

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Mouhamad Zaher, Public Works Director Sue Nelson, P.E., Engineering Department	
<b>Date:</b>	16 December 2020	
<b>Subject:</b>	November Public Works Department Activity Summary	

## Engineering

1. Started work on the N. Vernonia sidewalk project.
2. Issued RFQs for the Riverwalk and S. 1<sup>st</sup> & Strand Street extensions.
3. Issued an RFP for replacement of the SCADA system at the Water Filtration Facility.
4. Received 7 proposals from 6 vendors for new play equipment at McCormick Park; reviewed proposals with sub-committee; selected 2 for recommendation.
5. See complete report.

## Parks

In addition to cleaning restrooms daily, general parks maintenance, and collecting garbage:

1. Assisted with various tasks related to taking down Halloweentown.
2. Removed leaves continually from high-use areas such as the playgrounds and the Veterans Memorial.
3. Coordinated installation of the holiday street lighting.
4. Completed installation of the memorial bench in the dog park at McCormick Park.
5. See complete report.

## Public Works Operations & Maintenance

1. Took down Halloweentown and put in storage; started hanging Christmas decor.
2. Cleaned up debris after a tornado (!).
3. Worked on remodel/reconfiguration project on second floor at City Hall.
4. Cleaned storm drains, rocked the gravel streets, swept leaves from streets.
5. Serviced and/or made repairs on 43 vehicles and/or equipment.
6. Responded to three after-hours call outs, one being a 9-hour power outage to the wells, Water Plant, and reservoirs.
7. See complete reports.

## Water Filtration Facility

1. Produced 37.1 million gallons of filtered drinking water, an average of 1.26 million gal/day.
2. Experienced power outage, the auto-transfer did not engage to transfer power from the on-site generator to operate the plant. After power was restored, called in an expert to diagnose problem.
3. Met with several prospective proposers for the SCADA upgrade project.
4. See complete report.

## Waste Water Treatment Plant

1. Cascades had some pH issues, increased testing and issued a Notice of Violation.
2. Conducted a tour for the Department of Civil Defense.
3. Responded to two after-hours power outages.
4. Adjusted the headworks screens in anticipation of winter flows.
5. See complete report.



## Engineering Department Status Report

8 December 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 Engineering Department staff 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.

### **DEVELOPMENT PROJECTS**

#### *Greystone Estates Subdivision*

The plat has been approved and filed, and the bonds are in place. This project is complete.

#### *St. Helens Place Apartment Project*

A walk-thru to inspect the public improvements was conducted on November 9. All required improvements have been completed with the exception of the second lift of asphalt on Brayden Street, which will be done when the remainder of the street improvements for the new Brayden Street storage building and the Grocery Outlet projects are complete. The Developer is posting a performance bond for this remaining work, in addition to the maintenance/warranty bond. This project is complete.

#### *Brayden Street Storage Building*

Work continues on the construction of the public improvements. This includes street and sidewalk construction on Matzen and Brayden Streets, water main extension, and storm drain improvements. This work is being done congruently with the public improvements for the Grocery Outlet project.

#### *Hanna's Place Development*

This project is complete.

#### *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*

Construction is proceeding on the public utility and street improvements associated with the new Grocery Outlet across from the new Legacy Health building. The contractor is also constructing the building and the walls are now going up. The work is being done congruently with the public improvements for the Brayden Street Storage 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*

15 trees were removed along N. Vernonia in early November to make way for the sidewalk construction. Clearing and grading work started November 23. The project is tentatively scheduled to be completed in mid-March.

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

The design work for the project is moving forward and the project should be ready to be released for bids in early spring. The project includes new sidewalk on Columbia Boulevard that will connect the newly constructed sidewalk at Gable Road with the existing sidewalks on Sykes Road. Additional crosswalk safety improvements will be included in the design.

### *ADA Ramp Project*

Project documents are under review for a project that will repair and/or install 8 new ADA compliant sidewalk ramps at various locations along higher classification streets. This project is expected to go out to bid by the first of the year with construction expected to occur in the spring/summer of 2021.

### *Riverwalk and Waterfront Property Road Extension*

Requests for Qualifications for complete design and permitting services are due on December 8 for two separate but related projects: 1, 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. 2, S. 1<sup>st</sup> Street and Strand Street Extensions, 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*

This project was put out to bid on November 13 and bids are due on December 8, 2020. Several prospective firms have expressed interest in the project and visited the Water Filtration Facility to better understand the issues and prepare their bids.

### *Water Filtration Operator Position*

After months of actively recruiting, including looking for interested internal candidates, a current employee from the WWTP applied and was interviewed for the position. John Savage was offered the job and he accepted on December 4. He will be working M-Th at the WFF and will still cover on Fridays at the WWTP until a replacement can be found. Congratulations John!

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

### *Sanitary Sewer and Storm Drain Master Plan Project*

A meeting was held with the Consultant, Keller and Associates, on November 18 which mostly involved clarification of portions of the sanitary and storm systems that are not clear on the maps provided. They are working to build the hydraulic models and filling in data gaps. The next step is to set up flow monitoring in both systems to capture wet weather flow data. 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*

Construction is complete on this sanitary main, built by a private developer for the purpose of building a future home on a newly purchased parcel of land. The property is large enough to partition or subdivide provided that the newly created lots will have public sanitary sewer available, which is the intent of the owner. He anticipates a

total of 4 building lots to be developed over the next 2 or 3 years. Testing of the new sewer main is complete, however the Contractor will still need to complete the surface restoration. This portion of Columbia Boulevard is under Columbia County jurisdiction and they issued the right-of-way permit and will oversee the resurfacing.

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

A walk-thru of the finished work was conducted on December 2<sup>nd</sup>. This project is complete although the Contractor will be returning in the spring when ground conditions are more favorable to refine the surface restoration in the impacted yards.

**MISCELLANEOUS PROJECTS AND ACTIVITIES**

Campbell Park Sports Court Grant Project

The City's attorney has prepared an exemption statement that is required to be advertised and approved by the City Council that will allow the City to directly seek bids from qualified contractors. Stay tuned – we will get this project done!

Blazers Moda Assist Program

Seven proposals from six playground vendors were reviewed by members of the Parks & Trails Commission and staff from the Parks Department, Recreation Program, and Engineering Department. There were two clear leaders and one that was preferred by the review group. Both proposals have been referred to the Parks & Trails Commission for a final decision, and recommendation to the City Council for approval.

Right-of-Way and Construction Permits

There were three right-of-way permits issued November, all were for sidewalk repairs.

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.

Training Workshops and Committee Meetings

Participated in the monthly Columbia County Traffic Safety Commission meeting.

Participated in a pre-application meeting with the owner of Running Dogs Brewery related to establishing a new facility.

Participated in developing a work plan for implementing grant-funded work on the 5<sup>th</sup> Street trail and Nob Hill Nature Park.



## Parks Department for November 2020



Daily duties were performed which include: cleaning and restocking 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.\*\*

Moved picnic tables from Halloweentown to storage

Helped in putting away Halloweentown decorations

Sprayed the ballfield infields

Swept the bike path to Columbia City

Cleaned up a fallen tree at McCormick Park

Repaired picnic tables

Removed leaves from the playgrounds in the parks several times

Assisted WWTP staff in obtaining a water sample from the river

Cleaned off the Veterans Memorial several times

Cleaned out the flower beds at the Veterans Memorial

Checked the lights on the Christmas street decorations

Removed a dead tree at McCormick Park

Swept off leaves on the sidewalk between S 5<sup>th</sup> and S 4<sup>th</sup> Streets

Blew off the leaves on the trails at McCormick Park

Pressure-washed all the mowers

Used the street sweeper to remove leaves from Campbell and 6<sup>th</sup> Street Parks

Cleaned the gutters at the Park Shop

Put up the Christmas street lights

Moved vendor carts from City Hall parking lot to storage

Cleaned gutters at Columbia View Park restroom

Scouted for a Christmas tree

Removed leaves from Campbell Park

Had a meeting to discuss which play structure we will be recommending for McCormick Park

Blew leaves from the bridges on Milton Way and OPR

Moved seldom-used trucks to storage

Repaired the caretaker's furnace

Transported Tina to select a park for a future project

Selected a Christmas tree

Removed leaves from the sidewalk on West Street

Installed the memorial bench in the off-leash area of McCormick Park

## **Public Works Work Report November 2020**

### **Water Dept:**

Read meters and heavy users  
Installed 5 new radio read meters and replaced 14 dead meters  
Picked up Halloweentown event parking signs, barricades & cones  
Removed Halloweentown  
Helped with City Hall remodel eight days  
Did a data log at 59551 Emerald Loop  
Cleaned up debris after tornado (that's something I never thought I would type)  
Replaced valve box in front of 275 N. 18<sup>th</sup> St.  
Removed porta-potty from veneer property  
Removed porta-potty from Nob Hill Nature Park  
Hauled remodeling debris from City Hall to Transfer Station

### **Sewer Dept:**

Put rock on gravel streets  
Cleaned up highway strip  
Cleaned storm drains throughout the month  
Jetted storm line by Richardson's  
Located and TVed storm line on S. 9<sup>th</sup> St.  
Backfilled valve boxes at 275 N. 18<sup>th</sup> St.  
Looked at storm line TFT tore up at Grocery Outlet  
Removed Halloweentown  
Replaced bulbs in traffic light at 18<sup>th</sup> St. & Old Portland Rd.  
Hung computer box at Police Dept.  
Cleaned up debris after tornado  
Patrolled for potential flooding issues during storm  
TVed TFT storm repair at Grocery Outlet  
Cleaned up trees that were cut down on S. 9<sup>th</sup> St.  
Cleaned outfall at Salmonberry  
Helped paint at City Hall  
Check manhole for flow meters  
Hanging Christmas banners in Plaza  
Clean ND1 shelf  
Jetted sewer plug at 1924 Tualatin St.  
Cleaned MP9 – MP48  
Moved plates for PW lot storm drain

### **Building Maintenance/Other**

Worked on City Hall remodel most of the month  
Removed Halloweentown  
Took samples from PD for asbestos tests  
Installed street signs  
Repairs at Library  
Put up Christmas decorations  
Fixed door lock at City Hall  
Worked on blinds at Courts

**Call-Outs**

Red light burned out at S. 18<sup>th</sup> & OPR

Power out at shop, Lemont St. pump station and water plant for 9 hours – came in three times to visually check reservoir levels

Another red light burned out at 18<sup>th</sup> & OPR again

**Miscellaneous:**

Swept streets

Marked 63 locates

Checked wells & reservoirs daily

**November 1<sup>st</sup> to 30<sup>th</sup>**

Nov 2<sup>nd</sup>

- PW #40 Transmission trouble, lots of research, checked for codes, test drove, more work is needed
- PW #41 Jump started the truck

Nov 3<sup>rd</sup>

- PW #40 Still testing the transmission and its computer, drained fluid to check wiring

Nov 4<sup>th</sup>

- PW #40 Checked wiring going to the transmission, believe that the filter was not seated in the case fully when St. Helens auto did the repairs to the transmission, installed a new filter and oil And test drove the vehicle. Ran and drove good. We will test drive on Thursday again to make Sure, that after it sits overnight it works properly.
- WWTP Looked at a tree the guys at the plant want removed down by the electrical panels on the secondary lagoon. We will schedule a time to take it down.

Nov 5<sup>th</sup>

- PW #40 Test drove the vehicle for a while checked all fluids again
- PW #1 checked the engine oil and filled it to the proper level

Nov 6<sup>th</sup>

- PW Swept Streets
- PW #18 full service
- Brett Gone two hours early

Nov 9<sup>th</sup>

- PW #85 Replaced the battery, took the vehicle to St. Helens auto body and they looked at it and told us they do not want to paint the vehicle, we delivered the vehicle to the warehouse at cascade tissue
- Parks #3 Checked for a starting problem and found a loose connection at the battery tightened the connection and tested, will test again in the morning

Nov 10<sup>th</sup>

- Parks #3 Continue testing the vehicle removed the natural gas hose and some of the connections to the air intake, runs better.
- PW #33 Checked the block heater cord found that the pug in was burnt off need to order another one

Nov 12<sup>th</sup>

- PW #31 Full service
- PW #30 Full service
- PW #9 Started service and checked the brakes
- WWTP Pump station 5 Checked the generator tested the battery and topped off the coolant Started the generator and it immediately shut down. Peterson Cat came out and rest The computer.
- PW Started all the sanders

Nov 13<sup>th</sup>

- Shop Cleaned the restroom and the shop sink

PW #9 Finished the service removed a couple dents in the box  
PW #15 Checked the seatbelt works fine  
PW #10 Put air in the right front tire checked for leaks  
PW #7 Brought the truck back to Public Works after the warranty work was done  
WWTP Pump station 5, Checked the battery and the radiator filled the coolant to the proper level

Nov 16<sup>th</sup>

PW #49 Installed reflective tape on the machine  
WT #37 Checked the battery in the Electric Forklift Filled all of the cells with water hooked the charger to it and made sure that it wasn't charging to much

Nov 17<sup>th</sup>

PW #55 Replaced the gutter brooms  
PW Sharpened chain saws

Nov 18<sup>th</sup>

WWTP #39 Scanned the truck for a trouble code found that it had a communication problem  
Ran a couple tests. It tested out ok also repaired the right front tire brought all the tires up to the proper pressure, replaced the dome light

Nov 19<sup>th</sup>

Shop Cleaned the parts washer  
PW Checked on the equipment  
Parks Checked on the equipment

Nov 20<sup>th</sup>

PW #72 Checked for codes found that a communication problem had happened cleared the codes  
Checked all fluids filled the brake fluid reservoir and test drove.  
PW #55 Replaced the head light and topped off the transmission fluid  
Shop Cleaned the restroom and shop sink

Nov 23<sup>th</sup>

Office Computer work, Filled paper work  
PW #4, #13, #32 Started all three sanders and ran them for a while  
Parks #25 Replaced the driver side door pins and bushings checked all fluids  
PW #18 Cleaned out the brakes

Nov 24<sup>th</sup>

PW #25 Installed new stickers and delivered it back to the Parks  
PW #16 Filled the DEF tank  
PW Helped with a manhole problem on N 6<sup>th</sup> street

Nov 25<sup>th</sup>

Brett Vacation

Nov 30<sup>th</sup>

PW #30 Repaired a right front tire  
PW #7 Water in the fuel, more testing needed tried to find the fuel filters, no luck so far,  
Drained the fuel out of the filter for a sample.



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## Water Filtration Facility Journal November 2020

Water Production: 37.1 million gallons, which averages 1.26 million gallons per day

**Week 1** Produced and sent October'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). Northwest Controls for plant radiant heat system diagnosed fail motor in vacuum pump.

**Week 2** Howard on call, Caustic Soda delivery, Cl-17 reagents replaced, Power outage auto-transfer switch did not engage. VFD's 1 raw water and 1&3 High Service are not communicating power loss damages. Critical Systems Northwest on site visit for background question on RFP.

**Week 3** Northwest Controls replaced fail motor vacuum pump assembly reviving radiant heating system. Chlorine delivery. Tim and Ethan repaired backflow prevention device and air checks.

**Week 4** Portland Engineering on site visit for background on Scada RFP.

Respectfully submitted Guy Davis

# **WWTP Monthly Operations and Maintenance Report**

**November 2020**

To: Mouhamad Zaher

From: Aaron Kunders

## **Secondary System Report**

- 11/1-Checked weatherhead on aerator #24. Found nothing wrong so will need Peak to check bucket.
- 11/18-Replaced battery on SolarBee H.
- 11/24-Bob Sanders here to service boat motor.

## **Primary System Report**

- 11/17-Adjusted headworks screen start levels for winter flows.

## **Pump Stations**

- 11/2-PS#1-Reprogrammed HydroRanger.
- 11/3-PS#5-Tested floats.
- 11/4-PS#1-Adjusted floats.
- 11/4-PS#9-Measured and labeled floats. Also installed new DEQ High level float.
- 11/11-PS#7-Generator failure alarm. Started it in manual. It took awhile to start so called Joint Maintenance. Pacific Power here on the 12<sup>th</sup> to check on it. Found nothing obvious but reset computer and all alarms.

## **Sodium Hypochlorite System**

- 3156 gallons used this month.
- 2473 gallons used last month.

## **Call-outs**

- 11/14-1815-PS#5-Power failure. Aaron in. Generator running. Raised hypo at plant and turned screen 1 to hand due to high flows.
- 11/17-1920-PS#8-Power failure. Aaron in. Whole street dark. Called PUD and they found a branch on the lines. Power back on at 2035.
- 11/25-0630-PS#2-Low level alarm. Stewart in and everything normal.

## **Plant**

- 11/4-Repaired leaks in shop roof.
- 11/19-E-Coli test over limits. Set up 5 tests four hours apart. All results within limits.
- 11/23-Cleaned south contact tank.

## **Pretreatment**

- 11/5-Spot checked pH in Secondary lagoon due to Cascades pH issues. Everything seemed normal.
- 11/6-Issued Notice of Violation (NOV) to Cascades for pH excursion.
- 11/10-Wrote up inspection report for Berry (Letica).

- 11/17-Bi-annual inspection of Cascades.

**Other**

- 11/9, 16, and 30-DEQ required pesticide sampling on the river.
- 11/19-Tour for members of the Department of Civil Defense.

**Next Month**

- Hopefully get new Hypo tank delivered and installed.