

City of Yachats
PUBLIC WORKS & STREETS COMMISSION

August 14, 2018

Approved Minutes

Chair John Moore called the August 14, 2018 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons.

Members present: John Moore, Don Groth, Tom Bedell, Bob Bennett, Rick Haynes, and Marc Courtenay. Absent: Larry Nixon. Staff present: City Manager Shannon Beaucaire, Water Plant Lead Rick McClung, and Wastewater Plant Lead Dave Buckwald.

Audience: 4.

I. Minutes of July 10, 2018

1. Marc Courtney should be indicated as absent.

Commissioner Haynes moved to approve the June 12, 2018 minutes as amended: Aye – 6; No – 0.

II. Reports

A. South Tank Project

Water Plant Lead Rick McClung reported:

1. The walkthrough on the South Tank was completed this morning
2. A few items need completion before the project is “substantially complete,” including fencing, small areas of paving, cleanup, tree selection and planting
3. They will get geotech reports on some of the banks along Crestview to ensure stability

Moore clarified the reports on the embankment are not technically part of the contract but are necessary for the project. McClung reported while the banks were not cut into, they are vertical. Commissioner Bennett clarified the tank is online and providing water. McClung stated they are working on the SCADA system and substantial completion should be in two weeks.

McClung noted that work on the storm drain cut into the street and rocks were placed in the bottom where it was cut. He noted this was a sensitive area, and he told the engineers they should find a way to ensure water is contained in the pipe system and not into the cut area or ditch.

Commissioner Groth clarified the fence would be kept locked.

Doug Ross (112 Greenhill) was concerned about the Crestview storm drain intake where the new storm drain was installed and where out water outflows from the area. He observed water was flowing in this area yesterday. McClung indicated he had talked with Mr. Ross before the meeting, and he will be getting a plan from the engineers.

1 **B. Public Works Department**

2 Waste Water Plant Lead Dave Buckwald reported:

- 3 1. They had an OSHA inspection in July and it went well.
4 2. The crew has been inventorying sites
5 3. They finished repairing 501 Building floor cracks
6 4. The side arm mowing is ongoing
7 5. They fixed leaks on King St, Aqua Vista Loop, and Ocean View Dr
8 6. The crew removed 12 loads of dirt from wastewater plant area
9 7. They completed some fire hydrant testing
10 8. They are about to pour a pad by the screw press for dump truck to park on

11
12 Bennett clarified that steam flow is at 250 cfm and 200 cfm is the cutoff for next phase
13 of conservation. McClung noted the recent rain contributed approximately four days of
14 flow-usage.

15
16 **C. Emergency Preparedness Committee**

17 Commissioner Courtenay reported the July 23rd Map Your Neighborhood meeting was
18 successful and about half of the participants were from outside of Yachats.

19
20 **D. Solid Waste District Advisory Council – no report**

21
22 **E. Financial Report**

23 Moore noted there are financial reports for July 2018 and for the fiscal end of year.
24 Overall, water came in \$100,000 under budget and waste water came in \$43,000 under
25 budget. Moore congratulated McClung and Buckwald on staying under budget.
26 Haynes asked if the revenues increase was a result of selling more water or of raising
27 the rates. McClung indicated the increase was a mixture of the two. McClung noted the
28 entire summer has been busy and winters are less quiet. Bennett concurred that the
29 traffic in town indicates more people were in town. Moore clarified Public Works was
30 not expecting any substantial increases in expenses.

31
32 Bennett asked if they were building capital reserves quickly enough. McClung noted
33 they took a big hit in capital reserves to pay off the streetlights, and it would take several
34 years to recover those monies. Groth asked about the over/unders of the line items.
35 McClung indicated these fluctuations were still being adjusted with the new system of
36 tracking.

37
38 **III Business**

39 **A. Trees to be planted at South Tank**

40 McClung reported that the tank blends in better than they had expected. He reported
41 the banks are not especially suitable for planting trees. Manager Beaucaire stated the
42 forestry expert noted the bank between the fence and tank was narrower than expected,
43 and it likely could not sustain larger trees. He suggested planting trees in that area
44 would be more destabilizing and would be subject to wind, falling, and damaging the
45 pad and the fence. He noted natural vegetation would better control erosion. McClung
46 added the tank could be seen from the State Park and appears like a house and does

1 not obstruct views. McClung was not in favor of planting additional trees. Moore noted
2 the concerns about replanting were for erosion and for unsightliness to neighbors.
3 McClung noted he has seen communities paint trees on their tank sides.
4

5 **B. Sue May Spakes**

6 Sue May (453 Horizon Hill Rd) asked for permission to remove at her own expense a
7 nuisance tree that is in the right of way. She noted the tree was not there when they
8 bought the house. She distributed photos of the area when the trees were not there
9 (1999). Buckwald stated there was a water valve in the area that could be impacted by
10 the roots. May suggested the other neighbors are not concerned about the removal,
11 and the property owner has given his permission for her to remove it. Groth and
12 Haynes noted, as the tree is endangering the water line, Public Works might remove it.
13 Courtenay was concerned about the number of trees being cut down, although the
14 stand-alone tree might be an exception. Bedell agreed the impact on the water line
15 should be of great concern. Groth suggested the City might share in the costs to
16 remove it. Courtenay asked why the tree was not removed earlier before it was a
17 mature tree. Buckwald explained the tree would eventually have been addressed when
18 it was a more urgent concern.
19

20 Bennett asked what would be done about the stump and roots. Buckwald explained
21 when they remove a dangerous tree, they remove it and grind the stump, which runs
22 between \$900 and \$1200, with the grinding costing between \$400 and \$500. Bedell
23 suggested the City could cover the grinding. McClung and Buckwald noted that once
24 the tree is removed, the roots do not grow and there is no vibration from the wind.
25 Bennett added that the grinding might accelerate the disintegration of the roots.
26

27 Haynes moved to allow Sue May to remove the tree at her expense using a licensed
28 contractor with insurance: Aye – 5; No – 1 (Courtenay).
29

30 **C. 1st and 2nd Streets engineering and paving estimates**

31 Moore reported he sent Commissioners the estimates on street engineering, and they
32 have budgeted \$203,000 for street engineering and repaving. The estimates were
33 \$35,000 above their budget. Moore explained the City Manager has applied for a grant
34 to cover up to \$200,000 for this work. Haynes noted a discrepancy on the estimates for
35 the two streets, which total nearly \$31,000, and the Fee Schedule, which indicates a
36 charge of \$18,000 plus an additional \$8,000 to meet ODOT requirements.
37

38 **D. Emergency Operations Plan Update**

39 Moore reported the Commission had not received the functional annexes until that
40 morning and Commissioners did not have much time to review them. Courtenay stated
41 three of the Commissioners were on the Emergency Preparedness Committee and
42 could attest to the contents. Moore noted three Commissioners were not on that
43 Committee. Bennett added that a contractor completed the previous Plan, and this draft
44 is an update to that Plan that is based on the recently updated Newport plan. He noted
45 this is a structural document designed to meet FEMA standards. Bennett stated there is
46 still work to be done to address local management issues for storms and other

1 disasters, as the document focuses a lot on County planning. Bennett added they had
2 to update the document in order to get their certification as Tsunami Storm Ready.

3
4 Haynes asked if the plan needed to be submitted or approved by someone. Moore
5 asserted the City Council has to approve the Plan by the City Council by September 30,
6 2018. Courtenay clarified the Council needs to write a letter of promulgation. Haynes
7 wanted to know if a third party not involved with the preparation had reviewed the
8 document. Courtenay indicated Jenny Demaris from Lincoln County Emergency
9 Planning had reviewed the document.

10
11 Groth moved to approve the Emergency Operations Plan draft and send it to Council for
12 approval: Aye – 6; No – 0.

13 14 **E. Emergency Preparedness recommendation for staffing**

15 Courtenay explained, in the preparation of this document, he learned that FEMA wanted
16 to have an “Emergency Preparedness Coordinator.” He explained this position was
17 beyond the scope of the duties of the Chair of the Emergency Planning Committee. He
18 suggested the City create a contracted, part-time position for this role. Bennett noted
19 this position would not have to be a new position and could involve only dedicated staff
20 time. He reported the Committee estimated a need of up to ten hours per month for this
21 work.

22
23 Moore reported he discussed with the City Manager that there are discussions in
24 progress to formulate a South Lincoln County position to cover the emergency planning
25 needs of Waldport and Yachats. In the mean time, there are six required courses for
26 compliance, and the City Manager has completed several courses to get certified and
27 has only two more to complete to meet all of these requirements. Bennett suggested,
28 as the Emergency Operations Plan was more County focused, it makes sense that the
29 work be coordinated within south Lincoln County.

30
31 Moore noted a Commission member was concerned that the Committee was bypassing
32 the Public Works and Streets Commission in wanting to go directly to the Council with a
33 recommendation. Moore explained that Emergency Preparedness Committee reports
34 to the Public Works and Streets Commission. Courtenay asserted that no one on the
35 Committee was ever planning to go directly to Council. Moore indicated he was sent an
36 email indicating otherwise.

37 38 **F. Election of Chair**

39 Moore explained this was his eighteenth meeting as Chair, and he was only appointed
40 by Council to be Chair for one year. Moore announced he is resigning as Chair by the
41 end of this month.

42
43 Haynes noted his term is up at the end of December 2018, and he is not planning to
44 renew his service.

1 Bedell nominated Marc Courtenay to be Chair. Moore nominated Bob Bennett to be
2 Chair.

3
4 Vote: Marc Courtenay – 1; Bob Bennett – 4.

5
6 Moore congratulated Bennett on his election as Chair of the Public Works and Streets
7 Commission. Moore explained there is a roundtable of Commission Chairs with the City
8 Manager on the third Friday of the month at 10:00 am. Bennett indicated he would
9 likely retire from volunteer work in about five or six years.

10
11 **IV. Other Business**

12 **A. From the Commission** - none

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

14
15 With no further business before the commission, Moore adjourned meeting at 4:15 pm.
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19 _____
20 John Moore, Chair

_____ Date

21
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23 Minutes prepared by H.H. Anderson on September 5, 2018.