



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Regular Council Meeting

City Council

*Mayor Don Jensen
Council Member Ken Botero
Council Member Chet Makinster
Council Member Steve Moon
Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis*

Thursday, April 25, 2019

7:00 PM

2nd Floor, City Hall

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. CALL TO ORDER
2. INVOCATION*/FLAG SALUTE
3. ROLL CALL
4. APPROVAL OF MINUTES

19-000134 REGULAR MEETING MINUTES, APRIL 11, 2019
SPECIAL MEETING MINUTES, APRIL 11, 2019

5. CHANGES TO THE AGENDA
6. PRESENTATIONS & AWARDS

19-000131 SKIMMERS AND FRAUD

RECOMMENDED ACTION: INFORMATIONAL ONLY

19-000137 UPDATE OF THE SW WASHINGTON REGIONAL AIRPORT PRESENTED BY AIRPORT
MANAGER CHRIS PAOLINI

RECOMMENDED ACTION: INFORMATIONAL ONLY

7. CONSTITUENTS' COMMENTS (Thirty Minutes)
8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS
9. PUBLIC HEARINGS
10. BOARD & COMMISSION RECOMMENDATIONS
11. ORDINANCES & RESOLUTIONS
12. MAYOR'S REPORT
13. COUNCILMEMBERS' REPORTS
14. CONSENT CALENDAR

19-000138 APPROVAL OF CLAIMS

19-000135 PROFESSIONAL SERVICES AGREEMENT WITH INTERTOX FOR WELLHEAD PROTECTION PROGRAM DATA ANALYSIS

RECOMMENDED ACTION: MOTION AUTHORIZING AN AGREEMENT WITH INTERTOX FOR WELLHEAD PROTECTION PROGRAM DATA ANALYSIS

19-000136 ADJUST FEE TO VACATE THE NORTHERLY 290-FEET OF ALLEY RIGHT OF WAY LOCATED BETWEEN 7TH AND 8TH AVENUES SOUTH OF HUDSON STREET (IN BLOCK #12, PLAT OF LONGVIEW #7)

RECOMMENDED ACTION: MOTION TO SET A REVISED FEE OF \$17,960.42 FOR THE PENTA RIGHT OF WAY VACATION REQUEST

19-000132 RESOLUTION NO. 2297 ACCEPTING THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY'S 2018 ANNUAL REPORT TO THE CITY

RECOMMENDED ACTION: MOTION TO APPROVE RESOLUTION NO. 2297

15. CITY MANAGER'S REPORT
16. MISCELLANEOUS
17. ADJOURNMENT

*** Any invocation that may be offered at the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.**

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, MAY 9, 2019 - 7:00 P.M.

THURSDAY, MAY 23, 2019 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

THURSDAY, MAY 16, 2019 - 6:00 P.M. ATHLETIC FACILITY COMPLEX



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Minutes

City Council

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Thursday, April 11, 2019

7:00 PM

2nd Floor, City Hall

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1. **CALL TO ORDER**

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

2. **INVOCATION*/FLAG SALUTE**

After a moment of silent reflection, the flag salute was recited.

3. **ROLL CALL**

Present: Mayor Don Jensen, Councilmember Ken Botero, Councilmember Chet Makinster, Councilmember Steve Moon, Councilmember Scott Vydra, Councilmember Mike Wallin, and Councilmember MaryAlice Wallis

Absent: None

Staff Present:

City Manager Kurt Sacha, City Attorney Jim McNamara, City Clerk Kaylee Cody, Public Works Director Jeff Cameron, Community & Economic Development Director John Brickey, Parks & Recreation Director Jen Wills; Police Chief Jim Duscha; Library Director Chris Skaugset, Human Resources Director Chris Smith,

4. **APPROVAL OF MINUTES**

19-000106 REGULAR MEETING, MARCH 28, 2019

On a motion duly made and passed, the reading of the minutes of the regular Council meeting held March 28, 2019, copies of which had been submitted to the Mayor and members of the City Council, was waived and the minutes were approved as if read.

5. CHANGES TO THE AGENDA

No changes to the agenda.

6. PRESENTATIONS & AWARDS**19-000111 PROCLAMATION: CHILD ABUSE PREVENTION AND SEXUAL ASSAULT AWARENESS MONTH & NATIONAL CRIME VICTIMS' RIGHTS WEEK****RECIPIENT:**

**Karen Meacham, Crime Victim Advocate for Crime Victim Advocacy Program
Caleb Luther, Program Coordinator for Crime Victim Advocacy Program and Hope Project**

STAFF CONTACT:

Maureen Wingler, Executive Office

Mayor Jensen presented the proclamation to:

*Karen Meacham, Emergency Support Shelter
Brandie Richardson, Children's Justice and Advocacy Center*

19-000112 PROCLAMATION: Earth Day ~ April 20, 2019**RECIPIENT:**

Karry Williquette, Recreation Coordinator

STAFF CONTACT:

Maureen Wingler, Executive Office

Mayor Jensen presented the proclamation to Karry Williquette, Recreation Coordinator. Ms. Williquette introduced citizen Debbie Osbourne to speak about the upcoming Earth Day events to be held Saturday, April 20th.

7. CONSTITUENTS' COMMENTS (Thirty Minutes)

Jeff Wilson of Longview addressed Council regarding "people pollution" and presented each council member with a trash pick, also called a grapppler, a tool used to pick up litter.

Bill Beltz of Longview addressed Council regarding the Oxford House on 30th Avenue. Mr. Beltz requested all emails, letters, and correspondence between the director of Community & Economic Development, Oxford House, the Department of Corrections, and any other parties involved.

Joan Green of Longview addressed Council regarding homelessness.

Bill Josh of Longview addressed Council regarding homelessness and economic development.

Spencer Boudreau of Longview addressed Council regarding a clean-up event on Saturday, April 20th, near Catlin Cemetery.

Sandra Board of Longview addressed Council regarding park lighting & homelessness.

Rebecca Borelis of Longview addressed Council regarding homelessness.

Chris Higgins of Longview addressed Council regarding homelessness.

8. FOLLOW-UP TO PAST CONSTITUENTS' COMMENTS**9. PUBLIC HEARINGS****10. BOARD & COMMISSION RECOMMENDATIONS****11. ORDINANCES & RESOLUTIONS****19-000113 ORDINANCE NO. 3399: SHOPPING CART REGULATION****RECOMMENDED ACTION: MOTION TO APPROVE ORDINANCE NO. 3399.**

City Manager Sacha presented information about the proposed ordinance.

Debbie Stein addressed Council regarding her work for Fred Meyer and Safeway retrieving their carts on a weekly basis.

Bill Kunin of Longview addressed Council regarding the theft of shopping carts.

Bill Josh of Longview addressed Council regarding the theft of shopping carts.

A motion was made by Councilmember Vydra, seconded by Councilmember Wallis, to approve Ordinance No. 3399. The motion carried unanimously.

12. MAYOR'S REPORT

Mayor Jensen announced that he would be using the two-signature process to bring a proposal before Council regarding a potential exchange for homeless individuals to exchange their dirty blankets, sleeping bags, and other materials, for clean materials.

13. COUNCILMEMBERS' REPORTS

Councilmember Botero spoke about a recent legislative meeting and the Columbia Theatre.

Councilmember Makinster spoke about the Airport Board and the 911 Public Authority.

14. CONSENT CALENDAR

A motion was made by Mayor Pro Tem Wallin, seconded by Councilmember Vydra, to remove the bid review for the Beech Street Box Culvert Replacement from the consent calendar for separate consideration. The motion carried unanimously.

A motion was made by Councilmember Botero, seconded by Councilmember Vydra, to approve the remaining items on the Consent Calendar. The motion carried unanimously.

19-000107 APPROVAL OF CLAIMS

Final accounts payable: \$1,942,232.16, checks no. 12621-12924.

19-000108 BID REVIEW - BEECH STREET BOX CULVERT REPLACEMENT

RECOMMENDED ACTION: MOTION TO ACCEPT THE LOW BID AND AWARD A CONTRACT TO NUTTER CORPORATION IN THE AMOUNT OF \$2,681,153.22

Bill Josh of Longview addressed Council in support of postponing the project and using the funds intended for the Beech Street Box Culvert Replacement for sidewalk repairs instead.

A motion was made by Mayor Pro Tem Wallin, seconded by Councilmember Vydra, to reject the bid as presented. . The motion carried unanimously.

15. CITY MANAGER'S REPORT

Mayor Jensen called for a ten minute recess at 8:24 p.m. The recess ended at 8:34 p.m.

19-00092 POLICE DEPARTMENT 2018 ANNUAL REPORT

RECOMMENDED ACTION: FOR INFORMATION ONLY

Police Chief Jim Duscha presented.

Brandon McNew, Longview Police Guild President, addressed Council in support of funding additional officers.

Council directed City Manager Sacha to evaluate options for funding five additional police officers and to present a plan to Council.

19-000109 UPDATE FOR SR 432/SR 411 INTERCHANGE IMPROVEMENTS AND SR 432/CALIFORNIA WAY INTERSECTION IMPROVEMENTS

RECOMMENDED ACTION: FOR INFORMATION ONLY

Public Works Director Jeff Cameron presented.

16. MISCELLANEOUS

17. ADJOURNMENT

The meeting adjourned at 9:43 p.m. The next special meeting of the City Council is April 18th, 2019. The next regular meeting of the City Council will be April 25th, 2019.

*Kaylee Cody
City Clerk*

Mayor

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**NEXT REGULAR COUNCIL MEETINGS:
THURSDAY, APRIL 25, 2019 - 7:00 P.M.
THURSDAY, MAY 9, 2019 - 7:00 P.M.**

**NEXT COUNCIL WORKSHOPS:
THURSDAY, APRIL 18, 2019 - 6:00 P.M. JOINT MEETING WITH HOUSING OPPORTUNITIES
OF SOUTHWEST WASHINGTON**



City of Longview

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Minutes

City Council

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Council Member Scott Vydra
Mayor Pro Tem Michael Wallin
Council Member MaryAlice Wallis*

Thursday, April 11, 2019

5:30 PM

2nd Floor, City Hall

NOTICE IS HEREBY GIVEN, in accordance with RCW Chapter 42.30, that the City Council of the City of Longview, Washington, will conduct a special meeting in the Longview City Hall Council Chamber, 1525 Broadway, Longview, on Thursday, April 11, at 5:30 p.m. The topics of discussion follow. Final disposition shall be taken on no other matter.

The City Hall is accessible for persons with disabilities. Special equipment to assist the hearing impaired is also available. Please contact the City Executive Offices at 360.442.5004 48 hours in advance if you require special accommodations to attend the meeting.

1. **CALL TO ORDER**

Mayor Jensen called the meeting to order at 5:33 p.m.

2. **ROLL CALL**

Present: Mayor Don Jensen, Councilmember Ken Botero,, Councilmember Chet Makinster, Councilmember Steve Moon, Councilmember Scott Vydra, Councilmember Mike Wallin, and Councilmember MaryAlice Wallis

Absent: None

Staff Present:

City Manager Kurt Sacha; City Attorney Jim McNamara; City Clerk Kaylee Cody; Interim Assistant City Manager/Human Resources Director Chris Smith; Parks & Recreation Director Jen Wills; and Golf Maintenance Specialist/Pro Shop Manager Jim Nickerson

Guest: Russ Olson, Director of Instruction & Consultant with Valley Golf Academy

3. **WORKSHOP**

19-000110 MINT VALLEY GOLF COURSE CONCESSIONS

Parks & Recreation Director Jen Wills & Consultant Russ Olson presented.

Ken Pence, member of the Golf Advisory Committee, addressed Council in support of the proposal to operate the restaurant in-house.

Rick Parrish, member of the Golf Advisory Committee, addressed Council in support of the proposal to operate the restaurant in-house.

Dave Grumbois of Longview addressed Council in support of the proposal to operate the restaurant in-house.

Jennifer Oskey of Longview, member of the Parks Advisory Board, addressed Council in support of the proposal to operate the restaurant in-house.

Kimberly Higgins, member of the Golf Advisory Committee, addressed Council in support of the proposal to operate the restaurant in-house.

There was a Council consensus to direct Parks & Recreation Director Jen Wills to operate the restaurant in-house.

4. ADJOURNMENT

The workshop adjourned at 6:30 p.m.

*Kaylee Cody
City Clerk*

Mayor

NEXT REGULAR COUNCIL MEETINGS:

THURSDAY, APRIL 25, 2019 - 7:00 P.M.

THURSDAY, MAY 9, 2019 - 7:00 P.M.

NEXT COUNCIL WORKSHOPS:

THURSDAY, APRIL 18, 2019 - 6:00 P.M. JOINT MEETING WITH HOUSING OPPORTUNITIES OF SOUTHWEST WASHINGTON



City of Longview

Agenda Summary

SKIMMERS AND FRAUD

RECOMMENDED ACTION: INFORMATIONAL ONLY

SUMMARY STATEMENT:

Longview Police Department Detective Trevor Eades will present information on skimmers and fraud.

STAFF CONTACT:

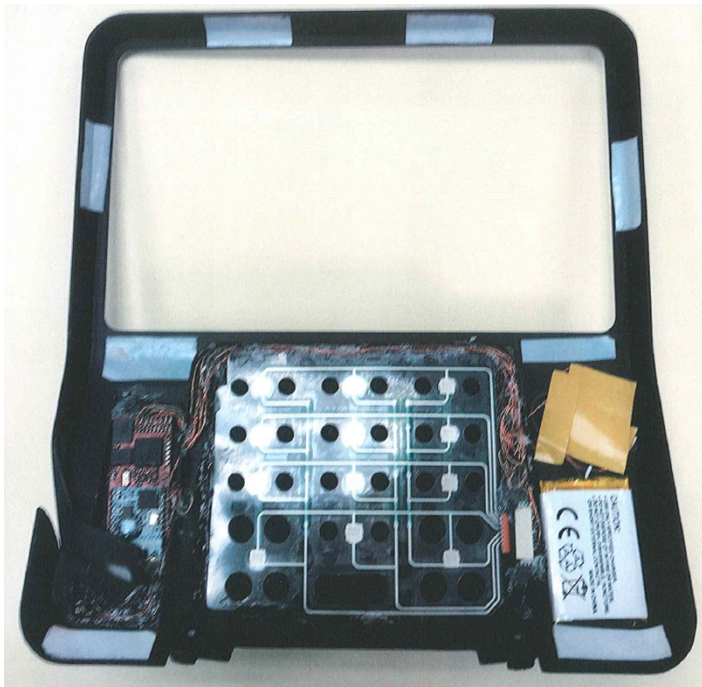
Chief Jim Duscha
Detective Trevor Eades

Attachments:

1. Skimmer photos













City of Longview

Agenda Summary

UPDATE OF THE SW WASHINGTON REGIONAL AIRPORT PRESENTED BY AIRPORT MANAGER CHRIS PAOLINI

RECOMMENDED ACTION: INFORMATIONAL ONLY

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions and create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Airport manager Chris Paolini will present an update on the activities underway at the Southwest Washington Regional Airport.

STAFF CONTACT:

Kurt Sacha, City Manager

Attachments:

1. SWRA Gov Entity Presentation - Review of 2018



SOUTHWEST WASHINGTON
REGIONAL AIRPORT

Christopher Paolini
Airport Manager

2018 Overview

INDUSTRY INVOLVEMENT

- ✈️ WASHINGTON AIRPORT MANAGERS ASSOCIATION
- ✈️ WAMA LEGISLATIVE COMMITTEE
- ✈️ NORTHWEST AVIATION CONFERENCE & EXPO
- ✈️ FLY WASHINGTON PASSPORT PROGRAM



2018 Overview

AIRPORT PROJECTS

COMPLETED 15 INFRASTRUCTURE PROJECTS IN 2018

13 OF THESE PROJECTS WERE GRANT FUNDED

HIGHLIGHTS

- ✈ NEW ROOF ON FBO AND WESTSIDE HANGAR
- ✈ FBO BATHROOM IMPROVEMENTS
- ✈ NEW FBO PARKING LOT, OFFICE WINDOWS AND PARKING LOT, AND HANGAR RAMP

2018 Accomplishments



FBO Parking Lot

Before



FBO Parking Lot

CONSTRUCTION



FBO Parking Lot



AFTER



Office Parking Lot

Before

Office Parking Lot

CONSTRUCTION

Office Parking Lot

AFTER

A two-story wooden building with a flat roof, situated in an office parking lot. The building has several windows and a central door. The word "AFTER" is overlaid in large white letters. The background shows a clear blue sky and distant hills.

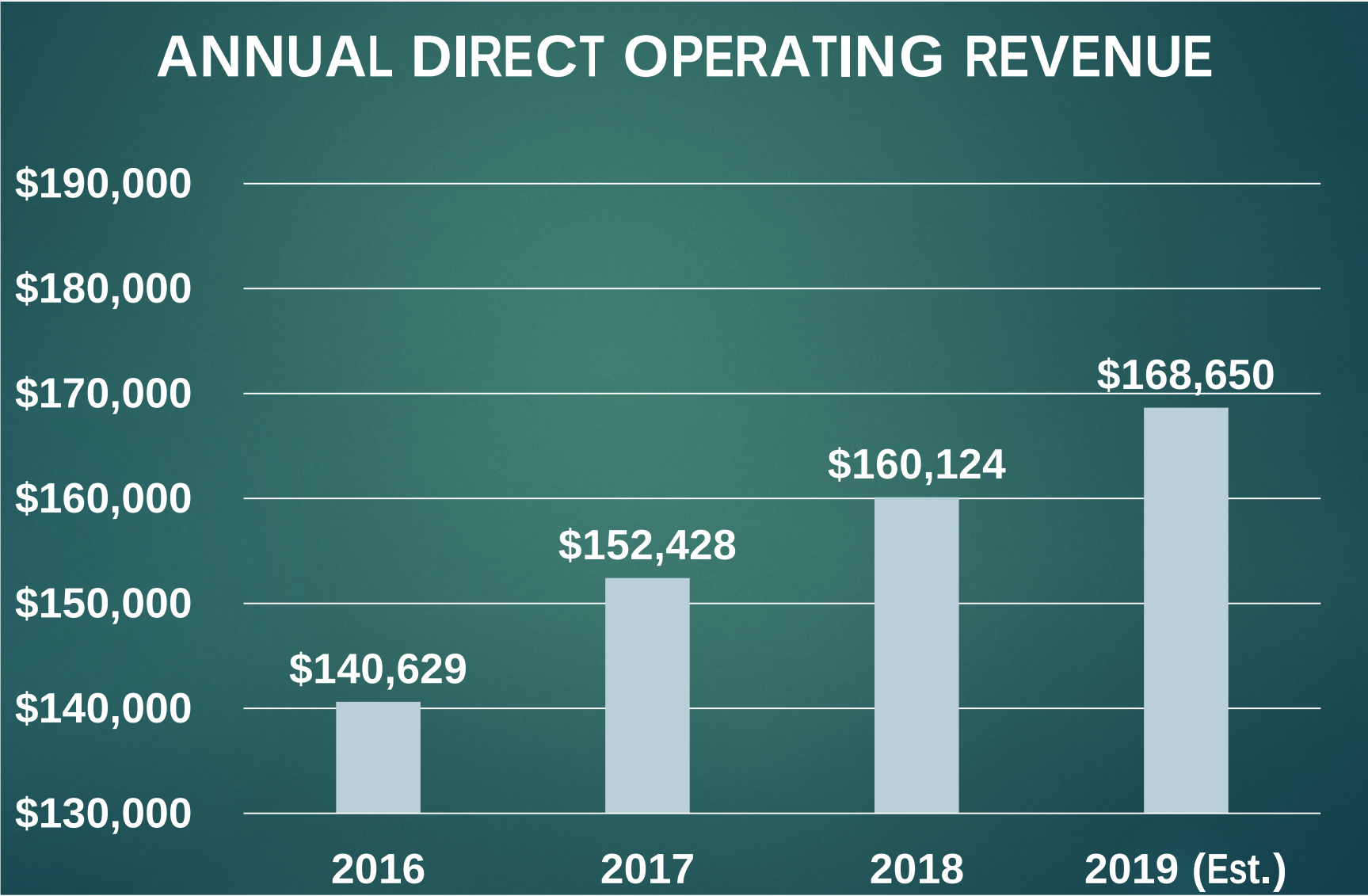
2018 Overview

AIRPORT DEVELOPMENT

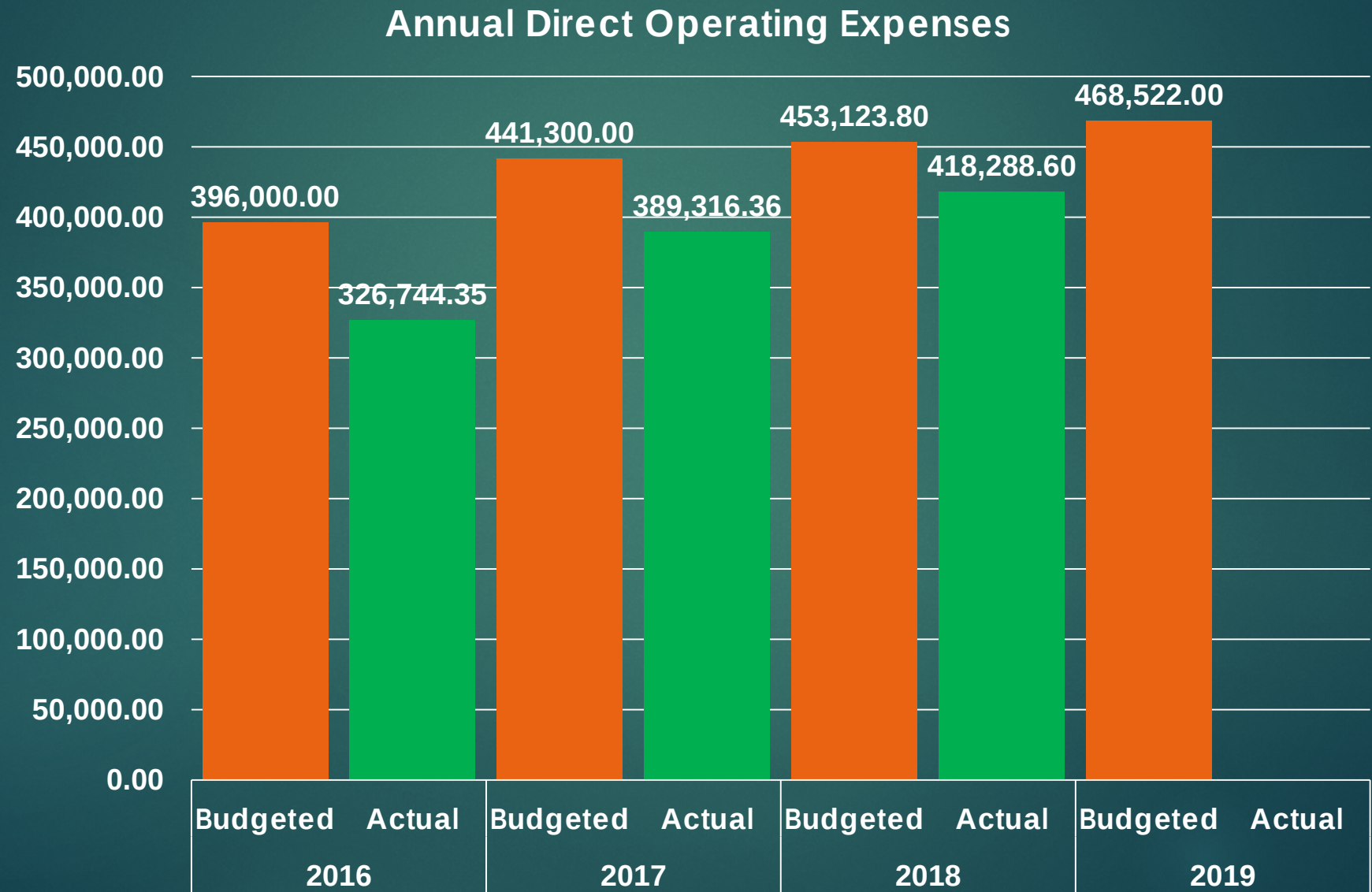
- ✈ IMPLEMENTED THE NEW AIRPORT STRATEGIC OPERATING PLAN
- ✈ WE ARE NEARING THE END OF OUR AIRPORT MASTER PLAN PROJECT WHICH WILL IDENTIFY LONG TERM IMPROVEMENTS.
- ✈ SECURED \$1.3 MILLION GRANT FOR RUNWAY REPAIRS.
- ✈ NEW 5-YEAR INTERLOCAL AGREEMENT



2018 Overview



2018 Overview





A Sample of 2018 Airport Activity











Looking ahead in 2019



Looking ahead in 2019

GOALS

✈️ UPDATE AIRPORT MINIMUM STANDARDS DOCUMENT

GRANT PROJECTS

✈️ COMPLETE THE WILDLIFE HAZARD ASSESSMENT AND WILDLIFE MANAGEMENT PLAN.

✈️ COMPLETE THE AIRPORT MASTER PLAN UPDATE PROJECT



Looking ahead in 2019



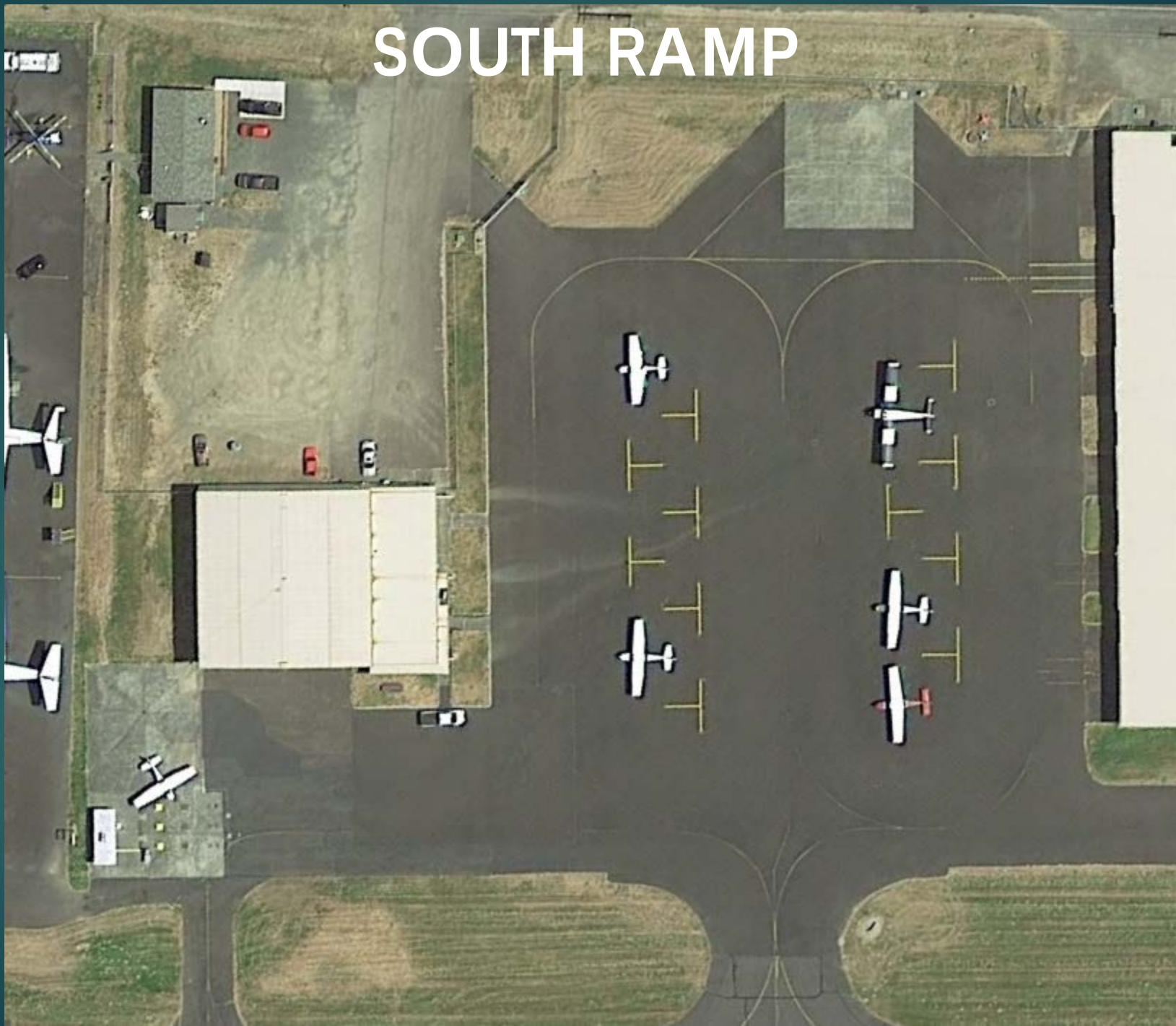
The following are Master Plan development options, currently in draft form under review with the FAA.

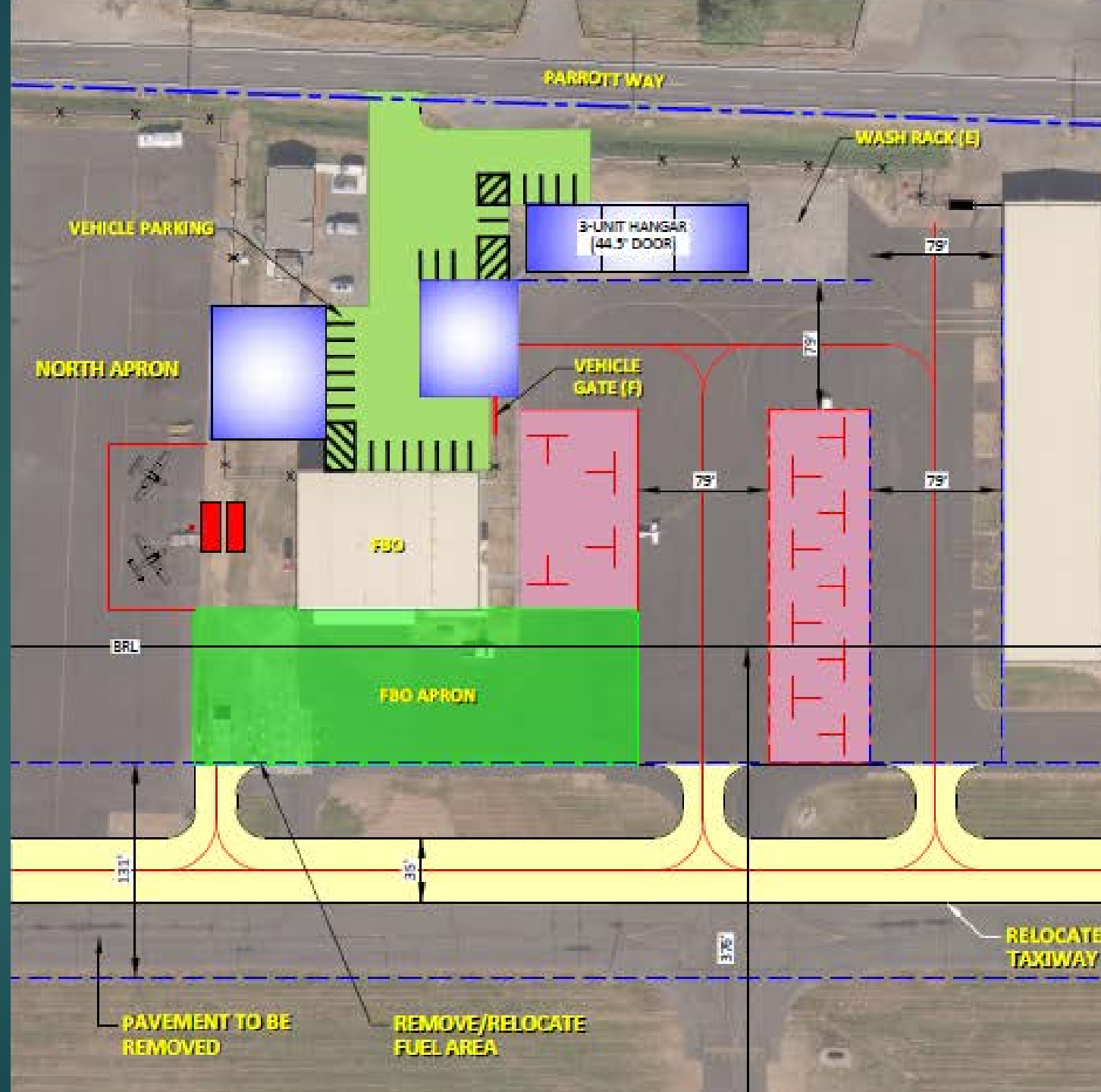
NORTH RAMP



© 2018 Google

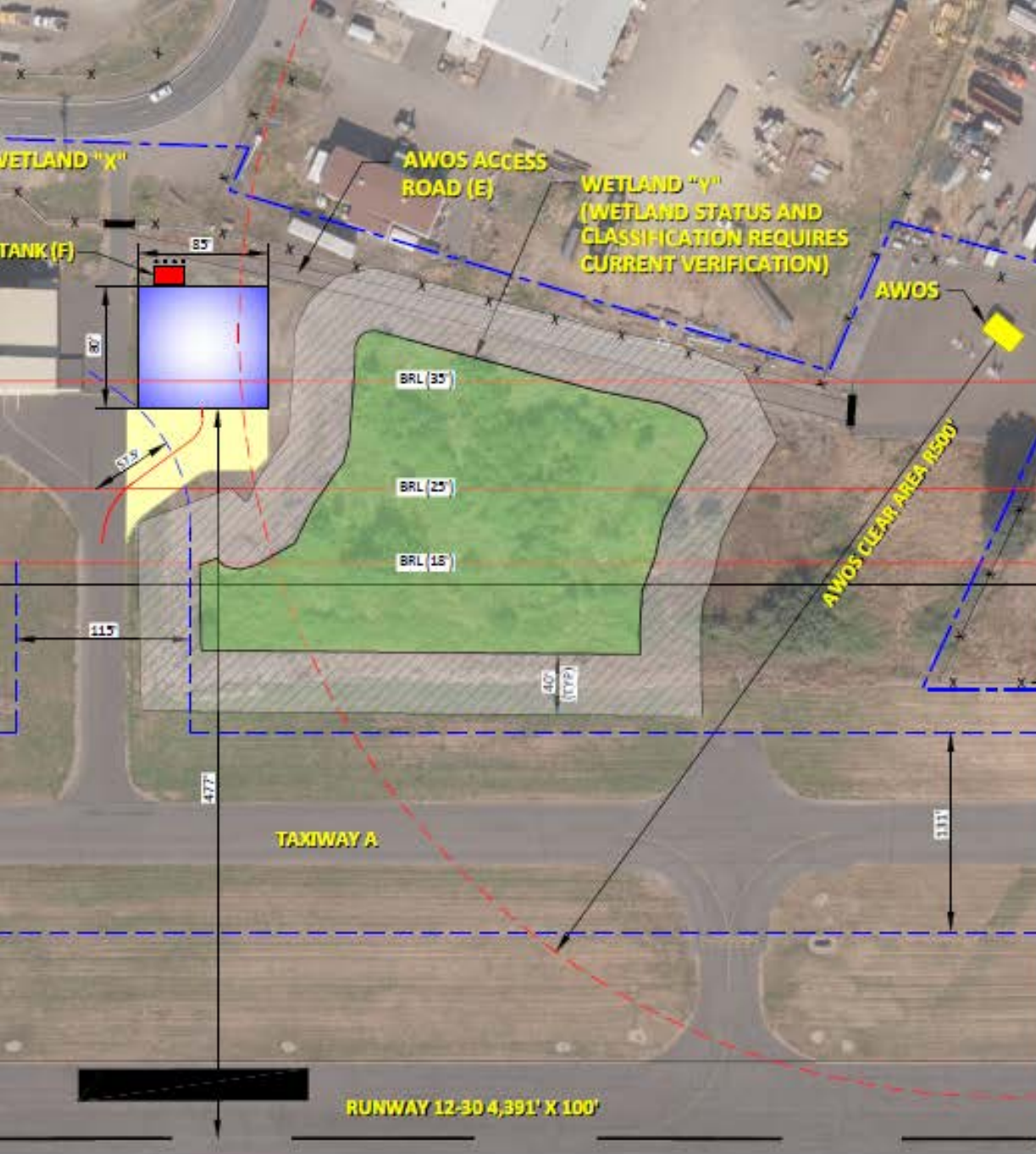
SOUTH RAMP



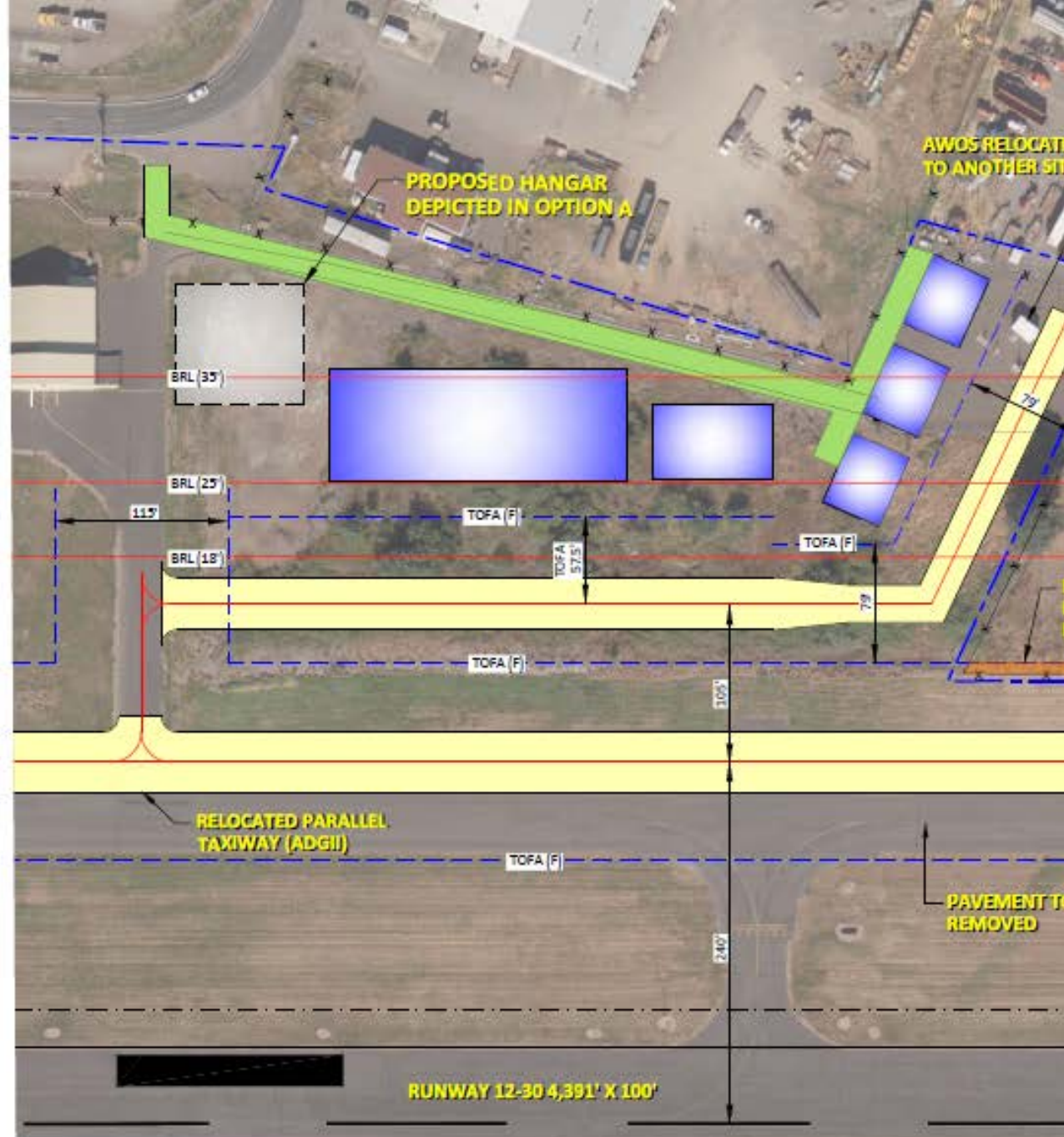


SOUTHEAST DEVELOPMENT





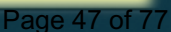
OPTION A



OPTION B

✈️ CONTINUE TO PURSUE AIRPORT DEVELOPMENT OPPORTUNITIES

CONTINUED COMMUNITY OUTREACH



Looking ahead in 2019

GOALS CONTINUED

AIRPORT PROJECTS

✈ AIRPORT BEAUTIFICATION

✈ RUNWAY PROJECT

✈ MAINTENANCE PROGRAM











SOUTHWEST WASHINGTON REGIONAL AIRPORT

THANK YOU



Questions or comments?



City of Longview

Agenda Summary

APPROVAL OF CLAIMS

Based upon the authentication and certification of claims and demands against the city, prepared and signed by the City's auditing officer, and in full reliance thereon, it is moved and seconded as shown in the minutes of this meeting that the following vouchers/warrants are approved for payment:

SECOND HALF APRIL 2019 ACCOUNTS PAYABLE: \$2,202,651.57

FIRST HALF APRIL 2019 PAYROLL:

\$3,476.59, checks no. 213-221

\$781,010.87, direct deposits

\$524,433.12, wire transfers

\$1,308,920.58 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst

Chresta Larson, Human Resources Specialist

Attachments: None



City of Longview

Agenda Summary

PROFESSIONAL SERVICES AGREEMENT WITH INTERTOX FOR WELLHEAD PROTECTION PROGRAM DATA ANALYSIS

RECOMMENDED ACTION: MOTION AUTHORIZING AN AGREEMENT WITH INTERTOX FOR WELLHEAD PROTECTION PROGRAM DATA ANALYSIS

COUNCIL INITIATIVE ADDRESSED:

Provide sustainable water quality & environmental infrastructure

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Since 2010, City staff have been analyzing groundwater well test results as part of a wellhead protection program to ensure the safety and quality of the municipal water supply from the Mint Farm Regional Water Treatment Plant. This testing effort consists of sampling six monitoring wells and four production wells, sending the samples to an Environmental Protection Agency certified laboratory to be tested for an extensive list of potential constituents, analyzing the test results, organizing the data, plotting the data on graphs, issuing a report, and posting the information on the City's web site.

The staff engineer previously responsible for this work left City employment to work for another agency in June 2018. She has been willing to continue working for the City on a limited hourly basis to finish several projects that were underway, and to perform the wellhead protection program sampling data analysis. However, her services will no longer be available and no other staff is qualified to perform this work.

Staff contacted the firm Intertox, Inc. about performing this data analysis work and they have prepared the attached scope of work and estimated budget. Intertox is a firm specializing in toxicology and providing public health regulatory assistance to a wide variety of clients. Intertox previously performed research for the City to establish screening levels for tests being performed that do not have established regulatory limits, and they prepared facts sheets regarding the health effects of some of the water quality parameters of concern to our customers.

Staff recommends contracting with Intertox to perform our wellhead protection program sampling analysis and reporting functions.

FINANCIAL SUMMARY:

The precise amount of effort for sampling event is unknown and will be based on the test results and how much analysis is needed for each event. Intertox has estimated an annual cost up to \$12,000 based on their 2019 billing rates. The cost for these services will be paid by the Filter Plant Operations Fund, which is partially funded by Beacon Hill Water and Sewer District.

RECOMMENDED ACTION:

Motion authorizing an agreement with Intertox for wellhead protection program data analysis.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments:

1. Intertox Scope of Work - WHPP

March 22, 2019

Mr. Jeff Cameron
Public Works Director
City of Longview
1525 Broadway
Longview, WA 98632

RE: SCOPE OF WORK (SOW) TO SUPPORT SUMMARY AND INTERPRETATION OF CITY OF LONGVIEW WELLHEAD PROTECTION PROGRAM (WHPP) WATER SAMPLING DATA

Dear Mr. Cameron:

Below we provide a proposed Scope of Work (SOW) and budget to assist the City of Longview in summarizing and interpreting groundwater sampling data collected semi-annually by the City of Longview to support its Wellhead Protection Program (WHPP).

Based on our discussions with Ms. Amy Blain, formerly of the City of Longview, this SOW includes the following one-time and semi-annual tasks:

- Optimize existing Tableau files and provide recommendations for publication of results (one-time).
- Coordinate with City of Longview Water Quality Specialists regarding sampling and review/seek clarification on analytical results (semi-annually).
- Review and format data files and create visualizations in Tableau software summarizing the sampling results for each of the 10 wells and comparing them to human health risk-based criteria (semi-annually).
- Prepare a technical memorandum explaining the sampling results to accompany the tabulated data and Tableau visualizations (semi-annually).
- If appropriate based on sampling results, provide recommendations for modifying the water sampling program to the City of Longview (semi-annually).

We assume the first task (optimize Tableau files and provide recommendations for publishing results) will begin upon acceptance and approval of this proposal. This is a one-time task. Subsequent tasks will be completed semi-annually in coordination with the May and October water sampling programs. It is assumed that twice yearly, draft data visualizations and the supporting technical memorandum will be provided to the City of Longview for review and comment within one month of receipt of valid and acceptable data from the laboratory. Invoices will be submitted monthly for work completed in that month.

The following sections detail our proposed SOW, assumptions, estimated cost, and schedule for delivering this support.

SCOPE OF WORK

The proposed tasks are described below. Intertox will begin work on Task 1 upon acceptance and approval of this proposal. This will be a one-time task. Tasks 2 through 5 will be completed semi-annually on an on-going basis, beginning with the initiation of the May 2019 semi-annual WHPP water sampling program. Tasks, deliverables, and estimated costs are summarized in Table 1.

One-Time Services

At the initiation of the contract, we will provide the one-time services described in Task 1.

Task 1: Optimize Tableau Files and Provide Recommendations for Publishing Results

We will provide the following one-time services at the initiation of the contract:

- Review Tableau files; provide any corrections and/or optimize formats as needed.
- Provide examples and recommendations for publishing water quality results on the WHPP webpage (<https://www.mylongview.com/484/Wellhead-Protection-Program>).

The deliverables for this task will be a verbal report provided to the City of Longview project manager, and written correspondence (e.g., email) summarizing file updates and recommendations and providing examples for publishing water quality results as appropriate. Intertox will begin work on Task 1 upon acceptance and approval of this SOW and anticipate providing a verbal report and supporting correspondence within two weeks of the start date.

Assumptions: We will utilize the existing Tableau and technical memorandum formats/files provided by the City of Longview.

On-Going Services

On a semi-annual basis, we will provide the services described in Tasks 2 through 5.

Task 2: Coordinate with Water Quality Specialists and Review Analytical Results/Request Clarifications

The following will be completed under Task 2:

- Coordinate with Water Quality Specialists to make sure bottle orders are prepared and sampling events are conducted in May and October of each year.
- Coordinate with Water Quality Specialists to ensure transducers are downloaded for water level information.
- Review analytical results and chain of custody documentation.
- Contact the ALS laboratory to inquire about any confusing or suspect results (e.g., multiple wells reported on one sheet, contaminated blanks, matrix exceedances, detections at/near the minimum detection level, etc.).

- Note any objectionable results (e.g., exceeded sample hold times) and propose/coordinate re-sampling and re-testing if warranted depending on the analyte and whether the detection constitutes an exceedance.
- Review water level information for trends that might indicate a decline or change in aquifer transmissivity.

The deliverables for this task will be a verbal report provided to the City of Longview project manager, as appropriate, and supporting written correspondence (e.g., email) summarizing findings and providing recommendations.

Assumptions: WHPP wells include six monitoring wells (DW-1, 2, 5, 6, 7, and 9) and four production wells (PW-1, 2, 3, and 4). It is assumed that ALS will provide two analytical reports per well (chemicals and radionuclides are reported separately), for a total of 20 laboratory reports, and that they will send reports electronically as both pdf and Excel files.

Task 3: Format Data Files and Create Visualizations

The following will be completed under Task 3:

- Review and format EDD (.xls) files per the following:
 - Add Group ID to support the ability to sort results/detections by metals, volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), general chemistry, herbicides/pesticides, etc.
 - Check/edit reporting units for consistency.
 - Check/edit naming conventions for consistency.
 - Report sample results and duplicate results only; filter out lab control samples, duplicate lab control samples, batch control samples, etc.
- Import formatted EDD files into master database file, with each worksheet tab containing a unique well ID.
- Open and update a Tableau report for each well. Spot check to verify accuracy.
- Compare analytical results to screening levels and note detections and exceedances.
- Adjust formatting as needed for publication/printing.

The deliverables for this task will be a verbal report provided to the City of Longview project manager, as appropriate, and supporting written correspondence (e.g., email) summarizing findings. Tableau reports (one for each well, consistent with the format previously established) will be provided as electronic pdf files to the City of Longview along with the technical memorandum (Task 4).

Assumptions: Data worksheets and Tableau reports will be generated for each of 10 wells using the formats provided by the City of Longview and updated per Task 1 (above). When formatting the data files, it is assumed that the following conventions will apply :

- Nondetects (ND) will be reported as zeros.
- Bacteria counts shown as <1 will be reported as zeros.

- Only samples (SMPL) and duplicate samples (DUP) will be used. No QC sample results (e.g., for method blanks, lab blanks, lab control spikes, duplicate lab control spike, etc.) will be used in the data summaries.
- Numbers shown in the results column, which are stored as text in original data files, will be converted to numbers.
- Analytes will be assigned to Groups/Group IDs per the convention provided by the City.
- Analytes with inconsistent naming conventions will be translated to names consistent with those in the template provided by the City.
- Sample results with units reported as PERCENT will be deleted (it is assumed these are added to a sample as a surrogate where they are testing for something else).

Task 4: Prepare Technical Memorandum

The following will be completed under Task 4:

- Prepare technical memorandum describing the sampling activity, results, detections, exceedances, water quality changes, trends, other items of significance, etc.
- Coordinate with City staff to post the technical memorandum, analytical results, and Tableau reports for each well on the City's WHPP webpage.

The deliverables for this task will be a verbal report provided to the City of Longview project manager, as appropriate, and a technical memorandum summarizing the findings for the sampling episode.

Assumptions: One technical memorandum, including analytical results and Tableau reports for 10 wells, will be prepared for each sampling episode (i.e., two technical memoranda per year). The memorandum will be provided as an electronic pdf file to the City of Longview. It is assumed that prior to finalizing the memorandum and supporting information, we will deliver a draft to the City of Longview project manager for review and comment. Following appropriate edits, we will submit final documents to City staff for publication on the WHPP webpage.

Task 5: Follow-up and Provide Recommendations to City of Longview

The following will be completed under Task 5:

- Provide recommendations regarding updates to the analyte list in response to public inquiries, Council direction, new toxicity information, and/or changing EPA guidelines.
- Provide recommendations regarding changes to the sampling protocol as determined by findings in contaminated method blanks, i.e., additional flushing, sample collection/handling, general hygiene, etc.
- In coordination with the City of Longview project manager and/or others to be determined, provide support as needed to Water Quality Specialists to:
 - Develop asset maintenance schedule.
 - Service level transducers as needed.

- Inspect monitoring wells to verify surface seal, clean and check well screen, produce TV report.
- Re-develop monitoring wells if needed based on water quality changes.

The deliverables for this task will be a verbal report provided to the City of Longview project manager, as appropriate, and supporting written correspondence (e.g., email) summarizing findings and providing recommendations.

Assumptions: It is assumed that Intertox will provide recommendations regarding changes in sampling approaches/schedule, etc., based on our expertise in interpretation of water quality data and insights gained from review of the WHPP data. However, any changes in approaches/methodologies will be approved by the City of Longview project manager or others, as appropriate, prior to implementation.

PROJECT COST

This support will be provided on a time and materials (T&M) basis. It is assumed that the cost for Task 1 will be incurred on a one-time basis, whereas the costs for Tasks 2-5 will be incurred semi-annually.

The estimated cost of this support is summarized in Table 1. A range is given for some tasks as there is likely to be some variability in delivered analytical datasets, and there is some uncertainty about the amount of work that may be required during each period.

Table 1. Summary of Scope of Work, Deliverables, and Estimated Cost

Frequency and Task Number	Task	Deliverable(s)	Estimated Cost
One-Time			
1	Optimize Tableau files and provide recommendations for publishing results	• Verbal report • Written correspondence (e.g., email), summarizing file updates and recommendations and providing examples as appropriate	\$3,000
Semi-Annually			
2	Coordinate with Water Quality Specialists and review analytical results/request clarifications	• Verbal report • Other correspondence (e.g., email) summarizing findings and providing recommendations as appropriate	\$1,200-\$2,400

Frequency and Task Number	Task	Deliverable(s)	Estimated Cost
3	Format data files and create visualizations	• Verbal report • Other correspondence (e.g., email) summarizing findings and providing recommendations as appropriate • Tableau reports (electronic pdf files; one report for each of 10 wells)	\$2,800-\$3,500
4	Prepare technical memorandum	• Technical memorandum (electronic pdf file)	\$1,000-\$1,400
5	Follow-up and provide recommendations to City of Longview	• Verbal report • Other correspondence (e.g., email) summarizing findings and providing recommendations as appropriate	\$1,200-\$1,700

SCHEDULE

Intertox will begin work on Task 1 upon approval of this SOW, and will provide our optimized formats and recommendations within three weeks. We will proceed with subsequent tasks semi-annually upon initiation of the sampling programs, which we assume will occur in May and October of each year. We assume that we will deliver the draft technical memorandum and Tableau reports to the City of Longview project manager for review and comment within one month of receipt of acceptable/valid analytical data from the analytical laboratory, and that we will update/finalize the memorandum and Tableau reports within one week of receipt of any comments from the City of Longview project manager. Data abnormalities or exceedances that require additional investigation may necessitate additional time for semi-annual completion of Tasks 2-5.

CLIENT RESPONSIBILITIES

We assume the City of Longview will provide the following for the project:

- Existing Tableau files/templates.
- Existing technical memoranda templates.
- Sampling data for 10 wells in pdf and Excel format (semi-annually).

We also assume that the City of Longview will provide contact information (e.g., phone numbers, email addresses) for the appropriate City staff analytical laboratory staff with whom we will need to communicate regarding sampling, analytical results, and webpage postings.

UNCERTAINTIES

Data abnormalities or exceedances that require additional investigation may necessitate added effort under Tasks 2-5. If additional effort and corresponding costs are required, we will contact the City of Longview project manager to discuss prior to undertaking the work.

PROFESSIONAL SERVICES FEE SCHEDULE

YEAR 2019

Professional Services:

Richard Pleus, Ph.D. / Chief Toxicologist	\$325.00/hr
Michael Maloney, RAC / Regulatory Director	\$300.00/hr
Chris Mackay, MSc., Ph.D., CPM / Sr. Managing Toxicologist	\$235.00/hr
Gretchen Bruce, DABT / Director of Toxicology	\$200.00/hr
Lisa Corey, Ph.D., DABT / Senior Staff Scientist	\$160.00/hr
Jesse Port, Ph.D. / Staff Scientist	\$130.00/hr
Heather Klintworth, Ph.D. / Staff Scientist	\$110.00/hr
Anne Galyean, Ph.D. / Staff Scientist	\$110.00/hr
Gavin Bell / Staff Scientist	\$ 80.00/hr
Reva Newland / Project Assistant	\$ 70.00/hr
Lindsay Pincus / Project Assistant	\$ 60.00/hr

Equipment:

Vehicles Per Current IRS Standard Mileage Rate

Other expenses incur a 15% handling charge.

Projects expedited at the request of the CLIENT may be subject to a 20% expedited project fee.

Deposition and trial testimony services billed at 150% of the hourly rate.

A signed Intertox Letter of Engagement is required. A retainer may also be required.

Travel time will be billed at 50% of the hourly rate.

Invoices are submitted monthly for work completed in prior periods. Invoices are due on receipt and overdue in thirty (30) days. Overdue invoices will be assessed an interest rate of 1.5% per month.

Rates are subject to change without notice.

All fees are quoted in U.S. dollars. Remittance to be paid in U.S. dollars.



City of Longview

Agenda Summary

ADJUST FEE TO VACATE THE NORTHERLY 290-FEET OF ALLEY RIGHT OF WAY LOCATED BETWEEN 7TH AND 8TH AVENUES SOUTH OF HUDSON STREET (IN BLOCK #12, PLAT OF LONGVIEW #7)

RECOMMENDED ACTION: MOTION TO SET A REVISED FEE OF \$17,960.42 FOR THE PENTA RIGHT OF WAY VACATION REQUEST

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Preserve and enhance neighborhoods

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

Last year, Vince Penta submitted a request to vacate the northerly 290 feet of alley right-of-way in Block #12, Plat of Longview #7, located between 7th & 8th Avenues, south of Hudson Street. On August 9, 2018, the City Council approved the vacation request contingent upon retaining full public ingress/egress access and utility easements until the property develops, and payment of vacation fees set at \$35,920.83.

Subsequent to approval of the right of way vacation, Mr. Penta requested that his right of way vacation fees be allocated toward relocation of utilities from the vacated alley as a way for the City Council to support development of affordable housing in Longview. Prompted by that request, on February 14, 2019, the City Council approved Resolution No. 2290 adopting a policy regarding the amount and use of right of way vacation fees. This policy allows the City Council to set aside a portion of the vacation fees to be used for relocation of City-owned utilities, or alternatively to charge a reduced fee up to 50% of the full vacation fee allowed by state law. These options could be utilized for right of way vacations that support low income housing, economic development, or provide other public benefits, as determined by the City Council.

Based upon Resolution No. 2290, staff recommends setting a revised fee of \$17,960.42 for the Penta right of way vacation request, which represents 50% of the full fee amount.

Attachments:

1. PWLegAttach.7th.8th ROW Vac Map
2. Resolution 2290 21419

7TH AVENUE TRUST
ALLEY RIGHT-OF-WAY VACATION REQUEST



A RESOLUTION ADOPTING A POLICY REGARDING THE PAYMENT AND USE OF
RIGHT OF WAY VACATION FEES

WHEREAS, in accordance with state law, Resolution No. 1732 provides that the City may charge the abutting property owners up to 100% of the appraised value of the vacated area if the right-of-way has been dedicated for 25 years or more, and up to 50% of the appraised value if the right of way has been dedicated for less than 25 years; and

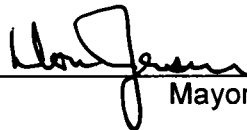
WHEREAS, in order to facilitate public purposes, such as affordable housing or economic development, the City Council may wish to offset the cost of low income housing development and economic development projects; and

WHEREAS, nevertheless, RCW 35.79.030 requires that at least one-half of the revenue received by the City as compensation for the area vacated must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. The City Council of Longview adopts the policy contained in the attached Exhibit A to address the payment and use of alley right of way vacation fees.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this 14th day of February, 2018.



Mayor

ATTEST:



City Clerk

RESOLUTION NO. 2290 - EXHIBIT A

POLICY REGARDING RIGHT OF WAY VACATIONS AND THE COLLECTION AND USE OF VACATION FEES

In accordance with state law, Resolution No. 1732 provides that the City may charge abutting property owners up to 100% of the appraised value of the vacated area if the right-of-way has been dedicated for 25 years or more, and up to 50% of the appraised value if the right of way has been dedicated for less than 25 years.

In lieu of a formal appraisal, staff may use the assessed land value of the abutting properties, or some other suitable method, to develop right of way vacation fee recommendations.

When, during the public hearing on the request to vacate an alley right of way, evidence is presented that the granting of the vacation is necessary to develop low income housing, develop new or expanded economic opportunities, or otherwise provide a public benefit, the City Council may provide that up to one half of the vacation fees charged by the City be set aside to assist in offsetting the cost of relocating existing City-owned utilities located in the vacated right of way, or to assist in constructing public improvements. To ensure that the project for which vacation fees are set aside provides the intended public benefit or purpose, the applicant(s) for the right of way vacation shall record appropriate restrictive covenants on the adjoining property to guarantee the use of such set aside vacation fees advances the identified public purpose.

Alternatively, the City Council may choose to charge a vacation fee up to fifty percent (50%) of the maximum allowed by state law and Resolution No. 1732. To ensure the cost savings received by the applicant(s) are applied to complete the low income housing, economic development, or other public benefit project, appropriate written agreements, guarantees, and/or restrictive covenants recorded on the adjoining property, may be required.

RCW 35.79.030 requires that at least one-half of the revenue received by the City as compensation for the area vacated must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city.

In those instances where granting of a vacation request would result in a dead end alley, potentially causing disruption to the public and remaining residents, businesses, or property owners, in addition to retention of a public utility easement, a public access easement shall be retained by the City until such time as an alternate means of access and egress is provided.

The City may approve the proposed vacation contingent upon such other conditions as are necessary to serve the general public.



City of Longview

Agenda Summary

RESOLUTION NO. 2297 ACCEPTING THE LONGVIEW PUBLIC DEVELOPMENT AUTHORITY'S 2018 ANNUAL REPORT TO THE CITY

RECOMMENDED ACTION: MOTION TO APPROVE RESOLUTION NO. 2297

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Strengthen economic conditions & create new opportunities

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

LMC 2.71.220 provides that the Public Development Authority (PDA) shall file an annual report with the City Clerk and the City Council detailing its assets and liabilities, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year. The PDA has drafted and approved the attached annual report.

STAFF CONTACT:

Joe Phillips, Economic Development Coordinator/PDA Executive Director

Brian Magnuson, PDA Chairman

Attachments:

1. Resolution 2297 2018 Annual Report from PDA to Council
2. 2018 Longview Public Development Authority Report to Council - signed
3. PDA Bank Statement Activity (2018 1231)
4. PDA Balance Sheet (2018 1231)
5. PDA Income Statement (2018 1231)

**A RESOLUTION ACCEPTING THE LONGVIEW PUBLIC DEVELOPMENT
AUTHORITY'S 2018 ANNUAL REPORT TO THE CITY COUNCIL**

WHEREAS, the City of Longview has created the Longview Public Development Authority (PDA) for the purpose of economic development and focus on implementation of the Cowlitz County Event Center Master Plan; and

WHEREAS, LMC 2.71.220 provides that the PDA shall file an annual report with the city clerk and the city council detailing its assets and liabilities, and summarizing its significant accomplishments, and projects and activities to be undertaken during the current year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Longview as follows:

Section 1. The City Council accepts the 2018 annual report of the Longview Public Development Authority, attached to this Resolution as Exhibit A and incorporated by this reference.

PASSED by the City Council of Longview, Washington, and approved by its Mayor this ____ day of April, 2019.

Mayor

ATTEST:

City Clerk

2018 Longview Public Development Authority

Annual Report to the Longview City Council

In accordance with LMC 2.71.220, the Longview Public Development Authority makes this annual report to the Longview City Council for the year 2018.

Statement of assets and liabilities:

See attached balance sheet

Income and expenditures:

See attached balance sheet

Changes in financial position during the previous year:

See attached Income Statement

Summary of significant accomplishments:

Ended negotiations with hotel developer and prepared to move forward with a new Request for Proposals seeking a hotel developer.

Revised and updated RFP documents for PDA Board consideration. Decided to hold off on issuing the RFP until it appeared imminent that the newly created parcel would be transferred to the City.

Continued negotiations between the City of Longview and Cowlitz County regarding conditions for the previously agreed to land exchange.

Received a valuation report on the lands subject to exchange and completed the subdivision process required to create a new parcel for the proposed hotel.

List of depositories used:

Heritage Bank, Longview, Washington

Projected operating budget for the current fiscal year:

See attached

A summary of the projects and activities to be undertaken during the current year:

The PDA intends to complete the process to exchange properties with the County for a hotel at the fairgrounds.

We also intend to issue a new Request for Proposals seeking a developer more prepared to move forward with a new hotel adjacent to the Events Center. We would expect an agreement with a new developer to be in place by year end.

A list of authority officials and a list of officials bonded:

Board members:

Brian Magnuson, Chair

Holly McShane, Secretary

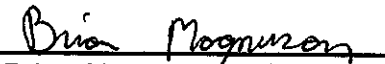
Bob Gregory

George Raiter

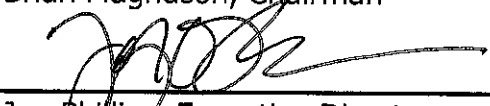
Dave Andrew

Executive Director: Joe Phillips

Presented this 16 Day of April, 2019



Brian Magnuson, Chairman



Joe Phillips, Executive Director

PUBLIC DEVELOPMENT AUTHORITY FUND BALANCE

Date: 12/31/2015

<u>Date:</u>	<u>Payee:</u>	<u>Amount</u>
12/2/2014	City of Longview	7,615.00
12/31/2014	Cowlitz County	7,615.00
12/31/2014	Interest	0.07
1/8/2015	Cowlitz Public Facilities District	7,615.00
1/31/2015	Interest	0.30
2/6/2015	City of Kelso	7,615.00
2/28/2015	Interest	0.55
3/31/2015	Interest	0.42
4/30/2015	Interest	0.32
5/31/2015	Interest	0.30
6/30/2015	Interest	0.22
7/31/2015	Interest	0.03
8/31/2015	Interest	0.03
9/30/2015	Interest	0.03
10/31/2015	Interest	0.03
11/30/2015	Interest	0.03
12/31/2015	Interest	0.03
Total Receipts....		30,462.36

<u>Date:</u>	<u>Check No:</u>	<u>Vendor:</u>	<u>Amount</u>
12/3/2014		Michael Hool - Hotel Feasibility Study	5,300.00
12/3/2014		Heritage Bank - Wire Fees	25.00
12/31/2014		Heritage Bank - Maintenance Service Charge	0.32
Total 2014....			5,325.32
1/31/2015		Heritage Bank - Maintenance Service Charge	0.26
2/28/2015		Heritage Bank - Maintenance Service Charge	0.26
3/10/2015		Michael Hool - Hotel Feasibility Study	5,300.00
3/10/2015		Heritage Bank - Wire Fees	25.00
3/31/2015		Heritage Bank - Maintenance Service Charge	0.00
4/20/2015	2000	Propel Insurance - 2015 Officers Insurance	2,184.94
4/30/2015		Heritage Bank - Maintenance Service Charge	0.18
6/16/2015	2001	PI Sports, LLC - Sports Complex Feasibility Study	15,000.00
6/16/2015	2002	Equine Facility Design - Site Visit	750.00
6/30/2015		Heritage Bank - Maintenance Service Charge	0.36
Total Disbursements....			28,586.32
PDA BALANCE - 12/31/2015			1,876.04

PUBLIC DEVELOPMENT AUTHORITY BANK STATEMENT ACTIVITY

Date: 12/31/2018

BEGINNING BALANCE - 12/31/2017	902.36
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<u>Date:</u>	<u>Payee:</u>	<u>Amount</u>
1/2/2018	City of Longview	5,727.14
1/31/2018	Interest	0.02
2/7/2018	City of Longview	687.86
4/30/2018	City of Longview	2,271.73
5/10/2018	City of Longview	846.00
5/31/2018	Interest	0.02
9/17/2018	City of Longview	3,185.97
9/30/2018	Interest	0.03
10/31/2018	Interest	0.05
Total 2018 Receipts....		12,718.82

<u>Date:</u>	<u>Check No:</u>	<u>Vendor:</u>	<u>Amount</u>
1/2/2018	2010	Gibbs & Olson - Inv. No.'s 1, 2 & 3 Hotel Survey	(5,727.14)
2/7/2018	2011	Gibbs & Olson - Inv. No. 4 Hotel Survey	(687.86)
4/1/2018	2012	Void-	0.00
4/30/2018	2013	KR Consultants - Director's Insurance	(2,271.73)
9/4/2018	2014	Gibbs & Olson - Inv. No. 5, 6, 7 & 8 Hotel Survey	(1,171.00)
10/23/2018	2015	Washington State Auditors Office - PDA Audit	(3,185.97)
Total 2018 Disbursements....			(13,043.70)

ENDING BALANCE - 12/31/2018	577.48
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Longview Public Development Authority

BALANCE SHEET

As of December 31, 2018

	2018	2017
Assets:		
Cash	\$ 577	\$ 902
Receivables (net)		
Due from other governments	1,697	5,727
Total assets	2,274	6,629
Liabilities and fund balance		
Liabilities:		
Accounts payable	1,697	5,727
Total liabilities	1,697	5,727
Fund balance:		
Unreserved	577	902
Total fund balance	577	902
Total liabilities and fund balance	\$ 2,274	\$ 6,629

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

For the year ended December 31, 2018

	2018	2017
Revenues:		
Intergovernmental	\$ 14,416	\$ 7,727
Miscellaneous:		
Interest earnings	-	-
Other miscellaneous	-	-
Total revenues	<u>14,416</u>	<u>7,727</u>
Expenditures:		
Current:		
Economic environment	14,741	8,429
Capital outlays	-	-
Total expenditures	<u>14,741</u>	<u>8,429</u>
Excess (deficiency) of revenues over (under) expenditures	(325)	(702)
Other financing sources (uses):		
Proceeds of general fixed assets	-	-
Operating transfers in	-	-
Operating transfers out	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(325)	(702)
Fund balance, January 1	902	1,604
Fund balance, December 31	<u>\$ 577</u>	<u>\$ 902</u>