



# CITY OF CANNON BEACH

## AGENDA

Meeting: Public Works Committee  
Date: **Tuesday, April 16, 2024**  
Time: 9:00 a.m.  
Location: City Hall Council Chambers

- 9:00 (1) CALL TO ORDER
- (2) APPROVAL OF MINUTES  
A. Tuesday, February 20, 2023
- (3) PUBLIC COMMENT
- (4) ACTION ITEMS  
A. Utility Relief Requests/Disputed Utility Billing Fee Waivers
- (5) DISCUSSION AND INFORMATIONAL ITEMS  
A. Public Works Status
- (6) GOOD OF THE ORDER
- (7) ADJOURN

**Posted: April 9, 2024**

*Please note that agenda items may not be considered in the exact order listed, and all times shown are tentative and approximate. For questions about the agenda, please contact the City of Cannon Beach at (503) 436-8048. The meeting is accessible to the disabled. If you need special accommodations to attend or participate in the meeting, per the Americans with Disabilities Act (ADA), please contact the City Manager at (503) 436-8050. TTY (503) 436-8097. This information can be made in alternative format as needed for persons with disabilities.*

**\*Note Public Comment:** If you wish to provide public comment virtually via Zoom or phone, please submit your request by noon, the day before the meeting, to [pwc@ci.cannon-beach.or.us](mailto:pwc@ci.cannon-beach.or.us). All written comments received by that same deadline will be distributed to the Public Works Committee and the appropriate staff prior to the start of the meeting. These written comments will be included in the record copy of the meeting.

### Join Zoom Meeting:

To join from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/82711484406?pwd=T2dLdGtJbjQ2cDZ6UExNSmV6UUlDUT09>

Meeting ID: 827 1148 4406

Password: 201843

To join from your phone:

1-669-900-6833 or

1-253-215-8782

Meeting ID: 827 1148 4406

Password: 201843

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Minutes of the  
**PUBLIC WORKS COMMITTEE**  
Tuesday, February 20, 2024  
Council Chambers

Members: Committee Chair Jenee Pearce-Mushen in person. Committee Members Steve Weight, in person Doug Craner via zoom

Absent: Amber Fowley, Scott Hudson

Staff: Public Works Director Karen La Bonte, Assistant Public Works Director Trevor Mount, Assistant Admin Sheri Skotland

**1. CALL TO ORDER**

Pearce-Mushen called the meeting to order at 9:00 am

**2. APPROVAL OF MINUTES**

**A. Minutes from Tuesday, January 16, 2024:**

**Vice Chair – needs to be added to the minutes.**

Motion: Craner moved to approve the minutes from January 16, 2024; Weight seconded the motion.

Vote: Craner, Weight, Pearce-Mushen voted AYE. The vote was 4:0 in favor and the motion carried.

**3. PUBLIC COMMENT**

Jan Siebert-Wahrmund, address: PO Box 778, Cannon Beach, OR 97138

Ask about the leak? The large leak. Karen responded she has that answer in her Public Work Status report.

**4. ACTION ITEMS**

**A. Utility Relief Requests/Disputed Utility Billing Fee Waivers**

Reviewed Weckwerth request. Was not leaking there wasn't any malfunction it was just simply open, neighbor turned it off and of course none of that water went into our treatment system so we aren't even able to give any relief.

Motion: Weight moved to approve the request due to being a malfunction in pipe. The staff recommendation to approve the utility relief request.

Craner seconded the motion. only sewer will be credited

Vote: Weight, Craner, and Pearce-Mushen voted AYE. The vote was 3:0 in favor and the motion carried.

La Bonte noted I asked to include the policy in the packet, and ION water has no bearing. Whatever staff recommends the committee can revise; a discussion ensued.

## 5. DISCUSSION AND INFORMATIONAL ITEMS

### **A. Public Works Status**

La Bonte, We are working on application approval from the FEMA Backbone BRIC project. Working toward the grant of 6.7 Mil. That is due at the end of this week. Originally, we were denied, but got a call around December, and was brought back in for the funding. Our department is working on tasks needed along with Winsor engineering to meet our deadline. We will have to sit and wait to hear if we receive approval for the project. This would be the largest grant for us to be awarded. This is a strong application.

Budget for the new year. Not even halfway through, will have the numbers in to finance team on the timelines.

Team has been narrowing the scope of where the leak is. Shutting certain areas down and having to notify the community when the shutdown occurs. It's about 13K to have a team come out, and we are collaborating meters we are around 10% loss. Number of things we have committed to the state on finding and lowering the loss. That is the status of the leak.

Working with Benifield for the seismic valves

Budget, start with the summary of what we used the money for and changes before she goes through her ask of new funding for projects.

Capital projects: Water resiliency projects, East Harrison Water line, Haystack highest. Those are the capital projects this year.

East Harrison, given 150K to do that project. That is a spreadsheet that keeps track of every payout. We have a contract with that sub and as invoices come in they are paid and the spreadsheet keeps track of where we are at on the contract. We will know how close we are to getting done and hold the contractor accountable if the project is lacking.

Day to day budget, we must hold to actual numbers, and we have to be within 30 days.

Broke down to phases 1, 2 and 3. We also have Oregon Business loans that we must keep track of. Look at the City Budget like my own, just at a larger scale. That is a snapshot of each category. Midtown pump station as well, with the generators. Tracking the delivery, installing, and maintaining. as the project, with expenditure rate in hoping the completion of project. When you have a large company, they use more sophisticated program with will give a run rate. Project management tools help, that is why having Mike Benefield watches the larger projects. Typically called dirt work we keep in house spreadsheets.

We put on the scope that the company we work with, that financially they have to provide the services. Every company has something different. Sometimes it's electronically you get exposed to different tools and they have to adhere to City process. You will see Water, Wastewater, Roads. With reserve

projects along with daily budget. Example, leak detection tool. Finance will capitalize as it is an asset to the city mostly for the larger dollar amounts.

Grants- Transfer in and Transfer out. We show the dollar amount, and City has a matching finance / audit. You will see those items in there. We feel strongly that we will have it. It will be shown in the budget and the percentage that we will have to match. Can be miss leading. You will see that in the budget pages.

The bridge is a good example on Fir Street Rehab. We received a grant for that project. You can see the transfer in and \$361,242, to the \$482K we match. Keep what is a grant and what is a loan.

Operation budget funds and run rates. Charge it where it belongs and if the budget is not overrun, why did. Market cost went up, asphalt, run budget reports of actuals. Keeping track of iron, metals, cedar, PVC pipe, oil, paint, every time someone asks for painting lines, thinks dollar amounts. We have to bump up power has had an increase. Endless surge of power next year will be a 16.3 increase.

Electricity goes up, it will affect everything.

Master plan was put in motion in 2015. If we can get the backbone project, we can keep the town from having to be disturbed. Will be an offset of cost as well as hoping to get the grant. Will be a major achievement as a team.

Working hard on next year budget ends June 30, July 1 starts the new physical year. In March need to have all the numbers in. Calander updates, salary for Union. Each worker's salary, step increases must be into finance. Start getting into each department, review with Bruce and then goes to council and budget committee. Presenting May 9<sup>th</sup>, May 16<sup>th</sup> should be adopted. Public Works takes an entire day due to the projects and expenditures. Call in and observe the process, as you will know what is on the table for years.

Through Covid, bare bones minimum, other than market trends. We have kept it to that as term "Keeping the Lights on!" We have tracked the budget like this to make sure we have good efficiency.

## 6. GOOD OF THE ORDER

Pearce-Muchen, blood drive March 11<sup>th</sup>.

20 emergency responders, Feb 10<sup>th</sup> have Graduated. Hybrid program. 2 day training 16 hours. Neighborhood pods, get to know your neighbor. Will be at the breakers.

## 7. ADJOURN

Motion to adjourn the meeting.

Pearce-Mushen adjourned the meeting at 9:41 am.

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Sheri Skotland, Recorder



# CITY OF CANNON BEACH

City of Cannon Beach  
Finance Department

**Public Works Committee  
UTILITY RELIEF REQUEST  
Request for Adjustment Due to a Leak**

MAR 21 2024

Received

The City of Cannon Beach has a policy of issuing partial credits for water leaks that are repaired in a timely manner.

The City expects leaks to be repaired within 10 days of discovery. This relief request must be filed within 60 days of repair, and the relief amount shall not exceed 90 days' usage. Utility accounts are only eligible for one leak adjustment per water meter in any 36-month period. **The utility customer must submit copies of the plumber's repair bill(s) and/or receipt(s) for parts required for fixing the leak.**

Credits granted are only for the sewer portion of the utility bill **and only for water leakage not flowing into the wastewater treatment system**. Credits are based on your average sewer usage for the same period the previous year. This average is deducted from the total sewer consumption used during the time of the leak. The maximum credit issued shall not exceed \$1,000.

**Irrigation systems and associated components are not eligible for relief.**

The Public Works Committee will review the adjustment request at its next meeting.

Today's Date: 2/28/24 Account #: 171.01

Date Leak Found: 1/15/24 Date Leak Repaired: 1/17/24

Street Address/Location of Service: 207 N. Spruce St.

Customer Name: CB Chamber Phone #: 503-436-2623

Customer Mailing Address: PO Box 64 CB, OR, 97110

**Please describe the specific circumstances of your request (attach additional pages as needed):**

The winter freeze burst a pipe under our building. We turned the water off immediately (thanks Daryl).

We the scheduled the first opportunity to have it repaired, and the water remained off until completed.

All of this was taken care of in the most expedited way possible.

## OFFICE USE ONLY

Staff recommendation: ☒ Approve ☐ Deny Notes: Request is

within the Utility Relief guidelines and has fixed the  
water pipe as seen 207.39 attached

Sewer amount in leak period: 1/31/24 minus seasonal average usage: 28.74 = 338.65

Total credit: \$                      Date issued:                      By:                     

Rev: 12/07/22

RYAN OSBURN PLUMBING, INC.  
2207 SE Dolphin Ave  
Warrenton, OR 97146  
503-738-1124  
ryanosburnplumbinginc@gmail.com

City of Cannon Beach  
Finance Department

MAR 21 2024

Received



# INVOICE

## BILL TO

Cannon Beach Chamber of  
Commerce

INVOICE # 19263

DATE 01/26/2024

	QTY	RATE	AMOUNT
JOB: 207 N SPRUCE (WATER LEAK)			
Parts	1	59.00	59.00
Hours Mechanics Labor	3.50	140.00	490.00

Fin chg of 1.5% per month, 18% annual will be charged on all  
balances 30 days or more. Min chg \$2.50

BALANCE DUE

**\$549.00**

63051

BEFORE THE CITY OF CANNON BEACH

FOR THE PURPOSE OF ADOPTING AN AMENDED ) RESOLUTION NO. 22-28  
UTILITY LEAK ADJUSTMENT POLICY )

INTENT AND PURPOSE. The intent and purpose of this Resolution is to amend the current utility leak adjustment policy for the City of Cannon Beach to address the demonstrated need to improve customer accessibility.

WHEREAS, the Common Council of the City of Cannon Beach adopted an updated utility leak adjustment policy via the adoption of Resolution 22-22 at their 2 August, 2022 meeting; and

WHEREAS, the City installed new meter modules that provide utility customers with real-time water usage information and leak detection alerts; and

WHEREAS, the City Council finds it is in the public interest to encourage water conservation and the timely repair of water leaks; and

WHEREAS, accidental or no-fault water leaks can unexpectedly occur and significantly increase utility bills for customers; and

WHEREAS, the City incurs costs associated with removing and treating all water, including leaks, that enters into the sewer system;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Cannon Beach that the utility adjustment policy shall be established as follows:


1. The amended Utility Leak Adjustment Policy attached as Exhibit A is hereby adopted;

PASSED by the Common Council of the City of Cannon Beach this 6th day of December 2022, by the following roll call vote:

YEAS: Councilors McCarthy, Ogilvie, Risley and Mayor Steidel  
NAYS: Councilor Benefield  
EXCUSED: None

  
\_\_\_\_\_  
Sam Steidel, Mayor

Attest:

  
\_\_\_\_\_  
Bruce St. Denis, City Manager





# CITY OF CANNON BEACH

## Utility Leak Adjustment Policy

The City of Cannon Beach has a policy of issuing partial credits for water leaks that are repaired in a timely manner. The following criteria/conditions must be met:

- The City expects leaks to be repaired within 10 days of discovery.
- The utility customer must submit the completed utility relief request form within 60 days of leak repair.
- The relief amount shall not exceed 90 days usage.
- Each utility account is only eligible for one leak adjustment per water meter in any 36-month period.
- The utility customer must submit copies of the plumber's repair bill(s) and/or receipt(s) for parts required for fixing the leak.
- Credits granted are only for water leakage not flowing into the wastewater treatment system

### ***Adjustment Request Procedure:***

1. Complete the utility relief request form.
2. Attach all requested documents.
3. Return the form to:

City of Cannon Beach  
Public Works Department  
PO Box 368  
Cannon Beach, OR 97110

4. Wait for the Public Works Committee to review the utility relief request.
  - a. The deadline for the Public Works Committee packet is 9 a.m. on Tuesday one week prior to the meeting. Any utility relief requests received after the deadline will not be considered until the following month's meeting.
5. Receive notification letter from the City about the Public Works Committee's decision.

### ***Adjustment Methodology:***

Credits granted are only for the sewer portion of the utility bill and ***only for water leakage not flowing into the wastewater treatment system.***

Credits are based on the customer's average sewer usage for the same period the previous year. This average is deducted from the total sewer consumption used during the time of the leak.

The maximum credit issued shall not exceed \$1,000. (Requests that exceed this amount will be left to the discretion of the Public Works Director & City Manager.) The adjustment will be applied in the form of a utility account credit.

The City does not reimburse for any parts or repair costs that were incurred because of the leak.

### ***Utility Relief Request Form:***

A copy of the utility relief request form is included as page 2 of this policy.