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City of Yachats  
**PUBLIC WORKS & STREETS COMMISSION**

June 11, 2019  
Draft Minutes

**I. Call to Order**

Chair Bob Bennett called the June 11, 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: Bob Bennett, Tom Bedell, Ann Stott, Ron Urban, and Larry Nixon. Absent: Tom Fisher and Don Groth. Staff present: Wastewater Plant Lead Dave Buckwald and Water Treatment Plant Lead Rick McClung. Audience: 1.

**II. Minutes of May 14, 2019**

Minutes recorder Anderson read the corrections made to date. Commissioner Urban noted Larry Nixon was not absent.

Commissioner Nixon moved to approve the May 14, 2019 minutes as amended: Aye – 5; No – 0.

**III. Reports**

**A. Public Works Department**

Buckwald highlighted:

- Biosolids dump truck had to be repaired for \$4,200 (cylinder replacement)
- Staff took a CIS Sewer Backflow training seminar for continuing education credits
- CIS did building inspections and found only a few things to remedy
- Need to install tsunami signs on Horizon Hill.

**B. Emergency Preparedness Committee**

Nixon reported the Committee was planning to have a table at the Farmers Market to hand out tsunami information (monthly), with the first planned for June 30, 2019. He talked with Betty Johnstone about getting together materials.

Nixon reported they talked with the Fire Department about the table top exercise where they would play out a hotel fire. Bennett indicated the Fire Department was being very thorough in their preparations. Nixon added there was some discussion about moving the zone where the Highway transitions to 45 mph on the north end of town.

**C. Solid Waste District Advisory Council**

1 Nixon reported the topics were to have a countywide organic recovery program, an  
2 environmental impact fee, an education program, and a program in the schools.

#### 3 4 **D. Financial Report**

5 Bennett recalled from the last meeting the Commission was discussing the amount of detail in  
6 the financial reports, noting all of the categories they cover. Urban asked that anomalies be  
7 discussed, such as the 131% overrun for street lights. Nixon provided the history of street lights  
8 in town. Buckwald explained different street lights have different costs and Public Works does  
9 not chart these expenses, as PUD bills the City directly.

10  
11 Commissioner Stott asked for clarification on what the revenue numbers meant in the Streets  
12 budget. Bennett explained \$121,000 in revenues were budgeted and the year to date collections  
13 were at \$166,243.93, leaving an excess of 45,243.96 (137% of projected). Bennett explained the  
14 process of how the state highway allocation was made.

15  
16 Buckwald noted on Storm Drains there would be additional expenses on mowing as they clear  
17 the ditches.

18  
19 Bennett noted installation charges were very hard to predict as it depended on how many homes  
20 were built. Buckwald explained Reedy Creek and the river gage yearly fee made the  
21 Dues/Memberships/Fees high (at 196%). McClung noted they were getting a project  
22 management module in the IT fund. McClung explained the plant is old and more parts are  
23 wearing out. Additionally, many parts have to be retrofitted. Bennett asked about Distribution  
24 System Outside Services. McClung indicated that equipment had to be recalculated and the  
25 SCADA system needed some adjustments. McClung added that the individual line items are less  
26 important than the overall amount spent. Buckwald stated they sometimes spend less in one  
27 category when they know they have overrun in another category.

28  
29 Bennett noted Collections Outside Services was again high. Buckwald indicated this amount  
30 was due to the work that had to be done on the pumps.

### 31 32 **IV. Current Business**

#### 33 **A. Utility Billing System**

34 Manager Beaucaire clarified that the Council was under the impression that they did not send the  
35 matter back to the Commission. She noted the Council has asked her for more information.  
36 Bennett asserted that the Commission was to provide some background and objectives for the  
37 study. He also indicated it was unclear as to what the role of the Commission would be in the  
38 conduct of such a study. Manager Beaucaire stated she would talk to Council about being  
39 clearer in direction to Commissions and Committees. She also noted that staff has asked for  
40 more clarity in direction from Commissions and Committees.

41  
42 Bennett explained his summary of the billing situation, noting the amount stated “per year” is  
43 actually “per month.” McClung clarified that the original objective was to have \$100,000 each  
44 for sewer and water. Commissioner Bedell asked about production capabilities of the water plan.  
45 McClung stated that the plant can increase by 40% capacity but the limiting factor is the  
46 availability of raw water. McClung noted July 4<sup>th</sup> consumes about 300,000 gallons and the plant

1 can product 450,000 gallons. Bedell and Stott clarified they City is setting aside reserves to  
2 purchase land for raw water storage.

3  
4 Bennett explained the Proposed Objections were summarized from what was previously set.  
5 Bennett noted the support services and administrative overhead that supports water and sewer  
6 and this factor is not necessarily factored to operations costs. He added that they need better data  
7 if they are to conduct annual reviews of covering costs.

8  
9 Bedell asked about SDC fees. Manager Beaucaire stated the engineer of record has commented  
10 that the City should re-evaluate its SDC charges.

11  
12 Manager Beaucaire suggested adding the following objectives:

- 13 • Looking at debt requirements for water and waste water loans
- 14 • Looking at reserves required by DEQ and others
- 15 • Age of current pipe, miles, materials, and size
- 16 • Methodology for getting into large users group
- 17 • Need to incorporate raw water storage and protecting the watersheds

18  
19 Manager Beaucaire noted Council has three choices: the two approaches Public Works and  
20 Streets has been discussing and conducting an audit to determine adjustments.

#### 21 22 **B. Clean Sweep**

23 Bennett reported he has had four people to volunteer.

24 Thursday Morning: Tom Bedell

25 Thursday Afternoon: Tom Bedell

26 Friday Morning: Tom Bedell, Bob Bennett

27 Friday Afternoon: Ann Stott, Ron Urban

28 Saturday Morning: John Moore, Larry Nixon

29 Saturday Afternoon: Ron Urban, Ann Stott

30 Sunday Morning: Bob Bennett, Larry Nixon

31  
32 Bedell asked that someone create a list of what goes into each bin. Manager Beaucaire asked  
33 that Bennett let Kimmie Jackson know how many signs are needed and what they should say.

34  
35 Bennett stated he was not certain of how cleanup would be handled.

### 36 37 **V. New Business**

#### 38 **A. Recommendations to City Council**

39 Manager Beaucaire explained that the City Attorney provided information on the franchise fees  
40 and she just needed the Commission's approval to move forward.

#### 41 Pioneer

42  
43 Urban suggested they set a term rather than going month to month. Stott suggested that Pioneer  
44 and Charter should be on a similar schedule. Stott also suggested increasing the fee to 5%. The  
45 Commission agreed to use a five year-term with a five-year renewal.

#### 46 47 Dahl

1 Stott asked what other Dahl customers were charging. Manager Beaucaire indicated the city  
2 managers were discussing how to get everyone in a similar agreement and that this franchise  
3 might involve an ordinance.

4  
5 Urban asked how much money would be involved if increased by a percent.

6  
7 **Moved to recommend that the Pioneer franchise be changed to a five year-term with a five-year**  
8 **renewal at 5% pending negotiations: Aye – 5; No – 0.**

9  
10 Helen Anderson asked why there was no franchise for DISH or DIRECT TV. Manager  
11 Beaucaire indicated the industry was evolving.

12  
13 **VI. Other Business**

14 **A. From the Commission** – none

15 **B. From Staff** - none

16 **C. From the Floor** – none

17  
18 With no further business before the commission, Bennett adjourned meeting at 4:47 pm.

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23  
24 \_\_\_\_\_  
25 Bob Bennett, Chair

\_\_\_\_\_ Date

26 Minutes prepared by H.H. Anderson on June 26, 2019.