



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

March 19, 2018
6:00 p.m.

PRELIMINARY AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Confirmation of Appointment of Library Director Ruth Barefoot (Action)
 - b. Mayor's Award of Excellence for Community Service
 - c. Public Safety Committee
 - d. Finance Committee
 - e. Skagit County Law & Justice Council
 - f. Public Works Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of March 12, 2018
 - b. Approval of Claims in the amount of: \$597,887.79
 - c. Street Fair Application: Waterfront Festival & Car Show
6. **Public Hearings**
7. **Other Business**
 - a. * Ordinance 3023: Amending AMC Subsection 13.08.020, Wet Industrial GFC Calculation (Discussion/Possible Action)
 - b. Contract Award: Telemetry Upgrades Phase C, 14-009-IDS-005 (Action)
 - c. Contract Award: Alum Treatment of Heart Lake (Action)
 - d. * Agricultural Irrigation Water (Discussion)
8. **Adjournment**

Per Resolution 1949, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.
For assistance with special needs, please contact Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning March 26, 2018



Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

March 26, 2018

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium (Discussion) - Finance, Public Works
- Contract Award: Operations Building Electrical Upgrades (Discussion/Possible Action)
- Contract Modification: NoaNet Phase 3 (Discussion/Possible Action)
- Contract Modification: NoaNet Pilot Zone Design (Discussion/Possible Action)

April 2, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion (Discussion)
- Public Works Quarterly Update (Discussion)
- Contract Modification: NoaNet - West End Telemetry System (Discussion/Possible Action)

April 9, 2018

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium - Continued from March 26 (Discussion) - Admin Services, Legal, Planning, Police, Fire, Parks, Library, Museum

April 16, 2018

- Pavement Management Program Update (Discussion)
- Municipal Fiber RFQ Finalist Presentations (Discussion)

April 23, 2018

- Municipal Fiber ISP Model Decision (Action)
- Presentation from HAM Radio and CERT Organizations (Discussion)

May 7, 2018

- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 14, 2018

- Closed Record Decision Hearing, "A" Dock Replacement & Reconfiguration, Shoreline Substantial Development Permit, Port of Anacortes, SDP-2018-0002

May 21, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Mar 19, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Planning, Monday, Mar 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 2, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison Committee, Tuesday, Apr 3, 2018, 8:30 AM, City Hall
- Skagit County Population Health Trust, Thursday, Apr 5, 2018, 8:30 AM, Mount Vernon
- Housing Affordability & Community Services, Thursday, Apr 5, 2018, 1:30 PM, City Hall
- Planning, Monday, Apr 9, 2018, 5:00 PM, Main Conference Room, City Hall



Office of the Mayor
904 6th Street
Anacortes, WA 98221
360-299-1950 phone

Memo

To: City Council
From: Mayor Gere
CC: Emily Schuh
Date: March 13, 2018
Re: Library Director Confirmation

On Monday March 19, 2018 I will ask for your confirmation of my appointment of Ms. Ruth Barefoot as the City of Anacortes' Library Director. The selection process included a candidate presentation to library stakeholders followed by a community open house. The following day Library Board of Trustees members Dave Duck and Nick Alphin, Councilmember Anthony Young, Library staff members Jeff Vogel and Cheri Noyes, Administrative Services Director Emily Schuh, and I participated in the oral board interviews.

Following an extensive selection process Ms. Barefoot was selected for the position. Ms. Barefoot brings years of progressively responsible librarian and management experience to the position of Library Director.

Should you have any questions, please do not hesitate to contact me prior to the council meeting.



City of Anacortes

P.O. Box 547, 904 6th Street, Anacortes, WA 98221
(360) 299-1970 | FAX (360) 299-1982 | www.cityofanacortes.org

APPLICATION FOR EMPLOYMENT

The City of Anacortes is an equal opportunity employer. All applicants will be considered regardless of race, color, national origin, creed, religion, sex, age (over 40), pregnancy, marital status, physical or mental disability, genetic information, gender identification, sexual orientation, gender identity or status as an honorably discharged veteran, or any other class protected by federal, state, or local law. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resource Department.

Instructions:

Please type or print clearly in ink. Each question should be answered completely and accurately. Applicants are required to fill out a separate application for each position for which they apply. A completed City of Anacortes application is required for all positions; resumes may be submitted but will not be accepted as a *substitute* for a completed Employment Application. Please answer each question completely; unsigned or incomplete applications will not be considered. Verification of eligibility to work in the U.S. will be required if an employment offer is made.

GENERAL INFORMATION:

Name: Ruth Barefoot		
Please list any other name(s) used during employment or education: N/A		
Address: [REDACTED]		
City: Anacortes	State: WA	Zip: 98221
Phone number: [REDACTED]	E-mail: [REDACTED]	
Driver's License Number: [REDACTED]	State: [REDACTED]	Exp. Date: [REDACTED]
List specific position applying for: LIBRARY DIRECTOR		
Where did you learn of this opening? City News/Website		
Have you filed an application here before? ☐ Yes ☒ No if yes, give date:		
Have you been employed here before? ☐ Yes ☒ No if yes, give date:		
Are any of your relatives presently employed with the City of Anacortes: ☐ Yes ☒ No		
If yes, please provide names of relatives, their positions, and departments:		

Do you have any commitments or other conflicts that would affect your promptness and/or regular attendance for this position? ☐ Yes ☒ No If yes, explain:

Have you ever been discharged or requested or forced to resign from any position because of misconduct or unsatisfactory service? ☐ Yes ☒ No. If yes, explain:

Date available for work:

Will accept: Regular Full Time ☒ Regular Part Time ☐ Shift Work ☐ Temporary ☐
Seasonal

Are you at least 18 years of age? ☒ Yes ☐ No

Can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins? ☒ Yes ☐ No

EDUCATION AND TRAINING:

School	Name & Location	Major Course of Study	Degree Received
High School	Baker High School, Baker, MT	General	☒ Diploma ☐ GED
Undergraduate	University of Montana, Northern Montana College	Elementary Education	Bachelor of Science
Graduate	San Jose State University, San Jose, CA	Library & Information Science	Masters of Library & Information Science
Vocational/Technical			

Related Certificates or Licenses:

Other related seminars or training:

LANGUAGE SKILLS:

	Speak	Read	Write
Language: <u>English</u>	☒	☒	☒
Language: _____	☐	☐	☐

EMPLOYMENT HISTORY:

Starting with your current or most recent employer, please list your employment history, including military and voluntary service assignments. If you need more space, please use additional sheets.

Present/Last Employer: San Jose State University	May we contact? ☒ Yes ☐ No
Address: One Washington Square	Hours per week: Contract, 2 hrs/wk
Phone Number: (408) 924-2491	Date Started: Aug 2014
Title/Position: Lecturer for School of Information, Masters program	Date Ended: current

Name & Title of Supervisor: Sandra Hirsh, Professor and Director of School of Information	Final Salary: \$ contract
Specific Duties: Teach and instruct students in the MLS program for INFO 232 Issues in Public Libraries (semester 3-unit), and INFO 282 Management Seminar: Change Management (1 unit, 5 wks)	
Reason for leaving: currently teaching Fall & Spring Semesters	

Next Employer: City of Santa Barbara, Library	May we contact? ☒ Yes ☐ No
Address: 40 East Anapamu St., Santa Barabara, CA 93101	Hours per week: 40
Phone Number: (805) 564-5602	Date Started: 9/2015
Title/Position: Supervising Librarian	Date Ended: 3/2016
Name & Title of Supervisor: Jessica Cadiente, Library Director	Final Salary: \$ 76/hr
Specific Duties: Mentor and develop employees to build organizational capacity, encourage collaboration across City, facilitate team performance and individual accountability, develop communication and shared vision, build project management skills, strategic development, instill excellent customer service both internal and external, model expertise in data-driven analysis and evaluation, share best practices, anticipate trends.	
Reason for leaving: relocate to the northwest to buy a home	

Next Employer: City of San Jose, Library	May we contact? ☒ Yes ☐ No
Address: 150 E. San Fernando St., San Jose, CA 95112	Hours per week: 40
Phone Number: (408) 808-2150	Date Started: 10/1993
Title/Position: Senior Librarian	Date Ended: 3/2015
Name & Title of Supervisor: Katie DuPraw, Division Manager	Final Salary: \$ 54/hr
Specific Duties: Manage assigned units including staff development, onboarding and mini-conference model, Innovations Manager, 13 branches over time, special projects. Design Team Member designed and built 17 branches using new service model, single service point initiative, automated materials handling using LEAN, customer service training using LSTA grant led findings, consulting nationwide. Strategic thinker on Library Management Team, Collection Advisory Team, Team on staffing rebalancing. Created Job descriptions, job evaluations, job training standards for multiple service levels, more than 40 hiring panels.	
Reason for leaving: Retirement and seeking new challenges	

Next Employer: Santa Clara County District	May we contact? ☒ Yes ☐ No
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Address: 1370 Dell Ave., Campbell, CA 95008	Hours per week: 20-40
Phone Number: (408) 292-2326	Date Started: 2/1979
Title/Position: PT Librarian	Date Ended: 10/1993
Name & Title of Supervisor: Julie Dowrymple	Final Salary: \$ 16/hr
Specific Duties: Provide collection and programming expertise to county library communities through reference, reader's advisory, young adult and children's services.	
Reason for leaving: seeking full-time employment	

Please explain any break in employment history: 6/2015 to 7/2015 went back to work for SJPL to assist with staff reduction analysis, staff onboarding of COMEVO product testing and evaluation, co-creation of Automated materials Handling RFP. Also, retirement offered me time to consult with University of the Pacific, Stockton in CA, and Bucks County Free Library in PA, and others.

JOB RELATED QUALIFICATIONS:

List any additional skills, abilities, volunteer activities, awards, trade, business, civic associations or any offices held or other experiences not included above that you feel are relevant to the job for which you are applying:

Current membership in American Library Association (ALA), Public Library Association (PLA)

Computer skills: ☐ None ☐ Beginner ☒ Intermediate ☐ Highly Proficient

List systems and software used:

Microsoft suite (Word, Excel, Powerpoint), Millenium and Horizon LSI's, Peoplesoft, Canvas and Blackboard Collaborate, Comevo, Camtasia, ZOOM, Prezi, Google Docs

List any additional information which may more fully describe your qualifications and capabilities:

Library Consultant since 2001 around US and Canada. Work includes professional speaker and trainer for all staff including executive training, union representatives, and support personnel. Provided extensive consultation for development of new service models, library space reconfiguration and redesign, architectural consultation and design and construction documentation, operational efficiencies.

PROFESSIONAL REFERENCES:

Please list three work-related references that have knowledge of your character and abilities, in addition to the supervisors listed in the Employment History Section. **Do not list relatives.**

1	Name: Carol Frost	Job Title: CEO Pacific Library Partnership, Executive Director of Peninsula Library System
	Employer: Pacific Library Partnership Peninsula Library System	Relationship: Previous supervisor
	Address: 2471 Flores St., San Mateo, CA 94403	Phone Number: (650) 867-8355
	E-mail address: frost@plpinfo.org	Years known: 12

2	Name: Jessica Cadiente	Job Title: Library Director
	Employer: City of Santa Barbara	Relationship: previous supervisor
	Address: 40 E. Anapamu St., Santa Barbara, CA 93101	Phone Number: (805) 564-5602
	E-mail address: jcadiente@santabarbaraca.gov	Years known: 3

3	Name: Gordon Yusko	Job Title: Asst. Director Community Engagement
	Employer: Irving K. Barber Learning Centre, University of British Columbia	Relationship: previous supervisor
	Address: Vancouver, BC Canada V6T121	Phone Number: (604) 822-2298
	E-mail address: gordon.yusko@ubc.ca	Years known: 17

Acknowledgements

Accuracy of Information. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

Information Release. I authorize the City of Anacortes to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to the City of Anacortes. I also release the City of Anacortes from all liability that might result from checking such references.

Drug Testing. A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Application Status. I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from the City of Anacortes and still wish to be considered for employment, it will be necessary to fill out a new application.

In the event of my employment with the City of Anacortes, I will comply with all rules, regulations, and policies set forth in the City's Personnel Policies or the communications distributed by the City. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

AT-WILL EMPLOYMENT. I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT AT THE CITY OF ANACORTES IS "AT-WILL" AND MAY BE TERMINATED BY ME OR BY THE CITY OF ANACORTES AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. I UNDERSTAND THAT NO EMPLOYMENT OFFER IS BEING MADE BY THE CITY OF ANACORTES AT THIS TIME. I ALSO UNDERSTAND THAT NOTHING IN THIS APPLICATION IS

INTENDED TO IMPLY OR CREATE AN EMPLOYMENT CONTRACT AND THAT NO CITY OF ANACORTES REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

Signature: Ruth Barefoot



Date: 1/17/2018

☒ By checking this box, I am providing the electronic equivalent of my signature and assert that I have read, understood and agree that the information in this employment application is true and correct to the best of my knowledge.

Authorization to Past Employer, School, or Other Institution to Release Information

I have applied for employment with the City of Anacortes. As part of the application process the City of Anacortes conducts a reference check.

I therefore authorize and request that you furnish relevant, job-related information to the City of Anacortes and/or its agents in connection with this application.

I release from liability and I agree not to assert any claims or causes of action against all persons, corporations, and organizations supplying this information to the City of Anacortes and/or its agents. A photocopy of this authorization is as effective as the original.

Signature: Ruth Barefoot



Date: 1/17/2018

☒ By checking this box, I am providing the electronic equivalent of my signature and assert that I have read, understood and agree that the information in this employment application is true and correct to the best of my knowledge.

For Human Resources use only:

Interviewed by:	Date: __/__/__
Result:	
Notified by:	Date: __/__/__

Ruth Barefoot

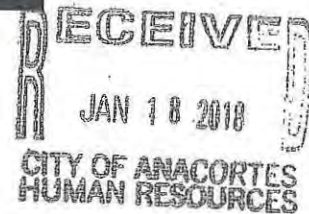
January 15, 2018

Mayor Gere

City of Anacortes

904 6th St., P.O. Box 547

Anacortes, WA 98221



Dear Mayor Gere:

It is a pleasure to apply for the position of Library Director for the City of Anacortes. I have over 13 years of progressively responsible management experience with an additional 13 years of progressively responsible librarian appointments. My talents and skill set are a perfect fit for this position.

I received a Bachelor of Science degree from Northern Montana College with a Major in Elementary Education. After raising my son during his formative years while running a successful home daycare I went back to school full-time to earn a Master's degree in Library and Information Science from San José State University. My first professional library job was at Santa Clara Public Library in California as their first outreach librarian. I partnered with caregivers and schools to offer programs to youth. My first experience working with libraries was at the age of 16 working in Montana; but this professional experience truly "hooked" me on the power of libraries and their transformative nature.

After having worked three years at Santa Clara Public Library and two years at Santa Clara County Libraries, I was hired at San José Public Library System (SJPL) and worked for 23 years. Highlights include:

- Young Adult Librarian, Children's Librarian, Manager
- Library Design, Reconfiguration, Project Management, Special Projects, Staff Development, Collection Development, Budgeting, Grant Writing, and management training and development
- Managed various branches with over a million circulation
- Directing librarians and other staff by overseeing public service, materials management, volunteer programs, budgeting, outreach, branch openings, new programs and service implementations, webpage design, and new technologies.

Working for the library of the tenth largest city of the United States, I was fortunate to obtain a breadth of experience in change management that includes:

- Innovations Services Manager to transition all staff to embrace their changing role in the library
- Led 1-on-1 conversation with front-lines staff all the way to executive level leaders
- Took calculated risks that impacted organizational change to better align with library goals
- Fostered organizational readiness in the on-going change our profession was facing
- Problem-solver for each conversation, which promoted buy-in at the individual level
- Developed new tools to keep up to date with trends that made a fluid (as much as possible) transition from the old way of doing things to a different way

- Member of the rebalancing team that applied staff savings and realigned staff to take advantage of the new tools, new technology, new skills and new opportunities
- Coach, leader, facilitator, catalyst, supervisor, visionary and learner

I have learned that I do not have all the answers but I do have a clear vision of success. I encourage everyone to get into the conversation. In these conversations I have articulated the differences of old and new ways, by sharing clear expectations, by providing a track for personal accountability, by sharing a measurement for review and success. These are the tools that enable all of us to be the change leaders we seek among our staff. And when we model these leadership qualities we foster the climate for change to take root and flourish.

I led many policy and procedure revisions after piloting new ways of doing things, refining and developing best practices, training and making sure staff could operate in alignment with new organizational changes. These policies and procedures include:

- direct customer service
- laptop lending
- STEM and alternative rotating storytime box program
- staff scheduling
- librarian time scheduling
- automated materials handling
- materials labeling
- materials shelf-ready processing
- check in processing
- signage guidelines
- print and online ready reference collection
- community room booking and equipment rental
- food and drink
- merchandizing
- librarian social media communication and marketing
- outreach engagement

I have been very fortunate to have received executive management training in "Art and Practice of Leadership" when at the City of San José. I enjoy learning new skills and feel my skill set will be well suited for this position. Highlights include:

- Led hiring panels, 80+ librarian hires, identifying and molding a staff team better prepared to meet the changing community needs.
- Library Management Team member, the strategic steering committee for the San José Public Library system prioritizing the system's efforts annually that impacted all library units and departments, other City departments, San José State University partnership, and grant collaborators.
- Lead and co-lead Library Services and Technology Act (LSTA) grants with internal and external partners to study organizational change in libraries focused on customer service, signage, and self-directed library use. Many of these grants were multi-year relationships. Our findings were identified and best practices were implemented systemwide and through the State Library.
- Lead and co-lead Collection Development Advisory Team, aligning materials budget to our service model priorities of "Customer First" thinking. Changing economies demanded we shift gears to accommodate the lush or lack of funds, from \$2.5 million to over \$4.2 million budget, always applying data-driven decisions.
- Lead exploration of new and emerging trends and implemented innovations in staff and customer kiosks, children's and young adult library design layout and hands-on learning, materials

management such as the shift from tape to disc technology, funding downloadable and streaming collections, and promoted the piloting of new vendors, to name a few.

- Developed the first SJPL single service point desk design used in all branch libraries, which subsequently became the standard mobile/single service point for many other library systems.
- Constantly scanning the environment for innovative applications and staying abreast of trends.
- Co-lead with the facilities manager to automate materials handling across the system using the LEAN Management strategies, streamlining services and reduced staffing on repetitive work.
- Member of strategic team to redeploy our freed-up staff that better aligns with new organizational objectives; increasing staffing for direct customer service, especially outreach opportunities. Staff approval ratings were highly supportive and saw that they had more time to do other tasks.
- Member of the Design Team for the Library's \$212m Bond as the librarian expert on the "look and feel" and function of 17 new libraries in 12 years.
- Attended over 40 San José community meetings that analyzed community needs.
- Applied Branch Facilities Master Plan and refined a Building Program specific to each branch library.
- Worked directly with elected officials, public works department, finance department, redevelopment agency, and parks and recreation department. Facilitated various meetings to determine library services.
- Rewriting the evolving policies and procedures to fold into a cohesive but unique branding of the San José Way Service Model, a leading contributor to why SJPL won the Library of the Year Award in 2004 and in 2011, the National Medal for Museums and Library Service, the nation's highest honor.
- First ever library consultant for San José Public Library, providing consultation to other libraries anxious to understand the role of change in their library and the best practices to learn, and pitfalls to avoid. Over 50 clients in U.S. and Canada.

I continued this consulting service after I retired from SJPL in 2015 through my business consulting, Barefoot Libraries. When looking for new challenges, I was offered a Supervising Librarian position in Santa Barbara that was to last only two weeks but ended up more than a five-month appointment. I consulted with Santa Barbara Public Library in 2009 and when they contacted me in 2015 they were "stalled out" in their change process due to executive staff retiring and a lack of leadership among intermediate staff. Taking this work up was a labor of love and they are now seeing success in many areas of their operation. I led:

- Discussions, pilots, and implementations on service model innovations, self-directed environments, technology application on web design, and backroom reconfiguration.
- Project management skill development among key staff
- New staff evaluation structure after reviewing City HR and Union parameters, communicating new expectations for all staff, building organizational capacity, especially supervisory staff, often one "fierce" conversation at a time.
- Scheduling best practices, moved to single online scheduling for all departments
- Streamlined materials processing in technical services and in circulation departments
- New staffing model that fostered an environment where change is accepted, fun, brings interest, and solves challenges in how we do business.

As a San José State University Lecturer for the iSchool, a fully online Master degree program for Information Science students, I teach Fall and Spring semesters INFO 232: Issues in Public Libraries, which explores trends impacting public libraries. I also teach Fall Semesters, INFO 282: Management Seminar in Change Management.

I believe the Library Director position strongly represents my community focus to lead significant changes, which are required by the community members we serve. Having read the minutes from the Library Board of Trustees meetings, it is clear that the library remains strong, and is moving through

several processes, including the strategic plan. Having worked on other strategic plans I understand that setting a course can be challenging and exciting, and I can aid in this development. The breadth of diverse experiences over my career have been in predominantly complex organizations because of size, funding, and issues. Although Anacortes is a much smaller community, I would like to be a part of its future growth. Understanding how to navigate change successfully in these environments is key to working at the Anacortes Public Library, which is seen as the civic hub for learning and discovery. I would feel fortunate to be part of your City Management Team to foster true collaborative efforts among our City departments and community stakeholders. In summary, my skills and abilities are a great fit for this position. I have the management skills and existing connections to aid Anacortes in its future success.

Thank you for considering my application. If there is any additional information that I can provide please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ruth Barefoot". The signature is written in dark ink and is positioned above the printed name.

RUTH BAREFOOT

RUTH BAREFOOT

Love of Libraries

HIGHLIGHTED SKILLS

Led development first Mini-Con[ference] for 365 staff, designed, coordinated, evaluated, established best practices for annual Library Design Team Member 2004-2015. Designed and consulted through the construction phases of 17 San José Public Library Branches

Grant Coordinator for Signage Guidelines, Customer Experience LSTA grants in 2008, 2009

Special Projects Coordinator of RFPs for Automated Materials Handling and RFID installation and implementation and work with vendors on Staff Development

Lead for service model recreation and development resulting in award winning San José Way Service Model

Led design and development with design engineers for single service point prototype

Led projects partnering with CA State Library, Pacific Libraries Partnership, Godbe Research, and Califa

Online instructor: North Central Library Federation, Victoria, British Columbia, Canada 2015-2016 "Redesigning Library Spaces for Maximum Effect"

InfoPeople.org, California 2013 "Redesigning Libraries on a Shoestring: High Impact for Low Cost"

APPLICATION

Library Consultant

2000 – to Present aka Little Feet Literature DBA Barefoot Libraries

Adjunct Faculty | San José State University

2014 – Present Instructor in Change Management & Issues in Public Libraries

Supervising Librarian | Santa Barbara Public Library

2015-2016 Supervising Librarian

Senior Librarian | San José Public Library

2003 – 2015 Innovation Manager, Special Projects, Staff Development

EDUCATION

San Jose State University, San Jose, CA. Master of Library and Information Science, 1987

Northern Montana College, Havre, MT. Bachelor of Science, Elementary Education, 1981

University of Montana, Missoula, MT. Major, Social Work.

Additional Training

Graduate Art of Practice of Leadership. City of San Jose, 2010

Graduate Supervision and Management Academy. City of San José, 2003

Graduate Facilitator Academy, City of San José, 1998

PROFESSIONAL ORGANIZATIONS

American Library Association (ALA), Public Library Association (PLA)

REFERENCES

Jessica Cadiente, Director of Santa Barbara Library | Director of Santa Barbara County Libraries (805) 564-5602

Carol Frost, CEO of Peninsula Library Partnership | Executive Director, Peninsula Library System (408) 250.5302

Gordon Yusko, Assistant Director Community Engagement, Irving K. Barber Learning Center, Univ. of British Columbia (604) 822-2298

Job App 2 Questions – BAREFOOT

Question 1: What programs and services do you believe are essential in creating sustainable and innovative library services in the 21st Century? What challenges will stand in the way of success?

Expanding access to learning through the use of technology— including self-directed education— is probably the most influential trend in programs and services today. This is an urgent need because of the pace of technological change that impacts our organizations and their ability to react, communicate, design, test and implement quickly and effectively in our service responses. Our community members use the tools they have at hand, iPads and laptops to connect, learn, and discover. The sense of urgency in our response helps cross the divide between those with great access to education and discovery and those that struggle with those opportunities. For instance, organizations are developing App libraries connecting their communities and the associated wealth of information and services available, which are often free but unknown to potential users. Additionally, streaming and downloadable content is an essential format to any library to enable virtual users to work alternate hours from the library's traditional hourly schedule. In addition to these challenges of access and technology, studies have shown that youth have decreasing needs for hardcopy materials or the full script/text of research materials. We also know that students are using vocabulary that is new and of this century when they discover, play, learn, and explore.

This shift in service approach demands a change from physical collections and the “brick and mortar” framework to an information staff that can mobilize and facilitate this new learning and discovery where, when and how the users need it. There are big challenges around creating a *vision* and *communicating* that vision to *all staff* so they can help facilitate this organizational shift for our community information and learning. The vocabulary has to align as well with the new vision. Staff must emulate this new civic environment in all aspects of library service from front-lines activity to online portal development. Promoting an all-staff team that works together through creation of ideas, development, testing, implementation, evaluation and establishing best practices will illustrate success.

These successes will be available to teams when they utilize organizational change tools to create sustainable change. Understanding why change is necessary, taking part in how change transforms their daily tasks, and evaluating success for the user and staff teams help build a sustainable environment for change to take root. Doing this creates an environment where the team thrives for an on-going changing environment.

Job App 2 Questions – BAREFOOT

Question 2: Describe your experience in managing organizational change. Describe a successful transition experience –what made it successful? What do you find most challenging in times of transition, and how do you overcome those challenges?

As Manager of Innovation for the San José Public Library system I was asked to look at reconfiguring and possibly reducing all branch service desks to a single desk per facility for branches 25,000 square feet or less.

The following made it a successful transition:

- having a clear vision of what success looked like
- over-communicating and bringing in all stakeholders
- folding in accountability measures throughout staff levels
- benchmarking successes and establishing best practices

Additionally, as lead Design Team member for this change, I made quick adjustment to the Building Program which updated design and construction issues to single service point layout. To transition the existing branch environments, I led the review of challenges moving from multiple desk to a single desk environment, while working with Library Administration for funding, staffing and timeline considerations. The identified challenges were taken to key staff in each branch location to target the work needed.

My team gathered recommendations to solve key issues among all stakeholders. By reviewing floorplans and observing customer assistance in several branches and interviewing proactive front-line managers and supervisors I recommend a single service point implementation plan with realistic expectations that still allowed for adjustments once branch staff were brought onboard for their desk implementation effort. After discussion with executive management we identified which branches could be done easily and which would take more time regarding staff buy-in, training, facilities/equipment changes, funding and customer adjustments. We also identified possible staff performance issues with front-line managers that might stand in the way of embracing changes in workplace environments.

I provided a presentation at the managers meeting to “kick-off” the project, explained why it was needed, how to help, asked for feedback on challenges the managers saw, also led discussions and focus groups in the branches with a joint team made up of myself, Facilities Manager, Branch Manager and Supervisor leading the discussion. We discussed what the goal of a single service desk would be, challenges they saw, and removed unnecessary and unreasonable expectations the staff thought this new change might make on them.

As I was talking to the actual people making the change it helped to understand the changing vocabulary. Staff said the new service desk would be more of a “Single Service Point” or SSP. That it would be used to provide more “triage” for the more involved questions or customer service needs and a “hub” for roving staff. They felt untrained to be in the merged environment but heard they would get training to be effective serving customers. They did not want to lose their identity or role among the staff. They wanted to enhance it through this higher level of collaboration at an SSP. They actually felt relieved to hear they would have the opportunity to work together in a single desk schedule which

Job App 2 Questions – BAREFOOT

they felt would solve scheduling issues during heaviest customer service hours. Later they would also remark it would stretch staffing to do other, more valued tasks, improve training and develop teamwork among the service levels for a more seamless customer service focus. I led the following transition:

1. Each branch location had an SSP implementation team made up of staff leads and supervisors that improved communication, staff buy-in, facilitated the day-to-day physical change and psychological change. They were asked to meet weekly to review status and follow up on needs of the staff, including adapting the tools they developed to make the transition.
2. Timeline for SSP branch implementation was created and shared with all managers in the system. At the system manager's meeting they gave status updates on SSP implementation creating a support of environmental and organizational change.
3. Individual managers could demonstrate ownership of their implementation efforts at their branch. This in turn would fortify administration's expectations of goals.
4. Tangible examples would be shared, i.e. photos and videos showing great examples of how service change was taking hold. Panel discussions highlighting staff testimonials were used with resistant staff branch locations (including some resistant managers.)

My biggest challenges during this process were in pushing the process forward while still allowing teams to realize they didn't need to hang on to the old methods and props they'd become accustomed to. Examples of props like redundant desk schedules, several chairs and signage saying the other desk no longer existed. Some teams took to it quickly and within a month their SSP was operating smoothly. Habit is a big game-changer and these are examples of transition "props."

I overcame the challenges by working directly with staff to brainstorm solutions, articulate the changes, being patient but firm, and had all staff accountable. Using this list below helped me train staff on the successes of the changes in mobile customer service:

- Desks were no longer a tether. Don't find busy work to stay there!
- Monitored the environment by roving.
- Welcomed and connected with users in their space.
- Solved issues where customer was. 90% of the questions are out where they are!
- Did quick triage of what was needed to help the customer be successful.
- Trained customers on self-check, how to reserve materials, download materials, etc.
- Placed catalog kiosks further in the collection layout to facilitate service there.
- Moved phones to ring "off the floor" to increase attention to customer in front of staff.
- Removed all backroom tasks. i.e. no email, weeding, selection...
- Merchandised collections and straighten the environment while staff roved.
- Worked together on keeping a Zero tolerance on queue lines.
- Applied continuous improvement principles.

I'm Carol O'Hearn

11039 Post Dr.

I agree with Arlene French and Patty Young.

And, too, there is a phrase that should be applied to the Guemes Channel Trail: University researchers call it delusional optimism.

In the Sunday March 18, 2018 Seattle Times, Columnist Danny Westneat defined it this way: "Political leaders want a project to work so badly, and so desire to leave a tangible legacy, that they can't see even its obvious flaws."

As Arlene French stated so succinctly, "there are many issues that need to be acknowledged and considered and resolved before continuing with the Guemes Channel Trail, particularly the wetlands portion.

I will caution: What looks like your legacy now, may be your Waterloo in the future.

Thank you.

City Council Minutes – March 12, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of March 12, 2018. Councilmembers Eric Johnson, Anthony Young, Ryan Walters, Brad Adams, Bruce McDougall and Matt Miller were present. Councilmember Liz Lovelett was absent. The assembly joined in the Pledge of Allegiance.

Mr. Walters moved, seconded by Mr. Johnson, to excuse the absence of Ms. Lovelett who was ill. The motion carried unanimously by voice vote.

Announcements and Committee Reports

Oath of Office for Police Officer Robert J. Faber: Police Chief John Small introduced new police officer Robert Faber who graduated March 1, 2018 from the police academy first academically in his class, first overall in his class, and selected by his classmates for the patrol partner award. Officer Faber is a U.S. Navy veteran with a bachelor's degree in public safety. Mayor Gere administered the Oath of Office to Officer Robert Faber.

Port/City Liaison Committee: Mr. Johnson reported from the committee meeting the prior week. He said the committee discussed the Olson Building and the Port's concerns about its roof and brickwork. Mr. Johnson added that Planning Director Don Measamer had noted that before the New Wilson Hotel was renovated for affordable housing it was in worse condition than the Olson Building and that the city was still exploring a the possibility of a similar program for the Olson Building. Mr. Johnson said the committee also discussed the Anacortes Railway's desired routing and suggested that the railway integrate its plans into the Depot Master Plan and the Port's north basin plans. He updated Council on the Dakota Creek waiver, noting that the matter is caught in the middle of a larger industry struggle between large factory ships and onshore processing facilities. Mayor Gere added that Senator Maria Cantwell's staff had called earlier in the day to report that they and Alaska Senator Sullivan's staff had prepared waiver language including restrictions on what *Fishermen's Finest* could do but that the language would still have to be attached to a Senate bill, hopefully by the end of the month. Mr. Johnson reported that the committee also discussed the Guemes Channel Trail, confirming that the trail would comply with all applicable regulations; fiber pilot zones; and the Port's events center feasibility study which was scheduled for a public meeting on April 19.

Planning Committee: Mr. McDougall reported from the committee meeting earlier in the evening at which staff presented draft rules regarding bonus incentives for increased density in the R1 zone as well as height bonuses in the R4 and several downtown zones. He said the draft contemplated allowing lots as small as 5000 SF in the R1 zone in exchange for reserving a percentage of the developable land (which does not include critical areas and their buffers) as permanent open space. He said the committee suggested that 5000 SF might be too small for that zone and that public input and further discussion would follow. The draft rules also proposed increasing height from 50 feet to 65 feet in the CBD in exchange for establishing one affordable housing unit (as defined by HUD) for every three market rate units constructed. In response to a question from Mr. Johnson, Mr. McDougall reported that the committee did discuss cottage housing and having a mix of building sizes but did not discuss ADUs disconnected from the main building.

Public Comment

Bill Mitchell, 807 27th Street, spoke in support of the Olson Building. Mr. Mitchell described his lifelong interest in Anacortes history and noted that the Anacortes Mural Project began in 1984 on the then-boarded up Olson Building partly because he had felt that was one of the most important buildings in town to get up and running. Mr. Mitchell said he was not worried about the brick on the building. He called the Olson Building iconic, a very picturesque standalone brick building that reflects the early character of Anacortes. Mr. Mitchell urged the City to work with the Port to figure out something to do with the building to pass it on to the future. He offered his support to the effort. Mr. Mitchell shared copies of an illustrated report on the building's history

prepared by Museum Director Bret Lunsford. The document was added to the packet materials for the meeting. Mayor Gere added that the Port Commission would be taking public comment on the Olson Building at its meeting the following Thursday.

Consent Agenda

Mr. Johnson removed Item 5a, Minutes of March 5, 2018, from the Consent Agenda. Mr. Adams moved, seconded by Mr. Miller, to approve the following Consent Agenda item. The motion carried unanimously by voice vote.

b. Approval of Claims in the amount of: \$599,704.06

The following vouchers/checks were approved for payment:
EFT numbers: 88348 through 88399, total \$445,901.91
Check numbers: 88400 through 88448, total \$150,846.09
Wire transfer numbers: 228738 through 229535, total \$4,254.10

a. Minutes of March 5, 2018

Mr. Johnson commended the recording secretary for the thoroughness of the minutes. Mr. Johnson moved, seconded by Mr. Adams, to approve the minutes of March 5, 2018 as presented. The motion carried unanimously by voice vote.

OTHER BUSINESS

Washington Park Update

Washington Park Manager Bob Vaux reported on the boat launch and the upper restroom remodel project at the Park. His slide presentation was added to the packet materials for the meeting. Mr. Vaux described the layout of the boat parking area serving the boat launch, including 100 parking spaces for boat trailers with vehicles, which he said is sufficient 99% of the time. He thanked Stan Shimkus and a volunteer crew for helping to maintain vegetation for safe sight lines. Mr. Vaux illustrated the overflow trailer parking area that is used during very busy summer weekends for up to an additional 10 trailers. He then shared photographs of the launch itself and described its configuration and use. He mentioned the possibility of adding lighted bollards in the future. Mr. Vaux described the ongoing maintenance required to clear the ramps of sediment deposited by tides and storms. He said staff was investigating non-skid surfaces that may be appropriate to apply to the dock. Mr. Vaux said the daily \$9 parking fee (or annual pass) provides access for a great many boaters and that revenue was expected to top \$90K in 2018. He said the old creosote bollards west of the exit ramp would be removed in the near future. Other changes requested by launch users include straightening the access route, adding more floats further out into the water and extending the paved launch ramp for easier launching at low tide. Mr. Adams asked about other projects currently slated for the launch area. Mr. Vaux indicated that further projects were pending a master plan for the beach.

Mayor Gere reported that the Washington Park boat launch was mentioned at virtually all the Maritime Strategic Plan interviews and that maritime businesses consider the launch essential for the city. She asked Mr. Vaux about opportunities to provide additional trailer parking. Mr. Vaux recalled the opposition to that notion when it was last proposed in the late 1980s but said there was currently a forested triangle of land adjacent to the existing trailer parking that could possibly be converted.

Mr. Miller asked for data regarding how often the floats were full with circling boats waiting for space to tie up, saying that would help determine if adding floats should be a high priority. Mr. Vaux explained that extending the current floats would not expand capacity much and that to significantly improve traffic flow would require

adding two more launch lanes and another float instead. Mr. Young observed that eliminating wait times during peak demand sometimes results in excess capacity for much of the year which may not be the best investment of public funds. Mr. Vaux agreed and said that huge delays are not normally a problem. He said the community needs to determine if it wants to give up a big chunk of Sunset Beach for more boating capacity, which would be one of the topics addressed in the master planning process.

Mr. Vaux then reported on the upper (campground) restroom remodeling project. He showed photos of the refurbished building including new metal roof, new paint, new showers, new fixtures, increased handicapped access, and enhanced privacy and security features. He reported that the project had been mostly constructed in house by staff from several city departments for much less than originally budgeted. He thanked Brandon Kraus and Mack Jackson in Facilities for their exceptional skills and service dedicated to the project. Mr. Vaux noted that the restrooms are not heated or cooled but that an HVAC system remains to be installed to provide sufficient ventilation. Mr. Young asked staff to monitor the costs associated with offering the campground shower facilities. Mr. Vaux assured that staff was analyzing that question and reported on a number of different revenue models in place at different facilities around the state.

Mayor Gere invited members of the audience to comment on this agenda item. No one present wished to address the Council.

Mr. Miller thanked Mr. Vaux and all the city staff who work so hard to make Washington Park the jewel that it is. Mr. Vaux thanked his colleagues on the Parks Maintenance staff for their ongoing efforts and City Council for its support.

Municipal Broadband Update

Administrative Services Director Emily Schuh provided an update on the Anacortes municipal fiber project. Her slides were added to the packet materials for the meeting. Ms. Schuh summarized the project vision of using excess capacity in the new fiber optic utility telemetry system to build a community fiber network. She enumerated why high speed internet connectivity is desirable for both quality of life and economic development. Ms. Schuh reported that the online survey of interest had received over 1500 responses to date, an extremely high rate of response. She reported on the Request for Qualifications issued January 25 to solicit internet service providers. Ms. Schuh said five responses were received by the March 2 deadline and had subsequently been reviewed by the mayor, staff and City Council representatives. Ms. Schuh then shared a schedule of upcoming City Council agenda topics related to the fiber project, targeting a Municipal Fiber ISP Model decision by City Council as early as April 23, 2018.

Mr. Miller and Mr. Adams asked to know when the utility-funded fiber telemetry system would go live. Mr. Adams asked his colleagues on the RFQ review committee when the city would need to commit to investing in the municipal broadband network. Mr. McDougall said that was still an open question. He described different funding models that had been used in other locations and said the key was to get enough subscribers to pay any debt service as well as ongoing operational costs. Mr. McDougall cited studies showing that connecting homes to fiber optic service increases their value by 3%, so any city investment would provide an immediate return to residents. Mr. Johnson asked if a municipal broadband network should be expected to generate profit or if it should be treated like other basic infrastructure. Ms. Schuh reminded that staff had previously presented tools to determine ROI based on different variables but confirmed that staff envisioned the network operating like a utility.

Mayor Gere invited members of the audience to comment on this agenda item.

Patrick Gallagher, 1406 Portalis Court, said he had learned quite a bit about how to bring wires to houses during his career at Seattle City Light. Mr. Gallagher said that cable is underground at Portalis and that he'd like to begin conversations with his HOA about how to pull fiber into those homes. He emphasized that the last ¼

block to the house is the key. He asked how far along the city was with that last ¼ block planning, which can have tremendous hidden costs as Tacoma discovered.

Ms. Schuh acknowledged that connecting fiber to individual homes is the most difficult piece. She said the proposed pilot zones have aerial lines but that the city was investigating other methodologies for the west end where utilities are buried. Mayor Gere noted that the construction of the telemetry backbone in the west end would be considered by City Council on April 2. The mayor emphasized that a broadband network needed to be treated like a utility and would need a business model to be self-sustaining, supported by user fees not taxes.

Mr. Walters asked if the connection between homes and the fiber backbone could be something other than fiber, reminding that the goal was reliable, affordable, high speed internet not fiber per se. Mr. McDougall said that other options such as wireless were certainly possible and outlined how the selection and implementation of those options could enhance or detract from the city's ability to control its network in terms of net neutrality and privacy. Mr. Walters suggested adopting different connection means depending on topography. Ms. Schuh said that was being considered. Mr. Gallagher urged that the building code should require installing unused conduit from poles to homes which was standard practice in cities south of Anacortes. Mr. Young asked if the city could provide advantages to local businesses on its own municipal network. Mr. McDougall said a municipal network would help local businesses be more competitive in both the local and global marketplaces by offering superior service affordably. He warned that if net neutrality erodes, small businesses will face yet another challenge and that by maintaining control of its own network, the city could guarantee that. Ms. Schuh added that staff hoped that a web presence would provide an additional "door" to local business. Mr. Miller asked that the RFQ respondents specifically address the costs of the last ¼ mile and options for meeting connection requests from specific neighborhoods or HOAs. He reminded that fiber is currently available to anyone in Anacortes but that in many locations the price was prohibitive.

Contract Award: WWTP Air Emission Testing Services 18-041-SEW-001

Public Works Director Fred Buckenmeyer requested City Council consent to award a contract in the amount of \$53,092.50 to Elemental Air to provide air emission testing services including compliance testing, visible and fugitive ash emissions testing, and a RATA on the fluidized bed incinerator at the Wastewater Treatment Plant. Mr. Buckenmeyer referenced the agenda bill included in the packet materials for the meeting. He said Anacortes has been very satisfied in the past with Elemental Air who had proven to be the most reliable stack testing firm. He recommended awarding the contract to Elemental Air. Mr. Buckenmeyer responded to councilmember questions regarding the separate tasks included in the scope of work for this annual testing required by the US EPA. Mr. Walters moved, seconded by Mr. Johnson, to approve the contract as presented. Vote: Ayes - Young, Walters, Adams, McDougall, Miller and Johnson. Motion carried.

There being no further business, at approximately 7:30 p.m. the Anacortes City Council meeting of March 12, 2018 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the March 19, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
229802	1/8/2017	100295364	HDR ENGINEERING, INC	BLUE HERON CIRCLE RESERVOIR PROJECT DESIGN - EXPENSES DEC 2017	\$395.36
229888	9/1/2017	DWSRF-321607	DEPARTMENT OF COMMERCE	BLUE HERRON CIRCLE 3MG RESERVOIR REHABILITATION	\$3,331.19
229794	12/18/2017	RE 41 JA9785 L001	WASHINGTON STATE DEPARTMENT	17TH ST & Q SIGNAL LIGHT ENG. REVIEW	\$289.82
229732	12/29/2017	PA007	ANACORTES ARTS FESTIVAL	ART DASH FUNDS FOR PUBLIC ART -	\$5,584.77
229509	1/16/2018	877658-00	PACIFIC POWER GROUP, LLC	GENERATOR REPAIRS: 7-913 WW L/S 15	\$3,762.78
229495	1/16/2018	877662-00	PACIFIC POWER GROUP, LLC	GENERATOR REPAIRS: 6-952 CASTILLEJA BLUFF	\$2,492.25
229526	1/23/2018	32840451	BROWN PAPER TICKETS	LIVING WITH EARTH HAZARDS IN WESTERN WA	\$200.00
227637	1/23/2018	8563 01 22317	HOME DEPOT	LIBRARY PROJECT	\$609.15
227636	1/23/2018	8563 56 73132	HOME DEPOT	LIBRARY PROJECT	\$58.65
227639	1/23/2018	180636	JOHN E REID & ASSOC INC	TRAINING; REID INTERVIEW TEC - OFC HATCHER AND OFC TREVINO	\$1,150.00
227634	1/23/2018	021401	LOU'S GLOVES, INC	GLOVES	\$308.00
227649	1/23/2018	11624	THRIVE FITNESS	FIREFIGHTER FITNESS ACCOUNT - JANUARY	\$18.23
227630	1/24/2018	V21020/1	ACE HARDWARE	AFD STATION 2 DROP CORDS	\$64.42
227651	1/24/2018	111-9793251-6057834	AMAZON.COM	WORK BOOTS SM	\$178.98
227638	1/24/2018	114-4549370-3367450	AMAZON.COM	WORK BOOTS JW	\$179.31
227633	1/24/2018	114-8239648-8788215	AMAZON.COM	WORK BOOTS - RD	\$164.91
227648	1/24/2018	112-4635986-9821060	AMAZON.COM	PART- WATER DEPT	\$56.20
227642	1/24/2018	114-1589319-6367444	AMAZON.COM	EXPANSION MODULE	\$672.70
227643	1/24/2018	114-8038271-8667451	AMAZON.COM	MODULES	\$4,204.38
227641	1/24/2018	111-2650961-6178663	AMAZON.COM	OFFICE SUPPLIES; MISC SUPPLIES	\$142.68
227640	1/24/2018	111-6858331-6095416	AMAZON.COM	OFFICE SUPPLIES; DRY ERASE SET	\$6.58
227670	1/24/2018	112-2076487-5981814	AMAZON.COM	RETURN ITEM- WATER PUMP PRESSURE	(\$42.30)
227671	1/24/2018	112-7319245-5388227	AMAZON.COM	RETURN ITEM- ON/OFF BOOSTER PUMP	(\$75.94)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
227644	1/24/2018	09611992BW875553 T	EBAY OR PAYPAL	SWITCHES	\$234.15
227713	1/24/2018	PSI-11126	IVES TRAINING & COMPL GRP,INC	TRAINER CERTIFICATION CLASS	\$295.00
227635	1/24/2018	0181132-IN	NURNBERG SCIENTIFIC	MFC BROTH, STARCH INDICATOR	\$375.62
227631	1/24/2018	B69341	SEBO'S DO-IT CENTER	AFD DROP CORDS	\$26.78
227650	1/24/2018	0230081039	US BANK	PARKING	\$3.00
227699	1/24/2018	507761	VERSADESK	OPERATING SUPPLIES - RUSS	\$445.00
227707	1/25/2018	V21395/1	ACE HARDWARE	CLAM SHOVELS	\$282.10
227853	1/25/2018	114-8061280- 1973844	AMAZON.COM	OFFICE SUPPLIES	\$15.92
227712	1/25/2018	112-3595872- 7399447	AMAZON.COM	ALL-WEATHER NOTEBOOKS	\$21.68
227711	1/25/2018	112-7945929- 9905058	AMAZON.COM	UNIFORM CARDIGAN - S	\$20.60
227632	1/25/2018	114-9115231- 5184263	AMAZON.COM	OPERATING SUPPLIES - APD	\$22.71
227705	1/25/2018	B44558	FRONTIER BUILDING SUPPLY	ROADSIDE PARK SUPPLIES/STRINGLINER REEL- TREATED LUMBER	\$202.47
227826	1/25/2018	10806400	HACH COMPANY	ALKALINITY TNT + VIAL TEST PCK 25	\$58.86
227831	1/25/2018	8561 01 88920	HOME DEPOT	RYOBI BIT SET	\$21.67
227709	1/25/2018	181841	MASON DYNAMICS, INC	PART- VEH #510	\$95.38
227832	1/25/2018	980-2-9536-880098	OFFICE DEPOT, INC.	PAPER STOCK FOR POSTCARDS	\$30.43
227833	1/25/2018	980-4-8194-298637- 17	OFFICE DEPOT, INC.	PAPER STOCK FOR POSTCARDS	\$30.43
227700	1/25/2018	44203	PLAYSETPARTS.COM	OPERATING SUPPLIES - PARKS	\$34.33
227819	1/25/2018	44622	POSTAGEINK.COM	POSTAGE SUPPLIES	\$24.95
227714	1/25/2018	B69910	SEBO'S DO-IT CENTER	SHOVELS	\$59.62
227706	1/25/2018	B70076	SEBO'S DO-IT CENTER	POWERCORD WIRING FOR BACKUP AMBULANCE	\$50.51
227708	1/25/2018	B69879	SEBO'S DO-IT CENTER	SCHED 40 ELBOW	\$16.86
227701	1/25/2018	B69799	SEBO'S DO-IT CENTER	FASTENERS/GLOVES - TURSI PARK	\$9.36
227702	1/25/2018	B69987	SEBO'S DO-IT CENTER	TRASH CAN	\$14.09
227698	1/25/2018	B69817	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$14.86
227838	1/25/2018	8555	SHELL	CHARGER FOR AIRPACKS ON BACKUP AMBULANCE	\$21.69
227710	1/25/2018	2951857-976692	WALMART	BATTERIES 6V	\$110.40
227704	1/25/2018	0686 5798 3634 0911	WALMART	POTABLE WATER FOR CUSTOMER USE DURING FIBER PROJECT	\$49.92
227703	1/25/2018	6288 7484 9290 3055	WALMART	POTABLE WATER FOR CUSTOMER USE DURING FIBER PROJECT	\$26.96
227674	1/26/2018	114-7939744- 6249055	AMAZON.COM	OFFICE SUPPLIES- FLEET DEPT	\$20.10

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
227675	1/26/2018	114-9447229-9100221	AMAZON.COM	OFFICE SUPPLIES- FLEET DEPT	\$29.14
227848	1/26/2018	112-6350681-56873424	AMAZON.COM	LAMINATING POUCHES	\$23.85
227842	1/26/2018	111-4286992-9712237	AMAZON.COM	TWO 5000' POLYESTER PULLING TAPE FOR FIBER PROJECT	\$575.06
227835	1/26/2018	INVUS191087	CELLEBRITE, INC.	CELLEBRITE 2018 RENEWAL	\$3,689.00
227845	1/26/2018	339080	COSTCO WHOLESALE CORPORATION	DADDY DAUGHTER SUPPLIES	\$29.52
227836	1/26/2018	c406746497030.1	EBAY OR PAYPAL	AC POWER SWITCH SUPPLY	\$1,200.59
227850	1/26/2018	WAANA98760	FASTENAL COMPANY	TIE DOWNS, HD WEB SLING, SOCKET SET	\$154.47
229556	1/26/2018	1099771764	FERRELLGAS, LP	PROPANE - WA PARK	\$241.04
227827	1/26/2018	8481608	FISHER SCIENTIFIC COMPANY, LLC	SUPPORT ROD, CLAMPS AND HOLDER	\$105.39
227816	1/26/2018	X51985	FRONTIER BUILDING SUPPLY	OPERATING SUPPLIES PARKS	\$42.18
227815	1/26/2018	220911 A	HAMPTON INN & SUITES SEATTLE	TRAVEL-VAUX-RISK MANAGEMENT	\$323.70
227839	1/26/2018	838431	LIFE ASSIST, INC	SYRINGES, FIBEROPTIC LARYNGOSCOPE BLADES	\$125.77
227844	1/26/2018	OJ1177200100L5	PARTY CITY	DADDY DAUGHTER DANCE SUPPLIES	\$44.39
227825	1/26/2018	593 5 58 4291	SAFEWAY INC	SUPPLIES FOR ALL HANDS MEETING POTLUCK	\$52.41
227851	1/26/2018	B70133	SEBO'S DO-IT CENTER	TOOLS / SUPPLIES FOR STREET DEPT	\$291.93
227824	1/26/2018	B70369	SEBO'S DO-IT CENTER	SUPPLIES- VEH #180	\$9.34
227817	1/26/2018	B70355	SEBO'S DO-IT CENTER	BATTERIES	\$10.83
227834	1/26/2018	1Z856E0V0379646614	UNITED PARCEL SERVICE, INC	SHIPPED PARTS FOR REPAIR TO WATSON-MARLOW INC	\$131.80
227828	1/26/2018	18012535074735	WASHINGTON STATE DEPARTMENT	BRENNAN-WSDA-PESTICIDE LICENSE	\$33.00
227829	1/26/2018	18012535074735-1	WASHINGTON STATE DEPARTMENT	BRENNAN-WSDA-PESTICIDE LICENSE-CONVENIENCE FEE	\$0.99
227849	1/27/2018	112-9817191-6437835	AMAZON.COM	PENS & CORD CLIPS FOR AMBULANCE	\$49.28
227820	1/27/2018	114-1559569-5248206	AMAZON.COM	OPERATING SUPPLIES - APD	\$11.87
227818	1/27/2018	102869	EBAY OR PAYPAL	WORK BOOTS - BR	\$97.95
227852	1/27/2018	3arnttw4	PIKTOCHART	PIKTOCHART MONTHLY SUBSCRIPTION	\$29.00
227854	1/27/2018	B70623	SEBO'S DO-IT CENTER	OFFICE SUPPLIES	\$24.88
227841	1/27/2018	70848	SEBO'S DO-IT CENTER	CHAIN, SCREWS, SNAP FOR SECURING O2 ON AMBULANCE	\$23.53
227843	1/27/2018	5853 0618 2407 6048	WALMART	WATER DEPT. SUPPLIES	\$46.71
227846	1/28/2018	5564241	AMAZON.COM	WORK BOOTS - QO	\$124.72
227837	1/28/2018	114-1576694-1419427	AMAZON.COM	WALLMOUNT	\$62.92
227821	1/28/2018	114-7187917-9414654	AMAZON.COM	OPERATING SUPPLEIS	\$47.64
227847	1/28/2018	149	CASH & CARRY	CITY HALL CREAMER, SUGAR AND HOT CHOC	\$106.51

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
227830	1/28/2018	71176	SEBO'S DO-IT CENTER	REPLACEMENT CO DETECTOR, AUTO WASH BRUSH, FRIDGE BULB	\$101.50
229729	1/28/2018	114-6445019	UNITED SITE SERVICES, INC	Portable toilet rental - Ace of Hearts	\$63.88
227997	1/29/2018	TP13515	3M COMPANY	STREET SIGN SUPPLIES	\$1,142.51
227925	1/29/2018	X08791/1	ACE HARDWARE	O-RINGS~	\$4.30
227932	1/29/2018	112-3024424-1570619	AMAZON.COM	UNIFORM SHIRT -S	\$17.39
227929	1/29/2018	7879441	AMAZON.COM	ACCU-CHECK TEST STRIPS	\$142.63
227822	1/29/2018	114-2803723-8121802	AMAZON.COM	OPERATING SUPPLIES - FINANCE	\$20.60
227823	1/29/2018	114.6203679-2722622	AMAZON.COM	OPERATING SUPPLIES - IT	\$650.80
227923	1/29/2018	802900006785	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$79.98
227920	1/29/2018	B45353	FRONTIER BUILDING SUPPLY	BLACK PLASTIC - CEMETERY WALL	\$35.80
227921	1/29/2018	B45362	FRONTIER BUILDING SUPPLY	BLACK PLASTIC - CEMETERY WALL	\$66.49
227924	1/29/2018	23292	NAPA	BEARING PACKER	\$7.58
227922	1/29/2018	PayPal	NORTHWEST INTERSCHOLASTIC	NW INTERSCHOLASTIC SAILING ASSOCIATION DUES	\$160.00
227930	1/29/2018	B71395	SEBO'S DO-IT CENTER	CONNECTORS	\$10.39
227931	1/29/2018	B71496	SEBO'S DO-IT CENTER	CONNECTORS	\$9.56
227926	1/29/2018	B71467	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	\$17.35
227927	1/29/2018	B71501	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	\$201.74
227863	1/30/2018	114-7769170-0688242	AMAZON.COM	KEY LOCK BOXES FOR BOOSTER STATIONS	\$505.20
228023	1/30/2018	114-9063837-4142633	AMAZON.COM	5C IPHONE CASE	\$8.67
228025	1/30/2018	00000020	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$14.07
227999	1/30/2018	0188-489175	CONSOLIDATED ELECTRICAL	APD CAMERAS	\$47.79
228009	1/30/2018	622 15 121 59	COSTCO WHOLESALE CORPORATION	CABINETS - DEPOT	\$629.28
227772	1/30/2018	2317201	DOT GOV	GOV DOMAIN NAME	\$400.00
228015	1/30/2018	16323186	LOWE'S BUSINESS ACCOUNT/GEMB	SHELVING- INVENTORY SHED	\$952.21
228003	1/30/2018	36267532	MIDWAY USA	SHOTGUN PARTS	\$172.45
228010	1/30/2018	66863	PORT OF ANACORTES	GAS- WATER DEPT	\$10.46
228018	1/30/2018	B71696	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	\$1.04
228019	1/30/2018	B71814	SEBO'S DO-IT CENTER	10' FRESH WATER HOSE FOR FIBER PROJECT	\$10.84
228011	1/30/2018	B71980	SEBO'S DO-IT CENTER	ELECTRICAL TAPE, STORAGE BOX FOR FIBER PROJECT	\$55.27
228007	1/30/2018	B71729	SEBO'S DO-IT CENTER	HOSE	\$16.28
228000	1/30/2018	B71797	SEBO'S DO-IT CENTER	COAT RACK AT DEPOT	\$23.28
228022	1/30/2018	MG0833680704	WEST MARINE PRODUCTS, INC	OPERATING SUPPLY- STREET DEPT	\$65.09
228069	1/30/2018	1133673	WLA	MEMBERSHIP RENEWAL	\$75.00

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228017	1/31/2018	113-7116000-6829000	AMAZON.COM	BRAKE PAD SETS- SHOP	\$229.11
228016	1/31/2018	113-8044692-4522621	AMAZON.COM	BRAKE ROTORS- SHOP	\$195.04
228012	1/31/2018	111-8810754-1856257	AMAZON.COM	BOOKS FOR UPCOMING SERGEANT'S TESTING	\$43.36
228002	1/31/2018	114-1335929-8915467	AMAZON.COM	OPERATING SUPPLIES - OPS	\$150.60
228001	1/31/2018	114-2263146-1190659	AMAZON.COM	OPERATING SUPPLIES - OPS	\$33.92
227998	1/31/2018	174451-5	BIRCH EQUIPMENT CO., INC	OPERATING SUPPLIES- STREET DEPT	\$54.24
228024	1/31/2018	100399416	DANNER	WORK BOOTS - TN	\$250.01
228020	1/31/2018	B45708	FRONTIER BUILDING SUPPLY	LUMBER- STREET DEPT	\$133.67
228021	1/31/2018	X52087	FRONTIER BUILDING SUPPLY	LUMBER- STREET DEPT	\$181.25
229489	1/31/2018	877659-00	PACIFIC POWER GROUP, LLC	GENERATOR REPAIRS: 1-903 POLICE DEPT	\$4,535.30
228074	1/31/2018	S1724520.001	PUGET SOUND PIPE AND SUPPLY CO	3" 150# PLUGS GALVANIZED FOR FIBER PROJECT	\$67.23
228013	1/31/2018	72239	SEBO'S DO-IT CENTER	FROSTED GLASS LINER - DORM WINDOW	\$4.33
228064	1/31/2018	B07716486	SHI INTERNATIONAL CORP.	SOFTWARE PROGRAMS	\$755.38
228005	1/31/2018	SLS25172173	THERMO FISHER SCIENTIFIC	Control Nuova RPO	\$176.49
228066	2/1/2018	X09660	ACE HARDWARE	SAFETY GLASSES & GLOVES	\$25.54
228067	2/1/2018	X09868	ACE HARDWARE	WATER REPELLANT	\$8.78
228062	2/1/2018	X09659/1	ACE HARDWARE	TARPS	\$58.57
228081	2/1/2018	113-3082631-4197049	AMAZON.COM	LOCKNUTS	\$20.09
228006	2/1/2018	Order	AMAZON.COM	ACRYLIC CLEAR TEST TUBES	\$8.04
228004	2/1/2018	114-4283335-4631433	AMAZON.COM	PATROL GLOVES; OFC SCHEEPERS	\$28.98
228170	2/1/2018	114-7898138-0087421	AMAZON.COM	PARKING ENF TIRE MARKERS	\$46.56
228371	2/1/2018	114-9115231-5184263C	AMAZON.COM	RETURN OPERATING SUPPLIES - APD	(\$4.93)
228065	2/1/2018	100400133	DANNER	WORK BOOTS -ES	\$238.70
228078	2/1/2018	B46044	FRONTIER BUILDING SUPPLY	WOOD- STREET DEPT	\$142.89
228076	2/1/2018	B46059	FRONTIER BUILDING SUPPLY	LUMBER- STREET DEPT	\$7.06
228068	2/1/2018	B46205	FRONTIER BUILDING SUPPLY	RAIN JACKETS	\$62.15
228172	2/1/2018	8563 02 83218	HOME DEPOT	TOTES	\$175.51
228073	2/1/2018	839450	LIFE ASSIST, INC	MEGA-MOVERS, SHARPS CONTAINERS	\$425.93
228075	2/1/2018	71517535	LOWE'S BUSINESS ACCOUNT/GEMB	HOSES FOR POTABLE WATER FOR FIBER PROJECT	\$32.57
229697	2/1/2018	022180	SEBO'S DO-IT CENTER	ROPE	\$13.53
228077	2/1/2018	B72782	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	\$83.50
228072	2/1/2018	B72562	SEBO'S DO-IT CENTER	PAINT SUPPLIES	\$21.66

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228071	2/1/2018	B72821	SEBO'S DO-IT CENTER	SIGNS	\$24.38
228079	2/1/2018	2/5/2018	THRIVE FITNESS	MEMBERSHIP FOR VOLUNTEERS	\$21.65
228080	2/1/2018	2/5/2018-2	THRIVE FITNESS	TWO MEMBERSHIPS	\$43.30
228178	2/1/2018	9760251	TOOLTOPIA	WORK BOOTS - MS	\$151.99
228082	2/1/2018	840-59800076-3-11648	UNITED STATES POSTAL SERVICE	LIBRARY - PASSPORT POSTAGE	\$2.00
227963	2/2/2018	114-8620922-2329846	AMAZON.COM	OPS- OFFICE SUPPLIES	\$11.38
228028	2/2/2018	114-5743225-3669865	AMAZON.COM	SHARPS AND SYRING CONTAINERS, SHOP TOWELS	\$343.34
228171	2/2/2018	111-1041619-5085822	AMAZON.COM	VOLUMETRIC FLASK	\$156.87
228169	2/2/2018	2281689477137	ANACORTES CHAMBER OF COMMERCE	CHAMBER LUNCHEON STATE OF THE CITY PRESENTATION	\$15.00
228166	2/2/2018	0188-489281	CONSOLIDATED ELECTRICAL	ITEMS FOR AFD	\$18.45
228176	2/2/2018	B46326	FRONTIER BUILDING SUPPLY	METAL SCREWS	\$2.28
228177	2/2/2018	2/2/2018	LIFE TEK, INC	ACLS/PALS INSTRUCTOR CLASS	\$695.00
228558	2/2/2018	2366548957	PUMP AGENTS.COM	PUMPHEADS, REPLACEMENT PART FOR IWAKI SAMPLE PUMPS - 3	\$881.45
228173	2/2/2018	B73383	SEBO'S DO-IT CENTER	BATHROOM HOOKS	\$36.53
228167	2/2/2018	B73177	SEBO'S DO-IT CENTER	PAINT SUPPLIES	\$25.31
228070	2/2/2018	SLS25174194	THERMO FISHER SCIENTIFIC	REVISED FRIEGHT CHARGE FOR 228005	\$12.71
228312	2/2/2018	SLS25176130	THERMO FISHER SCIENTIFIC	CREDIT FOR FREIGHT CHARGE	(\$26.76)
228168	2/3/2018	326567798	DELL MARKETING LP	APD MDT'S	\$30,901.88
228174	2/3/2018	8563 08 59595	HOME DEPOT	LIBRARY TOTES	\$68.19
228175	2/4/2018	2/8/18	ACE HARDWARE	PROPANE TORCH	\$75.94
228147	2/5/2018	113-5324501-4611458	AMAZON.COM	PART- VEH #2-910A	\$48.26
228245	2/5/2018	228245	AMAZON.COM	ACCUCHECK METER	\$51.11
228293	2/5/2018	757613	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR WP & COMP PLAN	\$46.89
228294	2/5/2018	0188-489327	CONSOLIDATED ELECTRICAL	BALLFIELD REPAIR PARTS	\$35.58
228305	2/5/2018	018934	NORTHWEST CLEAN AIR AGENCY	SERVICE FEE FOR BURN PERMIT	\$10.24
228306	2/5/2018	018934	NORTHWEST CLEAN AIR AGENCY	BURN PERMIT FOR TRAINING FACILITY	\$336.00
228243	2/5/2018	0181606-IN	NURNBERG SCIENTIFIC	ORP STANDARD, AMMONIA, BUFFER AND BOTTLES	\$300.56
228244	2/5/2018	B74381	SEBO'S DO-IT CENTER	TOOLS	\$15.14
228242	2/5/2018	B74629	SEBO'S DO-IT CENTER	IRRIGATION - VOLUNTEER PARK	\$3.65
228301	2/5/2018	2913	SHELL OIL COMPANY	AA BATTERIES FOR FIBER PROJECT	\$10.83
228304	2/6/2018	82633	A-1 MOBILE LOCK AND KEY, INC.	TOOLBOX KEYS- VEH #100	\$47.74
228307	2/6/2018	X11663/1	ACE HARDWARE	PUMP FLOAT	\$50.76

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228308	2/6/2018	112-4337289-1376262	AMAZON.COM	65 GALLON DRUM FOR TRAINING CENTER	\$257.43
228303	2/6/2018	113-8044692-4522621	AMAZON.COM	DISC BRAKES TO STOCK SHOP	\$233.64
228348	2/6/2018	ALA email	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	\$142.00
228349	2/6/2018	2281689477167	ANACORTES CHAMBER OF COMMERCE	CHAMBER LUNCHEON STATE OF THE CITY PRESENTATION	\$15.00
228357	2/6/2018	Lunch	ANACORTES CHAMBER OF COMMERCE	FINANCE-BUSINESS CONNECTION LUNCH	\$15.00
228345	2/6/2018	3101001	BAYSHORE OFFICE PRODUCTS INC	YELLOW ADHESIVE NOTES - 12 PK	\$4.89
228352	2/6/2018	8563 02 00030	HOME DEPOT	LIBRARY TOES	\$175.65
228488	2/6/2018	61688	INDUSTRIAL AIR POWER	COMPRESSOR FILTERS	\$605.26
228296	2/6/2018	1301086716	NEWEGG BUSINESS INC	MUSEUM COMPUTER ITEMS	\$75.94
228298	2/6/2018	0181682-IN	NURNBERG SCIENTIFIC	PIPETS	\$190.89
228351	2/6/2018	001-392763	PISTON SERVICE OF ANACORTES	HEX KEY- WATER DEPT	\$6.86
228356	2/6/2018	593 5 9 4291	SAFEWAY INC	FLAGGER RECERTIFICATION CLASS SUPPLIES	\$20.07
228300	2/6/2018	B75045	SEBO'S DO-IT CENTER	EDGER BLADE/HARDWARE CLOTH	\$33.60
228295	2/6/2018	B74869	SEBO'S DO-IT CENTER	SAWZALL BLADE	\$32.54
228302	2/6/2018	1797-8	SHERWIN WILLIAMS	STAIN FOR OPS LUNCHROOM DOOR	\$68.90
228297	2/6/2018	1754679	TACTICALGEAR.COM	UNIFORM BOOTS; SGT KING	\$194.83
228250	2/7/2018	114-9889757-1410604	AMAZON.COM	WATER DISTRIBUTION WSO BOOKS - 2	\$178.69
228353	2/7/2018	111-0798001-9197820	AMAZON.COM	OFFICE SUPPLIES AND K9 T-BONE FOOD	\$90.36
228252	2/7/2018	228252	AMERICAN WATER WORKS ASSN.	2018 A DAY WITH DOH WORKSHOP - CJS	\$80.00
229371	2/7/2018	7001502774	AMERICAN WATER WORKS ASSN.	INCORRECT CLASS REGISTRATION - CREDIT ON NEXT CC STATEMENT	\$375.00
228347	2/7/2018	142387	CLASSIC UPHOLSTERY	MAINTENANCE - W.T. PRESTON	\$27.94
228740	2/7/2018	18-06128	EDGE ANALYTICAL, INC	FINAL EFFLUENT TESTING	\$324.00
228463	2/7/2018	10826740	HACH COMPANY	CHLORINE	\$74.38
228401	2/7/2018	8561 59 77780	HOME DEPOT	FACILITY USE ITEMS	\$161.67
228354	2/7/2018	27013922	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR SHOP	\$270.20
228346	2/7/2018	B75511	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$24.73
228407	2/7/2018	11	SHELL	OPERATION SUPPLIES	\$38.99
228355	2/7/2018	10478	SKAGIT REGIONAL CLINICS	CDL PHYSICAL	\$85.00
228410	2/8/2018	X12381/1	ACE HARDWARE	DUPLICATE KEYS FOR EOC	\$27.02
228406	2/8/2018	X12453	ACE HARDWARE	SHOVELS, SPADE	\$162.04
228405	2/8/2018	X12310/1	ACE HARDWARE	TRASH CAN FOR FIBER PROJECT	\$19.52
228524	2/8/2018	GGYRJQ	ALASKA AIRLINES	ALASKA AIR FLIGHT	\$561.61
228521	2/8/2018	DESVGB	ALASKA AIRLINES	ALASKA AIR FLIGHT	\$510.60
228350	2/8/2018	114-3768392-3193009	AMAZON.COM	UPS SYSTEM CYBERPOWER CP	\$233.22

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228471	2/8/2018	1292372	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	\$73.00
228470	2/8/2018	Membership renewal	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	\$190.00
228413	2/8/2018	67025	CAP SANTE MARINE LTD	NON-ETHANOL GAS	\$12.80
228402	2/8/2018	803900014925	COSTCO WHOLESALE CORPORATION	OPERATING SUPPLIES - FIN	\$16.19
228404	2/8/2018	9155364	FISHER SCIENTIFIC COMPANY, LLC	EXTERNAL PROBE	\$123.60
228411	2/8/2018	301553	FRONTIER BUILDING SUPPLY	WAFFERBOARD FOR TRAINING CENTER	\$1,120.73
228408	2/8/2018	X52261	FRONTIER BUILDING SUPPLY	SUPPLIES- OPS REMODEL	\$35.67
228465	2/8/2018	8563 56 89567	HOME DEPOT	LIBRARY USE ITEMS	\$244.50
228409	2/8/2018	840457	LIFE ASSIST, INC	EXAM GLOVES, SITE DRESSING	\$577.22
228462	2/8/2018	PLA181:10056	PLA EXPERIENT	PLA CONFERENCE REGISTRATION	\$325.00
228403	2/8/2018	67022	PORT OF ANACORTES	FUEL- #90023	\$52.93
228414	2/8/2018	B75937	SEBO'S DO-IT CENTER	SAW BLADES	\$45.70
228472	2/8/2018	165214	US BANK	PHILADELPHIA LODGING	\$310.74
228468	2/9/2018	WAANA99027	FASTENAL COMPANY	STORAGE CABINET FOR FLAMMABLE LIQUIDS	\$867.46
228464	2/9/2018	9256213	FISHER SCIENTIFIC COMPANY, LLC	STIRRER / HOTPLATE	\$427.57
228466	2/9/2018	8563 02 10500	HOME DEPOT	LIBRARY USE TIEMS	\$83.00
228457	2/9/2018	8561 01 22325	HOME DEPOT	LIBRARY USE ITEMS	\$73.65
229709	2/9/2018	748011	JCI JONES CHEMICALS INC	SODIUM HYDROXIDE (CAUSTIC)	\$4,029.30
228474	2/9/2018	B76316	SEBO'S DO-IT CENTER	PIPE- SHOP SUPPLY	\$57.03
228461	2/9/2018	B76225	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	\$165.27
228459	2/9/2018	B76203	SEBO'S DO-IT CENTER	FASTENERS - BIKE RACKS	\$76.16
228458	2/9/2018	B76470	SEBO'S DO-IT CENTER	LIBRARY USE ITEMS	\$7.33
228473	2/9/2018	USHA13CO011354784	US BANK	VRBO SERVICE FEE	\$96.00
228460	2/10/2018	114-0533271-8007441	AMAZON.COM	OPERATING SUPPLIES - IT	\$266.82
229590	2/10/2018	453566848649	AMAZON.CREDIT PLAN	DVDS (35)	\$577.29
228467	2/10/2018	337869	HEATHMAN LODGE, THE	THE HEATHMAN LODGE JEFF M	\$280.00
228469	2/11/2018	77283	SEBO'S DO-IT CENTER	FASTENERS	\$10.85
228531	2/12/2018	113-2024694-0329007	AMAZON.COM	LED SECURITY LIGHTS FOR OPS REMODEL	\$348.85
228386	2/12/2018	662 13 14 5	COSTCO WHOLESALE CORPORATION	RETURN WORKBENCHES	(\$433.98)
229693	2/12/2018	CVCS202	JERRY SMITH CHEVROLET	REPAIRS- VEH #019A	\$159.22
228823	2/12/2018	120002	NORTHSTAR CHEMICAL INC.	SODIUM HYDROXIDE	\$3,092.25
228582	2/12/2018	41001459664	SAFEWAY INC	DADDY DAUGHTER DANCE SUPPLIES	\$29.96
228523	2/12/2018	77923	SEBO'S DO-IT CENTER	GOO GONE, WALL PLATE	\$8.12
228528	2/12/2018	B77694	SEBO'S DO-IT CENTER	SEWER JET SUPPLIES	\$4.31
228526	2/12/2018	B77690	SEBO'S DO-IT CENTER	SAWZALL BLADES	\$33.18
228522	2/12/2018	B77854	SEBO'S DO-IT CENTER	FASTENERS FOR FIBER PROJECT	\$2.93

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228583	2/12/2018	3142	THE STORE	EOC DRILL LUNCH	\$527.57
228576	2/12/2018	6375	WEST MARINE PRODUCTS, INC	OPERATING SUPPLIES- VEH #610	\$10.83
228527	2/12/2018	115468	ZOLL MEDICAL CORPORATION	CPR CONNECTOR FOR AED	\$862.58
228584	2/13/2018	114-2863147-6407439	AMAZON.COM	CELL PHONE CASES FOR STREET DEPT	\$24.93
228578	2/13/2018	113-984290-6422638-1	AMAZON.COM	YS BOOKS	\$19.52
228525	2/13/2018	11398482906422638-2	AMAZON.COM	YS BOOKS	\$13.33
228574	2/13/2018	114-5594330-5441819	AMAZON.COM	SANITATION CLOTHES	\$32.52
228251	2/13/2018	7001503598	AMERICAN WATER WORKS ASSN.	AWWA ONLINE CLASS FOR CAMERON J-S	\$525.00
228580	2/13/2018	180105	MEDICAL WAREHOUSE	EXTRICATION COLLAR STORAGE BAG	\$68.65
228577	2/13/2018	2/13/18	MY TAILOR	PATCHES SEWN ON UNIFORM	\$18.00
229767	2/13/2018	78667	OVERHEAD DOOR CO	SERVICE/REPAIR APP BAY DOORS ALL	\$769.27
228652	2/13/2018	001-393423	PISTON SERVICE OF ANACORTES	FLASHER/WASHER/LOCK NUTS	\$19.06
228573	2/13/2018	67114	PORT OF ANACORTES	FUEL	\$14.84
228575	2/13/2018	B78192	SEBO'S DO-IT CENTER	FASTENERS/SLIP HOOK/CHAIN	\$29.70
228572	2/13/2018	B78065	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$11.61
229690	2/13/2018	44072	SPRINGHILL SUITES KENNEWICK	SPRINGHILL SWUITES KENNEWICK JEFF M	\$108.18
228656	2/13/2018	788	THE STORE	EOC DRILL LUNCH	\$26.38
228596	2/14/2018	113-1774573-3151401	AMAZON.COM	ROLLOR FLOOR GUIDES FOR OPS LUNCHROOM	\$30.90
228581	2/14/2018	112-1621785-5981857	AMAZON.COM	BLU PIPE THREAD SEALANT	\$165.00
228579	2/14/2018	11398482906422638-3	AMAZON.COM	YS BOOKS	\$200.75
228644	2/14/2018	114-1869076-8767415	AMAZON.COM	OPERATING SUPPLIES - APD	\$43.36
229368	2/14/2018	21759944	AMERICAN RED CROSS	CPR 1ST AID INSTRUCTOR TRAINING; WOLFSWINKEL	\$339.00
228730	2/14/2018	758682	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - CARNEGIE	\$16.64
228655	2/14/2018	B66339	FRONTIER BUILDING SUPPLY	SIGN ROOM - OPS REMODEL PARTS	\$31.68
228643	2/14/2018	B66355	FRONTIER BUILDING SUPPLY	LIBRARY SERVER	\$12.44
228641	2/14/2018	B60053/2	H.B. JAEGER	STORM DRAIN TRASH RACK	\$629.30
228653	2/14/2018	044410	HANDY'S HEATING, INC	SHEET METAL WORK FOR OPS REMODEL	\$84.59
228647	2/14/2018	36267532	MIDWAY USA	SHOTGUN PARTS	\$37.93
229815	2/14/2018	1202620	MUNICIPAL EMERGENCY SERVICES	MPD FOR ROPE RESCUE	\$730.39
228728	2/14/2018	001-393559	PISTON SERVICE OF ANACORTES	WINDSHIELD WIPERS- VEH #170	\$11.65
228729	2/14/2018	001-393560	PISTON SERVICE OF ANACORTES	SUPPLIES FOR STREET DEPT	\$22.73
228651	2/14/2018	B78606	SEBO'S DO-IT CENTER	WATERING CAN/HOE/STRAIGHT CUT SNIP	\$39.03

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228645	2/14/2018	B78983	SEBO'S DO-IT CENTER	OPERATING SUPPLIES - FINANCE	\$158.43
228642	2/14/2018	B78764	SEBO'S DO-IT CENTER	TUB/TILE CLEANER-WASH. PARK	\$7.79
228649	2/14/2018	1979-2	SHERWIN WILLIAMS	BALLFIELD PAINT	\$607.60
228650	2/14/2018	1980-0	SHERWIN WILLIAMS	GRAFFITI BRUSHES	\$30.15
229718	2/14/2018	12896A	THE PLUMBING GUYS, INC	LIBRARY MOP SINK RELOCATION	\$6,967.87
228723	2/14/2018	31451	THE PUBLIC SAFETY STORE	FIREFIGHTING GLOVES - GW	\$90.98
228658	2/14/2018	758682	UNITED STATES POSTAL SERVICE	POSTAGE	\$50.00
228648	2/14/2018	SO8403740	XBYTE TECHNOLOGIES	COMPUTER ITEMS	\$189.00
228654	2/14/2018	115468	ZOLL MEDICAL CORPORATION	MULTIFUNCTION THERAPY CABLE	\$517.33
228717	2/15/2018	X15292/1	ACE HARDWARE	PAINTING SUPPLIES/FASTENERS/CORNER BRACE	\$45.54
228593	2/15/2018	114-7769170-0688242	AMAZON.COM	LOCK BOX COVERS	(\$79.87)
228597	2/15/2018	113-7600850-7037068	AMAZON.COM	NAILS FOR OPS. LUNCHROOM DOOR	\$9.32
228615	2/15/2018	114-7923276-7913845	AMAZON.COM	BOOK ON 5S PROGRAM	\$43.09
228687	2/15/2018	113-2443957-1332246	AMAZON.COM	STORAGE BINS- SHOP	\$115.68
228726	2/15/2018	5212205	AMAZON.COM	RUBBER BANDS FOR TUBES	\$8.81
228657	2/15/2018	111-8212811-8963421	AMAZON.COM	PENS & SCISSORS	\$42.31
228646	2/15/2018	112-5628844-1898619	AMAZON.COM	EXTERNAL DRIVES	\$72.46
229074	2/15/2018	72992	ANACORTES DIVING & SUPPLY, INC	GLOVES	\$32.54
229700	2/15/2018	heat repairs	COMFORT GLOW HEATING	HEATING REPAIRS TO MAINTENANCE SHOP	\$803.18
228724	2/15/2018	B66704	FRONTIER BUILDING SUPPLY	LUMBER- SIGN SHOP	\$31.17
228722	2/15/2018	X52418	FRONTIER BUILDING SUPPLY	YELLOW HARD CAP (LR40)	\$9.37
229707	2/15/2018	1200102911	HDR ENGINEERING, INC	BLUE HERON CIRCLE RESERVOIR PROJECT DESIGN - 12/31/17-2/4/18	\$7,588.62
228714	2/15/2018	36320110	LIFELINE	JAN. MEAD, DAVID, LIFELINE, LEOFF1 RETIREE	\$52.12
228614	2/15/2018	258479819	NEWEGG BUSINESS INC	3 KEYBOARDS WITH MOUSE	\$71.06
228725	2/15/2018	B79280	SEBO'S DO-IT CENTER	SOLID WASTE SUPPLIES	\$62.27
228719	2/15/2018	B79211	SEBO'S DO-IT CENTER	FASTENERS, CUTTING BOARD, WATER CAN FOR FIBER PROJECT	\$45.98
228720	2/15/2018	B79403	SEBO'S DO-IT CENTER	FASTENERS FOR FIBER PROJECT	\$8.35
228715	2/15/2018	B79265	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$31.88
229457	2/15/2018	B79391	SEBO'S DO-IT CENTER	RETURNED FASTENERS FOR FIBER PROJECT	(\$13.02)
228721	2/15/2018	51337	SPRINGHILL SUITES KENNEWICK	SPRINGHILL SUITES KENNEWICK JEFF M	\$108.18
228727	2/15/2018	o892233271	UNITED STATES POSTAL SERVICE	LIBRARY - PASSPORT PREPAID ENVELOPES	\$336.75
229085	2/16/2018	111-7339075-9054806	AMAZON.COM	PAPER TOWELS	\$113.36

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229084	2/16/2018	113-6940415-3856206	AMAZON.COM	KLEENEX	\$19.37
229083	2/16/2018	111-6353562-0700210	AMAZON.COM	BOOT POLISH	\$22.68
229081	2/16/2018	15489	CENTER FOR PUBLIC SAFETY	MANUALS	\$58.95
229071	2/16/2018	B66797	FRONTIER BUILDING SUPPLY	SHEATHING TAPE- SHOP REMODEL	\$23.80
229072	2/16/2018	B66839	FRONTIER BUILDING SUPPLY	TYVEK- SIGN ROOM	\$133.88
229080	2/16/2018	B60155/2	H.B. JAEGER	OPERATING SUPPLIES- WATER DEPT	\$260.75
229073	2/16/2018	Online850	LAB STRONG CORPORATION	HEATING ELEMENT	\$1,355.34
229491	2/16/2018	877660-00	PACIFIC POWER GROUP, LLC	GENERATOR REPAIRS: 7-912 WWTP	\$4,736.03
229087	2/16/2018	001-393749	PISTON SERVICE OF ANACORTES	WINDSHIELD WIPERS- VEH #139A	\$34.30
229075	2/16/2018	B79688	SEBO'S DO-IT CENTER	FITTINGS- SHOP SUPPLIES	\$14.09
229082	2/16/2018	40553772274	WASHINGTON ASSOCIATION OF	PUB DEF CLE WACDL	\$175.00
229076	2/17/2018	240209	VILLAGE BOOKS	VILLAGE BOOKS	\$74.97
229086	2/18/2018	112-5322992-4863402	AMAZON.COM	PHONE BATTERIES	\$54.20
229078	2/18/2018	113-8044692-4522621	AMAZON.COM	BRAKE ROTORS- SHOP	\$233.64
229077	2/18/2018	111-5699585-2449019	AMAZON.COM	CHILDREN'S BOOKS	\$39.13
228892	2/18/2018	682257	WASHINGTON STATE UNIVERSITY	STUDY MATERIALS FOR PESTICIDE CLASS-NICHOLA MITCHELL	\$48.28
229050	2/19/2018	296895	BEST WESTERN	HOTEL STAY KENT BOLTON CORRECT EQUIPMENT CONFERENCE	\$129.89
229557	2/19/2018	1100161643	FERRELLGAS, LP	PROPANE GAS FOR THE SHOP	\$59.79
228786	2/19/2018	41600260938	LES SCHWAB TIRE CENTERS	WHEEL SPIN BALANCE ON MED 14	\$34.72
228785	2/19/2018	36320110	LIFELINE	MEAD, DAVID, LEOFF1 RETIREE, HEALTH-PHILIPS LIFELINE	\$55.12
229682	2/19/2018	00087453	OWEN EQUIPMENT COMPANY	4 PRONGED DEBRIS GRABBER	\$219.76
228862	2/19/2018	165214	US BANK	PHILADELPHIA LODGING	\$725.05
228864	2/20/2018	114-1390459-8759413	AMAZON.COM	NITRILE GLOVES	\$430.88
228879	2/20/2018	15537	CENTER FOR PUBLIC SAFETY	MEMBERSHIP RENEWAL	\$570.00
228869	2/20/2018	805100006258	COSTCO WHOLESALE CORPORATION	COFFEE PODS AND DISH SOAP	\$183.34
228858	2/20/2018	B67571	FRONTIER BUILDING SUPPLY	CEMETERY WALL SUPPLIES-PIPE/PVC	\$340.17
228859	2/20/2018	300257065	KCDA PURCHASING COOPERATIVE	OPERATING SUPPLIES - ASAC	\$76.23
229723	2/20/2018	00580	PACIFIC FABRICATING	RENTAL OF WELDER FOR FIBER PROJECT	\$47.50
229493	2/20/2018	877661-00	PACIFIC POWER GROUP, LLC	GENERATOR REPAIRS: 7-921 WW L/S 12	\$2,164.58
228874	2/20/2018	PLA181:9931	PLA EXPERIENT	PLA CONFERENCE REGISTRATION	\$325.00
228870	2/20/2018	V8LB	PNWPDDA	TRAINING; 2018 K9 CONF AND MEMBERSHIP; OFC RAY AND T-BONE	\$445.00
228878	2/20/2018	1112038	RITE AID	MESSY ME SUPPLIES-PAPER PLATES	\$4.65

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228877	2/20/2018	82001202944	SAFEWAY INC	DADDY DAUGHTER DANCE SUPPLIES #0593 -	\$43.60
228873	2/20/2018	053933	SAFEWAY INC	FUEL FORD ESCAPE EXECUTIVE VEHICLE	\$35.65
228876	2/20/2018	81658	SEBO'S DO-IT CENTER	COUPLER - 2915 AIR HOSE	\$6.50
228872	2/20/2018	B81543	SEBO'S DO-IT CENTER	FASTENERS- VEH #158	\$0.87
228875	2/20/2018	047714	SKAGIT REGIONAL CLINICS	DOT REQUIRED PHYSICAL	\$85.00
228881	2/20/2018	94031-01USPS	UNITED STATES POSTAL SERVICE	SHIPPING	\$48.10
228867	2/20/2018	2/20/18	US BANK	SKAGIT FIRE MARSHALS' LUNCH MEETING	\$14.24
228863	2/21/2018	15305505	4IMPRINT INC	HATS FOR SUNSET LOOP RELAY	\$399.52
229604	2/21/2018	54701	COMMERCIAL FIRE PROTECTION INC	SS PUMP STATION 3" MANIFOLDS WITH 8" FLANGE	\$4,311.79
228871	2/21/2018	9GL52077TL3033236	EBAY OR PAYPAL	NETWORK SWITCHES	\$4,696.91
228865	2/21/2018	2018-02-20-1	WASHINGTON PUBLIC TREASURERS	MEMBERSHIP SERVICE-WASHINGTON PUBLIC TREA	\$40.00
228866	2/21/2018	2018-02-20-2	WASHINGTON PUBLIC TREASURERS	CONFERENCE REGISTRATION-WASHINGTON PUBLIC TREA	\$250.00
228861	2/21/2018	107375691	WASHINGTON STATE ASSOCIATION	WSAMA SPRING CONFERENCE WHISTLER	\$280.00
228901	2/22/2018	A19808/1	ACE HARDWARE	PIPE WRAP	\$29.24
228880	2/22/2018	114-3131602-5509034	AMAZON.COM	FLASH DRIVES	\$53.15
229041	2/22/2018	112-1625253-7565016	AMAZON.COM	DETECTIVE USB DRIVE 128 GB	\$33.59
229048	2/22/2018	37487	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - CARNEGIE	\$34.69
229040	2/22/2018	80441057	DEMCO, INC.	PROCESSING SUPPLIES - NON LOCKING	\$96.54
228904	2/22/2018	733838876	EVENTBRITE.COM	REGISTRATION FOR WA SAFETY SUMMIT; WOLFSWINKEL	\$100.00
228905	2/22/2018	B68129	FRONTIER BUILDING SUPPLY	KRAFT BATTS INSULATION - SIGN ROOM	\$217.79
228903	2/22/2018	B82103	SEBO'S DO-IT CENTER	PAINT PAIL - ACFL	\$7.36
228860	2/22/2018	o77492294	THE WALL STREET JOURNAL	SUBSCRIPTION RENEWAL	\$110.97
228908	2/22/2018	115468	ZOLL MEDICAL CORPORATION	ECG LEAD CABLE	\$143.22
229047	2/23/2018	00016	ACE HARDWARE	SUPPLIES	\$11.92
229037	2/23/2018	X18007/1	ACE HARDWARE	PARTS FOR BENCH REPAIR	\$36.76
229029	2/23/2018	X18162/1	ACE HARDWARE	CLEANER	\$34.70
229044	2/23/2018	20180223-0054	ANACORTES ROTARY CLUB	ANACORTES ROTARY COMMUNITY BENEFIT DINNER	\$110.00
229033	2/23/2018	135528	ATTORNEY & NOTARY SUPPLY OF	NOTARY TRAINING CLASS CHERRI KAHNS 3-20-18	\$135.00
229043	2/23/2018	33261528	BROWN PAPER TICKETS	FIDALGO DANCE WORKS GALA	\$68.27
229537	2/23/2018	95062153	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,247.04
229646	2/23/2018	3958872	FAMILY CARE NETWORK PLLC	CDL PHYSICAL FOR BILL LARSON	\$200.00
229051	2/23/2018	1192563	FOSTER PEPPER PLLC	WATER TREATMENT PLANT MATTER NO. 96	\$392.50

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229045	2/23/2018	044417	HANDY'S HEATING, INC	DRAWER DIVIDERS- SHOP	\$124.17
229034	2/23/2018	6907696	MOTION & FLOW CONTROL	OPERATING SUPPLIES- VEH #033	\$75.86
229036	2/23/2018	6907818	MOTION & FLOW CONTROL	OPERATING SUPPLIES- VEH #033	\$79.95
229035	2/23/2018	6907818	MOTION & FLOW CONTROL	SUPPLIES FREIGHT- VEH #033	\$16.64
229042	2/23/2018	828907	MY TAILOR	REPAIR JACKET ZIPPER	\$13.50
229823	2/23/2018	02232018-01	NORTHWEST BIOSOLIDS	ANNUAL MEMBERSHIP	\$250.00
229030	2/23/2018	74001499903	SAFEWAY INC	CLEANING, LAUNDRY SOAP AND ICE FOR THE LAB	\$168.06
229031	2/23/2018	B82714	SEBO'S DO-IT CENTER	CONCRETE BLEACH - BENCHES	\$4.33
229038	2/23/2018	17969572266	US BANK	LODGING SEATTLE	\$117.97
229032	2/24/2018	114-7148254-6421011	AMAZON.COM	BLANK BUSINESS CARDS	\$71.46
229046	2/25/2018	H34574	COASTAL FARM &	WORK BOOTS- BRUCE MULLEN	\$173.91
229039	2/25/2018	0136	US BANK	TAXICAB IN COLORADO	\$70.20
229708	2/26/2018	26174	DAHL ELECTRIC, INC	RECEPTACLE INSTALATION	\$222.66
228807	2/26/2018	15121	JETTER DEPOT	ROOT CUTTER- SEWER LINE CLEANING REPLACEMENT PARTS	\$2,814.00
229916	2/26/2018	53531	MARINE SUPPLY & HARDWARE	OIL - BOATS	\$93.80
229603	2/26/2018	9802481658	VERIZON WIRELESS	WTP SCADA MODEM 1/27 TO 2/26/18	\$502.68
229652	2/27/2018	2114	ANGEL ARMOR, LLC	BALLISTIC DOOR PANELS FOR POLICE CARS	\$2,982.73
229529	2/27/2018	228475	BAY CITY SUPPLY	FACILITY SUPPLIES	\$676.82
229893	2/27/2018	S3620459.001	BUILDERS' HARDWARE & SUPPLY	PAD LOCKS	\$463.84
229918	2/27/2018	8659	PRIMAC ELECTRIC, LLC	ELECTRIC REPAIR @ STORVIK RESTROOM	\$341.78
229703	2/27/2018	P1552-17	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP: COMM FAIL. DATA COMPILATION. PROGRAMMING	\$3,448.75
229702	2/27/2018	P1552-18	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP - A AVE & FIDALGO ANALOG INPUT PLC MODULES	\$1,476.69
229798	2/28/2018	81718169	150-PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL FOR WWTP	\$208.27
229694	2/28/2018	91	BUBBA SUDZ CAR WASH, INC.	FEBRUARY CAR WASHES- 7	\$63.00
229704	2/28/2018	59277	CODE PUBLISHING COMPANY	CODIFICATION SERVICES - WEB UPDATE 2/19/18	\$261.97
229645	2/28/2018	0586759	FERGUSON ENTERPRISES, INC	OMNI 1.5-2 REGISTER	\$351.97
229779	2/28/2018	133304	INFOSEND, INC.	UB STATEMENTS PROCESSING JANUARY	\$3,570.99
229595	2/28/2018	33417361	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$298.49
229821	2/28/2018	3091349118	LEXISNEXIS	LEXIS NEXIS ON-LINE LEGAL SUBSCRIPTION	\$278.85
229914	2/28/2018	0000585185	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 7/1/17-6/30/18	\$345.21
229788	2/28/2018	6529	PETDATA, INC	PETDATA LICENSING FEES FEB	\$434.60
229706	2/28/2018	28093	REICHHARDT & EBE ENGINEERING	MARCH PT RD SHOULDER WIDENING CONSTRUCTION CONSULTING SVCS - 1/22/18-2/23/18	\$9,475.41

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229705	2/28/2018	28094	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 1/25/18-2/23/18	\$757.73
229483	2/28/2018	5922	RHEMA ELECTRIC LLC.	LIBRARY LIGHTING RETROFIT	\$21,196.56
229790	2/28/2018	2360526	STRYKER SALES CORPORATION	POWER PRO GURNEY FOR NEW AMBULANCE	\$19,452.21
229728	2/28/2018	114-6445018	UNITED SITE SERVICES, INC	Portable toilet rental - WA Pk Loop #1	\$47.89
229727	2/28/2018	114-6445050	UNITED SITE SERVICES, INC	Portable toilet rental - WA Pk - Loop 2	\$62.00
229726	2/28/2018	114-6445075	UNITED SITE SERVICES, INC	Portable toilet rental - Edwards Way	\$81.29
229725	2/28/2018	114-6445101	UNITED SITE SERVICES, INC	Portable toilet rental - WA Pk - Loop 2	\$81.29
229803	2/28/2018	114-6445112	UNITED SITE SERVICES, INC	2100 PENNSYLVANIA AVE. FEBRUARY	\$119.11
229174	2/28/2018	183110	US BANK	ALASKA HOTEL EXPENSES MAYOR GERE DCI	\$194.40
229768	2/28/2018	9802517780	VERIZON WIRELESS	CITY CELL PHONES 1/29-2/28/18	\$9,166.21
229772	3/1/2018	1990601738	ARAMARK	APD NYLON MATS CLEANED	\$16.28
229895	3/1/2018	2287A1A	BAY CITY SUPPLY	FACILITY SUPPLIES	\$51.92
229787	3/1/2018	3602930045	FRONTIER COMMUNICATIONS	BACK-UP LINES 20-1: 3/1 - 3/31	\$147.16
229765	3/1/2018	960	MIN-NS	MARCH SUBSCRIPTION	\$130.20
229901	3/1/2018	605851	MISTER T'S AWARDS &	NAME TAGS, ANDERSON, HUFFMAN, SLACK, HOLMES	\$57.51
229596	3/1/2018	2543	NW CLEANERS	LTAC NW CLEANERS HEART RESTROOMS	\$550.00
229724	3/1/2018	00598	PACIFIC FABRICATING	WALL SS TUBE, MACHINE RENTAL FOR FIBER PROJECT	\$71.07
229500	3/1/2018	989	PORT OF ANACORTES	Doc rental - QD-25	\$34.45
229766	3/1/2018	2018	SKAGIT COUNTY FIRE CHIEFS	ANNUAL DUES 2018	\$252.00
229698	3/1/2018	01200583	WALTON BEVERAGE COMPANY, INC	BREAKROOM SUPPLIES 3RD FLOOR	\$132.91
229774	3/1/2018	1601	WASHINGTON STATE FIRE FIGHTERS	DEPT. PORTION OF JATC 4TH QTR: NT & JK	\$152.50
229771	3/1/2018	0026565-2819-3	WM LAMP TRACKER INC	EXPIRED PHARMACEUTICALS DISPOSAL	\$238.00
229735	3/2/2018	80174	BATES TECHNICAL COLLEGE	AFD PORTION OF JATC FIRE OFFICER II: QO	\$305.00
229647	3/2/2018	5497370	CADMAN	STREET SWEEPER DEBRIS HAULED	\$1,107.22
229775	3/2/2018	RI103572449	FRANCOTYP-POSTALIA, INC	MAILING MACHINE QUARTERLY RENTAL 3/1-5/31/18	\$130.07
229530	3/2/2018	749878	JCI JONES CHEMICALS INC	SODIUM HYDROXIDE	\$4,025.65
229764	3/2/2018	49057	KROESENS UNIFORMS COMPANY	PARTIAL ANNUAL ORDER: SOFTSHELL JACKETS	\$752.91
229770	3/2/2018	IS-0321	MOUNT VERNON, CITY OF	2018 ENCRYPTION SOFTWARE APD (25) & AFD (18)	\$7,569.98
229917	3/2/2018	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 2/1- 3/2/18	\$14.28
229915	3/2/2018	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 2/1 -3/22/18	\$69.45
229692	3/2/2018	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS- SS 17TH ST BTWN Q & COMM; 1417 38TH ST	\$115.38
229594	3/2/2018	B07867227	SHI INTERNATIONAL CORP.	HARDWARE WARRANTY	\$1,100.19
229699	3/2/2018	00112543	WALTON BEVERAGE COMPANY, INC	MAIN FLOOR BREAKROOM SUPPLIES	\$70.00
229776	3/5/2018	3318	ANACORTES TOWING LLC	TOWING; APD CASE 18-A01559	\$162.75
229731	3/5/2018	7166826	EWING IRRIGATION PRODUCTS, INC	TURFACE - BALLFIELDS	\$441.99

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229714	3/5/2018	WAANA99932	FASTENAL COMPANY	HARDWARE	\$9.28
229784	3/5/2018	330518	FIDALGO CLEANING	CLEANING & SUPPLIES	\$700.00
229464	3/5/2018	BINV0067614	GOBLE SAMPSON ASSOCIATES, INC	CHEMICAL TUBING	\$1,308.49
229650	3/5/2018	750029	JCI JONES CHEMICALS INC	CHLORINE	\$8,100.00
229889	3/5/2018	943965-1	KEENEY'S OFFICE SUPPLY, INC.	OFFICE SUPPLIES PLANNING	\$16.48
229542	3/5/2018	2544	NW CLEANERS	JANITORIAL SERVICES	\$210.00
229553	3/5/2018	0218429-IN	REISNER DISTRIBUTOR INC	BULK OIL / DEF FLUID FOR SHOP	\$1,091.19
229285	3/5/2018	March	SKAGIT LAW GROUP PLLC	PROSECUTING ATTORNEY SERVICES MARCH 2018	\$6,000.00
229541	3/6/2018	226479	BAY CITY SUPPLY	FACILITY SUPPLIES	\$207.20
229892	3/6/2018	228741B	BAY CITY SUPPLY	FACILITY SUPPLIES	\$125.81
229817	3/6/2018	229282	BAY CITY SUPPLY	FACILITY SUPPLIES	\$453.73
229769	3/6/2018	2946032	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$456.30
229781	3/6/2018	009456591	GALLS LLC - DBA BLUMENTHAL UNI	UNIFORM SHIRT; RECORDS INGRAM	\$50.93
229797	3/6/2018	1045011	GENERAL RUBBER CORP	RUBBER VALVE SLEEVE	\$571.70
229812	3/6/2018	10864741	HACH COMPANY	SILICONE OIL	\$89.18
229913	3/6/2018	33511087	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$127.34
229912	3/6/2018	33511088	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$856.26
229791	3/6/2018	7802B	MCCLURE, ETHAN	REIMBURSEMENT FOR CPAT FEE	\$125.00
229591	3/6/2018	001-395155	PISTON SERVICE OF ANACORTES	PARTS- VEH #142	\$105.07
229903	3/6/2018	85322	WHITNEY EQUIPMENT CO INC	REPAIR KIT FOR SHOP PUMP	\$730.76
229778	3/7/2018	362018	ANACORTES TOWING LLC	TOWING; APD 18-A01642	\$162.75
229597	3/7/2018	7140	BUD CLARY CHEVROLET, INC.	VEH #036A - 2018 CHEVY TAHOE FOR POLICE	\$44,674.87
229598	3/7/2018	7141	BUD CLARY CHEVROLET, INC.	VEH #037A, 2018 CHEVY TAHOE FOR POLICE	\$44,674.87
229599	3/7/2018	7142	BUD CLARY CHEVROLET, INC.	VEH #038A, 2018 CHEVY TAHOE FOR POLICE	\$44,674.87
229789	3/7/2018	2954803	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$729.37
229919	3/7/2018	1648	ECCOS DESIGN, LLC	2018 COMPREHENSIVE PLAN	\$2,136.00
229799	3/7/2018	1101	FLOW TECHNOLOGIES, INC.	SANITARY SEWER LINE INSPECTION AND CLEANING	\$38,623.59
229684	3/7/2018	307207	FRONTIER BUILDING SUPPLY	RETURNED 4X8 OSB SHEATING & EXCHANGED	\$430.64
229683	3/7/2018	B70812	FRONTIER BUILDING SUPPLY	WAFFER SHEATING OSB - SIGN SHOP ADDITION	\$896.43
229589	3/7/2018	Petty Cash	PETTY CASH FUND	REIMBURSEMENT FOR FEBRUARY PETTY CASH	\$67.76
229688	3/7/2018	001-395263	PISTON SERVICE OF ANACORTES	PARTS- VEH #160	\$112.37
229685	3/7/2018	001-395278	PISTON SERVICE OF ANACORTES	PART- VEH #602	\$33.72
229606	3/7/2018	001-395279	PISTON SERVICE OF ANACORTES	INVENTORY PARTS- SHOP	\$10.84
229687	3/7/2018	001-395323	PISTON SERVICE OF ANACORTES	PARTS- VEH #704	\$42.01
229686	3/7/2018	001-395331	PISTON SERVICE OF ANACORTES	PART- VEH #160	\$152.90
229717	3/7/2018	0218564-IN	REISNER DISTRIBUTOR INC	OIL FOR THE INCINERATOR	\$655.57
229593	3/7/2018	118005452	WASHINGTON STATE PATROL	BACKGROUND CHECKS	\$84.00
229780	3/7/2018	118005948	WASHINGTON STATE PATROL	BACKGROUND CHECKS; FEBRUARY 2018	\$36.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
229649	3/8/2018	052-0010-00	ANACORTES, CITY OF	OPERATIONS WATER, SEWER, GARBAGE	\$966.18
229648	3/8/2018	190-1840-00	ANACORTES, CITY OF	UTILITY BILLING FOR THE WWTP	\$4,271.22
229773	3/8/2018	1990611986	ARAMARK	APD NYLON MATS CLEANED	\$16.28
229818	3/8/2018	229282A	BAY CITY SUPPLY	FACILITY SUPPLIES	\$89.95
229890	3/8/2018	229364	BAY CITY SUPPLY	FACILITY SUPPLIES	\$87.89
229730	3/8/2018	761308	BAYSHORE OFFICE PRODUCTS INC	BOX ENVELOPES - REC USE	\$15.29
229800	3/8/2018	19090	COMMERCIAL ALARM & DETECTION	REMOVAL OF SMOKE DETECTOR	\$206.15
229816	3/8/2018	19121	COMMERCIAL ALARM & DETECTION	RE-INSTALL SMOKE DETECTOR	\$330.93
229804	3/8/2018	95062820	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,381.38
229716	3/8/2018	2018-0357	ISLAND SASH & DOOR, INC.	WINDOW REPAIR - CARNEGIE	\$169.26
229805	3/8/2018	73334	NATIONAL ENVIRONMENTAL	HAZWOPER 40-HOUR TRAINING - INTERN TROY H	\$325.00
229813	3/8/2018	200015995380	PUGET SOUND ENERGY INC	ELECTRICITY	\$1,866.92
229795	3/8/2018	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 2/6-3/7/18	\$172.27
229796	3/8/2018	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION 2/6-3/7/18	\$32.57
229882	3/8/2018	ES-2017-11-ANA	SKAGIT COUNTY AUDITOR'S OFFICE	ELECTION SVCS FOR 11/7/17 GENERAL	\$7,291.31
229921	3/8/2018	I18005434	WASHINGTON STATE PATROL	BACKGROUND CHECKS - RECREATION COACHES	\$60.00
229896	3/9/2018	18-06487	EDGE ANALYTICAL, INC	DISINFECTION BY-PRODUCTS DISTRIBUTION SAMPLING	\$962.00
229712	3/9/2018	0588488	FERGUSON ENTERPRISES, INC	PIPE FITTING	\$84.17
229696	3/9/2018	Refund BLD-2017-0632	MT BAKER ROOFING	REFUND FOR REROOFING PERMIT ALREADY PURCHASED BLD-2016-1129	\$185.75
229695	3/9/2018	001-395276	PISTON SERVICE OF ANACORTES	RETURN ITEMS- CORE RETURNS	(\$32.55)
229786	3/9/2018	US-PSI-667367	SOFTWARE ONE, INC	2018 WTP WINDOWS SERVER STANDARD	\$631.12
229777	3/9/2018	US-PSI-667368	SOFTWARE ONE, INC	2018 WWTP WINDOWS SERVER STANDARD LICENSE	\$631.12
229720	3/9/2018	PR009	STELLAR J CORPORATION	BLUE HERON CIRCLE RESERVOIRS PROJECT - CONSTRUCTION - FEBRUARY 2018	\$64,123.50
229883	3/10/2018	8493 30 017 0490698	COMCAST	CITY HALL INTERNET CONNECTION 3/20-4/19/18	\$186.12
229884	3/10/2018	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 3/19-4/18/18	\$230.24
229811	3/10/2018	204570	SEAWESTERN, INC.	CLEANER FOR SCBA	\$47.14
229808	3/10/2018	204571	SEAWESTERN, INC.	SCBA REGULATOR FLOW TEST 6	\$439.85
229807	3/10/2018	204577	SEAWESTERN, INC.	SERVICE ON THE BAUER HIGH PRESSURE COMPRESSOR	\$786.63
229885	3/12/2018	Chamber 20180312	ANACORTES CHAMBER OF COMMERCE	LTAC CHAMBER GATEWAY WELCOME	\$25,000.00
229822	3/12/2018	1990615949	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
229785	3/12/2018	REIMB	BEYER, JUDY J	UNIFORM SHOES; RECORDS SUPPORT BEYER	\$75.94
229902	3/12/2018	0585726	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,454.69

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
229905	3/12/2018	0585730	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,494.94
229897	3/12/2018	0585736	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,548.79
229900	3/12/2018	0585738	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,495.02
229906	3/12/2018	0585740	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,212.74
229907	3/12/2018	0585746	FERGUSON ENTERPRISES, INC	MXU'S, VENDOR IS SOLE SOURCE FOR SENSUS	\$3,589.11
229793	3/12/2018	REIMB	FLOYD, DAVID	TRAINING PER DIEM; COMMAND COLLEGE - CAPT FLOYD	\$132.00
229810	3/12/2018	17-004-TRN-0011	INTERMOUNTAIN SLURRY SEAL INC.	RETAINAGE RELEASE	\$4,336.48
229806	3/12/2018	1633-16	MAKERS ARCHITECTURE	ZONING, DEV & DESIGN STDS - FEBRUARY 2018	\$3,270.00
229814	3/12/2018	0499132	NATIONAL SAFETY, INC	TEST GAS CYLINDER	\$215.92
229951	3/12/2018	001-395701	PISTON SERVICE OF ANACORTES	FLOOR ABSORBENT- SHOP SUPPLY	\$119.93
229894	3/12/2018	P913879	PLATT ELECTRIC SUPPLY INC	ELECTRICAL WIRE	\$225.66
229952	3/12/2018	0555480-IN	REISNER DISTRIBUTOR INC	SOLVENT- SHOP SUPPLIES	\$247.55
229887	3/13/2018	1578	AV CAPTURE ALL INC.	JUDICIAL RECORDING SYSTEM ANNUAL FEE	\$1,288.98
229908	3/13/2018	1255576864	GRAY, MATTHEW	IVERSEN, ROBERT, LEOFF1 RETIREE, DOS: 3/8/18	\$295.00
229820	3/13/2018	Notary	NOTARY LAW INSTITUTE	CAROL YATES - NOTARY LAW UPDATE SEMINAR	\$178.00
229920	3/13/2018	ReimbRains	RAINS, JAMES	LUNCH & MILEAGE - WELDING CLASS	\$97.98
229904	3/13/2018	210430	SKAGIT PUBLISHING LLC	POSITION AD, OPERATOR IN TRAINING, 2/23 - 3/4/18	\$558.63
229886	3/13/2018	ssl shirts	T-SHIRTS BY DESIGN	T-SHIRTS FOR SUNSET LOOP RELAY	\$367.82

Total

\$597,887.79



City Council Agenda Bill

Meeting Date: 3/19/2018 **Agenda Item:** 5c

Subject: Street Fair Application: Anacortes Waterfront Festival/Majestic Glass Corvette Club

Staff Contact: Fred Buckenmeyer, Don Measamer

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney
X	Fred Buckenmeyer

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: Street Fair Application for Anacortes Waterfront Festival/Majestic Glass Corvette Club

Background: Anacortes Waterfront Festival requests closure of 9th Street between Q and R Avenues. No changes from their typical request.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: NA

Competing Viewpoints Considered: NA

Recommended Motion: I move to approve the proposed street fair application as submitted

Alternative Actions: Deny the request(s)

Attachments (listed in order presented): Cover Sheet & Anacortes Waterfront Festival/Majestic Glass Corvette Club Application



TO: City Council Members, Mayor Gere *JB*
FROM: Fred Buckenmeyer, Director of Public Works
DATE: March 19, 2018
SUBJECT: Anacortes Waterfront Festival/Classic Car Show

Sponsor/Organizer: Anacortes Chamber of Commerce/Nancy Rytand/Linda Gilbert -Majestic Glass Corvette Club

Location: 9th Street between Q and R Avenues and R Avenue from 9th to 7th Street

Dates & Times:

June 2 - 8 a.m. to 7 p.m.

June 3 – 8 a.m. to 6 p.m.

Background: Family festival with vendors, children's activities, live entertainment, car show.

Parking Restrictions:

Parking restricted in closed areas. Sponsors will post "No Parking" signs 48 hours prior to the event.

Public Works Services:

City Solid Waste Dept. will provide garbage service

City Building Dept. will supply "No Parking" signs

Cone, barricades, pylons and all signs other than "No Parking" signs will be supplied by applicants.

Police Services: None

Recommendations: Staff recommends approval subject to applicant's submitted request

Proposed Motion: Recommend approval

Emergency Contact Numbers:

Nancy Rytand – 293-7911

Linda Gilbert – 360-424-6918

cc: Marcia Hunt

CC meeting 3/19/18



STREET FAIR APPLICATION

Date Received: 2/26 Received by: [Signature] City Council Approved: _____

NAME OF EVENT Anacortes Waterfront Festival

DATES Of Event June 2 & 3 2018

TIME of Day 8 am - 7 pm Saturday and 8 am - 6 pm Sunday

NATURE/PURPOSE of Event Community Festival and Car Show

PARTICIPANTS/Attendees (estimated number) 10,000 combined (500 car show only)

LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) _____

9th Street starting at Q Avenue and curving around to R Avenue to the Maritime Museum and Market Street from 9th Avenue to the entrance to the Cap Sante Parking lot (behind the WT Preston)

DESCRIPTION of Event Family festival with vendors, children's activities, live entertainment and Classic Car Show as part of the Waterfront Festival Activities

FACILITIES requested (street, sidewalk, park, etc.) _____

Dates/hours requested _____

EQUIPMENT requested ADA signage for the lot south of the Marina offices (5-6 signs)

Dates/hours requested June 1st starting at 8:00 am through June 3rd at 6 pm

SERVICES requested (e.g. Custodial, traffic control) Street sweep of the parking lot at Cap Sante Marina on the Monday after the festival (June 4th)

Dates/hours requested Monday June 4th

PARKING (include locations and dimensions of parking space to be available/provided) _____

Street parking – limited at Cap Sante, some ADA at cap Sante Marina, parking limited to car show participants on 9th from Q to R and R from 9th to the Maritime Museum and Market from 9th to Cap Sante north parking lot entrance (behind WT Preston)

INSURANCE (Certificate of Insurance must be submitted with Application)

Required _____ Not Required _____ On file with the city _____

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) _____

APPLICANT/ORGANIZATION (Name) Anacortes Chamber of Commerce / Majestic Glass Corvette Club

Name of responsible person Nancy Rytand, Anacortes Chamber / Linda Gilbert Majestic Glass

Phone # Nancy Rytand - 360-293-7911 / Linda Gilbert 360-424-6918

Address 819 Commercial Ave, Suite F, Anacortes WA 98221

Date of Birth ____/____/____

Event and contact information to be included on the City website:

Contact Name Waterfront Festival - Nancy Rytand

Car Show - Linda Gilbert

Phone # Waterfront Festival - Nancy Rytand 360-293-7911 Car Show - Linda Gilbert - 360-424-6918

Contact Address 819 Commercial Ave, Suite F, Anacortes WA 98221

Email Address Website address Waterfront Festival - nrytand@anacortes.org

Car Show - edgarmgcc@gmail.com

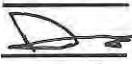
Event Address Cap Sante Marina Hours of Event 8 am - 7 pm Saturday 8 am - 6 pm Sunday

Does your event require vendor(s) or participant(s) to sign up to participate? yes

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature  Date 2/26/2018

*** FOR OFFICE USE ONLY ***

	Initials	Comments (Stipulate Conditions of Approval on Reverse)
Mayor	_____	_____
Building	<u></u>	_____
Fire Parks	<u>✓</u>	<u>Richard Curtis</u>
Police	<u>✓</u>	<u>John Small approves 3/6/18</u>
Public Works	<u>✓</u>	<u>Fred Buchenauer 3/8/18</u>
City Council	_____	_____

*** PERMIT ***

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public

Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.



City of Anacortes Public Works
"Essential Services for our Community"



CITY OF ANACORTES

**Ordinance 3023 Updating AMC
Subsection 13.08.020.F15 to Change the
Definition of 'Extra Strength Factor' in
Wet Industrial GFC Calculation.**



City of Anacortes Public Works

"Essential Services for our Community"



Recommended Action

To adopt Ordinance 3023, modifying the General Facility Charge (GFC) calculation for the classification of building type or use referred to in AMC Chapter 13.08 as 'Wet Industrial Building'.



City of Anacortes Public Works

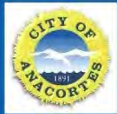
"Essential Services for our Community"



- This discussion pertains to the calculation of the one-time GFC for Wet Industrial Buildings only. It does not affect the on-going monthly charges for sewer for any classification of connection.
- What's a GFC? Subsection 13.08.020.E of the AMC states: A one-time general facility charge (GFC) shall be charged to all new customers (and for expanded sewer service per Subsection 13.08.020.E.2) for each equivalent residential unit (ERU). An ERU shall be defined as one hundred ninety-two gallons per day. The GFC shall represent a fair and equitable share of historic and future costs of the city's sanitary sewer collection and treatment structures and facilities.

- “Wet industrial buildings” are defined as those buildings and structures housing industrial activities where the use of water and subsequent discharge to the sewer occurs in connection with an industrial process. Facilities with a discharge of fifteen thousand gallons per day or greater are considered wet industrial. Other facilities that discharge less than fifteen thousand gallons per day, and whose anticipated strength of the sewage to be generated from the facility is greater than domestic sewage strengths, may also be considered wet industrial. Those facilities will be reviewed on a case-by-case basis. The anticipated volume and strength of sewage from an average single-family residence shall be considered when calculating GFC.
- Two factors that affect impact to the sewer system and, therefore, GFC: Flow Volume and Waste Strength.

- **Waste Strength Measured in BOD and/or TSS**
- **BOD:** Biochemical oxygen demand (BOD) is the amount of dissolved oxygen needed (i. e., demanded) by aerobic biological organisms to break down organic material present in a given water sample at certain temperature over a specific time period (measured in mg/l).
- **TSS:** Total suspended solids (TSS) is a water quality parameter that is defined as the quantity of material suspended in a known volume of water that is trappable in a filter (measured in mg/l).



City of Anacortes Public Works

"Essential Services for our Community"



AMC Subsection 13.08.020.F.15:

The GFC for wet industrial shall be determined on an individual basis using the formula listed below:

General Facility Charge

$$\text{GFC} = (\text{G.P.D.}) / (192) \times \text{F} \times \text{SFR}$$

G.P.D. = Anticipated volume of discharge to sewer in gallons per day

SFR = Current system development charge for single

F = Extra strength factor, *whole* number multiplier derived for every 300 mg/l of biochemical oxygen demand or suspended solids, or fraction thereof, in excess of the first 300 mg/l of biochemical oxygen demand or suspended solids

Example:

Factor	Range
1	0—300
2	301—600
3	601—900
(continues per 300 increment)	



City of Anacortes Public Works

"Essential Services for our Community"



- The definition of Extra Strength Factor "F" shall be defined as follows:

F = Extra Strength Factor, a number multiplier which is greater than or equal to 1, based on a single family residential maximum biochemical oxygen demand (BOD) or total suspended solids (TSS) of 300 mg/l, where:

$$F = \text{Annual Average BOD or TSS (mg/l)} \div 300 \text{ mg/l}$$



City of Anacortes Public Works

"Essential Services for our Community"



Recommended Action

To adopt Ordinance 3023, modifying the General Facility Charge (GFC) calculation for the classification of building type or use referred to in AMC Chapter 13.08 as 'Wet Industrial Building'.



City Council Agenda Bill

Meeting Date: 3/19/2018

Agenda Item: 7a

Subject: Ordinance 3023, Amendment to AMC 13.08.020, Wet Industrial GFC Calculation

Staff Contact: G. Matt Reynolds

Approved for Submittal to Council by	
X	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
X	Darcy Swetnam, City Attorney

Action Type	
X	Ordinance No. 3023
X	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: This Ordinance will redefine one of the variables used in the calculation of the General Facility Charge (GFC) for connections to the City's sewer system for the classification of building type or use referred to as "Wet Industrial Building". This change will result in a more fair and equitable GFC determination for this classification of connection.

Background: The City of Anacortes maintains a general facility charges for new connections to the City's sewer system and for expanded service for existing connections. Subsection 13.08.020.F.15 of the Anacortes Municipal Code (AMC) provides a methodology for determining the GFC for a particular classification of building type or use called Wet Industrial Buildings. That methodology includes a mathematical equation that includes an Extra Strength Factor "F". The definition provided for the Extra Strength Factor states that F is a *whole* number multiplier. This change will allow F to be a decimal number, making the GFC calculation more accurately reflect the impact of the connection on the sewer system.

Budget Impact	
Amount Budgeted	NA
Budget Account (BARS)	NA
Proposed Expenditure	NA
Budget Amendment Required?	No
Revenue Source	NA

Proposed Contract	
Contractor	NA
Amount	NA
Start Date	NA
End Date	

Previous Council/Committee Action: This was discussed at the November 5, 2017 Public Works Committee meeting

Competing Viewpoints Considered: NA

Recommended Motion: I move to adopt Ordinance 3023 modifying the GFC calculation methodology for connection to the City's sewer system for the classification "wet industrial buildings"

Alternative Actions: NA

Attachments (listed in order presented): Ordinance 3023

Ordinance No. 3023

AN ORDINANCE UPDATING THE GENERAL FACILITY CHARGE FOR SEWER CONNECTIONS IN THE CITY OF ANACORTES, AMENDING SUBSECTION 13.08.020.F.15 OF THE ANACORTES MUNICIPAL CODE

Whereas The City of Anacortes (City) maintains a general facility charge (GFC) for new sewer connections to the City's system of sewerage (System) and for expanded service for existing connections.

Whereas The GFC assures that connections to the System pay a pro rata share of the System's facilities for transport and treatment of wastewater, and for planned facilities and improvements necessary to accommodate growth in demand on the System.

Whereas, Subsection 13.08.020.F.15 of the Anacortes Municipal Code provides a methodology for determining the GFC for "Wet Industrial Buildings".

Whereas, that methodology includes a formula that includes an Extra Strength Factor "F" as well as a definition of the Extra Strength Factor F.

Whereas, Amending that definition will provide a more fair and equitable GFC determination.

Whereas, RCW 35.92.025 grants cities and towns the authority to charge such reasonable connection charge as the legislative body of the city or town shall determine proper in order that such property owners shall bear their equitable share of the cost of such system.

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

Section 1. The definition of Extra Strength Factor "F" shall be defined as follows:

F = Extra Strength Factor, a number multiplier which is greater than or equal to 1, based on a single family residential maximum biochemical oxygen demand (BOD) or total suspended solids (TSS) of 300 mg/l, where:

$$F = \text{Annual Average BOD or TSS (mg/l)} \div 300 \text{ mg/l}$$

Section 2. This ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of _____, 2018.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney



City Council Contract Agenda Bill

Meeting Date: 3/19/2018 **Agenda Item:** 7b

Subject: Contract Award – Telemetry Upgrades Phase C

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: The City seeks City Council consent to issue a contract to Quality Controls Corporation in the amount of \$275,549.79 to implement the third phase to replace an aging off-site telemetry radios at WWTP. This project upgrades the system to narrow bandwidth as required by the FCC using cellular technology, as well as puts the equipment in place for future fiber hookup.

Background:

1. **History:** In 2014 Anacortes hired Accu-Comm to conduct a radio path study to evaluate the aging serial radio telemetry system in use by the Anacortes Wastewater Division for communication between the treatment plant and the 23 remote pump stations located throughout Anacortes. The study was undertaken to address ongoing telemetry failures at multiple pump stations along with the necessity to replace the outdated radios that were no longer compliant with FCC regulations. Based on the results of the study, Anacortes began to move forward on a path to replace the serial radios with an updated cellular/fiber telemetry system to improve overall performance and provide more reliable monitoring.

Anacortes operates 23 sewage pump stations, some of which were originally installed more than 50 years ago. Due to changes and improvements in technology throughout the years, much of the existing control equipment cannot be re-used. The telemetry upgrade project requires replacement and improvements to several outdated control components by installing new equipment compatible with current technology and bringing the systems up to current standards.

To keep the project manageable and reduce the disruption to plant operations, the project was divided into 3 phases. The first phase began in 2015 to upgrade the most problematic pump stations to cellular phone communication in the interim while the City developed the fiber optic network that would eventually replace the cellular communication. The second phase is nearing completion, resulting in two-thirds of the stations being updated. To date, the first two phases have been extremely effective and successful in eliminating communication failures and providing more reliable and consistent information to remotely monitor the pump stations from the treatment plant.

Phase C, the final phase, incorporates telemetry and control upgrades to the remaining 7 pump stations. Upon completion of Phase C, all of the pump stations and remote sites associated with the wastewater plant are expected to be communicating utilizing the City's fiber network.

2. **Key Terms:**
 - The total contract price is \$275,549.79
 - Term is through 12/31/18
 - Includes upgrades to the following sites:
 - Upgraded Lift Station RTUs: 18, 20, 21, 23
 - Upgraded Lift Station Pump Controls Panels: 1, 2, 4
 - Cutover WWTP Phase A&B Sites to Fiber Optic Network
 - Cutover Water Department Remote Sites to Fiber Optic Network
3. **Competitive Bidding:** This work is considered a Personal Service and as such the City asked the Consultant for a proposal that included a scope of work and fees. The Project Manager then evaluated the proposal and determined the scope meets our needs and the fees are fair and reasonable.

Previous Council/Committee Action: City Council awarded QCC the contract to implement [Phase A](#) of this project on 10/5/15 and [Phase B](#) on [8/21/17](#).

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 14-009-IDS-005 with Quality Controls Corporation in the amount of \$275,549.79 to implement Phase C of the telemetry upgrades.

Alternative Actions: Not upgrade City's radio telemetry and continue to miss signals and remain non-compliant with FCC regulations.

Attachments: Contract 14-009-IDS-005

Contractor	Quality Controls Corp.
Contract Amount	\$275,549.79
Earmarked Funds	
440.000.594.35.64	\$309,000.00
401.000.594.34.63	\$ 50,000.00
BARS #	
Items 1-8, 10 (75%) = \$255,713.17	440.000.594.35.64
Items 9, 10 (25%) = \$19,836.62	401.000.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/18



CONTRACT 14-009-IDS-005
Between
THE CITY OF ANACORTES
AND
QUALITY CONTROLS CORPORATION

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Quality Controls Corporation hereinafter referred to as the "Consultant";

WHEREAS, the City requires professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work.** Under this Agreement, the Consultant shall provide the City professional services in accordance with the attached **EXHIBIT A** entitled "Telemetry Upgrades Phase C", hereinafter called "Work".

The Work under this Contract will be directed by Wastewater Treatment Plant Manager (WWTP), Rebecca Fox, or designee, who may be reached at (360) 299-0953 or email at beckyf@cityofanacortes.org.

2. **Price.** The work performed under this Agreement shall be performed on a fixed price basis for a total price of **Two Hundred Seventy-Five Thousand Five Hundred Forty-Nine Dollars and Seventy-Nine Cents (\$275,549.79)**. Payment terms are set forth in Clause 4 **Payment Terms**.

3. **Period of Performance.** Work shall begin upon inception and complete by December 31, 2018. Inception is defined as the date the contract is fully-executed.

4. **Payment Terms.** Payment shall be made in accordance with **EXHIBIT B, SCHEDULE OF VALUES – PHASE B**.

5. **Invoicing.** All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price.

The Consultant must invoice **MONTHLY** for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment.

Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Consultants may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the **Disputes** clause contained herein.

6. **Withholding Payment.** In the event the City determines that the Consultant has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Consultant the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Consultant to terminate or damages, provided that the City promptly gives notice in writing to the Consultant of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the Public Works Director set forth in such notice to the Consultant of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Consultant acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the Public Works Director which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Consultant, (3) to set off any amount so paid or incurred from amounts due to become due the Consultant. In the event the

Consultant obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Consultant by reason of good faith withholding by the City under this clause.

7. **Final Payment: Waiver of Claim.** The Consultant's acceptance of final payment (excluding withheld retainage) shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

8. **Subcontracts.** The Consultant shall give notice reasonably in advance of placing any subcontract; preferably the Consultant shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a subConsultant to furnish supplies or services for performance of the prime Consultant or a subConsultant. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed subConsultant, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

- (1) of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract;; or
- (3) To relieve the Consultant of any responsibility for performing this Contract.

The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any subConsultant or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this contract, with respect to which the Consultant may be entitled to reimbursement from the City.

9. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant ("Instruments of Services"). Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure. Any subsequent reuse or modification of Consultant's Instruments of Service by the City or any party obtaining it through the City will be at City's sole risk and without liability to Consultant.

10. **Defense and Indemnity Agreement.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive the expiration or termination of this Agreement.

11. **Insurance.**

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01..
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Consultants and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

12. **Registered or Licensed Consultant.** The City is prohibited by RCW 39.06.010 from executing an Agreement with a Consultant who is not registered or licensed as required by the laws of the state. In addition, the City will require persons doing business with the City to possess a business license.

13. **Acceptance.** Consultant acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Consultant. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

14. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City's Public Works Director, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

15. **Standard of Care.** The Consultant represents that Consultant has the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant and any persons employed by Consultant shall use their best efforts to perform the Work in a professional manner consistent with sound engineering practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein. The City's remedy shall be the re-performance of the Service or an equitable adjustment in the monies paid for the Professional Services, at the City's discretion.

16. **Discrimination Prohibited.** Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

17. **Consultant is an Independent Consultant.** The parties intend that an independent Consultant relationship will be created by this Agreement. No agent, employee or representative of the Consultant shall be deemed to be an agent, employee or representative of the City for any purpose. Consultant shall be solely responsible for all acts of its agents, employees, representatives and subConsultants during the performance of this Agreement.

18. The City's Right to Terminate Agreement.

A. Termination for Default

If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the Work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all Work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the Work, including all increased costs for completing the Work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience

The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

19. **Changes/Additional Work**. The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

20. **Non-waiver**. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

21. **Non-assignable**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

22. **Covenant Against Contingent Fees**. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

23. Disputes

A. General

Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim

The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the Work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each

element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution

In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

24. **Force Majeure.** Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

25. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services.

The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

26. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

27. **Survival of Contract Termination.** The articles relating to Disputes; Venue and Choice of Law; The City's Right to Terminate Contract; Defense & Indemnity Agreement, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

28. **Venue and Choice of Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

29. **Notices.** Notices to the City of Anacortes shall be sent to the following address:

City of Anacortes
Attention: Tiffany Matson
matsont@cityofanacortes.org
904 6th Street
PO BOX 547
Anacortes, WA 98221

Notices to the Consultant shall be sent to the following address:

Quality Controls Corporation
Mr. James Cross
5015 208th Street, SW, Suite 1-B
Lynnwood, WA 98036
(425) 778-8280

Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mails, with proper postage and properly addressed.

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to be bound accordingly;

CITY OF ANACORTES

QUALITY CONTROL CORPORATION

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name

Title _____

Date _____

CONTRACT 14-009-IDS-005
EXHIBIT A

Scope of Work

1. Pump Station 1 Control Panel Upgrade: QCC provides a new pump station control panel. The new control panel includes the required motor control and telemetry system hardware, including the following major components:

A. New Pump Station Control Panel- QCC provide a new UL listed, station control panel, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. NEMA 4x stainless steel control panel, with interior swing panel.
- b. Main disconnect breaker with rotary disconnect.
- c. Qty one (1) new Allen Bradley Powerflex VFDs- 5hp, 240VAC 1ph, and installation of one (1) existing Allen Bradley Powerflex VFD. With swing panel mounted HIM modules.
- d. Required VFD short circuit protection hardware.
- e. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- f. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- g. Swing Panel mounted pilot devices, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights
 - iv. Qty 2 Overtemp Lights
 - v. Qty 2 Hand-Off-Auto Switches
- h. Industrial Ethernet Switch.
- i. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
- j. DC Power Supply and UPS.
- k. Heater & thermostat.
- l. Fan kits with NEMA 4x shrouds.
- m. Intrinsically safe protection for wet well instrumentation.
- n. Power distribution breaker and fuses as required.

B. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

2. Pump Station 2 Control Panel Upgrade: QCC utilizes the existing enclosure salvaged from the Pump Station 1 upgrade and provides a new pump station control panel assembly. The new assembly includes the required motor control and telemetry system hardware, including the following major components:

A. New Pump Station Control Panel- QCC provide a new UL listed, station control panel, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. Re-use existing Pump Station 1 NEMA 4x stainless steel control panel
- b. New interior swing panel.
- c. Main disconnect breaker with rotary disconnect.
- d. Qty two full voltage non-reversing motor starters, 3HP, 1ph, 230VAC, powered
- e. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- f. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- g. Swing Panel mounted pilot devices, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights
 - iv. Qty 2 Overtemp Lights
 - v. Qty 2 Hand-Off-Auto Switches
- h. Industrial Ethernet Switch.
- i. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
- j. DC Power Supply and UPS.
- k. Heater & thermostat.
- l. Fan kits with NEMA 4x shrouds.
- m. Intrinsically safe protection for wet well instrumentation.
- n. Power distribution breaker and fuses as required.

New Wet Well Instrumentation- QCC provides new wet well level instrumentation including the following:

- a. Submersible level transmitter, Intrinsically safe 4-20mA output.
- b. Qty one (1) float type level switches, non-mercury, high level switch.
- c. Wet well instrument weight kit, includes stainless steel chain and stainless wet well mounting adapter.

B. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

- 3. Pump Station 4 Control Panel Upgrade:** QCC upgrades the existing control panel. The upgraded control panel includes new motor control and telemetry system hardware, including the following major components:

A. New Pump Station Control Panel Hardware- QCC provides the following control panel hardware upgrades, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. Qty two (2) new Allen Bradley Powerflex VFDs- 15hp, 480VAC, 3ph VFDs, with swing panel mounted HIM modules.
- b. Required VFD short circuit protection.
- c. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- d. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- e. Supply and install new HOA switches to replace existing 3-position switches.
- f. Upgrade pilot devices to Press-To-Test versions, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights
 - iv. Qty 2 Overtemp Lights
- g. Industrial Ethernet Switch.
- h. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
- i. New Intrinsically safe protection for wet well instrumentation.

B. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

- 4. Pump Station 18 Control Panel Upgrade:** QCC upgrades the existing control panel. The upgraded control panel includes telemetry system hardware, including the following major components:

A. New Pump Station Control Panel Hardware- QCC provides the following control panel hardware upgrades, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. New DC UPS system.
- b. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- c. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- d. Upgrade pilot devices to Press-To-Test versions, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights

- iv. Qty 2 Overtemp Lights
- e. Upgrade all existing Time-Delay Relays to new, city standard Allen Bradley Time Delay relays.
- f. Industrial Ethernet Switch.
- g. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
- h. New Intrinsically safe protection for wet well instrumentation.

B. Pump Station Control Panel Re-wiring- QCC provides the wire and labor to repair the existing control panel wiring to industry standards. Includes installation of wire ways, new control and power wiring, wire tags, and miscellaneous wiring accessories as needed.

New Wet Well Instrumentation- QCC provides new wet well level instrumentation including the following:

- a. Submersible level transmitter, Intrinsically safe 4-20mA output.
- b. Qty one (1) float type level switches, non-mercury, high and low level switches.
- c. Wet well instrument weight kit, includes stainless steel chain and stainless wet well mounting adapter.

C. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

D. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

5. Pump Station 20 Control Panel Upgrade: QCC upgrades the existing control panel. The upgraded control panel includes telemetry system hardware, including the following major components:

A. New Pump Station Control Panel Hardware- QCC provides the following control panel hardware upgrades, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. DC UPS system.
- b. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- c. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- d. Upgrade pilot devices to Press-To-Test versions, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights
 - iv. Qty 2 Overtemp Lights
- e. Upgrade all existing Time-Delay Relays to new, city standard Allen Bradley Time Delay relays.
- f. Industrial Ethernet Switch.
- g. Fiber optic Telemetry Hardware for Ethernet connectivity.

QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.

- h. New Intrinsically safe protection for wet well instrumentation.

New Wet Well Instrumentation- QCC provides new wet well level instrumentation including the following:

- a. Submersible level transmitter, Intrinsically safe 4-20mA output.
- b. Qty one (1) float type level switches, non-mercury, high and low level switches.
- c. Wet well instrument weight kit, includes stainless steel chain and stainless wet well mounting adapter.

B. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

6. Pump Station 21 Control Panel Upgrade: QCC upgrades the existing control panel. The upgraded control panel includes telemetry system hardware, including the following major components:

A. New Pump Station Control Panel Hardware- QCC provides the following control panel hardware upgrades, complete and ready for installation by others. Includes, but is not limited to the following major components:

- a. New DC UPS system.
- b. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
- c. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
- d. Upgrade pilot devices to Press-To-Test versions, including:
 - i. Qty 2 Running Lights
 - ii. Qty 2 VFD Fault Lights
 - iii. Qty 2 Seal Leak Lights
 - iv. Qty 2 Overtemp Lights
- e. Industrial Ethernet Switch.
- f. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
- g. New Intrinsically safe protection for wet well instrumentation.

B. Engineering and Programming Services- QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTVIEW SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

- 7. Pump Station 23 Control Panel Upgrade:** QCC upgrades the existing control panel. The upgraded control panel includes telemetry system hardware, including the following major components:
- A. New Pump Station Control Panel Hardware-** QCC provides the following control panel hardware upgrades, complete and ready for installation by others. Includes, but is not limited to the following major components:
 - a. New DC UPS system.
 - b. Programmable Controller- Allen Bradley CompactLogix PLC, with required IO modules.
 - c. Touch Screen OIT- Allen Bradley Panelview Plus 7 600, color
 - d. Industrial Ethernet Switch.
 - e. Fiber optic Telemetry Hardware for Ethernet connectivity.
QCC provides this fiber optic hardware under line item #10 of this quotation and provides installation in the new assembly.
 - B. Engineering and Programming Services-** QCC provides all required control system design and programming services to develop a fully functional control and telemetry system. Includes all required PLC, FTView SCADA, and telemetry programming.
 - C. Onsite Startup and Commissioning-** QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.
- 8. Phase A & B WWTP Offsite Facilities-** QCC provides the labor and engineering to cutover the 24 Wastewater Pump Station Facilities upgraded in phases A and B. QCC provides the necessary labor and configuration to fully migrate each site from cellular communications to the fiber optic network.
- A. Pump Station Control Panel Hardware Installation-**
 - a. QCC receives the fiber optic hardware provided under separate quotation for installation in the new assembly.
 - B. Engineering and Programming Services-** QCC provides all required control system configuration for a fully functional system. Includes all required PLC, FTView SCADA, and telemetry programming. Includes the necessary programming to enable emergency cellular communications at any site in the event of fiber optic network failure.
 - C. Onsite Startup and Commissioning-** QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.
- 9. WTP Offsite Facilities-** QCC provides the labor and engineering to cutover the 8 Water System Facilities currently operating on cellular communications. QCC provides the necessary labor and configuration to fully migrate each site from cellular communications to the fiber optic network.
- A. Station Control Panel Hardware Installation-**

- a. QCC receives the fiber optic hardware provided under separate quotation for installation in the new assembly.

B. Engineering and Programming Services- QCC provides all required control system configuration for a fully functional system. Includes all required PLC, Wonderware SCADA, and telemetry programming.

C. Onsite Startup and Commissioning- QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

10. Fiber Optic Media Hardware Supply: QCC provides the following hardware for use in water and wastewater remote telemetry systems utilizing the city's new fiber optic network.

A. City Library Facility Hardware- QCC provide the following hardware for installation by others at the city's library fiber optic termination center:

- a. **Qty 31** x Ethernet Media Converter, Transition Networks SGFEB1040-130, or city approved equivalent.
- b. **Qty 31** x HP compatible SFP Modules, Transition Networks TN-J4859C, 1000Base-LX 1310nm (LC) single mode, or city approved equivalent.
- c. **Qty 3** x 12-slot Media Converter Rack mount kit, or city approved equivalent.

B. City Wastewater Department Remote Site Hardware- QCC provide the following hardware for installation by QCC.

- a. **Qty 23** x Ethernet Media Converter, Transition Networks SGFEB1040-130, or city approved equivalent.
- b. **Qty 23** x HP compatible SFP Modules, Transition Networks TN-J4859C, 1000Base-LX 1310nm (LC) single mode, or city approved equivalent.
- c. **Qty 23** x Piggyback DC power supplies, 12-60VDC input, Transition Networks SPS-2460-PS, or city approved equivalent.
- d. **Qty 23** x Din Rail mount bracket for SGFEB1040 modules, or city approved equivalent.

C. City Water Department Remote Site Hardware- QCC provide the following hardware for for installation by QCC.

- a. **Qty 8** x Ethernet Media Converter, Transition Networks SGFEB1040-130, or city approved equivalent.
- b. **Qty 8** x HP compatible SFP Modules, Transition Networks TN-J4859C, 1000Base-LX 1310nm (LC) single mode, or city approved equivalent.
- c. **Qty 8** x Piggyback DC power supplies, 12-60VDC input, Transition Networks SPS-2460-PS, or city approved equivalent.
- d. **Qty 8** x Din Rail mount bracket for SGFEB1040 modules, or city approved equivalent.

QCC will provide:

1. Equipment shipped FOB factory with freight allowed, tailgate, and destination.
2. Instruction manuals as required.
3. All necessary field start-up and calibration of the equipment they supply.
4. Field wiring diagrams showing interconnection of field instruments and instrumentation panels.

CONTRACT 14-009-IDS-005
EXHIBIT B, SCHEDULE OF VALUES – PHASE C

Item #	Description	Price	
1A	Lift Station 1 Hardware Supply	\$24,478.00	T
1B	Lift Station 1 Design and Programming	\$17,652.00	
1C	Lift Station 1 Startup & Commissioning	\$2,808.00	
2A	Lift Station 2 Hardware Supply	\$19,637.00	T
2B	Lift Station 2 Design and Programming	\$16,824.00	
2C	Lift Station 2 Startup & Commissioning	\$2,356.00	
3A	Lift Station 4 Hardware Supply	\$15,088.00	T
3B	Lift Station 4 Design and Programming	\$11,424.00	
3C	Lift Station 4 Startup & Commissioning	\$2,176.00	
4A	Lift Station 18 Hardware Supply	\$11,681.00	T
4B	Lift Station 18 Design and Programming	\$10,624.00	
4C	Lift Station 18 Startup & Commissioning	\$1,816.00	
5A	Lift Station 20 Hardware Supply	\$11,672.00	T
5B	Lift Station 20 Design and Programming	\$10,624.00	
5C	Lift Station 20 Startup & Commissioning	\$1,816.00	
6A	Lift Station 21 Hardware Supply	\$10,431.00	T
6B	Lift Station 21 Design and Programming	\$10,624.00	
6C	Lift Station 21 Startup & Commissioning	\$1,816.00	
7A	Lift Station 23 Hardware Supply	\$7,440.00	T
7B	Lift Station 23 Design and Programming	\$9,124.00	
7C	Lift Station 23 Startup & Commissioning	\$1,456.00	
8	WWTP Phase A&B Fiber Optic Cutover	\$11,600.00	
9	Water System Sites Fiber Optic Cutover	\$8,500.00	
10	Fiber Optic Ethernet Media Hardware	\$41,794.00	T

Subtotal: \$263,461.00

Sales Tax @ 8.5% is included in Line Items 1A, 2A, 3A, 4A, 5A, 6A, 7A, 10: \$12,088.79

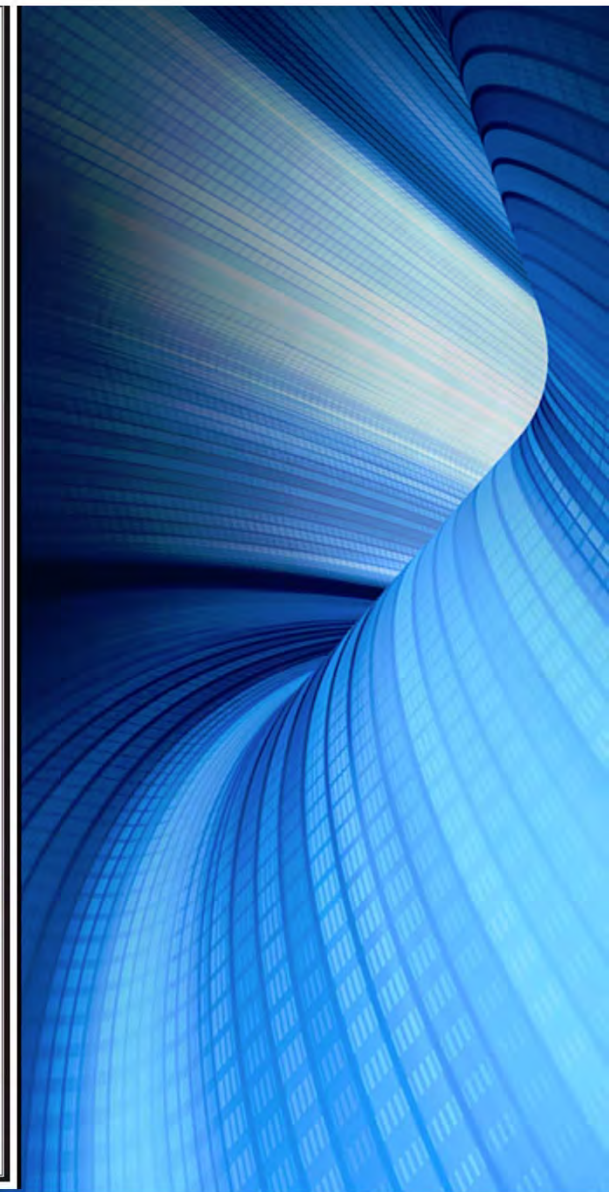
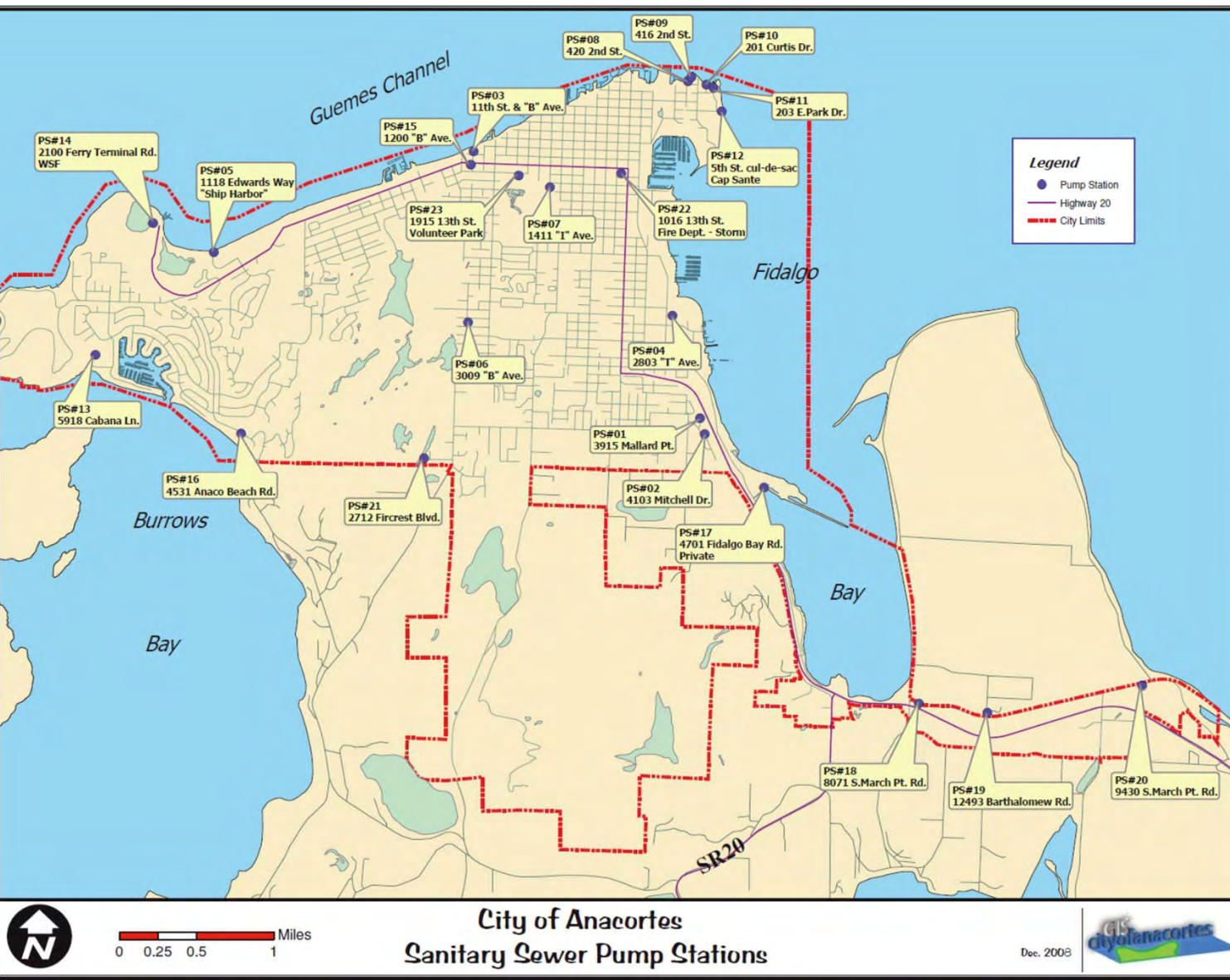
Total Price: \$275,549.79

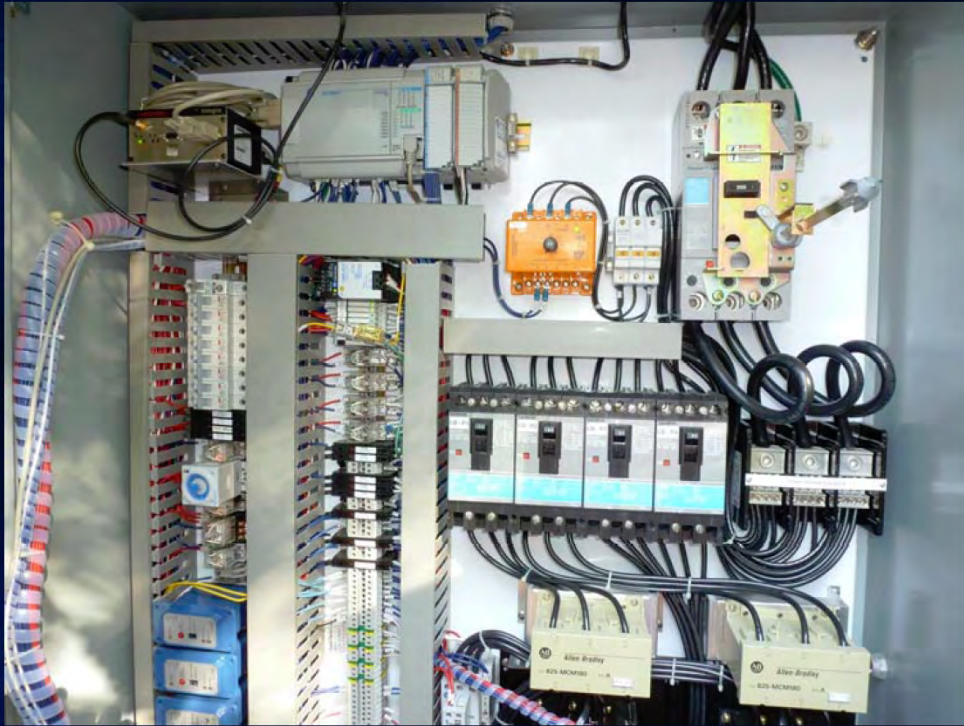
Pump Station Telemetry Upgrades

Phase C

CITY OF ANACORTES PUBLIC WORKS

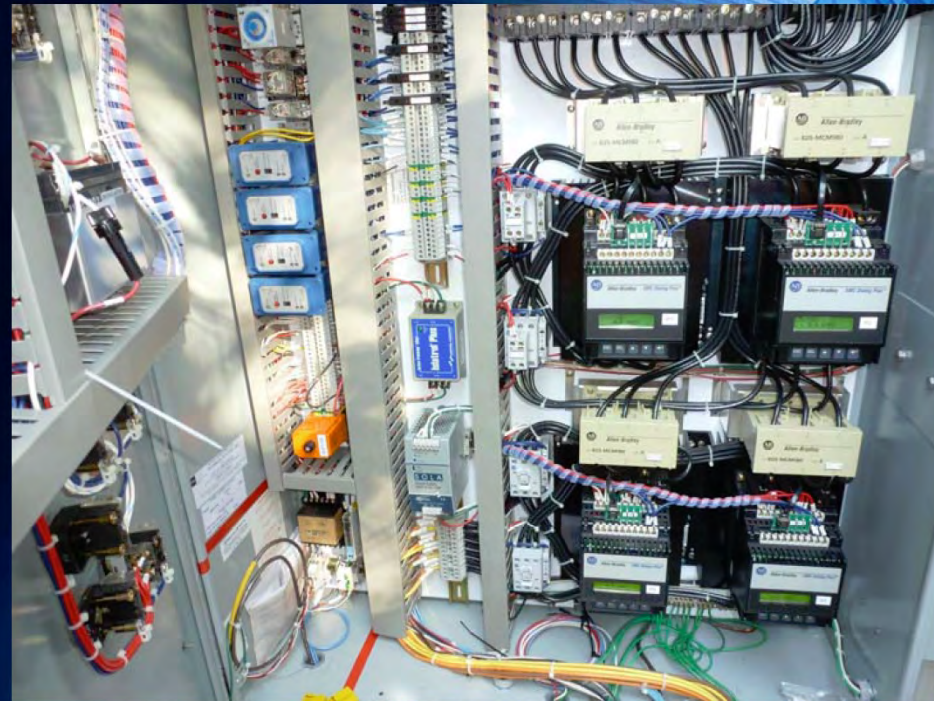






CITY OF ANACORTES PUBLIC WORKS

Pump Station 15 control panel



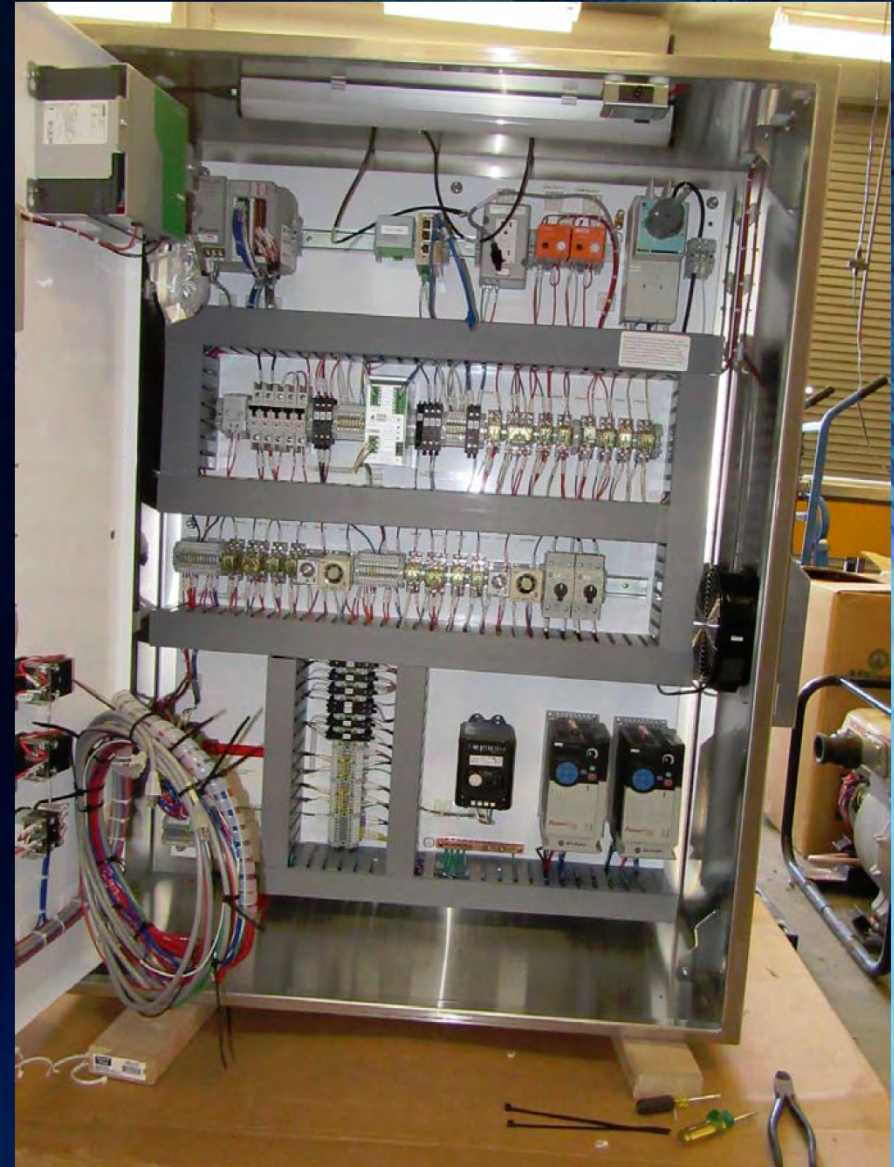
Pump Station 15 Control Panel

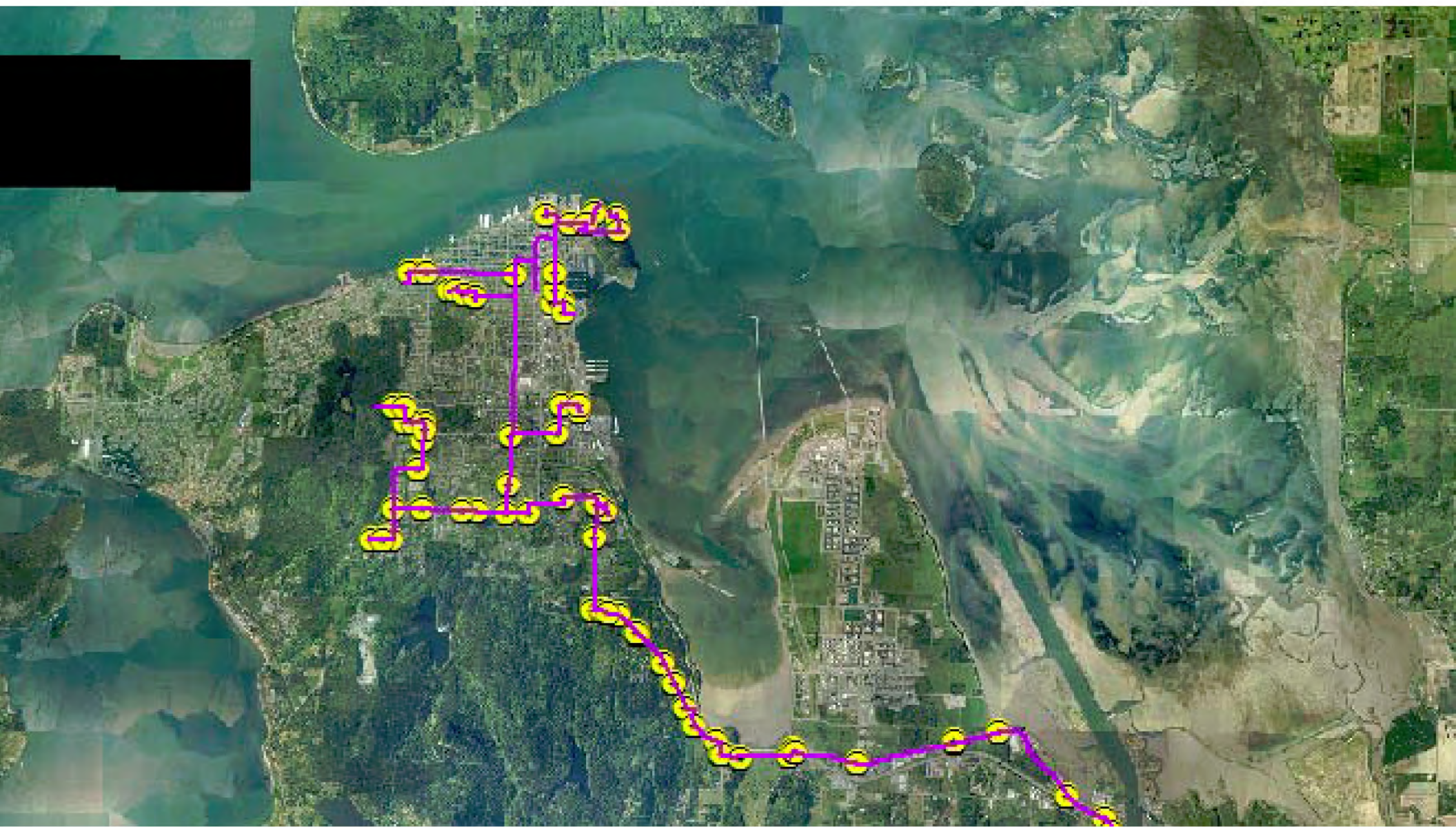
CITY OF ANACORTES PUBLIC WORKS



Pump Station 10 Control Panel

CITY OF ANACORTES PUBLIC WORKS







Heart Lake Algae Treatment

CONTRACT PROPOSAL

Background

- ▶ Council passed Resolution 1989 in July 2017, to allocate quarry funds to pay for treatments at Heart Lake.
- ▶ Grant awarded to City of Anacortes in July 2017 from Department of Ecology for \$49,999.50 towards algae treatment.
- ▶ Milfoil treatment in summer/fall of 2017. Cost \$41,284.25
- ▶ Request for proposals for algae treatment at the lake. HAB Aquatic Solutions highest score at a cost of \$112,354.
- ▶ Timeline for treatment at the lake this year, week of April 2.

Treatment Proposal

- ▶ Alum Treatment planned to take place over 2 days to maintain a steady pH level in the lake to protect native wildlife.
- ▶ Parking lot will be closed to the public over that period of time.
- ▶ Contactor will use their Application Barge (32 feet), tanker trucks will bring in the alum and sodium aluminate and transfer it to the storage tanks.
- ▶ Safety equipment will be deployed by the contractor around the tanks, their staff will be on site overnight.
- ▶ Scientists from HAB and Herrera Environmental will be monitoring pH levels and testing throughout the application.
- ▶ Presentation on March 20th @ 6:30pm at Senior Activity Center.

Questions?



Proposal Comparison

Heart Lake Alum Treatment Proposal Comparison

	Max. Score	HAB Aquatic Solutions	AquaTechnix
Qualifications (maximum of 40 points)			
Staff qualifications	10	10	8
Experience qualifications	20	20	15
References	10	8	7
<i>Qualifications subtotal</i>	<i>40</i>	<i>38</i>	<i>30</i>
Scope of Work (maximum of 30 points)			
Tasks	10	9	6
Methods	10	10	10
Project schedule	10	8	8
<i>Scope of Work subtotal</i>	<i>30</i>	<i>27</i>	<i>24</i>
Cost (maximum of 30 points)			
Materials cost	10	8	10
Total cost	20	12	15
<i>Cost subtotal</i>	<i>30</i>	<i>20</i>	<i>25</i>
Total Score	100	85	79



City Council Contract Agenda Bill

Meeting Date: 3/19/2018 **Agenda Item:** 7c

Subject: Contract Award - Alum Treatment of Heart Lake

Staff Contact: Jonn Lunsford

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$112,354.00 to HAB Aquatic Solutions to perform the Alum Treatment of Heart Lake.

Background:

1. **History:** Heart Lake is an approximately 70 acre lake in the City of Anacortes. The lake has also developed problems with filamentous algae and occasional toxic blue-green algae blooms. Herrera Environmental Consultants (Herrera) conducted a Water Quality Study in 2017 documenting the algae problems and sources of phosphorus to the lake, and recommending an alum treatment to reduce sediment phosphorus inputs and algae growth. Herrera prepared an Alum Treatment Plan in 2018 that contains technical specifications for an alum treatment contractor, as well as oversight and monitoring to be performed by Herrera. Additional background information is provided in the [Alum Treatment Plan](#).
2. **Key Terms:**
 - Contract price is \$107,686.25 which includes \$8,436.25 in sales tax
 - The mobilization and application of the treatment will take place the week of April 2, 2018. All follow up meetings and reports will be completed by December 31, 2018.
 - The three tasks include:
 - Task 1: Submittals, Mobilization, Demobilization
The Contractor is responsible for complying with submittal requirements specified in the Technical Specifications. The Contractor shall mobilize equipment to the specified staging area at Heart Lake with the specified equipment necessary to treat the lake on April 2 and 3, 2018, or on alternative agreed dates. The Contractor shall remove all treatment equipment from the staging area upon completion of the treatment as specified in the Technical Specifications. The City of Anacortes will be responsible for all public notification in accordance with the Aquatic Plant and Algae Management General Permit from the Washington State Department of Ecology.
 - Task 2: Materials
The Contractor shall provide 16,722 gallons of aluminum sulfate (alum) and 8,361 gallons of sodium aluminate as specified in the attached Technical Specification for application to Heart Lake. The actual material amounts may vary depending on the appropriate ratio of materials needed to maintain acceptable pH conditions in the lake, and material costs will be adjusted accordingly based on the proposed unit costs.
 - Task 3: Alum Treatment
The Contractor shall apply the alum and sodium aluminate to Heart Lake as specified in the Technical Specifications. The City of Anacortes may delay or suspended a portion of the treatment if water quality or wildlife impacts are observed.
3. **Competitive Bidding:** This work is considered a Purchased Service and as such on March 2, 2018 the City posted a [Request for Proposals](#) for the project. After the March 12, 2018 deadline, the two submitted proposal were evaluated by our Consultant, Herrera, and the Project Manager Jonn Lunsford, and HAB Aquatic Solutions was selected as the most qualified respondent.

The following weights given to each factor:

- Qualifications of Firm 40%
- Scope of Work Approach 30%
- Cost 30%

Previous Council/Committee Action: The treatment of Heart Lake has been discussed many times. At the [June 10, 2017](#) meeting Council passed and approved [Resolution 1989](#) adopting a non-binding policy concerning budget allocations for Heart Lake milfoil and algae management projects. On [January 2, 2018](#) Council awarded contract [18-008-PRK-001](#) to Herrera Environmental Consultants to develop and implement an algae management plan for Heart Lake.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 18-008-PRK-002 with HAB Aquatic Solutions in the amount of \$112,354.00 to perform the Alum Treatment of Heart Lake.

Alternative Actions: Not treat Heart Lake with alum, leave the lake in its current state

Attachments: Contract 18-008-PRK-002

Contractor	HAB Aquatic Solutions
Contract Amount	\$112,354.00
Earmarked Funds	ACFL Professional Services general budget
BARS #	113.410.576.90.41
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/18

Funding Sources

From Resolution 1989:

"Allocate total of \$155,700 from the quarry revenues for the milfoil treatment in 2017 and algae treatment scheduled for 2018. These funds and an additional grant from the Washington State Department of Ecology in the amount of \$49,999.50 will meet the estimated costs of these treatments."



Contract 18-008-PRK-002
Between
THE CITY OF ANACORTES
and
HAB AQUATIC SOLUTIONS

ALUM TREATMENT OF HEART LAKE

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and HAB Aquatic Solutions a private contractor at 5100 Van Dom Street #6096, Lincoln, NE 68506, hereinafter referred to as the "Contractor";

WHEREAS, the City requires professional services of the Contractor;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work**. Under this Agreement, the Contractor shall provide services for the alum treatment of Heart Lake in accordance with and as described in Exhibit A, the Request for Proposal entitled Alum Treatment of Heart Lake 18-008-PRK-002, and the Heart Lake Alum Treatment Plan, all of which are hereby incorporated by reference and made a part hereof. Work shall be performed under the direction of Jonn Lunsford, who may be reached at (360) 299-1953, or by email at JonnL@cityofanacortes.org.

2. **Price**. The work shall be performed for a fixed price of **One Hundred Twelve Thousand Three Hundred Fifty-Four Dollars (\$112,354.00)** which includes \$8,801.93 in sales tax. This includes all labor and materials for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of Intent to Pay Prevailing Wage approved by the Department of Labor and Industries.

3. **Period of Performance**. The mobilization and application of the treatment will take place the week of April 2, 2018. All follow up meetings and reports will be completed by December 31, 2018.

4. **Subcontracts**. The Contractor shall give notice reasonably in advance of placing any subcontract; preferably the Contractor shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a subcontractor to furnish supplies or services for performance of the prime Contractor or a subcontractor. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed subcontractor, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

- (1) of the acceptability of any subcontract terms or conditions;
- (2) of the allowability of any cost under this contract,; or
- (3) to relieve the Contractor of any responsibility for performing this Contract.

The Contractor shall give immediate written notice, reference Clause **Notices**, of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the City.

5. **Invoicing**. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price.

The Contractor must invoice MONTHLY for quantities delivered during the invoice period.

Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

6. **Non-exclusive Agreement**. Nothing in this Agreement shall preclude the City from performing or obtaining the services covered by this Agreement through sources other than the Contractor.

7. **Ownership and Use of Documents**. All finished and unfinished documents and material prepared by the Contractor with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Contractor. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

8. **Indemnification / Hold Harmless**. The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Acceptance**. Contractor acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Contractor. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

10. **Insurance**

A. **Insurance Term**

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. **No Limitation**

The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. **Minimum Scope of Insurance**

The Contractor's required insurance shall be of the types and coverage as stated below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
2. **Commercial General Liability** insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion

for liability arising from explosion, collapse or underground property damage. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
3. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City of Anacortes shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

E. Public Entity Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

H. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

J. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

K. Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

11. Registered or Licensed Contractor. The City is prohibited by RCW 39.06.010 from executing an Agreement with a Contractor who is not registered or licensed as required by the laws of the state. In addition, the City will require persons doing business with the City to possess a business license.

12. Inspection.

A. Of the Work

All services furnished including deliverables and other materials shall be subject to inspection. The Project Manager shall have access to the work wherever it is in progress or being performed.

B. Project Manager's Authority

The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Contractor may appeal according to the Disputes clause. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Contractor of his/her obligations or responsibilities under the Agreement. However, the Contractor shall be responsible for its own methods and conduct during the period of performance.

13. Acceptance of Services: "Acceptance" as used in this clause, means the act of an authorized representative of the City by which the City assumes for itself, or as an agent of another, approves specific services, as partial or complete performance of the Agreement.

The Public Works Director shall give written notice of any deficiencies or nonconformance to the Contractor within 45 days from the date of acceptance by the City.

If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the Contracting Officer may, by Agreement or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the Agreement and Task Order.

14. Discrimination Prohibited. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

15. Contractor is an Independent Contractor. The parties intend that an independent Contractor relationship will be created by this Agreement. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and subcontractors during the performance of this Agreement.

16. The City's Right to Terminate Agreement.

A. Termination for Default

If the Contractor defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is

declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience

The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

17. **Changes/Additional Work**. The City may engage Contractor to perform services in addition to those listed in this Agreement, and Contractor will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Contractor to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

18. **Standard of Care**. Contractor represents that Contractor has the necessary knowledge, skill and experience to perform services required by this Agreement. Contractor and any persons employed by Contractor shall perform in a professional manner consistent with sound engineering practices as established by RCW, and in accordance with the schedules and scope of services described herein.

19. **Non-waiver**. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

20. **Assignment**. Neither the City nor the Contractor shall assign this Agreement, either in whole or in part, without the prior written consent of the other party, which shall not be unreasonably withheld. Any assignment permitted under this clause does not relieve either party from its duties or obligations under this Agreement. The services to be provided by the Contractor shall not be assigned or subcontracted without the express written consent of the City.

21. **Covenant Against Contingent Fees**. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

22. Disputes

A. General

Differences between the Contractor and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim

The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution

In the event of a dispute between the City and the Contractor arising of this Agreement or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

23. **Force Majeure.** Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City.

24. **Compliance with Laws.** The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services.

The Contractor specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

25. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

26. **Survival of Contract Termination**. The articles relating to Indemnification, Disputes, Data Rights, Proprietary Information, and Venue and Choice of Law shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

27. **Venue and Choice of Law**. This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

28. **Notices**.

Notices to the City of Anacortes shall be sent to the following address:

City of Anacortes
Tiffany Matson
904 6th Street
PO BOX 547
Anacortes, WA 98221

Notices to the Contractor shall be sent to the following address:

HAB Aquatic Solutions
Dr. John Holz
5100 Van Dorn Street #6096
Lincoln, NE 68506

Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed.

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to be bound accordingly;

CITY OF ANACORTES

HAB AQUATIC SOLUTIONS

By _____
Laurie Gere, Mayor

By _____

Date _____

Printed Name _____

Title _____

Date _____

ALUM TREATMENT OF HEART LAKE
CONTRACT 18-008-PRK-002
EXHIBIT A
STATEMENT OF WORK

INTRODUCTION AND SCOPE

Heart Lake is an approximately 70 acre lake in the City of Anacortes. The lake has also developed problems with filamentous algae and occasional toxic blue-green algae blooms. Herrera Environmental Consultants (Herrera) conducted a Water Quality Study in 2017 documenting the algae problems and sources of phosphorus to the lake, and recommending an alum treatment to reduce sediment phosphorus inputs and algae growth. Herrera prepared an Alum Treatment Plan in 2018 that contains technical specifications for an alum treatment contractor, as well as oversight and monitoring to be performed by Herrera. Additional background information is provided in the attached Alum Treatment Plan. Tasking under this Statement of Work (SOW) is as follows:

- Furnish and be responsible for all labor, mobilization, demobilization, materials, equipment and incidentals required to complete the Heart Lake application; including alum/sodium aluminate, application equipment, sampling equipment, storage equipment and spill containment equipment. The project will be conducted by three HAB staff: John Holz (Project Manager), Tadd Barrow (Application Specialist) and Bernie Ruppert (Product Transfer Specialist).
- Transport the liquid alum and liquid sodium aluminate to the staging area and the application to the lake from a custom application vessel. HAB will arrange for portable storage tanks at the staging area and alum will be pumped from the storage tanks to tanks onboard the application vessel. The application vessel uses computerized dosage equipment that maintains a target dose rate by accounting for changes in vessel speed. All application equipment is integrated with GPS tracking to ensure a uniform and verifiable application area and rate.
- A single, full dose application (32.1 g Al/m²) entails applying 16,722 gallons of alum (4.4% Al₂O₃ by weight) and 8,361 gallons of sodium aluminate (32% soluble sodium aluminate) to depths greater than two feet in Heart Lake, WA. The application will begin in the shallow periphery and eastern basin of the lake, and finish in the deeper western basin. The two products will be applied at a ratio of two gallons alum to one-gallon sodium aluminate with an accuracy of plus or minus 2 percent. The application will take two consecutive days to complete, will occur between April 2 and April 6, 2018, and will be conducted in accordance with the Aquatic Plant and Algae Management General Permit.
- Alum and sodium aluminate will be transferred to temporary lakeshore chemical storage tanks from air pressurized delivery tankers through heavy-duty HDPE hoses. Type 316 stainless-steel fittings are used in areas where contact with liquid alum or sodium aluminate is anticipated. All hoses, couplings and connectors meet corrosion resistance standards for alum and sodium aluminate. Alum and sodium aluminate will be transferred from the on-shore storage tanks to the application vessel tanks with centrifugal chemical transfer pumps rated for the safe handling of alum and sodium aluminate.
- On-shore chemical storage tanks are an important component of all successful buffered alum applications. On-shore storage allows HAB to precisely manage that delivery of the alum and sodium aluminate. The tanks provide a “buffer” to unfavorable application conditions (excessive wind, lightning). Deliveries can still be accepted and stored during a suspension of operations. Stored alum/sodium aluminate can be used to apply alum/sodium aluminate at a rate that exceeds the delivered supply when conditions are optimal. This results in a seamless, consistent and efficient application.
- Polyethylene tanks rated for containing alum and sodium aluminate will be utilized. A one-foot high chemical spill containment guard will surround each tank. The onshore storage tanks will be located at the staging area and will be secured (locked) if product is stored overnight. In addition, a security guard will be present overnight at the project staging area. HAB will be responsible for scheduling the delivery of all alum/sodium aluminate and arranging security.

- Alum and sodium aluminate will be applied from a single 8' x 32' customized barge. The design of the barge has been reviewed and deemed safe by a naval architect (documentation available upon request). This vessel is powered with twin 60 horsepower outboard motors, is equipped with a 39' application boom, and has two thrust balanced, sealless, mag-drive pumps. The vessel carries both alum and sodium aluminate and has a combined application rate of over 30,000 gallons per day. The minimum application water depth for this vessel is two feet.
- Alum and sodium aluminate will be applied simultaneously from the application vessel. The alum and sodium aluminate will be stored onboard in separate polyethylene tanks. One onboard pump is used to pump alum and the other one is used to pump sodium aluminate. Separate hoses supply the alum and sodium aluminate to separate application ports on the spray bars. All piping is stainless steel or heavy-duty HDPE tubing. Type 316 stainless-steel fittings are used in areas where contact with liquid alum and/or sodium aluminate is anticipated. All couplings and connectors for alum and/or sodium aluminate distribution lines, storage tanks, pump and injector units meet corrosion resistance standards for alum and sodium aluminate.
- HAB's subsurface injection technology utilizes injection lines with jet nozzles that are suspended from the application boom and penetrate the water surface. The alum and sodium aluminate are injected under pressure to flash mix the alum and sodium aluminate with lakewater at depth of 2.0 feet. This method bypasses the lakewater's surface tension and allows the floc to form and begin to settle quickly out of the photic zone (documented settling rates of 1 ft every 2 min). Thus, floc contact with algae and potential wind redistribution of floc is minimized. HAB has applied alum to lakes with high algal concentrations, with wind concerns, and into soft water without issue.
- The pumping system on the application vessel is automatically controlled by computerized GPS systems that vary the pumping rate with boat speed and bathymetric measurements to ensure an effective dose of alum and sodium aluminate. Water depth is measured from the vessel by sonar. pH is monitored in real time on the vessel with a YSI Model 101 meter (calibrated daily) and the application stops if pH drops below a pre-determined threshold (typically 6.0). The computer controlled pumping system has a manual backup system and replacements for all major parts (including pumps) exist on-site.
- Duplicate back-up copies of the daily application data are downloaded from the onboard computer at the end of each day. The two storage devices are kept in separate in separate locations overnight. A third copy of the data remains on the hard drive of the on-board computer.



City Council Agenda Bill

Meeting Date: 3/19/2018

Agenda Item: 7d

Subject: Agriculture irrigation rates

Staff Contact: Steve Hoglund, Darcy Swetnam

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
x	Staff Report

Summary Statement: The City is considering a change to Agriculture irrigation rates. The current rate is roughly 11% of the total wholesale cost of water, and indexes against the variable portion only of the wholesale rate. This rate is currently available to anyone who rents an Ag Irrigation meter.

Background: This is a continued discussion of Ag Irrigation rates that started in 2017.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: [Ordinance 881](#), [Ordinance 2961](#), Council meetings: [11/6/17 Item 7c](#), [10/16/17 Item 7b](#)

Competing Viewpoints Considered:

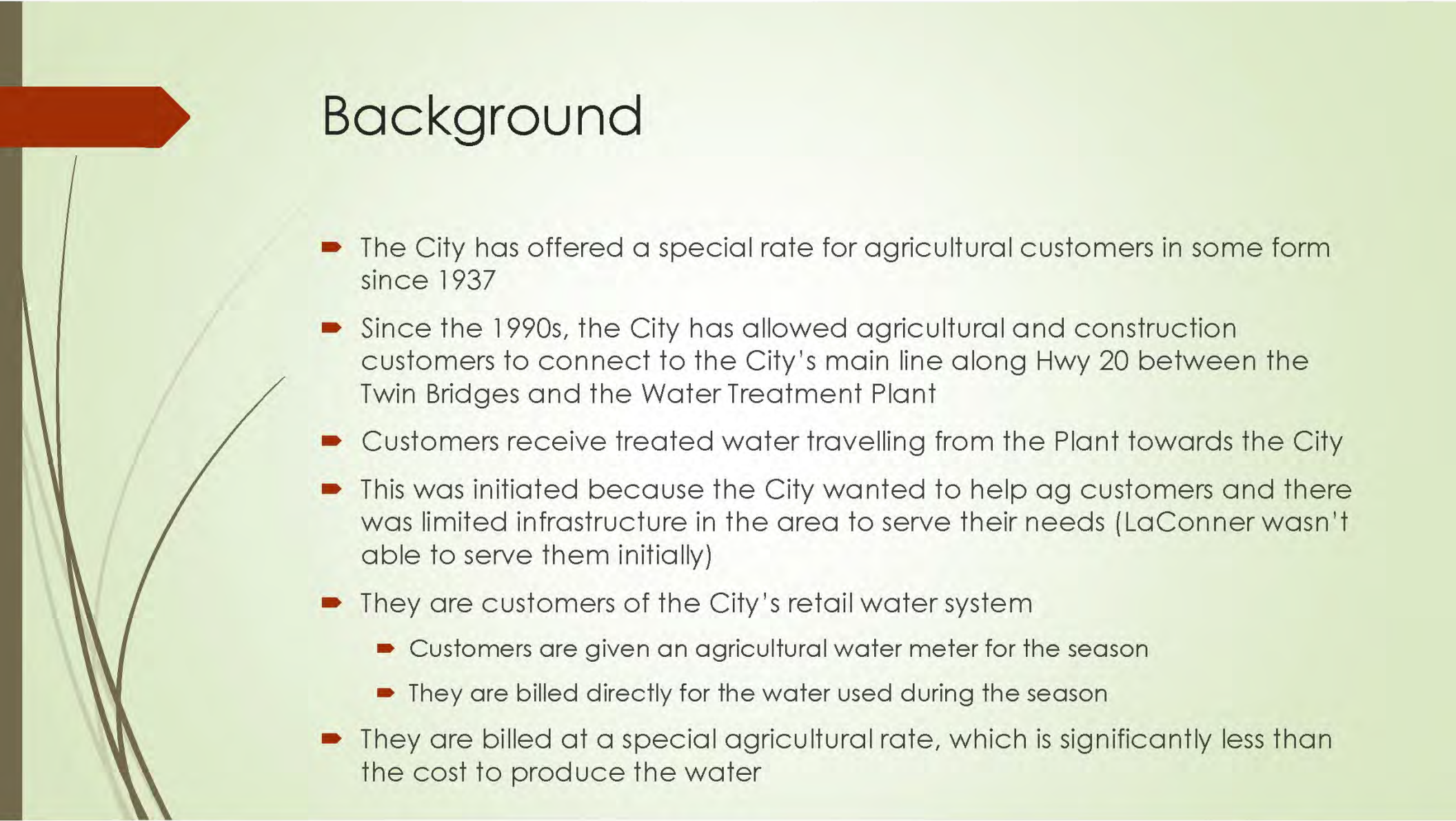
Recommended Motion: None at this time

Alternative Actions: N/A

Attachments (listed in order presented): PowerPoint presentation, Ordinance 881, Ordinance 2961

Agriculture Irrigation





Background

- The City has offered a special rate for agricultural customers in some form since 1937
- Since the 1990s, the City has allowed agricultural and construction customers to connect to the City's main line along Hwy 20 between the Twin Bridges and the Water Treatment Plant
- Customers receive treated water travelling from the Plant towards the City
- This was initiated because the City wanted to help ag customers and there was limited infrastructure in the area to serve their needs (LaConner wasn't able to serve them initially)
- They are customers of the City's retail water system
 - Customers are given an agricultural water meter for the season
 - They are billed directly for the water used during the season
- They are billed at a special agricultural rate, which is significantly less than the cost to produce the water

City of Anacortes: Regional Water System

Skagit PUD

Oak Harbor

LaConner

Swinomish
Indian
Tribal
Comm

Andeavor
Refinery

Shell
Refinery

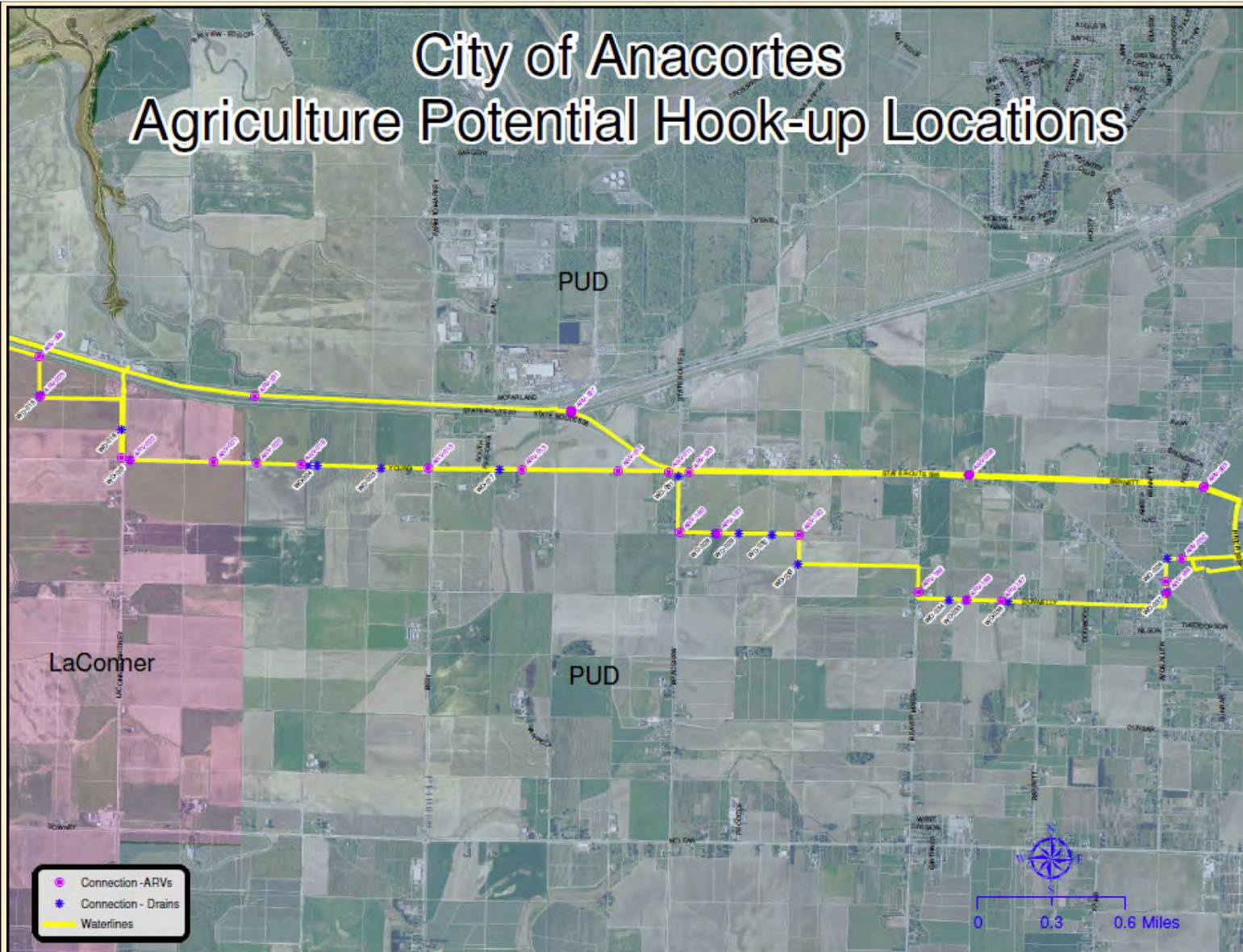
Anacortes
Retail System

Whidbey NAS

Residents of the
City of Anacortes

Ag Meter
Customers

City of Anacortes Agriculture Potential Hook-up Locations





Legal Issues: Service Area

- RCW 70.116.030(6) "service area" means a specific geographic area serviced or for which service is planned by a purveyor.
- WAC 246-290-100(2)(e): A purveyor must submit a plan to the Department of Health for review before making any changes to the service area identified in a previous planning document.
- Para 3.2 of the CWSP 2000 update clarifies, "designated service area is the exclusive service area of the identified utility"... "facilities [of another utility] can be located within another utility's retail service area, provided the facilities are not used for direct retail service without the written concurrence of the designated utility."
- Para (G)(2) of the 1996 MOA Regarding Skagit River requires the parties to reach agreement prior to expanding service areas beyond those identified in the CWSP.
- The area in question is outside the City's service area in the CWSP.



Legal Issues: Agriculture Irrigation

■ 13.32.035 Agriculture irrigation.

Property that is in commercial farm and agricultural production, and is available to be served by the city or by one of the city's regional customers under contract with the city, **may be eligible for the rate established by council resolution for irrigation of such property**. For purposes of this section, "property that is in commercial farm and agricultural production" shall have the same meaning as "farm and agricultural land" under RCW [84.34.020 2](#). Agricultural irrigation water rates are not applicable to domestic water uses, including housing or agricultural product treatment or processing. Each connection to a city main shall be installed and monitored by city staff. (Ord. 2961 § 2, 2015; Ord. 2909 § 2, 2013)

Current Ag Rates in West Skagit County

- Three water purveyors in Western Skagit County:
 - Anacortes Retail System, Skagit PUD, Town of LaConner
 - All provide water to Ag customers
- Anacortes and LaConner have rates specifically for Ag customers. The PUD charges the same consumption rate to all customer types.
- In 2015 the City Ag rate was tied to the wholesale variable rate, currently \$231.83 per million gallons.
- Agriculture Water Rates as of 12/31/17:

Provider	Cost per 100 Cubic Feet (CCF)	Cost per Million Gallons (MG)
Skagit PUD	\$2.51	\$3,355.61
Town of LaConner	\$1.61	\$2,152.41
City of Anacortes	\$0.17	\$231.83
Anacortes Costs to Treat Water	\$1.54	\$2,056.76

Agriculture Irrigation Rates

Current Ag rate:	238.79	
Wholesale rate:	2406.94	
Difference:	2168.15	
3 year implementation:	722.72	
	Year	Rate/MG
	Pre 10/1/15	104.00
Indexed to variable cost at this point:	10/1/2015	221.93
	1/1/2016	249.54
	4/1/2016	231.83
	1/1/2018	238.79
Proposed rate increases:	4/1/2019	954.55
	4/1/2020	1677.26
Target full wholesale rate:	4/1/2021	2406.94

Challenges of the Status Quo

- Ag Meter Customers are being subsidized by City residents (NOT the regional system)
 - Current Ag Meter Customers pay only 11% of the cost of the water they receive
 - Any costs not covered by the regional customers MUST be made up by City residents through retail system
 - Contracts with regional customers do not allow for subsidy to ag customers
 - The remaining 89% of water costs are being paid for by City residents
- Ag meter Customers are outside the City's Service Area
- Subsidy is causing problems for non-subsidized farmers
 - LaConner farmers who do not use Ag Meters struggle to compete to sell the same product
 - Town of LaConner leadership has repeatedly requested that City fix this disparity
 - LaConner leadership most recently asked that the City stop providing Ag Meters at discount rate in their service area
- Significant Increase would impact subsidized farmers
 - Increasing rate to cover the cost of their water would be a 887% increase to Ag Meter Customers
 - Incremental increase would lessen that impact



Staff Recommendation

- Limit Meters to Ag Customers:
 - Continue to provide Ag Meters to agricultural customers only, who are currently enrolled in the Current Use taxation program through the Skagit County Assessors Office
 - This would eliminate construction customers who are using the meters for non-ag water
- Increase Ag Meter Rate to Regional customer wholesale cost to treat the water
 - Current rate per million gallons: \$231.83
 - Wholesale cost of water per million gallons: \$2056.76
- Phase in increase over three years to start April 1, 2019
 - Each year rate per million gallons would increase by \$608.31
 - Even after full increase, rate is still cheaper than any other water provider
- Consider Interlocal agreements with PUD and LaConner to allow meters in their service area



QUESTIONS?

ORDINANCE NO. 881

An ORDINANCE amending Section 1 of ORDINANCE No.850 ,of the City of Anacortes, the same being an ORDINANCE amending Section 1 of Ordinance No.845 entitled "An Ordinance s pecifying the rates to be charged for water sold by the City and authorizing the corporate authorities to contract for the sale thereof for such period or periods as may be agreed upon;also authorizing the amendme ment of existing contracts with the Puget Sound Pulp and Timber Co., to conform to the rates specified herein, and repealing all ordinances or parts of ordin ances in conflict herewith."

THE CITY COUNCIL OF THE CITY OF ANACORTES DO ORDAIN AS FOLLOWS:

SECTION I. That Section 1 of Ordinance No.850, be and the same hereby is amended so that the same shall read as follows;

SECTION I. Filtered water shall be sold by the City to water consumers at the following rates:

Schedule 1. First 500 (or less) cu.ft.per month,	\$2.50
Schedule 2. next 2,000 cu.ft., same month, per 100 cu.ft.	.45
Schedule 3. next 6,000 cu.ft., same month, per 100 cu.ft.	.30
Schedule 4 .next 200,000 cu.ft., same month, per 100 cu.ft.	.105
Schedule 5. next 300,000 cu ft., same month, per 100 cu.ft.	.05
Schedule 6. next 5,991,500 cu.ft.same month, per 100 cu.ft.	.0188
Schedule 7. All over 6,500,000 cu.ft.same month, per 100 cu.ft.	.015

Water sold direct from the pipe line between the Avon Pump and the City filter plant for industrial purposes, watering stock and irrigation, but not to be used for domestic purposes, after the 1st day of June, 1937, shall be sold at the following rates:

The first 1000 (or less) cubic feet, per month, \$2.50 .

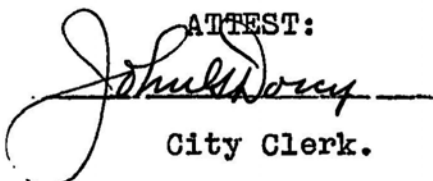
All additional water to be in accordance with the above schedules, but at one half the rates.

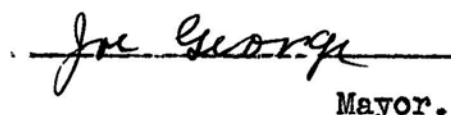
Unfiltered water shall be sold by the City to consumers within the corporate limits, as follows: First 1000 (or less) cu.ft. per month, \$1.25, and in excess thereof in accordance with the rates specified, Provided that if a meter shall not be installed by the City, the consumer shall pay a flat rate of \$1.25 per month for such water service, Provided, that the City shall not be liable to any consumer of such unfiltered water, or to any person using the same , on account of the use or consumption of such water for any purpose for which the same is unsuitable because of the lack of filtration.

SECTION 2. This Ordinance shall take effect and be in force from and after five days after its publication, as provided by law.

Passed July _____ 1937.

ATTEST:


City Clerk.


Mayor.

Approved July 20 1937.
Published July 21 1937.

CORPORATE SEAL CITY OF ANACORTES.

881

Water Rates

FILE

7-22-37

John D. Dwyer

ORDINANCE NO 2961

AN ORDINANCE AMENDING CHAPTER 13.20 OF THE CITY OF ANACORTES MUNICIPAL CODE.

WHEREAS, the Council of the City of Anacortes finds that the sale of water is a necessary and valuable public resource

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. AMC Chapter 13.20 "Water System" is hereby amended to read in its entirety as follows:

Division II. - Water

Chapter 13.20 - WATER SYSTEM

Sections:

13.20.010 - Established pipe lines basis for rates.

That all rates referenced in this chapter shall apply to consumers located on the established pipe lines of the city.

13.20.030 - Right of entry.

The city shall have the right to enter consumer's premises at all reasonable times for all reasonable purposes in connection with the supplying of water to the consumer, and the consumer will give or obtain all necessary permission so as to enable the city to install the service and care for and protect the same.

13.20.040 - City not liable for damages.

The city shall not be liable for damages for failure of service by reason of accident or otherwise.

13.20.050 - Use application.

- A. Applications for the use of water must be made at the City of Anacortes, and the applications must state fully and truly all the purposes for which the water may be required, and the applicant must agree to conform to the rules and regulations as a condition for the use of water. All new services must be metered and applications must include the installation of a meter at the time of making service application.
- B. No person supplied with water from the City mains will be entitled to use it for any other purpose than those stated in his application, or to supply in any way any other person or persons or families.

13.20.060 - Water shutoff—Precautions.

- A. The water may at any time be shut off from the mains without notice for repairs or other necessary purposes, and the city will not be responsible for any consequent damages.
- B. Water for steam boilers should not be drawn by direct pressure from the mains, but owners of boilers should always provide tanks holding an ample reserve of water for such purposes.
- C. While water is temporarily shut off from the mains the hot water faucets should be kept open by the occupants of the premises.

- D. On all services on which there are hot water tanks, boilers or heating plants proper precaution should be taken against damage or collapse of such equipment in case water is shut off the main or at the service pipe.

13.20.070 - When advance payment required.

The city may refuse to connect any premises to its pipe lines or refuse to deliver water to any consumer if by so doing it will endanger the efficiency of the city's service or its property; or to enlarge any line, already in use, for the benefit of a proposed consumer except upon an advance payment by such consumer of such part of the construction cost as the city may require, not exceeding the entire cost.

13.20.090 - Service pipe—Maintenance user's responsibility.

The service pipe beyond the meter and wheel valve must be kept in repair by the owner or occupant of the premises who will be responsible for all damages resulting from breaks therein.

13.20.130 - Tapping forbidden by unauthorized personnel.

Plumbers and others not employees of the city are forbidden to tap any main or service pipe between the main and the angle meter valve near the street curb, or to connect to the city's pipes when pipes have been disconnected, or turn water on or off any premises, or otherwise interfere with the City's property.

13.20.140 - Violation—Penalty.

Any person making unauthorized connections between the supply main and his premises will be guilty of a misdemeanor and upon conviction thereof shall be subject to penalties described in AMC 1.24.010(A)

13.20.150 - Charge when single service supplies multiple buildings.

- A. Where more than one separate building is furnished water through one metered service each building will be rated as a minimum metered charge, or combination flat rate, and the combined rate will be charged against the one service and one owner or agent will pay the entire charge, except factory buildings where one meter charge will be made.
- B. "Separate buildings" means buildings not connected one to the other by a joint wall.
- C. "Factory buildings" means all buildings used for factory purposes by one consumer, including boarding house, rooming house and office.

13.20.160 - Contractor water use.

Contractors may, for construction purposes, request a temporary water connection. After pre-payment of the required fee and approval of the City, the temporary metered connection will be installed for a period not to exceed 60 days.

13.20.180 - Meter—Access and right of entry.

- A. When any meter gets out of order, water will be charged for in accordance with the average consumption during the three months immediately prior to the failure of the meter.
- B. Consumers who are supplied with meters shall keep their premises adjacent to the meter free from all rubbish or materials of any kind which would prevent the employees of the water department from having access to the meter.

- C. When a meter cannot be protected at the curb or in the street the City may enter upon the consumer's premises for the purpose of installing and maintaining a meter.

13.20.190 - Meter—Accuracy inspection.

When any consumer makes a complaint that water consumption from within the last three months has been excessive, the City will, upon written request, have such meter reread and the service inspected for leaks. Should such consumer then desire that the meter be tested, said consumer shall then make written request and the City will confirm the justifiable need before such test shall be made. The consumer shall then have the privilege, if he or she so desires, to be present when such tests are made. In case a test should show an error of over two percent of water consumed in favor of the City, a correct registering meter will be installed and the bill will be adjusted accordingly.

13.20.210 - Service pipe change—Application and cost.

A consumer desiring the size or the location of a service pipe or meter changed will make written application, and after inspection has been made and the application has been approved, will pay the City the estimated cost of all labor and materials connected with such proposed change, and thereafter the change will be made by the City.

13.20.220 - Freezing not cause for deductions.

No deduction of rate will be made because fixtures or pipes have been frozen, or because taps have been left open to prevent service line or lines from freezing.

13.20.230 - Service may be discontinued during construction.

The City will not be required to furnish continuous water service to a consumer during the progress of street grading or public improvement which necessitates the removal, raising, or lowering of the City's pipes or mains.

13.20.250 - Irrigation—when use restricted.

The City reserves the right in case of shortage of water, or for any other cause, to make any order forbidding or limiting the use of water for irrigation, vehicle washing, or other non-required uses, and may, at its discretion, make such order at any time.

13.20.260 - Limitation of City liability.

It is expressly understood that the City will not be held to guarantee the sufficiency of its water supply for fire protection in any fire or sprinkling system; and that the City shall not be liable for failure of water through any fire or sprinkling service, whether occasioned by scarcity of water in its mains, lack of pressure from any cause, or the breaking of a valve, main or connection, or the shutting off of water for repairs, new connections, or for any other cause whatsoever, the City expressly disclaiming any intention of providing protection against fire, but, on the contrary, urging consumers to insure their properties.

13.20.270 - Water charged against property.

Water shall be charged against the property as well as the owner of the property, and no change of ownership or occupancy shall affect the application of this rule. Notice must, therefore, be given in writing by owners or agents when buildings are vacated, as no allowance under claims or vacancy will be made unless the water department is properly notified and the water shut off. If for any reason the ownership of property insofar as liability and responsibility for payment of charges for the use of water furnished the property is confused or questionable, or if the water department should at any time deem it necessary to

have some security for the payment of water rate charges, said department may at its discretion require guarantee deposits.

13.20.280 - Application required before use granted.

Before water will be supplied to any property, the owner, contract vendee, or his authorized agent is required to make application for the use of the water as provided in Section 13.20.050. Tenants, as such, are not considered agents of the owner, and without specific, written authority from the owner, applications of tenants for water will not be processed, except as set forth in this chapter.

13.20.285 - Hookups outside the city.

All new or expanded water hookups within the City of Anacortes' retail service area outside the city, as designated in the Skagit County coordinated water system plan, 1993 as amended in 2000, and not covered by an existing specific contractual agreement, shall require approval by motion of the Anacortes city council. In making its decision, the Anacortes city council shall consider City policy as set out in the City SEPA ordinance and the City comprehensive plan. Advance approval may be given by the city council for multiple hookups integral to a designated project. No hookup for water service outside the City of Anacortes' retail service area will be approved unless the applicant has been denied service by the provider for the service area where the property is located.

13.20.286 - Regional and wholesale customers.

All rates and charges for City water service to wholesale or industrial customers shall be as set forth by council resolution, except as provided in a contract between the City and a customer. When the contract between a customer and the City provides for rates and charges based on the amount of committed volume of water for delivery by City to the customer, that committed volume, unless otherwise agreed between the City and customer, shall be the committed volume from the immediately preceding rate period. The City shall have no obligation for water delivery to a contract customer in excess of committed volume unless otherwise agreed between the City and customer.

13.20.300 - Utility billing and discontinued service for nonpayment.

The City of Anacortes Finance Department shall bill each utility account monthly for utility services and applicable taxes, including water, sewer, refuse, recycling, and storm drain by mailing billing statements monthly. Payments will be due as designated on the billing statement. Accounts become delinquent if not paid in full on or before due date the month following any billing. An automatic lien shall be in place against the property for up to four months of unpaid water service and up to one year of unpaid sewerage service in accordance with RCW 35.67.215. The City shall have the right to enforce the automatic lien by discontinuation of service to any premises for which water and sewerage payments are delinquent and refuse to restore water service to that property until the delinquencies covered by the automatic lien have been paid in full. Unpaid charges beyond those covered by the automatic lien for sewerage may constitute a lien against the property, in accordance with applicable laws.

13.20.320 - City not liable for unfiltered water.

The City shall not be liable to any consumer of unfiltered water or to any person using the same, on account of the use of such water for any purpose for which the same is unsuitable because of lack of filtration or chlorination.

13.20.340 - Fire protection service.

All services used for fire protection shall be either metered or be provided with a closed valve. All future fire service connections shall be installed in similar manner. In no case shall any tap be made upon any pipe used for fire purposes, or tank connected therewith, nor shall the use of any water be permitted through any unmetered service nor through any pipes, tanks or fixtures therewith connected for any purpose other than the extinguishing of fire on the premises, except that these services may be tested out occasionally but the water department must be notified in advance of, and a permit obtained, for such test. For any violation of this provision the City may charge the minimum rate or cut off the service. No connections whereby saltwater may be introduced in any way into any pipe connected with City water mains shall be permitted.

13.20.350 - Damage to system—prohibited.

It is unlawful for any person to break, deface or damage any water meter, gate, pipe or other water works appliance or fixture or in any other manner interfere with the proper operation of any part of the water system of the City, and any person found violating any of these provisions unless otherwise provided for in this chapter, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to penalties described in AMC 1.24.010(A).

Chapter 13.24 - CONTAMINATION PROTECTION

Sections:

13.24.010 - Definitions.

For the purpose of this chapter the words set out in this section shall have the following meanings:

- A. "Backflow" means the flow other than the intended direction of flow of any foreign liquids, gases, or substances into the distribution system of a public water supply.
- B. "Backflow prevention device" means a device to counteract back pressure or prevent back siphonage approved by the Washington State Board of Health in C. "Cross connection" means any physical arrangement whereby a public water supply is connected, directly or indirectly, with any other water supply system, sewer, drain, conduit, pool, storage reservoir, plumbing fixture, or other device which contains or may contain contaminated water, sewage, or other waste or liquids of unknown or unsafe quality which may be capable of imparting contamination to the public water supply as a result of backflow.
- D. "Superintendent" shall mean the superintendent of the Anacortes Water Department.

13.24.020 - Cross-connections—Prohibited.

The installation or maintenance of a cross connection which in the opinion of the superintendent will endanger the water quality of the potable water supply of the city is unlawful. Failure on the part of any service customer to discontinue the use of a cross connection which in the opinion of the superintendent will endanger the water quality of the potable water supply of the city shall be sufficient cause for the discontinuance of the water service to the premises on which the cross-connection exists. Water service shall not be resumed until, in the opinion of the superintendent, the water quality of the potable water supply of the city is no longer endangered.

13.24.030 - Backflow prevention devices.

Backflow prevention devices shall be required to be installed and maintained by the service customer on any service connection to the Anacortes water supply system, where, in the opinion of the superintendent, said backflow prevention devices are necessary for the protection of the city water supply from backflow. All reduced pressure principle backflow prevention devices and double-check valve assemblies installed shall be a model approved by the Department of Social and Health Services of the State of Washington. All backflow devices shall be installed at a location and in a manner approved by the superintendent and at no expense to the city. Repair or replacement of defective backflow prevention devices shall be the responsibility of the service customer. Yearly testing of all devices shall be the responsibility of the service customer and all installation, tests and repairs shall be made in the presence of the superintendent, or the city engineer, or any certified backflow prevention device tester appointed by the city engineer.

13.24.040 - Administration of provisions—Yearly inspections.

The City shall be responsible for the administration of this chapter and shall monitor service customers to determine that yearly inspection of cross connection control devices by a certified cross connection control specialist have been made.

13.24.050 - Private water system—Use restricted.

Use or operation of a private water supply system contrary to the provisions of the ordinances of the city or the laws of the state of Washington or the rules and regulations of the State Board of Health regarding public water supplies where said private system is served by the city public water supply shall be unlawful.

13.24.060 - Adoption of state provisions.

Rules and regulations of the State Board of Health regarding public water supplies; cross connection control regulations in Washington State are adopted by reference.

13.24.070 - Declaration of nuisance—Abatement.

Unlawful cross connections now existing or hereafter installed, services requiring backflow prevention devices and unlawful use or operation of a private water supply system served by the city public water supply system are declared to be nuisances, and in addition to any other provisions and lawful measures for the abatement of nuisances shall be subject to abatement in accordance with the following procedure. In the event that the superintendent shall determine that a nuisance, as provided in this section, does exist, written notice thereof shall be sent to the person in whose name the service is established under the records of the city water department or, alternately, said written notice shall be posted on the premises served. Said notice shall provide that the nuisance described therein shall be corrected within thirty days of the date said notice is mailed or posted. Upon failure to abate said nuisance within the prescribed time, water service may be discontinued. In the event that a nuisance as provided in this section presents an immediate danger of contamination to the public water supply of the city in the opinion of the superintendent, service from the city public water supply system to any premises upon which a nuisance, as provided in this section exists, may be forthwith discontinued. Any appeal from a decision, finding or determination of the superintendent shall be made to the superior court of Skagit County within thirty-three days of mailing or posting of a thirty day notice and three days mailing or posting a notice of immediate discontinuance.

Section 2. AMC Chapter 13.32 "Service Charges" is hereby amended to read in its entirety as follows:

Chapter 13.32 - SERVICE CHARGES

Sections:

13.32.005 - Water rates schedule.

- A. All water rates and fees referenced in this code chapter will be passed by council resolution.
- B. In addition to the rates set forth by council resolution, there shall be charged an additional amount equal to the amount of any tax levy for the supplying of water service on the water utility, which amount shall be part of the total water bill payable by the water user.
- C. All residential and commercial users outside the city shall pay, in addition to the rates set forth, an amount equal to fifty percent of their total water charges.
- D. On January 1st of each year, the fees and charges for water services set by council resolution shall be indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October, or other comparable index if not published. The treasurer shall adjust the fees and publish them each December to take effect on all goods and services delivered or contracted after the beginning of each year. In no event shall the change in rates be less than zero percent in any given year. Unit prices and all other charges shall be to the nearest cent.
- E. In addition to the adjustment listed in Section 13.32.005(D) above, council may increase water rates if, in council's sole discretion, an increase is necessary to improve the water system.

13.32.007 - General facilities charges.

- A.
 - 1. A one-time general facility charge (GFC) shall be charged to all new customers, or customers increasing their requirement for water service based on meter size required to provide service to the customer. The GFC shall be additional to the meter installation costs and other special fees and charges.
 - 2. The general facility charge fees will be set by council resolution.
 - 3. Fee Increases. On January 1st of each year, the fees and charges for water services set by council resolution shall be indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October, or other comparable index if not published. The treasurer shall adjust the fees and publish them each December to take effect on all goods and services delivered or contracted after the beginning of each year. In no event shall the change in rates be less than zero percent in any given year. Unit prices and all other charges shall be to the nearest cent. The GFC shall be paid at the time of applying for a building permit for a structure requiring a new or expanded water service. The out-of-city rate shall be fifty percent higher than the in-city rate.
- C. Waiver of General Facilities Charges. The general facilities charges payable upon connection to the Anacortes water system shall be waived where connection is being made to the water system from a single-family residence in the following circumstances:
 - 1. The adjacent water collection line to which connection is being made was installed under a local improvement district for which the property owner was assessed; or

2. Where the connection is being made to an adjacent water line constructed by a private individual and subject to a latecomer agreement providing that the property connecting to the water line must have made a binding financial commitment towards the construction of the line.

The general facilities charges shall be waived only if connection is made within two years of the date of acceptance by the city council of the project under which the water line was constructed.

13.32.030 - Compliance required.

All the rules and regulations prescribed by this chapter must be strictly complied with in every instance, and the water must be paid for by all persons supplied according to the following rates and schedules, and in all instances charges shall be made and collections enforced against the tenant and owner of the premises where water connections and services are made, and the employees of the water department are not authorized to make any exceptions.

13.32.035 - Agriculture irrigation.

Property that is in commercial farm and agricultural production, and is available to be served by the City or by one of the City's regional customers under contract with the City, may be eligible for the rate established by council resolution for irrigation of such property. For purposes of this section, "property that is in commercial farm and agricultural production" shall have the same meaning as "farm and agricultural land" under RCW 84.34.020(2). Agricultural irrigation water rates are not applicable to domestic water uses, including housing or agricultural product treatment or processing. Each connection to a City main shall be installed and monitored by City staff.

13.32.040 - Report of violation.

It shall be the duty of each and every employee of the City, when any violation of this chapter may come to his notice or attention, to report the same to the water office forthwith.

13.32.050 - Wholesale and industrial contract rate schedule.

- A. The charges and fees for wholesale and industrial customers who are under contract with the City shall be passed by council resolution in accordance with contract terms.
- B. The charges set forth in subsection A, above, shall be subject to change as determined under a water supply contract, following further rate analysis and consistent with additional costs to the City water utility.

Section 3. AMC Section 13.08.035 "Minimum rates for utility service" is hereby amended to read in its entirety as follows:

13.08.035 - Minimum rates for utility service.

A. During periods when residences are unoccupied and water service is disconnected for nonemergency reasons, the customer will be charged the base charges for water, sewer, refuse, recycling, and storm drainage, plus all applicable taxes.

B. Upon request, the City will disconnect or reconnect water service at the customer's meter during normal business hours on weekdays. A water service fee will be charged for this service. If connection or disconnection is requested to be done during nonbusiness hours, an additional fee will be charged for each service.

C. The City will accomplish disconnection of service at any time and at no fee in the event of a bona fide emergency such as fire, broken pipes causing flooding of a structure, etc. During periods when a residence cannot be occupied because it has been rendered uninhabitable in the opinion of the City, or where other special circumstances exist resulting in non-occupancy of a residence by the owner or owners, all utility charges to said premises may be discontinued. The reason for non-occupancy of a residence shall be provided in a verifiable written form and all such requests shall be reviewed by the mayor or his or her designee to determine if such request for discontinuance of utility charges is appropriate under this chapter.

D. If service is disconnected for any portion of the time period normally used to calculate the average water consumption for capping the summertime sewer charges, the customer's account shall be set at AWWU #2

Section 4. AMC Section 13.52.010 "Discontinuance of Utility Billings" is hereby repealed in its entirety.

Section 5. This ordinance shall take effect five (5) days from and after its passage, approval and publication in the manner required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Anacortes, Washington, this 5th day of October, 2015 at a regular open public meeting thereof.

AYES 7

NAYS 0

ABSENT 0

CITY OF ANACORTES:

BY: 
LAURIE M. GERE, MAYOR

ATTEST:

APPROVED AS TO FORM:


Steve D. Hoglund
City Clerk Treasurer


Darcy Swetham, WSBA # 40530
City Attorney

Dan O'Donnell
3/19/18

Calculation of Wholesale Rate - 2017

Water utilities	1,104,238.81	1,255,387.46	87.96%
Eng plans	346,410.72		
Treatment	3,213,966.25		
Intake	443,317.50		
Maint admin	157,494.16	290,579.63	54.20%
Transmission	190,346.81		
Interest	2,566,106.31	Includes City-only debt	
Principal	3,661,454.68	Includes City-only debt	
Capital (est.)	1,284,407.39	4,281,357.98	less Blue Heron, etc.
Total	12,967,742.63		

Water	6,669,525,508	Including irrigation	
	This sheet	Steve	
Cost per MG	1,944.33	2,406.94	
Per 100 cu.ft.	1.45	1.80	

Note: This analysis does not include Distribution Labor.
\$425,971.59 all spent west of Swinomish Channel.

328 N. 3rd
La Conner, WA 98257
October 2, 2017

Mayor Laurie Gere, Mayor of Anacortes
City Council Members
PO Box 547
Anacortes, WA 98221

Dear Mayor Gere and Council Members:

The Anacortes Municipal Code 13.32.035 provides that a deduction may be given for water consumed for agricultural irrigation. Anacortes Ordinance 2909 directs how that offset shall be applied to La Conner.

The following shows the amount of irrigation water sold to farmers in the La Conner system:

Year	Amount	Cost	Should be	Fixed charge	Paid	Overpaid
2015	28,219,497 gal	221.93 per mg	6,262.75	584.02 per mg	16,480.75	10,217.00
2016	14,997,924 gal	231.26 per mg	3,468.42	630.11 per mg	9,450.34	5,981.92
					Total	16,198.92
2017	16,392,757 gal	237.40 per mg (through August)				

It is requested that the City Council vote to approve or disapprove a deduction of irrigation water for all three years.

This analysis does not consider the \$106,263 charge for property taxes that was left out of the reconciliation for 2016. This affects the fixed charge for 2016, which should be \$645.03.

The City Council has never approved changes to the Gray & Osborne Rate Study of 2005, affecting the reconciliation of O&M costs. In 2013 significant changes were made to the chart of accounts, affecting how the cost of customer records, legal services, inventory management, locates, and labor in distribution were allocated. It is requested that this be reviewed and confirmed in a resolution or ordinance, otherwise the City owes the Town an additional \$19,849. This calculation has been provided in prior communication, but can be provided again.

Sincerely,



Dan O'Donnell

cc: Finance Director

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning March 26, 2018



Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

March 26, 2018

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium (Discussion) - Finance, Public Works
- Contract Award: Operations Building Electrical Upgrades (Discussion/Possible Action)
- Contract Modification: NoaNet Phase 3 (Discussion/Possible Action)
- Contract Modification: NoaNet Pilot Zone Design (Discussion/Possible Action)

April 2, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion (Discussion)
- Public Works Quarterly Update (Discussion)
- Contract Modification: NoaNet - West End Telemetry System (Discussion/Possible Action)

April 9, 2018

- 2019/2020 Budget Kickoff: Departmental Goals and Objectives for the Upcoming Biennium - Continued from March 26 (Discussion) - Admin Services, Legal, Planning, Police, Fire, Parks, Library, Museum

April 16, 2018

- Pavement Management Program Update (Discussion)
- Municipal Fiber RFQ Finalist Presentations (Discussion)

April 23, 2018

- Municipal Fiber ISP Model Decision (Action)
- Presentation from HAM Radio and CERT Organizations (Discussion)

May 7, 2018

- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 14, 2018

- Closed Record Decision Hearing, "A" Dock Replacement & Reconfiguration, Shoreline Substantial Development Permit, Port of Anacortes, SDP-2018-0002

May 21, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Mar 19, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Planning, Monday, Mar 26, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 2, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison Committee, Tuesday, Apr 3, 2018, 8:30 AM, City Hall
- Skagit County Population Health Trust, Thursday, Apr 5, 2018, 8:30 AM, Mount Vernon
- Housing Affordability & Community Services, Thursday, Apr 5, 2018, 1:30 PM, City Hall
- Planning, Monday, Apr 9, 2018, 5:00 PM, Main Conference Room, City Hall