



TOWN COUNCIL AGENDA

May 28, 2024 6PM
Upper Maple Center
204 Commercial Street

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 May 14, 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. Jensen Property – Discussion
3. Agreement – WA State Auditor Interagency Data Sharing

VIII. NEW BUSINESS

1. Resolution – Grant Policy & Procedures
2. Solar Grant – Fire Hall - Discussion

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.

Consent Agenda

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

Town of La Conner

Town Council Meeting
May 14, 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, Chamberlain and Wohleb.

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

Councilmember Taylor moved to excuse Councilmember Carlson. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Public Comments:

Resident Dorthy Downs complimented the Planning Commission for listening and responding to the community in the last few months.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the April 23, 2024 Council Meeting.

Accounts Payable:

Checks	27014 - 27065	\$171,260.19
Electronic Pmts.	2018223 – Invoice Cloud Fees	\$167.80
	2018224 – US Bank Fees	\$695.30
	Total Accounts Payable	\$172,123.29

Payroll of May 3, 2024:

Checks 5893- 5900		\$2,523.77
AWC Benefit Trust	#2018218	\$11,710.94
Deferred Comp	#2018219	\$2,484.89
PERS Retirement	#2018220	\$11,537.42
Teamsters Benefit	#2018221	\$8,926.00
Auto Payroll Taxes	#2018222	\$10,051.46
Payroll Auto Deposit		\$29,613.43
	Total Payroll	\$76,847.91

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

Revenue & Expenditure Reports:

Mayor Hanneman stated the sales tax is still down from last year. The property taxes are slower this year but are coming in. Investments are looking good.

Department Head Reports:

Planning Report:

Discussions included the short-term rental applications going before the Hearing Examiner next month and the progress of the Comprehensive Plan.

Public Works Report:

Public Works Director Lease confirmed the sidewalk project for Washinton and Road Streets is in the design phase and very preliminary.

Fire Department Report:

Fire Chief Reinstra reported several buses that went down First Street causing problems.

WWTP:

WWTP Operator Wynn confirmed compost purchases have been retail purchases rather than wholesale but revenues are up by 29%.

Sheriff's Report:

Sgt. Holmes reported the calls have decreased for La Conner in the last three years.

Mayor's Report:

Mayor Hanneman noted her last Saturday Meeting with the Mayor had a good turnout with discussions involving the Jensen Property. She also had a very positive meeting with Chairman Steve Edwards of the Swinomish Tribe and she and Administrator Thomas met with the local food bank. The Masonic Lodge, where they have been operating from, is going up for sale. They are an essential to the Town serving approximately 480 people every week.

Council Committee Reports:

Arts Commission:

Councilmember Taylor reported they have discussed getting a plaque for the Fish Slide noting the artist Tom Jay, but need to confirm whether it is art or playground equipment. Art's Alive will be scheduled earlier this year on October 25th through October 28th. Also, the Commission is considering having quarterly meetings instead of monthly.

Emergency Management Commission:

Councilmember Dole reported they are still working on the Comprehensive Emergency Plan with a target of completion by the next meeting.

Parks Commission:

Councilmember Wohleb shared there will be a party with live music when the Waterfront Park pavilion is completed. Also, John Doyle has submitted a RCO Grant application for the repair of the Fish Slide, that will have a cost sharing component if accepted. The Commission is in the planning stage for the Morris Street Tree replacement, creating QR Codes for information on the Town Parks and putting up a fence on the street side of the Maple Park.

Jensen Property:

Planning is working on gathering the information collected from the public to present to Council. There has been a suggestion to create a solar farm.

South First Street:

Fire Chief Reinstra stated after community meetings and discussions with neighboring fire departments, it is the recommendation to change South First Street to one-way from Morris Street going South, Commercial one-way up with parking staying the same. Planner Davolio measured the width of First Street and it didn't meet any state or federal standards that he could find. His recommendation is also to create a one-way, single lane street with parking on both sides, that will eventually continue through to Caledonia. The implementation would be sometime this fall.

Discussions included why it didn't work in the past, current public safety, paid parking on First Street, merchants taking up First Street parking, impacts of no left turn on Second Street, signage to direct visitors to the parking lot, left turn only signage coming from Washington Street on to First Street and implementing it sooner than later.

Planning Commissioner Cynthia Elliott explained the Planning Commission concern for no left turn from Commercial to Second Street was it could impact the Museum, the Garden Club and the church.

Administrator Thomas recommended having traffic counts before and after changing First Street to one-way. To see if there is a need to have no left turn from Commercial to Second Street.

Sgt Hillard of the Sheriff's Department explained the less closed streets, the more avenues for traffic flow.

Fire Chief Reinstra and Public Works Director Lease agree there is not enough data on traffic to stop access to Second Street.

Planner Davolio stated once the decision is made, the next step is to provide Council with a detailed plan with where signage will be and say for a clear picture of what the results will be.

Council's final decision was to change First Street to one lane and one-way from Morris to Commercial and Commercial Street the same. Leave parking as it is on both sides with appropriate signage. Delay decisions to change Second Street until after we have the data from traffic counts.

Councilmember Dole moved to approve changing First Street to Commercial and Commercial Street to one lane and one way with parking on both sides. Changes to Second Street delayed until after data is collected from traffic counts Motion seconded by Councilmember Chamberlain. Motion carried 4/0.

Agreement – Sedro Woolley Yard Waste:

Administrator Thomas explained this agreement was approved by Council in a previous meeting, but Sedro Woolley decided they needed to make a few changes. The changes are minor, but he felt Council should review it for approval again.

Councilmember Taylor moved to approve the Mayor to sign the first amended yard waste agreement with Sedro Woolley. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Resolution 642 – Appointment of Jonah Keith to the Emergency Management Commission:

Mayor Hanneman appointed Jonah Keith to the Emergency Management Commission.

Councilmember Chamberlain moved to approve Jonah Keith's appointment to the Emergency Management Commission. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Mayor Roundtable:

Councilmember Taylor will not be at the next Council meeting.

There being no further business the meeting ended at 6:55 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 May 28, 2024 Claims have been received and that;

Checks Numbered: 27066 - 27100 \$177,514.84

Auto Payments: #2018226 – Excise Tax \$8,190.41

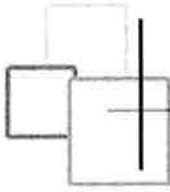
Are approved for a total payment of \$185,705.25 this 28th day of May 2024.


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
Ajah Eills	27066	2024 - May - 2nd Council Meeting			
		Invoice - EillsTravel4/24/24			
		PAW Conf. Travel - Eills			
		001-000-558-60-43-00	Travel		\$234.52
		Total Invoice - EillsTravel4/24/24			\$234.52
	Total 27066				\$234.52
Total Ajah Eills					\$234.52
Andrea's House Cleaning Services	27067	2024 - May - 2nd Council Meeting			
		Invoice - 1630-04			
		Town Hall & Sheriff Cleaning			
		001-000-518-30-48-01	Building Repair & Maintenance		\$350.00
		Total Invoice - 1630-04			\$350.00
	Total 27067				\$350.00
Total Andrea's House Cleaning Services					\$350.00
Arne Svendsen Trucking, Inc.	27068	2024 - May - 2nd Council Meeting			
		Invoice - 61773			
		1 1/4 x 0 Crushed Rock			
		409-000-535-80-48-01	Plant Repair & Maintenance		\$439.15
		Total Invoice - 61773			\$439.15
	Total 27068				\$439.15
Total Arne Svendsen Trucking, Inc.					\$439.15
Canon Financial Services INC.	27069	2024 - May - 2nd Council Meeting			
		Invoice - 32589581			
		Copier Lease			
		001-000-518-30-40-00	Lease Agreement Tax		\$10.47
		001-000-591-31-70-00	Rents & Leases - Longterm		\$121.67
		70%			
		401-000-534-80-40-00	Lease Agreement Tax		\$2.24
		401-000-591-31-70-00	Rents & Leases - Longterm		\$26.07
		15%			
		409-000-535-80-40-00	Lease Agreement Tax		\$2.24

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-591-31-70-00	Rents & Leases - Longterm	\$26.07
			15%		
		Total Invoice - 32589581			\$188.76
	Total 27069				\$188.76
Total Canon Financial Services INC.					\$188.76
Cascade Natural Gas Corp	27070			2024 - May - 2nd Council Meeting	
		Invoice - CascadeNatGasMay2024			
		Utility - Gas			
		001-000-518-30-47-00	Public Utility Services		\$236.31
			204 Douglas-Town Hall		
		001-000-522-20-47-00	Public Utility Services		\$101.91
			12142 Chilberg-Fire Hall		
		003-000-575-50-47-01	Public Utility Services-MH/MC		\$53.06
			108 Commercial-MH/MC		
		003-000-575-50-47-02	Public Utility Services-GC		\$199.65
			622 S 2nd Street-GC		
		401-000-534-80-47-00	Public Utility Services		\$117.18
			604 N 3rd Street - PW		
		409-000-535-80-47-00	Public Utility Services		\$168.59
			12154 Chilberg - WWTP		
		409-000-535-80-47-00	Public Utility Services		\$542.74
			12154 B Chilberg - Sewer		
		Total Invoice - CascadeNatGasMay2024			\$1,419.44
	Total 27070				\$1,419.44
Total Cascade Natural Gas Corp					\$1,419.44
Cattron North America	27071			2024 - May - 2nd Council Meeting	
		Invoice - 501V24010394			
		Water Tank Inspection			
		401-000-534-80-41-00	Professional Services		\$499.10
		Total Invoice - 501V24010394			\$499.10
		Invoice - 501V24010395			
		Caledonia Stormwater Inspection			
		403-000-531-38-41-00	Professional Services		\$499.10
		Total Invoice - 501V24010395			\$499.10
	Total 27071				\$998.20
Total Cattron North America					\$998.20

Vendor	Number	Reference	Account Number	Description	Amount
City of Anacortes	27072			2024 - May - 2nd Council Meeting	
		Invoice - CityofAnacortes4/2024			
		April 2024 Water Charges			
		401-000-534-80-33-00		Purchase of Wholesale Water	\$30,634.00
				Water sales	
		Total Invoice - CityofAnacortes4/2024			\$30,634.00
	Total 27072				\$30,634.00
Total City of Anacortes					\$30,634.00
Commercial Fire Protection Inc.	27073			2024 - May - 2nd Council Meeting	
		Invoice - 72614			
		Annual Fire Hall Sprinkler Inspection			
		001-000-522-20-48-01		Building Repair & Maintenance	\$902.55
		Total Invoice - 72614			\$902.55
		Invoice - 72615			
		Annual Fire Hall Extinguisher Service			
		001-000-522-20-48-01		Building Repair & Maintenance	\$181.42
		Total Invoice - 72615			\$181.42
	Total 27073				\$1,083.97
Total Commercial Fire Protection Inc.					\$1,083.97
Crystal Springs	27074			2024 - May - 2nd Council Meeting	
		Invoice - 5/21/2024 1:21:11 PM			
		Water/Distilled Water			
		001-000-518-30-47-00		Public Utility Services	\$76.92
		409-000-535-80-31-02		Lab Supplies	\$45.46
				WWTP Distilled Water	
		Total Invoice - 5/21/2024 1:21:11 PM			\$122.38
	Total 27074				\$122.38
Total Crystal Springs					\$122.38
David Evans & Associates Inc.	27075			2024 - May - 2nd Council Meeting	
		Invoice - 559689			
		Water System Plan			
		401-000-594-34-64-02		Capital Projects	\$1,006.58
		Total Invoice - 559689			\$1,006.58
		Invoice - 559691			
		Talmon DE Agreement			
		005-000-552-30-41-02		DE Engineering Fees	\$560.25
		401-000-534-80-41-02		DE Engineer Fees	\$560.24
		403-000-531-38-41-05		DE Engineering Fees	\$560.25

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-41-08	DE Engineering Fees	\$560.24
		Total Invoice - 559691			\$2,240.98
		Invoice - 559692			
		931 Maple Ave DE			
		005-000-552-30-41-02		DE Engineering Fees	\$359.36
		401-000-534-80-41-02		DE Engineer Fees	\$359.35
		403-000-531-38-41-05		DE Engineering Fees	\$359.35
		Total Invoice - 559692			\$1,078.06
		Invoice - 560096			
		Tribal Billing Consult			
		409-000-535-80-41-04		Engineering	\$3,781.96
		Total Invoice - 560096			\$3,781.96
		Invoice - 560097			
		Jorden Street/1st Street			
		005-000-595-65-61-06		S. First Street Project	\$3,785.21
		Total Invoice - 560097			\$3,785.21
		Total 27075			\$11,892.79
Total David Evans & Associates Inc.					\$11,892.79
DeGoede, Maria					
	27076			2024 - May - 2nd Council Meeting	
		Invoice - TravelReimbDeGoede			
		AWC HR Conf. Travel Reimb - DeGoede			
		001-000-514-23-43-00		Travel	\$267.66
		Total Invoice - TravelReimbDeGoede			\$267.66
		Total 27076			\$267.66
Total DeGoede, Maria					\$267.66
Edge Analytical					
	27077			2024 - May - 2nd Council Meeting	
		Invoice - 24-11362			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$49.50
				Sewer Testing	
		Total Invoice - 24-11362			\$49.50
		Invoice - 24-11365			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$257.00
				Sewer Testing	
		Total Invoice - 24-11365			\$257.00
		Invoice - 24-12140			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$591.00
				Sewer Testing	
		Total Invoice - 24-12140			\$591.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 24-12806			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$25.00
				Water Testing Samples	
		Total Invoice - 24-12806			
		\$25.00			
		Invoice - 24-13054			
			Effluent & Influent Testing		
			409-000-535-80-48-05	Materials/Testing	\$388.50
				Sewer Testing	
		Total Invoice - 24-13054			
		\$388.50			
		Invoice - 24-13215			
			Biosolids Testing		
			412-000-554-90-48-05	Compost Testing/Materials	\$645.00
				Compost Testing Biosolids	
		Total Invoice - 24-13215			
		\$645.00			
		Invoice - MEE0002			
			Compliance HPC		
			401-000-534-80-41-00	Professional Services	\$61.00
				Water Testing Samples	
		Total Invoice - MEE0002			
		\$61.00			
	Total 27077				\$2,017.00
Total Edge Analytical					\$2,017.00
Ericksen & Svendsen					
	27078	2024 - May - 2nd Council Meeting			
		Invoice - 7306			
			6th Street Drainage Reclaim		
			403-000-531-38-48-00	Repair & Maintenance	\$73.31
		Total Invoice - 7306			
		\$73.31			
	Total 27078				\$73.31
Total Ericksen & Svendsen					\$73.31
ESO Solutions Inc.					
	27079	2024 - May - 2nd Council Meeting			
		Invoice - ESO=138849			
			NFIRS		
			001-000-522-20-41-00	Professional Services	\$86.58
		Total Invoice - ESO=138849			
		\$86.58			
	Total 27079				\$86.58
Total ESO Solutions Inc.					\$86.58

Vendor	Number	Reference	Account Number	Description	Amount
Fastenal Company	27080			2024 - May - 2nd Council Meeting	
		Invoice - WAANA155842			
		Paper Towels			
		003-000-575-50-31-05		Public Restroom Supplies	\$92.80
		Total Invoice - WAANA155842			\$92.80
		Invoice - WAANA155861			
		8' & 4' YelFbrgisRRStpldr			
		409-000-535-80-31-00		Office & Operating Supplies	\$308.02
		Total Invoice - WAANA155861			\$308.02
		Invoice - WAANA155933			
		3/8-16x2S/S HCS, S/S Nylok 3/8-16 & S/S FW 3/8x7/8 O.D.			
		002-000-576-80-48-01		Building Repair & Maintenance	\$68.26
		Total Invoice - WAANA155933			\$68.26
		Invoice - WAANA155956			
		TP, Caution Tape, & Misc. Supplies			
		002-000-576-80-48-01		Building Repair & Maintenance	\$293.45
		003-000-575-50-31-05		Public Restroom Supplies	\$867.34
		Total Invoice - WAANA155956			\$1,160.79
		Invoice - WAANA156004			
		Gloves, 1-1/4 Cap & Misc			
		409-000-535-80-31-00		Office & Operating Supplies	\$374.98
		Total Invoice - WAANA156004			\$374.98
		Invoice - WAANA156039			
		50 7/16-14 FinHX Nut			
		409-000-535-80-31-00		Office & Operating Supplies	\$9.49
		Total Invoice - WAANA156039			\$9.49
		Invoice - WAANA156040			
		11.1" Wip			
		409-000-535-80-31-00		Office & Operating Supplies	\$117.70
		Total Invoice - WAANA156040			\$117.70
		Invoice - WAANA156041			
		General Cleaner/Hand			
		003-000-575-50-31-05		Public Restroom Supplies	\$303.22
		Total Invoice - WAANA156041			\$303.22
		Invoice - WAANA156042			
		Paper Towels			
		003-000-575-50-31-05		Public Restroom Supplies	\$91.68
		Total Invoice - WAANA156042			\$91.68
		Total 27080			\$2,526.94
Total Fastenal Company					\$2,526.94

Vendor	Number	Reference	Account Number	Description	Amount
Frontline Cleaning Services					
	27081			2024 - May - 2nd Council Meeting	
		Invoice - 36411			
			Public Restroom Cleaning		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$5,100.00
		Total Invoice - 36411			\$5,100.00
	Total 27081				\$5,100.00
Total Frontline Cleaning Services					\$5,100.00
Grainger					
	27082			2024 - May - 2nd Council Meeting	
		Invoice - 9112746046			
			Diesel Exhaust Fluid		
			412-000-554-90-48-06	Compost Machinery/Equip	\$120.22
		Total Invoice - 9112746046			\$120.22
	Total 27082				\$120.22
Total Grainger					\$120.22
La Conner Weekly News					
	27083			2024 - May - 2nd Council Meeting	
		Invoice - LWN 10755			
			Notice of Application - 318 Morris		
			001-000-558-60-44-00	Advertising	\$97.00
		Total Invoice - LWN 10755			\$97.00
	Total 27083				\$97.00
Total La Conner Weekly News					\$97.00
Margaret Hillard					
	27084			2024 - May - 2nd Council Meeting	
		Invoice - HillardMay2024Reimb			
			Senior Center Supplies/Event Reimb		
			001-000-575-50-30-00	Senior Center Supplies	\$300.00
		Total Invoice - HillardMay2024Reimb			\$300.00
	Total 27084				\$300.00
Total Margaret Hillard					\$300.00
Nelson-Reisner					
	27085			2024 - May - 2nd Council Meeting	
		Invoice - 0862793-IN			
			WWTP Fuel		
			412-000-554-90-32-00	Fuel	\$2,557.05
		Total Invoice - 0862793-IN			\$2,557.05
	Total 27085				\$2,557.05
Total Nelson-Reisner					\$2,557.05

Vendor	Number	Reference	Account Number	Description	Amount
North Central Laboratory	27086			2024 - May - 2nd Council Meeting	
		Invoice - 503927			
			M-FC Broth & Glass Fiber Filters		
			409-000-535-80-31-02	Lab Supplies	\$432.69
		Total Invoice - 503927			\$432.69
	Total 27086				\$432.69
Total North Central Laboratory					\$432.69
North Hills Resources	27087			2024 - May - 2nd Council Meeting	
		Invoice - 40587			
			Wood Chips		
			412-000-554-90-48-05	Compost Testing/Materials	\$2,172.00
		Total Invoice - 40587			\$2,172.00
		Invoice - 5258-030			
			Pile Grinding		
			412-000-554-90-41-07	Pile Grinding	\$10,968.60
		Total Invoice - 5258-030			\$10,968.60
	Total 27087				\$13,140.60
Total North Hills Resources					\$13,140.60
Northstar Chemical Inc.	27088			2024 - May - 2nd Council Meeting	
		Invoice - 280530			
			Resin Compound		
			409-000-535-80-48-05	Materials/Testing	\$6,545.02
		Total Invoice - 280530			\$6,545.02
	Total 27088				\$6,545.02
Total Northstar Chemical Inc.					\$6,545.02
NorthWest Biosolids Mgmt Assc	27089			2024 - May - 2nd Council Meeting	
		Invoice - 2024-60			
			Memberships - Operations & Research		
			412-000-554-90-49-00	Dues & Subscriptions	\$648.90
		Total Invoice - 2024-60			\$648.90
	Total 27089				\$648.90
Total NorthWest Biosolids Mgmt Assc					\$648.90

Vendor	Number	Reference	Account Number	Description	Amount
Pape' Machinery Exchange	27090			2024 - May - 2nd Council Meeting	
		Invoice - 2430666			
			Repair - Hydraulic Leak of Front Loader		
			412-000-554-90-48-06	Compost Machinery/Equip	\$1,379.84
		Total Invoice - 2430666			\$1,379.84
	Total 27090				\$1,379.84
Total Pape' Machinery Exchange					\$1,379.84
PLATT	27091			2024 - May - 2nd Council Meeting	
		Invoice - 5D11059			
			LED Steps - Boardwalk		
			002-000-576-80-48-01	Building Repair & Maintenance	\$419.21
		Total Invoice - 5D11059			\$419.21
	Total 27091				\$419.21
Total PLATT					\$419.21
Port of Skagit Co.	27092			2024 - May - 2nd Council Meeting	
		Invoice - 59162A			
			Propane		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$30.39
		Total Invoice - 59162A			\$30.39
	Total 27092				\$30.39
Total Port of Skagit Co.					\$30.39
Puget Sound Energy	27093			2024 - May - 2nd Council Meeting	
		Invoice - PSEMay2024-2			
			Utility - Electric		
			001-000-518-30-47-00	Public Utility Services	\$237.63
			204 Douglas St -Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$338.19
			12142 Chilberg - Fire Dept		
			002-000-576-80-47-00	Public Utility Services	\$264.28
			100 Washington Ave Light- St End Park		
			002-000-576-80-47-00	Public Utility Services	\$18.80
			100 Morris - Gilkey Square		
			002-000-576-80-47-00	Public Utility Services	\$22.26
			1339 Conner Way Lights - Pioneer Park Lights		
			002-000-576-80-47-00	Public Utility Services	\$77.32
			1339 Connor Way - Pioneer Park Gazebo		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$53.54
			104 Commercial - Maple Hall		

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-02	Public Utility Services-GC	\$35.67
			622 S 2nd Street - Garden Club		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$120.45
			304 Morris St -Public Restroom		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$70.16
			613 1st Street - Public Restroom		
			005-000-542-63-47-00	Public Utility Services	\$23.98
			100 Sherman St		
			005-000-542-63-47-00	Public Utility Services	\$50.16
			12100 Chilberg - Flag pole/Monument lights		
			005-000-542-63-47-00	Public Utility Services	\$54.64
			3rd & Douglas		
			005-000-542-63-47-00	Public Utility Services	\$316.24
			1st Street Lights #220005384221		
			401-000-534-80-47-00	Public Utility Services	\$279.87
			604 N 3rd Street - PW Shop-300000002695		
			401-000-534-80-47-00	Public Utility Services	\$14.04
			1200 S 4th St - Water Tank		
			403-000-531-38-47-00	Public Utility Service	\$253.02
			213 Caledonia - Drainage Pump		
			403-000-531-38-47-00	Public Utility Service	\$11.64
			1340 Connor Way - Water Shack		
			403-000-531-38-47-00	Public Utility Service	\$91.14
			102 S 6th St - Drainage Pump		
			409-000-535-80-47-00	Public Utility Services	\$33.16
			602 N 3rd Street - Pump		
			409-000-535-80-47-00	Public Utility Services	\$37.66
			622 1st Street - Sewage Vault		
			409-000-535-80-47-00	Public Utility Services	\$10.21
			12154 Chilberg - WWTP Fuel Station		
		Total Invoice - PSEMay2024-2			\$2,414.06
	Total 27093				\$2,414.06
Total Puget Sound Energy					\$2,414.06
Scott Thomas					
	27094			2024 - May - 2nd Council Meeting	
		Invoice - Thomas5/2024Reimb			
		WCMA Meeting Meal Reimb - Thomas			
		001-000-513-10-43-01	Admin Travel		\$21.86
		Total Invoice - Thomas5/2024Reimb			\$21.86
	Total 27094				\$21.86
Total Scott Thomas					\$21.86

Vendor	Number	Reference	Account Number	Description	Amount
Skagit County Public Works					
	27095			2024 - May - 2nd Council Meeting	
		Invoice - 1576155			
			Maple Hall Refuse		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$82.68
		Total Invoice - 1576155			\$82.68
	Total 27095				\$82.68
Total Skagit County Public Works					\$82.68
Skagit County Sheriff Office					
	27096			2024 - May - 2nd Council Meeting	
		Invoice - 3691			
			Policing Services		
			001-000-521-20-41-00	Professional Services	\$87,176.00
				Skagit Co Sheriff contract	
		Total Invoice - 3691			\$87,176.00
	Total 27096				\$87,176.00
Total Skagit County Sheriff Office					\$87,176.00
U.S. Bank					
	27097			2024 - May - 2nd Council Meeting	
		Invoice - AllData4/30/24			
			Intrusion Detection Batteries		
			001-000-518-30-48-01	Building Repair & Maintenance	\$49.02
		Total Invoice - AllData4/30/24			\$49.02
		Invoice - Amazon-0973037			
			Facility Trash Cans		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$360.12
		Total Invoice - Amazon-0973037			\$360.12
		Invoice - Amazon-6770657			
			Swinglid Covers for Trash Cans		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$464.58
		Total Invoice - Amazon-6770657			\$464.58
		Invoice - Amazon-7561863			
			Swinglid Covers for Trash Cans		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$253.56
		Total Invoice - Amazon-7561863			\$253.56
		Invoice - Amazon0011414			
			Toner Cartridges		
			401-000-534-80-31-00	Office & Operating Supplies	\$152.02
		Total Invoice - Amazon0011414			\$152.02
		Invoice - Amazon0453828			
			Pressure Washer Cleaner		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$33.64
		Total Invoice - Amazon0453828			\$33.64

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - Amazon0529051			
		Batteries			
		401-000-534-80-31-00		Office & Operating Supplies	\$21.77
		Total Invoice - Amazon0529051			\$21.77
		Invoice - Amazon1809051			
		Facility Trash Cans			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$775.38
		Total Invoice - Amazon1809051			\$775.38
		Invoice - Amazon1877857			
		Cases for Phoines			
		401-000-534-80-35-00		Small Tools & Equipment	\$117.19
		Total Invoice - Amazon1877857			\$117.19
		Invoice - Amazon3331448			
		Note Pad & Headphones			
		001-000-518-30-48-00		Computer/Server Maintenance	\$24.96
				Server Backup	
		Total Invoice - Amazon3331448			\$24.96
		Invoice - Amazon3384221			
		Batteries			
		401-000-534-80-31-00		Office & Operating Supplies	\$42.26
		Total Invoice - Amazon3384221			\$42.26
		Invoice - Amazon3675424			
		ADA Slide Latch			
		003-000-575-50-48-05		Public Restrooms - Repair & Maint.	\$52.12
		Total Invoice - Amazon3675424			\$52.12
		Invoice - Amazon5042635			
		Laptop Cases			
		001-000-518-30-31-00		Office & Operating Supplies	\$35.78
		Total Invoice - Amazon5042635			\$35.78
		Invoice - Amazon7541032			
		Marine Circuit Breaker Fuse Holder & Batteries			
		401-000-534-80-31-00		Office & Operating Supplies	\$61.33
		Total Invoice - Amazon7541032			\$61.33
		Invoice - Amazon8320233			
		Cell Phone Case			
		401-000-534-80-35-00		Small Tools & Equipment	\$10.85
		Total Invoice - Amazon8320233			\$10.85
		Invoice - Campbells4/26/24			
		Conference Lodging - Eills			
		001-000-558-60-43-00		Travel	\$238.40
		Total Invoice - Campbells4/26/24			\$238.40
		Invoice - CowCany5/9/24			
		Conference Meal - DeGoede			
		001-000-514-23-43-00		Travel	\$27.66
		Total Invoice - CowCany5/9/24			\$27.66

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - CrashPin4/20/24			
			Server Backup		
			001-000-518-30-48-00	Computer/Server Maintenance	\$54.25
			Server Backup		
		Total Invoice - CrashPin4/20/24			
					\$54.25
		Invoice - HilGrd5/7/24			
			Conference Meal - DeGoede		
			001-000-514-23-43-00	Travel	\$27.64
		Total Invoice - HilGrd5/7/24			
					\$27.64
		Invoice - HilGrd5/8/24			
			Conference Meal - DeGoede		
			001-000-514-23-43-00	Travel	\$25.48
		Total Invoice - HilGrd5/8/24			
					\$25.48
		Invoice - HMDepot4/11/24			
			Blinds for Town Hall		
			001-000-518-30-48-01	Building Repair & Maintenance	\$479.97
		Total Invoice - HMDepot4/11/24			
					\$479.97
		Invoice - INV256099461			
			Zoom Monthly Charge		
			001-000-518-30-31-00	Office & Operating Supplies	\$278.80
		Total Invoice - INV256099461			
					\$278.80
		Invoice - PTAR4/29/24			
			Intro to Pumps Training - Palaniuk		
			401-000-534-80-49-02	Training & Meetings	\$100.00
		Total Invoice - PTAR4/29/24			
					\$100.00
		Invoice - SafWay4/24/24			
			Conference Meal - Eills		
			001-000-558-60-43-00	Travel	\$10.87
		Total Invoice - SafWay4/24/24			
					\$10.87
		Invoice - SafWay4/25/24			
			Conference Meal - Eills		
			001-000-558-60-43-00	Travel	\$7.58
		Total Invoice - SafWay4/25/24			
					\$7.58
		Invoice - SafWay4/26/24			
			Conference Fuel - Eills		
			001-000-558-60-43-00	Travel	\$22.76
		Total Invoice - SafWay4/26/24			
					\$22.76
	Total 27097				\$3,727.99
Total U.S. Bank					\$3,727.99
Utilities Underground Locate				2024 - May - 2nd Council Meeting	
27098					
		Invoice - 4040728			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$3.96

Vendor	Number	Reference	Account Number	Description	Amount
				Notifications	
		Total Invoice - 4040728			\$3.96
	Total 27098				\$3.96
Total Utilities Underground Locate					\$3.96
Verizon Wireless					
	27099			2024 - May - 2nd Council Meeting	
		Invoice - 9963508986			
		Cell Phones			
		001-000-513-10-42-00		Mayor's Communications	\$45.02
			Mayor		
		001-000-521-70-42-00		Communications-Code Enf	\$26.54
			Code Enforcement/Split with Fire		
		001-000-522-20-42-00		Communications	\$66.54
			Fire Dept./Split w Code & 2nd Remote		
		001-000-575-50-42-00		Senior Center Communications	\$53.09
			Senior Center		
		401-000-534-80-42-00		Communications	\$70.74
			Public Works		
		Total Invoice - 9963508986			\$261.93
	Total 27099				\$261.93
Total Verizon Wireless					\$261.93
WA State DOR - Excise Tax					
	2018226			2024 - May - 2nd Council Meeting	
		Invoice - DORExciseTax4/2024			
		April 2024 Excise Tax			
		401-000-534-80-49-03		Excise Taxes	\$3,850.21
		403-000-531-38-49-03		Excise Taxes	\$409.09
		409-000-535-80-49-01		Excise Taxes	\$1,113.91
		412-000-554-90-49-01		Compost Sales Tax	\$560.26
		412-000-554-90-49-02		ExciseTaxes	\$2,256.94
		Total Invoice - DORExciseTax4/2024			\$8,190.41
	Total 2018226				\$8,190.41
Total WA State DOR - Excise Tax					\$8,190.41

Vendor	Number	Reference	Account Number	Description	Amount
Wave Broadband	27100			2024 - May - 2nd Council Meeting	
		Invoice - WAVEMay2024-2			
		Internet & Phones			
		001-000-522-20-42-00		Communications	\$155.90
		Fire Dept			
		401-000-534-80-42-00		Communications	\$343.00
		PW Office Internet & phones - 604 3rd N			
		409-000-535-80-42-00		Communications	\$35.63
		WWTP Marina Lift Station			
		409-000-535-80-42-00		Communications	\$186.21
		WWTP			
		Total Invoice - WAVEMay2024-2			\$720.74
	Total 27100				\$720.74
Total Wave Broadband					\$720.74
Grand Total		Vendor Count	36		\$185,705.25



Town of La Conner

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

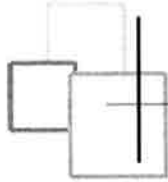
Payroll checks numbered 5901 through 5907	\$2,527.09
Auto Payroll Taxes #2018225	\$9,149.55
Payroll auto deposit	<u>\$27,893.80</u>
	\$39,570.44

are approved for a total payment of **\$39,570.44** this 28th day of May 2024.

Councilmember – Finance Committee

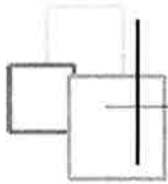
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>5901</u>	Dept of Labor & Industry	2024 - May - 2nd Council Meeting		\$1,297.41
<u>5902</u>	Employment Security	2024 - May - 2nd Council Meeting		\$78.09
<u>5903</u>	North Coast Credit Union	2024 - May - 2nd Council Meeting		\$150.00
<u>5904</u>	Paid Family & Medical Leave	2024 - May - 2nd Council Meeting		\$206.33
<u>5905</u>	Teamsters Local No. 231	2024 - May - 2nd Council Meeting		\$192.50
<u>5906</u>	Wa Cares Fund	2024 - May - 2nd Council Meeting		\$132.66
<u>5907</u>	Washington State Support Registry	2024 - May - 2nd Council Meeting		\$470.10
<u>2018225</u>	Washington Federal	2024 - May - 2nd Council Meeting		\$9,149.55
<u>Direct Deposit Run -</u>	Payroll Vendor	2024 - May - 2nd Council Meeting		\$27,893.80
<u>5/15/2024</u>				\$39,570.44



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 5/15/2024	Payroll Vendor	2024 - May - 2nd Council Meeting	\$27,893.80
Eills, Ajah G	ACH Pay - 7000	Posting Run - 5/15/2024 10:21:19 AM	\$1,861.48
Herring, Jennifer M	ACH Pay - 7001	Posting Run - 5/15/2024 10:21:19 AM	\$295.98
Hillard, Margaret A	ACH Pay - 7009	Posting Run - 5/15/2024 10:21:19 AM	\$665.95
Kerley-DeGoede, Maria A	ACH Pay - 7010	Posting Run - 5/15/2024 10:21:19 AM	\$2,290.76
Lease, Brian	ACH Pay - 7005	Posting Run - 5/15/2024 10:21:19 AM	\$3,087.42
Mesman, Benjamin	ACH Pay - 7003	Posting Run - 5/15/2024 10:21:19 AM	\$1,914.56
Moore, Andrea L	ACH Pay - 7007	Posting Run - 5/15/2024 10:21:19 AM	\$1,873.81
Palaniuk, Kevin R	ACH Pay - 7012	Posting Run - 5/15/2024 10:21:19 AM	\$2,637.60
Park, Todd W	ACH Pay - 6999	Posting Run - 5/15/2024 10:21:19 AM	\$2,382.50
Pena-Ayon, Manuel A	ACH Pay - 7008	Posting Run - 5/15/2024 10:21:19 AM	\$1,245.82
Reinstra, Aaron M.	ACH Pay - 7011	Posting Run - 5/15/2024 10:21:19 AM	\$1,985.45
Sherman, Albert R	ACH Pay - 7006	Posting Run - 5/15/2024 10:21:19 AM	\$2,226.56
Smith, Christopher	ACH Pay - 7004	Posting Run - 5/15/2024 10:21:19 AM	\$2,374.67
Thomas, Scott G	ACH Pay - 7002	Posting Run - 5/15/2024 10:21:19 AM	\$3,051.24
			\$27,893.80

Reports

1) Administrator's Report



Town of La Conner
Administrator's Report

MEMORANDUM

TO: Mayor Hanneman & Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Administrator's Report

DATE: May 22, 2024

1. First Street. We have begun preparations to have a traffic count taken on Second Street, prior to the time that First Street will be converted to a southbound one-way street. This count is intended to provide the Town with a baseline condition, and allow us to assess traffic impacts on Second. The Public Works department staff will also assess which signage is appropriate for First in accordance with the state Department of Transportation's regulations, and develop a plan for going forward.

2. Retreat. As previously discussed, we are arranging for a retreat/strategic plan review and update on June 24th. If you would like additional items placed on the agenda for consideration, including any capital items, please let me know.

3. Waterfront Park. I have mixed news on the Waterfront Park. First, the good news. The Public Works crew continues the construction of the gazebo, which is nicely taking shape. If you have an opportunity, take a walk to Waterfront Park and see the good work the crew is doing.

Now for the unhappy news. The Town was recently advised by the state Recreation and Conservation Office that the grant application to repair the Salmon Slide was not an eligible project.

4. Staff Change. I am happy to report that Trine Mickelson will be joining us at the Town, and serving as a Staff Assistant. Trine has a background in financial management, and will be a welcome addition to our staff. On a sad note, June 3 will be Andrea Moore's last day and an invitation to a farewell reception has been sent to Council.

5. 4th of July. Independence Day is nearly here, and La Conner will offer a variety of activities for residents and visitors. The Community Parade will start at noon (before the warm summer breezes make it uncomfortable to march). At 5:00 p.m. the food, beer and wine garden opens at the Marina, and at 5:30 the music begins. This year's lineup includes opener Pacific Twang, a popular local band that plays an eclectic and energetic mix of Country, Swamp Rock and Americana, and featuring beautiful vocal harmonies and stellar musicianship. The Power Players, a dynamic 11-piece band featuring a full horn section, percussion and a host of talented vocalists playing the music of Chicago, Toto, EWF, Boz Scaggs, Wings, Steely Dan, and Doobie Brothers

take the stage at 7:30. At nightfall, the fireworks set the sky ablaze. We look forward to this popular event.

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

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Agreement – State Auditor’s Interagency Data Sharing**

INTERAGENCY DATA SHARING AGREEMENT

Between

Town of La Conner

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Town of La Conner hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

Agency

Agency Name: Town of La Conner
Contact Name: Maria DeGoede
Title: Finance Director
Address: PO Box 400, La Conner WA 98257
Phone: 360-466-3125
E-mail: financedirector@townoflaconner.org

SAO

Agency Name: Office of the Washington State Auditor
Contact Name: Deena Garza
Title: Audit Manager
Address: 11 Bellwether Way, Suite 211
Phone: (360) 676-2165
E-mail: Deena.Garza@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

"Agreement" means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

"Data Access" refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

DSA Agreement between Agency and SAO
Agency DSA: 23-01

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems;

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on 7/1/2024 or date of execution, whichever is later, and end on 12/31/2028 unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.

- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: Audit Manager

New Business

- 1) Resolution – Grant Policy**
- 2) Fire Hall Solar Grant - Discussions**



Town of La Conner

Date: May 15, 2024
To: Mayor and Town Council
From: Scott G. Thomas, Town Administrator
Subject: Grant Policy

As the Town's reliance on state and federal grant funding continues to grow, and as we wrestle with the need to accomplish numerous capital projects over the next several years, it has become increasingly evident that the Town can no longer pursue grant opportunities in an impromptu manner. While grants are an important source of funds for La Conner's needs, complying with the "strings" that come with most grants can be time consuming and burdensome. Too frequently, the Town will not have the resources to develop a grant application that will be competitive for a particular grant, resulting in a waste of effort. Moreover, even if an application is successful, state – and particularly federal – requirements make grant management and reporting onerous; ultimately this results in staff foregoing other, more important duties in order to learn and comply with grant requirements. And while the Town appreciates and makes good use of volunteers who donate their time and skills for the benefit of the Town, grant management works a bit differently. Almost universally, grantors require a representative of the grantee (in La Conner, typically the Town Administrator or the Finance Director) to certify that the reports provided by the Town to the grantor are, to the best of the representative's knowledge, accurate and complete. If the representative has no personal knowledge as to the accuracy of the information contained in the report, and no authority to ensure that the information is accurate (as would be the case with a Town employee reporting the information to the representative), then in that situation the representative places himself or herself at personal and professional risk by making the certification.

The attached grant policy is intended to prevent these shortcomings. A matrix is included in the policy to help identify grant opportunities that the Town should pursue and weed out those grants that would be of lesser benefit, or do not fit into the Town's goals as reflected in the strategic plan. The policy eliminates confusion by spelling out which employee is to do what to administer grants, and provides an outline so that important steps, such as making certain that matching funds are budgeted, are not missed.

Town of La Conner



RESOLUTION NO. ____

A RESOLUTION ADOPTING A GRANT POLICY

Whereas, the La Conner Town Council wishes to formalize the Town's policy regarding the application for, and management of grants; and

Whereas, the Grants Policy is intended to establish guidelines for the selection of grants to be pursued, and the management of any grant awarded; and

Whereas, the Grants Policy is further intended to ensure compliance with federal and state law;

NOW THEREFORE, BE IT RESOLVED,

That the Town Council of the Town of La Conner does hereby adopt the attached La Conner Grants Policy.

Approved by vote of the La Conner Town Council this _____ day of May, 2024.

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

POLICY & PROCEDURE

Subject: ADMINISTRATION OF GRANTS

Effective Date: 6/04/ 2024

1.0 PURPOSE:

The purpose of this policy is to establish guidelines for the identification, application, administration, and reporting of grants.

2.0 ORGANIZATIONS AFFECTED:

All departments

3.0 REFERENCES:

N/ A

4.0 POLICY:

The Town of La Conner, through each department, shall actively pursue grant resource opportunities, maintain an active and diverse portfolio, and utilize grant funds to supplement and enhance the long-term goals and objectives of the Town. Grant application and administration shall be coordinated with the Administrator and with the Finance Department.

This policy is applicable to all private and government grants regardless of dollar amount.

5.0 DEFINITIONS:

For the purpose of this administrative policy, the following definitions and descriptions apply:

5.1 Administrator: The La Conner Town Administrator, who has been delegated the responsibility of ensuring that the Town's internal controls, procurement, cost allowability, reporting and data collection comply with applicable grant conditions and with state and/or federal law, including Federal Compliance Requirements and Federal Procurement Requirements.

5.2 Catalog of Federal Domestic Application (CFDA): A database which helps the federal government track all domestically funded programs. Federal programs are assigned a number from the Catalog of Federal Domestic Assistance.

5.3 Federal Compliance Requirements: A series of directives established by the federal government that are contained in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Compliance requirements on any given grant may include some or all of the following:

- Allowed/ Unallowed Activities;

- Allowable Costs/ Cost Principals;
- Cash Management;
- Eligibility;
- Equipment and Real Property Management;
- Matching,
- Level of Effort, and Earmarking;
- Period of Performance;
- Procurement and Suspension and Debarment;
- Program Income;
- Reporting;
- Subrecipient Monitoring; and
- Special Tests and Provisions.

5.4 Federal Procurement Requirements: The process by which the federal government requires all goods, services, and interests in real property to be procured. Procurement requirements are one of several compliance requirements described in detail in 2 CFR 200, Subpart D.

5.5 Finance Director: the La Conner Finance Director, who has been delegated the responsibility of maintaining the Town's accounting system that meets state and federal requirements for grant management, that expenditures are recorded by project component and budget category as shown in the approved budget for that grant, and that grant data used in reporting is properly logged.

5.6 Grant Application: The document submitted to the Grantor to request funds. The document's format is specified by the Grantor and contains a narrative and financial description of the program, project or service for which funds are being requested.

5.7 Grantee: The Town or a consortium of agencies, if a joint grant.

5.8 Grantor: The entity or agency from whom the grant is received.

5.9 Project Manager: A Town employee responsible for the overall planning, monitoring and execution of a particular project or activity for which grant funds are being utilized. Project Managers are typically department heads.

5.10 Schedule of Expenditures of Federal Awards (SEFA): A schedule required by 2 CFR 200, Subpart F that includes a listing of all federal grant expenditures incurred during the fiscal year. The Grant Analyst prepares and submits the SEFA annually to the State Auditor's Office (SAO) in conjunction with the Town's Comprehensive Annual Financial Report (CAFR).

5.11 Single Audit Report: The report prepared by the State Auditor documenting the results of its organizational- wide examination conducted under the Single Audit Act

of 1984, subsequent amendments and the Rules of the Auditor General relating to agencies receiving federal grant funds.

6.0 PROCEDURES:

6.1 Grant Application:

6.1.1 Project Managers shall actively research/ review and request information regarding grant opportunities. Responsibilities include, but are not limited to, the initial notification to the Administrator of the respective grant opportunity, and coordination with the Finance Department and other departments that may participate in some phase of the Grant Application.

6.1.2 Project Managers shall obtain authorization from the Administrator to pursue any grant opportunities. In determining whether a grant opportunity should be pursued, the Administrator's decision shall be based upon the following considerations: likelihood of award; consistency with Town objectives and priorities; Town cash match or in-kind requirements, if any; and the ability of the Town to prepare an application, implement a program and meet compliance requirements should funding be received. In making a decision, the Administrator shall take into consideration the time required by Town staff to administer the proposed grant. Utilization of the grant decision - making matrix (Appendix A) will help to determine if it is in the best interest of the Town to pursue a grant opportunity.

6.1.3 Prior to authorizing any grant application, the Administrator shall ensure that any cash match and in-kind services are clearly identified and applied during the application process to enable proper documentation throughout the grant implementation and close-out process, including identification within the Town's budget. The Administrator shall not authorize the pursuit of any grant without ensuring that match requirements have been identified and are available.

6.2 Grant Award Acceptance and Execution:

6.2.1 The Project Manager shall notify the Administrator and the Finance Director, in a timely manner, about grant awards and forward a copy of the Grant Agreement.

6.2.2 Upon Grant award notification from the Grantor, the Project Manager shall request Town Council authorization for the execution and administration of the Grant Agreement and related documents, and adjustment of the Town budget in the next budget adjustment. All grant awards, regardless of dollar amount, require Council approval.

6.2.3 Once approved by Council and the Grant Agreement signed, the Project Manager must forward the executed documents to the Grantor.

6.2.4 An original of the fully executed Grant Agreement (executed by the Town and the Grantor) shall be received by the Grant Manager and filed with the Finance Director.

6.3 Grant Administration/ Implementation

6.3.1 Upon receipt of the fully executed Grant Agreement, the Project Manager shall coordinate revenue and expenditure account numbers with the Finance Director. Regular communication between the Project Manager, Finance Director, and Administrator must be established and maintained throughout the life of the award; these communications should include a clear process for approving expenditures for a grant budget internally prior to executing any purchase orders or contracts, as well performing monthly grant reconciliations to review expenditures and correct errors. If a grant functions on a reimbursement basis, procedures for drawing down funds no more than three days in advance of invoice payments to ensure no excess of funds on hand should be established.

6.3.2 A budget amendment request shall be submitted by the Project Manager to the Finance Director for inclusion in the next budget adjustment. All budget amendment requests shall be submitted in a timely manner following execution of the Grant Agreement in order to keep the budget current with respect to the financial status of the grant.

6.3.3 The Finance Director shall create a Grant file to maintain all departmental grant documents.

6.3.4 It is imperative that the Project Manager have a thorough understanding of the compliance requirements stated in the Grant Agreement and understand how to ensure those compliance requirements are met. If there are questions on any of the requirements, it will be the Project Manager's responsibility to obtain an explanation or training on that requirement. Information regarding the grant requirements may be obtained from the Grantor itself, 2 CFR 200, or relevant state regulations. Any unresolved questions should be directed to the Administrator.

The Administrator may direct the Project Manager to prepare a critical path timeline that reflects the dates by which reports are required to be made to the Grantor in accordance with applicable grant conditions. In such instances, the timeline shall be shared with the Finance Department to ensure that required reports are properly and timely filed with the Grantor.

6.3.5 All invoices, billing requests, grant funded equipment, etc. shall require the correct project number and account number, including invoices being used to satisfy grant matching requirements. Payroll related costs must be tracked by coding grant-related time to the correct project number within the

Town's payroll timekeeping system and must be approved by a supervisor with direct knowledge of the employee's activities. The Project Manager is responsible for obtaining the required authorization for all costs related to the applicable grant.

6.3.6 Copies of usernames and passwords used by Project Managers or the Administrator to access grant management and reporting software maintained by the Grantor shall be provided to the Finance Department for storage at the time such usernames and passwords are created, and at the time any update to the usernames and/or passwords are made by the Project Manager or Administrator. In accordance with applicable law, only the person to whom the username and password was issued by the Grantor are authorized to use the username or password.

6.3.7 The Project Manager is responsible for the expenditure of grant funds in accordance with the Town's established policies and grantor procurement requirements. When Town policy differs from grantor procurement requirements, the most restrictive process must be followed.

6.3.8 Grant receipts and expenditures must be maintained in accordance with federal, state, and local guidelines/laws/statutes applicable to the agreement and generally accepted accounting principles for local governments.

6.3.9 A Grant Reimbursement Request shall be prepared by the Project Manager in accordance with Town policies and the Grant Agreement. These should be submitted on a timely basis following the expenditure of funds and submitted to the Finance Director for verification of financial information and submission to the Grantor. The Project Manager shall forward a copy of all supporting documentation to the Finance Director for review prior to being processed.

6.3.10 To assure that expenditures are proper and in accordance with the terms and conditions of a federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include certification, signed by an official who is authorized to legally bind the Town, which reads as follows: " By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." Department Directors may sign this certification if allowed by the Grantor.

6.3.11 Grant advance payments are not allowed. Reimbursement requests must only include expenditures that have been previously paid, reflect as paid in the Town's accounting system.

6.3.12 Upon review, the Finance Director shall forward the reimbursement for final processing. If submitting directly online via a Grantor provided system, the department may submit the billing after it has been reviewed by the Finance Director. If not submitting through an online system, the Finance Department may submit the billing, on behalf of the Project Manager, directly to the Grantor via mail or email.

6.4 Grant Monitoring/ Reporting:

6.4.1 The Project Manager shall prepare all reports of a statistical, programmatic or fiscal nature, with technical assistance available from the Finance Director or Administrator; according to reporting frequency (e. g. monthly, quarterly, annually) as required by the Grant Agreement. A copy of the reports shall be forwarded to Finance for recordkeeping.

6.4.2 The Project Manager shall prepare departmental requests for changes in the scope of the budget, or schedule of the Grant Agreement. Copies of extension requests and approval must be provided to the Finance Director and Administrator.

6.4.3 Grant program and financial records shall be maintained according to Washington State archive requirements (or longer, if mandated by the Grant Agreement) from the date of "close-out" as designated by the Grantor entity.

6.5 Audit

6.5.1 After the end of the fiscal year, the Finance Director shall prepare the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and submit them to the State Auditor's Office (SAO) in conjunction with the annual Comprehensive Annual Financial Report (CAFR).

6.5.2 Federal and State grants are subject to annual audits by the auditors and must comply with all procurement, cost, inventory, and performance standards required by the Town's own policies and the Grantor. It is the responsibility of the Project Manager to have these documents available for review by the auditor.

6.5.3 The Finance Director shall be responsible for the coordination and distribution of the Single Audit report to each granting agency.

6.5.4 Any recommendations, exit items, management letters or findings related to the grant reported by the auditor in the Single Audit Report shall be shared with the Project Manager once the audit is complete. The Project Manager handling the response is required to assist the Administrator and

Finance Director in preparing a written response. In addition, the Project Manager shall be responsible for taking the appropriate steps to ensure that the situation is corrected.