

1. Agenda

Documents:

[2019-11-12 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-10-08 Public Works Minutes.pdf](#)
[PW_Report_October_2019__10_31.Pdf](#)



CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1

Tuesday, November 12, 2019 at 3:00pm

AGENDA

- I. Meeting called to order
- II. Minutes of October 8, 2019
- III. Reports
 - A. Public Works Department
 - B. Emergency Preparedness Committee
 - C. Solid Waste District Advisory Council
 - D. Financial Report
- IV. Current Business
 - A. Utility Billing Policy Project - Ongoing
- V. New Business
 - A. Risk Management and Energy Audits of Public Works Building
 - 1. City/County Insurance Services (CIS) recommendations
 - 2. Local energy company information and audits
 - B. Tree Removal Ordinance Policy recommendation to Council
- VI.
 - A. Other Business
 - B. From the Commission
 - C. From the Floor

Next Meeting Tuesday, December 5, 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 11/05/19





City of Yachats
PUBLIC WORKS & STREETS COMMISSION

October 8, 2019

Draft Minutes

I. Call to Order

Vice-Chair Don Groth called the October 8, 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: Tom Bedell, Ann Stott, Ron Urban, Don Groth, and Tom Fisher. Absent: Bob Bennett. Staff present: Wastewater Plant Lead Dave Buckwald. Council Present: Leslie Vaaler. Audience: 2.

II. Minutes of September 10, 2019

Commissioner Urban moved to approve the August 13, 2019 meeting minutes as presented: Aye – 5; No – 0.

III. Reports

A. Public Works Department

Buckwald highlighted from his report:

1. The water production numbers were estimated based on averages. McClung ordered a new leak detection device (magnetic listening device) and has made arrangement for leak detection company to come assess the situation. McClung estimated the leak to be around 38 gallons per minute.
2. The crew repaired several lines.
3. The crew had to read meters twice because of an issue with handheld device.
4. The Sensus (meter reader) representative trained the crew.
5. The Horizon Hill low pressure issue was because someone closed a valve on a 4-inch line.

Buckwald showed an image of the whiteboard Public Works used to track projects and crew hours. He noted the whiteboard items were mostly done by Russ Mabry and Jeremy Mabe. Buckwald and Kevin Kentta focus the plant. He noted as they work, they identify potential CIP projects.

Commissioner Stott asked if this level of work was typical for water systems. Buckwald stated the work can vary greatly from month to month.

1 Groth clarified that McClung would be reporting in soon to determine if the City was still in
2 Phase I water restrictions.

3 4 **B. Emergency Preparedness Committee**

5 Groth reported the request to the Finance Committee to get lines for operations and a CIP was in
6 process. He noted there was currently \$7,000 for operations under the General Fund under City
7 Hall. The Emergency Preparedness Committee suggestion was for \$10,000.

8
9 Commissioner Fisher reported one of the containers looked very good and the one on Radar
10 needed a replenishing of supplies and was rusting and likely leaking.

11
12 Fisher noted the amount of resources needed for emergency operations. He provided an example
13 of a person directing traffic needing to have training in this work or he/she would be a liability
14 for the City. Groth indicated the Commission would go over the tabletop exercise at the next
15 meeting. Fisher also explained the extensive resources needed for recovery efforts that were
16 discussed at a training at the end of September.

17 18 **C. Solid Waste District Advisory Council**

19 Fisher reported he had difficulty getting in touch with members of the Advisory Council. He
20 eventually got contact information from Larry Nixon. He reported their meetings were the first
21 Tuesday of the month. He noted there is no information on the county website about the Solid
22 Waste District.

23
24 Fisher reported the importance of rubbish removal as part of disaster recovery, and the Solid
25 Waste group would be addressing this issue at a future meeting. Groth added that there could be
26 issues around where to put the removed rubbish. Groth noted Dahl would likely play a role in
27 this area.

28 29 **D. Financial Report**

30 Water 660-1700: Groth estimated that the current activity was close to accurate. Clerk Jackson
31 noted she was not sure what portion of these numbers were due to the rate increases. Groth
32 noted the actual to date on personnel seemed high.

33
34 Wastewater 670-1800: Groth noted the current services amount was slighting down, with the
35 previous year being around \$65,000.

36
37 Jackson reported the plan was to be able to automatically generate customized reports.

38 39 **IV. Current Business**

40 **A. Utility Billing System Software/Hardware Discussion**

41 Jackson reported the handheld reader locked-up while in the field and resulted in an erasure of all
42 data. The crew worked late on Friday and on Saturday to get meters read. She noted this delay
43 might have caused a few residences to have higher readings because the reading period spanned
44 a larger time-frame. Jackson indicated she has previously asked for a new handheld, and noted
45 that the personnel time it has taken to reread meters could have paid for a new handheld. She
46 reported she has requested a new estimate for a replacement and guessed that could be around
47 \$7,000. Groth clarified that Manager Beaucaire would bring the bid to Finance when it arrives.

1
2 Bedell asked if there were other brands or aftermarket providers of this hardware. Buckwald
3 suggested there might be issues around combining brands and circumventing the distribution
4 system.

5
6 Groth asked if Buckwald knew what amount was left on the SCADA upgrades, and Buckwald
7 stated that was an issue for McClung. Jackson reviewed the plans for possibly replacing the
8 meters with radio reads. Groth clarified that a new handheld would work with both existing and
9 radio read meters.

10 11 **V. New Business**

12 **A. Utility Billing Policy Project**

13 Groth explained Manager Beaucaire wanted the Commission to examine policies so the City
14 could update its own policy. Jackson explained the current City policy was in several different
15 documents. Jackson noted there was a development about whether nonprofits received a flat rate
16 for water. She stated that she had never heard about anyone getting a flat rate for water billing.
17 She has not been able to find any document about a contract or stipulations for an arrangement.
18 Jackson has reviewed resolutions back to the 1990s to see if there was any adjustment for
19 nonprofits. Jackson explained that the Commission would need to include a special case for
20 nonprofits if it was to be part of the policy going forward.

21
22 Stott asked for the City policies to compare to the Newberg documents. Commissioner Urban
23 recalled that the Planning Commission had encountered problems when new code was based on
24 another jurisdiction's code. He wanted some guidelines for what the City wanted to do and/or
25 include. Stott suggested the Commission's task was more to compile the City's policies into one
26 document. Jackson stated she would get copies of the current policy to the Commission.

27 28 **VI. Other Business**

29 **A. From the Commission**

30 Fisher noted there was discussion about replacing paper boxes with plastic boxes when they
31 examined the supply containers. He asked how that funding request could be initiated. Groth
32 explained Emergency Preparedness would generate an estimate and forward a request to Public
33 Works and Streets and to Finance.

34
35 Councilor Vaaler reported Council had reviewed its goals, and she raised a possibility of
36 working with Parks and Commons and Public Works and Streets Commissions to generate ideas
37 about adding enhancements to the Ocean View Drive project. She noted these enhancements
38 could be for picnic tables, benches, lighting, plantings, and other features. Stott noted the bright
39 streetlight at W 6th Street and Ocean View Drive and suggested there could be lighting lower to
40 the ground in place of that. Stott indicated she would work with a group to explore options and
41 represent the Commission.

42
43 Vaaler reported Council has received conceptual drawings for a boardwalk on the end of the 804
44 Trail between Prospect and Highway 101 on Ocean View Drive.

45 **B. From the Floor – none**

46
47

1 With no further business before the commission, Groth adjourned meeting at 4:11 pm.

2
3
4
5
6
7 _____
8 Don Groth, Vice-Chair

_____ Date

9 Minutes prepared by H.H. Anderson on October 14, 2019.

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

Rain fall at Yachats Public Works:

	<u>Inches</u>			
Year	2019	2018	2017	2016
September	2.42	4.56	6.50	15.78
Rain year to date:	40.79	42.03	61.07	48.13

Total water production: 4,759,800 gallons % efficient.

Total wastewater treated: 3,787,000 gallons

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

Streets:

- Painted “No Parking” in multiple areas around town.
- Investigating sluffing roadside on Radar Road.
- Cone and sign maintc. on Ocean View Drive (several times).

Drainage:

- CCTV’d culvert on Driftwood Lane.
- Tested catch basins on E.2nd St.
- Opened culvert under driveway to the Community Garden.

Water:

- Plant maintc.

Distribution Sys:

- Meter maintc.
- Fire hydrant maintc.
- Searched for water leaks in town.
- Water service break repaired on lot on Lily Court.
- Removed out of service fire hydrant on Yachats River Road.
- Swept off 200k reservoir.

Sewer:

- Plant maintc. & clean-up.

Collection Sys:

- Located and exposed three missing manholes.
- CCTV'd 70ft of sewer main on Pontiac and 380ft on Radar Road.
- Flushed 300ft of sewer main on Radar Road.
- Removed pump #1 from Parkside pump station for maintenance and installed new pump #3.

Public Works:

- Shop maintc.
- Fleet maintc.
- Equipment maintc.
- Ins. Meeting.
- Four Public Works sent to short school in Florence, OR.
- Power outage, no issues.
- Recovered county sign from rocks below Ocean View Drive.
- Assisted the Planning Dept. and Code Enforcement with projects.
- New front tires and repairs to the F-250 service truck.
- Time spent on brush-box.
- Several staff to a procurement class in Toledo, OR.
- Staff member took online class for continuing education credits.
- Multiple locates marked.

Parks & Trails:

- Piles picked up for trails.
- Maintc. on the log tire stops at the ballfield.

City Hall

- Moved boxes for City Hall.

City Beautification:

- None.

Sewer & Water CIP:

- Installed cement pad for slide gate at Public Works.
- Working on Pole Bldg., Sliding doors for U.V. system and Slide Gate for Public Works.

Oct - 2019

234-1 Oct
234-2 on
10-28-30-19
10-25-19
FF Oct. 22

- 10-1 Digout for slide gate @ Rd. uncovered M.H. on Hwy 101 Rd. Painted "No Parking" around from CTRVA 70' on Pontiac + DVD. WTP maint.
- 10-2 Slide gate prep
- 10-3 Slide gate prep
- 10-4 City Hall boxes moved Slide gate prep Shop clean-up Ins. meeting
- 10-7 Four crews to Short School Power outage Picked up Country sign at beach Assist Planning + Code Enforc. Three crews to Short School
- 10-9 Parkside pump R&R WTP ops Leak search Slide gate work
- 10-10 Power outage prep
- 10-11 Water leak repair on Lily Cr. + Hwy 101's Hydrant removal on R.R. Slide gate concrete
- 10-14 Hydrant maint. Meter maint.
- 10-15 CTRVA Disturbed culvert WTP + WWT maint. Radar Rd. Liffside comp. light water test 2 cells working on 8:30 AM fire for service truck in Newport
- 10-16 Hydrant maint. Long "bumpers" made cone + sign maint. on DVD Council meeting Brian Bick
- 10-17 Culvert cleaning on 7th Procurement class Prep F-350 service truck for towing
- 10-18 online C&U's Truck to Newport for repairs Finance guy today
- 10-21 Meter maint. Short staff WTP maint.
- 10-22 Picked up service truck from Newport Meters Short staff Work orders
- 10-23 Meters Piles picked up for trails WTP maint. Short staff
- 10-24 Meters Slide gate pad poured Short staff
- 10-25 Draining complaints Short staff locate RAD Tack F-350 service truck to Les Skunk WTP yard clean-up
- 10-26 Locates Short staff Picked up F-350 from Newport WTP maint.
- 10-29 Meter records Short staff CTRVA 300 ft sewer main on Radar Rd Flushed sewer main Radar Rd. (serv. w/ service tunnel on Radar Rd. Swept out 200k Res. M.H. search + Discovery Short staff completed slide gate concrete slab
- 10-31 Plant Operations Short staff

Misc. Work

De-grease Pump Stations
Reelby CK clean-up - fill pond
7th + KING, VALVE STUCK GROUND SOUTH
Spruce Ave. 2" water line needs isolate

Speed sign on King St. N.
Dead end sign on top of Blackstone

CIP Projects

- (as part for Bone Mill)
- 13 Blackstone to Husby pipe
- Horizon Hill 2" water line
- E. 2nd 4" water line to Spruce Ave.
- INCREASE VOLUME ON H-H PRESSURE SIDE
- N. AUGUSTA, ABAUDEN Old 2" ON N SIDE ROAD
- ABAUDEN 2" ON OCEAN Dr from BACK DR to LAST HOUSE WEST SIDE
- PONTIAC COMPLETE TIE-INS ON BOTH 2ND TO 3RD TO WITH LOWA ON 7th BEHIND

