

1 City of Yachats
2 **PUBLIC WORKS & STREETS COMMISSION**

3
4 May 9, 2017

5
6 Minutes
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8 John Moore called the May 9, 2017 regular meeting of the Public Works and Streets
9 Commission to order at 3:05 pm in Room 1 of the Yachats Commons. Members
10 present: Larry Nixon, Don Groth, John Moore, Rick Haynes. Absent: Doug Johnson.
11 Also present: City Clerk Judy Richter, City Clerk Kimmie Jackson, Financial Consultant
12 Tom Lauritzen, Water Plant Lead Rick McClung, Wastewater Plant Lead Dave
13 Buchwald. Commission Applicants: 2. Audience: 0.
14

15 **I. Reports, Part 1 of 2**
16 **A. Budget**

17 Accountant Tom Lauritzen passed out a budget report and noted the City has now been
18 on new billing rate for a year. The goal of the rate increase was a return of \$100,000 on
19 1 million of revenues. The first full year generated an additional \$108,000. The current
20 budget reflects current connections at current rates plus 3% inflation index. Lauritzen
21 noted the current budget revenues are \$589,000 for water, \$569,000 for sewer, and
22 \$40,000 for each water and sewer capital reserves.
23

24 City Clerk Jackson explained when the new billing system was implemented in February
25 2016, the base rates of nine properties of heavy users were not properly coded into the
26 new system, and these properties have been undercharged for 11 months totaling
27 around \$21,000 of undercharges. Jackson explained heavy water users are assessed
28 a customized base rate in addition to consumption measured in Yachats Equivalent
29 Units (YEU is 6,400 cubic feet of water). Jackson noted the majority of the
30 undercharges were due to the base rates and not the per YEU use charges. Jackson
31 stated base rates will be indexed again in June 2017 and increases would be reflected
32 in July's bills. McClung noted the new water rates would have generated \$130,000 if
33 proper base rates were used. Lauritzen stated City Manager Davies would send a letter
34 to notify the nine affected properties of rate increases but will not charge them for the
35 undercharges.
36

37 Councilor Haynes asked how base rates were calculated. Lauritzen explained the base
38 rate is determined by multiplying the standard per unit charge (for all water users) plus a
39 base amount for every YEU (calculated as average per month usage over twelve
40 months). Councilor Groth asked if the Council needed to approve the waiver of back-
41 charges. Lauritzen believed the approvals was up to the City Manager. Moore added
42 one reason bills have been high is occupancy has been heavy. Jackson noted the
43 installation of new meters also makes readings more reliable. Haynes noted Council
44 implemented this rate change over a year ago and users are aware of it.
45

1 Groth asked how a new heavy user starts being assessed a custom base rate per their
2 YEU when they become a heavy user. An example situation is the recent expansion of
3 Luna Sea into their back area. Lauritzen stated the water increase trigger is an issue
4 that needs to be addressed by the Council or the Commission. Lauritzen added there is
5 nothing in the current structure that would alert when a customer goes from using four
6 units to sixty units.

7
8 City Clerk Richter passed out revenue/expenditure reports. Richter stated she is still
9 fine-tuning the reports due to transition between software packages. Richter noted the
10 first six months of this fiscal year set by previous City Recorder Batchelder. Starting in
11 January 2017, physical labor is being tracked in a different system. In the new system,
12 all labor charges are tracked in Fund 890 (e.g., salaries, hourly wages, health
13 insurance). She noted labor charges would now be subtracted from each department's
14 budget allocations. Richter thanked Treatment Plant Manager Buchwald for helping
15 with categorizations of expenses. Richter noted a few areas still to be adjusted (e.g.,
16 allocations for the auditor in Fund 5261).

17
18 Lauritzen explained in old system, a variety of things, from office supplies to equipment
19 maintenance, got applied to Systems Operations and Systems Maintenance (5341). At
20 the request of the Plant Leads, Lauritzen established a new system for each plant to
21 separate expenses into Main Plant Parts, Main Plant Consumables, and Main Plant
22 Services. Lauritzen noted the water treatment plant production and the distribution
23 systems are separated, as are the collection system and the wastewater treatment plant
24 operation. Lauritzen wanted to distinguish between money spent at the plants versus
25 the pipes.

26 27 **II. Minutes**

28 Moore noted he had chaired the last meeting, not Larry Nixon as indicated in the
29 minutes.

30 Commissioner Nixon made a motion to approve the April 11, 2017 minutes as
31 corrected: Aye – 3; No – 0; Abstain – 1 (Rick Haynes, absent from April 11 meeting).

32 33 **III. Reports – Part 2 of 2**

34 35 **B. South Tank Report**

36 McClung reported four bids were submitted ranging from a high of \$1.4 million to a low
37 of \$1.085 million. McClung explained the process for selecting a bid and awarding a
38 contract. He noted the City has 273 days to complete the project to benefit from the
39 grants and financing arrangements. McClung expects work to be done starting in July
40 and ending in October before the rains arrive.

41
42 Tom Bedell asked if there had been a pre-screening selection process for bidders.
43 McClung indicated the engineering firm who handled the bidding process did prequalify
44 bidders, including a minimum requirement for experience.

45 46 **C. Public Works Department**

1 Buchwald summarized the items in his report on tree removal, sign placement,
2 replacing the Reedy Creek head-works, cleaning out the raw reservoir, having an OHA
3 inspection, and the future removal of trees around the reservoirs. Buchwald reported
4 Heard Farms has reopened to receive biosolids, and the city plant will retain Coffin
5 Butte as backup site. Buchwald noted the SCADA system is 50% installed. This
6 system will automate daily reports to DEQ. He noted part of the trail by the library was
7 moved to accommodate the new screw press and expects that work to be completed by
8 the third week of June. Buchwald noted one private resident was notified of leaks and
9 responded quickly. Buchwald stated the upper portion of the backstop on the ball field
10 was removed.

11
12 Moore asked about archeologist's report on sewer line behind Topper's. McClung
13 reported the issue began when a person from the Siletz Nation noticed shell middens in
14 the fill dirt of a sidewalk near 7th St. McClung stated an archeologist needs to be called
15 in the future if they are digging more than 2 feet in depth. He noted the archeologist's
16 report recommended cities along coast get training on when and how to use
17 archeologists. Nixon noted in the distant past, midden areas were used as fill dirt.

18 19 **D. Highway 101 Project**

20 McClung reported completion would run into mid-June. Groth asked about plans for
21 landscaping. McClung reported the only landscaping included in this fiscal year budget
22 are the trees that will go in the filteras.

23 24 **E. Emergency Planning**

25 Nixon reported Lincoln County Commissioners invited him to a meeting on the
26 distribution of supplies into Lincoln County after a disaster. He noted for South Lincoln
27 County, fuel would be brought in 5,000-gallon rubber bladders. The county asked Nixon
28 to determine who needs fuel (e.g., South Lincoln Water District, Angell Jobs Corps,
29 Dahl, new location of the Fire Department). Nixon noted Waldport resident George
30 Dahlowich has been addressing how to receive the fuel from a fishing boat transport
31 (e.g., possibly off Colorado St.). Nixon stated he was also identifying and locating what
32 equipment would be needed to transport the fuel from the 5,000-gallon bladder.

33 34 **F. Solid Waste Recycling Program**

35 Nixon reported the State is looking at Lincoln County as the "poster child" of recycling
36 programs, and he will have more information to report next month.

37 38 **IV. Business**

39 **A. Clean Sweep**

40 Dahl has confirmed June 22-25 as the dates for the Clean Sweep. Nixon reported he
41 has received pricing specifics from Dahl and is waiting for the Council to approve the
42 expense.

43
44 Commissioners noted the following needs:

- 45 1. Signs - Clerk Kimmie Jackson has made signs for the different container bins.
- 46 2. Volunteers – need staffing from Friday afternoon through Sunday morning.

1 3. Staging Area – place for items that might be claimed for reuse set in front of
2 bins.
3

4 Nixon noted Walt Whalen previously ran the program but has moved to Texas. Groth
5 recalled that there was confusion about what falls under pure trash versus brushy waste
6 and that the pure trash overflowed the designated bin. Haynes asked that Dahl provide
7 a description of what goes into each box. Anderson noted Dahl has changed the
8 criteria for recycled materials (e.g., no nails and paint on wood).
9

10 Moore suggested they ask for volunteers to staff the event in the City Newsletter, and
11 Groth agreed to write an article.
12

13 **B. Commission Applicants**

14 Tom Bedell (E Windy Way) indicated he worked in supplying water and sewage
15 treatment plants for 40 years, retired 5 years ago, was appointed by the governor to the
16 State Plumbing Board, and served on the Oregon Plumbing and Heating Contractors
17 Association for twelve years and the Western States Commission for four years. Nixon
18 expressed his thrill to have this experience on the Public Works and Streets
19 Commission and asked if Bedell had experience with radio transmitters on meters.
20 Bedell asked what time commitments are required for the position. Moore noted the
21 Commission meets once per month and Clean Sweep is an exception to time demands.
22

23 Marc Courtenay (Hanley Dr) stated he does not have experience with public works but
24 has been president and chairman of home owners associations, a personal advocate
25 for special needs people and patients, and a financial adviser managing millions of
26 dollars of investment funds. His original training was in clinical psychology. Nixon was
27 impressed with fiscal and HOA experience. Courtenay noted he is motivated by
28 relationships. Courtenay asked about the learning curve for this work. Commissioners
29 replied the work is “learn as you go.”
30

31 Groth moved to recommend Tom Bedell and Marc Courtenay for membership to the
32 Public Works and Streets Commission: Aye – 4; No – 0.
33

34 Moore instructed the applicants to appear before the City Council at their next meeting
35 at 9:30 am, Wednesday, June 7, 2017.
36

37 **IV. Other Business**

38 **A. From the Commission** – Groth asked if there is a need for more signage
39 about fire safety for the eclipse event. Nixon stated that responsibility would fall with the
40 Fire Department.

41 **B. From the Staff** – none

42 **C. From the Floor** – none
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44 With no further business before the commission, Moore adjourned meeting at 4:20 pm.
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John Moore, Chair	Date

Minutes prepared by H.H. Anderson on June 6, 2017.