



CITY COUNCIL AGENDA

Council Chambers, 865 SE Barrington Drive

September 15, 2015

6:00 PM

CALL TO ORDER

Invocation - Led by Councilmember Servatius

Pledge of Allegiance - Led by Mayor Dudley

Excuse Absent Councilmembers

1. APPROVAL OF AGENDA

2. PRESENTATIONS

a. Proclamations

b. Honors & Recognitions

c. Community Presentations

i. The Garage of Blessings - Kristina Miller, Founder and President

3. CITIZEN COMMENT PERIOD

Citizens may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

4. CONSENT AGENDA

Items on the Consent Agenda are considered to be routine by the Council and will be enacted with one motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

Consent Items

a. Minutes of the September 1, 2015 Special Workshop and Regular Meeting

b. Approval of Accounts Payable Vouchers and Payroll Checks

- c. Authorizing the Mayor, or designee, to sign the 2017 Clean Water State Revolving Fund (CWSRF) funding application.

5. STAFF, MAYOR & COUNCIL COMMENTS

- a. City Administrator
 - i. Clean Water Facility Project (WWTP) Update by City Staff
- b. Mayor
- c. Councilmembers

6. PUBLIC HEARINGS & MEETINGS

To speak during a scheduled public hearing or meeting, please sign-in on the sheet provided in the Council Chambers. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

- a. None

7. ORDINANCES & RESOLUTIONS

- a. None

8. CONTRACTS & AGREEMENTS

- a. None

9. OTHER ITEMS FOR CONSIDERATION

- a. Annual review of the Lodging Tax Advisory Committee (LTAC) Membership per OHMC 2.66.030

10. REPORTS & DISCUSSION ITEMS

- a. None

11. EXECUTIVE SESSION

- a. None

ADJOURN

It is the policy of the City to assure disabled persons the opportunity to participate in or benefit from City services. Where possible the City will provide reasonable accommodation in compliance with WLAD, ADA, and any other applicable laws. Requests for accommodation should be made two (2) days in advance of the scheduled meeting by contacting the City Clerk at (360) 279-4539.

Oak Harbor City Council
Special Workshop Meeting Minutes
September 1, 2015

CALL TO ORDER

Mayor Pro Tem Paggao called the meeting to order at 4:00 p.m.

ROLL CALL

City Council Present:

Mayor Pro Tem Danny Paggao
Councilmember Jim Campbell
Councilmember Joel Servatius
Councilmember Tara Hizon
Councilmember Bob Severns
Councilmember Rick Almberg

Staff Present:

Deputy City Administrator/Finance Director
Dr. Merriman
City Attorney Nikki Esparza
Development Services Director Steve Powers
Executive Assistant to the Mayor Kellye Mazzoli
Public Works Director Cathy Rosen
Police Chief Ed Green
Fire Chief Ray Merrill
Human Resources Director Sara Piccone
Human Resources Analyst Deanna Emery

Mayor Scott Dudley and Councilmember Munns were absent.

Also in attendance

EDC Candidate Barbara Spohn
Chamber of Commerce Executive Director Christine Cribb
Downtown Merchants Association President Kathy Collantes
Oak Harbor Music Festival President Margaret Livermore

1. Introduction of the Economic Development Coordinator (EDC) Candidate Barbara Spohn to City Council

- a. Reception with the City's leading Candidate for the EDC position

Discussion among Members of City Council, staff, citizens, and Ms. Spohn.

ADJOURN

Mayor Pro Tem Paggao adjourned the meeting at approximately 4:50 p.m.

Anna M. Thompson, City Clerk

Oak Harbor City Council
Regular Meeting Minutes
September 1, 2015

CALL TO ORDER

Mayor Pro Tem Paggao called the meeting to order at 6:00 p.m.

ROLL CALL

City Council Present:

Mayor Pro Tem Danny Paggao
Councilmember Tara Hizon
Councilmember Rick Almberg
Councilmember Jim Campbell
Councilmember Bob Severns
Councilmember Joel Servatius

Staff Present:

Deputy City Administrator/ Finance Director
Dr. Merriman
City Attorney Nikki Esparza
Public Works Director Cathy Rosen
Development Services Director Steve Powers
City Engineer Joe Stowell
Chief of Fire Ray Merrill
Chief of Police Ed Green
Associate Planner Dennis Lefevre
Project Engineer Brett Arvidson
Executive Assistant to the Mayor Kellye Mazzoli
City Clerk Anna Thompson

Mayor Scott Dudley and Councilmember Beth Munns were absent

CALL TO ORDER

Councilmember Campbell led the invocation, and Mayor Pro Tem Paggao led the Pledge of Allegiance.

Jeff Humphrey, Island County Sheriff's Department Chaplain was not present

Excuse Absent Council Members

Motion: Councilmember Servatius moved to excuse Councilmember Munns from the meeting, seconded by Councilmember Almberg, unanimously approved.

APPROVAL OF AGENDA

Motion: Councilmember Almberg moved to add Review of the Contract for Advisory Services with Katy Isaksen & Associates for the Purpose of Assisting the City with the 20[17] application to the Department of Ecology for Clean Water State Revolving Funds also known as SRF Funds as Item 6.d on the Agenda, seconded by Councilmember Severns, unanimously approved.

Motion: Councilmember Servatius moved to approve the Agenda as amended, seconded by Councilmember Campbell, unanimously approved.

PRESENTATIONS

Community Presentations

Deb Fischer, Vice President of North Whidbey Medical Safety Net provided a brief presentation educating the public and Council on the purpose of this nonprofit organization.

CITIZEN COMMENT PERIOD

Mayor Pro Tem Paggao opened the Citizen Comment Period at 6:08 p.m.,

Citizens Speaking

Frangi Christian, 651 SE Bayshore Drive, Oak Harbor

Ann Abrahams, Camano Island Representative, requested volunteers to assist with the fire epidemic in Okanogan, Washington

Shane Hoffmire

Mayor Pro Tem closed the comment period at 6:22 p.m. after all comments were provided.

CONSENT AGENDA

- a. Minutes of the Regular City Council meeting held on August 5, 2015 and Workshop meeting held August 26, 2015
- b. Approval of Accounts Payable and Check Numbers
- c. Purchase Authorization – Marina Pump Station
- d. Purchase Authorization – Truck Replacement Revisions
- e. Purchase Authorization – Front Load Refuse Trucks
- f. Reappoint – Ken Hulett and Jeff Malmgren to serve on the Marina Advisory Committee
- g. Reappoint – Daisy Sapida to the Parks Board
- h. Appoint – Robert Olson to the Police Community Advisory Board
- i. Request for Qualifications for Fire Station Feasibility Study
- j. Authorize the Mayor to sign Change Order Proposal No. 1 with Department of Enterprise Services for the Energy Efficiency Project and Amending the Energy Services Proposal with Ameresco, Inc.
- k. Approve the Amendment to the Services Agreement with John Galt, Hearing Examiner for quasi-judicial hearings relating to drug investigation seizures of cash and property

Councilmember Hizon pulled item 4.h.

Motion: Councilmember Severns moved to approve Consent Agenda Items a – g and i, j, k, seconded by Councilmember Servatius, unanimously approved.

Police Chief Ed Green answered Ms. Hizon's questions relating to Item 4.h.

Motion: Councilmember Hizon moved to approve Item 4.h of the Consent Agenda, seconded by Councilmember Campbell, unanimously approved.

STAFF, MAYOR & COUNCIL COMMENTS

City Administrator

Deputy City Administrator/ Finance Director Douglas A. Merriman scheduled a Special Meeting with Council to discuss several items related to the Clean Water Facility. The meeting has been tentatively set for Tuesday, September 29, 2015 from 1:00 - 5:00 p.m.

Dr. Merriman made additional announcements on recent events at the City.

Wastewater Treatment Plant Update by Staff

City Engineer Joe Stowell provided the staff report on the Wastewater Treatment Plant (WWTP) updates on power point.

Whidbey Island Marathon Update by the Elks Lodge

Elks Lodge Member Jason Wayne provided the Council with a brief update regarding the 2016 Marathon planning.

Questions and comments among City Council and staff.

Mayor

Mayor Pro Tem Paggao announced new art hanging in Council Chambers, created by Artist Bobbi Bradley of Coupeville, WA.

Councilmembers

Councilmembers Campbell provided an update from the Northwest Clean Air Agency. He thanked Police Chief Ed Green for his Department's service to the Community.

Councilmember AlMBERG gave an update on the Board of Island Transit and its financial recovery plan.

Councilmember Severns spoke about one of the Republic Firefighters involved in the Okanogan Fires. He announced the Music Festival scheduled for Labor Day Weekend in Downtown Oak Harbor.

Councilmember Servatius commented on the successful meeting this afternoon with the leading Economic Development Coordinator Candidate.

Councilmember Hizon spoke on the dedication of our citizens to the community.

PUBLIC HEARINGS & MEETINGS

Ordinance No. 1740: Medical Marijuana Moratorium Extension

Associate Planner Dennis Lefevre provided the staff report.

Mayor Pro Tem Paggao opened the Public Hearing at 7:17 p.m., no comments, closed the Public Hearing at 7:17 p.m.

Ordinance No. 1740: Medical Marijuana Moratorium Extension

Motion: Councilmember Servatius moved to adopt Ordinance No. 1740, Findings of Fact and Conclusions of Law, seconded by Councilmember Campbell, unanimously approved.

Valley High Investments Annexation Request – Fort Nugent Rd

Associate Planner Dennis Lefevre provided the staff report.

Councilmember Almberg disclosed that he has had communication with the applicant but does not have a financial interest in the matter and asked whether anyone wished him to recuse himself. None requested recusal.

Mayor Pro Tem Paggao opened the item for public comment at 7:26 p.m., no comments, closed at 7:26 p.m.

Valley High Investments Annexation Request – Fort Nugent Rd

Motion: Councilmember Hizon moved to accept the recommended action [accept the proposed geographic scope of this annexation as shown on Attachment 5, totaling 16.73 acres; adopt R-1 (single-family) as the zoning district; and require the assessment of the proportionate share of city indebtedness upon annexation.] Motion seconded by Councilmember Severns, and unanimously approved.

Mayor Pro Tem Paggao called a five (5) minute recess at 7:29 p.m., and reconvened the meeting at 7:35 p.m.

Resolution 15-26: Six-Year Transportation Improvement Program (TIP)

City Engineer Joe Stowell provided the staff report.

Mayor Pro Tem Paggao opened the Public Hearing at 7:39 p.m.

Citizens Speaking

Hal Hovey, 2765 SW Scenic Heights, Oak Harbor

Tom Tveit, 651 SE Bayshore, Oak Harbor

Shane Hoffmire

Greg Jordan, 651 SE Bayshore, Oak Harbor

The Public Hearing was closed at 7:49 p.m.

Discussion among City Council.

Resolution 15-26: Six-Year Transportation Improvement Program (TIP)

Motion: Councilmember Servatius moved to adopt Resolution 15-26 Approving the 2016-2021 Six-Year Transportation Improvement Program (TIP). Seconded by Councilmember Almberg, majority of the Council approved the motion. Councilmember Campbell voted against the motion.

Contract for Advisory Services with Katy Isaksen & Associates

Deputy City Administrator/ Finance Director Dr. Merriman provided the staff report.

Mayor Pro Tem Paggao opened the item for public comment at 8:13 p.m., no comments, closed at 8:13 p.m.

Contract for Advisory Services with Katy Isaksen & Associates

Motion: Councilmember Hizon moved to authorize the Mayor to sign contract with Katy Isaksen and Associates for technical assistance in filing the City's 2017 Clean Water State Revolving Fund loan application. Motion seconded by Councilmember Campbell, unanimously approved.

ORDINANCES & RESOLUTIONS

Resolution 15-27: Adoption of the Architectural Theme for the Clean Water Facility
City Engineer Joe Stowell presented the staff report.

Mayor Pro Tem Paggao opened the Public Hearing at 8:22 p.m.

Citizens Speaking

Franji Christian, 651 SE Bayshore Drive, Oak Harbor
Shane Hoffmire
Hal Hovey, 2765 SW Scenic Heights, Oak Harbor
Tom Tviet, 651 SE Bayshore Drive, Oak Harbor
Susan Myers
J.J. Olsen, Bayshore Drive resident

Public Comments closed at 8:49 p.m.

Discussion among Council and staff.

Motion: Councilmember Servatius moved to suspend the Council Rules and extend the Council meeting to 9:45 p.m., seconded by Councilmember AlMBERG, unanimously approved.

Resolution 15-27: Adoption of the Architectural Theme for the Clean Water Facility

Motion: Councilmember Servatius moved to adopt Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility, seconded by Councilmember AlMBERG, unanimously approved.

Resolution 15-28: Adopting the Good Neighbor Plan for Construction of the Clean Water Facility

Presented by City Engineer Joe Stowell

Mayor Pro Tem Paggao opened the item for public comment at 9:10 p.m., no comments, closed at 9:10 p.m.

Resolution 15-28: Adopting the Good Neighbor Plan for Construction of the Clean Water Facility

Motion: Councilmember Hizon moved to adopt Resolution 15-28 Adopting the Good Neighbor Plan for Construction of the Clean Water Facility, seconded by Councilmember Severns, unanimously approved.

OTHER ITEMS FOR CONSIDERATION

Referral of 2016 2% Grant Program to the Lodging Tax Advisory Committee – 45 day period

Staff report presented by Dr. Merriman.

Public comment period opened at 9:17 p.m., no comments, closed at 9:17 p.m.

Discussion among Council regarding the use of Lodging Tax Funds.

Motion: Councilmember Servatius moved to extend the meeting to 10:15 p.m. Seconded by Councilmember Severns, majority approved.

Councilmember Hizon voted against the motion.

Referral of 2016 2% Grant Program to the Lodging Tax Advisory Committee – 45 day period

Main Motion: Councilmember Servatius moved approve \$250,000.00 to be distributed by the LTAC Committee in 2016, seconded by Councilmember Hizon.

Amendment: Councilmember Servatius moved to amend the main motion from \$250,000.00 to \$150,000.00, seconded by Councilmember Almberg, majority approved the motion.

Councilmember Hizon voted against the amendment.

Main Motion as Amended: Councilmember Servatius moved to approve \$150,000.00 to be distributed by the LTAC Committee in 2016, seconded by Councilmember Almberg [from amendment]. The Motion was unanimously carried.

ADJOURN

Motion: Councilmember Servatius moved to adjourn, seconded by Councilmember Campbell, unanimously approved.

Meeting adjourned at 9:50 p.m.

Anna M. Thompson, City Clerk

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 4.b
Date: September 15, 2015
Subject: Approval of Accounts Payable
Vouchers and Payroll Checks

FROM: Dr. Merriman, Deputy City Administrator/ Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

I move to approve:

Accounts Payable Vouchers and Payroll Checks, see Voucher Numbers and Check Numbers listed in the Background/ Summary Information section below.

BACKGROUND / SUMMARY INFORMATION

Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (vouchers) payment. The documentation that regularly supports the signature cover sheets is attached. Claim cover sheets will be provided prior to the City Council meeting for appropriate Council signatures.

The following Voucher and Check Numbers are submitted for approval:

Accounts Payable Voucher Numbers:

- Voucher Numbers 163530 through 163686 in the amount of \$1,688,064.94.

Payroll Check Numbers:

- Direct Deposit check numbers 35648 through 35777.
- EFT check numbers 741 through 743.
- Payroll check numbers 98293 through 98306.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Voucher Listing](#)

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163530	9/3/2015	0000950 LICENSING, WASHINGTON STATE DEPT OF	082815		CONCEALED WEAPONS PERMIT	450.00
					Total :	450.00
163531	9/4/2015	0000066 AWC EMPLOYEES BENEFITS TRUST	083115		PREMIUMS	126.82
					Total :	126.82
163532	9/4/2015	0000860 STANDARD INSURANCE COMPANY	083115		LONG TERM DISABILITY	4,489.00
					Total :	4,489.00
163533	9/4/2015	0002055 4IMPRINT, INC	4118320		BAG DISPENSER	2,178.42
					Total :	2,178.42
163534	9/4/2015	0007449 A-1 PERFORMANCE, INC	23239 23312		AUG 2015/JANITORIAL SERVICES AUG 2015/JANITORIAL SERVICES	491.92 3,066.58
					Total :	3,558.50
163535	9/4/2015	0000007 AA ELECTRIC	9204		ELECTRICAL MAINTENANCE	173.92
					Total :	173.92
163536	9/4/2015	0000984 AGRICULTURE, WASHINGTON STATE DEPT (082515 082615		PESTICIDE LICENSE PESTICIDE LICENSE	58.00 58.00
					Total :	116.00
163537	9/4/2015	0000047 APSCO, INC	18505		FILTER ELEMENT KIT	110.66
					Total :	110.66
163538	9/4/2015	0004019 ASSOCIATED PETROLEUM PRODUCTS	0785275-IN 0786794-IN 0788397-IN 0790958-IN		FUEL FUEL FUEL FUEL	10,089.58 4,442.45 8,375.62 10,403.26
					Total :	33,310.91
163539	9/4/2015	0000159 AT&T MOBILITY	287249477751X0824201		AIRCARDS	407.13
					Total :	407.13
163540	9/4/2015	0000065 AVOCET ENVIRONMENTAL TESTING	1502906-IN		TESTING	122.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163540	9/4/2015	0000065 0000065 AVOCET ENVIRONMENTAL TESTING	(Continued)			Total : 122.00
163541	9/4/2015	0007934 BACKMAN, JEAN	082515		CAMP FEE REFUND	75.00
						Total : 75.00
163542	9/4/2015	0007947 BASS, SCOTT	131		MOORAGE REFUND	55.55
						Total : 55.55
163543	9/4/2015	0000082 BAYSHORE OFFICE PRODUCTS, INC	0662081-002		CHAIR	538.07
						Total : 538.07
163544	9/4/2015	0000083 BAZA, ALVIN	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163545	9/4/2015	0007935 BECHTHOLD, BRUNO	1		TRAVEL REFUND	50.00
						Total : 50.00
163546	9/4/2015	0000094 BERG VAULT COMPANY	64321 64322 64477		BASE/RISER CONCRETE LID TRENCH DRAIN	558.23 174.14 167.74
						Total : 900.11
163547	9/4/2015	0006233 BEST WESTERN PLUS	3762		HOTEL ACCOMMODATIONS/SCHNEIDE	764.76
						Total : 764.76
163548	9/4/2015	0000112 BOB BARKER COMPANY, INC	WEB000387792 WEB000387924		TOOTHBRUSHES ANIT-BACTERIAL	151.37 91.55
						Total : 242.92
163549	9/4/2015	0003097 BOYER, TALLIE	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163550	9/4/2015	0002943 BRAUNSTEIN, ANGELA	EXP REIMB		EXP REIMB	23.37
						Total : 23.37
163551	9/4/2015	0000962 BUILDING OFFICIALS, WASHINGTON ASSOC 30571			JOB POSTING/BUILDING OFFICIAL	50.00
						Total : 50.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163552	9/4/2015	0000627 CAPITAL ONE COMMERCIAL	303198		SUPPLIES	822.81
			316664		SUPPLIES	317.53
			317049		SUPPLIES	292.62
			330605		SUPPLIES	323.36
			338495		SUPPLIES	266.14
					Total :	2,022.46
163553	9/4/2015	0006215 CAROLLO	0143333		PROF SVC/OAK HARBOR WASTEWATE	281,670.34
					Total :	281,670.34
163554	9/4/2015	0006016 CARTER, MARGOT L	082015		PUBLIC DEFENSE	300.00
			082715		PUBLIC DEFENSE	300.00
					Total :	600.00
163555	9/4/2015	0005208 CARTER, SERLOYD	090115		WELLNESS INCENTIVE	20.00
					Total :	20.00
163556	9/4/2015	0007943 CAUFFMAN, GIDEON	090115		WELLNESS INCENTIVE	80.00
					Total :	80.00
163557	9/4/2015	0005485 CLATTERBUCK, TOM	1		TRAVEL REFUND	93.00
					Total :	93.00
163558	9/4/2015	0000179 CLERKS PETTY CASH	090115		PETTY CASH	147.50
					Total :	147.50
163559	9/4/2015	0007655 COBAN TECHNOLOGIES, INC	10416		TRANSMITTER	785.90
			10453		BATTERY	117.40
					Total :	903.30
163560	9/4/2015	0005773 COMCAST	8498300270032002		CABLE	115.54
			8498300270032028		XFINITY	20.23
			8498300271046803		INTERNET	235.97
					Total :	371.74
163561	9/4/2015	0000202 COREY OIL COMPANY	81101		FUEL	39.42
					Total :	39.42

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163562	9/4/2015	0007908 CXTEC	6789692		NETWORK MODULE	309.04
Total :						309.04
163563	9/4/2015	0000247 DIAMOND RENTALS	1-500608-44		PORTABLES	60.00
			1-500619-44		PORTABLES	60.00
			1-509920-28		PORTABLES	60.00
			1-521401-11		PORTABLES	60.00
			1-521402-11		PORTABLES	120.00
			1-525642-5		PORTABLES	185.00
			1-525643-5		PORTABLES	60.00
			1-529734		CAN PUMPING	59.85
			1-529982		MANLIFT	413.06
			1-530112		MANLIFT	913.08
Total :						1,990.99
163564	9/4/2015	0000257 DUTCH MAID CLEANERS	083115		AUG 2015/LAUNDRY SERVICES	194.79
Total :						194.79
163565	9/4/2015	0000273 EDGE ANALYTICAL, INC	15-17979		TESTING	18.00
Total :						18.00
163566	9/4/2015	0003252 EMBLEM AUTHORITY	18627		PATCHES	220.00
Total :						220.00
163567	9/4/2015	0007381 ENGEL, DONNA	1		TRAVEL REFUND	86.00
Total :						86.00
163568	9/4/2015	0006568 ENVIROMET	27981		SOLID ABSORB	1,890.29
Total :						1,890.29
163569	9/4/2015	0002900 FASTENAL	WAOAK20082		ABSORB/BAGS	43.94
			WAOAK20775		CIRLNDRCTVNTGOGLE	12.29
			WAOAK20795		FASTENERS	486.86
			WAOAK20826		HCS	5.03
Total :						548.12
163570	9/4/2015	0000308 FEDERAL EXPRESS	5-141-88362		SHIPPING	456.23

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163570	9/4/2015	0000308 0000308 FEDERAL EXPRESS			(Continued)	Total : 456.23
163571	9/4/2015	0006592 FIRST PROTECTION FIRE & SAFETY	22435		6YR RECHARGE	46.20
						Total : 46.20
163572	9/4/2015	0000314 FISHERIES SUPPLY COMPANY	3308518		FORMULA/ENZYME/OIL/CONDITIONER	827.28
						Total : 827.28
163573	9/4/2015	0007936 FRANCIS, PETER	1		TRAVEL REFUND	25.00
						Total : 25.00
163574	9/4/2015	0000355 FRONTIER	240-2350		CURRENT PHONE CHARGES	1,341.21
			675-1568		CURRENT PHONE CHARGES	246.54
			675-1669		CURRENT PHONE CHARGES	69.82
			675-6858		CURRENT PHONE CHARGES	64.50
			679-0500		CURRENT PHONE CHARGES	75.62
			679-1640		CURRENT PHONE CHARGES	64.67
			679-1651		CURRENT PHONE CHARGES	64.50
			679-1789		CURRENT PHONE CHARGES	64.67
			679-2628		CURRENT PHONE CHARGES	402.97
			679-3902		CURRENT PHONE CHARGES	69.16
			679-8477		CURRENT PHONE CHARGES	90.71
						Total : 2,554.37
163575	9/4/2015	0001706 GARDNER, PAT	EXP REIMB		EXP REIMB	1,310.00
						Total : 1,310.00
163576	9/4/2015	0000330 GARDNER, TERI	EXP REIMB		EXP REIMB	932.20
			TRAVEL ADVANCE		TRAVEL ADVANCE	53.00
						Total : 985.20
163577	9/4/2015	0002767 GATEWAY CONTROLS, INC	2015475		GATE SERVICE	557.63
						Total : 557.63
163578	9/4/2015	0007933 GB VENTURES	082615		RIGHT OF WAY DEPOSIT REFUND	324.25
						Total : 324.25
163579	9/4/2015	0000344 GLOBAL EQUIPMENT COMPANY	108381267		SURFACE MOUNT	791.80

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163579	9/4/2015	0000344 0000344 GLOBAL EQUIPMENT COMPANY	(Continued)			Total : 791.80
163580	9/4/2015	0001598 GORDON D KEYES DDS, INC	072215		INMATE SERVICES	69.00
						Total : 69.00
163581	9/4/2015	0000349 GRAINGER	9823946166 9825745970 9826809932 9827975187 9827975195		REMOVER COUPLING/ELBOW REMOTE CONTROL STATION COUPLINGS ELBOWS/UNION	478.72 207.48 82.61 350.63 285.85
						Total : 1,405.29
163582	9/4/2015	0000345 GREATER OAK HBR CHAMBER OF COM	083115		REIMBURSEMENT	1,925.25
						Total : 1,925.25
163583	9/4/2015	0007683 GREEN, JUSTIN	041015		UB REFUND	239.86
						Total : 239.86
163584	9/4/2015	0002747 GUARDIAN SECURITY	596241 599687		ALARM MONITORING FIRE SYSTEM	846.00 308.71
						Total : 1,154.71
163585	9/4/2015	0007236 HAMMOND, JACOB	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163586	9/4/2015	0000323 HD FOWLER COMPANY	I4013104		PIPE/TAPE MEASURE	212.11
						Total : 212.11
163587	9/4/2015	0000694 HD SUPPLY WATERWORKS	E350070		HOLE SAW	515.24
						Total : 515.24
163588	9/4/2015	0000382 HELTSLEY, RAY	EXP REIMB		EXP REIMB	38.77
						Total : 38.77
163589	9/4/2015	0001251 HEWLETT-PACKARD COMPANY	56289304 56290522		4X46K MEMORY	998.95 53.26
						Total : 1,052.21

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163590	9/4/2015	0007709 HOFFMAN CONSTRUCTION COMPANY	081215 CWF C03 REV 1 OFC03 REV 1		PROF SVC/OAK HARBOR CLEAN WATE PROF SVC/OAK HARBOR CLEAN WATE PROF SVC/OAK HARBOR CLEAN WATE	83,482.06 248,576.09 612,301.35 Total : 944,359.50
163591	9/4/2015	0005250 HONEYMOON BAY COFFEE ROASTERS	287936		COFFEE SUPPLIES	93.22 Total : 93.22
163592	9/4/2015	0000253 ID TECHNOLOGY SERVICES	15040347		SWITCH	36.11 Total : 36.11
163593	9/4/2015	0004610 ISLAND COUNTY	090215		AUCTION PROCEEDS	2,081.54 Total : 2,081.54
163594	9/4/2015	0000410 ISLAND COUNTY SOLID WASTE	083115		AUG 2015/TIPPING FEES	74,271.51 Total : 74,271.51
163595	9/4/2015	0000411 ISLAND COUNTY TREASURER	090115		CRIME VICTIM COMPENSATION	181.44 Total : 181.44
163596	9/4/2015	0000412 ISLAND COUNTY TREASURER	090315		3RD QTR 2015/JOINT TOURISM	5,000.00 Total : 5,000.00
163597	9/4/2015	0005445 ISLAND DEFENSE, PLLC	009		AUG 2015/PUBLIC DEFENSE	10,000.00 Total : 10,000.00
163598	9/4/2015	0007604 JANSEN, JOSH	090115		WELLNESS INCENTIVE	20.00 Total : 20.00
163599	9/4/2015	0005277 LEE, STEPHANIE	090115		WELLNESS INCENTIVE	20.00 Total : 20.00
163600	9/4/2015	0000506 LEIRA	100715 100715A		REGISTRATION/MAY REGISTRATION/ROBERTS-EDLIN	200.00 200.00 Total : 400.00
163601	9/4/2015	0007937 LODER, ROBERT	1		TRAVEL REFUND	62.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163601	9/4/2015	0007937 0007937 LODER, ROBERT			(Continued)	Total : 62.00
163602	9/4/2015	0006144 LUICK, BRET	4676		MOORAGE REFUND	456.28
						Total : 456.28
163603	9/4/2015	0000524 LYNDEN ICE	115007434		ICE	198.00
						Total : 198.00
163604	9/4/2015	0000530 MAILLIARD'S LANDING NURSERY	104500		YARD WASTE	158.80
			104570		YARD WASTE	64.65
			104620		YARD WASTE	73.05
			104659		YARD WASTE	90.20
			104725		YARD WASTE	102.80
			104850		YARD WASTE	70.60
			104885		YARD WASTE	88.55
			104970		YARD WASTE	87.05
			105085		YARD WASTE	207.45
			105177		YARD WASTE	75.85
			105230		YARD WASTE	72.70
			105288		YARD WASTE	62.55
			105331		YARD WASTE	95.45
			105383		YARD WASTE	120.05
			105518		YARD WASTE	72.35
			105571		YARD WASTE	57.65
			105628		YARD WASTE	61.50
			105666		YARD WASTE	121.35
			105798		YARD WASTE	20.00
			105832		YARD WASTE	20.00
						Total : 1,722.60
163605	9/4/2015	0007942 MARATHON MANIACS	083115		PAGE CONTRACT	1,100.00
						Total : 1,100.00
163606	9/4/2015	0000660 MARKET PLACE FOOD & DRUG	091298		GROCERIES	476.81
			694725		GROCERIES	362.23
						Total : 839.04
163607	9/4/2015	0005025 MASCOTT EQUIPMENT	336117		DUAL HOSE	15,074.52

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163607	9/4/2015	0005025 MASCOTT EQUIPMENT	(Continued) 336118 336193 340701		DOCK HOSES MOVING DISPENSER DISPOSAL	4,998.28 4,565.40 -706.55 Total : 23,931.65
163608	9/4/2015	0000547 MAY, BARBARA	TRAVEL ADVANCE		TRAVEL ADVANCE	72.00 Total : 72.00
163609	9/4/2015	0007938 MAYLOR, PIXIE	1		TRAVEL REFUND	40.00 Total : 40.00
163610	9/4/2015	0007450 MAZZOLI, KELLYE	EXP REIMB EXP REIMB2 EXP REIMB3		EXP REIMB EXP REIMB EXP REIMB	507.00 6.65 306.42 Total : 820.07
163611	9/4/2015	0007722 MERRIMAN, RYAN	090115		WELLNESS INCENTIVE	20.00 Total : 20.00
163612	9/4/2015	0000568 MIDWAY MUFFLER & TIRE	96653 96680		HER TERRA WHEEL ALIGNMENT	343.46 76.04 Total : 419.50
163613	9/4/2015	0007795 MONSON, MICHAEL	1		TRAVEL REFUND	62.00 Total : 62.00
163614	9/4/2015	0006992 MOON, ANDREW	090115		WELLNESS INCENTIVE	20.00 Total : 20.00
163615	9/4/2015	0007931 MURRAY, DEBORAH	BL-005889		BUSINESS LICENSE FEE REFUND	12.50 Total : 12.50
163616	9/4/2015	0007586 NAGEL, GARRETT	090115		WELLNESS INCENTIVE	20.00 Total : 20.00
163617	9/4/2015	0000612 NELSON PETROLEUM	0561154-IN		FUEL	1,769.43

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163617	9/4/2015	0000612 0000612 NELSON PETROLEUM			(Continued)	Total : 1,769.43
163618	9/4/2015	0000621 NIIRO, CEDRIC	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163619	9/4/2015	0007653 NORTH ISLAND MEDICAL	A4526T11450		INMATE SERVICES	160.65
						Total : 160.65
163620	9/4/2015	0000406 NORTH WHIDBEY FIRE & RESCUE	090215		AUCTION PROCEEDS	2,012.16
						Total : 2,012.16
163621	9/4/2015	0000644 NORTH WHIDBEY LIONS	090215		ADVERTISING	3,097.96
						Total : 3,097.96
163622	9/4/2015	0007945 NORTHWEST SOLUTIONS, INC	17225		GREEN MAGIC	71.20
						Total : 71.20
163623	9/4/2015	0000672 OAK HARBOR ACE	258095		LOCK	10.32
			259556		COUPLE/BUSHING	2.26
			259654		PLUGS	5.20
			259677		CLEANER/BUCKET	95.58
			259857		RECEPTACLES	22.81
			259870		RECEPTACLES	-22.81
			259876		FASTENERS/WHEEL	16.07
			259904		SPRAYPAINT	24.40
			259923		FASTENERS	6.33
			259926		WHEEL	11.94
			259958		TOOLS/WASHER	9.22
			259972		FILES	27.15
			260090		RESCUE TAPE	10.86
			260114		TAPE	10.86
			260135		TEE/PIPE/COUPLE/ADAPTER/BUSHING	31.20
			260164		SCREWDRIVER/TAPE	33.65
			260195		ELBOW/NIPPLE	17.37
			260329		PAINT	130.43
			K60253		TRASH BAGS/ORGANIZER	21.98
			K60273		BATTERY	8.14
			K60276		ADAPTER	5.42

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163623	9/4/2015	0000672 OAK HARBOR ACE	(Continued) K60278		RECEIPT	0.64
Total :						479.02
163624	9/4/2015	0000668 OAK HARBOR AUTO CENTER	001-249419 001-249628 001-249633 001-249634 001-249636 001-249672 001-249685 001-249697 001-249821 001-250052 001-250116 001-250345		CABLE/TERMINALS TAIL LAMP FILTERS FILTERS FILTERS COND WIRE PIC 8152SEA HANDLE BLACK DOOR EGE PRO FILTERS RET HANDLE	17.52 39.37 27.97 6.51 4.08 66.77 171.20 20.33 0.74 55.92 -27.96 18.53
Total :						400.98
163625	9/4/2015	0006863 OAK HARBOR MUSIC FESTIVAL	082615		REIMBURSEMENT	2,496.31
Total :						2,496.31
163626	9/4/2015	0000676 OAK HARBOR POLICE DEPARTMENT	090115		PETTY CASH	23.63
Total :						23.63
163627	9/4/2015	0000681 OAK HARBOR SCHOOL DISTRICT	090215		AUCTION PROCEEDS	294.68
Total :						294.68
163628	9/4/2015	0007548 OFFICE AUTOMATION SYSTEMS	101464		CONTRACT SERVICES	327.40
Total :						327.40
163629	9/4/2015	0000665 OFFICEMAX, INC	545171		USB/TONER	349.98
Total :						349.98
163630	9/4/2015	0000677 OHPD INVESTIGATIVE FUND	090115		REPLENISH DRUG FUND	3,105.54
Total :						3,105.54
163631	9/4/2015	0001377 ORCA INFORMATION	402824 403000		PRE-EMPLOYMENT/RAMIREZ PRE-EMPLOYMENT/RAMIREZ	75.00 15.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163631	9/4/2015	0001377 ORCA INFORMATION	(Continued) 404588 404838 405542		PRE-EMPLOYMENT/ANDERSON PRE-EMPLOYMENT/ANDERSON PRE-EMPLOYMENT/SPOHN	75.00 40.00 75.00
Total :						280.00
163632	9/4/2015	0007946 ORD, JERRY	2377		MOORAGE REFUND	266.00
Total :						266.00
163633	9/4/2015	0002985 PACIFIC TIRE CO. INC	0090757 0090759		TIRES TIRES	85.72 171.43
Total :						257.15
163634	9/4/2015	0000299 PLACE, SANDRA	090115		WELLNESS INCENTIVE	20.00
Total :						20.00
163635	9/4/2015	0000724 PONY MAILING & BUSINESS CENTER	246381		SHIPPING	21.51
Total :						21.51
163636	9/4/2015	0004622 POWERS-RANG, LISA	090115		WELLNESS INCENTIVE	20.00
Total :						20.00
163637	9/4/2015	0000746 PUGET SAFETY EQUIPMENT	0028467-IN		BLACK LIGHTNING	454.91
Total :						454.91
163638	9/4/2015	0000743 PUGET SOUND ENERGY	200003131170 200004839284 200010549943 300000007421		ELECTRICITY/WELL #7 ELECTRICITY/1019 SW SWANTOWN RI ELECTRICITY/WELL #6 ELECTRICITY/STREET LIGHTS	13.40 99.24 13.40 13,421.00
Total :						13,547.04
163639	9/4/2015	0006762 RAINIER ENVIRONMENTAL	1954		TESTING	3,700.00
Total :						3,700.00
163640	9/4/2015	0007944 RAMIREZ, JOSEPH	TRAVEL ADVANCE		TRAVEL ADVANCE	82.00
Total :						82.00
163641	9/4/2015	0002508 RINEY PRODUCTION SERVICES	10-1574		TAPING SERVICES	2,017.49

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163641	9/4/2015	0002508 0002508 RINEY PRODUCTION SERVICES	(Continued)			Total : 2,017.49
163642	9/4/2015	0003024 ROBBINS, EPHRAIM	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163643	9/4/2015	0004528 ROBERTS-EDLIN, LISA	TRAVEL ADVANCE		TRAVEL ADVANCE	72.00
						Total : 72.00
163644	9/4/2015	0005827 ROBINSON, JACK	TRAVEL ADVANCE		TRAVEL ADVANCE	177.50
						Total : 177.50
163645	9/4/2015	0004816 ROODZANT, LONA	1		TRAVEL REFUND	62.00
						Total : 62.00
163646	9/4/2015	0000780 SABALOUSKY, JANET	TRAVEL ADVANCE		TRAVEL ADVANCE	141.50
						Total : 141.50
163647	9/4/2015	0000781 SAFEWAY	805487		GROCERIES	16.97
						Total : 16.97
163648	9/4/2015	0000796 SCHROER, PAUL	090115		WELLNESS INCENTIVE	20.00
						Total : 20.00
163649	9/4/2015	0005967 SEATTLE AUTOMOTIVE DIST	S6-721156		ELEMENT	109.70
						Total : 109.70
163650	9/4/2015	0005719 SEATTLE MARATHON ASSOCIATION	083115		EXPO BOOTH	1,000.00
						Total : 1,000.00
163651	9/4/2015	0004415 SEATTLE PUMP	15-3494 15-3565		NOZZLE/BUSHING/CONNECTOR NOZZLE	517.52 284.73
						Total : 802.25
163652	9/4/2015	0007939 SHERRILL, ANITA	1		TRAVEL REFUND	31.00
						Total : 31.00
163653	9/4/2015	0007948 SHERWOOD, GLEN	1164		MOORAGE REFUND	467.78
						Total : 467.78

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163654	9/4/2015	0000822 SHRED-IT USA, INC	9407114332		SHREDDING	56.68
			9407114532		SHREDDING	56.68
Total :						113.36
163655	9/4/2015	0000831 SIX ROBBLEES', INC	14-310434		VALVE	136.10
			14-310435		VALVE	136.10
Total :						272.20
163656	9/4/2015	0000846 SOUND PUBLISHING	WCW648663		NOA CLEAN WATER FACILITY	408.69
			WCW652279		CITY ORDINANCES	68.53
			WCW652873		CITY NOTICES	57.32
Total :						534.54
163657	9/4/2015	0007203 STANFORD, TRAVIS	090115		WELLNESS INCENTIVE	20.00
Total :						20.00
163658	9/4/2015	0003883 STAPLES BUSINESS ADVANTAGE	3273850819		CLIPBOARD/CUP/BUSINESS CARD SLE	31.43
			3274407001		PRINTER	326.09
			3274407003		SPINDLES/ENVELOPES	66.40
			3274991402		CLIPS	26.08
			3274991403		LABELS	7.16
			3274991404		FOLDERS/PADS/CONTAINER	20.84
			3274991405		HANGERS/PENS	33.96
			3274991407		CREDIT	-326.09
			3274991408		FRAME	33.14
			3274991409		BULLETIN BOARD	113.30
			3275557081		CREDIT	-26.08
			3275557084		HP 950XL	102.17
			3275557085		CALCULATOR/BATTERIES/TONER	394.65
			3275557087		FRAME	33.14
			3275557088		BOWL/CLEANER	240.92
Total :						1,077.11
163659	9/4/2015	0000980 STEVENS, AMY	TRAVEL ADVANCE		TRAVEL ADVANCE	56.00
Total :						56.00
163660	9/4/2015	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	96.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163660	9/4/2015	0003749 0003749 STUMP, PATRICK L	(Continued)			Total : 96.00
163661	9/4/2015	0000874 SURETY PEST CONTROL	1070343		PEST EXTERMINATION	59.79
						Total : 59.79
163662	9/4/2015	0006194 TANDECKI, STELLA	1		TRAVEL REFUND	62.00
						Total : 62.00
163663	9/4/2015	0007265 THOMPSON, ANNA	082415 EXP REIMB		WELLNESS INCENTIVE EXP REIMB	20.00 65.72
						Total : 85.72
163664	9/4/2015	0001053 TREASURER, WASHINGTON STATE	090115		COURT/BC FEES	8,539.39
						Total : 8,539.39
163665	9/4/2015	0006331 ULINE	70028175		MOP HANDLE	44.85
						Total : 44.85
163666	9/4/2015	0000923 UNITED PARCEL SERVICE	0000A0182W345		SHIPPING	10.28
						Total : 10.28
163667	9/4/2015	0000922 UNUM LIFE INSURANCE COMPANY	081815		LONG TERM CARE	269.78
						Total : 269.78
163668	9/4/2015	0004903 US BANK	4485591001332901		CREDIT CARD PURCHASES	4,507.42
						Total : 4,507.42
163669	9/4/2015	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	3,420.34
						Total : 3,420.34
163670	9/4/2015	0004903 US BANK	44855900002304679		CREDIT CARD PURCHASES	916.10
						Total : 916.10
163671	9/4/2015	0004903 US BANK	4485591001286149		CREDIT CARD PURCHASES	240.21
						Total : 240.21
163672	9/4/2015	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	136.00
						Total : 136.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
163673	9/4/2015	0004903 US BANK	4485591000222970		CREDIT CARD PURCHASES	26.00	
						Total :	26.00
163674	9/4/2015	0004903 US BANK	4485590002431076		CREDIT CARD PURCHASES	10.00	
						Total :	10.00
163675	9/4/2015	0000926 USABLUBOOK	720773		CHART PAPER/PENS	302.01	
						Total :	302.01
163676	9/4/2015	0007166 VETERANS NORTHWEST CONST	083115		RETAINAGE	197,039.42	
						Total :	197,039.42
163677	9/4/2015	0007940 VON GREY, PETER	TRAVEL ADVANCE		TRAVEL ADVANCE	152.50	
						Total :	152.50
163678	9/4/2015	0007941 WADE, THOMAS	TRAVEL ADVANCE		TRAVEL ADVANCE	152.50	
						Total :	152.50
163679	9/4/2015	0007388 WALSTAD, TIM	090115		WELLNESS INCENTIVE	20.00	
						Total :	20.00
163680	9/4/2015	0001039 WESTERN PETERBILT, INC	S856144 S856249 S861224		HARNESS FREIGHT CORE CREDIT	1,979.41 16.45 -122.29	
						Total :	1,873.57
163681	9/4/2015	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1285		AUG 2015/ANIMAL SHELTER	8,333.37	
						Total :	8,333.37
163682	9/4/2015	0001000 WHIDBEY AUTO PARTS, INC.	258173 258178 258241 258354 258448		FILTER FILTER CABLE SEALANT SWIV NUT	21.28 21.28 93.10 7.02 8.63	
						Total :	151.31
163683	9/4/2015	0007932 WHIDBEY HOME HELPERS	BL-005891		BUSINESS LICENSE FEE REFUND	12.50	

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163683	9/4/2015	0007932 0007932 WHIDBEY HOME HELPERS			(Continued)	Total : 12.50
163684	9/4/2015	0007078 WHIDBEY SIGN COMPANY	15201		FLAGS FOR RACE WEEK	1,282.57
			15210		BANNER	43.48
			15258		MAGNET SIGNS	67.39
					Total :	1,393.44
163685	9/4/2015	0001341 WOLFE, ROBERT	1		TRAVEL REFUND	164.00
					Total :	164.00
163686	9/4/2015	0004961 WOODWARD, GREGORY	090115		WELLNESS INCENTIVE	20.00
					Total :	20.00
157 Vouchers for bank code : bank						Bank total : 1,688,064.94
157 Vouchers in this report						Total vouchers : 1,688,064.94

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 4.c
Date: September 15, 2015
Subject: Authorizing the Mayor, or
designee, to sign the 2017 Clean
Water State Revolving Fund
(CWSRF) funding application.

FROM: Dr. Doug Merriman, Deputy City Administrator/Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize the Mayor, or his designee, to sign the City's Fiscal Year 2017 State Revolving Fund loan application.

BACKGROUND / SUMMARY INFORMATION

The purpose of this bill is a request to the City Council to authorize the Mayor, or his designee, to sign a Department of Ecology State Revolving Fund loan application. This loan application represents the City's effort to obtain low-interest loans or grants for financing the construction of the new Waste Water Treatment Plant.

The Washington State Department of Ecology's Water Quality Program administers three main funding programs under an integrated annual funding cycle: 1) The Centennial Clean Water Program, 2) the Clean Water Act Section 310, and 3) The Washington State Water Pollution Control Revolving Fund Program. The Department of Ecology awards grants and loans on a competitive basis to eligible public entities for high priority water quality projects, including the planning for and constructive of Wastewater facility projects. Within certain limits, and based on key financial demographics of the City of Oak Harbor, this form of funding offers low interest rate financing that would be applicable to our WWTP project.

The Washington State Department of Ecology has changed the usual filing date the first week of November to October 16, 2015. As such, City staff members are currently compiling the voluminous financial and technical information required by the funding application, which is accomplished online at Ecology's EAGL website. Accordingly, a copy of the completed application is not available as of the required publication date of this agenda packet. Please note that the application may require the online signature of the Finance Director, acting as the City's application liaison with Department of Ecology. Accordingly, the Finance Director would be signing as the Mayor's designee.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 5.a.i
Date: September 15, 2015
Subject: Clean Water Facility Project
(WWTP) Update by City Staff

FROM: Cathy Rosen, Public Works Director

FROM: Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Staff update on the Clean Water Facility Project

BACKGROUND / SUMMARY INFORMATION

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Project Update](#)

City of Oak Harbor
**Clean Water
 Facility Project**



CITY COUNCIL PROJECT UPDATE – September 15, 2015

The following is a snapshot of project activities and milestones, as well as anticipated upcoming activities and risks being monitored for the Oak Harbor Clean Water Facility Project. These updates are provided to City Council on a bi-weekly basis.

RECENT ACTIVITIES AND MILESTONES (PREVIOUS FOUR WEEKS)

- Staysail RV Park North Lot closed September 8th.
- Outfall Construction well under way. Work has transitioned to the barge.
- Site Preparation Package A is substantially complete. (Archaeological Investigation)
- Concurrence from State and Tribes to use Stone Columns for soil stabilization
- Site Plan Application submitted and currently under review.

ANTICIPATED/UPCOMING ACTIVITIES AND MILESTONES (NEXT SIX WEEKS)

- Site Preparation Package B bid opening this week, September 17th (Deep Excavation)
- Review of 60% Cost Estimate / Biosolids Options / Community Room / Finance workshop schedule for September 30th from 12 noon to 4pm.
- 90% Design expected to begin this month with an expected completion in February.
- Windjammer Park Planning – How will the new Wastewater Treatment Plant fit in with the surrounding park.

DESIGN STATUS

Item	Description	Progress %
Facility Design	Carollo Engineers have submitted 60% design drawings. A 60% Design presentation and cost estimate will be presented to the City Council in September 30 th at a Special City Council Workshop held from 12 noon to 4 pm.	60%
Site Preparation Package B	The design for the deep excavation package is underway and tentatively scheduled for Council approval in October, following review of 60% design cost estimates.	90%

PERMIT ACQUISITIONS STATUS

Pending Permits	Description
<ul style="list-style-type: none"> • Site Plan Permit • Shoreline Master Plan Permit 	<ul style="list-style-type: none"> • Comment period closed August 17. Notice of Decision pending. • Scheduled to be issued shortly after the Site Plan Permit

CONSTRUCTION STATUS

Item	Description	Estimated Completion
Outfall Construction	Hoffman and the outfall subcontractor has transitioned to in-water work. Most of the in-water work will be conducted by a barge anchored in the harbor through August. The second section of outfall is expect to be installed next week	October 2015
Site Preparation A	Excavation activities started promptly after award on 6/16/15 and are substantially complete. Data gathered from Site Prep A was presented to the EPA, DAHP, DOE and Tribes to allow for the use of stone columns.	August 2015
Groundbreaking on CWF		November 2015

COST AND FUNDING STATUS

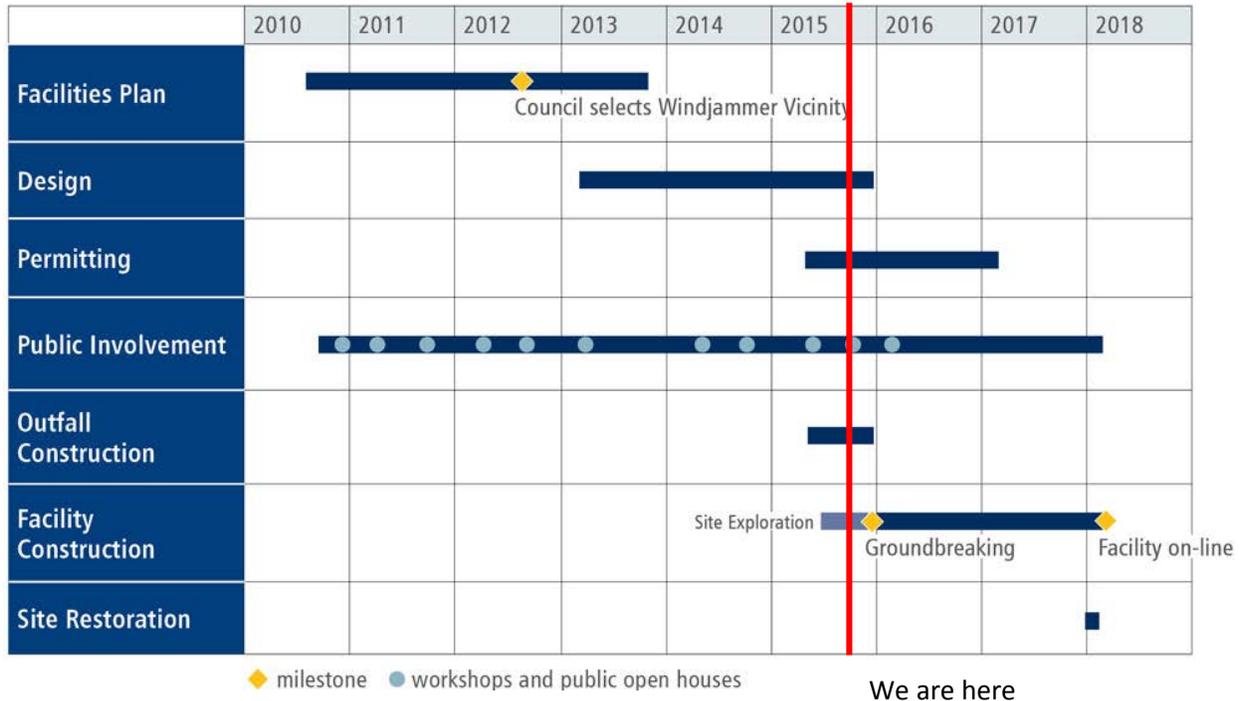
Major Cost Item	Cost Estimate	Description
GMP #1 (MBR/UV)	\$2,775,455.58 (includes sales tax)	Awarded by City Council on 12/2/2014 Includes Membrane Bioreactor and Ultra Violet Disinfection equipment procurement and design support. Does not include installation costs.
GMP #2 (Outfall)	\$2,164,488 (includes sales tax)	Awarded by City Council on 4/21/15 Construction of a new outfall from approximately the waterfront trail out into Oak Harbor Bay.
GMP #3 (Site Prep A)	\$908,872 (includes sales tax)	Approved by City Council 6/16/15. Preliminary site excavation and archaeological investigation. Preliminary results indicate this work will come in under budget or be delayed until Site Preparation Package B.
GMP #4 (Site Prep B)	Out for Bid	Site Preparation Package B will include utility relocates, minor demolition at the existing RBC Plant, stone column installation, sheet pile installation and deep excavation. Bids are expected to be opened on Sept. 17 and presented to Council in October after the 60% cost estimate has been reviewed.
Overall Project	TBD	60% design documents have been received by the City. Carollo and Hoffman are developing cost estimates. Staff expects to present an updated cost estimate to City Council in September with options regarding biosolids handling and including a community/training room. 90% Design is expected to begin in September.
Biosolids Dryer	TBD	Staff is currently reviewing proposals for biosolids dryers to include in the 60% cost estimate. The results will be included in an analysis of different biosolids handling options.
Community Room	TBD	Cost estimates and funding for the community room will be presented with the 60% cost estimate later in September.

Funding: Pending	Description
2016 CWSRF – WWTP Construction	The City has submitted has been allocated \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant was also offered. The 2016 CWSRF agreement is currently being drafted.
2017 CWSRF - WWTP Construction	Applications for 2017 CWSRF funding are due October 16, 2015.
Bonds	The City is reviewing our funding options with regards to CWSRF vs. Bonds to develop the most advantageous funding program for the project. The goal is to reduce the overall burden on the rate payers. City staff initiated preparation of POS statement necessary to issue revenue bonds.
Rates	Staff is currently reviewing the impacts of the funding sources listed above, current bond rates and the estimated cost of the project to determine how the project rates might be impacted by the construction cost increases and lower financing rates.
Funding: In hand	Description
2015 CWSRF – Outfall Design and Construction	The City has received \$3,200,000 in low interest loans from DOE for design and construction of the new outfall for the wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2015 CWSRF – WWTP Design	The City has received \$8,260,000 in low interest loans for design of the new wastewater treatment plant. The loan is for 20 years at 2.7% interest.
Reserves	The sewer fund has been accumulating reserves that have been earmarked for this project.

COMMUNICATIONS AND OUTREACH STATUS

Upcoming activities	Description
September 30 – City Council Special Workshop	Staff will be presenting results of the 60% cost estimate, an analysis of biosolids handling options, discussion about the community room and how all of this will related to funding and rates.
In-progress or recently completed activities	Description
September 1 – City Council Meeting - Architectural Theme	Results of the August in-house and on-line open house were presented at the September 1 st City Council Meeting. Council selected Concept B as the preferred architectural theme to take to 90% design.
September 1 – City Council Meeting – Good Neighbor Plan	City Council adopted a resolution indicating approval of the Good Neighbor Plan which will be incorporated into future contracts.

PROJECT SCHEDULE



PROJECT CONTACT INFORMATION

Web

www.oakharborcleanwater.org

Email

treatmentplant@oakharbor.org

General phone (24-hour)

360-914-7000

Mail

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 865 SE Barrington Drive
 Oak Harbor, Washington 98277

Project team contact information

Joe Stowell, P.E. City Engineer
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**City of Oak Harbor
City Council Agenda Bill**

Bill No. 9.a
Date: September 15, 2015
Subject: Annual review of the Lodging
Tax Advisory Committee
(LTAC) Membership per
OHMC 2.66.030

FROM: Dr. Merriman, Deputy City Administrator/ Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Review the LTAC Membership and make changes as appropriate.

BACKGROUND / SUMMARY INFORMATION

Oak Harbor Municipal Code 2.66.030 requires the Council to review the Lodging Tax Advisory Committee (LTAC) membership roster on an annual basis and to make changes as appropriate.

During a review of the City's LTAC membership listing, staff noticed that the position expiration dates were varied with no consistent methodology for determining which positions were expiring. In addition, the varied expiration dates sometimes occur during the City's normal LTAC application cycle - a situation causing terms to expire precisely in the middle of the LTAC annual grant deliberations.

The proposed listing of positions is presented to accomplish the following:

- 1) The positions on the LTAC committee are now numbered with the 3 collectors of 2% monies entitled "Collector 1, 2, or 3" and the 3 potential recipients of 2% funds entitled "Recipient 1, 2 or 3".
- 2) The expiration dates of the positions are reorganized so that one Recipient position and one Collector position expire each year. This rolling methodology applies consistency and standardization to the membership process.
- 3) The committee chair, an elected official of the City, will remain on the normal council cycle of committee chair appointments.

The attachment to this agenda bill presents the proposed membership listing of the LTAC.

LEGAL AUTHORITY

OHMC 2.66.030

FISCAL IMPACT

There is no fiscal impact to this proposed action.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Proposed LTAC Membership Listing](#)

<u>Name</u>	<u>Position</u>	<u>Term Expiration</u>	<u>Previous Expiration</u>
Bob Lundstrom	Collector 1	12/31/2016	06/30/217
Ron Apgar	Recipient 1	12/31/2016	06/30/217
Pete Franssen	Collector 2	12/31/2017	8/31/2017
Sue Blouin	Recipient 2	12/31/2017	12/31/2014
Dana Beckman	Collector 3	12/31/2018	8/31/2016
Margaret Livermore	Recipient 3	12/31/2018	6/30/2017