

1. Agenda

Documents:

[2019-07-09 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-06-11 Public Works Minutes DRAFT.pdf](#)

[2019-07-09 Clean Sweep Suggestions.pdf](#)

[2019-07-09 Public Works Department Report.pdf](#)

[2019-07-09 Recommendations For Utility Rate Changes.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, July 9, 2019 at 3:00pm

AGENDA

- I. Meeting called to order
- II. Minutes of June 16, 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. Status of Utility Billing System
 - B. Review of Clean Sweep
- V. New Business
 - A. Request for City Staff
 - B. Communication with City Council
- VI.
 - A. Other Business
 - B. From the Commission
 - C. From the Floor

Next Meeting Tuesday, August 13, 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 07/02/19





City of Yachats
PUBLIC WORKS & STREETS COMMISSION

June 11, 2019
Draft Minutes

I. Call to Order

Chair Bob Bennett called the June 11, 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: Bob Bennett, Tom Bedell, Ann Stott, Ron Urban, and Larry Nixon. Absent: Tom Fisher and Don Groth. Staff present: Wastewater Plant Lead Dave Buckwald and Water Treatment Plant Lead Rick McClung. Audience: 1.

II. Minutes of May 14, 2019

Minutes recorder Anderson read the corrections made to date. Commissioner Urban noted Larry Nixon was not absent.

Commissioner Nixon moved to approve the May 14, 2019 minutes as amended: Aye – 5; No – 0.

III. Reports

A. Public Works Department

Buckwald highlighted:

- Biosolids dump truck had to be repaired for \$4,200 (cylinder replacement)
- Staff took a CIS Sewer Backflow training seminar for continuing education credits
- CIS did building inspections and found only a few things to remedy
- Need to install tsunami signs on Horizon Hill.

B. Emergency Preparedness Committee

Nixon reported the Committee was planning to have a table at the Farmers Market to hand out tsunami information (monthly), with the first planned for June 30, 2019. He talked with Betty Johnstone about getting together materials.

Nixon reported they talked with the Fire Department about the table top exercise where they would play out a hotel fire. Bennett indicated the Fire Department was being very thorough in their preparations. Nixon added there was some discussion about moving the zone where the Highway transitions to 45 mph on the north end of town.

C. Solid Waste District Advisory Council

1 Nixon reported the topics were to have a countywide organic recovery program, an
2 environmental impact fee, an education program, and a program in the schools.

3 4 **D. Financial Report**

5 Bennett recalled from the last meeting the Commission was discussing the amount of detail in
6 the financial reports, noting all of the categories they cover. Urban asked that anomalies be
7 discussed, such as the 131% overrun for street lights. Nixon provided the history of street lights
8 in town. Buckwald explained different street lights have different costs and Public Works does
9 not chart these expenses, as PUD bills the City directly.

10
11 Commissioner Stott asked for clarification on what the revenue numbers meant in the Streets
12 budget. Bennett explained \$121,000 in revenues were budgeted and the year to date collections
13 were at \$166,243.93, leaving an excess of 45,243.96 (137% of projected). Bennett explained the
14 process of how the state highway allocation was made.

15
16 Buckwald noted on Storm Drains there would be additional expenses on mowing as they clear
17 the ditches.

18
19 Bennett noted installation charges were very hard to predict as it depended on how many homes
20 were built. Buckwald explained Reedy Creek and the river gage yearly fee made the
21 Dues/Memberships/Fees high (at 196%). McClung noted they were getting a project
22 management module in the IT fund. McClung explained the plant is old and more parts are
23 wearing out. Additionally, many parts have to be retrofitted. Bennett asked about Distribution
24 System Outside Services. McClung indicated that equipment had to be recalculated and the
25 SCADA system needed some adjustments. McClung added that the individual line items are less
26 important than the overall amount spent. Buckwald stated they sometimes spend less in one
27 category when they know they have overrun in another category.

28
29 Bennett noted Collections Outside Services was again high. Buckwald indicated this amount
30 was due to the work that had to be done on the pumps.

31 32 **IV. Current Business**

33 **A. Utility Billing System**

34 Manager Beaucaire clarified that the Council was under the impression that they did not send the
35 matter back to the Commission. She noted the Council has asked her for more information.
36 Bennett asserted that the Commission was to provide some background and objectives for the
37 study. He also indicated it was unclear as to what the role of the Commission would be in the
38 conduct of such a study. Manager Beaucaire stated she would talk to Council about being
39 clearer in direction to Commissions and Committees. She also noted that staff has asked for
40 more clarity in direction from Commissions and Committees.

41
42 Bennett explained his summary of the billing situation, noting the amount stated “per year” is
43 actually “per month.” McClung clarified that the original objective was to have \$100,000 each
44 for sewer and water. Commissioner Bedell asked about production capabilities of the water plan.
45 McClung stated that the plant can increase by 40% capacity but the limiting factor is the
46 availability of raw water. McClung noted July 4th consumes about 300,000 gallons and the plant

1 can product 450,000 gallons. Bedell and Stott clarified they City is setting aside reserves to
2 purchase land for raw water storage.

3
4 Bennett explained the Proposed Objections were summarized from what was previously set.
5 Bennett noted the support services and administrative overhead that supports water and sewer
6 and this factor is not necessarily factored to operations costs. He added that they need better data
7 if they are to conduct annual reviews of covering costs.

8
9 Bedell asked about SDC fees. Manager Beaucaire stated the engineer of record has commented
10 that the City should re-evaluate its SDC charges.

11
12 Manager Beaucaire suggested adding the following objectives:

- 13 • Looking at debt requirements for water and waste water loans
- 14 • Looking at reserves required by DEQ and others
- 15 • Age of current pipe, miles, materials, and size
- 16 • Methodology for getting into large users group
- 17 • Need to incorporate raw water storage and protecting the watersheds

18
19 Manager Beaucaire noted Council has three choices: the two approaches Public Works and
20 Streets has been discussing and conducting an audit to determine adjustments.

21 22 **B. Clean Sweep**

23 Bennett reported he has had four people to volunteer.

24 Thursday Morning: Tom Bedell

25 Thursday Afternoon: Tom Bedell

26 Friday Morning: Tom Bedell, Bob Bennett

27 Friday Afternoon: Ann Stott, Ron Urban

28 Saturday Morning: John Moore, Larry Nixon

29 Saturday Afternoon: Ron Urban, Ann Stott

30 Sunday Morning: Bob Bennett, Larry Nixon

31
32 Bedell asked that someone create a list of what goes into each bin. Manager Beaucaire asked
33 that Bennett let Kimmie Jackson know how many signs are needed and what they should say.

34
35 Bennett stated he was not certain of how cleanup would be handled.

36 37 **V. New Business**

38 **A. Recommendations to City Council**

39 Manager Beaucaire explained that the City Attorney provided information on the franchise fees
40 and she just needed the Commission's approval to move forward.

41 Pioneer

42 Urban suggested they set a term rather than going month to month. Stott suggested that Pioneer
43 and Charter should be on a similar schedule. Stott also suggested increasing the fee to 5%. The
44 Commission agreed to use a five year-term with a five-year renewal.

45 Dahl

46
47

1 Stott asked what other Dahl customers were charging. Manager Beaucaire indicated the city
2 managers were discussing how to get everyone in a similar agreement and that this franchise
3 might involve an ordinance.

4
5 Urban asked how much money would be involved if increased by a percent.

6
7 Moved to recommend that the Pioneer franchise be changed to a five year-term with a five-year
8 renewal at 5% pending negotiations: Aye – 5; No – 0.

9
10 Helen Anderson asked why there was no franchise for DISH or DIRECT TV. Manager
11 Beaucaire indicated the industry was evolving.

12
13 **VI. Other Business**

14 **A. From the Commission** – none

15 **B. From Staff** - none

16 **C. From the Floor** – none

17
18 With no further business before the commission, Bennett adjourned meeting at 4:47 pm.

19
20
21
22
23 _____
24 Bob Bennett, Chair

Date

25
26 Minutes prepared by H.H. Anderson on June 26, 2019.

Yachats Public Works and Streets Commission

Clean Sweep Suggestions

Listed below are items I got back from people working on this year's Clean Sweep. We can use this list as starting point for discussion. The intent is to send a report to City Council on Clean Sweep. I am asking the City Manager to put together on the costs to put on Clean Sweep.

Suggestions:

- Place large signs stuck in traffic cones on what cannot be accepted.
- Place large signs stuck in traffic cones that this a CITY program not a COUNTY event. You must live in 97498 zip code.
- Better traffic management which might include running the street as one way.
- How to better manage such large trash items (it took 4 bins to handle it all)
- Change to 3 hour shifts with 3 shifts per day.
- Consider some kind of late monitoring of site to help minimize late evening dumping.
- Consider scheduling event mid-week rather than weekend to help reduce out of area dumping.
- Advertise this only via City publications so that fewer people outside of 97498 show up.
- If we continue accepting clothing try to organize a place to put them altogether.
- Do something similar for USABLE furniture.
-

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

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	2019	2018	2017	2016
June	1.38	1.68	2.86	1.25
Rain year to date:	33.91	36.27	52.50	29.23

Total water production: **3,684,000** gallons Water loss efficiency: **91.2 %**

Total wastewater treated: **3,409,000** gallons

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

Streets:

- Potholes filled on 1st St. and on W.3rd St.
- Crosswalk sign repaired on Hwy 101.
- Electrician needed for light on North entry sign on Hwy 101.

Drainage:

- Side-arm mowing and brush cutting in ditches.

Water:

- Plant maintc.
- Contractor generator maintenance.

Distribution Sys:

- Radio read water meter class at City Hall.
- Two water meters installed at Koho.
- Waterline under bridge repaired.
- Meter reading.
- Fire hydrant painting.

Sewer:

- Plant maintc.
- Electrician needed for headworks control panel.
- 10-yard air brake repair (in-house).
- Two Biosolids trips to Roseburg.
- Contractor generator maintenance.

Collection Sys:

- CCTV'd 100 feet of sewer main on E.3rd St.
- Degreased Main pump station.
- Contractor generator maintenance.

Public Works:

- Shop maintc.
- Fleet maintc.
- Removed and maintc. on three air relief valves on water main alongside Yachats River Road.
- Clean sweep assistance.

Commons & City Hall

- Contractor generator maintenance.

Library:

- Completed two work orders.

Parks & Trails:

- Repaired Whale Park.

Sewer & Water CIP:

- Working on Pole Bldg. CIP

City Beautification:

- Curb painting and street striping.

Ocean View Drive Project:

- Replaced nine water valve cans in preparation for paving.

Yachats Public Works and Streets Commission

Utility Rate Background Information

Profile:

- There are about 850 Utility Accounts.
- There are about 300 accounts who are year around residents which use an average of 2 to 4 unit a year. (Note: 1 unit equals 100 cubic feet of water)
- There are about 300 accounts which use an average of just 0 to 1 unit a year.
- There are about 100 accounts which use between 80 and 200 units on a yearly average.
- There are about 10 accounts which use about 40% of the total water sold (over 200 units) on a yearly average.
- The object set for Capital Improvements after June 2016 was \$50,000 for water services and \$50,000 for sewer services.
- Projected capital improvements for water projects after FY 2020 over 6 years are over \$4,198,000.
 - Waterlines for 3rd, Blackstone, Radar, and 7th – \$366,500
 - SCADA Upgrades - \$40,000
 - Water Plant repairs - \$10,000
 - Waterlines for King, and finish Blackstone - \$145,000
 - Waterlines for Gender, Windy Way, and E 2nd, \$500,000
 - Projects in URD - \$153,000
 - New Water Plant outside Tsunami Zone - \$750,000
 - Purchase Water Shed - \$600,000
 - Raw Water storage - \$2,000,000
- Projected capital improvements for sewer projects after FY 2020 over 4 years are over \$295,000.
 - Rehab collection basins - \$120,000
 - Eliminate septic systems - \$200,000
 - Partial install of RFID meter reading system - \$30,000
 - Spreader for bio-solids - \$20,000
 - Re-side Public Works building - \$25,000

Proposed Objectives for Utility Rates

- Provide for rate based funding to help offset cost of Capital Improvement Projects.
- Provide for annual adjustment of rates based on a localized inflation value.
- Use the existing CAP information rather than reviewing the existing infrastructure as both Water and Sewer Master Plans are underway.

- It would help to review the current operating expenses for both Water and Sewer operations as a means to insure that the revenue from the Utility Billing system are covering expenses.
- The utility rate structure should insure a balanced and equitable rate structure between smaller users and larger users.
- Insure that Base Rates do more to recover costs required for full service support even if little or no service is used.
- Annual review to insure that the rates are sufficient to cover the operational requirements and provide reserves for future infrastructure needs.
- Provide a means to handle the 10 large users which must balance their overall support to the City General Fund and their consumption of utility services.