



CITY OF CANNON BEACH

AGENDA

Meeting: Public Works Committee
Date: **Tuesday, February 20, 2024**
Time: 9:00 a.m.
Location: City Hall Council Chambers

- 9:00 (1) CALL TO ORDER
- (2) APPROVAL OF MINUTES
A. Tuesday, January 16, 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
 o Budget Discussion
- (6) GOOD OF THE ORDER
- (7) ADJOURN

Posted: February 13, 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. 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=T2dLdGtJbjQ2cDZ6UExNSmV6UUIIDUT09>

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

View Our Live Stream: View our [Live Stream](#) on YouTube!

Minutes of the
PUBLIC WORKS COMMITTEE
Tuesday, January 16, 2024
Council Chambers

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

Absent: Amber Fowley

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 9:01 am

2. APPROVAL OF MINUTES

A. Minutes from Tuesday, January 16, 2024:

Motion: Doug Craner moved to approve the minutes from December 19, 2023; Steve Weight seconded the motion.

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

3. PUBLIC COMMENT

Jan Siebert-Wahrmund PO Box 778, No public comment

Received a letter from Susan Logan, that has been put into comments. The City attorney and city manager are working on that.

4. ACTION ITEMS

A. 2024 Nominations of officers

Table is open to need a chair and a vice chair.

Motion: Steve Weight move to nominate Jenee Pearse-Mushen to stay as chair Doug Craner seconded the motion

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

B. Utility Relief Requests/Disputed Utility Billing Fee Waivers

Reviewed El-Mansy's 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: Scott Hudson moved to deny request as this is not a malfunction. The staff recommendation to deny the utility relief request; Steve Weight seconded the motion.

Weight added we don't give water for credit, only sewer and this didn't enter the sewer and it was

Vote: Hudson, Craner, Weight and Pearce-Mushen voted AYE. The vote was 4:0 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, since we were just talking about hose bibs I saw some of that this weekend freezing second kind of and um one house in particular we saw quite a bit of water damage the pipe broke inside the house it appeared and was coming out the side of the home my team was out with uh Trevor and I and two other workers he went over and shut it off to stop the damage so to speak but uh that home owner got some work and repairs so it was a good eye opener for people to know how important it is to know your neighbors a neighbor had called that in to us or let it in to us to let us know we were able to react and help out by shutting it off but if we have those neighborhood odds established where we know our neighbors and we can kind of look for neighbors that we know don't live here full-time and prepare for something the units as Ex. as what we just went through is a good

La Bonte, in addition to they had Ion water they would have known they had a leak and could have called for some for some help so that was kind of a twofer uh opportunity there and so I'm sure today when things start to get a little bit more rational for us as far as just the chaos Daryl will reach out to these folks and um the neighbor may have also um mentioned it to them so that's very good and that that was because of it froze back into the house right you know I think it's very important for \$249 it Walmart you buy a little styro-foam that goes over the faucet main thing is unhook the holes unhook sure those freezeproof bibs they shut off inside the wall oh that's great they have to do is they have to drain that water that's inside there it's it is more heavily insulated but it still freezes I see I see and it has to drain out the hose on there it can't drain all that water up so you can you can take that hose off turn it off take the hose off make sure it drains and you can put the hose back on there as long as you don't turn that water on again you've then evacuated all the water from where it shuts off inside Freeze Proof ones I'm talking about uh out but the best thing to do is just leave it off just leave it all I don't know what's Frozen in the hole that's going to prevent water from escaping.

La Bonte, so the next item was our budget discussion and because Amber brought that up and I want her to be part of the discussion in addition to the fact I'm somewhat unprepared because here here's what I want to explain to you guys I have several spreadsheets that I need to get in front of you I can put those up on the screen but they're going to be very tiny and so if it's at all possible for everybody to be here when we have this discussion it's going to make a lot more sense to you how we track each project when it's a capital project especially on what our draw Downs are how they book to the budget every month and how I keep track in between a payable hitting our budget through Finance meaning a

check has been cut and provided to the contractor sub or whoever then there's another Dynamic of projects that are just part of our regular operating budget that I also track differently and so I want to show you those two things because they're internal to Public Works just so that I can keep really close tabs on the projects as I'm approving payouts I can see just like your checkbook register if you will you can see it ticking down when we get actual goals they're anywhere from a month uh to two months behind when I'm making critical business decisions on a budget especially when it's getting close to the end of the year two months makes a big difference and so I could easily overrun the budget so we track it the way that I'm going to share with you for that reason because Finance has some scrubbing if you will to do to the budget before they send out our actuals and we can get in to Cassel our budget software for the city and see where we are at the moment but that doesn't mean that everything is booked and so there is a gap if you will that we that I have to respect when I'm making decisions to approve something um and that's what I want to go over with you so that you can see internally how Public Works does it and then of course we you see our projects that we update to you guys and if you want me to include where we are budget wise when I talk to you about the um projects I can certainly do that I can tell you we're 70% spent we're only 30% spent whatever and you see in the approved budget what we've been allotted for those projects so you can look at that total and if I tell you we're 25% or whatever spent you have a wagger of where we are Moneywise versus where we are in the completion of the project does that make sense I think thing I want to do is go over my internal spreadsheets with you every single month because it's too tedious I wouldn't agree to that because you'd fall asleep it doesn't really have checkbook is a very good analogy the checkbook is good I want you to see how we do it so you know how on top of these projects we are down to

6. GOOD OF THE ORDER

Pearce-Mushen reported January 5th Good date. We are starting a hybrid CERT starting in January, encourage any city employees who have not attended in the past join us, giving an overview.

La Bonte confirmed what the committee wanted to see at next month's meeting from the budget.

7. ADJOURN

Pearce-Mushen adjourned the meeting at 9:52 am.

Sheri Skotland, Recorder



CITY OF CANNON BEACH

City of Cannon Beach
Finance Department

JAN 29 2024

Received

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

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: 1/29/24 Account #: 1496.01
Date Leak Found: 1/14/24 & 1/19/24 Date Leak Repaired: 1/16/24 & 1/19/24
Street Address/Location of Service: 764 N. Ash Street
Customer Name: H. Weckwerth Phone #: 503-436-9094
Customer Mailing Address: P.O. Box 77 C.B., OR 97110

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

After the ice storm of 1/13, I checked our rental house for damage as the tenant was out of town. I found a dripping connection under the house and turned
returned on 1/16 & tightened the connection. No other

OFFICE USE ONLY
Staff recommendation: ☒ Approve ☐ Deny Notes: _____

Sewer amount in leak period: 141.94 minus seasonal average usage: 28.74 = 113.20
Total credit: \$ _____ Date issued: _____ By: _____

Rev: 12/07/22

leak was detected. On 1/19 Darryl (City employee) notified me of excessive water usage. Further inspection at 764 Ash determined that a well wrapped/protected spigot had a split line/pipe. Our tenant is a self-employed handyman. He used Pex (?) pipe that he had in stock to replace the split pipe. No receipts are attached as nothing was purchased. Attached are before and after photos of the pipe & its repair.

Pipe break

Kathy Weckwerth <kapweckwerth@icloud.com>

Thu 1/25/2024 7:55 AM

To:kathleen preedy-weckwerth <kapweckwerth@msn.com>

Before



Sent from my iPad

3/4" length split
in the flexible
pipe to the spigot.

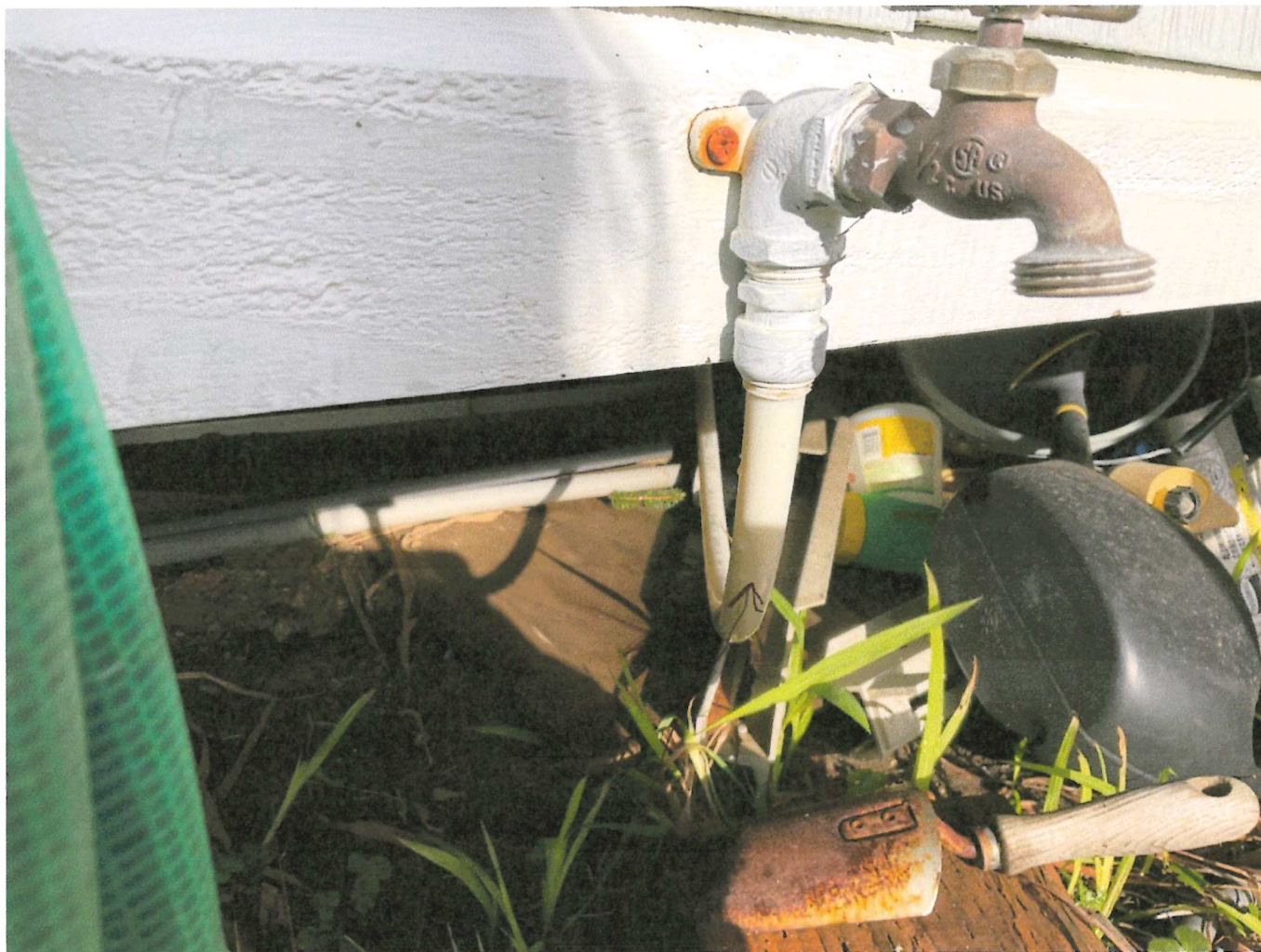
Pipe repair

Kathy Weckwerth <kapweckwerth@icloud.com>

Thu 1/25/2024 7:55 AM

To:kathleen preedy-weckwerth <kapweckwerth@msn.com>

After



Sent from my iPad

Entire length of flexible
pipe ($\approx 6'$) replaced.

	01/31/2024	12/31/2023	11/30/2023	10/31/2023	09/30/2023	08/31/2023	07/31/2023	06/30/2023	05/31/2023	04/30/2023	03/31/2023	02/28/2023	01/31/2023
Water		134.27	25.67	25.67	25.67	25.67	25.67	25.67	25.67	25.67	25.67	25.67	25.67
Water usage		1,700	100	200	100	300	400	400	400	100	200	300	200
Sewer		141.94	33.39	33.39	33.39	33.39	33.39	33.39	28.74	28.74	28.74	28.74	28.74
Storm Drain		11.99	11.99	11.99	11.99	11.99	11.99	11.99	9.22	9.22	9.22	9.22	9.22
Deposit		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Door Hanger		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
NSF Check Charge		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Turn on/turn off fee		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Penalty - Water		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Interest		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total charges		288.20	71.05	71.05	71.05	71.05	71.05	71.05	63.63	63.63	63.63	63.63	63.63
Previous balance		.00	71.05	71.05	.00	71.05	7.42	63.63	.00	63.63	63.63	.00	63.63
Payments		.00	.00	213.15	.00	.00	149.52	.00	190.89	.00	190.89	.00	.00
Adjustments		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
		288.20	.00	71.05	71.05	.00	71.05	7.42	63.63	63.63	.00	63.63	.00

$$141.94 - 28.74 = 113.20$$

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

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

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: _____ Account #: _____

Date Leak Found: _____ Date Leak Repaired: _____

Street Address/Location of Service: _____

Customer Name: _____ Phone #: _____

Customer Mailing Address: _____

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

OFFICE USE ONLY

Staff recommendation: _____ Approve _____ Deny _____ Notes: _____

Sewer amount in leak period: _____ minus seasonal average usage: _____ = _____

Total credit: \$ _____ Date issued: _____ By: _____

Rev: 11/15/22



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.