



Notice of Public Works Meeting

City of Falls City, Oregon

Meeting Location: 320 N Main Street, Falls City

Wednesday, August 27, 2020 at 6:00 PM

Posted on August 24, 2020

Committee Members

Mike McConnell

Jeff Propp

Guy Mack

Tony Meier

Cliff Lauder

Gordon Hanson

Tracy Young

AGENDA

1. **Call to order**
2. **Pledge of Allegiance**
3. **Motion to adopt the entire agenda**
4. **Consent Agenda: Motion Action Approving Consent Agenda Items**
 - a. Public Works Committee Meeting Minutes July 23, 2020 (pg. 1-2)
5. **Public Comments:** Citizens may address the Committee or introduce items for Committee consideration on any matter. The Committee may not be able to provide an immediate answer or response but may direct staff to follow up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.
6. **Old Business**

None
7. **New Business**
 - a. August Leak Adjustments Staff Report (pg. 3-12)
8. **Correspondence, Comments and Ex-Officio Reports**
9. **Committee Announcements**
10. **Adjourn**

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City of Falls City
Public Works Committee Meeting
Thursday July 23, 2020 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack

Staff Present

Jamie Ward, City Clerk

1. Call to Order

Chair McConnell called meeting to order at 6:02 PM and took roll call. Committee Member Jeff Propp was absent

2. Pledge of Allegiance

Chair McConnell led committee in the Pledge of Allegiance.

3. Motion to Adopt the entire agenda

A motion was made by Member Meier and seconded by Member Mack to adopt the entire Agenda Motion carried 5-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

4. Consent Agenda.

- a. Public Works Committee Minutes February 27, 2020

A motion was made by Member Meier and seconded by Member Young approving Consent Agenda item A and B. Motion carried 6-0-0-1 Ayes. Mike McConnell, Cliff Lauder, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

5. Public Comments

None

6. Old Business

- a. Staff informed Committee that the new city logo had been chosen by City Council. City Council voted on it while Committees were shut-down due to COVID-19 restrictions.

7. New Business

- a. William Sullivan Staff Report Committee Handbook- Information and Best Practices.
- b. After lengthy discussion, a motion was made regarding changing the Capital Improvement Fee process.

A motion was made by Member Meier and seconded by Member Lauder that the Public Works Committee recommend to City Council to maintain the current fee structure and consider amending the verbiage in Resolution 12-17 to say "Capital improvement Fee shall be assessed to any service with a water meter" and eliminate "or sewer connection". Motion carried 4-1-1-1 Ayes. Mike McConnell, Cliff Lauder, Tony Meier, Tracy Young, Nay; Gordon Hanson. Abstain, Guy Mack

- c. Staff reminded Committee that it was Election Season and that packets were available online or can be-picked up in person at City Hall.

- d. Staff read the Staff Report regarding the Annual Spring Clean.
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8. Correspondence, Comments and Ex-Officio Reports

None

9. Committee Announcements

Next Public Works meeting is scheduled for Thursday August 20, 2020 at 6:00 PM.

10. Adjourn

The meeting was adjourned at 7:35 PM

A motion was made by Member Mack and seconded by Member Lauder to adjourn the meeting. Motion carried 6-0-0-1. Ayes: Cliff Lauder, Mike McConnell, Gordon Hanson, Tony Meier, Tracy Young, Guy Mack.

Signed: _____ Public Works Committee Member

Attested: _____ Public Works Committee Member

AGENDA REPORT

TO: PUBLIC WORKS COMMITTEE
FROM: JAMIE WARD
SUBJECT: AUGUST LEAK ADJUSTMENTS
DATE: 08/24/2020

SUMMARY

City Staff did three leak adjustments in the month of August totaling in the amount of \$622.28

Kirk Brees owner of 321 N Main St. Apt 1 & 2 in the amount of \$326.20.

Jeremy Littleton owner of 134 Carey Ct. in the amount of \$34.70.

Frank Armstrong owner of 464 1st. Ave. in the amount of \$261.38

BACKGROUND

N/A

PREVIOUS COMMITTEE ACTION

N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

STAFF RECOMMENDATION

N/A

EXHIBIT

Exhibit A – Kitsap Services Adjustment Breakdown
Exhibit B – Jeremy Littleton Adjustment Breakdown
Exhibit C – Frank Armstrong Adjustment Breakdown

PROPOSED MOTION

N/A

Customer Transaction Summary

Customer Information

Account No
 KITSAP SERVICE
 11918 SE DIVISION ST. #2019
 PORTLAND, OR 97266-

Location Information

Location No: 547
 321 N MAIN ST APT1&2
 FALLS CITY, OR 97344-

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
08/15/2019	Payment	CHECK			198.17	-198.17	0.00
08/26/2019	Charge	08/25/2019	748 1	4000	0.00	198.17	198.17
09/16/2019	Payment	CHECK			198.17	-198.17	0.00
09/26/2019	Charge	09/25/2019	753 1	5000	0.00	198.17	198.17
10/14/2019	Payment	CHECK			198.17	-198.17	0.00
10/26/2019	Charge	10/25/2019	757 1	4000	0.00	198.17	198.17
11/13/2019	Payment	CHECK			198.17	-198.17	0.00
11/26/2019	Charge	11/25/2019	761 1	4000	0.00	198.17	198.17
12/23/2019	Payment	CHECK			198.17	-198.17	0.00
12/26/2019	Charge	12/25/2019	765 1	4000	0.00	198.17	198.17
01/26/2020	Penalty				198.17	20.00	218.17
01/26/2020	Charge	01/27/2020	770 1	5000	218.17	198.17	416.34
02/10/2020	Payment	CHECK			416.34	-416.34	0.00
02/26/2020	Charge	02/25/2020	774 1	4000	0.00	198.17	198.17
03/26/2020	Charge	03/25/2020	778 1	4000	198.17	198.17	396.34
03/27/2020	Payment	CHECK			396.34	-126.01	270.33
04/20/2020	Payment	CHECK			270.33	-198.17	72.16
04/25/2020	Charge	04/23/2020	782 1	4000	72.16	198.17	270.33
05/13/2020	Payment	CHECK			270.33	-270.33	0.00
05/20/2020	Charge	05/20/2020	808 1	26000	0.00	238.97	238.97
06/15/2020	Payment	CHECK			238.97	-238.97	0.00
06/25/2020	Charge	06/25/2020	881 1	73000	0.00	375.60	375.60
07/19/2020	Payment	CHECK			375.60	-375.60	0.00
07/29/2020	Charge	07/25/2020	888 1	7000	0.00	211.47	211.47

2,609.57 ÷ 12
 217.46 x 1.5
 326.20

Usage Report

For 697

Location No	Acct No.	Name	Service Address	Route	Change	Out	Size	Service	Trans Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
542	697	KITS/SP SERVICE	321 N MAIN ST	NONE															
04846141		WATER		0.00			5/8" METER	WATER	08/26/2019	Gallons	4000	4000	0	0.00	83.92	07/25/2019	744	08/25/2019	748
04846141		WATER		0.00			5/8" METER	WATER	09/26/2019	Gallons	5000	5000	0	0.00	83.92	08/25/2019	748	09/25/2019	753
04846141		WATER		0.00			5/8" METER	WATER	10/26/2019	Gallons	4000	4000	0	0.00	83.92	09/25/2019	753	10/25/2019	757
04846141		WATER		0.00			5/8" METER	WATER	11/26/2019	Gallons	4000	4000	0	0.00	83.92	10/25/2019	757	11/25/2019	761
04846141		WATER		0.00			5/8" METER	WATER	12/26/2019	Gallons	4000	4000	0	0.00	83.92	11/25/2019	761	12/25/2019	765
04846141		WATER		0.00			5/8" METER	WATER	01/26/2020	Gallons	5000	5000	0	0.00	83.92	12/25/2019	765	01/25/2020	770
04846141		WATER		0.00			5/8" METER	WATER	02/26/2020	Gallons	4000	4000	0	0.00	83.92	01/27/2020	770	02/25/2020	774
04846141		WATER		0.00			5/8" METER	WATER	03/26/2020	Gallons	4000	4000	0	0.00	83.92	02/25/2020	774	03/25/2020	778
04846141		WATER		0.00			5/8" METER	WATER	04/25/2020	Gallons	4000	4000	0	0.00	83.92	03/25/2020	778	04/23/2020	782
04846141		WATER		0.00			5/8" METER	WATER	05/25/2020	Gallons	26000	26000	0	0.00	124.72	04/23/2020	782	05/20/2020	808
04846141		WATER		0.00			5/8" METER	WATER	06/25/2020	Gallons	73000	73000	0	0.00	261.35	05/20/2020	808	06/25/2020	881
04846141		WATER		0.00			5/8" METER	WATER	07/29/2020	Gallons	7000	7000	0	0.00	83.92	06/25/2020	881	07/25/2020	888

Number of Accounts |
 Number of Locations |
 Account/Location Combinations |

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Customer Transaction Summary

Customer Information

Location Information

Account No: JEREMY LITTLETON 134 CAREY CT. FALLS CITY, OR 97344-

Location No: 134 CAREY CT FALLS CITY, OR 97344-

Table with columns: Date, Type, More Info, Reading, Usage, Prior Balance, Transaction Amount, Balance. Rows include transactions from 09/26/2019 to 07/29/2020.

1,067.78 ÷ 10

106.78 x 1.5

160.17

Adjusted \$34.70 (difference between normal bill of \$100.21 & the leak bill of \$134.91)

Jamie Ward OK'd 08/10/2020

(AW)

b

Usage Report

For 2034

Location No	Acct No.	Name	Service Address	Route	Change	Meter No.	Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read	
666	2034	JEREMY LITTLETON	134 CAREY CT	NONE																	
51318804		WATER				5/8" METER			WATER	09/26/2019	Gallons	0	0	0	0.00	8.39	09/20/2019	786	09/26/2019	786	
51318804		WATER				5/8" METER			WATER	10/26/2019	Gallons	1000	1000	0	0.00	41.96	09/26/2019	786	10/25/2019	787	
51318804		WATER				5/8" METER			WATER	11/26/2019	Gallons	2000	2000	0	0.00	41.96	10/25/2019	787	11/25/2019	789	
51318804		WATER				5/8" METER			WATER	12/26/2019	Gallons	2000	2000	0	0.00	41.96	11/25/2019	789	12/25/2019	791	
51318804		WATER				5/8" METER			WATER	01/26/2020	Gallons	2000	2000	0	0.00	41.96	12/25/2019	791	01/27/2020	793	
51318804		WATER				5/8" METER			WATER	02/26/2020	Gallons	2000	2000	0	0.00	41.96	01/27/2020	793	02/25/2020	795	
51318804		WATER				5/8" METER			WATER	03/26/2020	Gallons	2000	2000	0	0.00	41.96	02/25/2020	795	03/25/2020	797	
51318804		WATER				5/8" METER			WATER	04/25/2020	Gallons	4000	4000	0	0.00	41.96	03/25/2020	797	04/23/2020	801	
51318804		WATER				5/8" METER			WATER	05/25/2020	Gallons	4000	4000	0	0.00	41.96	04/23/2020	801	05/20/2020	805	
51318804		WATER				5/8" METER			WATER	06/25/2020	Gallons	6000	6000	0	0.00	52.90	05/20/2020	805	06/25/2020	811	
51318804		WATER				5/8" METER			WATER	07/29/2020	Gallons	16000	16000	0	0.00	70.01	06/25/2020	811	07/25/2020	827	

Number of Accounts 1
 Number of Locations 1
 Account/Location Combinations 1

RESOLUTION 11-2017

A RESOLUTION PROVIDING A WATER LEAK ADJUSTMENT POLICY

Findings:

- 1) Falls City's Municipal Code Chapter 51 Water does not offer a policy for water leak adjustments.
- 2) On April 11, 2013 City Council approved a trial leak adjustment calculation: calculate 1.5 times the average water usage over a 12 month period including the month where the leak occurred. Subtract the sum from the actual water usage for the month the leak occurred to arrive at the leak adjustment gallons and calculate the amount of the adjustment based on the current rate resolution.
- 3) On April 16, 2013 Public Works Committee deemed the average usage calculation too generous and recommended that staff calculate 1.5 times the average water charge over a 12 month period including the month the leak occurred. Subtract the sum from the actual water charge for the month the leak occurred to arrive at the leak adjustment amount.
- 4) The trial leak adjustment procedure limited each leak adjustment request to a single month and required proof of repair.
- 5) All leak adjustment requests under the trial leak adjustment procedure went before the City Council for review. City Council approved all leak adjustment requests under the trial procedure.
- 6) All City Council approved leak adjustments were reported to the Public Works Committee.
- 7) Staff recommends that Council approve a Leak Adjustment Policy that will allow staff to apply leak adjustments to customer accounts, in accordance with this policy resolution modeled after the trial leak adjustment procedure, instead of requesting City Council approval for individual leak adjustment requests.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1: A customer may request a leak adjustment for a single specified month by completing a leak adjustment request form provided by the City Clerk.

Section 2: The customer is required to describe the nature and location of the leak, date discovered or date notified of the leak, provide proof of repair within 30 days of notification of a leak by City staff or discovery of a leak. Proof of repair can include receipts for parts, photos of the repair or written testimony that the leak was repaired, or any combination deemed satisfactory by the City Clerk.

Section 3: The Public Works department must read the water meter to verify that the water meter dial is not spinning thereby indicating that the leak has been repaired.

Section 4: Staff determines the leak adjustment amount by calculating 1.5 times the average water charge over a 12 month period including the month the leak occurred. Subtract the sum from the actual water charge for the month the leak occurred to arrive at the leak adjustment amount.

Section 5: Adjustments will be applied to the customer account. No cash or check refunds will be given.

Section 6: Staff shall provide the Public Works Committee an Agenda Report detailing each leak adjustment that includes the service address, water charge for the leak, the average water charge calculated over 12 month period including the month when the leak occurred, the results of the calculation of the average water charge multiplied by 1.5, and the resulting adjustment amount.

Section 7: A leak adjustment request does not constitute a waiver or extension of payment of the utility bill.

Section 8: Water Leak Adjustment Agenda reports will be retained in accordance with ORS 166-200-0200 City General Records Retention Schedule.

Example

Average water bill amount over 12 months	\$ 67.77	
Multiply the average bill amount by 1.5 times	\$ 101.66	= Calculated base for adjustment
Actual water service charge for month of leak	\$ 131.21	
Subtracted by the calculated base for adjustment	\$ 101.66	
Credit Amount	\$ 29.55	

Date

Terry Ungricht, Mayor

Attest:

Date

Domenica Protheroe, City Clerk

Customer Transaction Summary

Customer Information

Account No: 998
 FRANK ARMSTRONG
 464 1ST AVE.
 FALLS CITY, OR 97344-

Location Information

Location No: 618
 464 1ST AVE
 FALLS CITY, OR 97344-

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
08/06/2019	Payment	CASH			0.00	-54.21	-54.21
08/26/2019	Charge	08/25/2019	23 1	0	-54.21	54.21	0.00
09/12/2019	Payment	CASH			0.00	-54.21	-54.21
09/26/2019	Charge	09/25/2019	24 1	1000	-54.21	54.21	0.00
10/04/2019	Payment	CASH			0.00	-54.21	-54.21
10/26/2019	Charge	10/25/2019	27 1	3000	-54.21	54.21	0.00
11/12/2019	Payment	CASH			0.00	-54.21	-54.21
11/26/2019	Charge	11/25/2019	37 1	10000	-54.21	66.96	12.75
12/12/2019	Payment	CASH			12.75	-54.21	-41.46
12/26/2019	Charge	12/25/2019	54 0	17000	-41.46	84.81	43.35
01/09/2020	Payment	CASH			43.35	-43.35	0.00
01/26/2020	Charge	01/27/2020	74 1	20000	0.00	92.46	92.46
02/12/2020	Payment	CASH			92.46	-92.46	0.00
02/26/2020	Charge	02/25/2020	97 1	23000	0.00	100.11	100.11
03/11/2020	Payment	CASH			100.11	-100.11	0.00
03/26/2020	Charge	03/25/2020	129 1	32000	0.00	123.06	123.06
04/20/2020	Payment	CHECK			123.06	-123.06	0.00
04/25/2020	Charge	04/23/2020	170 1	41000	0.00	146.01	146.01
05/08/2020	Payment	CHECK			146.01	-146.01	0.00
05/25/2020	Charge	05/20/2020	243 0	73000	0.00	227.61	227.61
06/21/2020	Payment	CHECK			227.61	-227.61	0.00
06/25/2020	Charge	06/25/2020	400 1	157000	0.00	450.20	450.20
07/17/2020	Payment	CHECK			450.20	-450.20	0.00
07/29/2020	Charge	07/25/2020	406 1	6000	0.00	56.76	56.76

1,510.01 ÷ 12

125.88 × 1.5

188.82

450.20

- 188.82

\$261.38

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Usage Report

For 998

Location No	Acct No.	Name	Service Address	Route	Meter No.	Change	Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
618	998	FRANK ARMSTRONG	464 1ST AVE	NONE	74145908		5/8"	METER	WATER	08/26/2019	Gallons	0	0	0	0.00	41.96	07/25/2019	23	08/25/2019	23
					74145908		5/8"	METER	WATER	09/26/2019	Gallons	1000	1000	0	0.00	41.96	08/25/2019	23	09/25/2019	24
					74145908		5/8"	METER	WATER	10/26/2019	Gallons	3000	3000	0	0.00	41.96	09/25/2019	24	10/25/2019	27
					74145908		5/8"	METER	WATER	11/26/2019	Gallons	10000	10000	0	0.00	54.71	10/25/2019	27	11/25/2019	37
					74145908		5/8"	METER	WATER	12/26/2019	Gallons	17000	17000	0	0.00	72.56	11/25/2019	37	12/25/2019	54
					74145908		5/8"	METER	WATER	01/26/2020	Gallons	20000	20000	0	0.00	80.21	12/25/2019	54	01/27/2020	74
					74145908		5/8"	METER	WATER	02/26/2020	Gallons	23000	23000	0	0.00	87.86	01/27/2020	74	02/25/2020	97
					74145908		5/8"	METER	WATER	03/26/2020	Gallons	32000	32000	0	0.00	110.81	02/25/2020	97	03/25/2020	129
					74145908		5/8"	METER	WATER	04/25/2020	Gallons	41000	41000	0	0.00	133.76	03/25/2020	129	04/23/2020	170
					74145908		5/8"	METER	WATER	05/25/2020	Gallons	73000	73000	0	0.00	215.36	04/23/2020	170	05/20/2020	243
					74145908		5/8"	METER	WATER	06/25/2020	Gallons	157000	157000	0	0.00	437.95	05/20/2020	243	06/25/2020	400
					74145908		5/8"	METER	WATER	07/29/2020	Gallons	6000	6000	0	0.00	44.51	06/25/2020	400	07/25/2020	406

Number of Accounts 1
 Number of Locations 1
 Account/Location Combinations 1

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