

1. 2:00 P.M. Agenda

Documents:

[2021-01-12 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

[2020-12-Financial-Report-Public-Works1](#)

Documents:

[2020 December Public Works Department Report.pdf](#)  
[FY 2022 PublicWorks Cap Reserves Budget.pdf](#)



CITY OF YACHATS  
**PUBLIC WORKS & STREETS COMMISSION MEETING**  
**Tuesday, January 12, 2021 at 2:00pm**  
**Note: Meeting Conducted Using Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/89066794171>

Meeting ID: 890 6679 4171

One tap mobile

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**AGENDA**

- I. Meeting called to order
  - A. Election of Chair and Vice Chair
- II. Reports
  - A. Public Works Department
  - B. Finance Report
  - C. Emergency Preparedness
- III. Current Business
  - A. Review CIP List and Assign Commissioners to Document Projects.
  - B. Cape Ranch Property Discussion (Emergency Preparedness)
- IV. New Business
  - A. Change February meeting to Feb. 4, 2021 due to Conex Inventory by Emergency Preparedness
- V. Other Business
  - B. From the Commission
  - C. From the Floor
  - D. Next Meeting Tuesday, February 4, 2021 at 2:00 P.M. (Pending Approval)

**\* \* \* \* \*NOTICE OF POSSIBLE CITY COUNCIL QUORUM**

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 on the City website at [www.yachatsoregon.org](http://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.

**Date:** January 5, 2021  
**To:** Shannon Beaucaire, City Manager  
**From:** Public Works Department  
**Re:** December 2020 Public Works Report

Rain fall at Yachats Public Works:

	<b>2020</b>	<b>Inches</b> <b>2019</b>	<b>2018</b>	<b>2017</b>
<b>December</b>	9.43	7.26	10.53	4.41
<b>Rain year to date:</b>	60.67	50.43	59.66	76.31

Total water production: **3,347,500 gallons**      Water loss efficiency: **94.3%**  
Total water Sold: **3,157,831 gallons**  
Total wastewater treated: **7,606,000 gallons**

The following is a list of what was done by Public Works staff in December 2020.

**Streets:**

- One load of rock for Shellmidden.
- Potholes filled on Shell Midden.

**Drainage:**

- Culvert inspections.
- Culvert cleaning.

**Water Treatment Plant:**

- Water systems operations.
- Plant maintc. & clean-up.
- Opened Reedy Creek access road.
- Cleaned Reedy Creek intake gallery.
- Lagoon pump maintc.

## **Distribution Sys:**

- Meter reading.
- Meter maintc.

## **Wastewater Treatment Plant:**

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Electrician at WWTP for repairs.
- WW samplers installed and operational.

## **Collection Sys:**

- Lift station inspections.
- Main lift station pump #2 removed and repaired. Reinstalled.
- Degreased all lift stations.

## **Public Works:**

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Yard clean-up.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Storm clean-up.
- Fueled equipment.
- Replaced lights on three ornamental poles on Hwy 101.
- Installed COVID-19 signs throughout town.
- Repaired trash can fence at the Library and City Hall.
- Vac-truck licensed in Florence.
- Short school training two staff members.
- Hydro excavated post holes for pole building at WWTP.

## **Parks:**

- Piles picked up for Trails.

## **COVID-19:**

- 30 minutes spent daily to discuss safety measures and disinfecting the Public Works area.
- Crew is using appropriate PPE where appropriate.





# Streets Capital Reserve 150-1040

2018-2019 2nd Preceding Year	2019-2020 1st Preceding Year	2020-2021 Adopted Budget	2020-2021 Estimated Actual	Account Number	Description	2021-2022 Proposed Budget by Officer	2021-2022 Approved Budget by Budget Cttee	2021-2022 Adopted Budget by City Council
\$0.00	\$437,840.92	\$325,782.00	\$316,866.67	150-1040-300101	Beginning Balance	\$326,443.57		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-304240	Tax - Transient Lodging	\$0.00		
\$0.00	\$99,253.11	\$100,000.00	\$0.00	150-1040-304481	Grants	\$100,000.00		
\$0.00	\$0.00	\$2,951.00	\$2,951.15	150-1040-304490	Transfer In-Hwy 101 Gen Constr	\$0.00		
\$4,000.00	\$3,000.00	\$0.00	\$0.00	150-1040-304864	Transfer from Streets Oper.	\$0.00		
\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	150-1040-304865	Water - 50 Cent Per Meter	\$0.00		
\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	150-1040-304866	Wastewater - 50 Cent Per Meter	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-314861	Transfer in General Fund	\$0.00		
\$50,000.00	\$25,000.00	\$0.00	\$0.00	150-1040-314863	Transfer in Visitor Amenity	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-314872	Transfer Street Reserves Generated	\$0.00		
\$5,000.00	\$0.00	\$0.00	\$0.00	150-1040-314877	Transfer from Sewer	\$0.00		
\$5,000.00	\$0.00	\$0.00	\$0.00	150-1040-314878	Transfer from Water	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-314882	Transfer from General Reserve	\$0.00		
\$10,000.00	\$0.00	\$0.00	\$0.00	150-1040-314883	Transfer from Urban Renewal	\$0.00		
<b>74,000.00</b>	<b>575,094.03</b>	<b>438,733.00</b>	<b>329,817.82</b>		<b>REVENUE</b>	<b>426,443.57</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$9,176.30	\$27,750.00	\$0.00	150-1040-105150	Capitalized Labor	\$36,750.00		
\$787.68	\$0.00	\$0.00	\$0.00	150-1040-105160	Allocated Labor	\$0.00		
<b>787.68</b>	<b>9,176.30</b>	<b>27,750.00</b>	<b>0.00</b>		<b>PERSONNEL</b>	<b>36,750.00</b>	<b>0.00</b>	<b>0.00</b>
\$4,312.50	\$4,312.50	\$0.00	\$0.00	150-1040-407945	Capital Outlay - Gateway Sign	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-407946	Capital Outlay - Parking; Paving	\$0.00		
\$26,573.19	\$244,738.56	\$185,000.00	\$3,374.25	150-1040-407947	Capital Outlay - Street Projects	\$245,000.00		
<b>30,885.69</b>	<b>249,051.06</b>	<b>185,000.00</b>	<b>3,374.25</b>		<b>CAPITAL OUTLAY</b>	<b>245,000.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$225,983.00	\$0.00	150-1040-208500	EFB Reserved For Future Years	\$0.00		
<b>0.00</b>	<b>0.00</b>	<b>225,983.00</b>	<b>0.00</b>		<b>ENDING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>31,673.37</b>	<b>258,227.36</b>	<b>438,733.00</b>	<b>3,374.25</b>		<b>TOTAL EXPENSES</b>	<b>281,750.00</b>	<b>0.00</b>	<b>0.00</b>
<b>42,326.63</b>	<b>316,866.67</b>	<b>0.00</b>	<b>326,443.57</b>		<b>NET GAIN/(LOSS)</b>	<b>144,693.57</b>	<b>0.00</b>	<b>0.00</b>
<b>309,687.50</b>	<b>\$330,375.00</b>		<b>\$330,375.00</b>		Restricted Funds Balance	<b>\$330,375.00</b>		
314,000.00	25,000.00		<b>339,000.00</b>		-Visitor Amenities funding			
<b>-4,312.50</b>	<b>-4,312.50</b>		<b>-8,625.00</b>		-Expenditures Gateway Signs only			

Projects:

\$35,000.00	Horizon Hill Stabilization	
\$100,000.00	Driftwood - Grant	
\$50,000.00	Oceanview Drive	
\$185,000.00	<b>FY 2021 Budgeted Total</b>	
	<b>Phase 1. E. 2nd Street Renovation waterline (Prospect to Loma)</b>	\$165,000.00
	Oceanview Drive	\$50,000.00
	Gimlet Gates	\$30,000.00
		<b>\$245,000.00</b>



# Storm Drains Cap Reserve150-1050

2018-2019 2nd Preceding Year	2019-2020 1st Preceding Year	2020-2021 Adopted Budget	2020-2021 Estimated Actual	Account Number	Description	2021-2022 Proposed Budget by Officer	2021-2022 Approved Budget by Budget Cttee	2021-2022 Adopted Budget by City Council
\$0.00	\$0.00	\$40,000.00	\$40,000.00	150-1050-300101	Beginning Balance	\$40,000.00		
\$2,000.00	\$40,000.00	\$0.00	\$0.00	150-1050-314861	Transfer in General Fund	\$15,000.00		
<b>2,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>		<b>REVENUE</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-105150	Capitalized Labor	\$8,250.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1040-105160	Allocated Labor	\$0.00		
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>PERSONNEL</b>	<b>8,250.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$0.00	\$0.00	150-1050-407922	Capital Outlay - Improvement	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1050-407942	Capital Outlay-Infrastructure	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	150-1050-407947	Capital Outlay-Street Projects	\$55,000.00		
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>CAPITAL OUTLAY</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$40,000.00	\$0.00	150-1050-208500	EFB Reserved For Future Years	\$0.00		
<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>		<b>ENDING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>		<b>TOTAL EXPENSES</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>2,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>		<b>NET GAIN/(LOSS)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Projects:

<b>Phase 1. E. 2nd Street Renovation</b>	<b>waterline (Prospect to Loma)</b>	\$40,000.00
	Basin 15	\$15,000.00
		\$55,000.00

# Water Cap Reserves 660-1705

2018-2019	2019-2020	2020-2021	2020-2021			2021-2022	2021-2022	2021-2022
2nd Preceding Year	1st Preceding Year	Adopted Budget	Estimated Actual	Account Number	Description	Proposed Budget by Officer	Approved Budget by Budget Cttee	Adopted Budget by City Council
\$0.00	\$167,522.47	\$298,067.00	\$252,357.74	660-1705-300101	Beginning Balance	\$545,353.86		
\$0.00	\$0.00	\$0.00	\$128.13	660-1705-301500	Interest Earned	\$0.00		
\$0.00	\$18,000.00	\$0.00	\$0.00	660-1705-304481	Grants	\$0.00		
\$0.00	\$0.00	\$210,354.00	\$210,353.77	660-1705-304501	Transfer In-Gen Const S. Tank	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	660-1705-314861	<b>Transfer in General City Hall Ops</b>	\$234,248.00		
\$0.00	\$0.00	\$220,000.00	\$220,000.00	660-1705-314866	Urban Renewal Contribution	\$50,000.00		
\$100,000.00	\$100,000.00	\$0.00	\$0.00	660-1705-314875	Transfer from Water Operations	\$200,000.00		
\$0.00	\$45,000.00	\$0.00	\$0.00	660-1705-314879	Transfer from SDC	\$0.00		
<b>100,000.00</b>	<b>330,522.47</b>	<b>728,421.00</b>	<b>682,839.64</b>		<b>REVENUE</b>	<b>1,029,601.86</b>	<b>0.00</b>	<b>0.00</b>
\$22,494.70	\$7,793.74	\$52,500.00	\$8,770.75	660-1705-105150	Capitalized Labor	\$37,500.00		
<b>22,494.70</b>	<b>7,793.74</b>	<b>52,500.00</b>	<b>8,770.75</b>		<b>PERSONNEL</b>	<b>37,500.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$90,000.00	\$80,753.73	660-1705-407941	Capital Outlay - Equipment	\$35,000.00		
\$0.00	\$0.00	\$0.00	\$0.00	660-1705-407921	<b>Capital Outlay - Infrastructure Systems</b>	\$30,000.00		
\$16,661.61	\$70,370.99	\$260,000.00	\$47,961.30	660-1705-407948	Capital Outlay - Water systems	\$185,000.00		
<b>16,661.61</b>	<b>70,370.99</b>	<b>350,000.00</b>	<b>128,715.03</b>		<b>CAPITAL OUTLAY</b>	<b>250,000.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$325,921.00	\$0.00	660-1705-208500	EFB Reserved For Future Years	\$0.00		
<b>0.00</b>	<b>0.00</b>	<b>325,921.00</b>	<b>0.00</b>		<b>ENDING FUND BALANCE</b>	<b>0.00</b>		
<b>39,156.31</b>	<b>78,164.73</b>	<b>728,421.00</b>	<b>137,485.78</b>		<b>TOTAL EXPENSES</b>	<b>287,500.00</b>	<b>0.00</b>	<b>0.00</b>
<b>60,843.69</b>	<b>252,357.74</b>	<b>0.00</b>	<b>545,353.86</b>		<b>NET GAIN/(LOSS)</b>	<b>742,101.86</b>	<b>0.00</b>	<b>0.00</b>
<b>Funded</b>						<b>Interfund Loans Balance to be repaid to Water Reserve:</b>		
\$	234,248.00	\$	234,248.00		<b>City Hall Building Purchase (501)</b>	\$0.00		
\$	200,000.00	\$	200,000.00	150,000.00	<b>URD 314866-Highway 1010 Construction Loan</b>	\$0.00		
<b>Projects:</b>								
65,000.00	\$	6,313.28			<b>Master Plan-Grant \$20k</b>			
30,000.00	\$	7,410.00			<b>Water Source Plan-Grant \$30k</b>			
20,000.00	\$	-			<b>Water Rate Study</b>			
30,000.00					<b>Water Management &amp; Conservation Plan</b>			
70,000.00	\$	-			<b>URD 314866-Earthquake Valve So. Tank (URD)</b>			
	\$	5,265.97			<b>WTP Upgrades</b>			
	\$	10,114.67			<b>Crestview</b>			
	\$	1,703.63			<b>Asphalt Patch</b>			
45,000.00	\$	17,153.75			<b>Backwash Recycle Line (SDC)</b>			
260,000.00		47,961.30			<b>FY 2021 Budgeted Total</b>			
					<b>Phase 1. E. 2nd Street Renovation waterline (Prospect to Loma)</b>	\$155,000.00		
					<b>WTP Upgrades</b>	\$30,000.00		
				660-1705-407948	<b>FY 2022 Total Water System</b>	\$185,000.00		
					<b>Roll up door PW 50/50</b>	\$22,500.00		
					<b>Gate - Electric at PW 50/50</b>	\$7,500.00		
				670-1805-407921	<b>FY 2022 Total Infrastructure</b>	\$30,000.00		
					<b>Service Truck</b>	\$25,000.00		
					<b>WTP Truck</b>	\$10,000.00		
				660-1705-407941	<b>FY 2022 Total Equipment</b>	\$35,000.00		

# Wastewater Cap Reserve 670-1805

2018-2019 2nd Preceding Year	2019-2020 1st Preceding Year	2020-2021 Adopted Budget	2020-2021 Estimated Actual	Account Number	Description	2021-2022 Proposed Budget by Officer	2021-2022 Approved Budget by Budget Cttee	2021-2022 Adopted Budget by City Council
\$0.00	\$443,799.74	\$546,294.00	\$518,929.85	670-1805-300101	Beginning Balance	\$481,797.93		
\$0.00	\$0.00	\$0.00	\$263,486.70	670-1805-301500	Interest Earned	\$0.00		
\$0.00	\$4,690.00	\$0.00	\$0.00	670-1805-304481	Grants	\$0.00		
\$0.00	\$0.00	\$0.00	\$0.00	670-1805-314861	Transfer in General Fund	\$0.00		
\$80,000.00	\$80,000.00	\$94,780.00	\$94,780.00	670-1805-314874	Transfer In Wastewater Operations	\$100,000.00		
\$0.00	\$0.00	\$0.00	\$0.00	670-1805-314876	Transfer Wastewater Service Generated	\$0.00		
\$170,000.00	\$0.00	\$0.00	\$0.00	670-1805-314879	Transfer from SDC	\$0.00		
\$0.00	\$25,000.00	\$0.00	\$0.00	670-1805-314883	Transfer from Urban Renewal Loan & I&I	\$130,000.00		
<b>250,000.00</b>	<b>553,489.74</b>	<b>641,074.00</b>	<b>613,973.33</b>		<b>REVENUE</b>	<b>711,797.93</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$9,057.81	\$54,750.00	\$5,108.68	670-1805-105150	Capitalized Labor	\$32,250.00		
\$3,045.92	\$0.00	\$0.00	\$0.00	670-1805-105160	Allocated Labor	\$0.00		
<b>3,045.92</b>	<b>9,057.81</b>	<b>54,750.00</b>	<b>5,108.68</b>		<b>PERSONNEL</b>	<b>32,250.00</b>	<b>0.00</b>	<b>0.00</b>
\$63,395.00	\$25,502.08	\$275,000.00	\$46,109.63	670-1805-407921	Capital Outlay - Infrastructure Systems	\$110,000.00		
\$17,445.12	\$0.00	\$90,000.00	\$80,957.09	670-1805-407941	Capital Outlay - Equipment	\$105,000.00		
<b>80,840.12</b>	<b>25,502.08</b>	<b>365,000.00</b>	<b>127,066.72</b>		<b>CAPITAL OUTLAY</b>	<b>215,000.00</b>	<b>0.00</b>	<b>0.00</b>
\$0.00	\$0.00	\$221,324.00	\$0.00	670-1805-208500	EFB Reserved For Future Years	\$0.00		
<b>0.00</b>	<b>0.00</b>	<b>221,324.00</b>	<b>0.00</b>		<b>ENDING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>83,886.04</b>	<b>34,559.89</b>	<b>641,074.00</b>	<b>132,175.40</b>		<b>TOTAL EXPENSES</b>	<b>247,250.00</b>	<b>0.00</b>	<b>0.00</b>
<b>166,113.96</b>	<b>518,929.85</b>	<b>0.00</b>	<b>481,797.93</b>		<b>NET GAIN/(LOSS)</b>	<b>464,547.93</b>	<b>0.00</b>	<b>0.00</b>
		<b>Funded</b>			<b>Interfund Loans Balance to be repaid to Water Reserve:</b>			
<b>\$ 450,000.00</b>	<b>\$ 450,000.00</b>		<b>\$ 450,000.00</b>		<b>URD 314866-Highway 1010 Construction Loan</b>	<b>\$ 350,000.00</b>		
Projects:								
		90,000.00	\$8,389.25		<b>Wastewater Master Plan - Grant \$20k</b>			
		10,000.00			<b>Wastewater Rate Study</b>			
		80,000.00	\$16,308.00		<b>Solid Pole Buildg</b>			
		30,000.00			<b>Submersible Pump Elec Plugs</b>			
		10,000.00	\$6,110.58	review	<b>Wastewater VarFreqDrive Plant</b>			
		30,000.00			<b>I&amp;I Basin Rehab</b>			
		20,000.00	\$14,581.80		<b>Other/Sampler Testing equipment</b>			
			\$720.00		<b>SLIDING UV DOORS</b>			
		5,000.00			<b>Air Valve</b>			
		275,000.00	46,109.63		<b>FY 2021 Budgeted Total</b>			
					<b>Phase 1. E. 2nd Street Renovation waterline (Prospect to Loma)</b>	\$50,000.00		
					<b>I&amp;I Basin Rehab</b>	\$30,000.00		
			46,109.63		<b>Roll up door PW 50/50</b>	\$22,500.00		
					<b>Gate - Electric at PW 50/50</b>	\$7,500.00		
			0.00			\$110,000.00		
					<b>125+ kw Portable Generator</b>	\$45,000.00		
					<b>Tractor for Bio's &amp; Multi Purpose</b>	\$60,000.00		
						\$105,000.00		