



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, February 17, 2016, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Randy Peterson
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- | | | |
|-----|---|-----------|
| 1. | Visitor Comments | 1:00 p.m. |
| 2. | Employee Length of Service Awards | 1:05 p.m. |
| 3. | Annual Report from City Forester – <i>Brent Keller, Mason Bruce & Girard</i> | 1:10 p.m. |
| 4. | Milton Creek Large Woody Debris Project – <i>Pat Welle, Scappoose Bay Watershed Council</i> | 1:25 p.m. |
| 5. | Main Street Program 2 nd Quarter Report – <i>Anya Moucha</i> | 1:40 p.m. |
| 6. | Discussion on Columbia View Park Upgrades | 1:50 p.m. |
| 7. | Department Reports | 2:05 p.m. |
| 8. | Council Reports | 2:25 p.m. |
| 9. | Other Business | |
| 10. | Next Work Session Items | |
| 11. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • February 15, Presidents' Day, All City Offices Closes • February 17, Council Work Session, 1:00 p.m., Council Chambers • February 17, Council Special Session, 6:00 p.m., Council Chambers (Budget Orientation) • February 17, Council Regular Session, 7:00 p.m., Council Chambers • February 23, Arts & Cultural Commission, 6:30 p.m., Council Chambers • February 25, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers | |
| 12. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • None scheduled at this time. | |

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

Date: February 17, 2016

I am happy to announce that we have three employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the February 17 Council work session.

15 Years

Sue Nelson came to work for the City in January of 2001 as a Civil Engineer working on an hourly basis. She was then hired in February of 2001 as a regular full-time Civil Engineer. In July of 2004, she was promoted to Engineering Supervisor. From January of 2012 to July of 2015 she was working as an Interim Public Works Co-Director, after which she was reclassified as the Public Works Engineering Director. Sue runs a tight Engineering Division and is very detail-oriented. She is a huge asset to the City and one of the most pleasant people to work with.

5+ Years

Nicole Woodruff is an avid reader who began working for the City in August of 2008 as a part-time Library Assistant. In addition to her primary duty of serving Library patrons at the front desk, Nicole plans the annual observation of Banned Books Week and serves as the Library Board secretary. She is also the Library employee that manages all aspects of the Oregon Humanities Conversation Projects that the Library has hosted in recent years. Nicole has been a valuable asset to the St. Helens Public Library.

5 Years

Riki Frappier began working for the City in January of 2011 where she filled the part-time Deputy Court Clerk position. She became an Office Assistant in June of 2012. She has worked in all aspects of the court, accounts payable and utility billing. On January 20 of this year, she officially was promoted to Municipal Court Clerk, after serving as the interim Court Clerk for six months. She always rises to the occasion in her usual full-throttle and nonsensical manner. The City is fortunate to have employees, such as Riki, that are dedicated and versatile.

Congratulations to Sue, Nicole and Riki, and thank you for your service!

Thank you.

City of St Helens - Milton Creek Watershed Annual Review & Market Report February 17, 2016

FOREST MANAGEMENT UPDATE

2015 Review

- **Reforestation**
 - Planting completed in January.
 - Regeneration surveys conducted in October and November.
 - Due to summer drought conditions, 50 of the 110-acres surveyed require interplanting.

- **Support of Scappoose Bay Watershed work with Milton Creek**
 - Oversight to ensure maintenance of City property.
 - Inventory and Valuation of trees purchased for the project.
 - 18 Douglas-fir trees, 4.34 MBF, \$1,953.00

2016 Activities

- **Reforestation**
 - Interplanting is currently underway.
 - 17,000 seedlings to be planted.
 - Regeneration survey to be conducted in September.

City of St Helens - Milton Creek Watershed Annual Review & Market Report February 17, 2016

TIMBER MARKET ANALYSIS

Current Sawlog Market

Current Prices

In February 2016, *small Douglas-fir saw log* (5" to 14" diameter @ small log end) delivered prices in the local area range from **\$500 to \$600** per MBF. This price range is the same as this time last year.

Current Trend

Small log inventories at local sawmills are currently at normal capacity. Prices have generally come down over the winter as lumber prices have remained flat, the China market has declined, and there is a large supply of small logs. Prices will likely continue to decline in the next few months.

The current inventory of City of St Helens timber features mostly small Douglas-fir saw logs. In the current market, Douglas-fir stumpage prices for City of St Helens timber would range from **\$350-\$450** per MBF.

City of St Helens - Milton Creek Watershed Annual Review & Market Report February 17, 2016

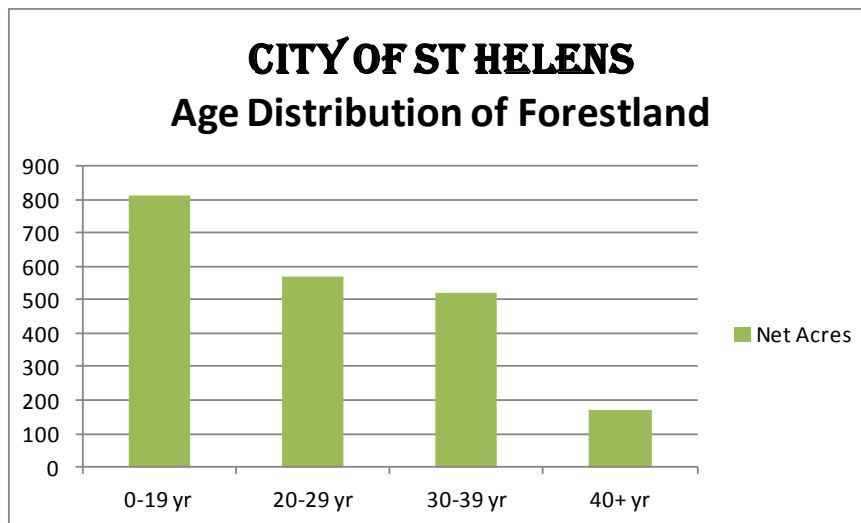
HARVEST PLANNING

Future Outlook

City of St Helens Forest Composition

The City's oldest stand of timber is now 47-years of age. This puts the City in a secure position going forward, as the local log market is more focused on smaller dimension logs.

Age Distribution of City of St Helens Forestland



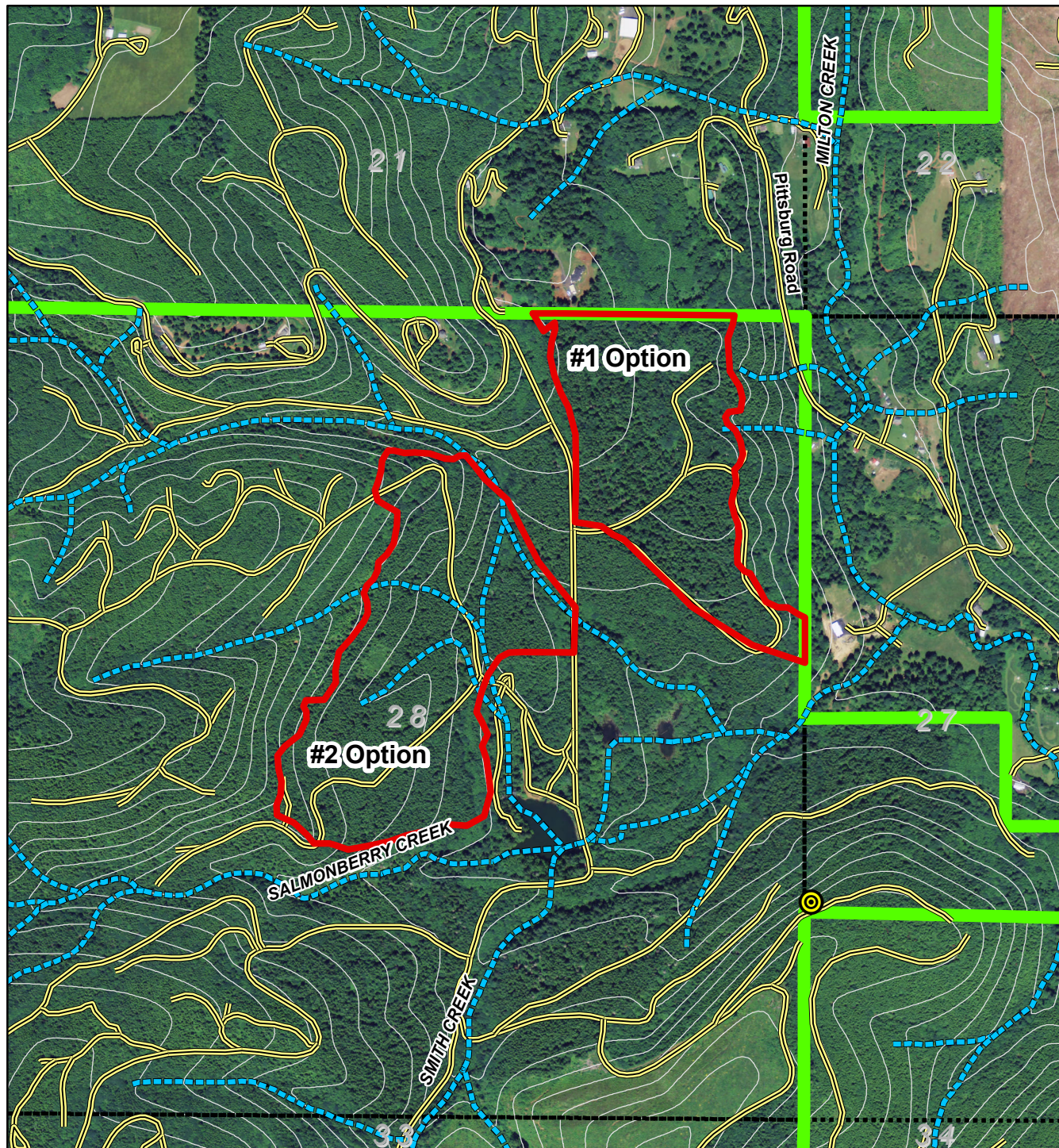
There are roughly 170-acres of timber age 40 or greater. Within 10-years, another 400-500 acres will move into the 40+ year category. During that time, the City will have the option of an annual harvest program.

Future Harvesting Options

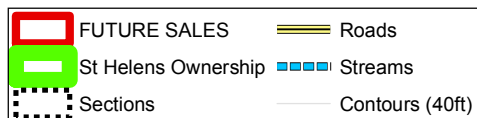
The City has 100-acres of readily available merchantable timber, comprised of two separate stands. (See Map) While merchantable, these stands are growing vigorously, and will truly reach their peak in the next three years. In addition, selling both of the stands now would create a 5-10 year break in available timber, while the 30-39 year age class matures.

One of the stands is 40-acres, and a viable harvest option. I recommend selling this stand within the next three years, during a peak time in the log market.

City of St Helens Future Timber Sales



Township 5 North - Range 2 West



1 inch = 1,000 feet

MB&G

Mason, Bruce & Girard, Inc.
Natural Resource Consultants Since 1921

This product is for informational purposes only and may not be suitable for legal, engineering, or surveying purposes. Information is provided with the understanding that conclusions drawn are the responsibility of the user.

Projection: NAD83, State Plane Oregon North
Aerial Photo: 2012 NAIP

Creating *Magic* on Main Street

SHEDCO UPDATES

Anya Moucha

ACCOMPLISHMENTS

- CCET Award
 - Community Development Award – Business Plan Competition
- OMS Program Evaluation



ANNUAL POTLUCK



DESIGN COMMITTEE

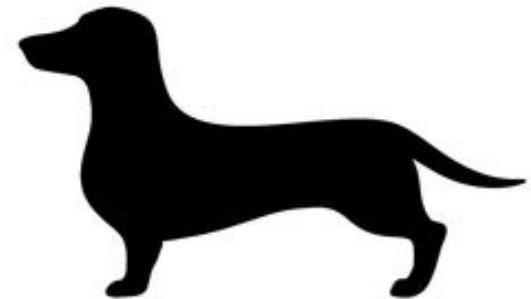
Completed:

- Let It Glow



Ongoing:

- Dog Walk Project
 - Awarded \$2,000 grant from CCCC



PROMOTIONS COMMITTEE

Completed:

- Elf on the Shelf
- Small Business Saturday

Ongoing:

- Walk & Shop Map (version 4)
- Late summer community event
- Supportland style card



ORGANIZATION COMMITTEE

Completed:

- Materials for new volunteers & board members
- NAO membership



Ongoing:

- Monthly newsletter
- “Weekly where”
- Updating Website



ECONOMIC VITALITY COMMITTEE

Completed:

- Koffee Klatch (December 4th)

Upcoming projects:

- Cluster Analysis
- Updating Vacancy Report
- “Let’s put St. Helens on the Map”
- Merchants Meetings



with **Google**



THANK YOU



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: February 17, 2016

Business License Reports attached.

Suggestion Box Report attached.

BUSINESS LICENSE REPORT

City Department Approval: February 1, 2016

The following occupational business licenses are being presented for City approval:

Signature: [Signature]
Date: 2/3/16

RESIDENT BUSINESS – RENEWAL 2016

<input type="checkbox"/> *Aaron Susee Construction, LLC	Construction
<input type="checkbox"/> Akaan Architecture & Design LLC	Professional architectural services
<input type="checkbox"/> *Allen Gutters, LLC	Gutter Installation
<input type="checkbox"/> Andrea Anderson LMT	Massage Therapy
<input type="checkbox"/> Avamere at St. Helens	Assisted Living/Healthcare
<input type="checkbox"/> Betty Boudiette	Coloring & Cutting
<input type="checkbox"/> *Bridges to Learning LLC	Education Services
<input type="checkbox"/> C's the Moment DBA Papa Murphy	Take & Bake Pizza
<input type="checkbox"/> *Carol Winn	Internet Buy/Sell, Sell Artwork Locally
<input type="checkbox"/> Columbia Audio Spec., Inc.	Sales & Service of AV Equipment
<input type="checkbox"/> Columbia River Arms LLC	Manufacturing
<input type="checkbox"/> Columbia Shores Financial Inc.	Financial Services
<input type="checkbox"/> Curves	Fitness Center
<input type="checkbox"/> Don's Rental Inc.	Equipment Rental
<input type="checkbox"/> Durham School Services	School Bus Transportation
<input type="checkbox"/> Elsa's Boutique	Secondhand Items
<input type="checkbox"/> Gathering Net Coffee House	Coffee Shop
<input type="checkbox"/> Hiebert, Smith Dental Group PC	Dental Office
<input type="checkbox"/> Houlton Bakery	Bakery
<input type="checkbox"/> J Johnson Incorporated	Drive Through Coffee Shop
<input type="checkbox"/> Jamie Marks	Massage Therapy
<input type="checkbox"/> Jeff's Custom Detailing	Auto Detailing
<input type="checkbox"/> *Joan Youngberg @ Greenhouse Yellowdoor	Garden Goods/Plants/Art/Classes
<input type="checkbox"/> Julane's Wares	Secondhand Dealer
<input type="checkbox"/> *Kell-Clean	Carpet & Window Cleaning
<input type="checkbox"/> *Liberty Metal Art	Metal Art
<input type="checkbox"/> *Lorena T. Moehring's Home Daycare	Home Daycare
<input type="checkbox"/> Maye Martial Arts	Martial Arts School
<input type="checkbox"/> Melissa Beisley	Hair Styling
<input type="checkbox"/> Monkeymancan LLC	Machine Shop
<input type="checkbox"/> Mother and Daughter	Secondhand Retail
<input type="checkbox"/> Olsen, Horn, LLC	Law Office
<input type="checkbox"/> Oregon Trail Lanes	Bowling Center
<input type="checkbox"/> O'Reilly Auto Parts #5509	Retail & Wholesale Auto Parts & Related
<input type="checkbox"/> Roythai	Restaurant

*Denotes In-Home Business

Page 1 of 3

<input type="checkbox"/>	St. Helens Secure Storage	Mini Storage
<input type="checkbox"/>	Sommers Financial Management	Investment Advisory
<input type="checkbox"/>	Soot Busters, The	Chimney Service/Fireplace Install
<input type="checkbox"/>	Suzie's Spot LLC	Child Daycare
<input type="checkbox"/>	Tea Time LLC	Tea Shop and Supplies
<input type="checkbox"/>	*Victoria's Cleaning	Cleaning
<input type="checkbox"/>	*Wellspring Chiropractic, PC	Medical Office
<input type="checkbox"/>	Wild Currant	Catering
<input type="checkbox"/>	Yoga Younion	Yoga Classes
<input type="checkbox"/>	Zingti Massage LLC	Massage Clinic

RESIDENT BUSINESS – NEW 2016

<input type="checkbox"/>	Law Office of Daniel Q. Gallagher 1815 Columbia Blvd	Law Office
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NON-RESIDENT BUSINESS - 2016

<input type="checkbox"/>	All About Drywall, Inc.	Drywall
<input type="checkbox"/>	All About Roofs LLC	Roofing
<input type="checkbox"/>	All in the Family	Landscape Maintenance
<input type="checkbox"/>	Amusement Services	Video Arcade Games/ATMs
<input type="checkbox"/>	ARK Remodeling & Construction	Remodel
<input type="checkbox"/>	Art Sherwood Janitorial	Commercial Building Cleaning
<input type="checkbox"/>	Beaver Tree Service Inc.	Contractor
<input type="checkbox"/>	Brady's Plumbing Inc.	General Contractor/Plumbing
<input type="checkbox"/>	*Chuck Tietjens Construction Inc.	Contractor
<input type="checkbox"/>	Crystal Ridge Construction LLC	Construction
<input type="checkbox"/>	E2C Corp.	Event Coordination
<input type="checkbox"/>	Firestorm Construction LLC	Construction
<input type="checkbox"/>	Guardian Fire Protection	Fire Protection System
<input type="checkbox"/>	Hoffman Southwest Corp.	Plumbing/Sewer/Drain Services
<input type="checkbox"/>	Indigo Construction LLC	Drywall Installation
<input type="checkbox"/>	Inland Company	Construction
<input type="checkbox"/>	Inland Electric Inc.	Electrical Contracting
<input type="checkbox"/>	Jenny's	Pet Sitting
<input type="checkbox"/>	K&C Landscape LLC	Landscaping
<input type="checkbox"/>	Lakeside Industries Inc.	Asphalt Paving Contractor
<input type="checkbox"/>	Maul Foster and Alongi, Inc.	Environmental Consulting
<input type="checkbox"/>	Mind Over Matter Solutions, LLC	Human Resource Consulting
<input type="checkbox"/>	Norway Development Co.	Commercial Contracting
<input type="checkbox"/>	Oregon Commercial Painters	Painting

*Denotes In-Home Business

<input type="checkbox"/>	Oregon Insulation & Remodeling	Contractor
<input type="checkbox"/>	Rexel Inc.	Wholesale Electrical
<input type="checkbox"/>	The Roof Doctor	Roofing
<input type="checkbox"/>	Santana Painting Corp.	Painting
<input type="checkbox"/>	Seven Oaks Development	General Contractor
<input type="checkbox"/>	Suihkonen & Assoc. Inc.	Donkey Basketball
<input type="checkbox"/>	Tenacity Vision Builders	Health & Wellness
<input type="checkbox"/>	Terminix International	Pest Control
<input type="checkbox"/>	Trane U.S. Inc.	HVAC Sales & Service
<input type="checkbox"/>	Truscapes	Landscape Contractor
<input type="checkbox"/>	West-Meyer Fence Inc.	Fence Contractors
<input type="checkbox"/>	Wojahn Roofing Co.	Roofing Contractor

RENTALS - 2016

<input type="checkbox"/>	Arrowsmith Apartments	Residential Rentals
<input type="checkbox"/>	MM Properties	Residential Rentals

MISCELLANEOUS - 2016

<input type="checkbox"/>	More Power Computers, Inc.	Change of Ownership
<input type="checkbox"/>	DS Services of America Inc.	Delivery
<input type="checkbox"/>	Reser's Fine Foods, Inc.	Delivery

Suggestion Boxes

City Hall – 1st Floor Lobby/ 2nd Floor Lobby /Council Chambers Lobby/ Water Department Lobby/ Municipal Court Lobby


Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
1/28/16	Ramping sidewalks that don't need it? How about ramping the ones that do? S. 14 th & Cowlitz S. 12 th & Cowlitz	Don't be ignorant.	No	None	N/A	2/17/16	Sue Nelson		

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	17 February 2016	
Subject:	January Status Summary	

Engineering

1. Awarded sewer lateral abatement project; issued Notice to Proceed.
2. Started preliminary preparation for 2016/2017 budget.
3. Verified feasibility of constructing a storm drain extension on S. Vernonia Road.
4. Finalized review of pay request items from JW Fowler for Godfrey Park project.
5. See complete report.

Parks

1. Removed Christmas tree and lights; assisted with removing lights and decorations from Plaza.
2. Replaced locks stolen from Sand Island restrooms; repaired door on restroom.
3. Cut and cleared trees that fell on the McCormick walking path and around the disc golf course.
4. Repaired shower doors in the McCormick Park and Columbia View Park restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 105 standard water meters with new radio read meters.
2. Started new storm drain extension project at S. Vernonia Road and Little Street.
3. Investigated and repaired 2 sewer issues where property owner broke City main while attempting repairs.
4. Responded to eleven after-hours call-outs.
5. Performed service, maintenance, and/or repairs on 44 various vehicles and equipment.
6. See complete reports.

Water Filtration Facility

1. Produced 40.3 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Started several maintenance projects on various operation systems.
3. Continue to work with contractor to customize SCADA system.
4. See complete report.

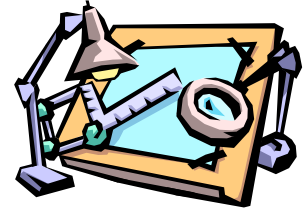
Waste Water Treatment Plant

1. Pump Station #7 becoming more problematic; responded to several alarms.
2. Initial work started on Pump Station #7 Upgrade project – badly needed. Scheduled for completion in February.
3. Pump failure at Pump Station #5; pulled pump and will need to replace unit.
4. See complete report.



Engineering Department Status Report

17 February 2016



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

The contractor has been working on the uncompleted infrastructure including the public water mains, sewer mains, storm drain system, curbs, gutters, and sidewalks. Some testing has been done and they were prepping to pour curb and gutters. The Developer has until the end of May to fully complete all of the public improvements or they will have to re-apply for the preliminary plat approval so they are suddenly motivated to complete the work.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

We are working with the Contractor to agree on payment for work performed on a time and materials basis outside of the scope of work from the contract. The additional work was necessary to determine the most cost effective way to move forward after encountering a large solid rock outcrop obstructing the forward progress of the pipe ramming procedure. It is anticipated that excavation and removal of the fill material between N. 1st Street and N. 2nd Street will resume when weather conditions are more favorable to these tasks, in the late Spring. There is approximately 160 linear feet of 66-inch diameter storm pipe remaining to be installed.

Sanitary Lift Station No. 7 Upgrade Project

The Contractor has been on site and has completed installation of the new vault that will house the bypass pumping piping. The remainder of the work is anticipated to be completed in February.

S. 1st Street Storm Drain Extension

The new storm system extension has been completed.

Sanitary Sewer Lateral Abatement

The successful contractor for the lateral abatement work, Inland Company, has completed all but one of the eleven posted properties. One of the properties will likely require the use of a specialty subcontractor because of the lateral location under a decorative pond in the backyard. They anticipate completing the remaining lateral repair by mid-February. Clean up and restoration on all properties will be completed during the following weeks. The Contractor was able to mobilize and complete the work extremely quickly. The Building Official assisted by being available to respond to inspection requests on short notice due to the potentially contentious nature of the work. Once the final billings have been received, documentation will be turned over to the Finance Department to in turn bill the property owners for the work and follow up with liens against the properties that do not provide payment.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

Engineering is waiting to hear from the County on the schedule to start the planning and design phases of this project. Because Gable Road still falls under the County Road Department's jurisdiction, they are the lead agency and the City will act as a partner during the project. At completion, it is expected that the County will submit to turn the improved roadway over to the City's jurisdiction for future operation and maintenance.

Asphalt Trench Patching Project

The first phase of the project was completed in November 2015. Additional locations requiring patching, such as the recently completed storm drain extension on S. 1st Street, will be completed in early 2016 as the weather allows.

Crack Sealing Street Maintenance and Preservation Project

A project for crack sealing several streets has been developed, but limited staff time and resources has forced the bid date to be postponed until 2016. This project will be put out for bid in March or April, in anticipation of a late spring starting time.

Right of Way and Construction Permits

There were three Right-of-Way permits issued by the Engineering Department during the month of January – one to Comcast for a new service on Port Ave.; one to Semling Construction to perform work for CRPUD on Ogan Way; and one to Century Link for a new service on Glacier Ave.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

With the heavy rains and high water in December 2015, it became evident that some adjustments to the pedestrian bridge abutments will need to be determined before they are purchased and placed. The elevation on the south side of the creek will need to be raised to keep it out of the high water during heavy rain events.



Parks Department for January 2016



Daily duties were performed. Which include cleaning restrooms, garbage pickup, Island maintenance, General Parks maintenance, and leaf pick up.

Removed Christmas tree and lights

Took down the Street decorations and stored them for next year

De-iced Columbia View Park, McCormick, and Library sidewalks

Broke up a hazardous log jam in Milton Creek at McCormick Park

Replaced a light in McCormick restrooms

Cut up a tree that fell across the walking path at McCormick

Repaired shower doors in McCormick and Columbia View park restrooms

Checked on right of way trees for the police

Cut up and removed some of the downed trees on the disk golf course
(several more to remove)

Replaced locks that had been removed on the Island restrooms

Repaired the maintenance door on the Island Room

Finished the sign posts for reservation notices at McCormick

Assisted Public Works in removing the Christmas lights and decorations from the Plaza.

Placed shoulder rock at the entrance to Grey Cliffs

Removed a broken table from City Hall

Flagged for a Public Works sewer project

Cut down hazard trees on and around the Disk Golf course

Removed some extra trash cans from Columbia View

Public Works Work Report January 2016

Water Dept:

Installed 105 radio read meters

Replaced broken meter boxes

Repaired hydrant near Columbia Blvd. & Gable Rd.

Installed shut-off at 1103 Tualatin St.

Investigated sewer issue on Eisenschmidt Ln. – owner broke it

Installed shut-off at 114 Farmview Dr.

Read heavy users

Sewer Dept:

Worked on S. 1st St. storm project

Unfroze pump-out station at City dock

Repaired sewer main owner broke at 254 S. 12th St.

Cleaned for preventative maintenance at 121 S. 2nd St.

Call-Outs:

Red light out at S. 18th St & Old Portland Rd.

Green light out at S. 18th St & Old Portland Rd.

Water off for repair next to 35200 Firlok Park Blvd.

Sanded streets – snow

Stop sign run over at Columbia Blvd. & N. Vernonia Rd.

Broken tree top hanging over road on Gable Rd. past high school

Leak in meter box at 315 N. 6th St.

Water on at 2065 Gable Rd.

Repair door police broke down on Oakwood Rd.

Telemetry alarm at City Shop

Water off for repair on Macarthur Dr.

Miscellaneous:

Swept streets

Marked 60 locates

Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Re: January 1th to the 31st

Jan 4th

Office Computer work

PW #4 Installed new Starter on the pony motor and also made up a set of chains for the truck
Ordered a new throttle control

Parks Sharpened two chain saws

Parks Went to McCormick park to look at the trees that are down across the creek to see if there
Is a load of logs their

Jan 5th

Parks Fabricated washers for the block buildings

PW #13 Installed a new headlight

PW Sharpened chain saws

Jan 6th

PW #7 Repaired the left front tire

WWTP #39 repaired the left rear tire

PW #26 unloaded the dozer from the trailer for service

PW #21 Replaced seals in the Glad hands

PW #13 Installed two new headlights

Jan 7th

PW #23 Started service and ordered more filters

PW #4 Installed new throttle control

Jan 8th

PW #4 Adjusted the rear fenders and tightened the tire chains

PW Fabricated and installed a new pin for the gate at the tree farm

PW #7 Looked at the radio in the truck sent the truck to Columbia audio for repair

Jan 11th

PW #33 Repaired Mud flap

Police S-19 Jump started truck

PW #26 Finished service

PW #P-4 Replaced flat tire

Jan 12th

Office Computer work

PW #40 Put air in tires

Police S-9 Replaced Headlight

Police S-6 Replaced high beam light also repaired the flashing light in the trunk

Police S-4 Checked brakes and rotated tires

Jan 12th cont.

Parks Went to Scappoose and picked up a new chain saw

Jan 13th

PW #57 Full service
PW #15 Full service

Jan 14th
Brett Vac Day
PW #17 Installed four new tires

Jan 19th
Office Computer work
Police S-7 Replaced Spotlight
Police S-10 Replaced spotlight and front brakes
PW Relocated the Breakaway system on the new trailer

Jan 20th
City Hall #11 Replaced Battery and brought the vehicle out to the shop because it was running poorly found out vehicle was in four wheel drive in low range took out of four wheel drive and test drove ran fine
Parks #8 Removed wheel and hub assembly removed axle and ordered parts

Jan 21st
PW Went to Portland for parts for the new trailer
PW #34 Repaired the excavator door on the right hand side after it hit a tree

Jan 22nd
PW #55 Reinstalled a pin in the hydraulic ram for the hopper installed new locking pin
Filled with washer fluid
WWTP Fabricated an adapter for a valve
PW #40 Installed new tires and service

Jan 25nd
PW Made up chains for the new flatbed trailer
Police S-4 Repaired left rear tire

Jan 26rd
PW #55 Replaced gutter broom

Jan 27
PW #7 Installed new buttons in the weather strip molding
PW Signed for the equipment trailer

Jan 28th
PW Went to the safety meeting
PW Picked up a hitch for the new trailer and put it together

Jan 29th
PW Hooked up the new trailer to one of the pickups to check the ride height
Shop Cleaned the restroom and the sink



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



Water Filtration Facility Journal January 2016

Water Production: 40.3 million gallons 1.3 million gallons per day

Week 1 Produced and sent December OHA reports to the State. Still using the original data collecting program XLReporter because the new HMI program is still not configured to collect and publish our information, however, great strides of progress are being made to install and commission this component of our new HMI software project. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Performed the monthly change out of the reagents on the chlorine monitoring instruments. Received Chlorine and Caustic deliveries for the month. The drives in the failed server are up and running, however, there is no Ignition program installed on the unit. I successfully installed Java and Ignition, but.....the Ignition program does not recognize the main server that is on line operating the WFF? When Bob has time he will log in and take a look at what is happening.

Week 2 Well, Bob is logging in from NY and trying to get the “redundant” HMI program to come on line. He finally succeeded and what we learned is that in order for the backup HMI server to run in our architecture, Bob had to call Inductive Automation headquarters and acquire a new activation code for our license, since the new server has a different MAC serial number and had to be registered in the software database provider. So both our HMI computers are running on separate licenses, but are linked to each other in series to protect us from losing one of them, the other takes over.

Week 3 Working on troubleshooting a problem we are having on the rack 5 feed control valve configuration. Working in the positioner, checking operation and function of the valve. Had a site visit from Russell automation to assess the HMI Ignition software we have installed to operate the water treatment facility. They are a fresh pair of “local” eyes that are recommended that we have help us troubleshoot, assist us in bringing our system up to the 21st century and up to date with this newer technology system. They are providing us insight into what we need to do in the immediate future to bring our 10 year old system up to speed with the 64 bit software and what it will require to upgrade our system and create and generate a backup program if our computer program should ever crash. This is not a simple fix that Centerlogic could help us with, this requires some integration technicians familiar with PLC systems that operate water and wastewater facilities along with many other utilities that use SCADA controller programs.

Week 4. Closing up some projects that we have open that need to be addressed. Tim on site looking over a couple of projects we have that would appreciate his assistance in getting taken care of, really do appreciate having Tim around, he makes us look good with the quality of work he does for us. Tim installed site glass on chlorine day tank. Tim working on chlorine feed line in raw water vault. Tim assisting us in repairing BWR pump, rubber drive coupling between the pump and motor has worn out and needs to be replaced.

Respectfully submitted,

Howie Burton and Guy Davis, City of St. Helens – Public Works Filtration Facility Operators

WWTP Monthly Operations and Maintenance Report

January 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 1/10-Aerator #4 tripped. Reset and running normal.
- 1/13-Removed battery from SolarBee D to charge at the shop. Reset SolarBee A.
- 1/14-Replaced battery on SolarBee D and adjusted dish height on SolarBee B.

Primary System Report

- 1/13-Opened Primary lagoon bypass gate at headworks to keep flows under 20mgd to lagoon.

Pump Stations

- 1/2-PS#7-High level alarm on answering machine. No call to duty phone and lift station seems ok.
- 1/5-PS#7-Generator failed to start during scheduled exercise. Called Peterson Cat to look at it and they found a bad starter on the 20th.
- 1/8-PS#9-Pump 1 did not run. Will keep an eye on it.
- 1/8-PS#5-Generator alarm-"Coolant Overtemp". Checked coolant level and alarm hasn't returned.
- 1/11-PS#7-High level alarm. Pump 2 running but not primed and Pump 1 not running even though it was being called to run. Cleaned probe in pump 2 and checked programming to see why pump 1 wasn't running. Didn't find anything obvious.
- 1/15-PS#5-"Coolant Overtemp" alarm.
- 1/18-PS#7-High level alarm. Level ok when we arrived.
- 1/21-PS#7-Checked programming on level controller and found that the numbers had all been changed. Put them back to normal and no problems.
- 1/23-PS#7-Pump 1 starting and stopping every few seconds. Pumped all the way down and it stopped. Watched it cycle and seems ok.
- 1/25-PS#5-Pump tripped breaker and won't reset. Pulled pump and found no obstruction. Grundfos and McCoy Electric here on the 26th to swap out pumps. Grundfos reported the pump was not repairable.

Sodium Hypochlorite System

- 3674 gallons used this month.
- 5243 gallons used last month.

Call-outs

- 1/12-PS#7-High level alarm. Aaron in. Pump 1 was running but not primed and pump 2 was off. Turned pump 2 to hand and pumped down wetwell. Watched the station cycle a few times and pumps are not alternating as they should be.

Plant

- 1/12-Started cleaning North contact tank.
- 1/27-Cleaned South contact tank.

Pretreatment

- 1/11-Met with Mary Lee Ransmeier with PCS. Also checked the Pastime Tavern for grease traps.
- 1/27-Inspected Craft 6 marijuana manufacturers for type of waste and fertilizer used.

Other

- 1/6-11-Quarterly sampling
- 1/12-Confined space training for Stewart and Aaron.

Next Month

- PS#7 remodel.
- New pump at PS#5.