



# Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239

360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

## TOWN COUNCIL REGULAR MEETING

### AGENDA

Island County Hearing Room

December 22, 2015

6:30 pm

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### CHANGES AND APPROVAL OF AGENDA

#### APPROVAL OF MINUTES

- Council Meeting of October 27, 2015

#### MAYOR'S REPORT

#### AUDIENCE INPUT - See NOTE

#### OATH OF OFFICE

- Molly Hughes – Mayor Elect
- Catherine Ballay – Councilmember Elect
- Lisa Bernhardt – Councilmember Elect

#### NEW BUSINESS

1. **Interlocal Agreement for Island Transportation Planning Organization** – *Mayor recommends approval of the Interlocal Agreement as proposed, to establish the Island Transportation Planning Organization and requests authorization to sign the Interlocal Agreement on behalf of the Town.*
2. **Request for funding for Beach Watchers/Sound Water Stewards** – *Mayor recommends Council authorize a \$4,550 contribution to the Beach Watchers/Sound Water Stewards in support of the marine display at the Coupeville Wharf. The contribution will be award from 2% Hotel/Motel funds.*
3. **Appointment to Ebey's Landing National Historical Reserve Trust Board** – *Mayor recommends the appointment of Lisa Bernhardt to the Trust Board for Ebey's Landing National Historical Reserve, to fill position 2, for the term ending 10/01/2016.*
4. **Approval of Resolution No. 15-13, authorizing the bank account signatures.** – *Staff recommends approval of Resolution 15-13 authorizing signators on the Whidbey Island, a Division of Heritage Bank account.*
5. **Approval of the November 2015 payroll transactions and warrants, and the first half of the December 2015 A/P transactions and warrants** – *Staff recommends approval of the November 2015 payroll transactions and warrants #31217 to #31223 for a total of \$79,159.08 and December 2015 A/P transactions and warrants #31224 to #31248 for a total of \$134,366.21.*

#### STAFF REPORTS

#### COUNCIL REPORTS

#### AUDIENCE INPUT - See NOTE

#### ADJOURN

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

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

**Town of Coupeville  
Regular Council Meeting  
October 27, 2015  
6:35 p.m.**

**PRESENT:** Mayor Nancy Conard, Councilmembers Dianne Binder, Pat Powell, Molly Hughes, Bob Clay, and Jackie Henderson.

**STAFF PRESENT:** Clerk Treasurer Kelly Beech, Utility Superintendent Willy LaRue, Town Planner Tammy Baraconi, Public Works Superintendent Kelly Riepma

**CHANGES AND APPROVAL OF THE AGENDA**

**Council Action:** A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve the Agenda as presented. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of October 13, 2015 were approved as submitted.

**MAYOR'S REPORT**

- Mayor Conard gave the Council an update on the Madrona Way Project.
- Mayor Conard informed the Council that a draft version of the 2016 budget would be ready on November 2<sup>nd</sup>.
- Mayor Conard attended an Emergency Preparedness workshop co-sponsored by the Town, The Coupeville Chamber, and Puget Sound Energy.

**PRESENTATION**

Utility Superintendent Willy LaRue accepted an Outstanding Water Treatment Award on behalf of the Town.

Barbara Bennett and Derek Pritchard presented information about the newly formed Sound Water Stewards organization which used to be called the Beach Watchers.

**NEW BUSINESS**

**Approval of the September 2015 payroll transactions and warrants, and October 2015 A/P transactions and warrants.**

**Council Action:** A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay to approve the September 2015 payroll transactions and warrants #31058 to #31064 for a total of \$83, 231.14 and October 2015 A/P transactions and warrants #31065 to #31138 for a total of \$726,909.28.

**STAFF REPORTS**

Utility Superintendent Willy LaRue gave a brief presentation on multiple projects he and his crew are working on the Water and Wastewater utilities. Including progress of a new biosolids product that has reduced the cost of biosolids treatment and shipment, the status of outfall repairs that were made last year, and the status of Well 1-06. Questions were asked and answered.

Public Works Superintendent Kelly Riepma gave a brief report on annual water main flushing, fire hydrant testing conducted by the Central Whidbey Fire Department and ongoing Stormwater facilities maintenance. Questions were asked and answered.

Town Planner Tammy Baraconi gave a brief report on an upcoming Comp Plan preparation training and the Town’s acquisition of a GIS program to help with mapping. She also presented a short Powerpoint on the Whidbey General Hospital Expansion Project. Questions were asked and answered.

Clerk Treasurer presented her monthly fiscal report to the Council. Questions were asked and answered.

**COUNCIL REPORTS**

Councilmember Jackie Henderson reported that the 2016 Budget for Island Transit would be presented in November at a public hearing. She also commented that Island Transit is currently looking for a search firm to help them find a new Director.

Councilmember Bob Clay attended a Law & Justice Council meeting last week where they discussed the report on the jail facility, which is available online. He mentioned the Sheriff Brown had already implemented many of the changes recommended in the report, and that the Council has a special committee that will oversee progress in the jail as changes are made.

Councilmember Dianne Binder gave a brief report about the Utility Advisory Committee and the ongoing Rate Study.

Councilmember Molly Hughes attended a Personnel Risk Management workshop in Arlington along with most of the managing staff from the Town. She also gave a brief report about the second non-profit meeting of the year which had a large turnout.

**EXECUTIVE SESSION**

The Mayor stopped the regular Meeting at 8:30pm to enter into Executive Session to review the performance of public employees. The Council returned from Executive Session at 8:50pm and the Regular Meeting Resumed.

**ADJOURNMENT:** 8:50 pm

Respectfully Submitted:

MAYOR:

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

\_\_\_\_\_  
Nancy Conard

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



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**MEMORANDUM from Mayor Nancy Conard** *NC*

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**Date:** December 18, 2015

**To:** Town Council

**Re:** Interlocal Agreement to for Island Transportation Planning Organization

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For years, Skagit-Island Regional Transportation Policy Organization has existed to focus on long range planning for transportation and to approve and allocate federal transportation funds. Island County and Skagit County elected official members of the RTPO met as individual counties and jointly, depending on the topic and issue at hand.

This year, Skagit County elected officials made the decision to withdraw from the joint organization. Frankly, Island County officials were disappointed in this action. Many of us expressed concern that our transportation issues do not end at the county line, and that Island County exists on either side of Skagit County and that we have mutual concerns and interests. However, Skagit exercised their authority and it is done.

As a first step, Island County representative officials of the old SIRTPO desire to continue to focus on county wide and regional transportation issues, and propose to form an organization to do so, through the interlocal agreement process.

The attached document has been developed through the Island County Council of Governments and has been vetted by the potential members as well as their legal counsel. The Town's attorney, Grant Weed, has reviewed and assisted in the preparation of this document.

Essentially, the proposed organization, ITPO, will serve as a forum for mutual cooperation, in an advisory capacity, in furtherance of the transportation goal and policies stated in the Countywide Planning Policies, which have been approved by each of the municipalities. The ITPO will also recommend how federal transportation funds are allocated for projects within Island County.

Doug Cox, Transportation Planner for Island County, and county staff to the former SIRTPO, will attend the council meeting Tuesday to answer any questions you may have.

### **Recommendation**

**Motion to approve the Interlocal Agreement as proposed, to establish the Island Transportation Planning Organization and authorize the Mayor to sign the interlocal agreement on behalf of the Town.**

Return To:

Island County  
P.O. Box 5000  
1 NE 7<sup>th</sup> Street  
Coupeville, WA 98239

AN INTERLOCAL AGREEMENT AMONG ISLAND COUNTY, CITY OF OAK HARBOR, CITY OF LANGLEY, TOWN OF COUPEVILLE, ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA CORPORATION, PORT OF SOUTH WHIDBEY, PORT OF COUPEVILLE, WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, ISLAND COUNTY ECONOMIC DEVELOPMENT ASSOCIATION AND NAVAL AIR STATION WHIDBEY ISLAND, TO FORM THE ISLAND TRANSPORTATION PLANNING ORGANIZATION, AND DEFINE ITS PURPOSE AND STRUCTURE.

**THIS AGREEMENT**, is made and entered into among Island County, a political subdivision of the State of Washington, hereinafter referred to as the "County," the City of Oak Harbor, a municipal corporation of the State of Washington, the City of Langley, a municipal corporation of the State of Washington, the Town of Coupeville, a municipal corporation of the State of Washington, the Island County Public Transportation Benefit Area Corporation, herein referred to as "Island Transit", the Port of South Whidbey, a public port district of the State of Washington, the Port of Coupeville, a public port district of the State of Washington, the Washington State Department of Transportation, an agency of the State of Washington, hereinafter referred to as "WSDOT," Island County Economic Development Council, and Naval Air Station Whidbey Island, a Naval Air Station of the United States Department of Defense, hereinafter referred to as "NAS Whidbey," are collectively referred to as the "Members."

WITNESSETH:

WHEREAS, under chapter 39.34 RCW, counties, cities and other public agencies are authorized to enter into interlocal cooperative agreements to jointly engage in activities each is authorized by law to do on its own; and

WHEREAS, Island County, the City of Oak Harbor, City of Langley, Town of Coupeville, Island Transit, Port of South Whidbey, Port of Coupeville, WSDOT, Island County Economic Development Association, and NAS Whidbey find it appropriate to form a regional transportation planning organization hereby known as the ISLAND TRANSPORTATION PLANNING ORGANIZATION; and

WHEREAS, WSDOT Local Agency Guidelines Manual section 12.3.33 specifies that a "County Lead Agency" is responsible for developing a county-wide approach to select priority transportation

projects in their respective boundaries in areas that are not associated with a Metropolitan Planning Organization (MPO) or Regional Transportation Planning Organization (RTPO); and

WHEREAS, RCW 36.70A.210 establishes a framework for counties and cities to collaborate and establish countywide planning policies to ensure consistency in county and city comprehensive planning regarding regional issues; and

WHEREAS, RCW 36.70A.210(3)(d) provides that a countywide planning policy shall, at a minimum, address policies for countywide transportation facilities and strategies; and

WHEREAS, the Island County Countywide Planning Policies were updated and adopted October 6, 2015; and

WHEREAS, the Countywide Planning Policies' stated transportation goal is that "Island County should be served by an efficient, well connected, multimodal transportation system. Transportation plans, spending decisions, and regulations will be consistent with, and reinforce adopted land use and economic development plans"; and

WHEREAS, Countywide Planning Policy 3.8.1 states that "All transportation planning, including that of Federal or State agencies, and Port Districts, should be jointly and cooperatively developed, adopted and implemented through coordinated and collaborative planning efforts"; and

WHEREAS, Countywide Planning Policy 3.8.2 provides that "the County and Municipalities should each actively participate in multi-county, multi-jurisdictional, regional transportation planning, including planning for Washington State Ferries."

WHEREAS, in addition, chapter 36.64 RCW also provides for the establishment of a conference for the purpose of studying regional transit issues;

**NOW, THEREFORE**, in consideration of the above recitals, the Members hereby agree to the terms and conditions as set forth in the following sections of this Interlocal Agreement ("Agreement"):

Section 1: FORMATION

A voluntary association and joint board, comprised of representatives of County, City of Oak Harbor, City of Langley, Town of Coupeville, Island Transit, Port of South Whidbey, Port of Coupeville, WSDOT, Island County Economic Development Association and NAS Whidbey is hereby created and shall be known as the Island Transportation Planning Organization, referred to hereinafter as the "ITPO." The ITPO is solely an advisory body to provide recommendations to the Members and the formation of the ITPO is not in any way intended to create a separate legal or administrative entity as the ITPO lacks governmental decision-making authority.

## Section 2: **PURPOSE**

Members recognize that certain rural counties in the State of Washington do not meet the minimum population requirements to participate in the RTPO program under RCW 47.80.020, yet the needs of rural counties and the jurisdictions within them to cooperatively develop and implement the transportation system persists; and

As outlined in the WSDOT Local Agency Guidelines Manual chapter 12, County Lead agencies are responsible for developing a countywide approach to select priority transportation projects in their respective boundaries and have the authority to allocate federal transportation funds;

The purpose of the Island County Transportation Planning Organization shall be for the Members to collaborate at a countywide regional level to ensure that the County, as the County Lead Agency for the region, is allocating federal transportation funds in a manner that most effectively addresses the needs of the entire county and all of the jurisdictions within it in order to solve regional transportation problems of mutual interest and concern.

The Island County Transportation Planning Organization is not authorized to supersede the authority vested in the member agencies, but is intended to serve as a forum for mutual cooperation in an advisory capacity in furtherance of the transportation goal and policies stated in the Countywide Planning Policies.

## Section 3: **DUTIES AND FUNCTIONS**

The Transportation Planning Organization will fulfill its purpose by performing the following duties and functions and such other or additional duties and functions as determined necessary and appropriate by the Board as described in Section 4 below. :

1. Recommend to Island County and the other Members how federal transportation funds allocated to Island County by the Washington Department of Transportation should be awarded to projects within Island County. As the lead agency, Island County will ultimately decide on the projects through competitive project selection processes determined by Island County and in accordance with State and Federal requirements.
2. Recommend amendments to the State Transportation Improvement Program for projects within Island County to be adopted by the appropriate local government.
3. Be a forum for mutual learning about transportation plans and projects of interest to the members of the Island County Transportation Planning Organization and, when appropriate, the ITPO may prepare and present advisory recommendations in regards to regional transportation planning to the Island County Council of Governments as well as the individual Member governing bodies.

4. Recommend an annual work program to be adopted by Island County as required by the Washington State Department of Transportation in order to receive state transportation planning funds.
5. Coordinate with jurisdictions outside of Island County to periodically study the connectivity between Whidbey and Camano Islands and surrounding regions and identify concerns regarding such connectivity, and prepare an advisory report on these studies.
6. Prepare and periodically update a transportation strategy for the region that will serve as a recommendation for the county, and the cities within the County, to adopt<sup>1</sup>.
7. Prepare a regional transportation plan as a recommendation to be adopted by the Member organizations<sup>2</sup>.
8. Recommend guidelines and principles as well as an advisory report for the periodic review of the transportation element of Island County and the cities' comprehensive plans to be considered for adoption by each local government within Island County.
9. Provide an advisory recommendation as to whether the Transportation Elements of the comprehensive plans of the cities within Island County are consistent with the Island County Transportation Element of its' comprehensive plan.
10. Compile and maintain a six-year transportation improvement program (TIP) for all federally-funded transportation projects within the borders of Island County, including projects sponsored by Island County, The Town of Coupeville, The Cities of Langley and Oak Harbor, Island Transit, and WSDOT.
11. Review level of service methodologies and develop recommended level of service standards to be adopted by Island County and other Members required under the GMA to establish level of service standards.
12. Prepare a recommended update to the Human Services Transportation Plan<sup>3</sup> every four years, and prepare a recommended prioritized human services transportation project list every two years, with final approval by the Board of Island County Commissioners who will

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<sup>1</sup> Countywide Planning Policies section 3.8 will serve as the transportation strategy for the organization until or unless a more specific strategy is developed by the ITPO and ultimately adopted by the Member organizations.

<sup>2</sup> The Island County Transportation Element will serve as the regional transportation plan for the organization until or unless a separate regional transportation plan is developed by the ITPO and ultimately adopted by the Member organizations and incorporated into the Island County Countywide Planning Policies .

<sup>3</sup> The HSTP may be developed in conjunction with neighboring jurisdictions that are not part of the ITPO.

submit the final to the Washington State agency council on coordinated transportation (ACCT).

#### Section 4: **ORGANIZATIONAL STRUCTURE**

The Transportation Planning Organization shall be governed by a nine member board of voting members, hereby known as the "Policy Board," made up of the three Island County Commissioners, the mayors from Oak Harbor, Coupeville and Langley, one port commissioner from the Port of South Whidbey, one port commissioner from the Port of Coupeville, and the board chair from Island Transit. Additional non-voting members shall include the community planning liaison from Naval Air Station Whidbey Island and the planning & engineering services manager from the Northwest Region / Mt. Baker area office of the Washington State Department of Transportation. Any members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the transportation planning organization are considered ex officio, non-voting policy board members.

The Transportation Planning Organization shall include a Technical Advisory Committee (TAC) comprised of staff members representing the agencies on the policy board, a staff member of the Island County Economic Development Council, and a citizen representative from each County Commissioner District. The primary role of the TAC is to make recommendations to the Policy Board, at the request of the Policy Board, in support of realizing the purpose of the organization and fulfillment of its duties.

The Transportation Planning Organization Policy Board shall select from among its voting members a Chairperson and Vice-Chairperson, who shall be selected according to the Bylaws.

#### Section 5: **DURATION**

The Island County Transportation Planning Organization, as a long range regional transportation planning organization, shall continue in duration until the Members decide to mutually dissolve the ITPO or, at least for a Member organization, the Member organization decides to terminate its membership in the ITPO in accordance with Section 8 of this Agreement.

#### Section 6: **MEETINGS AND VOTING**

The Transportation Planning Organization Policy Board shall meet at such times and places as set forth in the Bylaws. The Chair of the Policy Board, as well as the Vice-Chairperson, shall be elected at the first meeting of each calendar year. The meetings shall be conducted in accordance with chapter 42.30 RCW, the Open Public Meetings Act. A quorum for conducting business shall be a majority of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.

**Section 7: ADMINISTRATIVE STAFF AND SUPPORT**

The Island County Transportation Planner shall provide administrative support and assistance to the Transportation Planning Organization.

**Section 8: TERMINATION OF MEMBERSHIP**

An individual member agency may withdraw from the Island County Transportation Planning Organization by giving sixty (60) days written notice to the Island County Transportation Planning Organization. The member agencies that withdraw will not absolve themselves from the responsibility for meeting any obligations or agreements which exist between the Island County Transportation Planning Organization and its member organizations at the time of withdrawal.

**Section 9: EFFECTIVE DATE**

This Agreement shall become effective upon the signature of each of the members' governing bodies or executive with signing authority and the filing of this agreement with the Island County Auditor on the same date as the last signatory to sign this document. This Agreement may be signed in counterparts, each which shall be considered the same as an original. Prior to its entry into force, this Agreement shall be filed with the Island County Auditor.

**Section 10: NO FINANCIAL OBLIGATION FOR MEMBERS**

No dues or other finances will be imposed upon members of the Transportation Planning Organization.

**Section 11: PROPERTY UPON TERMINATION**

No property will be purchased by or shared between members in a formal capacity as a function of their involvement in the Transportation Planning Organization.

**Section 12: SEVERABILITY**

If any provision of this Agreement, or its application to any person or circumstance is held invalid, the remainder of the Agreement, or the application of the provision to other persons or circumstances is not affected.

***Voting Members***

Board of Island County Commissioners  
Island County, Washington

City of Oak Harbor

\_\_\_\_\_  
Helen Price Johnson, Chair      Date

\_\_\_\_\_  
Scott Dudley, Mayor      Date

City of Langley

Town of Coupeville

\_\_\_\_\_  
Fred McCarthy, Mayor      Date

\_\_\_\_\_  
Nancy Conard, Mayor      Date

Port of South Whidbey

Port of Coupeville

\_\_\_\_\_  
Curt Gordon, Commissioner      Date

\_\_\_\_\_  
Marshall Bronson, Commissioner      Date

Island County Public Transportation Benefit Area Corporation dba Island Transit

\_\_\_\_\_  
Rick Almberg, Chair      Date

***Non-Voting Members***

Washington State Dept. of Transportation, NW Region / Mt. Baker Area

\_\_\_\_\_  
Todd Carlson, Planning & Engineering Service Manager

\_\_\_\_\_  
Date

Naval Air Station Whidbey Island

\_\_\_\_\_  
Jennifer Meyer, Community Planning Liaison

\_\_\_\_\_  
Date

Island County Economic Development Council

\_\_\_\_\_  
Ron Nelson, Executive Director

\_\_\_\_\_  
Date



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**MEMORANDUM from Mayor Nancy Conard** *NC*

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**Date:** December 18, 2015  
**To:** Town Council ✓  
**Re:** Request for funding for Beach Watchers/Sound Water Stewards

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Barbara Bennett, Program Coordinator for WSU Beach Watchers, shared information at the Town Council meeting October 27 about the renovations being done at the Coupeville wharf. The marine display, originally installed by Beach Watchers, is being updated significantly.

The cost of Phase I and Phase II of the project totals \$30,322. \$23,490 has been raised as of the attached budget report. Beach Watchers is requesting support from the Town towards completing funding for the project.

The Town contributed to the original display, and to an enhancement that was done several years ago. My recollection is that we used 2% funds, and this certainly meets the criteria as tourism related.

The Council discussed, at the workshop meeting earlier this month, the possibility of contributing \$4,500 from the 2% funds. There is a line item of \$20,000 to cover undesignated projects that may come up or for some future project. This year, only about \$5,000 has been spent.

The marine display is very popular with visitors to our community, is an excellent activity to be located at the wharf, and the efforts of the Beach Watchers to raise funds to support the project are to be commended. I recommend approval.

**Recommendation:**

**Motion to authorize \$4,500 contribution to the Beach Watchers/Sound Water Stewards in support of the marine display at the Coupeville Wharf. The contribution is to be awarded from 2% Hotel/Motel funds.**

For Immediate Release

## BEACH WATCHERS PUTTING FLESH ON THE BONES OF WHARF SKELETONS

COUPEVILLE, WA  
DECEMBER 1, 2015

Each marine mammal skeleton that hangs from the ceiling of the Coupeville wharf is now matched with a huge image of the animal "in the flesh". Images by artist Uko Gorter were hung in the wharf breezeway on Tuesday, December 1. These new images, plus a new poster at the wharf kiosk, complete Phase I of an update of the marine display.

Phase II of the display update will add a lively wall display of art and text that asks selected creatures that live in Penn Cove: What's so special about Penn Cove? And asks each visitor (and provides some answers): What can you do to keep Penn Cove special?

Island County Beach Watchers are coordinating the update and are funding the project using awards and donations honoring Beach Watchers and grants given specifically for this project. The project spans the end of Island County Beach Watchers on 12/31/15 and the start on 1/1/16 of a new non-profit organization: Sound Water Stewards of Island County.

Costs for all of Phase I and part of Phase II have tapped awards honoring Jan Holmes as a Cox Conserves Hero – whose passion for eelgrass is reflected in the new display, donations honoring Penny Bowen, Sue Howard and Jackie Johnson, and grants from the Lighthouse Environmental Programs (LEP) and the Coupeville Fine Arts Festival Association.

Fund-raising for Phase II continues. Donations may be sent to:

**LEP/ Sound Water Stewards of Island County**

(The new non-profit organization assuming the work of Island County Beach Watchers)

**P.O. Box 1620, Freeland, WA 98249.**

Each skeleton at the Coupeville wharf is from a deceased marine mammal found on the shores of Island County and prepared for display by teams of professionals and local volunteers. The skeletons are licensed by the National Oceanic and Atmospheric Administration to Orca Network /Central Puget Sound Marine Mammal Stranding Network whose members including many Beach Watchers collected and prepared these specimens.

Island County Beach Watchers (becoming Sound Water Stewards of Island County 1/1/16)

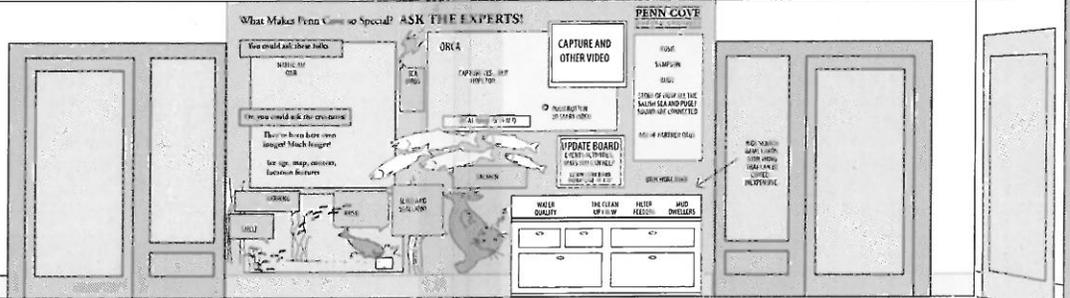
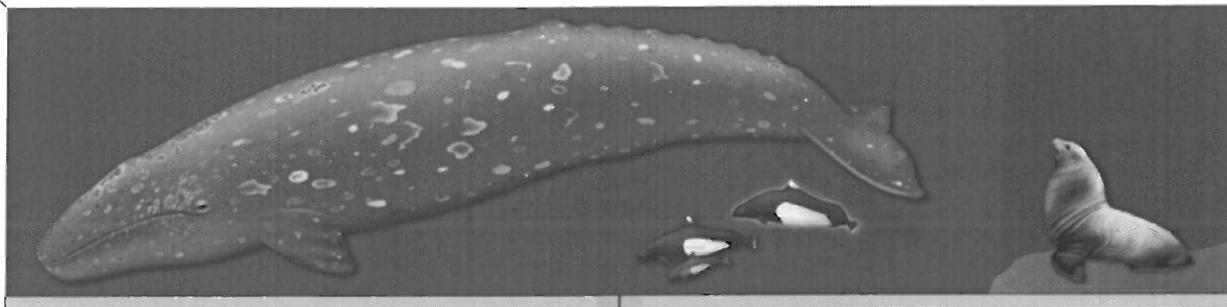
Barbara Bennett, Program Coordinator

Email: [barbara.bennett@wsu.edu](mailto:barbara.bennett@wsu.edu)

Phone: 360.679.7391

Address: P.O. Box 1620, Freeland, WA 98249

Webpage: <http://soundwaterstewards.org>



**Native Americans:**  
For thousands of years Native Am's gathered along this cove to celebrate and enjoy it's bounty.  
(R) Are there more people living around Penn Cove now than ever before?

**Settlers:**  
(R) Can you name the second oldest town in Washington?  
There is a good reason this was among the first places on the west coast to be settled.

**Harbour Seal:**  
All this shoreline spread out before me like a buffet. Mussels, clams, sea urchin, salmon, crabs...

**Salmon:**  
As youngsters we grew up along these beaches and sheltering in all the eelgrass. Some of us stay around some travel far and wide, but we all come back here eventually to head up the mighty Skagit River system. (R) How many salmon sp. spawn in the Skagit?

**Smelt & Herring:**  
These parts are just about perfect for us! Right off the Eelgrass highway, lots of perfect gravelly beach for making little smelts and eelgrass for hatching little herrings.

**Rosie:**  
Whereeee... I'll need a deep breath to say what makes this place so great! Lolita is right, humans' improving attitudes toward us water dwellers is refreshing—but what's really refreshing is pulling into Saratoga and feasting on sand snacks. Ghost shrimp, and worms, even a few clams and such. All while giving the old sides and limbs a good scouring.  
Abhhh, now that's worth a little detour for.

**Sampson and Rudy:**  
We may not live right in Penn Cove or even come visit all that often. But the place is still very important to us. Let's just say what happens in Penn Cove doesn't stay in Penn Cove. Tides and currents and the inflow of so much river-water means that we all share almost everything in the Salish Sea.

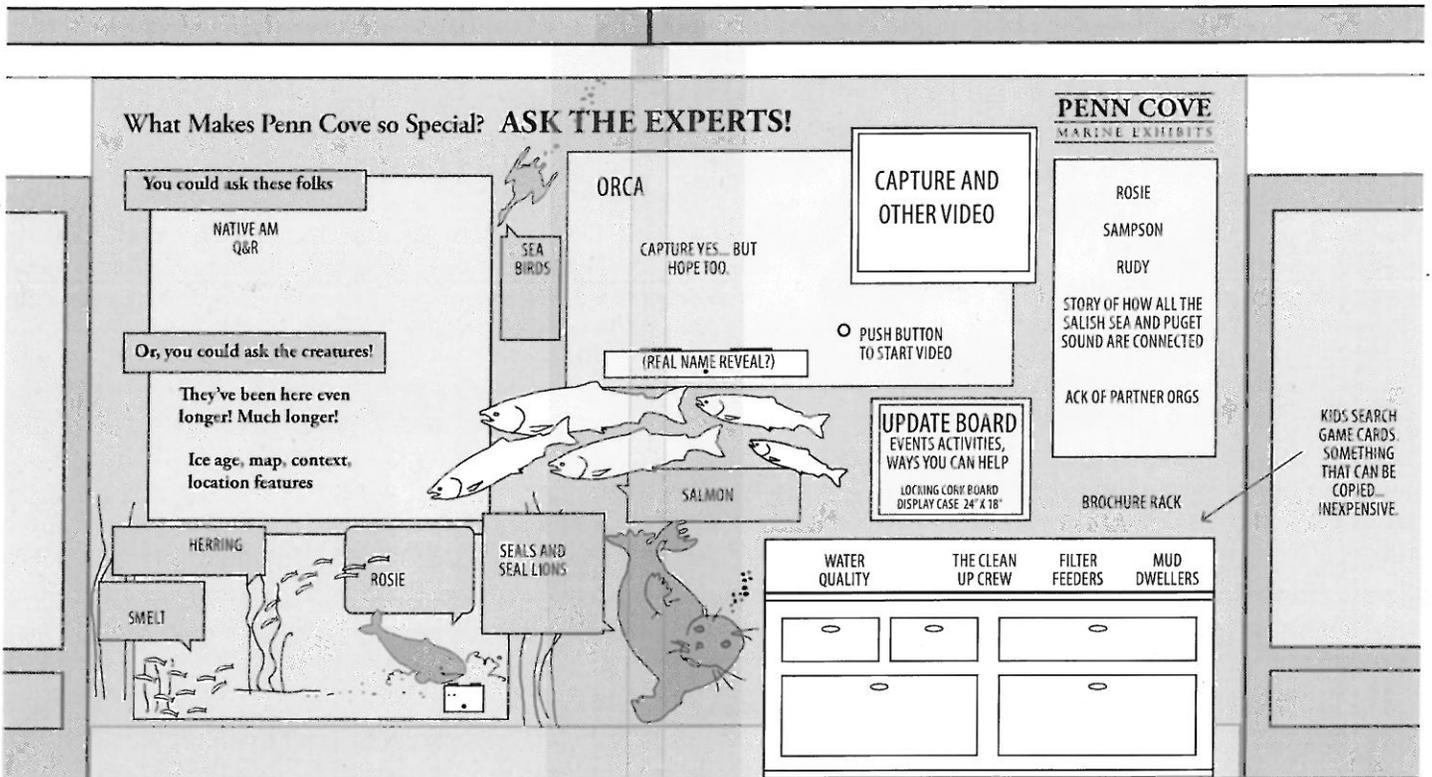
**Lolita:**  
If you can't afford the call to Florida where I'm being kept, you might ask my mother or my aunts or sisters, they all still live right around here. It's true we were chased into this cove and I lost my freedom here. Tom from my mother and my family. Push the button and see the video for yourself! Very sad times. Hard to see much cheer about all this. But I'm still hopeful.  
Captures such as mine and the hard work of groups all over like the IC Beach Watchers, Stranding Network and Orca Network have begun to change peoples attitudes and behavior toward whales and marine mammals in general. There is hope. Especially with your help. Who knows I may yet get back home. Check out the update board below for recent news on my release!  
(R) do you know Lolita's real name?

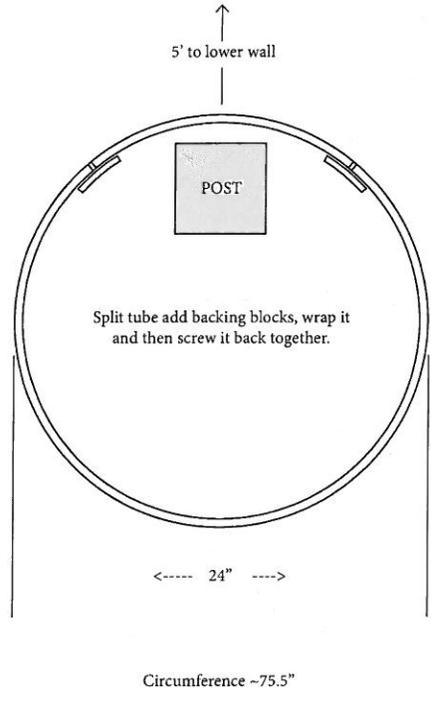
**Also maybe:**  
Birds. Miles and miles of shoreline to hunt and scavenge along, good nesting for those who seek it and

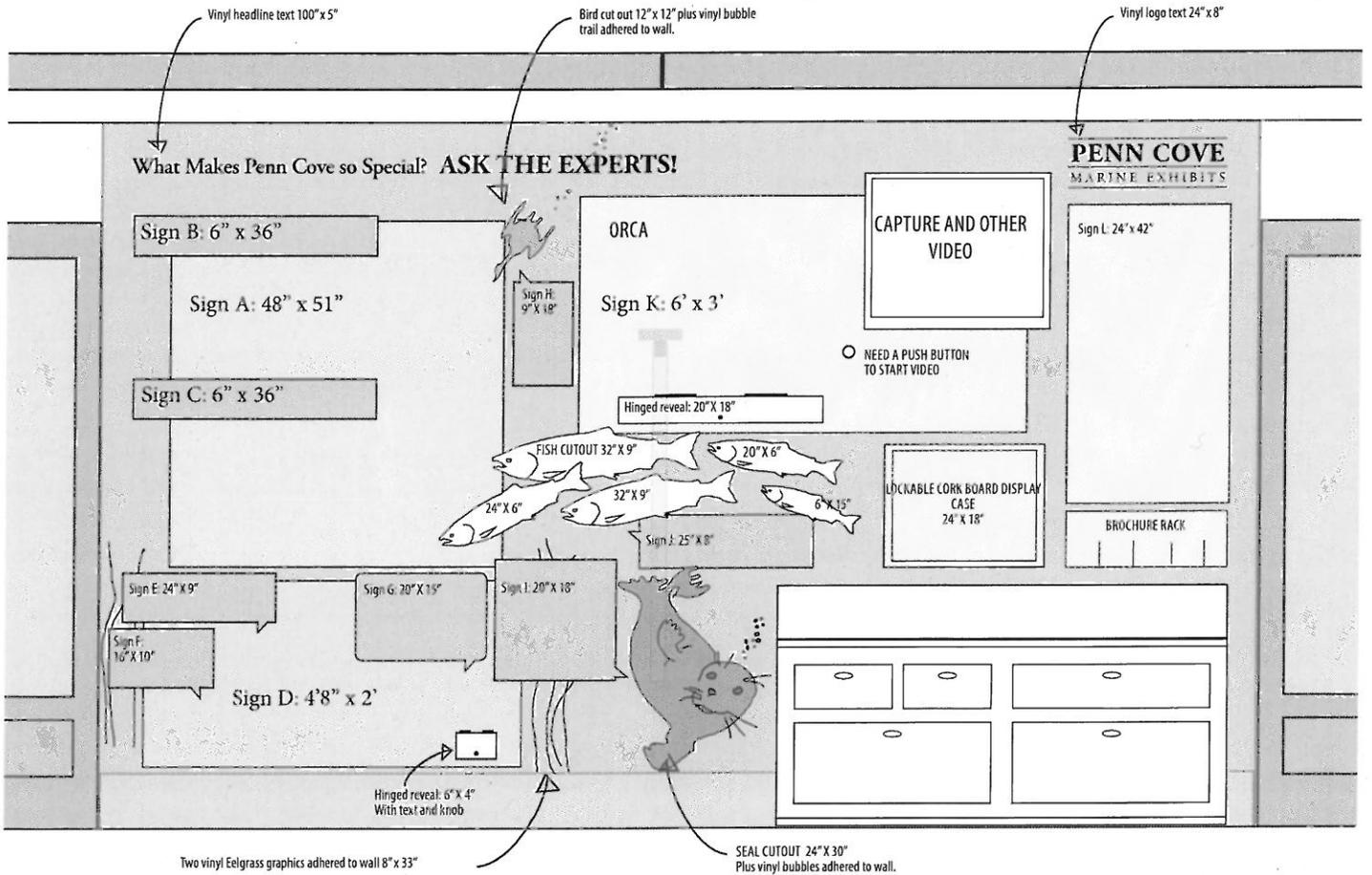
**Crabs & Shrimps:**  
We're here to eat the leftovers—and at a party this rich, let us tell you, there are plenty of leftovers!

**Inverts:** the soup of mixing fresh and salt water and river mud and nutrients suits us perfectly. But go easy on the lower treatments will you that stuff tastes terrible!

**Plankton:**  
We're just hanging out here. But then when you really look we're hanging out almost everywhere.





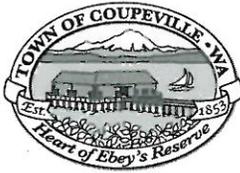


Coupeville Wharf Marine Display Update Budget sponsored by Sound Water Stewards of Island County														
Account	WSU Exc.	WSU Exc.	WSU Exc.	Overall Totals										
Donation/ Grant Designation	JH Awd Arts	Cville Coord Option	JH Awd Arts	Overall Totals										
Original Balance	2500	1008	242	3750	619	5000	1150	2000	2000	4726	645	500	2500	23490
Allocation														
<b>PHASE I - Completed 12/1/15</b>														
Services: Art, Graphics, Text														
	500			500										500
	500	242		742	113					645				1500
	1500			1500						2226	274			2500
Site Prep, installation														1500
					619									619
		1008		1008										1008
<b>Phase I Total Expenses</b>	<b>2500</b>	<b>1008</b>	<b>242</b>	<b>3750</b>	<b>619</b>	<b>5000</b>	<b>1150</b>	<b>2000</b>	<b>2000</b>	<b>4726</b>	<b>645</b>	<b>500</b>	<b>2500</b>	<b>10127</b>
Account Balances after Phase I	0	0	0	0	0	4887	1150	2000	2000	0	0	226	2500	13363
<b>PHASE II - Goal completion date 3/3/16</b>														
Services: Art, Graphics, Text														
Deficit														
	7000			2460										4540
	1500			0		592								1500
	2000			0		350	1150							2000
Site Prep, Fabrication, Installation														
Tube wrap (art)						800								800
Wall elements (art, text)						1145								3145
Build cabinet and tube							1778							1278
Rack and bulletin Board							222							100
Cabinet and wall prep														0
Electrician														0
Incidental allowance														0
Light hardware														0
Celebration														0
<b>Phase II Expenses</b>														<b>0</b>
<b>Phase II Deficit</b>														<b>0</b>
<b>Total Project Summary</b>														
Total spent on each account	2500	1008	242	3750	619	5000	1150	2000	2000	4726	645	500	2500	19121
Total balance in each account	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expense Total														30322
Revenue Total														23490
Deficit cross check														6832

Contacts for Questions:  
 Barbara Bennett, Project Lead  
 John Welch, SWS Treasurer

360.679.7391  
 360.321.2778

barbara.bennett@wsu.edu  
 jwelch504@gmail.com



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**MEMORANDUM from Mayor Nancy Conard** *NC*

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**Date: December 18, 2015**

**To: Town Council**

**Re: Appointment to Ebey's Landing National Historical Reserve Trust Board**

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The Town of Coupeville has three representatives on the Trust Board. Jan Pickard and Mark Sheehan are current appointments. Molly Hughes recently resigned from the board in preparation for assuming the role of Mayor of Coupeville.

Molly was the second town councilmember to serve as one of the three appointees. Having council representation on the Trust Board has been beneficial in both directions...they have had first hand information to share with the Trust Board members and also a direct conduit to the Town Council. I believe it is beneficial to continue the practice of having Town Council representation on the Board.

Council member-elect Lisa Bernhardt has expressed interest in serving on the Trust Board. In addition to representing the Town Council, she would have the opportunity to continue to develop a partnership between the Pacific Northwest Arts Center and the Reserve. Her experience with the Coupeville Chamber of Commerce is also an asset.

I heartily recommend her for this position, to complete the unexpired term of Molly Hughes.

Recommendation:

**Motion to confirm the appointment of Lisa Bernhardt to the Trust Board for Ebey's Landing National Historical Reserve, to fill Position 2, for the term ending 10/1/2016.**



## STAFF REPORT

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**DATE:** December 22, 2015  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Resolution 15-13

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Resolution 15-13 removes Mayor Nancy Conard and Fiscal Clerk Laurel Wilsey from the list of signators for the Whidbey Island, a Division of Heritage Bank account and adds Mayor-elect Molly Hughes and Utility Clerk Shelly Maier as signators. Mayor Nancy Conard's term will end on December 31, 2015, and Fiscal Clerk Laurel Wilsey is retiring on December 31, 2015. All Warrants issued by the Town of Coupeville require two signatures. Each check requires one signature. I recommend having at least three authorized signators so that Warrants can be processed even if one of the three listed signators is on vacation or otherwise unavailable.

Please feel free to contact me if you have any questions about this report or anything on the agenda, at 678-4461, ext 7.



## RESOLUTION NO. 15-13

**A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, authorizing the bank account signatures.**

**WHEREAS** the Town of Coupeville has a banking account with Whidbey Island Bank, Coupeville branch, and

**WHEREAS**, state auditing practices and town fiscal operations require that all banking accounts have Council-authorized signators,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Coupeville, Washington that:

The Town Council hereby authorizes the following banking account signators effective January 1, 2016.

Account Name	Account Number	Signators
Town of Coupeville	957004104	Molly Hughes Shelly Maier Kelly Beech

**PASSED** by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 22<sup>nd</sup> day of December 22, 2015.

TOWN OF COUPEVILLE

\_\_\_\_\_  
Nancy Conard, Mayor

ATTEST:

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



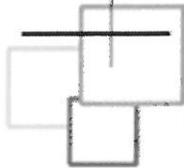
## November 2015 Payroll

Name	Amount
<b>Draw-November 2015</b>	
LaRue, William	\$1,889.33
Lynn, Jesse	\$1,300.00
McMann, James M	\$1,000.00
Riepma, Kelly R.	\$1,600.00
Wadlington, Jimmy R.	\$1,400.00
<b>November 2015-Regular</b>	
Abney, Bonnie M.	\$482.87
Baraconi, Tammy S	\$4,678.23
Beech, Kelly	\$3,592.38
Cane, Gregory R.	\$308.29
Conard, Nancy I.	\$3,238.81
LaRue, William	\$3,057.00
Lynn, Jesse	\$2,350.49
Maier, Shelly R	\$1,579.86
McMann, James M	\$1,942.75
Riepma, Kelly R.	\$2,696.89
Vinsant, Paul	\$3,860.32
Wadlington, Jimmy R.	\$2,129.75
White, Ellen Morley	\$209.21
Wilsey, Laurel	\$1,267.53
	<b>\$38,583.71</b>

## November 2015 Payroll - Vendor

Number	Amount
Total 31217	\$ 664.35
Total 31218	\$ 88.38
Total 31219	\$ 11,772.10
Total 31220	\$ 1,980.95
Total 31221	\$ 720.00
Total 31222	\$ 8,805.27
Total 31223	\$ 411.62
Total EFTPS November 2015	\$ 16,132.70
	<b>\$ 40,575.37</b>
	<b>\$ 79,159.08</b>

# Voucher Directory



Vendor	Number	Reference	Account Number	Description	Amount
Abney, Bonnie	31224	12215		2015 - December - December Manual	
			Supplies		\$346.00
			001-000-000-525-60-31-00	Office/oper Supplies-Emer Svcs	\$346.00
Total Abney, Bonnie	Total 31224	Total 12215			\$346.00
Ace Hardware	31225	264006		2015 - December - December Manual	
			Supplies		\$74.50
			001-000-000-576-80-31-00	Office & Operating Parks	\$45.66
			401-000-000-534-80-31-00	Office & Operating - Water	\$120.16
Total Ace Hardware	Total 31225	Total 264006			\$326.22
AT&T Mobility	31226	264183		Supplies & Christmas Lights	\$326.22
			001-000-000-576-80-31-00	Office & Operating Parks	\$72.50
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$845.10
			104-000-000-557-30-31-00	Office & Operating	\$724.94
Total AT&T Mobility	Total 31226	Total 264183			\$845.10
			287244041563X12052015	2015 - December - December Manual	
			Cellphone		\$23.15
			401-000-000-534-80-42-00	Communication - Water	\$23.14
			401-000-000-535-80-42-00	Communications - Sewer	\$46.29
Total AT&T Mobility	Total 31226	Total 287244041563X12052015			\$46.29

Vendor	Number	Reference	Account Number	Description	Amount
Avocet Environmental Test	31227				
		1503981-IN		2015 - December - December Manual	
			Testing		
			401-000-000-534-80-41-00	Professional Services - Water	\$126.00
					\$126.00
					\$126.00
					\$126.00
Total Avocet Environmental Test	31228				
Baraconi, Tammy	31228				
		120915		2015 - December - December Manual	
			Recorded Easement		
			001-000-000-558-00-31-00	Office & Operating Plan	\$3.00
					\$3.00
					\$3.00
					\$3.00
Total Baraconi, Tammy	31229				
Big Rock Designs	31229				
		10786		2015 - December - December Manual	
			Tourism Promotion		
			104-000-000-557-30-31-00	Office & Operating	\$1,386.00
					\$1,386.00
Total Big Rock Designs	31230				
C. Johnson Constr., Inc.	31230				
		10823			
			Newsletter & HUB Senior Svcs Flyer		
			001-000-000-569-49-00-00	HUB Senior Services Support - Misc.	\$199.87
			401-000-000-534-80-41-00	Professional Services - Water	\$23.44
			401-000-000-534-80-41-00	Professional Services - Water	\$23.44
					\$246.75
					\$1,632.75
					\$1,632.75
Total C. Johnson Constr., Inc.	31230				
		Payment No. 4		2015 - December - December Manual	
			Madrona Project Phase I		
			303-000-721-594-34-65-00	2015 Madrona Way Project - Construction Account	\$18,077.78
			304-000-720-594-35-65-00	2015 Madrona Way Project - Construction Account	\$93,623.89
					\$111,701.67
					\$111,701.67
					\$111,701.67

Vendor Number Reference Account Number Description Amount

Coastwide Laboratories  
31231

2015 - December - December Manual

GW2826373  
Supplies  
001-000-000-575-50-31-00 Office & Operating Com Ctr  
Total GW2826373 \$76.71  
NW2826373 \$76.71

Supplies  
001-000-000-575-50-31-00 Office & Operating Com Ctr  
Total NW2826373 \$32.93  
\$32.93  
\$109.64  
\$109.64

Total 31231  
Total Coastwide Laboratories  
COMCAST

31232

2015 - December - December Manual

8498 30 022 0155812-Dec 15  
Town Hall Internet & Phones  
001-000-000-518-00-42-00 Communication - CS  
Total 8498 30 022 0155812-Dec 15 \$254.89  
8498 30 022 0156562-Dec 15 \$254.89

Town Shop Internet & Phones  
001-000-000-518-10-42-00 Communication - Shop  
Total 8498 30 022 0156562-Dec 15 \$137.26  
8498 30 022 0156752-Dec 15 \$137.26

Total 31232  
Total COMCAST  
Custom Engraving  
31233

2015 - December - December Manual

WWTP Internet & Phones  
401-000-000-534-80-42-00 Communication - Water  
401-000-000-535-80-42-00 Communications - Sewer  
Total 8498 30 022 0156752-Dec 15 \$122.02  
\$122.01  
\$244.03  
\$636.18  
\$636.18

Total 31233  
Total Custom Engraving

15-1159  
Supplies  
001-000-000-525-60-31-00 Office/oper Supplies-Emer Svcs  
Total 15-1159 \$350.01  
\$350.01  
\$350.01  
\$350.01

Vendor	Number	Reference	Account Number	Description	Amount
Frontier	31234		360-678-1389-022608-5-Dec 15	2015 - December - December Manual	
			Front Street Lift Station		
			401-000-000-535-80-42-00	Communications - Sewer	\$60.58
			Total 360-678-1389-022608-5-Dec 15		\$60.58
Total Frontier	Total 31234				\$60.58
Geotest	31235		32967	2015 - December - December Manual	
			Madrona Way Project Phase I		
			304-000-720-594-35-65-00	2015 Madrona Way Project - Construction Account	\$288.25
			Total 32967		\$288.25
Total Geotest	Total 31235				\$288.25
Heritage Bank	31236		100598310-Dec 15	2015 - December - December Manual	
			Madrona Interim Loan Interest		
			304-000-720-594-35-65-00	2015 Madrona Way Project - Construction Account	\$502.02
			Total 100598310-Dec 15		\$502.02
Total Heritage Bank	Total 31236				\$502.02
Island County Solid Waste	31237		3469 9128	2015 - December - December Manual	
			Biosolids & Solid Waste Disposal		
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$3,024.50
				Biosolids Disposal	
			401-000-000-535-80-47-03	Solid Waste Disposal - Sewer	\$57.00
				Solid Waste Disposal	
			Total 3469 9128		\$3,081.50
Total Island County Solid Waste	Total 31237				\$3,081.50
KCDA Purchasing Cooperative	31238		3978391	2015 - December - December Manual	
			Copy Paper		
			001-000-000-518-00-31-00	Office & Operating CS	\$81.06
			Total 3978391		\$81.06
Total KCDA Purchasing Cooperative	Total 31238				\$81.06

Vendor	Number	Reference	Account Number	Description	Amount
Maier, Shelly R.	31239			2015 - December - December Manual	
		111515			
			Food-Emergency Call-out	Office & Operating - Sewer	\$40.95
			401-000-000-535-80-31-00		\$40.95
		Total 111515			\$40.95
Total Maier, Shelly R.	Total 31239				
Oak Harbor Auto Center Parts Plus	31240			2015 - December - December Manual	
		001-257942			
			Supplies	Office & Operating - Snow & Ice	\$56.56
			101-000-000-542-66-31-00		\$56.56
		Total 001-257942			
		001-257994			
			Supplies	Office & Operating Parks	\$3.97
			001-000-000-576-80-31-00	Office & Operating - Roadway	\$3.97
			101-000-000-542-30-31-00	Office & Operating - Roadside	\$5.30
			101-000-000-542-71-31-00		\$13.24
		Total 001-257994			\$69.80
Total Oak Harbor Auto Center Parts Plus	Total 31240				\$69.80
Office Depot	31241			2015 - December - December Manual	
		807113475001			
			Supplies	Office & Operating CS	\$104.89
			001-000-000-518-00-31-00		\$104.89
		Total 807113475001			\$104.89
Total Office Depot	Total 31241				\$104.89
Puget Sound Energy	31242			2015 - December - December Manual	
		200011387319-Dec 15			
			Street Lighting	Utilities - Street Lighting	\$1,756.44
			101-000-000-542-63-47-00		\$1,756.44
		Total 200011387319-Dec 15			\$1,756.44
Total Puget Sound Energy	Total 31242				\$1,756.44
Silvia Septic Service LLC	31243			2015 - December - December Manual	
		2167			
			Pumpout S. Main back-up	Professional Services - Sewer	\$2,688.16
			401-000-000-535-80-41-00		\$2,688.16
		Total 2167			\$2,688.16

Vendor	Number	Reference	Account Number	Description	Amount
		2168			
		Total 2168			
			Pumpout S. Main Backup 401-000-000-535-80-41-00	Professional Services - Sewer	\$769.60
					\$769.60
					\$3,457.76
					\$3,457.76
Total Silvia Septic Service LLC					
Sound Publishing Inc					
31244					
		763188			
				2015 - December - December Manual	
			Non Profit Guide & Fair 104-000-000-557-30-31-00	Office & Operating	\$1,959.39
		Total 763188			\$1,959.39
		WEX666802			
			Public Hearing Notice 724 & 725 001-000-000-511-00-44-00	Advertising Council	\$185.52
		Total WEX666802			\$185.52
					\$2,144.91
					\$2,144.91
Total 31244					
Total Sound Publishing Inc					
VISA					
31245					
				2015 - December - December Manual	
			MRSC Rosters		
			MRSC Smallworks Membership 001-000-000-518-00-49-00	Miscellaneous - CS	\$120.00
		Total MRSC Rosters			\$120.00
		Office Depot-Nov 2015			
			Supplies 001-000-000-518-00-31-00	Office & Operating CS	\$63.66
		Total Office Depot-Nov 2015			\$63.66
		Office Depot/Office Max			
			Supplies 001-000-000-518-00-31-00	Office & Operating CS	\$55.40
		Total Office Depot/Office Max			\$55.40
		USPS-Oct 2015			
			Postage 001-000-000-518-00-42-00	Communication - CS	\$12.00
		Total USPS-Oct 2015			\$12.00
		Wal-Mart-2319			
			Holiday Lights 104-000-000-557-30-31-00	Office & Operating	\$31.61
		Total Wal-Mart-2319			\$31.61

Vendor	Number	Reference	Account Number	Description	Amount
		Walmart-2319			
			Holiday Lights		
			104-000-000-557-30-31-00	Office & Operating	\$508.87
		Total Walmart-2319			\$508.87
					\$791.54
					\$791.54
Total VISA	31245				
WA ST Dept Of Ecology	31246				
			2015 - December - December Manual		
		6971 - Dec 15			
			Certification		
			401-000-000-535-80-49-00	Miscellaneous - Sewer	\$30.00
		Total 6971 - Dec 15			\$30.00
		7806 - Dec 15			
			Certification		
			401-000-000-535-80-49-00	Miscellaneous - Sewer	\$30.00
		Total 7806 - Dec 15			\$30.00
		8460 - Dec 15			
			Certification		
			401-000-000-535-80-49-00	Miscellaneous - Sewer	\$30.00
		Total 8460 - Dec 15			\$30.00
					\$90.00
					\$90.00
Total WA ST Dept Of Ecology					
WA ST Dept Of Revenue					
		EFT Payment 12/4/2015 2:00:03 PM - 1			
		October 2015 Excise Tax			
			001-000-000-518-00-31-00	Office & Operating	\$3.87
			401-000-000-534-80-53-00	Excise Taxes - Water	\$67.50
			401-000-000-534-80-53-00	Excise Taxes - Water	(\$67.50)
			401-000-000-534-80-53-00	Excise Taxes - Water	\$248.76
			401-000-000-534-80-53-00	Excise Taxes - Water	\$4,919.83
			401-000-000-535-80-53-00	Excise Taxes - Sewer	\$745.06
			401-000-000-535-80-53-00	Excise Taxes - Sewer	\$248.76
			401-000-000-535-80-53-00	Excise Taxes - Sewer	(\$745.06)
			401-000-000-535-80-53-00	Excise Taxes - Sewer	\$604.20
		Total October 2015 Excise Tax			\$6,025.42
		Total EFT Payment 12/4/2015 2:00:03 PM - 1			\$6,025.42
Total WA ST Dept Of Revenue					\$6,025.42

Vendor Number	Reference	Account Number	Description	Amount
Whidbey Telecom	31247		2015 - December - December Manual	
	3927946			
		Web Hosting		
		001-000-000-518-00-41-00	Professional Services CS	\$41.45
		Total 3927946		\$41.45
Total Whidbey Telecom	Total 31247			\$41.45
WSDA	31248		2015 - December - December Manual	
	72313-Dec 15			
		Certification		
		001-000-000-518-10-49-00	Miscellaneous - Shop	\$33.00
		Total 72313-Dec 15		\$33.00
		Vendor Count	26	\$33.00
Total WSDA	Total 31248			\$134,366.21
Grand Total				



## STAFF REPORT

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**DATE:** December 22, 2015  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Monthly Treasurer's Report  
**ATTACHMENTS:** November 30, 2015 - Reported Fund Balance & Actual Cash Balance Report; GF Revenues & Expenditures By Category Report; Monthly Revenue & Expenditure Report.

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- **Monthly Financial Reports:**
  - **Reported Fund Balance & Actual Cash Balance** - There is nothing unusual to note about this report.
  - **GF Revenues & Expenditures By Category Report** - I would like to point out that this report reflects that we have received nearly twice what we budgeted in Real Estate Excise Tax (Fund 105), which is consistent with our actual revenue for 2014. Another area where we have received more than we budgeted is in Park Impact Fees (Fund 109). We had four projects this year that were assessed Park Impact Fees. We are within our budget for expenditures.
  - **Monthly Revenue & Expenditure Report** - This reports reflects an increase in revenue in "Charges" of nearly \$78,000. This increase is mostly due to the Plan Check fees for the Whidbey General Hospital expansion project.

Please feel free to contact me if you have any questions about this report or anything on the agenda, at 678-4461, ext 7.

November 30, 2015



**Reported Fund Balance (Vision Schedule of Cash Activity)**

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 670,149.28	\$235,874.33	\$75,588.70	\$ 830,434.91
101 Street/Arterial	\$ 268,706.77	\$20,380.34	\$204,991.97	\$ 84,095.14
104 Hotel/Motel Tax Fund	\$ 50,033.03	\$7,873.53	\$777.59	\$ 57,128.97
105 Capital Improvement	\$ 542,559.46	\$11,457.18	\$0.00	\$ 554,016.64
106 Drug Enforcement	\$ 1,699.31	\$0.20	\$0.00	\$ 1,699.51
107 Harbor Imp.	\$ 25,077.87	\$2.90	\$0.00	\$ 25,080.77
109 Park Impact	\$ 63,681.26	\$7.37	\$0.00	\$ 63,688.63
202 1979 W/S Bond	\$ 13,303.95	\$1.54	\$2,912.50	\$ 10,392.99
203 1975 W/S Bond	\$ 795.83	\$0.09	\$0.00	\$ 795.92
212 WWTP Loan	\$ 94,979.93	\$10.99	\$0.00	\$ 94,990.92
303 Capital Imp. Water	\$ 824,134.85	\$95.35	\$15,537.21	\$ 808,692.99
304 Capital Imp. Sewer	\$ 365,147.74	\$42.04	\$6,696.91	\$ 358,492.87
401 Utility	\$ 532,058.66	\$43,471.29	\$71,289.90	\$ 504,240.05
621 Commemorative	\$ 6,710.65	\$0.78	\$0.00	\$ 6,711.43
631 Cafeteria Plan	\$ 1,984.75	\$411.85	\$79.08	\$ 2,317.52
<b>ASP Reported Fund Balance</b>	<b>\$ 3,461,023.34</b>	<b>\$ 319,629.78</b>	<b>\$ 377,873.86</b>	<b>\$ 3,402,779.26</b>
802 Claims Warrants	\$ 347,599.27	\$281,637.04	\$385,268.87	\$ 243,967.44
803 Payroll Warrants	\$ 25,027.25	\$40,575.37	\$21,181.83	\$ 44,420.79
<b>ASP Reported Cash Balance</b>	<b>\$ 3,833,649.86</b>	<b>\$ 641,842.19</b>	<b>\$ 784,324.56</b>	<b>\$ 3,691,167.49</b>



**Actual Cash Balance (Bank Statements)**

	Deposits	Withdrawals	November 30, 2015
<i>Investments (LGIP)</i>	\$ 2,902,119.08	\$ 53,256.24	\$ 2,955,375.32
<i>Whidbey Island Bank (WIB)</i>	\$ 931,330.78	\$ 445,100.41	\$ 735,592.17
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		<b>WIB+Petty Cash</b>	<b>\$ 735,792.17</b>
<b>Total Cash Balance (WIB+LGIP+Petty Cash)</b>			<b>\$ 3,691,167.49</b>
		Outstanding Claim Warrants (802)	\$ 243,967.44
		Outstanding Payroll Warrants (803)	\$ 44,420.79
		<b>Ending Fund Balance</b>	<b>\$ 3,402,779.26</b>



### Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 230,536.40	\$ 1,560,773.45	\$ 1,485,532.00	\$ (75,241.45)	105%
101	Street	\$ 20,380.34	\$ 484,470.59	\$ 972,065.00	\$ 487,594.41	50%
104	Hotel/Motel Tax Fund	\$ 7,873.53	\$ 46,031.42	\$ 40,100.00	\$ (5,931.42)	115%
105	Capital Improvement	\$ 11,457.18	\$ 81,420.54	\$ 37,000.00	\$ (44,420.54)	220%
106	Drug Enforcement	\$ 0.20	\$ 2.12	\$ 5.00	\$ 2.88	42%
107	Harbor Improvements	\$ 2.90	\$ 1,545.16	\$ 1,630.00	\$ 84.84	95%
109	Park Impact Fee	\$ 7.37	\$ 2,692.84	\$ 100.00	\$ (2,592.84)	2693%
202	79 Wtr & Swr Rev	\$ 1.54	\$ 5,017.44	\$ 5,020.00	\$ 2.56	100%
203	75 Wtr & Swr Rev	\$ 0.09	\$ 1.00	\$ -	\$ (1.00)	0%
212	02 WWTP	\$ 10.99	\$ 92,994.70	\$ 93,124.00	\$ 129.30	100%
303	Capital for Water	\$ 95.35	\$ 459,286.02	\$ 700,623.00	\$ 241,336.98	66%
304	Capital for Sewer	\$ 42.04	\$ 287,996.27	\$ 1,399,900.00	\$ 1,111,903.73	21%
401	Utility	\$ 43,471.29	\$ 891,452.80	\$ 972,250.00	\$ 80,797.20	92%
621	Commemorative	\$ 0.78	\$ 8.35	\$ 520.00	\$ 511.65	2%
631	Cafeteria Plan	\$ 411.85	\$ 4,534.73	\$ 6,020.00	\$ 1,485.27	75%
		\$ 314,291.85	\$ 3,918,227.43	\$ 5,713,889.00	\$ 1,795,661.57	69%

November 30, 2015

92%



### Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 70,250.77	\$ 1,439,840.90	\$ 1,735,117.00	\$ 295,276.10	83%
101	Street	\$ 204,991.97	\$ 543,736.39	\$ 1,022,638.00	\$ 478,901.61	53%
104	Hotel/Motel Tax Fund	\$ 777.59	\$ 31,918.50	\$ 55,640.00	\$ 23,721.50	57%
105	Capital Improvement	\$ -	\$ 25,239.34	\$ 179,239.00	\$ 153,999.66	14%
106	Drug Enforcement	\$ -	\$ -	\$ 1,705.00	\$ 1,705.00	0%
107	Harbor Improvements	\$ -	\$ -	\$ 26,955.00	\$ 26,955.00	0%
109	Park Impact Fee	\$ -	\$ -	\$ 61,820.00	\$ 61,820.00	0%
202	79 Wtr & Swr Exp	\$ 2,912.50	\$ 5,437.50	\$ 11,500.00	\$ 6,062.50	47%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 92,823.10	\$ 92,824.00	\$ 0.90	100%
303	Capital for Water	\$ 15,537.21	\$ 300,582.76	\$ 695,523.00	\$ 394,940.24	43%
304	Capital for Sewer	\$ 4,954.41	\$ 468,365.80	\$ 1,394,000.00	\$ 925,634.20	34%
401	Utility	\$ 71,289.90	\$ 1,449,458.13	\$ 1,672,840.00	\$ 223,381.87	87%
621	Commemorative	\$ -	\$ -	\$ 7,220.00	\$ 7,220.00	0%
631	Cafeteria Plan	\$ 79.08	\$ 7,007.23	\$ 10,935.00	\$ 3,927.77	64%
		\$ 370,793.43	\$ 4,364,409.65	\$ 6,967,956.00	\$ 2,603,546.35	63%

Ending Fund Balance \$ 3,691,167.49

Available Fund Balance \$ 3,402,779.26

Adjustment

Fund	Name				
001	General	\$ 830,434.91	212	02 WWTP	\$ 94,990.92
101	Street	\$ 84,095.14	303	Capital for Water	\$ 808,692.99
104	Hotel/Motel Tax Fund	\$ 57,128.97	304	Capital for Sewer	\$ 358,492.87
105	Capital Improvement	\$ 554,016.64	401	Utility	\$ 504,240.05
106	Drug Enforcement	\$ 1,699.51	621	Commemorative	\$ 6,711.43
107	Harbor Improvements	\$ 25,080.77	631	Cafeteria Plan	\$ 2,317.52
109	Park Impact Fee	\$ 63,688.63			
202	79 Wtr & Swr Rev	\$ 10,392.99	802	Outstanding Warrants	\$ 243,967.44
203	1975 W/S Bond	\$ 795.92	803	Outstanding Payroll	\$ 44,420.79



### 2015 General Fund Revenues by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Taxes	57,232	81,670	42,170	59,698	215,356	78,478	74,346	87,405	46,347	54,428	200,770	-	997,903	1,010,361	98.8%	\$ 12,458
Licenses/Permits	9,091	4,942	4,832	12,814	7,885	532	13,561	3,629	1,268	94,231	8,883	-	161,669	144,050	112.2%	\$ (17,619)
Intergov	2,405	1,363	4,830	2,425	0	4,151	11,326	1,512	4,151	2,965	36	-	35,165	37,927	92.7%	\$ 2,762
Charges	947	1,534	8,215	1,580	9,588	1,034	3,731	3,890	989	71,995	-1,072	-	102,432	24,900	411.4%	\$ (77,532)
Fines/Forfeits	1,705	884	1,045	1,448	1,176	937	861	1,454	828	2,249	861	-	13,450	6,010	223.8%	\$ (7,440)
Miscellaneous	3,312	3,292	2,728	1,659	3,366	2,391	2,411	4,085	2,822	2,186	2,898	-	31,149	30,537	102.0%	\$ (612)
Non-Revenue	770	444	502	832	409	445	332	1,527	1,128	2,530	1,082	-	10,002	6,100	164.0%	\$ (3,902)
Transfer in	17,078	17,078	17,078	17,078	17,078	17,078	17,078	17,078	17,078	22,013	17,078	-	192,790	209,868	91.9%	\$ 17,078
Grants	0	0	11,779	0	4,435	0	0	0	0	0	0	-	16,214	16,214	100.0%	\$ 0
<b>TOTAL</b>	<b>92,542</b>	<b>111,207</b>	<b>93,178</b>	<b>97,535</b>	<b>259,293</b>	<b>105,047</b>	<b>123,647</b>	<b>120,578</b>	<b>74,613</b>	<b>252,598</b>	<b>230,536</b>	<b>-</b>	<b>1,560,773</b>	<b>1,485,967</b>	<b>105.0%</b>	<b>\$ (74,806)</b>



### 2015 General Fund Expenditures by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Council	697	203	147	234	1,187	2,939	166	1,408	338	674	754	-	8,748	21,100	41.5%	\$ 12,352
Court	7,402	-	3,700	7,590	1,250	-	7,729	1,250	-	8,550	1,250	-	38,721	43,805	88.4%	\$ 5,084
Finance	21,381	19,738	20,318	20,068	19,936	20,168	21,485	21,437	20,499	19,951	31,276	-	236,256	290,731	81.3%	\$ 54,475
Legal Services	-	569	709	2,065	945	609	2,450	691	-	-	2,511	-	10,549	34,000	31.0%	\$ 23,451
Central Services	53,571	4,671	3,293	12,788	7,329	4,687	2,523	2,470	2,219	3,224	4,534	-	101,308	153,974	65.8%	\$ 52,666
Police	122,831	1,652	124,479	2,725	1,652	122,366	2,157	2,852	122,516	5,323	1,227	-	509,779	533,247	95.6%	\$ 23,468
Fire Control	1,752	-	-	-	-	-	1,880	-	-	-	-	-	3,632	8,000	45.4%	\$ 4,368
Emergency Mgmt	900	1,197	732	1,975	873	814	954	583	732	743	570	-	10,073	57,768	17.4%	\$ 47,695
Envrmtl Presvtn	-	3,205	-	3,703	650	-	11	-	-	408	600	-	8,577	12,513	68.5%	\$ 3,936
Public Works	3,826	4,984	4,849	15,785	9,378	4,415	9,217	7,467	(4,340)	26,405	6,665	-	88,654	84,433	105.0%	\$ (4,221)
Economic Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	0.0%	\$ 2,000
Planning	10,898	7,014	8,034	17,796	7,907	13,349	38,539	15,090	10,943	12,332	13,904	-	155,806	153,092	101.8%	\$ (2,714)
Building	990	1,170	4,736	960	7,466	-	1,830	24,359	1,044	497	-	-	43,052	69,968	61.5%	\$ 26,916
Public Health	-	-	-	-	-	244	-	100	-	-	126	-	470	500	94.0%	\$ 30
Recreation	685	5,667	1,530	2,842	966	675	438	909	623	2,003	772	-	17,110	24,940	68.6%	\$ 7,830
Parks	3,980	4,297	5,803	7,002	7,812	6,841	7,814	7,602	5,772	6,185	6,061	-	69,168	96,538	71.6%	\$ 27,370
Community Garden	-	-	-	-	-	-	-	-	-	-	-	-	-	300	0.0%	\$ 300
Disbursements	-	-	-	2,987	-	-	2,506	-	-	3,192	-	-	8,685	6,000	144.8%	\$ (2,685)
Non Expenditure	-	-	-	32	-	-	36	-	-	77	-	-	144	100	144.0%	\$ (44)
Capital Outlay	-	-	-	-	-	-	39,217	-	76,890	13,000	-	-	129,107	129,108	0.0%	\$ 1
WTSC Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	0.0%	\$ 13,000
<b>TOTAL</b>	<b>228,912</b>	<b>54,367</b>	<b>178,331</b>	<b>98,553</b>	<b>67,350</b>	<b>177,105</b>	<b>138,953</b>	<b>85,526</b>	<b>237,928</b>	<b>102,563</b>	<b>70,251</b>	<b>-</b>	<b>1,439,840</b>	<b>1,735,117</b>	<b>83.0%</b>	<b>\$ 295,277</b>