



COUNCIL WORK SESSION

Wednesday, December 16, 2020 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Ginny Carlson
Councilor Stephen R. Topaz

<https://zoom.us/j/92647954684?pwd=Sjc0QjJ1eGNCL3lRVDRXaXBBdnBWUT09>

LOCATION & CONTACT:

Website | www.sthelensoregon.gov

Email | kathy@ci.st-helens.or.us

Phone | 503-397-6272

Fax | 503-397-4016

AGENDA

CALL WORK SESSION TO ORDER

FAREWELL TO COUNCILOR LOCKE & COUNCILOR CARLSON

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a break at approximately 3:00 PM*

- [1.](#) Employee Length of Service Awards
- [2.](#) Scappoose Bay Watershed Council Update - *Dana Pricher, SBWC*
- [3.](#) Discussion Regarding Urban Trail - *Council President Morten & PTC Chair Carmin Dunn*
4. Discussion Regarding Renewal of Drop Box Franchise - *John*
- [5.](#) Review New City Engineer Job Description - *Mouhamad*
6. Strategic Action Plan Updates
7. City Administrator Report

OTHER BUSINESS

- [8.](#) **FYI ONLY** - Public Works Department Summary for November

ADJOURNMENT

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION*Upcoming Dates to Remember:*

- December 14, 4:00 p.m., Parks & Trails Commission, via Zoom
- December 14, 7:15 p.m., Library Board, via Zoom
- December 16, 1:00 p.m., Council Work Session, via Zoom
- December 16, 6:15 p.m., Council Public Hearing, via Zoom
- December 16, 7:00 p.m., Council Regular Session, via Zoom
- December 24 & 25, Christmas Eve & Day Observed, All City Offices Closed
- January 1, New Years Day Holiday, All City Offices Closed

Future Public Hearing(s)/Forum(s):

- PH: December 16, 6:15 p.m., Street Vacation - Part of S. 2nd Street Right-of-Way (Zender)

VIRTUAL MEETING DETAILS

Join Zoom Meeting:

<https://zoom.us/j/92647954684?pwd=Sjc0QjJ1eGNCL3lRVDRXaXBBdnBWUT09>

Meeting ID: 926 4795 4684

Passcode: 061948

Dial by your location: 1 669 900 6833

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: December 16, 2020

I am happy to announce that we have three employees who have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the December 16 Council work session.

15 Years

Melanie Payne started her career at St. Helens on December 12, 2005 as a part-time Deputy Court Clerk. Five years later, she was promoted to a full-time Legal Assistant to the Prosecuting Attorney. In July of 2013, her title was changed to Municipal Court Assistant to the City Prosecutor, and then again in 2016, it was changed to Legal Assistant. Most recently, in April of 2019, she was transferred to Municipal Court Clerk where she currently serves the citizens of St. Helens.

10 Years

Jennifer Johnson was hired in December of 2020 as a Utility Billing Specialist. In 2016, she was promoted to Accounting Assistant. Just this year, her title changed to Accountant.

Shanna Duggan was hired in December of 2020 as a Utility Billing Specialist. The position was reclassified in 2017 to Utility, Banking, & Court Specialist. In 2018, the City developed a new Recreation Program. Shanna was offered the part-time Recreation Coordinator position, so, she worked part-time as a Utility, Banking, & Court Specialist and part-time as the Recreation Coordinator. In July of 2019, the Recreation Coordinator position was changed to Recreation Manager.

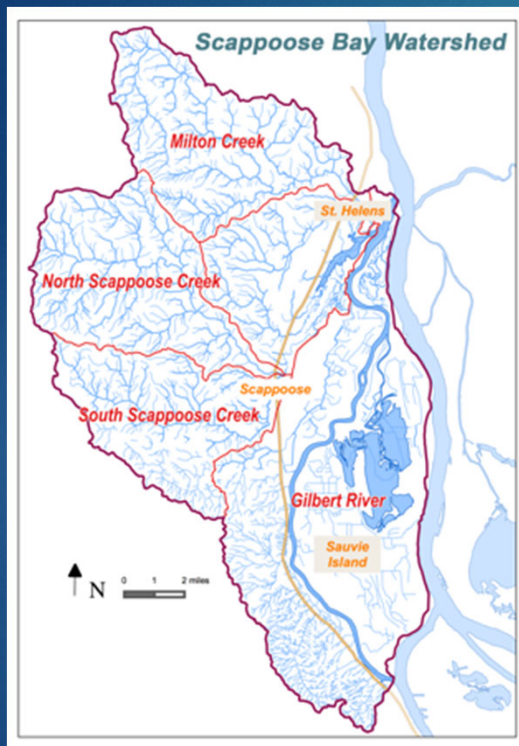
Congratulations, Melanie, Jennifer, and Shanna, and thank you for your service!

State of the Watershed 2020





Working towards healthy communities and creeks from headwaters to the bay



The Scappoose Bay Watershed is located at the end of the Willamette River via the Multnomah Channel as it connects to the Lower Columbia River. It's diverse landscape includes steep forests to lowland waterways, and has significant salmonid and native wildlife habitat.

Our vision is to:

- Restore historic salmon runs in creeks and tributaries.
- Improve water quality.
- Increase diversity and complexity of native species and habitats.
- Provide a healthy watershed where natural beauty, recreational opportunities and clean surroundings are available for everyone to enjoy.



www.scappoosebay-wc.org



503.397.7904



info@scappoosebay-wc.org



Fish Status and Trends 2019

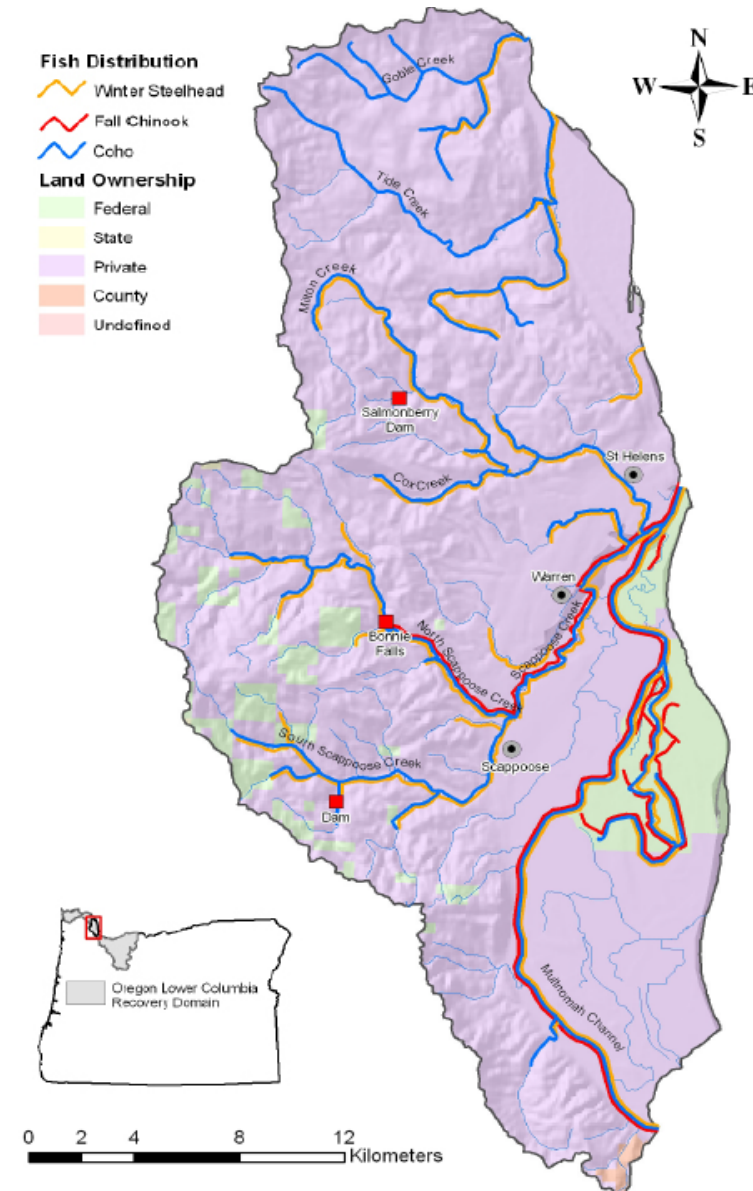
Four species of fish in ESA Recovery Plans:

- ▶ Coho Salmon
- ▶ Fall Chinook Salmon
- ▶ Winter Steelhead
- ▶ Chum Salmon

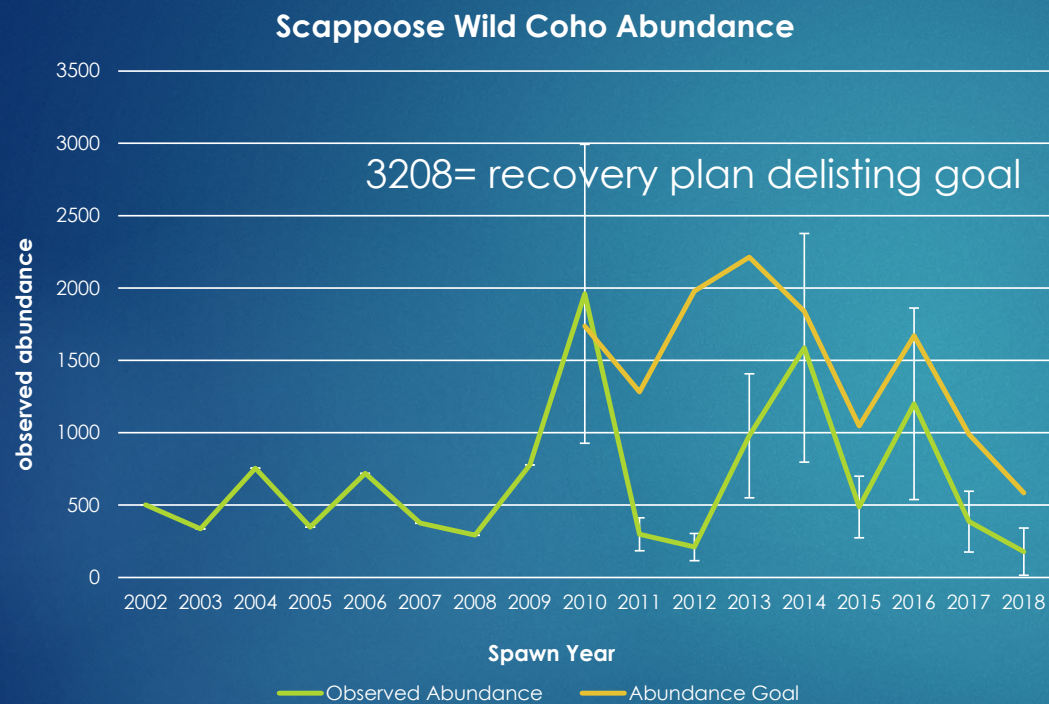
Additional species of concern:

- ▶ Pacific Lamprey

Data based on a report given by Jim Brick, ODFW Lower Columbia Implementation Coordinator



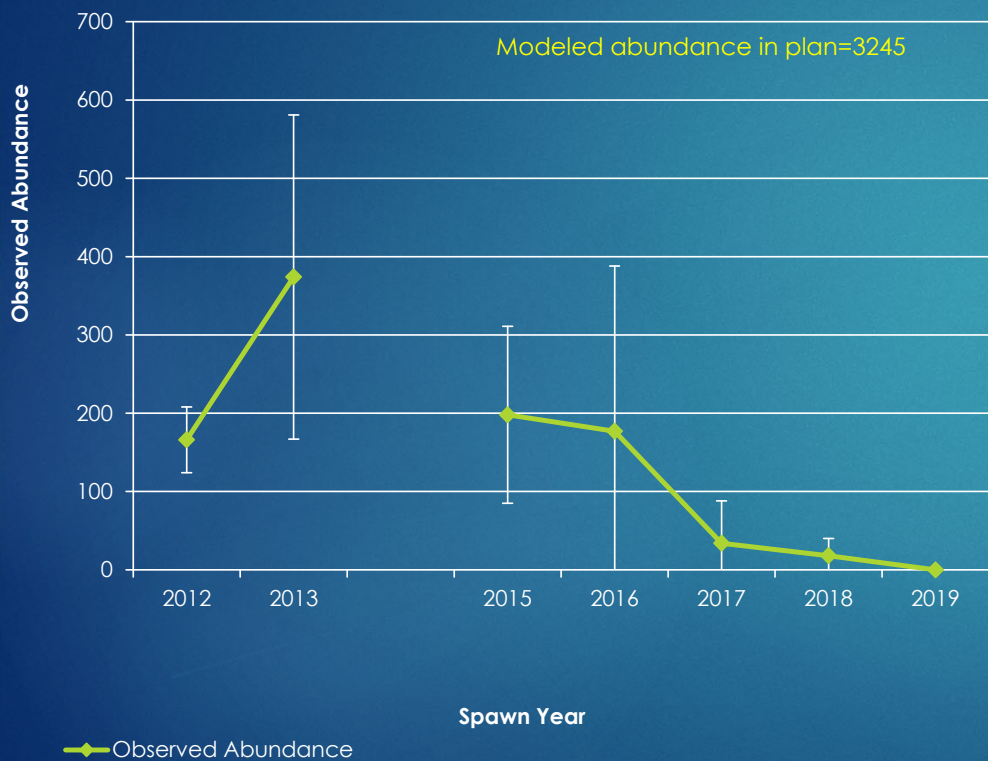
Coho Salmon



Historical abundance = 22,184
Broad Sense Goal=4184

Winter Steelhead

Scappoose Wild Winter Steelhead Abundance



Historical abundance =
12,396
Broad Sense Goal= 5169

Fall Chinook & Chum Salmon - Extirpated



Fall Chinook
Historical Spawning Distribution
Historical abundance=12,511



2018-2019 Lower Columbia Fall Chinook Salmon Survey

- No Chinook live adults (or carcasses) were observed in the surveys attempted for the Scappoose and Lower Gorge populations in 2018. This is consistent with survey outcomes for the Scappoose population done in 2009 through 2017.

Perspectives on Moving Forward

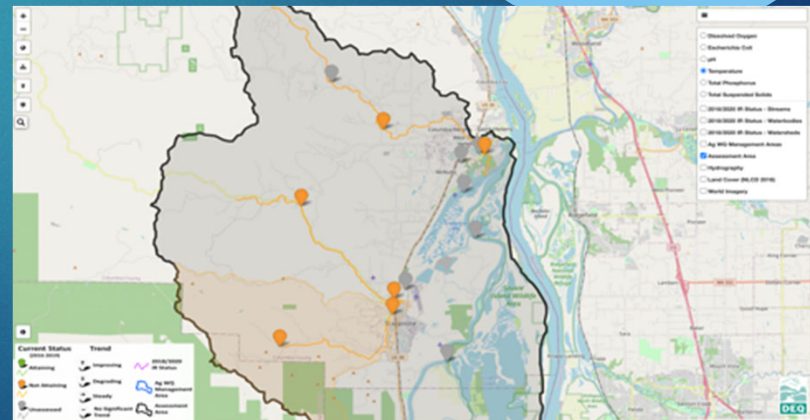
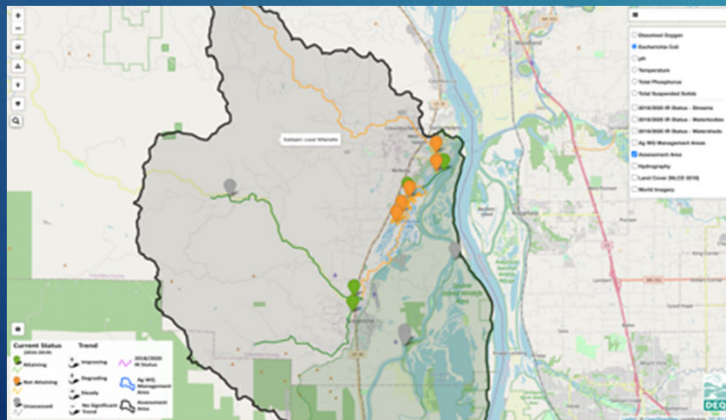
1. Focus attention on those fish species that currently exist in the watershed.
2. Focus attention on treating primary limiting factors affecting coho and steelhead.
3. Take advantage of the Western Oregon Stream Restoration Program.
4. Work with members who helped develop the 2018 SBWC Strategic Action plan to prioritize and implement a multi-agency restoration projects.
5. Work toward expanding the native nurse program and/or complimenting it with small grants to deliver winter time riparian restoration projects.



DEQ 2019 Water Quality Report

<https://www.oregon.gov/deq/wq/programs/Pages/wqstatustrends.aspx>

- ▶ Monitoring began in 2016
- ▶ Currently meeting goals for Dissolved Oxygen, pH
- ▶ Not meeting goals for E. Coli in lower Scappoose Creek (East of Hwy 30), Scappoose Bay, or Milton Creek
- ▶ Not meeting goals for summer temperature in any monitored stream



How do we improve water quality?

- ▶ Land use planning and permitting that maintains a stream buffer with trees
- ▶ Shade Our Streams program
- ▶ Reintroduce and protect beaver & habitat
- ▶ ODA Agriculture Water Quality Program – CSWCD, NRCS
 - ▶ 2020 is implementation year for North Coast WQMA

Weeds - North Coast Cooperative Weed Management Area

- ▶ CSWCD treated 6.5 acres of Garlic mustard, 0.18 acres of Yellow archangel, 1.5 acres of Knotweed, 0.6 acres of Yellowflag iris, 0.03 acres of Spotted knapweed, and 2.55 acres of Spurge laurel.
- ▶ 2019 Grant award to CSWCD for Garlic Mustard Treatment along Scappoose Creek - \$15,000 from Oregon State Weed Board
- ▶ 2020 OWEB Grant award to CSWCD for English Holly removal on 5 ac property



What else can be done?

- 1) Our public agencies need equipment, licensed herbicide applicators on staff, and training on weed ID and control to manage noxious weeds on their lands and keep them from spreading
- 2) Encourage state officials to continue to fund weed grant program

2020 Year in Review: Native Plant Nursery

Our Native Plant Nursery has one of the region's largest selections of native trees, shrubs, wildflowers, ferns and sedges.

- ▶ We have supplied over 4,225 plants for restoration projects in 2020.
- ▶ Students and community volunteers work at the nursery on Thursdays from 9:00 – noon. Average 2000 volunteer hours/year. 2020 - 240 hours.
- ▶ Nursery is funded through two annual public plant sale fundraisers as well as grants and government contracts.
- ▶ In 2020, we raised over \$9000 at our Fall Plant Sale fundraiser. Normal year - \$15,000 between the two events
- ▶ Overall, our income for the nursery was down about \$15,000 for 2020 due to impacts of Covid-19



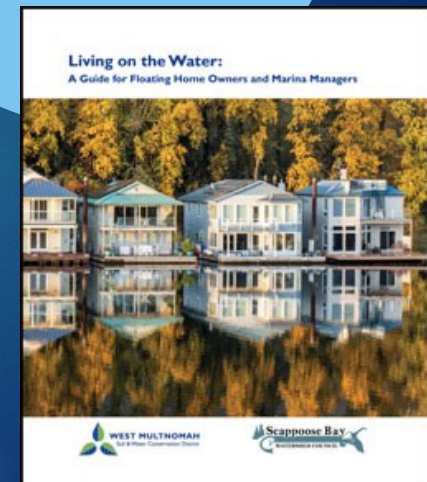
2020 Year in Review: Restoration

- ▶ Planted native plants – 4227 plants distributed to restoration projects, 2640 planted by SBWC
- ▶ Stream channel restoration on North Scappoose Creek and Milton Creek – 6.65 ac over 0.36 miles, 9 large wood structures



2020 Year in Review: Outreach

- ▶ Volunteer hours - 240
- ▶ Events held – 1 Plant Sale, 3 Volunteer Work Days in local parks and natural areas, 1 Aquatic Weed Workshop kayak tour
- ▶ Distributed *Living on The Water Guide*, with WMSWCD, to Floating Home communities on Multnomah Channel



2020 Year in Review: Grants awarded

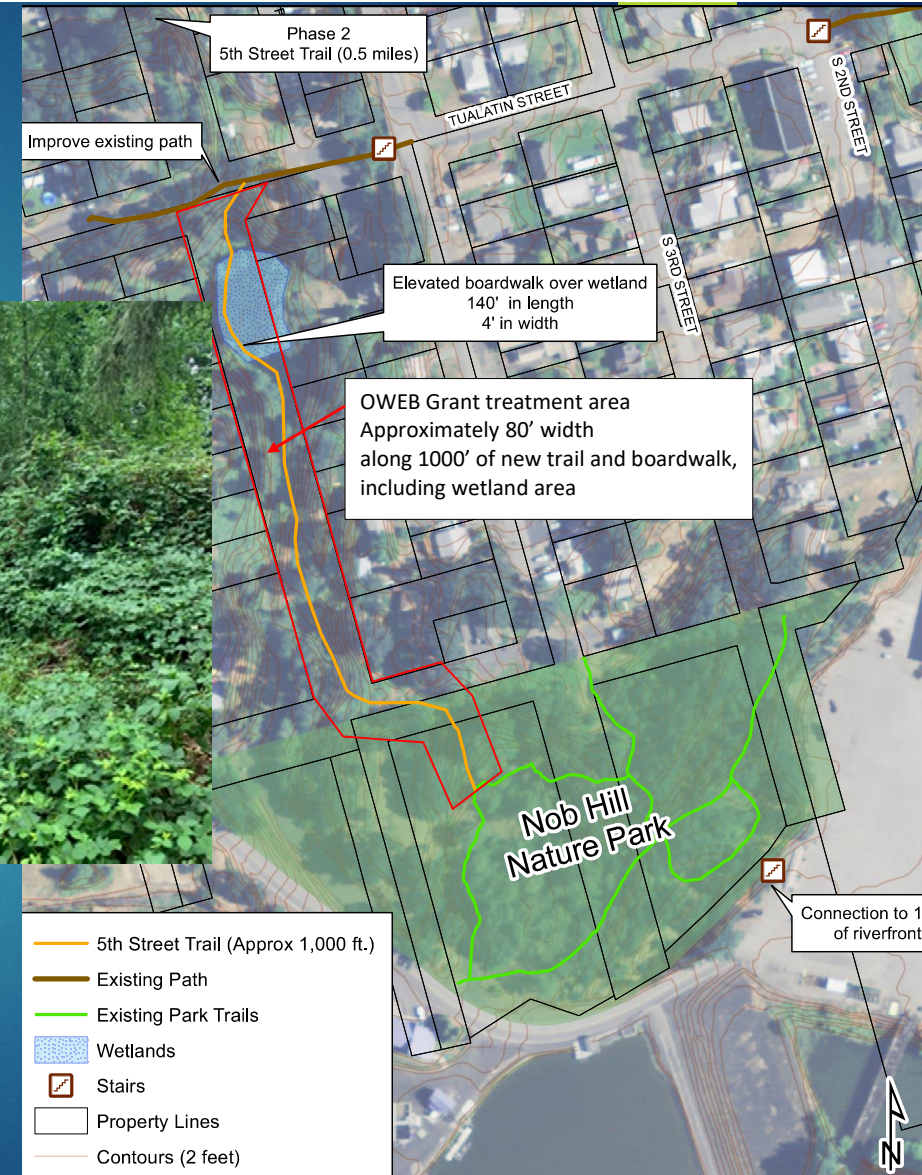
- ▶ Total of **\$355,241** in new grants awarded
- ▶ Secured OWEB grant **\$264,280** for Brush Creek Large Wood installation (part of Milton Creek) to be installed 2021
- ▶ Secured **\$74,961** OWEB grant for Raymond Creek (tributary to Scappoose Creek) design and outreach for stream work, crossing reduction, livestock fencing, riparian planting.
- ▶ **\$15,000** grant from OWEB for Nob Hill Nature Park Improvements (City of St Helens)
- ▶ IGA with City of Scappoose to maintain and improve streamside natural areas in parks and watershed properties.

Nob Hill Park Improvement

- ▶ Total project cost: \$18114
- ▶ OWEB grant: \$12,414
- ▶ Partners: Friends of Nob Hill, City of Scappoose, SBWC

Goals:

- ▶ Involve community in care and restoration of park
- ▶ Restore Oak Woodland Habitat
 - ▶ Remove invasive Blackberry and Ivy
 - ▶ Replace with Native species





Thank You

Dana Pricher

Email: dana@scappoosebay-wc.org

Emily Martin

Email: Emily@scappoosebay-wc.org

Scappoose Bay Watershed Council

Phone: (503) 397-7904

<http://www.scappoosebay-wc.org/>



Image: Salmon Spawning, Jason Ching
<https://salmonstate.org/2019/01/10/the-international-year-of-the-salmon-brings-people-together-across-the-atlantic-and-the-pacific/>

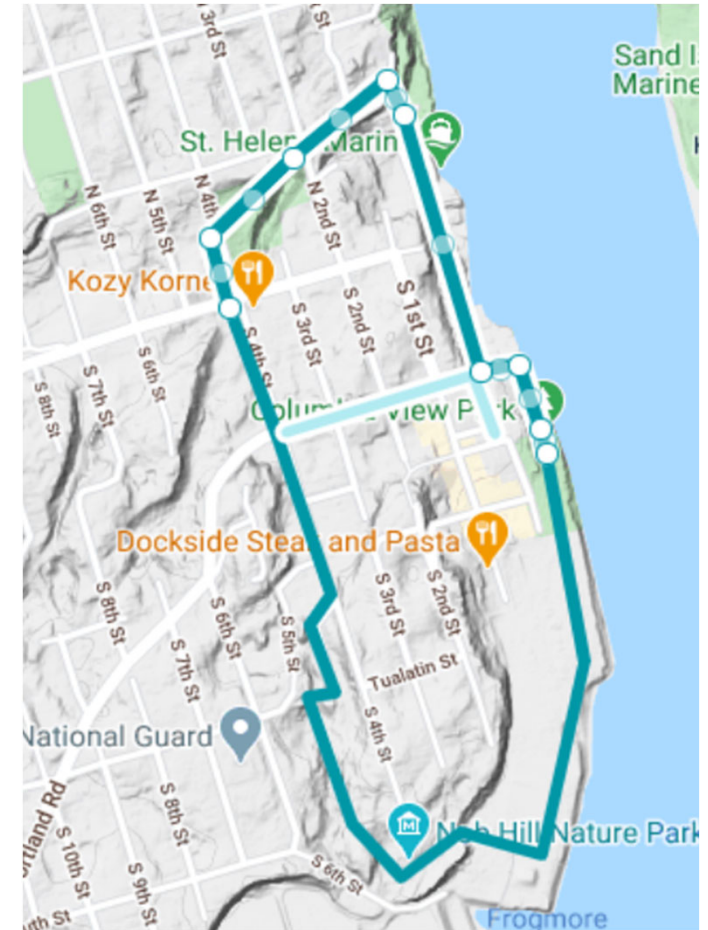


ST. HELENS URBAN TRAIL / PATHWAY

ST. HELENS PARKS AND TRAILS COMMISSION

WHAT IS THE ST. HELENS URBAN TRAIL / PATHWAY?

- Suggested route for residents and visitors to explore our city:
 - Approximately 2.5 miles in length
 - Connects 6 parks
 - Showcases scenic river overlooks
 - Passes various historical sites
 - Connects local businesses



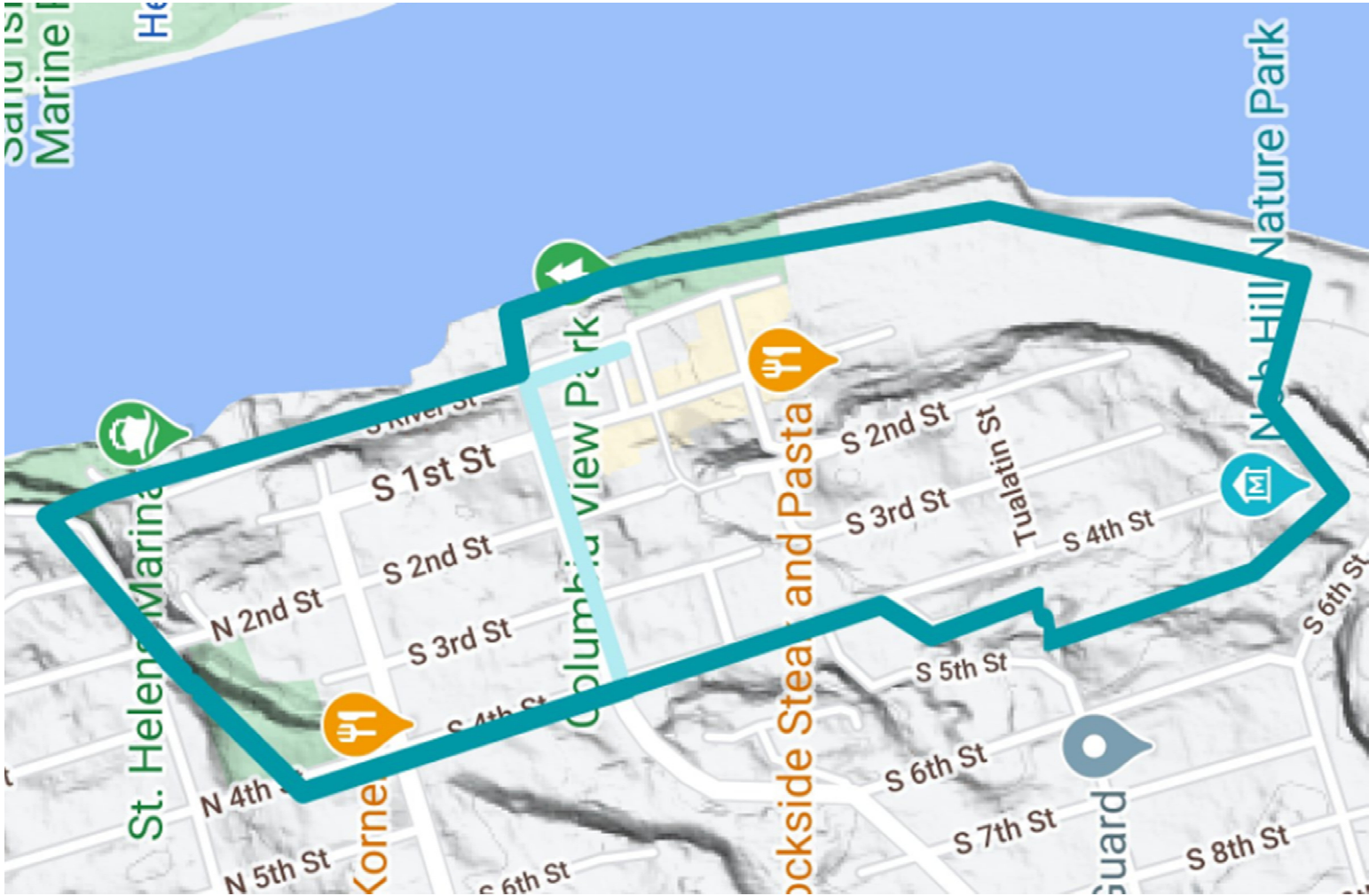
WHY DOES THE CITY OF ST. HELENS NEED THIS?

- **Livable Community**
 - Opportunities for outdoor recreation
 - Public education on park offerings
- **Economic Development**
 - Circulates through Old Town district
 - Local shopping, restaurants, businesses, tourism activities, and holiday festivities
- **Community Engagement & Partner Opportunities**
 - Columbia County Museum Association
 - Lewis & Clark Trail Partnership
 - Main Street St. Helens
- **Our Citizens are asking for trails / pathways to connect areas of the community**
 - Community survey
 - Commission meeting visitor comments
- **Boost Awareness of Parks**
 - Passes through lesser known parks
 - Highlights different aspects of our history, nature and culture (Nob Hill Nature Park, Godfrey Park upgrades, river connections at Grey Cliffs and Columbia View)
 - 5th Street right of way connection

PRIORITY 1 REQUIREMENTS

- Finalize suggested route
 - Staff to collaborate and confirm proposed route
- Improvements to Grey Cliff Trail [COMPLETE]
- Evaluate need / options for safety barrier at top of Grey Cliff Trail
- Add to website & materials:
 - City [website](#)
 - Existing [map of Parks & Trails](#)
- Install signage

PROPOSED ROUTE



FUTURE ENHANCEMENTS

- **Added safety improvements**

- Including crossings and sidewalks in future projects
- Benefits suggested pathways throughout the city as well as overall community safety

- **Benches at Overlooks**

- Added over time in areas deemed important
- Consider these areas for future community donations

- **Future Pathways**

- Connect to additional business areas, parks and points of interest throughout the city
- Connect to other local cities
- City-wide trails opportunities for inclusion in the next Parks & Trails Masterplan



QUESTIONS & NEXT STEPS

City of St. Helens

Job Title: CITY ENGINEER
Department: Public Works
FLSA Status: Exempt
Union: No
Date Created: December 16, 2020

GENERAL PURPOSE

Plans, directs, and administers all activities related to the Engineering Division. Provides professional civil engineering work including design layout and plan review. Responsibilities include planning, organizing, and administering municipal infrastructure in the functional areas of capital project design, construction, and traffic engineering, while providing technical assistance and administration to engineering staff, outside consultants, developers, agencies, commissions, and City Council.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over all permanent and temporary technical staff assigned to the Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Provides leadership through planning, organizing, directing and supervising all activities of the Engineering Division to achieve goals within available resources related to engineering studies and standardizes procedures to improve efficiency and effectiveness of the engineering department.
- Develops workplans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; by completing annual performance reviews.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Oversees and participates in conducting routine and periodic inspections of new construction to ensure compliance with approved plans and specifications. Inspects materials, equipment, and methods used for quality and compliance with specifications.
- Reviews construction plans for accuracy and completeness. Coordinates with other City departments and/or outside agencies to ensure the construction projects meet the requirements of all involved groups.

- Enforces ordinance regulations by investigating complaints of alleged violations in the right-of-way that pertain to construction. Works with citizens and businesses to achieve compliance.
- Performs simple to complex civil engineering design work, calculates construction quantities, and prepares engineering and construction estimates. Coordinates the preparation of, or develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Performs, oversees, or assists in project management for the construction of municipal projects. Oversees or assists on assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Performs, oversees, and assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans. Reviews and issues the review of, utility, street use, and franchise utility permits.
- Responsible for preparing, reviewing and the maintenance of the City utility master plans. Reviews plans related to structures such as streets, sidewalks, gutters and other offsite construction; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations.
- Assists contractors and the general public with information regarding construction and code related matters, management of conflicts, scheduling of specific construction jobs.
- Coordinates the development and prioritization of the annual Capital Improvement Program. Prepares or oversees the preparation of budgets for capital improvement projects. Makes recommendations for capital improvements to the Public Works Director, Budget Committee, and/or City Council.
- Maintains regular contact with consulting engineers, construction project engineers, any City, County, State, and Federal agencies, professional and technical groups, and the general public regarding department activities and services.
- Provides professional engineering advice to supervisors and other officials. Makes presentations to the City Council, boards, commissions, civic groups, and the general public.
- Prepares or assists in the evaluation of the impacts of development proposals, permits, rezones, plats, etc. on traffic and transportation facilities, water, sanitary sewer and storm drainage systems. Prepares traffic, utility, and other studies and reports.
- Prepares the Engineering Division budget. Reviews and recommends approval of expenditures of the Engineering Division. Prepares or assists in the preparation of grant and/or funding applications for projects.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a Bachelor's degree in Civil Engineering; and
- (B) Minimum of 8 years civil engineering experience (local government setting preferred)

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- (A) Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Considerable knowledge of applicable City policies, laws, and regulations affecting Department activities.
- (B) Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment; Management skills necessary to effectively manage the work of assigned staff and outside contractors; Interpersonal and communication skills necessary to tactfully enforce contractor's compliance with plans and specifications, while maintaining satisfactory relationships with contractors and their employees, as well as to interact tactfully and effectively with the general public.
- (C) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Must possess a valid State driver's license or ability to obtain prior to employment.
- (B) Must possess a current Professional Civil Engineer license (PE), from the State of Oregon.
- (C) Must be physically capable of moving about on construction work sites, climbing ladders, and safely negotiating sites under adverse field conditions.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; ladders; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The

employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is moderate to loud in the field and quiet in the office.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **City Engineer** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations and job duties and responsibilities outlined within this job description.

Employee Signature: _____


Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

PUBLIC WORKS MEMO

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

Engineering

1. Started work on the N. Vernonia sidewalk project.
2. Issued RFQs for the Riverwalk and S. 1st & 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.

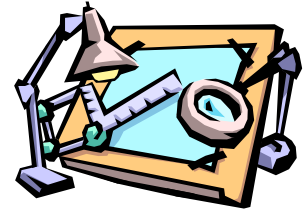
Waste Water Treatment Plant

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. 1st 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. 14th Street Backyard Storm Extension

A walk-thru of the finished work was conducted on December 2nd. 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 5th 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 5th and S 4th 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 6th 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. 18th 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. 9th St.
 Backfilled valve boxes at 275 N. 18th St.
 Looked at storm line TFT tore up at Grocery Outlet
 Removed Halloweentown
 Replaced bulbs in traffic light at 18th 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. 9th 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. 18th & 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 18th & OPR again

Miscellaneous:

Swept streets

Marked 63 locates

Checked wells & reservoirs daily

November 1st to 30thNov 2nd

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

Nov 3rd

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

Nov 4th

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 5th

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 6th

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

Nov 9th

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 10th

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 12th

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 13th

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 16th

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 too much

Nov 17th

PW #55 Replaced the gutter brooms
 PW Sharpened chain saws

Nov 18th

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 19th

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

Nov 20th

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 23th

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 24th

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 6th street

Nov 25th

Brett Vacation

Nov 30th

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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 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 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 12th 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.