

# PLEASE NOTE SPECIAL MEETING TIME

**CHEHALIS CITY COUNCIL AGENDA**  
CITY HALL  
350 N MARKET BOULEVARD, CHEHALIS, WA 98532

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

**Regular Meeting of Monday, September 8, 2014**

**4:30 p.m.**

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

## CITIZENS BUSINESS

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

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## SPECIAL BUSINESS

3. Introduction of Fire Chief Finalists. (City Manager, Human Resources Administrator)

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**PROCLAMATIONS / PRESENTATIONS**

4. <u>Proclamation Declaring September 20, 2014, as Health and Wellness Day in Chehalis. (Mayor, Maretta Boes and Chris Thomas)</u>	---	
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**CONSENT CALENDAR**

5. <u>Minutes of the Regular Meeting of August 25, 2014. (City Clerk)</u>	APPROVE	1
6. <u>Vouchers and Transfers. (Finance Manager)</u>	APPROVE	4
7. <u>Approve Interlocal Agreement between the City and Lewis County for the Cost Sharing of the Chehalis River Basin Flood Warning System and Authorize City Manager to Execute the Same. (City Manager)</u>	APPROVE AND AUTHORIZE CITY MANAGER TO EXECUTE INTERLOCAL AGREEMENT	6

**ADMINISTRATION AND CITY COUNCIL REPORTS**

8. <u>Administration Reports.</u> a. 2013 audit exit conference. (City Manager)	INFORMATION ONLY	
9. <u>Council Reports.</u> a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

**UNFINISHED BUSINESS**

10. <u>Ordinance No. 933-B, Second and Final Reading – Dedicating Four Percent (4%) of Annual Sales and Use Tax Revenue Budgeted by the City to Road Improvements, Maintenance and Preservation Projects. (City Manager, Public Works Director, Street/Storm Superintendent)</u>	PASS	16
11. <u>Ordinance No. 934-B, Second and Final Reading – Establishing a Transportation Benefit District within the Corporate Limits of the City of Chehalis, Specifying the Maintenance and Preservation of Existing Transportation Improvements, Providing for Additional Transportation Improvements and Creating a New Chapter 11 of the Chehalis Municipal Code Entitled “Chehalis Transportation Benefit District.” (City Manager, Public Works Director, Street/Storm Superintendent)</u>	PASS	20

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON  
OTHER ITEMS NOT LISTED ON THIS AGENDA

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, SEPTEMBER 22, 2014

August 25, 2014

The Chehalis city council met in regular session on Monday, August 25, 2014, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:30 p.m. with the following council members present: Terry Harris, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Councilor Pope was absent (excused). Staff present included: Merlin MacReynold, City Manager; Brian Kelly, Assistant City Attorney; Judy Schave, City Clerk; Dennis Osborn, Community Development Director; Rick Sahlin, Public Works Director; and Allyn Roe, Airport Manager.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(b) – purchase or acquisition of land for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 5:04 p.m. and announced the council would take a four-minute recess before opening the regular meeting at 5:08 p.m. Additional staff included: Glenn Schaffer, Police Chief; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; and Don Schmitt, Street Superintendent. Members of the media included Dameon Pesanti from *The Chronicle*.

2. **Public Hearing on the Establishment of a Transportation Benefit District (TBD).** Mayor Dawes closed the regular meeting at 5:08:52 p.m. and opened the public hearing.

City Manager MacReynold reported the administration received direction from the council at the previous meeting to bring back the necessary documents to establish a TBD. He noted the proposed ordinance identified the city council as the board to the TBD, to make decisions about possible funding alternatives for local streets and roads, based on the city's six-year transportation plan.

There being no public comment, Mayor Dawes closed the public hearing at 5:10 p.m. and reopened the regular meeting.

3. **Lewis County Celebration.** Lewis County Commissioner Edna Fund invited the council to attend an open house on September 10, 2014, from 3:00 to 7:00 p.m. to celebrate Lewis County's induction into the Historic State Registry.

4. **Proclamation.** Mayor Dawes presented Arnie Guenther with a proclamation expressing support of September as "Prostate Cancer Awareness Month" in the city of Chehalis.

5. **Consent Calendar.** Councilor Taylor moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of August 11, 2014; and
- b. Claim Vouchers No. 110064-110213 and Electronic Funds Transfer No. 72014 in the amount of \$614,454.55 dated August 15, 2014.

The motion was seconded by Councilor Lund and carried unanimously.

6. **Administration Reports.**

a. **July Financial Report.** Finance Manager Judy Pectol reported the telephone tax continued to stay below what was budgeted; however, on the positive side, licenses and permits and goods and services both had big increases. She noted they should see some additional increases in goods and services next month, now that the pool is open and doing well.

Ms. Pectol reported a majority of the expenditure accounts that are over budget in the general fund are due to some expenses that came in earlier than anticipated for the year.

Ms. Pectol reported on the utility funds, noting she was encouraged to see the connection fees up significantly. She stated the new construction should also increase their utility revenues in 2015.

Ms. Pectol reported, for the first time, the council would see revenue for car rentals listed in the budget. She noted the

August 25, 2014

airport collected \$770 in car rental fees for the month of July.

Councilor Lund stated in fun, "It would have been nice to have been told they had car rentals at the airport because some of his friends who have Lear jets might have stopped in to visit him if they knew they could pick up a car at the airport."

#### **7. Council Reports.**

a. **Update From Councilor Spahr.** Councilor Spahr stated he toured the Gail and Carolyn Shaw Aquatics Center on August 14, noting it was a great facility and a real gift to the community. He also took his grandson to Ripon, California, over the weekend to wrestle in his fourth Schwingfest, noting he came in first in his division.

b. **Update From Mayor Dawes.** Mayor Dawes reported he attended the opening day ceremonies of the Southwest Washington Fair on August 12 and had a chance to work in the Lewis County Historical Museum booth. He also toured the new pool facility and attended the opening to the public on August 15.

Mayor Dawes reported he attended the Traffic Safety Coalition meeting on behalf of Councilor Taylor, noting one of the items for discussion was how they rate traffic projects. He stated he found it odd that they listed improvements to the rail lines as the number one priority for Lewis County. Mayor Dawes believed there would be a lot more discussion on this topic at their next meeting and suggested they might see something else listed as the number one priority, such as the Chamber Way thoroughfare from National Avenue to the west side of the freeway.

Mayor Dawes reported he also attended the Chehalis Garlic Fest and Craft Show, noting it's amazing to see the number of people it brings in from out of the area.

Mayor Dawes reported he attended the donor reception for the Gail and Carolyn Shaw Aquatics Center on Sunday, August 24, adding it was very well attended and they did a good job of recognizing a lot of the donors. He stated the city can't say thank you enough to the 500 donors and the Chehalis Foundation for bringing the facility to our community.

Mayor Dawes reported the Centralia-Chehalis Chamber of Commerce is planning a membership BBQ and ribbon cutting at the Gail and Carolyn Shaw Aquatics Center on September 8, at 5:30 p.m. He wondered if it would be possible to move the starting time of the September 8 council meeting up to 4:30 p.m., so they can attend the ribbon cutting. The consensus of the council was to move the council meeting start time to 4:30 p.m.

**8. Ordinance No. 933-B, First Reading – Dedicating Four Percent (4%) of Annual Sales and Use Tax Revenue Budgeted by the City to Road Improvements, Maintenance, and Preservation Projects.** City Manager MacReynold reported the proposed ordinance was discussed at the previous meeting and was being presented for council consideration.

Councilor Ketchum moved to pass Ordinance No. 933-B on first reading.

The motion was seconded by Councilor Taylor and carried unanimously.

**9. Ordinance No. 934-B, First Reading – Establishing a Transportation Benefit District within the Corporate Limits of the City of Chehalis Specifying the Maintenance and Preservation of Existing Transportation Improvements, Providing for Additional Transportation Improvements, and Creating a New Chapter 11 of the Chehalis Municipal Code Entitled "Chehalis Transportation Benefit District."** City Manager MacReynold reported this was another recommendation from the work session that council requested be brought back for their consideration. He noted the ordinance did not include any discussion about funding, and the governing board according to the ordinance would be the city council.

Councilor Ketchum stated this has been an ongoing project for eight plus years and he was glad to finally see it before the council. He noted he would be very supportive of a \$20 vehicle license fee and believed the ordinance was a good stepping stone towards that. Councilor Ketchum thought it was a good option to consider.

Councilor Harris moved to pass Ordinance No. 934-B on first reading.

August 25, 2014

The motion was seconded by Councilor Spahr and carried unanimously.

10. **National Avenue Salzer Creek Scour Mitigation Project Agreements**. City Manager MacReynold reported this project has been discussed numerous times. He noted it was important to remember that we received a grant to cover 100 percent of the project.

Councilor Ketchum asked if they would have to wait for the state to approve additional funding to do the actual work. Public Works Director Rick Sahlin reported during the course of the project the city is allowed to go back to the state four times to ask for additional grant funding, adding this particular request is for the design work and permitting. He stated once they get to construction and know what it will entail they'll go back to the state to ask for additional funding to get the project done.

Councilor Spahr asked if Mr. Sahlin could briefly describe what bridge scouring is. Mr. Sahlin reported bridge scour happens when you have water that washes away the soil at the pillars or the footings of the bridge. He noted the Salzer Creek Bridge on National Avenue has four or six sets of columns that the water is washing away, and eventually it will fail.

Art Schoonover, Design Project Manager for HDR Design, PLLC, reported he worked for the Washington State Department of Transportation (WSDOT) for 30+ years in both engineering design and construction, and after that he went to work for a consultant doing project management. He noted he's been involved with many bridge scour projects. Mr. Schoonover stated typically when you have high flows of water it moves the soil in such a way that it constricts or increases the velocity of the stream, which digs holes around the piers and eventually it causes the piers to fail and the bridge to fall into the water.

Mr. Schoonover stated it was very important that they move forward on this project because National Avenue is one of the city's main thoroughfares. He reported the engineering and design is necessary to open up the channels to prevent the scouring from continuing. Mr. Schoonover noted in this day and age there are a lot of environmental and permitting issues that need to be addressed, which tend to escalate the cost. He reported the National Avenue project was pretty straightforward and believed it could be done under budget.

Councilor Harris moved that the council authorize the city manager to execute the Local Agency Standard Consultant Agreement between the city and ESA Virgil-Agrimis in the amount of \$135,935 for architectural/engineering consulting services; Supplemental Agreement No. 01 between the city and HDJ Design, PLLC in the amount of \$2,016; and Local Agency Agreement Supplement No. 1 between the city and WSDOT in the amount of \$65,735, increasing the grant funding for the National Avenue Salzer Creek Scour Mitigation Project.

The motion was seconded by Councilor Spahr and carried unanimously.

There being no further business to come before the council, the meeting adjourned 5:41 p.m.

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Mayor

Attest:

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City Clerk

**SUGGESTED MOTION**

I move that the council approve the minutes of the regular city council meeting of August 25, 2014.

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: August 29, 2014  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager *JP*  
PREPARED BY: Michelle White, Accounting Teon II *MW*  
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 110214 through 110355 in the amount of \$405,098.30 dated August 29, 2014 and the transfer of \$260,613.64 from the General Fund, \$80.19 from the Automotive Equipment Reserve, \$38,987.72 from the Wastewater Fund, \$35,659.05 from the Water Fund, \$31,620.41 from the Storm & Surface Water Utility Fund, \$37,038.40 from the Airport Fund, \$918.89 from the Firemen's Pension Fund and \$180.00 from the City Agency Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the August 29, 2014 Claim Vouchers No. 110214 through 110355 in the amount of \$405,098.30.

SUGGESTED MOTION

I move to approve the August 29, 2014 Claim Vouchers No. 110214 through 110355 in the amount of \$405,098.30.

Reviewed by: *Mac Reynolds*, City Manager

**CITY OF CHEHALIS**  
**AGENDA REPORT**

DATE: August 29, 2014  
TO: The Honorable Mayor and City Council  
FROM: Judy Pectol, Finance Manager  
PREPARED BY: Michelle White, Accounting Tech II  
SUBJECT: Payroll Vouchers and Transfers

*J.P.*  
*M.W.*

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 37560 through 37640, Direct Deposit Payroll Vouchers No. 5259 through 5344 and Electronic Federal Tax Payment No. 139 dated August 29, 2014 in the amount of \$691,946.64 and the transfer of \$470,501.18 from the General Fund, \$11,329.61 from the Arterial Street Fund, \$77,332.43 from the Wastewater Fund, \$83,036.91 from the Water Fund, \$20,101.31 from the Storm & Surface Water Utility Fund, \$26,532.50 from the Airport Fund and \$3,112.70 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the August 29, 2014 Payroll Vouchers No. 37560 through 37640, Direct Deposit Payroll Vouchers No. 5259 through 5344, and Electronic Federal Tax Payment No. 139 in the amount of \$691,946.64.

SUGGESTED MOTION

I move to approve the August 29, 2014, Payroll Vouchers No. 37560 through 37640, Direct Deposit Payroll Vouchers No. 5259 through 5344, and Electronic Federal Tax Payment No. 139 in the amount of \$691,946.64.

Reviewed by: *M. Pectol*, City Manager





## Community Development

2025 NE Kresky Avenue  
Chehalis WA 98532

August 15, 2014

Merlin MacReynold, City Manager  
City of Chehalis  
350 N Market Blvd., Room 101  
Chehalis, WA 98532

RE: Inter-local Agreement for Flood Warning System Cost Sharing

Dear Mr. MacReynold:

Enclosed is an inter-local agreement for consideration by the City of Chehalis' Council. This agreement is associated with the cost sharing of the Chehalis River Basin Flood Warning System, a project approved by the Chehalis River Basin Flood Control Authority. As you likely know the annual cost of operating and maintenance is assumed by the member jurisdictions of the Chehalis River Basin Flood Control Authority, with the understanding that the jurisdictions will pay their share. As background to those decisions and the cost share allocation(s), I have enclosed copies of documents discussed and approved by the Chehalis River Basin Flood Authority and the Lewis County Board of County Commissioners.

Please return the original signed document to my attention. If you have any questions, regarding this document or the flood warning program, please contact me.

Thank you.

Respectively yours,

Lee Napier, Director

**INTER-LOCAL AGREEMENT  
FLOOD WARNING SYSTEM COST SHARING**

This Inter-local Agreement (AGREEMENT), is made and entered into pursuant to R.C.W. 39.34.080 and in conformance with R.C.W. 43.09.210 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Lewis County ("County") and the City of Chehalis ("City"), both political subdivisions of the State of Washington and members of the Chehalis River Basin Flood Authority (collectively "Parties").

WHEREAS, the County serves as the Fiscal Agent for the Chehalis River Basin Flood Control Authority ("Flood Authority"); and

WHEREAS, the Flood Authority has approved the Parties' agreement that the County shall bear a certain percentage of the annual cost of operating and maintaining the Chehalis River Basin Flood Warning System ("Flood Warning System"), including certain identified river/stream/precipitation gages located in Lewis County; and

WHEREAS, the City, as beneficiary of the Flood Warning System, has agreed to pay the County \$4,000 respectively for the annual maintenance cost assessed by the County on behalf of the Flood Authority for operating and maintaining the Flood Warning System; and

WHEREAS, the County and the City wish to memorialize the terms and conditions of their agreement in an inter-local agreement.

NOW, THEREFORE, THE PARTIES COVENANT AND AGREE as follows:

1. **CITY'S PURPOSE AND UNDERTAKING.** The City agrees to pay the County \$4,000 annually for operation and maintenance of the Flood Warning System. These payments are intended to defray a portion of the Flood Authority's annual assessment to Lewis County for the cost of the Flood Warning System. These costs include, but are not limited to, acquisition, installation, and maintenance of certain river and precipitation gages, operational support, parts, operation and maintenance of the flood warning website, consultant fees and other expenses directly related to the Flood Warning System, as authorized and approved by the Chehalis River Basin Flood Authority. The County will remit to the City an invoice on a biannual basis, the City agrees to reimburse the County within thirty (30) days of receiving payment request.
2. **COUNTY'S UNDERTAKING.** The County agrees to pay the Flood Authority's approved contractor the amount duly approved and assessed each year by the Flood Authority to the County as the County's share of the cost of the Flood Warning System. While Fiscal Agent for the Flood Authority and as duly directed by the Flood Authority, the County also will continue to collect and disburse to the appropriate contractor all contributions by other members of the Flood Authority toward the operation and maintenance cost of the Flood Warning System.
3. **NO SEPARATE ENTITY.** The Parties are not forming a separate entity as part of this Agreement. This Agreement shall not be deemed or construed to create a separate legal

entity or to create a joint venture or partnership among the Parties. Each Party represents and warrants that it has the authority to enter into this Agreement.

4. DURATION. This Agreement shall expire on December 31, 2019, unless terminated earlier pursuant to the provisions of this Agreement. Each Party may terminate its participation in this Agreement by depositing in the U. S. Mail, first class postage prepaid, or providing in person a written notice of termination addressed to the contact persons for each non-terminating Party as identified herein and at the address stated herein. The termination shall become effective thirty (30) days after it is postmarked or is hand-delivered to the non-terminating Party at the following addresses or as such addresses are amended by written Notice of Change of Address signed by the City Manager or Chair of the Board of County Commissioners, as applicable:
  - a. Lewis County: Chair of the Lewis County Board of County Commissioners, 351 NW North Street, Chehalis, WA 98532
  - b. City of Chehalis: City Manager, City of Chehalis, 350 N. Market Blvd., Room 101, Chehalis, WA 98532
6. AMENDMENT. With the exception of a change in notification address, this Agreement may be amended, altered or changed only by a written memorandum of agreement approved by the governing bodies of the parties and signed by the respective city managers and commissioners.
7. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington, and venue for any dispute arising hereunder shall be in the Superior Court for the State of Washington in Lewis County.

EXECUTED IN DUPLICATE and effective as of the date and year first above written.

APPROVED AS TO FORM:

City of Chehalis

\_\_\_\_\_  
By: William T. Hillier, City Attorney

\_\_\_\_\_  
Merlin MacReynold, City Manager

APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

\_\_\_\_\_  
By: Glenn Carter, Deputy Prosecuting Attorney

\_\_\_\_\_  
F. Lee Grose, Chair

ATTEST:

\_\_\_\_\_  
Edna J. Fund, Vice Chair

\_\_\_\_\_  
Karri Muir, Clerk of the Board

\_\_\_\_\_  
P.W. Schulte, Commissioner



August 14, 2013

**TO:** Chehalis River Basin Flood Authority Members  
**FROM:** Scott Boettcher, Staff  
**SUBJECT:** Flood Warning System – 2014 Cost Allocation Scenarios

At the July 18, 2013 Flood Authority meeting staff were tasked with preparing a cost allocation scenario based on (1) a basin-wide population charge and (2) a floodplain assessed value charge. This is option #1 in the following spreadsheet. In the course of developing option #1, Lewis County proposed an alternative cost allocation scenario (option #2 in the spreadsheet) based on (1) a basin-wide population charge and (2) a historic flood damage based charge. Both of these scenarios will be discussed on Thursday's call (8/15/2013; 11:00 a.m.).

The following materials have been prepared and are presented here to help you prepare for tomorrow's discussion where we will be seeking consensus on the preferred allocation:

- Page 1 – Staff memo.
- Page 2 – Letter from Commissioner Fund, Lewis County outlining rationale and benefits of an alternative allocation approach based on a basin population charge and a historic damage charge.
- Page 3 – Summary document comparing the 2013 allocation approach against the two proposed 2014 allocation approaches.

You'll note an increase in the annual maintenance cost from \$53,585 to \$61,085. This is attributable to: (1) a \$1,500 charge to cover invoicing and payment processing by Lewis County (24 invoices over course of year); and (2) a \$6,000 charge to build a small inventory of extra parts and maintenance supplies.

I will be around all day today and all morning tomorrow if any Flood Authority member wishes to discuss any of the detail or methodology behind the cost-allocation approaches presented here. I can be reach at 360/480-6600 or [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com).

Thank you.



*Board of County Commissioners*

Lewis County Courthouse  
351 NW North Street  
Chehalis, WA 98532-1900

August 14, 2013

To: Chehalis River Basin Flood Authority (CRBFA) Members  
From: Edna J. Fund, Lewis County Commissioner, District 1  
Lewis County CRBFA Representative  
RE: CRBFA Flood Warning System Allocation Recommendation

With the assistance of Scott Boettcher, we have reviewed the allocation for the flood warning system as a follow-up to the CRBFA's July 2013 meeting.

If the funding formula for the Chehalis River Basin flood warning system is changed so that allocations are made 50% on populations of communities prone to flood and 50% based on historic FEMA flood insurance payments, the assessment for every jurisdiction on the CRBFA would be reduced or eliminated, with the exception of Lewis County.

Lewis County proposes the following allocation:

- The 3 county governments will be responsible for payment as follows:
  - Lewis County -- \$39,022 (64%).
  - Grays Harbor County -- \$13,504 (22%).
  - Thurston County -- \$8,557 (14%).
- Lewis County will not ask for contributions from Pe Ell or Napavine. Thurston and Grays Harbor County governments can choose to seek contribution from cities who are members of the CRBFA in their county, or not. That choice will be left to the local governments to resolve within their county. (However, under any scenario the payments by every jurisdiction in Thurston and Grays Harbor counties will be substantially lower than under the 2013 formula.)
- Lewis County will continue to be the fiscal agent and the CRBFA will authorize Lewis County to attempt to lower the overall cost of the system. Any savings achieved will come back to Lewis County in 2014 and be allocated across the basin in years to follow.

We propose this change because it is more equitable. Lewis County gets hit first by the major floods in the basin. We benefit most from the early warning. We suffer the greatest amount of damage. All residents and communities in the basin suffer damage or risk when major roads are closed including Highway 12, Highway 6 and I-5. Continuing to base 50% of the formula on population is fair also.

Please review the attached spreadsheets prepared by Scott prior to our Thursday conference call. Scott is prepared to answer any questions about it. Look forward to our discussion on Thursday.

Attachment: Spreadsheets by Scott Boettcher

(2)

O 360.740.1120

F 360.740.1475

TDD 360.740.1480

*Edna J. Fund*  
First District

*P. W. Schulte*  
Second District

*F. Lee Grose*  
Third District

*Karri L. Muir, GMC*  
Clerk of the Board

Summary Comparison

Jurisdiction	Basin Population		National Flood Insurance Program Losses (1978-2009)	Floodplain Assessed Value		Current 2013 Allocation Based on Basin Population in Jurisdiction		Option 1 Based on Basin Population in Each Jurisdiction and Value in Floodplain		Option 2 Based on Basin Population in Each Jurisdiction and Percentage of Flood Damages	
	#	%		\$	%	\$	%	Total	%	Total	%
Grays Harbor County	28159	21%	\$ 794,398,373	26%	\$ 13,804.39	26%	\$ 13,630.94	22%			
* Aberdeen	16896	13%	\$ 1,061,826,072	35%	\$ 6,783.95	13%	\$ 11,149.47	18%			
* Cosmopolis	1649	1%	\$ 76,735,817	3%	\$ 662.09	1%	\$ 951.62	2%			
* Montesano	3976	3%	\$ 9,494,390	0%	\$ 1,596.41	3%	\$ 1,403.44	2%			
* Oakville	684	1%	\$ 53,018,414	2%	\$ 274.63	1%	\$ 502.29	1%			
<b>Grays Harbor County (Total)</b>	<b>51364</b>	<b>38%</b>							<b>\$ 13,504.38</b>	<b>22%</b>	
Lewis County	24579	18%	\$ 290,293,119	10%	\$ 9,189.41	17%	\$ 9,851.50	16%			
* Centralia	16524	12%	\$ 272,797,626	9%	\$ 6,559.10	12%	\$ 7,017.17	11%			
* Chehalis	7259	5%	\$ 246,924,522	8%	\$ 2,914.58	5%	\$ 3,727.79	6%			
* Napavine	1766	1%	\$ 16,512,123	1%	\$ 709.07	1%	\$ 685.78	1%			
* Pe Ell	632	0%	\$ 5,563,411	0%	\$ 253.76	0%	\$ 243.66	0%			
<b>Lewis County (Total)</b>	<b>50760</b>	<b>38%</b>							<b>\$ 39,022.78</b>	<b>64%</b>	
Thurston County	31722	24%	\$ 165,914,437	6%	\$ 10,611.96	20%	\$ 11,654.91	19%			
* Bucoda	562	0%	\$ 14,747,083	0%	\$ 225.65	0%	\$ 266.42	0%			
<b>Thurston County (Total)</b>	<b>32284</b>	<b>24%</b>							<b>\$ 8,557.84</b>	<b>14%</b>	
<b>Totals --&gt;</b>	<b>134408</b>	<b>100%</b>	<b>\$ 3,008,225,388</b>	<b>100%</b>	<b>\$ 53,585.00</b>	<b>100%</b>	<b>\$ 61,085.00</b>	<b>100%</b>	<b>\$ 61,085.00</b>	<b>100%</b>	



September 16, 2013

**TO:** Flood Authority Members  
**FROM:** Scott Boettcher, Staff  
**SUBJECT:** 2014 Flood Warning System Payment Schedule

Attached please find a proposed payment schedule for 2014 Flood Warning System payments. This payment schedule has been developed in consultation with Lewis County and West Consultants. The proposed payment schedule is intended to ensure sufficient funds are received from Flood Authority members in advance of West invoices so Lewis County can pay West invoices in a timely manner (i.e., within 30-days of receipt). We will seek your approval of this payment schedule at our September 19, 2013 regular Flood Authority meeting. Feel free to call or email in advance if you have any questions (i.e., 360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

FA Member Jurisdiction	What	Amount	1st half 2014 (due 3/29/2014)	2nd half 2014 (due 7/31/2014)	Amount
Grays Harbor County	Annual Cost	\$ 13,306.70	\$ 6,653.35	\$ 6,653.35	\$ 13,306.70
Lewis County	Annual Cost	\$38,710.40	\$ 19,355.20	\$ 19,355.20	\$ 38,710.40
Thurston County	Annual Cost	\$ 8,467.90	\$ 4,233.95	\$ 4,233.95	\$ 8,467.90
Total -->		\$60,485.00	\$ 30,242.50	\$ 30,242.50	\$ 60,485.00

Breakdown of Annual O&M Costs			
WEST	Gages -- 10 gages (including 1 stream gage)	\$	38,438.00
WEST	Operational support -- On-going support for website monitoring and updates for both routine operations and during potential flood events.	\$	11,336.00
WEST	Parts Inventory	\$	6,000
OneRain	Website -- Contrail annual subscription (120 total sensors in and near Chehalis River Basin)	\$	3,811.00
Lewis County	Billing and Processing	\$	900
	Total -->	\$	60,485.00

[NOTE: See 8/15/2013 meeting conclusions here ([https://www.ezview.wa.gov/site/alias\\_1492/34798/meetings\\_2013-15.aspx](https://www.ezview.wa.gov/site/alias_1492/34798/meetings_2013-15.aspx)) for CRBFA agreement regarding the above distribution of annual Flood Warning System O&M costs.]



*Board of County Commissioners*

Lewis County Courthouse  
351 NW North Street  
Chehalis, WA 98532-1900

MEMO

TO: Cities In Chehalis River Basin Flood Authority (CRBFA)  
FROM: Lewis County Board of County Commissioners (BOCC)  
DATE: August 27, 2013  
SUBJECT: Funding of Gages

In response to a proposal by the Lewis County BOCC, a motion was passed by Chehalis River Basin Flood Authority during the August conference call, for Lewis County to assume 64% of the cost of the gages. As was pointed out, Lewis County gets hit first by the major floods in the basin. Lewis County suffers the largest amount of flood damage and benefits the most from the early warning system.

The BOCC said that Napavine and Pe Ell will not be included in the equation for payment. Total funding for 2014 is \$39,022. Chehalis will pay \$4,000 and Centralia \$8,000, with the remainder being covered by the county. Scott Boettcher, CRBFA staff, is researching ways in which we can reduce the cost—checking on other gages we have in the river through USGS, with any savings being credited to Lewis County. After his evaluation has been completed, we will review the allocations for 2015.

If you have any questions, please contact Commissioner Fund, who would be happy to present at any upcoming meetings with J. Vander Stoep and Scott Boettcher.

O 360.740.1120  
F 360.740.1475  
TDD 360.740.1480

*Edna J. Fund*  
First District

*P.W. Schulte*  
Second District

*F. Lee Grose*  
Third District

*Karri L. Muir, CMC*  
Clerk of the Board





July 16, 2014

**TO:** Flood Authority Members  
**FROM:** Scott Boettcher, Staff  
**SUBJECT:** 2015 Flood Warning System Costs

The purpose of this memo is to discuss and set allocation of 2015 annual maintenance costs for the Flood Warning System ([www.chehalisriverflood.com](http://www.chehalisriverflood.com)). Below please find (1) breakdown of 2015 costs, (2) recap of 2014 allocation approach, and (3) staff recommendation. Please feel free to call or email if you have any questions (i.e., 360/480-6600, [scottb@sbgh-partners.com](mailto:scottb@sbgh-partners.com)).

I. Breakdown of 2015 Costs

Breakdown of Annual O&M Costs			
Who:	What:	2014 Cost:	2015 Cost:
WEST	Gages -- 10 gages (including 1 stream gage)	\$38,438	\$38,438
WEST	Operational support -- On-going support for website monitoring and updates for both routine operations and during potential flood events.	\$11,336	\$11,336
WEST	Parts Inventory	\$6,000	\$1,000
OneRain	Website -- Contrail annual subscription (120 total sensors in and near Chehalis River Basin)	\$3,811	\$3,811
Lewis County	Billing and Processing	\$900	\$900
Total →		\$60,485	\$55,485
Note: 2015 costs are about 8% less than last year due to having sufficient spare parts inventory on hand.			

II. Recap of 2014 Allocation Approach

Annual maintenance costs for 2014 were allocated among the three counties on the Flood Authority as follows:

- Grays Harbor -- \$13,306.70 (22%).
- Lewis -- \$38,710.40 (64%).
- Thurston -- \$8,467.90 (14%).



The method behind the allocation was as follows:

- 50% of the allocation was based on populations of communities prone to flooding, and
- 50% was based on historic FEMA flood insurance payments.

This allocation approach was unanimously supported by Flood Authority members. See:

- Staff memo prepared for 8/15/2013 Flood Authority meeting [here](#).
- Conclusions from 8/15/2013 Flood Authority meeting [here](#).
- 2014 payment schedule [here](#).

### III. Staff Recommendation

Flood Authority members agree to use same allocation approach as last year on the basis that relatively speaking not a lot has changed in the Basin in terms of population shifts and exposure to flood risk, i.e., Lewis County still has largest population and exposure risk in the Basin.

Staff computes 2015 costs as follows:

- Grays Harbor -- \$12,206.70 (22%).
- Lewis -- \$35,510.40 (64%).
- Thurston -- \$7,767.90 (14%).

Staff prepare payment schedule with 1<sup>st</sup> half due 3/29/2015 and 2<sup>nd</sup> half due 7/31/2015.

### IV. Other News

- a. Inundation maps (seven of them) have now all been prepared and installed in the Flood Warning System. See [here](#).
- b. National Hydrologic Warning Council will be hosting a two-day advanced flood warning system workshop (10/21-22/2-14) at the Great Wolf Lodge. See [here](#).
- c. USGS has agreed to fully fund the following gages with NSIP funding starting October 1, 2014 that Lewis County has historically cost-shared with USGS:
  - Chehalis River near Doty ([12020000](#)).
  - Newaukum River near Chehalis ([12025000](#)).

Fully funding these gages with NSIP funding reduces cost-share for Lewis County by about \$16,200. USGS would like to see Lewis County reinvest some of its savings to upgrade the Chehalis River Near Adna gage ([12021800](#)) from a seasonal stage-only gage to an all-year discharge gage. This proposal is being considered by Lewis County. Click [here](#) to see 9/16/2013 Flood Authority gage cost-share analysis.

## CITY OF CHEHALIS

### AGENDA REPORT

**DATE:** September 2, 2014

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

**FROM:** Merlin MacReynold, City Manager  
Rick Sahlin, Public Works Director  
Don Schmitt, Street/Storm Superintendent

**SUBJECT:** Ordinance No. 933-B - Dedicating Four (4) Percent of Annual Sales and Use Tax to Road Improvements, Maintenance and Preservation, and Ordinance No. 934-B – Establishing a Transportation Benefit District

#### ISSUE

At the June 23 council meeting, the administration proposed two methods to fund the improvement, maintenance and preservation of City streets. At the meeting it was proposed that further discussion should take place at a council work session.

#### DISCUSSION

A work session was held on August 11 to discuss the funding source options presented by the administration, to include:

**Source One;** dedicate four percent (4%) of the city's annual sales and use tax the city receives for street maintenance, improvement, and preservation, including grind and overlay projects, chip sealing, crack sealing, striping, curb painting, sign maintenance and routine maintenance performed by the Street Division. Using the 2013 Sales & Use Tax Revenue totals this would be approximately \$130,000 annually dedicated for city and street road maintenance and improvement.

**Source Two;** create a Transportation Benefit District (TBD) within the corporate limits of the City of Chehalis and establish an annual vehicle license fee in the amount of twenty dollars and zero cents (\$20.00) consistent with RCW 36.73.065 to be collected by the Washington Department of Licensing on qualifying vehicles, as set forth in RCW 82.80.140 and chapter 36.73 RCW. The members of the Chehalis City Council would be the Governing Board of the Transportation Benefit District. The revenue received from this funding source would be tied to the projects on the City's Six-Year 2015-2020 Transportation Improvement Program (TIP) which is updated annually. The city would receive approximately \$102,000 annually dedicated for projects that are on the city's Six-Year Transportation Program.

The work session provided clarification for the types of maintenance or improvements each potential funding option would provide for; that a Transportation Benefit District would have to be established prior to any funding options passed, and the types of funding options available for a TBD.

Following discussion, the council directed the administration to bring ordinances back for consideration: dedicate 4% of the sales tax – Ord. No. 933-B, and Establish a Transportation Benefit District - Ord. No. 934-B)

At the regular meeting of August 25, 2014, the council passed Ordinance Numbers 933-B and 934-B on first reading.

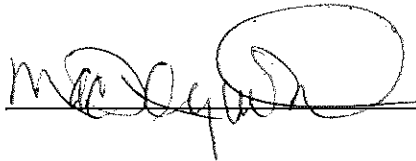
**RECOMMENDATION/COUNCIL ACTION DESIRED**

The administration recommends that the council pass Ordinance Nos. 933-B and 934-B on second and final reading.

**SUGGESTED MOTION**

I move that the council pass Ordinance Nos. 933-B and 934-B on second and final reading.

REVIEWED BY:



\_\_\_\_\_, City Manager

**ORDINANCE NO. 933-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON, DEDICATING FOUR PERCENT (4%) OF ANNUAL SALES AND USE TAX REVENUE BUDGETED BY THE CITY TO ROAD IMPROVEMENTS, MAINTENANCE, AND PRESERVATION PROJECTS, INCLUDING STRUCTURAL REBUILDS, GRIND AND OVERLAYS, OILING, STRIPING AND CURBING, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.**

**WHEREAS**, the city of Chehalis has responsibility, to the extent of its resources, for the improvement, maintenance, protection, and operation of public ways within the corporate limits of the city; and

**WHEREAS**, the improvement, maintenance, and protection and operation of public ways requires maintaining and preserving existing transportation improvements to avoid accelerated deterioration or catastrophic failure of the improvements which would require significant funds to reconstruct; and

**WHEREAS**, the available funding from the state and federal governmental sources for the preservation and maintenance of the City's transportation infrastructure has been dramatically reduced in recent years due to the results of legislative actions; and

**WHEREAS**, while dedicated revenues have decreased, the on-going annual costs to preserve and maintain the City's transportation infrastructure continue to rise leaving the City unable to adequately preserve and maintain the City's transportation infrastructure; and

**WHEREAS**, State and Federal dollars continue to decrease and the City has limited funding available for necessary transportation improvements, maintenance, and preservation; and

**WHEREAS**, with the reduction of State and Federal funding for local streets it is incumbent upon the City to be productive concerning the city's transportation infrastructure and consider the fiscal resources available locally; now, therefore, in consideration of the above-referenced recitals,

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

**Section 1.** Four percent (4%) of the city's annual budgeted sales and use tax revenue shall be, and the same hereby are, dedicated for municipal road improvements, maintenance, and preservation.

**Section 2.** The effective date of this ordinance shall be the 1<sup>st</sup> day of January, 2015.

**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 8<sup>th</sup> day of September, 2014.

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Mayor

Attest:

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City Clerk

Approved as to form and content:

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City Attorney

**ORDINANCE NO. 934-B**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF CHEHALIS, SPECIFYING THE MAINTENANCE AND PRESERVATION OF EXISTING TRANSPORTATION IMPROVEMENTS, PROVIDING FOR ADDITIONAL TRANSPORTATION IMPROVEMENTS AND CREATING A NEW CHAPTER 11 OF THE CHEHLAIS MUNICIPAL CODE ENTITLED “CHEHALIS TRANSPORTATION BENEFIT DISTRICT”.**

**WHEREAS**, the City of Chehalis has responsibility, to the extent of its resources, for the improvement, maintenance, and protection of public ways within the corporate limits of the City; and

**WHEREAS**, the improvement, maintenance, and protection and operation of public ways requires providing necessary transportation improvements and preserving existing transportation improvements to avoid catastrophic failure of the improvements which would require significant additional funds to reconstruct, as well as their gradual deterioration; and

**WHEREAS**, the number one priority in the “Washington Transportation Plan for 2007-2026” adopted by the Washington Transportation Commission (“State Transportation Plan”) is to preserve and extend prior improvements in existing transportation facilities and the services they provide to people and commerce; and

**WHEREAS**, the State Transportation Plan identifies that there is no more fundamental transportation investment than existing system preservation – keeping the physical infrastructure in safe and efficient operation condition; and

**WHEREAS**, The City has limited transportation funding to pay for necessary transportation preservation and maintenance; and

**WHEREAS**, the funding dedicated for the preservation and maintenance of the City’s transportation infrastructure has been dramatically reduced in recent years due to the action of several statewide initiatives and a downturn in the economy, however, the ongoing annual costs to preserve and maintain the City’s transportation infrastructure continue to rise making it difficult for the City to sufficiently address these issues; and

**WHEREAS**, chapter 36.73 RCW provides for the establishment of transportation benefit districts and for the levying of additional revenue sources for transportation improvements within the District that are consistent with existing state, regional and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

**WHEREAS**, RCW 35.21.225 authorizes the City Council to establish a Transportation Benefit District subject to the provisions of chapter 36.73 RCW; and

**WHEREAS**, the City desires to form a Transportation Benefit District which includes the entire City of Chehalis as the boundaries currently exist or are hereafter expanded due to annexation; and

**WHEREAS**, the City, after giving proper notice, conducted a public hearing on August 25, 2014, and took public comment regarding the proposed establishment of a Transportation Benefit District in accordance with RCW 36.73.050; now, therefore, in consideration of the above-referenced recitals,

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

**Section 1.** The purpose of this Chapter is to establish a Transportation Benefit District pursuant to RCW 35.21.255 and chapter 36.73 RCW.

**Section 2.** The City Council finds it is in the public interest to form a Transportation Benefit District to provide adequate levels of funding for transportation improvements that are consistent with existing state, regional and local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels, as provided in chapter 36.73 RCW.

The City Council further finds that it is in the public interest to provide for transportation improvements that improve modal connectivity and that protect the City's long term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive infrastructure replacements in the future.

The City Council further finds that the City's six-year (2015-2020) Transportation Improvement Program shall be annually updated to identify projects that constitute transportation improvements that may be funded by the TBD (collectively the "TBD Projects") as funding becomes available.

The City Council further finds that annually recurring projects within the City's Six-year Transportation Improvement Program constitute transportation improvements and shall be "TBD Projects," until such time as the District is dissolved under the provisions of chapter 11 CMC, established by the following section.

**Section 3.** A new chapter, Chapter 11 of the Chehalis Municipal Code entitled "Chehalis Transportation Benefit District," is hereby created to read as follows:



**Chapter 11**  
**Transportation Benefit District**

**11.010 Transportation Benefit District Establishment.**

**11.020 Governing Board.**

**11.030 Authority of the District.**

**11.040 Use of Funds.**

**11.050 Dissolution of District.**

**11.060 Liberal Construction.**

**11.010 Transportation Benefit District Establishment.**

There is created a transportation benefit district to be known as the Chehalis Transportation Benefit District or "District" with geographical boundaries comprised of the corporate limits of the City of Chehalis as they currently exist or as they may exist following future annexations.

**11.020 Governing Board.**

- A. The governing board, referred to in this chapter as "Board", of the Transportation Benefit District shall be the Chehalis City Council acting in an *ex officio* and independent capacity, which shall have the authority to exercise the statutory powers set forth in Chapter 36.73 RCW.
- B. Meetings of the District Board shall be governed by the procedural rules applicable to meetings of the City Council, as these rules may be amended by the City Council from time to time. District Board actions shall be taken in the same manner and follow the same procedure as for the adoption of City Council resolutions. Meetings of the District Board shall, whenever possible, take place on the same dates scheduled for City Council meetings.
- C. The Mayor shall serve as the chair of the District Board and shall preside over all meetings of the District Board.
- D. The City Attorney will serve as legal advisor to the District Board, except where separate counsel is engaged by the District or the City Attorney has a conflict of interest.
- E. The treasurer of the Transportation Benefit District shall be the City Finance Manager.
- F. The Board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1).
- G. The Board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

**11.030 Authority of the District.**

The Board shall have and may exercise any powers provided by law to fulfill the purpose of the District.

**11.040 Use of Funds.**

The funds generated by the Transportation Benefit District may be used for any purpose allowed by law including to operate the District and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to chapter 36.73 RCW. The transportation improvements funded by the district shall be made in an effort to protect the City's long term investments in its infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, to avoid more expensive infrastructural replacements in the future and to improve modal connectivity within the City of Chehalis. Additional transportation improvement projects of the district may be funded only after compliance with the provisions of RCW 36.73.050(2).

**11.050 Dissolution of the District.**

The Transportation Benefit District shall be automatically dissolved, pursuant to the procedures set forth in chapter 36.73 RCW, when all indebtedness of the district has been retired and when all of the District's anticipated responsibilities have been satisfied.

**11.060 Liberal Construction.**

As authorized pursuant to Chapter 36.73 RCW, this chapter shall be liberally constructed to permit the accomplishment of its purposes.

Section 4. If one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

Section 5. This ordinance shall take effect one day after publication of a summary consisting of the title, pursuant to RCW 35.27.300.

1<sup>st</sup> Reading: August 25, 2014

2<sup>nd</sup> Reading: September 8, 2014

**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 8th day of September, 2014.

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Mayor

Attest:

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City Clerk

Approved as to form and content:

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City Attorney