



# McCleary Regular City Council Meeting

Wednesday, December 04, 2024 – 6:30 PM

McCleary Community Center & Zoom Virtual Meeting

## Agenda

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Meeting ID: **817 9207 7978**

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### Call to Order/Flag Salute/Roll Call

### Agenda Modifications/Acceptance

### Special Presentations

1. Timberland Regional Library Presentation by Karen Kienenberger
2. Olympic Ambulance Service Presentation by Joey Rodrigues

### Public Comment - Agenda Items Only

### Consent Agenda

- [3.](#) November 6, 2024 Minutes
- [4.](#) November 20, 2024 Minutes
5. Accounts Payable November 1-25, 2024 Ck Numbers 53975-53436 Including EFT's Totaling \$216,246.17

### Updates

- [6.](#) Staff Reports - Light & Power, Fire Department, Public Works, Finance, Police Activity Oct.

### New Business

- [7.](#) Emergency Management Services - Hannah Cleverly

### Old Business

8. 2025 Budget Discussion
- [9.](#) Wastewater Treatment Plant Chiller Project

### Ordinances and Resolutions

### Public Comment - City Business Only

### Executive Session

### Council Comments

### City Administrator Comments

### Adjourn

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# McCleary Regular City Council Meeting

Wednesday, November 06, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

## Minutes

### Call to Order/Flag Salute/Roll Call

Pledge of Allegiance was conducted along with roll call.

#### PRESENT

Councilmember Jacob Simmons

Councilmember Brycen Huff (acting as Mayor pro tem)

Councilmember Schiller

Councilmember Andrea Dahl

Councilmember Keith Klimek

### Agenda Modifications/Acceptance

Councilmember Dahl asked to add a discussion regarding District 12 FD & Olympic Ambulance to the agenda; it was added to the NEW BUSINESS section.

Councilmember Simmons asked to add a discussion regarding the use of ARPA funds (to be applied to microphones) to the NEW BUSINESS section, so that if no modifications were made during tonight's meeting, it could then be discussed at the next council meeting under OLD BUSINESS. It was added to tonight's agenda as a separate issue.

No other modifications were recommended.

Motion made by Councilmember Dahl, Seconded by Councilmember Simmons to accept the agenda as modified. Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Motion passed.

### Public Hearing

Councilmember Huff opened the hearing at 6:33pm, to take public testimony regarding the preliminary 2024 budget, and invited the public to take the opportunity to express their suggestions and opinions regarding the 2025 budget.

#### 1. Preliminary 2024 Budget

Members of the public elected to defer comments until after tonight's special presentation.

### Special Presentations

City Administrator Jon Martin indicated his presentation was intended to provide information and suggestions to members of council and the public, regarding the city's needs and available funding. A more detailed presentation will occur next council meeting, with the city's CPA Tara Dunford present to answer questions. Jon noted the city is not in a financially healthy position, due in large part to current cap expenditures. These will need to be reprioritized and the city will need to be very intentional with spending going forward. Jon listed specific areas to be addressed that can help balance the budget, which include: ARPA funds for projects or employee salaries, interest revenue reallocation to the general fund, increasing utility taxes by 1% (or CPI already built in at 3.4%), utilization of the property tax levy, and a 9.75 % increase on storm water rates (based upon the rate study that was conducted previously). The storm water fund is significantly deficient at this time. Jon mentioned that Bonneville Power will be increasing their rates in October 2025, so the new rate was not

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factored in to the information presented today. He also suggested the city only fill open employee positions at this time, rather than create new ones in order to balance this year's budget. The city has a Capitol Facility Planning book that was completed in 2022, but it hasn't been utilized to help track projects. Jon urged council members to utilize this tool (or some type of tracking tool) going forward, to help better track and manage future city budgets. The ideas presented tonight should be viewed as a placeholder budget, until more strategic planning can occur to direct the city toward a more long term path of priorities.

With regards to the figures presented, Councilmember Simmons asked several questions relating to funding for council and mayor wages. Jacob felt the cap project number presented was inaccurate. He noted a list of projects that didn't get completed last year, and expressed concern regarding new ones. He will not approve cap projects going forward, without a project plan to go with it, completed by department heads. Jacob wants clarification on whether calculations being made are based on work being done in-house, or contracted out. He wants labor and material costs more clearly defined, so the city is more accurate with spending. Jacob also asked questions about correcting the insurance rates that were off on last year's budget.

Administrator Martin agreed with the concerns raised by Councilmember Simmons; expressing the need for council and city administration to work together closely throughout projects, so funding can be managed efficiently as the priority. Jon noted the city CPA has adjusted rates going forward.

Councilmember Schiller expressed his desire to make cuts at the upcoming budget workshop. He'd like to see operational costs for each department, to assist council in making funding decisions going forward.

Councilmember Huff inquired as to whether surplus inventory had been taken into account for the 2024 budget. It was not included, but Jon suggested it be addressed later in the meeting.

Councilmember Dahl noted surplus inventory can be a liability to the city. She expressed agreement with much of what others have stated tonight, with regards to how the budget can be trimmed. Andrea reminded fellow council members that ARPA funds are a band aid and not a reoccurring funding option as they make considerations about future city projects.

Councilmember Huff asked if there was any further public comment regarding the preliminary budget. As there was not, public hearing was closed at 7:12 pm.

**2. Tech Support Presented by Right Systems**

Shawn Padgett, represented Right Systems, and presented the IT proposal for the city. Right Systems took over during the RFP process and has been the city's provider for the last six months. A contract was presented for council for ongoing technical support, which provides an statement of ongoing work to finish the RFP, and a second portion to consolidate the police department into one domain so they can have one Microsoft tenant, which will allow Right Systems to provide better support for both city and police entities.

Councilmember Klimek inquired as to the delay in combining the domain, which Shawn answered. Councilmember Huff asked for clarification regarding the qualifications that Right Systems needed to acquire, in order to manage IT for a law enforcement entity. Shawn explained the various reasons as to why this occurred and noted they now had all the necessary certifications to comply with city requirements for the police dept. Shawn then detailed the various forms/methods of support that would be provided, according to the contract, which includes after hours support.

Councilmember Schilling asked Administrator Martin as to the quality and performance of Right Systems to this point. Jon noted his experience with the agency has been nothing short of excellent customer service and quality, secure work.

Approval for a new IT contract is scheduled for next council meeting on Nov. 20.

**Public Comment - Agenda Items Only**

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Fred Martin related an issue a neighbor had recently, regarding an emergency response, and inquired of council as to how a similar situation could be avoided in the future.

Councilmember Huff noted the time that had been carved out in tonight's agenda to address those very concerns.

### Consent Agenda

3. Accounts Payable Oct. 1-15, 2024 Ck Numbers 53822-53895 Including EFT's Totaling \$278,463.06
4. Accounts Payable Oct 16-31, 2024 Ck Numbers 53905-53952 including EFT's totaling \$88,914.72
5. December 13, 2023 Minutes
6. September 11, 2024 Minutes
7. September 17, 2024 Minutes
8. September 25, 2024 Minutes

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept the consent agenda items and past meeting minutes.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek.

Motion approved.

### Updates

Councilmember Huff asked if there were any questions on the staff reports that had been submitted by Light & Power, Fire Dept. and Water & Wastewater departments, after they had been reviewed.

9. Staff Reports - Light & Power, Fire Department, Water & Wastewater  
There were no questions regarding any of the reports.

### New Business

10. Budget & ARPA Funds Discussion

#### BUDGET -

Councilmember Simmons asked for clarification as to whether the police officer wages in tonight's budget presentation included their percentage increases. Jon confirmed that it does include the percentages, just no additional raises.

#### ARPA FUNDS -

Councilmember Simmons brought up the issue of finishing the lower end of Third Street verses addressing other, possibly more urgent projects, and asked for clarification on council's intentions in this matter.

Councilmember Huff suggested the most pressing issue is not losing another police officer. He suggested the idea to use ARPA funds to maintain a police staff of five officers should be the priority, especially since the city is still currently without a police chief.

Administrator Martin noted there has been one applicant for the position of police chief, and is hopeful the position will be filled soon.

Councilmember Dahl asked for a brief detailing of what has been completed on the Third Street project, and what remains. Paul Nott (Light & Power) provided this information for clarification.

Councilmember Shiller stated he was in agreement with Councilmember Simmons, and that ARPA funds should be allocated elsewhere, instead of the Third Street project.

Additional discussion by all council members and the city administrator continued on this matter for some time, with several other ideas being presented with which to utilize the ARPA funding. Jon

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reminded council ARPA funding can be divided, and doesn't have to be put toward any one project. Councilmember Huff suggested funding might be applied to addressing the smell that has recently developed at the sewer plant. With recent changes in state legislation, the city is now required to add specific enzymes that help with the digestion of bacteria. It's this process that gives off the bad smell and even though they've been utilizing deodorizers to address the problem, it's not cost effective to run them constantly. Therefore, any time there's a breeze without deodorizers on, the smell gets carried throughout the town. The solution to the problem is to enclose the building and use a fan, to keep the smell away from the general public. Administrator Martin did not have an estimated cost for this solution, but will look into it and provide it to council at a later date.

**AMENDED AGENDA ITEM: OLYMPIC AMBULANCE -**

The city currently contract ambulance services with District 5. Councilmember Dahl reports District 12 has invited the city to attend their meetings, as they are considering contracting with Olympic Ambulance. District 12 has asked the city if they have any interest in doing the same; not necessarily as contracting partners, but to negotiate our own contract with them at the same time. Such a contract would enable the city to house an ambulance within McCleary and service its citizens. Switching to Olympic Ambulance would provide a more rapid response. District 12 would like McCleary to discuss the matter and provide them with a decision by Nov 25.

Councilmember Schilling asked if we still have a mutual aid agreement in place with District 5, regardless of what may be decided. Paul Nott addressed this question by providing significant detail of the history of EMS services in McCleary; the city can't currently transport injured persons due to not having an ambulance, even though we have paramedic trained FD staff. Therefore, the only options are to stay with District 5 or contract with Olympic Ambulance.

It was decided to speak with Fire Chief Pittman and have Olympic Ambulance provide a presentation of what they offer, so a comparison of costs and services could occur, and a decision be made.

**11. New Lindsey Baum Banners - Discussion with Councilmember Huff**

Erin Brown with the Lindsey Baum group reached out to Councilmember Huff a few weeks ago regarding the banner McCleary currently uses. McCleary FD created the current banner in 2020, which is now outdated. Erin is wondering if the city is willing to donate its banner for them to use at other events (in other locations) and replace it with a new banner. Several graphic designs for a new banner were provided for council to review. Brycen put forth the options to either keep the current banner and continue to loan it out as needed for other activities, or donate the old banner to the group, and pay for an updated banner for the city's use.

Councilmember Klimek suggested the request to pay for a new one is difficult, given the budget shortfall the city is dealing with. It was decided to add this project to the list of ideas for ARPA funds, to be discussed and decided upon next council meeting. In the meantime, they are welcome to continue to borrow it, as needed.

**Old Business**

**12. Younglove & Coker Agreement**

Madison (of Younglove & Coker) referred to the proposed agreement her agency has drawn up for council to review, and provided a synopsis. It's similar to the current city contract, with three primary changes:

- 1) A change to the current retainer structure (from retainer + hourly, to hourly only, but at a higher rate)
- 2) An small increase in the cost for legal assistance
- 3) Moving to contract out any internal employment issues that arise (Y & C do not feel comfortable

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going against city employees, when they're supposed to be representing them) Madison suggested (if their proposal is accepted), putting it into effect January 2025.

Councilmember Dahl asked for a rough estimate on the number of hours the agency puts in, as it fluctuates. Madison stated recent records put them between \$20,000-\$25,000 annually, for prosecution costs alone. She noted for 2024, they're already at \$20,000, with another 6 weeks left in the year. She attributed fluctuation in costs to increased travel costs associated with now being located in the district court offices. Madison noted Y&C currently spend at least 6 hours per month traveling to and attending the city council meetings, which is equal to roughly half of the current retainer costs alone. Madison pointed out fees for their services will be higher around budget times, which will require them to create more ordinances, than any other time of year.

Councilmember Dahl asked for clarification as to who would be responsible for finding the agency they would need to contract out with, in reference to internal employee matters. That topic would need to be decided upon; it's not written into the current proposal. Administrator Martin added that the size and scope of the internal issue would impact when matters need to be contracted out.

Motion made by Councilmember Schiller, Seconded by Councilmember Dahl to approve the contract with Younglove & Coker, as proposed.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Motion approved.

### **Ordinances and Resolutions**

#### 13. Ad Valorem - Tax Levy Ordinance 892

Administrator Martin explained that this was a first reading, and reminded council that whether or not they do anything during tonight's meeting, a decision on this matter must be completed by the end of November. The recommendation is to take the 1% that is allowed (which equates to going from \$1.25 to \$1.32 for every \$100,000), and add it to what's in the bank account. This action would raise revenue of approx. \$20,000.

There were no questions or further discussion on this matter.

### **Public Comment - City Business Only**

Citizen Dan Baskins referred to the authorized positions listed on page 13 of the agenda packet. He noted the City Administrator wants to put ARPA funds toward salaries, and at the same time has a proposed salary for the City Administrator position at a starting point of \$117,600 per month. Dan suggested Jon's motives to use ARPA funds on salary were suspect.

Councilmember Schiller asked if there was any reason why action couldn't be taken on item 13 at present (Ordinance 892). Other councilmembers agreed this was a matter they could address tonight.

Therefore, a motion was made by Councilmember Schiller, Seconded by Councilmember Klimek to adopt Ordinance 892.

Roll Call -

Voting Yea: Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

Voting Nay: Councilmember Simmons

Ordinance passed.

### **Closed Session**

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#### 14. RCW 42.30.140 - Labor Negotiations

Council adjourned at 8:37pm for 10 minutes, to hold a closed session regarding RCW 42.30.140. Closed session was extended an additional 5 minutes. Council reconvened at 8:58pm. Councilmember Huff stated no decisions or action had been taken.

#### **Council Comments**

Councilmember Huff thanked service members in the room and wished everyone well this Veteran's Day.

Councilmember Dahl asked when an update on the audit would be received. Administrator Martin explained the delay was due to the auditor contracting COVID, and that things would be wrapped up once she was feeling better.

Councilmember Klimek expressed his appreciation to Administrator Martin for his recent updates to the city's Facebook page. Keith feels the page looks very professional and he's happy the public is able to be kept up to date once again.

#### **City Administrator Comments**

Administrator Martin announced an offer of employment had been made for the position of Planning Assistant, and has accepted. The new employee is Dalin Davis will be starting next week. Jon provided information regarding her background and qualifications, and expressed optimism regarding her potential to do a great job. Jon also noted an individual had been interviewed for the position of Police Chief and that the city was waiting to hear back on the background check for this individual. There have been no other applicants for this position since it opened.

Councilmember Huff inquired as to what individuals made up the interview panel, including whether any law enforcement experts weighed in on the applicant. The panel consisted of Administrator Martin and Mayor Miller only, no law enforcement personnel were present.

One individual applied for the Clerk Treasurer position, but that person has since withdrawn their application. Jon praised the PW team for managing a power outage and water leak that occurred over the weekend. It was Jon's first experience as an administrator during such an event, and he was very impressed with the work the team did.

Jon attended the most recent Association of Washington Cities (AWC) meeting and noted other cities have many similar issues to what McCleary is dealing with, including staffing and budgetary issues. He expressed appreciation to council, city staff and citizens for their patience with him as a new City Administrator and he familiarizes himself with the job.

#### **Mayor Comments**

N/A

#### **Adjourn**

Meeting adjourned at approximately 9:06pm.

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# McCleary Regular City Council Meeting

Wednesday, November 20, 2024 – 6:30 PM

McCleary City Hall Council Chambers & Zoom Virtual Meeting

## Minutes

### Call to Order/Flag Salute/Roll Call

Meeting began at 6:32pm. The Pledge of Allegiance was conducted along with roll call.

#### PRESENT

Councilmember Jacob Simmons  
 Councilmember Brycen Huff  
 Councilmember Brent Schiller  
 Councilmember Andrea Dahl  
 Councilmember Keith Klimek

### Agenda Modifications/Acceptance

A motion made by Councilmember Dahl, Seconded by Councilmember Simmons to accept tonight's agenda as written.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Motion passed.

### Public Hearing

#### 1. Final 2025 Budget

Councilmember Huff opened the hearing at 6:33pm, to take public testimony regarding the proposed 2025 budget, and invited the public to take the opportunity to express their suggestions and opinions regarding this issue. No comments were made; public hearing closed at 6:34pm.

### Public Comment - Agenda Items Only

None.

### Consent Agenda

Motion made by Councilmember Dahl, Seconded by Councilmember Klimek to accept Consent Agenda.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek

### Updates

None.

### New Business

None.

### Old Business

#### 2. Right! Systems Agreement

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Right Systems is the city's current IT provider. There was a brief discussion regarding the work this agency has done for the city and the customer service they have provided. All comments made by the City Administrator Martin, Councilmember Schiller and Police Sgt. Bunch were of a positive nature.

A motion was made by Councilmember Simmons, Seconded by Councilmember Dahl to accept the new contract offered by Right Systems, to continue utilizing their services as the city's IT provider. Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Motion passed.

3. Refund Levy To Recover Taxes That Were Refunded and/or Canceled During The Last Twelve Months  
City Administrator Martin explained this is a reoccurring action that occurs annually. It refers to accounts that are left with the county, that they haven't collected. The city has three options:

- 1) Return the refund (\$1,523.88)
- 2) Turn the money over to the county to do with as they will
- 3) Leave a portion of the funds in the account for future use

Due to the small amount of funds, Jon recommended the money be sent back to the city. When the money comes back, it simply goes back in the general fund.

After a brief discussion, a motion made by Councilmember Schiller, Seconded by Councilmember Dahl to accept the refund levy.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Motion passed.

## Ordinances and Resolutions

### All resolutions pushed out to next meeting

Councilmember Simmons asked Jon if he could show council what the budget would look like, if the salary of Clerk Treasurer is removed. He would like to see what the impact would be on each account. Jon acknowledged this is something that can be prepared (given the request), but reminded council that not filling said position would create a significant gap in the city's ability to function. A discussion ensued regarding what positions are union and non-union positions, how this impacts the city's budget, whether this would leave Jon's position as the only one in city administration, and how this could hinder future union negotiations.

Council discussed the idea of combining and re-defining the duties of some positions to cover gaps that would be created by not filling the position of Clerk Treasurer. Jon reminded council that union positions are clearly defined in what their duties are, and asking employees to complete work outside of that would result in the city having to negotiate out of class pay, for when a union employee performs additional duties. It was clarified for council that Jon is the acting HR person for the time being.

Council continued to engage in discussions regarding various city positions, wages, pay cuts, employee performance, and how these issues impact the budget, for several minutes. As such, council decided to push back voting on any resolutions until after the budget workshop with the city's CPA, on Dec. 11.

4. LGIP Resolution
5. Rates In Relation To The Storm Water Utility Resolution - Repealing Resolution 545

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## 6. Transfer of Interest Income To Current Expense Resolution

City Administrator Martin explained that this resolution authorizes all interest revenue to be credited to the current expense fund. So long as the city maintains a minimum balance of \$3 million in the Local Government Investment Pool, at least a 2% interest rate, this account will generate \$60,000 in revenue.

### Public Comment - City Business Only

None.

### Executive Session

None.

### Council Comments

Councilmember Klimek thanked Light and Power for all their hard work after the recent storm and responding to various power outages. Paul Nott (Light and Power) thanked Keith for his acknowledgement of employee's efforts to keep the power on for McCleary's residents.

Councilmember Huff wished everyone a Happy Thanksgiving next Thursday.

Councilmember Simmons thanked Administrator Martin for his excellent communication and responsiveness to the needs and requests of the council. He also thanked City CPA Tara Dunford for her attendance and assistance in helping council with budget matters.

Councilmember Schiller also thanked Light and Power for their recent performance during the storm, for responding to outages that occurred. He's looking forward having Fire Chief Pittman providing Council with information on the ambulance issue for the city. He also expressed thanks to all for their help and patience with him as the newest councilmember, as he integrates into the team.

City Administrator Martin thanked Council for their questions and collaboration, which has helped him work through issues and drive the budget forward.

### Mayor Comments

N/A

### Adjourn

Motion made by Councilmember Klimek, Seconded by Councilmember Dahl to adjourn the meeting.

Voting Yea: Councilmember Simmons, Councilmember Huff, Councilmember Schiller, Councilmember Dahl, Councilmember Klimek. Meeting adjourned at 7:17pm.

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# City of McCleary STAFF REPORT

<b>To:</b>	Council
<b>From:</b>	Paul Nott
<b>Date:</b>	11/27/2024
<b>Department:</b>	Light and Power

Hello All,

Since our last report we have had 2 single customer outages, 3 new services and numerous maintenance requests. We were very fortunate that the cyclone bomb headed more north and did not impact our customers unlike our friends to the north. While watching how hard the impact was to everyone in King and Snohomish County it is a good reminder that during this time of year everyone should be prepared for the same kind of impact. We never know what mother nature has in her plans and we have experienced events that have lasted more than a couple days in our community.

The crew this week and part of next will be preparing and putting up the holiday decorations throughout town and assisting the civic renewal council for the tree lighting next Saturday 12/7.

Once again, we want to remind everyone to stay away from down wires and please call if you are experiencing a power issue. Please don't assume that we know about your outage. We do our best to make sure everyone has power, but there have been times when we think everyone is back in lights and one customer still might have a problem.

As always, we are also working on customer service requests and maintenance issues as they arise.

If anyone has any questions or concerns, feel free to contact us...

Have a safe and happy Thanksgiving!!!

Paul



# City of McCleary STAFF REPORT

<b>To:</b>	Mayor Miller and Council
<b>From:</b>	Fire Chief Andrew Pittman
<b>Date:</b>	December 1, 2024
<b>Department:</b>	Fire Department

Hello all,

Its that time of year, again where the Firefighters Association will be taking our special guest around town to collect food and donations to support our foodbank and local families. Our annual Santa run will take place **Saturday December 21** starting at 4PM. We hope to see you all out supporting our community!

The Firefighter’s association was able to participate in the country Christmas bazaar this year providing photos with a special guest. This raised over \$1200 for our firefighter stair climb team which will be participating in the Leukemia & Lymphoma firefighter stair climb challenge in March 2025.

Call numbers were not available for the month of November, but we did have a noteworthy response last month which involved the Fire Department, City Public works, Grays Harbor 911, Grays Harbor Emergency Management, and Department Of Ecology.

On November 16<sup>th</sup> the department was dispatched to oil reported in the alley between Simpson avenue and Simpson mill. We arrived on scene to find a large oil slick and oil solids in the drainage ditch and across the alley. We immediately deployed oil absorbent socks and created dams in the ditch to slow and capture the oil and solids. We utilized absorbent pads as well as oil dry media to help mitigate the oil. We made our proper notifications and called for public works assistance with the scene as well as for more materials. We were able to absorb much of the oil with public works cleaning up the items used the next business day. The scene was turned over to the Department of Ecology due to the amount of oil that was discharged and possible impact on waterways. I would like to thank all the agencies and departments involved.

Thank you for the opportunity and Stay Safe,

Fire Chief Andrew Pittman



# City of McCleary STAFF REPORT

<b>To:</b>	Mayor Miller and Council
<b>From:</b>	Jenna Jarvis, Public Works Field Foreman
<b>Date:</b>	November 26, 2024
<b>Department:</b>	Public Works

Hello everyone!

The Public works crew has been doing an awesome job at getting projects done! We have been working on revamping the Lindsey Baum banner sign frame and mount so that way it will be easier to hang as well as having a nicer and cleaner look when looking at the banner.

We have also been fortunate enough to be able to transfer our plow from our 5yd dump trump over to our 7yd dump truck. This will be huge for our Public Works crew to be able to plow snow during our winter months with a truck that is safe and able to read the dash!

We had a very close sewer main plug happen recently! Thankfully we had a crew member out working on GIS and when opening a manhole it was full of wipes. Wipes may be “flushable” but may have a huge impact on our mains and wastewater treatment plant.

Christmas in McCleary is just around the corner! We have been working with the civic renewal in hopes of having a smooth and joyous time for all festivities. Even though the growing season is pretty much at the end we will be mowing, weed eating, edging and blowing off the sidewalks in the park. As well as cleaning up the fun run route.

On November 16<sup>th</sup> the city was able to collaborate with 2 associations to successfully accomplished cleaning a cooking oil spill. It was in the alley behind the 200 block of west Simpson Ave. The call came in as a cooking oil spill and it was unclear on how much had spilled. When arriving on scene the McCleary Fire Department was already there and had used up their absorbent supplies of pigs, sheets, and granular bags. We had used 5 more bags of absorbent in the granular clay form and about 160 absorbent sheets. The fire department had estimated about 100-150 gallons what in the drum and about 50-60 gallons on the ground. During this time Department of Ecology had been called and was aware of the spill. Later in the evening I received a call from DOE wondering what we had done. I told him what all we had spread out, where the ditch runs to, and what our plan is for that following Monday. Their crew also came out to investigate. On Monday I had the Public Works crew clean up the mess and dispose of all material in dumpsters. Since the asphalt was still slick the crew had spread sand so it’s not such a hazard. In the afternoon I also received another phone call from DOH wanting to know an update. He also informed me that the crew that came out didn’t think there was as much oil on the ground that we were thinking, but it did make for greasy and hazardous road.

I've attached some pictures from the day of the incident to show how easily and fast cooking oil can spread.



Have a wonderful day!  
-Jenna Jarvis

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# City of McCleary

## STAFF REPORT

<b>To:</b>	Mayor and Council
<b>From:</b>	Lindsay Blumberg, Deputy Clerk-Treasurer
<b>Date:</b>	November 27, 2024
<b>Department:</b>	Finance & Administration

**Finance:**

I have been working with the State Auditors, gathering all the documents that they need to complete the 2022/2023 Audit. The audit should be wrapping up within the next couple of weeks. I processed the Accounts Payable from November 1<sup>st</sup> through November 25<sup>th</sup>. I have been processing payroll and benefits, adding new employees, getting ready for the 2025 rate increases, open enrollment and getting ready to process the Police Holiday Comp Buyout. The Department of Revenue Excise Tax has been filed for November. We currently have 5 open public records requests bringing that to a total of 43 requests year to date.

Lori Ann has been working on the 2025 Budget Pay Contracts, which were completed this week. She has also been working with Comcast on getting our phone system up to date.

Our new Public Works Planning Assistant, Dalyn Davis, has been doing a great job and has great customer service. She started with the City on November 12<sup>th</sup> and joins us from DOT. She has been training with our Building Official, Larry, on building codes, permitting and has been working with Lori Ann on our Conservation Program. Dalyn is creating an onboarding process that fits the needs of the Building Department.

We currently have a temporary office clerk, Lora, from Express Personnel that has been helping us out in the front office with customer service, meeting minutes and many other daily tasks to help the City out. Thank you Lora!



**McCleary Police Department  
Monthly Call Activity Report**



**Oct-24**

		2	Malicious Mischief
			Message
		2	Motorist Assist
			Noise Problem or Complaint
#	Calls		Non Blocking Accident
	911 Hangup		Non Blocking Vehicle
2	911 Open line	2	Overdose Accident
2	Abandoned/Disabled Vehicles	1	Order Issued/ Violation
	Abuse	1	Open
	Accident Unknown	1	Paper Service
	Accidents non blocking/unk		Parking Problem
1	Accidents with injuries/Rollover	11	Police Information/phone message
2	Agency Assist	1	Property/Lost/Found/Recovered
1	Alarm	1	Prowler
6	Animal Problem	4	Reckless
1	Assault		Railroad Crossing Blocked
	Assault in Progress		Runaway
6	Assists- Cittzen		Service
	ATC (Attempt to Contact)		Sex Offense/ Rape
	ATL (Attempt to Locate)		Shooting/Weapons/Explosives/ Hazards
	Bite		Shoplifting
	Burglary		Structure fire/Threatened
1	Code Enforcement Viol.	2	Subject Stop
1	Civil/Public		Suicide
1	CPS/ APS Referral	2	Suicide/Threats/ Attempts
	Controlled Substance	5	Suspicious Person
	Death / Report of dead body	1	Suspicious Vehicle
	Disabled Vehicle	3	Suspicious/Unknown Circumstances
1	Disorderly conduct	1	Thefts In Progress
	Display (unlawful)	1	Thefts/ Larceny
1	DUI		Threats
	DVA in Progress/Act		Traffic Offenses
	Extra Patrols Request	35	Traffic Stops
	Fight	1	Traffic- Other/Hazzard/Patrol
17	Fire or Aid Responding		Traffic Pursuit
	Firearm		Test Incident Type
	Forgery/ Fraud-Blackmail		Trespassing
	Found Person / Child	1	Unknown Problem
2	Found Property		Vehicle Theft
	Hazardous	1	Verbal
2	Harassment		Violation Controlled Substance
	Hit & Run		Voided incident
	Illegal Burn	2	Warrants Service or Confirm
1	Juvenile Problem	1	Welfare check
	Lost/Missing/Found Person		Wire down
<b>48</b>		<b>82</b>	

Tickets: 16 YTD: 301

Total : 130 Year To Date: 1841

GRAYS HARBOR COUNTY  
EMERGENCY MANAGEMENT

Sheriff Darrin Wallace  
Director of Emergency Management

Hannah Cleverly  
Deputy Director of Emergency Management



# WHY ARE WE HERE?

- Review the long-standing relationship between the County, Cities and Towns in providing emergency management to the community.
- Discuss how the services provided by Grays Harbor Emergency Management to Cities and Towns helps them meet their statutory requirements.
- Discuss the need to find sustainable funding for these programs.
- Provide a proposal to create an Inter-Local Agreement throughout the county for the participation and cost sharing of expenses related to meeting these statutory requirements.



# DISASTER HISTORY



Grays Harbor County Disaster History 2007-2023						
Disaster Number	Declaration Date	Incident Type	Title	Incident Begin Date	Incident End Date	
4650	3/29/2022	Severe Storm(s)	Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides	1/1/2022	1/15/2022	
4593	4/8/2021	Severe Storm(s)	Severe Wind Storm, Straight-line Winds, Flooding, Landslides, and Mudslides	12/29/2020	1/16/2021	
4481	3/22/2020	Pandemic	Coronavirus (COVID-19) Pandemic	1/20/2020	3/22/2024	
4539	4/23/2020	Severe Storm(s)	Sever Storms, Flooding, Landslides, and Mudslides	1/20/2020	2/10/2020	
4418	3/4/2019	Severe Storm(s)	Severe Winter Storms, Straight-line Winds, Flooding, Landslides, Mudslides, Tornado	12/10/2018	12/24/2018	
4253	2/2/2016	Flood	Severe Windstorms, Straight-Line Winds, Flooding, Landslides, Mudslides	12/1/2015	12/14/2015	
4242	10/15/2015	Severe Storm(s)	Severe Windstorms	8/29/2015	8/29/2015	
4056	3/5/2012	Severe Storm(s)	Severe Winter Storm, Flooding, Landslides, and Mudslides	1/14/2012	1/23/2012	
1817	1/30/2009	Severe Storm(s)	Severe Winter Storm, Flooding, Landslides and Mudslides	1/6/2009	1/16/2009	
1826	3/3/2009	Severe Storm(s)	Severe Winter Storm	12/12/2008	1/5/2009	
1734	12/8/2007	Severe Storm(s)	Severe Winter Storm, Flooding, Landslides and Mudslides	12/1/2007	12/17/2007	

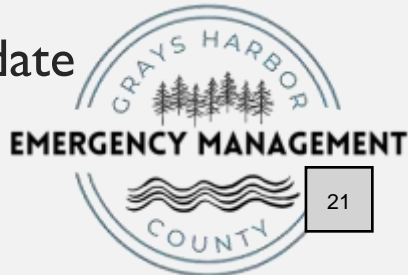
# EMERGENCY MANAGEMENT IN GRAYS HARBOR

## BACKGROUND

- County-wide planning has been in place for many years. This is not new.

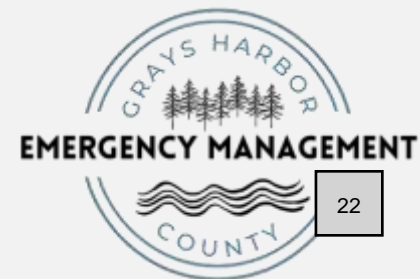


- 1986 – Resolution for Emergency Management Services (additionally 2002)
- 2005 – Joint CEMP
- 2018 – County Wide Hazard Mitigation \*County/Consultant led
- 2023 – County CEMP
  - Done completely in-house. Full re-write with potential of adding City Annexes.
- 2024 - County Wide HMP Update
  - Submitted for grant in May 2022
  - Completed in Spring 2024



# LEGAL REQUIREMENTS

- RCW 38.52 – Emergency Management
- Chapter 118-30 WAC : Local Emergency Management Services/Organizations, Plans and Programs
- Chapter 118-04 WAC: Emergency Worker Program



# WHAT WE DO & HOW WE SUPPORT YOU?

- Emergency Management Planning activities (CEMP, Hazard Mitigation, COOP, COG, etc.)
- Maintains and Operates Emergency Operations Center (EOC)
- Emergency Communications Capabilities – Amateur Radio
- Support Search and Rescue coordination and efforts
- Disaster Declarations for Unincorporated Grays Harbor County (Support to Cities as needed)
- Emergency Public Information – Alert and Warning
- Evacuation and Sheltering Coordination
- Training and Exercising Programs
- Resource-Management Coordination
  - Logistical support
- **Provide** 24/7 Duty Officer – 360-580-2281



# FY24 EMERGENCY MANAGEMENT BUDGET COST SHARE

FY24 GHCEM Budget (All Expenditure Accounts)	\$567,808
FY24 Grant Fund Expenditures (Pass-Through)	-\$115,512
FY24 GHCEM Direct Costs (Non-share)	-\$212,152
<b>2024 Projected Shared Expense</b>	<b>\$240,144</b>

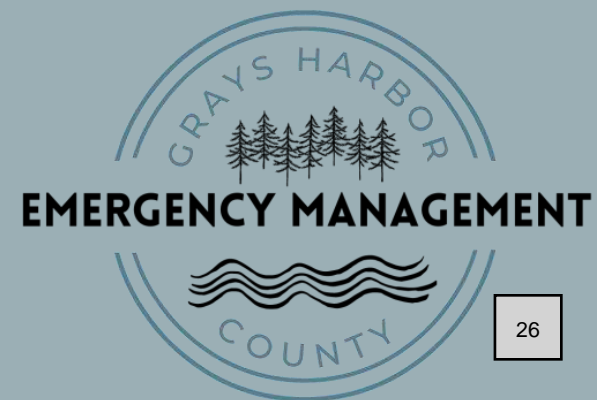
Political Subdivision	Population**	% of County Total Population	Assessed Value*	% of County Total AV	Combined %	Collection In 2025
Grays Harbor County***	29,370	38.14%	\$5,072,253,146	40.13%	39.14%	\$93,988
Aberdeen	17,080	22.18%	\$1,753,442,437	13.87%	18.03%	\$43,292
Cosmopolis	1,670	2.17%	\$216,967,042	1.72%	1.94%	\$4,665
Elma	3,480	4.52%	\$531,743,524	4.21%	4.36%	\$10,479
Hoquiam	8,795	11.42%	\$793,452,387	6.28%	8.85%	\$21,253
McCleary	2,120	2.75%	\$264,814,814	2.10%	2.42%	\$5,822
Montesano	4,090	5.31%	\$610,344,704	4.83%	5.07%	\$12,177
Oakville	720	0.94%	\$69,924,963	0.55%	0.74%	\$1,787
Ocean Shores	7,380	9.58%	\$2,755,206,426	21.80%	15.69%	\$37,684
Westport	2,295	2.98%	\$570,152,980	4.51%	3.75%	\$8,996
<b>TOTAL</b>	<b>77,000</b>	<b>100.00%</b>	<b>\$12,638,302,423</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$240,144</b>



# TIMELINE

- Spring 2024 – Discussions with city administration and county emergency management about a joint local organization for emergency management.
- Summer/Fall 2024 – Interlocal Agreement signed and budget for 2025 presented
- January 2025 – Official services start

QUESTIONS?



## **AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES**

THIS AGREEMENT is made and entered into by and between GRAYS HARBOR COUNTY, a political subdivision of the State of Washington, (hereinafter referred to as "County") and the CITY OF \_\_\_\_\_, a municipal corporation of the State of Washington (hereinafter referred to as "City"), each a "Party," and together referred to as "Parties."

WHEREAS, County has established a Comprehensive Emergency Management Plan pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington and Chapter 118-30 of the Washington Administrative Code; and

WHEREAS, County and City believe it to be in the best interests of their citizens that County and City share and coordinate services in the event of an emergency situation; NOW THEREFORE,

IT IS HEREBY AGREED AS FOLLOWS:

1. Purpose. It is the purpose of this agreement to provide an economical mechanism to provide for the common defense and protect the public peace, health, and safety and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, either man-made or from natural causes.

2. Term. This agreement shall be effective on January 1, 2025 and shall continue for successive annual terms until either party gives to the other party one hundred eighty (180) days written notice of termination prior to the end of the calendar year. If notice is provided in accordance with the agreement, the agreement shall terminate at the end of that calendar year.

3. Definitions. As used in this agreement, the following definitions will apply.

A. "Emergency management" or "comprehensive emergency management" means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress. However, "emergency management" or "comprehensive emergency management" does not mean preparation for emergency evacuation or relocation of residents in anticipation of nuclear attack.

B. "Emergency or disaster" as used in all sections of Chapter 38.52 RCW, except RCW 38.52.430, means an event or set of circumstances which: (i) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences; or (ii) reaches such a dimension or degree of destructiveness as to warrant the governor proclaiming a state of emergency pursuant to RCW 43.06.010.

4. Services. The Parties acknowledge and understand that this Agreement is for services only, and shall not constitute a joint emergency management organization as described in RCW 38.52.070.

The COUNTY shall, and as required by Chapter 38.52 RCW, perform and coordinate the applicable services for emergency management, the Grays Harbor County Comprehensive Emergency Management Plan (CEMP), as adopted and approved by resolution of the Grays Harbor County Board of Commissioners, and Appendix "A" of this document to meet the Emergency Management functions for the CITY. The deliverables of this agreement shall provide the scope of deliverables in accordance with Chapter 38.52 RCW.

The CITY shall, and as required by Chapter 38.52 RCW, participate, perform and coordinate the applicable services for emergency management with the County, the adopted and approved Grays Harbor County Comprehensive Emergency Management Plan (CEMP) and Appendix "B" of this document to meet the Emergency Management functions to the COUNTY. The deliverables of this agreement shall provide the scope of deliverables in accordance with Chapter 38.52 RCW.

5. Independent Contractor. The County shall not be considered an agent, employee, or servant of the City while performing its duties under this Agreement. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specification set out in this Agreement. The City shall only have the right to ensure performance under the terms of this Agreement.

6. Compensation. The City agrees to compensate the County for emergency management expenses as detailed in the Emergency Management Budget Cost Share analysis. This analysis is developed annually by Grays Harbor County Emergency Management (GHCEM). The City will receive the analysis from GHCEM by June 30th of the year preceding the payment year. The Emergency Management Budget Cost Share analysis for the current fiscal year will be attached as Appendix "C" and will replace any previous analyses.

The County will invoice the City for the amount as scheduled in the Emergency Management Budget Cost Share each year by April 30. The City will pay the County the invoiced amount no later than 45 days after receipt of the invoice.

The cost share analysis is established by reviewing the GHCEM budget and removing the direct costs associated with the on-going permanent costs of the office. Direct costs are paid 100 percent by the County. Pass through grant costs are removed from the analysis. The shared costs are expenses incurred by the County related the deliverables in this agreement.

The formula for the distribution of costs shall be calculated utilizing the following formula and with the values from the following sources.

- Percent = %
- Assessed Value = AV
- (#) = reference in Appendix C Spreadsheet

(1) City Population / Total Population of the Grays Harbor County = City %of Population

(2) City AV / Total AV of Grays Harbor County = City % of AV

(3) City % of Population + City % of AV / 2 = Combined % of Cost Share for City

(4) Combined % of Cost Share for City x (5) Projected Shared Expense = City % of Shared Expenses for Collection in Next Year

The Population data shall be sourced from WA OFM Report for Population Estimates. The assessed values are established from utilizing each of the city’s certified Real and Personal Assessed Value as detailed and published in the Grays Harbor County Assessor’s Annual *Assessed Valuations and Levy Rates* document. The County value derives from the certified assessed value for the Road District Assessment.

The combined percentages of the total shared costs are then calculated, with Cities sharing responsibility for the shared expenses in proportion to their respective populations and assessed values.

7. Notices. All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing if mailed by first class, postage pre-paid and addressed to the party at its address as stated in this Agreement or at such address as any party may designate at any time in writing.

If to Grays Harbor County:	If to City of _____:
Grays Harbor County Department of Emergency Management Director  310 West Spruce Ave Montesano, WA 98563	City of _____ Mayor  (Street Address) (City), WA (Zip code)

8. Renewal. This agreement shall automatically renew on January 1 of each calendar year unless notice is provided in accordance with Section 2 - Term. If notice is timely received, then the agreement will terminate in accordance with the provisions of the agreement.

9. Indemnification. Each party shall be responsible in tort for the actions of its own employees, officers, volunteers and agents in the performance of all acts under this Agreement. Each party agrees to defend, indemnify and hold harmless the other from liability for any claim, demand or suit arising out of or in connection with said party’s sole negligence. To the extent that the acts of both parties contributed to the loss of a third party in the performance of this Agreement, then each such negligent party shall be responsible for its own proportionate share of such loss. Each party shall notify the other party of the existence of any claim, demand or suit arising out of or in connection with said party’s performance under this Agreement.

10. Insurance. Each party certifies to the other that it is a member of an appropriate government risk pool, through which it is covered for the acts or its employees, officers, volunteers or agents in connection with or incidental to its performance of all acts under this Agreement. Each party certifies to the other that the coverage limits under its risk pool coverage exceed the limits reasonably necessary for the performance of this Agreement, and will provide coverage for all acts for which the party is found to be legally liable.

11. General. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this contract requested by either party may only be affected if mutually agreed upon in writing by duly authorized representatives of the parties hereto.

12. Privileges and Immunities. Whenever the employees of the City or County are rendering outside aid pursuant to the authority contained in RCW 38.52.070/080, such employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the County or City in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege or immunity afforded the City or the County in Chapter 38.52 RCW,

13. Waiver. Failure by either party at any time to require performance by the other party under this Agreement or to claim a breach of any provision of this Agreement shall not be construed as affecting any subsequent breach or the right to require performance or affect the ability to claim a breach with respect thereto.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed, such parties acting by their representatives being thereunto duly authorized.

GRAYS HARBOR COUNTY  
BOARD OF COMMISSIONER

CITY OF \_\_\_\_\_

\_\_\_\_\_  
KEVIN PINE, Chair

\_\_\_\_\_  
(NAME), Mayor

\_\_\_\_\_  
JILL WARNE, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
VICKIE L. RAINES, Commissioner

Approved as to Form:

ATTEST: \_\_\_\_\_  
Wendy Chatham, Clerk

City Attorney

(Date)

## **Appendix A**

### **Emergency Management Services – Deliverables to City**

#### **Preparedness and Prevention Support**

- Maintain the Grays Harbor County Comprehensive Emergency Management Plan (CEMP)
- Provide guidance, training, and tools in adoption of the GH County CEMP as the agencies base CEMP
- Support the local agency in developing CEMP Annex to the Grays Harbor CEMP.
- Provide guidance, training, and tools in development of Continuity of Operations Plan (COOP) and Continuity of Government Plan (COG) for individual agencies
- Provide emergency management overview and training as needed for leaders, elected officials and agency liaisons. Coordinate and support training opportunities for identified agency needs related to emergency management and NIMS.
- Provide outreach at community events
- Prepare and submit annual emergency management program report to Washington State Emergency Management Division (from deliverable report from the local agency on activities not related to this program).
- Manage emergency worker volunteer program in accordance with WAC 118-04.

#### **Mitigation Support**

- Facilitate Hazard Mitigation Plan coordination, development, and review
- Provide guidance, training, and tools in development of a Threat Hazard Identification Risk Assessment (THIRA) and County Emergency Preparedness Review (CEPR); and subsequent regular reviews

#### **Response Support**

- Provide access to and support from our 24-hour Duty Officer
- Activate and manage the Grays Harbor County Emergency Operations Center (EOC) as necessary or in support of activations either by plan or agency request.
- Support coordination of multi-agency response to emergency incident(s)
- Provide alert, warning, and emergency public information (methods include, Grays Harbor County Alerts, EAS, WEA, NWEMA, AHAB Warning System, social media, and traditional media)
- Provide and/or coordinate a Public Information Officer and Joint Information System to support local agency for crisis communications related to an incident(s) or emergency
- Facilitate and coordinate Multi-Agency Coordination Group for multi-jurisdictional incidents, emergencies or impacts resulting there from.
- Establish and maintain situational awareness
- Provide logistical support, as required

#### **Recovery Support**

- Facilitate and collect (as needed) disaster damage assessments for individuals and businesses
- Provide communication and assistance (as needed) for Public Assistance programs in the event of declared disaster (agencies are responsible for submission unless specifically contracted to GHCEM)
- Coordinate and support recovery efforts as needed

## **Appendix B**

### **Emergency Management Services – Deliverables to County**

- The City will, in accordance with 38.52.070, appoint a director for their Emergency Management organization who will serve as the point of contact to the GHCDDEM.
- The City will designate a representative to the Emergency Management Planning Committee and regularly attend meetings.
- The City will participate in the development and maintenance of plans defined within the agreement.
- The City will identify a primary and alternate point of contact for each planning effort to facilitate in the development of comprehensive emergency management plan, hazard mitigation plan and other plans as applicable.
- Provides and conducts, in conjunction with the County, an assessment identifying the potential hazards and vulnerabilities specific to the city.
- The City will participate and coordinate with the County during response activities, providing up to date information as it becomes available to maintain situational awareness of emergencies.
- The City will provide a representative or liaison(s), as required during emergencies, to the Grays Harbor EOC or Multi-Agency Coordinating Group to coordinate response and recovery activities.
- The City will coordinate and identify any potential volunteers with the County to insure they are covered by the Washington State Emergency Workers Program.
- The City acknowledges that using volunteer (as groups or individuals) for activities outside the scope of their intended purpose and/or training places them outside the scope of RCW 38.52.180, Chapter 118-04 WAC and the agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers program; therefore, if the City desires to expand the use of volunteers beyond the scope established by the County and this Agreement may require the City to provide coverage in accordance with L&I Industrial Insurance/Workman's Compensation regulations.
- The City will maintain compliance with NIMS for all emergency management or response activities.
- The City will manage all pass-through grants received by the City from the County in accordance with grant funding requirements.



## Appendix C Emergency Management Cost Share

*This section to be updated annually.*

### FY24 Emergency Management Budget Cost Share

FY24 GHCEM Budget (All Expenditure Accounts)	\$567,808
FY24 Grant Fund Expenditures (Pass-Through)	-\$115,512
FY24 GHCEM Direct Costs (Non-share)	-\$212,152
<b>2024 Projected Shared Expense (5)</b>	<b>\$240,144</b>

Political Subdivision	Population**	% of County Total Population (1)	Assessed Value*	% of County Total AV (2)	Combined % (3)	Collection In 2025 (4)
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\* Assessed Values are based on 2023 Levy for Collection in 2024 (<https://cms5.revize.com/revize/graysharborcounty/2022%20for%202023%20Tax.pdf>)

\*\* From the WA State Office of Financial Management Report for 2023: <http://www.ofm.wa.gov/pop/april1/default.asp>

\*\*\* County AV Based on unincorporated values (Road District Assessment)



November 19, 2024

Mr. Jon Martin  
Director of Public Works  
City of McCleary  
100 South 3<sup>rd</sup> Street,  
McCleary, Washington 98557

SUBJECT: REVIEW OF BIDS, WASTEWATER TREATMENT PLANT CHILLER REPLACEMENT  
CITY OF MCCLEARY, GRAYS HARBOR COUNTY, WASHINGTON  
G&O #22245.00

Dear Mr. Martin:

On November 14, 2024, the City of McCleary received six responsive bids and zero non-responsive bids for the Wastewater Treatment Plant Chiller Replacement. The responsive bids ranged from \$157,675.22 to \$198,129.30. The Engineer’s Estimate was \$174,566.70. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Two corrections were made; however, these corrections did not change the position of the low bidder. We have provided a bid summary with this letter. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

- 1. Sunset Air, Inc. (Lacey, Washington).....\$157,675.22
- 2. ACCO Engineered Systems (Seattle, Washington).....\$160,801.79
- 3. Capital Heating, Cooling, Plumbing & Electric  
(Lacey, Washington).....\$172,062.00
- Engineer’s Estimate .....\$174,566.70**
- 4. Elite Mechanical Services, LLC (Olympia, Washington) .....\$180,528.98
- 5. Apex Mechanical, LLC (Battle Ground, Washington).....\$193,367.20
- 6. AirX, LLC (Vancouver, Washington) .....\$198,143.55

The lowest responsive bidder, Sunset Air, Inc. of Lacey, Washington, is currently a Washington State registered and licensed Contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Sunset Air Inc. of Lacey, Washington, has met the responsibility criteria.



Mr. Jon Martin  
November 19, 2024  
Page 2

The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Sunset Air, Inc. and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.


Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Sunset Air, Inc.  
5210 Lacey Boulevard SE  
Lacey, Washington 98503

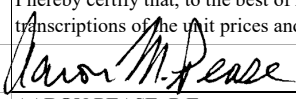
Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

  
Aaron M. Pease, P.E.

AMP/sr  
Encl.

BIDDER		ENGINEER'S ESTIMATE		SUNSET AIR, INC.		ACCO ENGINEERED SYSTEMS, INC.		CAPITAL HEATING AND COOLING		ELITE MECHANICAL SERVICES, LLC		APEX MECHANICAL, LLC		AIRX, LLC		
BIDDER ADDRESS				5210 Lacey Boulevard SE Lacey, WA 98503 310,757-00		5300 Denver Avenue South Seattle, WA 98108 386,261-00		1218 Carpenter Road SE Lacey, WA 98503 221,711-00		2625 Reinhardt Lane NE, Ste. F Lacey, WA 98516 293,880-00		1507 SE Eaton Boulevard Battle Ground, WA 98604 625,706-00		6115 NE 88th Street Vancouver, WA 98665 612,642-00		
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.				SUNSEA*220CM		ACCOESI971DU		CAPITHC948N3		ELITEMS796R2		APEXMML843JG		AIRXLL*792PR		
WASHINGTON STATE CONTRACTOR'S REG. NUMBER				5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND		
BID BOND OR OTHER GOOD FAITH TOKEN																
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization and Demobilization	1 LS	\$18,000.00	\$18,000.00	\$7,240.00	\$7,240.00	\$2,602.31	\$2,602.31	\$4,000.00	\$4,000.00	\$6,300.00	\$6,300.00	\$10,000.00	\$10,000.00	\$14,680.00	\$14,680.00
2	Minor Change	1 CALC	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
3	Chiller Demolition and Replacement	1 LS	\$129,300.00	\$129,300.00	\$130,294.00	\$130,294.00	\$130,474.21	\$130,474.21	\$131,000.00	\$131,000.00	\$150,381.25	\$150,381.25	\$162,064.00	\$162,064.00	\$151,860.00	\$151,860.00
4	Concrete Equipment Pad	1 LS	\$10,000.00	\$10,000.00	\$4,255.00	\$4,255.00	\$11,583.53	\$11,583.53	\$20,000.00	\$20,000.00	\$6,093.75	\$6,093.75	\$2,500.00	\$2,500.00	\$12,410.00	\$12,410.00
	Subtotal			\$160,300.00		\$144,789.00		\$147,660.05		\$158,000.00		\$165,775.00		\$177,564.00		\$181,950.00
	Sales Tax @ 8.9%			\$14,266.70		\$12,886.22		\$13,141.74		\$14,062.00		\$14,753.98		\$15,803.20		\$16,193.55
	<b>TOTAL CONSTRUCTION COST</b>			\$174,566.70		\$157,675.22		\$160,801.79		\$172,062.00		\$180,528.98		\$193,367.20		\$198,143.55
Sealed bids were opened at the City of McCleary, 100 South Third Street, McCleary, Washington 98557 on Thursday, November 14, 2024, at 10:00 a.m. (local time).																
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.										<b>DENOTES MATHEMATICAL OR ROUNDING ERROR</b>						
																
AARON PEASE, P.E.																

Item 9.

## Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

<b>General Information</b>	
Owner/Project Name: City of McCleary / WWPT Chiller Replacement	Project Number: G&O - 22245.00
Bidder's Business Name: Sunset Air, Inc.	Bid Submittal Deadline: 10:00am Nov. 14, 2024
<b>Contractor Registration</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
License Number: SUNSEA*220CM	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline): 02/14/1978	Expiration Date: 02/04/2026
<b>Current UBI Number</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
UBI Number: 600-240-865	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Industrial Insurance Coverage/Worker Compensation</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Account Number: 310,757-00	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Employment Security Department Number</b>	
Employment Security Department Number: 423419-00-3	
<ul style="list-style-type: none"> <li>• Has Bidder provided account number on the Bid Form? <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span></li> <li>• And/or have you asked the Bidder for documentation from Employment Security Department on account number? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></li> </ul>	
<b>State Excise Tax Registration Number</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Tax Registration Number: 600-240-865	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>
<b>Certification of Compliance with Wage Payment Statutes Clause Signed</b>	
(See Proposal for Required Clause or Signed Certification Form) <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span>	
<b>Not Disqualified from Bidding</b>	
<a href="https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx">https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx</a>	
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span>	
<b>Public Works Requirements Training</b>	
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>	
Contractor: <ul style="list-style-type: none"> <li>Is Exempt from this Requirement <input checked="" type="checkbox"/></li> <li>Has Completed Training <input type="checkbox"/></li> <li>Has Not Completed Training <input type="checkbox"/></li> </ul>	
<b>Excluded Parties Listing System (Federal Funded Projects)</b>	
<a href="https://www.sam.gov/">https://www.sam.gov/</a>	
Does the Bidder have an Active Exclusion? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span>	
<b>Checked by:</b>	
Name:	Date: 11/19/2024

# Contractors

## SUNSET AIR INC

### Owner or tradesperson

#### Principals

FLUETSCH, BRIAN A, PRESIDENT

Fluetsch, Valerie Anne, VICE PRESIDENT

FLUETSCH, PETER N, PRESIDENT

(End: 02/02/2016)

FLUETSCH, KATHRYN

THERESA, SECRETARY

(End: 02/02/2016)

Doing business as

**SUNSET AIR INC**

WA UBI No.

**600 240 865**

**PO BOX 8208**

**Lacey, WA 98509**

**360-456-4956**

**THURSTON County**

Business type

**Corporation**

Governing persons

**BRIAN**

**ALLEN**

**FLUETSCH**

VALERIE ANNE FLUETSCH;

## Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

### Construction Contractor

### Active

**Meets current requirements.**

License specialties

**GENERAL**

License no.

**SUNSEA\*220CM**

Effective — expiration

**02/14/1978— 02/04/2026**

L&I Contractor Registration:

**1-800-647-0982 - Email: ContReg@Lni.wa.gov**

### Bond

**FIDELITY & DEPOSIT CO OF MD**

\$12,000.00

Bond account no.

**30727415**

Received by L&I

**01/07/2002**

Effective date

**02/03/2002**

Expiration date

**Until Canceled**

### Insurance

**Alaska National Insurance Co**

\$1,000,000.00

Policy no.

**24BPS11689**

Received by L&I

**01/30/2024**

Effective date

**02/03/2024**

Expiration date

**02/03/2025**

[Insurance history](#)

**Savings**

No savings accounts during the previous 6 year period.

**Lawsuits against the bond or savings**

No lawsuits against the bond or savings accounts during the previous 6 year period.

**L&I Tax debts**

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

**License Violations**

No license violations during the previous 6 year period.

## Certifications & Endorsements

**OMWBE Certifications**

No active certifications exist for this business.

**Apprentice Training Agent**

Registered training agent. [Check their eligible programs and occupations.](#)

## Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

**This company has multiple workers' comp accounts.**

**Active accounts**

L&I Account ID  
**310,757-00**

**Account is current.**

Doing business as

**SUNSET AIR INC**

Estimated workers reported

**Quarter 3 of Year 2024 "Greater than 100 Workers"**

L&I account contact

**T4 / TYRONE COLEMAN (360) 902-4807 - Email: COTI235@lni.wa.gov**

[Track this contractor](#) 

## Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

**Required Training— Effective July 1, 2019**

Exempt from this requirement.

Completed the training on 7/11/2019

**Contractor Strikes**

**No strikes have been issued against this contractor.**

**Contractors not allowed to bid**

**No debarments have been issued against this contractor.**

## Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date  
**09/27/2018**

[Violations](#)

Inspection no.  
**317950625**

Location  
**715 8th Ave SE  
Olympia, WA 98504**