

# PUBLIC WORKS MEMO

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|-----------------|---|---|
| <b>To:</b>      | The Mayor and Members of City Council         |  |
| <b>From:</b>    | Sue Nelson, Interim Public Works Director     |   |
| <b>Date:</b>    | 12 August 2020                                |   |
| <b>Subject:</b> | July Public Works Department Activity Summary |   |

## Engineering

1. Reviewed plans for improvements on Matzen and Brayden Streets for new storage building.
2. Released the N. Vernonia Road sidewalk project out for bids.
3. Completed design and plans for an ADA ramp improvement project.
4. Completed the 2020 Sanitary Sewer Rehab project.
5. See complete report.

## Parks

In addition to mowing, general parks maintenance, watering street trees, and collecting garbage:

1. Re-opened the restrooms at McCormick Park.
2. Removed graffiti from the restrooms and playground at McCormick Park.
3. Repaired the sprinkler systems at the Library and the Veterans Memorial.
4. Replaced some dead street trees.
5. See complete report.

## Public Works Operations & Maintenance

1. Picked up supply of dust palliative and applied to gravel roads.
2. Started work to demo courts at Campbell Park.
3. Built new access road for Wilsonville Concrete at St. Helens Industrial Business Park.
4. Started annual street marking re-painting.
5. Serviced and/or made repairs on 36 vehicles and/or equipment.
6. Responded to four after-hours call outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 53.1 million gallons of filtered drinking water, an average of 1.71 million gal/day.
2. Interviewed applicants for Water Filtration Operator position.
3. Developing project to move disinfection system and eliminate excess piping and hosing.

## Waste Water Treatment Plant

1. Performed maintenance and repairs on SolarBees; moved to secondary lagoon.
2. Cleaned headworks and south contact tank.
3. Worked with Letica on pretreatment reports.
4. Changed batteries in remote emergency call out systems.
5. See complete report.



## Engineering Department Status Report

12 August 2020



Most of the restrictions implemented in March by the City, County, and State due to the COVID-19 pandemic continue to remain in place. Although contractors and Public Works employees continue to work, various safety precautions have been instigated including social distancing, restricting the number of people in a vehicle, increased frequency of hand washing, mandatory hand sanitizer in vehicles, also have soap and clean water available on job sites if possible or required if hand sanitizer is not available. Private contractors and City employees are required to follow these rules.

In addition to the above requirements, the staff at the City Shops remain working a staggered schedule to reduce the number of people that are in the building before each shift and during breaks and lunch. This makes it possible for them to maintain social distancing protocols. City Hall offices are closed to the public and available by appointment only. The WWTP staff is working an altered schedule to reduce the amount of time that they would be in close proximity to each other since they are working within a lab and/or office environment more frequently than the Operations staff at the Shops and at the Parks Department.

### **DEVELOPMENT PROJECTS**

#### Greystone Estates Subdivision

The public improvements are close to being finished. Underground utilities are done and tested, and paving has been completed in the past couple of weeks. The curb returns and ADA ramps are scheduled for later this week.

#### St. Helens Place Apartment Project

Construction is continuing to finish the remainder of the apartment buildings.

#### Brayden Street Storage Building

Reviewing plans for the public improvements on Brayden and Matzen Streets. This work is being done by the owner of the new St. Helens Place Apartments for construction of a storage building at the southeast corner of Matzen and Brayden Streets to be used by the apartment tenants. Frontage upgrades on both streets will be required including sidewalks, storm drainage, and a new fire hydrant for required fire protection.

#### Hanna's Place Development

No change in status: The Project Engineer is waiting to finalize the project until some last-minute details are completed.

#### Control Solutions Development at McNulty & Industrial Way

Work is continuing on the storm drain and frontage improvements for this new light industrial development at the corner of McNulty and Industrial Way.

#### Potential New Grocery Outlet at Violette's Villa Property

An application has been approved by the Planning Department for a Grocery Outlet store to be constructed on Lot #4 of the Violette's Villa subdivided property. This will be just south of the new Legacy health clinic, in front of the new apartments under construction.

### St. Helens Industrial Business Park Development

Participated in a site visit, provided review and additional comments on the preliminary drafts for development of the St. Helens Industrial Business Park site.

## **STREET AND TRANSPORTATION PROJECTS**

### Gable Road Improvement Project

This project is substantially complete. A few sections of curb and some ADA ramps that did not meet design criteria will need to be redone by the Contractor. Approximately 70 new trees will be planted in the fall during the specified appropriate planting period.

### N. Vernonia Road Sidewalk Project

This project is currently out to bid. Because we cannot have the previously planned open house because of COVID restrictions, we will be notifying all property owners along the route of the upcoming project and informing them of changes that will be made to their driveways (if any) and about any trees to be removed. Funding for this work is approximately half from the Oregon Surface Transportation Block Grant Fund Exchange Program and half from System Development Charges.

### Columbia Boulevard Sidewalk Safe Routes to School Grant Project

Some very preliminary plans have been reviewed by staff. The first draft design should be submitted for review in the next few weeks.

### ADA Ramp Project

Staff has been preparing a project to install approximately 8 new ADA compliant sidewalk ramps at various locations along higher classification streets.

### Annual Striping Project

The contract with Apply-A-Line Inc. has been finalized. This work is typically scheduled for August but can be done at any time.

### St. Helens Entry Sign

Working with the Planning Department to reserve a location for a new entry sign on the ODOT plans for the signalized intersection at Millard Road and Highway 30.

## **WATER SYSTEM PROJECTS**

### N. 7<sup>th</sup>, N. 9<sup>th</sup>, and N. 11<sup>th</sup> Waterline Improvements Project

This project is complete.

### 2MG Reservoir Rehabilitation Project

Working through the attorney to schedule the required repairs.

### Water Filtration Facility Computer and SCADA Upgrade

This upgrade is being spearheaded by the More Power staff to minimize costs and provide reliable hardware and backups for the Water Filtration Facility's operating systems.

## **SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS**

### 2020 Sanitary Sewer Rehabilitation Project

This project is complete.

### Sanitary Sewer and Storm Drain Master Plan Project

A great deal of information has been compiled and sent to the Consultant for review. A formal kick-off meeting with staff is being scheduled for mid-August.

### Columbia Boulevard Sanitary Sewer Extension

Revised plans to be in conformance with Columbia County's future storm culvert replacement were submitted in the first week of August. Once approved, the private party will be able to start construction of the public sanitary sewer extension.

### S. 14<sup>th</sup> Street Backyard Storm Extension

Design of a public storm drain system extension has been completed and this project is currently out to bid. It will be constructed late summer/early fall so help provide storm drainage relief to the property located at 314 S, 14<sup>th</sup> Street and surrounding area.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

### Campbell Park Sports Court Grant Project

Developed contract documents and specifications to put out to bid for the construction of new tennis/pickleball courts and a new basketball court at Campbell Park. Worked with Public Works to start demo of existing facilities and start prepping site for the new courts and other planned improvements

### Blazers Moda Assist Program

No change in status: Although we were fortunate enough to win this grant, the final amount is not yet known due to the impacts of COVID-19 on the NBA season. When we learn of the total grant amount, we will use those funds to purchase all-inclusive playground equipment to augment the new play structure for McCormick Park. There will be community outreach to help make the final equipment selection.

### Right-of-Way and Construction Permits

There were six permits issued in July: Two to NW Natural, one for geotechnical borings around the funeral home; one to Comcast for a service; one to MultiTech Engineering for a plan review; and one to NW Regional ESD for a new cable service.

### Miscellaneous Projects

Management staff continues to spend a considerable amount of time discussing and implementing the COVID-19 protocols, which change on an almost daily basis. There has been a lot of coordinating with various departments to ensure the safety and well-being of all of our employees and the public to the best of our capabilities.

Selected a replacement for the Water Filtration Operator position. This candidate ultimately was not able to accept the position; it was then offered to the next best qualified candidate.

Coordinating with Tina on upcoming events and assisting her with various projects and requests.

### Training Workshops and Committee Meetings

Participated in the quarterly Executive Risk Management Team meeting.

Participated in the Quarterly Oregon APWA Joint Board Meeting.

Meet with members of the girls softball league and other staff to discuss field usage.

Participated by video in the monthly Parks & Trails Commission meeting. Discussed Wellness Committee proposal to use some of the unused Bike & Pedestrian Committee funds to assist with a bike giveaway program. The program involves volunteer time, distributing unclaimed surplus bikes currently stored at the Police Department and Public Works, and providing a service to the community. It was received very positively and will now be presented to the City Council.



## Parks Department for July 2020



Daily duties were performed which include: restocking portable restrooms, garbage pickup, mowing, and general parks maintenance.

\*\*Reminder that the Parks Staff is currently down one position that has not been filled, and we have just been given authorization to hire temporary summer helpers. Additionally, the community service workers are not able to assist due to COVID-19 restrictions. There is likely a noticeable reduction of overall parks maintenance due to the lack of staffing.\*\*

|   |   |
|---|---|
| Worked on the sprinkler system at the Library               | Spread chips under the swings at Campbell Park                                    |
| Put bark dust in the Veterans Memorial flower beds          | Painted the restroom doors at McCormick Park                                      |
| Watered street trees twice a week                           | Reserved space at the docks for the Coast Guard                                   |
| Reset the sprinklers at Campbell Park                       | Repaired a broken sprinkler line at the flower bed at S. 18 <sup>th</sup> and OPR |
| Replaced dead street trees                                  | Removed tape and reservation signs from the docks                                 |
| Repaired mowers   | Removed graffiti from the playground at McCormick Park                            |
| Reset sprinklers on the ballfields at McCormick Park        | Painted and repaired picnic tables  |
| Recovered a bench from the creek                            | Opened the McCormick Park restrooms   |
| Recovered a picnic table from the canyon at Godfrey Park    | Repaired a broken lock on the storage room at McCormick Park                      |
| Supplied light bulbs for the Sand Island restrooms          | Washed some of the Parks Dept. vehicles   |
| Repaired sprinklers at the Veterans Memorial                | Weed-eated at McCormick Park  |
| Reserved space on the docks for a cruise ship (didn't come) | Mowed some of the old Boise park area   |
| Trimmed trees and brush along the trails at McCormick Park  | Filled some of the ruts and holes at the old Boise park area                      |
| Removed tape and reservation signs from the docks           | Removed the tennis nets at Campbell Park  |
| Repaired sprinklers at the Library                          | Sprayed the infields at McCormick Park and 6 <sup>th</sup> Street ballfields      |
| Moved porta potty to Campbell Park                          | More mower repair   |
| Removed graffiti from the restrooms at McCormick Park       |   |

## **Public Works Work Report July 2020**

### **Water Dept:**

Read meters and heavy users  
Installed six new radio read meters  
Cleaned up oil spill on OPR  
Turned water off for leak in basement at 1380 West St.  
Weedeated at shop and reservoir  
Zoom meeting on new Master Meter radio read program  
Put Storz fittings on three fire hydrants  
Replaced meter box at 855 Tice Rd.  
Went to Portland to pick up dust coat liquid and manhole risers  
Put dust coat on gravel streets  
Cleared brush and limbs to widen road on Boise property by pier  
Replaced shut-off valve at 300 N. 3<sup>rd</sup> St.  
Helped clean inside #2 well room  
Replaced shut-off at 285 N. 8<sup>th</sup> St.  
Hauled four loads of dirt to Boise property to fill in road  
Pulled concrete out of valve box across from Magnolia Apts.  
Cut and capped three old service lines on Kelly St.  
Installed new service at 497 N. 7<sup>th</sup> St.  
Hydro-excavated on S. 11<sup>th</sup> St. and changed three services to new main  
Dug up chlorine line at WFP  
Taking down fence at Campbell Park BB & tennis courts

### **Sewer Dept:**

Worked on storm drain project on Columbia Blvd. - a few days  
Cleaned oil out of catch basin on Shore Dr. by Meadow Park  
Did storm survey at Tualatin & S. 16<sup>th</sup> & S. 17<sup>th</sup> Sts.  
Put new lid on storm at Tualatin & S. 17<sup>th</sup> St.  
Wire located storm on Peak Ct. & Vail Ct.  
Wire located 564 S. 12<sup>th</sup> for NW Plumbing for possible sewer service  
Moved Solar Bees to shore and then to secondary lagoon at WWTP  
Push-cammed storm line at Tualatin & S. 16<sup>th</sup> St.  
Push-cammed storm line on S. 18<sup>th</sup> St.  
Push-cammed 175 N. 7<sup>th</sup> St.  
Pot-holed on N. 9<sup>th</sup> St.  
Cleaned up blackberries at Boise  
Shot grade for slide at Godfrey Park  
Worked on road at Boise to pier for Wilsonville Concrete for a few days  
Helped repair water leak on 100 blk of N. 7<sup>th</sup> St.  
Worked on N. 9<sup>th</sup> storm project for a few days

**Building Maintenance/Other**

Put cover on furnace at shop  
Hauled garbage  
Worked on story walk at McCormick  
Painted Friesen building two days  
Worked on street signs  
Sprayed weeds  
Built overhang at shop  
Painted streets several days  
Worked at Library and City Hall

**Call-Outs**

Picked up dead deer at 2<sup>nd</sup> St. & Columbia Blvd.  
Sewer plug at 434 N. 11<sup>th</sup> – on owner's side  
Red light out at S. 18<sup>th</sup> St. & OPR on Boise side  
127 N. 4<sup>th</sup> needs water off for leaking hose bib

**Miscellaneous:**

Swept streets  
Marked 91 locates  
Checked wells & reservoirs daily

## July 1<sup>st</sup> to 31<sup>st</sup>

July 1<sup>st</sup>

- Parks #23 Installed the mower deck onto the mower hooked up the hydraulic lines and adjusted the deck test ran the mower
- PW Checked the equipment
- PW Looked at a road at the Boise Property to see how we can widen it out for a contractor
- PW #55 Brought the sweeper out to the JMF to sweep the business district in the morning

July 2<sup>nd</sup>

- PW Swept streets
- Parks #20 Repaired a mower deck tire
- Parks #2 Started cleaning the truck
- PW #23 Broken hydraulic line replaced the line and the fluid
- Keith Vacation

July 6<sup>th</sup>

- Parks #2 Washed the truck and cleaned the interior
- PW #20 Installed the wheel and hub on the mower
- PW #14 Took the truck to Portland to have a cab guard and lights installed
- Keith Vacation

July 7<sup>th</sup>

- PW #56 Cleaned the truck inside and out installed new stickers
- Shop Mowed the grass
- Parks #12 Checked for a hydraulic leak found nothing filled reservoir
- Parks #3 Started service installed new stickers
- Keith Vacation

July 8<sup>th</sup>

- Parks #3 Finished service
- PW Went to Scappoose and picked up weed eater blades
- PW #30 Took the truck to Portland to have the cab guard and light installed also picked up #14  
And brought it back to public works
- Keith Vacation

July 9<sup>th</sup>

- PW #54 Installed new stickers and cleaned the interior welded up the hitch
- Keith Vacation

July 10<sup>th</sup>

- Parks Helped water street trees
- PW #55 Installed and adjusted a new set of dirt shoes on the sweeper head also removed and  
Replaced a broken bolt that lifts the hood up and down
- Keith Vacation

July 13<sup>th</sup>

- PW #54 Checked all fluids and lights also checked the brakes
- PW Picked up as leaf blower from Columbia feed in Scappoose
- PW Checked on the equipment

July 14<sup>th</sup>

- PW #54 Took the truck to Portland to have the lumber rack and lights installed and also picked up #30 and brought it back to Public Works
- PW #6 Jump started the truck and also started the pony motor

July 15<sup>th</sup>

- PW #6 Jump started the oiler on north 5<sup>th</sup> street took it back to public works and test ran it for a while, Took the truck over to get fuel and it died again battery terminals were hot removed the battery and installed a new one truck ran fine after that
- PW Took a lock up to Conibear road for the gate
- PW #34 Looked at the broken windows that vandals broke out while it was at left at McCormick park too long

July 16<sup>th</sup>

- PW #54 Went to Portland and picked up a truck that had a lumber rack and lights installed on Parks #12 Mower dead over by the Rec center

July 17<sup>th</sup>

Brett Vacation

July 20<sup>th</sup>

- Brett Vacation
- PW #55 Removed a large amount of tar from the left-hand tire

July 21<sup>st</sup>

- Office Computer work
- PW #55 Inspected the rest of the hood on the sweeper
- PW #57 Full service, replaced 4 tires and installed new stickers

July 22<sup>nd</sup>

- PW #7 Received the new truck today, Installed new stickers a container for the freeze bottles Lined up a mount for the pipe vice.

July 23<sup>rd</sup>

- PW #7 Installed more items to the new truck
- WWTP 39 Removed the shift lever indicator and ordered a new one
- PW #78 checked and filled the coolant system
- PW #61 Put air in the front tires

July 24<sup>th</sup>

Office Computer work

Shop Cleaned the restroom and shop sink

PW #7 Installed more things to the truck

PW Repaired a chain saw

July 27<sup>th</sup> to 31<sup>st</sup>

Brett Vacation



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Water Filtration Facility  
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## Water Filtration Facility Journal July 2020

Water Production: 53.1 million gallons, which averages 1.71 million gallons per day

**Week 1** Produced and sent July's OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Charging all units to keep batteries full, (fork lift, hi-lift, riding mower).

**Week 2** Quarterly backups, Cl-17 reagents replaced, V2030 (final disinfection valve) o-rings replaced and micro switches recalibrated.

**Week 3** Chlorine delivery, applicant reviews for filtration operator position

**Week 4** Mowing and trimming grounds, applicants interviews for filtration operator

**Week 5** Interior light bid with PEAK, working towards moving disinfection system to main floor near air tank (assembling ideas, bids, and sticky points)

Respectfully submitted Guy Davis

# **WWTP Monthly Operations and Maintenance Report**

**July 2020**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 7/1-Flushed sample line.
- 7/2-Peak Elec here to set overloads and thermostats on aerators 4 and 13 after switching them.
- 7/2-Pulled aerator #18 out of water because float is sinking. Will drain and attempt to repair.
- 7/16-Replaced bushing blocks on SolarBees from Primary (now in secondary).
- 7/19-Aerator #13 tripped. Reset and running.
- 7/20-Boat motor won't start. Found two burnt fuses. Replaced and working.
- 7/22-Placed SolarBee I in quiescent zone and took 18 back to its spot.
- 7/24-SolarBee I not charging. Found wires backwards and fixed.
- 7/26-Aerator #13 tripped. Reset and it tripped immediately. Found worn wire in weatherhead.
- 7/29-Aerator #10 tripped. Reset and restarted. Immediately tripped and smoke came out of the bucket. Peak Elec out on the 30<sup>th</sup> and found the bucket destroyed. Will take our spare and rebuild.

## **Primary System Report**

- 7/13-Prepped SolarBees for removal.
- 7/14-Public works down to help move SolarBees to secondary lagoon.

## **Pump Stations**

- 7/2-PS#11-Pump #1 failure alarm. Pulled relay to see if that will stop the "alarms".
- 7/2-PS#11-Changed Mission battery.
- 7/5-PS#11-Replaced Mission battery again. Will charge the other one and keep as a spare.
- 7/7-PS#1-Cleaned wetwell.
- 7/17-PS#3-Cleaned floats.

## **Sodium Hypochlorite System**

- 1767 gallons used this month.
- 2119 gallons used last month.
- 7/8-Took apart and cleaned spare hypo pump.

## **Call-outs**

- No after hour call-outs.

## **Plant**

- 7/10-Replaced old cable on headworks hoist.
- 7/14-Changed Millipore water filters.

- 7/16-Cleaned south contact tank.
- 7/17-Cleaned gravel out of headworks channel 2.
- 7/23-TCMS here for quarterly maintenance.
- 7/27-Changed membrane and button on DO probe.
- 7/27-Ethan here to fix backflow device.
- 7/29-Motor on headworks screen #2 shaking. Found bad bearing.

### **Pretreatment**

- 7/23-Met with Shane from Letica regarding their reports.

### **Other**

- 7/6-10-Quarterly sampling.
- Replaced screws in shop roof.
- 7/9-Monthly copper testing on river.
- Bioassay failed *C. dubia*. Set up retest for the last week of the month.
- 7/28-Sampled for OSU study. Last time.

### **Next Month**

- Place second SolarBee