

October 26, 2020

The Chehalis city council met in regular session on Monday, October 26, 2020. Mayor Dennis Dawes (present in the council chambers) called the meeting to order at 5:00 pm with the following council members present via Zoom: Jerry Lord, Tony Ketchum, Daryl Lund, Dr. Isaac Pope, Bob Spahr, and Chad Taylor. Staff present included: Jill Anderson, City Manager; Caryn Foley, City Clerk; Kiley Franz, City Manager's Administrative Assistant; Erin Hillier, City Attorney (Zoom); Trent Loughheed, Public Works Director; and Chun Saul, Finance Director. Due to orders from the Governor's office relating to COVID-19, members of the public and the press were able to view the meeting via live streaming or via telephone through Zoom. The public was also provided a process for submitting comments prior to the meeting.

1. **Proclamation – First Responders Appreciation Day.** Mayor Dawes read a proclamation designating October 28, 2020 as First Responders Appreciation Day.

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

- a. Minutes of the regular city council meeting of October 12, 2020;
- b. October 15, 2020 Claim Vouchers No. 130237 – 130349 and Electronic Funds Transfer Check Nos. 965 – 986, 920200, 920201, 1020200, 1020201, 1020202 and 1020204 in the amount of \$1,597,319.13;
- c. Award bid to KBH Construction Co. in the amount of \$134,698.00 for the 12th & William Rechannelization Project; and
- d. Professional services agreement with Parametrix, Inc., for on-call electronics control system technical specialist for the Chehalis Regional Water Reclamation Facility (CRWRF) and collections system.

The motion was seconded by Councilor Taylor and carried unanimously.

3. **Interlocal Agreement for Emergency Management Services with Lewis County.** City Manager Anderson stated the city had contracted with Lewis County for emergency management services for decades. The existing agreement was 20 years old, so the county endeavored to update the agreement, which was before council. Through the arrangement, the county takes the lead on reporting requirements, pre-planning, and responding in an emergency. Ms. Anderson reviewed the scope of the agreement and stated the fees associated with agreement would not change. The agreement was reviewed by appropriate staff and they saw no issues.

Councilor Spahr moved to approve the Interlocal Agreement for Emergency Management Services and authorize the Mayor to sign the document. The motion was seconded by Councilor Pope and carried unanimously.

4. **Administration Reports.**

a. **Finance Report.** Chun Saul provided the third quarter finance report, including a city-wide overview of all funds combined, the General Fund, and Enterprise Funds. Overall, all city funds and departments operated within budget parameters. Ms. Saul reviewed General Fund sales tax collection trends and the impacts of COVID-19. She reported that utility fund revenues were down due to the Governor's proclamation (ratepayer assistance) relating to COVID-19 that was in effect through the end of the year. She provided a treasurer's report for cash, deposits, and investments, which totaled \$23,880,029. She noted that only \$1,564,738 of the total belonged to the General Fund; all other funds were restricted for specific activities and services.

b. **City Manager Update.** City Manager Anderson provided an update on several items:

- Streetlights – Citizens may call city hall at 360-345-1042 to report streetlights that are out. Any reports of lights out on PUD poles will be forwarded to PUD. Metal poles are owned by the city and wood poles are owned by the PUD.
- Street Striping – Striping in the Terrace Hill area will be completed to ensure sufficient room for emergency vehicle access.
- Water Rights – Staff is working with the Department of Ecology to move the point of withdrawal from the Newaukum River to the Chehalis River to maximize the city's available water rights. The city has a lot of rights on the Newaukum,

but there is not enough water to fulfill those water rights. Moving the point of withdrawal will provide a more reliable water supply. Trent Lougheed clarified the city was not transferring any water rights, but was adding a point of withdrawal.

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- Flood Storage Mitigation Project – This relates to the old wastewater treatment plant. Trent Lougheed stated modeling for the project had been completed. A meeting to discuss the results would be held this week. Once the master plan is finished, staff can start applying for construction dollars. The project will include the removal of the old plant.
- Water Rights – Securing additional water rights needed for future development both at the Port and also in areas recently added to the city's UGA. Staff is working with the city of Centralia to purchase water rights that will become available from TransAlta. City Manager Anderson asked, that in evaluating opportunities that may come about to purchase additional water rights for future development, would the council like to create a new committee, use an existing committee, such as the Growth Management Committee, or provide updates to the entire council and potentially hold a workshop. The council agreed to use the Council GMA Committee (Mayor Dawes, and Councilors Ketchum and Pope).

5. Councilor Reports/Committee Updates.

a. **Councilor Lord.** Councilor Lord reported that information about two recycling events are available on the city website. The events include free tire recycling November 6-7, and a leaf exchange and Styrofoam recycling on November 7 and 21.

b. **Mayor Dawes.** Mayor Dawes stated he used the city billing service, which was a great service. He received an email from a citizen that he shared with staff regarding the quick response to a crosswalk light that was out.

6. **Executive Session.** Mayor Dawes announced the council would take a short recess and then be in executive session pursuant to RCW 42.30.110(1)(g) – Review Performance of a Public Employee, not to exceed 6:40 pm and there would be no action following conclusion of the executive session. Mayor Dawes closed the regular meeting at 5:37 pm. The executive session began at 5:38 pm. Following conclusion of the executive session, the regular meeting was reopened at 6:17 pm and immediately adjourned.

Dennis L. Dawes, Mayor

Caryn Foley, City Clerk

Approved: 11/9/2020

Initials: cf