



## ***TOWN COUNCIL AGENDA***

**July 22, 2025 6 PM**  
Upper Maple Center  
204 Commercial Street

Skagit County Washington  
Incorporated 1890  
[www.townoflaconner.org](http://www.townoflaconner.org)

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### **I. Call to Order**

### **II. Pledge of Allegiance**

### **III. Public Comments (Limit: 3 minutes per person)**

### **IV. Presentations:**

### **V. CONSENT AGENDA**

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

1. Approval of the Minutes: June 24, 2025 Council Meeting  
Finance:  
Approval of Accounts Payable  
Approval of Payroll

### **VI. REPORTS**

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

### **VII. UNFINISHED BUSINESS:**

1. Mayor Pro Tem - Dole
2. Ordinance – Amended 2025 Comprehensive Plan Update
3. Resolution – Approval of the Water Comprehensive Plan Update

### **VIII. NEW BUSINESS**

1. Resolution – Green House Gas Reduction Policy
2. Cellular Water Meter Upgrades – Discussion
3. Brand Creations (AI) - Discussions

### **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.

*Town Hall Meetings are available for viewing only on our live portal at [www.townoflaconner.com](http://www.townoflaconner.com) "technology permitting".*

# **Consent Agenda**

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

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

Town Council Meeting  
June 24, 2025 – 6:00 p.m.

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

Present: Councilmembers Taylor, Dole and Chamberlain.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio, Planning Assistant Eills and Fire Chief/Code Enforcement Officer Reinstra.

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

### **Mayor Hanneman moved the Sale of the Fire Boat under Unfinished Business:**

Bobby Johnson, representing the residents of Henrey Island, has requested to purchase the Town Fire Boat. Because San Juan Fire and Rescue has about an hour response time to their Island, residents of Henrey Island have been training in fire-fighting and life-saving skills, to cover as first responders, until San Juan Fire and Rescue arrives at the scene. Mr. Johnson realizes the boat is not operational and requires a lot of work to get it running again, but believes it will eventually be an asset to their needs. After Council discussions, it was decided to sale the trailer for \$3400 and the fireboat for \$1.00 for a total of \$3401

**Councilmember Dole moved to authorize the Mayor to enter into an agreement of sale with the Henry Island Fire Brigade, for the sale of the trailer in the amount of \$3400 and the fireboat in the amount of \$1.00 for a total of \$3401. Motion seconded by Councilmember Chamberlain. Motion carried 3/0.**

### **Public Comments: No Public Comments**

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the June 10, 2025 Council Meeting.

Finance Director DeGoede provided an updated Payroll Certification. There was a change to the payroll due to one of the employee's auto payroll was returned and had to be changed to a check. The total payroll amount is the same, just one more check Number 6116 in the amount of 359.35 and the auto deposit is that amount less.

Accounts Payable:	Checks	28231 - 28263	\$78,727.98
	Electronic Pmts.	2018351 – Excise Tax	\$8,692.37
		<b>Total Accounts Payable</b>	<b>\$87,420.35</b>

Payroll of June 20, 2025:	Checks 6109 - 6116	\$2,496.00
	Payroll Auto Tax Payment #2018350	\$9,416.76
	Payroll Auto Deposit	\$27,038.02
	<b>Total Payroll</b>	<b>\$38,950.78</b>

**Councilmember Chamberlain moved to approve the Consent Agenda with the updated Payroll Certification. Motion seconded by Councilmember Dole. Motion carried 3/0.**

### **Administrator's Report:**

Discussed the 4<sup>th</sup> of July Parade and the closure of First Street. The Parade begins at noon. Also, there will be a staff change. This is Planner Michael Davolio's last day, and our Assistant Planner, Ajah Eills will assume the Planner position July 1.

**Mayor's Report:**

- Mayor Hanneman thanked Planner Davolio for his services and shared he would still be active, on a pro bono basis, with the Arts Commission working on establishing the Creative District.
- The Mayor also thanked Carol Hedlin for her ten years of service on the Planning Commission. We are now looking for a replacement.
- Pride Month has been going well with great community support.
- A reminder the July 8, 2025 Council Meeting has been canceled.
- There will be a recognition for former Mayor Ramon Hayes on June 30<sup>th</sup> to include the installation of a plaque on the Boardwalk.

**Council Committee Reports:**

**Arts Commission:**

Councilmember Taylor noted discussions are primarily on the Creative District and updating the Town owned art.

**Public Hearing – 2025 Comprehensive Plan**

**6:26 p.m. Mayor Hanneman opened the Public Hearing.**

There were discussions on the State changes to Chapters 6 & 12 involving housing and climate change. Assistant Planner Eills explained the Planning Commission has been sent the changes and one Commissioner did have some questions. She has not heard from the others. The State changes in the two chapters have not been officially reviewed by the Planning Commission for a recommendation, so if Council does pass this Ordinance, it would be without the Planning Commissions review and recommendations of the State changes. Councilmember Chamberlain read through the changes and was comfortable with them. Councilmembers Dole and Taylor agreed. There were no public Comments.

**6:38 p.m. Mayor Hanneman closed the Public Hearing.**

**Ordinance No. 1260 – 2025 Comprehensive Plan Updates:**

Planner Davolio explained staff followed through in having this done by the June deadline date they set.

**Councilmember Chamberlain moved to approve Ordinance 1260 for the 2025 Comprehensive Plan Update, to include the State changes that were not reviewed for final recommendation from the Planning Commission. Motion seconded by Councilmember Dole. Motion carried 3/0.**

**Public Hearing – 2025 Development Regulations Updates:**

**6:39 p.m. Mayor Hanneman opened the Public Hearing.**

Planner Davolio noted these updates were primarily in accordance to the Comprehensive Plan updates, with the bulk of them State GMA changes.

There were no Public Comments.

**6:41 p.m. Mayor Hanneman closed the Public Hearing.**

**Ordinance No. 1261 – 2025 Development Regulations Updates:**

**Councilmember Dole moved to approve Ordinance 1261 for the 2025 Development Regulations Updates. Motion seconded by Councilmember Taylor. Motion carried 3/0.**

**Public Hearing – Moratorium for Drive Through Facilities:**

**6:42 p.m. Mayor Hanneman opened the Public Hearing.**

Assistant Planner Eills explained the Ordinance for the was approved by Council at the last meeting. This process legalizes it.

There were no Public Comments

**6:44 p.m. Mayor Hanneman closed the Public Hearing.**

**Resolution No. 670 – Pioneer Park Bandstand Dedication – Bud Moore:**

Administrator Thomas explained former Mayor Bud Moore was instrumental in the planning and building of the Pioneer Park Bandstand, as well as many other contributions to the community. The Pioneer Association is in full favor and would like to do the dedication of the bandstand at the Annual Pioneer Picnic on August 7<sup>th</sup> at 11:00 a.m.

**Councilmember Taylor moved to approve the dedication of the Pioneer Park Bandstand for former Mayor Bud Moore. Motion seconded by Councilmember Dole. Motion carried 3/0.**

**Mayor Roundtable:**

Councilmember Chamberlain discussed the solar battery storage systems and found someone with expertise to come to a Council meeting, later in the summer, to educate Council and the community on the issue. We need to establish some guidelines for our codes. Councilmember Chamberlain also requested permission to pursue a solar grant for the Fire Department. The grant has no match. It was the consensus of the Council for her to pursue the grant.

Public Works Director Lease informed everyone he has posted the emergency drought information and water saving tips on the website. He was finally successful in meeting with a Ziply representative and contractor. He will issue a stop work order on the project if they don't comply with Town regulations. Also, the Washington and Road Street Pedestrian Upgrade project is about a week ahead of projection.

Finance Director DeGoede explained a customer purchased Yard Waste Card 2025-11 for \$120.00, thinking it was a Compost Card. He then went to the WWTP and was given two yards of Compost and they marked off two boxes. A new employee at the Treatment Plant didn't realize it was a Yard Waste Card. The plan to fix the issue is to replace yard waste card with a compost card, marking off two yards used and charge the customer the difference. It was the consensus of the Council to proceed with the card replacement.

**There being no further business the meeting ended at 7:00 p.m.**

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Maria DeGoede, Finance Director

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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 **July 22, 2025 Claims** have been received and that;

Checks Numbered:	28314– 28348	\$108,579.28
Auto Payments:		
Excise Tax	#2018360	\$9,178.49

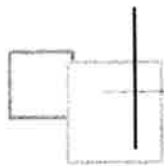
Are approved for a total payment of \$117,757.77 this 22<sup>nd</sup> day of July 2025.

  
Finance Director

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

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

\_\_\_\_\_  
Councilmember



# Voucher Directory

Fiscal : 2025 - July  
Council Date : 2025 - July - Second Council Meeting

## A-1 Mobile Lock & Key 28314

### 2025 - July - Second Council Meeting

#### Invoice - 200452

**Restroom Lock Reset**  
003-000-575-50-48-05

Public Restrooms - Repair & Maint.

\$217.40

#### Total Invoice - 200452

**\$217.40**

**Total 28314**

**\$217.40**

## Total A-1 Mobile Lock & Key

**\$217.40**

## Ackermann Electric Co. 28315

### 2025 - July - Second Council Meeting

#### Invoice - 3751

**Worked on Loss of Power to Reuse Pumps**  
409-000-535-80-48-01

Plant Repair & Maintenance

\$324.60

#### Total Invoice - 3751

**\$324.60**

**Total 28315**

**\$324.60**

## Total Ackermann Electric Co.

**\$324.60**

## Alumichem

28316

### 2025 - July - Second Council Meeting

#### Invoice - INV25475

**Cationic Emulsion Polymer**  
409-000-535-80-48-05

Materials/Testing

\$6,900.28

#### Total Invoice - INV25475

**\$6,900.28**

**Total 28316**

**\$6,900.28**

## Total Alumichem

**\$6,900.28**

## Birch Equipment

28317

### 2025 - July - Second Council Meeting

#### Invoice - 307242-5

**Forklift Rental**  
001-000-522-20-35-00  
001-000-522-20-49-03

Small Tools & Equipment  
Rentals/Leases

\$233.47

\$500.00

#### Total Invoice - 307242-5

**\$733.47**

**Total 28317**

**\$733.47**

## Total Birch Equipment

**\$733.47**

		Description	Amount
<b>City of Anacortes</b>			
28318		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - CityofAnacortes6/2025</b>		
	<b>June 2025 Water Charges</b>		
	401-000-534-80-33-00	Purchase of Wholesale Water	\$27,873.00
		Water sales	
	<b>Total Invoice - CityofAnacortes6/2025</b>		<b>\$27,873.00</b>
<b>Total 28318</b>			<b>\$27,873.00</b>
<b>Total City of Anacortes</b>			<b>\$27,873.00</b>
<b>Commercial Alarm &amp; Detection, Inc.</b>			
28319		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - 41828</b>		
	<b>Fire Hall Alarm Monitoring</b>		
	001-000-522-20-41-00	Professional Services	\$176.09
	<b>Total Invoice - 41828</b>		<b>\$176.09</b>
<b>Total 28319</b>			<b>\$176.09</b>
<b>Total Commercial Alarm &amp; Detection, Inc.</b>			<b>\$176.09</b>
<b>Crystal Springs</b>			
28320		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - 5383122 070925</b>		
	<b>Distilled Water</b>		
	409-000-535-80-31-02	Lab Supplies	\$83.07
		WWTP Distilled Water	
	<b>Total Invoice - 5383122 070925</b>		<b>\$83.07</b>
<b>Total 28320</b>			<b>\$83.07</b>
<b>Total Crystal Springs</b>			<b>\$83.07</b>
<b>David Evans &amp; Associates Inc.</b>			
28321		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - 594491</b>		
	<b>Channel Dr. Cost Estimate &amp; Backlog CO T&amp;M</b>		
	005-000-595-65-61-02	TIB Pedestrian Improvements	\$692.96
	<b>Total Invoice - 594491</b>		<b>\$692.96</b>
	<b>Invoice - 594492</b>		
	<b>Water System Plan</b>		
	401-000-534-80-41-00	Professional Services	\$287.83
	<b>Total Invoice - 594492</b>		<b>\$287.83</b>
	<b>Invoice - 594493</b>		
	<b>WA &amp; Road Streets Ped Improv.</b>		
	005-000-595-65-61-02	TIB Pedestrian Improvements	\$1,300.67
	<b>Total Invoice - 594493</b>		<b>\$1,300.67</b>
	<b>Invoice - 594945</b>		
	<b>931 Maple Ave DE Ageement</b>		
	401-000-534-80-41-02	DE Engineer Fees	\$579.37

	409-000-535-80-41-08	DE Engineering Fees	\$579.38
	<b>Total Invoice - 594945</b>		<b>\$1,158.75</b>
<b>Total 28321</b>			<b>\$3,440.21</b>
<b>Total David Evans &amp; Associates Inc.</b>			<b>\$3,440.21</b>
<b>ESO Solutions Inc.</b>			
<b>28322</b>		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - ESO-172222</b>		
	<b>NFIRS</b>		
	001-000-522-20-41-00	Professional Services	\$91.77
	<b>Total Invoice - ESO-172222</b>		<b>\$91.77</b>
<b>Total 28322</b>			<b>\$91.77</b>
<b>Total ESO Solutions Inc.</b>			<b>\$91.77</b>
<b>Eurofins Environment Testing NW</b>			
<b>28323</b>		<b>2025 - July - Second Council Meeting</b>	
	<b>Invoice - 25-13874</b>		
	<b>Compost Testing</b>		
	412-000-554-90-48-05	Compost Testing/Materials	\$937.00
		Compost Testing	
	<b>Total Invoice - 25-13874</b>		<b>\$937.00</b>
	<b>Invoice - 25-16303</b>		
	<b>Effluent Testing</b>		
	409-000-535-80-48-05	Materials/Testing	\$52.50
		Sewer Testing	
	<b>Total Invoice - 25-16303</b>		<b>\$52.50</b>
	<b>Invoice - 25-21211</b>		
	<b>Coliform Testing</b>		
	401-000-534-80-41-00	Professional Services	\$26.00
		Water Testing	
	<b>Total Invoice - 25-21211</b>		<b>\$26.00</b>
<b>Total 28323</b>			<b>\$1,015.50</b>
<b>Total Eurofins Environment Testing NW</b>			<b>\$1,015.50</b>

Farmers Equipment Company Inc  
28324

2025 - July - Second Council Meeting

Invoice - BUR-2013326

Replace Gearbox

409-000-535-80-48-01

Plant Repair & Maintenance

\$937.55

Total Invoice - BUR-2013326

\$937.55

Total 28324

\$937.55

Total Farmers Equipment Company Inc

\$937.55

Fastenal Company

28325

2025 - July - Second Council Meeting

Invoice - WAANA162949

Garbage Bags, Screems. Bath Tissue

003-000-575-50-31-05

Public Restroom Supplies

\$1,922.85

Total Invoice - WAANA162949

\$1,922.85

Invoice - WAANA163030

Bath Tissue & Garbage Bags

003-000-575-50-31-05

Public Restroom Supplies

\$899.22

Total Invoice - WAANA163030

\$899.22

Total 28325

\$2,822.07

Total Fastenal Company

\$2,822.07

Frontline Cleaning Services  
28326

2025 - July - Second Council Meeting

Invoice - 38601

Public Restroom Cleaning

003-000-575-50-48-05

Public Restrooms - Repair & Maint.

\$2,692.00

Total Invoice - 38601

\$2,692.00

Total 28326

\$2,692.00

Total Frontline Cleaning Services

\$2,692.00

Grainger

28327

2025 - July - Second Council Meeting

Invoice - 839295409

Engine Oil

412-000-554-90-48-06

Compost Machinery/Equip

\$396.54

Total Invoice - 839295409

\$396.54

Total 28327

\$396.54

Total Grainger

\$396.54

H.D. Fowler Company  
28328

2025 - July - Second Council Meeting

Invoice - 17061950

Split Couplings w Gaskets, Concrete Curb Inlets, Catch Basin Risers, Grate Locking Frames & Jet Set Repair

403-000-531-38-48-00 Repair & Maintenance \$1,890.11

Total Invoice - 17061950

\$1,890.11

Invoice - 17061952

Couplings, Gaskets, Catch Basin Risers, Grate Locking Frames & Jet Set Repair

403-000-531-38-48-00 Repair & Maintenance \$2,759.60

Total Invoice - 17061952

\$2,759.60

\$4,649.71

\$4,649.71

Total 28328  
Total H.D. Fowler Company

Les Schwab Tire Center  
28329

2025 - July - Second Council Meeting

Invoice - 43400165140

Repair O Ring Leak on Frontloader

412-000-554-90-48-06 Compost Machinery/Equip \$405.79

Total Invoice - 43400165140

\$405.79

\$405.79

\$405.79

Total 28329  
Total Les Schwab Tire Center

Marna Hanneman  
28330

2025 - July - Second Council Meeting

Invoice - NellThorn7/3/25Reimb

Port Meeting Remib

001-000-513-10-41-01 Mayor Professional Services \$37.48

Total Invoice - NellThorn7/3/25Reimb

\$37.48

Invoice - RavCup7/9/25Reimb

Dike Meeting Reimb

001-000-513-10-41-01 Mayor Professional Services \$14.23

Total Invoice - RavCup7/9/25Reimb

\$14.23

\$51.71

\$51.71

Total 28330  
Total Marna Hanneman

Michael Davolio, AICP  
28348

2025 - July - Second Council Meeting

Invoice - #52

June 2025 Plannig Charges

001-000-558-60-41-00 Professional Services - Planner \$6,660.00

Total Invoice - #52

\$6,660.00

\$6,660.00

\$6,660.00

Total 28348  
Total Michael Davolio, AICP

**Napa Auto Parts****28331****2025 - July - Second Council Meeting****Invoice - 551758****Hose Fittings for Vac Master Line**

403-000-531-38-48-00 Repair &amp; Maintenance \$46.59

**Total Invoice - 551758****\$46.59****Invoice - 551968****Oil Filter**

401-000-534-80-48-02 Vehicle Repair &amp; Maintenance \$9.88

**Total Invoice - 551968****\$9.88****Invoice - 552321****Battery**

002-000-576-80-48-03 System Repair &amp; Maintenance \$48.08

**Total Invoice - 552321****\$48.08****Total 28331****\$104.55****Total Napa Auto Parts****\$104.55****NorthWest Parking Equipment Co****28332****2025 - July - Second Council Meeting****Invoice - NWPk3rdQtr2025****Payment Stations Maint.**

002-000-576-80-41-00 Professional Services \$644.82

Payment Stations 50%

005-000-542-65-48-00 Repair &amp; Maintenance \$644.81

Payment Stations 50%

**Total Invoice - NWPk3rdQtr2025****\$1,289.63****Total 28332****\$1,289.63****Total NorthWest Parking Equipment Co****\$1,289.63****Pitney Bowes Global Finance Services LLC****28333****2025 - July - Second Council Meeting****Invoice - 3321023745****Postage Meter Lease**

001-000-518-30-40-00 Lease Agreement Tax \$7.41

Tax Split

001-000-591-31-70-00 Rents &amp; Leases - Longterm \$113.94

Qtrly postage meter lease

401-000-534-80-40-00 Lease Agreement Tax \$7.41

Tax Split

401-000-591-31-70-00 Rents &amp; Leases - Longterm \$113.93

Lease Split

403-000-531-38-40-00 Lease Agreement Tax \$7.42

Tax Split

403-000-591-31-70-01 Rents &amp; Leases - Longterm \$113.93

Lease Split

Account Number	Description	Amount
409-000-535-80-40-00	Lease Agreement Tax	\$7.42
	Tax Split	
409-000-591-31-70-00	Rents & Leases - Longterm	\$113.93
	Lease Split	
<b>Total Invoice - 3321023745</b>		<b>\$485.39</b>
<b>Total 28333</b>		<b>\$485.39</b>
<b>Total Pitney Bowes Global Finance Services LLC</b>		<b>\$485.39</b>

Puget Sound Energy  
28334

**2025 - July - Second Council Meeting**

**Invoice - PSEJuly2025-2**

<b>Utility - Electric</b>		
001-000-518-30-47-00	Public Utility Services	\$283.22
	204 Douglas St -Town Hall	
001-000-522-20-47-00	Public Utility Services	\$513.61
	12142 Chilberg - Fire Dept	
002-000-576-80-47-00	Public Utility Services	\$41.38
	1339 Connor Way - Pioneer Park Gazebo	
002-000-576-80-47-00	Public Utility Services	\$23.10
	1339 Conner Way Lights - Pioneer Park Lights	
002-000-576-80-47-00	Public Utility Services	\$176.40
	100 Washington Ave Light- St End Park	
002-000-576-80-47-00	Public Utility Services	\$10.85
	1340 Conner Way	
002-000-576-80-47-00	Public Utility Services	\$19.41
	100 Morris - Gilkey Square	
003-000-575-50-47-02	Public Utility Services-GC	\$31.99
	622 S 2nd Street - Garden Club	
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$54.80
	613 1st Street - Public Restroom	
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$50.95
	304 Morris St -Public Restroom	
005-000-542-63-47-00	Public Utility Services	\$48.40
	12100 Chilberg - Flag pole/Monument lights	
005-000-542-63-47-00	Public Utility Services	\$11.19
	100 Sherman St	
005-000-542-63-47-00	Public Utility Services	\$306.45
	1st Street Lights #220005384221	
005-000-542-63-47-00	Public Utility Services	\$54.80
	3rd & Douglas	
401-000-534-80-47-00	Public Utility Services	\$297.43
	604 N 3rd Street - PW Shop-300000002695	
401-000-534-80-47-00	Public Utility Services	\$13.70
	1200 S 4th St - Water Tank	
403-000-531-38-47-00	Public Utility Service	\$118.32
	213 Caledonia - Drainage Pump	

	403-000-531-38-47-00	Public Utility Service	\$61.64
		102 S 6th St - Drainage Pump	
	409-000-535-80-47-00	Public Utility Services	\$42.17
		602 N 3rd Street - Pump	
	409-000-535-80-47-00	Public Utility Services	\$10.21
		12154 Chilberg - WWTP Fuel Station	
	409-000-535-80-47-00	Public Utility Services	\$29.47
		622 1st Street - Sewage Vault	
	<b>Total Invoice - PSEJuly2025-2</b>		<b>\$2,199.49</b>
<b>Total 28334</b>			<b>\$2,199.49</b>
<b>Total Puget Sound Energy</b>			<b>\$2,199.49</b>
<b>Skagit Council of Governments</b>			
<b>28335</b>	<b>2025 - July - Second Council Meeting</b>		
	<b>Invoice - 3169</b>		
	<b>Shared Costs</b>		
	001-000-518-90-41-10	Dues & Memberships	\$98.74
	<b>Total Invoice - 3169</b>		<b>\$98.74</b>
<b>Total 28335</b>			<b>\$98.74</b>
<b>Total Skagit Council of Governments</b>			<b>\$98.74</b>
<b>Skagit County DEM</b>			
<b>28336</b>	<b>2025 - July - Second Council Meeting</b>		
	<b>Invoice - 2025Q3-Lac</b>		
	<b>3rd Qtr 2025 Shared Costs</b>		
	001-000-525-10-41-00	Prof Services -EMS	\$1,096.89
		EMS Services	
	<b>Total Invoice - 2025Q3-Lac</b>		<b>\$1,096.89</b>
<b>Total 28336</b>			<b>\$1,096.89</b>
<b>Total Skagit County DEM</b>			<b>\$1,096.89</b>
<b>Sparks Cleaning Services</b>			
<b>28337</b>	<b>2025 - July - Second Council Meeting</b>		
	<b>Invoice - SparksJun2025</b>		
	<b>Facility Cleaning for June 2025</b>		
	003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$874.50
	<b>Total Invoice - SparksJun2025</b>		<b>\$874.50</b>
<b>Total 28337</b>			<b>\$874.50</b>
<b>Total Sparks Cleaning Services</b>			<b>\$874.50</b>
<b>Town of La Conner</b>			
<b>28338</b>	<b>2025 - July - Second Council Meeting</b>		
	<b>Invoice - C 07-2025</b>		
	<b>July 2025 Sewer Service Charge</b>		
	412-000-554-90-47-00	Compost Treatment Chgs - 409	\$10,833.34
	<b>Total Invoice - C 07-2025</b>		<b>\$10,833.34</b>

				<b>Invoice - S 07-2025</b>	
				<b>July 2025 Sludge Disposal Charges</b>	
				409-000-535-80-47-02	Sludge Disposal - 412
					\$2,500.00
				<b>Total Invoice - S 07-2025</b>	<b>\$2,500.00</b>
				<b>Total 28338</b>	<b>\$13,333.34</b>
				<b>Total Town of La Conner</b>	<b>\$13,333.34</b>
				<b>Utilities Underground Locate</b>	
				<b>28339</b>	
				<b>2025 - July - Second Council Meeting</b>	
				<b>Invoice - 5060735</b>	
				<b>Underground Locates</b>	
				401-000-534-80-41-00	Professional Services
					\$22.95
				Notifications	
				<b>Total Invoice - 5060735</b>	<b>\$22.95</b>
				<b>Total 28339</b>	<b>\$22.95</b>
				<b>Total Utilities Underground Locate</b>	<b>\$22.95</b>
				<b>Verizon Wireless</b>	
				<b>28340</b>	
				<b>2025 - July - Second Council Meeting</b>	
				<b>Invoice - 6117904796</b>	
				<b>Cell Phones</b>	
				001-000-513-10-42-00	Mayor's Communications
					\$94.99
				Mayor	
				001-000-521-70-42-00	Communications-Code Enf
					\$26.58
				Code Enforcement/Split with Fire	
				001-000-522-20-42-00	Communications
					\$66.58
				Fire Dept./Split w Code & 2nd Remote	
				<b>Total Invoice - 6117904796</b>	<b>\$188.15</b>
				<b>Total 28340</b>	<b>\$188.15</b>
				<b>Total Verizon Wireless</b>	<b>\$188.15</b>
				<b>Vision Municipal Solutions, LLC</b>	
				<b>28341</b>	
				<b>2025 - July - Second Council Meeting</b>	
				<b>Invoice - 09-16161</b>	
				<b>Vision Convergence - Viola</b>	
				001-000-514-23-49-02	Training & Meetings
					\$580.00
				<b>Total Invoice - 09-16161</b>	<b>\$580.00</b>
				<b>Total 28341</b>	<b>\$580.00</b>
				<b>Total Vision Municipal Solutions, LLC</b>	<b>\$580.00</b>

**WA State DNR****28342****2025 - July - Second Council Meeting****Invoice - 4900/0100185999/2026****DNR Lease**

002-000-576-80-49-03

DNR Harbor Leases

\$1,684.02

**Total Invoice - 4900/0100185999/2026****\$1,684.02****Total 28342****\$1,684.02****Total WA State DNR****\$1,684.02****WA State DOR - Excise Tax****2018360****2025 - July - Second Council Meeting****Invoice - DORExciseTaxJun2025****June 2025 Excise Tax**

401-000-534-80-49-03

Excise Taxes

\$5,043.85

403-000-531-38-49-03

Excise Taxes

\$522.84

409-000-535-80-49-01

Excise Taxes

\$1,370.34

412-000-554-90-49-01

Compost Sales Tax

\$437.84

412-000-554-90-49-02

Excise Taxes

\$1,803.62

**Total Invoice - DORExciseTaxJun2025****\$9,178.49****Total 2018360****\$9,178.49****Total WA State DOR - Excise Tax****\$9,178.49****Wave Broadband****28343****2025 - July - Second Council Meeting****Invoice - WaveJuly2025-2****Internet & Phones**

001-000-522-20-42-00

Communications

\$163.84

Fire Dept

409-000-535-80-42-00

Communications

\$195.06

WWTP

**Total Invoice - WaveJuly2025-2****\$358.90****Total 28343****\$358.90****Total Wave Broadband****\$358.90****Wilbur-Ellis****28344****2025 - July - Second Council Meeting****Invoice - 17230890****Lime**

409-000-535-80-31-00

Office &amp; Operating Supplies

\$1,543.21

**Total Invoice - 17230890****\$1,543.21****Total 28344****\$1,543.21****Total Wilbur-Ellis****\$1,543.21**

Wilson Engineering  
28345

2025 - July - Second Council Meeting

Invoice - 19827

WWTP Upgrades - Engineering

409-000-594-37-60-00

Sewer Plant Upgrade Project

\$21,112.00

Total Invoice - 19827

\$21,112.00

Total 28345

\$21,112.00

Total Wilson Engineering

\$21,112.00

WMCA Treasurer  
28346

2025 - July - Second Council Meeting

Invoice - WMCA10-2025

WMCA Conference - DeGoede

001-000-514-23-49-02

Training & Meetings

\$400.00

Total Invoice - WMCA10-2025

\$400.00

Total 28346

\$400.00

Total WMCA Treasurer

\$400.00

ZOLL Medical Corp  
28347

2025 - July - Second Council Meeting

Invoice - 4179362

AED Battery Packs & AEDs

001-000-522-20-31-02

Medical Supplies

\$3,736.76

Total Invoice - 4179362

\$3,736.76

Total 28347

\$3,736.76

Total ZOLL Medical Corp

\$3,736.76

Grand Total

Vendor Count

36

\$117,757.77



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period July 1, **2025** through **July 15, 2025** 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 6125 through 6131		\$2,027.95
Auto Payments:		
Payroll Taxes	#2018361	\$10,117.39
Payroll Auto Deposit		\$29,706.01

are approved for a total payment of **\$41,851.35** this 22<sup>rd</sup> day of July, 2025.

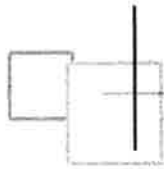
\_\_\_\_\_  
Councilmember – Finance Committee

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

\_\_\_\_\_  
Councilmember

# Register

		Account Description	Amount
<u>6125</u>	Dept of Labor & Industry	2025 - July - Second Council Meeting	\$944.43
<u>6126</u>	Employment Security	2025 - July - Second Council Meeting	\$83.05
<u>6127</u>	North Coast Credit Union	2025 - July - Second Council Meeting	\$200.00
<u>6128</u>	Paid Family & Medical Leave	2025 - July - Second Council Meeting	\$273.28
<u>6129</u>	Teamsters Local No. 231	2025 - July - Second Council Meeting	\$152.00
<u>6130</u>	Wa Cares Fund	2025 - July - Second Council Meeting	\$140.14
<u>6131</u>	Washington State Support Registry	2025 - July - Second Council Meeting	\$235.05
<u>2018361</u>	Washington Federal	2025 - July - Second Council Meeting	\$10,117.39
<u>Direct Deposit Run -</u>	Payroll Vendor	2025 - July - Second Council Meeting	\$29,706.01
<u>7/15/2025</u>			<b>\$41,851.35</b>



## Register Activity

### Direct Deposit Run - 7/15/2025

Eills, Ajah G  
Herring, Jennifer M  
Johnson, Brittany  
Kerley-DeGoede, Maria A  
Lease, Brian  
Mesman, Benjamin  
Palaniuk, Kevin R  
Pena-Ayon, Manuel A  
Reinstra, Aaron Eric  
Reinstra, Aaron M.  
Sherman, Albert R  
Smith, Christopher  
Thomas, Scott G  
Viola, Angela T

### Payroll Vendor

ACH Pay - 7835  
ACH Pay - 7836  
ACH Pay - 7848  
ACH Pay - 7845  
ACH Pay - 7840  
ACH Pay - 7838  
ACH Pay - 7847  
ACH Pay - 7844  
ACH Pay - 7843  
ACH Pay - 7846  
ACH Pay - 7842  
ACH Pay - 7839  
ACH Pay - 7837  
ACH Pay - 7841

### 2025 - July - Second Council Meeting

Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
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Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM  
Posting Run - 7/15/2025 2:16:08 PM

**\$29,706.01**

\$2,291.54

\$2,027.98

\$357.00

\$2,557.77

\$3,364.96

\$748.24

\$2,670.31

\$2,125.29

\$1,948.19

\$2,240.32

\$1,966.46

\$2,486.24

\$2,974.19

\$1,947.52

**\$29,706.01**

# Reports

- 1) Administrators' Report**
- 2) Revenue & Expenditure Report**
- 3) Department Head Reports**
- 4) Mayors' Report**
- 5) Council Committee Reports**

# **Administrator Report**



*Town of La Conner*  
*Administrator's Report*

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MEMORANDUM

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TO: Mayor Hanneman & Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Administrator's Report

DATE: July 17, 2025

1. Channel Drive. We are pursuing grant funding for the Channel Drive waterline replacement project. We will meet with representatives of the Channel Drive residents this week, and will attend the HOA's annual meeting later this year. We are also preparing a grant application for engineering work, estimated to cost \$308,000. An updated total project estimate including engineering, dated June 24, 2025, is for \$3,462,000. This amount reflects a slight reduction in costs over the previous estimate.

2. 4<sup>th</sup> of July. I am pleased to report that the Town's Fourth of July celebration attracted a good number of participants to the parade, concert at the Port, and the fireworks show in the evening. Once again, we closed First Street to traffic, to allow for a safer parade and accommodate those who wished to watch the parade pass by.

3. Legislature. As we are all aware, Washington state is projected to face a \$720 million budget shortfall over the next four years, according to the latest quarterly revenue forecast released June 24<sup>th</sup>. Chief Economist Dave Reich cited several global and national risks contributing to the economic uncertainty, including tariffs and ongoing conflict in the Middle East. Although La Conner's revenues remain strong, other local governments in the region are beginning to experience difficulties. All of this is to say that we expect to generate a tight 2026 preliminary budget for council consideration with no additional staffing or programming.

4. Restrooms. In June, the Town restrooms on First and on Morris, and the portable restroom at Waterfront Park all experienced significant amounts of vandalism. Town staff closed and locked the restrooms earlier in the day. More recently the sheriff reported contacting several juveniles, who reportedly were following a "Tik-Tok challenge." Since then we have reopened the restrooms to their typical operating times and are unaware of any additional damage to these facilities.

5. Dedication. On June 30<sup>th</sup>, a small group attended a dedication ceremony of a plaque honoring former Mayor Ramon Hayes. The plaque was installed on the boardwalk, near the south end of the Calico Cupboard restaurant, facing the bridge. Stop by if you haven't already.

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

## **Revenue & Expenditure Report**

TOWN OF LA CONNER  
Monthly Treasurer's Report  
2nd Quarter 2025 - Year to Date

<b>Fund</b>	<b>Fund Name:</b>	<b>Budget</b>	<b>Revenues to Date</b>	<b>% of Budget</b>	<b>Budget</b>	<b>Expenditures to Date</b>	<b>% of Budget</b>
001	General Fund	1,544,149	755,081	49%	1,786,633	863,960	48%
002	Park & Port	257,105	108,569	42%	313,457	118,266	38%
003	Facilities	191,995	165,731	86%	250,184	270,445	108%
004	Public Art	2,560	1,428	56%	2,600	1,084	42%
005	Streets	637,828	184,487	29%	702,098	211,511	30%
123	Hotel Motel	161,300	78,847	49%	215,180	20,392	9%
214	Fire Hall Bond	52,693	26,005	49%	39,125	6,869	18%
304	REET 1	45,900	21,487	47%	24,500		0%
305	REET 2	45,900	21,519	47%	500		0%
401	Water	1,427,314	602,091	42%	1,345,686	524,430	39%
403	Storm Drainage	400,313	196,076	49%	572,646	140,523	25%
409	Sewer	1,088,009	447,217	41%	1,267,344	521,549	41%
412	Sewer Compost	1,257,280	609,405	48%	1,219,132	371,083	30%
<b>TOTALS</b>		<b>7,112,346</b>	<b>3,217,944</b>	<b>45%</b>	<b>7,739,085</b>	<b>3,050,113</b>	<b>39%</b>

**Investments:**

<b>TVI Bond - 912833LX6</b>	<b>265,249.00</b>
<b>Pacific/Premier Bank CD</b>	<b>250,721.56</b>
<b>Mountain Pacific</b>	<b>250,000.00</b>
<b>Banner Bank CD</b>	<b>156,150.17</b>
<b>LGIP</b>	<b>67,435.74</b>
	<b><u>989,556.47</u></b>

# Town of La Conner

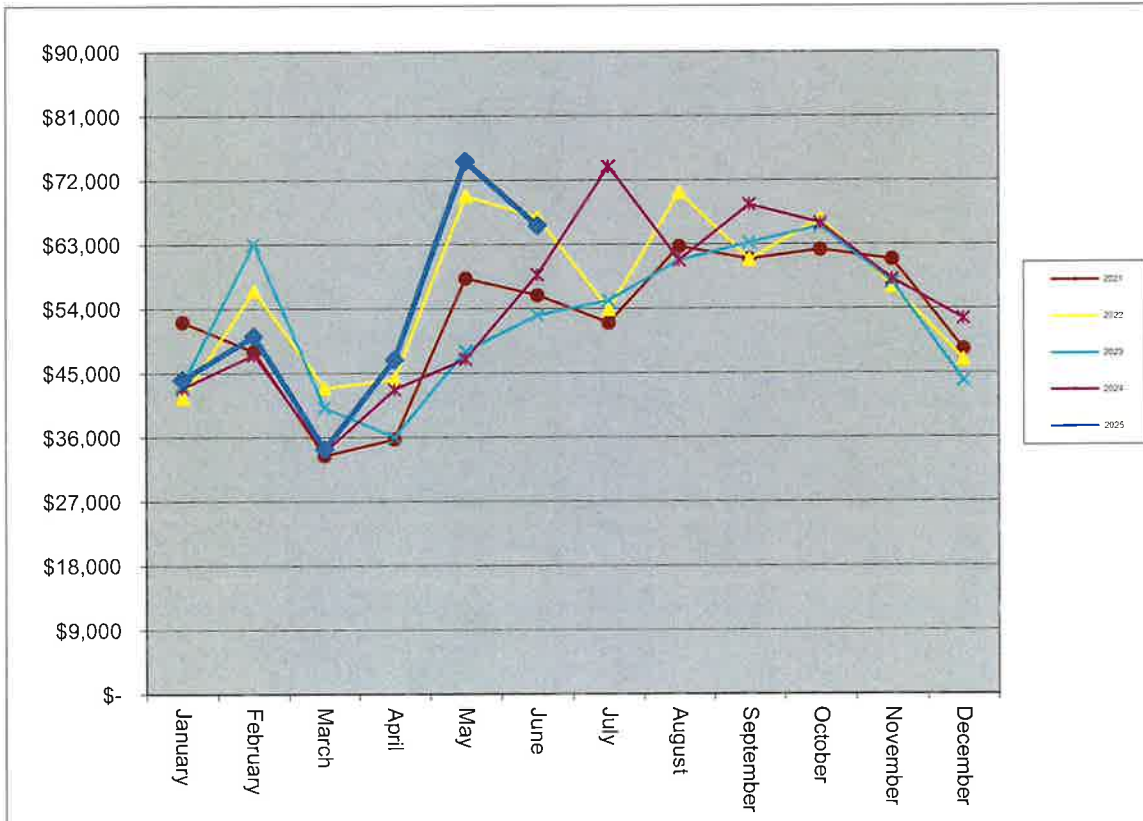
## Sales Tax Receipts

Month	2021	2022	2023	2024	2025
January	52,155.18	41,561.10	43,390.62	42,874.71	44,087.60
February	48,035.77	56,546.93	63,103.16	47,549.13	50,199.92
March	33,430.43	42,937.78	40,187.49	33,929.53	34,312.23
April	35,756.91	44,209.82	36,015.58	42,670.99	46,864.59
May	58,286.79	69,865.79	48,072.92	46,949.42	74,693.75
June	55,900.26	66,878.23	53,129.86	58,778.05	65,733.81
July	52,061.10	53,917.06	55,178.70	73,967.99	
August	62,720.18	70,383.49	60,820.03	60,799.96	
September	60,971.61	60,899.83	63,276.38	68,591.27	
October	62,268.96	66,647.98	65,602.87	65,989.67	
November	60,911.19	57,164.48	57,728.51	58,132.76	
December	48,334.16	46,910.27	43,947.09	52,594.83	
<b>TOTAL</b>	<b>630,832.54</b>	<b>677,922.76</b>	<b>630,453.21</b>	<b>652,828.31</b>	<b>315,891.90</b>

51.09%

Budgeted	328,202.00	492,303.00	609,181.00	609,181.00	618,293.00
Rec Year to Date	630,832.54	677,922.76	630,453.21	652,828.31	315,891.90
Annual Monthly Avg	52,569.38	56,493.56	52,537.77	54,402.36	26,324.33
Amount needed to meet budget:					302,401.10

Diff



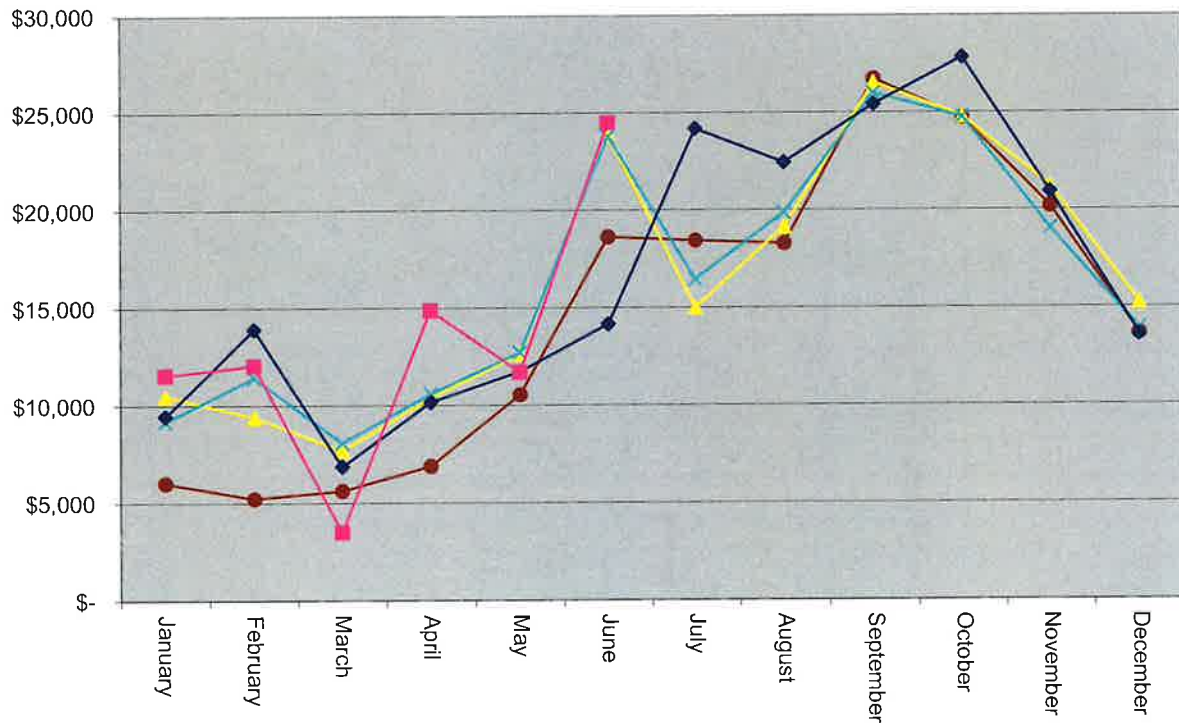
## Town of La Conner

### Annual Hotel/Motel Receipts

Month	2021	2022	2023	2024	2025
January	6,025.96	10,500.64	9,175.12	9,464.06	11,552.83
February	5,235.46	9,409.26	11,438.50	13,915.32	12,051.00
March	5,622.06	7,698.52	8,082.72	6,869.22	3,504.28
April	6,895.04	10,399.52	10,591.94	10,164.74	14,877.88
May	10,542.90	12,633.28	12,700.56	11,740.32	11,698.14
June	18,643.56	23,829.20	23,784.50	14,159.23	24,476.72
July	18,439.86	14,988.76	16,441.86	24,180.12	
August	18,295.26	19,136.57	19,848.46	22,440.16	
September	26,730.28	26,545.62	26,000.70	25,422.40	
October	24,731.96	24,802.90	24,761.98	27,827.62	
November	20,184.16	21,228.28	19,048.44	20,918.58	
December	13,653.56	15,232.24	13,909.48	13,574.70	
<b>TOTAL</b>	<b>175,000.06</b>	<b>196,404.79</b>	<b>195,784.26</b>	<b>200,676.47</b>	<b>78,160.85</b>

48.73%

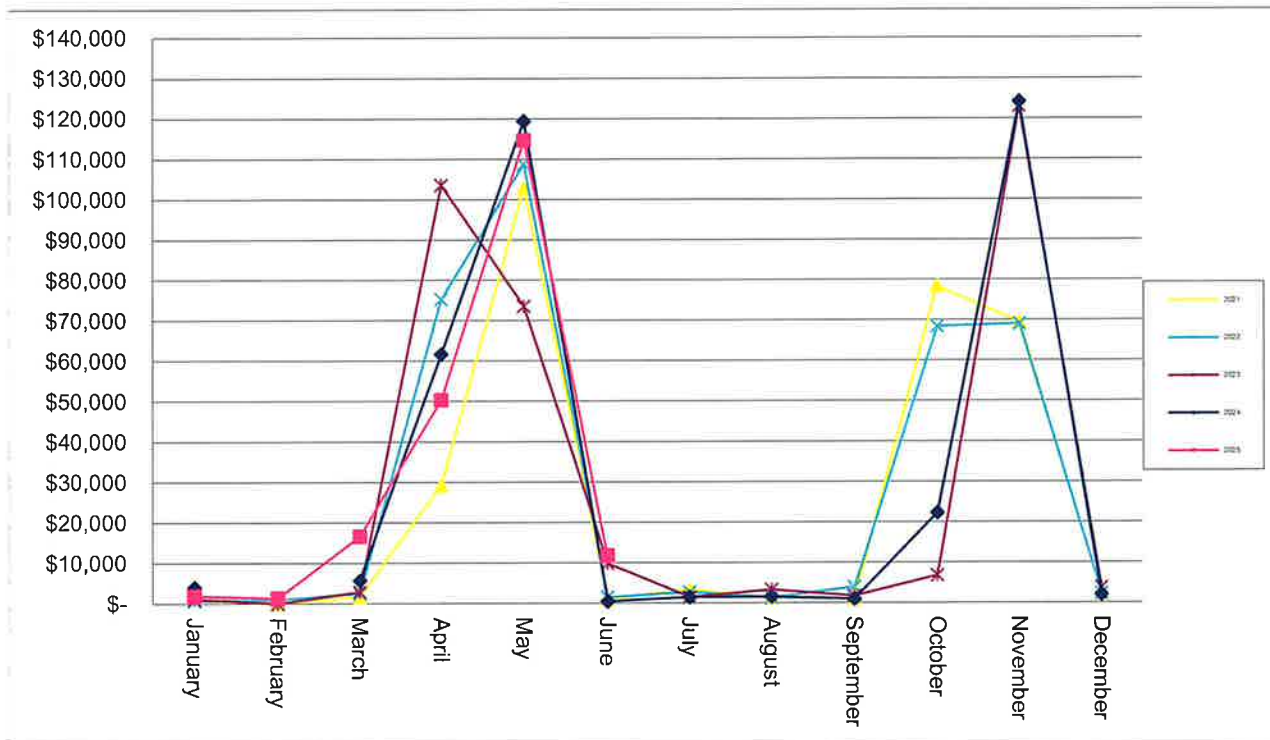
Budgeted	88,200.00	88,200.00	133,040.00	133,040.00	160,400.00
Received Year to Date	175,000.06	196,404.79	195,784.26	200,676.47	78,160.85
Monthly Average	14,583.34	16,367.07	16,315.36	16,723.04	6,513.40
Amount needed to meet budget:					82,239.15



## Town of La Conner Annual Property Taxes

Month	2021	2022	2023	2024	2025
January	1,735.37	679.87	1,020.21	4,001.34	1,900.21
February	123.80	923.67	-		1,278.89
March	1,731.98	2,479.49	2,889.62	5,655.39	16,627.22
April	29,295.28	75,356.27	103,626.12	61,738.45	50,401.69
May	102,991.26	108,828.88	73,546.50	119,446.31	114,681.94
June	1,047.57	1,503.75	9,809.06	443.60	11,769.90
July	3,275.00	2,725.34	1,412.30	1,422.72	
August	1,381.95	1,259.96	3,299.01	1,529.68	
September	1,100.00	3,887.71	1,714.39	945.91	
October	78,553.96	68,521.30	6,801.76	22,305.55	
November	69,666.72	69,178.91	123,150.38	124,237.44	
December	2,154.94	2,392.56	3,747.23	1,957.85	
<b>TOTAL</b>	<b>293,057.83</b>	<b>337,737.71</b>	<b>331,016.58</b>	<b>343,684.24</b>	<b>196,659.85</b>
Budgeted	330,004.00	336,312.00	352,971	357,121	365,000
Received Year to Date	293,057.83	337,737.71	331,016.58	343,684.24	196,659.85
Monthly Avg	24,421.49	28,144.81	27,584.72	28,640.35	16,388.32
Amount needed to meet budget:					168,340.15

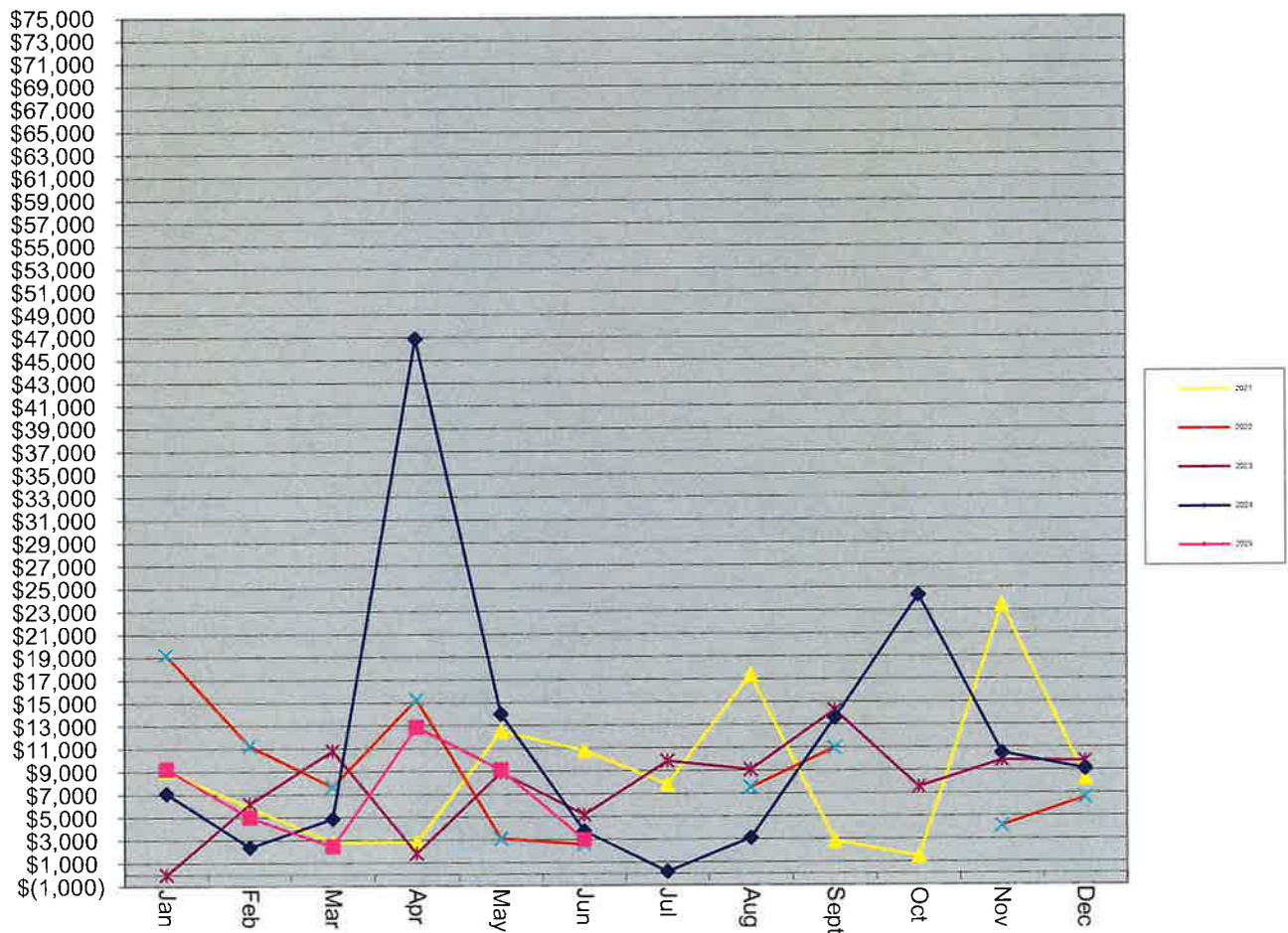
53.88%



# Town of La Conner Annual REET

Month	2021	2022	2023	2024	2025
Jan	9,078.30	19,230.75	-	7,092.50	9,250.00
Feb	5,860.80	11,263.69	6,179.19	2,376.00	5,000.00
Mar	2,796.75	7,672.50	10,820.70	4,874.50	2,440.00
Apr	2,796.75	15,300.45	1,825.00	46,887.00	12,875.25
May	12,508.65	3,118.50	8,910.00	14,030.90	9,145.00
Jun	10,815.74	2,598.75	5,164.50	3,750.00	3,000.00
Jul	7,825.50		9,874.25	176.50	
Aug	17,362.12	7,548.75	9,070.87	3,105.00	
Sept	2,821.50	10,976.62	14,275.00	13,600.00	
Oct	1,480.05		7,543.80	24,342.50	
Nov	23,472.90	4,149.50	9,875.00	10,500.00	
Dec	8,256.60	6,599.50	9,776.25	9,085.00	
<b>TOTAL</b>	<b>105,075.66</b>	<b>88,459.01</b>	<b>93,314.56</b>	<b>139,819.90</b>	<b>41,710.25</b>

Budgeted	36,000.00	36,000.00	72,000.00	72,000.00	72,000.00	
Received Year to Date	105,075.66	88,459.01	93,314.56	139,819.90	41,710.25	
Monthly Average	8,756.31	7,371.58	7,776.21	11,651.66	3,475.85	57.93%
Amount needed to meet budget:					30,289.75	



# Town of La Conner

## Transportation Benefit District Tax Revenue

Month	2022	2023	2024	2025
January				
February				47.71
March				3,864.53
April				5,437.99
May				7,956.56
June				7,333.03
July				
August				
September				
October				
November				
December				
<b>TOTAL</b>	-	-	-	<b>24,639.82</b>

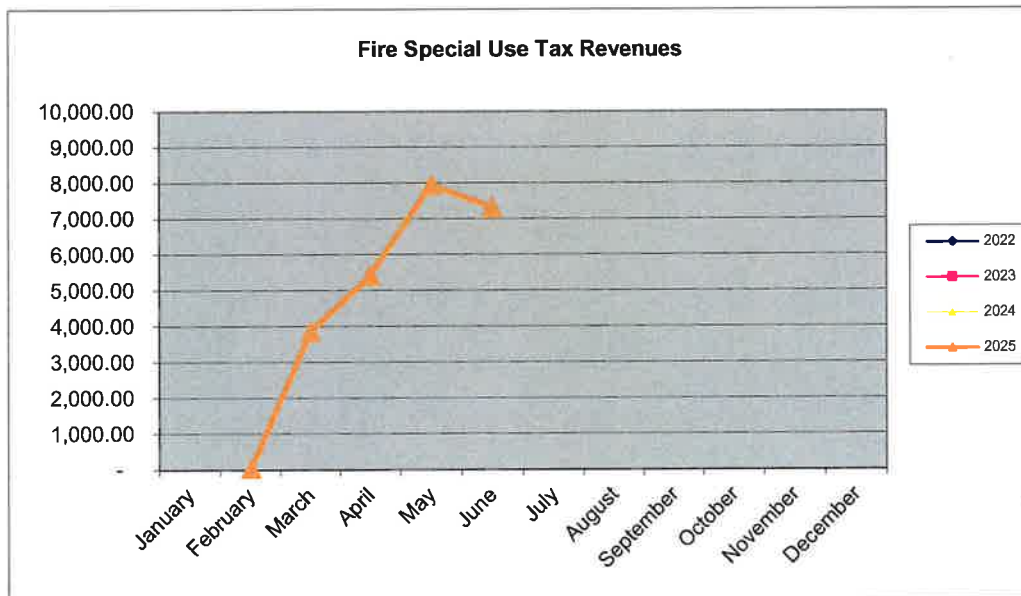
54.76%

Budgeted				45,000.00
Received Year to Date	-	-	-	24,639.82
Monthly Avg	-	-	#DIV/0!	2,053.32

Amount needed to meet budget:

20,360.18

Diff



# Town of La Conner Special Use Fire Tax Revenue

Month	2022	2023	2024	2025
January	4,108.62	4,333.29	4,280.52	4,373.86
February	5,609.50	6,278.74	4,738.97	4,946.19
March	4,237.71	3,923.57	3,382.21	3,309.23
April	4,396.10	3,593.96	4,254.77	4,633.93
May	6,984.88	4,796.78	4,593.74	7,414.64
June	6,661.47	5,297.25	5,869.99	6,566.69
July	5,364.02	5,393.11	7,301.60	
August	7,019.56	6,063.58	6,070.44	
September	6,041.25	6,284.28	6,798.06	
October	6,659.05	6,524.47	6,589.21	
November	5,673.70	4,516.48	5,798.19	
December	4,555.14	4,344.70	5,252.88	
<b>TOTAL</b>	<b>67,311.00</b>	<b>61,350.21</b>	<b>64,930.58</b>	<b>31,244.54</b>

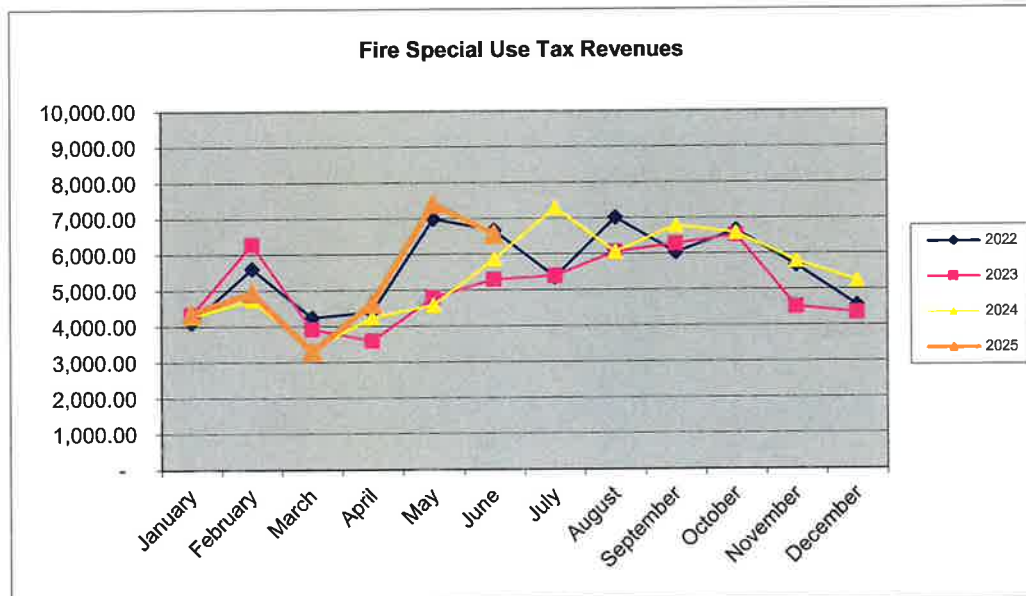
60.09%

Budgeted	45,501.00	50,000.00	50,000.00	52,000.00
Received Year to Date	67,311.00	61,350.21	64,930.58	31,244.54
Monthly Avg	5,609.25	5,112.52	5,410.88	2,603.71

Amount needed to meet budget:

20,755.46

Diff



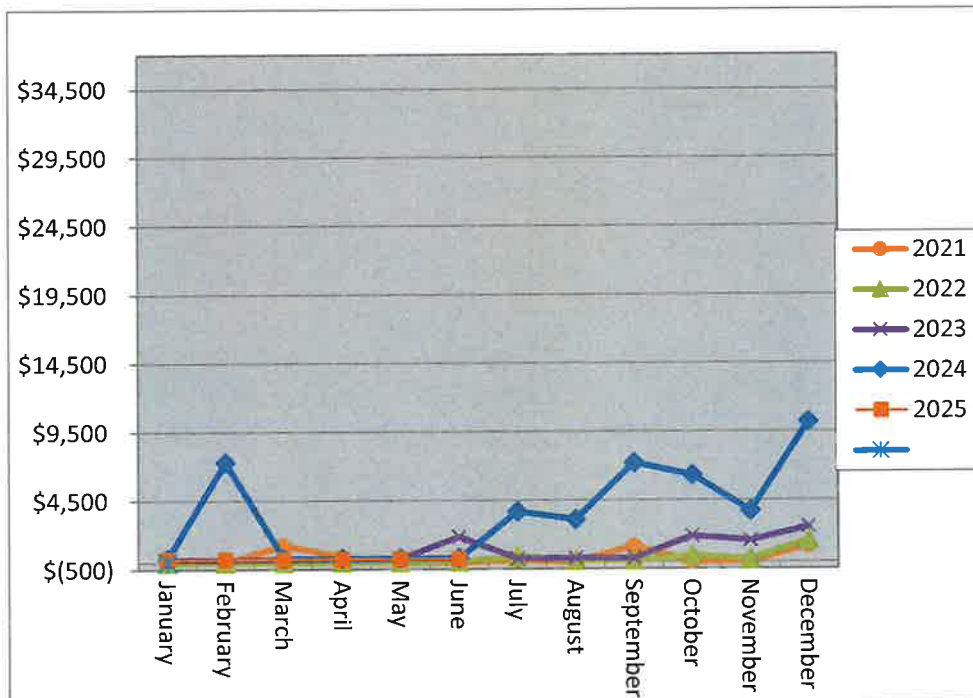
# Town of La Conner

## Investment Interest Receipts

Month	2021	2022	2023	2024	2025
January	53.53	4.52	222.14	288.36	249.41
February	6.04	4.86	211.19	7,298.06	224.96
March	1,256.42	11.21	242.20	290.11	248.31
April	396.24	19.48	243.73	281.56	240.86
May	3.80	35.04	264.29	292.30	248.66
June	3.62	48.70	1,847.72	284.46	242.07
July	141.11	382.44	271.13	3,681.23	
August	3.92	112.03	277.67	3,094.00	
September	1,169.94	123.87	272.22	7,196.78	
October	4.66	446.26	1,881.45	6,307.42	
November	59.37	182.53	1,550.19	3,684.94	
December	1,157.59	1,549.18	2,546.09	10,188.19	
<b>TOTAL</b>	<b>4,256.24</b>	<b>2,920.12</b>	<b>9,830.02</b>	<b>42,887.41</b>	<b>1,454.27</b>

4.82%

Budgeted	4,465.00	4,581.00	5,079.00	7,645.00	30,169.00
Received Year to Date	4,256.24	2,920.12	9,830.02	42,887.41	1,454.27
Monthly Average	354.69	243.34	819.17	3,573.95	121.19
Amount needed to meet budget:					28,714.73



## **Department Head Reports**



# ***TOWN OF LA CONNER***

## **Monthly Planner's Report**

June 2025

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU25-33HDR-ADMIN, Ward Phillips, 503 Morris Street, like for like window replacement and repaint
- LU25-34HDR-ADMIN Ward Phillips, 503 Morris Street, rebuild of fire damage

Page | 1

#### **Building Permit**

- BP25-43ROW, Ziply, 903 Park Street, access terminal bore
- BP25-44ROW, Gerald George Estate, 128 S. 1st Street, blocking for brig demo
- BP25-45B, Ward Phillips, 503 Morris Street, rebuild of fire damage

#### **Planning Commission:**

The Planning Commission met on June 3 and June 17. During the June 3 meeting, the Commission approved LU25-17HDR, a permit for repainting. On June 17, the Commission reviewed the Comprehensive Plan and voted to recommend it for approval with the exception of Chapter 6 and Chapter 12, and voted to approve LU25-31HDR, which involved a window replacement.

#### **Hearing Examiner:**

There was no business before the Hearing Examiner during the month of May.

#### **Comprehensive Plan Update:**

In June, the Town Council approved the Comprehensive Plan Update. This concludes the Periodic update cycle, and moving forward this section will not appear in the Monthly Planners Report.

#### **General Planning Activities:**

- Staff, along with the Arts Commission, agreed to submit an application for a Creative District.
- Staff are testing new methods of public engagement.
- 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 working with interns from Western Washington University to review the current files for record retention requirements and update property files.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
  - Full review of La Conner Municipal Code Chapter 15: Uniform Development Code.
  - Public Participation and Communication

# **Public Works**

## **Department Head Report**

### **June – 2025**

#### **Water:**

- 2025 Water System Comprehensive Plan Update; final approval and adoption soon.
- Asset Management; Public Works is fully operational with the system and will be making adjustments throughout the year. Currently setting up permitting and citizen portal.
- Cellular water meter upgrade discussed with the utilities committee.
- Agricultural irrigation; I will be monitoring consumption closely this year due to the current demand for hydrant irrigation water meters.
- Annual fire hydrant inspections and maintenance has started.

#### **Drainage:**

- 6<sup>th</sup> St storm pump control panel replacement; shop drawing approved, parts are currently ordered for the panel build.
- Annual storm drain system maintenance 95% complete, this takes 6-8 weeks to complete.

#### **Streets:**

- Washington Ave parking improvements by the post office is tentatively scheduled for late July, early August.
- Fourth of July planning that included traffic plan for no vehicles on First street for the parade.
- Red curb and yellow load zone painting is completed.
- TIB grant; Washington and Road St. pedestrian improvement project, going well and on schedule.

#### **Park and Port:**

- Ramons dedication plaque installation on the Boardwalk.
- Assisting with the annual fish slide repairs.

#### **Facilities:**

- Maple Hall floor refinish. Small Works Contract executed, schedule TBD.
- Town Hall carpet 2<sup>nd</sup> floor. Small Works Contract executed, schedule TBD.

#### **Other:**

- Ziply fiber project. Met with Ziply and the general contractor, hopefully now on a better path.
- Public Works L&I audit, currently rewriting the Confined Space Program.
- Projects; Caledonia Habitat project that has been challenging, 824 S 4<sup>th</sup>, 205 N 5<sup>th</sup>, 516 Maple, 102 N 1<sup>st</sup> St, 613 Whatcom BP, 931 Maple Improvements, 306 Center project, BYK Snapdragon 511, 514, 519 BPs.

Brian Lease  
Public Works Director  
Town of La Conner



**La Conner Wastewater Plant**

Board of Commissioners

Monthly Report Management & Operation

Month: June 2025

**WWTP:**

Met all N.P.D.E.S permit requirements

**System Maintenance:**

6/2/2025 – Cleaned the UV lights

6/3/2025 – Greased the belt, worm drives, gates to UV channel, wasting valves, and the oxidation ditch rotors

6/9/2025 – Cleaned the UV lights

6/10/2025 – Grease the oxidation ditch rotors

6/11/2025 – Pressure washed the belt. Greased the belt press and worm drives

6/13/2025 – Attempted to remove broken bolt in manhole on 1<sup>st</sup> street. Need better drill bits and easy out. Pressure washed clarifiers one and two

6/16/2025 – Cleaned UV lights

6/17/2025 – Greased the oxidation ditch rotor, worm drives, and belt press

6/23/2025 – Cleaned UV lights, and pressure washed clarifiers and painted railing with primer

6/24/2025 – Greased oxidation ditch rotors, worm drives and belt press

6/30/2025 – Cleaned U.V lights

**Call outs/Emergencies**

We did not have any call outs this month.

**Wastewater Plant Monitoring Report Summary:**

	Current Influent	Last Month Influent	% Diff
Avg. Daily Flow	247,000		
Total Flow	7,400,000	7,710,000	-4%

Max Daily Flow	281,000		
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**Locates: 16**

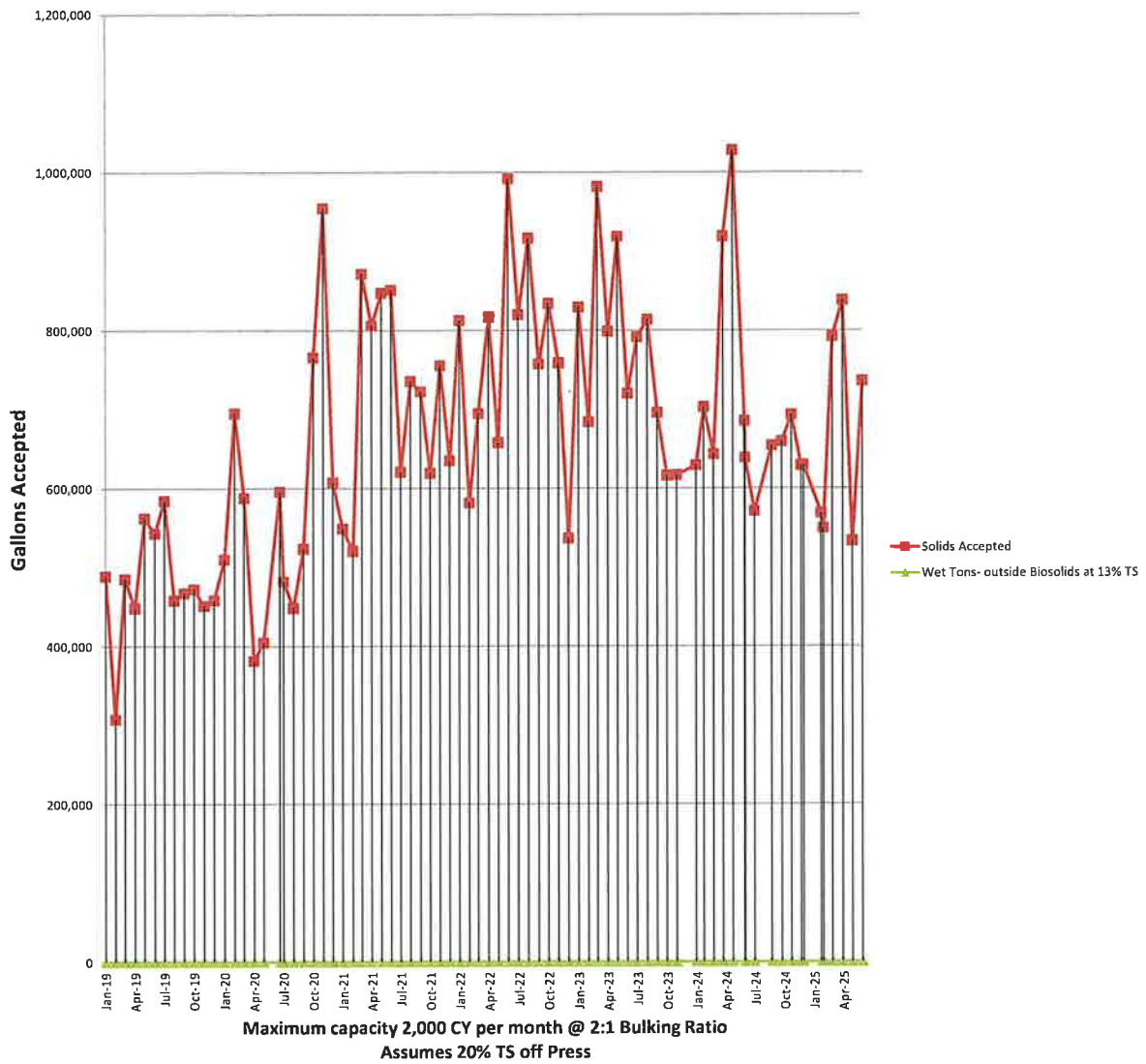
**Communications:** 6/12/2025 Middle School tours

**Significant Expenditures:**

**Ongoing Problems:**

No ongoing problems to report

# LaConner Wastewater Treatment Plant Monthly Data 2019- Present



<b>LaConner Wastewater Treatment Plant</b>										
<b>Monthly Data 2024</b>										
<b>Date</b>	<b>WWTP Total Flow</b>	<b>WWTP Daily Avg</b>	<b>WWTP Max Daily</b>	<b>WWTP Flow Last Year</b>	<b>WWTP Flow up/down from LY</b>	<b>Gallons of Outside Waste Processed</b>	<b>Gallons of Outside Waste Processed Last year</b>	<b>Up/down from last year</b>	<b>Wet tons of 95% Biosolids Processed</b>	<b>Wet tons of &lt;95% Biosolids Processed</b>
Jan-25	9,040,000	29,161	357,000	12,480,000	-28%	568,829	705,942	-19%	0	33.88
Feb-25	8,370,000	299,000	409,000	9,840,000	-15%	549,397	643,131	-15%	0	6.44
Mar-25	7,320,000	398,000	533,000	11,600,000	-37%	792,331	919,034	-14%	0	51.22
Apr-25	9,550,000	318,000	430,000	9,040,000	6%	838,173	1,028,119	-18%	0	55.51
May-25	7,710,000	257,000	308,000	9,040,000	-15%	908,559	685,181	33%	0	38.53
Jun-25	7,400,000	247,000	281,000	9,260,000	-4%	735,991	638,796	15%	0	50.93
Jul-25	0	0	0	8,210,000	-100.0%	0	571,171	-100%	0	0
Aug-25	0	0	0	8,970,000	-100.0%	0	654,239	-100%	0	0
Sep-25	0	0	0	7,840,000	-100.0%	0	659,393	-100%	0	0
Oct-25	0	0	0	9,550,000	-100%	0	693,239	-100%	0	0
Nov-25	0	0	0	11,420,000	-100%	0	629,149	-100%	0	0
Dec-25	0	0	0	11,300,000	-100%	0	629,742	-100%	0	0
	Increase									
	Decrease									

# Fire Chief / Code Enforcement Report

## Jun-25

<b>Alarms:</b>	<b>30 Emergency Calls</b>	<b>Ave # Responders:</b>	<b>2.9</b>		
100-Fire	3	300-Med	21	400-Haz	1
600-Gint	4	700-AFA	1		

**Calendar:** 4-Jun-25 Business  
11-Jun Scene Size up  
18-Jun Med Vitals  
25-Jun Scene safety

**Events:** Graduation Parade  
La Conner Tavern Take over  
Graduation

**Enforcement Notes:** Coned Parking  
Boats Left  
Noise Complaints  
Tennent dispute

Aaron Reinstra  
Fire Chief/Code enforcement  
Town of La Conner

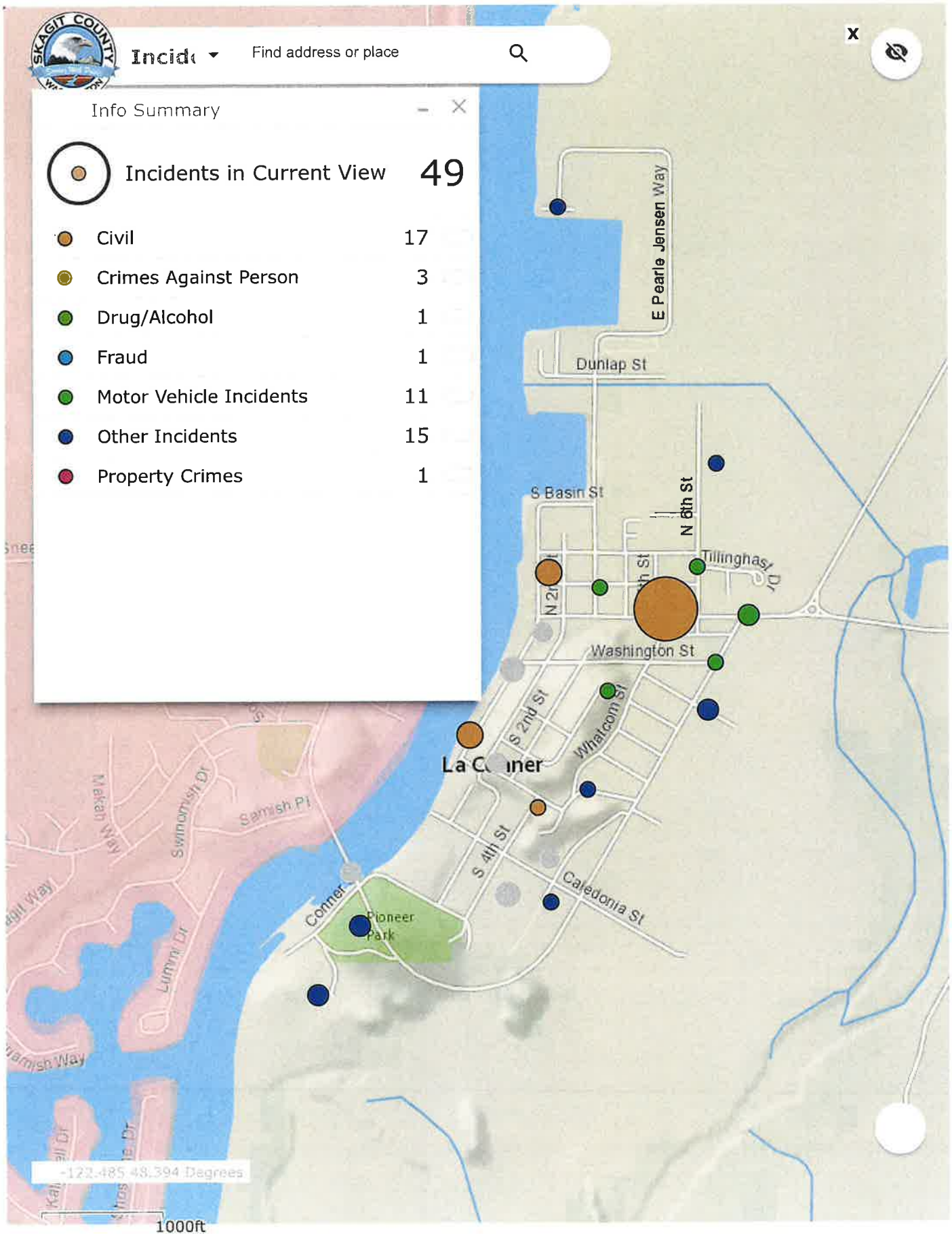
# Sheriff's June Report

TimeDate	CaseNumber	NatureDesc	Category
6/1/2025, 12:13 PM	25-06327	Vehicle Accident	Motor Vehicle Incidents
6/1/2025, 4:50 PM	25-06338	Citizen Dispute	Civil
6/1/2025, 7:43 PM	25-06345	Found Property	Civil
6/4/2025, 12:59 PM	25-06474	Found Property	Civil
6/4/2025, 4:50 PM	25-06490	Suspicious Circumstances	Other Incidents
6/4/2025, 7:10 PM	25-06495	Noise Ordinance	Civil
6/5/2025, 3:51 PM	25-06528	Found Property	Civil
6/5/2025, 6:20 PM	25-06534	Alcohol Problem	Drug/Alcohol
6/7/2025, 10:55 PM	25-06647	Civil Problem	Civil
6/7/2025, 11:29 PM	25-06649	Animal Problem	Other Incidents
6/8/2025, 2:00 AM	25-06652	Suspicious Circumstances	Other Incidents
6/8/2025, 2:29 PM	25-06668	Vehicle Accident	Motor Vehicle Incidents
6/9/2025, 10:00 AM	25-06694	Vehicle Accident	Motor Vehicle Incidents
6/10/2025, 7:16 AM	25-06733	Civil Problem	Civil
6/10/2025, 7:51 PM	25-06762	Animal Problem	Other Incidents
6/11/2025, 10:38 AM	25-06782	Removal Of Person	Crimes Against Person
6/11/2025, 3:57 PM	25-06800	Vehicle Accident	Motor Vehicle Incidents
6/12/2025, 9:28 AM	25-06831	Agency Assistance	Other Incidents
6/12/2025, 12:25 PM	25-06839	Found Property	Civil
6/12/2025, 5:18 PM	25-06854	Alarm	Other Incidents
6/13/2025, 6:58 PM	25-06907	Animal Problem	Other Incidents
6/14/2025, 12:20 PM	25-06926	Traffic Hazard	Motor Vehicle Incidents
6/14/2025, 4:04 PM	25-06943	Public Health Concern	Other Incidents
6/16/2025, 9:36 AM	25-07010	Civil Problem	Civil
6/16/2025, 11:01 PM	25-07054	Fireworks Violation	Other Incidents
6/18/2025, 12:13 PM	25-07125	Vehicle Accident	Motor Vehicle Incidents
6/18/2025, 6:41 PM	25-07147	Found Property	Civil
6/19/2025, 5:46 PM	25-07194	Animal Problem	Other Incidents
6/19/2025, 8:48 PM	25-07199	Civil Problem	Civil
6/20/2025, 10:18 PM	25-07237	Suspicious Circumstances	Other Incidents
6/21/2025, 9:15 PM	25-07270	Traffic Enforcement	Motor Vehicle Incidents
6/23/2025, 8:32 AM	25-07340	Lost Property	Civil
6/23/2025, 7:44 PM	25-07376	Trespassing Violation	Property Crimes
6/25/2025, 5:07 PM	25-07467	Telephone Harassment	Crimes Against Person
6/26/2025, 9:52 PM	25-07519	Animal Problem	Other Incidents
6/26/2025, 11:18 PM	25-07523	Noise Ordinance	Civil
6/27/2025, 11:27 AM	25-07540	Welfare Check	Other Incidents
6/27/2025, 12:49 PM	25-07544	Harassment Of Person	Crimes Against Person
6/28/2025, 10:27 AM	25-07590	Civil Problem	Civil
6/28/2025, 8:14 PM	25-07612	Traffic Enforcement	Motor Vehicle Incidents
6/29/2025, 10:46 AM	25-07634	Abandoned Vehicle	Motor Vehicle Incidents
6/29/2025, 1:58 PM	25-07648	Civil Problem	Civil

6/29/2025, 9:01 PM	25-07672	Civil Problem	Civil
7/1/2025, 8:17 AM	25-07744	Vagrancy	Other Incidents
7/1/2025, 9:44 AM	25-07749	Animal Problem	Other Incidents
7/1/2025, 10:33 AM	25-07751	Found Property	Civil
7/1/2025, 12:20 PM	25-07762	Traffic Hazard	Motor Vehicle Incidents
7/1/2025, 1:14 PM	25-07768	Traffic Hazard	Motor Vehicle Incidents
7/1/2025, 3:25 PM	25-07777	Fraud Violation	Fraud

TIME IN TOWN 137 HOURS

TIME IN ZONE 905 HOURS



# **Unfinished Business**

- 1) Mayor Pro Tem - Dole**
- 2) Ordinance – Amended 2025 Comprehensive Plan Update**
- 3) Resolution - Approval Water Comprehensive Plan**

**Ordinance - Amended  
2025 Comprehensive Plan**

# TOWN OF LA CONNER



## ORDINANCE NO. 12\_\_

### **AN ORDINANCE OF THE TOWN OF LA CONNER, WASHINGTON AMENDING ORDINANCE NO. 1260.**

**WHEREAS**, at their June 24<sup>th</sup>, 2025 meeting the La Conner Town Council approved Ordinance No. 1260, adopting the La Conner Comprehensive Plan; and

**WHEREAS**, Section 2 of Ordinance 1260 provided that the Town Council was adopting the Planning Commission's recommendations, findings of fact, and conclusions of law, and that in particular the La Conner Comprehensive Plan was approved with the exception of Element 6 and Element 12; and

**WHEREAS**, after discussion the Town Council voted to adopt all of the Comprehensive Plan, including Elements 6 and 12; and

**WHEREAS**, the Town of La Conner desires to correct the record to make clear that the La Conner Comprehensive Plan, inclusive of Elements 6 and 12 was and shall be deemed to have been adopted.

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

**SECTION A.** That Section 2 and Sections 4 – 7 of Ordinance No. 1260 shall be amended to read as follows:

**SECTION 2.** The Town Council ~~adopts~~ recognizes the Planning Commission's recommendations, findings of fact, and conclusions of law as follows:

**A. PLANNING COMMISSION RECOMMENDATIONS:**

1. That the Town of La Conner Comprehensive Plan be APPROVED, with the exception of Element 6 and Element 12.

**B. FINDINGS OF FACT:**

1. On June 17, 2025 the Town of La Conner Planning Commission held an open-record public meeting to consider

amendments to the Comprehensive Plan. All persons present at the hearings wishing to speak were heard and all written comments were considered, along with the written staff report with its associated exhibits.

2. Notice of adoption of the proposed amendments has been duly transmitted in compliance with RCW 36.70A.106 (1).
3. A Final SEPA threshold Determination of Non-Significance for the Comprehensive Plan was issued on April 19, 2025.

## **2. CONCLUSIONS OF LAW:**

1. The requirements for public participation in the development of this amendment as required by the GMA and by the provisions of the Town of La Conner have all been met.
2. The proposed amendments are found to be in compliance with the GMA.
3. The La Conner Comprehensive Plan has consistently been maintained in compliance with the GMA as amended since its initial adoption.
4. Chapter 36.70A RCW, the GMA mandates that the Town of La Conner develop a Comprehensive Plan, which is a generalized, coordinated land use policy statement of the Town.
5. The GMA requires that the Comprehensive Plan and development regulations be subject to continuing review and evaluation.

The Town has adopted procedures pursuant to the GMA providing for amendments to the Comprehensive Plan not more than once each year and providing for comprehensive review of the cumulative impacts of all proposed amendments.

1. The GMA requires plans and development regulations to be consistent; and also requires comprehensive plans to be both internally and externally consistent.

**SECTION 4.** The Town Council hereby adopts the entirety of the Town of La Conner's Comprehensive Plan, including Elements 6 and 12.

**SECTION 5.** The town clerk or the code reviser, as appropriate, is hereby authorized to correct any typographical, formatting, or grammatical errors.

**SECTION 6.** In the event any term or condition of this ordinance or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this ordinance which can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this ordinance are declared severable.

**SECTION 7.** In accordance with RCW 35.63.240, staff shall provide to the county assessor a copy of these amendments to the town's comprehensive plan and development regulations.

**SECTION B:** All other provisions of Ordinance No. 1260 shall remain the same.

PASSED AND ADOPTED by vote of the La Conner Town Council this \_\_\_\_ day of July, 2025.

\_\_\_\_\_  
Marna Hanneman, Mayor

Attest:

\_\_\_\_\_  
Maria DeGoede, Town Clerk

Approved as to form:

\_\_\_\_\_  
Scott Thomas, Town Attorney

**Resolution - Approval**  
**Water Comprehensive Plan**

# TOWN OF LA CONNER



## Resolution No.

### **A RESOLUTION ADOPTING THE Comprehensive Water System Plan Update 2025 Revised to Agency Comments and Responses**

**WHEREAS**, the Town of La Conner developed a Comprehensive Water System Plan for the purpose of establishing and maintaining a Water Utility around 1930; and

**WHEREAS**, the La Conner Comprehensive Water System Plan has undergone SEPA review under WAC 197-11-340(2) and a Determination of Non-Significance (DNS) issued on February 3, 2025; and

**WHEREAS**, Water Utility, facilities and capacities are described in the La Conner Comprehensive Plan with respect to Goals, Policies and Level of Service; and

**WHEREAS**, the Comprehensive Water System Plan identifies and prioritizes the capital facilities projects for inclusion in the 6-Year Capital Facilities Plan; and

**WHEREAS**, the Town of La Conner considers it in the best public interest to maintain and implement the 2025 La Conner Comprehensive Water System Plan, linked as Exhibit A; <https://www.townoflaconner.org/DocumentCenter/View/2015/Final-2025-Comprehensive-Water-System-Plan-Update-PDF> and Exhibit B; 2025 Water System Plan Agency Comments and Responses Plan Revisions; and

**NOW, THEREFORE, BE IT RESOLVED, that:**

The Town of La Conner adopts the 2025 update to the La Conner Comprehensive Water System Plan as presented and approved the Town Engineer, Public Works Director and Planning Director.

**ADOPTED BY VOTE** of the La Conner Town Council this 22<sup>nd</sup> day of July, 2025.

\_\_\_\_\_  
Marna Hanneman, Mayor

Attestation:

\_\_\_\_\_  
Maria DeGoede, Finance Director

Approved as to form: \_\_\_\_\_  
Scott Thomas, Town Attorney

**2025 WATER SYSTEM PLAN**  
**Town of La Conner**  
**Skagit County, Washington**  
**AGENCY COMMENTS AND RESPONSES, PLAN REVISIONS**

Comprehensive Water System Plan (WSP) submitted to the following agencies on or before March 25, 2025:

- Skagit County Planning and Health Departments
- Skagit PUD
- State Department of Health
  - DOH submitted a copy to the Department of Ecology
- City of Anacortes
- Shelter Bay

Comments received from:

- Skagit County Planning – (email from Tara Satushek AICP, Senior Planner, Skagit County Planning and Development Services, dated April 21, 2025, including a signed Local Government Consistency Determination)
- State Department of Health (email from Orianna Clarke, June 20, 2025 with attached comment letter prepared by Krista Chavez, Regional Planner and Raquel Callans, PE, Regional Engineer), with additional clarification e-mails from Krista Chavez dated July 8, 2025 and July x, 2025.
- Department of Ecology – e-mail received from Alicia Smith on April 8, 2025 with a comment letter dated that day prepared by John Rose, LG, Hydrogeologist).
- The Town of La Conner (TOLC) and David Evans and Associates, Inc. (DEA) – in the course of further review by the Town and DEA, additional revisions were made and are documented herein.

No Comments received from the following agencies at the time of writing:

- Skagit PUD
- City of Anacortes
- Shelter Bay
- Skagit County Department of Health

FORMAT:

Agency Comment numbered

SC#:	Skagit County Planning
DOH#:	Washington State Department of Health Comments
ECY#	Washington State Department of Ecology
TOLC#	Association or DEA-initiated revisions

*Italicized text: Town of La Conner (TOLC) response to agency comment, immediately following the comment, with revisions of the WSP, if any, noted therein.*

## **SKAGIT COUNTY PLANNING**

SC1: The County provided a completed local government consistency checklist, without conditions, and referenced that the plan was reviewed for content addressing long range planning, demographics, franchise agreements, public health and fire protection.

*The subject form has been completed by Skagit County (12/8/2023) and a copy is included at the end of Chapter 1.*

SC2: The County also provided comments relating to some typographic errors and name changes:

1. Chapter 1, Page 7, 1.3 Related Plans
  - A. Should be listed as Skagit County Coordinated Water System Plan, 2000. I did not find any updates to the plan.  
<https://skagitcounty.net/Departments/PlanningAndPermit/CWSP2000.htm>
  - B. Skagit County Unified Development Code recently amended on December 16, 2024.
2. Chapter 1, Page 13, 1.7, Government is misspelled in heading.
3. Chapter 1, Page 14, the updated information for Skagit County Public Health is Greg Geleynse, 301 Valley Mall Way, Suite 110, Mount Vernon, WA 98273. You can list my name for Skagit County Planning and Development Services.
4. Figure 1.3 Town of La Conner Zoning; is it correct to assume that the areas not identified as Commercial, Industrial, and Public Use are zoned Residential?
5. Figure 1.4, Skagit County Zoning; recommend changing "La Conner UGA" to "LC-UD". This is the formal zoning designation for this UGA, per SCC14.16.240  
[https://www.codepublishing.com/WA/SkagitCounty/html/SkagitCounty14/SkagitCounty1416.html#14.16.240~:text=14.16.240%20La%20Conner%20UGA%20Urban%20Development%20District%20\(LC%2DUD\).](https://www.codepublishing.com/WA/SkagitCounty/html/SkagitCounty14/SkagitCounty1416.html#14.16.240~:text=14.16.240%20La%20Conner%20UGA%20Urban%20Development%20District%20(LC%2DUD).)

*Chapter 1 areas have been revised as noted. Figure 1.3 has been revised for clarity, and 1.4 has been revised as noted.*

## **WASHINGTON STATE DEPARTMENT OF HEALTH Description of Water System**

### **Chapter 1 Description of Water System**

DOH1: When does the Town envision including the neighboring agricultural community into its future service area? Are they currently located in a service area of a neighboring

water system? Currently the Town has one wholesale customer, what plans are in place to create a wholesale agreement policy prior to exploring these additional customers?

*The Town does recognize the potential for agricultural customers, both for irrigation and domestic services. Costs needed to extend the existing system as well as contractual obligations to Anacortes and Shelter Bay create a more complicated pathway to obtain these additional customers. Costs in particular continue to be the limiting factor. The Town will continue to work towards a solution, perhaps including USDA or other grants.*

DOH2: Please label Shelter Bay as a wholesale customer in your service area map.

*Service area map was updated as noted.*

DOH3: Please provide signed local government consistency from Skagit County Planning and the Town of La Conner.

*Consistency forms added to the end of Chapter 1*

DOH4: Please include a copy of your service area agreements with your WSP.

*A service area agreement with Skagit County discussed in 1.4.3 cannot be located by the Town or County. The agreement information with Skagit Beach is now in Appendix A. The agreement with Anacortes in Appendix A, coupled with the Skagit County Comprehensive Water Plan, references or infers La Conner's overall service area with no identified gaps or overlaps.*

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## **Chapter 2 Basic Planning Data**

DOH5: Section 2.1.2C states the Shelter Bay and TOLC water agreement is for 70 million gallons per year (205,500 gpd), and 500 gpm. The agreement in Appendix A allocated 400,000 gpd. Section 2.4 says 75 million gallons per year is allocated. Please clarify the differences.

*The Shelter Bay agreement in Appendix A limits the supply to 400,000 gpd. Sections 2.1.2C and 2.4 were revised for clarity.*

DOH6: In Section 2.5 it is noted that source reliability is the responsibility of the City of Anacortes. DOH believe it is also the Town's responsibility. The Town should consider exploring avenues for source redundancy in case of emergency.

*Section 2.5 is revised to clarify that it is Anacortes that bears sole responsibility for their water system up to the intertie, but does not alleviate the Town's responsibility to increase resiliency. Address the continued intent to pursue an intertie with Skagit PUD as well as open discussions with Anacortes for an additional delivery point for increased*

*redundancy. To date, it is understood those discussions have resulted in plans that are not cost effective.*

DOH7: We recommend you continue to explore a future intertie with Skagit PUD as an option. Consider applying for the Drinking Water State Revolving Fund (DWSRF) Planning and Engineering loan to look into a feasibility study. Contact Jocelyne Gray at [Jocelyne.gray@doh.wa.gov](mailto:Jocelyne.gray@doh.wa.gov) with questions. Or see our website here: Drinking Water State Revolving Fund (DWSRF) | Washington State Department of Health

*As stated above, Section 2.5 is revised to include revisiting the intertie.*

DOH8: It is noted that your current service agreement with Anacortes expires in December 2025. Does the Town plan to have an updated service agreement in place prior to the approval of this WSP? What is the status of negotiations?

*An updated agreement with Anacortes was already executed but was not included in the Plan. An updated agreement that expires in 2032 is now included in place of the old contract.*

DOH9: List the growth rate for ERU's on a yearly basis on both tables.

*Tables updated to include growth rates.*

DOH10: Define how the PHD multiplier of 1.90 X MDD is calculated.

*Tables are updated to include sources of the peaking factors. Chapter 2.2 also defines these factors.*

DOH11: In general, PHD values differ throughout the WSP. Please clearly define how calculated, and value for each year. Converting ADD to gpm does not accurately represent PHD.

*Peaking factors have been revised for consistency.*

DOH12: The year, corresponding ERU quantity, and calculated ADD have different values between table 2-7 and table 2-8. Please clarify.

*The removal of Shelter Bay as a wholesale customer results in ERU changes. Tables have been reviewed and revised for enhanced clarity.*

DOH13: Please explain where the 1.9 multiplier for MDD came from.

*Tables are updated to include sources of the peaking factors.*

DOH14: Explain how Conservation ADD is calculated.

*Report updated to remove this reference and reduce confusion. Conservation ADD was intended to reflect what the water use would be should the goals be met. The terms has now been replaced with WUE Goal to help clarify intent.*

DOH15: In Figure 2-1, what do the blue and purple lines represent? Please label.

*Figure 2-1 legend updated to reflect what is shown.*

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### **Chapter 3 System Analysis and Asset Management**

DOH16: Kudos on the investment of your new asset management program. A good program should include at minimum: the installation date/age of each asset, life expectancy, replacement cost in today's dollars and end of life dollars, criticality and level of service. It's also important to note that if you are hoping to apply for Drinking Water State Revolving Fund (DWSRF) funding, an asset management program is required. We encourage you to explore whether or not the PW Board funding has this same requirement. We recommend you include the program pieces above in your WSP.

*The Plan is updated in Section 8.2 to reflect the additional information as noted. Asset management is encouraged by the PW Board and is used in scoring in more recent cycles. It may be required for larger projects. However, requirements change and are typically set for each funding cycle. Further, certain loans may have requirements for asset management.*

*To reiterate, the Town has incomplete information as to some asset information such as installation date. Estimates of the year of installation are required to fill in the missing information. It is likely that the management tracking would approach full potential in the long term, as old items are replaced.*

DOH17: Detail Shelter Bay's estimated consumption in 2033 and 2044.

*Section 3.4.3 (C) is updated to clarify growth (i.e. future consumptions) are to grow in a limited fashion since the service area is limited to the existing occupied lots. Similar wording is also included for Skagit Beach Tables are now updated to 2035 and 2045.*

DOH18: Explain how following Eq. 3-1 represents both types of demands accurately with 60% of the demand being residential, and 40% being industrial, agricultural, or port use.

*Section 3.4(B) is updated to reflect that meter readings of the Town were used to estimate maximum day flows as a peaking factor to the measured monthly flows. The Peak Hourly Demand was revised to follow a similar approach*

DOH19: Please list inputs used for Eq 3-1 to calculate a PHD of 1,350 gpm.

*The equation used was changed in response to prior comments.*

DOH20: Section 3.4.3, Current Hydraulic Model, states that 212 gpm is for metered connections. Please explain how this value was calculated, what it represents, and how this value compares to the ADD values in Table 2-8.

*Section updated as noted. The 212 gpm was calculated based off of the 2023 meter data where the Tables 2-7 and 2-8 were using the flow converted to gpm and increased by 1% per year in line with County projections, which are showing to be almost 100% greater than actual growth. Values were revised as needed to reflect the other Tables prior to re-running the models.*

DOH21: Curious why pressures drops in the hydraulic model analysis without Shelter Bay demand/connection.

*Models were re-run to confirm pressure drops after settings were updated and confirmed. The current models show more intuitive pressures with and without Shelter Bay. It is unknown as to the cause of the initial model runs anomalous pressures.*

DOH22: Define the lowest level in the storage tank to keep minimum pressures during MDD+ FF (20 psi) condition and PHD condition (30 psi). Ensure the storage tank is modeled at this level in the hydraulic models.

*Model inputs as noted were incorporated into the re-runs stated above. The reservoir elevation is such that there is no dead storage as indicated in Chapter 3.*

DOH23: Explain whether the infrastructure modeled in the hydraulic analysis is existing or proposed.

*All modeling is on existing piping. Plan updated to state this.*

DOH24: Please include limiting factor analysis.

*Analysis added using Table 4-1 of the DOH Design and Planning Guidebook as a reference.*

DOH25: Model PRVs and/or various pressure zones within the hydraulic model. If multiple pressure zones, please delineate in figure.

*The high-pressure transmission main has few connections and such connections are routed through a PRV to maintain the Town's singular pressure zone. The Town's customers operate under one pressure zone and that is modeled. The valves were present during the field testing to validate the model. This has been clarified in 3.4.3(B).*

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## **Chapter 4 Water Use Efficiency Program**

DOH26: Please note that the supply side measures such as meter installation/replacement and leak detection listed in Section 4.3.9 do not count towards the number of required measures for your WUE program. For a utility your size, there is a minimum of 4 conservation measures needed. Reclaimed water use and customer education past the once annual requirement can count towards these four. Please include 4 measures your utility will implement. For more information or ideas, see our WUE guidebook: Water Use Efficiency Guidebook.

*WUE updated as noted. Town is updating their rate evaluation as one step in ensuring compliance with WUE goals. Town is also looking to update their metering from a system that not only detects leaks as their current system does but also gives access to users via an app so users can see their consumption and possibly analytics. The Town is evaluating options to ensure competitive pricing. This is included in 4.3.1.*

DOH27: Please include documentation that you have met the public notice and public forum requirements of WAC 246-290-830 WUE goal setting by including the public notice posting and meeting agenda for your current goal setting.

*Documentation added to Appendix E.*

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## **Chapter 5 Source Water Protection**

DOH28: No Comment

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## Chapter 6 Operation and Maintenance Program

DOH29: In O&M manual, list operator names, certification #s and expiration dates.

*Section updated as noted.*

DOH30: There are 10 air releases. Please include O&M for these to ensure they are working and draining properly.

*A note about the air valves is added. The Town maintain the valves to manufacturer requirements as provided in the published IOM(s).*

DOH31: Include Lead and Copper Monitoring Plan.

*Plan is added, with monitoring information included in Table 6.1.*

DOH32: Please see suggested improvements to your Coliform Monitoring Plan (listed later in this response letter).

*Noted.*

DOH33: Has the Town considered joining WAWARN as part of their emergency preparation?

*The Town continues to evaluate their participation in WAWARN. It is possible that the Town could join this program in the next few years.*

DOH34: Include Cross Connection Control Program. Along with: Names of CCS', List of devices with hazard and location, copy of most recent ASR.

*The Cross Connection Control flyer is linked in the Section to help readers obtain the most up to date information. The program itself is codified in Chapter 12.25 of their municipal law. The link to this is added to the report. A list of backflow devices is included at the end of Chapter 6.*

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## **Chapter 7 Design and Construction Standards**

DOH35: Include Standard Construction specifications if wanting to be exempted from submitting projects for new water mains.

*The Infrastructure Manual is linked in the Section to help readers obtain the most up to date information on standards. This was seen as preferable over hardcopy standards that may become obsolete within the planning period. A copy of the current standards is provided to your office under separate cover.*

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## **Chapter 8 Capital Improvement Program**

DOH36: It appears Table 8-1 is included twice. Consider removing the table in PDF page 154 of 684.

*Extraneous table removed.*

DOH37: Please list any projects you have planned out for 20 years. All projects noted in your 10-year planning period need to be included in your budget in Chapter 9.

*Funding continues to be limited. The Town intends to complete all CIP in the next 10 years as these projects were once on a 20-year timetable. The Town has no other plans to include in the 20-year forecast. Revisions to the Plan would be required if the CIP is completed and new projects came about.*

DOH37A (subsequent e-mail clarification on June 27, 2025): Looking back at the comment letter we sent, I don't think I clarified one of my comments very well. Can you make it clear on the CIP table how the Town plans to pay for each project listed for the planning period?

*The table is updated to show current plans for funding. The Town is limited in their bonding capacity and other non-water projects are currently incurring some of that capacity.*

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## **Chapter 9 Financial Program**

DOH38: Please include a 10-year balanced budget that demonstrates the same planning period as your Chapter 3 projections and Chapter 8 CIP. Please ensure all deficiencies are financially planned for and included in your budget. Include all existing and future loan payments.

*Budget updated. Town is updating their rate evaluation to help ensure a balanced budget moving forward in the planning period. Rates and debt service are the primary means the Town has to ensure that CIP is paid for. Limits to allowable debt service may delay CIP. Town does not intend to commit to CIP without a balanced budget that includes that CIP.*

DOH39: Section 9.1 references a 6-year planning period, however the town is pursuing a 10-year planning period. Do the tests still show financial viability over the 10-year planning period?

*The FVT covered the six-year planning period in place at the time it was completed. That still forms the basis for how the Town prepares its current budgets as well as future budgets. The language is revised to clarify this.*

---

## **Chapter 10 Miscellaneous Documents**

DOH40: Please include your SEPA checklist.

*Checklist added to Appendix B*

DOH41: Please include responses and comments you receive from neighboring water systems and tribes.

*All comments received are added in Appendix H with this summary.*

DOH42: Provide documentation of compliance with the meeting of consumers requirement that shows this WSP was presented at a public meeting.

*Meeting minutes from the March 11, 2025 Town Council meeting is added. The public hearing was held, no comments were received. The meeting was closed and plan adopted pending review. Resolution 657 is included in Appendix A.*

DOH43: Please incorporate any changes necessary based on Department of Ecology's review of your WSP.

*Responses to Ecology are included herein.*

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## **Coliform Monitoring Program**

**DOH44:** The following are suggested improvements to your coliform monitoring program for your consideration:

### **System Information**

Source Name is listed as "City of Anacortes, 02200C" The City of Anacortes source is the Skagit River, providing a capacity of 3,500 gpm to La Conner.

Consider including additional context: define pressure zones and estimate population served within each zone. *Suggestion noted. The Town will review this and revise as they deem beneficial.*

### **Laboratory Information**

Including the city location of the emergency laboratory would provide valuable clarity (e.g., "Emergency Lab – Anacortes, WA"). *Information updated.*

### **E. coli – Present Sample Response**

Please review the following regarding potential public notice delivery methods...

#### **Distribution System E. coli Response Plan**

Below is a refined example of a comprehensive response plan...

#### **E. coli – Present Triggered Source Sample Response Checklist**

The intertie (treated water delivery point) is not technically a raw water source...

#### **Temporary Treatment**

Confirm whether La Conner can independently chlorinate intertie-delivered water.

*The Town will review these suggestions and update their plan accordingly.*

### **Closing Suggestions**

**DOH52:** Regulatory Alignment: Ensure coordination with DOH is clearly stated and actionable.

*As with the above response, revisions to explicitly require coordination with DOH during emergencies will be reviewed and plan updated to ensure future compliance.*

**DOH53:** Public Communication: Tailor notice methods to system size and customer behavior.

*Notification methods for the customers continue to be evaluated for effectiveness and timeliness and will be adjusted to maximize public health and safety.*

**DOH54:** Technical Completeness: Verify whether treatment systems and disinfection capacities are adequate and documented

*Statements regarding water quality have been updated Section 3.2 of the Plan. The Town maintains records for disinfection residual and coliform exceedances in accordance with WAC requirements.*

#### **WASHINGTON STATE DEPARTMENT OF ECOLOGY**

ECY1: No issues of concern were identified during review. Advisory comments identified possible discrepancies in ERU counts amongst the various Tables.

*Tables were reviewed and updated to correct for any discrepancies. Note that Table 2-4 had ERU's based on the meter data up to the beginning of 2023. Table 2-8 begins the ERU count at an assumed value based on assumed growth which may have been a source of confusion. Although actual ERU counts in the planning period may have a slight error compared to the assumed values, the planning water demand (170 gpd/ERU) is approximately 17% higher and therefore should provide a conservative projected water demand estimate.*

#### **TOWN OF LA CONNER**

TOLC1: Misc. Additional Changes

a. Revised Plan Date

*The revised plan has been provided a revised date of July 2025 on the cover and title pages and dated as July 2025 in the report footers.*

b. Proposed Plan Adoption Date

*The proposed plan adoption date has been revised to be July 22, 2025, in the first paragraph of Chapter 1.*

c. Review Comments

*Chapter 1 and 10 have been updated where previously highlighted to document the plan submittal and review process.*

d. System Mapping

*System mapping updated to the latest version in the revised plan. Modeling noted earlier incorporated these changes.*

e. Appendix A - Review Comments

*Appendix A has been updated to include the following:*

- Department of Health comments*
- Summary of Agency comments*
- Department of Health Approval – letter pending*

# **New Business**

- 1) Resolution – Greenhouse Gas Reduction Policy**
- 2) Cellular Water Meter Upgrades – Discussion**
- 3) Brand Creations (AI) - Discussions**

**Resolution – Greenhouse Gas  
Reduction Policy**

# ***Town of La Conner***



**RESOLUTION NO. \_\_\_\_\_**

## **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LA CONNER, WASHINGTON, ADOPTING THE LA CONNER GREEN HOUSE GAS REDUCTION POLICY**

**WHEREAS**, the La Conner Town Council recognizes the urgent and growing threat of climate change, including its impacts on public health, the local economy, and the environment; and;

**WHEREAS**, the United Nations Intergovernmental Panel on Climate Change (IPCC), representing over 2,500 climate scientists and thirty years of research, has concluded that global warming caused by greenhouse gas emissions as a result of human activities is one of the most pressing challenges facing the world today; and

**WHEREAS**, the IPCC's Sixth Assessment Report (2023) found a greater than 50% chance that global temperature rise will reach or surpass 1.5°C between 2021 and 2040 across studied scenarios; and

**WHEREAS**, cooperating governments throughout the world have adopted emission reduction targets and programs to keep global warming well below the 2°C increase, in an effort to reduce the catastrophic impacts of climate change and ultimately sustain all life on Earth; and

**WHEREAS**, the La Conner Town Council recognizes the need to reduce greenhouse gas emissions.

**NOW THEREFORE, BE IT RESOLVED THAT** The La Conner Greenhouse Gas Reduction Plan, attached hereto as Exhibit A and incorporated herein by reference is hereby adopted and approved.

Approved by vote of the La Conner Town Council this \_\_\_\_\_ day of July, 2025.

By \_\_\_\_\_  
Mayor Marna Hanneman

Attest:

Approved as to form

\_\_\_\_\_  
Maria DeGoede, Town Clerk

\_\_\_\_\_  
Town Attorney

**TOWN OF LA CONNER  
GREENHOUSE GAS REDUCTION POLICY  
July, 2025**

## **Overview.**

Greenhouse gases (GHGs) trap heat in the earth's atmosphere and are a primary contributor to a changing climate. GHGs include carbon dioxide, methane, nitrous oxide, and chlorofluorocarbons, among other gases. A significant human source of GHG emissions is from the burning of fossil fuels for transportation, energy use, and industrial processes. GHG emissions also occur because of deforestation and agricultural production.

GHG emissions can be minimized and climate impacts mitigated through a range of actions and strategies across sectors. In evaluating what actions to take, factors such as the resources required to implement the action, the emissions reduction potential of the action, community context, actions and plans already being implemented, and the co-benefits of the action should be evaluated. Co-benefits can include cost savings, public health, improved mobility, climate justice, environmental health, and others. Reducing GHG emissions is considered a climate mitigation measure.

## **Transportation and Land Use**

According to the Washington State Department of Ecology's inventory of GHG emissions statewide,<sup>1</sup> transportation remains the largest contributor in the state. Local governments can support emissions reductions from the transportation sector through VMT reduction strategies, vehicles, and lower-carbon fuels. Transportation options like walking, biking, and transit not only produce fewer GHG emissions, but also improve air quality and public health. Better coordination of land use and transportation planning results in communities that foster walking, biking, and transit.

In addition to adding a 14th planning goal related to climate change and resiliency, HB 1181 (2023) adds a climate change element with greenhouse gas emissions reduction and resiliency sub-elements and makes changes to certain mandatory elements, including the land use and transportation elements. For example, the land use element is required to include urban planning approaches that reduce VMT without increasing GHG emissions elsewhere in the state, and the transportation element must incorporate multimodal level of service into land use assumptions used in estimating travel.

## **Buildings**

Ecology's inventory of GHG emissions statewide<sup>2</sup> shows buildings as the second largest contributor of GHG emissions in the state. Accordingly, the state legislature passed the Clean Buildings Act, Engrossed Third Substitute House Bill 1257 (2019), introducing Clean Buildings Performance Standards<sup>3</sup> and requiring Commerce to set energy performance standards for commercial buildings larger than 50,000 square feet (see Chapter 194-50 WAC). In 2021, the law evolved to include smaller commercial buildings (20,001–50,000 square feet ) and multi-family buildings greater than 20,000 square feet .

The Clean Buildings Act also included incentives and requirements to encourage energy efficiency in new and existing buildings (e.g., energy efficiency standards, retrofit incentives, utility programs, building codes) and reporting requirements to benchmark and calculate building energy use intensity. All buildings are also required to develop an energy management plan and implement an operation and maintenance program. Reducing GHG emissions from buildings can be addressed through several approaches,

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<sup>1</sup> <https://ecology.wa.gov/Air-Climate/Reducing-Greenhouse-Gas-Emissions/Tracking-greenhouse-gases/GHG-inventories>

<sup>2</sup> Id.

<sup>3</sup> <https://www.commerce.wa.gov/cbps/>

including electrification, green building incentives, energy performance standards, renewable energy, and C-PACER financing of efficiency upgrades.

Improving building efficiency and sustainable design cuts long-term operating/maintenance costs for both private and public facilities, and significantly reduces energy consumption and GHG emissions.

### **Waste Reduction**

Reducing waste, recycling, and composting are effective ways to reduce GHG emissions, both by reducing the energy used in the production of materials and by reducing the flow of materials to the landfill where anaerobic decomposition produces methane — a potent GHG.

### **Telework/Remote Work**

Telecommuting, teleworking, and remote work programs allow employees to work from home (or at a neighborhood telework office) rather than commuting daily to a more distant work site. Encouraging telework can reduce a municipality's GHG emissions by reducing employees' VMT and decreasing the physical space required for operations.

**Climate Measure: Maintain and update a critical areas ordinance that incorporates climate change considerations.**

**Description:**

Critical areas ordinances are one mechanism to ensure that development occurs in safe and sustainable patterns. Climate change may affect critical areas, such as areas that are vulnerable to flooding. This measure can be implemented by reviewing critical area ordinances and assessing if changes are needed to the buffers and protections provided to critical areas to better address climate projections (e.g., expanding the designation of frequently flooded areas). It may also be necessary to review the zoning and allowed uses within and adjacent to critical areas.

Req 1. Address climate change-intensified hazards: Address natural hazards created or aggravated by climate change, including sea level-rise, landslides, flooding, drought, heat, smoke, wildfire, and other effects of changes to temperature and precipitation patterns.

Req 2. Protect and enhance natural areas: Identify, protect, and enhance natural areas to foster climate resilience, as well as areas of vital habitat for safe species migration.

**Climate Measure: Enhance emergency preparedness, response, and recovery efforts to mitigate risks and impacts associated with extreme weather and other hazards worsened by climate change.**

**Description:**

Create places in the community to go to in emergencies such as for shelter & resources when there is a natural disaster.

Req 1. Address natural hazards created or aggravated by climate change, including sea level-rise, flooding, drought, heat, smoke, wildfire, and other effects of changes to temperature and precipitation patterns.

Req 2. Build equitable community resilience to climate change: Identify, protect, and enhance community resilience to climate impacts, including social, economic, and built- environment factors, which support adaptation to climate impacts consistent with environmental justice.

**Climate Measure: Expand local food security and the food-related economy to address climate impacts and increase access to healthy, affordable, and climate-friendly foods.**

**Description:**

This policy could be a part of a comprehensive local or regional food system resilience strategy that includes public- and private-sector partners.

Req 1. Encourage and support a farmer's market.

Req 2. Encourage community gardens and urban agriculture.

**Climate Measure: Develop a comprehensive, communitywide wildfire resilience strategy to improve emergency response capabilities, create fire-resilient landscapes, promote fire-adapted communities, protect the economy, and foster short and long-term recovery.**

**Description:**

Address the natural, social, and economic challenges associated with preparing for, reducing, responding to, and recovering from wildfire impacts,

**Climate Measure: Allow middle housing types, such as duplexes, triplexes, and ADUs, on all residential lots.**

**Description:**

This measure facilitates increases in density. It could be most effective if public works and planning efforts are coordinated. Goals and policies in transportation, land use and housing elements should be consistent and complimentary.

Req 1. Result in reductions in overall GHG emissions generated by transportation and land use within the jurisdiction but without increasing emissions elsewhere.

Req 2. Reduce vehicle miles traveled within the town but without increasing greenhouse gas emissions elsewhere in Washington.

**Climate Measure: Create a safe, well-connected, and attractive bicycle and pedestrian transportation network to encourage active transportation.**

**Description:**

Implementation of this policy should include a strategy to reduce pedestrian or bicycle and car collisions. Key to the success of this policy is to establish a safe and welcoming environment that includes lighting, visibility, landscaping, and active uses.

Req 1. Reduce overall GHG emissions generated by transportation and land use within the town but without increasing emissions elsewhere.

Req 2. Reduce vehicle miles traveled within the town but without increasing greenhouse gas emissions elsewhere in Washington.

**Climate Measure: Reduce vehicle miles traveled to achieve greenhouse gas reduction goals.**

**Description:**

Make it easier to not need a car by designing walkable and accessible neighborhoods and providing affordable public transportation.

Req 1. Reduce GHG emissions by transportation and land use within town but without increasing emissions elsewhere in Washington.

Req 2. Reduce per capita vehicle miles traveled within town without increasing greenhouse gas emissions elsewhere in Washington.

**Climate Measure: Ensure that buildings use renewable energy, conservation, and efficiency technologies and practices to reduce greenhouse gas emissions. Prioritize the adaptive reuse of buildings, recognizing the emission-reduction benefits of retaining existing buildings.**

**Description:**

Residential and commercial buildings use large amounts of electricity. The town can amend land use regulations to encourage new residential and commercial buildings to utilize renewable energy sources, reducing GHG emissions and mitigating climate change.

Req 1. Reduce overall GHG emissions generated by land use within the town but without increasing emissions elsewhere.

***Climate Measure:*** Increase tree canopy cover to boost carbon sequestration, reduce heat islands, and improve air quality.

**Description:**

Use land and plants to absorb carbon pollution.

**Climate Measure: Consider climate change, including sea-level rise, extreme precipitation and other impacts in floodplain management planning.**

**Description:**

Local governments plan for flooding through comprehensive flood hazard management planning, hazard mitigation planning, designating frequently flooded areas, and other land use policies. Plans and policies should consider and address projected changes in the frequency, intensity, and location of flooding due to climate change. The first step is to assess La Conner's vulnerability to flooding from sea level rise, extreme precipitation, and other changes. The second step is to review existing plans that address floodplain planning, and identify any gaps or needs to better consider climate change.

Req 1. Address natural hazards created or aggravated by climate change, including sea level-rise, landslides, flooding, drought, heat, smoke, wildfire, and other effects of changes to temperature and precipitation patterns.

Req 2. Identify, protect, and enhance natural areas to foster climate resilience, as well as areas of vital habitat for safe species migration

Req 3. Identify, protect, and enhance community resilience to climate impacts, including social, economic, and built environment factors.

**Climate Measure: Adjust single-family home impact fees and system development charges so homes with larger impacts on utilities pay more.**

**Description:**

La Conner can incentivize smaller single-family homes with lower carbon footprints by adjusting fees and development chargers to align with utility impacts. This can also be used to incentivize reusing existing buildings, which results in emission-reduction benefits.

Req 1: Reduce overall GHG emission generated by development within the Town but without increasing emissions elsewhere.

**Climate Measure: Promote purchasing from local businesses to support economic development and reduce emissions associated with the transportation, production, and distribution of goods.**

**Description:**

This policy may be implemented as part of a broader economic resilience or sustainability strategy with local businesses, community-based organizations, and other partners. Results in reductions in per capita vehicle miles traveled within the jurisdiction but without increasing greenhouse gas emissions elsewhere.

Req 1. Ensure that La Conner's Comprehensive Emergency Management Plan responds to the impacts of climate change and identifies roles and responsibilities to support a sustainable economic recovery after a disaster.

Req 2. Support local businesses' efforts to bolster climate preparedness and continuity of operations.

Req 3. Promote local development to support a circular economy that increases demand for reused and recycled materials and reduces demand for new raw materials.

**Climate Measure: Consider future climate conditions during siting and design of capital facilities, including changes to temperature, rainfall, and sea level, to help ensure they function as intended over their planned life cycle.**

**Description:**

The Capital Facilities Plan (CFP) includes a six-year capital improvement plan (CIP) and budget and a longer-range plan for capital investments. The CFP provides for the full implementation of the land use plan by showing how public facilities and services will be provided for in the community, at the population and intensities of development envisioned in the plan, and at adopted levels of service. Given that capital facilities represent significant public investments, it is prudent to ensure that facilities are designed and sited to be resilient to climate impacts. Local governments should identify climate impacts predicted for their communities and review their capital facilities plans in the context of climate change projections to ensure that planned facilities will be resilient throughout their intended lifespan and make changes as needed. Assessing the potential vulnerability of capital facilities to climate impacts may require technical support.

**Climate Measure: Improve the efficiency of Town systems to reduce GHG emissions.**

**Description:**

La Conner's town systems currently produce GHG emissions through the use of public vehicles and gas-powered equipment, as well as heating buildings. By implementing policies to phase out the use of gas-powered landscaping equipment and using the Town's assets management system to reduce vehicles miles traveled through more efficient mapping systems, La Conner can reduce direct Town causes of GHG emissions.

Req 1: Reduce overall GHG emission generated by vehicles and machinery within the Town but without increasing emissions elsewhere.

**Brand Creation (AI)**

## MEMORANDUM

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TO: Town Council  
FROM: Planning Staff  
SUBJECT: Town of La Conner Brand Creation Project and Website Redesign  
DATE: Date emailed to Council

The software provider for our website, Civic Plus, recently reached out to town staff regarding a no-cost website re-design as part of our subscription. This would be a major transformative project which will refresh our current website's appearance. Civic Plus estimates the redesign would take roughly six months to complete with town staff working with the Civic Plus team.

This provides us with an amazing opportunity to establish a concrete brand identity for the Town of La Conner. This project which we are calling the "Town of La Conner Brand Creation Project" will later be the building blocks for the website redesign project. It is an even more fitting endeavor when thinking of this project in parallel to the town working to establish itself as a creative district.

A brand comprises various visual and intangible elements that when combined distinguish and identify an organization or company. Importantly for us, the brand is first impression perspective residents, businesses, and tourists alike will have of our town. A great example is the City of Leavenworth, which has developed a well-recognized and cohesive brand.

While branding can be quite complex, town staff would like to start the project by focusing on three core visual elements that go into a brand: logo redesign, color pallet (usually taken from the logo), and approved fonts.

The first step would be a redesign of the Town of La Conner logo to give it a fresh update. A Town's logo should be simple with easily understandable elements, which reads across clearly at all different sizes and on different platforms. It should be reflective of the town and its citizens. Going hand in hand with the logo redesign will be to develop the town's color pallet. These colors should predominantly come from the logo, but other approved colors can be apart of the official color pallet. Additionally, a good color pallet takes things like ADA color guidelines into account. Lastly, having a list of approved fonts to use in the town's logo, official documents, and on social media platforms will create a cohesive representation of the town.

This memo is intended to start the conversation and seek your support for the Brand Creation project. We envision Town staff leading the branding project with guidance from the Council, and input from town departments, commissions, and citizens. There are several ways we can move forward once the initial concepts of the project receives the green lights.

Staff recognizes that there may be costs involved – for example, updating vehicle decals. However, current supplies like letterhead and envelopes can be used until depleted. Should Council support moving forward, staff will conduct a deeper analysis of potential costs and implementation options. If given the initial go ahead staff can delve deeper into potential costs.