

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, May 12, 2020 at 7:30 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

- [1.](#) March 10, 2020: Deferred

- [2.](#) April 14, 2020: Deferred.

- [3.](#) April 28, 2020: Deferred.

CONSENT CALENDAR

- [4.](#) Payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27.

Recommended action: Move to approve payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27, as presented.

- [5.](#) Liquor & Cannabis Board Applications/Renewals

Applications: None

Renewals: Landmark Tavern.

OLD BUSINESS

6. RCW 90.50, Shoreline Management Act of 1971, requires cities with shorelines to develop and implement a Shoreline Master Program (SMP) in order to "insure the development of these shorelines in a manner which, while allowing for limited reduction of rights of the public in the navigable waters, will promote and enhance the public interest. This policy contemplates protecting against adverse effects to the public health, the land and its vegetation and wildlife, and the waters of the state and their aquatic life, while protecting generally public rights of navigation and corollary rights incidental thereto.

The City's SMP is due for its periodic review in June of 2020. The State Department of Ecology has authorized grants in an amount to cover the necessary time and materials to complete the required review. Applying for such a grant is also a request to extend the time required for review by one (1) year. Tenino's contracted Planning Agency, SCJ Alliance, has a qualified individual who has assisted other municipalities within the state of Washington to complete the reviews using the proceeds of the Ecology grant.

Recommended action: Move to authorize the Administration to submit a grant application for the purpose of completing the required Periodic Review of the City of Tenino's Shoreline Master Program.

7. Council approval of Ordinance 910, City of Tenino COVID-19 Recovery Grant Program, was contingent upon State Auditor's Office (SAO) "approval" which meant they would review the proposed program and provide any concerns about legal and audit requirements. On Thursday, May 7, 2020, a conference call between C/T Millard and several members of the SAO, including their legal manager, indicated the SAO has concerns about the program. C/T Millard prepared a brief email (attached) summarizing the conversation and provided the email to both Mayor Fournier and City Attorney Hughes.

Mayor Fournier has acknowledged the SAO's concerns and wishes to move forward with the grant program as written, provided the ordinance is amended to make clear the Council's finding that COVID-19 Recovery assistance provided by the City is a function of providing for the "poor and infirm" as authorized by the Constitution of the State of Washington. City Attorney Hughes is willing to certify the ordinance complies with the required form with respect to the gift of funds question **provided the City Council:**

1. Votes to approve the program only after the Council discusses each of SAO's concerns, and the risks associated with each concern after full disclosure,
2. Is satisfied that each concern is or will be adequately addressed by the City, including any potential conflicts of interest,
3. That the City Attorney's approval as to form only relates to the language of the ordinance being satisfactory to address the gift issue, not whether the program as administered will ultimately satisfy gift issue since this depends on successful implementation of financial controls assuring city funds are spent in accordance with the program,
4. Understands the City Attorney does not offer any opinion about financial controls needed administer the program, as this is outside his area of expertise,
5. And the Council is updated about the program at each council meeting not less than monthly, including the concerns raised by SAO.

Recommended action: Move to table this discussion for the Work Session on Tuesday, May 26, 2020.

REPORTS

8. 1) Tenino Chamber of Commerce
- 2) Thurston Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) South Thurston Fire & EMS (District #12)
- 5) Thurston Regional Planning Council (TRPC)
- 6) Tenino Branch, Timberland Regional Library (TRL)
- 7) Tenino Depot Museum
9. 1) ARCH Commission
- 2) Civil Service Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee
10. 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor
11. 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)
- 8) Transportation Policy Board

ADJOURNMENT

1.

Item Attachment Documents:

1. March 10, 2020: Deferred

City Council Meeting Tuesday, March 10, 2020

Minutes

WORK SESSION

Work session cancelled.

CALL TO ORDER

Mayor Pro Tem Gotovac called the meeting to order at 7:30 pm. Mayor Fournier is 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 Watterson to approve the agenda as presented.

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

APPROVAL OF MINUTES

See vouchers

1. Minutes of the February 25, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the minutes of the February 25, 2020, Regular Meeting of the Tenino City Council as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the minutes of the February 25, 2020 meeting.

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

CONSENT CALENDAR

2. Payroll and other EFT's in the amount of \$28,043.55 and Claims Checks #28940 through #28983 in the amount of \$40,013.96 for a Grand Total of \$68,057.51.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the March 10, 2020 vouchers consisting of payroll EFT's in the amount of \$28,043.55 and claim checks #28940 through #28983 in the amount of \$40,013.96 for a grand total of \$68,057.51.

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

3. New Licenses: None

Renewals: None

EXECUTIVE SESSION

None

PRESENTATIONS

4. Ms. Linda McKinnie, Branch Manager of the Tenino Branch of the Timberland Regional Library, will present information to the Council and Public about the 2020 Census.

5. Ms. Kimi Dana, Society for Creative Anarchism, will present information on the 2020 Mayfaire Festival.

Did not appear

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

OLD BUSINESS

6. The City Engineer has completed the plan to extend sewer and water lines to the Ag Park properties and requires Council Approval to begin the bidding process. He is also developing an amendment to the Scope of Work to provide for construction management and inspection.

Recommended Action: Move to authorize the City Engineer to begin the bidding process.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to authorize the City Engineer to begin the bidding process.

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

7. Gibbs & Olsen has prepared an amendment to the Scope of Work for the Quarry House Renovation to cover construction management and inspection.

Recommended action: Move to authorize Mayor Fournier to sign the amended Scope of Work as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to authorize Mayor Fournier to sign the amended Scope of Work as presented.

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

NEW BUSINESS

None

RESOLUTIONS

None

ORDINANCES

None

REPORTS

- 8. 1) Tenino Chamber of Commerce
- 2) Thurston Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) South Thurston Fire & EMS (District #12)
- 5) Tenino Branch, Timberland Regional Library: Linda reported that they have removed all children's toys in the Library for the time being due to virus'. None of their programs have been cancelled. Please check facebook, online website calendar for any upcoming programs.
- 6) Tenino Depot Museum: Councilmember O'Callahan reported that Jessica Rush Reeves has obtained a few grants for the Museum for some updates they would like to make. At this time the Museum is open limited hours so please sign up on their facebook page or website.
- 9. 1) ARCH Commission
- 2) Civil Service Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee
- 4) Facade Improvement Grant Review Committee: Mayor Pro-Tem Gotovac advised a grant was awarded to the owners of the Lady of the Lake Rest. who purchased the mini mall for some continued updates.
- 10. 1) Chief of Police: Chief Swain presented a plaque between the Police Dept and Dept of Corrections who have had an office in the PD since 1994 for check in. The parole officers have been a big help in the some of the PD's investigations. He attended Command School in Walla Walla this past week. Officer Garcia read to 10 different classes between the Elementary and Parkside Schools. His next coffee with the Chief will be this Saturday beginning at 11 at Western

Coffee House. The Reserve academy will start in June and the Citizens academy will begin in May. He will double check but does believe the National Night Out will be held on August 4th. He also requested from Council that they push for a contract between the City and Joint Animal Control services.

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

11. 1) Bucoda/Tenino Healthy Action Team (BTHAT): Linda McKinnies reported that a movie will be held at the High School on April 1st starting at 6:30 pm featuring Scream Agers 2 which provides information on mental health issues.

2) Community Investment Partnership (CIP): Councilmember Watterson reported they are having a meeting this week and that the name will be changing to HHSC. They will be calling for RFP's for the monies available.

3) Solid Waste Advisory Board: Councilmember Watterson reported that they will be updating the solid waste plan as well as the bylaw changes.

4) TCOMM/911: Chief Swain requested the Council pass a resolution for a seat on the board. He feels this is important for City.

5) Tenino School Board: Councilmember Davidson reported that the auction raised nearly \$38,000.00 for the upkeep of the schools and that all tickets were sold out.

6) Thurston Regional PLanning Council (TRPC): Councilmember Watterson reported they are working on the I5 corridor studies.

7) South Thurston Economic Development Initiative (STEDI)

8) Transportation Policy Board

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

None

ADJOURNMENT

Mayor Pro Tempore Gotovac Adjourned the meeting at 8:18 pm

2.

Item Attachment Documents:

2. April 14, 2020: Deferred.

**City Council Meeting
Tuesday, April 14, 2020**

Minutes

WORK SESSION

Admin Note: This meeting was the first Open Public Meeting conducted under the authority of Governor Inslee's Proclamation 20-28, dated March 24, 2020, as amplified by the Washington State Attorney General's Office Opinion, dated March 26, 2020, and conducted "virtually" via remote meeting software.

Mayor Fournier called the Work Session to order at 7:00 pm.

PRESENT

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

Mayor Fournier adjourned the Work Session at 7:17 pm

1. **Remote Meetings.** City Attorney Hughes cautions us that the items that can be on a virtual meeting agenda are limited and so that any items that can wait until later, should be deferred until after the emergency has concluded.

The two attached documents provide guidance as to how we can manage agenda items during the COVID-19 emergency. Agenda items that are both "necessary" and "routine" (such as voucher approval) should be included; those items that are necessary, but not routine (such as an Ordinance that changes Park Rules), or those items that are routine, but not necessary (like staff reports), should be omitted.

For these reasons, the draft agenda published on Thursday, April 9, 2020, has been amended to conform with the guidance provided.

2. **Electronic Signature Policy.** In doing the research necessary to advise his Municipal Clients regarding their responses to the COVID-19 emergency, City Attorney Hughes advises that the City should adopt an Electronic Signature Policy.

Proposed Resolution 2020-02 would adopt such a policy, protecting the City's interests while conducting business using modern document technologies.

3. **Emergency Procedures.** The COVID-19 emergency has highlighted the need to update our Financial and Personnel Policies in regard to paying City Employees during a health-related emergency that precludes employees from reporting to work, even though those employees may be ready, willing, and able to work.

Proposed Ordinance 906 would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

CALL TO ORDER

Mayor Fournier Called the Meeting to Order at 7:30 pm.

PRESENT

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

AGENDA APPROVAL

- 4. Proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council.

Recommended action: Move to approve the proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council as presented.

Motion made by Councilmember Gotovac, Seconded by Councilmember Davidson.

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

Motion passes.

APPROVAL OF MINUTES

Approval of minutes for the March 10, 2020 Regular Meeting of the Tenino City Council is deferred until the COVID-19 emergency has ended.

CONSENT CALENDAR

Motion to approve the consent calendar as presented made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

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

Motion passes.

- 5. Payroll and other EFT's in the amount of \$84,399.06, and Claims Checks #29011 through #29064 in the amount of \$65,779.03 for a Grand Total of \$150,178.09.

- 6. New Licenses: None

Renewals: None

EXECUTIVE SESSION - None

PRESENTATIONS

A scheduled presentation by Timberland Regional Library District was deferred until the COVID-19 emergency has ended.

PUBLIC COMMENTS

Ms. Linda McKinnie, in her capacity as a Private Citizen, reminded everyone that even though the Tenino Branch of the Timberland Regional Library is closed for the duration of the COVID-19 emergency, there are many online programs available that can be accessed from the Library's Facebook page.

PUBLIC HEARING - None

PROCLAMATIONS

A Proclamation related to National Bike Month was deferred until the COVID-19 emergency has ended.

OLD BUSINESS

- 7. **Special Market Conditions.** Mr. Don Bowman, lead volunteer for the Caboose Restoration Project, identified a cast iron caboose stove of the exact type originally used in Caboose X549 on an on-line auction site in the amount of \$600. He asked the City if he could make the purchase on a reimbursable basis and, because there was only a single stove meeting the exact specification available, and because the price was reasonable, and because the opportunity to make such an acquisition at any price may not present itself in the future, the Administration approved the purchase.

Recommended action: Move to declare the existence of "special market conditions" and to ratify the purchase of the caboose stove as part of the restoration project.

Motion made by Councilmember Watterson, Seconded by Councilmember Lawton.

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

Motion passes.

- 8. **Contract Amendment.** Gibbs & Olson has proposed an amendment to our standing Engineering Services Agreement to authorized them to provide both Bid Phase and Construction Management Phase Engineering Services for the extension of the City's sewer and water infrastructure to the Ag Park. City Attorney Hughes is still reviewing.

Recommended action: Move to authorize Mayor Fournier signing the amendment, provided that any issued identified by City Attorney Hughes are addressed to his satisfaction.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

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

Motion passes.

- 9. **Contract Award.** The Invitation to Bid for the extension of the City's sewer and water infrastructure to the site of the future SW WA Agriculture & Innovation Park yielded 13 bids. The bids were opened during an open public meeting conducted via "GoToMeeting" and the apparent low bidder was Barcott Construction, LLC. The City Engineer reviewed all documents submitted in the bid and concluded that "Barcott's bid is the low bid submitted and is properly filled out, including signatures, and is deemed to be responsive." He also verified that Barcott Construction is in good standing with the State of Washington and recommends they be awarded the contract. Please see attached Bid Tabulation and Award Recommendation.

Recommended Action: Move to approve Mayor Fournier entering into a contract with Barcott Construction for the extension of the City's sewer and water infrastructure to the future site of the SW WA Agriculture and Innovation Park, provided that such contract is first approved by the City Attorney.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

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

Motion passes.

NEW BUSINESS

- 10. **Proposed Ordinance 906** would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

Recommended action: Move to accept as the first reading Proposed Ordinance 906 as presented.

RESOLUTIONS

- 11. **Proposed Resolution 2020-02** would adopt an Electronic Signature Policy that would protect the City's interests while conducting business using modern document technologies.

Recommended action: Move to approve Resolution 2020-02 as presented.

ORDINANCES - None

REPORTS

- 12. Because "Reports" are not necessary, as defined in the AGO's Opinion of March 26, 2020, they are included only for the purpose of providing access as part of the City's efforts to make public records as accessible as possible.

PUBLIC COMMENTS 2

ANNOUNCEMENTS

C/T Millard explained the situation within the Washington Municipal Clerks Association where the regularly assigned treasurer is out with COVID-19, leaving the association without the ability to pay its bills. Particularly troublesome are the contracts that must be paid for the Association's 50th Anniversary Conference that has been postponed due to the COVID-19 emergency. The Association has requested that Tenino (because of C/T Millard's membership in the Association and position on the Association's Finance Committee) pay several such contractors in the approximate amount of \$23,000.00, for which the Association will reimburse the City upon the return of the Association's regularly assigned Treasurer). All members of the Council gave their approval for this action.

- 13. Thursday, April 23, 2020, is the second annual #LibraryGivingDay across the nation. The Timberland Regional Library asks that those who are able please consider a donation to the District so that they may continue to expand their digital offerings.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:53 pm.

3.

Item Attachment Documents:

3. April 28, 2020: Deferred.

**City Council Meeting
Tuesday, April 28, 2020**

Minutes

WORK SESSION

Mayor Fournier brought the Work Session to order at 7:00 pm

PRESENT

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

1. The Administration proposes to create a grant program to provide relief to both individual Citizens of Tenino and Tenino business owners similar to the original Tenino Wooden Money program of the 1930's.

The grant would only be available to those who are responsible for paying a City of Tenino water or sewer utility account and who can prove the need is related to the COVID-19 emergency. The grant may only be redeemed at businesses within the Tenino City Limits who agree to participate in the program.

Proposed Ordinance 910 provides details.

Much discussion was held on this matter

2. The Administration proposes to suspend the provisions of the Facade Improvement Grant Program in favor of a one-time grant of \$5000.00 to the Tenino Community Service Center in support of Tenino Food Bank Plus.

Proposed Ordinance 911 provides details.

CALL TO ORDER

Mayor Fournier called the regular Council meeting of 4/28 to order at 7:30 pm

PRESENT

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

AGENDA APPROVAL

- 3. Agenda for the "virtual" April 28, 2020, Regular Meeting of the Tenino City Council.

Recommended Action: Move to approve the agenda for the "virtual" April 28, 2020, Regular Meeting of the Tenino City Council, as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve the agenda as written.

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

Motion passes 5/0

APPROVAL OF MINUTES

- 4. March 10, 2020: Deferred
- 5. April 14, 2020: Deferred

CONSENT CALENDAR

- 6. Payroll EFT's in the amount of \$21,420.97, and Claims Checks #29067 through #29089 and other EFT's in the amount of \$39,800.73, for a Grand Total of \$61,221.70.

Recommended action: Move to approve the April 28, 2020 vouchers and other claims as presented, in the total amount of \$61,221.70.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac

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

Motion passes 5/0.

- 7. Liquor and Cannabis Licenses: None

ORDINANCES

- 8. Ordinance 910 would create the City of Tenino COVID-19 Recovery Grant Program.

Recommended action: Move to adopt Ordinance 910 as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton,

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

Motion passes 5/0.

- 9. Ordinance 911 would suspend the Facade Improvement Grant Program for the remainder of 2020 and provide for a one-time grant of \$5000.00 to the Tenino Community Service Center for the improvement of the Tenino Food Bank Plus facilities.

3.

Recommended Action: Move to adopt Ordinance 911 as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton

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

Motion passes 5/0.

ADJOURNMENT

Meeting adjourned at 7:35 pm.

4.

Item Attachment Documents:

4. Payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27.

Recommended action: Move to approve payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27, as presented.

4.

Consent Calendar consisting of April 29, 2020 through May 12, 2020:

- Payroll EFT's in the amount of \$52,413.21**
- Claims Checks #29091 through #29121 and EFT's in the amount of \$488,567.06**

for a grand total of \$540,980.27

**Liquor and Cannabis License Applications/
Renewals:**

Landmark Tavern

CHECK REGISTER

4. City Of Tenino
MCAG #: 0757

04/29/2020 To: 05/12/2020

Time: 13:52:43 Date: 05/12/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1705	05/12/2020	Claims	5	29091	Corporate Payment Systems	3,234.03	
1706	05/12/2020	Claims	5	29092	Dragon Analytical Laboratory	267.00	
1707	05/12/2020	Claims	5	29093	Hillier, Scheibmeir & Kelly, PS	300.00	
1708	05/12/2020	Claims	5	29094	J & I Power Equip	54.28	
1709	05/12/2020	Claims	5	29095	Joes Refuse	1,920.08	
1710	05/12/2020	Claims	5	29096	Lakeside Industries	326.05	
1711	05/12/2020	Claims	5	29097	Law Office of Richard L. Hughes PLLC	4,892.50	
1712	05/12/2020	Claims	5	29098	Lemay Mobile Shredding	60.40	
1713	05/12/2020	Claims	5	29099	Miles Sand And Gravel Company	168.09	
1714	05/12/2020	Claims	5	29100	Mountain Mist Water	46.94	
1715	05/12/2020	Claims	5	29101	Northwest Eco Blasting	1,650.00	
1716	05/12/2020	Claims	5	29102	Pitney Bowes Global Financial Svcs	143.64	
1717	05/12/2020	Claims	5	29103	Platt Electric Supply	315.40	
1718	05/12/2020	Claims	5	29104	Prov Centralia Hospital	891.48	
1719	05/12/2020	Claims	5	29105	Puget Sound Energy	4,523.74	
1720	05/12/2020	Claims	5	29106	Retail Lockbox Merchant Services, LLC	35.00	
1721	05/12/2020	Claims	5	29107	Rochester Lumber	914.73	
1722	05/12/2020	Claims	5	29108	Jennifer N Scharber	57.68	
1723	05/12/2020	Claims	5	29109	Tenino Food Bank Plus	5,000.00	
1724	05/12/2020	Claims	5	29110	Tenino Marketfresh	205.82	
1725	05/12/2020	Claims	5	29111	Tenino Telephone Co	1,668.11	
1726	05/12/2020	Claims	5	29112	City Of Tenino	1,549.55	
1727	05/12/2020	Claims	5	29113	That Hose Guy	144.78	
1728	05/12/2020	Claims	5	29114	Thurston Co Treasurer	13.64	
1729	05/12/2020	Claims	5	29115	Utilities Underground Location	21.56	
1730	05/12/2020	Claims	5	29116	Verizon Wireless (Cell)	752.19	
1731	05/12/2020	Claims	5	29117	Voyager Fleet System	1,374.86	
1732	05/12/2020	Claims	5	29118	WA Dept Of Commerce	456,276.81	
1733	05/12/2020	Claims	5	29119	WA State Auditor	420.20	
1734	05/12/2020	Claims	5	29120	WA State Treasurer	656.89	
1735	05/12/2020	Claims	5	29121	Wilson Parts Corporation	73.37	
						001 General Government Fund #001	54,471.59
						002 Quarry Pool Fund #002	85.15
						101 City Street Fund #101	5,438.03
						310 Municipal Capital Imp Fund 310	8,121.42
						401 Water Fund	7,863.24
						410 Sewer Fund	8,724.03
						422 Sewer Reserve Fund	456,276.81

	Claims:	488,567.06
	540,980.27 Payroll:	52,413.21

CHECK REGISTER

04/29/2020 To: 05/12/2020

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1534	04/30/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	4/29/2020
1546	04/30/2020	Payroll	5	EFT	Timberland Bank		Duplicate
1547	04/30/2020	Payroll	5	EFT	Timberland Bank		correct error
1549	04/30/2020	Payroll	5	EFT	Timberland Bank		Incorrect Vendor; should be IRS, not Timberland Bank
1552	04/30/2020	Payroll	5	EFT	Timberland Bank	14,255.92	941 Deposit for Pay Cycle(s) 04/20/2020 - 04/20/2020; 941 Deposit for Pay Cycle(s) 04/05/2020 - 04/05/2020
1556	05/01/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	15.00	4/30/2020
1573	05/05/2020	Payroll	5	EFT	Bennett H Barnes	165.16	
1574	05/05/2020	Payroll	5	EFT	Rachel L Davidson	138.14	
1575	05/05/2020	Payroll	5	EFT	Wayne R Fournier	888.47	
1576	05/05/2020	Payroll	5	EFT	Linda Gotovac	69.07	
1577	05/05/2020	Payroll	5	EFT	Jason A Lawton	69.07	
1578	05/05/2020	Payroll	5	EFT	John J O'Callahan	69.07	
1579	05/05/2020	Payroll	5	EFT	David A Watterson	138.14	
1580	05/05/2020	Payroll	5	EFT	Tyler J Baker	1,923.18	
1581	05/05/2020	Payroll	5	EFT	Veronica A Barnes	1,505.12	
1582	05/05/2020	Payroll	5	EFT	Troy LK Cannon	1,861.73	
1583	05/05/2020	Payroll	5	EFT	Samantha L Cisneros	1,379.77	
1584	05/05/2020	Payroll	5	EFT	Brent L Gibbs	2,064.17	
1585	05/05/2020	Payroll	5	EFT	John C Millard	1,836.55	
1586	05/05/2020	Payroll	5	EFT	Jason M Plaja	2,492.83	
1587	05/05/2020	Payroll	5	EFT	Maria Rodriguez	1,292.28	
1588	05/05/2020	Payroll	5	EFT	Jennifer N Scharber	1,172.01	
1589	05/05/2020	Payroll	5	EFT	Seth D Sharp	2,165.16	
1590	05/05/2020	Payroll	5	EFT	William John Stines	1,763.82	
1591	05/05/2020	Payroll	5	EFT	Robert Swain	1,891.54	
1592	05/05/2020	Payroll	5	EFT	Robert D Thornburg	1,453.75	
1601	05/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	5/1/2020
1604	05/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	5/2/2020
1609	05/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	5/3/2020
1612	05/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	11.25	5/4/2020
1635	05/06/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	5/5/2020
1641	04/30/2020	Claims	5	EFT	TriSource Solutions LLC	494.49	Discount And Other Fees For April, 2020
1646	05/07/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	5/6/2020
1668	05/08/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	11.25	5/7/2020
1679	05/12/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	5/8/2020
1682	05/12/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	5/9/2020
1685	05/12/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	5/10/2020
1692	05/12/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	21.25	5/11/2020
1563	05/01/2020	Payroll	5	29090	Internal Revenue Service	13,818.26	941 Deposit for Pay 03/01/2020 - 03/31/2020

5.

Item Attachment Documents:

5. Liquor & Cannabis Board Applications/Renewals

Applications: None

Renewals: Landmark Tavern.

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 04/06/2021

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO
(BY ZIP CODE) FOR EXPIRATION DATE OF 20200731

LICENSEE

BUSINESS NAME AND ADDRESS

LICENSE NUMBER

PRIVILEGES

1 . TOO SHORT LLC

LANDMARK TAVERN
313 SUSSEX AVENUE W
TENINO

WA 98589 9262

353746

SPIRITS/BR/WN REST LOUNGE -
KEGS TO GO

Item Attachment Documents:

7. Council approval of Ordinance 910, City of Tenino COVID-19 Recovery Grant Program, was contingent upon State Auditor's Office (SAO) "approval" which meant they would review the proposed program and provide any concerns about legal and audit requirements. On Thursday, May 7, 2020, a conference call between C/T Millard and several members of the SAO, including their legal manager, indicated the SAO has concerns about the program. C/T Millard prepared a brief email (attached) summarizing the conversation and provided the email to both Mayor Fournier and City Attorney Hughes.

Mayor Fournier has acknowledged the SAO's concerns and wishes to move forward with the grant program as written, provided the ordinance is amended to make clear the Council's finding that COVID-19 Recovery assistance provided by the City is a function of providing for the "poor and infirm" as authorized by the Constitution of the State of Washington. City Attorney Hughes is willing to certify the ordinance complies with the required form with respect to the gift of funds question **provided the City Council:**

1. Votes to approve the program only after the Council discusses each of SAO's concerns, and the risks associated with each concern after full disclosure,
2. Is satisfied that each concern is or will be adequately addressed by the City, including any potential conflicts of interest,
3. That the City Attorney's approval as to form only relates to the language of the ordinance being satisfactory to address the gift issue, not whether the program as administered will ultimately satisfy gift issue since this depends on successful implementation of financial controls assuring city funds are spent in accordance with the program,
4. Understands the City Attorney does not offer any opinion about financial controls needed administer the program, as this is outside his area of expertise,
5. And the Council is updated about the program at each council meeting not less than monthly, including the concerns raised by SAO.

Recommended action: Move to table this discussion for the Work Session on Tuesday, May 26, 2020.



From: John Millard
Sent: Thursday, May 7, 2020 11:30 AM
To: Richard Hughes
Cc: Wayne Fournier; Bristol, Bryson (SAO)
Subject: RE: City of Tenino COVID-19 Recovery Grant Program

Gentlemen,

The phone discussion with the Auditors Office was enlightening.

They do have copies of our complete program and they do see where we are trying to address the usual concerns for internal controls and other fraud-prevention measures, however, they do have concerns:

1. They believe the manpower requirements for a program of this nature would be seriously taxing on the City of Tenino. They are well aware of the number of employees we have and how they are distributed and so foresee that with only three people in the administrative arena, the potential for making errors is high.
2. There is always the potential for a conflict of interest to arise should a “participating merchant” also be a City Official.
3. Ensuring that the scrip does not create a long-term financial liability is a concern. It would be particularly concerning if there were no limitations on how many times a particular piece of scrip is used.
4. In the authorizing Ordinance, we could “tighten up” the language to more clearly articulate the nexus between this program providing support to the “poor and infirm” as a result of COVID-19 in order to ensure there is no issue with the gifting of public funds.

In the final analysis, the Auditor’s Office does not “approve” of such programs, but rather points out the areas of potential problems so that we can address them prior to an audit. However, it is only within an audit that they would be able to say we did, or did not, meet the standard with respect to the issue in question (adequate internal controls, whether a gifting had occurred, and so forth). The suggestion was made that it might be in the City’s best interest to forego the wooden scrip in favor of a credit on utility accounts, like many other cities are doing.

In light of the above, I will take another stab at crafting the “whereas” statements such that it is easy to see the link between “poor and infirm” and “economic hardship” so that there is no question about gifting as prohibited by the State Constitution. In my view, the remainder of the concerns are rightfully put in front of the City Council for decision on whether or not to accept the identified risks.

Regards,
John

John C. Millard
Clerk/Treasurer, City of Tenino
clerktreasurer@ci.tenino.wa.us
360-264-2368

<http://www.CityOfTenino.us/>

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All e-mail sent to this address may be subject to Public Disclosure under Chapter 42.56 RCW and is subject to archiving and review by someone other than the recipient.

From: Richard Hughes <rick@richardhugheslaw.com>
Sent: Thursday, May 7, 2020 7:18 AM
To: John Millard <clerktreasurer@ci.tenino.wa.us>
Cc: Wayne Fournier <mayor@ci.tenino.wa.us>
Subject: RE: City of Tenino COVID-19 Recovery Grant Program

John,

Whatever the outcome of your meeting I highly recommend you send an email to the auditor confirming what was discussed and decided on. At the least the City needs their opinion about gift of public funds and whether adequate controls are in place. I would appreciate if you would also copy me. Thanks.

Rick

From: John Millard <clerktreasurer@ci.tenino.wa.us>
Sent: Thursday, May 7, 2020 7:13 AM
To: Bristol, Bryson (SAO) <bristolb@sao.wa.gov>
Cc: Richard Hughes <rick@richardhugheslaw.com>; Wayne Fournier <mayor@ci.tenino.wa.us>; Collins, Kelly (SAO) <collinsk@sao.wa.gov>
Subject: RE: City of Tenino COVID-19 Recovery Grant Program

Thanks, Bryson. 10:30 today is great. Wayne is not in Tenino today, but may be able to join us via Skype.
Regards,
John

From: Bristol, Bryson (SAO) <bristolb@sao.wa.gov>
Sent: Wednesday, May 6, 2020 4:09 PM
To: John Millard <clerktreasurer@ci.tenino.wa.us>
Cc: Richard Hughes <rick@richardhugheslaw.com> <rick@richardhugheslaw.com>; Wayne Fournier <mayor@ci.tenino.wa.us>; Collins, Kelly (SAO) <collinsk@sao.wa.gov>
Subject: RE: City of Tenino COVID-19 Recovery Grant Program

Good afternoon John-

Thank you for reaching out. Do you have time to discuss tomorrow, **Thursday 5/7 at 10:30am**? I've set up a skype call as noted below. I've invited Kelly Collins, Director of Local Audit to attend as well.

Join via Skype -> [Join Skype Meeting](#)
Join via Phone **(360)407-3833** PIN: **35161**

Thank you.

7.



Bryson Bristol
Program Manager, [Office of the Washington State Auditor](#)
(564) 999-0880 | www.sao.wa.gov

SAO has some new phone numbers. I can now be reached at (564) 999-0880

From: John Millard <clerktreasurer@ci.tenino.wa.us>
Sent: Wednesday, May 6, 2020 10:40 AM
To: Bristol, Bryson (SAO) <bristolb@sao.wa.gov>
Cc: Richard Hughes (rick@richardhugheslaw.com) <rick@richardhugheslaw.com>; Wayne Fournier <mayor@ci.tenino.wa.us>
Subject: Re: City of Tenino COVID-19 Recovery Grant Program

Bryson,
Would you please let me if if you're office has formed an opinion about this program?
Thanks.
Regards,
John

Get [Outlook for iOS](#)

From: John Millard
Sent: Tuesday, April 28, 2020 12:33:23 PM
To: Bristol, Bryson (SAO) <bristolb@sao.wa.gov>
Cc: Richard Hughes (rick@richardhugheslaw.com) <rick@richardhugheslaw.com>; Wayne Fournier <Mayor@ci.tenino.wa.us>
Subject: City of Tenino COVID-19 Recovery Grant Program

Byrson,
Attached please find the packet of documents that we intend become Ordinance 910, the City of Tenino COVID-19 Recovery Grant Program.

It has already been reviewed once by our City Attorney and the documents attached to this email are the ones I have modified to address his concerns and are the same as are under his current review.
Regards,
John

John C. Millard
Clerk/Treasurer, City of Tenino
clerktreasurer@ci.tenino.wa.us
360-264-2368

<http://www.CityOfTenino.us/>

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7.

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8.

Item Attachment Documents:

8. 1) Tenino Chamber of Commerce
- 2) Thurston Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) South Thurston Fire & EMS (District #12)
- 5) Thurston Regional Planning Council (TRPC)
- 6) Tenino Branch, Timberland Regional Library (TRL)
- 7) Tenino Depot Museum

EDC Board of Directors

Carrie Whisler, President
Olympia Federal Savings

Heather Burgess,
President-Elect
Phillips Burgess Law, PLLC

Michael McGauly, Treasurer
StraderHallett PS

Rozanne Garman, Secretary
RHD Enterprises

Perry Shea,
Immediate Past President
SCJ Alliance

Reid Bates
Express Employment
Professionals

Brian Fluetsch
Sunset Air, Inc.

Daryl Fournier
Ex Officio
CB&I Board President
Heritage Bank

Ann Freeman-Manzanares
Intercity Transit

Dr. Roy Heynderickx
St. Martin's University

Kelsey Hulse
Puget Sound Energy

John Hutchings
Commissioner
Thurston County

Jessica Jensen
Jensen Milner | Cap City
Law PS

Dan Jones
NorthAmericaTalk

Wayne Mannie
Columbia Bank

Neil McClanahan
Councilmember
City of Tumwater

Bill McGregor
Commissioner
Port of Olympia

Jace Munson
FORMA Construction

Evan Parker
Kidder Mathews

Nathaniel Jones
City of Olympia

Mark Steepy
KPFF

Tad Stillwell
Councilmember
City of Yelm

Dr. Timothy Stokes
South Puget Sound
Community College

Mark Turner
Capital Medical Center

Lynda Zeman
Councilmember
City of Lacey

March 23, 2020

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

RE: 1st Quarter 2020 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 1st Quarter of 2020 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.


Know that in light of the current Covid-19 health crisis, the entire EDC staff has been pivoting our work-plans to respond to the needs of our business community by gathering and providing resources, adapting modes of communication and helping business to explore new methods and markets.

You know that our staff feels a special kind of commitment to the City of Tenino. Do not hesitate to reach out to us with specific needs, ideas, input or requests at this time.

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

RECEIVED
APR 09 2020
CITY OF TENINO

EDC Board of Directors

Carrie Whisler, President
Olympia Federal Savings

Heather Burgess, President-Elect
Phillips Burgess Law, PLLC

Michael McGaully, Treasurer
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South Puget Sound
Community College

Mark Turner
Capital Medical Center

Lynda Zeman
Councilmember
City of Lacey

South Thurston Economic Development Initiative (STEDI). EDC staff has continued to convene, facilitate and support the efforts of STEDI to coordinate and drive economic development within Tenino and throughout the rural communities of Thurston County.

Agricultural Business Park. EDC staff has continued efforts to support the creation of an Agriculture-focused business park within the City of Tenino, including efforts to raise funds, build partnerships, attract business tenants and market the project.

Creative District. EDC staff has supported the City's efforts in regard to establishment and operation of a Creative District and the letter of interest was submitted to the Washington State Arts Commission and approved to apply for certification. Staff is in the process of completing the on-line application.

Business Retention and Expansion (BRE). EDC staff has continued to support Tenino business retention and expansion through support of and participation within the Tenino Area Chamber of Commerce, including the new First Friday Breakfasts, offering business training workshops and one on one counseling and marketing of Tenino area businesses through social media.

Tourism & Marketing. EDC staff has worked to help market Tenino through coordinating efforts such as the HGTV Small Town Make-over and through promotion of the Bountiful Byway.

Legislative Agenda. EDC staff shall has continued to advocate for the City with the state legislature, working to develop and strengthen legislative relationships.

Funding & Educational Opportunities. EDC staff has continued to identify and pursue funding sources and economic development educational programing opportunities.

Place Making. EDC staff has continued to assist and advise City staff and officials, where and when appropriate, on place-making and public works projects.

8. THURSTON COUNTY ECONOMIC
DEVELOPMENT COUNCIL
4220 6th Ave SE
LACEY, WA 98503



Invoice

DATE	INVOICE #
3/31/2020	1stQTR2020

City of Tenino
John Millard
P.O. Box 4019
Tenino, WA 98589

Terms
Net 30

DESCRIPTION	CHARGES	AMOUNT DUE
Local Government Grant Funding Q1, 2020 \$10,000 Contract from Jan. 1, 2020 through March 31, 2020	2,500.00	2,500.00

Membership/Investment contributions to the Thurston Economic Development Council are not a charitable tax deduction but may be a business tax deduction. Please contact your financial advisor.

Total Due	\$2,500.00
Payments/Credits	\$0.00
Balance Due	\$2,500.00

Federal Tax ID: 91-1183169

The EDC is a public/private partnership dedicated to stimulating a vital economy in Thurston County.

From: Katrina Van Every <VanEveryK@trpc.org>
Sent: Friday, May 8, 2020 2:34 PM
To: Foster, JW; Grayum, Michael; Hughes, Patrick; John Millard; Wayne Fournier; Shaw, Robert; TamiJ; Hinton, Jon; Carr, Alan; Chavez, Ramiro; Theresa Parsons; Unzelman, Matt; Shannon Shula
Cc: Karen Parkhurst
Subject: Legislative Package for South County Main Streets

Good Afternoon,

TRPC is putting together a legislative package for Rural Main Streets in Thurston County in order to provide legislators a quick reference for wanted and needed transportation projects in our south county communities. The focus will be on how these projects improve safety and mobility, support the communities’ economic vitality (especially important given the impact the COVID-19 pandemic is having), and strengthen the communities’ identities. This will be a brief, two-page document that can be used to speak to state legislators about the needs of our south county communities and garner support/funding for these projects. With the possibility of another legislative session this year and transportation anticipated to be a focus next year, we want to make sure the Thurston region is poised to take advantage of any funding opportunities.

I’ve identified the following projects that could be included in the package:

- **Rochester:** US 12 Improvements (frontage improvements, center turn lane, roundabout at 183rd Ave)
- **Bucoda/Tenino:** Trail planning and right-of-way acquisition (building on the feasibility study for the Yelm-Tenino Trail extension)
- **Tenino:** US 12/Sussex Avenue Improvements (frontage improvements, roundabout at Old Highway 99/Sctotty B’s)
- **Rainier:** US 12/Binghampton Avenue Improvements (frontage improvements, roundabout at Centre Street)
- **Grand Mound:** TBD
- **Yelm:** TBD

The projects identified for Rochester, Tenino, and Rainier build on the Main Street efforts TRPC has engaged in with our partner jurisdictions over the last 5+ years. The Grand Mound project can be drawn from the transportation plan TRPC is developing with Thurston County. I’m not as familiar with the efforts happening in Yelm, but I know the city has put a lot of work into its downtown planning efforts.

You all are the best judge of what your community needs, so I want to make sure this legislative package highlights what your communities need. Please let me know if there are any projects that should be added or deleted. We’ll need to be strategic about this legislative ask - identifying a suite of projects that tell a common story.

If you have any questions or concerns, please don’t hesitate to reach out. And if there’s anyone I’ve left out of this email, please do forward it on to whomever you think best. Any feedback you have is needed by **Friday, May 22nd**. I’ll send out a draft version of the legislative package for you to review shortly thereafter.

Thanks!
 Katrina

Katrina Van Every, Senior Planner
 Thurston Regional Planning Council
 2424 Heritage Court SW, Suite A
 Olympia, WA 98502
 Phone: (360) 741-2514
 Fax: (360) 956-7815
 Website: www.trpc.org

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10.

Item Attachment Documents:

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

Memo to Mayor and Council,

From: Troy Cannon, Public Works Director

Just an update on some things happening with the public works and WWTP.

No major issues have happened.

We have been moving forward with replacing the old meters out. The ladies in the office had a mini web training on the new meter reading program.

Johnson & Maddox have been on Park Ave with a new small housing project and the sewer/water hook ups have been completed.

Hidden Meadows have their sewer/water hook ups completed as well.

Ty Baker gave his 2 weeks notice last week, he has accepted a position with Lewis County.

Thank you



City of Tenino

Honorable Mayor and Town Council
Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: March 2020

During the month of March, the treatment plant continues to perform optimally, except for effluent nitrogen levels that are above the permit limits. The supernatants from the biosolids lagoon that is returned into the plant is high in nitrogen and has triggered effluent violations.

System Maintenance

- Regular upkeep.
- Continue to protect plant and process equipment from freezing weather.
- Performed diffuser cleaning maintenance on the Pre-Air Basin.
- Hoses have been rehung for everyday use.
- #2 fine screen is offline, has been repaired and will be installed after the social distancing order has been lifted.

Process Changes

- Decanting Biosolids lagoon to minimal levels, in preparation for dewatering.

Call Outs-Emergencies

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

Communications

- Influent sampling has been suspended by DOE during the COVID-19 outbreak.

Miscellaneous

Flows

- Influent total flow = 2.990 MG
- Average daily flow = 0.096 MG
- Max daily flow = 0.108 MG
- Total gallons wasted = 58,280 gallons



City of Tenino

Honorable Mayor and Town Council
Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: April 2020

During the month of April, the treatment plant continues to perform optimally, although, the city should invest in replacement filters signs the current filters are beginning to show signs of aging.

System Maintenance

- Regular upkeep.
- #2 fine screen is repaired and will be installed after the social distancing order has been lifted.

Process Changes

- Continuing to keep biosolids lagoon decanted to minimal levels so as not to breach the rim in rain events and in preparation for dewatering.

Call Outs-Emergencies

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

Communications

- Influent sampling has been suspended by DOE during the COVID-19 outbreak.
- Removal of sludge from the storage lagoon remains the most urgent issue at this facility.

Miscellaneous

Flows

- Influent total flow = 2.770 MG
- Average daily flow = 0.092 MG
- Max daily flow = 0.109 MG
- Total gallons wasted = 56,400 gallons

Clerk/Treasurer Council Meeting Report May 12, 2020

Budget:

- **Current status is:**
 - **Total revenues are 17.9% of projections**
 - **Total expenditures are 26.2% of projections**
 - **Target: 35.4%**

 - **General Fund revenues: 28.1% of projections**
 - **General Fund expenditures: 35% of projections**

- **Grants and Other Funding:**
 - **Creative District**
 - Application Received by ARTS
 - **City Hall Renovation**
 - DAHP review
 - **CDBG/Quarry Pool Renovation:** New contractor located
 - **2019 CDBG Grant:**
 - Awaiting contract from Thurston County
 - **SWWAAIP**
 - Contract awarded; projected start date: June 1, 2020

Other Than Budget

- **Strategic Visioning Workshop (Council Getaway)**
 - On hold