Cathlamet Town Council – Regular Meeting Agenda

VIA ZOOM VIRTUAL MEETINGS – Monday, December 21st, 2020 at 6:00 pm

MEETING ID: 789 428 4989 – PASSWORD: 418781 – PHONE: 669.900.6833; 346.248.7799; 929.205.6099

NEXT ORDINANCE NO.: 639-20 **NEXT RESOLUTION NO.: 402-20**

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **PROCLAMATIONS:** ***None***
4. **AGENDA APPROVAL:** *A motion to approve the agenda to establish this meeting's approved "action items."*
5. **CONSENT AGENDA**: *Items on the Consent Agenda are defined as routine in nature that do not warrant detailed discussion or individual action by the Council; therefore, all items remaining on the consent agenda shall be approved and adopted by a single motion, second, and vote by the Council.*
   - **A.** Regular Meeting Minutes: December 7, 2020
   - **B.** Payroll/Benefit Checks & EFTs: # 41034 through 41050, $43,399.27
   - **C.** Claims Checks & EFTs through: 12/15/2020, # 64643 through 64710, $183,290.37
6. **PUBLIC COMMENT**: Non-Agenda Items (3 min per Speaker)
7. **PRESENTATIONS:**
   - **A.** Community Center Outreach: Cecile Bamer
8. **STAFF REPORTS:** A. Clerk-Treasurer B. PW Superintendent C. Fire Chief D. Librarian
9. **NEW BUSINESS:**
   - **A.** RFQ Architectural Services Request
   - **B.** Right-of-Way Permit: The Spar
10. **OLD BUSINESS:**
    - **A.** Sewer Fund Financial Analysis
11. **ORDINANCES:**
    - **A.** **FINAL:** Ordinance 639-20, Amending Ord. 505 & CMC CH 12.30 Relating to Park Rules
    - **B.** **FINAL**: Ordinance 640-20, Adopting the 2021 Budget
    - **C.** **FINAL:** Ordinance 641-20, Establishing a Hearing Examiner System; Adding New CH to CMC Title 2; & Amending Existing Sections of CMCs
12. **RESOLUTIONS:**
    - A. Resolution 402-20, extending the Town's COVID-19 Utility Customer Support Program to April 2021
    - **B.** Resolution 403-20, extending the Town's Emergency Proclamation to April 2021
13. **PUBLIC COMMENT:** Continued (3 min per Speaker)
14. **COUNCIL DISCUSSION:**
15. **ADJOURNMENT:**

Agenda Cover Page – December 21, 2020

4. Agenda Approval.

A motion to approve the agenda and establish this meeting's approved "action items."

5. Consent Agenda.

Items on the Consent Agenda are defined as routine in nature that do not warrant detailed discussion or individual action by the Council; therefore, all items remaining on the consent agenda shall be approved and adopted by a single motion, second and vote by the Council.

- **A.** Regular Meeting Minutes: December 7, 2020
- **B.** Payroll/Benefit Checks & EFTs: #41034 through 41050, $43,399.27
- **C.** Claims Checks & EFTs through: 12/15/2020; #64643 through 64710, $183,290.37

ACTION REQUESTED

Motion to approve the consent agenda.

ATTACHMENTS:	
A. Meeting Minutes	B. Check Register 11/17/2020-12/21/2020

REPORTED BY: Sarah Clark, Clerk-Treasurer

Town of Cathlamet, Washington

REGULAR MEETING – MINUTES – DECEMBER 7, 2020

Next Ordinance No.: 636-20 Next Resolution No.: 402-20

1. **CALL TO ORDER:** Mayor Dale Jacobson called this Regular Meeting to order at 6:00 pm on Monday, December 7, 2020 VIA ZOOM WEBINAR – MEETING ID 789 428 4989, Cathlamet, WA.

2. **ROLL CALL:** PRESENT: Mayor Dale Jacobson; Councilmembers Robert Stowe, Bill Wainwright, David Olson, and Laurel Waller. ALSO PRESENT: C/T Sarah Clark, PW Supt. David McNally, T/A Fred Johnson, and members of the public.

3. **PROCLAMATIONS:** *None.*

4. **AGENDA APPROVAL:** *None.*

5. **CONSENT AGENDA:** Motion passed to approve Regular Meeting Minutes 11/16/2020 M/S/V: Olson/Waller(4-0)

6. **PUBLIC COMMENT:** *None.*

7. **PRESENTATIONS:** Motion passed to approve Change Order #1 and the Final Project Report for the Columbia St. Waterline Replacement Project as outlined by Jon Hinton with Gray & Osborne. M/S/V: Wainwright/Olson(4-0)

8. **NEW BUSINESS:**
   A. Motion passed to award the Timber Harvest Bid for Logging & Hauling Services to C&C Logging. Stowe called the question; Vote: (3-1 abstention: Wainwright) C/T explained that C&C's bid was well under the other bidders which will provide the Town with the most revenue for the timber harvest; and that C&C has previously worked for the Town on a harvest project and came highly recommended by the Town Forester.
   B. Motion passed to approve an accounting software upgrade. M/S/V: Waller/Stowe(4-0) C/T explained that the Town's current accounting software will no longer be supported for enhancements due to the company focusing more on cloud-based solutions; C/T requested approval to upgrade to this cloud-based version which costs roughly double the amount the Town is currently paying but the promotional offer saves the Town over $21,000.
   C. Sewer ECY Appeal for the Hotel Cathlamet was tabled to allow staff more time to research this.
   D. Council discussed options to develop a utility assistance program which could provide aid to low-income customers with their utility bills, similar to the PUD's assistance program. C/T and T/A will work on this and bring back information to the Council for approval.
   E. Mayor Jacobson stated that he would continue as the MRC liaison and CM Olson offered to be his backup if needed.

9. **OLD BUSINESS:**
   A. Motion passed to approve the Professional Services Contract with Ecological Land Services to aid the Town with the permitting process for the Dock repairs. M/S/V: Olson/Waller(4-0) T/A explained the details of the contract, including that it has a not-to-exceed amount of $11,000.
   B. Fire Chief Barton summarized his written report in regard to the Sprinkler System Ordinance and it was agreed that a revision could be proposed to the Council in January.
   C. CM Waller requested that the Council resume working on finding a more equitable way to charge sewer customers; and requested C/T to contact RCAC to see if they could provide the Town assistance again.

10. **ORDINANCES:**
   A. Motion to adopt Ordinance 636-20, amending several sections of the CMCs in relation to the keeping of pets in town-limits. M/S/V: Olson/Stowe(4-0)
   B. Motion to adopt Ordinance 637-20, amending ordinance 616 & 272; and Chapters 5.05, 3.75, 5.14, & 18.55 relating to business licenses. M/S/V: Olson/Waller(4-0)
   C. Motion to adopt Ordinance 638-20, relating to penalties for civil infractions and adding Title 1 to the CMCs. M/S/V: Olson/Stowe(4-0).

D. Motion passed to approve the 1st reading of Ordinance 639-20, amending ordinance 505 and CMC Chapter 12.30 relating to park rules, with revisions including identifying which parks it applies to and adding a penalties section for violations. M/S/V: Wainwright/Waller(3-1 abstention: Olson)
E. Motion passed to approve the 1st reading of Ordinance 640-20, adopting the 2021 Budget. M/S/V: Olson/Waller(3-1 abstention: Wainwright)
F. Motion passed to approve the 1st reading of Ordinance 641-20, establishing a Hearing Examiner System and adding a new chapter to CMC Title 2. M/S/V: Stowe/Wainwright(3-1 abstention: Olson)

11. RESOLUTIONS: *None.*

12. PUBLIC COMMENT: *None.*

13. COUNCIL DISCUSSION/REPORTS: Councilmembers reported on their liaison positions and briefly discussed the vacancy of CM Lake's position which will be advertised this week.

14. ADJOURNMENT: This Regular Meeting was adjourned at 8:38 p.m.

APPROVAL:

Dale Jacobson, Mayor

Sarah Clark, Clerk-Treasurer

CHECK REGISTER

Town Of Cathlamet — Time: 11:17:03 Date: 12/17/2020
MCAG #: 0764 — 11/17/2020 To: 12/21/2020 — Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3472	11/24/2020	Claims	22	EFT	Zoom Video Communications	16.12	Video Conf. Subscription
3473	11/18/2020	Claims	22	EFT	American Assoc. Notaries	43.85	Notary Supplies
3561	12/09/2020	Claims	22	EFT	Department of Revenue	3,969.19	Excise Tax 2020-11
3607	12/15/2020	Claims	22	EFT	Chevron & Texaco Business Card Svcs	200.91	EMS Fuel;
3608	12/15/2020	Claims	22	EFT	Wahkiakum PUD No 1	6,657.72	Utilities 2020-11
3609	12/15/2020	Claims	22	EFT	UPS	6.18	Shipping Charge
3610	12/15/2020	Claims	22	EFT	Lowe's Credit Center	1,241.16	PW Supplies
3611	12/15/2020	Claims	22	EFT	Ricoh USA, Inc.	301.99	Copier Leases; 2020-12
3612	12/15/2020	Claims	22	EFT	Cascade Networks	380.21	Fibre Services 2020-12
3613	12/15/2020	Claims	22	EFT	Cascade Networks	49.00	Fibre Service 2020-12
3614	12/15/2020	Claims	22	EFT	CenturyLink, Inc.	811.53	Landlines 2020-12
3615	12/15/2020	Claims	22	EFT	CNA Surety Direct Bill	50.00	Notary Surety Bond
3616	12/15/2020	Claims	22	EFT	Department Of Licensing	30.00	Notary Licenses
3617	12/15/2020	Claims	22	EFT	Adobe Inc.	16.13	PDF Software
3618	12/15/2020	Claims	22	EFT	AT&T Mobility	405.84	CFD Cell Phones 2020-12
3619	12/15/2020	Claims	22	EFT	AT&T Mobility	461.21	PW/LB Cell Phones 2020-12
3620	12/15/2020	Claims	22	EFT	Pitney Bowes Global Financial Svcs, LLC	549.60	Postage Machine Lease;
3701	12/17/2020	Claims	22	EFT	Nutter Corporation		G&O Project # 20250.00 - Voided
3369	11/17/2020	Claims	22	64643	Mobility Concepts, Inc.	4,035.00	FH Lift Maintenance Agreement - 3yrs
3371	11/17/2020	Claims	22	64644	Wabe, LLC		Refund For Variance Request - Voided
3372	11/17/2020	Claims	22	64645	Wabe, LLC	250.00	Refund For Variance Request
3387	11/19/2020	Claims	22	64646	Wahkiakum County District Court	1,316.86	Municipal Court Start-Up Costs
3559	12/09/2020	Claims	22	64647	Trailer Depot of Woodland	4,951.27	2021 Big Tex Trailer 7k 5x10
3621	12/21/2020	Claims	22	E64648	Daniel Bigelow	180.00	EMS Stipends 2020-11
3622	12/21/2020	Claims	22	64649	Novalee Knopp	95.00	EMS Stipends 2020-11
3623	12/21/2020	Claims	22	64650	Steve Lewis	465.00	EMS Stipends 2020-11
3624	12/21/2020	Claims	22	E64651	Jodie Mason	210.00	EMS Stipends 2020-11
3625	12/21/2020	Claims	22	E64652	Austin C Smith	400.00	EMS Stipends 2020-11
3626	12/21/2020	Claims	22	E64653	Ashley Tawater	285.00	EMS Stipends 2020-11
3627	12/21/2020	Claims	22	E64654	Paul Tillman	220.00	EMS Stipends 2020-11
3628	12/21/2020	Claims	22	64655	Valerie Windsor	40.00	EMS Stipends 2020-11
3643	12/17/2020	Claims	22	E64656	ALS Group USA, Corp.	397.00	Drinking Water Testing
3644	12/17/2020	Claims	22	64657	Airgas USA, LLC	326.93	Cyl Rental
3645	12/17/2020	Claims	22	E64658	Amazon.com Services, Inc.	10,706.70	Misc Dept; Supplies
3646	12/17/2020	Claims	22	64659	American Water Works Assoc	86.00	Membership Dues; 2021
3647	12/17/2020	Claims	22	E64660	Daniel Bigelow	320.00	EMS Stipend Reissued
3648	12/17/2020	Claims	22	64661	Arvid Blix	5,100.00	Water Connection Refund
3649	12/17/2020	Claims	22	64662	Braun NW, Inc.	1,835.58	CFD; Vehicle Service
3650	12/17/2020	Claims	22	E64663	CB Pacific, Inc.	908.50	Software Renewal
3651	12/17/2020	Claims	22	E64664	Cascade Columbia Distribution Co.	1,249.28	WWTP Chemicals
3652	12/17/2020	Claims	22	E64665	Cathlamet Building Materials	372.67	PW Misc; Supplies/Parts
3653	12/17/2020	Claims	22	64666	Cathlamet Pharmacy #1148	101.09	CFD Supplies
3654	12/17/2020	Claims	22	64667	Cemetary District #1	10.00	Pioneer Cemetery Lease Agreement
3655	12/17/2020	Claims	22	E64668	Cowlitz Clean Sweep	1,108.28	Street Sweeping; 2020-10 & 11
3656	12/17/2020	Claims	22	64669	Demco, Inc	1,659.90	Library; Supplies
3657	12/17/2020	Claims	22	E64670	Department Of Ecology - Cashiering Unit	98.00	Wastewater Operator Cert 2021
3658	12/17/2020	Claims	22	64671	Elochoman Valley Partners, LLC	670.05	LB/FH; Janitorial 2020-11
3659	12/17/2020	Claims	22	64672	Emergency Medical Products, Inc	951.16	EMS Operating Supplies
3660	12/17/2020	Claims	22	64673	Forrest Mora Landscaping	887.70	Lawn Care; 2020-11
3661	12/17/2020	Claims	22	64674	Grainger, Inc.	3,536.22	PW; Parts

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3662	12/17/2020	Claims	22	64675	Gray & Osborne, Inc.	4,056.75	Project # 20250.00
3663	12/17/2020	Claims	22	64676	Hamer Electric, Inc.	2,888.55	WWTP Ditch Mixer
3664	12/17/2020	Claims	22	64677	Keys Plus Locksmiths	12.91	Lock Change
3665	12/17/2020	Claims	22	64678	Long Bell Security	109.75	Fire Alarm Monitoring; Qtr 1 2021
3666	12/17/2020	Claims	22	E64679	David S McNally	1,364.62	Reimbursement For Supplies
3667	12/17/2020	Claims	22	64680	Moore Auto, Inc.	171.39	Vehicles Parts/Supplies
3668	12/17/2020	Claims	22	64681	More Power Technology Group	2,540.77	Information Tech 2020-12
3669	12/17/2020	Claims	22	64682	National Color Graphics	426.46	Utility Billing Cards
3670	12/17/2020	Claims	22	64683	NewRock Homes, INC.	300.00	200181.00 - 18 LINQUIST LANE
3671	12/17/2020	Claims	22	64684	NewsBank, Inc.	182.00	Library Subscription
3672	12/17/2020	Claims	22	64685	Robert Ohrberg	153.76	Ambulance Transport Refund
3673	12/17/2020	Claims	22	E64686	One Call Concepts Inc	12.84	Utility Notifications; 2020-11
3674	12/17/2020	Claims	22	64687	Penguin Management, Inc.	2,246.69	EDispatches 2020 01-06/2021
3675	12/17/2020	Claims	22	64688	Purchase Power	450.00	Prepaid Postage 2020-12
3676	12/17/2020	Claims	22	E64689	Quill LLC	167.57	TH Supplies
3677	12/17/2020	Claims	22	64690	Ricoh USA, Inc.	4,672.26	Copier Usage/Scanning Project
3678	12/17/2020	Claims	22	64691	Salsbury Industries	3,379.52	Pool Capital Expense
3679	12/17/2020	Claims	22	64692	Sam Longtain Construction	1,119.04	Gangway Removal
3680	12/17/2020	Claims	22	E64693	Austin C Smith	539.13	CFD Reimbursement
3681	12/17/2020	Claims	22	64694	Superior Tire Service	2,444.71	CFD Vehicle Maint
3682	12/17/2020	Claims	22	64695	Systems Design	111.60	EMS Billing 2020-11
3683	12/17/2020	Claims	22	64696	T&L Communications, Inc.	112.98	Library Fire Alarm Monitoring; Qtr 1 2021
3684	12/17/2020	Claims	22	64697	Town Of Cathlamet	1,749.15	Utilities 2020-12
3685	12/17/2020	Claims	22	E64698	Traffic Safety Supply Co.	4,809.40	Street Signs/Traffic Control
3686	12/17/2020	Claims	22	64699	USA Blue Book	315.45	WTP Supplies
3687	12/17/2020	Claims	22	64700	United Rentals, NW America, INC	4,370.71	WWTP; Preventative Maint
3688	12/17/2020	Claims	22	64701	WCIF	8,576.21	Emp. Benefits Binder
3689	12/17/2020	Claims	22	64702	Wahkiakum Chamber Of Commerce	750.00	Interlocal Agreement; Pymt 1/3
3690	12/17/2020	Claims	22	64703	Wahkiakum County Eagle	732.88	Publications
3691	12/17/2020	Claims	22	64704	Wahkiakum County Treasurer	13,371.72	Boege Rd. Sewer Connections; Law Enforcement Contract 2020-11; Law Enforcement Contract 2020-12; Law Enforcement Contract 2020-12
3692	12/17/2020	Claims	22	64705	Wahkiakum E R & R Fund	2,966.55	PW Vehicle Fuel
3693	12/17/2020	Claims	22	64706	Wahkiakum West Internet	55.36	WTP Internet 2020-12
3694	12/17/2020	Claims	22	64707	Watkins Tractor & Supply	1,544.79	Waterfront Park Drainage Supplies
3695	12/17/2020	Claims	22	64708	Jay Watson	88.74	Reimbursement
3696	12/17/2020	Claims	22	64709	Wilcox & Flegel - Wilson Oil, Inc.	278.83	Vehicle Supplies
3704	12/17/2020	Claims	22	64710	Nutter Corporation	58,253.45	G&O Project # 20250.00

001 Current Expense	43,601.49
101 Streets	7,697.66
102 Library	3,843.00
107 CE Cumulative Reserve	8,576.21
109 EMS Cumulative Reserve	10,085.27
120 Tourism Development Reserve	1,034.32
402 Water O/M Fund	86,442.20
403 Sewer O/M Fund	16,010.22
405 Utility Deposit Reserve	6,000.00

CHECK REGISTER

Town Of Cathlamet — Time: 11:17:03 Date: 12/17/2020
MCAG #: 0764 — 11/17/2020 To: 12/21/2020 — Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					Claims:	183,290.37	
					* Transaction Has Mixed Revenue And Expense Accounts	183,290.37	

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the TOWN OF CATHLAMET, Wahkiakum County, State of Washington, and that we are authorized to authenticate and certify to said claim.

The above listed vouchers totaling $ 183,290.37 are approved for payment on the 17TH day of December, 2020. (If payments are EFT and/or payments due prior to the usual date of payment, the date input will reflect the date the Voucher Review Committee signed this page.)

Councilmember

Councilmember

ATTEST: _____
Sarah Clark, Clerk-Treasurer

Agenda Cover Page – December 21, 2020

Presentations.

7A. Community Center Outreach: Cecile Bamer

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/21/2020
• **Second Presentation:**	

SUMMARY

Cecile serves as main staff person at the Community Center. In that capacity Cecile is responsible for community outreach and networking, including the importance of maximizing opportunities for Community Center outreach amid the current COVID-19 lock down as the opportunities are limited, youth mentoring (with 4-H), Work Source, etc.

5-10 minutes

Please refer to Cecile for further information.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to … none at this time

ATTACHMENTS:	
A.	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

8. Staff Reports.

A. Clerk-Treasurer
B. PW Superintendent
C. Fire Chief
D. Librarian

Clerk-Treasurer Report – Financials of November 2020

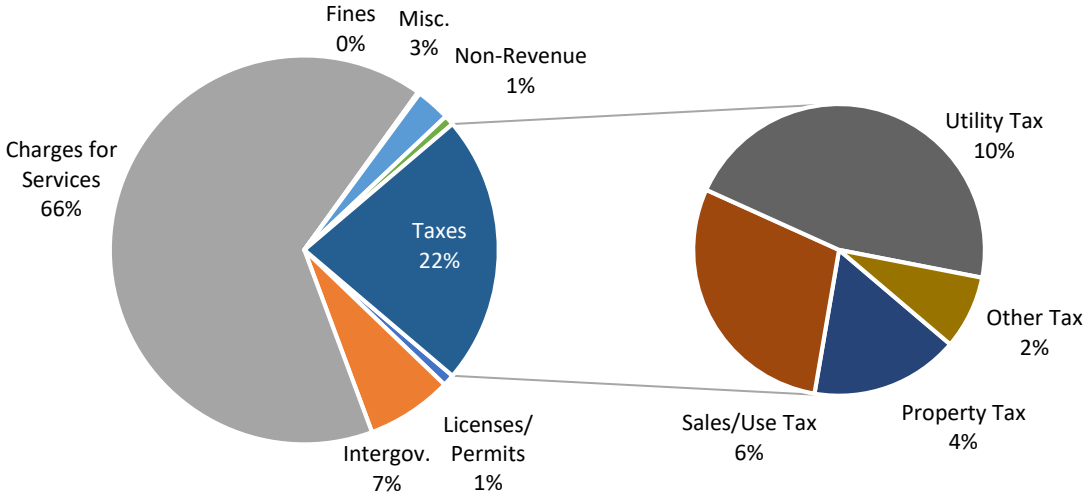
Staff Report Summary:

Investment Totals:	$2,524,270.70	Bank Account Value:	$ 682,474.85
October Earnings:	$334.21	Cash on Hand Value:	$ 140.00
NET Earnings Rate:	.1611 %		
		Total Funds:	$3,206,855.55

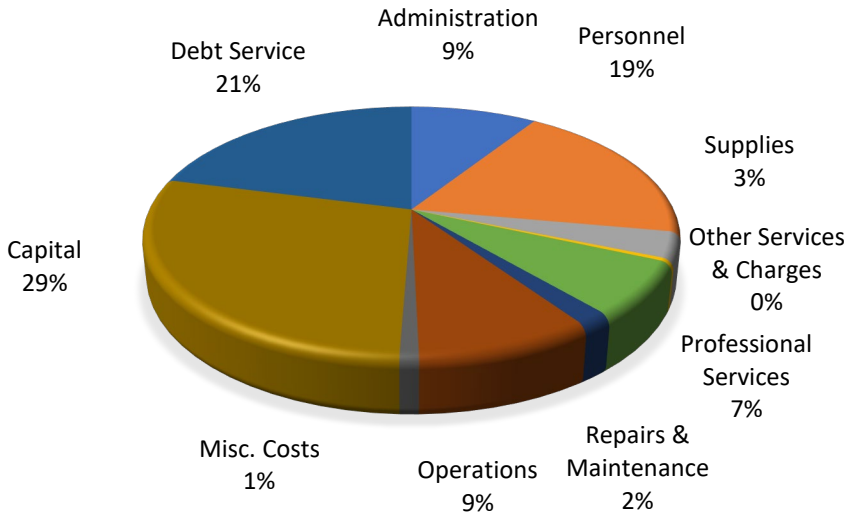
ATTACHMENTS:

A. Fund Totals B. Account Totals C. 2020 YTD Totals

YTD Revenues by Type **YTD Received: 91.7%**



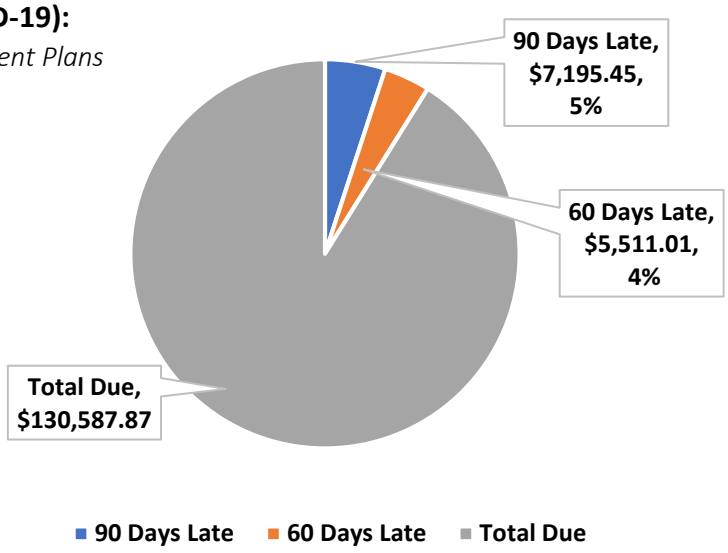
YTD Expenditures by Category **YTD Spent: 43.6%**



Clerk-Treasurer Report – Financials of November 2020

Utility Payments Status (COVID-19):

5 Customers have COVID-19 Payment Plans



TREASURERS REPORT

Account Totals

Town Of Cathlamet
MCAG #: 0764

11/01/2020 To: 11/30/2020

Time: 11:06:10 Date: 12/01/2020

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	LGIP Investments	2,523,906.49	334.21	0.00	2,524,240.70	0.00	0.00	2,524,240.70
6	Xpress EFT	5,599.31	21,162.51	0.00	26,761.82	-3,486.99	0.00	23,274.83
22	BOP -**509	604,390.45	198,725.17	136,196.65	666,918.97	-12,381.37	4,662.42	659,200.02
92	Town Hall Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
93	Library Cash Drawer	40.00	0.00	0.00	40.00	0.00	0.00	40.00
	Total Cash:	3,134,036.25	220,221.89	136,196.65	3,218,061.49	-15,868.36	4,662.42	**3,206,855.55**
		3,134,036.25	220,221.89	136,196.65	3,218,061.49	-15,868.36	4,662.42	**3,206,855.55**

TREASURERS REPORT

Fund Totals

Town Of Cathlamet
MCAG #: 0764

11/01/2020 To: 11/30/2020

Time: 11:06:10 Date: 12/01/2020

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense	492,859.54	68,355.53	40,340.21	520,874.86	2,486.19	0.00	-242.16	523,118.89
101 Streets	116,940.14	874.60	2,721.03	115,093.71	462.36	0.00	0.00	115,556.07
102 Library	17,686.05	148.60	2,724.95	15,109.70	174.86	0.00	0.00	15,284.56
107 CE Cumulative Reserve	694,635.97	76.72	135.00	694,577.69	0.00	0.00	0.00	694,577.69
108 Fire Dept Cumulative Reserve	15,641.14	1.73		15,642.87	0.00	0.00	0.00	15,642.87
109 EMS Cumulative Reserve	42,721.84	19,063.91	7,820.28	53,965.47	615.33	0.00	0.00	54,580.80
120 Tourism Development Reserve	15,599.95	520.24	217.19	15,903.00	0.00	0.00	0.00	15,903.00
301 Cap Projects Reserve	106,752.45	2,035.35		108,787.80	0.00	0.00	0.00	108,787.80
402 Water O/M Fund	956,395.08	59,756.13	42,090.31	974,060.90	45.14	0.00	-6,456.96	967,649.08
403 Sewer O/M Fund	339,783.58	31,738.16	34,943.96	336,577.78	799.43	0.00	-4,825.12	332,552.09
405 Utility Deposit Reserve	31,595.51	3,900.00	780.00	34,715.51	79.11	0.00	0.00	34,794.62
406 Water Debt Service Reserve	73,260.52	8.09		73,268.61	0.00	0.00	0.00	73,268.61
407 Sewer Debt Service Reserve	229,869.48	29,319.11		259,188.59	0.00	0.00	-4,049.12	255,139.47
	3,133,741.25	215,798.17	131,772.93	**3,217,766.49**	4,662.42	0.00	-15,573.36	**3,206,855.55**

2020 YEAR TO DATE TOTALS

Town Of Cathlamet
MCAG #: 0764

Time: 09:00:11 Date: 12/17/2020

Fund	Revenues	Expenditures	Net
001 Current Expense	946,307.44	464,980.16	481,327.28
101 Streets	155,145.03	48,600.71	106,544.32
102 Library	57,718.94	47,972.04	9,746.90
107 CE Cumulative Reserve	717,747.99	31,746.51	686,001.48
108 Fire Dept Cumulative Reserve	45,842.11	30,199.24	15,642.87
109 EMS Cumulative Reserve	143,803.41	98,186.78	45,616.63
120 Tourism Development Reserve	19,998.47	5,129.79	14,868.68
301 Cap Projects Reserve	109,894.12	0.00	109,894.12
402 Water O/M Fund	2,097,588.18	1,202,140.94	895,447.24
403 Sewer O/M Fund	680,162.53	358,664.22	321,498.31
405 Utility Deposit Reserve	49,268.32	17,452.81	31,815.51
406 Water Debt Service Reserve	114,202.65	40,934.04	73,268.61
407 Sewer Debt Service Reserve	711,324.08	434,276.34	277,047.74
	5,849,003.27	2,780,283.58	3,068,719.69

2020 BUDGET POSITION TOTALS

Town Of Cathlamet
MCAG #: 0764

Time: 09:01:57 Date: 12/17/2020

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	990,531.93	946,307.44	95.5%	990,531.93	464,980.16	47%
101 Streets	156,865.38	155,145.03	98.9%	156,865.38	48,600.71	31%
102 Library	58,929.69	57,718.94	97.9%	58,929.69	47,972.04	81%
107 CE Cumulative Reserve	720,377.90	717,747.99	99.6%	720,377.90	31,746.51	4%
108 Fire Dept Cumulative Reserve	45,938.65	45,842.11	99.8%	45,938.65	30,199.24	66%
109 EMS Cumulative Reserve	163,776.31	143,803.41	87.8%	163,776.31	98,186.78	60%
120 Tourism Development Reserve	23,917.65	19,998.47	83.6%	23,917.65	5,129.79	21%
301 Cap Projects Reserve	100,534.85	109,894.12	109.3%	100,534.85	0.00	0%
402 Water O/M Fund	2,506,519.97	2,097,588.18	83.7%	2,506,174.97	1,202,140.94	48%
403 Sewer O/M Fund	712,576.94	680,162.53	95.5%	712,576.94	358,664.22	50%
405 Utility Deposit Reserve	56,076.15	49,268.32	87.9%	56,076.15	17,452.81	31%
406 Water Debt Service Reserve	114,473.28	114,202.65	99.8%	114,473.28	40,934.04	36%
407 Sewer Debt Service Reserve	728,888.29	711,324.08	97.6%	728,888.29	434,276.34	60%
	6,379,406.99	5,849,003.27	91.7%	6,379,061.99	2,780,283.58	43.6%

Cathlamet Fire Department
Town of Cathlamet
255 2nd Street
Cathlamet, Washington 98612

Chief's Report December 2020

To Mayor Jacobson esteemed members of the town council good evening.

Call volume- as of the writing of this report our EMS calls stand at 387 and a total of 33 since my last report. This is about 45 fewer than the same time last year. Fire responses consisted of 1mutual aid response for District 4 Fire and 1 smoke alarm activation on Columbia St.

Facilities- No major issues noted.

Equipment- All vehicles appear to be in working order.

Personnel-. We are still holding limited drills and training events as the COVID-19 restrictions allow.

Current Projects- CFD personnel are continuing to adhere to the COVID-19 response guidelines that have been advised by the CDC, Washington Department of Health and at the direction of our medical program director. We still have 4 of our EMT's enrolled in IV therapy course. This will increase their capabilities of providing care to patients and will increase our current number of IV certified EMT's significantly.

Events- CFD will try to participate in a practice burn that District 4 Fire is hosting soon.

If you have any questions or need to contact me, please feel free to call or text the phone number listed below.

Respectfully Submitted,

Vernon T. Barton, Chief
Cathlamet Fire Department
360-957-5769

Cathlamet Public Library
TOC Librarian Report,
December 4, 2020

- Physical Circulation was 304 in November down from 402 in October. We were closed for three holidays on days when we are open other months.
- Two new volunteers are in training.
- Weeding has begun on Adult Nonfiction to make room for newer books to be shelved.
- The inventory of Junior Nonfiction is about half done. Still to go: Junior Picture Books and Junior Picture Nonfiction, Adult Nonfiction, Northwest Collection, Reference, Large Print, and Audiobooks.
- Sadly, closing the doors to the public is necessary at this time, but curbside service will continue.
- The 5 mobile hotspots are here. We set policies for checkout and fines for lost or missing parts. Travel cases are here. Waiting for the arrival of luggage tags to affix barcodes.
- PW replaced the rotten railing at the back of the library, but the paint for it disappeared. New flags were ordered for the library flagpole but have not been installed yet.
- We are still waiting to find out if the county will buy up to 5 laptops for our patrons to checkout.
- A mobile double-sided shelf was ordered and should be here soon.
- MorePowerTech got the part to fix our networks after a power outage fried our wifi router and put all the public computing on the corporate network, but the software disk for it was cracked. Their tech will be back on Wednesday to finish the fix.
- Mike Backman wants to have us do a short recording for a Christmas Zoom presentation to the community to be broadcast December 16th. We can use it to remind the public to use our curbside, and advertise favorite Christmas books and new titles. Leslie will help film it.
- The library was able to fill out an application to see if we can get two free Discover passes for patrons to check out to visit state parks. We are waiting to see if it was approved.

Carol Blix
12/17/20

Agenda Cover Page – December 21, 2020

New Business.

9A. RFQ for On-Call Architectural Services

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/21/2020
• **Second Presentation:**	

SUMMARY

Please refer to T/A Johnson and the attachment

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to … approve the RFQ for On-Call Architectural Services.

ATTACHMENTS:	
A. RFQ	

REPORTED BY: Sarah Clark, Clerk-Treasurer

TOWN OF CATHLAMET, WASHINGTON
REQUEST FOR QUALIFICATIONS

Project: On-Call Architectural Services

Date: December 21, 2020

1. GENERAL

Pursuant to Chapter 39.80 RCW, the Town of Cathlamet requests Statements of Qualifications for architectural services with work to include preliminary design and consultation, drawings, construction documents, project supervision, and other miscellaneous services. Projects anticipated for calendar year 2021 include: Butler Street Lot Improvements; Electric Vehicle Charing Station; Erickson Park Restrooms upgrade; Town Hall renovations; Waterfront Park, phase 1; and Heritage Sites Project. These services will be provided on an on-call basis for a term ending December 31, 2021. This contract may be renewed for two additional one-year terms at the discretion of the Town of Cathlamet.

Varied architectural services and consultation may be required to complete these projects. On-call services will be performed through Professional Services Agreements and Work Orders. It is estimated that the maximum total compensation payable to the firm for services authorized should not exceed $50,000.00 per calendar year.

This Request for Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Town of Cathlamet reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Town to do so. The Town is an equal opportunity and affirmative action employer and provider. Minority, women, and veteran-owned firms are encouraged to submit qualifications.

Proposals shall be no more than twenty-five (25) pages (including the cover letter, any cover sheets, attachments, and addenda). It is recommended that the proposal include concise, but complete information about the firm emphasizing why the firm is uniquely qualified for the on-call services. The Town is interested in ascertaining that the successful consultant has experience in providing the type of architectural services required by the Town on an on-call basis and has the staff resources to provide the requested services in a timely manner. The applicant will be familiar with the environmental and developmental permitting process; relevant codes and standards; meeting demanding schedule requirements; and, effective budget and cost estimating.

Statement of Qualifications shall be provided to the Town and must be received no later than **4:00 p.m.** on **January 20, 2021**; the envelop must be clearly marked **"RFQ 2020-05".** Late submissions will be automatically disqualified from consideration. No email or fax transmittals are not accepted.

Project Contact:
Sarah Clark, Clerk-Treasurer
375 2nd Street
Cathlamet, WA 98612
360-795-3203
sarahc@townofcathlamet.com

By order of the Town Council, dated this 21st day of December, 2020. **PUBLISH:** December 23rd & 31st, 2020

_____
Sarah Clark, Clerk-Treasurer

Agenda Cover Page – December 21, 2020

New Business.

9B. Right-of-Way Permit: The Spar

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/21/2020
• **Second Presentation:**	

SUMMARY

The owner of The Spar contacted be regarding the following: "being able to set up outside dining with tents and heaters for The Spar. I have to figure something out to keep generating income for my employees and my business. Strictly take out is very difficult. I would like one tent against my building for my 3 tables and one tent in the 2 parking places in front of the building."

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to … EITHER approve or deny the Right-of-Way Permit for The Spar

ATTACHMENTS:	
A. ROW Permit App to Follow	

Agenda Cover Page – December 21, 2020

Old Business.

10A. Sewer Financial Analysis

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/21/2020
• **Second Presentation:**	

SUMMARY

CM Waller requested a financial analysis for determination of the condition of the Sewer Funds and necessity of the rate increase. Please refer to the attachment.

CONSIDERATIONS / IMPLICATIONS

Please refer to the attachment.

MOTION REQUESTED

Motion to . . . . none at this time.

ATTACHMENTS:	
A. Staff Report/Analysis	

REPORTED BY: Sarah Clark, Clerk-Treasurer

Sewer Financials Analysis:

1. **Sewer Debt Service –** ***Maturity 2053***

Principal Remaining:	$4,448,341.03
Interest (thru 2023):	$2,335,467.07
Total Debt Service:	$6,783,808.10

2. **Sewer Customers –**

Sewer Customers:	408
Sewer Units Billed:	494
Addt. Units Billed:	67

3. **Sewer Revenues –**

Designated to Debt/Reserve Annually: $ 355,000

Revenue Requirement	**2021 Est.**
Debt Payment	$ 206,322
O&M Expenses	$ 482,968
Total Debt + Expense	$ 689,290
Plus, 25% Reserves - *Recommended*	$ 810,032

Est. 2021 Revenue w/ current rate structure: *$ 743,220*

Base Fees: $346,041; Surcharge: $355,076; Tax: $42,101

Based on anticipated beginning balances + revenues – expenditures – debt payment; *the Sewer Funds may begin to encounter financial issues beginning in 2024 and will be explained further later in this document.*

4. **Current Sewer Rates –**

Sewer charges need to cover the full amount of expenditures + debt + reserves. The *revenue represents revenues received only from sewer charges and utility tax. The expense does not include unordinary costs, such as paying off a loan early or the cost to build the plant.

	2013	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**
In-Town	$60.00	$70.00	$80.00	$80.00	$96.00	$98.78	$102.14	$104.80	$106.48
Out-Town	$60.00	$70.00	$80.00	$80.00	$111.60	$114.84	$118.74	$121.83	$123.78
***Revenue**	$395,161	$477,433	$163,610	$556,112	$679,596	$682,885	$727,280	$742,915	$743,220
Expense	$234,986	$337,125	$222,894	$552,779	$554,088	$656,269	$731,316	$650,645	$689,290
Difference	*$160,175*	*$140,307*	*$-59,284*	*$3,333*	*$125,508*	*$26,615*	*$-4,035*	*$76,635*	*$54,000*

5. Example Sewer Rates by Water Usage –

a. Option 1: (w/+10% reserves – based on prior RCAC %)

Base Revenue generates	47%	=	$380,715
Use Revenue generates	53%	=	$429,317
Total Revenue		=	**$810,032**

RATES: Base Rate: $77.76; Use Fee $7.67 per 100 cu. ft.

b. Option 2: (w/out reserves - based on prior RCAC %)

Base Revenue generates	47%	=	$323,966
Use Revenue generates	53%	=	$365,324
Total Revenue		**=**	**$689,290**

RATES: Base Rate: $66.17; Use Rate: $6.52 per 100 cu. ft.

c. Option 3: (w/Base as debt + reserves)

Base Revenue generates	40%	=	$327,064
Use Revenue generates	60%	=	$482,968
Total Revenue		**=**	**$810,032**

RATES: Base Rate: $66.80; Use Rate: $8.62 per 100 cu. ft.

d. Option 4: (w/Base as O/M; + reserves included)

Base Revenue generates	60%	=	$482,968
Use Revenue generates	40%	=	$327,064
Total Revenue		**=**	**$810,032**

RATES: Base Rate: $66.17; Use Rate: $6.52 per 100 cu. ft.

e. Option 5: (w/Base as O/M; no reserves)

Base Revenue generates	70%	=	$482,968
Use Revenue generates	30%	=	$206,322
Total Revenue		**=**	**$689,290**

RATES: Base Rate: $98.65; Use Rate: $3.68 per 100 cu. ft.

NOTE: I performed all of these calculations on my own using a spreadsheet provided to the Town by RCAC in 2018. I have contacted RCAC and I am currently waiting for them to notify me if they have received final approval to assist us with a new rate study.

If we did go to usage, I would recommend aiming for the higher level of revenues due to the usage revenues being subject to an undetermined amount of variation because water usage could decrease.

6. **Financial Concerns Explained – *This is a prediction using calculations based on presumptions with % based formulas. Calculation factors include:***
    - **a.** *If we m*aintained the same level of sewer customers;
    - **b.** Current rate structure increasing annually by 2.5% vs. 5%;
    - **c.** Adding no new debt service; and
    - **d.** limit expenditure increases to 5% annually (average) vs. 2.5%.

I. Using the factors above, it is very likely the Town will need to divert a percentage of the surcharge fees that are set aside for debt reserves to the O/M fund. *This is assuming the Town receives and spends to the full capacity as outlined above.* This transfer process is legally allowed since the debt reserves are revenues generated directly from sewer rates; however, we must ensure we can fulfill our debt obligations when doing this too.

II. We can (should) also try to cut costs and reduce expenditures, where plausible; however, we cannot control external implementations on costs nor requirements for necessary repairs and maintenance. We could also: increase rates beyond 5% annually, obtain more sewer connections, etc. Transfers are not the preferred method, but we cannot allow the funds to become insolvent either.

III. If we did not perform these transfers and found ways to maintain the O/M fund without the use of these revenues, in 2053 the Town would have almost $4.7 M in reserves for future repairs and maintenance costs for the treatment plant. (Not factoring in an early pay-off which could occur no sooner than 2039 – based on my calculations.) This potential reserve balance is due to a portion of the monthly revenues designed to the debt service fund being set aside for reserves and includes roughly 58%, or $149,000 annually. However, (III) is irrelevant if the O/M fund cannot support itself without the use of these reserves.

IV. Based on the existing rate structure and rates for 2021, 50 customers would add roughly $75 K per year to the Town's revenues. To determine the level of connections that would be necessary to keep the sewer fund afloat without dipping into reserves would depend on expenditure increases and other factors.

7. **Conclusion –**

Although many of my calculations are based on presumptions and estimate, it is my opinion that the sewer rates increasing 1.6% for 2021 is both appropriate and necessary but may also be insufficient due to the future financial concerns of the sewer fund. *Again, these are based on the Town utilizing the budget to the full capacity.*

At this time, I would oppose going to a use-based structure due to the potential implication of water usage decreasing and significantly impacting sewer revenues, which are vital for financial sustainability in the sewer funds.

It would be my suggestion to reevaluate the current ECU structure and try to make that more equitable which would guarantee a specific amount of revenue each year; and/or to implement an annual 5% increase while also restricting expenditures to no more than a 2.5% annual increase. That calculation presented the best outcome. *I have included a few examples of my spreadsheets for reference.*

SEWER FUNDS - 5/2.5% Factor N-T	2021	2022	2023	2024	2025	2026	2027
Total Principal	$4,448,341.03	$4,362,880.46	$4,275,097.92	$4,184,930.33	$4,092,312.89	$3,997,179.03	$3,899,460.38
Annual Interest	$120,861.43	$118,539.46	$116,154.41	$113,704.56	$111,188.14	$105,948.34	$104,582.25
Debt Service Total	**$4,569,202.46**	**$4,481,419.92**	**$4,391,252.33**	**$4,298,634.89**	**$4,203,501.03**	**$4,103,127.37**	**$4,004,042.64**
Ability to Pay-Off Loan	**-$4,452,279.72**	**-$4,215,139.18**	**-$3,975,613.59**	**-$3,733,638.15**	**-$3,489,146.29**	**-$3,239,414.63**	**-$2,990,971.90**

		SEWER DEBT FUND	2021	2022	2023	2024	2025	2026	2027
Beg. Bal	$173,886.74	**Debt Fund Beg.**	$173,886.74	$323,244.74	$472,602.74	$621,960.74	$771,318.74	$920,676.74	$1,070,034.74
Est. Rev	$355,680.00	**Surcharge**	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
Payment	$206,322.00	**Expenditures**	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Debt Reserve	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Available Bal.	**$116,922.74**	**$266,280.74**	**$415,638.74**	**$564,996.74**	**$714,354.74**	**$863,712.74**	**$1,013,070.74**

		SEWER O/M FUND	2021	2022	2023	2024	2025	2026	2027
Beg. Bal	$314,553.00	**O/M Fund Beg.**	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00
Fee Factor	**5%**	**Fee Revenues**	$388,144.26	$406,484.43	$425,741.61	$445,961.66	$467,192.70	$489,485.29	$512,892.52
Factor %*Exp.	3%	**Other Rev.**	$11,644.33	$12,194.53	$12,772.25	$13,378.85	$14,015.78	$14,684.56	$15,386.78
Exp. Factor	**2.5%**	**Expenditures**	$482,968.00	$495,042.20	$507,418.26	$520,103.71	$533,106.30	$546,433.96	$560,094.81
		End Balance	**$231,373.59**	**$238,189.77**	**$245,648.61**	**$253,789.79**	**$262,655.17**	**$272,288.89**	**$282,737.48**

	2021	2022	2023	2024	2025	2026	2027
Combined Funds End balance	**$348,296.33**	**$504,470.51**	**$661,287.35**	**$818,786.53**	**$977,009.91**	**$1,136,001.63**	**$1,295,808.22**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$3,799,086.72	$3,695,985.91	$3,590,083.84	$3,481,304.42	$3,369,569.46	$3,254,798.67	$3,136,909.55	$3,015,817.38	$2,891,435.14
$103,221.19	$100,419.94	$97,542.58	$94,587.04	$91,551.20	$88,432.88	$85,229.83	$81,939.76	$78,560.29
$3,902,307.91	**$3,796,405.84**	**$3,687,626.42**	**$3,575,891.46**	**$3,461,120.67**	**$3,343,231.55**	**$3,222,139.38**	**$3,097,757.14**	**$2,969,995.43**
-$2,739,879.17	**-$2,484,619.10**	**-$2,226,481.68**	**-$1,965,388.72**	**-$1,701,259.93**	**-$1,434,012.81**	**-$1,163,562.64**	**-$889,822.40**	**-$612,702.69**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$1,219,392.74	$1,368,750.74	$1,518,108.74	$1,667,466.74	$1,816,824.74	$1,966,182.74	$2,115,540.74	$2,264,898.74	$2,414,256.74
$355,680.00	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$1,162,428.74	**$1,311,786.74**	**$1,461,144.74**	**$1,610,502.74**	**$1,759,860.74**	**$1,909,218.74**	**$2,058,576.74**	**$2,207,934.74**	**$2,357,292.74**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00
$537,470.10	$563,276.57	$590,373.36	$618,824.99	$648,699.19	$680,067.11	$713,003.43	$747,586.56	$783,898.85
$16,124.10	$16,898.30	$17,711.20	$18,564.75	$19,460.98	$20,402.01	$21,390.10	$22,427.60	$23,516.97
$574,097.18	$588,449.61	$603,160.85	$618,239.87	$633,695.87	$649,538.27	$665,776.72	$682,421.14	$699,481.67
$294,050.03	**$306,278.26**	**$319,476.71**	**$333,702.86**	**$349,017.30**	**$365,483.86**	**$383,169.81**	**$402,146.02**	**$422,487.15**

$1,456,478.77	**$1,618,065.00**	**$1,780,621.45**	**$1,944,205.60**	**$2,108,878.04**	**$2,274,702.60**	**$2,441,746.55**	**$2,610,080.76**	**$2,779,779.89**

2037	2038	2039	2040	2041	2042	2043	2044	2045
$2,763,673.43	$2,632,440.44	$2,497,641.84						
$75,089.01	$71,523.41	$67,860.93						
$2,838,762.44	**$2,703,963.84**	**$2,565,502.77**						
-$332,111.70	**-$47,955.10**	**-$2,325,638.80**						

2037	2038	2039
$2,563,614.74	$2,712,972.74	$2,862,330.74
$355,680.00	***$355,680.00***	***$355,680.00***
$206,322.00	$206,322.00	$206,322.00
$206,322.00	$206,322.00	$206,322.00
$2,506,650.74	**$2,656,008.74**	**$239,863.97**

2037	2038	2039	2040	2041	2042	2043	2044	2045
$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00
$822,026.75	$862,061.05	$904,097.06	$926,894.07	$973,238.78	$1,021,900.72	$1,072,995.75	$1,126,645.54	$1,182,977.82
$24,660.80	$25,861.83	$27,122.91	$27,806.82	$29,197.16	$30,657.02	$32,189.87	$33,799.37	$35,489.33
$716,968.71	$734,892.93	$753,265.25	$772,096.88	$791,399.30	$811,184.29	$831,463.89	$852,250.49	$873,556.75
$444,271.84	**$467,582.95**	**$492,507.72**	**$497,157.01**	**$525,589.64**	**$555,926.45**	**$588,274.73**	**$622,747.42**	**$659,463.40**

$2,950,922.58	**$3,123,591.69**	**$732,371.69**	**$497,157.01**	**$525,589.64**	**$555,926.45**	**$588,274.73**	**$622,747.42**	**$659,463.40**

2046	2047	2048	2049	2050	2051	2052	2053

2046	2047	2048	2049	2050	2051	2052	2053
$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00	$314,553.00
$1,242,126.71	$1,304,233.04	$1,369,444.70	$1,437,916.93	$1,509,812.78	$1,585,303.42	$1,664,568.59	$1,747,797.02
$37,263.80	$39,126.99	$41,083.34	$43,137.51	$45,294.38	$47,559.10	$49,937.06	$52,433.91
$895,395.67	$917,780.57	$940,725.08	$964,243.21	$988,349.29	$1,013,058.02	$1,038,384.47	$1,064,344.08
$698,547.84	**$740,132.47**	**$784,355.96**	**$831,364.23**	**$881,310.88**	**$934,357.50**	**$990,674.18**	**$1,050,439.85**

2046	2047	2048	2049	2050	2051	2052	2053
$698,547.84	**$740,132.47**	**$784,355.96**	**$831,364.23**	**$881,310.88**	**$934,357.50**	**$990,674.18**	**$1,050,439.85**

SEWER FUNDS 2.5/5% Factor +TRF	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Total Principal	$4,448,341.03	$4,362,880.46	$4,275,097.92	$4,184,930.33	$4,092,312.89	$3,997,179.03	$3,899,460.38	$3,799,086.72	$3,695,985.91	$3,590,083.84	$3,481,304.42	$3,369,569.46
Annual Interest	$120,861.43	$118,539.46	$116,154.41	$113,704.56	$111,188.14	$105,948.34	$104,582.25	$103,221.19	$100,419.94	$97,542.58	$94,587.04	$91,551.20
Debt Service Total	**$4,569,202.46**	**$4,481,419.92**	**$4,391,252.33**	**$4,298,634.89**	**$4,203,501.03**	**$4,103,127.37**	**$4,004,042.64**	**$3,902,307.91**	**$3,796,405.84**	**$3,687,626.42**	**$3,575,891.46**	**$3,461,120.67**
Ability to Pay-Off Loan	**-$4,452,279.72**	**-$4,315,139.18**	**-$4,175,613.59**	**-$4,033,638.15**	**-$3,889,146.29**	**-$3,739,414.63**	**-$3,690,971.90**	**-$3,639,879.17**	**-$3,584,619.10**	**-$3,576,481.68**	**-$3,565,388.72**	**-$3,451,259.93**

SEWER DEBT FUND			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beg. Bal	$173,886.74	**Debt Fund Beg.**	$173,886.74	$323,244.74	$372,602.74	$421,960.74	$471,318.74	$520,676.74	$570,034.74	$519,392.74	$468,750.74	$418,108.74	$317,466.74	$216,824.74
Est. Rev	$355,680.00	**Surcharge**	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
Payment	$206,322.00	**Expenditures**	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Debt Reserve	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Available Bal.	**$116,922.74**	**$166,280.74**	**$215,638.74**	**$264,996.74**	**$314,354.74**	**$363,712.74**	**$313,070.74**	**$262,428.74**	**$211,786.74**	**$111,144.74**	**$10,502.74**	**$9,860.74**

SEWER O/M FUND			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beg. Bal	$314,553.00	**O/M Fund Beg.**	$314,553.00	$331,373.59	$333,490.96	$319,933.84	$289,676.46	$241,635.72	$274,668.17	$287,566.83	$279,057.84	$297,797.00	$292,366.01	$161,268.68
Fee Factor	**2.5%**	**Fee Revenues**	$388,144.26	$397,314.35	$406,713.69	$416,348.01	$426,223.19	$436,345.25	$446,720.36	$457,354.85	$468,255.20	$479,428.06	$490,880.24	$502,618.73
Factor %*Exp.	3%	**Other**	$11,644.33	$11,919.43	$12,201.41	$12,490.44	$12,786.70	$13,090.36	$13,401.61	$13,720.65	$14,047.66	$14,382.84	$14,726.41	$15,078.56
Exp. Factor	**5%**	**Expenditures**	$482,968.00	$507,116.40	$532,472.22	$559,095.83	$587,050.62	$616,403.15	$647,223.31	$679,584.48	$713,563.70	$749,241.89	$786,703.98	$826,039.18
		End Balance	**$231,373.59**	**$233,490.96**	**$219,933.84**	**$189,676.46**	**$141,635.72**	**$74,668.17**	**$87,566.83**	**$79,057.84**	**$47,797.00**	**$42,366.01**	**$11,268.68**	**-$147,073.21**
		Combined Funds End balance	**$348,296.33**	**$399,771.70**	**$435,572.58**	**$454,673.20**	**$455,990.46**	**$438,380.91**	**$400,637.57**	**$341,486.58**	**$259,583.74**	**$153,510.75**	**$21,771.42**	**-$137,212.47**

BORROWING FACTORS	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Total FROM debt TO o/m		$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$200,000.00	$200,000.00	$200,000.00	$250,000.00	$250,000.00	$150,000.00

SEWER FUNDS - 5/2.5% Factor No T		2021	2022	2023	2024	2025
	Total Principal	$4,448,341.03	$4,362,880.46	$4,275,097.92	$4,184,930.33	$4,092,312.89
	Annual Interest	$120,861.43	$118,539.46	$116,154.41	$113,704.56	$111,188.14
	Debt Service Total	**$4,569,202.46**	**$4,481,419.92**	**$4,391,252.33**	**$4,298,634.89**	**$4,203,501.03**
	Ability to Pay-Off Loan	**-$4,452,279.72**	**-$4,215,139.18**	**-$3,975,613.59**	**-$3,733,638.15**	**-$3,489,146.29**

SEWER DEBT FUND			2021	2022	2023	2024	2025
Beg. Bal	$173,886.74	**Debt Fund Beg.**	$173,886.74	$323,244.74	$472,602.74	$621,960.74	$771,318.74
Est. Rev	$355,680.00	**Surcharge**	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
Payment	$206,322.00	**Expenditures**	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Debt Reserve	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Available Bal.	**$116,922.74**	**$266,280.74**	**$415,638.74**	**$564,996.74**	**$714,354.74**

SEWER O/M FUND			2021	2022	2023	2024	2025
Beg. Bal	$314,553.00	**O/M Fund Beg.**	$314,553.00	$231,373.59	$155,010.35	$86,105.96	$25,342.76
Fee Factor	**5%**	**Fee Revenues**	$388,144.26	$406,484.43	$425,741.61	$445,961.66	$467,192.70
Factor %*Exp.	3%	**Other Rev.**	$11,644.33	$12,194.53	$12,772.25	$13,378.85	$14,015.78
Exp. Factor	**2.5%**	**Expenditures**	$482,968.00	$495,042.20	$507,418.26	$520,103.71	$533,106.30
		End Balance	**$231,373.59**	**$155,010.35**	**$86,105.96**	**$25,342.76**	**-$26,555.07**
		Combined Funds End balance	**$348,296.33**	**$421,291.09**	**$501,744.70**	**$590,339.50**	**$687,799.67**

BORROWING FACTORS	2021	2022	2023	2024	2025

SEWER FUNDS 2.5% Factor + TRF	2021	2022	2023	2024	2025	2026	2027
Total Principal	$4,448,341.03	$4,362,880.46	$4,275,097.92	$4,184,930.33	$4,092,312.89	$3,997,179.03	$3,899,460.38
Annual Interest	$120,861.43	$118,539.46	$116,154.41	$113,704.56	$111,188.14	$105,948.34	$104,582.25
Debt Service Total	**$4,569,202.46**	**$4,481,419.92**	**$4,391,252.33**	**$4,298,634.89**	**$4,203,501.03**	**$4,103,127.37**	**$4,004,042.64**
Ability to Pay-Off Loan	**-$4,452,279.72**	**-$4,315,139.18**	**-$4,175,613.59**	**-$4,033,638.15**	**-$3,889,146.29**	**-$3,739,414.63**	**-$3,590,971.90**

		SEWER DEBT FUND	2021	2022	2023	2024	2025	2026	2027
Beg. Bal	$173,886.74	**Debt Fund Beg.**	$173,886.74	$323,244.74	$372,602.74	$421,960.74	$471,318.74	$520,676.74	$570,034.74
Est. Rev	$355,680.00	**Surcharge**	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
Payment	$206,322.00	**Expenditures**	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Debt Reserve	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
		Available Bal.	**$116,922.74**	**$166,280.74**	**$215,638.74**	**$264,996.74**	**$314,354.74**	**$363,712.74**	**$413,070.74**

		SEWER O/M FUND	2021	2022	2023	2024	2025	2026	2027
Beg. Bal	$314,553.00	**O/M Fund Beg.**	$314,553.00	$331,373.59	$345,565.16	$357,062.01	$365,796.74	$371,700.32	$374,701.96
Fee Factor	**2.5%**	**Fee Revenues**	$388,144.26	$397,314.35	$406,713.69	$416,348.01	$426,223.19	$436,345.25	$446,720.36
Factor %*Exp.	3%	**Other**	$11,644.33	$11,919.43	$12,201.41	$12,490.44	$12,786.70	$13,090.36	$13,401.61
Exp. Factor	**2.5%**	**Expenditures**	$482,968.00	$495,042.20	$507,418.26	$520,103.71	$533,106.30	$546,433.96	$560,094.81
		End Balance	**$231,373.59**	**$245,565.16**	**$257,062.01**	**$265,796.74**	**$271,700.32**	**$274,701.96**	**$274,729.12**
		Combined Funds End balance	**$348,296.33**	**$411,845.90**	**$472,700.75**	**$530,793.48**	**$586,055.06**	**$638,414.70**	**$687,799.86**

BORROWING FACTORS	2021	2022	2023	2024	2025	2026	2027
Total FROM debt TO o/m		$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00

2028	2029	2030	2031	2032	2033	2034	2035	2036
$3,799,086.72	$3,695,985.91	$3,590,083.84	$3,481,304.42	$3,369,569.46	$3,254,798.67	$3,136,909.55	$3,015,817.38	$2,891,435.14
$103,221.19	$100,419.94	$97,542.58	$94,587.04	$91,551.20	$88,432.88	$85,229.83	$81,939.76	$78,560.29
$3,902,307.91	**$3,796,405.84**	**$3,687,626.42**	**$3,575,891.46**	**$3,461,120.67**	**$3,343,231.55**	**$3,222,139.38**	**$3,097,757.14**	**$2,969,995.43**
-$3,439,879.17	**-$3,284,619.10**	**-$3,126,481.68**	**-$2,965,388.72**	**-$2,801,259.93**	**-$2,634,012.81**	**-$2,463,562.64**	**-$2,289,822.40**	**-$2,112,702.69**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$619,392.74	$668,750.74	$718,108.74	$767,466.74	$816,824.74	$866,182.74	$915,540.74	$964,898.74	$1,014,256.74
$355,680.00	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$462,428.74	**$511,786.74**	**$561,144.74**	**$610,502.74**	**$659,860.74**	**$709,218.74**	**$758,576.74**	**$807,934.74**	**$857,292.74**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$374,729.12	$371,707.43	$365,560.68	$356,210.73	$343,577.50	$327,578.92	$308,130.85	$285,147.05	$258,539.13
$457,354.85	$468,255.20	$479,428.06	$490,880.24	$502,618.73	$514,650.67	$526,983.42	$539,624.49	$552,581.58
$13,720.65	$14,047.66	$14,382.84	$14,726.41	$15,078.56	$15,439.52	$15,809.50	$16,188.73	$16,577.45
$574,097.18	$588,449.61	$603,160.85	$618,239.87	$633,695.87	$649,538.27	$665,776.72	$682,421.14	$699,481.67
$271,707.43	**$265,560.68**	**$256,210.73**	**$243,577.50**	**$227,578.92**	**$208,130.85**	**$185,147.05**	**$158,539.13**	**$128,216.49**

$734,136.17	**$777,347.42**	**$817,355.47**	**$854,080.24**	**$887,439.66**	**$917,349.59**	**$943,723.79**	**$966,473.87**	**$985,509.23**

2028	2029	2030	2031	2032	2033	2034	2035	2036
$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00

2037	2038	2039	2040	2041	2042	2043	2044	2045
$2,763,673.43	$2,632,440.44	$2,497,641.84	$2,359,180.77	$2,216,957.71	$2,070,870.45	$1,920,814.00	$1,766,680.52	$1,608,359.23
$75,089.01	$71,523.41	$67,860.93	$64,098.94	$60,234.74	$56,265.55	$52,188.52	$48,000.71	$43,699.12
$2,838,762.44	**$2,703,963.84**	**$2,565,502.77**	**$2,423,279.71**	**$2,277,192.45**	**$2,127,136.00**	**$1,973,002.52**	**$1,814,681.23**	**$1,652,058.35**
-$1,932,111.70	**-$1,747,955.10**	**-$1,560,136.03**	**-$1,468,554.97**	**-$1,373,109.71**	**-$1,273,695.26**	**-$1,170,203.78**	**-$1,062,524.49**	**-$950,543.61**

2037	2038	2039	2040	2041	2042	2043	2044	2045
$1,063,614.74	$1,112,972.74	$1,162,330.74	$1,211,688.74	$1,161,046.74	$1,110,404.74	$1,059,762.74	$1,009,120.74	$958,478.74
$355,680.00	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$906,650.74	**$956,008.74**	**$1,005,366.74**	**$954,724.74**	**$904,082.74**	**$853,440.74**	**$802,798.74**	**$752,156.74**	**$701,514.74**

2037	2038	2039	2040	2041	2042	2043	2044	2045
$228,216.49	$194,086.25	$156,053.24	$214,019.87	$267,886.14	$317,549.55	$362,905.01	$403,844.84	$440,258.63
$565,862.60	$579,475.64	$593,429.01	$607,731.22	$622,390.98	$637,417.23	$652,819.15	$668,606.10	$684,787.74
$16,975.88	$17,384.27	$17,802.87	$18,231.94	$18,671.73	$19,122.52	$19,584.57	$20,058.18	$20,543.63
$716,968.71	$734,892.93	$753,265.25	$772,096.88	$791,399.30	$811,184.29	$831,463.89	$852,250.49	$873,556.75
$94,086.25	**$56,053.24**	**$14,019.87**	**$67,886.14**	**$117,549.55**	**$162,905.01**	**$203,844.84**	**$240,258.63**	**$272,033.25**

$1,000,736.99	**$1,012,061.98**	**$1,019,386.61**	**$1,022,610.88**	**$1,021,632.29**	**$1,016,345.75**	**$1,006,643.58**	**$992,415.37**	**$973,547.99**

2037	2038	2039	2040	2041	2042	2043	2044	2045
$100,000.00	$100,000.00	$100,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00

2046	2047	2048	2049	2050	2051	2052	2053
$1,445,736.35	$1,278,695.01	$1,107,115.15	$930,873.47	$749,843.30	$563,894.54	$372,893.56	$176,703.08
$39,280.66	$34,742.14	$30,080.32	$25,291.83	$20,373.24	$15,321.01	$10,131.52	$4,801.02
$1,485,017.01	**$1,313,437.15**	**$1,137,195.47**	**$956,165.30**	**$770,216.54**	**$579,215.56**	**$383,025.08**	**$181,504.10**
-$834,144.27	**-$713,206.41**	**-$587,606.73**	**-$457,218.56**	**-$321,911.80**	**-$181,552.82**	**-$36,004.34**	**$114,874.64**

2046	2047	2048	2049	2050	2051	2052	2053
$907,836.74	$857,194.74	$806,552.74	$755,910.74	$705,268.74	$654,626.74	$603,984.74	$553,342.74
$355,680.00	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***	***$355,680.00***
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00	$206,322.00
$650,872.74	**$600,230.74**	**$549,588.74**	**$498,946.74**	**$448,304.74**	**$397,662.74**	**$347,020.74**	**$296,378.74**

2046	2047	2048	2049	2050	2051	2052	2053
$472,033.25	$499,052.70	$521,198.11	$538,347.64	$550,376.38	$557,156.30	$558,556.21	$554,441.58
$701,373.91	$718,374.74	$735,800.59	$753,662.08	$771,970.11	$790,735.85	$809,970.72	$829,686.47
$21,041.22	$21,551.24	$22,074.02	$22,609.86	$23,159.10	$23,722.08	$24,299.12	$24,890.59
$895,395.67	$917,780.57	$940,725.08	$964,243.21	$988,349.29	$1,013,058.02	$1,038,384.47	$1,064,344.08
$299,052.70	**$321,198.11**	**$338,347.64**	**$350,376.38**	**$357,156.30**	**$358,556.21**	**$354,441.58**	**$344,674.56**

$949,925.44	**$921,428.85**	**$887,936.38**	**$849,323.12**	**$805,461.04**	**$756,218.95**	**$701,462.32**	**$641,053.30**

2046	2047	2048	2049	2050	2051	2052	2053
$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00	$200,000.00

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Ordinances.

10A. Ordinance 639-20, Amending Ord. 505 & CMC CH 12.30 Relating to Park Rules

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/07/2020
• **Second Presentation:**	12/21/2020

SUMMARY

The Council agrees that changes to the Town's existing Ordinance regarding Park Rules are necessary for enforcement.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to …adopt Ordinance 639-20

ATTACHMENTS:	
A. Ordinance 639-20	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

Town of Cathlamet, Washington

ORDINANCE 639-20

AN ORDINANCE AMENDING TOWN OF CATHLAMET ORDINANCE NO. 505 AND CHAPTER 12.30 OF THE CATHLAMET MUNICIPAL CODE RELATING TO PARK RULES

WHEREAS, the Town of Cathlamet maintains and operates parks for the public welfare and recreations; and

WHEREAS, the Town of Cathlamet has an interest in preserving the peaceful, safe and healthy enjoyment in the use of its public parks by citizens and visitors;

NOW, THEREFOR, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CATHLAMET AS FOLLOWS:

Section 1. CMC 12.30.010 shall be amended and read as follows:

The following Park Rules shall be in effect at Erickson Park, Strong Park, Town Hall Pocket Park and any future town parks as determined by Resolution of the Town Council, and shall be posted on signs in substantially the following form:

WELCOME TO THE TOWN OF CATHLAMET'S PARK (2" gothic)

Cathlamet Town Parks are for your enjoyment, please respect these regulations so that all may enjoy their benefits. (1" gothic)

(3/4" gothic)

1. Park Hours: from sunrise to sunset. Students shall not be in any parks, unsupervised, when school is in session.
2. Alcohol, drugs, weapons, fireworks, and open fires are prohibited in all Town parks.
3. Cooking allowed only in the designated areas.
4. Animals must be leashed and under immediate control at all times. All pet excrement must be removed.
5. Litter should be disposed of in garbage receptacles only. It is unlawful to dispose of personal garbage brought from home in park receptacles.
6. It is unlawful to deface, damage or destroy any public building, fence, table, playground equipment or other structure, or any flowers, shrubs, or trees.
7. Unauthorized motor vehicles are prohibited except in designated parking areas or roadways and only during park hours.
8. Disorderly conduct, amplified sound and unnecessary noise, as defined in Cathlamet Municipal Code Chapter 8.05 is unlawful.
9. Permits are required for special events, group picnics, classes, etc.

Please contact Town Hall at 360-795-3203 for any questions or concerns relating to Town Parks. Report crime, destructive behavior, or public safety concerns (9-1-1). Violation of any of these rules is a civil infraction (CMC 12.30.010). The Town thanks you for your compliance. Enjoy your visit!

Section 2. Penalty.

Violation of this chapter shall be a Class 3 Civil Infraction and shall be assessed the monetary penalty for such class as identified in CMC 1.05.010.

Section 3. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as required by law.

Passed first reading: December 7, 2020; Passed second, third, and final reading: December 21, 2020. Passed by the Town Council of the Town of Cathlamet, at a regular meeting thereof this 21st day of December, 2020.

ATTEST:

_____
Sarah Clark, Clerk-Treasurer

APPROVED:

_____
Dale Jacobson, Mayor

Approved As To Form:

_____
Fred Johnson, Town Attorney

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Ordinances.

11B. Ordinance 640-20, Adopting the 2021 Budget

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/07/2020
• **Second Presentation:**	12/21/2020

SUMMARY

The Council has held several public hearings for the 2021 budget to provide a chance for the public to comment and the attached Ordinance represents the final budget proposal for the same.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to …adopt Ordinance 640-20

ATTACHMENTS:	
A. Ordinance 640-20	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

Town of Cathlamet, Washington

ORDINANCE 640-20

AN ORDINANCE FOR THE COUNCIL OF THE TOWN OF CATHLAMET, WASHINGTON ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, the estimates and budgets for the Town of Cathlamet, Washington, for the 2021 fiscal year have been prepared and filed as provided by laws of the State of Washington; and

WHEREAS, the preliminary budget was printed for distribution and notice published in the official paper of the Town of Cathlamet, setting time and place for hearing on the budget and stating that all taxpayers requesting a copy from the Town Clerk would be furnished a copy of the preliminary budget to review; and

WHEREAS, the Cathlamet Town Council held a public hearing on the preliminary budget on November 16, 2020 and December 7, 2020, as required by law, and has considered the public testimony presented;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CATHLAMET:
The budget for the fiscal year 2021 for the Town of Cathlamet, Washington is hereby adopted at the fund level in its final form and content as set forth herein.

SECTION 1. **Budget Adopted.**
This shall be known as the Town of Cathlamet 2021 Budget Ordinance with estimated revenues for each separate fund of the Town of Cathlamet, and aggregate expenditures for all such funds for the year 2021 are set forth in a summary form below:

FUND #	FUND NAME	ESTIMATED REVENUES	APPROPRIATIONS
001	CURRENT EXPENSE	$980,506.31	$980,506.31
101	STREETS	$208,520.07	$208,520.07
102	LIBRARY	$66,430.64	$66,430.64
107	C.E. CUMULATIVE RESERVE	$1,525,876.39	$1,525,876.39
108	FIRE DEPT. CUMULATIVE RESERVE	$36,699.24	$36,699.24
109	EMS CUMULATIVE RESERVE	$141,634.22	$141,634.22
120	TOURISM DEVELOPMENT RESERVE	$11,631.57	$11,631.57
130	REPAIR & DEMOLITION FUND	$200,000.00	$200,000.00
301	CAP. PROJECTS CUMULATIVE RESERVE	$124,007.80	$124,007.80
402	WATER O/M FUND	$1,644,185.90	$1,644,185.90
403	SEWER O/M FUND	$733,921.15	$733,921.15
405	UTILITY DEPOSITS	$58,395.51	$58,395.51
406	WATER DEBT SERVICE RESERVE	$168,625.38	$168,625.38
407	SEWER DEBT SERVICE RESERVE	$536,925.72	$536,925.72
	TOTAL ALL FUNDS	$6,437,359.90	$6,437,359.90

The Clerk-Treasurer shall transmit a certified copy of the budget hereby adopted to the State of Washington Auditor's office and the Association of Washington Cities.

SECTION 2. **Elected Officials Compensation.**

The compensation for the Town of Cathlamet's elected officials shall remain at $50.00 a month for all council member positions and $250.00 a month for the Mayor.

SECTION 3. Employee Salaries and Compensation.

There is hereby established an amendment to the Town Employee's Salary Classifications and Pay Scale effective January 1st, 2021 for the February 5th payroll date.

Steps 2.5%	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6	
	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly
CLASS	Entry Level		6-month		3-years		6-years		9-years		12-years	
14	**$39.05**	$6,767.89	**$40.02**	$6,937.09	**$41.02**	$7,110.52	**$42.05**	$7,288.28	**$43.10**	$7,470.49	**$44.61**	$7,731.95
13	**$36.25**	$6,283.05	**$37.15**	$6,440.13	**$38.08**	$6,601.13	**$39.04**	$6,766.16	**$40.01**	$6,935.31	**$41.41**	$7,178.05
12	**$33.67**	$5,835.97	**$34.51**	$5,981.86	**$35.37**	$6,131.41	**$36.26**	$6,284.70	**$37.16**	$6,441.81	**$38.47**	$6,667.28
11	**$31.26**	$5,418.69	**$32.04**	$5,554.15	**$32.84**	$5,693.01	**$33.67**	$5,835.33	**$34.51**	$5,981.21	**$35.71**	$6,190.56
10A	**$29.39**	$5,094.80	**$30.13**	$5,222.17	**$30.88**	$5,352.72	**$31.65**	$5,486.54	**$32.44**	$5,623.70	**$33.58**	$5,820.53
10	**$29.03**	$5,031.21	**$29.75**	$5,156.99	**$30.50**	$5,285.92	**$31.26**	$5,418.06	**$32.04**	$5,553.52	**$33.16**	$5,747.89
9A	**$27.30**	$4,731.17	**$27.98**	$4,849.45	**$28.68**	$4,970.68	**$29.39**	$5,094.95	**$30.13**	$5,222.32	**$31.18**	$5,405.10
9	**$26.95**	$4,671.55	**$27.63**	$4,788.34	**$28.32**	$4,908.05	**$29.02**	$5,030.75	**$29.75**	$5,156.52	**$30.79**	$5,337.00
8A	**$25.35**	$4,393.37	**$25.98**	$4,503.20	**$26.63**	$4,615.78	**$27.30**	$4,731.18	**$27.98**	$4,849.46	**$28.96**	$5,019.19
8	**$25.04**	$4,339.72	**$25.66**	$4,448.21	**$26.30**	$4,559.42	**$26.96**	$4,673.40	**$27.64**	$4,790.24	**$28.60**	$4,957.89
7A	**$23.54**	$4,079.41	**$24.12**	$4,181.40	**$24.73**	$4,285.93	**$25.34**	$4,393.08	**$25.98**	$4,502.91	**$26.89**	$4,660.51
7	**$23.25**	$4,029.74	**$23.83**	$4,130.48	**$24.43**	$4,233.74	**$25.04**	$4,339.59	**$25.66**	$4,448.08	**$26.56**	$4,603.76
6A	**$21.85**	$3,787.32	**$22.40**	$3,882.00	**$22.96**	$3,979.05	**$23.53**	$4,078.53	**$24.12**	$4,180.49	**$24.96**	$4,326.81
6	**$21.59**	$3,741.62	**$22.13**	$3,835.16	**$22.68**	$3,931.03	**$23.25**	$4,029.31	**$23.83**	$4,130.04	**$24.66**	$4,274.59
5A	**$20.29**	$3,517.08	**$20.80**	$3,605.01	**$21.32**	$3,695.13	**$21.85**	$3,787.51	**$22.40**	$3,882.20	**$23.18**	$4,018.07
5	**$20.04**	$3,473.36	**$20.54**	$3,560.20	**$21.05**	$3,649.20	**$21.58**	$3,740.43	**$22.12**	$3,833.94	**$22.89**	$3,968.13
4A	**$18.85**	$3,266.71	**$19.32**	$3,348.38	**$19.80**	$3,432.09	**$20.30**	$3,517.89	**$20.80**	$3,605.84	**$21.53**	$3,732.04
4	**$18.62**	$3,226.97	**$19.08**	$3,307.64	**$19.56**	$3,390.33	**$20.05**	$3,475.09	**$20.55**	$3,561.97	**$21.27**	$3,686.64
3A	**$17.49**	$3,032.24	**$17.93**	$3,108.04	**$18.38**	$3,185.75	**$18.84**	$3,265.39	**$19.31**	$3,347.02	**$19.99**	$3,464.17
3	**$17.29**	$2,996.47	**$17.72**	$3,071.38	**$18.16**	$3,148.17	**$18.62**	$3,226.87	**$19.08**	$3,307.54	**$19.75**	$3,423.31
2A	**$16.26**	$2,817.64	**$16.66**	$2,888.08	**$17.08**	$2,960.28	**$17.51**	$3,034.29	**$17.94**	$3,110.14	**$18.57**	$3,219.00
2	**$16.05**	$2,781.87	**$16.45**	$2,851.42	**$16.86**	$2,922.70	**$17.28**	$2,995.77	**$17.72**	$3,070.66	**$18.34**	$3,178.14
1A	**$15.09**	$2,614.96	**$15.46**	$2,680.33	**$15.85**	$2,747.34	**$16.25**	$2,816.02	**$16.65**	$2,886.42	**$17.24**	$2,987.45
1	**$14.90**	$2,583.17	**$15.28**	$2,647.74	**$15.66**	$2,713.94	**$16.05**	$2,781.79	**$16.45**	$2,851.33	**$17.03**	$2,951.13

CLASS	POSITION
10A	Superintendent
10	Clerk-Treasurer
9A	Utility-Maintenance III
7A	Utility-Maintenance II
7	Accounting Assistant II
6A	Utility-Maintenance I

CLASS	POSITION
6	Accounting Assistant I
4	Deputy Clerk II
3	Deputy Clerk I
2	EMS Billing Clerk
1A	Maintenance Worker

SECTION 4. **Capital Improvements Plan.**

Pursuant to RCW 82.46.015, the Memorandum Statement is hereby adopted as the Capital Improvements Plan for the fiscal year 2021.

MEMORANDUM STATEMENT

TO: Town Council
FROM: Sarah Clark, Clerk-Treasurer
DATE: 12/7/2020
SUBJECT: RCW 82.46.015 Real Estate Excise Tax (REET) Report

Purpose:

The purpose of this memo is to report on Real Estate Excise Tax (REET) usage in the capital budget. RCW 82.46.015 requires REET usage information to be reported with the annual budget to qualify the Town to use REET for the maintenance of capital projects in the 2021 annual budget. Such tax is intended to be used in addition to other funds that may be reasonably available for such capital projects. This report must be adopted by the Council as part of its regular public budget process which will identify the capital projects funded in whole or in part from the proceeds of this tax.

Background:

The Town imposes REET at one-quarter of one percent of the selling price of any real estate in the corporate limits of town. These revenues are reported in the Capital Projects Fund 301 and can be used only for any capital purpose identified in a capital improvements plan and local capital improvements, up to the greater of $100,000 or 25% of available funds, but not to exceed $1,000,000 per year.

Capital projects include, but are not restricted to: construct, reconstruct, repair, or renew that of streets, sidewalks, utilities, parks and playgrounds, and other recreational, museum, cultural, and arts facilities or structures, and landscaping of planting, setting out, cultivating, maintaining, and renewing of shade or ornamental trees and shrubbery. "Maintenance" means the use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project. "Maintenance" does not include labor or material costs for routine operations of a capital project.

Report:

Included in this report are (1) the capital project needs; (2) available public funding sources to pay for all capital projects identified, for the succeeding two-year period; (3) how revenues were used during the prior two-year period; and (4) the percentage of funding for capital projects that is attributable to REET revenues compared to all other sources of capital project funding.

2021 Capital Projects Budget – Town of Cathlamet, Washington

1.	CAPITAL PROJECTS BUDGET	2021 Budgeted	2022 Estimated	2021-2022 Total
	Facilities	$75,000		$75,000
	Utilities	$600,000		$600,000
	Transportation	$128,216		$128,216
	Cultural	$60,000		$60,000
	Recreation	$771,000	$168,000	$939,000
	Total:	**$1,634,216**	**$168,000**	**$1,802,216**

2.

PRELIMINARY REVENUE SOURCES	2021 Budgeted	2022 Estimated	2021-2022 Total
REET Fund	$100,000	$37,230	**$137,230**
Timber Fund	$211,000	$130,770	**$341,770**
Streets Fund	$41,643		**$41,643**
General Fund	$75,000		**$75,000**
Water Fund	$600,000		**$600,000**
Grants	$606,573		**$606,573**
Total:	**$1,634,216**	**$168,000**	**$1,802,216**

3.

REET PROJECTS USAGE	2019 Actual	2020 Projected	2019-2020 Total
Erickson Park	$0.00	$0.00	**$0**
Waterfront Park	$0.00	$0.00	**$0**
Strong Park	$0.00	$0.00	**$0**
Park Signs	$0.00	$0.00	**$0**
Total:	$0.00	$0.00	**$0**

4.

	2021	2022	2021-2022 Total
Total Capital Projects:	**$1,634,216**	**$168,000**	**$1,802,216**
Other Revenue Sources:	**$1,534,216**	**$130,770**	**$1,664,986**
REET Revenue Use:	**$100,000**	**$37,230**	**$137,230**
% of REET Total to Cost:	**6.12%**	**22.16%**	**7.61%**
% of Other Rev. Sources:	**93.88%**	**77.84%**	**92.39%**

SECTION 5. **Severability.**

The provisions of this Ordinance are declared separate and severable. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of this Ordinance or application of the provision to other persons or circumstances shall be unaffected.

THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT AS OF January 1st, 2021.

Passed First Reading: December 7, 2020. Passed Second Reading: December 21, 2020. DULY PASSED AND ADOPTED in regular session this the 21st day of December, 2020.

TOWN OF CATHLAMET, BY:

APPROVED AS TO FORM:

Dale Jacobson, Mayor

Fred Johnson, Town Attorney

ATTEST:

Sarah Clark, Clerk-Treasurer

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Ordinances.

11C. Ordinance 641-20, Establishing a Hearing Examiner System; Adding a New CH to CMC Title 2 & Amending Sections of the CMCs

LEGISLATIVE HISTORY:	
• **First Presentation:**	12/07/2020
• **Second Presentation:**	12/21/2020

SUMMARY

Due to the Town lacking a Planning Commission, it has been deemed necessary to establish a hearing examiner process to handle certain situations that the Planning Commission might otherwise address.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to …adopt Ordinance 641-20

ATTACHMENTS:	
A. Ordinance 641-20	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

TOWN OF CATHLAMET
ORDINANCE NO. 641-20

AN ORDINANCE ESTABLISHING A HEARING EXAMINER SYSTEM AND ADDING A NEW CHAPTER TO TITLE 2 OF THE CATHLAMET MUNICIPAL CODE

WHEREAS, the Town has determined that establishing a Hearing Examiner System is in the best interests assuring the fair, impartial, and efficient adjudication of land use decisions;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CATHLAMET, AS FOLLOWS:

Section 1. A new chapter is added to Title 2 of the Cathlamet Municipal Code to read as follows:

Chapter 2.75 – Hearing Examiner System

2.75.010 – Purpose

The purpose of this chapter is to separate the land use regulatory function from the land use planning process; ensure procedural due process and appearance of fairness in land use regulatory hearings; and provide an efficient and effective land use regulatory system which integrates the public hearing and decision-making processes for land use matters.

2.75.020 – Creation of land use hearing examiner

Pursuant to RCW 35.63.170, the office of Town of Cathlamet land use examiner hereinafter referred to as "examiner" is hereby created. The examiner shall interpret, review and implement land use regulations and policies as provided in this chapter or by other ordinances.

2.75.030 – Appointment, terms and compensation

The examiner shall be appointed by the Mayor by professional services contract for an initial one-year term and serve at the will of the Mayor's discretion. The Mayor may also appoint examiner(s) pro tem to serve in the event of the examiner's absence for a similar term. Subsequent terms shall be for a period of one year unless a longer term is approved by the majority vote of the Town Council.

2.75.040 – Qualifications

The examiner shall be appointed solely on the basis of qualifications for the duties of the office with special reference to training, actual experience in, and knowledge of administrative quasi-judicial hearings on land use matters assigned to the examiner by ordinance; provided, however, the examiner must be qualified to practice law in the State of Washington. The examiner will hold no other elective or appointive office or position in the Town.

2.75.050 – Freedom from improper influence

No person, including town officials, elected or appointed, shall attempt to influence a hearing examiner in any matter pending before the hearing examiner, except at a public hearing duly called for such purpose, or to interfere with a hearing examiner in the performance of the hearing examiner's duties in any other way; provided, that this section shall not prohibit the town attorney from rendering legal service to the hearing examiner upon request, or prohibit other persons or officials from responding in writing to requests for information from the examiner.

2.75.060 – Conflict of interest

The examiner shall be subject to the same code of ethics as other appointed public officers as set forth in Chapter 42.23 RCW, as the same now exists or may hereafter be amended.

The hearing examiner shall not conduct or participate in any hearing, decision or recommendation in which the hearing examiner has a direct or indirect substantial financial interest, or concerning which the hearing examiner has had substantial prehearing contact with proponents or opponents wherein the issues were discussed. This is not intended to prohibit necessary or proper inquiries on matters such as scheduling and procedure, but any such contacts are to be entered into the official record of the proceeding. Whenever possible, such inquiries and the responses to such inquiries shall be in wiring.

2.75.070 – Rules

A. The examiner shall adopt rules for the conduct of hearings consistent with this chapter. The rules shall be reviewed by the Mayor, and remain in effect during the examiner's term of office. Such rules shall be published and available upon request to all interested parties. The examiner shall have the power to administer oaths, and preserve order.

B. To avoid unnecessary delay and to promote efficiency of the hearing process, the examiner shall limit testimony, including cross examination, to that which is relevant to the matter being heard and shall exclude evidence and cross examination that is irrelevant, cumulative or unduly repetitious. The examiner may establish reasonable time limits for the presentation of direct oral testimony, cross examination, and argument. Any written submittals will be admitted only when authorized by the examiner.

2.75.080 – Powers of the examiner

A. The examiner shall receive and examine all available information, conduct public hearings, prepare a record thereof, consider the applicable permit criteria, and enter decisions or recommendations for the following matters in accordance with the procedural chapters herein cited:

1. Perform the functions and exercise the powers and duties of the Board of Appeals as set forth in Section 205 of the Uniform Code for the Abatement of Dangerous Buildings as adopted by reference pursuant to Chapter 15.15 of the Cathlamet Municipal Code.

2. Perform the functions and exercise the powers and duties of the Board of Adjustment as set forth in Chapter 18.60 of the Cathlamet Municipal Code. The decision of the Hearing Examiner shall be final.

3. Perform the functions and exercise the powers and duties of the Board of Appeals as set forth in Section 108 of the International Fire Code as adopted by reference pursuant to Section 15.10.010 of the Cathlamet Municipal Code.

4. Perform the functions and exercise the powers and duties of the Board of Appeals as set forth in the applicable sections of the current editions of the International Building Code, the Uniform Plumbing Code, and the International Existing Building Code, as adopted by reference pursuant to Cathlamet Municipal Code Section 15.10.010.

5. Appeals relating to the administration of Chapter 14.10 of the Cathlamet Municipal Code (flood damage prevention) as set forth in Cathlamet Municipal Code 14.10.170.

6. Appeals relating to variances and the administration of Chapter 14.15 of the Cathlamet Municipal Code (critical areas) as set forth in Cathlamet Municipal Code 14.15.140 and 14.15.150.

7. Such other matters as the Town Council may refer.

B. The examiner's decision on permit applications may be to grant or deny the application, or the examiner may require of the applicant such conditions, modifications and restrictions as the examiner finds necessary to make the application compatible with its environment and carry out the objectives and goals of the comprehensive plan, the development code, and other codes and ordinances of the Town of Cathlamet and applicable state and federal laws.

2.75.090 – Report of the building official

The building official shall coordinate and assemble the reviews of other Town or County departments and governmental agencies having an interest in the subject application and shall prepare a report summarizing the factors involved and the department's findings, conclusions and recommendations. As it pertains to other matters that the Town Council may refer, the applicable department head shall coordinate and assemble the required reports. The reports shall be filed with the examiner at least ten working days prior to the scheduled hearing.

2.75.100 – Hearing before the hearing examiner

The procedures for a hearing before the examiner are as set forth in this chapter.

2.75.110 – Examiner's decision final – Appeal from examiner's decision

The examiner's decision on all land use actions shall be final and conclusive unless an appeal is filed with Wahkiakum County Superior Court within twenty-one days of issuance of the land use decision, pursuant to RCW 36.70C. Appeals from the examiner's decision shall include the appeal fee as set by resolution of council; provided, that such appeal fee shall not be charged to a department of the Town or to other than the first appellant. The timely filing of any appeal shall stay the effective date of the examiner's decision until such time as the appeal is adjudicated or is withdrawn.

2.75.120 – Fees

The Town Council shall adopt by resolution fees for an open record hearing before the examiner and for appeals of an administrative decision heard by the examiner.

2.75.130 – Precedence

In the event of a conflict between the provisions of this chapter and the provisions of any other chapter or section of the Cathlamet Municipal Code, the provisions of this chapter shall prevail.

2.75.140 – Severability

If any one or more sections, subsections or sentences of this chapter are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this chapter and the same shall remain in full force and effect.

Section 2. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as required by law.

Passed first reading: December 7, 2020. Passed second, third, and final reading: December 21, 2020. Passed by the Town Council of the Town of Cathlamet, at a regular meeting there of this 21st day of December, 2020.

ATTEST:

Sarah Clark, Clerk-Treasurer

APPROVED:

Dale Jacobson, Mayor

Approved As To Form:

Fred Johnson, Town Attorney

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Resolutions.

12A. Resolution 402-20, Extending the Town's COVID-19 Utility Customer Support Program

LEGISLATIVE HISTORY:	
• **First Presentation:**	07/03/2020
• **Second Presentation:**	12/21/2020

SUMMARY

Due to an extension of Statewide mandates restricting utilities from charging customers for late fees or disconnecting services, the Town's support program must also be extended for continued compliance and to assist customers that are financially impacted by COVID-19.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to …approve Resolution 402-20

ATTACHMENTS:	
A. Resolution 402-20	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

Town of Cathlamet, Washington

RESOLUTION 402-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CATHLAMET ESTABLISHING A COVID-19 UTILITY CUSTOMER SUPPORT PROGRAM

WHEREAS, Washington State Governor Inslee issued Proclamation 20-23.6 which requires that all utilities providing water services in Washington State must develop COVID-19 Customer Support Programs consistent with established guidelines and prohibitions on utilities disconnecting service, refusing to reconnect service, and charging late fees; and

WHEREAS, on July 3, 2020 the Cathlamet Town Council passed Resolution 393-20 establishing a COVID-19 Utility Customer Support Program which was set to expired on December 31, 2020; and

WHEREAS, on December 7th, Governor Inslee issued Proclamation 20-23.13, extending and amending Proclamation 20-23, pertaining to Utility Ratepayer Assistance and Preservation of Essential Services and prohibitions on utilities disconnecting service, refusing to reconnect service, and charging late fees through April 30, 2021;

NOW THEREFORE BE IT RESOLVED AND ORDERED BY THE TOWN COUNCIL OF THE TOWN OF CATHLAMET, WASHINGTON:

SECTION 1. The Town Council hereby extends the policy established and adopted by Resolution 393-20, Exhibit "A", until 11:59 p.m. on April 30, 2021 or until the termination of the COVID-19 State of Emergency, whichever comes first.

SECTION 2. The Town Council will review the terms of this COVID-19 Utility Customer Support Program no later than the first regularly scheduled Town Council Meeting in April 2021 to determine whether the policy should be extended, terminated or adjusted.

SECTION 3. This Resolution is effective immediately upon its adoption.

DULY PASSED AND ADOPTED by the Town Council at its regular meeting in Cathlamet, Washington, on this 21st day of December, 2020.

TOWN OF CATHLAMET, BY:

Robert Stowe, Council Position No. 1

Dale Jacobson, Mayor

Bill Wainwright, Council Position No. 2

ATTEST:

Sarah Clark, Clerk-Treasurer

Vacant

APPROVED AS TO FORM:

David Olson, Council Position No. 4

Fred Johnson, Town Attorney

Laurel Waller, Council Position No. 5

Exhibit A

Town of Cathlamet

RESOLUTION 393-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CATHLAMET ESTABLISHING A COVID-19 UTILITY CUSTOMER SUPPORT PROGRAM

WHEREAS, On April 20th, Governor Inslee announced Washington's Recovery Plan, which includes ensuring access to essential services during the state's recovery from the COVID-19 pandemic; and

WHEREAS, on July 2nd, Governor Inslee issued Proclamation 20-23.6, extending and amending Proclamation 20-23, pertaining to Utility Ratepayer Assistance and Preservation of Essential Services and prohibitions on utilities disconnecting service, refusing to reconnect service, and charging late fees through August 1st, 2020; and

WHEREAS, all utilities have a general obligation to provide safe, reliable, and affordable essential services to their customers; and

WHEREAS, Proclamation 20-23.6 requires that all utilities providing water services in Washington State must develop COVID-19 Customer Support Programs consistent with established guidelines which must be reviewed and posted prominently on a public website by August 1, 2020;

NOW THEREFORE BE IT RESOLVED AND ORDERED BY THE TOWN COUNCIL OF THE TOWN OF CATHLAMET, WASHINGTON:

SECTION 1. REFERENCE. The following policy will offer consumer protections, customer support programs, and notification protocols and be consistent with the requirements of Proclamation 20-23.6, by ensuring that customers experiencing economic hardship as a direct result of the COVID-19 pandemic maintain access to essential services after Proclamation 20-23.6 expires.

This guidance does not relieve customers from the obligation to pay for utility services.

SECTION 2. POLICY. The Town will continue to provide utility billing assistance that will allow customers to recover successfully from the unexpected economic impacts of the pandemic until December 31, 2020.

A. **Long-Term Plans:** for customers that are directly affected by COVID-19, the Town will continue to waive late fees, suspend disconnections of service or refusal to reconnect for non-payment and offer payment plans as specified below.

1. **Payment Arrangements:** will continue to be offered and will allow the utility and the customer to reach an agreement on a reduced payment amount.

I. If the customer consistently pays an agreed to amount of their arrearages accrued monthly, the customer will not be shut off for late payments and will not be assessed any late fees.

Exhibit A

II. The Town will consider each customer's unique circumstances and offer payment arrangements for a term between six to eighteen months.

B. Short-Term Plans: late fees, service shut offs, or refusals to connect due to non-payment will be suspended for all other customers that are not experiencing a financial hardship due to COVID-19 until December 31, 2020.

SECTION 3. CUSTOMER NOTIFICATION GUIDANCE. The Town will inform customers about the Customer Assistance Program and how to receive assistance. Customers with accounts in arrears will be contacted directly by the Town.

1. All customers will be notified of available assistance program by one of the following methods:

A. By providing a direct URL for the customer assistance program web page either by mail or email.

B. Direct email providing a copy of customer assistance options.

C. Electronic or hard copy customer bills and notifications.

D. Hard copy special announcement delivered through the U.S. Mail.

2. The Town will try to identify customers experiencing economic hardship as a direct result of the COVID-19 pandemic and help those customers gain access to bill assistance.

SECTION 4. REVIEW. The Town Council will review the terms of this COVID-19 Utility Customer Support Program no later than the first regularly scheduled Town Council Meeting in December, 2020 to determine whether the policy should be extended, terminated or adjusted.

SECTION 5. This Resolution is effective immediately upon its adoption.

DULY PASSED AND ADOPTED by the Town Council at its regular meeting in Cathlamet, Washington, on this 3rd day of July, 2020.

Agenda Cover Page – December 21, 2020

Resolutions.

12B. Resolution 403-20, Extending the Town's Emergency Proclamation amid COVID-19

LEGISLATIVE HISTORY:	
• **First Presentation:**	03/2020
• **Second Presentation:**	12/21/2020

SUMMARY

Due to an extension of Statewide mandates and COVID-19 continuing to grow and remain active in our community, it has been deemed necessary to extend the previously passed Emergency Proclamation.

CONSIDERATIONS / IMPLICATIONS

MOTION REQUESTED

Motion to …approve Resolution 403-20

ATTACHMENTS:	
A. Resolution 403-20	B.

REPORTED BY: Sarah Clark, Clerk-Treasurer

TOWN OF CATHLAMET, WASHINGTON
RESOLUTION NO. 403-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CATHLAMET EXTENDING EMERGENCY PROCLAMATION NO. 2020-01 OF THE TOWN OF CATHLAMET AND PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE COVID-19 PANDEMIC

WHEREAS, on January 21, 2020, Washington's State Department of Health (WDOH) confirmed the first case of the novel coronavirus (COVID-19) in the United States in Washington, and local health departments and the WDOH have since that time worked to identify, contact, and test people in Washington who have been potentially exposed to COVID-19 in coordination with the US Centers for Disease Control and Prevention (CDC); and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in people and can easily spread from person to person; and

WHEREAS, on January 31, 2020, US Department of Health and Human Services Secretary Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Inslee proclaimed a state of emergency (Proclamation 20-05) for all counties in Washington State due to the spread of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 17, 2020, the Board of Wahkiakum County Commissioners did adopt a Resolution declaring an emergency within Wahkiakum County as a result of coronavirus spread; and

WHEREAS, on March 23, 2020, the Governor of the State of Washington issued Proclamation No. 20-25 (Stay Home-Stay Healthy) which imposed the statewide shutdown of restaurants, bars and expended social gathering limits; the effective period of said Proclamation having now been extended through May 4, 2020; and

WHEREAS, these conditions constitute a civil emergency and necessitate the utilization of emergency powers granted under RCW 38.52.070; and

WHEREAS, the Town may require supplemental assistance; and

WHEREAS, the severity of this event may go beyond the capability of local resources; and

WHEREAS, on March 23, 2020, Mayor Dale Jacobson issued Emergency Proclamation No. 2020-01 declaring the conditions created by COVID-19 to be an emergency within the Town of Cathlamet pursuant to the provisions of RCW 38.52.070; and

WHEREAS, COVID-19 is an ongoing concern and active in our community; and

WHEREAS, the health, safety, and welfare of Town residents, businesses, visitors and staff is of utmost importance to the Town and additional future measures may be needed to protect the community.

NOW THEREFORE, BE IT HEREBY RESOLVED AND ORDERED BY THE TOWN COUNCIL OF THE TOWN OF CATHLAMET, WASHINGTON, as follows:

Section 1. The Town of Cathlamet Emergency Proclamation No. 2020-01 issued by Mayor Dale Jacobson on March 23, 2020, Exhibit "A", is hereby extended and shall remain in effect until April 30, 2021 or until the termination of the COVID-19 State of Emergency, whichever comes first; unless extended by formal action of the Town Council.

The Mayor shall notify the Council Members of actions taken pursuant to said Proclamation.

Section 2. The provisions of this Resolution shall become effective immediately upon adoption.

DULY PASSED AND ADOPTED this 21st Day of December, 2020.

TOWN OF CATHLAMET BY:

Dale Jacobson, Mayor

Robert Stowe, Council Position #1

ATTEST:

Sarah Clark, Clerk-Treasurer

Bill Wainwright, Council Position #2

APPROVED AS TO FORM:

Fred Johnson, Town Attorney

Paige Lake, Council Position #3

David Olson, Council Position #4

Laurel Waller, Council Position #5

Exhibit A

TOWN OF CATHLAMET, WASHINGTON

EMERGENCY PROCLAMATION NO. 2020-01

WHEREAS, on January 21, 2020, Washington's State Department of Health (WDOH) confirmed the first case of the novel coronavirus (COVID-19) in the United States in Washington, and local health departments and the WDOH have since that time worked to identify, contact, and test people in Washington who have been potentially exposed to COVID-19 in coordination with the US Centers for Disease Control and Prevention (CDC); and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in people and can easily spread from person to person; and

WHEREAS, on January 31, 2020, US Department of Health and Human Services Secretary Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Inslee proclaimed a state of emergency (Proclamation 20-05) for all counties in Washington State due to the spread of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 16, 2020, the Governor of the State of Washington announced the statewide shutdown of restaurants, bars and expended social gathering limits; and

WHEREAS, on March 17, 2020, the Board of Wahkiakum County Commissioners did adopt a Resolution declaring an emergency within Wahkiakum County as a result of coronavirus spread; and

WHEREAS, these conditions constitute a civil emergency and necessitate the utilization of emergency powers granted under RCW 38.52.070; and

WHEREAS, the Town may require supplemental assistance; and

WHEREAS, the severity of this event may go beyond the capability of local resources; and

WHEREAS, the existing conditions created by COVID-19 warrant the proclamation of the existence of a local emergency; and

WHEREAS, measures must be taken to protect public health, safety and welfare in the Town.

NOW, THEREFORE, I, Dale Jacobson, Mayor of the Town of Cathlamet, pursuant to RCW 38.52.070, do hereby proclaim that a State of Emergency exists in the Town of Cathlamet, and that emergency measures may be implemented, including the utilization of emergency powers granted under RCW 38.52.070

This emergency proclamation shall expire unless confirmed and adopted by the Cathlamet Town Council at the next regularly scheduled Town Council meeting.

Dated this 23rd day of March, 2020

Dale Jacobson, Mayor

Attest:

Sarah Clark, Clerk-Treasurer

12. Council Discussion

A. Robert Stowe:
Liaison: Library, SWWCA, School Board, EPREP Sheriff's Dept.

B. Bill Wainwright:
Liaison: Timber, BVFF, County Commissioners, Health & Human Services, RIF, Housing/Homeless

C. Vacant:
Liaison: PCA, Community Center, Port District, Community Outreach

D. David Olson:
Liaison: Law & Justice, PUD/Broadband, Historical Society, Chamber of Commerce, Tribal, Legislator, CWCOG, Pool

E. Laurel Waller:
Liaison: Budget & Finance, Public Works, Community Network, Planning Commission