

**CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
MONDAY, JANUARY 27, 2020**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES: January 13, 2019 Regular Meeting**
  
- 5. COMMUNICATIONS:**
  - A. From the Public:**
  - B. From the Mayor:**
  - C. From Staff or Employees:**
  
- 6. COMMITTEE REPORTS:**
  - A. Finance/Admin – Audit Report on Current Bills – January 27**
  - B. Public Safety – No Meeting**
  - C. Public Works – January 21**
  - D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
  
- 7. UNFINISHED BUSINESS: None**
  
- 8. CONSENT AGENDA: None**
  
- 9. NEW BUSINESS:**
  - A. Intergovernmental Cooperation Agreement – PUD (Finance)**
  - B. Presentation of Asotin County Hazard Mitigation Plan – Northwest Management**
  - C. Presentation on Bridge/2<sup>nd</sup>/Diagonal Intersection – Keller Associates**
  - D. Presentation on Diagonal/8<sup>th</sup>/Elm Intersection – Keller Associates**
  - E. Lewis Clark Valley MPO Update – Shannon Grow**
  
- 10. COUNCIL COMMENTS:**
  
- 11. QUESTIONS FROM THE PRESS:**
  
- 12. EXECUTIVE SESSION: None**
  
- 13. ADJOURN:**

**Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.**

**CLARKSTON CITY COUNCIL MINUTES**  
**January 13, 2020**

ROLL CALL: Skate Pierce, Pat Holman, Steven Ebert, Belinda Larsen, Melyssa Andrews, Russ Evans, and John Murray.

STAFF: Chief Hastings, Chief Baskett, PWD Poole, Clerk Austin.

**AGENDA CHANGES:** None

**APPROVAL OF MINUTES:** Minutes of the December 23, 2019 Regular Meeting were approved as distributed.

**COMMUNICATIONS:**

**A. From the Public:** None

**B. From Mayor:** Mayor Lawrence advised that she attended the recent Snake River Dams workshop. Councilmembers Evans and Larsen were also in attendance. The workshop was well attended. There was nothing new to report and no new answers to questions were provided. On Saturday the Mayor attended the ROTC Military Ball. There was a large group of at least 150-200 students at the ball. She reported on the 2020 Census meeting that was held this month. The Census is reporting good luck with people applying for jobs. The Asotin County Library in the Clarkston Heights will help with applications each week on Tuesday and Friday from 1:00pm-3:30pm.

**C. From Staff or Employees:** None

**COMMITTEE REPORTS:**

**Finance/Admin:** Councilmember Murray reported that the Committee discussed the Contract for Tourism Services and reviewed and approved the bills for payment. Total expenditures for the November EOM of \$25.00, December EQM of \$88.41 and January 13, 2020 period of \$608,992.08. MOTION BY EVANS/ANDREWS to approve the bills as read. Motion Carried

**Public Safety:** Councilmember Larsen reported on the January 6th meeting. Chief Hastings is advertising for the part-time evidence technician position and is still working on wording for the code enforcement job description. Jason Ewing's title will now be building inspector rather than code enforcement as to not confuse the two. The Code Enforcement officer will be a full-time position that will help the police department, fire department and public works department. The department is also working on their web content for the soon to be refreshed City of Clarkston website. Thursday, January 9<sup>th</sup> was National Law Enforcement Day. Although we should make our officers know we appreciate their efforts every day, January 9<sup>th</sup> is a day set aside to specifically say thank you. Recently, there have been some questions and issues regarding the pop-up food pantries around the community. Although they are a great idea and truly show the heart of the community, they may not be as helpful as donating to the local Churches and other certified food pantry organizations. As people donate homemade goods or perishable items, these items may actually cause problems rather than be helpful. Fire Chief Baskett informed us that the new cardiac monitors have arrived. Training on the monitors will take place the 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>. Also, the new SCBAs have arrived. In service training for these devices will take place on the 16<sup>th</sup>. The Chief placed the surplus medic unit on an auction site and sold it for \$5000. This was more than what he thought was possible. The Chief and the Mayor wrote and have posted the Fire Chief position.

**Public Works:** Councilmember Murray reported on the January 7th meeting. The committee discussed the update of WWTP outfall easement. Surveys of the easement required for the newest WWTP outfall have been sent to the Department of Natural Resources. DNR will draw up easement documents. The committee also discussed the WWTP Master Plant that is budgeted for 2020 in the amount of \$120,000. Director Poole recommends Keller Engineering, as they did the original 2008 plan design work for the 2012 upgrade. Per Washington RCW, Clarkston has the ability to select Keller from the Asotin County consultants' roster. Agenda item. There was an update on the Bridge/Diagonal/2nd St. intersection. The consulting engineers, Keller Engineering, have met with stakeholders and provided analysis of construction alternatives. A dedication of the Chuck Mingus "Don't Drink and Drive" memorial will be January 28, at 1:30 pm, corner of 6th Street and Chestnut Street. PWD Poole advised that the revisions to the street cut ordinance are at the city attorney's for review. A grant request will be made for organization of the plans file room. An ongoing endeavor by Public Works is to organize and scan all required files and plans. As the WWTP is not licensed for industrial waste, the City must have an active plan to address fats, oil, and grease from restaurants and other generators. PWD Poole is asking the County Health Department to check for FOG logs when performing annual inspections.

**Outside Organizations:** Councilmember Evans attended the PTBA on January 8th. There were 1066 less riders for the last month than one year ago. There was still a total of 111 more riders than in the previous year. This could be due to a lot of the riders having their driver's licenses reinstated. In the last 10 years the buses have travelled 1,810,567 miles. Mayor Lawrence attended the MPO meeting. She handed over director's gavel to Lewiston. She advised that the chair annually alternates between Washington and Idaho entities. The board received a report on the audits by the state of Idaho and Washington. The report showed that the audit went well with no findings.

**UNFINISHED BUSINESS:** None

**CONSENT AGENDA:** MOTION BY HOLMAN/ANDREWS to approve consent items. Motion Carried

- A. NPDES Permit Renewal Application Review (Public Works)
- B. Contract for Tourism Services – Visit LC Valley (Finance/Admin)

**NEW BUSINESS:**

A. **Appointment of Standing Committees & Outside Organization Representatives**  
Committees were assigned by seniority. Skate nominated for Mayor Pro Tempore on a MOTION BY MURRAY/ANDREWS. Motion Carried

B. **WWTP Master Plan Update Consultant Selection Discussion (Public Works)** PWD Poole presented a recommendation to select Keller Associates from the Asotin County Small Works Consultant roster due to their knowledge and previous work on the WWTP upgrade. Councilmember Larsen advised that she agreed with PWD Poole 100%. Councilmember Murray asked how long it would take to complete the study. PWD Poole advised it would take most of the year. He advised that he was hopeful it would be completed by December 2020. Murray asked if the study would be used to set rates. PWD Poole advised that the plan would allow the City to set rates as well as schedule up to 20 years for replacement of equipment and help develop a capital improvement plan (CIP). He advised that it will also look at the cost of processing and the development of rates to support the CIP and processing plan. Councilmember Andrews asked for clarification on the cost of the plan. PWD Poole advised it would be \$120,000. Larsen confirmed the cost and asked when the last update was completed. PWD Poole advised it was in 2008. Councilmember Evans asked if any agency could produce the report for a

the consultant, and not the lowest bid. He advised that with critical needs of the plan, it would be best to select a consultant with knowledge of the WWTP, and not the cheapest bid for the project. Mayor Lawrence advised that the plan will look at the equipment we have and assess the life expectancy of that equipment for a better idea of when we will need to make replacements. PWD Poole advised that the WWTP now has maintenance software in the plant to track inspection schedule and predict equipment failure and replacement. Evans advised that Clearwater Paper does same, and it is money well spent.

**COUNCIL COMMENTS:** None  
**PRESS QUESTIONS:** None  
**EXECUTIVE SESSION:** None

**ADJOURNMENT:**  
 Meeting adjourned at 7:38pm.

\_\_\_\_\_  
 Steve Austin, City Clerk

\_\_\_\_\_  
 Monika Lawrence, Mayor

Total Fund Expenditures 1/13/20	Ck # 69732-69785	\$299,621.65
November EOM		\$25.00
December EOM		\$88.41
Payroll 1/3/20	Ck # 69699-69725	\$309,370.43

DRAFT

DRAFT

Public Works Committee 1/21/2020

Attending: Kevin Poole, Jason Ewing, Russ Evans, Skate Pierce, Scott Linga

- 1) Update on Bridge/Diagonal/2nd St Intersection design project. There was a meeting to go over the stakeholders input. We have a chart that gives each of the stakeholders preferred plans. We're going to be presented a list of the 3 best options in the future. The channeled roundabout appears to be the preferred model for the stakeholders.
- 2) Update on 8th/Elm/Diagonal St. Project. We were given the alternatives to this intersection. Currently the intersection operates at an adequate level of service, but there are quite a few injury accidents at this intersection.
- 3) Update on the Ecology Storm Water grant applications. It does not appear that we will receive any grant money for the projects
- 4) WWTP outfall easement from the DNR. We need to take a sample of our effluent going out into the river. We do not foresee a problem with our application based on this.
- 5) The static billboard is out for advertisement. The bids will be scored at the public works committee meeting after the February 3rd final date.
- 6) City Hall HVAC maintenance contract is out for quotes. A contract is required by the state.
- 7) Highway Safety Plan. Consultant costs between \$12-14,000. We're eligible for federal matching programs to improve safety along Diagonal and at the 13th and Highland intersection. For \$14,000 we could possibly receive \$1.36 million in matched funds.
- 8) New hire in the sanitation department. The new hire can fill a lot of our needs.
- 9) We had an insurance claim on an accident on 6th and Chestnut. McCall's Classic Construction is billing the insurance company to replace the handrail that was destroyed.
- 10) Reminder that the Don't Drink and Drive sign dedication is on January 28 at 1:30 at the intersection of 6th and Chestnut.

**INTERGOVERNMENTAL COOPERATION AGREEMENT**

This agreement entered into between Public Utility District No. 1 of Asotin County, hereafter called "District" and the City of Clarkston, hereafter called "The City",

WHEREAS, the District is authorized under RCW 39.34.030 to enter into intergovernmental cooperation agreements, and

WHEREAS, the City of Clarkston is authorized pursuant to RCW 39.34.030 to enter into intergovernmental cooperation agreements,

NOW THEREFORE,

I.

The parties hereto agree that the District shall provide a sewer evaluation report for city customers. The sewer evaluation report shall indicate a residential rate, commercial rate, residential base, commercial base, customer number, name, service location, consumption for preselected 2 month period (January and February 2020) a total consumption, average consumption, type of structure, i.e. (residential, multi-family, or commercial), the number of units, and a value of what a bill would be when calculated at the specific rates for residential and/or commercial customers.

II.

That for and in exchange of providing the services above agreed that the City shall pay the District the sum of \$150.00 per hour for computer time, based on actual hours used, and for District personnel at \$25.00 per hour, plus any overhead for developing the sewer evaluation report. The District shall submit an invoice for services.

III.

That the term of this agreement shall be until December 31, 2020

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_

\_\_\_\_\_

CITY OF CLARKSTON

PUBLIC UTILITY DISTRICT  
NO. 1 OF ASOTIN COUNTY