

1. 2:00 P.M. Agenda

Documents:

[2023-05-09 Public Works And Streets Agenda.pdf](#)

2. Meeting Material

[2023-03-Financial-Report-Public-Works](#)

[2023-03-Fund-Balances-And-Contract-Exp](#)

[2023-03-Financial-Report-Debt-Services](#)

[Budget-23-24-Landscape-23-05-03](#)

Documents:

[Fwd Unfair Nature Of City Of Yachats Water And Sewer Billing.pdf](#)

[2023 April Public Works Report.pdf](#)

[Water Report 4.2023.Pdf](#)

[2023AprilSouthSpeedMonitor.pdf](#)

[2023AprilNorthSpeedMonitor.pdf](#)

[Lincoln County BOC Emerg. Prep. 2500 Grant.pdf](#)

[2023-04-11 Meeting Summary Public Works.pdf](#)

[209 - Amending Commission Duties.pdf](#)

[CONEX_3_LETTER.pdf](#)

[DRAFT Conex MOU YRFPD VERSION 3-31-22 EPC Edits.pdf](#)

[YRFPD_Conex_List_Apr_2023_PERISHABLES_GREEN.pdf](#)

[Fw Emergency Preparedness Committee Response To PWSC Goals.pdf](#)

2.I. Additional Documents Added After Meeting

Documents:

[PW CIPs 23.24.Pdf](#)



CITY OF YACHATS

PUBLIC WORKS & STREETS COMMISSION MEETING

Tuesday May 9, 2023, at 2:00pm

To Be Held Via Zoom & In Person Located at:

Commons Bldg., Civic Meeting Room 1

441 Hwy 101 N., Yachats OR 97498

<https://us02web.zoom.us/j/86437265216>

Meeting ID: 864 3726 5216

AGENDA

- I. Meeting Called to Order
- II. Announcements and Correspondence
 - a. \$2,500 Emergency Grant Approval from Lincoln County
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Reports
 - a. Public Works Report (Rick & Dave)
 - b. Finance Report (Groth)
 - c. Emergency Preparedness Report (Cox)
 - d. Meeting Summary (Informational)
- V. Current Business
 - a. Hwy 101 Delineators – Process/status
 - b. East 2nd Bids
 - c. Ph 2 CIP Application Process (Rick)
 - i. Clarification of Ph 2 & PH3
 - d. Public Works & Streets/Council Goals
 - e. Purchasing Supplies Conex 1 & 2 – Request Update and Process
- VI. New Business
 - a. Ordinance 209
 - b. Fire Station Conex Documents
 - c. Emergency Planning goals-Council recommended taken under consideration
- VII. Other Business
 - a. From Commission
 - b. From Staff

This meeting is open to the public, and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review on the City website at www.yachatsoregon.org. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance.
Posted 05/03/2023 By: Kimmie Jackson, Deputy City Recorder

From: don groth <dongroth123@gmail.com>
Sent: Tuesday, May 2, 2023 6:56 PM
To: City Recorder; Linn West
Subject: Fwd: Unfair nature of City of Yachats water and sewer billing

Kimmie,

Please put this email under citizen concerns using subject line and add to agenda documents.

Thanks
Don

----- Forwarded message -----

From: <drew@overleaf lodge.com>
Date: Tue, May 2, 2023 at 3:44 PM
Subject: Unfair nature of City of Yachats water and sewer billing
To: <linnarchspec@gmail.com>, <dongroth123@gmail.com>

Linn West, Chair
Don Groth, Co-Chair
City of Yachats Public Works and Streets Commission

Dear Linn and Don,

I write to you to point out something that is really unfair in the City's water billing. For the latest water billing, the term was actually almost 5 weeks as opposed to one month. The prior reading was March 20 and the current reading was April 26th. This is unfair because it will kick some low use residential users into paying for an extra unit of water that in many cases they would not be charged for if the billing cycle were actually one month or about 30 days. If a user typically uses about 2 units per month they can be metered for 1 unit in a short billing cycle and then 3 units in a longer billing cycle. This extra cost is \$13.08 on a bill. There is no savings for a resident who only uses 1 unit per month.

This issue has zero impact on our commercial lodging operations because we are well over the minimum allowance every month regardless of the billing cycle.

When the PWSC and Council was considering going to a 2 unit allowance every month I testified against this for different reasons than mentioned above. I thoroughly understand the rationale for automatically charging for 2 units every month so that the city gets the benefits of charging for 2 units to the absentee homeowner who only uses water periodically ? the city gets a lot of money for zero use. As a former member of the PWSC for 8 years back at the turn of the century we had this debate a lot.

I don't know if there is a solution for this other than getting on a more consistent 30 day meter read cycle. That may complicate staffing, but that is the fairest way to charge our full time residents.

Please let me know if I should send this to the mayor or council instead of to you. I don't know the current hierarchical protocol.

Thank you for your time and for your service to Yachats!

Sincerely,
Drew Roslund
drew@overleaf lodge.com
541-815-0045
Be Our Guest, Inc.
320 SW Century Drive, STE 405-401
Bend, OR 97702



Date: May 4, 2023
To: Heide Lambert, City Manager
From: Public Works Department
Re: April 2023 Public Works Report

Rainfall at Yachats Public Works:

	2023	2022	<u>Inches</u>	2021	2020
April	8.45	8.13		1.11	3.33
Rain year to date:	33.02	23.25		25.64	29.23

Total water produced: **4,714,300 gallons**

Total water accounted for: **N/A gallons** Water loss efficiency: N/A %

Total wastewater treated: **8,681,000 gallons**

The following is a list of what was done by Public Works staff in April 2023.

Streets:

- Rocked E.6th St.

Storm Drainage:

- Storm drain inspections & cleaning.
- Cleaned Gender Creek screen.
- Drainage issue on Horizon Hill.
- Culvert cleaning Ocean View Drive.

Water Treatment Plant:

- Water systems operations.
- Plant Maintc.
- Installed Anthracite on #2 filter.

Distribution Sys:

- Meter reading.
- Meter maintc.
- Water service repair.
- Pot-holed for 6inch main on Yachats Ocean Road.
- Working on water leak on Yachats River Road.

Wastewater Treatment Plant:

- Wastewater systems operations.
- Plant maintc. & clean-up.
- Biosolids operations.
- Installed drainage at the sludge processing building.

Collection Sys:

- Lift station inspections.
- Manhole inspections.
- Float cleaning.
- Sewer main cleaning on 2nd St.(470ft)
- Assisted contractor with I&I work.

Public Works:

- Shop maintc. and clean up.
- Fleet maintc. & repair.
- Equipment maintc. and repair.
- Multiple locates.
- Brush box handling.
- PW administration.
- Piles picked up for Trails crew.
- Commons trash cans.



	7.2022	8.2022	9.2022	10.2022	11.2022	12.2022	1.2023	2.2023	3.2023	4.2023
Gallons of Water Produced										
Water Plant	4,981,200	5,983,000	5,468,700	4,517,000	4,198,200	3,829,500	4,462,900	3,488,800	3,961,800	4,714,300
Total	4,981,200	5,983,000	5,468,700	4,517,000	4,198,200	3,829,500	4,462,900	3,488,800	3,961,800	4,714,300
Gallons of Accounted for Water										
Reservoir Level Feet	31.5	26.5	28.2	27.8	29.7	29	24.3	30	29.5	29.5
Reservoir +/- Gallons 41,666 per Foot	579,157	208,330	70,832	16,666	83,332	29,166	195,830	237,496	20,833	0
Waterline Flushing Gallons	610,000	0	0	0	0	0	0	0	0	0
Gallons Sold	3,502,419	5,267,797	4,206,601	4,327,576	2,554,239	3,103,279	3,671,984	3,030,641	3,344,150	
Total Water Accounted for	4,691,576	5,059,467	4,277,433	4,310,910	2,637,571	3,132,445	3,867,814	3,268,137	3,364,983	
Final Water Report										
Water Loss Efficiency	94%	85%	78%	95%	63%	81%	87%	93%	85%	
Unaccounted Gallons per Month	289,624	923,533	1,191,267	206,090	1,560,629	697,045	595,086	220,663	596,817	
Unaccounted Gallons per Minute	6.7	21.3	27.6	4.7	36	16	13	5.1	13	



Criterion

Start:

01/04/2023 00:00

End:

30/04/2023 15:00

Refresh

Location:

South Monitor

Comments:

Place:

Freeway urban



Data

Averages

Maximum

Number of vehicles

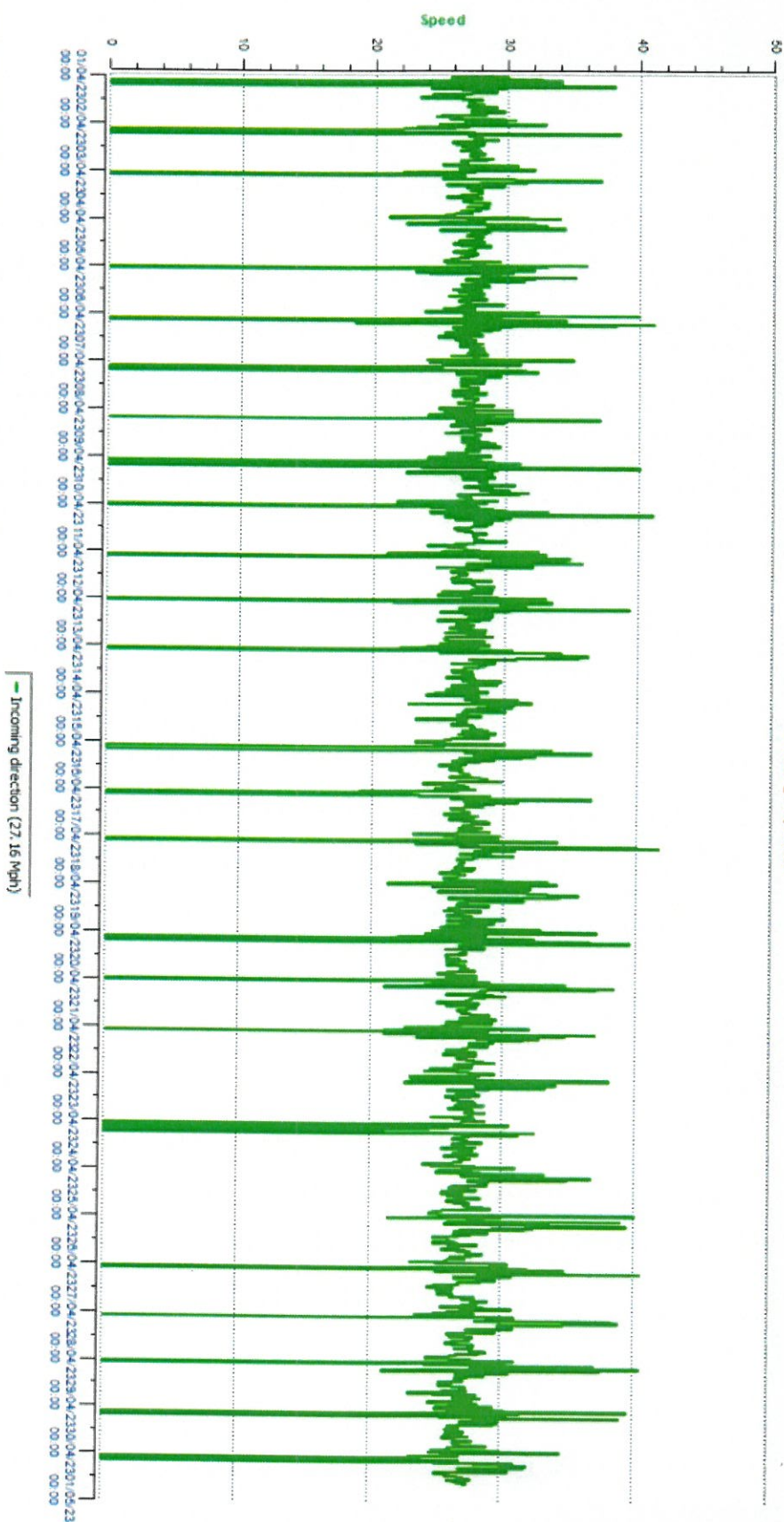
Distribution

Percentile

Data

Campaigns

Average speeds





Criterion

Start: 01/04/2023 00:00

End: 30/04/2023 15:00

Refresh

Location: South Monitor

Comments:

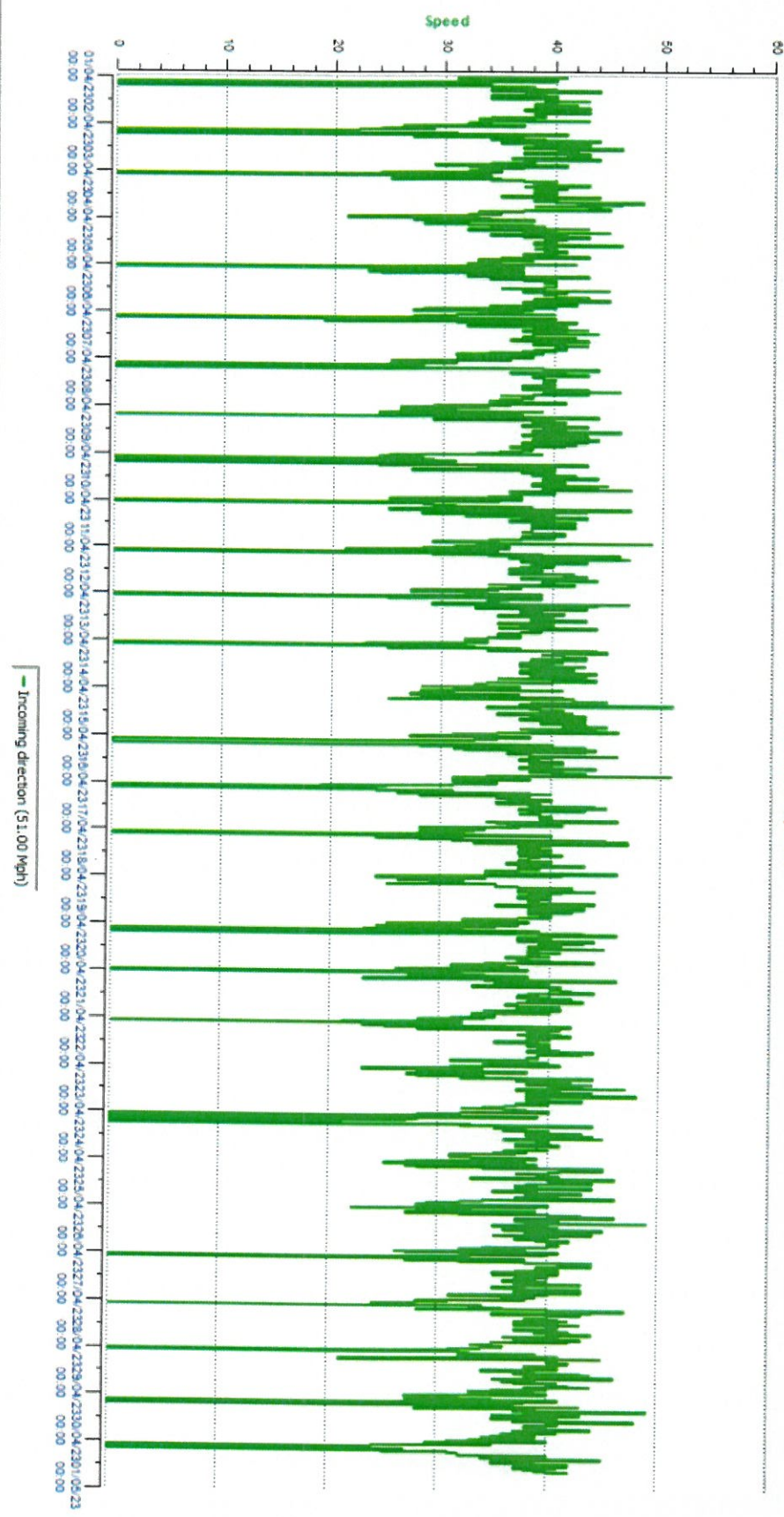
Place: Freeway urban



Date

- Averages
- Maximum
- Number of vehicles
- Distribution
- Percentile
- Data
- Campaigns

Maximum speeds





Criterion

Averages | Maximum | Number of vehicles | Distribution | Percentile | Data | Campaigns

Start: 01/04/2023 00:00

End: 30/04/2023 15:00

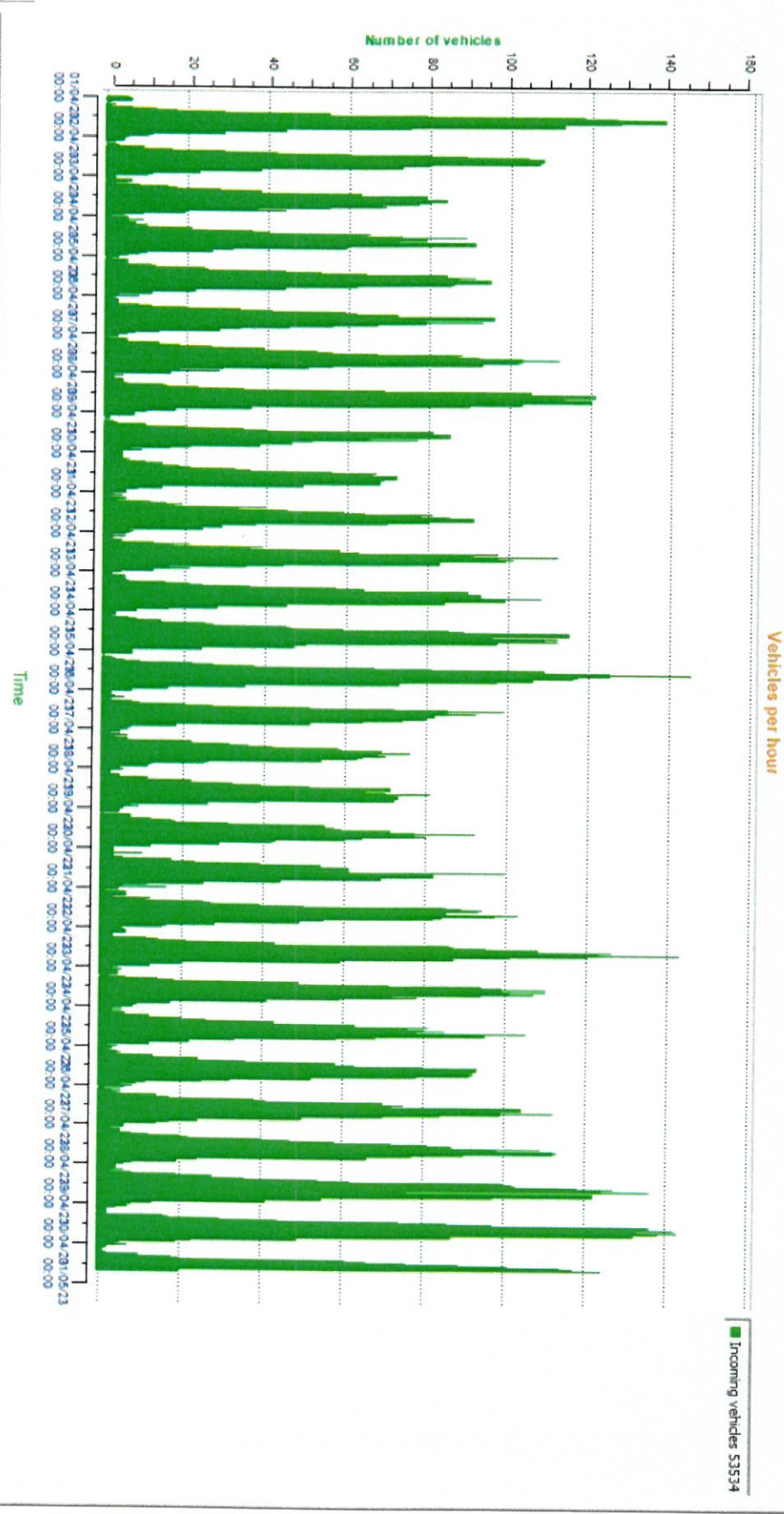
Refresh

Location: South Monitor

Comments:

Place: Freeway/urban

Data





Criterion

☒ Averages | ☒ Maximum | ☒ Number of vehicles | ☒ Distribution | ☒ Percentile | ☒ Data | ☒ Campaigns

Start: 01/04/2023 00:00

End: 30/04/2023 15:00

Refresh

Location: South Monitor

Comments:

Vehicles distribution among velocity range

Incoming vehicles



<= 40 Mph	: 53,129	- (99.24 %)
41 - 45 Mph	: 370	- (0.69 %)
46 - 50 Mph	: 33	- (0.06 %)
51 - 55 Mph	: 2	- (0.00 %)
56 - 60 Mph	: 0	- (0.00 %)
61 - 65 Mph	: 0	- (0.00 %)
66 - 70 Mph	: 0	- (0.00 %)
71 - 75 Mph (et +)	: 0	- (0.00 %)

Place: Freeway urban



Data



Criterion

Start: 01/04/2023 00:00

End: 30/04/2023 15:00

Refresh

Location: South Monitor

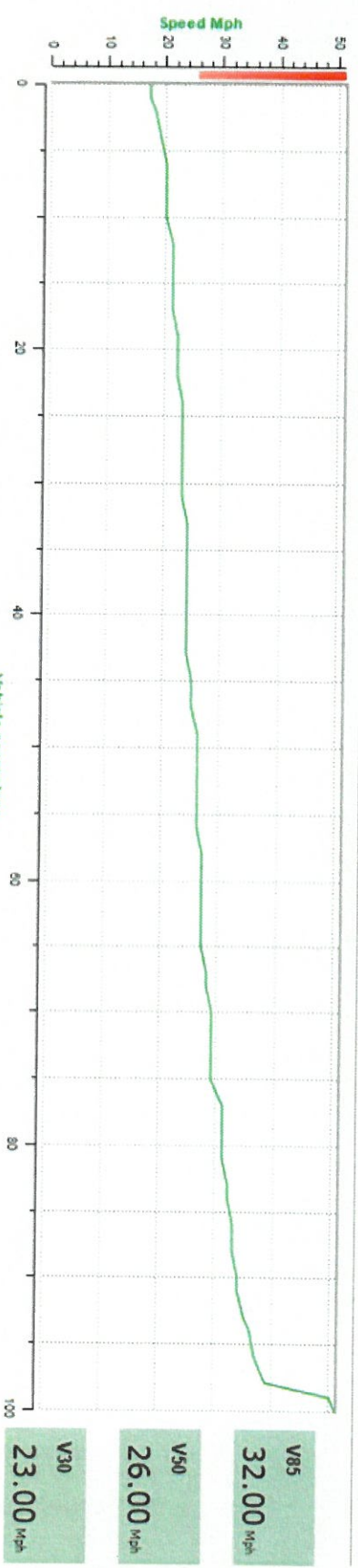
Comments:

Place: Freeway urban

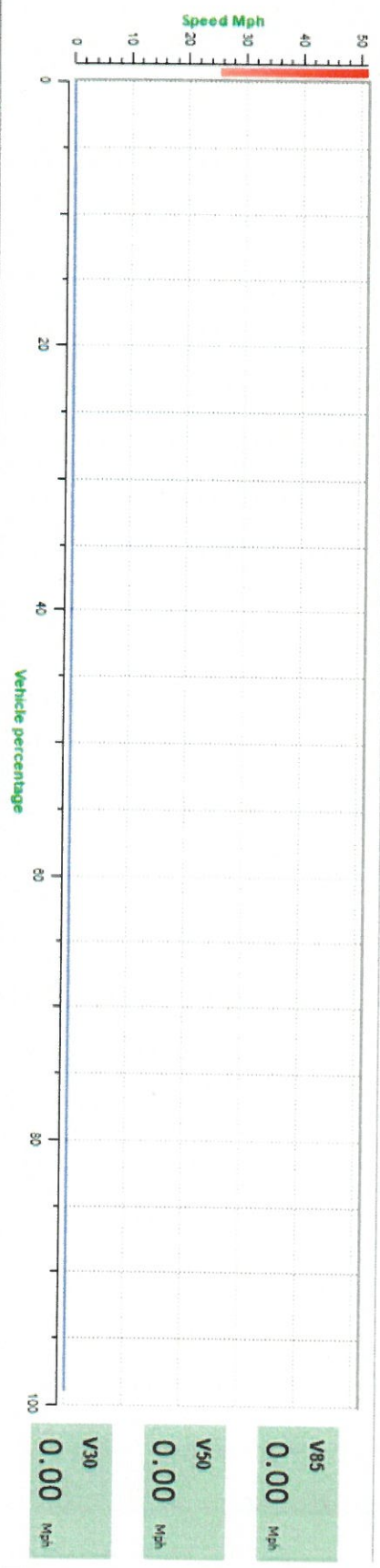
Data

Averages | Maximum | Number of vehicles | Distribution | Percentile | Data | Campaigns

Ingoing vehicles



Outgoing vehicles





Criterion

Start: 01/04/2023 00:00

End: 30/04/2023 13:30

Refresh

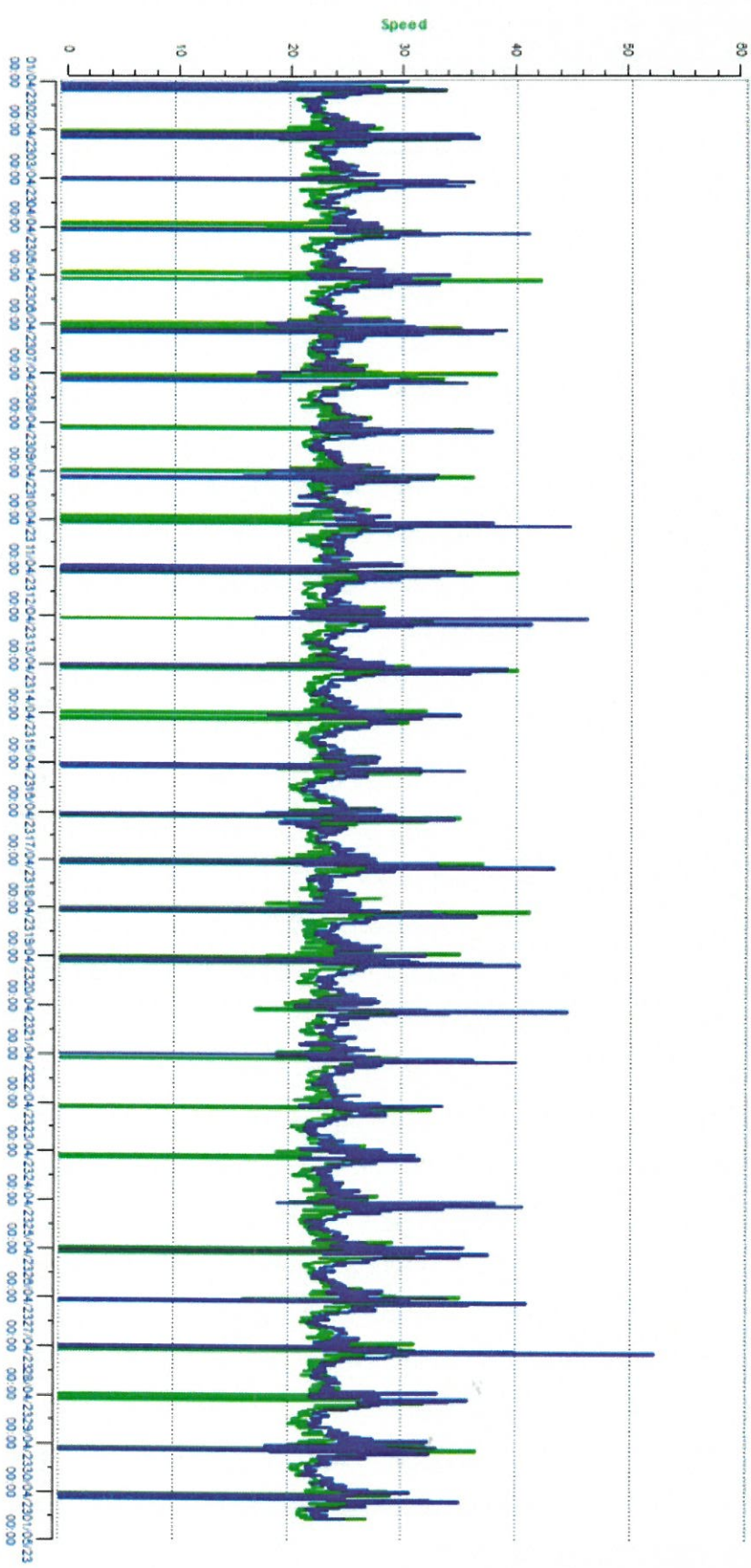
Location: North Monitor

Comments:

Place: Freeway urban

Averages Maximum Number of vehicles Distribution Percentile Data Campaigns

Average speeds



Data



Criterion

Start: 01/04/2023 00:00

End: 30/04/2023 13:30

Refresh

Location: North Monitor

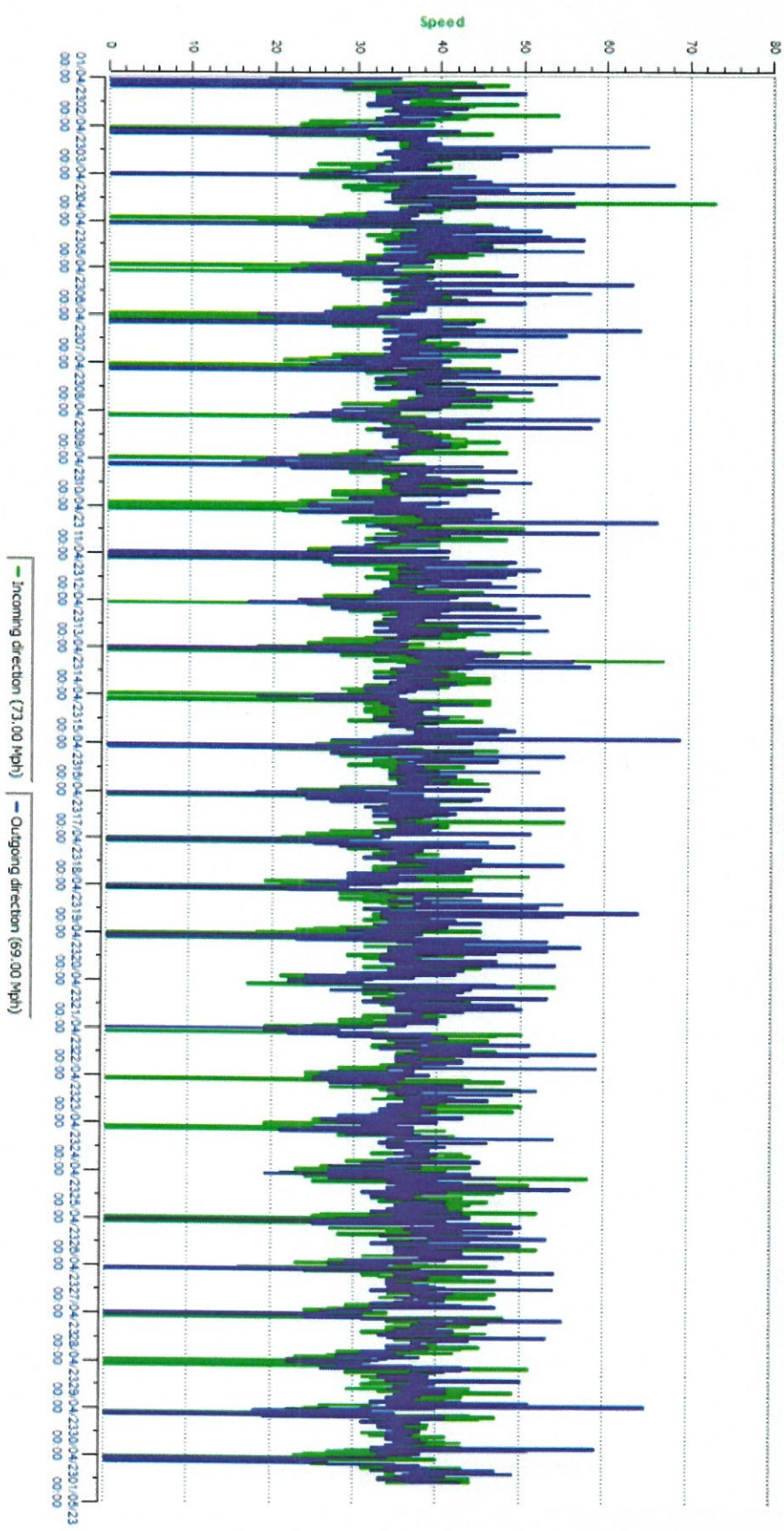
Comments:

Place: Freeway urban

Data

- Averages
- Maximum
- Number of vehicles
- Distribution
- Percentile
- Data
- Campaigns

Maximum speeds





Criterion

Start: 01/04/2023 00:00

End: 30/04/2023 13:30

Refresh

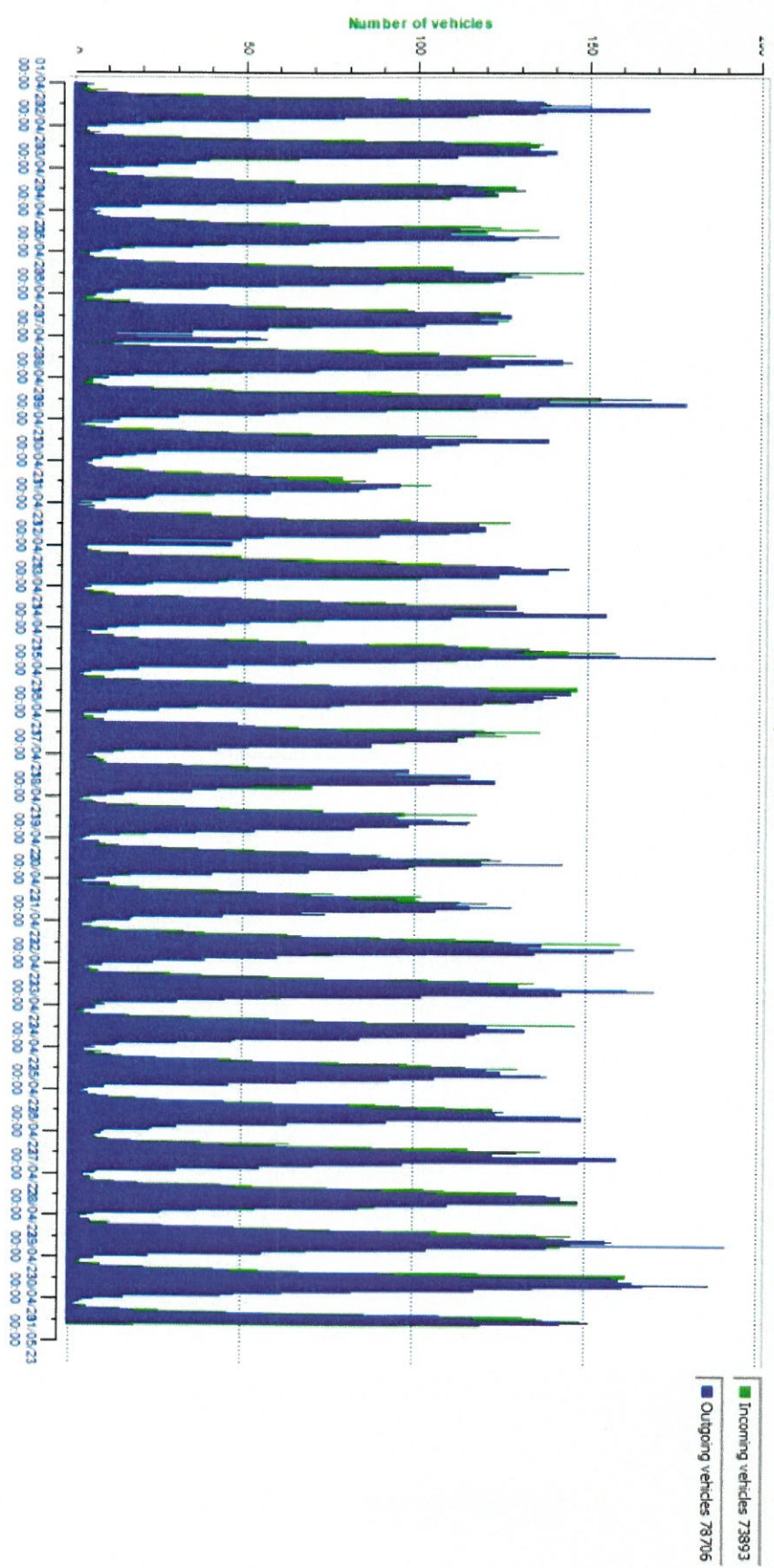
Location: North Monitor

Comments:

Place: Freeway urban

- Averages
- Maximum
- Number of vehicles
- Distribution
- Percentile
- Data
- Campaigns

Vehicles per hour



Data



Criterion

Averages

Maximum

Number of vehicles

Distribution

Percentile

Data

Campaigns

Start:

01/04/2023 00:00

End:

30/04/2023 13:30

Refresh

Location:

North Monitor

Comments:

Vehicles distribution among velocity range

Incoming vehicles



<= 40 Mph	: 73,561	- (99.55 %)
41 - 45 Mph	: 249	- (0.34 %)
46 - 50 Mph	: 70	- (0.09 %)
51 - 55 Mph	: 10	- (0.01 %)
56 - 60 Mph	: 1	- (0.00 %)
61 - 65 Mph	: 0	- (0.00 %)
66 - 70 Mph	: 1	- (0.00 %)
71 - 75 Mph (et +)	: 1	- (0.00 %)

Outgoing vehicles



<= 40 Mph	: 79,339	- (99.53 %)
41 - 45 Mph	: 216	- (0.27 %)
46 - 50 Mph	: 80	- (0.10 %)
51 - 55 Mph	: 41	- (0.05 %)
56 - 60 Mph	: 21	- (0.03 %)
61 - 65 Mph	: 6	- (0.01 %)
66 - 70 Mph	: 3	- (0.00 %)
71 - 75 Mph (et +)	: 0	- (0.00 %)

Place:

Freeway urban

Data



Criterion

- ☒ Averages
- ☒ Maximum
- ☒ Number of vehicles
- ☒ Distribution
- ☒ Percentile
- ☒ Data
- ☒ Campaigns

Start: 01/04/2023 00:00

End: 30/04/2023 13:30

Refresh

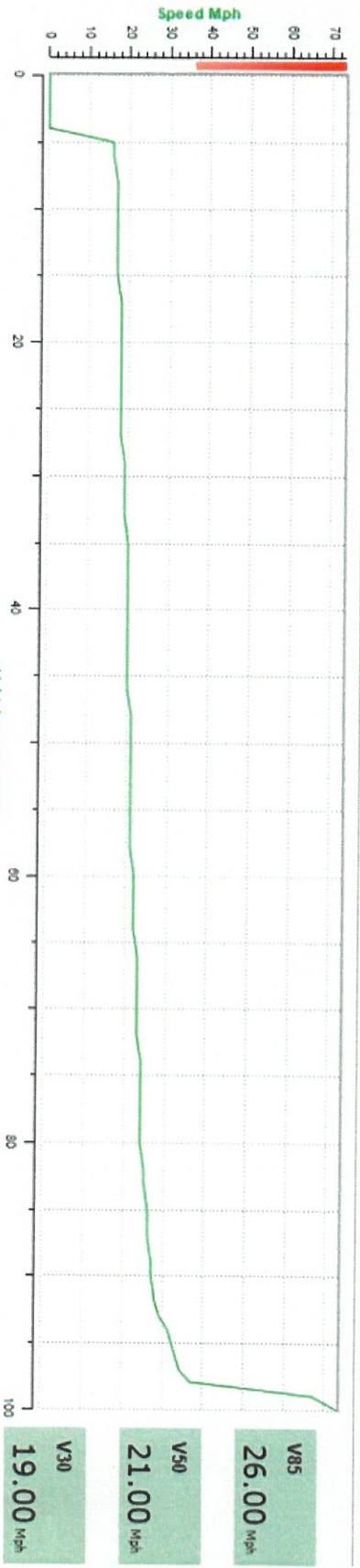
Location: North Monitor

Comments:

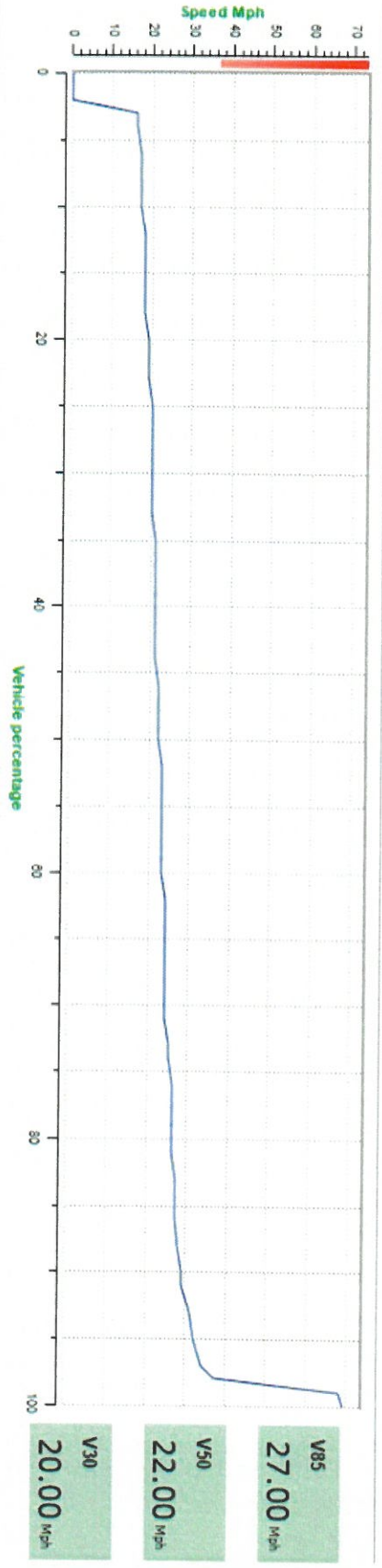
Place: Freeway Urban

Data

Ingoing vehicles



Outgoing vehicles



From: Alex Cox <tombstone@fastmail.com>
Sent: Tuesday, May 2, 2023 1:49 PM
To: Virginia Demaris
Cc: Heide Lambert; Yachats City Planner; City Recorder
Subject: Lincoln County BOC ? Emerg. Prep. \$2500 grant
Attachments: city of yachats w9 filled out .pdf; BOC Grant RFR Template - 2023(2).xlsx

Jen

Thank you so much for this.

It's fantastic for us to be awarded this Lincoln County \$2500 grant towards emergency preparedness in Yachats.

This and the \$6500 contribution from the Overleaf/Fireside Hotels, together with funds allocated by the City,

means that we will at last be able to go ahead with this important project.

I have attached the unsigned RFR document and the City's W9.

Katherine Guenther, the Yachats City Planner (copied on this), was the City's authorizing agent on our application.

However, based on our conversation I understand that you want the outgoing City Manager to sign the RFR and return it to you. So I will forward the unsigned document to Heide separately, with a request that she sign and send it on to you.

I appreciate that time is of the essence, as your final deadline is May 10.

Many thanks again.

Best regards

Alex

On Tue, May 2, 2023, at 13:17, Virginia Demaris wrote:

Hi Alex, I made several changes to the wording and the formulas on both tabs. Please take a look and let me know if this is more clear.

Jen

Virginia "Jenny" Demaris
Lincoln County Sheriff's Office
Emergency Management Division
Emergency Manager
Phone 541-265-4199 | Cell 541-270-0702
vdemaris@co.lincoln.or.us
www.lincolncountysheriff.net
225 W. Olive St., Suite 103, Newport, OR 97365

Lincoln Alerts

From: Virginia Demaris
Sent: Tuesday, May 2, 2023 11:28 AM
To: Alex Cox <tombstone@fastmail.com>
Subject: RE: Grant Award Notice ? Lincoln County BOC ? Emerg. Prep. Grant Program - 2 Questions

Hi Alex, you?ll need to have the City sign off on the RFR as the funds will be paid to the City.

You will need to estimate how you plan to spend your funds by those categories. The amount should equal the amount of your total project estimation and the amount of the county award. So box 28 should equal your project award amount.

Here is a revised form as we left off a spot for the signature. So a City Rep will need to sign.

Jenny

Virginia "Jenny" Demaris
Lincoln County Sheriff's Office
Emergency Management Division
Emergency Manager
Phone 541-265-4199 | Cell 541-270-0702
vdemaris@co.lincoln.or.us
www.lincolncountysheriff.net

225 W. Olive St., Suite 103, Newport, OR 97365

Lincoln Alerts

From: Alex Cox <tombstone@fastmail.com>
Sent: Tuesday, May 2, 2023 11:23 AM
To: Virginia Demaris <vdemaris@co.lincoln.or.us>
Subject: Re: Grant Award Notice ? Lincoln County BOC ? Emerg. Prep. Grant Program - 2 Questions

Jenny
I have our W9 ready to send you, but am unclear as to how to fill in sections 17-28 of the Grant RFR.

Are the estimated expenses the total project cost, or those of the \$2,500 grant?
Is Section 27 - Required Agency Match Amount - 50% of the \$2,500 grant?

Many thanks
Alex

On Mon, May 1, 2023, at 16:05, Virginia Demaris wrote:

The County Commissioners recently met to review the submitted Emergency Preparedness Grant Applications. Your submitted project was approved as submitted.

Next Steps:

- * Complete the Excel Request for Reimbursement ?RFR? template as follows:

- o Advance Request Tab:

- ? Complete now so funds can be issued before the end of the fiscal year.

- ? Return signed copy, by May 10th, via email to vdemaris@co.lincoln.or.us

- ? Attach a copy of your most recent W9 form

- o Final Report Tab:

- ? Complete this when all funds have been expensed.

- ? Return signed copy, within 30 days of the last expense/paid invoice via email to vdemaris@co.lincoln.or.us

- ? Provide copies of all expenses/invoices paid by your agency.

Attachments:

- * Request for Reimbursement Template
- * Grant Award Notice
- * Grant Tracking

If you have any questions, please feel free to reach out.
Kind regards,

~Jenny

Virginia "Jenny" Demaris
Lincoln County Sheriff's Office
Emergency Management Division
Emergency Manager
Phone 541-265-4199| Cell 541-270-0702
vdemaris@co.lincoln.or.us
www.lincolncountysheriff.net
225 W. Olive St., Suite 103, Newport, OR 97365

Lincoln Alerts

Attachments:

- * 04.25.23 Award Notices 08.pdf
- * BOC Grant RFR Template - 2023.xlsx
- * BOC EM Grant Tracking as of 04.25.23.pdf

Attachments:

- * BOC Grant RFR Template - 2023.xlsx

**City of Yachats
Public Works and Streets Commission
Summary Minutes
April 11, 2023**

Audience/Guests: 7

1. Linn West, Chair called the Public Works & Streets Meeting to order at 2:00pm. Present: Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth and Don Phipps. Staff: Kimmie Jackson, Recorder, David Buckwald, Wastewater Lead.
2. (0:00:37) Announcements & Correspondence: Received E 2nd Street bids; City Manager to sign contract, then setup & mobilize in the next couple of months.
3. (0:02:12) Citizens Concerns: None
4. (0:02:37) Public Works Report: Report is attached to the online packet. The speed sign information will be provided after the meeting from Wastewater Lead.
5. (0:10:20) Financial Report: Commission reviewed the online February 2023 financials. Report is attached to the online packet.
6. (0:36:59) Emergency Prep: three goals are defined: 1. Install Conex at the fire station, 2. Schedule and complete Tabletop Disaster, and 3. Organize the Emergency Preparedness Fair. Mr. Roslund has committed to donating \$5/6 thousand dollars and blankets; applying for grants will still be necessary. The spreadsheet for the proposed contents for the third Conex will be shared with the committee. Some plans are to have 150 backpacks and other supplies. Cox will check with the fire department to see if they are providing the power to the Conex. Currently invitations will go out to participants for the Emergency Preparedness Fair in August 2023.
7. (0:45:50) Fire Department Report: None.
8. (0:46:20) Meeting summary (Informational and attached to the online packet for review).
9. (0:46:27) Hwy 101 Delineators: In the process and being signed off between the City and ODOT; Phase II CIP application and clarification for the direction going South on the ocean side. North was discussed, and that is Phase III to the City limits.
10. (0:48:48) Public Works Goals Draft covers the items identified projects and work to support the Goals of the Council. The draft document is attached to the online packet.

1
2 11. (1:13:22) Cross Walk Lighting & additional Cross Walks: there may be a need for
3 additional cross walks throughout the city; would like to have rapid flashing lights
4 and including push button control; need to explore the spacing required by
5 ODOT, flashing and frequency; purposing flashing/push button crosswalks or
6 painted cross walks at Beach, 2nd, 3rd, 4th, 5th and 6th, 7th and by the cemetery,
7 Fireside/Overleaf and Adobe. There are already painted crosswalks at 2nd and
8 3rd; and support reducing the speed limit to 25mph and eliminating the two
9 passing zones. Will also inquire about having an engineering study and who pays
10 for this.

11
12 (1:39:00) The commission is in agreement that they will move forward with
13 getting information and reporting back to the Commission for a possible CIP.

14
15 12. (1:40:03) Lead Buckwald will provide a CIP list of projects at the next meeting.

16
17 13. (1:41:10) Discussed what is next for Phase III/North and wanting an update from
18 Water Lead McClung; check on timing with grant; Invite the CIP Coordinator to
19 the next meeting.

20 No further business to discuss, meeting adjourned by West at 3:50pm.

21 Next Meeting: Tuesday, May 9, 2023, at 2:00pm

22 Prepared by Kimmie Jackson Deputy Recorder on April 17, 2023.

**CITY OF YACHATS
ORDINANCE NO. 209**

**AN ORDINANCE AMENDING §2.08.040 (A) (1) AND (3) OF THE
YACHATS MUNICIPAL CODE, PRESCRIBING THE DUTIES OF
THE PUBLIC WORKS AND STREETS COMMISSION AND THE
PARKS AND COMMONS COMMISSION.**

WHEREAS, the Little Log Church and Museum is managed by a volunteer board, separate from, and no longer under the jurisdiction of, the Parks and Commons Commission; and

WHEREAS, the Commons Director has been assigned duties for which the Commission was once responsible; and

WHEREAS, City Council has determined a need for a Public and Traffic Safety Committee, and the Public Works and Streets Commission has expressed interest in serving in that capacity; and

NOW THEREFORE, the City of Yachats ordains as follows:

SECTION 1. § 2.08.040 (A)(1) of the Yachats Municipal Code shall be amended to read as follows:

- 1) Public Works and Streets Commission.
 - a. Formulate rules, regulations and standards for the operation and use of the City's public works; recommend such to City Council for adoption.
 - b. Plan for future growth, development and improvement of the City's public works.
 - c. Advise the City Superintendent on improvements and maintenance for the City's public works.
 - d. Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.
 - e. Review all rates and fees including, but not limited to, water, sewer, and system development yearly and report to the City Council by March 1st of each year and recommend any changes in rates, fees, charges or policy.
 - f. Serve as the City's Public and Traffic Safety Committee as follows:
 1. Hear suggestions and complaints from citizens concerning issues of public and traffic safety;.
 2. Research and develop remedies for public and traffic safety concerns as needed;
 3. Recommend public and traffic safety priorities for the City;
 4. Review and recommend project application for funding;
 5. Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
 6. Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;

7. Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;
8. Monitor the Village Circulation Plan portion of the Comprehensive Plan, including implementation, funding, and signage; and
9. Serve as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and approved findings vacating portions of County Road 804 South.

SECTION 2. § 2.08.040 (A)(3) of the Yachats Municipal Code shall be amended to read as follows:

3) Parks and Commons

- a. Formulate rules, regulations and standards for the operation of the City's Parks and Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors alike and recommend them to City Council for adoption;
- b. Establish rental rates for various uses of the Commons; recommend such to City Council for adoption;
- c. Maximize income through promotion or co-promotion of appropriate events;
- d. Work with the Commons Director in development and implementation of a marketing program for tenants and special programs;
- e. Plan for the regulation, development and improvement of the City's parks;
- f. Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks;
- g. Cooperate with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process; and
- h. Work with the Commons Director in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee.

PASSED AND ADOPTED by the City Council of the City of Yachats on this 8th day of October, 1998.

Ayes:_____ Nays:_____ Abstentions:_____ Absent:_____

APPROVED by the Mayor this ____ day of October, 1998.

Attest:

Arthur Roberts, Mayor

Nancy Otterson, City Recorder

To

Mr Linn West
Chair
Yachats Works and Streets Commission

From

Alex Cox
Chair
Yachats Emergency Preparedness Committee

May 1 2023

Re. YACHATS FIRE STATION CONEX

Attached are a spreadsheet budget and the draft MOU for the above project: the placement of a container of emergency supplies, belonging to the City, adjacent to the Yachats Fire Station.

I'm pleased to report that the Fireside and Overleaf Hotels have joined us as a partner. Their contribution of \$6,500 and materials reduces the cost of the project from \$24,352 to \$17,852.

Following on last year's budget item, we propose that the City spend \$17,852 on the purchase and delivery of a used 20' container and its contents; and conclude and sign a Memorandum of Understanding with the Fire Dept.

The sum of \$17,852 is approximate as prices do change as time passes. Lately, the cost of containers has been going down.

The Committee has applied to Lincoln County for another emergency preparedness grant of \$2,500. We're told our chances of getting it are good. If we receive this, the City's spend on the Fire Station conex project will be reduced to \$15,352.

Items on the spreadsheet with a green background are perishables. The emergency bars have a listed shelf life of five years (though the Fire Chief reports they last longer); water in the SOS containers needs to be replaced after five years; and the batteries have a shelf life of ten.

We hope that the Works and Streets Commission will bring this to the Council.

Many thanks

A handwritten signature in black ink, appearing to read 'Alex Cox', with a stylized flourish at the end.

DRAFT

Community Emergency Cache Memorandum of Understanding

This Memorandum of Understanding (MOU) between the Yachats Rural Fire Protection District (YRFPD) and the City of Yachats establishes principles associated with the emplacement of a twenty-foot (20') shipping container (conex) by City of Yachats on YRFPD property.

BACKGROUND: This portion of the Oregon Coast is subject to potential natural disasters such as: wildfires, earthquakes and tsunamis. To prepare for this, local governments are establishing caches of emergency basic survival supplies for the benefit of survivors until outside agencies can bring supplies from unaffected areas. YRFPD has been accumulating such supplies for many years. City of Yachats also desires to accumulate such supplies in a secure means and in a relatively survivable location. YRFPD currently has adequate space near its main fire station at 2056 Highway 101 N for a twenty foot long shipping container (conex) and outside of the tsunami inundation zone.

AGREEMENT: YRFPD and City of Yachats agree to the following. City of Yachats shall be allowed to place a twenty-foot conex on YRFPD's property subject to the following conditions:

- YRFPD will designate the location for the conex and will attempt to provide easy access without compromising access to and around YRFPD facilities by YRFPD vehicles.
- If it becomes necessary to move the conex, for building maintenance or other YRFPD determined reason, such move will be coordinated with City of Yachats and paid by YRFPD.
- City of Yachats shall retain sole ownership of the conex and anything stored therein.
- YRFPD assumes no responsibility for protecting either the conex or its contents.
- Each party to this agreement will ensure that the other is covered by party's liability insurance and will provide proof of same within 15 days of the effectivity of this MOU.
- City of Yachats will have unlimited access to the conex through prearranged dates and times, so as not to interfere with YRFPD operations.
- YRFPD can limit the amount and type of flammable liquids or corrosives to be stored in said conex. YRFPD retains absolute sole right to determine if something is a hazard, even if not listed above, and, if it is so determines, City of Yachats agrees to remove it at once.
- City of Yachats will provide YRFPD a copy of the latest inventory of the conex.

- City of Yachats shall provide YRFPD with key(s) to the conex. YRFPD will endeavor to notify City of Yachats in advance whenever it deems a need to enter the conex, unless an emergency exists.
- Both parties agree that the purpose of the cache of supplies is for emergency lifesaving activities and these supplies will be used as needed in the event of such a disaster.
- City of Yachats intends to equip the conex with heat and/or dehumidification. YRFPD will provide access to a 120 volt AC outlet and the use of electricity for this purpose. City of Yachats will reimburse YRFPD at the rate of \$60 (sixty dollars) per month toward said costs, subject to annual revision to reflect the cost of electricity. This number is based on the average monthly cost for the City of Yachats south conex location.
- YRFPD will endeavor to be a good landlord and will endeavor to advise the City of Yachats of any possible issues with the conex, specifically including a loss of electrical power.

EFFECTIVITY AND CANCELLATION: This MOU will become effective upon approval by both parties. This MOU can be canceled by either party, by notifying the other, in writing. If canceled by YRFPD, City of Yachats will be provided sixty (60) days to move said conex from YRFPD property.

, City of Yachats Date

Frankie Petrick, Fire Chief/District Administrator, YRFPD Date

[illegible]

emergency blankets	200	61.99/100 pack x 2	123.98	mylar thermal blankets	Amazon	https://www.amazon.com/Emergency-Thermal-Blankets-100-Pack-200-Pack				
ponchos	150	7.96/6 pack x 25	199	box of 6 need 25 boxes	Amazon	https://www.amazon.com/Annifree-Rain-Ponchos-Box-6-Pack				
hats	Almost 150	88.80/48 pack x 3	266.4	Yacht & Smith winter beanies	Amazon	https://www.amazon.com/dp/B07JP2JPHT/ref=ast_solo_title				
warm gloves	Almost 150 pairs	59.99/48 pairs x3	179.97	Winter Magic stretch gloves - men/women	Amazon	https://www.amazon.com/dp/B07JGGFJVF/ref=ast_solo_title				
wool blankets	150	0	0	Fireside/Overleaf donation?						
Tools	brown									
zip ties	500	19.78/500	19.78	Nylon 6/6 Cable Tie Kit, Black 650 pieces	Grainger	https://www.grainger.com/product/GARDNER-Whisper-6-6-Nylon-Cable-Tie-Kit-650-Pieces-1978500				
duct tape	3	26.12	78.36		Grainger	https://www.grainger.com/product/NASHUA-Duct-Tape-3-Rolls-2612				
pocketknives	2	20.43	40.86		Grainger	https://www.grainger.com/product/GERBER-Foldable-Pocket-Knives-2-Pack-2043				
ladder	1	88.79	88.79	4 ft	Amazon	https://www.amazon.com/Louisville-Ladder-Fiberglass-4-Ft-1-Ladder				
rope- shelter & excretia	1000 ft	66.99/1000ft x 2	133.98	100 ft Peraline	Amazon	https://www.amazon.com/dp/B01LXR460X?ref=ast_solo_title				
shovels (large – 21")	6	14.99	89.94		BiMart	https://www.bimart.com/d-handle-round-point-shovel-21-inch				
shovels (small – 46")	6	19.99	119.94		BiMart	https://www.bimart.com/classic-round-point-shovel-46-inch				
Pets	white									
dog poop bags	100	21.99 for 1080 count	21.99		Chewy	https://www.chewy.com/pet-n-pet-dog-poop-bags				
dog food	30	64.98/30 lbs	64.98	30lb - one dog eats 270 g/day-5,400g	Chewy	https://www.chewy.com/blue-buffalo-life-protection-dog-food				
Go Bags	purple									
backpacks	150	\$12.99	1948.5	55JK 20 liter backpack	BiMart	https://www.bimart.com/sjk-20-liter-backpack/				
Power	white									
Solar Power Station w/cell	1	749	749	EcoFlow Delta Mini	Ecoflow	https://us.ecoflow.com/products/delta-mini-power-station				
Solar Panel	2	\$349.00	698	EcoFlow 160W Solar Panel	Ecoflow	https://us.ecoflow.com/products/160w-solar-panel				
Cache Storage										
storage tubs	30	12.99	389.7	Storageware 23 gallon tubs w/lids	BiMart	https://www.bimart.com/storagewares-23-gallon-tubs-w-lids				
Storage Shelves	6	99.99	599.94	48"x24"x72" "Muscle Racks"	BiMart	https://www.bimart.com/5-shelf-storage-unit-n				
Storage Shelf (at end)	1 pk	89.99	89.99	36"x18"x72" "Muscle Rack"	BiMart	https://www.bimart.com/edsal-5-shelf-storage-e				
cargo nets	4	34.99	139.96	7"x5'	Amazon	https://www.amazon.com/Stretches-10-Latex-A				
lock box	1	87.52	87.52	Supra Key Safe	Amazon	https://www.amazon.com/Key-Safe-M61469-Su				
			24,352.77							
			-6500							
			17852.77							
			-2500							
			15352.77							

From: Kimmie Jackson
Sent: Monday, May 1, 2023 3:54 PM
To: City Recorder
Subject: Fw: Emergency Preparedness Committee response to PW&SC Goals

From: Alex Cox <tombstone@fastmail.com>
Sent: Monday, May 1, 2023 3:45 PM
To: Kimmie Jackson <Kimmie@YachatsMail.org>; dongroth123@gmail.com <dongroth123@gmail.com>
Subject: Emergency Preparedness Committee response to PW&SC Goals

Dear Works & Streets

The Emergency Preparedness Committee is in receipt of the three new goals proposed by the City Council in the document titled Draft 4/10/2023.

We will take them under consideration, and respond when we have more information. Specifically, we need written advice as to what residents' responsibilities are in case of a disaster, in order to communicate this.

Best regards

Alex

Chair

EPC

Public Works CIP's 2023/24

Report Date: May 2023

	WASTEWATER (WWTP)		Comment
Bld	Man Doors PW Bldg #2	15,000	
Bld	Public Works Slide Gate	20,000	
Bld	PW Rehab - Rollup Doors	140,000	
Bld	Shop Lighting Update	10,000	
Collect	Annual Inflow and Infiltration Rehab	40,000	
Collect	GIS MappingHardware	25,000	
Collect	Hanley Drive Sewer Manholes	20,000	
Collect	Collection Design Standards	5,000	
Lift	Submersible Pump Plug Install	265,000	
Lift	Main Pump Station Improve	50,000	
WWTP	Actuator Valve (Spare)	8,000	
WWTP	Multi-VFD Upgrades	25,000	
WWTP	SBR Waste Pump	12,000	
WWTP	UV Disinfection Control Upgrades	30,000	
	Wastewater Contingency	25,000	

TOTAL WWTP 675,000

	WATER (WTP)		Comment
Dist.	Annual Hydrant Replacements	8,000	
Dist.	Service Truck w/Lift	80,000	
Dist.	Service Truck - Ranger	30,000	
Dist.	Public Works Slide Gate	20,000	
Dist.	E.2nd Waterline Construction	154,375	
Res.	Watertank Design Development	10,000	
Res.	Water Tank Seismic Engineering	60,000	
Source	Property Acquisition	250,000	
Source	Analysis / Engineering SWLCWPUD	75,000	
WTP	Plant Backwash Recycle System	140,000	
WTP	SCADA Upgrade	49,044	
WTP	WTP Upgrade CIP Annually	30,000	
WTP	Water Plant Clarifier - Rehabilitation	150,000	
	Water Unplanned / Contingency	25,000	

TOTAL WTP 1,081,419

	STREETS		Comment
Paving	E. 2nd Construction	132,281	
Paving	Loma to River Rd Engineering	13,000	
Safety	Gimlet Gates	35,000	
Safety	Hwy 101 Curve Delineators**	40,000	

TOTAL STREETS 220,281

	STORM DRAINS		Comment
Drainage	E. 2nd Storm Drain Construction	30,349	
Plan	Stormwater Master Plan	29,022	

TOTAL STORM 59,371

Grand Total 1,815,790