



Notice of Public Works Committee Meeting

CITY OF FALLS CITY, OREGON
Meeting Location: 320 N Main Street, Falls City
Thursday December 19, 2019 6:00 PM
Posted on December 17, 2019

Committee Members

Mike McConnell	Tony Meier
Jeff Propp	Cliff Lauder
Guy Mack	Gordon Hanson
	Tracy Young

AGENDA

- 1) **Call to order**
- 2) **Pledge of Allegiance**
- 3) **Motion to adopt the entire agenda**
- 4) **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Meeting Minutes November 21, 2019 (pg. 1-2)
- 5) **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. 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**
 - a. Public Works Staff Report for November 2019 (pg. 3)
 - b. Back Flow SR-Don Poe with Bid Proposal and Backflow policy (Exhibits A, B, C, and D) (pg. 4-10)
- 7) **New Business**
 - a. SR-Removal of Surplus City Property (Exhibit E) (pg. 11-14)
- 8) **Correspondence, Comments and Ex-Officio Reports**
- 9) **Committee Announcements**
- 10) **Adjourn**

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City of Falls City
Public Works Committee Meeting
Thursday November 21, 2019 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack

Staff Present

Don Poe, Public Works Superintendent; William Sullivan, Community Development and Outreach Coordinator

1. Call to Order

Chair McConnell called meeting to order at 6:01 p.m. and took roll call.

2. Pledge of Allegiance

Chair McConnell led committee in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

Member Meier moved and member Young seconded to **adopt the entire agenda**.
Motion carried 7-0-0 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

4. Consent Agenda

- a. Public Works Committee Minutes October 24, 2019.

A motion was made by Member Meier and seconded by Member Lauder approving Consent Agenda item a. Motion carried 7-0-0 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

5. Public Comments

None

6. Old Business

- a. City Staff report informed Committee that the design work is complete and that the City Engineer will be soliciting bids by the end of November 2019. Current meters likely to be replaced with new pipe installation. Member Mack informed Committee of property owners concerns of effect on water pressure and that the entire Parry Road pipeline should be replaced instead of just a portion which will cause future disruption and inconvenience. PW Supervisor, Don Poe informed Committee that a new fire hydrant would be installed on line

7. New Business

- a. Public Works Staff Report for October 2019 – FYI
- b. Mr. Sullivan informed Committee of preliminary plans to implement the Falls City Greenway which include;
 - i. Paving a pathway from Little Luckiamute River Falls across Bridge Street to Faye Wilson Memorial Park, exploring feasibility of restroom facilities at the Falls, improved fencing/signage and a possible

footbridge above the Falls connecting with George Kitchen Park (Upper Park).

- II. Exploration of ADA-accessibility of North Main Street sidewalks, a permanent traffic island at intersection of Mitchell and Bridge Street and renewed landscaping.
- III. Final portion would involve paving and lighting a walkway along Boundary Street and Prospect Avenue connecting the High School on North Main and the Elementary School on Prospect Avenue.

Member Young expressed skepticism that the path would be used, the students preferring to walk the existing path that runs diagonally to Boundary.

Member Lauder mentioned the possibility of completing the Stairs (approximately 75 new stairs and 2 landings) and a pathway along Prospect Avenue to Elementary School thus completing a loop from High School, Elementary School and Downtown. Public Works Supervisor, Don Poe reminded Committee that anything built (pathway, restrooms, etc.) requires ongoing maintenance and Staff time. Committee expressed support but passed no motion.

8. Correspondence, Comments and Ex-Officio Reports

- a. PW Supervisor Don Poe expressed concern about the number of Back Flow devices that are failing inspection and the real possibility because of age of further failures. Asked Committee to schedule discussion for possible solutions, i.e. City staff be certified to determine if Back Flow device needed at properties and designate 'high risk' properties that must retain devices, City acquire ownership of devices to reduce property owners expense, amend current Ordinance. Questions, such as, could meters be left in place without testing or need to be removed, which would pay for removal if necessary, etc.

Committee requested Back Flow Policy be added to next meeting agenda

9. Committee Announcements

Next Public Works meeting is scheduled for Thursday December 19, 2019 at 6:00 PM.

10. Adjourn

A motion was made by Member Mack and seconded by Member Young to adjourn the meeting. Motion carried 7-0-0. Ayes: Cliff Lauder, Mike McConnell, Gordon Hanson, Jeff Propp, Tony Meier, Tracy Young, Guy Mack.

Signed: _____ Public Works Committee Member

Attested: _____ Public Works Committee Member

Public Works Staff Report for November, 2019

Friday, 1 Water sample taken down to Corvallis, park maintenance.

Saturday, 2 & Sunday, 3 Routine water and sewer.

Monday, 4 Finish ditch's on East Ave.

Tuesday, 5 Did ditch's West Blvd. Estelle.

Wednesday, 6 Shoulder work and leaf pick up on Clark, Lombard and Lewis.

Thursday, 7 Put out door hangers for septic tank inspection, took sewer sample to Covallis.

Friday, 8 Put flags out for holiday, ditch work Bridge.

Saturday, 9 & Sunday, 10 Routine water and sewer, also Monday, 11 which was a holiday.

Tuesday, 12 & Wednesday, 13 Septic tank inspection.

Thursday, 14 Finish septic tanks, finish picking piles at upper cemetery.

Friday, 15 Grade Chamberlain.

Saturday, 16 & Sunday, 17 Routine water and sewer.

Monday, 18 Gravel East Ave. working on list for tank pumping.

Tuesday, 19 Graded and graveled Fifth and Alan.

Wednesday, 20 Lower cemetery maintenance, sewer samples to Corvallis.

Thursday, 21 Meter reading.

Friday, 22 Rereads, office cleaning.

Saturday, 23 & Sunday, 24 Routine water and sewer.

Monday, 25 Preparation for possible snow, switch out vehicles Jay last day.

Tuesday, 26 Working on sewer paper work, new format work orders for better tracking .

Wednesday, 27 Did routine rounds, office lunch, had to retake sewer sample lab made a mistake.

Thursday, 28 & Friday, 29 Holiday, Routine water and sewer.

Saturday, 30 & Sunday, 1 Routine water and sewer.

STAFF REPORT

TO: PUBLIC WORKS COMMITTEE
FROM: DON POE, PUBLIC WORKS SUPERINTENDET; JAMIE WARD, CITY CLERK
SUBJECT: BACKFLOW PROGRAM
DATE: DECEMBER 16, 2019

SUMMARY

Staff has contacted Forbes Plumbing and Pederson's Plumbing to get a bid on the estimated cost of removing and reinstalling the backflow device on the City of Falls maintained side of the meter. Forbes Plumbing gave a verbal quote for the estimated cost of 500.00-750.00 per device. The estimated total cost would be between \$215,000.00 and \$322,500.00. Pederson's Plumbing sent in a bid proposal with was slightly cheaper with their quote \$498.00 per device with a total cost at \$214,140.00. That leaves two options for the City, to leave the Backflow program the same or rewrite the Resolution

BACKGROUND

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.

April 12, 2018, A motion was made by Councilor Meier and seconded by Councilor Drill to move the backflow ownership issue back to Public Works Committee. Motion carried 5-0-1. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles Nays: Charlie Flynn

Options discussed by Council;

1. City seeks 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.

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBITS

- Exhibit A- Pederson's Plumbing Bid Proposal
- Exhibit B-Resolution of Policy and Enactment of Rules Regarding Backflow Prevention Devices
- Exhibit C-Municipal Code Chapter 52: Cross-Connection Control
- Exhibit D- Resolution 2013-21 Approving a Contract for Backflow Services

Bid Proposal

A. Pederson's Plumbing, Inc.
19.1210
P.O. Box 1069
Dallas, OR 97338
Phone: 503-623-3838
Fax: 503-623-8532

Bid Date: 12/10/2019

Proposed to:

The City of Falls City
Contact: Jon Creekmore
299 Mill St
Falls City, OR 97344
jcreekmore@fallscityoregon.gov

Description

This is a bid to excavate around water meter and backflow devices. Remove both and reinstall in the opposite order to place the backflow device on the City of Falls City maintained side of the meter. When reinstalled the backflow will be hooked to the curb stop. Piping between the meter and the backflow will be done in Schedule 40 stainless steel with a union, space permitting. Boxes will be reset and backfilled around with gravel. This bid is provided based upon the example given by the Public Works Department at the time of the bid.

Notes:

1. This bid does not include new backflow devices, meters or boxes. If a backflow device, box or pressure reducing valve is not reusable the City of Falls City will provide a replacement.
2. The City of Falls City will be responsible to notify the homeowners of the work and water shutoff. We will coordinate with the City of Falls City for when we are working. The City of Falls City must be responsible for posting notice with their customers per their ordinances, laws and city guidelines.
3. Billing will be done on sets and due within 30 days of invoicing.
4. We will need a map showing locations of the meters.

Per Unit

Labor & Parts	\$498.00
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Total # of Units	430
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Backflow Devices	
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TOTAL	\$214,140.00
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This bid does not include concrete cutting, electrical, sheet rock and wall repair, gas piping, or exhaust flu.
A permit may be required for this job and is not included in the price.

All material is guaranteed to be done in workmanlike manner. ABS / DWV , Drain pipes and PEX, Water pipes. Cement cutting and removal and ditching work is not part of this bid. Any Alteration of deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Any added costs due to price increases to A. Pederson's Plumbing from our suppliers will be added to bid at fixture billing. These prices quotes are under normal market conditions are guaranteed for a period of 30 days from the date of this bid. However, A. Pederson's Plumbing reserves the right to increase pricing due to abnormal market conditions.

CB# 158843

Respectfully Submitted by: A. Pederson's Plumbing, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date: _____

Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**RESOLUTION of POLICY AND ENACTMENT OF
RULES REGARDING BACKFLOW PREVENTION DEVICES**

Adopted May 14, 2018

RESOLVED that the Luckiamute Domestic Water Cooperative in order to comply with the requirements of the State of Oregon regarding the Backflow Prevention Device Requirements, hereby adopt the following rules in furtherance of that policy.

BACKFLOW DEVICE RULES

All individuals, members, or financially responsible parties under a contractual relationship with the Luckiamute Domestic Water Cooperative (hereafter "member") shall be required prior to the introduction of water to the service to do the following:

1. *Backflow Prevention Device Requirements*

1.1.1 A Backflow Prevention Device will be installed and maintained by Luckiamute Domestic Water Cooperative, of a type and model approved by the State of Oregon, either a Double Check Valve Assembly (DCVA) or a Reduced Pressure Principal Backflow (RPPB) device, dependent upon hazard(s). Said installation shall occur when any new service is added to the system.

1.1.2 In the event that a member elects to have his backflow tested independently, the member will provide proof of such device, testing, and certification acceptable to the State of Oregon, be submitted or mailed to the offices of the Cooperative at 8585 Suver Road, Monmouth, Oregon 97361-9799 every year. ,

1.2 Luckiamute Domestic Water Cooperative will have the approved Backflow device tested annually by the anniversary date of certification outlined in section 1.1.2 above, beginning with the year following the initial testing and certification.

2. *Failure to Comply with Backflow Prevention Device Rules*

2.1 If any member fails to have an approved Backflow Prevention Device installed and certified within 30 days of a Cooperative meter being installed, the Cooperative shall have the right, without notice, to have that member's device be tested and/or certified at the member's expense.

2.2 If any member who assumes testing of their backflow fails to have the annual certification or their Backflow Prevention Device completed, the Cooperative shall have the right, without notice, to secure and/or shut off water to the service and have the required certification done at the member's expense.

2.3 If the Cooperative is required to conduct a test, or have the member's Backflow device certified, because of the member noncompliance, that member shall be charged a \$150.00 noncompliance fee.

2.4 The member, in addition to the noncompliance fee shall pay the reasonable cost of having the Backflow Prevention Device tested.

- 2.5 Any costs or penalties set out in this section shall be charged against the member's account. If a penalty, or charge is assessed before the 15th of the month, it shall appear on that month's billing, and be due and payable in full when that month's regular billing is due and payable. If the penalty or charge is assessed after the 15th of the month, it shall appear on the following month's billing and be due and payable when that month's regular water charge is due and payable.
- 2.6 If any member does not pay the costs or penalties set out in section 2 above when due, the Cooperative shall have the right to remove that member's water meter without notice as of 12:01 a.m. on the day following the date the regular month's water charge is due and payable.
- 2.7 If the Cooperative is required to remove a member's meter, the member shall be charged a \$250.00 fee for the removal of the meter. The member shall be required to bring all amounts owed the Cooperative current before the meter shall be reinstalled. Such amounts shall include, but not be limited to, any fees and penalties outlined above, plus the normal hook up fee as prescribed from time to time by the Board of Directors.
- 2.8 No exception to requirements, fees, or penalties outlined in this section shall be granted without the Board of Director's written approval to staff.
- 2.9 No backflow unit will be removed from the Luckiamute Water System. Unless required for repair or replacement, removal of a backflow unit will be considered tampering with a municipal water system and is considered a federal offense. If a backflow device is removed, the member owning the membership will be charged for the missing unit as well as the cost for a new backflow unit to be installed. A second offense will be considered a "member not in good standing" per LDWC bylaws and risks the termination of the member's service and loss of membership.

BACKFLOW Information

October 16, 2013

Municipal Code Chapter 52: Cross-Connection Control

52.07 PERIODIC TESTING.

- (A) All testable backflow devices shall be tested and inspected at least annually.
- (B) Periodic testing shall be performed by a certified tester from a list provided by the utility. This testing will be done at the owner's expense.
- (C) Any backflow preventer which fails during a periodic test will be repaired or replaced. When repairs are necessary, upon completion of the repair, the device will be re-tested at owner's expense to insure correct operation. High hazard situations will not be allowed to continue if the backflow preventer fails the test and cannot be repaired immediately. In other situations, a compliance date of not more than 30 days after the test date will be established. The owner is responsible for spare parts, repair tools, or a replacement device. Parallel installation of two devices is an effective means of the owner ensuring uninterrupted water service during testing or repair of devices and is strongly recommended when the owner desires the continuity.
- (D) Backflow prevention devices will be tested more frequently than specified in division (A) above if the utility feels that there is a history of test failures. Cost of additional testing will be borne by the owner. Any circumstance not covered by this chapter or any of the authorities in § 52.01(B) shall be left to the judgment of the Administrator or designee.
(Ord. 97-464, passed 3-3-1997)

Certified Backflow Assembly Testers for Oregon

Backflow Assembly Testers are required to obtain licensing through the Construction Contractors Board (CCB) or the Landscape Contractors Board (LCB) if they provide their services for a fee. CCB and LCB licenses have not been verified for individuals on this list. Call the CCB at 503-378-4621 or the LCB at 503-967-6291 to verify licensing.

Polk County

Certification Number	Name of Tester	Phone Number	Employer	Address
952	RICHARD P EVANS JR	503-838-6138		9940 HOFFMAN RD; MONMOUTH, OR 97361
5801	JAMES COLE GREEN	503-881-1951		1321 MARIGOLD DR; INDEPENDENCE, OR 97351
4591	ANDREW JOSLIN	503-580-2744	OREGON BACKFLOW INC	9300 RICKREALL ROAD; RICKREALL, OR 97371
3184	DAVE JOSLIN	503-580-2744	OREGON BACKFLOW INC	PO BOX 82; RICKREALL, OR 97371
5289	THOMAS W. VAN GELDER	503-551-8516	DUTCHMAN BACKFLOW LLC	16496 BROWN RD; DALLAS, OR 97338

RESOLUTION 2013-21

A RESOLUTION APPROVING A CONTRACT FOR BACKFLOW TESTING SERVICES

Findings:

1. The City of Falls City is required to have backflow devises tested annually under Oregon Administrative Rules Chapter 333 Division 61.
2. The City of Falls City finds that it is in the best interest of the city to contract for backflow testing services in order to leverage bulk and competitive pricing on behalf of the residents of Falls City.

NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. That making efficient use of resources is important to Falls City.

Section 2. That Falls City Council approves the Contract for Backflow testing services with Richard Evans, CCB#125902.

Section 3. This Resolution was duly PASSED and ADOPTED by the Falls City Council this 10 day of October 2013, and takes effect upon signing.

AYES 5 NAYS 0 ABSTAINED 0 ABSENT 1

Approved:

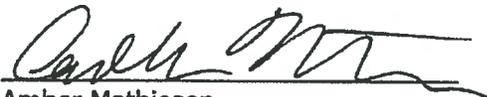
10/10/13
Date



Amy Houghtaling, Mayor

Attest:

10/10/2013
Date



Amber Mathiesen
City Administrator/Recorder

STAFF REPORT

TO: PUBLIC WORKS
FROM: JAMIE WARD, CITY CLERK
SUBJECT: REMOVAL OF SURPLUS PROPERTY -FYI
DATE: DECEMBER 11, 2019

SUMMARY

At the December 09, 2019 City Council Meeting Resolution 25-2019 was approved with changes. The original Resolution proposed the surplus of the 1989 International Dump Truck, 1978 Grader, 2004 Chevy Pickup, 2006 Ford F-350 with the Plow, and the 1996 Chevy Tahoe. The original Resolution was discussed with most of the concerns being around the sale of the Grader and Dump truck. Council mentioned concerns with the cost replacing the grader or dump truck if the City may one day need. City Manager Corthell clarified that the sale of those two items would not happen until after this winter season and that the idea is to replace both of those pieces of equipment with a newer 3 ton truck with a hydraulic lift bed and attach a plow to the front of that during the winter months to come. Corthell stated that the cost of the grader is not feasible anymore, maintaining that the machine is running properly has become a financial burden on the City, and that contracting out has been much cheaper in the past. City Council agreed on the surplus of the 2004 Public Works Chevy pickup and the 1996 Fire Chevy Tahoe but wanted to get a better idea of what the costs would be on contracting services. Public Works Superintendent Don Poe agrees with the idea of outsourcing and feels it will come out a more functional plan for the City and that he totally supports the idea.

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

1986 Ford L9000 Fire Pumper-Declared surplus by City Council in January 2019 (9000)

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

Exhibit

Resolution 25-2019 and Attachment A

RESOLUTION 25-2019

A RESOLUTION DECLARING CERTAIN CITY VEHICLES SURPLUS PROPERTY AND AUTHORIZING THE SALE OR DISPOSITION THEREOF

Whereas:

1. Property is considered "surplus" when it no longer serves the needs of the city and, therefore the public; and
2. Surplus property should be disposed of when doing so is in the public interest; and
3. The City of Falls City is currently in possession of property that no longer serves the needs of the city and, therefore the public; and
4. Nothing in the City's governing documents delineates a procedure for declaration or disposition of Surplus City Property.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The items listed in attachment "A" are declared surplus property. The surplus property listed in attachment "A" shall be disposed of in the manner delineated in said attachment.

Section 2. The City Manager shall determine and utilize the most advantageous method of sale for all surplus property to be disposed of by sale. The methods include, but are not limited to, State Surplus Property, Craigslist, Facebook, Community Boards, and direct contact with City Hall.

Section 3. The City Manager shall determine appropriate pricing based on comparable sales and valuation tools like Kelly Blue Book, for all surplus vehicles and equipment delineated in attachment "A."

Section 4. Monies received from the sale of Surplus Property will be allocated to the City's General Fund.

Section 5. This Resolution shall be effective immediately upon passage.

Continued on next page...

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 9th day of December, 2019.

Vote: AYE 4 NAY 0 ABSTAIN 0 ABSENT 2

12/09/19

Date

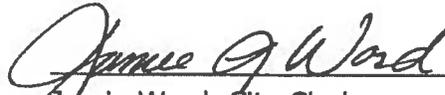


Jeremy Gordon, Mayor

Attest:

12/09/19

Date



Jamie Ward, City Clerk

Resolution 25-2019

Attachment A

Department	Description	Year	Manner of Disposal
Public Works	Chevy Pickup	2004	Sale
Fire	Chevy Tahoe	1996	Sale