



# McCleary City Council Agenda

**10/24/18- 6:30PM**

## 6:00PM Workshop-Blighted Properties 10-24-18

### Flag Salute

Roll Call: \_\_\_ Pos. 1-Richey, \_\_\_ Pos. 2-Huff , \_\_\_ Pos. 3- Heller, \_\_\_ Pos. 4- Blankenship, \_\_\_ Pos. 5- Iversen

### Public Hearing

Mayor Comments

Public Comment

Minutes

Approval of Vouchers

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A 10/10/2018

Staff Reports

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I Ad Valorem Tax Levy 1% increase

Resolutions

Mayor/Council Comments

Public Comments

Adjourn/Recess Meeting

Budget Workshop Oct. 27th, 9:00AM

**Please turn off Cell Phones- Thank you**

Americans with Disabilities Act (ADA) Accommodation is Provided Upon Request

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador

**TAB - A**

**CITY OF MCCLEARY**  
**Regular City Council Meeting**  
**Wednesday, October 10, 2018**

ROLL CALL AND FLAG SALUTE Councilmembers Richey, Huff, Heller, Blankenship and Iversen were in attendance.

ABSENT None.

STAFF PRESENT Present at the meeting were Director of Public Works Todd Baun, Clerk-Treasurer Wendy Collins, Police Chief Steve Blumer and Attorney Chris Coker.

PUBLIC HEARING The Public Hearing on revenue sources opened at 6:31 PM. No questions or comments were made. The hearing closed at 6:31 PM.

The Public Hearing on the Property Tax Levy opened at 6:31 PM. No questions or comments were made. The hearing closed at 6:32 PM.

VOUCHERS Accounts Payable checks approved were 44916 - 44969, including EFT's, in the amount of \$67,389.91 and 44970 - 45034, including EFT's, in the amount of \$221,536.35.

Payroll checks approved were 44912 - 44993, including EFT's, in the amount of \$170,815.18.

Bank reconciliation for September 2018.

**It was moved by Councilmember Richey, seconded by Councilmember Heller to approve the vouchers. Motion Carried 5-0.**

MINUTES APPROVED **It was moved by Councilmember Iversen, seconded by Councilmember Huff to approve the minutes from the meeting held on September 12, 2018. Motion Carried 5-0.**

PUBLIC COMMENTS Sue Portschey spoke on behalf of Sherrie Hamilton, resident of Rainbow Park Apartments. She has concerns regarding the absence of signage at Rainbow Park for the blind residents that live there and like to walk around the park. Mayor Orffer asked Todd Baun if that is something he could look into and he confirmed he would check into signage.

MAYOR COMMENTS Mayor Orffer stated the staff has been working on the budget. She has been continuing to meet with business owners and local people. She thanked Mayor Pro Tem Huff for covering for her while she was out of the country.

CITY ATTORNEY REPORT Chris Coker provided a written report.

DIRECTOR OF PUBLIC WORKS REPORT Todd Baun provided a written report. He provided a copy of a notice from the State Cannabis and Liquor Control Board informing the city of an operation planned for a location approximately four-miles outside the city limits. He added that this won't affect McCleary.

POLICE CHIEF REPORT Chief Blumer provided a written report for the Council. He reported he received a grant award for two ballistic vests.

The City seized a vehicle and the owner signed it over to the City so they wouldn't have to pay the associated fees. The vehicle will be sold as surplus.

The City received three applicants for the entry level officer. The Chief will be performing agility testing in two-weeks.

MUSEUM DISCUSSION Last month, the City Council determined replacing the roof on the museum was not the route to go. Wendy, Todd, Mayor Orffer and some people around town got together and came up with some ideas that might help the museum. Linda Thompson is the new President of the Historical Society. She spoke with Wendy this morning and shared that the whole new board is excited about moving forward with the possibility of the church being a new museum site. The McCleary Methodist Church has offered to house museum items in their upstairs rooms. She asked Todd if the current museum is still safe for people to walk through and Todd said it is fine for now. Linda directed the church to contact the city directly. Sue Portschey said everyone on the church board is in favor of this and is excited and supportive of the idea.

Mayor Orffer wanted to thank everyone involved with the Historical Society, the museum, and everyone involved with the Methodist Church for thinking outside the box, for Wendy who happened to be in the conversation and started to connect some dots. She also thanked the City Council for making a difficult decision on behalf of the City of not re-roofing the museum. It's really fun to see collaboration taking place. Linda Thompson added that Joy, Brycen and Wendy all attended the Historical Society meeting and the members really appreciated that. She said there is talk about it also becoming a visitor center along with the museum and they are all excited about that, as well. Mayor Orffer will have the appropriate people check the building to see what condition it is in and what work it might need.

LEMAY RATE INCREASE

Lemay met with the city regarding their annual fee increase. The city-wide clean-up has a fee included in the garbage cost. To cover the whole clean-up cost, and assist in code enforcement clean-up cost, Todd suggested adding twenty-five cents to the increase to cover those costs. The Council agreed to the extra cost. Todd will have Lemay update their rate sheet and will bring it back to the Council at the next meeting.

CCAP AGREEMENT

**It was moved by Councilmember Iversen, seconded by Councilmember Huff to authorize the Mayor to sign the annual agreement with Coastal Community Action Program (CCAP). Motion Carried 5-0.**

ITRON ANNUAL AGREEMENT

**It was moved by Councilmember Iversen, seconded by Councilmember Huff to authorize the Mayor to sign the annual agreement with Itron for meter services in the amount of \$2,559.59. Motion Carried 5-0.**

BIAS AGREEMENT

**It was moved by Councilmember Richey, seconded by Councilmember Iversen to authorize the Mayor to sign the annual agreement with BIAS Software as presented. Motion Carried 5-0.**

SHORELINE INTERLOCAL AGREEMENT

**It was moved by Councilmember Blankenship, seconded by Councilmember Huff to authorize the Mayor to sign the Shoreline Interlocal Agreement for the purchase of Scott SCBA and equipment. Motion Carried 5-0.**

PARK PLAYGROUND GRANT

Todd Baun reported the City applied for a grant for playground equipment and was awarded a grant up to \$20,000. He provided three examples of playground equipment for consideration. The purchase must be made by October 31, 2018. The City match will be approximately \$25,000 to \$26,000. Todd prefers the Rockaway style. Councilmember Richey is going to take it to his daughter's classroom to get the children's perspective. Councilmember Heller has concerns about spending money on playground equipment because the park sidewalk has hazardous issues and he has received complaints from the community. Todd Baun stated he has money in the 2019 budget for sidewalk repairs. Councilmember Richey really wants to see a swing set added to the park equipment. Todd stated they are very expensive. Councilmember Richey asked if we could look into a swing set because our current one is in terrible shape and it would be nice to purchase a new one, especially since we are getting other new equipment. **It was moved by Councilmember Huff, seconded by Councilmember Iversen to accept the grant with matching funds for playground equipment. Motion Carried 5-0.**

DRAFT BUDGET

The Council scheduled a workshop for October 27, 2018 from 9:00 am - 10:30 am. Councilmember Blankenship asked about the reserve funds and how to keep a replacement fund separate from the reserve fund. Mayor Orffer stated Wendy has been looking into this and has received confirmation she can create a separate equipment replacement fund for police, fire, park, cemetery and the utility funds.

ORDINANCE 843, AMENDING MMC 13

In 2009, the city stopped taking utility deposits. The municipal code needs to be updated to reflect the elimination of deposits and address current operations. This ordinance is being updated for that reason. **It was moved by Councilmember Blankenship, seconded by Councilmember Richey to adopt Ordinance 843, AN ORDINANCE RELATING TO THE UTILITIES AMENDING TITLE 13 OF THE McCLEARY MUNICIPAL CODE, PROVIDING AN EFFECTIVE DATE AND SEVERABILITY. Roll Call taken in the affirmative. Ordinance Adopted 5-0.**

ORDINANCE 844, INTERFUND  
LOAN BETWEEN THE WATER  
FUND AND THE CURRENT  
EXPENSE FUND FOR FIRE  
EQUIPMENT

Todd Baun reported the REED Fund total, which will be used as part of the fire equipment purchase, will lower the need of requesting two loans to cover the overall cost, which was requested at the last meeting. In addition, the actual cost was less than the original quote. Todd recommends one loan for \$65,000 from the water fund since it is in a healthier position than the light and power fund. The Council discussed the options of taking the loan from the water fund or the light and power fund. Councilmember Blankenship prefers taking the loan from the light and power because the water fund has loans against it. Chris Coker added that we have to be careful to not put a fund in jeopardy and the water fund is healthy enough to not be impacted by the loan. Councilmember Iversen stated the water fund has more cash in it. Councilmember Blankenship asked why the water fund doesn't use the extra money in the fund to pay down the outstanding loan.

Councilmember Blankenship asked when the water loans would be paid off. Todd Baun stated one loan would be paid off in 2030 and the other in 2031. Mayor Orffer stated that this interfund loan is temporary and the fund will be getting the money back. If we use the money to pay off a portion of the outstanding debt, the money is gone and the city won't have access to it. Todd added if we use the money to pay off the loan, we won't be able to fund our capital improvements that are planned. Councilmember Iversen asked Wendy Collins what she thought about this and Wendy stated she and Todd have discussed this and she agrees with the loan coming from the water fund. The impact will be minimal and the loan will be paid back very quickly, most likely in two-years, or less. The City is receiving approximately \$69,000 this year for the levy lid lift so it won't take long to pay this loan off. Knowing the water fund has a healthier ending balance, it makes sense to take the loan out of the water fund. **It was moved by Councilmember Richey, seconded by Councilmember Iversen to adopt Ordinance 844, AN ORDINANCE OF THE CITY OF MCCLEARY AUTHORIZING AN INTERFUND LOAN FROM THE WATER FUND TO THE CURRENT EXPENSE FUND TO PROVIDE FUNDING FOR THE CITY OF MCCLEARY FIRE DEPARTMENT FOR THE PURCHASE OF SAFETY AND LIFESAVING EQUIPMENT, AND PROVIDING FOR REPAYMENT. Roll Call taken in the affirmative. Ordinance adopted 4 - 1 with Councilmember Blankenship voting against.**

RESOLUTION 719, BAD DEBT  
COLLECTION POLICY AND  
REPEALING RESOLUTION 592

Wendy has been working with the Utility Accounts Manager on bad debt collection to give another option other than going to a collection agency. This would put something in place to notify the customer that we will take the appropriate steps toward collection until the final option of filing a lien, if the customer fails to pay the outstanding utility debt. We have had very high outstanding bills left on accounts after a tenant moves out. After a tenant moves out, the process is to put the account back into the landlords name. By having the option of placing a lien on their property, it would give us a way of collecting the money when they try to sell the home and have failed to pay off their tenants past debt. Councilmember Richey asked Chris Coker if they have to go to court after 90-days. Chris is looking into that and believes he would need to do a utility lien on the houses involved. This allows the City to sue on and get a judgement, which sits on the home for ten years. **It was moved by Councilmember Richey, seconded by Councilmember Huff to adopt Resolution 719, A RESOLUTION RELATING TO BAD DEBT COLLECTION POLICY, AND REPEALING RESOLUTION 592. Resolution Adopted 5-0**

Mayor Orffer thanked everyone for their hard work. She stated we have a great team, a great City Council, and it's been a great experience working with each and everyone of them and she appreciates what everyone has contributed.

EXECUTIVE SESSION

None.

PUBLIC COMMENT

None.

MEETING ADJOURNED

**After no objection, the Mayor moved to adjourn the meeting at 8:05 pm. The next meeting will be Wednesday, October 24, 2018 at 6:30 pm. Motion Carried 5-0.**

*Approved by Mayor Brenda Orffer and Clerk-Treasurer Wendy Collins.*

**TAB - B**

**TAB - C**

**TAB - D**



# EXHIBIT A

## CITY OF McCLEARY

### RATES EFFECTIVE 01/01/2019

RESOLUTION NO. \_\_\_\_\_

AS AMENDED \_\_\_\_\_

**A RESOLUTION RELATING TO PUBLIC SERVICES; ESTABLISHING AND CONFIRMING FEES; AND PROVIDING FOR EFFECTIVE DATES.**

#### RECITALS

1. Pursuant to Resolution \_\_\_\_\_, the Council and Mayor set forth fees to be charged for specified City provided services and provided for certain mechanisms in relation to the adjustment thereof. The fees were set after analysis by the Mayor and Council, after receiving the advice of LeMay, Inc., and City staff, as to the minimum levels necessary to adequately maintain and provide funding for the various services involved.

2. The necessity of the continued collection of the authorized levels of fees and the mechanisms for their adjustment has been confirmed by the Mayor and Council.

3. Pursuant to review of the provisions of

Resolution \_\_\_\_\_ carried out by Staff of the City and LeMay, modification in certain areas have been determined to be necessary to reflect a number of factors, including the decision of the City to cease the provision of billing services. Thus, it is found to be appropriate to incorporate those changes in this resolution.

4. It is the intention of the Mayor and Council, in the adoption of this resolution, to achieve the continuing goal of providing the citizens adequate service and protecting the health and safety of the Citizens through continuation of a program of mandatory solid waste disposal.

5. While only certain areas are changed, it is found be in the interest of operational efficiency and ease of reference to adopt the entirety of the schedule and repeal the existing resolution.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS BY THE CITY COUNCIL OF THE CITY OF McCLEARY, THE MAYOR SIGNING IN AUTHENTICATION THEREOF:

**SECTION I:** Commencing upon the dates set forth in Section II and continuing thereafter until changed as provided therein, the provision of solid waste service within the

corporate limit shall be carried out pursuant to the terms, conditions, and rates set forth as follows:

<b><u>Item I.</u></b>	2018	2019
<b><u>Residential Service</u></b>	Rate	Rate
65/30 Gallon Monthly	\$ 11.07	\$ 11.43
65 Gallon Monthly	\$ 15.24	\$ 15.78
65 Gallon EOW	\$ 21.28	\$ 22.12
65 Gallon Weekly	\$ 33.00	\$ 34.42
Additional 65 Gallon (each)	\$ 9.84	\$ 10.23
90 Gallon Monthly	\$ 17.31	\$ 17.96
90 Gallon EOW	\$ 29.20	\$ 30.39
90 Gallon Weekly	\$ 42.53	\$ 44.48
Additional 95 Gallon (each)	\$ 14.01	\$ 14.58
Return Trip	\$ 13.89	\$ 14.27
Extra Unit [can, bag, box] (30 Gallon)	\$ 4.55	\$ 4.74
Drive in Service	\$ 7.71	\$ 7.92

<b><u>Item II.</u></b>		
<b><u>Commercial Cart Service</u></b>		
65 Gallon EOW	\$ 21.28	\$ 22.12
65 Gallon Weekly	\$ 33.00	\$ 34.42
90 Gallon EOW	\$ 29.20	\$ 30.39
90 Gallon Weekly	\$ 42.53	\$ 44.48
Return Trip	\$ 13.89	\$ 14.27
Extra Unit [can, bag, box] (30 Gallon)	\$ 4.55	\$ 4.74
Cart roll out charge each 5 to 25 ft	\$ 2.56	\$ 2.63
For each added 25 ft	\$ 1.62	\$ 1.66

<b><u>Item III.</u></b>		
<b><u>Permanent Commercial Container Service</u></b>		
1 cubic yard box		
One pickup per week	\$ 95.29	\$ 99.36
Each additional dump per week	\$ 81.63	\$ 85.33
Special or Additional pickup each	\$ 30.38	\$ 31.55
1.5 cubic yard box		
One pickup per week	\$146.83	\$153.05
Each additional dump per week	\$129.54	\$135.29
Special or Additional pickup each	\$ 43.19	\$ 44.88
2 cubic yard box		
One pickup per week	\$188.38	\$196.46
Each additional dump per week	\$160.04	\$167.36
Special or Additional pickup each	\$ 55.66	\$ 57.86

3 cubic yard box		
One pickup per week	\$248.99	\$260.20
Each additional dump per week	\$218.78	\$229.17
Special or Additional pickup each	\$ 75.10	\$ 78.17

4 cubic yard box		
One pickup per week	\$333.33	\$348.33
Each additional dump per week	\$300.46	\$314.56
Special or Additional pickup each	\$ 99.06	\$103.12

6 cubic yard box		
One pickup per week	\$489.77	\$511.99
Each additional dump per week	\$444.97	\$465.96
Special or Additional pickup each	\$129.90	\$135.49

8 cubic yard box		
One pickup per week	\$653.03	\$682.64
Each additional dump per week	\$593.29	\$621.28
Special or Additional pickup each	\$173.20	\$180.65

Temporary Commercial Container Service

1 yard temporary service		
Delivery	\$ 20.06	\$ 20.60
Rent per day	\$ 0.57	\$ 0.59
Each pickup	\$ 24.37	\$ 25.37

1.5 yard temporary service		
Delivery	\$ 20.06	\$ 20.60
Rent	\$ 0.57	\$ 0.59
Each pickup	\$ 32.07	\$ 33.45

2 yard temporary service		
Delivery	\$ 20.06	\$ 20.60
Rent	\$ 0.57	\$ 0.59
Each pickup	\$ 40.44	\$ 42.22

3 yard temporary service		
Delivery	\$ 24.12	\$ 24.78
Rent	\$ 0.91	\$ 0.93
Each pickup	\$ 75.11	\$ 78.18

4 yard temporary service		
Delivery	\$ 24.12	\$ 24.78
Rent	\$ 1.07	\$ 1.10
Each pickup	\$ 99.05	\$ 103.11

6 yard temporary service		
Delivery	\$ 27.13	\$ 27.87
Rent	\$ 1.63	\$ 1.67
Each pickup	\$129.90	\$ 135.49
8 yard temporary service		
Delivery	\$ 27.13	\$ 27.87
Rent	\$ 1.91	\$ 1.96
Each pickup	\$173.20	\$ 180.65
Access Fee Weekly (Monthly Charge)	\$ 8.68	\$ 8.92
Access Fee EOW (Monthly Charge)	\$ 4.35	\$ 4.46
Access Fee 2x Weekly (Monthly Charge)	\$ 17.37	\$ 17.84
Lock Fee (each)	\$ 5.01	\$ 5.15
Cable Fee (each)	\$ 10.02	\$ 10.30
Return Trips, Containers	\$ 27.37	\$ 28.12
Add'l Yard (1 to 4 cubic Yards)	\$ 24.26	\$ 25.26
Additional Yard > 4 Yards	\$ 17.59	\$ 18.41

**Item IV.**

**Permanent Drop Box**

10/20 cubic yard drop box		
First haul each month	\$229.17	\$235.41
Each additional haul	\$145.81	\$149.78
30 cubic yard drop box		
First haul each month	\$262.51	\$269.65
Each additional haul	\$162.48	\$166.90
40 cubic yard drop box		
First haul each month	\$287.87	\$ 295.70
Each additional haul	\$185.82	\$ 190.88

**Temporary Drop Box**

10/20 cubic yard drop box		
Delivery	\$144.71	\$148.64
Rent per day	\$ 5.28	\$ 5.43
Each pickup	\$149.16	\$153.21
30 cubic yard drop box		
Delivery	\$144.71	\$148.64
Rent per day	\$ 6.39	\$ 6.56
Each pickup	\$172.49	\$177.18

40 cubic yard drop box		
Delivery	\$144.71	\$148.64
Rent per day	\$ 7.22	\$ 7.42
Each pickup	\$204.72	\$ 210.28
<u>Customer owned compactor</u>		
20 cubic yard compactor drop box		
Each scheduled pickup	\$212.51	\$218.29
30 cubic yard compactor drop box		
Each scheduled pickup	\$223.61	\$229.69
40 cubic yard compactor drop box		
Each scheduled pickup	\$251.40	\$258.24
Drop box lids per month	\$ 13.34	\$ 13.70
Disposal rate per ton	\$101.00	\$ 104.85
 <b><u>ITEM V.</u></b>		
<b><u>Miscellaneous</u></b>		
Small Appliances, Furniture, etc	\$ 27.72	\$ 28.47
Large Appliances, Refrigerators, Freezers	\$ 61.00	\$ 62.66
Special haul rate packer-load & travel time	\$ 53.47	\$ 54.92

M. In addition to the sums stated by the prior paragraphs, there shall be an additional \$1.75 per customer per month added to the basic collection charge by and as costs of the City's billing and collection, including enforcement actions, to the extent and in the manner allowed by law, undertaken by the City to assure compliance with the mandatory solid waste disposal provisions of the City code. This charge shall be assessed as against each bill for service rendered. Additionally, state-imposed or city-imposed excise tax shall be added to the extent and in the manner provided by law.

## SECTION II: INTERPRETATION

A. The rates established by Section I shall be effective as of the 1st day of January, 2019.

B. The annual adjustment provided for therein shall be implemented as provided. Rates set by the CITY OF McCLEARY/HAROLD LeMAY ENTERPRISES, INC. CONTRACT FOR GARBAGE, RECYCLABLES AND YARD WASTE COLLECTION; Section 32, Rates and Rate Adjustments Items A. and B.

C. As of the date of the adoption of this resolution, Resolution \_\_\_\_ shall be deemed repealed, superseded and of no further effect, but such repeal and supersession shall not effect the any obligation of a customer arising from services delivered under the provision of any prior resolution or enactment, including Resolution 614.

PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, **2018**, by the City Council of the City of McCleary, and signed in approval therewith this \_\_\_\_\_ day of \_\_\_\_\_, **2018**.

CITY OF McCLEARY:

\_\_\_\_\_  
D. Brenda Orffer, Mayor

ATTEST:

\_\_\_\_\_  
WENDY COLLINS, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**TAB - E**

## **STAFF REPORT**

To: Mayor Orffer  
From: Todd Baun., Director of Public Works  
Date: Oct. 17<sup>th</sup>, 2018  
Re: Surplus Vehicles and Equipment

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The Attached items are vehicles and equipment that we no longer use or are broken and unfeasible to repair. Chris will be preparing a resolution to surplus these items. We will auction these items off to the highest bidder.

### **Action Requested:**

Please consider adoption of the resolution presented regarding Surplus Vehicles and Equipment.





**TAB - F**

## **STAFF REPORT**

To: Mayor Orffer  
From: Todd Baun., Director of Public Works  
Date: Oct. 17<sup>th</sup>, 2018  
Re: Server Upgrade Proposal

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The Attached proposal is for upgrading both servers and the redesigning the infrastructure. Our IT contractor and I believe these upgrades would give the City's entire server infrastructure a good performance boost, as well as some peace of mind having both servers operational with some redundancy of mission critical software.

It would also leave some room for expansion. We have been looking into, and started scanning documents and making everything digital. This project would also provide around 8TB of storage on one of the servers to give us a decent platform and starting point for document storage or even an entire content management system.

If this project is to proceed and upon completion, it would add (1) "Server –Elite" service at \$200\month to the contracted agreement. The "Server – Elite" service includes: server monitoring, management, support and BDR (Backup and Disaster Recovery) with off-site retention. The contracted monthly "retainer" total would increase from \$1655.82, to \$1,862.55 after taxes and 5% discount. Upon acceptance and completion of this project, the new monthly "retainer" will be added as an addendum to the contract between the City of McCleary and JD Tech Solutions LLC and billed the following month.

### **Action Requested:**

Please consider accepting the proposal for the server upgrade and the increase to the monthly retainer.



**JD Tech Solutions LLC**  
513 E Bear Street  
McCleary, WA 98557  
(360) 593-3569  
[admin@jdtechs.net](mailto:admin@jdtechs.net)

## **Project Proposal**

### **City of McCleary**

**Project Name:** Server Upgrades  
**Project Manager:** Jesse Murphy  
**Projected Start Date:**  
**Projected Complete Date:**

#### **Overview:**

The current Server Infrastructure includes (2) SuperMicro servers with severely under-utilized hardware. The current production server "COM-HYPERV1" is running Windows Server 2012R2 (S12R2) with Hyper-V role, and (1) Virtual Machine (VM) "COMSERV", which acts as the Primary Domain Controller (PDC), User Profile storage and the Bias application. This is not a "Best Practice" configuration, as these are all mission critical applications for the City and should not be located on a single server. In the event of a hardware failure, ALL mission critical services would be inaccessible. The second server "COM-HYPERV2" is running S12R2 with Hyper-V, and (1) VM "COMSERV2", which acts as a secondary Domain Controller. It is my understanding that the second server was purchased to host Exchange E-mail, which was never fully provisioned. Both servers are utilizing older hard disk drive arrays, which have a negative impact on performance and reliability.

JD Tech is recommending several upgrades and data migrations to better utilize the current server hardware. Upgrading both servers with new Solid State Drive (SSD) arrays would greatly improve reliability and performance. The old disk drives would be repurposed and configured for long term, redundant data and backup storage. We would also build a new virtual server infrastructure to host the mission critical applications while efficiently utilizing the existing server hardware. Migration of the Bias server would require cooperation from Bias support and JD Tech. All other work would be completed solely by JD Tech.

#### **Scope of Work:**

**Phase 1:** Decommission VM "COMSERV2" and "COM-HYPERV2". Upgrade this server with (4) 1TB SSD RAID6 array and install S12R2 as "COM-HV1" with Hyper-V Core. Install new S12R2 VM as "COM-AD2" with secondary DC and File Server roles to host User Profile data. Install new S12R2 VM as "COM-AD1" with Primary Domain Controller (PDC) role. Migrate all User Profile data from "COMSERV" to "COM-AD2". Install new S12R2 VM as "COM-DB1" with Bias Server. Migrate Bias data and re-point all Bias enabled workstations to the new server. At this point, we would ensure all applications and services are running smoothly before proceeding to Phase 2.

**Phase 2:** Decommission VM "COMSERV" and "COM-HYPERV1". Upgrade the server with a (2) 1TB SSD RAID1 array and repurpose (4) 4TB disk drives as RAID5E array. Install S12R2 as "COM-HV2" with Hyper-V Core. Live migrate "COM-AD2" from "COM-HV1" to "COM-HV2". Configure "COM-HV2" as a Hyper-V Replica Server for Bias, in the event of "COM-HV1" hardware failure.



**JD Tech Solutions LLC**  
 513 E Bear Street  
 McCleary, WA 98557  
 (360) 593-3569  
[admin@jdtechs.net](mailto:admin@jdtechs.net)

**Cost – Hardware and Labor:**

**Hardware:**

Hardware Description	Qty	Price	Sub-total
SuperMicro 2.5" Storage Bay Adapter	6	\$13	\$78
WD Blue 1TB SSD	6	\$160	\$960
(not including tax)		<b>Total:</b>	<b>\$1,038</b>

**Estimated Labor:**

This project would not fall under the contracted "Support" agreement, and therefore, JD Tech would bill at \$85 per hour of labor. As a contracted client, the City would receive a 5% discount on labor. Labor will be billed as separate invoices after each phase is completed. Outlined below are hourly estimates for each phase of the project:

Phase 1	Est. Hrs
Upgrade and Install: "COM-HV1"	2
Install and Configure: "COM-AD1"	1
Install and Migrate Bias: "COM-DB1"	6
Install and Migrate Profiles: "COM-AD2"	2
Phase 2	
Decommission "COMSERV" and "COM-HYPERV1"	1
Upgrade and Install: "COM-HV2"	2
Migration and Replica: "COM-AD2", "COM-DB1"	1
<b>Total Estimate of Hours:</b>	<b>15</b>
<i>Estimated Labor Cost @ \$85/hr:</i>	<b><u>\$ 1,275.00</u></b>

**Contracted Support:**

With the addition of (1) Virtual Server to the infrastructure, JD Tech would add (1) "Server – Elite" service at \$200/month to the contracted agreement. The "Server – Elite" service includes: server monitoring, management, support and BDR (Backup and Disaster Recovery) with off-site retention. The contracted monthly "retainer" total would increase from \$1655.82, to **\$1,862.55** after taxes and 5% discount. Upon acceptance and completion of this project, the new monthly "retainer" will be added as an addendum to the contract between the City of McCleary and JD Tech Solutions LLC and billed the following month.



**TAB - G**



Agency City of McCleary		Supplement Number 3
Federal Aid Project Number STP(R) Z141(004)	Agreement Number LA 8092	CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on June 4, 2013  
 All provisions in the basic agreement remain in effect except as modified by this supplement.  
 The change to the agreement are as follows:

**Project Description**

Name South 3rd Street Upper Length 0.26

Termini Mox Chehalis Road to East Oak Street

**Description of Work** ✓ No Change

Intersection improvements, resurface and repair, new curb and gutter, storm, sidewalks and shared bike lane.

**Reason for Supplement**

Add Construction Phase

Are you claiming indirect cost rate?  Yes  No

Project Agreement End Date 12/31/2020

Does this change require additional Right of Way or Easements?  Yes  No Advertisement Date: July, 2018

Type of Work	Estimate of Funding				
	(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %					
a. Agency	273,988.00		273,988.00	36,988.00	237,000.00
b. Other Elig. Non-Fed Funded	26,240.00		26,240.00	26,240.00	
Federal Aid Participation Ratio for PE					
c. Other non-participating	31,592.00		31,592.00	31,592.00	
d. State	5,000.00		5,000.00	5,000.00	
e. Total PE Cost Estimate (a+b+c+d)	336,820.00	0.00	336,820.00	99,820.00	237,000.00
Right of Way 86.5 %					
f. Agency	63,650.00	-20,000.00	43,650.00	5,893.00	37,757.00
g. Other Consultant, not in PFE	48,684.00	-15,000.00	33,684.00	4,547.00	29,137.00
Federal Aid Participation Ratio for RW					
h. Other			0.00		
i. State	5,000.00	-5,000.00	0.00	0.00	0.00
j. Total R/W Cost Estimate (f+g+h+i)	117,334.00	-40,000.00	77,334.00	10,440.00	66,894.00
Construction 86.5 %					
k. Contract	1,570,570.00	36,697.00	1,607,267.00	216,981.00	1,390,286.00
l. Other const - ineligible H2O line	224,636.00	-19,398.00	205,238.00	205,238.00	0.00
m. Other consultant eligible CM	75,861.00	-14,030.00	61,831.00	8,347.00	53,484.00
Federal Aid Participation Ratio for CN					
n. Other consultant - rest of CM	266,095.00	-25,842.00	240,253.00	240,253.00	0.00
o. Agency			0.00		0.00
p. State	20,000.00		20,000.00	20,000.00	0.00
q. Total CN Cost Estimate (k+l+m+n+o+p)	2,157,162.00	-22,573.00	2,134,589.00	690,819.00	1,443,770.00
r. Total Project Cost Estimate (e+j+q)	2,611,316.00	-62,573.00	2,548,743.00	801,079.00	1,747,664.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

**Agency Official**

**Washington State Department of Transportation**

By  
Title

By  
Director, Local Program  
Date Executed

Agency City of McCleary	Supplement Number 3
Federal Aid Project Number STP(R) Z141(004)	Agreement Number LA 8092
CFDA No. <b>20.205</b> (Catalog of Federal Domestic Assistance)	

**VI. Payment and Partial Reimbursement**

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

**VII. Audit of Federal Consultant Contracts**

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

**IX. Payment of Billing**

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

**VIII. Single Audit Act**

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

**XVII. Assurances**

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

**TAB - H**

## **STAFF REPORT**

To: Mayor Orffer and Councilmember's  
From: Wendy Collins, Clerk-Treasurer  
Date: October 24, 2018  
Re: Tax Levy Refund

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In 2013, the legislature changed the law affecting taxes that are either refunded and/or cancelled after the original levy was set. This law allows districts to levy a refund levy to recover taxes that were refunded and/or cancelled during the last twelve-months. The net refunds/cancellations for the year from October 1, 2017 through September 30, 2018 that can be recovered through a refund levy in 2019 for the "District Levy" for the City of McCleary is in the amount of \$2,001.58. Last year, the City Council chose option (a).

### **Action Requested:**

Staff recommends Council to authorize the City of McCleary to again, choose option (a) to certify a refund levy collectable in 2019 in the amount of \$2,001.58 to recover net refunds/cancellations.



# GRAYS HARBOR COUNTY

STATE OF WASHINGTON

**Ken E. Albert**  
TREASURER

P.O. BOX 831  
MONTESANO, WA 98563

TELEPHONE (360) 249-3751  
FAX (360) 249-5705

October 12, 2018

Wendy Collins  
100 S. 3rd St.  
McCleary, WA 98557

Dear Wendy Collins,

Levy: 699006000

Each year adjustments are made to the tax rolls AFTER the taxes have been calculated and billed. These changes both increase and decrease the amount of tax your district can collect. When the sum of these changes results in a net decrease to the amount of tax you can collect, the law allows you to impose a refund levy to recover those lost tax dollars.

RCW 84.69.180 authorizes taxing districts to levy a refund levy to recover taxes that were refunded and/or canceled during the last twelve months. The refunds/net cancellations for the year October 1, 2017 thru September 30, 2018 are eligible for recovery through a refund levy in 2019 for the GH County General Fund is shown in option (a) below.

**Your legislative body is responsible for determining if they wish to levy all, part or none of these lost tax revenues. Please be aware that regular (non-voted) levies may be limited or eliminated by statutory levy rate limitations.**

Please select from one of the following options to (a) re-levy ALL of your net lost revenue, (b) re-levy PART of your net lost revenue or (c) re-levy NONE of your net lost revenue.

- (a)  GH County hereby certifies a refund levy in its General Fund for collection in 2019 in the amount of \$2,001.58 to recover net refunds/cancellations.
- (b)  GH County hereby certifies a refund levy in its General Fund for collection in 2019 in the amount of \$ \_\_\_\_\_ to recover a portion of the net refunds/cancellations reflected in (a) above.
- (c)  GH County does NOT WISH TO RE-LEVY ANY of its General Fund net refunds/cancellations during the 2019 tax year.

\_\_\_\_\_  
District Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative Name & Title (Please Print)

Sincerely,

K. Albert  
Grays Harbor County Treasurer

**Please choose (a); (b), including amount; or (c) – sign, date, and return on or before November 30, 2018 to:**

**Grays Harbor County Assessor  
Attn: Paula Bednarik  
100 W. Broadway, Suite 21  
Montesano, WA 98563**

**TAB - I**