



TOWN COUNCIL AGENDA

April 9, 2024, 6PM
622 S, Second St.
Garden Club

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 of March 26, 2024
2. Finance:
Approval of Accounts Payable
Approval Payroll

B. Items Removed from the Consent Agenda

VI. REPORTS

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

VII. UNFINISHED BUSINESS:

1. Center Street Project - Discussion
2. Jenson Property - Discussion
3. **PUBLIC HEARING – Transportation Benefit District (Funding)**
4. Ordinance – Transportation Benefict District (Funding)

VIII. NEW BUSINESS

1. Agreement – Granich Engineered Products (WWTP)
2. Agreement – David Evans & Assoc. (Engineering Services for WA & Road Streets Pedestrian Improvements)

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.

Ordinance 1245
Resolution 640

Consent Agenda

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

Town of La Conner
Town Council Meeting
March 26, 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, Dole and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede and Public Works Director Lease

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

Public Comments:

Resident Chip Hall updated Council of his revised DNR application for access to his harbor. There were further discussions on the DNR leases and use.

Resident Linda Talman, a member of the Non-Motorized Advisory Committee, noted they are working on updating the County Bike Map. She also requested the Town take in consideration the availability for non-motorized access for the First Street plans.

Presentations:

Tulip Festival Director Nichole Roozen, presented the 2024 Tulip Poster and discussed their updated website, festival events, economic impact and the festival brochure.

Parks Commissioners Mike Bucy and Martin Howard shared the plans for replacing the trees on Morris Street. Each tree will cost approximately \$1,000 to purchase, install and will include a plaque. The funds will be received and paid by the Town. The plans do not include the removal of the few existing trees. Also discussed was the Town adopted policy of planting trees native to our area.

It was the consensus of the Council for the Parks Commission to move forward with the replacement of the Morris Street Trees.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the March 12, 2024 Council Meeting.

Accounts Payable:	Checks	26909 - 26935	\$58,814.88
	Electronic Pmts.	20182077 – Excise Tax	\$7,768.78
	Total Accounts Payable		\$66,583.66
Payroll of March 20, 2024:	Checks	5871 - 5877	\$2,269.22
	Payroll Auto Tax Payment	#2018206	\$8,539.80
	Payroll Auto Deposit		\$25,547.84
	Total Payroll		\$36,356.86

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

Administrator's Report:

Administrator Thomas shared Representative Dave Paul will be at the Library tomorrow from 4:30 p.m. to 6:00 p.m. and there will be a SKAT meeting at the middle school starting at 5:00 pm.

Mayor's Report:

Mayor Hanneman was invited to speak at the Rotary Farmers and Merchant Night event. It was well attended and received. She and Administrator Thomas met with Representative Larson for funding of Town projects

Council Committee Reports:

WAB:

Councilmember Taylor noted there will be a meeting on Friday.

Emergency Management Commission:

Councilmember Dole reported the work is ongoing for the draft of the Comprehensive Emergency Plan and they are still looking for a position replacement.

Parks Commission:

Councilmember Wohleb noted the progress of the Waterfront Park Pavilion is coming along.

Agreement – David Evans & Associates (Jordan Park & First Street Surveys):

Public Works Director Lease explained the cost is lower because they have all the waterfront information from the previous flood survey they did.

Councilmember Dole moved to approve the Mayor to sign the Jordan Park and First Street Survey Agreement with David Evans and Associates. Motion seconded by Councilmember Wohleb. Motion carried 3/0.

Agreement – Skagit County Sheriff Policing Amendment:

Administrator Thomas stated the County was late in addressing the CPI increase. The three percent increase is lower than the actual CPI increase.

Councilmember Wohleb moved to approve the Mayor to sign the Skagit County Policing Amendment. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Agreement – WA State Dept. of Enterprise Services:

Administrator Thomas noted this is a recurring agreement for their services to utilize contracts for purchasing and services, from specified contractors, that meet government procurement policies.

Councilmember Wohleb moved to approve the Mayor to sign the Agreement with the WA State Dept. of Enterprise Services. Motion seconded by Councilmember Dole. Motion carried 3/0.

Agreement – WA State Dept. of Commerce Climate Planning Grant:

Administrator Thomas explained this is a \$100,000 grant for the development of the GMA climate change and resiliency element requirements.

Councilmember Taylor moved to approve the Mayor to sign the WA State Dept. of Commerce Climate Planning Grant. Motion seconded by Councilmember Dole. Motion carried 3/0.

Agreements – 1) Civic Plus ADA Audio Agreement & 2) Media Implementation/Storage:

Finance Director DeGoede stated we now pay Zoom over \$3,200 a year for video recording and limited storage. The annual fee for the media and storage will be less, along with maintaining the basic Zoom license. Also, the ADA Audio for the website will be required soon and by bundling the two together now, we will qualify for a discount. The Media and Storage module will provide a portal on the Town's website for viewers to watch meetings live. We can also record a meeting on the computer and transfer the video to the website if there is no internet.

Councilmember Dole move to approve both Civic Plus agreements, ADA Audio and Media/Storage. Motion seconded by Councilmember Wohleb. Motion carried 3/0.

Agreement – TIB WA, Road & Maple Pedestrian Improvement Grant:

Public Works Director Lease received the approval and agreement for the \$240,000 grant on Friday. It will be for rapid flashing devices for Maple Avenue, provide new sidewalks and complete others. There is the requirement the project has to be completed by the end of the year.

Councilmember Wohleb moved to approve the Mayor to sign the TIB WA, Road & Maple Pedestrian Improvement Grant. Motion seconded by Councilmember Taylor. Motion carried 3/0.

ERCI Cultural Resources Survey for Storm Drain Improvements:

Public Works Director Lease provided a copy of the ERCI proposal in the amount of \$2,185.73 to the Council. It was received late Friday, which was too late for the packet. This survey is required for all state grants involving storm drain improvements.

Councilmember Wohleb moved to approve the ERCI Cultural Resources Survey proposal in the amount of \$2,185.73. Motion seconded by Councilmember Dole. Motion carried 3/0.

Mayor Roundtable:

Discussions included dates in June for the Council Retreat that will be held in Town. Also, two employees of the local tavern encountered an erratic person when leaving work. Advised anyone that has this encounter to call 911.

There being no further business the meeting ended at 7:10 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, 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 the April 9, 2024 Claims have been received and that;

Checks Numbered: 26936 - 26977 \$145,677.10

Auto Payments:	#2018213 – Invoice Cloud	\$166.20
	#2018214 – US Bank	\$174.08
	#2018215 – Leasehold Tax	\$2014.41

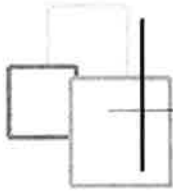
Are approved for a total payment of \$148,031.79 this 9th day of April 2024.


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2024 - April
Council Date: : All

Vendor	Number	Reference	Account Number	Description	Amount
Alpine Products Inc.	26936			2024 - April - 1st Council Meeting	
		Invoice - TM-222057			
			Left Turn Arrows, Hot Tape, Glass Beads & Skid Optics		
			005-000-542-64-48-03	System Repair & Maintenance	\$7,292.06
		Total Invoice - TM-222057			\$7,292.06
	Total 26936				\$7,292.06
Total Alpine Products Inc.					\$7,292.06
Andrea Moore	26937			2024 - April - 1st Council Meeting	
		Invoice - Moore3/2024Reimb			
			Travel Reimb./WMCA Conf. - Moore		
			001-000-514-23-43-00	Travel	\$272.02
		Total Invoice - Moore3/2024Reimb			\$272.02
	Total 26937				\$272.02
Total Andrea Moore					\$272.02
Andrea's House Cleaning Services	26938			2024 - April - 1st Council Meeting	
		Invoice - 4050			
			Town Hall/Sheriff Cleaning		
			001-000-518-30-48-01	Building Repair & Maintenance	\$350.00
		Total Invoice - 4050			\$350.00
	Total 26938				\$350.00
Total Andrea's House Cleaning Services					\$350.00
Annalise Litchard	26939			2024 - April - 1st Council Meeting	
		Invoice - LitchardPPDep6/1/24Cancel			
			Litchard Pioneer Park Cancelation 6/1/24		
			002-000-576-80-45-73	Park Rental Cancellation	\$100.00
			002-000-582-10-00-00	Park Deposit Refund	\$200.00
		Total Invoice - LitchardPPDep6/1/24Cancel			\$300.00
	Total 26939				\$300.00
Total Annalise Litchard					\$300.00

Vendor	Number	Reference	Account Number	Description	Amount
Birch Equipment					
	26940			2024 - April - 1st Council Meeting	
		Invoice - 284989-5			
		Forklift (final bill)			
		403-000-553-30-35-00		Tools & Equipment Flood	\$1,461.51
		Total Invoice - 284989-5			\$1,461.51
		Invoice - 285296-5			
		Trailer/Transport Chain & Transport Binder			
		403-000-553-30-35-00		Tools & Equipment Flood	\$450.63
		Total Invoice - 285296-5			\$450.63
	Total 26940				\$1,912.14
Total Birch Equipment					\$1,912.14
CivicPlus					
	26941			2024 - April - 1st Council Meeting	
		Invoice - 296589			
		AudioEye - ADA Website			
		001-000-514-23-48-00		Software Maintenance	\$400.30
		401-000-534-80-48-01		Software Maintence	\$385.09
		10%			
		403-000-531-38-48-01		Software Maintenance	\$1,095.76
		10%			
		409-000-535-80-48-00		Software Maintenance	\$527.01
		10%			
		412-000-554-90-48-03		Software Maintenance	\$1,695.76
		10%			
		Total Invoice - 296589			\$4,103.92
		Invoice - 296591			
		Media/25GB Storage for Website			
		001-000-514-23-48-00		Software Maintenance	\$5,483.01
		Total Invoice - 296591			\$5,483.01
	Total 26941				\$9,586.93
Total CivicPlus					\$9,586.93
Copiers Northwest					
	26942			2024 - April - 1st Council Meeting	
		Invoice - INV2798988			
		Copies			
		001-000-518-30-31-00		Office & Operating Supplies	\$42.32
		70			
		401-000-534-80-31-00		Office & Operating Supplies	\$9.07
		15			
		409-000-535-80-31-00		Office & Operating Supplies	\$9.07

Vendor	Number	Reference	Account Number	Description	Amount
			15		
		Total Invoice - INV2798988			\$60.46
Total 26942					\$60.46
Total Copiers Northwest					\$60.46
David Evans & Associates Inc.					
26943					
		2024 - April - 1st Council Meeting			
		Invoice - 557877			
		Fire Hall Roof/ Skagit Beach Waterline/WWTP I Engineering/TIB Road & WA			
		003-000-575-50-41-00	Professional Services		\$164.59
			Facility Roofing		
		005-000-543-10-41-00	Professional Services		\$4,568.57
			TIB Road & Washington Streets		
		401-000-534-80-41-00	Professional Services		\$1,114.21
			Skagit Beach Waterline		
		409-000-535-80-41-04	Engineering		\$205.34
			Sewer General Engineering		
		Total Invoice - 557877			\$6,052.71
		Invoice - 557878			
		Water System Plan			
		401-000-594-34-64-02	Capital Projects		\$161.17
		Total Invoice - 557878			\$161.17
		Invoice - 557880			
		Snap Dragon Flats DE Agreement			
		005-000-552-30-41-02	DE Engineering Fees		\$525.87
		401-000-534-80-41-02	DE Engineer Fees		\$525.89
		403-000-531-38-41-05	DE Engineering Fees		\$525.89
		409-000-535-80-41-08	DE Engineering Fees		\$525.89
		Total Invoice - 557880			\$2,103.54
		Invoice - 558053			
		931 Maple Ave Bldgs A & B DE Agreement			
		401-000-534-80-41-02	DE Engineer Fees		\$679.09
		403-000-531-38-41-05	DE Engineering Fees		\$679.08
		Total Invoice - 558053			\$1,358.17
Total 26943					\$9,675.59
Total David Evans & Associates Inc.					\$9,675.59

Vendor	Number	Reference	Account Number	Description	Amount
Department of Ecology					
	26944			2024 - April - 1st Council Meeting	
		Invoice - LAU-WA-W455-24			
		WWTP Lab Accreditation Fees			
		409-000-535-80-49-02		Intergovernmental Permits	\$520.00
		Total Invoice - LAU-WA-W455-24			\$520.00
	Total 26944				\$520.00
Total Department of Ecology					\$520.00
Edge Analytical					
	26945			2024 - April - 1st Council Meeting	
		Invoice - 24-05870			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$394.00
				Sewer Testing	
		Total Invoice - 24-05870			\$394.00
		Invoice - 24-06703			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$388.50
				Sewer Testing	
		Total Invoice - 24-06703			\$388.50
		Invoice - 24-06933			
		Compost Testing			
		412-000-554-90-48-05		Compost Testing/Materials	\$1,417.50
				Compost Testing Biosolids	
		Total Invoice - 24-06933			\$1,417.50
		Invoice - 24-07412			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$49.50
				Sewer Testing	
		Total Invoice - 24-07412			\$49.50
	Total 26945				\$2,249.50
Total Edge Analytical					\$2,249.50
Evergreen Safety Council					
	26946			2024 - April - 1st Council Meeting	
		Invoice - INV12708			
		On-Site Flagging Training for Public Works Certifications			
		005-000-543-10-41-00		Professional Services	\$1,645.03
		Total Invoice - INV12708			\$1,645.03
	Total 26946				\$1,645.03
Total Evergreen Safety Council					\$1,645.03

Vendor	Number	Reference	Account Number	Description	Amount
Farmers Equipment Company Inc					
	26947			2024 - April - 1st Council Meeting	
		Invoice - BUR-2009475			
			Belt Press Discharge Line Repair		
			412-000-554-90-48-06	Compost Machinery/Equip	\$1,653.72
		Total Invoice - BUR-2009475			
					\$1,653.72
	Total 26947				\$1,653.72
Total Farmers Equipment Company Inc					\$1,653.72
Fastenal Company					
	26948			2024 - April - 1st Council Meeting	
		Invoice - WAANA154716			
			Gloves & ZP Bkt Chain		
			409-000-535-80-31-02	Lab Supplies	\$323.44
			412-000-554-90-48-05	Compost Testing/Materials	\$197.10
		Total Invoice - WAANA154716			
					\$520.54
	Total 26948				\$520.54
Total Fastenal Company					\$520.54
Grainger					
	26949			2024 - April - 1st Council Meeting	
		Invoice - 9044421692			
			BiMetal Therm 2-3/8"		
			412-000-554-90-48-05	Compost Testing/Materials	\$537.96
		Total Invoice - 9044421692			
					\$537.96
		Invoice - 9052745198			
			Poly Bags		
			412-000-554-90-48-05	Compost Testing/Materials	\$27.16
		Total Invoice - 9052745198			
					\$27.16
		Invoice - 9055169388			
			Wheel Flap		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$26.75
		Total Invoice - 9055169388			
					\$26.75
		Invoice - 9056795082			
			Diesel Exhaust Fluid		
			412-000-554-90-48-06	Compost Machinery/Equip	\$120.22
		Total Invoice - 9056795082			
					\$120.22
		Invoice - 9061021003			
			Lawn Rake & Shovels		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$140.75
		Total Invoice - 9061021003			
					\$140.75

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 9061367257			
			Rodent Station & Maintenance		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$64.64
		Total Invoice - 9061367257			\$64.64
Total Grainger	Total 26949				\$917.48
					\$917.48
Invoice Cloud					
	2018213			2024 - April - 1st Council Meeting	
		Invoice - 1022-2024-3			
			Utility CC Processing Fees		
			001-000-514-23-41-03	Bank Service Charges	\$166.20
		Total Invoice - 1022-2024-3			\$166.20
	Total 2018213				\$166.20
Total Invoice Cloud					\$166.20
Jeff Winder					
	26950			2024 - April - 1st Council Meeting	
		Invoice - WinderPPDepRef3/16/24			
			Winder Pioneer Park Dep Ref 3/16/24		
			002-000-582-10-00-00	Park Deposit Refund	\$200.00
		Total Invoice - WinderPPDepRef3/16/24			\$200.00
	Total 26950				\$200.00
Total Jeff Winder					\$200.00
La Conner Weekly News					
	26951			2024 - April - 1st Council Meeting	
		Invoice - 10528			
			Publishing of Determination of Non Sig		
			001-000-558-60-44-00	Advertising	\$155.00
		Total Invoice - 10528			\$155.00
		Invoice - 10529-LWN			
			Publishing of Ord. #1244		
			001-000-514-23-44-00	Advertising	\$41.00
		Total Invoice - 10529-LWN			\$41.00
	Total 26951				\$196.00
Total La Conner Weekly News					\$196.00

Vendor	Number	Reference	Account Number	Description	Amount
Mac & Mac Electric					
	26952			2024 - April - 1st Council Meeting	
		Invoice - 7625			
			Blador ABB		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$728.55
		Total Invoice - 7625			\$728.55
	Total 26952				\$728.55
Total Mac & Mac Electric					\$728.55
Margaret Benetti					
	26953			2024 - April - 1st Council Meeting	
		Invoice - BenettiMHDepRef3/15/24			
			Benetti Maple Hall Dep Ref. 3/15/24		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$678.75
		Total Invoice - BenettiMHDepRef3/15/24			\$678.75
	Total 26953				\$678.75
Total Margaret Benetti					\$678.75
Michael Davolio, AICP					
	26954			2024 - April - 1st Council Meeting	
		Invoice - Inv #39			
			March 2024 Planning Charges		
			001-000-558-60-41-00	Professional Services - Planner	\$6,930.00
		Total Invoice - Inv #39			\$6,930.00
	Total 26954				\$6,930.00
Total Michael Davolio, AICP					\$6,930.00
Nelson-Reisner					
	26955			2024 - April - 1st Council Meeting	
		Invoice - CL74552			
			Fire Dept. Fuel		
			001-000-521-70-32-00	Fuel	\$62.78
				Code Enf. 1/2 Maverick Truck	
			001-000-522-20-32-00	Fuel	\$135.84
				Fire Dept.	
		Total Invoice - CL74552			\$198.62
		Invoice - CL74553			
			Public Works Fuel		
			401-000-534-80-32-00	Fuel	\$1,270.08
				Public Works	
		Total Invoice - CL74553			\$1,270.08
	Total 26955				\$1,468.70
Total Nelson-Reisner					\$1,468.70

Vendor	Number	Reference	Account Number	Description	Amount
North Hills Resources					
	26956			2024 - April - 1st Council Meeting	
		Invoice - 39806			
			Pile Grinding		
			412-000-554-90-41-07	Pile Grinding	\$6,287.94
		Total Invoice - 39806			\$6,287.94
		Invoice - 39808			
			Wood Chips		
			412-000-554-90-48-05	Compost Testing/Materials	\$977.40
		Total Invoice - 39808			\$977.40
		Invoice - 39936			
			Wood Chips		
			412-000-554-90-48-05	Compost Testing/Materials	\$760.20
		Total Invoice - 39936			\$760.20
	Total 26956				\$8,025.54
Total North Hills Resources					\$8,025.54
Northstar Chemical Inc.					
	26957			2024 - April - 1st Council Meeting	
		Invoice - 277887			
			Resin Compound		
			409-000-535-80-48-05	Materials/Testing	\$3,272.51
			412-000-554-90-48-05	Compost Testing/Materials	\$3,272.51
		Total Invoice - 277887			\$6,545.02
	Total 26957				\$6,545.02
Total Northstar Chemical Inc.					\$6,545.02
NorthWest Parking Equipment Co					
	26958			2024 - April - 1st Council Meeting	
		Invoice - NWPK009			
			2nd Qtr. Maint.		
			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 - NWPK009			\$1,221.75
	Total 26958				\$1,221.75
Total NorthWest Parking Equipment Co					\$1,221.75

Vender	Number	Reference	Account Number	Description	Amount
ORCA Communication Systems					
26959				2024 - April - 1st Council Meeting	
		Invoice - 38366			
			Background Check - Mesman		
			403-000-531-38-41-00	Professional Services	\$50.00
		Total Invoice - 38366			\$50.00
	Total 26959				\$50.00
Total ORCA Communication Systems					\$50.00
Pape' Machinery Exchange					
26960				2024 - April - 1st Council Meeting	
		Invoice - 15160577			
			Step		
			412-000-554-90-48-06	Compost Machinery/Equip	\$89.90
		Total Invoice - 15160577			\$89.90
	Total 26960				\$89.90
Total Pape' Machinery Exchange					\$89.90
Port of Skagit Co.					
26961				2024 - April - 1st Council Meeting	
		Invoice - POSApr2024			
			PW Lease		
			002-000-576-80-45-00	Rents & Leases - Short Term	\$245.40
			10% PW Lease		
			003-000-575-50-48-06	Rents & Leases Short Term	\$245.40
			10% PW Lease		
			005-000-542-65-49-03	Rentals/Leases - Short Term	\$245.40
			10% PW Lease		
			401-000-534-80-45-00	Rents & Leases - Short Term	\$981.59
			40% PW Lease		
			403-000-531-38-45-00	Rents & Leases - Short Term	\$736.20
			30% PW Lease		
		Total Invoice - POSApr2024			\$2,453.99
	Total 26961				\$2,453.99
Total Port of Skagit Co.					\$2,453.99
Sherwin Williams Co.					
26962				2024 - April - 1st Council Meeting	
		Invoice - 0170-9			
			Red Paint		
			005-000-542-64-48-03	System Repair & Maintenance	\$36.44
		Total Invoice - 0170-9			\$36.44

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 0599-2			
			440 Impact Paint Sprayer		
			002-000-576-80-48-01	Building Repair & Maintenance	\$1,075.39
		Total Invoice - 0599-2			\$1,075.39
	Total 26962				\$1,111.83
Total Sherwin Williams Co.					\$1,111.83
Skagit County Sheriff Office					
26963					
				2024 - April - 1st Council Meeting	
		Invoice - Mar2024JailTax			
			Mar 2024 County Jail Tax		
			631-000-589-40-00-00	Special Use Tax - County Jail	\$4,185.14
				Special Use Tax - County Jail	
		Total Invoice - Mar2024JailTax			\$4,185.14
	Total 26963				\$4,185.14
Total Skagit County Sheriff Office					\$4,185.14
Skagit Valley Publishing					
26964					
				2024 - April - 1st Council Meeting	
		Invoice - 43705			
			Office Assist. Ad		
			001-000-514-23-44-00	Advertising	\$375.00
		Total Invoice - 43705			\$375.00
	Total 26964				\$375.00
Total Skagit Valley Publishing					\$375.00
Stockon's Paint Mount Vernon					
26965					
				2024 - April - 1st Council Meeting	
		Invoice - 330028566			
			Paint Rollers for Curbs		
			005-000-542-64-48-03	System Repair & Maintenance	\$17.37
		Total Invoice - 330028566			\$17.37
		Invoice - 330028620			
			Paint & Paint Supplies		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$282.63
		Total Invoice - 330028620			\$282.63
		Invoice - 330028887			
			Paint		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$70.65
		Total Invoice - 330028887			\$70.65
	Total 26965				\$370.65
Total Stockon's Paint Mount Vernon					\$370.65

Vendor	Number	Reference	Account Number	Description	Amount
Theresa & Troy Olason					
	26966			2024 - April - 1st Council Meeting	
		Invoice - OlasonGCDepRef3/24/24			
		Oalson Garden Club Dep Ref 3/24/24			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$315.00
		Total Invoice - OlasonGCDepRef3/24/24			\$315.00
	Total 26966				\$315.00
Total Theresa & Troy Olason					\$315.00
Town of La Conner					
	26967			2024 - April - 1st Council Meeting	
		Invoice - TOLMar2024			
		Mar 2024 Water Charges			
		001-000-518-30-47-00		Public Utility Services	\$187.04
				204 Douglas - Town Hall	
		001-000-522-20-47-00		Public Utility Services	\$126.05
				Fire Hall - 12142 Chilberg	
		002-000-576-80-47-00		Public Utility Services	\$103.58
				Washington Street Park	
		002-000-576-80-47-00		Public Utility Services	\$52.97
				Benton Street Stairs	
		002-000-576-80-47-00		Public Utility Services	\$122.98
				1st Street Merchant Park	
		002-000-576-80-47-00		Public Utility Services	\$170.88
				Pioneer Park	
		002-000-576-80-47-00		Public Utility Services	\$73.94
				Skateboard Park - 528 6th Street	
		002-000-576-80-47-00		Public Utility Services	\$46.89
				Flag Pole/Monument	
		002-000-576-80-48-01		Building Repair & Maintenance	\$48.19
				Waterfront Park Irrigation #1	
		002-000-576-80-48-01		Building Repair & Maintenance	\$48.66
				Waterfront Park Irrigation #2	
		003-000-575-50-47-01		Public Utility Services-MH/MC	\$329.14
				108 Commercial - Maple Hall	
		003-000-575-50-47-02		Public Utility Services-GC	\$116.97
				622 South 2nd St - GC	
		003-000-575-50-47-05		Public Utility Svcs-Restrooms	\$319.65
				613 South First St Restroom	
		003-000-575-50-47-05		Public Utility Svcs-Restrooms	\$251.67
				304 Morris St Restroom	
		401-000-534-80-47-00		Public Utility Services	\$103.39
				PW Washpad - 12142 Chilberg	
		401-000-534-80-47-00		Public Utility Services	\$120.75
				604 Third St N - PW Office	

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-47-00	Public Utility Services	\$189.58
				WWTP - 12154 Chilberg Road	
			409-000-535-80-47-00	Public Utility Services	\$167.12
				WWTP Hydrant	
			409-000-535-80-47-00	Public Utility Services	\$73.87
				Dunlap Street Pump	
			409-000-535-80-47-00	Public Utility Services	\$1,034.26
				WWTP Belt Filter Press	
		Total Invoice - TOLMar2024			\$3,687.58
	Total 26967				\$3,687.58
Total Town of La Conner					\$3,687.58
Town of La Conner					
	26968			2024 - April - 1st Council Meeting	
		Invoice - 1stQtr2024CompostTax			
		1st Qtr 2024 Compost Tax			
			412-000-554-99-49-03	Utility business tax	\$28,610.69
		Total Invoice - 1stQtr2024CompostTax			\$28,610.69
	Total 26968				\$28,610.69
Total Town of La Conner					\$28,610.69
ULINE					
	26969			2024 - April - 1st Council Meeting	
		Invoice - 176174320			
		Dog Waste Bags			
			002-000-576-80-48-03	System Repair & Maintenance	\$214.72
		Total Invoice - 176174320			\$214.72
	Total 26969				\$214.72
Total ULINE					\$214.72
United Site Services					
	26970			2024 - April - 1st Council Meeting	
		Invoice - INV-4386520			
		Public Works Port a Potty			
			002-000-576-80-41-00	Professional Services	\$215.44
		Total Invoice - INV-4386520			\$215.44
		Invoice - INV-4386706			
		Waterfront Park Port a Potty			
			002-000-576-80-41-00	Professional Services	\$213.25
		Total Invoice - INV-4386706			\$213.25
	Total 26970				\$428.69
Total United Site Services					\$428.69

Vendor	Number	Reference	Account Number	Description	Amount
US Bank-Parking Meter Fees					
	2018214			2024 - April - 1st Council Meeting	
		Invoice - USBnkMar2024			
			Mar 2024 Pmt Station Processing Fees		
			002-000-576-80-41-00	Professional Services	\$87.04
				Moorage/Launch Processing Fees	
			005-000-542-65-48-00	Repair & Maintenance	\$87.04
				Parking Lot Processing Fees	
		Total Invoice - USBnkMar2024			
					\$174.08
	Total 2018214				\$174.08
Total US Bank-Parking Meter Fees					\$174.08
Utilities Underground Locate					
	26971			2024 - April - 1st Council Meeting	
		Invoice - 4030726			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$13.20
				Notifications	
		Total Invoice - 4030726			
					\$13.20
	Total 26971				\$13.20
Total Utilities Underground Locate					\$13.20
Ven Tek International					
	26972			2024 - April - 1st Council Meeting	
		Invoice - 143086			
			Payment Station Maint. Fees		
			002-000-576-80-41-00	Professional Services	\$203.63
			005-000-542-65-48-00	Repair & Maintenance	\$203.62
		Total Invoice - 143086			
					\$407.25
	Total 26972				\$407.25
Total Ven Tek International					\$407.25
WA State DOR - Leasehold Excise Tax					
	2018215			2024 - April - 1st Council Meeting	
		Invoice - Qtr1-2024LeaseholdTax			
			Qtr 1 - 2024 Leasehold Tax		
			002-000-576-80-49-05	Leashold Excise Taxes	\$2,014.41
				Leasehold Excise Tax	
		Total Invoice - Qtr1-2024LeaseholdTax			
					\$2,014.41
	Total 2018215				\$2,014.41
Total WA State DOR - Leasehold Excise Tax					\$2,014.41

Vendor	Number	Reference	Account Number	Description	Amount
Wilbur Ellis Company	26975			2024 - April - 1st Council Meeting	
		Invoice - WilburEllisMHDepRef3/7/24			
		Wilbur Ellis Maple Hall Dep Ref 3/7/24			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$397.50
		Total Invoice - WilburEllisMHDepRef3/7/24			\$397.50
	Total 26975				\$397.50
Total Wilbur Ellis Company					\$397.50
WMCA Treasurer	26976			2024 - April - 1st Council Meeting	
		Invoice - 5407			
		2024 Annual Dues - Moore			
		001-000-514-23-49-00		Dues & Subscriptions	\$100.00
		Total Invoice - 5407			\$100.00
		Invoice - 5434			
		2024 Annual Dues - DeGoede			
		001-000-514-23-49-00		Dues & Subscriptions	\$100.00
		Total Invoice - 5434			\$100.00
	Total 26976				\$200.00
Total WMCA Treasurer					\$200.00
Zumar Industries	26977			2024 - April - 1st Council Meeting	
		Invoice - 46919			
		Stop Sign			
		005-000-542-64-48-04		Signage Repair & Maintenance	\$386.04
		Total Invoice - 46919			\$386.04
	Total 26977				\$386.04
Total Zumar Industries					\$386.04
Grand Total		Vendor Count	45		\$148,031.79



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period March 16, 2024 through **March 31, 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 DeGoede, Finance Director

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

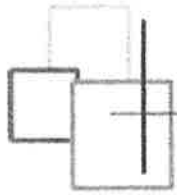
Payroll checks numbered 5878 through 5885	\$2,503.77
Auto Payments:	
AWC Benefit Trust #2018208	\$11,710.94
Deferred Comp #2018209	\$2,472.47
PERS Retirement #2018210	\$11,419.70
Teamsters Benefit #2018211	\$8,926.00
Auto Payroll Taxes #2018212	\$10,795.72
Payroll Auto Deposit	\$33,541.90

are approved for a total payment of **\$81,370.50** this 9th day of April, 2024.

Councilmember – Finance Committee

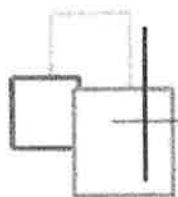
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>5878</u>	Dept of Labor & Industry	2024 - April - 1st Council Meeting		\$1,138.93
<u>5879</u>	Employment Security	2024 - April - 1st Council Meeting		\$76.19
<u>5880</u>	Empower Annuity Ins. Co of America	2024 - April - 1st Council Meeting		\$75.00
<u>5881</u>	North Coast Credit Union	2024 - April - 1st Council Meeting		\$150.00
<u>5882</u>	Paid Family & Medical Leave	2024 - April - 1st Council Meeting		\$243.09
<u>5883</u>	Teamsters Local No. 231	2024 - April - 1st Council Meeting		\$180.50
<u>5884</u>	Wa Cares Fund	2024 - April - 1st Council Meeting		\$169.96
<u>5885</u>	Washington State Support Registry	2024 - April - 1st Council Meeting		\$470.10
<u>2018208</u>	AWC Employee Benefit Trust	2024 - April - 1st Council Meeting		\$11,710.94
<u>2018209</u>	Dept of Retirement - Def Comp	2024 - April - 1st Council Meeting		\$2,472.47
<u>2018210</u>	Dept of Retirement Systems	2024 - April - 1st Council Meeting		\$11,419.70
<u>2018211</u>	WA Teamsters Welfare Trust	2024 - April - 1st Council Meeting		\$8,926.00
<u>2018212</u>	Washington Federal	2024 - April - 1st Council Meeting		\$10,795.72
<u>Direct Deposit Run -</u>	Payroll Vendor	2024 - April - 1st Council Meeting		\$33,541.90
<u>4/2/2024</u>				\$81,370.50



Register Activity

Name	Reference	Posting Reference	Debit Amount
Direct Deposit Run - 4/2/2024	Payroll Vendor	2024 - April - 1st Council Meeting	\$33,541.90
Avery, Adam W	ACH Pay - 6922	Posting Run - 4/1/2024 3:08:23 PM	\$496.82
Avery, Annie L	ACH Pay - 6929	Posting Run - 4/1/2024 3:08:23 PM	\$328.47
Baker, Natalie J	ACH Pay - 6935	Posting Run - 4/1/2024 3:08:23 PM	\$757.30
Banaszak, Sam E	ACH Pay - 6930	Posting Run - 4/1/2024 3:08:23 PM	\$732.43
Carlson III, Ivan J	ACH Pay - 6937	Posting Run - 4/1/2024 3:08:23 PM	\$255.48
Carlson, Ivan J	ACH Pay - 6940	Posting Run - 4/2/2024 8:12:56 AM	\$136.65
Chamberlain, MaryLee S	ACH Pay - 6954	Posting Run - 4/2/2024 8:12:56 AM	\$136.65
Dole, Richard L	ACH Pay - 6956	Posting Run - 4/2/2024 8:12:56 AM	\$101.65
Eills, Ajah G	ACH Pay - 6942	Posting Run - 4/2/2024 8:12:56 AM	\$1,862.42
Hanneman, Marna E	ACH Pay - 6952	Posting Run - 4/2/2024 8:12:56 AM	\$324.83
Hillard, Margaret A	ACH Pay - 6951	Posting Run - 4/2/2024 8:12:56 AM	\$456.39
Hiller, Ryan H	ACH Pay - 6931	Posting Run - 4/1/2024 3:08:23 PM	\$45.62
James, Wilbert M	ACH Pay - 6925	Posting Run - 4/1/2024 3:08:23 PM	\$447.08
Kerley-DeGoede, Maria A	ACH Pay - 6953	Posting Run - 4/2/2024 8:12:56 AM	\$2,290.76
Lease, Brian	ACH Pay - 6946	Posting Run - 4/2/2024 8:12:56 AM	\$3,023.92
McKnight, Chris R	ACH Pay - 6938	Posting Run - 4/1/2024 3:08:23 PM	\$45.62
Mesman, Benjamin	ACH Pay - 6944	Posting Run - 4/2/2024 8:12:56 AM	\$1,754.82
Mesman, Benjamin F	ACH Pay - 6924	Posting Run - 4/1/2024 3:08:23 PM	\$472.45
Mitchell, Anthony J	ACH Pay - 6934	Posting Run - 4/1/2024 3:08:23 PM	\$63.86
Moore, Andrea L	ACH Pay - 6948	Posting Run - 4/2/2024 8:12:56 AM	\$1,872.56
Palaniuk, Kevin R	ACH Pay - 6958	Posting Run - 4/2/2024 8:12:56 AM	\$2,285.20
Park, Todd W	ACH Pay - 6941	Posting Run - 4/2/2024 8:12:56 AM	\$2,561.19
Pena-Ayon, Manuel A	ACH Pay - 6949	Posting Run - 4/2/2024 8:12:56 AM	\$1,291.67
Poulson, Peyton L	ACH Pay - 6923	Posting Run - 4/1/2024 3:08:23 PM	\$73.00
Reinstra, Aaron E.	ACH Pay - 6927	Posting Run - 4/1/2024 3:08:23 PM	\$1,114.26
Reinstra, Aaron M.	ACH Pay - 6955	Posting Run - 4/2/2024 8:12:56 AM	\$1,989.00
Schinman, Karl A	ACH Pay - 6926	Posting Run - 4/1/2024 3:08:23 PM	\$36.50
Schmidt, Hayden J	ACH Pay - 6928	Posting Run - 4/1/2024 3:08:23 PM	\$63.86
Sherman, Albert R	ACH Pay - 6947	Posting Run - 4/2/2024 8:12:56 AM	\$2,032.01
Silva, Jake A	ACH Pay - 6939	Posting Run - 4/1/2024 3:08:23 PM	\$9.12
Smith, Christopher	ACH Pay - 6945	Posting Run - 4/2/2024 8:12:56 AM	\$2,507.13
Smith, Christopher L	ACH Pay - 6932	Posting Run - 4/1/2024 3:08:23 PM	\$374.08
Taylor, Anne M	ACH Pay - 6957	Posting Run - 4/2/2024 8:12:56 AM	\$136.65
Thomas, Scott G	ACH Pay - 6943	Posting Run - 4/2/2024 8:12:56 AM	\$3,052.08
Thulen, Wylie J	ACH Pay - 6936	Posting Run - 4/1/2024 3:08:23 PM	\$45.62
White, James M.	ACH Pay - 6933	Posting Run - 4/1/2024 3:08:23 PM	\$228.10

Name	Reference	Posting Reference	Total Amount
Direct Deposit Run - 4/2/2024	Payroll Vendor	2024 - April - 1st Council Meeting	\$33,541.90
Wohleb, Mary M	ACH Pay - 6959	Posting Run - 4/2/2024 8:12:56 AM	\$136.65
			\$33,541.90

Reports

- 1) Revenue/Expenditure Report**
- 2) Department Head Reports**

TOWN OF LA CONNER
Treasurer's Report
1st Quarter 2024 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,411,390	204,793	15%	2,160,332	234,199	11%
002	Park & Port	236,986	77,547	33%	390,532	85,417	22%
003	Facilities	417,906	38,057	9%	454,802	58,186	13%
004	Public Art	3,226	692	21%	2,500	908	36%
005	Streets	1,149,843	68,147	6%	1,218,696	54,172	4%
123	Hotel Motel	141,200	30,618	22%	342,111	662	0%
214	Fire Hall Bond	50,492	10,441	21%	39,125		0%
303	Flood Control	500	274	55%	500	179	0%
304	REET 1	36,790	7,511	20%	500	408	0%
305	REET 2	36,810	7,529	20%	200,500	408	0%
401	Water	1,242,027	290,866	23%	1,337,148	250,359	19%
403	Storm Drainage	367,383	88,868	24%	651,556	192,052	29%
409	Sewer	995,364	200,111	20%	1,116,569	166,679	15%
412	Sewer Compost	1,256,702	286,107	23%	1,244,152	181,492	15%
TOTALS		7,346,619	1,311,559	18%	9,159,023	1,225,121	13%

Investments:

Mountain Pacific CD	250,000.00
Pacific Premier Bank CD	251,084.32
TVI Bond-912833LX6	247,656.00
Banner Bank CD	151,174.35
LGIP	63,468.13
	<hr/>
	963,382.80

Town of La Conner

Sales Tax Receipts

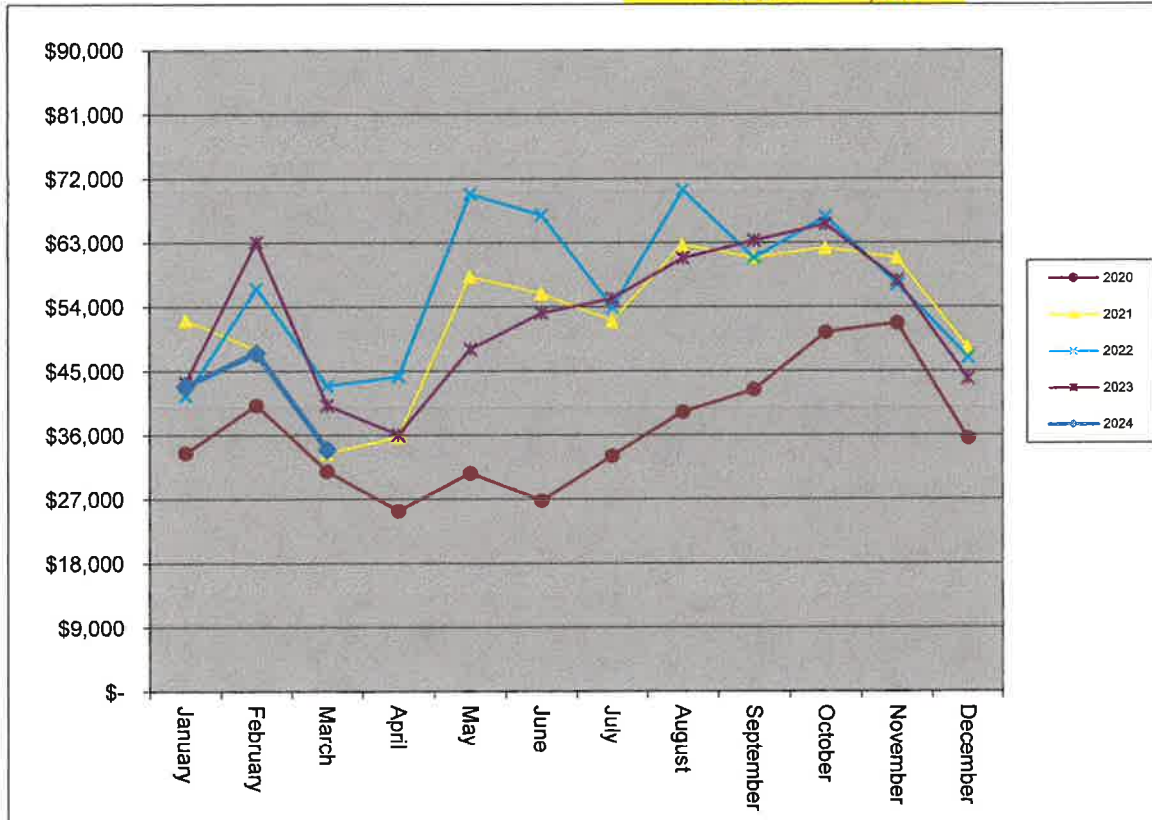
Month	2020	2021	2022	2023	2024
January	33,427.50	52,155.18	41,561.10	43,390.62	42,874.71
February	40,192.52	48,035.77	56,546.93	63,103.16	47,549.13
March	30,913.88	33,430.43	42,937.78	40,187.49	33,929.53
April	25,318.90	35,756.91	44,209.82	36,015.58	
May	30,598.74	58,286.79	69,865.79	48,072.92	
June	26,758.90	55,900.26	66,878.23	53,129.86	
July	33,062.15	52,061.10	53,917.06	55,178.70	
August	39,233.38	62,720.18	70,383.49	60,820.03	
September	42,409.55	60,971.61	60,899.83	63,276.38	
October	50,406.48	62,268.96	66,647.98	65,602.87	
November	51,733.86	60,911.19	57,164.48	57,728.51	
December	35,510.27	48,334.16	46,910.27	43,947.09	
TOTAL	439,566.13	630,832.54	677,922.76	630,453.21	124,353.37

20.41%

Budgeted	469,860.00	328,202.00	492,303.00	609,181.00	609,181.00
Rec Year to Date	439,566.13	630,832.54	677,922.76	630,453.21	124,353.37
Annual Monthly Avg	36,630.51	52,569.38	56,493.56	52,537.77	10,362.78
Amount needed to meet budget:					484,827.63

2023 22,327.90

Diff



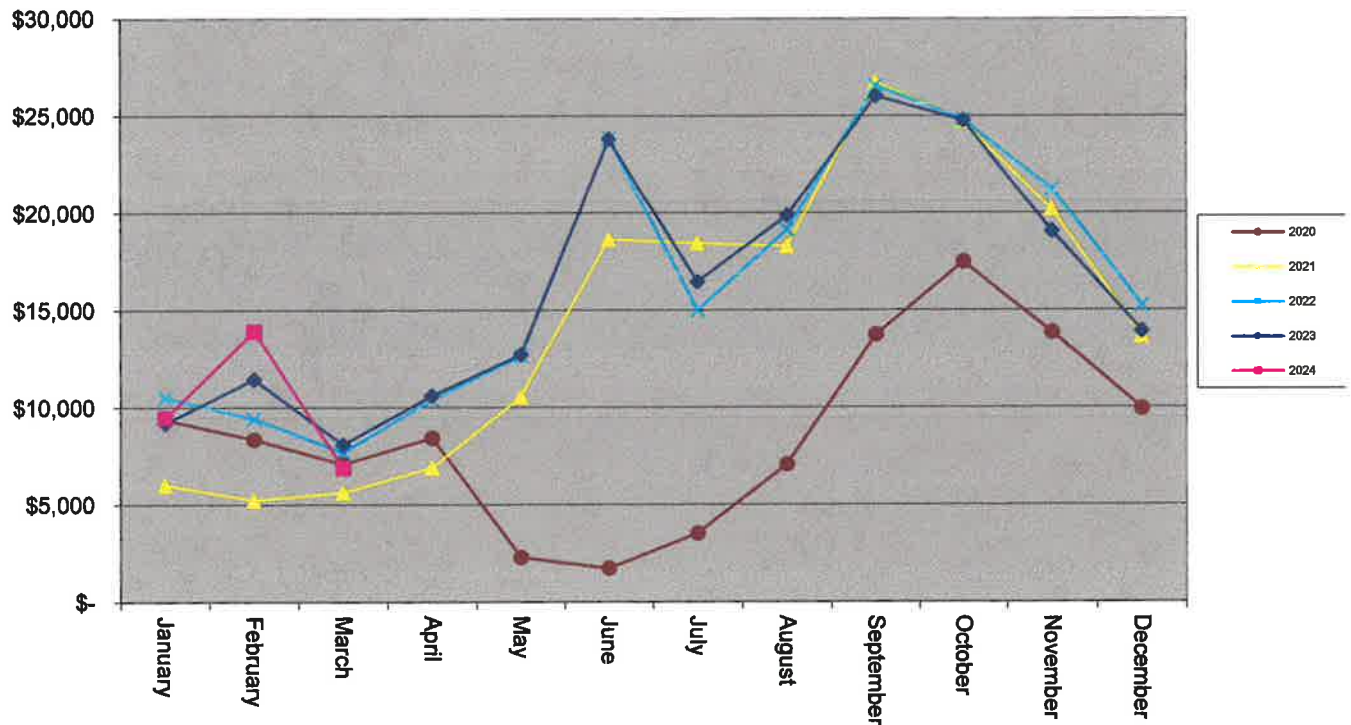
Town of La Conner

Annual Hotel/Motel Receipts

Month	2020	2021	2022	2023	2024
January	9,363.38	6,025.96	10,500.64	9,175.12	9,464.06
February	8,348.90	5,235.46	9,409.26	11,438.50	13,915.32
March	7,077.20	5,622.06	7,698.52	8,082.72	6,869.22
April	8,431.24	6,895.04	10,399.52	10,591.94	
May	2,279.94	10,542.90	12,633.28	12,700.56	
June	1,715.92	18,643.56	23,829.20	23,784.50	
July	3,518.70	18,439.86	14,988.76	16,441.86	
August	7,056.40	18,295.26	19,136.57	19,848.46	
September	13,732.36	26,730.28	26,545.62	26,000.70	
October	17,480.20	24,731.96	24,802.90	24,761.98	
November	13,844.66	20,184.16	21,228.28	19,048.44	
December	9,930.96	13,653.56	15,232.24	13,909.48	
TOTAL	102,779.86	175,000.06	196,404.79	195,784.26	30,248.60

21.54%

Budgeted	126,000.00	88,200.00	132,300.00	133,040.00	140,400.00
Received Year to Date	102,779.86	175,000.06	196,404.79	195,784.26	30,248.60
Monthly Average	8,564.99	14,583.34	16,367.07	16,315.36	2,520.72
Amount needed to meet budget:					110,151.40

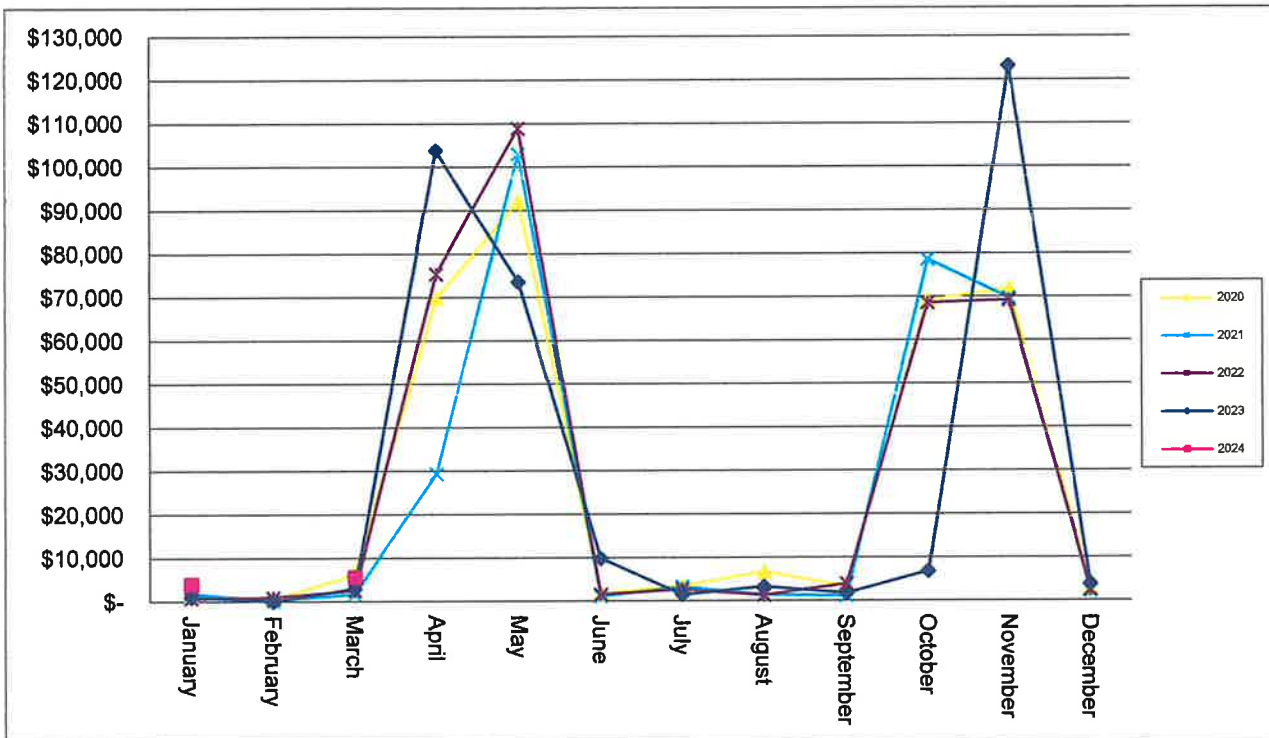


Town of La Conner Annual Property Taxes

Month	2020	2021	2022	2023	2024
January	1,366.53	1,735.37	679.87	1,020.21	4,001.34
February	540.84	123.80	923.67	-	5,655.39
March	6,187.85	1,731.98	2,479.49	2,889.62	
April	69,784.34	29,295.28	75,356.27	103,626.12	
May	92,047.43	102,991.26	108,828.88	73,546.50	
June	1,723.19	1,047.57	1,503.75	9,809.06	
July	3,510.19	3,275.00	2,725.34	1,412.30	
August	6,704.12	1,381.95	1,259.96	3,299.01	
September	3,314.93	1,100.00	3,887.71	1,714.39	
October	69,156.88	78,553.96	68,521.30	6,801.76	
November	71,812.11	69,666.72	69,178.91	123,150.38	
December	2,652.74	2,154.94	2,392.56	3,747.23	
TOTAL	328,801.15	293,057.83	337,737.71	331,016.58	9,656.73

2.70%

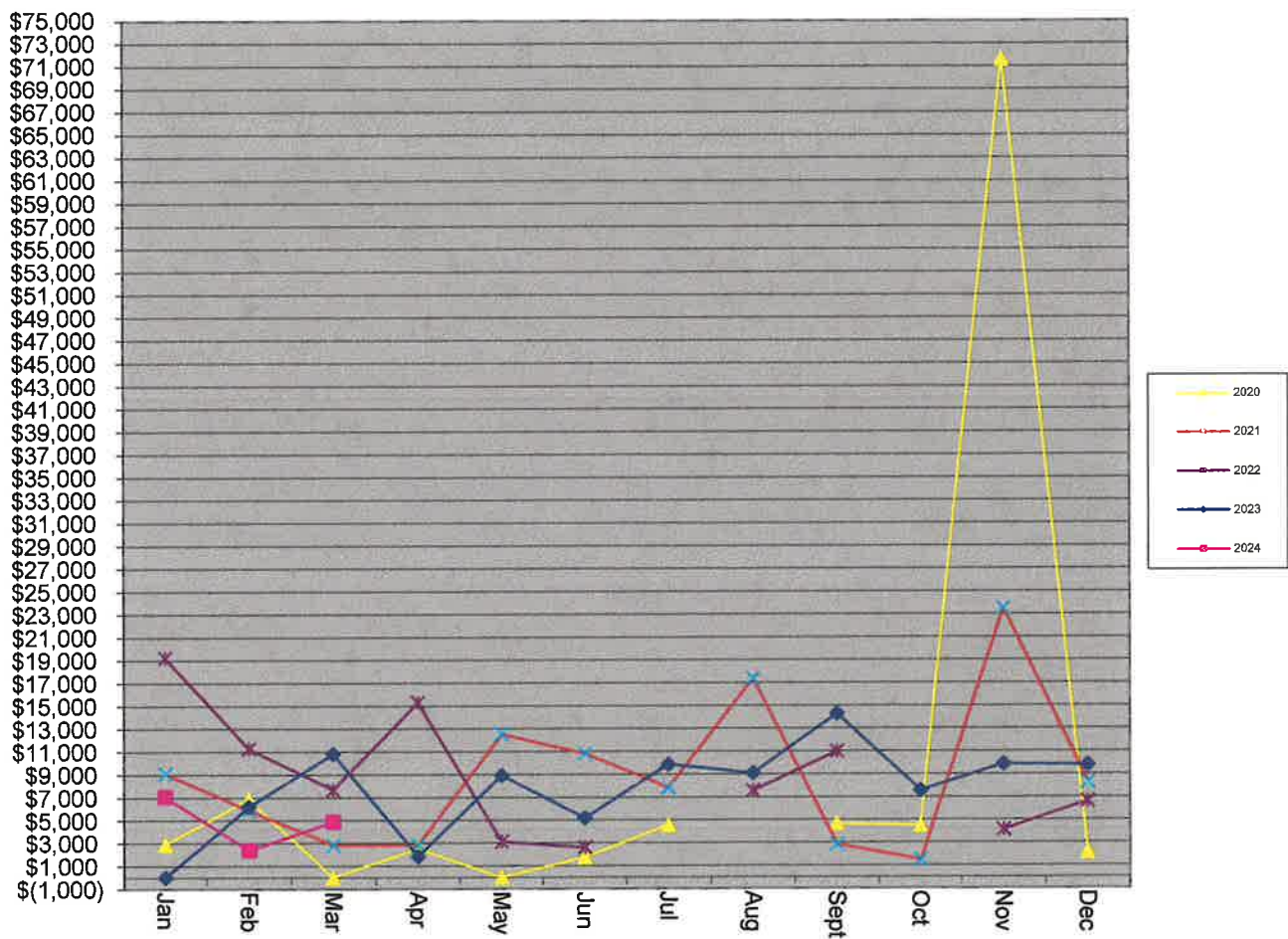
Budgeted	328,840.00	330,004.00	336,312	352,971	357,121
Received Year to Date	328,801.15	293,057.83	337,737.71	331,016.58	9,656.73
Monthly Avg	27,400.10	24,421.49	28,144.81	27,584.72	804.73
Amount needed to meet budget:					347,464.27



Town of La Conner Annual REET

Month	2020	2021	2022	2023	2024
Jan	2,887.09	9,078.30	19,230.75	-	7,092.50
Feb	6,878.02	5,860.80	11,263.69	6,179.19	2,376.00
Mar	-	2,796.75	7,672.50	10,820.70	4,874.50
Apr	2,538.11	2,796.75	15,300.45	1,825.00	
May	-	12,508.65	3,118.50	8,910.00	
Jun	1,757.25	10,815.74	2,598.75	5,164.50	
Jul	4,566.37	7,825.50		9,874.25	
Aug		17,362.12	7,548.75	9,070.87	
Sept	4,682.69	2,821.50	10,976.62	14,275.00	
Oct	4,497.07	1,480.05		7,543.80	
Nov	71,626.40	23,472.90	4,149.50	9,875.00	
Dec	2,128.50	8,256.60	6,599.50	9,776.25	
TOTAL	101,561.50	105,075.66	88,459.01	93,314.56	14,343.00

Budgeted	36,000.00	36,000.00	36,000.00	72,000.00	72,000.00	
Received Year to Date	101,561.50	105,075.66	88,459.01	93,314.56	14,343.00	
Monthly Average	8,463.46	8,756.31	7,371.58	7,776.21	1,195.25	19.92%
Amount needed to meet budget:					57,657.00	



Town of La Conner Special Use Fire Tax Revenue

Month	2021	2022	2023	2024
January	5,196.26	4,108.62	4,333.29	4,280.52
February	4,779.92	5,609.50	6,278.74	4,738.97
March	3,192.27	4,237.71	3,923.57	3,382.21
April	3,536.70	4,396.10	3,593.96	
May	5,807.88	6,984.88	4,796.78	
June	5,569.18	6,661.47	5,297.25	
July	5,170.83	5,364.02	5,393.11	
August	6,230.94	7,019.56	6,063.58	
September	6,055.85	6,041.25	6,284.28	
October	6,201.24	6,659.05	6,524.47	
November	6,052.29	5,673.70	4,516.48	
December	4,795.36	4,555.14	4,344.70	
TOTAL	62,588.72	67,311.00	61,350.21	12,401.70

24.80%

Budgeted	30,334.00	45,501.00	50,000.00	50,000.00
Received Year to Date	62,588.72	67,311.00	61,350.21	12,401.70
Monthly Avg	5,215.73	5,609.25	5,112.52	1,033.48

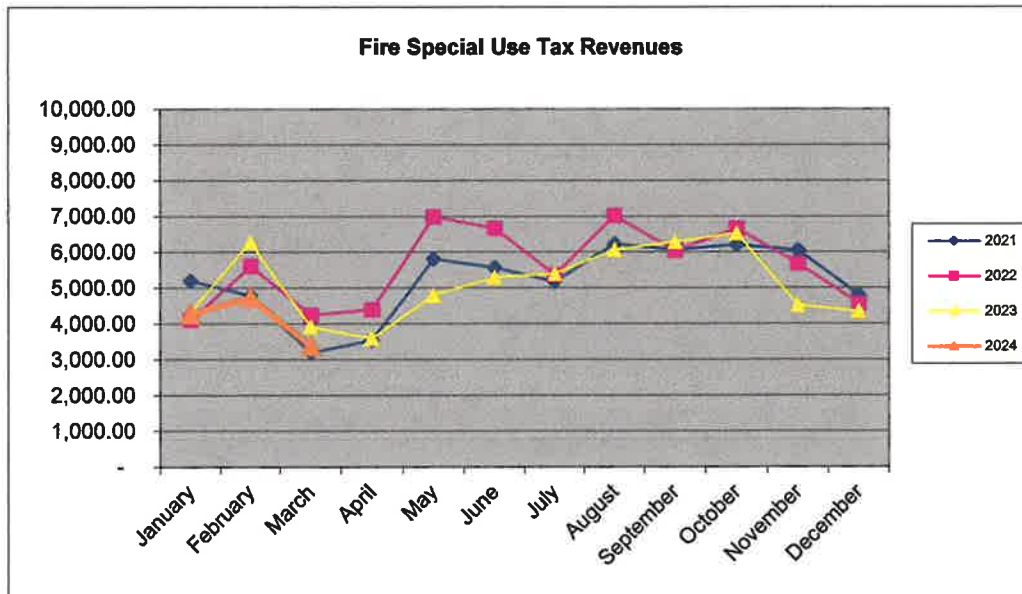
Amount needed to meet budget:

37,598.30

2023

2,133.90

Diff



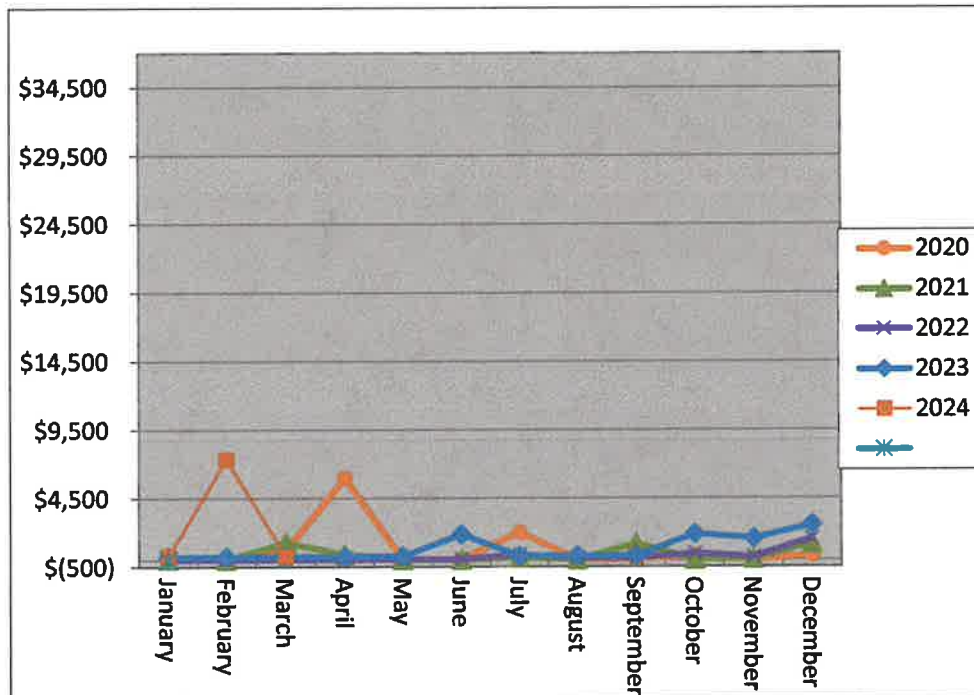
Town of La Conner

Investment Interest Receipts

Month	2020	2021	2022	2023	2024
January	85.01	53.53	4.52	222.14	288.36
February	77.60	6.04	4.86	211.19	7,298.06
March	654.91	1,256.42	11.21	242.20	290.11
April	5,977.72	396.24	19.48	243.73	
May	24.67	3.80	35.04	264.29	
June	17.74	3.62	48.70	1,847.72	
July	2,000.42	141.11	382.44	271.13	
August	12.71	3.92	112.03	277.67	
September	9.88	1,169.94	123.87	272.22	
October	283.03	4.66	446.26	1,881.45	
November	7.74	59.37	182.53	1,550.19	
December	279.06	1,157.59	1,549.18	2,546.09	
TOTAL	9,430.49	4,256.24	2,920.12	9,830.02	7,876.53

103.03%

Budgeted	5,500.00	4,465.00	4,581.00	5,079.00	7,645.00
Received Year to Date	9,430.49	4,256.24	2,920.12	9,830.02	7,876.53
Monthly Average	785.87	354.69	243.34	819.17	656.38
Amount needed to meet budget:					(231.53)





TOWN OF LA CONNER

Monthly Planner's Report **March 2024**

NEW APPLICATIONS ACCEPTED:

Land Use

- LU24-06RM, 602 Tillinghast Dr, minor new construction of paved slab
- LU24-07OpenAirVending, 615 E Morris Street, Christ the King Church Yard Sale
- LU24-08S, 105 Maple Ave, The Cove Beauty and Nails new signage
- LU24-09RM, 617 E. Morris St, replace fence like for like, repair rotten supports
- LU24-10HDR-ADMIN, 617 Morris St, replace fence like for like, repair rotten supports
- LU24-11S, 612 S. 1st Street, new sign

Page | 1

Building Permit

- BP24-13F, 602 Tillinghast Dr, Floodplain permit for paving
- BP24-14ROW, 602 Tillinghast Dr, cement truck in ROW temporarily
- BP24-15F, 321 N. 1st Street, Floodplain permit for pier replacement
- BP24-16RPW, 712 Maple Ave, PSE work in ROW
- BP24-17ROW, 513 2nd St, PSE emergency role repair

Planning Commission:

The Planning Commission met on March 5th and March 19th. On March 5th, staff began presenting specific data on vacant residential land in La Conner, and reviewed the outcome of the February Community Mingle on First Street. On March 19th, staff continued specific data presentation relating to the residential Land Use Capacity Analysis, and reviewed the recent submittal from the applicants to the development at 306 Center Street.

Hearing Examiner:

There was no business before the Hearing Examiner in March 2024.

Comprehensive Plan Update:

This month, staff contained analysis of housing data in the residential zone, with a focus on land with a capacity for a more intensive land use. Staff began planning for another Community Mingle event as part of our Public Participation Series for the Comprehensive Plan. The Mingle will be about the best use for the Jensen property.

General Planning Activities:

- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles.
- Staff are continuing to engage in collaboration with La Conner's neighbors, including the Swinomish Tribe, the Port of Skagit, and the La Conner School District.
- Staff are reviewing the current files for record retention requirements.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
 - Neighborhood plan for Commercial Transitional Zone.
 - 2023-2025 Comprehensive Plan Update
 - Public Participation and Communication

Public Works

Department Head Report

March – 2024

Water:

- Air Release Valves and Pressure Reducing Valves quarterly inspections.
- Annual backflow assembly testing for town owned backflow devices.
- Water System Comprehensive Plan Update; is progressing and plan to have the complete draft version for SEPA review late May.

Drainage:

- Sandbags and eco-blocks for the temporary flood protection have been disassembled and stowed. All sandbags, poly sheeting and eco-blocks will be reused for reassembly this October.
- Continuing storm drain system maintenance with heavy rains and debris.
- Flood; planning for reassembling sandbags and eco-blocks this October for the start of high tide season.

Streets:

- Asphalt and gravel pothole repairs.
- The TIB grant for pedestrian improvements was successful, Design of sidewalks on Washington Ave, Road St. along with (RRFB) flashing beacon crosswalks on Maple Ave will be underway soon. Also, the Archeologist have started the Cultural Resources Survey required by the State DAHP.
- First Street South, Commercial to Caledonia Right-of-Way survey has started.
- Pet Parade traffic control signage.

Park and Port:

- Jordan Street end/park, DNR survey is currently under review with DNR.
- Public Works is moving forward with the Gazebo project, The structure is 60% complete. 100% completion by the end of April.
- Tide Gauge; this project is on hold due to Port Marina staffing.
- Salmon Slide; nothing to report.

Facilities:

- Fire Hall Roof project; there are a few contract issues with Axiom Construction and Consulting LLC. I hope to have this resolved in the next few weeks.
- Maple Hall HVAC project; Phase 1 is going well and on schedule with the electrical, plumbing and duct upgrades including the split units. Phase 2 - the roof top units will be replaced by crane soon following TBD.

Other:

- Annually yard waste pick up completed the week of the 25th. Snapdragon Flats Project; moving forward smoothly with 90% of the utility improvements completed.
- long process of switching from Verizon to T-Mobile. This should be a 30% savings.
- Solar project; Fire Hall.
- Projects; 213 Calhoun remodel, 931 Maple Improvements, 306 Center, 303 Center Garage, BYK Snapdragon BP's.

Brian Lease,

Public Works Director, Town of La Conner

Fire Chief / Code Enforcement Report

Mar-24

Alarms: 20 Emergency Calls Ave # Responders: 3.9

Med:	15	Good Inten	1
Flase Alarm	3	Special	1

Calendar: 6-Mar Bussiness
13-Mar Backboard
20-Mar Extracation
27-Mar Med Scenario

Events: Saint Paddy's Day
Fireman Ball
Easter Egg Hunt
Pet Parade

Enforcement Notes: Camper at Pioneer Park
Tresspassers
Blackberries
Loose Dog

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner



Town of La Conner

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: March 2024

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

Locates

- There were eleven (11) locates in March with no issues

Call Outs-Emergencies

- Callout – March 3 for influent pump failure
- Callout – March 20 for influent wet well high-level alarm
- Callout- March 25 for influent wet well high-level alarm

System Maintenance

- Grinded yard waste pile.
- Replaced the motor on Clarifier # 2

Process Changes

- Oxidation ditch #1 and clarifier # 1 back service
- Tribal meter failed

Miscellaneous

- Clarifier #1 needs upgrade
- Radio remote control for the compost mixer has weak signal
- Both wasting pumps down
- Tribal meter needs to be replaced
- WAB meeting

Compost Sales:

Wholesale

0 yards were sold in March– 0 yards year to date.

Retail Sales

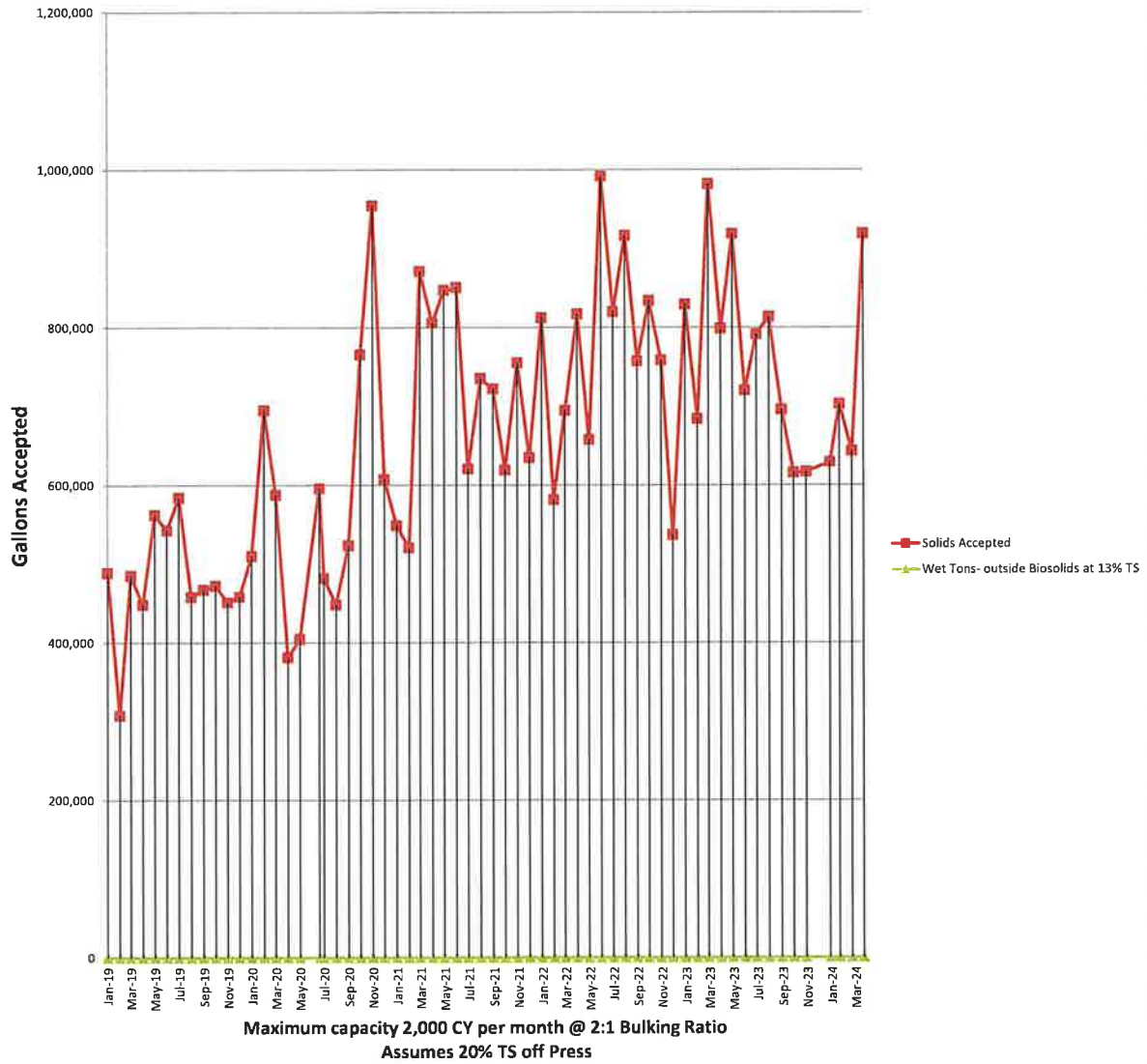
870 yards were sold in March– 2172 yards year to date.

In March 2024, the Town receipted in 870 yards of retail and wholesale compost for a total of \$7,597.00.

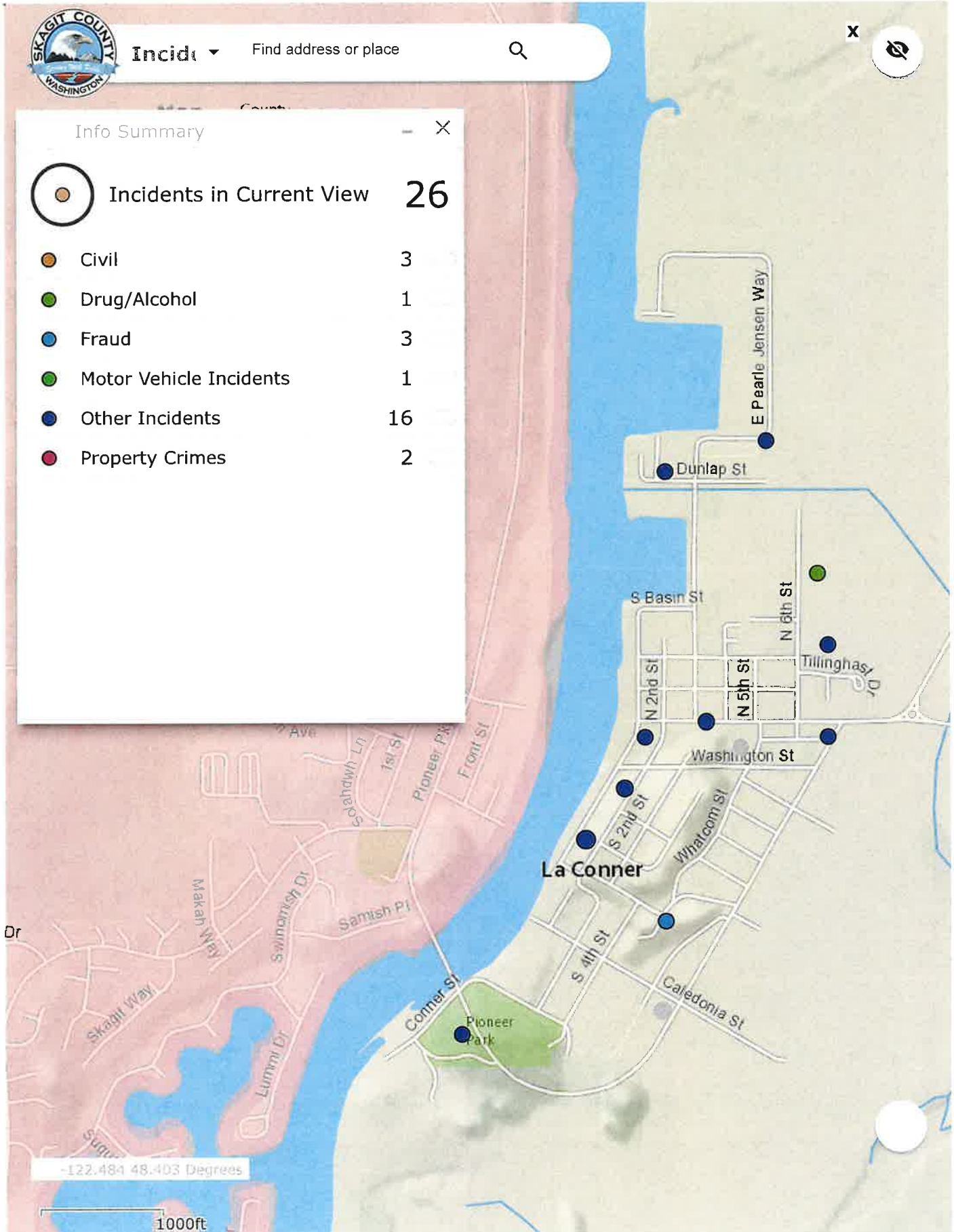
Metered Flow:

Influent:	<u>11,600,000 Gallons</u>
Tribal:	<u>3,057,458 Gallons</u> – Averaged due to broken meter.
Hydrant:	<u>0 Gallons</u>
Belt Press:	<u>1,186,942 Gallons</u>
Reuse Water:	<u>355,172 Gallons</u>

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



LaConner Wastewater Treatment Plant										
Monthly Data 2024										
Date	WWTP Total Flow	WWTP Daily Avg	WWTP Max Daily	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-24	12,480,000	402,581	608,000	11,013,000	13%	705,942	945,220	-25%	22	0
Feb-24	9,840,000	339,310	480,000	8,850,000	11%	643,131	684,255	-6%	31	0
Mar-24	11,600,000	374,194	673,000	10,260,000	13%	919,034	981,848	-6%	30.44	0
Apr-24				8,880,000			798,693		0	0
May-24				8,773,000			918,969		0	0
Jun-24				7,620,000			720,242		0	0
Jul-24				8,190,000			791,742		0	0
Aug-24				8,210,000			813,797		0	0
Sep-24				7,750,000			696,086		0	0
Oct-24				8,030,000			615,904		0	0
Nov-24				8,420,000			616,778		0	0
Dec-24				11,050,000			629,318		0	0
	Increase									
	Decrease									



Agency	TimeDate	CaseNumber	NatureDesc	Category
SCSO	3/1/2024, 12:21 PM	24-02509	Vehicle Accident	Motor Vehicle Incidents
SCSO	3/5/2024, 4:07 PM	24-02674	Welfare Check	Other Incidents
SCSO	3/7/2024, 9:44 AM	24-02737	Welfare Check	Other Incidents
SCSO	3/7/2024, 10:07 AM	24-02741	Alarm	Other Incidents
SCSO	3/7/2024, 10:45 PM	24-02769	Malicious Mischief	Property Crimes
SCSO	3/11/2024, 11:04 PM	24-02928	Suspicious Circumstances	Other Incidents
SCSO	3/12/2024, 4:08 PM	24-02960	Animal Problem	Other Incidents
SCSO	3/14/2024, 6:39 PM	24-03051	Found Property	Civil
SCSO	3/14/2024, 8:51 PM	24-03058	Noise Ordinance	Civil
SCSO	3/14/2024, 11:13 PM	24-03063	Alarm	Other Incidents
SCSO	3/18/2024, 8:19 PM	24-03236	Disorderly Conduct	Other Incidents
SCSO	3/20/2024, 1:58 PM	24-03307	Civil Problem	Civil
SCSO	3/21/2024, 10:35 AM	24-03353	Alarm	Other Incidents
SCSO	3/22/2024, 1:35 PM	24-03413	Animal Problem	Other Incidents
SCSO	3/22/2024, 5:01 PM	24-03422	Animal Problem	Other Incidents
SCSO	3/23/2024, 1:27 AM	24-03439	Dui - Alcohol Or Drugs	Drug/Alcohol
SCSO	3/23/2024, 10:51 PM	24-03460	Suspicious Circumstances	Other Incidents
SCSO	3/24/2024, 11:11 AM	24-03471	Welfare Check	Other Incidents
SCSO	3/26/2024, 2:52 PM	24-03571	Fraud Violation	Fraud
SCSO	3/26/2024, 3:35 PM	24-03576	Property Theft	Property Crimes
SCSO	3/27/2024, 7:32 PM	24-03626	Juvenile Problem	Other Incidents
SCSO	3/28/2024, 4:05 PM	24-03668	911 Hangup Call	Other Incidents
SCSO	3/29/2024, 2:42 PM	24-03703	Fraud Violation	Fraud
SCSO	3/30/2024, 10:17 PM	24-03752	Juvenile Problem	Other Incidents
SCSO	4/1/2024, 3:48 PM	24-03811	Welfare Check	Other Incidents

HOURS IN TOWN 114

HOURS IN ZONE 496

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Ordinance – Transportation Benefit District (Funding)**

Town of La Conner



ORDINANCE NO.

AN ORDINANCE OF THE TOWN OF LA CONNER, WASHINGTON, IMPOSING AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE LA CONNER TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.040; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town of La Conner Transportation Benefit District (hereinafter “the District”) was established pursuant to RCW 35.21.225 and Chapter 36.73 RCW by the La Conner Town Council by Ordinance No. 1233 on November 14, 2023; and

WHEREAS, the boundaries of the District are coterminous with La Conner town limits; and

WHEREAS, by Ordinance No. 1241, the Town of La Conner assumed the rights, powers, immunities, functions, and obligations of the La Conner Transportation Benefit District, pursuant to Second Engrossed Substitute Senate Bill 5987 (2015), which amended Chapter 36.73 RCW to allow for said assumption; and

WHEREAS, the Town’s necessary transportation improvement projects are identified in the Town of La Conner’s Transportation Improvement Plan; and

WHEREAS, funds generated by the District shall be used for transportation improvements that preserve, maintain and operate the planned and/or existing transportation infrastructure of the Town/Distr, consistent with the requirements of RCW 36.73; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax subject to the provisions of RCW 36.73.065; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of 10 years upon a majority vote of the governing board of the District for the purpose of financing certain transportation improvements; and

WHEREAS, the Town of La Conner has identified the sales and use tax authorized by RCW 82.14.0455, as well as any other lawful funding sources available to the District pursuant to RCW 36.73.040, as funding sources available to the District; and

WHEREAS, a sales and use tax will apply to all persons who shop and thereby use streets and roadways in the Town of La Conner; and

WHEREAS, the Town Council as the governing board of the Town of La Conner Transportation Benefit District has considered this matter during a public meeting held April 9, 2024, has given this matter careful review and consideration, and finds that the best interests of the Town of La Conner and District will be served by passage of this ordinance;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:

Section 1. Incorporation of Recitals. The above stated recitals are incorporated as though fully set forth herein.

Section 2. Addition of .1% sales tax. The Town Council as the governing board of the Town of La Conner Transportation Benefit District finds that it is in the best interest of the Town and District to impose a sales and use tax of one-tenth of one percent (.001) pursuant to sections 36.73.040(3)(a), 36.73.065(4)(v), and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund transportation improvements in the District, and to impose such sales and use tax. The sales and use tax shall be imposed for a period of ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 of the Revised Code of Washington, as amended, upon the occurrence of any taxable event within the boundaries of the Town of La Conner Transportation Benefit District.

Section 3. Description of transportation improvements. The revenues from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain and/or fund the following described transportation improvements:

A. Projects in the District identified in the Town of La Conner's Transportation Improvement Program;

B. Expanded projects identified in accordance with section 36.73.160 of the Revised Code of Washington, as amended. The cost of all construction, maintenance, preservation, operation, design, engineering, construction management, financial, legal and other consulting services, inspection and testing, administrative and relocation expenses, and other costs incurred in connection with the foregoing described transportation benefit district projects shall be deemed to be part of the transportation improvements.

C. The operation, preservation, and maintenance of La Conner's transportation facilities or programs, in accordance with RCW 36.73.015 (6).

Section 4. Notice to Department of Revenue. The Town Finance Director is instructed to submit this Ordinance to the Washington Department of Revenue (DOR), and to direct DOR to take all steps necessary to implement and collect the tax imposed by this Ordinance on or after July 1, 2024.

Section 5. Severability. Should any section, paragraph, sentence, clause or phrase of the Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or preemptions shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

Section 7. Corrections. Upon approval of the Town Attorney, the Town Finance Director is authorized to make necessary corrections to this Ordinance, including but not limited to the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or section/subsection numbers.

Section 8. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the Town and shall take effect and be in full force after publication provided, that the additional sales and use tax imposed by Section 2 shall apply only to taxable events occurring on and after July 1, 2024. This ordinance and the sales and use tax imposed herein shall automatically expire without further action of the Town Council of the Town of La Conner ten years after the effective date noted above.

ADOPTED BY VOTE of the La Conner Town Council this day of April, 2024.

Mayor

Attest:

Finance Director

Approved as to form:

Town Attorney

New Business

- 1) Agreement – Granich Engineered Products (WWTP)**
- 2) Agreement – David Evans & Assoc (Engineering Services for WA & Road Streets Pedestrian Improvements)**

**Agreement – Granich Engineered
Products (WWTP)**



**Granich
Engineered
Products, Inc**
a Beckwith & Kuffel company

Emergency Service
24 Hours a Day
365 Days a Year

Quote Number: B24-01339-A

Quote Date: 2/27/2024	Customer ID: B: LWW2 S: LWW2	Cust.Reference: REPLACE & REBUILD T3A3-B/F	Territory: MW-SEA
Customer Contact: Curtis McCauley		Cust. Phone / Fax P: 360-466-4314 F:	Exemption: Cert#: Exp:
Customer Email: Wwtp@townoflaconner.org			
Payment Terms: NET 30			

Sell To: CITY OF LA CONNER - WWTP
Curtis McCauley
P O BOX 400
LACONNER, WA 98257
USA

Ship To: CITY OF LACONNER - WWTP
Curtis McCauley (360)466-4314
12154 CHILLBERG RD
LACONNER, WA 98257
USA

Ship Date: Multiple - See notes

FOB: WHSE

Freight Terms: PREPAY & ADD

Line No.	Number	Description	Qty	Unit Price	Total Price
10000	44163-259	GR R ROT T3A3S-B GORMANRUPP, 44163-259 Factory stock	1	4,047.00	4,047.00*
20000	T-PUMP CENTRIF/VIT	REBUILD GR T3A3-B/F ROTATING ASSEMBLY S/N 1696509	1	2,548.00	2,548.00*
	105 LABOR	OPEN & INSPECT			
	110 LABOR	CLEAN PARTS			
	305 LABOR	ASSEMBLE			
	910 MATL	PARTS / MATERIALS			
		1 GR GASKET CK			
		3 GR OIL SEAL			
		1 GR BRG CAP GASKET VEG FIB			
		1 GR OUTBD BALL BEARING			
		1 GR ADJ SHIM SET			
		1 GR KEY STL			
		1 GR BALL BEARING			
		1 GR ORING FLUOROCBN			
		1 GR ORING TEFLON CTD			
		1 GR 1-1/2 CTG SEAL ASSY			
		1 GR ADJ SHIM SST .062"			

Sight unseen quote assumes no significant damage of impeller and shaft,
& no significant machining work. Anything more than a standard rebuild would



**Granich
Engineered
Products, Inc**

a Beckwith & Kufel company

Emergency Service
24 Hours a Day
365 Days a Year

Quote Number: B24-01339-A

Quote Date: 2/27/2024	Customer ID: B: LWW2 S: LWW2	Cust.Reference: REPLACE & REBUILD T3A3-B/F	Territory: MW-SEA
Customer Contact: Curtis McCauley		Cust. Phone / Fax P: 360-466-4314 F:	Exemption: Cert#: Exp:
Customer Email: Wwtp@townoflaconner.org			
Payment Terms: NET 30			

Sell To: CITY OF LA CONNER - WWTP
Curtis McCauley
P O BOX 400
LACONNER, WA 98257
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Ship To: CITY OF LACONNER - WWTP
Curtis McCauley (360)466-4314
12154 CHILLBERG RD
LACONNER, WA 98257
USA

Ship Date: Multiple - See notes

FOB: WHSE

Freight Terms: PREPAY & ADD

Line No.	Number	Description	Qty	Unit Price	Total Price
		require requote. Lead time: 2-3 weeks ARO			
30000	T-FIELD SERVICE	INSTALL GR T3A3-B/F ROTATING ASSEMBLY	1	2,305.00	2,305.00*
	520 LABOR	INSTALL ROTATING ASSEMBLY			
		TRAVEL HOURS - STANDARD			
		Quote to install new rotating assembly into existing pump. Lead time: 1 week ARO from receipt of rotating assembly.			
40000	TRSVC16	TRUCK 16 - SEATTLE - LUZZELL - 4173	154		0.00*

Comments:

This quote includes prevailing wage rates.

Subtotal: 8,900.00
Est. Tax (8.20%): 729.80*
Shipping & Handling: See Terms
Total - Check/Cash: 9,629.80
Total - Credit Card: 9,928.32

Equipment Financing available upon request.

Submitted by: Jeff Moe

Accepted by:

Website: www.granich.com

Phone: 206-315-2940

Fax: 206-315-2939

Email: jmoe@b-k.com

For complete Terms & Conditions, see: <https://www.b-k.com/terms>

Terms and Conditions of Sale: This transaction will be governed only by Beckwith & Kuffel (B&K) Terms and Conditions of Sale, form BK-531-R18. Those terms and conditions are found at <https://www.b-k.com/terms>. Customer accepts these terms and conditions by signing and returning B&K's quote, by sending a purchase order in response to the quote, by instructing B&K to ship the product, or otherwise proceeding with this transaction. B&K objects to any additional or other terms and does not agree to be bound by them.

Limitations of Liability: In no event will B&K be liable for any consequential, indirect, special, incidental, or exemplary damages, including but not limited to any loss of use or under-utilization of labor or facilities, loss of revenue or anticipated profits, and cost of procurement of substitute goods.

Credit Approval: Subject to Beckwith & Kuffel Credit Department approval.

Payment Terms:

Under \$50,000	Due based on specified terms from date of shipment.
Over \$50,000	Progress Payment shall apply to all orders over \$50,000 as follows unless specified on the body of the sales quote.
25% of Total	Due upon order acceptance by B&K
35% of Total	Due upon Release to Manufacture or Submittal / Drawing Approval
Remainder	Due based on specified terms after date of shipment

Finance Charge: A carrying charge of 1.5% per month will apply to all amounts past due over 30 days.

Credit Card Sales: An additional 3.1% fee will be charged for all credit/purchase card payments to cover additional transaction costs.

Sales Tax: Washington State Sales Tax (WSST) may apply to this order.

- A. **Customers located in Washington State:** must pay Washington State Sales Tax (WSST) on all orders delivered or picked up within Washington State unless B&K has in its possession an accurate and current resale or exemption tax certificate on file for your company. If you have a certificate on file with B&K please advise if tax is to be applied or not at the time of order.
- If no certificate is on file at B&K and this purchase **IS NOT** subject to WSST, then an applicable certificate is required with your order or WSST is required to be charged.
 - Sales Tax Exemption Certificate information for your company currently on file as follows:
 - Certificate #:
 - Exemption Through:
- B. **Customers located in the State of Oregon:** must obtain a corporate nonresident permit from the Washington State Department of Revenue in order to purchase goods in Washington State to not legally be required to pay WSST.
- C. **Customers located outside the States of Washington and Oregon:** **DO NOT PAY** WSST on items purchased provided the goods are delivered out of state. However, various nexus agreements between the states may require collection of local sales tax for drop shipped items. If the goods are picked up by or delivered to the customer in Washington State, then state law (WAC 458-20-193) requires WSST to be paid unless the company provides a certificate as described in **A** above.

Duration: Valid for 30 days from the date of the Quotation.

Warranty: Manufacturer's Standard Warranty will apply.

FOB Point: Factory, unless otherwise specified in the quotation.

Shipping & Handling Charges: Charges will be added for packaging, crating, and/or export boxing requirements as required by the shipping company or other entity.

Inbound: Inbound Shipping & Handling will be billed as a separate item on an invoice.

Outbound: Outbound Shipping & Handling will be Prepaid and Added to the invoice, unless otherwise specified.

Remittance Advice: Beckwith & Kuffel, Inc.
PO Box 94589
Seattle, WA 98124-6889

For complete Terms and Conditions, see: <https://www.b-k.com/terms>

**Agreement – David Evans & Assoc (Engineering Services
for WA & Road Streets Pedestrian Improvements**



DAVID EVANS
AND ASSOCIATES INC.

April 1, 2024

Brian Lease – Public Works Director
Town of La Conner
604 N Third Street
La Conner WA 98257

via email: publicworks@townoflaconner.org

RE: Proposal for Engineering Services – Washington & Road Streets Pedestrian Improvements

Brian,

David Evans and Associates, Inc. (DEA) is pleased to provide you with our proposal to provide Construction Plans, Bidding Support, and Construction Support for the pedestrian safety improvement project focused along Washington St, Road St, and Maple Ave.

Our proposed scope of work is described in Attachment A of the enclosed Authorization for Professional Services (APS) and will be performed on a time and expense basis with a Not to Exceed cost. The work will be performed under the standing Professional Services Agreement on file. For budgeting purposes, we estimate the costs to be as follows:

Task 001 – Project Management	\$5,200
Task 002 – Topo Survey and Base Map.....	\$6,200
Task 003 – Plans, Specifications & Estimate	\$22,700
Task 004 – Bidding Support	\$4,600
Task 003 – Construction Support.....	\$6,400
<u>Direct Expenses.....</u>	<u>\$300</u>
.....	TOTAL \$45,400

Please review our proposal and if it is acceptable, sign and return the APS to our office. A countersigned copy will be returned to you for your records. Receipt of the signed agreement and retainer will serve as our authorization to proceed.

We greatly appreciate the opportunity to provide you with our proposal and I look forward to working with you. If you have any questions or comments regarding the enclosed, please contact me at (425) 586-9750 or at evan.henke@deainc.com. Thank you.

Sincerely,

DAVID EVANS AND ASSOCIATES, INC.

Evan Henke, PE
Sr. Project Manager, Sr. Associate

Enclosure

14432 SE Eastgate Way Suite 400 Bellevue Washington 98007 Telephone: 425.519.6500

AUTHORIZATION FOR PROFESSIONAL SERVICES

Client:	Town of La Conner	Date:	March 28, 2024
Address:	604 N Third Street La Conner WA 98257		
Email:	Publicworks@townoflaconner.org	Telephone:	Brian Lease 360.466.3933

This work will be performed under:

Contract for General Engineering Services, dated 3/26/96

Assignment to CHS, LLC, dated 8/6/04

Assignment to DEA, Inc., dated 6/12/20

The signing of this Authorization by Client and David Evans and Associates, Inc. ("DEA", together with Client, the "Parties") authorizes DEA to carry out and complete the services as described below in consideration of the mutual covenants set forth herein.

1. **PROJECT:** Client intends to engage in the following project (the "Project"):

Washington & Road Streets Pedestrian Improvements

2. **SCOPE OF SERVICES:** DEA will perform the following services (the "Services") related to the Project (the "Scope of Services"), as described below or in the attached **Attachment A, Scope of Services**:

Attachment A – Scope of Services

3. **FEE FOR SERVICES:** DEA's fee for performing the Scope of Services is as indicated below:

- ☐ Client will pay a retainer amount of \$N/A (the "Retainer") upon execution of the Agreement. The Retainer will be used to pay the final fees due under the Agreement, at such time as all Services are completed and the final bill is due.
- ☐ A fixed fee of \$.
- ☒ A fee amount based on the **Attachment B - Fee for Services**.
- ☒ Other: **Expenses:** Non-labor expenses, including but not limited to, per diem, mileage, utility locates, title reports, delivery fees, research materials, and recording fees are not included in the fees stated above and will be invoiced as a separate line item at cost plus 10%.

4. **ATTACHMENTS:** The following attached documents are incorporated by this reference made part of this Agreement:

Attachment A - Scope of Services

Attachment B – Fee for Services

Client and DEA acknowledge that they are in agreement with the terms and conditions as set forth in this Agreement and that modification to this Agreement may only be made by written amendment duly executed by both Parties.

ACCEPTED FOR CLIENT:
Town of La Conner

ACCEPTED FOR DEA:
DAVID EVANS AND ASSOCIATES, INC.

BY _____
NAME _____
TITLE _____
DATE _____

BY _____
NAME Evan Henke, PE
TITLE Sr. Associate
DATE _____

ATTACHMENT A SCOPE OF SERVICES

TASK 001 – Project Management

This task includes:

- Prepare invoices, manage survey and engineering team, and coordinate project design activities with the Town of La Conner.
- Accounting, invoice preparation, Quality Assurance and Quality Check internal reviews, initial scoping, 1 of 2 total site visits (scoping and design).

Deliverables:

- Complete proposal for engineering design work including engineering design scope and fee
- Monthly invoices, electronic PDF format

TASK 002 – Topographic Survey and Basemap

This task includes:

- Research and set up survey control in preparation of the topographical survey.
- Research and map existing right of way limits (only one side of project alignment).
- Complete field topographical survey including preparing information for base map.
- Topographic survey limits shall be between the centerline of Road St and the right-of-way line on the north side of Road St between the centerline of Maple Ave and the east right-of-way of N 6th St. The survey will include horizontal and vertical location of existing pavement, shoulder, driveways, surfacing (asphalt, gravel, lawn), utility features evident at grade, trees with trunk diameter greater than nine inches, and private improvements or landscaped areas in the right of way (in the survey area). The surveyor will prepare existing conditions maps for use by the engineer in preparation of the construction plans.
- Prepare base maps with survey base maps including refinements of existing underground utility information from Town of La Conner record drawings and from power and communication utility records. DEA will contact existing power and communication utilities to request their system map for inclusion of available information in the base maps.

Assumptions:

- All work is anticipated to be located in the public right of way. Easement research and/or preparation of legal descriptions or easements is not anticipated to be necessary or included in the Scope of Work.
- A SEPA review is not required.
- Existing Survey base information along Washington Street (Whatcom to Maple) is adequate for design and construction.
- Geotechnical evaluation is not required.

Deliverables:

- Topographic basemap, electronic CAD format

TASK 003 – PLANS, SPECIFICATIONS, AND ESTIMATE

This task includes:

- Site Review – Walk the site to confirm conceptual design assumptions
- 90% Plans – Prepare approximately 7 sheets total that will include the following:
 - Cover, Notes, Vicinity Map, Legend – 1 sheets for cover information, general notes, vicinity map, and legend
 - Approximately 3 sheets at 1-inch equals 20 feet scale. A profile will be provided with known storm drain crossings of other utilities noted.
 - Approximately 3 sheets of storm drain, sidewalk, general ADA ramp, driveway, and curb details

- 90% Review - Submit PDFs to Town of La Conner for review and comment.
- Specifications – prepare 90% draft specifications and submit a PDF with 90% plans for review.
- Quantities/Construction Cost Estimate – provide at 90% submittal.
- Final Contract Documents - Make final edits to plans and specifications, including addressing comments from Town of La Conner (one round of comment response revisions). Prepare a PDF set of final signed contract documents.
- Provide final engineer's estimate of Construction cost for project as ready to advertise for bid.

Deliverables:

- Review set of 90% plans, specifications, and construction cost estimate, provided electronically PDF format
- Final and signed plans, specifications, and construction cost estimate, electronically PDF format and two sets of full-size plans and specifications

TASK 004 – Bidding Support

This task includes:

- Coordinate advertisement through Builders Exchange online portal.
- Respond to inquiries, including preparation of one Addenda as warranted.
- Tabulate bids, review Contractor bids and responsibility criteria, and prepare recommendation of award.
- Following award, prepare contract documents, review insurance and bond and route for full execution, and prepare construction notice to proceed. Prepare four fully integrated signed contract manuals.

Assumptions:

- Town of La Conner will arrange for publication and make direct payment for any public or published notices including Advertisement for Bid.
- DEA will attend Bid Opening via remote meeting application.

Deliverables:

- RFI/Bidder inquiries response (as needed), electronically PDF format
- Up to one Addenda as warranted, electronically PDF format
- Bid tabulation, electronically PDF format
- Recommendation of Award, electronically PDF format
- Construction Notice to Proceed, electronically PDF format
- Four(4) fully integrated, signed contract manuals, hard copy

TASK 005 – Construction Support

This task includes:

- Attend pre-construction conference remotely between Town of La Conner and contractor, including preparation of meeting summary.
- Review contractor's shop drawing and construction method submittals for conformance with project documents. Up to 10 original and re-submittals are anticipated.
- Review requests for information (RFI) from contractor. Coordinate review with Town of La Conner staff including update of master log. Up to two are anticipated.
- Prepare template for periodic estimates based on bid items and prices, review completed quantities monthly with Town of La Conner inspector, prepare recommended pay estimate and route for signatures, then present to Town of La Conner for approval and payment. Up to three estimates, including final, are anticipated.
- Change Management - Changes, Force Account and Change Orders - review miscellaneous work/force account bid item activities with Town of La Conner. Prepare changes initiated by the Engineer in the form of Engineer's Supplemental Instructions (ESIs) for no cost changes. Review Change Order Proposals (COPs) from Contractor whether in response to an RFI/ESI/COPR or Contractor initiated. Up to two ESIs and one COPR (with one associated COPs and one associated Change Orders) are anticipated. One final quantities reconciliation change order is also included.

- Record Drawings – collect Contractor red-lined drawings and Association observer prepared drawings and notes and prepare record drawings revised to reflect as-constructed conditions. Provide one electronic PDF format version of record drawings, one full-size set of paper record drawings and one half-size sets of paper record drawings.

Deliverables:

- Pre-construction meeting summary, electronically PDF format
- Shop drawing and construction submittals review responses, electronically PDF format
- RFI response including RFI master log, electronically PDF format
- Pay estimate template and recommended pay estimate, electronically PDF format
- ESI and COPRs as defined above, electronically PDF format
- Record drawings - one electronic PDF format version of record drawings, one full-size set of paper record drawings and one half-size sets of paper record drawings

GENERAL NOTES AND ASSUMPTIONS FOR ALL TASKS

1. All work shall be performed by, or under the direct supervision of a Professional Engineer with a current license in the State of Washington.
2. Fees do not include reimbursable expenses. Reimbursable expenses will be billed under separate task according to contract terms.
3. Client may authorize additional services by email or signed field authorization ticket.

ATTACHMENT B – FEE FOR SERVICES

☒ **Option 3: Direct Labor and Multiplier**

Client will pay DEA a fee in an amount equal to (i) Direct Labor Costs, multiplied by a factor established in the Professional Services Agreement, plus (ii) an amount for Expenses actually incurred multiplied by a factor of 1.10. "Direct Labor Costs" means the salaries and wages paid to personnel engaged directly in connection with the Services. Examples include principals, planners, engineers, scientists, architects, landscape architects, appraisers, right-of-way specialists, surveyors, designers, technicians, computer operators, clerks and other personnel.

- ☒ In addition to the Direct Labor and Multiplier, the Fee is subject to a not-to-exceed amount of \$45,400.00. The not-to-exceed amount may be modified by an addendum to the Agreement. The DEA Project Manager may shift costs between tasks provided that the combined total does not exceed the limit shown.

Mileage Expense will be charged at the current allowable IRS rate, based on DEA - Bellevue, WA office starting point.



Project Fee Estimate

**Town of La Conner
Washington & Road St Pedestrian Improvements**

Project Number **TOLC0000xxxx**

Date **3/29/2024**

Prepared By **ZAW**

Task		Estimated Labor - Civil Engineering Services						DEA Labor	
		Personnel Positions and Project Hours						Total Hours	Total Est. Fee
		Proj. Manager	Proj. Engineer	Design Engineer	CAD/GIS Technician	QA/QC	Project Coord.		
1	Project Management	6	7	0	4	2	8	27	\$5,130.00
2	Topographic Survey & Basemap	2	2	18	14	0	0	36	\$6,160.00
3	Plans, Specifications & Estimate	18	28	50	20	0	0	116	\$22,740.00
4	Bidding Support	6	6	8	2	0	0	22	\$4,600.00
5	Const. Support	5	10	16	0	0	0	31	\$6,430.00
Total		37	53	92	40	2	8	232	\$45,060.00

Estimated Direct Expenses (A)	
Mileage	\$300
Total	\$300

Project Fee Estimate Summary and Total	
Total Estimated Labor	\$45,060
Total Estimated Expenses	\$300
Total Fee Estimate (Rounded)	\$45,400

Notes and Assumptions:

- (1) See Proposal letter dated March 29, 2024
- (2) All hours and expenses are estimated, and may be increased or decreased within the total budget limit at the discretion of DEA's project manager. The DEA project manager may transfer budget from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Total Fee Estimate (Rounded) value.
- (3) Client shall be responsible for direct payment of all permit, agency review, advertisement, service or other project expenses not expressly included in the Project Fee Estimate and/or Proposal letter.

David Evans and Associates, Inc. 14432 SE Eastgate Way, Suite 400, Bellevue, WA 98007 425.519.6500 www.deainc.com