



# Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239  
360.678.4461 ▪ 360.678.3299 Fax ▪ [www.townofcoupeville.org](http://www.townofcoupeville.org)

## TOWN COUNCIL MEETING AGENDA Island County Hearing Room July 12, 2016 6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

- Regular Meeting of June 28, 2016

### PRESENTATION

- Citizens of the Ebey Reserve, Marianne Brabanski

### MAYOR'S REPORT

### AUDIENCE INPUT - See NOTE

### NEW BUSINESS

1. Approval of Comments on Security Enhancement Project at Coupeville Outlying Field

### DISCUSSION

- Hearing Examiner

### STAFF 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  
June 28, 2016  
6:34 p.m.**

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

**STAFF PRESENT:** Clerk Treasurer Kelly Beech, Planning Director Owen Dennison

**CHANGES AND APPROVAL OF THE AGENDA**

Mayor Hughes requested adding a DISCUSSION item: COER (Citizens of Ebey's Reserve), to discuss material the organization shared with the Council.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder, to approve the agenda with the addition of a discussion item: COER, to discuss material the organization shared with the Council. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of June 14, 2016 were approved with minor spelling and grammar corrections.

**MAYOR'S REPORT**

- Mayor Hughes met with two representatives of the Historic Waterfront Association to discuss improvements and changes they suggested, as well as improvements and changes recommended by Public Works Superintendent Kelly Riepma.
- Mayor Hughes and Planning Director Owen Dennison attended a meeting with representatives of the Island County Planning Department and Ebey's Landing National Historic Reserve to discuss policies, procedures, training, and shared responsibilities related to the Historic Preservation Commission. The group plans to meet again in August.
- Mayor Hughes and Councilmember Dianne Binder both attended the AWC (Association of Washington Cities) annual conference in Everett. Mayor Hughes spoke briefly about the various workshops she attended while at the conference.
- Mayor Hughes was invited to a meeting with representatives of Ebey's Landing National Historic Reserve, Island County, and Washington State Parks, where they discussed trails and a National Parks Department/Job Corps program that facilitates park facilities repair through the hard work of select Job Corps participants all over the United States.
- Mayor Hughes informed the Council of a water main break on Engle Road yesterday and walked the Council through the process the Town followed to notify affected residents and repair the leak as quickly as possible.
- Finally, Mayor Hughes gave the Council a brief run-down of highly visible projects the Public Works department has been working on, including tree trimming and removal, and a planned trail extension on 9<sup>th</sup> Street.

**NEW BUSINESS**

**Set October 20<sup>th</sup> at 5:30pm for LED Community Education Meeting in the Rec Hall**

Council Action: A motion was made by Councilmember Catherine Ballay, second by Councilmember Lisa Bernhardt to set October 20th at 5:30pm for LED Community Education Meeting in the Rec Hall. The motion passed unanimously.

**Set Council Workshop Date Rate Study Follow-up and to Discuss Hearing Examiner**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Catherine Ballay to set the Council Workshop for July 26<sup>th</sup> at 5:00pm, with the location to be announced. The motion passed unanimously.

**Approval of Letter Addressed to The Washington State Department of Transportation Regarding Traffic Safety at the Intersection of Broadway and Highway 20**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder to authorize the Mayor to send a letter to WSDOT and our local state reps and senator expressing our concern over safety at the intersection of NW Broadway and SR20. The motion passed unanimously.

**Approval of May 2016 Payroll and June 2016 Claims Vouchers/Warrants**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Pat Powell to approve the May 2016 payroll transactions and warrants #31582 to #31650 for a total of \$75,034.83; and the June 2016 A/P transactions and warrants #31651 to #31712 for a total of \$194,895.20. Questions were asked and answered. The motion passed unanimously.

**DISCUSSION**

Council had a brief discussion about the material provided by COER. The decision was made to invite representatives from COER for a presentation at a future meeting. No action was taken.

**COUNCIL REPORTS**

Councilmember Catherine Ballay attended the VIP Open House at Naval Air Station Whidbey Island on June 24<sup>th</sup>. She spoke highly of the event and mentioned that she appreciated and enjoyed the experience. Councilmember Ballay also attended the Law & Justice Council meeting in June where the jail sub-committee reported on a review of progress made on suggested changes in the jail. She reported to the Council many suggested changes have been implemented, and that they are still working on increasing their staff level. Current staff are participating in training and a full-time mental-health professional has been hired.

Councilmember Dianne Binder reported she attended the AWC annual conference in Everett and briefly discussed some of things she picked up at the workshops she was able to attend. Councilmember Binder also reported that Sherrye Wyatt is back from her International Tourism Conference and then shared examples of some of the items Ms. Wyatt provided to attendees looking for more information about our area of Washington. Councilmember Binder informed

the Council about a visitor survey that the Tourism Board of Island County will be distributing to lodging establishments and Chamber of Commerce locations. Finally, Councilmember Binder reported that Whidbey and Camano Islands Tourism Facebook and website hits continue to grow each month.

Councilmember Pat Powell shared with the Council that she is just about done with the 2% project she picked up following a council workshop earlier this year, and that she would like to bring her report back to the Council as a discussion item at a future meeting.

Councilmember Lisa Bernhardt reported that the Ebey's Trust Board meeting included discussion about trails, including whether or not some of the trails should be open to leashed dogs. There will be a workshop in July to discuss in greater depth the pros and cons of leashed dogs on the trails. Island County Long-range Planner Meredith Penny gave a presentation on the County's Comp Plan, specifically regarding rural character and affordable housing at the meeting. Finally, Councilmember Bernhardt spoke briefly about a training experience Historic Preservation Specialist Sarah Steen had at Kalaupapa on Molokai, Hawaii, where she learned how to clean and restore headstones. The Ebey's Landing National Historic Reserve Field School will be focusing on Sunnyside Cemetery this year, where participants will learn some of the techniques picked-up by Sarah Steen.

Councilmember Jackie Henderson reported that Island Transit operations are going smoothly and everyone seems very pleased with Director Nortier. The commuter route between Camano Island and Everett has been reinstated with a one-way fare of \$2.00. Saturday service is still high on the priority list and they are slowly building up their reserves. The Board will receive the results of a salary survey next month which compares Island Transit's salary with those of comparable organizations. The results of the survey will help determine if adjustments need to be made to staff salaries.

**EXECUTIVE SESSION**

The Mayor stopped the Regular Meeting at 8:05pm for a five minute break before entering into Executive Session expected to last 10 minutes to discuss the acquisition of real estate by lease or purchase and an Executive Session expected to last 20 minutes to review the performance of a public employee. The council returned from Executive Session at 8:59pm and the Regular Meeting resumed. No action was taken.

**ADJOURNMENT:** 9:00pm

Respectfully Submitted:

MAYOR:

\_\_\_\_\_  
Kelly Beech, Clerk Treasurer

\_\_\_\_\_  
Molly Hughes

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

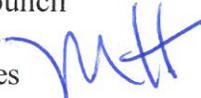


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**TOWN OF COUPEVILLE**  
From the Desk of Molly Hughes, Mayor

MEMORANDUM

July 8, 2016

TO: Coupeville Town Council  
FROM: Mayor, Molly Hughes   
RE: Navy MOA on OLF Barriers

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Hello Councilmembers,

The Town has been asked to submit comments on a proposed MOA from the Navy to mitigate the effects of the concrete barriers they installed in 2014.

A bit of history:

-The Navy decided it was necessary to install concrete eco-block barriers around OLF for security.

-In 2013 the Navy determined this would have 'no adverse effect on historic properties', they characterized the installation as 'temporary', they contacted several Tribes for their comments, and reported all of this to the State Historic Preservation Officer (SHPO).

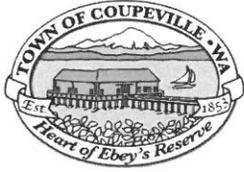
-Based on the information provided, SHPO concurred with the Navy's section 106 filing and found "no historic properties affected."

-During this section 106 filing, at no time, did the Navy share their plans or ask for comments from anyone on the Island; not the County, the Town, Ebey's, NPS, State Parks or residents.

-The barriers were installed in November of 2014.

-The northern end of the OLF property lies within Ebey's Landing National Historical Reserve. Some of the concrete barriers are in the Reserve. This area is considered the Southern entrance to the Reserve.

-After a swift and loud community uproar over the appearance of the barriers, several organizations contacted SHPO to find out why the Navy was not required to go through the section 106 process, only to find out they did.



-The Navy admitted the barricades are not 'temporary' and SHPO revised their finding to "adverse effects on historic properties". The historic properties, in this case, are defined as the cultural landscape and historic viewsheds of Ebey's Reserve.

-The Navy has since been required to mitigate the adverse effects to the historic viewshed of Ebey's Reserve under the National Historic Preservation Act.

-After meetings with the Ebey's Partners, the Navy developed this MOA and is now looking for final comments.

-The Town has been invited to be a concurring party and to sign the final MOA.

Even though the OLF does not lie within Coupeville Town limits, a portion of it is within Ebey's Reserve and as a partner of the Reserve, I feel it is appropriate for us to comment and be a signer to this MOA.

I believe the County and the Reserve are most affected by the negative effects of the barriers, so I have taken my lead from their mitigation suggestions. Basically they come down to four areas:

1. Hide the barricades with culturally historic material such as the hedgerow that defines many other agricultural fields in the Reserve.
2. Develop a long term plan for the OLF that includes hedgerow maintenance, noxious weed control and a possible return of ag leases to this property.
3. Ask the Navy to participate in interpretation/education of the OLF's history in the Reserve.
4. Ask that the MOA more accurately describes the history of this project in the hopes it will not happen again.

Attached is the MOA with my suggested additions, comments and questions. Also attached is a letter to Kendall Campbell, the Navy's Cultural Resources Program Manager. The Navy extended the deadline for comments to the MOA, but I must send any response we wish to make, this week. I look forward to your thoughts and comments.

**Recommendation** Move to authorize the Mayor to send the Town's comments to the Navy, regarding the MOA for mitigation of the security enhancements at OLF Coupeville.



## Town of Coupeville

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July 6, 2016

Kendall Campbell  
NASWI Cultural Resources Program Manager  
3730 Norther Charles Porter Avenue  
Oak Harbor, WA 98278

**Subject: Section 106 consultation for the development of the MOA for mitigation of the security enhancements at OLF, Coupeville.**

Dear Kendall,

Thank you for the opportunity to comment on the Navy's MOA to mitigate the effects of the concrete eco-barriers at OLF Coupeville. The Town of Coupeville is a partner of Ebey's Landing National Historical Reserve, and supports the preservation of the cultural landscape and historic viewsheds in the Reserve. As these cement barriers were placed in the Southern entrance to the Reserve, we feel mitigation by the Navy is necessary and appropriate.

The Coupeville Town Council and I support the following forms of mitigation:

1. Hiding the barricades with culturally historic material such as the hedgerow that defines many other agricultural fields in the Reserve.
2. Developing a long term plan for the OLF that includes maintenance of the hedgerow's, noxious weed control and a possible return of agricultural leases to this property.
3. Asking the Navy to participate in interpretation/education of the OLF's history in the Reserve. This interpretation should be coordinated with the Reserve's long term interpretive goals.
4. Asking that the MOA more accurately describes the true history of this project I the hopes it will not happen again.

Attached is a copy of the MOA with comments and suggestions as to how these mitigations could be included in the next draft. We look forward to further discussion as this MOA is finalized and, most importantly, we are hopeful that improved communications between the Navy and all Reserve partners will improve going forward.

Thank you,

Molly Hughes  
Mayor, Town of Coupeville

# TOWN OF COUPEVILLE

## MEMORANDUM

July 8, 2016

TO: Mayor Hughes and Members of the Town Council

FROM: Owen Dennison, Town Planner

RE: Land Use Hearing Examiner

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Issue: Should the Town transition review authority for certain quasi-judicial land use decisions and/or appeals from the Planning Commission and Town Council to a new contracted hearing examiner?

Current processes: The Town's processes for review of development applications and land use actions are laid out in Chapter 16.06 CTC. The chapter distinguishes between decisions subject to the administrative authority of the Town Planner or Public Works Director and those decisions reserved for the Town Council. Town Council decisions are further divided between those that are made independently, such as appeals of administrative and Historic Preservation Commission decisions, and those made in response to a recommendation of the Planning Commission.

The Planning Commission's charge to make recommendations to the Town Council includes both legislative and quasi-judicial matters. Legislative recommendations include amendments to the Comprehensive Plan, to Title 16 CTC, and to the Shoreline Master Program. Quasi-judicial actions subject to Planning Commission review include preliminary long subdivisions, binding site plans; shoreline permits, conditional use permits, and variances. Actions that involve both quasi-judicial and legislative elements include site-specific rezones and planned unit development overlay rezones. For quasi-judicial actions, RCW Chapter 36.70B allows only one open record public hearing. This hearing is held by the Planning Commission in all cases except planned unit overlay rezones, where the Planning Commission holds a public meeting and the Town Council holds the hearing. Land use and development approvals and the respective decision-makers are shown in Attachment A.

Hearing examiner system. As an alternative to the current processes for review of land use applications and appeals of administrative decisions, RCW 35.63.130 authorizes local jurisdictions to adopt a hearing examiner system. A hearing examiner is typically a land use attorney who is hired or contracted to conduct quasi-judicial hearings and to issue either final, appealable decisions or recommendations to the legislative body.

A hearing examiner system ensures that hearings are conducted by a trained professional versed in the forms and legal requirements for such proceedings and for the record that they must establish. Employing a hearing examiner increases the assurance that decisions will be made—and will be perceived to be made—objectively and without political influence. While freeing the Planning Commission and the Town Council to concentrate on policy-making rather than implementation, the use of a hearing examiner may reduce the Town’s liability exposure through consistent and legally sustainable quasi-judicial processes and decisions.

If adoption of a hearing examiner system is desired, the Town Council has broad authority to determine what types of applications would be heard by the examiner, and whether to delegate or reserve final decision making. If implementation of a hearing examiner system is desired, RCW 35.63.130 provides three options for the legal effect of hearing examiner decisions:

- The decision may be given the effect of a recommendation to the Town Council;
- The decision may be given the effect of an administrative decision appealable to the Town Council; or
- The decision may be given the effect of a final decision of the Town Council. In this case, decisions would be appealable to Island County Superior Court.

The degree to which quasi-judicial decisions will be shielded from real and perceived outside influence will depend on the level of authority granted the hearing examiner by Council through amendments to the Town Code. In other words, greater authority vested in the hearing examiner position will further insulate the process and the resulting decisions from the potential for and accusations of procedural error, legally unwarranted conclusions, and bias.

While there are potential benefits to the development review process in terms of consistency and risk mitigation, there are costs to a hearing examiner system as well. The current charges for land use review processes in Chapter 2.36 CTC are based on at least a partial recovery of costs to the Town. From staff’s experience in other jurisdictions where hearing examiners are used, costs for a hearing and preparation of a decision would likely range from about \$2,000 to \$4,000. These costs are in addition to staff time to coordinate with applicants and other interested parties, provide required notice, analyze the proposal, conduct environmental review, and prepare the project file and staff report. Consistent with the Town’s practice, it is anticipated that, if adopted, the additional hearing examiner costs will be borne by the applicant.

Langley, Oak Harbor, and Island County have adopted hearing examiner reviews for some or all quasi-judicial proceedings. Oak harbor and Island County incorporate hearing examiner costs in the set fees charged for the applicable permits. Langley’s fee schedule sets a base fee for staff costs and notes that hearing examiner costs are additional and as listed in the professional services agreement with the contracted provider of hearing examiner services. An excerpt from Langley’s hearing examiner agreement showing costs for service is attached as Attachment B.

The following table provides a comparison of the Town’s current fees for three sample quasi-judicial permits with the associated fees charged by Island County, Oak Harbor, and Langley.

	Conditional use permit (non-residential)	Variance (non-residential)	Preliminary plat (assumes 10 lots)
Coupeville	\$1,500	\$750	\$5,500 (excl. civil review)
Island County	\$3,946	\$3,006	\$4,446
Oak Harbor	\$780	\$780	\$4,026*
Langley	\$2,000 (base)+\$2,500 (HE)	\$1,500 (base)+\$2,500 (HE)	\$3,800 (base)+\$3,100 (HE)

\* Oak Harbor has retained Planning Commission review of preliminary plats

As a final note, Coupeville’s Comprehensive Plan has included a policy encouraging evaluation of a hearing examiner system since 2003 or earlier.

LU 1.7 Evaluate potential benefit to the Town of adopting a Hearings Examiner system to review quasi-judicial actions.

At this point, staff is only requesting the Town Council’s direction on whether to proceed with code changes to incorporate a hearing examiner as a decision making position in the Town’s land use review processes or if further preliminary discussion is warranted at this time. If this is of interest to Council, staff would appreciate further direction on whether there is a current preference for the effect of the hearing examiner’s decision, i.e., as a recommendation to the Town Council, as an administrative decision appealable to the Town Council, or having the effect of a Town Council decision.

***Recommendation:*** Discuss and direct staff on a preferred approach for quasi-judicial project and appeal reviews. No formal action is requested.

**ATTACHMENTS:**

- A. Land use approvals and development permits
- B. City of Langley Hearing Examiner Professional Services Agreement excerpt

ATTACHMENT A  
Review/Decision Authorities per Chapter 16.06 CTC

<b>Administrative</b>	<b>Quasi-judicial (Hearing Examiner potential)</b>	
<b>Town Planner/Public Works Director</b>	<b>Planning Commission and Town Council</b>	<b>Town Council</b>
Boundary line adjustments	Preliminary plats	Appeal of admin. decisions
Minor amendments to approved permits	Parcel-specific rezones*	Appeal of certificate of appropriateness
Building and utility actions	Planned Unit Overlay districts*	Appeal of Title 16 CTC interpretations
Right-of-way permits	Conditional use permits	Appeal of SEPA determinations of significance
Clearing and grading permits	Shoreline permits	
Interpretations of Title 16 CTC	Variances	
Sign permits and sign variances	Binding site plans	
Administrative (Level A) design review		
Preliminary and final short plats		

**Legislative**

<b>Planning Commission and Town Council</b>
Comp Plan amendments (including area-wide rezones)
Title 16 CTC amendments
Shoreline Master Plan amendments
Final plats
Parcel-specific rezones*
Planned Unit Overlay districts*

\* Quasi-judicial actions effected legislatively (by ordinance)

ATTACHMENT B  
City of Langley Hearing Examiner Professional Services Agreement Excerpt

**EXHIBIT A**  
**SERVICES AGREEMENT**

A. The Hearing Examiner services provided by Sound Law Center, LLC, to the City of Langley shall consist of the following:

The Hearing Examiner shall provide those services and fulfill those duties as identified in the City's ordinances relating to the Hearing Examiner, and carry out such other responsibilities as may be agreed to between the City and the Hearing Examiner. Those services, duties and responsibilities include preparing Rules of Procedure; preparing for land use hearings by reviewing files and applicable laws; conducting site views of properties that are the topic of a land use hearing; conducting hearings on appeals; and preparing a written decision including findings and conclusions on all appeals heard. The Hearing Examiner shall also be available to present to the City Council and staff a training session on land use law and procedures as well as to provide quarterly updates on the law affecting land use hearings if requested.

B. The City agrees to pay Sound Law Center, LLC on a time and materials basis for services performed in accordance with the following hourly billing rates, provided that a flat fee shall be paid for specific applications as identified in paragraph C. below:

Hearing Examiner	- \$175
Senior Associates/Planners	- \$150
Associates/Planners II	- \$140
Law Clerks	- \$60

Hourly rates include **all costs**, we do not invoice separately for mileage, phone calls, copies and other direct costs incurred by SLC when providing services.

Each Hearing Examiner, Mediator or Arbitrator providing services under this Agreement has over 15 years of experience providing such services. Ted Hunter and Kim Allen are the primary service providers. Other qualified individuals may provide hearing officer services with the consent of the client and shall have equivalent qualifications and experience. Senior Associates are members of the Bar and/or AICP with at least five years experience in land use/municipal law; Associates II are members of the Bar and/or AICP with fewer than five years experience in land use/municipal law; and Law Clerks are those without a professional degree, but are advanced students at an accredited graduate school.

C. As an alternative to a time and materials compensation, the City agrees to pay the Consultant an agreed to fixed rate for certain services. The services to which the flat rate applies are the following:

1. Single Family Residence Variances & CUPs = \$1,200.00
2. Commercial/Multi-Family/Industrial Variances & CUPs = \$2,500.00
3. Multi-Permit Applications, Plats, Shoreline Variances and CUPs, Wireless Communication Facilities, and Critical Area/Reasonable Use Permits = \$3,100.00
4. Administrative Appeals = \$1,200;
5. SEPA Appeal as Part of Underlying Permit Appeal = \$500 + Fee for Permit Decision.

The flat rate shall include compensation for all ordinary costs such as mileage, copies and telephone charges. Extraordinary costs may be invoiced.

The flat fee approach to applications and appeals is designed to cover a typical application and appeal. It is recognized that there may be circumstances where the application or appeal is considered by the City to be unusual or extraordinary, in which case an hourly compensation structure may be offered to the Hearing Examiner to help ensure sufficient compensation to cover the professional time involved in hearing and deciding these applications and appeals.



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## STAFF REPORT

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**DATE:** July 12, 2016  
**TO:** Mayor Hughes and Members of the Town Council  
**FROM:** Owen Dennison, Town Planner  
**RE:** Monthly Planning, Historic Preservation, and Building Report

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### Land Use:

- Staff has prepared a draft approval with conditions of a four-lot short plat of MOA Parcel F. The decision will be issued following conclusion of the public comment period.
- A three-lot short plat of portions of MOA Parcels A, B, and H, all lying immediately north of Parcel F, is under review.
- One boundary line adjustment to consolidate adjacent lots was issued and a second is under review.

### Historic Preservation:

- Certificates of appropriateness were approved for a new dormer on an existing building on NW Birch Street, modifications to a home on NE Haller Street, a garage replacement on NW Broadway Street, and the short plat of Parcel F of the MOA.

### Building:

- A grading permit for the high school track improvements and building permit for relocation of the scoreboard were issued.
- Permits were issued for minor internal improvements at the elementary and middle schools.



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## STAFF REPORT

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**DATE:** July 2, 2016  
**TO:** Mayor and Town Council  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** June 2016

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Activity at Town Hall could be best described as “a little bit of everything”. We have had a number of instances in this past month requiring some investigation and data analysis.

### Average Tasks for the month:

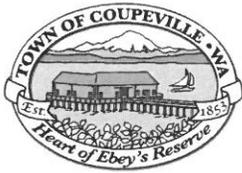
- I completed the Water vs. Productivity Report for 2105.
- We processed a Fireworks permit, and a last minute replacement permit when the location changed un-expectedly. (This permit is usually processed in May, but the application was not received until mid-June.)
- We processed 16 separate Rec Hall rental applications, and 4 Pavilion rentals.
- There were 20 invoices sent out in June, and 6 second or final notices in an attempt to collect on delinquent accounts. Invoices are generated for everything from Fire Inspections to reimbursements for expenses related to the Whidbey General Hospital Expansion project.
- 872 utility payments were processed in June, and we had 16 accounts change hands.
- The annual Title VI report was submitted to the Department of Transportation. (Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.)
- Something that is new this year, but I anticipate it to be an annual occurrence from now on, is submission of digital files downloaded from our financial, utility, and cash management software to the State Auditor’s Office in preparation for our audit. (The audit date has not yet been set by the State Auditor’s Office)

### Special Events Permit Applications

- We received 2 Special Events Permit Applications in June:
  - 2016 Tour de Whidbey – received June 7, 2016. We are still waiting on a few more details before completing our recommendations for conditions and presenting the application to the Council for approval.
  - Filming – this application was received on June 23, 2016 for a film date of June 30, 2016. The applicant changed the location and major aspects of the shoot up until finally withdrawing the application on June 27<sup>th</sup>.

### Out of the Ordinary Tasks for the month:

- On June 1<sup>st</sup> I met with staff from Reichardt & Ebe and the Department of Transportation for a PMR (Project Management Review) for the Madrona Project, Phase II. The review went well.



- We have our radios and are still waiting on Day Wireless send someone out to meet with us to go over the proper way to use them. The radios will be used by Staff, and in an emergency situation, NET.
- Our final Outlay Reports (request for payment) were submitted to USDA for the Madrona Way Phase I project. With this final submission we are ready to convert the interim construction loan to a revenue Bond for the sewer portion of the project.
- A reimbursement request was also submitted to the Department of Transportation for the Madrona Way Project Phase II. The final request will be submitted when the project is officially closed.
- A report accounting for every permit issued from May 2015 through May 2016 was submitted to the Island County Auditor. This information is required to calculate our "new construction" allowance for the 2017 budget.
- I've submitted information to the federal Benefits Coordination & Recovery Center based on past employees who reached the age of 65 while employed.

Here are some things that will be coming up in July:

- A budget revision will be presented to the Council at the July 26<sup>th</sup> Meeting that will include the creation of new Funds within the 400 (utility) code to better track our different utilities.
- I am still working on website updates, finding a new host and transitioning to our new website. Again, I want to point out that during the transition not all of the pages you are used to seeing will be available. We will begin with those pages that are required by RCW and then add the remaining information over the course of the next few months.



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## STAFF REPORT

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**DATE:** July 6, 2016  
**TO:** Mayor Molly Hughes and Members of the Town Council  
**FROM:** Kelly Riepma, Public Works Superintendent  
**RE:** Public Works Report for June  
**ATTACHMENTS:** Pictures: Water Main and Chipper

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The double doors that exit onto Alexander at the Rec Hall needed to be replaced. These were original hand built doors that finally had rotten through. We removed the old and custom built new doors to allow for continued use of the doors during events.

This month we had Town buildings rekeyed. It had been several years since this process was done. Each key is now numbered and assigned to Town staff as well as those that are checked out for facility rentals. Staff at Town Hall have a much better way of tracking where keys are now.

With the help of the Utilities Department, we caught a potential sewer main back up on S Main. Both departments worked together to clear the lines and prevented a potential emergency. We have since gone back and videoed the lines where we found the start of grease building up. We were able to jet the lines to clear them of grease.

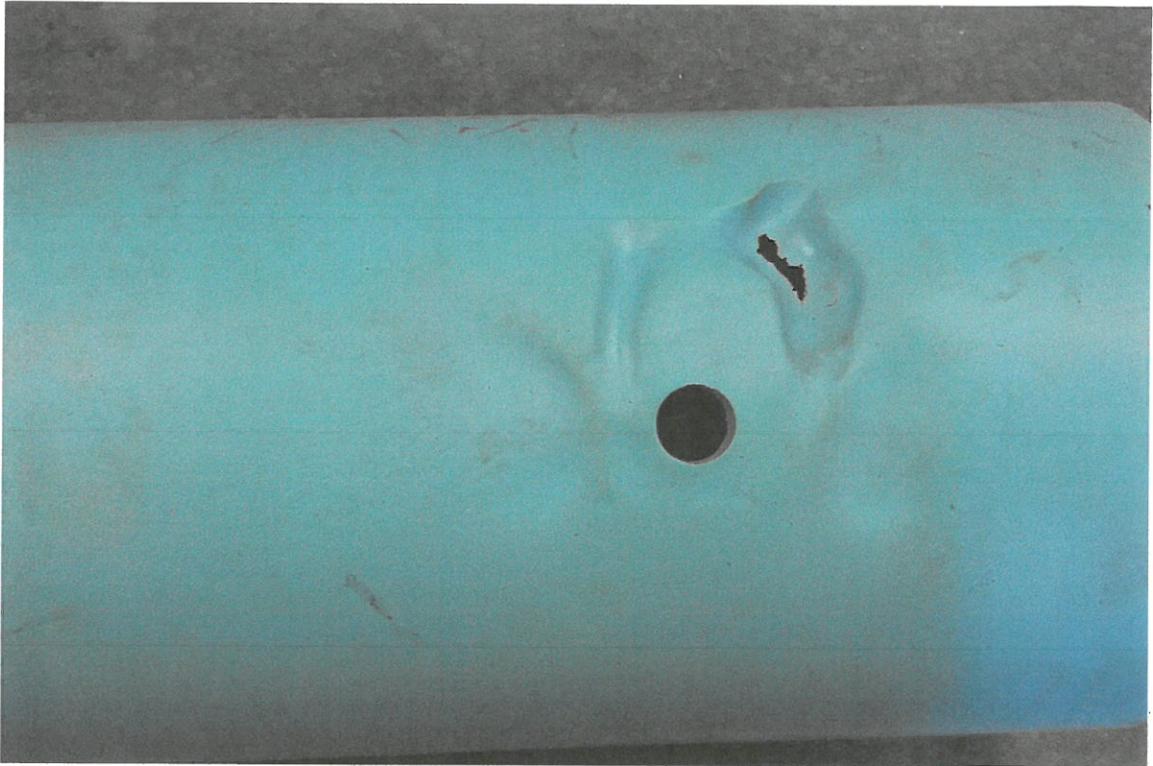
We've been working on trimming the trees on the Town's lot on Front Street near the public beach access. There were many dead trees, branches in the power lines and large branches growing over and into the boardwalk. We'll be pressure washing the board walk and stairs next. After that, volunteers will be helping with painting on the fence to freshen it up.

There was a water main break on Engle Rd that required a shutdown to repair. The service line for 315 Engle Rd had broken loose at the main. It was a very difficult repair requiring many customers to be out of water for several hours. Public Works staff worked from 6:30am to 8:00pm that day to get customers back in service as quickly as possible. This section of main line is the direct feed from our wells at Fort Casey into Town. This required the help of Utilities to shut down the out of Town wells and use the in Town system while repairs were made and lines were flushed. Attached you can see the section of pipe we replaced. This is an eight inch main with a one inch hole for

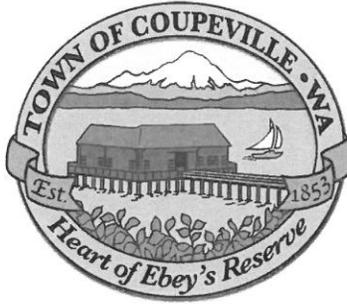


the service line tap. The wear marks around it are from the service saddle breaking loose and wearing into the main. With both of these holes leaking under pressure, there was a significant amount of water loss. A new section of pipe and a new service line tap were required to repair this.

Last but definitely not least, we were very excited to pick up our new used chipper this month (See attached photo). Several years ago we had to surplus our chipper for safety reasons. We've been hand loading and hauling off brush and branches since then. Now, we'll be able to get trimming done in a fraction of the time. Our first scheduled project for the chipper will be the 9<sup>th</sup> Street trail extension picking up where we left off at 9<sup>th</sup> and LaSalle and continuing to Capt. Coupe Park. This will be the last section required to connect Parker to Front Street.







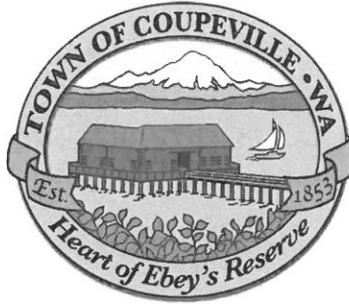
## Staff Report

To: Mayor Molly Hughes and Members of the Town Council  
From: William LaRue, Utilities Superintendent  
Subject: Monthly Utilities Department Staff Report for June 2016  
Date: July 7, 2016

June turned out to be an interesting month for the Utilities Department. On the first day of the month I had the opportunity and honor of having a job shadow for the day. A young individual that is interested in working in the Utilities Field contacted me to inquire about the possibility of doing a job shadow. After gaining clearance from Mayor Hughes the date was arraigned, I believe the individual left at the end of the day with a different perspective and appreciation of what the job actually entails.

During our weekly inspection of the emergency generators Paul Vinsant found the generator that powers the Front Street lift station and Rec. Hall during power outages had developed a coolant leak. Staff spent the better part of the day draining coolant, searching for the correct hose then replacing it and refilling the radiator. On test start we were unable to start the generator due to loss of power in the starter circuit. After a couple hours of troubleshooting the generator repair company listed on the inside of the enclosure door was contacted only to find that they no longer work on Katolight brand generators and they had no idea who did in the Northwest. After several hours of research on the internet that night I found a company in Kent that worked on Katolight brand generators. The next morning we struck gold with the first phone call by reaching a technician that was both very knowledgeable and very willing to assist by phone which saved us a \$2500.00 service call. After several additional hours of troubleshoot under the guidance of the technician we were able to trace the problem down to a faulty ring connector on the B+ terminal of the alternator. Staff quickly replaced the ring connector and test started the generator without further difficulties.

Unexpected knee surgery took me out of commission for the better part of a week, upon my return we were involved with the main break on Engle Road. Utility Operator Jesse Lynn and I canvased the affected neighborhoods going door to door contacting residents explaining about the main break and the efforts to complete the repairs as well as putting



out door hangers explaining what the home owner should do when water service was returned.

Utilities staff further assisted the Public Works crew by releasing trapped air from the distribution lines that night after repairs were completed. During the following days staff fielded numerous phone calls regarding water quality from the air entrained in the water.

All utility staff were involved with assisting the Public Works crew with jetting on South Main after Paul Vinsant found the beginning of a sewer back up during a normal daily check of the channel flow in the sewer main. Utility staff were staged downstream of the area and were tasked with removing debris as the jetter cleared the pipeline.

Staff continues to work with the de-watering polymer project at the wastewater plant, we continue to seek the optimum dose that provides the best de-watering of the bio-solids under all conditions. I will provide a full write up of this project next month for Council's review.



**To:** Mayor Molly Hughes and Members of the Town Council  
**From:** Rick Norrie, Town Marshal  
**Date:** 7/6/2016  
**Re:** Staff Report

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**Law Enforcement Incidents:**

With summer upon us, we have seen a slight increase in the number of calls reported to the Island County Communications Center. In review of statistics, nothing really stands out other than officers have been staying really busy, especially with lengthy and involved investigations. That being the case, we enjoy and serve in professionalism.

**July 4<sup>th</sup>, Holiday Weekend:**

Let me start off with just saying, Amazing! This by far was one of the best Holiday weekends I have worked over my 25 year career. There were a minimum number of calls, and those contacted were very polite and appreciative for what the Town of Coupeville had to offer and share. Both, motorist and pedestrian traffic was moderate to heavy, indicating to me our town stands out on the radar as one of the best places to visit.

**Near-future events:**

With both, the Ragnar Relay and the Arts & Crafts festival rapidly approaching, we are working close with the Event Organizers, to ensure all town requirements are in place prior to the scheduled event and, there is a sufficient Law Enforcement presence during the activities.

**Radar-Reader trailer:**

Recently, the radar-reader trailer board was vandalized after being deployed on South Whidbey early June. An investigation was launched. Unfortunately, we have yet to identify those responsible. Good News... damage is minimal and repair parts have been ordered. We hope to place the trailer back into to operation by the end of the month.