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City of Yachats
PUBLIC WORKS & STREETS COMMISSION

November 13, 2018

Draft Minutes

Chair Bob Bennett called the November 13, 2018 regular meeting of the Public Works and Streets Commission to order at 3:00 pm in Room 1 of the Yachats Commons. Members present: Larry Nixon, Tom Bedell, Bob Bennett, Don Groth, and Rick Haynes. Absent: none. Staff present: Water Plant Lead Rick McClung and Wastewater Plant Lead Dave Buckwald. Audience: 2.

I. Minutes of October 9, 2018

Commissioner Nixon noted the sign issue had been resolved.

Nixon moved to approve the October 9, 2018 minutes as presented: Aye – 5; No – 0.

II. Reports

A. Public Works Department

Waste Water Plant Lead Dave Buckwald highlighted:

1. Worked on the curb at W 2nd Street and Beach Street
2. Completed Pacific View drainage system
3. Installed partial culvert on Green Hill
4. Working on refurbishing fire hydrants
5. Sent 3 loads of biosolids to Heard Farms
6. Smoke tested Quiet Water
7. Sewer camera is under repair
8. Public Works and City Hall completed an OSHA blood born pathogen training. Will have follow-up on Friday
9. Fixed several OSHA mandated repairs
10. Cut brush around south container

Rick McClung reported he completed two classes for his FEMA certifications.

Commissioner Bennett asked about the status of degreasing. Buckwald reported the main issue was at the Pontiac pump station, noting the higher amounts might be due to a delay in maintenance.

B. Emergency Preparedness Committee

Bennett reported the Emergency Preparedness Committee answered questions from the Mayor and Jenny Demaris.

Nixon reported three haulers (Lincoln City, Waldport, and Newport) started enforcing the DEQ asbestos regulations. He stated Dahl would require more documentation on delivered loads and inspectors would be required to do demolition. There was more emphasis on identifying all the materials that could contain asbestos, noting asbestos

1 was put into many materials to reduce fire risk. Commissioner Bedell asked if there was
2 asbestos pipe within the City. Nixon noted a section was left buried south of town and
3 was repurposed with fiber optics. McClung stated that there were places with asbestos
4 pipe on the side streets, which would be replaced if work was done in that area.
5

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

7 Nixon invited anyone to attend the monthly meeting on the second Tuesday from 11:00
8 am to noon. He reported the Advisory Council would be addressing reports on the
9 asbestos regulation changes.
10

11 **D. Financial Report**

12 Bennett noted a \$13,000 expense on the distribution section of Water Systems.
13 McClung explained most of that was from the Fistera water meter. Bennett clarified
14 some (around \$7,000) would be covered by SDC charges. Buckwald noted an expense
15 of \$8,000 under main plant parts, which was for replacement UV lights.
16

17 **III Current Business**

18 **A. Status of Ocean View Drive with County and Traffic Pattern Changes**

19 McClung reported Ocean View Drive was ready for transfer as soon as it got paved and
20 the culverts would be repaired. The paving should begin in May or June 2019. He
21 explained a final decision had not been made about the direction of traffic. He indicated
22 there would be input from Trails, delivery trucks, merchants, and bus drivers. He has
23 asked Engineer of Record for an evaluation. He hoped to have a response from the
24 Engineer within a month. Bennett clarified that the report would present options.
25 Bennett suggested having public meetings on the options.
26

27 McClung noted there were no standards for streets in Yachats, and the county might
28 repair the road to their own standards. Commissioner Haynes noted the only applicable
29 standards would be what was identified in the Settlement Agreement.
30

31 Haynes suggested the platting ordinance might say something about paving standards.
32 He believed they should have standards in place for future development.
33

34 McClung indicated the County was doing more than they actually are required to do.
35

36 Bennett noted that someone needed to sponsor the public meetings. McClung and
37 Bennett suggested the Council should host the meeting. Bennett suggested the Council
38 would need input from the Public Works and Streets Commission.
39

40 Bennett suggested they make a recommendation to the City Manager that they get to
41 review the engineer's report and then decide whether to have the engineer make
42 presentation to the Commission. Bennett hoped to arrange public meetings in February
43 or March of 2019.
44

1 Haynes outlined a suggested course of action: engineer presents several options to the
2 Commission, give the public a chance to review the options, then have Public Works
3 makes recommendation to Council.
4

5 **B. Letter from PBW Chair to YRFD Chief regarding Official Liaison**

6 Bennett reported letter was sent to Fire Chief Petrick. He attended the YRFPD Board
7 meeting this month where the letter was accepted. The Board would be sending back a
8 letter recognizing the relationship.
9

10 **New Business**

11 **B. Consider doing an audit of high volume utility billings**

12 Bennett reported he met with the City Manager and Utility Clerk Kimmie Jackson about
13 the current rates around the large users of water. He noted revenues of \$70,000-
14 \$80,000 more than forecasted. He was not clear if they sold more water or whether the
15 rate structure resulted in greater income. Bennett reported there was movement to bring
16 in an auditor to review billing practices to ensure proper amounts of revenue to cover
17 costs.
18

19 Bennett recalled the last review of SDC and water/sewer rates was in 2006. McClung
20 indicated the review would be an ideal project after Water Master Plan was completed.
21

22 Leslie Vaaler recalled Tom Lauritzen was interested in this topic. Bennett reported he
23 met with Lauritzen and discussed the possibility of doing a performance audit.
24

25 **A. Develop “ground rules” for documenting CIP items**

26 Bennett referred to the current goals from the City Council. He suggested the
27 Commission first think about prioritizing the CIPs and leave covering costs to the
28 Finance Committee. Groth suggested they start with identifying the items on the list.
29 Haynes believed they needed to have a discussion about means to generate water
30 security before they get into budgeting. Bennett recalled the Mid-Coast Water
31 Partnership was reviewing water needs and relationships from Lincoln County. Bennett
32 also noted the Partnership has an online survey about water issues.
33

34 Bedell suggested they check state and local regulations before pursuing a water
35 security project. Bennett noted the Partnership was doing some of this legwork.
36 McClung provided more detail of the Water Partnership work. Nixon recalled a Yachats
37 River Group which looked into taking water from the Yachats River, noting intense input
38 from residents in the river valley. Bennett noted they do have water rights on Yachats
39 River but there were limitations around stream flows.
40

41 Bennett reported that historically the CIPs get reduced to a single line item in the budget
42 and CIP plan, and he suggested these line items have clearer statements on what the
43 project was, such as “Replace/resleeve E 2nd Street from X to Y.”
44

45 Bennett also wanted to take the Council goals and identify the CIPs related to those
46 goals. He would like to see each CIP project tagged to one goal, and if it has no tags,

1 they reevaluate the need to do the project. McClung noted that the next Council could
2 have a different set of goals. The Commission noted the posted list of Council goals in
3 the room was incomplete.

4
5 Bennett indicated he would attend the Council Meeting on November 14, 2018 to ask
6 the Council wants the Commission should use to set priorities.

7
8 Groth suggested the Commission review CIP list at the December meeting. Bennett
9 noted the Finance Committee would determine the implementation schedule. Haynes
10 asserted that Public Works could identify items that needed to be addressed first. The
11 Commission discussed complications around staff time, project management, and
12 scheduling.

13
14 Bennett indicated the Commission would focus on CIP projects at their December
15 meeting limiting reports to Public Works, skipping Emergency Preparedness and Solid
16 Waste reports, and including a paper Finance report.

17
18 Bennett asked Public Works to bring additional items for CIPs.

19
20 **IV. Other Business**

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

22 **B. From the Floor** - none

23
24 With no further business before the commission, Bennett adjourned meeting at 4:15 pm.

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30 _____
31 Bob Bennett, Chair

30 _____
31 Date

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33 Minutes prepared by H.H. Anderson on December 9, 2018.