



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

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/u/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.

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
		Total Accounts Payable	\$130,640.26

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
	Payroll Auto Deposit		\$24,706.42
	Total Payroll		\$72,023.82

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 14th 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.

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 August 22, 2023 have been received and that;

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

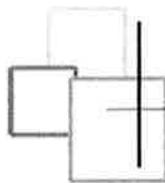
Are approved for a total payment of \$222,140.77 this 22nd day of August 2023.

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

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

Vendor	Number	Reference	Account Number	Description	Amount
Crystal Springs	26335			2023 - August - 2nd Council Meeting	
		Invoice - 5383122 080923		Distilled Water/Water	
			001-000-518-30-47-00	Public Utility Services	\$90.38
			409-000-535-80-31-02	Lab Supplies	\$73.56
				WWTP Distilled Water	
		Total Invoice - 5383122 080923			\$163.94
	Total 26335				\$163.94
Total Crystal Springs					\$163.94
David Evans & Associates Inc.	26336			2023 - August - 2nd Council Meeting	
		Invoice - 542292		Water/Sewer/Storm Drain/Transportation General Engineering	
			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
		Total Invoice - 542292			\$15,772.21
		Invoice - 542293		Water System Plan	
			401-000-594-34-64-02	Capital Projects	\$5,543.32
		Total Invoice - 542293			\$5,543.32
		Invoice - 542294		Snapdragon Flats DE	
			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
		Total Invoice - 542294			\$2,187.55
		Invoice - 542740		Center Street (Talmon) DE	
			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
		Total Invoice - 542740			\$1,876.01
	Total 26336				\$25,379.09
Total David Evans & Associates Inc.					\$25,379.09

Vendor	Number	Reference	Account Number	Description	Amount
DeGoede, Maria	26337			2023 - August - 2nd Council Meeting	
		Invoice - DeGoedeAWCMilReimb2023			
		Reimb Mileage to AWC Conf.			
		001-000-514-23-43-00	Travel		\$181.56
		Total Invoice - DeGoedeAWCMilReimb2023			\$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
Frontline Cleaning Services	26340			2023 - August - 2nd Council Meeting	
		Invoice - 34903			
			Public Restroom Cleaning 003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,480.00
		Total Invoice - 34903			\$2,480.00
					\$2,480.00
		Total 26340			\$2,480.00
Total Frontline Cleaning Services					
Grainger	26341			2023 - August - 2nd Council Meeting	
		Invoice - 9311024054			
			Landscape Rake 412-000-554-90-48-05	Compost Testing/Materials	\$106.37
		Total Invoice - 9311024054			\$106.37
		Invoice - 9719074552			
			TP & Paper Towels 409-000-535-80-31-02	Lab Supplies	\$178.30
		Total Invoice - 9719074552			\$178.30
		Invoice - 9788804392			
			Screens 409-000-535-80-31-00	Office & Operating Supplies	\$31.56
		Total Invoice - 9788804392			\$31.56
		Invoice - 9793455941			
			Insect Control 409-000-535-80-48-01	Plant Repair & Maintenance	\$74.15
		Total Invoice - 9793455941			\$74.15
		Total 26341			\$390.38
Total Grainger					\$390.38
H.D. Fowler Company	26342			2023 - August - 2nd Council Meeting	
		Invoice - 16472550			
			Backflow Device for Town Hall Boiler 001-000-518-30-48-01	Building Repair & Maintenance	\$404.76
		Total Invoice - 16472550			\$404.76
					\$404.76
					\$404.76
		Total 26342			\$404.76
Total H.D. Fowler Company					

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
					\$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
					\$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
					\$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
					\$4,356.26
		Total 26346			\$4,356.26
Total L.N. Curtis & Sons					

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

Vendor	Number	Reference	Account Number	Description	Amount
North Central Laboratory	26349			2023 - August - 2nd Council Meeting	
		Invoice - 490772			
			M-FC Broth		
			409-000-535-80-31-02	Lab Supplies	\$239.55
		Total Invoice - 490772			\$239.55
	Total 26349				\$239.55
Total North Central Laboratory					\$239.55
North Hills Resources	26350			2023 - August - 2nd Council Meeting	
		Invoice - 36765			
			Pile Grinding		
			412-000-554-90-41-07	Pile Grinding	\$10,968.60
		Total Invoice - 36765			\$10,968.60
	Total 26350				\$10,968.60
Total North Hills Resources					\$10,968.60
Pape' Machinery Exchange	26351			2023 - August - 2nd Council Meeting	
		Invoice - 2429508			
			Frontloader AC Repair		
			412-000-554-90-48-06	Compost Machinery/Equip	\$3,063.29
		Total Invoice - 2429508			\$3,063.29
	Total 26351				\$3,063.29
Total Pape' Machinery Exchange					\$3,063.29
Pitney Bowes Global Finance Services LLC	26352			2023 - August - 2nd Council Meeting	
		Invoice - 3317820090			
			Postage Meter Lease		
			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 613 1st Street - Public Restroom	\$50.87
			005-000-542-63-47-00	Public Utility Services 12100 Chilberg - Flag pole/Monument lights	\$14.64
			005-000-542-63-47-00	Public Utility Services 125 1st Street LC Post Office #300000002505	\$556.99
			005-000-542-63-47-00	Public Utility Services 1st Street Lights #220005384221	\$297.84
			005-000-542-63-47-00	Public Utility Services Area Lights Acct #200011509383	\$95.14
			005-000-542-63-47-00	Public Utility Services 3rd & Douglas	\$37.43
			005-000-542-63-47-00	Public Utility Services Street lights Acct #300000001705	\$798.67
			401-000-534-80-47-00	Public Utility Services 604 N 3rd Street - PW Shop-300000002695	\$250.06
			401-000-534-80-47-00	Public Utility Services 1200 S 4th St - Water Tank	\$13.26
			403-000-531-38-47-00	Public Utility Service 213 Caledonia - Drainage Pump	\$80.39
			403-000-531-38-47-00	Public Utility Service 1340 Connor Way - Water Shack	\$10.97
			403-000-531-38-47-00	Public Utility Service 102 S 6th St - Drainage Pump	\$3.06
			409-000-535-80-47-00	Public Utility Services 622 1st Street - Sewage Vault	\$23.19
			409-000-535-80-47-00	Public Utility Services 12154 Chilberg - WWTP Fuel Station	\$10.21
			409-000-535-80-47-00	Public Utility Services 602 N 3rd Street - Pump	\$36.15
			409-000-535-80-47-00	Public Utility Services 12154 Chilberg Rd WWTP	\$3,763.46
			Total Invoice - PSEAug2023		\$6,861.28
Total 26354					\$6,861.28
Total Puget Sound Energy					\$6,861.28
Sherwin Williams Co.					
26355					
			2023 - August - 2nd Council Meeting		
			Invoice - SherWil73123		
			Painting Supplies		
			005-000-542-64-35-00	Small Tools & Equipment	\$72.80
			Total Invoice - SherWil73123		\$72.80
Total 26355					\$72.80
Total Sherwin Williams Co.					\$72.80

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

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
					\$2,500.00
			Total Invoice - S 08-2023		\$13,333.34
	Total 26360				\$13,333.34
Total Town of La Conner					
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
					\$501.83
	Total 26361		Total Invoice - INV00090700		\$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		
					\$678.43
	Total 26362		Total Invoice - 99411403997		\$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

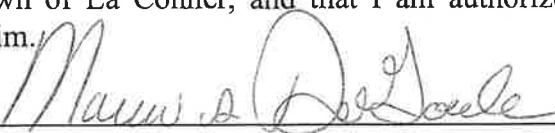
Vendor	Number	Reference	Account Number	Description	Amount
			412-000-554-90-49-02	Excise Taxes	\$1,744.79
		Total Invoice - DORExciseTaxJuly2023			\$9,604.52
Total 2018139					\$9,604.52
Total WA State DOR - Excise Tax					\$9,604.52
WA Water Trails Association	26363			2023 - August - 2nd Council Meeting	
		Invoice - WaWatTrPPDepRef8/6/23		WA WaterTrails Pioneer Park Dep Ref 8/6/23	
			002-000-582-10-00-00	Park Deposit Refund	\$100.00
		Total Invoice - WaWatTrPPDepRef8/6/23			\$100.00
Total 26363					\$100.00
Total WA Water Trails Association					\$100.00
Walser Farms	26364			2023 - August - 2nd Council Meeting	
		Invoice - WalserHydrantDepRef		Water Hydrant Dep Refund	
			401-000-582-10-00-00	Hydrant Meter Dep Refund	\$100.00
		Total Invoice - WalserHydrantDepRef			\$100.00
Total 26364					\$100.00
Total Walser Farms					\$100.00
Wave Broadband	26365			2023 - August - 2nd Council Meeting	
		Invoice - WaveAug2023			
			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

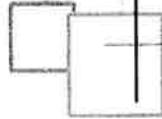
are approved for a total payment of **\$35,079.50** this 22nd day of August 2023.

Councilmember – Finance Committee

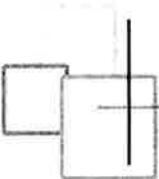
Councilmember – Finance Committee

Councilmember

Register



Journal	Name	Fiscal Description	Cleared	Amount
5763	Dept of Labor & Industry	2023 - August - 2nd Council Meeting		\$2,757.51
5764	Employment Security	2023 - August - 2nd Council Meeting		\$100.31
5765	Employment Security Dept. Paid Family & Medical Leave	2023 - August - 2nd Council Meeting		\$194.63
5766	North Coast Credit Union	2023 - August - 2nd Council Meeting		\$150.00
5767	Teamsters Local No. 231	2023 - August - 2nd Council Meeting		\$159.00
5768	Wa Cares Act LTC	2023 - August - 2nd Council Meeting		\$106.84
5769	Washington State Support Registry	2023 - August - 2nd Council Meeting		\$470.10
2018140	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
				\$35,079.50



Register Activity

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

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

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.

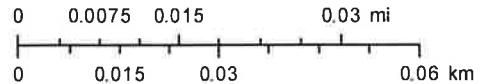
Finally, these barriers are not a solution – instead, they are temporary measures that will hopefully protect the Town, its residents and businesses.

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

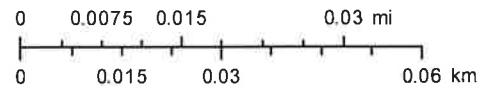
Regional Labels

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

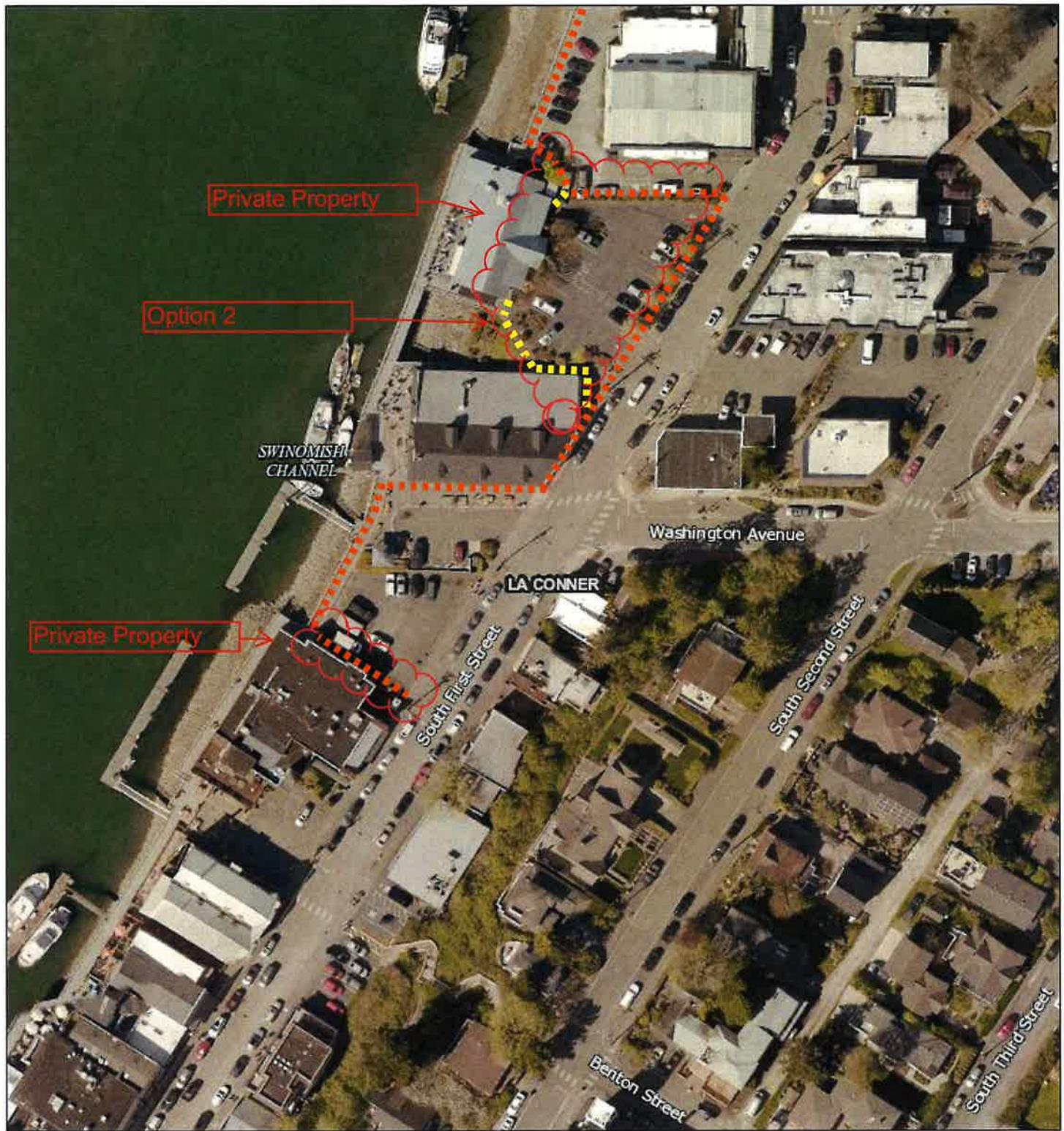
City Names

Road Labels

Hydro Labels

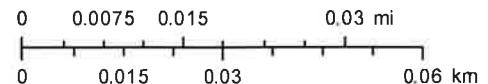
Regional Labels

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

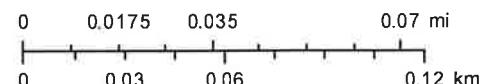
Regional Labels

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.



May 2, 2023

1:2,257



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.

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



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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208 Third Street, Lynden, WA 98264
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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**



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.

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.



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ELECTRICAL ENGINEERING

208 Third Street, Lynden, WA 98264
Tel (360) 354-4757 Fax (360) 354-6794

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Accepted this _____ day of _____ 2023.

City of LaConner, by _____



SCOPE OF WORK

PROJECT: LaConner 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:

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



ENGINEERS, INC.

ELECTRICAL ENGINEERING

208 Third Street, Lynden, WA 98264

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

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

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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.



ENGINEERS, INC.

ELECTRICAL ENGINEERING

208 Third Street, Lynden, WA 98264

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

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.