

**TOWN OF COUPEVILLE**  
From the Desk of Clerk Treasurer Kelly Beech

M E M O R A N D U M

November 4, 2016

TO: Mayor and Town Council

RE: November 8, 2016 Agenda Packets

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I was not able to include the following items in the packet:

- October 25<sup>th</sup> Minutes – they were not ready, but I will distribute them via email on Monday, and then again as a hard copy at the meeting.
- Town Attorney Agreement – it has not yet been provided to the Town, but I expect to distribute it via email on Monday, and then again as a hard copy at the meeting.
- Special Event Permit Application #2016-17 – the conditions for this permit are not yet ready, and this item may need to be removed from the agenda and added to a future agenda.



## TOWN COUNCIL REGULAR MEETING AGENDA

Island County Hearing Room  
November 8, 2016  
6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

- Council Meeting of October 25, 2016

### MAYOR'S REPORT

### AUDIENCE INPUT - See NOTE

### PUBLIC HEARING

- Utility Funds – Ordinance No. 730, creating separate Utility Funds.
- Mayor's Salary – Ordinance No. 731, setting the Mayor's salary and duties.
- 2017 Budget – Ordinance 732, setting the budget for 2017 *This is the initial hearing. The final hearing will be held on November 22, 2016 at the Regular Council Meeting.*

### NEW BUSINESS

- 1. Adoption of Ordinance 730, creating separate Utility Funds** – *Staff recommends a motion to approve Ordinance 730, amending section 13.04.040 entitled "Water/Sewer Reserve Funds" of the Coupeville Town Code and establishing Fund 410, 420, and 430 to manage revenues and expenditures of Water, Sewer and Storm Water Utilities; providing for severability and effective December 1, 2016.*
- 2. Adoption of Ordinance 731, setting the Mayor's salary and duties** – *Mayor recommends a motion to approve Ordinance No. 731, repealing Ordinance No. 719 and setting the Mayor's salary for the term ending December 31, 2019.*
- 3. Approval of Town Attorney Agreement for 2017**
- 4. Approval of Special Event Permit #2016-17, Red Ticket Drawing**

### AUDIENCE INPUT - See NOTE

### STAFF REPORTS

### 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.

## COUPEVILLE TOWN COUNCIL PUBLIC HEARING FORMAT

1. The Mayor opens the Public Hearing.
2. The Mayor asks if there are any possible conflict of interest or appearance of fairness problems.
3. Staff makes their report and recommendations.
4. The Applicant makes their presentation.
5. **The public is invited to comment.**
6. Comment letters are acknowledged for the record.
7. The Applicant is provided an opportunity to respond to the public comment.
8. Town Council asks questions of the applicant, staff or public to clarify the proposal or acquire more facts.
9. The Mayor closes the Public Hearing -- **no public comment is permitted once the hearing is closed.**
10. A motion is made regarding the application or proposal.
11. Discussion by the Town Council.
12. Vote.
13. Adoption of findings, when required.

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### YOU ARE ENCOURAGED TO PARTICIPATE IN PUBLIC HEARINGS

The purpose of public hearings is to provide the public with an opportunity to make comments about proposals being considered by the Town Council.

If you wish to make a comment during a public hearing please indicate so by raising your hand during the comment period. When you are recognized by the Mayor, rise and clearly state your name and address before giving your comments. This will help the Town Clerk make an accurate record of the hearing.

Please direct your comments to the Mayor and not to the applicant or other members of the public.



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## STAFF REPORT

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**DATE:** November 3, 2016  
**TO:** Mayor and Councilmembers  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** Ordinance 730, Separating Utility Funds  
**ATTACHMENTS:** Ordinance 730

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Ordinance 730 is at its heart a change in the way we track expenditures and revenues for our utilities. It will separate our current Utility Fund (401) into three separate Funds (Water - 410, Sewer - 420, and Storm Water - 430). This separation will make accounting of expenses and revenues in each utility much more transparent. In addition, the Ordinance will eliminate Funds 202, 212, 303, and 304, which should not be used for Utility accounting, per the BARS Manual. The debt service and capital transactions currently accounted for in Funds 202, 212, 303, and 304, will be recorded in the newly created Funds as their own line items.

Ordinance 730 has been reviewed by legal counsel and bond counsel as to form, and I have consulted the State Auditor's Office on the proper way to account for utilities transactions. Below is a copy of the communication I've had with the State Auditor's Office.

**Your question was:**

Legal authority to separate a combined utility. I have a draft ordinance that I would like someone to review to make sure we have all of the legal language it needs to give us the authority to split the funds.

**The background information you provided was:**

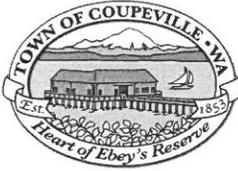
The Water and Sewer utility departments were combined in 1972 by Ordinance. Funds for this combined utility (Water/Sewer) are currently tracked in

- Fund 202 (1979 W/S Bond)
- Fund 212 (2002 WWTP Loan)
- Fund 303 (Capital - Sewer)
- Fund 304 (Capital - Water)
- Fund 401 (Utility)

This year the Council voted to start collecting fees for a Storm Water Utility as well. To make the rate setting process easier and more transparent, we would like to separate 401, incorporate the debt service funds as line items within each utility Fund (410,420,430), and account for all revenues and expenditures for each utility in its own Fund. I will be sending the draft ordinance off to our Bond Counsel as well.

**Our response is as follows:**

The utilities should be accounted for in enterprise funds which are proprietary funds. All transactions including capital assets and debt should be reported together with operations in the same fund. If the government choose for managerial purposes to separate capital



and debt transactions, then still it should use the appropriate fund types. So, you can create for example a legal fund 410 for storm water utility and managerial fund 411 for capital projects related to storm water and 412 for debt activities for storm water, but when prepare your financial statements you have to roll up 411 and 412 into 410 and report as one fund. The BARS manual provides guidelines regarding using proper funds at

[http://www.sao.wa.gov/local/BarsManual/Documents/Cash\\_p3\\_FundTypeAcctngPrincipals.pdf](http://www.sao.wa.gov/local/BarsManual/Documents/Cash_p3_FundTypeAcctngPrincipals.pdf).

This concept applies to accounting and reporting for all utilities. The funds 201, 212, 303 and 304 are not appropriate funds for accounting for utilities. These are governmental funds.

We do not review proposed ordinances or resolutions. Please contact your legal council or the MRSC for help in this area.

The attached ordinance is acceptable as to form from Weed, Graafstra & Associates, Inc., P.S. office and from bond counsel (Foster Pepper).

**Recommendation:**

A motion to approve Ordinance 730, amending section 13.04.040 entitled "Water/Sewer Reserve Funds" of the Coupeville Town Code and establishing Fund 410, 420, and 430 to manage revenues and expenditures of Water, Sewer and Storm Water Utilities; providing for severability and effective December 1, 2016.

TOWN OF COUPEVILLE  
Coupeville, Washington  
**ORDINANCE NO. 730**

**AN ORDINANCE OF THE TOWN OF COUPEVILLE, WASHINGTON,  
AMENDING SECTION 13.04.040 ENTITLED “WATER /SEWER  
RESERVE FUNDS” OF THE COUPEVILLE TOWN CODE AND  
ESTABLISHING FUND 410, 420, AND 430 TO MANAGE REVENUES  
AND EXPENDITURES OF WATER, SEWER, AND STORM WATER  
UTILITIES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE  
DATE**

**WHEREAS**, from time to time, best practices developed by the Government Accounting Standards Board, Government Finance Officers Association and the Washington State Auditor’s Office provide guidance to local governments to ensure a high standard of financial management, accounting practices and financial reporting; and

**WHEREAS**, Ordinance 239 passed by the Council and approved by the Mayor on December 11, 1972, combined the water system and sanitary sewage disposal system of the Town of Coupeville into a combined utility fund; and

**WHEREAS**, Coupeville Town Code Title 13 entitled “Public Services” regulates the Water /Sewer services and Storm Water management; and

**WHEREAS**, it is the desire of the Town Council to separate the combined utilities and funds into individual department funds and to equitably transfer the fund balances to the appropriate new fund and close the combined funds; and

**WHEREAS**, the Washington State Auditor’s Office Budgeting, Accounting and Reporting System (BARS) prescribes accounting and reporting systems in the BARS Manual in accordance with RCW 43.09.200, that guides the Town of Coupeville on fund types and the number of funds necessary for governmental accounting and financial reporting; and

**WHEREAS**, the Town Council reviewed the proposed changes to Chapter 13.04 at their October 25, 2016 meeting; and

**WHEREAS**, the Town Council held a public hearing on November 8, 2016 and following due deliberation approved a number of amendments to Chapter 13.04 at the Coupeville Town Council meeting.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON, AS FOLLOWS:**

**Section 1.** CTC Section 13.04.040 entitled “Water/sewer reserve funds” is hereby amended to be entitled “Water, Sewer and Storm Water Funds/Departments” and to read as follows:

13.40.040 Water, Sewer and Storm Water Funds/Departments.

A. The Town’s combined Water and Sewer department funds are hereby separated into three separate departments/funds, to be known as Water Department (Fund 410), Sewer Department (Fund 420) and Storm Water Department (Fund 430).

Utility Departments /Fund Accounts.

1. Water Department Fund (Fund 410)
2. Sewer Department Fund (Fund 420)
3. Storm Water Department Fund (Fund 430)

B. Funds in the former combined Water and Sewer department fund will be separated equitably and transferred to the Water, Sewer, and Storm Water Departments’ newly created Fund accounts and the combined Water and Sewer Department fund accounts will be closed.

1. Fund 202 (1979 W/S Bond)
2. Fund 212 (2002 WWPT Loan)
3. Fund 303 (Capital – Sewer)
4. Fund 304 (Capital – Water)
5. Fund 401 (Utility)

C. Reserve Funds.

1. Water hookup fees shall be deposited into the reserve for the water fund capital costs.
2. Sewer hookup fees shall be deposited into the reserve for the sewer fund capital costs.

D. For purposes of borrowing, including for the purposes described in Ordinance No. 722 and any other ordinances authorizing the issuance of Parity Bonds:

1. The Water Department, the Sewer Department and the Storm Water Department are deemed to constitute the Waterworks Utility.
2. All revenue of the Water Department, the Sewer Department and the Storm Water Department is deemed to constitute Gross Revenue, subject to the express exclusions set forth in the definition of Gross Revenue.
3. For so long as any Parity Bonds are outstanding, the Town shall maintain a “Principal and Interest Account” and a “Reserve Account” in each of the Water Department Fund, the Sewer Department Fund and the Storm Water Department Fund that together are deemed to constitute, respectively, the Principal and Interest Account and the Reserve Account of the Bond Fund

4. Capitalized terms used but not defined in this subsection have the meanings assigned such terms in Ordinance No. 722.

**13.04.040 – Water/sewer reserve funds.**

~~A. Reserve Funds.~~

~~1. Water hook-up fees shall be deposited directly into the cumulative reserve for the water fund for capital costs.~~

~~2. Sewer hook-up fees shall be deposited directly into the cumulative reserve for the sewer fund for capital costs.~~

~~B. Consolidation of the Sewer and Water Systems.~~

~~1. The town's system of sewage and water shall be consolidated into a single utility department to be known as the "water and sewer department."~~

~~2. That funds collected under this division shall be credited to the common accounts of the water and sewer department.~~

(Ord. 626 § 2 Att. A (part), 2002)

**Section 2. 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 3. 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 8<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Molly Hughes, Mayor

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

\_\_\_\_\_  
Approved as to form  
Grant K. Weed, Town Attorney

\_\_\_\_\_  
Date Published

# TOWN OF COUPEVILLE

From the Desk of Molly Hughes, Mayor

## MEMORANDUM

November 4, 2016

TO: Town Council

FROM: Molly Hughes

RE: Ordinance 731

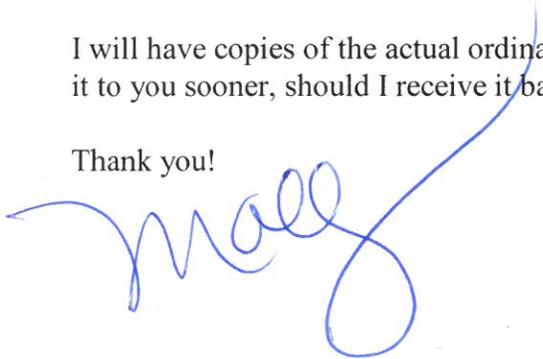
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Dear Council,

Ordinance 731 has been sent to our Town Attorney for review. I have not received it back by the time the packets are going out. All of the Ordinance information is contained in the attached memo from me.

I will have copies of the actual ordinance at the Council meeting on November 8 or email it to you sooner, should I receive it back from Grant.

Thank you!

A handwritten signature in blue ink, appearing to read "Molly", is written over the "Thank you!" text and extends upwards and to the right.

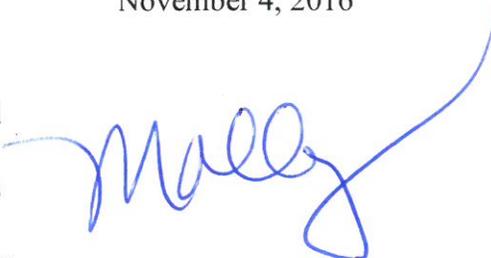
# TOWN OF COUPEVILLE

From the Desk of Molly Hughes, Mayor

## MEMORANDUM

November 4, 2016

TO: Town Council  
FROM: Molly Hughes  
RE: Mayor's Salary



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Council,

Thank you for acknowledging the work I'm doing and wanting to discuss my compensation. I have gathered some information on similar sized cities as you requested.

Attached is the salary schedule from AWC for cities our size. As you can see the Mayor's salary ranges from zero to \$55,000, in Langley no less! When Coupeville raised the Mayor's salary to cover other administrative tasks, Langley followed suit.

It is relevant to note the difference in the number of Administrative/Financial staff each city has and also, the total number of employees in each city. With eight full time employees and three part time, we all work hard to keep the Town running smoothly and our residents happy.

As you're all well aware, Coupeville has many unique characteristics that require more time from the Mayor as well as the rest of the staff. The Historic Commercial District and historic buildings, Ebey's Landing, the School District, the County Campus, the Hospital, our beautiful waterfront, tourists, our many Special Events, our nonprofits, and our aging infrastructure are all examples of things that require more time from the Mayor.

Coupeville is run with a very small, but committed staff, and has been for many years. We are making some needed adjustments to help all departments: 8 hours of staff support for the Planner, hiring a town engineer, hiring two additional public works maintenance employees to work on capital projects and necessary maintenance and repair. We must keep in mind that any additions to staff have to be sustainable. I believe we have shown that all planned additions to staff are sustainable and/or supported by the new utility rates.

These are Town requirements that I am not only willing and able to do, but I believe my involvement in the day to day work at Town Hall makes me a better Mayor. Examples would be; management of department heads, working with staff to set town priorities, oversight of commissions and boards, grant writing, working with our partners and other agencies and groups in town, work on town policies and procedures, and oversight of special events. These are a few examples of tasks that are very necessary to the smooth operation of our town and if I don't do them, they won't get done, there is no one else at Town Hall with the time or authority to get them accomplished. I would rather do these tasks myself, than hire another clerk or administrator.

For the first ten months of the year, I have worked an average of 48 hours per week. This is understandable because of the learning curve I needed to go through, the projects that were left for me to finish, and most of all, because of the staff turnover we have experienced. I am looking forward to an exciting 2017 with most of the 'housekeeping' done and a professional, well trained staff on board. We are all looking forward to making headway on the long list of capital projects that need doing.

The Mayor of Coupeville makes \$36,000 for part time (half time) hours. As discussed in budget workshop and suggested by Council, I am attaching an ordinance to double the Mayor's salary for full time hours. I am recommending this ordinance runs through the end of my term, December 2019. I am recommending that the Mayor not be paid any accrued vacation or sick leave at the end of the term.

I look forward to directing the operations and resources of the Town to provide excellent service to our residents and guests and to provide general supervision over the administrative affairs of the Town. Again, thank you for your confidence and support!

**Recommendation** Move to approve Ordinance No. 731 adjusting the Mayor's salary for term ending December 31, 2019 and appealing Ordinance No. 719.

City/Town	Population	Full-time Employees	Part-time Employees	Mayor	City Administrator	City Clerk	City Treasurer	Clerk/Treasurer	Finance Director	Admin Total
Gold Bar	2125	4.00	1.00	\$ 3,600.00				\$ 51,528.00		\$ 55,128.00
Soap Lake	1535	9.00	2.00	\$ 7,200.00				\$ 48,120.00		\$ 55,320.00
Bridgeport	2480	6.00	0.00	\$ 9,000.00					\$ 47,562.00	\$ 56,562.00
Kettle Falls	1615	14.00	0.00	\$ 7,200.00				\$ 50,280.00		\$ 57,480.00
Yacolt	1655	2.00	2.00	\$ 6,000.00				\$ 53,748.00		\$ 59,748.00
Tenino	1775	7.00	1.00	\$ 7,200.00				\$ 56,016.00		\$ 63,216.00
Ritzville	1660	12.00	5.00	\$ 7,200.00				\$ 57,468.00		\$ 64,668.00
Royal City	2240	8.00	0.00	\$ 7,200.00					\$ 60,000.00	\$ 67,200.00
Newport	2150	12.00	0.00	\$ 7,716.00				\$ 60,714.00		\$ 68,430.00
Oroville	1710	16.00	2.00	\$ 8,100.00				\$ 61,376.00		\$ 69,476.00
Sumas	1517	15.00	4.00	\$ 6,900.00				\$ 64,086.00		\$ 70,986.00
Rainier	1885	5.00	1.00	\$ 5,400.00	\$ 68,712.00					\$ 74,112.00
Brewster	2395	16.00	0.00	\$ 9,276.00		\$ 25,830.00		\$ 66,924.00		\$ 76,200.00
Napavine	1870	9.00	3.00	\$ -		\$ 51,654.00			\$ 77,485.71	\$ 83,485.71
Cosmopolis	1650	13.00	0.00	\$ 6,000.00						\$ 84,900.00
Westport	2115	27.00	0.00	\$ 10,644.00				\$ 74,256.00		\$ 89,514.00
Stevenson	1540	9.00	0.00	\$ 7,200.00	\$ 82,314.00					\$ 108,414.00
Coupeville	1905	8.00	3.00	\$ 36,000.00				\$ 72,414.00		\$ 130,800.00
Mabton	2315	13.00	0.00	\$ 6,000.00	\$ 76,800.00				\$ 48,000.00	\$ 131,004.00
Langley	1135	13.00	2.00	\$ 54,996.00				\$ 76,008.00		\$ 133,224.00
Davenport	1690	7.00	1.00	\$ 7,500.00	\$ 70,014.00			\$ 55,710.00		\$ 150,024.00
McCleary	1685	20.00	1.00	\$ 3,600.00	\$ 80,808.00			\$ 65,616.00		\$ 150,792.00
South Bend	1620	13.00	1.00	\$ 9,600.00	\$ 82,596.00			\$ 58,596.00		\$ 159,870.00
White Salmon	2440	16.00	0.00	\$ 3,600.00	\$ 82,926.00			\$ 73,344.00		\$ 167,463.43
Millwood	1790	6.00	0.00	\$ 7,200.00		\$ 83,820.00	\$ 76,443.43			\$ 208,284.00
Carnation	1850	9.00	1.00	\$ 4,800.00	\$ 98,004.00	\$ 53,670.00	\$ 51,810.00			\$ 211,632.00
Cle Elum	1870	20.00	4.00	\$ 9,000.00	\$ 91,128.00	\$ 57,120.00	\$ 54,384.00			\$ 259,164.00
Leavenworth	1990	28.00	0.00	\$ 18,000.00	\$ 113,076.00	\$ 46,680.00			\$ 81,408.00	\$ 299,304.00
Friday Harbor	2250	32.00	2.00	\$ 12,000.00	\$ 134,640.00	\$ 64,524.00			\$ 88,140.00	

# TOWN OF COUPEVILLE

From the Desk of Molly Hughes , Mayor

## MEMORANDUM

November 4, 2016

TO: Town Council  
FROM: Molly Hughes  
RE: Island County Senior Service HUB

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Council,

I wanted to pass on a budget update for Island County Senior Service HUB programs here in Coupeville.

The Town had \$12,000 budgeted in 2016 for this program. We have limited Senior Services to charging expenses for the Coordinator's small \$500 per month stipend, the rental of the United Methodist Church facility and the printing of their monthly newsletter. The actual expenses for HUB will be about \$8,200 this year.

I have spoken to Cheryn Weiser and she has asked for a budget of \$6,200 for 2017. She will plan to raise \$2,000 in expense money for next year, either with sponsors or possibly a small membership fee from the Seniors. She plans to continue to look of other funding in 2018 and beyond so the Town of Coupeville is not the sole financial contributor to this program.

I know the Council will be looking at different ways to fund these programs in the future, but wanted to let you know we can almost cut the 2017 budget in half.

Also attached are the first three quarters of participation stats for HUB. FYI

Thanks!





14594 SR 525, Langley, Washington 98260 \* 360-321-1600 / 360-678-3373 \* Fax: 360-321-9369

### COUPEVILLE HUB PRESENTATIONS AND PARTICIPATION JANUARY THROUGH MARCH 2016

Bingo	Nancy Conard	1/6/2016	12	
SAIL Exercise	Mary Waters	1/7/2016	3	SAIL EXERCISE
Conservation District	Karen Bishop	1/13/2016	12	Native plant info
Sing a long	Dick Ward	1/20/2016	8	Dick Ward, Guitar
SAIL Exercise	Mary Waters	1/21/2016	3	SAIL EXERCISE
Ken Merrell Music	Ken Merrell	1/27/2016	15	Guitar Playing
BINGO	Nancy Conard	2/3/2016	18	
SAIL Exercise	Mary Waters	2/4/2016	3	SAIL Exercise
Conservation District	Karen Bishop	2/10/2016	6	Composting info
Delp Attorney	Margaret Delp	2/17/2016	17	Estate planning
SAIL Exercise	Mary Waters	2/18/2016	7	SAIL Exercise
DnA Violinists	Paula	2/24/2016	15	
Bingo	Nancy Conard	3/2/2016	12	
SAIL Exercise	Mary Waters	3/3/2016	8	SAIL Exercise
Family Dermatology	Reese Bliet	3/9/2016	12	
Conservation District	Karen Bishop	3/16/2016	20	Local Food and Conservation
SAIL Exercise	Mary Waters	3/17/2016	8	SAIL Exercise
Island Eye Care	Dr Robert Johnson	3/23/2016	19	Scott Mathews
Dr Hassipis	surgery center	3/30/2016	20	Connie Lippo

### COUPEVILLE METHODIST MEAL SITE STATISTICS JANUARY THROUGH MARCH 2016

Month	# of Meals Served	Days Offered	Average Participation	Average Donation
January	91	4	23	\$3.55
February	93	4	23	\$3.84
March	124	5	25	\$3.90

South Whidbey Office  
14594 SR 525  
Langley WA 98260  
360-321-1600

Oak Harbor Office  
51 SE Jerome St  
Oak Harbor WA 98277  
360-675-0311

Camano Office  
606 Arrowhead Rd  
Camano Island WA 98282  
360-387-6201

Cambeys Apartments  
50 N. Main St  
Coupeville WA 98239  
360-678-4886

Community Thrift  
5518 Woodard Ave  
Freeland WA 98249  
360-331-5701



14594 SR 525, Langley, Washington 98260 \* 360-321-1600 / 360-678-3373 \* Fax: 360-321-9369

### COUPEVILLE HUB PRESENTATIONS AND PARTICIPATION APRIL THROUGH JUNE 2016

HUB	NAME	DATE	ATTENDED
Dr Hassipis	Surgery Center	3/30/2016	20
BINGO	Nancy Conard	4/6/2016	12
SAIL Exercise	Mary Waters	4/7/2016	8
Tax Exemptions	Kristina Mayhew	4/13/2016	12
Broken Banjo	Deirdre Fairfax	4/20/2016	16
SAIL Exercise	Mary Waters	4/21/2016	6
Senior house access	Charles Locke	4/27/2016	9
BINGO	Nancy Conard	5/4/2016	11
SAIL Exercise	Mary Waters	5/5/2016	9
Harada Therapy	Erick and Steve	5/11/2016	12
CADA Senior Abuse	Casey Mitchell	5/18/2016	15
SAIL Exercise	Mary Waters	5/19/2016	6
SUVA Sailing Ship	Mark Saia	5/25/2016	10
BINGO	Nancy Conard	6/1/2016	10
SAIL Exercise	Mary Waters	6/2/2016	6
Hospice of the NW	Dorian King	6/8/2016	9
Tai Chi Moves	Mark Saia	6/15/2016	10
SAIL Exercise	Mary Waters	6/16/2016	6
Bank Fraud & Scams	Anne Bobinac/Heritage Bk.	6/22/2016	10
Trumpet and Horn	Mike Newborough	6/29/2016	14

### COUPEVILLE METHODIST MEAL SITE STATISTICS APRIL THROUGH JUNE 2016

Month	# of Meals Served	Days Offered	Average Participation	Average Donation
April	87	4	22	\$3.98
May	79	4	20	\$3.39
June	100	5	20	\$4.06

South Whidbey Office  
14594 SR 525  
Langley WA 98260  
360-321-1600

Oak Harbor Office  
51 SE Jerome St  
Oak Harbor WA 98277  
360-675-0311

Camano Office  
606 Arrowhead Rd  
Camano Island WA 98282  
360-387-6201

Cambey Apartments  
50 N. Main St  
Coupeville WA 98239  
360-678-4886

Community Thrift  
5518 Woodard Ave  
Freeland WA 98249  
360-331-5701

**COUPEVILLE HUB PRESENTATIONS AND PARTICIPATION  
JULY THROUGH SEPTEMBER 2016**

<b>HUB</b>	<b>NAME</b>	<b>DATE</b>	<b>ATTENDED</b>
BINGO	Nancy Conard	7/6/2016	11
SAIL Exercise*	Mary Waters	7/7/2016	1
IPhone Skills	Skye Dunn	7/13/2016	9
WAIF	Shari Bibch	7/20/2016	14
SAIL Exercise*	Mary Waters	7/21/2016	0
Family Dermatology	Charles Locke	7/27/2016	14
BINGO	Nancy Conard	8/3/2016	12
Red Cross/Hearts	Nancy Waddell	8/10/2016	8
Life-saving tests	Dr. Hassapis	8/17/2016	16
Cyber Fraud	Rick Norrie	8/24/2016	16
BINGO	Nancy Conard	9/7/2016	12
Vaccinations	Dr. Vracin	9/14/2016	10
Hearing Health	Kristina Jerrell	9/21/2016	15
SHIBA	Joan Wortman	9/28/2016	7

\*The SAIL exercise class had low turnout in the summer and is likely to be restarted in the fall.

**COUPEVILLE METHODIST MEAL SITE STATISTICS  
JULY THROUGH SEPTEMBER 2016**

<b>Month</b>	<b># of Meals Served</b>	<b>Days Offered</b>	<b>Average Participation</b>	<b>Average Donation</b>
July	86	4	22	\$3.72
August	110	5	22	\$3.74
September	81	4	20	\$3.89



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## STAFF REPORT

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**DATE:** November 8, 2016  
**TO:** Mayor Hughes and Members of the Town Council  
**FROM:** Owen Dennison, Town Planner  
**RE:** Monthly Planning, Historic Preservation, and Building Summary

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### Design Review:

Level B (Historic Reserve Committee) Certificates of Appropriateness was issued for an addition to a house on NE Parker Road and for a new single-family residence on NE Faris Street. An application to install solar panels on the roof of a non-historic single-family residence on NE Haller Street—by code a Level A (staff) review—was elevated to review by the Historic Preservation Commission when staff could not make findings that all portions of the proposal were consistent with the guidelines. At its October meeting, the Commission recommended granting a Certificate of Appropriateness without conditions. The Commission's action established a precedent that solar panels will be allowed on street-facing roof surfaces.

### Land Use:

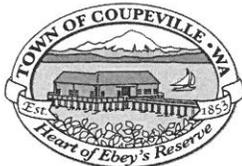
Staff is reviewing a home occupation application to roast coffee on a commercial basis for a single-family residence on NE Summit Loop. Home occupations are subject to limitations on impacts to surrounding properties and on the outward indications of the business.

### Building:

Staff is preparing to issue a "shell" building permit for improvements to the historic building at 10 NW Front Street. As a shell permit, certain improvements to interior lease spaces are deferred to tenant occupancy. Applications related to this proposal have been in process since 2014, including environmental, design, shoreline, and building reviews. A civil issue with an adjacent property owner over an emergency egress route has stalled issuance of the building permit for much of the past year.

### Long Range:

The Planning Commission continued its discussion of draft amendments to the sign code at a special workshop in October and at its regularly scheduled meeting in November. Staff anticipates that a "final" preliminary recommended draft will be ready for public review following the Commission's December meeting. Prior to formal review by the Town Council, the Planning Commission must hold a public hearing and take action on its recommendation. The Mayor requested and received an extension through February 2017 from the Washington Cities Insurance Authority to adopt of the draft amendments.



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## STAFF REPORT

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**DATE:** November 3, 2016  
**TO:** Mayor and Town Council  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** October 2016

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Staff have the opportunity to attend a software user training conference, provided by Vision MS, every year in October. This year I went to the training with Utility Clerk Amanda Apsey. Not only was the training very educational, we were able to meet and network with folks who have our same duties, from all over the state. There are some exciting updates coming up in our software that will enable us to do our jobs much more efficiently. Currently we use the following Vision MS modules:

- Financial
- Payroll
- Utility
- Cash Management

I also attended a benefit expo where I learned all about some upcoming changes to how benefit information will be accessed in 2017. One of the focus areas of the expo was the impact of the Affordable Care Act 40% excise tax on high-cost, employer-sponsored health plans (also known as the Cadillac Tax), which is scheduled to begin in 2020.

### **Average Tasks for the month:**

- 868 utility payments were processed in October, and we had 33 accounts change hands.
- We processed 13 separate Rec Hall rental applications, and 0 Pavilion rentals.
- There was 1 initial invoice, and 7 second-notice invoices that were sent out in October. *Invoices are generated for everything from Fire Inspections to reimbursements for expenses related to the Whidbey General Hospital Expansion project.*

### **Special Events Permit Applications**

- We processed 2 Special Events Permit Applications in October:
  - Annual Torchlight Parade
  - Annual Pumpkin Races

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

- We provided a total of 101 electronic files as a first installment response to 2 separate Public Records Requests, and completed an additional request where no responsive records were found.
- We screened a total of 22 applications for the Fiscal Clerk position, interviewed 4 very qualified candidates and have offered the position to the top candidate. I hope to have our new hire working in Town Hall as soon as November 14<sup>th</sup>.

### **Here are some things that will be coming up in November:**

- November budget adoption month, and traditionally the month that we are visited by the State Auditors office. These two activities will take up most of my time.



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## STAFF REPORT

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**DATE:** October 31, 2016  
**TO:** Mayor Molly Hughes and Member of the Town Council  
**FROM:** Kelly Riepma, Public Works Superintendent  
**RE:** Public Works Report for October

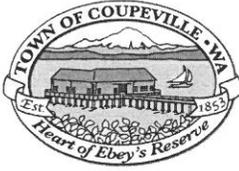
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We completed our yearly water main flushing this month. We flushed a total of 235,000 gallons of water throughout the week of flushing. We ran into a few problems at first with valves not being turned on after they were installed at Whidbey Health for their renovation project. We were able to quickly identify the valves and get them turned on to continue our flushing. This was one of the cleanest flushes we've ever had. Our out of town wells produce higher quality water so the lines are much cleaner than they were in the past. After several years of good flushing, our lines seem to be very clean. Central Whidbey Fire completed their fire hydrant inspections the week following the main line flushing. They will be getting a list of needed hydrant repairs to me soon. Public Works staff takes care of all necessary fire hydrant repairs.

This month we prepared one of our one ton trucks for winter weather. We have one truck that rotates between a water truck for barrels and baskets in the summer and a sander and plow truck for winter. We've already had a couple of mornings with a bit of frost and I anticipate needing to sand for frosty mornings in November. We leave one truck ready to go at any time and have a second truck that can be made into a plow and sander truck when we have snow in the forecast.

We've been cleaning up storm debris from the storms we've already had this fall. That includes sweeping the streets, picking up down trees and branches, clearing leaves from stormdrains as well as repairing down street signs. We've made it through the first few storms without much damage.

After completing the new section of pedestrian trail on 9<sup>th</sup> St, I received several requests for "remodeling" of the section of trail on 9<sup>th</sup> St from Gould St to the Boat Launch entrance in front of the Treatment Plant, to make it safer for pedestrians. We spent time removing overgrown landscaping and widening the trail to meet our 5 foot wide standard for trails. This allows pedestrians to be seen by vehicles as they cross in front of the access to the boat launch. It was very difficult to see pedestrians on the trail if



one was in a vehicle pulling out onto 9<sup>th</sup> St because of the narrow trail and large landscaping. The area that was once overgrown shrubs will be grass by this spring. It will make maintenance easier and pedestrian traffic safer.

We repaired a water main leak on an old section of 4" cast iron main that goes through Fort Casey State Park. This line was installed in 1928. The line is in poor condition and will need to be relocated and replaced in the future. We have repaired several leaks over the years on this line which runs from the intersection of Engle and Ft Casey Rd through Seattle Pacific's property as well as Ft Casey State Park property, to the end of our line just past the Coupeville Ferry Terminal. We have a Pressure Reducing Valve station at the intersection of Engle and Ft Casey Rd to lower the water pressure in the line to keep it from springing leaks. This project is on our Capital Improvements List for future water main replacements.

I attended training this month which helped me pass my Water Distribution Manager II test. The town is required to have a level II by the Washington State Department of Health based on the size of our water service area. I plan on obtaining my Cross Connection Specialist certification in November. By having both of these certifications, the Town is in compliance with the Department of Health's requirements for our water system.