



Town of Yacolt
Council Meeting Agenda
Monday, January 07, 2019
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Minutes of Previous Meeting(s)

1. Approve Minutes from previous meeting
2. Approve Public Hearing Minutes

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Old Business

New Business

3. Approve Resolution 579
4. Discuss Mayors meeting with Schindler
5. Audit Exit Letter
6. NCLL Letter

Public Works Department Report

Town Clerk's Report

Council's Comments

Mayor's Comments

Attorney's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn

**Town of Yacolt
Council Meeting Minutes
Monday, December 17, 2018
7:00 PM
Town Hall**

Call to Order

Mayor Pro Tem Bryant called meeting to order at 7:06 pm.

Flag Salute

Roll Call

PRESENT

Council Member Tami Bryant
Council Member Amy Boget
Council Member Malita Moseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Public Works Director Bill Ross
Clerk Dawn Salisbury

ABSENT

Mayor Vince Myers

Late Changes to the Agenda

None

Minutes of Previous Meeting(s)

1. Approve 12-3-18 Draft Minutes

Motion made by Council Member Noble, Seconded by Council Member Boget.
Voting Yea: Council Member Boget, Council Member Noble, Council Member Rowe-Tice
Voting Abstaining: Council Member Moseley

Brent with Friends of the Library thanked council for getting work done on the awning project.

Old Business

2. Approve Ordinance 572 Adopting 2019 Budget

Discussion about overstatement of wages and benefits in 3 areas. Clerk stated could pass and make budget amendment to fix overstatement. Council preferred to have it fixed and wanted to schedule public hearing. Clerk suggested having special meeting after regular meeting. Special meeting will be held after regular meeting.

New Business

3. Nuisance Information

Nuisance Ordinance Committee created consisting of Clerk Salisbury, Council Member Bryant, and Council Member Moseley to review and update nuisance ordinances.

Citizen Tim Barbieri felt he was singled out about his nuisance letter. Council assured him he was not. Clerk Salisbury thanked him for his quick response to his nuisance letter.

Public Works Department Report

Both welcome to Yacolt signs are up. Clarence and Marty Goff donated logs and Mark Miller donated log work. Working on CDBG sidewalk project. Hoag sidewalk repair has been completed. Lowered grade at library and added gravel to help protect building. Terry Gardner working on awning. Dave Josephson working on sealer for library building.

Town Clerk's Report

None

Council's Comments

Council Member Noble gave update on CTRAN. Working closely with other representatives. Council Member Boget working on Facebook page for Town. Having issues getting it set up. Will continue to work on it.

Mayor's Comments

Mayor Pro Tem Bryant wished everyone a Merry Christmas and a Happy New Year.

Attorney's Comments

None

Pay Bills on Behalf of the Town

001 Current Expense	\$4,918.68
101 Streets	\$5,246.08
103 Cemetery	\$38.54
403 Storm Water	<u>\$861.16</u>
	\$11,064.46

Claims: Check # 16710 - 16718 \$5,037.66
 # 16720 - 16722
Payroll: \$6,026.80

Motion to approve bills with 2 exceptions. Mayor Myers approved to pay US Bank Corp bill for \$1444.69 to avoid late fee. Reflector bill held for copies of invoices.

Motion made by Council Member Boget, Seconded by Council Member Moseley.
Voting Yea: Council Member Boget, Council Member Moseley, Council Member Noble
Voting Nay: Council Member Rowe-Tice

Adjourn

Mayor Pro Tem Bryant adjourned Meeting at 7:38 pm.

Vince Myers, Mayor

Dawn Salisbury, Clerk

DRAFT

Town of Yacolt
Special Public Meeting Minutes
Monday, December 17, 2018
8:02 PM
Town Hall

Call to Order

Mayor Pro Tem Bryant called meeting to order at 8:02 pm.

Roll Call

PRESENT

Council Member Tami Bryant
Council Member Amy Boget
Council Member Malita Moseley
Council Member Herb Noble
Council Member Rhonda Rowe-Tice
Clerk Dawn Salisbury

ABSENT

Mayor Vince Myers
Public Works Director Bill Ross

2019 Budget Ordinance 572

Discussed overstatements of benefits in Streets, Stormwater and Roadside. Clerk Salisbury informed council incorrect figures can be fixed/adjusted with a budget ordinance amendment.

Motion to approve Budget Ordinance 572 made by Council Member Boget, Seconded by Council Member Moseley.

Voting Yea: Council Member Boget, Council Member Moseley

Voting Nay: Council Member Noble, Council member Rowe-Tice

Voting Yea: Mayor Pro Tem Bryant to break the tie

Adjourn

Mayor Pro Tem Bryant adjourned Meeting at 8:18 pm.

Vince Myers, Mayor

Dawn Salisbury, Clerk

RESOLUTION # 579 AUTHORIZING INVESTMENT
OF _THE TOWN OF YACOLT_ MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, _The Town of Yacolt_, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the _The Town of Yacolt, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by Dawn Salisbury, Town Clerk, and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates the Town Mayor, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the Town Council, of the The Town of Yacolt, State of Washington on this 7th day of January 2019.

Vince Myers, Mayor

Dawn Salisbury, Clerk Town of Yacolt

Town Copy



Schindler

Schindler Inspection

SCHINDLER ELEVATOR CORPORATION

1530 Timberwolf Drive
Holland, OH 43528-9161
Phone: 419-867-5189
Fax: 419-867-5176

Date: August 20, 2012

Estimate Number: LHUS-8PXSL7 (2012.3)

To:
Yacolt Town Hall
202 W Cushman St
Yacolt, WA 98675

Building Name:
Yacolt Town Hall

Attn: Pete Roberts

EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application	Description	Rise/Length		Capacity	Speed	Install#
					Openings				
				Yacolt Town Hall 202 W Cushman St Yacolt, WA 98675					
1	Schindler	Hydraulic Passenger		ELEV 01	2F/0R		2100	125	G0579

SCHINDLER ELEVATOR CORPORATION ("Schindler", "we", "us") 1530 Timberwolf Drive, Holland, OH 43528-9161, and YACOLT TOWN HALL, 202 W Cushman St, Yacolt, WA 98675 ("you") agree as follows:

INSPECTION COVERAGE

We will:

- Periodically examine, lubricate, adjust, and as needed, recommend the repair or replacement of the Equipment
- Report to you any necessary repairs discovered by us in the performance of such inspections
- Upon your request, provide you with a proposal for necessary repairs at our standard billing rates
- Perform safety testing

TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	Pressure/Relief Valve	Annually

Our testing responsibilities do not include fees or changes imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

ADDITIONAL COVERAGES

We will remotely monitor (if applicable) those functions of the Equipment described above which are remote monitoring capable. Our remote monitoring system ("SRM") will automatically notify us if any monitored component or function is operating outside established parameters. We will then communicate with you to schedule appropriate service calls. Monitoring will be performed on a 24 hour, 7 day basis and will communicate toll free with our Customer Service Network using dedicated elevator telephone service. The operation and monitoring of SRM is contingent upon availability and maintenance of dedicated elevator telephone service. You have the responsibility to install, maintain and pay for such telephone service, and to notify us at any time of any interruption of such telephone service. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

HOURS OF SERVICE

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services do not include callbacks during regular or overtime hours. If you authorize services outside the scope of this agreement, or callbacks at any time, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel.

TERM

This Agreement commences on September 13, 2012, and continues until September 12, 2018, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

PRICE

In consideration of the services provided hereunder, you agree to pay us the sum of \$70.00 per month, payable in annual installments of \$840.00, exclusive of applicable taxes, unless another payment frequency option is selected below.

PRICE ADJUSTMENT

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

PAYMENT OPTIONS

(1) Please select a Method of Payment:

Direct Debit 1% Discount (Attach Copy of voided check)

Credit Card 3% Addition

Visa MC AMEX

Number: _____

Expiration Date: _____

Signature: _____

Check

Other: _____

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual 1% Addition

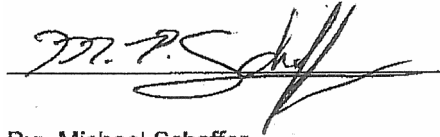
Quarterly 3% Addition

Monthly 5% Addition

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:



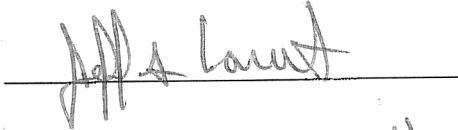
By: Michael Schaffer

For: Schindler Elevator Corporation

Title: Sales Representative

Date: August 20, 2012

Accepted:



By: Jeffrey S. Carothers

For: Yacolt Town Hall

Title: Mayor

Date: 9-19-12

Approved:

By: Gray Horton

Title: District Manager

Date: _____

TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one-half the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; adverse premises or environmental conditions, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
 - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
 - (b) Termination of the Agreement on ten (10) days prior written notice; and
 - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.
8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software (which is subject to a limited license for use in this building/premises/ equipment only), modems, source/ access/ object codes, passwords and the Schindler Remote Monitoring feature ("SRM") (if applicable) which we will deactivate and remove if the Agreement is terminated.

10. You will prevent access to the Equipment, including the SRM feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SRM, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SRM output, nor for claims arising from acts or omissions of others in connection with SRM or from interruptions of telephone service to SRM regardless of cause. You agree that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

SPECIAL CONDITIONS

The following additional terms and conditions are incorporated:

Annual Price Adjustments Will Be Capped at 3%

NOTE: This Inspection Report is a list of repairs you must complete by **09-03-2018**.

Be sure to complete the following steps once all findings have been repaired:

- Check the box next to each repaired finding
- Sign and date the below
- Send to the Labor and Industries Elevator Program via mail or email:

Mailing Address:

Elevator Program
Washington State Department of Labor & Industries
P.O. Box 44480
Olympia, WA 98504-4480

E-mail:

ElevatorSect@Lni.wa.gov

Inspection findings

The checked box indicates the repairs have been completed.

- THIS CONVEYANCE HAS BEEN INSPECTED AND THE FOLLOWING DISCREPANCIES WERE NOTED AND SHALL BE CORRECTED WITHIN 90 DAYS. WHEN CORRECTIONS ARE COMPLETED PLEASE INDICATE IN THE BOX PROVIDED NEXT TO EACH DISCREPANCY THAT IT HAS BEEN COMPLETED. UPON COMPLETION OF ALL CORRECTIONS, OWNER, PLEASE DATE AND SIGN BELOW AND RETURN A COPY OF THIS REPORT TO OUR OFFICE BY THE DUE DATE.

A002

- Correction required

ADDL A17.1-2.14.1.9.1(a) Note: Tighten handrails in cab.

A17.1b-1968 through A17.1-1971 require means of two-way conversation on automatic elevators having a travel of 65 feet or more or a distance exceeding 15 feet between landings. A17.1-1978 and later editions require means of two-way conversation on all automatic elevators. They are also required to operate in case of failure of the normal building power supply. In buildings in which a building attendant (building employee, watchperson, etc.) is not continuously available to take action when the required emergency signal is operated, the elevators shall be provided with a means within the car for communicating with or signaling to a service which is capable of taking appropriate action when a building attendant is not available. Documentation must be present indicating maintenance and testing are achieved per ASME A17.1-8.6 and 8.11. See below rules for operational and physical function. WAC 296-96-02525 ANSI A117.1 Accessibility code A17.1d-2000 and earlier editions — 211.1 A17.1-2000 and later editions — 2.27.1 (Note 30 second 24/7 response required). Inspectors

ITEM INSPECTED

Inspection ID: 672355
Conveyance ID: 108974
Location: Car 1
Yacolt Town Hall
202 W. Cushman St.
Yacolt, WA 98675

INSPECTOR

Pyne, Don

Page 2 of 4

NEEDS
PHONE
FIXED
Complete
AS



noted discrepancies below

1.6b A17.1-2.27 Note: Make phone operate per code.

Correction required

ADDL A17.1-8.6.4.9 Note: Remove rags from car top.

Correction required

ADDL A17.1-8.6.4.7 Note: Remove combustibles from pit.

Check that the access door is maintained in the closed and locked position. It must be self-closing and openable from the inside without a key. Check that the door is self-locking. Documentation must be present indicating maintenance and inspection are achieved per ASME A17.1-8.6 and 8.11. See A17.1d-2000 and earlier editions — 101.1a, 101.3a, 101.3b, 101.3c, 101.3d A17.1-2000 and later editions — 2.7.1.1, 2.7.3.1, 2.7.3.2, 2.7.3.3, 2.7.3.4, and 8.11.2.1.2(a) and WAC 296-96-23121. Inspectors noted discrepancies below

2.1b A17.1-8.6.4.8.4 Note: Make machine room door self closing and self locking per code.

Correction required

ADDL A17.1-8.6.1.6.3, WAC 296-96-23603 Note: Provide up to date wiring diagrams detailing all circuits...

Check that the relief valve PSI setting is within 125% -150% of working pressure. Check that the annual relief valve test is documented on the MCP test log in machine room and test tag on the controller. The tag shall be attached in a permanent manner and indicate the date of the test and the person and firm that performed the test. A maintenance log shall be kept to verify compliance with 8.6. Relief valves having exposed pressure adjustments must have their means of adjustment sealed after being set to the correct pressure. The relief valve must be sealed to prevent tampering. If the means of sealing the valve is not intact, test adjustment and sealing must be required, (an online form is provided when adjustment is necessary). Examine for evidence that an annual relief valve test has been performed. If compliance is not assured, the test will be performed in the presence of the inspector. Owner This test is to be performed on or near the anniversary of the last test. They are to be on a 12 month (category 1) cycle. See ASME A17.1 8.6.5.9 and 8.6.5.14.1. Inspectors noted discrepancies below

2.31a A17.1-8.6.5.9 Note: Perform relief valve test, seal and document.

Correction required

ADDL A17.1-8.6.1.4 Note: Provide written maintenance logs.

Correction required

ADDL A17.1-8.6.1.2.1 Note: Provide written maintenance procedures.

Correction required

ADDL A17.1-8.6.5.7 Note: Provide an Oil log.

Correction required

ADDL A17.1-8.6.11.5 Note: Provide emergency evacuation procedures.

Correction required

ITEM INSPECTED

Inspection ID: 672355
Conveyance ID: 108974
Location: Car 1
Yacolt Town Hall
202 W. Cushman St.
Yacolt, WA 98675

INSPECTOR

Pyne, Don

ALREADY
ON SITE
IN CONTROLLER
POCKET

Complete
Still
NEEDS



STILL NEEDS
IMPLEMENTED
STILL NEEDS FULL LOAD TEST
I WILL COME BACK AND DO THIS

- ADDL A17.1-8.6.11.2 Note: Make Two-Way Communication operable.**
Correction required
- ADDL WAC 296-96-23610(3) Perform fire service testing including heat and smoke.**
Correction required
- ADDL WAC 296-96-02480(e)(ii)/NFPA Note: Provide a shunt trip indicator light in the machine room adjacent to the disconnect.**
Correction required
- ADDL A17.1-8.6.5.14 Note: Perform and document all category 1 tests.**
Correction required
- ADDL A17.1-8.6.5.16.5 Note: Perform test and document category 5 test, (overspeed valve).**

Question? Contact the Elevator Program at 1-800-705-1411, or ElevatorSect@Lni.wa.gov.

Name: Rory BRENDRO

Date: 7/3/18

ITEM INSPECTED

Inspection ID: 672355
Conveyance ID: 108974
Location: Car 1
Yacolt Town Hall
202 W. Cushman St.
Yacolt, WA 98675

INSPECTOR

Pyne, Don



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Town of Yacolt

For the period January 1, 2015 through December 31, 2017

Published December 13, 2018

Report No. 1022773





**Office of the Washington State Auditor
Pat McCarthy**

December 13, 2018

Mayor and Town Council
Town of Yacolt
Yacolt, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Town operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our independent audit report on the Town's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

TABLE OF CONTENTS

Audit Results.....	4
Information about the Town	5
About the State Auditor's Office.....	6

AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In most of the areas we examined, Town operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources.

As referenced above, we noted certain matters that we communicated to Town management and Mayor and Town Council in a letter dated December 4, 2018, related to financial operations. We appreciate the Town's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of the Town of Yacolt from January 1, 2015 through December 31, 2017.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved performing procedures to obtain evidence about the Town's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, based on our risk assessment for the years ended December 31, 2017, 2016 and 2015, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Accounts payable transactions – general disbursements, employee reimbursements, credit cards, board review and approval
- Payroll – recalculation of gross wages, verification of leave balances and accruals, leave cash-outs, cessation of benefits
- Cash receipting – timeliness and completeness of deposits, adjustments, voids
- Procurement – architectural and engineering services and public work projects
- Treasury activity – legality of investments
- Safeguarding of theft-sensitive assets, such as tablets
- Open public meeting minutes

INFORMATION ABOUT THE TOWN

The Town of Yacolt, incorporated in 1908, serves approximately 1,800 Clark County citizens. The Town provides services including cemetery, parks, street maintenance, permits and general administrative services. Police services are provided by contract from the Clark County Sheriff's Office.

An elected, five-member council and a separately elected mayor govern the Town. The Council appoints management to oversee the Town's daily operations and employees. For 2015, 2016 and 2017, the Town had annual operating revenues of \$697,213, \$942,073 and \$1,151,109, respectively.

Contact information related to this report	
Address:	Town of Yacolt P.O. Box 160 Yacolt, WA 98675
Contact:	Dawn Salisbury, Clerk
Telephone:	(360) 686-3922
Website:	www.townofyacolt.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Town of Yacolt at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov