

1. 2:00 P.M. Agenda

Documents:

[2021-08-10 Public Works And Streets Agenda.pdf](#)

2. Meeting Materials

Documents:

[2021 July Public Works Department Report.pdf](#)

[July 2021 Water Report.pdf](#)

[July CIP 2021report.pdf](#)

[2019-12-Commission-Rules-.Pdf](#)

[2019-12-Commission-Rules-Public Works.pdf](#)



CITY OF YACHATS
PUBLIC WORKS & STREETS COMMISSION MEETING
Tuesday, August 10 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

+16699006833,,89066794171# US (San Jose) 12532158782,,89066794171# US

+(Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 890 6679 4171

Find your local number: <https://us02web.zoom.us/u/kyUKe1N9W>

AGENDA

- I. Meeting called to order
 - II. **Reports**
 - a. Public Works Report (Rick & Dave)
 - b. Finance Report (Don)
 - c. Emergency Preparedness Report (Bob)
 - III. **Current Business**
 - a. Commission Seats Update
 - b. Review Commissioner Responsibilities (attachments) also found in the document library under "Government" "City Council" "2019-12 Commission Rules"
 - c. West 2nd Update / Stop Signs & Crosswalk
 - d. Earthquake Valve & ?? projects Engineering
 - e. East 2nd Street Project
 - f. Pole Building Status
 - IV. **New Business**
 - a. Studies: Requested guidelines from Council
 - b. Street Lighting
 - c. Pedestrian Safety: Downtown to the across bridge
- Other Business**
- a. From the Commission
 - b. From the Floor
 - c. Next Meeting Tuesday, August 10, 2021 at 2:00 P.M.

*******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. 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 08-09-21

Date: August 6, 2021
To: Katherine Guenther, Interim City Manager
From: Public Works Department
Re: July 2021 Public Works Report

Rain fall at Yachats Public Works:

	2021	2020	<u>Inches</u> 2019	2018
July	0.14	0.05	0.75	0.06
Rain year to date:	29.74	37.20	34.66	36.33

Total water production: **5,166,000 gallons** Water loss efficiency: **93%**

Total water accounted for: **4,835,856 gallons**

Total wastewater treated: **4,286,000 gallons**

The following is a list of what was done by Public Works staff in July 2021.

Streets:

- Brush cut fire hydrants.
- Pothole filled at King St. and Hwy 101 intersection.
- Installed Stop signs and bars at the intersection on Pontiac and W. 2nd .
- Two loads of rock.
- Prep for street painting.

Water Treatment Plant:

- Water systems operations.
- Reedy Creek headworks repair and brush cutting.

Distribution Sys:

- Meter reading.
- Meter maintc.
- Water meters installed.
- Water meters replaced.
- Water line located on Aqua Vista.
- Driveway on Lincoln Ave.
- Tree cut at LID water tank.
- Water leak repair on W. 3rd and in Overleaf area.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Two loads of biosolids sent to Roseburg.
- Air diffusers replacement in digesters #1,2, and 4. (234)
- Head Farms truck removed approximately 35 yards.

Collection Sys:

- Lift station inspections.
- Degreased 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.
- City Hall and Commons key boxes and fixtures installed.
- City Hall sewer holding tank pump repair and plumbing issues.
- Banner repairs.
- U.S. flags taken down.

Parks & Trails:

- Piles picked up for Trails.
- Maintc. on Trails door.

Water Audit

Gallons of Water Produced	Apr-21	May-21	Jun-21	21-Jul
Water Plant	4,476,300	3,339,800	4,765,800	5,166,000
Total	4,476,300	3,339,800	4,765,800	5,166,000
Gallons of Accounted for Water				
Reservoir Level Feet	29.8	19.1	21.8	28.1
Reservoir +/- Gallons 41,666 per Foot	312,495	445,826	112,498	262,495
Waterline Flushing Gallons	19,000	21,000	0	
Gallons Sold	3,799,900	3,355,655	4,425,355	4,573,361
Total	4,131,395	2,930,829	4,537,853	4,835,856
Final Water Report				
Water Loss Efficiency	92%	88%	95%	93%
Unaccounted Gallons per Month	344,905	408,971	227,947	330,144
Unaccounted Gallons per Minute	8	9.5	5.3	7.6

8/1/2021

Public Works CIP Report

	Estimated Cost	20/21	21/22	Current Activity	Actual to Date	% of Budget	Planning	Execution	Closing	Comments
Water										
Water Master Plan	65,000	65,000	-	-	-	-	100%	100%	95%	OHA Reviewing
Water Manage & Conservation Plan	35,000	30,000	5,000	-	-	-	100%	100%	95%	OHA Reviewing
#1. Water Source Plan	30,000	30,000	-	-	-	-	100%	100%	95%	DEQ Reviewing
#2. Water Source Plan	30,000	30,000	-	-	-	-	5%	0%	0%	awarded \$30k Grant
South Tank Earthquake Valve	70,000	70,000	50,000	-	-	-	100%	0%	0%	Applied for grant 75/25 match
Backwash Recycle System	187,000	45,000	142,000	-	-	-	100%	0%	0%	Engineering Complete
Service Trucks	40,000		40,000				2%	0%	0%	Searching
Roll-up Doors for Shop Replacement	36,500		36,500				0%	0%	0%	
WTP Elec, Control Systems, Instrumentation & Other Upgrades	30,000	-	30,000	-	-	-	0%	0%	0%	-
E. 2nd Street Waterline Prospect to Loma	155,000	-	14,000	-	-	-	0%	0%	0%	-
Total	518,500	115,000	312,500	-	-	-				
<i>Minus- Grants, SDC & URD funding</i>	<i>(66,592)</i>	<i>(50,000)</i>	<i>(16,592)</i>	<i>-</i>	<i>-</i>	<i>-</i>				
Water Fund	451,908	65,000	295,908	-	-	-				
Wastewater										
Wastewater Facilities & Sewer Lines Master Plan	90,000	90,000	30,000	-	-	-	100%	90%	0%	Engineering
Solids Pole Building to Cover Truck	80,000	80,000	20,000	-	-	-	100%	5%	0%	Bid Accepted
Submersible Pump Electric Plugs	30,000	30,000	30,000	-	-	-	50%	0%	0%	Engineering
I&I Camera	95,000	-	95,000	-	-	-	10%	0%	0%	analysis of different systems
125kw Portable generator	45,000	-	45,000	-	-	-	10%	0%	0%	Searching
Tractor w/sidearm mower	60,000	-	60,000	-	-	-	0%	0%	0%	-
Roll-up Doors for Shop Replacement	66,000	-	66,000	-	-	-	0%	0%	0%	-
Slide Gate for fence Wastewater	7,500	-	7,500	-	-	-	0%	0%	0%	-
E. 2nd Street Sewer Line Prospect to Loma	50,000	-	13,000	-	-	-	0%	0%	0%	-
Total before capitalized labor	523,500	200,000	366,500	-	-	-				
Grants, SDC & URD funding	(50,000)	-	(50,000)	-	-	-				

8/1/2021

Public Works CIP Report

	Estimated Cost	20/21	21/22	Current Activity	Actual to Date	% of Budget	Planning	Execution	Closing	Comments
City Funds	473,500	200,000	316,500	-	-	-				
Streets										
Oceanview Drive	50,000	50,000	50,000	-	-	-	100%	50%	0%	Finish this summer
Gimlet Gates	30,000	-	30,000	-	-	-	0%	0%	0%	-
E 2nd Street (Prospect - Loma)	165,000	-	13,000	-	-	-	0%	0%	0%	-
Total before capitalized labor	245,000	50,000	93,000	-	-	-				
Grants, SDC & URD funding	(130,000)	(100,000)	(30,000)	-	-	-				
City Funds	115,000	(50,000)	63,000	-	-	-				
Storm Water										
Storm Drain Build-Out	15,000	-	15,000	-	-	-	0%	0%	0%	-
Storm Drain - Gender Drive	35,000	-	35,000	-	-	-	5%	0%	0%	begin engineering
Total before capitalized labor	50,000	-	50,000	-	-	-				
Grants, SDC & URD funding	(50,000)	-	(50,000)	-	-	-				
City Funds	-	-	-	-	-	-				
Emergency Preparedness										
Conex installation	20,000		20,000	-	-	-	10%	0%	0%	search for site
Trails										
Boardwalk	1,000,000?		50,000	-	-	-	10%	0%	0%	concept drawing complete

Commission Rules

City of Yachats, Oregon



Initially Adopted and Effective March 1, 2005

Amended April 11, 2005

Amended April 6, 2008

Amended June 11, 2008

Amended November 1,
2008

Amended January 3, 2012

Amended March 5, 2013

Amended July 4, 2015

Amended August 1, 2018

Amended December 18, 2019

5.24 Quorum

Four (4) members of the commission shall constitute a quorum for the transaction of business.

5.3 Public Works & Streets Commission

5.31 Membership

The Public Works & Streets Commission shall consist of seven (7) members, appointed by the Mayor with consent of the Council.

One member of the commission may reside outside the City limits.

The members of the commission shall receive no compensation for their services.

5.32 Terms of Office.

Terms of office shall be three (3) years and shall expire on December 31st of the third year.

A member of the commission may be removed by a majority vote of the Council without cause.

A vacancy shall be filled by the Mayor with approval of the Council for the unexpired portion of the term.

5.33 Powers and Duties.

Formulate rules, regulations and standards for the operation and use of the City's public works, recommend such to City Council for adoption.

Plan for future growth, development and improvement of the City's public works.

Advise the City Manager on improvements and maintenance for public works.

Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.

Review all rates and fees including, but not limited to, water, sewer, and system development and report to the City Council by March 1st of each year and recommend any changes in rates, fees, charges or policy.

Review monthly Budget Reports for all Public Works systems including Capital Improvement Projects.

Serve as liaison to various Lincoln County Committees or Work Groups associated with Public Works systems.

Serve as the sponsoring Commission for the Emergency Preparedness Committee.

Serve as the City's Public and Traffic Safety Committee as follows:

- A. Hear suggestions and complaints from citizens concerning issues of public and traffic safety;
- B. Research and develop remedies for public and traffic safety concerns as needed;
- C. Recommend public and traffic safety priorities for the City;
- D. Review and recommend project application for funding;
- E. Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
- F. Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;
- G. Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;

Serve as a franchise review committee responsible for initially reviewing, negotiating and recommending to City Council all franchise agreements.

5.34 Quorum

Four (4) members of the commission shall constitute a quorum for the transaction of business.

5.4 Library Commission

5.41 Membership.

The Library Commission shall consist of five (5) members, appointed by the Mayor with consent of Council.

One member of the commission may reside outside the City limits.

The members of the commission shall receive no compensation for their services.