



**WAITSBURG CITY COUNCIL**

**REGULAR MEETING**

**February 19, 2020**

**7:00 P.M.**

**Lions Club Community Building – Fairground Facility**

---

**AGENDA**

- |  |            |  |        |
|--|------------|--|--------|
| <b>I. Meeting Call to Order</b>  | Mayor      |  |        |
| a. Pledge of Allegiance  |            |  |        |
| <b>II. Roll Call</b>   | City Clerk |  |        |
| a. Agenda Approval   | Discussion |  | Action |
| <b>III. Approval of Minutes</b>  |            |  |        |
| a. January 15, 2020 Regular Meeting  | Discussion |  | Action |
| b. February 11, 2020 Special Meeting   | Discussion |  | Action |
| <b>IV. Public Comment</b>  |            |  |        |
| <b>V. Unfinished Business</b>  |            |  |        |
| a. Public Hearing – Election System Change                                   | Discussion |  |        |
| b. Resolution 2020 - 698<br>City Election System Change                      | Discussion |  | Action |
| <b>VI. New Business</b>  |            |  |        |
| a. Resolution 2020 - 699<br>Taggart Road Extension Project Retainage Release | Discussion |  | Action |
| b. Complete Street Grant Engineering Agreement                               | Discussion |  | Action |
| c. Legal Services Contract update  | Discussion |  | Action |
| d. Flood Control items   |            |  |        |
| i. Local Recovery Funding Options  | Discussion |  | Action |
| ii. Building Permit Fee waiver   | Discussion |  | Action |
| iii. Flood Mitigation Study Status   | Discussion |  |        |
| iv. Flood warning siren  | Discussion |  |        |
| <b>VII. Mayor's Report</b>   |            |  |        |
| <b>VIII. Council Reports</b>   |            |  |        |
| <b>IX. City Clerk Report</b>   |            |  |        |
| <b>X. Approval of Bills</b>  |            |  |        |
| <b>XI. Adjournment of Meeting</b>  |            |  |        |



Memo

To: Mayor and City Council  
From: City Administrator – Randy Hinchliffe  
Date: 2/14/2020  
Re: Agenda Items

---

Mayor and City Council Members:

Here is the agenda item summary for the February meeting.

**Unfinished Business**

a/b. Public Hearing and corresponding Resolution regarding the planned Election process change from the City to Walla Walla County.

**New Business**

- a. Resolution 2020-699. Release of retainage owed to Moreno & Nelson Construction for work on the Taggart Road Extension project. All state releases have been approved and received by the City.
- b. Engineering Agreement. Agreement with Anderson Perry for the Engineering services associated with the Complete Streets sidewalk grant from TIB.
- c. Legal Services fee increase. See enclosed letter.
- d. Flood Control Items. See enclosed memo.

Let me know if you have any questions prior to the meeting on Wednesday.

Randy Hinchliffe  
City Administrator



## Waitsburg City Council Meeting – January 15, 2020

Mayor Dunn called the meeting to order at 7:00 p.m.

### Roll Call

City Clerk Randy Hinchliffe called the roll. The following were present:

**Mayor:** Marty Dunn

**Council Members:** Kevin House, Jim Romine, Terry Jacoy, KC Kuykendall, Kate Hockersmith and Student Representative Kevin Murphy

**Others:** On file at City Hall

### Agenda Approval

With no changes, the agenda was approved and passed unanimously.

### Approval of Minutes – December 18, 2019 Regular Meeting

With a minor correction, minutes were approved and passed unanimously

### Public Comment

County Commissioner Todd Kimball was in attendance to brief the City Council on the upcoming changes to the Walla Walla Valley Watershed Management Partnership.

### New Business

#### a. Public Hearing – Pacific Power Franchise Agreement

Public hearing regarding the renewal of the City's franchise agreement with Pacific Power. No public testimony was offered.

#### b. Ordinance 2020-1061

Ordinance renewing the franchise with Pacific Power. With no further discussion, Council member Jacoy moved to approve with Council member Romine seconding. Motion to approve was approved and passed unanimously.

#### c. Ordinance 2020-1062

Ordinance vacating all of portions of the undeveloped city street known as Polder Street. City Council reviewed the items, including the provided map and asked questions of the Planning Commission Chairman. With no more discussion, Council member Romine moved to approve with Council Member House seconding. Motion to approve was approved and passed unanimously.

#### d. Public Records Policy Update

Update to the City's Public Records policy related to recommended changes from the Washington State Attorney General's Office. After a short discussion related to the proposed changes, Council member Jacoy moved to approve with Council member Kuykendall seconding. Motion to approve was approved and passed unanimously.

### Unfinished Business

#### a. City Election Update.

City Staff and Attorney updated the City Council on progress regarding the possible election process change over to Walla Walla County. After a short discussion period, council instructed City Staff to proceed with the necessary Resolution for the February meeting.

### Mayor's Report



Due to limited staffing related to the recent resignation of the former Deputy City Clerk, Mayor Dunn apologized for the extended closures of the City Hall.

**Council Reports**

Council Member Hockersmith commented on continued committee work.

**City Clerk Report**

City Clerk Randy Hinchliffe reported on a variety of day to day operational items; specifically and end of the year update of the City’s 2019 City Budget and potential audit issues the City may face.

**Approval of Bills**

With no questions related to the City’s obligations, Council Member Kuykendall moved to approve with Council Hockersmith seconding. Motion to approve the bills was approved and passed unanimously.

December Payroll Clearing (Warrants 23062 - 23071)	\$17,988.69
-Includes direct deposit run on 12/27/2019 for \$8,414.71	
January Payroll Clearing (Warrants 23076 – 23083)	\$15,962.26
-Includes direct deposit run on 1/13/2019 for \$6,647.41	
Claims Clearing Vouchers (Warrants 23084 - 23120)	<u>\$65,362.26</u>
	<b>Total \$99,313.21</b>

**Adjournment of Meeting**

There being no further business, the meeting was then adjourned at 7:57 p.m.

Approved: 2/19/2020

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk





**Waitsburg City Council Special Meeting – February 11, 2020**

Mayor Dunn called the meeting to order at 6:00 p.m.

**Roll Call**

City Clerk Randy Hinchliffe called the roll. The following were present:

**Mayor:** Marty Dunn

**Council Members:** Kevin House, Kate Hockersmith, Terry Jacoy, KC Kuykendall and Jim Romine

**New Business**

**a. Emergency Proclamation**

Emergency Proclamation from Mayor Dunn related to the recent flood event. Council discussed the need for the declaration and its benefits. With no more discussion, Council Member Romine moved to approve with Council Member Hockersmith seconding. Motion to approve the Proclamation was approved and passed unanimously.

**b. City Flood Response and recovery efforts.**

City Staff briefed the City Council on the recent flood event and related damages to City infrastructure and repair efforts currently in process. Council members did also hear from Walla Walla County Commission Greg Thompkins and Columbia County Emergency Management Director Ashley Strickland about government entity limitations in regards to helping individual property owners. Discussion item, no action taken

**Adjournment of Meeting**

There being no further business, the meeting was then adjourned at 5:15

**Approved:**

2/19/2020

**Attest:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**RESOLUTION NO. 2020-698**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WAITSBURG,  
WASHINGTON, AUTHORIZING THE CHANGE OF CITY ELECTION PROCEDURES**

**WHEREAS**, The Territorial Charter of the City of Waitsburg (the “Charter”) was approved by the Territorial Legislature of the Washington Territory on February 4, 1886; and

**WHEREAS**, the City Council of the City of Waitsburg has since enacted a number of ordinances to enable the City to carry out its duties and obligations under the Charter, which ordinances have been codified into the City of Waitsburg Municipal Code (the “Municipal Code”); and

**WHEREAS**, both the Charter (*see* Chapter XIII) and the Municipal Code (*see* Title III) describe the process by which elections have historically been handled in the City; and

**WHEREAS**, under the authority of section 35.30.080 of the Revised Code of Washington (RCW), when a majority of the legislative body of an unclassified city determines that it would serve the best interests and general welfare of such municipality to change the election procedures of such city to the procedures specified in that section, such legislative body may, by resolution, declare its intention to adopt such procedures for the city; and

**WHEREAS**, the general laws of the State of Washington which the Legislature intends to apply to all cities, such as RCW 35.30.080, supersede or govern in the case of any perceived conflict with a territorial charter (*see Benton v. Seattle Electric Co.*, 150 Wash. 156, 162 (1909)); and

**WHEREAS**, the City Council has studied and evaluated the City’s election system and procedures (the “Election System”) as currently set forth in the Charter and the Municipal Code; and

**WHEREAS**, the City Council has sought guidance, information, suggestions, and cost estimates from the Elections Department of the Office of the Walla Walla County Auditor, the county department which is responsible for administering elections in the County for all federal, state, county, municipal, and special districts (except for the City of Waitsburg); and

**WHEREAS**, the City Council has had multiple discussions in open public meetings related to the deficiencies of the current Election System, and held a public hearing on February 19, 2020, to allow residents to speak in favor of, or against, proposed changes to the Election System; and

**WHEREAS**, as a result of those discussions the City Council has determined and believes that the current Election System is deficient in many ways, including, but not limited to: it is unduly burdensome on City Staff, which has the responsibility of running the annual election; it is more costly than what the City expects would be the cost if the City’s election were administered by the County Elections Department; and it places City staff in the uncomfortable



and perhaps inappropriate position of counting ballots for elected officials who will then direct the work of City Staff upon being elected; and

**WHEREAS**, as a result of those discussions, a majority of the City Council, acting as the legislative body of the City (an unclassified Washington city), has determined and believes that it would serve the best interests and general welfare of the City to change the election procedures of the City to the procedures specified in RCW 35.30.080 and as set forth within the general election laws of the state of Washington.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council as follows:

1. Pursuant to RCW 35.30.080, the City Council does hereby declare its intention to change the City's Election System to the procedures set forth in RCW 35.30.080 and to incorporate and follow such provisions as are otherwise consistent with the general election laws of the State; and

2. City staff shall administer one last election in April 2020, consistent with the current Election System, with the understanding that the term of those elected in April 2020, shall run until December 31, 2021; and

3. The County shall administer the City's election in 2021, with the candidates elected expected to take office on January 1, 2022; and

4. City staff are hereby authorized and directed to propose revisions and amendments to the Municipal Code, for Council review and adoption, as shall be necessary to carry out the intent of this Resolution.

**PASSED, ADOPTED AND APPROVED** this 19<sup>th</sup> day of February 2020.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor Marty Dunn

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jared Hawkins  
City Attorney



**RESOLUTION NO. 2020-699**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WAITSBURG, WASHINGTON, AUTHORIZING THE RELEASE OF RETAINAGE OWED TO MORENO & NELSON CONSTRUCTION FROM THE CITY STREET FUND IN THE AMOUNT OF \$8,774.98**

**WHEREAS**, Fund 102 was established and utilized for the purpose of receiving and consolidating money for street improvement related projects; and

**WHEREAS**, Moreno & Nelson Construction (“Moreno & Nelson “) has performed the work that it contracted to perform for the City; and

**WHEREAS**, City staff or their agents have reviewed the work performed by Moreno & Nelson and are not presently aware of any pending claims or disputes against Moreno & Nelson arising from the work performed; and

**WHEREAS**, Moreno & Nelson has fulfilled its obligation to pay all taxes to the State of Washington.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council:

That the payment amount is justified, and a warrant shall be issued, releasing the retainage amount on the 2019 Taggart Road Extension project to Moreno & Nelson Construction.

**PASSED, ADOPTED AND APPROVED** this 19<sup>th</sup> day of February 2020.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor Marty Dunn

\_\_\_\_\_  
Randy Hinchliffe, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jared Hawkins  
City Attorney







AGREEMENT BETWEEN CLIENT AND ENGINEER FOR PROFESSIONAL SERVICES

Job No. 366-118

PROJECT: 2020 SIDEWALK IMPROVEMENTS

PART I. PARTIES AND DESCRIPTION OF WORK

THIS AGREEMENT is made on the 4th day of February 2020 between the CITY OF WAITSBURG, WASHINGTON (the CLIENT) and ANDERSON PERRY & ASSOCIATES, INC. (the ENGINEER). Now, therefore, the CLIENT and ENGINEER agree as follows:

PART II. ENGINEERING SERVICES

- A. The CLIENT hereby authorizes the ENGINEER, acting as an independent consultant, to perform the following services: Design sidewalk improvements as described in the attached Scope of Work (Exhibit A).
B. The CLIENT will provide the following to the ENGINEER: The CLIENT will walk the project with the ENGINEER and provide direction as to the improvements.
C. Additional Provisions: N/A

PART III. BASIS OF FEE AND BILLING SCHEDULE

In consideration for performing said services, the CLIENT agrees to compensate the ENGINEER as follows: On a lump sum basis with an amount equal to \$35,000 for all work identified in the Scope of Work (Exhibit A) and in accordance with Exhibit B of this Agreement.

Billings will be submitted monthly based upon actual services performed. Accounts are due 30 days from the date of billing. A service charge of 12 percent interest per annum will be charged on all past due accounts. Interest to start 30 days from the date the billing is received. The ENGINEER may suspend work under this Agreement until the account is paid in full.

If collection is made by suit or otherwise, the CLIENT agrees to pay interest until the account is paid, plus pay all collection costs, including a reasonable attorney's fee.

THE TERMS AND CONDITIONS ON THE REVERSE SIDE ARE PART OF THIS AGREEMENT.

This Agreement executed on the day and year first above written.

ENGINEER
ANDERSON PERRY & ASSOCIATES, INC.

CLIENT
CITY OF WAITSBURG, WASHINGTON

Jake Hollopeter, P.E.
Name
Signature
Vice President
Title

Name
Signature
Title

## ANDERSON PERRY & ASSOCIATES, INC.

### PART IV. TERMS AND CONDITIONS

#### GENERAL

Should litigation or arbitration occur between the two parties relating to the provisions of this Agreement, all litigation or arbitration expenses, collection expense, witness fees, court costs, and attorneys' fees incurred by the prevailing party shall be paid by the non-prevailing party to the prevailing party.

Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

The ENGINEER intends to render his services under this Agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either expressed or implied.

The CLIENT guarantees full and free access for the ENGINEER to enter upon all properties required for the performance of the ENGINEER's services under this Agreement.

The ENGINEER shall not be responsible for acts of omissions of any party or parties involved in the services covered by this Agreement other than their own or for the failure of any contractor or subcontractor to construct any item in accordance with recommendations issued by the ENGINEER.

Any opinion of the estimated construction cost prepared by the ENGINEER represents their judgment as a design professional and is supplied for the general guidance of the CLIENT, since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.

#### EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

#### AUTHORIZATION TO PROCEED

Approval of this agreement by the CLIENT and the ENGINEER will serve as written authorization for the ENGINEER to proceed with the services called for in this Agreement.

#### OWNERSHIP OF DOCUMENTS

All drawing, specifications, and other work product of the ENGINEER are property of the ENGINEER whether the project is completed or not. Reuse of any of the instruments of service of the ENGINEER by the CLIENT on extensions of this project or on any other project without the written permission of the ENGINEER shall be at the CLIENT's risk and the CLIENT agrees to defend, indemnify, and hold harmless the ENGINEER from all claims, damages, and expenses including attorneys' fees arising out of such unauthorized reuse of the ENGINEER's instruments of service by the CLIENT OR BY OTHERS ACTING THROUGH THE CLIENT.

#### TERMINATION

This Agreement may be terminated by either party by seven days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other party through no fault of the terminating party or by mutual consent. If this Agreement is terminated, the ENGINEER shall be paid for services performed to the termination notice date, including reimbursable expenses due.

#### GOVERNING LAW

Unless otherwise specified within this Agreement, this Agreement shall be governed by the law of the principal place of business of the ENGINEER.

#### INSURANCE

The ENGINEER shall acquire and maintain statutory workmen's compensation insurance coverage, employer's liability, and comprehensive general liability insurance coverage. The CLIENT shall acquire and maintain appropriate property, comprehensive general liability, and other appropriate insurance that will protect the CLIENT's interest on the project.

#### INDEMNITY

The CLIENT will require that any contractor or subcontractor performing work in connection with drawings produced under this Agreement to hold harmless, indemnify and defend, the CLIENT and the ENGINEER, their consultants, and each of their officers, agents, and employees from any and all liability claims, losses, or damage arising out of or alleged to arise from the contractor's (or subcontractor's) negligence in the performance of the work described in the construction contract documents, but not including liability that may be due to the sole negligence of the CLIENT, the ENGINEER, their consultants or their officers, agents, and employees.

#### LIMITATION OF LIABILITY

The CLIENT agrees to limit the ENGINEER's liability to the CLIENT and to all construction contractors and their subcontractors on the project, if any, due to the ENGINEER's professional negligent acts, errors, or omissions, such that the total aggregate liability of the ENGINEER to those named shall not exceed Fifty Thousand (\$50,000.00) Dollars or the ENGINEER's total fee for services rendered on this project, whichever is greater.

#### EEO PROVISIONS

The ENGINEER shall comply with all applicable provisions of the Regulations of the U.S. Department of Commerce (Part 8 of Subtitle 15 of the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to non-discrimination in employment because of race, religion, color, sex, or national origin. The ENGINEER shall comply with Executive Order 11246 (41 CFR 60-1.4), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741.5(a)), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (41 CFR 60-250.5(a)), the Jobs for Veterans Act of 2003 (41 CFR 60-300.5(a)), and, the organizing and collective bargaining Clauses of Executive Order 13496 (29 CFR 471). The ENGINEER shall comply with applicable federal, state, and local laws, rules, and regulations concerning Equal Employment Opportunity.

**EXHIBIT A  
CITY OF WAITSBURG, WASHINGTON  
2020 SIDEWALK IMPROVEMENTS  
DESIGN ENGINEERING SERVICES**

**SCOPE OF WORK**

The work consists of the design and preparation of construction bidding documents for the construction of sidewalks, including Americans with Disabilities Act (ADA) ramps on several streets in Waitsburg, including Willard Street, Lincoln Street, 6th Street, Kinnear Street, Coppei Avenue, and 7th Street. Specific sidewalk locations are included on Figures 1 and 2. The entire project is located within the city limits of Waitsburg, Washington.

Anderson Perry & Associates, Inc. (ENGINEER) shall provide plans, specifications, an engineer's estimate, and complete bid documents necessary for constructing the project.

The work shall include:

- Coordinate a project development schedule with the City of Waitsburg (CLIENT) and deliver all products within the mutually developed schedule.
- Conduct field surveys and prepare a design survey base map.
- If necessary, prepare for and attend up to one CLIENT council meeting for the project.
- Design improvements, including sidewalk, ADA ramps, and other related items included in the funding application.
- Prepare bid advertisement, answer questions from bidders, prepare and distribute addenda (if any), review bids, check references and qualifications of the low bidder, prepare the bid opening updated cost estimate, and otherwise assist the CLIENT with the bidding process.

**Note:** The project is anticipated to be categorically exempt from the State Environmental Policy Act. A Stormwater Permit from the Washington State Department of Ecology should not be needed, and a Cultural Resource Report should not be required. Right-of-way acquisition is not anticipated. Therefore, assistance for these items is not included.

Design features shall include:

- The sidewalk shall be designed to the standards as listed in the Washington State Department of Transportation Local Agency Guidelines, ADA standards, and CLIENT standards.
- The sidewalk width shall be 5 feet or match the existing width, where applicable.
- ADA compliant ramps shall be included as applicable.

Documents to be furnished by the ENGINEER:

- Up to two sets of preliminary plans for review of approximately 50 and 90 percent completion stages of the project.
- Two sets of bidding documents with an engineer's estimate for final review and authorization to advertise for bids. One set each for the CLIENT and funding agency.
- Up to five sets of final bidding documents and an engineer's estimate for CLIENT use.
- Quest CDN will be utilized for the bidding process.

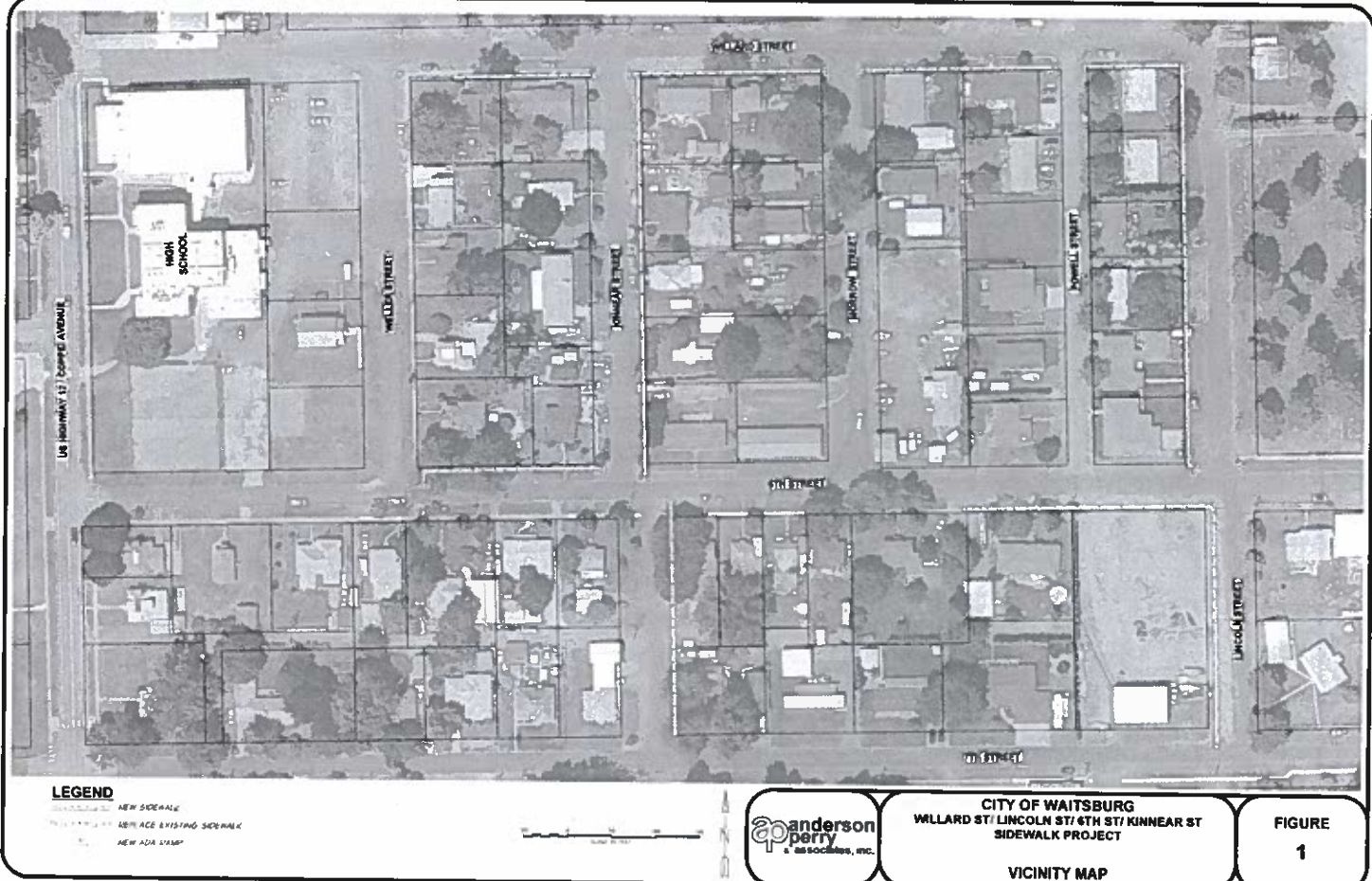
The CLIENT, at their option, may supplement this Agreement to include construction administration services.



**EXHIBIT B**  
**CITY OF WAITSBURG, WASHINGTON**  
**2020 SIDEWALK IMPROVEMENTS**  
**DESIGN ENGINEERING SERVICES**

<u>Classification</u>	<u>Estimated Hours</u>	<u>Rate</u>	<u>Cost</u>
Senior Engineer VI-VII	6	\$ 185.00	\$ 1,110
Senior Engineer I-III	100	\$ 155.00	15,500
Staff Engineer I-III	60	\$ 105.00	6,300
Professional Land Surveyor IV-V	10	\$ 155.00	1,550
Survey Crew Chief I-III	10	\$ 90.00	900
Survey Technician I-III	10	\$ 75.00	750
Senior Technician III-V	70	\$ 110.00	7,700
		<b>Total Salary Costs</b>	<b>\$ 33,810</b>
 <b>DIRECT COSTS AND REIMBURSABLES:</b>			
		<b>Mileage, Equipment, Etc.</b>	<b>\$ 1,190</b>
 <b>TOTAL PROJECT DESIGN BUDGET:</b>			
			<b>\$ 35,000</b>

AP/10232023/002/CITY OF WAITSBURG - VICINITY MAP FOR SIDEWALK PROJECT - 11/14/23





COPPEI AVE SIDEWALK PROJECT



7TH AVE SIDEWALK PROJECT

- LEGEND**
- NEW SIDEWALK
  - NEW ADA RAMP



CITY OF WAITSBURG  
7TH AVE AND COPPEI AVE  
SIDEWALK PROJECTS  
VICINITY MAP

FIGURE  
2



**HAWKINS  
LAW**

January 20, 2020

*SENT VIA E-MAIL*

City of Waitsburg  
Randy Hinchliffe, City Clerk/Administrator  
PO Box 35  
147 Main St.  
Waitsburg, WA 99361

RE: Legal Services Agreement

Dear Randy,

Thank you for trusting my firm to provide legal services to the City of Waitsburg. I am proud of our ability to provide needed services in a timely, efficient, and cost-effective manner and are always looking for ways to serve the City more efficiently.

In response to rising business costs and other factors in the local economy, we have raised or will be raising our firm billing rates for our clients in an effort to offset these costs. Effective February 1, 2020, my standard hourly rate for my for-profit clients will be \$220 and Aimee's hourly rate will be \$200.

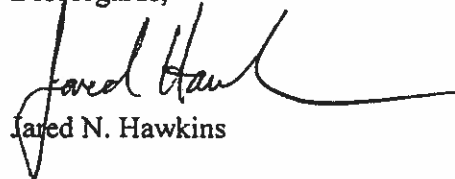
I propose the following slight increase for the City, effective February 1, 2020:

- An increase of \$5 to my discounted hourly rate (from \$190 to \$195);
- An increase of \$5 to Aimee's discounted hourly rate (from \$185 to \$190); and
- An increase of \$5 to Kjirsten's discounted hourly rate (paralegal services; from \$95 to \$100).

Please let me know if you agree with this increase, and I will update our Agreement for Legal Services accordingly. I note that despite the increase, my rates are still much lower than you could expect from other attorneys in the area (and still lower than I believe Kris used to charge the City over 5 years ago).

Don't hesitate to contact me with any questions or concerns. I very much enjoy working with you and the City and I hope my firm can continue to represent the City for many years to come.

Best regards,



Jared N. Hawkins

PH: 509.529.5175 • FAX: 509.529.2564  
2225 ISAACS, SUITE A • WALLA WALLA, WA 99362

[hawklaw.biz](http://hawklaw.biz)





## Memo

To: Mayor and City Council  
From: City Administrator – Randy Hinchliffe  
Date: 2/14/2020  
Re: Agenda Item d, i-iv

---

Mayor and City Council Members:

As we already discussed at the special meeting, the recovery cost of the flood event is going to essentially destroy the City's budget for this year.

I have been in contact with our Insurance Company and we have coverage for both the flood event and some City property recovery efforts. Problem is the deductibles. Flood events carry a \$500,000 deductible and the secondary coverage related to protecting City facilities has a per event sub-limit of \$50,000. I already have our rehabilitation request into the Corp of Engineers, but I'm unsure how long it will take before we see an actual repair project take place along the levee. It is also unclear if there will be a Federal Declaration that will bring FEMA into the mix. Disaster cost estimates are due to the County by next Friday and the State needs to get to at least \$10.3 million in damage before they can seek a federal declaration. The Public Disaster Assistance form I filled out estimates the damage associated with our own infrastructure at a little over a \$1,000,000 depending on how you estimate the repair costs and what level of repair is done. Because the City doesn't own or even have access rights to the levee that breached, there is no plan in place for paying for any kind of temporary levee along the Touchet River. As you heard at the meeting the other night, property owners can do repairs to protect their own property, but this is very limited in scope and still requires approval from Fish and Wildlife.

We've already spent over \$50,000 on time and materials to repair the area around the WWTP with more still to come. Regardless of the coverage limits we are going to have to pay for parts of the recovery effort from the flooding event ourselves. On top of what it's going to cost to repair the damage, we still have costs to cover associated with the Flood Mitigation Study being done by the Corp of Engineers that were around \$85,000 before the flooding and Gun Club messing with the Levee embankment; which will result in a delay and an additional \$15,000 to the cost of the study that I hope to recoup through the Corp Regulatory Department.

Since the City Council choose not to implement any of the revenue generators I recommended for this year's budget, we have no reserve funding that we can dip into to help with the recovery costs. Because of this, we have limited options for increasing revenues this year and so I am recommending the following actions for this year's budget:

1. City does not open the pool this year unless backfilled completely by another agency or funder
  - a. Provides about \$20,000 for flood control
2. Implement a 10% Utility tax on City Utilities
  - a. Generates about \$60,000 for flood control
3. Take whatever low/zero interest rate loan offered by State agencies
  - a. I would suggest the City limit it to \$100,000 due to the fact that the City will have to raise property taxes in November to provide a debt repayment source.
4. Find low dollar project expenses and reallocate them to flood control
  - a. Maybe \$10,000- \$15,000 depending on what I think we can cut out
5. We have a refund coming back from the Corp for the levee repair work we did a couple of years that didn't show up before 2019 budget year closed out.



- a. About \$7,000
6. At a minimum we will get about \$50,000 from the City's insurance company to help offset the cost of the repairs to the levee at the WWTP; but won't cover the total cost of repairs
7. I did budget \$25,000 for flood control this year, which obviously won't go very far.
8. I have a request into the Department Ecology for \$50,000, but they have limited funding and its to help flooding recovery effort across the whole state.
9. I am still attempting to recover left over deactivated flood control district funds the County has on account but many not making much progress with the County Commissioners.
  - a. Its about \$35,000 or so the last time I checked

There has been a great amount of outpouring of support from agencies and volunteers far and wide to help the property owners who sustained damage, but that doesn't go towards the City's needs and the City cannot directly help the affected homeowners. In an effort to help people repair their homes damaged by the flooding, Columbia County has waived their building permit fees for flood damaged properties, which I think we should also do, but the permit and inspections are still required and homes that sustain more than 50% of "pre-damaged" assessed value will need to be brought up to current floodplain standards, i.e. elevated 1 foot above the base flood elevation; which required a flood hazard area development permit and associated elevation certificate.

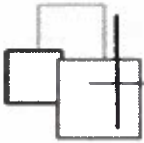
Just prior to the flood event, I had a meeting with the Corp of Engineers regarding our mitigation study. Without the consideration of the modification the gun club did to the levee embankment, the model was essentially complete and the different alternatives run through it and what affect they would have on a true 100 year flood event (10,000+ cfs). There were several alternatives that I really thought would be beneficial in creating complete or greatly increase flood control for the City; with the repair of the levee from the highway 12 bridge to just past the Grange being the number one item that was suggested. There are others that will we will discuss as time goes on and we work our way through the rest of the process; which the Corp would like to have finished up this year.

I was asked about why the flood siren wasn't used during the flood event and why it doesn't go off at noon anymore. It wasn't used during the flood because flooding was limited to the eastern half of the City with the worst area only affecting a small segment of homes; all of which were already aware of the flooding and had left tor were prepared to. Dispatch and local emergency responders have radios and phones apps to keep in contact so we didn't think there was any reason to panic the rest of the City when they weren't impacted.

As for the noon whistle, Columbia County Dispatch controls the siren and is manually operated by their staff that doesn't always have time to tone it off at exactly noon, so between myself and Emergency Preparedness Committee and the Columbia County Emergency Management Director we didn't see any reason to continue the noon whistle.

While disaster events are unpleasant, they do allow agencies to step back and see what worked during the event and what didn't. I know there are plans for after event meetings to review the event and recommend changes that I





# Vendor Detail Activity

Reference	Period	Amount	Number
<b>AG Link, Inc.</b>			
Invoice			
Invoice - 2/3/2020 2:26:21 PM	2020 - February - February City Council	\$751.14	<u>23138</u>
	Fuel		
001-000-020-514-23-32-00	Fuel	\$0.00	
001-000-060-575-40-32-00	Fuel	\$14.33	
001-000-060-575-40-48-00	Repairs And Maintenance	\$0.00	
001-000-070-576-80-32-00	Fuel	\$41.75	
001-000-070-576-80-48-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-32-00	Fuel	\$50.52	
001-000-100-536-50-48-00	Repairs & Maintenance	\$0.00	
102-000-000-542-80-32-00	Fuel	\$71.18	
102-000-000-542-90-48-00	Repairs And Maint.	\$0.00	
401-000-000-534-50-48-00	Repairs/maintenance	\$0.00	
401-000-000-534-80-32-00	Fuel	\$310.52	
401-000-000-535-50-48-00	Repairs/maintenance	\$0.00	
401-000-000-535-80-32-00	Fuel	\$262.84	
<b>Total Invoice</b>			<b>1</b>
<b>Total AG Link, Inc.</b>		<b>\$751.14</b>	<b>1</b>
<b>Alpine Industries, Ltd.</b>			
Invoice			
Invoice - 2/3/2020 2:30:10 PM	2020 - February - February City Council	\$405.75	<u>23139</u>
	Inv. 201249		
401-000-000-535-90-49-00	Miscellaneous	\$405.75	
<b>Total Invoice</b>			<b>1</b>
<b>Total Alpine Industries, Ltd.</b>		<b>\$405.75</b>	<b>1</b>
<b>American Rock Products, Inc.</b>			
Invoice			
Invoice - 2/3/2020 1:56:30 PM	2020 - February - February City Council	\$1,772.26	<u>23140</u>
	Inv. 511518		
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$1,772.26	
<b>Total Invoice</b>			<b>1</b>
<b>Total American Rock Products, Inc.</b>		<b>\$1,772.26</b>	<b>1</b>

Reference	Period	Amount	Number
<b>Anatek Labs</b>			
Invoice			
<u>Invoice - 2/3/2020 1:39:08 PM</u>	2020 - February - February City Council Tests	\$860.00	23141
401-000-000-535-50-49-00	Intergovt. Services/tests	\$860.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$860.00</b>	
<b>Total Anatek Labs</b>	<b>1</b>	<b>\$860.00</b>	
<b>Anderson Perry &amp; Assoc.</b>			
Invoice			
<u>Invoice - 2/3/2020 2:10:51 PM</u>	2020 - February - February City Council Inv. 67784	\$15,837.00	23142
001-000-020-514-23-41-00	Professional Services	\$0.00	
102-000-000-541-10-41-00	Street Engineering	\$15,837.00	
102-000-000-541-30-40-01	Sidewalk Const/preservation	\$0.00	
102-000-000-541-30-63-01	Sidewalk Const/preservation	\$0.00	
102-000-000-595-30-64-00	Capital Outlay Millrace Grade Crossing	\$0.00	
401-000-000-534-10-41-00	Professional Services	\$0.00	
401-000-000-535-10-41-00	Professional Services	\$0.00	
401-000-000-594-63-34-00	Capital Outlay - Waterline Construction	\$0.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$15,837.00</b>	
<b>Total Anderson Perry &amp; Assoc.</b>	<b>1</b>	<b>\$15,837.00</b>	
<b>Blue Mt. Humane Society</b>			
Invoice			
<u>Invoice - 2/7/2020 2:44:19 PM</u>	2020 - February - February City Council Contract	\$600.00	23143
001-000-040-521-23-21-00	Aco Program	\$600.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$600.00</b>	
<b>Total Blue Mt. Humane Society</b>	<b>1</b>	<b>\$600.00</b>	
<b>Byrnes Oil Co., Inc.</b>			
Invoice			
<u>Invoice - 2/12/2020 9:53:19 AM</u>	2020 - February - February City Council	\$646.97	23144
001-000-060-575-40-31-00	Operating Supplies	\$0.00	
001-000-060-575-40-48-00	Repairs And Maintenance	\$32.35	
001-000-070-576-80-31-00	Operating Supplies	\$0.00	
001-000-070-576-80-48-00	Repairs & Maintenance	\$45.29	
001-000-100-536-50-31-00	Operating Supplies	\$0.00	
001-000-100-536-50-48-00	Repairs & Maintenance	\$25.88	
102-000-000-542-90-48-00	Repairs And Maint.	\$64.70	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-50-48-00	Repairs/maintenance	\$207.02	
401-000-000-534-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-535-50-48-00	Repairs/maintenance	\$271.73	

Reference	Period	Amount	Number
<b>Byrnes Oil Co., Inc.</b>			
Invoice			
401-000-000-535-80-31-00	Office & Operating Supplies	\$0.00	
<b>Total Invoice</b>			<b>1</b>
<b>Total Byrnes Oil Co., Inc.</b>		<b>\$646.97</b>	<b>1</b>
<b>Centurylink (c)</b>			
Invoice			
Invoice - 2/4/2020 8:22:35 AM	2020 - February - February City Council	\$456.02	<u>23145</u>
	Century Link		
001-000-020-513-10-42-01	Communications- Telephone	\$281.49	
001-000-090-572-20-42-00	Communications	\$52.50	
401-000-000-534-80-42-01	Communications-Telephone	\$57.47	
401-000-000-535-80-42-01	Communications-Telephone	\$64.56	
<b>Total Invoice</b>		<b>\$456.02</b>	<b>1</b>
<b>Total Centurylink (c)</b>		<b>\$456.02</b>	<b>1</b>
<b>City Lumber &amp; Coal Yard</b>			
Invoice			
Invoice - 2/3/2020 2:07:17 PM	2020 - February - February City Council	\$3.57	<u>23146</u>
	Inv. 53604		
001-000-060-575-40-31-00	Operating Supplies	\$0.00	
001-000-060-575-40-48-00	Repairs And Maintenance	\$0.00	
001-000-070-576-80-31-00	Operating Supplies	\$0.00	
001-000-070-576-80-48-00	Repairs & Maintenance	\$0.00	
001-000-080-576-20-48-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-31-00	Operating Supplies	\$0.00	
001-000-100-536-50-48-00	Repairs & Maintenance	\$0.00	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-50-48-00	Repairs/maintenance	\$0.00	
401-000-000-534-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-535-50-48-00	Repairs/maintenance	\$0.00	
401-000-000-535-80-31-00	Office & Operating Supplies	\$3.57	
<b>Total Invoice</b>		<b>\$3.57</b>	<b>1</b>
<b>Total City Lumber &amp; Coal Yard</b>		<b>\$3.57</b>	<b>1</b>

Reference	Period	Amount	Number
<b>Columbia Co. Health System</b>			
Invoice			
Invoice - 2/12/2020 9:05:18 AM	2020 - February - February City Council	\$128.00	23147
401-000-000-538-90-40-00	Clinic		
401-000-000-538-90-40-01	Travel	\$0.00	
	Training	\$128.00	
Total Invoice	1	\$128.00	
Total Columbia Co. Health System	1	\$128.00	
<b>Columbia County Planning</b>			
Invoice			
Invoice - 2/13/2020 10:33:46 AM	2020 - February - February City Council	\$285.30	23148
001-000-020-524-20-51-00	Building Permit Fres		
	Building Inspection Services	\$285.30	
Total Invoice	1	\$285.30	
Total Columbia County Planning	1	\$285.30	
<b>Dayton Tractor &amp; Machine</b>			
Invoice			
Invoice - 2/7/2020 2:14:00 PM	2020 - February - February City Council	\$227.62	23149
001-000-060-575-40-31-00	PO 3795		
001-000-060-575-40-48-00	Operating Suppies	\$227.62	
001-000-070-576-80-31-00	Repairs And Maintenance	\$0.00	
001-000-070-576-80-48-00	Operating Supplies	\$0.00	
001-000-100-536-50-31-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-48-00	Operating Supplies	\$0.00	
102-000-000-542-90-48-00	Repairs & Maintenance	\$0.00	
102-000-000-544-70-31-00	Repairs And Maint.	\$0.00	
401-000-000-534-50-48-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-80-31-00	Repairs/maintenance	\$0.00	
401-000-000-535-50-48-00	Office & Operating Supplies	\$0.00	
401-000-000-535-80-31-00	Repairs/maintenance	\$0.00	
	Office & Operating Supplies	\$0.00	
Total Invoice	1	\$227.62	
Total Dayton Tractor & Machine	1	\$227.62	
<b>Hawkins Law</b>			
Invoice			
Invoice - 2/7/2020 2:45:49 PM	2020 - February - February City Council	\$1,307.50	23150
001-000-010-511-20-41-00	Legal Services	\$1,307.50	
102-000-000-515-10-41-00	Legal Services	\$0.00	
401-000-000-534-60-41-01	Legal Services	\$0.00	



Reference	Period	Amount	Number
<b>Hawkins Law</b>			
Invoice			
401-000-000-535-60-41-01	Legal Services	\$0.00	
<b>Total Invoice</b>			<b>1</b>
<b>Total Hawkins Law</b>		<b>\$1,307.50</b>	<b>1</b>
<b>Hinchliffe, Randy</b>			
Invoice			
Invoice - 2/12/2020 1:28:31 PM	2020 - February - February City Council	\$485.47	<u>23151</u>
001-000-020-514-40-43-00	Mileage	\$485.47	
401-000-000-538-90-40-00	Travel	\$0.00	
<b>Total Invoice</b>		<b>\$485.47</b>	<b>1</b>
<b>Total Hinchliffe, Randy</b>		<b>\$485.47</b>	<b>1</b>
<b>Inland Cellular</b>			
Invoice			
Invoice - 2/3/2020 2:19:03 PM	2020 - February - February City Council	\$51.14	<u>23152</u>
001-000-080-576-20-42-00	Cell	\$0.00	
401-000-000-534-80-42-01	Communications-Emergency Phone	\$25.57	
401-000-000-535-80-42-01	Communications-Telephone	\$25.57	
<b>Total Invoice</b>		<b>\$51.14</b>	<b>1</b>
<b>Total Inland Cellular</b>		<b>\$51.14</b>	<b>1</b>
<b>JTI, LLC</b>			
Invoice			
Invoice - 2/7/2020 2:17:43 PM	2020 - February - February City Council	\$416.83	<u>23153</u>
001-000-060-575-40-31-00	Parts	\$0.00	
001-000-060-575-40-48-00	Operating Supplies	\$20.68	
001-000-070-576-80-31-00	Repairs And Maintenance	\$0.00	
001-000-070-576-80-48-00	Operating Supplies	\$16.55	
001-000-080-576-20-48-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-31-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-48-00	Operating Supplies	\$32.15	
102-000-000-542-90-48-00	Repairs And Maint.	\$41.36	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-50-48-00	Repairs/maintenance	\$132.36	
401-000-000-534-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-535-50-48-00	Repairs/maintenance	\$173.73	

Reference	Period	Amount	Number
<b>JTI, LLC</b>			
Invoice 401-000-000-535-80-31-00	Office & Operating Supplies	\$0.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$416.83</b>	
<b>Total JTI, LLC</b>	<b>1</b>	<b>\$416.83</b>	
<b>Kyles Demolition</b>			
Invoice Invoice - 2/13/2020 3:20:57 PM 001-000-020-553-30-40-00	2020 - February - February City Council Flood Control	\$48,574.04 \$48,574.04	23154
<b>Total Invoice</b>	<b>1</b>	<b>\$48,574.04</b>	
<b>Total Kyles Demolition</b>	<b>1</b>	<b>\$48,574.04</b>	
<b>Les Schwab Tire Center</b>			
Invoice Invoice - 2/12/2020 9:07:28 AM  001-000-060-575-40-48-00 102-000-000-542-90-48-00 401-000-000-534-50-48-00 401-000-000-535-50-48-00	2020 - February - February City Council Tire Repair Repairs And Maintenance Repairs And Maint. Repairs/maintenance Repairs/maintenance	\$43.47 \$0.00 \$14.49 \$14.49 \$14.49	23155
<b>Total Invoice</b>	<b>1</b>	<b>\$43.47</b>	
<b>Total Les Schwab Tire Center</b>	<b>1</b>	<b>\$43.47</b>	
<b>Lisa Norris</b>			
Invoice Invoice - 2/3/2020 1:15:21 PM 401-000-000-538-90-40-00	2020 - February - February City Council Travel Travel	\$212.75 \$212.75	23156
<b>Total Invoice</b>	<b>1</b>	<b>\$212.75</b>	
<b>Total Lisa Norris</b>	<b>1</b>	<b>\$212.75</b>	
<b>Marc</b>			
Invoice Invoice - 2/3/2020 2:00:25 PM 401-000-000-535-80-31-00	2020 - February - February City Council P.O 3801 Office & Operating Supplies	\$819.08 \$819.08	23157
<b>Total Invoice</b>	<b>1</b>	<b>\$819.08</b>	
<b>Total Marc</b>	<b>1</b>	<b>\$819.08</b>	

Reference	Period	Amount	Number
<b>Natural Selection Farms, Inc.</b>			
Invoice			
<u>Invoice - 2/7/2020 2:46:53 PM</u>	2020 - February - February City Council	\$1,617.97	<u>23158</u>
401-000-000-535-60-37-00	Biosolids Pick up		
	Biosolids Removal	\$1,617.97	
<b>Total Invoice</b>		<b>1</b>	<b>\$1,617.97</b>
<b>Total Natural Selection Farms, Inc.</b>		<b>1</b>	<b>\$1,617.97</b>
<b>One Call Concepts, Inc.</b>			
Invoice			
<u>Invoice - 2/7/2020 2:42:14 PM</u>	2020 - February - February City Council	\$2.14	<u>23159</u>
401-000-000-534-80-42-01	Excavation Notifications		
401-000-000-535-80-42-01	Communications-Telephone	\$1.07	
	Communications-Telephone	\$1.07	
<b>Total Invoice</b>		<b>1</b>	<b>\$2.14</b>
<b>Total One Call Concepts, Inc.</b>		<b>1</b>	<b>\$2.14</b>
<b>Oxarc</b>			
Invoice			
<u>Invoice - 2/3/2020 2:03:41 PM</u>	2020 - February - February City Council	\$434.11	<u>23160</u>
401-000-000-534-80-31-00	Inv. 30871590		
	Office & Operating Supplies	\$434.11	
<b>Total Invoice</b>		<b>1</b>	<b>\$434.11</b>
<b>Total Oxarc</b>		<b>1</b>	<b>\$434.11</b>
<b>Pacific Power</b>			
Invoice			
<u>Invoice - 2/4/2020 7:58:19 AM</u>	2020 - February - February City Council	\$5,961.42	<u>23161</u>
001-000-020-514-20-47-00	Power		
001-000-060-575-40-47-00	Public Utilities	\$87.64	
001-000-070-576-80-47-00	Public Utilities	\$1,026.52	
001-000-080-576-20-47-00	Public Utilities	\$36.21	
001-000-090-572-50-47-00	Public Utilities	\$17.53	
001-000-100-536-50-47-00	Public Utilities	\$245.55	
102-000-000-542-63-47-00	Street Lighting	\$188.82	
401-000-000-534-80-47-01	Public Utilities	\$1,630.78	
401-000-000-535-80-47-00	Public Utilities	\$411.23	
	Public Utilities	\$2,317.14	
<b>Total Invoice</b>		<b>1</b>	<b>\$5,961.42</b>
<b>Total Pacific Power</b>		<b>1</b>	<b>\$5,961.42</b>

Reference	Period	Amount	Number
<b>Petty Cash</b>			
Invoice			
<u>Invoice - 2/12/2020 10:12:08 AM</u>	2020 - February - February City Council	\$481.02	<b>23162</b>
	Petty Cash		
001-000-020-513-10-42-00	Communications-Postage	\$2.45	
001-000-020-514-40-43-00	Travel	\$126.72	
001-000-020-518-90-49-00	Misc. Active	\$0.00	
102-000-000-544-70-49-00	Miscellaneous	\$0.00	
401-000-000-534-80-42-00	Communications-Postage	\$138.42	
401-000-000-535-80-42-00	Communications-Postage	\$138.43	
401-000-000-538-90-40-00	Travel	\$0.00	
401-000-000-538-90-40-01	Training	\$75.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$481.02</b>	
<b>Total Petty Cash</b>	<b>1</b>	<b>\$481.02</b>	
<b>Precision Garage Doors</b>			
Invoice			
<u>Invoice - 2/3/2020 2:32:02 PM</u>	2020 - February - February City Council	\$3,373.80	<b>23163</b>
	Garage Door		
001-000-060-575-40-48-00	Repairs And Maintenance	\$168.69	
001-000-070-576-80-48-00	Repairs & Maintenance	\$134.95	
001-000-100-536-50-48-00	Repairs & Maintenance	\$236.17	
102-000-000-542-90-48-00	Repairs And Maint.	\$337.38	
401-000-000-534-50-48-00	Repairs/maintenance	\$1,079.62	
401-000-000-535-50-48-00	Repairs/maintenance	\$1,416.99	
<b>Total Invoice</b>	<b>1</b>	<b>\$3,373.80</b>	
<b>Total Precision Garage Doors</b>	<b>1</b>	<b>\$3,373.80</b>	
<b>Quality Business Systems, Inc.</b>			
Invoice			
<u>Invoice - 2/4/2020 8:11:03 AM</u>	2020 - February - February City Council	\$21.04	<b>23164</b>
	Copier		
001-000-020-514-89-48-00	Repairs And Maintenance	\$0.00	
001-000-020-518-90-49-00	Misc. Active	\$21.04	
401-000-000-534-50-48-00	Repairs/maintenance	\$0.00	
401-000-000-535-50-48-00	Repairs/maintenance	\$0.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$21.04</b>	
<b>Total Quality Business Systems, Inc.</b>	<b>1</b>	<b>\$21.04</b>	

Reference	Period	Amount	Number
<b>SCWMCA</b>			
Invoice			
<u>Invoice - 2/3/2020 2:23:19 PM</u>	2020 - February - February City Council	\$50.00	<u>23165</u>
001-000-020-518-90-49-01	Renewal Fee		
	Association Fees & Dues	\$50.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$50.00</b>	
<b>Total SCWMCA</b>	<b>1</b>	<b>\$50.00</b>	
<b>Skyline Parts, Inc.</b>			
Invoice			
<u>Invoice - 2/12/2020 9:58:31 AM</u>	2020 - February - February City Council	\$577.53	<u>23166</u>
001-000-060-575-40-31-00	Operating Supplies	\$0.00	
001-000-060-575-40-48-00	Repairs And Maintenance	\$18.49	
001-000-070-576-80-31-00	Operating Supplies	\$0.00	
001-000-070-576-80-48-00	Repairs & Maintenance	\$47.08	
001-000-100-536-50-48-00	Repairs & Maintenance	\$35.99	
102-000-000-542-90-48-00	Repairs And Maint.	\$36.99	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-50-48-00	Repairs/maintenance	\$118.36	
401-000-000-534-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-535-50-48-00	Repairs/maintenance	\$320.62	
401-000-000-535-80-31-00	Office & Operating Supplies	\$0.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$577.53</b>	
<b>Total Skyline Parts, Inc.</b>	<b>1</b>	<b>\$577.53</b>	
<b>Stoneway Electric Supply</b>			
Invoice			
<u>Invoice - 2/3/2020 1:17:39 PM</u>	2020 - February - February City Council	\$1,601.63	<u>23167</u>
001-000-060-575-40-48-00	PO 3787/3807/3807		
001-000-060-575-40-48-00	Repairs And Maintenance	\$7.28	
001-000-060-575-40-48-00	Repairs And Maintenance	\$1,299.31	
001-000-060-575-40-48-00	Repairs And Maintenance	\$295.04	
<b>Total Invoice</b>	<b>1</b>	<b>\$1,601.63</b>	
<b>Total Stoneway Electric Supply</b>	<b>1</b>	<b>\$1,601.63</b>	
<b>Tacoma Screw Products, Inc.</b>			
Invoice			
<u>Invoice - 2/7/2020 2:27:33 PM</u>	2020 - February - February City Council	\$2,894.30	<u>23168</u>
001-000-060-575-40-31-00	Shop		
001-000-070-576-80-31-00	Operating Supplies	\$144.72	
001-000-100-536-50-31-00	Operating Supplies	\$202.60	
102-000-000-544-70-31-00	Operating Supplies	\$115.77	
401-000-000-534-80-31-00	Overhead Costs - Supplies	\$289.43	
	Office & Operating Supplies	\$926.18	

Reference	Period	Amount	Number
<b>Tacoma Screw Products, Inc.</b>			
Invoice			
401-000-000-535-80-31-00	Office & Operating Supplies	\$1,215.60	
<b>Total Invoice</b>			<b>1</b>
<b>Total Tacoma Screw Products, Inc.</b>		<b>\$2,894.30</b>	<b>1</b>
<b>Touchet Valley Communications</b>			
Invoice			
Invoice - 2/3/2020 1:06:42 PM	2020 - February - February City Council 1632/1670	\$208.00	<u>23169</u>
001-000-090-572-20-42-00	Communications	\$59.00	
001-000-090-572-50-48-00	Repairs & Maintenance	\$149.00	
<b>Total Invoice</b>		<b>\$208.00</b>	<b>1</b>
<b>Total Touchet Valley Communications</b>		<b>\$208.00</b>	<b>1</b>
<b>VISA - City of Waitsburg EFT</b>			
Invoice			
Invoice - 2/12/2020 1:31:25 PM	2020 - February - February City Council Visa	\$2,560.21	<u>23170</u>
001-000-020-513-10-42-00	Communications-Postage	\$0.00	
001-000-020-514-23-20-00	Personnel Benefits	\$179.03	
001-000-020-514-23-31-00	Office & Operating Supplies	\$0.00	
001-000-020-514-40-41-00	Training	\$0.00	
001-000-020-514-40-43-00	Travel	\$0.00	
001-000-060-575-40-31-00	Operating Supplies	\$864.63	
001-000-060-575-40-48-00	Repairs And Maintenance	\$0.00	
001-000-070-576-80-31-00	Operating Supplies	\$77.33	
001-000-080-576-20-31-00	Office & Operating Supplies	\$0.00	
001-000-080-576-20-48-00	Repairs & Maintenance	\$0.00	
001-000-100-536-50-31-00	Operating Supplies	\$8.80	
001-000-100-536-50-48-00	Repairs & Maintenance	\$0.00	
102-000-000-542-90-48-00	Repairs And Maint.	\$0.00	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$361.15	
102-000-000-544-70-49-00	Miscellaneous	\$0.00	
401-000-000-534-80-31-00	Office & Operating Supplies	\$403.29	
401-000-000-534-80-32-00	Fuel	\$25.00	
401-000-000-534-80-42-00	Communications-Postage	\$0.00	
401-000-000-535-80-31-00	Office & Operating Supplies	\$468.68	
401-000-000-535-80-42-00	Communications-Postage	\$39.60	
401-000-000-538-90-40-00	Travel	\$15.70	

Reference	Period	Amount	Number
<b>VISA - City of Waitsburg EFT</b>			
Invoice			
401-000-000-538-90-40-01	Training	\$117.00	
<b>Total Invoice</b>			<b>1</b>
<b>Total VISA - City of Waitsburg EFT</b>		<b>\$2,560.21</b>	<b>1</b>
<b>Vision Municipal Solutions</b>			
Invoice			
Invoice - 2/3/2020 2:13:28 PM	2020 - February - February City Council	\$552.12	<u>23171</u>
	Inv 09-7713		
001-000-020-514-23-31-00	Office & Operating Supplies	\$0.00	
001-000-020-518-90-49-00	Misc. Active	\$552.12	
001-000-020-594-64-14-00	Software Upgrade	\$0.00	
001-000-060-575-40-31-00	Operating Supplies	\$0.00	
001-000-070-576-80-31-00	Operating Supplies	\$0.00	
001-000-100-536-50-31-00	Operating Supplies	\$0.00	
102-000-000-544-70-31-00	Overhead Costs - Supplies	\$0.00	
401-000-000-534-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-534-90-49-00	Miscellaneous	\$0.00	
401-000-000-535-80-31-00	Office & Operating Supplies	\$0.00	
401-000-000-535-90-49-00	Miscellaneous	\$0.00	
401-000-000-594-64-34-01	Software Update	\$0.00	
401-000-000-594-64-35-01	Software Update	\$0.00	
<b>Total Invoice</b>		<b>\$552.12</b>	<b>1</b>
<b>Total Vision Municipal Solutions</b>		<b>\$552.12</b>	<b>1</b>
<b>WA St. Auditor's Office</b>			
Invoice			
Invoice - 2/3/2020 2:16:21 PM	2020 - February - February City Council	\$150.15	<u>23172</u>
	Inv. L134732		
001-000-020-514-23-41-00	Professional Services	\$0.00	
102-000-000-544-70-49-00	Miscellaneous	\$150.15	
<b>Total Invoice</b>		<b>\$150.15</b>	<b>1</b>
<b>Total WA St. Auditor's Office</b>		<b>\$150.15</b>	<b>1</b>

Reference	Period	Amount	Number
<b>WA St. Dept. of Health-Office of Drinking Water</b>			
Invoice			
Invoice - 2/3/2020 1:51:40 PM	2020 - February - February City Council	\$1,240.15	23173
401-000-000-535-50-49-00	Permit Fee		
	Intergovt. Services/tests	\$1,240.15	
<b>Total Invoice</b>		<b>1</b>	<b>\$1,240.15</b>
<b>Total WA St. Dept. of Health-Office of Drinking Water</b>		<b>1</b>	<b>\$1,240.15</b>
<b>WA St. Employment Security Dept.</b>			
Invoice			
Invoice - 2/12/2020 8:43:53 AM	2020 - February - February City Council	\$1,165.84	23174
401-000-000-517-70-00-00	UI Tax		
	Unemployment Benefits Due to DES	\$1,165.84	
<b>Total Invoice</b>		<b>1</b>	<b>\$1,165.84</b>
<b>Total WA St. Employment Security Dept.</b>		<b>1</b>	<b>\$1,165.84</b>
<b>WA St. Penitentiary</b>			
Invoice			
Invoice - 2/3/2020 3:46:35 PM	2020 - February - February City Council	\$1,800.00	23175
001-000-060-575-40-48-00	Offender Work Crew		
001-000-070-576-80-48-00	Repairs And Maintenance	\$1,800.00	
001-000-100-536-50-48-00	Repairs & Maintenance	\$0.00	
102-000-000-542-90-48-00	Repairs & Maintenance	\$0.00	
401-000-000-535-50-48-00	Repairs And Maint.	\$0.00	
	Repairs/maintenance	\$0.00	
<b>Total Invoice</b>		<b>1</b>	<b>\$1,800.00</b>
<b>Total WA St. Penitentiary</b>		<b>1</b>	<b>\$1,800.00</b>
<b>WA St. Treasurer</b>			
Invoice			
Invoice - 2/13/2020 10:24:16 AM	2020 - February - February City Council	\$50.00	23176
001-000-020-524-20-51-00	State Buildings fee		
	Building Inspection Services	\$50.00	
<b>Total Invoice</b>		<b>1</b>	<b>\$50.00</b>
<b>Total WA St. Treasurer</b>		<b>1</b>	<b>\$50.00</b>
<b>Waitsburg Times</b>			
Invoice			
Invoice - 2/3/2020 1:54:18 PM	2020 - February - February City Council	\$47.25	23177
001-000-010-511-30-44-00	Legal Publication		
	Advertising	\$47.25	

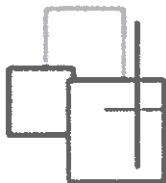


Reference	Period	Amount	Number
<b>Waitsburg Times</b>			
Invoice			
Invoice - 2/7/2020 2:48:41 PM	2020 - February - February City Council	\$38.25	<u>23177</u>
001-000-010-511-30-44-00	Legal Publication		
	Advertising	\$38.25	
<b>Total Invoice</b>		<b>\$85.50</b>	<b>2</b>
<b>Total Waitsburg Times</b>		<b>\$85.50</b>	<b>2</b>
<b>Walla Walla Co. Dept. of Community Health</b>			
Invoice			
Invoice - 2/3/2020 1:05:15 PM	2020 - February - February City Council	\$82.76	<u>23178</u>
001-000-020-518-90-40-00	Liquor Tax/Profits		
001-000-080-576-20-49-00	2% Liquor Excise Tax	\$82.76	
	Miscellaneous	\$0.00	
<b>Total Invoice</b>		<b>\$82.76</b>	<b>1</b>
<b>Total Walla Walla Co. Dept. of Community Health</b>		<b>\$82.76</b>	<b>1</b>
<b>Walla Walla Electric</b>			
Invoice			
Invoice - 2/12/2020 8:37:56 AM	2020 - February - February City Council	\$6,765.75	<u>23179</u>
107-000-000-595-30-62-00	Charging Station		
	Capital Outlay	\$6,765.75	
<b>Total Invoice</b>		<b>\$6,765.75</b>	<b>1</b>
<b>Total Walla Walla Electric</b>		<b>\$6,765.75</b>	<b>1</b>
<b>Walla Walla Regional Water Testing Services</b>			
Invoice			
Invoice - 2/3/2020 2:02:18 PM	2020 - February - February City Council	\$60.00	<u>23180</u>
401-000-000-534-50-49-00	Bacteria Test		
	Intergovt. Srvcs./tests	\$60.00	
<b>Total Invoice</b>		<b>\$60.00</b>	<b>1</b>
<b>Total Walla Walla Regional Water Testing Services</b>		<b>\$60.00</b>	<b>1</b>
<b>Zima Corporation</b>			
Invoice			
Invoice - 2/3/2020 1:10:31 PM	2020 - February - February City Council	\$163.32	<u>23181</u>
401-000-000-535-50-48-00	PO 3799		
	Repairs/maintenance	\$163.32	
<b>Total Invoice</b>		<b>\$163.32</b>	<b>1</b>
<b>Total Zima Corporation</b>		<b>\$163.32</b>	<b>1</b>
<b>Grand Total</b>		<b>\$105,782.67</b>	<b>45</b>

Execution Time: 8 second(s)

Printed by CLERK\Randy on 2/14/2020 12:36:25 PM  
Vendor Detail Activity

Page 13 of 13



## Fund Transaction Summary

Transaction Type: Invoice  
Fiscal: 2020 - February - February City Council

Fund Number	Description	Amount
001	Current Expense Fund	\$60,510.16
102	City Street Fund	\$20,606.87
107	Municipal Capital Impr. Fund	\$6,765.75
401	Water & Sewer Fund	\$17,899.89
	<b>Count: 4</b>	<b>\$105,782.67</b>

