

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, July 09, 2019 at 7:30 PM

Agenda

WORK SESSION

- [1.](#) The EDC wishes to have a discussion centered around the operation of the Southwest Washington Agriculture and Innovation Park.

As the initial master planning efforts come to a close and construction of the first building is within easy view, the next significant challenge to be overcome is deciding upon the best form of governance structure. The EDC is, therefore, pulling together a Green Ribbon Panel to approach the issue in a collaborative manner.

2. During the June 25, 2019, regular City Council Meeting, Councilmember O'Callahan indicated he wished to discuss the subject of Library repairs more fully during the July 9 Work Session.

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

- [3.](#) **Recommended action:** Move to approve the June 25th Council Meeting Minutes as written.

CONSENT CALENDAR

4. Payroll EFT's in the amount of \$34,422.35; Claims checks #28351 through #28389 in the amount of \$111,808.91 for a grand total of \$146,231.26.
5. New Applications: None

Renewals: None

EXECUTIVE SESSION

PRESENTATIONS

6. Mr. Peter King, AWC CEO, will present Mayor Fournier with the AWC Certificate of Advanced Municipal Leadership
7. Mr. I.V. Reeves, KeyBank, will present the Council with a donation of land.
8. Ms. Whitney Holmes, SCJ Alliance, and Mr. Paul Brewster, TRPC, will present the results of the Yelm-Tenino Trail Feasibility Study.

PROCLAMATIONS

PUBLIC HEARING

9. RCW 36.70.070 (Comprehensive Plans - Mandatory Elements) requires the City to have a Capital Facilities Plan that is part of its Comprehensive Plan. Chapter 5, Capital Facilities, to Tenino's Comprehensive Plan satisfies the statutory requirement.

The attached extracts from the 2016-2036 Comprehensive Plan show the projects projected out to 2031. A brief overview of project status is as follows:

New Library Flooring, new patrol cars, and the septage receiving feasibility study have all been accomplished. Virtually no projects related to streets, roads, sidewalks, and bridges have been accomplished. Some projects were accomplished earlier than planned (the Quarry House roof, for example); and some projects have been subsumed by larger projects (City Hall Renovation, for example, will see carpet replacement, roof replacement, and communications upgrades as part of that project).

For this Public Hearing, the goal is to receive input from the Public, the Council, and the Administration in hopes of coming to a consensus regarding which projects should be included in the 2020 budget. The 2nd Public Hearing will cover which projects will actually be included in the 2020 budget, along with their funding source(s).

OLD BUSINESS

10. The current contract for the operation of the City's Wastewater Treatment Plant is currently being treated as a "month to month" contract because the term as written into the contract has expired.

Both the vendor and the City desire to renew the contract for a longer term and including the proposed cost adjustment, which the Administration considers reasonable.

The City Attorney has posed a number of questions for the vendor to consider, but in general, approves of the agreement.

Recommended action: Move to authorize Mayor Fournier to enter into the agreement provided the Administration is satisfied with the responses to the City Attorney's concerns.

- [11.](#) As the very first step in the process of renovating City Hall, Gibbs & Olson has requested an amendment to the Scope of Work currently in place for the project to allow for the initial planning effort and preparation of the "road map" for the remainder of the renovation process.

The City Attorney has asked that we coordinate with G&O to ensure they and the City understand what deliverables (rough plans, suggested budget allocations) shall result from this modification and to include assistance with any bid-related documents not in the underlying contract.

Recommended action: Move to authorize Mayor Fournier to enter into the modification, provided the Administration is satisfied with G&O's responses to the City Attorney's concerns.

- [12.](#) As the City continues to pursue certification of the proposed Creative District, the Administration proposes to satisfy the organizational requirement for oversight by amending the Tenino Municipal Code to add Chapter 2.70, Arts, Recreation, Culture, and History (ARCH) Commission. Proposed Ordinance 904 would accomplish this intent.

Recommended Action: Move to accept as the first reading, Ordinance 904.

NEW BUSINESS

RESOLUTIONS

- [13.](#) Proposed Resolution 2018-04 would amend Resolution 2018-01 by replacing the current Creative District Map with a newer, updated version, and adding the initial Creative District Budget.

Recommended Action: Move to adopt Resolution 2018-04 amending Resolution 2018-01 to update the Creative District Map and add the initial Creative District Budget.

ORDINANCES

REPORTS

- [14.](#) 1) Chamber of Commerce
2) Economic Development Council (EDC)
3) Experience Olympia & Beyond (VCB)
4) Fire District
5) Library

6) Museum

15. 1) Civil Service Commission

2) Park Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee (see below)

5) Finance Committee

6) Public Safety Committee

As a result of the most recent meeting of the FIGR Committee, the Committee recommends the following:

1. Approval of the Postmaster' Request for both a "picnic bench" and a wayfinding sign, with the following modifications: The City will install a picnic table already in the City's possession, but not as part of the Facade Improvement Program. As part of the Facade Improvement Grant Program, the City will contract with Shawn Hickox for the fabrication of a wayfinding sign to match those previously installed around town.

2. The committee recommends approval of the Farmer's Market grant request to install benches along the west side of Olympia Street S, but only if the City Council determines:

a. That a promise to "keep the streets swept" shall meet the grant's matching requirements (Paragraph 4 of the Program Guidelines); and

b. That an amount greater than \$1000 would best serve the City (Paragraph 5 of the Program Guidelines.) (Two benches would cost between \$1400-\$1600)

16. 1) Chief of Police

2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

17. 1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

- 4) TCOMM/911
- 5) Tenino School Board
- 6) Thurston Regional PLanning Council (TRPC)
- 7) South Thurston Economic Development Initiative (STEDI)
- 7) Transportation Policy Board Agenda: <https://www.trpc.org/Calendar.aspx?EID=355>

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

Item Attachment Documents:

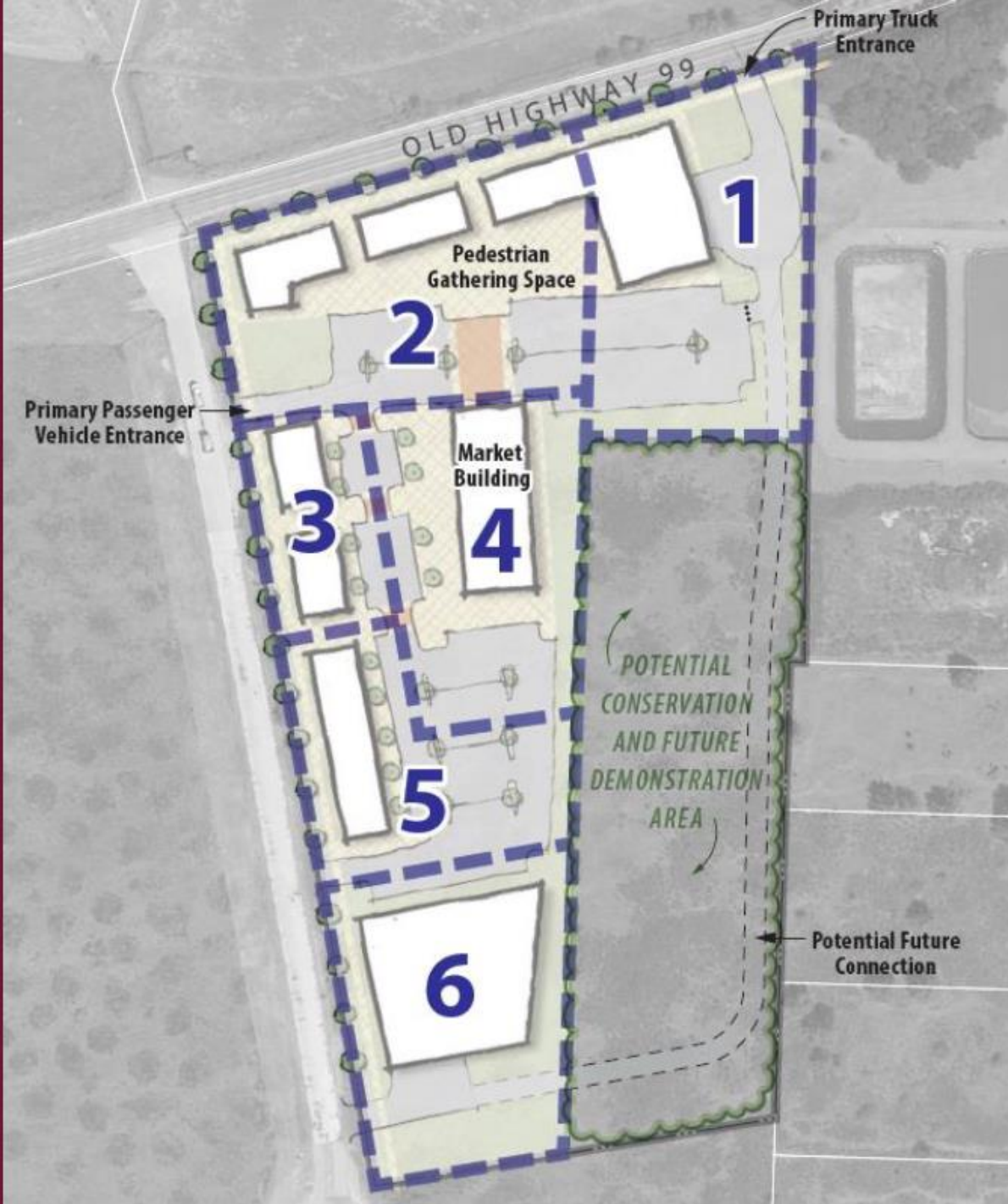
1. The EDC wishes to have a discussion centered around the operation of the Southwest Washington Agriculture and Innovation Park.

As the initial master planning efforts come to a close and construction of the first building is within easy view, the next significant challenge to be overcome is deciding upon the best form of governance structure. The EDC is, therefore, pulling together a Green Ribbon Panel to approach the issue in a collaborative manner.



SOUTHWEST WASHINGTON

Agricultural Business & Innovation Park



Pads will accommodate...

PAD 1

- 10,000 sf building footprint (up to 20,000 gsf)
- Up to 85 parking stalls
- Loading zone
- Stormwater treatment area

PAD 4

- 10,000 sf building footprint (up to 20,000 gsf)
- Up to 35 parking stalls
- Loading zone
- Stormwater treatment area

PAD 2

- 15,000 sf building footprint (up to 30,000 gsf)
- Up to 65 parking stalls
- Pedestrian gathering space
- Loading zone
- Stormwater treatment area

PAD 5

- 10,000 sf building footprint (up to 20,000 gsf)
- Up to 40 parking stalls
- Loading zone
- Stormwater treatment area

PAD 3

- 10,000 sf building footprint (up to 20,000 gsf)
- Up to 20 parking stalls
- Loading zone
- Stormwater treatment area

PAD 6

- 25,000 sf building footprint (up to 25,000 gsf)
- Up to 15 parking stalls
- Loading zone
- Stormwater treatment area

\$1.5 Million for First Building



Design Charrette



What's Next?

Summer 2019

Governance Structure

City of Tenino
Washington



SW Washington Regional Agricultural Business Innovation Park

Organizing Principles (11-13-19)

Establish an identity for the Park that helps brand it as a place for agricultural tourism and innovation.

Sited directly adjacent to Old Highway 99, the Park should take advantage of its high-visibility location to create a “front door” that evokes a unique identity and supports an attractive brand. Creating a distinct gateway for the Park at the corner of Old Highway 99 and Miles Sand & Gravel Drive can help give the Park a distinct sense of place, which will invite traffic and promote commerce in decades to come.

Facilitate local agricultural commerce, productivity, and innovation, as well as the efficient distribution of goods and provision of services.

The plan should encourage investment in infrastructure to the Park to serve as a regional, agricultural catalyst. This includes infrastructure that addresses tenants’ distribution needs.

Capitalize on the site’s location and surrounding natural resources.

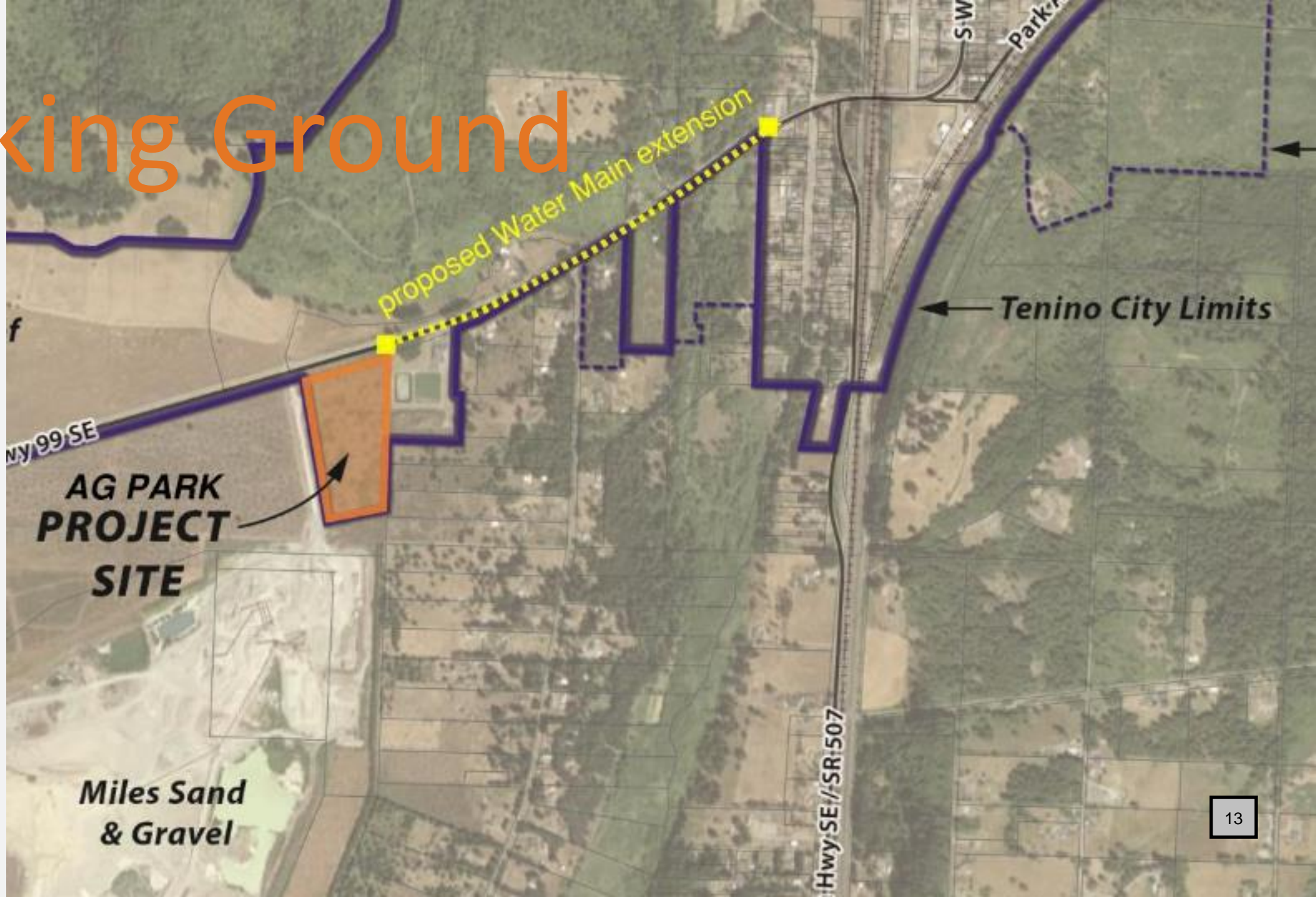
The site is located in a naturally attractive setting for agricultural tourism, the plan should site build other facilities in such a way that takes advantage of the natural views and scenery available from the Park will also be located on the Thurston County Bountiful Byway and close to the Yelm-Tenino Trail which provide opportunities to draw potential users to the site. Additionally, the site’s adjacency to Thurston County’s wastewater treatment plant could provide opportunities for innovative water reuse or other technologies on the site; the plan should aim to capitalize on these opportunities.

Develop a Park that is inviting, attractive, and gives priority to pedestrian circulation and gateway

Master Plan



Breaking Ground



Grant for pad development

The logo for TransAlta, featuring the word "TransAlta" in a bold, blue, sans-serif font. The letter "A" is stylized with a blue outline and a solid orange triangle pointing downwards from its center. A small "TM" trademark symbol is located to the upper right of the word.

TransAlta™

Regional Agriculture Strategic Plan

**Regarding Collaboration on
Regional Agriculture Development
In the South Puget Sound/SW Washington Region**

Exhibit A. Signatories to Letter of Understanding*

Initial Partners

- Lewis County
- Thurston County
- Port of Olympia
- Port of Chehalis
- Thurston Economic Development Council
- Thurston Co. WSU Extension
- Northwest Agriculture Business Center
- WA State Dairy Federation
- Office of Chehalis Basin
- Centralia College
- South Puget Sound Community College
- Lewis County Farm Bureau
- Lewis County WSU Extension
- City of Tenino
- City of Tumwater
- WA State Department of Agriculture
- WA State Conservation Commission
- USDA Rural Development
- Grays Harbor & Pacific Counties Farm Bureau
- Greater Grays Harbor, Inc.
- Lewis Conservation District
- Thurston Conservation District
- Senior Services of South Sound
- Experience Olympia & Beyond
- Lewis County VSP Work Group
- Grays Harbor Voluntary Stewardship Advisory Committee
- South Sound Community Farmland Trust

Distribution & Market Development



Summer Deliverables

- **Governance Panel – First Recommendations**
 - **Completed Master Plan – Presentation**
 - **Break Ground! – Water & Sewer Extension**
- **TransAlta Grant Submitted – For Pad Development**

v

See You In September!

Organizational structure Matrix					
	Port District	CBI/EDC	City	For Profit Entity	Non-Profit Entity
Critical Issue Component					
Organization has internal capacity for management of a business park, inclusive of leasing, management of common areas	Port of Olympia has the history with land and facility management - and has current lease customers utilizing port owned property and facilities	EDC / CBI does not have within its operations this set of skills nor the capacity to do this work	City of Tenino has a history of working with vendors, but not a land facilities capacity	A new for profit entity could be formed that has this as its core mission and business model. There are firms that provide expertise in land and facilities leasing - property management	Non profit would most likely be a 501c3 or c4 entity that allows for charitable contributions to help offset operation costs. Non profit would have a board of directors that it reports to
Organization has the legal authority to conduct such operations	Yes	Yes - however, the operations would have to be approved by its separate board of directors	Yes	Yes	Yes - however, the operations would have to be approved by its separate board of directors
Organization has the marketing background to promote the success of the park	Yes	Yes - recruitment and retention are central to the mission of the EDC	Whether or not the city has the capacity to do this would have to be researched	Yes	A new non-profit that could be established would have to have this element as part of the by-law structure of the organization
Organization has the expertise in land planning, development	Yes	No	City currently contracts for such services via SCJ in role of city planner	Yes	A new non-profit that could be established would have to have this element as part of the by-law structure of the organization

Maintains expertise in the recruitment and location of business investment	Yes	Yes	No	Yes	A new non-profit that could be established would have to have this element as part of the by-law structure of the organization
Maintains expertise in development of land – costing, leasing, etc.	Yes – though capacity may be an issue and should be addressed by the Port	No	No	Yes	To be determined
Fundraising capacity – both public and private	Has the capabilities to provide some of its own debt capacity for funding of project – though it should be addressed as to whether or not this is a core mission that the Commissioners would be willing to undertake as a finance model	Yes – EDC has a history of raising funds from both the public and private sector.	Has the history of raising funds from the public sector	Yes	To be determined
Maintains connections with technical service providers – education – workforce development	This is not a core element of the current Port operations	Yes – EDC sits on numerous boards and task forces – and has a history of workforce development grants and projects	This is not a core element of the current City operations	Yes	To be determined
Provide finance assistance	No	Yes – EDC has two finance mechanisms that could be utilized	No	No	To be determined
Provide business development – financing, market assessment	Has the capabilities for market assessment and linkages	Yes	No	Yes	To be determined

Tenino / SW Washington Agriculture Business & Innovation Park

Vision

The SW Washington Agriculture Business & Innovation Park catalyzes community prosperity by providing a physical location for the processing of agriculture products, supports long term employment for the region's youth by providing access to training and hands-on experience, and technical assistance and training that accelerate the success of start-up and growing companies and the high-wage, high-value jobs they create within the agriculture economic sector.

Core Services Provided Within the Park

- Business Park operations
- Facility lease for operations – which are inclusive of
 - agriculture related operations – processing, packaging, and brewing/distilling
 - agriculture related educational and workforce development supportive programs (both class room and hands-on settings)
 - promotional activities in support of local agricultural activities (tasting rooms, etc.)
 -

Business Center Goals

- Foster a culture of innovation and entrepreneurship
 - Marketing/Messaging
 - Special Initiatives
 - Future home of the Center for Business & Innovation (a branch of the existing facility in Lacey)
 - Operate from and foster a sense of abundance and shared mission
- Enhance target industry productivity and growth
 - Business Retention and Expansion
 - Data analysis and market research
 - Industry Cluster Projects
- Serve as a point of entry and catalyst for all business development needs within the agriculture sector
 - Flex space and services for business
 - Business recruitment, relocation and real estate services
 - Direct supplier to local food markets
 - Direct supplier to local craft brewing/distilling/cider operations
- Streamline the delivery of workforce development, education and business training services for agriculture production employment opportunities
 - Facilitate training, business development and re-employment opportunities
 - Contribute to an increase in per capita educational attainment levels
- Actively participate in economic development planning and decision-making
 - Food HUB for SW Washington
 - Projects: STEDI, Bountiful By-way, Ag-Tourism

Affiliates – Partners (in the Park)

- City of Tenino
- Thurston County
- Port of Olympia
- WSU Extension Services (Lewis and Thurston County)
- Thurston Conservation District
- Thurston EDC/CB&I
- NW Agriculture Business
- STEDI
- Centralia Community Collage
South Puget Sound Community College
- Lewis EDC
- Port of Centralia
- Port Chehalis
- Farming and agriculture associations

Customers – who are served by the resources of the Park

- Private sector food processing
- Education and employment training – individuals participating in training and workforce development
- Brewers and distillers (with their operations and potentially with tasting rooms)
- Entrepreneurs, small businesses, and start-up operations
- The Park will act as a food HUB for all of SW Washington

While it is recognized that the City of Tenino owns the land on which the business park will operate – it is recognized that the success of the park – both its conception and funding for development, and its operations – must be a carefully constructed management structure that enables the stakeholders and city to meet the overarching goal as stated above. The following is a matrix of issues that have been identified as critical in addressing and incorporating into any final strategy implemented towards a successful Park.

Task force and or advisory group

It was identified early on in the visioning of this project, that the a task force and or an advisory group be formed to ensure that the issues critical to the park's success were identified and addressed in the management of the Park. It is anticipated that this group be inclusive of, and not solely of: City of Tenino, Thurston EDC/CB&I, Northwest Agriculture Business Center (NABC), Thurston Regional Planning Council, SCJ Alliance, Agriculture and employer sector, community college and or workforce training.

Southwest Washington Agricultural Business & Innovation Park

Organization & Governance (DRAFT 7-2-2019)

This document is created for the purpose of laying out the organization and governance of the prospective Southwest Washington Agriculture Business & Innovation Park (Ag Park) to be developed in Tenino to support the expansion of value-added agriculture in rural Thurston, Lewis and neighboring Counties.

This document has been created at the beginning stage of Ag Park development. It is recognized that the Ag Park vision, organizational structure and governance needs will evolve with time. While the structure described below allows for some flexibility and change, entire revisions to the organization and governance are likely to be required in the future.

Term

The term of this agreement will be two years, beginning July 9, 2019, coinciding with the first phase of financing and the completion of the master plan.

Ag Park Entity

During the term of this agreement, the Ag Park will be a program of the EDC. As such, the EDC will be “owner” of the Park, with the EDC Executive Director overseeing its development and operation. The EDC’s position as owner can be changed by formal resolution of the EDC Board of Directors, upon recommendation by the Green Ribbon Panel (see “Governance” below).

The EDC will be responsible for:

- Signing contracts, leases and other agreements
- Remitting payment to subcontractors and others for goods and services
- Meeting funder requirements (including reports and other deliverables and invoicing)
- Compliance with permitting and other requirements
- Providing staff support to the Steering Committee
- Recordkeeping

Governance

Green Ribbon Panel

A “Green” Ribbon Panel will be established to guide Park governance and development. It’s anticipated the committee will meet at least bimonthly, with greater frequency as warranted. EDC-assigned staff will support the Green Ribbon Panel’s work.

The Green Ribbon Panel will be responsible for:

1. Identifying the long term ownership and management structure that has the highest degree for successful Park operations.
2. Considering all elements of a successful business park that ensures the park is a competitive and attractive locale for business operations.
3. Making recommendations on lease structures and rates that consider development costs and associated fees.
4. Providing the overall structure that ensures that the park is a long term asset and benefit to the region's economy, including providing employment opportunities for the region's citizens.
5. Ensuring that the Park is structured in such a way as to become a critical component to the building of a dynamic agricultural entrepreneurial eco-system.
6. Ensuring that the Park development considers components such as sustainability, educational resources, and technical assistance which support agriculture businesses and the individuals that will be employed therein.
7. Establishing a steering committee to act as oversight once the park is operational.

Green Ribbon Panel Authority

Decisions will be made by majority vote of Green Ribbon Panel members present at a scheduled Green Ribbon Panel meeting or who participate in email voting. No quorum is required. Decisions of the committee will be considered conclusive unless overturned by formal vote of the EDC Board of Directors.

Green Ribbon Panel membership will be extended to:

- City of Tenino
- Port of Olympia
- Local Agricultural Producers
- Lewis County Farm Bureau
- Centralia College
- WSU Extension
- Northwest Agriculture Business Center
- Thurston County
- Lewis County
- WA State Legislature
- WA State Dept. of Agriculture
- WA State Farm Bureau
- WA State Dept. of Commerce
- Washington State Dairy Federation
- Thurston Regional Planning
- Thurston Conservation District
- Lewis Conservation District
- Port of Chehalis

As well as professionals representing the following expertise:

- Marketing

- Construction
- Finance
- Engineering
- Civic

Agreed and Accepted

For the Thurston Economic Development Council

Michael Cade
Executive Director

July 9, 2019
Date

For the City of Tenino

Wayne Fournier
Mayor

July 9, 2019
Date

DRAFT

Item Attachment Documents:

- 3. Recommended action:** Move to approve the June 25th Council Meeting Minutes as written.

**City Council Meeting
Tuesday, June 25, 2019**

Minutes

WORK SESSION

None

CALL TO ORDER

Convened at 7:30 pm

Mayor Fournier absent

PRESENT

Councilmember Linda Gotovac
Councilmember Dave Watterson
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson

AGENDA APPROVAL

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,
Councilmember Lawton, Councilmember Davidson

APPROVAL OF MINUTES

- 1. Recommended Action:** Move to approve the June 11, 2019, regular meeting minutes as written.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,
Councilmember Lawton, Councilmember Davidson

CONSENT CALENDAR

2. EnterTextHere

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,
Councilmember Lawton, Councilmember Davidson

3. New Applications:

Renewals:

EXECUTIVE SESSION

None

PRESENTATIONS

4. Mr. Keith Flewelling, Executive Director, and Ms. Wendy Hill, Deputy Director, TCOMM 911, will present information regarding Thurston County's new Emergency Management Communications System.

Mr. Keith Flewelling, Executive Director and Ms. Wendy Hill, Deputy Director with TCOMM 911 presented information regarding the need for the new system.

PUBLIC COMMENTS

Donna Wilson 119 McArthur: The streets are really bad and need to be cleaned prior to Oregon Trail Days.

PUBLIC HEARING

None

PROCLAMATIONS

None

OLD BUSINESS

5. 2019-2024 STIP

No new information.

NEW BUSINESS

6. Eagle Scout Scout Lees proposes to install approximately 40ft of fence along a portion of one of the trails within the City Park.

Recommended action: Move to approve Eagle Scout Lees' Community Action Project and accept the installation of approximately 40ft of fencing within the Tenino City Park.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac, pending receiving a map of the work being done and area in park.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,
Councilmember Lawton, Councilmember Davidson

RESOLUTIONS

None

ORDINANCES

None

REPORTS

7. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District
- 5) Library
- 6) Museum

Museum: The new wooden dollars are in print.

8. 1) Civil Service Commission
- 2) Park Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee

Civil Service: Commissioner Lamb reported they have not had a meeting this month.

FIGR: Councilmember Gotovac stated she is putting together a meeting.

9. 1) Chief of Police
- 2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

Director Public Works: Director Cannon provided a written report.

Clerk/Treasurer: CT Millard provided a written report.

10. 1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

4) TCOMM/911

5) Tenino School Board

6) Thurston Regional Planning Council (TRPC)

7) South Thurston Economic Development Initiative (STEDI)

7) Transportation Policy Board

BTHAT: Movie in the park this Friday night.

TPB: Summary attached.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

Attached information

11. APWA's annual National Public Works Expo (PWX) is in Seattle September 8-11th and I ask you to take part in the opportunities available by volunteering at PWX.

PWX provides a first-class multimodal learning experience designed for professionals at all levels and across the entire spectrum of public works. PWX provides an opportunity to see, hear, touch, and discuss everything public works in a variety of traditional and interactive sessions, seminars, workshops, and networking opportunities. We expect nearly 6,000 attendees and almost 400 exhibiting companies this year, so hundreds of volunteers will be needed to make this conference a success. Some areas that need volunteer support include: Exhibit Hall, Education Sessions, Social Events & Tours, Awards Ceremony, and many others.

A minimum of four hours of volunteering will get you a complimentary half-day admission to PWX.

For your half-day admission, if you are interested in the Exhibit Hall, it is open Sunday, Monday and Tuesday. The hours and a link to the exhibit floor map is:

https://pwx.apwa.net/PWX/Event_Details.aspx?EventTabs=5&WebsiteKey=8424da82-4392-4091-b62d-5ea05cb93954&hkey=4314c749-0f7a-4b72-86e9-35993ed4fdb9#EventTabs

If you are interested in the educational sessions, they take place Sunday, Monday, Tuesday and the first half of Wednesday, and a link to the session descriptions is:

https://pwx.apwa.net/PWX/Event_Details.aspx?EventTabs=4&WebsiteKey=8424da82-4392-4091-b62d-5ea05cb93954&hkey=4314c749-0f7a-4b72-86e9-35993ed4fdb9#EventTabs

If you are interested in the Equipment Roadeo, it is Monday 8:00am – noon and a link is:

https://pwx.apwa.net/PWX/Event_Details.aspx?EventTabs=6&WebsiteKey=8424da82-4392-4091-b62d-5ea05cb93954&hkey=4314c749-0f7a-4b72-86e9-35993ed4fdb9#EventTabs

The other tabs across the top of those pages provide more information on keynote speakers, the general schedule, etc.

But **MOST IMPORTANTLY** – the link to register as a volunteer is here <https://signup.com/client/invitation2/secure/2688574/false#/invitation>.

Volunteers are needed from Friday, September 6 through Wednesday, September 11. Please note -

ADJOURNMENT

Adjourned at 8:30 pm

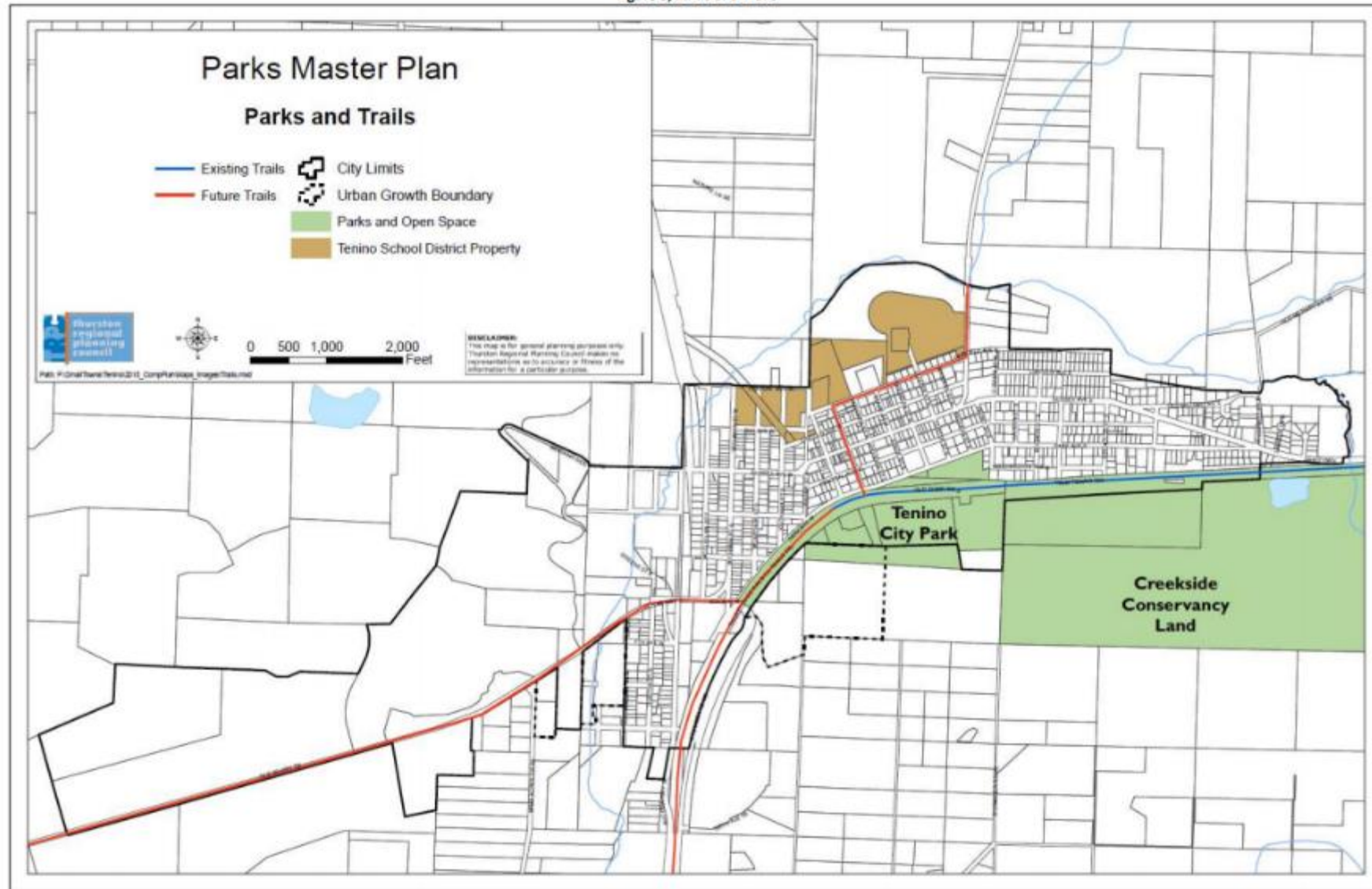
Item Attachment Documents:

8. Ms. Whitney Holmes, SCJ Alliance, and Mr. Paul Brewster, TRPC, will present the results of the Yelm-Tenino Trail Feasibility Study.



Yelm – Tenino
Trail Extension
Feasibility Study

Figure 5, Parks and Trails



Study Prepared for Bucoda and Tenino

Funded/Led by Thurston Regional Planning Council

- \$64,875 Federal Transportation Alternatives Program Grant

SCJ Alliance – Performed the analysis and prepared the report

Stakeholders

- Bucoda (Mayor Alan Carr)
- Tenino (Mayor Fournier; Clerk/Treasurer John Millard; Planner Katrina Van Every)
- Thurston County (Public Works, Scott Davis; and Parks, Kerry Hibdon)
- WSDOT (Olympic Region Multimodal Planner Theresa Turpin)
- TRPC (Paul Brewster)

Study Objectives

To identify preferred alignments for extending the trail to inform community decision-making processes for future trail development

- Map and evaluate potential alternative routes
- Recommendations for
 - Trail design
 - Traffic safety
 - Environmental constraints, mitigation, and permitting requirements
 - Archaeological/Cultural resources survey
 - Planning level cost estimates
 - Follow-up studies
 - Funding/Implementation Strategy



1. South from Tenino City Park to Bucoda

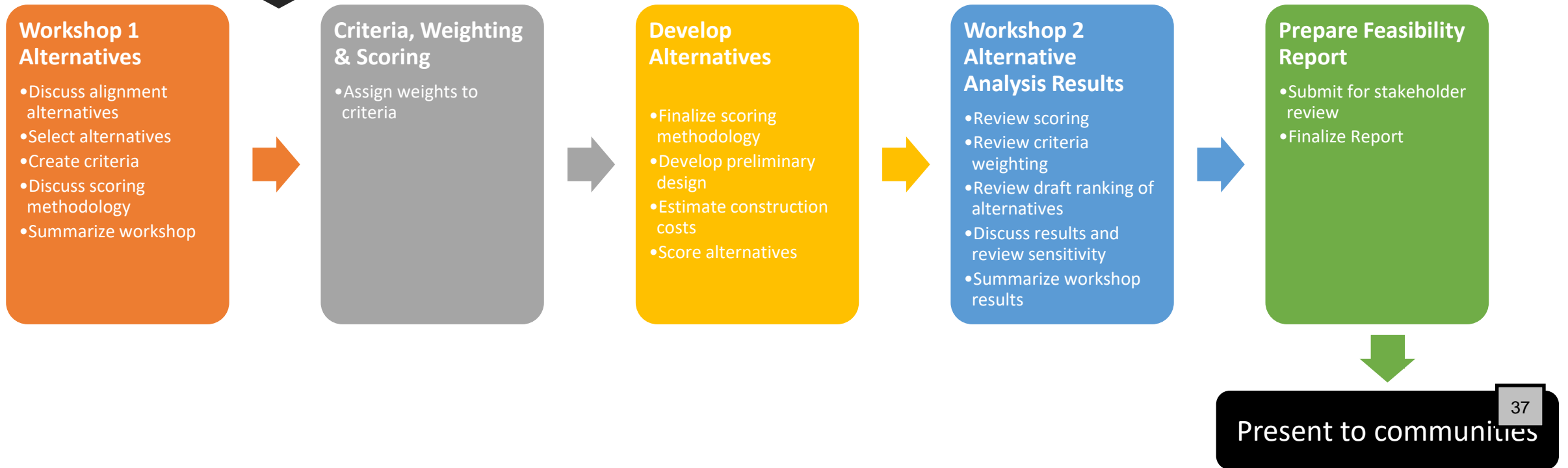
2. West from City Park to West Tenino City Limits

Bucoda

Tenino

© 2018 Google

Study Planning Process and Decision Process Diagram



Evaluation Criteria



Perceived Safety



Trail Ambiance



Water Resource Conflicts



Directness of Route



Closure due to flooding

Tenino to Bucoda Extension

Tenino Depot Museum to Bucoda Town Limits



Known Issues

- SR 507
- Ditches
- BNSF Railway Mainline Railroad
- Steep Slopes
- Flood plains
- Wetlands
- Creeks and culverts
- Private Property
- Bucoda emergency access/egress during flooding/train blocks

Tenino to Bucoda

Preferred Alignment

**GR-1 Tenino Depot
Museum to 184th St SE,
2.5 miles**

Bucoda

Tenino

© 2018 Google

Tenino to Bucoda

Preferred Alignment

**GR-2B 184th St SE to
Bucoda east of BNSF
Railroad, 1.1 miles**

**GR-1 Tenino Depot
Museum to 184th St SE,
2.5 miles**

Cost Estimate: \$4.2 million
(includes design, environmental, ROW, construction)

Tenino

Bucoda

Tenino to Bucoda

Alternative Alignment

GR-2B 184th St SE to
Bucoda, along SR 507 1.5
miles

Cost Estimate: \$3.1 million
(includes design, environmental, ROW, construction)

Tenino

Bucoda

Tenino to Bucoda

Preferred Alignment

GR-2 Trail Design

Crowder Road SE

5 feet

10 feet

Tenino to Bucoda

Alternative Alignment
GR-2B Trail Design



10 feet

2-foot Jersey Barrier

SR 507

West Tenino Extension

Tenino Depot Museum to Tenino Western City Limits



Known Issues

- Old Highway 99
- Railroad trestle (SR507/Old Hwy 99)
- Scatter Creek Bridge
- Mazama Pocket Gopher soils/habitat

West Tenino

Preferred Alignment

GR-4 Parallels Old Hwy
99 from Scatter Creek
Bridge to west City
Limits 1.6 miles

Tenino

West Tenino

Preferred Alignment

GR-3 From Depot
Museum, across Park
Ave, follows 6th Ave to
SR507

GR-4 Parallels Old Hwy
99 from SR507 to west
City Limits 1.6 miles

Cost Estimate: \$2.23 million*

(includes design, environmental, ROW, construction)

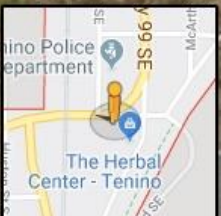
*Does not include cost of new/replacement bridge for Scatter Creek

Tenino

748 W 6th Ave
Tenino, Washington



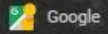
Street View - Aug 2013



Google

16240 Old Hwy 99 SE

Tenino, Washington



Street View - Oct 2018

Old Hwy 99 SE

Google



West Tenino

Alternative Alignments*



GR-3B
GR-3C

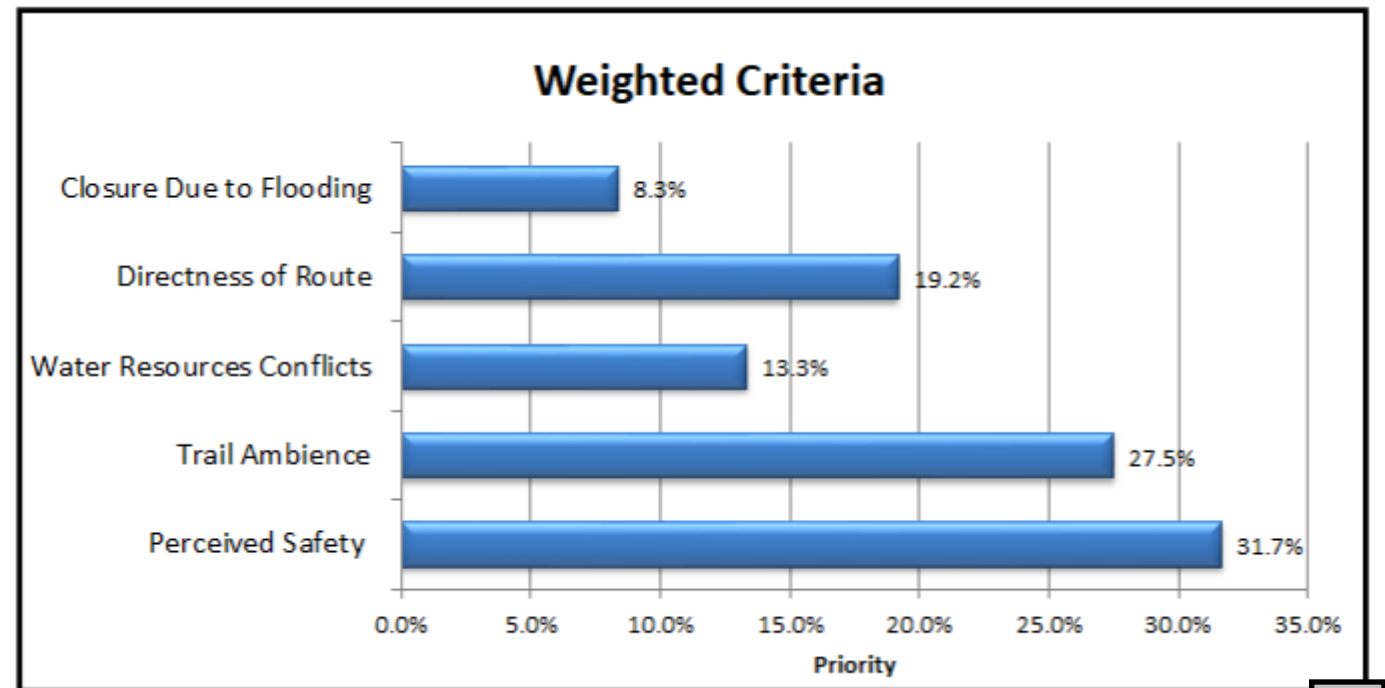
GR-3A*

GR-3D*

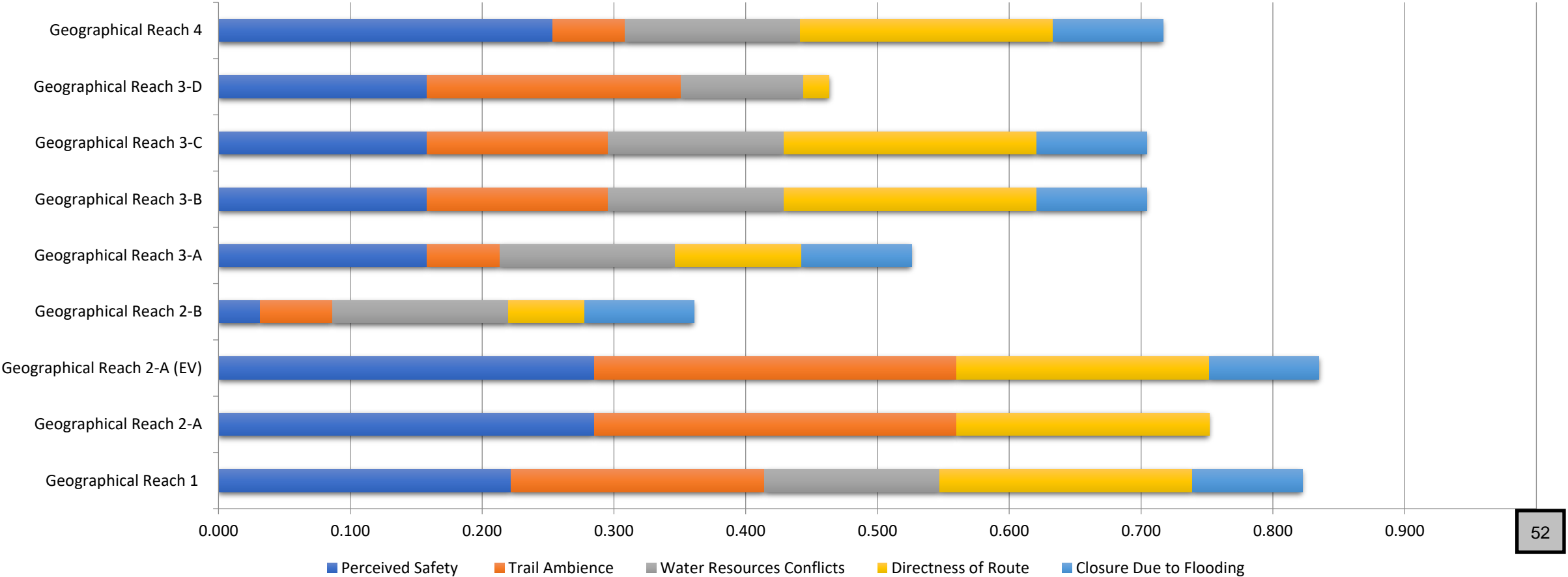
GR-4

Criteria

Criteria	Description
Closure Due to Flooding	Building a trail in a location where flooding could occur, causing it to be closed.
Directness of Route	Length of route as well as the number of roadway crossings
Water Resources Conflicts	Limiting the negative impact to the environment when constructing in the wetlands and floodplains.
Trail Ambience	The surroundings, views as well as traffic noise.
Perceived Safety	The trail user's experience. This includes the effects of crossings, barriers along the roadway, and overall feel.



Performance of Alternatives



Cost Estimates

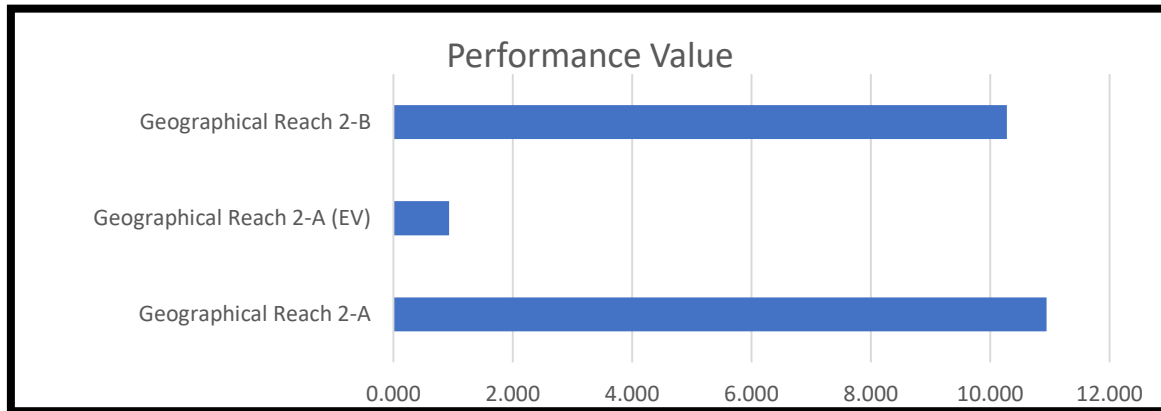
- Includes trailwork, environmental permitting, engineering, right-of-way where needed, and 30% contingency.
- Reaches 2-A, 2-A(EV), and 4 all include bridges. Sargent Engineers was subcontracted to provide bridge concepts and costs which are included.
- Estimated right-of-way costs are based on the assessed value of the properties located near the project vicinity.

Concept Description	Total
Geographical Reach 1	\$1,980,000
Geographical Reach 2-A	\$2,250,000
Geographical Reach 2-A (Emergency Vehicles)	\$29,360,000
Geographical Reach 2-B	\$1,150,000
Geographical Reach 3-A	\$250,000
Geographical Reach 3-B	\$210,000
Geographical Reach 3-C	\$210,000
Geographical Reach 3-D	\$310,000
Geographical Reach 4	\$2,020,000

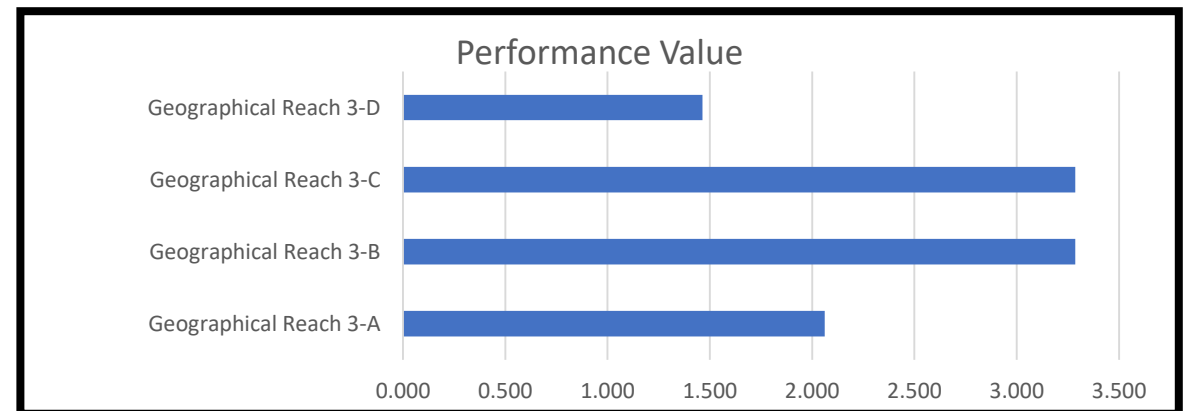
Value of Alternatives

$$\text{Value} = \text{Performance} / \text{Cost}$$

Tenino to Bucoda Extension



West Tenino Extension



Next Steps

City of Tenino

- City Council consideration to include Feasibility Study in the City's Park Master Plan and Comprehensive Plan.
- Look for funding opportunities.

Town of Bucoda

- Adopt Study during a Town Council Meeting.
- Look for funding opportunities.

Thurston County

- Include the trail extensions in the Parks, Recreation, Trails, and Natural Resource Preserve Plan and in Parks Impact Fee Program.
- Look for funding opportunities.

Item Attachment Documents:

9. RCW 36.70.070 (Comprehensive Plans - Mandatory Elements) requires the City to have a Capital Facilities Plan that is part of its Comprehensive Plan. Chapter 5, Capital Facilities, to Tenino's Comprehensive Plan satisfies the statutory requirement.

The attached extracts from the 2016-2036 Comprehensive Plan show the projects projected out to 2031. A brief overview of project status is as follows:

New Library Flooring, new patrol cars, and the septage receiving feasibility study have all been accomplished. Virtually no projects related to streets, roads, sidewalks, and bridges have been accomplished. Some projects were accomplished earlier than planned (the Quarry House roof, for example); and some projects have been subsumed by larger projects (City Hall Renovation, for example, will see carpet replacement, roof replacement, and communications upgrades as part of that project).

For this Public Hearing, the goal is to receive input from the Public, the Council, and the Administration in hopes of coming to a consensus regarding which projects should be included in the 2020 budget. The 2nd Public Hearing will cover which projects will actually be included in the 2020 budget, along with their funding source(s).

Map CF-1: Existing Water Infrastructure

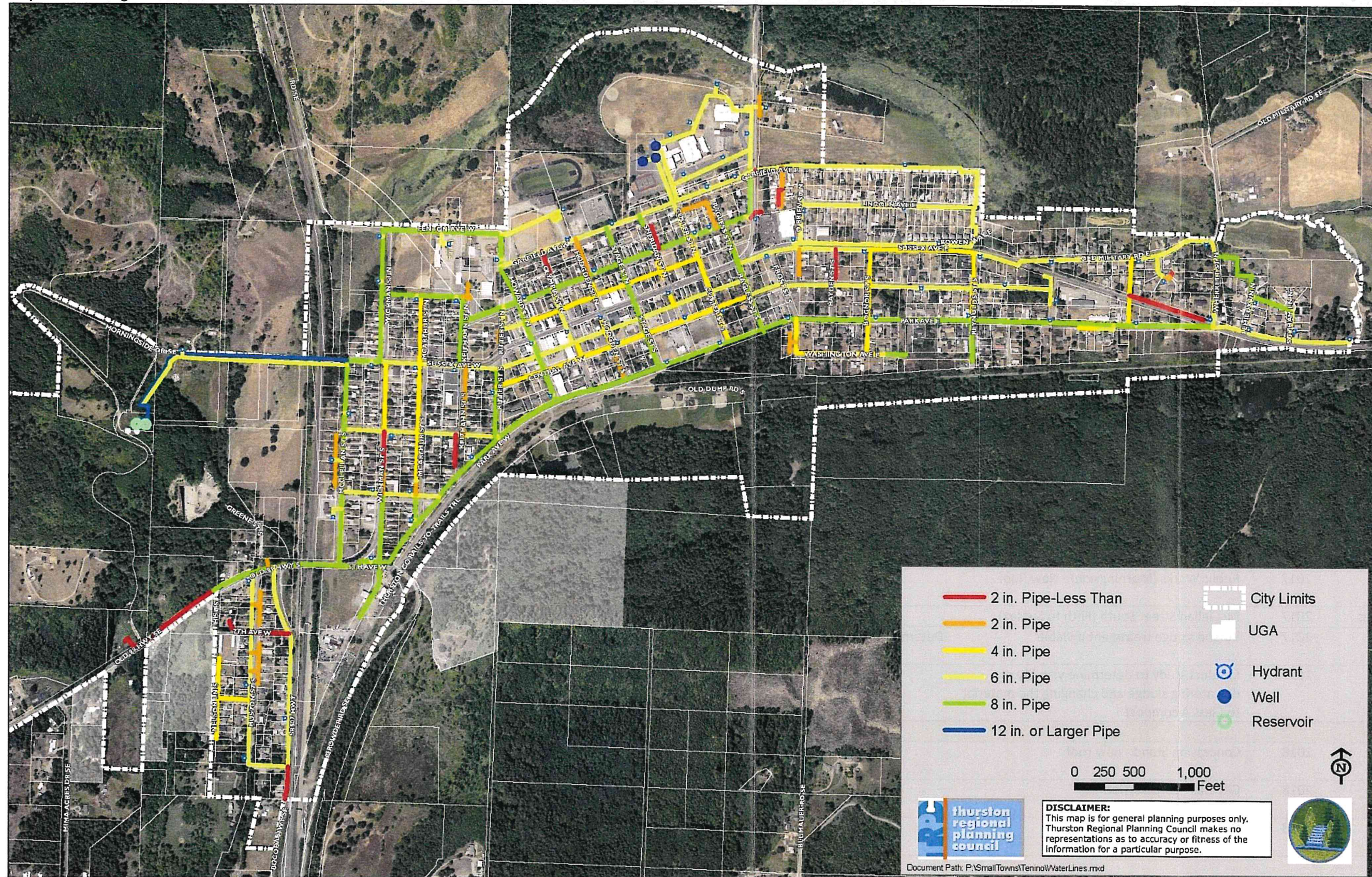


Table 5.8: Capital Improvement Program							
Key:		CDBG = Community Development Block Grant	PWTF = Public Works Trust Fund	RCSP = Recovery Community Services Program	TIB = Transportation Improvement Board		
		DWSRF = Drinking Water State Revolving Fund	RCO = Recreation and Conservation Office	STP = Surface Transportation Program	USDA = United States Department of Agriculture		
Project Type	Anticipated Project Start	Project	Estimated Cost	Fund Account	Fund Mix	Potential Grant	Grant Details
GENEARL PROJECTS							
City Equipment	As needed	Pickup	\$20,000	General/Utilities	General fund, CI fund, Utilities funds		
City Equipment	As needed	Pickup	\$20,000	General/Utilities	General fund, CI fund, Utilities funds		
Pedestrian	Annual	Sidewalk repair/replacement or new sidewalk	\$250,000 citywide; \$5,000 per year	General	General Fund, CI fund, grants/loans	CDBG	
Wastewater	As needed	Acquire additional membranes to accommodate plant treatment capacity up to 0.33 mgd	\$100,000 per membrane	Wastewater/Development	City funds - Wastewater Capital Improvement, grants		
Wastewater	As needed	Conduct plant upgrades to expand treatment capacity beyond 0.33 mgd	No Estimate	Wastewater/Development	City funds - Wastewater Capital Improvement, grants		
Water	Annual until Complete	Fire hydrant installations	\$7,500 per year	Water	City funds - Water Capital Improvement		
Water	Annual until Complete	Service Meter Replacement/AMR	\$31,520 per year	Water	City funds - Water Capital Improvement		
2016 PROJECTS							
City Buildings	2016	Library - new flooring	\$10,000	General	General fund, CI fund, grants/loans	Library Grants	
City Buildings	2016	Library - add circuits for computers	\$5,000	General	General fund, CI fund, grants/loans	Library Grants	
City Equipment	2016	Patrol Car (3)	\$30,000-\$60,000 each	General	General fund, CI fund		
2017 PROJECTS							
City Buildings	2017	Public Works (Morningside) - New concrete in maintenance bays	\$2,500	General/Utilities	General fund, CI fund, Utilities funds		
City Buildings	2017	Public Works (Morningside) - New Roof	\$5,500	General/Utilities	General fund, CI fund, Utilities funds		
Streets and Bridges	2017	McClellan Street South (Fifth to Sussex)	\$51,000	General		RCSP	No match required
Wastewater	2017	Pursue sludge treatment if viable	Determined based on study	Wastewater	City funds - Wastewater Capital Improvement, grants	PWTF	PWTF, loan typically with 1% interest
Wastewater	2017	Conduct study to determine viability of dewatering sludge and changing the material to Class A compost	\$75,000	Wastewater	City funds - Wastewater Capital Improvement, grants	PWTF Planning	PWTF, Loan with 0% interest.
2018 PROJECTS							
City Buildings	2018	Concession Stand - new roof	\$7,500	General	General fund, CI fund, grants/loans, RCO		
City Buildings	2018	City Hall - carpets/flooring	\$10,000	General/Utilities	General fund, CI fund, grants/loans		
City Buildings	2018	Quarry House - new flooring	\$10,000	General	General fund, CI fund, grants/loans		

Table 5.8: Capital Improvement Program							
Key: CDBG = Community Development Block Grant		PWTF = Public Works Trust Fund		RCSP = Recovery Community Services Program		TIB = Transportation Improvement Board	
DWSRF = Drinking Water State Revolving Fund		RCO = Recreation and Conservation Office		STP = Surface Transportation Program		USDA = United States Department of Agriculture	
Project Type	Anticipated Project Start	Project	Estimated Cost	Fund Account	Fund Mix	Potential Grant	Grant Details
City Buildings	2018	Park Restrooms replacement	\$120,000 per building (two buildings)	General	General fund, CI fund, grants/loans, RCO	RCO	50% match required for RCO
City Equipment	2018	Grader	\$15,000	General/Utilities	General fund, CI fund, Utilities funds		
City Equipment	2018	Street Sweeper	\$50,000	General	General fund, CI fund, grants/loans		
City Equipment	2018	Dump Truck	\$20,000	General/Utilities	General fund, CI fund, Utilities funds		
Pedestrian	2018	New sidewalk from Old Highway 99 to Old Military Road (along Sussex) to improve safety for people walking from neighborhood into downtown	\$45,000	General	General Fund, CI fund, grants/loans	State and Federal Transportation Grants (State TIB, Regional STP, Transportation alternatives	10% to 13.5% for State and Federal Transportation Grants
Stormwater	2018	Prepare a stormwater plan	\$50,000	General	General fund, CI fund, grants/loans	Department of Ecology-Centennial Clean Water	
Streets and Bridges	2018	Ritter Street South (Sussex to Park)	\$23,000	General		RCSP	No match required
Streets and Bridges	2018	Ritter Street North (Sussex to Lincoln)	\$11,400	General		RCSP	No match required
Streets and Bridges	2018	Frost Street South (Sussex to Central)	\$11,590	General		RCSP	No match required
Streets and Bridges	2018	Frost Street South (Central to Park)	\$11,590	General		RCSP	No match required
Wastewater	2018	Implement reuse of reclaimed water	\$500,000 +/- (dependent on Evaluation of alternative uses for reclaimed water)	Wastewater	City funds - Wastewater Capital Improvement, grants	PWTF, Ecology	PWTF, Loan with 0% interest. Ecology, loan with 1.1% to 2.3% interest
Water	2018	Install additional security at wells	\$2,000	Water	City funds - Water Capital Improvement	Homeland Security, Insurance Grant Provider	
Water	2018	Establish a fourth well	\$200,000	Water	City funds - Water Capital Improvement	PWTF, DWSRF	PWTF-Loan with 0.25% to 2% interest. DWSRF loan with 1% interest
Water	2018	New electrical in pump house	\$40,000	Water	City funds - Water Capital Improvement		
2019 PROJECTS							
Streets and Bridges	2019	Stage Street North (Sussex to Lincoln)	\$16,000	General		RCSP	No match required
Streets and Bridges	2019	Stage Street North (Lincoln to Garfield)	\$12,970	General		RCSP	No match required
Streets and Bridges	2019	Olympia Street North (Sussex to Lincoln)	\$16,330	General		RCSP	No match required
Streets and Bridges	2019	Olympia Street North (Lincoln to Garfield)	\$14,370	General		RCSP	No match required
2020 PROJECTS							
City Buildings	2020	Police Station - new roof	\$7,500	General	General fund, CI fund, grants/loans	Police Grants	
City Buildings	2020	Quarry House - new roof	\$15,000	General	General fund, CI fund, grants/loans	CDBG, USDA-Community Facilities	

Table 5.8: Capital Improvement Program							
Key:		CDBG = Community Development Block Grant	PWTF = Public Works Trust Fund	RCSP = Recovery Community Services Program	TIB = Transportation Improvement Board		
		DWSRF = Drinking Water State Revolving Fund	RCO = Recreation and Conservation Office	STP = Surface Transportation Program	USDA = United States Department of Agriculture		
Project Type	Anticipated Project Start	Project	Estimated Cost	Fund Account	Fund Mix	Potential Grant	Grant Details
City Buildings	2020	Police Station - gutters	\$3,500	General	General fund, CI fund, grants/loans	Police Grants	
City Buildings	2020	Library - new siding	\$5,000	General	General fund, CI fund, grants/loans	Library Grants	
City Buildings	2020	Police Station - perimeter fencing	\$10,000	General	General fund, CI fund, grants/loans	Police Grants	
City Equipment	2020	Pickup	\$20,000	General/ Utilities	General fund, CI fund, Utilities funds		
City Equipment	2020	Vactor Truck	\$150,000	General/ Utilities	General fund, CI fund, Utilities funds		
Streets and Bridges	2020	Eureka Street South (Park to Sussex)	\$6,500	General		RCSP	No match required
Streets and Bridges	2020	Eureka Street North (Sussex to Old Military)	\$9,500	General		RCSP	No match required
Streets and Bridges	2020	Old Military (Sussex Ave to Bridge)	\$68,590	General		RCSP	No match required
Streets and Bridges	2020	Wherrett Street South (Sussex to Old Military)	\$30,000	General		RCSP	No match required
2016-2021 PROJECTS							
Wastewater	2016-2021	Replace existing membranes as needed	\$200,000	Wastewater/ Development	City funds - Wastewater Capital Improvement, grants		
Wastewater	2016-2021	Sludge pumping	\$200,000	Wastewater/ Development	City funds - Wastewater Capital Improvement, grants		
2016-2026 PROJECTS							
City Buildings	2016-2026	Public Works (Park) - new storage building	\$40,000	General/ Utilities	General fund, CI fund, Utilities funds		
City Buildings	2016-2026	Food Warehouse - add bathrooms to promote wider use	\$30,000	General	General fund, CI fund, grants/loans	Agriculture/Food Production Grants	
Streets and Bridges	2016-2026	Old Highway 99 Bridge Replacement - preliminary engineering	\$650,000	General	\$500,000 - federal funds \$100,000 - State funds	State and Federal Transportation Grants (State TIB, Regional STP, Transportation Alternatives)	
City Buildings	2016-2026	Quarry House - remodel (major remodel based on evaluation of facility)	\$250,000 +/- (Dependent on Evaluation of Building)	General	General fund, CI fund, grants/loans	CDBG, USDA-Community Facilities	
Streets and Bridges	2016-2026	Fifth Avenue (Wichman to Park)	\$20,000	General		RCSP	No match required
City Buildings	2016-2026	City Hall - new roof	\$7,500	General/ Utilities	General fund, CI fund, grants/loans		
City Buildings	2016-2026	Concession Stand - new paving to access facility	\$20,000	General	General fund, CI fund, grants/loans, RCO	RCO	50% match required for RCO
City Buildings	2016-2026	Dog Kennel - better lighting, heat, outdoor kennels	\$5,000	General	General fund, CI fund, grants/loans	Animal Control Grants	

Table 5.8: Capital Improvement Program							
Key: CDBG = Community Development Block Grant DWSRF = Drinking Water State Revolving Fund		PWTF = Public Works Trust Fund RCO = Recreation and Conservation Office		RCSP = Recovery Community Services Program STP = Surface Transportation Program		TIB = Transportation Improvement Board USDA = United States Department of Agriculture	
Project Type	Anticipated Project Start	Project	Estimated Cost	Fund Account	Fund Mix	Potential Grant	Grant Details
Pedestrian	2016-2026	Enhance pedestrian space/aesthetics on Sussex Avenue	\$1,000,000 +/- (dependent on study)	General	General Fund, CI fund, grants/loans	State and Federal Transportation Grants (State TIB, Regional STP, Transportation alternatives)	10% to 13.5% for State and Federal Transportation Grants
Streets and Bridges	2016-2026	Sussex Avenue Improvements (dependent on results of Main Street 507 project)	\$2,000,000 +/- (Dependent on Study)	General	General fund, CI fund, grants/loans	State and Federal Transportation Grants (State TIB, Regional STP, Transportation Alternatives)	10% to 13.5% for State and Federal Transportation Grants
Streets and Bridges	2016-2026	Parking lot improvements (dependent on results of Main Street 507 project)	\$50,000 +/- (Dependent on Study)	General	General fund, CI fund, grants/loans	Port of Olympia	50% match requested
2016-2031 PROJECTS							
Streets and Bridges	2026-2031	Old Highway 99 Bridge Replacement - construction	\$4,350,000	General	\$2,000,000 - federal funds \$2,000,000 - State funds \$350,000 - Local funds		10% to 13.5% for State and Federal Transportation Grants
OTHER PROJECTS							
Streets and Bridges	With Development	Morningside Drive widening	\$2,500,000	Development	General fund, CI fund, state or federal grants, developer contributions		
Streets and Bridges	With Development	Morningside Drive Bridge Enhancements	\$750,000	Development	General fund, CI fund, state or federal grants, developer contributions		10% to 13.5% for State and Federal Transportation Grants
Water	With Development	West Tenino Mainline extension to newly annexed areas	TBD	Development	City funds - Water Capital Improvement, developer contributions		
Water	With Development	West Tenino Southwest Area Projects (additional water rights, storage, distribution grid)	\$2,662,700	Development	Implemented by development		

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Item Attachment Documents:

10. The current contract for the operation of the City's Wastewater Treatment Plant is currently being treated as a "month to month" contract because the term as written into the contract has expired.

Both the vendor and the City desire to renew the contract for a longer term and including the proposed cost adjustment, which the Administration considers reasonable.

The City Attorney has posed a number of questions for the vendor to consider, but in general, approves of the agreement.

Recommended action: Move to authorize Mayor Fournier to enter into the agreement provided the Administration is satisfied with the responses to the City Attorney's concerns.



Wastewater Treatment Plant Operations and Services Agreement City of Tenino

This agreement is made and entered into as of June, 1 2019, by and between **Water & Wastewater Services (WWS)**, a Washington company and the **City of Tenino**, hereinafter referred to as the "Customer". In consideration of the mutual covenants and representations contained in this Agreement, the parties hereby agree as follows:

- I. **Agreement Period.** The term of this Agreement is for a period of five years from June 1, 2019 through May 31, 2024, which will automatically be renewed unless terminated by either party as set out in paragraph VII. The contract price outlined in Exhibit B shall be increased annually by the annual average CPI-U (Seattle) as of February of the same year or 3% whichever is higher. There shall also be an annual review of fees.
- II. **Purpose.** The purpose of this Agreement is to set out the intent of WWS and Customer to enter into a relationship whereby WWS provides wastewater system management, or other services, to Customer.
- III. **Scope of Work.** The work to be performed by WWS under this Agreement is described in Exhibit A.
- IV. **Changes/Modifications to Agreement.** WWS shall make a good faith effort to implement any changes or modification to this Agreement that may be requested by Customer. Customer recognizes, however, that any changes or modifications to the Agreement may cause WWS difficulties and delays in the fulfillment of its obligations pursuant to this Agreement. WWS reserves the right, therefore, in its sole discretion, to refuse to incorporate such changes and modifications, or to charge Customer at the current hourly rate published for such services.
- V. **Acceptance of Work.** WWS shall deliver certain portions of the work in accordance with the schedules attached as Exhibits, and hereby incorporated into this Agreement, or as required by Washington State Department of Health regulations.
- VI. **Payment.** In consideration for the services and work described above Customer shall pay to WWS an amount in U.S. funds as set out in Exhibit B. The monthly contract amount will be due the 10th day of the month following the month of service. For example, for services provided in May, the payment is due June 10th. Payment for services provided outside the scope of the contract is due within 10 days of receipt of invoice. A late charge of eighteen percent (18%) per annum will be applied to past due amounts.
- VII. **Termination.** At the end of the three year term the contract will automatically renew. The contract may be terminated by either party at the end of the three year term with sixty (60) days prior written notice. Upon termination, each party shall be fully and forever released and discharged from any and all obligations, covenants or liabilities of whatsoever kind or nature in law, or equity, or otherwise, arising out of, or in connection with, the Agreement, or any other agreements by and



between WWS and Customer, except for any obligation or liability accrued before the date of termination.

- VIII. **Warranties and Representations.** Each party hereby represents and warrants as follows:
- a. **Corporate Power.** Each party is duly organized and validly existing under the laws of the state of its incorporation and has full corporate power and authority to enter into this Agreement and to carry out the provisions hereof.
 - b. **Due Authorization.** Such party is duly authorized to execute and deliver this Agreement and to perform its obligation hereunder.

The representations and warranties and covenants in this Section are continuous in nature and shall be deemed to have been given by each party at execution of this Agreement and at each stage of performance hereunder.

- IX. **Binding Agreement.** This Agreement is a legal and valid obligation binding upon it and enforceable with its terms. The execution, delivery and performance of this Agreement by such party does not conflict with any agreement, instrument or understanding, oral or written, to which it is a party or by which it may be bound, nor violate any law or regulation of any court, governmental body or administrative or other agency having jurisdiction over it.

- X. **Compliance with Law.** Each party's operations will be conducted in compliance with all applicable laws and regulations of the State of Washington.

- XI. **Hold Harmless and Indemnification.** Both WWS and Customer shall mutually save, keep and hold harmless the other's officers, agents, employees and volunteers from all damages, costs or expenses in law or equity, including attorney's fees, costs and expenses, that may at any time, arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work, which may be occasioned by any willful or negligent act or omissions.

- XII. **Applicable Law; Jurisdiction; Venue.** The Agreement shall be governed and construed in accordance with the laws of the State of Washington. The parties agree that Skagit County in the State of Washington shall be the proper venue for any action brought under the Agreement.

- XIII. **Modifications, Amendments or Waivers.** No modifications or amendments to the Agreement, and no waiver of any provisions hereof shall be valid unless in writing signed by duly authorized representative of the parties. The failure of either party to this Agreement to insist upon performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

- XIV. **Force Majeure.** WWS shall not be responsible for any failure to perform due to unforeseen circumstances or due to a cause beyond WWS' control, including but not limited to acts of God, war,



riot, embargoes, acts of civil or military authorities, fire, floods, accidents, strikes, or shortages of transportation facilities, fuel, energy, labor or materials.

- XV. **Independent Contractor Relationship.** Nothing contained herein shall be construed to imply a joint venture, partnership, or employer and employee relationship between the parties. Neither party shall have any right, power or authority to create any obligation, expressed or implied, on behalf of the other except as defined in the Agreement or as mutually agreed to under the terms of the Agreement. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- XVI. **Non-Compete. City of Tenino** agrees to not solicit nor offer employment to the staff of **Water & Wastewater Services LLC**, without the approval in writing from the Human Resource Department of WWS. In the event a WWS employee is offered employment without the approval of the Human Resources Department and WWS, a penalty of **\$10,000.00** will be paid to Water & Wastewater Services LLC., upon termination of the contract.
- XVII. **Vehicles.** WWS will supply a vehicle used for routine operation and maintenance during the contract period.
- XVIII. **Binding Effect.** Subject to the limitations herein before expressed, this Agreement will inure to the benefit of, and be binding on, the parties, their successors, administrators, heirs, and permitted assigns.
- XIX. **Compliance/Government Approvals.** WWS and Customer will, at its own expense, obtain and arrange for the maintenance in full force and effect of all government approval, consents, licenses, authorizations, declarations, filings and registrations as may be necessary or advisable for the performance by such party of all of the terms and conditions of the Agreement.
- XX. **Entire Agreement; Modification; No Offer.** The parties hereto agree that this Agreement constitutes the entire Agreement between the parties with the respect to the subject matter hereof. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only by a written agreement dated subsequent hereto signed on behalf of WWS and Customer by their duly authorized representatives. Neither this Agreement nor any written or oral statements related hereto constitute an offer, and this Agreement shall not be legally binding until executed by both parties hereto.
- XXI. **Insurance.** WWS agrees to obtain liability insurance in an amount not less than \$1,000,000.00 to cover all work performed under the terms of this contract. The insurance policy shall expressly include the Customer as a named insured and loss payee. Upon request, WWS shall provide the customer with evidence of such insurance.
- XXII. **Attorney Fees.** In the event that any action is filed in relation to this Agreement, the unsuccessful party shall pay to the successful party, all sums that may be called on to be paid, together with the costs and fees associated with the arbitration or legal action, including reasonable attorney fees.



XXIII. **Damages.** The Customer hereby grants to WWS a license to go onto the property, with reasonable prior notice, and to have WWS' agents go onto the property to complete any and all work under the terms of this contract. WWS hereby agrees to leave the property in the condition in which it finds it and to defend, indemnify and hold the Customer harmless from any and all liens and liability that may attach to the property by reason of WWS' activities. WWS shall be responsible for all damages resulting from any and all activities on the property performed by WWS or WWS agents.

Signed: _____

Kelly Wynn, Owner
Water & Wastewater Service
14263 Calhoun Road
Mount Vernon, WA 98273

Signed: _____

Representative
City of Tenino
PO Box 4019
Tenino, WA 98589

Date: _____

Date: _____

DRAFT

Description of Services Provided

1. Provide 24 hours, 7 days per week emergency paging service along with an emergency operator phone contact list. Supply a certified Operator to provide a presence on site and oversee current operations during all regularly scheduled shifts at the facility in compliance with regulatory agency standards as described in the NPDES permit.
2. Collaborate with City of Tenino representative, equipment provider, OVIVO (Enviroquip) in understanding the requirements for all plant and system operations.
3. Onsite familiarization with the wastewater system including MBR plant SCADA systems, component PLCs and RTUs, remote monitoring capabilities , point of contact with OVIVO (Enviroquip), review and recommendations for revising O&M manuals.
4. Review and comply with DOE permit requirements, including sampling and testing of MBR plant influent/effluent.
5. Provide emergency response, 24/7 paging service and on call operator.
6. On-site presence daily/33hrs per week at City of Tenino to ensure all components are operating as designed, and to take necessary tests. Any failures will be immediately relayed to the City of Tenino representative for correction authorization or assignment for staff to correct.
7. Provide a written monthly report to the City of Tenino designated representative.
8. Attend meetings as requested by the City of Tenino designated representative.
9. Provide service vehicle for WWTP Operations.
10. Collaborate with City of Tenino staff and equipment supplier representative to facilitate completion of all necessary O&M and repairs.
11. Fill out and submit all reports required by regulating agencies.
12. Collect, submit, and report results for samples collected from influent, effluent, as required by DOE or other regulating agencies.
13. Provide review and recommendations for operational documents including O&M manuals.

Fees

Maintenance & Management Services

The contract fee for Maintenance & Management Services shall be at the annual fee of **\$110,928.00** paid in monthly installments of **\$9,244.00**. WWS reserves the right to amend this contract if the number of connections increases.

The following table is the anticipated rate based on the 3% increase stipulated in **Paragraph I**.

June 1, 2019 - May 31, 2020	\$ 110,928.00	Per Year	Monthly Installments of:	\$ 9,244.00
June 1, 2020 - May 31, 2021	\$ 114,255.84	Per Year	Monthly Installments of:	\$ 9,521.32
June 1, 2021 - May 31, 2022	\$ 117,683.52	Per Year	Monthly Installments of:	\$ 9,806.96
June 1, 2022 - May 31, 2023	\$ 121,214.03	Per Year	Monthly Installments of:	\$ 10,101.17
June 1, 2023 - May 31, 2024	\$ 124,850.45	Per Year	Monthly Installments of:	\$ 10,404.20

Labor Rates

Any additional labor charges for services performed outside of the scope of work as described in Exhibit A shall be charged at the rate of **\$68.50** per hour per person plus sales tax for work performed Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Work done after hours or on weekends will be billed at **\$102.75** per hour. Work done on holidays will be billed at **\$137.00** per hour. There will be a minimum 1-hour charge for any call-out work.

- Clerical work will be charged at \$55.00 per hour.
- Technical writing will be charged at \$70.00 per hour.
- Project Management will be charged at \$100.00 per hour.
- Any supplies necessary for the execution of the services listed in Exhibit A and any subcontractor's/contractor's fees will be marked up and billed back.

Price increases from independent third parties, such as certified laboratories and supplies, will be passed on as and when incurred.

Item Attachment Documents:

11. As the very first step in the process of renovating City Hall, Gibbs & Olson has requested an amendment to the Scope of Work currently in place for the project to allow for the initial planning effort and preparation of the "road map" for the remainder of the renovation process.

The City Attorney has asked that we coordinate with G&O to ensure they and the City understand what deliverables (rough plans, suggested budget allocations) shall result from this modification and to include assistance with any bid-related documents not in the underlying contract.

Recommended action: Move to authorize Mayor Fournier to enter into the modification, provided the Administration is satisfied with G&O's responses to the City Attorney's concerns.

AMENDMENT NO. 1

This Amendment No. 1 modifies the Agreement for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Tenino, Washington (Client) executed on January 8, 2019, for a project known as the City Hall Renovation Project.

The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.

SCOPE OF WORK

The Scope of Work to be performed by the Engineer is modified as identified below. This Amendment incorporates the following estimating phase architectural/engineering services for the project. The following specific tasks are added to the Engineer's Scope of Work:

ESTIMATING PHASE ARCHITECTURAL/ENGINEERING SERVICES

Work under this task includes Estimating Phase Architectural/Engineering for the project as follows:

- a) Activities include measuring the existing structure and preparing floor plans and exterior elevations. These plans and elevations will be used to verify quantities for the rehabilitation opinion of construction cost.
- b) The following is a list of deficiencies that have been identified by the City to be prioritized and included in the rehabilitation opinion of construction cost:
 1. Investigation of the reported deteriorating hip beam which will necessitate replacement of the roofing over the sandstone portion of the building. This will include cleaning and capping of the existing chimney.
 2. Verify level of mortar joint repair in the sandstone portion of the structure.
 3. Redesign Council Chambers/Courtroom to incorporate modern communications and audio/visual capabilities to ensure the remainder of the building is fully capable of accessing the network. Update the cabling to CAT 6 and provide updated data outlets. This work includes a new computer server and a new security camera system that can interface with the new computer.
 4. Repoint concrete masonry addition and repaint.
 5. Verify heat load calculations and upgrade the VRF heating and cooling system.
 6. Remodel the Mayor's office area to incorporate a conference room. Within this work it is recommended to update the breakroom to comply with handicapped accessibility code.
 7. Provide new interior finishes in the areas that have been impacted by the proposed work.
 8. Investigate the potential to remove the suspended ceilings in the Council Chamber.

SCHEDULE:

Submit Report to Client within 8 weeks of receiving Notice to Proceed from the Client.

BUDGET

The budget for the additional Scope of Work presented above is \$10,000.

Original Agreement Amount	\$ 4,000.00
<u>Amendment No. 1.....</u>	<u>\$10,000.00</u>
Total Agreement Amount	\$14,000.00

GIBBS & OLSON, INC.

CITY OF TENINO, WASHINGTON

By: *Richard A. Gushman*
Richard A. Gushman, President

By: _____
Wayne Fournier, Mayor

Date: June 11, 2019

Date: _____

Item Attachment Documents:

12. As the City continues to pursue certification of the proposed Creative District, the Administration proposes to satisfy the organizational requirement for oversight by amending the Tenino Municipal Code to add Chapter 2.70, Arts, Recreation, Culture, and History (ARCH) Commission. Proposed Ordinance 904 would accomplish this intent.

Recommended Action: Move to accept as the first reading, Ordinance 904.

ORDINANCE 904

**AN ORDINANCE OF THE CITY OF TENINO, WASHINGTON, ADDING
CHAPTER 2.70, ARTS, CULTURE, AND HISTORY (ARCH) COMMISSION,
TO THE TENINO MUNICIPAL CODE**

WHEREAS, Resolution 2018-01 establishing the City of Tenino Creative District was duly adopted by the Tenino City Council on January 9, 2018; and

WHEREAS, the City has been seeking certification by the State of Washington ARTS Commission as a “Certified Creative District” for the purposes of funding; and

WHEREAS, for certification purposes, the State ARTS Commission requires evidence of the City’s commitment to the both the concept of a Creative District and the willingness of the City to adhere to the strictures of certification, once granted.

NOW THEREFORE, the City Council of the City of Tenino, Washington, do ordain as follows:

Section I. It is the intention of the City Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Tenino, Washington, and the section of the code and this ordinance may be renumbered to accomplish that intention.

Section II. A new chapter, numbered 2.70, and titled “Arts, Culture, and History (ARCH) Commission,” shall be added to the Tenino Municipal Code as more fully described in Exhibit A attached hereto, made part hereof, and incorporated herein by reference.

Adopted by the Tenino City Council this 23rd Day of July, 2019.

Wayne Fournier, Mayor

Attest:

John C. Millard, Clerk/Treasurer

First reading: July 9, 2019
Second reading: July 23, 2019

Approved as to Form:

Richard L. Hughes, City Attorney

EXHIBIT A TO ORDINANCE 904

Chapter 2.70 Arts, Recreation, Culture, and History (ARCH) Commission

2.70.005 - Established.

There is hereby established a Commission to be known as the “Arts, Recreation, Culture, and History Commission (ARCH Commission, or simply “Commission”). The Commission shall be an advisory Commission to the Tenino City Council and the Mayor and shall be considered part of the City’s Executive Branch. It shall be the purpose of the Commission to propose the ways and means of integrating the areas of The Arts, Recreation, Culture, and History into the City’s Comprehensive Plan, and all other Economic Development plans and efforts of the City, and to advise the Mayor and City Council on matters concerning the Arts, Recreation, Culture, and History.

2.70.010 – Composition, Status, and Term.

- A. The Commission shall consist of five members, to be appointed by the Mayor. Such appointment shall not be subject to confirmation by the City Council.
- B. Commissioners shall serve without remuneration of any sort, except the reimbursement of authorized expenses.
- C. The Commissioners shall fill positions that shall be numbered from 1 to 5.
- C. The term of service shall be for four years. Initially, however, the odd-numbered Commissioners shall serve only a two-year term in order to ensure continuity. The two Commissioners who will serve “short terms” shall be as a result of drawing lots; the two shortest lots shall fill the odd-numbered positions. Thereafter, Commissioners shall be appointed or reappointed according to the schedule set forth in § 2.070.020, below.
- D. In the event a vacancy occurs prior to the expiration of an existing term, the Mayor shall appoint a qualified applicant to serve the remainder of the term so vacated and the position so filled will be subject to appointment or reappointment according to the schedule set forth in § 2.070.020, below.

2.70.015 – Requirements to serve.

No person shall serve as a Commissioner unless they shall be a resident of the Tenino School District, have attained the age of legal majority, have graduated high school or its equivalent, and able to effectively communicate in English.

2.70.020 – Officers.

- A. Chairperson. The Commissioners shall elect from amongst themselves a Chairperson during the first meeting of the Commission, and during the October meeting in every odd-numbered year thereafter. The Chair shall have a vote.

EXHIBIT A TO ORDINANCE 904

B. Clerk. The commissioners shall elect from amongst themselves a Clerk during the first meeting of the Commission, and during the October meeting in every even-numbered year thereafter. The Clerk shall have a vote.

C. Chair Pro Tempore. Whenever the Chairperson is unable to attend a scheduled meeting, the commissioners shall elect from amongst the commissioner's then present a Chair Pro Tempore to preside over the meeting. The Chair Pro Tempore shall have a vote.

2.70.025 – Meetings.

The ARCH Commission shall meet at the call of the Chairperson, or a minimum of twice each year on the 3rd Thursday in April and October.

2.70.030 – Quorum.

A quorum shall consist of three members. No action shall be taken without a quorum being present. In the event there is not a quorum, the Commissioners then present may decide amongst themselves to continue the meeting and may deliberate upon any matter they wish, including items on the proposed agenda, but may not vote.

2.70.035 – Conduct of Meetings.

A. Roberts Rules of Order, as it currently exists or may hereafter be amended, shall be the Commission's rules for the conduct of meetings whenever a procedural issue needs to be resolved.

B. Meetings of the ARCH Commission are Open Public Meetings and must adhere to all the requirements for such in accordance with State law.

2.70.040 – Voting.

A. A simple majority shall be required for the passage of any motion.

B. In the event of a tie vote, the issue shall be tabled until such time as the full Commission is in attendance and the matter can be brought up for a vote by the full Commission.

2.70.045 – Public Participation.

A. The City has a policy of open government and every meeting of the Commission shall afford any member of the public an opportunity to speak during a "Public Comment Period."

B. The Commission shall not deliberate upon any issue raised by a member of the public during the current meeting. The Commission may, however, decide to include such

EXHIBIT A TO ORDINANCE 904

issue as an agenda item in a future meeting. In such a circumstance, the Commission should inquire if the member of the public who raised the issue would like to make a full presentation to the Commission on a future date.

C. While public participation is highly encouraged, such participation must remain respectful in all ways. Any member of the public who becomes disruptive shall be warned by the Chair that if they cannot comport themselves in a respectful manner, they shall be asked to leave. Any member of the public who is asked to leave by the Chair shall be removed by a member of the Tenino Police Department if necessary to continue the current meeting.

2.70.050 – Staff.

A. The City of Tenino shall provide a member of the full-time City Staff as and for the administrative support to the Commission. The City, in its sole discretion, may appoint an existing staff member to these duties, or may provide such staff member by contract.

B. The purpose of the Staff Member shall be to carry forward the work of the Commission between meetings of the Commission. The minimum duties that shall be performed by the Staff Member are:

1. Preparation and publication of meeting agendas.
2. Recording and publishing the minutes of each meeting.
3. Providing input to the preparation of the Commission's budget and executing such budget, once approved by the City Council.
4. Liaison between the Commission and all other elements of the City and with external organizations that support the City's goals and objectives.
5. Once approved by the Tenino City Council, implement the Commission's proposals for the integration of the Arts, Recreation, Culture, and History into the City's Comprehensive Plan and any other plans or programs the City may have that are related to the purpose of the ARCH Commission.

2.70.055 – Budget.

A. The City Council shall fix by Ordinance the Commission's funding level for each fiscal year.

B. The assigned Staff Member shall participate in the City's budget development process as would any other department. For budgeting purposes, the ARCH Commission shall be considered a part of Community Planning and Economic Development.

EXHIBIT A TO ORDINANCE 904

C. Budget development and execution of the budget once adopted by the City Council shall be in accordance with the City of Tenino Financial Policies Manual as it currently exists or as may be amended from time to time.

Item Attachment Documents:

13. Proposed Resolution 2018-04 would amend Resolution 2018-01 by replacing the current Creative District Map with a newer, updated version, and adding the initial Creative District Budget.

Recommended Action: Move to adopt Resolution 2018-04 amending Resolution 2018-01 to update the Creative District Map and add the initial Creative District Budget.

RESOLUTION 2019-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO AMENDING RESOLUTION 2018-01, CITY OF TENINO CREATIVE DISTRICT

Whereas, Resolution 2018-01, establishing the City of Tenino Creative District was duly adopted by the City Council of the City of Tenino on January 9, 2018; and

Whereas, the City, in pursuit of certification by the State of Washington ARTS Commission, has agreed to charter the Tenino Creative District and will, by Ordinance, establish the Arts, Recreation, Culture, and History (ARCH) Commission; and

Whereas, to continue the certification process pending adoption and implementation of said Ordinance, the City Council wishes to further define the physical boundaries of the Tenino Creative District; and

Whereas, the City Council, upon achieving certification, wishes to apply the \$5000.00 certification grant to operations in the current fiscal year.

Now, therefore, The City Council of the City of Tenino do resolve to amend Resolution 2018-01 as follows:

Section I. Exhibit A “Tenino Future Land Use Map” shall be superseded by a new Exhibit A entitled “Tenino Creative District” attached hereto, made part hereof, and is incorporated herein by reference.

Section II. A new section shall be appended to Resolution 2018-01 and shall be numbered “Section VIII” and shall read as follows:

The budget for operation of the ARCH Commission for the remainder of Fiscal Year 2019 shall be as shown in Exhibit B “Tenino Creative District 2019 Budget” attached hereto, made part hereof, and is incorporated herein by reference.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 9th day of July 2019.

Wayne Fournier, Mayor

Attest:

John C. Millard, Clerk/Treasurer




Approved as to form:

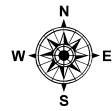
Richard L. Hughes, City Attorney

EXHIBIT “B” (BUDGET) TO RESOLUTION 2019-04

Tenino Creative District 2019 Budget	
Income	
City of Tenino Cash Match	\$ 2,500.00
In-kind Match-City of Tenino Staff time out of existing budget, meeting space, signage, supplies	\$ 2,500.00
Washington State Arts Commission	\$ 5,000.00
Fundraising	\$ 100.00
In-Kind -Volunteers supporting Tenino Creative District Implementation 100 hours x \$31.72 Volunteer Rate	\$ 3,172.00
in-kind- Meeting room use for Taskforce and Open Houses	\$ 500.00
In-kind- Venues for displays, classes, workshops	\$ 1,000.00
Work done under current contracts with Experience Olympia & Beyond, SCJ Alliance, Thurston EDC, and others on marketing, signage and other facilities-to be determined	
Total Income	\$ 14,772.00
Expense	
Contract for Services to implement the Tenino Creative District Plan	\$ 5,000.00
Tenino Creative District product development activities, signage, tents, marketing, supplies, Venue rental, event production cost.	\$ 5,100.00
In-Kind -Volunteers supporting Tenino Creative District Implementation 100 hours x \$31.72	\$ 3,172.00
in-kind- Meeting room use for Taskforce and Open Houses	\$ 500.00
In-kind- Venues for displays, classes, workshops	\$ 1,000.00
Total Expense	\$ 14,772.00

Tenino Creative District

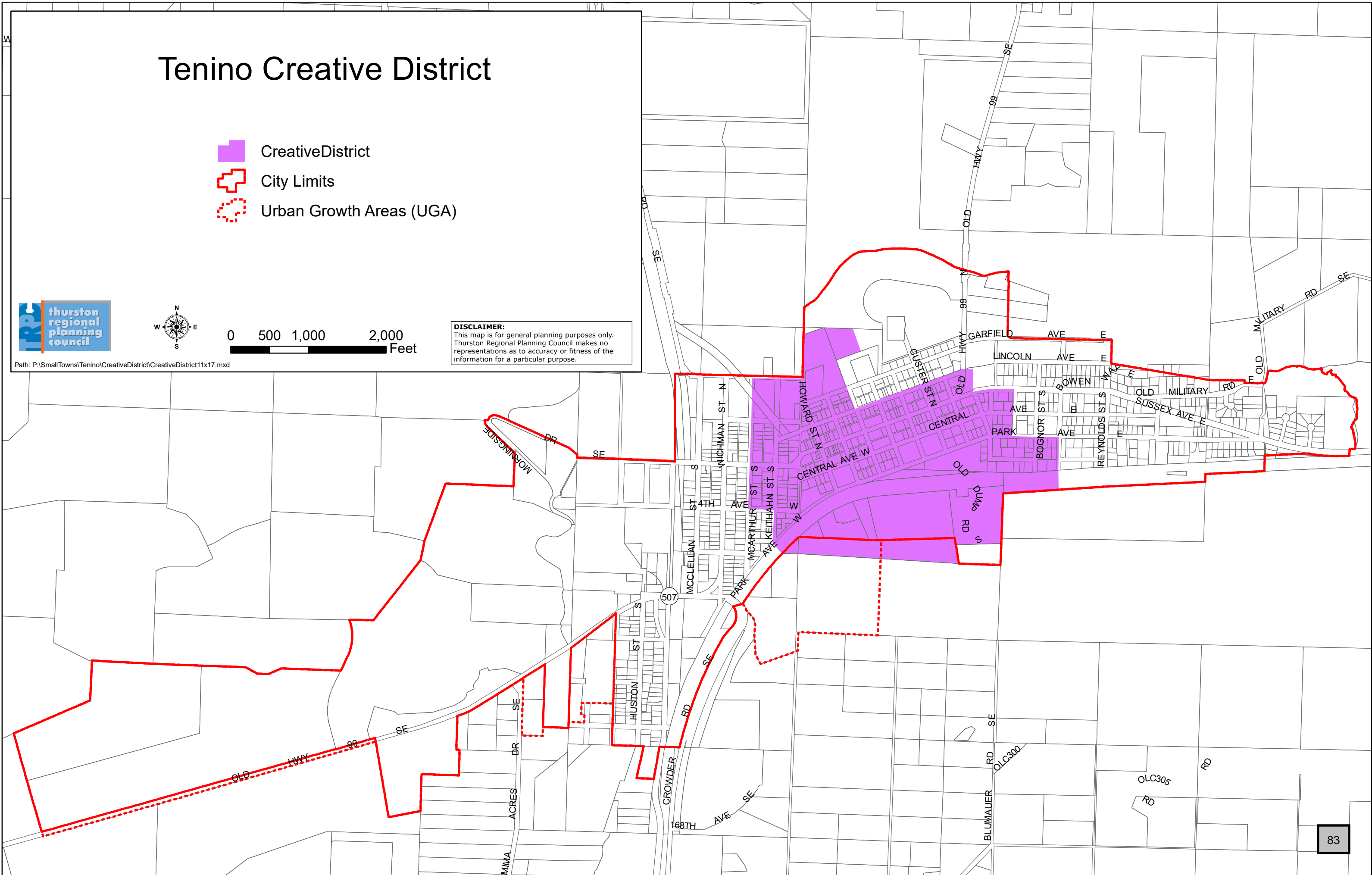
-  CreativeDistrict
-  City Limits
-  Urban Growth Areas (UGA)



0 500 1,000 2,000 Feet

DISCLAIMER:
This map is for general planning purposes only. Thurston Regional Planning Council makes no representations as to accuracy or fitness of the information for a particular purpose.

Path: P:\SmallTowns\Tenino\CreativeDistrict\CreativeDistrict11x17.mxd



Item Attachment Documents:

14. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District
- 5) Library
- 6) Museum



Thurston EDC Board of Directors

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Tad Stillwell
Councilmember,
City of Yelm

Dr. Timothy Stokes
South Puget Sound
Community College

Renee Sunde
WA Retail Association

Rachel Young
Councilmember,
City of Lacey

July 1, 2019

City of Tenino
Attn: Mr. John Millard
PO Box 4019
Tenino, WA 98589

RE: 2nd Quarter 2019 Activities, Invoice

Dear Mr. Millard,

Thank you for the City of Tenino's continued support of this organization, and the partnership between us. Please find enclosed our invoice for the recently completed 2nd Quarter of 2019 as per our signed services agreement. I have also enclosed a performance and activity report of our actions within the community. The report is tendered with details per task of the approved scope of work.

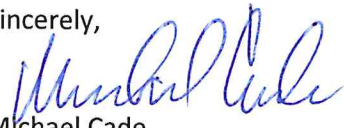
Also included is a copy of our just completed annual report and economic impact analysis. This printed report covers the time period of April 2018 through March 2019. In it you will find a more detailed analysis of our work and the economic impact that our operations have had upon the region. Overall, our efforts created \$76 million in economic increased production; created over \$30 million in employee income; created and retained 553 jobs; and for every single dollar invested into the EDC \$25.80 was returned back to the community in economic activity.

Please know that our staff has been working within the context of our Board adopted work plan and in keeping with our service contract.

If you have any questions regarding the enclosed, do not hesitate to contact me at (360) 754-6320.

On behalf of our entire Board of Directors, thank you for your continued support.

Sincerely,


Michael Cade
Executive Director



Thurston EDC Board of Directors

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Business Retention and Expansion

The EDC staff through our Center for Business & Innovation, as reported in prior quarters has developed a series of very robust tools for addressing business retention and expansion. These, and in concert with the existing Procurement Technical Assistance Center and SBA SCORE and Small Business Development Center, are the WA Center for Women in Business, SBA Scale UP, Tune UP, and the Pipeline for Internships. This past quarter these programs have provided a combined resource in the following categories:

SCORE 2nd Quarter

- 3 SCORE volunteers mentored during the quarter
- 25 mentoring sessions

WCWB 3rd Quarter

- 12 trainings during the quarter
- 41.5 training hours
- 253 training participants
- 42 new coaching clients
- 1 new businesses started

Thurston Investment Network

This program was launched this past year – the intention is to generate and provide investment and business development/growth opportunities. The EDC created the network in accordance with State guidelines and SEC requirements. The program has generated a significant amount of opportunities for our local business community to reach a new funding mechanism that would allow for new capital to be invested locally for business growth and expansion. The following are the deliverables this past quarter.

- 1 General event – attended by over 22 individuals – either seeking entry into the network and or already enrolled
- The program showcased two local companies seeking investment and partnerships – and funding was secured for one of the pitch companies – increasing the total invested for the program at \$450,000.

Economic Recruitment / Retention Activities



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The EDC staff has responded to 6 new industrial/employment cases during this quarter. Cases involved were relative to:

For profit training facility

Manufacturing

Distributing

Distributing

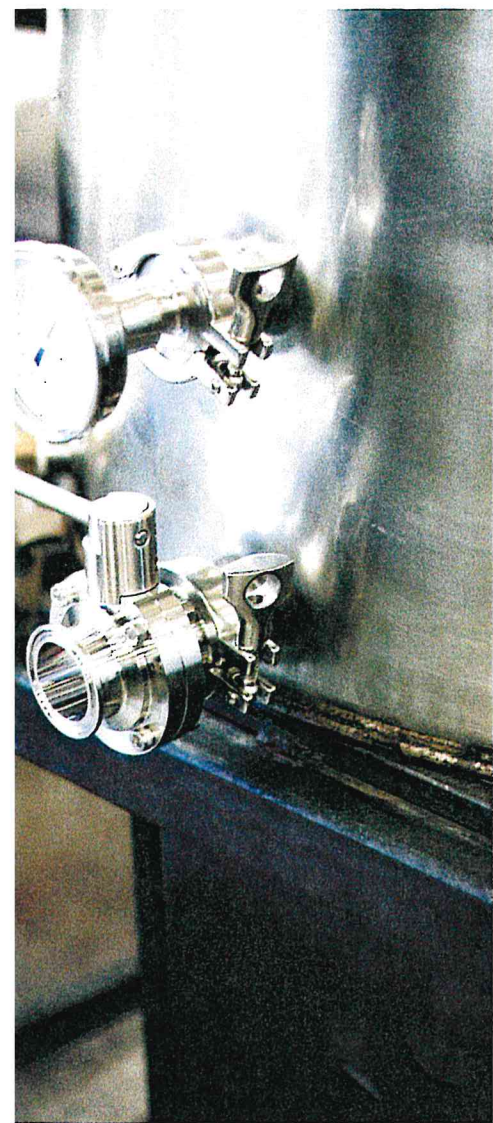
Craft Distilling / Cidery

Craft Brewing

All totaled the EDC staff expended over 65 hours in case management.

Community development activities, not classified in above categories

- 15 Ag Park stakeholder meetings
- 7 Ag Park presentations
- 6 local food procurement/distribution meetings
- 7 statewide Food Policy Forum meetings
- 1 State Legislator reception
- 6 STEDI/Creative District meetings
- 6 IPZ stakeholder meetings
- 3 engagements with college student classes
- 1 community roundtable



Presented By **rhd**
ENTERPRISES



Annual Report 2018 - 2019

Economic development councils are known by the numbers they report. In the last three years, Thurston County has experienced a 9.5 percent increase in jobs, representing 11,000 new jobs added. This includes 1,800 in construction, 1,300 in healthcare, 1,000 in accommodations and 900 in arts and recreation. These are tried and true economic development metrics that measure performance by our staff. For any region, these stack up as successful economic development efforts.

For this annual report, to you, our investors, we ask you to look beyond the numbers – don't forget about them, but look at the larger picture. We ask you to firmly grasp the notion that by adding one job to our community it multiplies across sectors and creates opportunities for our neighbors, families and friends. One new wage earner gives back to the community through non-profits with cash and time; it spurs new economic growth by adding fuel to our local economic engine and it solidifies the fabric of the overall health of the community.

The Thurston EDC is one of the leading economic development agencies in Washington State. We are home to two state-wide economic development programs. We've created an entrepreneurial environment in which business startup rates are on par with those throughout the state, developed an international program that has elevated our status as a region of choice for foreign direct investment and our business/retention programs are now being piloted throughout the state to assist those communities in becoming more resilient.

Since our founding in 1981, the Thurston EDC has continuously evolved to meet the needs of our community. We believe that by building a strong economy – one that is vibrant, dynamic and supportive of entrepreneurs, we will have a healthier Thurston County. This report to you, our investors, is our pledge that we will always be working to support a strong and prosperous South Sound region.

On behalf of our entire Board of Directors and professional team, I wish you a most prosperous 2019.



Carrie Whisler

President of the Board of Directors



About Us

The Thurston Economic Development Council (EDC) is the state designated economic development agency for Thurston County. The resources and programs that we develop are designed to support the strategic diversification and sustainability of our local economy. We do this by:

- Connecting local businesses with experts and resources that help them remain competitive
- Create and deliver strategic messages that attract new investment into our community
- Work with community partners to build coalitions that enhance our collective prosperity
- Participate regionally to ensure that Thurston County increases its role and influence in the regional economy

Our Vision

That Thurston County has a prosperous economy that provides employment, cultural, educational, and investment opportunities that create a sustainable and vibrant community.

Our Mission

To create a dynamic and sustainable economy that supports the values of the people who live and work in Thurston County.



What is the Center for Business & Innovation?

Underneath the Thurston EDC sits the Center for Business & Innovation (CB&I). The CB&I is a separate non-profit entity created in partnership with South Puget Sound Community College and is dedicated to providing trainings, business coaching services and entrepreneurial support to businesses looking for a competitive edge. In addition to direct service offerings, the CB&I

strengthens the entrepreneurial ecosystem throughout Thurston County through strong partnerships with community organizations that facilitate the creation of entrepreneurial initiatives.

Center for Business & Innovation



Above, Thurston EDC's Board of Directors. Back Row, Left to Right: Mark Steepy—KPFF Engineering, Reid Bates—Express Employment Professionals, Joe Downing – Port of Olympia, Tim Stokes – South Puget Sound Community College, John Hutchings – Thurston County Commission, Jessica Jensen – Jensen Milner/Cap City Law, Neil McClanahan – Tumwater City Council, Nathaniel Jones – Olympia City Council, Daryl Fournier – Heritage Bank, Roy Heynderickx – Saint Martin's University, Mark Turner – Capital Medical Center. **Front Row, Left to Right:** Michael Cade – Thurston EDC, Ann Freeman-Manzanares – Intercity Transit, Carrie Whisler – Olympia Federal Savings Bank, Michael McGaully – Strader Hallett PS, Kelsey Hulse – PSE, Dan Jones – North America Talk, Rozanne Garman – RHD Enterprises. **Not Pictured:** Heather Burgess—Phillips Burgess PLLC, Perry Shea – SCJ Alliance, Brian Fluetsch – Sunset Air, Wayne Mannie – Columbia Bank, Bill McGregor – Port of Olympia, Evan Parker – Kidder Mathews, Tad Stillwell – City of Yelm, Lynda Zeman – City of Lacey.

2019 Board of Directors

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Olympia Federal Savings

Heather Burgess, President Elect
Phillips Burgess, PLLC

Perry Shea, Past President
SCJ Alliance

Rozanne Garman, Secretary
RHD Enterprises

Michael McGaully, Treasurer
StraderHallett PS

Daryl Fortner, ex-officio member
Heritage Bank

Reid Bates
Express Employment Professionals

Brian Fluetsch
Sunset Air, Inc.

Ann Freeman-Manzanares
Intercity Transit

Roy H Heynderickx, PhD
Saint Martin's University

Kelsey Hulse
Puget Sound Energy

John Hutchings
Commissioner, Thurston County

Jessica Jensen
Jensen Milner | Cap City Law PS

Dan Jones
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South Puget Sound Community College

Mark Turner
Capital Medical Center

Lynda Zeman
Council Member, City of Lacey

2019 Center for Business & Innovation (CB&I) Board of Directors

Virgil Clarkson

Retired Mayor/Council Member, City of Lacey

Jessica Jensen

Jensen Milner | Cap City Law PS

Perry Shea

SCJ Alliance

Daryl Fournier, President

SVP, Heritage Bank

Grace Kendall

Owner, FASTSIGNS

Renee Sunde

President/CEO, Washington Retail Association

Thurston Economic Development Council Staff

Tammie Anders

Finance Manager
360-464-6037
tanders@thurstonedc.com

Dale Colbert

Washington PTAC
Contracting Specialist
360-464-6044
dcolbert@thurstonedc.com

Kate Hoy

Washington PTAC
Contracting Specialist
360-464-6042
khoy@thurstonedc.com

Cheryl Selby

Washington Center for
Women in Business Coach
360-464-6067
cselby@thurstonedc.com

Gene Angel

Research Manager
360-464-6063
gangel@thurstonedc.com

Traci Hansen

Washington Center for Women
in Business Program Manager
360-464-6050
thansen@thurstonedc.com

Leda Li

International Business
Development
360-464-6051
leda@thurstonedc.com

Tiffany Scroggs

Washington PTAC
Program Director
360-464-6041
tscroggs@thurstonedc.com

Christine Buckley

Washington Center for
Women in Business Coach
360-464-6049
cbuckley@thurstonedc.com

Maria Hemmen

Administration and
Finance Assistance
360-464-6038
mhemmen@thurstonedc.com

Aslan Meade

Director of Strategic Alliances
360-464-6054
ameade@thurstonedc.com

George Sharp

Program Coordinator & Rural
Manager
360-464-6043
gsharp@thurstonedc.com

Michael Cade

Executive Director
360-464-6085
mcade@thurstonedc.com

Holly House

Events Manager
360-464-6040
hhouse@thurstonedc.com

Ryan Norskog

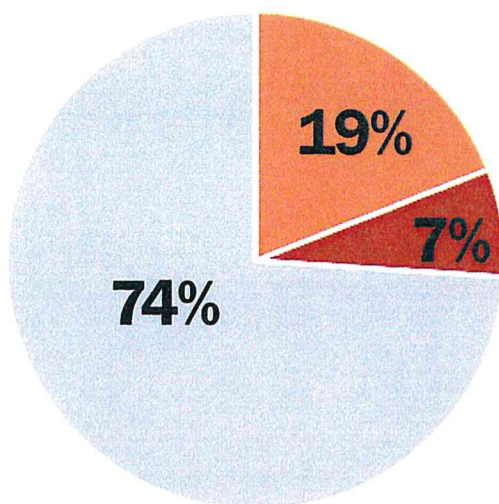
Office Coordinator
360-464-6060
rnorskog@thurstonedc.com

Kyle Wiese

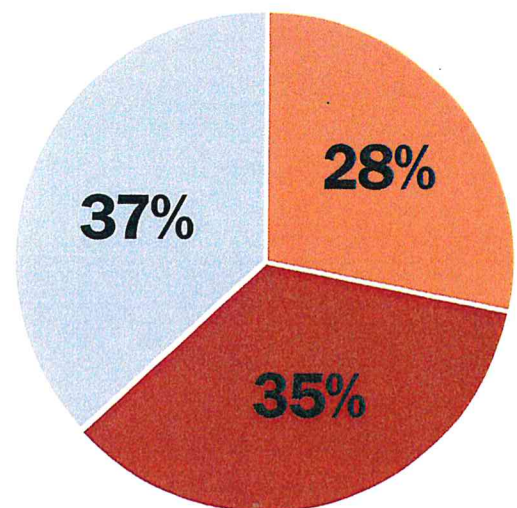
OZI, Founder &
Managing Member
360-464-6053
kwiese@thurstonedc.com

FINANCIAL REPORT Total Income \$2,946,711

Income Sources



Expense Categories



■ Investment & Service Income
 ■ Public Partnerships
 ■ Grants & Contracts
 ■ Recruitment
 ■ Retain
 ■ Expand

Our Economic Impact



As the state designated economic development agency for Thurston County, we take our mission to create a vibrant economy that serves the population of Thurston County seriously. That's why the Thurston EDC is continuously innovating to find new avenues to strengthen and diversify our local economy.

For this report, we've used the IMPLAN Input/Output model to quantify our total economic impact. IMPLAN is an industry standard tool used by academics, governments and economic developers nationwide to conduct economic impact assessments by simulating the supply-chain purchasing of economic activities.

Using our expertise in IMPLAN, we've quantified the total contribution of our activities upon the economy within Thurston County for the first time. Between April 2018 and April 2019, it is estimated that the Thurston Economic Development Council facilitated the creation or sustainment of 553 jobs, \$30.9 million in employee income and \$76 million in total economic production. Given the EDC's operating budget of \$2.9 million for the last year, we are able to calculate our economic multiplier – for every \$1 invested in EDC activities we returned \$25.80 to our local economy in Thurston County.

The majority of this impact comes from our successful past recruitment cases that have manifested into new economic opportunity this year. These cases include \$23 million in new construction in Lacey, WA by US HealthVest, and 125 new jobs added in warehouse distribution throughout Thurston County.

Our programmatic impacts are serious too. Combined, they've generated 165 new jobs and \$19.4 million in new economic production for Thurston County.

Note: This impact assessment does not include our long term strategic initiatives like STEDI or our partner organizations like SCORE and SBDC that co-locate in our offices. It includes only the impacts where the number of jobs or net increases in revenue were known. As such, it should be seen as a conservative estimate when quantifying the total economic contribution of the Thurston EDC to Thurston County.

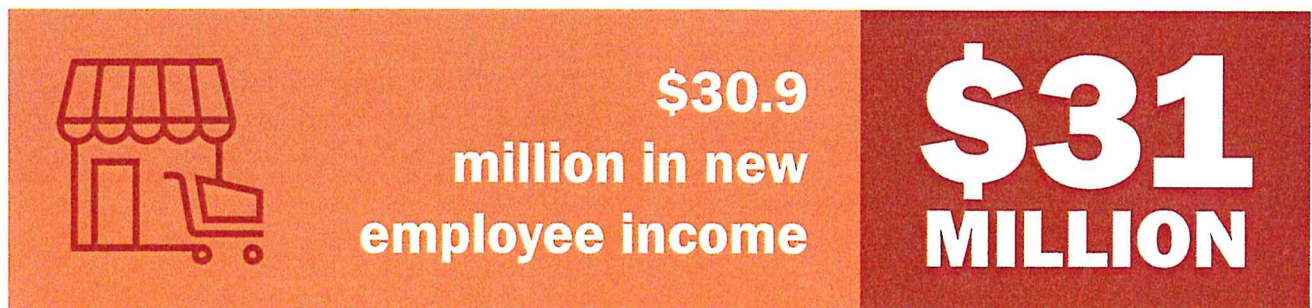
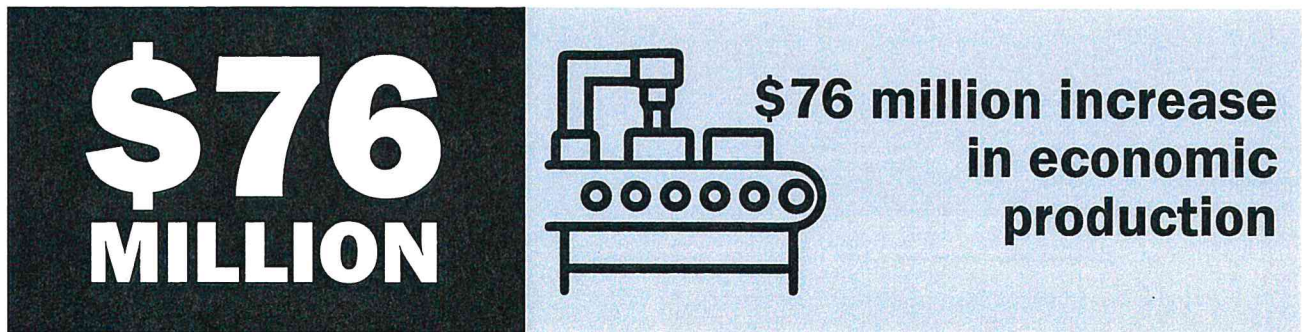
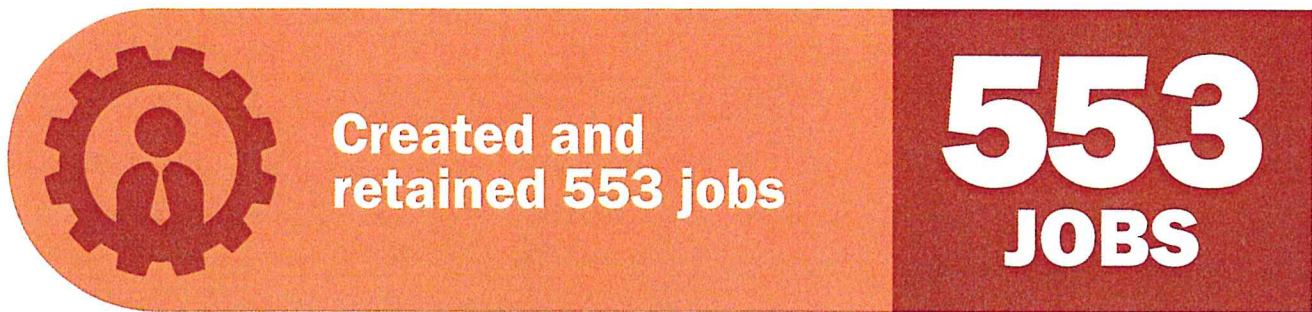
1,229

Businesses and individuals participated in trainings offered at the Thurston EDC.

708

Coaching & Advising Sessions

in Thurston County



NEW INITIATIVES



Opportunity Zone Investments (OZI)

This year, the Thurston EDC spun off a new initiative to help attract new capital investment into Thurston County via the opportunity zone program created in the Federal 2018 Tax Cuts and Jobs Act. This initiative was created to take advantage of new federal tax code that incentivizes investment into "Opportunity Zones" by deferring and decreasing capital gains taxes for equity investments. Opportunity Zones are economically distressed census tracts that have traditionally struggled to court capital investment.

Using the expertise of Founder and Managing Member, Kyle Wiese, OZI clients can take advantage of suite of services including fund management, compliance,

reporting services and a state of the art website that lists investment opportunities. At the same time, businesses located in the designated opportunity zones can recruit needed development, redevelopment and/or investment capital which infuses our region with new financial resources. See www.opportunityzoneinvestments.com for more information.

Outcomes

OZI has launched its investment listing platform to help connect opportunity funds with projects in opportunity zones and has held two events, one in Grays Harbor and one in Thurston County. They were attended by 70 individuals looking for clarity on the Opportunity Zone program.



Southwest Regional Trade Alliance (SRTA)

The Thurston EDC continues to build upon the network of international business development in which it has invested over the years. The EDC, in partnership with private sector leadership, has created a network of business developers in Shanghai, Beijing and Shenzhen, China. This network opens markets and opportunities for Thurston County's regional manufacturers, producers and processing operations.

Outcomes

SRTA and the EDC have led two trade missions this year through Asian markets and provide a lead agency role in international business development for Southwest Washington. Thurston County is now seen as a region of choice for new investment, trade and export opportunities.

PROGRAMS



Washington Procurement Technical Assistance Center (PTAC)

The Washington State Procurement Technical Assistance Center (PTAC) works to give businesses the opportunity to thrive in the government-contracting marketplace. Washington PTAC's mission is to increase the number of government contracts awarded to Washington firms so that those firms can grow. We provide no cost, confidential, one-on-one technical assistance in all aspects of selling to federal, state, and local governments. PTAC advises businesses on bid reviews, marketing assistance, contract performance, small business designations and more. PTAC hosts procurement training classes and seminars, and helps businesses register with the correct databases in order to compete for government contracts.

In addition to one-on-one technical advising, PTAC supports Alliance Northwest every year, the largest procurement event in Washington State. In March 2019, Alliance Northwest drew over 1,000 attendees from the public and private sector to facilitate business networking with government purchasers.

Outcomes

A full economic impact assessment was conducted for the Washington Procurement Technical Assistance Center by Thurston EDC staff. Due to the business counseling services and technical assistance provided by PTAC, businesses reported increased hiring and sales revenue for their businesses. Using the IMPLAN I/O and the most recent data set gives us a sense of the full supply-chain impact in Thurston County provided by PTAC.

\$1 → \$11.48

For every \$1 invested in PTAC it returns \$11.48 to the local economy.

138 Jobs

PTAC activities created 138 jobs in Thurston County.

Washington Center for Women in Business (WCWB)

Partially funded through a cooperative agreement with the United States Small Business Administration, the WCWB is a program of the Center for Business & Innovation (CB&I) whose mission is to empower entrepreneurs to succeed in business by providing coaching, training, and technical assistance on a wide variety of topics. The WCWB offers entrepreneurial training programs, workshops, one-on-one counseling, coaching and special events to business owners in all stages of development. Using in-person, phone, and web-based delivery methods, the WCWB provides services throughout most of the State of Washington. The WCWB is able to serve clients in both English and Spanish.

\$1 → \$8.39

For every \$1 invested in WCWB it returned \$8.39 to Thurston County.

26 Jobs

The WCWB created 26 jobs and \$948,875 in employee income in Thurston County.



Thurston Investment Network (ThINK)

The Thurston Investment Network matches Thurston County investors with local businesses seeking capital. Not every business seeking capital is a match for traditional commercial lending, leaving a gap in access to capital that ThINK helps fill.

Thurston EDC staff will help prepare a business to receive investment through business planning and pitch preparation, then makes the business' opportunity available to the investor network through email or an in person

pitch. If there is interest from any number of investors, the investors and the business directly negotiate the terms of their deal.

Outcomes

- Increased the number of investors from 21 to 63 engaged investors looking for local opportunities.
- Facilitated the investment of \$150,000 into local businesses.



ScaleUp

ScaleUp is a comprehensive, three-part training series designed for businesses that want greater profitability and growth. The three classes are:

- Business TuneUp – A training program that provides the tools needed to increase operational efficiency, improve profitability and create long-term sustainable business.
- Build Your Market – A class that provides you with a strategic approach for strengthening your product or service, developing a competitive advantage and designing a market strategy.
- Financial Mastery – Designed to help build the financial skills necessary to make better business decisions. Learn how to read and understand your financial statements, construct a budget and manage cash flow.

Outcomes

- 213 local businesses completed a ScaleUp class between April 2018 and April 2019



South Thurston Economic Development Initiative (STEDI)

STEDI is a consortium focused on long-range economic and community development in south Thurston County to engage the collective strengths and resources of Bucoda, Grand Mound, Rainier, Rochester, Tenino and Yelm. Strategic community partners participating in STEDI include:

- | | |
|----------------------------------|--------------------------------------|
| • Experience Olympia and Beyond | • Thurston Regional Planning Council |
| • Port of Olympia | • Washington State University |
| • Thurston County Government | • Thurston County Extension |
| • Thurston Conservation District | |

STEDI helps support community leaders to better understand best practices in community and economic development and to improve the quality of life in rural communities by retaining, expanding and recruiting new business.

Outcomes

- We Love Rainier Washington team was launched in May 2018 and facilitates two monthly team meetings to develop new goals and projects. A new beautification committee was developed and has planted beautiful new flowers this spring.
- The Bucoda and STEDI staff developed the “Boo-Coda Spook-Tacular Festival” for the months of September and October in 2018. The festival earned media coverage worth \$100,000 from The Seattle Times, The Olympian, The News Tribune and a 2 minute segment on the King 5 Evening News
- STEDI staff supported, and continues to support, the City of Tenino in the development and implementation of a Creative Arts District in Tenino.



Economic Research

In the last year we have continued our commitment to providing high quality economic research and analysis for our local businesses and partners. Thanks to increased investment in research services, the Thurston EDC is now able to offer economic impact analysis using the IMPLAN Input/Output model in addition to occupation and industry analysis. This investment in IMPLAN allows us to measure how a given economic event cascades through our regional supply-chain and to what extent that event creates new jobs, production output and additional tax revenues throughout Thurston County.

The Economic Impact of The Evergreen State College

Using the IMPLAN I/O model, we estimated the total economic impact of The Evergreen State College on Thurston County to be 1,637 jobs, \$201.7m in economic production and \$11.6m in additional state and local tax revenues. In total, this economic contribution represented a \$4.68 return to the economy in Thurston County for every \$1 in State investment.

See the full study at www.thurstonedc.com/evergreenimpact.

“Thurston EDC’s research capabilities made them a strong choice when Evergreen needed some data-driven analysis of the college’s economic impact on the region. Their advice throughout the production of our 2018 Economic Impact Report helped us capture and present the enormous positive effect of Evergreen throughout the state’s economy.”

*- Sandra Kaiser, The Evergreen State College
Vice President for College Relations*

Washington State Department of Commerce Study on The Impact of Rural Procurement

In Winter of 2018 the Thurston EDC, in partnership with our regional academic institutions, produced a report for the Department of Commerce detailing the impact, difficulties and opportunities for local businesses competing for government contracts in rural communities. This project was completed in coordination with our academic partners Dr. Riley Moore (Saint Martin’s University), Dr. Lachezar Anguelov (The Evergreen State College), Dr. Melissa Nivala (The Evergreen State College) and Dr. Eric Trevan (The Evergreen State College). This report was provided to the Washington State Legislature.

SPECIAL PROJECTS

Oly Biz Works

We've partnered with the Olympia Downtown Alliance and the City of Olympia to provide additional outreach and advising to the businesses within downtown Olympia. To support these activities the Alliance brought on an intern, Domenica Clark, to reach out to businesses. In total, Domenica has made contact with about 70 businesses in the downtown core.

Lacey Makerspace

Located at Zaverl Hall at Saint Martin's University, the Lacey Makerspace will contain 4,000 sq. ft. of equipment and tools (many of them computer driven) dedicated to primarily woodworking and metal crafting. Members will be able to prototype new products, gain skills and experience and complete projects with access to advanced tools.

Southwest Washington Regional Agricultural Business & Innovation Park

This initiative will establish a business park focused on value-added, food-related manufacturing, processing, storage and packaging within the City of Tenino on a 16 acre parcel located next to the Tenino wastewater treatment plant. Infrastructure construction is slated to begin summer 2019 and is projected to be open for business by the end of 2020.

Naturally Located

An initiative to identify and market natural product manufacturers in the region and brand Thurston County as a NW hub for natural product manufacturing. This initiative has seen positive feedback from the community, partners and stakeholders across Thurston County.

Innovative Partnership Zone – Craft Brewing & Distilling

The Thurston EDC helps to promote and increase unique economic activity in Thurston County. The Craft Brewing & Distilling partnership between the EDC, The City of Tumwater, SPSCC and other municipalities have coordinated efforts around three critical elements: sector input, education/R&D and workforce development. Today, ground has been broken at the Craft Brewing and Distilling Center located in Tumwater on Capitol Way. This center will ultimately house brewers, distillers, retail and community gathering space.

Pac 5 Regional Economic Partnership

A partnership amongst the Pacific Mountain region's economic development agencies to promote and increase investment and economic vitality on a regional basis. Recently, this group has begun work to recalibrate our regional industry cluster analysis in partnership with The Pacific Mountain Workforce Development Council to provide a more localized basis for analysis.

S U P P O R T E D P R O G R A M S



In addition to administering our own programs, the Thurston EDC helps facilitate additional programming by providing space and collaboration between organizations. The inclusion of the SCORE and the Small Business Development Center (SBDC) makes the Thurston EDC one of the highest concentrations of business technical support services under one roof within Washington State.



Thurston Asset Building Coalition (TABC)

The Thurston Asset Building Coalition is a network of social service providers, healthcare agencies, financial institutions, community and economic developers, businesses, government agencies, educators and workforce coalitions dedicated to serving populations with limited incomes. TABC defines asset building as the strategies and support that broaden and stabilize an individual; whether it be income, savings, housing, healthcare, education or food. In the last year, together with partner organizations, the TABC served 2,459 families and individuals in Thurston County with free tax preparation. This represented a return of \$2,466,134 in refunds and \$383,233 in Earned Income Tax Credits.



SCORE

The Thurston EDC is proud to host our local chapter of SCORE, the nation's largest network of volunteer, expert business mentors. SCORE is dedicated to helping small businesses get off the ground, grow and achieve their goals. In the last year, SCORE counselors at the Thurston EDC office provided 121 coaching sessions to businesses seeking coaching.



Small Business Development Center (SBDC)

The Thurston EDC is proud to be co-located with the Small Business Development Center. SBDC represents America's most comprehensive small business network. SBDC is hosted by leading universities, colleges and economic development agencies. Small business owners and aspiring entrepreneurs can go to their local SBDC for free face-to-face business consulting and at-cost trainings. Our local SBDC chapter reports an additional 70 jobs created and an increase of \$6,567,030 in new revenue due to coaching activities in 2018.

BOARDS & COMMITTEES

Beyond simple economic development, The Thurston EDC has made a lasting commitment to our local community by serving as trusted advisors and contributors to boards, committees and working groups throughout Thurston County. We are proud to support and facilitate the important work of agencies willing to take on the pressing challenges that our local community faces daily. Through this process the EDC has invested significant staff time and resources to ensure that we are living up to our mission to create a sustainable and thriving community for Thurston residents to live. Below is a list of the boards, advisory groups and committees on which EDC staff served in the last year.

- Association of Procurement Technical Assistance Centers
- Boo-Coda Spook-Tacular Leadership Team
- Capital Lakefair Capitalarians
- City of Olympia ARCH Resource Committee
- Community Foundation of South Puget Sound Resource Development Committee
- Experience Olympia & Beyond Board of Directors
- Experience Olympia & Beyond Sports Commission Advisory Committee
- Foreign Trade Zone #216 Advisory Committee
- Intercity Transit Short and Long Range Plan Steering Committee
- Lacey Makerspace Board of Directors
- Morningside Board of Directors
- Morningside's Coastal Business Services Group
- Olympia Art Space Alliance Board
- Olympia Downtown Alliance Board of Directors
- Olympia Downtown Alliance Economic Vitality Committee
- Olympia World Affairs Council Board of Directors
- Pacific Mountain Workforce Development Council
- Port of Olympia Vision 2050 Task Force
- Saint Martin's International Program's Advisory Committee
- Saint Martin's School of Business Advisory Board
- South Puget Sound Community College's Worker Retraining Advisory Committee
- South Puget Sound Community Foundation's Growth and Innovation Fund
- Spaceworks Tacoma
- Tenino Creative District Mayor Taskforce
- The Olympian's 2019 Board of Contributors
- Thurston Chamber of Commerce Board of Trustees
- Thurston County AgTourism Committee
- Thurston County Shared Legislative Partnership
- Thurston Economic Alliance
- Thurston Regional Planning Council Board of Directors
- Thurston Regional Planning Council's I-5 Corridor Technical Advisory Committee
- Thurston Thrives Advisory Workgroup
- Washington Economic Development Association (WEDA) Board of Directors
- Washington Festival and Events Board of Directors
- Washington Military Alliance
- Washington Military Transition Council's Business Resource Group
- Washington State Childcare Advisory Task Force
- Washington State Department of Enterprise Services Business Diversity Advisory Group
- WEDA Legislative Committee
- Tenino Façade Improvement Grant Committee

Thurston EDC Board of Directors



Congratulations, Thurston County, on a great 2018! Here's to a prosperous 2019!

**Presented
By**



Contact Us

4220 6th Ave SE, Lacey, WA 98503

(360) 754-6320

www.thurstonedc.com

Item Attachment Documents:

16. 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor



City of Tenino

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: June 2019

During the month of June, the treatment plant continues to perform optimally, all testing parameters are well below permit levels.

System Maintenance

- Regular upkeep.
- Fabric arrived to install on Effluent infiltrators.
- MBR #2 basin was deragged.
- Process flow for the turbidity meters has been reconfigured.
- VFD for Blower #3 was installed; all running correctly.

Process Changes

- Decanting Biosolids lagoon to minimal levels, in preparation for dewatering. Less than 1 foot of free water remains on surface.

Call Outs-Emergencies

- There were no call outs or emergencies for the month of June.

Communications

- Continuing discussions with Biosolids coordinator, Meeta Panu. Need to resubmit SAP and biosolids management plan for approval.

Miscellaneous

Flows

- Influent total flow = 2.73 MG
- Average daily flow = 0.091 MG
- Max daily flow = 0.101 MG
- Total gallons wasted = 43,710 gallons

Clerk/Treasurer Council Meeting Report June 25, 2019

Budget:

- **Current status is:**
 - **Total revenues are 24.0% of projections (+9.3)**
 - **Total expenditures are 42.0% of projections (+1.0)**
 - **Target: 52.8%**

 - **General Fund revenues: 35.2% of projections**
 - **General Fund expenditures: 52% of projections**

- **2017-2018 Audit**
 - **Received initial contact email: audit will occur in the fall of 2019**

- **Grants and Other Funding:**
 - **CDBG/Quarry Pool Renovation:** Awaiting Instructions from HUD
 - **RCSP Funds (\$56,193.50):** Preparing request for reimbursement
 - **PoO Small Cities Grant**
 - Bicycle Kiosk construction 99% complete.
 - 50% of 2018 grant used to pay for plans; remaining 50% from 2018 and all of the 2019 grant will go toward construction (\$15,000)
 - RCSP funds will be used to fund remaining \$35,000
 - Any remaining RCSP funds will be used to repair sidewalks identified by Public Works (~\$2,200)
 - **2019 CDBG Grant:**
 - Quarry House Reno Plan Approved by The County ~\$361,000.00
 - **Capital Budget Line Items**
 - \$504,700.00 for City Hall Reno
 - \$599,460.00 for infrastructure extension to Ag Park

- **SW WA Agriculture & Innovation Park**
 - G&O preparing SOW for contract administration
 - EDC capital budget request approved for \$1.5 million (first building)
 - Potential for these funds to be re-directed to the City

- **Wide Area Network**
 - Have identified two potential IT Service Providers
 - Brightwire Networks – Proposal being developed
 - Right! Systems, Inc. – Proposal being developed

Credit Card Processing Costs

As of: 7/2/2019

Month	RLMS Fee	Client Fees Paid by City	Discount Fees Paid by City	Other Fees Paid by City	Total Fees	Fees Collected by City	Total Fees Paid By City	Percent Absorbed
August, 2018	\$35.00	\$3.75	\$1.64	\$18.71	\$64.10	\$5.00	\$59.10	92.20%
September, 2018	\$35.00	\$43.75	\$102.20	\$33.74	\$259.69	\$45.00	\$214.69	82.67%
October, 2018	\$35.00	\$98.75	\$208.66	\$59.30	\$496.71	\$95.00	\$401.71	80.87%
November, 2018	\$35.00	\$72.50	\$166.08	\$57.60	\$401.18	\$70.00	\$331.18	82.55%
December, 2018	\$35.00	\$68.75	\$204.12	\$58.90	\$429.27	\$62.50	\$366.77	85.44%
January, 2019	\$35.00	\$110.00	\$307.18	\$72.15	\$628.08	\$103.75	\$524.33	83.48%
February, 2019	\$35.00	\$92.50	\$182.71	\$62.13	\$605.63	\$233.29	\$372.34	61.48%
March, 2019	\$35.00	\$116.25	\$229.93	\$70.64	\$754.01	\$302.19	\$451.82	59.92%
April, 2019	\$35.00	\$100.00	\$203.85	\$64.50	\$661.09	\$257.74	\$403.35	61.01%
May, 2019	\$35.00	\$116.25	\$256.53	\$68.73	\$788.44	\$311.93	\$476.51	60.44%
June, 2019	\$35.00	\$138.75	\$262.31	\$74.28	\$853.72	\$343.38	\$510.34	59.78%