# *TOWN COUNCIL AGENDA*

March 14, 2023, 6PM
104 Commercial Street
Upper Maple Center
And by Zoom
Information is below and on the Town Website

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

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I. **Call to Order**

II. **Pledge of Allegiance**

III. **Public Comments** (Limit: 3 minutes per person)

IV. **Presentations: Cindy Verge of the Skagit Valley Tulip Festival**
**Presentation of the 2023 Tulip Festival Poster**

V. **CONSENT AGENDA**
- **A. Consent Agenda (Approved without objection 5/0)**
1. Approval of the Minutes: Council Meeting of February 28, 2023
2. Finance:
Approval of Accounts Payable.
Approval Payroll
- **B. Items Removed from the Consent Agenda**

VI. **REPORTS**
1. Chamber Report
2. Revenue /Expenditure Report
3. Department Head Reports
4. Mayor's Report
5. Council Committee Reports

VII. **UNFINISHED BUSINESS:**
1. Center Street Project - Discussion
2. Jenson Property – Discussion
3. Resolution – Naming the Emergency Management Commissioners

VIII. **NEW BUSINESS:**
1. Agreement – Landscape Maintenance Services
2. Agreement – Arborist Consulting Services
3. Agreement – PSNR Grant

IX. **MAYOR ROUNDTABLE:**

X. **EXECUTIVE SESSION:**
There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

**Join Zoom Meeting – This Meeting will be Recorded**
https://phaudowud-online.zoom.us/j/83001317117?pwd=V0JFbWg5K2xXUjdNWmg2dzVBRXBKdz09
Meeting ID: 830 0131 7117
Passcode: 106187

**One tap mobile**
Phone Number: 1-253-215-8782
Meeting ID: 830 0131 7117
Passcode: 106187
Find your local number: https://us02web.zoom.us/u/kdzUmITtO0

Next Ordinance 1225
Next Resolution 620

# Consent Agenda

1) **Approval of Minutes**

2) **Approval of Accounts Payable**

3) **Approval of Payroll**

# *Town of La Conner*

Town Council Meeting
February 28, 2023 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hayes.
Present: Councilmembers Dole, Chamberlain and Wohleb.
Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease and Planner Davolio.

**Also, present Planning Commissioners Bradburn, Hanneman, Hedlin and Leaver.**

**This was a hybrid meeting held in person and electronically on Zoom. Information to join was posted at Town Hall, the published Agenda, in the La Conner Weekly News, and on the Town Website.**

**Councilmembers Carlson was unable to attend, and Councilmember Taylor will join the meeting later.**

**Public Comments:**
Resident Maggie Wilder discussed maintaining La Conner, density, flooding and the Jensen Property remaining undeveloped and ideal for a community garden.
Gary Nelson expressed his concern with the years of the Town building up the roads from paving. It has impacted properties in Town leaving his property twelve to fourteen inches below grade, causing a flooding issue. Because of this, he will be forced to raise his garage.
Resident Debbie Aldrich stated no one comes to the meetings and participates because no one listens to what they have to say. She advised getting people involved to keep La Conner and the importance of considering the environment for all large projects.
Resident Jim Matthews discussed parking issues and the possible change to the upper floor of the Lime Dock Building to residential and the Center Street Project contributing to the problem.

**The Planning Commission introduced themselves. Commissioner Theaker was unable to attend.**

**Consent Agenda**:
Approval of Agenda
Approval of the Minutes of the February 14, 2023, Council Meeting

| | | | |
|---|---|---|---|
| Accounts Payable: | Checks 25808 - 25846 | | $202,603.58 |
| | Voided Checks- 25231 & 25798 | | |
| | Electronic Pmts. | 2018083 Excises Tax | $7,320.92 |
| | | 201884 WA Fed Bank | $78.37 |
| | | **Total Accounts Payable** | **$210,002.87** |
| Payroll of February 20, 2023: | Checks 5669 - 5674 | | $3,413.75 |
| | Payroll Auto Tax Payment #2018082 | | $7,398.08 |
| | Payroll Auto Deposit | | $22,145.17 |
| | | **Total Payroll** | **$32,957.00** |

**Councilmember Chamberlain moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Wohleb. Motion carried 3/0.**

**Administrator's Report:**
Administrator Thomas provided Council a list of facilitators for Council review for the upcoming retreat. Council requested the list be filtered by experience with jurisdictions and knowledge of small-town strategic planning. Also, the deadline for applications for the Emergency Management Commission was today. They will be forwarded to the Mayor for review and Council confirmation by resolution at the next meeting.

**Council Committees:**
Councilmember Dole shared about the trip to Olympia with the Mayor and Administrator Thomas. They met with State Legislatures on flooding issues and the extra police funding.

Councilmember Wohleb reported on the Skagit Clean Energy Cooperative presentation at the Skagit Council of Governments. The project will kick off March 1, 2023, offering incentives, such as waived sales tax, 30% tax credit and reduced cost from bulk purchase.

Parks Commission:
Councilmember Wohleb shared they are still waiting on what to do with the Salmon Slide and the Waterfront Park Pavilion is in the permit process.

**Cabaret License – Ravens Cup Coffee & Art Gallery:**
**Councilmember Wohleb moved to approve the Ravens Cup Coffee & Art Gallery's request for a Cabaret License. Motion seconded by Councilmember Dole. Motion carried 3/0**

**Resolution 619 – Identifying Potential Shelter Sites:**
Administrator Thomas stated this resolution identifies Town facilities and Government buildings, such as the school, as shelter sites. By identifying these sites, it increases eligibility for solar grants in the future. Other discussions included the lack of generators at these sites identifies a need for battery backup support for solar grants and the critical need of these shelter sites for La Conner's vulnerable population during the heat and smoky seasons. Public Works Director Lease stated Maple Hall and the Garden Club are wired for generators.

**Councilmember Chamberlain moved to approve Resolution 619 identifying Shelter Sites. Motion seconded by Councilmember Wohleb. Motion carried 3/0.**

**Council & Planning Commission Joint Meeting**:
Planner Davolio opened with the upcoming items the Planning Commission will be focused on, such as the Comprehensive Plan updates, land use, housing, parking issues and public participation. Also, Assistant Planner Eills has completed a Sea Level Rise Report that will be presented to the Planning Commission and Council in the next few weeks.

Heather Rogerson and Laura Shumaker of the Port of Skagit gave a history and update of the Port's upcoming plans. The development of the thirteen acres could be a long process of ten to twenty years. The Port will not be initiating any request for Comprehensive Plan updates this year.

**6:43 p.m. Councilmember Taylor joined the meeting by Zoom.**

Assistant Planner Eills gave results of the February 7, 2023 roundtable survey.
1. Members that showed up were in-town residents and residents within the school district. No one from the Swinomish Tribe participated.
2. 100% were interested in receiving email and text updates on the Comprehensive Plan. They were referred to the Town website to subscribe to Notify Me.
3. Topics of priority were housing, environmental, public involvement, land use, park appropriation and open public space.
4. In notes, they indicated the need to get the more vulnerable population involved in the planning process; specifically, the senior communities.

Finally, she feels it would be beneficial to provide the survey to a larger group of people, other than a public meeting, for a better comprehensive insight of what the community wants.

The Planning Commission is asking Council for a formal recommendation of three or four strategies that have been presented.

Council and Planning Commission discussions included outreach and how to get the survey out to other residents that were unable to attend the roundtable, such as door hangers, online notifications, Newspaper articles and mailing the survey in the utility bills. It was agreed the first phase was to familiarize people with the website, Notify Me and connect with the vulnerable population. It was noted the senior community is very adept with their computers; we just have to familiarize them with the Town website.

Mayor Hayes spoke on how beneficial the Tribe was in the past getting Federal help for the Channel dredging and funding for the library. He feels the outreach to them is very important as a part of our community.

Mayor Hayes expressed appreciation to the volunteers of the Council, Planning Commission, Fire Department and staff as well.

**There being no further business the meeting ended at 7:08 p.m.**

Maria DeGoede, Finance Director

Ramon Hayes, Mayor

# *TOWN OF LA CONNER*

## *CLAIMS CLEARING*

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for **March 14, 2023** have been received and that;

| | | |
|---|---|---|
| Checks Numbered: | 25847 - 25895 | $137,230.80 |
| Auto Payments: | 2018090 – US Bank | $58.20 |
| | 2018091 – Invoice Cloud | $153.40 |
| | Voided Check 25809 | |

Are approved for a total payment of **$137,442.40** this 14th day of March 2023.

_____
Finance Director

_____
Councilmember – Finance Committee

_____
Councilmember – Finance Committee

_____
Councilmember

# Voucher Directory

Fiscal: : 2023 - March
Council Date: : 2023 - March - 1st Council Meeting

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Andrea's House Cleaning Services** | | | | | |
| | **25847** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 2021** | | | |
| | | | **Town Hall & Sheriff Cleaning** | | |
| | | | 001-000-518-30-48-01 | Building Repair & Maintenance | $350.00 |
| | | **Total Invoice - 2021** | | | **$350.00** |
| | **Total 25847** | | | | **$350.00** |
| **Total Andrea's House Cleaning Services** | | | | | **$350.00** |
| **Astound Business Solutions** | | | | | |
| | **25848** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - AstoundMar2023** | | | |
| | | | **Phones & Internet** | | |
| | | | 001-000-518-30-42-00 | Communications | $347.85 |
| | | | Town Hall | | |
| | | | 003-000-575-50-42-01 | Communications-MH/MC | $218.02 |
| | | | MH/MC | | |
| | | **Total Invoice - AstoundMar2023** | | | **$565.87** |
| | **Total 25848** | | | | **$565.87** |
| **Total Astound Business Solutions** | | | | | **$565.87** |
| **Badger Meter, Inc.** | | | | | |
| | **25849** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 80119652** | | | |
| | | | **Beacon Hosting** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $48.48 |
| | | | Hosting Serv Unit | | |
| | | **Total Invoice - 80119652** | | | **$48.48** |
| | **Total 25849** | | | | **$48.48** |
| **Total Badger Meter, Inc.** | | | | | **$48.48** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Barone, Inc.** | | | | | |
| | **25850** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 61695** | | | |
| | | | **Fuel Tank Gage, Vent & Filter** | | |
| | | | 403-000-531-38-48-03 | System Repair & Maintenance | $344.73 |
| | | **Total Invoice - 61695** | | | **$344.73** |
| | **Total 25850** | | | | **$344.73** |
| **Total Barone, Inc.** | | | | | **$344.73** |
| **Bay City Supply** | | | | | |
| | **25851** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 335044-1** | | | |
| | | | **Garbage Bags** | | |
| | | | 005-000-543-50-48-04 | Refuse Disposal | $515.42 |
| | | **Total Invoice - 335044-1** | | | **$515.42** |
| | | **Invoice - 335047** | | | |
| | | | **2.0 L Bottle** | | |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | $76.65 |
| | | **Total Invoice - 335047** | | | **$76.65** |
| | | **Invoice - 335163-1** | | | |
| | | | **TP, Screens & Paper Towels** | | |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | $833.87 |
| | | **Total Invoice - 335163-1** | | | **$833.87** |
| | | **Invoice - 335165-1** | | | |
| | | | **Paper Towels, TP & Screens** | | |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | $642.74 |
| | | **Total Invoice - 335165-1** | | | **$642.74** |
| | | **Invoice - 335166-1** | | | |
| | | | **Paper Towels & TP** | | |
| | | | 002-000-576-80-31-01 | Restroom Supplies | $419.51 |
| | | **Total Invoice - 335166-1** | | | **$419.51** |
| | | **Invoice - 335167-1** | | | |
| | | | **Paper Towels & TP** | | |
| | | | 001-000-518-30-48-01 | Building Repair & Maintenance | $387.48 |
| | | **Total Invoice - 335167-1** | | | **$387.48** |
| | | **Invoice - 335168-1** | | | |
| | | | **Paper Towels** | | |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | $440.81 |
| | | **Total Invoice - 335168-1** | | | **$440.81** |
| | | **Invoice - 335169** | | | |
| | | | **Industrial Gloves** | | |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | $62.64 |
| | | **Total Invoice - 335169** | | | **$62.64** |
| | **Total 25851** | | | | **$3,379.12** |
| **Total Bay City Supply** | | | | | **$3,379.12** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Bayside Services** | | | | | |
| | **VoidCk #25809** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - VoidCk-25809** | | | |
| | | | **Void Check 25809** | | |
| | | | 001-000-518-30-48-01 | Building Repair & Maintenance | ($387.48) |
| | | | 002-000-576-80-31-01 | Restroom Supplies | ($419.51) |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | ($642.74) |
| | | | 003-000-575-50-31-05 | Public Restroom Supplies | ($833.87) |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | ($440.81) |
| | | | 005-000-543-50-48-04 | Refuse Disposal | ($515.42) |
| | | **Total Invoice - VoidCk-25809** | | | **($3,239.83)** |
| | **Total VoidCk #25809** | | | | **($3,239.83)** |
| **Total Bayside Services** | | | | | **($3,239.83)** |
| **Birch Equipment** | | | | | |
| | **25852** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 264828B-5** | | | |
| | | | **Pump Trash 4in/Hose Discharge & Suction - Flood** | | |
| | | | 403-000-531-38-35-01 | Tools & Equipment Flood | $2,723.02 |
| | | **Total Invoice - 264828B-5** | | | **$2,723.02** |
| | | **Invoice - 265260A-5** | | | |
| | | | **Forklift - Flood** | | |
| | | | 403-000-531-38-35-01 | Tools & Equipment Flood | $2,382.77 |
| | | **Total Invoice - 265260A-5** | | | **$2,382.77** |
| | | **Invoice - 265881A-5** | | | |
| | | | **Submersible Pumps & Hose Discharge - Flood** | | |
| | | | 403-000-531-38-35-01 | Tools & Equipment Flood | $1,582.39 |
| | | **Total Invoice - 265881A-5** | | | **$1,582.39** |
| | **Total 25852** | | | | **$6,688.18** |
| **Total Birch Equipment** | | | | | **$6,688.18** |
| **Byrn, Roger** | | | | | |
| | **25853** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 992013** | | | |
| | | | **Fire Hall Cleaning** | | |
| | | | 001-000-522-20-48-01 | Building Repair & Maintenance | $250.00 |
| | | **Total Invoice - 992013** | | | **$250.00** |
| | **Total 25853** | | | | **$250.00** |
| **Total Byrn, Roger** | | | | | **$250.00** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Carrot-Top Industries** | | | | | |
| | **25854** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - INV114422** | | | |
| | | | **Flags** | | |
| | | | 002-000-576-80-48-01 | Building Repair & Maintenance | $1,022.89 |
| | | **Total Invoice - INV114422** | | | **$1,022.89** |
| | **Total 25854** | | | | **$1,022.89** |
| **Total Carrot-Top Industries** | | | | | **$1,022.89** |
| **CharterMachine Co.** | | | | | |
| | **25855** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 0329872-IN** | | | |
| | | | **4 Way Lever Valve w Air Fittings, Paddle Arm Steering Switch and Rod Lever Holder** | | |
| | | | 409-000-535-80-48-01 | Plant Repair & Maintenance | $612.40 |
| | | | 412-000-554-90-48-06 | Compost Machinery/Equip | $612.39 |
| | | **Total Invoice - 0329872-IN** | | | **$1,224.79** |
| | **Total 25855** | | | | **$1,224.79** |
| **Total CharterMachine Co.** | | | | | **$1,224.79** |
| **Code Publishing** | | | | | |
| | **25856** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - GC0010080** | | | |
| | | | **Ordinance Codification** | | |
| | | | 001-000-518-30-49-08 | Codification | $584.82 |
| | | **Total Invoice - GC0010080** | | | **$584.82** |
| | **Total 25856** | | | | **$584.82** |
| **Total Code Publishing** | | | | | **$584.82** |
| **Constance Funk** | | | | | |
| | **25857** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - FunkGCDepRef3/3-3/5/2023** | | | |
| | | | **Funk Garden Club Deposit Refund 3/3-3/5/2023** | | |
| | | | 003-000-582-10-00-00 | Maple Hall/Garden Club Deposit Refund | $215.00 |
| | | **Total Invoice - FunkGCDepRef3/3-3/5/2023** | | | **$215.00** |
| | **Total 25857** | | | | **$215.00** |
| **Total Constance Funk** | | | | | **$215.00** |
| **Crystal Springs Water Co** | | | | | |
| | **25858** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 5383122 022223** | | | |
| | | | **Water/Distilled** | | |
| | | | 001-000-518-30-47-00 | Public Utility Services | $86.75 |
| | | | 409-000-535-80-31-02 | Lab Supplies | $85.66 |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| | | | WWTP Distilled Water | | |
| | | **Total Invoice - 5383122 022223** | | | **$172.41** |
| | **Total 25858** | | | | **$172.41** |
| **Total Crystal Springs Water Co** | | | | | **$172.41** |
| | | | | | |
| **Edge Analytical** | | | | | |
| | **25859** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 23-03684** | | | |
| | | | **Effluent/Influent Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $367.50 |
| | | | Sewer Testing | | |
| | | **Total Invoice - 23-03684** | | | **$367.50** |
| | | **Invoice - 23-04488** | | | |
| | | | **Compost Testing** | | |
| | | | 412-000-554-90-48-05 | Compost Testing/Materials | $842.00 |
| | | | Compost Testing Biosolids | | |
| | | **Total Invoice - 23-04488** | | | **$842.00** |
| | | **Invoice - 23-04492** | | | |
| | | | **Effluent Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $31.00 |
| | | | Sewer Testing | | |
| | | **Total Invoice - 23-04492** | | | **$31.00** |
| | | **Invoice - 23-05081** | | | |
| | | | **Effluent Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $46.50 |
| | | | Sewer Testing | | |
| | | **Total Invoice - 23-05081** | | | **$46.50** |
| | | **Invoice - 23-05708** | | | |
| | | | **Heterotrophic Plate Count** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $58.00 |
| | | | Water Testing Samples | | |
| | | **Total Invoice - 23-05708** | | | **$58.00** |
| | | **Invoice - 23-06229** | | | |
| | | | **Coliform Testing** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $24.00 |
| | | | Water Testing Samples | | |
| | | **Total Invoice - 23-06229** | | | **$24.00** |
| | **Total 25859** | | | | **$1,369.00** |
| **Total Edge Analytical** | | | | | **$1,369.00** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **ESO Solutions Inc.** | | | | | |
| | **25860** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - ESO-104580** | | | |
| | | | **NFIRS** | | |
| | | | 001-000-522-20-42-00 | Communications | $86.58 |
| | | **Total Invoice - ESO-104580** | | | **$86.58** |
| | **Total 25860** | | | | **$86.58** |
| **Total ESO Solutions Inc.** | | | | | **$86.58** |
| **Farmers Equipment Company Inc** | | | | | |
| | **25861** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - BUR-2006170** | | | |
| | | | **Repaired Bearings on Conveyor Belt of Mixer** | | |
| | | | 412-000-554-90-48-06 | Compost Machinery/Equip | $17,188.49 |
| | | **Total Invoice - BUR-2006170** | | | **$17,188.49** |
| | **Total 25861** | | | | **$17,188.49** |
| **Total Farmers Equipment Company Inc** | | | | | **$17,188.49** |
| **Grainger** | | | | | |
| | **25862** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 9608579216** | | | |
| | | | **GP Motor, 3HP/3,450 RPM** | | |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | $467.72 |
| | | **Total Invoice - 9608579216** | | | **$467.72** |
| | | **Invoice - 9611842304** | | | |
| | | | **Iron Belt Pulley** | | |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | $67.02 |
| | | **Total Invoice - 9611842304** | | | **$67.02** |
| | **Total 25862** | | | | **$534.74** |
| **Total Grainger** | | | | | **$534.74** |
| **Grundfos CBS Inc.** | | | | | |
| | **25863** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 1900318995** | | | |
| | | | **2" Gasket ANSI 300LB Ring** | | |
| | | | 409-000-535-80-48-01 | Plant Repair & Maintenance | $332.52 |
| | | **Total Invoice - 1900318995** | | | **$332.52** |
| | **Total 25863** | | | | **$332.52** |
| **Total Grundfos CBS Inc.** | | | | | **$332.52** |
| **H.D. Fowler Company** | | | | | |
| | **25864** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - I6330581** | | | |
| | | | **PVC Pipe, Compression Couplings & Span Expansion Repair** | | |
| | | | 401-000-534-80-48-03 | System Repair & Maintenance | $188.96 |
| | | **Total Invoice - I6330581** | | | **$188.96** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| | | **Invoice - I6332682** | | | |
| | | | **Hydrant 2 - Flange Base, Pumper Nozzle, Adapter, Block Fogtite, Valves, Bolts & Nuts and Valve Box w Top** | | |
| | | | 401-000-534-80-48-03 | System Repair & Maintenance | $5,530.24 |
| | | **Total Invoice - I6332682** | | | **$5,530.24** |
| | | **Invoice - I6332689** | | | |
| | | | **Hydrant 1 - Flange Base, Pumper Nozzle, Adapter, Block Fogtite, Valves, Bolts & Nuts and Valve Box w Top** | | |
| | | | 401-000-534-80-48-03 | System Repair & Maintenance | $5,333.25 |
| | | **Total Invoice - I6332689** | | | **$5,333.25** |
| | **Total 25864** | | | | **$11,052.45** |
| **Total H.D. Fowler Company** | | | | | **$11,052.45** |
| **HD Supply Facilities Maint.** | | | | | |
| | **25865** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 9211738142** | | | |
| | | | **Toliet Repair Kits** | | |
| | | | 003-000-575-50-48-05 | Public Restrooms - Repair & Maint. | $126.14 |
| | | **Total Invoice - 9211738142** | | | **$126.14** |
| | **Total 25865** | | | | **$126.14** |
| **Total HD Supply Facilities Maint.** | | | | | **$126.14** |
| **Ideal Rent-All** | | | | | |
| | **25866** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 604118L-1-2023** | | | |
| | | | **Moore Clark Fencing** | | |
| | | | 005-000-543-10-48-00 | Repair & Maintenance | $78.34 |
| | | | | Moore Clark Fence Rental | |
| | | **Total Invoice - 604118L-1-2023** | | | **$78.34** |
| | **Total 25866** | | | | **$78.34** |
| **Total Ideal Rent-All** | | | | | **$78.34** |
| **Invoice Cloud** | | | | | |
| | **2018091** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 1022-2023-2** | | | |
| | | | **CC Utility Processing Fees** | | |
| | | | 001-000-514-23-41-03 | Bank Service Charges | $153.40 |
| | | **Total Invoice - 1022-2023-2** | | | **$153.40** |
| | **Total 2018091** | | | | **$153.40** |
| **Total Invoice Cloud** | | | | | **$153.40** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Isomedia.com** | | | | | |
| | **25867** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 13514-19748** | | | |
| | | | **PW DSL** | | |
| | | | 401-000-534-80-42-00 | Communications | $23.00 |
| | | **Total Invoice - 13514-19748** | | | **$23.00** |
| | **Total 25867** | | | | **$23.00** |
| **Total Isomedia.com** | | | | | **$23.00** |
| **Ivan Carlson** | | | | | |
| | **25868** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - CarlsonGCDepRef2/27/23** | | | |
| | | | **Carlson Garden Club Dep Ref 2/27/23** | | |
| | | | 003-000-582-10-00-00 | Maple Hall/Garden Club Deposit Refund | $315.00 |
| | | **Total Invoice - CarlsonGCDepRef2/27/23** | | | **$315.00** |
| | **Total 25868** | | | | **$315.00** |
| **Total Ivan Carlson** | | | | | **$315.00** |
| **Kelly Mcknight** | | | | | |
| | **25869** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - McknightGCDepRef2/25/23** | | | |
| | | | **McKnight Garden Club Dep Ref 2/25/2023** | | |
| | | | 003-000-582-10-00-00 | Maple Hall/Garden Club Deposit Refund | $215.00 |
| | | **Total Invoice - McknightGCDepRef2/25/23** | | | **$215.00** |
| | **Total 25869** | | | | **$215.00** |
| **Total Kelly Mcknight** | | | | | **$215.00** |
| **La Conner Weekly News** | | | | | |
| | **25870** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 8375** | | | |
| | | | **Ord 1224 Impact Fees** | | |
| | | | 001-000-558-60-44-00 | Advertising | $42.00 |
| | | **Total Invoice - 8375** | | | **$42.00** |
| | | **Invoice - 8395** | | | |
| | | | **Senior Center Ad** | | |
| | | | 001-000-575-50-41-00 | Senior Center Prof Services | $28.80 |
| | | **Total Invoice - 8395** | | | **$28.80** |
| | | **Invoice - 8420** | | | |
| | | | **Ad for PW Surplus** | | |
| | | | 401-000-534-80-44-00 | Advertising | $37.50 |
| | | | 403-000-531-38-41-00 | Professional Services | $37.50 |
| | | **Total Invoice - 8420** | | | **$75.00** |
| | **Total 25870** | | | | **$145.80** |
| **Total La Conner Weekly News** | | | | | **$145.80** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **LITHTEX NW** | | | | | |
| | **25871** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 147900** | | | |
| | | | **Maple Ave. Improvement Drawings-Scans & Emails** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $96.35 |
| | | **Total Invoice - 147900** | | | **$96.35** |
| | **Total 25871** | | | | **$96.35** |
| **Total LITHTEX NW** | | | | | **$96.35** |
| **Michael Davolio, AICP** | | | | | |
| | **25872** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - #25-Feb23** | | | |
| | | | **Feb 2023 Planning Services** | | |
| | | | 001-000-558-60-41-00 | Professional Services - Planner | $7,830.00 |
| | | **Total Invoice - #25-Feb23** | | | **$7,830.00** |
| | **Total 25872** | | | | **$7,830.00** |
| **Total Michael Davolio, AICP** | | | | | **$7,830.00** |
| **NorthWest Biosolids Mgmt Assc** | | | | | |
| | **25873** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 2023-81** | | | |
| | | | **Membership Operations & Research** | | |
| | | | 412-000-554-90-49-00 | Dues & Subscriptions | $630.00 |
| | | **Total Invoice - 2023-81** | | | **$630.00** |
| | **Total 25873** | | | | **$630.00** |
| **Total NorthWest Biosolids Mgmt Assc** | | | | | **$630.00** |
| **NP Information Systems** | | | | | |
| | **25874** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 180681** | | | |
| | | | **Phones** | | |
| | | | 001-000-518-30-42-00 | Communications | $296.80 |
| | | | Town Hall 70% | | |
| | | | 001-000-522-20-42-00 | Communications | $42.40 |
| | | | Fire Dept. 10% | | |
| | | | 401-000-534-80-42-00 | Communications | $42.40 |
| | | | Public Works 10% | | |
| | | | 409-000-535-80-42-00 | Communications | $42.40 |
| | | | WWTP 10% | | |
| | | **Total Invoice - 180681** | | | **$424.00** |
| | **Total 25874** | | | | **$424.00** |
| **Total NP Information Systems** | | | | | **$424.00** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **ORCA Communication Systems** | | | | | |
| | **25875** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 33460-2023** | | | |
| | | | **Background Checks Public Works Applicants** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $40.00 |
| | | | 403-000-531-38-41-00 | Professional Services | $40.00 |
| | | **Total Invoice - 33460-2023** | | | **$80.00** |
| | **Total 25875** | | | | **$80.00** |
| **Total ORCA Communication Systems** | | | | | **$80.00** |
| **Port of Skagit Co.** | | | | | |
| | **25876** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - POSMar2023FireBoat** | | | |
| | | | **March 2023 Fire Boat Moorage** | | |
| | | | 001-000-522-20-47-00 | Public Utility Services | $7.00 |
| | | **Total Invoice - POSMar2023FireBoat** | | | **$7.00** |
| | **Total 25876** | | | | **$7.00** |
| **Total Port of Skagit Co.** | | | | | **$7.00** |
| **Port of Skagit Co.** | | | | | |
| | **25877** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - POS-PWMar2023Lease** | | | |
| | | | **Mar 2023 Public Works Lease & Casualty In.** | | |
| | | | 002-000-576-80-45-00 | Rents & Leases - Short Term | $226.67 |
| | | | 10% PW Lease | | |
| | | | 003-000-575-50-48-06 | Rents & Leases Short Term | $226.67 |
| | | | 10% PW Lease | | |
| | | | 005-000-542-65-49-03 | Rentals/Leases - Short Term | $226.67 |
| | | | 10% PW Lease | | |
| | | | 401-000-534-80-45-00 | Rents & Leases - Short Term | $906.69 |
| | | | 40% PW Lease | | |
| | | | 403-000-531-38-45-00 | Rents & Leases - Short Term | $680.01 |
| | | | 30% PW Lease | | |
| | | **Total Invoice - POS-PWMar2023Lease** | | | **$2,266.71** |
| | **Total 25877** | | | | **$2,266.71** |
| **Total Port of Skagit Co.** | | | | | **$2,266.71** |
| **Puget Sound Energy** | | | | | |
| | **25878** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - PSEMar2023** | | | |
| | | | **Utility - Electric** | | |
| | | | 409-000-535-80-47-00 | Public Utility Services | $4,391.72 |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| | | | WWTP | | |
| | | **Total Invoice - PSEMar2023** | | | **$4,391.72** |
| | **Total 25878** | | | | **$4,391.72** |
| **Total Puget Sound Energy** | | | | | **$4,391.72** |
| **Quality Services** | | | | | |
| | **25879** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - QualSvcFeb2023** | | | |
| | | | **Feb 2023 Facility Cleaning** | | |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | $732.50 |
| | | **Total Invoice - QualSvcFeb2023** | | | **$732.50** |
| | **Total 25879** | | | | **$732.50** |
| **Total Quality Services** | | | | | **$732.50** |
| **Reisner Distributor, Inc.** | | | | | |
| | **25880** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - CL56804** | | | |
| | | | **Fire Dept/Code Enf. Fuel** | | |
| | | | 001-000-521-70-32-00 | Fuel | $60.43 |
| | | | 001-000-522-20-32-00 | Fuel | $363.95 |
| | | | Fire Dept. | | |
| | | **Total Invoice - CL56804** | | | **$424.38** |
| | | **Invoice - CL56805** | | | |
| | | | **Public Works Fuel** | | |
| | | | 401-000-534-80-32-00 | Fuel | $564.48 |
| | | | Public Works | | |
| | | **Total Invoice - CL56805** | | | **$564.48** |
| | **Total 25880** | | | | **$988.86** |
| **Total Reisner Distributor, Inc.** | | | | | **$988.86** |
| **Skagit County Sheriff Office** | | | | | |
| | **25881** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - SkCountyJailTaxFeb2023** | | | |
| | | | **County jail Tax Feb 2023** | | |
| | | | 631-000-589-40-00-00 | Special Use Tax - County Jail | $5,149.55 |
| | | | Special Use Tax - County Jail | | |
| | | **Total Invoice - SkCountyJailTaxFeb2023** | | | **$5,149.55** |
| | **Total 25881** | | | | **$5,149.55** |
| **Total Skagit County Sheriff Office** | | | | | **$5,149.55** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **Skagit County Treasurer** | | | | | |
| | **25882** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - PropTax2023** | | | |
| | | | **Fire Hall Property Taxes** | | |
| | | | 001-000-522-20-41-00 | Professional Services | $176.00 |
| | | **Total Invoice - PropTax2023** | | | **$176.00** |
| | **Total 25882** | | | | **$176.00** |
| **Total Skagit County Treasurer** | | | | | **$176.00** |
| | | | | | |
| **Tillinghast Postal** | | | | | |
| | **25883** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 109996** | | | |
| | | | **Environmental Sewer Sample Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $364.98 |
| | | **Total Invoice - 109996** | | | **$364.98** |
| | | **Invoice - 114701** | | | |
| | | | **Environmental Sewer Sample Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $407.82 |
| | | **Total Invoice - 114701** | | | **$407.82** |
| | | **Invoice - 114780** | | | |
| | | | **Environmental Sewer Sample Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $393.85 |
| | | **Total Invoice - 114780** | | | **$393.85** |
| | | **Invoice - 114862** | | | |
| | | | **Environmental Sewer Sample Testing** | | |
| | | | 409-000-535-80-48-05 | Materials/Testing | $422.46 |
| | | **Total Invoice - 114862** | | | **$422.46** |
| | | **Invoice - 115054** | | | |
| | | | **Pay Station - Return Parts** | | |
| | | | 002-000-576-80-48-01 | Building Repair & Maintenance | $12.01 |
| | | **Total Invoice - 115054** | | | **$12.01** |
| | | **Invoice - 115165** | | | |
| | | | **Pay Station - Return Parts** | | |
| | | | 002-000-576-80-48-01 | Building Repair & Maintenance | $33.04 |
| | | **Total Invoice - 115165** | | | **$33.04** |
| | **Total 25883** | | | | **$1,634.16** |
| **Total Tillinghast Postal** | | | | | **$1,634.16** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **TK Elevator Corporation** | | | | | |
| | **25884** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 3007118496** | | | |
| | | | **Elevator Maint.** | | |
| | | | 003-000-575-50-48-01 | Building Repair & Maint-MH/MC | $905.49 |
| | | **Total Invoice - 3007118496** | | | **$905.49** |
| | **Total 25884** | | | | **$905.49** |
| **Total TK Elevator Corporation** | | | | | **$905.49** |
| **Town of La Conner** | | | | | |
| | **25885** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - TOL-Feb2023WtrChgs** | | | |
| | | | **Feb 2023 Water Charges** | | |
| | | | 001-000-518-30-47-00 | Public Utility Services | $179.46 |
| | | | 204 Douglas - Town Hall | | |
| | | | 001-000-522-20-47-00 | Public Utility Services | $177.65 |
| | | | Fire Hall - 12142 Chilberg | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $70.85 |
| | | | Skateboard Park - 528 6th Street | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $160.92 |
| | | | Pioneer Park | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $43.80 |
| | | | Flag Pole/Monument | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $97.90 |
| | | | 1st Street Merchant Park | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $70.85 |
| | | | Washington Street Park | | |
| | | | 002-000-576-80-47-00 | Public Utility Services | $43.80 |
| | | | Benton Street Stairs | | |
| | | | 002-000-576-80-48-01 | Building Repair & Maintenance | $43.80 |
| | | | Waterfront Park Irrigation #2 | | |
| | | | 002-000-576-80-48-01 | Building Repair & Maintenance | $44.79 |
| | | | Waterfront Park Irrigation #1 | | |
| | | | 003-000-575-50-47-01 | Public Utility Services-MH/MC | $273.51 |
| | | | 108 Commercial - Maple Hall | | |
| | | | 003-000-575-50-47-02 | Public Utility Services-GC | $103.28 |
| | | | 622 South 2nd St - GC | | |
| | | | 003-000-575-50-47-05 | Public Utility Svcs-Restrooms | $211.51 |
| | | | 613 South First St Restroom | | |
| | | | 003-000-575-50-47-05 | Public Utility Svcs-Restrooms | $174.91 |
| | | | 304 Morris St Restroom | | |
| | | | 401-000-534-80-47-00 | Public Utility Services | $48.80 |
| | | | PW Washpad - 12142 Chilberg | | |
| | | | 401-000-534-80-47-00 | Public Utility Services | $113.34 |
| | | | 604 Third St N - PW Office | | |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| | | | 409-000-535-80-47-00 | Public Utility Services | $574.73 |
| | | | WWTP Belt Filter Press | | |
| | | | 409-000-535-80-47-00 | Public Utility Services | $623.56 |
| | | | WWTP Hydrant | | |
| | | | 409-000-535-80-47-00 | Public Utility Services | $70.85 |
| | | | Dunlap Street Pump | | |
| | | | 409-000-535-80-47-00 | Public Utility Services | $137.43 |
| | | | WWTP - 12154 Chilberg Road | | |
| | | **Total Invoice - TOL-Feb2023WtrChgs** | | | **$3,265.74** |
| | **Total 25885** | | | | **$3,265.74** |
| **Total Town of La Conner** | | | | | **$3,265.74** |
| **Town of La Conner** | | | | | |
| | **25886** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - C 02-2023** | | | |
| | | | **Feb 2023 Sewer Service Charges** | | |
| | | | 412-000-554-90-47-00 | Sewer Service Charge | $10,833.34 |
| | | **Total Invoice - C 02-2023** | | | **$10,833.34** |
| | | **Invoice - S 02-2023** | | | |
| | | | **Feb 2023 Sludge Disposal** | | |
| | | | 409-000-535-80-47-02 | Sludge Disposal | $2,500.00 |
| | | **Total Invoice - S 02-2023** | | | **$2,500.00** |
| | **Total 25886** | | | | **$13,333.34** |
| **Total Town of La Conner** | | | | | **$13,333.34** |
| **Traffic Logix Corp.** | | | | | |
| | **25887** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - SIN19649** | | | |
| | | | **Speed Humps** | | |
| | | | 005-000-543-10-48-00 | Repair & Maintenance | $7,469.51 |
| | | **Total Invoice - SIN19649** | | | **$7,469.51** |
| | **Total 25887** | | | | **$7,469.51** |
| **Total Traffic Logix Corp.** | | | | | **$7,469.51** |
| **Trico Office Interiors** | | | | | |
| | **25888** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 5244-2023** | | | |
| | | | **Assist. Planning New Desk, Drawers, Shelves, Dividers, Delivery & Setup** | | |
| | | | 001-000-518-30-31-00 | Office & Operating Supplies | $3,180.00 |
| | | | 001-000-518-30-48-01 | Building Repair & Maintenance | $2,280.41 |
| | | **Total Invoice - 5244-2023** | | | **$5,460.41** |
| | **Total 25888** | | | | **$5,460.41** |
| **Total Trico Office Interiors** | | | | | **$5,460.41** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **ULINE** | | | | | |
| | **25889** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 160356563** | | | |
| | | | **Doggie Waste Bags** | | |
| | | | 002-000-576-80-48-03 | System Repair & Maintenance | $212.32 |
| | | **Total Invoice - 160356563** | | | **$212.32** |
| | **Total 25889** | | | | **$212.32** |
| **Total ULINE** | | | | | **$212.32** |
| **United Site Services** | | | | | |
| | **25890** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - INV-01391932** | | | |
| | | | **Port a Potty 1200 Conner Way** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $213.25 |
| | | **Total Invoice - INV-01391932** | | | **$213.25** |
| | | **Invoice - INV-01469994** | | | |
| | | | **Port a Potty N. 6th & Morris** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $215.44 |
| | | **Total Invoice - INV-01469994** | | | **$215.44** |
| | | **Invoice - INV-01470084** | | | |
| | | | **Port a Potty 3rd & Morris** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $201.75 |
| | | **Total Invoice - INV-01470084** | | | **$201.75** |
| | | **Invoice - INV-01470382** | | | |
| | | | **Port a Potty 1200 Conner Way** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $213.25 |
| | | **Total Invoice - INV-01470382** | | | **$213.25** |
| | **Total 25890** | | | | **$843.69** |
| **Total United Site Services** | | | | | **$843.69** |
| **US Bank-Parking Meter Fees** | | | | | |
| | **2018090** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - USBnkFeb2023** | | | |
| | | | **Feb 2023 Payment Stations Fees** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $29.10 |
| | | | | Moorage/Launch Processing Fees | |
| | | | 005-000-542-65-48-00 | Repair & Maintenance | $29.10 |
| | | | | Parking Lot Processing Fees | |
| | | **Total Invoice - USBnkFeb2023** | | | **$58.20** |
| | **Total 2018090** | | | | **$58.20** |
| **Total US Bank-Parking Meter Fees** | | | | | **$58.20** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| **USA Bluebook** | | | | | |
| | **25891** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 271555** | | | |
| | | | **Hach Ammonia ISA Powder** | | |
| | | | 409-000-535-80-31-02 | Lab Supplies | $223.15 |
| | | **Total Invoice - 271555** | | | **$223.15** |
| | **Total 25891** | | | | **$223.15** |
| **Total USA Bluebook** | | | | | **$223.15** |
| **Utilities Underground Locate** | | | | | |
| | **25892** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 3020721** | | | |
| | | | **Utility Locates** | | |
| | | | 401-000-534-80-41-00 | Professional Services | $12.90 |
| | | | Notifications | | |
| | | **Total Invoice - 3020721** | | | **$12.90** |
| | **Total 25892** | | | | **$12.90** |
| **Total Utilities Underground Locate** | | | | | **$12.90** |
| **Ven Tek International** | | | | | |
| | **25893** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 136831** | | | |
| | | | **Feb 2023 Payment Station Maint.** | | |
| | | | 002-000-576-80-41-00 | Professional Services | $203.63 |
| | | | 005-000-542-65-48-00 | Repair & Maintenance | $203.62 |
| | | **Total Invoice - 136831** | | | **$407.25** |
| | **Total 25893** | | | | **$407.25** |
| **Total Ven Tek International** | | | | | **$407.25** |
| **Waste Management of Skagit** | | | | | |
| | **25894** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 2464111-0043-0** | | | |
| | | | **WWTP Garbage/Recycle** | | |
| | | | 409-000-535-80-47-00 | Public Utility Services | $633.38 |
| | | | WWTP | | |
| | | **Total Invoice - 2464111-0043-0** | | | **$633.38** |
| | | **Invoice - 2464294-0043-4** | | | |
| | | | **Town Hall Recycle/Garbage** | | |
| | | | 001-000-518-30-47-00 | Public Utility Services | $429.20 |
| | | | Town Hall/Sheriff | | |
| | | **Total Invoice - 2464294-0043-4** | | | **$429.20** |
| | | **Invoice - 2464983-0043-2** | | | |
| | | | **PW Garbage** | | |
| | | | 005-000-543-50-48-04 | Refuse Disposal | $701.65 |
| | | | Public Works | | |
| | | **Total Invoice - 2464983-0043-2** | | | **$701.65** |

| Vendor | Number | Reference | Account Number | Description | Amount |
|---|---|---|---|---|---|
| | | **Invoice - 2465371-0043-9** | | | |
| | | **Fire Dept. Garbage** | | | |
| | | | 001-000-522-20-47-00 | Public Utility Services | $48.75 |
| | | | Fire Dept. | | |
| | | **Total Invoice - 2465371-0043-9** | | | **$48.75** |
| | **Total 25894** | | | | **$1,812.98** |
| **Total Waste Management of Skagit** | | | | | **$1,812.98** |
| | | | | | |
| **Water-Wasterwater Services** | | | | | |
| | **25895** | | **2023 - March - 1st Council Meeting** | | |
| | | **Invoice - 56693** | | | |
| | | **WWTP Feb 2023 Charges** | | | |
| | | | 409-000-535-80-41-03 | Plant Operator | $18,483.25 |
| | | | Sewer Plant Operations | | |
| | | | 409-000-535-80-48-01 | Plant Repair & Maintenance | $32.02 |
| | | | Reimbursables | | |
| | | | 412-000-554-90-41-05 | Compost Operator | $17,288.38 |
| | | | Compost Operations | | |
| | | **Total Invoice - 56693** | | | **$35,803.65** |
| | **Total 25895** | | | | **$35,803.65** |
| **Total Water-Wasterwater Services** | | | | | **$35,803.65** |
| | | | | | |
| **Grand Total** | | **Vendor Count** | **52** | | **$137,442.40** |

# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **February 16, 2023** through **February 28, 2023** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.

Maria De Goede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

| | | |
|---|---|---|
| Payroll checks numbered 5688 through 5694 | | $2,971.41 |
| Auto Payments: | | |
| AWC Benefit Trust | #2018085 | $14,004.22 |
| Deferred Comp | #2018086 | $2,241.00 |
| PERS Retirement | #2018087 | $10,285.87 |
| Teamsters Benefit | #2018088 | $6,972.80 |
| Auto Payroll Taxes | #2018089 | $7,711.10 |
| Payroll auto deposit | | $23,681.79 |

are approved for a total payment of **$67,868.19** this 14th day of March, 2023.

_____
Councilmember – Finance Committee

_____
Councilmember – Finance Committee

_____
Councilmember

# Register

| Number | Name | Memo | Amount |
|---|---|---|---|
| 5688 | Dept of Labor & Industry | 2023 - March - 1st Council Meeting | $1,962.77 |
| 5689 | Employment Security | 2023 - March - 1st Council Meeting | $95.06 |
| 5690 | Employment Security Dept. Paid Family & Medical Leave | 2023 - March - 1st Council Meeting | $189.98 |
| 5691 | Empower Annuity Ins. Co of America | 2023 - March - 1st Council Meeting | $75.00 |
| 5692 | North Coast Credit Union | 2023 - March - 1st Council Meeting | $50.00 |
| 5693 | Teamsters Local No. 231 | 2023 - March - 1st Council Meeting | $128.50 |
| 5694 | Washington State Support Registry | 2023 - March - 1st Council Meeting | $470.10 |
| 2018085 | AWC Employee Benefit Trust | 2023 - March - 1st Council Meeting | $14,004.22 |
| 2018086 | Dept of Retirement - Def Comp | 2023 - March - 1st Council Meeting | $2,241.00 |
| 2018087 | Dept of Retirement Systems | 2023 - March - 1st Council Meeting | $10,285.87 |
| 2018088 | WA Teamsters Welfare Trust | 2023 - March - 1st Council Meeting | $6,972.80 |
| 2018089 | Washington Federal | 2023 - March - 1st Council Meeting | $7,711.10 |
| Direct Deposit Run - 3/1/2023 | Payroll Vendor | 2023 - March - 1st Council Meeting | $23,681.79 |
| | | | **$67,868.19** |

# Register Activity

| Name | Reference | Posting Reference | Total Amount |
|---|---|---|---|
| **Direct Deposit Run - 3/1/2023** | **Payroll Vendor** | **2023 - March - 1st Council Meeting** | **$23,681.79** |
| Avery, Adam W | ACH Pay - 6317 | Posting Run - 3/1/2023 8:15:48 AM | $277.05 |
| Avery, Annie L | ACH Pay - 6318 | Posting Run - 3/1/2023 8:15:48 AM | $184.70 |
| Banaszak, Sam E | ACH Pay - 6319 | Posting Run - 3/1/2023 8:15:48 AM | $91.77 |
| Carlson, Ivan J | ACH Pay - 6298 | Posting Run - 3/1/2023 8:02:17 AM | $137.38 |
| Chamberlain, MaryLee S | ACH Pay - 6299 | Posting Run - 3/1/2023 8:02:17 AM | $137.38 |
| Dole, Richard L | ACH Pay - 6300 | Posting Run - 3/1/2023 8:02:17 AM | $102.38 |
| Eills, Ajah G | ACH Pay - 6301 | Posting Run - 3/1/2023 8:02:17 AM | $1,683.77 |
| Hillard, Margaret A | ACH Pay - 6303 | Posting Run - 3/1/2023 8:02:17 AM | $617.48 |
| Kerley-DeGoede, Maria A | ACH Pay - 6304 | Posting Run - 3/1/2023 8:02:17 AM | $2,180.49 |
| Lease, Brian | ACH Pay - 6305 | Posting Run - 3/1/2023 8:02:17 AM | $2,859.41 |
| Lovejoy, Lynne | ACH Pay - 6306 | Posting Run - 3/1/2023 8:02:17 AM | $629.89 |
| Mesman, Benjamin F | ACH Pay - 6320 | Posting Run - 3/1/2023 8:15:48 AM | $184.70 |
| Moore, Andrea L | ACH Pay - 6307 | Posting Run - 3/1/2023 8:02:17 AM | $1,751.96 |
| Palaniuk, Kevin R | ACH Pay - 6308 | Posting Run - 3/1/2023 8:02:17 AM | $2,107.84 |
| Park, Todd W | ACH Pay - 6309 | Posting Run - 3/1/2023 8:02:17 AM | $2,544.51 |
| Pena-Ayon, Manuel A | ACH Pay - 6310 | Posting Run - 3/1/2023 8:02:17 AM | $1,363.93 |
| Reinstra, Aaron E. | ACH Pay - 6321 | Posting Run - 3/1/2023 8:15:48 AM | $91.77 |
| Reinstra, Aaron M. | ACH Pay - 6311 | Posting Run - 3/1/2023 8:02:17 AM | $1,870.05 |
| Sherman, Albert R | ACH Pay - 6312 | Posting Run - 3/1/2023 8:02:17 AM | $1,704.39 |
| Taylor, Anne M | ACH Pay - 6313 | Posting Run - 3/1/2023 8:02:17 AM | $137.38 |
| Thomas, Scott G | ACH Pay - 6314 | Posting Run - 3/1/2023 8:02:17 AM | $2,886.18 |
| Wohleb, Mary M | ACH Pay - 6315 | Posting Run - 3/1/2023 8:02:17 AM | $137.38 |
| | | | **$23,681.79** |

# Reports

1) **Revenue/Expenditure Report**

2) **Department Head Reports**

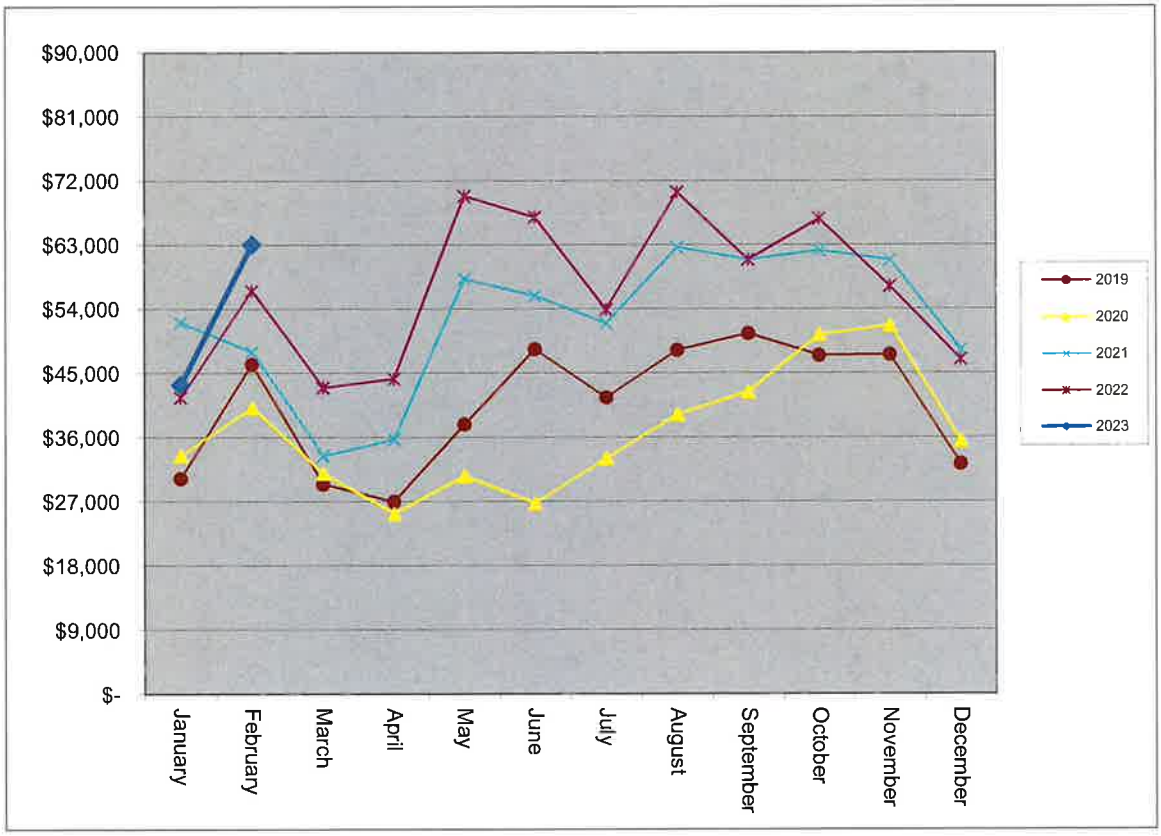
TOWN OF LA CONNER
Treasurer's Report
February 2023 - Year to Date

| Fund | Fund Name: | Budget | Revenues to Date | % of Budget | Budget | Expenditures to Date | % of Budget |
|---|---|---|---|---|---|---|---|
| 001 | General Fund | 1,166,705 | 162,355 | 14% | 1,457,127 | 248,773 | 17% |
| 002 | Park & Port | 208,703 | 65,409 | 31% | 345,749 | 38,847 | 11% |
| 003 | Facilities | 316,873 | 22,642 | 7% | 368,651 | 30,147 | 8% |
| 004 | Public Art | 3,121 | 342 | 11% | 2,000 | 481 | 24% |
| 005 | Streets | 227,100 | 50,932 | 22% | 287,001 | 50,270 | 18% |
| 123 | Hotel Motel | 133,190 | 20,740 | 16% | 255,261 | (340) | 0% |
| 214 | Fire Hall Bond | 49,232 | 8,558 | 17% | 39,125 | - | 0% |
| 303 | Flood Control | 65 | 94 | 144% | 500 | - | 0% |
| 304 | REET 1 | 36,093 | 3,206 | 9% | 80,500 | - | 0% |
| 305 | REET 2 | 36,093 | 3,212 | 9% | 500 | - | 0% |
| 401 | Water | 1,169,088 | 204,993 | 18% | 1,234,554 | 172,754 | 14% |
| 403 | Storm Drainage | 339,400 | 68,622 | 20% | 802,892 | 120,598 | 15% |
| 409 | Sewer | 785,158 | 139,246 | 18% | 896,793 | 99,388 | 11% |
| 412 | Sewer Compost | 1,090,598 | 172,771 | 16% | 1,197,253 | 87,699 | 7% |
| | **TOTALS** | **5,561,419** | **923,121** | 17% | **6,967,906** | **848,616** | 12% |

# *Town of La Conner*

## Sales Tax Receipts

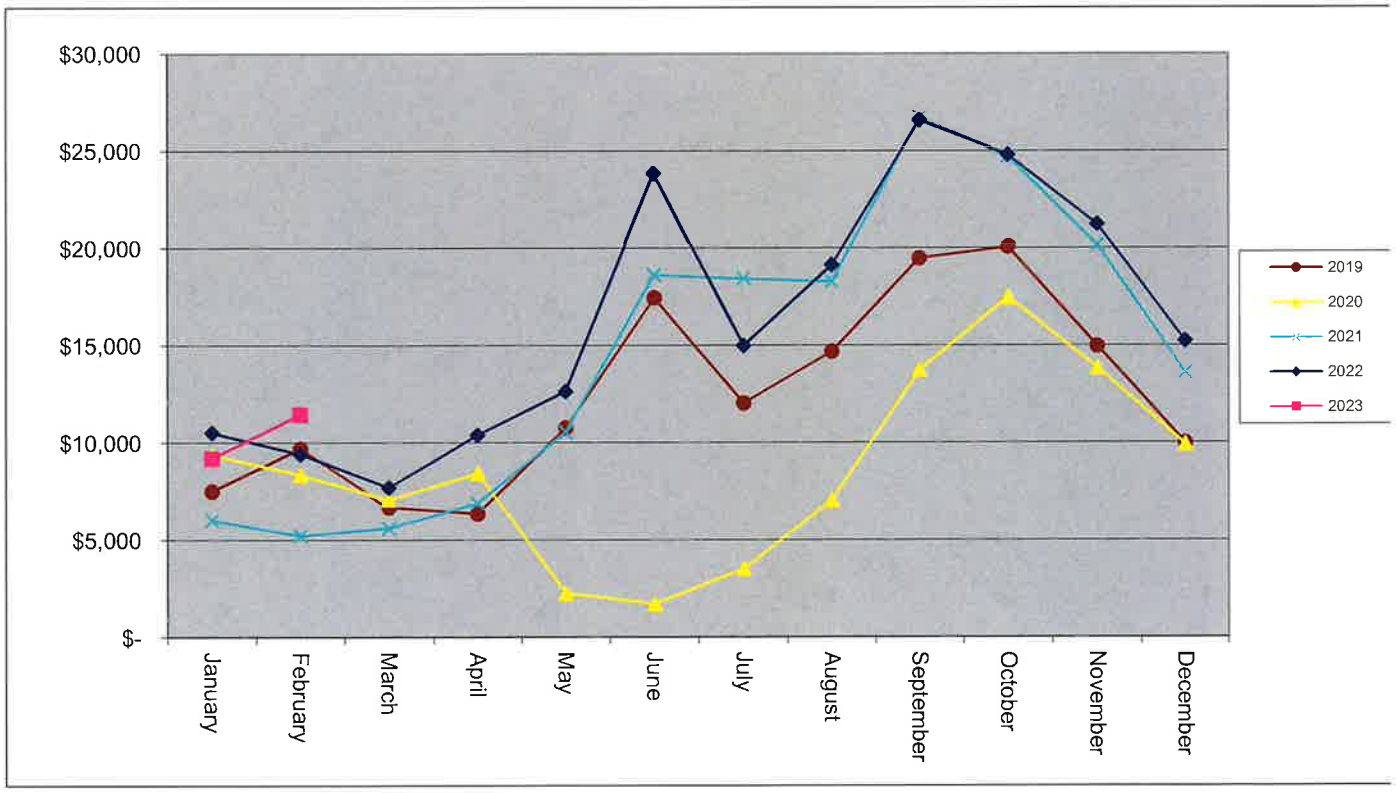
| Month | 2019 | 2020 | 2021 | 2022 | 2023 | |
|---|---|---|---|---|---|---|
| January | 30,175.85 | 33,427.50 | 52,155.18 | 41,561.10 | 43,390.62 | |
| February | 46,229.98 | 40,192.52 | 48,035.77 | 56,546.93 | 63,103.16 | |
| March | 29,417.50 | 30,913.88 | 33,430.43 | 42,937.78 | | |
| April | 26,966.79 | 25,318.90 | 35,756.91 | 44,209.82 | | |
| May | 37,794.49 | 30,598.74 | 58,286.79 | 69,865.79 | | |
| June | 48,324.00 | 26,758.90 | 55,900.26 | 66,878.23 | | |
| July | 41,577.04 | 33,062.15 | 52,061.10 | 53,917.06 | | |
| August | 48,230.60 | 39,233.38 | 62,720.18 | 70,383.49 | | |
| September | 50,535.10 | 42,409.55 | 60,971.61 | 60,899.83 | | |
| October | 47,472.63 | 50,406.48 | 62,268.96 | 66,647.98 | | |
| November | 47,582.86 | 51,733.86 | 60,911.19 | 57,164.48 | | |
| December | 32,252.37 | 35,510.27 | 48,334.16 | 46,910.27 | | |
| **TOTAL** | **486,559.21** | **439,566.13** | **630,832.54** | **677,922.76** | **106,493.78** | **17.48%** |
| **Budgeted** | **512,194.00** | **469,860.00** | **328,202.00** | **492,303.00** | **609,181.00** | |
| **Rec Year to Date** | **486,559.21** | **439,566.13** | **630,832.54** | **677,922.76** | **106,493.78** | |
| **Annual Monthly Avg** | **40,546.60** | **36,630.51** | **52,569.38** | **56,493.56** | **8,874.48** | |
| | **Amount needed to meet budget:** | | | | **502,687.22** | |



# *Town of La Conner*

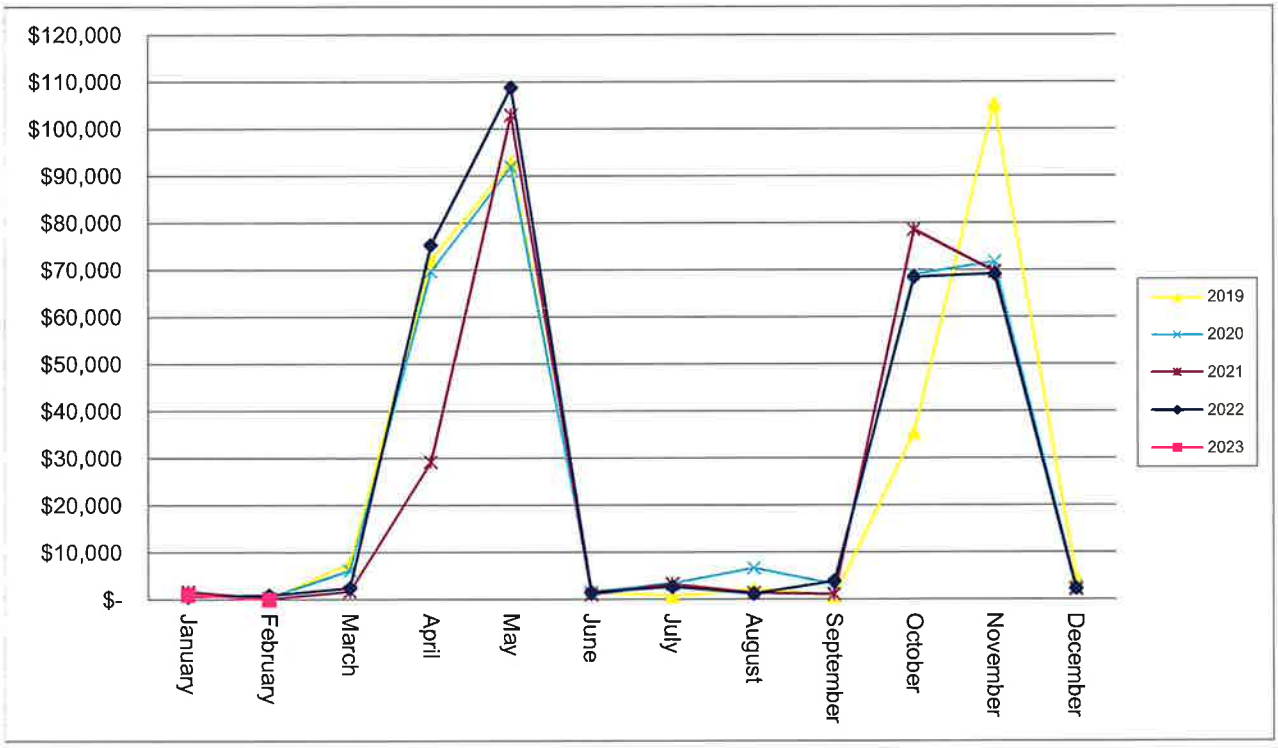
## Annual Hotel/Motel Receipts

| Month | 2019 | 2020 | 2021 | 2022 | 2023 | |
|---|---|---|---|---|---|---|
| January | 7,497.66 | 9,363.38 | 6,025.96 | 10,500.64 | 9,175.12 | |
| February | 9,690.49 | 8,348.90 | 5,235.46 | 9,409.26 | 11,438.50 | |
| March | 6,671.37 | 7,077.20 | 5,622.06 | 7,698.52 | | |
| April | 6,345.27 | 8,431.24 | 6,895.04 | 10,399.52 | | |
| May | 10,750.73 | 2,279.94 | 10,542.90 | 12,633.28 | | |
| June | 17,435.97 | 1,715.92 | 18,643.56 | 23,829.20 | | |
| July | 12,029.36 | 3,518.70 | 18,439.86 | 14,988.76 | | |
| August | 14,672.64 | 7,056.40 | 18,295.26 | 19,136.57 | | |
| September | 19,470.30 | 13,732.36 | 26,730.28 | 26,545.62 | | |
| October | 20,056.92 | 17,480.20 | 24,731.96 | 24,802.90 | | |
| November | 14,956.14 | 13,844.66 | 20,184.16 | 21,228.28 | | |
| December | 9,984.18 | 9,930.96 | 13,653.56 | 15,232.24 | | |
| **TOTAL** | **149,561.03** | **102,779.86** | **175,000.06** | **196,404.79** | **20,613.62** | **15.49%** |
| **Budgeted** | **126,000.00** | **126,000.00** | **88,200.00** | **132,300.00** | **133,040.00** | |
| **Received Year to Date** | **149,561.03** | **102,779.86** | **175,000.06** | **196,404.79** | **20,613.62** | |
| **Monthly Average** | **12,463.42** | **8,564.99** | **14,583.34** | **16,367.07** | **1,717.80** | |
| **Amount needed to meet budget:** | | | | | **112,426.38** | |



# Town of La Conner
## Annual Property Taxes

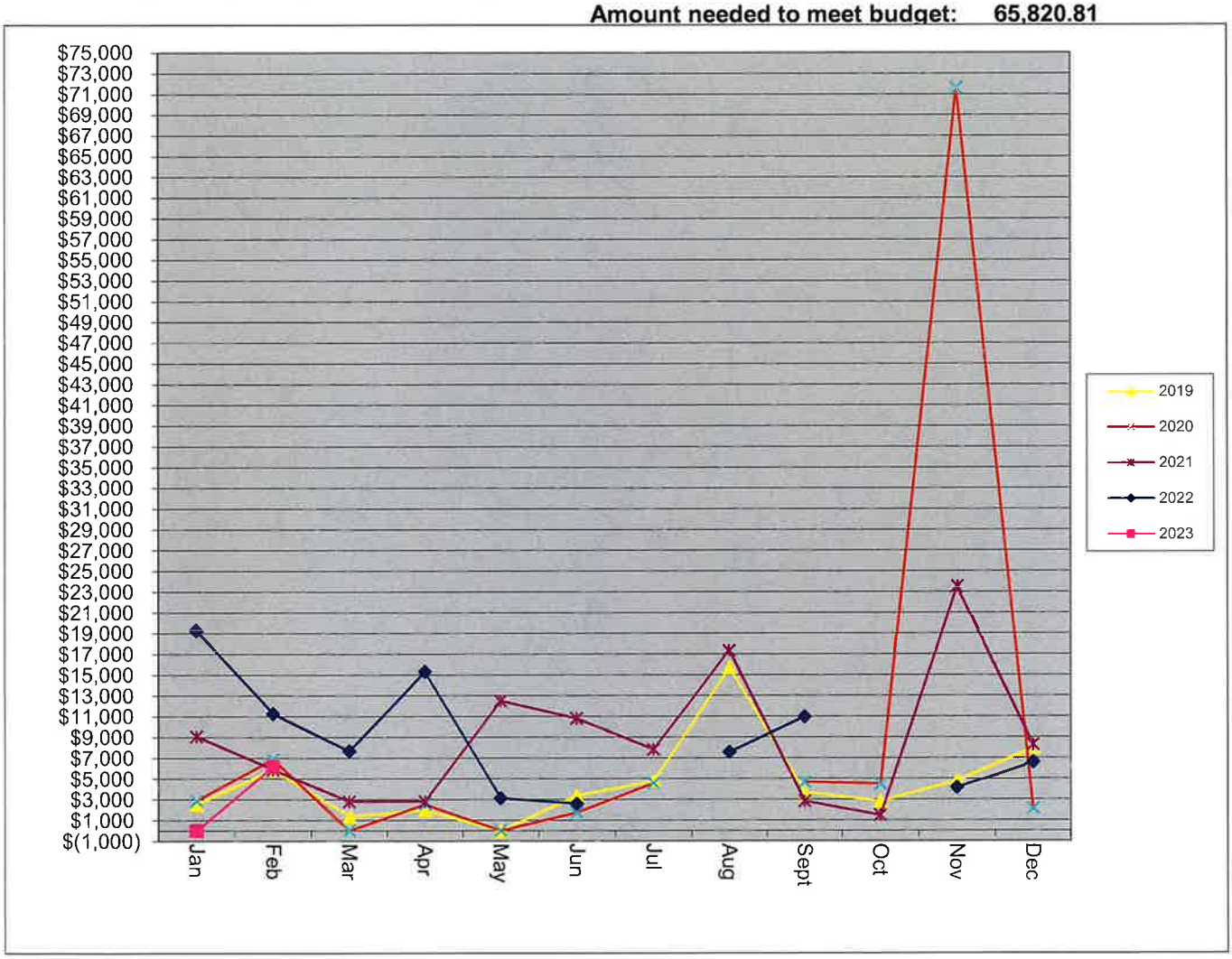
| Month | 2019 | 2020 | 2021 | 2022 | 2022 | |
|---|---|---|---|---|---|---|
| January | 1,480.54 | 1,366.53 | 1,735.37 | 679.87 | 1,020.21 | - |
| February | 55.46 | 540.84 | 123.80 | 923.67 | - | |
| March | 7,827.98 | 6,187.85 | 1,731.98 | 2,479.49 | | |
| April | 72,247.70 | 69,784.34 | 29,295.28 | 75,356.27 | | |
| May | 93,081.57 | 92,047.43 | 102,991.26 | 108,828.88 | | |
| June | 1,746.84 | 1,723.19 | 1,047.57 | 1,503.75 | | |
| July | 801.22 | 3,510.19 | 3,275.00 | 2,725.34 | | |
| August | 2,224.34 | 6,704.12 | 1,381.95 | 1,259.96 | | |
| September | 821.35 | 3,314.93 | 1,100.00 | 3,887.71 | | |
| October | 35,440.06 | 69,156.88 | 78,553.96 | 68,521.30 | | |
| November | 105,448.19 | 71,812.11 | 69,666.72 | 69,178.91 | | |
| December | 4,485.35 | 2,652.74 | 2,154.94 | 2,392.56 | | |
| **TOTAL** | **325,660.60** | **328,801.15** | **293,057.83** | **337,737.71** | **1,020.21** | **0.29%** |
| **Budgeted** | **308,000.00** | **328,840.00** | **330,004** | **336,612** | **352,971** | |
| **Received Year to Date** | **325,660.60** | **328,801.15** | **293,057.83** | **337,737.71** | **1,020.21** | |
| **Monthly Avg** | **27,138.38** | **27,400.10** | **24,421.49** | **28,144.81** | **85.02** | |
| | | **Amount needed to meet budget:** | | | **351,950.79** | |



# Town of La Conner
## Annual REET

| Month | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---|---|---|---|---|
| Jan | 2,549.26 | 2,887.09 | 9,078.30 | 19,230.75 | - |
| Feb | 5,915.25 | 6,878.02 | 5,860.80 | 11,263.69 | 6,179.19 |
| Mar | 1,373.67 | - | 2,796.75 | 7,672.50 | |
| Apr | 1,980.00 | 2,538.11 | 2,796.75 | 15,300.45 | |
| May | - | - | 12,508.65 | 3,118.50 | |
| Jun | 3,388.27 | 1,757.25 | 10,815.74 | 2,598.75 | |
| Jul | 4,791.60 | 4,566.37 | 7,825.50 | | |
| Aug | 15,688.02 | | 17,362.12 | 7,548.75 | |
| Sept | 3,712.25 | 4,682.69 | 2,821.50 | 10,976.62 | |
| Oct | 2,846.25 | 4,497.07 | 1,480.05 | | |
| Nov | 4,826.25 | 71,626.40 | 23,472.90 | 4,149.50 | |
| Dec | 7,969.68 | 2,128.50 | 8,256.60 | 6,599.50 | |
| **TOTAL** | **55,040.50** | **101,561.50** | **105,075.66** | **88,459.01** | **6,179.19** |
| **Budgeted** | **36,250.00** | **36,000.00** | **36,000.00** | **40,000.00** | **72,000.00** |
| **Received Year to Date** | **55,040.50** | **101,561.50** | **105,075.66** | **88,459.01** | **6,179.19** |
| **Monthly Average** | **4,586.71** | **8,463.46** | **8,756.31** | **7,371.58** | **514.93** |
| | | | **Amount needed to meet budget:** | | **65,820.81** |

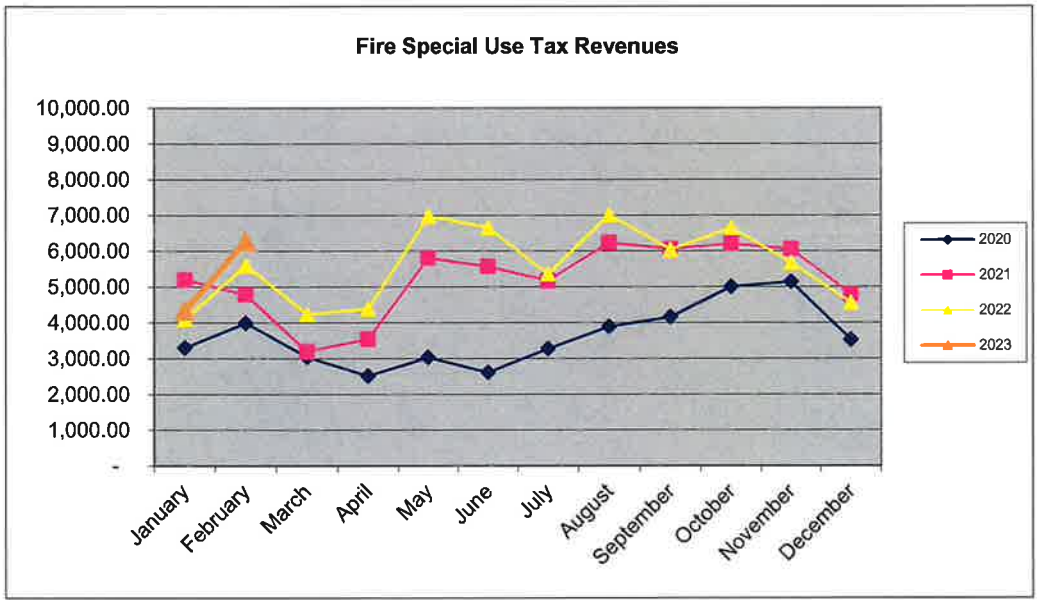
**8.58%**



# *Town of La Conner*
# *Special Use Fire Tax Revenue*

| Month | 2020 | 2021 | 2022 | 2023 | |
|---|---|---|---|---|---|
| January | 3,304.44 | 5,196.26 | 4,108.62 | 4,333.29 | |
| February | 3,992.09 | 4,779.92 | 5,609.50 | 6,278.74 | |
| March | 3,046.20 | 3,192.27 | 4,237.71 | | |
| April | 2,516.68 | 3,536.70 | 4,396.10 | | |
| May | 3,036.90 | 5,807.88 | 6,984.88 | | |
| June | 2,614.87 | 5,569.18 | 6,661.47 | | |
| July | 3,278.86 | 5,170.83 | 5,364.02 | | |
| August | 3,896.38 | 6,230.94 | 7,019.56 | | |
| September | 4,163.65 | 6,055.85 | 6,041.25 | | |
| October | 5,014.80 | 6,201.24 | 6,659.05 | | |
| November | 5,146.63 | 6,052.29 | 5,673.70 | | |
| December | 3,526.88 | 4,795.36 | 4,555.14 | | |
| **TOTAL** | **43,538.38** | **62,588.72** | **67,311.00** | **10,612.03** | **21.22%** |
| **Budgeted** | **43,334.00** | **30,334.00** | **45,501.00** | **50,000.00** | |
| **Received Year to Date** | **43,538.38** | **62,588.72** | **67,311.00** | **10,612.03** | |
| **Monthly Avg** | **3,628.20** | **5,215.73** | **5,609.25** | **884.34** | |

**Amount needed to meet budget:** **39,387.97**



*Town of La Conner*
*Administrator's Report*

MEMORANDUM

TO: Mayor Hayes & Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Administrator's Report

DATE: March 9, 2023

1. Emergency Management. Subsequent to the recent adoption of the Emergency Management Commission, an application process and application materials were developed and we received 6 applications. We anticipate the Emergency Management Commission will be formed tonight, and the Commission members will have their first meeting shortly to begin work on a flood plan, and other chores.

2. State Legislature. As I wrote last month, here are a number of bills in play that may have significant ramifications for La Conner, depending upon final bill language, including those that address affordable housing issues through regulatory reform:

HB 1293 - eliminates external design review boards, allowing only administrative review of design standards. Cities may apply only clear and objective regulations to the exterior design of new development that does not include any residential units, except for designated landmarks or historic districts. This bill passed the house, and is now in the senate.

HB 1337 and SB 5235: These bills both create new mandates to allow for Accessory Dwelling Units (ADUs). Both of these bills passed their respective bodies.

SB 5303/SJR 8201: These bills create and amend the Washington State Constitution to establish the Public Works Revolving Trust Account. Loan repayments from local governments made from the Public Works Assistance Account and the Public Works Revolving Trust Account will be paid into the Public Works Revolving Trust Account, guaranteeing that necessary funds are protected and made available to cities. The Public Works Assistance Account has been a crucial funding source for cities in supporting critical infrastructure projects and ensuring resiliency, and would likely be used by the Town for the wastewater treatment plant upgrades and the replacement water line. SB 5303 passed the Senate 46-3. However, the related Senate Joint Resolution is currently stuck and hasn't yet been brought up for a vote.

3. Fire Equipment. Now that the Town has a firm idea of the type of fireboat it wished to acquire, we have begun the process to identify funding. Several grant opportunities are available, and we are developing plans to pursue those opportunities.

4. Retreat. The 2023 budget includes funding for a Council retreat. The intended purpose of a retreat would be to begin the process of developing a 5 – 10 year strategic plan for the Town. In accordance with the direction, I received at the February 28 Council meeting, I sent out a shortened list of facilitators. If you have not yet commented on the list, and would like to dop so, please provide your comments to me no later than Monday, March 13.

One of the first steps for a retreat is to obtain qualitative information about the Town from residents, guests, and the business community about their goals and concerns. We have developed a survey, received back several comments. We plan to disseminate the survey shortly.

If you have any questions about any of these topics, please contact me.

# TOWN OF LA CONNER

## Monthly Planner's Report
February 2023

**NEW APPLICATIONS ACCEPTED:**

**Land Use**

- LU23-04SX 540 N. 3rd Street tree removal

**Building Permit**

- BP23-02B-F, 613 Whatcom Street, single-family residence
- BP23-03EST, 205 N. 1st Street, street excavation
- BP23-04ROW Jean Wharton Fence Donation

**Misc. Permit**

- Pre-Application meeting regarding development of 931 Maple Ave scheduled.

**Planning Commission:**

The Planning Commission met on February 7th, 2023 for a Community Round Table. Staff handed out surveys to those attending the meeting, and there was a round table discussion on the state of the Public Participation and Engagement in the Comprehensive Plan Update.

The Planning Commission met on February 21st, 2023. Staff presented a report on a Historic Design Review application for the Skagit County Historical Society regarding a carport. Planning Commission unanimously recommended approval for the carport. Staff presented results from the Community Round Table on February 7th.

The Town Council and the Planning Commission met in a joint session on February 28th. Staff presented results from the Community Round Table on February 7th, 2023 and sought official engagement strategy recommendations from the Town Council and the Planning Commission.

There was no other business before the Commission.

**Hearing Examiner:**

The Hearing Examiner's final decision on the 306 Center Street project was received on February 8th, beginning a 21-day appeal period which ended on March 1st. No appeal was filed.

**General Planning Activities:**

- The staff has received comment letters for the 2023 update for the municipal code, and is currently reviewing them internally.
- The staff continued the Comprehensive Plan Update, starting with public outreach and communication.
- Continuing review of development applications.
- Continuing review pf permit applications.
- Continuing response to public inquires regarding land use.
- Long term planning priorities:
    - Neighborhood plan for Commercial Transitional Zone.
    - 2023-2025 Comprehensive Plan Update
    - Public Participation and Communication

# *Town of La Conner*

## Memorandum

Date: March 6, 2023
To: Mayor Hayes and Town Council
From: Ajah Eills, Assistant Planner
Michael Davolio, ACIP, Planning Director
Re: Sea Level Rise and Impact on La Conner

**Background**

In 2022, the National Oceanic and Atmospheric Administration released updated Sea Level Rise data and projections up to 2100. The attached report uses these data to discuss the specific Sea Level Rise and flood regime shift that La Conner can expect to see over the next 100-odd years.

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# Sea Level Rise and Impact on La Conner

## Introduction:

Over the years, the need to plan for sea level rise has increased. In 2022, the National Oceanic and Atmospheric Administration (NOAA) released their 2022 Sea Level Rise Technical Report and accompanying Application Guide in order to provide local municipalities updated sea level rise data and offer suggestions on ways that local planning can help mitigate the effects of the sea level rise. As a "hydro-friendly" town located on the Swinomish Channel, this guide will be helpful as La Conner looks to the next 20, 50, and 100 years in La Conner.

As La Conner develops the best planning practice for managing the effects of the rising sea level locally, it is important to understand how the regional sea level projections are linked to the coast-wide and global projections. This may help compensate for the potential variability of sea level rise and help design more accurate local methods for mitigate the effect of sea level rise in La Conner.

Luckily, NASA and NOAA have developed regional and local projections designed to help coastal communities plan for the change in sea level. This is important because the more place-specific information La Conner can use, the better La Conner can plan mitigation effects for the community.

This update was a progress by a joint task force that included the National Aeronautics and Space Administration, the National Oceanic Atmospheric Administration, Environmental Protection Agency, U.S. Geological Survey, and U.S. Army Corps of Engineers, along with partners in academia. If requested, more detail around the collection and normalization of the data can be provided. An important note: the data has been normalized for a 2000 baseline, so any increases are based on the 2000 coastline. A two-foot rise in sea level is a two-foot rise since 2000.

## Sea Level Rise (SLR) in La Conner

When planning for SLR, there are two main challenges: the sea rise itself, and the accompanying increase in flooding, or Extreme Water Levels (EWLs). Although the increase

in both intensity and frequency of EWLs may be more memorable to the affected community, it is important to remember that the number one factor in EWLs is the continued SLR, so the best way to reduce harm from EWLs is to plan extensively for SLR. High tide flooding (HTF) is expected to rise in the coming years, with projections suggesting a doubling of its current rate by 2030.

On the following pages, data on SLR and EWLs specific to La Conner is presented and discussed, along with several approaches to planning and mitigation, followed by potential approaches designed to integrate the data into long-term planning for La Conner. The Technical Report outlines five different scenarios of SLR; Low, Low-Intermediate, Intermediate, Intermediate-High, and High, over both near term (to 2050) and long term (to 2150) time spans.

In the short term the five projections do not vary much, it is only in the long-term planning scenarios that the uncertainty of the projections begins to grow, leading to divergence. The single driving rate of SLR is the continued warming of the ocean, which is largely dependent on human behavior. As it is difficult to estimate the rate of ocean warming in the future (as it largely depends on mitigation measures developed by the current human population) it is much more difficult to calculate the related sea level rise after 2050.

In developing this report, the Intermediate-High projection is used. In order to determine the best projection to use, two questions were asked:

1. What level of **risk-tolerance** is most appropriate for La Conner?
2. What **scenario** is best suited for La Conner to avoid **widespread inundation** in a **50-year adaptation plan?**

The two questions are related to one another, and the answer to the first question is informed by the second. In order to find the answers to these questions, NOAA's Sea Level Rise Scenario tool was utilized, which allows a user to view data projections by year. In this case, Port Townsend is the closest physical gauge to La Conner, so the tool developed projections for La Conner based on the Port Townsend gauge. In 2070 (roughly 50 years away) **widespread inundation** occurs at a rise of 2 feet. This most closely matches the **intermediate-high** projection scenario, which calculates 1.87ft of rise in 2070. In order to

avoid widespread inundation, La Conner should plan mitigation effects for an intermediate-high scenario; therefore, the answer to question two is an **intermediate-high scenario,** and the answer to question is one is an **intermediate to low risk tolerance**. Note that the planned for scenario and the associated risk tolerance are reciprocals of each other. Figure 1 and Figure 2, below, offer a visual representation of what sea level rise of one or two feet could look like for La Conner in the year 2070. Green indicates low-lying areas.

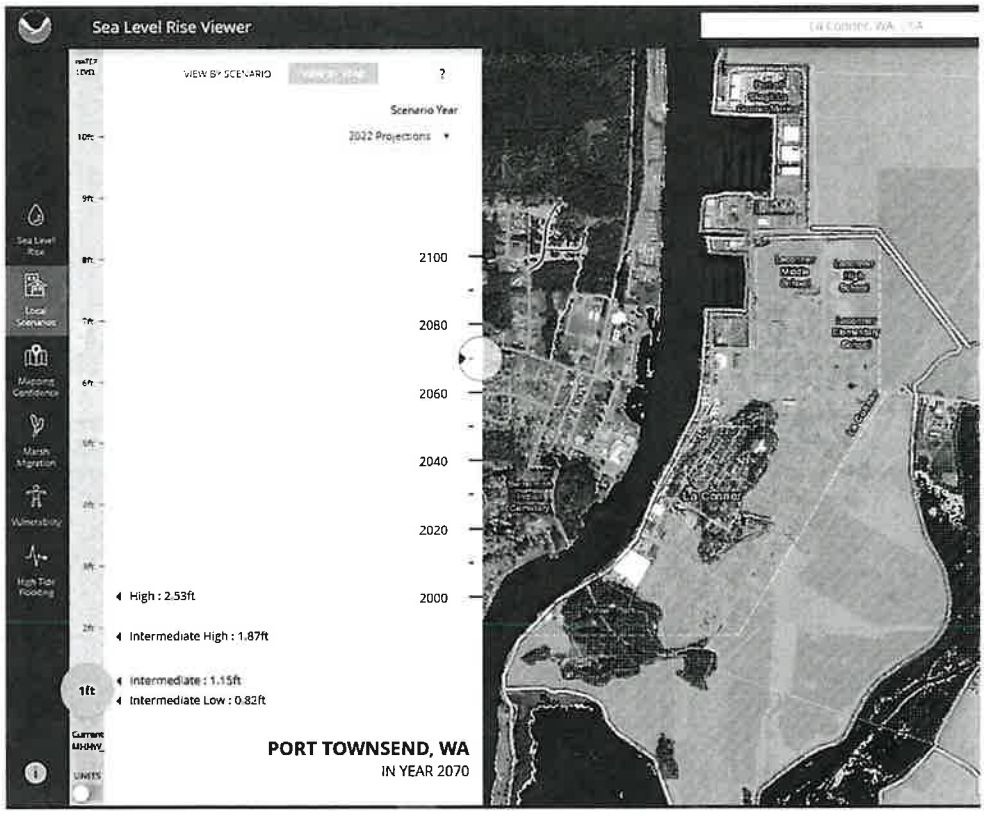



*Figure 1: Visual of a projected sea level rise of 1ft in La Conner in the year 2070. Green indicates low-lying areas.*

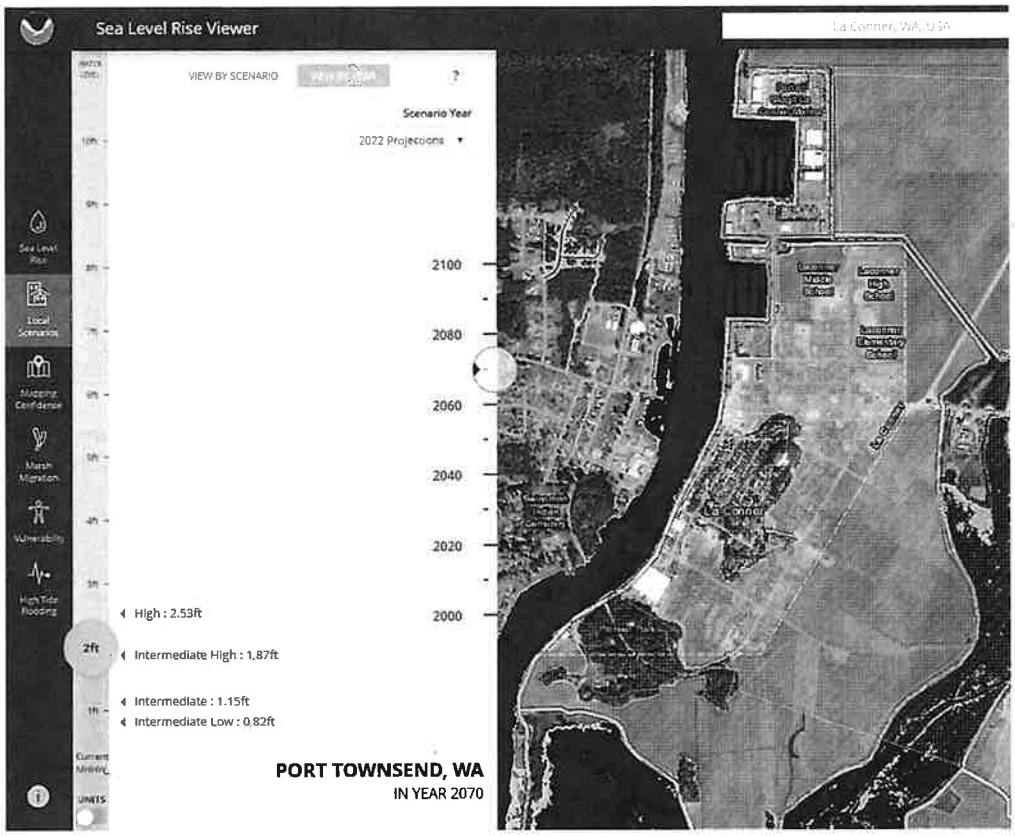



*Figure 2: Visual of a projected sea level rise of 2ft in the year 2070 in La Conner. Wide spread inundation occurs at this sea rise level, which most closely matches the Intermediate-High scenario.*

The below tables show the four tidal gauges closest to La Conner and the expected SLR in the Intermediate-High and Intermediate scenarios at 2050 and 2100.

| *Place* | *Year* | *Scenario* | *Rise (ft)* | *Decade* | *Scenario* | *Rise (ft)* |
|---|---|---|---|---|---|---|
| *Seattle* | 2050 | Intermediate-High | 0.95 | 2100 | Intermediate-High | 4.39 |
| *Port Townsend* | 2050 | Intermediate-High | 0.84 | 2100 | Intermediate-High | 4.16 |
| *Cherry Point* | 2050 | Intermediate-High | 0.51 | 2100 | Intermediate-High | 3.47 |
| *Friday Harbor* | 2050 | Intermediate-High | 0.74 | 2100 | Intermediate-High | 3.96 |
| *Average* | | | 0.76 | | | 4.00 |

| Place | Year | Scenario | Rise (ft) | Decade | Scenario | Rise (ft) |
|---|---|---|---|---|---|---|
| Seattle | 2050 | Intermediate | 0.74 | 2100 | Intermediate | 2.92 |
| Port Townsend | 2050 | Intermediate | 0.63 | 2100 | Intermediate | 2.69 |
| Cherry Point | 2050 | Intermediate | 0.3 | 2100 | Intermediate | 2.05 |
| Friday Harbor | 2050 | Intermediate | 0.53 | 2100 | Intermediate | 2.49 |
| Average | | | 0.55 | | | 2.53 |

Here is a general graph outlining the SLR for the Northwest Coast, from 2020 to 2150.

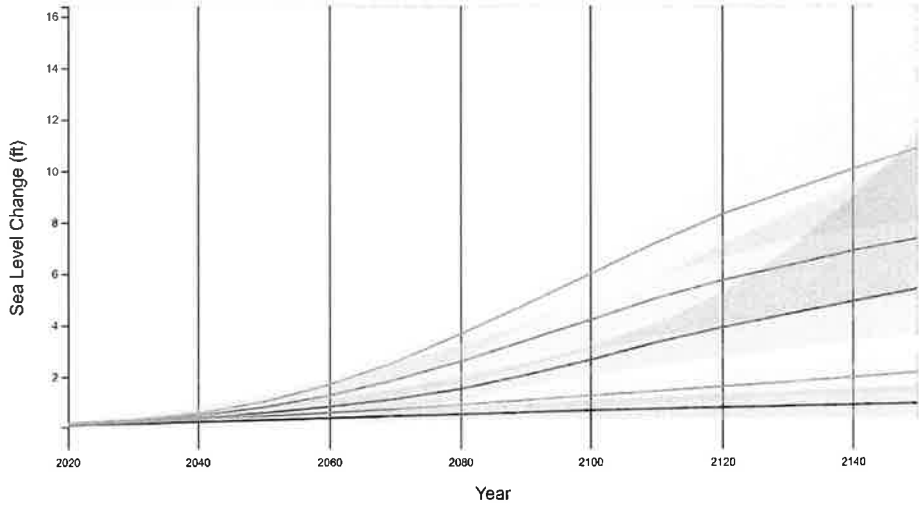



*Figure 3: SLR for the Northwest Coast projected to 2150 in five different scenarios. From bottom: Low, Intermediate-Low, Intermediate, Intermediate-High, and High. Confidence intervals are shown in shading on the graph*

Regional estimates provided by NOAA can be helpful in planning for near-term effects and SLR. Regional estimates come from tide gauge observations like the ones above and other sets of observations in the region. The graph below illustrates how the regional observed SLR is extrapolated to the projected SLR to 2050. Again, because of robust statistical processes applied by NOAA and other authors of the report, there is a low level of uncertainty in these projections. Below is a graph of the Northwest regional SLR scenarios up to 2050.

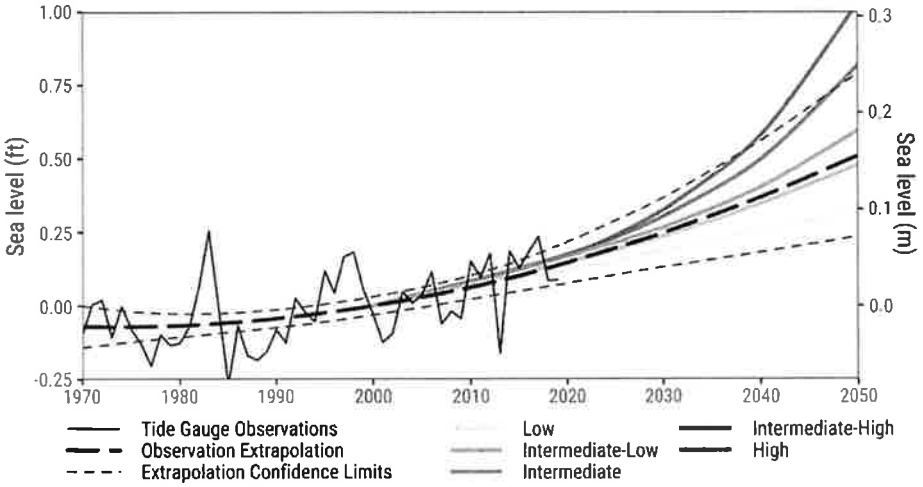



*Figure 4: Regional SLR scenarios and the observation-based extrapolation for the Northwest Region (Washington and Northern Oregon). Variability due to cyclical ocean dynamics is overlaid for context and was removed prior to generating the observation-based extrapolation.*

It is true that the median observation-based extrapolation of sea level rise (the likely range) for the near-term (2050) Northwest coastline is bounded by the Intermediate-Low to Intermediate scenarios, so some may say planning for an Intermediate-High scenario is overly cautious. However, given that most scenario divergence occurs after 2050, given that uncertainty increases after 2050, and given that a substantial amount of land in La Conner is low-lying (highlighted green in figure 1) using the intermediate-high scenario provides reasonable confidence that mitigation measures will provide a long and lasting impact. Even at projected levels of global emissions causing a 5.4°F increase in global air temperature in 2100, there is a less than 1% chance that the Intermediate-High SLR scenario will be exceeded. This is a reduction from the 5% chance that an Intermediate SLR scenario will be exceeded, and a reduction from the 82% probability that the Intermediate-Low scenario will be exceeded.

Please note that, in general, greater warming and higher human emissions are needed to arrive at the Intermediate, Intermediate-High, and High scenario.

If certain structures or town locations are later shown or determined to have a low-tolerance (high-risk) to SLR, there are specific strategies outlined in the Application Guide designed for risk-intolerant locations which could be applied.

Please note that the projected sea level rise in North West Washington is the lowest for the entire US coastline. This means that the mitigation methods used in other communities will

likely be effective in La Conner, as other communities will be planning for a higher increase in SLR. However, La Conner is about 50% low lying areas, so it may be more vulnerable to SLR than its direct neighbors in the Northwest, and it may be more vulnerable to the expected increase in EWL and HTF.

In order to best prepare for EWLs and HTF, it is necessary to find La Conner specific EWLs and HTF projections.

Extreme Water Levels (EWL) and Flood Regime Shift:

Over the next 30 years, SLR will create a regime shift in coastal flooding, causing more damaging flooding more often. NOAA's flood characterizations are broad, and based in damage done to property or infrastructure rather than water level alone. Extreme Water Levels, in comparison, represent the water level alone, with no regard to damage. NOAA characterizes minor flooding as flooding with little to no long-term impacts, moderate flooding as flooding with some longer-term impacts and short-term impacts on small areas of property or infrastructure, and major flooding as flooding with long-term impacts on a considerable amount of property and infrastructure. By 2050, La Conner can expect to see an increase of about 10 times more moderate flooding. More specifically, in 2050 La Conner can expect to see about 4 moderate flooding events per year. For reference, today La Conner sees around 3 events of minor flooding per year. The December 2022 flood would be considered in a major flood under this maxim. Major flooding will jump from about a 4% yearly chance to a 20% yearly chance by 2050. In 2060 and the following years, La Conner could expect to see a "December flood" about once every two years, and possible more frequently.

Before continuing to discuss flooding in La Conner, it is important to emphasize that the 1% annual chance water levels, sometimes referred to as a 100-year flood, in this analysis are not the same as those found in the Federal Emergency Management Agency's (FEMA's) regulatory products such as the Flood Insurance Rate Maps. More detail can be provided on the relationship between the EWL analysis and FEMA's regulatory floodplain if needed (*Section 3.1*).

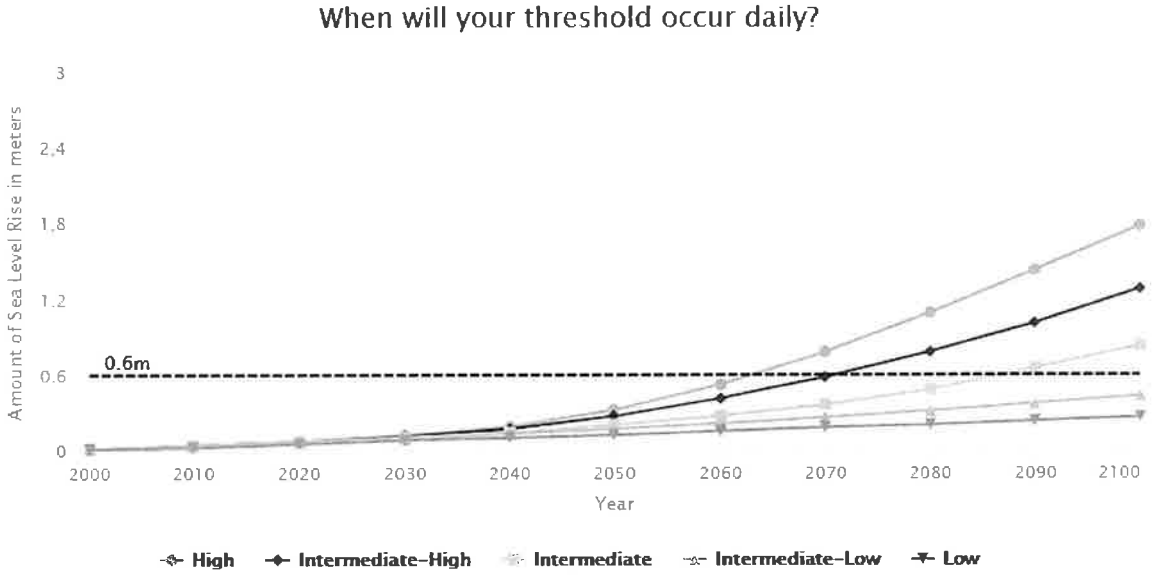
Among the tools associated with the updated technical report, NOAA developed a Local Quick Flood Assessment tool for communities using the 2022 projections. In order to use this tool, one must specify the height and frequency level at which flooding becomes a concern for the community. For the following projections, a height level of 0.6m above the current average daily tides was chosen. 0.6m comes from the regionalized 1-degree grid Minor Flood level as indicated in the 1-degree grid developed for regional projections. The below chart lists the four closest tide gauges to La Conner and the associated heights at which minor, moderate, and major flooding occurs. As can be seen, the minor flooding levels for all four gauges are roughly 0.6 meters. In addition, 0.6 meters is ~1.9 ft, which is the level previously established in this report for widespread inundation.

| EWL Grid No. | NOAA ID | Location | Latitude | Longitude | Tide Range (m) | Flood Index u (m, MHHW) | u Trend (mm/yr) | Epoch of u | Minor Flood (m, MHHW) | Moderate Flood (m) | Major Flood (m) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 49239 | 9444900 | Port Townsend, WA | 48.11 | -122.76 | 2.597 | 0.538 | 1.7 | 1983–2001 | 0.604 | 0.878 | 1.274 |
| 48880 | 9447130 | Seattle, WA | 47.60 | -122.34 | 3.462 | 0.541 | 2.1 | 1983–2001 | 0.639 | 0.904 | 1.309 |
| 49239 | 9449424 | Cherry Point, WA | 48.86 | -122.76 | 2.788 | 0.585 | 0.4 | 1983–2001 | 0.612 | 0.884 | 1.282 |
| 49238 | 9449880 | Friday Harbor, WA | 48.55 | -123.01 | 2.364 | 0.554 | 1.2 | 1983–2001 | 0.595 | 0.871 | 1.265 |

*Figure 5: Four closest tide gauges to La Conner and the associated information provided by NOAA, including the height at which minor, moderate, and major flooding occurs in 2022.*

In deciding the frequency level at which flooding would become a problem for the community, the previously established intermediate to low risk tolerance was used to establish that 12 days of 0.6m flooding (once a month) a year would cause a problem for the community. This is because the tool itself suggests 24 days of flooding (two days a month) as a threshold when calculating for an intermediate risk tolerance. As La Conner is working with an intermediate to low risk tolerance, a lower threshold was chosen. At any point, this analysis can be redone using any height or frequency thresholds as needed. Currently, a 0.6m flood has about a 50% chance of occurring in any given year. Put another way, this means that La Conner experiences a 0.6m flood on average once every 2 years.

The following graph shows when La Conner can expect to reach a water level of 0.6m daily depending on the projected scenario. Intermediate-High, the scenario used for La Conner in this report, is shown in black triangles on a line. As can be seen, this graph shows that La Conner might reach a 0.6m water level daily in 2070, which matches the previous projections for SLR.




This also helps La Conner estimate when and how La Conner can expect its 100-year water level to change. Currently, La Conner's 100-year level, or flooding that has a **1% chance of occurring each year**, is flooding at or exceeding **0.98 m above MHHW**. If La Conner experiences a SLR of 0.38 m, or about 1.2 ft, this level of flooding will have **a 50% chance of occurring each year**, and La Conner could expect to see flooding at this level every 2 years. So, when should La Conner expect to see this increase in flooding? The below graph outlines the years that 0.38m of SLR will occur in the five (low, intermediate-low, intermediate, intermediate-high, and high) potential scenarios. The scenario that La Conner is planning for, Intermediate-High, shows this increase happening in **2060**.

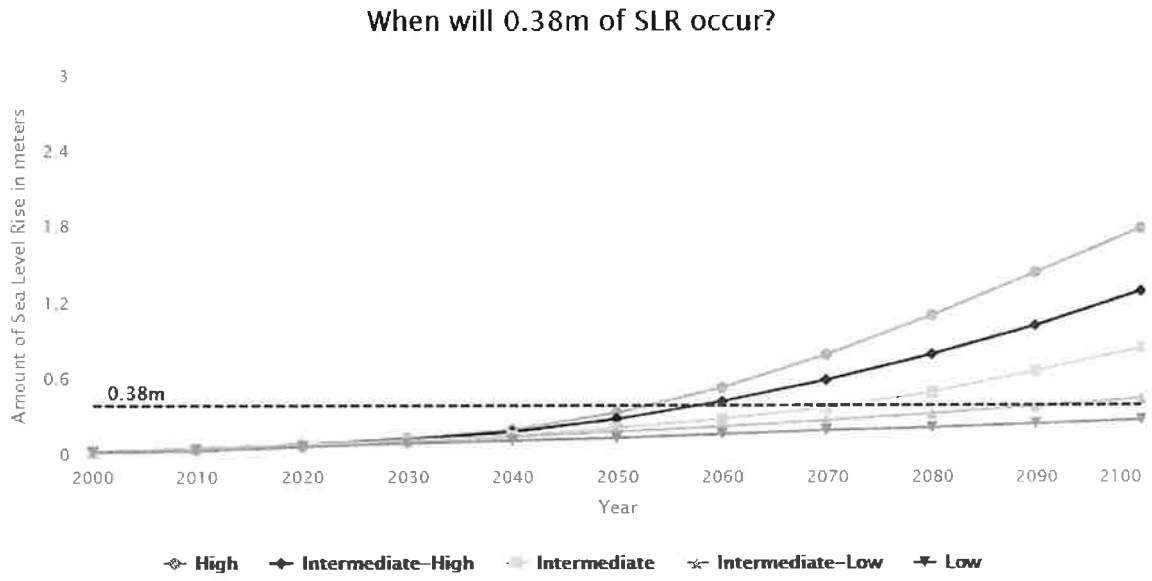



*Figure 6: this graph outlines the potential years in each scenario when 0.38m of SLR will occur, which in the Intermediate-High scenario will be in roughly 2060.*

In 2060, La Conner can expect to see today's 100-year flood every 2 years instead. Of course, this flood regime shift will affect all flooding in La Conner, not just the major flooding events. Currently, it is fairly rare for La Conner to experience High Tide Flooding, with a flooding event of 0.6m occurring roughly every two years, with a 50% chance of occurring in any given year. By 2030, it is projected that La Conner will see around 12 days of 0.6m flooding, roughly one flood per month. The next decades will see that number jump sharply upward. **By 2060, La Conner can except to see 163 days per year of 0.6m flooding under an Intermediate-High scenario. By 2070, it's 293 days.**

As La Conner plans for this flooding increase, it will be important to work closely with Public Works to assess La Conner's storm drain and stormwater management systems. NOAA does provide tools for this assessment, which La Conner will use in connection with local experience and expertise.

## How Should La Conner Move Forward?

Given that mitigation measures will clearly be required in order for La Conner to persist as the thriving community it is, how should La Conner plan for this SLR and increase of EWLs in a consistent and effective way? Luckily, La Conner is not alone in answering this

question. NOAA, along with other governmental agencies, have developed outlines of different approaches that could be used in La Conner to plan for SLR.

Risk-Tolerance Planning:

As the name indicates, this approach relays on establishing acceptable risk in a community and then working within that framework to develop mitigation scenarios that would align with the chosen level of risk avoidance. Establishing acceptable risk includes understanding how critical the location or asset is to the community, the cost of damage, sociocultural value, how easily it can be adapted to accommodate SLR (adaptive capacity), and its life expectancy. This approach was used in the Sea Level Rise section of the report to determine that La Conner as a whole is not very risk-tolerant. As La Conner moves forward in SLR mitigation planning, La Conner can use risk tolerance planning to develop unique mitigation plans for specific risk-adverse projects or properties. NOAA recommends that risk tolerance for specific places and structures be developed with local community stakeholders to understand place-based significance as well as local socioeconomic and cultural values.

Using a risk tolerance approach does run the risk of over-investment and over-design. It is essential to consider future technology advancements, energy-climate policies, and social priorities along with how these may shift in the next 50 years.

Scenario-Based Planning:

Scenario-Based planning involves using a team to examine a range of "future scenarios" that include both human and environmental changes (land use changes, SLR, precipitation changes, demographic changes, etc.). Multiple mitigation/adaptation strategies are evaluated under the range of future scenarios to determine which strategies is most effective under the majority of scenarios. This often results in a community picking an action or mitigation that is *somewhat effective* under *multiple* scenarios, as opposed to an action or mitigation that is *best* under *one* scenario.

The following is a visual conceptualization of scenario planning.

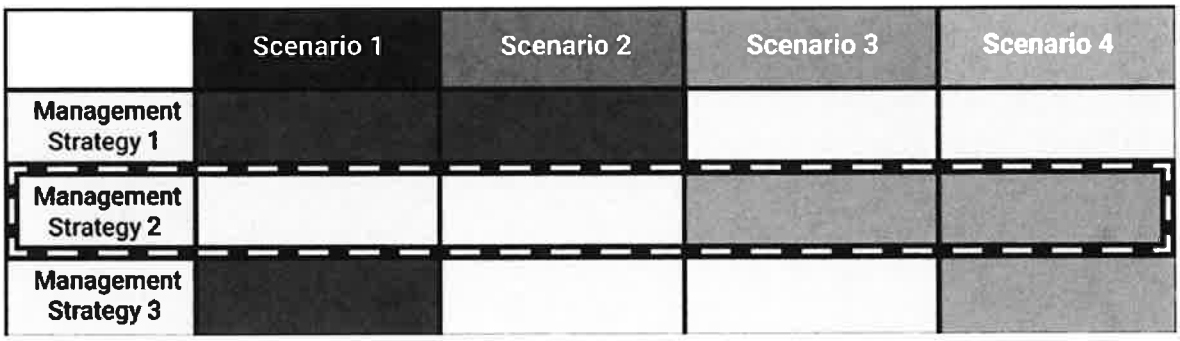



*Figure 7: Conceptualization of scenario planning. The colors designate how well a management strategy meets a desired outcome (red = does not meet outcome, yellow = moderately meets the desired outcome, green = meets the desired outcome). In this conceptualization, Management Strategy 2 would likely be the best investment (indicated by the dashed outline) because while it is not the best (green) under all scenarios, it supports the desired outcome to some level under all future conditions explored.*

Although scenario planning often requires more time and effort than risk tolerance planning because of the necessity of developing multiple different scenarios and management strategies, it may be a good choice for La Conner because of the ample opportunities for stakeholder integration. As the Town is currently undergoing a review of its Public Engagement Program with an eye towards increasing engagement, developing stakeholder integration opportunities alongside future planning would not be out of place. Using scenario-based planning may be better suited for near-term planning horizons when there is less uncertainty and a narrower range of potential scenarios, which would allow more detailed evaluations of other stressors in the scenarios.

Scenario planning is often used to evaluate adaption strategies designed to prevent or reduce coastal erosion against multiple SLR scenarios and storm events. For example, La Conner could use scenario planning to evaluate how difference mitigation strategies such as seawalls, rock revetments, shoreline planting, or other strategies would perform against its expected SLR.

Adaptation Pathways Approach:

An adaptation pathway approach maps out a sequence of adaptation strategies in response to SLR. This approach allows municipalities to plan for a variety of potential scenarios but only invest in the mitigation strategies when necessary. An adaptation pathway is built around a specific goal or goals (such as protecting a specific structure or maintaining a LOS standard) and examines futures and possible mitigation strategies to achieve that goal or

goals. Adaptation pathways are built around "tipping points" which trigger the implementation of a particular adaptation strategy. These tipping points could be tied to any threshold chosen by the Town. Often, the various adaptation strategies are ordered so that more cost-effective strategies are implemented first, and more significant/expensive mitigation methods are triggered later in the process, so the municipality has more time to prepare for the implementation of expensive capital projects. When there is little adaptive capacity for this flexible implementation schedule, an adaptation pathway may be less appropriate. Adaption pathways are often very complex and wide reaching due to their capacity for analysis of mitigation strategies. A simple chart to visual adaption pathways is below.

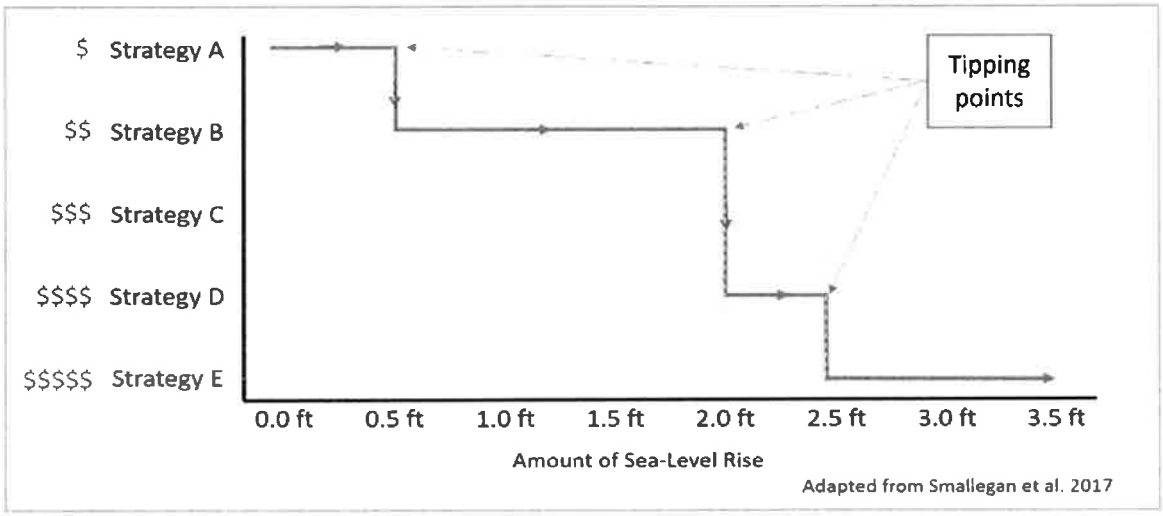
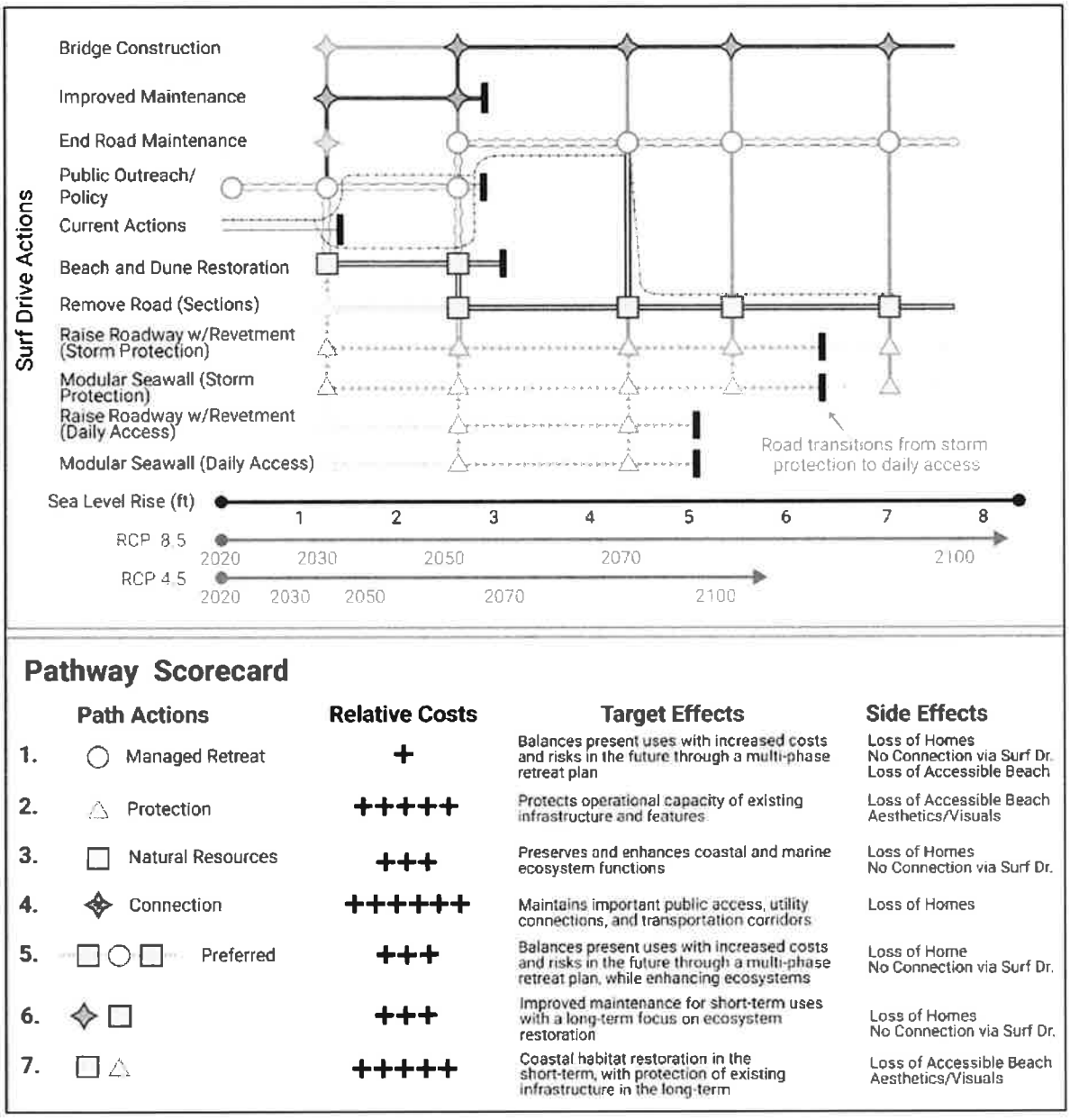



*Figure 8: Diagram of an adaptation pathway planning approach. In this diagram, tipping points are associated with SLR, but they could be anything. The strategies are ordered based on expense. Strategies B and C have been skipped in this example as they will have already been rendered ineffective by the amount of SLR.*

Adaptation pathways also provide frequent opportunities to engage community residents and other stakeholders by involving them in the determination and evaluation of mitigation strategies. For example, the community could participate in identifying tipping points (when mitigation strategies should be implemented) and in defining success and failure for a particular strategy (e.g. success could be defined as a seawall holding, failure

could be defined as Town storm infrastructure being overwhelmed). Involving the community in such a way would increase shared understanding of how and why some efforts are undertaken and not others. It would also provide a basis for clear communication when, in the future, additional actions are decided on. Adaptation pathways can be prepared for one, or many areas of town. In some cases, it may make sense to create an adaptation pathway as an additional measure of protection for a particular area of town or for a particular structure. The more an adaptation pathway covers in terms of scenarios and mitigation strategies, the more complex it can be. A key aspect of adaptation pathways is that they can be as simple as Figure 8, or as complex as Figure 9 on the next page.

The Town of Falmouth, MA, provides a good example of a more complex and detailed adaptation pathway, which they developed for Surf Drive, one road in Falmouth.




## Pathway Scorecard

| | Path Actions | Relative Costs | Target Effects | Side Effects |
|---|---|---|---|---|
| 1. | ○ Managed Retreat | + | Balances present uses with increased costs and risks in the future through a multi-phase retreat plan | Loss of Homes<br>No Connection via Surf Dr.<br>Loss of Accessible Beach |
| 2. | △ Protection | +++++ | Protects operational capacity of existing infrastructure and features | Loss of Accessible Beach<br>Aesthetics/Visuals |
| 3. | □ Natural Resources | +++ | Preserves and enhances coastal and marine ecosystem functions | Loss of Homes<br>No Connection via Surf Dr. |
| 4. | ◈ Connection | ++++++ | Maintains important public access, utility connections, and transportation corridors | Loss of Homes |
| 5. | □○□ Preferred | +++ | Balances present uses with increased costs and risks in the future through a multi-phase retreat plan, while enhancing ecosystems | Loss of Home<br>No Connection via Surf Dr. |
| 6. | ◈□ | +++ | Improved maintenance for short-term uses with a long-term focus on ecosystem restoration | Loss of Homes<br>No Connection via Surf Dr. |
| 7. | □△ | +++++ | Coastal habitat restoration in the short-term, with protection of existing infrastructure in the long-term | Loss of Accessible Beach<br>Aesthetics/Visuals |

*Figure 9: An example of a dynamic adaptation pathway adopted by Falmouth, MA. Actions are developed, categorized, and evaluated for feasibility under different SLR conditions. The preferred action, pathway 5, is a combination of path actions with general themes of Managed Retreat, and Natural Resources. This adaptation pathway is highly specific to Surf Drive in Falmouth, but it is useful to show a complex example of a dynamic adaptation pathway.*

## Next Steps: Resources for Mitigation Development

As La Conner moves forward in developing its own unique mitigation strategies, some or all of which may follow the strategies outlined in this report, it will be important to work in conjunction with neighbors the Port of Skagit and the Swinomish Indian Tribal Community. Working together will allow each community to better assess the expected changes in the Pacific Ocean, and more specifically the Swinomish Channel. It is also likely that mitigation strategies will require money, time, and political buy in. Working together and sharing resources with neighbors may help defray these costs.

NOAA offers over 170 trainings on their Office for Coastal Management: Digital Coast website, many of which are self-paced. As La Conner develops unique mitigation strategies for SLR and EWLs, these trainings will provide additional resources for development. NOAA also offers nine examples of SLR planning from municipalities across the United States. These example cases will also be helpful in developing La Conner specific mitigation strategies.

The Design Charrette Report developed in 2017 in conjunction with the Skagit Climate Science Consortium may be beneficial as a starting point in the development of mitigation strategies. Additional helpful materials may come from future conversations with other partners as well, such as academic institutions, climate resilience firms, or other specialty consultants.

Resources consulted:

Collini, R.C., J. Carter, L. Auermuller, L. Engeman, K. Hintzen, J. Gambill, R.E. Johnson, I. Miller, C. Schafer, and H. Stiller. 2022. Application Guide for the 2022 Sea Level Rise Technical Report. National Oceanic and Atmospheric Administration Office for Coastal Management, Mississippi–Alabama Sea Grant Consortium (MASGP-22-028), and Florida Sea Grant (SGEB 88). https://oceanservice.noaa.gov/hazards/sealevelrise/noaa-nos-techrpt02-global-regional-SLR-scenarios-US-application-guide.pdf

Sweet, W.V., B.D. Hamlington, R.E. Kopp, C.P. Weaver, P.L. Barnard, D. Bekaert, W. Brooks, M. Craghan, G. Dusek, T. Frederikse, G. Garner, A.S. Genz, J.P. Krasting, E. Larour, D. Marcy, J.J. Marra, J. Obeysekera, M. Osler, M. Pendleton, D. Roman, L. Schmied, W. Veatch, K.D. White, and C. Zuzak, 2022: Global and Regional Sea Level Rise Scenarios for the United States: Up-dated Mean Projections and Extreme Water Level Probabilities Along U.S. Coastlines. NOAA Technical Report NOS 01. National Oceanic and Atmospheric Administration, National Ocean Service, Silver Spring, MD, 111 pp. https://oceanservice.noaa.gov/hazards/sealevelrise/noaa-nos-techrpt01-global-regional-SLR-scenarios-US.pdf

# Public Works
# Department Head Report
# February – 2023

**Water:**

- Water System Plan Update. The project is moving along slowly and is very time consuming. Dedicating my time to complete this in 2023 will be a challenge.
- Asset Management program and implementation is on hold until time allows. This program is complex and planned for all departments to use.

**Drainage:**

- Sixth Street Storm Pump Station; project is 98% complete. Still working on a few electrical and communication equipment system issues.
- Minor maintenance from heavy rain.

**Streets:**

- Sidewalks; grinding trip hazards completed.
- Traffic calming speed cushions have been delivered, currently planning locations with a schedule to be installed early May.
- Minor asphalt and gravel pothole repairs.

**Park and Port:**

- Another round of high tides for March 19 – 24th.
- The abandoned boats are staged at the south end of town. Demolish and haul out late March.
- Landscape Maintenance Contract price increase has more than doubled from $10,600 and now $24,800. I have reached out to 9 landscape contractors with only one responding.
- The three Kiosks will be sent out to be refurbished and installed the first week in April.
- Pioneer Park tree assessment, an arborist proposal will be coming soon for council approval.
- Salmon Slide; the meeting with a contractor in March have been delayed and is unknown at this time.
- I have recently received the waterfront survey that I'm currently reviewing for comments.

**Facilities:**

- Fire Hall, working on bidding for new roof and new HVAC system. Price increases may affect the budget.
- Security Cameras, Working on optimum location/internet connection. Price increased from $3,900 now is $10,140 and is currently on hold.
- Maple Hall fire alarm monitor panel installed finally after a five month delay.
- Maple Hall/Center, working on bidding for new HVAC system. Price increase may affect the budget.
- Garden Club, positive lead paint test will change the budget. Current bid is now $50,000. This project is currently on hold.

**Other:**

- Projects; 306 Center multifamily, 303 Center Replace Garage, Lime Dock Per-App Remodel, Snapdragon Flats Fill and Grade, BYK Snapdragon BP, Ellis project, Maple ball field, 747 Maple short plat, and Channel Cove 5 new residential units.

Brian Lease
Public Works Director, Town of La Conner

# Fire Chief / Code Enforcement Report

# Feb-23

**Alarms:** 31 **Emergency Calls** **Ave # Responders:** 3

**Calendar:**
1-Feb Bussiness
8-Feb Size up
15-Feb Tactical Planning
22-Feb Table Top

**Events:**
Chowder Feed-Fire Hall
Pre-School Kids Walk Through
Stand-By Flood Event

**Enforcement Notes:**
RVs Parking in Town
Homeless Camp
Loose Dogs
Parking on 1st
Sunk Boat Removal-(PW)
Construction Noise

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner

**Town of La Conner**
Honorable Mayor or and Town Council
Monthly Report of Wastewater Treatment Plant Operations & Maintenance

**Month**: February 2023

During the month of February, the plant met NPDES permit requirements.
*See attached spreadsheet for WWTP data.*

**Locates**
- There were six (6) locates in February with no issues.

**Call Outs-Emergencies**
- Emergency locate on February 2nd; 2023.
- Power outages February 19th and 20th; 2023.

**System Maintenance**
- Grinded yard waste pile.
- Pulled one WAS pump and sent it to Farmers to be rebuilt.
- Three new homes hooked up to collection system.

**Process Changes**
- Wasting with trash pump.
- Put Clarifier #1 back in service.

**Miscellaneous**
- Clarifier #1 needs upgrade.
- Radio remote control for the compost mixer has week signal.
- Both wasting pumps down.
- Matt Holmquist from Clean Air Agency stopped by for a tour.

**Compost Sales:**

**Wholesale**
0 yards were sold in February– 0 yards year to date.
**Retail Sales**
840 yards were sold in February– 994 yards year to date.

**In February 2023 the Town receipted in 840 yards of retail and wholesale compost for a total of $6,720.00.**

**Metered Flow:**

| | |
|---|---|
| Influent: | 8,850,000 Gallons |
| Tribal: | 2,730,670 Gallons |
| Hydrant: | 38,960 Gallons |
| Belt Press: | 855,926 Gallons |
| Reuse Water: | 41,643 Gallons |

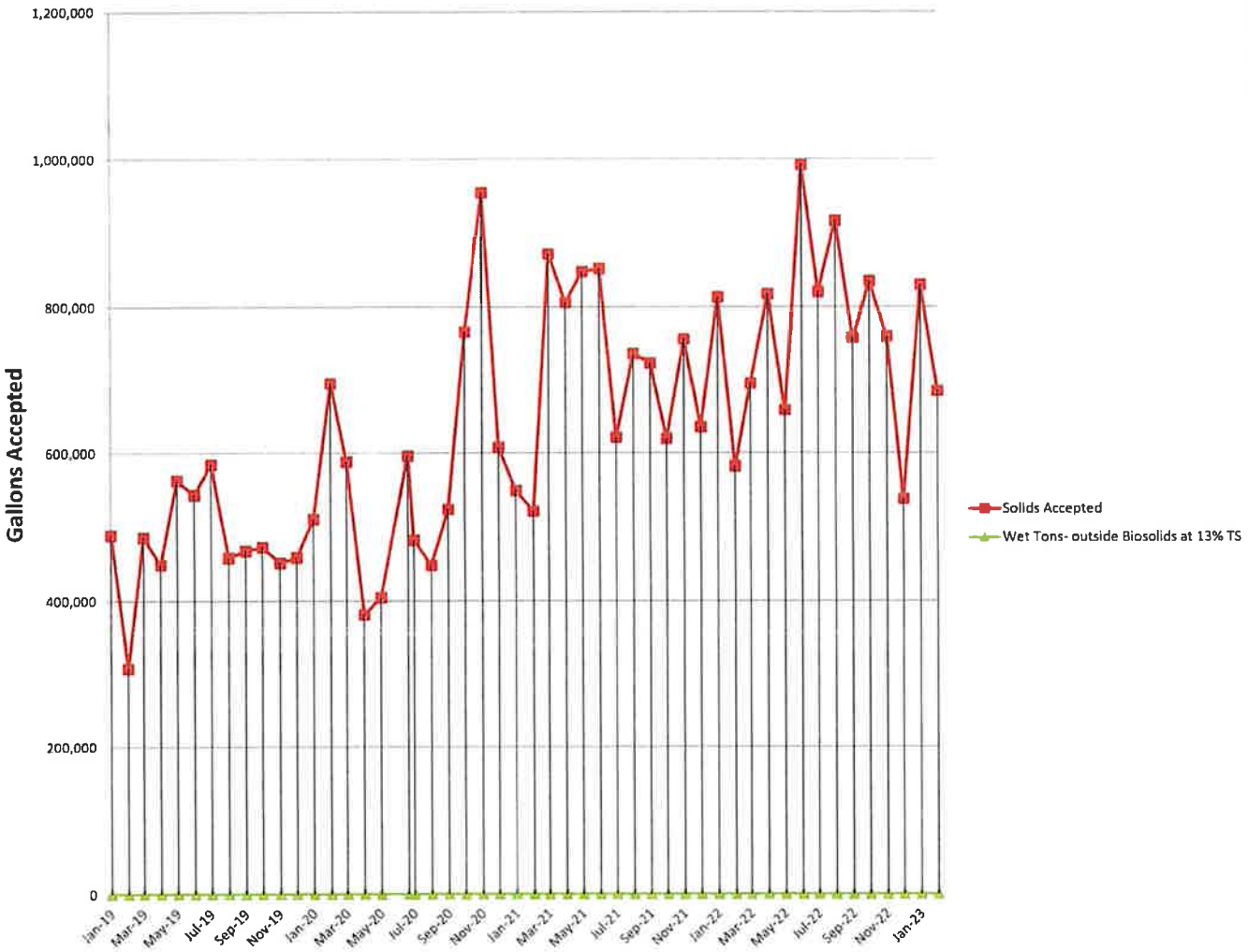
# LaConner Wastewater Treatment Plant

## Monthly Data 2023

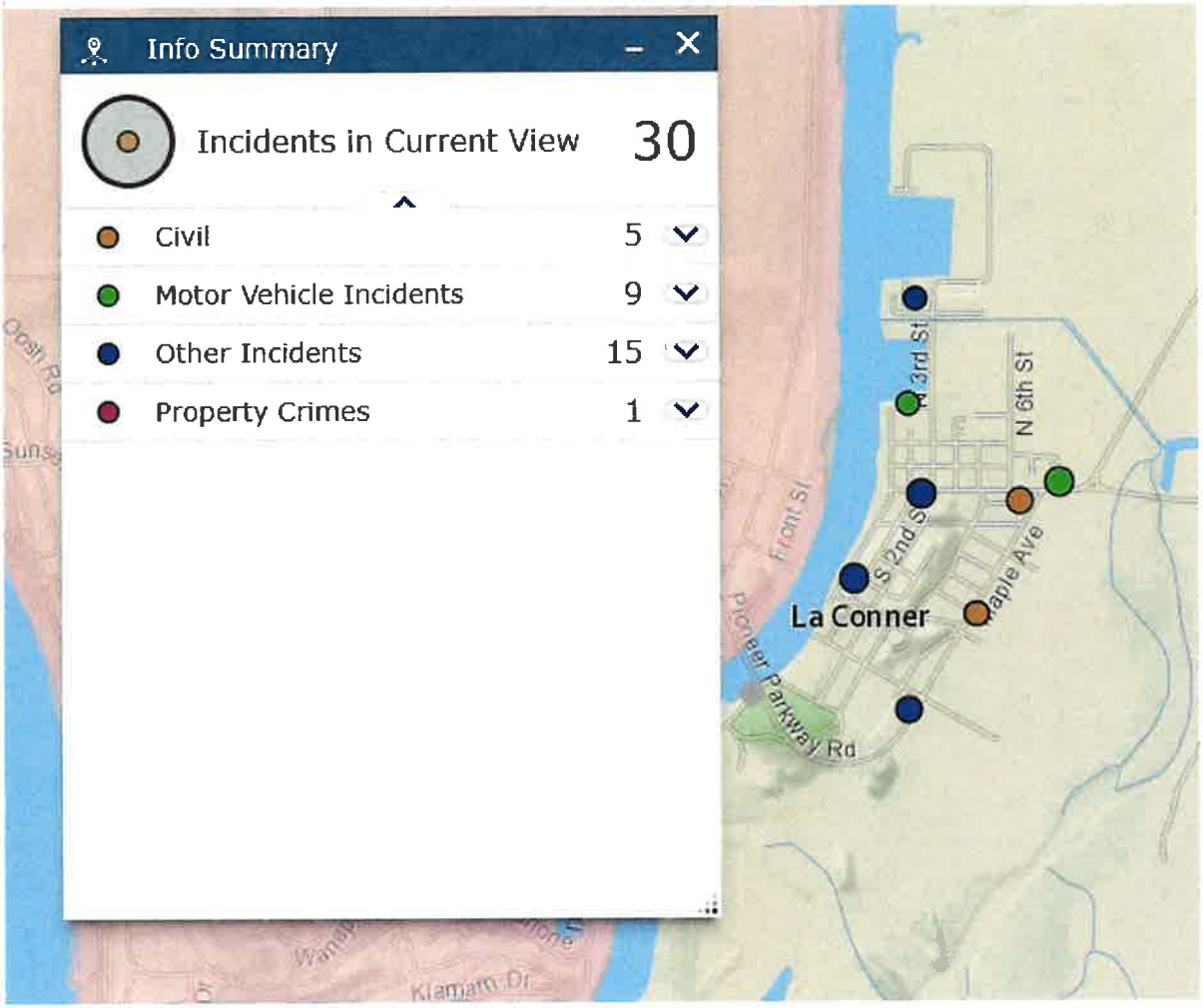
| Date | WWTP Total Flow Treated | WWTP Daily Avg Treated | WWTP Max Daily Treated | WWTP Flow Last Year | WWTP Flow up/down from LY | Gallons of Outside Waste Processed | Gallons of Outside Waste Processed Last year | Up/down from last year | Wet tons of 95% Biosolids Processed | Wet tons of <95% Biosolids Processed |
|---|---|---|---|---|---|---|---|---|---|---|
| Jan-23 | 11,013,000 | 359,000 | 555,000 | 13,780,000 | -21% | 945,220 | 899,297 | 5% | 0 | 0 |
| Feb-23 | 8,850,000 | 316,000 | 626,000 | 13,780,000 | 36% | 809,755 | 761,967 | 6% | 0 | 0 |

means UP
means DOWN

## LaConner Wastewater Treatment Plant Monthly Data 2019- Present




**Maximum capacity 2,000 CY per month @ 2:1 Bulking Ratio**
**Assumes 20% TS off Press**


Info Summary
Incidents in Current View 30
Civil 5
Motor Vehicle Incidents 9
Other Incidents 15
Property Crimes 1
N 3rd St
N 6th St
S 2nd St
Maple Ave
La Conner
Front St
Pioneer Parkway Rd
Klanath Dr

| Date/Time | Case Number | Nature/Description | Category |
|---|---|---|---|
| 2/2/2023, 1:39 PM | 23-01461 | Vehicle Accident | Motor Vehicle Incidents |
| 2/2/2023, 9:29 PM | 23-01480 | Warrant Service | Other Incidents |
| 2/3/2023, 12:28 PM | 23-01497 | Boating Incident Or Problem | Motor Vehicle Incidents |
| 2/3/2023, 10:30 PM | 23-01515 | 911 Hangup Call | Other Incidents |
| 2/6/2023, 12:22 PM | 23-01621 | Vehicle Accident | Motor Vehicle Incidents |
| 2/6/2023, 3:53 PM | 23-01633 | Animal Problem | Other Incidents |
| 2/7/2023, 5:21 AM | 23-01653 | Noise Ordinance | Civil |
| 2/8/2023, 4:10 PM | 23-01711 | Disorderly Conduct | Other Incidents |
| 2/9/2023, 6:34 AM | 23-01725 | Alarm | Other Incidents |
| 2/9/2023, 12:38 PM | 23-01744 | Citizen Assist | Civil |
| 2/10/2023, 2:07 PM | 23-01781 | Citizen Assist | Civil |
| 2/11/2023, 12:07 PM | 23-01822 | Traffic Enforcement | Motor Vehicle Incidents |
| 2/12/2023, 2:59 PM | 23-01873 | Animal Problem | Other Incidents |
| 2/12/2023, 5:25 PM | 23-01881 | Traffic Hazard | Motor Vehicle Incidents |
| 2/13/2023, 5:47 PM | 23-01935 | Civil Problem | Civil |
| 2/14/2023, 4:59 AM | 23-01946 | Noise Ordinance | Civil |
| 2/15/2023, 10:18 AM | 23-02004 | Vagrancy | Other Incidents |
| 2/15/2023, 3:16 PM | 23-02018 | Agency Assistance | Other Incidents |
| 2/16/2023, 12:00 PM | 23-02053 | Disorderly Conduct | Other Incidents |
| 2/17/2023, 11:55 AM | 23-02107 | Vehicle Prowl | Property Crimes |
| 2/18/2023, 3:44 PM | 23-02151 | Traffic Enforcement | Motor Vehicle Incidents |
| 2/19/2023, 8:01 AM | 23-02171 | Welfare Check | Other Incidents |
| 2/20/2023, 2:05 PM | 23-02224 | Traffic Enforcement | Motor Vehicle Incidents |
| 2/20/2023, 3:11 PM | 23-02227 | Traffic Enforcement | Motor Vehicle Incidents |
| 2/20/2023, 4:10 PM | 23-02229 | Traffic Enforcement | Motor Vehicle Incidents |
| 2/21/2023, 1:26 PM | 23-02270 | Suspicious Circumstances | Other Incidents |
| 2/21/2023, 7:05 PM | 23-02291 | Unsecure Premise | Other Incidents |
| 2/24/2023, 10:18 AM | 23-02410 | Welfare Check | Other Incidents |
| 2/25/2023, 8:28 PM | 23-02473 | Alarm | Other Incidents |
| 2/28/2023, 7:28 PM | 23-02588 | Welfare Check | Other Incidents |

Total in Town hours: 138
Total in zone hours: 643

# Unfinished Business

1) **Center Street Project – No Insert**

2) **Jenson Property – No Insert**

3) **Resolution – Naming the Emergency Management Commissioners – No Insert**

# New Business

1) **Agreement – Landscape Maintenance Services**

2) **Agreement – Arborist Consulting Services**

3) **Agreement – PSNR Grant – No Insert**

# Agreement – Landscape Maintenance Services

**Town of La Conner**
**Services Agreement**

**THIS AGREEMENT** is entered into by and between the Town of La Conner, a Washington municipal corporation, hereinafter referred to as the "Town", and **Simply Yards Landscape and Design** a Washington company, hereinafter referred to as the "Contractor".

The Town and Contractor mutually agree as follows:

**I. Scope and Schedule of Work.**

**A.** The Contractor agrees to perform those services described in Exhibit "A," attached hereto and incorporated herein.

**B.** All obligations and services of the Contractor undertaken pursuant to this Agreement shall be performed diligently and completely in accordance with professional standards of conduct and performance.

C. The Contractor shall comply with all applicable provisions of Washington State's Prevailing Wage law, Chapter 39.12 RCW.

**II. Compensation and Payment.**

**A.** The Town shall pay the Contractor the sum of **$15,400 plus tax, ($3,850.00 per month for four months plus tax) (April 1, 2023 – July 31, 2023)** for the services performed under this Contract. Such payment shall be the total compensation for all work performed under this Agreement, including but not limited to all labor, reimbursable expenses, and equipment expenses.

**B.** The Contractor shall be eligible for payment on a monthly basis, in an amount proportionate to the total compensation to be paid under this agreement. The Contractor shall submit an original written invoice with necessary and appropriate documentation, for work completed during the previous month.

**C.** Payment shall be made through the Town's ordinary payment process and shall be considered timely if made within 30 days of receipt of a properly completed invoice.

**D.** All payments shall be subject to adjustment for any amounts determined upon audit to have been improperly invoiced.

**E.** In the event the Contractor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the Contractor authorizes the Town to deduct and withhold, or pay over to the appropriate governmental body, those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the Contractor's total compensation.

## III. Termination of Agreement.

**A.** The Town may terminate this Agreement at any time, with or without cause, by giving thirty (30) days' notice to the CONTRACTOR in writing.

**B.** Neither party shall be considered to be in default in the performance of this Agreement to the extent that performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party.

## IV. Contract Administration and Management.

**A.** The Public Works Director for the TOWN shall have primary responsibility for administering and approving services to be performed by the CONTRACTOR and shall coordinate all communications between the CONTRACTOR and the TOWN.

**B.** Any and all notices affecting, or relative to, this Agreement shall be effective if in writing and delivered or mailed, postage prepaid, to the respective party being notified at the address listed with the signature of this Agreement.

**D.** The CONTRACTOR shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

## V. Independent Contractor Status.

**A.** The CONTRACTOR is and shall be, at all times during the term of this Agreement, an independent contractor and not an employee of the TOWN.

**B.** The CONTRACTOR acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the CONTRACTOR agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the CONTRACTOR'S status as an independent contractor. If the TOWN is assessed, liable, or responsible in any manner for those charges or taxes, the CONTRACTOR agrees to hold the TOWN harmless from those costs, including attorney's fees.

C. The CONTRACTOR, at its sole expense, shall obtain and keep in force any and all necessary licenses and permits.

## VI. Indemnification and Insurance.

A. The CONTRACTOR shall indemnify, defend, and hold harmless the TOWN, its officials, officers, agents, employees, and volunteers from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, and expenses and costs arising out of the subject matter of this Agreement; provided that this provision shall not apply to the extent that damage or injury results from the fault of the TOWN or its officers, agents, or employees. The term "fault" as used herein shall have the same meaning as set forth in RCW 4.22.015, as that statute may hereinafter be amended.

B. The CONTRACTOR specifically assumes potential liability for actions brought by the CONTRACTOR'S own employees against the TOWN and, solely for the purpose of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the State Industrial Insurance Law, RCW 51. THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS SPECIFICALLY ENTERED INTO PURSUANT TO THE PROVISIONS OF RCW 4.24.115 AND WAS THE SUBJECT OF MUTUAL NEGOTIATION.

C. These indemnifications shall survive the termination of this Agreement.

D. **Contractor shall maintain and keep in force the following insurance policies during the term of this Agreement:**

1. **Commercial General Liability** Insurance, written on ISO occurrence form CG00 01, which shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The TOWN shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the TOWN.

2. **Auto Liability** covering all owned, non-owned, hired and leased vehicles. If necessary, the policy shall be endorsed to provide contractual liability coverage.

3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.

E. A waiver or failure by either party to enforce any provision of this Agreement shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Agreement.

**VII. Conflict of Interest.**

No officer, employee, or agent of the TOWN, nor any member of the immediate family of any such officer, employee, or agent, shall have any personal financial interest, direct or indirect, in this Agreement. The CONTRACTOR shall comply with all federal and state conflict of interest laws, statutes, and regulations. The CONTRACTOR further covenants that, in performance of this Agreement, no person having any such interest shall be employed.

**VIII. Interpretation and Venue.**

**A.** Washington law shall govern the interpretation of this Agreement. Skagit County shall be the venue of any arbitration or lawsuit arising out of this Agreement.

**B.** If one or more of the clauses of this Agreement is found to be unenforceable, illegal, or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.

**C.** This Agreement constitutes the complete and final agreement of the parties and replaces and supersedes all oral and/or written proposals and agreements heretofore made on the subject matter and may be modified only by a writing signed by both parties.

**IX. Changes to Agreement**. The TOWN may, from time to time, require changes in the scope of the service to be performed hereunder. Such changes, including increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Town and the Contractor, shall be incorporated in written amendment to this agreement.

**X. Notices:** Any notices required to be given by the TOWN to the Contractor or by the Contractor to the TOWN shall be in writing and delivered to the parties at the following addresses:

Town Administrator
Town of La Conner
P.O. Box 400
La Conner, WA 98257

Contractor information;
_____
_____
_____

**IN WITNESS WHEREOF** the Town and the Contractor have caused this Agreement to be executed on the dates written below.

APPROVED BY TOWN COUNCIL Month-Day-Year. ____/____/_____

| TOWN OF LA CONNER | Contractor |
| --- | --- |
| _____ | _____ |
| By: Mayor Ramon Hays | By: |
| Date: _____ | Date: _____ |

APPROVED AS TO FORM:

_____

# Exhibit A
# Landscape Maintenance sites and specifications weekly. Mowing

1. Morris St. restrooms:

Weekly mowing . Cost per month

2. Waterfront Park: both sides

Weekly mowing. Cost per month

3. Maple Ave. Park

Weekly mowing. Cost per month

4.Douglas St. and 4th park

Weekly mowing Cost per month

5. Town hall

Weekly mowing Cost per month

6. John Hammer Park: side lawn and hill

Weekly mowing. Cost per month

7. Skate park from benches to out house

Weekly mowing. Cost per month

8. Maple Hall: small area and strip by water front

Weekly mowing. Cost per month

9. Gard rail at end of 3rd. street

Weekly mowing. Cost per month

10. Top of Benton stairs

Weekly mowing. Cost per month

11. Second St. by La Conner Inn 2 spots

Weekly mowing. Cost per month

12. Second and Washington St. both sides

Weekly mowing. Cost per month

13. Hill St. at bottom by Maple Ave.

Weekly mowing. Cost per month

14. S Park ST. both sides

Weekly mowing. Cost per month

# Every Other Week Bed Maintenance.

1. Round About:

Every other week service. This will include weeding, trimming all plants as needed remove all debris and blow off area.

Cost per month.

2. Bulb outs: 6th & Morris 3rd.& Morris 2ed.& Morris 1st. & Morris

Every other week service. This will include weeding, trimming all plants as needed remove all debris and blow off area.

Cost per month.

3. Washington street end: all flower beds

Every other week service. This will include weeding, trimming all plants as needed remove all debris and blow off area.

Cost per month.

4. Morris Restrooms: Flower beds and Hedge between restroom and next door keep stairs and trail clear.

Every other week service. This will include weeding trimming all plants as needed remove all debris.

Cost per month

5. Peace Park: Flower bed , and keep back wall black berry's down
   Every other week service. This will include weeding, trimming all plants as needed, remove all debris and blow off area.
   Cost per month.
6. Benton stairs:
   This will include weeding and, trimming all plants as needed, remove all debris and blow off area.
   Cost per month.
7. Maple Hall all flower beds out front on west side and in back. Trimming all plants and weeding Every other week. Cost per month.
8. Town Hall all flower beds. Trimming all plants and weeding.

Every other week. Cost per week.

# Agreement – Arborist Consulting Services

Urban Forestry Services
BARTLETT CONSULTING
Divisions of The F.A. Bartlett Tree Expert Company

# Proposal to Provide Consulting Services

Date: March 2, 2023

Prepared For: **Town of La Conner**
Public Works
Attn: Brian Lease
604 N Third Street
La Conner, WA 98257
Email: publicworks@townoflaconner.org
Phone: 360-466-3933

Project Details: Pioneer Park and City Trees
ISA Level 1 and 2 Risk Assessment
Forest Health and Management

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**Notice to Client**
Urban Forestry Services | Bartlett Consulting are Divisions of the F.A. Bartlett Tree Expert Company (Bartlett Tree Experts) and prepared this proposal at the owner/client's direction to assist with making tree/shrub management decisions. In addition to the recommended scope of work below, we advise the owner/client to have a qualified arborist inspect the property periodically to assist in identifying potential risks or hazardous conditions related to the trees/shrubs on the property. Doing so will allow the owner/client to make informed decisions about the tree/shrub conditions and the prioritization of future work.

---

**Scope of Work**
Urban Forestry Services | Bartlett Consulting will provide arborist consulting services for La Conner Public Works that will include a risk assessment and evaluation of trees in Pioneer Park. The Pioneer Park risk assessment will consist of an ISA Level 1 Limited Visual Assessment for trees within striking range of visitor facilities such as public restrooms, the gazebo, parking, trails, and outdoor amphitheater. Individual trees identified in the Level 1 assessment with potential structural defects and a medium or high likelihood of impact will be included in an ISA Level 2 Basic Risk Assessment. A written arborist report will identify Level 2 trees in need of management as well as other features of general forest health related to tree failure. Trees in other areas outside the park will be assessed at the request of the Public Works Director.

The complete scope of the assignment is as follows:

1. **Site Visit**
    a. Schedule a site visit by a qualified arborist within 60 days of a signed proposal to inspect the trees of concern.
    b. For Pioneer Park, perform a Level 1 and Level 2 assessment on the trees in the assessment area outlined in Map 1 below. The consequences of a failure and impact will be evaluated to determine the risk associated with a certain tree part for trees in the Level 2 assessment. Basic Level 2 data will include:
        i. Location

ii. Species
iii. Size (DBH, height)
iv. Condition and Viability
v. Risk rating
vi. Photographs to document condition or character
vii. Numbered tag

2. **Arborist Report**:
   a. A general description of the tree stand in the assessment area with features related to tree failure, such as root rot pockets or widespread decline.
   b. Risk assessment methodology and terminology.
   c. A *Tree Assessment Site Plan* showing the location of trees tagged in the Level 2 assessment.
   d. Recommendations for mitigating risk for trees with a higher likelihood of failure and likelihood of impact.
   e. Recommendations for managing the forest health issues observed.

**Map 1.** Approximate area for the Level 1 assessment of Pioneer Park outlined in yellow.

**Fees**

All work described above for **Item 1 and 2** and any additional arborist consulting requested by the Public Works Director shall be performed for a not-to-exceed fee of $7,200. Urban Forestry Services | Bartlett Consulting will invoice the owner/client upon completion of the deliverables. Payment is due upon receipt of the invoice.

**Additional Services and Fees**
Additional work requested by the owner/client, such as additional site visits or report revisions, or attendance at meetings, shall be billed at the following hourly rates:

| | |
|---|---|
| • Managing Consulting Arborist | $195 per hour |
| • Senior Consulting Arborist | $195 per hour |
| • Consulting Arborist | $185 per hour |
| • Field Consulting Arborist | $145 per hour |
| • Administrative Assistant | $70 per hour |
| • Mileage | $0.655 per mile |

**Tree Risk Assessment Methodology**
Urban Forestry Services | Bartlett Consulting applies the methodology defined by the *International Society of Arboriculture* in its *Best Management Practices for Tree Risk Assessment* to identify tree risk ratings.

One important factor that the arborist must consider is the potential injury to a person from a tree failure. To determine an appropriate level of tree or tree part risk, the arborist will consider one of the highest occupancy rate categories for any persons who are deemed to be potential targets of a tree or tree part failure of the tree being assessed, unless the owner/client states otherwise. Also, the highest consequence category is typically assigned whenever a person(s) may be injured from a tree failure. Doing so will potentially result in a higher risk rating of the assessed tree; however, we believe this to be a more prudent method to use when considering the possible injury, the impact of a failed tree or tree part can cause to a person.

If, during the field assessments, the arborist believes that a more involved assessment, such as a Level 2 basic or Level 3 advanced assessment is required, or if the owner/client requests additional assessments, a separate proposal for such additional work will be provided with a cost estimate and must be authorized by the owner/client in writing prior to such services being performed.

Once the field portion of the tree risk assessment is completed, the arborist will prepare a written report for the owner/client, which will provide information to help the owner/client make decisions regarding the management of the tree(s) being assessed.

**Conditions of Proposal**
This offer is valid for 45 days. Unless accepted, our offer will be considered withdrawn after 45 days.

Before entering into this agreement, the owner/client must inform Bartlett Tree Experts of any additional requirements that may affect the work or proposal pricing (such as the owner/client's contractual terms, the owner/client's insurance requirements, or the owner/client's timing requirements of the work). Bartlett Tree Experts reserves the right to terminate the contract, without penalty, and submit a revised proposal and pricing if the owner/client presents additional requirements after they have accepted the original proposal.

Prior to conducting the Level 1 limited visual assessment, the owner/client must recognize that evaluating the potential for tree risk and failure is not an exact science. While many factors will be considered during such an assessment including the extent of any defects, the species of tree, the tree characteristics, and environmental conditions, the owner/client must understand that all trees inherently pose a certain degree of hazard and risk from breakage, failure or other causes and conditions. The purpose of this assessment is to help the owner/client understand which tree or trees appear to possess a higher degree of likelihood or potential for failure based on accepted industry practices; it is not meant to declare any tree to be "safe" or unlikely to be hazardous. As such, the owner/client should not infer that any tree not identified as having an imminent or probable likelihood of failure or not identified with a moderate, high, or extreme overall risk rating is "safe" or will not fail in any manner.

All recommendations made by Bartlett Tree Experts will be based on the defects which are present and detectable at the time of the assessment, and the commonly accepted industry practices for reducing or minimizing the risks associated with the trees. Tree conditions, though, can change, and some hazards may not be present or detectable through the inspection process. As such, Bartlett Tree Experts can make no guarantees or warranties of any kind that all defects will be detected, nor can Bartlett Tree Experts accept any liability in any manner whatsoever for any damage caused by any tree on this property, whether the tree was assessed or not, or whether any recommendations to mitigate risk were followed or not.

In addition, to the fullest extent permitted by law, the owner/client agrees to indemnify and hold harmless Bartlett Tree Experts from any third party lawsuits or claims based on the past, present, or future conditions of the owner/client's trees, or decisions made by the owner/client regarding the trees, or injuries or damages caused by any future tree or tree part failures, which are under the ownership and control of the owner/client, that Bartlett Tree Experts may suffer as the result of any negligent action, inaction, or decisions made by the owner/client regarding the trees.

Risk assessment information is to be considered valid as of the time and date of inspection.

Tree risk assessment definitions are provided with this proposal to assist the owner/client with understanding specific industry vocabulary.

**Notice of Right to Cancel**

You, the owner/client, may cancel this transaction, without penalty or obligation, at any time prior to midnight of the third business day after the date of the acceptance of this proposal. To cancel your acceptance of this proposal within this time, you may notify Urban Forestry Services | Bartlett Consulting, in writing of your intent to do so, referencing the work location and project.

**Need for Future Inspections**

It shall be the responsibility of the owner/client to ensure that a qualified arborist inspects all trees annually, or after any major weather event, to monitor the risk associated with the trees on the aforementioned property.

**Additional Terms**

**After reviewing the *additional information and terms and conditions* provided with this proposal, which becomes part of this agreement, please sign and return a copy**. In the event that the owner/client should issue additional work authorization terms, if agreed upon, such terms will be incorporated into this agreement. In the event that such terms conflict with this agreement, then the terms of this agreement shall govern over any conflicting language. Should you have any questions or need further information, please contact me directly at 360-503-9654.

**Offer**

Urban Forestry Services | Bartlett Consulting will perform the above-referenced service in a safe, professional manner, in accordance with all laws, rules, regulations, and industry standards governing tree care.

Urban Forestry Services | Bartlett Consulting

Representative Signature: 

Date: March 2, 2023

Printed Name: Miles Becker

**Authorization to Proceed**

I hereby authorize Urban Forestry Services | Bartlett Consulting to perform the above services. Unless otherwise agreed upon in writing by Urban Forestry Services | Bartlett Consulting, I agree to make a total payment of the estimated costs and all authorized additional costs upon completion of the work.

Owner/Client's Signature: _____

Date: _____

Printed Name: _____

## Tree Risk Assessment Vocabulary

Tree risk assessment has a unique set of terminology with specific meanings. A complete list of tree risk vocabulary and procedures may be found in the International Society of Arboriculture's (ISA) *Best Management Practice (BMP) for Tree Risk Assessment* or the American National Standards Institute (ANSI) *A300 Tree Risk Assessment Standard*. The following information is provided to assist the owner/client with understanding some of the common industry phrases or language, and some of the procedures and methodologies associated with the industry language used in the proposal and/or report.

### Vocabulary Used Throughout Proposals and Reports

**Inspection interval** is the recommended amount of time between inspections or assessments.

**Occupancy rates** categorize the estimated time a target is physically within a target zone. Occupancy rate is classified as rare, occasional, frequent, or constant.

**Overall risk rating** is the highest individual risk identified for the tree.

**Residual risk** is the estimated level of risk that will remain after the recommended mitigation efforts to reduce the risk have been made. This estimate is provided to help the client understand that some level of risk may still exist and plan appropriately for future risk management.

**Risk** is the likelihood of an event and its consequences.

**Risk rating** for a tree or tree part is the combination of the likelihood of failure, the likelihood of impact, and the consequences.

**Time frame** is the period the assessor uses in which to estimate the likelihood of failure in all categories except the "imminent" category. The use of a time frame is meant solely to help the assessor better determine the portions of the risk analysis which are time dependent. The owner/client should never consider the time frame a "guarantee period" for the risk assessment or that the tree will not fail or is safe within the stated time frame.

**Targets** are people, property, or activities that could be injured, damaged or disrupted by a tree or tree part failure.

**Target occupancy rates** are typically identified based on information obtained from the owner/client prior to conducting the assessment, as well as information gained during the limited time the assessor evaluates the tree and site. Targets, target zones, and occupancy rates may be adjusted based on observations during the assessment.

**Target zones** are the areas where a tree or tree part is likely to land if it were to fail. The target zone(s) is determined in the field at the time of the assessment.

**Trees** can generally be defined as a woody perennial plant with a single trunk, defined crown, and will reach a minimum height of 15 feet at maturity.

**Tree parts** include branches, fruit, and trunks.

**Tree risk** is the likelihood of a tree failure impacting a target and the severity of the consequences.

**Tree risk assessment** is the systematic process used to identify, analyze, and evaluate tree risk. Tree risk assessments are conducted to assist the tree owner or client in better understanding the risk their trees pose so they can make management decisions to reduce or minimize those risks. Tree risk assessments focus on evaluating the structural integrity of the tree crown, branches, trunks, and roots and root collar.

**Tree risk assessors** are trained arborists or qualified professionals with experience in performing tree risk assessments.

## Vocabulary Used to Communicate Occupancy Rates

**Constant** indicates a target is present in the target zone at nearly all times, 24 hours a day, seven days a week.

**Frequent** indicates a target is present in the target zone for a large portion of the day or week.

**Occasional** indicates a target is present in the target zone infrequently or irregularly.

**Rare** indicates a target zone that is not commonly used by people or other mobile/movable targets.

## Vocabulary Used to Communicate the Likelihood of Failure

**Imminent** indicates that failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load.

**Probable** indicates that failure may be expected under normal weather conditions within the specified time frame.

**Possible** indicates that failure could occur, but is unlikely under normal weather conditions within the specified time frame.

**Improbable** indicates that failure is not likely during normal weather conditions, and it may not fail in extreme weather conditions within the specified time frame.

## Vocabulary Used to Communicate the Likelihood of Impacting a Target

**High** indicates that a failed tree or tree part will most likely impact a target.

**Medium** indicates the failed tree or tree part could impact the target but is not expected to do so.

**Low** indicates that the failed tree or tree part is not likely to impact a target.

**Very low** indicates that the likelihood of a failed tree or tree part impacting the specified target is remote.

## Vocabulary Used to Communicate the Likelihood of a Failure Impacting a Target

**Very likely** to impact a target is reached by an imminent likelihood of failure and high likelihood of impact.

**Likely** to impact a target can be reached by an imminent likelihood of failure and medium likelihood of impact; or probable likelihood of failure and high likelihood of impact.
**Somewhat likely** to impact a target can be reached by one of the following combinations; an imminent likelihood of failure and low likelihood of impact; probable likelihood of failure and medium likelihood of impact; or possible likelihood of failure and high likelihood of impact.

**Unlikely** to impact a target can be reached by one of the following combinations; a possible or probable likelihood of failure and low likelihood of impact; possible likelihood of failure and medium likelihood of impact; improbable likelihood of failure with any likelihood of impact rating; or any likelihood of failure rating with very low likelihood of impact.

## Vocabulary Used to Communicate the Consequences of Failure and Impact

**Severe** consequences could involve serious personal injury or death, high-value property damage, or major disruption to important activities.

**Significant** consequences are those that could involve substantial personal injury, property damage of moderate to high value, or considerable disruption of activities.

**Vocabulary Used to Communicate the Consequences of Failure and Impact**

**Minor** consequences are those that are believed will only cause minor personal injury, low-to-moderate-value property damage, or small disruption of activities.

**Negligible** consequences are those that are believed will not result in personal injury, will only involve low-value property damage, or disruptions that can be replaced or repaired.

**Vocabulary Used to Communicate Overall Risk Ratings**

**Extreme** risk applies in situations in which failure is imminent, there is a high likelihood of impacting the target, and the consequences of the failure are severe.

**High** risk situations are those for which consequences are significant and likelihood is very likely or likely; or consequences are severe and likelihood is likely.

**Moderate** risk situations are those for which consequences are minor and likelihood is very likely or likely; or likelihood is somewhat likely and consequences are significant or severe.

**Low** risk situations are those for which consequences are negligible and likelihood is unlikely; or consequences are minor and likelihood is somewhat likely.

## Explanation of Tree Risk Levels

The three levels of tree risk assessment defined in the *ANSI A300 Tree Risk Assessment Standard* are:

I. Level 1: Limited Visual Assessment

This level of assessment provides a visual assessment from a defined perspective (e.g., from the sidewalk, street, or aerial view) of an individual tree or population of trees to assess risk to specified targets from obvious defects or specified conditions.

Level 1 assessments are typically performed to quickly assess large populations of trees or conduct a rapid assessment of an individual tree. The assessor views only one side of the tree while walking on a sidewalk, being unable to access a neighboring property, looking from a slow-moving car, or from above with a drone, helicopter, or airplane.

A Level 1 assessment requires the client to identify the location and/or selection criteria of trees to be assessed. The assessor may:

1. Determine the most efficient route and document the route taken.
2. Assess the tree(s) within the area from the defined perspective (e.g., walk-by or drive-by).
3. Record the location of trees that meet the defined criteria (e.g., significant defects or other conditions of concern).
4. Evaluate the risk (risk rating is optional).
5. Identify trees requiring a higher level of assessment (Level 2 or Level 3) and/or prompt action.
6. Submit risk mitigation recommendations and/or a report.

Limitations: Level 1 assessments are the least thorough means of assessment. They are typically from one perspective, such as a walk-by, a drive-by, or aerial view. This level of assessment is most commonly used to prioritize higher-risk trees within larger groups of trees when there are budgetary, time, or other management constraints. Some defects or conditions will not be visible to the inspector, nor will all conditions visible at all times of the year; therefore, not all higher-risk trees will be accurately identified. In addition, the assessment may not provide enough information to assign a risk rating, make a risk mitigation recommendation, or determine residual risk.

II. Level 2: Basic Assessment

A Level 2 assessment is a detailed visual inspection of a tree and its surrounding site and a synthesis of the information collected. It requires a 360° ground-based inspection around a tree, including the site conditions, visible buttress roots, trunk, branches, and crown.

The Level 2 assessment may include using tools such as binoculars, mallet, or probe at the discretion of the assessor or at the request of the owner/client.

At this level, the assessor may:

1. Locate and identify the tree or trees to be assessed.
2. Determine the targets and target zone for the tree or tree part(s) of concern.
3. Review the site history and conditions, and species failure profile.
4. Assess potential load on the tree and its parts.
5. Assess general tree health.
6. Inspect the tree visually which may include the use of common tools such as binoculars, mallet, probes, and/or shovels, as specified in the Scope of Work.
7. Record observations of site conditions, defects, indicators of internal defects, and response growth.
8. If necessary, recommend a Level 3 advanced assessment.
9. Analyze data to determine the likelihood of failure, likelihood of impact, and consequences of failure to evaluate the degree of risk.
10. Develop mitigation options and estimate residual risk for each option.
11. Recommend a re-inspection interval.
12. Prepare and submit a report.

Limitations: Level 2 assessments only include conditions and defects that can be detected from a ground-based visual inspection on the day of the assessment. Below-ground, internal, or upper-crown conditions, decay, and defects may not be detected.

III. Level 3: Advanced Assessment

A Level 3 assessment is performed to provide detailed information about specific tree parts, defects, targets, or site conditions. These are usually conducted in conjunction with or after a Level 2 assessment with owner/client approval. Specialized equipment, data collection and analysis, and/or expertise are usually required for Level 3 assessments.

At this level, the assessor may:

1. Locate and identify the tree or trees to be assessed.
2. Determine the targets and target zone for the tree or tree part(s) of concern.
3. Review the site history and conditions, and species failure profile.
4. Assess potential load on the tree and its parts.
5. Assess general tree health.
6. Inspect the tree and/or site using advanced techniques as specified in the Scope of Work.
7. Record results from advanced techniques.
8. Analyze data to determine the likelihood of failure, likelihood of impact, and consequences of failure to evaluate the degree of risk.
9. Develop mitigation options and estimate residual risk for each option.
10. Recommend a re-inspection interval.
11. Recommend other advanced assessments, if necessary.
12. Prepare and submit a report.

*Items 1-5 may be included in the associated Level 2 assessment.

**Procedures and Methodologies Often Used For Level 3 Assessments**

Level 3 procedures and methodologies, which are referred to as technologies, may include:

| Procedure | Methodology |
|---|---|
| Aerial inspection and evaluation of structural defects in upper stems and branches | • visual inspection from within the tree crown or from a lift<br>• unmanned aerial vehicle (UAV) photographic inspection |
| Detailed target analysis | • decay testing of branches<br>• property value of anything potentially impacted by tree failure<br>• use and occupancy statistics<br>• potential disruption of activities such as road blockage or an electrical outage |
| Detailed site evaluation | • history evaluation<br>• soil profile inspection to determine root depth<br>• soil mineral and structural testing |
| Decay and wood analysis | • increment boring<br>• drilling with small-diameter bit<br>• resistance-recording drilling<br>• single path sonic (stress) wave<br>• sonic tomography<br>• electrical impedance tomography<br>• radiation (radar, X-ray)<br>• advanced analysis for pathogen identification |
| Health evaluation | • tree ring analysis (in temperate zone trees)<br>• shoot length measurement<br>• detailed health/vigor analysis<br>• starch assessment |
| Root inspection and evaluation | • root and root collar excavation<br>• root decay evaluation<br>• ground-penetrating radar |
| Storm/wind load analysis | • detailed assessment of tree exposure and protection<br>• computer-based estimations according to engineering models<br>• wind reaction monitoring over a defined interval |

| Procedure | Methodology |
|---|---|
| Measuring and assessing the change in trunk lean | • visual documentation<br>• digital level<br>• hand pull |
| Load testing | • measured static pull<br>• measured tree dynamics |

Limitations: Level 3 assessments that include specialized technologies may have uncertainty and require qualified estimations. Exact measures may not be feasible.

**Conclusion**

Regardless of the level of assessment conducted, every assessment is limited to the trees identified in the scope of work, conditions detectable at the time of the assessment, the level of communication with the owner/client, and other conditions that affect the assessor's ability to collect information. Not all defects and conditions are detectable, and not all tree failures can be predictable. Trees are living organisms, and as such, every tree's structural conditions change over time.