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City of Yachats
PUBLIC WORKS & STREETS COMMISSION

January 14, 2020

Draft Minutes

I. Call to Order

Chair Bob Bennett called the January 14, 2020 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, Ron Urban, Don Groth, Tom Bedell, and Tom Fisher. Absent: none. Staff present: Water Treatment Plant Lead Rick McClung. Council Present: Leslie Vaaler. Audience: 1.

II. Minutes of November 12, 2019

Commissioner Urban moved to approve the December 10, 2019 meeting minutes as presented:
Aye – 5; No – 0.

III. Reports

A. Public Works Department

McClung highlighted from the Public Works report:

- There was 7.26” rain in December.
- Four million gallons were produced, 3 million gallons were treated, and it appears there was no I&I.
- He now has access to Springbrook and can calculate the water efficiency rate. They are currently at 79% efficiency. They were at 45% at the end of summer when the large leak was active. McClung indicated there were still small leaks to locate and repair.
- Public Works has been trying to keep the Quiet Water storm drains clear as there had been flooding in previous years.
- A large tree was cleared from Salmon Creek headworks.
- Crew were getting trained on radio read heads at the meter. He indicated once the meter is set to radio read, it will not touch read. In some cases, a manual read is required.
- A generator went out and was immediately repaired.
- A lot of shop maintenance and cleanup is underway in preparation for an OSHA inspection.
- They are hoping the Vac Truck will last until there are funds to buy a new one.

Commissioner Bedell asked about the cost to the City for grease issues. McClung estimated it takes 25 hours per month. McClung explained the biggest issue was clogs in the lines, and Buckwald has been trying to flush the lines more. He reported the increase in grease trap

1 inspections was helping. McClung suggested they inspect the traps four times each year. Bennett
2 asked if they were still getting grease build-up south of the bridge. McClung stated it was still a
3 mystery as to the source. There was speculation there might be an industrial kitchen in
4 operation.

5
6 McClung reported Dave Buckwald has finalized plans for the pole building and will be sending
7 out an RFP in the next month. He added that a new gate at Public Works near the Library end
8 was installed so they can get dump trucks to the biosolids.

9
10 McClung noted that the white board does not include operations work. Bennett clarified that
11 around 3.5 people are needed to plant operations alone.

12
13 Bennett asked about a pothole at Highway 101 and Ocean View Drive as the county repaving
14 stopped short of that spot. The Commission asked McClung to talk to ODOT to encourage a
15 repair.

16 17 **B. Emergency Preparedness Committee**

18 No meeting this month.

19 20 **C. Solid Waste District Advisory Council**

21 Bedell reported he has not heard from the leader of the Advisory Council. Bennett indicated he
22 would get a letter from the City about his role with the Advisory Council when that was needed.

23 24 **D. Financial Report**

25 Bennett reminded Commissioners of the reporting cycle.

26 27 100-1040 Streets Operating

28 Bennett wanted clarification on the “Expenses paid by Rates” line item. Groth suggested he talk
29 with Manager Beaucaire and Martha Jirovec.

30 31 150-1040 Capital Reserves

32 Bennett indicated they will not be doing street work until weather improves. Groth noted the
33 \$454,000 beginning balance includes \$314,000 coming from visitor amenities, which is reserved
34 for parking.

35 36 100-1050 Storm Drains Operating

37 Bennett noted expenses might rise as there could be more clogging due to weather.

38 39 150-1050 Storm Drain Capital Reserve

40 The heading has a typo: Should be 150-1050, not 100-1040.

41
42 Groth clarified that the \$40,000 will be coming from the General Fund.

43 44 660-1700 Water Operating

45 Bennett noted they are ahead on revenues but that likely reflects summer seasonality. He noted
46 the high installations due to building. He also noted personnel was a bit high. McClung was not

1 certain if his hours for capital were reflected in these numbers. Groth noted the negative \$3,500
2 under rents or fees was going to be reclassified elsewhere.

3
4 660-1705 Water Capital Reserve

5 No activity.

6
7 670-1800 Wastewater Operating

8 Bennett noted personnel here was rather low.

9
10 670-1805 Wastewater Capital Reserve

11 No activity.

12
13 **IV. Current Business**

14 **A. Review Potential Capital Improvement Projects**

15 Bennett stated he was most concerned about missing important projects in the Capital Plan.

16
17 Water

18 Item 4: Bennett asked about the “I-5 bridge.” Groth noted Item #4 was for the South Tank and
19 for the Yachats Bridge. McClung explained he was prioritizing the earthquake valve at the South
20 Tank before moving forward with the bridge earthquake valve. McClung expected the cost for
21 the bridge valve to be high, with as much as \$35,000 for the valve itself. McClung expected to be
22 finishing the South Tank valve by the end of the fiscal year.

23
24 Item 1: Bennett asked if the water master plan was underway.

25
26 Item 2: McClung indicated the backwash plan was in progress with engineering.

27
28 Item 7: McClung explained the water plant replacement project is for maintenance related work
29 that involves improved equipment.

30
31 Item 18: Bennett asked if there was still a problem with Blackstone/Hanley. McClung explained
32 that Blackstone has a line that stops just past John May’s house. The Horizon Hill line stops
33 near there. He explained this project would connect the two to create redundancy in the system
34 and create greater security. Bedell asked about potential problems. McClung indicated the
35 issues can be handled with proper engineering and valves.

36
37 Bennett asked about remaining concrete asbestos pipes in the City. McClung indicated he wanted
38 to prioritize E 2nd Street as that had concrete asbestos pipes. Bennett asked about other areas
39 with concrete asbestos. McClung indicated King Street from the 200,000-gallon reservoir to the
40 cemetery was asbestos concrete. McClung added that concrete asbestos “sweats” or loses water.

41
42 Wastewater

43 Item 1: Bennett noted the manhole replacement has been established to be ongoing.

44
45 Item 12: McClung explained “Pump Electric Quips” is for having a special plug to switch out
46 submersible pumps so that electricians would not need to be called out to do the switch. The
47 Commission agreed to use “plugs” instead of “quips” in the item description.

1 Bennett asked about other projects Buckwald had wanted to add. McClung indicated they need
2 more time to finish the list. Bennett asked about the status of getting rid of the remaining septic
3 systems. McClung noted some of the issues that project raises. Bedell noted this issue also
4 means crossing Gender Creek with a sewer line.

5
6 Bennett indicated they would look at this page again at the February meeting.

7 8 Storm Drains

9 Bennett noted the City does not have a useful storm drain plan. McClung noted that to alter
10 SDCs, newer water, wastewater and storm drain plans are needed. Bennett summarized the
11 restrictions on how SDCs can be spent.

12 13 Streets

14 Groth reviewed that W 1st Street was complete, Horizon Hill Stabilization will be done by the
15 end of the fiscal year, and Driftwood was in progress. McClung reported the City hired
16 consultants for Ocean View Drive in preparation for paving.

17
18 Bennett noted he heard from the City Manager about not being able to use the quick plan to get a
19 traffic flow recommendation. Bennett added that the City needed to apply for grant money to do
20 the larger transportation plan. Councilor Vaaler recalled the ODOT representative on the phone
21 at a Council meeting had indicated it could be a quick response, but the City Manager later
22 learned it could not. Anderson asked why any “plan” was needed to fix the curb situation.
23 Bennett recalled wanted the City to do a comprehensive traffic safety plan. McClung recalled the
24 City fought to not have “bulb out” curbs, and ODOT indicated that it was a safety issue and that
25 it would result in less parking without the bulb outs. McClung asserted the City was hoping the
26 transportation study would recommend fixing the curbs.

27 28 **B. Update on Utility Billing System Recommendations**

29 Bennett indicated the company doing the study will present information at the Council meeting
30 on January 15, 2020. Bennett passed out a summary of the constructs for the current and new
31 billing systems.

32
33 Fisher asked for clarification on “recognized billing standards.” Bennett explained the history of
34 implementing the base rates in the current system. Bedell clarified that the goal is to cover the
35 operations and maintenance costs and to contribute \$200,000 each from water and wastewater
36 for capital projects.

37 38 **C. Review Newburg Utility Billing Document**

39 Bennett explained the materials in the packet were a combination of materials provided by Clerk
40 Jackson and what Manager Beaucaire took from the Newburg documentation. Bennett indicated
41 the hope was to implement the new system by the start of the next fiscal year.

- 42
43 · Page 5, Section C Monthly Billing: Urban noted the due date shows 25 days but the Yachats
44 Municipal Code specifies 15 days.
45 · Page 6, regarding bills: Anderson asked if they could change the billing cycle to be the meter
46 reading dates so people do not think they are charged for water that has yet to be used. Bennett

- 1 indicated he would make a note. Groth noted the peculiarity of when the system jumps to the
2 next level even if it was only a few gallons over.
- 3 · Pages 5-12: Urban noted numbers in these pages will have to be adjusted to match what is in
 - 4 YMC 8.04.040a and 8.04.040b.
 - 5 · Page 18, Item J Winter Averaging: Bennett did not know if the City currently does winter
 - 6 averaging.
 - 7 · Page 18, Item K Payment Methods: Commissioners were not certain of current payment
 - 8 methods accepted.
- 9

10 Groth asked about the policy for exempt organizations. Bennett suggested that issue should be
11 addressed in the utility rate study.

12

13 Bennett noted a list of things that will need documenting at some point:

- 14 1. Annual audit and adjustments to fee structure
 - 15 2. Documentation as to how meter readings are captured and entered into the billing system,
 - 16 including the process used to make the adjustments
 - 17 3. Documentation as to how to transfer meter data into the billing system software
 - 18 4. Which billing system fields are used to compute the bill itself? Which tables in the billing
 - 19 system have to contain the tiered amounts?
 - 20 5. How to transfer information from the billing system to the accounting system?
 - 21 6. Which fields must be changed to make adjustments?
 - 22 7. List of all required reports, such as the amount of water sold, audit reports, and long-term
 - 23 reconciliations.
- 24

25 Groth added there was a budget item for transfers to capital for streets and drains. He asked if
26 how that was to occur should be part of this policy document.

27

28 **V. New Business**

29 **A. Upcoming Events**

- 30 1. Required Training on January 30, 2020, 9:00 am - 3:00 pm
 - 31 2. Projected Schedule for FY20 Budget Preparation
- 32

33 **VI. Other Business**

34 **A. From the Commission**

35 **Bedell nominated Bob Bennett for Chair. Bennett nominated Don Groth for Chair. Vote:**
36 **Bennett – 4; Groth – 1. Bennett is appointed as chair.**

37

38 **Bedell nominated Don Groth as Vice-Chair. Groth is appointed as Vice-Chair.**

39

40 Bennett noted the request from ODOT for calculation of lane miles. Commissioners were not
41 certain as to what was included in this report, such as private streets. Bennett stated McClung
42 and Manager Beaucaire would be the ones to complete this form. Urban suggested if no streets
43 were added, the total miles would not change. Bennett noted the change of Ocean View to one
44 lane and the additional paving at the west end of W 1st Street.

45

46 Vaaler noted City will have to cover around 15% of costs should they get a grant to do the
47 Transportation Safety Plan.

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B. From the Floor – none

With no further business before the commission, Bennett adjourned meeting at 4:50 pm.

Bob Bennett, Chair Date

Minutes prepared by H.H. Anderson on January 3, 2019.

DRAFT