

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large		
Mayor		
Terry F. Harris, District 1, Mayor Pro Tem		Anthony E. Ketchum Sr., District 3
Daryl J. Lund, District 2		Chad E. Taylor, Position at Large
Dr. Isaac S. Pope, District 4		Bob Spahr, Position at Large

Regular Meeting of Monday, January 22, 2018 5:00 p.m.

1. <u>Call to Order.</u> (Mayor)
2. <u>Pledge of Allegiance.</u> (Mayor)

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
SPECIAL BUSINESS		
3. <u>Council Committee/Board Appointments.</u> (Mayor)	REVIEW AND APPROVE	1

CITIZENS BUSINESS
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of January 8, 2018.</u> (City Clerk)	APPROVE	5
5. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	10
6. <u>Accept Prindle Force Main Emergency Repair Project as Complete and Release Retainage to Sterling Breen Crushing, Inc., After All Statutory Requirements Have Been Met.</u> (City Manager, Public Works Director, Wastewater Superintendent)	APPROVE	12
7. <u>Appoint Recreation Manager to Chehalis Foundation Ball Field Endowment Committee.</u> (City Manager)	APPROVE	14

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
NEW BUSINESS		
8. <u>Key to the City to Orin Smith.</u> (Mayor, City Manager)	APPROVE	16
9. <u>Strategic Planning Update.</u> (City Manager)	INFORMATION ONLY	18

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
ADMINISTRATION AND CITY COUNCIL REPORTS		
10. <u>Administration Reports.</u>		
a. Finance report. (City Manager, Finance Director)	INFORMATION ONLY	- - -
b. City Manager update. (City Manager)	INFORMATION ONLY	- - -
11. <u>Councilor Reports/Committee Updates.</u> (City Council)		

EXECUTIVE SESSION		
12. Pursuant to RCW:		
a. 42.30.110(1)(c) – Sale/Lease of Real Estate		

**THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, FEBRUARY 12, 2018.**

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

MEETING OF: January 22, 2018

SUBJECT: Council Committee/Board Assignments

ISSUE

Every two years following the election/re-election of Council Members, the City Council reviews their assignments on various boards and committees.

DISCUSSION

During the January 8 meeting, Mayor Dawes distributed the list of boards and committees that Council Members currently serve on. Mayor Dawes asked Council Members to review the list and advise if they would like to make any changes, and then finalize the list during the January 22 meeting.

The attached list was reviewed by the administration and staff updates were made as needed.

RECOMMENDATION

It is recommended that the City Council review and revise as necessary, and then finalize the 2018 City Council committee/board assignments list.

SUGGESTED MOTION

I move that the City Council approve the 2018 City Council committee/board assignments list.

COUNCIL MEMBERSHIP ON COMMITTEES/BOARDS

1/22/2018

Committee / Board	Representative(s)	Meeting Information
Centralia-Chehalis Transportation Cooperative	Ketchum, Spahr, Taylor Staff: City Mgr, Public Works Dir	Does not currently meet, but keep on list.
Chehalis Basin Flood Authority	Community Development Dir	As scheduled
Chehalis Community Renaissance Team	Harris, Ketchum, Pope Staff: City Mgr, City Mgr Admin Asst	2 nd Friday of each month 8:30 - 9:30 am @ City Hall basement (small meeting room)
Chehalis Foundation	Pope	2 nd Tuesday of each month 11:30 am – 12:30 pm @ City Hall basement (small meeting room)
Chehalis-Lewis County Fire District 6 Consolidation	Dawes, Lund, Spahr	2 nd Wednesday of each month 6:00 pm @ LC Fire District No. 6 Station
Chehalis-Napavine-LCSD No. 4 Sewer Operations	Pope, Spahr	As needed
Chehalis Parks Committee	Harris, Lund, Pope Staff: Community Development Dir Recreation Mgr	As needed
Chehalis River Basin Partnership	Harris Alternates: Wastewater Supt Water Supt	4 th Friday of each month 9:30 am @ Lucky Eagle Casino, Rochester
Council Budget Committee	Dawes, Harris, Spahr	Annually during budget process
Council GMA Committee	Pope (chair), Dawes, Ketchum	As needed at city hall

Council Voucher Approval Committee	Dawes, Harris, Pope	Twice per month to review and sign vouchers at Finance Department
Joint Oversight Board for Functional Fire Consolidation	Dawes, Lund, Spahr Staff: City Mgr Fire Chief	4 th Wednesday – every other (odd) month 6:30 pm @ RFA Fire Station on Harris Avenue, Centralia
Lewis County EDC Board	Spahr	1 st Thursday of Feb, Apr, Jun, Aug, Oct, Dec 7:00 am @ Holiday Inn
Lewis County Historical Museum Board	Ketchum	3 rd Tuesday of each month 4:00 pm @ Museum meeting room
Lewis County Law and Justice Council	Staff: Court Admin Chair & Vice Chair of the LC Chiefs' and Sheriff's Assn	As scheduled LC Law & Justice Center
Lewis County LEOFF Disability Board	Lee Coumbs (represents Lewis County cities)	2 nd Tuesday of each month 9:00 am @ LC Commissioners Office
Lewis County Planned Growth (GMA) Committee	Spahr Staff: City Mgr Community Development Dir	1 st and 3 rd Mondays of each month 3:00 pm @ various locations
Lewis County Public Transportation Benefit Area Authority (Twin Transit Board)	Taylor	3 rd Thursday of each month 8:00 am @ Twin Transit office, Centralia
Lewis County Solid Waste Advisory Committee	Harris	2 nd Wednesday of each month 1:00 pm @ LC Transfer Station
Lewis County Solid Waste Disposal District Executive (Advisory) Committee	Harris	Once per year to approve the budget
Lewis County Traffic Safety Council	Staff: Kaut	3 rd Wednesday of each month 7:00 am @ Lewis County Sheriff's training room

Lewis County Transportation Strategy Council	Taylor Ketchum – Alternate Staff. Public Works Director	3 rd Monday of each month 2:00 pm @ LC Public Services
Lodging Tax Advisory Committee	Harris (chair) Staff. City Mgr City Mgr Admin Asst	Once per year in September and as needed City Hall
Rural Economic Development Public Facilities Advisory Committee (.09 Committee)	Dawes	2 nd Friday of Mar, Jun, Sept, and Nov 9:00 am @ Lewis EDC conference room
Sister City Committee	Ketchum Staff. City Mgr Admin Asst	As needed City Hall
South Puget Sound FTZ Policy Committee	Community Development Dir	2 nd Thursday of Jan, Apr, Jul, Oct 9:00 am @ Port of Olympia offices
SWW Economic Development Commission	Spahr Staff. City Mgr	Twice per year in January and July
SW Regional Transportation Planning Organization Board	Lund Ketchum – Alternate	Meets quarterly in Jan, Apr, Jul, Oct 9:30 am @ various member locations

January 8, 2018

The Chehalis city council met in regular session on Monday, January 8, 2018, in the Chehalis city hall. Mayor Dennis Dawes called the meeting to order at 5:00 pm with the following council members present: Terry Harris, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Melody Guenther, Court Administrator; Bill Hillier, City Attorney; Trent Lougheed, Community Development Director; Dale McBeth, Municipal Court Judge; Tim McGuire, Finance Department; Brandon Rakes, Airport Office Manager; Rick Sahlin, Public Works Director; Chun Saul, Finance Director, and Dave Vasilauskas, Water Superintendent. Members of the media included Natalie Johnson from *The Chronicle*.

1. **Swearing-in of Municipal Court Judge Dale McBeth.** City Attorney Bill Hillier administered the oath of office to Municipal Court Judge Dale McBeth. Judge McBeth's reappointment to a new four-year term was confirmed by the council at the December 11, 2017 regular meeting.

2. **Swearing-in of Re-elected Council Members.** Judge Dale McBeth administered the oaths of office to newly re-elected council members Dawes, Spahr, and Taylor. Each member was reappointed to a four-year term during the November 2017 election.

3. **Election of Mayor and Mayor Pro Tem.** Mayor Dawes opened the floor for nominations for mayor. Councilor Lund nominated Dennis Dawes for mayor. The motion was seconded by Councilor Pope. Mayor Dawes asked if there were any further nominations. Councilor Pope moved to close the nominations. The motion was seconded by Councilor Lund. The motion to elect Dennis Dawes as Mayor carried unanimously.

Mayor Dawes thanked his fellow council members for the honor of serving as mayor. He also thanked the voters of Chehalis for re-electing him to the council, which will probably be his last term. He looked forward to working with the council and staff during the next four years.

Mayor Dawes opened the floor for nominations for mayor pro tem. Councilor Spahr nominated Terry Harris for mayor pro tem. The motion was seconded by Councilor Taylor. Mayor Dawes asked if there were any further nominations. Councilor Pope moved to close the nominations. The motion was seconded by Councilor Lund. The motion to elect Terry Harris as mayor pro tem carried unanimously.

4. **Council Committee/Board Appointments.** Mayor Dawes distributed the list of various council committee/board assignments. He asked that the list be reviewed and confirmed at the next council meeting.

5. **Citizens Business.** Al Meuchel, with the Chehalis Eagles, addressed the council about an abnormal water consumption at the Eagles building. After trying to find the source of the leak, two causes were found and have been repaired. Mr. Meuchel asked for some relief on the water bill. City Manager Anderson advised that the city does have a provision for leak adjustments with documentation that repairs have been made. Rick Sahlin added that commercial accounts can receive two leak adjustments per year. He asked Mr. Meuchel to put something in writing as to what the leak was and what was done to repair it, and bring it to public works.

Councilor Pope noted the Eagles Museum no longer exists, but they are on the city's wayfinding signs. He asked if the museum could be removed from the signs.

Councilor Harris reported that twice this month he has heard from individuals who have had discrepancies on their water bills. They indicated that public works staff basically responded by saying that's what the bill is and it has to be paid. He asked what the process was to speak to other staff for more guidance when there is a huge anomaly in a bill. Rick Sahlin stated they can ask to talk to him, the water superintendent, or the office manager, but he stated that if there is no leak, they cannot make any adjustments to a bill. Councilor Harris suggested that customers be given a handout about options other than they just owe the money. Rick Sahlin stated that when there is a high reading, staff has already rechecked the meter to make sure that the reading was good. In this case, staff met with representatives of the Eagles to try and figure out what the situation was. City Manager Anderson believed that information regarding leak adjustments is provided readily by staff when those instances occur, but she thought the idea of having something in writing was a good one. Mayor Dawes suggested an annual flyer in the utility bills about leak adjustments.

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Councilor Lund credited the water department. He stated he has had several accounts over the years and he has been notified about potential leaks. He would find the leaks, fill out a form, and receive a leak adjustment. Mr. Sahlin noted that was the common procedure.

Mayor Dawes stated that Councilor Taylor reminded him about something that should be acknowledged, and that was the support system councilors have at home. Mayor Dawes and Councilor Taylor introduced their family members who were in attendance.

6. **Citizens Business.** Randy Mueller updated the council on Port activities:

- Maurin Road industrial construction project
- Increase transparency as an organization
- New website
- Allied Mineral looking at a relocation to Port property
- Looking at selling Port rail line to the Chehalis-Centralia Railroad & Museum
- Buying a 10,000 sq. ft. building from the Industrial Commission near the natural gas power plant to build inventory
- Working with CCRT on the Chehalis Co-Works site in downtown
- Interested in city discussions to address water needs for commercial, industrial, and residential users
- Update of Port's comprehensive plan

7. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

a. Minutes of the regular meeting of December 11, 2017;

b. December 15, 2017 Claim Vouchers No. 121084-121214 and Electronic Funds Transfer No. 1120171 in the amount of \$245,627.51; and December 29, 2017 Claim Vouchers No. 121215-121320 in the amount of \$449,637.65; and

c. December 29, 2017, Payroll Vouchers No. 40026-40070, Direct Deposit Payroll Vouchers No. 9009-9106, and Electronic Federal Tax Payment No. 179 in the amount of \$845,592.46.

The motion was seconded by Councilor Lund and carried unanimously.

8. **Presentation on City Water Availability.** City Manager Anderson stated that as the council prepares for its strategic planning process on January 19, it would be good to have an update on this subject. She stated Trent Lougheed would be making the presentation, but noted Rick Sahlin and Dave Vasilauskas provided support in preparation of the presentation.

Trent Lougheed provided a presentation on Chehalis water rights and water availability, including a history and status of water rights and demands.

History

North Fork Newaukum River:

- Certificated Water Right – 10 cfs (6.46 mgd); no annual limit – Priority Date of 2/6/1923
- Water Right Claim – 4.34 cfs (2.80 mgd); 3,136 ac-ft/yr (10,218 MG/yr) – Priority Date of 7/27/1997
- Water first put to use: 1914 – pre-dates "Section 39, Chapter 137, Session Laws 1917")

Chehalis River:

- Certificated Water Right – 11.6 cfs (7.48 mgd); 980 ac-ft/yr (319.3 MG/yr) – Priority Date of 11/26/1957
- Water first put to use: 1957
- Previous Rights – 15.0 cfs (9.7 mgd); no annual limit
- Rights reduced by DOE in 2008 to current level – Proof of Appropriations process

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Problems

Newaukum:

- Water Rights vs. Water Availability
 - Water Rights = 10 cfs (4,488 gpm) = 6,460,000 gpd
 - Plant Capacity = 7.42 cfs (3,333 gpm) = 4,800,000 gpd
 - River Capacity = 4.01 cfs (1,800 gpm) = 2,595,000 gpd
- Limiting Factor: seasonal low river flows (capacity)
- Nitty-Gritty: Have more rights than we can draw from the river

Chehalis:

- Water Rights vs. Water Availability
 - Water Rights = 11.6 cfs (5,206 gpm) = 7,494,000 gpd
 - = 980 ac-ft/yr (608 gpm continuous)
 - Plant Capacity = 7.42 cfs (3,333 gpm) = 4,800,000 gpd
 - River Capacity = ?
- Limiting Factor: Annual water withdrawal (rights)
- Nitty-Gritty: Need more water rights for annual withdrawal

Supply and Demand

- Highest system demand typically coincides with lowest water availability in the Newaukum (seasonal low flow):
 - Seasonal available water in Newaukum = 1,800 gpm (2,592,000 gpd)
 - Existing peak-day demands exceed 2,000,000 gpd
 - Existing peak-hour demands exceed water available in river
- Demands result in withdrawal from Chehalis River
 - Cost to pump and treat Chehalis River water is higher (pumping required and turbidity/chemical composition differences)
 - Temporary plant modifications required each time raw water source is changed

Alternatives to Consider

- Raw Water Impoundment on Newaukum
 - Land, design, and construction costs
 - Environmental/permitting issues
- Add second treatment plant dedicated to Chehalis River Water
 - Land, design, and construction costs
 - O&M costs of new plant
 - Need additional water rights for system sized for future growth with continuous operation
 - Force main replacement and pump station upgrades

Councilor Lund asked about drilling wells. Mr. Lougheed stated it could be done, but because we are in a closed basin, you would have to be able to obtain water rights through someone who had groundwater rights. It could also require a lot of treatment.

Councilor Pope asked about the wells on the poplar plantation property. Mr. Lougheed believed those were only groundwater monitoring wells.

Councilor Lund asked if someone like National Frozen Foods could drill a well and take some of the pressure off the system. Mr. Lougheed stated anyone would have to go through a process with the Department of Ecology and other studies.

Summary

- Existing peak demands utilize all water available on the Newaukum (seasonally)
- Water availability limiting commercial/industrial development for high water users
 - Both Port of Chehalis and EDC have had to reject interested parties due to water availability

January 8, 2018

- Existing 2004 ILA with Lewis County Water Sewer District 5 commits water for 20 years starting at a future date tied to the Comp Plan Amendment designating the District as an UGA
- Request to increase UGA to include 635 acres north of the city limits
- EDC has offered to pay legal fees for initial analysis of water rights attorney
- Possible Solutions
 - Attempt to obtain additional water rights
 - Install second plant (water right limitations)
 - Raw water storage
 - Reclaimed water

Councilor Pope asked if the city was still supplying water to areas outside of the city limits. Rick Sahlin indicated the city does supply water to three areas outside of town.

Mayor Dawes stated the area is not going to be able to grow without additional water rights and the other possible solutions discussed.

Councilor Taylor asked about the status of the agreement with Lewis County Water Sewer District 5. City Attorney Hillier stated Lewis County made the decision that the area should not be a new Urban Growth Area (UGA) because of their inability to provide appropriate roads, schools, etc. However, the city still has a 2004 agreement with the district to provide wholesale water. The agreement connected two studies – one by the district and the other by the city. The water rights at that time were what they were going to use as a basis for allowing them to have whatever amount of water they were seeking, but it was never determined exactly how much they wanted. The district was waiting until they got permission from the county to start the development. Mr. Hillier noted the district was already connected to the Onalaska sewer district for sewer, but they have never needed city water because they had their own wells that have been enough to take care of the first phase of the project. He stated it was recognized back in 2009 or 2010 that the city needed to get out of the agreement because it cannot provide what they need. An attorney was hired to begin the process of terminating the agreement, which went to mediation, but didn't go anywhere. As a result, the city entered into a tolling agreement with the district in 2013, which put the issue on hold. He advised that the next step is to terminate the tolling agreement.

City Manager Anderson stated that as far as water availability and rights, as different options are explored, some of the possible solutions will be translated into strategic planning objectives. At this time, staff has been looking at options and solutions and then we can proceed when those options are narrowed down. She believed the best place to start is to look at water rights.

Mr. Lougheed stated the 635 acres of property wanting to be in our UGA is currently in Centralia's UGA, so if Centralia has surface water rights on the Chehalis and they are removing the 635 acres it would make sense to transfer the water rights associated with those acres.

9. Administration Reports.

a. City Manager Update. City Manager Anderson congratulated Mayor Dawes and Councilors Spahr and Taylor on their re-elections, and also to Mayor Dawes and Mayor Pro Tem Harris for being elected to another two-year term as mayor and mayor pro tem.

City Manager Anderson introduced Chun Saul, the city's new finance director. Ms. Saul stated she comes from the city of Lacey with 13 years of experience. She stated she is settling into her new role, including printing of the 2018 adopted budget, which has been distributed to the council. Tim McGuire, interim finance manager, will stay on board for a few more months during the transition.

City Manager Anderson reminded the council about the January 19 strategic planning meeting.

10. Councilor Reports/Committee Updates.

a. Councilor Lund thanked Trent Lougheed for his report of water rights and availability. He congratulated his fellow council members on their re-elections. He also thanked Randy Mueller for his work at the Port of Chehalis.

January 8, 2018

b. Councilor Pope met with a subcommittee of the Chehalis Foundation this morning and they are planning a gala with all emphasis on civic projects. The gala is March 31 at the Jester Auto Museum. They would like project ideas from the city.

c. Mayor Dawes attended the following: ribbon cutting at Thorbecke's; mayors meeting; meeting with reps from Congresswoman Herrera-Beuller's office regarding sewer issues; and ribbon cutting at Woodland Village. He noted that January 9 is National Law Enforcement Appreciation Day and everyone is encouraged to do something in support of law enforcement. He stated first responders have a difficult job and we should let them know that we support them. Mayor Dawes stated his thoughts and prayers go out to Officer Daniel McCartney's family. Deputy McCartney was with the Pierce County Sheriff's Office and killed in the line of duty on January 8.

Mayor Dawes announced there would be no executive session. There being no further business to come before the council, the meeting was adjourned at 6:15 pm.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved:

Initials: _____

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: January 22, 2018

SUBJECT: 2017 Vouchers and Transfers

ISSUE

City Council approval is requested for 2017 Vouchers and Transfers dated January 12, 2018.

DISCUSSION

The January 12, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 121321-121432 and Electronic Funds Transfer Nos. 122017 and 1220171 in the amount of \$338,126.50 dated January 12, 2018, which includes the transfer of:

- \$95,743.95 from the General Fund
- \$18,382.09 from the Dedicated Street Fund-4% Sales Tax Fund
- \$65,710.58 from the Tourism Fund
- \$65,269.26 from the Wastewater Fund
- \$33,788.19 from the Water Fund
- \$2,414.55 from the Storm & Surface Water Utility Fund
- \$56,817.88 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the January 12, 2018 Claim Vouchers No. 121321-121432 and Electronic Funds Transfer Nos. 122017 and 1220171 in the amount of \$338,126.50.

SUGGESTED MOTION

I move that the City Council approve the January 12, 2018 Claim Vouchers No. 121321-121432 and Electronic Funds Transfer Nos. 122017 and 1220171 in the amount of \$338,126.50.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Chun Saul, Finance Director
Michelle White, Accounting Tech II

MEETING OF: January 22, 2018

SUBJECT: 2018 Vouchers and Transfers

ISSUE

City Council approval is requested for 2018 Vouchers and Transfers dated January 12, 2018.

DISCUSSION

The January 12, 2018 claim vouchers have been reviewed by a committee of three councilors prior to the release of payments. The administration is requesting City Council approval for Claim Vouchers No. 121433-121472 in the amount of \$507,823.81 dated January 12, 2018, which includes the transfer of:

- \$481,607.25 from the General Fund
- \$1,603.32 from the Wastewater Fund
- \$20,732.83 from the Water Fund
- \$105.28 from the Storm & Surface Water Utility Fund
- \$3,775.13 from the Airport Fund

RECOMMENDATION

It is recommended that the City Council approve the January 12, 2018 Claim Vouchers No. 121433-121472 in the amount of \$507,823.81.

SUGGESTED MOTION

I move that the City Council approve the January 12, 2018 Claim Vouchers No. 121433-121472 in the amount of \$507,823.81.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Rick Sahlin, Public Works Director
Patrick Wiltzius, Wastewater Superintendent

MEETING OF: January 22, 2018

SUBJECT: Prindle Pump Station Force Main Emergency Repair Project

ISSUE

The emergency repair work on the Prindle pump station force main is complete. The administration recommends that the City Council accept the project as complete.

DISCUSSION

On October 31, the Prindle pump station force main ruptured under Louisiana Avenue just south of Shoreline Drive. Because this force main carries a majority of the city's sewage to the treatment plant, and its repair was of extreme importance, the City Council adopted Resolution No. 9-2017 on November 13, declaring an emergency.

The size and depth of the force main rendered the repair project beyond the capabilities of Public Works staff so the administration contracted with Sterling Breen Crushing (SBC) to complete an emergency repair. Repair work began on November 6. SBC dug down approximately 20 feet and replaced a section of steel pipe that was badly corroded. When they attempted to put the force main back in service, sewage came out of the pipe casing located under I-5. After a failed attempt to block the leak at the casing, it was determined that the most prudent option was to replace the entire section of pipe under I-5. Because it could be completed in a short amount of time, it was decided to slip-line the original 18-inch steel pipe with new 12-inch fused HDPE pipe (the 12-inch pipe was the only size readily available for the project). On November 30, the slip-lining was complete and the pipe put in service. The administration is planning to hire a consultant to determine if the new 12-inch pipe will suffice as a permanent repair or if additional work will be required.

During the course of the work, Louisiana Avenue had to be shut down between West Street and SR-6 for approximately three weeks. The closure didn't appear to cause any significant issues.

FISCAL IMPACT

Final cost of the project is \$422,403.53 and will come out of wastewater utility funds. Early in the project, the extent of the repairs was unknown so a budget amendment in the amount of \$750,000 was approved by the City Council in December 2017. Funds that were not needed for the project will remain in the wastewater reserve fund. Since the expense took place over the course of two fiscal years, there may need to be an amendment to the 2018 Budget to reflect the expenses that were budgeted in 2017 and expended in 2018.

RECOMMENDATION

It is recommended that the City Council accept the Prindle Pump Station Force Main Emergency Repair Project as complete and authorize release of retainage after all statutory requirements have been met.

SUGGESTED MOTION

I move that the City Council accept the Prindle Pump Station Force Main Emergency Repair Project as complete and authorize release of retainage after all statutory requirements have been met.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
MEETING OF: January 22, 2018
SUBJECT: Chehalis Foundation Ball Field Endowment Committee Appointment

ISSUE

The Chehalis Foundation Board has created a Ball Field Endowment Committee as a standing sub-committee of the Chehalis Foundation and would like the Chehalis City Council to appoint one member to the committee.

DISCUSSION

The purpose of the Chehalis Foundation Ball Field Endowment is to accumulate financial assets to support youth ball facilities in Chehalis in perpetuity. The initial contribution to the Endowment, is from the Estate of Ray and Mary Ingwersen. In addition to the Ingwersen's generous gift, it is the intent of the Chehalis Foundation to pursue additional contributions to the Ball Field Endowment to further support and enhance the efforts of Chehalis ball fields in providing excellent ball facilities. The Ball Field Endowment is not intended to replace the current funding support of the city. The Board has delegated full responsibility for all investment and spending decisions and all administrative matters, including the retention of an investment manager, to the Ball Field Endowment Committee.

The Ball Field Endowment Committee initially will be comprised of 7 members: one member appointed by the Chehalis City Council; three current Chehalis Foundation Board Members; attorney for the Ingwersen Estate Bill Hillier; a representative from the Ingwersen Estate; and Robert Pehl. The Endowment Committee may choose to make subsequent modifications in the committee membership including increasing the maximum member of committee members. The Ball Field Endowment Committee will provide annual financial reports to the Chehalis Foundation Board.

While the Foundation would welcome anyone appointed by the City Council, they have suggested that Lilly Wall, Recreation Manager, would be an ideal representative. Lilly has a vested interest and knowledge of the community's resources and needs and would welcome the opportunity to represent the city on this committee, if the City Council would like her to do so.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

It is recommended that the City Council appoint Lilly Wall, Recreation Manager, to represent the City of Chehalis on the Chehalis Foundation Ball Field Endowment Committee.

SUGGESTED MOTION

I move that the City Council appoint Lilly Wall, Recreation Manager, to represent the City of Chehalis on the Chehalis Foundation Ball Field Endowment Committee.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council

FROM: Jill Anderson, City Manager

BY: Caryn Foley, City Clerk

MEETING OF: January 22, 2018

SUBJECT: Key to the City to Orin Smith

ISSUE

Mayor Dawes suggested that the City Council consider honoring Orin Smith with a key to the city for his significant contributions to the Chehalis community.

DISCUSSION

Resolution No. 11-2013 outlines the procedures for selection of recipients of a key to the city. A presentation of a key to the city is "in honor, recognition, or appreciation of a person that has provided significant service or leadership in the community, or other significant involvement deemed appropriate by the majority of the Chehalis City Council." The resolution requires the City Council to take formal action for the distribution of such keys.

Orin Smith's contributions have been quite significant and have helped make Chehalis a wonderful place to live and raise a family. His foundation has provided substantial funding for numerous city of Chehalis projects, including the Gail and Carolyn Shaw Aquatics Center and the Vernetta Smith Chehalis Timberland Regional Library, named in honor of his mother. He has had a tremendous impact on our community, including organizations such as the Chehalis Foundation, Providence Centralia Hospital, the Greater Chehalis Food Bank, Discover! Children's Museum, the Boys and Girls Club of Chehalis, TransAlta, and Centralia College.

Mr. Smith's generous contributions supporting the Chehalis School District Student Achievement Initiative and the partnership between the Chehalis School District and Centralia College are helping to make Chehalis a premier school district in the State of Washington to help prepare all students for a brighter future. The city recently honored Mr. Smith by naming the portion of SW 16th Street that runs in front of W.F. West High School as "Orin Smith Commemorative Way ~ Preparing Students for a Brighter Future" in appreciation of his overwhelming contributions.

It seems only fitting to recognize Orin Smith with a key to the city of Chehalis to express the city's sincere appreciation for everything he has done for Chehalis and our community.

RECOMMENDATION

It is recommended that the City Council recognize Orin Smith for his outstanding service to the city and community with a key to the city.

SUGGESTED MOTION

I move that the City Council recognize Orin Smith for his outstanding service to the city and community with a key to the city.

**CHEHALIS CITY COUNCIL MEETING
AGENDA REPORT**

TO: The Honorable Mayor and City Council
FROM: Jill Anderson, City Manager
MEETING OF: January 22, 2018
SUBJECT: Strategic Plan Update

ISSUE

This item has been scheduled to provide an overview of the strategic plan that results from the planning session scheduled for Friday, January 19, to keep the community informed of the city's mission and three-year goals.

DISCUSSION

The City Council is scheduled to meet with the City Manager and the Management Team to develop a strategic plan so that limited resources continue to be directed toward the city's highest priorities consistent with its mission and responsibility as a municipal government. An introduction of the plan has been scheduled in order keep the community informed of the city's work to use public resources most effectively.

RECOMMENDATION

This is an informational item and no action is needed at this time.

SUGGESTED MOTION

There is no motion needed.