



Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239

360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

TOWN COUNCIL MEETING

AGENDA

Island County Hearing Room

February 23, 2016

6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular Meeting of February 09, 2016

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

NEW BUSINESS

- 1. Approval of Special Event Permit Application for Penn Cove Mussel Festival 2016 –** *Staff recommends approval of the Special Event Permit for the Penn Cove Mussel Festival in March 2016.*
- 2. Historic Preservation Commission Appointment –** *Mayor recommends a motion to appoint Tracy Schwartz as a Town of Coupeville member of the Historic Preservation Commission.*
- 3. Set Council Workshop Date –** *Mayor recommends a motion to cancel the next regular Council meeting scheduled to be held on March 8th, and scheduling a Council Workshop at 6:30pm on March 8th, in the Island County Hearing Room.*
- 4. Approval of January 2016 Payroll and February 2016 A/P transactions and warrants -** *Staff recommends approval of the January 2016 payroll warrants #3168 to #31375 for a total of \$75,077.04; and the February 2016 A/P transactions and warrants #31376 to #31434 for a total of \$89,739.20.*

STAFF REPORTS

COUNCIL REPORTS

AUDIENCE INPUT - See NOTE

ADJOURN

NOTE: Audience Input - This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Questions presented may not be answered immediately if all information is not available, but will be responded to as soon as possible. To ensure your comments are recorded properly, you need to state your name and address clearly into the microphone. Please limit your comments to 5 minutes. Input requiring more lengthy comment is best submitted in writing.

NOTE: Persons with disabilities requiring elevator access to the Hearing Room, please call twenty-four (24) hours prior to the scheduled event to Clerk-Treasurer (360) 678-4461, ext 7.

**Town of Coupeville
Regular Council Meeting
February 09, 2016
6:30 p.m.**

PRESENT: Mayor Molly Hughes, Councilmembers Dianne Binder, Pat Powell, Catherine Ballay, and Lisa Bernhardt.

Council Action: A motion was made by Councilmember Dianne Binder, second by Councilmember Catherine Ballay, to excuse the absence of Jackie Henderson from tonight's meeting. The motion passed unanimously.

STAFF PRESENT: Clerk Treasurer Kelly Beech

CHANGES AND APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember Dianne Binder, second by Councilmember Catherine Ballay, to approve the Agenda as presented. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of January 26, 2016 were approved with the following changes:

Under **COUNCIL REPORTS** the following changes were made to the fourth paragraph:

Councilmember Pat Powell congratulated Ebey's National ~~Historie~~ *Historical* Reserve and the National Parks ~~Department~~ *Service* for bringing in 1.46 million dollars in water conservation funds.

MAYOR'S REPORT

- Mayor Hughes informed the Council that staff are still working on the conditions list for the Musselfest Permit, and that the packet would be presented at the next regular meeting.
- Mayor Hughes attended her first Planning Commission meeting as the Mayor, and she thanked all of our commissioners for their service. Mayor Hughes also informed the Council that the Town will be advertising for open positions in both the Planning Commission and the Historical Preservation Commission.
- Mayor Hughes attended her first Council of Governments meeting, as Town of Coupeville Mayor, this month. The meeting focused on orienting the new members to the purpose of the organization and its processes.
- Mayor Hughes updated the Council on the search for a new Utility/Permit Clerk and shared that the pool had been reduced to the top three candidates and that reference checks were being conducted.
- Mayor Hughes attended a "Team Whidbey" meeting at Whidbey Naval Air Station where she met the new base commander.
- Mayor Hughes met with an aide from Congressman Rick Larsen's office to learn more about how Congressman Larsen can help the Town with issues in Coupeville.

- Mayor Hughes met with the Town's Washington Cities Insurance Authority (WCIA) representative Debbi Sellers, to learn more about the services provided by WCIA.
- Mayor Hughes attended a workshop at the Rec Hall sponsored by the Island County Health Advisory Board, which was attended by multiple agencies, to review and discuss information gleaned through the recent surveys they conducted.
- Finally, Mayor Hughes spoke briefly about Front Street and gave the Council an update on progress the Town has made toward its future goal of moving the pedestrian path further inland.

AUDIENCE INPUT

A local resident shared her concern about the bluff along Front Street.

NEW BUSINESS

Appointment to Island County Law & Justice Council

Council Action: A motion was made by Councilmember Dianne Binder, second by Councilmember Lisa Bernhardt appointing Catherine Ballay to the Law & Justice Council. The motion passed unanimously.

Appointment to Tourism Board of Island County

Council Action: A motion was made by Councilmember Catherine Ballay, second by Councilmember Pat Powell re-appointing Dianne Binder to the Tourism Board of Island County. The motion passed unanimously.

Approval of Contract for Services with Renae's Videography

Council Action: A motion was made by Councilmember Lisa Bernhardt, second by Councilmember Dianne Binder, to authorize the Mayor to sign the Contract for Services with Renae's Videography as presented. Questions were asked and answered. The motion passed unanimously.

Accept the Madrona Project, Phase I as Complete

Council Action: A motion was made by Councilmember Dianne Binder, second by Councilmember Pat Powell to accept the Madrona Project, Phase I as complete. Questions were asked and answered. The motion passed unanimously.

AUDIENCE INPUT

A local resident commended the Town on their response to concerns by residents about the bluff along Front Street.

ADJOURNMENT: 7:15 pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Molly Hughes

A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.



TOWN OF COUPEVILLE
From the Desk of Molly Hughes, Mayor

MEMORANDUM

February 16, 2016

TO: Town Council

FROM: Mayor, Molly Hughes *MH*

RE: 2016 Musselfest Special Events Application

Attached is the Special Event Application for the 2016 Musselfest. Musselfest is sponsored by the Coupeville Historic Waterfront Association and its mission is twofold; to celebrate our pride in being the home to Penn Cove mussels and to bring visitors and money into our town in the shoulder season. This festival has grown in size and diversity over the years and has become a favorite of foodies and families. It includes something for everyone; mussel chowder contest, cooking classes, beer gardens, music, children's activities, bike rides and food.

Also attached are the conditions for approval recommended by the staff and myself. Most of these conditions are not new but are being stressed in writing because of their importance. I have been working closely with the organizers of this event and feel sure they will follow the conditions to assure a safe and happy weekend for everyone.

Recommendation Move to approve Special Events Application #2016-02 for the 2016 Musselfest with conditions listed, numbers 1 – 19.

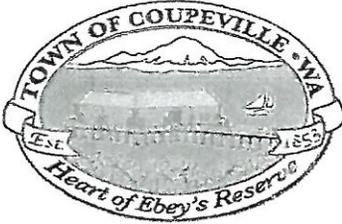


Conditions for 2016 MusselFest Special Event Permit #2016-02

1. At least 2 MusselFest volunteers will be on-duty during all hours of set-up, operation, and tear-down for the event.
2. The MusselFest is responsible for keeping the sidewalks and all emergency access points clear during the event, as well as maintaining access to the sewer lift station at Front and Alexander, and keeping the fire hydrants clear.
3. MusselFest will provide 11 porta-potties during the festival. These porta-potties will be emptied at least once during the festival, more often if needed. Lights will be provided to accommodate evening hours and handicapped accessible units will also be provided. No porta-potties will be placed on or near the wharf. Restrooms in the visitor center will be closed for the duration of the event.
4. MusselFest will provide three dumpsters and they will empty the garbage cans in the waterfront area throughout the festival and at the conclusion of the festival.
5. Town staff will deliver and pick up street barricades and before and after the event. MusselFest volunteers will be responsible for placing them to close streets and the Rec Hall parking lot. MusselFest will provide at least one volunteer to man each street barricade during festival hours. The Town will post streets for closure and place no-parking signs on side streets.
6. Streets will be closed as of 5:00 a.m., not 1:00 a.m. as requested in the application. Main Street, between Front and Coveland will NOT be closed during the festival (this was unclear in the application).
7. Only half of the Rec Hall parking lot will be closed on Wednesday to set up a tent. The other half of the lot will remain open until Friday night, and be available for parking for customers and visitors until then.
8. Any modifications or additions to Town Right-of-way (ROW) property, required to fulfill the parking plan for this event, will require a Work in ROW Permit.
9. MusselFest will provide the Town a copy of agreements with the School District and private property owners who they have contracted with for additional parking.
10. MusselFest will provide six vans to shuttle visitors from South Main to the festival and from other parking areas outside of the historic commercial area during festival hours. Shuttle stops will be signed and located in safe, accessible areas.
11. The Town will notify MusselFest by Friday morning, March 11th if they will be allowed to use the Town green for parking, dependent on the condition of the field. If the green is used for parking, MusselFest will provide volunteers to control the ingress/egress and safe movement of traffic. No large trucks, busses or motorhomes will be allowed to park on the Town green. The Town will provide MusselFest with a key to the gate at the community green and they will be responsible for locking and unlocking the gate during the event.
12. MusselFest volunteers will direct large tour buses to park in lots on the south side of the highway so County spots can be used by other visitors.



13. CHWA and Penn Cove Shellfish will each be required to name the Town on their liability insurance as directed in the Special Event Application, and provide evidence of coverage to the Town Clerk Treasurer prior to the event
14. Upon approval of the Special Events Permit, it is the responsibility of the Musselfest to inform Central Whidbey Fire Department of the road closures planned for the event.
15. Musselfest will coordinate and pay for a building inspection from the County and a safety inspection from Central Whidbey Fire and Rescue, if required by law, for any tent that requires such inspections. The Town will be given a copy of the approved inspection. Permits should be submitted and inspections scheduled well in advance of the start of the festival.
16. The Town Marshall will determine the need and hours for extra help required from Island County Reserve officers, not to exceed 18 hours. CHWA will be billed by and pay directly, the Island County Reserve Association for these services. The Town will be responsible for the overtime pay of its own officers during the festival.
17. CHWA and Penn Cove Shellfish will be responsible for following all rules dictated by the WA State Liquor and Cannabis Board. Examples would be; checking ID's, servers and ID checkers not drinking while working, alcohol not consumed outside of the beer tents, alcohol to stay within the drinking section of each tent, no over-service, etc.
18. Penn Cove Shellfish will be allowed to use the parking lot between their beer garden on the grassy lot at Coveland and Alexander and the Platt/Buescher law office. This parking lot will be used by PCS to stage refrigeration trucks and load and unload band equipment. The lot will be signed for reserve parking only. All other areas around the law office will be kept clear to assure traffic flow for the Coupeville Inn and the condo owners.
19. CHWA will monitor the use of Front Street to assure a fire lane is kept open for the duration of Musselfest.



Town of Coupeville

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SPECIAL EVENTS PERMIT APPLICATION

Name of Applicant/Organization Coupeville Historical Waterfront Association
Contact Person Cindy Olson Email Address: aquagifts@gmail.com
Business Phone none Home Phone 360 678-5291 Cell Phone 360 632-1973
Mailing Address: P.O. Box 121
City Coupeville State WA Zip 98239
Other Authorized Individuals Chuck Poust/Vickie Chambers
Business Phone Text Home Phone _____ Cell Phone 360 222-3696

Summary of proposed event:

- a) Type of Activity Planned: (describe event): Mussel fest 2016
Food, Music, Beer and Boats and lots of Mussels.
- b) Date of proposed event: March 11th, 12th and 13th 2016
- c) Hours of operation: 10:00am-10:00p.m. the 12th, 10:00am-5:00p.m. 5pm to 8:30 on Friday night 1
- d) Set-Up date/time: March 10th, tent in Rec Hall parking lot and on vacant lot on Alexander
- e) Dismantling date/time: Sunday March 13th, 5pm general take downs Monday the 14th tents down
- f) Number of staff/volunteers involved in event on behalf of applicant: 125
- g) Estimated number of participants: 4500
- h) Will participants pay a fee or make a donation? YES NO (please circle)
- i) Number of vehicles, boats or other special equipment: 1 Boat, 2 Tents, 6 Art Cars, several 10x10 pop up
- j) Number of persons expected to attend the event: 4500
- k) Traffic or crowd control requirements: A floating Officer during the hours of operation
- l) Street closures required: : Recreation Hall parking Lot, Thursday 10th, Friday 11th, and 12th and 1
Alexander and Front Street on Sat, 12th and Sun, 13th
- m) Safety and security measures required: none
- n) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.): _____



- o) Animals being used: None
- p) Other features: Children's activities in the Masonic Lodge and Shuttle Busses
- q) Safety and security measures provided by the applicant: volunteer EMT's on Site
Volunteer control support

r) Electric power, water and sewer requirements: None on the street, only power in Rec. Hall

s) Portable restrooms provided by the applicant: Yes, 13 in total 11 in town, 2 at schools if necessary

INSURANCE: The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the Town of Coupeville. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the Town of Coupeville.

Public Liability Insurance Company:

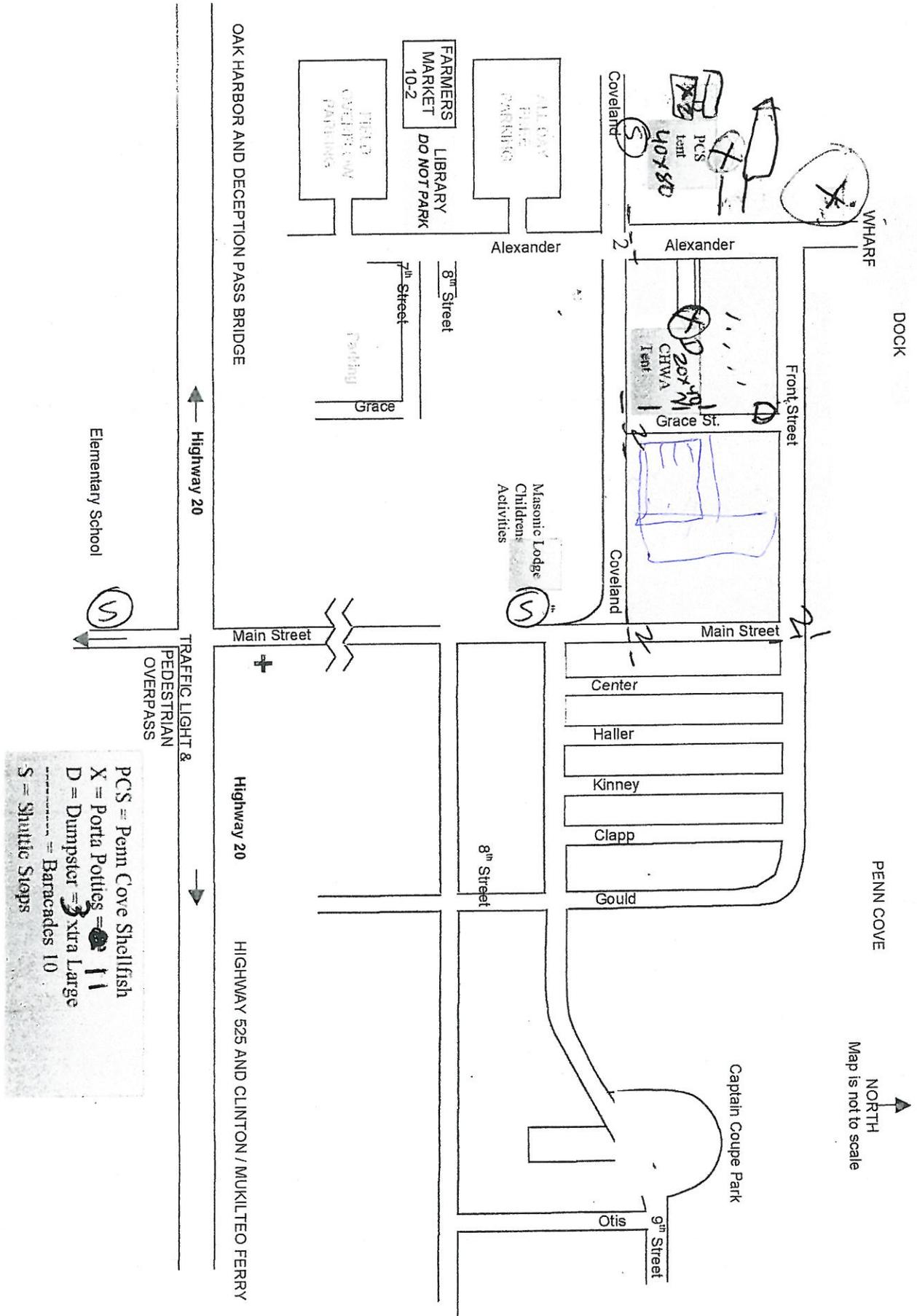
Name of Company: _____
 Policy Number: _____ Agent: _____
 Expiration Date: _____ Amount: _____

PARTICIPANTS: Any event which attracts 1,000 or more persons to Town Park, or any event that involves activities in both the Town Park and the Historic Commercial District and which attracts 100 or more persons, will require the closure of the pathway between the Town Park and the Historic Commercial District. In any such case, the applicant will be required to pay the Town a supplemental permit fee to cover the town's costs of installing and maintaining physical barriers to close the pathway during the course of the event.

HOLD HARMLESS: The applicant agrees to defend, indemnify and hold the Town of Coupeville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

Signed this _____ day of _____, 20_____.

 Signature of Applicant or Agent



PCS = Penn Cove Shellfish
 X = Porta Potties = 1
 D = Dumpster = 3 Extra Large
 --- = Baracades 10
 S = Shuttle Stops

NORTH
 Map is not to scale

MusselFest 2016 CHWA responsibilities

March 8th Tuesday

Tuesday night 11pm/Cone and rope off the upper parking lot of the Rec. Hall (Tent will be put up Wednesday morning and cars can not be parked in that area)

March 9th Wednesday

Morning 10am two tents will be delivered and set up.

1. A 30X40 tent (CHWA) will be put up in the Rec. Hall upper parking lot.
2. A 40X80 (PCS) will be put on the vacant lot on the corner of Coveland and Alexander.

March 10th Thursday

3 extra large dumpsters will be delivered to the corner of Alexander and Coveland behind the PCS tent.

March 11th Friday

12 Porta Potties will be delivered to the road next to the PCS tent.

- The streets of Alexander and Grace will need to be empty of all parked cars by 1am Saturday the 12th.
- All of the Recreation Hall parking lot will need to be empty of all cars by 1am Saturday the 12th.
- Saturday morning at 5am the barricades will be put up at:
Grace and Coveland
Alexander and Coveland
Coveland and Main
Main and Front Street
And the main entrances to the Recreation Hall off of Grace.

March 13th Sunday

All Barricades will be removed by 5pm and the closed streets will be open.

5:00
am

officers
in at
6:00

CHWA

Beer tent - 11:00 - 9:00

Mussel Fest Event times and Places overview:

March 11, Friday

5:30 to 8:30 Mussel Mingle

Coupeville Recreation Hall

March 12, Saturday Festival starts at 10:am.

- Purchase mussel chowder tasting tickets starting at 10am at the rec. hall. Tasting lasts until 3pm people walk or take shuttles all over Coupeville to visit 15 restaurants to receive a taste of chowder for \$10 for a ticket of 5 tastes.
- Chwa beer and wine tent opens at 11:00 located in the rec. hall parking lot 2 bands will play through out the day closes at 6pm. Mussel art will be on display in the rec hall all weekend and we will have a visiting mussel and mermaid. In the rec hall.
- Non profit food vendors will be in the rec. hall parking lot 11:00 to 5:00, booster club mussels, senior class bake sale, rainbow girls and museum hot dogs, and chwa mussel chowder....so far this is who is coming. We are providing lots of tables and chairs in the rec hall lot for eating and sitting and relaxing. A chartist will be drawing faces for free in the rec hall parking lot also.
- Boat Tours start at 10:00 go every hour, last boat goes out at 5:00. 70 people per boat tour. \$10.00 a ticket. We are working hard to have free kid tickets this year . 2 with paying adults.
- Children's activities in the Masonic Lodge. 1:00 to 4:00 Seaside arts and crafts and songs. Well staffed with art, changing tables warm places to hang out for families on entertainer preforms there each day. Face painter
- Guest Chefs in the Rec Hall from 10 to 3:00. Well known chefs cooking for an hour both days. They give away lots of tastes. 4 to 5 chefs per day

- At 3:00 both days mussel eating championship both days. Very popular event.
- PCS wine, mussels and Beer tent Saturday only 11:00 to 9:00pm 4 bands playing through out the day. Guest Chefs are cooking

Only difference for Sunday is no PCS tent. All other activities will be the same as Saturday . On Sunday we start closing up the Rec Hall after the Mussel eating contest. Around 4 to 4:30.

Street open by 5:15

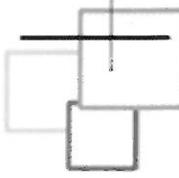
January 2016 Payroll List

Number/Name	Amount
Total 31368	\$659.79
Total 31369	\$2,426.63
Total 31370	\$9,078.37
Total 31371	\$1,288.69
Total 31372	\$520.00
Total 31373	\$8,604.73
Total 31374	\$15,237.89
Total 31375	\$220.00
Vendor Total	\$38,036.10
JAN 2016 DRAW	
LaRue, William	\$1,889.33
Lynn, Jesse	\$1,300.00
McMann, James M	\$1,150.00
Riepma, Kelly R.	\$1,600.00
Wadlington, Jimmy R.	\$1,400.00
	\$7,339.33
JAN 2016 REGULAR	
Abney, Bonnie M.	\$598.34
Baraconi, Tammy S	\$4,867.65
Beech, Kelly	\$3,918.25
Cane, Gregory R.	\$2,812.39
LaRue, William	\$2,946.72
Lynn, Jesse	\$2,297.77
Maier, Shelly R	\$2,570.96
McMann, James M	\$1,714.86
Riepma, Kelly R.	\$2,419.44
Vinsant, Paul	\$3,621.72
Wadlington, Jimmy R.	\$1,628.44
White, Ellen Morley	\$305.07
	\$29,701.61
Payroll Total	\$75,077.04

February 2016 A/P
Voucher List

Number	Amount
Total 31376	\$4,302.91
Total 31377	\$318.47
Total 31378	\$173.92
Total 31379	\$2.72
Total 31380	\$46.45
Total 31381	\$152.00
Total 31382	\$117.39
Total 31383	\$250.01
Total 31384	\$653.59
Total 31385	\$38.05
Total 31386	\$1,044.22
Total 31387	\$313.20
Total 31388	\$67.67
Total 31389	\$507.50
Total 31390	\$11,336.29
Total 31391	\$81.06
Total 31392	\$4,550.00
Total 31393	\$521.32
Total 31394	\$150.00
Total 31395	\$450.00
Total 31396	\$20.64
Total 31397	\$43.48
Total 31398	\$59.51
Total 31399	\$1,245.56
Total 31400	\$598.00
Total 31401	\$41.45
Total 31402	\$33.38
Total 31403	\$165.00
Total 31404	\$207.40
Total 31405	\$8,199.22
Total 31406	\$275.00
Total 31407	\$3,750.00
Total 31408	\$795.05
Total 31409	\$127.66
Total 31410	\$267.40
Total 31411	\$750.00
Total 31412	\$14,678.77
Total 31413	\$4,967.70
Total 31414	\$442.97
Total 31415	\$123.27
Total 31416	\$1,773.50
Total 31417	\$157.43
Total 31418	\$203.98
Total 31419	\$108.28
Total 31420	\$158.17
Total 31421	\$3,000.00
Total 31422	\$9,624.28
Total 31423	\$950.00
Total 31424	\$179.35
Total 31425	\$1,132.92
Total 31426	\$1,430.69
Total 31427	\$1,085.91
Total 31428	\$440.00
Total 31429	\$12.90
Total 31430	\$1,250.00
Total 31431	\$1,936.30
Total 31432	\$2,655.35
Total 31433	\$1,744.75
Total 31434	\$27.16
Total	\$89,739.20

Voucher Directory



Vendor	Number	Reference	Account Number	Description	Amount
*Temporary Vendor	31376	0100910-IN	2016 - February - February Manuals	PumpTech, Inc.	
			Ras Pump	Equipment - Sewer	\$4,302.91
			401-000-000-596-35-64-00		\$4,302.91
	Total 31376	Total 0100910-IN			\$4,302.91
	31377	131599084	2016 - February - February Manuals	Central Medic One	
			LEOFF I Benefits	Leoff I Benefits	\$318.47
			001-000-000-521-00-22-00		\$318.47
	Total 31377	Total 131599084			\$4,621.38
Total *Temporary Vendor	31378	9406	2016 - February - February Manuals		
AA Electric Co.			Motor Repair	Professional Services - Sewer	\$173.92
			401-000-000-535-80-41-00		\$173.92
	Total 31378	Total 9406			\$173.92
Total AA Electric Co.	31402	266977	2016 - February - February A/P		
Ace Hardware			Supplies	Office & Operating Parks	\$33.38
			001-000-000-576-80-31-00		\$33.38
	Total 31402	Total 266977			\$33.38
Total Ace Hardware	31379	02012016	2016 - February - February Manuals		
All Island Lock/key			Duplicate Key	Office & Operating - Roadside	\$2.72
			101-000-000-542-71-31-00		\$2.72
	Total 31379	Total 02012016			\$2.72
Total All Island Lock/key					\$2.72

Vendor	Number	Reference	Account Number	Description	Amount
AT&T Mobility	31380				
		287244041563X02052016	2016 - February - February Manuals		
		Cellphone			
		401-000-000-534-80-42-00		Communication - Water	\$23.23
		401-000-000-535-80-42-00		Communications - Sewer	\$23.22
		Total 287244041563X02052016			\$46.45
Total 31380					\$46.45
Total AT&T Mobility					
Avocet Environmental Test	31381				
			2016 - February - February Manuals		
		1600102-IN			
		Permit Testing			
		401-000-000-535-80-41-00		Professional Services - Sewer	\$152.00
		Total 1600102-IN			\$152.00
Total 31381					\$152.00
31403					
		1600310-IN	2016 - February - February A/P		
		Testing			
		401-000-000-534-80-41-00		Professional Services - Water	\$108.00
		Total 1600310-IN			\$108.00
Total 31403					
		1600391-IN	2016 - February - February A/P		
		Testing			
		401-000-000-535-80-41-00		Professional Services - Sewer	\$57.00
		Total 1600391-IN			\$57.00
Total 31403					\$165.00
Total Avocet Environmental Test					\$317.00
Big Rock Designs	31382				
			2016 - February - February Manuals		
		10849			
		Printing Services			
		001-000-000-569-49-00-00		HUB Senior Services Support - Misc.	\$68.47
		401-000-000-534-80-41-00		Professional Services - Water	\$24.46
		401-000-000-535-80-41-00		Professional Services - Sewer	\$24.46
		Total 10849			\$117.39
Total 31382					\$117.39
31404					
		10851	2016 - February - February A/P		
		Business Cards			
		001-000-000-511-60-31-00		Office & Operating Council	\$75.55
		Total 10851			\$75.55
Total 31404					\$75.55
		10860	2016 - February - February A/P		
		Business Cards			
		001-000-000-511-60-31-00		Office & Operating Council	\$65.92
		Total 10860			\$65.92

Vendor	Number	Reference	Account Number	Description	Amount
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Cohen, Manni, Theune & Manni LLP
 31407
 121/1134-00M
 2016 - February - February A/P
 NOV/DEC 2015 & JAN 2016 Retainer
 001-000-000-512-00-41-00 Professional Services Court
 Total 121/1134-00M
 \$3,750.00
 \$3,750.00
 \$3,750.00
 \$3,750.00

Total 31407
 Total Cohen, Manni, Theune & Manni LLP
 COMCAST
 31384
 8498 30 022 0155812
 Town Hall Internet & Phones
 001-000-000-518-00-42-00 Communication - CS
 Total 8498 30 022 0155812
 8498 30 022 0156562
 Town Shop Internet & Phones
 001-000-000-518-10-42-00 Communication - Shop
 Total 8498 30 022 0156562
 8498 30 022 0156752
 WWTP Internet & Phones
 401-000-000-534-80-42-00 Communication - Water
 401-000-000-535-80-42-00 Communications - Sewer
 Total 8498 30 022 0156752
 \$260.78
 \$260.78
 \$142.90
 \$142.90
 \$124.96
 \$124.95
 \$249.91
 \$653.59
 \$653.59

Total 31384
 Total COMCAST
 Custom Engraving
 31385
 16-30
 Name Plates
 001-000-000-518-00-31-00 Office & Operating CS
 Total 16-30
 \$38.05
 \$38.05
 \$38.05
 \$38.05

Total 31385
 Total Custom Engraving
 CWA Consultants, P.S.
 31386
 16-020
 Plan Review
 001-000-000-559-60-41-00 Professional Services - Bldg
 Total 16-020
 16-022
 Plan Review
 001-000-000-559-60-41-00 Professional Services - Bldg
 Total 16-022
 \$882.86
 \$882.86
 \$161.36
 \$161.36
 \$1,044.22

Vendor	Number	Reference	Account Number	Description	Amount
	31408		2016 - February - February A/P		
		16-058			
			Plan Check		\$795.05
			001-000-000-559-60-41-00	Professional Services - Bldg	\$795.05
		Total 16-058			\$795.05
Total CWA Consultants, P.S. Frontier	Total 31408				\$1,839.27
	31387		2016 - February - February Manuals		
		360-678-1389-022608-5 Feb 2015			
			Front St. Lift Station		\$61.88
			401-000-000-535-80-42-00	Communications - Sewer	\$61.88
		Total 360-678-1389-022608-5 Feb 2015			
		360-678-3705-120115-5 Feb 2015			
			Vine St. Lift Station		\$251.32
			401-000-000-535-80-42-00	Communications - Sewer	\$251.32
		Total 360-678-3705-120115-5 Feb 2015			\$313.20
Total 31387					
	31409		2016 - February - February A/P		
		360-678-4864-021407-5			
			Rec Hall		\$57.67
			001-000-000-575-50-42-00	Communication - Com Ctr	\$57.67
		Total 360-678-4864-021407-5			
		360-678-9197-100113-5			
			Ft. Casey DSL		\$69.99
			401-000-000-534-80-42-00	Communication - Water	\$69.99
		Total 360-678-9197-100113-5			\$127.66
Total 31409					\$440.86
Total Frontier Frontier Building Supply	Total 31408				
	31388		2016 - February - February Manuals		
		1129			
			Supplies		\$44.76
			001-000-000-575-50-31-00	Office & Operating Com Ctr	\$44.76
		Total 1129			
		1161			
			Front St Slough Repair		\$5.97
			101-000-000-542-61-48-00	Repair & Maintenance - Sidewalk	\$5.97
		Total 1161			
		1213			
			Supplies		\$16.94
			001-000-000-575-50-31-00	Office & Operating Com Ctr	\$16.94
		Total 1213			\$67.67
Total 31388					

Vendor Number	Reference	Account Number	Description	Amount
31410	1270		2016 - February - February A/P	
		Supplies		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$49.60
	Total 1270			\$49.60
	1305			
		Supplies		
		107-000-000-575-70-31-00	Office & Operating - Boat Launch	\$2.96
	Total 1305			\$2.96
	1306			
		Supplies		
		107-000-000-575-70-31-00	Office & Operating - Boat Launch	\$0.30
	Total 1306			\$0.30
	1402			
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$71.70
	Total 1402			\$71.70
	1446			
		Supplies		
		001-000-000-518-00-31-00	Office & Operating CS	\$93.57
	Total 1446			\$93.57
	1476			
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$49.27
	Total 1476			\$49.27
				\$267.40
				\$335.07
Total 31410			2016 - February - February A/P	
Total Frontier Building Supply				
Graphics, Etc.	2039			
31411				
		Website Updates		
		001-000-000-518-00-41-00	Professional Services CS	\$750.00
	Total 2039			\$750.00
Total 31411				\$750.00
Total Graphics, Etc.				
Heffron Transportation, Inc.	7012		2016 - February - February Manuals	
31389				
		Traffic Consultants- WGH		
		001-000-000-539-00-41-01	Prof Services - Special Project	\$507.50
	Total 7012			\$507.50
Total 31389				\$507.50
Total Heffron Transportation, Inc.				\$507.50

Vendor	Number	Reference	Account Number	Description	Amount
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Heritage Bank	31390			2016 - February - February Manuals	
		100598310- FEB 2016			
			Madrona Interim Loan		
			304-000-720-594-35-65-00	2015 Madrona Way Project - Construction Account	\$775.72
		Total 100598310- FEB 2016			\$775.72
		959693516- ANNUAL			
			Ciraolo Loan Annual Payment		
			105-000-703-591-00-79-00	Ciraolo Property - Principal	\$5,562.72
			105-000-703-592-00-83-00	Ciraolo Property - Interest	\$4,997.85
		Total 959693516- ANNUAL			\$10,560.57
	Total 31390				\$11,336.29
	31412				
		959688573/02062016		2016 - February - February A/P	
			Annual OSPC Loan Payment		
			105-000-000-591-19-79-00	Principal - Ospc	\$10,840.76
			105-000-000-592-19-83-00	Interest - Ospc	\$3,838.01
		Total 959688573/02062016			\$14,678.77
Total Heritage Bank	Total 31412				\$14,678.77
I-COM 911	31413				\$26,015.06
				2016 - February - February A/P	
		16-LETac-3			
			I-COM Special Assessment		
			001-000-000-521-00-51-02	I-Com Dispatch - Police	\$4,967.70
		Total 16-LETac-3			\$4,967.70
Total I-COM 911	Total 31413				\$4,967.70
Island County E R & R Fund	31414				\$4,967.70
				2016 - February - February A/P	
		15-00399			
			Fuel		
			001-000-000-576-80-32-00	Fuel - Parks	\$44.32
			401-000-000-534-80-32-00	Fuel - Water	\$225.97
			401-000-000-535-80-32-00	Fuel - Sewer	\$139.39
			401-000-000-538-30-32-00	Fuel - Stormwater	\$33.29
		Total 15-00399			\$442.97
Total Island County E R & R Fund	Total 31414				\$442.97

Vendor	Number	Reference	Account Number	Description	Amount
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Island County Human Services	31415				
		4TH QTR 2015/02052016		2016 - February - February A/P	
		Contract			
		001-000-000-562-00-51-00		Health Dept Contract	\$123.27
		Total 4TH QTR 2015/02052016			\$123.27
Total 31415					\$123.27
Total Island County Human Services					
Island County Solid Waste	31416				
		3545		2016 - February - February A/P	
		Biosolid & Solid Waste Disposal			
		401-000-000-535-80-47-02		Biosolids Disposal - Sewer	\$1,712.00
		Biosolid Disposal			
		401-000-000-535-80-47-03		Solid Waste Disposal - Sewer	\$61.50
		Solid Waste Disposal			
Total 3545					\$1,773.50
Total 31416					\$1,773.50
Total Island County Solid Waste					
KCDA Purchasing Cooperative	31391				
		3991710		2016 - February - February Manuals	
		Copy Paper			
		001-000-000-518-00-31-00		Office & Operating	\$81.06
		Copy Paper			
Total 3991710					\$81.06
Total 31391					\$81.06
Total KCDA Purchasing Cooperative					
Konica Minolta Business Solutions	31417				
		238026356		2016 - February - February A/P	
		Copier Lease			
		001-000-000-518-00-45-00		Rentals & Leases -	\$157.43
				CS	\$157.43
Total 238026356					\$157.43
Total 31417					\$157.43
Total Konica Minolta Business Solutions					
Lakeside Industries	31418				
		5038079MB		2016 - February - February A/P	
		Supplies			
		101-000-000-542-30-31-00		Office & Operating - Roadway	\$203.98
Total 5038079MB					\$203.98
Total 31418					\$203.98
Total Lakeside Industries					\$203.98

Vendor Number	Reference	Account Number	Description	Amount
LEP / Sound Water Stewards 31392	12122015		2016 - February - February Manuals	
			Donation for Wharf Update	
		104-000-000-557-30-31-00	Office & Operating	\$4,550.00
	Total 12122015			\$4,550.00
Total LEP / Sound Water Stewards Mailliard's Landing Nursery Inc 31393				\$4,550.00
			2016 - February - February Manuals	
	110061-0002040		Supplies	
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$130.33
	Total 110061-0002040			\$130.33
	110082-0002040		Supplies	
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$130.33
	Total 110082-0002040			\$130.33
	110154-0002040		Supplies	
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$130.33
	Total 110154-0002040			\$130.33
	110186-0002040		Supplies	
		001-000-000-576-80-31-00	Office & Operating	\$130.33
	Total 110186-0002040			\$130.33
Total Mailliard's Landing Nursery Inc Oak Harbor Auto Center/Auto Plus 31419			2016 - February - February A/P	
	001-264217			
			V-09 Supplies	
		001-000-000-576-80-31-00	Office & Operating	\$43.83
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$43.83
	Total 001-264217			\$87.66
	001-264509		V-04 Supplies	
		001-000-000-576-80-31-00	Office & Operating	\$5.16
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$5.16
		401-000-000-534-80-31-00	Office & Operating - Water	\$10.30
	Total 001-264509			\$20.62
Total Oak Harbor Auto Center/Auto Plus				\$108.28
	Total 31419			\$108.28

Vendor	Number	Reference	Account Number	Description	Amount
Office Depot	31420	821274147001b	2016 - February - February A/P		
		Supplies			
		001-000-000-518-00-31-00		Office & Operating	\$16.30
		401-000-000-534-80-31-00		Office & Operating - Water	\$14.07
		401-000-000-535-80-31-00		Office & Operating - Sewer	\$14.06
		Total 821274147001b			\$44.43
		821274424001a			
		Supplies			
		001-000-000-518-00-31-00		Office & Operating	\$25.93
		001-000-000-558-00-31-00		Office & Operating	\$87.81
		Total 821274424001a			\$113.74
Total Office Depot	Total 31420				
Platt & Buescher Investments LLC	31421		2016 - February - February A/P		
		Annual Lease-2016			
		Annual Lease			
		104-000-000-313-31-00-00		Hotel/Motel Lodging	\$3,000.00
		Total Annual Lease-2016			\$3,000.00
Total Platt & Buescher Investments LLC	Total 31421				
Puget Sound Energy	31394	200021090457- JAN 2016	2016 - February - February Manuals		
		Area Lighting			
		101-000-000-542-63-47-00		Utilities - Street Lighting	\$150.00
		Total 200021090457- JAN 2016			\$150.00
Total 31394	31422	200002603542- FEB 2016	2016 - February - February A/P		
		Reservoir Telemetry			
		401-000-000-534-80-47-00		Utilities - Water	\$10.16
		Total 200002603542- FEB 2016			\$10.16
		200005235540- FEB 2016			
		Well 04			
		401-000-000-534-80-47-00		Utilities - Water	\$57.18
		Total 200005235540- FEB 2016			\$57.18
		200005603689- FEB 2016			
		Well 07			
		401-000-000-534-80-47-00		Utilities - Water	\$48.34
		Total 200005603689- FEB 2016			\$48.34

Vendor	Number	Reference	Account Number	Description	Amount
	200005833450-	FEB 2016			
		Ft. Casey Water Treatment Plant			
		401-000-000-534-80-47-00		Utilities - Water	\$2,775.63
	Total	200005833450- FEB 2016			\$2,775.63
	200006097865-	FEB2016			
		Rec Hall			
		001-000-000-575-50-47-00		Utilities - Com Ctr	\$239.05
	Total	200006097865- FEB2016			\$239.05
	200009098936-	FEB 2016			
		Town Park			
		001-000-000-576-80-47-00		Utilities - Parks	\$35.45
	Total	200009098936- FEB 2016			\$35.45
	200011387319-	FEB 2016			
		Street Lighting			
		101-000-000-542-63-47-00		Utilities - Street Lighting	\$1,791.93
	Total	200011387319- FEB 2016			\$1,791.93
	200011418114-	FEB 2016			
		Pavilion			
		001-000-000-576-80-47-00		Utilities - Parks	\$10.84
	Total	200011418114- FEB 2016			\$10.84
	200013296450-	FEB 2016			
		WWTP			
		401-000-000-535-80-47-00		Utilities - Sewer	\$2,383.90
	Total	200013296450- FEB 2016			\$2,383.90
	200015370790-	FEB 2016			
		Town Shop			
		001-000-000-518-10-47-00		Utilities - Shop	\$99.57
	Total	200015370790- FEB 2016			\$99.57
	200015416577-	FEB 2016			
		Town Hall			
		001-000-000-518-00-47-00		Utilities - CS	\$336.09
	Total	200015416577- FEB 2016			\$336.09
	200016476455-	FEB 2016			
		Town Restroom			
		001-000-000-576-80-47-00		Utilities - Parks	\$57.77
	Total	200016476455- FEB 2016			\$57.77
	200017824224-	FEB 2016			
		Well 1-06 & So. Main Lift Station			
		401-000-000-534-80-47-00		Utilities - Water	\$18.30
		401-000-000-535-80-47-00		Utilities - Sewer	\$347.64
	Total	200017824224- FEB 2016			\$365.94

Vendor Number	Reference	Account Number	Description	Amount
	200020235921-	FEB 2016		
		Front St. Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$219.89
	Total	200020235921-	FEB 2016	\$219.89
	200020236119-	FEB 2016		
		Keystone Hill Well		
		401-000-000-534-80-47-00	Utilities - Water	\$666.89
	Total	200020236119-	FEB 2016	\$666.89
	200020236523-	FEB 2016		
		Cook's Corner		
		001-000-000-576-80-47-00	Utilities - Parks	\$10.84
	Total	200020236523-	FEB 2016	\$10.84
	200021137886-	FEB 2016		
		Town WTP		
		401-000-000-534-80-47-00	Utilities - Water	\$226.16
	Total	200021137886-	FEB 2016	\$226.16
	220000466767-	FEB 2016		
		Lauren Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$26.99
	Total	220000466767-	FEB 2016	\$26.99
	220009053426-	FEB 2016		
		Vine Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$261.66
	Total	220009053426-	FEB 2016	\$261.66
	Total	31422		\$9,624.28
Total Puget Sound Energy				\$9,774.28
Renaes Videography and Cleaning				
31395				
			2016 - February - February Manuals	
	02162016			
		Services		
		001-000-000-511-60-41-00	Professional Services Council	\$250.00
			Council Recordings Dec 2015-Jan 2016	
		001-000-000-518-00-41-00	Professional Services CS	\$200.00
			Cleaning Jan 2016	
	Total	02162016		\$450.00
Total 31395			2016 - February - February A/P	\$450.00
31423				
			Videography & Janitorial Services	
		001-000-000-511-60-41-00	Professional Services Council	\$550.00
			Videography	
		001-000-000-518-00-41-00	Professional Services CS	\$400.00

Vendor Number Reference Account Number Description Amount

Total 021816
 Total 31423
 Total Renae's Videography and Cleaning
 Serendipity Catering
 31424
 100c
 2016 - February - February A/P
 \$950.00
 \$950.00
 \$1,400.00

Janitorial
 Meeting Supplies
 001-000-000-511-60-31-00
 Office & Operating Council
 \$179.35
 \$179.35
 \$179.35
 \$179.35

Total 31424
 Total Serendipity Catering
 Skagit Farmers Supply
 31396
 440840
 2016 - February - February Manuals
 \$20.64
 \$20.64
 \$20.64

Total 440840
 Supplies
 401-000-000-535-80-31-00
 Office & Operating - Sewer
 \$20.64
 \$20.64
 \$20.64

Total 31396
 31425
 2796880
 2016 - February - February A/P
 \$256.77
 \$256.77

Total 2796880
 Rec Hall Propane
 001-000-000-575-50-32-00
 Fuel - Com Ctr
 \$438.42
 \$438.42

Total 2935071
 2935541
 Shop Propane
 001-000-000-518-10-32-00
 Fuel - Shop
 \$294.24
 \$294.24

Total 2935541
 55
 Shop Propane
 001-000-000-518-10-32-00
 Fuel - Shop
 \$294.24
 \$294.24

Total 2935541
 55
 Shop Tank Rental
 001-000-000-518-10-45-00
 Rentals & Leases - Shop
 \$72.83
 \$72.83

Total 55

Vendor	Number	Reference	Account Number	Description	Amount
Tjoelker Enterprises, Inc.	31428				
		041928		2016 - February - February A/P	
			Biosolids Disposal		\$440.00
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$440.00
		Total 041928			\$440.00
Total Tjoelker Enterprises, Inc.	31398				
USA Blue Book		837440		2016 - February - February Manuals	
			Supplies		\$59.51
			401-000-000-534-80-31-00	Office & Operating - Water	\$59.51
		Total 837440			\$59.51
Total USA Blue Book	31429				
Utilities Underground Location Center		6010687		2016 - February - February A/P	
			Locate Services		\$6.45
			401-000-000-534-80-41-00	Professional Services - Water	\$6.45
			401-000-000-535-80-41-00	Professional Services - Sewer	\$12.90
		Total 6010687			\$12.90
Total Utilities Underground Location Center	31430				
Vac-Tank/Western Services		INV.3213		2016 - February - February A/P	
			Biosolids Shipping		\$1,250.00
			401-000-000-535-80-47-01	Biosolids Shipping - Sewer	\$1,250.00
		Total INV.3213			\$1,250.00
Total Vac-Tank/Western Services	31399				
VISA		Amazon - 01/05/16		2016 - February - February Manuals	
			Supplies		\$40.41
			001-000-000-518-10-31-00	Office & Operating Shop	\$40.41
		Total Amazon - 01/05/16			\$40.41
		Amazon - 01/08/16			
			Supplies		\$54.30
			001-000-000-518-00-31-00	Office & Operating CS	\$54.30
		Total Amazon - 01/08/16			\$54.30

Vendor Number	Reference	Account Number	Description	Amount
	Amazon - 01/13/16			
	Supplies			
	001-000-000-518-00-31-00		Office & Operating CS	\$61.35
	Total Amazon - 01/13/16			\$61.35
	Dog Waste - 01/25/16			
	Supplies			
	001-000-000-576-80-31-00		Office & Operating Parks	\$117.00
	Total Dog Waste - 01/25/16			\$117.00
	Home Depot - 01/06/16			
	Supplies			
	001-000-000-518-00-31-00		Office & Operating CS	\$27.15
	001-000-000-576-80-31-00		Office & Operating Parks	\$32.38
	Total Home Depot - 01/06/16			\$59.53
	Home Depot - 01/20/16			
	Supplies			
	001-000-000-518-10-31-00		Office & Operating Shop	\$42.40
	001-000-000-576-80-31-00		Office & Operating Parks	\$26.96
	101-000-000-542-71-31-00		Office & Operating - Roadside	\$33.04
	Total Home Depot - 01/20/16			\$102.40
	Home Depot - 12/21/15			
	Supplies			
	001-000-000-518-00-31-00		Office & Operating CS	\$65.20
	Total Home Depot - 12/21/15			\$65.20
	Interest- 7604			
	Supplies			
	001-000-000-518-10-31-00		Office & Operating Shop	\$8.73
	Total Interest- 7604			\$8.73
	Office Depot - 01/11/16			
	Supplies			
	001-000-000-518-10-31-00		Office & Operating Shop	\$282.59
	Total Office Depot - 01/11/16			\$282.59
	Postal Store - 01/08/16			
	Supplies			
	001-000-000-518-00-42-00		Communication - CS	\$288.55
	Total Postal Store - 01/08/16			\$288.55
	WFOA Membership 2016			
	Membership			
	001-000-000-514-00-49-00		Miscellaneous - Adm	\$100.00
	Total WFOA Membership 2016			\$100.00
	WMTA Membership 2016			
	Membership			
	001-000-000-514-00-49-00		Miscellaneous - Adm	\$40.00
	Total WMTA Membership 2016			\$40.00

Vendor Number	Reference	Account Number	Description	Amount
	WS Ferries - 01/14/16			
	Travel			
	001-000-000-514-00-43-00		Travel - Adm	\$8.50
	Total WS Ferries - 01/14/16			\$8.50
	WS Ferries - 12/29/15a			
	Travel			
	401-000-000-535-80-43-00		Travel - Sewer	\$8.50
	Total WS Ferries - 12/29/15a			\$8.50
	WS Ferries - 12/29/15b			
	Travel			
	401-000-000-535-80-43-00		Travel - Sewer	\$8.50
	Total WS Ferries - 12/29/15b			\$8.50
	Total 31399			\$1,245.56
	Total VISA			\$1,245.56
	WA ST Dept of Ecology			
	31400			
			2016 - February - February Manuals	
	2016-WAR302953			
	Stormwater Permit			
	101-000-000-595-30-63-03		Madrona Way ST Improvements	\$598.00
	Total 2016-WAR302953			\$598.00
	15550 9/FEB 2016		2016 - February - February A/P	
	Annual Operating Permit			
	401-000-000-534-80-49-00		Miscellaneous - Water	\$1,936.30
	Total 15550 9/FEB 2016			\$1,936.30
	000-945088-10-2/01102016		2016 - February - February A/P	
	Unemployment Benefits			
	001-000-000-539-00-20-00		Benefits - PW	\$2,482.87
	001-000-000-576-80-20-00		Benefits - Parks	\$60.37
	101-000-000-542-30-20-00		Benefits - Roadway	\$34.50
	101-000-000-542-71-20-00		Benefits - Roadside	\$34.50
	401-000-000-534-80-20-00		Benefits - Water	\$21.56
	401-000-000-535-80-20-00		Benefits - Sewer	\$21.55
	Total 000-945088-10-2/01102016			\$2,655.35
	Total 31432			\$2,655.35
	Total WA ST Employment Sec Dept			\$2,655.35



STAFF REPORT

DATE: February 19, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Beech
RE: Monthly Treasurer's Report
ATTACHMENTS: January 31, 2016 - Reported Fund Balance & Actual Cash Balance Report; Monthly Revenue & Expenditure Report.

January and February are spent with utility billing, fire inspection invoicing, dog license renewal, and have traditionally been the months most groups give us their Rec Hall reservation information for the year. We have been short-handed in Town Hall and I have needed every available minute to meet deadlines. Enclosed are the January 2016 Financial Reports, the December/Year-end Reports will be presented at our next Regular Council Meeting. Historically I have presented my year-end report at our first Council meeting in March.

Please note that the minutes of the January 26, 2016 Regular Council Meeting will be distributed at the February 23rd meeting.

January 31, 2016



Reported Fund Balance (Vision Schedule of Cash Activity)

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 832,702.91	\$90,761.03	\$226,111.61	\$ 697,352.33
101 Street/Arterial	\$ 16,801.94	\$248,399.58	\$31,548.20	\$ 233,653.32
104 Hotel/Motel Tax Fund	\$ 44,995.84	\$1,943.99	\$194.88	\$ 46,744.95
105 Capital Improvement	\$ 558,915.66	\$2,190.56	\$25,239.34	\$ 535,866.88
106 Drug Enforcement	\$ 1,699.83	\$0.49	\$0.00	\$ 1,700.32
107 Harbor Imp.	\$ 25,085.46	\$1,521.31	\$0.00	\$ 26,606.77
109 Park Impact	\$ 64,575.53	\$18.67	\$0.00	\$ 64,594.20
202 1979 W/S Bond	\$ 10,394.93	\$3.00	\$0.00	\$ 10,397.93
203 1975 W/S Bond	\$ 796.07	\$0.23	\$0.00	\$ 796.30
212 WWTP Loan	\$ 95,008.68	\$27.46	\$0.00	\$ 95,036.14
303 Capital Imp. Water	\$ 934,380.68	\$270.08	\$3,801.27	\$ 930,849.49
304 Capital Imp. Sewer	\$ 256,940.67	\$74.27	\$64,913.91	\$ 192,101.03
401 Utility	\$ 570,940.28	\$21,824.51	\$68,481.81	\$ 524,282.98
621 Commemorative	\$ 6,712.68	\$1.94	\$0.00	\$ 6,714.62
631 Cafeteria Plan	\$ (133.54)	(\$0.06)	\$0.00	\$ (133.60)
ASP Reported Fund Balance	\$ 3,419,817.62	\$ 367,037.06	\$ 420,291.02	\$ 3,366,563.66
802 Claims Warrants	\$ 350,477.55	\$345,213.98	\$556,363.60	\$ 139,327.93
803 Payroll Warrants	\$ 26,365.71	\$38,036.10	\$33,511.13	\$ 30,890.68
ASP Reported Cash Balance	\$ 3,796,660.88	\$ 750,287.14	\$ 1,010,165.75	\$ 3,536,782.27



Actual Cash Balance (Bank Statements)

	Deposits	Withdrawals	January 31, 2016
<i>Investments (LGIP)</i>	\$ 3,000,871.63	\$ 47,512.35	\$ 3,048,383.98
<i>Whidbey Island Bank (WIB)</i>	\$ 795,589.25	\$ 319,524.71	\$ 488,198.29
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		WIB+Petty Cash	\$ 488,398.29
NSF CK Returned	\$ -	\$ -	\$ -
O/S Deposit	\$ -	\$ -	\$ -
Cash Sheet Balance			\$ -
Total Cash Balance (WIB+LGIP+Petty Cash)			\$ 3,536,782.27
Outstanding Claim Warrants (802)			\$ 139,327.93
Outstanding Payroll Warrants (803)			\$ 30,890.68
Ending Fund Balance			\$ 3,366,563.66



Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 90,761.03	\$ 90,761.03	\$ 1,348,970.00	\$ 1,258,208.97	7%
101	Street	\$ 248,399.58	\$ 248,399.58	\$ 139,126.00	\$ (109,273.58)	179%
104	Hotel/Motel Tax Fund	\$ 1,943.99	\$ 1,943.99	\$ 4,045.00	\$ 2,101.01	48%
105	Capital Improvement	\$ 2,190.56	\$ 2,190.56	\$ 49,000.00	\$ 46,809.44	4%
106	Drug Enforcement	\$ 0.49	\$ 0.49	\$ 2.00	\$ 1.51	25%
107	Harbor Improvements	\$ 1,521.31	\$ 1,521.31	\$ 1,630.00	\$ 108.69	93%
109	Park Impact Fee	\$ 18.67	\$ 18.67	\$ 1,800.00	\$ 1,781.33	1%
202	79 Wtr & Swr Rev	\$ 3.00	\$ 3.00	\$ 5,310.00	\$ 5,307.00	0%
203	75 Wtr & Swr Rev	\$ 0.23	\$ 0.23	\$ -	\$ (0.23)	0%
212	02 WWTP	\$ 27.46	\$ 27.46	\$ 92,959.00	\$ 92,931.54	0%
303	Capital for Water	\$ 270.08	\$ 270.08	\$ 5,100.00	\$ 4,829.92	5%
304	Capital for Sewer	\$ 74.27	\$ 74.27	\$ 34,650.00	\$ 34,575.73	0%
401	Utility	\$ 21,824.51	\$ 21,824.51	\$ 971,450.00	\$ 949,625.49	2%
621	Commemorative	\$ 1.94	\$ 1.94	\$ 505.00	\$ 503.06	0%
631	Cafeteria Plan	\$ (0.06)	\$ (0.06)	\$ 6,005.00	\$ 6,005.06	0%
		\$ 367,037.06	\$ 367,037.06	\$ 2,660,552.00	\$ 2,293,514.94	14%



Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 226,111.61	\$ 226,111.61	\$ 448,426.00	\$ 222,314.39	50%
101	Street	\$ 31,548.20	\$ 31,548.20	\$ 108,729.00	\$ 77,180.80	29%
104	Hotel/Motel Tax Fund	\$ 194.88	\$ 194.88	\$ 11,841.00	\$ 11,646.12	2%
105	Capital Improvement	\$ 25,239.34	\$ 25,239.34	\$ 225,357.00	\$ 200,117.66	11%
106	Drug Enforcement	\$ -	\$ -	\$ -	\$ -	0%
107	Harbor Improvements	\$ -	\$ -	\$ -	\$ -	0%
109	Park Impact Fee	\$ -	\$ -	\$ -	\$ -	0%
202	79 Wtr & Swr Exp	\$ -	\$ -	\$ 10,843.00	\$ 10,843.00	0%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ -	\$ 95,254.00	\$ 95,254.00	0%
303	Capital for Water	\$ 3,801.27	\$ 3,801.27	\$ 45,175.00	\$ 41,373.73	8%
304	Capital for Sewer	\$ 64,913.91	\$ 64,913.91	\$ 125,662.00	\$ 60,748.09	52%
401	Utility	\$ 68,481.81	\$ 68,481.81	\$ 547,181.00	\$ 478,699.19	13%
621	Commemorative	\$ -	\$ -	\$ -	\$ -	0%
631	Cafeteria Plan	\$ -	\$ -	\$ 5.00	\$ 5.00	0%
		\$ 420,291.02	\$ 420,291.02	\$ 1,618,473.00	\$ 1,198,181.98	26%

Ending Fund Balance \$ 3,536,782.27 Adjustment
 Available Fund Balance \$ 3,366,563.66

Fund	Name				
001	General	\$ 697,352.33	212	02 WWTP	\$ 95,036.14
101	Street	\$ 233,653.32	303	Capital for Water	\$ 930,849.49
104	Hotel/Motel Tax Fund	\$ 46,744.95	304	Capital for Sewer	\$ 192,101.03
105	Capital Improvement	\$ 535,866.88	401	Utility	\$ 524,282.98
106	Drug Enforcement	\$ 1,700.32	621	Commemorative	\$ 6,714.62
107	Harbor Improvements	\$ 26,606.77	631	Cafeteria Plan	\$ (133.60)
109	Park Impact Fee	\$ 64,594.20			
202	79 Wtr & Swr Rev	\$ 10,397.93	802	Outstanding Warrants	\$ 139,327.93
203	1975 W/S Bond	\$ 796.30	803	Outstanding Payroll	\$ 30,890.68



STAFF REPORT

DATE: February 23, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Riepma, Public Works Superintendent
RE: Monthly Public Works Report

The beginning of 2016 has been very busy for Public Works.

In January, we removed all the holiday lights and snowmen and packaged them in storage for another year.

We noticed additional sloughing on Front Street in a different location than last time. We've been monitoring the entire section of Front Street that has potential to slide and barricading off dangerous areas until we are able to implement a more permanent solution. We've ordered new signs that will limit large vehicles from using the "one way" section of Front Street and will be installing them as soon as they come in.

The water main tie in for Whidbey General Hospital was in January. The new lines will be owned and maintained by the Town. The tie in was complete in one day and customers experienced a very short duration without water.

This month we've been busy with adding bark to the planters on Main Street.

We trimmed back several areas of Right-of-Way that were over grown creating issues and have now increased site visibility and helped with making room for mowing and maintenance of ditches.

We are also working on sewer jetting our sewer mains. We have several areas we clean every 6 months because they are trouble areas for us. Those lines are filled with roots, gravel and uneven/broken pipe lines. We are also trying to clean lines in our system that are in good shape but should be cleaned periodically.

I have also been busy with work in Right-of-Way permits. With new construction and customers wanting to get winter projects done, I've already processed 5 permits this year.

Utilities Department Summary

It has been a very busy end to 2015 and start to 2016 for the Utilities Department.

December found the ownership of the new lift station at the corner of Vine and Madrona being transferred to the Town on Christmas Eve. The new station has been working very well after Utility Operator Paul Vinsant worked a few bugs out of the operations of the system.

The ten (10) year old Returned Activated Sludge (RAS) pump in clarifier #2 failed electrically in late December, a direct short in the motor windings across two (2) of the three (3) poles burnt up the stator. We took the pump in for repairs and found the cost of repairs would exceed the cost of a new pump. A new pump was purchased and installed by Jesse and Paul.

Utilities Staff were busy dealing with water quality issues that were generated from the Whidbey General Hospital water line tie in. Air trapped in the new line caused black water complaints in Pennington Hill area.

Meter reading was conducted in January. Water leaks on customer's side were discovered when the Utility Clerk noted several high consumption rates and requested we do re-reads and leak checks. Four (4) locations that we were sent to did indeed have leaks, the other locations were high consumption.

Utility staff completed the bi-annual cleaning and inspection of the raw reservoir at the Fort Casey water plant. The reservoir was drained so that Utility Operator Jesse Lynn could enter the structure and using a fire hose clean the floor and walls of iron & manganese deposits. After the cleaning was completed a thorough inspection of the walls, floor, pipes and level detection instruments was conducted.

The backwash swale discharge at the Fort Casey plant was modified. Previously the discharge was allowed to overflow the rock dam at an uncontrolled rate, which over time, caused undermining of the discharge ditch. Large quantities of sand was migrating down the discharge ditch and finding its way into the County ditch and was beginning to plug the culvert. The Utility Superintendent and Utility Operator Jesse Lynn dug out the discharge ditch and installed culverts to prevent further erosion of the ditch, they also installed a 2 inch pipe into the backwash swale to allow for regulation of the discharge. An added benefit of installing the 2" pipe is that we are now able to drain the swale to a much lower level than we ever have in the past.

Utility staff continues to investigate alternate bio-solids de-watering polymers. While the K279 emulsion polymer has been working well since we switched to it back in June of 2015, as indicated by a 50% reduction of bio-solids shipping, staff continues to look for a more cost effective dose and efficient application method. We have recently began experimenting with dry polymers that are mixed into a solution before application to the bio-solids. Preliminary results have been very favorable and if recent testing trends continue, may be more effective than they K279 emulsion.

Weather has been a big factor in our plant operations. Recent heavy rainfall has required alternate operation methods at the plant to handle the large influx of flows. At no point have we been near violating our NPDES permit, but it has been rather challenging none the less to maintain operations.

January marked the beginning of the "Annual Report Season" for me as several annual regulatory reports are required to be submitted between January and July. January alone saw the submittal of two

(2) reports for the wastewater system and one (1) for the water system. This will be the norm as at least one required regulatory report is due every month, usually two (2), for one system or the other until July.

Once all the required regulatory reports are completed in July, required regulatory water system sampling will kick into high gear as we have Lead and Copper, Complete Inorganic and Volatile Organic Compound sampling that must happen in the distribution system and at the source wells between July and September.

COUPEVILLE MARSHAL

TRAFFIC OVERVIEW

Citations

DUI												
DWLS												
NVOL												
Speed	7											7
Seatbelt												
No insurance	2											2
Cell phone												
Vehicle Regs												
Equipment												
Parking												
Other	2											2

Warnings

NVOL W/ID												
Speed	14											14
Seatbelt												
No Insurance												
Cell Phone												
Vehicle Regs	1											1
Equipment	2											2
Parking	2											2
Other	1											1

Total Contacts

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2016	31												
2015	52	48	64	78	54	62	93	98	94	65	49	27	784
2014	89	17	17	34	33	17	54	64	57	32	69	39	522
2013	38	25	29	56	33	59	80	68	161	244	165	142	1100
2012	51	66	51	58	48	114	61	68	17	30	30	48	642
2011	18	26	43	28	48	44	95	59	42	29	42	38	512