

City of Stanwood



City Council Packet

Stanwood City Council Regular Meeting

Thursday, January 13, 2022



AGENDA
CITY COUNCIL REGULAR MEETING
Thursday, January 13, 2022 – 7:00 p.m.
This meeting will be conducted by telephone
and online, connection information will be
posted on City Website—
<https://www.stanwoodwa.org>

Stanwood City Hall
10220 270th St. NW, Stanwood, WA 98292

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **CITIZEN COMMENTS**
Anyone wishing to provide written or oral public comment, must pre-register by 9:00 a.m. the day of the meeting, by calling 360-454-5213, or by clicking on this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
5. **STAFF REPORTS**
 - a. Annual Small Works Roster Project Report **5-1**
6. **COMMITTEE REPORTS**
7. **CONSENT AGENDA**
 - a. Approve Vouchers and Payroll Checks **7-1**
 - b. Approve December 9, 2021 Regular Meeting Minutes **7-8**
 - c. Appointment of New Parks and Trails Advisory Committee Member **7-17**
 - d. Appointment of Planning Commission Member **7-20**
 - e. Snohomish Health District Board Appointment **7-23**
 - f. Authorize the Finance Director to approve second utility account adjustment **7-31**
8. **OLD BUSINESS**
9. **PUBLIC HEARING**
10. **NEW BUSINESS**
 - a. Select Councilmember Position Six **10-1**
 - i. Candidate Statements and Questions
 - ii. **ADJOURN TO EXECUTIVE SESSION TO EVALUATE THE QUALIFICATIONS OF A CANDIDATE FOR APPOINTMENT TO ELECTIVE OFFICE 42.30.110 (1)(H)**
 - iii. **RECONVENE** and Select Councilmember Position Six
 - iv. Oath of Office - Councilmember Position Six **10-10**
 - b. Elect Mayor Pro Tempore **10-12**
 - c. Approve 2022 City Council Calendar **10-16**
 - d. Ordinance 5202 Acceptance of Donations First Reading
11. **CITIZEN CLOSING COMMENTS – REMOVED VIA MOTION AT THE 3-26-20 MEETING**
12. **REPORTS OF OFFICERS AND COMMITTEES**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember Reports/Questions
13. **ADJOURN TO EXECUTIVE SESSION – NONE SCHEDULED AT THIS TIME**
14. **RECONVENE AND ADJOURN**

Upcoming Meetings:

January 27, 2022 Regular Meeting
February 10, 2022 Special Workshop Meeting
February 10, 2022 Regular Meeting



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 5a

DATE: January 13, 2022

SUBJECT: Small Works Project Report – 2020-2021

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Small Public Works and Limited Public Works
Contracts awarded from the Small Works Roster

PURPOSE

The city must make available a list of contracts awarded under the small works roster process at least once per year in accordance with RCW 39.04.200. This agenda cover and attached list satisfies this requirement.

BACKGROUND

The City of Stanwood uses the state approved small works roster process to efficiently solicit bids for Small Public Works projects under \$350,000. Small Public Works projects less than \$50,000 are known as Limited Public Works and enable an agency to waive the payment bond, performance bond, and/or retainage.

The independent Municipal Research and Services Center (MRSC) organization manages an online database for Washington State local government agencies (cities, counties, school districts, and special districts) to solicit work from contractors eligible to bid on small public works projects and to solicit work from professional consultants.

Agencies are required to advertise and maintain a list of interested contractors and consultants. For a small fee, MRSC handles the advertising and tracking as required by state law. Agencies throughout Washington State use the MRSC Roster to fulfill the state requirements.

As a shared roster system, MRSC Rosters provides agencies with access to a current contractor, and consultant list, while at the same time allowing contractors and consultants the marketing advantage of reaching multiple agencies through just one roster application process.

Under RCW 39.04.155(3) agencies using the Small Works Roster Process or the Limited Public Works Process are required to make certain information available about

contracts awarded under these processes. Rather than maintaining two separate reporting systems, one for Small Works Roster projects and one for Limited Public Works projects, an agency can combine the requirements which are: to maintain a list of the contractors contacted and the contracts awarded during the previous 24 months including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, the date the contract was awarded and other contractors solicited. The list must be made available once every year and have easy accessibility by either including it on the city's website or upon request by email.

Attachment A provides a list of public works projects and a list of limited public works projects awarded from the small works roster during the previous 24 months.

ANALYSIS

The projects in Attachment A have been awarded in accordance with state and local purchasing requirements. There is no fiscal impact associated with this action.

SMALL PUBLIC WORKS PROJECTS (<\$350,000) 2020 – 2021

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
4-8-2021	AtWork! Commercial Enterprises, LLC	604 188 676	ATWORCF823C3	SR532 Flood Berm Pathway Planting Project	\$55,391.70	Emailed all MRSC Contractors Registered for: Main Category: Vegetation Work Sub-Category: Landscape Improvements (Not Maintenance) Bids Received: 6

LIMITED PUBLIC WORKS PROJECTS (<\$50,000) 2020 – 2021

CONTRACT DATE	CONTRACTOR	UBI #	CONTRACTOR REG #	PROJECT	BID AMOUNT	OTHER CONTRACTORS SOLICITED
4-11-2020	Tacoma Pumps & Drilling Co. Inc.	278 039 649	TACOMPD203PF	Decommission Fure Well and Remove a Submersible Pump at Bryant Well II	\$14,469.00	Emailed all MRSC Contractors Registered for: Main Category: Water Facility Const., Repair, & Maint. Sub-Category: Well Drilling, Develop., & Redevelop. Bids Received: 3
8-17-2020	Fidalgo Paving & Construction, LLC	602 567 313	FIDALPC946BK	Asphalt Project	\$37,611.60	Emailed all MRSC Contractors Registered for: Main Category: Roadway Const., Repair & Maint. Sub-Category: Asphalt Pavement Minor Repair Bids Received: 3
10-7-2020	Speer Taps, Inc.	600 491 975	SPEERTI123JM	Water Main Live Taps	\$9,855.30	Puget Sound Tap – no bid received

2-11-2021	Bonner Electrical, LLC	603 016 830	BONNEEC904L9	On-Call Electrical Services	Not to exceed \$50,000/yr	Emailed all MRSC Contractors Registered for: Main Category: Electrical & Com., Facility CN, Repair & Maint. Sub-Category: Electrical CN, Electrical High Volt, Low Volt, Lighting, etc. Bids Received: 3
2-11-2021	Control Dynamics	601 560 641	CONTRDI061M7	On-Call Electrical Services	Not to exceed \$50,000/yr	Emailed all MRSC Contractors Registered for: Main Category: Electrical & Com., Facility CN, Repair & Maint. Sub-Category: Electrical CN, Electrical High Volt, Low Volt, Lighting, etc. Bids Received: 3



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7a

DATE: January 13, 2022

SUBJECT: Approval of Voucher and Payroll Checks

CONTACT PERSON: Amy Bergemeier, Accounting Specialist

ATTACHMENTS: A - Voucher Check Detail

SUMMARY STATEMENT

Approve issuance of Washington Federal Bank voucher checks 34756 through 34871 and Washington Federal Bank electronic funds transfers in the amount of \$1,727,695.15. Approve issuance of Washington Federal Bank payroll benefit checks 1939 through 1949 and Washington Federal electronic payroll and benefit funds transfers in the amount of \$380,393.10.

RECOMMENDED MOTION

MOTION TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK VOUCHER CHECKS 34756 THROUGH 34871 AND WASHINGTON FEDERAL BANK ELECTRONIC FUNDS TRANSFERS IN THE AMOUNT OF \$1,727,695.15. APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK PAYROLL BENEFIT CHECKS 1939 THROUGH 1949 AND ELECTRONIC PAYROLL AND BENEFIT FUNDS TRANSFERS IN THE AMOUNT OF \$380,393.10.

CHECK REGISTER

City Of Stanwood

Time: 09:25:04 Date: 01/05/2022

11/30/2021 To: 01/04/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5359	12/01/2021	Claims	3	EFT	WA St Dept of Revenue **	17,336.56	City of Stanwood
5415	12/08/2021	Payroll	3	EFT		3,843.82	November 2021 Payroll
5416	12/08/2021	Payroll	3	EFT		4,119.17	November 2021 Payroll
5417	12/08/2021	Payroll	3	EFT		3,653.08	November 2021 Payroll
5418	12/08/2021	Payroll	3	EFT		3,046.11	November 2021 Payroll
5419	12/08/2021	Payroll	3	EFT		2,099.71	November 2021 Payroll
5420	12/08/2021	Payroll	3	EFT		1,010.15	November 2021 Payroll
5421	12/08/2021	Payroll	3	EFT		4,010.45	November 2021 Payroll
5422	12/08/2021	Payroll	3	EFT		6,517.28	November 2021 Payroll
5423	12/08/2021	Payroll	3	EFT		3,827.68	November 2021 Payroll
5424	12/08/2021	Payroll	3	EFT		2,936.87	November 2021 Payroll
5425	12/08/2021	Payroll	3	EFT		1,909.10	November 2021 Payroll
5426	12/08/2021	Payroll	3	EFT		2,943.67	November 2021 Payroll
5427	12/08/2021	Payroll	3	EFT		2,665.79	November 2021 Payroll
5428	12/08/2021	Payroll	3	EFT		3,554.74	November 2021 Payroll
5429	12/08/2021	Payroll	3	EFT		3,159.09	November 2021 Payroll
5430	12/08/2021	Payroll	3	EFT		4,455.77	November 2021 Payroll
5431	12/08/2021	Payroll	3	EFT		5,970.72	November 2021 Payroll
5432	12/08/2021	Payroll	3	EFT		390.93	November 2021 Payroll
5433	12/08/2021	Payroll	3	EFT		5,691.77	November 2021 Payroll
5434	12/08/2021	Payroll	3	EFT		6,005.15	November 2021 Payroll
5435	12/08/2021	Payroll	3	EFT		1,667.58	November 2021 Payroll
5436	12/08/2021	Payroll	3	EFT		4,635.69	November 2021 Payroll
5437	12/08/2021	Payroll	3	EFT		3,852.48	November 2021 Payroll
5438	12/08/2021	Payroll	3	EFT		3,679.44	November 2021 Payroll
5439	12/08/2021	Payroll	3	EFT		390.93	November 2021 Payroll
5440	12/08/2021	Payroll	3	EFT		3,369.71	November 2021 Payroll
5441	12/08/2021	Payroll	3	EFT		4,099.35	November 2021 Payroll
5442	12/08/2021	Payroll	3	EFT		4,007.30	November 2021 Payroll
5443	12/08/2021	Payroll	3	EFT		341.01	November 2021 Payroll
5444	12/08/2021	Payroll	3	EFT		654.63	November 2021 Payroll
5445	12/08/2021	Payroll	3	EFT		13,057.32	November 2021 Payroll
5446	12/08/2021	Payroll	3	EFT		4,176.61	November 2021 Payroll
5447	12/08/2021	Payroll	3	EFT		1,781.11	November 2021 Payroll
5448	12/08/2021	Payroll	3	EFT		2,783.87	November 2021 Payroll
5449	12/08/2021	Payroll	3	EFT		2,484.01	November 2021 Payroll
5450	12/08/2021	Payroll	3	EFT		4,594.64	November 2021 Payroll
5451	12/08/2021	Payroll	3	EFT		391.01	November 2021 Payroll
5452	12/08/2021	Payroll	3	EFT		4,327.71	November 2021 Payroll
5453	12/08/2021	Payroll	3	EFT		3,896.17	November 2021 Payroll
5454	12/08/2021	Payroll	3	EFT		4,716.63	November 2021 Payroll
5455	12/08/2021	Payroll	3	EFT		2,671.94	November 2021 Payroll
5456	12/08/2021	Payroll	3	EFT		3,239.75	November 2021 Payroll
5457	12/08/2021	Payroll	3	EFT		391.01	November 2021 Payroll
5458	12/08/2021	Payroll	3	EFT		391.09	November 2021 Payroll
5475	12/08/2021	Payroll	3	EFT	HSA Bank	1,791.00	Pay Cycle(s) 12/08/2021 To 12/08/2021 - HSA Contributions ER; Pay Cycle(s) 12/08/2021 To 12/08/2021 - HSA Contr EE Over 55
5476	12/08/2021	Payroll	3	EFT	Internal Revenue Service (941)	66,662.76	941 Deposit for Pay Cycle(s) 12/08/2021 - 12/08/2021
5477	12/08/2021	Payroll	3	EFT	WA St Department Of Retirement Systems	44,011.13	Pay Cycle(s) 12/08/2021 To 12/08/2021 - PERS2; Pay Cycle(s) 12/08/2021 To 12/08/2021 - PERS 3; Pay Cycle(s) 12/08/2021 To 12/08/2021 - 457 - DRS (DCP)
5503	12/09/2021	Payroll	3	EFT		248.99	Duncan & Davis
5504	12/09/2021	Payroll	3	EFT		5.65	Duncan & Davis

CHECK REGISTER

City Of Stanwood

Time: 09:25:04 Date: 01/05/2022

11/30/2021 To: 01/04/2022

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5505	12/09/2021	Payroll	3	EFT	Internal Revenue Service (941)	375.66	941 Deposit for Pay Cycle(s) 12/09/2021 - 12/09/2021
5506	12/09/2021	Payroll	3	EFT	WA St Department Of Retirement Systems	378.40	Pay Cycle(s) 12/09/2021 To 12/09/2021 - PERS2; Pay Cycle(s) 12/09/2021 To 12/09/2021 - PERS 3
5623	12/21/2021	Payroll	3	EFT		1,490.34	Admin Hazard Pay
5624	12/21/2021	Payroll	3	EFT		1,605.15	Admin Hazard Pay
5625	12/21/2021	Payroll	3	EFT		1,462.44	Admin Hazard Pay
5626	12/21/2021	Payroll	3	EFT		1,472.43	Admin Hazard Pay
5627	12/20/2021	Payroll	3	EFT		3,778.72	Marcus Richards Final Ck
5648	12/23/2021	Payroll	3	EFT		3,000.00	Dec 2021 Draw
5649	12/23/2021	Payroll	3	EFT		1,400.00	Dec 2021 Draw
5650	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5651	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5652	12/23/2021	Payroll	3	EFT		1,000.00	Dec 2021 Draw
5653	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5654	12/23/2021	Payroll	3	EFT		2,700.00	Dec 2021 Draw
5655	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5656	12/23/2021	Payroll	3	EFT		4,000.00	Dec 2021 Draw
5657	12/23/2021	Payroll	3	EFT		1,600.00	Dec 2021 Draw
5658	12/23/2021	Payroll	3	EFT		1,000.00	Dec 2021 Draw
5659	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5660	12/23/2021	Payroll	3	EFT		1,600.00	Dec 2021 Draw
5661	12/23/2021	Payroll	3	EFT		2,000.00	Dec 2021 Draw
5662	12/23/2021	Payroll	3	EFT		1,000.00	Dec 2021 Draw
5663	12/23/2021	Payroll	3	EFT		2,200.00	Dec 2021 Draw
5664	12/23/2021	Payroll	3	EFT		1,700.00	Dec 2021 Draw
5665	12/23/2021	Payroll	3	EFT		500.00	Dec 2021 Draw
5666	12/23/2021	Payroll	3	EFT		3,450.00	Dec 2021 Draw
5667	12/23/2021	Payroll	3	EFT		1,500.00	Dec 2021 Draw
5668	12/23/2021	Payroll	3	EFT		1,000.00	Dec 2021 Draw
5677	12/21/2021	Claims	3	EFT	US Bank	4,952.91	4485 5945 5564 1495
5678	12/21/2021	Claims	3	EFT	WA St Dept of Revenue **	15,312.55	City of Stanwood
5746	12/01/2021	Claims	3	EFT	US Bank St Paul	372,679.16	W & S Rev Bond 2019; W & S Rev & Rfnd Bonds 2021
5747	12/01/2021	Claims	3	EFT	Heartland Payment Systems	172.87	November Merchant Fees
5748	12/03/2021	Claims	3	EFT	Chase Paymentech	2,035.91	Nov Merchant Fees
5750	12/07/2021	Claims	3	EFT	Xpress/Bill Pay	531.75	November Fees
5754	12/10/2021	Claims	3	EFT	First American Title Escrow	3,000.00	open escrow Sebranke property Downtown Park
5755	12/14/2021	Claims	3	EFT	First American Title Escrow	77,863.30	Sebranke property downtown park purchase
5478	12/08/2021	Payroll	3	1939	AFLAC	326.04	Pay Cycle(s) 12/08/2021 To 12/08/2021 - AFLAC, Pre-Tax; Pay Cycle(s) 12/08/2021 To 12/08/2021 - AFLAC, Post-Tax
5479	12/08/2021	Payroll	3	1940	AWC Employee Benefit Trust	19,913.70	Pay Cycle(s) 12/08/2021 To 12/08/2021 - AWC - Health First 250; Pay Cycle(s) 12/08/2021 To 12/08/2021 - AWC- Dental J; Pay Cycle(s) 12/08/2021 To 12/08/2021 - AWC - Vision; Pay Cycle(s) 12/08/2021 To;
5480	12/08/2021	Payroll	3	1941	Colonial Life Insurance	66.75	Pay Cycle(s) 12/08/2021 To 12/08/2021 - Colonial Life Ins

CHECK REGISTER

City Of Stanwood

Time: 09:25:04 Date: 01/05/2022

11/30/2021 To: 01/04/2022

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5481	12/08/2021	Payroll	3	1942	Hartford Retirement Plan Services	3,593.29	Pay Cycle(s) 12/08/2021 To 12/08/2021 - 457 - MassMutual (Hartford); Pay Cycle(s) 12/08/2021 To 12/08/2021 - Roth 457(b)(MassMutual)
5482	12/08/2021	Payroll	3	1943	ICMA Retirement Trust	3,783.14	Pay Cycle(s) 12/08/2021 To 12/08/2021 - 457 - ICMA
5483	12/08/2021	Payroll	3	1944	Legal Shield	53.70	Pay Cycle(s) 12/08/2021 To 12/08/2021 - Legal Shield
5484	12/08/2021	Payroll	3	1945	Navia Benefits	137.50	Pay Cycle(s) 12/08/2021 To 12/08/2021 - Medical FSA- S125; Pay Cycle(s) 12/08/2021 To 12/08/2021 - Navia Limited FSA
5485	12/08/2021	Payroll	3	1946	Western Conference of Teamsters Pension Trust	2,320.77	Pay Cycle(s) 12/08/2021 To 12/08/2021 - WCTPP Contributions
5486	12/08/2021	Payroll	3	1947	Teamsters Union Local 231	1,392.00	Pay Cycle(s) 12/08/2021 To 12/08/2021 - Teamsters Dues
5487	12/08/2021	Payroll	3	1948	Washington Teamsters Welfare Trust	36,581.50	Pay Cycle(s) 12/08/2021 To 12/08/2021 - Teamsters Dental; Pay Cycle(s) 12/08/2021 To 12/08/2021 - Teamsters Medical
5507	12/09/2021	Payroll	3	1949	ICMA Retirement Trust	1,880.00	Pay Cycle(s) 12/09/2021 To 12/09/2021 - 457 - ICMA
5360	12/01/2021	Claims	3	34756	Aramark Uniform Services Inc	47.88	937963000
5361	12/01/2021	Claims	3	34757	Bigfoot Lock Service	152.88	City of Stanwood
5362	12/01/2021	Claims	3	34758	Cascade Fabrication, LLC	9,745.12	City of Stanwood
5363	12/01/2021	Claims	3	34759	Cascade Natural Gas Corp	944.67	608 440 0000 4; 853 540 0000 2; 931 607 9072 6; 839 440 0000 5; 498 440 0000 7; 127 540 0000 3; 022 201 7579 4
5364	12/01/2021	Claims	3	34760	Databar Inc.	908.81	8952 City of Stanwood
5365	12/01/2021	Claims	3	34761	Edge Analytical Inc	46.00	STA01; STA01
5366	12/01/2021	Claims	3	34762	Lenz Enterprises Inc	121.43	City of Stanwood; City of Stanwood; City of Stanwood
5367	12/01/2021	Claims	3	34763	Les Schwab Tire Centers	21.84	S34-00006 City of Stanwood
5368	12/01/2021	Claims	3	34764	Office Depot	1,090.91	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
5369	12/01/2021	Claims	3	34765	PUD Of Snohomish County *	12,156.51	202423729; 200208858; 202982351; 220923312
5370	12/01/2021	Claims	3	34766	Pace Engineers, Inc	10,469.50	City of Stanwood; City of Stanwood; City of Stanwood
5371	12/01/2021	Claims	3	34767	Platt Electric Supply Inc	4,341.07	City of Stanwood 24127
5372	12/01/2021	Claims	3	34768	RH2 Engineering Inc	6,133.60	City of Stanwood
5373	12/01/2021	Claims	3	34769	Refund - Washington Energy Services	407.05	City of Stanwood
5374	12/01/2021	Claims	3	34770	Refund -Bryan Thomas	104.15	Ref. Utility 1828 Bryan Thomas - Overpayment At Closing
5375	12/01/2021	Claims	3	34771	Ricoh USA, Inc.	1,606.99	1316669-3660143; 1316669-3660140; 1316669-3659652; 1316669-3660090; 1316669-3660142
5376	12/01/2021	Claims	3	34772	Safetyshirtz	1,072.86	City of Stanwood
5377	12/01/2021	Claims	3	34773	Seegert, Gina	92.00	City of Stanwood
5378	12/01/2021	Claims	3	34774	Skagit Valley Publishing	148.50	48893; 48893
5379	12/01/2021	Claims	3	34775	Sno Co Prosecuting Attorney	1,435.56	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 09:25:04 Date: 01/05/2022

11/30/2021 To: 01/04/2022

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5380	12/01/2021	Claims	3	34776	Sno Co Sheriff's Office - CB	3.91	91-6001368 City of Stanwood
5381	12/01/2021	Claims	3	34777	Sno Co Sheriffs Office *	156,723.75	SSH00001
5382	12/01/2021	Claims	3	34778	Stanwood Chamber Of Commerce	350.00	City of Stanwood
5383	12/01/2021	Claims	3	34779	Sterling National Bank - Loan OPS		paid automatically thru ACH from US Bank
5384	12/01/2021	Claims	3	34780	Summit Law Group	265.50	20150-DAS
5385	12/01/2021	Claims	3	34781	Taylor Driving School	4,585.00	City of Stanwood
5386	12/01/2021	Claims	3	34782	Unum Life Insurance	88.40	City of Stanwood
5387	12/01/2021	Claims	3	34783	WA Cities Insurance	20,000.00	City of stanwood
5388	12/01/2021	Claims	3	34784	Wave Broadband	149.62	3201-0316545-01
5389	12/01/2021	Claims	3	34785	Western Nursery Sales, Inc.	1,530.36	City of Stanwood
5508	12/09/2021	Claims	3	34786	5 Star service Inc.	19,165.00	City of Stanwood; City of Stanwood; City of Stanwood
5509	12/09/2021	Claims	3	34787	APP- Associated Petroleum Products	2,357.92	00-0100494
5510	12/09/2021	Claims	3	34788	Ace Hardware	640.13	20013
5511	12/09/2021	Claims	3	34789	Aramark Uniform Services Inc	95.76	937963000; 937963000
5512	12/09/2021	Claims	3	34790	Gaylynn Brien	60.00	City of Stanwood
5513	12/09/2021	Claims	3	34791	Cascade Septic Pumping	300.00	City of Stanwood
5514	12/09/2021	Claims	3	34792	DMH Industrial Electric Inc	483.12	City of Stanwood
5515	12/09/2021	Claims	3	34793	Forest Land Services Inc	930.82	City of Stanwood
5516	12/09/2021	Claims	3	34794	Granich Engineered Products Inc	1,242.54	CSP8 City of Stanwood
5517	12/09/2021	Claims	3	34795	KPG	743.46	City of Stanwood
5518	12/09/2021	Claims	3	34796	LGI Homes Holdings, LLC	14,156.92	SWS LOT 77 (INFORMATION CENTER) & IMPACT FEE REFUND
5519	12/09/2021	Claims	3	34797	Navia Benefits	50.00	City of Stanwood
5520	12/09/2021	Claims	3	34798	O'Reilly Auto Parts	22.81	1872464
5521	12/09/2021	Claims	3	34799	Office Depot	366.20	36274097; 36274097; 36274097; 36274097; 36274097
5522	12/09/2021	Claims	3	34800	PNWS-AWWA	250.00	City of stanwood
5523	12/09/2021	Claims	3	34801	PUD Of Snohomish County *	8,969.62	200592889; 221854284; 200128742; 202727285; 202694204; 202670675; 202579512; 202882056; 200367373; 200240505; 200142180; 221041510; 222799900
5524	12/09/2021	Claims	3	34802	Pitney Bowes Inc- Global Financial Svc	230.79	0013214658
5525	12/09/2021	Claims	3	34803	Safeway	6.07	City of Stanwood191483
5526	12/09/2021	Claims	3	34804	Seabold Group	12,025.00	City of Stanwood 330
5527	12/09/2021	Claims	3	34805	Shred-it US JV LLC	125.73	1000283524 City of Stanwood
5528	12/09/2021	Claims	3	34806	Skagit Farmers Supply	2,425.51	135052
5529	12/09/2021	Claims	3	34807	Skagit Valley Publishing	86.63	48893; 48893
5530	12/09/2021	Claims	3	34808	Sno Co Dept Of Emergency Management	2,284.25	DEMSTNWD
5531	12/09/2021	Claims	3	34809	Sno Co Public Works *	192.26	SWMSTANW
5532	12/09/2021	Claims	3	34810	Sno Cty Boundary Review Board	50.00	City of Stanwood
5533	12/09/2021	Claims	3	34811	Snohomish County Cities & Towns	100.00	City of Stanwood
5534	12/09/2021	Claims	3	34812	Snohomish County Clerk's Office	543,000.00	City of Stanwood
5535	12/09/2021	Claims	3	34813	Snohomish County Treasurer	15.93	City of Stanwood
5536	12/09/2021	Claims	3	34814	Stanwood Auto Parts	493.73	56100; 56100; 56100
5537	12/09/2021	Claims	3	34815	Stanwood Chamber Of Commerce	6,000.00	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 09:25:04 Date: 01/05/2022

11/30/2021 To: 01/04/2022

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5538	12/09/2021	Claims	3	34816	Stanwood City Utility	4,432.31	4252; 4724; 1241; 1271; 1328; 1332; 1348; 1473; 1573; 1587; 1674; 1675; 2416
5539	12/09/2021	Claims	3	34817	Stanwood-Camano News	82.50	48893
5540	12/09/2021	Claims	3	34818	Strategies 360 Inc	1,500.00	City of Stanwood
5541	12/09/2021	Claims	3	34819	TMG Services Inc	149.21	1920010 City of Stanwood
5542	12/09/2021	Claims	3	34820	Utilities Underground Loc	96.75	134200 City of Stanwood
5543	12/09/2021	Claims	3	34821	Verizon Wireless	1,848.14	372541731-00001; 742373248-00001
5544	12/09/2021	Claims	3	34822	WA St Treasurer	1,185.94	City of Stanwood
5545	12/09/2021	Claims	3	34823	Waste Management Skagit	154.18	8-34465-95001
5546	12/09/2021	Claims	3	34824	Weed, Graafstra & Associates, Inc., P.S	6,229.80	City of Stanwood
5547	12/09/2021	Claims	3	34825	Ziply Fiber	1,387.00	206-188-0411-053105-5; 360-629-4907-072497-5
5679	12/21/2021	Claims	3	34826	Zachary K Ahneman	200.62	City of Stanwood
5680	12/21/2021	Claims	3	34827	Air Care Systems	1,635.89	City of Stanwood
5681	12/21/2021	Claims	3	34828	Aramark Uniform Services Inc	47.88	937963000
5682	12/21/2021	Claims	3	34829	Berk	1,730.00	City of Stanwood
5683	12/21/2021	Claims	3	34830	Edge Analytical Inc	541.00	STA01; STA01; City of Stanwood
5684	12/21/2021	Claims	3	34831	Grainger Inc	109.64	848089215
5685	12/21/2021	Claims	3	34832	Hamilton Lumber LLC	160.29	City of Stanwood
5686	12/21/2021	Claims	3	34833	ICI Construction Inc.	229,702.20	City of Stanwood
5687	12/21/2021	Claims	3	34834	ICONIX Waterworks (US) Inc.	4,571.98	City of Stanwood CITSTA
5688	12/21/2021	Claims	3	34835	Jiffy Lube 2583	361.30	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
5689	12/21/2021	Claims	3	34836	KPG	679.32	City of Stanwood
5690	12/21/2021	Claims	3	34837	Lankford Associates	1,375.00	City of Stanwood
5691	12/21/2021	Claims	3	34838	Lenz Enterprises Inc	1,076.17	City of Stanwood; City of Stanwood; City of Stanwood
5692	12/21/2021	Claims	3	34839	Meyer Sign & Advertising Co. Inc	646.46	City of Stanwood
5693	12/21/2021	Claims	3	34840	NC Machinery	3,329.14	0271520 City of Stanwood
5694	12/21/2021	Claims	3	34841	Northsound Refrigeration	1,226.34	City of Stanwood
5695	12/21/2021	Claims	3	34842	O'Reilly Auto Parts	94.83	City of Stanwood 1872464
5696	12/21/2021	Claims	3	34843	Office Depot	818.01	36274097; 36274097; 36274097; 36274097; 36274097
5697	12/21/2021	Claims	3	34844	PUD Of Snohomish County *	1,324.26	201942398; 200633634; 200103539; 200738672; 222277832; 200794063; 202423729
5698	12/21/2021	Claims	3	34845	Pace Engineers, Inc	25,414.09	City of Stanwood; City of Stanwood; City of Stanwood
5699	12/21/2021	Claims	3	34846	Kevin Pellham	92.00	City of Stanwood
5700	12/21/2021	Claims	3	34847	Perteet Inc.	46,356.24	City of Stanwood
5701	12/21/2021	Claims	3	34848	Puget Tech LLC	2,784.00	City of Stanwood
5702	12/21/2021	Claims	3	34849	Reece Construction Company, Inc	10,632.31	City of Stanwood
5703	12/21/2021	Claims	3	34850	Safeway	22.77	City of Stanwood 191483
5704	12/21/2021	Claims	3	34851	Sno Co Auditor *	186.00	City of Stanwood
5705	12/21/2021	Claims	3	34852	Sno Co District Court	679.61	DCT34003; DCT34003
5706	12/21/2021	Claims	3	34853	Sno Co Information Services *	11,108.35	DIS1107
5707	12/21/2021	Claims	3	34854	Snohomish County 911	8,202.99	City of Stanwood
5708	12/21/2021	Claims	3	34855	Snohomish County Public Def Association	2,208.00	City of Stanwood
5709	12/21/2021	Claims	3	34856	Snohomish County Treasurer	9.62	City of stanwood

CHECK REGISTER

City Of Stanwood

11/30/2021 To: 01/04/2022

Time: 09:25:04 Date: 01/05/2022

Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5710	12/21/2021	Claims	3	34857	Everett Daily Herald/ Sound Publishing	690.00	51439981
5711	12/21/2021	Claims	3	34858	Stanwood Auto Parts	185.58	56100; 56100; 56100; 56100
5712	12/21/2021	Claims	3	34859	Summit Law Group	66.00	20150-1 DAS
5713	12/21/2021	Claims	3	34860	UPS Store #4798	60.72	City of Stanwood
5714	12/21/2021	Claims	3	34861	US Bank Na Custody/ Treas Div- Money Ctr	34.00	777221717
5715	12/21/2021	Claims	3	34862	US Postal Service-Stanwood *	289.24	City of Stanwood Police Department; City of Stanwood
5716	12/21/2021	Claims	3	34863	USA Bluebook	1,258.92	478228; 478228; 478228; 478228
5717	12/21/2021	Claims	3	34864	Uline	11.47	City of Stanwood 9638073
5718	12/21/2021	Claims	3	34865	WA St Auditor's Office	2,250.69	City of Stanwood
5719	12/21/2021	Claims	3	34866	WA St Treasurer	798.49	City of Stanwood
5720	12/21/2021	Claims	3	34867	WABO	50.00	City of Stanwood
5721	12/21/2021	Claims	3	34868	Wave Broadband	278.84	3201-0316547-01; 3201-0316545-01
5722	12/21/2021	Claims	3	34869	West Coast Code Consultants,	1,282.80	City of Stanwood
5723	12/21/2021	Claims	3	34870	Western Exterminator Company	469.27	City of Stanwood; 683591 City of Stanwood; 683591 City of Stanwood
5724	12/21/2021	Claims	3	34871	Zipty Fiber	77.91	360-939-0579-080320-5
		001 General Fund				467,135.35	
		101 Street Fund				36,192.39	
		102 Street Impact Fee Fund				3,523.39	
		103 Street Construction Fund				615,644.29	
		104 Park And Trail Improvement Fund				81,675.80	
		110 Building Improvement Fund				3,300.50	
		115 Tourism And Promotion DSC				9,476.88	
		401 Sewer Fund				306,693.83	
		403 Sewer Construction Fund				246,451.95	
		405 Sewer Plant Investment Fund				5,679.53	
		410 Drainage Fund				35,527.79	
		411 Drainage Construction Fund				15,833.34	
		412 Drainage Plant Investment Fund				612.00	
		421 Water Fund				275,604.80	
		423 Cedar Home Plant Investment				-2,570.00	
		424 Water Plant Investment Fund				6,912.00	
		630 Agency Fund				394.41	
		* Transaction Has Mixed Revenue And Expense Accounts				2,108,088.25	Claims: 1,727,695.15 Payroll: 380,393.10

CERTIFICATION: I, 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 City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director (X) Auditing Officer Meridy Bonhomme
() Deputy Finance Director

Date: 1-5-22



**CITY OF STANWOOD
COUNCIL AGENDA STAFF REPORT**

ITEM NUMBER: 7b
DATE: January 13, 2022
SUBJECT: December 09, 2021, City Council Regular Meeting Minutes
CONTACT PERSON: Krista Hintz, Assistant to the Administrator
ATTACHMENTS: A- City Council Regular Meeting Minutes

SUMMARY STATEMENT

Minutes of the December 09, 2021, City Council Regular Meeting Minutes are attached.

RECOMMENDED MOTION

MOTION TO APPROVE THE MINUTES OF THE DECEMBER 09, 2021 CITY COUNCIL MEETING AS PRESENTED

CITY OF STANWOOD

Special Meeting of the City Council
Thursday, December 09, 2021 – 7:00 p.m.
Zoom Online Meeting & Telephone

MINUTES

1. CALL TO ORDER

Mayor Sid Roberts called the meeting to order at 7:00 p.m.

2. ROLL CALL

Assistant to the Administrator Krista Hintz called the roll with the following Councilmembers present: Rob Johnson, Dianne White, Darren Robb, Tim Pearce, Steve Shepro, Judy Williams. Position Six is vacant with the election of Mayor Roberts. The meeting was quorate.

Also known to be present: Interim City Administrator Shawn Smith, Public Works Director Kevin Hushagen, Community Development Director Patricia Love, Fire Chief John Cermak, Police Chief Rob Martin, City Attorney Nikki Thompson, Finance Director David Hammond, Finance Manager Wendy Dowhower, Assistant to the Administrator/Communications Manager Krista Hintz, Parks Planner Carly Ruacho.

3. APPROVAL OF THE AGENDA

Motion by Councilmember White, second by Councilmember Williams to approve the agenda.

Motion carried unanimously.

4. CITIZEN COMMENTS

The city did not receive any written comment and one citizen who requested to verbally address the Mayor and City Council. Citizens who wished to speak verbally, were required to register on the City Website by 9:00 am today, be visible on camera and provide their name and address.

The city received one requests for verbal comment.

Tim Schmitt
26910 92nd Ave NW Stanwood, WA
Topic – Ethics

5. PRESENTATION

Washington State Auditor's Exit Conference- Presented by State Auditor's Office -Serena Sall, Karyna Orcutt, and Deena Garza,

Financial Audit Results - January 1, 2020, through December 31, 2020

- The SAO has issued an Unmodified Opinion in accordance with Regulatory Basis of Accounting (BARS Manual).
- Adverse Opinion on U.S. GAAP also issued.
- Audit conducted in accordance with Government Auditing Standards.
- No significant deficiencies in internal control reported.
- No deficiencies considered to be material weaknesses.
- No instances noted of noncompliance that were material to the financial statements of the city.
- No uncorrected or misstatements were identified.
- No material misstatements were identified.

Federal Grant Compliance Audit Results – January 1, 2020, through December 31, 2020

- Unmodified Opinion issued on the city's compliance with requirements applicable to its major program.
- Audit conducted in accordance with Government Audit Standards and the Uniform Guidance.
- No significant deficiencies in internal control.
- No deficiencies considered to be material weaknesses reported.
- Instance of one issue of noncompliance regarding federal procurement policy which has been addressed by City Management.

Takeaways

- *The city followed Federal Procurement Guidelines correctly and had a good policy, written procedures just need to be updated to match current procedures.
- 2021 Audit costs are in alignment with the original estimate, a 2022 estimate has been submitted.
- The 2022 Audit will consist of an Accountability for public resources Audit-years 2020-2021, and a Financial Statement Audit for 2021.

6. COMMITTEE REPORTS

Councilmember Shepro mention that the names of the PTAC members had been omitted from the minutes as attendees and asked for the correction to be made.

7. CONSENT AGENDA

- a. Approve Vouchers and Payroll Checks
- b. Approve November 22, 2021, Regular City Council Meeting Minutes
- c. Parks and Trails Advisory Committee Appointments
- d. Economic Development Board Appointments
- e. Acceptance of Housing Action Plan Grant for Department of Commerce and Blueline Contract

Motion by Councilmember White, second by Councilmember Pearce to approve the consent agenda, items A thru E.

Motion carried unanimously.

8. OLD BUSINESS

a. Resolution 2021-15 - Sebranke Property Acquisition

Community Development Director Patricia Love presented an \$80,000 Purchase and Sale Agreement with Brad Sebranke to purchase property in east end historic shopping district.

The city entered into a purchase and sale agreement in 2016 to purchase the Sebranke property on the northwest corner of 271st Street and Florence Road along the city's "Main Street" for the purpose of creating a downtown park and enhancing public amenities.

Initial environmental studies showed underground petroleum and other contaminants that were the result of an old gas/service station previously located on the site. Due to clean up costs and liability reasons, the city canceled the purchase and sale agreement with the property owner.

Last year the city became aware of a \$200,000 grant through Washington State Department of Commerce for local brownfield clean-up projects and an additional \$50,000 grant from the Department of Ecology to conduct the necessary environmental studies. These combined grants provide a low-cost clean-up opportunity allowing the city to implement the economic development concepts identified in the City's Downtown Subarea Plan. On February 25, 2021, the City Council accepted the \$50,000 Department of Ecology Clean Up Grant which began the process to purchase the Sebranke property.

A purchase price of \$80,000 was deemed acceptable by both buyer and seller with closing to occur prior to December 25, 2021. The city will move forward with the Department of Commerce \$200,000 Clean Up Grant once the purchase has been finalized.

Motion by Councilmember Shepro, second by Councilmember Robb to approve resolution 2021-15, authorizing the purchase and sale agreement, authorizing the delivery of funds to closing, and authorizing the mayor to sign all closing documents for the city to acquire the property.

A Roll Call Vote was taken, motion carried unanimously.

9. NEW BUSINESS

a. Memorandum of Understanding with Stanwood Camano Arts Advocacy Commission

Community Development Director Patricia Love presented a Memorandum of Understanding and associated on-call contract between the Stanwood Camano Arts Advocacy Commission and the City of Stanwood creating a partnership to implement future art projects. Angelique Leone and Rose Olson from the SCAAC were available for questions.

The five-year, non-exclusive, MOU describes the structure of the program. The partnership will help facilitate Art in Public Places through the City Beautification Plan. The SCAAC will manage the art projects and work with the artists. Projects will be presented to the City Council for final approval.

Motion by Councilmember Robb, Second by Councilmember Shepro to authorize the mayor to sign the Memorandum of Understanding and associated on-call contract between the City of Stanwood and the Stanwood Camano Arts Advocacy Commission establishing a partnership for the purpose of implementing city sponsored art projects.

A Roll Call Vote was taken, motion carried unanimously.

b. City Beautification – Year in Review and Banner Program

Community Development Director Patricia Love presented an update on the 2021 City Beautification projects and proposed Council consideration and approval of the City Banner Program.

- **SR 532 Landscaping**

November 2021 Landscaping Installed under Snow Goose Signs at three locations: SR 532 North and South side of 72nd Avenue and at 92nd Avenue.

- **72nd Avenue Entry Sign**

November 2021 New landscaping Installed in front of existing City Entry Sign by the high school.

- **88th Avenue Arch**

Preliminary Design: October 2021 Preliminary Design Complete; Obtaining Scope of Work for Engineering and Structural Design

- **Service Club Sign**

Posts Installed November 2021 - Poles Designed and Installed at 72nd Avenue; Service Club Logos will be installed once the weather dries out.

- **Wayfinding Signage**

Public Parking Signs Installed Summer of 2021; Banner Program Pending

The Economic Development Board Prioritized City Banners as the Next Wayfinding Project

- **Main Street Revitalization Project**

West End Business Meeting: October 2021, East End Business Meeting: September 2021

Concept Designs Prepared; Next Step is to Prepare Scope of Work for Preliminary Designs and Public Outreach.

As part of wayfinding portion of the 2021 City Beautification project, the Economic Development Board has recommended that the city move forward with restarting the banner program. This proposal allows for two types of banners: city sponsored seasonal beautification and event sponsored banners. Events could include glass quest, art festivals, music in the park, or others.

The project includes working with the Stanwood Camano Arts Advocacy Commission (SCAAC) to prepare two sets of seasonal banners: spring/summer theme and a fall theme. A winter / holiday theme is not proposed as the city puts up holiday decorations starting after Thanksgiving. Approval of the banner program will allow the city to move forward to contracting with SCAAC to commission the work, review and approve the designs, and have them installed by early to mid-spring.

The first phase of this work will be to install the banners in the downtown area on city owned poles. As part of the wayfinding element of the City Beautification Action Program new city owned banner poles will need to be fabricated and installed in the west end historic district as well as uptown on 72nd Avenue.

Motion by Councilmember Pearce, Second by Councilmember Williams to accept the banner project narrative and direct staff to initiate the program with the intent to install the spring/summer themed banners by early to mid-spring.

A Roll Call Vote was taken, motion carried unanimously.

c. North County Fire ILA Update

Community Development Director Patricia Love and Fire Chief John Cermak presented the North County Regional Fire Authority annual update of the Interlocal Agreement.

The purpose of the current ILA is to provide needed fire services to the city beyond general fire and emergency aid to the residents of Stanwood. These services include Fire Marshal services, fire prevention / investigations and emergency management services as described below.

- Fire Marshal Services: Provides fire permit plan review, inspection and code enforcement services; the Fire Marshal is also a member of the City's land use permitting team which includes planning, building, engineering and fire.
- Fire Prevention and Investigation Services: The Fire Marshal and ladder crew conduct yearly fire safety inspections of local businesses, conducts fire safety education, is an active partner at city events (Touch a Truck, National Night Out and other special events) and participates as a member of the City's Management Team.
- Emergency Management Services: Manages the Emergency Operations Center (EOC) for the City of Stanwood. Its operations are headquartered at Fire Station 99 on the corner of SR 532 and Pioneer Highway.

The proposed ILA amendments are intended to clarify ambiguities in the document, add fire permit review / inspection services and update the payment schedule with current costs. In addition to the proposed ILA changes, an associated amendment to the City's fee resolution is needed to reflect current hourly rates for fire employees and changes to the fire permit fees. This will not require a budget amendment.

Motion by Councilmember Shepro, Second by Councilmember White to authorize the mayor to sign the Interlocal Agreement with the North County Regional Fire Authority for on-going Fire Marshal, Fire Prevention and Emergency Management Services

A Roll Call Vote was taken, motion carried unanimously.

d. Fee Resolution Update

Community Development Director Patricia Love presented Resolution 2021-14 – Updates, Clarifications, and Changes to Consolidated Schedule of Fees. Council was provided with a table indicating proposed changes which were marked by **bold** and underlined text.

Motion by Councilmember Shepro, Second by Councilmember White to approve Resolution 2021-14 updating the Consolidated Fee and Charge Schedule Effective January 1, 2022.

A Roll Call Vote was taken, motion carried unanimously.

e. Community Transit Board Representative

Finance Director David Hammond asked Council to consider appointing Mayor Roberts to represent the City of Stanwood as a candidate for appointment to the Community Transit Board of Directors. Mayor Roberts has served on the board since 2020.

Motion by Councilmember Pearce, Second by Councilmember Shepro to appoint Mayor Roberts to represent the City of Stanwood at the Community Transit meeting to select a new board of directors.

Motion carried unanimously.

f. Washington State Transportation Board (TIB) Overlay Grant Authorization

Public Works Director Kevin Hushagen asked for Council consideration to allow the mayor to sign an agreement with the Transportation Improvement Board (TIB) for grant funding of the 68th and 72nd Avenue overlay projects. The total grant funding is \$418,149, and the 15% match will be \$73,790. The matching funds will come from the Transportation Benefit District (TBD). These projects are in the City's 2022 budget and Capital Improvement Plan. Along with the paving, approximately six ADA ramps will be brought up to current standards.

In the past, the city has partnered with Snohomish County to manage these projects. The county did not have an overlay program the previous two years and city staff managed the projects in both years. These projects went very well, came in under budget and were completed in much less time than prior years. Therefore, staff plans on managing these projects internally again.

Motion by Councilmember Robb, Second by Councilmember White to authorize the mayor to execute the Grant Agreement with Transportation Improvement Board for the 68th And 72nd Avenue Overlay Projects.

A Roll Call Vote was taken, motion carried unanimously.

10. CITIZEN CLOSING COMMENTS – Removed via motion at the 3-26-2020 Meeting

11. REPORTS OF OFFICERS AND COMMITTEES

a- Mayor's Report

- A housekeeping item was added at the request of City Attorney Nikki Thompson. Council was asked to make a motion to cancel the December 23, 2021, Regular City Council meeting.

Motion by Councilmember Pearce, Second by Councilmember Williams to approve canceling the December 23, 2021, City Council meeting.

Motion carried unanimously.

- Mayor Roberts mentioned the Council vacancy, two Planning Commission vacancies, and the process for application and appointment.
- Mayor Roberts also mentioned that Finance, Public Works and Community Development all have openings for which the city is hiring.
- The Association of Washington Cities is offering a \$1,500 scholarship for graduating seniors.
- Stanwood Camano Little League is in need of volunteers.
- Mayor Roberts stated that he has been very impressed with City staff and the work they do.
- Three Councilmembers have come to the end of their terms. Mayor Roberts thanked Councilmember Rob Johnson, Councilmember Dianne White and Councilmember Judy Williams for their service, and dedication to the City of Stanwood.

b- City Administrator's report-

- The Great Northwest Glass Quest has applied for a \$2,000 tourism grant which was approved by the Economic Development Board.
- Thank you to Chief Rob Martin for all of his hard work and involvement with the city.
- Thank you to Chief John Cermak for being such a great partner to the city.
- The Santa Run is happening, neighborhood schedules are on the website
- Thank you to Councilmember Rob Johnson, Councilmember Dianne White and Councilmember Judy Williams for all you have done for the city.

c- Councilmember Reports and Questions

Councilmember White spoke on her time as a Councilmember and has enjoyed her many years of service to the city which began with a seat on the Planning Commission.

Councilmember Williams spoke on her time as a Councilmember and highly values her time on council and ability to be a part of all the city has accomplished.

Councilmember Johnson congratulated Mayor Roberts and the Councilmembers-elect on their successful election campaigns. Councilmember Johnson will continue to serve the city as a Regional Fire Authority Commissioner with Councilmember Williams. Councilmember Johnson also paid tribute to Councilmember White.

Councilmember Robb provided his heartfelt thanks to Councilmembers White, Johnson, and Williams and stated that the city will miss the knowledge base held by the three council members.

Councilmember Pearce has great respect for anyone that times time to serve on the City Council and has great respect for the three departing councilmembers' service. He also called out Councilmember Judy Williams for coming in prepared while keeping an open mind.

Councilmember Shepro thanked Councilmember Williams for the emotion she showed in her goodbye, thanked Councilmember Johnson for not getting emotional, and thanked Councilmember White for all she has done. He also thanked Mayor Roberts and commended him for a well-run first meeting, thanked the citizens that participated in tonight's meeting, and congratulated the councilmembers-elect that will

be sworn in soon. Councilmember Shepro also thanked all the community members that volunteer their time on the various committees.

Mayor Roberts reminded everyone that the incoming Councilmembers will be sworn in on December 23rd.

12. ADJOURN

The meeting was adjourned at 8:38 p.m.

CITY OF STANWOOD

ATTEST:

Sid Roberts, Mayor

Krista Hintz, Assistant to the Administrator



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7c

DATE: January 13, 2022

SUBJECT: Confirm Mayor's Appointment to Parks and Trails Advisory Committee

CONTACT PERSON: Mayor Sid Roberts

ATTACHMENTS: A – Katelyn Durfee Application for Appointment

PURPOSE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's appointment of Katelyn Durfee to the Stanwood Parks and Trails Advisory Committee, to fill position seven (7) which was recently vacated.

BACKGROUND

The Parks and Trails Advisory Committee currently has one vacant position. The vacancy was created due to the resignation of David Moynahan, whose term expires December 31, 2021.

ANALYSIS

The Stanwood Mayor is responsible for recommending appointments to the various City ad hoc boards and commissions when terms expire or a vacancy occurs. The city advertised for the vacancies and requested that interested individuals submit applications and letters of interest. The Mayor reviewed the information submitted and staff discussed the overall committee appointment and responsibilities with Katelyn Durfee.

Fiscal Impact			
No fiscal impact associated with this action			
Fund(s):			
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Roberts recommends the appointment of Katelyn Durfee to the Parks and Trails Advisory Committee, to fill position seven (7), for the term ending December 31, 2025

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Do not approve the appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO APPOINT KATELYN DURFEE TO THE STANWOOD PARKS AND TRAILS ADVISORY COMMITTEE, POSITION SEVEN (7), FOR A TERM ENDING DECEMBER 31, 2025.

This letter is to explain my interest in a position on the Parks and Trails committee for the city of Stanwood.

I have lived in the Stanwood/Camano area since 2004. I've had the privilege of being involved in this community in a number of different capacities. I have coached soccer and am currently running the Stanwood youth volleyball program. I am also currently a girl scout assistant troop leader.

Above all else, I am a mother of 8 wonderful children who utilize all our local parks regularly. Whether it be just playing on the playgrounds or participating in sports, it's almost a daily thing to be at our city parks in our house.

As Stanwood continues to grow, I want to be involved in helping it be more family oriented and I think this would be a great place to do it!

Thank-you
Katelyn Durfee



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7d
DATE: January 13, 2022
SUBJECT: Confirm Mayor's Appointment to the Planning Commission
CONTACT PERSON: Mayor Sid Roberts
ATTACHMENTS: A – Melissa Toner Application for Appointment

PURPOSE

The purpose of this agenda item is for Council consideration of and confirmation of the Mayor's appointment of Melissa Toner to the Stanwood Planning Commission, to fill position three (3) which was recently vacated by Councilmember Metz.

BACKGROUND

The Planning Commission currently has two vacant positions. The vacancies were created due to the resignations of Larry Sather and Marcus Metz who is now a City Councilmember.

ANALYSIS

The Stanwood Mayor is responsible for recommending appointments to the various City ad hoc boards and commissions when terms expire or a vacancy occurs. The city advertised for the vacancies and requested that interested individuals submit applications and letters of interest. The Mayor reviewed the information submitted and discussed the overall committee appointment and responsibilities with Melissa Toner.

Fiscal Impact			
No fiscal impact associated with this action			
Fund(s):			
Amount:	\$ -	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Mayor Roberts recommends the appointment of Melissa Toner to the Planning Commission, to fill position three (3), for the term ending December 31, 2022

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Do not approve the appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO APPOINT MELISSA TONER TO THE STANWOOD PLANNING COMMISSION, POSITION THREE (3), FOR A TERM ENDING DECEMBER 31, 2022.

December 21, 2021

Dear Sid,

I have been a resident and homeowner of Stanwood for over 8 years now and am excited about the possibility to serve our community further on the Planning Commission. I chose this community to raise my children due to the great schools and small town feel of Stanwood, a place where you actually know your neighbor.

During my time here in Stanwood I have been an active volunteer, from helping at the schools, being active with the youth sports organization, volunteering for National Night Out, the Women's Expo, and through Stanwood Four Square Church. My family is also heavily involved in our community with my husband for several years being a sergeant with the Stanwood Police Department and President of Stanwood Youth Football.

I have been a real estate agent for over seven years and currently work for Re/Max Elevate out of the Stanwood Office. Much of my business takes place in the Stanwood-Camano area and being in real estate I understand zoning, land use laws, developments, urban growth areas, etc.

I believe in our little town and know that these next few years are important as Stanwood is a hotbed for growth. If selected to join the Planning Commission I would balance growth that is coming with efforts to preserve our small-town feel.

Sincerely,

A handwritten signature in black ink that reads "Melissa Toner". The script is cursive and fluid, with the first name "Melissa" and last name "Toner" clearly distinguishable.

Melissa Toner



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7e

DATE: January 13, 2022

SUBJECT: Snohomish Health District Board Appointment

CONTACT PERSON: Shawn Smith, City Administrator

ATTACHMENTS: A – Heather Logan Bio
B – Stanwood Board of Health Appointment Letter
C – Snohomish Health District Request

PURPOSE

The purpose of this agenda item is for Council consideration and appointment of the Stanwood small city representative on the Snohomish Health District Board for 2022.

BACKGROUND

The Snohomish Health District was created in 1959 under Washington State Law (RCW 70.46) as the municipal corporation responsible for public health in Snohomish County. The mission of the Health District is to improve the health of individuals, families, and communities through disease prevention, health promotion, and protection from environmental threats. A 15-member Board of Health oversees the budget and policies of the Health District. All five Snohomish County Council members sit on the Board of Health, together with ten city council members or mayors representing the 20 incorporated cities and towns in the county. Public meetings of the Board of Health are held monthly. The Snohomish Health District provides a wide range of programs and services that protect and promote the public health in many ways. The main focus of these programs and services is preventing injury and disease.

ANALYSIS

Per Snohomish Health District Resolution 18-26 (See Attachment B) the small cities of Arlington, Darrington, Granite Falls and Stanwood, in District 1, are required to name a representative to the 15-member Health Board. The Health District is divided into 5 regions. Arlington City Council Member Heather Logan has expressed interest in representing the District 1 residents in 2022. Mayor Roberts discussed the appointment with the Mayors of the District 1 cities.

Certifications must be made by the Mayor or City Manager of the appointing city in a letter to the Health District (See Attachment A).

ANAYLSIS

No fiscal impact associated with this action.

RECOMMENDATIONS

Staff Recommendation: Mayor Roberts recommends the appointment of Arlington City Council Member Heather Logan to the District 1 Snohomish Health District Board for 2022.

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. Approve appointment
2. Not approve appointment and provide feedback to Mayor

PROPOSED MOTION

MOTION TO CONFIRM THE MAYOR'S SIGNATURE ON A LETTER DESIGNATING ARLINGTON CITY COUNCIL MEMBER HEATHER LOGAN AS THE CITY'S REPRESENTATIVE TO THE SNOHOMISH COUNTY BOARD OF HEALTH FOR 2022.

Heather Logan
Arlington City Council Member

Brief Bio for Snohomish Health District Board of Health position

Heather Logan has 25 years' experience in Administration in publicly funded healthcare, including ten years' high-level leadership in a public hospital district. She has a Master's degree in Business Administration from City University of Seattle, and her BA in Biology is from the University of Chicago. She is also a talented communicator, both in interpersonal work and in public outreach.

Ms. Logan helped coordinate the Arlington H1N1 clinic, and energetically volunteered at the Arlington site of the COVID-19 vaccination clinics.

Ms. Logan understands the role of the board for an organization, and believes that a good board offers strategy and direction based on data, but does not direct operations.



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

January 13, 2022

Snohomish Health District
3020 Rucker Avenue Suite 306
Everett, WA 98201

Re: Snohomish County Health Board District 1 Representative

Dear Snohomish Health District:

The City of Stanwood hereby designates City of Arlington, City Council Member Heather Logan, to serve as the City's representative to the Snohomish County Board of Health for the year 2022.

If you have any questions, please contact Interim City Administrator Shawn Smith, P.E. at (360) 454-5209 or email shawn.smith@ci.stanwood.wa.us.

Sincerely,

Sid Roberts, Mayor
City of Stanwood, WA

December 9, 2021

The Honorable Sid Roberts
City of Stanwood
10220 270th St. NW
Stanwood, WA 98292

Re: Annual Certification of Board of Health Representative

Dear Mayor Roberts:

In 2018 the Board of Health passed Res. 18-26 (attached) amending language to the Snohomish Health District Charter regarding membership and city representation. The amended language establishes a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns. It also implements a rotation amongst the cities in each County Council district on an annual or semi-annual basis. Res. 18-26 became effective January 1, 2019, and the appointment of the 2019 representative was the start of the rotation cycle.

Per the Health District Charter, the largest city within each Council district appoints a Board of Health representative in accordance with that city's procedure for making such appointments. Marysville is the largest city in District 1 and appoints its own representative.

For the remaining cities, the Charter now calls for the cities and towns in each Council district to select a single representative **by majority vote of those cities**. Stanwood shares its representation on the Board with the other cities and towns in District 1 – Arlington, Darrington, and Granite Falls. The current representative for District 1 is Darrington Mayor Dan Rankin, who also serves on the Board's Public Health Program Policy Committee. Mayor Rankin has served three years under the amended Charter rules. To serve more than one year, the appointee must receive a super-majority vote from the small cities within the district; in District 1's case, Mayor Rankin would need all four cities to appoint him to serve in 2022. To select a new representative from a different city for 2022, a simple majority is needed.

The Board sets local public health policy and oversees the operations of the Health District. In addition to attending monthly Board of Health meetings, Board members serve on one of three committees. These committees meet regularly and address topics such as budgeting, Board governance, and policy matters.

The first meeting of the Board in 2022 is Tuesday, January 18, at 3 p.m. Certification must occur before representatives can assume their seat on the Board. It's our hope that Arlington, Darrington, Granite Falls, and Stanwood can certify their representative and notify us **by Friday, January 14**. If not, the incumbent continues as a voting member of the Board until the certification process is complete in District 1.

Please mail your city's certification letter signed by you or your city manager to me at the address below or via email to sdejong@snohd.org. Thank you for your assistance with this process, Mayor Roberts. If you have any questions, please contact Sarah de Jong at sdejong@snohd.org or 425-339-8652, or call me at 425-339-8687.

Sincerely,



Shawn Frederick, Administrative Officer

Attach: Board of Health Res. 18-26
cc: Stanwood City Council



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 18-26

RESOLUTION SUBJECT: AMENDING ARTICLE III OF THE CHARTER OF THE
SNOHOMISH HEALTH DISTRICT ADDRESSING BOARD OF
HEALTH MEMBERSHIP AND CITY REPRESENTATION

WHEREAS, members of the Board of Health are selected to ensure geographic representation of the entire County, including one County Council member from each of the five County Council Districts, one city council member from the largest city in each of the five County Council Districts, and one elected representative selected from among the smaller cities and towns in each of the five County Council Districts; and

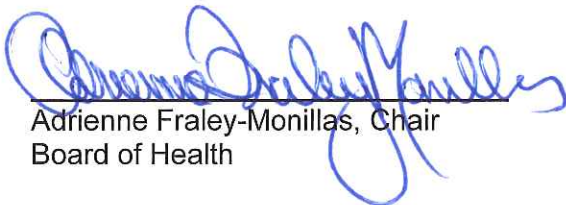
WHEREAS, smaller cities and towns in the county have not had a clear or consistent means of selecting a representative from each of the five County Council Districts that provides fair opportunities for representation; and

WHEREAS, the Board of Health desires to establish a more clearly defined process that includes fair and balanced representation and an opportunity for all smaller cities and towns to participate on the Board of Health;

NOW, THEREFORE, BE IT RESOLVED that the Board of Health for the Snohomish Health District does hereby amend Article III of its Charter as set forth in Exhibit A attached hereto relating to the Board of Health membership and establishing a more clearly defined process of selection and membership for Board of Health positions for smaller cities and towns in each of the five County Council Districts;

AND, BE IT FURTHER RESOLVED that this amendment takes effect January 1, 2019.

ADOPTED this 11th day of December 2018.



Adrienne Fraley-Monillas, Chair
Board of Health

ATTEST:



Jefferson S. Ketchel, MA, RS
Administrator

EXHIBIT A

ARTICLE III – MEMBERSHIP

1. Board Membership. The Board of Health shall be composed of a total of 15 members, with 3 members geographically from each of the 5 Snohomish County Council Districts.
 - (a) One Snohomish County Council member shall represent each of the 5 County Council Districts.
 - (b) The largest city within each of the 5 County Council Districts, as determined by the most recent official population numbers from the State of Washington, shall select one Board of Health representative from the city's council.
 - (c) The cities and towns within each of the 5 County Council Districts, other than the largest city, shall collectively select one Board of Health representative from among their elected mayors and Council members. Selection of the representative shall be in accordance with sections 3(b) below.
2. When any city has residents within more than one County Council District, that city shall be considered to belong to the Council District wherein the majority of the city's population resides.
3. Selection Procedure for City/Town Representatives/Certification
 - (a) The largest city within each County Council District shall appoint a Board of Health representative in accordance with each city's procedure for making such appointments. The representative appointed shall be certified annually by the mayor or city manager as properly appointed in a letter to the Health District.
 - (b) Cities and towns other than the largest within each County Council District jointly shall annually select a single representative by a ~~method of their choosing~~ majority vote of all cities and towns but excluding the largest city within the County Council District. If eligible, the Board position shall continue to be held by the incumbent until the appointment and certification for the ensuing year. In the event of a tie vote the Chair of the Board of Health shall cast the deciding vote by coin toss at a meeting that's open to the public. This representative shall be jointly certified annually by the mayors or city managers as properly appointed in a letter to the Health District. Provided, however, in County Council Districts where there is more than one small city or town, no representative of a city or town shall serve more than two consecutive years unless, where applicable, a majority plus one of the cities and towns eligible to vote (a super majority) agree to such additional year or years of service. Where a super majority is not applicable, because of the number of small cities and towns in a County Council District, a unanimous vote shall be required to authorize more than two consecutive years. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum. Once a

representative of an eligible city or town has served on the Board of Health the next selection of a representative shall be from a different city or town within the County Council District until all cities and towns have had an opportunity to serve. Once all cities and towns within the Council District have had an opportunity for a representative of their city or town to serve, the order of selection from all cities and towns shall be repeated in the same order. If a city or town declines to offer an elected mayor or councilmember to serve on the Board of Health, a representative from another city or town shall be considered. No city or town shall have a representative appointed for subsequent terms to the Board of Health until all cities and towns within a County Council District have had an opportunity for a representative to serve.

- (c) Certification of representatives must occur before representatives can assume their seat on the Board of Health.

4. Terms of Office.

- (a) The term of office for Snohomish County Council members shall be that of each member's term of office on the County Council.
- (b) No specific term of office shall be established for representatives of ~~any city or group of cities or towns~~ the largest city within a County Council district .The term of office for the smaller cities and towns in each County Council District shall be as set forth in section 3(b) above. Such representatives to the Board of Health shall serve pursuant to appointments made by their respective cities and towns, and annual certification by the respective mayor(s) or city manager(s).
- (c) Membership on the Board of Health of an individual shall continue until the date on which the successor to the seat has been appointed or has assumed elected office and, in the case of representatives from cities and towns, certification as described in 3. above has been received by the Health District; PROVIDED, that should a member no longer hold the public office which qualifies such person for membership, or should a member resign from the Board of Health, membership ceases with the effective date of leaving office or resignation. In such cases, a representative from the same city or town from which the position on the Board of Health was vacated shall be appointed by that city or town to fill the remainder of the term on the Board of Health. If no representative from the same city or town offers to serve, the cities and towns shall by majority vote select a representative from another city or town. The filling of a vacancy for a partial term of office shall be counted as one year of the two consecutive years maximum.
- (d) Execution of an Oath of Office is required of each member of the Board of Health at the beginning of the term of office.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 7f

DATE: January 13, 2022

SUBJECT: Utility Account Adjustment—Ted & Cyndie McCammant

CONTACT PERSON: David A. Hammond, Finance Director

ATTACHMENTS: A – SMC 12.060 Adjustment to bills.
B – Correspondence from city residents, Ted & Cyndie McCammant-7231 281st PL NW
C – Copies of all email correspondence between Ted McCammant and Finance Department Staff.

PURPOSE

The purpose of this agenda item is for Council consideration of a second adjustment to Utility Account Number 2042 in the amount of \$289.30.

BACKGROUND

Stanwood Municipal Code (SMC) Section 12.20.060; provides authorization for the Finance Department to adjust a utility account when a leak occurs, no more than once each two-year period. The code allows, after evidence the leak was repaired, for a rate adjustment up to fifty percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous twelve months. Additionally, the SMC authorizes city council approval of a second adjustment within a two-year period if one or more of the following circumstances exist:

- (i) The leak could not have been readily detectable with reasonable diligence;
- (ii) The customer does not occupy or use the subject property on a continuous basis;
- (iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days of discovery;
- (iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

Residents, Ted and Cyndie McCammant, have requested a second leak adjustment.

ANALYSIS

The McCammant's irrigation system developed a leak in August of 2021, which resulted in a higher-than-expected billing for the July/August billing cycle. Finance Department staff processed a leak adjustment in the amount of \$192.15 on October 1st. City billing procedures include review of potential leaks each billing cycle. The process includes Finance staff reviewing a list of higher-than-expected reads and then sending a list of potential leaks to the Public Works water crew, who inspect the meter and advise the customer if a leak is evident.

In this instance, the reads were taken August 25th and a water crew member inspected the meter on Sept. 2nd; the notes from the inspection indicate the meter was turning but not abnormally. The customer was not advised of a potential leak at this time. On Sept 7th, the August 31 billing statements were mailed, and on Sept. 11th the McCammant's repaired the leak. The customer has complained that they should have been notified on September 2nd of a potential leak. Public Works staff agree that they could have notified the customer when they inspected the meter, however the meter activity did not stand out as that unusual. Had the crew notified the customer, the leak could have been fixed a week earlier and saved the customer a significant amount of money. This circumstance strongly supports council approval of this request for a second adjustment.

The customer has requested approval of an adjustment using a formula different from that authorized by the SMC; in the amount of \$474.47. This calculation is intended to refund the entire amount the customer's September/October bill exceeded their summer average bill. Staff does not support this calculation because the city is not responsible for proper maintenance of the customer's utility infrastructure beyond the meter. While it is acknowledged that city staff could have identified the leak potential to the customer sooner, this is a judgment call that is difficult to apply retroactively. Each month city crews work and finance department review hundreds of accounts to identify potential leaks, however the ultimate responsibility to maintain utility infrastructure beyond the water meter is the homeowners'.

Fiscal Impact			
The 2021-2022 budget for utility operations is adequate to make the requested adjustment.			
Fund(s):	Utility Operating		
Amount:	\$ 289.30	Project Estimate:	\$ -
Budget Authorized	☒ Yes ☐ No	Amendment Required	☐ Yes ☒ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends Council authorize the Finance Director to approve a second utility bill adjustment in the amount of \$289.30

Committee/Board Recommendation: N/A

CITY COUNCIL OPTIONS

1. The City council may authorize a second utility bill adjustment in the amount of \$289.30
2. The City council may choose not to authorize a second utility bill adjustment in the amount of \$289.30.
3. The City council may choose to authorize a second utility bill adjustment in another amount.
4. The City council may direct staff to provide additional information.

PROPOSED MOTION

MOTION TO AUTHORIZE THE FINANCE DIRECTOR TO APPROVE A SECOND UTILITY BILL ADJUSTMENT IN THE AMOUNT OF \$289.30.

12.20.060 Adjustments to bills.

(1) In the event a meter fails to register the correct amount of water used, the customer will be charged at the average rate of monthly consumption for the previous 12 months as shown by the meter when in working order.

(2) In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address.

(a) Customers shall be required to provide proof of repair to leak or failure prior to receiving any rate adjustment.

(b) Application for the credit or adjustment must be made in written form and approved by the city finance director or his/her designee.

(c) No more than one application for credit may be considered per service address in any 24-month period without city council approval. In order to grant a second adjustment the council must find one or more of the following circumstances exist:

(i) The leak could not have been readily detectable with reasonable diligence;

(ii) The customer does not occupy or use the subject property on a continuous basis;

(iii) Any prior leak for which an adjustment was made by the city was repaired within 30 days

of discovery;

(iv) The customer account has been kept current and there have been no delinquencies within the previous 24 months.

(3) In the event of a leak or failure of a private water system or private service between the meter and the structure located on private property that was the result of a city project involving a public work as defined by state law, or maintenance performed at the expense of the city, the city public works director will have the authority to provide a rate adjustment for more than 50 percent of the volume consumed in excess of the bimonthly average of water consumed over the previous 12 months at that service address.

Adjustments are final and requests for reversal will not be granted and are not subject to appeal. (Ord. 1415 § 1, 2016; Ord. 1405 § 1 (Exh. 1), 2015; Ord. 1359 § 1, 2013; Ord. **1295 § 2, 2011; Ord. 1189 § 4, 2006**).

January 1, 2022

Ted McCammant
7231 281st PL NW
Stanwood, WA 98292

Dear Stanwood City Council Members:

I am writing today to ask that you consider lowering my water bill with a bill date of 10/31/21. I have been working with David Hammond and Amy Bergemeier since mid-November on this leak issue and have been given relief on one bill with a bill date of 8/31/21. Unfortunately for me my leak occurred during two billing cycles, which made two very high bills. The bill dated 8/31/21, I have paid in full after the adjustment which followed local code.

Timeframe:

Leak began sometime between the 6/24/21 read date and the 8/25/21 read date.

Leak found by myself and repaired on 9.12.21 only after opening my 8/31/21 bill on 9/11/21 to realize the \$708.99 bill amount was way too high for my average for this time of year.

I called the City of Stanwood On 9/14/21 to report and was told that they too had noticed the high read on the read date of 8/25/21 and sent someone to my home to investigate on 9/2/21. The technician that was sent did nothing other than state that we were using water and they could not tell if leak was occurring. We were not home this day and the meter was turning due to the leak. The technician did not leave a note on the door and we did not receive any communication from the City about the possibility of a leak. If I would have been informed on 9/2/21 the amount of water that leaked on my 10/31/21 bill would have been substantially less and the bill amount would have been much lower due to the higher sewer rates for me at this time because of the winter rate schedule I am on. Given this, the following is what I wrote David Hammond on my final e-mail dated 12/4/21. I have also requested that David submit all e-mail communications between myself and the City so you can get a full picture of the extent of everyone's work to come to conclusion.

"David,

I would like you to consider discounting my sewer rate from the \$492.87 to the \$155.66 I received this summer for the winter average discount. It is easily understood that my water leak did not cause more issues in the sewer and I should not be held to the higher rate simply because my leak occurred during the months that my sewer rate was not on the lower rate. If I had been on the June/July and August/September schedule instead of the earlier schedule this would not be in question because the bill would have been lower. I would also like to consider the leak as 1 leak over 2 billing periods and once again discount the water fee by 50%. It also appears the sewer state PUT rate and the utility tax are driven by water consumption. In order to make this simple I am proposing the following:

Sewer correction = $\$492.87 - \$155.66 = \$337.21$ credit

Water correction = $\$274.52 \times .50 = \$137.26$ credit

Total credit = $\$474.47$

I am going to apply \$428.83 to my December bill and hope this will be agreeable. I would like the City to consider this also based on the fact that City employees gave me no notice of the high usage, which is part of your policies and procedures. My meter was physically read on 8-25-21 at which time should have shown a red flag and my meter could have been turned off at this time to save all of the leaking water from that date through the date I found this issue on my own on 9-11-21 when I opened my first high bill. I also understand my meter was also checked again on 9-2-21, but no one informed me once again because the technician stated the homeowner was using water at the time of the visit so no leak was reported. The technician would have had no idea if we were indeed using water at the time of their visit because they did not contact anyone in the home at that time to verify. We were not home this day and the technician did not leave any notice.

Lastly, I am not trying to avoid my responsibility here, but I would like the City to accept some of this responsibility and work with me to accept my proposal. I think it is fair considering everything that happened and how it could have been prevented.”

I appreciate this consideration and look forward to hearing back from council after the scheduled meeting on 1/27/22.

Regards, Ted McCammant

From: [McCammant, Ted](#)
To: [Amy Bergemeier](#)
Subject: RE: Water leak - 7231 281st PL NW
Date: Monday, November 8, 2021 3:09:52 PM
Attachments: [image001.png](#)
[image002.png](#)

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

Sounds great. I'm sorry you are the one who has to deal with this for me. I am not trying to difficult, but I am trying to make sure I do not pay more than what I see as fair. Getting another bill this cycle that was \$200 more than last time was really quite shocking. I guess it is frustrating more for me because I work for a utility and I see how we can make things like this make sense in the end with customers. Also, I see all the people who do not pay their bills that we write off to bad debt and move on as it will get covered in future rates for all of the public to pay. That's why it seems clear to me that my incident is unique and we are confident I did not use more than my fair share, especially when it comes to the water going down the sewer pipes.

Have a great night.

Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Monday, November 8, 2021 3:01 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Ted,

I will speak to my Finance Director when he comes in tomorrow, about your account, and one of us will get back to you.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCamant, Ted <Ted.McCamant@cngc.com>
Sent: Monday, November 8, 2021 2:39 PM
To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccamant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

Thanks for the feedback. See my responses in red below. I appreciate the job you are doing to explain this situation from your standpoint and code, but hope my side of the story is considered. Lastly, we have paid our bill on time each billing cycle and have never asked for anything from the City. This is an unfortunate situation that needs some attention and common sense applied rather than simply looking at a code for guidance. As I state below, I am available to come in this Friday to discuss this with the finance director or the public works director as he/she has the authority to provide further adjustment according to code.

Regards, Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Monday, November 8, 2021 2:05 PM
To: McCamant, Ted <Ted.McCamant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccamant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good Morning Ted,

I'm going to try to answer all your questions in order.

1. *My sewer charges for summer months have never been more than \$155.66 and any other months for last two years higher than \$193.70. This billing they are \$492.87* 📎
Sewer charges are always lower in the summer months because we give residents what we call a "winter average" on their 2 "summer bills" depending on your billing cycle. Your winter average discount period is applied to your May/June & July/August bills, because we know

most of it is surface water. Most of the water that went through my meter for the last two billing cycles was due to the leak and should all be considered surface water.

For your May/June bill you used 2,665 cubic feet of water- your sewer cost was \$**169.05** water was \$**137.38**. Your numbers do not match the bills I received. Not sure why they would be different.

For your July/August bill you used 10,439 cubic feet of water. Your sewer was still only \$**169.05** (because of the winter average discount) and your water was \$493.86. Your numbers do not match the bills I received. Not sure why they would be different.

In September and October, you used 6690 cubic feet of water. Since your winter average discount goes away, and your leak was still occurring, your sewer cost for this bill is \$**535.27** and your water is \$**321.95**. So, you consumed less water, but because of the winter average is no longer applying and sewer costs are based on consumption, your bill came in higher.

Your numbers do not match the bills I received. Not sure why they would be different. Also, it feels as if I am being penalized because my leak happened during a meter read schedule. I am not sure why this would not be recognized as 1 incident and be reconciled as such along with the lower sewer rates.

2. *I noticed that my meter read date for the 8/31/21 billing stated "No Reading" when every other bill for last two years has a date on it. What does this mean? Did someone not physically read my meter? Someone did read your meter on 8/25/2021, but due to a clerical error, that water read date didn't show up on that bill.*

3. *I wanted to ask this before, but did not remember. Question: Why did no one from the City flag my bill as a possible leak and notify me earlier?*

Your read was flagged as High in August, and a Water crew member went and re-checked your meter on 9/2/21. You were using your water at the time of re-check (how would anyone know this unless they knocked on my door and asked if we were using our water, which did not happen), so the re-check didn't come in as a leak. No one was home on 9/2/21 during the day. The meter was obviously turning due to the leak. This oversight cost me another 9 days of water loss, which was a great deal especially since during this time your sewer rates are higher. However, once you called us on 9/14/21 to let us know you had found and fixed a leak on your end due to an issue with your irrigation, we sent the crew back out on that same day to confirm your findings and you did not have a leak. Why would anyone have to come back out? When they did come out why did they not knock on the door to see if we were using water. Once again, no one was home during working hours and no water was being used so the meter wasn't turning. The first time your technician came out on 9/2/21 they should have been able to see the meter was spinning as fast as it could and should have knocked on our door to see what was going on inside the house. Worst case, we should have received a call that day or the next day to check the water meter ourselves. Shelley received an email from you explaining your repairs and forwarded it to me and I created a leak adjustment of \$192.15 and it was approved by my Accounting Manager and applied to your account on 10/01/2021.

4. *Why did I have to find this on my own only after opening up my bill? Is this because my meter was not read in August? I made repairs to the leak on 9.11.21 and if someone would have*

notified me in August when reading meter that something did not look right I could have saved many gallons of water and a great deal of money. I know this happens because I had a Skagit County PUD meter reader do this at my workplace that I manage.

We read all the accounts on this cycle on 8/25 and once all reads are done, which could be the following day, I upload them and go through all 1600+ accounts to check for reads that are outside the normal use range. I then create reports for each type of re-check and then I send the crew back out to re-check the high reads and any others I see that don't look right. This can take a day or two depending on the number of re-checks as well as the water crew's/my schedule. Once done, they send me their findings and I put a note in our system. If it comes back as no leak detected, no call is made. There is no possible way a field technician could have determined a leak on my meter without having someone home to shut off all water in the house. I think I explained myself in last paragraph regarding this issue.

I am very sorry you experienced a leak, incurring a high-water usage over 2 billing cycles. This situation needs to be looked at from the standpoint of one incident. Per municipal code, you are only allowed one leak adjustment per 24 months on your water account, which we have already applied, however, I can check with my Finance Director to see if there are any other options for you. I will get back to you this week once I hear back from him. I appreciate it. I am available to come in the office this Friday to talk to someone if possible and bring copies of my bills. I know there are ways to come to another resolution even if it means I have to go to City Council because municipal code gives them more leverage. Also, as we all know the code is a guideline and sometimes common sense has to weigh in as everything does not meet the code language. Lastly, it would appear that municipal code needs to change to reflect a single incident and not a single billing period as most leaks would be caught by the meter reader and wouldn't be able to be corrected until the next billing cycle.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>

Sent: Monday, November 8, 2021 10:30 AM

To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris
<Shelley.Harris@ci.stanwood.wa.us>

Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>

Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

I just received my 10/31/21 billing and it looks like my water leak occurred during two different billing cycles. I would like to see what we can do about this. I did notice the following that I have questions about:

1. My sewer charges for summer months have never been more than \$155.66 and any other months for last two years higher than \$193.70. This billing they are \$492.87 
2. I noticed that my meter read date for the 8/31/21 billing stated "No Reading" when every other bill for last two years has a date on it. What does this mean? Did someone not physically read my meter? I wanted to ask this before, but did not remember. Question: Why did no one from the City flag my bill as a possible leak and notify me earlier? Why did I have to find this on my own only after opening up my bill? Is this because my meter was not read in August? I made repairs to the leak on 9.11.21 and if someone would have notified me in August when reading meter that something did not look right I could have saved many gallons of water and a great deal of money. I know this happens because I had a Skagit County PUD meter reader do this at my workplace that I manage.

Anyway, I need some considerations here for the recent 10/31/21 billing and the 8/31/21 billing as every line item gets higher with more water usage.

My initial thoughts would be to pay the average amount for the last two years for my 10-31-21 billing and the same for my 8-31-21 billing. I already paid \$520 for the 8-31-21 billing, which I now wish I had not done and dug into this a bit further. I have read the municipal code and it appears the public works director does have some leeway with City councils approval. If I have to go to council to explain my situation I will be more than willing.

Thanks again for your help in this unfortunate situation.

Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Tuesday, September 14, 2021 12:13 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Hi Ted,

I appreciate your question, and we are only allowed to offer leak adjustment amounts per Municipal code 12.20.060-

"In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address."

Your average bill for the last 6 billings/12 mos. is \$332.84. Your August's bill is \$708.99, so the overage is \$376.15, bringing your 50% off adjustment of that overage to \$188.07.

I hope this better explains the adjustment amount you qualified for.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>

Sent: Tuesday, September 14, 2021 11:57 AM

To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris
<Shelley.Harris@ci.stanwood.wa.us>

Cc: cyndiemccammant@gmail.com

Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

That seems extremely low. My average bill is around \$275 and the last two have been higher than that with the last one being over \$700. I appreciate any break, but it does not seem inline with bringing me to normal. ??? An explanation of the calculation would be good to understand. With the credit, my bill is still twice what we normally pay.

Thanks, Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>

Sent: Tuesday, September 14, 2021 11:53 AM

To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris
<Shelley.Harris@ci.stanwood.wa.us>

Cc: cyndiemccammant@gmail.com

Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good Morning Ted,

I have done the leak adjustment and it looks like, once approved, you should qualify for an adjustment in the amount of \$188.07.

Once our Accounting Manager looks it over and approves, we will apply it to your account. I would give it up to two weeks for this to happen and it should be available to see the corrected balance online at that time, or you can give us a call for your new total owed for August.

If you have any other questions, don't hesitate to contact me directly. Thank you.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>

Sent: Tuesday, September 14, 2021 11:30 AM

To: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>

Cc: cyndiemccammant@gmail.com; Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>;

Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>

Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Shelley,

Thank you so much. It was quite shocking to open that bill!

Regards, Ted

From: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>

Sent: Tuesday, September 14, 2021 11:20 AM

To: McCammant, Ted <Ted.McCammant@cngc.com>

Cc: cyndiemccammant@gmail.com; Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>;
Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Ted,

Thank you for your emailed explanation of the repair you made on your water line.

I will be forwarding your email to Amy Bergemeier, Accounting Specialist, who will be creating the leak adjustment credit for you.

If you have any additional questions, please feel free to contact us.

Thank you,

Shelley Harris
Administrative Assistant
City of Stanwood
(360) 454-5203

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Tuesday, September 14, 2021 10:30 AM
To: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: 'Cyndie McCammant' <cyndiemccammant@gmail.com>
Subject: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Shelley,

Thank you so much for taking my call this morning. As I stated, I had a leak on my water line that feeds my house at above address. It happened due to a failure of a threaded fitting that was used to tie in my underground sprinkler system. My system is on file with the City of Stanwood and has been checked each year. I personally repaired the water leak with a new fitting and redesign of the system so the stress will not be put on this area once again. I look forward to working with you to come up with a resolution. I think this leak began sometime early this summer according to my last 2 water bills.

Regards,

Ted McCammant
Manager, Energy Services
Cascade Natural Gas Corporation
A Subsidiary of MDU Resources
1520 S. Second Street, Mount Vernon, WA 98273
Office: 360-336-3883
Cell: 360-708-4689



From: [Wendy R. Dowhower](#)
To: [David Hammond](#)
Cc: [Amy Bergemeier](#)
Subject: FW: Water leak - 7231 281st PL NW
Date: Tuesday, November 9, 2021 7:49:12 AM
Attachments: [image001.png](#)
[image002.png](#)

Amy – Not sure if this was shared with David yet. So I am passing on.....

Wendy Corder Dowhower
Finance Manager
City of Stanwood
(360) 454-5202

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Monday, November 8, 2021 3:01 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

Ted,

I will speak to my Finance Director when he comes in tomorrow, about your account, and one of us will get back to you.

Sincerely,

Amy Bergemeier
 Accounting Specialist
 City of Stanwood
 (360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Monday, November 8, 2021 2:39 PM
To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

Thanks for the feedback. See my responses in red below. I appreciate the job you are doing to explain this situation from your standpoint and code, but hope my side of the story is considered. Lastly, we have paid our bill on time each billing cycle and have never asked for anything from the City. This is an unfortunate situation that needs some attention and common sense applied rather than simply looking at a code for guidance. As I state below, I am available to come in this Friday to discuss this with the finance director or the public works director as he/she has the authority to provide further adjustment according to code.

Regards, Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Monday, November 8, 2021 2:05 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good Morning Ted,

I'm going to try to answer all your questions in order.

1. *My sewer charges for summer months have never been more than \$155.66 and any other months for last two years higher than \$193.70. This billing they are \$492.87* 📎
Sewer charges are always lower in the summer months because we give residents what we call a "winter average" on their 2 "summer bills" depending on your billing cycle. Your winter average discount period is applied to your May/June & July/August bills, because we know most of it is surface water. Most of the water that went through my meter for the last two billing cycles was due to the leak and should all be considered surface water.
For your May/June bill you used 2,665 cubic feet of water- your sewer cost was \$**169.05** water was \$**137.38**. Your numbers do not match the bills I received. Not sure why they would be different.
For your July/August bill you used 10,439 cubic feet of water. Your sewer was still only \$**169.05** (because of the winter average discount) and your water was \$493.86. Your numbers do not match the bills I received. Not sure why they would be different.
In September and October, you used 6690 cubic feet of water. Since your winter average discount goes away, and your leak was still occurring, your sewer cost for this bill is \$**535.27** and your water is \$**321.95**. So, you consumed less water, but because of the winter average is no longer applying and sewer costs are based on consumption, your bill came in higher. Your numbers do not match the bills I received. Not sure why they would be different. Also, it feels as if I am being penalized because my leak happened during a meter read schedule. I

am not sure why this would not be recognized as 1 incident and be reconciled as such along with the lower sewer rates.

2. *I noticed that my meter read date for the 8/31/21 billing stated "No Reading" when every other bill for last two years has a date on it. What does this mean? Did someone not physically read my meter?* Someone did read your meter on 8/25/2021, but due to a clerical error, that water read date didn't show up on that bill.

3. *I wanted to ask this before, but did not remember. Question: Why did no one from the City flag my bill as a possible leak and notify me earlier?*

Your read was flagged as High in August, and a Water crew member went and re-checked your meter on 9/2/21. You were using your water at the time of re-check (how would anyone know this unless they knocked on my door and asked if we were using our water, which did not happen), so the re-check didn't come in as a leak. No one was home on 9/2/21 during the day. The meter was obviously turning due to the leak. This oversight cost me another 9 days of water loss, which was a great deal especially since during this time your sewer rates are higher. However, once you called us on 9/14/21 to let us know you had found and fixed a leak on your end due to an issue with your irrigation, we sent the crew back out on that same day to confirm your findings and you did not have a leak. Why would anyone have to come back out? When they did come out why did they not knock on the door to see if we were using water. Once again, no one was home during working hours and no water was being used so the meter wasn't turning. The first time your technician came out on 9/2/21 they should have been able to see the meter was spinning as fast as it could and should have knocked on our door to see what was going on inside the house. Worst case, we should have received a call that day or the next day to check the water meter ourselves. Shelley received an email from you explaining your repairs and forwarded it to me and I created a leak adjustment of \$192.15 and it was approved by my Accounting Manager and applied to your account on 10/01/2021.

4. *Why did I have to find this on my own only after opening up my bill? Is this because my meter was not read in August? I made repairs to the leak on 9.11.21 and if someone would have notified me in August when reading meter that something did not look right I could have saved many gallons of water and a great deal of money. I know this happens because I had a Skagit County PUD meter reader do this at my workplace that I manage.*

We read all the accounts on this cycle on 8/25 and once all reads are done, which could be the following day, I upload them and go through all 1600+ accounts to check for reads that are outside the normal use range. I then create reports for each type of re-check and then I send the crew back out to re-check the high reads and any others I see that don't look right. This can take a day or two depending on the number of re-checks as well as the water crew's/my schedule. Once done, they send me their findings and I put a note in our system. If it comes back as no leak detected, no call is made. There is no possible way a field technician could have determined a leak on my meter without having someone home to shut off all water in the house. I think I explained myself in last paragraph regarding this issue.

I am very sorry you experienced a leak, incurring a high-water usage over 2 billing cycles. **This situation needs to be looked at from the standpoint of one incident.** Per municipal code, you are only allowed one leak adjustment per 24 months on your water account, which we have already applied, however, I can check with my Finance Director to see if there are any other options for you. I will get back to you this week once I hear back from him. **I appreciate it. I am available to come in the office this Friday to talk to someone if possible and bring copies of my bills. I know there are ways to come to another resolution even if it means I have to go to City Council because municipal code gives them more leverage. Also, as we all know the code is a guideline and sometimes common sense has to weigh in as everything does not meet the code language. Lastly, it would appear that municipal code needs to change to reflect a single incident and not a single billing period as most leaks would be caught by the meter reader and wouldn't be able to be corrected until the next billing cycle.**

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>

Sent: Monday, November 8, 2021 10:30 AM

To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris
<Shelley.Harris@ci.stanwood.wa.us>

Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>

Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

I just received my 10/31/21 billing and it looks like my water leak occurred during two different billing cycles. I would like to see what we can do about this. I did notice the following that I have questions about:

1. My sewer charges for summer months have never been more than \$155.66 and any other months for last two years higher than \$193.70. This billing they are \$492.87 📎
2. I noticed that my meter read date for the 8/31/21 billing stated "No Reading" when every other bill for last two years has a date on it. What does this mean? Did someone not physically read my meter? I wanted to ask this before, but did not remember. Question: Why did no one from the City

flag my bill as a possible leak and notify me earlier? Why did I have to find this on my own only after opening up my bill? Is this because my meter was not read in August? I made repairs to the leak on 9.11.21 and if someone would have notified me in August when reading meter that something did not look right I could have saved many gallons of water and a great deal of money. I know this happens because I had a Skagit County PUD meter reader do this at my workplace that I manage.

Anyway, I need some considerations here for the recent 10/31/21 billing and the 8/31/21 billing as every line item gets higher with more water usage.

My initial thoughts would be to pay the average amount for the last two years for my 10-31-21 billing and the same for my 8-31-21 billing. I already paid \$520 for the 8-31-21 billing, which I now wish I had not done and dug into this a bit further. I have read the municipal code and it appears the public works director does have some leeway with City councils approval. If I have to go to council to explain my situation I will be more than willing.

Thanks again for your help in this unfortunate situation.

Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Tuesday, September 14, 2021 12:13 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Hi Ted,

I appreciate your question, and we are only allowed to offer leak adjustment amounts per Municipal code 12.20.060-

"In the event a leak or failure of a private water system or private service between the meter and the structure located on private property results in excess consumption, the city may, through a determination of the city finance director, provide for a rate adjustment up to 50 percent of the volume consumed in any one billing period in excess of the bi-monthly average of water consumed over the previous 12 months at that service address."

Your average bill for the last 6 billings/12 mos. is \$332.84. Your August's bill is \$708.99, so the overage is \$376.15, bringing your 50% off adjustment of that overage to \$188.07.

I hope this better explains the adjustment amount you qualified for.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Tuesday, September 14, 2021 11:57 AM
To: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com
Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Amy,

That seems extremely low. My average bill is around \$275 and the last two have been higher than that with the last one being over \$700. I appreciate any break, but it does not seem inline with bringing me to normal. ??? An explanation of the calculation would be good to understand. With the credit, my bill is still twice what we normally pay.

Thanks, Ted

From: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Sent: Tuesday, September 14, 2021 11:53 AM
To: McCammant, Ted <Ted.McCammant@cngc.com>; Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good Morning Ted,

I have done the leak adjustment and it looks like, once approved, you should qualify for an adjustment in the amount of \$188.07.

Once our Accounting Manager looks it over and approves, we will apply it to your account. I would give it up to two weeks for this to happen and it should be available to see the corrected balance online at that time, or you can give us a call for your new total owed for August.

If you have any other questions, don't hesitate to contact me directly. Thank you.

Sincerely,

Amy Bergemeier
Accounting Specialist
City of Stanwood
(360) 629-2181 ext. 5205



From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Tuesday, September 14, 2021 11:30 AM
To: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: cyndiemccammant@gmail.com; Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>;
Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Shelley,

Thank you so much. It was quite shocking to open that bill!

Regards, Ted

From: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Sent: Tuesday, September 14, 2021 11:20 AM
To: McCammant, Ted <Ted.McCammant@cngc.com>
Cc: cyndiemccammant@gmail.com; Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>;
Wendy R. Dowhower <Wendy.Dowhower@ci.stanwood.wa.us>
Subject: RE: Water leak - 7231 281st PL NW

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Ted,

Thank you for your emailed explanation of the repair you made on your water line.

I will be forwarding your email to Amy Bergemeier, Accounting Specialist, who will be creating the leak adjustment credit for you.

If you have any additional questions, please feel free to contact us.

Thank you,

Shelley Harris
Administrative Assistant
City of Stanwood
(360) 454-5203

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Tuesday, September 14, 2021 10:30 AM
To: Shelley Harris <Shelley.Harris@ci.stanwood.wa.us>
Cc: 'Cyndie McCammant' <cyndiemccammant@gmail.com>
Subject: Water leak - 7231 281st PL NW

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Shelley,

Thank you so much for taking my call this morning. As I stated, I had a leak on my water line that feeds my house at above address. It happened due to a failure of a threaded fitting that was used to tie in my underground sprinkler system. My system is on file with the City of Stanwood and has been checked each year. I personally repaired the water leak with a new fitting and redesign of the system so the stress will not be put on this area once again. I look forward to working with you to come up with a resolution. I think this leak began sometime early this summer according to my last 2 water bills.

Regards,

Ted McCammant
Manager, Energy Services
Cascade Natural Gas Corporation
A Subsidiary of MDU Resources
1520 S. Second Street, Mount Vernon, WA 98273
Office: 360-336-3883
Cell: 360-708-4689



From: [McCammant, Ted](#)
To: [David Hammond](#)
Cc: [Amy Bergemeier](#)
Subject: RE: Leak Adjustment
Date: Saturday, January 1, 2022 12:05:29 PM
Attachments: [image001.png](#)
[image002.png](#)
[City Council - Water Leak Letter.docx](#)

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

I have attached a brief write up for the council members to consider when you present it to them on January 27th on my behalf. I have also requested that all e-mail communications between myself and the City staff be included so they can see the extent of the work we have all put in up to this point. If I am allowed or need to be present for this meeting please let me know the date and time so I can attend.

Lastly, I am still wanting to see if the City offers a payment plan. It would be much easier for me to pay the same amount each billing cycle with adjustments annually after bill review like other utilities offer.

Thanks again, Ted

From: McCammant, Ted
Sent: Wednesday, December 8, 2021 1:03 PM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

David,

I will do a write up for council and send to you to give them on my behalf. I am not planning to apply any further money to my bill at this time. I will hope the City will overlook any such late payment fees considering my situation and the fact I have paid half of my current bill. I know late payment fees have been waived in the past for those experiencing financial hardship. Also, if I am to pay the higher bill amount with the credit you are suggesting is there a way to split that extra payment amount over the next few billing periods? Lastly, does the City offer a payment annualized payment plan so I pay the same each pay period like we do here at the gas company or how SnoPud does for its customers? If so, how do I sign up for that as I do all of my other utility bills in this fashion.

Thanks, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>
Sent: Wednesday, December 8, 2021 10:21 AM

To: McCammant, Ted <Ted.McCammant@cngc.com>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Hello Ted,

I will plan to present this \$289.30 second leak adjustment to both Finance Committee and to the City Council on January 27. You may attend the Finance Committee, but public comment is not taken at the committee meeting. You may address city council for three minutes at any council meeting by signing up in advance (these meetings are currently conducted virtually by Zoom, and the city has not determined a date to restart in-person meetings.) Your comments to council are received but your communication is not responded to by council during the meeting. You may also address your concerns to council in writing by sending to my attention at City Hall and I will forward to council. Please be advised the full amount due should be paid while awaiting council authorization..

Sincerely,
David Hammond

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Wednesday, December 8, 2021 8:14 AM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>; tedmccammant@gmail.com
Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

Thank you for the reply. Is it possible for me to present my case to council at that meeting for the higher adjustment amount. I do appreciate your help in considering the \$289.30 adjustment, but I still feel the City could have done more to prevent this high bill from ever happening if they would have taken action either at the time of reading my meter on 8.25.21 or on 9.2.21 when the technician was specifically dispatched to investigate for a leak. If I would have been informed on either occasion my bill would have never been as high as it was due to the water loss during that period. If the meter reader would have recognized the high read on the day of the read my meter could have been shut off and a door tag left informing me of a possible leak. If this would have happened, my bill would have then been normal because no further leakage would have happened at my residence during the billing period ending 10.25.21. Also, if the technician would have shut my meter off on 9.2.21 when they were there for the high bill investigation and left a door tag I would have also been better off as I would have saved 9 days of water escaping, which at this point seems to add up quickly considering the sewer rates were following water usage. It would appear I lost 4000 gallons extra between 8.25.21 and 9.11.21 if I consider my 10.31.20 billing where I only consumed 2,693 gallons of water during the same period last year. This would suggest I was losing

about 222 gallons per day from my leak.

Finally, I want to reiterate that I had to find this all out on my own only after opening my bill on the night of September 11th, which then prompted me to find and fix my leak on the day of the 12th.

I will wait for your reply.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>
Sent: Tuesday, December 7, 2021 3:52 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>; tedmccammant@gmail.com
Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good afternoon Mr. McCammant:

Unfortunately, I am unable to consider the proposed adjustment you have described in your Dec. 4 email below. As we have discussed previously, the Stanwood City Council establishes my authority very specifically in this matter in SMC section 12.20.60. This section does create the opportunity for a second leak adjustment within a 24 month period with City Council approval. I described this in an email to you on November 17th, and offered to request council approval. I am willing to request this second leak adjustment credit of council if you would like me to do so, and the amount of the adjustment would be \$289.30. Please let me know if you would like to proceed with this request and I will present to council at their Jan. 13, 2022 Regular City Council meeting.

Sincerely,
David Hammond

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Saturday, December 4, 2021 11:21 AM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>; tedmccammant@gmail.com
Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

I would like you to consider discounting my sewer rate from the \$492.87 to the \$155.66 I received this summer for the winter average discount. It is easily understood that my water leak did not cause more issues in the sewer and I should not be held to the higher rate simply because my leak occurred during the months that my sewer rate was not on the lower rate. If I had been on the

June/July and August/September schedule instead of the earlier schedule this would not be in question because the bill would have been lower. I would also like to consider the leak as 1 leak over 2 billing periods and once again discount the water fee by 50%. It also appears the sewer state PUT rate and the utility tax are driven by water consumption. In order to make this simple I am proposing the following:

Sewer correction = \$492.87 - \$155.66 = \$337.21 credit

Water correction = \$274.52 x .50 = \$137.26 credit

Total credit = \$474.47

I am going to apply \$428.83 to my December bill and hope this will be agreeable. I would like the City to consider this also based on the fact that City employees gave me no notice of the high usage, which is part of your policies and procedures. My meter was physically read on 8-25-21 at which time should have shown a red flag and my meter could have been turned off at this time to save all of the leaking water from that date through the date I found this issue on my own on 9-11-21 when I opened my first high bill. I also understand my meter was also checked again on 9-2-21, but no one informed me once again because the technician stated the homeowner was using water at the time of the visit so no leak was reported. The technician would have had no idea if we were indeed using water at the time of their visit because they did not contact anyone in the home at that time to verify. We were not home this day and the technician did not leave any notice.

Lastly, I am not trying to avoid my responsibility here, but I would like the City to accept some of this responsibility and work with me to accept my proposal. I think it is fair considering everything that happened and how it could have been prevented.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>

Sent: Wednesday, November 17, 2021 4:37 PM

To: tedmccammant@gmail.com

Cc: McCammant, Ted <ted.mccammant@cngc.com>

Subject: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Mr. McCammant,

I am writing to follow up our conversation this afternoon. I have included below the calculation of the second adjustment I offered to request council approval. Council authorization is required because only one adjustment is authorized in the Stanwood Municipal Code (SMC). Note this calculation excluded the \$708.99 July/August bill from the calculation of your average bill. Although this second adjustment is not authorized by the SMC it appeared a reasonable request because city staff could have notified you of the leak when our system first flagged it as a possible leak. This was a

clerical breakdown, and the leak persisted into a second billing cycle. I must reiterate that the leak on your property is your responsibility, the city attempts to advise customers of possible leaks as a courtesy.

Sincerely,
David Hammond

	DATE	44516			
	ACCT#	2042			
	NAME	McCammant, Ted & Cyndie			
	ADDRESS	7231 281st PI NW			
	CONSUMP		Billing Periods		
AVERAGE	3728	366.44	07/08 MO		
FOR 6 BIL	2693	382.17	09/10 MO		
CYCLE	1636	259.23	11/12 MO		
	1781	298.6	01/02 MO		
	1705	289.25	03/04 MO		
	2665	352.51	05/06 MO		
AVERAGE	2368	324.7			
BILL FOR	6690	903.3	09/10 MO		
OVERAGE		578.6			
50% ADJ FOR		289.3	ADJUSTMENT		

David A. Hammond, CPA | Finance Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
Direct: 360-454-5201 | City Hall: 360-629-2181



[City of Stanwood](#) | [Discover Stanwood Camano](#)

-
Email may be considered a public record subject to public disclosure under RCW 42.56

From: [McCammant, Ted](#)
To: [David Hammond](#)
Cc: [Amy Bergemeier](#)
Subject: RE: Leak Adjustment
Date: Thursday, January 6, 2022 8:21:17 AM
Attachments: [image002.png](#)
[image003.png](#)

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

Thank you for your response about budget billing. In response to your indication of a shut off at my residence, I hope the City would not consider this given my situation and that we are actively working together to resolve. Also, I have not received a written notice from the City about disconnection due to delinquency and I would expect that to happen before any shut off would occur according to City code. I also understand that the City would more than likely lien the property (up to four months of charges), which lead me to believe a shut off would not happen until after that time. Given all of that, here is where I stand so we can get this all behind us.

I am going to pay the difference of what I have paid to date and what the balance would have been with the credit of \$289.30 that you stated was reasonable back on the e-mail dated 11/17/21. This will at least bring me to the level that you stated would be acceptable. See below for calculations.

Original balance = 903.30

Payment on 12/4/21 = 428.83

Balance as of 12/4/21 = \$474.47

Payment on 1/6/22 = \$185.17 (paid today at 7:56 a.m.)

Balance as of 1/6/22 = \$289.30 (online balance states \$286.14)

I would still ask that my situation be brought to City Council for consideration (including this e-mail) of the credit that I spoke of in my e-mail dated 12/4/21 as I feel this is more in line considering the actions (or lack thereof) by the City back in August and September. On another note, I live in a small town to get away from the bureaucracy and have been disappointed by how this has been handled up to this point with nothing but bureaucracy. I realize we have rules and regulations for reason, but we also have common sense and the ability to do what is right. As I have stated before, I have never tried to get around the fact I had a leak on my water system and that I was definitely responsible for a higher payment. I just expected the City to take on a bit more responsibility from the start and consider what I wrote previously to be logical for consideration of a higher credit amount. Thanks again for your time and work on my water leak issue.

Lastly, I would like a written response from council that my consideration was heard and what the consensus of each member was if the outcome is not favorable for myself. I am friends and on the board of the YMCA with Dianne White, as I plan to follow up with her about the discussion during the meeting about my case.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>

Sent: Wednesday, January 5, 2022 5:11 PM

To: McCammant, Ted <Ted.McCammant@cngc.com>

Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>

Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Ted,

You are correct that the city suspended standard billing practices due to the Governors 2020 moratorium on late fees and shut offs due to the pandemic, however, the moratorium expired Sept. 30th. The amount due on your account is from the September/October billing period and is past due. In fact, your account was past due in December, was subject to shut-off, however, the city elected not to pursue shut-off and collections activity during the holidays. As of this date, the applicable shutoff day for your account will be January 25th. If you are unable to make payment in full by January 10th, please apply for a payment arrangement that will allow you to make partial payment, but will require payment in full no later than 20 days from the scheduled shut off date, i.e., by February 16th. Here is [a link to the city's website with information about payment arrangements](#). If your question about payment plans is whether Stanwood offers "budget billing" i.e., 12 equal payments based on estimates, then the answer is no, the city does not offer this type of payment plan.

With regard to your question about presenting your case, I will include your letter to council; as you requested I will also include all emails between yourself and finance staff in the report to city council. If you want to address the city council in addition to your letter, then you may sign up during the citizen comments segment of the council meeting, which is at the beginning of the agenda. We will post the meeting agenda tomorrow by 5:00 pm and the agenda will have a link to sign up to make your council. Please note this citizen comment segment of the council meeting is not interactive, i.e., council does not answer questions from you, but rather this is a citizen comment to council.

Sincerely,
David

David A. Hammond, CPA | Finance Director

City of Stanwood

10220 270th Street NW

Stanwood, WA 98292

Direct: 360-454-5201 | City Hall: 360-629-2181



-
Email may be considered a public record subject to public disclosure under RCW 42.56

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Wednesday, January 5, 2022 8:04 AM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

Okay. How do I present my case then? Also, I am not worried about late fees because they are being waved right now due to Covid. I already viewed this on my bill. Lastly, can someone please answer my question about payment plans below (highlighted). I have asked this on two separate occasions and no one has responded to me.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>
Sent: Tuesday, January 4, 2022 4:43 PM
To: McCammant, Ted <Ted.McCammant@cngc.com>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Ted,

I am writing to advise that I will present the second leak adjustment request to the city council on January 13th, in the amount of \$289.30. As I have previously noted, late charges will be assessed if your account is not current on January 10th, so please do make payment in full prior to that date to avoid fees. In the event the city council approves the request we will of course credit your account or issue a refund.

Sincerely,
David Hammond

From: McCammant, Ted <Ted.McCammant@cngc.com>
Sent: Saturday, January 1, 2022 12:05 PM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

I have attached a brief write up for the council members to consider when you present it to them on January 27th on my behalf. I have also requested that all e-mail communications between myself and the City staff be included so they can see the extent of the work we have all put in up to this point. If I am allowed or need to be present for this meeting please let me know the date and time so I can attend.

Lastly, I am still wanting to see if the City offers a payment plan. It would be much easier for me to pay the same amount each billing cycle with adjustments annually after bill review like other utilities offer.

Thanks again, Ted

From: McCammant, Ted
Sent: Wednesday, December 8, 2021 1:03 PM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>
Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>
Subject: RE: Leak Adjustment

David,

I will do a write up for council and send to you to give them on my behalf. I am not planning to apply any further money to my bill at this time. I will hope the City will overlook any such late payment fees considering my situation and the fact I have paid half of my current bill. I know late payment fees have been waived in the past for those experiencing financial hardship. Also, if I am to pay the higher bill amount with the credit you are suggesting is there a way to split that extra payment amount over the next few billing periods? Lastly, does the City offer a payment annualized payment plan so I pay the same each pay period like we do here at the gas company or how SnoPud does for its customers? If so, how do I sign up for that as I do all of my other utility bills in this fashion.

Thanks, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>
Sent: Wednesday, December 8, 2021 10:21 AM
To: McCammant, Ted <Ted.McCammant@cngc.com>

Cc: Amy Bergemeier <Amy.Bergemeier@ci.stanwood.wa.us>

Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Hello Ted,

I will plan to present this \$289.30 second leak adjustment to both Finance Committee and to the City Council on January 27. You may attend the Finance Committee, but public comment is not taken at the committee meeting. You may address city council for three minutes at any council meeting by signing up in advance (these meetings are currently conducted virtually by Zoom, and the city has not determined a date to restart in-person meetings.) Your comments to council are received but your communication is not responded to by council during the meeting. You may also address your concerns to council in writing by sending to my attention at City Hall and I will forward to council. Please be advised the full amount due should be paid while awaiting council authorization..

Sincerely,

David Hammond

From: McCamant, Ted <Ted.McCamant@cngc.com>

Sent: Wednesday, December 8, 2021 8:14 AM

To: David Hammond <David.Hammond@ci.stanwood.wa.us>; tedmccamant@gmail.com

Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

Thank you for the reply. Is it possible for me to present my case to council at that meeting for the higher adjustment amount. I do appreciate your help in considering the \$289.30 adjustment, but I still feel the City could have done more to prevent this high bill from ever happening if they would have taken action either at the time of reading my meter on 8.25.21 or on 9.2.21 when the technician was specifically dispatched to investigate for a leak. If I would have been informed on either occasion my bill would have never been as high as it was due to the water loss during that period. If the meter reader would have recognized the high read on the day of the read my meter could have been shut off and a door tag left informing me of a possible leak. If this would have happened, my bill would have then been normal because no further leakage would have happened at my residence during the billing period ending 10.25.21. Also, if the technician would have shut my meter off on 9.2.21 when they were there for the high bill investigation and left a door tag I would have also been better off as I would have saved 9 days of water escaping, which at this point seems to add up quickly considering the sewer rates were following water usage. It would appear I lost 4000 gallons extra between 8.25.21 and 9.11.21 if I consider my 10.31.20 billing where I only consumed 2,693 gallons of water during the same period last year. This would suggest I was losing about 222 gallons per day from my leak.

Finally, I want to reiterate that I had to find this all out on my own only after opening my bill on the night of September 11th, which then prompted me to find and fix my leak on the day of the 12th.

I will wait for your reply.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>
Sent: Tuesday, December 7, 2021 3:52 PM
To: McCamant, Ted <Ted.McCamant@cngc.com>; tedmccamant@gmail.com
Subject: RE: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good afternoon Mr. McCamant:

Unfortunately, I am unable to consider the proposed adjustment you have described in your Dec. 4 email below. As we have discussed previously, the Stanwood City Council establishes my authority very specifically in this matter in SMC section 12.20.60. This section does create the opportunity for a second leak adjustment within a 24 month period with City Council approval. I described this in an email to you on November 17th, and offered to request council approval. I am willing to request this second leak adjustment credit of council if you would like me to do so, and the amount of the adjustment would be \$289.30. Please let me know if you would like to proceed with this request and I will present to council at their Jan. 13, 2022 Regular City Council meeting.

Sincerely,
David Hammond

From: McCamant, Ted <Ted.McCamant@cngc.com>
Sent: Saturday, December 4, 2021 11:21 AM
To: David Hammond <David.Hammond@ci.stanwood.wa.us>; tedmccamant@gmail.com
Subject: RE: Leak Adjustment

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

David,

I would like you to consider discounting my sewer rate from the \$492.87 to the \$155.66 I received this summer for the winter average discount. It is easily understood that my water leak did not cause more issues in the sewer and I should not be held to the higher rate simply because my leak occurred during the months that my sewer rate was not on the lower rate. If I had been on the June/July and August/September schedule instead of the earlier schedule this would not be in

question because the bill would have been lower. I would also like to consider the leak as 1 leak over 2 billing periods and once again discount the water fee by 50%. It also appears the sewer state PUT rate and the utility tax are driven by water consumption. In order to make this simple I am proposing the following:

Sewer correction = \$492.87 - \$155.66 = \$337.21 credit

Water correction = \$274.52 x .50 = \$137.26 credit

Total credit = \$474.47

I am going to apply \$428.83 to my December bill and hope this will be agreeable. I would like the City to consider this also based on the fact that City employees gave me no notice of the high usage, which is part of your policies and procedures. My meter was physically read on 8-25-21 at which time should have shown a red flag and my meter could have been turned off at this time to save all of the leaking water from that date through the date I found this issue on my own on 9-11-21 when I opened my first high bill. I also understand my meter was also checked again on 9-2-21, but no one informed me once again because the technician stated the homeowner was using water at the time of the visit so no leak was reported. The technician would have had no idea if we were indeed using water at the time of their visit because they did not contact anyone in the home at that time to verify. We were not home this day and the technician did not leave any notice.

Lastly, I am not trying to avoid my responsibility here, but I would like the City to accept some of this responsibility and work with me to accept my proposal. I think it is fair considering everything that happened and how it could have been prevented.

Regards, Ted

From: David Hammond <David.Hammond@ci.stanwood.wa.us>

Sent: Wednesday, November 17, 2021 4:37 PM

To: tedmccammant@gmail.com

Cc: McCammant, Ted <ted.mccammant@cngc.com>

Subject: Leak Adjustment

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Mr. McCammant,

I am writing to follow up our conversation this afternoon. I have included below the calculation of the second adjustment I offered to request council approval. Council authorization is required because only one adjustment is authorized in the Stanwood Municipal Code (SMC). Note this calculation excluded the \$708.99 July/August bill from the calculation of your average bill. Although this second adjustment is not authorized by the SMC it appeared a reasonable request because city staff could have notified you of the leak when our system first flagged it as a possible leak. This was a clerical breakdown, and the leak persisted into a second billing cycle. I must reiterate that the leak

on your property is your responsibility, the city attempts to advise customers of possible leaks as a courtesy.

Sincerely,
David Hammond

	DATE	44516			
	ACCT#	2042			
	NAME	McCammant, Ted & Cyndie			
	ADDRESS	7231 281st PI NW			
	CONSUMP		Billing Periods		
AVERAGE	3728	366.44	07/08 MO		
FOR 6 BIL	2693	382.17	09/10 MO		
CYCLE	1636	259.23	11/12 MO		
	1781	298.6	01/02 MO		
	1705	289.25	03/04 MO		
	2665	352.51	05/06 MO		
AVERAGE	2368	324.7			
BILL FOR	6690	903.3	09/10 MO		
OVERAGE		578.6			
50% ADJ FOR		289.3	ADJUSTMENT		

David A. Hammond, CPA | Finance Director
City of Stanwood
10220 270th Street NW
Stanwood, WA 98292
Direct: 360-454-5201 | City Hall: 360-629-2181



[City of Stanwood](#) | [Discover Stanwood Camano](#)

-
Email may be considered a public record subject to public disclosure under RCW 42.56



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM: 10a

DATE: January 13, 2022

SUBJECT: Council Vacancy Appointment

CONTACT PERSON: Shawn Smith, Interim City Administrator

ATTACHMENTS: A – Andreena Bergman Submittal
B – Judy Williams Submittal
C – Oath of Office

PURPOSE

The purpose for this agenda item is the council consideration of and appointment of a new Councilmember, position 6, due to the election of Sid Roberts as Mayor.

BACKGROUND

The City Council set the process for appointing a new Councilmember on December 13, 2021. Stanwood city residents who were eligible and interested in seeking the appointment were to submit a letter of interest by December 31, 2021 5:00 p.m. Two applicants submitted an online application and letter of interest.

DISCUSSION

The City Council will hear five (5) minute presentations from each of the applicants, then will move into executive session to discuss applicants, then will return to start the voting process to appoint a new Councilmember to a term ending November 2021.

RECOMMENDATION

No staff recommendation is provided.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, December 31, 2021 4:41 PM
To: Shawn A. Smith <Shawn.Smith@ci.stanwood.wa.us>; Krista A. Hintz <Krista.Hintz@ci.stanwood.wa.us>
Subject: Online Form Submittal: City Council Vacancy Application

City Council Vacancy Application

First Name	Andreena
Last Name	Bergman
Address	27309 103rd dr nw
Length of time living within Stanwood City Limits.	18 years
Please briefly describe your qualifications for the position.	My qualifications for council member are as required; I am a registered voter and have been a resident in the heart of the city and in the historical district of Stanwood for 18 years now. I have built my career here locally starting with working at the Scandia Bakery 28 years ago. I continued my employment at several restaurants in Stanwood being Jimmy's Pizza and Pasta, Islander's Restaurant, Stanwood Cafe and Wayne's Corner Cafe. With my work history being local I was able to build relationships with community members and businesses. I have worked diligently with budgets, ordering supplies, taking information and completing tasks and events. I have been a manager, over seeing operations and employees. I have volunteered and worked alongside peers in my children's schools with various fundraisers and auctions. I also have developed relationships with several local churches and had the pleasure of serving on a leadership team within a church's MOP'S organization. There I planned events, purchased supplies and stayed under budget. Met weekly with team members and organized weekly tasks for three years. During this Election I ran a campaign and earned much support. I had the pleasure of gaining knowledge and endorsements from Mayor Jon Nehring and Councilman Nate Nehring. I was able to gain more votes than either candidate for position 7. I feel I can be a great asset to the city as a council member with being a part of this great community and the relationships I have developed here.

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.

Letter of Intent

[AndreenaBergmanCityCouncilMemberLetter \(3\).DOCX](#)

Supporting
Documentation

Field not completed.

Supporting
Documentation

Field not completed.

ANDREENA BERGMAN

STANWOOD, WA 98292

360 631 4504 | andreenabergman@gmail.com

December 31, 2021

RE: City Council Member

Dear Mayor Roberts and Council Members

Please accept this letter as an expression of my interest in the City Council Member position. I am a highly motivated and progress-focused Restaurant Manager with a long-standing background in this community. I have built and maintained relationships with many businesses and residents which I believe will prove valuable to the City of Stanwood.

I contribute critical thinking, leadership, and data analysis toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong problem-solving talents. I enjoy collective brainstorming sessions which allow me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I look forward and appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Andreena Bergman

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, December 17, 2021 10:31 AM
To: Shawn A. Smith <Shawn.Smith@ci.stanwood.wa.us>; Krista A. Hintz <Krista.Hintz@ci.stanwood.wa.us>
Subject: Online Form Submittal: City Council Vacancy Application

City Council Vacancy Application

First Name	Judy
Last Name	Williams
Address	10520 Saratoga Dr., Stanwood
Length of time living within Stanwood City Limits.	23 years
Please briefly describe your qualifications for the position.	Hello Council, I am applying for the open seat on the City Council vacated by Sid Roberts. I was on the original Parks and Trails Committee for 4 years before being appointed by some of you for a term of 2014-2017. At that time I was elected to the City Council, position #7 where I have served for the last 4 years. During that time I have also served on the Public Works Committee as well as the Community Development Committee. I these last 4 years I have been involved in the beginning states of many projects both big and small, always with the agenda of "What is best for Stanwood" as the basis of my decisions. While we have started many new and exciting things for our town, we are simply not finished. In fact, we've got quite a ways to go on some things. The beginning stages of our City Beautification Programs are just starting to take shape. As well as our Parks and Trails plan, with the completion of the berm trail along 532 we are now looking at Phase 2 of our Walking Trails. Hamilton Park is

still in the permitting portion fi it's development with involved and in depth delays. Are we building a new City Center Complex on the hill or are we developing a property on the west side? Public Works is busier than ever with new street improvement projects. The list can go on and on.

I feel that my knowledge and history of all we're working to accomplish will be a benefit.

I look forward to a positive response from you all.

Sincerely,

Judy Williams

Please attach a Letter of Interest (LOI), as well as, any supporting documents you would like considered.

Letter of Intent	Hello Council.docx
------------------	------------------------------------

Supporting Documentation	20211217093304648.pdf
--------------------------	---------------------------------------

Supporting Documentation	<i>Field not completed.</i>
--------------------------	-----------------------------

Hello Council,

I was originally going to list out all my past experiences and I realized you are all very familiar with my past service on the Parks and Trails Committee, North County Fire Commission, the Planning Commission and all the prior Community Volunteering I've done in my past to support our schools.

And I asked myself what do I really want you to share with you? I would really like to focus on our last four years together.

I believe that we have accomplished a great many things together such as, work on the Parks and Trails, City Beautification projects, Public Works projects too many to mention, City Hall investigations, the list goes on. What I'm taking away from all of these things is our ability to work well together. Even when we disagree. I might even say, "Especially" when we disagree. That is truly where we make our best progress and come to solutions that are not always recognized and considered when we all agree on everything. I believe the functionality of any committee is to dig deep to determine what is best for the entity we represent and to acknowledge all ideas, weeding through them all to come to the best decision possible. This is when the good stuff really happens.

In closing, I would like to say, "my life is centered around service". Always asking "how can I help and how can I make a positive impact?" I hope that my work ethic and my strong commitment to the City of Stanwood as well as my abilities to work together with all parties is recognized.

I look forward to serving with you all.

Sincerely,

Judy Williams

Matt Stromberg
Stanwood Artisan Ale and Lager
10209 270th Street NW
Stanwood, WA 98292
12/14/2021

The Honorable Mayor Sid Roberts
10220 270th Street NW
Stanwood, WA 98292

Dear Mayor Roberts,

I'm writing today to recommend Judy Williams for City Council Position #6. I know you are familiar with Judy and have observed her dedication to Stanwood. She has a passion to be involved and a strong desire to contribute.

We know Judy to be a quality human being and a valuable voice within our civic government. We have not always agreed with Judy, but we have found her to be receptive to discussions and willing to listen to opposing views. On those occasions when we have disagreed there is no rancor, just an exchange of opinions amongst people that want the best for our community. We've always valued that type of governance and know that we are not the only ones that feel this way.

We look forward to your leadership this next four years. You can always count on our support for the community.

Best regards,



Matt Stromberg

SAAL Brewing Company

OATH OF OFFICE

STATE OF WASHINGTON)
)ss
COUNTY OF SNOHOMISH)

I, _____, do solemnly swear (or affirm) that I
name
 will support the Constitution and Laws of the United States and the
 Constitution and Laws of the State of Washington, and that I will
 faithfully and impartially perform and discharge the duties of the office
 of _____ The City of Stanwood
jurisdiction or district

Councilmember _____, _____ 6 _____ for
office position

a term ending November 2021 according to law to the best of my ability.

Signature of elected or appointed official

Note: The following can administer the oath: judges, notary publics, county auditors or deputies, city/town clerks, school officials, county commissioners, and clerks of the court.

Subscribed and sworn to before me this _____ day of _____, _____

Signature _____

Official Title _____



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10b
DATE: January 13, 2022
SUBJECT: Selection of Mayor Pro Tempore
CONTACT PERSON: Lisa Sokolik, City Clerk
ATTACHMENTS: A - Council Rules of Procedure Rule 7

ISSUE

The City Council Rules of Procedure (Attachment A) require councilmembers to choose a mayor pro tempore to serve for the year.

SUMMARY STATEMENT

At the first meeting of the City Council in the new year (2022), as required by the City Council Rules of Procedure, councilmembers must choose a member to serve as mayor pro tempore for the year.

DISCUSSION

The mayor pro tempore serves in the absence or temporary disability of the mayor. The "term" of the pro tempore appointment, according to the City Council Rules of Procedure is one year, and the mayor pro tempore must be chosen at the first meeting of the year. The councilmember serving as mayor pro tempore will continue to have all of the rights, privileges, and immunities of a member of the council.

FINANCIAL IMPACT

There is no financial impact.

CITY COUNCIL OPTIONS

Council must choose a member to serve as mayor pro tempore at their first meeting in 2022.

RECOMMENDED MOTION

**I MOVE TO APPOINT COUNCILMEMBER _____ AS MAYOR PRO
TEMPORE TO SERVE A ONE YEAR TERM IN 2022.**

ATTACHMENT A

ELECTION OF MAYOR PRO TEMPORE

Rule 7. Annually, at the first meeting of the City Council, the members thereof shall choose a member from among their number who shall have the title of Mayor Pro Tempore. In addition to the powers conferred upon him/her as Mayor Pro Tempore, he/she shall continue to have all the rights, privileges and immunities of a member of the Council. If a vacancy occurs in the office of Mayor Pro Tempore, the members of the council at their next regular meeting should select a Mayor Pro Tempore from among their number for the unexpired term.



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10c

DATE: January 13, 2022

SUBJECT: Set 2022 City Council Meeting Calendar

CONTACT PERSON: Shawn Smith, Interim City Administrator

ATTACHMENTS: A – Rules of Procedure Rule No. 2
B – Proposed 2022 City Council Meeting Calendar

Resource Link:

<https://www.stanwoodwa.org/DocumentCenter/View/2390/Rules-of-Procedure-PDF>

PURPOSE

The purpose of this agenda item is for Council consideration and approval of 2022 City Council Meeting Calendar

BACKGROUND

Council's Rules of Procedure (See Resource link above) Rule 2 states that the Stanwood City Council shall hold regular meetings on the second and fourth Thursday of each month and four quarterly special meetings, commonly known as Council workshops.

ANALYSIS

The 2022 calendar prepared for council approval includes setting all regular city council meetings, moving one meetings that falls on a holiday, cancellation of the second Regular meetings in August and December, and adding a fifth special (Workshop) meeting, to be held in March.

Fiscal Impact			
There is no fiscal impact			
Fund(s):	N/A		
Amount:	\$	Project Estimate:	\$ -
Budget Authorized	☐ Yes ☐ No	Amendment Required	☐ Yes ☐ No ☐ Monitor

RECOMMENDATIONS

Staff Recommendation: Staff recommends setting the 2022 City Council Meeting Calendar as proposed.

Committee/Board Recommendation: The full City Council considers and approves the annual meeting calendar.

CITY COUNCIL OPTIONS

1. The Council may approve the 2022 City Council Meeting Calendar as presented.
2. The Council may direct changes to the proposed 2022 City Council Meeting Calendar and approve an amended version.
3. The Council may direct staff to bring back alternative meeting dates and a revised 2022 Meeting Calendar at a later date.

PROPOSED MOTION

MOTION TO APPROVE AND SET THE 2022 CITY COUNCIL MEETING CALENDAR AS PRESENTED AND TO PUBLISH ALL DATES ON THE CITY WEBSITE

ATTACHMENT A

COUNCIL MEETINGS

Rule 2. The regular meetings of the Stanwood City Council shall be held at 7:00 p.m. on the second and fourth Thursday of each month. When the date for any regular meeting of the City Council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding Monday or the previous Monday, not a holiday (SMC 2.44.035).

Cancellations. During an open public meeting a majority of the Council may agree to cancel an upcoming regular meeting, special meeting, or workshop meeting. Also, if no items of business have been submitted to the City Clerk for deliberation at said upcoming meeting, the Mayor, Mayor pro tem and City Clerk may cancel the upcoming meeting, if all agree. In the case of such cancellation, payroll checks and vouchers will be approved at the next regular City Council meeting. (RCW 42.24.180/SMC 3.20.020)

Proposed 2022 City Council Calendar

January 2022

Thursday, January 13 Regular City Council Meeting 7:00 pm
 Thursday, January 27 Regular City Council Meeting 7:00 pm

February 2022

Thursday, February 10 Special Workshop Meeting 5:00 pm
 Thursday, February 10 Regular City Council Meeting 7:00 pm
 Thursday, February 24 Regular City Council Meeting 7:00 pm

March 2022

Thursday, March 10 Special Workshop Meeting 5:00 pm
 Thursday, March 10 Regular City Council Meeting 7:00 pm
 Thursday, March 24 Regular City Council Meeting 7:00 pm

April 2022

Thursday, April 14 Regular City Council Meeting 7:00 pm
 Thursday, April 28 Regular City Council Meeting 7:00 pm

May 2022

Thursday, May 12 Special Workshop Meeting 5:00 pm
 Thursday, May 12 Regular City Council Meeting 7:00 pm
 Thursday, May 26 Regular City Council Meeting 7:00 pm

June 2022

Thursday, June 9 Regular City Council Meeting 7:00 pm
 Thursday, June 23 Regular City Council Meeting 7:00 pm

July 2022

Thursday, July 14 Regular City Council Meeting 7:00 pm
 Thursday, July 28 Regular City Council Meeting 7:00 pm

August 2022

Thursday, August 11 Special Workshop Meeting 5:00 pm
 Thursday, August 11 Regular City Council Meeting 7:00 pm
 Thursday, August 25 Regular City Council Meeting 7:00 pm ** CANCELLED

September 2022

Thursday, September 8 Regular City Council Meeting 7:00 pm
 Thursday, September 22 Regular City Council Meeting 7:00 pm

October 2022

Thursday, October 13 Special Workshop Meeting 5:00 pm
 Thursday, October 13 Regular City Council Meeting 7:00 pm
 Thursday, October 27 Regular City Council Meeting 7:00 pm

November 2022

Thursday, November 10 Regular City Council Meeting 7:00 pm
 Monday, November 21 Regular City Council Meeting 7:00 pm ** Moved due to holiday

December 2022

Thursday, December 8 Regular City Council Meeting 7:00 pm
 Monday, December 22 Regular City Council Meeting 7:00 pm **CANCELLED



CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

ITEM NUMBER: 10d
DATE: January 13, 2022
SUBJECT: First Reading, Ordinance 5202, Acceptance of Donations
CONTACT PERSON: David A. Hammond, Finance Director
ATTACHMENTS: A – Proposed Ordinance 5202

PURPOSE

The purpose of this agenda item is for City Council to consider adoption of Ordinance 5202, Acceptance of Donations.

BACKGROUND

Washington State law requires cities to accept donations by ordinance. Ordinance 5202 is proposed to provide guidance and to place limitations on acceptance of donations, and for efficiency, the ordinance delegates authority to the Mayor to accept “such donations in circumstances with minimal risk and long-term obligation and reserves the City Council's authority in all other circumstances.” The ordinance defines the limitations and the types and dollar thresholds within which the Mayor is authorized to accept donations.

- The ordinance sets \$5,000 as the maximum threshold below which the Mayor may accept monetary donations and \$10,000 as the threshold for non-monetary donations.
- The threshold on the Mayor's acceptance of non-monetary donations does not apply to donations that directly support city events or community activities.

ANALYSIS

The proposed ordinance will ensure compliance with state law, will provide guidance to city staff regarding types of donations to accept and the limitations on the use of donations and the delegation provides for administrative efficiency.

CITY COUNCIL OPTIONS

The City Council options include:

1. Approve the first reading of ordinance 1502 - Acceptance of Donations

2. Request changes to Ordinance 1502 - Acceptance of Donations, and direct staff to address specific Council issues or concerns prior to Council reconsidering the ordinance.

RECOMMENDED MOTION

“I MOVE TO APPROVE FIRST READING OF ORDINANCE 1502 AS SET FORTH IN ATTACHMENT “A” AMENDING THE STANWOOD MUNICIPAL CODE (SMC) TITLE 3 TO ADD CHAPTER 3.25 ‘ACCEPTANCE OF DONATIONS’ AND PROCEED WITH THE SECOND AND FINAL READING OF THE ORDINANCE ON JANUARY 27, 2022.”

**CITY OF STANWOOD
WASHINGTON**

ORDINANCE NO. 5202

**AN ORDINANCE OF THE CITY OF STANWOOD, WASHINGTON,
AMENDING THE STANWOOD MUNICIPAL CODE (SMC) TITLE 3 TO
ADD CHAPTER 3.25 “ACCEPTANCE OF DONATIONS”;
ESTABLISHING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.11.040 provides that *“the legislative body of a code city shall have power to accept any gift or grant for any public purpose and may carry out any conditions of such gift or grant when not in conflict with state or federal law”*; and

WHEREAS, RCW 35.21.100 requires that cities accept donation by ordinance;
and

WHEREAS, Stanwood Municipal Code does not contain provisions pertaining to the acceptance of donations or gifts; and

WHEREAS, it is in the City’s interest to adopt Code to clarify and streamline the acceptance process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANWOOD,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. SMC Title 3 is hereby Amended to add Chapter 3.25 to read as follows:

Chapter 3.25 “Acceptance of Donations”

Sections

- **3.25.010 Delegation.**
- **3.25.020 Definitions.**
- **3.25.030 Acceptance of donations.**
- **3.25.040 Procedure for acceptance of donation.**
- **3.25.050 Funds and accounting.**

3.25.010 Delegation.

Consistent with RCW 35.21.100, which provides that the City Council may accept donations of money or property by ordinance, this Chapter delegates City Council authority to the mayor to accept such donations in circumstances with minimal risk and long-term obligation and reserves the City Council's authority in all other circumstances.

3.25.020 Definitions

As used in this chapter, the term “donation” refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Stanwood. As used in this chapter, the term “donation” does not refer to any money or property, real or personal, that may be reasonably classified as a grant.

3.25.030 Acceptance of donations.

A. *Limitation on Acceptance of Donations.* The City may accept and use donations only for purposes related to those powers granted to the City by law. Any donation to the City that is accompanied with any contingency, term, or condition on the use by the City of such donation that is inconsistent with this chapter or contrary to law shall be declined by the City. The City may decline to accept any donation that is inconsistent with the policies, plans, goals, or any other ordinance of the City.

1. *Monetary Donations under \$5,000.* The Mayor or designee is authorized to accept any monetary donation under \$5,000 to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

2. *Monetary Donations of \$5,000 or Greater.* Any monetary donation of \$5,000 or greater shall be approved by the City Council before acceptance. Upon such approval by the City Council, the Mayor or designee is authorized to accept such monetary donation to the City, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to the City by law and this chapter. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by the City, the City may expend or use the same for any public purpose consistent with this chapter.

3. *Nonmonetary Donations Directly Supporting City Events or Community Activities.* The Mayor or designee is authorized to accept nonmonetary donations that support specific City events and other community activities.

4. *Other Nonmonetary Donations.* The Mayor will assess the utility to the City and value of nonmonetary donations offered to the City (other than in subsection (A)(3) of this section).

a. If the estimated value of the donation is less than \$10,000, the Mayor or designee is authorized to accept such donations.

b. If the estimated value of the donation is \$10,000 or greater, the Mayor or designee is authorized to accept such nonmonetary donation upon approval by the City Council.

3.25.040 Procedure for acceptance of donation.

All donations shall be offered in writing to the City and directed to the Mayor or designee. If a donation is not approved or accepted by the City, such donation shall be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by the City.

3.25.050 Funds and accounting.

The Finance Director is directed to establish accounting procedures as may be necessary to carry out the terms of this chapter, in accordance with all applicable laws of the state of Washington and requirements of the Office of the State Auditor.

Section 2. Severability. The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 3. Effective Date. This Ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED by the Stanwood City Council this ____ day of _____ 2022.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

By: _____
Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

By: _____
Nikki Thompson, City Attorney

Date of Publication: _____

Effective Date: _____