

1. Agenda

Documents:

[2018-12-11 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2018-11-13 Public Works Minutes DRAFT.pdf](#)

[2018-12-11 Public Works CIP Sewer.pdf](#)

[2018-12-11 Public Works CIP Storm Drains.pdf](#)

[2018-12-11 Public Works CIP Streets.pdf](#)

[2018-12-11 Public Works CIP Water.pdf](#)



CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, December 11, 2018 at 3:00pm

AGENDA

- I. Meeting called to order
- II. Minutes of November 13, 2018 meeting
- III. Reports
 - A. Public Works Department
 - B. Emergency Preparedness Committee
 - C. Solid Waste District Advisory Council
 - D. Financial Report
- IV. Current Business
 - A. Status of Ocean View Drive w/County & Traffic Pattern Changes – Rick McClung
 - B. Review current list of CIP Projects
 - C. New CIP Projects
- V. New Business
 - A. Develop “ground rules” for documenting CIP items and how to compare against City Council guidelines
 - B. Consider doing an audit of high volume Utility Billings to see if they are paying their fare share
- VI.
 - A. Other Business
 - B. From the Commission
 - C. From the Floor

Next Meeting Tuesday, January 8, 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 11/5/18



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

November 13, 2018

Draft Minutes

Chair Bob Bennett called the November 13, 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: Larry Nixon, Tom Bedell, Bob Bennett, Don Groth, and Rick Haynes. Absent: none. Staff present: Water Plant Lead Rick McClung and Wastewater Plant Lead Dave Buckwald. Audience: 2.

I. Minutes of October 9, 2018

Commissioner Nixon noted the sign issue had been resolved.

Nixon moved to approve the October 9, 2018 minutes as presented: Aye – 5; No – 0.

II. Reports

A. Public Works Department

Waste Water Plant Lead Dave Buckwald highlighted:

1. Worked on the curb at W 2nd Street and Beach Street
2. Completed Pacific View drainage system
3. Installed partial culvert on Green Hill
4. Working on refurbishing fire hydrants
5. Sent 3 loads of biosolids to Heard Farms
6. Smoke tested Quiet Water
7. Sewer camera is under repair
8. Public Works and City Hall completed an OSHA blood born pathogen training. Will have follow-up on Friday
9. Fixed several OSHA mandated repairs
10. Cut brush around south container

Rick McClung reported he completed two classes for his FEMA certifications.

Commissioner Bennett asked about the status of degreasing. Buckwald reported the main issue was at the Pontiac pump station, noting the higher amounts might be due to a delay in maintenance.

B. Emergency Preparedness Committee

Bennett reported the Emergency Preparedness Committee answered questions from the Mayor and Jenny Demaris.

Nixon reported three haulers (Lincoln City, Waldport, and Newport) started enforcing the DEQ asbestos regulations. He stated Dahl would require more documentation on delivered loads and inspectors would be required to do demolition. There was more emphasis on identifying all the materials that could contain asbestos, noting asbestos

1 was put into many materials to reduce fire risk. Commissioner Bedell asked if there was
2 asbestos pipe within the City. Nixon noted a section was left buried south of town and
3 was repurposed with fiber optics. McClung stated that there were places with asbestos
4 pipe on the side streets, which would be replaced if work was done in that area.
5

6 **C. Solid Waste District Advisory Council**

7 Nixon invited anyone to attend the monthly meeting on the second Tuesday from 11:00
8 am to noon. He reported the Advisory Council would be addressing reports on the
9 asbestos regulation changes.
10

11 **D. Financial Report**

12 Bennett noted a \$13,000 expense on the distribution section of Water Systems.
13 McClung explained most of that was from the Fistera water meter. Bennett clarified
14 some (around \$7,000) would be covered by SDC charges. Buckwald noted an expense
15 of \$8,000 under main plant parts, which was for replacement UV lights.
16

17 **III Current Business**

18 **A. Status of Ocean View Drive with County and Traffic Pattern Changes**

19 McClung reported Ocean View Drive was ready for transfer as soon as it got paved and
20 the culverts would be repaired. The paving should begin in May or June 2019. He
21 explained a final decision had not been made about the direction of traffic. He indicated
22 there would be input from Trails, delivery trucks, merchants, and bus drivers. He has
23 asked Engineer of Record for an evaluation. He hoped to have a response from the
24 Engineer within a month. Bennett clarified that the report would present options.
25 Bennett suggested having public meetings on the options.
26

27 McClung noted there were no standards for streets in Yachats, and the county might
28 repair the road to their own standards. Commissioner Haynes noted the only applicable
29 standards would be what was identified in the Settlement Agreement.
30

31 Haynes suggested the platting ordinance might say something about paving standards.
32 He believed they should have standards in place for future development.
33

34 McClung indicated the County was doing more than they actually are required to do.
35

36 Bennett noted that someone needed to sponsor the public meetings. McClung and
37 Bennett suggested the Council should host the meeting. Bennett suggested the Council
38 would need input from the Public Works and Streets Commission.
39

40 Bennett suggested they make a recommendation to the City Manager that they get to
41 review the engineer's report and then decide whether to have the engineer make
42 presentation to the Commission. Bennett hoped to arrange public meetings in February
43 or March of 2019.
44

1 Haynes outlined a suggested course of action: engineer presents several options to the
2 Commission, give the public a chance to review the options, then have Public Works
3 makes recommendation to Council.
4

5 **B. Letter from PBW Chair to YRFD Chief regarding Official Liaison**

6 Bennett reported letter was sent to Fire Chief Petrick. He attended the YRFPD Board
7 meeting this month where the letter was accepted. The Board would be sending back a
8 letter recognizing the relationship.
9

10 **New Business**

11 **B. Consider doing an audit of high volume utility billings**

12 Bennett reported he met with the City Manager and Utility Clerk Kimmie Jackson about
13 the current rates around the large users of water. He noted revenues of \$70,000-
14 \$80,000 more than forecasted. He was not clear if they sold more water or whether the
15 rate structure resulted in greater income. Bennett reported there was movement to bring
16 in an auditor to review billing practices to ensure proper amounts of revenue to cover
17 costs.
18

19 Bennett recalled the last review of SDC and water/sewer rates was in 2006. McClung
20 indicated the review would be an ideal project after Water Master Plan was completed.
21

22 Leslie Vaaler recalled Tom Lauritzen was interested in this topic. Bennett reported he
23 met with Lauritzen and discussed the possibility of doing a performance audit.
24

25 **A. Develop “ground rules” for documenting CIP items**

26 Bennett referred to the current goals from the City Council. He suggested the
27 Commission first think about prioritizing the CIPs and leave covering costs to the
28 Finance Committee. Groth suggested they start with identifying the items on the list.
29 Haynes believed they needed to have a discussion about means to generate water
30 security before they get into budgeting. Bennett recalled the Mid-Coast Water
31 Partnership was reviewing water needs and relationships from Lincoln County. Bennett
32 also noted the Partnership has an online survey about water issues.
33

34 Bedell suggested they check state and local regulations before pursuing a water
35 security project. Bennett noted the Partnership was doing some of this legwork.
36 McClung provided more detail of the Water Partnership work. Nixon recalled a Yachats
37 River Group which looked into taking water from the Yachats River, noting intense input
38 from residents in the river valley. Bennett noted they do have water rights on Yachats
39 River but there were limitations around stream flows.
40

41 Bennett reported that historically the CIPs get reduced to a single line item in the budget
42 and CIP plan, and he suggested these line items have clearer statements on what the
43 project was, such as “Replace/resleeve E 2nd Street from X to Y.”
44

45 Bennett also wanted to take the Council goals and identify the CIPs related to those
46 goals. He would like to see each CIP project tagged to one goal, and if it has no tags,

1 they reevaluate the need to do the project. McClung noted that the next Council could
2 have a different set of goals. The Commission noted the posted list of Council goals in
3 the room was incomplete.

4
5 Bennett indicated he would attend the Council Meeting on November 14, 2018 to ask
6 the Council wants the Commission should use to set priorities.

7
8 Groth suggested the Commission review CIP list at the December meeting. Bennett
9 noted the Finance Committee would determine the implementation schedule. Haynes
10 asserted that Public Works could identify items that needed to be addressed first. The
11 Commission discussed complications around staff time, project management, and
12 scheduling.

13
14 Bennett indicated the Commission would focus on CIP projects at their December
15 meeting limiting reports to Public Works, skipping Emergency Preparedness and Solid
16 Waste reports, and including a paper Finance report.

17
18 Bennett asked Public Works to bring additional items for CIPs.

19
20 **IV. Other Business**

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

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

23
24 With no further business before the commission, Bennett adjourned meeting at 4:15 pm.

25
26
27
28
29
30 _____
31 Bob Bennett, Chair

30 _____
31 Date

32
33 Minutes prepared by H.H. Anderson on December 9, 2018.

City of Yachats Finance Committee
5 Year CIP Plan

Cost Estimates
2018-2019 Planning Cycle

City of Yachats Finance Committee									
5 Year CIP Plan									
Capital Spending Category	2016-17	2016-17	2017-18	2017-18	Spent as of 4/1/2018				
	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan					
5 Year Capital Improvement Plan									
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	Later
Sewer Projects									
I & I Basin Rehab 20-30 manholes/yr Basin by basin basis - manholes and pipelines	30,000	0			30,000	30,000	30,000	30,000	30,000
Sewer Collection Lines extended - net Septic Tank elimination	25,000	25,000			50,000	50,000	50,000	50,000	50,000
Sludge Handling Bldg Side Cover became Pole Building	14,000	0							
SCADA Replacement computer is 7 years old and software is obsolete	25,000	40,000							
Sewer Line Crestview - same trench solution Include in IFA South Tank Loan				100,000	50,000 (50,000)				
Solids Pole Bldg to Cover Truck during Processing keep dry while filling and protects truck from weather					60,000				
Sliding doors on U.V. Building to fully enclose and protect U.V. equipment						15,000			
1/2 of Radio Read Project					15,000				
Repairs to roll-up Doors on PW Shop total cost to be split with water wind locks are corroded and popping out						30,000			
WasteWater Master Plan Update Last master plan projects were completed with the completion of the new wastewater plant in 2009						80,000			
Totals	94,000	65,000	0	100,000	0	75,000	125,000	80,000	80,000
Sewer Equipment									
5 yd dump truck current truck needs brakes, constant repairs total cost to be split with water			20,000	20,000	21,511				
Towable Spreader			20,000	-		20,000			
Back-hoe severe corrosion on all hydraulic and fuel lines, radiator shot, total cost to be split with water	35,000	35,000	60,000	60,000	45,265				
Re-Side Public Works Building	5,000	4,000				25,000			
Wind Machine - Elec Generator #1; #3						-		-	
Bucket Truck				3,000	3,000				
2,000 gallon water truck (Biosolids) back up in case dump truck or screw press fails						25,000			
Replacement Vac Truck total cost to be split with water						90,000			
Totals	40,000	39,000	100,000	83,000	69,776	115,000	20,000	-	-
Grand Totals	134,000	104,000	100,000	183,000	69,776	190,000	145,000	80,000	80,000

City of Yachats Finance Committee

5 Year CIP Plan

Cost Estimates

2018-2019 Planning Cycle

Storm Drains

	2017-18	2017-18	2018 - 2019 CIP 5 Year Plan					Later Years				
	Original Capital Plan	Amended Capital Plan										
Capital Spending Category			2018-19	2019-20	2020-21	2021-22	2022-23					
Equipment												
Wastewater Master Plan Project					40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Storm Drain added late in 17/18 (Hanley)	-	7,000										
Build-Out												
Total	-	7,000	-	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000

Culvert work to be determined

City of Yachats Finance Committee

5 Year CIP Plan

Cost Estimates

2018-2019 Planning Cycle

Year CIP Plan		<table><tr><th>2016-17</th><th>2016-17</th><th>2017-18</th><th>2017-18</th></tr></table>				2016-17	2016-17	2017-18	2017-18								
2016-17	2016-17	2017-18	2017-18														
Cost Estimates																	
18-2019 Planning Cycle		Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	Spent as of 4/1/2018	<u>5 Year Capital Improvement Planning</u>										
Street Name							2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25				
Street Speed Signs added late in year				0	6,000	6,000											
				0													
Street Engineering added					36,500												
Change detail to Allocation by PWD					0		203,500	100,000	100,000	100,000	100,000	100,000	100,000				
Total		<u>0</u>	<u>0</u>	<u>0</u>	<u>42,500</u>	<u>6,000</u>	<u>203,500</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>				

Revenue Sources

Gen. Fund

State

Grants

Reserve Carryover

City of Yachats Finance Committee

5 Year CIP Plan

Cost Estimates

2018-2019 Planning Cycle

2016-17	2016-17	2017-18	2017-18
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5 Year Capital Improvement Plan

Capital Spending Category	Original Capital Plan	Amended Capital Plan	Original Capital Plan	Amended Capital Plan	Spent as of 4/1/2018	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-2026	Later
Water Projects														
Chemical Pump added late in year			0	10,000										
Backwash Plumbing Line			45,000	0			45,000							
Funded by SDC's			(45,000)	0			(45,000)							
South Reservoir			1,700,000	1,400,000	799,677									
IFA Loan Proceeds			(1,100,000)	(1,300,000)	(806,710)									
Repairs to Shop Doors (cost shared with Sewer Fund)							30,000							
E 3rd Street Waterline + all new service lines	267,680	67,680				100,000								
Upgrade Accounting System	17,500													
Meter Replacement	25,000													
King Street Waterline and all new service lines									418,000					
Update Conservation & Curtailment & Water Master Plan			20,000	0		85,000								
Enclose Blackstone Booster Stations (all 3)						20,000	20,000	20,000						
Radio Read Meter Replacement System Wide		0				15,000	25,000							
Earthquake Value and Water Tap - 125k Reservoir							30,000							
Earthquake Value and Water Tap - 250k Reservoir							30,000							
Radar and 7th Street Waterline & service lines 250k Reservoir to Hwy 101								275,500						
Gender Waterline and new service lines							50,000							
Windy Way Waterline and service lines							50,000							
E. 2nd Street Waterline & new service lines (S D C Funds)														
Miscellaneous Looping of Waterlines in URD										131,560				
Upgrade Size of Waterlines in URD										131,560				
Driftwood Waterline W. 4th to W. 6th (behind Commons)			95,000	95,000	42,369									
Pontiac Waterline W 4th to W 1st														
Spruce Ave Waterline and new service lines														
Loma Ave Waterline and new service lines														
New Water Plant out of Tsunami Zone (Package Plant)													750,000	
Water Plant is now 25 years old - Systems replace/improve							50,000	50,000						
First Phase - Raw Water Storage Capacity												2,000,000		
Purchase Watershed or other Protection Agreement											500,000			
Total	310,180	67,680	115,000	95,000	35,336	220,000	285,000	345,500	418,000	263,120	500,000	2,000,000	750,000	0
Water Equipment														
5 yd dump truck			20,000	20,000	21,511									
current truck needs brakes, constant repairs														
total cost to be split with water														
Back-hoe	35,000	35,000	60,000	60,000	45,265									
severe corrosion on all hydraulic and fuel lines, radiator shot, total cost to be split with water														
Trailer to carry little excavator	5,000	4,000												
current trailer to small														
total cost to be split with water														
Bucket Truck				3,000	3,000									
Replacement Vac Truck						90,000								
total cost to be split with water														
Total	40,000	39,000	80,000	83,000	69,776	90,000	-	-	-	-	-	-	-	-
Grand Totals	350,180	106,680	195,000	178,000	105,111	310,000	285,000	345,500	418,000	263,120	500,000	2,000,000	750,000	-