

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	13 October 2020	
Subject:	August Public Works Department Activity Summary	

Engineering

1. Working with Contractor on submittal review; preparing to start the N. Vernonia sidewalk project.
2. Re-advertised the Campbell Park Sport Courts Installation project.
3. Working with Consultant on the sanitary sewer and storm drain master plan updates.
4. Working with Planning and the City Administrator on the Industrial Business Park and waterfront development projects.
5. See complete report.

Parks

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

1. Removed graffiti from Columbia View and Campbell Park restrooms multiple times.
2. Assisted with setting up Halloweentown.
3. Repaired sprinklers at McCormick ballfields, the Veterans Memorial, S. 18th St. and the Library.
4. Replaced deceased street trees.
5. See complete report.

Public Works Operations & Maintenance

1. Re-installed seating in the Columbia Center auditorium (3 days work).
2. Worked to set up Halloweentown.
3. Installed new catch basin on N. 4th Street and upsized a 4" storm line on S. 18th Street.
4. Several staff assisted with removal of a fallen tree on S. 8th Street.
5. Serviced and/or made repairs on 43 vehicles and/or equipment.
6. Responded to seven after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 48.7 million gallons of filtered drinking water, an average of 1.62 million gal/day.
2. Completed facility maintenance, interviewed applicant for vacant position.
3. See complete report.

Waste Water Treatment Plant

1. Had starters replaced on pumps at Pump Station #4.
2. Continued repairs on headworks screen #2 started last month.
3. Performed annual inspection at ORPET.
4. Started prepping wetwells at pump stations for oncoming fall and winter higher flows.
5. See complete report.



Engineering Department Status Report

13 October 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

Staff has been working with the Developer to finalize the project. There are a few minor improvements that remain to be completed but the project is nearing completion.

St. Helens Place Apartment Project

No change in status: Construction is continuing to finish the remainder of the apartment buildings.

Brayden Street Storage Building

Construction of the public improvements is underway. This includes street and sidewalk construction on Matzen and Brayden Streets, water main extension, and storm drain improvements.

Hanna's Place Development

Working with the project engineer to complete the bonds.

Control Solutions Development at McNulty & Industrial Way

No change in status: Work is continuing on the storm drain and frontage improvements for this new light industrial development at the corner of McNulty and Industrial Way.

Grocery Outlet at Violette's Villa Property

The plans have been approved, the pre-construction meeting was conducted and work has started on the public utility and street improvements associated with the new Grocery Outlet across from the new Legacy Health building.

St. Helens Industrial Business Park Development

Continuing to work on various aspects of the Industrial Business Park master plan. The completed master plan will be instrumental in providing utilities and access to multiple potential industrial sites within the Business Park.

STREET AND TRANSPORTATION PROJECTS

N. Vernonia Road Sidewalk Project

Staff has been working with the Contractor, Emery and Sons, reviewing submittals and preparing for construction. On a parallel track, we will be having approximately 15 trees removed in the coming weeks to make room for the sidewalk construction. We have not received the Contractor's schedule or held the pre-construction meeting, so no starting date has been set. They have several months to complete the project, which helps take into account construction during the fall and winter weather and helps to keep project costs down.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

Design work is progressing on the sidewalk on Columbia Boulevard that will connect the new sidewalk at Gable Road with the existing sidewalks on Sykes Road. Additional crosswalk safety improvements will be included in the design.

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. This project is close to being ready to go out to bid, but will likely be released for bidding after the first of the year when staff time allows.

Riverwalk and Waterfront Property Road Extension

Working with the Associate Planner and City Administrator to develop Requests for Qualifications for two separate but related projects: The Riverwalk, construction plans and specifications for the waterfront boardwalk and pathway starting at Columbia View Park and extending the length of the waterfront property. S. 1st Street and Strand Street Extension, construction plans and specifications for the street and utility extension through the waterfront property. These projects have different scopes and goals, but will require coordination of design to ensure there is great connectivity between the facilities.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

Working through the attorney to schedule the required repairs.

Water Filtration Facility Computer and SCADA Upgrade

Engineering, WFF, and PW staff met with Darin and the More Power crew to set up a game plan for moving forward with replacing outdated computer equipment and upgrading the SCADA system for more reliable operation. This will also ensure that the various systems are properly backed with seamless function in a power outage.

Sykes Road Property Investigation

Held a meeting with the Consultants investigating the possibility of siting a new reservoir on the Boise property located at the west end of Sykes Road.

Water Filtration Operator Position

Held interviews for the vacant water filtration operator position. The selected candidate did not accept the job. Back to advertising.....

SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS

Sanitary Sewer and Storm Drain Master Plan Project

A great deal of information has been provided to the Consultant, Keller Associates, for review. This will take some time to process, and they have begun to build hydraulic models of the storm and sanitary systems. The

Consultants spent a day with City staff touring various City facilities such as sanitary pump stations and known problem areas. This will be a multi-month project that will help to guide the improvement and expansion of the City's sanitary and storm systems.

Columbia Boulevard Sanitary Sewer Extension

A pre-construction meeting for the project has been held with the Owner, Engineer, Contractor, and City staff. The tentative start date is the first week in November. The Contractor is anticipating to close the road between Gable and Sykes while the work is being done.

S. 14th Street Backyard Storm Extension

The Contractor, TFT Construction, Inc., is ready to get started on this short storm drain extension. The contract requires the work to be completed by November 25.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Campbell Park Sports Court Grant Project

This project was put out to bid for a second time, after no bids were received during the first advertisement. We have received more interest during this bid period. Bids are due on October 15.

Blazers Moda Assist Program

The grant amount was \$37,000 to be dedicated for all-inclusive play equipment. The City anticipates providing additional funds above the grant award amount to go towards installation and fall protection. We are now in the process of receiving designs and proposals from several play equipment providers that will be evaluated and the high score(s) provided to the Parks Commission at their November 9th meeting and a recommendation to the City Council for purchase of the selected equipment.

Right-of-Way and Construction Permits

There were 12 right-of-way and/or construction permits issued in September: Five to Comcast; one to NW Natural; one to "The Birch" for traffic control needed for filming on St. Helens Street; three to Fatbeam, a new communications franchise for a portion of a project to improve internet service for the School District; one to St. Helens Marina for construction of new parking spaces in the Willamette Street ROW along River Street; and a construction permit to I&E Construction for the Grocery Outlet project.

Miscellaneous Projects

Management staff continues to discuss and revise the COVID-19 protocols as necessary, which continue to evolve. 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.

Ensure that Tina and the PW Operations staff have the various Halloweentown decorations and events coordinated.

Training Workshops and Committee Meetings

Participated in the Parks Commission meeting on September 14. It is rewarding to see how involved and dedicated this group is to improve our parks and making sure that there are activities and amenities for all visitors to enjoy.

Participated in the quarterly Risk Management Team meeting.

Continue to work with the Building and Planning Departments to improve the permitting process. Had initial training on the new building permit software.



Parks Department for August 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.

Removed graffiti from the Columbia View Park restrooms

Took pallets to the haunted house for Halloweentown

Replaced dead street trees

Repaired mowers

Removed graffiti from the Campbell Park playground

Assisted with the Haunted House

Removed door latches from Columbia View Park restrooms

Repaired sprinklers on the ballfields at McCormick Park

Shutdown due to hazardous air quality

Replaced the water pump for the street trees

Ordered and restocked supplies

Removed a fallen tree from the disc golf course

Took more pallets to Halloweentown

Removed graffiti from the Grey Cliffs Park restroom

Cleaned out and repaired the sewer pump for the Parks Shop

Removed the dirt from the Library courtyard sidewalk construction

Repair the sprinklers damaged by the sidewalk construction at the Library

Removed leaves from the off-leash area at McCormick Park

Blew leaves off the Veterans Memorial, playground & covered areas at McCormick Park

Repaired the sprinklers at the Veterans Memorial

Replaced the hinges on the restrooms

Removed more graffiti from Columbia View Park and Campbell Park restrooms

Repaired the swing at McCormick Park

Moved tables for Halloweentown

Repaired and painted picnic tables

Repaired sprinklers at OPR and 18th Street

Hauled debris to the dump for Halloweentown

Took the wood box and firewood to Halloweentown

Took barricades to Halloweentown

Made a fire extinguisher bracket for our NEW MOWER

Moved tables and trash cans to Campbell Park for a (unpermitted) tournament

Assisted the City Plumber with repairing the sewer pump at the Parks Shop

Repaired the vandalism at Campbell Park

Turned off all sprinkler systems in the parks and Library

Public Works Work Report

September 2020

Water Dept:

Read meters and heavy users
Installed 1 new radio read meter and replaced 3
Helped pour new sidewalk at library
Ran data log at 35250 Fairfield Ct.
Helped remove concrete and pour new for flagpole at shop
Replaced shut-off at 274 S. 18th St.
Cut and removed tree that fell on S. 8th St.
Hydro-excavated three manholes at shop
Helped install seats at library – 3 days
Helped set up Halloweentown
Put up new signs on 5th St. Trail
Flagged for storm project on S. 18th St.

Sewer Dept:

Helped work on new sidewalk at library
Shot grades at Campbell Park
Worked on storm at S. 16th St. & Tualatin St.
Removed tree that fell across 200 blk. Of S. 8th St.
Gave a deer a ride to the tree farm
Cleaned fence line at shop
Worked on catch basin at 196 N. 4th St.
Took pipe to Campbell for storm project
Checked sewer plug at 136 Pine St. – bad connection - ended up making new tap
Push-cammed & cleaned CAT building – roots in line
Cleaned roots out of line at 184 Lee St.
Plug at 194 S. 7th St – on owner's side
Helped install seats at Library 3 days
Helped set up Halloweentown
Raised catch basin on N. 4th St.
Cleaned storm drains
Built road off Kaster for TFT dirt
Removed tree debris from Boise
Potholed gas and water main on S. 18th St.
Worked on S. 18th storm line

Building Maintenance/Other

Poured new sidewalk at library
Put fence back up at library
Dug out old concrete and poured new concrete to install flagpole at shop
Worked on signs
Helped remove tree that fell on S. 8th St.
Cleaned catch basins
Painted curbs
Fixed door at City Hall
Installed seats & did other small projects at library
Set up Halloweentown
Repair at Senior Center
Set up new story in the park

Call-Outs

Water coming out of meter box at 397 N. 6th St.

Low water pressure at Chevron – valve was turned off to backflow device

Telemetry alarm – Elk Ridge power burp during wind storm

Tree across road on S. 8th because of wind storm

Sewer plug at 194 S. 7th St – on owner's side

Car accident broke new curb in front of High School on Gable Rd.

Water leak at 324 N. 3rd St.

Miscellaneous:

Swept streets

Marked 73 locates

Checked wells & reservoirs daily

September 1st to 30th 2020

Sept. 1st

PW #45 Ordered a new safety chain hook for the front of the trailer also lubed all grease fittings
Checked and adjusted the brakes, checked the hub oil and checked and filled the tires.

PW #8 Repaired the rubber strap in between the fuel tank and the fuel tank bracket

Keith Vacation

Sept. 2nd

PW Helped install the gate and fence over at the library

PW #7 Cut some rubber mats for the utility box so things will not slide around

WWTP Looked at a motor that needs to be removed from the screens installed the puller on the shaft
And began pulling on it to remove the bearings, left the puller on there over night and soaked
the bearings with penetrating oil.

Keith Vacation

Sept. 3rd

PW Emptied out old gas out of the cans

PW #10 Tightened up a leaking hydraulic fitting

PW #45 Pressure washed the trailer

WWTP Helped remove a motor and gear box from the screens at the plant

Keith Vacation

Sept. 4th

PW Went to Portland for parts

PW #45 Replaced the safety chain safety latch on the hook, took the trailer back to public Works

PW #10 Tightened a hydraulic fitting

WWTP Cleaned up the bearings on the motor for the screens coming into the plant

PW #6 Truck quit, finally got it running again

Keith vacation

Sept. 8th

PW Went and started two chain saws both were flooded removed the plug on one and cleaned it

PW sharpened two saws

PW #10 Checked on a hydraulic leak tightened the fitting

Sept. 9th

Office Computer Work went over the surplus list and put a minimum value on the vehicles

PW Checked on the equipment

Brett Gone 2hrs early

Sept 10th

PW Filled the batteries with water on the reader boards

PW Went to the tree farm and put up fire danger signs

PW #55 Cleaned out the sweeper

Sept. 11th

PW Swept Streets and cleaned out the sweeper
Sent home early due to the air quality

Sept 14th - 17

Sent home because of air quality

Sept 18th

PW #5 Checked for hydraulic leak replaced two lines going to the hydraulic quick coupler

PW #72 Took the truck to the Cascade tissue yard

PW Old #7 Moved the truck from one side of the yard to the other side at Cascade tissue

PW Moved the red trailer to the Plaza for Halloween town

PW #85 Moved the Taxi to the Plaza for Halloween town

Sept. 21st

PW Started up the light tower and made sure all the lights work

PW #85 Moved the Taxi again

PW Replaced a tire on the car trailer

PW #7 Meet with Nelson Equipment and looked at the inverter they checked it all out and it need a new one

PW #5 Filled the hydraulic reservoir

Sept 22nd

PW #34 Checked on the status of the new glass ordered for the excavator

PW Fabricated supports for a art thing that is going on top of City hall for Halloween town

Sept 23rd

PW #31 Replaced stickers, checked all fluids, lights and air in the tires.

PW #71 Replaced the radiator and filled with coolant

Sept 24th

PW #71 Finished installing the radiator

Shop Removed the power cord from the old welder to be put on the new welder

PW #20 filled DEF reservoir

Parks Checked on equipment

Sept 25th

Shop Cleaned the restroom, shop sink and floor

PW Fabricated some brackets for two pumpkin displays for Halloween town

PW Check on the guys moving dirt to see if they needed a break

PW #71 Repaired a tire

Sept 28th

PW #20 Looked at the broken pin on the 4 in 1 bucket cleaned up the boss and removed the broken bushings ordered new parts

PW Went to the Tree Farm and collected the fire danger signs

PW #57 Looked at the tool boxes it has broken pieces the hold the lids up, will be scheduled to come in for repairs

Sept 29th

PW #42 Installed new carburetor

Brett Vacation

Sept 30th

Brett Vacation



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal September 2020

Water Production: 48.7 million gallons, which averages 1.62 million gallons per day

Week 1 Produced and sent August'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 Off Howard on call, Western US is on fire

Week 3 Cl-17 reagents replaced, Chlorine delivery, Caustic delivery, Rogers Machine, unhealthy air, review of applicants for filtration operator

Week 4 Mowed grass, applicant interview

Week 5 turbidity meter calibration, Ranney well 2 pump 6, chlorine delivery

Respectfully submitted Guy Davis

WWTP Monthly Operations and Maintenance Report

September 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 9/4-Peak Elec here to splice end onto SolarBee cord.
- 9/15-Sampler left off-no sample to run. Emailed DEQ.
- 9/20-Aerator #24 in alarm. Reset breaker and running fine.
- 9/22-Anchored Solarbee I and ran wire to it.
- 9/29-Picked up small boat motor from Channel Marine.
- 9/29-Wired up Solarbees H and I and got them running.

Primary System Report

- 9/14-No PI sample. Sampler running but tube was plugged.

Pump Stations

- 9/4-PS4-Peak Elec replaced both starters due to failure during high temperatures.
- 9/18-Cleaned wetwells in preparation for fall and higher flows.

Sodium Hypochlorite System

- gallons used this month.
- gallons used last month.
- 9/10-Cut up old South tank and took to transfer station.

Call-outs

- No after hour call-outs.

Plant

- 9/1-pH probe failed. New probe not working correctly either. Called Tech support and no help. Got back up working.
- 9/1-Cleaned screen control panels, A/C, vents, etc.
- 9/1-3-Worked with Joint Maintenance on removing gear box to get to failed bearing on headworks screen #2.
- 9/8-Headworks screen #2 back together and running.
- 9/17-Found and repaired water leak on ice maker.
- 9/23-Removed and replaced TSS vacuum pump. Rebuilt old unit. Ready as a backup.

Pretreatment

- 9/3-Still no flow from Cascades. They canceled the DAFT unit and will sample each time they discharge.
- 9/9-Split samples with Cascades and delivered to ALS.
- 9/16-Repaired dump slip box on septage receiving station.

- 9/25-Split samples with ORPET and delivered to ALS. Also performed annual inspection.

Other

- 9/10-Submitted Tier 1 toxics results from 2015 to present to DEQ.
- 9/15-Archived old lab bench sheets and hauler dump slips.
- 9/17-Copper BLM sampling on the river this morning.
- 9/21-Replaced roof rack panel on pretreatment truck.
- 9/22-Found and caulked two holes in shop roof.

Next Month

- Order new hypo storage tank.
- Quarterly sampling