

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	9 September 2020	
Subject:	August Public Works Department Activity Summary	

Engineering

1. Opened bids and awarded contracts for the N. Vernonia sidewalks and S. 14th Storm projects.
2. Reviewed, returned, and re-reviewed plans for public improvements on Matzen & Brayden Streets.
3. Held formal kick-off meeting for the master plan updates for Sanitary and Storm Drain systems.
4. Held walk-through of public improvements for the Graystone Subdivision.
5. See complete report.

Parks

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

1. Re-opened the restrooms at Campbell Park. All City restrooms are now re-opened.
2. Continued on grading activities at Godfrey Park for future new improvements.
3. Repaired bleachers, removed graffiti, sprayed wasps, and trimmed trees in Campbell Park.
4. Replaced chips for playground equipment.
5. See complete report.

Public Works Operations & Maintenance

1. Installed new sidewalk at Library for access to the new Maker Space.
2. Completed demo of sport courts at Campbell Park.
3. Installed new story book pages along trails at McCormick Park.
4. Brought auditorium seating back from temporary storage to the Columbia Center – all hands.
5. Serviced and/or made repairs on 45 vehicles and/or equipment.
6. Responded to five after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 59 million gallons of filtered drinking water, an average of 1.9 million gal/day.
2. Completed monthly reports and facility maintenance.
3. See complete report.

Waste Water Treatment Plant

1. Preparing to replace the hypochlorite tank.
2. Found bad bearing on #2 headworks screen; will have to replace.
3. Discovered faulty alarm reset button on PS#4. Called electrician to replace.
4. Worked on issues with aerators.
5. See complete report.



Engineering Department Status Report

9 September 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

A walk-thru of the project was conducted by Engineering and Public Works staff, with the Project Engineer, Contractor, and Developer. The Project Engineer developed a punch list of items to be corrected before the City will consider accepting the development and improvements. The majority of the subdivision was complete to City standards, with only a few very minor corrections to be made. However, the emergency access road was not yet complete.

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 plans for the street, storm, and water improvements were submitted, reviewed and returned, and resubmitted by the developer. The plans are now ready to be approved. A pre-construction meeting was held on September 1 with City staff, the Project Engineer, the Contractor (TFT Construction), and the Developer. Their schedule is to start work the week of September 14.

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

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

Engineered plans were submitted to re-route the existing sanitary sewer to create a proposed building envelope for a new Grocery Outlet store on Lot #4 of the Violette's Villa property. These were reviewed and returned to the Engineer for correction. When the plans were re-submitted, they included plans for the remaining public

improvements required for the project, which include new water meters and backflow devices, the sanitary sewer re-route, and street and storm drainage improvements on Brayden Street, including an 8-foot wide paved pedestrian/multi-use path from the end of the Brayden Street improvements to the existing sidewalk along Highway 30. These plans were reviewed and returned to the Engineer for corrections.

St. Helens Industrial Business Park Development

Reviewed and commented on various documents associated with the development of the St. Helens Industrial Business Park site. The completed master plan will be instrumental in providing utilities and access to multiple potential industrial sites within the Business Park.

Emerald Meadows Subdivision

Besides reviewing multiple building permits for this subdivision, Engineering worked with two home builders to provide new performance bonds to replace the existing bond that was held by the former owner of the property. New contracts were drawn up and the builders provided cash deposits to be held by the City until the required improvements are complete. The improvements consist of the sidewalks along the frontage of the building lots.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

This project is substantially complete. The landscaping subcontractor has been cleaning out the planting strip and installing root barrier in advance of the scheduled tree planting. Approximately 70 new trees will be planted in the fall during the specified appropriate planting period.

N. Vernonia Road Sidewalk Project

Bids for this project were opened on August 25 and the Contract was awarded by the City Council to Emery and Sons Construction Group, LLC at their September 2 Regular Session. Notifications were sent out to all property owners along the construction 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. The tentative schedule for starting construction is October, but contracting has not yet been finalized. 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

This project will be crossing over an existing Columbia County culvert that is scheduled to be replaced. Coordination of the projects has been ongoing with the Design Engineer and the County Public Works Department. It may be possible to combine both projects on one set of plans for the best final product for both agencies, with the County paying for the costs associated with the culvert replacement.

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. Because the majority of the work is pouring concrete, this project will most likely be scheduled to start in the spring when weather conditions are more favorable.

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

2MG Reservoir Rehabilitation Project

Working through the attorney to schedule the required repairs.

Water Filtration Facility Computer and SCADA Upgrade

The More Power staff has completed the first steps of providing reliable back-up equipment for the Water Filtration Facility's operating systems. We expect to be working with them in the next few months to determine how to best proceed with upgrading the SCADA control system.

SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS

Sanitary Sewer and Storm Drain Master Plan Project

A formal kick-off meeting with staff and the Consultant team was held on August 26. The project is in the data collection and preliminary analysis phase so staff has been compiling and sending information to help start the system modeling process.

Columbia Boulevard Sanitary Sewer Extension

Revised plans were submitted and have been approved for a private developer to construct a public sanitary sewer main extension on Columbia Boulevard from Gable Road. There is no tentative starting date at this time.

S. 14th Street Backyard Storm Extension

Bids for this project were opened on August 25 and the project was awarded by the City Council at their September 2 Regular Session to TFT Construction, Inc. of Scappoose. The contract requires the work to be completed by November 25, 2020.

Mystery Sewer at Center Court

Spent a considerable amount of time working with the new owners of properties adjacent and/or near the existing Center Court condominiums on N. 18th Street. When the original developer abandoned the project many years ago, they had started construction of a sanitary sewer and possibly a storm drain extension that, if functional, would be able to serve both properties in question. Without these systems, one of the properties would not have functional sanitary sewer. Engineering staff researched and the Public Works crews completed videos of the sanitary lines but found that the work was sub-par to say the least. There are multiple defects in the line and it is not usable. The most probable solution would be to replace the entire length of pipe. The two property owners are working together to determine the best way to proceed.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Campbell Park Sports Court Grant Project

No quotes were received for the installation of the new sports courts. Staff will determine what options there are in the Public Contracting Rules to move forward with the project. Worked with Public Works to determine the extent of the storm drain extension to be constructed as part of this project, which will allow the parking lot to be expanded for additional parking.

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 was one right-of-way permit issued in August: NW Natural for maintenance on Oregon Street.

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.

Met with Planning and Building Department staff to review a proposal for a parklet outside of a downtown business. Although the general concept is favorable, there are several items to be revised to meet Building Codes and safety standards.

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

Met via Zoom with members of the Friends of Dalton Lake Nature Preserve, City staff, and Vector Control to coordinate efforts for various activities with the goal of mutual cooperation and elimination of any duplication of efforts, such as trail maintenance for access to key portions of the Preserve.

Training Workshops and Committee Meetings

Conducted the annual Public Works appreciation breakfast, normally held in May but delayed this year because of COVID protocols. Because of limited attendance requirements, only the Public Works staff was involved. We hope to have this enjoyable event open to all City employees again next year!

Met with Building, Planning, and Administration staff to continue to work on providing efficiencies in the Building Permit process, while still maintaining the ability for each department to review applications for completeness and compliance with applicable codes, rules, and policies.

Participated in a lunch held for the students who participated in the “If I Were Mayor” contest and their families. St. Helens once again continues the fantastic tradition of having at least one local winner place high in the State completion – second place! This came with a certificate and a \$300 prize for the winner! Wow! It is so wonderful to see young people looking at ways to improve our community – they will define our future.



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.

Repaired sprinklers at 18th St. and OPR

Replaced boards on the bleachers and painted them at Campbell Park

Watered the street trees twice a week

Performed maintenance on the mowers

Installed a new lock on the storage room at the McCormick Park restrooms

Trimmed the trees at Campbell Park

Opened up the Campbell Park restrooms

Sprayed weeds around the Parks shop

Repaired a mower

Set the timers in all the open restrooms in the Parks

Worked on the infields at McCormick Park

Restocked all the restrooms

Painted and repaired tables

Sprayed the infields at McCormick Park

Sprayed along the fence at the BMX track

Sprayed wasps at Campbell & McCormick Parks and the industrial property

Fertilized Columbia View Park

Remounted the banners at McCormick Park

Repaired the ballfield fences

Sprayed upper Grey Cliffs Park

Removed graffiti at Campbell Park

Repaired sprinklers at McCormick Park ballfields

Placed chips under the swing at Campbell Park

Moved a large tote to the Marina for the Island

Picked up bike parts from the Library

Painted benches in McCormick Park

Removed rocks and debris from Godfrey Park

Removed tape residue left from COVID signage at Grey Cliffs Park

Fertilized 6th Street Park

Removed tape from the covered area at McCormick Park

Repaired sprinklers at the Veterans Memorial

Cleaned off the Veterans Memorial concrete

Inventoried supplies

Removed a dead tree from McCormick Park

Installed a new water pump for street trees

Checked on a tree at Cowlitz and S. 18th St.

Put sand in the horse pits at Godfrey Park

Took tables to PW for breakfast

Placed chips under the swing at Godfrey Park

Ordered supplies

Trimmed blackberries from the waterfront trail

Public Works Work Report

August 2020

Water Dept:

Read meters and heavy users
Installed 9 new radio read meters and replaced 7
Dust-coated gravel streets
Installed air relief valve at corner of Tualatin & S. 15th St.
Hauled auditorium seats form storage back to library
Hauled canoe from Stimpson Bldg. to Boise property
Filled in rock along ditchlines on N. 7th St.
Hauled dirt & rock to library & helped form sidewalk
Helped jet sewer line at 424 S. 18th St.
Tore up concrete and asphalt at Campbell Park BB & tennis courts & hauled away – many days

Sewer Dept:

Worked on N. 9th St. storm project
Looked at sewer plug at 2760 Gable Rd. – on their side
Wire located storm at 304 N. 10th St.
Made storm tap at 145 N. 7th St.
Cleaned and TVed sewer enter Court property
Hauled auditorium seats form storage back to library
Put trailers back in Stimpson bldg.
Cleaned ditch at Hwy. 30 & Sykes Rd.
Helped prepare and form sidewalk at library
Made sewer tap at 464 S. 12th St.
Checked sewer plug at 414 S. 18th St. – on their side
Picked up vault lid from Scappoose for 1620 Tualatin St.

Building Maintenance/Other

Painted streets several days
Installed signs around town several days
Drilled flag holes for businesses
Moved bikes in storage to Rec Center
Hung new story book at McCormick
Moved dropbox at library
Hauled auditorium seats form storage back to library
Weedeated along roads for painting
Formed sidewalk at library

Call-Outs

Turned water on at 574 N. 10th – got turned off Saturday so neighbor may have accidentally turned it off when doing repair
Stop sign run over at S. 1st St. & Cowlitz St.
Telemetry alarm at shop
Car hit Milton Creek Bridge on OPR
Water coming out of meter box at 364 S. 11th St.

Miscellaneous:

Swept streets
Marked 79 locates
Checked wells & reservoirs daily

August 1st to 31st

Aug 3rd

- PW #42 Checked the fuel pump to see how much fuel it was putting out works fine, Removed the carburetor cleaned out the old fuel and installed the carb. Still didn't run removed the carburetor and found a fuel shut off solenoid and tested for power. Power was good removed the solenoid and cleaned reinstalled it and the carburetor test ran and it runs good now.
- PW #5 Tightened a hydraulic fitting.
- PW #78 Hydraulic leak checked the couplers for the hammer found the one couplers end was damaged will order a new one.
- PW #7 Looked at how to mount the new electric water pump in the box of the truck best Idea was to use a five-gallon bucket and put everything in it.

Aug 4th

- PW #7 Installed the two-way radio and antenna on the truck
- PW #78 Repaired a hydraulic leak
- Parks Checked on the equipment

Aug 5th

- PW #42 Removed the carburetor and removed the fuel shut off pin reinstalled the carb and test ran
- PW Jump started the asphalt saw owned by the county
- PW Took apart a chop saw that had been run over by a backhoe, need to order parts

Aug 6th

- Shop Clean up
- PW Made some bends in some pipe with the tubing bender
- PW #78 Filled the DEF reservoir

Aug 7th

- Shop Cleaned the restroom and shop sink also cleaned up the lunch room
- PW Checked on the equipment
- Parks Checked on the equipment

Aug 10th

- PW Replaced the hydraulic quick coupler on the hammer
- PW Took the asphalt cutter back to the public works shop
- PW Tested two batteries

Aug 11th

- Shop Cleaned up the welding bench and work table
- PW #55 Installed new gutter brooms and a new style of cable to the gutter brooms for removing weeds from the curbs, swept streets to test out the brooms
- PW #16 Filled the DEF tank

Aug 12th

Office Computer work and filled paper work

PW #55 Adjusted the gutter broom swing, Tilt, Down Pressure and tested the broom, readjusted everything and test ran, works well

PW Went to Scappoose and ordered parts for a chop saw

Parks Talked about the specs for a new mower for the Parks.

Aug 13th

PW Checked on the equipment

Parks Checked on the equipment

Aug 14th

Shop Cleaned the restroom and shop sink also cleaned the floor in the office

PW Went to the tree farm to collect the permits

Aug 17th

PW #10 Filled the DEF reservoir with Fluid

Parks #5 looked at the battery needs a new one, it will be brought out Tuesday

PW Looked at streets that need to be swept

Aug 18th

PW #8 Checked the transmission, the complaint was that it was not shifting out of first gear
Test drove the truck and it shifted fine. Checked fluid, the regen mode button may have gotten bumped, reset the switch and the truck was fine.

PW Swept streets

Parks #5 Tested the battery needs a new one

Aug 19th

PW Swept Streets

Parks #5 Replaced the battery

Aug 20th

PW Swept streets

PW #55 Removed the cables on the gutter brooms and replaced the left-hand side gutter broom

PW Hauled Pallets to the Parking lot by John Gumm School

Aug 21st

PW #5 Repaired a hydraulic leak

Brett Vacation day

Aug 24th

PW #5 Test ran the mini and checked for a hydraulic leak at the drive hydraulic motor looked good
Installed an air filter and greased the boom

PW #34 Checked for a hydraulic leak on the undercarriage

WT Repaired a tire on the mower

PW Repaired a chain saw

Aug 25th

PW #5 Checked on the mini excavator for a hydraulic leak

PW Checked on the equipment

Parks Checked on the equipment

Aug 26th

PW Went and looked at the fence at the library and measured the posts so that a sleeve can be built, looked for metal to build them found nothing, ordered the metal

Shop Took the band saw apart and replaced the drive belt and blade cut up metal

Aug 27th

PW Went to #1 Well and checked the generator for leaks coolant and oil

Shop Cleaned up the shop

Aug 28th

PW Picked up Steel for the library project

Shop Cleaned the restroom and shop floor

Aug 31st

PW #34 Took Pictures of the broken glass and sent them to Feenaughty machinery

Shop Cleaned up the sand blaster and added new sand also mowed the dead grass swept the parking Lot

PW #34 Tried to straighten the blade on the machine needs more work

Keith vacation



City of St. Helens, Oregon

Public Works

Water Filtration Facility

PWS 4100724

265 Strand Street,
St. Helens, OR 97051

PH: (503) 397-1144 FAX: (503) 397-3551



August 2020

Water Production: 59

million gallons, which averages 1.9 million gallons per day

Week 1 Produced and sent extinguishers. Sent sewer batteries full, (fork lift, hi-operational status Northwest available.

July's OHA reports to the State. Performed monthly check on fire readings to Columbia City public works. Charging all units to keep lift, riding mower). Sanyo ductless air handler has returned to Control fabricated a fan blade assembly to replace parts no longer

Week 2 Cl-17 reagents replaced, Chlorine delivery, mowed and ran weed whip

Week 3 Off Howard on call

Week 4 Chlorine delivery, online instrument calibration, mechanics have mower tire for repair

Respectfully submitted Guy Davis

WWTP Monthly Operations and Maintenance Report

August 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 8/6-Sample fridge not keeping correct temp. Using back up until it can be looked at.
- 8/11-Brad with Peak Elec here to reinstall blow bucket for aerator #10.
- 8/12-Anchored SolarBee H in quiescent zone.
- 8/21-Found upper coupling on SolarBee I “rounded” and will need to replace. Ordered parts.
- 8/24-Aerator #9 tripped. Reset and tripped again. Checked weather head and looks normal. Will need to call Peak.
- 8/26-Took 9Hp boat motor to Channel Marine for repairs.
- 8/26-Polar Refrigeration here to pick up sample fridge.
- 8/30-Aerator #13 tripped. Reset and ran fine.

Primary System Report

- All normal monthly routines complete

Pump Stations

- 8/7-PS#7-Vehicle crash nearby. Took out speed sign and bent the corner post of the gate a bit. Called public works.
- 8/17-PS#4-Peak Elec here to troubleshoot pump failures. Found bad reset button and will need to replace.

Sodium Hypochlorite System

- gallons used this month.
- gallons used last month.
- 8/10-South hypo tank leaking. Will flush out and decommission.
- 8/14-Hypo delivery-5000 gallons

Call-outs

- 8/15-PS#4-High level alarm-Stewart in. Pumps failing because of high ambient temperature. Could not reset pump 1. Pumped down with pump 2.
- 8/16-PS#4-High level alarm-Stewart in. Both pumps failed again. Not able to reset #2 but pumped down with #1.

Plant

- 8/4-Cleaned North contact tank.
- 8/10-TSS vacuum not working. Replaced and will order parts to get old one working.
- 8/20-Started pulling apart headworks screen #2 brush motor assembly. Found bad bearing and will need to replace it.
- 8/26-Cleaned out gravel in front of headworks screen #1
- 8/27-Cleaned south contact tank.

Pretreatment

- All normal monthly routines complete.
- Worked with Cascades on their shutdown and clarifier bypass.

Other

- 8/5-Concluded Biolyneceus trial. Did not have the effect we were hoping.
- 8/11-Darin and More Power here to fix septage receiving station connectivity.
- 8/12-Pulled log out of stormwater pipe under trestle.
- 8/13-Copper BLM testing on river today.

Next Month

- Work on replacement for south hypo tank.