

PUBLIC WORKS COMMITTEE MEETING MINUTES
Tuesday, January 9, 2018, 3:00 p.m. MT
**** PUBLIC WORKS HEADQUARTERS ****

Meeting called to order at 3:00 p.m. by Bernie Babcock, Public Works Committee Chairman.

Committee members present included Mr. Scott Wilson, Mr. Bernie Babcock, Mr. Pat Woodcock and Mr. Riley Hill (one vacant position).

Others present included Cliff Leeper and Betsy Roberts.

The press was notified. This meeting was recorded (the tape is available at the Public Works Headquarters); the minutes are on file at City Hall and on the city's website at www.ontariooregon.org.

ADOPTION OF MINUTES – NOVEMBER 14, 2017

RESOLUTION, ACTION &/OR MOTION:

- Correction on last page: Contact DOC... to pay 50% of necessary electrical costs.

The motion was made by Mr. Hill, seconded by Mr. Wilson to adopt the minutes of the previous meeting, November 14, 2017 with the noted correction: Motion passed unanimously.

ELECTION OF OFFICERS

RESOLUTION, ACTION &/OR MOTION:

- Mr. Babcock, Public Works Committee Chairman;
- Mr. Hill, Public Works Committee Vice-Chairman;
- Mr. Woodcock, Public Works Committee Secretary.

The motion was made by Mr. Hill, seconded by Mr. Wilson to keep the Officers as is: Motion passed unanimously.

SRCI UPDATE

BETSY

- ~ BR – The report has been sent to them, and have asked Christine Coleman several times for their input. Will ask again now that holidays have past.
- ~ RH – At the last meeting we talked about that because those are possibly constricted is why was forcing a higher head on the pump? BR – Correct
- ~ CL – We talked about doing a procedure called “Ice Pigging”. (Force main cleaning where salt & ice dissolve)
- ~ RH – Cost? Is it worth it?
- ~ CL – Approximately \$100k, and believe it is worth it. Not yet had an opportunity to meet with them due to the Holidays.
- ~ SW – Whatever option is decided will take years so this may need to be done.
- ~ BR – It's the phasing and that will be part of it because the options will tell us what our schedule is. And if it is that far out ... the siphon, etc. which means property (all that coordination) it goes backward in time and... and will be part of it. Because the options will tell us what our schedule is. And if it is that far out ...
- ~ BB – With those options wouldn't pigging be required anyway?
- ~ BR – Yes. And thought is there a situation where you can get away with Not doing it because it is so expensive. Again, looking at the options and the timing we will have to weigh that when we see it.
- ~ CL – We are going to recommend that we move forward; whether they agree with us is the question. The system has been in service for over 20 years now.
- ~ RH – Would those lines be abandon if the Siphon came in? BR – Yes

CAPITAL PROJECTS – BUDGET MODIFICATIONS

BETSY

GENERAL DISCUSSION:

The Budget committee is looking at some potential changes. The Council is trying to gather information on what are some mid-year adjustments that we can do to, focusing on the Capital Projects, and would like the Public Works Committees' input as well. (PowerPoint Handout)

- ~ BB – What is the background behind a mid-year budget adjustment?
- ~ BR – It's based on the 1% Sales Tax now having to go to vote. If it would have just passed this would have been fine and left as is. But now that we are uncertain of the future we need to plan ahead. The reason Wastewater is in here to look at is because it is impacted somewhat from the NPDES and want to get your input.
- ~ CL – The City may have significant cuts for the next year's budget because of "lack of funds"; if they don't spend those funds prior to the new fiscal year coming on board they will be that much better off.
- ~ BR – These are some of the ones that have not been done yet, but were approved in the budget.
- ~ RH – Where is this money coming from? General fund?
- ~ BR – Yes
- ~ BB – For clarification essentially, we entered the year with a balanced budget, attempted to pass a 1% tax to make up for a deficiency in the future. And basically, starting to set aside funds or reserve funds because if that doesn't pass they have a fiscal crisis next cycle?? Correct.
- ~ CL – Understand it to be a \$900,000 short fall for next year's budget.

CAPITAL PROGRAM

Potential mid-year adjustments to capital program

➤ **AGENDA**

- General Fund Review
- WW Fund Review

➤ **2017-2018 GENERAL FUND CAPITAL PROJECTS**

Capital Projects	Budget	Actual
Downtown trash enclosures	\$33,000	
Concrete work – Oregon Street	\$36,000	
Road Repair	\$30,000	
Meadow Planter Agreement	\$40,000	\$17,000
Community Development Parking Lot	\$9,100	
Website Revision	\$5,475	
Skid Steer (street fund share)	\$50,000	\$0

- ✓ **TRANSIENT OCCUPANCY TAX FUNDS FOR SPLASH PAD**
 - 12.5% (on 8% tax) of Transient Occupancy Tax (TOT) funds must go towards Parks/Rec/Other Community Enhancement
 - The Council has designated funds thus far to the Aquatic Center
 - Multi-year collections have been budgeted for approximately \$210,000 through the end of this fiscal year.
 - Future year's distributions could be used for other Parks/Recreation/Other Community Enhancements.
- ✓ **DOWNTOWN TRASH ENCLOSURES**
 - \$33,000 Total
 - One for each block at a cost of \$11,000 per enclosure
 - In conjunction with an ordinance for consolidated waste stream downtown
- ✓ **CONCRETE WORK**
 - \$36,000 - Removal of Mid-Block Crossings on Oregon Avenue & Restriping
 - Without removal, we will need to re-stripe parking to come into compliance, this will result in fewer parking spaces.
- ✓ **ROAD REPAIR**
 - Annual road repair budget.
 - It is for unanticipated repairs or regular patching and repair.
 - There are several places identified

- ✓ MEADOW PLANTER AGREEMENT
 - \$40,000 budgeted
 - \$17,000 has been spent on tree grates
 - **\$23,000 remaining will not be spent**
- ✓ COMMUNITY DEVELOPMENT PARKING LOT
 - \$9,100 committed from General Fund
 - Using CH2M labor to match funding from the building fund this will leverage another \$29,000
 - We may be able to bring this down with neighbor participation
- ✓ WEBSITE REVISION
 - \$5,475 – Make current website mobile compliant and ADA compliant
 - Greater improvements are really needed beyond the \$5,475
 - 21st Century city has mobile applications, and customer resource management (CRM)
- ✓ SKID STEER
 - CH2M purchased the equipment for the city’s use.
 - \$50,000 projected to be spent out of the public safety fund can be removed from the budget.
- ✓ GENERAL FUND ALTERNATIVES
 - Adjust the budget by resolution
 - Re-convene budget committee for review and discussion prior to amending budget

- ~ BB – What is the impact of the changes to the General fund budget long term?
- ~ CL – For example, if decided not to do chip seal, the immediate change would probably not see anything but will impact the future.
- ~ BR – May want to prioritize this list.
- ~ CL – We can hold off on chip seal, however cannot hold off on crack fill. We’ll lose a road.
- ~ BB – Skidsteer – resolved, Website revision – necessary due to compliance, and probably the concrete work and road repair need to be accomplished at some point in time & were budgeted for – two priorities of this list. (own opinion)
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- ~ BB – Entertain a recommendation or motion that Road repair and concrete work be maintained as priorities within this process...
- ~ RH – Concrete work as important???
- ~ BR – Could state it so that we could give order here but if by doing any of these it makes up default on crack fill in particular, and potentially chip seal in the future budget year, then go for the crack fill and chip seal over the others.
- ~ RH – Reason for this is to try to fill a gap that we know is going to happen next year. So seems to be prudent to say that the trash enclosures, concrete work, parking lot, and the website are low priorities as opposed to putting money in there for chip seal and crack filling next year?
- ~ CL – Correct
- ~ BB – **So recommend basically of those items on the list we feel that the Road repair should not be deferred. Everyone agree?? -- multiple -- Yes.**
- ~ BR – Can express that this committee has concerns about next year’s chip seal and crack fill, making sure that happens.
- ~ SW – Therefore, if crack fill & chip seal were at the bottom of the list, we would recommend that all would be eliminated except these two.

➤ **2017-2018 WASTEWATER FUND CAPITAL PROJECTS**

Capital Projects	Budget	Actual
Facility Plan Update	\$270,000	\$0
SRCI Lift Station Evaluation	\$40,000	\$25,000
Total Cost	\$310,000	\$25,000
Additional Work		
Mixing Zone Study	\$0	\$50,000
WWTP pH Adjustment Plan	\$0	\$10,000
WWTP pH Adjustment Design	\$0	\$30,000
Anticipated Additional Cost	\$0	\$90,000

We had \$270,000 sitting in for the Facility Plan that included a SCADA update, but because of the SCADA emergencies we’ve had to do some of that work ahead of time. With the NPDES the DEQ has moved that Facility Plan out a good solid five (5) years, therefore do not need that budgeted and is now available to us. The SRCI Lift Station we budgeted \$40,000, we did it in-house and completed it a bit under the \$25,000.

Things that are coming out of the NPDES that we did not have a budget for that we are going to need to do are the Mixing Zone Study, and these come up timing wise in the NPDES such that we would need to start on this. We would need to start on a PH Adjustment Plan for the end of the WWTP: a plan and then a design.

Ultimately did not spend the \$270,000 but need to spend \$90,000 = \$180,000 left.

BR – Had hoped to have the NPDES draft permit in front of us yesterday to start the review within the city so you'd be able to see it, however, we have not received it yet. But we will be able to give you an idea when it comes in what some of those costs are going to be at least what some of the big items are.

BB – Temporary permit?

BR – No, the permit will be good for 5 years.

CL – Once we get the permit with our comments before it goes to council the Public Works Committee needs to review it.

BR – PWC to review/comment, we'll send it to DEQ, they incorporate our comments, and even if they choose to ignore them they will still be part of the public record, then it goes out for public comment for 6 weeks.

With all that said the schedule that the DEQ provides is basically a 2-week time frame, but we've said we need more time to meet Council, PWC, etc. at the right times. We will keep you updated.

RESOLUTION, ACTION &/OR MOTION:

None

COMMENTS

RH – Infrastructure issues - if Government comes out with those “Shovel ready projects”, what can we do that would put us at the top of the list?

CL – We have a whole series of infrastructure issues here in the City of Ontario:

- Need to deal with the solids @ our WW plant
- New requirement for the NPDES permit
- Issues with increasing capacity at the Water Plant
- Have a significant horizontal water distribution pipe that is 70+ years old
- ETC.

RH – Just saying we should do the prep work and ready to go.

ADJOURN

The motion was made by Mr. Hill, seconded by Mr. Woodcock to Adjourn: Motion passed unanimously.

APPROVED:

Signature

(Bernie Babcock, Chairman / Riley Hill, Vice-Chairman)

Date

2/20/18