

Mayor Jeannie L. Ochoa called the workshop to order at 7:00 p.m. Members present were Everett Cole, Eleanor Brodahl, Larry Bray, Leonard Lyon, Donald Derifield, Tim Wilson and Kenneth Johnson. Also present were Debbie Kudrna, Rhonda Miller, Curt Andrews and Reuel Klemple, Department Heads; Consultant Steve Muzik; and Adams County Fire District #5 Chief Clyde Fought.

ADAMS COUNTY FIRE DISTRICT #5 REPORT – CHIEF CLYDE FOUGHT, JR.

Fire Chief Clyde Fought presented the last quarter reports from September through December, 2001. These included the City incident log by incident numbers; city training records; Expenditure Status Report, December 1, 2001 through December 31, 2001; Building Inspections; and voucher approvals of December, 2001. He noted the end total is not correct, and expects that approximately \$10,000.00 will roll over to 2002 revenues to help cover training expenses and equipment. He reported that two employees have been hired; Gary Lebacken and Tom Salisbury, and they will be attending ICBO training and UFC classes and other training opportunities.

Chief Fought reported that the City's new truck delivery is expected to be delivered by month-end by the manufacturer. He reported that the transition of the joint operations is going smoothly and appreciated the city and Mr. Andrew's support. Council member Cole asked if there has been any issues that have come to light that need to be addressed during the annual meeting between the City Committee and Fire Commissioners. Chief Fought stated that it will take a year or so to review all of the operations. Chief Fought reported that volunteer recruitment is very important and noted the District strives to assure that there enough fire fighters available if there were multiple incidents to cover. There was further discussion about volunteer recruitment. Chief Fought announced the Fireman's Awards Banquet scheduled for January 26, 2002 and invited Mayor Ochoa and the Council members to the event.

APPOINTMENT OF COUNCIL LIAISON TO SOLID WASTE ADVISORY COMMITTEE – KENNETH JOHNSON

Mayor Ochoa appointed Council Member Kenneth Johnson as the Council Liaison to the Solid Waste Advisory Committee.

CITY COUNCIL AUDITING COMMITTEE

Mayor Ochoa appointed the following Council members as the Auditing Committee: Eleanor Brodahl; Larry Bray; Tim Wilson; and Leonard Lyon as the Alternate.

APPOINT LIAISON TO HERITAGE TRAIL TOURISM COMMITTEE – LES CLEMONS

Mayor Ochoa appointed Les Clemons as the Liaison to the Heritage Trail Tourism Committee.

APPOINT COUNCIL REPRESENTATIVE TO LODGING TAX ADVISORY COMMITTEE – TIM WILSON

Mayor Ochoa appointed Tim Wilson as the Council representative to the Lodging Tax Advisory Committee. Mayor Ochoa explained that the Lodging Tax Advisory Committee would pre-review the applications in the event that the requests for funding is more than the anticipated revenues for the following year, before the City Council would review the requests. The Lodging

Tax Advisory Committee would then recommend to the Council allocations of the funds in order to maintain the minimum balance set by Council.

APPOINT MEMBER TO THE LODGING TAX ADVISORY COMMITTEE – BRIAN GENTRY, REPRESENTING THE OTHELLO CHAMBER OF COMMERCE

Mayor Ochoa appointed Brian Gentry as the representative for the Chamber of Commerce to the Lodging Tax Advisory Committee.

APPOINT ENGINEERING SELECTION COMMITTEE (STAND BY) – MAYOR OCHOA; DONALD DERIFIELD; LARRY BRAY; STAFF MEMBER REUEL KLEMPER AND CURT ANDREWS

Mayor Ochoa appointed the following stand-by Engineering Selection Committee: Mayor Ochoa, Council Members Donald Derifield and Larry Bray and staff members Reuel Klempel and Curt Andrews.

RE-APPOINT HELEODORA GARZA, JR. AS PLANNING COMMISSION MEMBER – 6 YEAR TERM, EXPIRES JANUARY 2007

Mayor Ochoa re-appointed Mr. Heleodora Garza, Jr. as a Planning Commission member for a 6-year term, which expires January 2007.

RE-APPOINT JOE MONTEMAYOR TO OTHELLO HOUSING AUTHORITY COMMISSION, RETROACTIVE TO APRIL 2001 – 5 YEAR TERM, EXPIRES APRIL 2006

Mayor Ochoa re-appointed Mr. Joe Montemayor to the Othello Housing Authority Commission, retroactive to April 2001, which expires April 2006.

DISCUSS MAYOR PRO-TEM APPOINTMENT

Mayor Ochoa asked that Council consider electing Mr. Lyon as the Mayor Pro-Tem at the next meeting and also requested that Council consider the appointment for a two-year term.

COMPREHENSIVE WATER PLAN

Mayor Ochoa explained that staff would be presenting information for the Water Comprehensive Water Plan at the next several workshops. She announced that Steve Muzik has been hired as the Consultant to work with the city staff. She added a report for fire flow would be discussed during the staff presentation.

Mr. Steve Muzik mentioned that the State Department of Health requires the city to have a water comprehensive plan completed every six years; and the city's last comprehensive plan was adopted in 1992, with amendments completed in 1994. He mentioned that one of the areas that he and the staff will be presenting is various policies and procedures that will need to be discussed and eventually adopted to be included in the water comprehensive plan. He explained that City Council will be asked to approve the policies and staff will be responsible to develop the procedures to achieve the policy statement. The draft water comprehensive plan may be

submitted to the Department of Health by the end of spring and could be finalized by November 2002.

Planner, Curt Andrews presented information regarding the Urban Service Area (USA) and Urban Planning Area (UPA). He explained that the Joint Task Force had prepared the USA and UPA map in 1998. He presented an updated map that included new USA and UPA areas, including well sites. The UPA or the Urban Growth Area (UGA) is the boundary of the city's long-term planning and the USA or the Utility Area Boundary (UAB) is the area that the city can provide water service to. He also explained both areas are also used for all planning purposes. He explained if an existing private water system inside the UGA fails, the city would have to be somewhat involved. He asked the Council to review the new area boundaries. Mr. Andrews presented a "Policy on Water System Expansion". He explained that the city has made it policy that if properties cannot annex, city services will not be extended to the areas.

Mr. Andrews reported that both positions left vacant by Dee Caputo and Dave Anderson in the Adams County Planning Department have not yet been filled.

Public Works Director, Reuel Klempel presented the "Water System Policy". There was a suggestion made to refer to the Public Works Design Standards. He stated that his department is making changes and improvements to the design standards. There were some discussion about the American Water Works Standards and how these could be implemented into the city's standard policies.

Mr. Klempel presented the "Complaint Policy for Water Quality". He noted that the Public Works Department strives to respond to complaints in a fast and accurate pace.

City Clerk, Debbie Kudrna presented the "Policy for Customer Dispute of Utility Bills", and the "Procedure for Customer Disputes". She noted that the procedure is provided for in the Othello Municipal Code book. It was asked whether a citizen could still come to Council to dispute a bill, and she noted that the current ordinance provides that the decision made by the City Administrator is final and binding.

Finance Officer, Rhonda Miller presented the "Water Fund and Water Reserve Fund Policy". She explained that the Council recently passed a resolution, which set the minimum of \$200,000.00 in the water reserve. The policy covers for operations and still allows for growth and savings for future projects. She explained that the water general facility fees cannot be based upon future growth, it has to be based on the existing city's system. The city has to maintain 125% of net revenues over what the existing debt is to meet the bonding requirements.

Mr. Andrews presented the "Fire Flow Policy". He noted that what drives a lot of the development and platting standards is the fire department and service to the area. He stated that the city is now at a Class 5 rating and the intent is to preserve this rating for insurance purposes. Mr. Andrews then reviewed the "Fire Flow Performance Standards". This stated that the city and/or developer using city water would provide infrastructure to ensure sufficient quantity and pressure at the fire hydrants. He reviewed the performance standards completely with the Council. These included looped systems and no dead end water lines except in certain circumstances; requirements of minimum required fire flow; minimum water pipe sizes; placement for fire hydrants; upsizing water lines for future transmission plans; extension of or access to water lines to all sides of a plat; annexation of parcels adjacent to city limits that have

city water service; no expanded requests for water services outside city limits until the County adopts the city's planning area comprehensive plan; upgrading to city standards when private system connect to city infrastructure; city managed satellite systems upgrade to meet current design and performance standards; and all construction shall comply with current Public Works Design Standards. He noted that the most significant changes in these policies are upgrades to the current systems if they were to connect and to developers who will have to loop their water lines to a second source, if the development is more than 10 acres. He explained that within the city limits, most areas have access to two water sources and this loop line requirement will be for the larger developments that request to be annexed. He answered a question regarding the Golf Course request to be included in the service area because of their plans to build an additional nine-holes and the need to meet fire flow requirements. He stated that the City had performed a fire flow test throughout the city and found a need to invest approximately \$30,000.00 to install 10 hydrants in areas found, in order to meet current fire flow standards.

#### REVIEW PROPOSED WATER AND SEWER ORDINANCE

Mayor Ochoa noted that the Council had received a draft ordinance for the reorganization of Chapter 12 "Water and Sewer". She noted that when the ordinance is adopted, it would not be declared an emergency in order to implement needed increase of water and sewer rates to meet bonding requirements. She stated staff has recommended a 6% increase in monthly sewer rates in 2002; 4% in 2003; and 4% increase in 2004; with no increase in 2005; and a possible 4% increase in 2006. She noted that the city's sewer rates are within the 25% of the state's lowest average rates and the city's current water rates are at the state's average.

Mr. Andrews presented a change to the sewer general facility charge. He noted that the city will perform a sewer rate study and when that plan is complete, it will provide the analysis necessary to implement new connection fees. The city currently has a permit fee of \$350.00 per connection plus \$40.00 per each additional unit and the only change is to delete the reduced rate for residential developments of 10 more units within a 1-year period of the issuance of the first building permit and delete the connection fees for industrial discharge. The staff also recommends that the permit fees be placed into a reserve fund for future improvements to the city sewer system.

The City Clerk discussed the new Chapter 12.36 "Provision for Utilities Outside City Limits". Upon discussion with the City Attorney, it was staff's recommendation to not have this new chapter included in the re-write because the council had adopted Resolution 96-06 as the policy to provide service outside city limits. Resolution 96-06 will be reviewed during the water comprehensive plan preparation.

The City Clerk then reviewed the new Chapter 12.14 "Claims for Damage". She explained that this provides the current procedure when a claim has been filed against the city due to a sewer backup. The current ordinance provides two options for the property owner to do after a claim has been filed; (1) file a waiver to relieve the city from any future claims or (2) install a sewer backflow device upon their private property. She explained that the city attorney recommended deleting the option for a file a waiver for future claims, because this type of a waiver cannot be bound to future property owners. The change included that the city would notify the owner of the need to install a backflow device and if the property owner does not install the necessary backflow device, there is a process for notification that the city would install the device between the municipal line and the damaged property. Council member Derifield stated that personnel

and safety standards included in the ordinance seems to be construction standards and the city may want to make other changes in the water and sewer chapters. Mr. Andrews noted that new construction standards provide for sewer backflow devices, but there are quite a few older existing buildings that do not have these devices. Council member Lyon stated his concern of the expectation that the city should maintain these private devices. The Clerk mentioned that another option was to repeal this chapter entirely. Public Works Superintendent stated that public works is implementing an annual maintenance of the city sewer lines and maintaining proper records of this process. The Clerk mentioned that staff would continue to review the water and sewer chapter and would make changes as presented to the Council.

#### UNFINISHED BUSINESS

Mr. Andrews explained that the city is capable of recovering costs of water main extensions when placed upon unplatted ground and when paid entirely by city funding. The city currently has this type of a connection charge for the costs of the 16" water main along South Broadway Avenue and along Fourteenth Avenue and Lee Street.

This is accomplished by establishing the cost and adopting a new ordinance for these types of improvements. When platting is completed adjacent to improved infrastructure, the connection charges can be charged to collect the property owner's fair share of the infrastructure.

It was reported that the city recently completed the McFarland Waterline project, which benefited the city, the school district and the property south of the school that is currently unplatted and currently owned by the Michels. The past administrator had discussed a split of 30% of cost sharing to be charged to the school and the adjacent property owners and 40% by the city. He presented preliminary costs of \$42.76 per foot for the installation of the 2,390 feet of waterline. The Othello Housing Authority was a fourth partner of the project and they have agreed to pay now for two fire hydrants, which were on existing water lines. It was explained that the 30:30:40 ratios were discussed with the property owners, but it was discussed that the actual costs of the project came in higher, due to the removal and disposal of the rock excavation. Mayor Ochoa stated that she feels that the school district benefits now from the water line for increasing their fire flow. Mr. Andrews noted that an ordinance assessing the costs to adjacent property owners would allow them to pay now or at a later date. It was noted that staff would meet with Whitaker to discuss the assessment ordinance and process. There were some concerns voiced by Council about what the city has which indicates the property owners were made aware of future connections. Staff was directed to continue with this project, using the 30:30:40 split and take off the amount of the change order for the broken water line that was damaged (not within private property).

Mr. Andrews reviewed the Columbia Street latecomer's ordinance. The city had rebuilt approximately 335 feet of Columbia Street. The preliminary figures include a cost allocation to the adjacent property owner, when they plat. The city will pay the cost to remove and replace the wheel chair ramps, the catch basin and removal of the corners. There are some issues about the street already being built, although the properties are not platted and have not dedicated the road to the city. Mr. Andrews also mentioned that sidewalks would be imposed when the properties on 1<sup>st</sup> Avenue plat their property. The Council was presented with preliminary figures of repayment of the project. The staff recommended that the same type of a repayment ordinance be crafted to set the costs for street project.

Mayor Ochoa stated that the Finance Officer would be attending a networking computer class for a few hours on Mondays and Wednesdays.

Mayor Ochoa announced a five-minute recess at 9:17 p.m. Mayor Ochoa also announced that the Council would be in an executive session after the five-minute recess at approximately 9:22 p.m. for approximately 20 minute regarding RCW 42.30.110(g).

Mayor Ochoa reconvened the workshop after the Council workshop at 9:36 p.m.

ADJOURNMENT

With no further business to discuss, Mayor Ochoa adjourned the workshop at 9:36 p.m.

Debbie Kudrna, CMC  
City Clerk