



McCleary City Council

PROPOSED AGENDA

September 14, 2011

7:00 Council Meeting

Flag Salute
Roll Call
Minutes (Tab A)
Public Comment
Mayor's Report/Comments:

Staff Reports: Dan Glenn, City Attorney (Tab B)
 Nick Bird, Director of Public Works (Tab C)
 Staff Reports (Tab D)

Old Business:

New Business: Chamber of Commerce Banner (Tab E)
 Light & Power Capital Improvement Plan (Tab F)
 Transformer Request (Tab G)
 Coastal Community Action Program (CCAP) (Tab H)

Ordinances:

Resolutions:

Vouchers
Mayor/Council Comments
Public Comment
Executive Session
Adjournment

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

Please Turn Off Cell Phones – Thank You

CITY OF MCCLEARY
Regular City Council Meeting
Wednesday, August 24, 2011

FLAG SALUTE Mayor Dent Called the meeting to order at 7:00 PM with the Flag Salute.

ROLL CALL Councilmembers Boling, Geer, Lant, Ator and Schiller.

ABSENT None.

STAFF PRESENT Present at the meeting were Dan Glenn, Wendy Collins, Nick Bird, George Crumb, Jennie Reed, and John Graham.

MINUTES APPROVED **It was moved by Councilmember Geer, seconded by Councilmember Boling to approve the minutes as received. Motion Carried.**

PUBLIC COMMENT
Lillian Finch is a new resident on Evergreen Place and stated her water has a bad sulfur smell. The odor gets in her cloths when she washes them and makes her hair smell like rotten eggs. The toilet tank water is black and there is black debris floating in her toilet bowl. She passed pictures around for the Council to review. She can't drink the water from the tap and would like to see the City move toward water improvements.

James Ridney lives by the credit union and stated he cannot afford garbage service and does not want it. He believes it is unconstitutional to force residents to pay for garbage service when they do not want or need it. He said his property is free of garbage and he keeps it cleaned up. He reported he discontinued his service nine months ago and never reported it to the City. Dan Glenn informed him that it is constitutional for health and public safety issues.

MAYOR'S REPORT
The Mayor reported that Fire District 5 and the City are still in contract discussions. He is not happy with the figures the Fire District has proposed so far.

Bonneville Power is increasing their wholesale power prices, however, the City will try not to increase the power rates to cover the increase.

The three LEOFF1 caretakers for one of the City's retirees have submitted an increase for their monthly caretaking fee, which raises their rate from \$1520.00 each per month to \$2280.00. The LEOFF1 Board approved the increase so the City must pay it.

The City had it's preliminary exit audit interview for 2009. There was a finding for issues relating to utility billing checks and balances and for not segregating duties. The City made extreme changes over the past year to correct these issues, however, the finding was for not implementing changes that were recommended during the 2007 and 2008 audits.

The fraud investigation is continuing and the State Auditor's Office is spending countless hours working on finding the various areas of fraud. The SAO Director of Special Investigations is now involved so the process is moving more quickly and successfully.

CITY ATTORNEY REPORT Dan Glenn reiterated he is still waiting for a response from Fire District 5 on their proposal. Hopefully he will have more information to report at the next meeting.

DIRECTOR OF PUBLIC WORKS REPORT
The energy conservation program is coming to an end; however, the City has one last thing it can offer the residents from the program. On Saturday, September 10th from 9:00 am to 12:00 noon at City Hall, there will be a free giveaway of four compact fluorescent light bulbs given to each resident that shows their current City bill.

WSDOT will be performing a resurfacing project on SR8 adjacent to US101 on Sunday, August 28th. Traffic will be detoured.

PWTF LOAN - WELL 2 & 3 IMPROVEMENTS Nick Bird reported that after discussion with a member of the Public Works Board regarding the debt issue our country is facing and how it may affect federal loans, it was their stance that the PWTF funding for the period of 2012 is available and the only period subject to loss could be the 2013 funding pool. Based on this information, staff is suggesting the Council consider authorizing acceptance of the PWTF loan. **It was moved by Councilmember Boling, seconded by Councilmember Lant to authorize the Mayor to accept the PWTF Loan. Motion Carried.**

G & O AMENDMENT #19 - WELL
2 & 3 DESIGN

It was moved by Councilmember Schiller, seconded by Councilmember Ator to authorize the Mayor to sign contract amendment #19 with Gray & Osborne. Motion Carried.

EAGLE SCOUT CEMETERY
PROJECT

It was moved by Councilmember Geer, seconded by Councilmember Lant to authorize Dallin Newell's request to provide planters, as originally proposed, at the cemetery entrance, after the State has given approval for the placement. Motion Carried.

ORDINANCE NO. 773 RELATING
TO PARKS

The park Ordinance has been ongoing for many months. The Council had asked for additional time to review it more thoroughly and at this time are ready to make a motion on it. Councilmember Lant requested one change, which was to remove a paragraph. It was moved by Councilmember Lant, seconded by Councilmember Geer to amend Ordinance No. 773 by removing section 17, second paragraph. Roll call taken with one opposing vote made by Councilmember Schiller. Motion Carried.

It was moved by Councilmember Ator, seconded by Councilmember Lant to adopt Ordinance No. 773, relating to parks; establishing regulations; granting authority; adding new sections to Chapter 12.16 MMC; imposing penalties; and providing for severability and an effective date. Roll call taken with one opposing vote made by Councilmember Schiller. Motion Carried.

CONCRETE BID

Concrete bids have been solicited for the park trail and the lowest bid came in from Bayview Redi Mix. It was moved by Councilmember Boling, seconded by Councilmember Ator to authorize the material acquisition of Commercial Concrete through Bayview Redi Mix for a unit price of \$76.50 per cubic yard and not to exceed \$5473.12. Motion Carried.

RFP FOR PROFESSIONAL
CLEANING SERVICES

The City received a resignation letter stating our current janitorial cleaning service, Kelisbells, will no longer provide cleaning service for the City as of September 21, 2011, because they are moving out of the area. It was moved by Councilmember Lant, seconded by Councilmember Boling to authorize staff to issue the Request for Proposal for cleaning services for City facilities. Motion Carried.

RESOLUTION NO. 631
DISCONTINUE COLLECTING
TENANT DEPOSITS

The City collects deposits for tenants if the landlord request it and no longer requires home owners to pay a utility deposit. The auditor informed staff they need to open a separate bank account for utility deposits to keep them segregated from other City monies. The City does not receive any benefit from collecting deposits and will have to reconcile an additional account if they continue collecting tenant deposits. Staff is requesting Council to approve discontinuing the collection of utility deposits for landlords and their tenants. This will eliminate the need for an additional bank account and put the responsibility back on the landlords. It was moved by Councilmember Lant, seconded by Councilmember Boling to adopt Resolution No. 631 relating to utility system operation, including deposits, establishing amounts and protocols, amending resolution 592, and providing for transition. Motion Carried.

RESOLUTION NO. 632
CHANGING UTILITY SHUT OFF
PROTOCOLS

When a resident has a past due bill, they have until 10:00 am on the second Monday of the month to pay it before it is put into shutoff status. Once it is put in shutoff status, the current Resolution states they must not only pay the back bill but also the current bill to get their utilities turned back on. The second Monday of the month is always before the 15th, which is when the current bill would be due. Staff is asking to have the Resolution changed so it requires only the back bill due on shutoff day and allow the residents to have until the 15th to pay their current bill. Staff believes it is not fair to the residents to have to pay a bill before it is actually due. It was moved by Councilmember Boling, seconded by Councilmember Ator to adopt Resolution No. 632 relating to the municipal utilities, setting forth and reaffirming practices and protocols, repealing Resolution 581, and setting an effective date. Motion Carried.

PUBLIC COMMENT

The Mayor reminded everyone the regular City Council meeting schedule will begin again in September.

Councilmember Schiller asked Dallin Newell to stop by the Fire Station on Monday around 6:30 pm when the firemen are meeting and they will be happy to give donations to his Eagle Scout project.

EXECUTIVE SESSION

There was an executive session to discuss a litigation matter for ten minutes starting at 7:55 pm. The executive session ended at 8:05 pm. Attending were the Councilmembers, Mayor Dent, Dan Glenn, and Wendy Collins.

APPROVAL OF VOUCHERS

Vouchers/Checks approved were 33430-33467 in the amount of \$37,698.65 and 33480-33532 in the amount of \$82,998.56.

Payroll checks approved were 33385-33429 in the amount of \$133,112.11 and checks 33468-33548 in the amount of \$129,066.77.

It was moved by Councilmember Boling, seconded by Councilmember Schiller to approve the vouchers as received. Motion Carried.

ADJOURNMENT

It was moved by Councilmember Boling, seconded by Councilmember Ator to adjourn the meeting at 8:06 PM. The next meeting will be held on September 14, 2011 at 7:00 PM. Motion Carried.

Mayor Gary Dent:

Clerk-Treasurer Wendy Collins:

MEMORANDUM

TO: MAYOR AND CITY COUNCIL, City of McCleary
FROM: DANIEL O. GLENN, City Attorney
DATE: September 8, 2011
RE: LEGAL ACTIVITIES as of SEPTEMBER 14, 2011

THIS DOCUMENT is prepared by the City Attorney for utilization by the City of McCleary and its elected officials and is subject to the attorney-client privileges to the extent not inconsistent with laws relating to public disclosure.

1. **FIRE DISTRICT #5 PROPOSAL**: The City has received a proposal from FD #5 in terms of continuation of the provision of EMS services to the City, Elma, and FD #12. It is my understanding that a copy of the letter containing the offer has been included in your packet. To say the amount of increase in the requested annual payment was a surprise is not an understatement. Based upon information developed by Ms. Collins, if it were to be funded from its current source, the emergency medical services fee authorized under the provisions of Chapter 2.52 of the Municipal Code would have to be basically doubled from its current figure.

Last week, the Mayor, Deputy Fire Chief Nott, Commissioner Banks, District Secretary Lott, Mayor Osgood, and I met to discuss the information contained within the proposal. Based upon that meeting, I have dictated a letter to the District's Chief requesting factual and statistical information upon which the request was based. For your information, I will impose upon Ms. Collins a copy of that letter to each of you upon its finalization. From the meeting, it was clear the request will require a full review of the options which may be available. To aid that, it is my understanding that members of the two Fire Departments will be meeting to discuss operational aspects of the current services and alternative approaches.

I will keep you informed as we move down this unfortunately only too familiar path.

2. **"CITY-WIDE GARAGE SALE"**: As you are aware, this event has occurred over a number of years. Pam Ator has been a major force in its organization. There does seem to be a bit of confusion since the City's understanding was it was a Chamber-sponsored event and the Chamber's understanding was it was a City-sponsored event. The challenges have been worked out this year.

However, since we had a bit of a similar situation in relation to the Bear Festival, to avoid the confusion which was present this year, I would recommend that discussions occur with the Chamber's representatives, as to the garage sale event, and the Bear Festival Committee, as to that event, so as to have the appropriate protocols and agreements in place for 2012 for both events long in advance of the actual dates.

I would note that, in most situations, events such as the garage sale are not sponsored by the City, but rather the City cooperates in their holding. For instance, the Elma Chamber recently sponsored a car show. The City cooperated through the closing of the streets necessary to exhibit the cars.

3. **"JANITORIAL SERVICES REF"**: At your last meeting, you authorized Ms. Collins to request proposals for provision of janitorial services to the City complex. It is my understanding the request has been distributed. For your information, it is an unusual area since the applicable statutory authority requires that the provisioner of such services pay any employee of the firm the prevailing wage for such services, as determined by the Department of Labor and Industries. However, so long as the provisioner is the owner, that mandate does not apply.

4. **"ELECTRIC BUDGET PAY SYSTEM"**: Apparently for some time the City has offered a budget pay program for its electrical customers who wish to average out their bills. Unfortunately, it is my understanding no one can find the formal authorization for this plan nor the specific guidelines on how to set it up and how to handle breaches. Obviously, clarity is important. Thus Ms. Collins, Ms. Mercer, and I have commenced the process to develop a formal program for your review, consideration, and adoption.

Since the PUD apparently has such a program, I have contacted Mr. Streeter, its CFO, in terms of obtaining a copy of their documents. He has indicated that he will check with the District's staff and provide us such material as they may have. As of the time of the preparation of this document, I have not received anything. When it arrives, Chris and Wendy will compare

it with what we have operationally, what they think needs to be improved, and then provide to me for drafting. Hopefully we will have something for your review no later than the first meeting in October.

As always, this is not meant to be all inclusive. If you have any questions or comments, please direct them to me.

DG/le

STAFF REPORT

To: Mayor Dent
From: Nick Bird, Director of Public Works
Date: September 8, 2011
Re: Current Non-Agenda Activity

Energy Conservation Program

REMINDER!!

On September 10, 2011, from 9:00 AM to Noon at City Hall, we will be giving away four (4) FREE Compact Fluorescent Lights (the twisty light bulbs) to every residential customer, while supplies last. You must bring the copy of the August statement to qualify!

PWTF Update

The contract is in hand and will be executed shortly. We will be sure to keep you updated through the design process. As part of the project, we must complete an "Industrial Grade Energy Efficiency Audit" to determine if additional efficiency measures must be included in the project. In the event efficiency measures are suggested, we will see if there are alternative funding sources available.

Comprehensive Stormwater Management Plan

The complete Comprehensive Stormwater Management Plan has been provided to the City. The final document will be provided after Todd and I have reviewed the draft version again. We anticipate providing a summary and schedule similar to the Light and Power CIP provided with this meeting's packet.

STAFF REPORT

To: Mayor Dent
From: Paul Nott, Light & Power
Date: September 7, 2011
Re: July/August Report



	Monthly Statistics;	YTD Totals;
New Services;	0	0
System Outages;	1	13
Pole Replacements;	1	6
Maintenance Work Orders;	4	26
Billable Work Orders;	3	4

In the last two months the L&P crew has had one system outage, two customer only outages, completed a primary extension project and assisted the Public Works crew in the sidewalk project in the park.

The system outage was related to weather and the customer only outages were from faulty equipment and human error.

The primary extension project was out on the north end and will be serving 4 lots. We are anticipating providing electrical service to at least two of the lots in the not too distant future.

The park sidewalk project has kept us pretty busy the last month. But, we can finally say that the end is in sight. It's still a ways away but we can finally see it.

We received the latest DGA results from KVA and they are giving our substation transformers a clean bill of health. We are now on an annual testing scheme.

Due to budget constraints we haven't ordered any distribution transformers in the past two years. This has left us with a minimum in the sizes that we most frequently use. I will be researching and compiling a list of transformers needed and also the specifications to be provided in the bid specs.

As always if you have any questions or concerns, feel free to contact us. Or just look us up in the park...

STAFF REPORT

To: Mayor Dent
From: Todd Baun, Public Facilities Manager
Date: September 9, 2011
Re: July and August Report

The following items are the highlights of what I have been working on during the past 2 months.

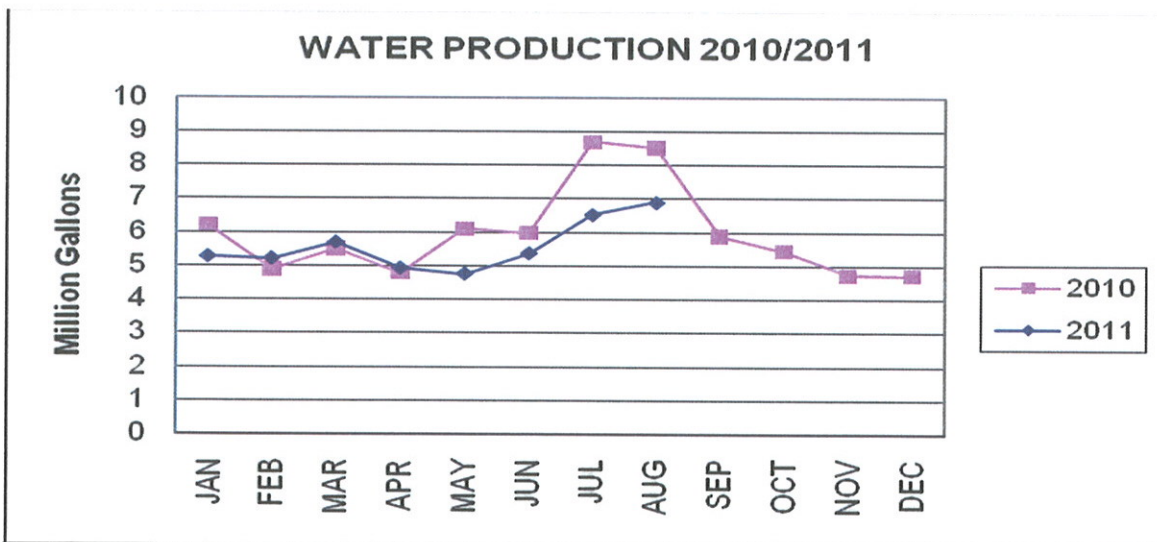
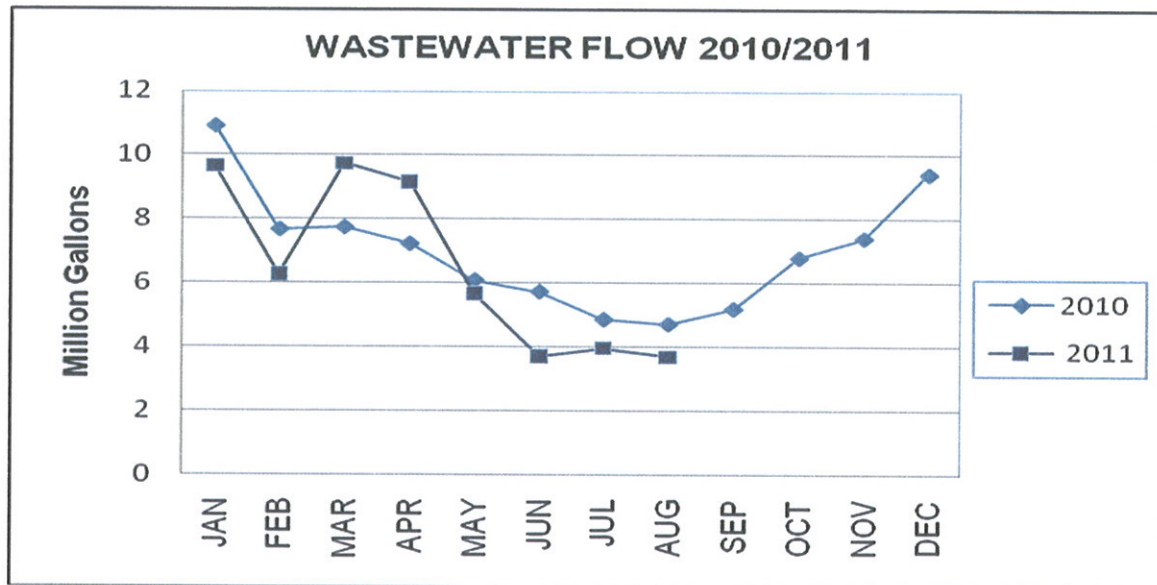
- I still have received no contact from Mr. and Mrs. Gravatt on the storm water issue affecting their property located at 311 W. Simpson Ave. We are in a holding pattern until we receive the legal documents that have been given to them by the city.
- We have been mowing our usual areas which are Beerbower Park, Community Center, Cemetery, Eddie Biers Park, Simpson Ave. Strips, and the Park and Ride. We are also mowing and weed eating many of the City's ROWs. With the weather behaving like it has, we can barely keep up with the mowing.
- The crew has repaired several leaks on water service lines. Every leak we have found is on old $\frac{3}{4}$ inch galvanized pipe. This old pipe does not hold up well in our soils and fails. We remove the old lines and replace with new polyethylene pipe.
- The park trail has been started. We have several sections poured with several more to pour. Light and Power have been extremely helpful in this project by taking the lead on the concrete setup and pours. Our deadline for completion of this project is September 20th.
- We are still in the design phase of the storm drainage issue for the area of 6th and Hemlock.
- The crew is still filling in many potholes throughout the City. We are trying to keep up on the potholes, but it seems that they multiply faster than we can fill them.
- The City has the SEPA for the maintenance of our outfalls at the big culverts at 7th and Maple. I have received no responses from any agencies on the SEPA.
- I have received a draft of the storm water plan from Gray and Osborne.
- The flower baskets are looking good. Tami and the crew have been watering the flower baskets, planters on 3rd street and several other areas.
- WSDOT will be in town to stripe the streets when their schedule allows.
- If weather allows, the city crew will be patching several small areas with asphalt.
- We are finished with the cemetery expansion grading. We have it planted in grass and it started to grow. This warm weather has stunted the growth, so when fall comes around, we are hoping to have a nice green lawn in the new expansion of the cemetery.
- I have submitted capital project list for 2012 to Nick and Wendy. I know a lot of items won't be funded, but it doesn't hurt to ask for them.

- And as always, we are trying to keep up on all our routine and daily maintenance of the parks, cemetery, streets, water, sewer, storm and buildings.

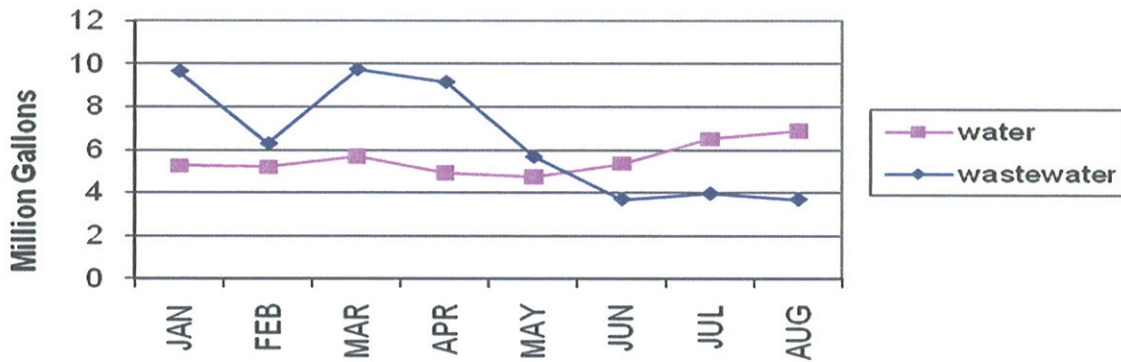
If you have any questions, don't be afraid to ask. If you see something that needs attention or have any ideas that you would like me to pursue, my door is always open, so please come and talk to me.

To: Mayor Dent
From: Vern Merryman, Water/Wastewater
Date: September 2011
Re: Council Report

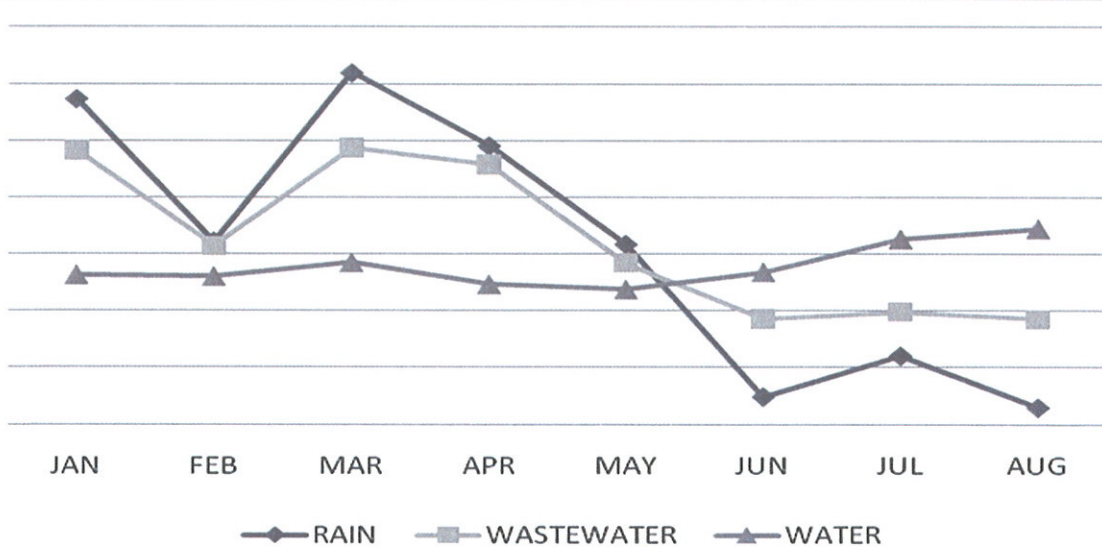
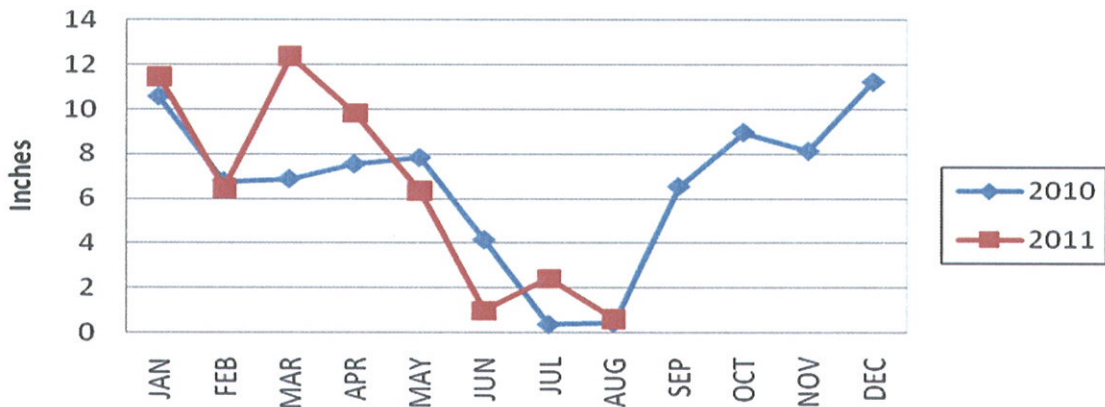
Waste flows and water production are down as we enter into the 3rd quarter. The wells and treatment plant are operating as expected.



WATER / WASTEWATER 2011



PRECIPITATION 2010/2011



STAFF REPORT

To: Mayor Dent
From: George M. Crumb, Chief of Police
Date: September 9, 2011
RE: Report for September 14, 2011, Council Meeting

SUMMARY OF POLICE INCIDENTS / ACTIVITIES:

The below listed information are calls or contacts received by McCleary Police Officers either generated by Grays Harbor County dispatch 911 service, citizen reports or call in, or other officer generated incidents:

*1613 incident histories reported as of 1130 hrs. 090911, with traffic bails of \$5246 and 3 mandatory court appearances.

- | | |
|---------------------------------------|---------------------------------|
| 25... Speeding. | 01... Domestic Violence |
| 00... Speeding in School Zone | 01... Burglary |
| 13... Fire Response's | 03... Disorderly Conduct |
| 37... Traffic Stop's | 01... Threats |
| 22... Agency Assist's | 02... Drug Incidents |
| 09... Animal Complaints | 01... Curfew Violations |
| 05... Traffic Hazard Reports | 05... Welfare Checks |
| 04... Report of Harassment | 04... Suspicious Person/Vehicle |
| 09... Police Information or Referrals | 01... 9-1-1 Open Line/Hang up |
| 03... Traffic Offense/Reckless | 04... Found Property Reports |
| 06... Motorist Assist/Citizen Assist | 03... Theft Reports |
| 01... Attempt to Locate | 02... Juvenile Problems |
| 01... Malicious Mischief | 02... Warrant Arrests |
| 01... 9-1-1 Open Line | 02... Civil matters |
| 01... Custody dispute/Civil | 01... D.U.I. |
| 01... Audible Alarm | 01... Subject Stop |
| 01... Hit & Run | |

Discussion: Open

() Request Surplus Action of second Crown Victoria, 1999, Plate #29566D with 150,055 miles. J&F Auto says a piston has no compression and will be estimated excess of \$1800 to repair, Whitney's says excess of \$5400 in car with same problem.

Council Members Present: ALL... Mr. Ator, Mr. Boling, Mr. Geer, Mr. Lant, Mr. Shiller.

Mayor Dent: Present / Not Present _____

Officer Reporting: Chief Crumb  _____

STAFF REPORT

To: Mayor Dent
CC: Ron Pittman, Chief
From: Paul Nott, Assistant Chief
Date: September 7, 2011
Re: July/August Fire Department Report



	Monthly Statistics;	YTD Totals;
Actual Structure Fires:	0	1
Fire Calls:	6	18
Rescue/EMS assists:	2	10
Motor Vehicle Collisions:	3	15
Hazardous Material Response:	0	1
Service Calls:	2	8
False Alarms:	2	4

The last two months for Station 89 have been actually on the slower side. The majority of the fire calls we have been having are illegal burns. The state is currently under a burn ban with recreational fires only in approved pits. Check the DNR website for future updates.

There are no major events or specific issues to report at this time.

There were no firefighter injuries or safety concerns to report from the Safety Officer.

STAFF REPORT

To: Mayor Dent
From: Colin Mercer Webmaster
Date: September 1, 2011
Re: August Website & Help Desk

Re-Occurring Website Activities

- Council Agenda/Package posted online.
- Council Minutes posted online.

New Website Activity

- Added a note about the Conservation Program end date for 2011.
- Post CFL Give away information on the calendar and the conservation page.
- Add additional information about what type of work requires building permits on the Building Department page.

Additional Tasks

- Create Compact Fluorescent Lamp Give away flyer. Print and prepare for utility bill inserting.
- Notify Vidette about CFL give away for the community calendar in the paper.
- Working with BIAS on uploading all parcel information into system.

Help Desk Activity

Month	Number of Incidents Reported	Staff Reported / Closed / Open	Citizen Reported / Closed / Open
May	3	4 / 4 / 2	2 / 4 / 11
June	18	5 / 4 / 3	13 / 15 / 9
July	6	0 / 0 / 3	6 / 8 / 7
August	18	7 / 7 / 3	11 / 8 / 10

Conservation Program

Month	Applications Received	Conservation Permits Issued	Rebates Paid This Month	Total Rebates Paid To Date
May	2	2	\$70.00	\$140.00
June	6	5	\$517.00	\$657.00
July	3	2	\$225.00	\$882.00
August	6	8	\$3986.08	\$4868.08

Website Comments:

None

Website Traffic August 1, 2011 through August 31, 2011

Section	Page Views	Percent of Total
Default Home Page	1997	29.86%
Events Calendar	819	12.25%
City Departments	277	4.14%
Agendas and Minutes	273	4.08%
Conservation Program	268	4.01%
Home Page	236	3.53%
City Jobs	236	3.53%
Code, Ordinances & Standards	194	2.9%
FAQ's Page	164	2.45%
Mayor and Council	153	2.29%
Police	151	2.26%
Helpful Links	145	2.17%
Utilities	128	1.91%
City Photos	124	1.85%
Chamber of Commerce	123	1.84%
Bear Festival	121	1.81%
Administration	109	1.63%
Search Results	101	1.51%
Light & Power	95	1.42%
Development Services / Building	92	1.38%
Fire	89	1.33%
Water / Wastewater	88	1.32%
Public Facilities	88	1.32%
Planning Department	60	0.9%
Tell Us What You Think!	57	0.85%
2008-11 Budget	54	0.81%
Previous Years Council Minutes	53	0.79%
Municipal Court	48	0.72%
Interlocal Agreements	45	0.67%
Flood Photos 2009	42	0.63%
Bear Festival Photos	42	0.63%
65th Anniversary Photos	40	0.6%
City Staff	39	0.58%
Park Project Photos	35	0.52%
Previous Years Council Agendas	32	0.48%
Christmas Photos 2007	31	0.46%
Community Center	20	0.3%
Conservation Data Page	11	0.16%
Surveys & Questionnaires	7	0.1%
Stormwater Plan Questionnaire	1	0.01%
TOTAL	6688	100%



McCleary Chamber of Commerce
PO Box 53
McCleary, WA 98557
<http://www.McClearyChamber.com>

September 2, 2011

Dear City of Mc Cleary Officials,

The Mc Cleary Chamber of Commerce has purchased a new banner for the Annual Citywide Garage Sale to replace the one that was destroyed last year (2010). We wish to donate this banner to the City of Mc Cleary for the purpose of helping the City promote this community event and bring additional people, therefore commerce to our city.

Regards,

Pauline A. Martin

Chamber President

Mc Cleary Subway Owner

Cell: 360-470-4029 Work: 360-495-7827

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: September 8, 2011
Re: Light and Power Capital Improvement Plan

In June 2011, we provided an update on the Light and Power Capital Improvement Plan. In August 2011, Elcon Associates, Inc. completed the Capital Improvement Plan (CIP) Report. This CIP only evaluates and recommends improvements to our electrical system. We have included the summary and conclusions as an attachment to this report as well as the recommended construction summary (schedule and estimated costs) for your review and reference. Copies of the complete document can be reviewed at City Hall.

Action Requested:

Please consider adoption of the Capital Improvement Plan Report provided by Elcon Associates, Inc., dated August 2011.



6.5 CONSTRUCTION SUMMARY

Table 6.1
Construction Items and Cost Summary

Construction Items by Year	Cost	Total Cost
2012		
4kV Cutover Step 1	\$120,000	
Relocate 69 kV Transmission to Simpson Street	\$27,000	
Distribution System Map	\$4,000	
Replace High-side bushings on Seventh Street Substation Transformer	\$20,000	
		\$171,000
2013		
4kV Cutover Step 2	\$159,000	
Rebuild McConky Luscomb Loop Underground	\$133,000	
		\$292,000
2014		
4kV Cutover Step 3	\$197,000	
Rebuild Oak Meadows Rd Underground	\$78,000	
		\$275,000
2015		
Remove Seventh & Maple 4 kV Substation Equipment	\$84,000	
4kV Cutover Step 4	\$99,000	
Rebuild Bonnie View Lane Underground	\$65,000	
		\$248,000
2016		
Rebuild Elma-Hicklin West of Summit	\$72,000	
Rebuild Elma-Hicklin Summit to Co. Line Rd.	\$69,000	
Rebuild Elma-Hicklin from County Line Rd. to End of O.H.	\$66,000	
		\$207,000
2017		
Rebuild County Line Rd.	\$87,000	
Rebuild Tornquist Rd.	\$132,000	
		\$219,000
2018 - 2031		
Underground Feeder Tie Switch - 3rd & Mommsen	\$74,000	
Reconductor Elma-Hicklin Road with 2/0 ACSR	\$73,000	
Reconductor 12.5 kV Fdr #2, Well Rd. to Summit Rd with 556 AAC	\$121,000	
Reconductor 12.5 kV Fdr #3, Maple St & Summit Rd to Well Rd with 556 AAC	\$172,000	
Add second dual voltage transformer at Seventh Street Substation	\$1,084,000	
		\$1,524,000
Total Construction		\$2,936,000

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: September 8, 2011
Re: Transformer Request

Attached you will find a memorandum from Mr. Nott, which displays the deficiencies of our material inventory. He has proposed purchasing 30 transformers to restock our inventory, which translates to a supply purchase of approximately \$45,000. As the estimated cost of the purchase is above \$7,500, we must call for bids in accordance with RCW 35.23.352 (6).

It should be noted that the most recent bulk transformer purchase was back in 2006, where we purchased 24 pad mounted transformers for approximately \$64,000.

Action Requested:

Please authorize the City to call for bids for purchasing the transformers shown on the memorandum.

9/2/2011

To: Nick Bird
From: Paul Nott
RE: Status of Transformer Inventory

Nick,

As I discussed with you a couple of weeks ago the L&P transformer inventory is lacking in our most popular transformers.

Current Inventory:

Pole Mount

4 15KVA DX
7 25KVA DX
14 37.5KVA DX
8 75KVA DX

Pad Mount

2 25KVA DX
13 50KVA DX
10 75KVA DX

The 15 and 25 KVA pole and pad transformers are the ones we utilize the most frequent. With storm season right around the corner, and being prepared for new installations or transformer failures, I would like to order the following transformers to have sufficient stock on hand.

Proposed transformer order:

Pole Mount	Most recent purchase price	Total
10 15KVA DX	1,016.00	10,160.00
10 25KVA DX	1,172.00	11,720.00
Pad Mount		
10 25KVA DX	2,262.00	<u>22,620.00</u>
	Total	44,500.00

If we could sit down in the not too distant future and discuss this I would appreciate it...

Paul

STAFF REPORT

To: Mayor Dent
From: Nick Bird, P.E., Director of Public Works
Date: September 8, 2011
Re: Coastal Community Action Program (CCAP)

The City of McCleary and the Coastal Community Action Program (CCAP) have previously entered into agreements on an annual basis. The purpose of these agreements is to define the conditions that the City must agree to so that the CCAP can make energy assistance payments to the City on behalf of eligible households (participants of the Low-Income Home Energy Assistance Program [LIHEAP]).

The current Agreement expires on September 30, 2011. The new Agreement is for a one year period, through September 30, 2012. No changes to the Agreement other than the dates were observed from previous Agreements.

There is no cost to the City as a result of this Agreement.

Action Requested:

Please consider authorizing execution of the Agreement by the Mayor.