



City of Yachats
PUBLIC WORKS & STREETS COMMISSION

September 10, 2019
Draft Minutes

I. Call to Order

Chair Bob Bennett called the September 10, 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, Don Groth, and Tom Fisher. Absent: none. Staff present: Wastewater Plant Lead Dave Buckwald and Water Treatment Plant Lead Rick McClung. Council Present: Leslie Vaaler. Audience: 2.

II. Minutes of August 13, 2019

Commissioner Bedell moved to approve the August 13, 2019 meeting minutes as presented: Aye – 6; No – 0.

III. Reports

A. Public Works Department

Buckwald highlighted:

1. Completed extensive maintenance
2. Cleaning of Reedy Creek headworks
3. Repaired three water line breaks
4. Fire hydrants refurbished
5. Replaced variable frequency drive
6. Installed new pump at Pontiac station and doing 10-year maintenance
7. Removed fence at ballfield
8. Installed air valve actuator on SBR #1 (sequencing batch reactor)

Bennett stated the replacement pump was purchased three years ago and the crew refurbishes them regularly.

Bennett clarified the water main break on W 1st Street was caused by the construction workers and the contractor has not been contacted for reimbursement.

McClung reported Reedy Creek and Salmon Creek have not increased in flow much since recent rainfall.

B. Emergency Preparedness Committee

1 McClung reported the Committee was looking for a new member. He stated he went to the
2 Finance Committee meeting to ask that the budget include an operational and CIP fund for
3 Emergency Management and indicated he would go to the Finance meeting on September 11,
4 2019 to make the same request. He also reported there would be a tabletop exercise on Monday,
5 September 16, 2019 in Room 8 from 9:00 am to noon.
6

7 Bennett suggested the Commission could formally promote the creation of operational and CIP
8 budgetary line items, noting the needs of maintaining certifications and doing exercises. Bennett
9 clarified the request was for \$10,000 for operations and \$15,000 for CIP. McClung noted that he
10 was now chair of the Emergency Preparedness and needed to charge his hours accordingly.
11

12 Commissioner Stott asked for clarification on where McClung has been allocating his hours.
13 McClung indicated his time now was billed to water. McClung asserted that it was beneficial to
14 more accurately account for how the time of the Public Works department was used. Bedell
15 suggested this accounting would help in future planning for services needed. Stott noted they
16 were not asking for new money and were only shifting funds between accounts. Bennett added
17 that having an operations budget would help establish a more formal training system.
18

19 Commissioner Groth noted there was a line item in the General Fund for approximately \$5,000
20 that could be used for container supplies.
21

22 Bedell moved to recommend to the City Manager and City Council to establish a cost center for
23 Emergency Preparedness for \$10,000 in operations and \$15,000 in CIP: Aye – 6; No – 0.
24

25 Bedell asked how Public Works would get a new position established. McClung noted that
26 sewer and water were supposed to cover their costs through the water billing system.
27

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

29 Bennett stated the Commission did not want to lose a seat on the Solid Waste Advisory Council,
30 which met in Newport once each month. Bennett explained the intent was to mostly observe,
31 take notes, and report to the Commission. Stott clarified that Buckwald was not receiving
32 regular information from this group.
33

34 Commissioner Fisher volunteered to attend the Advisory Council meetings.
35

36 **D. Financial Report**

37 Groth explained staff was still working on the transition to the new system and getting the budget
38 uploaded.
39

40 **IV. Current Business**

41 **A. Utility Billing System Update**

42 Bennett reported a group was meeting with the people who would be doing the water rate study.
43 Fisher clarified that study would come back with recommendations but not necessarily stipulate
44 dollar amounts. McClung asserted that they were asking the study group to identify what rates
45 were required to make contributions to reserves and would break down impacts by user types.
46 Bennett stressed the importance of having clear instructions on how the system would be

1 implemented. McClung indicated the City was working with Oregon Water Utility Association
2 to do the study.

3 4 **B. Update on Paving Projects**

5 McClung reported that Ocean View Drive was now paved and the county would be rocking the
6 shoulders, adding fog lines from Marine to W 7th Street, and adding fog lines and center lines
7 from W 7th Street to the river. McClung added that the county has received approval to hire an
8 archeologist to do the study and was in the process of finding someone.

9
10 McClung reported W 1st Street was complete except for paving. He noted there was one change
11 order for the E 2nd Street work where the original contract was to have 2100 square feet of
12 paving remain as is. He indicated the contractor noted the paving project would work better if
13 that area was replaced. He added that they discovered hidden utilities in this area.

14 15 **V. New Business**

16 **A. Review Commission Members Seat Renewal Dates**

17 Bennett reported that Commissioners need to indicate if they wish to renew their seats. Bennett
18 added that he would get documentation from Larry Nixon about his resignation. The
19 Commission discussed ways to honor Nixon.

20 21 **B. Action on Emergency Preparedness Budget Request**

22 Handled earlier in meeting.

23 24 **C. Possible Role for PWS Commission in Transportation System Study**

25 Bennett reported the City has decided to proceed with applying for a Transportation System
26 Management grant. Stott asked if the study would address redoing the intersections. Councilor
27 Vaaler stated the Council voted 4-1 to conduct the study for the following reasons:

- 28 1. Traffic flow direction recommendations
- 29 2. Assessment of new curbs and intersections to allow for better accessibility
- 30 3. Getting a crosswalk at Diversity Drive for the new Fistera townhomes
- 31 4. The ODOT street grants now ask for information from a transportation study.

32
33 Bennett did not know at this time whether there would be car counts. Bedell clarified that the
34 study was done by an independent contractor. Councilor Vaaler reported that the study could
35 cost in the range of \$150,000. She noted if the City gets an ODOT grant, the City would be
36 responsible for 12% of the cost.

37
38 Bennett asked Commissioners to think about what the Commission could contribute to the
39 process.

40
41 Fisher got clarification that Yachats Ocean Road was actually part of the State Park.

42 43 **D. Selection of Vice-Chairperson**

44 Bennett reported he was having a medical procedure and would miss the next meeting.

45
46 Bennett nominated Don Groth to serve as vice-chair of the Public Works and Streets
47 Commission. Vote to have Commissioner Groth server as Vice-Chair: Aye – 6; No – 0.

1 **VI. Other Business**

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

3 **B. From the Floor** – none

4
5 With no further business before the commission, Bennett adjourned meeting at 4:05 pm.
6
7
8
9

10 _____
11 Bob Bennett, Chair

_____ Date

12
13 Minutes prepared by H.H. Anderson on September 15, 2019.