



**CITY COUNCIL MEETING AGENDA**  
Tuesday – September 10, 2024 – 6:00 PM

Shawn O'Neill,  
Mayor  
[soneill@cityofnapavine.com](mailto:soneill@cityofnapavine.com)

Brian Watson,  
Council Position No.1  
[bwatson@cityofnapavine.com](mailto:bwatson@cityofnapavine.com)

Ivan Wiediger,  
Council Position No.2  
[iwiediger@cityofnapavine.com](mailto:iwiediger@cityofnapavine.com)

Don Webster,  
Council Position No.3  
[dwebster@cityofnapavine.com](mailto:dwebster@cityofnapavine.com)

Heather Stewart,  
Council Position No.4  
[hstewart@cityofnapavine.com](mailto:hstewart@cityofnapavine.com)

Duane Crouse,  
Council Position No.5  
[dcrouse@cityofnapavine.com](mailto:dcrouse@cityofnapavine.com)

**Staff Members**

Rachelle Denham,  
City Clerk

Michelle Whitten,  
City Treasurer

Bryan Morris,  
PW Director  
Community Development

John Brockmueller,  
Chief of Police

Allen Unzelman  
Honorable Judge-Municipal Court

Jim Buzzard,  
Legal Counsel

**City of Napavine**  
407 Birch Ave SW  
P O Box 810  
Napavine, WA 98565  
360-262-3547

**City Website**  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

- I. CALL TO ORDER**
- II. INVOCATION**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. APPROVAL OF AGENDA – AS PRESENTED**
  
- VI. APPROVAL OF MEETING MINUTES**
  - 1) Regular Council Meeting – August 13, 2024**
  
- VII. STAFF & COUNCIL REPORT**
  
- VIII. CITIZEN COMMENTS – NON-AGENDA ITEMS**
  
- IX. NEW BUSINESS**
  - 1) Vouchers – M. Whitten**
  - 2) ILA City of Chehalis, City of Napavine & LCWSD #4 Sewer Treatment Services and Rates –B. Morris & R. Denham**
  - 3) Letter of Support: Ripple Creek Fish Passage Culvert Project – B. Morris**
  - 4) AM 24-12: Liquor License Renewal Annie’s Market – R. Denham**
  - 5) Resolution 24-09-151: Authorized Signatures on Federal Reimbursement Requests – M. Whitten**
  - 6) Interpreter Reimbursement Grant – L. DeWitt**
  - 7) Master Interlocal Agreement Lewis County Public Works – B. Morris**
  - 8) Reimbursable Work Order Guardrail Repair #24-001 – B. Morris**
  - 9) Emergency Management Services ILA – R. Denham**
  
- X. ADJOURNMENT – CLOSE OF MEETING**

Council Meeting is held in person and via Teleconference.

**Teleconference Information**

Dial-in number (US): (720) 740-9753

Access code: 8460198

To join the online meeting: <https://join.freeconferencecall.com/rdenham8>



NAPAVINE CITY COUNCIL REGULAR MEETING MINUTES  
 August 13, 2024, 6:00 P.M.  
 Napavine City Hall, 407 Birch Ave SW, Napavine, WA

**CALL TO ORDER:**

Mayor Pro Tem, Duane Crouse called the regular city council meeting to order at 6:00 pm.

**INVOCATION:**

The invocation was led by Scott Collins.

**PLEDGE OF ALLEGIANCE:**

Mayor Pro Tem, Duane Crouse, led the flag salute.

**ROLL CALL:**

**Council members present:** Brian Watson Councilor #1, Ivan Wiediger Councilor #2, Don Webster Councilor #3, Heather Stewart Councilor #4, Duane Crouse, Mayor Pro Tem.

**City staff members present:** City Clerk - Rachele Denham, Chief of Police – John Brockmueller, Treasurer - Michelle Whitten, Legal Counsel, Jim Buzzard. **\*\*Not Present:** CD/PW Director - Bryan Morris.

<b>MOVED:</b>	Ivan Wiediger	Motion: Excuse Mayor Shawn O’Neill
<b>SECONDED:</b>	Brian Watson	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**CONSENT/APPROVAL OF AGENDA**

<b>MOVED:</b>	Heather Stewart	Motion: Approval of Agenda- As Presented.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: No Discussion</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**APPROVAL OF MEETING MINUTES**

<b>MOVED:</b>	Brian Watson	Motion: Approval of Meeting Minutes - Regular Council Meeting July 23, 2024.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried: 4 aye and 0 nay.	

**STAFF & COUNCIL REPORTS:**

**John Brockmueller – Chief of Police**

- Greetings to the council, report in writing & operations normal.

**Michelle Whitten – Treasurer**

- Report in writing. Bought 2 add’l bonds one at 5 years and 2 years before the interest rates go down.

**Rachele Denham – City Clerk**

- Report in writing.

**Bryan Morris - PW/CD Director**

- Report in writing.

**Heather Stewart – Councilor 4**

- Thanked Michelle Whitten for being a good steward of the city’s funds.

**Planning Commission – Deborah Graham**

- The sewer extension, late comers’ agreement, and mobile food vendor codes were approved by commission at the last PC Meeting and forwarded to council.

**LC Fire Dist 5 – Sandra White**

- Calls handled from 8/5-8/11; 27 EMS, 5 Fire, 6 others for a total of 38 calls bringing YTD to 780 calls. Mutual Aid was given 4 times and requested 2 times. The Medical Service Officer (MSO) stated the growth is in the normal range. Thanked everyone who supported EMS Levy.

**Duane Crouse – Mayor Pro Tem**

- Attended the Morton parade and it was nice to see Sam Patrick on the Napavine Motorcycle. Visited the SWWF for Opening Ceremonies. Also attended the Board of Olympia Commissioners Meeting in Olympia.

**CITIZEN COMMENTS – NON-AGENDA ITEMS:** *The recording link can be accessed for entire citizen comments. This is a brief summary and not verbatim.*

- Scott Collins, Bethel Church 132 Kirkland Rd: Presented documentation to the city clerk referencing communications to the floodway boundaries near Bethel Church. The church is preparing to have a LOMAR done to prove that the Bethel Church property should never been mapped as floodway property on Bond Rd. Scott briefed the council on the documentation that he provided. Scott came and spoke to the council about a month in half ago proposing to the council a partnership for the cost of this service. He feels that the church is having to do this due to a city error and that the cost of this LOMAR should be shouldered by the church and city partnering together. The city clerk asked the council if this could be placed on the council agenda for the first meeting in September for action. The documentation that Scott provided to Rachele will be emailed out to all the council members.

<b>MOVED:</b>		Don Webster	Motion: Place on the Agenda for the first meeting in September.
<b>SECONDED:</b>		Heather Stewart	
<i>Discussion: No Discussion.</i>			
<b>VOTE ON MAIN MOTION:</b>		4-0 Motion Carried; 4 aye and 0 nay.	

**NEW BUSINESS**

**VOUCHERS- M. WHITTEN**

August 2024 First Council Meeting

Reference	Date	Amount	N
<b>The following voucher/warrants/electronic payments are approved for payment:</b>			
Accounts Payabl	147	39	72,787.85 39174-39213
Payroll Vendors	1	1	1,106.00 39175
Electronic Payme	12	12	9,096.10 EFT*20240806-17
Electronic Payrol	5	5	40,402.24 EFT*20240801-05
ACH Direct Depo	17	17	37,576.39 direct deposit 8/05/24
<b>Total Vouchers</b>	<b>182</b>	<b>74</b>	<b>160,968.58</b>

<b>MOVED:</b>	Don Webster	Motion: Approval of the Vouchers dated August 2024 First Council Meeting.
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

**AM 24-11: TRIAL RUN: KEEP AMPHITHEATER AS RC RACETRACK – R. DENHAM FOR B. MORRIS**

<b>MOVED:</b>	Don Webster	Motion: Approve AM24-11
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye 0 nay.	

**CONTAMINATION REMOVAL ON WOODARD & KOONTZ - R. DENHAM FOR B. MORRIS**

<b>MOVED:</b>	Don Webster	Motion: Allow cleanup for contamination.
<b>SECONDED:</b>	Heather Stewart	
<i>Discussion: No Discussion.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye 0 nay.	

**ORD 663 SMALL WORKS ROSTER ORDINANCE - 5.12 NMC – R. DENHAM**

<b>MOVED:</b>	Ivan Wiediger	Motion: Approve Ordinance 663 Small Works Roster.
<b>SECONDED:</b>	Don Webster	
<i>Discussion: Councilor Stewart asked how this changes what we are currently doing and if you wanted to be considered for a job would you have to figure out how to get on the roster now. Legal Counsel responded and in summary it is supposed to create more choices and make it easier to apply for jobs this way.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye 0 nay.	

**ADJOURNMENT:**

<b>MOVED:</b>	Don Webster	Motion: To Adjourn – Close of Meeting
<b>SECONDED:</b>	Ivan Wiediger	
<i>Discussion: Meeting Adjourned at 6:26 p.m.</i>		
<b>VOTE ON MAIN MOTION:</b>	4-0 Motion Carried; 4 aye and 0 nay.	

*These minutes are not verbatim. If so desired, a recording of this meeting is available online from [freconferencerecall.com](https://fcdl.in/SQeAdY2xQ4) or at the link <https://fcdl.in/SQeAdY2xQ4> .*

Respectfully submitted,

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Rachelle Denham, City Clerk

Shawn O’Neill, Mayor

Councilor



# Voucher Report

2024 - September - September 2024 First Council Meeting September 10, 2024

Reference	Date	Amount Notes
<b>Reference Number: 39214</b> 0020934	<b>BHC Consultants</b> 8/8/2024	<b>\$7,973.12</b> \$7,973.12 Jefferson Station
<b>Reference Number: 39215</b> 2024*Sept RWWTP	<b>City of Chehalis</b> 9/1/2024	<b>\$14,043.00</b> \$14,043.00 Monthly Sewer Treatment Costs 2024*Sept
<b>Reference Number: 39216</b> 2024*July Tax remit	<b>City of Napavine</b> 8/26/2024	<b>\$1,066.84</b> \$1,066.84 2024- July Water/Sewer Service Utility Tax
<b>Reference Number: 39217</b> 281911 282165	<b>CT Publishing LLC dba The Chronicle</b> 8/14/2024 9/1/2024	<b>\$50.48</b> \$5.39 Ord 663 \$45.09 RFQ-hydrogeologist
<b>Reference Number: 39218</b> 2024*Sept Medicare Elwood	<b>Duane Elwood</b> 8/15/2024	<b>\$174.70</b> \$174.70 Medical Insurance Premium 2024*Sept
<b>Reference Number: 39219</b> I103075	<b>Eubanks</b> 8/9/2024	<b>\$364.36</b> \$364.36 City Hall front door dogging assembly
<b>Reference Number: 39220</b> 1498627	<b>General Pacific Inc</b> 8/6/2024	<b>\$714.30</b> \$714.30 2 badger meters
<b>Reference Number: 39221</b> 1011	<b>Gina Johnston, Romanian Interpreter</b> 8/19/2024	<b>\$260.00</b> \$260.00 Romanian interpreter
<b>Reference Number: 39222</b> 220781 220881 221296	<b>LECO Supply, Inc</b> 3/28/2024 4/2/2024 4/17/2024	<b>\$1,138.47</b> \$322.47 Mayme Trash cans/hand soap/Tp/liners etc \$3.46 return tp/get correct tp Mayme \$616.91 Chlorine 2 drums

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Reference	Date	Amount	Notes
222679	6/3/2024	\$48.91	TP parks
225060	8/6/2024	\$146.72	Mayme TP
<b>Reference Number: 39223</b>	<b>Lemay Mobile Shredding</b>	<b>\$66.00</b>	
4852121S185	8/1/2024	\$66.00	PD mobile shred 7/1-7/31
<b>Reference Number: 39224</b>	<b>Lewis County Fleet Svs.</b>	<b>\$131.21</b>	
41705	7/18/2024	\$131.21	21 Durango oil change
<b>Reference Number: 39225</b>	<b>Lewis County Public Health Department</b>	<b>\$344.00</b>	
9311	8/6/2024	\$344.00	8 Water samples
<b>Reference Number: 39226</b>	<b>Lewis County Sheriffs Office</b>	<b>\$753.66</b>	
2024 July Evidence	8/5/2024	\$753.66	2024-July Evidence Handling
<b>Reference Number: 39227</b>	<b>Mountain Mist</b>	<b>\$49.51</b>	
006159831	8/26/2024	\$18.01	
006159832	8/21/2024	\$31.50	5 gal water jugs (3) PD/Court
<b>Reference Number: 39228</b>	<b>NorPac Auto Maintenance &amp; Repair</b>	<b>\$248.76</b>	
3027	7/24/2024	\$81.01	Tube-hose adapter
3046	8/12/2024	\$167.75	chute for mower
<b>Reference Number: 39229</b>	<b>US Bank Corp Payment Syst</b>	<b>\$1,409.42</b>	
010934 Soft Touch	7/9/2024	\$12.45	Soft Touch Car Wash
011143 Soft Touch	7/12/2024	\$16.60	Soft Touch Car Wash
011458 Soft Touch	7/19/2024	\$12.45	Soft Touch Car Wash
011609 Soft Touch	7/22/2024	\$20.75	Soft Touch Car Wash
011996 Soft Touch	8/1/2024	\$12.45	Soft Touch Car Wash
064004 United Pacific	7/24/2024	\$72.33	United Pacific - Fuel
111-1165599-1538607 Amazon	7/18/2024	\$18.32	PD office supplies 2 orders \$7.54 & \$10.78
111-8299316-2348268 Amazon	7/24/2024	\$21.57	PD office Supplies

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Reference	Date	Amount	Notes
113-5906745-5796265 Amazon	8/1/2024	\$38.60	ASPL - 48LED Roof Top Strobe Lights
113-7719583-6298648 Amazon	7/25/2024	\$54.60	Court office Supplies
113-7994337-6409032 Amazon	7/25/2024	\$83.82	Court Office Supplies
2000122-47277004 Walmart	7/31/2024	\$140.26	- Mayme Cameras
323 United Postal Services	7/24/2024	\$146.00	US Flag Coil(2 x \$73) \$73 to Morton - Jury
380308 The Paint Store	7/31/2024	\$210.34	Water Based Marking Paint
400062203 Lightbulb Surplus	7/15/2024	\$116.62	Washington Park Globe - Acorn Acry 23.25
4358-486336 O'Reilly Auto Parts	7/30/2024	\$36.78	Seat Covers
464212735337319 Walmart	7/30/2024	\$47.09	Antifreeze X 4
563 United Postal Services	7/10/2024	\$8.73	PD Postage - Seizure Amended 24F0656
595 United Postal Services	8/1/2024	\$29.04	PD Postage
75894254 Free Conference	7/15/2024	\$3.25	File Storage 7/15/24 - 8/14/24
7TMGC5SBY2J Walmart	7/19/2024	\$127.78	PD Special Programs - Candy
90711203 UHAUL	7/18/2024	\$42.03	Ball, BallMount & Pin/Clip
937397 Sweeny's	7/19/2024	\$23.73	Sweeny's DSP GLOVE XL BLK
938088 Sweeny's	7/27/2024	\$22.12	Round Base Magnet/Bolt j w/nut/misc faste
938090 Sweeny's	7/27/2024	\$24.50	Couple Lock Brass 2" - Extension 4 Wire Fl
CHEHAIN89622 US Cellular	8/1/2024	\$50.18	Otterbox Ventev Chargesync
INV266572930 Zoom	7/27/2024	\$17.03	Zoom - Municipal Court
<b>Reference Number: 39230</b>	<b>US Cellular</b>	<b>\$1,067.23</b>	
0672274182	8/12/2024	\$281.00	2024*8/12-9/11 PW
0672278670	8/12/2024	\$786.23	PD Cell 2024*8/12-9/11 PW Mifi
<b>Reference Number: 39231</b>	<b>Vision Municipal Solution</b>	<b>\$2,300.33</b>	
09-14807	7/31/2024	\$1,691.43	CD Desktop replacement Teri
09-14820	8/12/2024	\$608.90	Sonic Wall Annual fee 10/19-24-10/18/25
<b>Reference Number: 39232</b>	<b>Watersurplus / Surplus Management, Inc</b>	<b>\$6,655.33</b>	
INV0007407	8/5/2024	\$6,655.33	Well #6 Carbon and Gravel
<b>Reference Number: 39233</b>	<b>Transient Vendor</b>	<b>\$110.43</b>	

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Reference	Date	Amount	Notes
2024 Aug Acc 3221.0	8/26/2024	\$110.43	Refund Overpayment Acc 3221.0
<b>Reference Number: 39234</b>	<b>US Cellular</b>	<b>\$40.52</b>	
0672278670 a	8/27/2024	\$40.52	Aug PD mifi
<b>Reference Number: 39236</b>	<b>International Brotherhood Teamsters Local 252</b>	<b>\$1,106.00</b>	
Union Dues - 15268	8/19/2024	\$37.75	
Union Dues - 15269	8/19/2024	\$58.75	
Union Dues - 15270	8/19/2024	\$46.25	
Union Dues - 15271	8/19/2024	\$40.25	
Union Dues - 15272	8/19/2024	\$40.25	
Union Dues - 15274	8/19/2024	\$29.75	
Union Dues - 15276	8/19/2024	\$31.75	
Union Dues - 15277	8/19/2024	\$37.75	
Union Dues - 15279	8/19/2024	\$37.75	
Union Dues - 15280	8/19/2024	\$40.75	
Union Dues - 15281	8/19/2024	\$35.25	
Union Dues - 15282	8/19/2024	\$37.75	
Union Dues - 15283	8/19/2024	\$45.75	
Union Dues - 15284	8/19/2024	\$33.25	
Union Dues - 15285	9/3/2024	\$37.75	
Union Dues - 15286	9/3/2024	\$58.75	
Union Dues - 15287	9/3/2024	\$46.25	
Union Dues - 15288	9/3/2024	\$40.25	
Union Dues - 15289	9/3/2024	\$40.25	
Union Dues - 15291	9/3/2024	\$29.75	
Union Dues - 15293	9/3/2024	\$31.75	
Union Dues - 15294	9/3/2024	\$37.75	
Union Dues - 15296	9/3/2024	\$37.75	
Union Dues - 15297	9/3/2024	\$40.75	
Union Dues - 15298	9/3/2024	\$35.25	
Union Dues - 15299	9/3/2024	\$37.75	



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Reference	Date	Amount	Notes
Union Dues - 15300	9/3/2024	\$45.75	
Union Dues - 15301	9/3/2024	\$33.25	
<b>Reference Number: 39237</b>	<b>Badger Meter</b>	<b>\$336.74</b>	
80169714	8/29/2024	\$336.74	2024*Aug Services
<b>Reference Number: 39238</b>	<b>Buzzard O'Rourke</b>	<b>\$17,750.00</b>	
16623	8/27/2024	\$50.00	2024 - 2A0051850
16624	8/27/2024	\$75.00	2024- 2A0389258
16628	8/27/2024	\$25.00	2024- 4A0487446
16629	8/27/2024	\$25.00	2024 - 4A0487448
16630	8/27/2024	\$12.50	2024 4A0571884
16631	8/27/2024	\$12.50	2024 - 4A0571887
16633	8/27/2024	\$50.00	2024 - 4A0412391/4A0412392
16634	8/27/2024	\$125.00	2024 - 4A0412396/4A0412397
16635	8/27/2024	\$75.00	2024- 4A0412398
16636	8/27/2024	\$50.00	2024 - 4A0412401
16637	8/27/2024	\$50.00	2024 - 4A0487444
16638	8/27/2024	\$50.00	2024- 4A0412378
16639	8/27/2024	\$25.00	2024 - 4A0412380
16640	8/27/2024	\$75.00	2024 - 4A0412385
16641	8/27/2024	\$50.00	2024 - 4A0412389
16642	8/27/2024	\$25.00	2024 - 4A0412390
16644	8/27/2024	\$25.00	2024 - 4A0377950
16645	8/27/2024	\$25.00	2024 - 4A0379951
16646	8/27/2024	\$75.00	2024- 4A0412365
16647	8/27/2024	\$100.00	2024 -4A0412377
16648	8/27/2024	\$50.00	2024 - 4A0203563
16653	8/27/2024	\$75.00	2024 - 3A0711658
16655	8/27/2024	\$50.00	2024 - 4A0049939
16657	8/27/2024	\$100.00	2024 - 4A0102878/4A0102877
16662	8/27/2024	\$50.00	2024 - 3A0116731

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Reference	Date	Amount	Notes
16663	8/27/2024	\$175.00	2024 - 2A0575781
16665	8/27/2024	\$125.00	2024 - 3A0711654
16666	8/27/2024	\$5,175.00	2024 07/16-8/21 General
16670	8/27/2024	\$4,300.00	2024 - Prosecution 7/17-8/15
16672	8/27/2024	\$200.00	2024 - 2a0090831
16674	8/27/2024	\$25.00	2024 - 1a0389132
16676	8/27/2024	\$6,412.50	20-2-00592-21 Hamilton fire
16679	8/27/2024	\$12.50	2024 - 4a0571882
<b>Reference Number: 39239</b>	<b>Home Depot Credit Services</b>	<b>\$158.18</b>	
68271	9/4/2024	\$73.85	walldriller and screws
68289	8/6/2024	\$84.33	Flashlight tape measure
<b>Reference Number: 39240</b>	<b>Joseph O. Enbody</b>	<b>\$1,050.00</b>	
29176	9/5/2024	\$1,050.00	3.5 Units August 2024
<b>Reference Number: 39241</b>	<b>Lewis County PUD</b>	<b>\$5,059.71</b>	
104755002*2024 Sep	9/12/2024	\$40.71	7/11-8/20 E Park St
104755003*2024 Sep	9/12/2024	\$40.71	7/11-8/20 305 2nd Ave NE "Triangle"
104755004*2024 Sep	9/12/2024	\$73.02	7/11-8/20 Wa & 2nd St Traffic Signal
104755005*2024 Sep	9/12/2024	\$52.28	7/11-8/20 Ball Park Lights/207 W Washingl
104755006*2024 Sep	9/12/2024	\$66.81	7/11-8/20 Linhart Ave Lights
104755007*2024 Sep	9/12/2024	\$48.45	7/11-8/20 Pedestrian Overpass/2nd Ave NE
104755008*2024 Sep	9/12/2024	\$81.48	7/11-8/20 113 2nd Ave SE
104755009*2024 Sep	9/12/2024	\$51.76	7/11-8/20 207 Wash St Park Concessions
104755010*2024 Sep	9/19/2024	\$34.23	7/24-8/26 191 Hamilton Rd
104755011*2024 Sep	9/12/2024	\$46.50	7/11-8/20 Stadium Heights St Lights
104755012*2024 Sep	9/12/2024	\$57.63	7/11-8/20 Birch Ave SW Traffic Signal
104755014*2024 Sep	9/12/2024	\$43.02	7/11-8/20 Washington St Lighting
104755015*2024 Sep	9/12/2024	\$53.07	7/11-8/20 Camden Way St Lights
104755016*2024 Sep	9/12/2024	\$50.33	7/11-8/20 Parkside Loop Light
104755017*2024 Sep	9/12/2024	\$79.17	7/11-8/20 3rd Ave NW/Pump Station

2024 - September - September 2024 First Council Meeting September 10, 2024

Reference	Date	Amount	Notes
104755018*2024 Sep	9/12/2024	\$830.09	7/25-8/23 Various Street Lights
104755019*2024 Sep	9/12/2024	\$64.71	7/11-8/20 Chieri CT Sewer Station
104755020*2024 Sep	9/12/2024	\$1,213.10	7/11-8/20 Birch - Well #5/Birch Ave SW Pu
104755021*2024 Sep	9/12/2024	\$161.12	7/11-8/20 Jefferson St E Pump Station
104755022*2024 Sep	9/12/2024	\$208.55	7/11-8/20 Rush Rd. Pump - 1168 Rush Rd
104755023*2024 Sep	9/12/2024	\$40.71	7/11-8/20 Rowell St - Well #3
104755024*2024 Sep	9/12/2024	\$131.70	7/11-8/20 Front St - Well #2
104755025*2024 Sep	9/12/2024	\$236.16	7/11-8/20 207 W Washington - Pump
104755026*2024 Sep	9/19/2024	\$35.95	7/24-8/22 611 Koontz RD Light
115588001*2024 Sep	9/12/2024	\$68.83	7/11-8/20 Rathburn St
115588002*2024 Sep	9/12/2024	\$51.41	7/11-8/20 4th & Stella St *250 W St. Lights
124227002*2024 Sep	9/19/2024	\$579.63	7/22-8/26 1206 Rush RD - Well #6/Treatme
124227003*2024 Sep	9/12/2024	\$353.01	7/11-8/20 City Hall - 407 Birch Ave SW
128323001*2024 Sep	9/12/2024	\$29.52	7/17-08/15 207 W Washington - Amphitheat
128578001*2024 Sep	9/12/2024	\$42.41	7/24-8/26 Rush Rd Lights
128578002*2024 Sep	9/19/2024	\$35.97	7/24-8/26 Rush Rd Lights
128578003*2024 Sep	9/12/2024	\$45.45	7/11-8/20 Sommerville Rd Light
128578004*2024 Sep	9/12/2024	\$50.84	7/11-8/20 7th Ave Security Light
128578005*2024 Sep	9/12/2024	\$61.38	7/11-8/20 555 2nd Ave NE Park Building
<b>Reference Number: 39242</b>	<b>Minuteman Press</b>	<b>\$332.40</b>	
748	6/24/2024	\$332.40	500 regular/500 window envelopes
<b>Reference Number: 39243</b>	<b>Mrs. Klean Janitorial</b>	<b>\$634.00</b>	
INV-2397	9/1/2024	\$634.00	2024 -Sept Clean City Hall
<b>Reference Number: 39244</b>	<b>National Business Furniture</b>	<b>\$2,578.98</b>	
MK607913	7/8/2024	\$2,578.98	2 tables/10 chairs
<b>Reference Number: 39245</b>	<b>Pete Hinton</b>	<b>\$65.00</b>	
2024*Aug Interpreter	9/4/2024	\$65.00	2024*Aug Interpreter

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Reference	Date	Amount	Notes
<b>Reference Number: 39246</b>	<b>Rodda Paint Co</b>	<b>\$838.33</b>	
43111303	9/4/2024	\$838.33	8-5 gallon white traffic paint
<b>Reference Number: 39247</b>	<b>Sarah Berry c/o Duane Elwood</b>	<b>\$147.00</b>	
2024*Sept LEOFF I Insurance	9/4/2024	\$147.00	2024*Sept LEOFF I Insurance
<b>Reference Number: 39248</b>	<b>Service Saw Workwears</b>	<b>\$17.30</b>	
318943	9/4/2024	\$17.30	Bar oil
<b>Reference Number: 39249</b>	<b>SW Clean Air Agency</b>	<b>\$1,133.90</b>	
2024-1055	8/27/2024	\$1,133.90	2024 Assessment
<b>Reference Number: 39250</b>	<b>Sweeny's Ace Hardware</b>	<b>\$702.23</b>	
938595	8/1/2024	\$10.55	spray bottle
938618	8/1/2024	\$128.36	Hitch ball etc
939062	8/6/2024	\$26.95	contractor bags/clorox wipes
939140	8/7/2024	\$18.54	mis fasteners
939187	8/7/2024	\$10.78	spackling
939241	8/8/2024	\$15.05	hose clmp/elbow
939248	8/8/2024	\$57.71	coupling/hose clamp/pipe/tape
939258	8/8/2024	\$15.10	cement rain r shine
939285	8/8/2024	\$17.25	LED 40 w
939385	8/9/2024	\$17.24	2 jugs clorox
939688	8/12/2024	\$131.98	2 gallons paint/supplies
939727	8/13/2024	\$7.54	wire brush
939950	8/15/2024	\$21.57	8" pruner
940325	8/19/2024	\$5.38	plastic pail
940385	8/20/2024	\$4.95	padlock
940411	8/21/2024	\$7.54	good brush flat
940415	8/21/2024	\$7.54	good brush flat
940510	8/22/2024	\$27.87	metal cutoff disc/pipe
940582	8/23/2024	\$6.02	composite shims

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Reference	Date	Amount	Notes
940586	8/23/2024	\$6.03	1/2" 6PTD
940591	8/23/2024	\$28.24	contractor bags/clorox wipes
940608	8/23/2024	\$29.10	great stuff/duct tape/sponge
940611	8/23/2024	\$17.24	medum spong
940823	8/26/2024	\$34.52	Pet food can
940968	8/27/2024	\$8.19	easy grip scrup brush
941211	8/30/2024	\$40.99	3 pk OSC BLD MTL 1 1/4"
<b>Reference Number: 39251</b>	<b>The Farm Store</b>	<b>\$246.67</b>	
186947	8/6/2024	\$246.67	Glystar + & Crossbow
<b>Reference Number: 39252</b>	<b>US Cellular</b>	<b>\$47.96</b>	
0674352099	8/20/2024	\$47.96	2024*8/20-9/19 Treasurer
<b>Reference Number: 39253</b>	<b>Utilities Underground Location Center</b>	<b>\$10.56</b>	
4080195	8/31/2024	\$10.56	2024*08 8 locates
<b>Reference Number: 39254</b>	<b>Vander Stoep, Blinks, Jones &amp; Unzelman</b>	<b>\$1,100.00</b>	
2024*Sept Judge	9/1/2024	\$1,100.00	2024-Sept Judge
<b>Reference Number: 39255</b>	<b>Vision Municipal Solution</b>	<b>\$868.60</b>	
09-14839	8/27/2024	\$868.60	8/1 Utilty statements
<b>Reference Number: 39256</b>	<b>Washington Dept. of Health</b>	<b>\$78,935.31</b>	
3732	8/30/2024	\$78,935.31	DM10-952-006 Loan payment
<b>Reference Number: 39257</b>	<b>Washington State Patrol</b>	<b>\$13.25</b>	
I2500641	9/3/2024	\$13.25	CPL Background Checks Prehm
<b>Reference Number: 39258</b>	<b>Winlock Auto Supply</b>	<b>\$61.40</b>	
4847-386981	8/8/2024	\$61.40	Ford F-150 Morris B
<b>Reference Number: Aug 1-15, 2024</b>	<b>Payroll Vendor</b>	<b>\$36,832.83</b>	
ACH Pay - 15268	8/19/2024	\$2,134.63	

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Reference	Date	Amount	Notes
ACH Pay - 15269	8/19/2024	\$3,312.94	
ACH Pay - 15270	8/19/2024	\$2,494.68	
ACH Pay - 15271	8/19/2024	\$2,061.31	
ACH Pay - 15272	8/19/2024	\$2,087.72	
ACH Pay - 15273	8/19/2024	\$2,479.12	
ACH Pay - 15274	8/19/2024	\$1,871.99	
ACH Pay - 15275	8/19/2024	\$2,464.16	
ACH Pay - 15276	8/19/2024	\$1,723.20	
ACH Pay - 15277	8/19/2024	\$1,966.00	
ACH Pay - 15278	8/19/2024	\$1,128.22	
ACH Pay - 15279	8/19/2024	\$2,143.51	
ACH Pay - 15280	8/19/2024	\$2,005.22	
ACH Pay - 15281	8/19/2024	\$2,002.39	
ACH Pay - 15282	8/19/2024	\$2,120.33	
ACH Pay - 15283	8/19/2024	\$3,030.08	
ACH Pay - 15284	8/19/2024	\$1,807.33	
<b>Reference Number: Aug 16-31, 2024</b>	<b>Payroll Vendor</b>	<b>\$39,982.11</b>	
ACH Pay - 15285	9/3/2024	\$2,130.89	
ACH Pay - 15286	9/3/2024	\$3,855.70	
ACH Pay - 15287	9/3/2024	\$2,485.33	
ACH Pay - 15288	9/3/2024	\$2,814.00	
ACH Pay - 15289	9/3/2024	\$2,081.52	
ACH Pay - 15290	9/3/2024	\$2,481.65	
ACH Pay - 15291	9/3/2024	\$1,880.70	
ACH Pay - 15292	9/3/2024	\$2,464.10	
ACH Pay - 15293	9/3/2024	\$1,722.97	
ACH Pay - 15294	9/3/2024	\$2,074.81	
ACH Pay - 15295	9/3/2024	\$2,004.15	
ACH Pay - 15296	9/3/2024	\$2,144.74	
ACH Pay - 15297	9/3/2024	\$2,007.13	
ACH Pay - 15298	9/3/2024	\$1,972.48	

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Reference	Date	Amount	Notes
ACH Pay - 15299	9/3/2024	\$2,119.71	
ACH Pay - 15300	9/3/2024	\$3,021.36	
ACH Pay - 15301	9/3/2024	\$1,809.13	
ACH Pay - 15302	9/3/2024	\$911.74	
<b>Reference Number: EFT*20240901</b>	<b>City of Napavine</b>	<b>\$820.24</b>	
2024*July DOR Remit	8/26/2024	\$820.24	2024- Water Sewer Service Utility Tax July
<b>Reference Number: Eft*20240903</b>	<b>Dept of Retirement Systems</b>	<b>\$7,810.31</b>	
Emp Rtmt - 15250	8/1/2024	\$276.56	
Emp Rtmt - 15251	8/1/2024	\$281.89	
Emp Rtmt - 15252	8/1/2024	\$192.87	
Emp Rtmt - 15253	8/1/2024	\$167.02	
Emp Rtmt - 15255	8/1/2024	\$183.79	
Emp Rtmt - 15256	8/1/2024	\$322.48	
Emp Rtmt - 15257	8/1/2024	\$230.65	
Emp Rtmt - 15258	8/1/2024	\$328.93	
Emp Rtmt - 15259	8/1/2024	\$217.06	
Emp Rtmt - 15260	8/1/2024	\$256.69	
Emp Rtmt - 15261	8/1/2024	\$258.50	
Emp Rtmt - 15263	8/1/2024	\$149.58	
Emp Rtmt - 15264	8/1/2024	\$277.18	
Emp Rtmt - 15265	8/1/2024	\$408.58	
Emp Rtmt - 15266	8/1/2024	\$224.91	
Emp Rtmt - 15267	8/1/2024	\$277.89	
Taxable Retirement - 15250	8/1/2024	\$194.79	
Taxable Retirement - 15251	8/1/2024	\$451.97	
Taxable Retirement - 15252	8/1/2024	\$309.24	
Taxable Retirement - 15253	8/1/2024	\$267.79	
Taxable Retirement - 15255	8/1/2024	\$294.68	
Taxable Retirement - 15256	8/1/2024	\$227.13	
Taxable Retirement - 15257	8/1/2024	\$162.45	
Taxable Retirement - 15258	8/1/2024	\$254.98	

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Reference	Date	Amount	Notes
Taxable Retirement - 15259	8/1/2024	\$152.88	
Taxable Retirement - 15260	8/1/2024	\$180.79	
Taxable Retirement - 15261	8/1/2024	\$182.07	
Taxable Retirement - 15263	8/1/2024	\$239.83	
Taxable Retirement - 15264	8/1/2024	\$195.22	
Taxable Retirement - 15265	8/1/2024	\$287.77	
Taxable Retirement - 15266	8/1/2024	\$158.41	
Taxable Retirement - 15267	8/1/2024	\$195.73	
<b>Reference Number: EFT*20240904</b>	<b>Dept of Treasury Internal Revenue Service</b>	<b>\$7,297.43</b>	
Federal Income Tax - 15268	8/19/2024	\$198.72	
Federal Income Tax - 15269	8/19/2024	\$723.33	
Federal Income Tax - 15270	8/19/2024	\$498.84	
Federal Income Tax - 15271	8/19/2024	\$362.40	
Federal Income Tax - 15272	8/19/2024	\$370.10	
Federal Income Tax - 15273	8/19/2024	\$388.46	
Federal Income Tax - 15274	8/19/2024	\$271.76	
Federal Income Tax - 15275	8/19/2024	\$474.22	
Federal Income Tax - 15276	8/19/2024	\$224.79	
Federal Income Tax - 15277	8/19/2024	\$309.23	
Federal Income Tax - 15278	8/19/2024	\$133.35	
Federal Income Tax - 15279	8/19/2024	\$169.74	
Federal Income Tax - 15280	8/19/2024	\$239.70	
Federal Income Tax - 15281	8/19/2024	\$209.12	
Federal Income Tax - 15282	8/19/2024	\$348.83	
Federal Income Tax - 15283	8/19/2024	\$679.26	
Federal Income Tax - 15284	8/19/2024	\$168.06	
Medicare - 15268	8/19/2024	\$44.59	
Medicare - 15268 (2)	8/19/2024	\$44.59	
Medicare - 15269	8/19/2024	\$71.53	
Medicare - 15269 (2)	8/19/2024	\$71.53	
Medicare - 15270	8/19/2024	\$51.54	



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Reference	Date	Amount	Notes
Medicare - 15270 (2)	8/19/2024	\$51.54	
Medicare - 15271	8/19/2024	\$44.00	
Medicare - 15271 (2)	8/19/2024	\$44.00	
Medicare - 15272	8/19/2024	\$44.51	
Medicare - 15272 (2)	8/19/2024	\$44.51	
Medicare - 15273	8/19/2024	\$51.78	
Medicare - 15273 (2)	8/19/2024	\$51.78	
Medicare - 15274	8/19/2024	\$36.21	
Medicare - 15274 (2)	8/19/2024	\$36.21	
Medicare - 15275	8/19/2024	\$52.82	
Medicare - 15275 (2)	8/19/2024	\$52.82	
Medicare - 15276	8/19/2024	\$34.85	
Medicare - 15276 (2)	8/19/2024	\$34.85	
Medicare - 15277	8/19/2024	\$41.22	
Medicare - 15277 (2)	8/19/2024	\$41.22	
Medicare - 15278	8/19/2024	\$21.95	
Medicare - 15278 (2)	8/19/2024	\$21.95	
Medicare - 15279	8/19/2024	\$41.51	
Medicare - 15279 (2)	8/19/2024	\$41.51	
Medicare - 15280	8/19/2024	\$44.62	
Medicare - 15280 (2)	8/19/2024	\$44.62	
Medicare - 15281	8/19/2024	\$39.26	
Medicare - 15281 (2)	8/19/2024	\$39.26	
Medicare - 15282	8/19/2024	\$41.65	
Medicare - 15282 (2)	8/19/2024	\$41.65	
Medicare - 15283	8/19/2024	\$65.61	
Medicare - 15283 (2)	8/19/2024	\$65.61	
Medicare - 15284	8/19/2024	\$36.11	
Medicare - 15284 (2)	8/19/2024	\$36.11	
Social Security Hulstein - S	8/22/2024	(\$31.30)	
Social Security Hulstein-CD	8/22/2024	(\$31.28)	
Social Security Hulstein-W	8/22/2024	(\$31.28)	

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Reference	Date	Amount	Notes
Social Security Tax - 15278	8/19/2024	\$93.86	
<b>Reference Number: EFT*20240905</b>	<b>DE Lage Landen Financial Services</b>	<b>\$464.00</b>	
82911718	8/10/2024	\$464.00	2024 -8/1-8/31 0 Sharp MX307105 CITY H
<b>Reference Number: EFT*20240906</b>	<b>Employment Security Dept.</b>	<b>\$25.00</b>	
2024*Aug Employment Security	8/26/2024	\$25.00	2024*Aug Employment Security
<b>Reference Number: EFT*20240907</b>	<b>Dept of Licensing Firearms Desk</b>	<b>\$39.00</b>	
NV0000109 Milton	8/13/2024	\$21.00	NV0000109 Milton
NV0000110 Prehm	8/13/2024	\$18.00	NV0000110 Prehm
<b>Reference Number: EFT*20240908</b>	<b>AFLAC Remittance Processing</b>	<b>\$543.20</b>	
Aflac - 15269	8/19/2024	\$32.36	
Aflac - 15273	8/19/2024	\$27.17	
Aflac - 15286	9/3/2024	\$32.37	
Aflac - 15290	9/3/2024	\$27.17	
Aflac Disability - 15273	8/19/2024	\$47.84	
Aflac Disability - 15275	8/19/2024	\$68.54	
Aflac Disability - 15283	8/19/2024	\$95.68	
Aflac Disability - 15290	9/3/2024	\$47.84	
Aflac Disability - 15292	9/3/2024	\$68.55	
Aflac Disability - 15300	9/3/2024	\$95.68	
<b>Reference Number: EFT*20240909</b>	<b>Vimly Benefit Solutions, Inc</b>	<b>\$1,991.70</b>	
Medical/Dental - 15290	9/3/2024	\$970.10	
Medical/Dental - 15292	9/3/2024	\$1,021.60	
<b>Reference Number: EFT*20240910</b>	<b>Dept of Treasury Internal Revenue Service</b>	<b>\$8,138.69</b>	
Federal Income Tax - 15285	9/3/2024	\$197.82	
Federal Income Tax - 15286	9/3/2024	\$919.66	
Federal Income Tax - 15287	9/3/2024	\$497.46	
Federal Income Tax - 15288	9/3/2024	\$613.34	
Federal Income Tax - 15289	9/3/2024	\$364.05	

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Reference	Date	Amount	Notes
Federal Income Tax - 15290	9/3/2024	\$388.46	
Federal Income Tax - 15291	9/3/2024	\$271.76	
Federal Income Tax - 15292	9/3/2024	\$474.22	
Federal Income Tax - 15293	9/3/2024	\$224.79	
Federal Income Tax - 15294	9/3/2024	\$343.88	
Federal Income Tax - 15295	9/3/2024	\$260.74	
Federal Income Tax - 15296	9/3/2024	\$169.74	
Federal Income Tax - 15297	9/3/2024	\$239.70	
Federal Income Tax - 15298	9/3/2024	\$204.92	
Federal Income Tax - 15299	9/3/2024	\$348.83	
Federal Income Tax - 15300	9/3/2024	\$679.26	
Federal Income Tax - 15301	9/3/2024	\$168.06	
Federal Income Tax - 15302	9/3/2024	\$0.00	
Medicare - 15285	9/3/2024	\$44.48	
Medicare - 15285 (2)	9/3/2024	\$44.48	
Medicare - 15286	9/3/2024	\$83.39	
Medicare - 15286 (2)	9/3/2024	\$83.39	
Medicare - 15287	9/3/2024	\$51.45	
Medicare - 15287 (2)	9/3/2024	\$51.45	
Medicare - 15288	9/3/2024	\$60.54	
Medicare - 15288 (2)	9/3/2024	\$60.54	
Medicare - 15289	9/3/2024	\$44.11	
Medicare - 15289 (2)	9/3/2024	\$44.11	
Medicare - 15290	9/3/2024	\$51.78	
Medicare - 15290 (2)	9/3/2024	\$51.78	
Medicare - 15291	9/3/2024	\$36.21	
Medicare - 15291 (2)	9/3/2024	\$36.21	
Medicare - 15292	9/3/2024	\$52.82	
Medicare - 15292 (2)	9/3/2024	\$52.82	
Medicare - 15293	9/3/2024	\$34.85	
Medicare - 15293 (2)	9/3/2024	\$34.85	
Medicare - 15294	9/3/2024	\$43.50	

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Reference	Date	Amount	Notes
Medicare - 15294 (2)	9/3/2024	\$43.50	
Medicare - 15295	9/3/2024	\$38.11	
Medicare - 15295 (2)	9/3/2024	\$38.11	
Medicare - 15296	9/3/2024	\$41.51	
Medicare - 15296 (2)	9/3/2024	\$41.51	
Medicare - 15297	9/3/2024	\$44.62	
Medicare - 15297 (2)	9/3/2024	\$44.62	
Medicare - 15298	9/3/2024	\$38.76	
Medicare - 15298 (2)	9/3/2024	\$38.76	
Medicare - 15299	9/3/2024	\$41.65	
Medicare - 15299 (2)	9/3/2024	\$41.65	
Medicare - 15300	9/3/2024	\$65.61	
Medicare - 15300 (2)	9/3/2024	\$65.61	
Medicare - 15301	9/3/2024	\$36.11	
Medicare - 15301 (2)	9/3/2024	\$36.11	
Medicare - 15302	9/3/2024	\$14.50	
Medicare - 15302 (2)	9/3/2024	\$14.50	
Social Security Tax - 15302	9/3/2024	\$62.00	
Social Security Tax - 15302 (2)	9/3/2024	\$62.00	
<b>Reference Number: EFT*20240911</b>	<b>Nationwide Retirement Solutions</b>	<b>\$8,035.58</b>	
Deferred Comp - 15268	8/19/2024	\$300.00	
Deferred Comp - 15269	8/19/2024	\$150.00	
Deferred Comp - 15271	8/19/2024	\$100.00	
Deferred Comp - 15272	8/19/2024	\$100.00	
Deferred Comp - 15273	8/19/2024	\$300.00	
Deferred Comp - 15274	8/19/2024	\$75.00	
Deferred Comp - 15275	8/19/2024	\$300.00	
Deferred Comp - 15276	8/19/2024	\$100.00	
Deferred Comp - 15277	8/19/2024	\$150.00	
Deferred Comp - 15279	8/19/2024	\$150.00	
Deferred Comp - 15280	8/19/2024	\$407.74	

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Reference	Date	Amount	Notes
Deferred Comp - 15281	8/19/2024	\$25.00	
Deferred Comp - 15283	8/19/2024	\$150.00	
Deferred Comp - 15284	8/19/2024	\$150.00	
Deferred Comp - 15285	9/3/2024	\$300.00	
Deferred Comp - 15286	9/3/2024	\$150.00	
Deferred Comp - 15288	9/3/2024	\$100.00	
Deferred Comp - 15289	9/3/2024	\$100.00	
Deferred Comp - 15290	9/3/2024	\$300.00	
Deferred Comp - 15291	9/3/2024	\$75.00	
Deferred Comp - 15292	9/3/2024	\$300.00	
Deferred Comp - 15293	9/3/2024	\$100.00	
Deferred Comp - 15294	9/3/2024	\$150.00	
Deferred Comp - 15296	9/3/2024	\$150.00	
Deferred Comp - 15297	9/3/2024	\$407.74	
Deferred Comp - 15298	9/3/2024	\$25.00	
Deferred Comp - 15300	9/3/2024	\$150.00	
Deferred Comp - 15301	9/3/2024	\$150.00	
Deferred Comp Match - 15285	9/3/2024	\$300.00	
Deferred Comp Match - 15286	9/3/2024	\$150.00	
Deferred Comp Match - 15288	9/3/2024	\$100.00	
Deferred Comp Match - 15289	9/3/2024	\$100.00	
Deferred Comp Match - 15290	9/3/2024	\$710.80	
Deferred Comp Match - 15291	9/3/2024	\$75.00	
Deferred Comp Match - 15292	9/3/2024	\$659.30	
Deferred Comp Match - 15293	9/3/2024	\$100.00	
Deferred Comp Match - 15294	9/3/2024	\$150.00	
Deferred Comp Match - 15296	9/3/2024	\$150.00	
Deferred Comp Match - 15297	9/3/2024	\$300.00	
Deferred Comp Match - 15298	9/3/2024	\$25.00	
Deferred Comp Match - 15300	9/3/2024	\$150.00	
Deferred Comp Match - 15301	9/3/2024	\$150.00	

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Reference	Date	Amount	Notes
<b>Reference Number: EFT*20240912</b>	<b>Dept of Retirement Systems</b>	<b>\$16,142.24</b>	
Emp Rtmt - 15268	8/19/2024	\$277.69	
Emp Rtmt - 15269	8/19/2024	\$261.39	
Emp Rtmt - 15270	8/19/2024	\$186.44	
Emp Rtmt - 15271	8/19/2024	\$161.43	
Emp Rtmt - 15272	8/19/2024	\$161.43	
Emp Rtmt - 15273	8/19/2024	\$322.48	
Emp Rtmt - 15274	8/19/2024	\$225.51	
Emp Rtmt - 15275	8/19/2024	\$328.93	
Emp Rtmt - 15276	8/19/2024	\$217.06	
Emp Rtmt - 15277	8/19/2024	\$256.69	
Emp Rtmt - 15278	8/19/2024	\$136.70	
Emp Rtmt - 15279	8/19/2024	\$258.50	
Emp Rtmt - 15280	8/19/2024	\$277.89	
Emp Rtmt - 15281	8/19/2024	\$142.19	
Emp Rtmt - 15282	8/19/2024	\$259.40	
Emp Rtmt - 15283	8/19/2024	\$408.58	
Emp Rtmt - 15284	8/19/2024	\$224.91	
Emp Rtmt - 15285	9/3/2024	\$277.01	
Emp Rtmt - 15286	9/3/2024	\$302.38	
Emp Rtmt - 15287	9/3/2024	\$186.44	
Emp Rtmt - 15288	9/3/2024	\$220.12	
Emp Rtmt - 15289	9/3/2024	\$161.43	
Emp Rtmt - 15290	9/3/2024	\$322.48	
Emp Rtmt - 15291	9/3/2024	\$225.51	
Emp Rtmt - 15292	9/3/2024	\$328.93	
Emp Rtmt - 15293	9/3/2024	\$217.06	
Emp Rtmt - 15294	9/3/2024	\$270.91	
Emp Rtmt - 15295	9/3/2024	\$237.34	
Emp Rtmt - 15296	9/3/2024	\$258.50	
Emp Rtmt - 15297	9/3/2024	\$277.89	
Emp Rtmt - 15298	9/3/2024	\$142.19	

2024 - September - September 2024 First Council Meeting September 10, 2024

Reference	Date	Amount	Notes
Emp Rtmt - 15299	9/3/2024	\$259.40	
Emp Rtmt - 15300	9/3/2024	\$408.58	
Emp Rtmt - 15301	9/3/2024	\$224.91	
Taxable Retirement - 15268	8/19/2024	\$195.58	
Taxable Retirement - 15269	8/19/2024	\$419.11	
Taxable Retirement - 15270	8/19/2024	\$298.94	
Taxable Retirement - 15271	8/19/2024	\$258.83	
Taxable Retirement - 15272	8/19/2024	\$258.83	
Taxable Retirement - 15273	8/19/2024	\$227.13	
Taxable Retirement - 15274	8/19/2024	\$158.83	
Taxable Retirement - 15275	8/19/2024	\$254.98	
Taxable Retirement - 15276	8/19/2024	\$152.88	
Taxable Retirement - 15277	8/19/2024	\$180.79	
Taxable Retirement - 15278	8/19/2024	\$96.28	
Taxable Retirement - 15279	8/19/2024	\$182.07	
Taxable Retirement - 15280	8/19/2024	\$195.73	
Taxable Retirement - 15281	8/19/2024	\$227.99	
Taxable Retirement - 15282	8/19/2024	\$182.70	
Taxable Retirement - 15283	8/19/2024	\$287.77	
Taxable Retirement - 15284	8/19/2024	\$158.41	
Taxable Retirement - 15285	9/3/2024	\$195.10	
Taxable Retirement - 15286	9/3/2024	\$484.83	
Taxable Retirement - 15287	9/3/2024	\$298.94	
Taxable Retirement - 15288	9/3/2024	\$352.93	
Taxable Retirement - 15289	9/3/2024	\$258.83	
Taxable Retirement - 15290	9/3/2024	\$227.13	
Taxable Retirement - 15291	9/3/2024	\$158.83	
Taxable Retirement - 15292	9/3/2024	\$254.98	
Taxable Retirement - 15293	9/3/2024	\$152.88	
Taxable Retirement - 15294	9/3/2024	\$190.81	
Taxable Retirement - 15295	9/3/2024	\$167.16	
Taxable Retirement - 15296	9/3/2024	\$182.07	

2024 - September - September 2024 First Council Meeting September 10, 2024

Reference	Date	Amount	Notes
Taxable Retirement - 15297	9/3/2024	\$195.73	
Taxable Retirement - 15298	9/3/2024	\$227.99	
Taxable Retirement - 15299	9/3/2024	\$182.70	
Taxable Retirement - 15300	9/3/2024	\$287.77	
Taxable Retirement - 15301	9/3/2024	\$158.41	
<b>Reference Number: EFT*20240913</b>	<b>USDA Rural Develop Office</b>	<b>\$29,914.00</b>	
2024*08 USDA City Hall	9/4/2024	\$29,914.00	City Hall Loan Aug 2024
<b>Reference Number: EFT*20240914</b>	<b>US Cellular</b>	<b>\$55.70</b>	
0670284139	8/2/2024	\$55.70	2024*8/2-9/1 Mayor
<b>Reference Number: EFT*20240915</b>	<b>WAVE</b>	<b>\$98.43</b>	
032768701-0011008	8/26/2024	\$98.43	2024- 8/23-9/22 WAVE Phone & Internet F
<b>Reference Number: EFT*20240916</b>	<b>Centurylink</b>	<b>\$56.37</b>	
2024*Sept 333704099	8/21/2024	\$56.37	2024- Aug 21-Sept 20 Well Telemetry
<b>Reference Number: EFT*20240917</b>	<b>Washington Teamsters Welfare Trust</b>	<b>\$23,795.20</b>	
Medical /Dental/Vision - 15285	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15286	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15287	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15288	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15289	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15290	9/3/2024	\$17.10	
Medical /Dental/Vision - 15291	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15292	9/3/2024	\$17.10	
Medical /Dental/Vision - 15293	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15294	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15295	9/3/2024	\$1,389.00	
Medical /Dental/Vision - 15296	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15297	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15298	9/3/2024	\$1,398.00	



2024 - September - September 2024 First Council Meeting September 10, 2024

Reference	Date	Amount	Notes
Medical /Dental/Vision - 15299	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15300	9/3/2024	\$1,398.00	
Medical /Dental/Vision - 15301	9/3/2024	\$1,398.00	
Medical Dental Vision - 15268	8/19/2024	\$100.00	
Medical Dental Vision - 15269	8/19/2024	\$100.00	
Medical Dental Vision - 15270	8/19/2024	\$100.00	
Medical Dental Vision - 15271	8/19/2024	\$100.00	
Medical Dental Vision - 15272	8/19/2024	\$100.00	
Medical Dental Vision - 15276	8/19/2024	\$100.00	
Medical Dental Vision - 15277	8/19/2024	\$100.00	
Medical Dental Vision - 15278 (2)	8/19/2024	\$100.00	
Medical Dental Vision - 15279	8/19/2024	\$100.00	
Medical Dental Vision - 15280	8/19/2024	\$100.00	
Medical Dental Vision - 15281	8/19/2024	\$100.00	
Medical Dental Vision - 15282	8/19/2024	\$100.00	
Medical Dental Vision - 15283	8/19/2024	\$100.00	
Medical Dental Vision - 15284	8/19/2024	\$100.00	
Medical Dental Vision - 15285	9/3/2024	\$100.00	
Medical Dental Vision - 15286	9/3/2024	\$100.00	
Medical Dental Vision - 15287	9/3/2024	\$100.00	
Medical Dental Vision - 15288	9/3/2024	\$100.00	
Medical Dental Vision - 15289	9/3/2024	\$100.00	
Medical Dental Vision - 15293	9/3/2024	\$100.00	
Medical Dental Vision - 15294	9/3/2024	\$100.00	
Medical Dental Vision - 15295 (2)	9/3/2024	\$100.00	
Medical Dental Vision - 15296	9/3/2024	\$100.00	
Medical Dental Vision - 15297	9/3/2024	\$100.00	
Medical Dental Vision - 15298	9/3/2024	\$100.00	
Medical Dental Vision - 15299	9/3/2024	\$100.00	
Medical Dental Vision - 15300	9/3/2024	\$100.00	
Medical Dental Vision - 15301	9/3/2024	\$100.00	
<b>TOTAL</b>		<b>\$334,197.22</b>	

Reference	Date	Amount	Notes
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**The following voucher/warrants/electronic payments are approved for payment:**

Accounts Payable Aug	20	55	38,921.15 39214-39233
Accounts Payable Sept	23	114	112,128.04 39234,39237-58
Payroll Vendors	1	1	1,106.00 39236
Electronic Pay (Aug)	4	4	1,348.24 EFT*20240901,05-07
Electronic Pay (Sept)	4	4	30,124.50 EFT 20240913-16
Electronic Payroll	8	8	73,754.35 EFT*20240903-04,08-12,17
ACH Direct Deposit	18	18	36,832.83 direct deposit 8/20/2024
ACH Direct Deposit	18	18	39,982.11 Direct deposit 9/05/2024
<b>Total Vouchers</b>	<b>96</b>	<b>222</b>	<b>\$334,197.22</b>

**Voided Check 39235**

WE, THE FOLLOWING SIGNEES, APPROVE THE VOUCHERS FOR PAYMENT:

MAYOR: \_\_\_\_\_

TREASURER: \_\_\_\_\_

COUNCILOR #1: \_\_\_\_\_

COUNCILOR #2: \_\_\_\_\_

COUNCILOR #3: \_\_\_\_\_

COUNCILOR #4: \_\_\_\_\_

COUNCILOR #5: \_\_\_\_\_

Police Department - John Brockmueller \_\_\_\_\_

Public Works/Community Development - Bryan Morris \_\_\_\_\_

Court- Lacie Dewitt \_\_\_\_\_

City Clerk - Rachelle Denham: \_\_\_\_\_

DATED THIS \_DAY OF \_\_\_\_\_, 2024

**INTERLOCAL AGREEMENT BETWEEN CITY OF CHEHALIS,  
CITY OF NAPAIVINE, AND LEWIS COUNTY WATER & SEWER DISTRICT #4  
REGARDING SEWER RATES TO BE CHARGED  
FOR MONTHLY SEWAGE TREATMENT SERVICES**

This **INTERLOCAL AGREEMENT** is entered into this 26 day of August 2024, by and between the City of Chehalis, a municipal Corporation, herein called Chehalis, and the City of Napavine, a municipal Corporation, herein called Napavine, and Lewis County Water & Sewer District #4, a special purposes utility district, herein called LCSD#4, (collectively referred to as the "Associated Parties" or the "Parties") for the purposes of establishing rates and charges for the monthly treatment of sewage from Napavine and LCSD#4.

**WHEREAS**, the Associated Parties have established a Regional Sewer Treatment Facility in Chehalis referred to as the Chehalis Regional Water Reclamation Facility (the "Regional Water Reclamation Facility"); and

**WHEREAS**, the Associated Parties periodically update rates and charges for the treatment of sewage; and

**WHEREAS**, the Associated Parties desire to establish sewage disposal rates that reflect the cost of operation and maintenance of the Regional Water Reclamation Facility and Associated Facilities; and

**WHEREAS**, the Associated Parties desire to simplify the rate calculation and establish sewage disposal rates that are stable, predictable and recover costs equitably based upon the level of service; and

**WHEREAS**, the Associated Parties have updated the rate methodology and established new rates and charges for the treatment of sewage that shall be effective upon execution of this Agreement; and

**WHEREAS**, the parties to this Agreement are authorized under the Interlocal Cooperation Act to enter into a contract for the provision of sewage treatment for Napavine and LCSD#4;

**NOW, THEREFORE** Chehalis, Napavine and LCSD#4 do hereby mutually consent and agree to the following:

- 1. Purpose** — The purpose of this Agreement is to establish new monthly sewer rates for Napavine and LCSD#4 for the treatment of sewage at the Regional Water Reclamation Facility and Associated Facilities.

**2. Effective Date and Terms of this Contract** — This Agreement shall be in full force and effect and binding upon its execution and filing pursuant to RCW 39.34.040. This Agreement shall continue in full force and effect for period of five (5) years beginning October 1, 2024 and ending December 31, 2028. If a new agreement has not been reached by December 31, 2028, this Agreement shall continue on a month-to-month basis until a new agreement is reached. During this extended period the Regional Water Reclamation Facility and Associated Facilities will continue to treat and dispose of sewage from the Associated Parties within this Agreement. This Agreement shall be renewed only upon written agreement between the parties.

**3. Sewage Collection** — Each party hereto shall be responsible for sewage collection within their own service areas. The Regional Water Reclamation Facility and Associated Facilities will accept, treat and dispose of flow from each party in an amount not to exceed their respective ownership capacity. Flows in excess of ownership capacity for three consecutive months that can't be attributed to a flow meter malfunction or a sewer line issue that can't be repaired shall trigger negotiation of an additional rate surcharge or purchase of additional capacity, unless excess flows resulted from force majeure events.

**4. Flow Metering** — The Associated Parties agree to maintain their respective flow meters that measure flow from their respective systems to ensure accurate collection of data for use in future rate calculations. Chehalis shall be responsible for the reading of the flow meters on a periodic basis. In the event of a flow meter malfunction, Chehalis shall estimate the sewage flow discharged by the affected party by utilizing flow data from a similar period.

**5. Prohibited Wastes** — Wastes prohibited by the U.S. Environmental Protection Agency or by the State Department of Ecology, wastes of unusual quantity or organic strength, waste containing toxic or deleterious matter incompatible with the waste treatment process, or that may be harmful to the treatment process or the quality of the receiving waters, shall not be discharged into the Regional Water Reclamation Facility and Associated Facilities by any of the entities within this Agreement. The Associated Parties shall ensure customers discharging to their systems abide by pre-treatment standards.

**6. Infiltration / Inflow** — The Associated Parties shall make reasonable attempts to limit excessive infiltration / inflow into their respective sewage collection systems.

**7. Monthly Sewer Rates** — A sewage disposal rate for the operation and maintenance of the Regional Water Reclamation Facility and Associated Facilities has been established. The rate reflects the costs of service for Chehalis to treat and dispose of the sewage from all the parties within this Agreement. Monthly sewage disposal charges have been calculated utilizing the following:

Information / Data Utilized

- Most recent five (5) years of flow data from all parties
- Most recent five (5) years of applicable budget expenditure data from the Regional Water Reclamation Facility and Associated Facilities.
- % Ownership in shared sewer interceptor lines where Chehalis = 96.4%, Napavine = 2.45% and LCSD#4 = 1.15%
- % ownership capacity in The Chehalis Regional Water Reclamation Facility (CRWRF) where Napavine = 12% and LCSD#4 = 4%

Rate Calculation

The formula for calculating the rate is  $\text{Rate} = (1+2+3+4+5)/12$  where

1. = (treatment plant and poplar tree plantation budget expenditures) — utility costs x % ownership in CRWRF
2. = (treatment plant and poplar tree plantation budget utility costs) x % flow contribution
3. = (collection system budget — utility cost) x % ownership of interceptor
4. = (collection system budget utility costs) x % of flow contributed to CRWRF
5. = 25% of 1+2+3+4 as administration costs

Utilizing the above calculation:

**The rate schedule is as followed:**

Monthly Wholesale Rates	2024	2025	2026	2027	2028
Napavine	\$16,403	\$18,763	\$21,123	\$23,483	\$25,844
LCSD#4	\$6,004	\$6,829	\$7,655	\$8,480	\$9,306

**8. Billing/Payments for Service** — Upon execution of the Agreement by all parties, Chehalis shall submit a yearly invoice listing the rate per month for Napavine and LCSD#4. The invoice shall serve as a billing statement and shall remain in effect until the rate is changed by mutual acceptance in writing by all parties within this Agreement. Napavine and LCSD#4 are responsible for the payment to Chehalis on or before the 10<sup>th</sup> of each month.

**9. Future and Present Modifications** — Any future modifications that may be required shall be subject to review and negotiation by the parties prior to implementation. The parties agree to begin negotiation of a new interlocal agreement to succeed this one starting in August 2028. If the parties cannot agree to terms and approve a new interlocal agreement by December 31, 2028, the matter will be forwarded to a third-party arbitrator, with the costs of arbitration shared equally between the parties involved.

**10. Integrated Agreement** — This Agreement is the full and complete understanding of the parties and there are no other Agreements, either verbal or written, which would alter the terms of this document. The Agreement may be modified or amended only by supplemental written Agreement hereafter negotiated by the parties.

**11. No Third Party Beneficiary** — The provisions of this Interlocal Agreement are not intended to create any third-party beneficiary contract rights, and therefore none should be deemed created by this Agreement. The Agreement between the parties is only intended to create rights and/or obligations as between the signatory parties.

**12. Governing Law** — This Agreement is entered into and shall be governed by the law of the State of Washington. In the event of dispute that has completed arbitration or has been held ineligible for arbitration, the venue shall lie in Lewis County, Washington.

**13. Arbitration of Disputes** — It is the intent of all parties to this Agreement that disputes, if any, between any of the parties hereto shall be resolved as

informally and amicably as possible by settlement without the assistance of any outside professionals in dispute resolution. However, if such conciliation fails, the parties agree that mediation may be used. If the parties are unable to resolve the dispute through mediation, then an arbitrator shall be selected through the auspices of the American Arbitration Association, or any such entity providing arbitrators as the parties may agree upon. The arbitration shall proceed, however, with a single arbitrator and with the parties sharing the costs proportionately, depending upon how many of the parties are involved in the dispute. Only if arbitration is unsuccessful or declared to be inapplicable to the dispute shall the parties proceed to Superior Court.

**14. Hold Harmless/Indemnification** — Each of the parties which are signatories hereto, by executing this Agreement, are deemed to hold harmless and indemnify any and all other parties for any negligence, errors or omissions of the indemnifying party. The indemnification and hold harmless is mutual with respect to any of the negligence, errors and omissions of any of the other parties, with respect to their own negligence, errors and omissions. Each party therefore remains solely liable for their own sole negligence, errors or omissions. Such indemnification extends not only to the actual party, but all employees, agents, volunteers and parties acting on their behalf. The respective parties to the Interlocal Agreement are not deemed to be agents of each other for purposes of this Agreement.


**15. Waiver of Breach** — The failure of any party to this Agreement to insist upon strict performance of any of the covenants and agreements contained in this Agreement, or to exercise any option or right conferred by this Agreement, in any one or more instances shall not be construed to be a waiver or relinquishment of any such option or right or of any other covenants or agreements which shall all be and remain in full force and effect.

**16. Industrial Insurance Waiver** — With respect to the performance of this Agreement and as to claims against any of the parties, their officers, agents, and

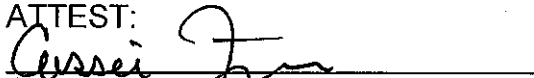
employees, each party expressly waives its immunity to the other parties only, under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend and hold harmless provided in this Agreement, extend to any claim brought by or on behalf of the any employee of the party. This waiver is mutually negotiated by the parties to this Agreement.

**17. Notices** - Any notices required or desired to be served, given or delivered hereunder shall be in writing and shall be deemed to have been validly served, given or delivered upon deposit in the United States mail registered or certified mail with proper postage prepaid and addressed to the party to be notified. Each party shall include the applicable address below the signature block hereof.

**CITY OF CHEHALIS**

  
\_\_\_\_\_  
City Manager

ATTEST:

  
\_\_\_\_\_  
City Clerk

Address for Notices:  
350 N Market Blvd, Chehalis, WA 98532

**CITY OF NAPA VINE**

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Address for Notices:  
PO Box 810, Napavine, WA 98565



**LEWIS COUNTY WATER & SEWER DISTRICT #4**

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Board Secretary

Address for Notices:  
PO Box 1122, Chehalis, WA 98531

**ORDINANCE NO. 1099-B**

**AN ORDINANCE OF THE CITY OF CHEHALIS, WASHINGTON  
AMENDING SECTION 13.16.070, ORDINANCE NO. 942-B,  
PASSED THE 12<sup>TH</sup> DAY OF JUNE, 2015, AS CODIFIED IN THE  
CHEHALIS MUNICIPAL CODE.**

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO ORDAIN AS  
FOLLOWS:**

**Section 1.** Section 13.16.070 of the Chehalis Municipal Code shall be, and the same hereby is, amended to read as follows:

**13.16.070 Wastewater customers.**

A. Rates charged to the city of Napavine and Lewis County Water & Sewer District #4 for the operation and maintenance of the interceptor and related facilities shared with the city and for the treatment of sewage by the city are as follows:

Monthly Wholesale Rates	2024	2025	2026	2027	2028
Napavine	\$16,403	\$18,763	\$21,123	\$23,483	\$25,844
LCSD#4	\$6,004	\$6,829	\$7,655	\$8,480	\$9,306

B. These rates shall be recalculated every five years and subject to negotiation per terms of the Interlocal Agreement Between City Of Chehalis, City Of Napavine, And Lewis County Water And Sewer District #4 Regarding Sewer Rates To Be Charged For Monthly Sewage Treatment Services.


**Section 2. Effective date.**

The effective date of this ordinance shall be the 1st day of October 2024.

**PASSED** by the city council of the city of Chehalis, Washington, and **APPROVED** by its mayor, at a regularly scheduled open public meeting thereof this 26<sup>th</sup> day of August, 2024.

  
\_\_\_\_\_  
Mayor, City of Chehalis

Attest:  
  
\_\_\_\_\_  
City Clerk

Approved as to form:  
  
\_\_\_\_\_  
City Attorney



September 4, 2024

The Honorable Peter Buttigieg  
Secretary  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Secretary, Buttigieg,

I am writing to you in support of the Confederated Tribes of the Chehalis Reservation (Tribe's) application for the USDOT's FY24 National Culvert Removal, Replacement, and Restoration Grant Program (Aquatic Organism Passage (AOP) grants). The Tribe is seeking funding for the design of three high-priority fish passage barrier removal projects on Ripple Creek, a tributary to Stearns Creek in Napavine, Washington. One barrier culvert is contained within the BNSF Railway (BNSF) line and the other two barrier culverts are located immediately upstream and downstream of the railroad. Because of this, the triple barrier situation presents an impediment to fish passage and has been identified as a fish passage barrier removal priority by the Tribe. All three culverts must be removed to achieve the potential fish passage benefits that could be realized with these three barrier removals.

For the last several years, the Tribe has been coordinating with the BNSF to identify opportunities to partner on fish passage barrier removal opportunities along their rail lines in Thurston and Lewis Counties. For these three barrier removals on Ripple Creek, the Tribe will also coordinate with the City of Napavine, with whom the Tribe has a long-standing relationship. The City will coordinate with the Tribe to redesign and permit two of the three high-priority AOP barrier removals on two City of Napavine roads. Together, these three barrier removals will maximize the expansion of critical salmonid habitat in the region. The removal of these three successive barriers will allow for unimpeded access to 1.19 miles of coho habitat and 0.59 miles of steelhead habitat.

The combined elements of this Project will complement ongoing work in the Chehalis Basin to help restore once substantial salmon runs in the watershed, which have great cultural and economic significance to the Chehalis Tribe. The Project design will eliminate barriers to productive stream habitat, increase climate resiliency for sensitive fish populations, and restore access to important spawning and rearing habitat for several anadromous fish species, including ESA-listed Coho and steelhead salmon, as well as sea-run cutthroat trout.



*City of Napavine*

407 Birch Ave SW | PO Box 810 | Napavine WA 98565

Phone 360-262-9344

[www.cityofnapavine.com](http://www.cityofnapavine.com)

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In addition to the AOP benefits, the removal of the aging rail culvert and replacement with a new rail bridge would enhance this key railroad corridor, thus benefiting BNSF freight traffic and Amtrak intercity passenger service. These improvements would help ensure the economic vitality of the nation and sustainable intercity passenger transportation. Similarly, the new fish-passable road culverts would assure the area of resilient transportation conditions along a major arterial and a local service road. Thank you for your full and fair consideration of the Confederated Tribes of the Chehalis Reservation AOP Program grant application.

Sincerely,

Shawn O'Neill  
Mayor, City of Napavine

Cc: Amy Loudermilk, Confederated Tribes of the Chehalis Reservation

*The City of Napavine is an equal opportunity employer and provider.  
Incorporated November 21, 1913*



Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Date Action Taken	
Attest:	

**City of Napavine  
Action Memorandum No. 24-12**

**AM 24-12: Notice of Liquor License Renewal-Annie's Napavine Country Market**

Originator: Rachelle Denham, City Clerk

Agenda Date: September 10, 2024

Route to:	Department Head	Signature	Date
X No Objections	Chief of Police		
X No Objections	City Clerk		

Review by Mayor Shawn O'Neill: \_\_\_\_\_,

**Attachment(s):** Washington State Liquor and Cannabis Board Liquor License Renewal Applications list.

- 1) **Annie's Napavine Country Market, License# 358816, Expires November 30, 2024**

**Fiscal Impact:** yes  no

**Summary statement:** The City received a letter from the Washington State Liquor and Cannabis Board a list of liquor license renewal applications in City of Napavine Jurisdiction.

Pursuant to RCW 66.24.010(8) allows the city to object to license renewal request.

To object to the liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis board (WA-LCB) Licensing Division

Objection letter must be received by the Boards Licensing Division at least 30 days prior to the license expiration date. If you need additional time, you must request that in writing.

**Staff Recommendation:**

- Approve: **Annie's Napavine Country Market, License# 358816.**

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 08/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF NAPAIVINE  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20241130

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. NEW LIFE CORPORATION	ANNIE'S NAPAIVINE COUNTRY MARKET 114 NW ALDER AVE STE G NAPAIVINE WA 98565 0000	358816	GROCERY STORE - BEER/WINE



Washington State  
Liquor and Cannabis Board  
PO Box 43098,

, Olympia WA 98504-3098, (360) 664-1600

MAYOR OF NAPA VINE  
CITY HALL  
NAPA VINE, WA 98565



Washington State  
Liquor and Cannabis Board  
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

August 06, 2024

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.



5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

**RESOLUTION NO. 24-09-151**

**A RESOLUTION OF THE CITY OF NAPAVINE, WASHINGTON, AUTHORIZING THE MAYOR AND CITY TREASURER SIGNATURE AUTHORITY ON FEDERAL REIMBURSEMENT REQUESTS FOR THE CITY OF NAPAVINE.**

**RECITALS:**

**WHEREAS**, federal grant requirements have been consolidated and detailed in 2 CFR 200 “SuperCircular”; and

**WHEREAS**, the changes included in the CFR directly effects the signature authority on reimbursement requests; and

**WHEREAS**, 2 CFR 200.415 (a) states, “to assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budget, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows;

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, my subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise (US Code Title 18, Section 1001 and title 31, Sections 3729-3730 and 3801-3812”;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DO RESOLVE AS FOLLOWS:**

**Section 1.** The Mayor, and Treasurer are hereby granted signature authority on federal reimbursement requests and authorized to legally bind the City of Napavine per 2 CFR 200.415(a),

**Section 2.** This Resolution will take effect upon approval

**PASSED** by the City Council of the City of Napavine, Washington and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 10th day of September 2024.

APPROVED:

Attest:

\_\_\_\_\_  
Mayor, Shawn M. O’Neill

\_\_\_\_\_  
City Clerk,

Approved as to form:

\_\_\_\_\_  
City Attorney, James M. B. Buzzard WBA #33555

**INTERAGENCY AGREEMENT IAA25489**  
**BETWEEN**  
**WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS**  
**AND**  
**NAPAVINE MUNICIPAL COURT**  
**FOR THE LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM (LAIRP)**

THIS AGREEMENT (Agreement) is entered into by and between the Washington State Administrative Office of the Courts (AOC) and Napavine Municipal Court (Court), for the purpose of distributing funds for court interpreter and language access service expenses to the Court. AOC and Court will be referred to individually as the “party” and collectively as the “parties”.

**I. DEFINITIONS**

For purposes of this agreement, the following definitions shall apply:

- A. “Certified Interpreter” means an interpreter who is certified by the Administrative Office of the Courts, as defined in RCW 2.43.020 (2) or an interpreter certified by the Office of the Deaf and Hard of Hearing (ODHH) pursuant to WAC 388-818-500, *et. seq.* The names and contact information of AOC-certified interpreters are found, and incorporated herein by reference, at <http://www.courts.wa.gov/programs/orgs/pos/interpret/>. The names and contact information of ODHH-certified interpreters are found, and incorporated herein by reference, at: <https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx>
- B. “Registered Interpreter” means an interpreter who is registered by the Administrative Office of the Courts, as defined in RCW 2.43.020 (6). The names and contact information of registered interpreters are found, and incorporated herein by reference, at <http://www.courts.wa.gov/programs/orgs/pos/interpret/>.
- C. “Qualified Interpreter” means a spoken language interpreter as defined in RCW 2.43.020 (5), or sign language interpreter as defined in RCW 2.42.110 (2).
- D. “Qualifying Event” means a proceeding or event for which an interpreter is appointed by an appointing officer pursuant to RCW 2.42 and/or RCW 2.43.

**II. PURPOSE**

The purpose of this Agreement is to partner with individual local courts in improving access to the Court for Limited English Proficient (LEP), deaf, hard of hearing, and deaf/blind (D/HH/DB) individuals in accordance with RCW Chapters 2.42 and 2.43.

- A. These funds are intended to address each court's following needs:
  - 1. Financial Need – i.e., the gap between the court's available financial resources and the costs to meet its need for certified, registered, and qualified interpreters, and the implementation of the Court's language access plan; and
  - 2. Need for Court Interpreters – i.e., the public's right to access the court, and the court's responsibility to provide court certified, registered, and qualified interpreters as required by RCW Chapters 2.42 and 2.43.
  - 3. Need for Language Access in General – i.e., translations, customer service, technology enabling remote interpreting, and other things that are necessary for courts to provide fair and equitable access for LEP and D/HH/DB individuals.

### III. DESCRIPTION OF SERVICES TO BE PROVIDED

- A. The Court will ensure that the interpreter funding is used only for language access purposes and for reimbursement of costs paid to certified, registered, and qualified interpreters for Qualifying Events pursuant to **Exhibit A**, which is incorporated herein by reference.
- B. The Court agrees to track and provide interpreter cost and usage data through the web application provided by the AOC Language Access and Interpreter Reimbursement Program, reflecting information about the Court's interpreter and language access costs and services.
- C. The Court agrees to provide the AOC Project Manager with a list of all users who require access to submit data to the Language Access and Interpreter Reimbursement Program web application.
- D. The Court agrees to work with the AOC Interpreter Program, the Interpreter and Language Access Commission, and neighboring courts to identify and implement best and promising practices for providing language access and interpreter services.
- E. The Court agrees to encourage its staff overseeing interpreter services at the court to attend trainings (in person and/or online) provided by the AOC Interpreter and Language Access Commission and Interpreter Program.
- F. The Court may elect to pay for interpreter services that are not in accordance with the provisions of **Exhibit A** as set forth; while such payments will not be reimbursed, court still commits to entering data into the application for these interpreter services, irrespective of their eligibility for reimbursement.
- G. The Court is required to have a Language Assistance Plan (LAP) in place to participate in this program.
  1. The Court must submit the most recent version of their LAP to the AOC Project Manager by **October 31, 2024**, at [LAP@courts.wa.gov](mailto:LAP@courts.wa.gov).
  2. The Court must complete the LAP survey conducted by the AOC, which assesses LAP compliance and needs for WA State trial courts, by **October 31, 2024**. The link to the survey can be found here: [Language-Access-Plan-Survey](#)
  3. The Court agrees to work with the AOC LAP Coordinator to update and revise the LAP for final approval by the AOC.
  4. The Court certifies that they will exercise reasonable due diligence in maintaining and updating their LAP as require by law.

### IV. PERIOD OF PERFORMANCE

The beginning date of performance under this Agreement is **July 1, 2024**, regardless of the date of execution and which shall end on **June 30, 2025**.

### V. COMPENSATION

- A. The Court shall be reimbursed a maximum of **\$1,000** for interpreter and language access services costs incurred during the period of July 1, 2024 to June 30, 2025. No reimbursement shall be made under this Agreement for interpreting services provided after June 30, 2025.

- B. The Court shall receive payment for its costs for interpreter and language access services as set forth in **Exhibit A**, and incorporated herein.
- C. The Court shall not be reimbursed for interpreter services costs for Qualifying Events or other goods and services set forth in **Exhibit A** until properly-completed A-19 invoices, corresponding data (*See subsection III.B.*), and the AOC approved LAP (*See subsection III.G.*), are received and approved by AOC, pursuant to the following schedule:
  - 1. Reflecting Qualifying and non-qualifying Events, and any goods or services purchased, occurring between July 1, 2024 and September 30, 2024, must be received by the AOC no later than December 31, 2024.
  - 2. Reflecting Qualifying and non-qualifying Events, and any goods or services, purchased occurring between October 1, 2024 and December 31, 2024, must be received by the AOC no later than February 28, 2025.
  - 3. Reflecting Qualifying and non-qualifying Events, and any goods or services, occurring between January 1, 2025 and March 31, 2025, must be received by the AOC no later than May 31, 2025.
  - 4. Reflecting Qualifying and non-qualifying Events, and any goods or services, occurring between April 1, 2025 and June 30, 2025, must be received by the AOC no later than July 15, 2025.
- D. The Court shall make reasonable efforts to submit invoices by the due date. Any supplemental invoices submitted after the due date must be reported to the AOC for approval which may be processed at the discretion of the AOC Project Manager.
- E. The Court shall submit its A-19 invoices quarterly through the web application.  
The Data shall be submitted electronically to the AOC as described in Section III.B., above, and in conjunction with the quarterly invoice.
- F. The Court shall submit documents related to reimbursement claims upon request by the AOC, including but not limited to translated materials or invoices for goods and services.
- G. If this agreement is terminated, the Court shall only receive payment for performance rendered or costs incurred in accordance with the terms of this agreement prior to the effective date of termination.
- H. Payment to the Court for approved and completed work will be made by warrant or account transfer by AOC within 30 days after each quarterly deadline, provided that the invoice and data report are complete and accurate.
- I. The Court shall maintain sufficient backup documentation of expenses under this Agreement.

## VI. REVENUE SHARING

- A. The AOC, in its sole discretion, may initiate revenue sharing. The AOC will notify the Court no later than May 1, 2025 that the AOC intends to reallocate funding among courts in the program. If the AOC determines the Court may not spend all monies available under the Agreement, then the AOC may reduce the Agreement amount. If the AOC determines the Court may spend more monies than available under the Agreement and for its scope, then the AOC may increase the Agreement amount.
- B. If the AOC initiates revenue sharing, the Court will receive a Notification Letter with the revised budget. The Notification Letter is deemed final and the Court shall not receive

any payment exceeding the revised contract limit.

## **VII. TREATMENT OF ASSETS AND PROPERTY**

The AOC shall be the owner of any and all fixed assets or personal property jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

## **VIII. RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright Act of 196 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. In the event that any of the deliverables under this Agreement include material not included within the definition of “works for hire,” the Court hereby assigns such rights to the AOC as consideration for this Agreement.

Data which is delivered under this Agreement, but which does not originate therefrom, shall be transferred to the AOC with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; provided, that such license shall be limited to the extent which the Court has a right to grant such a license. The Court shall advise the AOC, at the time of delivery of data furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The AOC shall receive prompt written notice of each notice or claim of copyright infringement received by the Court with respect to any data delivered under this Agreement. The AOC shall have the right to modify or remove any restrictive markings placed upon the data by the Court.

## **IX. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## **X. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **XI. RECORDS, DOCUMENTS, AND REPORTS**

The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or Agreement. The Court will retain all books, records, documents, and other material relevant to this Agreement for six years after settlement, and make them available for inspection by persons authorized under this provision.

## **XII. RIGHT OF INSPECTION**

The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement.

## **XIII. DISPUTES**

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from the AOC, one representative from the Court, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing. Neither party shall have recourse to the courts unless there is a showing of noncompliance or waiver of this section.

## **XIV. TERMINATION**

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **XV. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules;
- B. This Agreement; and
- C. Any other provisions of the agreement, including materials incorporated by reference.

## **XVI. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising hereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

## **XVII. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

## **XVIII. SEVERABILITY**

If any provision of this Agreement, or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision and to this end the provisions of this Agreement are declared to be severable.

**XIX. AGREEMENT MANAGEMENT**

The program managers noted below shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement:

AOC Program Manager	Court Point of Contact
<p><b>Tae Yoon</b>                      PO Box 41170                      Olympia, WA 98504-1170  <a href="mailto:Interpreterreimbursement@courts.wa.gov">Interpreterreimbursement@courts.wa.gov</a>                      (360) 705-5281</p>	<p><b>Lacie DeWitt</b>                      Court Administrator                      P.O. Box 179                      Napavine, WA 98565                      ldewitt@cityofnapavine.com                      (360) 262-9231</p>

**XX. ENTIRE AGREEMENT**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be considered to exist or to bind any of the parties to this agreement unless otherwise stated in this Agreement.

**AGREED:**

**Washington State Administrative Office  
of the Courts**

**Court**

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date*

**Dawn Marie Rubio**  
\_\_\_\_\_  
*Name*

Lacie Dewitt  
\_\_\_\_\_  
*Name*

**State Court Administrator**  
\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*



## EXHIBIT A

### WASHINGTON STATE LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM FUNDING

#### FUNDING CONDITIONS AND PAYMENT STRUCTURE

The Language Access and Reimbursement Program funding conditions and payment structure shall be as follows:

##### 1. GENERAL FUNDING CONDITIONS

The Washington State Administrative Office of the Courts (AOC), will reimburse courts under this Agreement for the cost of spoken language interpretation and sign language interpretation and other goods and services that improve language access in the courts for Limited English Proficient (LEP), deaf, and hard of hearing persons. This includes interpreters credentialed by AOC (certified or registered), or otherwise court-qualified interpreters appointed pursuant to RCW 2.42 and RCW 2.43 under the following conditions listed under Section 2 "Qualifying Interpreter Events."

It also includes goods and services that improve language access, listed under Section 3 "Language Access Goods and Services".

Courts shall work with AOC staff in determining whether an expense that is not explicitly mentioned below, qualifies as a reimbursable expense under the Agreement.

##### 2. QUALIFYING INTERPRETING EVENTS

###### A. Spoken Language Interpreters Qualifying Events

AOC will reimburse courts for 50% of the actual expenses for services of AOC-credentialed or otherwise court-qualified interpreters pursuant to RCW 2.43 that meet one of the following conditions:

- a) If there is at least one AOC credentialed interpreter in the language being used, then reimbursement will only be provided for using an AOC credentialed interpreter who is credentialed in that language.
- b) Compensation for interpreters for languages for which neither a certified interpreter nor registered interpreter is offered will be reimbursed where the interpreter has been qualified on the record pursuant to RCW 2.43.
- c) Courts will not be reimbursed for events using non-AOC credentialed interpreters if there is one or more AOC credentialed interpreter listed for the language being used.

###### B. Sign Language Interpreters Qualifying Events

AOC will reimburse courts for 50% of the actual expenses for services of American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI) pursuant to RCW 2.42 when the interpreter is listed with the Department of Social and Health Services, Office of Deaf and Hard of Hearing (DSHS, ODHH) as a court-certified interpreter.

The Office of Deaf and Hard of Hearing (ODHH) at the Department of Social and Health Services (DSHS) maintains a list of Certified Court Sign Language Interpreters. This list includes American Sign Language (ASL) interpreters and Certified Deaf Interpreters

(CDI). To qualify for reimbursement, and event using an ASL and/or CDI interpreter from this list must be used.

Certified interpreters are listed under three categories:

- Specialist Certificate: Legal – SC: L
- RID Certification with SC: L written test
- Intermediary Interpreters (Deaf Interpreter)

The most up to date list can be found here:

<https://fortress.wa.gov/dshs/odhapps/Interpreters/CourtInterpreter.aspx>

### **C. Staff Interpreters (Salaried Staff)**

Reimbursement will be provided for salaried staff meeting the Qualifying Event conditions for 50% of the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

### **D. Telephonic and Video Remote Interpreting and Services for Legal Proceedings**

AOC will reimburse 50% of the costs for using certified, registered, or otherwise qualified interpreters operating by telephone or video for court proceedings. The services must meet the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

## **3. LANGUAGE ACCESS GOODS AND SERVICES**

Courts can request reimbursement for 100% of the costs for goods and services that will help increase language access in the Court.

Courts shall submit documents related to reimbursement claims under goods and services, including original and translated materials for translation services, and applicable invoices for other goods and services, upon request by the AOC.

The items listed below are common goods and services that courts have used to increase language access and will be improved for reimbursement.

- Translation services
- Telephonic interpreter services for events outside of court proceedings
- Portable video device(s) for video remote interpreting
- Equipment used for simultaneous interpretation
- Staff training on language access, interpreting, or bilingual skills improvement
- Interpreter scheduling software fees
- Printed signage for language assistance purposes

Items or services not listed above must be pre-approved (via email) by Language Access and Interpreter Reimbursement Program Coordinator prior to purchase or they may not qualify for reimbursement under the Program.

## **4. SCOPE OF REIMBURSEMENT FUNDING**

Reimbursement payment under this Agreement will only be made to the Court when the cost is paid out of the budget or budgets, in the case of multi-court collaborative applicants

of the Court responsible for full payment.

## 5. PAYMENT STRUCTURE

### A. Reimbursement Rate

a) **Spoken Language Interpreters**

AOC will reimburse the Court for 50% of the cost of AOC certified, registered, or otherwise court-qualified interpreters providing services under this Agreement.

b) **Sign Language Interpreters**

AOC will reimburse the Court for 50% of the cost of certified interpreters providing services under this Agreement.

c) **Staff Interpreters (Salaried Staff)**

AOC will reimburse the Court for 50% of the cost of AOC certified or registered staff interpreters.

d) **Contracted Interpreters**

The cost of certified, registered, or otherwise qualified contract interpreters who are paid other than on an hourly basis, for example, on a half-day or flat rate basis, will be reimbursed at 50%.

e) **Remote Interpreting**

AOC will reimburse the Court for 50% of the cost of using certified, registered, or otherwise qualified interpreters providing interpretation by telephone or video for legal proceedings.

f) **Cancellation Fees**

AOC will reimburse the Court for 50% of cancellation fees paid to interpreter.

g) **Goods and Services**

AOC will reimburse the Court for 100% of the approved cost of goods and services related to language access in courts.

### B. Travel Time and Mileage

AOC will reimburse the Court at 50% of the cost of interpreter travel time and mileage.

Interpreter travel time is reimbursable if a required party fails to appear. "Failure to appear" means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing. The Court can be reimbursed for 50% of the cancellation fees paid to the interpreter.

## MASTER INTERLOCAL AGREEMENT

THIS AGREEMENT, made and entered into pursuant to authority of R.C.W. 39.34.080 and in conformance with R.C.W. 43.09.210, this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between LEWIS COUNTY, Washington, a political subdivision of the State of Washington, hereinafter referred to as the "County", and City of Napavine, a political subdivision of the State of Washington, hereinafter referred to as "Municipality",

WITNESSETH:

IT IS HEREBY COVENANTED AND AGREED as follows:

1. In the event the Municipality requests that the County perform work of the manner described below and guarantees reimbursement to the County for all work done, the County will upon completion of a fully executed Reimbursable Work Order, provide all necessary labor and material and all work incidental to providing such work in the Municipality of Napavine, Washington, or areas in which the Municipality has legal authority to perform the following work:

- |                             |                         |
|-----------------------------|-------------------------|
| A. Provide Surface Material | H. Vegetation Control   |
| B. Snow Plowing             | I. Guardrail Repair     |
| C. Chipsealing              | J. Traffic Signs        |
| D. Asphalt Overlay          | K. Surveying            |
| E. Traffic Striping         | L. Rating Roads         |
| F. Asphalt Patching         | M. Other work as needed |
| G. Grading                  |                         |

2. Each and every work request shall be made on a fully completed and signed Reimbursable Work Order (sample attached), and according to the following steps:

- a) The Public Works Director, of the Municipality requests an estimate for reimbursable work from Lewis by submitting a reimbursable work order.
- b) A County Senior Engineer, Road Maintenance Supervisor, or Traffic Operations Supervisor will provide an estimated cost of the work.
- c) The County Maintenance & Traffic Engineer or Assistant County Engineer verifies the estimate and the availability of resources to perform the work.
- d) The Public Works Director, of the Municipality approves expenditure of Municipality funds to complete the work as described, based on the detailed scope of work provided by the County.
- e) The County Engineer approves such Reimbursable Work Orders, up to \$20,000 and with an annual aggregate limit of \$30,000. Reimbursable work in excess of these amounts must be performed under a separate Interlocal Agreement, approved by the Board of County Commissioners.

f) The Public Works Director, of the Municipality will submit the Reimbursable Work Order to the Lewis County Fiscal Division for processing upon completion of all work agreed to be performed.

3. The Municipality hereby agrees to reimburse the Public Works Department of the County for all work done, based upon the actual cost of labor, equipment rental, utilities, and materials used, and an administrative fee of 5% or \$100, whichever is greater. The estimated total dollar amount of all work performed by the County for the Municipality under this agreement shall not exceed \$20,000 per agreement, nor an annual aggregate amount of \$30,000.

4. The Municipality certifies and warrants that it has the legal authority to accomplish the work with its own forces at the location specified in the Reimbursable Work Order, but in fact has insufficient personnel/equipment to accomplish said work.

5. It is understood and agreed that the time for and hours of performance of reimbursable work is at the County's discretion and all reimbursable work as provided for hereto shall be accomplished only, and if, such work does not interrupt or interfere with Lewis County's regularly scheduled road maintenance activities.

6. It is understood that the Municipality has total responsibility for having in its name all necessary property rights prior to construction and/or maintenance by the County. The Municipality shall be responsible for obtaining any permits necessary for the performance of the reimbursable work.

7. It is understood and agreed between the parties hereto that the Municipality agrees to protect, defend, indemnify and hold harmless the County, its commissioners, agents, departments and employees against any and all liabilities, claims, damages, penalties, actions, costs and expenses (including reasonable attorney's fees) which may arise for any reason as a result of the performance of this Agreement by the County, except insofar as any obligation or responsibility is imposed upon the County by statute. The Municipality has negotiated and expressly waives any immunity that may be granted it under the Washington industrial Insurance Act.

8. The Municipality certifies and warrants that Public Works Director, has the authority to enter into a reimbursable work order and to bind the Municipality thereby.

9. The Municipality hereby confers on the County the authority to perform the categories of work listed in paragraph one within the Municipality's jurisdictional limits for the purposes of carrying out this Agreement. Further, the Municipality agrees that when the County provides engineering and administrative services for the Municipality, the County Engineer may exercise all the powers and perform all the duties vested by law or by resolution in the City of Napavine Public Works or other officer or department charged with road maintenance administration.

10. The County is a contractor of services only and does not purport to represent the Municipality professionally other than in providing the services requested by the Municipality. As an independent contractor, the County shall control personnel standards of performance, discipline and all other aspects of performance, including that of the dedicated on-site staff. In the event the County uses contract services to perform services for the Municipality, the County shall perform the appropriate supervision and inspection of the contractor's work.

11. This Agreement will expire December 31, 2029, unless otherwise terminated. Either party may terminate this agreement by depositing in the mail a notice of termination addressed to either the County Engineer of the Lewis County Public Works Department or the City Clerk or Public Works Director of the Municipality, respectively.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first above written.

**APPROVED AS TO FORM:**  
Jonathan L. Meyer, Prosecuting Attorney

**BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON**

\_\_\_\_\_  
By: Deputy Prosecuting Attorney

\_\_\_\_\_  
Scott J. Brummer, Chair

**ATTEST:**

\_\_\_\_\_  
Lindsey R. Pollock, DVM, Vice Chair

\_\_\_\_\_  
Rieva Lester, Clerk of the Lewis  
County Board of County Commissioners

\_\_\_\_\_  
Sean D. Swope, Commissioner

Municipality:

By: \_\_\_\_\_  
Shawn O'Neill

Title: Mayor

# REIMBURSABLE WORK ORDER

Napavine  
Municipality

24 - 001  
Year Number  
To be completed by Lewis County

## MUNICIPAL REQUEST

The undersigned hereby requests the Lewis County Public Works Department to provide a preliminary estimate for cost of work stated herein.

### Description of work requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Provide Surfacing Material | <input type="checkbox"/> Grading                     |
| <input type="checkbox"/> Snow Plowing               | <input type="checkbox"/> Vegetation Control          |
| <input type="checkbox"/> Chip Sealing               | <input checked="" type="checkbox"/> Guardrail Repair |
| <input type="checkbox"/> Asphalt Overlay            | <input type="checkbox"/> Traffic Signs               |
| <input type="checkbox"/> Traffic Striping           | <input type="checkbox"/> Crack-seal                  |
| <input type="checkbox"/> Asphalt Patching           | <input type="checkbox"/> Ice Removal                 |

## SUPERVISOR / SENIOR ENGINEER ESTIMATE

I have met with a representative of the above Agency and have completed inspection of the work requested, and submit my (not to exceed) preliminary estimate cost of \$ 4,151.05 plus administrative costs of \$ 207.55 for a total cost of \$ 4,358.60 to complete the work requested.

See Attached Detail of Work

\_\_\_\_\_  
Maintenance Lead Supervisor, Area Supervisor, or Senior Engineer

## MAINTENANCE / ENGINEERING APPROVAL OF ESTIMATE

Type of Work:  Maintenance  Construction  Preservation

Cost estimate of work as requested is reasonable and required resources are available:  Yes  No

Date: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Maintenance Lead Supervisor, Senior Engineer,  
or Assistant County Engineer

## Municipality

It is understood that the total cost given is for estimation purposes only and that the project total cost will be based upon the actual cost of labor, equipment rental and materials used in the work involved. A 5% administrative fee will be included with a minimum of \$100.00 per agreement.

All work will be performed in accordance with the Master Interlocal Agreement, dated January 6, 2020.

**USE - Project: 60-NAPA24001, Activity Code: 4280**

Date: \_\_\_\_\_ Agency: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## REIMBURSABLE WORK ORDER AUTHORIZATION

Date: \_\_\_\_\_  
\_\_\_\_\_  
County Engineer

# INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

**THIS AGREEMENT** is made and entered into by and between LEWIS COUNTY, a political subdivision of the State of Washington, (hereinafter referred to as "County") and each municipal or quasi-municipal corporation of the State of Washington that executes a County-ratified original counterpart of this agreement, (hereinafter referred to as "City").

**WHEREAS**, County has established a Comprehensive Emergency Management Plan pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington; and

**WHEREAS**, County and City believe it to be in the best interests of their citizens that County and City share and coordinate services in the event of an emergency situation; NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. **PURPOSE.** It is the purpose of this agreement to provide a joint local organization for emergency management; to protect the public peace, health and safety; and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, whether manmade or from natural causes.

2. **DURATION.** This agreement shall commence January 1, 2025, and continues until either party decides to terminate the contract. PROVIDED, any party may withdraw from this Agreement by giving ninety (90) days' written notice of intent to withdraw to the other parties. PROVIDED FURTHER, that failure of any party to perform its obligations under this Agreement shall constitute grounds for withdrawal from this Agreement by any party adversely affected by such breach upon giving thirty (30) days' written notice of intent to withdraw to the other parties. Notices and other communications shall be transmitted in writing by U.S. Mail, postage prepaid, addressed to the parties as follows:

If to Lewis County:	Lewis County Emergency Management 351 NW North Street Chehalis, WA 98532
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If to City of Napavine:	The City of Napavine 407 Birch Avenue SW Napavine, WA 98565
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If to any other party:	To the address/addressee listed in Section 2 of the most recent counterpart signed by that City.
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3. **DEFINITIONS.** As used in this agreement, the following definitions will apply.

A. **“Emergency Management” or “Comprehensive Emergency Management”** means the preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergency and disasters, and aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural, technological, or human caused, and to provide support for search and rescue operations for persons and property in distress.

B. **“Emergency or Disaster”** shall mean an event or set of circumstances which: (a) demands immediate action to preserve public health, protect life, protect public property or to provide relief to any stricken community overtaken by such occurrences or (b) reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.

C. **“Lewis County Emergency Management Committee”** shall consist of representation from each participating city and the county.

4. **SERVICES.** County shall provide emergency management services as outlined in Chapter 38.52 RCW in accordance with that chapter and as defined and set forth in “Attachment A: Scope of Services” herein during the term of this agreement.

5. **COMPENSATION.** City shall pay County upon execution of this agreement a fee for all services rendered under the terms of this agreement.

Beginning in the year 2025 the fee charged shall be calculated on a per capita basis, using the population figures from the “Population Trends for Washington State” published by the State Office of Financial Management and the adopted budget for the Lewis County Division of Emergency Management. City shall provide input into this budget as set forth in Attachment A. The ensuing year budget shall be reviewed by the Lewis County Emergency Management Committee during the preliminary budget timeline and the fee shall be sent to the participating cities when the projected budget is available. The population of the participating political subdivisions will be used to establish the per capita rate. Each city’s fee will be set by multiplying the per capita rate by the city population. The rate may be adjusted to reflect any excess carryover fund balance, grant funding or any other unanticipated funding. Fees shall be paid on a quarterly basis. Nothing herein shall prevent the County from making a claim for additional compensation in the event of an actual emergency or disaster as authorized by Chapter 38.52 RCW.

6. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent of its comparative liability, each party agrees to indemnify, defend and hold the other parties (and their elected and appointed officials, employees, agents and volunteers) harmless from and against any and all claims, damages, losses and expenses—“expenses” includes but is not limited to all court costs, attorney’s fees and dispute resolution costs—for the following:

- (a) any personal injury;
- (b) any bodily injury, sickness, disease or death; and
- (c) for any damage to or destruction of any property (including the loss of use resulting therefrom)

which are alleged or proven to be caused by an act or omission, negligent or otherwise, of the party's elected or appointed officials, employees, agents or volunteers.

A party shall not be required to indemnify, defend, or hold another party harmless if the claim, damage, loss or expense was caused by the sole act or omission of the other party.

In the event of any concurrent act or omission of the parties, negligent or otherwise, these indemnity provisions shall be valid and enforceable only to the extent of each party's comparative liability.

The parties agree to maintain a consolidated defense to claims made against them and to reserve all indemnity claims against each other until after liability to the claimant and damages, if any, are adjudicated or settled.

The indemnification obligations of the parties shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act. To the extent required by a party's obligations to indemnify, defend and hold harmless the other parties (but solely to that extent), each party hereby expressly waives any immunity afforded by such acts. A party's waiver of immunity does not extend to claims made by its employees directly against the party as employer. The foregoing indemnification obligations of the parties are a material inducement to enter into this Agreement and have been mutually negotiated.

7. **INSURANCE.** The parties shall maintain in good standing their normal liability insurance during the term of this Agreement, which for the County means coverage under the Washington Counties Risk Pool, and for the City means coverage under the Washington Cities Insurance Authority, as either such insurance mechanism may evolve in the normal course.

8. **GENERAL.** Neither party may assign or transfer this contract or any rights or obligations hereunder without the prior consent of the other party. This contract constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings and understandings of any nature whatsoever. Any changes to this contract requested by either party may only be affected if mutually agreed upon in writing by duly authorized representatives of the parties hereto.

Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this contract shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.

This contract was mutually negotiated by represented parties, and shall be construed neutrally. The parties waive any theory of *contra preferentem*.

No separate entity or joint venture is created by this contract. Each party shall keep its own records of its participation as required by law, and shall produce them as required.

9. **COUNTERPARTS/NEW SIGNATORIES.** This agreement may be executed in original counterparts ratified by the County. It shall be binding upon all signatory jurisdictions approved by the County regardless of whether such jurisdictions' original signatures all appear on a single document, and regardless of the fact that each City's designee for notice under section 2 will be different in different counterparts. Each separately signed counterpart shall be an original.

A City may join this interlocal by passing or approving this agreement as required under applicable law and authorizing a representative to sign it in original counterpart. The County shall pass a resolution approving or ratifying the inclusion of the new signatory, after which time the signatory shall be a party to the contract in all respects.

**IN WITNESS WHEREOF**, the parties hereto have caused this contract to be duly executed, such parties acting by their duly authorized representatives.

LEWIS COUNTY

APPROVED AS TO FROM

Jonathan Meyer, Prosecutor

\_\_\_\_\_  
Civil Deputy

By \_\_\_\_\_  
for Lewis County Board of County Commissioners

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

CITY OF NAPAVINE

APPROVED AS TO FROM

\_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
City Mayor or Council/Board Representative

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

## ATTACHMENT A: SCOPE OF SERVICES

**PURPOSE:**

This scope of services establishes a shared understanding of roles and responsibilities between the Lewis County Division of Emergency Management (DEM) and the City desiring to coordinate with DEM to provide emergency management services (pursuant to the provisions of Chapter 38.52 of the Revised Code of Washington).

The signatory parties agree to provide a joint local organization for emergency management and protect the public peace, health and safety and to preserve the lives and property of the people of the signatory jurisdictions against the existing and increasing possibility of the occurrence of major emergencies or disasters, either manmade or from natural causes.

These parties agree to develop and share the responsibility for the establishment and administration of a “whole community” emergency management program based upon individual responsibility for preparedness and building partnerships with government, businesses, and citizens for preparedness, response, recovery, and mitigation activities designed to lessen the affect or recovery from emergencies/disasters incidents.

Pursuant to the Interlocal Agreement for Emergency Management Services, County and City shall share a partnership to provide emergency management services including, but not limited to the following:

**Administration & Finance:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>• Management of DEM budget</li> <li>• Seek and administer program enhancements grants (EMPG)</li> <li>• Provide technical support coordination to over 100 partner agencies</li> <li>• Coordinate hazardous materials reporting and ensure a Lewis County Community Emergency Coordinator (CEC) is appointed to:                             <ul style="list-style-type: none"> <li>○ Receive spill reports from a variety of agencies</li> <li>○ Respond to large spill incidents</li> <li>○ Maintain public records repository for EPCRA SARA Title III, Tier II reports</li> <li>○ Receive Annual Tier II fixed facility reports and submit annual report to ECOLOGY</li> <li>○ Activate ESF # 10 Hazardous Materials Response Plan when necessary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide input into DEM budget process and submit quarterly payments</li> <li>• Ensure payment for share of State requested resources (events) and/or response costs</li> <li>• Appoint city liaison/alternate for representation at DEM meetings and to obligate city resources during actual incidents; update city staff on DEM activities</li> <li>• Investigate spill reports occurring within city limits when requested by Community Emergency Coordinator</li> <li>• Provide city information to DEM for roll-up reports as requested by state/federal agencies</li> </ul>

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>Facilitate “single source” emergency management reporting to and from state/federal agencies and Lewis County partner agencies including: NIMS, annual sandbag inventory/usage, and other information requests</li> <li>Maintain and provide, when possible, historical event records as requested by media, government and/or citizens</li> </ul>	

**Planning:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>Facilitate multi-jurisdictional response plans for incidents crossing agency boundaries. Includes at least: CEMP, HIVA, ESF # 10 Hazardous Materials, RACES Plan, and Drought Plan.</li> <li>Review and make recommendations on emergency actions plans for dam operators, care facilities, health care providers, and other businesses as required by law</li> </ul>	<ul style="list-style-type: none"> <li>Assign appropriate city staff to participate in development/revision of multi-agency plans</li> <li>Develop &amp; maintain internal operation plans including Emergency Operations Plans, Continuity of City Government (COG), and Continuity of Operations Plan (COOP)</li> </ul>

**Committees & Programs:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>Facilitate and provide staffing for a variety of committees including: LEPC, EMC, and others as needed</li> <li>Participate in a variety of state, regional, and other local committees/meetings, such as Homeland Security Region 3, regional planning committees, catastrophic planning committees, and Chehalis River Basin Flood Authority meetings</li> <li>Coordinate Levee inspections, Army Corps of Engineers repairs, sponsor notifications and receive condition reports</li> <li>Coordination of Annual Pre-Flood Preparation meeting</li> <li>Coordination of Lewis County’s Washington Shake-out Earthquake Drill, October</li> <li>Provide community preparedness presentations, programs and educational materials</li> </ul>	<ul style="list-style-type: none"> <li>Assign appropriate staff to serve on committees to: <ul style="list-style-type: none"> <li>Review and comment on plans/activities</li> <li>Keep other city staff apprised of DEM activities</li> </ul> </li> <li>Appoint staff to participate in activities as appropriate</li> <li>Assign representative to provide update to partner agencies on mitigation and areas of concern during the winter season</li> <li>Encourage city staff, businesses, and citizens to participate in preparedness activities</li> </ul>

**Communications & Warning:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>• Coordinate emergency messages: pre-planned, incident specific, or annual equipment testing as applicable</li> <li>• Maintain NWS - <b>Weather Ready</b> recognition</li> <li>• Participate with 911 Communications and partner agencies to develop and utilize the Lewis County Alert system to provide emergency public information and notifications</li> <li>• Facilitate testing and reporting for Tacoma Power Emergency Radio (dam sirens), CEMNET, Lewis County Alert, Ham Radio Network, and other systems as developed</li> <li>• Facilitate repair reporting for Internet River Reading &amp; Road Closures and public reported river gage issues</li> <li>• Monitor and distribute National Weather Service products and bulletins as necessary</li> <li>• Facilitate committee planning for Limited English Proficiency (LEP) population notification and barriers as required</li> </ul>	<ul style="list-style-type: none"> <li>• Assign appropriate staff to serve on committees to:               <ul style="list-style-type: none"> <li>○ Review and comment on plans/activities</li> <li>○ Keep other city staff apprised of DEM activities</li> </ul> </li> <li>• Encourage city staff, businesses, and citizens to register to receive Lewis County Alerts, NOAA Weather Radio Messages, and National Weather Service Alerts by a variety of methods</li> <li>• Participate in LEP committee meeting and distribute LEP materials to city residents when provided by DEM</li> </ul>

**Logistics & Resource Management:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>• Compile and update resource and personnel contact information lists</li> <li>• Provide resource/contact information to EOC staff as required</li> <li>• Coordinate Temporary Emergency Worker (TEW) registration as required by law</li> <li>• Coordinate training/mission numbers from State EMD as necessary for Search and Rescue (SAR), Medical Reserve Corps (MRC), Coroners volunteers and Amateur Radio Emergency Operation (ARES/RACES). Maintain records and submit for allowable reimbursements.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide resource and personnel updates to DEM as necessary</li> <li>• Submit requests/make reports for SAR, MRC, ARES/RACES activities as necessary to DEM</li> </ul>

**Training & Exercises:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>• Facilitate a variety of annual trainings and exercises including lecture, conferences, drills, tabletops, functional and full-scale</li> <li>• Facilitate at least one annual hazardous materials lecture, drill, or exercise</li> <li>• Maintain DEM initiated training &amp; exercise records</li> <li>• Complete After Action Reports and file with state/federal agencies as required</li> <li>• Distribute state/FEMA training notices to partner agencies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Commit staff to attend DEM training and exercises including planning teams</li> <li>• Develop, train and exercise city personnel on city response plans for localized incidents not requiring regional support/resources</li> <li>• Ensure City First Responders complete at least ICS 100, ICS 200, and ICS 700 as required by state and federal laws</li> </ul>

**Response:**

Emergency Management	Municipalities
<ul style="list-style-type: none"> <li>• Maintain the Emergency Operations Center (EOC) in a state of readiness to be activated/deactivated when requested</li> <li>• Facilitate implementation of the CEMP in response to incidents</li> <li>• Assist in preparation of a Declaration of Emergency or Disaster, as necessary</li> <li>• Collect, analyze and disseminate warnings and emergency public information</li> <li>• Coordinate the flow of information among the response partners</li> <li>• Coordinate requests for critical resources to the State</li> <li>• Conduct initial briefings with key leaders</li> <li>• Coordinate media, damage inspection tours, and dignitary tours</li> <li>• Document administrative and financial information</li> <li>• Conduct an after-action review following the response to identify needed improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint representatives to staff the EOC as requested. Each agency bears the costs themselves for incident committed resources and staffing</li> <li>• Prepare a municipal Declaration of Emergency or Disaster when appropriate</li> <li>• Submit Situation Reports and city damage reports to the EOC as warranted</li> <li>• Coordinate external resource requests through the EOC</li> <li>• Attend coordination meetings as requested</li> <li>• Participate in initial briefings with key leaders</li> <li>• Participate in media, damage inspection tours, and dignitary tours</li> <li>• Attend After-Action Reviews as requested</li> </ul>

**Recovery:**

<b>Emergency Management</b>	<b>Municipalities</b>
<ul style="list-style-type: none"><li>• Facilitate informal damage estimate to identify potential for FEMA reimbursement</li><li>• Coordinate information request for Individual Assistance (IA) damage to residences and businesses</li><li>• Coordinate information request for Public Assistance (PA) for repair to public infrastructure and emergency protective measures</li><li>• Submit Supplemental Justification Report to State as requested</li><li>• Document disaster operations and costs</li><li>• Coordinate Non-governmental and faith-based programs for unmet recovery needs, as needed</li></ul>	<ul style="list-style-type: none"><li>• Submit city damage estimates to DEM in a timely manner</li><li>• Encourage citizens and businesses to file preliminary reports to meet minimums. Assist in publishing FEMA reporting phone number when applicable</li><li>• Submit public infrastructure damages in a timely manner</li><li>• Appoint Applicant Agent and Alternate for FEMA reimbursement process. Ensure appointees attend training as necessary to conduct their duties</li><li>• Refer citizens with unmet needs to appropriate agencies</li></ul>



**2024 Department of Emergency Management (Preliminary)**

Quarterly Contract Billing to Cities for Emergency Management Services

Estimated Lewis County Population

**65,675**

2024 Per Capita Cost Factor

**5.73**

*Rate Formula: Population x Per Capita Cost Factor*

<b>JE</b>	<b>County</b>	<b>2023 Estimated Population WA OFM as of 4/1/2023</b>	<b>2024 Charges for Services</b>	<b>2024 Quarterly Rate</b>
GF Transfer	Unincorporated Lewis County	50,580	\$ 289,823	\$ 72,456
<b>Munis Customer #</b>	<b>City</b>	<b>2023 Estimated Population WA OFM as of 4/1/2023</b>	<b>2024 Charges for Services</b>	<b>2024 Quarterly Rate</b>
86	Chehalis	7,400	\$ 42,402	\$ 10,601
158	Morton	1,080	\$ 6,188	\$ 1,547
159	Mossyrock	785	\$ 4,498	\$ 1,125
160	Napavine	1,995	\$ 11,431	\$ 2,858
161	Pe Ell	655	\$ 3,753	\$ 938
162	Toledo	695	\$ 3,982	\$ 996
163	Vader	650	\$ 3,725	\$ 931
164	Winlock	1,835	\$ 10,515	\$ 2,629
	Total City	15,095	86,494	21,625
	<b>Total County and City</b>	<b>65,675</b>	<b>376,317</b>	<b>94,081</b>

<b>2025 Department of Emergency Management (Preliminary)</b>		Final Rate	Proposed Rate	Amount	%
Quarterly Contract Billing to Cities for Emergency Management Services		2024	2025	Increase	Increase
Estimated Lewis County Population	66,440	\$5.73	\$6.01	\$0.28	4.89%
2025 Per Capita Cost Factor	6.01				

*Rate Formula: Population x Per Capita Cost Factor*

JE	County	2024 Estimated Population WA OFM as of 4/1/2024	2025 Charges for Services	2025 Quarterly Rate
GF Transfer	Unincorporated Lewis County	50,550	\$ 303,806	\$ 75,952
Munis Customer #	City	2024 Estimated Population WA OFM as of 4/1/2024	2025 Charges for Services	2025 Quarterly Rate
86	Chehalis	7,480	\$ 44,955	\$ 11,239
158	Morton	1,085	\$ 6,521	\$ 1,630
159	Mossyrock	800	\$ 4,808	\$ 1,202
160	Napavine	2,040	\$ 12,260	\$ 3,065
161	Pe Ell	655	\$ 3,937	\$ 984
162	Toledo	700	\$ 4,207	\$ 1,052
163	Vader	665	\$ 3,997	\$ 999
164	Winlock	2,465	\$ 14,815	\$ 3,704
	Total City	15,890	95,500	23,875
	<b>Total County and City</b>	<b>66,440</b>	<b>399,306</b>	<b>99,827</b>



## Lewis County Department of Emergency Management (DEM)

351 NW. North Street, Chehalis, WA 98532

Phone: (360) 740-1151 Fax: (360) 740-1471

August 27, 2024

TO: All Lewis County Emergency Management Contracting Agencies

RE: Emergency Management Contract Fees for Year 2024 and beyond

Over the past 4 years (2020 to 2023) Lewis County Emergency Management (DEM) has deferred increases to the city's fee even though the budget for Lewis County DEM has increased annually. Over the past 4 years the city's rate has held at \$ 3.78 with the additional costs offset of \$100,815 from DEM cash reserves, which has now been depleted. With this in mind, the result was an increase in city fees for 2024.

Your city's fee is based on the projected overall Emergency Management budget for 2024 and the corresponding per capita cost factor. Every effort has been made to control expenses and remain close to the previous year's budget. The increase over the previous rate is \$1.95 which makes the 2024 per capita rate at \$5.73. To avoid a higher increase in the 2024 rate, the BOCC approved \$100,000 from the General Fund to offset the cost increase.

For 2025, we have been working with the BOCC to identify ways to adjust the DEM budget (possible staff reduction and locating other revenue sources) while continuing to provide the tasks that are outlined in the Scope of Services. The goal is to lessen the increase to the city fees and to eliminate the use of General Funds to offset costs for 2025 and beyond.

Enclosed is your updated Inter Local Agreement (ILA) with scope of services for your review and signature. Also enclosed are the 2024 DEM Per Capita Cost Factor sheet with fee schedule, and the 2025 proposed to the BOCC fee schedule for the ILA.

If you would like to meet with me for more details about the DEM budget, please call (360) 740-1157 for an appointment.

Sincerely,

Ross McDowell, Deputy Director  
Lewis County Emergency Management

- Enclosures:
- Inter Local Agreement / Scope of Services
  - 2024 Fee Schedule
  - 2025 Proposed Fee Schedule

**To:** Mayor and City Council  
**From:** Bryan Morris, PW/CD Director  
**RE:** Staff Report for Council Meeting, September 10, 2024

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- **Planning Commission Meeting Minutes**

- Planning Commission Meeting Minutes – August 19, 2024

- **Project Updates**

- Scots Industries – Grade at the building site is in process. Filling the adjacent site behind Rush Road Station is in process, currently working on the stormwater.
- working on the storm next.
- TA – Delayed. Tribal artifacts were found on site. Area of tribal artifacts is flagged until DAHP permit can be processed. Also waiting on WSDOT for final off-site (interchange) Approval.
- AT&T Cell Tower – Contacted by a company that has permission from AT&T to take over this project. Per the City Attorney new company will need a new application.
- Rush Road STIP – Awarded an engineer for the design. Met to discuss rough draft of scope. Waiting for final. Contract will be finalized at that time.
- Woodard Road – Project deemed technically complete. Posted Notice of Application (NOA) and SEPA.
- 2<sup>nd</sup> Ave SE Overlay Project – Complete.
- Ripple Creek Fish Passage Culverts – Working with Tribes and BNSF for a grant to complete this project. Grant application is due from the Tribe 09/16/24.
- Skate Park – Preliminary application submitted. Selected to submit Final application. Final application submitted and in the review process. Awards will be determined in October.
- Jefferson Station – Design plans at 60%. Seeking Funding sources for construction. Additional .09 funds were granted. Grant from PWB applied for and preliminary determinations will be made on 09/30/24.
- Well 3 – shut down due to PFAS.
- Well 2 – turned off for PFAS on 06/12/24.
- Water – Working with State Agencies for funding of a new Well. Advertised RFQ for Hydro Geologist to do the needed study to determine new well eligibility.



NAPAVINE PLANNING COMMISSION MINUTES  
August 19, 2024 6:00 P.M.  
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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**PLEDGE OF ALLEGIANCE:**

**INVOCATION:** Invocation was led by Director Morris.

**CALL TO ORDER:**

Commissioner Graham opened the regular Planning Commission meeting to order at 6:03 PM

**ROLL CALL:**

Planning Commission present: Commissioner Graham, Commissioner Haberstroh, Commissioner Hollinger, and Commissioner Morris. Commissioner Hollinger motioned to excuse Commissioner Torgerson, seconded by Commissioner Morris. Vote on Motion 3 aye, 0 nay.

**APPROVAL OF AGENDA – As presented:**

Commissioner Morris motioned to approve the agenda as presented, seconded by Commissioner Morris. Vote on motion 3 aye, 0 nay.

**APPROVAL OF MINUTES:**

Commissioner Morris motioned to approve minutes from the Planning Commission meeting on August 5, 2024, seconded by Commissioner Haberstroh. Vote on motion 3 aye and 0 nay.

**NEW BUSINESS:**

1. Napavine Development Code – Chapter 16.05 Definitions

The Planning Commission reviewed the definitions presented. A summary is below.

1. Basement – Option 2 - Motions 1. Hollinger, 2. Haberstroh – 3 ayes
2. Boarding House – Option 2 – Motions 1. Morris, 2. Haberstroh – 3 ayes
3. Boundary Line Adjustment – Option 2 – Motions 1. Haberstroh, 2. Hollinger – 3 ayes
4. Building Height – Option 2 – Motions 1. Hollinger, 2. Haberstroh – 3 ayes
5. 1. Child day care. 2. Child day care center – Keep both definitions as is.
6. Family – Option 1 – Motions 1. Morris, 2. Hollinger – 3 ayes
7. 1. Floor 2. Floor area – Keep both – Motions 1. Morris, 2. Hollinger – 3 ayes
8. 1. Garage 2. Garage or carport, private 3. Garage, detached – Keep All – Motions 1. Haberstroh, 2. Hollinger – 3 ayes
9. Home Occupation – Option 1 – Motions 1. Hollinger, 2. Morris – 3 ayes
10. Lot Depth – Option 1 – Motions 1. Haberstroh, 2. Morris – 3 ayes
11. Lot Width – Option 2 – Motions 1. Haberstroh, 2. Morris – 3 ayes
12. Lot Corner – Combine definitions as one – Motions 1. Haberstroh, 2. Hollinger – 3 ayes
13. Mobile Home – Option 2 – Motions 1. Haberstroh, 2. Hollinger – 3 ayes
14. Motel – Option 2 – Motion 1. Hollinger, 2. Haberstroh – 3 ayes
15. Recreational Vehicle – Option 2 and strike section ~~“It will have a body width of no more than eight feet and a body length of not more than 35 feet when factory equipped for the road.”~~  
Motion 1. Hollinger, 2. Morris – 3 Ayes
16. Structure – Option 1 – Motion 1. Morris, 2. Haberstroh – 3 ayes

**CONSIDERATION:**

Commissioner Haberstroh reported a manufactured home on 2<sup>nd</sup> Ave has overgrown weeds. Commissioner Hollinger also brought up the house on the corner of Stella and 4<sup>th</sup> Avenue, and 215 Third Ave. Director Morris

stated he would turn them in for nuisance, **Assistant Lopez** stated it would mean more to the police department if it was coming from the individual reporting.  
**Director Morris** requested to remove Consideration from the agenda.

**CITIZEN COMMENT:**

**Jerry Graham** stated he saw a bob cat in city limits.

**GOOD OF THE ORDER:**

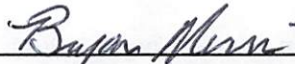
**Commissioner Graham** will not be available at the September 16<sup>th</sup> meeting. **Commissioner Haberstroh** stated he will not be available for the October 7<sup>th</sup> and 21<sup>st</sup> meetings.

**ADJOURNMENT** 7:11 pm

**Commissioner Morris** motioned to adjourn, seconded by **Commissioner Haberstroh**. Vote 3 aye, 0 nay.

*These minutes are not verbatim. If so desired, a recording of this meeting is available online at <https://fccdl.in/HUDNmcW8Bz>.*

Respectfully submitted,

  
\_\_\_\_\_  
Bryan Morris, Community Development/Public Works Director

  
\_\_\_\_\_  
Planning Commission Chairperson



**Clerk's Office**  
407 Birch Ave SW, P. O. Box 810  
Napavine, WA 98565  
Phone: (360) 262-3547  
Fax: (360) 262-9199  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

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To: Mayor and City Council

From: Rachelle Denham, City Clerk

RE: Clerk's Report for Council Meeting, September 10, 2024

**August Utility Billing Information**

- Month of Aug City billed out a total of \$247,422.79 in water and sewer.
  - Receipted in as of 9/6/2024 \$226,261.45.
  - 68 delinquent accounts collecting \$1,699.57 in fees, as of 9-6-2024 58 delinquent utility accounts with outstanding balances of \$13,849.51
  - Shut offs scheduled for 9-11-2024 Door hangers will be placed 9-9-2024.
  - Total of 309 badger meters in the ground, 2 added since last reported of 307.
  - 43 EyeOnWater app users, up 1 since last reporting.
  - City has billed out YTD \$918,809.66, Receipted YTD \$939,486.95
  - 19 current senior/disabled discount accounts – same as last reporting
  - 2024 City has 122 dogs licensed which is up from 119 from last reporting
-



**Municipal Court**  
407 Birch Ave SW, P. O. Box 179  
Napavine, WA 98565  
Phone: (360) 262-9231  
Fax: (360) 262-9885  
[www.cityofnapavine.com](http://www.cityofnapavine.com)

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To: Mayor and City Council

From: Lacie DeWitt, Court Administrator

RE: Court Administrator's Report for Council Meeting, September 10, 2024

**Administrator's Report:**

- ❖ **Interpreter Reimbursement Program Agreement – Please approve the Interpreter Reimbursement Program renewal agreement for FY25. We have benefited from this agreement for the past two years and wish to renew the agreement to continue receiving reimbursement for interpreter costs.**



**Napavine Police Department  
Monthly Call Activity Report**

#	Type of Call
	Abandoned/Disabled Vehicles
4	Accidents
2	Agency/Dept. Assists
1	Alarms
6	Animals
	Arson
1	Assault Offenses
2	ATC (Attempt to Contact)
	ATL (Attempt to Locate)
	Bad Checks
	Burglary
	Child Abuse/Neglect
	Child Molestation/Rape/Comm
11	Civil/Public
	Death Investigations
1	Disorderly Conduct
3	Disputes
8	Drugs/Paraphernalia Violations
3	DUI
	Eluding
	Fire Call
	Firearms
2	Fireworks
	Forgery
1	Fraud/Scam/Counterfeit/Identity Theft
	Harrassment
	Homicide
	Illegal Burn
7	Information/General
	Juvenile
	Kidnapping/Abduction
	Littering
	Lost/Missing/Found Persons

#	Type of Call
	Malicious Mischief
	MIP/Furninshing Liquor Mino
	Noise
	Overdose
2	Property/Lost/Found/Recovered
	Rescue-Minor/Major
	Robbery
	Runaway
	Sex Offenses/Pornography
	Shoplifting
	Suicide/Threats/Attempts
1	Shooting/Weapons/Explosives/Hazard
3	Suspicious Circumstances
8	Suspicious Person/Vehicle
7	Traffic - Criminal
13	Traffic - Infractions
10	Traffic - Other/Hazards/Patrol
1	Tresspassing
4	Thefts/Larceny
	Thefts (Motor Vehicle)/tmvwp/recstveh
	Vandalism
	Vehicular Assault
	Vehicle Prowl
4	Violation City Ordinance/Nuisance
	Violation of Protection/Harrass Ord
2	Warrants/Wanted Person
	Welfare Checks
1	911 Hang Up
1	Hit & Run Accident
	Security Check- Business/Residential
	Community Event
	Unlawful Imprisonment

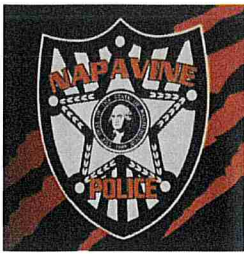
109

**AUGUST MONTHLY TOTAL**

864

**YEAR TO DATE 2024**

(As of the end of August 2024)



# *NAPAVINE POLICE DEPARTMENT*

## COUNCIL 9/10/2024 STAFF REPORT

- The monthly call totals are included in your council packet for the month of August.
- We are in the process of bringing on Reserve Officer Sam Patrick as a full-time patrol officer through the Civil Service Commission. We are hoping to have this finalized within the next 30-60 days.
- School has once again started for the year. Safety and support for our schools and citizens are a priority. Go Tigers!

Sincerely yours,

A handwritten signature in black ink, appearing to be 'J. Brockmueller', written over a white background.

John Brockmueller  
Chief of Police

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[jqodbey@cityofnapavine.com](mailto:jqodbey@cityofnapavine.com)

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PH 360-262-9888 / FX 360-262-9885



To: Mayor and City Council

From: Michelle Whitten, City Treasurer

RE: Treasurer’s Report Council Meeting Date: September 10, 2024

**Treasurer Report:**

- **2025 Budget:** Dept Heads have begun getting budget information together. This is the suggested calendar from MRSC

Sept. 9	Budget request to all department heads
Sept. 9-22	Department heads prepare estimates of revenues and expenditures; Clerk prepares estimates for debt service and all other estimates
Sept. 23	Budget estimates from department heads filed with clerk
Sept. 25	Implicit price deflator calculated (only applies to cities of 10,000+ population)
Oct. 1	Clerk provides estimates filed by department heads to mayor/manager showing complete financial program
Oct. 7	Mayor/manager provides council with estimates of revenues from all sources, including estimates prepared by clerk, for consideration of setting property tax levy
Mid-October to mid-November (approx.)	Public hearing on revenue sources including possible increases in property tax
Nov. 2	Mayor/manager prepares preliminary budget and budget message; files with clerk and council
Nov. 1-18 (approx.)	Publication notice of preliminary budget and final hearing
Nov. 1-25 (approx.)	Public hearing(s) on preliminary budget
Nov. 21	Copies of budget available to public
Nov. 30	Property tax levies set by ordinance and filed with county
Dec. 2	Final budget hearing
Dec. 31	Budget adoption deadline

Following this schedule I would like to schedule Budget Workshops for:

- October 8<sup>th</sup> on Revenues/fee schedule
- October 22<sup>th</sup> on Expenditures
- I would like to set Public Hearing on:
  - October 22<sup>nd</sup> for Ad Valorem (Property tax) and Revenues
  - November 12<sup>th</sup> Preliminary Budget
  - November 26<sup>th</sup> 2025 Budget
- If everything goes well I would like to pass the Ordinance for the Ad Valorem tax November 12<sup>th</sup> and the 2025 Budget on November 26<sup>th</sup>

- **2025 -2030 Capital Facilities Plan:** I would like to schedule a Workshop for the Capital Facilities Plan on: October 22nd, and a Public Hearing on November 12<sup>th</sup>, with the Ordinance for November 26<sup>th</sup>.
- **Chehalis Wastewater ILA** – With some calculations of current sewer users (839) and the monthly increase of \$2,360 this October and then increase of \$2,360 in 2025, 2026, 2027 and 2028 this equates to approximately \$2.82 per utility customer. I would suggest the Council consider a minimum increase to the monthly wastewater of \$1.00 per month for 2025, 2026, 2027, and 2028. This can be further discussed at the Workshop on October 8<sup>th</sup>.