

PUBLIC WORKS COMMITTEE MEETING MINUTES
Tuesday, April 12, 2018, 12:00 p.m. MT
**** ANNEX ****

Meeting called to order at 12:00 p.m. by Bernie Babcock, Public Works Committee Chairman.

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

Others present included Cliff Leeper, Betsy Roberts, Suzanne Mulvany, and Marty Justus, Council liaison.

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 – MARCH 20, 2018

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Wilson, seconded by Mr. Hill to adopt the minutes of the previous meeting, March 20, 2018: Motion passed unanimously.

PRIORITIZE
CAPITAL IMPROVEMENT PROJECTS

BETSY

(Handout)

BR – Started off by having the Public Works staff review and prioritize.

- Overview of handout:
 1. Priority
 2. Status – Carryover (funds already there), Annual, or a New project
 3. Beginning balance minus Department Total = Difference
 4. Revenue and expenditures are averages

CEMETERIES					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
1	New	Riding Mower	Riding mowers for lawn mowing (replacement)		\$ 12,500.00
Department Total:					\$12,500

Beginning Balance:

Difference: \$ (12,500)

Annual Revenue (fees): \$ 38,000

*Expenditures: \$ 5,000

*Expenditure does not include capital outlay.

BR – No beginning balance so the difference is -12,500.

Water Treatment Plant					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	carry over	Baffle Wall Replacement	Replace baffle walls in flocculation system. Currently there are gaps in the existing redwood walls at WTP because the wood has literally disintegrated. Can no longer patch - patching materials must meet NSF (drinking water) standards.	Include some design time - this baffle wall is not constructed as a baffle (up flow and flow under the wall). Need to review hydraulics and consider modification to increase efficiency of floc production as well as reduction in floc shearing. 2018 comment: Design in current year - construction in 2018-19.	\$ 160,000

0	carry over	Water Treatment Master Plan	WMP needed to support capacity increase identified in MSA Audit. This WMP would focus mainly on treatment and capacity, not the distribution system which was updated in 2009.	Plan needed to begin design and receive approval for capacity increase. Update existing WMP including treatment. Water Distribution plan was updated in 2009, but treatment and supply has not been updated since 2001. Use demographic info to support Transportation MP. Incorporate Bench Res into MP. Distribution system pump optimization. Include SCADA upgrades. Dates: Water System Master Plan Executive Summary - January 18, 2002; Water Supply and Treatment Plant Study - February 2001; Water Distribution Master Plan - February 2001; Distribution Plan Update April 10, 2010.	\$ 175,000
0	carry over	Solids Removal	Remove accumulated treatment solids. Cost to haul and spread non-toxic materials off WTP site. Assume 1000 yards for hauling for first year.	Solids can be used at Clay Peak as cover coat material. Working with DEQ to get material spread at Golf Course (through Rich Dickerson). Continue with another \$50k	\$ 50,000
1	annual cost	Microchlor cell replacement	Cell replacement needed every year for generating disinfectant. Need 2 replacements; there are 4 and we get 2 a year. Was not done last year MUST be done this year. Potential disinfection issues if we do not get a replacement.	This disinfection system is outdated. Need to consider a new system at some point. See item below. The cost of 1 cell for the WTP is approximately \$12k.	\$ 27,000
2	new	Replacement Backhoe 310 John Deere	Replace existing - existing will go to Parks. Old Backhoe is 15 years old	Split cost with WW; quote from Coastline for \$99k	\$ 50,000
3	new	Ford F150 4WD	New Truck to replace 444	444 goes to Parks; this goes to Distribution - Field team	\$ 25,000
4	new	Clean and Inspect Reservoirs	Takes either divers or ROV's can do the trick. Less 3B.	Working with Yvonne Mazza regarding timing and cost.	\$ 10,000
5	new	Clean and Repair Slough	Remove trees, remove build-up with ditch cleaner, improve erosion control at inlet.	This is critical to complete this year. Rip rap at inlet, trees need trimming, rent long -stick excavator	\$ 20,000
6	new	Rehab existing wells	Wells 4, 6, 14 need rehab. Rehab one at a time	Cost can range from \$2k to \$10k. Over \$10k need to consider value.	\$ 10,000
Department Total:					\$ 527,000

Beginning Balance: \$1,288,980

Difference: \$ 761,980

Typical Annual Revenue: \$3,230,000

*Typical Expenditures: \$ 2,322,500

*Estimated to be about same as revenue.

Does not include capital outlay.

BR – Carryover’s will not have a priority because they are already in process, and are part of the beginning balance.

MJ – We are recommending new equipment, the backhoe and the truck?

BR – Yes, when I spoke to a few agencies about their replacement program (ACHD being one) they stated that if you are spending more than the depreciation value then it’s time to be done.

MJ – Be prepared to make that statement at the budget meeting. Will ask publicly for it for support.

SW – Water is dedicated. So even if money is left over it cannot go anywhere else. – Correct

BR – The backhoe is coming out of the Water & Wastewater funds, split 50/50. Not the general fund.

BB – Within the Water fund is there a set amount for contingency in case of an emergency?

BR – Yes. There is a reserve amount; I believe it is \$750,000 for water.

Utility Capitalization Fund (UCF)					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	2017-18 Water/Sewer Line Replacement	54,765 spent (total budget was: 400k)		\$ 345,235
1	New	Annual Water & Sewer Line Replacement	Annual Program: Begin process of replacing AC waterline, especially near locations where we will be replacing san sewer in future	Assume \$150/LF with surface repair for estimate of 800 LF. Need to assume about \$25K for design.	\$ 1,000,000

2	New	Meter register replacement	Cost of parts only (labor by CH/Jacobs). Transition meters that are not functioning - dead battery. Averaging 50 - 60 a month.	Meter cost is about \$280 each	\$ 200,000
3	Annual	Annual Fire Hydrant Replacement	Annual Fire Hydrant Replacement	Trying to accommodate typically 2 new installations per year and then 2 replacements per year. Each FH is \$5k+.	\$ 25,000
Department Total:					\$1,570,235

Beginning Balance: \$3,347,550

Difference: \$1,777,315

*Typical Annual Revenue: \$3,872,000

*Expenditure without capital

BR – The UCF is what we use to due collections & distribution (field service). The treatment is in the water and the wastewater, and this is mostly the pipe work.

BR – The meter replacement program is new. We have been replacing about 50-60 a month.

MJ – So if we lose a battery the meter doesn't stop? They can still be manually read? - Correct.

MJ – I'd like to know what that would cost compared to replacement meters.

BB – What it means is we'd take an average because you can't physically read every meter every month. Also in the winter when they are frozen and snow on top?

SW - Then they are only read every six months with an average and you get a catch-up bill. We used to do this way in the past. Not good.

BR – The meters are supposed to last 20 years and the old ones were 10 years.

WW Treatment Plant					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	NPDES Permit	Continue coordination with DEQ/EPA and Governor's office on WW Permit.	Budgeted \$100k; Paid Woods \$18,958; Need CH cost (roughly \$10k)	\$ 50,000
0	carry over	Interim Facility Improvements	Last FY budget \$250k. Not used. Partial could be used this year to Bypass Lagoon 1 to review impact of solids on arsenic levels.	As NPDES Compliance Schedule becomes clear, activities and related costs will be added.	\$ 50,000
1	Emergency	SRCI Lower Lift Minor Repairs	PW committee recommended at the very least moving forward with electrical and controls upgrade. Review cost in report.	Consider getting ACS in to look at system	\$ 85,000
1A	new	WW Solids Annual Report		NPDES Required.	\$ 15,000
1B	new	WW Reuse Report		NPDES Required.	\$ -
1C	new	Biosolids Annual Report	Can be used from other project sites - should pretty simple	NPDES Required. Ontario not hauling - this should be simple now	\$ 5,000
1D	new	I/I Report	Check with Coos Bay for template	NPDES Required.	\$ 25,000
1E	new	Hauled Waste Control Plan	Plan covering how we handle septage	NPDES Required. Plan covers our facility, testing for acceptance, capacity to treat, load rejection, and record keeping.	\$ 5,000
1F	new	Design & Construction Plan for pH Adjustment	The permittee must complete a plan to design a pH adjustment system, identify funding and construct diffuser to meet pH water quality criteria.	NPDES Required. Due June 2018	\$ 5,000
1G	new	Submit Diffuser Design and Construction Plan:	The permittee must complete a plan to update the existing mixing zone study and design a diffuser to meet ammonia water quality criteria. The plan must identify funding source, in-stream permitting requirements and preliminary construction schedule. Awarded to MSA previously.	NPDES Required. Due June 2018	\$ 5,000
1H	new	Complete Mixing Zone Study	The permittee must complete and submit for approval a Level II mixing zone study in accordance with the Department's policies and guidance. Awarded to MSA previously.	NPDES Required. Due April 2019. Has already been awarded to MSA through misc on call services. Works with the Diffuser design.	\$ 50,000

2	Replacement Backhoe 310 John Deere	Replace existing - existing will go to Parks. Old Backhoe is 15 years old	Split cost with W; quote from Coastline for \$99k	\$ 50,000
3	Push Camera	This is to be used for catch-basins and service lines (main camera cannot get into services)	Quote from Cue's; anticipate slightly less from MetroQuip	\$ 8,950
4	SRCI 37 MH replacement or lining	Replace lids and rings with epoxy coated set	Working with SRCI to review these MH's. The pipe is new plastic pipe so in pretty good shape. MH's are being corroded due to H2S gas. Cost could be split with SRCI. Cost to include design.	\$ 37,000
5	Skid Camera	Camera to replace camera van set up.		\$ 85,000
6	Sanitary Sewer Line Evaluation	Evaluation of CCTV		\$ 10,000
7	Phase 2 Security Upgrade	Phase 2: WWTP - intrusion detection at doors/windows (on SCADA).	Added per conversation with Kim. Do need additional cameras at WWTP	\$ 10,000
	Complete Construction of pH Adjustment	The permittee must complete installation of the pH adjustment system to meet pH water quality limits	Due Nov. 2019	\$ -
	Department Total:			\$495,950

Beginning Balance: \$ 1,795,000

Difference: \$ 1,299,050

Annual Revenue: \$ 3,500,000

*Typical Expenditures: \$ 2,720,700

*Expenditures without capital outlay.

BR – SRCI Lower Lift Minor Repairs – we actually had that emergency with the electrical system. We had identified in the report \$160,000; that was for the ice-pigging of the lines as well. Right now the emergency situation is the electrical system. Kind of taking a different look and decided on doing just the electrical panels and improve the SCADA. It will vent better and will seal where the cables were coming up from the lift station and the nasty gasses straight into the control panel because it wasn't sealed between them. We'll focus just on the lift station itself.

RH – Agree that we band-aid this but our contact is up and they should be paying part of this.

MJ – Agreed. Send the State a bill. Whether they pay it or not we are going to pay the bill, but we need to notify them and document it.

RH – Move for the Public Works Committee to recommend the City Council bill the State of Oregon prison system for a portion of these fixes.

DISCUSSION:

- MJ – add that it be added to next City Council's agenda. If it doesn't get on the agenda it does not get discussed.
- RH – assumed it did, but it doesn't?
- MJ – Minutes go on the agenda but there is a shortfall or crack in the process that needs to be fixed.
- SW – is the motion for all or a portion?
- RH – up for discussion.
- BB – Shared, half, ?? we've talked about this in the past.
- SW – Start high cause ya know they will argue for less.
- RH – there's the Lift Station & Manholes, \$85k + \$37k
- MJ – Also the cost of the emergency repair that was absorbed.

RESOLUTION, ACTION &/OR MOTION:

The motion was made by Mr. Hill seconded by Mr. Wilson that the Public Works Committee recommend to the City Council, and it be put on the next agenda, that they bill the State of Oregon Prison System for 100% of the Manhole replacement and lining, and the Repairs at the Lower Lift Station: Mr. Bernie Babcock – Yes; Mr. Riley Hill – Yes; Mr. Scott Wilson – Yes; Motion Passed 3-0-2 (Woodcock-absent, one vacant).

Storm					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	2017-18 Storm replacement (w W/S line above UCF)		Budget of \$120k - some could be used to pay some Keller design. Rest carries over. Overall bid for storm around \$50k	\$ 120,000
1		Stormwater Hotspots			
Department Total:					\$120,000

Beginning Balance: \$ 490,000

Difference: \$ 370,000

Typical Annual Revenue: \$ 108,000

*Typical Expenditures: \$ 93,000

*Expenditures not including capital outlay

Streets					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
0	Carry over	Downtown Concrete Work: SW or C/G	Downtown midblock and corner crossings (remove 2" PVC storm under ramp)	Oregon - The downtown area (4 blocks): update ADA ramps at same time as improving storm-water conveyance. Continue working to get better cost information. Includes engineering design and construction.	\$ 36,000
1	Annual	Annual Crack-fill Program		If there was any left - carry it over. This is an annual project.	\$ 60,000
2	new	Cimeline Crack fill machine	11 yrs old, high hours,		\$ 60,000
3	new	ADA Compliance Project (Phase 1)	S. Oregon from Idaho thru SW 4th intersection; review downtown plan in light of proposed repairs so we don't set up a situation where we have to rip new construction in near future.	full width overlay with rebuilt ADA ramps and storm drain \$285,000 - built in 2 phases	\$ 230,000
4	Annual	Annual Chip and Overlay Program	Primaries and secondaries in order.		\$ 225,000
5	new	Pavement Rehab Eval	Windshield/spot-check review of pavement surface and base. Change Information Management System (IMS) to AASHTO Pavement Eval process (by walk/windshield).	Develop spreadsheets, rating forms, etc. Eval on same chip seal rotation. Roughly 22 (lane miles)	\$ 15,000
6	new	E. Idaho - Meadow planter agreement	New plan for coming year - N. side from interchange to Carl's Jr.	Talk to Meadow	\$ 40,000
7	Annual	Curb/gutter repair	Replacing damaged and or failing curb and gutter		\$ 20,000
Department Total:					\$686,000

Beginning Balance: \$ 63,000

Difference: \$ (623,000)

Annual Revenue: \$ 1,850,000

*Typical Expenditures: \$ 1,855,000

*Expenditure without capital

SW - For clarification:

- Water is dedicated
- Wastewater is dedicated
- Storm is dedicated
- Street - have to go to General Fund.

BR - However, there is the TOT from the Motel Tax.

BB - Way it is presented here is confusing. Clarify there is no designated money in the Street fund for capital.

MJ - On the downtown concrete work, it's a direct impact on the drains, therefore, all of it should come out of the Storm fund.

BR - That is worthy of a discussion with finance to see how that would fly with an audit. At least a portion of it.

RH – Need to have total revenue to make a recommendation.

BR – This is it. These are the numbers and revenue that finance gave us.

BB – All we can say is that the street fund has no revenues or capital improvement.

RH – Maybe do the chip seal program before the ADA compliance.

BB – Are you making a motion that we recommend a revision to the priorities to move the Annual Chip Seal up to 2 or 3? RH – Yes.

BR – The reason we switched it is because we believe South Oregon is going bad real fast. We do have a layer of chip seal on a lot of places, and we have not taken out the crack-fill, which is essential.

BB – So you’re saying that the ADA compliance on SW 4th is?

BR – The pavement rehab portion is; maybe pave the two interior lanes for now to save what we can on South Oregon first, then we come back to it. We’d have a seam but wouldn’t be as bad.

BB – To clarify, basically no capital improvement money in the street fund; members have echoed that maybe the priorities may not be exactly right, however if we don’t do #3 we’re gonna have some significant pavement losses. We’re close on the priorities and no reason to argue over them.

SW – All equally important.

RESOLUTION, ACTION &/OR MOTION:

Members agreed that they were good with all the priorities as written.

Parks					
Project Priority	Financial Status	Capital Project/Task	Description	Notes	FY 2018-19
1		Bathroom Rehab	Beck Park (collapsed sewer line) (\$10,00 for sink and toilet)	line repaired under REPAIRS	\$ 25,000
2		Bathroom Rehab	Lions		\$ 25,000
3		Backhoe	Need Backhoe from Water	Replacing a Ford Backhoe (1995 575D). Parts no longer available	\$ 35,000
4		444 Ford Ranger	coming from Water Dept		\$ 2,500
5		Riding Mowers	Riding mowers for lawn mowing (replacement)		\$ 12,500
6		Picnic Tables	Need total of 60 expanded steel picnic tables. Low to no maintenance.	30 per year first 2 years then benches 3rd year. Jay getting the quote for us.	\$ 25,000
7		Tennis Courts	2 courts at Lions Park. Needs resurfacing.	Low Price (crackfill/minor patching - \$15k + resurface \$14k = \$29k); High price (crackfill/patch and resurface - \$45k). Fence work by City. If fence included, add \$25k	\$ -
		Utility Cart - Gator	Gator similar to utility cart for cemetery for equipment hauling, spraying etc. (replacement)		\$ -
Department Total:					\$125,000

Beginning Balance: _____

Difference: \$ (125,000)

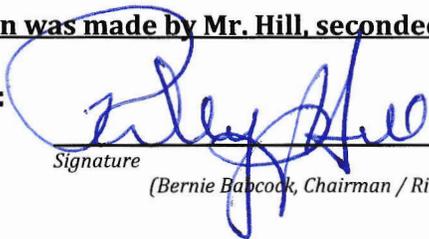
Annual Revenue: _____

*Expenditure without capital

ADJOURN

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

APPROVED:


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

5/8/18
Date