

Mayor Jan May called the meeting to order at 6:03 p.m. Council Members present were Art Smyth, John Housden, Tim Rieb and Ramiro Villagrana. Also present were Public Works Director Lee Webster, City Clerk Treasurer Misty Ruiz, Chief of Police Ron Oules, Deputy Clerk Desha Dawson and City Attorney Chuck Zimmerman.

❖ **PLEDGE OF ALLEGIANCE –**

**ADDITIONS/CHANGES TO THE AGENDA/MINUTES APPROVAL:**

The minutes from 2/11/2014 City Council Meeting were approved as submitted. Council Member Housden asked for the addition of an airport lease proposal (Lot 79) and road access for the same.

***MOTION: Council Member Rieb made the motion to approve the above noted minutes and final agenda. Council Member Housden seconded the motion and it passed unanimously.***

**PAYROLL AND ACCOUNTS PAYABLE APPROVAL:**

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the City Council.

As of this date, March 11, 2015, the Council, by a majority vote, does approve for payment those vouchers included in the voucher payment list and further described as follows:

February 2015 Manual Claim Fund vouchers 54300-54303, 54315 and 54317 as well as March 2015 Council Claim Fund vouchers 54316, 54318 and 54319-54373 in the total amount of \$110,555.75.

February 2015 Payroll check numbers 204-208, 1180-1203, 54220-54223, 54289-54299 and 54304-54310 in the total amount of \$120,948.55.

***MOTION: Council Member Smyth made the motion to approve the above noted bills and payroll for payment. Council Member Rieb seconded the motion and it passed unanimously.***

**PUBLIC COMMENT:**

**AIRPORT LOT 79 ROAD ACCESS/LEASE INQUIRY:**

Council Member Housden reviewed the map of the proposed access road located at the east most edge of lot 79. A map was presented for review. Housden also noted that Shawn O'Connell of O'Connell Drilling, who was present at the council meeting, has expressed an interest in leasing the remainder of lot 79, to expand storage for his business located on the adjoining lot. A map was presented for review. (Council Member Smyth asked if these maps and information could be presented prior to Council for review in the future).

***MOTION: Council Member Housden made the motion to approve the location of the easement/access road located on the most easterly portion of Lot 79, as set forth in the map exhibit. Council Member Villagrana seconded the motion and it passed unanimously.***

Public Works Director Lee Webster advised that the proposed O'Connell Drilling lease

request for the remainder of Lot 79 will be initiated at a staff level at the City. Once a formal lease request/application has been received, and the road has been placed, Webster will present more information to Council for further review and consideration.

**MAYOR MAY:**

**FCS RATE STUDY (Discussion continued from February Council Meeting):**

Gordon Wilson from the FCS Group reviewed the updated Water and Sewer Rate Study. Presented were 3-yr and 5-yr increase proposals for Water Rates, showing both annual and cumulative increases through year 2019. Mr. Wilson stated that our current water fixed charges differ by meter size, but the multiples between meter sizes are much too small and do not recover costs from the larger meters in proportion to their demand on the system. Therefore, the result is that the single family and other customers with smaller meter sizes are subsidizing those with larger meters. It is their recommendation that we base our fixed charge structure on the American Water Works Association Standard Meter Equivalents. The decision Council now has is whether to implement the 5-yr structure, or the 3-yr structure, noting that the 3-yr structure will put less of a hardship on the single family rate payers. The recommendation is for an 18% increase per year for 3-years (2015, 2016, and 2017) and 8% for years 2018 and 2019.

On the sewer portion of the rate study, FCS recommends a 5% increase over the next three years, then to 3% for years 2018 and 2019. This is in line with the rate increases that the City had already set in place for sewer.

There was rather lengthy discussion regarding alternatives, concerns, pros and cons of the implementation of the proposed base fixed meter rate increases. With the magnitude of the upcoming Capital Projects (Reservoir replacement in particular) FCS recommends the City needs to have a rate schedule that will support any funding requests the City makes in order to help complete the projects. Shawn O'Connell spoke on behalf of Gebbers Farms, and expressed concern regarding the impact that the rate increases may have on Gebbers Farms, as several of their water accounts have large meters. Some of these accounts are on an outside water use agreement which are charged a higher outside city rate. Mr. O'Connell stated that Gebbers Farms may want the agreement to be terminated and inside city rates charged instead. A discussion concerning possible annexation of the Gebbers Farms properties ensued.

After much discussion, the following action was taken:

**MOTION:** *Council Member Rieb made the motion to authorize the City Staff to move forward with implementation of the 3-year Phase-In for updated water meter multiples rates based on the recommendations of the FCS Group. Council Member Smyth seconded the motion and it passed with a vote of 3-1-0. Council Member Housden was opposed.*

**MOTION:** *Council Member Housden made the motion to authorize the City Staff to implement the 5-year Sewer Rate Schedule Increases as recommended by the FCS Group. Council Member Smyth seconded the motion and it passed unanimously.*

**NCNB LINE OF CREDIT:**

Clerk Misty Ruiz stated that the City has secured a \$1.5 million dollar, 24-month, draw-down line of credit for financing Phase I of the construction/replacement of the upper reservoir for the City of Brewster. Ruiz stated that there needs to be a change of signor on this account, reflecting Mayor Jan May as signor.

**MOTION:** *Council Member Smyth made the motion to approve the line of credit through North Cascades National Bank for \$1.5 million dollars, and approving Mayor Jan May as signor on said account. Council Member Housden seconded the motion and it passed unanimously.*

ORDINANCE NO. 868 (Repealing Ordinance No. 867):

**MOTION:** *Council Member Housden made the motion to adopt Ordinance No. 868, repealing Ordinance No. 867, withdrawing City support for Annexation into Douglas County Fire District No. 15 and setting an effective date. Council Member Rieb seconded the motion and it passed with a vote of 3-0-1. (Council Member Smyth abstained from the vote).*

MISTY RUIZ – CITY CLERK TREASURER:

FINANCE REPORT:

Clerk Misty Ruiz reviewed the January and February financial reports. She noted that the water fund is not where she'd like it to be, however the \$300K reimbursement will be coming soon.

The McKinstry Energy Efficiency Project is still progressing forward, weather permitting. Public Works Director Lee Webster stated that mid-May is the completion month. The basketball court will be done soon as well.

RESOLUTION NO. 15-01-A PLANNING ONLY GRANT (Signor Designation):

**MOTION:** *Council Member Rieb made the motion to approve CDBG Resolution 15-01-A, Planning Only Grant, Resolution with Certifications of Compliance and designating Mayor Jan May as signor. Council Member Smyth seconded the motion and it passed unanimously.*

RESOLUTION 15-02, GENERAL PURPOSE GRANT APPLICATION:

**MOTION:** *Council Member Smyth made the motion to approve CDBG Resolution 15-02, Resolution with Certifications of Compliance, General Purposes Grant Application. Council Member Rieb seconded the motion and it passed unanimously.*

TITLE VI CERTIFICATION (CDBG):

**MOTION:** *Council Member Housden made the motion to approve CDBG Title VI Certification and approval of Mayor Jan May as signor. Council Member Rieb seconded the motion and it passed unanimously.*

CDBG GRANT PROJECT SUMMARY:

**MOTION:** *Council Member Rieb made the motion to approve the CDBG Grant Project Summary and approve Mayor Jan May as signor. Council Member Housden seconded the motion and it passed unanimously.*

SUNRISE DISPOSAL CONTRACT – 5 YEAR EXTENSION REQUEST:

Sunrise Disposal has requested a 5-year extension on the garbage services contract that they currently have with the City of Brewster. There are no anticipated rate increases.

Ruiz stated that the staff has compared rates to those of other neighboring cities and other companies, with Sunrise still showing the lowest rates.

**MOTION:** *Council Member Housden made the motion to approve the 5-year contract extension for City garbage collection services with Sunrise Disposal. Council Member Rieb seconded the motion and it passed unanimously*

**LEE WEBSTER – PUBLIC WORKS DEPARTMENT:**

Public Works Director Lee Webster informed Council that the previous Public Works Director, Lynn Lawson, had officially completed his last day of work at the City on March 5, 2014. Once again, he thanked Lawson for his 30 years of service to the City.

**PUBLIC WORKS UPDATES/ PROJECT UPDATES:**

- Webster stated that the City of Brewster recently came in first on the Economic Alliance 09 Funding list. This was confirmed by the Commissioners on 3/09. We asked for \$200K, which we may or may not get, however, this designation will possibly have a positive influence with regards to other funding requests we have submitted with other agencies.
- The Ferry Street (Safe Routes) project will go to bid on March 26<sup>th</sup>. Webster spoke with the Brewster School District, who indicated that they will be contributing a monetary amount towards the crossing lights, with that amount to be determined.
- Selland Construction will be returning in mid-March to complete the Angle Trailer Court water system upgrade project.
- The pool restoration is moving along well. There have been a few setbacks, in particular notation of the large crack in the bottom of the pool that will need to be repaired.
- The City will be placing an ad for a part-time summer help/meter reader position for the summer.
- Alley cleanup is scheduled for the 3<sup>rd</sup> week in April. There is still some discussion on where the debris will be taken once it is picked up.
- No bids have come back in to the City regarding chipping of the cemetery debris pile. Although efforts have been made to control who and when we are allowing yard debris to be taken to the burn pile, there is still garbage showing up. In the past months, it has been closed altogether. Webster asked Council to consider what they would like to do with this situation.
- Webster asked if Council had any ideas or objections to the City handling the vendors for the 4<sup>th</sup> of July Celebration, as it does not appear that the Chamber will be in 2015. Webster stated that if the City does handle this, we will set the amount of sites and the rates, as we placed them in our "overflow" RV sites along the cove. Council did not have any objection to this.

**UPPER RESERVOIR PROJECT ELEMENTS:**

Kris Erlandsen of Erlandsen & Associates discussed the Upper Reservoir Preliminary Project Elements with the City Council. He relayed how important this project is and obtaining the grant funding. It is their recommendation that the City move forward with SEPA, Site Survey and Engineering, Cultural and Geotechnical investigation. Therefore, when the CDBG General Purpose Grant is submitted, it will show that the City is moving forward with the project and is more "shovel ready". He recommended that these projects take place over the next three months.

**MOTION:** *Council Member Housden made the motion to approve and authorize the City of Brewster and its staff to move forward with Preliminary Project Elements for the Upper Reservoir Project. Council Member Smyth seconded the motion and it passed unanimously.*

FIRE HALL ELECTRICAL PANEL:

Public Works Director Lee Webster stated that McKinstry can do the replacement of the electrical panel, and can process a change order for this. The old panel is a fire hazard.

**MOTION:** *Council Member Housden made the motion to approve the replacement of the electrical panel at the Fire Hall, for a cost of no more than \$6K, on a change order through McKinstry. Council Member Rieb seconded the motion and it passed unanimously.*

REC CENTER HVAC UPDATE:

Public Works Director Lee Webster presented a bid from Lakeside to replace/rebuild the blower assembly at the Rec Center. Ken from Lakeside recommends replacing it with an outside unit for \$15K, as the configuration of the current system is terrible and will be near impossible to repair where it is. Council asked if Webster could get more bids with respect to replacement of the unit. Mayor Webster will do this. To save costs, the City crew can provide the concrete; build the cover, caulk and weather stripping.

**MOTION:** *Council Member Housden made the motion authorizing Public Works Director Lee Webster to move forward with collecting bids and contracting for replacement of the air handler unit at the Rec Center, using the company of best choice for price and product, and the City Crew providing any preparation and finishing of the installation area. Council Member Smyth seconded the motion and it passed unanimously.*

RV PARK POWER UPGRADES:

Public Works Director Lee Webster wanted to address the long term power issues at the RV Park. It is hoped to have the power upgrade from 30 amp to 50 amp service in the older part of the park, sites 1-10. Webster stated that the estimate to do this is right around \$14K, plus an estimated \$12K in city crew labor. He noted he can get a bid from Schmitt Electric to do the entire job, but does not anticipate it being much less than that. We can use some of the hotel/motel tax to cover the costs, but did not foresee this upgrade costing as much as it appears it will. Council stated that due to constraints with the budget at this time, they are not in favor of moving forward with this until possibly later this fall or early next year.

Webster also presented a request from the Long Term Recovery Group (volunteers coming to help with fire recovery). They are in need of 2-RV sites for possibly 1-2 years. Webster stated that they would like to have these sites for free; however, he feels we should charge them at least half of the regular RV rate to cover the cost of our utilities. One concern is that we are already booked out for our peak season (July/August) and will not have a site available until after August 3<sup>rd</sup>, and we will inform them of this.

**MOTION:** *Council Member Housden made the motion to approve the rental of two (2) RV sites at a half-rate fee for 12 mos. Council Member Rieb seconded the motion and it passed unanimously.*

BREWSTER POLICE DEPARTMENT:STATS AND UPDATES:

Chief of Police Ron Oules stated that the new recruit is doing well at the academy. He will graduate soon and begin his FTO training. Officer Cariker is teaching the DARE program at the Brewster Elementary. The school is funding this program. Oules noted

that the department has a speed check radar trailer that they are placing in various locations throughout town. They will get the recorded data from this, which will give an average speed of the selected locations.

Stats and overtime were reviewed. OT is up due to illnesses. The stats look good, and numbers are down. The department will be participating in emphasis patrols in May (seatbelts). Chief of Police Ron Oules encouraged anyone to contact the PD if they have complaints, or hear of any complaints.

**ADJOURNMENT:** With there being no further business to come before the Council, the meeting was adjourned at 9:40 p.m.

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Mayor Jan May

ATTEST: \_\_\_\_\_  
City Clerk/Treasurer, Misty Ruiz