

# 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  
Daryl J. Lund, District 2  
Dr. Isaac S. Pope, District 4

Anthony E. Ketchum Sr., District 3  
Chad E. Taylor, Position at Large  
Robert J. Spahr, Position at Large

## Regular Meeting of Monday, May 14, 2018 5:00 p.m.

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>PUBLIC HEARING</b>		
3. <u>2019-2024 Six-Year Transportation Improvement Program.</u> (City Manager, Public Works Director, Street/Storm Superintendent)	CONDUCT PUBLIC HEARING	1

<b>PROCLAMATIONS / PRESENTATIONS</b>	
4. <u>Proclamation – Police Week, May 13-19.</u> (Mayor)	
5. <u>Well City Award Recognition.</u> (Mayor)	

<b>CITIZENS BUSINESS</b>	
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
<b>CONSENT CALENDAR</b>		
6. <u>Minutes of the Regular City Council Meeting of April 23, 2018.</u> (City Clerk)	APPROVE	4
7. <u>Vouchers and Transfers – Accounts Payable.</u> (City Manager, Finance Director)	APPROVE	8
8. <u>Vouchers and Transfers – Payroll.</u> (City Manager, Finance Director)	APPROVE	9
9. <u>Resolution No. 3-2018, First and Final Reading – Declaring City Property to be Surplus.</u> (City Manager, Public Works Director, Maintenance Technician)	ADOPT	10
10. <u>Engineering Services Agreement with Gibbs &amp; Olson in the Amount of \$177,000 for the Chehalis Water System Plan Update Project.</u> (City Manager, Public Works Director, Water Superintendent)	APPROVE	13
11. <u>Memorandum of Understanding with Lewis County Seniors to Provide \$20,000 to the Lewis County Seniors Enrichment Programs.</u> (City Manager)	APPROVE	30
12. <u>Accept the Tract 5A Fill Project as Complete and Release Retainage After All Statutory Requirements are Met.</u> (City Manager, Airport Operations Coordinator)	APPROVE	34
13. <u>Cancel May 28 City Council Meeting.</u> (City Manager)	APPROVE	35

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>NEW BUSINESS</b>		
14. <u>Ordinance No. 987-B, First Reading – Amending the 2018 Budget.</u> (City Manager, Finance Director)	PASS	36
15. <u>National Avenue Slide Repair.</u> (City Manager, Community Development Director)	APPROVE ADDING TO CITY WORK PLAN	49
16. <u>Charging Services Agreement with EVgo Services LLC, for Two Vehicle Charging Stations on Airport Property.</u> (City Manager, Airport Operations Coordinator)	APPROVE	52
17. <u>Preliminary Analysis of Proposed Annexation Areas.</u> (City Manager, Community Development Director)	PROVIDE DIRECTION	60

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>ADMINISTRATION AND CITY COUNCIL REPORTS</b>		
18. <u>Administration Reports.</u> a. City Manager Update. (City Manager)	INFORMATION ONLY	- - -
19. <u>Councilor Reports/Committee Updates.</u> (City Council)	INFORMATION ONLY	- - -

**EXECUTIVE SESSION**

20. 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, JUNE 11, 2018.**

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**MEETING OF:** May 14, 2018

**SUBJECT:** Public Hearing and Council Direction for the 2019-2024 Six-Year  
Transportation Improvement Program

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**ISSUE**

The administration is presenting the proposed 2019-2024 Transportation Improvement Program (TIP) and will consider all comments during the public hearing regarding future transportation priorities.

**DISCUSSION**

The administration continues to identify aspects of the city's transportation system needing improvement for the safety and convenience of our citizens and visitors to Chehalis. Developing the TIP is the first step in the annual process required by WSDOT of all local agencies. Projects that receive funding from state or other federal sources are required to be identified on a local TIP and once funding is received, they are placed on the Statewide Transportation Improvement Program, commonly known as the "STIP." To be listed on the Washington State Department of Transportation (WSDOT) Statewide Transportation Improvement Program (STIP) the projects must be funded. The city does not have any current projects listed on the STIP.

Attached is a list of projects for the 2019-2024 TIP that the administration will continue to pursue funding sources for, including funding by the Transportation Benefit District.

**FISCAL IMPACT**

None at is time.

**RECOMMENDATION**

It is recommended that the City Council consider public testimony provided at the public hearing, close the public hearing, and direct the administration to prepare a resolution for their consideration of the 2019-2024 Six-Year Transportation Improvement Program at the June 11 council meeting.

**SUGGESTED MOTION**

I move that the City Council direct the administration to prepare a resolution for their consideration of the 2019-2024 Six-Year Transportation Improvement Program at the June 11 council meeting.

**CITY OF CHEHALIS - 2019-2024 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM**

Project	General Description	Funding Source	Start Year	Prior Years	2019	2020	2021	2022	2023	2024	Future	Total Cost
Citywide Preservation Program	Chip-sealing, HMA preleveling, patching	Arterial Steel/4% Funds/TBD	2019		125,000	175,000	175,000	200,000	200,000	200,000		1,075,000
Pacific Avenue - Main St. to Park St.	Street reconstruction, storm and water line replacement, ornamental lighting	TBD, Utility funds	2019		1,100,000							1,100,000
National Ave./ Coal Cr. Improvements	Coal Creek Bridge, intersection, pedestrian improvements, reconstruction	Grants/Arterial Steel/4% Funds/TBD	2019		200,000	2,500,000						2,700,000
Chehalis Avenue	Repair 3rd St. to 9th St.	Arterial Steel/4% Funds/TBD	2019		50,000	750,000						800,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Grants/Arterial Steel/4% Funds/TBD/Utility Funds	2020			200,000		1,800,000				2,000,000
Market Blvd - Park St to 13th St	Reconstruction	Grants/Arterial Steel/4% Funds/TBD	2020		150,000	4,700,000						4,850,000
Winchester Hill Dr.	Spot repair/ double chip seal or overlay	Arterial Steel/4% Funds/TBD	2020			70,000						70,000
Riverside Dr/Newaukum Ave repairs	Spot repairs Hwy 6 to Shorey Rd/sidewalks	Grants/Arterial Steel/4% Funds/TBD	2021				500,000					500,000
Main St.- Market to I-5	Grind and inlay	Grants/Arterial Steel/4% Funds/TBD	2021			650,000						650,000
Louisiana Ave.- Chamber Way to Home Depot	Grind & inlay, Chamber to Home Depot, traffic control improvements	Grants/Arterial Steel/4% Funds/TBD	2021			275,000						275,000
y Ave improvements	Overlay	Grants/Arterial Steel/4% Funds/TBD	2022					650,000				650,000
et Blvd - 13th to city limits	Reconstruct, pedestrian improvements	Grants/Arterial Steel/4% Funds/TBD	2023						100,000	4,500,000		4,600,000
20th St.- Market to Salsbury	Grind and inlay	Grants/Arterial Steel/4% Funds/TBD	2023						300,000			300,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	Grants/Arterial Steel/4% Funds/TBD	Future								450,000	450,000
Snively Ave improvements	Reconstruct 16th to 20th	Grants/Arterial Steel/4% Funds/TBD/Utility Funds	Future								2,500,000	2,500,000
National Ave.- Market to Chamber	Reconstruct, pedestrian improvements	Grants/Arterial Steel/4% Funds/TBD	Future								1,525,000	1,525,000
Chamber Way Bridge Replacement	Replace Bridge	Grants/Arterial Steel/4% Funds/TBD	Future							15,000,000		15,000,000
13th St.- Market to Interstate	Grind & overlay, ADA compliance	Grants/Arterial Steel/4% Funds/TBD	Future								260,000	260,000
Guardrail	Various locations throughout city	Grants/Arterial Steel/4% Funds/TBD	Future								125,000	125,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/frontage improvements	Grants/Arterial Steel/4% Funds/TBD	Future								2,500,000	2,500,000
					1,475,000	3,845,000	6,300,000	2,650,000	600,000	4,700,000	22,360,000	41,930,000

**Current Year (2018) Projects**

Chehalis Avenue- Isolated base failure repairs Main Street to John Street  
 Market Blvd. - Downtown parking Grind and repave parking areas  
 Chamber Way- Louisiana towards dead end, grind and repave  
 Prospect Slide- grind and repave  
 National Ave. under Chamber Way, slide repair and rechannelization

April 23, 2018

The Chehalis city council met in regular session on Monday, April 23, 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; Ken Cardinale, Fire Chief; Caryn Foley, City Clerk; Bill Hillier, City Attorney; Deborah King, Permit Technician; Trent Lougheed, Community Development Director; Brandon Rakes, Airport Operations Coordinator; Chun Saul, Finance Director; Glenn Schaffer, Police Chief; and Don Schmitt, Street/Storm Superintendent. Members of the news media in attendance included Alex Brown of *The Chronicle*.

1. **Chehalis Fire Department Medal of Valor to Chris Quinlan.** Mayor Dawes and Chief Cardinale presented the Chehalis Fire Department Medal of Valor to Seattle Firefighter Chris Quinlan. On February 6, off-duty Firefighter Quinlan stopped to assist with a multi-vehicle accident on I-5 at Exit 74. Firefighter Quinlan pulled a man pinned in his burning pick-up truck and began providing emergency first aid. The driver was air lifted to Harbor View in critical condition. Firefighter Quinlan was awarded the Medal of Valor for assessing the situation, risking himself, and saving a life. Firefighter Quinlan expressed his appreciation to the council for the award and introduced his family. Also in attendance were Seattle Fire Chief Harold Scoggins, Lewis County Fire District 6 Chief Tim Kinder, and several members of the Chehalis Fire Department.

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

- a. Minutes of the regular meeting of April 9, 2018;
- b. April 13, 2018 Claim Vouchers No. 122150-122300 and Electronic Funds Transfer No. 32018 and 42018 in the amount of \$418,509.52;
- c. Set May 14, 2018 at 5:00 pm to conduct a public hearing on the city's 2019-2024 six-year transportation improvement program; and
- d. Accept airport pump station project as complete.

The motion was seconded by Councilor Pope and carried unanimously.

3. **Interlocal Agreement with Lewis County for Permitting within the City's Urban Growth Area.** Trent Lougheed stated the goals for the agreement included: develop a clear and concise agreement that was easy to understand; enable future development patterns to become more urbanized; identify responsibilities for both the city and the county during the permitting process for future development; establish clear procedures for the city to consider county comments on project permit applications; retain the right of due process for county residents who wish to appeal decisions made by the city; clarify annexation procedures that reduce financial impacts to the county for continued public infrastructure investments; and establish a simple system to resolve disputes. Mr. Lougheed stated a list of responsibilities for each party was developed to help achieve the goal to have the UGA reflect a more urbanized setting. He noted there were a few things the city cannot retain responsibility for (e.g., flood plain permits; anything that requires a SEPA, etc.). Based on 2017 development applications, Mr. Lougheed anticipated the city would have received an additional \$42,500 in revenues if the agreement had been place.

Councilor Spahr stated the agreement states that the county will have approval on final plats in the unincorporated UGA and that the board of county commissioners may take such action on a final plat application as they deem appropriate. Mr. Lougheed stated that means approval of a final plat to have it recorded. Lewis County Community Development Director Lee Napier added she believed that was language taken from the city's municipal code.

City Attorney Hillier stated the county has no say on preliminary plats. Once accomplished and the project built out, a stamp of approval from the county is required because it's still in the county's jurisdiction.

Councilor Spahr stated the agreement provides that any party may appeal to the county, a decision by the city's Development Review Committee, Planning Commission, or Hearings Examiner. He asked if the reverse could happen or would it be addressed in the section of the agreement that talks about arbitration. Mr. Lougheed stated that if it got down to that it would be more toward the arbitration. An appeal would almost be like a comment that the city would take into consideration, but the city is the one approving it. The county can appeal the city's determination just like anybody else can.

April 23, 2018

Councilor Spahr stated he wished there would have been a work session on the issue. City Manager Anderson stated if the council wanted additional time, there was nothing to say the agreement had to be approved tonight.

Mayor Dawes stated he was quite involved in development of the agreement and he had a number of questions that were all resolved, including some of the same concerns brought up by Councilor Spahr. He stated he was comfortable with the agreement, but would leave it up to a majority of the council.

Councilor Pope stated "D" of Section 7 states, "The City shall pay the cost of all fire investigations within the unincorporated Urban Growth Area." It was his understanding that the provision was pursuant to state law and he would like the applicable RCW added. Mayor Dawes stated that Chief Cardinale was okay with the language as written, and was the same way everyone else is treated.

Councilor Pope asked if it would be a good idea to have an annual review of how things are going with the agreement. Mr. Hillier stated that as a practical matter, there would be no problem doing that. The agreement can be terminated with 30-days' notice, but it makes absolute sense to sit down with the county and visit every year about how things are going. Mr. Loughheed added that if any significant issues come up, the agreement can always be amended.

Councilor Ketchum thanked the county for opening this issue back up.

Councilor Harris echoed Councilor Ketchum's comment and specifically thanked Lee Napier and Trent Loughheed, and everyone else involved.

Commissioner Bobby Jackson stated the county believes a healthy Chehalis is a healthy county, and their goals from this point forward are to work with Chehalis, and every other city in the county, to ensure that much-needed development occurs.

Mayor Dawes stated his frustration from when the process first started to today is a lot better because all of his concerns were listened to and addressed. He was also glad about the good working relationship between the city and county.

Councilor Ketchum moved that the City Council authorize the City Manager to execute the Interlocal Agreement between the city of Chehalis and Lewis County. The motion was seconded by Councilor Pope. Mayor Dawes noted one needed correction to the document under Section 9 paragraph C, the first sentence should read, "The City agrees to reimburse the County for the depreciated value of capital road and/or stormwater construction projects and completed during the ten-year five-year period before annexation." Councilor Ketchum moved to amend the main motion to include the correction. Councilor Pope seconded the amendment, and the main motion carried unanimously.

**4. Business Licensing Service Agreement with State Department of Revenue.** Trent Loughheed explained that the state now requires that all cities have their business license renewals go through the Department of Revenue (DOR) Licensing Division, which will be implemented over the next 10 years. Chehalis was selected to be in the first group of 24 cities to join the Business Licensing System partnership (BLS). Mr. Loughheed stated there are no fees to the city associated at this point, and it will take some workload off city staff.

Councilor Ketchum was concerned that eventually the state would require funding from the cities.

Mayor Dawes was concerned about language in the agreement under "Purpose" where it talks about not only business licensing services, but "other regulatory activities except as expressly delegated to Revenue under this Agreement" and what that could include. He commented that it talks about the city having to obtain and maintain at its own cost, all necessary equipment and on-line services. The agreement also states that certain reports would have a cost.

Permit Technician Deborah King understood that the "other services" referred to has to do with collecting business taxes that the state is owed to ensure that the state is capturing all the taxes it is owed. With regard to additional equipment, Ms. King stated it will be an on-line program and is accessible by a select few, and those people will be able to access whatever information they want that is in the system. She wasn't sure what reports the agreement was referring to. Ms. King stated that some larger cities have been in the program for many years, and they like it.



April 23, 2018

Councilor Ketchum moved to authorize the City Manager to sign the agreement with the Washington State Department of Revenue to participate in the Business Licensing System Partnership. The motion was seconded by Councilor Spahr and carried unanimously.

5. **Commercial Development Plan for Airport.** City Manager Anderson stated the council previously approved a contract with WH Pacific to prepare a conceptual master plan for development of the airport. Brandon Rakes introduced Tom Jones with WH Pacific to present the proposed commercial development master plan for the airport.

Mr. Jones stated Derek Sergison, landscape architect, was also in attendance. The focus area primarily included approximately 130 acres northeast of the airfield. They began by looking at the existing land uses, what exists currently, what development is starting to come on board, and looking at undevelopable portions. They then looked at elements from other projects. The four areas looked at included:

**Aviation Area:** This area is adjacent to and off from the active runway. Potential uses could include airport mechanics training and vocational schools, and expansion of hangars and jet services.

**Upper Terrace Area:** This area is along the I-5 corridor. In addition to more retail, this area could see the development of medical offices, or more service-type uses that would create family wage jobs.

**Lower Terrace Area:** This area is behind Home Depot and is shown as retail, but he didn't know of any retailer that would want to be behind the back side of Home Depot that has no visual connectivity to Louisiana Avenue. Potential uses could include businesses that don't need and rely on that visual connection, such as fitness centers or storage facilities.

**Trailhead Park Area:** This area is the furthest north and includes "Airport Lake" and is an area with a lot of activity. This area could include trailhead and wetland/airport overlooks, a community garden, and bike and trail connections. It could be a prime stop for the Seattle-to-Portland (STP) bike ride.

Mr. Jones stated there were many concepts and directions the city could go. The construction of Discover! Children's Museum is exciting to retailers and could generate a lot of spinoff. Events like the STP and Leap the Levee could be a catalyst for other events/activities. As far as next steps, he suggested the city take advantage of expertise in the commercial realty community to look at targeted uses, along with talking to schools/colleges/aviation businesses.

Councilor Ketchum stated the city has been sitting on this property for many years and something needs to be done now while the market is good.

Councilor Harris asked if the Lower Terrace Area had to be aviation-related, or could it be used for manufacturing. Mr. Jones stated the area was shown as retail, which is really not appropriate for that location. He stated manufacturing was certainly an option.

Councilor Harris thought the conceptual drawings showed "Airport Lake" as larger than it is. He asked if the idea was to make the lake larger and use it for wetland mitigation. Mr. Jones stated that was a thought, but would certainly need to be looked at with more detail.

City Manager Anderson stated the next steps would include taking the proposed concepts that can be adjusted based on market demand and need, and start branding it and market it out to the right people. City Manager Anderson asked if staff was on the right track from the council's perspective. The council concurred that staff should move forward on branding and marketing the project.

## 6. **Administration Reports.**

a. **Finance Report.** Chun Saul reported on financial activities for the first quarter of 2018. She stated the target percentage for three months' operations was 25%. Overall revenues and transfers were 22.8% of the budgeted amount, and year-to-date expenditures were at 19.0% of total appropriations, which means the city operated within normal budget parameters. The 2018 adopted budget included use of about \$228,000 from the beginning fund balance for some one-time expenditures.

April 23, 2018

As of March 31, revenues were at 23.8% and expenditures were at 25.6%. Property tax collections were less than 1% due to the city not receiving the distributions from the county until May. It was also low because about 8.9% of the city's general property tax is placed in the Firemen's Pension Fund. This revenue was included in the general fund budget, as well as in the Firemen's Pension fund for the last two years in error. Total tax revenues through March were 22.0%. Charges for Services were also less than the targeted 25%, coming in at 11.5%. These charges include plan check review fees, charges for fire and police services, and parks & recreation fees. Parks & Recreation fees make up 55% of the budget in this category so these revenues are expected to pick up during the summer months. Ms. Saul stated that about 55% of revenues came from sales and use taxes, and 25% from utility taxes.

Total General Fund expenditures were 25.6% at the end of the first quarter. She noted most departments were below the 25% target, except Facilities & Parks, Police, and Fire due to projects, settlement of union contracts, purchase of uniforms, and purchase of minor equipment.

Ms. Saul stated in regard to Enterprise Funds, all funds operated within normal budget projections. Revenues ranged from 22.5% to 24.8%, while expenditures ranged from 16.4% to 12.8%.

With regard to Police and Fire expenditures, Councilor Spahr asked if those funds would level out. Ms. Saul believed the Fire Department would level out because the expenditures were one-time purchases for the year.

b. **City Manager Update.** City Manager Anderson noted that the second meeting in May falls on Memorial Day and if there was necessary business the regular meeting would be moved to Tuesday, May 29; however, at this time the administration recommends cancelling the meeting. The council fire subcommittee is working to schedule a meeting with District 6 to discuss potential consolidation and annexation.

**7. Councilor Reports/Committee Updates.**

a. Councilor Ketchum recognized the work of Permit Technician Deborah King. He stated that he is working with a company that has interaction with Ms. King and they have communicated to Councilor Ketchum that she is able to respond quickly to all their questions. He thanked Ms. King for all her hard work.

b. Councilor Harris thanked Lee Napier for her expertise.

c. Mayor Dawes attended the following: meeting with city and county staff regarding the interlocal agreement for permitting that was passed earlier this evening; the Twin City Kiwanis meeting and provided a "state of the city" update to the group; the annual Firemen's Pension Board meeting; and Business After Hours at Summit Funding.

d. Councilor Pope stated he was having issues opening some documents received via email. Councilor Harris stated he was having problems, as well. City Manager Anderson stated she would look into the issue.

There being no further business to come before the council, the meeting was adjourned at 6:27 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:** May 14, 2018

**SUBJECT:** Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Vouchers and Transfers dated April 30, 2018.

**DISCUSSION**

The April 30, 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. 122301-122415 in the amount of \$220,684.85 dated April 30, 2018, which includes the transfer of:

- \$111,032.75 from the General Fund
- \$2,998.90 from the Dedicated Street Fund – 4% Sales Tax
- \$32.50 from the Arterial Street Fund
- \$64,233.40 from the Public Facilities Reserve Fund
- \$14,502.68 from the Wastewater Fund
- \$12,577.18 from the Water Fund
- \$8,372.67 from the Storm & Surface Water Utility Fund
- \$6,096.51 from the Airport Fund
- \$838.26 from the Firemen’s Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the April 30, 2018 Claim Vouchers No. 122301-122415 in the amount of \$220,684.85.

**SUGGESTED MOTION**

I move that the City Council approve the April 30, 2018 Claim Vouchers No. 122301-122415 in the amount of \$220,684.85.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director  
Betty Brooks, Payroll Accountant

**MEETING OF:** May 14, 2018

**SUBJECT:** Payroll Vouchers and Transfers

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**ISSUE**

City Council approval is requested for Payroll Vouchers and Transfers dated April 30, 2018.

**DISCUSSION**

The administration requests City Council approval for Payroll Vouchers No. 40205-40250, Direct Deposit Payroll Vouchers No. 9407-9508, and Electronic Federal Tax Payment No. 183 dated April 30, 2018 in the amount of \$779,667.39, which include the transfer of:

- \$533,894.33 from the General Fund
- \$6,929.17 from the Arterial Street Fund
- \$93,003.71 from the Wastewater Fund
- \$96,510.17 from the Water Fund
- \$23,803.11 from the Storm & Surface Water Utility Fund
- \$23,631.98 from the Airport Fund
- \$1,894.92 from the Firemen's Pension Fund

**RECOMMENDATION**

It is recommended that the City Council approve the April 30, 2018 Payroll Vouchers No. 40205-40250, Direct Deposit Payroll Vouchers No. 9407-9508, and Electronic Federal Tax Payment No. 183 in the amount of \$779,667.39.

**SUGGESTED MOTION**

I move that the City Council approve the April 30, 2018, Payroll Vouchers No. 40205-40250, Direct Deposit Payroll Vouchers No. 9407-9508, and Electronic Federal Tax Payment No. 183 in the amount of \$779,667.39.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Caryn Foley, City Clerk

**DATE:** May 14, 2018

**SUBJECT:** Resolution No. 3-2018, First and Final Reading – Declaring Surplus Property

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**ISSUE**

The Parks & Facilities Division has property that is no longer needed. State law requires that property must first be declared surplus by the City Council before being sold, transferred, or disposed of.

**DISCUSSION**

The Parks & Facilities Division of Public Works has several vehicles and mowers that need to be surplus. Two of the vehicles are 20+ years old and experiencing transmission issues and all three have ongoing maintenance problems. The mowers have met their useful lives and have all been replaced with new equipment.

**FISCAL IMPACT**

All of the vehicles and mowers will be sold at auction with proceeds going to the Parks & Facilities operating budget.

**RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 3-2018, authorizing the City Manager to surplus the vehicles and equipment with the proceeds from their sale going to the Parks & Facilities' operating budget.

**SUGGESTED MOTION**

I move that the City Council adopt Resolution No. 3-2018 on first and final reading.

**RESOLUTION NO. 3-2018**

**A RESOLUTION OF THE CITY OF CHEHALIS, WASHINGTON, DECLARING PERSONAL PROPERTY OF THE CITY OF CHEHALIS TO BE SURPLUS AND OF NO FURTHER USE TO THE CITY, AND DIRECTING THE DISPOSITION THEREOF.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO RESOLVE AS FOLLOWS:**

**Section 1.** The following described personal property of the city of Chehalis, Washington, a municipal corporation, shall be, and the same hereby is, declared to be surplus and no longer of necessary use.

<b>Public Works – Parks &amp; Facilities</b>	<b>Identifying Information</b>
One (1) 2002 Ford Taurus SES	VIN # 1FAFP55202G243790
One (1) 1997 Ford Explorer	VIN# 1FMDU34E7VZA65133
One (1) 1971 International Sewer Pump Truck	VIN # 456080H076766
One (1) 2003 1435 Mower	Serial # TC1435DO20912 Model #F1435
One (1) Ex Mark Metro 26-Inch Mower	Serial # 714058 Model # M56KA2613
One (1) Ex Mark Metro 21-Inch Mower	Serial # 225138 Model # M216KASPC
One (1) Ex Mark Metro 21-Inch Mower	Serial # 224047 Model # M216KASPC

**Section 2.** The personal property described herein shall be disposed of by the City Manager.

**ADOPTED** by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

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City Attorney

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Rick Sahlin, Public Works Director  
Dave Vasilauskas, Water Superintendent

**MEETING OF:** May 14, 2018

**SUBJECT:** Award 2018 Water System Plan Update to Gibbs & Olson

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**ISSUE**

The Department of Health (DOH) mandates that all water systems update their Water System Plan (WSP) every 10 years (recently changed from every 6 years) pursuant to WAC 246-290-100 and WAC 246-291-140. The city's current WSP must be updated to be in compliance with these DOH guidelines. An engineering services agreement with Gibbs & Olson is being presented for the City Council's review and approval.

**DISCUSSION**

The city's current WSP was completed in 2012, approved by DOH, and adopted by the City Council as a "working" document. During the past six years the administration has completed many of the water infrastructure improvements that were identified in the plan, including:

- Under I-5 water main crossing at Louisiana Avenue to State Street
- High Level Reservoir replacement
- Water main replacement – Evergreen to Prospect, and Evergreen up Prospect to Crestview
- Flocculation Train at the Water Filter Plant

Updating the current plan provides the city an opportunity to evaluate our water system's current capabilities, plan for future growth/demands, and establish a schedule of system improvements necessary to provide quality water to our customers.

The administration, along with Gibbs & Olson, recently met with the DOH to agree upon the necessary scope of work required to update the plan. To that end, Gibbs & Olson has provided a scope and budget (attached) for this project for an amount not to exceed \$177,000.



A proposed outline for the updated plan is listed below:

- Chapter 1- Description of Water System
- Chapter 2 - Basic Planning Data
- Chapter 3 - System Analysis
- Chapter 4 - Water Use Efficiency (WUE) Program and Source of Supply Analysis
- Chapter 5 - Source Water Protection
- Chapter 6 - Operation and Maintenance Program
- Chapter 7 - Distribution Facilities and Construction Standards
- Chapter 8 - Capital Improvement Program
- Chapter 9 – Financial Program

**FISCAL IMPACT**

Funds for this project were budgeted in the 2018 Water Division budget.

**RECOMMENDATION**

The administration recommends the City Council approve the engineering services agreement with Gibbs & Olson for an amount not to exceed \$177,000.

**SUGGESTED MOTION**

I move that the Council approve the engineering services agreement with Gibbs & Olson for an amount not to exceed \$177,000.



May 4, 2018

Mr. Dave Vasilauskas  
Water Superintendent  
City of Chehalis  
2007 NE Kresky Avenue  
Chehalis, WA 98532

**RE: Agreement for Engineering Services - Chehalis Water System Plan Update Project**

Dear Dave:

Gibbs & Olson is pleased to submit this proposal to provide the City of Chehalis with Engineering Services for the Chehalis Water System Plan Update Project. This project will update the City's 2012 Water System Plan as required by WAC 246-290-100. This Letter Agreement, together with Exhibits A, B, and C comprises our proposed Agreement for Engineering Services for this project.

## AGREEMENT

### RELATIONSHIP

For purposes of this Agreement, the Client shall be the City of Chehalis, Washington and the Engineer shall be Gibbs & Olson, Inc., Longview, Washington.

### Scope of Services:

Engineer will provide planning and engineering services to prepare a Water System Plan (WSP) Update in accordance with WAC 246-290-100 to meet DOH requirements. The Engineer's detailed Scope of Work is presented in the attached Exhibit A - Scope of Work. A general schedule is also presented in Exhibit A.

### Budget:

The budget for the above referenced work shall be set at a maximum amount of \$177,000.00 as detailed in Exhibit B. The Engineer will perform the work on a time and materials basis and agrees not to exceed this maximum amount to complete the identified Scope of Work in Exhibit A without the Client's prior written authorization.

Engineer will bill the Client monthly for services performed and project expenses. A project status report describing the work completed during the past month, any unforeseen project conditions or issues which have developed, work anticipated to be performed in the next month, and any information needed from Client, will also be provided to the Client with the billing on a monthly basis.

Mr. Dave Vasilauskas  
Page 2 of 2  
May 4, 2018

Engineer proposes that this letter, together with Exhibits A, B, and C be our Agreement for Services for this project. If you have any questions or would like to discuss this further please contact me or Tom Gower at your convenience. If, however, this is agreeable please execute two copies of this Agreement, and return one executed Agreement to Engineer. Engineer will begin work immediately upon receiving the executed Agreement and a Notice to Proceed from Client.

APPROVED BY GIBBS & OLSON, INC.

By *Richard A. Gushman*  
Richard A. Gushman, President

Date May 4, 2018

APPROVED BY CITY OF CHEHALIS

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT A  
SCOPE OF WORK  
WATER SYSTEM PLAN  
CITY OF CHEHALIS, WASHINGTON**

**BACKGROUND**

The Client's Water System Plan was last adopted in February 2012. Water System Plan (WSP) updates are now required every 10 years or as otherwise required by the Washington State Department of Health (DOH) in accordance with WAC 246-290-100. The WSP will be approved by DOH and adopted by the Owner.

The WSP's purpose is to provide the Client with a strategy to meet the community's water system needs for a 20-year planning period. The plan will also identify a water system capital improvement plan (CIP) to be implemented over the next 10 years. Water system evaluation and design criteria will be based on DOH's Water System Planning Handbook and Water System Design Manual.

**PROJECT DESCRIPTION**

The Engineer will provide planning and engineering services to prepare a WSP in accordance with WAC 246-290-100 to meet DOH requirements.

To assist in timely and thorough preparation of the WSP, the Client shall provide the following items and services to Engineer as available:

1. Existing engineering reports, previous WSP reports, construction documents and current planning information. If possible the 2012 WSP will be provided in Word.
2. Copies of water system ordinances, policies and construction standards.
3. Water production and water use records for a minimum of the previous three years (DOH prefers 6 years if available).
4. Water quality analysis records as needed.
5. A copy of the most recent water system hydraulic model input and output files.
6. A copy of the most recent water system maps in AutoCAD.
7. Itemized water system budgets and expenditures for the previous three-year period in Excel.

**ASSUMPTIONS**

The identified Scope of Work is based on the following assumptions. If any ultimate facts or events differ from these assumptions, the Engineer's scope of work, schedule and compensation shall be adjusted accordingly.

- A. The project is funded with Client funds only and no outside funding requirements will apply.
- B. All report exhibits, maps and figures will be prepared in AutoCAD Civil 3D 2017. Files will be provided in pdf, CAD and an industry standard format compatible with ArcGIS if requested by the Client.
- C. No cultural or historical resource evaluation or investigation is required to be performed.

- D. No wetland, biological or habitat investigation or reports are required.
- E. No special reports such as a hydrogeological evaluation will be performed.
- F. The Client's 2012 Water System Plan report will be available for the Engineer's use.
- G. The Client will provide fire hydrant flow and pressure data to Engineer for us in hydraulic modeling of the distribution system. Hydrant flow and pressure data requirements will be determined jointly by Client and Engineer.
- H. Existing water system mapping will be available in AutoCAD and will not have to be re-created by the Engineer from pdf or other non-CAD formats.
- I. The existing water system model input and output files will be useable by the Engineer so that system modeling can build on the most recent modeling and not have to be re-created from scratch.
- J. Information in the existing 2012 WSP that is both applicable and up to date will be utilized in preparation of the 2018 WSP.

The work that will be provided by the Engineer for this project includes the following items and services:

**Task 1: Prepare WSP suitable for approval by DOH in accordance with WAC 246-290-100.**

The scope and detail of the WSP elements is as follows:

**Chapter 1 - Description of Water System**

1. Prepare descriptions of water system ownership and management.
2. Prepare descriptions of water system background and history.
3. Prepare an inventory of existing facilities, including sources, distribution, storage, pump stations, pressure reducing valves and treatment. The inventory will also be shown in map form. The inventory will address the remaining useful life of each component and a schedule for replacement.
4. Prepare descriptions of the applicability of related planning documents such as applicable Water Resource Inventory Area (WRIA) and City/County land use plans and zoning.
5. Prepare service area mapping that clearly shows the service retail area and water rights for place of use.
6. Update current water service area policy, conditions of service policy, and annexation policy descriptions and recommendations with additions or amendments to these policies. These policies should define provisions for new service and include associated timeframes to provide applicants with a summary of what to expect.
7. Duty to serve requirement: Describe how the City intends to meet the four threshold factors below within its retail service area.
  - A. Capacity – a water system capacity determination is required.
  - B. Consistency – the consistency determination must evaluate land use, 6-year growth

projections, service extension ordinances, and new water services provisions.

- C. Water Rights – a water right self-assessment is required to be included in the WSP. Ecology will review the water right self-assessment.
  - D. Timely and Reasonable – the City’s service policies must be included in the WSP. These policies must describe how the City will provide new service.
8. Complete required forms and checklists required for compliance with the Municipal Water Law (Local Government Consistency).

#### Chapter 2 - Basic Planning Data

1. Review and analyze water use and water production data for the previous 3 to 5-year period.
2. Prepare description and analysis of current population, service connections and equivalent residential users (ERU’s). This will include the definition of an ERU.
3. Prepare a summary of source and service meter data (minimum of 3 years, DOH prefers 6 years if possible). This summary will include monthly and annual production and consumption totals.
4. Prepare usage by customer class. Industrial and commercial demands will be analyzed separately from the residential demand and multi-family structures will be analyzed separately from single family residences. Seasonal variations in consumption by customer class will also be evaluated and summarized.
5. Prepare data and assumptions, including distribution system leakage, for calculating average daily demand (ADD), maximum daily demand (MDD), and peak hour demand (PHD).
6. Prepare a demand analysis per pressure zone for the entire water system.
7. Prepare 10 and 20-year projections for population, service connections and ERUs with and without expected efficiency savings (conservation).
8. Provide 10 and 20-year projections for land use and zoning.
9. Present distribution system leakage in percentage of annual production and annual volume expressed in ERUs.
10. Provide a discussion of the City’s existing intertie with the City of Centralia, a copy of the intertie agreement, and any other proposed interties.

#### Chapter 3 - System Analysis

1. Identify assumptions and basis of analysis for system design standards, policies on operations and expected level of service (such as standby storage, pumping restrictions and standby back-up power) and fire flow requirements and if nesting is allowed. Written confirmation from the local fire authority for fire flow requirements.
2. Prepare a system inventory and description.
3. Prepare capacity analysis of system. This will include a limiting factor analysis developed using DOH’s Water System Design Manual worksheet 6-1. Capacities for

source, pumping, water rights, treatment, storage and distribution will be shown in tabular format.

The capacity analysis will be for the whole system and for each pressure zone.

An analysis of water rights will be performed for existing conditions, 10 years and 20-year projections. Copies of the City's water right certificates will need to be included in this chapter.

4. A hydraulic analysis will be performed for the distribution system using KYPIPE 2016 Professional. The system will be evaluated based on PHD and MDD plus Fire flow. The system will be evaluated for current conditions and based on the 10-year and 20-year planning periods. Minimum pressures and maximum flow velocities will be identified. Assumptions used in the modeling, pressure zone boundary conditions and summary of model input information will be provided. Storage assumptions for modeling will be based on minimum reservoir levels. Model verification and calibration methods and results will be presented as will a summary of identified system deficiencies for each modeling scenario.
5. Possible improvement projects to address identified system deficiencies will be identified, analyzed and presented.
6. Update mapping as appropriate and prepare base maps for use in hydraulic modeling.

#### Chapter 4 - Water Use Efficiency (WUE) Program and Source of Supply Analysis

1. The City's current WUE program will be described.
  - A. Work with the City to identify the City's WUE goal and how it will be adopted utilizing a public process.
  - B. Measures selected to be implemented to achieve the goal, including schedule and budget costs will be described. Projected water savings from the selected measures will be estimated.
  - C. The City's process used to evaluate the WUE measures that are not implemented or included in the WUE goal will be described.
  - D. The process the City will use to determine effectiveness of the WUE program will be described.
  - E. The City's annual consumer education process will be described.
  - F. Water saved from efficiency measures over the past 6 years will be estimated.
  - G. A quantitative evaluation of measures to determine if they are cost-effective, including the marginal cost of water production, will be performed.
  - H. A quantitative and qualitative evaluation of measures to determine if they are cost-effective from the societal perspective.
2. A schedule for replacement of source and service meters will be developed with activities to minimize leakage.

3. If distribution system leakage exceeds 10% a Water Loss Action Control Plan per WAC 246-290-820 will be required to be prepared.
4. A summary of water supply characteristics, description and discussion on effect of water use will be prepared.
5. A source of supply analysis and evaluation of supply alternatives will be prepared.
6. Reclaimed water use opportunities will be explored. Cost-effective opportunities, if any, will be identified and summarized.

#### Chapter 5 - Source Water Protection

1. Watershed Control Program Requirements will be summarized.
2. The City's North Fork Newaukum Watershed Control Program will be reviewed and updated as appropriate.
3. The City's Chehalis River Watershed Control Program will be reviewed and updated as appropriate.
4. Future Watershed Protection Efforts identified in the 2012 WSP will be reviewed and updated as appropriate.
5. The City's contingency plan that makes provision in case of a drinking water emergency will be reviewed, updated and presented.
6. Water quality of the City's raw water sources will be analyzed and summarized.
7. Provide System Overview and Water Quality Compliance Responsibility
8. Summarize Drinking Water Regulatory Framework
9. Provide Overview of Drinking Water Regulations and Chehalis' Compliance
  - o Treatment Regulations
  - o Finished Water Regulations
  - o Distribution System Regulations
  - o Consumer Confidence and Public Notification Rules
10. Identify and Summarize Recently Promulgated and Anticipated Drinking Water Regulations
11. Identify Labs Used for Chehalis' Sample Analyses
12. Summarize Response to Customer Inquiries and Complaints
13. Provide a Summary of Regulatory Status & Monitoring Requirements.

#### Chapter 6 - Operation and Maintenance Program

1. A summary of water system management and personnel will be prepared including a summary of all certifications held by City staff members.
2. Update recommendations for routine operation and preventive maintenance, record keeping and water quality sampling schedules. Standard operating procedures for the City's surface water treatment plant will be incorporated into the Water System Plan.



3. The City's water quality sampling procedures and program will be reviewed, updated and presented.
4. Review the City's coliform monitoring plan to ensure it complies with the Revised Total Coliform Rule (RTCR) that went into effect on April 1, 2016.
5. The City's Emergency Response Plan (ERP) will be reviewed and updated as appropriate utilizing DOH's template. The ERP will include:
  - water system contacts;
  - vendor contacts for equipment replacement, water haulers, etc.;
  - example notices for water outages, boil water advisories, coliform maximum contaminant level, and emergency conservation;
  - emergency government officials contact information including DOH regional engineer; County Health Department, State and Emergency Operations Centers;
  - a list of emergency sources and interties; and
  - emergency response planning activities to ensure preparedness.
6. Prepare summaries of safety and customer complaint procedures.
7. Prepare summaries of Cross-Connection Control (CCC) Program policy and implementation status. A copy of the City's CCC ordinance/resolution will need to be included in the Water System Plan. An inventory of service connections the City relies upon backflow preventors to protect the public water system, the type of backflow prevention, the assessed degree of hazard, and the history of annual testing for each assembly will be prepared.
8. Prepare summaries of recommended record keeping, reporting and customer complaint procedures.
9. Prepare summary of operation and maintenance deficiencies, if any, and present recommendations for addressing them.

#### Chapter 7 - Distribution Facilities Design and Construction Standards

1. Include the Client's water construction details and standards for watermains, pump stations and reservoirs.

#### Chapter 8 - Capital Improvement Program

1. Prepare a summary of priorities for capital improvements for 10 and 20 years.
2. Prioritize all recommended capital, management and planning improvements.
3. Present and discuss a schedule of improvements and associated cost accounting for inflation and potential funding sources.
4. Prepare a schematic map identifying recommended capital improvements.

#### Chapter 9 - Financial Program

1. Describe previous expenditures and revenues for the past 3 years at minimum.

2. Present a 10-year balanced budget for capital improvement and operation and maintenance expenses meeting DOH requirements for financial viability. This will include a plan for collecting the revenue necessary to maintain cash flow stability and to fund the capital improvement plan and emergency improvements.
3. Describe applicable federal, state and local funding and provide recommendation for application schedules (if needed).
4. Evaluate the affordability of water rates and the feasibility of adopting and implementing a rate structure that encourages water demand efficiency.
5. Evaluate connection fees to verify the fees are sufficient to cover the costs of additional infrastructure required to serve the additional connections and buy-in to the existing infrastructure costs.

The Engineer will provide the draft WSP to the Client for review and comment in pdf format only. The Engineer will provide five copies of the draft WSP to be submitted to DOH for review and comment in hardcopy format and in electronic pdf format. The Engineer will provide the final approved and adopted WSP document to the Client in pdf format only. CAD and industry standard compatible files for use in ArcGIS will be provided for all map figures created.

#### **TASK 2 – SITE VISITS, MEETINGS AND PROJECT ADMINISTRATION/MANAGEMENT**

##### **A. Site Visits, Meetings, Project Administration & Management**

1. Conduct a project kickoff meeting with Client. Field visit to key components of water system.
2. Conduct a pre-planning meeting with Client and DOH planner and engineer to review project scope of work, discuss system specific items of concern to DOH, if any, and to outline communications with DOH during preparation of the WSP
3. Conduct up to three site visits to verify conditions for capital improvement recommendations and cost estimates.
4. Conduct a project progress meeting or conference call with Client every month to review project progress, identify any issues that have arisen, identify information needed, and to review information prepared to date.
5. Attend a meeting with Client staff to summarize planning data, improvement program and allow for Client review and feedback.
6. Attend a City Council meeting to summarize planning data, improvement program request authorization for submittal of the WSP to DOH for approval.
7. Attend a City Council meeting to discuss response to significant DOH comments, facilitate public involvement and recommend WSP adoption.
8. Assist the Client in conducting a public meeting with water system customers and in conducting a WUE public forum.
9. Prepare monthly narrative progress reports during project and submit them to the Client with Engineer's monthly invoice. Each progress report will summarize work completed

during that billing period, work anticipated to be completed during the next billing period, any information Engineer needs to receive from the Client, any unforeseen items which have arisen and how they are being handled, and any upcoming scheduled meetings.

### TASK 3 - PUBLIC INVOLVEMENT

1. Assist the Client in conducting an informational meeting for the Client's water customers and in scheduling and notifying customers of the meeting through information on the City's website, notice in utility bills, and a press release to local print and radio media outlets. Questions and comments from the water customers will be documented and incorporated into the WSP document.
2. A WUE public forum must also be conducted to obtain DOH approval of the Water System Plan.

### SCHEDULE MILESTONES

Engineer will begin work immediately upon receipt of authorization from the Client to proceed. Engineer has assumed a start date of May 7, 2018 and the below milestones are based on this start date.

1. Kick-off meeting with Client - Week of May 7, 2018
2. Submit Draft Water System Plan to Owner for Review - February 2019
4. Address Owner Comments & Submit Water System Plan to DOH for Review - March 2019
5. DOH Review - Up to 90 Days - Anticipate Receiving DOH Review Comments by June 2019
6. Conduct Public Meeting for Customers and the WUE public forum - June-July 2019
7. Address DOH Review Comments and Submit Final WSP to DOH - July-August 2019
8. City Council adopts Final Water System Plan - August 2019
9. DOH Approval of Water System Plan - August 2019



	Prin.	PM	Engr. VI	Engr. I	CAD II	Admin Asst.	G&O Budget
<b>Engineering Services</b>							
Task 1 - Prepare WSP Update per WAC 246-290-100							
Ch. 1 Description of Water System	0	36	34	52	24	6	\$18,800
Ch. 2 Basic Planning Data	2	52	46	98	0	8	\$26,020
Ch. 3 System Analysis	4	36	48	128	0	9	\$26,663
Ch. 4 Water Use Efficiency Program & Source of Supply Analysis	2	28	22	36	0	6	\$12,362
Ch. 5 Source Water Protection	4	48	60	74	0	10	\$25,842
Ch. 6 Operation & Maintenance Program	0	30	20	40	0	10	\$12,650
Ch. 7 Distribution Facilities Construction Standards	2	4	4	8	0	4	\$2,654
Ch. 8 Capital Improvement Program	2	24	16	44	8	4	\$12,018
Ch. 9 Financial Program	0	32	20	46	0	5	\$13,207
A Mapping	2	2	4	8	16	0	\$3,482
Task 2 Site Visits, Meetings, Project Administration & Management							
A Project Kick-Off Meeting with Client Staff	0	4	4	4	0	1	\$1,751
B Pre-Planning Meeting with DOH & Client Staff	4	4	0	0	0	1	\$1,535
C 3 Site Visits To Verify Conditions for Recommended Capital Improvements	0	6	2	12	0	0	\$2,446
D 12 Monthly Progress Meetings or Conference Calls with Client	2	12	4	12	0	4	\$4,462
E Meet with Client to Summarize Planning Data & Improvement Program	0	4	4	4	0	1	\$1,751
F Prepare & Submit Monthly Narrative Progress Reports to Client	0	8	0	0	0	2	\$1,542
G Attend 2 City Council meetings to present WSP to Council and recommend adoption of WSP by Council	2	6	2	12	0	2	\$2,962
Task 3 Public Involvement							
A Assist City in conducting an informational meeting with water customers and in scheduling/providing notice of meeting	0	6	2	8	0	4	\$2,354
B Assist City in conducting a IWUE (conservation) public forum	0	6	2	8	0	4	\$2,354
SUBTOTAL							
Mileage - 1000 @ \$0.545/mile							\$545
Reproduction							\$100
Miscellaneous Project Expenses							\$1,460
<b>TOTAL BUDGET</b>	<b>26</b>	<b>348</b>	<b>294</b>	<b>594</b>	<b>48</b>	<b>81</b>	<b>\$177,000</b>
2018 RATES \$191 \$176 \$155 \$90 \$88 \$67							

EXHIBIT C  
GENERAL CONDITIONS

A. HEADINGS

Headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

B. STANDARD OF PRACTICE

Services performed by the Engineer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality and under similar conditions at the time the services are performed. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

C. MAINTENANCE OF PROFESSIONAL STANDARDS AND ETHICS

The Client recognizes that the Engineer's services in all cases must be rendered in accordance with prevailing professional standards and ethics, as well as certain laws or regulations that apply specifically to the Engineer. If a situation emerges that causes the Engineer to believe compliance with the Client's wishes could result in the Engineer violating an applicable provision or aspect of professional standards or ethics, laws or regulations, the Engineer shall so advise the Client, and the Client and the Engineer shall immediately enter into discussions to arrive at a mutually satisfactory solution. Failing achievement of a solution, either party may terminate this Agreement in accordance with termination provisions stated herein.

D. NO THIRD PARTY BENEFICIARIES

Engineer's services are intended for the Client's sole use and benefit and solely for the Client's use on this Project and shall not create any third party rights. Except as agreed in writing, Engineer's services and work products shall not be used by or relied upon by any other person or entity.

E. ASSIGNMENT

The Engineer shall not assign this Agreement in whole or in part nor subcontract any portion of the work to be performed hereunder, except that the Engineer may use the services of persons and entities not in his or her employ, when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants, and testing laboratories. The Engineer's use of others for additional services shall not be unreasonably restricted by the Client provided the Engineer notifies the Client in advance.

F. INDEPENDENT CONSULTANT

The Engineer is an independent consultant. The Engineer and Engineer's employees or agents performing work under this Agreement are not employees or agents of the Client. The Engineer will not hold itself out as nor claim to be an officer or employee of the Client. The Engineer will not make any claim of right, privilege, or benefit which would accrue to an employee of Client under law. The Client shall neither be liable for nor obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay any social security or other payroll taxes as due. Industrial or any other insurance which is purchased for the benefit of the Engineer shall not be deemed to convert this Agreement to an employment contract.

It is recognized that the Engineer may or will be performing professional services during the term for other parties and that the Client is not the exclusive user of the Engineer's services; provided, however, that the performance of other professional services shall not conflict with or interfere with the Engineer's ability to perform the services to be performed under this Agreement.

G. INSURANCE

1. The Engineer maintains: 1) worker's compensation and employer's liability insurance of a form and in an amount as required by state law; 2) comprehensive general liability and automotive liability insurance; and 3) professional liability insurance to cover negligent errors or omissions for which the Engineer becomes legally obligated to pay. Certificates of Insurance (COI) shall be provided to the Client upon request. The Client will be named as an additional insured if required on the comprehensive general liability and automotive liability insurance policies.

2. Client agrees to require Engineer and any Subconsultants, subcontractors or third parties utilized by Engineer to be named as additional insureds for all insurance policies related to this Project carried by contractors, subcontractors and suppliers on which Client has been or will be named as an additional insured.

#### H. INDEMNIFICATION

The Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Engineer's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Engineer is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees and subconsultants (collectively, Engineer) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Engineer shall be obligated to indemnify or defend the other party in any manner whatsoever for the other party's own negligence.

The provisions of this section shall survive the expiration or termination of this Agreement.

#### I. BILLING AND PAYMENT

##### 1. BUDGET FOR SERVICES

The budget estimate included in this proposal is only for those services identified within the attached scope of work. The budget and proposed scope of work are based on information currently available to the Engineer. If conditions change, unforeseen circumstances are encountered, or work efforts are redirected, the budget estimate may require modification. Similarly, if the work efforts are completed quicker than the time estimated or direct expenses are less than estimated, the Engineer will bill the Client only for the time or expense encountered.

Monthly billings will be submitted on a time and materials basis but will not exceed the estimated budget for the identified Scope of Work without the Client's prior authorization. For projects that extend beyond the calendar year in which the Agreement is executed, the Engineer's billing rates are subject to adjustment each January.

##### 2. REIMBURSABLE EXPENSES

Expenses incurred in connection with project tasks such as out-of-town subsistence, long distance telephone, reproduction costs and similar, will be invoiced at direct cost plus Ten (10%) percent. Mileage will be invoiced at the current IRS rate per mile.

##### 3. SERVICES BY OTHERS

If this project requires the specialized services of consultants and other technical companies, then such services will be utilized only with the Client's written approval, with the cost of such services included at the invoice cost plus Ten (10%) percent.

4. INVOICES. The Engineer will submit invoices to Client on a monthly basis and a final bill upon completion of services. Payment is due upon receipt of the invoice and is past due Thirty (30) days after the invoice date. Client agrees that the invoice balance is correct unless Engineer is notified in writing within Fourteen (14) days of the invoice date. In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The Client will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until it is mutually resolved. A service charge of 12% per annum (1% per month) will be added on all unpaid balances over Sixty (60) days old. If the account becomes delinquent, Engineer will perform no further services on the project until the Client pays the outstanding balance plus applicable interest or, at the Engineer's sole discretion, until satisfactory written payment arrangements have been made between the Engineer and the Client.

#### J. CHANGES IN THE AGREEMENT

If during the course of performance of this Agreement, the Client requests additional services to be performed, or if

conditions or circumstances are discovered which were not contemplated by the Engineer at the commencement of this Agreement, then the Engineer shall notify the Client in writing of the additional services to be performed or the newly discovered conditions or circumstances. The Client and Engineer shall renegotiate in good faith, the budget, schedule and other applicable conditions of this Agreement. Unless otherwise agreed to, the Client and Engineer shall have Thirty (30) days after the notice to reach agreement on the amended terms and conditions.

#### K. RIGHT OF ENTRY

The Client shall provide for right of entry to the project site. Such right of entry shall be for the Engineer and others, and necessary equipment in order for the Engineer to fulfill the scope of services indicated in this Agreement. While the Engineer will take all reasonable precautions to minimize damage to the property, the Client understands that in the normal course of work some damage may occur, the correction of which is not part of this Agreement.

#### L. OPINION OF CONSTRUCTION COST

The Engineer shall submit to the Client an opinion of the probable cost required to construct work recommended, designed, or specified by the Engineer. The Engineer is not a construction cost estimator or construction contractor, nor should the Engineer's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. The Engineer's opinion will be based solely upon his or her own experience with construction. This requires the Engineer to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals engaged; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which the Engineer has no control. Given the assumptions which must be made, the Engineer cannot guarantee the accuracy of his or her opinion of cost, and, in recognition of that fact, the Client waives any claim against the Engineer relative to the accuracy of the Engineer's opinion of probable construction cost.

#### M. OWNERSHIP OF DOCUMENTS

All reports, field data, field notes, test data, calculations, Drawings, specifications, cost opinions, quantity estimates, electronic files, and other documents (Document) prepared by the Engineer are instruments of service and the Engineer retains an ownership and property interest (including the copyright, if applicable, and the right of reuse) in such Documents, whether or not the Project is completed. Upon payment in full to Engineer, Engineer grants Client a license to use the Documents on the project and extensions of the project, subject to the following limitations: 1) Client may make and retain copies of Documents for information, reference and submittal to regulatory agencies; 2) Client acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer; 3) any reuse or modification of the Documents by any party other than Engineer is at Client's sole risk and without any liability whatsoever to Engineer; and 4) Client shall defend, indemnify and hold harmless Engineer from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use of Documents other than completion of the specific Project for which they were prepared.

#### N. DISPUTES

In the event of a dispute arising under this Agreement and if the dispute cannot be settled through direct discussions, the parties agree to first attempt to settle the dispute by non-binding mediation before recourse to a judicial forum. If the dispute is settled by litigation, the substantially prevailing party shall be awarded its reasonable costs incurred, including staff time at current billing rates, court costs, expert witness fees, attorney's fees upon trial, or appeal, collection or lien fees, late payment charges and interest, and other claim related expenses. Venue for any litigation shall be the Superior Court of the County in which the project is located.

#### O. TERMINATION

The Client may terminate this Agreement by giving the Engineer Thirty (30) days written notice. The Client or the Engineer may terminate this Agreement for reasons identified elsewhere in the Agreement or for other reasons which may arise.

Either party may terminate this Agreement if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within Five (5) workdays of written notice and diligently complete the correction thereafter. If corrective action is not taken within Five (5) workdays, termination will become effective Fourteen (14) calendar days after receipt of the termination notice.

Irrespective of which party shall effect termination or the cause therefore, or if the Client suspends work on the project for more than three (3) months, the Client shall within Thirty (30) calendar days of termination or suspension remunerate the Engineer for services rendered and costs incurred, in accordance with the Engineer's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination or suspension, as well as those associated with termination or suspension itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination or suspension, as well as those associated with termination or suspension and post-termination or suspension activities.

P. GOVERNING LAW

Unless otherwise provided in an addendum, the laws of the state in which the project takes place will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims related to the Agreement. Venue for any litigation shall be the Superior Court in which the project is located.

Q. SEVERABILITY

The Client and the Engineer have entered into this Agreement of their own free will, to communicate to one another mutual understandings and responsibilities. Any element of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, the Client and the Engineer will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing or achieving the intent of the original provision.

R. INTEGRATION

This Agreement, including attachments incorporated herein by reference, comprises a final and complete repository of understandings between the Client and the Engineer. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Each party has advised the other to read this document thoroughly before accepting it to help assure it accurately conveys meanings and intents. Acceptance of this Agreement as provided for signifies that each party has read the document thoroughly and has had any questions or concerns completely explained by independent counsel and is satisfied. The Client and the Engineer agree that modifications to this Agreement shall not be binding unless made in writing and signed by an authorized representative of each party.

S. AGREEMENT DOCUMENTS

Letter Agreement signed by Client and Engineer  
Exhibit A - Scope of Work  
Exhibit B - Budget Estimate  
Exhibit C - General Conditions

Each individual executing this Agreement on behalf of the Client and the Engineer represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of the Client or the Engineer.

The exchange of copies of this Agreement and of signature pages by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by a combination of such means, shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of an original Agreement for all purposes. Signatures of the parties transmitted by facsimile or by electronic mail in .pdf form shall be deemed to be their original signatures for all purposes.

T. LIMITATION OF LIABILITY

The Engineer shall not be liable for loss or damage occasioned by delays beyond Engineer's control, or for loss of earnings, loss of use or other incidental or consequential damages suffered by Client or others, however caused. Engineer's liability hereunder, whether in tort or in contract, for any cause of action, inclusive of legal costs, shall be limited to 100% of the fee earned by Engineer under this Agreement.



**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Kiley Franz, Administrative Assistant to the City Manager

**MEETING OF:** May 14, 2018

**SUBJECT:** Contribution to the Lewis County Seniors

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**ISSUE**

The Lewis County Seniors Non-Profit Organization approached the City Council on November 27, 2017 requesting the city's financial support for their Senior Enrichment Programs.

**DISCUSSION**

The Lewis County Seniors Non-Profit Organization runs several senior centers across Lewis County. The nutrition and enrichment programs are critical to keeping local seniors active and healthy.

Operation of the centers was previously funded by Lewis County, but those funds were cut due to a deficit in the county budget. To help continue the operation of the centers in 2018, Lewis County contributed \$100,000 and the city of Centralia contributed \$10,000. In November of last year, representatives of the Lewis County Seniors requested the city's financial support, and the City Council committed a one-time contribution of \$20,000 at that time.

The Lewis County Seniors submitted the attached Memorandum of Understanding (MOU) for the City Council's consideration. The City Attorney has reviewed the agreement and advised that the contribution is appropriate and not considered to be a gifting of public funds.

**FINANCIAL IMPACT**

The contribution of \$20,000 was not included in the adopted 2018 budget, but will be included in the proposed budget amendment later on this agenda. This expenditure would be a one-time contribution with no obligation to renew in 2019.

**RECOMMENDATION**

It is recommended that the City Council approve the Memorandum of Understanding between the Lewis County Seniors and the City of Chehalis to provide a one-time contribution of \$20,000 to assist the Lewis County Seniors Enrichment Programs.

**SUGGESTED MOTION:**

I move that the City Council approve the Memorandum of Understanding between the Lewis County Seniors and the City of Chehalis to provide a one-time contribution of \$20,000 to assist the Lewis County Seniors Enrichment Programs.

**Lewis County Seniors Enrichment Programs  
Financial Support MOU between  
Lewis County Seniors and the City of Chehalis**

This Memorandum of Understanding between Lewis County Seniors Non-Profit Organization and the City of Chehalis outlines the responsibilities and funding support for the Lewis County Seniors Enrichment Programs by the City of Chehalis in 2018.

Whereas, Lewis County Seniors Non-Profit Organization provides Senior Enrichment Programs at five (5) Senior Centers in Lewis County, including the Twin Cities Senior Center; and

Whereas, the City of Chehalis believes that financial support is important for funding and promotion of the Senior Enrichment Programs as various activities and uses are enjoyed by Chehalis Senior Citizens on a daily basis; and

Whereas, the City of Chehalis has made funds available in 2018 to contribute to Lewis County Seniors in support of Senior Enrichment activities and programs;

***NOW THEREFORE IT IS MUTUALLY AGREED THAT:***

**Lewis County Seniors agrees to:**

- 1) Ensure the senior centers are open during established hours and the enrichment programs are available to the City of Chehalis residents who participate in senior activities at the center on a regularly scheduled basis.
- 2) Provide an invoice to the City as requested in the amount of \$20,000.00 covering the City of Chehalis's one-time contribution in 2018 towards the Lewis County Seniors enrichment operations.
- 3) Dedicate all funds contributed by the City of Chehalis to the operation of the Senior Enrichment Programs and support of the Enrichment Programs.

**City of Chehalis agrees to:**

- 1) Make a one-time contribution in the amount of \$20,000.00 to Lewis County Seniors for support and operation of the Lewis County Seniors Enrichment Programs for the period of January 1, 2018 – December 31, 2018.

This MOU will be valid from date of signature by both parties and remain in effect until December 31, 2018 or until one of the two parties decides to cancel or re-negotiate the terms of the agreement.

\_\_\_\_\_  
Glenda Forga, Executive Director  
Lewis County Seniors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Anderson, City Manager  
City of Chehalis

\_\_\_\_\_  
Date

Approved as to Form Only:  
Allyson Felt, Attorney  
Lewis County Seniors

By:

\_\_\_\_\_  
Attorney, Allyson Felt

\_\_\_\_\_  
Date

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council  
**FROM:** Jill Anderson, City Manager  
**BY:** Brandon Rakes, Airport Operations Coordinator  
**MEETING OF:** May 14, 2018  
**SUBJECT:** Tract 5A Fill Completion

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**ISSUE**

As part of the development of the only available parcel along the NW Arkansas Way extension, Tract 5A was filled and graded.

**DISCUSSION**

Since early 2017 the airport has been further developing Tract 5A in the hopes of attracting a tenant. In order to decrease the initial development costs to any potential investor and to increase the return on investment for the airport, it was decided to fill and grade Tract 5A. This project was completed in late 2017.

**FISCAL IMPACT**

The cost of this project, including engineering, is \$281,033.95. This project was funded with a loan that was acquired on behalf of the airport and on-hand airport funds.

**RECOMMENDATION**

The administration recommends that the City Council accept the Tract 5A 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 Tract 5A Fill 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  
**BY:** Caryn Foley, City Clerk  
**MEETING OF:** May 14, 2018  
**SUBJECT:** Consider Cancelation of May 28 Council Meeting

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**ISSUE**

The Memorial Day holiday falls on the next City Council meeting date of May 28.

**DISCUSSION**

The May 28 City Council meeting falls on the Memorial Day holiday this year. As there are no pressing items needing City Council consideration, the administration recommends cancelling the meeting.

**FISCAL IMPACT**

NA

**RECOMMENDATION**

It is recommended that the City Council cancel the May 28, 2018 City Council meeting.

**SUGGESTED MOTION**

I move that the City Council cancel the May 28, 2018 City Council meeting.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Chun Saul, Finance Director

**MEETING DATE:** May 14, 2018

**SUBJECT:** Ordinance No. 987-B, First Reading – Amending the 2018 Budget

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**ISSUE**

Ordinance No. 987-B amending the 2018 Budget, is hereby submitted to reflect some known changes since the adoption of the 2018 budget.

Throughout the year, adjustments to the budget become necessary as a result of City Council actions, changes in estimates, activity levels that were not anticipated during budget development, and grant awards or other receipts of outside funding. Historically, the budget has been amended once or twice per year prior to the development of the next year's proposed budget document. The Council was provided financial reports on some of the significant items that would impact the 2018 budget and upcoming budget amendments.

**DISCUSSION**

This proposed budget amendment includes a net city-wide decrease in fund balances of \$728,165. Some of the items are due to timing issues related to items that were originally budgeted in 2017 but not spent by the end of 2017. The total amount of 2017 unspent appropriations that is proposed to be carried forward to 2018 is \$504,759. The remaining \$223,406 is the new appropriations, net of revenues.

The following are significant budget amendments that have been identified since the adoption of the 2018 budget. Full details of the proposed budget amendments as well as summary information of the proposed budget amount are attached to the proposed ordinance as exhibit "A".

**General Fund (Current Expense Fund)**

- The budget amendment proposal includes a \$140,183 decrease in revenues, \$378,051 increase in appropriations, and \$260,736 increase in transfers out. A net decrease in fund balance from this proposal is \$778,970.

- An amendment to Property Tax revenues is necessary. It is recommended to reduce the property tax revenues budget by \$225,465 which includes both the current and delinquent property taxes. A portion of general property tax goes to the Firemen's Pension Fund and the remaining amount to be budgeted in the General Fund. However, it is determined that a \$132,000 was budgeted in the Firemen's Pension Fund as well as in the General Fund property tax revenues. In addition, the estimated property tax revenues when the budget was adopted is determined to be higher than the final 2018 tax levy certification amount and new projection for the delinquent tax receipts.
- The city contributed \$50,000 to the Main Street Credit Program for CCRT in 2017 and received a B&O Tax Credit in the amount of \$37,500 in 2018. The city has applied the tax credit to reduce the combined excise taxes due to the state in 2018. It is recommended a \$37,500 Main Street Tax Credit be added to the 2018 revenue budget.
- The city received \$18,946 Marijuana Excise Tax distribution in March 2018. This is a state shared revenue that is distributed to cities and counties on a quarterly basis, based on certain formula including population, marijuana retail sales, and other. Since we are unable to estimate an additional tax distribution in 2018, it is recommended to add the \$18,946 that has been received in the Marijuana Excise Tax revenue budget.
- \$146,110 additional funds are needed to cover the increased payroll costs. The costs related to the CBA with the Police Guild is \$130,402 which includes \$33,380 retroactive payment made in 2018 plus a \$96,572 for Police Guild pay increase effective 1/1/2018, as the adopted budget was based on 2016 salary level. The remaining \$15,708 is related to the 0.5% salary adjustment and a few position reclassifications for non-presented employees.

The costs related to the CBA with the Police Guild were anticipated and the second 2017 budget amendment set aside a sum of \$250,000 in a suspense account for retroactive payments related to Police and Fire in the Non-Departmental department. The Police Guild CBA was finalized in late 2017. Of the \$250,000, \$54,560 was expensed in 2017 for retroactive payments for the Police Guild employees. The remaining balance at the end of 2017 was \$195,440 (\$250,000 less \$54,560).

- It is proposed that the \$195,440 remaining 2017 budget be carried forward to 2018 budget and fund the \$33,830 police retroactive payment made in 2018 and set aside the remaining \$161,610 in a suspense account in the Non-Departmental department to address the possible impact associated with the International Association of Fire Fighters collective bargaining agreement that is currently in negotiation.
- Council approved a \$20,000 contribution to Lewis County Senior Center in December 2017 to be paid out of 2018 budget. This was not budgeted in the 2018 adopted budget.



- \$75,000 transfer out to the Public Facilities Reserve Fund (301) is requested to fund the fire station improvement project. \$75,000 was originally budgeted in 2017 in the Fire Department for fire station improvement project but was not spent in 2017. It is requested that the \$75,000 be carried forward to 2018 and be transferred to the Public Facilities Reserve Fund (301). \$120,000 is budgeted in the 2018 adopted budget in the Public Facilities Fund for fire station improvement. The planned improvement project would require this additional funding.
- \$10,000 budget amendment is requested in the Non-Department department for a professional service contract for Grant Procurement Services for the Recreation Park Renovation project. This professional service would provide a much greater chance at receiving funding for the two \$500,000 grants we are applying for from the State Recreation and Conservation Office (RCO).
- \$16,350 budget increase is requested for the increased costs relating to the new phone system services. The city's phone systems were replaced in 2017 and the related monthly service costs were increased. However, the 2018 adopted budget was based on 2016 expenditure level and is insufficient to cover the actual service costs in 2018. Several department budgets are affected.
- With this budget amendment, General Fund's estimated ending unreserved fund balance is expected to be about 12% of the General Fund's 2018 operating revenue. It is recommended that 2% (\$185,736) of the unreserved fund balance be transferred to the following two reserve funds (1% or \$92,868 each):
- \$92,868 transfer out to the Compensated Absences Reserve Fund (110) is recommended. The monies reserved in this fund were depleted in 2012, and no funds have been added to this fund since then. As of 12/31/2017, the liabilities for compensated absences for the General Fund employees alone is over a million dollars (\$1,111,160). This is the cash-out value of the accrued leaves for vacation, sick and comp time. It is anticipated that several employees will retire in the near future, and additional funds will be needed.
- \$92,868 transfer out to the Automotive/Equipment Reserve Fund (302) is recommended. As of the beginning of 2018, the city has approximately \$7.6 million dollars' worth of vehicles used in city operations but has no funds set aside to replace them. Substantially all of the monies in this fund were exhausted in 2013. The city administration will work on developing a sustainable plan to annually increase the reserves to meet the future needs.

#### **Dedicated Street Fund – 4% Sales Tax**

A \$16,040 budget increase is requested. This is the retainage paid to the National Avenue construction contractor. This was originally budgeted in 2017 but an approval for release of retainage didn't happen until 2018. The city received a TIB grant for this amount in 2017. It is requested that the \$16,040 amount in 2017 budget be carried forward to 2018.

### **Compensated Absences Reserve Fund**

\$92,868 transfer in from General Funds is recommended. It is anticipated that several employees will retire in the near future. This fund is to be set aside, to pay for significant costs relating to cash-out of employee accrued leaves upon retirement.

### **Public Facilities Reserve Fund**

The city received a \$189,233 donation from the Chehalis Foundation for the ballfield project at Recreation Park. This money will be earmarked for the ballfield project only and approximately \$35,000 is expected to be spent in 2018 and the remaining fund is to be set aside for future expenditures.

About \$250,145 is needed for the library repair project. The city budgeted \$100,000 in 2017 for the library roof repair. Only \$9,855 was spent in 2017. It is requested that the remaining \$90,145 be carried forward to 2018 budget. In addition, a new appropriation in the amount of \$160,000 is requested. The project was initially to repair the library roof, however due to the severity of the condition, the project became a complete replacement of the roof. In addition, the building interior received significant damage from the roof leaks that must be repaired.

Transfers in of \$80,000 from the 1st QTR Percent REET fund (305) and transfers in of \$80,000 from the 2<sup>nd</sup> QTR Percent REET fund (306) is proposed to provide funds for the library repair project.

About \$195,000 is needed for the fire station improvement project. The city budgeted \$75,000 in the Fire department in General Fund in 2017 but was not spent in 2017. It is requested that the 2017 approved budget to be carried to 2018 and be transferred to the Public Facilities Reserve fund. \$120,000 was approved in the 2018 adopted budget.

### **Automotive Equipment Reserve Fund**

\$92,868 transfer in from General Fund is recommended to start to rebuilding reserves for future vehicle replacements. The city administration will continue to work on developing a sustainable plan to address the funding needs for future replacements.

### **First Quarter Percent REET Fund**

It is proposed that \$80,000 be transferred out to the Public Facilities Reserve Fund to provide additional funds needed for the library repair project. The ending balance is reduced greatly, so future spending may be restricted.

### **Second Quarter Percent REET Fund**

It is proposed that \$80,000 be transferred out to the Public Facilities Reserve Fund to provide additional funds needed for the library repair project. The ending balance is reduced greatly, so future spending may be restricted.

### **Wastewater Fund**

\$10,905 Ecology grant reimbursement was received.

\$93,565 capital expenditures budget increase is requested. Coal Creek Sewer Extension project retainage for \$10,905 and Prindle Street Force Main Emergency Sewer repair project final invoice for \$82,660 were paid in 2018. These costs were originally budgeted in 2017 and the projects were completed in 2017. Budget carry forward in the amount of \$93,565 is requested.

\$97,000 capital expenditure budget increase is requested for Riverside Force Main Replacement project design work. This was not included in the adopted 2018 budget. The City Council has already approved the design contract with G&O.

\$15,760 increase for debt service is requested to pay off the Coal Creek project loan. The project was completed in 2017, and the final loan amount is \$15,000. It is proposed to pay off the entire loan in 2018 instead of making installment payments over a 20-year period. Total net decrease in the fund balance is \$197,905.

### **Water Fund**

\$34,570 budget increase is requested for a Water Capital Outlay budget. This was originally budgeted in 2017 for the construction of High Level Reservoir project. The project had been completed in 2017 but an approval for release of retainage didn't happen until March 2018. It is requested to carry forward the 2017 budget to 2018.

\$116,450 budget increase is requested for the debt service payment relating to the High Level Reservoir project loan. The project was completed in late 2017 and the final loan amortization was received after the 2018 budget was adopted.

A budget decrease of \$187,059 is needed to correct the budget entry errors relating to the Contra expense accounts. These accounts are used to account for the costs charged to and reimbursed from other utilities. The budget entry should have been negative amounts (reduction of expenditures in Water fund), but they were entered as positive amounts.

Total fund revenue amount would increase \$31,000 to correct a formula error. Late fees revenue line item was presented in the budget document, but the line item total was omitted from the total revenues line for the Fund.

### **Storm & Surface Water Utility Fund**

Total fund revenue amount would increase \$5,000 to correct a formula error. Late fees revenue line item was presented in the budget document, but the line item total was omitted from the total revenues line for the Fund.

### **Airport Fund**

\$53,637 decreased for payroll budget is proposed. This reduction is result of changes in staffing and position reclassification in March 2018. Airport director position was eliminated and was

replaced with a new Airport Operations Coordinator position. In addition, the adopted 2018 budget was based on 4.35 FTE, but for the 1<sup>st</sup> half of 2018, the Airport operated with about 3.35 FTE. An Office Manager position is proposed to be filled in July 2018 at the projected budget of \$31,500. Overall, the 2018 payroll budget is anticipated to be \$53,637 lower than the adopted budget.

**Firemen's Pension Fund**

Property tax revenue projection has increased by \$28,528.

**RECOMMENDATION**

It is recommended that the City Council pass Ordinance No. 987-B on first reading.

**SUGGESTED MOTION**

I move that the City Council pass Ordinance No. 987-B on first reading.

Fund No. and Name	Account Name	Reason for Amendment	2018 Adopted			Transfers			Total Amendment Increase (Decrease)	Recommended Budget
			Budget	Revenue Increase (Decrease)	In	Appropriation Increase (Decrease)	Out			
<b>Fund 001 - General Fund</b>										
<b>Revenues:</b>										
001.311.010.00	Real & Personal Property Tax	Corrects original projections	1,496,045	(190,919)	-	-	-	(190,919)	1,305,126	
001.311.011.00	Real/Personal Taxes-EMS Levy	Corrects original projections	327,140	(12,615)	-	-	-	(12,615)	314,525	
001.311.010.01	Real & Personal Property Tax-delinq	Corrects original projections	35,000	(19,259)	-	-	-	(19,259)	15,741	
001.311.011.01	Real/Personal Taxes-EMS-delinq.	Corrects original projections	6,500	(2,672)	-	-	-	(2,672)	3,828	
001.316.010.00	Mainstreet B&O Tax Credit	Credit Received on Used in 2018 but was budgeted	-	37,500	-	-	-	37,500	37,500	
001.334.004.90	Department of Health	Trauma Grant	-	1,222	-	-	-	1,222	1,222	
001.336.006.42	Marijuana Excise Tax	Not budgeted, equals 2018 YTD distribution received)	-	18,946	-	-	-	18,946	18,946	
001.361.011.00	Interest Earnings	Higher interest return	1,350	9,000	-	-	-	9,000	10,350	
001.362.050.02	Lease of RV Parking	Park Caretaker	-	8,000	-	-	-	8,000	8,000	
001.389.030.06	Leasehold Excise Tax	Leasehold tax on RV caretaker Agreement	9,500	1,030	-	-	-	1,030	10,530	
001.395.010.00	Proceeds from Sale of Cap Assets	Not budgeted	-	5,310	-	-	-	5,310	5,310	
001.395.020.04	Insurance Recoveries - Street	Not budgeted	-	4,274	-	-	-	4,274	4,274	
<b>Total General Fund Revenues &amp; Transfers In</b>			<b>9,426,997</b>	<b>(140,183)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(140,183)</b>	<b>9,286,814</b>	
<b>Expenditures:</b>										
001.B1.511.060.42.00	Communications	Increase in costs	300	-	-	-	-	-	300	
001.C1.512.050.42.00	Communications	Increase in costs	3,200	-	-	-	-	-	3,200	
001.D1.513.010.42.00	Communications	Increase in costs	2,400	-	-	-	-	-	2,400	
001.E1.514.023.42.00	Communications	Increase in costs	2,800	-	-	-	-	-	2,800	
001.F2.518.031.11.00	Salaries & Wages	Non-represented adjustments	18,480	-	-	-	-	-	18,480	
001.F2.518.031.21.00	Personnel Benefits	Non-represented adjustments	11,321	-	-	-	-	-	11,321	
001.F2.518.030.41.00	Professional Services	Park Caretaker	40,000	-	-	-	-	-	40,000	
001.F2.518.031.46.00	Insurance	Increase in costs	840	-	-	-	-	-	840	
001.F2.576.020.46.00	Leasehold Excise Tax	Decrease in costs	8,570	-	-	-	-	-	8,570	
001.G1.569.050.51.00	LC Senior Center	Leasehold tax due the State	-	-	-	-	-	-	-	
001.G1.566.000.41.00	Chemical Dependency Services	Council approved in December 2017 for 2018 budget	-	-	-	-	-	-	-	
001.G1.597.000.05.01	Transfer out - Fund 301	Requires 2% of liquor taxes & profits	-	-	-	-	-	-	-	
001.G1.597.000.05.10	Transfer out - Fund 110	Carry forward 2017 Fire Station Repair budget unspent	-	-	-	-	-	-	-	
001.G1.597.000.05.32	Transfer out - Fund 302	Reserve for Compensated Absences (1% of operating revenue)	-	-	-	-	-	-	-	
001.G1.599.090.00.00	Suspense/Cleaning Account	Reserve for Automotive/Equip (1% of operating revenue)	-	-	-	-	-	-	-	
001.G2.518.010.11.00	Salaries & Wages	Carry forward 2017 budget for Firefighter's CBA negotiation	88,220	-	-	-	-	-	88,220	
001.G2.518.010.21.00	Personnel Benefits	Non-represented adjustments	35,535	-	-	-	-	-	35,535	
001.G2.518.010.42.00	Communications	Non-represented adjustments	1,300	-	-	-	-	-	1,300	
001.G2.518.010.49.00	Miscellaneous	Increase in costs	-	-	-	-	-	-	-	
001.H1.521.010.11.00	Salaries & Wages	CDL Drug Testing, not budgeted	-	-	-	-	-	-	-	
001.H1.521.010.21.00	Personnel Benefits	Carry forward 2017 Non-represented Retroactive pay	-	-	-	-	-	-	-	
001.H1.521.010.11.00	Salaries & Wages	Carry forward 2017 Non-represented Retroactive pay	-	-	-	-	-	-	-	
001.H1.521.010.21.00	Personnel Benefits	Carry forward 2017 Non-represented Retroactive pay	-	-	-	-	-	-	-	
001.H1.521.010.21.00	Personnel Benefits	Non-represented adjustments	180,900	-	-	-	-	-	180,900	
001.H1.521.010.31.01	Office and Operating Supplies	Non-represented adjustments	74,254	-	-	-	-	-	74,254	
001.H1.521.010.42.00	Communications	Use of Drug Seizure Fund	5,000	-	-	-	-	-	5,000	
001.H1.521.010.46.00	Insurance	Increase in costs	24,000	-	-	-	-	-	24,000	
001.H1.521.021.11.00	Salaries & Wages	Increase in costs	44,300	-	-	-	-	-	44,300	
001.H1.521.021.12.00	Overtime	Police Guild Agreement & 1 Detective position to Patrol	240,204	-	-	-	-	-	240,204	
001.H1.521.021.21.00	Personnel Benefits	Carry forward 2017 police Guild retro pay	15,000	-	-	-	-	-	15,000	
001.H1.521.022.11.00	Salaries & Wages	Police Guild Agreement	119,007	-	-	-	-	-	119,007	
001.H1.521.022.12.00	Overtime	Police Guild Agreement	948,334	-	-	-	-	-	948,334	
001.H1.521.022.21.00	Personnel Benefits	Carry forward 2017 police Guild retro pay	80,000	-	-	-	-	-	80,000	
001.H1.521.023.49.00	Replenish Drug Buy Fund	Police Guild Agreement	421,564	-	-	-	-	-	421,564	
001.H1.521.050.47.00	Public Utility Service	Drug money purchases not budgeted	-	-	-	-	-	-	-	
001.H1.521.050.48.00	Repair & Maintenance	Facility cost not budgeted	-	-	-	-	-	-	-	
001.H1.521.050.49.00	Miscellaneous	Facility cost not budgeted	-	-	-	-	-	-	-	
001.H1.522.010.11.00	Salaries & Wages	Facility cost not budgeted	95,225	-	-	-	-	-	95,225	
001.H1.522.010.11.02	Salaries & Wages	Non-represented adjustments (Fire Chief)	47,088	-	-	-	-	-	47,088	
001.H1.522.010.21.00	Personnel Benefits	Non-represented adjustments (Fire Office Manager)	17,790	-	-	-	-	-	17,790	
<b>Total General Fund Expenditures</b>			<b>9,426,997</b>	<b>(140,183)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(140,183)</b>	<b>9,286,814</b>	

Fund No. and Name	Account Name	Reason for Amendment	2018 Adopted		Revenue		Transfers Appropriation		Transfers		Total Amendment Increase (Decrease)	Recommended Budget
			Budget	Increase (Decrease)	Increase (Decrease)	In	Out					
001.1.522.010.42.00	Communications	Increase in costs	9,000	4,800							4,800	13,800
001.1.525.060.53.00	External taxes & operating assessment	EMS Trauma grant expense	13,500	1,222							1,222	14,722
001.K1.543.010.11.00	Salaries & Wages	Non-represented adjustments	60,903	3,721							3,721	64,624
001.K1.543.010.21.00	Personnel Benefits	Non-represented adjustments	11,321	310							310	11,631
001.K1.543.010.42.00	Communications	Increase in costs	2,000	2,600							2,600	4,600
001.K1.543.010.46.00	Insurance	Increase in costs	16,800	110							110	16,910
001.P2.524.011.42.00	Communications	Increase in costs	1,260	300							300	1,560
001.R1.571.011.11.00	Salaries & Wages	Non-represented adjustments	144,760	350							350	145,110
001.R1.571.011.21.00	Personnel Benefits	Non-represented adjustments	70,353	72							72	70,425
001.R1.571.011.41.00	Professional Services	Recreation Park Renovation Grant Procurement	-	10,000							10,000	10,000
001.R1.571.022.46.00	Insurance	Increase in costs	2,225	2,775							2,775	5,000
Total General Fund Expenditures & Transfers Out			9,655,146	-	-	-	378,051	260,736	638,787	10,293,933		
Total General Fund				(140,183)			378,051	260,736	(778,970)			

**Fund 003 - Dedicated Street Fund-4% Sales Tax**

<b>Expenditures:</b>												
003.K1.595.030.63.00	Other Improvement	Carry forward TIB National Ave project - retainage	-	16,040								16,040
Total Dedicated Street Fund-4% Sales Tax			164,900	16,040							16,040	180,940
Total Dedicated Street Fund -4% Sales Tax				-			16,040	-	(16,040)			

**Fund 110 - Compensated Absences Reserve Fund**

<b>Revenues</b>												
110.397.000.01	Transfers in - Fund 001	Transfer from General Fund	-	92,868								92,868
Total Compensated Absences Reserve Fund Revenues & Transfers In				92,868								92,868
Total Compensated Absences Reserve Fund				-			92,868	-	(92,868)			

**Fund 301 - Public Facilities Reserve Fund**

<b>Revenues:</b>												
301.367.011.76	Donations for Facilities	Earmarked for Ballfield project at Recreation Park	-	189,233								189,233
301.397.000.01	Transfer in - Fund 001	Carry forward 2017 budget - fire station repair	-	75,000								75,000
301.397.000.35	Transfer in - Fund 305	Library Roof Replacement and Foundation Repair	-	80,000								80,000
301.397.000.36	Transfer in - Fund 306	Library Roof Replacement and Foundation Repair	-	80,000								80,000
Total Public Facilities Reserve Fund Revenues & Transfers In			420,000	189,233	235,000						424,233	844,233
<b>Expenditures:</b>												
301.44.594.072.62.00	Bldgs./Structures - Library	Carry forward 2017 budget - library roof repair	-	90,145								90,145
301.44.594.072.62.00	Bldgs./Structures - Library	Increase project costs - library roof & foundation	-	160,000								160,000
301.44.594.022.62.00	Bldgs./Structures - Fire Station	Carry forward from 2017 budget - fire station repair	120,000	75,000								195,000
Total Public Facilities Reserve Fund Expenditures and Transfers Out			420,000	325,145	235,000						325,145	745,145
Total Public Facilities Reserve Fund				189,233	235,000						99,088	

**Fund 302 - Automotive Equipment Reserve Fund**

<b>Revenues</b>												
302.397.000.01	Transfers in - Fund 001	Transfer from General Fund	-	92,868								92,868
Total Automotive Equipment Reserve Fund Revenues & Transfers In				92,868								92,868

Fund No. and Name	Account Name	Reason for Amendment	2018 Adopted		Transfers Appropriation		Transfers		Total Amendment Increase (Decrease)	Recommended Budget
			Budget	Increase (Decrease)	In	Increase (Decrease)	Out			
<b>Fund 305 - First Quarter Percent REET Fund</b>										
<b>Expenditures:</b>										
305.44.597.000.05.31	Transfer out to 301	Library Roof Replacement and Foundation Repair Costs	-	-	80,000	-	-	-	80,000	80,000
Total First Quarter Percent REET Fund Expenditures & Transfers Out			162,885	-	-	-	-	-	80,000	242,885
Total First Quarter Percent REET Fund			-	-	80,000	-	-	-	(80,000)	-
<b>Fund 306 - Second Quarter Percent REET Fund</b>										
<b>Expenditures:</b>										
306.44.597.000.05.31	Transfer out to 301	Library Roof Replacement and Foundation Repair Costs	-	-	80,000	-	-	-	80,000	80,000
Total Second Quarter Percent REET Fund Expenditures & Transfers Out			233,675	-	-	-	-	-	80,000	313,675
Total Second Quarter Percent REET Fund			-	-	80,000	-	-	-	(80,000)	-
<b>Fund 404 - Wastewater Fund</b>										
<b>Revenues:</b>										
404.334.030.10	State Grant - Dept. of Ecology	Coal Creek Project	-	10,905	-	-	-	-	10,905	10,905
Total Wastewater Fund Revenues			5,518,992	10,905	-	-	-	-	10,905	5,529,897
<b>Expenditures:</b>										
404.11.535.010.11.00	Salaries & Wages	Non-represented adjustments	115,700	-	-	2,065	-	-	2,065	117,765
404.11.535.010.21.00	Personnel Benefits	Non-represented adjustments	48,629	-	-	420	-	-	420	49,049
404.11.591.035.78.04	Coal Creek-Principal	Proposing to pay off entire loan	-	-	-	15,000	-	-	15,000	15,000
404.11.592.035.83.04	Coal Creek-Interest	Interest on loan	-	-	-	760	-	-	760	760
404.11.594.035.65.00	Construction Projects	Carry forward from 2017 - Coal Creek project retainage	140,000	-	-	10,905	-	-	10,905	150,905
404.17.535.050.48.00	Repairs & Maintenance	Carry forward from 2017 - Prindle Emergency sewer repair	16,500	-	-	82,660	-	-	82,660	99,160
404.17.535.080.41.00	Professional Services	Riverside Force Main-Design	9,000	-	-	97,000	-	-	97,000	106,000
Total Wastewater Fund Expenditures			4,947,395	-	-	208,810	-	-	208,810	5,156,205
Total Wastewater Fund			-	10,905	-	-	-	-	(197,905)	-
<b>Fund 405 - Water Fund</b>										
<b>Revenues:</b>										
n/a (total line only)	Total Revenues (Late fees line item)	Formula error. Line item not included in total revenue	-	31,000	-	-	-	-	31,000	31,000
Total Water Fund Revenues			2,830,884	31,000	-	-	-	-	31,000	2,861,884
<b>Expenditures:</b>										
405.10.534.010.11.00	Salaries & Wages	Non-represented adjustments	106,866	-	-	2,004	-	-	2,004	108,870
405.10.534.010.21.00	Personnel Benefits	PERS 1 retiree excess compensation & Non-represented adjustment	47,897	-	-	6,995	-	-	6,995	54,892
405.10.534.010.46.00	Insurance	Increase in costs	49,000	-	-	2,880	-	-	2,880	51,880
405.10.534.070.46.00	Insurance	Increase in costs	6,170	-	-	560	-	-	560	6,730
405.10.534.071.1C.00	Wage Contra Expenditures	Correction for budget entry for charges to other utility funds	52,975	-	-	(105,950)	-	-	(105,950)	(52,975)
405.10.534.071.2C.00	Benefit Contra Expenditures	Correction for budget entry for charges to other utility funds	29,655	-	-	(59,310)	-	-	(59,310)	(29,655)
405.10.534.071.3C.00	Supplies Contra Expenditures	Correction for budget entry for charges to other utility funds	1,627	-	-	(3,255)	-	-	(3,255)	(1,628)

Fund No. and Name	Account Name	Reason for Amendment	2018 Adopted		Revenue		Transfers Appropriation		Transfers		Total Amendment	
			Budget	Increase (Decrease)	Increase (Decrease)	In	Out	Increase (Decrease)	Increase (Decrease)			
405.10.534.071.4C.00	Services Contra Expenditures	Correction for budget entry for charges to other utility funds	9,272								(18,544)	(9,272)
405.10.591.034.78.03	High Level Reservoir-Loan Principal	Not included in 2018 Budget - Loan finalized late in 2017	-								101,150	101,150
405.10.592.034.83.03	High Level Reservoir-Loan Interest	Not included in 2018 Budget - Loan finalized late in 2017	-								15,300	15,300
405.10.594.034.85.01	Construction Projects-High Level Res	Retainage release	-								34,570	34,570
Total Water Fund Expenditures			2,923,461								(23,600)	2,899,861
Total Water Fund				31,000								54,800
<b>Fund 406 - Storm &amp; Surface Water Utility Fund</b>												
Revenues:												
n/a (total line only)		Formula error, Line item not included in total revenue	-	5,000							5,000	5,000
Total Storm & Surface Water Utility Fund Revenues			573,130	5,000							5,000	578,130
Expenditures:												
406.06.531.031.11.00	Salaries & Wages	Non-represented adjustments	63,099					1,526			1,526	64,625
406.06.531.031.21.00	Personnel Benefits	Non-represented adjustments	25,292					313			313	25,605
Total Storm & Surface Water Utility Fund Expenditures			696,351					1,839			1,839	698,190
Total Storm & Surface Water Utility Fund				5,000				1,839				3,161
<b>Fund 407 - Airport Fund</b>												
Expenditures:												
407.09.546.010.11.00	Salaries & Wages	Position Reorganization and Non-represented adjustments	234,074					(43,120)			(43,120)	190,954
407.09.546.010.21.00	Personnel Benefits	Position Reorganization and Non-represented adjustments	121,122					(10,517)			(10,517)	110,605
Total Airport Fund Expenditures			1,957,269					(53,637)			(53,637)	1,903,632
Total Airport Fund								(53,637)				53,637
<b>Fund 611 - Firemen's Pension Fund</b>												
Revenues:												
611.311.010.00	Real & Personal Property Tax	Corrects original projections	132,000	28,180							28,180	160,180
611.311.010.01	Real & Personal Property Tax-Delinq	Corrects original projections	1,700	348							348	2,048
Total Firemen's Pension Fund Revenues			148,950	28,528							28,528	177,478
Total Firemen's Pension Fund				28,528								28,528



**ORDINANCE NO. 987-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, AMENDING THE 2018 FISCAL YEAR BUDGET ADOPTED BY ORDINANCE NO. 985-B BY REVISING THE BUDGETED AMOUNTS BY A COMBINED TOTAL OF SEVEN HUNDRED TWENTY EIGHT THOUSAND ONE HUNDRED SIXTY FIVE DOLLARS (\$728,165) FOR THE GENERAL FUND, DEDICATED STREET FUND, COMPENSATED ABSENCES RESERVE FUND, PUBLIC FACILITIES RESERVE FUND, AUTOMOTIVE EQUIPMENT RESERVE FUND, FIRST QUARTER PERCENT REET FUND, SECOND QUARTER PERCENT REET FUND, WASTEWATER FUND, WATER FUND, STORM & SURFACE WATER UTILITY FUND, AIRPORT FUND, AND FIREMEN'S PENSION FUND; AND DIRECTING THE FINANCE DIRECTOR TO EFFECT THE BUDGET AMENDMENTS HEREIN PROVIDED.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to decrease the General Fund's estimated revenues by \$140,183, increase appropriations by \$378,051, and increase transfers out by \$260,736.

**Section 2.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Dedicated Street Fund's appropriations by \$16,040.

**Section 3.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Compensated Absences Reserve Fund's transfers in by \$92,868.

**Section 4.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Public Facilities Reserve Fund's revenues by \$189,233, increase transfers in by \$235,000, and increase appropriations by \$325,145.

**Section 5.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Automotive Equipment Fund's transfers in by \$92,868.

**Section 6.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the First Quarter Percent REET Fund's transfers out by \$80,000.

**Section 7.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Second Quarter Percent REET Fund's transfers out by \$80,000.

**Section 8.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Wastewater Fund's revenues by \$10,905 and increase appropriations by \$208,810.

**Section 9.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Water Fund's revenues by \$31,000 and decrease appropriations by \$23,600.

**Section 10.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Storm & Surface Water Fund's revenues by \$5,000 and increase appropriations by \$1,839.

**Section 11.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to decrease the Airport Fund's appropriations by \$53,637.

**Section 12.** The annual budget of the city for the calendar year 2018 shall be, and the same hereby is, amended so as to increase the Firemen's Pension Fund's estimated revenues by \$28,528.

**Section 13.** Attached hereto and identified as Exhibit A, in summary form, are the total of estimated revenues, transfers in, expenditures, and transfers out for each separate fund and the aggregate totals for all such funds combined for the city for the amended 2018 budget which shows a total estimated ending fund balance of \$17,557,991.

**PASSED** by the city council of the City of Chehalis, Washington, and **APPROVED** by its Mayor at a regularly scheduled open public meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form and content:

\_\_\_\_\_  
City Attorney

**EXHIBIT A**  
**CITY OF CHEHALIS AMENDED 2018 BUDGET**  
**2018 Budget Summary Revised with Ordinance No. 987-B**

<b>FUND NAME</b>	<b>Est. Beg. Fund Balance</b>	<b>Revenue</b>	<b>Operating Transfers In</b>	<b>Expenditures</b>	<b>Operating Transfers Out</b>	<b>Est. End. Fund Balance</b>
General Fund	\$ 2,041,941	\$ 9,286,814	\$ -	\$ 9,813,006	\$ 480,927	\$ 1,034,822
Dedicated Street Fund - 4% Sales Tax	117,842	500	184,625	180,940	-	122,027
Building Abatement Fund	90,313	200	9,596	-	-	100,109
Arterial Street Fund	114,125	148,500	-	160,060	-	102,565
Transportation Benefit Fund	360,055	850,600	-	500,000	-	710,655
Tourism Fund	313,086	233,800	-	217,435	100,000	229,451
Compensated Absence Fund	-	-	92,868	-	-	92,868
Community Dev. Block Grant Fund	111	10,000	-	75	-	10,036
HUD Block Grant Fund	70,943	100	-	-	-	71,043
2011 G.O. Bond Fund	-	-	102,510	102,510	-	-
Public Facilities Reserve Fund	90,185	189,233	655,000	745,145	-	189,273
Automotive/Equip. Res. Fund	463	-	92,868	-	-	93,331
1st Quarter REET Fund	176,107	90,700	-	-	242,865	23,942
2nd Quarter REET Fund	264,738	90,650	-	-	313,675	41,713
Garbage Fund	7,024	6,445	-	6,005	-	7,464
Wastewater Fund	4,822,426	5,529,897	-	5,156,205	-	5,196,118
Water Fund	7,192,608	2,861,884	-	2,899,861	-	7,154,631
Storm & Surface Water Fund	1,100,553	578,130	-	698,190	-	980,493
Airport Fund	371,625	2,090,259	-	1,903,632	-	558,252
Firemen's Pension Fund	729,330	177,478	-	78,500	-	828,308
City Agency Fund	10,890	360,000	-	360,000	-	10,890
<b>TOTALS</b>	<b>\$ 17,874,365</b>	<b>\$ 22,505,190</b>	<b>\$ 1,137,467</b>	<b>\$ 22,821,564</b>	<b>\$ 1,137,467</b>	<b>\$ 17,557,991</b>

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent J. Lougheed, P.E., Community Development Director

**MEETING OF:** May 14, 2018

**SUBJECT:** National Avenue Slide Repair and Rechannelization

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**ISSUE**

The right southbound lane of National Avenue beyond the Chamber Way underpass is showing significant signs of settlement/sliding. The following proposed improvements are intended to alleviate continued soil movement in this area.

**DISCUSSION**

This area has a history of perceived instability due to the continuation of settlement and repairs, which primarily consisted of filling in settled area with additional asphalt. However, soil borings and a geotechnical report addressing this area indicate that the underlying native soils are actually very stable. The fill material placed on top of the native subgrade has settled and shifted over the years, and the problem worsens with the more weight (asphalt) that is added to the profile.

When originally scoping the project to correct this problem, it became evident that the cost to stabilize the surface soils (shallow sheet piles or retaining wall), remove and replace a lane of pavement, sidewalk, and guardrail, and restoring surfaces to the existing configuration was becoming very expensive. I then looked at options of shifting lanes to the east, but that would also require additional grading, retaining walls, and removal of a portion of the landscaped area (still requiring new pavement and sidewalk).

Finally, when looking at the average daily traffic and peak traffic patterns (based on recent traffic counts as well as allowing for 20-year growth) it became apparent that a second southbound lane at this location is not warranted due to:

- Posted speeds
- Traffic volumes
- Absence of driveways and intersections
- Site distances

Additionally, when analyzing the merging points at the beginning and end of the underpass transitions, having the second lane actually poses more of a traffic concern as these two merge points (potential collisions while merging/passing) frequently experience near collisions from a multitude of traffic maneuvers.

Therefore, it is recommended that the right lane of the underpass be removed with the attached configuration. This proposed project alignment would provide the following benefits:

- Removal of the fill and excess weight, and stabilization of the disturbed areas with jute matting and vegetation will stabilize the area.
- The proposed project results in the least amount of disturbance to the currently stable native soils below the fill material.
- Removal of the right lane eliminates two potential collision points for merging traffic.
- The cost of the project is much less than hillside stabilization and replacing traffic lane, sidewalk, and guardrail.
- The proposed configuration provides a nice pedestrian corridor that will be useable independent of the final intersection alignment when the Chamber Way Bridge is replaced.
- New signage and pavement markings will reduce the confusion of which lane to choose to access I-5 or downtown (for southbound traffic on National Ave.)
- Increased pedestrian safety (will meet WSDOT Design Manual Standards for “Clear Zone” where existing configuration does not).

### **FISCAL IMPACT**

The “Engineer’s Opinion of Probable Cost” for the proposed improvements is roughly \$193,000. The bid set will be completed in-house, resulting in minimal engineering costs (approx. \$3,000 for drafting services). It is also recommended a 15% contingency (\$29,000) be added to the budget for unforeseen conditions.

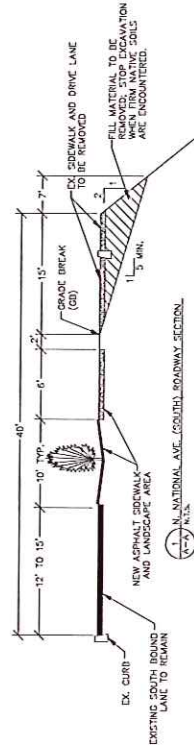
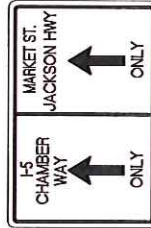
Therefore, the total recommended preliminary budget for the project would be \$225,000.

### **RECOMMENDATION**

It is recommended that the National Avenue Slide Repair and Rechanneling project be added to the City’s work plan.

### **SUGGESTED MOTION**

I move that the project to alleviate sliding and improve the area of National Avenue impacted by soil movement move forward.



**RB Engineering**  
 DESIGN → PERMIT → MANAGE  
 P.O. Box 673     OFF: (361) 964-8878  
 PULLMAN, WA     FAX: (361) 964-8878

NO.	DATE	REVISION

THE CITY OF CHEHALIS  
 COMMUNITY DEVELOPMENT  
 1321 S. MARKET BLVD  
 CHEHALIS, WA 98532



DATE: 05/29/11     PROJECT: 11-0107  
 DRAWN BY: PWT     CHECKED BY: JRG  
 A.L.C.

THE CITY OF CHEHALIS  
 N. NATIONAL AVE RE-CANNELIZATION  
 SEC 29, TWP 14 N, RCE 2 W, W.M.  
 CITY OF CHEHALIS, WA

JOB NUMBER: 11030  
 DRAWING NAME: 11030-0001  
 1 OF 1

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Brandon Rakes, Airport Operations Coordinator

**MEETING DATE:** May 14, 2018

**SUBJECT:** EVgo Site Host Agreement for Electric Vehicle Charging Station

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**ISSUE**

The Chehalis-Centralia Airport in cooperation with EVgo received a grant from WSDOT to fund the installation of electric vehicle charging stations for use by the general public as part of the effort to expand the infrastructure for this growing segment of the market. An agreement to provide four parking spaces for the equipment is needed to proceed with the use of the grant funds.

**DISCUSSION**

The Chehalis-Centralia Airport and its associated properties is located in a prime location along the I-5 corridor between Seattle and Portland. Currently there are no publicly available fast charge electric vehicle charging stations located in the commercial area around the airport or its commercial properties. Therefore, the city is not able to offer access to vehicle recharging for the rapidly increasing number of electric vehicles being driven on I-5, potentially losing the associated retail and restaurant business.

The Chehalis-Centralia Airport in cooperation with EVgo received a grant from WSDOT to fund the installation of electric vehicle charging stations for use by the general public at multiple locations along I-5, including Chehalis. The nine locations are scheduled to be: Bellingham; Mt. Vernon; Everett; SeaTac; Federal Way; Tacoma; Lacey; Longview; and Chehalis. The total cost of the project is \$1.46 million, funded in large part by state and federal grants.

The location of the proposed charging stations in Chehalis will be next to the site that has been designated for the Discover! Children's Museum and an adjacent park. The City will need to fund the construction of a portion of the parking area that will eventually be used by the proposed park in order to provide the four parking spaces needed for the project. The estimated cost of the parking area is \$22,000.

EVgo will fund all of the costs associated with the purchase, installation, and maintenance of the charging equipment, as well as all electricity charges. The term of the agreement will initially be for 5 years following the date the charging stations are first operational. It will then

renew automatically for successive 1 year periods unless terminated by either party with at least 30 days' notice. The complete agreement is attached for your reference.

**FISCAL IMPACT**

The Airport commitment will require providing 4 parking spaces for 2 charging stations at the location. The Airport's portion of the development cost of no more than \$22,000, which will be used to provide the four required spaces and additional spaces to complete approximately half of the parking that will be needed by the park that is planned to complement the future Discover! Children's Museum. Any potential increases in sales related to the availability of the charging stations is difficult to predict. The value is in giving the traveling public one more reason to make Chehalis their stop of choice when traveling on I-5.

**RECOMMENDATION**

It is recommended that the City Council approve the agreement with EVgo and authorize the City Manager to sign the agreement.

**SUGGESTED MOTION**

I move that the City Council approve and authorize the City Manager to sign the Charging Services Agreement with EVgo.



**CHARGING SERVICES AGREEMENT  
(EVgo Public Network)**

Host: City of Chehalis,  
Chehalis Centralia Airport

Agreement Date: May 4, 2018

This Charging Services Agreement ("Agreement") is entered into as of the Agreement Date by Host and EVGO SERVICES LLC, a Delaware limited liability company ("EVgo"). Capitalized terms not defined herein shall have the meanings given to them in the attached Terms & Conditions, attached as Exhibit A and incorporated by reference herein.

**A. Premises**

Host Property: City of Chehalis Discover! Children's Museum property parking lot spaces. The location where the Charging Station(s) shall be installed at the Host Property (the "Premises") is shown on the attached Exhibit B.

**B. Charging Services**

**1. Term.**

- a. The term of this Agreement (as extended from time to time, the "Term") shall commence on the Agreement Date, subject to the Terms & Conditions, and continue until five (5) years following the date the Charging Station(s) are first operational (the "Commencement Date"). The Agreement will automatically renew for successive one (1)-year periods, unless terminated by either party upon at least thirty (30) days prior written notice. EVgo shall send to Host notice of the Commencement Date within a reasonable period following the occurrence of such date.
- b. This Agreement may be terminated upon (30) days' written notice to either party without penalty or fee:
  - i) in the case of EVgo, at any time prior to the submission of the permit application for construction of the Charging Station(s) at the Host Property or in the event that EVgo determines that the construction or continued operation of the Charging Station(s) is impracticable or uneconomical; and
  - ii) in the case of Host, in the event the Commencement Date has not occurred within twelve (12) months following the Agreement Date; provided that Host's rights shall terminate upon the Commencement Date.

**2. Charging Services. During the Term, EVgo shall provide the following services (the "Charging Services"):**

- a. EVgo shall, at its sole cost and expense, retain a licensed contractor to install:
  - One (1) DC Fast Charging Station;
  - One (1) Level 2 Charging Station;
  - Related equipment, hardware, software, signage and supporting equipment and structures.

The foregoing is collectively referred to as the "Charging Station(s)."

- b. EVgo shall be responsible for all operation and maintenance of the Charging Station(s).
- c. The Charging Station(s) shall be available to EVgo Customers as part of its public network of EV charging stations.

- d. EVgo Customers shall have access to the Premises twenty-four (24) hours per day, seven (7) days per week, and 365/366 days per year. EVgo and its employees, contractors, and vendors may, at any time during the Term, access the Premises and Host Property to maintain, inspect, repair, upgrade or replace any portion of the Charging Station(s).
3. Exclusivity. Host hereby grants EVgo an exclusive right to provide electric vehicle charging services at the Host Property during the Term hereof.
4. Electricity. Unless otherwise agreed by the parties, EVgo shall be responsible for all electricity costs of the Charging Station(s). Host shall reasonably cooperate with EVgo's efforts regarding the provision of electricity to the Charging Station(s). Neither Host nor EVgo has any responsibility or liability for interruption, curtailment, failure, or defect in the supply or character of utilities furnished to the Charging Station(s), unless the cause of the interruption is covered by the party's indemnity provided for in the Terms and Conditions.
5. Removal Upon Termination. Promptly following the termination of this Agreement, EVgo shall remove the Charging Stations and all of EVgo's other property associated with the Premises from the Host Property.

**C. Installation Activities.**

1. Subject to the requirements of the Terms and Conditions, EVgo shall, at its sole cost and expense, be responsible for all installation activities (the "Installation Activities") required to support the operation of the Charging Station(s) and Charging Services, including the hiring and coordination of all vendors and contractors; the installation of electrical equipment, utility lines, hardware, and software; site preparation, trenching, repaving, and landscaping.
2. On completion of the installation of the Charging Station(s), EVgo shall retain all ownership rights therein and shall have the right to remove a portion of the same at any time during the Term, whether or not said items are considered fixtures and attachments to the Premises under applicable laws.

**D. Other Provisions. NONE.**

[Signature page follows]

**HOST:**

City of Chehalis, Chehalis-Centralia Airport

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Notice Address:

**EVGO:**

EVGO SERVICES LLC,  
a Delaware limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Notice Address:

11390 West Olympic Blvd., Suite 250  
Los Angeles, CA 90064  
Attn: CEO

with a copy to:

11390 West Olympic Blvd., Suite 250  
Los Angeles, CA 90064  
Attn: Director of Legal Affairs

Exhibit A

Terms and Conditions

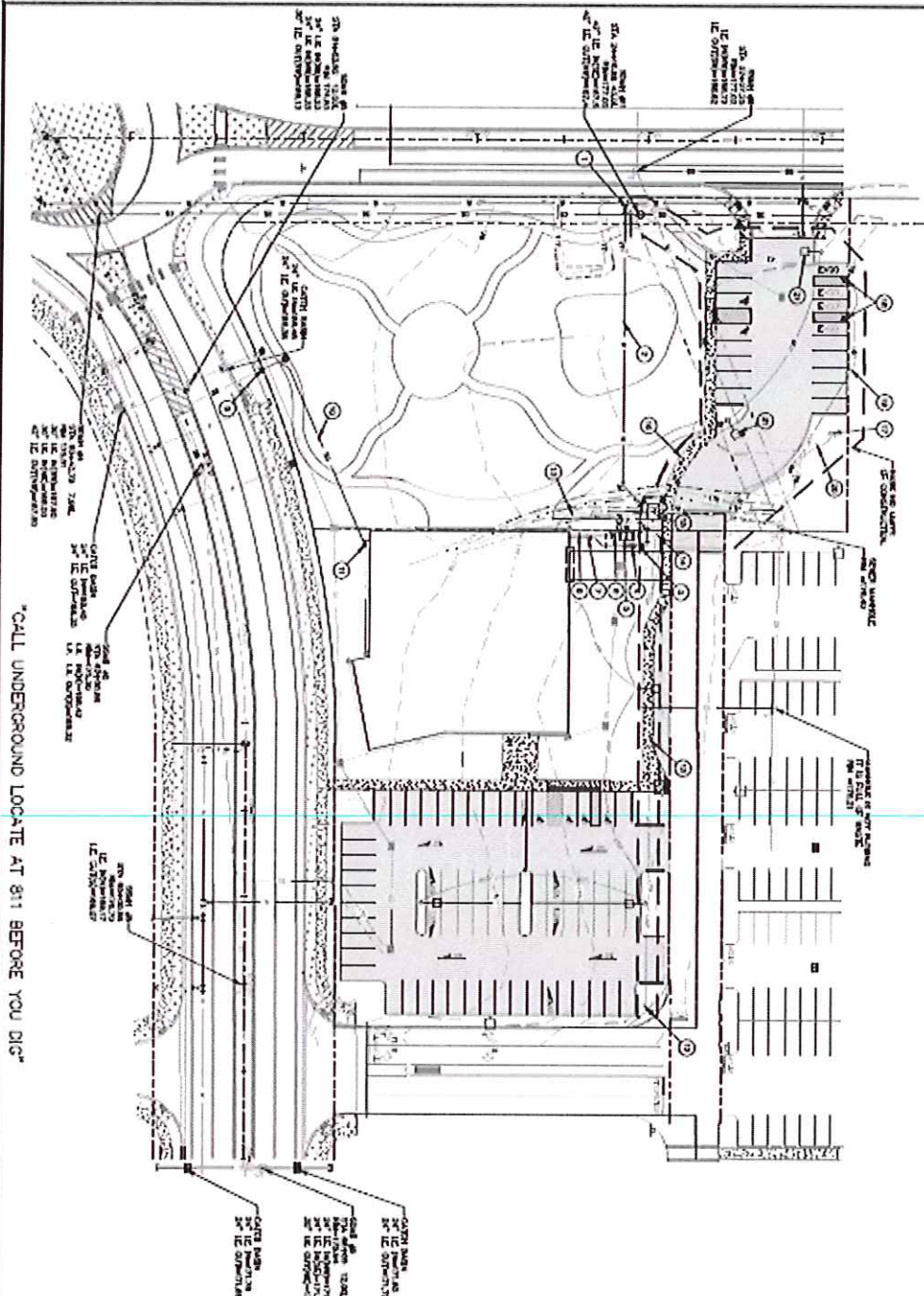
See attached.

Exhibit B

Premises

See attached drawing.

SEC 19, TWP 14 N, RGE 02 W, W.M.



"CALL UNDERGROUND LOCATE AT 811 BEFORE YOU DIG"



- 1. EXISTING SEWER MAIN, 12" DIA. 10' DEEP, 10' DIA. 10' DEEP, 10' DIA. 10' DEEP.
- 2. EXISTING WATER MAIN, 12" DIA. 10' DEEP, 10' DIA. 10' DEEP, 10' DIA. 10' DEEP.
- 3. EXISTING GAS MAIN, 12" DIA. 10' DEEP, 10' DIA. 10' DEEP, 10' DIA. 10' DEEP.
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<p><b>Engineering</b> DESIGN - PERMIT - MANAGE</p>	<p><b>DISCOVER</b> CHILDREN'S MUSEUM</p>	<p>SEWER, WATER AND UTILITY SERVICE PLAN</p>	<p>DATE: 08/27/2011</p> <p>TIME: 1:00 PM</p>
			<p>PROJECT: 08/27/2011</p> <p>DATE: 08/27/2011</p>

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Trent J. Lougheed, P.E., Community Development Director

**MEETING OF:** May 14, 2018

**SUBJECT:** Preliminary Analysis of Proposed Annexation Areas

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**ISSUE**

One of the goals of the Strategic Planning is to “Present a plan for future annexations to the City Council for consideration.” The information included with this agenda report is intended to identify the proposed annexation areas and the potential impacts to the city to initiate the discussion on how to proceed with annexations over the next several years. A workshop can also be scheduled as a follow-up to the scheduled presentation if the City Council would like to discuss the proposal in more detail in a setting less formal than a regularly scheduled City Council meeting.

**DISCUSSION**

The overall concept in considering the areas shown on the attached City Map was to “clean-up our borders.” Areas 1-4 are intended to “fill the gaps” along the Market/Jackson Highway corridor, while Areas 5-6 are intended to start filling in the I-5 corridor. Areas 7-8 are intended to straighten out our northern border while annexing city-owned property that still remains outside of our jurisdictional borders. At this time, it is expected that the City would pursue annexing multiple areas at a time because the process requires many steps as set forth by law.

A presentation will be made at the City Council meeting to highlight each of the areas, address any questions, and listen to the feedback from the City Council so that the plan can be revised as needed. As noted above, if additional time is needed to adequately address your questions or concerns, a workshop can be scheduled to provide more time. It is also important to note that the process for annexation requires multiple public notices and hearings, as well as an opportunity for those impacted to protest. Several actions would also need to be taken by the City Council to advance and ultimately complete a proposed annexation.

**PRELIMINARY ASSESMENT OF GENERAL IMPACTS**

The police, fire, and public works departments were provided with the proposed areas to determine the general impacts to the city. There are other impacts and issues that would need to be evaluated in further detail at the time an annexation process is implemented.

***Emergency Services combined for the following:***

Based on the total number of calls for Police and for Fire for 2016-2017, there would have been an increase in calls of 1.2% for both Police and Fire (if all 8 areas were annexed).

- 2016/2017 Annexation areas calls for Police service: 189 (15,697 in city limits)
- 2016/2017 Annexation areas calls for Fire service: 41 (3,405 in city limits)

While the call volume would not necessarily go up significantly, based on current land use, there are concerns about response times which could be impacted over the long-term.

***Public Works combined for the following:***

***Streets:***

- All the roads within the Alderwood development are private. Typically during an annexation, it is offered that private streets can be converted to public ROWs if the roadway is upgraded to city standards.
- In Area 8 – Airport Road in this area is in pretty bad shape. The county called in locates to do core samples for base investigation. It is believed they are looking at making repairs to this. Recommendation is to wait on this area until sometime after the road improvements have been completed.
- Gain in Revenue from sales tax for the Transportation Benefit District: unknown (revenue based on retail sales, which would take considerable efforts to calculate at this time)

***Water:***

- Service area would be unaffected
- Loss of revenue from surcharges for utilities outside of city limits: \$12,600 per year

***Sewer:***

- Service area would be unaffected
- Loss of revenue from surcharges for utilities outside of city limits: \$57,400 per year

***Storm:***

- Servicing larger surface area
- Gain in Revenue from Residential Stormwater Charges: \$11,500 per year
- Gain in Revenue from Commercial Stormwater Charges: unknown (charges based on impervious coverage of lots, which would take considerable efforts to calculate at this time)



**FISCAL IMPACT**

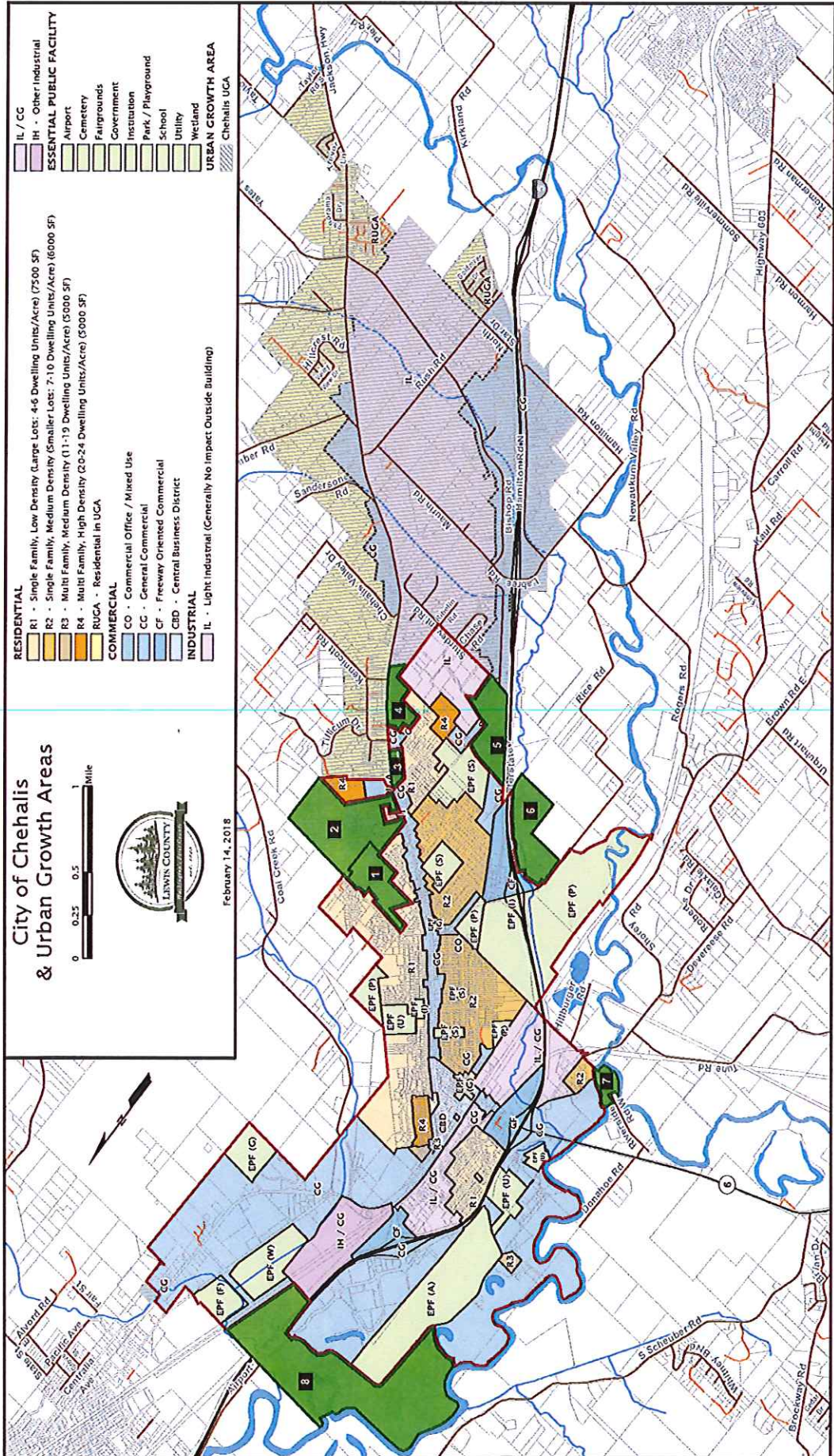
Discussion item only.

**RECOMMENDATION**

City Council comment and direction regarding the start of the annexation process for any/all areas identified within the preliminary mapping areas, or if other specific areas should also be discussed.

**SUGGESTED MOTION**

Discussion item only.



# City of Chehalis & Urban Growth Areas



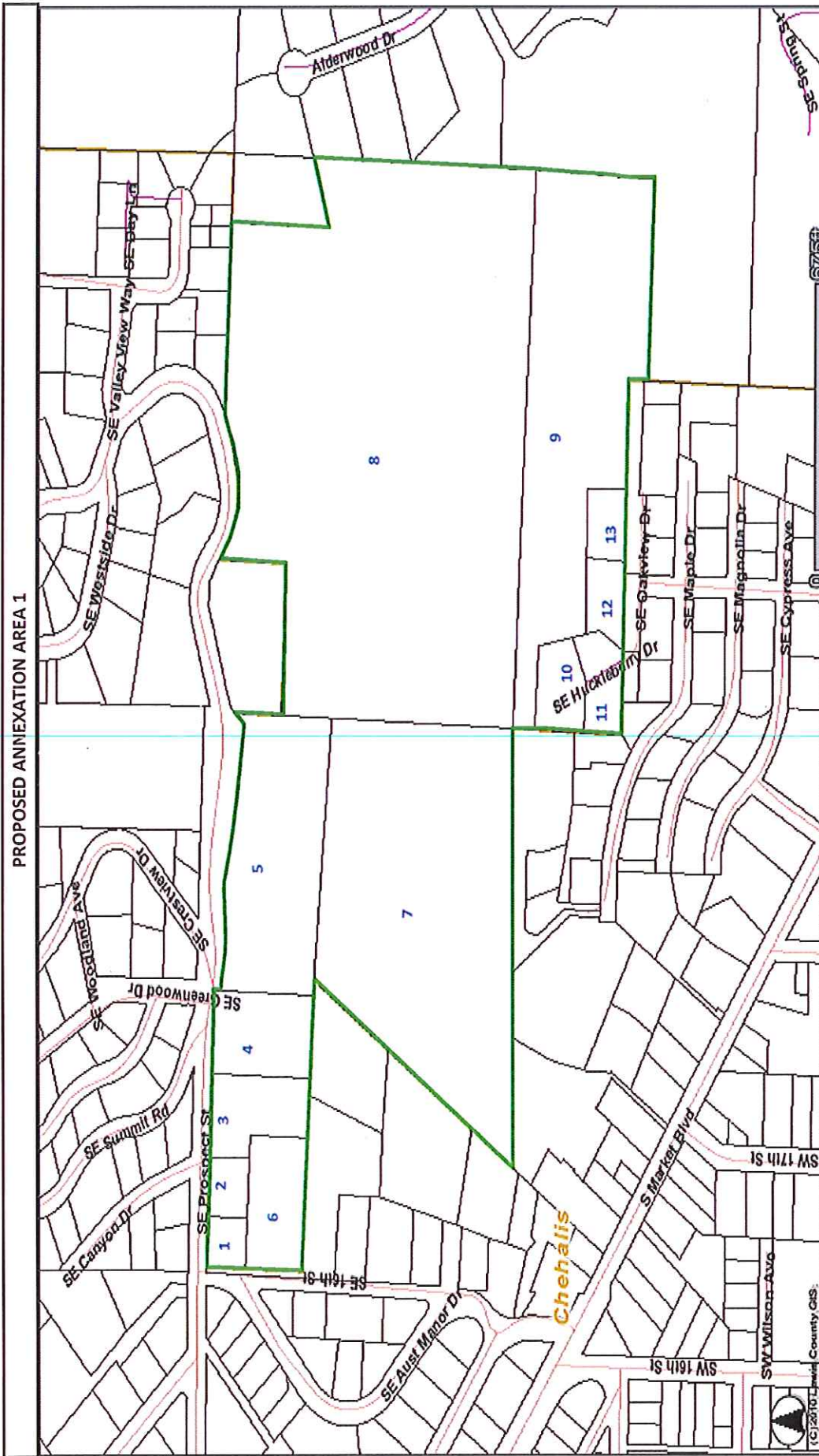
February 14, 2018

- RESIDENTIAL**
  - R1 - Single Family, Low Density (Large Lots: 4-6 Dwelling Units/Acre) (7500 SF)
  - R2 - Single Family, Medium Density (Smaller Lots: 7-10 Dwelling Units/Acre) (6000 SF)
  - R3 - Multi Family, Medium Density (11-19 Dwelling Units/Acre) (5000 SF)
  - R4 - Multi Family, High Density (20-24 Dwelling Units/Acre) (5000 SF)
  - RUCA - Residential in UGA
- COMMERCIAL**
  - CO - Commercial Office / Mixed Use
  - CC - General Commercial
  - CF - Freeway Oriented Commercial
  - CBD - Central Business District
- INDUSTRIAL**
  - IL - Light Industrial (Generally No Impact Outside Building)
- ESSENTIAL PUBLIC FACILITY**
  - IL / CC
  - H - Other Industrial
- URBAN GROWTH AREA**
  - Chehalis UGA

PROPOSED ANNEXATION AREA 1

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	021855000000	RUGA	HUMAN RESPONSE NETWORK	192 SE 16TH ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.33
2	021852002001	RUGA	WATILLO, MICHAEL T & JACQUELINE R	411 SE PROSPECT ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.39
3	021852002002	RUGA	WATILLO, MICHAEL T & JACQUELINE R	455 SE PROSPECT ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.96
4	021852003000	RUGA	BURMAN, KEVIN O & LINDSAY R	457 SE PROSPECT ST		CHEHALIS	WA	98532	720	91 - RESIDENTIAL LAND - UNDIVIDED	1.30
5	021850000000	RUGA	JORGENSEN TIMBER, LLC	0 SE PROSPECT ST		CHEHALIS	WA	98532	720F	88 - DESIGNATED FOREST LAND	4.35
6	021852001000	RUGA	AGGERS, KENNYTH L & BREANN R	172 SE 16TH ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	1.30
7	021854000000	RUGA	BOROVEC, RONALD B, ET AL	0 MARKET BLVD		BOTHELL	WA	98012	720F	88 - DESIGNATED FOREST LAND	11.12
8	021848001004	RUGA	JORGENSEN TIMBER, LLC	0 SE PROSPECT ST		CHEHALIS	WA	98532	720F	88 - DESIGNATED FOREST LAND	25.41
9	021849000000	RUGA	BOROVEC, BYRON	0 OAKVIEW DR		CHEHALIS	WA	98532	720	18 - OTHER RESIDENTIAL	8.47
10	021849003000	RUGA	PRILL, WILLIAM E	100 SE HUCKLEBERRY RD		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.71
11	021849004000	RUGA	PRILL, WILLIAM E	0 SE HUCLEBERRY		CHEHALIS	WA	98532	720	18 - OTHER RESIDENTIAL	0.68
12	021849005000	RUGA	BORVEC, MICHAEL B & CAROLYN A	1910 SE OAKVIEW AVE		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.53
13	021849006000	RUGA	HAINES, EBEN E & AMANDA C	1930 SE OAKVIEW DRIVE		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.48

PROPOSED ANNEXATION AREA 1



use code descriptions	acreage
11 - single unit x7	4.70
91 - residential land - undivided x1	1.30
88 - designated forest land x3	40.88
18 - other residential x2	9.15
	56.03

Total Parcels	13
13 parcels all zoned RUGA	
13 parcels all tax code 720	
RUGA acreage	56.03

PROPOSED ANNEXATION AREA 2

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	WA CODE	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	021862001003	RUGA	DEPRIEST, TEDDY G & ROSEMARIE KARIN	0 PROSPECT ST		CHEHALIS	WA	98532	720F	91 - RESIDENTIAL LAND - UNDIVIDED	1.00
2	021862001020	RUGA	DEPRIEST, TEDDY G & ROSEMARIE KARIN	243 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.86
3	021862001019	RUGA	BUZZARD, JAMES M B & MEGHAN A	242 ALDERWOOD DR		CHEHALIS	WA	98531	720	11 - SINGLE UNIT	2.46
4	021862001097	RUGA	READ, DAVID A & LINDA D	0 RAINIER CT		CENTRALIA	WA	98531	720F	88 - DESIGNATED FOREST LAND	29.55
5	021862001017	RUGA	HAWORTH LIVING TRUST DATED MAY 3, 2013	238 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.67
6	021862001015	RUGA	UNZELMAN, ALLEN	232 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.69
7	021862001013	RUGA	GAMMELGAARD, JOHN E & LESLIE S	226 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.59
8	021862001011	RUGA	KIRSCH, GREGORY G & BOEDECKER,	220 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.60
9	021862001009	RUGA	HARDER, GREGORY R & YVONNE A	214 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.58
10	021862001007	RUGA	MINER, LARRY J & KAREN K	210 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.69
11	021862001005	RUGA	KYES, SHAWN D	204 ALDERWOOD DR		TUMWATER	WA	98501	720	11 - SINGLE UNIT	0.68
12	021862001003	RUGA	UNITED FAMILY TRUST	198 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.58
13	021862001001	RUGA	GIBBS, SANDRA	192 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.66
14	021862001030	RUGA	MENCKE, BRAD C & HOLLY J	190 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.50
15	021862001031	RUGA	ENBODY, JOSEPH O & JOANNE C	186 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.56
16	021862001074	RUGA	O'ROURKE, SHANE M & JOELY A	107 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.61
17	021862001073	RUGA	VARICK, BENJAMIN & MELISSA	111 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.54
18	021862001072	RUGA	AYERS, MICHAEL J & MARIA P	117 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.48
19	021862001071	RUGA	GASCON, ARMANDO & SHEELA	121 NICOLA CT		COPPERPOLIS	CA	95228	720	11 - SINGLE UNIT	0.55
20	021862001070	RUGA	HAAKENSON, RICHARD & ROBERTA	123 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.96
21	021862001068	RUGA	BURT, CHRISTOPHER J & JANET K	118 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.52
22	021862001067	RUGA	CRAIG, WILLIAM G & CLAUDIA K	114 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.68
23	021862001066	RUGA	CORONEL, RAMON C & HAYLEY M	110 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.58
24	021862001065	RUGA	CATE, MITCHELL	106 NICOLA CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.36
25	021862001032	RUGA	CATE, MITCHELL	176 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.37
26	021862001033	RUGA	STOWE, RANDY J & JANET D	172 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.62
27	021862001035	RUGA	DANIELS, DENNIS N & VICKI L	168 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.56
28	021862001036	RUGA	APOSTOLIC FAITH MISSION OF PORTLAND, OR	160 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.54
29	021862001037	RUGA	RANDALL, ALICE	156 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.42
30	021862001038	RUGA	RUSH, COLIN K & DIANE V	101 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.58
31	021862001053	RUGA	SCIERA, BRAIN J & MEGAN H	103 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.58
32	021862001054	RUGA	BURTON, DANA S & DAVID H	105 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.54
33	021862001055	RUGA	BURTON, DANA S & DAVID H	109 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.48
34	021862001056	RUGA	ROE, ALLYN J & ANDREA J	113 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.48
35	021862001057	RUGA	LUTES, KENNETH J & AMBURGY, WILMA MARIE	117 RAINIER CT		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.65

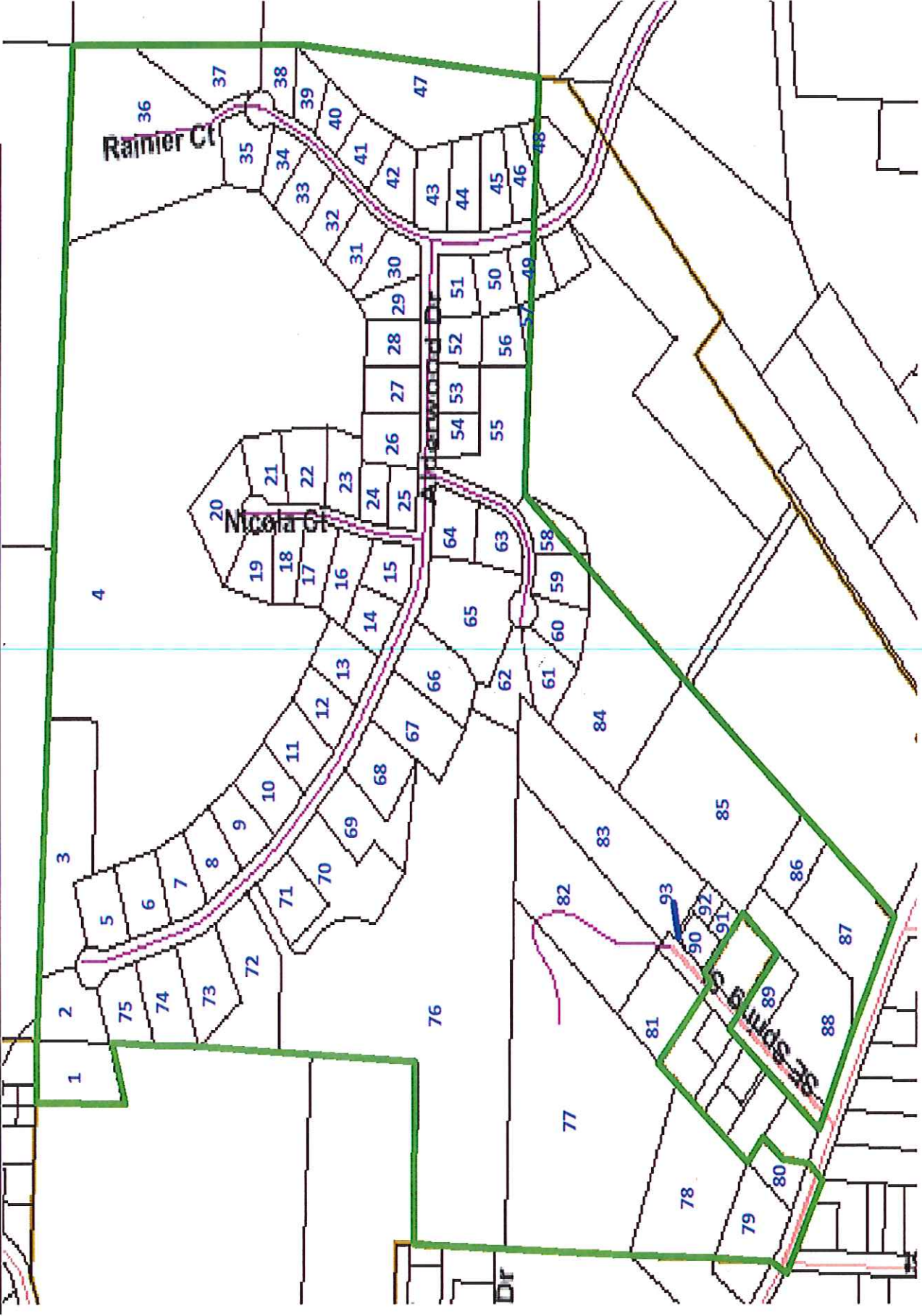
PROPOSED ANNEXATION AREA 2

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
36	021862001096	RUGA	READ, MARK A & HILLARY A	120 RAINIER CT		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		5.00
37	021862001090	RUGA	ELY, PAULS & NIKKI S	118 RAINIER CT		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.60
38	021862001059	RUGA	BREEN, JUDY	116 RAINIER CT		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.44
39	021862001060	RUGA	MILLS, AARON M & CECELIA M	112 RAINIER CT		CENTRALIA	WA	98531	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.40
40	021862001061	RUGA	DUIJELA, MICHAEL DALE & LILIANA	110 RAINIER CT		TUMWATER	WA	98512	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.40
41	021862001062	RUGA	KAPLAN, TERRY	106 RAINIER CT		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.50
42	021862001039	RUGA	METTLER FAMILY TRUST DTD FEB 15, 1999	102 RAINIER CT		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.55
43	021862001077	RUGA	PAK, JINHO & KIM, MI LEE	146 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.60
44	021862001078	RUGA	HAMILTON, RYAN M & KELSI K	144 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.61
45	021862001079	RUGA	BLANKENSHIP, STEVE W	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.60
46	021862001080	RUGA	CHUNG, PAUL Y & IRIS J	136 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.47
47	021862001089	RUGA	BREEN, JUDY	0 RAINIER CT		CHEHALIS	WA	98532	720F 88 - DESIGNATED FOREST LAND		4.38
48	021862001084	RUGA	ROUSSEAU, CHARLES L & CATE, CYNTHIA A	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.09
49	021862001081	RUGA	BLANKENSHIP, STEVE W	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.25
50	021862001082	RUGA	BLANKENSHIP, STEVE W	141 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.47
51	021862001040	RUGA	RAYMOR, BRIAN	151 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.48
52	021862001041	RUGA	BULLOCK, BRYAN & MARY	163 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.44
53	021862001042	RUGA	FECHTNER, WALTER R & MARY L	167 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.42
54	021862001043	RUGA	LINDT, KIRK & JACKIE	171 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.39
55	021862001093	RUGA	BREEN, JUDY	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		1.58
56	021862001087	RUGA	BLANKENSHIP, STEVE W	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.49
57	021862001093	RUGA	BREEN, JUDY	0 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.00
58	017492010008	RUGA	HAENKE, ROBERT S	113 BRIARWOOD CT		CENTRALIA	WA	98531	720 11 - SINGLE UNIT		0.30
59	017492010003	RUGA	STANTON, LAUREN L & STEVE M	117 BRIARWOOD CT		CENTRALIA	WA	98531	720 11 - SINGLE UNIT		0.56
60	017492010002	RUGA	ARMITAGE, DIANE	119 BRIARWOOD CT		NAPAVINE	WA	98565	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.51
61	017492010001	RUGA	WALKER, DOUGLAS B & TERI L	121 BRIARWOOD CT		NAPAVINE	WA	98565	720 11 - SINGLE UNIT		0.60
62	021862001049	RUGA	LENG, JASON	122 BRIARWOOD CT		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.67
63	021862001046	RUGA	TAK, DENYS S & TRACY A	112 BRIARWOOD CT		CHEHALIS	WA	98532	720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.52
64	021862001028	RUGA	TAK, DENYS S & TRACY A	175 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.61
65	021862001024	RUGA	VIGRE, KIRK & MARLA	185 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		1.74
66	021862001026	RUGA	SAHLINGER, CRAIG & DONDI	187 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.56
67	021862001002	RUGA	THURSTON, JOHN O	199 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		1.07
68	021862001004	RUGA	ERICSON, STEPHEN P & CHARLENE	199 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		0.78
69	021862001006	RUGA	BECKMAN, RICHARD & SUSAN	205 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		1.09
70	021862002008	RUGA	HEMPHILL, VERNELLE L & BATES	211 ALDERWOOD DR		CHEHALIS	WA	98532	720 11 - SINGLE UNIT		1.57

PROPOSED ANNEXATION AREA 2

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
71	021862001010	RUGA	SASHA, KHALIL, & ABOODI, BAN	215 ALDERWOOD DR		LAKE OSWEGO	OR	97035	720F	91 - RESIDENTIAL LAND - UNDIVIDED	0.70
72	021862001012	RUGA	HARTMAN, DARYL JAMES & CHRISTI	221 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	1.54
73	021862001014	RUGA	HAAKENSON, GARTH & KIM	227 ALDERWOOD DR		CHEHALIS	WA	98532	720	18 - OTHER RESIDENTIAL	0.89
74	021862001016	RUGA	HAAKENSON, GARTH & KIM	233 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.84
75	021862001018	RUGA	ALLEN, CHARLES E & JUDY A	239 ALDERWOOD DR		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.65
76	021862001095	RUGA	BREEN, JUDY	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F	88 - DESIGNATED FOREST LAND	13.89
77	017489003000	EPF - C	LEWIS CO PROPERTIES, LLC	0 JACKSON HWY		CHEHALIS	WA	98532	720	62 - SERVICE - PERSONAL	8.53
78	017489001000	EPF - C	LEWIS CO PROPERTIES, LLC	0 MARKET BLVD		CHEHALIS	WA	98532	720	69 - SERVICE - MISCELLANEOUS	2.65
79	017489002000	EPF - C	LEWIS CO PROPERTIES, LLC	2000 S MARKET BLVD		CHEHALIS	WA	98532	720	69 - SERVICE - MISCELLANEOUS	0.89
80	010708000000	EPF - C	P & C DILLON PROPERTIES, LLC	2022 JACKSON HWY		CHEHALIS	WA	98532	720	59 - RETAIL - OTHER	0.40
81	010714001000	RUGA	KOSTICK, MARY	92 SE SPRING ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	1.04
82	017490000000	RUGA	PIONEER GREENWOOD CEMETARY	0 SE SPRING ST		CHEHALIS	WA	98532	720F	91 - RESIDENTIAL LAND - UNDIVIDED	3.46
83	017491000000	RUGA	DIPOLA REVOCABLE LIV TRUST ET AL	0 SE SPRING ST		CENTRALIA	WA	98531	720F	91 - RESIDENTIAL LAND - UNDIVIDED	3.60
84	017492010007	RUGA	BREEN, JUDY	0 ALDERWOOD DR		CHEHALIS	WA	98532	720F	91 - RESIDENTIAL LAND - UNDIVIDED	3.30
85	017492009000	RUGA	MCKINNELL TRACTOR CO	0 JACKSON HWY OFF		CHEHALIS	WA	98532	720F	91 - RESIDENTIAL LAND - UNDIVIDED	4.36
86	017492012002	RUGA	DAYSRING BAPTIST CHURCH	2088 JACKSON HWY		CHEHALIS	WA	98532	720	91 - RESIDENTIAL LAND - UNDIVIDED	0.65
87	017492011001	CG	DAYSRING BAPTIST CHURCH	2088 JACKSON HWY		CHEHALIS	WA	98532	720	69 - SERVICE - MISCELLANEOUS	1.83
88	010716003000	CG	WARD, LUCAS S & CAROLYN K	2056 JACKSON HWY		CHEHALIS	WA	98532	720	52 - RETAIL - HARDWARE	2.12
89	010716001000	RUGA	MCKINNELL, BRENT & JOYCE	49 SE SPRING ST		CHEHALIS	WA	98532	720	11 - SINGLE UNIT	0.46
90	010715001001	RUGA	DIPOLA REVOCABLE LIV TRUST ET AL	95 SE SPRING ST		CENTRALIA	WA	98531	720	91 - RESIDENTIAL LAND - UNDIVIDED	0.26
91	010715001003	RUGA	DIPOLA REVOCABLE LIV TRUST ET AL	91 SE SPRING ST		CENTRALIA	WA	98531	720	91 - RESIDENTIAL LAND - UNDIVIDED	0.21
92	010715001002	RUGA	DIPOLA REVOCABLE LIV TRUST ET AL	97 SE SPRING ST		CENTRALIA	WA	98531	720	91 - RESIDENTIAL LAND - UNDIVIDED	0.18
93	10715001004	RUGA	DIPOLA REVOCABLE LIV TRUST ET AL	0 SE SPRING ST		CENTRALIA	WA	98531	720	91 - RESIDENTIAL LAND - UNDIVIDED	0.01

PROPOSED ANNEXATION AREA 2





PROPOSED ANNEXATION AREA 3

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	010775002001	CG	LEWIS COUNTY FIRE DISTRICT 6	2123 JACKSON HWY					720	67 - SERVICE - GOVERNMENTAL	1.75
2	010775002003	CG	LEWIS COUNTY FIRE DISTRICT 6	2131 JACKSON HWY					720	11 - SINGLE UNIT	0.41
3	010775002002	CG	GREATER CHEHALIS FOOD BANK	750 SW 21ST ST					720	69 - SERVICE - MISCELLANEOUS	1.28
4	010778001000	CG	ELSBERRY, GERALD & N JOAN	2141 JACKSON HWY					720	53 - RETAIL - GENERAL MERCH	1.25
5	010779000000	CG	ELSBERRY, GERALD & N JOAN	2145 JACKSON HWY					720	53 - RETAIL - GENERAL MERCH	1.00
6	010780000000	CG	ELSBERRY, GERALD & N JOAN	2153 JACKSON HWY					720	11 - SINGLE UNIT	1.00
7	010781000000	CG	K&W PROPERTIES	2161 JACKSON HWY					720	11 - SINGLE UNIT	1.00
8	010782001000	CG	BISHOP ROAD ENTERPRISES, LLC	2165 JACKSON HWY					720	11 - SINGLE UNIT	0.33
9	010782002000	CG	BISHOP ROAD ENTERPRISES, LLC	0 JACKSON HWY					720	91 - RESIDENTIAL LAND - UNDIVIDED	0.32
10	010782003000	CG	BISHOP ROAD ENTERPRISES, LLC	0 JACKSON HWY					720	91 - RESIDENTIAL LAND - UNDIVIDED	0.35
11	010783000000	CG	NEWBY, DON W	2169 JACKSON HWY					720	11 - SINGLE UNIT	1.00
12	010784002002	CG	HEITKEMPER, PAULA	2175 JACKSON HWY					720	11 - SINGLE UNIT	0.51
13	010784002001	CG	HEWETT, J C & LAURA	2179 JACKSON HWY					720	11 - SINGLE UNIT	0.25
14	010784001001	CG	BATT, QUINTEN MICHAEL & CHRISTA ELIZABETH	2183 JACKSON HWY					720	11 - SINGLE UNIT	0.22
15	010784001003	CG	TEIGEN, TRISHA	2185 JACKSON HWY					720	48 - OTHER RESIDENTIAL	0.28
16	010784001002	CG	TEIGEN, TRISHA	0 JACKSON HWY					720	45 - TRANS - HIGHWAY	0.24

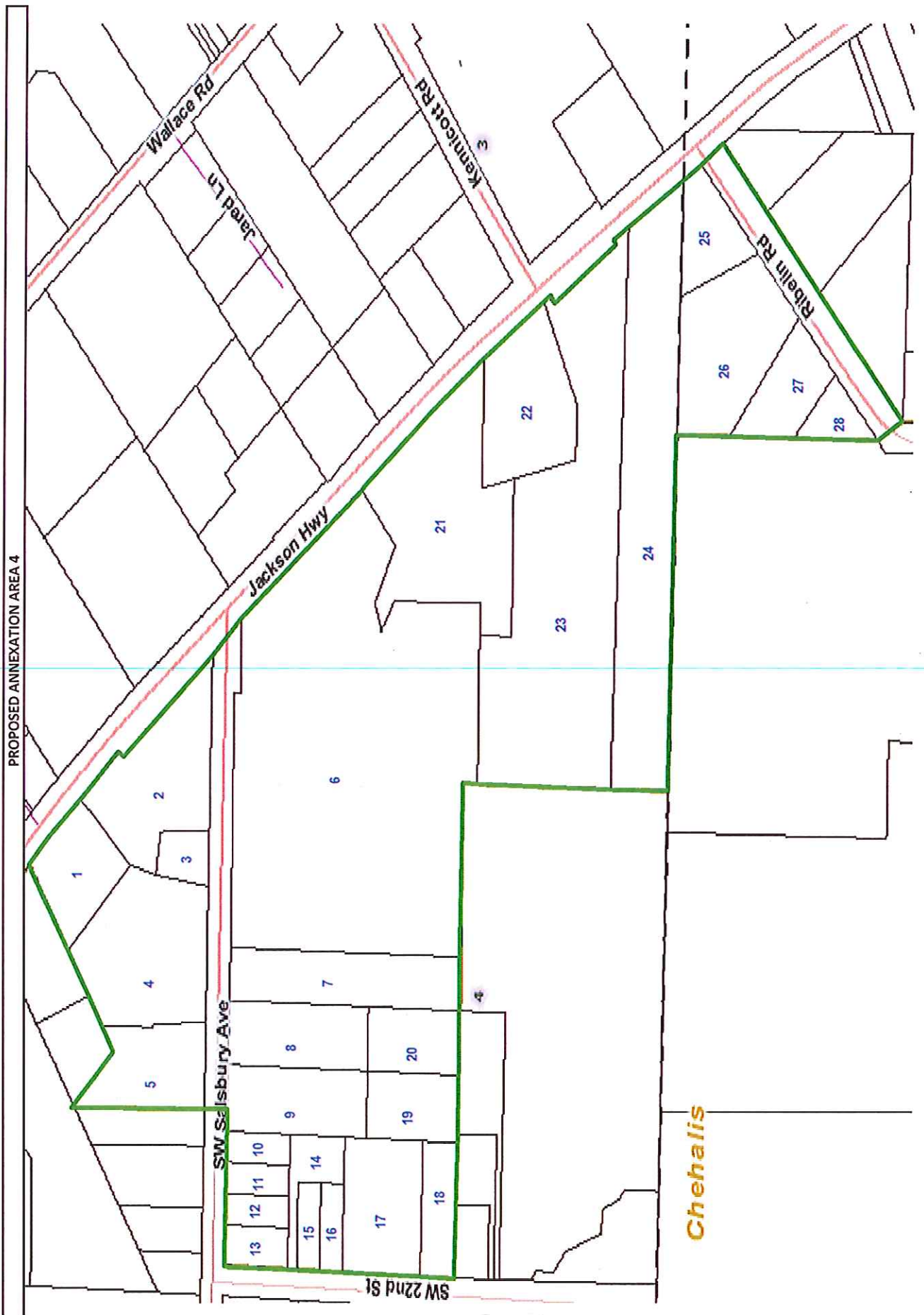
PROPOSED ANNEXATION AREA 3



PROPOSED ANNEXATION AREA 4

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	010688003000	CG	STEFON, WILLIAM	2249 JACKSON HWY					720 11 - SINGLE UNIT		0.66
2	010688008003	CG	HAWES, DOUGLAS	2257 JACKSON HWY					720 62 - SERVICE - PERSONAL		1.26
3	010688007000	CG	POWELL, HEIDI	2266 SW SALSBUARY					720 11 - SINGLE UNIT		0.20
4	010688008002	CG	HAWES, DOUGLAS	2250 SW SALSBUARY					720 69 - SERVICE - MISCELLANEOUS		1.42
5	010688008001	CG	SHERMAN, DAVE G & SUSAN D	2234 SW SALSBUARY					720 11 - SINGLE UNIT		0.74
6	010703001004	RUGA	LAKWOOD INVESTORS, LLC.	2277 SW SALSBUARY					720 13 - FIVE-PLUS UNIT		7.37
7	010703002000	RUGA	THAYER, KENNETH E & SANDRA D	2247 SW SALSBUARY					720 11 - SINGLE UNIT		0.98
8	010705006000	RUGA	HOLTEN, TATE & COLLEEN	2237 SW SALSBUARY					720 18 - OTHER RESIDENTIAL		0.75
9	010702005000	RUGA	HADLEY, JAMIE	2227 SW SALSBUARY					720 11 - SINGLE UNIT		0.75
10	010701004000	RUGA	HARTMAN, DARYL & CHRISTINE	2221 SW SALSBUARY					720 11 - SINGLE UNIT		0.16
11	010701003000	RUGA	HERNANDEZ, ANTONIO	2217 SW SALSBUARY					720 11 - SINGLE UNIT		0.16
12	010701002000	RUGA	COLLINS, MONTE L & Nanci C	2215 SW SALSBUARY					720 11 - SINGLE UNIT		0.21
13	010701001000	RUGA	BURKETT, JOHN	2209 SW SALSBUARY					720 11 - SINGLE UNIT		0.21
14	010701005000	RUGA	LONG, WENDELL R & MARYANN	1142 SW 22ND					720 11 - SINGLE UNIT		0.25
15	010701006000	RUGA	WEARNER, ERIC & LISA	1146 SW 22ND					720 11 - SINGLE UNIT		0.16
16	010701007000	RUGA	WITHROW, CHAD	1172 SW 22ND					720 11 - SINGLE UNIT		0.16
17	010701009000	RUGA	WITHROW, CHAD	1172 SW 22ND					720 91 - RESIDENTIAL LAND - UNDIVIDED		0.86
18	010701008000	RUGA	HOYT-SILER, JOSHUA W & SHANNA M	1222 SW 22ND					720 11 - SINGLE UNIT		0.36
19	010702003000	RUGA	HOLTEN, TATE & COLLEEN	0 SW SALSBUARY					720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.50
20	010702004000	RUGA	HOLTEN, TATE & COLLEEN	0 SW SALSBUARY					720F 91 - RESIDENTIAL LAND - UNDIVIDED		0.50
21	010704012001	RUGA	LAKWOOD INVESTORS, LLC.	2371 JACKSON HWY					720 12 - TWO-TO-FOUR UNIT		2.27
22	010704001001	RUGA	CLAYPOOL, BRUCE	2375 JACKSON HWY					710 11 - SINGLE UNIT		1.11
23	010704002002	RUGA	LAKWOOD INVESTORS, LLC.	2381 JACKSON HWY					720 12 - TWO-TO-FOUR UNIT		4.33
24	010704002000	RUGA	GRADY, JOHN D & SANDRA D	2395 JACKSON HWY					720 83 - CUR - USE- AG		2.12
25	017468000000	IL	POACH, TERRI	2485 JACKSON HWY					720 11 - SINGLE UNIT		0.44
26	017469000000	IL	JUNG, JAE	108 RIBELIN RD					720 11 - SINGLE UNIT		1.27
27	017469002000	IL	ANDERSON, GEORGIA	114 RIBELIN RD					720 11 - SINGLE UNIT		0.51
28	017469001000	IL	CLEVENGER, JAY DEE	118 RIBELIN RD					720 11 - SINGLE UNIT		0.23

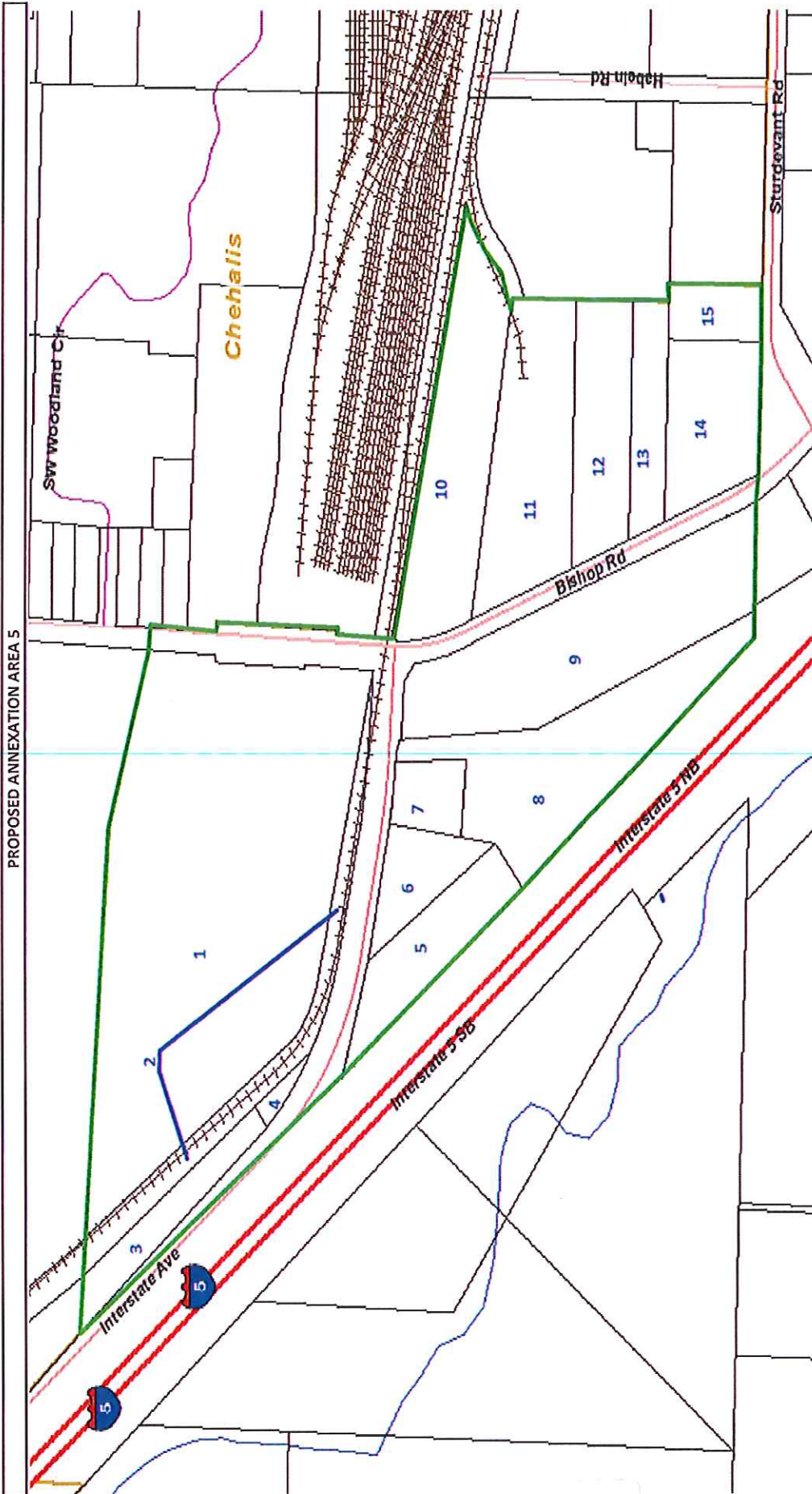
PROPOSED ANNEXATION AREA 4



PROPOSED ANNEXATION AREA 5

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	017536008000	RUGA	HANSEN, MICHAEL K & KENDRA L	1338 BISHOP RD					720	11 - SINGLE UNIT	18.77
2	017535013002	CG	BNSF RAILWAY COMPANY	0 BISHOP RD					720	41 - TRANS - RAILROAD	2.33
3	017536009002	CG	PRESLEY, MELINDA & ROBERT	253 INTERSTATE AVE					720	63 - SERVICE - BUSINESS	1.20
4	017536003001	CG	PORT OF CHEHALIS	0 INTERSTATE AVE					720	91 - RESIDENTIAL LAND - UNDIVIDED	0.24
5	017707001037	CG	BAYDO, KIM & DIANE	288 INTERSTATE AVE					720F	91 - RESIDENTIAL LAND - UNDIVIDED	2.09
6	017536013000	CG	RAKOZ, LEO	296 INTERSTATE AVE					720	52 - RETAIL - OTHER	1.50
7	017536012000	CG	BAYDO, KIM & DIANE	300 INTERSTATE AVE					720	66 - SERVICE - CONSTRUCTION	1.00
8	017707001038	CG	BAYDO, KIM & DIANE	306 INTERSTATE AVE					720	91 - RESIDENTIAL LAND - UNDIVIDED	5.07
9	017536007000	CG	FERN HILL CEMETERY	0 BISHOP RD					720	62 - SERVICE - PERSONAL	7.48
10	017539000000	CG/IL	GRANGER, JANET E	1419 BISHOP RD					720	32 - MANUFACTURE - STONE/GLASS	4.81
11	017539001001	CG/IL	COMMUNITY PARTNERS	1437 BISHOP RD					720	25 - MANUFACTURE - FURNITURE	4.48
12	017539001002	CG/IL	SOUTHERN PROPERTY, LLC	1441 BISHOP RD					720	32 - MANUFACTURE - STONE/GLASS	2.73
13	017543003000	CG/IL	JOHNSON, WARREN B	1467 BISHOP RD					720	11 - SINGLE UNIT	1.58
14	017542003000	CG	BRYANT, EDWARD N, JR & CONSTANC 109 STURDEVANT RD						720	11 - SINGLE UNIT	2.75
15	017542002000	IL	MCCALLUM FAMILY REAL ESTATE, LLC 115 STURDEVANT RD						720	64 - SERVICE - REPAIR	1.00

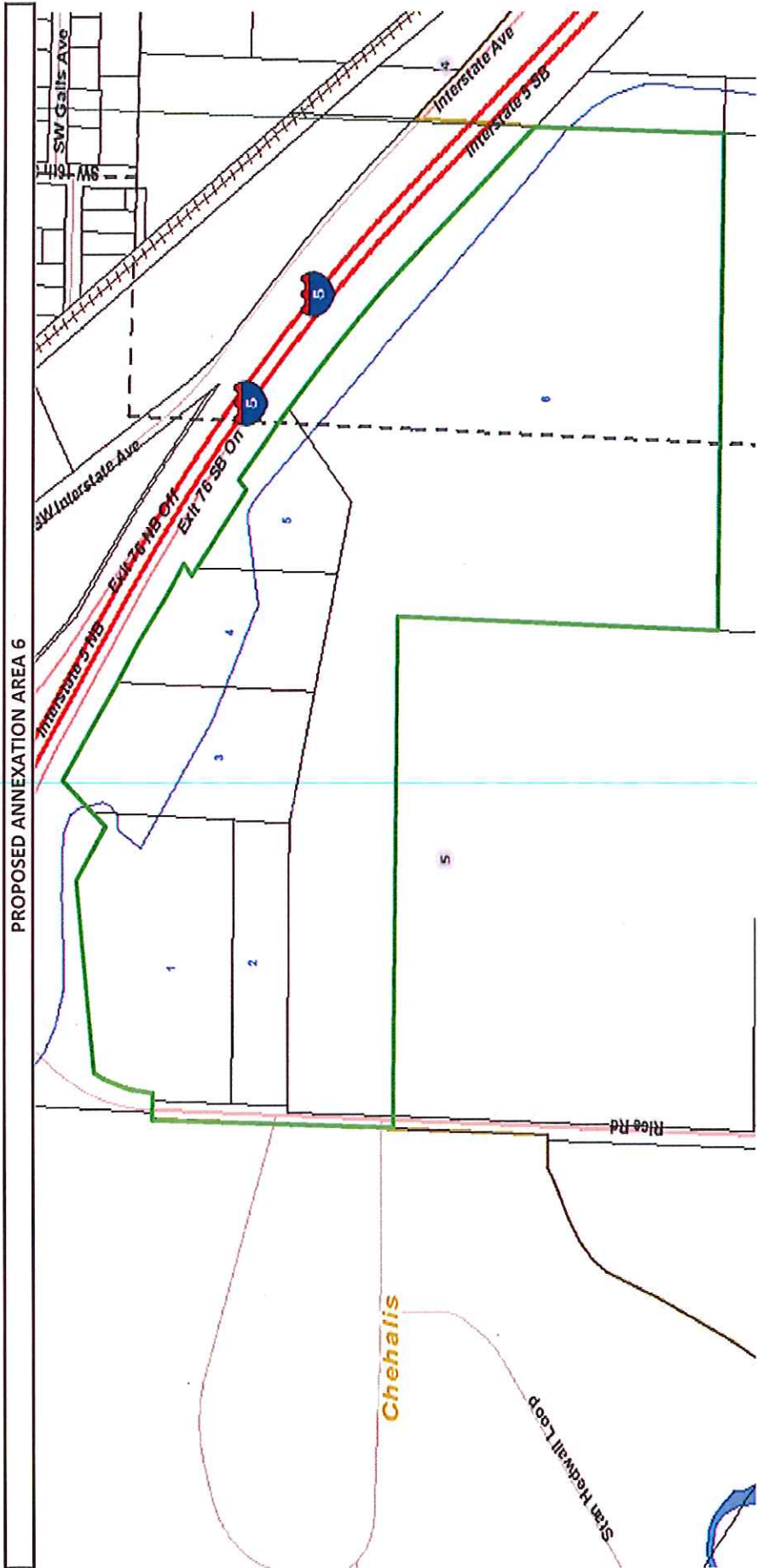
PROPOSED ANNEXATION AREA 5



PROPOSED ANNEXATION AREA 6

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS/MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	017564007000	CF	DANIELS, JEFFREY	0 RICE ROAD				720	91 - RESIDENTIAL LAND - UNDIVIDED	8.69
2	017564006000	CF	HARRIS, GRETALEE, ET AL	1550 RICE ROAD				720	69 - SERVICE - MISCELLANEOUS	3.44
3	017564004003	RDD - 20	NOWICKI, ALPHONSE ET AL	0 RICE ROAD				720	91 - RESIDENTIAL LAND - UNDIVIDED	5.90
4	017564004002	RDD - 20	NOWICKI, ALPHONSE ET AL	0 RICE ROAD				720	91 - RESIDENTIAL LAND - UNDIVIDED	5.90
5	017564004001	RDD - 20	NOWICKI, ALPHONSE ET AL	0 RICE ROAD				720	91 - RESIDENTIAL LAND - UNDIVIDED	2.76
6	017564004004	CF/RDD-20	NOWICKI, ALPHONSE ET AL	0 RICE ROAD				720	91 - RESIDENTIAL LAND - UNDIVIDED	50.58

PROPOSED ANNEXATION AREA 6

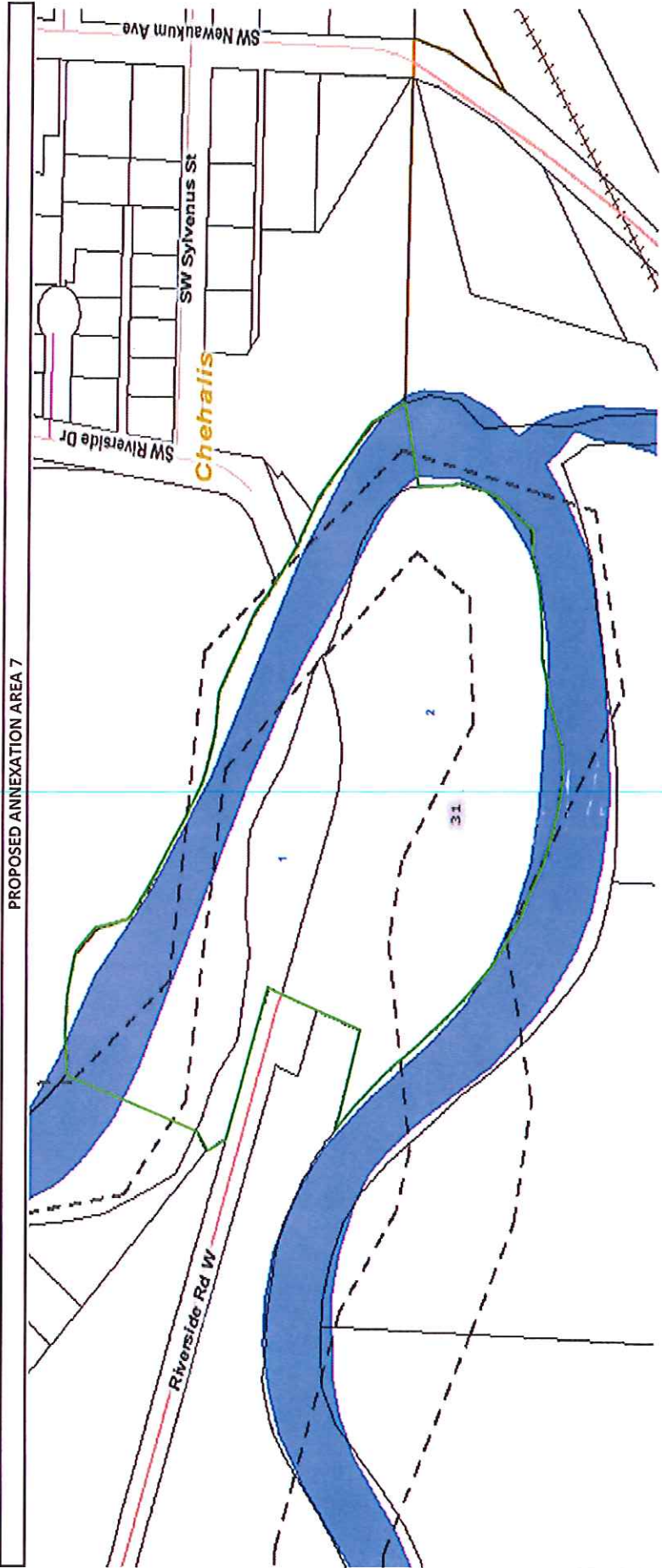




PROPOSED ANNEXATION AREA 7

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	021828002000	EPF (P)	CITY OF CHEHALIS	0 SW RIVERSIDE DRIVE					720F 91 - RESIDENTIAL LAND - UNDIVIDED		1.63
2	021827003000	EPF (P)	CITY OF CHEHALIS	1101 RIVERSIDE DRIVE SW					720 76 - PARK		3.5

PROPOSED ANNEXATION AREA 7



PROPOSED ANNEXATION AREA 8

MAP NUMBER	PARCEL NUMBER	CURRENT ZONING	OWNER	PARCEL ADDRESS	MAILING ADDRESS	CITY	STATE	ZIP	TAX CODE	USE CODE & DESCRIPTION	LOT SIZE
1	021639003000	COUNTY RDD-20	NATIONAL FROZEN FOODS CORP	0 AIRPORT RD					790	83 - CURRENT USE - AG	48.27
2	021607001000	COUNTY RDD-20	WRL, LLC	0 NATIONAL AVE					790	41 - TRANS - RAILROAD	13.22
3	021605001000	COUNTY RDD-20	NATIONAL FROZEN FOODS CORP	0 AIRPORT RD					790F	83 - CURRENT USE - AG	55.53
4	021605001000	COUNTY RDD-20	NATIONAL FROZEN FOODS CORP	0 AIRPORT RD					790F	83 - CURRENT USE - AG	0.00
5	021608001002	COUNTY RDD-5	CITY OF CHEHALIS	0 SCHEUBER RD					780	67 - SERVICE - GOVERNMENTAL	13.51
6	021610002000	COUNTY RDD-5	CITY OF CHEHALIS	0 AIRPORT RD					790F	91 - RESIDENTIAL LAND - UNDIVIDED	2.43
7	021605002000	COUNTY RDD-5	NATIONAL FROZEN FOODS CORP	2611 AIRPORT RD					720F	83 - CURRENT USE - AG	1.35
8	021610001002	COUNTY RDD-5	CITY OF CHEHALIS	2225 AIRPORT RD					720F	91 - RESIDENTIAL LAND - UNDIVIDED	62.67
9	021610001001	COUNTY RDD-S & RDD-20	NATIONAL FROZEN FOODS CORP	0 AIRPORT RD					720F	91 - RESIDENTIAL LAND - UNDIVIDED	38.23
10	022282000000	COUNTY RDD-20	CJSD, LLC	0 NW RIVER ST					720F	83 - CURRENT USE - AG	12.15
11	021618001000	COUNTY RDD-20	CJSD, LLC	2001 B AIRPORT RD					720	83 - CURRENT USE - AG	42.00
12	021617000000	COUNTY RDD-20	CJSD, LLC	0 AIRPORT RD					720	91 - RESIDENTIAL LAND - UNDIVIDED	24.74
13	021618002000	COUNTY RDD-20	CJSD, LLC	2001 AIRPORT RD					720	11 - SINGLE UNIT	1.60
14	021622000000	COUNTY RDD-20	CJSD, LLC	0 AIRPORT RD					720	91 - RESIDENTIAL LAND - UNDIVIDED	8.63
15	021639002000	CG	LEWIS COUNTY ROAD DEPT	0 AIRPORT RD					790F	91 - RESIDENTIAL LAND - UNDIVIDED	0.98

PROPOSED ANNEXATION AREA 8

