Notice of Public Works Committee Meeting

AGENDA

PUBLIC WORKS COMMITTEE - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Meeting Date: Thursday, March 15, 2018 6:30 PM

Posted on March 13, 2018

1. **Call to order**

   Roll Call: Chair Mitchell Padilla ____Vacant seat ____Mike McConnell____ Guy Mack____
   Jennifer Drill ____ Tony Meier____ Cliff Lauder____

2. **Pledge of Allegiance**

3. **Motion to adopt the entire agenda**

4. **Consent Agenda: Motion Action Approving Consent Agenda Items**
   A. Public Works Committee Meeting Minutes February 15, 2018 (p. 1- 2)

5. **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matters. The Committee may not be able to provide an immediate answer or response, but may direct staff to follow-up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

6. **Old Business**
   None

7. **New Business**
   A. Small City Allotment Grant (p. 3-7)
   B. Backflow Testing (p. 8-10)
   C. Public Works Committee Appointments (p. 11)

8. **Correspondence, Comments and Ex-Officio Reports**
   A. Next Public Works Meeting will be held April 12, 2018 at 6:30 pm.

9. **Adjourn**

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City of Falls City
Public Works Committee Meeting
Thursday February 15, 2018, 6:30 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present
Tony Meier, Cliff Lauder, Mike McConnell, Terry Ungricht, Mitchell Padilla, Jennifer Drill, Guy Mack.

Chair Padilla called the meeting to order at 6:31PM

1) **Call to Order**
Chair Padilla took roll call. Mayor Jeremy Gordon was also present.

2) **Pledge of Allegiance**
Chair Padilla led the pledge of allegiance.

3) **Motion to Adopt the entire agenda**
A motion was made by Member Ungricht and seconded by Member Lauder to adopt the entire agenda. Motion carried 6-0-0 Ayes. Mitchell Padilla, Terry Ungricht, Tony Meier, Cliff Lauder, Mike McConnell, Guy Mack.

4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
A. Public Works Committee Minutes December 21, 2017
B. Public Works Committee Minutes January 18, 2018
A motion was made by Member Ungricht and seconded by Member Mack approving Consent agenda items. Motion carried 4-0-0 Ayes. Tony Meier, Cliff Lauder, Mike McConnell, Guy Mack.

*Please note that actual minutes were not in packets. Reviewed official minutes, then passed.

5) **Public Comments**
None

6) **Old Business**
None

7) **New Business**

A. Select Committee Chair and Secretary
Committee Member McConnell nominated Mitchell Padilla for Chair, seconded by Committee Member Lauder. Committee Member Mack nominated Jennifer Drill for Chair, seconded by Member Ungricht. Committee Member Drill elected as Chair.

Motion carried 5-2-0.

Committee Member Ungricht nominated Guy Mack for Secretary, seconded by Committee Member McConnell.

Motion carried 7-0-0.,

B. TMDL 5 year Review
The City is required to submit annual updated Total Daily Maximum Load report to the DEQ of activities to reduce bacteria, metals, temperature, erosion and other pollutants in our waterways. The City's goal is to implement Low Impact Development (LID) to accomplish these tasks; i.e. Rain Gardens, Bioswales, French Drains, rock placement. The City will be using rock (boulder) placement on Third Street to slow water flow. The City also encourages Riparian Improvements by planting trees

(in conjunction with Arbor Day). New Chair Drill tasked Committee Members to formulate other ideas/projects to accomplish goals.

C. Backflow Testing
Committee Member Meier requested that Public Works Committee (PWC) review the cost of backflow replacement and possibility of the City of Falls City taking responsibility for replacement costs. Backflow devices are located on the owners property and City can not currently assess fees to fund a program to provide replacement costs. Results of current testing shows that a significant number of devices failing, approximately 24% and costs to repair or replace can be burdensome to homeowners, up to $200.00 for a device and up to $300.00 to effect replacement.

A motion was made by Committee Member Drill and seconded by Committee Member Ungricht that Option 1: that PWC advise City Council to ask citizens in the monthly insert of the Utility Billing if they will cede ownership of Backflow devices to the City so fees could be assessed to provide 'replacement costs' of defective devices and Or Option 2: that the City of Falls City establish a 'loan' to property owners through the Water Fund to provide necessary monies to effect repair or replacement and recoup 'loan' through twelve (12) monthly payments added to their Utility Bill. Motion carried: 7-0-0. Ayes: Mitchell Padilla, Terry Ungricht, Jennifer Drill, Tony Meier, Cliff Lauder, Mike McConnell, Guy Mack.

D. Utility Rates
City of Falls City has not revised rates on Wastewater system and Water system since 2013 and 2014 respectively. Additional funding is required.

A motion was made by Committee Member Drill and seconded by Committee Member Ungricht that PWC advise City Council to increase the Wastewater rate by $5.00 per month. Motion carried: 5-2-0. Ayes: Jennifer Drill, Terry Ungricht, Mitchell Padilla, Cliff Lauder, Guy Mack. Nays: Mike McConnell, Tony Meier.

A motion was made by Committee Member Ungricht and seconded by Committee Member Lauder that PWC advise City Council to increase Water rate by following the Consumer Price Index (CPI) - West (W) annually. Motion carried: 7-0-0. Ayes: Mitchell Padilla, Terry Ungricht, Cliff Lauder, Tony Meier, Jennifer Drill, Mike McConnell, Guy Mack.

E. Leak Adjustment – Informational.

8) Correspondence, Comments and Ex-Officio Reports
A. Next Public Works Committee Meeting will be held March 25, 2018, 6:30 pm.
B. Committee Member Ungricht announced he is resigning his membership.

9) Adjourn
A motion was made by Committee Member Mack and seconded by Committee Member Lauder to adjourn the meeting. Motion carried 7-0-0. Ayes: Mitchell Padilla, Jennifer Drill, Terry Ungricht, Tony Meier, Cliff Lauder, Mike McConnell, Guy Mack.

The meeting was adjourned at 7:42 PM.

_____ Public Works Committee Chair Padilla

Attested: _____ Public Works Committee Member

AGENDA REPORT

TO: Public Works Committee Meeting

FROM: JoHanna Birr, City Clerk

SUBJECT: Small City Allotment

DATE: 03/13/2018

SUMMARY

The City applied for the Small City Allotment grant through Oregon Department of Transportation for an overlay on 5th Street per the Public Works Committee recommendation and direction of Council.

PREVIOUS COMMITTEE ACTION

The Committee recommended overlaying 5th Street for the application of the O-DOT Small Cities Special Allotment. The City was granted $50,000 for this project.

City Staff had the City Engineer come out and work up the required 5th Street bid and a second bid for Fairoaks between Boundary and Ellis Streets. This was the same process used to bid the South Main project.

Unfortunately with the steepness of the grade on 5th Street we cannot use the fabric, so we will have to lay more pavement down to try and ensure the project lasting for years. Exhibit A shows two separate bid proposals for the two different projects. We discussed digging out certain sections and laying 4 inches of total overlay, bid proposal with dig outs. The City Engineer Steve Ward reviewed the project and he recommends instead of performing the dig outs, we lay 5 ½ inches of pavement. He believes that this will get us the best length of time out of the project.

Consulting with the City Engineer and looking at funds Staff recommends that we drop the Fairoaks portion and go with bidding out 5th Street at the 5 ½ inch thickness. Staff is going to discuss the project with the Polk County Engineer to see if they have any paving projects in the area that we could possibly attach our project too to reduce costs.

STAFF RECOMMENDATION

FYI

EXHIBIT

Exhibit A- Westech Engineering bid estimates

PROPOSED MOTIONS

Q3

City of Falls City
2018 Cedar Street & Cedar Place Repairs
2969.2010.0
March 7, 2018

Engineer's Estimate - 5th Street (Base Bid) w Digouts

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
	General - Cedar Street				
1.	Mobilization, Bonds, Permits and Insurance	All	L. S.	Lump Sum	$8,000.00
2.	Erosion Control	All	L. S.	Lump Sum	$500.00
3.	Traffic Control	All	L. S.	Lump Sum	$1,000.00
5.	Testing and Quality Control	All	L. S.	Lump Sum	$1,000.00
	Cedar Street Repairs				
2.	Digouts, Including Excavation, 10" of 1"-0" Baserock & 2" CL "C" AC Base Course	2,630	S.F.	$7.00	$18,410.00
6.	1.5" Leveling Course, CL 'D' AC	210	Tons	$105.00	$22,050.00
7.	Pavement Fabric	700	Sq. Yd.	$2.50	$1,750.00
8.	2.5" Finish Course, CL 'C' AC	350	Tons	$85.00	$29,750.00
8.	2' Wide Gravel Shoulder	150	Tons	$25.00	$3,750.00
	GRAND TOTAL				$86,210.00

Pd

City of Falls City
2018 Cedar Street & Cedar Place Repairs
2969.2010.0
March 7, 2018

Engineer's Estimate - 5th Street (Base Bid) no Digouts

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
	General - Cedar Street				
1.	Mobilization, Bonds, Permits and Insurance	All	L. S.	Lump Sum	$8,000.00
2.	Erosion Control	All	L. S.	Lump Sum	$500.00
3.	Traffic Control	All	L. S.	Lump Sum	$1,000.00
5.	Testing and Quality Control	All	L. S.	Lump Sum	$1,000.00
	Cedar Street Repairs				
2.	Digouts, Including Excavation, 10" of 1"-0" Baserock & 2" CL "C" AC Base Course	0	S.F.	$7.00	$0.00
6.	1" Leveling Course, CL 'D' AC	140	Tons	$105.00	$14,700.00
7.	Pavement Fabric	700	Sq. Yd.	$2.50	$1,750.00
8.	(2) 2" Finish Course, CL 'C' AC	560	Tons	$85.00	$47,600.00
8.	2' Wide Gravel Shoulder	150	Tons	$25.00	$3,750.00
	GRAND TOTAL				$78,300.00

City of Falls City
2018 Cedar Street & Cedar Place Repairs
2969.2010.0
March 7, 2018

Engineer's Estimate - Fair Oaks Street (Base Bid) w Digouts

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
	General - Cedar Street				
1.	Mobilization, Bonds, Permits and Insurance	All	L. S.	Lump Sum	$4,000.00
2.	Erosion Control	All	L. S.	Lump Sum	$500.00
3.	Traffic Control	All	L. S.	Lump Sum	$500.00
5.	Testing and Quality Control	All	L. S.	Lump Sum	$500.00
	Cedar Street Repairs				
2.	Digouts, Including Excavation, 10" of 1"-0" Baserock & 2" CL "C" AC Base Course	940	S.F.	$7.00	$6,580.00
6.	1.5" Leveling Course, CL 'D' AC	80	Tons	$105.00	$8,400.00
7.	Pavement Fabric	900	Sq. Yd.	$2.50	$2,250.00
8.	2.5" Finish Course, CL 'C' AC	130	Tons	$85.00	$11,050.00
8.	2' Wide Gravel Shoulder	60	Tons	$25.00	$1,500.00
	GRAND TOTAL				$35,280.00

96

City of Falls City
2018 Cedar Street & Cedar Place Repairs
2969.2010.0
March 7, 2018

Engineer's Estimate - Fair Oaks Street (Base Bid) no Digouts

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
	General - Cedar Street				
1.	Mobilization, Bonds, Permits and Insurance	All	L. S.	Lump Sum	$4,000.00
2.	Erosion Control	All	L. S.	Lump Sum	$500.00
3.	Traffic Control	All	L. S.	Lump Sum	$500.00
5.	Testing and Quality Control	All	L. S.	Lump Sum	$500.00
	Cedar Street Repairs				
2.	Digouts, Including Excavation, 10" of 1"-0" Baserock & 2" CL "C" AC Base Course	0	S.F.	$7.00	$0.00
6.	1" Leveling Course, CL 'D' AC	55	Tons	$105.00	$5,775.00
7.	Pavement Fabric	900	Sq. Yd.	$2.50	$2,250.00
8.	(2) 2" Finish Course, CL 'C' AC	210	Tons	$85.00	$17,850.00
8.	2' Wide Gravel Shoulder	60	Tons	$25.00	$1,500.00
	GRAND TOTAL				$32,875.00

AGENDA REPORT

TO: PUBLIC WORKS COMMITTEE

FROM: JOHANNA BIRR, CITY CLERK

SUBJECT: BACKFLOW TESTING

DATE: 2/2/2018

COUNCIL HAS REQUESTED THAT THE PUBLIC WORKS COMMITTEE REVISIT THIS ISSUE WITH A RECOMMENDATION ON HOW BEST TO MOVE FORWARD.

Options discussed by Council;

1. City seek bids from licensed plumber to replace customers backflows, create a loan fund to allow customer to pay off cost over 6, 9, or 12 months.
2. Discuss with Public Works for different options. There has been discussion of changing Ordinance to remove all property requirements, institute a cross connection program and only properties required under ORS regulations will be required to have them at property owners expense.
3. Unless service is a high risk to system, give customer a time limit to have the backflow changes out or have water shut off.

SUMMARY

Annual backflow assembly testing is required under Oregon Administrative Rule (OAR) 333.061.0070 by a certified backflow assembly tester. The results were supplied by Richard Evans. Staff entered data into a spreadsheet to calculate various aspects of the backflow testing.

Of the total 455-backflow devices on the public water utility, 294 backflow devices were tested; sixty (60) backflows failed and were not retested. A small hand full of these require repair before initial testing can occur. These fails account for 24% of only those tested. Four (4) devices were retested and passed. (Exhibit A)

Thirty-six (36) are not tested for varying reasons (e.g. Inactive, Do not test, no existing meter etc.), and one hundred-twenty-five (125) were not tested due to dogs, no access, flooded, broken valve, needs dirt dug out or cannot locate device. After considering the fails mentioned above, it may be assumed approximately 30 of the 125 untested devices will fail. (Exhibit B)

Mr. Evans recommends replacing devices with broken valves with all new devices due to the fact it is very difficult to order the correct handle parts. Having a licensed plumber as required to perform repairs is costly.

(OAR 333.061.00700 excerpt regarding backflow devices.)

(A) The water supplier shall:

(i) Ensure the approved backflow prevention assembly is installed at a location adjacent to the service connection or POD;

(ii) Ensure any alternate location used must be with the approval of the water supplier and must meet the water supplier's cross connection control requirements; and

(iii) Notify the premises owner and water user, in writing, of thermal expansion concerns.

(B) The premises owner shall:

(i) Ensure no cross connections exist between the POD from the public water system and the approved backflow prevention assemblies, when these are installed in an alternate location; and

(ii) Assume responsibility for testing, maintenance, and repair of the installed approved backflow prevention assembly to protect against the hazard.

Falls City Municipal Code echoes state law.

BACKGROUND

In October of 2013, the City and Richard Evans entered into a Personal Services Contract to perform the Backflow Testing for water customers. The last known testing prior was in 2005. The City added a charge of $2.25 per month to each account to cover the cost of inspection.

The backflow devices were installed through the Water Treatment Plant grant. At the time Council felt that with The Clean Water Action Plan of 2009 coming into effect, backflows would be a requirement, so they proactively installed the backflow devices on every account. It did not become a requirement, but with the backflow devices installed, requirements must be followed to test each device annually. Past Administration designated the devices as the customers' responsibility according to OAR 333.061.0070, thus the testing fee, and the city set up inspections, but if a device failed it would be the customers' responsibility to replace.

PREVIOUS COMMITTEE ACTION

The Public Works Committee member Guy Mack met with the City Administrator in August of 2013 to review RFP bids.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The purpose of the backflow device is to prevent contamination to the public system, but also protects customers if there is water loss in the system. If a line that services the pressure to a house fails, water would drain out of pipes and burn up a water heater.

Under the current OARs, it is the customer's responsibility to replace, maintain and protect their backflow. This will burden the city's low-income residents who make up the majority of the population. According to the City Attorney, the City cannot assume ownership and replacement of the devices stating it would violate the customer's property right of the backflow device.

Don Poe, Public Works Lead, has researched pricing on replacements. According to USA.BlueBook.com, the Wilkins brand is the least expensive. The majority of connections are ¾-inch and some 1-inch. Below are listed price ranges for brass devices with strainers and various repair kits available. The average estimated cost is $204.45.

Size	Low	High	Repair Kit	Air Gaps	Strainer
¾ inch	165.95	200.95	18.99	42.95	29.45
1 inch	192.95	227.95	26.95	N/A	29.45

Replacing the sixty (60) known failed meters would cost an estimated average of $12,267.00. The additional of cost estimated remaining fails would add another $6,133.50 for backflow device replacement for an estimated total of $18,400.50. Kits are not tallied in to the total at this time, but staff would like committee to take these costs into consideration.

STAFF RECOMMENDATION
Public Works Committee to discuss and recommend solutions/ alternatives to Council.

EXHIBIT A- Preliminary Backflow Testing Results
EXHIBIT B- Preliminary Backflow Failed testing Results
PROPOSED MOTION None

AGENDA REPORT

TO: Public Works Committee Meeting

FROM: JoHanna Birr, City Clerk

SUBJECT: Public Works Committee Appointments

DATE: 03/13/2018

SUMMARY
Committee Members Padilla, McConnell, Drill and Mack were reappointed to the Public Works Committee during the March 8, 2018 City Council meeting.

Thank you all for your interest and continuing effort to build a better city.

PREVIOUS COMMITTEE ACTION N/A

STAFF RECOMMENDATION N/A

EXHIBITS N/A

PROPOSED MOTIONS N/A

p11