

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, January 18, 2011
Council Chambers

Members: Chair Michael Jackson, Members Richard Bertellotti,, Jenee Pearce, and Mike Stanley
Excused: Greg Bell
Staff: Public Works Director Mark See, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Jackson called the meeting to order at 9:07 a.m.

ELECTION OF OFFICERS

Jackson asked for nominations for Chair.

Stanley nominated Stanley for Chair. Bertellotti seconded the nomination.

Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and Stanley was elected Chair.

Chair Stanley asked for nominations for Vice Chair.

Pearce nominated Pearce for Vice Chair. Bertellotti seconded the nomination.

Stanley nominated Bertellotti for Vice Chair. Jackson seconded the nomination.

Vote: Stanley voted in favor of Bertellotti as Vice Chair. The vote was 1/3 in favor and failed.

Vote: Bertellotti, Jackson, and Pearce voted in favor of Pearce as Vice Chair. The vote was 3/1 in favor and Pearce was elected Vice Chair.

APPROVAL OF NOVEMBER 16, 2010 MINUTES

Motion: Pearce moved to approve the minutes of November 16, 2010; Bertellotti seconded the motion.

Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief requests as recommended by staff, including the denial of the Spencer Richardson request.: Bertellotti seconded the motion.

Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

FOG PROGRAM

See reported that the inspections of the commercial grease traps by wastewater staff are beginning.

PUBLIC WORKS PROJECTS AND PROPOSED CIP PROJECTS

See reported that the plans were ready to go out to bid for the new wastewater lab. The lab will be built at the site of the wastewater plant, and the Parks Department will be relocated to the new lab area as well. The existing lab equipment will be moved to the new lab. The construction drawings and the bid process were reviewed. See updated the committee regarding the Pedestrian Trail. See stated that the downtown restroom renovation project will be heard by the Planning Commission in January and the Design Review Board in February. See reviewed the inflows pertaining to the storm this past week. The generator systems were reviewed. See reported that the Water Department is in the process of relocating to the Public Works Yard. The reconfiguring of the Recycling Department is underway, and the compactor for commingled garbage has been ordered. The *Municipal Memo* is being utilized to provide more in-depth information to the public on various Public Works projects.

STORM WATER QUALITY UPDATE

See reported that wastewater staff is working with OSU labs pertaining to testing.

GOOD OF THE ORDER

Jackson reported that the Ecola Creek Watershed Committee has been testing at the creek, including Elk Flats, Les Shirley, and Logan Creek. Jackson distributed commutative data pertaining to temperature, dissolved oxygen, DO saturation, conductivity, and turbidity. Data from October 28, 2008 through October 18, 2010, shall be incorporated into these minutes by reference.

Bertellotti asked for a public works flow chart. See stated that the adopted budget provides most of that information.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:15 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, February 15, 2011
Council Chambers

Members: Chair Mike Stanley; Members Greg Bell, Richard Bertellotti, Michael Jackson, and Jenee Pearce
Staff: Public Works Director Mark See, Planning Director Rainmar Bartl, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:05 a.m.

APPROVAL OF JANUARY 18, 2011 MINUTES

Motion: Pearce moved to approve the minutes of January 18, 2011; Bertellotti seconded the motion.

Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Bertellotti moved to approve the utility relief requests as recommended by staff, including the denial of the Bauer request.; Pearce seconded the motion.

Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

Bell arrived at 9:06 a.m.

ECOLA TRACT MANAGEMENT PLAN AND APPOINTMENT OF ONE PUBLIC WORKS COMMITTEE MEMBER TO SERVE ON THE MANAGEMENT PLAN ADVISORY COMMITTEE

Planner Bartl presented background information on the purchase of the Ecola Tract (800 acres). At an initial meeting with the City Council, it was determined that an advisory group should be appointed to serve in the development of the Management Plan. The committee will work with staff and a consultant to develop the plan, and eventually incorporate this Management Plan into the Ecola Creek Forest Reserve Stewardship Plan (220 acres), adopted in December of 2006. Bartl stated that the objectives would include dealing with salmon habitat, stewardship of a healthy forest, and the recreational use of the Forest Reserve.

Bertellotti stated that he would be interested in serving on the committee as the representative of the Public Works Committee.

Motion: Jackson nominated Bertellotti to serve as the representative of the Public Works Committee; Pearce seconded the motion.

Stanley stated that he was interested in serving on the committee as well. There was no nomination.

Pearce suggested that a vote be held on the motion on the floor.

Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

Stanley stated that he would submit an application to serve on the committee.

See responded to general questions about the Tract and access to the tract.

PUBLIC WORKS PROJECTS AND PROPOSED CIP PROJECTS

See reported that he had provided a list of prospective projects to the City Council for their retreat. One project is for the engineering for two water main upgrades for the next budget cycle. Ultimately, the water lines would be increased in size. See will provide more details of the project after the Engineer's estimate has been received. The Pacific pump station generator enclosure is planned, as well as an upgrade to the pumps in that station. In response to a question by Bell, See reported that the programming for Pacific pump station is proprietary. The plans for the wastewater lab will go to bid on February 25th.

FOG PROGRAM

See reported that there have been announcements pertaining to FOG in the *Municipal Memo*. Vector work is ongoing.

GOOD OF THE ORDER

Bertellotti asked if a Wastewater Study could be placed on the agenda for the next meeting. Bertellotti said that he had reviewed the City's Audit Report and suggested that Committee members review the Audit Report as well.

Pearce announced the *Relay for Life* kick-off is this evening. Pearce stated that *SOLV* is set for March 26th.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:05 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, March 15, 2011
Council Chambers

Members: Chair Mike Stanley; Members Greg Bell, Richard Bertellotti, Michael Jackson, and Jenee Pearce
Staff: Public Works Director Mark See, Director of Budget and Finance Renee Sinclair, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:01 a.m.

APPROVAL OF FEBRUARY 15, 2011 MINUTES

Motion: Pearce moved to approve the minutes of February 15, 2011; Bertellotti seconded the motion.

Vote: Bell, Bertellotti, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

Michael Jackson arrived at 9:02 a.m.

UTILITY RELIEF REQUESTS

None

DISCUSSION ON WASTEWATER STUDY

Bertellotti stated that he suggested an investigation into a hybrid system, particularly to save money on the electrical costs of operating the pumps. See reported that the old system has been decommissioned pursuant to the DEQ operating permit. The ponds are currently used for sludge storage. See stated that an energy audit had been performed in the fall of 2010. As a result of the energy audit, UV time has been reduced from 100% to an amount that still provides the necessary and compliant disinfection time. This will also save on the UV bulbs. See said that the rainfall recycle from the ponds, which controls the level of the ponds, is being addressed by Operations staff. See will be conducting a tour of the plant with the DEQ today in order to get their feedback pertaining to a possible redesign of the rainfall recycle system. Staff is proposing to build a rainfall recycle system that will bypass the basin and clarifier, and treat rainfall via UV disinfection only. Staff has been collecting data for many months pertaining to the flows and rainfall. The statistical data will be provided to DEQ along with the rainfall recycle redesign concept and a proposed corresponding operational guidelines. See stated that the old WWTF had two dialers, and the present system has 20 dialers. In response to a question by Bell pertaining to a hybrid solution, See stated that the aerators are gone. Bertellotti stated that all of the data that is extracted will have to be reviewed and analyzed. If the rainfall recycle solution is acceptable, that may provide an appropriate cost:benefit ratio in the reduction of electricity and chemical costs, that would be operational and financially acceptable. See stated that pump speeds and adjustments to the blowers over time, will fine-tune plant operations and provide greater economical efficiencies and operational benefits. See said that operations has decided to operate two basins in the summer, and drain and service one basin during the winter, keeping only one basin operational over the winter months, which will provide some economical savings as well. Stanley questioned sludge removal from the ponds. See said that the treatment of sludge would be a requirement of any lagoon restoration project, but that lagoon restoration has been determined to be not cost effective

due to high sludge removal costs, at this time. The Wastewater Departmental goal is to process all sludge on site and not have to resort to land application of any treated sludge.

BUDGET AND AUDIT REPORT REVIEW

Sinclair gave an summary of the Public Works Departments funds, and their corresponding economic health. The Water Department fund is healthy; however, ground is being lost because water rate increases have not been implemented regularly. The Recycling Fund is healthy and will fund the operational changes to the Depot. With the activity-based timecards, Public Works labor has been more accurately tracked and the appropriate funds are being charged correctly for labor, which is the most expensive expenditure in the City budget. Wastewater rate increases in July of 2009 and July of 2010 and the recant of the wastewater irrigation allowance have contributed to a healthier fund balance. The Storm Drain fund has been charged for labor for the first time, which has contributed to the fund being in the red. Also, grant funding did not develop which further placed the fund in the red. In response to a question by Bell, Sinclair reviewed how each of the Public Works funds are funded. It was noted that the taxes received by the Roads Fund do not even pay for the labor for the Department. Sinclair reviewed the Administrative Services costs and the Central Services costs as well as the formulas pertaining to the percentage of budget that determine how those costs are allocated.

PUBLIC WORKS PROJECTS AND PROPOSED CIP PROJECTS

See reported that a proposed CIP list of projects is being developed in preparation for the next budget. The bid opening for the Wastewater Treatment Facility Lab is set for March 17th.

GOOD OF THE ORDER

See reported on the March 11th tsunami evacuation and the corresponding emergency preparedness postmortem.

Pearce asked that the agenda be adhered to. She also addressed a problem with rats and asked that the item be placed on the April agenda, and that Grant Writing be placed on the April agenda as well. . Pearce stated that *SOLV* is set for March 26th.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:11 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, April 19, 2011
Council Chambers

Members: Chair Mike Stanley; Members Richard Bertellotti, Michael Jackson, and Jenee Pearce
Excused: Greg Bell
Staff: Public Works Director Mark See, Director of Budget and Finance Renee Sinclair, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:03 a.m.

APPROVAL OF MARCH 15, 2011 MINUTES

Motion: Pearce moved to approve the minutes of March 15, 2011; Bertellotti seconded the motion.
Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief requests for Hatfield and Jones, pursuant to staff recommendation; Bertellotti seconded the motion.
Vote: Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 4/0 in favor and passed.

CONTINUED DISCUSSION ON WASTEWATER STUDY AND DEQ VISIT

See reported that DEQ toured the Wastewater Facility, and energy savings ideas were discussed. Public Works Staff presented their proposal for the installation of a bypass of storm water. The bypass would keep the heavy storm water events out of the ponds. See responded to questions pertaining to how the bypass would work, noting that the installation costs would be borne under general plant maintenance. DEQ is currently reviewing the proposal. In response to a question by Stanley, See explained that DEQ acts as a regulator and provides oversight. As standards change, the City is notified in advance. DEQ is assisting the City with meeting the standards and to achieve the full life of the plant.

PUBLIC WORKS PROJECTS AND PROPOSED CIP PROJECTS

See reported that a proposed CIP list of projects is being developed in preparation for the next budget. Council requested a review of a tentative list of CIP projects prior to Budget Committee meetings. Paving was discussed. Stanley asked if reports are available on the condition of the bridges in town. Pearce stated that the information is available on the ODOT website. A general discussion on bridges ensued. See updated the Committee on the results of the geotechnical tests on the City Hall site. The proposed Spruce Street water main upgrade, from a 4" main to an 8" main, was also discussed. See said that Public Works is proposing the project to be completed in very small

increments, for minimal disruption to the community. In response to a question by Bertellotti, See reported on the status of the Wastewater Lab project. Value engineering is underway.

BUDGET REVIEW UPDATE

Sinclair stated that she has nearly finished drafting the Public Works budget. The activity based time-keeping provides a more accurate picture of the activities in relation to labor costs. The first Budget Committee meeting will be held on May 4, at 5:30 p.m. Sinclair reviewed public notice requirement pursuant to budget law, and responded to questions pertaining to the Budget Committee composition. Sinclair reported that revenues have remained flat and are on track with budgeted amounts in Public Works. Council directed staff to compile a rate scenario that would eliminate the portion of the lodging tax that is transferred to the enterprise funds, passed in 2005. In response to a question by Stanley, Sinclair said that utility rates in Cannon Beach are lower than the other coastal municipalities in the County. However, utility rates can now be raised automatically based on the CPI, pursuant to a Council resolution passed last year. See reported that some of the changes in the wastewater system operations are being captured and are providing a more accurate picture of costs to operate the wastewater plant. Pearce thanked Sinclair for her work on the budget. Sinclair said that the proposed budget would be available for review after the May 4th budget meeting. Minimal copies of the approved budget will be available, but the adopted budget is available online.

RATS

Stanley led a discussion on the bushy wood rats that reside in the community. Jackson reported that he solved his rat problem by eliminating bird feeders. Stanley also suggested that heavier bungee cords be used on the garbage cans. See said that WOW will provide a can with a wind lock, for \$14.00, or side-yard service can be purchased.

Stanley asked if the committee would recommend that WOW contact everyone in their service area regarding the various options WOW provides to keep the garbage contained. See suggested that the Committee could ask Council to revise legislation pertaining to garbage collection requirements and vacation rentals.

GRANT WRITING

Pearce asked if there was a grant writer on staff. See reported that grant writing is done by various members of staff.

GOOD OF THE ORDER

Pearce reported that the SOLV beach cleanup event was very successful, with 245 participants and 2250 pounds of trash picked up. Because so many participated, volunteers were dispatched to the trail and Ecola Park to clean up in those locations. Items were recycled as well, including 98 pounds of plastic and 20 pounds of aluminum. Key sponsors were Tektronix, Oregon Bottle Recycling, Mo's, Pacific Alarm, and Radio 1620. A fall event is planned for September 17th. See reported that Public Works staff picks up garbage on the beach at least twice weekly.

Stanley requested a "Bicycles on Roadway" sign and a "miles per hour" sign at several locations.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:20 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, May 17, 2011
Council Chambers

Members: Chair Mike Stanley; Members Greg Bell, Richard Bertellotti, Michael Jackson, and Jenee Pearce
Staff: Public Works Director Mark See, Director of Budget and Finance Renee Sinclair, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:01 a.m.

APPROVAL OF APRIL 19, 2011 MINUTES

Motion: Pearce moved to approve the minutes of April 19, 2011; Bertellotti seconded the motion.

Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief request for Feris pursuant to staff recommendation; Bell seconded the motion.

Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

PUBLIC WORKS PROJECTS UPDATE

See reported that the low flight imagery is being updated, including the watershed. This will provide information for the infrastructure layer of the GIS mapping. Storm drainage installation and re-engineering of the intersection of North Chinook and West Chinook is underway in Haystack Heights. A water leak in the vicinity of Gower and North Spruce was reviewed. At Recycle, the compactor is in place and is operational. The old depot has been closed off. Gates are locked at 4 p.m. daily; however, yard debris and recycle are open 7 days a week. The overflow parking project is underway. The Notice to Proceed will be issued today on the Wastewater Lab project, which will include only 3 bays, due to budget constraints. The downtown restroom remodel project should go to bid soon, with the project scheduled to begin in September. The Budget Committee work is underway. The tennis court lights are scheduled for replacement, and there are funds proposed to be budgeted for a drainage study for Main City Park. Stanley asked if the trail from Gower to Dawes could be lighted. See stated that lights are not planned. See reported that LED lights have been installed on Gower. A possible light in the midtown bus shelter was discussed. Possible CIP projects include an upgraded water line on Spruce; an electric vehicle for Parks is being investigated; equipment for an electric vehicle charging station for the downtown restroom area is being investigated.

BUDGET REVIEW UPDATE

Sinclair summarized recent Budget Committee and Council Work Session meetings. Sinclair explained the \$250,000 transfer from the General Fund to the Water and Wastewater. The Council consensus was to direct staff to transfer the funds from the General Fund to the Debt Service in the amount of approximately \$173,000. The net shortfall to

Wastewater operating will be about \$20,000. Staff has been directed to raise the utility rates 3% to cover the shortfall in operating costs.

PESTS AND GARBAGE

See said that the public is being notified about side-yard service that is available from WOW. Also, wind locks are available for purchase from WOW for automated service. Pearce reviewed a press release that she had composed. The gravity wind lock costs \$15, and side yard service costs an additional \$5.81 per month.

Stanley reviewed an article regarding dogs at the Astoria Sunday Market, and the rules pertaining to dogs in public. See said that he would speak with Chief Halliburton about policing dog activities.

GOOD OF THE ORDER

Jackson reported on the stormwater testing. The horses were discussed. Jackson also asked about street-sweeping procedures. See noted that the new footbridge at Gower Street is in place.

Bell stated that there is one 20 mph sign by the school, and that no other speed limit signs are posted on Spruce. He said that he would like to see a speed limit sign posted on Spruce, and that it should be for 20 mph or less.

See reported that a Household Hazardous Waste Day will be held in Warrenton on June 11th. Posters are available for distribution.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:07 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, June 21, 2011
Council Chambers

Members: Chair Mike Stanley; Members Greg Bell, Richard Bertellotti, Michael Jackson, and Jenee Pearce
Staff: Public Works Director Mark See, Director of Budget and Finance Renee Sinclair, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:04 a.m.

APPROVAL OF MAY 17, 2011 MINUTES

Stanley requested the following clarification under "Public Works Projects Update. "Stanley asked if the trail from Gower to Dawes be lighted."

Motion: Pearce moved to approve the minutes of May 17, 2011, as amended; Bell seconded the motion.

Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief requests for Dethloff, Dinsdale, and Cannon Beach Vacation Rentals, pursuant to staff recommendation, and to deny the Molan request due to insufficient information; Bertellotti seconded the motion.

Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

The leak notification message and meter technology was reviewed. There will be a 3% increase in utility rates effective July 1, 2011.

PUBLIC WORKS PROJECTS UPDATE

See reported that the contract for the construction of the new Wastewater Treatment Lab/Shop by Silco Construction, Portland, Oregon, has been signed and construction is underway. See reviewed the parameters of the Lab/Shop project, noting that the Parks Department will be relocated to the new Lab/Shop building. An interim overflow parking area with 23 spaces has been constructed for the summer. A new overflow parking layout is being investigated that will incorporate stormwater runoff. Bertellotti asked if parking bumpers constructed out of recycled plastic, could be installed. See stated that drainage for the area is a priority, and that the overflow plan is very low cost. Portions of the roads in Haystack Heights have been paved and curbing will be installed within the next month, weather permitted. See announced that the agreement with the Conference Center pertaining to an easement over Conference Center land for the multi-use trail will be on the July 5th City Council agenda, and the public process will begin at that time for that portion of the trail. Additional future trail segments were discussed. Plans are being developed for the Spruce Street water main upgrade, from a 6" to a 12". The project is intended to be done in-house, from 1st Street to the elementary school. The Ash Street water pump station has been renovated, with a natural gas generator, and the pump station is now tele-metrically controlled.

BUDGET REVIEW UPDATE

Sinclair said that the special meeting to adopt the budget is scheduled for June 28th. Budget law and budget notification requirements were discussed. At that time, the City Council will be considering the contract with the bargaining units. The pump stations are migrating from Qwest to Charter dial tone at a savings of approximately \$500 per month. Two phone lines, one of which is the life guard tower, will remain with Qwest. See reported that the City received a \$1.4 million dollar grant from Orweb for the forest reserve, which will be placed in a escrow account for the debt service, according to regulations. The grant will essentially shorten the term of the debt. The differences in the approved budget and the proposed adopted budget were discussed. Some differences were due to the receipt of the forest reserve grant, a bridge study, and the labor contracts. In response to a question by Bell, Sinclair discussed the telecommunications budget and reverse transfers procedures. Sinclair encouraged Committee members to telephone or email her with any questions or concerns.

PESTS AND GARBAGE

Pearce distributed a draft press release that was written by Dr. Mushen. Pearce said that WOW is requiring a 90-gallon can in order to have a wind latch, and a monthly charge for a 90-gallon is a little more than \$50 per month, but people can request a once-a-month pickup which is less month for curb service. The Committee expressed support for the press release. See announced that the City Council has approved a 90-gallon recycle cart for small businesses in Cannon Beach. The Recycling Depot is operating from 8:00 a.m. to 4:00 p.m., seven days per week. Commercial cardboard recycling is available during designated time. See responded to questions pertaining to the recycling depot. If signage is not affective, a camera may be installed.

GOOD OF THE ORDER

Jackson read an article from *The Oregonian* giving the beach at Haystack Rock an *A* rating. Outfall numbers were discussed. Bertellotti asked about the grants that are being offered for electric charging stations. See stated that ODOT has approached the City about the installation of a charging station. The RV Park has been the suggested location for a level 3 charging station. See said that the range is about 100 miles. ODOT has plans for the installation of the level 3 charging stations on major east/west corridors to the beach and on Highway 101.

Pearce said that Mark See and Tracy Sund have been invited to assist in the next sampling acquisition on July 18th, to survey the accesses to the sampling areas.

ADJOURNMENT

Chair Stanley adjourned the meeting at 10:10 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, July 19, 2011
Council Chambers

Members: Chair Mike Stanley; Members Greg Bell, Richard Bertellotti, Michael Jackson, and Jenee Pearce
Staff: Public Works Foreman Cruz Flores and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:00 a.m.

APPROVAL OF JUNE 21, 2011 MINUTES

Motion: Pearce moved to approve the minutes of June 21, 2011; Jackson seconded the motion.
Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief requests as recommended by staff (Ebersberger/Kwai, Edison, Bonn/Sites); Bertellotti seconded the motion.
Vote: Bell, Bertellotti, Jackson, Pearce, and Stanley voted AYE. The vote was 5/0 in favor and passed.

PUBLIC WORKS PROJECTS UPDATE

Flores reported that the construction of the new Wastewater Treatment Lab/Shop by Silco Construction, Portland, Oregon, is underway. Concrete was poured this week and framing has started. The Magnesium Chloride large tank installation has begun with a concrete pad poured and the tank delivered. Agitation equipment and dosing pumps have to be wired up yet but this is the first step in reducing our operation costs annually. Flores reviewed the schedule sequence for the Spruce Street water main upgrade, from a 6" to a 12". The project is intended to be done in-house, from 1st Street to the elementary school. The project will begin in the vicinity of 3rd and 4th Street. The services will be completed after the main has been installed. The agreement with the Conference Center pertaining to an easement over Conference Center land for the multi-use trail was approved by the City Council, and the next step will be a zone change process. Ash St. booster pump station overhaul is nearly completed. The telemetry equipment is now controlling the tank level and is saving 22/23 hours of pump run time per day. An upgrade of the Haystack heights water system was completed and the subsequent paving restoration and intersection re-alignment project is nearly complete.

PESTS AND GARBAGE

Pearce reviewed WOW recycling and the latch costs. Wow is going to make 90 gallon recycle carts available for our commercial accounts starting Aug. 1st and for the \$15.00 will install the wind/pest latch before delivery. Staff asked if it were possible to reduce the fee if it is done prior to the delivery so there is no added expense for shuttling carts back

to Warrenton for the install but their answer was still \$15.00. If a customer elects to have walk-in service, bungee cords or other mechanisms may be used to keep the cart cover secured.

GOOD OF THE ORDER

Pearce and Jackson reviewed the tour of the stormwater/Gower Street outfall that took place. Pearce and Jackson stated that they would like Sund and Mount, Public Works Utility Workers, to attend the August meeting and discuss storm water counts. In response to a comment by Jackson, Bertellotti suggested that WOW be contacted to be sure the trucks are not leaking.

Bertellotti informed the Committee about the Ecola Forest Reserve hikes. There was a public meeting held last week pertaining to the Ecola Forest Management Plan. Stanley said that waste stations should be a part of the Management Plan discussions. Bertellotti asked how paving projects were prioritized. Flores responded that the roads are on a prioritized inventory. The inventory is reviewed annually and in conjunction with infrastructure projects, and paving is scheduled accordingly and in conjunction with the budget

Pearce stated that the organization of the soccer leagues in the City Park is working well, and that the soccer players are cleaning the parks.

The Committee asked staff to prepare a preliminary list of infrastructure inventories and possible future CIP projects, so that they could provide input into the CIP process. Staff will provide the Committee mission statement via email.

ADJOURNMENT

Chair Stanley adjourned the meeting at 9:31 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, August 16, 2011
Council Chambers

Members: Vice Chair Jenee Pearce; Members Greg Bell, Richard Bertellotti, Ryan Dewey, and Michael Jackson

Excused: Chair Mike Stanley

Staff: Public Works Director Mark See, Utility Workers Tracy Sund and Trevor Mount, and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Vice Chair Pearce called the meeting to order at 9:04 a.m. Public Works Committee member Ryan Dewey, was introduced. Michael Jackson announced that he would soon be resigning from the Committee and relocating to Portland.

Motion: Bell moved to approve the agenda; Jackson seconded the motion.

Vote: Bell, Bertellotti, Dewey, Jackson, Pearce, voted AYE. The vote was 5/0 in favor and passed.

APPROVAL OF JULY 19, 2011 MINUTES

Motion: Bertellotti moved to approve the minutes of July 19, 2011; Bell seconded the motion.

Vote: Bell, Bertellotti, Dewey, Jackson, Pearce, voted AYE. The vote was 5/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Bertellotti moved to approve the utility relief requests pursuant to staff recommendations and directed staff to review similar requests from the prior month for consistency and make any necessary adjustments. Jackson seconded the motion.

Discussion ensued pertaining to requests involving water theft and from hoses found turned on. It was noted that the customer is always responsible for the water portion of the utility bill.

Vote: Bell, Bertellotti, Dewey, Jackson, Pearce voted AYE. The vote was 5/0 in favor and passed.

STORM WATER QUALITY AND TESTING

See stated that Council has been discussing storm water testing, the Gower Street drainage basin and Ecola Outfall. See reviewed the test results, and introduced Trevor Mount and Tracy Sund. See stated that staff is continuing to investigate source identification, visual scans of entire drainage, and weekly testing and protocol. An onsite tour of the storm water system was conducted with the Watershed Council and Charlie Plybon from Surfrider earlier in the month. See stated that 22% of the tests exceed the recommended limitations for human contact each year. See noted that testing announces the condition of the water 24 hours ago. Test results require a 24-hour period to incubate. There is no *real time* testing available yet. See reported that Council has asked the Public Works Committee to revise and strengthen the language for the sign at the Ecola Outfall. Outfall filtering was discussed, including placing mushroom bags in the outfall pipe ahead of the tide gate at the outfall. Sund reviewed the history of the development of the mushroom bags. Bertellotti asked about the bags during a storm event. Sund stated that with the first flush, the bags would be on the beach. Staff would collect the bags and reinstall or replace them. Bertellotti and Jackson asked

if the bags could be used during the summer months only. The first order for the bags will cost approximately \$900.00. Mount reviewed the testing processes that he follows, including sampling protocol. See stated that DNA testing extraction and preservation training for wastewater staff is being investigated. However, there is no longer DNA testing available at OSU. Jackson pointed out that identifying the source of DNA may not remove any associated risk, especially if wildlife DNA is identified. In response to a question by Bertellotti, Mount stated that DEQ does not allow chlorine treatment. The language, size, and location for signage at Ecola Outfall was discussed.

Motion: Jackson moved that a subcommittee be appointed to develop the language, size, and location for signage, including language addressing children playing in the water, and that the proposal be available for review and approval by the Public Works Committee at the next meeting. Bertellotti seconded the motion.

Pearce said that she has seen adults in the water, along with children, and that language directed specifically at children may not be adequate. Discussion ensued.

Amended: Jackson moved that a subcommittee be appointed to develop the language, size, and location for signage at Ecola Outfall, and that the proposal be available for review and approval by the Public Works Committee at the next meeting. Bertellotti seconded the motion.

Vote: Bell, Bertellotti, Dewey, Jackson, Pearce, voted AYE. The vote was 5/0 in favor and passed.

Bell, Bertellotti, and Bob Lundy volunteered to serve on the subcommittee.

CIP PROJECTS FOR 2012-13

See said that the Spruce Street waterline upgrade has been delayed, and will be implemented in phases. Isolation valve installations will take place this fall, but the best work window is in the fall due to the level of the water table. The project was discussed at length.

PUBLIC WORKS PROJECTS UPDATE

See reported on the progress of the construction of the new Wastewater Treatment Lab/Shop by Silco Construction.

PESTS AND GARBAGE

Pearce said that she has been working with WOW, and that WOW will be placing a door-hanger outlining options for securing garbage carts. See announced that the commercial recycle carts will be available at the end of the month.

GOOD OF THE ORDER

Bertellotti asked about the hedge tunnel area on Ocean Avenue and the lack of maintenance of the right-of-way in that area.

See thanked Jackson for his service.

ADJOURNMENT

Pearce adjourned the meeting at 10:15 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, September 20, 2011
Council Chambers

Members: Chair Mike Stanley, Vice Chair Jenee Pearce; Members, Richard Bertellotti, Ryan Dewey, and Michael Jackson

Excused: Greg Bell

Staff: Public Works Director Mark See and Administrative Assistant Stephanie McGuire

Present: Tom and Gretel Oxwang, Bob Lundy

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:01 a.m.

Motion: Pearce moved to approve the agenda; Bertellotti seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

APPROVAL OF AUGUST 16, 2011 MINUTES

Motion: Pearce moved to approve the minutes of August 16, 2011; Dewey seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Pearce moved to approve the utility relief request for Rutledge, and deny the Cavette request pursuant to staff recommendations; Bertellotti seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

STORM WATER QUALITY -TESTING AND SIGNAGE

See announced that the City Council had approved the initial language proposed by the subcommittee pertaining to the Gower Street outfall. Bertellotti verified that the temporary signage had been installed at the outfall. Four signs are being utilized, that are 12" x 18" in size. It was noted that red lettering on a white background is a highly recognized pattern for directive (warning) signs. Another example would be yellow and black signs noting cautionary language. Stanley suggested that the warning also be posted in Spanish. Pearce stated that she did not think a Spanish posting was necessary at this time. See asked for direction pertaining to Chisana Creek which flows into the Tolovana outfall. Three signs were suggested: one on the headwall, and two on a post mounted in concrete for placement in the stream. See said that he had spoken with the State Operator of the EPA water quality program, Jennifer Ketterman, who suggested that any signage posted by the City not conflict or cause confusion with the DHS monitoring signage. Bertellotti suggested that the language, size, and posting of the sign placed into a concrete block for the Tolovana outfall may be effective. In response to a question, See explained that the enteralert test is a broad spectrum indicator test, and that the State has decided to continue using the enteralert test. Therefore, the City will continue to use the enteralert test. See also explained that the City uses a full-sized sample; whereas, DHS uses a diluted test with a

multiplier in the calculation. Mycelium bags have been placed in the Gower Street outfall pipe ahead of the tide gate.

Motion: Pearce moved to recommend to City Council approval of the sign language, size, color, and locations as proposed; Bertellotti seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

Stanley asked that visitor comments be evaluated by the Committee in early summer. Mr. and Mrs. Oxwang cited examples of personal contact they had made with people in the Gower Street outfall stream. After additional discussion, the Committee tabled discussion of Spanish language signs until after visitor comment evaluation next summer.

PUBLIC WORKS PROJECTS UPDATE

See reported on the progress of the construction of the new Wastewater Treatment Lab/Shop by Silco Construction. See announced that an RFP for the deconstruct of the current wastewater lab will be issued. The Spruce Street water main replacement was discussed. It was noted that valve installation is slated for October. The extension of Rock Court will begin soon. It will be constructed to City standards, by the developer. A paved, twelve-foot extension is required for access to a lot that is being developed. The Ash Street pump station generator is being tested today.

PESTS AND GARBAGE UPDATE

See announced that the commercial recycle carts became available in mid-September. The Recycle Center was discussed. It was noted that the additional hours are very favorable for the yard debris program.

GOOD OF THE ORDER

Pearce thanked the City for allowing the placement of the dumpster at City Hall. She said that 146 volunteers participated in the SOLV Beach Cleanup on Sept 17th. Over 1500 pounds of marine debris was collected, including a large barbecue and a twenty-pound grill. More debris was collected at Tolovana. She also thanked Public Works for clearing the trail to the creek used for water sampling.

ADJOURNMENT

Stanley adjourned the meeting at 10:00 a.m.

Stephanie McGuire, Administrative Assistant

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, October 18, 2011
Council Chambers

Members: Chair Mike Stanley, Vice Chair Jenee Pearce; Members, Greg Bell, Richard Bertellotti, Ryan Dewey

Staff: Public Works Director Mark See and Administrative Assistant Stephanie McGuire

CALL TO ORDER AND APPROVAL OF AGENDA

Chair Stanley called the meeting to order at 9:01 a.m.

Motion: Pearce moved to approve the agenda; Dewey seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

APPROVAL OF SEPTEMBER 20, 2011 MINUTES

Motion: Pearce moved to approve the minutes of September 20, 2011; Dewey seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

UTILITY RELIEF REQUESTS

Motion: Bertellotti moved to approve the utility relief request for Eckstein, Moore, Waves Motel, and Barrios pursuant to staff recommendations; Pearce seconded the motion.

Vote: Bertellotti, Dewey, Pearce and Stanley voted AYE. The vote was 4/0 in favor and passed.

Bell arrived at 9:07 a.m.

Note: Staff submitted a relief request from Haystack Resort that was received via email after the meeting had concluded. The request was emailed to Committee members and approved in the amount of \$11,172.94. This allowed the escrow company to complete the sale of the property.

PUBLIC ACCESS TO WATERSHED

Bertellotti reported that he attended a workshop pertaining to watershed and public lands, and stated that there was a presentation by the Forest Service stating that the access roads in forest areas must be maintained to a standard. See said that the Watershed Committee will be taking an inventory of the roads and recording the condition of the assets in Ecola Forest Reserve, including if the the management plan proposes that a road be changed to become a trail. See confirmed that permits must be obtained from State Forestry prior to any work being done in forest areas, mainly for fire monitoring. Bertellotti asked if there was a policy on ADA access to the watershed. See stated that ADA access permits are acquired from the Police Department. Bertellotti asked about the polishing pond. See responded that the ponds include the wetland east of Highway 101, and said that there is a maintenance corridor around the area. Discussion ensued and various accesses into public works areas, cache sites, and natural areas were reviewed.

STORM WATER QUALITY UPDATE

See said that the signs were installed, and that HLB has been hired as a consultant for the storm water quality process, including identifying what has been done, what can be done, and any recommendations from the consultant. See said that a grant from DEQ has been received for the completion of a Storm Water Master Plan including best management practices. A meeting has been scheduled for next week with DEQ, to focus on the grant and the requirements involved to receive the funds. There is a one year timeline.

PUBLIC WORKS PROJECTS UPDATE

See reported that the upgraded water valving will be installed the night of October 25th at Spruce and 3rd. When the project is completed, there will be a complete 12-inch loop of the downtown area. Nehalem Marine is working on the storm drainage and channel cleaning maintenance which has been permitted through the regulators. The punch list work will begin at the new Wastewater Treatment Lab/Shop by Silco Construction. See announced that an RFP for the deconstruct of the current wastewater lab will be issued after everything has been transferred to the new lab and is operational at the new lab. Positive comments are being received regarding the revamped Recycle Center. Movable kennel enclosures will be used when needed at the Recycle Center.

GARBAGE AND RECYCLING UPDATE

Pearce distributed a press release pertaining to commercial recycling carts available to Cannon Beach businesses.

GOOD OF THE ORDER

Dewey reported that he had come across a dust suppressant product by *Enviroad*, a service business, He asked that the environmentally friendly product be investigated for application in the City. See said that he is familiar with the product. Discussion ensued. The processes for paving City streets was discussed. See suggested that a subcommittee be formed to investigate environmentally friendly dust suppressant products and application costs.

Pearce reported on the water quality testing at the creeks.

ADJOURNMENT

Stanley adjourned the meeting at 10:00 a.m.

Stephanie McGuire, Administrative Assistant