1. Agenda

    Documents:

    2018-02-13 Public Works And Streets Agenda.pdf

2. Meeting Materials

    Documents:

    2018-01-09 Public Works And Streets Minutes DRAFT.pdf
    2018-01-31 Financial Report.pdf
    2018-02-13 Public Works Department Report.pdf

CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, February 13, 2018 at 3:00pm

AGENDA

I. Meeting called to order

II. Minutes of January 9, 2018 meeting

III. Reports
- A. South Tank Project
- B. Public Works Department
- C. Emergency Preparedness Committee
- D. Solid Waste District Advisory Council
- E. Financial Report

IV. Business

A.	Volunteer Application for Bob Bennett	VOTE
B.	CIP Budget – road paving for 2018-2019	DISCUSSION/VOTE
C.	Traffic flow – West 3d Street	DISCUSSION

V. Other Business
- A. From the Commission
- B. From the Floor

Next Meeting Tuesday, March 13, 2018 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: 2/8/18

City of Yachats

PUBLIC WORKS & STREETS COMMISSION

January 9, 2018

Minutes

Chair John Moore called the December 12, 2017 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Don Groth, John Moore, Rick Haynes, Tom Bedell, Larry Nixon, Marc Courtenay. Absent: Doug Johnson. Staff present: Water Plant Lead Rick McClung, Waste Water Plant Lead Dave Buckwald. Audience: 1.

I. Minutes

Commissioner Courtenay moved to approve the December 12, 2017 minutes: Aye – 4; No – 0 (Commissioners Groth and Nixon did not vote as they have not been reappointed for 2018). Minutes approved.

II. Reports

A. South Tank Project

Water Plant Lead Rick McClung reported workers are on the fifth and last row of construction nails and estimated the project would be completed three to four weeks behind schedule. McClung planned to assess drainage during upcoming storms. He asked engineers to correct the contractor’s decision on how to install the retaining walls. He explained haulers placed the gravel so it was blocking Crestview and noted 50% will be lost due to splaying onto the shoulders of the road. Engineers assured McClung they would incur the loss. McClung had gravel placed around the emergency container to make it less muddy. He noted inspections have been going well.

Moore asked if McClung expected the wall to be completed by the next Public Works and Streets meeting. McClung estimated the wall is two weeks from completion. The next phase will be the foundation and waterline/drainage. He expected project completion by Ma

McClung raised a question about drainage in the Ocean View Road engineering report, noting drainage assessments were not included. McClung indicated he does not know the state of the drainage under that road, noting work under the road is much more expensive than over-paving. He also noted work below the pavement would involve archeological testing. He would like to see the County’s inspections on drainage and crossings.

B. Public Works Department

Wastewater Plant Lead Dave Buckwald summarized his report in the meeting packet. He noted they called an emergency tree cutting service to address leaning trees.

Moore highlighted water and sewer remained operational during the power outage on December 29, 2017 south of the bridge and thanked Public Works for effectively attending to the matter.

C. Emergency Preparedness Committee

Commissioner Courtenay reported the meeting with Jenny Demaris was very thorough and she laid out what is required for emergency planning. Demaris indicated she would assist the Committee in working through all of their tasks. Bill Watson has contacted the person who will be doing the revision of the Emergency Operations Plan (EOP).

Groth asked from clarification on funding the EOP. Moore indicated the issue would be addressed at the next Finance Committee meeting.

D. Solid Waste District Advisory Council

Commissioner Nixon reported they are still waiting on China's decisions that will determine what can be recycled. He indicated Dahl plans to meet with the Council around March 2018 to give the City updates on recycling status.

E. Financial Report – included in the packet

III Business

A. Election of Commission Members

Courtenay moved to appoint John Moore as Chair the Public Works and Streets Commission: Aye – 4; No – 0. Moore was elected as Chair.
Bedell moved to appoint Larry Nixon as Vice Chair of Public Works and Streets: Aye – 4; No – 0. Nixon was elected as Vice Chair

B. Ocean View Drive transfer from Lincoln County and C. Traffic flow changes due to Ocean View Drive transfer

Moore reported he, Councilor Jim Tooke, and then Manager Joan Davies met with the County Public Works Director and County Counsel about transferring Marine Drive and Ocean View Drive to the City.

1. Pavement Overlap: Moore noted there are currently five properties that have an encroachment of Ocean View Drive pavement. Kerry Kemp's property was the most impacted. The County planned to resolve the encroachment by legally acquiring the property. The City was not in favor of taking property from owners.

2. Traffic Flow: Moore noted the County cannot pave any area that is not currently paved because of archeological issues, and there are sections of Ocean View that can only accommodate one lane of traffic, especially if trails are included. He noted one option was to turn two sections of Ocean View into one-way streets (Highway 101 to the State Park and W 2nd Street to W 7th Street). Moore indicated they would not vote on the matter today because the City Manger is currently checking if the City has to accept the property from the County. However, the County has made it clear that they will no longer do maintenance on Ocean View regardless of whether they transfer the property.

3. Semi-trucks using Ocean View: Noted increased truck traffic to C&K along Marine Drive to Ocean View to W 2^{nd} Street. Moore asserted southbound trucks could turn right onto W 3^{rd} Street, left onto Pontiac, then left on W 2^{nd} Street to access the loading dock. Moore suggested making W 3^{rd} Street one-way (westbound) from Highway 101 to Pontiac St.

Groth raised the safety issue of trucks on Marine and Ocean View, especially with summer approaches. Moore noted the City could address traffic flow on W 3^{rd} regardless of what the County does with Ocean View.

Haynes suggested closing Ocean View between W 2^{nd} and W 3^{rd} Streets as the section is about to fall into the ocean. Courtenay suggested Ocean View between W 3^{rd} St and the State Park could be reserved for foot and bicycle traffic. Commissioners discussed possible prohibitions on motor homes driving west of Pontiac.

Nixon summarized a conversation with a semi-truck driver who was off-loading on W 2^{nd} Street. The driver reported the danger of making the turn onto W 3^{rd} Street if there were pedestrians on the sidewalk. Nixon noted the trucks must swing into the northbound lane of Highway 101 to make the turn. Nixon noted that road was formerly a truck route and is constructed with underlayment to handle heavy loads.

Haynes suggested the County give the City funds that would cover over-paving rather than actually doing the paving work. Alternatively, he suggested they do a trails plan before doing the overlay.

McClung asked for clarification as to whether the City could spend money for work on a county road. Moore indicated he would address the matter with the City Manager.

Moore asked Commissioners to think about these issues.

D. Emergency Operation Plan update

Moore noted Courtenay received a bid on updating the Emergency Operation Plan that ranged between $16,000 and 21,000. The $16,000 would cover the first three sections, with the additional $5,000 for a fourth section. Courtenay was not certain whether the fourth section was needed for NIMS and other requirements.

Courtenay moved to recommend to Council to approve funding for an Emergency Operations Plan update not to exceed $21,000: Aye – 4; No – 0. Motion approved.

Groth noted that Demaris indicated going forward the EOP would not require such comprehensive updates.

E. Clean Sweep

Nixon volunteered to talk to Dahl about scheduling a date in late June/early July. Groth asked if August could be an option. Courtenay noted August is often more crowded with tourists.

IV. Other Business

A. From the Commission – none

B. From the Floor – none

With no further business before the commission, Moore adjourned meeting at 4:03 pm.

________________________________ ______________
John Moore, Chair Date

Minutes prepared by H.H. Anderson on January 18, 2017.

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4650	STATE HIGHWAY ALLOCATION	44,000	3,886.67	26,675.91	17,324.09	61
	REVENUE	44,000	3,886.67	26,675.91	17,324.09	61
3-60-4861	OP TRANSFER GENERAL FUND	16,600	--	16,600.00	--	100
	OPERATING TRANSFERS	16,600		16,600.00		100
T O T A L DEPT 121 R E V E N U E		60,600	3,886.67	43,275.91	17,324.09	71
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	27,000	2,805.54	22,270.05	4,729.95	82
	PERSONNEL SERVICES	27,000	2,805.54	22,270.05	4,729.95	82
5-20-5222	INSURANCE	1,400	--	3,176.75	1,776.75-	227
5-20-5312	EQUIP-FUEL/TIRES/PARTS	4,000	264.78	1,795.89	2,204.11	45
5-20-5313	EQUIPMENT REPAIR	1,500	--	174.32	1,325.68	12
5-20-5317	TOOLS & SMALL EQUIPMENT	200	--	5,788.36	5,588.36-	894
5-20-5341	PLANT/SYSTEM OPERATIONS	500	--	1,475.40	975.40-	295
5-20-5353	MOWING/OTHER SERVICES	22,000	4,781.55	19,651.54	2,348.46	89
	MATERIALS AND SERVICES	29,600	5,046.33	32,062.26	2,462.26-	108
5-60-7126	INTERFUND TRANS: CAP RSRV	4,000	--	4,000.00	--	100
	INTERFUND TRANSFERS	4,000		4,000.00		100
	TOTAL PERSONAL SERVICES	27,000	2,805.54	22,270:05	4,729.95	82
	TOTAL MATERIAL & SERV	29,600	5,046.33	32,062.26	2,462.26-	108
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	4,000		4,000.00		100
T O T A L DEPT 121 E X P E N D I T U R E		60,600	7,851.87	58,332.31	2,267.69	96

FUND-600 CITY INFRASTRUCTURE 1/01/18 THRU 1/31/18
DEPT-130 STORM DRAINS

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-60-4861	OP TRANSFER FROM GENERAL	12,800	--	12,800.00	--	100
	OPERATING TRANSFERS	12,800		12,800.00		100
T O T A L DEPT 130 R E V E N U E		12,800		12,800.00		100
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	4,800	5,160.66	7,148.50	2,348.50-	149
	PERSONNEL SERVICES	4,800	5,160.66	7,148.50	2,348.50-	149
5-20-5317	TOOLS & SMALL EQUIPMENT	500	--	894.32	394.32-	179
5-20-5341	PLANT/SYSTEM OPERATIONS	7,500	--	738.14	6,761.86	10
	MATERIALS AND SERVICES	8,000		1,632.46	6,367.54	20
	TOTAL PERSONAL SERVICES	4,800	5,160.66	7,148.50	2,348.50-	149
	TOTAL MATERIAL & SERV	8,000		1,632.46	6,367.54	20
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER					0
T O T A L DEPT 130 E X P E N D I T U R E		12,800	5,160.66	8,780.96	4,019.04	69

FUND-600 CITY INFRASTRUCTURE 1/01/18 THRU 1/31/18
DEPT-160 WATER TREATMENT PLANT

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4310	WATER/SEWER SERVICE	590,000	45,877.39	372,789.74	217,210.26	63
3-30-4312	CAPITAL RESERVE FEES	40,000	2,654.58	24,145.28	15,854.72	60
3-30-4320	INSTALLATION CHARGES	2,000	800.00	4,307.67	2,307.67-	215
3-30-4450	FEES: CREDIT CARDS	3,000-	476.41-	3,128.40-	128.40	104
	REVENUE	629,000	48,855.56	398,114.29	230,885.71	63
T O T A L DEPT 160 R E V E N U E		629,000	48,855.56	398,114.29	230,885.71	63
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	338,500	20,618.08	143,735.74	194,764.26	42
	PERSONNEL SERVICES	338,500	20,618.08	143,735.74	194,764.26	42
5-20-5210	DUES/MEMBERSHIPS/FEES	1,200	172.50	1,466.50	266.50-	122
5-20-5222	INSURANCE	10,000	--	14,566.10	4,566.10-	146
5-20-5240	OFFICE MATERIALS/SUPPLIES	4,800	412.92	5,371.09	571.09-	112
5-20-5251	OFFICE PHONE/CELL/DSL	9,000	863.49	6,221.05	2,778.95	69
5-20-5253	POSTAGE	5,000	44.93	1,474.88	3,525.12	29
5-20-5255	EDUCATION & TRAINING	1,500	--	884.96	615.04	59
5-20-5258	ENGINEERING SERVICES	1,000	--	137.00	863.00	14
5-20-5259	IT VENDOR SUPPORT	3,500	--	895.84	2,604.16	26
5-20-5260	PROFESSIONAL SERVICES	5,000	124.66	6,709.27	1,709.27-	134
5-20-5261	AUDITOR	6,000	1,025.00	3,025.00	2,975.00	50
5-20-5270	TRAVEL	1,000	--	660.44	339.56	66
5-20-5311	EQUIPMENT LEASE	1,500	155.31	1,169.46	330.54	78
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,000	582.54	3,357.08	1,357.08-	168
5-20-5313	EQUIPMENT REPAIR	3,500	--	3,429.95	70.05	98
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	183.13	1,077.60	77.60-	108
5-20-5330	BUILDING OR LAND MAINTEN	5,000	--	940.22	4,059.78	19
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	90.99	363.99	136.01	73
5-20-5342	PLANT UTILITIES	21,000	2,286.62	13,210.03	7,789.97	63
5-20-5351	MAIN PLANT PARTS	3,000	188.18	3,406.51	406.51-	114
5-20-5352	MAIN PLANT CONSUMABLES	9,000	85.05	5,322.42	3,677.58	59
5-20-5353	MAIN PLANT OUTSIDE SVCS	37,000	2,881.07	16,150.69	20,849.31	44
5-20-5361	DISTRIBUTION SYSTEM PARTS	10,000	1,802.25	9,465.12	534.88	95
5-20-5362	DISTRIBUTION SYS CONSUMAB	1,500	--	1,757.29	257.29-	117
5-20-5363	COLL/DIST SYS OUTSIDE SVC	1,000	83.60	6,848.47	5,848.47-	685
5-20-5440	OFFICE EXPENSES - OTHER	3,000	--	750.21	2,249.79	25
5-20-5470	EQUIPMENT REPAIR/MTC	--	399.93	762.43	762.43-	0
	MATERIALS AND SERVICES	147,000	11,382.17	109,423.60	37,576.40	74
5-50-5800	CONTINGENCIES	17,500	--	--	17,500.00	0
	OTHER USES	17,500			17,500.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	78,000	--	78,000.00	--	100
5-60-7129	INT TRANS -RESTRICT RESER	43,000	--	43,000.00	--	100
5-60-7131	INT FUND -STREET CAPITAL	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	126,000		126,000.00		100
	TOTAL PERSONAL SERVICES	338,500	20,618.08	143,735.74	194,764.26	42
	TOTAL MATERIAL & SERV	147,000	11,382.17	109,423.60	37,576.40	74
	TOTAL CAPITAL OUTLAY					0

TOTAL ALL OTHER	143,500		126,000.00	17,500.00	88
T O T A L DEPT 160 E X P E N D I T U R E	629,000	32,000.25	379,159.34	249,840.66	60

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	R E V E N U E S					
3-30-4310	SEWER SERVICE	569,000	43,657.63	358,100.02	210,899.98	63
3-30-4312	CAPITAL RESERVE FEE	40,000	2,533.50	23,015.53	16,984.47	58
3-30-4320	INSTALLATION CHARGES	500	380.00	1,154.00	654.00-	231
3-30-4450	FEES: CREDIT CARDS	3,000-	476.41-	3,128.39-	128.39	104
	REVENUE	606,500	46,094.72	379,141.16	227,358.84	63
T O T A L DEPT 170 R E V E N U E		606,500	46,094.72	379,141.16	227,358.84	63
	E X P E N S E S					
5-10-5160	ALLOCATED LABOR	295,800	20,759.64	158,984.24	136,815.76	54
	PERSONNEL SERVICES	295,800	20,759.64	158,984.24	136,815.76	54
5-20-5210	DUES/MEMBERSHIPS/FEES	300	292.50	415.50	115.50-	139
5-20-5211	DEQ FEES	2,200	--	2,341.00	141.00-	106
5-20-5222	INSURANCE	14,000	--	16,022.78	2,022.78-	114
5-20-5240	OFFICE MATERIALS/SUPPLIES	7,200	385.94	5,577.60	1,622.40	77
5-20-5251	OFFICE PHONE/CELL/DSL	6,000	511.62	3,803.88	2,196.12	63
5-20-5253	POSTAGE	5,000	44.92	1,485.38	3,514.62	30
5-20-5255	EDUCATION & TRAINING	500	--	579.96	79.96-	116
5-20-5258	ENGINEERING SERVICES	5,000	--	--	5,000.00	0
5-20-5259	IT VENDOR SUPPORT	5,500	--	895.82	4,604.18	16
5-20-5260	PROFESSIONAL SERVICES	--	124.67	6,709.27	6,709.27-	0
5-20-5261	AUDITOR	6,000	1,025.00	3,025.00	2,975.00	50
5-20-5270	TRAVEL	100	--	179.67	79.67-	180
5-20-5311	EQUIPMENT LEASE	1,500	155.31	1,117.12	382.88	74
5-20-5312	EQUIP-FUEL/TIRES/PARTS	2,500	466.48	3,346.15	846.15-	134
5-20-5313	EQUIPMENT REPAIR	9,000	160.00	3,087.64	5,912.36	34
5-20-5317	TOOLS & SMALL EQUIPMENT	1,000	14.99	534.18	465.82	53
5-20-5330	BUILDING OR LAND MAINTEN	1,500	--	1,069.76	430.24	71
5-20-5335	CUSTODIAL SUPPORT/SUPPLY	500	91.00	363.97	136.03	73
5-20-5342	PLANT UTILITIES	30,000	3,288.12	17,546.74	12,453.26	58
5-20-5351	MAIN PLANT PARTS	20,000	1,253.64	3,994.74	16,005.26	20
5-20-5352	MAIN PLANT CONSUMABLES	5,000	553.72	6,512.32	1,512.32-	130
5-20-5353	MAIN PLANT OUTSIDE SVCS	10,000	685.11	7,375.80	2,624.20	74
5-20-5361	COLLECTION SYSTEM PARTS	5,000	--	2,181.54	2,818.46	44
5-20-5362	COLL/DIST SYS CONSUMABLES	2,500	269.44	583.82	1,916.18	23
5-20-5363	COLL SYSTEM OUTSIDE SERVI	15,000	55.48	2,980.65	12,019.35	20
5-20-5470	EQUIPMENT REPAIR/MTC	--	399.92	762.42	762.42-	0
	MATERIALS AND SERVICES	155,300	9,777.86	92,492.71	62,807.29	60
5-50-5800	CONTINGENCIES	10,000	--	--	10,000.00	0
	OTHER USES	10,000			10,000.00	0
5-60-7126	INTERFUND TRANS: CAP RSRV	80,400	--	80,400.00	--	100
5-60-7129	INTERFUND TRANS-DEBT SERV	60,000	--	60,000.00	--	100
5-60-7131	INT FUND -STREET CAPITAL	5,000	--	5,000.00	--	100
	INTERFUND TRANSFERS	145,400		145,400.00		100
	TOTAL PERSONAL SERVICES	295,800	20,759.64	158,984.24	136,815.76	54
	TOTAL MATERIAL & SERV	155,300	9,777.86	92,492.71	62,807.29	60
	TOTAL CAPITAL OUTLAY					0

TOTAL ALL OTHER	155,400		145,400.00	10,000.00	94
T O T A L DEPT 170 E X P E N D I T U R E	606,500	30,537.50	396,876.95	209,623.05	65

Date: February 2, 2018

To: Shannon Beaucaire, City Manager

From: Public Works Department

Re: January 2018 Public Works Report

Total Rain fall for the month of January 2018:	**12.00** inches
Total Water production:	**3,607,500** gallons
Total Wastewater treated:	**8,368,581** gallons

Streets:

- Filled holes with 2.5 yards of rock on Windy Way.
- Spread 1.25 yards of rock on the corner of Radar and E. 7^{th} St.
- Cut and removed failing alder tree at the top of Radar Rd.

Drainage:

- Re-established drainage ditches on the following:
  1. Cedar Ave 120 feet.
  2. 1 St. 120 feet.
  3. E. 7^{th} 160 feet.
  4. Horizon Hill 600 feet.
- Received estimate to remove 23 trees from Surfside Drive to establish drainage ditch. $3,200.00.

Water:

- Plant maintenance.
- Cleaned Reedy Creek headworks with the new backhoe. No issues.
- Cleared wind blown fallen tree at the water plant. Damage to lagoon fence.

Distribution Sys:

- Read meters.
- Repaired 2-inch water line break on Horizon Hill. 75 gallons per minute.
- Water service repair on Aqua Vista due to contractor damage.
- Rotated fire a hydrant on E. 3^{rd} St. for easy access to the Fire Department.

Sewer:

- Plant maintenance.
- Headworks motor replaced at Wastewater plant. Spare motor ordered.
- Contracted electrician to repair pole light at the WWTP. Completed.

Collection Sys:

- Degreased Main pump station, 14 manhours.
- Investigated a sewer blockage complaint on Village Lane. CCTV showed blockage was in customers service lateral.
- Flushed sewer main on Village Lane.
- Power outage—NO issues with water or sewer.

Sewer & Water CIP:

- Requested Manure spreader for biosolids be moved to the next budget year due to the uncertain availability of the Hall Farm site for biosolids land application.

Parks & Commons & 501 Bldg:

- Picked up piles of brush for trails crew.
- Cleaned gutters at the Commons and the Little Log Church.
- Fixed gutter down spout at the Commons.
- Installed replacement float on sump pump at the Commons.
- Installed locking cover on receptacle for sump pump at the Commons.
- Glass clean up and temporary door replacement at the 501 building after break-in.
- Installed wall mounted First-Aid kit at City Hall.
- Rearranged desks in small office in City Hall.
- Contracted electricians to repair pole lights at the 501 bldg parking lot. Three fixed two still need parts.
- Painted yellow curbs and had electrician install a new step light at the North East corner steps of the Commons.
- Developing plans to build a wind-break fence for the Commons two trash cans.

Public Works:

- Vehicle maintenance.
- Shop maintenance.
- Repaired Vac-truck high pressure pump (in house).
- Removed Christmas lights and banners from 18 Hwy 101 light poles.
- JD Link has been installed at the WWTP. JD Link is a system program to monitor the maintenance and operations of the new John Deere backhoe.
- Completed ODOT permit application for two speed flashback signs.

Emergency Preparedness:

- Public Works completed an energy and fuel assessment worksheet to be part of Lincoln Counties Emergency Plan. This data helps the County quantify power demands for essential services that may be needed during a disaster.