



## **TOWN COUNCIL AGENDA**

**August 22, 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](http://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:**

**V. CONSENT AGENDA**

**A. Consent Agenda (Approved without objection 5/0)**

1. Approval of the Minutes: Council Meeting August 8, 2023  
Finance:  
Approval of Accounts Payable  
Approval of Payroll

**VI. REPORTS**

1. Administrator's Report
2. Mayor's Report
3. Council Committee Reports

**VII. UNFINISHED BUSINESS:**

1. Center Street Project – Discussion
2. Jenson Property – Discussion
3. Flood Prevention - Discussion
4. Agreement - Fire Hall Electrical Engineering for HVAC Upgrades (K Engineers, Inc.)
5. Agreement – Maple Hall Electrical Engineering for HVAC Upgrades (K Engineers. Inc.)

**VIII. NEW BUSINESS**

**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/84060133585?pwd=UUkrNy9BSnNUblpNYm9PL0tPQ1FuQT09>

Meeting ID: 840 6013 3585

Passcode: 115405

**One tap mobile**

Meeting ID: 840 6013 3585

Passcode: 115405

Phone Number: 1-253-215-8782

Find your local number: <https://us02web.zoom.us/j/kdzUmlTtO0>

# **Consent Agenda**

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

## ***Town of La Conner***

Town Council Meeting  
August 8, 2023 – 6:00 p.m.

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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, and Public Works Director Lease, Planner Davolio, WWTP Operator Wynn, Fire Chief/Code Enforcement Officer Reinstra and Sgt Holmes of the Sheriff's Department.

**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.**

**Councilmember Chamberlain moved to excuse Councilmembers Taylor and Carlson. Motion seconded by Councilmember Dole. Motion carried 3/0.**

**Councilmember Taylor joined the meeting at 6:01 p.m.**

### **Public Comments:**

Resident Barbara Brunisholz discussed the Center Street Project now named the Talmon Project. She feels the project name was very rude and an impolite gesture of the contractor, toward a longtime resident, Linda Talman.

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the July 24, 2023 Special Meeting and the July 25, 2023 Regular Council Meeting.

Accounts Payable:	Checks	26280 - 26327	\$129,988.44
	Electronic Pmts.	2018137 US Bank Fees	\$496.82
		2018138 Invoice Cloud Fees	\$155.00
		<b>Total Accounts Payable</b>	<b>\$130,640.26</b>
Payroll of August 4, 2023:	Checks 5755 - 5762		\$4,190.21
	AWC Benefit Trust	#2018132	\$13,646.08
	Deferred Comp	#2018133	\$2,281.88
	PERS Retirement	#2018134	\$10,307.26
	Teamsters Benefit	#2018135	\$8,716.00
	Auto Payroll Taxes	#2018136	\$8,175.97
	<u>Payroll Auto Deposit</u>		<u>\$24,706.42</u>
		<b>Total Payroll</b>	<b>\$72,023.82</b>

**Councilmember Chamberlain moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Wohleb. Motion carried 4/0.**

### **Chamber Report:**

Chamber Director Hulst reported the annual Boat and Car Show was well attended. He is currently working on the design phase for the new banners along Morris Street. The intent is to increase the size, but he needs approval from PSE since they are displayed on their light poles. Brew on the Slough is planned for October 14<sup>th</sup> and he has also been working on the Shop Local program and Ladies Night of Shopping.

### **Revenue & Expenditure Reports:**

Mayor Hayes noted the slight increase of Sales Tax and Hotel Motel Taxes continue to increase at 69% for the year. Everything else is stable.

**Planner's Report:**

Planner Davolio shared he received a request from the Center Street Project to schedule a Pre-Construction Meeting. They will be required to show they are in compliance with the required soil removal and infrastructure plans.

**Fire Department/Code Enforcement:**

Discussions involved the mysterious oil leak in the Channel. The source was never confirmed, but it did disappear.

**WWTP:**

Administrator Thomas explained we are currently in the first phase of the WWTP upgrades, selecting an engineering consultant for the analysis. The engineering process will take at least a year for recommendations and assessments, with construction expected to be over the course of many years.

**Mayor's Report:**

Mayor Hayes is in the process of setting up a meeting with the Port, to include one of the Commissioners, to keep involved in their vision. Both the Port and the Town have needs for fire protection, and Public Works needs a new location in the near future.

**Council Committee Reports:**

**Emergency Management Commission:** Councilmember Dole explained Public Works Director Lease provided a list of what is needed for the short-term plans before the next flood season. The costs exceed the available funds of \$163,000 by \$52,000, so the recommendation of the Commission is the first five items on the list totaling \$117,000. He asked for a Council consensus to move forward.

It was questioned if the \$52,000 sandbagger was needed. Public Works Director Lease needs over 8,000 sand bags filled. His crew does not have the time to fill them manually and availability of borrowing a sandbagger is not looking positive.

**It was the Council consensus to move forward, but through the purchasing process involving Council approval.**

Finance Director DeGoede stated these costs will expend out the Flood Fund. She will close the fund and all flood costs will be allocated to the Drainage Fund.

**Parks Commission:**

Councilmember Wohleb noted the new street trees are unfunded, so the Commission is looking at possible donations.

**Jensen Property:**

Mayor Hayes explained there are no set future plans or timelines identified, but eventually there will be a public process involving community input. Also, Administrator Thomas noted this was not identified as a priority in the recent Council strategic plan.

**Tillinghast Drive Tree Removal:**

Public Works Director Lease explained the sidewalks are a tripping hazard from the tree roots. The roots have also made their way into residents' yards. The removal of the trees estimated cost is \$3,000. The Town is not obligated to replace the trees, but we do have to replace the sidewalk at a cost of up to \$3,000. There was supposed to be an association with this neighborhood, but it was never formed, so this has become a Town liability. His recommendation is to remove the trees and replace the sidewalk.

**Councilmember Wohleb moved to approve the removal of the Tillinghast Drive Trees and replacement of the sidewalks. Motion seconded by Councilmember Taylor. Motion carried 3/0 with Councilmember Dole abstaining.**

**Pioneer Park Hazard Tree Removal Bid Recommendation – Eager Beaver Tree Service:**

Public Works Director Lease presented the Eager Beaver bid recommendation of \$43,983. In the bid it was prorated at \$6,750 per day. He has approximately \$9,000 in his budget for this project, so his recommendation is to have them for one day to remove just the priority trees and address the remainder trees in next year's budget.

**Councilmember Chamberlain moved to approve the recommendation of a one-day removal of the priority trees in Pioneer Park by Eager Beaver Tree Service. Motion seconded by Councilmember Dole. Motion carried 4/0.**

**Fire Hall Roof Bid Recommendation:**

Public Works Director Lease explained, due to a solar grant and the possible construction grant for the roof, he recommends rejecting all bids.

**Councilmember Dole moved to approve to reject all bids for the Fire Hall Roof Project. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.**

**Ordinance No. 1229 – Amending Chapter 15.070 of the La Conner Municipal Code:**

Administrator Thomas explained this is to update our codes for compliance of State Law on utility shutoffs during heat advisories.

**Councilmember Wohleb moved to approve Ordinance 1229, amending Chapter 15.070 of the La Conner Municipal Code. Motion seconded by Councilmember Taylor. Motion carried 4/0.**

**Mayor Roundtable:**

Discussions included landscape businesses working under the table in Town and the success of Councilmember Wohleb obtaining a solar feasibility grant for the Fire Hall, with the probability of a Phase II construction grant.

**There being no further business the meeting ended at 6:54 p.m.**

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Maria DeGoede, Finance Director

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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 August 22, 2023 have been received and that;

Checks Numbered:	26328 - 26365	\$212,536.25
Auto Payments:	2018139 – Excise Tax	\$9,604.52

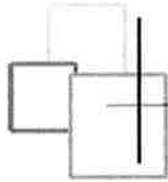
Are approved for a total payment of \$222,140.77 this 22<sup>nd</sup> day of August 2023.

  
\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember



# Voucher Directory

Fiscal : 2023 - August  
Council Date : 2023 - August - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>A-1 Mobile Lock &amp; Key</b>					
	<b>26328</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 183338</b>			
			<b>Rekey Cylinder</b>		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$16.29
		<b>Total Invoice - 183338</b>			<b>\$16.29</b>
		<b>Invoice - 82899</b>			
			<b>Door Lock Repair Supplies</b>		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$42.35
		<b>Total Invoice - 82899</b>			<b>\$42.35</b>
		<b>Invoice - 84822</b>			
			<b>Bulk Schia/Yale Key and Lock</b>		
			409-000-535-80-31-00	Office & Operating Supplies	\$43.44
		<b>Total Invoice - 84822</b>			<b>\$43.44</b>
	<b>Total 26328</b>				<b>\$102.08</b>
<b>Total A-1 Mobile Lock &amp; Key</b>					<b>\$102.08</b>
<b>Andrea's House Cleaning Services</b>					
	<b>26329</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 4052</b>			
			<b>Town Hall/Sheriff Cleaning</b>		
			001-000-518-30-48-01	Building Repair & Maintenance	\$350.00
		<b>Total Invoice - 4052</b>			<b>\$350.00</b>
	<b>Total 26329</b>				<b>\$350.00</b>
<b>Total Andrea's House Cleaning Services</b>					<b>\$350.00</b>
<b>APSCO, Inc.</b>					
	<b>26330</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 23690</b>			
			<b>Sleeve Shaft</b>		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$738.47
		<b>Total Invoice - 23690</b>			<b>\$738.47</b>

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 23707</b>			
			<b>Backplate RU Sleeve Shaft</b>		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$3,791.21
		<b>Total Invoice - 23707</b>			<b>\$3,791.21</b>
	<b>Total 26330</b>				<b>\$4,529.68</b>
<b>Total APSCO, Inc.</b>					<b>\$4,529.68</b>
<b>Badger Meter, Inc.</b>					
	<b>26331</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 80132744</b>			
			<b>Meter Hosting Svc./Maint.</b>		
			401-000-534-80-41-00	Professional Services	\$48.80
				Hosting Serv Unit	
		<b>Total Invoice - 80132744</b>			<b>\$48.80</b>
	<b>Total 26331</b>				<b>\$48.80</b>
<b>Total Badger Meter, Inc.</b>					<b>\$48.80</b>
<b>Berk Consulting</b>					
	<b>26332</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 10808-07-23</b>			
			<b>Council Retreat Facilitators</b>		
			001-000-511-60-49-02	Council Training & Meetings	\$7,366.25
		<b>Total Invoice - 10808-07-23</b>			<b>\$7,366.25</b>
	<b>Total 26332</b>				<b>\$7,366.25</b>
<b>Total Berk Consulting</b>					<b>\$7,366.25</b>
<b>Byrn, Roger</b>					
	<b>26333</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 992018</b>			
			<b>July 2023 Fire Hall Cleaning</b>		
			001-000-522-20-48-01	Building Repair & Maintenance	\$250.00
		<b>Total Invoice - 992018</b>			<b>\$250.00</b>
	<b>Total 26333</b>				<b>\$250.00</b>
<b>Total Byrn, Roger</b>					<b>\$250.00</b>
<b>City of Anacortes</b>					
	<b>26334</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - CityofAnacortes7/2023</b>			
			<b>July 2023 Water Charges</b>		
			401-000-534-80-33-00	Purchase of Wholesale Water	\$36,274.00
				Water sales	
		<b>Total Invoice - CityofAnacortes7/2023</b>			<b>\$36,274.00</b>
	<b>Total 26334</b>				<b>\$36,274.00</b>
<b>Total City of Anacortes</b>					<b>\$36,274.00</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Crystal Springs</b>	<b>26335</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 5383122 080923</b>			
			<b>Distilled Water/Water</b>		
			001-000-518-30-47-00	Public Utility Services	\$90.38
			409-000-535-80-31-02	Lab Supplies	\$73.56
				WWTP Distilled Water	
		<b>Total Invoice - 5383122 080923</b>			<b>\$163.94</b>
	<b>Total 26335</b>				<b>\$163.94</b>
<b>Total Crystal Springs</b>					<b>\$163.94</b>
<b>David Evans &amp; Associates Inc.</b>	<b>26336</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 542292</b>			
			<b>Water/Sewer/Storm Drain/Transportation General Engineering</b>		
			005-000-543-10-41-00	Professional Services	\$4,151.60
			401-000-534-80-41-00	Professional Services	\$239.41
			403-000-531-38-41-00	Professional Services	\$10,674.40
			409-000-535-80-41-04	Engineering	\$706.80
		<b>Total Invoice - 542292</b>			<b>\$15,772.21</b>
		<b>Invoice - 542293</b>			
			<b>Water System Plan</b>		
			401-000-594-34-64-02	Capital Projects	\$5,543.32
		<b>Total Invoice - 542293</b>			<b>\$5,543.32</b>
		<b>Invoice - 542294</b>			
			<b>Snapdragon Flats DE</b>		
			005-000-552-30-41-02	DE Engineering Fees	\$546.88
			401-000-534-80-41-02	DE Engineer Fees	\$546.89
			403-000-531-38-41-05	DE Engineering Fees	\$546.89
			409-000-535-80-41-08	DE Engineering Fees	\$546.89
		<b>Total Invoice - 542294</b>			<b>\$2,187.55</b>
		<b>Invoice - 542740</b>			
			<b>Center Street (Talmon) DE</b>		
			005-000-552-30-41-02	DE Engineering Fees	\$469.00
			401-000-534-80-41-02	DE Engineer Fees	\$469.00
			403-000-531-38-41-05	DE Engineering Fees	\$469.00
			409-000-535-80-41-08	DE Engineering Fees	\$469.01
		<b>Total Invoice - 542740</b>			<b>\$1,876.01</b>
	<b>Total 26336</b>				<b>\$25,379.09</b>
<b>Total David Evans &amp; Associates Inc.</b>					<b>\$25,379.09</b>

Vendor	Number	Reference	Account Number	Description	Amount
DeGoede, Maria	26337			2023 - August - 2nd Council Meeting	
		Invoice - DeGoede	AWCMilReimb2023		
			Reimb Mileage to AWC Conf.		
			001-000-514-23-43-00	Travel	\$181.56
		Total Invoice - DeGoede	AWCMilReimb2023		\$181.56
	Total 26337				\$181.56
Total DeGoede, Maria					\$181.56
Edge Analytical	26338			2023 - August - 2nd Council Meeting	
		Invoice - 23-21486			
			Compost Testing		
			412-000-554-90-48-05	Compost Testing/Materials	\$1,335.00
				Compost Testing Biosolids	
		Total Invoice - 23-21486			\$1,335.00
		Invoice - 23-22759			
			Water Tower Testing		
			401-000-534-80-41-00	Professional Services	\$346.00
				Water Testing Samples	
		Total Invoice - 23-22759			\$346.00
		Invoice - 23-22768			
			Heterotrophic Plate Count		
			401-000-534-80-41-00	Professional Services	\$58.00
				Water Testing Samples	
		Total Invoice - 23-22768			\$58.00
		Invoice - 23-23001			
			Effluent & Influent Testing		
			409-000-535-80-48-05	Materials/Testing	\$372.00
				Sewer Testing	
		Total Invoice - 23-23001			\$372.00
	Total 26338				\$2,111.00
Total Edge Analytical					\$2,111.00
Environmental Resource Associates	26339			2023 - August - 2nd Council Meeting	
		Invoice - 050619			
			Demand		
			409-000-535-80-31-02	Lab Supplies	\$181.46
		Total Invoice - 050619			\$181.46
	Total 26339				\$181.46
Total Environmental Resource Associates					\$181.46

Vendor	Number	Reference	Account Number	Description	Amount
<b>Frontline Cleaning Services</b>					
	<b>26340</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 34903</b>			
			<b>Public Restroom Cleaning</b>		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,480.00
		<b>Total Invoice - 34903</b>			<b>\$2,480.00</b>
	<b>Total 26340</b>				<b>\$2,480.00</b>
<b>Total Frontline Cleaning Services</b>					<b>\$2,480.00</b>
<b>Grainger</b>					
	<b>26341</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 9311024054</b>			
			<b>Landscape Rake</b>		
			412-000-554-90-48-05	Compost Testing/Materials	\$106.37
		<b>Total Invoice - 9311024054</b>			<b>\$106.37</b>
		<b>Invoice - 9719074552</b>			
			<b>TP &amp; Paper Towels</b>		
			409-000-535-80-31-02	Lab Supplies	\$178.30
		<b>Total Invoice - 9719074552</b>			<b>\$178.30</b>
		<b>Invoice - 9788804392</b>			
			<b>Screens</b>		
			409-000-535-80-31-00	Office & Operating Supplies	\$31.56
		<b>Total Invoice - 9788804392</b>			<b>\$31.56</b>
		<b>Invoice - 9793455941</b>			
			<b>Insect Control</b>		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$74.15
		<b>Total Invoice - 9793455941</b>			<b>\$74.15</b>
	<b>Total 26341</b>				<b>\$390.38</b>
<b>Total Grainger</b>					<b>\$390.38</b>
<b>H.D. Fowler Company</b>					
	<b>26342</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - 16472550</b>			
			<b>Backflow Device for Town Hall Boiler</b>		
			001-000-518-30-48-01	Building Repair & Maintenance	\$404.76
		<b>Total Invoice - 16472550</b>			<b>\$404.76</b>
	<b>Total 26342</b>				<b>\$404.76</b>
<b>Total H.D. Fowler Company</b>					<b>\$404.76</b>

Vendor	Number	Reference	Account Number	Description	Amount
HD Supply Facilities Maint.	26343			2023 - August - 2nd Council Meeting	
		Invoice - 9217223127			
		Insect Control			
		002-000-576-80-48-01		Building Repair & Maintenance	\$149.89
		Total Invoice - 9217223127			\$149.89
	Total 26343				\$149.89
Total HD Supply Facilities Maint.					\$149.89
Iconix Waterworks (US) Inc.	26344			2023 - August - 2nd Council Meeting	
		Invoice - U2316032675			
		1 1/4 PVC Conduit			
		412-000-554-90-48-05		Compost Testing/Materials	\$973.06
		Total Invoice - U2316032675			\$973.06
	Total 26344				\$973.06
Total Iconix Waterworks (US) Inc.					\$973.06
Isomedia.com	26345			2023 - August - 2nd Council Meeting	
		Invoice - 22387-19914			
		WWTP DSL			
		409-000-535-80-42-00		Communications	\$65.94
		Total Invoice - 22387-19914			\$65.94
	Total 26345				\$65.94
Total Isomedia.com					\$65.94
L.N. Curtis & Sons	26346			2023 - August - 2nd Council Meeting	
		Invoice - INV729506			
		Q-Rench Folding Multi-function Spanner Wrench			
		001-000-522-20-35-00		Small Tools & Equipment	\$472.91
		Total Invoice - INV729506			\$472.91
		Invoice - INV731918			
		Thermal Imager, Adapter and Extension Strap			
		001-000-522-20-35-00		Small Tools & Equipment	\$3,883.35
		Total Invoice - INV731918			\$3,883.35
	Total 26346				\$4,356.26
Total L.N. Curtis & Sons					\$4,356.26

Vendor	Number	Reference	Account Number	Description	Amount
<b>La Conner Weekly News</b>					
	26347			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 9227			
			Notice of Application - Snap Dragon Flats		
			001-000-558-60-44-00	Advertising	\$145.50
		Total Invoice - 9227			<b>\$145.50</b>
	Total 26347				<b>\$145.50</b>
<b>Total La Conner Weekly News</b>					<b>\$145.50</b>
<b>Napa Auto Parts</b>					
	26348			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 1438-532944			
			Ultra Duty Grease		
			412-000-554-90-48-06	Compost Machinery/Equip	\$167.03
		Total Invoice - 1438-532944			<b>\$167.03</b>
		Invoice - 1438-533020			
			Hose Clamp		
			401-000-534-80-48-03	System Repair & Maintenance	\$4.43
		Total Invoice - 1438-533020			<b>\$4.43</b>
		Invoice - 1438-533021			
			Hose Clamp		
			401-000-534-80-48-03	System Repair & Maintenance	\$4.43
		Total Invoice - 1438-533021			<b>\$4.43</b>
		Invoice - 1438-533160			
			2.5 DEF		
			412-000-554-90-48-06	Compost Machinery/Equip	\$54.78
		Total Invoice - 1438-533160			<b>\$54.78</b>
		Invoice - 1438-533356			
			Hex Bit Sockets		
			412-000-554-90-48-06	Compost Machinery/Equip	\$15.89
		Total Invoice - 1438-533356			<b>\$15.89</b>
		Invoice - 1438-533530			
			Gauge		
			403-000-531-38-48-03	System Repair & Maintenance	\$33.08
		Total Invoice - 1438-533530			<b>\$33.08</b>
	Total 26348				<b>\$279.64</b>
<b>Total Napa Auto Parts</b>					<b>\$279.64</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>North Central Laboratory</b>					
	26349			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 490772			
			<b>M-FC Broth</b>		
			409-000-535-80-31-02	Lab Supplies	\$239.55
		<b>Total Invoice - 490772</b>			<b>\$239.55</b>
	<b>Total 26349</b>				<b>\$239.55</b>
<b>Total North Central Laboratory</b>					<b>\$239.55</b>
<b>North Hills Resources</b>					
	26350			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 36765			
			<b>Pile Grinding</b>		
			412-000-554-90-41-07	Pile Grinding	\$10,968.60
		<b>Total Invoice - 36765</b>			<b>\$10,968.60</b>
	<b>Total 26350</b>				<b>\$10,968.60</b>
<b>Total North Hills Resources</b>					<b>\$10,968.60</b>
<b>Pape' Machinery Exchange</b>					
	26351			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 2429508			
			<b>Frontloader AC Repair</b>		
			412-000-554-90-48-06	Compost Machinery/Equip	\$3,063.29
		<b>Total Invoice - 2429508</b>			<b>\$3,063.29</b>
	<b>Total 26351</b>				<b>\$3,063.29</b>
<b>Total Pape' Machinery Exchange</b>					<b>\$3,063.29</b>
<b>Pitney Bowes Global Finance Services LLC</b>					
	26352			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 3317820090			
			<b>Postage Meter Lease</b>		
			001-000-518-30-40-00	Lease Agreement Tax	\$7.33
			Tax Split		
			001-000-591-31-70-00	Rents & Leases - Capital	\$113.94
			Qtrly postage meter lease		
			401-000-534-80-40-00	Lease Agreement Tax	\$7.33
			Tax Split		
			401-000-591-31-70-00	Rents & Leases - Capital	\$113.93
			Lease Split		
			403-000-531-38-40-00	Lease Agreement Tax	\$7.33
			Tax Split		
			403-000-591-31-70-01	Rents & Leases - Capital	\$113.93
			Lease Split		
			409-000-535-80-40-00	Lease Agreement Tax	\$7.33
			Tax Split		

Vendor	Number	Reference	Account Number	Description	Amount	
			409-000-591-31-70-00	Rents & Leases - Capital	\$113.93	
				Lease Split		
		Total Invoice - 3317820090				\$485.05
	Total 26352					\$485.05
Total Pitney Bowes Global Finance Services LLC					\$485.05	
Port of Skagit Co.						
26353				2023 - August - 2nd Council Meeting		
		Invoice - POSAug2023 PWLease				
		Public Works Lease				
			002-000-576-80-45-00	Rents & Leases - Short Term	\$244.60	
				10% PW Lease		
			003-000-575-50-48-06	Rents & Leases Short Term	\$244.60	
				10% PW Lease		
			005-000-542-65-49-03	Rentals/Leases - Short Term	\$244.60	
				10% PW Lease		
			401-000-534-80-45-00	Rents & Leases - Short Term	\$978.39	
				40% PW Lease		
			403-000-531-38-45-00	Rents & Leases - Short Term	\$733.80	
				30% PW Lease		
		Total Invoice - POSAug2023 PWLease				\$2,445.99
	Total 26353					\$2,445.99
Total Port of Skagit Co.					\$2,445.99	
Puget Sound Energy						
26354				2023 - August - 2nd Council Meeting		
		Invoice - PSEAug2023				
		Utility - Electric				
			001-000-518-30-47-00	Public Utility Services	\$156.54	
				204 Douglas St -Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$329.64	
				12142 Chilberg - Fire Dept		
			002-000-576-80-47-00	Public Utility Services	\$183.56	
				100 Washington Ave Light- St End Park		
			002-000-576-80-47-00	Public Utility Services	\$17.38	
				100 Morris - Gilkey Square		
			002-000-576-80-47-00	Public Utility Services	\$33.70	
				1339 Conner Way Lights - Pioneer Park Lights		
			002-000-576-80-47-00	Public Utility Services	\$34.90	
				1339 Connor Way - Pioneer Park Gazebo		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$10.85	
				104 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$20.02	
				622 S 2nd Street - Garden Club		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$32.36	
				304 Morris St -Public Restroom		

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$50.87
			613 1st Street - Public Restroom		
			005-000-542-63-47-00	Public Utility Services	\$14.64
			12100 Chilberg - Flag pole/Monument lights		
			005-000-542-63-47-00	Public Utility Services	\$556.99
			125 1st Street LC Post Office #300000002505		
			005-000-542-63-47-00	Public Utility Services	\$297.84
			1st Street Lights #220005384221		
			005-000-542-63-47-00	Public Utility Services	\$95.14
			Area Lights Acct #200011509383		
			005-000-542-63-47-00	Public Utility Services	\$37.43
			3rd & Douglas		
			005-000-542-63-47-00	Public Utility Services	\$798.67
			Street lights Acct #300000001705		
			401-000-534-80-47-00	Public Utility Services	\$250.06
			604 N 3rd Street - PW Shop-300000002695		
			401-000-534-80-47-00	Public Utility Services	\$13.26
			1200 S 4th St - Water Tank		
			403-000-531-38-47-00	Public Utility Service	\$80.39
			213 Caledonia - Drainage Pump		
			403-000-531-38-47-00	Public Utility Service	\$10.97
			1340 Connor Way - Water Shack		
			403-000-531-38-47-00	Public Utility Service	\$3.06
			102 S 6th St - Drainage Pump		
			409-000-535-80-47-00	Public Utility Services	\$23.19
			622 1st Street - Sewage Vault		
			409-000-535-80-47-00	Public Utility Services	\$10.21
			12154 Chilberg - WWTP Fuel Station		
			409-000-535-80-47-00	Public Utility Services	\$36.15
			602 N 3rd Street - Pump		
			409-000-535-80-47-00	Public Utility Services	\$3,763.46
			12154 Chilberg Rd WWTP		
		<b>Total Invoice - PSEAug2023</b>			<b>\$6,861.28</b>
	<b>Total 26354</b>				<b>\$6,861.28</b>
<b>Total Puget Sound Energy</b>					<b>\$6,861.28</b>
<b>Sherwin Williams Co.</b>					
<b>26355</b>					
		<b>2023 - August - 2nd Council Meeting</b>			
		<b>Invoice - SherWil73123</b>			
		<b>Painting Supplies</b>			
		005-000-542-64-35-00	Small Tools & Equipment		\$72.80
		<b>Total Invoice - SherWil73123</b>			<b>\$72.80</b>
	<b>Total 26355</b>				<b>\$72.80</b>
<b>Total Sherwin Williams Co.</b>					<b>\$72.80</b>



Vendor	Number	Reference	Account Number	Description	Amount
Skagit County Auditor	26356			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - VR-2023-1-06			
			1st Half Voter Registration		
			001-000-514-90-40-00	Voter Registration Costs	\$1,377.58
		<b>Total Invoice - VR-2023-1-06</b>			<b>\$1,377.58</b>
<b>Total 26356</b>					<b>\$1,377.58</b>
<b>Total Skagit County Auditor</b>					<b>\$1,377.58</b>
Skagit County Sheriff Office	26357			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 3570			
			Policing Services		
			001-000-521-20-41-00	Professional Services	\$84,636.75
				Skagit Co Sheriff contract	
		<b>Total Invoice - 3570</b>			<b>\$84,636.75</b>
<b>Total 26357</b>					<b>\$84,636.75</b>
<b>Total Skagit County Sheriff Office</b>					<b>\$84,636.75</b>
Skagit River Poetry Foundation	26358			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - SkRivPoetryPPDepRef8/13/23			
			Skagit River Poetry Pioneer Park Dep Ref 8/13/23		
			002-000-582-10-00-00	Park Deposit Refund	\$200.00
		<b>Total Invoice - SkRivPoetryPPDepRef8/13/23</b>			<b>\$200.00</b>
<b>Total 26358</b>					<b>\$200.00</b>
<b>Total Skagit River Poetry Foundation</b>					<b>\$200.00</b>
Tillinghast Postal	26359			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - 119930			
			Business Cards - Administrator		
			001-000-513-10-35-00	Admin Small Tools & Equipment	\$32.54
		<b>Total Invoice - 119930</b>			<b>\$32.54</b>
<b>Total 26359</b>					<b>\$32.54</b>
<b>Total Tillinghast Postal</b>					<b>\$32.54</b>
Town of La Conner	26360			<b>2023 - August - 2nd Council Meeting</b>	
		Invoice - C 08-2023			
			August 2023 Sewer Svc. Charges		
			412-000-554-90-47-00	Sewer Service Charge	\$10,833.34
		<b>Total Invoice - C 08-2023</b>			<b>\$10,833.34</b>

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - S 08-2023			
		August 2023 Sludge Disposal Costs			
			409-000-535-80-47-02	Sludge Disposal	\$2,500.00
		Total Invoice - S 08-2023			
					\$2,500.00
	Total 26360				\$13,333.34
Total Town of La Conner					\$13,333.34
USA Bluebook					
	26361			2023 - August - 2nd Council Meeting	
		Invoice - INV00090700			
		LMI Repair Kit			
			409-000-535-80-48-05	Materials/Testing	\$250.91
			412-000-554-90-48-05	Compost Testing/Materials	\$250.92
		Total Invoice - INV00090700			
					\$501.83
	Total 26361				\$501.83
Total USA Bluebook					\$501.83
Verizon Wireless					
	26362			2023 - August - 2nd Council Meeting	
		Invoice - 99411403997			
		Cell Phones			
			001-000-513-10-42-00	Mayor's Communications	\$52.96
			Mayor		
			001-000-521-70-42-00	Communications-Code Enf	\$26.48
			Code Enforcement 1/2 Fire Chief		
			001-000-522-20-42-00	Communications	\$66.49
			Fire Dept. 1/2 Split CEF/40.01 Radio		
			001-000-575-50-42-00	Senior Center Communications	\$52.96
			Senior Center		
			401-000-534-80-42-00	Communications	\$479.54
			Public Works		
		Total Invoice - 99411403997			
					\$678.43
	Total 26362				\$678.43
Total Verizon Wireless					\$678.43
WA State DOR - Excise Tax					
	2018139			2023 - August - 2nd Council Meeting	
		Invoice - DORExciseTaxJuly2023			
		July 2023 Excise Tax			
			401-000-534-80-49-03	Excise Taxes	\$5,617.76
			403-000-531-38-49-03	Excise Taxes	\$466.73
			409-000-535-80-49-01	Excise Taxes	\$1,337.18
			412-000-554-90-49-01	Compost Sales Tax	\$438.06


Vendor	Number	Reference	Account Number	Description	Amount
			412-000-554-90-49-02	Excise Taxes	\$1,744.79
		<b>Total Invoice - DORExciseTaxJuly2023</b>			<b>\$9,604.52</b>
	<b>Total 2018139</b>				<b>\$9,604.52</b>
	<b>Total WA State DOR - Excise Tax</b>				<b>\$9,604.52</b>
<b>WA Water Trails Association</b>					
	<b>26363</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - WaWatTrPPDepRef8/6/23</b>			
		<b>WA WaterTrails Pioneer Park Dep Ref 8/6/23</b>			
		002-000-582-10-00-00		Park Deposit Refund	\$100.00
		<b>Total Invoice - WaWatTrPPDepRef8/6/23</b>			<b>\$100.00</b>
	<b>Total 26363</b>				<b>\$100.00</b>
	<b>Total WA Water Trails Association</b>				<b>\$100.00</b>
<b>Walser Farms</b>					
	<b>26364</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - WalserHydrantDepRef</b>			
		<b>Water Hydrant Dep Refund</b>			
		401-000-582-10-00-00		Hydrant Meter Dep Refund	\$100.00
		<b>Total Invoice - WalserHydrantDepRef</b>			<b>\$100.00</b>
	<b>Total 26364</b>				<b>\$100.00</b>
	<b>Total Walser Farms</b>				<b>\$100.00</b>
<b>Wave Broadband</b>					
	<b>26365</b>			<b>2023 - August - 2nd Council Meeting</b>	
		<b>Invoice - WaveAug2023</b>			
		001-000-518-30-42-00		Communications	\$347.48
				TH Internet & phones	
		001-000-522-20-42-00		Communications	\$152.70
				Fire Dept	
		003-000-575-50-42-01		Communications-MH/MC	\$227.94
				MH/MC Internet & phones	
		401-000-534-80-42-00		Communications	\$324.61
				PW Office Internet & phones - 604 3rd N	
		403-000-531-38-47-00		Public Utility Service	\$0.00
				102 S 6th Street Pump Station	
		409-000-535-80-42-00		Communications	\$20.63
				WWTP Marina Lift Station	
		409-000-535-80-42-00		Communications	\$182.57

Vendor	Number	Reference	Account Number	Description	Amount
			WWTP		
		Total Invoice - WaveAug2023			\$1,255.93
	Total 26365				\$1,255.93
	Total Wave Broadband				\$1,255.93
Grand Total		Vendor Count	39		\$222,140.77



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **August 1, 2023** through **August 15, 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:

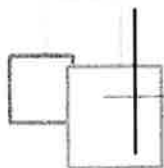
Payroll checks numbered 5763 through 5769	\$3,938.39
Auto Payroll Taxes #2018140	\$7,862.25
Payroll auto deposit	<u>\$23,278.86</u>
	\$35,079.50

are approved for a total payment of \$35,079.50 this 22<sup>nd</sup> day of August 2023.

\_\_\_\_\_  
Councilmember – Finance Committee

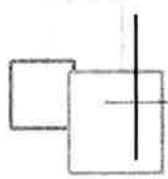
\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember



# Register

Number	Name	Fiscal Description	Cleared	Amount
<u>5763</u>	Dept of Labor & Industry	2023 - August - 2nd Council Meeting		\$2,757.51
<u>5764</u>	Employment Security	2023 - August - 2nd Council Meeting		\$100.31
<u>5765</u>	Employment Security Dept. Paid Family & Medical Leave	2023 - August - 2nd Council Meeting		\$194.63
<u>5766</u>	North Coast Credit Union	2023 - August - 2nd Council Meeting		\$150.00
<u>5767</u>	Teamsters Local No. 231	2023 - August - 2nd Council Meeting		\$159.00
<u>5768</u>	Wa Cares Act LTC	2023 - August - 2nd Council Meeting		\$106.84
<u>5769</u>	Washington State Support Registry	2023 - August - 2nd Council Meeting		\$470.10
<u>2018140</u>	Washington Federal	2023 - August - 2nd Council Meeting		\$7,862.25
<u>Direct Deposit Run -</u> <u>8/16/2023</u>	Payroll Vendor	2023 - August - 2nd Council Meeting		\$23,278.86
				<b>\$35,079.50</b>



## Register Activity

Vendor	Reference	Posting Reference	Detailed Amount
<b>Direct Deposit Run - 8/16/2023</b>	<b>Payroll Vendor</b>	<b>2023 - August - 2nd Council Meeting</b>	<b>\$23,278.86</b>
Eills, Ajah G	ACH Pay - 6560	Posting Run - 8/16/2023 8:44:21 AM	\$1,670.54
Hillard, Margaret A	ACH Pay - 6561	Posting Run - 8/16/2023 8:44:21 AM	\$560.19
Kerley-DeGoede, Maria A	ACH Pay - 6562	Posting Run - 8/16/2023 8:44:21 AM	\$2,176.61
Lease, Brian	ACH Pay - 6563	Posting Run - 8/16/2023 8:44:21 AM	\$2,912.84
Lovejoy, Lynne	ACH Pay - 6564	Posting Run - 8/16/2023 8:44:21 AM	\$682.33
Moore, Andrea L	ACH Pay - 6565	Posting Run - 8/16/2023 8:44:21 AM	\$1,735.84
Palaniuk, Kevin R	ACH Pay - 6566	Posting Run - 8/16/2023 8:44:21 AM	\$2,164.09
Park, Todd W	ACH Pay - 6567	Posting Run - 8/16/2023 8:44:21 AM	\$2,142.49
Pena-Ayon, Manuel A	ACH Pay - 6568	Posting Run - 8/16/2023 8:44:21 AM	\$1,041.64
Reinstra, Aaron M.	ACH Pay - 6569	Posting Run - 8/16/2023 8:44:21 AM	\$1,832.07
Sherman, Albert R	ACH Pay - 6570	Posting Run - 8/16/2023 8:44:21 AM	\$2,149.31
Smith, Christopher	ACH Pay - 6571	Posting Run - 8/16/2023 8:44:21 AM	\$1,325.80
Thomas, Scott G	ACH Pay - 6572	Posting Run - 8/16/2023 8:44:21 AM	\$2,885.11
			<b>\$23,278.86</b>

# Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Flood Prevention – Discussion**
- 4) Agreement – Fire Hall Electrical Engineering for HVAC Upgrades (K Engineers, Inc.)**
- 5) Agreement – Maple Hall Electrical Engineering for HVAC Upgrades (K Engineers, Inc.)**



## **Flood Prevention – Discussion**



## *Town of La Conner*

Date: August 16, 2023

To: Mayor and Town Council

From: Scott G. Thomas, Town Administrator

Subject: Flood Preparation

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The Emergency Management Commission has reviewed a preliminary plan to mitigate the risk of flooding from the Swinomish Channel, and has recommended that the Town enact these measures this fall. As you will recall the Town experienced significant flooding in December, 2022 during what later came to be determined to be a 1% chance event (AKA as a 100 year flood, which is defined to be an event that has a 1% chance of occurring in any given year.) A survey performed earlier this year shows that there are low areas adjacent to the Swinomish channel, extending northward of the Calico Cupboard and southward of the general vicinity of the Washington Street end. From these two locations, seawater flowed east and flooded several homes and businesses. To minimize the risk of such an occurrence again, Brian Lease has developed a plan to install ecology blocks along the south flood route, and sandbags along the northern route. As illustrated in the attached diagrams, the flood barriers would be installed on private property as well as the public right-of-way.

There are several considerations that will be discussed in more detail at the council meeting. First, the Emergency Management Commission selected a barrier height that is thought to be adequate to mitigate a flood of the type recently experienced. Floods of a greater height can and do occur, and so it can not be assumed that the flood barriers proposed will be adequate (although we do think that the proposed height will withstand a 1% flood.)

Second, we have not yet spoken to all property owners. Some owners may decide that they do not wish to see the Town enter their property to erect a barrier.

Third, potentially problematic tide heights will occur starting in October. Our proposal is to erect these barriers by October 1.

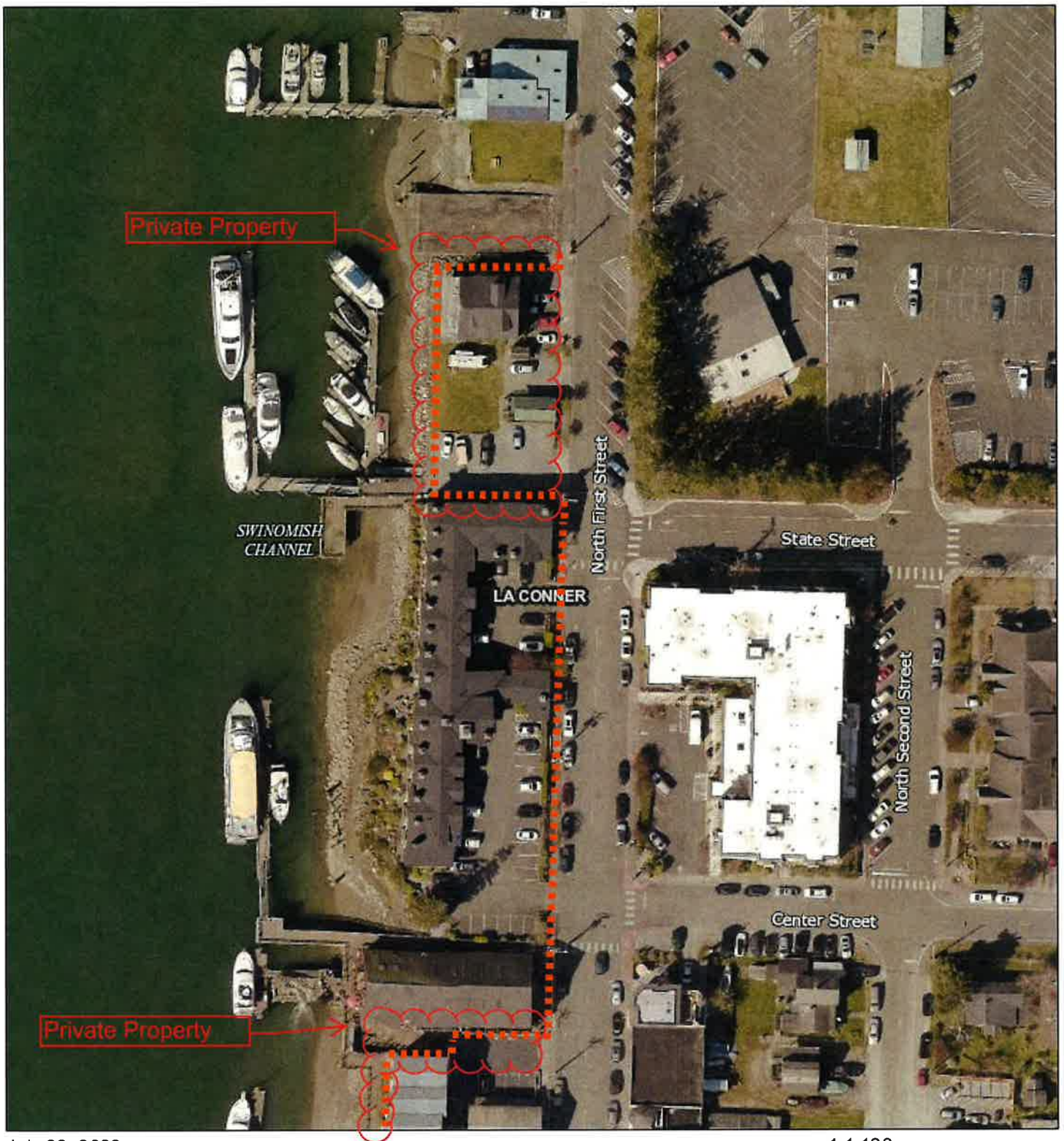
Fourth, there are several structures that simply can not be protected. These structures are primarily built over the water. There can be no assumptions that these structures will not flood.

Fifth, these flood barriers will be up during the holiday shopping season.

Sixth, these barriers reflect a considerable investment in terms of the costs to buy the necessary materials and equipment, and the staff hours needed to erect and maintain the barriers during the winter months.

Finally, these barriers are not a solution – instead, they are temporary measures that will hopefully protect the Town, its residents and businesses.

Once the Town Council provides direction to staff, we will reach out to the Chamber and to individual property owners to explain the proposal and obtain any required agreement or permission.



July 26, 2023

1:1,128

### Legend

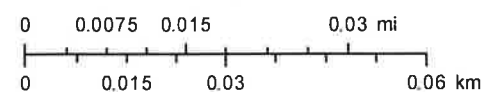
County Boundary

City Names

Road Labels

Hydro Labels

Regional Labels



**Data Accuracy Warning:** All GIS data was created from available public records and existing map sources. Map features have been adjusted to achieve a best-fit registration. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. Map discrepancies can be as great as 300 feet.





July 26, 2023

1:1,128

### Legend

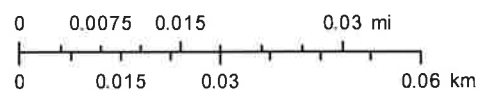
County Boundary

City Names

Road Labels

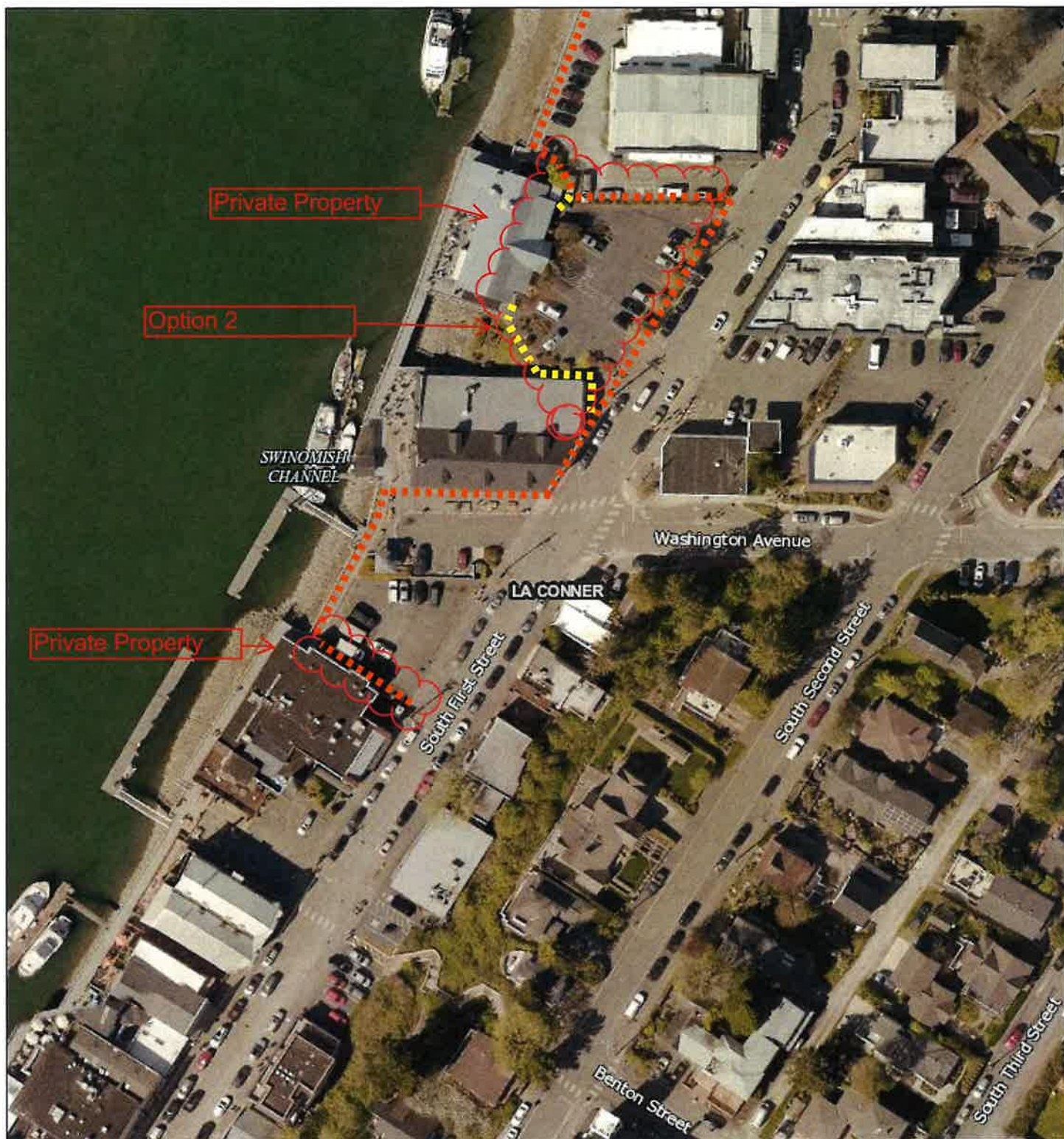
Hydro Labels

Regional Labels



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July 26, 2023

1:1,128

### Legend

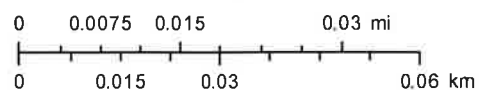
County Boundary

City Names

Road Labels

Hydro Labels

Regional Labels



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May 2, 2023

1:2,257

### Legend

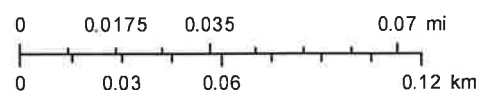
County Boundary

City Names

Road Labels

Hydro Labels

Regional Labels



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**Agreement – Fire Hall Electrical  
Engineering for HVAC Upgrades**





**ENGINEERS, INC.**

**ELECTRICAL ENGINEERING**

208 Third Street, Lynden, WA 98264

Tel (360) 354-4757 Fax (360) 354-6794

City of LaConner  
12154 Chilberg Rd  
LaConner, WA 98257

June 21, 2023

Attention: Tamas Bencsik, JTK Engineering

Subject: Design Services Agreement – LaConner Fire Hall HVAC Upgrades

### PROPOSAL

We propose to furnish the Electrical Engineering services described in the attached "Scope of Work" for HVAC Upgrades at the existing Fire Station, in LaConner, WA. You are expected to furnish us with full information as to the requirements; including any special or extraordinary considerations or special services needed, information as required on the existing facility, and also to make available pertinent data, drawings, etc.

### COMPENSATION

You will pay us for our services, on a lump sum basis, a total fee of \$7,750.00; except, changes and/or additions that alter the electrical design (whether completed or in progress), and extra work associated with "bid alternates" will be charged on a time and materials basis in accordance with the attached "Reimbursement Schedule" dated January 1, 2023.

### TERMS & CONDITIONS

All work will be invoiced monthly. Payment is due on receipt of invoice. Terms are net 30 days, with a service charge of 1% per month assessed on all past due amounts.

If payment is not received within 60 days after date of invoice, K Engineers, Inc. reserves the right, after giving 7 days written notice, to suspend work on the project until payment is received. In the event of delay or suspension of work by reason of this paragraph, K Engineers, Inc. shall be entitled to reimbursement of all costs related to the delay or suspension of work.

The above financial arrangements are on the basis of prompt payment of our invoices and the orderly and continuous progress of the project through construction. If the project is postponed, delayed or accelerated for any reason, K Engineers, Inc. shall be reimbursed for all additional costs associated therewith.

All documents, including drawings and specifications, are not to be used on other work, including repetitive construction, except by specific, written agreement. Copies of the documents may be retained by the client with other documents pertaining to the project. Documents shall not be altered in any manner without the permission of K Engineers, Inc.



**ENGINEERS, INC.**

**ELECTRICAL ENGINEERING**

208 Third Street, Lynden, WA 98264

Tel (360) 354-4757 Fax (360) 354-6794

This proposal, along with the attachments, represents the entire understanding between you and us in respect of the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of the arrangement between us, we would appreciate your signing a copy of this letter in the space provided below and returning it to us. This proposal will be open for acceptance until July 31, 2023.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

City of LaConner, by \_\_\_\_\_

SCOPE OF WORK

PROJECT: LaConner Fire & Maple Hall HVAC Upgrades

FOR: City of LaConner

WORK INCLUDED:

The Engineer shall provide all electrical engineering, design and drafting for the project generally described as follows:

Remove existing furnace and exhaust fan systems and installation of new VAV heating/cooling systems and DOAS ventilation systems.

The electrical work will include:

Modifications of existing electrical panels to support the new equipment connections.

Grounding.

Branch circuit conduit and wiring systems.

Wiring devices and special purpose receptacles.

Disconnecting means, switches, motor starters, line voltage control devices, receptacles, etc. for mechanical, laboratory and other equipment. (Note that we have assumed that the equipment designers and/or suppliers will provide electrical requirements, appropriate drawings, etc.)

The Engineer shall provide the necessary calculations, drawings (with a professional engineer's stamp), details and specifications to describe the completed electrical and ancillary equipment, materials, systems, etc. in sufficient detail to obtain competitive bids for the equipment, materials and installation. To that end, the engineer will, in general and in cooperation with the other design team members, do the following:

Coordinate with design team members and Owners representatives.

Attend design meetings when agenda has items for discussion relating to the electrical systems.



Investigation of existing conditions.

Design Development: recommendations regarding basic electrical materials, systems and equipment,  
equipment/space requirements,  
preliminary plans,

Construction Documents: drawings, details and specifications,  
plan coordination check,

Bidding Phase: answer questions from bidders/suppliers,  
review substitution requests,  
addenda.

Construction Phase: submittal review,  
coordination with contractor,  
on-site observation.

Close-Out Phase punch list review,  
close-out documents review,  
as-built drawings.

**WORK NOT INCLUDED** (except, may be added as extra services):

Replacement of existing services. (It is assumed that the existing services have adequate capacity for the new equipment.)

Lighting, building and site.

Fire detection and alarm system.

Security, Surveillance and electronic access controls.

Telecommunications (telephone, computer/data, television) rack, patch panel, wiring, outlet boxes, faceplates, wireless access point equipment, and raceways and expansion of existing.

Audio/visual and media systems infrastructure, wiring, outlet boxes, faceplates and equipment (projector mounts, A/V switchers, speakers, microphones, etc.).

Design of more than one plan option, Alternates, etc., essentially adding more work to design scope.

Value Engineering/Construction Review after CD phase, essentially causing work already performed to be redone.



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Mechanical low voltage control devices, wiring, etc.

Heat tracing, freeze protection, etc.

Cost estimates (other than ballpark order of magnitude type).

Weekly construction meetings.

Owner initiated changes in scope.

Owner initiated change orders and their review.

Payment of permit fees.

Construction coordination meetings.

If requested, work listed as not included may be added to the Scope of Work, but will be charged on a time and materials basis in accordance with the attached "Reimbursement Schedule" dated January 1, 2023.

ENGINEER \_\_\_\_\_

Bill Diephuis, P.E.

**REIMBURSEMENT SCHEDULE**

January 1, 2023

1. Hourly Rates

Client shall pay Engineer for services rendered on an hourly basis as follows:

Principal of Firm	\$165.00 per hour
Engineering	\$150.00 per hour
Design	\$125.00 per hour
Drafting	\$110.00 per hour

2. Outside Consultants

Client shall pay Engineer for services and reimbursable expenses of outside consultants hired by Engineer for specialized tasks the amount billed to Engineer times a factor of 1.1.

3. Reproduction Costs

Up to 3 copies of all reports, drawings, specifications, etc. will be provided by the Engineer with each transmittal. Client shall pay Engineer the actual reproduction costs times a factor of 1.1 in excess of the above.

4. Miscellaneous Expenses

Client shall pay Engineer the actual costs incurred directly or indirectly in connection with the project for: transportation and subsistence incidental thereto (see notes below); obtaining bids or proposals from contractors; phone calls; computer time including an appropriate charge for previously established programs; and any other project-related items.

Note: For travel related to services, the client shall pay Engineer the rate of \$0.65 per mile for automobile travel when the destination is more than 50 miles from the Engineer's office.

**Agreement – Maple Hall Electrical  
Engineering for HVAC Upgrades**



**ENGINEERS, INC.**

**ELECTRICAL ENGINEERING**

208 Third Street, Lynden, WA 98264

Tel (360) 354-4757 Fax (360) 354-6794

City of LaConner  
12154 Chilberg Rd  
LaConner, WA 98257

August 14, 2023

Attention: Tamas Bencsik, JTK Engineering

Subject: Design Services Agreement – LaConner Maple Hall HVAC Upgrades

### PROPOSAL

We propose to furnish the Electrical Engineering services described in the attached "Scope of Work" for HVAC Upgrades at the existing Maple Hall, in LaConner, WA. You are expected to furnish us with full information as to the requirements; including any special or extraordinary considerations or special services needed, information as required on the existing facility, and also to make available pertinent data, drawings, etc.

### COMPENSATION

You will pay us for our services, on a lump sum basis, a total fee of \$8,000.00; except, changes and/or additions that alter the electrical design (whether completed or in progress), and extra work associated with "bid alternates" will be charged on a time and materials basis in accordance with the attached "Reimbursement Schedule" dated January 1, 2023.

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**ENGINEERS, INC.**

**ELECTRICAL ENGINEERING**

208 Third Street, Lynden, WA 98264

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### SCOPE OF WORK

PROJECT: LaConner Maple Hall HVAC Upgrades

FOR: City of LaConner

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