



TOWN COUNCIL AGENDA

December 9, 2025, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

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

IV. Presentations:

V. CONSENT AGENDA

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

1. Approval of the Minutes: Council Meeting November 25, 2025.

2. Finance:

Approval of Accounts Payable

Approval Payroll

B. Items Removed from the Consent Agenda

VI. REPORTS

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

VII. UNFINISHED BUSINESS:)

1. Ordinance – 2025 Budget Amendment
2. **PUBLIC HEARING – 2026 BUDGET**
3. Ordinance – 2026 Budget

VIII. NEW BUSINESS

1. Agreement – Skagit County Senior Center Funding
2. Agreement – Frontline Cleaning
3. Agreement – TSA for Small Communities Cohort Grant (King County)
4. Agreement – Bayside Services CCTV of Sewer (Recommendation)
5. Agreement – QCC SCADA Implementation (Recommendation)
6. Resolution – Appointments to the Planning Commission (Corey & Holt)

IX. MAYOR ROUNDTABLE:

1. December 23, 2025 Council Meeting Cancellation

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 "technology permitting".

Consent Agenda

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

Town of La Conner
Town Council Meeting
November 25, 2025 – 6:00 p.m.

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

Present: Councilmembers Taylor, Dole, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Eills, WWTP Operator Wynn and Sgt Hillard of the Sheriff's Department

Councilmember Dole moved to excuse Councilmember Carlson. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.

Public Comments:

Resident and EMS Commissioner Jerry George stated the contractors for the Center Street Project have been wonderful, but the project is not contained within the fenced area and this is supposed to continue for two years.

Resident Molly Rice is concerned for public safety for emergency vehicle access to residents that live near the Center Street project worksite and availability of hydrants.

Presentation:

La Conner Thrive:

Nicky Fallis discussed the pole mounted snowflakes that she purchased for holiday decorations to attach to the PSE poles in Town. PSE did approve them, but she was told the Town would not put them up. She has paid \$14,000 for them and may or may not be able to return them. She is asking local business if they will put them up on their buildings.

Public Works Director Lease stated there are already mounts for the banners and the flower pots. He would have to go higher to mount the snowflakes which are very heavy. The poles narrow as you go higher which causes a less secure mount, especially with our winds. PSE has approved hanging the snowflakes but the Town would be liable.

Mayor Hanneman moved up the Resolution in Appreciation of Tami Mason from Unfinished Business.

Resolution 678 – Acknowledging Tami Mason of WA Fed Bank:

Councilmember Dole read and presented the Resolution to Tami Mason, acknowledging all her efforts in Town events and fund raisers.

Councilmember Chamberlain moved to approve Resolution 678 acknowledging Tami Mason. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Finance Director DeGoede noted on the Agenda under the Consent Agenda, the November 11, 2025 Special Meeting should have been November 10, 2025.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the October 24, 2025 Council Meeting

And the November 10, 2025 Council Special Meeting.

Accounts Payable:	Checks	28726 - 28770	\$272,164.34
	Electronic Pmts.		
		2018398 – Excise Tax	\$9,704.90
		Total Accounts Payable	\$281,869.24
Payroll of October 20, 2025:	Checks 6186- 6192		\$1,961.62
	Payroll Auto Tax Payment #2018397		\$10,015.08

Payroll Auto Deposit	\$29,642.80
Total Payroll	\$41,619.50

Councilmember Wohleb moved to approve the Consent Agenda with the date correction of the Special Meeting date. Motion seconded by Councilmember Dole. Motion carried 4/0.

Chamber Report:

Tami Mason, representing the La Conner Chamber reported Ladies night went well with over 280 participants checking in.

Revenue and Expenditure Reports:

Mayor Hanneman noted the Sales Taxes received are over the estimated budget, the Hotel Motel funds are down from last year but meeting the budget estimates and the REETs are not coming in as expected.

Planning:

Planner Eills has been working on the new Town logo. She is encouraging submissions from local artists. The top ten will be selected by her and the committee by the end of December. The top three will go to the community to vote for the final selection.

Fire Department:

Fire Chief Reinstra set rumors straight regarding a letter received with misinformation regarding the safety plan for the Center Street Project. He, Public Works Director Lease and the contractor have worked together with ensuring the access of emergency vehicles to all homes in the area, as well as available hydrants that can be reached by his 6000 feet of hose. The safety plan is updated as the project progresses almost daily. There have been no emergency responses unable to reach the neighboring area of the Center Street Project.

Mayor's Report:

Mayor Hanneman attending a Cultural workshop put on by the Skagit Bureau of Tourism focusing on how to bring in visitors. Also, she and most of the Channel Drive residents met with Clyde Shavers for discussions on funding of the Channel Drive waterline.

Other Information:

Administrator Thomas shared the interviews for the Finance Director position went well. There were four selected to go through the interview process and successfully we hired Kim Buchanan. She is a CPA and has had experience in audits. She will start after the first of the year. Our current Finance Director, Maria DeGoede's last day is February 23rd, allowing six weeks of shadowing.

There will be a flood modeling presentation from 1pm to 3pm on December 3rd at Maple Hall.

Seasonal homeless shelters are now open. There are none in La Conner, but you can check the County website for the locations.

The library's fund raiser, Tiny Trees, was a success making over \$60,000

Council Committee Reports:

Art's Commission:

Councilmember Taylor reported the Commissions has been collaborating with Anacortes and Langley on the process of a creative district. They are also looking at bringing in another high school student.

WABB:

Councilmember Taylor attended the WABB meeting on November 24th. There were representatives from the Tribe and Shelter Bay in discussions on moving forward together.

Emergency Management Commission:

Councilmember Dole shared the commission is looking at utilizing Starlink for a portable access to maintain communication with the County during an emergency.

306 Center Street Project:

Public Works Director Lease discussed the traffic plan and all the hours planning to meet the changing phases of the project. The Contractor has been very accommodating to the residents and has provided a schedule for the project, that can be accessed through a link on our website or the QR Code provided at the site.

2026 Preliminary Budget:

Finance Director DeGoede opened it up for Council discussion. There really has not been any significant changes since the last discussion. The Final 2026 Budget will be presented to Council at the December 9th meeting. Any changes or updates will be addressed at that time.

Councilmember Chamberlain moved to approve the 2026 Preliminary Budget. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Administrator Thomas noted there will be the cost for a design engineering for the Channel Drive waterline replacement. It will put us in a better position for funding with the State and the County.

Wilson Engineering – Final Report for the WWTP Upgrade:

Administrator Thomas explained we have the estimated cost options and how they will be funded. The Tribe does want to move forward, which will probably require an amendment to their agreement. The next step is the design engineering. He will be submitting a grant application that is due December 7th. We won't know the outcome of that until sometime in July of 2026.

PUBLIC HEARING – DNS WWTP Upgrade:

Planner Eills explained this addresses the Determination of Non-Significance. No action is required by Council at this time. The purpose is only to accept public comments.

7:04 pm Mayor Hanneman opened the Hearing.

No Comments.

7:04 pm Mayor Hanneman closed the Hearing.

Preliminary Approval Amending 15.30 of the LMC (Lot Subdivisions):

Planner Eills discussed the State require changes involving creating child lots and new ownerships. It shouldn't change our subdivisions.

Councilmember moved to approve the Preliminary Approval Amending 15.30 of the LMC. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Agreement – Pye Barker:

Public Works Director stated this company does all our required fire inspections for all our facilities.

Councilmember Chamberlain moved to approve the Agreement with Pye Barker for the Town facility inspections. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Agreement – KBA on Call Service:

Public Works Director noted this agreement is still in progress, so no action will be needed.

Agreement – PSE Street Light Pole Agreement:

This was discussed earlier in the meeting regarding the snowflakes. The Town will not be assuming liability through an agreement with PSE.

Mayor Roundtable:

Councilmember Wohleb wanted to be sure the resolution for Bob Skeelee was not forgotten. Administrator Thomas will have it done the first part of 2026.

Councilmember Chamberlain mentioned the County Commissioners are looking for 15 people to participate in the Climate Impact Advisory Committee.

Finance Director DeGoede noted the Tax Levy Resolution passed at the next meeting was numbered 677.

There being no further business the meeting ended at 6:57 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, Mayor



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for the **December 9, 2025 Claims** have been received and that;

Checks Numbered:	28771– 28811	\$95,785.77
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Auto Payments:

Invoice Cloud	#2018404	\$174.60
US Bank	#2018405	\$73.50

Are approved for a total payment of \$96,033.87 this 9th day of December 2025.

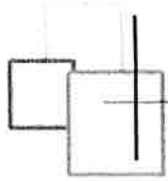


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2025 - December
Council Date: : 2025 - December - First Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Arne Svendsen Trucking, Inc.					
	28771			2025 - December - First Council Meeting	
		Invoice - 65229			
			5/8" x 0 Crushed Rock & Utility Sand		
			401-000-534-80-48-03	System Repair & Maintenance	\$959.11
		Total Invoice - 65229			\$959.11
		Invoice - 65260			
			Utility Sand		
			401-000-534-80-48-03	System Repair & Maintenance	\$481.81
		Total Invoice - 65260			\$481.81
		Invoice - 65269			
			5/8" x 0 Crushed Rock		
			401-000-534-80-48-03	System Repair & Maintenance	\$466.42
		Total Invoice - 65269			\$466.42
	Total 28771				\$1,907.34
Total Arne Svendsen Trucking, Inc.					\$1,907.34
Badger Meter, Inc.					
	28772			2025 - December - First Council Meeting	
		Invoice - 80216869			
			Meter Hosting		
			401-000-534-80-41-00	Professional Services	\$55.97
				Hosting Serv Unit	
		Total Invoice - 80216869			\$55.97
	Total 28772				\$55.97
Total Badger Meter, Inc.					\$55.97
Bowman Consulting Group Ltd.					
	28773			2025 - December - First Council Meeting	
		Invoice - 4252-22511090			
			Tribal Sewer Rates		
			409-000-535-80-41-00	Professional Services	\$2,738.75
		Total Invoice - 4252-22511090			\$2,738.75
	Total 28773				\$2,738.75
Total Bowman Consulting Group Ltd.					\$2,738.75

Vendor	Number	Reference	Account Number	Description	Amount
Chelsea Jewell	28774	2025 - December - First Council Meeting			
		Invoice - JewellGCDepRef11/17/25			
		Jewell Garden Club Dep Ref 11/17/25			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$200.00
		Total Invoice - JewellGCDepRef11/17/25			\$200.00
	Total 28774				\$200.00
Total Chelsea Jewell					\$200.00
D.K. SYSTEMS	28775	2025 - December - First Council Meeting			
		Invoice - 37864			
		Maple Hall HVAC MTC			
		003-000-575-50-48-01	Building Repair & Maint-MH/MC		\$1,058.74
		Total Invoice - 37864			\$1,058.74
	Total 28775				\$1,058.74
Total D.K. SYSTEMS					\$1,058.74
David D. Lowell, Esq.	28776	2025 - December - First Council Meeting			
		Invoice - 511			
		CUP Applicaiton 119 N. Third St			
		001-000-558-60-41-05	Hearing Examiner Fees		\$562.50
		Total Invoice - 511			\$562.50
	Total 28776				\$562.50
Total David D. Lowell, Esq.					\$562.50
Deirdre Czoberek	28777	2025 - December - First Council Meeting			
		Invoice - CzoberekGCDepRef11/27/25			
		Czoberek Garden Club Dep Ref 11/27/25			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$282.50
		Total Invoice - CzoberekGCDepRef11/27/25			\$282.50
	Total 28777				\$282.50
Total Deirdre Czoberek					\$282.50
Elizabeth Tripp	28778	2025 - December - First Council Meeting			
		Invoice - TrippGCDepRef11/29/25			
		Tripp Garden Club Deposit Ref. 11/29/25			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$182.50
		Total Invoice - TrippGCDepRef11/29/25			\$182.50
	Total 28778				\$182.50
Total Elizabeth Tripp					\$182.50

Vendor	Number	Reference	Account Number	Description	Amount
Eurofins Environment Testing NW					
	28779			2025 - December - First Council Meeting	
		Invoice - 1100002655			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$416.00
				Sewer Testing	
		Total Invoice - 1100002655			\$416.00
		Invoice - 1100002668			
		Compost Testing			
		412-000-554-90-48-05		Compost Testing/Materials	\$314.00
				Compost Testing	
		Total Invoice - 1100002668			\$314.00
		Invoice - 1100002695			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$273.00
				Sewer Testing	
		Total Invoice - 1100002695			\$273.00
		Invoice - 1500003418			
		Heterotrophic Plate Count			
		401-000-534-80-41-00		Professional Services	\$65.00
				Water Testing	
		Total Invoice - 1500003418			\$65.00
		Invoice - 1500003538			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$26.00
				Water Testing	
		Total Invoice - 1500003538			\$26.00
	Total 28779				\$1,094.00
Total Eurofins Environment Testing NW					\$1,094.00
Fastenal Company					
	28780			2025 - December - First Council Meeting	
		Invoice - WAANA165293			
		Screws & Pan Head Sheets			
		401-000-534-80-48-03		System Repair & Maintenance	\$38.11
		Total Invoice - WAANA165293			\$38.11
		Invoice - WANNA165245			
		Nitrate Gloves			
		409-000-535-80-31-00		Office & Operating Supplies	\$96.91
		Total Invoice - WANNA165245			\$96.91

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - WANNA165294			
			Garbage Bags & Wipes		
			003-000-575-50-31-05	Public Restroom Supplies	\$157.27
		Total Invoice - WANNA165294			
					\$157.27
	Total 28780				\$292.29
Total Fastenal Company					\$292.29
Grainger					
	28781			2025 - December - First Council Meeting	
		Invoice - 9674509030			
			Gear Oil		
			409-000-535-80-31-00	Office & Operating Supplies	\$504.17
		Total Invoice - 9674509030			
					\$504.17
		Invoice - 9674572665			
			Grease Cartridge & Gear Oil		
			409-000-535-80-31-00	Office & Operating Supplies	\$807.63
		Total Invoice - 9674572665			
					\$807.63
		Invoice - 9716605861			
			Mop w Handle & Garbage Bags		
			409-000-535-80-31-00	Office & Operating Supplies	\$104.97
		Total Invoice - 9716605861			
					\$104.97
		Invoice - 9716800314			
			Replacement Brush Set		
			409-000-535-80-31-00	Office & Operating Supplies	\$33.10
		Total Invoice - 9716800314			
					\$33.10
		Invoice - 9716936084			
			Dri Ease Markers		
			409-000-535-80-31-00	Office & Operating Supplies	\$10.37
		Total Invoice - 9716936084			
					\$10.37
		Invoice - 9718056360			
			Lawn Mower Blade		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$18.70
		Total Invoice - 9718056360			
					\$18.70
		Invoice - 9721081330			
			Sprayer		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$30.57
		Total Invoice - 9721081330			
					\$30.57
		Invoice - 9721260892			
			Diesel Exhaust Fluid		
			412-000-554-90-48-06	Compost Machinery/Equip	\$108.49
		Total Invoice - 9721260892			
					\$108.49
		Invoice - 9722707719			
			Grease Fitting Kit		
			412-000-554-90-48-06	Compost Machinery/Equip	\$45.03
		Total Invoice - 9722707719			
					\$45.03
	Total 28781				\$1,663.03

Vendor	Number	Reference	Account Number	Description	Amount
Total Grainger					\$1,663.03
Guardian Security	28782				
		2025 - December - First Council Meeting			
		Invoice - 1675733			
		Security Monitoring			
		001-000-518-30-48-01	Building Repair & Maintenance		\$430.80
			Town Hall & Sheriff Alarm Monitoring		
		003-000-575-50-41-00	Professional Services		\$627.15
			MH Alarm Monitoring		
		401-000-534-80-41-00	Professional Services		\$197.69
			PW Alarm Monitoring		
		Total Invoice - 1675733			\$1,255.64
	Total 28782				\$1,255.64
Total Guardian Security					\$1,255.64
H.D. Fowler Company	28783				
		2025 - December - First Council Meeting			
		Invoice - 17175820			
		Speers Live Tap w Gate Valve			
		401-000-534-80-48-03	System Repair & Maintenance		\$5,465.20
		Total Invoice - 17175820			\$5,465.20
		Invoice - 17176276			
		Supply Line Tees			
		401-000-534-80-48-03	System Repair & Maintenance		\$1,032.65
		Total Invoice - 17176276			\$1,032.65
		Invoice - 17176280			
		Clamp & Gasket			
		401-000-534-80-48-03	System Repair & Maintenance		\$685.96
		Total Invoice - 17176280			\$685.96
	Total 28783				\$7,183.81
Total H.D. Fowler Company					\$7,183.81
HD Supply Facilities Maint.	28784				
		2025 - December - First Council Meeting			
		Invoice - 9242768058			
		Carpet Mat			
		001-000-518-30-31-00	Office & Operating Supplies		\$96.04
		Total Invoice - 9242768058			\$96.04
		Invoice - 9243234769			
		Office Desk w Chair			
		401-000-534-80-31-00	Office & Operating Supplies		\$1,843.77
		Total Invoice - 9243234769			\$1,843.77
	Total 28784				\$1,939.81
Total HD Supply Facilities Maint.					\$1,939.81

Vendor	Number	Reference	Account Number	Description	Amount
Invoice Cloud	2018404	2025 - December - First Council Meeting			
		Invoice - 1022-2025-11			
		CC Utility Processing Fees			
		001-000-514-23-41-03	Bank Service Charges		\$174.60
		Total Invoice - 1022-2025-11			
					\$174.60
	Total 2018404				\$174.60
Total Invoice Cloud					\$174.60
J P Cooke Company	28785	2025 - December - First Council Meeting			
		Invoice - 908359			
		2026 Dog License Tags			
		001-000-521-70-31-00	Office & Operating Supplies		\$72.50
		Total Invoice - 908359			
					\$72.50
	Total 28785				\$72.50
Total J P Cooke Company					\$72.50
Joes Marcial Jr	28786	2025 - December - First Council Meeting			
		Invoice - MarcialGCDepRef11/23/25			
		Marcial Garden Club Dep Ref 11/23/25			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$165.00
		Total Invoice - MarcialGCDepRef11/23/25			
					\$165.00
	Total 28786				\$165.00
Total Joes Marcial Jr					\$165.00
La Conner Regional Library	28787	2025 - December - First Council Meeting			
		Invoice - LcRegLib2025			
		2025 Agreement Contribution - Reading Program			
		002-000-571-09-41-00	Parks & Rec Programs		\$4,000.00
		Total Invoice - LcRegLib2025			
					\$4,000.00
	Total 28787				\$4,000.00
Total La Conner Regional Library					\$4,000.00
La Conner Thrives	28788	2025 - December - First Council Meeting			
		Invoice - LCThrivesMHDepRef11/29/25			
		La Conner Thrives Maple Hall Dep Ref 11/29/25			
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund		\$305.00
		Total Invoice - LCThrivesMHDepRef11/29/25			
					\$305.00
	Total 28788				\$305.00
Total La Conner Thrives					\$305.00

Vendor	Number	Reference	Account Number	Description	Amount
LB# 1086, Lakeside Industries	28789	2025 - December - First Council Meeting			
		Invoice - 344849			
			Asphalt		
			005-000-543-10-48-00	Repair & Maintenance	\$648.91
		Total Invoice - 344849			
					\$648.91
	Total 28789				\$648.91
Total LB# 1086, Lakeside Industries					\$648.91
Mary Hedlin	28790	2025 - December - First Council Meeting			
		Invoice - HedlinMHDepRef11/9/25			
			Hedlin Maple Hall Dep Ref 11/9/25		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$350.00
		Total Invoice - HedlinMHDepRef11/9/25			
					\$350.00
	Total 28790				\$350.00
Total Mary Hedlin					\$350.00
Nelson-Reisner	28791	2025 - December - First Council Meeting			
		Invoice - CL98940M			
			Fire & Code Enf. Fuel		
			001-000-521-70-32-00	Fuel	\$55.68
				Code Enf. 1/2 Maverick Truck	
			001-000-522-20-32-00	Fuel	\$270.88
				Fire Dept.	
		Total Invoice - CL98940M			
					\$326.56
		Invoice - CL98941			
			PW Fuel		
			401-000-534-80-32-00	Fuel	\$559.80
				Public Works	
		Total Invoice - CL98941			
					\$559.80
	Total 28791				\$886.36
Total Nelson-Reisner					\$886.36
North Central Laboratory	28792	2025 - December - First Council Meeting			
		Invoice - 528199			
			M-FC Broth, Buffered Dilution Water & NCL Glass Fiber Filters		
			409-000-535-80-31-02	Lab Supplies	\$657.75
		Total Invoice - 528199			
					\$657.75
	Total 28792				\$657.75
Total North Central Laboratory					\$657.75

Vendor	Number	Reference	Account Number	Description	Amount
Pape' Machinery Exchange	28793			2025 - December - First Council Meeting	
		Invoice - 16536591			
		Part - Rammer			
		412-000-554-90-48-06		Compost Machinery/Equip	\$3,260.99
		Total Invoice - 16536591			\$3,260.99
	Total 28793				\$3,260.99
Total Pape' Machinery Exchange					\$3,260.99
Pitney Bowes Bank Inc Reserve Account	28794			2025 - December - First Council Meeting	
		Invoice - PitBow12.5.25			
		Postage Refill 12.5.25			
		001-000-518-30-42-02		Postage	\$555.91
		001-000-558-60-42-02		Postage	\$380.54
		401-000-534-80-42-02		Postage	\$840.69
		403-000-531-38-42-02		Postage	\$839.95
		409-000-535-80-42-02		Postage	\$839.95
		Total Invoice - PitBow12.5.25			\$3,457.04
	Total 28794				\$3,457.04
Total Pitney Bowes Bank Inc Reserve Account					\$3,457.04
Representative Clyde Shavers	28795			2025 - December - First Council Meeting	
		Invoice - ShaversGCDepRef11/16/25			
		Shavers Garden Club Dep Ref 11/16/25			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$250.00
		Total Invoice - ShaversGCDepRef11/16/25			\$250.00
	Total 28795				\$250.00
Total Representative Clyde Shavers					\$250.00
Rick Weibel	28796			2025 - December - First Council Meeting	
		Invoice - WeibelReimb12.5.25			
		Reimb. for Paint - Spirit Wheel			
		004-000-575-50-41-00		Professional Services	\$232.96
		Total Invoice - WeibelReimb12.5.25			\$232.96
	Total 28796				\$232.96
Total Rick Weibel					\$232.96
Skagit County Historical Museum	28797			2025 - December - First Council Meeting	
		Invoice - SKCoMuseum2025HMDisb			
		2025 Hotel Motel Disbursement			
		123-000-573-90-30-03		Historical Museum	\$3,200.00
		Total Invoice - SKCoMuseum2025HMDisb			\$3,200.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - SkCoMuseumMHDepRef11/15/25			
		Skagit Co. Musuem Maple Hall Dep Ref 11/15/25			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$850.00
		Total Invoice - SkCoMuseumMHDepRef11/15/25			
					\$850.00
	Total 28797				\$4,050.00
Total Skagit County Historical Museum					\$4,050.00
Skagit County Sheriff Office					
28798				2025 - December - First Council Meeting	
		Invoice - SkCoNov2025JailTax			
		Nov 2025 Jail Tax			
		631-000-589-40-00-00		Special Use Tax - County Jail	\$5,658.87
				Special Use Tax - County Jail	
		Total Invoice - SkCoNov2025JailTax			
					\$5,658.87
	Total 28798				\$5,658.87
Total Skagit County Sheriff Office					\$5,658.87
Skagit Valley Publishing					
28799				2025 - December - First Council Meeting	
		Invoice - 62509			
		Publishing of 2026 Levy Tax			
		001-000-514-23-44-00		Advertising	\$69.94
		Total Invoice - 62509			
					\$69.94
		Invoice - 62601			
		Ad for Finance Director Position			
		001-000-514-23-44-00		Advertising	\$375.00
		Total Invoice - 62601			
					\$375.00
	Total 28799				\$444.94
Total Skagit Valley Publishing					\$444.94
Sparks Cleaning Services					
28800				2025 - December - First Council Meeting	
		Invoice - SparksNov2025			
		Nov 2025 Facility Cleaning			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$2,030.00
		Total Invoice - SparksNov2025			
					\$2,030.00
	Total 28800				\$2,030.00
Total Sparks Cleaning Services					\$2,030.00

Vendor	Number	Reference	Account Number	Description	Amount
Tacoma Screw Products	28801	2025 - December - First Council Meeting			
		Invoice - 260139075-00			
			Magnetic Tape Measure, Driver Bit Set, Blade Set & Blade Kit		
			401-000-534-80-35-00	Small Tools & Equipment	\$206.34
		Total Invoice - 260139075-00			
					\$206.34
	Total 28801				\$206.34
Total Tacoma Screw Products					\$206.34
Terminix Processing Center	28802	2025 - December - First Council Meeting			
		Invoice - 465118591			
			Pest Control		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$176.09
		Total Invoice - 465118591			
					\$176.09
	Total 28802				\$176.09
Total Terminix Processing Center					\$176.09
TK Elevator Corporation	28803	2025 - December - First Council Meeting			
		Invoice - 3009076332			
			Maple Hall Elevator Maint.		
			003-000-575-50-41-00	Professional Services	\$1,071.17
		Total Invoice - 3009076332			
					\$1,071.17
	Total 28803				\$1,071.17
Total TK Elevator Corporation					\$1,071.17
T-Mobile	28804	2025 - December - First Council Meeting			
		Invoice - T-MobileNov2025			
			Cell Phones		
			001-000-575-50-42-00	Senior Center Communications	\$41.03
				Senior Center-5440	
			401-000-534-80-42-00	Communications	\$428.54
				Public Works	
		Total Invoice - T-MobileNov2025			
					\$469.57
	Total 28804				\$469.57
Total T-Mobile					\$469.57
Town of La Conner	28805	2025 - December - First Council Meeting			
		Invoice - TOLNov2025WtrChgs			
			Nov 2025 Water Charges		
			001-000-518-30-47-00	Public Utility Services	\$195.05
				204 Douglas - Town Hall	

Voucher	Number	Reference	Account Number	Description	Amount
			001-000-522-20-47-00	Public Utility Services	\$223.91
				Fire Hall - 12142 Chilberg	
			002-000-576-80-47-00	Public Utility Services	\$108.99
				1st Street Merchant Park	
			002-000-576-80-47-00	Public Utility Services	\$14.41
				Pioneer Park	
			002-000-576-80-47-00	Public Utility Services	\$79.78
				Washington Street Park	
			002-000-576-80-47-00	Public Utility Services	\$50.57
				Benton Street Stairs	
			002-000-576-80-47-00	Public Utility Services	\$80.37
				Skateboard Park - 528 6th Street	
			002-000-576-80-47-00	Public Utility Services	\$50.57
				Flag Pole/Monument	
			002-000-576-80-48-01	Building Repair & Maintenance	\$50.57
				Waterfront Park Irrigation #2	
			002-000-576-80-48-01	Building Repair & Maintenance	\$53.30
				Waterfront Park Irrigation #1	
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$339.84
				108 Commercial - Maple Hall	
			003-000-575-50-47-02	Public Utility Services-GC	\$137.31
				622 South 2nd St - GC	
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$209.74
				304 Morris St Restroom	
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$253.18
				613 South First St Restroom	
			401-000-534-80-47-00	Public Utility Services	\$146.45
				PW Washpad - 12142 Chilberg	
			401-000-534-80-47-00	Public Utility Services	\$131.08
				604 Third St N - PW Office	
			409-000-535-80-47-00	Public Utility Services	\$1,292.92
				WWTP Belt Filter Press	
			409-000-535-80-47-00	Public Utility Services	\$194.97
				WWTP Hydrant	
			409-000-535-80-47-00	Public Utility Services	\$79.93
				Dunlap Street Pump	
			409-000-535-80-47-00	Public Utility Services	\$166.34
				WWTP - 12154 Chilberg Road	
			Total Invoice - TOLNov2025WtrChgs		\$3,859.28
			Total 28805		\$3,859.28
			Total Town of La Conner		\$3,859.28

Vendor	Number	Reference	Account Number	Description	Amount
United Site Services					
	28806			2025 - December - First Council Meeting	
		Invoice - INV-5761799			
			Port a Pottie PW		
			002-000-576-80-41-00	Professional Services	\$215.44
		Total Invoice - INV-5761799			
		Invoice - INV-5763340			
			Port a Pottie 3rd St.& Morris		
			002-000-576-80-41-00	Professional Services	\$201.75
		Total Invoice - INV-5763340			
		Invoice - INV-5763730			
			Port a Pottie Waterfront Park		
			002-000-576-80-41-00	Professional Services	\$213.25
		Total Invoice - INV-5763730			
	Total 28806				
Total United Site Services					\$630.44
US Bank-Payment Station Fees					
	2018405			2025 - December - First Council Meeting	
		Invoice - USBnkNov2025			
			Payment Station Fees		
			002-000-576-80-41-00	Professional Services	\$36.75
				Moorage/Launch Processing Fees	
			005-000-542-65-48-00	Repair & Maintenance	\$36.75
				Parking Lot Processing Fees	
		Total Invoice - USBnkNov2025			
	Total 2018405				
Total US Bank-Payment Station Fees					\$73.50
USA Bluebook					
	28807			2025 - December - First Council Meeting	
		Invoice - INV00873254			
			Green Paint		
			409-000-535-80-48-03	Pipe Repair & Maintenance	\$147.25
		Total Invoice - INV00873254			
		Invoice - INV00885703			
			Volumertirc Flask & Glass Stopper		
			409-000-535-80-31-00	Office & Operating Supplies	\$138.98
		Total Invoice - INV00885703			
	Total 28807				
Total USA Bluebook					\$286.23

Vendor	Number	Reference	Account Number	Description	Amount
Utilities Underground Locates					
	28808			2025 - December - First Council Meeting	
		Invoice - 5110742			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$4.05
				Notifications	
		Total Invoice - 5110742			\$4.05
	Total 28808				\$4.05
Total Utilities Underground Locate					\$4.05
Ven Tek International					
	28809			2025 - December - First Council Meeting	
		Invoice - 152233			
			Monthly Fees		
			002-000-576-80-41-00	Professional Services	\$305.72
			005-000-542-65-48-00	Repair & Maintenance	\$101.91
		Total Invoice - 152233			\$407.63
	Total 28809				\$407.63
Total Ven Tek International					\$407.63
Waste Management of Skagit					
	28810			2025 - December - First Council Meeting	
		Invoice - 2789644-0043-8			
			WWTP Garbage/Recycle		
			409-000-535-80-47-00	Public Utility Services	\$822.07
				WWTP	
		Total Invoice - 2789644-0043-8			\$822.07
		Invoice - 2789803-0043-0			
			Town Hall/Sheriff Garbage/Recycle		
			001-000-518-30-47-00	Public Utility Services	\$597.90
				Town Hall/Sheriff	
		Total Invoice - 2789803-0043-0			\$597.90
		Invoice - 2790389-0043-7			
			PW Garbage		
			005-000-543-50-48-04	Refuse Disposal	\$806.06
				Public Works	
		Total Invoice - 2790389-0043-7			\$806.06
		Invoice - 2790691-0043-6			
			Fire Dept. Garbage		
			001-000-522-20-47-00	Public Utility Services	\$52.74
				Fire Dept.	
		Total Invoice - 2790691-0043-6			\$52.74
	Total 28810				\$2,278.77
Total Waste Management of Skagit					\$2,278.77

Vendor	Number	Reference	Account Number	Description	Amount
Water-Wasterwater Services	28811			2025 - December - First Council Meeting	
		Invoice - 1976			
			WWTP Nov 2025 Charges		
			409-000-535-80-41-03	Plant Operator	\$20,362.80
				Sewer Plant Operations	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$198.58
				Reimbursables	
			412-000-554-90-41-05	Compost Operator	\$18,947.62
				Compost Operations - 48.2%	
		Total Invoice - 1976			\$39,509.00
	Total 28811				\$39,509.00
Total Water-Wasterwater Services					\$39,509.00
Grand Total		Vendor Count	43		\$96,033.87



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **November 16, 2025** through **November 30, 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 6193 through 6200 \$2,187.61

Auto Payments:

AWC Insurance	#2018399	\$11,474.56
Deferred Comp	#2018400	\$3,042.21
PERS	#2018401	\$8,794.24
Teamsters Insurance	#2018402	\$11,286.40
WA Federal PR Taxes	#2018403	\$11,391.99

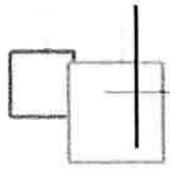
Payroll Auto Deposit \$32,398.23

are approved for a total payment of **\$80,575.24** this 5th day of December, 2025.

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Register

<u>6193</u>	Dept of Labor & Industry	2025 - December - First Council Meeting	\$783.05
<u>6194</u>	Employment Security	2025 - December - First Council Meeting	\$85.46
<u>6195</u>	Empower Annuity Ins. Co of America	2025 - December - First Council Meeting	\$275.00
<u>6196</u>	North Coast Credit Union	2025 - December - First Council Meeting	\$200.00
<u>6197</u>	Paid Family & Medical Leave	2025 - December - First Council Meeting	\$300.32
<u>6198</u>	Teamsters Local No. 231	2025 - December - First Council Meeting	\$152.00
<u>6199</u>	Wa Cares Fund	2025 - December - First Council Meeting	\$156.73
<u>6200</u>	Washington State Support Registry	2025 - December - First Council Meeting	\$235.05
<u>2018399</u>	AWC Employee Benefit Trust	2025 - December - First Council Meeting	\$11,474.56
<u>2018400</u>	Dept of Retirement - Def Comp	2025 - December - First Council Meeting	\$3,042.21
<u>2018401</u>	Dept of Retirement Systems	2025 - December - First Council Meeting	\$8,794.24
<u>2018402</u>	WA Teamsters Welfare Trust	2025 - December - First Council Meeting	\$11,286.40
<u>2018403</u>	Washington Federal	2025 - December - First Council Meeting	\$11,391.99
<u>Direct Deposit Run -</u>	Payroll Vendor	2025 - December - First Council Meeting	\$32,398.23
<u>12/2/2025</u>			\$80,575.24

Page 1 of 1

Reports

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

Revenue/Expenditure Report

TOWN OF LA CONNER
Monthly Treasurer's Report
November 2025 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,544,149	1,623,530	105%	1,786,633	1,527,376	85%
002	Park & Port	257,105	245,400	95%	313,457	203,894	65%
003	Facilities	191,995	238,428	124%	250,184	351,532	141%
004	Public Art	2,560	2,720	106%	2,600	1,687	65%
005	Streets	637,828	623,805	98%	702,098	539,919	77%
123	Hotel Motel	161,300	182,493	113%	215,180	74,847	35%
214	Fire Hall Loan	52,693	56,887	108%	39,125	39,125	100%
304	REET 1	45,900	31,314	68%	24,500	24,004	0%
305	REET 2	45,900	31,386	68%	500	4	0%
401	Water	1,427,314	1,282,704	90%	1,345,686	994,603	74%
403	Storm Drainage	400,313	347,224	87%	572,646	311,054	54%
409	Sewer	1,088,009	954,779	88%	1,267,344	930,460	73%
412	Sewer Compost	1,257,280	1,119,842	89%	1,219,132	754,894	62%
TOTALS		7,112,346	6,740,514	95%	7,739,085	5,753,400	74%

Town of La Conner

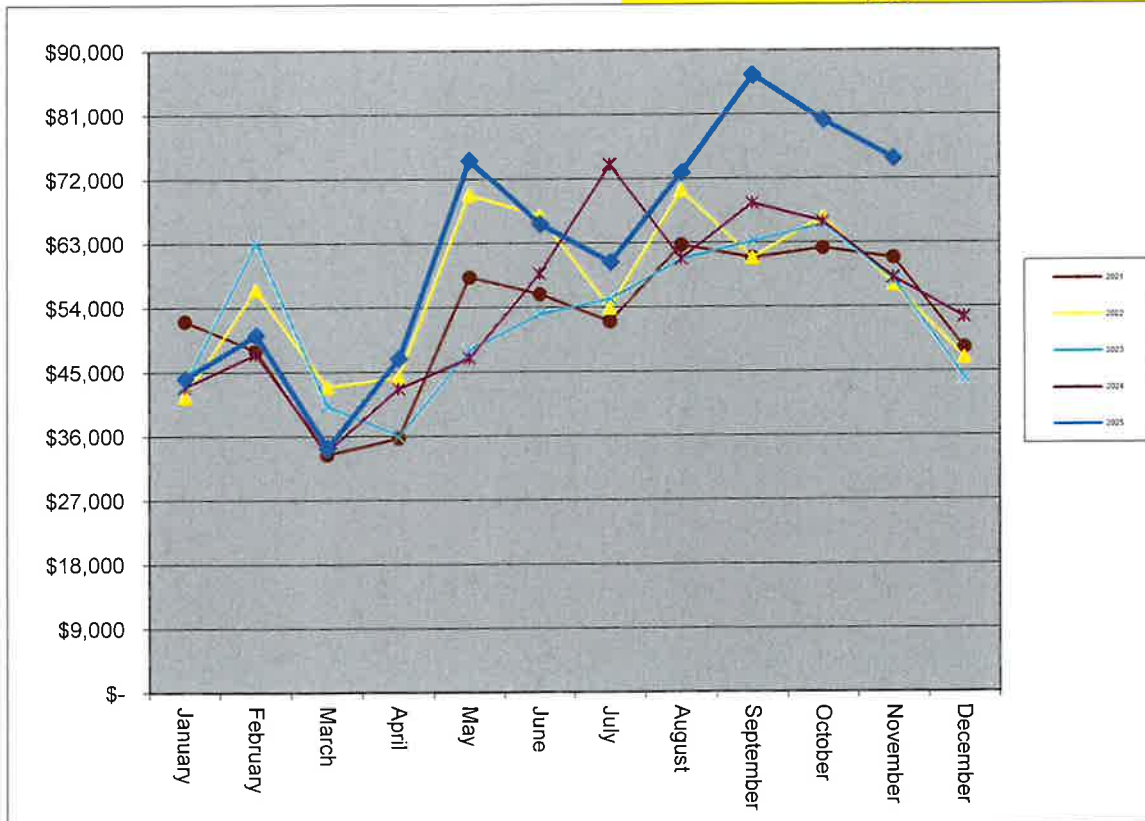
Sales Tax Receipts

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	60,304.94
August	62,720.18	70,383.49	60,820.03	60,799.96	72,958.21
September	60,971.61	60,899.83	63,276.38	68,591.27	86,462.76
October	62,268.96	66,647.98	65,602.87	65,989.67	80,195.96
November	60,911.19	57,164.48	57,728.51	58,132.76	74,841.17
December	48,334.16	46,910.27	43,947.09	52,594.83	
TOTAL	630,832.54	677,922.76	630,453.21	652,828.31	690,654.94

111.70%

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	690,654.94
Annual Monthly Avg	52,569.38	56,493.56	52,537.77	54,402.36	57,554.58
Amount needed to meet budget:					(72,361.94)

Oct-24 600,233.48 Diff More 37,826.63

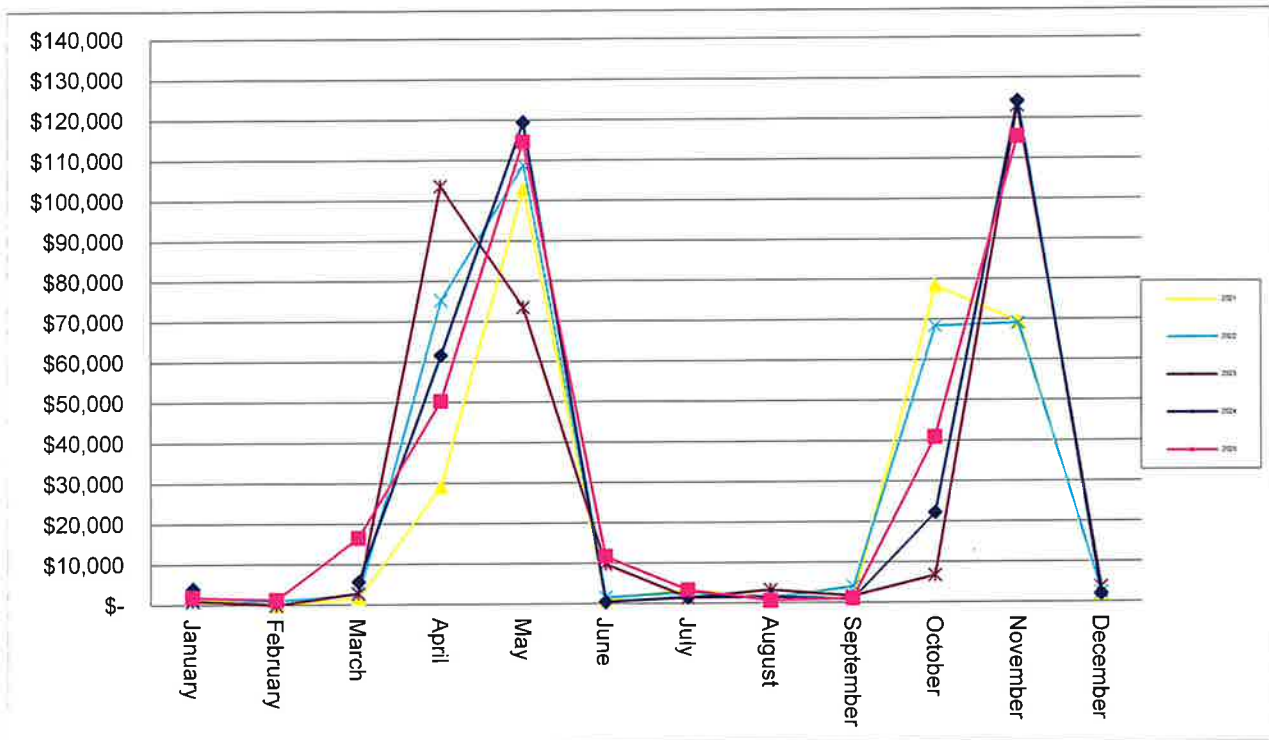


Town of La Conner Annual Property Taxes

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	3,382.89
August	1,381.95	1,259.96	3,299.01	1,529.68	645.70
September	1,100.00	3,887.71	1,714.39	945.91	1,193.95
October	78,553.96	68,521.30	6,801.76	22,305.55	41,080.84
November	69,666.72	69,178.91	123,150.38	124,237.44	115,534.05
December	2,154.94	2,392.56	3,747.23	1,957.85	
TOTAL	293,057.83	337,737.71	331,016.58	343,684.24	358,497.28

98.22%

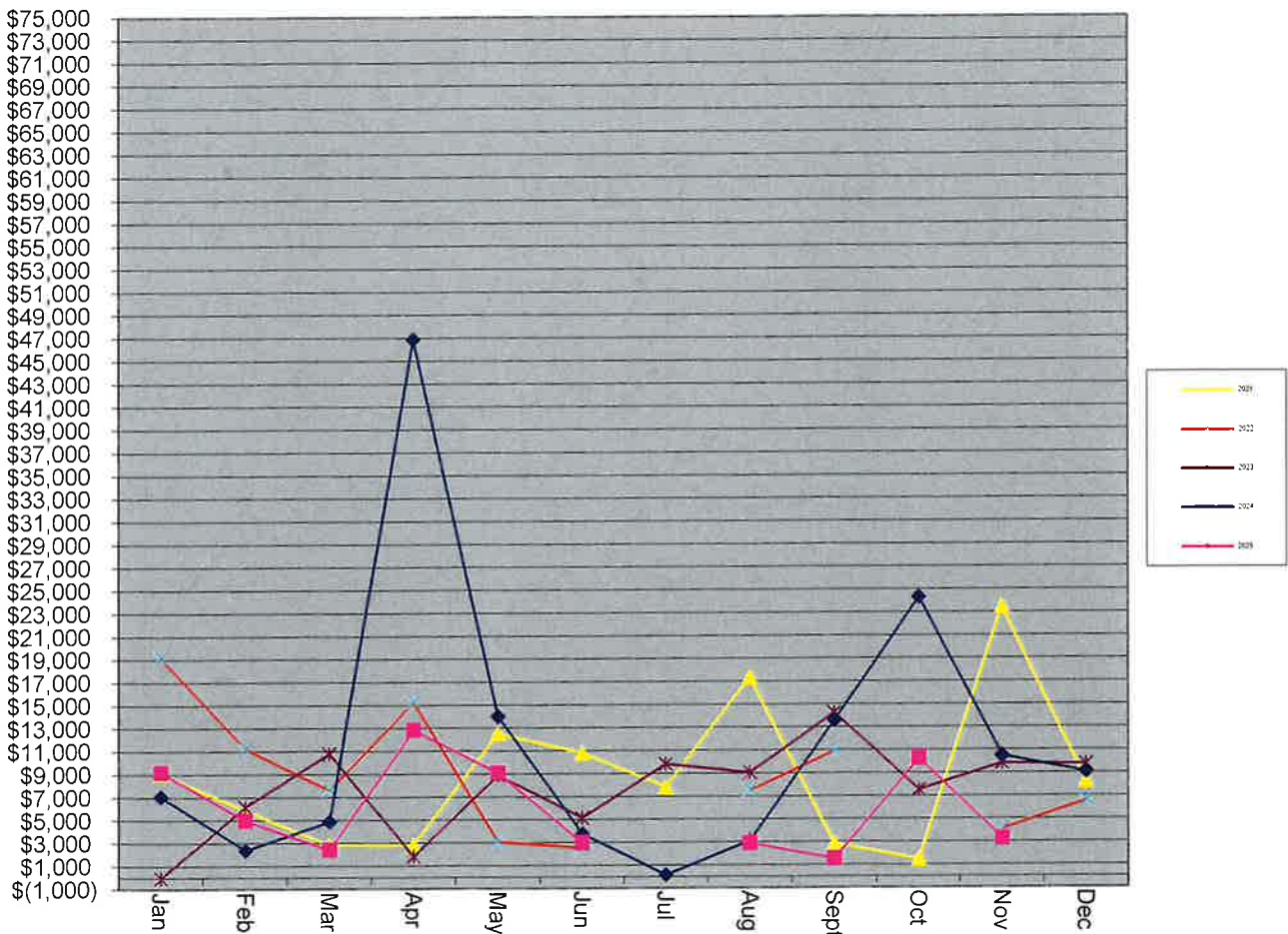
Budgeted	330,004.00	336,312.00	352,971	357,121	365,000
Received Year to Date	293,057.83	337,737.71	331,016.58	343,684.24	358,497.28
Monthly Avg	24,421.49	28,144.81	27,584.72	28,640.35	29,874.77
Amount needed to meet budget:					6,502.72



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	2,945.00
Sept	2,821.50	10,976.62	14,275.00	13,600.00	1,592.52
Oct	1,480.05		7,543.80	24,342.50	10,301.25
Nov	23,472.90	4,149.50	9,875.00	10,500.00	3,301.25
Dec	8,256.60	6,599.50	9,776.25	9,085.00	
TOTAL	105,075.66	88,459.01	93,314.56	139,819.90	59,850.27

Budgeted	36,000.00	36,000.00	72,000.00	72,000.00	90,000.00	
Received Year to Date	105,075.66	88,459.01	93,314.56	139,819.90	59,850.27	
Monthly Average	8,756.31	7,371.58	7,776.21	11,651.66	4,987.52	66.50%
Amount needed to meet budget:					30,149.73	



Town of La Conner

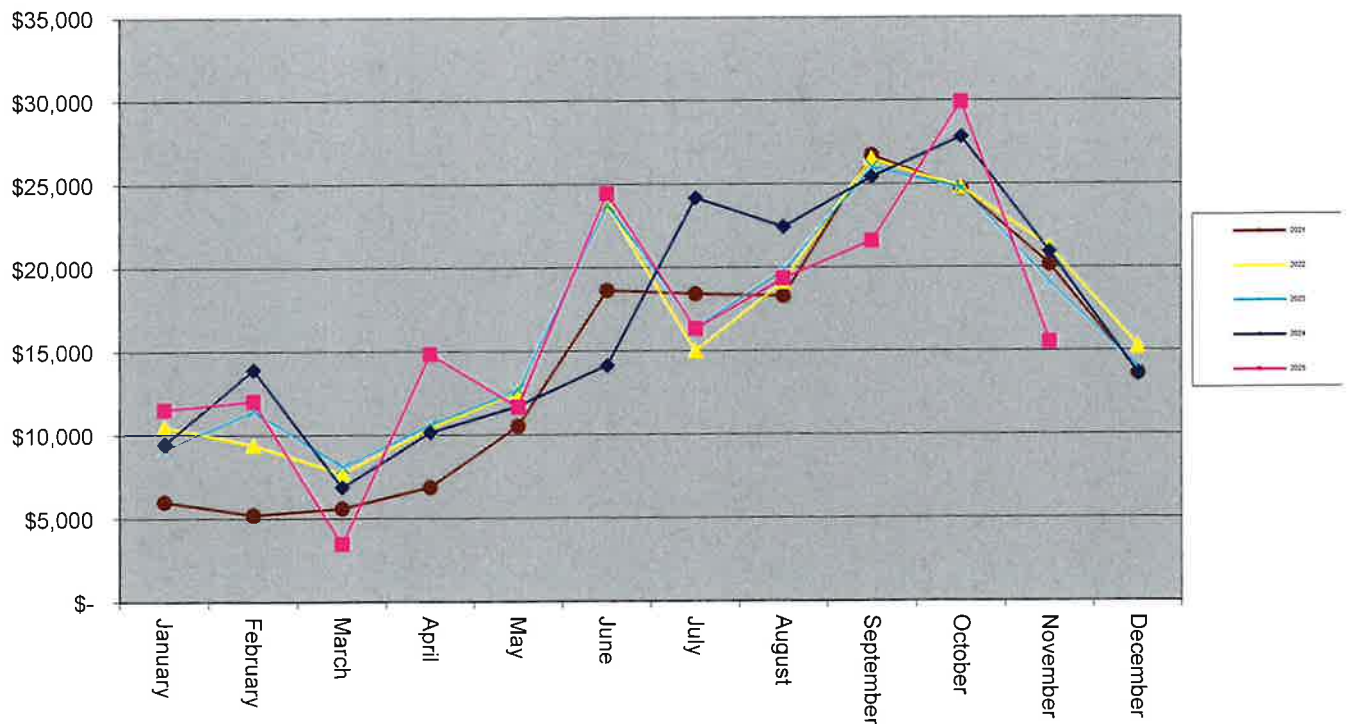
Annual Hotel/Motel Receipts

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	16,354.62
August	18,295.26	19,136.57	19,848.46	22,440.16	19,368.96
September	26,730.28	26,545.62	26,000.70	25,422.40	21,615.62
October	24,731.96	24,802.90	24,761.98	27,827.62	29,933.36
November	20,184.16	21,228.28	19,048.44	20,918.58	15,549.02
December	13,653.56	15,232.24	13,909.48	13,574.70	
TOTAL	175,000.06	196,404.79	195,784.26	200,676.47	180,982.43

112.83%

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	180,982.43
Monthly Average	14,583.34	16,367.07	16,315.36	16,723.04	15,081.87
Amount needed to meet budget:					(20,582.43)

2024 November 187,101.77 2025 Under 6,119.34



Town of La Conner Special Use Fire Tax Revenue

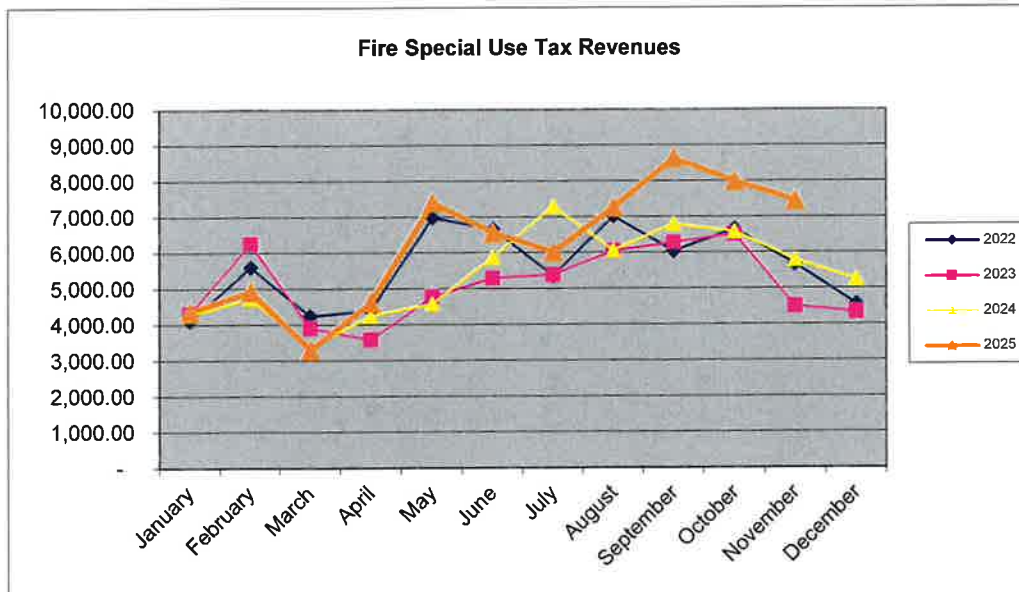
Month	2022	2023	2024	2025
January	4,108.62	4,333.29	4,280.52	4,373.86
February	5,609.50	6,278.74	4,738.97	4,946.19
March	4,237.71	3,923.57	3,382.21	3,309.23
April	4,396.10	3,593.96	4,254.77	4,633.93
May	6,984.88	4,796.78	4,593.74	7,414.64
June	6,661.47	5,297.25	5,869.99	6,566.69
July	5,364.02	5,393.11	7,301.60	6,034.71
August	7,019.56	6,063.58	6,070.44	7,274.13
September	6,041.25	6,284.28	6,798.06	8,636.47
October	6,659.05	6,524.47	6,589.21	7,997.61
November	5,673.70	4,516.48	5,798.19	7,459.17
December	4,555.14	4,344.70	5,252.88	
TOTAL	67,311.00	61,350.21	64,930.58	68,646.63

132.01%

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	68,646.63
Monthly Avg	5,609.25	5,112.52	5,410.88	5,720.55

Amount needed to meet budget:

(16,646.63)



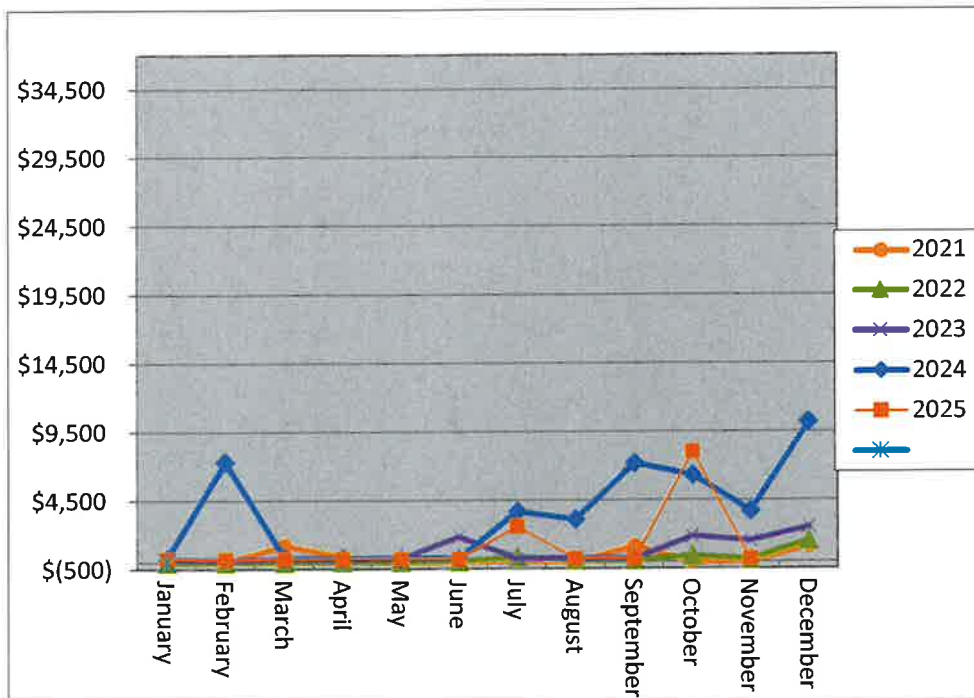
Town of La Conner

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	2,619.70
August	3.92	112.03	277.67	3,094.00	251.90
September	1,169.94	123.87	272.22	7,196.78	239.59
October	4.66	446.26	1,881.45	6,307.42	8,047.31
November	59.37	182.53	1,550.19	3,684.94	225.54
December	1,157.59	1,549.18	2,546.09	10,188.19	
TOTAL	4,256.24	2,920.12	9,830.02	42,887.41	12,838.31

42.55%

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	12,838.31
Monthly Average	354.69	243.34	819.17	3,573.95	1,069.86
Amount needed to meet budget:					17,330.69



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				6,981.27
August				8,551.87
September				10,125.33
October				9,421.80
November				8,795.54
December				
TOTAL	-	-	-	68,515.63

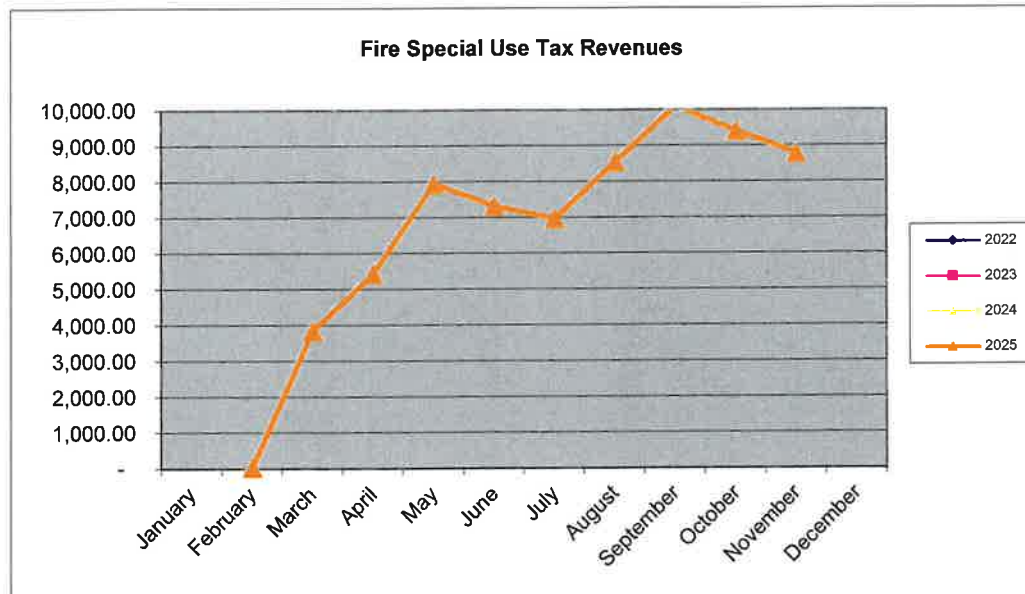
152.26%

Budgeted				45,000.00
Received Year to Date	-	-	-	68,515.63
Monthly Avg	-	-	#DIV/0!	5,709.64

Amount needed to meet budget:

(23,515.63)

Diff



Department Head Reports



TOWN OF LA CONNER

Monthly Planner's Report November 2025

NEW APPLICATIONS ACCEPTED:

Land Use

- LU25-66HDR, 602 S. 4th Street, replace deck
- LU25-67LotConsol, 824 S. 4th Street, lot consolidation
- LU25-68S, 313 Morris Street, new sign

Page | 1

Building Permit

- BP25-66F, 308 Caledonia Street, floodplain permit for new building
- BP25-67F, 310 Caledonia Street, floodplain permit for new building
- BP25-68F, 312 Caledonia Street, floodplain permit for new building
- BP25-69ROW, 213 Morris Street, Access existing manhole and pull fiber through existing conduit
- BP25-70ROW, 512 1st Street, 5x5 Bell Holes
- BP25-71ROW, 416 Morris Street, Cables
-

Planning Commission:

The Planning Commission met on November 4 and November 18. During the November 4 meeting, Commissioners discussed code changes related to the Historic District and recommended Town Council approval of unit lot subdivision code. During the November 18 meeting, Commissioners partially approved permit LU25-68S and discussed code changes related to the Historic District.

Hearing Examiner:

On November 4th, Hearing Examiner David Lowell heard permit LU25-54CU-IV regarding long-term residential use within the Commercial Zone. On November 23rd, Examiner Lowell approved the permit subject to conditions.

General Planning Activities:

- Staff are developing new Town branding, which will include a new logo to be selected from designs submitted by the community.
- 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 create a new Commercial Land Capacity Analysis (CLCA) and to 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 November – 2025

Water:

- Asset Management; in the works, electronic time sheets, permits, GPS for GIS mapping, past project plans, O&M manuals uploaded in the database.
- Cellular water meter upgrade; the second group of meters have been installed, customers will soon have access to their water meter with consumption/usage information through an App “EyeOnWater” Google Play, Apple Play and PC.
- Installed 18’ pole and power for the new security cameras at the water tower. Installation of the Cameras are scheduled mid-December.
- Installed a new water service for the Channel Lodge due to their failed fire suppression water line. The dedicated fire line and water service are to be separate services.
- Channel Drive “Skagit Beach” water main replacement, funding sources is a priority.
- 306 Center project, the past few weeks have been replacing the water main on Center St and installing a new water main on 4th St.

Drainage:

- 6th St storm pump control panel replacement; installation has been delayed due to PSE’s scheduled to disconnect/reconnect power. Is now scheduled for December 3rd.
- Continuous task of keeping the storm system free of debris during this wet season.

Streets:

- Minor asphalt repairs.
- Decorated the street light poles with Christmas lights along Morris Street.

Park and Port:

- The annual Christmas Tree is up and decorated at Gilkey Square.
- Completed deployment of sand bags and ecology blocks along the waterfront for storm high tide flood protection. December having 21 days of tides 11FT +. With the right storm conditions, the tide could be 2 + feet higher than predicted.

Facilities:

- Routine maintenance.

Other:

- Met with Kevin Jackman, Skagit County DEM to discuss Compound Flooding Outlook to better forecast tides for potential flooding. DEM has access to our Tide Gauge for real time and past data as a vital tool with forecasting.
- Maple Townhomes project; civil utility plans approved, Excavation permit approved.
- Caledonia Habitat project has paused again with the utility improvements.
- 306 Center Street “Talmon” project, continuing with utility/right-of-way improvements that has been quite contentious with neighboring residents.
- 2026 Public Works Budget.
- Projects; 824 S 4th, 205 N 5th, 102 N 1st St, 931 Maple Improvements.

Brian Lease
Public Works Director Town of La Conner



La Conner Wastewater Plant

Board of Commissioners

Monthly Report Management & Operation

Month: November 2025

WWTP:

Still waiting on all but 2 samples for November from Eurofins Edge. 11/12/2025 we exceeded our permit's ammonia limits. we have met all other N.P.D.E.S permits so far.

System Maintenance:

11/3/2025 Worn screen plant left brush and retaining U-bolts replaced. Wasting gates, UV gates, clarifiers #1 & #2, oxidation ditch #2 rotors, compost mixer and belt press were all greased. UV lights and channel were cleaned. Septage dumpsters were rotated for Waste Management.

11/4/2025 1st street manholes were unbolted for Bayside Services.

11/7/2025 Fixed septage toilet by replacing inner hardware. Bayside serviced basin 1, digester 1, digester 2, 1st street manholes, section 1 manholes and wet well.

11/10/2025 Clarifiers #1 & #2, oxidation ditch #2 rotors and belt press were all greased. UV lights and channel were cleaned. Sidewalks, side hill screens and clarifiers outer walls were pressure washed.

11/11/2025 RAS pump casings were scrubbed for rust corrosion and plant was dewebbed. 1st street manholes bolted down. Ecology block wall tops were cleaned and plant grass was mowed.

11/12/2025 Office front door hinges replaced. Cleaned UV lights and channel. Septage dumpsters were rotated for Waste Management. Lift station cowl padlock fell apart and was replaced.

11/13/2025 RAS pumps 165 and 166 were deragged. Farmers repaired the tribe meter vault's door.

11/14/2025 Clarifiers #1 & #2 were pressure washed inside and outside. Basin 2's walls and RAS building floors were pressure washed.

11/17/2025 UV lights and channel were cleaned and a few parts replaced by Aclermann Electric. Clarifiers #1 & #2, oxidation ditch #2 rotors, waste gates and belt press were all greased. Screen plant doors were opened and debris cleaned out around and under screen plant. Fixed front door after wind damage.

11/18/2025 Cleaned out reuse pit. Cleaned and reassembled reuse pump check valves.

11/20/2025 Readjusted and tightened belts on oxidation ditch #2 south rotor.

11/21/2025 Clarifiers #1 & #2 were pressure washed.

11/24/2025 Clarifiers #1 & #2, oxidation ditch #2 rotors and belt press were all greased. UV lights and channel were cleaned.

11/26/2025 Fabricated and welded new lock plate on the left fork of the Mustang.

Call outs/Emergencies

No callouts were performed.

Wastewater Plant Monitoring Report Summary:

	Current Influent	Last Month Influent	% Diff
Avg. Daily Flow	319,000		
Total Flow	9,580,000	8,490,000	12.8%
Max Daily Flow	391,000		

Locates: 3**Communications:**

No significant communications for August

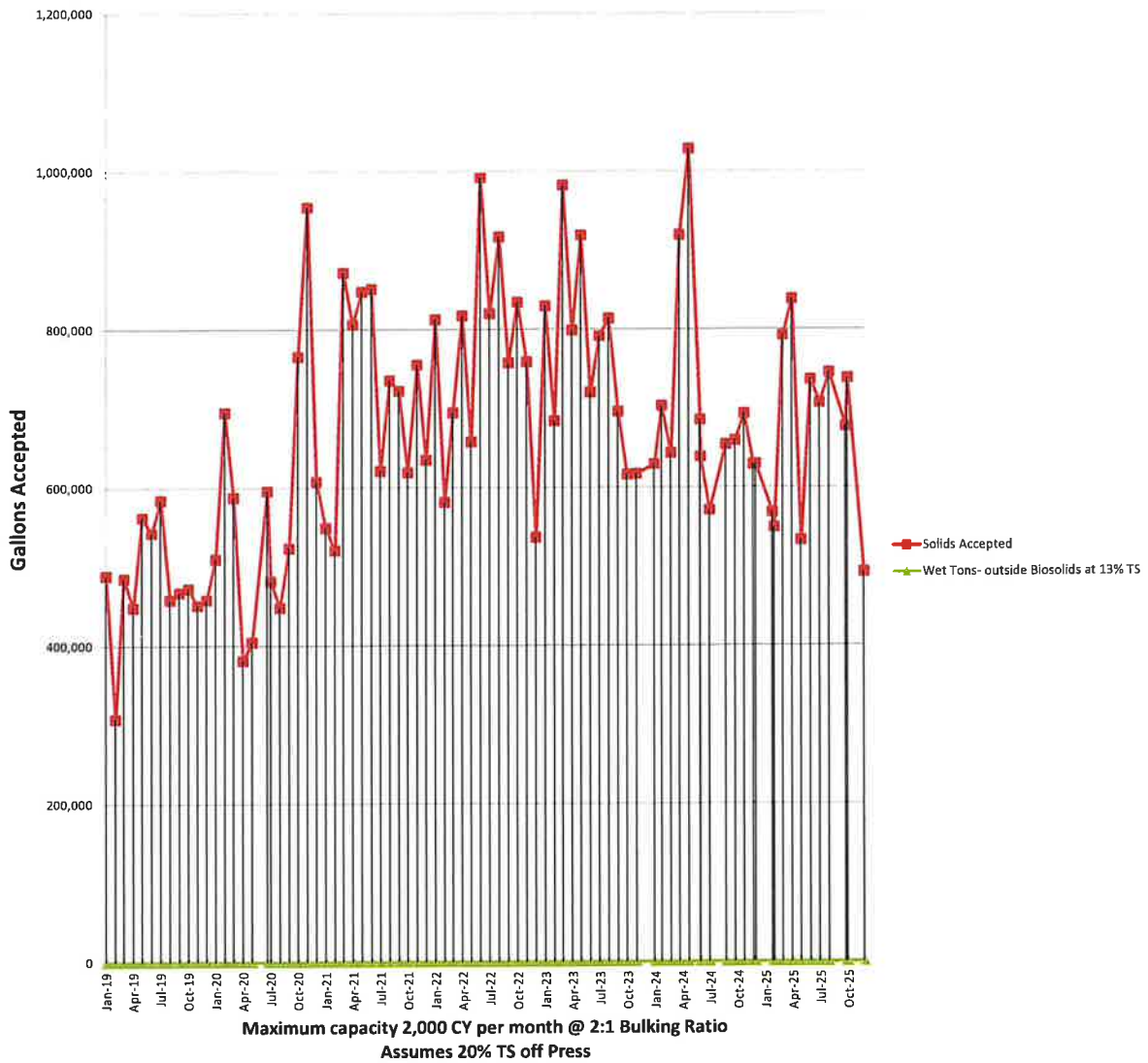
Significant Expenditures:

NONE

Ongoing Problems:

NONE

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



LaConner Wastewater Treatment Plant										
Monthly Data 2024										
Date	WWTP Total Flow	WWTP Daily Avg	WWTP Max Daily	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-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	-20%	735,991	638,796	15%	0	50.93
Jul-25	7,720,000	249,000	342,000	8,210,000	-6.0%	706,674	571,171	24%	0	23.33
Aug-25	7,780,000	251,000	307,000	8,970,000	-13.3%	745,172	654,239	14%	0	47.44
Sep-25	7,590,000	253,000	294,000	7,840,000	-3.2%	677,190	659,393	3%	0	48.63
Oct-25	8,490,000	274,000	335,000	9,550,000	-11%	737,769	693,239	6%	0	34.64
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

Nov-25

Alarms:	38	Emergency Calls	Ave # Responders:	3.7
Good Int 6	1	300 Med	34	
False 700	1	Special 900	2	

Calendar:

- 5-Nov Business
- 12-Nov SCBA
- 19-Nov Hose advance/ Gear check
- 22-Nov Live Fire
- 26-Nov Cancelled

Events:

- Turkey Trot
- Tree Lighting
- Thanksgiving
- Veterans Parade

Enforcement Notes:

- Car Blockings
- Kids Harrassing

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner

Sheriff's Report – November 2025

TimeDate	CaseNumber	NatureDesc	Category
11/2/2025, 2:36 PM	25-13686	Malicious Mischief	Property Crimes
11/5/2025, 3:48 PM	25-13807	911 Hangup Call	Other Incidents
11/6/2025, 6:03 PM	25-13868	911 Hangup Call	Other Incidents
11/7/2025, 1:17 PM	25-13892	Runaway Juvenile	Other Incidents
11/8/2025, 9:31 AM	25-13923	Lost Property	Civil
11/9/2025, 7:27 AM	25-13959	Weapon Violation	Other Incidents
11/9/2025, 10:35 PM	25-13992	Property Theft	Property Crimes
11/10/2025, 1:32 AM	25-13995	911 Hangup Call	Other Incidents
11/10/2025, 7:21 AM	25-14001	Traffic Enforcement	Motor Vehicle Incidents
11/11/2025, 7:30 AM	25-14047	Weapon Violation	Other Incidents
11/11/2025, 2:06 PM	25-14063	Welfare Check	Other Incidents
11/13/2025, 11:20 AM	25-14120	Vehicle Accident	Motor Vehicle Incidents
11/13/2025, 12:46 PM	25-14125	Disorderly Conduct	Other Incidents
11/13/2025, 2:30 PM	25-14129	911 Hangup Call	Other Incidents
11/14/2025, 6:03 AM	25-14143	911 Hangup Call	Other Incidents
11/14/2025, 7:45 AM	25-14146	Assault	Crimes Against Person
11/14/2025, 2:51 PM	25-14173	Juvenile Problem	Other Incidents
11/14/2025, 4:44 PM	25-14180	Removal Of Person	Crimes Against Person
11/19/2025, 3:00 PM	25-14372	Welfare Check	Other Incidents
11/19/2025, 10:32 PM	25-14389	Suspicious Circumstances	Other Incidents
11/22/2025, 12:00 AM	25-14490	Traffic Hazard	Motor Vehicle Incidents
11/29/2025, 2:43 PM	25-14777	Controlled Substance Problem	Drug/Alcohol
11/29/2025, 9:02 PM	25-14791	Noise Ordinance	Civil
11/29/2025, 10:57 PM	25-14797	Threats	Crimes Against Person
11/30/2025, 8:21 AM	25-14806	Boating Accident	Motor Vehicle Incidents
11/30/2025, 3:32 PM	25-14819	Suspicious Circumstances	Other Incidents
12/1/2025, 12:32 PM	25-14854	Vehicle Accident	Motor Vehicle Incidents
12/1/2025, 5:56 PM	25-W05915	Agency Assistance	Other Incidents

TIME IN TOWN 85 HOURS

TIME IN ZONE 647 HOURS



Incidents

Find address or place



x



Map

County



Info Summary



Incidents in Current View

28

Civil	2
Crimes Against Person	3
Drug/Alcohol	1
Motor Vehicle Incidents	5
Other Incidents	15
Property Crimes	2

La Conner

-122.490 48.394 Degrees

1000ft

Unfinished Business

- 1) Ordinance – 2025 Budget Amendment**
- 2) PUBLIC HEARING – 2026 Budget**
- 3) Ordinance – 2026 Budget**

Ordinance
2025 Budget Amendment

TOWN OF LA CONNER



Ordinance No. An ordinance amending the 2025 Budget

WHEREAS, the Town of La Conner adopted the 2025 Budget in final form by Ordinance No. 1253 on the 10th day of December 2024; and

WHEREAS, subsequent thereto it has become necessary for the Town of La Conner to amend said ordinance because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget, and

NOW THEREFORE BE IT ORDAINED BY THE LA CONNER TOWN COUNCIL AS FOLLOWS:

Section 1. The 2025 Budget, as represented in Ordinances No. 1253, and revenues and expenditures for 2025, is hereby amended as set forth below and Attachment A.:

Revenue Funds	Description	Previous Rev. Allocation	Increase	New Exp. Allocation
001 – General	CDBG Grant & Boat Contribution	1,544,149	109,114	1,653,263
003-Facilities	WCIA Reimb.	191,995	94,243	286,238
005 - Streets	Street Vacation Sale & Fire Boat	637,828.00	23,000	660,828
Expenditure Funds	Description	Previous Exp. Allocation	Increase	New Exp. Allocation
001 – General	Roof Retainage, Boat Costs & Floor Repairs	1,786,633	39,300	1,825,933
003 - Facilities	Floor Repairs & Retainage	250,184	129,834	380,018
401 - Water	Water System Plan	1,345,686	20,000	1,365,686

Section 2.

This ordinance shall take effect upon publication.

Enacted by a vote of the La Conner Town Council this 9th day of December, 2025.

Marna Hanneman, Mayor

ATTEST:

APPROVED AS TO FORM

Maria A. DeGoede, Town Clerk

Scott Thomas, Town Attorney

Attachment A

Revenue Funds	Description	Previous Exp. Allocation	Increase	New Exp. Allocation
001-General	CDBG Grant for Moore Clark Subarea	1,544,149	9,114	1,553,263
001-General	Port - Additional Contribution for New Fire Boat	1,553,263	100,000	1,653,263
003-Facilities	WCIA Reimb. Maple Hall Floors	191,995	94,243	286,238
005-Streets	Maple Ave Street Vacation Sale & Sale of Old Fire Boat.	637,828.00	23,000	660,828
Expenditure Funds	Description	Previous Exp. Allocation	Increase	New Exp. Allocation
001 - General	Fire Hall Roof Retainage 14,415 & Additional Boat Costs	1,786,633	19,300	1,805,933
001 – General	Town Hall Floor Repair (Flood)	1,805,933	20,000	1,825,933
003-Facilities	Maple Hall Flood Floor Repair	250,184	115,046	365,230
003-Facilities	Maple Hall HVAC Retainage	365,230	14,788	380,018
401-Water	Water System Plan	1,345,686	20,000	1,365,686

**Public Hearing
2026 Budget**

**Ordinance
2026 Budget**

TOWN OF LA CONNER

2026 Final Budget

Fund	Fund Name	Projected Beginning Fund Balances 1/0126	Revenues	Expenditures	Reserve	Projected Ending Fund Balances 12/31/26
001	Current Expense	1,304,928	1,287,941	1,455,441	96,262	1,041,166
002	Park & Port	224,980	265,185	385,304	1,965	104,861
003	Facilities	74,459	222,321	262,515		34,265
004	Public Art	25,007	2,540	4,500		23,047
005	Street	136,069	349,838	442,166	67,635	43,741
123	Hotel/Motel Tax	225,654	161,150	260,050		126,754
214	2018 LTGO Fire Hall	80,874	53,800	39,125		95,549
304	REET 1	335,432	30,950	-		366,382
305	REET 2	156,894	30,950	-		187,844
401	Water	1,702,121	1,514,471	1,695,872	169,074	1,351,646
403	Drainage/Flood	218,170	424,710	503,158	52,136	87,586
409	Sewer	1,086,193	936,359	1,132,250	774,206	116,096
412	Compost	1,598,393	1,180,194	1,245,528		1,533,059
Total		\$ 7,169,174	\$ 6,460,409	\$ 7,425,909	\$ 1,161,278	5,042,396

Beginning Fund Bal	\$ 7,169,174	Expenditures	\$ 7,425,909
Revenues	\$ 6,460,409	Ending Fund Bal	\$ 5,042,396
TOTALS	<u>\$ 13,629,583</u>	TOTALS	<u>\$ 12,468,305</u>

Town Policy - to maintain the fund balances equal to 20% of operating revenues.

Town Policy - to maintain a Contingency Fund of 10% of funded 6 Yr CIP for unforeseen projects.

Revenues 2025

General Fund - 001

Public Safety Tax	52,000.00	Special Purpose Fire Tax
Compost Utility Tax	98,000.00	10%
County Senior Center Grant (Co)	6,966.00	From Skagit County

Park & Port 002

Public Bicycle Repair Station	10,000.00	Funded by Hotel Motel
Public Restrooms/Maint	1,000.00	Funded by Hotel Motel

Facilities - 003

Chairs/Lights/Window UV	20,500.00	Funded by Hotel Motel
Public Restrooms	66,650.00	Funded by Hotel Motel (1k to Parks)

Streets - 005

TBD	68,500.00
Morris St. Mill/Overlay	

Expenditures 2025

001 General Fund - Reserve	Balances
Fire Equipment Reserve	?
Sale of Kirsch Property Balance	96,262.00 \$200,262 - Revenue from 2020 - Expended 40K Pmt Stations & 64K Kirsch Property

GENERAL FUND - 001

Computers	6,500.00	New Server
Remodle of Front Desk	5,000.00	
Town Hall Carpet	16,000.00	3rd Floor
Asset Management	25,000.00	Payroll/Finance/Utility Billing
Moore Clark Legal Fees	20,000.00	Court/Legal Fees
Fire Dept - Asset Management	10,000.00	
Fire Dept - Handheld Radios	18,000.00	Handheld Radios's 6000-8000 each Total 12,000
Fire Dept - Computers	7,059.00	Three new laptops and printer
Fire Dept.- SCBA Bottle Replace	10,000.00	5 Bottles
Fire Dept - VFF Gear	15,200.00	6 Life Jackets 2400, Life Suits 2800 & Bunker Gear Updates 10,000
Fire Dept.Warning Safety Lights	5,000.00	
Fire Dept - Generator & Scene Lights	5,000.00	Scene Lighting Upgrade 3000 & Generator - 2000

PARK & PORT - 002

Park Reserve	2,465.00	Jordan Street Reserve - Through Oct 2024
New Truck	14,000.00	Shared Costs
UTV Accessories	1,250.00	
Pole Saw	850.00	
Parks & Rec Programs	15,000.00	1K YMCA & 10K After School Program & 4K Library
Ground Maint.	36,000.00	
Pioneer Park Security Cameras	25,000.00	
Hazard Trees	12,000.00	
Morris/3rd St Stairs Design	25,000.00	
Log Park Rehab	18,000.00	
Public Bicycle Repair Station	10,000.00	Funded by Hotel Motel
Jordan St. End	50,000.00	Removed 9/15
Maple Park	50,000.00	Removed 9/15
Jensen Property	50,000.00	Removed 9/15
Kirsch Property	50,000.00	Removed 9/15

FACILITIES - 003

Garden Club Exterior Repair & Paint	150,000.00	Removed 9/15/25
Maple Hall Chairs/Tables	12,000.00	Funded by Hotel Motel
Maple Hall Exterior Paint	9,000.00	
Maple Hall UV Window	6,500.00	Funded by Hotel Motel
Maple Hall X-mas Lights	2,000.00	Funded by Hotel Motel
Restroom Cleaning	36,000.00	Funded by Hotel Motel

STREETS - 005**TIP Projects \$5,116,000**

Street Reserve	72,435.00	\$52,800 Parking Imp./Capital Projects - St. Ends \$7875/ Asphalt \$11,760 TBD ?
Sidewalk Repairs	12,000.00	
Asphalt Repairs	85,000.00	Asphalt Repair Fiinley Crosswalk
Crack Sealer	2,800.00	
Truck	14,000.00	Shared Costs
UTV Accessories	1,250.00	Shared Costs
Morris St. Mill/Overlay	30,000.00	TIB Grant Application
S. First Street Design	86,000.00	Removed 9/15/25

WATER - 401**CIP Projects \$10,341,000**

Water Reserve	177,154.00	\$108,917 RCE Fees/\$40,076 Water Capital/\$28,161 Capital Connections
Truck	14,000.00	Shared Costs
UTV Accessories	1,250.00	Shared Costs
Service Tapper	3,500.00	
Leak Detector	4,500.00	
Hoe Breaker	6,000.00	
PRV Maint.	40,000.00	
Hydrant/Valve Replacement	25,000.00	
Cellular Meter Upgrade	100,000.00	
Space Study PW	20,000.00	Relocation of Public Works - Engineering
Bowman Consulting	20,000.00	Share of Utility Rate Study
Channel Dr. Water Main Con	308,000.00	Engineering

DRAINAGE - 403

Drainage Reserve	52,136.00	17,636 Storm Drain Dev. & \$29,500 Slope Stabilization, 5000 Flood
Truck	14,000.00	Shared Costs
UTV Accessories	\$1,250	Shared Costs
Back Hoe Thumb	\$3,000	
Whatcom Drainage Improvement	\$12,000	
Maple/Caledonia Pipe Repair	\$65,000	
Caledonia /Third Pipe Repair	\$30,000	
Bowman Consulting	\$20,000	Share of Utiltiy Rate Study
New Street Sweeper	\$258,000	Removed 9/15/25

SEWER - 409**6 Year Sewer CIP \$880,000 - Does not include Plant upgrades**

Sewer Reserve	786,907.24	96,681 RCE's /487,560 Sewer Plant
		33,932 Sewer Pipe / 167,423 Sewer Plant Tribe/1,311 Tribe Pipe
		Sewer Plant Tribe inlcudes the 100K 2021 Reconciliation To Reserve
SCADA Programing	60,000.00	
Collection Pipe Replacemnt	100,000.00	
Influent Pump Replacemnt	60,000.00	
Bowman Consulting	45,000.00	\$25K Tribal Rates & \$20K Share of Utility Rate Study
Sewer Plant Upgrade Project	200,000.00	Removed 11/20/25

COMPOST - 412**6 Year Compost CIP \$528,000**

Compost Utilty Tax	88,000.00	2024 10% Allication
Building Improvements	200,000.00	Concrete Pads & Blocks
Machinery/Equipment	100,000.00	New Mixer

Town of La Conner



Ordinance No.

AN ORDINANCE ADOPTING THE 2026 BUDGET

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LACONNER, WASHINGTON AS FOLLOWS:

Section 1. The budget showing estimated revenues and expenditures for the Town of La Conner for the fiscal year 2026 is hereby adopted as follows:

<u>Fund No.</u>	<u>Fund Name</u>	<u>Revenues</u>	<u>Expenditures</u>
001	General Fund	\$1,287,941	\$ 1,455,441
002	Park & Port	265,185	385,304
003	Facilities	222,321	262,515
004	Public Art	2,540	4,500
005	Street	349,838	442,166
123	Hotel Motel Tax	161,150	260,050
214	Fire Hall Bond	53,800	39,125
304	REET 1	30,950	0
305	REET 2	30,950	0
401	Water	1,514,471	1,695,872
403	Storm Drainage	424,710	503,158
409	Sewer	936,359	1,132,250
412	Compost	1,180,194	1,245,528
TOTAL		\$6,460,409	7,425,909

Section 2. The Finance Director is hereby authorized to transmit a copy of this ordinance together with a copy of the final budget as adopted to the proper State offices and the Association of Washington Cities.

Dated this 9th day of December, 2025.

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Scott Thomas, Town Attorney

New Business

- 1) Agreement – Skagit County Senior Center Funding**
- 2) Agreement – Frontline Cleaning**
- 3) Agreement – TSA for Small Communities Cohort Grant
(King County)**
- 4) Agreement – Bayside Services CCTV of Sewer
(Recommendation - provided at meeting)**
- 5) Agreement – QCC SCADA Implementation
(Recommendation)**
- 6) Resolution – Appointment to the Planning Commission
(Summer Holt & Timothy Corey)**

Agreement
Skagit County Senior Center Funding

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

Skagit County
AND
The Town of La Conner

THIS AGREEMENT is made and entered into by and between The Town of La Conner ("Town") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE:** The County desires to provide funding to the Town to operate a Senior Services Program. For the purpose of this Agreement, a senior will be defined as any person 55 years of age or older.

2. **RESPONSIBILITIES:** It is agreed between the parties during the effective term of this Agreement, the County will provide funding for staffing and program supplies for the Town including senior service programs where older adults can conveniently access services and activities which support their independence, enhance their dignity, and encourage their involvement in and with their community. Programs may include discussion groups, educational classes, support groups, writing classes, yoga classes etc.

3. **TERM OF AGREEMENT:** The term of this Agreement shall be from January 1, 2026 through June 30, 2026.

4. **MANNER OF FINANCING:** The County shall reimburse the Town a sum not to exceed **three thousand, four hundred and eighty-three dollars (\$3,483.00)** for services, using the established GL Code 118-various, and any other GL code(s) necessary. Services including:

1. Salaries and benefits for staff; and
2. Office and program supplies incurred through the delivery of services in this agreement.

5. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The County's representative shall be Senior Services Manager.

5.2 Town's representative shall be Maria DeGoede.

6. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. **INDEMNIFICATION:** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability

shall attach to the County by reason of entering into this contract except as expressly provided herein.

8. **TERMINATION:** Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. **CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:** The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

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

11. **ENTIRE AGREEMENT:** This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

12. **OTHER PROVISIONS:**

Town of La Conner:

Marna Hanneman, Mayor

Date: _____

Print Name of Signatory

Mailing Address:
204 Douglas Street
P.O. Box 400
La Conner, WA 98257

DATED this _____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Peter Browning, Commissioner

Attest:

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

**Agreement
Frontline Cleaning**



Town of La Conner Services Agreement

Services Agreement

THIS AGREEMENT is entered into by and between the Town of La Conner, a Washington municipal corporation, hereinafter referred to as the "Town", and **Frontline Cleaning Services Corp**, a Washington corporation, hereinafter referred to as the "Contractor".

The Town and Contractor mutually agree as follows:

I. Scope and Schedule of Work.

- A.** The Contractor agrees to perform those services described in Exhibit "A," and Exhibit "B" attached hereto and incorporated herein.
- B.** All obligations and services of the Contractor undertaken pursuant to this Agreement shall be performed diligently and completely in accordance with professional standards of conduct and performance.
- C.** The Contractor shall comply with all applicable provisions of Washington State's Prevailing Wage law, Chapter 39.12 RCW.

II. Compensation and Payment.

- A.** The Town shall pay the Contractor the sum of **\$37,220.00** for the services performed under this Contract. Such payment shall be the total compensation for all work performed under this Agreement, including but not limited to all labor, reimbursable expenses, and equipment expenses. The following supplies shall be provided by the Town.
- B.** The Contractor shall be eligible for payment on a monthly basis, in an amount proportionate to the total compensation to be paid under this agreement. The Contractor shall submit an original written invoice with necessary and appropriate documentation, for work completed during the previous month.

- C. Payment shall be made through the Town's ordinary payment process and shall be considered timely if made within 30 days of receipt of a properly completed invoice.
- D. All payments shall be subject to adjustment for any amounts determined upon audit to have been improperly invoiced.
- E. In the event the Contractor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the Contractor authorizes the Town to deduct and withhold, or pay over to the appropriate governmental body, those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the Contractor's total compensation.

III. Termination of Agreement.

- A. The Town may terminate this Agreement at any time, with or without cause, by giving thirty (30) days' notice to the Contractor in writing.
- B. Neither party shall be considered to be in default in the performance of this Agreement to the extent that performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party.

IV. Contract Administration and Management.

- A. The Public Works Director for the Town shall have primary responsibility for administering and approving services to be performed by the Contractor and shall coordinate all communications between the Contractor and the Town.
- B. Any and all notices affecting, or relative to, this Agreement shall be effective if in writing and delivered or mailed, postage prepaid, to the respective party being notified at the address listed with the signature of this Agreement.
- D. The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

V. Independent Contractor Status.

- A. The Contractor is and shall be, at all times during the term of this Agreement, an independent contractor and not an employee of the Town.
- B. The Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the Contractor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and

obligations imposed as a result of the Contractor's status as an independent contractor. If the Town is assessed, liable, or responsible in any manner for those charges or taxes, the Contractor agrees to hold the Town harmless from those costs, including attorney's fees.

- C. The Contractor, at its sole expense, shall obtain and keep in force any and all necessary licenses and permits.

VI. Indemnification and Insurance.

- A. The Contractor shall indemnify, defend, and hold harmless the Town, its officials, officers, agents, employees, and volunteers from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, and expenses and costs arising out of the subject matter of this Agreement; provided that this provision shall not apply to the extent that damage or injury results from the fault of the Town or its officers, agents, or employees. The term "fault" as used herein shall have the same meaning as set forth in RCW 4.22.015, as that statute may hereinafter be amended.
- B. The Contractor specifically assumes potential liability for actions brought by the Contractor's own employees against the Town and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the State Industrial Insurance Law, RCW 51. THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS SPECIFICALLY ENTERED INTO PURSUANT TO THE PROVISIONS OF RCW 4.24.115 AND WAS THE SUBJECT OF MUTUAL NEGOTIATION.
- C. These indemnifications shall survive the termination of this Agreement.
- D. **Contractor shall maintain and keep in force the following insurance policies during the term of this Agreement:**
 - 1. **Commercial General Liability** Insurance, written on ISO occurrence form CG00 01, which shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Town.
 - 2. **Auto Liability** covering all owned, non-owned, hired and leased vehicles. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - 3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.

- E. A waiver or failure by either party to enforce any provision of this Agreement shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Agreement.

VII. Conflict of Interest.

No officer, employee, or agent of the Town, nor any member of the immediate family of any such officer, employee, or agent, shall have any personal financial interest, direct or indirect, in this Agreement. The Contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations. The Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed.

VIII. Interpretation and Venue.

- A. Washington law shall govern the interpretation of this Agreement. Skagit County shall be the venue of any arbitration or lawsuit arising out of this Agreement.
- B. If one or more of the clauses of this Agreement is found to be unenforceable, illegal, or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
- C. This Agreement constitutes the complete and final agreement of the parties and replaces and supersedes all oral and/or written proposals and agreements heretofore made on the subject matter and may be modified only by a writing signed by both parties.

- IX. Changes to Agreement.** The Town may, from time to time, require changes in the scope of the service to be performed hereunder. Such changes, including increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Town and the Contractor, shall be incorporated in written amendment to this agreement.

- X. Notices:** Any notices required to be given by the Town to the Contractor or by the Contractor to the Town shall be in writing and delivered to the parties at the following addresses:

Town Administrator
Town of La Conner
P.O. Box 400
La Conner, WA 98257

Contact: _____
Frontline Cleaning Services
PO Box 587
Burlington, WA 98233

IN WITNESS WHEREOF the Town and the Contractor have caused this Agreement to be executed on the dates written below.

APPROVED BY TOWN COUNCIL December-9-2025.

TOWN OF LA CONNER

Contractor

By: Mayor Marna Hanneman

By:

Date: _____

Date: _____

APPROVED AS TO FORM:

Scott G. Thomas
Town Attorney

EXHIBIT "A"

Professionally Clean/sanitize 4 public restrooms for public use at the locations of: 3RD and Morris Street (men's and women's); and 613 S First Street, (men's and women's).
2026 cleaning schedule attached as Exhibit "B."

Supplies provided by the Town of LaConner.



BID FOR: TOWN OF LACONNER

PUBLIC RESTROOM CLEANING FOR 2026 \$ 37,220.00

Clean 4 bathrooms per 2026 cleaning schedule.

Cleaning starts January 1st through December 31st.

385 regular cleanings with 12 holidays for a total of 397 cleanings.

Supplies provided by the Town of LaConner.

****This is a prevailing wage project. Prevailing wage will be paid and filed with the state.
The cost to file an intent and affidavit will be added to the first and last invoice of \$40.00 each.**

Town of LaConner _____ Date _____

Frontline _____ Date _____

Schedule: EXHIBIT "B"

Cleaning to begin January 1, 2026 and continue through December 31, 2026.

Contractor to perform 386 regular cleanings and 12 holidays, for a total of 397 cleanings.

Yellow - One Cleaning 9:AM, Red - Two Cleanings 9:AM & 3:PM, Green - Holiday One Cleaning 9:AM

First St Restrooms & Morris St Restrooms

2026

JANUARY						
S	M	T	W	T	F	S
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SEPTEMBER						
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NOVEMBER						
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DECEMBER						
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Agreement
TSA for Small Communities Cohort
Grant (King County)

Technical Services Agreement
Between King County and Town of La Conner
For Regional Collaboration for Better Resilience Outcomes in the Puget Sound Basin

This Technical Services Agreement (“Agreement”) is made and entered into by King County, as represented by its Executive Climate Office on behalf of the Puget Sound Climate Preparedness Collaborative (Collaborative), hereinafter referred to collectively as “County,” and Town of La Conner, hereinafter referred to as “Cohort Participant” (collectively referred to as the “Parties”) in order for the County to provide technical services to support the Cohort Participant’s climate preparedness activity project (the “Project”).

The Parties mutually agree as follows:

I. Purpose

The purpose of this Agreement is to provide a mechanism to execute, and establish expectations for, the Small Communities Cohort Program, as described in Exhibit A, attached to this Agreement and incorporated herein. King County will facilitate the Collaborative’s retention of Small Community Cohort Fellows (“Cohort Fellow”) who will work with Cohort Participants to refine and develop Projects consistent with the Regional Collaboration for Better Resilience Outcomes in the Puget Sound Basin grant awarded by the National Oceanic and Atmospheric Administration (“NOAA Grant”), Award Number NA24NOSX473C0116-T1-01 / NA24NOSX473C0116 / Mod 0.

II. Management of Technical Services Provision

- A. The provision of services under this Agreement will be managed for the County by the King County Climate Preparedness Manager, or other staff as designated by the County, and by Cohort Participant staff as may be designated by the Cohort Participant (“Project Administrator”).
- B. In the event that a dispute arises under this Agreement, it shall be resolved by and between the King County Climate Preparedness Manager and the Project Administrator. If the dispute cannot be resolved at that level, it shall be referred for resolution to the Director of the King County Executive Climate Office and the Director of the Cohort Participant. This dispute resolution provision shall not be construed as prohibiting either Party from seeking enforcement of the terms of this Agreement, or relief or remedy from a breach of the terms of this Agreement, in law or in equity. Venue for dispute resolution will be King County, Washington.

III. Responsibilities

A. Responsibilities of both Parties

- a. The Parties agree to work together to refine and finalize the Project scope of work as submitted by the Cohort Participant and selected by the County, consistent with the NOAA Grant. The Project scope of work is described in Exhibit B attached hereto and incorporated by reference. The final Project scope of work, as agreed to by the Parties in writing, will include Project tasks, a Project timeline, and Project deliverables.
- b. Changes in Project tasks, timeline, and/or deliverables must be agreed upon in writing, and in advance of taking action on any such changes, by the County and Cohort Participant.
- c. The Parties shall not, on the grounds of sex, race, color, gender, age, creed, disability, marital status, national origin, religion, pregnancy, gender identity or expression, domestic violence victimization, sexual orientation, honorably discharged veteran or military status, use of a service or assistive animal by a person with a disability, or any other status protected by federal, state or local law, exclude any person from participation in, or deny any person the benefits of, the work encompassed within the Project. Additionally, the Parties shall not, and shall not allow or permit, retaliation of any kind against anyone who in good faith reports incidents of harassment, discrimination, or inappropriate conduct.

B. Cohort Participant Responsibilities

- a. In addition to the responsibilities outlined in Section III (A), above, the Cohort Participant shall also be responsible for:
 - i. Granting written permission to the County, through signature of this agreement, to identify the Cohort Participant as a participant of the NOAA Grant.
 - ii. Providing informational and advertising materials, inclusive of logos, for the County and Collaborative website, social media, and other public facing interfaces.
 - iii. Providing input on, and supporting implementation of, Project tasks undertaken by the County in accordance with the Project scope of work as described in Exhibit B and any amendments thereto. This may include providing input via meetings, emails, or phone calls; document review; helping to connect County staff with relevant community documents; and other as-needed support necessary to successful completion of the work.

C. County Responsibilities

- a. The County, on behalf of the Collaborative, shall be responsible for:
 - i. Assigning a Small Community Cohort Program Fellow ("Cohort Fellow") to the Project. The Cohort Fellow may have up to four communities assigned to their

work portfolio at any given point in time. Ensuring Cohort Fellows are supporting the needs of the Project. Cohort Fellows will be expected to assist with: (1) research; (2) facilitating meetings; (3) coordinating; (4) working with technical consultants; (5) developing project materials, as identified in the finalized Cohort work plan; (6) quarterly reporting; and project management; (7) completion of a final Cohort Program Report and community case studies; and (8) other duties as assigned and relevant to completing the Project scope of work.

- ii. Contracting with any consultant(s) identified by both Parties in supporting the project. The Cohort Participant will receive a maximum of \$32,708 worth of time in as-needed professional consulting services, to be paid for directly by the County, unless approved otherwise by King County.
- iii. Supervising all Cohort Fellows, King County Project staff, and contracting time paid for with NOAA funds. For environmental compliance purposes, all work performed and completed using NOAA funds will be in accordance with applicable federal, state, and local laws, and will adhere to best management practices and NOAA grant requirements.

IV. Duration, Termination, and Amendment

- A. This Agreement shall be effective upon the date of the last signature affixed below, and will expire on December 31, 2027 unless terminated sooner or extended as provided herein.
- B. This Agreement may be terminated by either Party upon 30 days written notice.
- C. This Agreement may be amended or extended only by written agreement of the Parties.
- D. This Agreement is not assignable by either Party, either in whole or in part.
- E. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto and their successors and assigns. No other person will have any right of action based upon any provision of this Agreement.
- F. No joint venture or partnership is formed as a result of this Agreement. No employees, agents or subcontractors of one Party will be deemed, or represent themselves to be, employees of any other Party.
- G. This Agreement is a complete expression of the intent of the Parties and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the Parties which shall be attached to the

original Agreement.

- H. The Parties' obligations under this Agreement are contingent upon the ongoing availability of funds under the NOAA Grant during the duration of this Agreement. If funding under the NOAA Grant ceases, the County will provide notice to Cohort Participant and the Agreement may be terminated, pursuant to Section IV, above.

V. Indemnification and Hold Harmless

County shall protect, defend, indemnify, and save harmless the Cohort Participant, its officers, officials, and employees, while acting within the scope of their employment, from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from County's own negligent acts or omissions, or the negligent acts or omissions of County's officials, officers, or employees arising under the terms of this Agreement. The Cohort Participant shall protect, defend, indemnify, and save harmless County, its officers, officials, and employees, while acting within the scope of their employment, from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the Cohort Participant's own negligent acts or omissions, or the negligent acts or omissions of the Cohort Participant's officials, officers or employees arising under the terms of this Agreement. Each Party agrees that its obligations under this Article V extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event that either Party incurs any judgment, award, and/or cost arising therefrom, including attorney's fees, to enforce the provisions of this Article, all such fees, expenses, and costs shall be recoverable from the responsible Party to the extent of that Party's culpability. The indemnification provided for in this Article V shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the _____ day of _____, 2025.

King County:

Approved as to Form

By: _____ By: _____

Title: Deputy Prosecuting Attorney

Title: Director, Executive Climate Office

Town of La Conner

Approved as to Form

By: _____

By: _____

Title: _____

Title: _____

EXHIBIT A

Task 2 of the NOAA Grant Project Narrative

EXHIBIT B

The Project Scope of Work

Project Narrative

The following is an excerpt from the project narrative describing the National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Regional Challenge grant awarded to King County on behalf of the Puget Sound Climate Preparedness Collaborative. For the full project summary and project narrative, please email PSCPC@Kingcounty.gov.

Task 2. Create a Small Communities Cohort Program to support climate preparedness in smaller and less resourced jurisdictions and Tribes.

In western Washington, many smaller urban and rural jurisdictions and Tribes reside in areas that are prone to coastal flooding, river flooding, wildfire, and wildfire smoke. However, these same jurisdictions and Tribes often lack the staffing, funding, or other resources to address their specific climate preparedness and resilience needs. This can exacerbate existing inequities that increase the vulnerability of residents in those communities to climate change.

Task 2 will help address these challenges by building capacity for climate preparedness planning and implementation in smaller and less resourced jurisdictions and Tribes in the Puget Sound basin. This will be done by:

- Engaging smaller and less-resourced jurisdictions and Tribes to identify and support climate preparedness information and resource needs specific to those communities. (Task 2.1)
- Creating a Small Communities Cohort Program to directly support work on community-identified climate preparedness priorities in nine to 12 smaller and less-resourced jurisdictions and Tribes. (Task 2.2)

Smaller and less resourced jurisdictions are currently defined as jurisdictions with 50,000 or fewer residents and/or communities with 15 percent or more of the population living at 200 percent of poverty level or lower. All Coast Salish Tribes are automatically included in the scope of Task 2 programming. Criteria will be finalized as part of Task 2 implementation. Task deliverables and anticipated completion dates are included at the end of this task description.

Task 2.1 Engage smaller and less-resourced jurisdictions and Tribes to identify and support climate preparedness information and resource needs specific to those communities.

Collaborative staff will conduct outreach to smaller and less resourced jurisdictions and Tribes in the Puget Sound region for the purpose of: 1) identifying climate preparedness information and resource needs specific to these communities, 2) ensuring that Collaborative programming and technical resources are addressing those needs, and 3) raising awareness about the Collaborative, the Small Communities Cohort Program, and other ways that participation in the Collaborative can support their climate preparedness work.

Task 2.1 outreach will include an electronic survey of smaller and less resourced jurisdictions and Tribes, to be conducted as part of the community preparedness needs survey in Task 1.1. An estimated 15 jurisdictions and Tribes will also be selected for more in-depth phone interviews. Collaborative staff will use federal and state data to identify jurisdictions that meet final criteria for smaller and less resourced jurisdictions.

Survey results will be used to ensure that the full range of Collaborative programming described in this proposal is responsive to the needs of smaller and less resourced jurisdictions and Tribes. This includes

integrating identified needs/topics into Collaborative calls, webinars, and convenings; hosting webinars specifically for smaller and less resourced communities; and providing technical resources that address the specific needs of smaller and less resourced jurisdictions and Tribes. This integration will be documented in work plans developed in Task 1.

Task 2.2. Create a Small Communities Cohort Program to directly support work on community-identified climate preparedness priorities.

The Collaborative will create a Small Communities Cohort Program providing up to 24 months of capacity support for climate preparedness work in nine to 12 smaller and less resourced jurisdictions and Tribes in the Puget Sound region. The program will help participating jurisdictions and Tribes implement one or more climate preparedness priorities by providing staffing support and up to 100 hours of consulting assistance per community. The approach will also support the development of a peer cohort, case studies, and technical resources that benefit other smaller and less resourced jurisdictions and Tribes in the Puget Sound region. There is no cost to participating jurisdictions and Tribes.

The following summarizes the Collaborative's planned approach to the Small Communities Cohort Program. Some adjustments may be needed to accommodate community and implementation needs.

Cohort Selection. Cohort jurisdictions and Tribes will be selected via an application process in which applicants identify the climate preparedness activity(ies) they would like supported. Proposed activities should take a maximum of 18 months to complete. Advanced notice of the opportunity will be provided prior to opening the application period to give communities time to identify candidate projects. Collaborative staff will be available to provide pre-application guidance and assistance to interested jurisdictions and Tribes. The Collaborative Steering Committee, Collaborative Program Coordinator, and King County Climate Preparedness Program Manager will review and select Cohort participants.

Collaborative staff will work with selected Cohort participants to refine project ideas before finalizing Cohort work plans. To the degree possible, participants will be grouped thematically based on project type (e.g., vulnerability assessment), climate impacts (e.g., coastal flooding, wildfire), or geography to help leverage resources and build peer partnerships. Three Cohort sub-groups with up to four jurisdictions and/or Tribes each will be created and staffed. Support needs and guidelines for allocating time between projects will be identified as part project finalization.

Cohort Program Staffing. The Collaborative anticipates hiring three Small Community Cohort Fellows annually (or up to six Fellows total) for the two years that the Cohort Program hosts participants. Each Cohort Fellow will be assigned to one of three Cohort sub-groups. Cohort Fellows will be responsible for supporting implementation of community projects in their Cohort sub-group, including research, facilitating meetings, coordinating and working with technical consultants, developing project materials, quarterly reporting, and project management. Additional support for integration of equity and Tribal priorities in the Small Communities Cohort Program will be provided by the Climate Equity and Tribal Partnerships Fellows described in Tasks 3 and 4.

The Collaborative will tap into climate-focused early career programs like [CivicSpark Fellows](#), [Washington Climate Corps Network](#), and [American Climate Corps](#) for staffing the Cohort sub-groups and supporting community projects. Local cost share requirements for hosting Fellows will be covered by this grant, eliminating the cost for Cohort communities. Cohort Fellows will be hosted by King County and supervised by King County's Climate Preparedness Program Manager. Additional supervisory support will be provided by the Program Coordinator. The Climate Preparedness Program Manager and Program Coordinator will work with outgoing and incoming Fellows to ensure a smooth transition between

Regional Collaboration for Better Resilience Outcomes in the Puget Sound Basin

Fellows.

Consulting Support. In addition to staffing support from the Cohort Fellows, each participating jurisdiction or Tribe will receive up to 100 hours of professional consulting services to support their project. Anticipated consultant support needs will be identified as part of project finalization but will remain flexible to accommodate needs that emerge as work gets underway. King County will contract with the consultant(s) and oversee the consulting support provided to jurisdictions.

Assessment and Knowledge Sharing. Interim and final program evaluation, inclusive of accomplishments, lessons learned, recommended improvements, and insights gained through the work with the Cohort communities will be documented in Cohort Program reports prepared by the Cohort Fellows. Cohort community case studies will also be developed and shared via Collaborative programming (webinars, monthly meetings, etc.), the Collaborative website, and workshops or conferences. Additionally, insights gained throughout the program will be integrated into the range of Collaborative programming activities described in this proposal.

Task 2. Deliverables and anticipated completion dates	
2.1. Community needs survey developed and administered for smaller and less resourced jurisdictions and Tribes (conducted as part of Task 1.1 survey work). Start promoting Small Community Cohort Program and anticipated application period to candidate communities as part of survey outreach.	Q1-Q2 2025
2.2. Technical memo summarizing small community survey responses and recommendations for supporting needs via the Small Communities Cohort Program and other Collaborative grant activities finalized.	Q2 2025
2.3. Small Communities Cohort Program qualifying criteria, program guidelines, and application materials finalized. Small Communities Cohort Program application period opened.	Q2 2025
2.4. Cohort communities selected and community projects finalized.	Q3 - Q4 2025
2.5. 2026 Small Community Cohort Fellows hired and placed with Cohort groups.	Q4 2025 -Q3 2026
2.6. Consultant services for Cohort communities secured. Consultant work occurring as-needed through project completion.	Q4 2025; Q1 2026-Q3 2027
2.7. Quarterly progress reports from Fellows on Cohort activities completed.	Q1 2026 - Q4 2027
2.8. 2027 Cohort Fellows hired and placed with Cohort groups. Project work continues.	Q4 2026 – Q3 2027
2.9. Cohort community projects completed.	Q3 2027
2.10. Interim and final program evaluation reports. Case studies developed	Q4 2026, Q4 2027

Small Communities Cohort Program - **DRAFT Scope of Work**

Participating Community: La Conner

Project Title: Adaption Mitigation Pathway Development for the Town of La Conner

Background

The Puget Sound Climate Preparedness Collaborative (Collaborative) is a network of local and county governments, Tribes, and organizations in the Puget Sound basin working together to advance climate preparedness. In 2024, the Collaborative was awarded a three-year federal grant from the National Oceanic and Atmospheric Administration to expand climate adaptation learning, collaboration, and technical support opportunities for Puget Sound jurisdictions and Tribes. As part of the grant, the Collaborative launched a Small Communities Cohort Program designed to provide shared staffing and consulting support for climate preparedness projects by Tribes and smaller and less-resourced jurisdictions across the Puget Sound region.

This document contains the scope of work for climate preparedness projects proposed by La Conner as part of the Collaborative's Small Communities Cohort Program. La Conner is a small town in Skagit County, Washington with a population of only 1,000 people. Due to its small size, La Conner has an extremely limited capacity for climate work. Sitting up against the Swinomish channel, they face threats from changing climate conditions including sea level rise and increased river flooding. Approximately 80% of the town of La Conner is in a floodplain.

Project Overview

This project will support La Conner's efforts to address the increasing threats of flooding and sea level rise on the community. The project will build from a 2023 sea level rise and flooding study to identify adaptation pathways for sequencing adaptation strategies to current and future risks. Key questions to be explored in the project include:

- What can be done to adapt to or mitigate the impacts of sea level rise and flooding in La Conner?
- How much would adaptation options cost?
- What implementation trigger(s) should be considered for implementing adaptation options?
- What does the community think about options/implementation triggers?
- Is there a way to avoid strategic retreat?

Work on the project will entail:

1. Analyzing relevant adaptation pathways and engaging staff to develop a deeper understanding of SLR and flood risk mitigation options.

2. Evaluating anticipated costs for implementing adaptation pathways approaches.
3. Developing an Adaptation Pathways Plan with community input that has clear and objective adaptation pathways with trigger points for implementation.
4. Developing policy recommendations to support inclusion of the APP in La Conner's Comprehensive Plan Climate Element.

Task details are described below. For the purposes of this scope, "Project Team" refers to Puget Sound Climate Preparedness Collaborative staff assigned to support this project. "La Conner Project Administrators" refers to La Conner staff serving as project points of contact and liaisons to the Project Team.

Task 1: Adaptation Pathways Approach Literature Review and Staff Engagement

Description. The Project Team will review relevant jurisdiction's adaptation pathways approaches to identify adaptation pathways for La Conner. The Project Team will engage with La Conner staff for feedback on potential adaptation pathways and triggers for sea level rise and flooding in La Conner. Work on Task 1 includes:

- 1.1 *Task scoping.* Finalize task scope and work plan in coordination with La Conner Project Administrators.
- 1.2 *Literature review.* Review existing literature and state of practice for developing the adaptation pathways approach. Summarize key findings relevant to La Conner's intended application of the adaptation pathways approach for sea level rise and flooding.
- 1.3 *Staff engagement.* Engage La Conner staff for input and/or feedback on potential adaptation pathways and triggers for sea level rise and flooding in La Conner.
- 1.4 *Draft technical memo.* Develop technical memo (including one review draft) summarizing key findings from staff engagement and literature review.

Task 1 deliverables and due dates:

Task Deliverable	Due Date
1a. Review draft of technical memo summarizing adaptation pathways approaches and staff engagement findings	March 31, 2026
1b. Final technical memo summarizing adaptation pathways approaches and staff engagement findings	May 15, 2026

Task 2: Community Engagement on Risk Reduction Approaches

Description. The Project Team will build upon La Conner's 2023 sea level rise (SLR) and flooding work by engaging community to learn about community needs and preferences regarding climate adaptation work and to develop a deeper understanding of potential SLR and flooding risk mitigation options. Additional staff engagement will also be conducted as needed to support action development reflective of community input. Work on Task 2 includes:

- 2.1 *Task scoping.* Finalize task scope and work plan in coordination with La Conner Project Administrators.
- 2.2 *Community engagement.* The Project Team will work with La Conner Project Administrators to develop and implement a community engagement plan designed to document community opinions and solicit feedback on town resilience efforts and potential adaptation pathways. Engagement activities may include one or more meetings or webinars.
- 2.3 *Staff engagement.* The Project Team will work with La Conner Project Administrators host as-needed additional staff engagement as needed for reviewing and discussing community feedback.
- 2.4 *Draft plan.* Develop an Adaptation Pathways Plan with community input that has clear and objective adaptation pathways with trigger points for implementation.

Task 2 deliverables and due dates:

Task Deliverable	Due Date
2a. Review draft of technical memo summarizing engagement findings	September 15, 2026
2b. Final technical memo summarizing engagement findings	October 15, 2026

Task 3: Financial Analysis of Adaptation Pathways Approaches

Description: The Project Team will secure and oversee consulting services to analyze the cost of implementing adaptation pathways approaches being considered for the Adaptation Pathways Plan. Work on Task 3 includes:

- 3.1 *Finalize task scope.* Finalize a consulting scope of work for the Request for Proposal (RFP) with the La Conner Project Administrators.
- 3.2 *Select a consultant.* In collaboration with La Conner Project Administrators, identify and complete contracting with the consultant. Share necessary project background and context.
- 3.3 *Coordinate with the consultant.* Coordinate with the consultant on meeting project schedule and deliverables, as identified in the consultant agreement.
- 3.4 *Staff engagement.* The Project Team will work with La Conner Project Administrators to host as-needed staff engagement to support the economic assessment work.

Task 3 deliverables and anticipated due dates:

Task Deliverable	Due Date
3a. Consultant RFP project scope of work finalized	December 31, 2025
3b. Consultant hired. Work initiated.	March 15, 2026
3c. Draft financial analysis technical memo *	October 15, 2026
3d. Final technical memo summarizing anticipated costs for implementing adaptation pathways approaches*	November 30, 2026

** subject to change based on final scoping with consultant and La Conner Project Administrators*

Task 4: Develop Adaptation Pathways Plan

Description. In collaboration with La Conner Project Administrators, the Project Team will develop an Adaptation Pathways Plan to guide future work on sea level rise and flood adaptation. Work on Task 4 includes:

- 2.5 *Task scoping.* Finalize task scope and work plan in coordination with La Conner Project Administrators.
- 2.6 *Draft plan.* Develop an Adaptation Pathways Plan informed by staff input, community input, and consultant work in Task 3 that has clear and objective adaptation pathways with trigger points for implementation.

Task 4 deliverables and due dates:

Task Deliverable	Due Date
4a. Review draft of Adaptation Pathways Plan	January 15, 2027
4b. Final Adaptation Pathways Plan	March 1, 2027

Task 5: Comprehensive Plan Climate Element Policy Recommendations to Support the Adaptation Pathways Plan

Description. The Project Team will support La Conner Project Administrators and staff on integrating Adaptation Pathways Plan recommendations into La Conner's Comprehensive Plan Climate Element. Work on Task 3 includes:

- 3.1 *Task scoping.* Finalize task scope and work plan in coordination with La Conner Project Administrators.
- 3.2 *Develop initial recommendations.* Draft potential Comprehensive Plan Climate Element policies. Work with Project Administrators and share with staff and leadership for review and input.
- 3.3 *Draft policy recommendations.* Based on feedback from La Conner staff, develop final policy recommendations.

Task 5 deliverables and due dates:

Task Deliverable	Due Date
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5a. Technical memo with draft Climate Element policy recommendations	May 4, 2027
5b. Technical memo with final Climate Element policy recommendations	June 4, 2027

Project Schedule

The project work period is January 1, 2026 through June 30, 2027. The general task schedule is provided below.

Task	Q1 2026	Q2 2026	Q3 2026	Q4 2026	Q1 2027	Q2 2027
1 – Adaptation Pathways Approach Literature Review and Staff Engagement						
2 – Community Engagement on Risk Reduction Approaches						
3 – Financial Analysis of APP Execution						
4 - Develop Adaptation Pathways Plan						
5 – Comprehensive Plan Climate Element Policy Recommendations to Support the Adaptation Pathways Plan						

Key Personnel

La Conner Project Administrators

- Ajah Eills, Planning Director
- MaryLee Chamberlain, Councilmember

Puget Sound Climate Preparedness

Collaborative Project Staff

- Emma Van Orsow, NOAA Fellow (staff lead)
- Lara Whitely Binder, King County Climate Preparedness Manager (supervisor)
- LaKecia Farmer, Project Manager (supervisor)

Agreement
Bayside Services CCTV of Sewer
(Recommendation)

Agreement
QCC SCADA Implementation
(Recommendation)



SUPPLY OF GOODS & SERVICES AGREEMENT

Between Town of La Connor Water and
QCC Quality Controls Corporation

This agreement is made between Town of La Connor Water (hereinafter "The Owner") and QCC Quality Controls Corporation (hereinafter "Vendor")

AGREEMENT

I. DESCRIPTION OF WORK

Vendor shall provide the following materials, supplies, equipment, goods, and/or perform the following services for The Owner:

The scope of services described in Exhibit A – Quotation #***Q4612A- La Connor Aeration Basin and SCADA System Upgrades – Control Panel Hardware***

II. TIME OF COMPLETION

Upon the effective date of this Contract, Vendor shall complete the work and provide all goods, materials, and services within 180 days of notice to proceed.

III. COMPENSATION

The Owner shall pay the Vendor the amount of **\$39,800.00** plus applicable sales tax.

Vendor shall submit invoices to The Owner upon delivery of equipment, materials and/or documentation demonstrating the results of services provided under the above referenced description of work. The Owner may object to any portion of an invoice and withhold disputed amounts while the parties work to resolve the issue.

A. Defective or Unauthorized Work

The Owner may withhold payment for defective or unauthorized goods or services until the vendor has corrected the disputed work to industry standards and the terms of the description of work.

B. Final Payment & Waiver of Claims

Vendor's acceptance of final payment constitutes a waiver of all claims except those properly identified as unsettled at the time of the final payment request.

IV. INDEPENDENT CONTRACTOR

Vendor is an independent contractor and has full control over the details of its work. The Owner is interested only in the final results.

V. TERMINATION

Either party may terminate this Contract, with or without cause, upon (60) days' written notice to the other party. Vendor shall be compensated for all materials provided and costs incurred at the time of termination up to the total amount of this agreement.

VI. CHANGES

The Owner may issue written amendments for changes in the goods, materials, or services as mutually agreed upon by the owner and the vendor.

Vendor must proceed with changed work upon receiving written or oral direction and may later protest equitable adjustments as allowed under Section VII.

VII. CLAIMS

Vendor must provide written notice of any claim within (14) calendar days of the event giving rise to the claim, including:

1. Date of claim
2. Nature/circumstances of claim
3. Contract provisions supporting claim
4. Estimated cost and basis for calculation
5. Schedule impact analysis (if applicable)

Failure to follow these procedures waives the claim.

Vendor must continue performance pending resolution.

VIII. WARRANTY

Vendor warrants that goods are merchantable, fit for their intended purpose, and conform to specifications. Vendor shall correct defects within one year of acceptance.

IX. DISCRIMINATION

Vendor shall not discriminate in employment basis on race, religion, color, sex, age, sexual orientation, national origin, or disability.

X. INDEMNIFICATION

Vendor shall defend, indemnify, and hold The Owner harmless from all claims arising from performance of this Contract, except for those caused solely by The Owner's negligence.

This section includes a waiver of Vendor's industrial insurance immunity.

XI. INSURANCE

Vendor shall maintain commercial general liability insurance with limits of at least:

- \$2,000,000 each occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products liability aggregate

The Owner must be named as an additional insured.

Failure to maintain insurance constitutes a material breach.

XII. WORK PERFORMED AT VENDOR'S RISK

Vendor is responsible for safety and assumes all risk for work performed.

XIII. MISCELLANEOUS PROVISIONS

A. Non-Waiver

Failure to enforce any provision does not constitute a waiver.

B. Governing Law & Dispute Resolution

This Contract shall be governed by the laws of the State of Washington. The parties agree to attempt mediation before arbitration or litigation.

C. Written Notice

All notices must be sent to the addresses specified in the signature section and become effective three business days after mailing.

D. Assignment

No assignment is allowed without written approval.

E. Modification

Modifications must be in writing and signed by both parties.

F. Entire Contract

This Contract supersedes all prior verbal statements. Exhibits are incorporated by reference.

G. Compliance with Laws

Vendor shall comply with all applicable laws and regulations.

H. Counterparts

This Contract may be executed in counterparts.

I. Debarment

Vendor must certify that it and its subcontractors are not on federal or state debarment lists.

The terms of this agreement are accepted by the following authorized signers.

QCC Quality Controls Corp

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Town of La Connor Washington

Signature: _____

Printed Name: _____

Title: _____

Date: _____

NOTICES TO BE SENT TO:

James Cross:

QCC Quality Controls Corporation

5015 208th ST SW, Suite 1B

Lynnwood, WA 98155

Phone: 425-967-7110

Email: JamesC@quality-controls.com

Owners Representative:

Attn: Kevin Wynn

Water and Wastewater Services

12154 Chilberg Road

La Connor, WA 98257

Phone: 360-466-4443

Email: kevinw@wwsvc.com

Exhibit A - Quotation and Scope of Work



**QUALITY
CONTROLS**

CORPORATION

5015 208th St. SW, Suite 1-B
Phone (425) 778-8280

Lynnwood, Washington 98036
www.qualitycontrolscorp.com

Quotation

October 28, 2025 Quote Number: Q4612A

To: Water and Wastewater Services
 Attn: Kevin Wynn, Owner and Wastewater Director

Project: La Connor Aeration Basin and SCADA System Upgrades – Control Panel
 Hardware

Reference: Onsite review and meeting, 4/29/2025

Terms: Net 30

FOB: Lynnwood, WA

Freight: Prepaid and allowed

This quote is valid for 60 days.

QCC is pleased to provide quotation for the above referenced project. Quality Controls Corp. (QCC) provides services and materials, FOB Lynnwood, WA, complete, ready for installation and field termination by others. QCC's quoted price does not include tax or the cost to bond this project.

Please call me with any technical questions or if you have any questions concerning the pricing on this quotation.

Sincerely,
Nathan DeBoldt

5015 – 208th Street S.W. Unit 1B Lynnwood, Washington 98036
Phone: 425.778.8280 Fax: 425.778.4541
Email: NathanD@Quality-Controls.com

Pricing

Price for Scope of Work Detailed Below

\$ 39,800.00

Scope of Work

QCC shall furnish the following equipment as indicated below. This quotation includes hardware design service and equipment supply only. Programming and integration services to be provided under a separate engineering services quotation.

1.1 New Rotor Basin DO Control Panel – UL listed complete and ready for installation by others

- NEMA 4/12 rated enclosure
- Panel light
- Main Breaker – 120VAC, 1p, 20A
- Transient Voltage Surge Suppressor
- DC UPS System, with battery
- Allen-Bradley CompactLogix PLC with required I/O, including:
 - 16 discrete inputs
 - 16 discrete outputs
 - 8 analog inputs
 - 4 analog outputs
- Industrial Ethernet switch
- All required circuit protection, including feeder breakers, including qty two (2) for Hach SC4500 units
- Programming shelf and door-mounted receptacle
- Ethernet connection to office SCADA computer
- All required terminals, labels, markers, ducts, fuses,

Owner-Furnished Equipment and Services

- Hach DO and ORP sensors to be installed at the aeration ditch
- Confirmation that Hach transmitter(s) support Ethernet/IP communication
- Owner to provide control narrative outline for aeration/ORP strategy
 - Owner to provide and/or verify communications services (internet, phone line, or VOIP system) required for alarm notification
- Licensed Electrical installation services for all new equipment.

Clarifications and Exclusions

- QCC provides the hardware and equipment listed above only. QCC to provide customer programming, integration and startup services under a separate contract.
- All conductors and wiring external to the control panels are to be provided by others. QCC will provide onsite coordination to specify all required raceways and conductors.
- Any third-party software, cellular service contracts, or internet service fees beyond the first year (except as noted for Win911) are excluded from QCC's scope

- QCC will host the factory testing witnessed at our Lynnwood, WA facility for all new control panels included in this proposal.
- QCC provides CAD-based drawings, Bill of Materials, and Operation and Maintenance manuals for all equipment included in this proposal.
- QCC does NOT provide any additional equipment or services other than what is listed in the following scope of work.
- This proposal assumes that internet and phone service will be at the plant office, and that no additional telemetry equipment (radios, antennas, modems, etc.) will be required to facilitate internet service to the new SCADA computer.
- We reserve the right to increase the pricing quoted herein to account for force majeure events, the imposition of new or increased tariffs, import/export fees, duties, customs, or taxes, currency fluctuations, or increases in commodity or market pricing.

QCC provides the following unless specifically excluded on our bill of material:

- Equipment shipped FOB factory with freight allowed, tailgate, destination.
- Field wiring diagrams showing interconnection of field instruments and instrumentation panels.
- Instruction manuals as required.
- All necessary field start-up and calibration of the equipment we supply.

QCC does NOT provide the following unless specifically included in our bill of material:

- Pipe, tubing, valves or fittings between the instrument and the process.
- Conduit, wire or cable not integral to instrument or control panels supplied by QCC.
- Mounting brackets, stanchions, supports or mounting pads not an integral part of the instrument.
- Labor to install the equipment.
- The Cost, (if due to local union regulations), to have local craftsmen make adjustments or wiring modifications to our equipment during start-up and calibration.
- Any material or services not in our quoted sections.

Resolution
Appointment to the Planning
Commission
(Summer Holt & Timothy Corey)

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENTS TO THE LA CONNER PLANNING COMMISSION

WHEREAS, Section 15.130.020 of the La Conner Municipal Code authorizes the Mayor to appoint citizens of La Conner to serve on the La Conner Planning Commission; and,

WHEREAS, the Mayor has reappointed Sommer Holt to fulfill a term on the Planning Commission that expires December 31, 2031; and,

WHEREAS, the Mayor has reappointed Timothy Corey to fulfill a term on the Planning Commission that expires December 31, 2031 and

WHEREAS, the Town Council desires to consent and approve the appointments;

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of La Conner consents and approves of the reappointment of Sommer Holt to Position 5 on the La Conner Planning Commission.

BE IT FURTHER RESOLVED, that the Town Council of the Town of La Conner consents and approves of the reappointment of Timothy Corey to Position 2 on the La Conner Planning Commission.

Approved by vote of the La Conner Town Council this 9th day of December, 2025.

TOWN OF LA CONNER, WASHINGTON

Marna Hanneman, Mayor

ATTEST:

Approved as to form:

Maria DeGoede, Finance Director

Town Attorney

IX.

Mayor Roundtable

- 1) December 23, 2025 Council Meeting Cancelation**