



TOWN COUNCIL REGULAR MEETING

AGENDA

Island County Hearing Room

September 27, 2016

6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Council Meeting of September 13, 2016

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

NEW BUSINESS

1. **Adoption of Ordinance 728 Setting Stormwater user fees and adjusting Sewer Utility user fees** – *Mayor recommends a motion to adopt Ordinance 728 as presented.*
2. **Approval to submit an application for Island County Rural Economic Development Grant** – *Mayor recommends a motion to authorize the Mayor to apply for the 9% Rural County Economic Development Fund grant for the Coupeville Community Green Master Plan.*
3. **Appointment to Trust Board of Ebey's Landing NHR** – *Mayor recommends a motion to approve the Mayor's recommendation to appoint Lisa Bernhardt to the Ebey's Landing National Historical Reserve's trust Board.*
4. **Adopt 2017 Budget Policies and Priorities** – *Staff recommends a motion to adopt the Budget Policies & Priorities as presented.*
5. **Schedule Public Hearings on proposed budget, revenue sources & property tax** – *Staff recommends a motion to schedule the Public Hearings on the proposed 2017 Budget, Revenue Sources & Property taxes as proposed in the Budget Calendar adopted on September 13, 2016.*
6. **Approval of August payroll transactions and warrants and September A/P transactions and warrants** – *Staff recommends a motion to approve August 2016 payroll transactions and warrants #31837 to #31841 for a total of \$74,372.27; and the September 2016 A/P transactions and warrants #31842 to #31909 for a total of \$266,524.94.*

DISCUSSION

- **Budget Policies & Priorities**
- **Continuation of Fourth Street**

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
September 13, 2016
6:34 p.m.**

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

STAFF PRESENT: Clerk Treasurer Kelly Beech, Planning Director Owen Dennison, Marshal Chris Garden

CHANGES AND APPROVAL OF THE AGENDA

Mayor Hughes removed New Business item #1, Adoption of Ordinance 725 Setting Stormwater user fees and adjusting Sewer Utility user fees from the agenda. The action item will be presented at the next Regular Council Meeting on September 27, 2016.

Mayor Hughes removed the Discussion of the Continuation of Fourth Street from the Agenda. The item will be discussed at a later date.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Henderson, to approve the Agenda as amended. The motion passed unanimously.

APPROVAL OF MINUTES

Council Action: A motion was made by Councilmember Ballay, second by Councilmember Bernhardt, to approve the minutes of the Regular Council Meeting of August 23, 2016 as corrected. The motion passed unanimously.

The DISCUSSION section was included in error:

DISCUSSION

~~Clerk Treasurer Kelly Beech presented information to the Council about a suggested Budget Revision for 2016. The Public Hearing for the 2016 Budget Revision is scheduled for August 9th during the next Regular Council Meeting. No action was taken.~~

PRESENTATION

Mayor Hughes introduced Island County Sergeant Chris Garden, who is the new Town Marshal. Marshal Garden spoke briefly about his experience in law enforcement and how he is looking forward to working in the Town of Coupeville. Councilmember Henderson shared some of her personal experience working with Marshal Garden and gave examples of why she believes he is such a good fit for Coupeville.

Utility Superintendent Willy LaRue addressed the Council and expressed his gratitude to the Council for the support they have shown toward his department and his position during his time working for the Town. He has accepted a position with another company in Eastern Washington. His last day will be September 15, 2016.

MAYOR'S REPORT

- Mayor Hughes informed the Council that the Town would be celebrating Willy LaRue on Thursday at 3:00pm with pie and ice cream, as an expression of our appreciation for his years of service.

- Mayor Hughes attended the Founder's Day celebrations at Ebey's Landing.
- Mayor Hughes met with representatives of NAS Whidbey about the Section 104.
- Mayor Hughes informed the Council of two recent water main breaks and mentioned that NET volunteers helped with customer notifications during the repairs.
- Mayor Hughes spoke briefly about the Town's second community meeting for the Rate Increase.
- Mayor Hughes informed the Council of a staff send-off for Sergeant Rick Norrie, who has switched duties in preparation for his retirement from the Island County Sheriff's Office.
- Mayor Hughes spoke at a recent Coupeville Garden Club meeting where she solicited ideas from members about the Coupeville Community Garden and shared information about plans for next year.
- Mayor Hughes mentioned that the Lion's Annual BBQ and Town Sponsored Summer Concert was well attended. She thanked all of the volunteers who helped make the event a success.
- Mayor Hughes reminded Council that in addition to Councilmember Bernhardt, the Town has one more position to appoint a community member to, on the Ebey's Trust Board.
- Mayor Hughes invited residents and Councilmembers to take a look at the test lights installed on Madrona Way in preparation for the next Council Meeting, where the new LED lights will be a discussion item.
- Finally, Mayor Hughes reminded the Council of upcoming important dates:
 - 09/22 – Dedication of the new marine display at the wharf
 - 09/27 – LED Lights on the Agenda as a discussion item at the Regular Council Meeting
 - 10/08 – Council will participate in the annual relay races benefiting the Gifts From the Heart Foodbank
 - 10/11 – Budget Workshop at 4:30pm in the Rec Hall
 - 10/20 – LED Community Meeting has been cancelled
 - 10/25 – Regular Council Meeting

AUDUENCE INPUT

Representatives from Puget Sound Energy spoke briefly about the recent planned power outage, upgrades to the substation at Highway 20 and Ebey Road, and an energy savings program they are working on that benefits Coupeville residents. Questions were asked and answered.

PUBLIC HEARING

Mayor Hughes opened the Public Hearing at 7:20pm. The Mayor asked if there were any conflicts of interests or appearance of fairness concerns. None were voiced. The Mayor presented a PowerPoint about the proposed rate increase and implementation. The Mayor invited the public to speak. Mary Jo Durand commented that the proposed increase and rate implementation might be burdensome for residents on a fixed income. She asked if the Town had considered reducing the water rates during the summer peak months to help offset some of the increased costs. Mayor Hughes explained that the summer rates were implemented to encourage water conservation and that the Water Utility slides presented show that the summer rates are necessary to meet expenses. Mayor Hughes also mentioned that by conserving water, residents have some control over how low their utility bill is. There was no other testimony provided at the hearing, via US Mail, or by email. Councilmembers had no questions and the Hearing was closed at 7:50pm.

NEW BUSINESS

Adoption of Resolution 16-07 amending Resolution 16-04, governing participation in the Island Regional Transportation Planning Organization

Council Action: A motion was made by Councilmember Henderson, second by Councilmember Ballay, to adopt Resolution 16-07, amending Resolution 16-04 as presented. The motion passed unanimously.

Authorization for Mayor to sign ILA agreement with IRTPO

Council Action: A motion was made by Councilmember Ballay, second by Councilmember Binder, to authorize the Mayor to sign the ILA agreement with the IRTPO as presented. The motion passed unanimously.

Adopt Budget Schedule

Council Action: A motion was made by Councilmember Bernhardt, second by Councilmember Henderson, to adopt the 2017 Budget schedule as presented. The motion passed unanimously.

DISCUSSION

Budget Policies & Priorities

Clerk Treasurer Kelly Beech presented a draft version of the proposed 2017 Budget Policies & Priorities. Questions were asked and answered. A final version will be presented to the Council for approval at the next Regular Council Meeting on September 27, 2016.

ADJOURNMENT: 8:25 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

September 24, 2016

TO: Town Council

FROM: Molly Hughes

RE: Ordinance 728 – Utility Rates

Council,

Attached is Ordinance 728 which establishes a revenue stream for our storm water utility and increases the user fees for our sewer utility. As you know, this has been a long process, during which the staff has worked hundreds of hours to determine what the revenues need to be to meet expenses and also reaching out to the community to inform of the what, when and why of this increase. All public input has been considered.

This community outreach/education has included:

- Council workshop, open to the public
- Discussion of the new rates at several Council Meeting
- Information in the Town Newsletter on the utility bill
- Five articles about utilities and rates in the Whidbey Examiner...thanks Megan!
- Two community information meetings in August
- Public Hearing on the new rates in September

Ordinance 728 reflects the rates that were last presented to you and the community. The ordinance has been reviewed and approved by our Town attorney, Grant Weed.

Thank you all for your time and input to this process. Thank you to the UAC for their work on the rate study. Thank you to Kelly Beech for keeping this huge project in motion and presenting information in a way we can all understand and work with.

Recommendation: Move to approve Ordinance 728 setting storm water utility user fees and adjusting sewer utility user fees.

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 728

AN ORDINANCE OF THE TOWN OF COUPEVILLE, WASHINGTON, AMENDING COUPEVILLE TOWN CODE (CTC) SECTIONS 13.12.020 ENTITLED “RESIDENTIAL SEWAGE RATES” AND 13.12.030 ENTITLED “COMMERCIAL, GOVERNMENTAL AND NONRESIDENTIAL RATES”; ADDING A NEW CHAPTER 13.18 ENTITLED “STORM WATER SERVICE SYSTEM”; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Coupeville Town Code (“CTC”) sets sewage rates in Title 13 for residential and commercial properties; and

WHEREAS, the Town Utility Advisory Committee relied on work done by Civil Engineer George Bratton for Capital Project Costing to study utility rates over the past two years; and

WHEREAS, the Town finds it necessary to establish updated sewage rates in its municipal code; and

WHEREAS, the Town also finds it necessary to establish a storm water service system with appropriate storm water rates in its municipal code;

NOW, THEREFORE, be it ordained by the Council of the Town of Coupeville, Washington, as follows:

Section 1. CTC Section 13.12.020 Entitled “Residential Sewage Rates” is hereby amended to read as follows:

- A. The customer shall pay a monthly sewer service and reserve capacity charge of five dollars and thirty six cents (\$5.36) per month as set forth in Table 13.12.020 A below for sewage service for each sewer connection or sewer hook-up right, and in situations where common connections service one or more residences, buildings, or structures. These shall be a separate fee and charge for each such residence, building or structure. The sewer service and reserve capacity charges apply to any authorized connection, sewer connection permit or sewer hookup right, and are not based on installation of a sewer lateral or discharge of sewage to the collection system. The charges shall ~~commence on May 3, 2002~~ be effective October 1, 2016, with each incremental increase taking effect October 1 of subsequent years as listed, for: (1) any authorized sewer connections or sewer hookup rights existing on that date or (2) on the date of issuance of any sewer connection permit issued thereafter.
- B. In addition to said sewer service and reserve capacity charge, there shall be a monthly sewer rate ~~of \$0.0500~~ charged according to Table 13.12.020 A, based on each cubic foot of drinking water consumed, as determined by the actual water meter reading.

Table 13.12.020 A

	<u>Reserve Capacity</u>	<u>Sewer Service</u>
<u>2016</u>	<u>\$8.00</u>	<u>\$0.0643</u>
<u>017</u>	<u>\$8.00</u>	<u>\$0.0707</u>
<u>2018</u>	<u>\$8.00</u>	<u>\$0.0778</u>
<u>2019</u>	<u>\$8.00</u>	<u>\$0.0856</u>

Section 2. CTC Section 13.12.030 Entitled “Commercial, Governmental and Nonresidential Rates” is hereby amended to read as follows:

- A. The customer shall pay a ~~the same monthly sewer service and reserve capacity as described in Table 13.12.020 A charge of five dollars and thirty six cents (\$5.36) per month~~ for sewage service for each sewer connection or sewer hook-up right, and in situations where common connections service one or more residences, buildings, or structures. There shall be a separate fee and charge for each such residence, building or structure. The sewer service and reserve capacity charges apply to any authorized connection, sewer connection permit or sewer hookup right, and are not based on installation of a sewer lateral or discharge of sewage to the collection system. The charges shall ~~commence on May 3, 2002~~ be effective October 1, 2016, with each incremental increase taking effect on October 1 of subsequent years as listed, for: (1) any authorized sewer connections or sewer hookup rights existing on that date or (2) on the date of issuance of any sewer connection permit issued thereafter.
- B. In addition to said sewer service and reserve capacity charge, there shall be a monthly sewer rate ~~of \$0.0643~~ charged according to Table 13.12.020 A^[E1], based on each cubic foot of drinking water consumed, as determined by the actual water meter reading.
- C. In addition to said service and capacity charges, there will be a Biological Oxygen Demand (BOD) ^[E2] surcharge for those users who have food service, medical waste, or any other operations that increase BOD levels as determined by the Town, and based on annual water consumption. Rates are listed in Table 13.12.030 A. Annual Consumption will be measured and assessed during the October billing cycle to determine the surcharge rate.

Table 13.12.030 A

	<u>BOD Surcharge 5000 cu ft and higher</u>		<u>BOD Surcharge under 5000 cubic feet</u>	
	<u>Capacity</u>	<u>Service</u>	<u>Capacity</u>	<u>Service</u>
<u>2016</u>	<u>\$22.00</u>	<u>\$0.0193</u>	<u>\$7.00</u>	<u>\$0.0193</u>
<u>2017</u>	<u>\$22.00</u>	<u>\$0.0212</u>	<u>\$7.00</u>	<u>\$0.0212</u>
<u>2018</u>	<u>\$22.00</u>	<u>\$0.0187</u>	<u>\$7.00</u>	<u>\$0.0187</u>

<u>2019</u>	<u>\$22.00</u>	<u>\$0.0115</u>	<u>\$7.00</u>	<u>\$0.0115</u>
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Section 3. A new Chapter CTC 13.18 Entitled “Storm Water Service System” is hereby added to read as follows:

13.18.010 Definitions.

13.18.020 Charge system established – Charges imposed.

13.18.025 Criteria established.

13.18.030 Storm water system service charges – Schedule – Exemptions.

13.18.040 Storm water system service charges – Adjustments.

13.18.050 Billing.

13.18.060 Assessment for charges.

13.18.065 Rainwater harvesting rate reduction.

13.18.070 Storm water system fund.

13.18.075 Storm water system service charges – Sufficiency.

13.18.080 Revenue disposition and expenditure conditions.

13.18.085 Annual review of rates.

13.18.090 Liability disclaimer.

13.18.100 Delinquent payments – Enforcement procedures.

13.18.105 Billing and collection procedures.

13.18.010 Definitions.

For purposes of this chapter, the words or phrases below shall have the following meanings:

- (1) “Administrator” is the person designated by the mayor to manage the utility.
- (2) “Billing year” means the calendar year that bills are sent.
- (3) “Developed parcel” means any parcel altered from the natural state by the construction, creation, or addition of impervious surfaces.
- (4) “Drainage service charge” and “storm water system service charge” means the fee imposed by the town upon all developed parcels of real property, except exempted properties, located within the boundaries of the town.
- (5) “Impervious surface” or “impervious ground cover” means those hard areas which prevent or retard the entry of water into the soil in the manner that such water entered the soil under natural conditions pre-existent to development, or which cause water to run off the surface in greater quantities or at an increased rate of flow than that present under natural conditions pre-existent to development including, but not limited to, such surfaces as rooftops, asphalt or concrete paving, driveways, parking lots, walkways, patio areas, storage areas, hardpan, compacted surfaces, or other surfaces which similarly affect the natural infiltration or runoff patterns existing prior to development.
- (6) “Multi-unit Residential” means properties or parcels which contain two or more residential dwelling units, the ownership of single units or apartments in a building

containing two or more units, or two or more buildings each containing one or more units with common areas and facilities.

(7) “Non- residential properties or parcels” means institutional, commercial or industrial properties.

(8) “NPDES” means the National Pollutant Discharge Elimination System under the federal Clean Water Act, the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318, and 405 of the federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and in Washington State are administered by the Department of Ecology.

(9) “NPDES Phase II municipal storm water permit” means the permit issued by the Department of Ecology pursuant to the federal Clean Water Act whose requirements are applicable to the Town.

(10) “Parcel” means the smallest separately segregated unit or plot of land having an identified owner(s), boundaries, and area as defined by the Island County assessor and recorded in the Island County assessor real property file or in the Island County assessor maps.

(11) “Property owner of record” shall be the person or persons recorded by the Island County assessor to be the owner(s) of property and to whom property tax statements are directed.

(12) “Rate category” means the classification of properties, based upon the main floor square footage, for purposes of establishing storm water service charges.

(13) “Residence” means a building or structure, or portion thereof, designed to be used as a place of abode for human beings and not used for any other purpose. The term “residence” includes the terms “residential,” “residential unit,” and “dwelling unit” as referring to the type or intended use of a building or structure.

(14) “Single-family residential property or parcel” means any property or parcel which contains one residential dwelling unit.

(15) “System” or “storm water drainage system” means the entire system of flood protection and storm and surface water drainage facilities owned or leased by the town or over which the town has right of use for the movement and control of storm and surface water runoff, including both naturally occurring and manmade facilities. The definition also includes the conveyance or storage of storm and surface waters that flow through, under, or over lands, land forms, watercourses, sloughs, streams, ponds, rivers, lakes and wetlands, beginning at a point where storm or surface waters enter the town system and ending at a point where such storm or surface waters exit from the town’s storm and surface water system, and in width to the full extent of inundation caused by storm or flood conditions.

Throughout this chapter, the term “drainage facilities” is used to refer to the storm and surface water drainage facilities.

(16) “Town” means the Town of Coupeville.

(17) “Undeveloped parcel” means any parcel which has not been altered from its natural state by the construction, creation or addition of any impervious surfaces.

(18) “Utility” means the Town of Coupeville storm water drainage system utility. In this title the term “storm water” is often used to refer to both storm and surface water.

13.18.020 Charge system established – Charges imposed.

A storm water system service charge shall be imposed by the Town of Coupeville on all real property located within Coupeville town limits and the owners thereof. A system and structure of storm water system service charges are hereby established in accordance with the provisions of this chapter.

13.18.025 Criteria established.

The council finds that the existence of impervious surfaces on real property within the town limits contributes to and burdens the town’s storm water drainage system. The council further finds that the amount of impervious surfaces, as reasonably determined for a class or parcel of property, shall be the basis for the imposition of a storm water system service charge.

13.18.030 Storm water system service charges – Schedule – Exemptions.

(1) A storm water system service charge is imposed on every parcel within the town and the owner(s) thereof, except for the following exempted property(ies):

(a) Town streets, it being expressly found that all such town streets, roads, alleys and rights-of-way collect and transport storm and surface water from multiple individual properties and that the value of such collection and transport is equal to the reasonable charge therefor that would otherwise be charged by the town; and

(b) State of Washington highways, so long as the state of Washington shall agree to maintain, construct and improve all drainage facilities associated with state highways as required by the utility in conformance with all utility standards for maintenance, construction and improvement hereafter established by the utility and so far as such maintenance, construction and improvements shall be achieved at no cost to the utility or to the town; and

(c) All other streets, so long as such streets provide drainage services in the same manner as town streets and the owner(s) shall agree to maintain, construct and improve all drainage facilities associated with such streets as required by the utility in conformance with all utility standards for maintenance, construction and improvement thereafter established by the utility and so far as such maintenance, construction and improvements shall be achieved at no cost to the utility or to the town; and

(d) Undeveloped parcels.

(2) The storm water system service charge established herein shall be based upon the contribution of increased storm water runoff from a parcel to the storm water system due to impervious surfaces on that parcel. The amount of storm water contribution for properties is measured by the estimated square footage of impervious surface area on the parcel.

(3) Storm water system service charge rate categories and rater thereafter shall be as follows:

(a) Residential Monthly Rates – Table 13.18.30 A

(b) Non-residential Monthly Rates Table 13.18.30 B

Table 13.18.30 A - Residential Monthly Rates

	Under 1800 footprint	1801- 3500 footprint	3501 – 5000 footprint	5001 – 7000 footprint	Over 7000 footprint[E3]	Multi-Unit Residential
2016	\$10.00	\$14.00	\$18.00	\$22.00	\$26.00	\$30.00
2017	\$11.00	\$15.40	\$19.80	\$24.20	\$28.60	\$33.00
2018	\$12.10	\$16.94	\$21.78	\$26.62	\$31.46	\$36.30
2019	\$13.31	\$18.63	\$23.96	\$29.28	\$34.61	\$39.93

Table 13.18.30 B - Non-residential Monthly

	Under 1800 footprint	1801- 3500 footprint	3501 – 5000 footprint	5001 – 7000 footprint	Over 7000 footprint
2016	\$14.00	\$18.00	\$22.00	\$26.00	\$30.00

2017	\$15.40	\$19.80	\$24.20	\$28.60	\$33.00
2018	\$16.94	\$21.78	\$26.62	\$31.46	\$36.30
2019	\$18.63	\$23.96	\$29.28	\$34.61	\$39.93

(4) Each bill shall be rounded up to the nearest even number of cents.

13.18.040 Storm water system service charges – Adjustments.

(1) Any person receiving a storm water system service charge may apply in writing to the utility^[E4] for a bill adjustment so long as the billing is paid. Filing such a request does not extend the period for payment of the charge. Requests for adjustments on delinquent accounts will not be acted upon until paid in full prior to decision.

(2) An application for a bill adjustment may be based on one or more of the following:

(a) The area of the parcel is incorrect;

(b) The property is not assigned the proper rate category;

(d) The parcel is exempt under the provisions of CTC 13.18.030;

(e) The parcel is wholly or partially outside the Coupeville town limits; or

(f) The storm water system service charge is otherwise erroneous in applying the terms of this chapter.

(3) Applications for adjustments may be made to the utility and shall be decided by the administrator for the utility or administrator’s designee^[E5]. The burden of proof shall be on the applicant to show that the rate adjustment sought should be granted. All decisions of the utility^[E6] shall be final.

(4)^[E7] Applications for rate adjustment must be filed within one year of the billing date. To receive credit in the current billing year, however, applications for rate adjustment must be made no more than 90 days after the initial billing date for that year. Applications received after 90 days of the billing date shall be effective for subsequent years only.

(5) If the utility^[E8] grants an adjustment which reduces the charge for the current year, the applicant shall receive an adjusted bill or be refunded the amount overpaid. If the utility determines that an adjustment should be made which increases the charge due for the current year, the applicant shall receive a supplemental bill that will be due within 45 days of the date of issue. Applicants for rate adjustments shall be notified in writing of the utility’s^[E9] decision.

(6) Decisions of the administrator [E10] on requests for rate adjustments shall be final unless, within 30 days of the date the decision was mailed, the applicant files a petition for a writ of certiorari in the Island County Superior Court.

13.18.050 Billing.

Billing shall be completed by the finance department on a bi-monthly basis as determined to be appropriate by the Clerk Treasurer.

13.18.060 Delinquent payments – Enforcement procedures.

(1) Storm water system service charges or any part thereof which become delinquent shall bear interest as provided in RCW 35.67.200 at the rate of eight percent per year, or such rate as may hereafter be authorized by law, computed on a bi-monthly basis from the date of delinquency until paid.

(2) The town shall have a lien for all delinquent and unpaid storm water system service charges, including interest thereon, against any parcel for which the storm water system service charges are delinquent as provided by RCW 35.67.200. The lien shall have superiority as established by RCW 35.67.200 and shall be foreclosed in the manner provided in RCW 35.67.210 through 35.67.290. In the case of foreclosure actions to collect delinquencies, the town shall seek also to collect reimbursement of reasonable costs of collection including, but not limited to, attorney's fees, staff time, and filing fees.

(3) The town shall have the authority to enforce its lien by cutting off and refusing water service to the premises to which such storm water sewer services were furnished after the charges become delinquent and unpaid, until the charges are paid, as provided in RCW 35.67.290.

13.18.065 Billing and collection procedures.

Billing and collection procedures for the utility shall be as provided in this title and under state law as now in effect or hereafter amended.

13.18.070 Assessment for charges.

All parcels subject to a storm water system service charge shall be billed based upon the rate category and acreage [E11] applicable to each such parcel as of October 1st of the year prior to the billing year. The finance department shall use parcel information on file at the Island County Assessor's Office to make any changes to be applied for the next year starting January 1st.

13.18.080 Storm water system fund.

There is hereby created a storm water system fund which is to be used in the operation of the drainage utility. All storm water system service charges shall be deposited in this fund, to be used only for the purpose of paying all or any part of the cost and expense of providing storm water system services, or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bond issued for such purpose.

13.18.085 Storm water system service charges – Sufficiency.

The storm water system service charges, inspection and permit fees, application and connection fees, and such other fees and charges as are provided for the support of the

storm water system shall be necessary and sufficient in the discretion of the Town council to pay for the following:

- (1) The costs associated with the development, adoption and implementation of a comprehensive storm drainage utility master plan;
- (2) The costs, including debt service and related financing expenses, of the construction and reconstruction of storm drainage and water quality facilities necessary and required for the management of storm and surface waters that benefit the service area;
- (3) The operation, repair, maintenance, improvement, replacement and reconstruction of storm drainage facilities that benefit the service area;
- (4) The purchase of a fee or lesser interest, including easements, in land which may be necessary for the storm drainage system in the service area including, but not limited to, land necessary for the installation and construction of storm drainage facilities and all other facilities which are reasonably required for proper and adequate management of storm water for the benefit of the service area; and
- (5) The costs of monitoring, inspection, enforcement, and administration of the utility including, but not limited to, water quality surveillance, private maintenance inspection, construction inspection, and other activities which are reasonably required for the proper and adequate implementation of the town's storm and surface water policies.

The fees and charges to be paid and collected pursuant hereto shall not be used for general or other governmental or proprietary purposes of the town except to pay for the equitable share of the costs of accounting, management, and government thereof incurred on behalf of the utility.

13.18.090 Revenue disposition and expenditure conditions.

All moneys obtained pursuant to this chapter shall be credited and deposited in the storm water system fund. Moneys deposited in the storm water system fund from storm water system service charges shall be expended for matters described in CTC 13.18.085 and for administering, operating, maintaining, or improving the drainage system, including all or any part of the cost of planning, designing, acquiring, constructing, repairing, replacing, improving, regulating, educating the public, or operating present or future drainage facilities owned by the utility, or to pay or secure the payment of all or any portion of any debt issued for such purpose and the related reserve and coverage requirements. Moneys shall not be transferred to any other funds of the town except to pay for expenses attributable to the system.

13.18.095 Bi-annual review of rates.

The town council should review the storm water system service charges bi-annually to ensure the rates charged are sufficient to cover the operational and capital costs of the storm water drainage system.

13.18.100 Liability disclaimer.

Floods from storm water runoff may occasionally occur which exceed the capacity of drainage facilities constructed and maintained by funds made available under this chapter. This chapter does not imply that property liable for the drainage service charge

established herein will always be free from storm water flooding or flood damage. The establishment of this utility does not purport to reduce the need or the necessity for the owner obtaining flood insurance.

This chapter shall be administered and enforced for the benefit of the health, safety and welfare of the general public, and not for the benefit of any particular person or class of persons.

No provision of or any term used in this chapter is intended to impose any duty upon the town or any of its officers or employees which would subject them to damages in a civil action.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the Town, and shall take effect and be in full force _____

PASSED by the Town Council and **APPROVED** by the Mayor on this ___ day of ____, 2016

MAYOR

Molly Hughes, Mayor

APPROVED AS TO FORM

ATTEST

Grant K. Weed, Town Attorney

Kelly Beech, Clerk-Treasurer

Published: _____

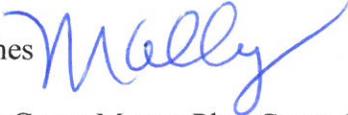
TOWN OF COUPEVILLE

From the Desk of Molly Hughes, Mayor

MEMORANDUM

September 24, 2016

TO: Town Council

FROM: Molly Hughes 

RE: Community Green Master Plan Grant Application

Hello Council,

I have taken the Coupeville Community Green Master Plan off the shelf and would like to apply for a .09% Rural County Economic Development Fund Grant. This grant is available to the Port Districts, Town's, Cities, and County for the development or improvement of public facilities. I have attached the RCW definition. I believe the majority of our Master Plan falls under this definition. In our County, applications are reviewed by the EDC and the Council of Governments and final grant approval is made by the Island County Commissioners.

I am only able to apply for this grant because a tremendous amount of work has already gone into this project. The priorities have been clearly defined by our community, town staff, and past Council Members. A plan has been developed and a preliminary budget has been proposed. Master Plan visual and budget are attached. Now, funds need to be identified, the engineering must be completed and actual work needs to be done. The original plan was done in phases. I am not asking for money to complete the playground as I don't think it qualifies for this grant. I am also not including any money for barn improvements as I don't think we have decided, as a community, what the barn will be used for yet. I am proposing we ask for funding in two large phases.

Phase One – site utilities and lights, main parking area, and restroom - \$514,677

Phase Two – expand green parking area and field drainage improvements - \$195,774

Less REET funds from the Town - \$104,000 (parking, barn, restroom)

Total Grant Application - \$606,451

The town has been saving REET money for specific projects for many years. Currently we have \$40,000 for a new restroom, \$20,000 for parking improvements and \$44,000 for barn improvements. The Town has not identified a use for the Holbrook barn, so we don't know what the cost of improvements will be. I propose that the need for improved parking and the addition of a restroom are a higher priority right now. I would like to use all of the \$104,000 REET money as a match for this grant application.

The grant is due September 30th, we will find out if we are successful by the end of this year. As we hope to have a Town Engineer on staff soon, this would be one of the first projects he/she works on. At that time, decisions would be made as to what parts of this work will be performed by town staff, if any, and what will be contracted. I am breaking this project into two years as our staff capacity would probably not allow us to complete the entire project in one year.

As I write this report to you, I am still working on the actual grant application. I will make a copy of the entire application available to you upon request.

The possibility of obtaining funds for this project is very exciting. Additional parking, lighting, storm water treatment and better drainage of the Community Green are all improvements that would be welcomed by our residents, businesses and visitors.

Recommendation: Move to authorize the Mayor to apply for the .09% Rural County Economic Development Fund grant for the Coupeville Community Green Master Plan.

[2012 c 225 § 3; 2009 c 565 § 35. Prior: 2008 c 327 § 2; 2008 c 131 § 1; 2004 c 252 § 1; 1999 c 164 § 102; 1997 c 367 § 8; 1996 c 51 § 2; 1995 c 226 § 14; prior: 1993 c 320 § 1; 1993 c 280 § 55; 1992 c 21 § 3; 1991 c 314 § 22; 1985 c 466 § 58; 1985 c 6 § 12; 1984 c 257 § 2; 1983 1st ex.s. c 60 § 1; 1982 1st ex.s. c 40 § 2.]

NOTES:

43.160.020

Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Board" means the community economic revitalization board.

(2) "Department" means the department of commerce.

(3) "Local government" or "political subdivision" means any port district, county, city, town, special purpose district, and any other municipal corporations or quasi-municipal corporations in the state providing for public facilities under this chapter.

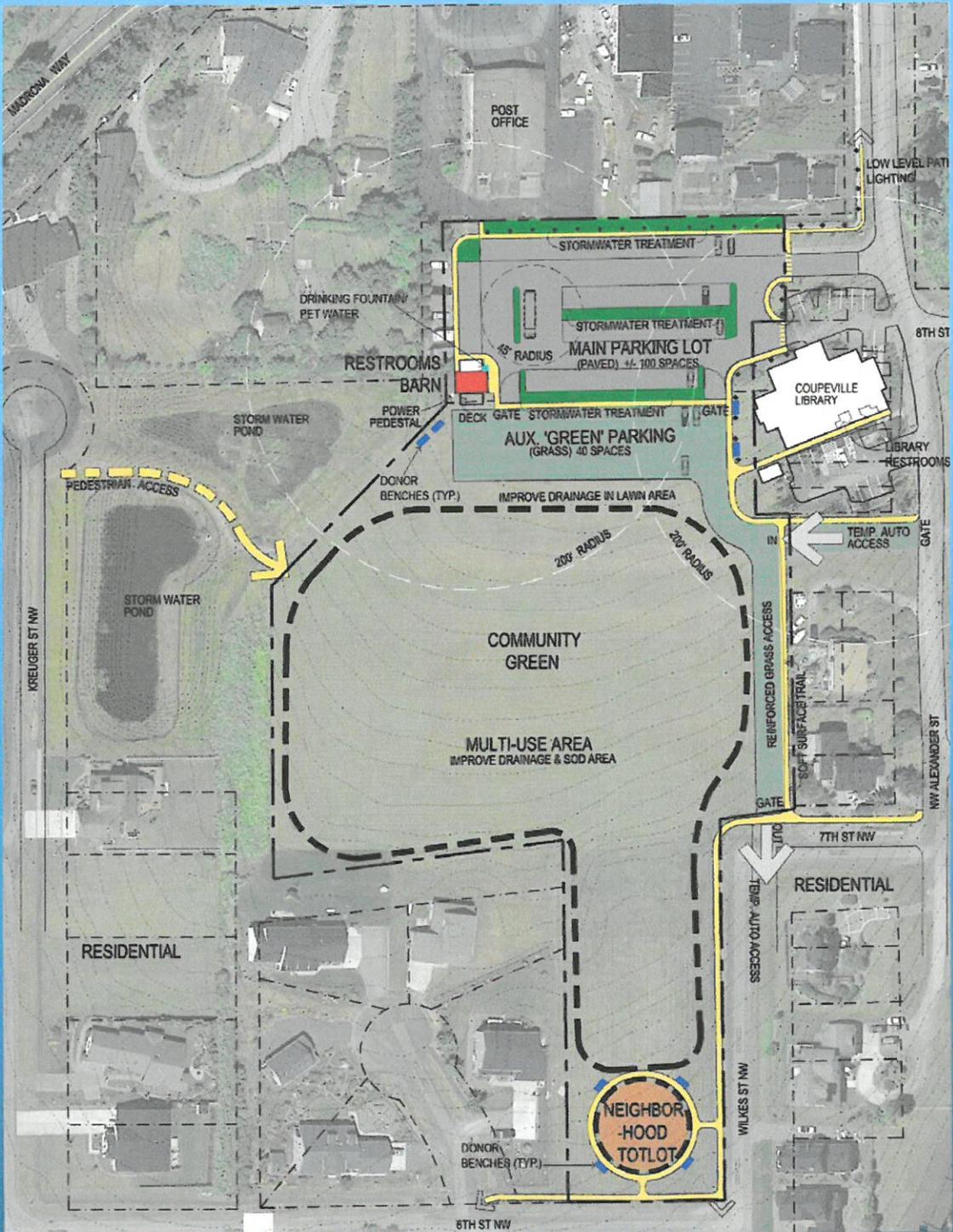
(4) "Public facilities" means a project of a local government or a federally recognized Indian tribe for the planning, acquisition, construction, repair, reconstruction, replacement, rehabilitation, or improvement of: Bridges; roads; research, testing, training, and incubation facilities in areas designated as innovation partnership zones under RCW 43.330.270; buildings or structures; domestic and industrial water, earth stabilization, sanitary sewer, storm sewer, railroad, electricity, telecommunications, transportation, natural gas, and port facilities; all for the purpose of job creation, job retention, or job expansion.

(5) "Rural county" means a county with a population density of fewer than one hundred persons per square mile or a county smaller than two hundred twenty-five square miles, as determined by the office of financial management and published each year by the department for the period July 1st to June 30th.

[2012 c 225 § 3; 2009 c 565 § 35. Prior: 2008 c 327 § 2; 2008 c 131 § 1; 2004 c 252 § 1; 1999 c 164 § 102; 1997 c 367 § 8; 1996 c 51 § 2; 1995 c 226 § 14; prior: 1993 c 320 § 1; 1993 c 280 § 55; 1992 c 21 § 3; 1991 c 314 § 22; 1985 c 466 § 58; 1985 c 6 § 12; 1984 c 257 § 2; 1983 1st ex.s. c 60 § 1; 1982 1st ex.s. c 40 § 2.]

NOTES:

Appendix G – Final Master Plan and Phasing Plan



DRAFT MASTER PLAN



COUPEVILLE COMMUNITY GREEN MASTER PLAN



**Town of Coupeville
Community Green Master Plan**

ITEM	UNIT	QUAN.	ORG. UNIT PRICE	As of 12/2012	As of 09/2016	1.13 TOTAL
				SUB TOTAL		
Phase 1 - Site Utilities						
Primary Electrical Service	LF	400	\$ 25.00	\$ 10,000.00	\$ 11,300.00	
Secondary Electrical Service	LF	900	\$ 15.00	\$ 13,500.00	\$ 15,255.00	
Water Service	LF	400	\$ 12.00	\$ 4,800.00	\$ 5,424.00	
Sanitary Side Sewer Conection	Allow			\$ 4,000.00	\$ 4,520.00	
Low-Level Pathway Lights	EA	32	\$ 300.00	\$ 9,600.00	\$ 10,848.00	
Sales Tax					\$ 2,059.59	
						\$ 49,406.59
Pahse 2 - Main Parking Area						
Demolition						
Existing Trees to be Relocated		10	\$ 350.00	\$ 3,500.00	\$ 3,955.00	
Existing Surfacing Removal	Allow			\$ 20,000.00	\$ 22,600.00	
Regrade Parking Area	SY	3954	\$ 5.00	\$ 19,770.00	\$ 22,340.10	
Infiltration Aggregate	CY	700	\$ 30.00	\$ 21,000.00	\$ 23,730.00	
Main Parking Lot - Pervious Asphalt	SY	3954	\$ 30.00	\$ 118,620.00	\$ 134,040.60	
Curb Stops	EA	100	\$ 100.00	\$ 10,000.00	\$ 11,300.00	
Storm Drainage System	Allow			\$ 30,000.00	\$ 33,900.00	
Stormwater Treatment Planting Strips/ Rain Gardens						
Plantings	SF	5773	\$ 4.00	\$ 23,092.00	\$ 26,093.96	
Conc. Accessible Ramps	EA	2	\$ 1,000.00	\$ 2,000.00	\$ 2,260.00	
Paint Striping/ Symbols/ Crosswalks	Allow			\$ 2,000.00	\$ 2,260.00	
Pathways around Main Parking Lot - Crushed Roack - AD	SY	630	\$ 30.00	\$ 18,900.00	\$ 21,357.00	
Signs						
Community Green Sign	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 2,825.00	
Parking & Accessible Parking Signs	EA	4	\$ 250.00	\$ 1,000.00	\$ 1,130.00	
Interpretive Sign	EA	1	\$ 1,200.00	\$ 1,200.00	\$ 1,356.00	
Access Gates	EA	2	\$ 3,000.00	\$ 6,000.00	\$ 6,780.00	
Sales Tax					\$ 13,742.85	
						\$ 329,670.51
Phase 3 - Restroom and Barn Structures						
New Restroom Building	Allow			\$ 120,000.00	\$ 135,600.00	
Existing Barn Renovation						
Roof Replacement	Allow			\$ 8,000.00	\$ 9,040.00	
Structural Support Improvements	Allow			\$ 3,000.00	\$ 3,390.00	
Interior Wall Coverings	Allow			\$ 2,000.00	\$ 2,260.00	
Low Deck Area	SF	200		\$ 3,000.00	\$ 3,390.00	
Donor Benches	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 4,520.00	
Drinking Fountain / Pet Water	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 2,260.00	
Sales Tax					\$ 6,980.01	
						\$ 167,440.01

**Town of Coupeville
Community Green Master Plan**

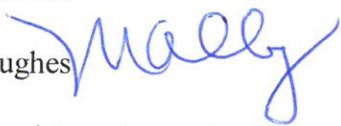
Phase 4 - Green Parking Area						
Auxiliary Green Parking & Reinforced Crass Access						
	Reinforced Grass Paving	SF	25500	\$ 3.00	\$ 76,500.00	\$ 86,445.00
	Grass Seeding	SF	25500	\$ 0.30	\$ 7,650.00	\$ 8,644.50
	Curb Stops	EA	40	\$ 150.00	\$ 6,000.00	\$ 6,780.00
	Storm Drainage Extension	Allow			\$ 2,000.00	\$ 2,260.00
Stormwater Treatment Planting Strips / Rain Gardens						
	Plantings	SF	1638	\$ 5.00	\$ 8,190.00	\$ 9,254.70
	Pathway Connection - Crushed Rock - ADA	SY	256	\$ 10.00	\$ 2,560.00	\$ 2,892.80
	Drainage Improvements	SF	15000	\$ 0.75	\$ 11,250.00	\$ 12,712.50
	Access Gates	EA	2	\$ 3,000.00	\$ 6,000.00	\$ 6,780.00
	Sales Tax					\$ 5,905.97
						\$ 141,675.47
Phase 5 - Neighborhood Tot Lot						
	Path around Play Area - Asphalt - ADA	SY	200	\$ 20.00	\$ 4,000.00	\$ 4,520.00
	Pathway Connection - Crushed Rock - ADA	SY	605	\$ 10.00	\$ 6,050.00	\$ 6,836.50
	Donor Benches	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 4,520.00
Play Area						
	Play Area Surfacing and Underdrainage	SF	5625	\$ 7.00	\$ 39,375.00	\$ 44,493.75
	Play Area Curbing	LF	260	\$ 30.00	\$ 7,800.00	\$ 8,814.00
	Small Play Structure - Ages 2-5				\$ 30,000.00	\$ 33,900.00
	Sales Tax					\$ 4,484.16
						\$ 107,568.41
Phase 6 - Multi-use Area Improvements						
	Drainage Improvements		20000	\$ 0.75	\$ 15,000.00	\$ 16,950.00
	Lawn Renovation		103605	\$ 0.30	\$ 31,081.50	\$ 35,122.10
	Sales Tax					\$ 2,265.14
						\$ 54,337.23
						Total
						\$ 850,098.24
Cost estimate assupmtions						
Costs originally calculated in Dec 2012. Adjustment has been made to include a 13% assumed increase (Mortenson & Turner).						
Does not include permit costs, utility connection charges, mobilization, and contingencies.						
Original cost estimate by JGM Lansdcape Architects.						
Sales tax .087 x 50% of each phase.						

TOWN OF COUPEVILLE

From the Desk of Molly Hughes, Mayor

MEMORANDUM

September 23, 2016

TO: Town Council
FROM: Molly Hughes 
RE: Trust Board Appointment

Council,

It is with great pleasure that I tell you Lisa Bernhardt has agreed to serve another term as a town representative on the Ebey's Landing National Historical Reserve Trust Board. Previously, she had filled a position that was mid-term. She has agreed to fill a new four year term.

Lisa's long residency in the Reserve, her work with the PNW Art School and volunteer work in the community makes her a very well rounded resident, able to represent a diverse demographic. Because Lisa is also a Town Council Member she is also able to represent the Town on Reserve issues.

Thank you Lisa!

Recommendation Move to approve the Mayor's recommendation to appoint Lisa Bernhardt to the Ebey's Landing National Historical Reserve's Trust Board.



STAFF REPORT

DATE: September 24, 2016
TO: Mayor and Members of the Town Council
FROM: Kelly Beech
RE: 2017 Budget Policies & Priorities
ATTACHMENTS: 2017 Budget Policies & Priorities

Attached is are the 2017 Budget Policies & Priorities as discussed at the September 13, 2016 Regular Council Meeting. The only change that has been made is to increase the dollar amount that qualifies a purchase as a capital equipment purchase from \$500 to \$1000 (Policy #14)

RECOMMENDATION:

Motion to adopt the Budget Policies & Priorities as presented.

2017 Budget Policies

Fiscal Policies

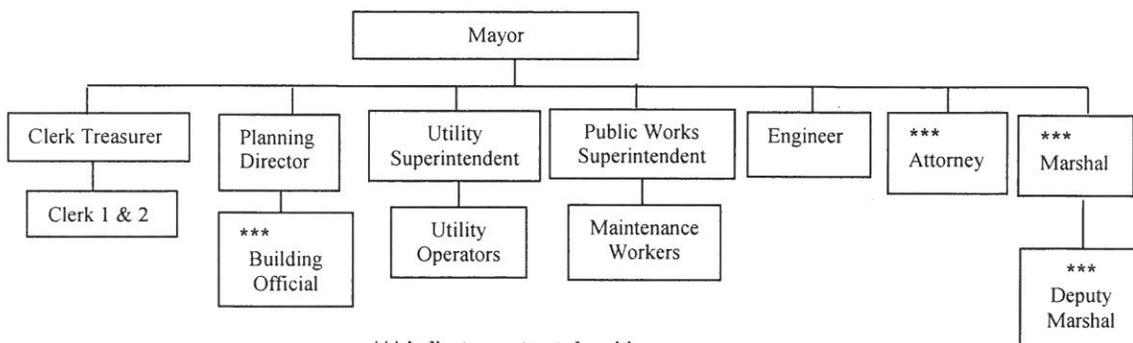
- 1) General Fund Ending Balance should be maintained at a minimum of \$200,000.
- 2) Water Fund Ending Balance should be maintained at a minimum of \$100,000.
- 3) Sewer Fund Ending Balance should be maintained at a minimum of \$100,000.
- 4) Stormwater Fund Ending Balance should be maintained at a minimum of \$20,000.
- 5) Annual revenues should cover annual operating expenditures in the General, Street, Water, Sewer and Stormwater Funds.
- 6) Transfers between funds may be authorized by the adopted budget, or by specific Council action.
- 7) User fees are adopted annually at the Council level, and are designed to cover the costs of the service unless the Council decides to subsidize the cost.
- 8) Utility rates and connection fees will be set to cover operating expenditures and capital project needs. Utility rates and connection fees should be reviewed by the Utility Advisory Committee every two years for adequacy, and a report of their findings provided to the Town Council. Connection fees are to be used for capital projects only.
- 9) The Debt Service Ratio in the Water and Sewer Fund (net revenues divided by debt service) should not fall below 1.50.
- 10) Interfund lending is permissible with Council approval, providing a planned schedule of repayment of loan principal as well as setting a reasonable rate of interest to be paid to the lending fund. The loan may continue over a period of more than one year but must be "temporary" in the sense that no permanent diversion of the lending fund result from failure to repay by the borrowing fund (Resolution 86-10).
- 11) All possible funding sources, governmental or private, will be explored before committing Town funds (Resolution 94-14).
- 12) Long-range budgets will be developed based on projected growth according to the current Comprehensive Plan; public demand; and location, use, and condition of present facilities (Resolution 94-14).
- 13) Capital projects and purchases that are listed in the current budget are presumed approved and can be carried over and expended in the new year as long as there are sufficient funds. The Clerk-Treasurer will advise the Council of projects that will be carried over by memo at a Council session. In no case, can the total project amount be increased without Council approval. If the bottom line fund balance needs to be increased as a result, an amendment will be made as soon as it's practical.
- 14) Equipment purchases of items under \$1000 shall be considered small tools and minor equipment; purchases greater than \$1000 shall be considered capital equipment.

Allocation Policies

- 1) Fuel Tax revenues will be accumulated in the Street Fund until there is enough for a major project, or to be used as match for a grant or loan that will accomplish a major project. Revenues in the Street Fund may also be used as funding for an approved Pavement Management System for all Town streets.
- 2) The revenue for the 2% Hotel/Motel Tax may be allotted in the year after it was received (Resolution 96-20).
- 3) Water and sewer connection fees will be put in reserves to fund water and sewer capital projects (Ordinance 526). Revenues will be accumulated until there is enough for an approved project, or to be used in conjunction with a grant or loan to accomplish an approved project.
- 4) Administrative fees will be transferred from the Utility Fund to the General Fund to cover the expenses of general administrative services (Council, Administration, Central Services, Public Works, and Planning) to support the utility operation. No wages will be charged directly to the Utility Fund for administrative services. Time studies will be done on an annual basis and an average of the last 5 studies will be used to calculate a rate at which the administrative fee will be transferred for each department. An allocation for Council expense will be made based on agenda items and ordinances related to utilities. Legal fees will be charged directly to the Utility Fund. For the 2017 budget the following table will be used based on the 2016 Time Study:
 - 5%- Council - calculated on agenda items and ordinances related to utilities
 - 40%- Administration - average percentage of Admin working on utility issues
 - 43% - Central Services - average percentage of all Admin. Services working on utility
 - 46% - Public Works - calculated on hours the PW Director works on utility issues
 - 16% - Planning - calculated on hours the Planner works on utility issues

Employee - Personnel Policies

- 1) The Salary and Wage Schedule will be approved annually by the Town Council (Resolution 94-6).
- 2) Reserves will be set aside to cover Accrued Compensation Balances.
- 3) The Town Council will adopt budgets and set salaries in order to achieve the organization and level of staffing outlined below.



Investment Policies

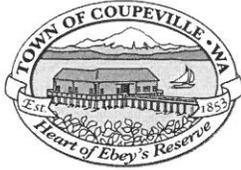
- 1) It is the policy of the Town to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Town, and conforming to all state and local statutes governing the investment of public funds (Resolution 96-03).
- 2) Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived (Res. 96-03).
- 3) The primary objectives, in priority order, of the Town's investment activities shall be: Safety, Liquidity, and Yield (Resolution 96-03).
- 4) The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution (Res. 96-03).
- 5) To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase (Resolution 96-03).

Capital Policies

- 1) The responsibility for financing capital improvements should be assumed by the primary beneficiaries of the facility (Resolution 94-14).
- 2) General Revenues should be used to fund projects only if the project provides a general benefit to the Town (Res. 94-14).
- 3) The Town should use long-term borrowing to fund projects when the proposed facility will provide benefits for 20 years or longer.
- 4) The Town should seek grants or private funds whenever available to finance capital improvements (Resolution 94-14).
- 5) All major transactions, such as the purchase or sale of public land, will be studied for the effects they will have on needed utilities and services (Resolution 94-14).
- 6) Capital costs for public facility projects, including an estimate of subsequent operating costs, will be identified in a Capital Facilities Plan (CFP).
- 7) The 6-year Capital Improvement Plan (CIP) will be reviewed annually, prior to the Budget Process. Annual capital needs identified in the revised CIP will be used in the compilation of the annual budget.
- 8) Capital needs will not be considered during the Budget Process unless they have already been identified in the Capital Facility Plan. (2016 review will occur in 2017. Any new proposed capital projects will be included in a 2017 Budget Revision following CIP update.)
- 9) Capital improvement projects or purchases related to the General Fund and/or Street Fund will be accounted for directly out of Fund 105, the Capital Improvement Fund.

Budgetary Accounting

- 1) The Clerk-Treasurer, with written approval or direction from the Mayor, is authorized to move funds from one line item to another in a fund's budget, provided that the total approved expenditure for the fund is not exceeded. The council shall be informed of such actions.



STAFF REPORT

DATE: September 24, 2016
TO: Mayor and Members of the Town Council
FROM: Kelly Beech
RE: Public Hearings related to 2017 Budget

Below are the dates of Public Hearings related to the 2017 Budget. These were included on the Budget Calendar approved on September 13, 2016.

October 25	Public Hearing on Revenue Sources and Property Tax - Adoption
November 8	Public Hearing - Preliminary 2017 Budget
November 22	Final Public Hearing - 2017 Budget - Adoption

RECOMMENDATION:

Motion to schedule the Public Hearings on the proposed 2017 Budget, Revenue Sources & Property taxes as proposed in the Budget Calendar adopted on September 13, 2016.

August 2016 Payroll	
Number	Amount
Total 31837	\$7,527.63
Total 31838	\$1,882.34
Total 31839	\$620.00
Total 31840	\$8,726.59
Total 31841	\$220.00
Total EFTPS AUG 2016	\$14,595.12
AUGUST 2016 DRAW	
Dennison, Owen J	\$2,000.00
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
AUGUST 2016 REGULAR	
Abney, Bonnie M.	\$391.23
Apsey, Amanda L	\$1,872.50
Beech, Kelly	\$4,041.07
Dennison, Owen J	\$3,399.92
Hughes, Molly J.	\$2,421.83
LaRue, William	\$3,414.41
Lynn, Jesse	\$2,414.40
Maier, Shelly R	\$2,657.74
McMann, James M	\$985.40
Nelson, Loren Mains	\$1,566.87
Payne, Morgan	\$1,866.87
Riepma, Kelly R.	\$3,029.01
Ringenberg, James Pepper	\$1,707.58
Wadlington, Jimmy R.	\$1,692.43
Total	\$74,372.27

September 2016 A/P Vouchers

Number	Amount
Total 31842	\$550.00
Total 31843	\$875.00
Total 31844	\$46.65
Total 31845	\$72.00
Total 31846	\$195.66
Total 31847	\$4,256.00
Total 31848	\$653.68
Total 31849	\$240.00
Total 31850	\$117.40
Total 31851	\$369.74
Total 31852	\$106.13
Total 31853	\$1,193.10
Total 31854	\$9,959.35
Total 31855	\$121.85
Total 31856	\$203.98
Total 31857	\$119.46
Total 31858	\$121.90
Total 31859	\$39.50
Total 31860	\$147.06
Total 31861	\$86.25
Total 31862	\$188.67
Total 31863	\$146.22
Total 31864	\$1,799.23
Total 31865	\$101.98
Total 31866	\$852.19
Total 31867	\$822.50
Total 31868	\$41.45
Total 31869	\$406.91
Total 31870	\$32.14
Total 31871	\$50.00
Total 31872	\$50.00
Total 31873	\$10.05
Total 31874	\$3,261.00
Total 31875	\$72.00
Total 31876	\$74.55
Total 31877	\$18,776.16
Total 31878	\$180.90
Total 31879	\$1,250.00
Total 31880	\$463.61
Total 31881	\$1,712.33
Total 31882	\$55.72
Total 31883	\$187.60
Total 31884	\$92.39
Total 31885	\$499.53
Total 31886	\$255.89
Total 31887	\$1,029.38
Total 31888	\$112,704.25
Total 31889	\$3,886.50
Total 31890	\$57.50
Total 31891	\$392.17
Total 31892	\$86.46
Total 31893	\$143.75
Total 31894	\$79.70
Total 31895	\$7,205.51
Total 31896	\$163.62
Total 31897	\$950.00
Total 31898	\$40.00
Total 31899	\$29,566.40
Total 31900	\$1,474.68
Total 31901	\$44.57
Total 31902	\$21.93
Total 31903	\$2,400.00
Total 31904	\$46,411.55
Total 31905	\$87.00
Total 31906	\$1,155.00
Total 31907	\$295.45
Total 31908	\$465.60
Total 31909	\$64.08
Total EFT Payment 9/6/2016 9:05:50 AM - 1	\$6,942.11
Total	\$266,524.94

Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
*Temporary Vendor	31842				
		062716	2016 - September - September Manuals	Patrick McHenry	\$550.00
			104-000-000-557-30-49-00	Miscellaneous - Tourism	\$550.00
		Total 062716			\$550.00
	Total 31842				
	31870				
		1039.0	2016 - September - September Manuals	Abendroth Trust	
			1039.0 Utility Account Credit		
			Refund of Final Bill Overpayment		
			401-000-000-343-40-10-00	Water Service	\$32.14
		Total 1039.0	Utility Account Credit		\$32.14
	Total 31870				
	31871				
		Rec Hall Kitchen-Use Refund	2016 - September - September Manuals	Casara Elliff	\$50.00
			001-000-000-362-40-00-00	Facility Rentals	\$50.00
		Total Rec Hall Kitchen-Use Refund			\$50.00
	Total 31871				
	31872				
		Rec Hall Rental Refund	2016 - September - September Manuals	Robin Llewellyn	\$50.00
			001-000-000-362-40-00-00	Facility Rentals	\$50.00
		Total Rec Hall Rental Refund			\$50.00
	Total 31872				
	31873				
		1117.0	2016 - September - September A/P	Nancy Ewing-Chow	
			Refund Utilities #1117.0		
			401-000-000-343-40-10-00	Water Service	\$10.05
		Total 1117.0			\$10.05
	Total 31873				\$10.05
Total *Temporary Vendor					\$692.19
AA Electric Co.	31874				
		9645	2016 - September - September A/P		
			Well-4 Motor Emerg. Repair		
			401-000-000-534-80-41-00	Professional Services - Water	\$3,261.00
		Total 9645			\$3,261.00
	Total 31874				\$3,261.00
Total AA Electric Co.					\$3,261.00

Vendor	Number	Reference	Account Number	Description	Amount
AT&T Mobility	31844				
		287244041563X09052016	2016 - September - September Manuals		
		Utilities Cell Phone			
		401-000-000-534-80-42-00	Communication - Water		\$23.33
		401-000-000-535-80-42-00	Communications - Sewer		\$23.32
		Total 287244041563X09052016			\$46.65
					\$46.65
					\$46.65
Total AT&T Mobility	31844				
Avocet Environmental Test	31845				
		1602847-IN	2016 - September - September Manuals		
		Testing			
		401-000-000-534-80-41-00	Professional Services - Water		\$72.00
		Total 1602847-IN			\$72.00
					\$72.00
					\$72.00
Total 31845	31845				
31875		1603203-IN	2016 - September - September A/P		
		Water Testing			
		401-000-000-534-80-41-00	Professional Services - Water		\$72.00
		Total 1603203-IN			\$72.00
					\$72.00
					\$144.00
Total 31875	31875				
Total Avocet Environmental Test	31846				
Barron Heating Air Conditioning	31846				
		181657	2016 - September - September Manuals		
		Rec Hall A/C Repair			
		001-000-000-575-50-48-00	Repair & Maintenance - Com Ctr		\$195.66
		Total 181657			\$195.66
					\$195.66
					\$195.66
Total 31846	31846				
Total Barron Heating Air Conditioning	31876				
Big Rock Designs	31876				
		10954	2016 - September - September A/P		
		Business Cards			
		001-000-000-521-20-31-00	Office & Operating	Police	\$74.55
		Total 10954			\$74.55
					\$74.55
					\$74.55
Total 31876	31876				
Total Big Rock Designs	31877				
C. Johnson Constr., Inc.	31877				
		Paymnet No. 8 - Final	2016 - September - September A/P		
		101-000-000-595-30-63-03	Madrona Way ST Improvements		\$18,776.16

Vendor	Number	Reference	Account Number	Description	Amount
				Madrona Phase II	
				2016 - September - September Manuals	
Total 31877					\$18,776.16
Total C. Johnson Constr., Inc.					\$18,776.16
Central Whidbey Island Fire & Rescue	31847				\$18,776.16
				2016 1st QTR Inspections-Remaining Balance	
				001-000-000-522-20-51-00	\$488.00
				Fire Dist 5 Contract - Fire	\$488.00
				2016 2nd QTR Inspections	
				001-000-000-522-20-51-00	\$1,256.00
				Fire Dist 5 Contract - Fire	\$1,256.00
				AUG 2016 Inspections	
				001-000-000-522-20-51-00	\$2,512.00
				Fire Dist 5 Contract - Fire	\$2,512.00
				2016 - September - September A/P	
Total 31847					\$4,256.00
Total Central Whidbey Island Fire & Rescue					\$4,256.00
Coastwide Laboratories	31878				\$4,256.00
				Supplies	
				001-000-000-575-50-31-00	\$180.90
				Office & Operating Com Ctr	\$180.90
				2016 - September - September A/P	
Total 31878					\$180.90
Total Coastwide Laboratories					\$180.90
Cohen, Manni, Theune & Manni LLP	31879				\$180.90
				September 2016 Retainer	
				001-000-000-512-50-41-00	\$1,250.00
				Professional Services Court	\$1,250.00
				Total September 2016 Retainer	\$1,250.00
Total 31879					\$1,250.00
Total Cohen, Manni, Theune & Manni LLP					\$1,250.00

Vendor Number Reference Account Number Description Amount

Vendor	Number	Reference	Account Number	Description	Amount
COMCAST	31848	8498 30 022 0155812 SEP 2016	2016 - September - September Manuals		
		Town Hall Internet & Phones			
		001-000-000-518-90-42-00	Communication -	CS	\$260.83
		Total 8498 30 022 0155812 SEP 2016			\$260.83
		8498 30 022 0156562 SEP 2016			
		Town Shop Internet & Phones			
		001-000-000-518-10-42-00	Communication -	Shop	\$142.88
		Total 8498 30 022 0156562 SEP 2016			\$142.88
		8498 30 022 0156752 SEP 2016			
		WWTP Internet & Phones			
		401-000-000-534-80-42-00	Communication - Water		\$124.99
		401-000-000-535-80-42-00	Communications - Sewer		\$124.98
		Total 8498 30 022 0156752 SEP 2016			\$249.97
					\$653.68
					\$653.68
Total 31848					
Total COMCAST					
CWA Consultants, P.S.	31849	16-289	2016 - September - September Manuals		
		Plan Review			
		001-000-000-558-50-41-00	Professional Services - Bldg		\$120.00
		Total 16-289			\$120.00
		16-295			
		Plan Review			
		001-000-000-558-50-41-00	Professional Services - Bldg		\$120.00
		Total 16-295			\$120.00
Total 31849					
31880		16-315	2016 - September - September A/P		
		Plan Review			
		001-000-000-558-50-41-00	Professional Services - Bldg		\$463.61
		Total 16-315			\$463.61
Total 31880					
Total CWA Consultants, P.S.	31881	189629-00	2016 - September - September A/P		
Day Wireless Systems		Net Radios			
		001-000-000-525-60-31-00	Office/oper Supplies-Emer Svcs		\$1,712.33
		Total 189629-00			\$1,712.33
Total 31881					
Total Day Wireless Systems					\$1,712.33

Vendor	Number	Reference	Account Number	Description	Amount
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I-COM 911

31854 16-UFQ4-1 2016 - September - September Manuals

2016 4th QTR 001-000-000-521-20-51-02 I-Com Dispatch - Police \$9,959.35

Total 31854 31886 Total 16-UFQ4-1 \$9,959.35

GPS-16-03 2016 - September - September A/P

I-Com Fees 001-000-000-521-20-41-00 Prof Services - Police \$255.89

Total GPS-16-03 \$255.89

Total I-COM 911 \$10,215.24

Island County E R & R Fund 31887 2016 - September - September A/P

16-00231 Fuel

001-000-000-576-80-32-00 Fuel - Parks \$205.28

101-000-000-542-30-32-00 Fuel - Roadway \$73.07

101-000-000-542-71-32-00 Fuel - Roadside \$149.87

401-000-000-534-80-32-00 Fuel - Water \$343.39

401-000-000-535-80-32-00 Fuel - Sewer \$189.90

401-000-000-538-30-32-00 Fuel - Stormwater \$67.87

Total 16-00231 \$1,029.38

Total 31887 \$1,029.38

Total Island County E R & R Fund \$1,029.38

Island County Human Services 31855 2016 - September - September Manuals

2nd QTR 2016 2016-Q2 Liquor Tax

001-000-000-562-00-51-00 Health Dept Contract \$40.08

Excise Tax 001-000-000-562-00-51-00 Health Dept Contract \$81.77

Profit Tax

Total 2nd QTR 2016 \$121.85

Total 31855 \$121.85

Total Island County Human Services \$121.85

Vendor	Number	Reference	Account Number	Description	Amount
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Island County Sheriff's Office	31888	2016-04	2016 - September - September A/P		
			Q4 Police Services	Prof Services -	Police
			001-000-000-521-20-41-00		\$112,704.25
					\$112,704.25
					\$112,704.25
					\$112,704.25
Total 31888					
Total Island County Sheriff's Office					
Island County Solid Waste	31889	3855	2016 - September - September A/P		
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$3,831.50
			401-000-000-535-80-47-03	Solid Waste Disposal - Sewer	\$55.00
					\$3,886.50
					\$3,886.50
					\$3,886.50
Total 31889					
Total Island County Solid Waste					
J. P. Cooke Co.	31890	15838	2016 - September - September A/P		
			Dog Tags	Office & Operating	Police
			001-000-000-521-20-31-00		\$57.50
					\$57.50
					\$57.50
					\$57.50
Total 31890					
Total J. P. Cooke Co.					
Lakeside Industries	31856	5039545MB	2016 - September - September Manuals		
			Water Leak Repair	Office & Operating - Water	
			401-000-000-534-80-31-00		\$203.98
					\$203.98
					\$203.98
					\$203.98
Total 31856					
Total Lakeside Industries					
Maier, Shelly R.	31891		2016 - September - September A/P		
			September 2016 Medical Reimbursement	Withdrawals	\$392.17
			631-000-000-589-00-00-00	Final Medical Reimbursement Request	\$392.17
					\$392.17
					\$392.17
Total 31891					
Total Maier, Shelly R.					

Vendor	Number	Reference	Account Number	Description	Amount
	200005833450-Sept 2016		Ft. Casey WTP		
			401-000-000-534-80-47-00	Utilities - Water	\$2,607.29
	Total	200005833450-Sept 2016			\$2,607.29
	200006097865-Sept 2016		Rec Hall		
			001-000-000-575-50-47-00	Utilities - Com Ctr	\$145.27
	Total	200006097865-Sept 2016			\$145.27
	200009098936-Sept 2016		Town Park		
			001-000-000-576-80-47-00	Utilities - Parks	\$24.95
	Total	200009098936-Sept 2016			\$24.95
	200011418114-Sept 2016		Town Park Pavilion		
			001-000-000-576-80-47-00	Utilities - Parks	\$21.88
	Total	200011418114-Sept 2016			\$21.88
	200013296450-Sept 2016		WWTP		
			401-000-000-535-80-47-00	Utilities - Sewer	\$1,936.63
	Total	200013296450-Sept 2016			\$1,936.63
	200015370790-Sept 2016		Town Shop		
			001-000-000-518-10-47-00	Utilities - Shop	\$83.17
	Total	200015370790-Sept 2016			\$83.17
	200015416577-Sept 2016		Town Hall		
			001-000-000-518-90-47-00	Utilities - CS	\$237.11
	Total	200015416577-Sept 2016			\$237.11
	200016476455-Sept 2016		Town Restroom		
			001-000-000-576-80-47-00	Utilities - Parks	\$56.56
	Total	200016476455-Sept 2016			\$56.56
	200017824224-Sept 2016		Well 1-06 & Main Street Lift Station		
			401-000-000-534-80-47-00	Utilities - Water	\$11.00
			401-000-000-535-80-47-00	Utilities - Sewer	\$208.92
	Total	200017824224-Sept 2016			\$219.92
	200020235921-Sept 2016		Front Street Lift Station		
			401-000-000-535-80-47-00	Utilities - Sewer	\$180.23
	Total	200020235921-Sept 2016			\$180.23

Vendor	Number	Reference	Account Number	Description	Amount
		200020236119-Sept 2016	Keystone Hill Well		
			401-000-000-534-80-47-00	Utilities - Water	\$737.00
		Total 200020236119-Sept 2016			\$737.00
		200020236523-Sept 2016	Cook's Corner		
			001-000-000-576-80-47-00	Utilities - Parks	\$10.84
		Total 200020236523-Sept 2016			\$10.84
		200021137886-Sept 2016	Town WTP		
			401-000-000-534-80-47-00	Utilities - Water	\$395.22
		Total 200021137886-Sept 2016			\$395.22
		220000466767-Sept 2016	Lauren Lift Station		
			401-000-000-535-80-47-00	Utilities - Sewer	\$22.00
		Total 220000466767-Sept 2016			\$22.00
		Total 31895			\$7,205.51
		Total Puget Sound Energy			\$9,004.74
		31896		2016 - September - September A/P	
		26612	WGH		
			001-000-000-539-00-41-01	Prof Services - Special Project	\$163.62
		Total 26612			\$163.62
		Total 31896			\$163.62
		08192016		2016 - September - September Manuals	
			Council Meeting Recordings & Cleaning Services		
			001-000-000-511-60-41-00	Professional Services Council	\$525.00
			001-000-000-518-90-41-00	Professional Services CS	\$350.00
		Total 08192016			\$875.00
		31897		2016 - September - September A/P	
		09/19/16			
			Council Meetings & Cleaning Services		
			001-000-000-511-60-41-00	Professional Services Council	\$450.00
			001-000-000-518-90-41-00	Professional Services CS	\$500.00
		Total 09/19/16			\$950.00
		Total 31897			\$950.00
		Total Renae's Videography and Cleaning			\$1,825.00

Vendor Number Reference Account Number Description Amount

Rix, Barry	31898		2016 - September - September A/P	
		2016 Summer Concert		
		104-000-000-557-30-41-00	Professional Services - Tourism	\$40.00
		Total 2016 Summer Concert		\$40.00
Total Rix, Barry	Total 31898			\$40.00
Skagit Roofing	31899		2016 - September - September A/P	
		3660		
		Roofing		
		001-000-000-576-80-48-00	Repairs & Maintenance Parks	\$29,566.40
		Total 3660		\$29,566.40
Total Skagit Roofing	Total 31899			\$29,566.40
Sound Publishing Inc	31900		2016 - September - September A/P	
		7710210		
		001-000-000-511-60-44-00	Advertising Council	\$234.75
		Council Agendas		
		001-000-000-514-20-44-00	Advertising Adm	\$1,046.37
		Employment Ads		
		Total 7710210		\$1,281.12
		WEX719354		
		001-000-000-511-60-44-00	Advertising Council	\$193.56
		PH Sewer Ord 728		
		Total WEX719354		\$193.56
Total Sound Publishing Inc	Total 31900			\$1,474.68
Supplies	31865		2016 - September - September Manuals	
		376259313		
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$50.99
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$50.99
		Total 376259313		\$101.98
Total Supplies	Total 31865			\$101.98
Surety Pest Control	31901		2016 - September - September A/P	
		1125712		
		401-000-000-534-80-41-00	Professional Services - Water	\$44.57

Vendor	Number	Reference	Account Number	Description	Amount
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Well 108

Total 31901
 Total Surety Pest Control
 Utilities Underground Location Center
 31902
 Total 1125712
 \$44.57
 \$44.57
 \$44.57

2016 - September - September A/P

6080690
 Underground Locates
 401-000-000-534-80-41-00
 401-000-000-535-80-41-00
 Total 6080690
 Professional Services - Water
 Professional Services - Sewer
 \$10.96
 \$10.97
 \$21.93
 \$21.93
 \$21.93

2016 - September - September A/P

INV.3346
 Biosolids Shipping
 401-000-000-535-80-47-01
 Total INV.3346
 Biosolids Shipping - Sewer
 \$2,400.00
 \$2,400.00
 \$2,400.00
 \$2,400.00

2016 - September - September Manuals

31866
 Amazon(a)/GU-5914
 Supplies
 001-000-000-558-60-31-00
 Total Amazon(a)/GU-5914
 Amazon(b)/GU-5914
 Utilities Cell Phone
 401-000-000-534-80-31-00
 401-000-000-535-80-31-00
 Total Amazon(b)/GU-5914
 amazon(c)/GU-5914
 Supplies
 001-000-000-558-60-31-00
 Total amazon(c)/GU-5914
 Amazon.com/KR-7604 (080916)
 Office & Operating Plan
 Office & Operating Plan
 Office & Operating - Water
 Office & Operating - Sewer
 \$2.83
 \$2.83
 \$50.98
 \$50.97
 \$101.95
 \$45.48
 \$45.48

2016 - September - September A/P
 Office & Operating
 Shop
 Parks
 \$76.37
 \$11.05
 \$87.42

Vendor	Number	Reference	Account Number	Description	Amount
Amazon.com/KR-7604 (081216)					
			Supplies		
			001-000-000-518-10-31-00	Office & Operating	\$76.37
			001-000-000-576-80-31-00	Office & Operating	\$11.05
				Shop	
				Parks	
Total Amazon.com/KR-7604 (081216)					\$87.42
Amazon.com/KR-7604 (082516)					
			Supplies		
			001-000-000-576-80-31-00	Office & Operating	\$18.17
Total Amazon.com/KR-7604 (082516)					\$18.17
Amazon/KR-7604 (072616)					
			Supplies		
			001-000-000-575-50-31-00	Office & Operating	\$9.99
Total Amazon/KR-7604 (072616)					\$9.99
Amazon/KR-7604 (080116)					
			Supplies		
			001-000-000-576-80-31-00	Office & Operating	\$46.73
Total Amazon/KR-7604 (080116)					\$46.73
Central Vacuum/KR-7604					
			Supplies		
			001-000-000-576-80-31-00	Office & Operating	\$54.53
Total Central Vacuum/KR-7604					\$54.53
Filter Products/KR-7604					
			V-18 Supplies		
			001-000-000-576-80-31-00	Office & Operating	\$6.92
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$6.93
			401-000-000-538-30-31-00	Office & Operating	\$13.85
Total Filter Products/KR-7604					\$27.70
Home Depot/KR-7604 (082216)					
			Town Hall Remodel		
			001-000-000-518-90-31-00	Office & Operating	\$142.22
Total Home Depot/KR-7604 (082216)					\$142.22
Nova Tech/WL-5963					
			Supplies		
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$92.98
Total Nova Tech/WL-5963					\$92.98
Prairie Center/MH-4277					
			Drinks for Emergency Repairs (Water Main Break)		
			401-000-000-534-80-31-00	Office & Operating - Water	\$12.19
Total Prairie Center/MH-4277					\$12.19
Register.com/MH-4277 (090716)					
			August Website Domain Registration		
			001-000-000-518-90-42-00	Communication -	\$5.99
				CS	
Total Register.com/MH-4277 (090716)					\$5.99

Vendor	Number	Reference	Account Number	Description	Amount
Storeforparts.com (Home Products)/KR-7604					
Supplies					
001-000-000-576-80-31-00				Office & Operating	\$48.84
Total Storeforparts.com (Home Products)/KR-7604					\$48.84
WA DOL(a)/KB-7596					
V-43 Licensing					
001-000-000-576-80-41-00				Professional Services	\$12.82
101-000-000-542-71-41-00				Professional Services-Roadside	\$29.93
Total WA DOL(a)/KB-7596					\$42.75
WA DOL(b)/KB-7596					
New Hire Background Check					
001-000-000-514-20-41-00				Professional Services	\$13.00
Total WA DOL(b)/KB-7596					\$13.00
WSP/KB-7596					
New Hire Background Check					
001-000-000-514-20-41-00				Professional Services	\$12.00
Total WSP/KB-7596					\$12.00
					\$852.19
					\$852.19
Total 31866					
Total VISA					
WA ST Dept Of Ecology					
31904				2016 - September - September A/P	
					\$46,411.55
Total 31904					\$46,411.55
Total WA ST Dept Of Ecology					
WA ST Dept Of Health					
31905				Debt Service	\$46,411.55
					\$46,411.55
Total 31905					\$46,411.55
Total WA ST Dept Of Health					
WA ST Dept Of Revenue					
EFT Payment 9/6/2016 9:05:50 AM - 1					
AUG 2016 Excise & Use Taxes *EFT Payment*					
001-000-000-518-90-31-00				Professional Services - Water	\$87.00
001-000-000-576-80-31-00					\$87.00
001-000-000-576-80-31-00					\$87.00
101-000-000-542-71-31-00					\$5.81
401-000-000-534-80-53-00				Excise Taxes - Water	\$0.72
401-000-000-535-80-31-00				Office & Operating - Sewer	\$18.28
Total 31905					\$87.00
Total WA ST Dept Of Health					
WA ST Dept Of Revenue					
EFT Payment 9/6/2016 9:05:50 AM - 1					
AUG 2016 Excise & Use Taxes *EFT Payment*					
001-000-000-518-90-31-00				Office & Operating	\$5.81
001-000-000-576-80-31-00				Office & Operating	\$10.18
001-000-000-576-80-31-00				Office & Operating	\$0.72
101-000-000-542-71-31-00				Office & Operating - Roadside	\$0.73
401-000-000-534-80-53-00				Excise Taxes - Water	\$5,429.44
401-000-000-535-80-31-00				Office & Operating - Sewer	\$18.28
Total 31905					\$87.00
Total WA ST Dept Of Health					
WA ST Dept Of Revenue					
EFT Payment 9/6/2016 9:05:50 AM - 1					
AUG 2016 Excise & Use Taxes *EFT Payment*					
001-000-000-518-90-31-00				Office & Operating	\$5.81
001-000-000-576-80-31-00				Office & Operating	\$10.18
001-000-000-576-80-31-00				Office & Operating	\$0.72
101-000-000-542-71-31-00				Office & Operating - Roadside	\$0.73
401-000-000-534-80-53-00				Excise Taxes - Water	\$5,429.44
401-000-000-535-80-31-00				Office & Operating - Sewer	\$18.28
Total 31905					\$87.00

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-535-80-53-00	Excise Taxes - Sewer	\$660.73
			401-000-000-535-80-53-00	Excise Taxes - Sewer	\$814.76
			401-000-000-538-30-31-00	Office & Operating	\$1.46
				Total AUG 2016 Excise & Use Taxes *EFT Payment*	\$6,942.11
				Total EFT Payment 9/6/2016 9:05:50 AM - 1	\$6,942.11
Total WA ST Dept Of Revenue	31867				\$6,942.11
Weed, Graafstra & Associates, Inc., P.S.	31867				
			2016 - September - September Manuals		
			116- AUG 2016		
			001-000-000-515-30-41-00	Professional Services Legal	\$822.50
				Total 116- AUG 2016	\$822.50
					\$822.50
			2016 - September - September A/P		
			117		
			001-000-000-515-30-41-00	Professional Services Legal	\$1,155.00
				August Legal Fees	
				Total 117	\$1,155.00
Total Weed, Graafstra & Associates, Inc., P.S.	31906				\$1,155.00
Whidbey Auto Parts	31907				\$1,977.50
			2016 - September - September A/P		
			295653		
			Supplies		
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$64.30
				Total 295653	\$64.30
			295702		
			Supplies		
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$166.85
				Total 295702	\$166.85
			295761		
			Supplies		
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$64.30
				Total 295761	\$64.30
Total Whidbey Auto Parts	31868				\$295.45
Whidbey Telecom	31868				\$295.45
			2016 - September - September Manuals		
			4030138		
			Web Hosting		
			001-000-000-518-90-41-00	Professional Services CS	\$41.45
				Total 4030138	\$41.45
Total Whidbey Telecom	31868				\$41.45

Vendor	Number	Reference	Account Number	Description	Amount
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Wilsey, Laurel	31908	09/19/16-a	2016 - September - September A/P		
			Temp Office Assistance	Leave Relief	\$465.60
			001-000-000-514-20-10-02	Adm	\$465.60
					\$465.60
Total Wilsey, Laurel	Total 31908				
Zumar Industries, Inc.	31869	0184025	2016 - September - September Manuals		
			Signs	Office & Operating - Roadside	\$201.20
			101-000-000-542-71-31-00		\$201.20
			Signs	Office & Operating Parks	\$135.76
			001-000-000-576-80-31-00		\$69.95
			101-000-000-542-30-31-00	Office & Operating - Roadway	\$205.71
					\$406.91
Total 31869	Total 0184093				
31909	0184283		2016 - September - September A/P		
			Shop Sign	Office & Operating Shop	\$64.08
			001-000-000-518-10-31-00		\$64.08
					\$64.08
Total 31909	Total 0184283				\$470.99
Total Zumar Industries, Inc.	Vendor Count		53		\$266,524.94
Grand Total					



STAFF REPORT

DATE: September 27, 2016
TO: Mayor Hughes and Town Council
FROM: Owen Dennison, Town Planner
RE: Future NW Fourth Street

This agenda item provides for a discussion by the Town Council on plans and expectations for a future east-west street corridor linking NW Broadway Street and N Main Street. This transportation link has been discussed for 12 years or longer. It has been included in annual updates to the transportation improvement program (TIP) since 2006, up to and including the 2017 to 2022 TIP adopted with Resolution 16-06 on July 26. However, the record is not clear on the depth of detail or analysis that has been provided to the Town Council on the feasibility of fully realizing this intent.

Both NW Broadway Street and N Main Street extend north from SR 20 about one half mile. NW Coveland Street provides a direct east-west connection between the two on the north. Midway, the streets are connected by a more circuitous route over NW Seventh, NW Krueger, NW Sixth, NW Wilkes, NW Alexander, and NW Seventh Streets. A less direct connection is provided via NW Wilkes Street to NW First Street. Clearly, a more direct southern route would provide a convenience not currently enjoyed by residents on the west side of the Town. To achieve this, a future street alignment has long been envisioned that would follow the Third Street grid line from NW Broadway Street, eventually connecting to N Main Street at its intersection with NE Fourth Street. One of several optional alignments is attached to this staff report.

The Town has made progress in implementing the vision. From 2006 to 2012, the Town purchased a lot at the western end of the alignment, dedicated a 40-foot wide portion of the lot for public right-of-way, and sold the remainder of the lot. This provided about 175 feet of approximately 1,650 feet of right-of-way necessary to span the distance from NW Broadway Street to N Main Street. The next portion of the alignment, extending to NW Wilkes Street, is owned by Cecil and Cheryl Stuurmans and is identified as a portion of Parcel F of the 2007 Memorandum of Agreement with the property owners. The Town has issued the Stuurmans preliminary short plat approval for Parcel F that is conditioned, in part, on an initial dedication and construction of about 210 feet of the future right-of-way extending east from NW Wilkes Street. The preliminary short plat conditions also prohibit actions adverse to the eventual continuation of the roadway from NW Wilkes Street to NW Broadway Street. As a subdivision where access is necessary for lots not fronting on a public street, the Town has the authority to require construction and dedication of the public right-of-way. Therefore, with public funds—through grants or Town revenues—and in association with development projects, it appears that the new roadway will eventually be constructed between NW Broadway Street and at least NW Wilkes Street.

The greater challenge will be continuing the right of way from NW Wilkes Street to N Main Street. Alternative alignments considered to date for this segment cross at least two specific parcels. The first, on NW Wilkes Street, is about 1.6 acres and currently vacant. The other, addressed as 308 N Main Street, is about 1.5 acres and contains the Libby House and what appears to be a small storage building. It is likely that both owners intend to sell or develop their properties, although staff has no reason to believe that either parcel will be proposed for subdivision. Town staff has evidently told the owners and prospective developers of these properties that dedication and perhaps also construction of the right-of-way segments will be required as conditions of future development. However, staff now believes that, due to limitations established in case law, such a blanket requirement may not be legally defensible and that other means may be needed to implement this portion of the plan. Unless dedication of right-of-way is voluntary or can be required as part of a development approval, the Town's options are to purchase the rights from willing sellers or to take the property and compensate the owners through eminent domain. The former would likely need to occur prior to development of the parcels and both options may become significantly more expensive and challenging after development has occurred. It should be emphasized that no discussion of eminent domain has occurred and it is only noted in this context as within the potential authority of the Town.

Conceptual planning documents for the corridor generally identify 308 N Main Street as the existing parcel at which the new roadway would intersect N Main Street. The presence of the Libby House on this parcel, together with the parcel's narrow street frontage, further complicates planning for a new right-of-way. Dedicating adequate room for even a minimal right-of-way width with a reasonable building setback appears to require moving the Libby House to another location on the same or another site. Staff expects the Libby House can be maintained on the N Main Street frontage in its current location and the western portion of the site developed with private access to N Main Street if there is no requirement for a new right-of-way across the lot.

The 2017 to 2022 TIP lists total costs of \$2,090,000 to construct the new roadway. Of this total half would be local funds. According to engineering notes, the cost figure includes estimates for engineering, permitting, and construction of all public improvements, and acquisition of half the necessary land for right-of-way. The project is listed in the TIP as the second to lowest priority within the 17 projects identified. It is possible, although not necessarily likely, that both grant and local funding may become available to at least purchase the right-of-way prior to development of either parcel and that all owners are willing to sell. However, there is no reason to remove the project from the TIP as the TIP essentially represents a wish list of transportation improvements. If desired, the project can be removed from the TIP in the 2017 update.

Staff will, to the extent of the Town's legal authority, pursue acquisition of the right-of-way to complete the NW Third/NW Fourth Street corridor. However, staff also intends to be transparent with the subject property owners that, unless clearly justifiable, conditions on future development will not include dedication of right-of-way. Since this transportation link has been a long-standing goal of the Town, staff wanted to apprise the Town Council of impediments to its realization.

ATTACHMENT: Conceptual Plan – NW Fourth Street Extension –Option 1



Conceptual Plan - 4th Street Extension
Option 1