	264500	296500	189278	170400													
		Read #		11	12	11	12	12			Sewer	Increase by					Sewer				
											Base	Initial	Per	Monthly	Months		Base	2016 Rate	2017	2018	
	Monthly	Average		25445.45	22041.67	26954.55	15773.17	14200			calculated	5%	Kimmie's	Unbilled	Since	Lost	calculated	Inflation	Inflation	Inflation	
	Monthly	Average	Units	254.5	220.4	269.5	157.7	142.0			at left	Increase	PWS Handout	Revenue	Conversion	Revenue	at left	adj @ 2.45%	Adj @ 3.00%	Adj @ 3.35%	
		YEU starts at		64.0	64.0	64.0	64.0	64.0													
		Units over 64		190.5	156.4	205.5	93.7	78.0		User 1	230.60	242.13	62.20	179.93	35	6,297.53	242.13	248.06	255.50	263.94	
		YEU increments of 32		6.0	4.9	6.4	2.9	2.4													
										User 2	199.75	209.74	82.50	127.24	35	4,453.41	209.74	214.88	221.33	228.63	
		Water Base \$		31.00	31.00	31.00	31.00	31.00													
		Water Consumption @\$4		1,017.82	881.67	1,078.18	630.93	568.00		User 2	244.28	256.49	279.21	(22.72)	35	(795.22)	256.49	262.77	270.66	279.59	
		1st YEU at 64		31.00	31.00	31.00	31.00	31.00													
		YEU Increments at 31.00		184.50	151.53	199.12	90.80	75.56		User 4	142.94	150.09	82.50	67.59	35	2,365.70	150.09	153.77	158.38	163.61	
		Total Water \$		1,264.32	1,095.20	1,339.30	783.73	705.56													
		Total Water YEU \$		215.50	182.53	230.12	121.80	106.56		User 5	128.69	135.12	115.49	19.63	35	687.12	135.12	138.43	142.59	147.29	
		Total Water Base \$		246.50	213.53	261.12	152.80	137.56													
														371.67		13,008.53					
		Sewer Base \$		29.00	29.00	29.00	29.00	29.00													
		Sewer Consumption @\$4.50		1,145.05	991.88	1,212.95	709.79	639.00													
		1st YEU at 64		29.00	29.00	29.00	29.00	29.00						35 Month Total		27,332.10					
		YEU Increments at 29.00		172.60	141.75	186.28	84.94	70.69						Water & Sewer							
		Total Sewer		1,375.64	1,191.63	1,457.23	852.74	767.69													
		Total Sewer YEU		201.60	170.75	215.28	113.94	99.69		Agrees with 2015 Utility Rate Change Model created by Bob & Tom								City of Yachats – PWS Meeting – March 12, 2019			
		Total Sewer Base \$		230.60	199.75	244.28	142.94	128.69											13		

Documents and Calculations - continued

- Bob and I met with city staff in early January to review the YEU conversion calculations
- Outcome was to recover 2015 billings from storage and identify why the calculations may have been inaccurate and schedule today's meeting with the PWS Commission
- Shannon – Kimmie – results of investigation?
- Next steps???

Date: March 1, 2019
To: Shannon Beaucaire, City Manager
From: Public Works Department
Re: February 2019 Public Works Report

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
February	12.25	5.31	15.54	6.58
Rain year to date:	18.44	18.70	24.53	16.01

Total water production: **3,658,700** gallons Water loss efficiency: **91.3%**

Total wastewater treated: **7,469,000** gallons

The following is a list of what was done by Public Works staff outside of normal operations:

Streets:

- Placed and removed U.S. flags.

Drainage:

- Drainage inspections during storm event.

Water:

- Plant maintenance.

Distribution Sys:

- Installing new fire hydrant at the Adobe.
- Meters read.
- Meter maintc.
- Installed meter box on E.2nd St.

Sewer:

- Updating DEQ required lab Quality Assurance Program.

Collection Sys:

- Inflow & Infiltration inspection.
- Main pump station pump #2 repaired and reinstalled. Pump #3 sent out for repair.
- Installed emergency bypass pump. No issues.

Public Works:

- Fleet maintc.
- Moved furniture at 501 Bldg.
- Completed and submitted Fire Marshal Report.
- Removed, repaired and reinstalled radiator on bucket truck.
- New brakes on F-250 service truck.
- Ford Ranger offline to have new clutch system replaced.
- Leads working on budget process.
- Energy audit done at Public Works.

Commons & City Hall

- Rearranged desk at City Hall.

Sewer & Water CIP:

- Working on the Ocean View Drive Project.
- Working on pole bldg. at the WWTP.