



**CITY OF ILWACO
CITY COUNCIL MEETING**

Monday, July 14, 2014

**6:00 p.m. REGULAR COUNCIL MEETING
AGENDA**

A. Call to order

B. Flag Salute

C. Roll Call

D. Approval of Agenda

E. Consent Agenda

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)

- a. June 23, 2014, Regular meeting
- b. June 23, 2014 Special meeting

2. Claims & Vouchers (TAB 2)

- a. Checks: 36688 to 36699 + Electronic \$40,793.81
- b. Checks: 36700 to 36764 \$389,434.97
- GRAND TOTAL: \$430,228.78

F. Reports

- 1. Staff Reports (TAB 3)**
 - a. Police Chief
- 2. Council Reports**
- 3. Mayor's Report**

G. Comments of Citizens and Guests Present

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

H. Business

- 1. iFocus Contract Renewal (TAB 4) –*Cassinelli*

I. Discussion

- 1. City Center Reservoir (TAB 9) –*Cassinelli*
- 2. Formalize City Conditions and Standards for Infrastructure Design and Construction (TAB 10) –*Marshall*
- 3. Amendment #3 First Avenue North Sewer Improvements (TAB 11) –*Cassinelli*
- 4. Interlocal Agreement between the City of Ilwaco and the Port of Ilwaco (TAB 12) –*Cassinelli*

J. Correspondence and Written Reports

K. Future Discussion/Agendas

- 1. Amended Procedures Ordinance --*City Planner*
- 2. Pursuit of New Agreement with Seaview Sewer District –*Cassinelli*

M. Adjournment

N. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Monday	07/14/14 07/28/14	6:00 p.m.	Community Building
Parks & Rec. Commission	Regular Meeting	Friday	08/08/14	5:00 p.m.	Community Building
Planning Commission	Regular Meeting <i>(meetings subject to cancellation if there is no business to transact)</i>	Tuesday	07/22/14	6:00 p.m.	Community Building
Port/City Council Meeting	Will resume in October	Tuesday	10/14/14	6:00 p.m.	Port Meeting Room



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, June 23, 2014**

A. Call to order

Mayor Cassinelli called the meeting to order at 6:05pm

B. Flag Salute

The Pledge of Allegiance was recited.

C. Roll Call

Present: Councilmembers Jensen, Mulinix, Marshall, Chambreau and Forner and Mayor Cassinelli.

D. Approval of Agenda

ACTION: Motion to approve agenda with the addition of the Discussion item: Planner costs for Consistency Update to Comprehensive Plan (Marshall/Mulinix). 5 Ayes 0 Nays 0 Abstain.

E. Approval of Consent Agenda

Including Checks 36652 to 36654 + electronic totaling \$17,285.06 and Checks 36655 to 36687 totaling \$68,330.29 for a grand total of \$85,615.35

ACTION: Motion to approve the consent agenda (Mulinix/Forner). 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

- a. Fire Chief Williams has been working on approving the permit for the fireworks at the Port of Ilwaco.
- b. Park and Recreation Chair Haldeman told of the technical review he had done for the WWRP grant application submitted for the city park.
- c. Treasurer McMillan offered to answer any questions regarding the written report that she had provided.
- d. Public Works Supervisor McKee had provided a written report.

2. Council Reports

- a. Councilmember Jensen reported on the sewer line easement documents that had been drafted for the Cougar Trot Lane area and the recommended tving of the sewer line to be completed when there was additional tving to be done.

- b. Councilmember Marshall had spent time reviewing the sample agreements for the proposed new entity.
- d. Councilmember Chambreau had met with Ragan Myers while she hosted a group of visitors at the interpretive center.

3. Mayor's Report

- a. Mayor Cassinelli participated in the interviews for the Pacific Transit director.

G. Comments of Citizens and Guests Present

- 1. Kim Cutting questioned the replacement of various sidewalk panels on Lake Street that are funded through the Transportation Improvement Board.
- 2. Councilmember Mulinix had someone inquire about the work at city park to repair damage from vandalism.
- 3. Barbara Christian expressed her concern regarding the private sewer lines in the Cooks Hill area.

H. Business

1. CresComm License Agreement

ACTION: Motion to authorize the mayor to execute the license agreement between the City of Ilwaco and CresComm WiFi, LLC. (Forner/Mulinix). 5 Ayes 0 Nays 0 Abstain.

- 2. Interlocal Agreement between DOR and the City of Ilwaco for Business Licensing**
Councilmember Jensen expressed concern regarding the fees assessed businesses by the state to process the license. **ACTION: Motion to authorize the mayor to execute the Interlocal Agreement between the Department of Revenue and the City of Ilwaco (Marshall/Forner). 4 Ayes 1 Nay (Jensen) 0 Abstain.**

3. Additional Scope of Work for Consultant Contract

ACTION: Motion to authorize the Mayor to work with the City Attorney to add the scope of work for the Critical Areas Ordinance update to the existing agreement with The Watershed Company at a cost of \$13,370 for a total contract of \$93,365 (Marshall/Mulinix) 5 Ayes 0 Nays 0 Abstain.

4. City Center Reservoir

Mayor Cassinelli explained that the item was addressed during the special meeting. The issue will return to the council agenda as a Discussion item once an agreement between the City and Gray & Osborne is drafted and ready to present to the council.

5. Interlocal Agreement between City of Ilwaco and Port of Ilwaco

ACTION: Motion to authorize the mayor to execute the Interlocal Agreement between the City of Ilwaco and Port of Ilwaco for mowing and street sweeping services (Jensen/Chambreau). 5 Ayes 0 Nays 0 Abstain.

- 6. Recreation and Conservation Funding Board – Recreational Trails Program Grant Application ACTION: Motion to adopt the resolution authorizing submittal of an application for grant funding assistance for the recreational trail projects to the Recreation and Conservation Office (Marshall/Forner). 5 Ayes 0 Nays 0 Abstain.**

7. Recreation and Conservation Funding Board – Non-Highway and Off-Road Vehicles Grant Application ACTION: Motion to adopt the resolution authorizing submittal of an application for grant funding for non-highway and off-road vehicle activities program to the Recreation and Conservation Office (Mulinix/Jensen). Motion to amend the motion to “resolution authorizing development type” (Marshall/Forner) 5 Ayes 0 Nays 0 Abstain. Vote on amended motion: 5 Ayes 0 Nays 0 Abstain.

8. Planner costs for Consistency Update to Comprehensive Plan ACTION: Motion to increase the 2014 budget for general planning service from \$15,000 to \$57,000 to accommodate the costs for the consistency plan update to the Comprehensive Plan (Mulinix/Marshall) 5 Ayes 0 Nays 0 Abstain.

I. Discussion

1. Pursuit of New Agreement with Seaview Sewer District

Mayor Cassinelli stated that the discussion had occurred during the special meeting.

2. iFocus Contract Renewal

ACTION: Move to Business at next meeting.

3. Interlocal Agreement between City of Ilwaco and Port of Ilwaco

It was explained that the Port was interested in the City providing various mowing and street sweeping. The City and Port often assist one another. The possible annual increase to the rate of 4% was discussed. **ACTION: Motion to move the item to Business (Marshall/Chambreau) 5 Ayes 0 Nays 0 Abstain.**

4. Recreation and Conservation Funding Board – Recreational Trails Program Grant Application

It was explained that a grant for trail maintenance had been applied for in 2012 and would be submitted again for this grant cycle. **ACTION: Motion to move the item to Business (Chambreau/Forner). 5 Ayes 0 Nays 0 Abstain.**

5. Recreation and Conservation Funding Board – Non-Highway and Off-Road Vehicles Grant Application

Parks and Recreation Chair, Nick Haldeman, explained that the city could apply for a grant under the program. There had been some confusion as to which resolution was needed. A copy of the resolution for the Development grant program was provided to the council. A summary of a project to improve the Black Lake trailhead by adding a restroom and improving parking had been provided; however, it was explained that the actual application would probably be for a project near the old city shop. Councilmember Marshall questioned why he didn't have anything describing the project. **ACTION: Motion to move the item to Business (Mulinix/Marshall). 5 Ayes 0 Nays 0 Abstain.**

6. Planner costs for Consistency Update to Comprehensive Plan Councilmember Marshall explained the need to increase the budget as a result of the Consistency Update to the Comprehensive Plan. **ACTION: Motion to move the item to Business (Mulinix/Marshall). 5 Ayes 0 Nays 0 Abstain.**

K. Correspondence and Written Reports

L. Adjournment

ACTION: Motion to adjourn the meeting (Chambreau). Mayor Cassinelli adjourned the meeting at 7:05 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



**CITY COUNCIL
Special Council Meeting
Monday, June 23, 2014**

A. Call to Order

Mayor Cassinelli opened the special meeting at 5:00 p.m.

B. Roll Call

Councilmembers: David Jensen, Vinessa Mulinix, Jon Chambreau, Fred Marshall and Gary Forner. Treasurer, Elaine McMillan, and City Attorney, Heather Reynolds, were also present.

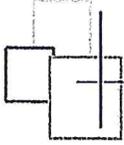
C. Executive Session to Discuss Potential Litigation with Attorney RCW 42.30.110(1)(i). At 5:02 pm Mayor Cassinelli announced that the council would be going into executive session for thirty minutes after stating the purpose of the session. The Treasurer and City Attorney were requested to attend. At 5:31 pm the mayor announced that the council would be remaining in executive session for an additional ten minutes. At 5:41pm the council came out of executive session. The mayor stated that no decisions were made while in the session. The mayor directed the City Attorney and Treasurer to work on a proposed contract with Gray & Osborne to present to the council.

D. Discussion: Pursuit of New Agreement with Seaview Sewer District Mayor Cassinelli noted the sample agreement that the council had been provided. He and the Treasurer had recently attended a regular meeting of the Seaview Sewer District. He explained that one of their commissioners was not available until September; however, the district is considering having a joint meeting in August. He opened the floor for discussion. Council members raised concerns regarding the extra costs that might be incurred of running a separate entity and wanted to know the benefits of creating the entity.

E. Adjournment: The special meeting was closed at 6:00 pm.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



Register

Number	Name	Fiscal Description	Amount
36688	Fero, Jimmie W	2014 - July - First meeting	\$1,241.48
36689	Gardner, Daryl W	2014 - July - First meeting	\$1,618.04
36690	Jensen, David	2014 - July - First meeting	\$181.52
36691	Richardson, Troy	2014 - July - First meeting	\$737.60
36692	Schweizer, Dennis	2014 - July - First meeting	\$1,582.11
36693	Williams, Thomas R	2014 - July - First meeting	\$889.89
36694	AWC - Life Insurance	2014 - July - First meeting	\$13.40
36695	AWC Employee Benefit Trust	2014 - July - First meeting	\$5,311.38
36696	Dept of Labor & Industry	2014 - July - First meeting	\$5,897.60
36697	Dept of Retirement - Def Comp	2014 - July - First meeting	\$280.00
36698	Dept of Retirement Systems	2014 - July - First meeting	\$5,315.33
36699	Employment Security Dept.	2014 - July - First meeting	\$1,499.04
ACH Pay - 1136	Benson, Austin	2014 - July - First meeting	\$1,028.92
ACH Pay - 1137	Cassinelli, Michael	2014 - July - First meeting	\$422.61
ACH Pay - 1138	Chambreau, Jon H.	2014 - July - First meeting	\$181.52
ACH Pay - 1140	Fornier, Gary	2014 - July - First meeting	\$374.26
ACH Pay - 1142	Gustafson, David M.	2014 - July - First meeting	\$1,575.37
ACH Pay - 1143	Hazen, Warren M.	2014 - July - First meeting	\$1,720.35
ACH Pay - 1145	Marshall, Fred	2014 - July - First meeting	\$181.52
ACH Pay - 1146	Mc Kee, David A	2014 - July - First meeting	\$1,964.59
ACH Pay - 1147	Mc Millan, Elaine	2014 - July - First meeting	\$1,106.63
ACH Pay - 1148	Mulinix, Vinessa	2014 - July - First meeting	\$180.32
ACH Pay - 1151	Smith, Ariel	2014 - July - First meeting	\$865.74
ACH Pay - 1152	Staples, Terri P	2014 - July - First meeting	\$371.36
EFT 7-1-14 1	U.S. Treasury Department	2014 - July - First meeting	\$5,128.23
EFT 7-1-14 2	Discovery Benefits	2014 - July - First meeting	\$1,125.00
			\$40,793.81

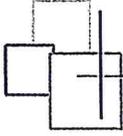
We, the undersigned members of the city council of the City of Ilwaco, Pacific County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the voucher number: 36688 through 36699 and electronic payments totalling \$17,285.06 are approved this 9th day of June, 2014.

Council member

Council member

Treasurer

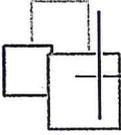
Council member



Register

Fiscal: 2014
Deposit Period: 2014 - July
Check Period: 2014 - July - First meeting

Number	Name	Print Date	Clearing Date	Amount
Bank of the Pacific	8023281			
Check				
<u>36700</u>	Bank of Pacific	7/14/2014		\$14,823.40
<u>36701</u>	Pacific CO Auditor	7/14/2014		\$32.00
<u>36702</u>	ABECO Office Systems	7/14/2014		\$54.26
<u>36703</u>	ALS Environmental	7/14/2014		\$18.00
<u>36704</u>	Alsco-American Linen Div.	7/14/2014		\$32.81
<u>36705</u>	Baileys Saw Shop Inc.	7/14/2014		\$329.26
<u>36706</u>	Brd For Volunteer Firemen	7/14/2014		\$120.00
<u>36707</u>	Brims's Farm & Garden	7/14/2014		\$55.00
<u>36708</u>	Cartomation, Inc.	7/14/2014		\$50.00
<u>36709</u>	Cascade Columbia Distribution Co.	7/14/2014		\$5,182.80
<u>36710</u>	Chinook Observer	7/14/2014		\$145.80
<u>36711</u>	City of Ilwaco	7/14/2014		\$2,868.04
<u>36712</u>	Clackamas Construction, Inc.	7/14/2014		\$9,252.00
<u>36713</u>	Clatsop Power Equip Inc	7/14/2014		\$99.55
<u>36714</u>	Coast Rehabilitation Services	7/14/2014		\$35.00
<u>36715</u>	Columbia Pacific Heritage Museum	7/14/2014		\$2,588.47
<u>36716</u>	Dennis CO	7/14/2014		\$273.83
<u>36717</u>	Discovery Benefits	7/14/2014		\$12.00
<u>36718</u>	Englund Marine Supply Inc	7/14/2014		\$322.37
<u>36719</u>	Evergreen Septic Service	7/14/2014		\$120.00
<u>36720</u>	Fastenal Company	7/14/2014		\$908.47
<u>36721</u>	Foster Pepper	7/14/2014		\$1,177.00
<u>36722</u>	Goulter Diamond Bar Ranch	7/14/2014		\$1,333.33
<u>36723</u>	Gray & Osborne, Inc.	7/14/2014		\$30,710.81
<u>36724</u>	Grundfos CBS Inc.	7/14/2014		\$379.00
<u>36725</u>	HD Fowler Company	7/14/2014		\$245.35
<u>36726</u>	Heather Reynolds, Attorney	7/14/2014		\$2,394.00
<u>36727</u>	Hughes Fire Equipment Inc.	7/14/2014		\$1,067.22
<u>36728</u>	IFOCUS Consulting Inc.	7/14/2014		\$360.00
<u>36729</u>	IPFS Corporation	7/14/2014		\$5,268.66
<u>36730</u>	Jnb Mechanical, Inc.	7/14/2014		\$686.69
<u>36731</u>	John Deere Financial	7/14/2014		\$1,115.28
<u>36732</u>	K & L Supply, Inc.	7/14/2014		\$464.00
<u>36733</u>	Kubwater Resources Inc.	7/14/2014		\$1,373.66
<u>36734</u>	LEAF	7/14/2014		\$129.88
<u>36735</u>	LeMay Mobile Shredding	7/14/2014		\$20.80
<u>36736</u>	Long Beach Commercial Security	7/14/2014		\$303.46
<u>36737</u>	McCully, Glen	7/14/2014		\$100.00
<u>36738</u>	Michael S. Turner	7/14/2014		\$412.00
<u>36739</u>	Nancy McAllister	7/14/2014		\$412.00
<u>36740</u>	Oman & Son	7/14/2014		\$274.45
<u>36741</u>	One Call Concepts, Inc.	7/14/2014		\$21.51
<u>36742</u>	Pacific CO Sheriff Office	7/14/2014		\$6,933.00
<u>36743</u>	Pacific County DCD	7/14/2014		\$350.00
<u>36744</u>	Pacific County Treasurer	7/14/2014		\$200.00
<u>36745</u>	Peninsula Sanitation Service, Inc.	7/14/2014		\$390.65
<u>36746</u>	Pitney Bowes	7/14/2014		\$500.00
<u>36747</u>	Pumplech, Inc	7/14/2014		\$2,217.97
<u>36748</u>	Rognlin's, Inc	7/14/2014		\$232,385.50
<u>36749</u>	Schinell Surveying and Mapping, PLLC	7/14/2014		\$2,860.00
<u>36750</u>	Sid's IGA	7/14/2014		\$50.50
<u>36751</u>	Sparks Automotive Inc.	7/14/2014		\$1,253.68
<u>36752</u>	Sunset Auto Parts Inc.	7/14/2014		\$293.96
<u>36753</u>	The Watershed Company	7/14/2014		\$652.50



Register

Fiscal: 2014
Deposit Period: 2014 - July
Check Period: 2014 - July - First meeting

Number	Name	Print Date	Clearing Date	Amount
<u>36754</u>	Tidy By The Sea, LLC	7/14/2014		\$455.00
<u>36755</u>	Verizon Wireless	7/14/2014		\$83.46
<u>36756</u>	Visa	7/14/2014		\$119.40
<u>36757</u>	WA State Dept of Transportation	7/14/2014		\$347.06
<u>36758</u>	WA State Dept. of Ecology	7/14/2014		\$300.00
<u>36759</u>	WA State Dept. of Ecology	7/14/2014		\$52,153.94
<u>36760</u>	Wadsworth Electric	7/14/2014		\$95.28
<u>36761</u>	Walter E. Nelson Co. of Astoria	7/14/2014		\$82.09
<u>36762</u>	Western Systems Refuse & Recycling Solutions	7/14/2014		\$268.54
<u>36763</u>	Wilcox & Flegel Oil Co.	7/14/2014		\$1,458.28
<u>36764</u>	William R. Penoyar, Attorney at Law	7/14/2014		\$412.00
			Total Check	\$389,434.97
			Total 8023281	\$389,434.97
			Grand Total	\$389,434.97

CERTIFICATION

We, the undersigned do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. The voucher numbers 36700 through 36764 are approved for payment in the amount of: \$389,434.97

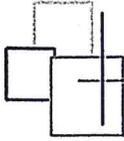
This _____ day of _____, 2014

Council member

Council member

Treasurer

Council member



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
ABECO Office Systems					
	36702			2014 - July - First meeting	
		Invoice - 7/8/2014 12:01:47 PM			
		1242132-0			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$13.56
		101-000-000-543-30-30-00		Office And Operating	\$13.56
		401-000-000-534-00-31-00		Operation & Maintenance	\$13.56
		409-000-000-535-00-31-01		Operations And Maintenance	\$13.58
		Total Invoice - 7/8/2014 12:01:47 PM			\$54.26
					\$54.26
	Total 36702				\$54.26
Total ABECO Office Systems					
ALS Environmental					
	36703			2014 - July - First meeting	
		Invoice - 7/8/2014 12:03:37 PM			
		51-264094-0			
		401-000-000-534-00-31-00		Operation & Maintenance	\$18.00
		Total Invoice - 7/8/2014 12:03:37 PM			\$18.00
					\$18.00
	Total 36703				\$18.00
Total ALS Environmental					
AlSCO-American Linen Div.					
	36704			2014 - July - First meeting	
		Invoice - 7/8/2014 12:02:41 PM			
		LPOR1234356			
		001-000-000-576-80-31-00		Office & Operating Supplies	\$8.20
		101-000-000-543-30-30-00		Office And Operating	\$8.20
		401-000-000-534-00-31-00		Operation & Maintenance	\$8.20
		409-000-000-535-00-31-01		Operations And Maintenance	\$8.21
		Total Invoice - 7/8/2014 12:02:41 PM			\$32.81
					\$32.81
	Total 36704				\$32.81
Total AlSCO-American Linen Div.					
Baileys Saw Shop Inc.					
	36705			2014 - July - First meeting	
		Invoice - 7/8/2014 12:05:27 PM			
		060814006			
		401-000-000-534-00-48-00		Vehicle Repairs/Maintenance	\$164.13
		Total Invoice - 7/8/2014 12:05:27 PM			\$164.13
		Invoice - 7/8/2014 12:06:30 PM			
		062314003			
		001-000-000-576-80-48-00		Repairs & Maintenance	\$64.52
		Total Invoice - 7/8/2014 12:06:30 PM			\$64.52
		Invoice - 7/8/2014 12:06:50 PM			
		060614001			
		001-000-000-576-80-48-00		Repairs & Maintenance	\$25.16
		401-000-000-534-00-31-00		Operation & Maintenance	\$25.15
		408-000-000-531-38-31-01		Operations & Maintenance	\$25.15
		409-000-000-535-00-31-01		Operations And Maintenance	\$25.15
		Total Invoice - 7/8/2014 12:06:50 PM			\$100.61
					\$329.26
	Total 36705				\$329.26
Total Baileys Saw Shop Inc.					
Bank of Pacific					
	36700			2014 - July - First meeting	
		Invoice - 7/3/2014 10:07:33 AM			
		403-000-000-397-00-72-06		Trans From Sewer-B of P 2008	(\$14,823.40)
		403-000-000-591-35-72-06		B of P - 2008 - Principal	\$8,414.79
		403-000-000-592-35-80-06		B of P - 2008 - Interest	\$6,408.61
		409-000-000-597-00-15		TO 403 Wwtp-B of P 2008 Redemp	\$14,823.40
		Total Invoice - 7/3/2014 10:07:33 AM			\$14,823.40
					\$14,823.40
	Total 36700				\$14,823.40
Total Bank of Pacific					
Brd For Volunteer Firemen					
	36706			2014 - July - First meeting	
		Invoice - 7/8/2014 12:08:42 PM			
		July remittance			
		001-000-000-522-10-20-01		Board of Volunteer Firemen	\$150.00
		001-000-000-522-10-20-01		Board of Volunteer Firemen	(\$30.00)
		Total Invoice - 7/8/2014 12:08:42 PM			\$120.00
					\$120.00
	Total 36706				\$120.00

Total Brd For Volunteer Firemen			\$120.00
Brims's Farm & Garden			
36707		2014 - July - First meeting	
	Invoice - 7/8/2014 12:10:03 PM		
	802834		
	409-000-000-535-00-31-01	Operations And Maintenance	\$55.00
	Total Invoice - 7/8/2014 12:10:03 PM		\$55.00
	Total 36707		\$55.00
Total Brims's Farm & Garden			\$55.00
Cartomation, Inc.			
36708		2014 - July - First meeting	
	Invoice - 7/8/2014 3:30:15 PM		
	001-000-000-557-20-41-00	Ilwaco Web Page	\$50.00
		GIS map storage	
	Total Invoice - 7/8/2014 3:30:15 PM		\$50.00
	Total 36708		\$50.00
Total Cartomation, Inc.			\$50.00
Cascade Columbia Distribution Co.			
36709		2014 - July - First meeting	
	Invoice - 7/8/2014 12:10:44 PM		
	619032		
	401-000-000-534-00-31-01	Chemicals	\$5,662.80
	Total Invoice - 7/8/2014 12:10:44 PM		\$5,662.80
	Invoice - 7/8/2014 12:11:14 PM		
	619668		
	401-000-000-534-00-31-01	Chemicals	(\$480.00)
	Total Invoice - 7/8/2014 12:11:14 PM		(\$480.00)
	Total 36709		\$5,182.80
Total Cascade Columbia Distribution Co.			\$5,182.80
Chinook Observer			
36710		2014 - July - First meeting	
	Invoice - 7/8/2014 12:11:50 PM		
	204-14		
	001-000-000-511-30-44-00	Official Publications	\$145.80
	Total Invoice - 7/8/2014 12:11:50 PM		\$145.80
	Total 36710		\$145.80
Total Chinook Observer			\$145.80
City of Ilwaco			
36711		2014 - July - First meeting	
	Invoice - 7/8/2014 4:17:34 PM		
	001-000-000-511-60-47-02	City Sewer - Museum	\$39.75
	001-000-000-514-20-47-02	Water - City Hall	\$52.69
	001-000-000-514-20-47-03	Sewer - City Hall	\$79.58
	001-000-000-514-20-47-04	Storm Drainage	\$25.11
	001-000-000-522-50-47-01	Water	\$195.66
	001-000-000-522-50-47-02	Sewer	\$314.57
	001-000-000-522-50-47-03	Storm Drainage	\$61.14
	001-000-000-572-50-47-01	City Water	\$154.92
	001-000-000-572-50-47-02	City Sewer	\$224.72
	001-000-000-572-50-47-03	Storm Drainage	\$9.83
	001-000-000-576-80-47-01	Water-Parks, Sprinklers,Blk Lake	\$272.51
	001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$177.18
	001-000-000-576-80-47-03	Storm Drainage	\$29.48
	409-000-000-535-00-47-02	Water	\$503.58
	409-000-000-535-00-47-03	Sewer	\$697.84
	409-000-000-535-00-47-05	Storm Drainage	\$29.48
	Total Invoice - 7/8/2014 4:17:34 PM		\$2,868.04
	Total 36711		\$2,868.04
Total City of Ilwaco			\$2,868.04
Clackamas Construction, Inc.			
36712		2014 - July - First meeting	
	Invoice - 7/9/2014 11:21:45 AM		
	#9		
	401-000-000-594-34-62-00	Construction Project -Resvoir	\$9,252.00
	Total Invoice - 7/9/2014 11:21:45 AM		\$9,252.00
	Total 36712		\$9,252.00
Total Clackamas Construction, Inc.			\$9,252.00
Clatsop Power Equip Inc			
36713		2014 - July - First meeting	
	Invoice - 7/8/2014 12:13:35 PM		
	58111		
	401-000-000-534-00-31-00	Operation & Maintenance	\$20.00
	Total Invoice - 7/8/2014 12:13:35 PM		\$20.00
	Invoice - 7/8/2014 12:14:27 PM		
	58140		
	401-000-000-534-00-31-00	Operation & Maintenance	\$79.55
	Total Invoice - 7/8/2014 12:14:27 PM		\$79.55
	Total 36713		\$99.55
Total Clatsop Power Equip Inc			\$99.55
Coast Rehabilitation Services			

36714	2014 - July - First meeting		
	Invoice - 7/8/2014 12:15:00 PM		
	629364		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$35.00
	Total Invoice - 7/8/2014 12:15:00 PM		\$35.00
Total 36714			\$35.00
Total Coast Rehabilitation Services			\$35.00
Columbia Pacific Heritage Museum			\$35.00
36715	2014 - July - First meeting		
	Invoice - 7/8/2014 12:17:46 PM		
	2014 allocation		
	104-000-000-557-30-41-01	Heritage Museum	\$2,588.47
	Total Invoice - 7/8/2014 12:17:46 PM		\$2,588.47
Total 36715			\$2,588.47
Total Columbia Pacific Heritage Museum			\$2,588.47
Dennis CO			
36716	2014 - July - First meeting		
	Invoice - 7/8/2014 3:56:51 PM		
	001-000-000-511-60-48-00	Repair & Maintenance	\$81.88
	001-000-000-576-80-31-00	Office & Operating Supplies	\$67.87
	101-000-000-542-70-31-00	Roadside Operating	\$52.96
	401-000-000-534-00-31-00	Operation & Maintenance	\$71.12
	Total Invoice - 7/8/2014 3:56:51 PM		\$273.83
Total 36716			\$273.83
Total Dennis CO			\$273.83
Discovery Benefits			
36717	2014 - July - First meeting		
	Invoice - 7/8/2014 2:46:21 PM		
	469389-IN		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$12.00
	Total Invoice - 7/8/2014 2:46:21 PM		\$12.00
Total 36717			\$12.00
Total Discovery Benefits			\$12.00
Englund Marine Supply Inc			
36718	2014 - July - First meeting		
	Invoice - 7/8/2014 3:49:53 PM		
	001-000-000-522-10-31-00	Office & Operating Supplies	\$0.00
	001-000-000-576-80-48-00	Repairs & Maintenance	\$7.54
	101-000-000-543-30-30-00	Office And Operating	\$0.00
	401-000-000-534-00-31-00	Operation & Maintenance	\$281.05
	409-000-000-535-00-31-01	Operations And Maintenance	\$33.78
	Total Invoice - 7/8/2014 3:49:53 PM		\$322.37
Total 36718			\$322.37
Total Englund Marine Supply Inc			\$322.37
Evergreen Septic Service			
36719	2014 - July - First meeting		
	Invoice - 7/8/2014 3:51:02 PM		
	16175		
	001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$120.00
	Total Invoice - 7/8/2014 3:51:02 PM		\$120.00
Total 36719			\$120.00
Total Evergreen Septic Service			\$120.00
Fastenal Company			
36720	2014 - July - First meeting		
	Invoice - 7/8/2014 12:18:46 PM		
	ORAST33954		
	409-000-000-535-00-31-01	Operations And Maintenance	\$33.76
	Total Invoice - 7/8/2014 12:18:46 PM		\$33.76
	Invoice - 7/8/2014 12:19:11 PM		
	ORAST33936		
	409-000-000-535-00-31-01	Operations And Maintenance	\$874.71
	Total Invoice - 7/8/2014 12:19:11 PM		\$874.71
Total 36720			\$908.47
Total Fastenal Company			\$908.47
Foster Pepper			
36721	2014 - July - First meeting		
	Invoice - 7/8/2014 12:19:53 PM		
	1075070		
	409-000-000-535-00-41-00	Attorney Fees	\$1,177.00
	Total Invoice - 7/8/2014 12:19:53 PM		\$1,177.00
Total 36721			\$1,177.00
Total Foster Pepper			\$1,177.00
Goulter Diamond Bar Ranch			
36722	2014 - July - First meeting		
	Invoice - 7/8/2014 3:30:08 PM		
	409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,333.33
	sludge site		
	Total Invoice - 7/8/2014 3:30:08 PM		\$1,333.33
Total 36722			\$1,333.33
Total Goulter Diamond Bar Ranch			\$1,333.33

Gray & Osborne, Inc.
36723

2014 - July - First meeting

Invoice - 7/8/2014 12:26:35 PM
12555.00-23
401-000-000-594-34-41-01 Engineering - Plant \$919.73
Total Invoice - 7/8/2014 12:26:35 PM \$919.73
Invoice - 7/8/2014 12:27:39 PM
13437.00-14
101-000-000-595-10-41-04 Engineering - Elizabeth \$29,791.08
Total Invoice - 7/8/2014 12:27:39 PM \$29,791.08
Total 36723 \$30,710.81

Total Gray & Osborne, Inc.
Grundfos CBS Inc.
36724

2014 - July - First meeting

Invoice - 7/8/2014 12:25:47 PM
1900106783
401-000-000-534-00-31-00 Operation & Maintenance \$379.00
Total Invoice - 7/8/2014 12:25:47 PM \$379.00
Total 36724 \$379.00

Total Grundfos CBS Inc.
HD Fowler Company
36725

2014 - July - First meeting

Invoice - 7/8/2014 12:29:54 PM
13663273
401-000-000-534-00-31-00 Operation & Maintenance \$245.35
Total Invoice - 7/8/2014 12:29:54 PM \$245.35
Total 36725 \$245.35

Total HD Fowler Company
Heather Reynolds, Attorney
36726

2014 - July - First meeting

Invoice - 7/8/2014 12:29:13 PM
June 2014
001-000-000-515-30-41-00 Legal Services \$2,394.00
Total Invoice - 7/8/2014 12:29:13 PM \$2,394.00
Total 36726 \$2,394.00

Total Heather Reynolds, Attorney
Hughes Fire Equipment Inc.
36727

2014 - July - First meeting

Invoice - 7/8/2014 1:28:49 PM
486655
001-000-000-522-50-48-00 Repair & Maintenance \$355.74
Total Invoice - 7/8/2014 1:28:49 PM \$355.74
Invoice - 7/8/2014 1:29:51 PM
486657
001-000-000-522-50-48-00 Repair & Maintenance \$355.74
Total Invoice - 7/8/2014 1:29:51 PM \$355.74
Invoice - 7/8/2014 1:29:52 PM
486656
001-000-000-522-50-48-00 Repair & Maintenance \$355.74
Total Invoice - 7/8/2014 1:29:52 PM \$355.74
Total 36727 \$1,067.22

Total Hughes Fire Equipment Inc.
IFOCUS Consulting Inc.
36728

2014 - July - First meeting

Invoice - 7/9/2014 11:20:38 AM
7483
001-000-000-514-20-41-00 Professional Services \$120.00
401-000-000-534-00-41-04 Professional Services - Computer \$120.00
409-000-000-535-00-41-02 Professional Services - Computer \$120.00
Total Invoice - 7/9/2014 11:20:38 AM \$360.00
Total 36728 \$360.00

Total IFOCUS Consulting Inc.
IPFS Corporation
36729

2014 - July - First meeting

Invoice - 7/8/2014 3:23:53 PM
#11
001-000-000-511-60-46-00 Insurances \$551.10
001-000-000-522-50-46-00 Insurance \$713.90
001-000-000-572-50-46-00 Insurance \$815.59
001-000-000-576-80-46-00 Insurance \$171.76
101-000-000-543-30-40-01 Insurance \$105.37
104-000-000-557-30-46-00 Heritage Museum - Insurance \$413.06
401-000-000-534-00-46-00 Insurance \$1,407.79
408-000-000-531-38-46-00 Insurance \$50.05
409-000-000-535-00-46-00 Insurance \$1,040.04
Total Invoice - 7/8/2014 3:23:53 PM \$5,268.66
Total 36729 \$5,268.66

Total IPFS Corporation
Jnb Mechanical, Inc.
36730

2014 - July - First meeting

	Total 36745			\$390.65
Total Peninsula Sanitation Service, Inc.				\$390.65
Pitney Bowes	36746	2014 - July - First meeting		
		Invoice - 7/8/2014 1:38:50 PM		
		7-21-14		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$100.00
		401-000-000-534-00-31-06	Office & Customer Service	\$150.00
		408-000-000-531-38-31-01	Operations & Maintenance	\$100.00
		409-000-000-535-00-31-08	Office Supplies & Customer Service	\$150.00
		Total Invoice - 7/8/2014 1:38:50 PM		\$500.00
	Total 36746			\$500.00
Total Pitney Bowes Pumptech, Inc				\$500.00
	36747	2014 - July - First meeting		
		Invoice - 7/8/2014 1:40:33 PM		
		0082888-IN		
		401-000-000-534-00-31-00	Operation & Maintenance	\$2,217.97
		Total Invoice - 7/8/2014 1:40:33 PM		\$2,217.97
	Total 36747			\$2,217.97
Total Pumptech, Inc				\$2,217.97
Rognlin's, Inc	36748	2014 - July - First meeting		
		Invoice - 7/8/2014 1:42:19 PM		
		Progress est #2		
		101-000-000-595-30-65-00	Roadway Construction	\$131,928.50
		Sch A		
		101-000-000-595-30-65-00	Roadway Construction	\$68,351.00
		Sch B		
		101-000-000-595-61-60-01	Sidewalks	\$32,106.00
		Sch C		
		Total Invoice - 7/8/2014 1:42:19 PM		\$232,385.50
	Total 36748			\$232,385.50
Total Rognlin's, Inc				\$232,385.50
Schinnell Surveying and Mapping, PLLC	36749	2014 - July - First meeting		
		Invoice - 7/9/2014 11:37:48 AM		
		14-55		
		401-000-000-534-00-41-00	Professional Services	\$2,860.00
		survey Indian Cr Res property line		
		Total Invoice - 7/9/2014 11:37:48 AM		\$2,860.00
	Total 36749			\$2,860.00
Total Schinnell Surveying and Mapping, PLLC				\$2,860.00
Sid's IGA	36750	2014 - July - First meeting		
		Invoice - 7/8/2014 1:55:57 PM		
		70939		
		409-000-000-535-00-31-01	Operations And Maintenance	\$25.20
		Total Invoice - 7/8/2014 1:55:57 PM		\$25.20
		Invoice - 7/8/2014 1:56:41 PM		
		70947		
		409-000-000-535-00-31-01	Operations And Maintenance	\$12.44
		Total Invoice - 7/8/2014 1:56:41 PM		\$12.44
		Invoice - 7/8/2014 1:57:10 PM		
		91315		
		401-000-000-534-00-31-00	Operation & Maintenance	\$12.86
		Total Invoice - 7/8/2014 1:57:10 PM		\$12.86
	Total 36750			\$50.50
Total Sid's IGA				\$50.50
Sparks Automotive Inc.	36751	2014 - July - First meeting		
		Invoice - 7/8/2014 2:10:43 PM		
		19644		
		401-000-000-534-00-48-00	Vehicle Repairs/Maintenance	\$1,253.68
		Total Invoice - 7/8/2014 2:10:43 PM		\$1,253.68
	Total 36751			\$1,253.68
Total Sparks Automotive Inc.				\$1,253.68
Sunset Auto Parts Inc.	36752	2014 - July - First meeting		
		Invoice - 7/8/2014 2:11:11 PM		
		802476		
		001-000-000-522-10-31-00	Office & Operating Supplies	\$9.54
		Total Invoice - 7/8/2014 2:11:11 PM		\$9.54
		Invoice - 7/8/2014 2:13:11 PM		
		801136		
		001-000-000-576-80-31-00	Office & Operating Supplies	\$87.09
		Total Invoice - 7/8/2014 2:13:11 PM		\$87.09
		Invoice - 7/8/2014 2:13:27 PM		
		801308		
		401-000-000-534-00-31-00	Operation & Maintenance	\$33.41

	NR15008001		
	401-000-000-534-00-31-04	Annual Permit Fees	\$300.00
	Total Invoice - 7/8/2014 2:25:08 PM		\$300.00
Total 36758			\$300.00
Total WA State Dept. of Ecology			\$300.00
WA State Dept. of Ecology			
36759			
		2014 - July - First meeting	
	Invoice - 7/8/2014 2:25:59 PM		
	7-31-14		
	403-000-000-397-00-70-02	Transfer From Sewer Srf 94-08	(\$52,153.94)
	403-000-000-591-35-72-01	Srf 94-08 Principal Only	\$52,153.94
	409-000-000-597-00-00-04	Wwtp - TO 403 Srf Redemption	\$52,153.94
	Total Invoice - 7/8/2014 2:25:59 PM		\$52,153.94
Total 36759			\$52,153.94
Total WA State Dept. of Ecology			\$52,153.94
Wadsworth Electric			
36760			
		2014 - July - First meeting	
	Invoice - 7/8/2014 2:21:42 PM		
	18508		
	401-000-000-534-00-41-03	Professional Services - Electrician	\$95.28
	Total Invoice - 7/8/2014 2:21:42 PM		\$95.28
Total 36760			\$95.28
Total Wadsworth Electric			\$95.28
Walter E. Nelson Co. of Astoria			
36761			
		2014 - July - First meeting	
	Invoice - 7/9/2014 9:57:34 AM		
	373916		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$82.09
	Total Invoice - 7/9/2014 9:57:34 AM		\$82.09
Total 36761			\$82.09
Total Walter E. Nelson Co. of Astoria			\$82.09
Western Systems Refuse & Recycling Solutions			
36762			
		2014 - July - First meeting	
	Invoice - 7/8/2014 2:28:26 PM		
	8088		
	401-000-000-534-00-31-00	Operation & Maintenance	\$230.44
	Total Invoice - 7/8/2014 2:28:26 PM		\$230.44
	Invoice - 7/8/2014 2:29:39 PM		
	7942		
	401-000-000-534-00-31-00	Operation & Maintenance	\$38.10
	Total Invoice - 7/8/2014 2:29:39 PM		\$38.10
Total 36762			\$268.54
Total Western Systems Refuse & Recycling Solutions			\$268.54
Wilcox & Flegel Oil Co.			
36763			
		2014 - July - First meeting	
	Invoice - 7/8/2014 2:44:04 PM		
	CL41753		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$88.22
	101-000-000-543-30-30-01	Gasoline & Oil Products	\$0.00
	104-000-000-557-30-41-03	Ilwaco Merchants Association	\$0.00
	401-000-000-534-00-32-00	Gasoline	\$0.00
	408-000-000-531-38-32-00	Gas/Oil Products	\$0.00
	409-000-000-535-00-32-00	Gas/oil Products	\$0.00
	Total Invoice - 7/8/2014 2:44:04 PM		\$88.22
	Invoice - 7/8/2014 2:44:34 PM		
	CL41752-IN		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$121.44
	401-000-000-534-00-32-00	Gasoline	\$756.24
	408-000-000-531-38-32-00	Gas/Oil Products	\$117.73
	409-000-000-535-00-32-00	Gas/oil Products	\$374.65
	Total Invoice - 7/8/2014 2:44:34 PM		\$1,370.06
Total 36763			\$1,458.28
Total Wilcox & Flegel Oil Co.			\$1,458.28
William R. Penoyar, Attorney at Law			
36764			
		2014 - July - First meeting	
	Invoice - 7/8/2014 3:29:40 PM		
	001-000-000-512-50-40-03	Municipal Court Services	\$412.00
	Total Invoice - 7/8/2014 3:29:40 PM		\$412.00
Total 36764			\$412.00
Total William R. Penoyar, Attorney at Law			\$412.00
Grand Total	Vendor Count	65	\$389,434.97

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

07-01-14

Page 1 of 3

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for June 2014

During the month of June the Long Beach Police Department handled the following cases and calls:

Long Beach

719 Total Incidents
Aid Call Assists: 6
Alarms: 9
Animal Complaints: 13
Assaults: 13
Assists: 83
(Includes 20 Law Enforcement Agency Assists Outside City Boundaries)
Burglaries: 2
Disturbance: 40
Drug Inv.: 6
Fire Call Assists: 3
Follow Up: 159
Found/Lost Property: 26
Harassment: 15
Malicious Mischief: 3
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Person: 0
Prowler: 1
Runaway: 1
Security Checks: 111
Suspicious: 40
Thefts: 10
Traffic Accidents: 9
Traffic Complaints: 15
Traffic Tickets: 12
Traffic Warnings: 105
Trespass: 7
Warrant Contacts: 14
Welfare Checks: 16

Ilwaco

316 Total Incidents
Aid Call Assists: 1
Alarms: 5
Animal Complaints: 3
Assaults: 0
Assists: 56
Burglaries: 1
Disturbance: 10
Drug Inv.: 0
Fire Call Assists: 2
Follow Up: 73
Found/Lost Property: 8
Harassment: 3
Malicious Mischief: 2
MIP – Alcohol: 0
MIP – Tobacco: 0
Missing Person: 1
Prowler: 2
Runaway: 0
Security Checks: 52
Suspicious: 18
Thefts: 3
Traffic Accidents: 3
Traffic Complaints: 4
Traffic Tickets: 14
Traffic Warnings: 45
Trespass: 2
Warrant Contacts: 2
Welfare Checks: 6

On June 6th I met with Mayor Cassinelli and two council members to discuss tightening up the cities noise ordinance. We talked about various ways to change the ordinance to address some complaints about a noise problem in downtown.

On June 7th Officer Casey Meling went along on the Senior Trip as a chaperone. The department tries to send an officer for this event every year.

I attended the 911 Operations Board meeting on the 10th. Discussion was held about upgrades to dispatch, homeland security funding and improving radio communications between agencies during a major event.

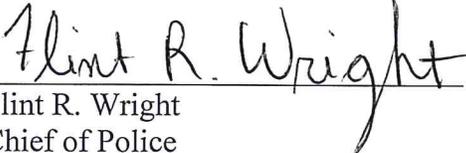
The Beach Run was held on June 14th. We had no issues with the event.

Reserve Officer David Tobin graduated from the reserve academy on June 21st. This academy was 320 hours in length and was state accredited. It required David to drive to Cosmopolis every Tuesday and Thursday night for training and to be there every Saturday as well from February until his graduation. David will join Reserve Officer Jesse Eastham as one of our extra summer officers.

On June 23rd I received notification from the Washington State Criminal Justice Training Commission that the department had met the state requirements for training of the officers for 2013. The state requires 24 hours of training for each officer within the department. Each one of our officers averaged 52 hours of training for 2013. I again want to thank the Cities of Long Beach and Ilwaco for supporting the ongoing training of my department. A copy of the certificate from the state is attached.

The department had firearms range training on the 24th. We qualified with our duty, back-up and off duty handguns.

The Doggy Olympics was held on June 28th. There were no problems with the event.


Flint R. Wright
Chief of Police

Washington State Criminal Justice Training Commission

Hereby recognizes that

Long Beach Police Department

Has satisfactorily met the requirements of WAC 139-05-300 & RCW 43.101.095 to achieve

2013 Compliance of the In-Service Training Mandate

Given June 15, 2014



Susan L. Rahr
WSCJTC Executive Director

**CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item:6/23/14 Business Item: 07/14/14

B. Issue/Topic: **Contract for professional IT services**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

- 1) This would be a renewal of the current agreement in place. Currently IFOCUS charges \$360 per month for Sever Management, Server Back-up Services/Disaster Recovery, Network Infrastructure Support and Remote Support. Server Estimated additional charges of \$350 per month for possible service calls, at a rate of \$105 per hour.
- 2) Implement recommendations:

Email – to be implemented possibly in 2014 or early 2015

Microsoft Exchange Online(\$3.50 /mo/account)	\$52.50 per month
Monthly support	\$105 per month
Installation	\$1050

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

Staff is recommending the Council approve the Mayor to continue to use IFOCUS for tech support.

F. Impacts:

1. Fiscal: The agreement includes a monthly fee of \$360 per month, or \$4320 for a year.
2. Legal:
3. Personnel: None
4. Service/Delivery: None

G. Planning Commission: Recommended N/A Public Hearing on

H. Time Constraints/Due Dates: This contract expires August 15, 2014

I. Proposed Motion: **I move to approve the Mayor to execute the proposed iFocus Consulting Agreement for Network Administration.**



NETWORK ADMINISTRATION SUPPORT AGREEMENT

This Network Administration Maintenance Agreement (the "Agreement") is made and entered on September 1, 2014, by and between **City of Ilwaco** ("Client") and **IFOCUS CONSULTING INC** ("Consultant") (collectively referred to as the "Parties").

The Parties agree as follows:

- 1. SERVICES:** Client shall engage Consultant for the maintenance of its corporate information technology local area network and wide area networking environment. Such services to be described in greater detail below (the "Services"):
 - A. Server System Support.** Consultant will provide umbrella coverage for all foreseeable services needed for the operation of the defined server environment. *See Appendix A for information on server systems covered under this agreement.*
 - B. Network Infrastructure Support.** Consultant will provide support for core networking technology systems including switches, firewalls, routers, and modems. Service includes configuration, reinstallation, troubleshooting, firmware upgrades, VPN user management, and user support.
 - C. Backup Services/ Disaster Recovery.** Consultant will provide support for daily server environment backup procedures. A disaster recovery plan will be implemented to allow for file restoration and support. *See Appendix C for extended information on backup service tasks.*
 - D. Desktop Computer Support.** Consultant will provide as-needed support service which includes, but not limited to, system troubleshooting, software support, operating system installation, software fault resolution, virus remediation, malware remediation, network connectivity, internet connectivity, and local resource configuration (including printers, faxes, ect).
 - E. Laptop Computer Support.** Consultant will provide as-needed support service which includes, but is not limited to, system troubleshooting, software support, operating system installation, software fault resolution, virus remediation, malware remediation, network connectivity, internet connectivity, VPN connectivity, remote access services, and local resource configuration.

F. Computer Auditing Services. Consultant will maintain a master outline of all technology assets in the Network environment. Biannual audits will be performed to ensure the integrity of the system, with analysis and recommendations being brought to the Client for review and possible implementation.

2. RESPONSE TIME: For the Services contemplated in this Agreement, Consultant will provide remediation to requested services as outlined:

A. Phone/ Email Support. Includes support for all network users. Upon encountering a computer-related problem, contact will be made to Consultant by calling the support desk or by emailing: helpdesk@ifocus.us
- *SAME DAY RESPONSE TIME*

During business hours: *Monday-Friday / 8:00am – 5:00pm* (503) 338-7443
After hours dedicated support hotline: (888) 262-4911

B. Remote Desktop Support. Our network specialists will provide remote desktop support to resolve issues related to application faults, and software configuration via the iFocus Remote Tool. - *SAME DAY RESPONSE TIME*

C. On Site Service. Our network specialists will provide service calls to resolve urgent or planned network performance issues related to hardware, connectivity, and operating system functionality. Proactive and planned services will be performed based on issue severity.

- **Severity 1:** Unplanned server, or critical application in an error state severely impacting customer production and/or profitability. – *SAME DAY RESPONSE TIME*
- **Severity 2:** Unplanned high-impact problem in which production is proceeding, but in a significantly impaired fashion. – *NEXT DAY RESPONSE TIME*
- **Severity 3:** Unplanned important issue, which does not have significant current productivity impact for the customer. – *TWO DAY RESPONSE TIME*

3. EXCLUSIONS: For the managed care services contemplated in this Agreement, the following are excluded and will require a separate contract: in-depth software or systems training, software programming, installation of new workstations or servers, and installation and configuration of any new enterprise application.

4. **COMPENSATION:** For the Services contemplated in this Agreement, Client will pay Consultant the monthly fees as outlined:

- Managed Server Asset: Server \$360.00
- Server Backup Services/ Disaster Recovery included
- Network Infrastructure Support included
- Remote Support Management Tool included

Total: \$360.00

Remote Support Services

Support will be charged at the rate of \$105/ hour billed in 15 minute increments for all remote support services performed during business hours.

Onsite Support Services

Support will be charged at the rate of \$105/ hour with a one hour minimum for all onsite services performed during business hours. *A fee of \$52.50 will be charged for one-way travel to the Ilwaco locations.*

After Hours Support Services

Support will be charged at the rate of \$157.50/ hour billed in one hour increments for after hours support services.

5. **TERM:** The original term of this Agreement shall be for **12 months beginning September 1, 2014**. 60 days prior to the end of the term of the contract, the Consultant will present the contract to the client for renewal.
6. **EXPENSES:** Client agrees to reimburse Consultant for all reasonable expenses authorized in advanced by Client and incurred in connection with this Agreement including, but not limited to, server systems, desktop systems, laptops, pocket PCs, uninterruptible power supplies, switches, routers, firewalls, modems, misc hardware and software.
7. **INDEPENDENT CONTRACTOR.** Consultant is an independent contractor and not an employee of the Client, and, unless otherwise stated in this Agreement, is not entitled to any of the benefits normally provided to the employees of the Client.
8. **CONFIDENTIALITY:** Consultant acknowledges that he/she may have access to Client's confidential and proprietary information. Such confidential information may include, without limitation: i) business and financial information, ii) business methods and practices, iii) technologies and technological strategies, iv) marketing strategies and v) other such information as Client may designate as confidential ("Confidential Information"). Consultant agrees to not disclose to any other person (unless required by law) or use for personal gain any Confidential Information at any time during or after the term of this Agreement, unless Client grants express, written consent of such a disclosure. In addition, Consultant will use his/her best efforts to prevent any such

disclosure. Confidential Information will not include information that is in the public domain, unless such information falls into the public domain through Consultant's unauthorized actions.

9. **OWNERSHIP:** Client hardware and software assets stored within the offices of Client are the property of Client.
10. **HOLD HARMLESS/INDEMNIFICATION.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.
11. **NONDISCRIMINATION.** In the performance of this Agreement, the Consultant will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Consultant shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Consultant shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.
12. **SUBCONTRACTING/NONASSIGNMENT.** No portion of this Agreement may be contracted or assigned to any other individual, firm or entity without the express and prior approval of City.
13. **COMPLIANCE WITH LAWS.** Consultant, in the performance of this Agreement, shall comply with all applicable federal, state and local laws, rules and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services. The Consultant specifically agrees to maintain a City of Ilwaco business license and pay any applicable Business and Occupation taxes that may be due on account of this Agreement.
14. **INSURANCE.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant shall obtain

insurance as follows: 1) Commercial General Liability Insurance, 2) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and 2) Professional Liability insurance appropriate to the Consultant's profession.

15. **TIME ESSENCE.** Time is of the essence of this Agreement.
16. **CONTINUING OBLIGATIONS:** Notwithstanding the termination of this Agreement for any reason, the provisions of Sections 8 of this Agreement will continue in full force and effect following such termination.
17. **BINDING EFFECT:** The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.
18. **CUMULATIVE RIGHTS:** The Parties' rights under this Agreement are cumulative, and shall not be construed as exclusive of each other unless otherwise required by law.
19. **WAIVER:** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
20. **SEVERABILITY:** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any court of competent jurisdiction deems any provision of this Agreement invalid or unenforceable, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
21. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both Client and Consultant.
22. **NOTICE:** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

Client:

CITY OF ILWACO
P.O. Box 548
Ilwaco, WA 98624

Consultant:

IFOCUS CONSULTING, INC.
100 39th Street, Suite 201
Astoria, OR 97103

Either party may change such addresses from time to time by providing notice as set forth above.

23. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first written above.

CLIENT:

CONSULTANT:

Signature

Signature

Name (please print)

Chris Womack

Name

Title

President

Title



Appendix A:

Technology assets covered under this agreement

Server Systems

Ilwaco, Washington: 1

Total: 1

Appendix B:

Inclusive Managed Care Services

Server Systems:

- Unresponsiveness
- Service Failure
- Loss of network connectivity
- Security Issues
- Application Maintenance
- Anti-Virus Definition Updates
- Windows security patch installation
- Service pack installation
- Disaster recovery *

* Disaster Recovery services included provided that managed server asset is covered by manufacturer's hardware warranty.

Appendix C:

General Server Maintenance

Certain maintenance procedures require more attention than others. The procedures that require the most attention are categorized as daily procedures. We take on these procedures each day to ensure system reliability, availability, performance, and security.

Backups Service. To provide a more secure and fault-tolerant environment, it is imperative that a successful backup be performed each night. The consultant will administer and monitor success of automated backup routines (including up to 2 Gigabytes of online/off-site backup storage). In the event of a server failure, we may be required to perform a restore from a backup.

Monitoring the Event Viewer. The Event Viewer is used to check the System, Security, Application, and other logs on a local or remote system. These logs are an invaluable source of information regarding the enterprise server environment.

Monitoring System Services. Directory Service, DNS Server, Terminal Services, VPN Server, DHCP Server, Windows Update Services

Disk Space Utilization Confirmation.

Antivirus Definitions Updates.

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: 5/27/14 Public Hearing:
Council Discussion Item: 5/27, 6/9, 7/14 Council Business Item: 6/23/14

B. Issue/Topic: **City Center Reservoir**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

At the completion of this project, it was brought to the City's attention that there had been a miscalculation during the survey performed by G&O. This does not prevent the new reservoir from reaching its capacity, but it does limit the existing reservoir. The Council was made aware of this and G&O has presented three options to correct this error. These are all explained in detail in the letter attached from Nancy Lockett.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The first option presented by G&O would be to install an altitude valve. This would allow the steel reservoir to reach its capacity while not causing the other to overflow.
2. Another option would be to increase the maximum operating level elevation.
3. The last option and the recommended course of action would be to raise the glass-fused reservoir overflow elevation.
4. Nancy also mentioned that she would be willing to also include the specs to paint the steel reservoir.
5. It was requested by the council that G&O present a contract that describes their proposed fix and any other possible compensation.

F. Impacts:

1. Fiscal:
2. Legal: The City's attorney has reviewed the contract and made a recommendation to the council.
3. Personnel:
4. Service/Delivery:

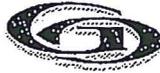
G. Planning Commission: Recommended N/A Public Hearing on

H. Staff Comments:

1. None

I. Time Constraints/Due Dates: In order to close out the project there needs to be a resolution.

J. Proposed Motion: **I move to authorize the Mayor to execute an agreement for the recommendation by Gray & Osborne to install a 10-inch extension to the overflow riser in the glass-fused reservoir.**



Gray & Osborne, Inc.
CONSULTING ENGINEERS

May 21, 2014

Mayor Mike Cassinelli
City of Ilwaco
P.O. Box 548
Ilwaco, Washington 98624

SUBJECT: 500,000-GALLON RESERVOIR PROJECT
CITY OF ILWACO, PACIFIC COUNTY, WASHINGTON
G&O #12460.00

Dear Mayor Cassinelli:

As you are aware, we had a bust in our survey and the overflow of the new reservoir is approximately 3 feet lower than planned. This does not prevent the new reservoir (identified as the glass-fused reservoir in this letter) from reaching the full nominal storage capacity of 500,000 gallon but it does prevent the existing steel reservoir (identified as the steel reservoir in this letter) from reaching its full nominal storage capacity of 500,000 gallons.

When both reservoirs are operating the two reservoirs operate in series. Incoming water from the Stringtown Booster Station is directed to the glass-fused reservoir. Water from the glass-fused reservoir flows into the steel reservoir and then into the City's distribution system. In order for the reservoirs to operate in series the maximum operating water level of the two reservoirs must be the same and the reservoir levels rise and fall in tandem. The reservoirs were designed to operate in series to ensure turnover of the water in each tank.

The maximum water elevation in the two reservoirs operating in series is dictated by the overflow elevation of the glass-fused reservoir. Currently the overflow elevation is 157.25 feet and the maximum water level is set at 156.50 feet, 0.75 feet below the overflow elevation. The total storage volume available in both reservoirs is 946,639 gallons (505,505 gallons in the glass-fused reservoir and 444,134 gallons in the steel reservoir). The minimum operating level, the level that signals the Stringtown Booster Station to run and the elevation used to determine system pressure, is currently set at 155.50 feet. This is 2 feet lower than the previous minimum operating level in the steel reservoir which results in a decrease in system pressure of approximately 0.87 psi.

If the steel reservoir is operated independently, as may occur during routine cleaning of the glass-fused reservoir, the water level in the steel reservoir could be maximized by raising the maximum water level to an elevation closer to the overflow elevation in that tank.

We have evaluated three alternatives for increasing the total storage volume and system pressure available in the two tanks as described below.



Mayor Mike Cassinelli
May 21, 2014
Page 2

1. Install Altitude Valve

An altitude valve is used to control the water level in a reservoir by restricting inflow into the reservoir. The goal of using an altitude valve in this case is to allow the steel reservoir to fill to its nominal capacity of 500,000 gallons while not causing the glass-fused reservoir to overflow. If this were able to be accomplished, the total storage capacity available would be approximately 1 million gallons. In the current piping configuration an altitude valve could be installed on the glass-fused reservoir influent line. Check valves would need to be installed in the glass-fused reservoir bypass line and the discharge line from the glass-fused reservoir. The normally closed valve on the glass-fused reservoir bypass line would be opened to allow inflow from the Stringtown Booster Station to fill either reservoir. When the maximum operating level in the glass-fused reservoir was reached the altitude valve on the influent line to the glass-fused reservoir would close and all incoming water would be directed to the steel reservoir. In order to ensure turnover of water in the glass-fused reservoir the minimum operating level, the difference between the maximum operating level and the level that calls the Stringtown Booster Station to run, would need to be set low enough to ensure that several feet of water is drawn out of the glass-fused reservoir before the booster pump is called to fill the reservoirs. Assuming the minimum operating level is set 2 feet below the glass-fused reservoir maximum operating level of 156.5 feet the decrease in system pressure would be approximately 1.2 psi.

Installation of an altitude valve would increase total storage volume to 1 million gallons but would decrease system pressure further than currently experienced.

2. Increase Maximum Operating Level Elevation

Currently, the maximum operating level elevation is set 0.75 feet below the glass-fused reservoir overflow elevation and the operating range, difference between maximum and minimum operating level, is one foot. If the maximum operating level elevation was set 0.5 feet below the glass-fused reservoir overflow and 1 foot of operating range was maintained the total storage volume would be 959,540 gallons and the system pressure decrease would be approximately 0.75 psi.

3. Raise Glass-Fused Reservoir Overflow Elevation

The manufacturer of the glass-fused reservoir has determined that the overflow elevation could be safely raised 10 inches. Two operating scenarios under this alternative were evaluated.

- a. Maximum operating level set 0.75 feet below the new overflow elevation of 158.08 feet. Maintain the operating range at 1 foot. Total storage volume available is 989,470 gallons and the system pressure decrease would be approximately 0.51 psi.



Mayor Mike Cassinelli
 May 21, 2014
 Page 3

- b. Maximum operating level set 0.5 feet below the new overflow elevation of 158.08 feet. Maintain the operating range at 1 ft. Total storage volume available is 1,002,371 gallons and the system pressure decrease would be approximately 0.4 psi.

The following table summarizes the operating parameters associated with the alternatives presented above.

TABLE 1
Comparison of Storage Volume and System Pressure

Alternative	Overflow Elevation (feet)	Glass-Fused Reservoir Maximum Operating Level (feet)	Steel Reservoir Maximum Operating Level (feet)	Glass-Fused Reservoir Volume (gallons)	Steel Reservoir Volume (gallons)	Total Volume (gallons)	PSI Differential (Pre-2014 to Current)
Current Operation (Max. Operating Level 0.75 feet below overflow)	157.25	156.50	156.50	502,505	444,133	946,638	-0.87
Increase Max. Operating Level to 0.5 feet below overflow	157.25	156.75	156.75	510,119	449,421	959,539	-0.76
Install Altitude Valve	160.50 ⁽¹⁾	156.75	159.50	510,119	507,581	1,017,700	-1.19
Increase Overflow Elevation 10 inch, Max Operating Level 0.75 feet below overflow	158.08	157.33	157.33	527,783	461,687	989,470	-0.51
Increase Overflow Elevation 10 inch, Max. Operating Level 0.5 feet below overflow	158.08	157.58	157.58	535,396	466,974	1,002,371	-0.40

(1) Overflow elevation of steel reservoir.

Water system modeling assumptions included in the City's 2010 *Water System Plan* are conservative enough that the assumptions included in the 2010 *Water System Plan* are not affected by this change.

The alternative to increase the overflow elevation of the glass-fused reservoir and set the maximum operating level at 0.5 feet below the overflow elevation provides total storage



Mayor Mike Cassinelli
May 21, 2014
Page 4

volume in excess of 1 million gallons and minimizes the pressure differential at the minimum operating level.

The City is not limited by the total storage volume available in the City Center Zone. Table 3-14, 2011 2010 *Water System Plan*, identifies that 614,241 gallons of storage is required in the City Center zone in 2030. The City had adequate capacity even with the 260,000 gallon wood reservoir. However, since the reservoir was in need of replacement it was determined that it was prudent to replace it with a 500,000-gallon reservoir to provide a higher level of system redundancy. At this time, the City will have between 332,000 gallons and 388,000 gallons of excess storage if both reservoirs are in operation depending on which of the alternatives discussed above is chosen. In the event that one reservoir is offline excess capacity from the Discovery Heights Reservoir can be directed to the City Center if necessary.

Additionally, we checked the 2011 AWWA Standard for Welded Steel Tanks and the current seismic design criteria to determine the freeboard height that would be included in the design if the steel reservoir were designed under the new standards. The new seismic standards would indicate that 6.7 feet of freeboard should be provided between the water surface and the roof to minimize potential damage to the roof due to a sloshing wave. The previous operating level of the steel tank allowed 4 feet of freeboard between the normal operating level and the roof. Currently the freeboard available in the steel tank is 7 feet. If an altitude valve were installed the freeboard available in the steel tank would be 4 feet and if the glass-fused tank overflow is raised 10 inches and the maximum operating level is set at 157.58 feet the available freeboard in the steel tank would be 5.92 feet.

We recommend that the City allow Gray & Osborne to install a 10-inch extension to the overflow riser in the glass-fused reservoir. The total storage volume available in the City Center zone will be in excess of 1 million gallons and the potential differential in system pressure will be minimized.

Please let me know how you would like us to proceed.

Sincerely,

GRAY & OSBORNE, INC.

Nancy E. Lockett, P.E.

NEL/sc
Encl.

cc: Ms. Teresa Walker, P.E., Washington State Department of Health, SW Drinking Water Operations

**AMENDMENT NO. 6
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, entered into this _____ day of July 2014, by and between the City of Ilwaco, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) March 28, 2012, for additional services related to the 500,000-Gallon Reservoir Project.

SCOPE OF WORK

This scope of work includes the outlet modifications in the glass-fused steel reservoir and preparation of specifications for painting of the steel reservoir at the City Center Reservoir site. This work will be completed at no cost to the City.

ARTICLE 2

CHARACTER & EXTENT OF ENGINEERING SERVICES

Glass-Fused Reservoir Outlet Modifications

The manufacturer of the glass-fused steel reservoir has determined that the overflow elevation could be safely raised 10 inches. Gray & Osborne will provide and install an extension to the existing overflow riser that would allow the City to operate the reservoir at a maximum operating level of 158.08 feet (0.5 feet below the new overflow elevation). Gray & Osborne personnel will enter the reservoir on two occasions. The first entry will be to verify the measurements of the existing overflow cone. The overflow extension will be installed during the second entry.

Gray & Osborne will submit a Water Quality Assurance Plan and Confined Access Plan for City comment prior to entry into the reservoir.

The overflow modifications will be installed by November 15, 2014.

Steel Reservoir Painting Specifications

Gray & Osborne will provide contract documents (proposal and specifications) the City can use to solicit bids for painting of the steel reservoir. The bid documents will include requirements for preparation of the tank for painting, including rust removal and spot repair, paint material specifications and coating procedures. Gray & Osborne will support the City during the bid period by placing the bid advertisement in the Chinook Observer and Daily Journal of Commerce (City to pay advertising costs), respond to bidder questions, prepare the bid tabulation and award recommendation letter.

The bid documents will be provided by August 15, 2014.

Seismic Valve

Gray & Osborne will provide an additional electronic copy of the original City Center bid documents which included the design and specifications for a seismic valve (Schedule C).

ARTICLE 4

COMPENSATION

The work included in this scope of work will be completed at no cost to the City of Ilwaco.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF ILWACO

By: _____
(Signature)

By: _____
(Signature)

Name: Thomas M. Zerkel, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: _____

Date: _____

"Equal Opportunity/Affirmative Action Employer"

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 07/14/14 Council Business Item:
- B. Issue/Topic: **Formalize City Conditions and Standards for Infrastructure Design and Construction**
- C. Sponsor(s):
1. Councilmember Marshall 2.
- D. Background (overview of why issue is before council):
While the City appears to have documented Conditions and Standards for infrastructure design and construction (i.e. utilities and roadways), the standards have not been adopted by the City Council and, therefore, carry insufficient legal weight. In particular, the existing document is not likely suitable for reference purposes in new legislation.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details):
- There is an existing document which had been believed to be adopted by the City Council. It appears the City can continue to use it with no harm done and should formally approve the use of what is already the de facto standard.
 - Subsequent discussions have been focused on new chapters but those chapters have not been finalized and there appears to be no plan to do so in the near term.
 - Something is better than nothing. If the newer chapters can be made available soon then they can replace the existing document. If not, then the existing document will at least be identifiable for reference purposes.
- The City Council can approve the existing document (electronic copy distributed).
- F. Impacts:
1. Fiscal: This will be a no-cost action.
 2. Legal: It appears this does not change anything the City is doing with regard to applying standards.
 3. Personnel: None
 4. Service/Delivery: None
- G. Planning Commission: Recommended N/A Public Hearing on
Staff Comments:
- H. Time Constraints/Due Dates: There is no hard date requirement but the follow-on legislative action requires it as requested by members of the City Council months ago. It should be approved without additional delay.
- I. Proposed Motion: **I move to approve the existing Conditions and Standards provided with the title: "City of Ilwaco Conditions and Standards for Infrastructure Design and Construction"**

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 7/14/14 Council Business Item:

B. Issue/Topic: **Amendment #3 First Avenue North Sewer Improvements**

C. Sponsor(s):

1. Cassinelli
- 2.

D. Background (overview of why issue is before council):

The First Avenue North Sewer Improvement Project was completed during 2013. The council chose not to accept the project until issues to the pavement were corrected. Retainage is in the form of a bond which will not be released until the project is accepted. The loan funds were only available until the end of 2013. The Department of Ecology has prepared the final amendment to the loan.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

The loan payment on the First Avenue portion of the project is estimated to increase \$630.34. Based on a review of the five-year projection for the sewer fund, it appears this increase can be afforded.

F. Impacts:

1. Fiscal: A loan from the Department of Ecology was available for \$969,572; however, the amount drawn was \$894,031.47. \$15,800.41 of interest has accrued on the loan draws making the amortized loan balance \$909,831.88. The loan payments were anticipated to be \$64,604 per year. Based on the new amortization schedule, they will be slightly lower at \$60,493.24 per year.
2. Legal: Documents to be reviewed prior to execution.
3. Personnel: None
4. Service/Delivery: None

G. Planning Commission: Recommended N/A Public Hearing on

H. Staff Comments:

I. Time Constraints/Due Dates:

J. Proposed Motion:

I move to authorize the mayor to execute the final loan amendment upon review by the city attorney for the First Avenue North sewer project from the Department of Ecology state revolving fund loan in the amount of \$909,831.88.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

June 30, 2014

Elaine McMillan
City of Ilwaco
P.O. Box 548
Ilwaco, WA 98624

**Re: Washington State Revolving Fund
Ecology Agreement No. L1300003, Amendment #3 (Final)
First Avenue North Sewer Improvements Project**

Dear Ms McMillan:

Enclosed are three unsigned copies of the above-referenced amendment between the Department of Ecology and the City of Ilwaco for the First Avenue North Sewer Improvements Project. The amendment closes out the loan and issues a final amortization schedule.

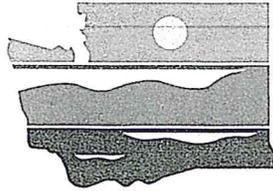
Please review the enclosed amendment and if all is acceptable, please have Mayor Casinelli sign each copy and then return all three of them to me for final signature. I will send you an original copy after our Program Manager signs.

If you should have any questions, please call me at (360) 407-6549.

Sincerely,

Bill Hashim
Financial Management Section
Water Quality Program

Enclosures



DEPARTMENT OF
ECOLOGY
State of Washington

**AMENDMENT NO. 3 (FINAL)
TO LOAN AGREEMENT NO. L1300003
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
THE CITY OF ILWACO**

PURPOSE: To amend the above-referenced loan agreement (LOAN) between the state of Washington Department of Ecology (DEPARTMENT) and the City of Ilwaco (RECIPIENT) for the First Avenue North Sewer Improvement Project (PROJECT). This amendment is needed to deobligate a portion of the LOAN funds, officially close out the PROJECT, and establish a final LOAN repayment schedule.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

- The standard LOAN amount is reduced by \$75,540.53, from \$969,572 to \$894,031.47 based upon the final eligible costs for the PROJECT.
- In addition, \$15,800.41 of interest has accrued from previous disbursements and is included in the final LOAN amount.
- The final Total Standard Interest LOAN amount, principal plus interest, is \$909,831.88.
- The Initiation of Operation Date is December 31, 2013, and based on this date, LOAN repayment will begin on December 31, 2014.
- The Estimated Loan Repayment Schedule Number 1920 is replaced with the attached Final Loan Repayment Schedule Number 2027.
- In accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, an administration charge was established for the State Revolving Fund, effective December 21, 2013. The interest rate for your loan, also known as the effective interest rate, of 2.7 percent consists of 1.7 percent interest and 1 percent administration charge. Interest received will go to the State Revolving Fund account. Administration charges received will go to the Administration Charge account to pay for DEPARTMENT's cost to administer the State Revolving Fund program.



FINAL LOAN REPAYMENT SCHEDULE

(REVISED) ATTACHMENT 8

Loan Number	L1300003	Loan Amount	\$909,831.88
Recipient Name	City of Ilwaco	Term of Loan	39 Payments
Amortization Method	Compound-365 D/Y	Annual Int. Rate	2.700 %
Project Completion Date	12/31/2013	Interest Compounded	Monthly
Initiation of Operations	12/31/2013	Loan Date	06/09/2014

Loan Number	L1300003	Department of Ecology	
Recipient Name	City of Ilwaco	Date Created	06/10/2014

Payment #	Due Date	Payment Amount	Interest	Principal	Balance
1	12/31/2014	\$30,246.56	\$13,715.83	\$16,530.73	\$893,301.15
SubTotal	2014	\$30,246.56	\$13,715.83	\$16,530.73	
2	06/30/2015	\$30,246.56	\$12,127.60	\$18,118.96	\$875,182.19
3	12/31/2015	\$30,246.56	\$11,881.62	\$18,364.94	\$856,817.25
SubTotal	2015	\$60,493.12	\$24,009.22	\$36,483.90	
4	06/30/2016	\$30,246.56	\$11,632.29	\$18,614.27	\$838,202.98
5	12/31/2016	\$30,246.56	\$11,379.58	\$18,866.98	\$819,336.00
SubTotal	2016	\$60,493.12	\$23,011.87	\$37,481.25	
6	06/30/2017	\$30,246.56	\$11,123.44	\$19,123.12	\$800,212.88
7	12/31/2017	\$30,246.56	\$10,863.82	\$19,382.74	\$780,830.14
SubTotal	2017	\$60,493.12	\$21,987.26	\$38,505.86	
8	06/30/2018	\$30,246.56	\$10,600.68	\$19,645.88	\$761,184.26
9	12/31/2018	\$30,246.56	\$10,333.96	\$19,912.60	\$741,271.66
SubTotal	2018	\$60,493.12	\$20,934.64	\$39,558.48	
10	06/30/2019	\$30,246.56	\$10,063.63	\$20,182.93	\$721,088.73
11	12/31/2019	\$30,246.56	\$9,789.62	\$20,456.94	\$700,631.79
SubTotal	2019	\$60,493.12	\$19,853.25	\$40,639.87	
12	06/30/2020	\$30,246.56	\$9,511.89	\$20,734.67	\$679,897.12
13	12/31/2020	\$30,246.56	\$9,230.40	\$21,016.16	\$658,880.96
SubTotal	2020	\$60,493.12	\$18,742.29	\$41,750.83	
14	06/30/2021	\$30,246.56	\$8,945.08	\$21,301.48	\$637,579.48
15	12/31/2021	\$30,246.56	\$8,655.88	\$21,590.68	\$615,988.80

Loan Number L1300003

Department of Ecology

Recipient Name City of Ilwaco

Date Created 06/10/2014

Payment #	Due Date	Payment Amount	Interest	Principal	Balance
SubTotal	2031	\$60,493.12	\$4,322.96	\$56,170.16	
36	06/30/2032	\$30,246.56	\$1,588.26	\$28,658.30	\$88,330.64
37	12/31/2032	\$30,246.56	\$1,199.19	\$29,047.37	\$59,283.27
SubTotal	2032	\$60,493.12	\$2,787.45	\$57,705.67	
38	06/30/2033	\$30,246.56	\$804.84	\$29,441.72	\$29,841.55
39	12/31/2033	\$30,246.68	\$405.13	\$29,841.55	\$0.00
SubTotal	2033	\$60,493.24	\$1,209.97	\$59,283.27	
Grand Total		\$1,179,615.96	\$269,784.08	\$909,831.88	

INTERLOCAL AGREEMENT
FOR
EQUIPMENT AND SERVICES

This agreement is made pursuant to RCW 39.34.010 between the Port of Ilwaco and the City of Ilwaco, political subdivisions of the State of Washington. Each party owns certain equipment and provides services that may be useful to the other party for public works construction, operations, maintenance and related activities. The parties agree that sharing equipment and services promotes the cost-effective and efficient use of public resources. The parties desire to enter into an agreement to establish procedures for sharing equipment and services, and defining legal relationships and responsibilities. In consideration of the mutual obligations and benefits herein set forth, the parties agree as follows:

1. The parties may make available to each other vehicles, equipment, machinery, related items and services in the manner and on the terms and conditions provided for herein.
2. Equipment may be provided upon reasonable request at mutually convenient times and locations. The provider retains the right to accept or decline the request.
3. The entity receiving the equipment (“user”) shall take proper precaution in its operation, storage and maintenance. Equipment shall be used only for its intended purpose. User shall permit the equipment to be used only by properly trained and supervised operators and shall be responsible for equipment repairs necessitated by misuse or negligent operation. User shall perform and document required written maintenance checks prior to use and after use and shall provide routine daily maintenance of equipment during the period in which the equipment is in user’s possession. User shall not, however, be responsible for scheduled maintenance or repairs other than repairs necessitated by misuse or negligent operation.
4. Provider shall endeavor to provide equipment in good working order and to inform user of any information reasonably necessary for the proper operation of the equipment. The equipment, however, is provided “as is”, with no representation or warranties as to its fitness for a particular purpose. User shall be solely responsible for selecting the proper equipment for its needs and inspecting equipment prior to use. It is acknowledged by the parties that the provider is not in the business of selling, leasing, renting or otherwise providing equipment to others and that the parties are acting only for their mutual convenience and efficiency.
5. The provider may, in its sole discretion, require that equipment be operated only by provider’s personnel. In so doing, provider shall be deemed an independent contractor. The provider shall meet the technical standards of the user, but shall retain full control over the manner and means of using the equipment.
6. User will reimburse provider for equipment and services based on the provider’s rates used for its internal financial management of personnel and equipment. Supplies will be charged at provider’s cost plus 15% or may be replaced by user. Services or equipment will be invoiced and paid on a project-by-project basis for projects that require over eight hours of equipment use or services. Provider will invoice user and user will make payment within 30 days of receipt of invoice.
7. The parties are independent contractors. Nothing herein shall alter the employment status of any workers providing services under this Agreement. Such workers shall at all times continue to be subject to all standards of performance, disciplinary rules and other terms and

condition of their employer. No user shall be responsible for the direct payment of any salaries, wages, compensation or benefits for providers' workers performing services on behalf of user under this agreement. No user shall be liable for compensating or indemnifying any employee of a provider for any injury or work arising in any way out of work provided pursuant to this Agreement.

8. Each party shall be solely responsible for its own acts, and those of its employees and officers under this Agreement. No party shall be responsible or liable for consequential damages to another party arising out of providing or using equipment or services under this Agreement. Providers requiring that their personnel operate equipment shall, within statutory limits, hold harmless, indemnify and defend the user, its officers, agents and employees from all claims arising solely by reason of any act or failure to act by the provider. Notwithstanding the above, the user shall bear sole responsibility for ensuring that it has the authority to request the work, for its designs and for any representations made to the provider regarding site conditions or other aspects of the project.

9. Either party may terminate its participation by providing thirty (30) days written notice to the other party. Any amounts due and owing by a terminating party shall continue as a debt and shall be paid within thirty (30) days of termination.

10. Nothing herein shall be deemed to restrict the authority of any of the parties to enter into separate agreements governing the terms and conditions for providing services on a specifically identified project.

11. This Agreement shall be effective upon execution by the last signatory.

For the Port of Ilwaco:

For the City of Ilwaco:

Signature

Date

Signature

Date

Title

Title