



TOWN COUNCIL AGENDA

January 23, 2024 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 January 9, 2024
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
2. 2024 Tribal Sewer Rates
3. Solarize Skagit
4. Code of Conduct (Draft) - Discussion

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/87983453349?pwd=WUxpa3hpN1dzbmwvQTdpTWd2dig0QT09>

Meeting ID: 879 8345 3349

Passcode: 799879

One tap mobile

Phone Number: 1-253-215-8782

Find your local number: <https://us02web.zoom.us/j/kdzUmITtO0>

Consent Agenda

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

Town of La Conner
Town Council Meeting
January 9, 2024 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hanneman.

Present: Councilmembers Taylor, Carlson, Dole, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, 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.

Public Comments:

Dan O'Donnell has been fighting how the City of Anacortes on how they calculate the annual reconciliation. In his estimates, he does not agree with the 2021 and 2022 reconciliation totals.

Resident Linda Talman does not know why people are upset with the downtown parking and feels we should just let it go.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the January 9, 2024 Council Meeting.

Accounts Payable (December 2023 Closeout):

Checks	26705 - 26731	\$160,545.88
Voided Check	26659	
Electronic Pmts.	2018183 - US Bank Fees	\$56.80
	2018184 – Invoice Cloud Fees	\$176.40
	Total Accounts Payable	\$160,779.08

Accounts Payable (January 9, 2024):

Checks	<u>26732 - 26742</u>	<u>\$254,914.18</u>
	Total Accounts Payable	\$254,914.18

Payroll of January 5, 2024:

Checks 5831- 5838		\$3,117.05
AWC Benefit Trust	#2018178	\$11,710.94
Deferred Comp	#2018179	\$2,430.14
PERS Retirement	#2018180	\$10,288.49
Teamsters Benefit	#2018181	\$8,926.00
Auto Payroll Taxes	#2018182	\$9,122.18
	<u>Payroll Auto Deposit</u>	<u>\$29,567.27</u>
	Total Payroll	\$75,162.07

Councilmember Dole moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Carlson. Motion carried 5/0.

Chamber Report:

Chamber Director Hulst thanked Public Works for putting up the Christmas tree and lights. The ladies shopping night attendance was over 100 more than last year and the Boat Parade was a bit edgy due to the weather. The Birding Festival and the Murder Mystery are coming up in February and March.

Revenue & Expenditure Reports:

Finance Director DeGoede noted even though our sales tax revenues have exceeded the estimated budget, revenues were over \$40,000 less than 2022. The remainder tax revenue sources were steady.

Public Works Report:

Discussions included the unpredictable hightides, the vandalism at the Pioneer Park restrooms and the graffiti under the bridge.

Administrator's Report:

Administrator Thomas stated Public Works were all present for the December 26th hightide, but thankfully there was no flooding. He is also planning a trip to Olympia to meet with legislatures on behalf of the Town, primarily for funding of the fire boat. Councilmembers and the Mayor are encouraged to attend.

Planning Report:

Planner Davolio noted the 60-day State review for Chapter 10 of the Comprehensive Plan will be completed soon. Also, they are planning another Community Mingle for next month, focusing on First Street parking.

Mayor's Report:

Mayor Hanneman announced she will have a "Meet with the Mayor" at the library the first Saturday of every other month. The first one is scheduled for January 20th from 10:00 a.m. to 11:00 a.m., focusing on Civic Ambassadors. The next one will be in March.

Council Committee Reports:

Facility Committee:

Councilmembers Carlson and Chamberlain reported on the meeting. We only received one bid for the Maple Hall and Fire Hall HVAC systems. The increase of cost has forced the decision to do just Maple Hall as the building's current heating system is failing.

Emergency Management Commission:

Councilmember Dole noted there will be a meeting with the Department of Ecology as well as a presentation by Skagit County and the Swinomish Tribe on their emergency plans. We will be included in Skagit County's plan, which follows state requirements. Also, Commissioner Stokes has resigned. The Commission will fall back on the original five-member format as all the commissions are.

Ordinance 1239 Amending Section 2.100.010 of the La Conner Municipal Code:

Administrator Thomas explained this ordinance amends Section 2.100.010 of the La Conner Municipal Code regarding Town Holidays.

Councilmember Chamberlain moved to approve Ordinance 1239 amending Section 2.100.010 of the La Conner Municipal Code. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Resolution 636 – Council Intent to Assume the Duties of the Transportation Benefit District.

Councilmember Wohleb moved to approve Resolution 636 Council Intent to Assume the Duties of the Transportation Benefit District. Motion seconded by Councilmember Dole. Motion carried 5/0.

Agreement – Civic Plus:

Finance Director DeGoede explained this agreement is for the hosting and maintenance of the Town Website, with the cost of \$6,346.51.

Councilmember Chamberlain moved to approve the Mayor to sign the Agreement with Civic Plus for the Town Website. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Agreement – Frontline Cleaning:

Public Works Director Lease noted this is our annual agreement for the cleaning of the public restrooms.

Councilmember Chamberlain moved to approve the Mayor to sign the agreement with Frontline Cleaning. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Bid Recommendation – Maple Hall HVAC System:

Public Works Director presented his recommendation for the Maple Hall HVAC System. He received one bid from D.K. Systems for both the Fire Hall and Maple Hall. Due to cost increases it was decided to move forward with Maple Hall, with the bid of \$458,400, as the heating system is failing.

Councilmember Wohleb moved to approve the Bid Recommendation of D.K. Systems for the Maple Hall HVAC System. Motion seconded by Councilmember Dole. Motion carried 5/0.

Agreement – State of WA Fire Reimbursement:

Administrator Thomas explained this agreement is for reimbursement for any costs if they are mobilized for firefighting aid in the State of Washington.

Councilmember Chamberlain moved to approve the Mayor to sign the Agreement with the State of Washington for reimbursement of costs for firefighting aid. Motion seconded by Councilmember Taylor. Motion carried 5/0.

Ordinance 1240 Amending Section 2.65.030 of the La Conner Municipal Code Elected Officials Pay:

Administrator Thomas stated changes included updating items and compensation for the new Mayor. Previously the Mayor was receiving full medical benefits, which the new Mayor does not need. The new Mayor has agreed to a monthly stipend of \$900 per month with an annual total of \$10,800.

Councilmember Wohleb moved to approve Ordinance 1240, amending Section 2.65.030 of the Municipal Code. Motion seconded by Councilmember Taylor. Motion carried 5/0.

Mayor Roundtable:

Mayor Hanneman led discussions on the development of principles in conducting the public's business for Council and commissions. It was the consensus of the Council to adopt a Code of Conduct similar to the Enumclaw's. Administrator Thomas will work on a draft to present to Council.

Councilmember Dole called the County regarding painting Rainbow Bridge. He was told the paint is faded but still ok. They are looking for funding to cover the over \$4,000,000 cost.

Executive Session:

Mayor Hanneman stated there will be an Executive Session to discuss litigation. It shouldn't exceed twenty minutes. No decisions are expected to be made.

6:57 p.m. Mayor Hanneman Opened the Executive Session

7:24 p.m. Mayor Hanneman Closed the Executive Session

There being no further business the meeting ended at 7:24 p.m.



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 the January 23, 2024 Claims have been received and that;

Checks Numbered:	26743 - 26779	\$135,025.86
Voided Check	#26675	
Auto Payments:	2018186 WA Fed Bank	\$92.49
	2018187 Leasehold Tax	\$1,574.65
	2018188 Excise Tax	\$9,800.81

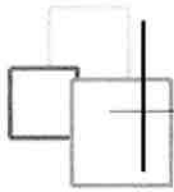
Are approved for a total payment of \$146,493.81 this 23rd day of January 2024.

Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal : 2024 - January
Council Date : 2024 - January - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
A-1 Mobile Lock & Key					
	26743			2024 - January - 2nd Council Meeting	
		Invoice - 182849			
			Pioneer Park Restroom Lock Replacement from Vandalism		
			002-000-576-80-48-01	Building Repair & Maintenance	\$1,270.62
		Total Invoice - 182849			\$1,270.62
	Total 26743				\$1,270.62
Total A-1 Mobile Lock & Key					\$1,270.62
Ackermann Electric Co.					
	26744			2024 - January - 2nd Council Meeting	
		Invoice - 2124			
			Repair Ditch Alarm		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$421.98
		Total Invoice - 2124			\$421.98
	Total 26744				\$421.98
Total Ackermann Electric Co.					\$421.98
Badger Meter, Inc.					
	26745			2024 - January - 2nd Council Meeting	
		Invoice - 80146083			
			Watermeter Host/License		
			401-000-534-80-41-00	Professional Services	\$1,816.33
				Hosting Serv Unit	
		Total Invoice - 80146083			\$1,816.33
	Total 26745				\$1,816.33
Total Badger Meter, Inc.					\$1,816.33
Board for Volunteer FF					
	26746			2024 - January - 2nd Council Meeting	
		Invoice - BFVFJan2024			
			2024 Firefighters Pension/Disability		
			001-000-522-20-28-00	Firemen Retirement	\$90.00
		Total Invoice - BFVFJan2024			\$90.00
	Total 26746				\$90.00
Total Board for Volunteer FF					\$90.00

Vendor	Number	Reference	Account Number	Description	Amount
City of Anacortes	26747			2024 - January - 2nd Council Meeting	
		Invoice - CityofAnacortesDec2023			
		Dec 2023 Water Charges			
		401-000-534-80-33-00		Purchase of Wholesale Water	\$36,274.00
				Water sales	
		Total Invoice - CityofAnacortesDec2023			\$36,274.00
	Total 26747				\$36,274.00
Total City of Anacortes					\$36,274.00
Commercial Alarm & Detection, Inc.	26748			2024 - January - 2nd Council Meeting	
		Invoice - 37102			
		Fire Hall Alarm Monitoring			
		001-000-522-20-41-00		Professional Services	\$175.93
		Total Invoice - 37102			\$175.93
	Total 26748				\$175.93
Total Commercial Alarm & Detection, Inc.					\$175.93
Dropkick Studios LLC dba Rescue Hub	26749			2024 - January - 2nd Council Meeting	
		Invoice - INV-0144			
		Annual Fee/Firefighter Tracking Program			
		001-000-522-20-49-00		Dues & Subscriptions	\$1,079.58
		Total Invoice - INV-0144			\$1,079.58
	Total 26749				\$1,079.58
Total Dropkick Studios LLC dba Rescue Hub					\$1,079.58
Edge Analytical	26750			2024 - January - 2nd Council Meeting	
		Invoice - 24-00026			
		Heterotrophic Plate Testing			
		401-000-534-80-41-00		Professional Services	\$58.00
				Water Testing Samples	
		Total Invoice - 24-00026			\$58.00
		Invoice - 24-00629			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$25.00
				Water Testing Samples	
		Total Invoice - 24-00629			\$25.00
		Invoice - 27-00109			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$24.00

Vender	Number	Reference	Account Number	Description	Amount
				Water Testing Samples	
		Total Invoice - 27-00109			\$24.00
	Total 26750				\$107.00
Total Edge Analytical					\$107.00
Ericksen & Svendsen					
26751				2024 - January - 2nd Council Meeting	
		Invoice - 7230			
		Drainage Spoils			
		403-000-531-38-48-03		System Repair & Maintenance	\$195.48
		Total Invoice - 7230			\$195.48
	Total 26751				\$195.48
Total Ericksen & Svendsen					\$195.48
ESO Solutions Inc.					
26752				2024 - January - 2nd Council Meeting	
		Invoice - ESO-128713			
		2024 Annual Charges			
		001-000-522-20-41-00		Professional Services	\$1,774.13
		Total Invoice - ESO-128713			\$1,774.13
		Invoice - ESO-129345			
		Monthly Charges			
		001-000-522-20-41-00		Professional Services	\$86.58
		Total Invoice - ESO-129345			\$86.58
	Total 26752				\$1,860.71
Total ESO Solutions Inc.					\$1,860.71
Farmers Equipment Company Inc					
26753				2024 - January - 2nd Council Meeting	
		Invoice - BUR-2009049			
		Assemble Hoses for Irrigation Slurry			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$1,809.44
		Total Invoice - BUR-2009049			\$1,809.44
	Total 26753				\$1,809.44
Total Farmers Equipment Company Inc					\$1,809.44

Vendor	Number	Reference	Account Number	Description	Amount
Frontline Cleaning Services					
	26754			2024 - January - 2nd Council Meeting	
		Invoice - 35760			
			Jan 2024 Public Restroom Cleaning		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$1,745.00
		Total Invoice - 35760			\$1,745.00
	Total 26754				\$1,745.00
Total Frontline Cleaning Services					\$1,745.00
Grainger					
	26755			2024 - January - 2nd Council Meeting	
		Invoice - 9949222385			
			Correction Tape		
			409-000-535-80-31-00	Office & Operating Supplies	\$24.33
		Total Invoice - 9949222385			\$24.33
		Invoice - 9952386317			
			Binder Dividers		
			409-000-535-80-31-00	Office & Operating Supplies	\$6.73
		Total Invoice - 9952386317			\$6.73
		Invoice - 9952780840			
			3 Ring Binder		
			409-000-535-80-31-00	Office & Operating Supplies	\$47.67
		Total Invoice - 9952780840			\$47.67
		Invoice -9936029793			
			Snow Shovel		
			412-000-554-90-48-05	Compost Testing/Materials	\$119.25
		Total Invoice -9936029793			\$119.25
	Total 26755				\$197.98
Total Grainger					\$197.98
Guardian Security					
	Void Ck #26675			2024 - January - 2nd Council Meeting	
		Invoice - VoidCk-26675			
			Void Check 26675		
			001-000-518-30-48-01	Building Repair & Maintenance	(\$423.54)
				Town Hall & Sheriff Alarm Monitoring	
			003-000-575-50-41-00	Professional Services	(\$615.92)
				MH Alarm Monitoring	
			401-000-534-80-41-00	Professional Services	(\$195.48)
				PW Alarm Monitoring	
		Total Invoice - VoidCk-26675			(\$1,234.94)
	Total Void Ck #26675				(\$1,234.94)
Total Guardian Security					(\$1,234.94)

Vendor	Number	Reference	Account Number	Description	Amount
KCDA Purchasing Cooperative	26756			2024 - January - 2nd Council Meeting	
		Invoice - 300763843			
		Window Envelopes			
		001-000-518-30-31-00		Office & Operating Supplies	\$913.77
				Copy paper	
		Total Invoice - 300763843			\$913.77
	Total 26756				\$913.77
Total KCDA Purchasing Cooperative					\$913.77
Marna Hanneman	26757			2024 - January - 2nd Council Meeting	
		Invoice - Amazon3488252Reimb			
		Reimb. Mayor Phone Cover & Charge Cord/Plugin			
		001-000-513-10-31-00		Mayor Office & Operating Supplies	\$23.64
		Total Invoice - Amazon3488252Reimb			\$23.64
	Total 26757				\$23.64
Total Marna Hanneman					\$23.64
Meyer Sign & Advertising Co	26758			2024 - January - 2nd Council Meeting	
		Invoice - 9452			
		La Conner Fire Dept. Sign Repair			
		001-000-522-20-48-01		Building Repair & Maintenance	\$1,567.81
		Total Invoice - 9452			\$1,567.81
	Total 26758				\$1,567.81
Total Meyer Sign & Advertising Co					\$1,567.81
Napa Auto Parts	26759			2024 - January - 2nd Council Meeting	
		Invoice - 1438-537118			
		Defrost & Engine Oil			
		412-000-554-90-48-06		Compost Machinery/Equip	\$96.38
		Total Invoice - 1438-537118			\$96.38
		Invoice - 1438-537207			
		Exact Fit Blade			
		412-000-554-90-48-06		Compost Machinery/Equip	\$9.52
		Total Invoice - 1438-537207			\$9.52
	Total 26759				\$105.90
Total Napa Auto Parts					\$105.90

Vendor	Number	Reference	Account Number	Description	Amount
North Hills Resources					
	26760			2024 - January - 2nd Council Meeting	
		Invoice - 38962			
			Pile Grinding		
			412-000-554-90-41-07	Pile Grinding	\$10,968.60
		Total Invoice - 38962			\$10,968.60
	Total 26760				\$10,968.60
Total North Hills Resources					
					\$10,968.60
NorthWest Clean Air Agency					
	26761			2024 - January - 2nd Council Meeting	
		Invoice - 14670			
			Local Assessment Per Capita Fee		
			001-000-553-70-41-00	NW Clean Air Agency	\$490.00
				Per Capita	
		Total Invoice - 14670			\$490.00
	Total 26761				\$490.00
Total NorthWest Clean Air Agency					
					\$490.00
NorthWest Parking Equipment Co					
	26762			2024 - January - 2nd Council Meeting	
		Invoice - NWPk1/5/24			
			1st Qtr Maint. for Payment Stations		
			002-000-576-80-41-00	Professional Services	\$610.88
				Payment Stations 50%	
			005-000-542-65-48-00	Repair & Maintenance	\$610.87
				Payment Stations 50%	
		Total Invoice - NWPk1/5/24			\$1,221.75
	Total 26762				\$1,221.75
Total NorthWest Parking Equipment Co					
					\$1,221.75
Pape' Machinery Exchange					
	26763			2024 - January - 2nd Council Meeting	
		Invoice - 328433 S			
			Q-Tatch Adapter		
			412-000-554-90-48-06	Compost Machinery/Equip	\$2,926.72
		Total Invoice - 328433 S			\$2,926.72
	Total 26763				\$2,926.72
Total Pape' Machinery Exchange					
					\$2,926.72
Pitney Bowes Global Finance Services LLC					
	26764			2024 - January - 2nd Council Meeting	
		Invoice - 3318589053			
			Postage Meter Lease		
			001-000-518-30-40-00	Lease Agreement Tax	\$7.34
				Tax Split	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-591-31-70-00	Rents & Leases - Capital	\$113.93
				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	
			409-000-591-31-70-00	Rents & Leases - Capital	\$113.93
				Lease Split	
		Total Invoice - 3318589053			\$485.05
	Total 26764				\$485.05
Total Pitney Bowes Global Finance Services LLC					\$485.05
Port of Skagit Co.					
26765				2024 - January - 2nd Council Meeting	
		Invoice - 55667A			
		Propane			
			005-000-543-10-48-00	Repair & Maintenance	\$47.99
		Total Invoice - 55667A			\$47.99
		Invoice - 55677A			
		Propane			
			005-000-543-10-48-00	Repair & Maintenance	\$28.79
		Total Invoice - 55677A			\$28.79
	Total 26765				\$76.78
Total Port of Skagit Co.					\$76.78
Port of Skagit Co.					
26766				2024 - January - 2nd Council Meeting	
		Invoice - POSJan2024PWLease			
		Public Works Lease			
			002-000-576-80-45-00	Rents & Leases - Short Term	\$246.44
				10% PW Lease	
			003-000-575-50-48-06	Rents & Leases Short Term	\$246.44
				10% PW Lease	
			005-000-542-65-49-03	Rentals/Leases - Short Term	\$246.44
				10% PW Lease	
			401-000-534-80-45-00	Rents & Leases - Short Term	\$985.77
				40% PW Lease	
			403-000-531-38-45-00	Rents & Leases - Short Term	\$739.32

Vendor	Number	Reference	Account Number	Description	Amount
				30% PW Lease	
			Total Invoice - POSJan2024PWLease		\$2,464.41
	Total 26766				\$2,464.41
Total Port of Skagit Co.					\$2,464.41
Puget Sound Energy					
26767					
				2024 - January - 2nd Council Meeting	
			Invoice - PSEJan2024		
			Utility - Electric		
			001-000-518-30-47-00	Public Utility Services	\$223.87
				204 Douglas St -Town Hall	
			001-000-522-20-47-00	Public Utility Services	\$416.18
				12142 Chilberg - Fire Dept	
			002-000-576-80-47-00	Public Utility Services	\$53.47
				100 Morris - Gilkey Square	
			002-000-576-80-47-00	Public Utility Services	\$29.24
				1339 Conner Way Lights - Pioneer Park Lights	
			002-000-576-80-47-00	Public Utility Services	\$100.43
				1339 Connor Way - Pioneer Park Gazebo	
			002-000-576-80-47-00	Public Utility Services	\$145.12
				100 Washington Ave Light- St End Park	
			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	\$43.14
				622 S 2nd Street - Garden Club	
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$130.31
				304 Morris St -Public Restroom	
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$98.64
				613 1st Street - Public Restroom	
			005-000-542-63-47-00	Public Utility Services	\$70.85
				12100 Chilberg - Flag pole/Monument lights	
			005-000-542-63-47-00	Public Utility Services	\$305.93
				1st Street Lights #220005384221	
			005-000-542-63-47-00	Public Utility Services	\$567.42
				125 1st Street LC Post Office #300000002505	
			005-000-542-63-47-00	Public Utility Services	\$77.47
				3rd & Douglas	
			005-000-542-63-47-00	Public Utility Services	\$807.89
				Street lights Acct #300000001705	
			401-000-534-80-47-00	Public Utility Services	\$14.55
				1200 S 4th St - Water Tank	

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-534-80-47-00	Public Utility Services	\$301.58
			604 N 3rd Street - PW Shop-300000002695		
			403-000-531-38-47-00	Public Utility Service	\$337.32
			213 Caledonia - Drainage Pump		
			403-000-531-38-47-00	Public Utility Service	\$12.01
			1340 Connor Way - Water Shack		
			403-000-531-38-47-00	Public Utility Service	\$91.90
			102 S 6th St - Drainage Pump		
			409-000-535-80-47-00	Public Utility Services	\$33.46
			602 N 3rd Street - Pump		
			409-000-535-80-47-00	Public Utility Services	\$51.56
			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	\$4,754.07
			12154 Chilberg Rd WWTP		
		Total Invoice - PSEJan2024			\$8,687.47
	Total 26767				\$8,687.47
Total Puget Sound Energy					\$8,687.47
Quality Services					
	26768				
		2024 - January - 2nd Council Meeting			
		Invoice - QuSveDec2023			
		Dec 2023 Facility Cleaning			
		003-000-575-50-48-01	Building Repair & Maint-MH/MC		\$933.75
		Total Invoice - QuSveDec2023			\$933.75
	Total 26768				\$933.75
Total Quality Services					\$933.75
Rachael Sobczak					
	26769				
		2024 - January - 2nd Council Meeting			
		Invoice - SobczakGCDefRef1/1/23			
		Sobczak Garden Club Dep Ref 1/1/23			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$350.00
		Total Invoice - SobczakGCDefRef1/1/23			\$350.00
	Total 26769				\$350.00
Total Rachael Sobczak					\$350.00

Vendor	Number	Reference	Account Number	Description	Amount
Skagit Council of Governments					
	26770			2024 - January - 2nd Council Meeting	
		Invoice - 2567			
			SCOG 2024 Dues		
			001-000-518-90-41-10	Dues & Memberships	\$1,306.00
		Total Invoice - 2567			\$1,306.00
	Total 26770				\$1,306.00
Total Skagit Council of Governments					\$1,306.00
Skagit County Auditor					
	26771			2024 - January - 2nd Council Meeting	
		Invoice - ES-1123-05			
			District Portion of Election Costs		
			001-000-511-70-40-00	Election Costs	\$782.37
		Total Invoice - ES-1123-05			\$782.37
	Total 26771				\$782.37
Total Skagit County Auditor					\$782.37
Skagit Valley Publishing					
	26772			2024 - January - 2nd Council Meeting	
		Invoice - 122346479			
			Publish Public Hearing - 2024 Budget		
			001-000-514-23-44-00	Advertising	\$64.56
		Total Invoice - 122346479			\$64.56
	Total 26772				\$64.56
Total Skagit Valley Publishing					\$64.56
Town of La Conner					
	26773			2024 - January - 2nd Council Meeting	
		Invoice - TOLCompostUtilTax4thQtr2023			
			2023 4th Qtr Compost Utility Tax		
			412-000-554-99-49-03	Utility business tax	\$18,398.51
		Total Invoice - TOLCompostUtilTax4thQtr2023			\$18,398.51
	Total 26773				\$18,398.51
Total Town of La Conner					\$18,398.51
Town of La Conner					
	26774			2024 - January - 2nd Council Meeting	
		Invoice - C 01-2024			
			Jan 2024 Sewer Service Charges		
			412-000-554-90-47-00	Sewer Service Charge	\$10,833.34
		Total Invoice - C 01-2024			\$10,833.34

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - S 01-2024			
			Jan 2024 Sludge Disposal		
			409-000-535-80-47-02	Sludge Disposal	\$2,500.00
		Total Invoice - S 01-2024			
					\$2,500.00
	Total 26774				\$13,333.34
Total Town of La Conner					\$13,333.34
U.S. Bank					
	26775			2024 - January - 2nd Council Meeting	
		Invoice - Amazon0168220			
			Dry Ease Calendar & Planners		
			401-000-534-80-31-00	Office & Operating Supplies	\$169.89
		Total Invoice - Amazon0168220			
					\$169.89
		Invoice - Amazon1804257			
			2024 Wall Calendar		
			001-000-518-30-31-00	Office & Operating Supplies	\$17.37
		Total Invoice - Amazon1804257			
					\$17.37
		Invoice - Amazon19977858			
			Pens & Batteries		
			001-000-518-30-31-00	Office & Operating Supplies	\$67.51
		Total Invoice - Amazon19977858			
					\$67.51
		Invoice - Amazon2029828			
			Desk Calendar		
			001-000-518-30-31-00	Office & Operating Supplies	\$13.47
		Total Invoice - Amazon2029828			
					\$13.47
		Invoice - Amazon2034639			
			Printing Paper		
			001-000-518-30-31-00	Office & Operating Supplies	\$97.72
		Total Invoice - Amazon2034639			
					\$97.72
		Invoice - Amazon2316259			
			Office/Desk Chair		
			401-000-534-80-31-00	Office & Operating Supplies	\$93.30
		Total Invoice - Amazon2316259			
					\$93.30
		Invoice - Amazon4342641			
			Safety Flare with Stand		
			001-000-522-20-35-00	Small Tools & Equipment	\$169.20
		Total Invoice - Amazon4342641			
					\$169.20
		Invoice - Amazon4596255			
			WA/OSHA/L&I Compliant Poster		
			001-000-518-30-31-00	Office & Operating Supplies	\$23.65
		Total Invoice - Amazon4596255			
					\$23.65
		Invoice - Amazon6525018			
			Vehicle Light Bar, Switch Box & Offroad Driving Spotlights		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$265.55
		Total Invoice - Amazon6525018			
					\$265.55

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - Amazon7468215			
				Zip Ties, Pens, Post-it-notes, Correction Tape, Legal Pads, Markers, Misc Office Supplies	
			401-000-534-80-31-00	Office & Operating Supplies	\$414.79
		Total Invoice - Amazon7468215			
		\$414.79			
		Invoice - Amazon8803468			
				Wall Calendar	
			401-000-534-80-31-00	Office & Operating Supplies	\$28.77
		Total Invoice - Amazon8803468			
		\$28.77			
		Invoice - CalCub12/12/23			
				Council Meeting-	
			001-000-511-60-49-02	Council Training & Meetings	\$235.11
		Total Invoice - CalCub12/12/23			
		\$235.11			
		Invoice - Costco1/6/24			
				Clothing Allowance Purchase Pena	
			403-000-531-38-35-00	Small Tools & Equipment	\$48.11
		Total Invoice - Costco1/6/24			
		\$48.11			
		Invoice - CrashPlnPro12/20/23			
				Server Backup	
			001-000-518-30-48-00	Computer/Server Maintenance	\$54.25
				Server Backup	
		Total Invoice - CrashPlnPro12/20/23			
		\$54.25			
		Invoice - Exp5068			
				Lodging for Training - Smith	
			401-000-534-80-49-02	Training & Meetings	\$357.44
		Total Invoice - Exp5068			
		\$357.44			
		Invoice - GratPac1/3/24			
				Deck Panels	
			002-000-576-80-48-01	Building Repair & Maintenance	\$385.54
		Total Invoice - GratPac1/3/24			
		\$385.54			
		Invoice - GRC1/4/24			
				Green River College Waterworks Renewal - Park	
			401-000-534-80-49-00	Dues & Subscriptions	\$42.00
		Total Invoice - GRC1/4/24			
		\$42.00			
		Invoice - GRC1/5/23			
				Green River College Waterworks Renewal - Sherman	
			401-000-534-80-49-00	Dues & Subscriptions	\$42.00
		Total Invoice - GRC1/5/23			
		\$42.00			
		Invoice - GRC1/5/24			
				Green River College Waterworks Training - Smith	
			401-000-534-80-49-02	Training & Meetings	\$480.00
		Total Invoice - GRC1/5/24			
		\$480.00			
		Invoice - GRC1/5/24-1			
				Green River College Waterworks Renewal - Palaniuk	
			401-000-534-80-49-00	Dues & Subscriptions	\$42.00
		Total Invoice - GRC1/5/24-1			
		\$42.00			

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - IMSA1/4/24			
			IMSA - Park		
			005-000-543-10-41-00	Professional Services	\$100.00
		Total Invoice - IMSA1/4/24			
		\$100.00			
		Invoice - INV235494207			
			Monthly Zoom Charge		
			001-000-518-30-31-00	Office & Operating Supplies	\$257.09
		Total Invoice - INV235494207			
		\$257.09			
		Invoice - MisterT12/6/23			
			Mayor Name Plate		
			001-000-513-10-41-01	Mayor Professional Services	\$27.15
		Total Invoice - MisterT12/6/23			
		\$27.15			
		Invoice - OffMax1/8/24			
			W-2 Envelopes & 1099s		
			001-000-518-30-31-00	Office & Operating Supplies	\$66.12
		Total Invoice - OffMax1/8/24			
		\$66.12			
		Invoice - WABO2024			
			Annual Dues		
			001-000-513-10-49-01	Admin Dues & Subscriptions	\$105.00
		Total Invoice - WABO2024			
		\$105.00			
		Invoice - Walmart1/6/24			
			Clothing Allowance Purchase - Pena		
			403-000-531-38-35-00	Small Tools & Equipment	\$25.52
		Total Invoice - Walmart1/6/24			
		\$25.52			
	Total 26775				\$3,628.55
Total U.S. Bank					\$3,628.55
ULINE					
	26776	2024 - January - 2nd Council Meeting			
		Invoice - 172652374			
			Dog Waste Bags		
			002-000-576-80-48-03	System Repair & Maintenance	\$212.77
		Total Invoice - 172652374			
		\$212.77			
		Invoice - 172693359			
			Restroom Hand Dryer		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$704.38
		Total Invoice - 172693359			
		\$704.38			
	Total 26776				\$917.15
Total ULINE					\$917.15
Utilities Underground Locates					
	26777	2024 - January - 2nd Council Meeting			
		Invoice - 3120725			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$3.87

Vendor	Number	Reference	Account Number	Description	Amount
				Notifications	
		Total Invoice - 3120725			\$3.87
	Total 26777				\$3.87
Total Utilities Underground Locate					\$3.87
WA State Auditor's Office					
	26778			2024 - January - 2nd Council Meeting	
		Invoice - L158595			
		2021/2022 Audit Charges			
		001-000-514-23-41-01		Audit Fees	\$4,126.00
		002-000-576-80-40-00		Audit Fees	\$1,647.00
		003-000-575-50-41-01		Audit Fees	\$1,464.00
		004-000-575-50-41-01		Audit Fees	\$229.00
		005-000-542-30-41-01		Audit Fees	\$1,144.00
		123-000-514-23-41-01		Audit Fees	\$229.15
		304-000-514-23-41-01		Audit Fees	\$229.15
		305-000-514-23-41-01		Audit Fees	\$229.15
		401-000-534-80-41-01		Audit Fees	\$2,113.00
		403-000-531-38-41-01		Audit Fees	\$941.06
		409-000-535-80-41-06		Audit Fees	\$2,608.00
		412-000-554-90-41-01		Audit Fees	\$3,340.00
		Total Invoice - L158595			\$18,299.51
	Total 26778				\$18,299.51
Total WA State Auditor's Office					\$18,299.51
WA State DOR - Excise Tax					
	2018188			2024 - January - 2nd Council Meeting	
		Invoice - DORExciseTaxDec2023			
		Dec 2023 Excise Tax			
		401-000-534-80-49-03		Excise Taxes	\$4,121.22
		403-000-531-38-49-03		Excise Taxes	\$3,355.54
		409-000-535-80-49-01		Excise Taxes	\$1,118.32
		412-000-554-90-49-01		Compost Sales Tax	\$126.56
		412-000-554-90-49-02		ExciseTaxes	\$1,079.17
		Total Invoice - DORExciseTaxDec2023			\$9,800.81
	Total 2018188				\$9,800.81
Total WA State DOR - Excise Tax					\$9,800.81

Vendor	Number	Reference	Account Number	Description	Amount
WA State DOR - Leasehold Excise Tax					
	2018187			2024 - January - 2nd Council Meeting	
		Invoice - 4thQtr2023LHT			
			4th Qtr 2023 Leasehold Tax		
			002-000-576-80-49-05	Leashold Excise Taxes	\$1,574.65
				Leasehold Excise Tax	
		Total Invoice - 4thQtr2023LHT			\$1,574.65
	Total 2018187				\$1,574.65
Total WA State DOR - Leasehold Excise Tax					\$1,574.65
Washington Federal Bank					
	2018186			2024 - January - 2nd Council Meeting	
		Invoice - HarClk1/10/24			
			Bank Deposit Slips		
			001-000-518-30-31-00	Office & Operating Supplies	\$92.49
		Total Invoice - HarClk1/10/24			\$92.49
	Total 2018186				\$92.49
Total Washington Federal Bank					\$92.49
Wave Broadband					
	26779			2024 - January - 2nd Council Meeting	
		Invoice - WaveJan2024			
			Internet & Phones		
			001-000-518-30-42-00	Communications	\$348.03
				TH Internet & phones	
			001-000-522-20-42-00	Communications	\$155.90
				Fire Dept	
			003-000-575-50-42-01	Communications-MH/MC	\$227.94
				MH/MC Internet & phones	
			401-000-534-80-42-00	Communications	\$328.15
				PW Office Internet & phones - 604 3rd N	
			409-000-535-80-42-00	Communications	\$20.63
				WWTP Marina Lift Station	
			409-000-535-80-42-00	Communications	\$186.59
				WWTP	
		Total Invoice - WaveJan2024			\$1,267.24
	Total 26779				\$1,267.24
Total Wave Broadband					\$1,267.24
Grand Total		Vendor Count	41		\$146,493.81



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **January 1, 2024** through **January 15, 2024** 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:

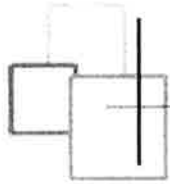
Payroll checks numbered 5839 through 5845	\$2,068.98
Auto Payroll Taxes #2018185	\$8,555.02
Payroll auto deposit	<u>\$25,705.81</u>
	\$36,329.81

are approved for a total payment of \$36,329.81 this 23rd day of January 2024.

Councilmember – Finance Committee

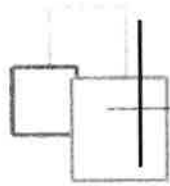
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>5839</u>	Dept of Labor & Industry	2024 - January - 2nd Council Meeting		\$909.73
<u>5840</u>	Employment Security	2024 - January - 2nd Council Meeting		\$72.61
<u>5841</u>	North Coast Credit Union	2024 - January - 2nd Council Meeting		\$150.00
<u>5842</u>	Paid Family & Medical Leave	2024 - January - 2nd Council Meeting		\$191.91
<u>5843</u>	Teamsters Local No. 231	2024 - January - 2nd Council Meeting		\$159.00
<u>5844</u>	Wa Cares Fund	2024 - January - 2nd Council Meeting		\$115.63
<u>5845</u>	Washington State Support Registry	2024 - January - 2nd Council Meeting		\$470.10
<u>2018185</u>	Washington Federal	2024 - January - 2nd Council Meeting		\$8,555.02
<u>Direct Deposit Run -</u> <u>1/16/2024</u>	Payroll Vendor	2024 - January - 2nd Council Meeting		\$25,705.81
				\$36,329.81



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 1/16/2024	Payroll Vendor	2024 - January - 2nd Council Meeting	\$25,705.81
Eills, Ajah G	ACH Pay - 6835	Posting Run - 1/16/2024 2:33:54 PM	\$1,863.67
Hillard, Margaret A	ACH Pay - 6843	Posting Run - 1/16/2024 2:33:54 PM	\$501.14
Kerley-DeGoede, Maria A	ACH Pay - 6844	Posting Run - 1/16/2024 2:33:54 PM	\$2,291.07
Lease, Brian	ACH Pay - 6838	Posting Run - 1/16/2024 2:33:54 PM	\$3,088.81
Lovejoy, Lynne	ACH Pay - 6839	Posting Run - 1/16/2024 2:33:54 PM	\$198.36
Moore, Andrea L	ACH Pay - 6841	Posting Run - 1/16/2024 2:33:54 PM	\$1,949.22
Palaniuk, Kevin R	ACH Pay - 6846	Posting Run - 1/16/2024 2:33:54 PM	\$2,790.84
Park, Todd W	ACH Pay - 6834	Posting Run - 1/16/2024 2:33:54 PM	\$2,333.70
Pena-Ayon, Manuel A	ACH Pay - 6842	Posting Run - 1/16/2024 2:33:54 PM	\$1,480.65
Reinstra, Aaron M.	ACH Pay - 6845	Posting Run - 1/16/2024 2:33:54 PM	\$1,992.54
Sherman, Albert R	ACH Pay - 6840	Posting Run - 1/16/2024 2:33:54 PM	\$1,922.17
Smith, Christopher	ACH Pay - 6837	Posting Run - 1/16/2024 2:33:54 PM	\$2,239.90
Thomas, Scott G	ACH Pay - 6836	Posting Run - 1/16/2024 2:33:54 PM	\$3,053.74
			\$25,705.81

Unfinished Business

- 1) **Center Street Project – Discussion – No Insert**
- 2) **Jenson Property – Discussion – No Insert**
- 3) **2024 Tribal Sewer Rates**
- 4) **Solarize Skagit**
- 5) **Code of Conduct (Draft) – Discussion – No Insert**

2024 Tribal Sewer Rates

Town of La Conner - SEWER Utility

Billing Calculation Worksheet

2024

12/20/2023

am

Prior Data

Legend:

data	permit
agreement	calculated

1 WWTP NPDES Permitted Capacity and Allocation

	Plant	Town	Tribe
Flow (Max Month - Gallons per Day)	520000	345000	175000
BOD (Max Month - Pounds per Day)	1300	860	440
TSS (Max Month - Pounds per Day)	1100	730	370

2 Data From Previous Year and Unit Cost Calculation

Prior Year 2023

Total PLANT Cost \$ 480,567.00

Total Flow (Gallons)	106767000
Total BOD (Pounds)	178062
Total TSS (Pounds)	179330
Total Tribal Flow (Gallons)	27941349
Total Town Flow (Gallons)	78825651

SubComponent Cost Allocation

Flow	BOD	TSS
40%	40%	20%

Resulting Unit Costs (Surcharge Only)

\$ 0.1800	per 100 Gallons
\$ 1.0795	per Pound
\$ 0.5360	per Pound

3 Fair Share Formula

Budget Year	2024
Budgeted PLANT Cost	\$ 680,421.00
Budgeted PIPE Cost	\$ 146,585.00
Budgeted OTHER Cost	\$ 91,393.00
	\$ 918,399.00

LF of All PIPE	31120	rev 2022
LF of Tribal Use PIPE	3740	rev 2009
# of Sewer Accounts	529	rev 2023

Annual Average Daily Flow - (Gallons per Day)

	Prior Year	Forecast	%	
Plant	292512	313000	100.00%	Forecast=last 3 year avg
Tribe	76552	86000	27.48%	Tribe Forecast=last 3 year avg
Town	215961	227000	72.52%	

Tribal Unit Cost Calculation

Item	Ratio	R. Cost
PLANT	27.48%	\$ 186,952.73
PIPE	3.30%	\$ 4,840.34
OTHER	0.19%	\$ 172.77
Estimated Tribal Total Cost		\$ 191,965.84

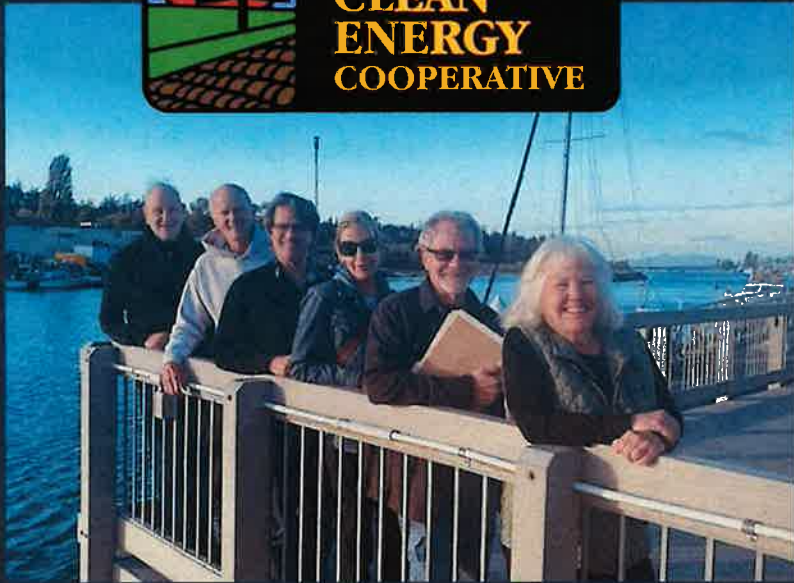
Estimated Tribal Unit Cost \$ 0.6116 per 100 Gallons

Solarize Skagit



SOLARIZE
2024

Skagit Valley Clean Energy Cooperative in Partnership with Olympia Community Solar





What we will cover:

- About the Solarize Campaign
- 2023 Results
- 2024 Outreach Strategy

What is a Solarize Campaign? →

- **Rigorous process to vet and select qualified installers.**
- **Free energy assessment and quotes by the installer**
- **Special group-purchasing prices.**
- **30% Federal tax credit and no WA sales tax.**
- **Reduced monthly electric bills.**
- **Reduces fossil fuels.**

2023 Campaign Summary

- Endorsement by 3 Jurisdictions (Mount Vernon, La Conner, Anacortes)
- 123 leads
- 9 installations
- Converted 95.68 kw to solar energy
- Average KW/installation: 10.63
- La Conner 42 leads and 2 installations - the largest number of all jurisdictions

Challenges:

- Interest rates started to rise in April
- Lots of interest but many homes not suitable for solar.

Solar Installation



Harlan Residence, La Conner

New for 2024 Campaign

New partners

- Whatcom
- Island
- Walla Walla
- City of Kenmore

Joins

Thurston, Mason, Lewis and Skagit Counties

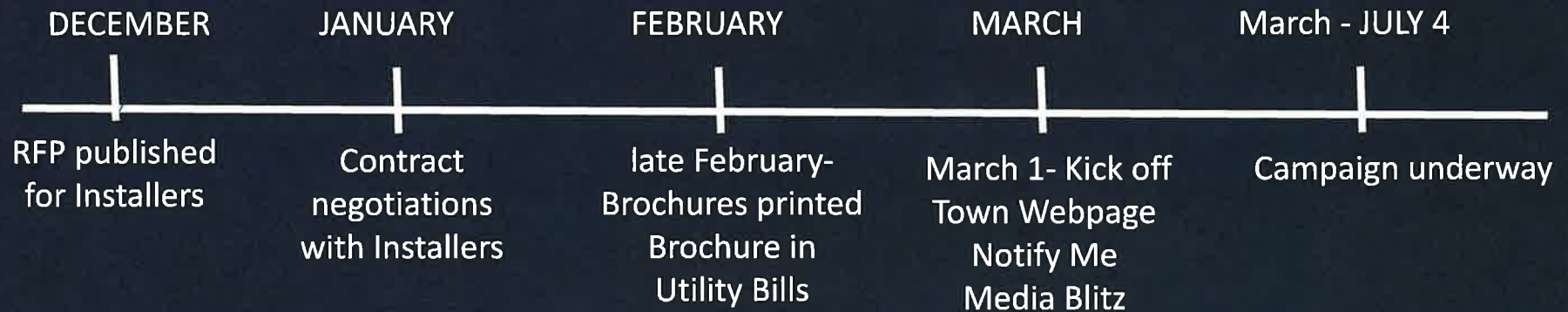


Lessons Learned- 2024 Strategy

- Start early- get on council calendars
- Coordinate media launch
- Jurisdiction endorsement works
- Utility bill stuffers work
- Webpage presence
- Social Media - periodic updates
- Set up a relationship with a bank for low interest solar loans
- Link to community solar opportunities



2024 TIMELINE



10

DISCUSSION:

Outreach Strategy for 2024

- Brochure in utility bill
- Announcement on Town web page