



REGULAR CITY COUNCIL MEETING

July 5, 2016

A G E N D A

Benton City Community Center
7pm

TURN OFF ALL CELL PHONES & PAGERS-EMERGENCY PERSONNEL USE SILENT ALERT

A. CALL TO ORDER/PRESENTATION OF COLORS

B. ROLL CALL

C. READING AND APPROVAL OF MINUTES

1. Regular Meeting – June 21, 2016
2. Workshop – June 14, 2016

D. OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC.

E. APPROVAL OF AGENDA (Only essential changes not requiring preparation, review, public notice, or action may be added)

F. VISITOR COMMENTS- *for non-agenda items.*

Council will not take action on an item not already on agenda without time to research, read, and receive staff report. Items may be added on future agenda, but not current agenda. Please do not speak or make remarks unless recognized by the Chair, then if you are called, come forward to microphone, give name and address for minutes recorder. Council chamber over-flow will be moved to City Community Center.

G. REGULAR REPORTS:

1. EDC Report
2. Staff Report
 - a) Maintenance Report
 - b) Treasurer Report
3. Engineer Report
4. Council Committee Reports

H. ITEMS FOR APPROVAL:

1. Second Reading – Ordinance 957– Impact Fees
2. Second Reading – Ordinance 958– Sewer Lines
3. Roundabout Utilities Project Acceptance- *Spink Engineering*
4. City Hall Closure –Staff Training- Wednesday, August 31- 7:30am-1pm
5. Well #5- Change Order #4- Painting Doors
6. Well #5- Additional Gravel
7. Vouchers

I. ITEMS FOR DISCUSSION:

1. City Hall Construction- Update- *Spink Engineering*

J. GENERAL COUNCIL COMMENTS:

K. ADJOURNMENT



**City of Benton City
Regular Council Meeting Minutes
June 21st, 2016**

CALL TO ORDER – Mayor Lehman called the June 21st, 2016 Regular Council meeting at the Community Center to order at 7:00p.m. (00:05:50*Audio recording begins)

PRESENTATION OF THE COLORS – Councilmember Mokler led the Council and audience in the Pledge of Allegiance. (00:06:02*)

ROLL CALL (00:06:27*) Council Members Present –
Dave Sandretto
Jake Mokler
Mary Lettau
Lisa Stade (Via cellphone)
Vanessa Coates (In at 7:04 p.m.)

City Staff Present –
Stephanie Haug, City Clerk/Treasurer
Paula Kauer, General Clerk
Kyle Kurth, City Maintenance Foreman

Other Professionals Present -
Lee Kerr, City Attorney, Kerr Law Group (In at 7:05)
Alan Rainey, City Engineer, Spink Engineering LLC
Capt. Clay Vannoy, Benton County Sheriff's Office
Claude Oliver, Tri-City Realty Group
Dennis Gisi, John L. Scott Realty

READING AND APPROVAL OF MINUTES - REGULAR MEETING JUNE 7TH, 2016 (00:07:00*)

Councilmember Sandretto: Mayor, I move to approve the Minutes of the June 7th meeting.

Councilmember Lettau: I second.

MOTION #1- C. D. Sandretto moved and C. M. Lettau seconded to approve the Minutes of the June 7th, 2016 Regular Council Meeting as presented.

**VOICE VOTE #1- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. L. Stade
ALL YEAS. Motion carried.**

OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC.

(00:07:19*) 1. Liquor License Application – Wild Boar Grill

APPROVAL OF AGENDA (00:07:37*)

Councilmember Lettau: Madam Mayor, I make a motion to approve the Agenda as presented.

Councilmember Sandretto: Second.

MOTION #2- C. M. Lettau moved and C. D. Sandretto seconded to approve the Agenda for the June 21st, 2016 Regular Council Meeting as presented.

**VOICE VOTE #2- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. L. Stade
ALL YEAS. Motion carried.**

VISITOR COMMENTS – (00:08:12*)

Randy Rutledge (for Heather Duncan) – Flag Raising July 4th 9 a.m. – Breakfast 7 a.m. – Parade 11 a.m. – Lions Club – Dusk – Fireworks (Councilmember Coates arrives at 7:04 p.m.) **** Council Discussion ****

REGULAR REPORTS

- 1. SHERIFF'S REPORT (00:10:51*)** Capt. Clay Vannoy, Benton County Sheriff's Office - In packets - **May 2016** - 340 Calls for Service vs. 237 in 2015; 34 Case Offenses vs. 22 in 2015; 29 Infraction Offenses issued **** Council Discussion ****
- 2. STAFF REPORTS – (00:14:12*)** Stephanie Haug, City Clerk/Treasurer - **Code Report** - In packets

3. **ENGINEER REPORT** – (00:14:17*) Alan Rainey, City Engineer, Spink Engineering LLC – **Well #5** – Turned on - Working on punchlist of small items – Outlet trips
4. **COUNCIL COMMITTEE REPORTS** (00:15:26*)
Councilmember Sandretto – PAC Meeting – Active transportation plan – Infrastructure Funding – Other projects – **Duportail Bridge – Red Mountain Interchange** – Trying to get funded – Bringing projects forward – **Truck Route** – Dream may fit with their plan – **Good Roads Meeting** – Lengthy presentation on electric cars – Seeking grant for recharging station

ITEMS FOR APPROVAL:

1. **PUBLIC HEARING – SIX-YEAR STREET PLAN** (00:19:21*)
Mayor Lehman: Let's go then, to Items for Approval, so (inaudible) open a Public Hearing (inaudible) the Council Meeting is closed; Public Hearing is open regarding the Six-Year Street Plan. Is there any discussion on this (inaudible). (00:19:49*)
*****7 P.M. – PUBLIC HEARING – SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN*****
******* Public Hearing opened at 7:13 p.m. *******
Mr. Rainey - Overview of Six-Year Street Plan ** Council Discussion **
Mayor Lehman: Does the public have any questions or (inaudible)? Hearing none, I'll close the Public Meeting and reopen the Council Meeting, the Council Meeting is now (inaudible). (00:26:10*)
******* Public Hearing closed at 7:20 p.m. *******
2. **RESOLUTION NO. 2016-10 – SIX-YEAR STREET PLAN** (00:26:15*)
Councilmember Sandretto: Madam Mayor, I move to approve Resolution No. 2016-10, oops, that's wrong...move to approve, approve Resolution #2016-10, a resolution amending the Comprehensive Transportation Program from the years 2017 to 2022 for City of Benton City, Washington.
Councilmember Coates: I second.
MOTION #3- C. D. Sandretto moved and C. V. Coates seconded to approve Resolution No. 2016-10, a resolution amending the Comprehensive Transportation Program from the years 2017 to 2022 for City of Benton City, Washington.
VOICE VOTE #3- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.
3. **RESOLUTION NO. 2016-11 – LIONS CLUB FIREWORKS AGREEMENTS CONTRACT** (00:27:18*)
Councilmember Lettau: Madam Mayor, I move to approve Resolution No. 2016-11, authorizing the Mayor to sign an agreement for promotional services between the City of Benton City and the City, Benton City Lions Club for the 2016 Fourth of July Fireworks Display.
Councilmember Coates: I second.
MOTION #4- C. M. Lettau moved and C. V. Coates seconded to approve Resolution No. 2016-11, a resolution authorizing the Mayor to sign an agreement for promotional services between the City of Benton City, Washington, and the Benton City Lions Club for the 2016 Fourth of July Fireworks Display.
ROLL CALL VOTE #4- C. D. Sandretto, C. M. Lettau, C. L. Stade, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carried.
4. **FIRST READING – ORDINANCE – IMPACT FEES** (00:28:29*)
Mr. Kerr – Overview of Impact Fees ordinance
Councilmember Coates: Madam Mayor, I move to approve on its First Reading, an ordinance creating a new Section 17.12.140 "Impact Fee Deferral Program".
Councilmember Sandretto: Second.

MOTION #5- C. V. Coates moved and C. D. Sandretto seconded to approve on its First Reading, an ordinance creating a new Section 17.12.140 "Impact Fee Deferral Program".

VOICE VOTE #5- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

5. FIRST READING – ORDINANCE – SEWER LINES (00:31:16*)

Mr. Kerr – Explanation of Sewer Lines ordinance

Councilmember Sandretto: Madam Mayor, I move to approve (inaudible) ordinance of the City of Benton City, Washington, amending Benton City Municipal Code Section 13A.12.150 "Building Sewers – Required".

Councilmember Coates: I'll second.

MOTION #6- C. D. Sandretto moved and C. V. Coates seconded to approve on its First Reading, an ordinance of the City of Benton City, Washington, amending Benton City Municipal Code Section 13A.12.150 "Building Sewers – Required".

VOICE VOTE #6- C. D. Sandretto, C. M. Lettau, C. J. Mokler, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

6. PURCHASE REQUEST – PLASMA CUTTER (00:33:43*)

Kyle Kurth, City Maintenance Foreman – Explanation for Plasma Cutter Purchase Request

Councilmember Coates: Madam Mayor, I move to approve the purchase of a plasma cutter from A-L Compressed Gases, Inc. in an amount not to exceed \$1,930.00.

Councilmember Lettau: I second.

MOTION #7- C. V. Coates moved and C. M. Lettau seconded to approve the purchase of a plasma cutter from A-L Compressed Gases, Inc. in an amount not to exceed \$1,930.00.

ROLL CALL VOTE #7- C. L. Stade, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carried.

7. STAFF TRAINING CONTRACT & CITY HALL CLOSURE (00:37:46*)

Mayor Lehman – Explanation of City Hall Closure

Councilmember Coates: I'm all for it, so I move to approve the Professional Services Agreement between the City of Benton City and Lloyd Halverson, for staff training not to exceed \$2,000 and to close City Hall on July 15th for staff to attend the training.

Councilmember Sandretto: Yeah, second.

MOTION #8- C. V. Coates moved and C. D. Sandretto seconded to approve the Professional Services Agreement between the City of Benton City and Lloyd Halverson, for staff training not to exceed \$2,000 and to close City Hall on July 15th for staff to attend the training.

ROLL CALL VOTE #8- C. D. Sandretto, C. J. Mokler, C. M. Lettau, C. L. Stade, C. V. Coates
ALL YEAS. Motion carried.

8. WELL #5 CHANGE ORDER #3 (00:40:38*)

Alan Rainey, City Engineer, Spink Engineering, LLC – Explanation of Change Order #3

Councilmember Lettau: Madam Mayor, I move to approve Change Order No. 3 for the Well #5 Project in the amount of \$1,452.95, raising the total contract amount to \$252,264.75.

Councilmember Sandretto: Second.

MOTION #9- C. M. Lettau moved and C. D. Sandretto seconded to approve Change Order No. 3 for the Well #5 Project in the amount of \$1,452.95, raising the total contract amount to \$252,264.75.

ROLL CALL VOTE #9- C. V. Coates, C. D. Sandretto, C. J. Mokler, C. M. Lettau, C. L. Stade
ALL YEAS. Motion carried.

9. UPDATE ON DNR AND APPRAISAL (00:44:53*)

Claude Oliver, Tri-City Realty Group/Dennis Gisi, John L. Scott Realty ** Council Discussion **

Councilmember Coates: Madam Mayor, I move to approve the expenditure of \$10,000 towards the appraisal of the DNR land adjacent to the City-owned land south of Interstate I-82.

Mr. Kerr: May I make a suggestion in regards to the forum? One is that I suggest it not to exceed \$10,000 and is contingent upon DNR participating fifty percent in the cost of the appraisal, just so it's not misconstrued, and the DNR may think that we're going to pay \$10,000 for an entire appraisal.

Councilmember Coates: So I move to approve the expenditure of up to \$10,000 towards the appraisal of the DNR land adjacent to the City-owned land south of Interstation I-82, contingent upon DNR's fifty percent participation.

Councilmember Lettau: I second.

MOTION #10- C. V. Coates moved and C. M. Lettau seconded to approve the expenditure of \$10,000 towards the appraisal of the DNR land adjacent to the City owned land south of Interstate I-82.

ROLL CALL VOTE #10- C. D. Sandretto, C. M. Lettau, C. L. Stade, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carried.

10. RESOLUTION #2016-12 – CONTRACT RENEWAL (01:06:38*) ** Council Discussion **

Councilmember Lettau: Madam Mayor, I move to approve Resolution #2016-12, authorizing the Mayor of the City of Benton City to sign the Real Estate Listing Extension Agreement between the City of Benton City and Tri-Cities Realty Group, LLC.

Councilmember Sandretto: Second it. **** Council Discussion ****

MOTION #11- C. M. Lettau moved and C. D. Sandretto seconded to approve Resolution #2016-12, authorizing the Mayor of the City of Benton City to sign the Real Estate Listing Extension Agreement between the City of Benton City and Tri-Cities Realty Group, LLC.

**** Council Discussion ****

Councilmember Lettau: All right, so we would amend the motion on the floor to include both of the agreements, change the date for one year and making a review every 90 days.

Councilmember Sandretto: Second the amendment.

MOTION #12- C. M. Lettau moved and C. D. Sandretto seconded to amend motion pending on the floor to include both the I-82 and DNR land agreements, periodic reporting every ninety days and not to exceed expiration of one year.

VOICE VOTE #12- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. L. Stade – YEAS;
C. V. Coates – NAY. Motion carried.

Mayor Lehman: All in favor of (inaudible) the motion, as amended?

MOTION #11- C. M. Lettau moved and C. D. Sandretto seconded to approve Resolution #2016-12, authorizing the Mayor of the City of Benton City to sign the Real Estate Listing Extension Agreement between the City of Benton City and Tri-Cities Realty Group, LLC, as amended.

VOICE VOTE #11- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

**** Council Discussion ****

<<< Five minute break at 8:44 p.m. >>>

11. CITY HALL CONSTRUCTION - UPDATE (01:50:46*)

Alan Rainey, City Engineer, Spink Engineering, LLC – Status of City Hall construction project

**** Council Discussion ****

Councilmember Stade: I make a motion to table this until the next meeting until we get a little more information from lawyer and have a meeting with the employees, because that's (inaudible) for the next several months or years.

Councilmember Lettau: I second that.

MOTION #13- C. L. Stade moved and C. M. Lettau seconded to table motion until the July 5th, 2016 Regular Council Meeting.

VOICE VOTE #13- C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

<<< Tabled until the July 5th, 2016 Regular Council Meeting >>>

Mayor Lehman: So, are we going to have the staff come at the next meeting, or what is the...?

Councilmember Sandretto: Yeah, I'll make that recommendation; the staff can come to the next meeting and come forward and talk to us. I think they should have no fear of reprisal from you or anybody else on this board or anybody in this City, so that would be my recommendation.

Ms. Haug: Can I suggest maybe offer the option to staff to attend the next council meeting; if they're unable to attend, then they can submit a written opinion?

12. VOUCHERS (02:53: 48*)

Councilmember Lettau: Madam Mayor, I move to approve payment of Claim check numbers 27699 thru 27757 with EFTs as listed in the amount of \$242,199.50 & Payroll check numbers 27688 thru 27698 with EFTs as listed in the amount of \$61,301.81 this 21st day of June, 2016.

Councilmember Sandretto: I second.

MOTION #14- C. M. Lettau moved and C. D. Sandretto seconded for the City Council of the City of Benton City, Washington, to hereby authorize payment of Claim Check Numbers 27699 thru 27757 with EFTs as listed in the amount of \$242199.50 & Payroll check numbers 27688 thru 27698 with EFTs as listed in the amount of \$61,301.81 this 21st day of June, 2016.

ROLL CALL VOTE #14-C. L. Stade C. M. Lettau, C. D. Sandretto, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carries.

ITEMS FOR DISCUSSION - (02:54:29*) None

GENERAL COUNCIL COMMENTS (02:54:30*) None

ADJOURNMENT – Mayor Lehman (02:54:31*)

Councilmember Lettau: Madam Mayor, I make a motion that we adjourn.

Councilmember Coates: I second.

MOTION #15- C. M. Lettau moved and C. V. Coates seconded to adjourn the June 21st, 2016 Regular Council Meeting at 9:46 p.m.

VOICE VOTE #15-C. J. Mokler, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

Meeting adjourned at 9:46 p.m. (02:54:40*)

Linda Lehman
Mayor, City of Benton City

Stephanie Haug, CMC
City Clerk-Treasurer

Date: _____

**City of Benton City
Special Council Workshop Meeting Minutes
June 14th, 2016**

A. CALL TO ORDER – Mayor Lehman called the June 14th, 2016 Special Council Workshop Meeting at the Community Center to order at 6:36 p.m. (00:33:10*Audio recording begins)

B. PRESENTATION OF THE COLORS – Mayor Lehman led the Council and audience in the Pledge of Allegiance. (00:33:49*)

C. ROLL CALL (00:34:06*)

Councilmembers Present – **Dave Sandretto**
Jake Mokler
Mary Lettau
Lisa Stade
Vanessa Coates

City Staff Present – **Paula Kauer, General Clerk**
Kyle Kurth, Maintenance Foreman

City Staff Absent - **Stephanie Haug, City Clerk/Treasurer (Training)**

Other Professionals Present – **Alan Rainey, Engineer, Spink Engineering, LLC**
Sue Jetter, Contract Grant Writer

Citizens in attendance - **Connie Meredith, 913 13th Street**
Heather Duncan
Randy Rutledge

D. PROPOSED RECREATION VISIONING Sue Jetter, Contract Grant Writer (00:35:01*)

- a) **Introduction** – Mayor Lehman introduced Sue Jetter, grant writer contracted with Benton City
- b) **Why now?** – Ms. Jetter provided brief history of grants and availability information
- c) **Discussion** – Ms. Jetter led Council thru Recreational Visioning Conversation
- d) **Closing** – Mayor Lehman closed discussion

E. ADJOURNMENT (02:47:53*)

Councilmember Coates: Motion to adjourn.

Councilmember Mokler: Second.

MOTION #1- C. V. Coates moved and C. J. Mokler seconded to adjourn the June 14th, 2016 Special Council Workshop Meeting at 8:51 p.m.

VOICE VOTE #1- C. J. Mokler, C. D. Sandretto, C. L. Stade, C. V. Coates, C. M. Lettau
ALL YEAS. Motion carried.

Meeting adjourned at 8:51 p.m. (02:48:02*Audio recording ends)

Linda Lehman
Mayor, City of Benton City

Stephanie Haug
City Clerk-Treasurer

Date: _____



Benton City Economic Development Council Activity Summary – April 2016

- Met with Bob Clark, Claude Oliver, and others concerning the I-82 pad site. Met with Rod Smith to discuss potential for a convenience store at the I-82 pad site. Met with Claude Oliver concerning an offer for the pad site property (that was withdrawn).
- Met with Claude Oliver, Lloyd Carnahan, Dick Helland, and others concerning the DNR land.
- Referred a client for a potential lease or land sale to Dick Helland.
- Researched information on available properties for clients looking for a location for a new business.
- Met with a client in the process of purchasing an existing downtown business.
- Worked with a client who is looking for a suitable location for a new retail and service business.
- Met with a client interested in starting a business in the county, on SR-225.
- Met with Ashlee Davis, Farmers Insurance agent who will be the new tenant in the former Logar Pharmacy location in the Port of Benton incubator building.
- Met with Mary Smith and Elaine Coates to discuss operation of the Benton City Main Street Market. Also met with Mary to discuss concerns with her business, Branches & Vines.
- Met with a young man interested in mentoring kids through taking them fishing.
- Several meetings to discuss the County RFP for grants to utilize the public safety tax proceeds:
 - Met with Shon Small, Loretta Kely-Smith, and others to develop strategy for a successful grant application. Met with Claude Oliver and Lisa Stade; also discussed potential opportunities for Kiona-Benton Schools to express interest in the I-82 property.
 - Met with Joe Lloyd to discuss how Ki-Be School District could apply for and use these funds and to review his first draft of a proposal for grant money in response to the County RFP.
 - Ki-Be School District is the applying agency for money to be used in Benton City. A grant proposal was submitted for \$100,000 over two years to provide GED preparation and other services to at-risk youth, and announcement of grant awards is expected in early July.
- Met with Claude Oliver to discuss the Life University education approach for autistic/special needs youth.

- Met with Claude Oliver about a potential grant for youth at risk, being offered through a local automobile dealership.
- Participated in a meeting concerning the fountain in front of the dentistry office and plans to construct a gazebo around it.
- Met with Bobbi Shahan to discuss plans for Benton City Daze.
- Met with Bobbi Shahan concerning business reopenings and anniversary celebrations.
- Participated in the Logar Pharmacy grand opening and ribbon cutting, held on Saturday, May 7.
- Attended the ribbon cutting ceremony for the roundabout, held on Monday, June 13.
- Assisted in planning and conducting the Benton City Spring Opener Car & Bike Show. This year's show had a record 189 participating cars and trucks, plus a number of motorcycles and military vehicles. Participated in follow-up meeting to determine distribution of funds. The show raised enough to give out \$10,000 this year in support for education and youth activities in the community.
- Assisted with planning and preparation for the Skate Jam event. Assisted on the day of the event. Because of timing for obtaining insurance, this year's event was held on June 11 (the day of the Citywide Yard Sale) rather than the end of April in conjunction with the Benton City Spring Opener Car & Bike Show. The Skate Jam was well attended and received favorable feedback.
- Attended the Wildfire Preparedness Day event sponsored by Benton County Fire Protection District No. 2.
- Attended the open house for Jenny Rieke's new after school youth arts program, Bring, at St. John's Lutheran Church.
- Attended Benton County Democrats meeting to hear Ian Robertson's presentation on tiny homes for ending homelessness.
- Participated in Small Cities meeting. Discussion focused on organizational structure and roles, and strategic partnerships.
- Attended Benton City Chamber of Commerce luncheon meetings.
 - Derrick Dietrich, owner of Basin Disposal, Inc., spoke on "Greening Your Garbage," how waste management intersects with recycling, and how BDI is working to keep recycling services cost-effective for customers.
 - Moe Davari, Washington State Department of Transportation's Project Engineer for the Tri-Cities area, gave an update on construction of the roundabout as well as tips for safely navigating roundabouts.
 - Stephanie Gangle talked about tourism in the Yakima Valley and the services provided by the Yakima Valley Tourism organization.

- Participated in Three Rivers Alliance of Chambers Building Bridges networking event hosted by the Benton City Chamber of Commerce at Benton County Fire Protection District 2's Station 210.
- Attended Benton City Chamber of Commerce meetings.
- Participated in Benton City Revitalization Committee meetings.
- Participated in Benton City Faith Council meetings.
- Attended City meetings.
 - Attended City Council regular meetings.
 - Attended City Council special meeting, including tour of public works facilities.
 - Attended City Council workshop on City projects
 - Participated in City Council visioning workshop on parks and recreation.
 - Participated in Benton City Planning Commission workshop on receiving public input for the update of the city's Comprehensive Plan.

Kyle Kurth
Maintenance Forman



CITY OF BENTON CITY
OFFICE OF MAINTENANCE DEPARTMENT
P.O. Box 70, * Benton City * Washington 99320 * (509) 588-3322

June 3, 2016 – June 30, 2016

Streets

- Put barricades up for no parking on main drag for sweeping
- Cleaned curb and gutter on main street
- State came though and swept
- Trimmed trees on main drag
- Looking at streets for ones that need to be crack sealed

Water

- 21 water shut offs 0 still off
- Installed 16 new water meters
- Install 35 meter registers
- Installed 2 new water meter setters
- Fixed 2 water leaks
- Well #5 start up

Sewer

- Pulled pumps at lift station across river and cleaned them
- Met with Alan, Kory, and wade at treatment plant to go over plant operations
- Demo vactor truck

Equipment/ Shop

- Put new belts on two work pickups
- Installed ne blades on mower
- Installed new blades on brush hog
- Went and got all the boxes we bought from BID
- Raked up leaves and branches at shop
- Organize shop inside and out
- Helped Eds disposal get there compactor unstuck

Facilities

- Repaired hole in the wall at library
- Rekeyed well #5
- Brush hog library, well #4, shop area, botaka fence line
- Deep clean community center and city park bathrooms for 4th of July weekend
- Painted over writing at library
- Spot sprayed hill at library
- Replaced lights at city park bathrooms
- Weed wacked hill at library

Desk work

- Emailed developer on his questions about development

- **Talked to developer about two failed inspections**
- **Put quote together for Ken bricker to bring water and sewer to his lots**

Spraying

- **Spot spraying all though town**

Locates

- **24**

Meetings

- **Met with city engineer about well #5**
- **Met with contractor for development on Angeline 5 times**
- **Met mayor at butterfly garden**
- **Met with rick at elevator shop for building new lids at treatment plant**
- **Met with Fema for updating flood maps**

Parks

- **Weed wacked boat launch and cleaned boat launch off**
- **Replace sprinklers at skate park**
- **Checked stage. Had to replace 1 plugin**
- **Replaced rope for flag pole in city park**
- **Cleaned up around base of trees on main drag**
- **Cleaned valves at city park**
- **Cleaned all filters at parks**
- **Inspected city park play equipment**
- **Swept up all grass from recycle area**
- **Removed graffiti from play equipment**
- **Repainted picnic tables**

Inspections

- **Water and sewer inspection for demo job**
- **4 Final curb cut inspection**
- **2 Final rd cut inspection**
- **Side walk form inspection**
- **Final meter set inspection**
- **Inspected well #5**

Training

Kyle Kurth
Maintenance Department

TREASURERS REPORT

Fund Totals

City Of Benton City
 MCAG #: 199

05/01/2016 To: 05/31/2016

Time: 10:26:23 Date: 06/27/2016
 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	697,716.49	79,694.53	90,562.58	686,848.44	466.37	22,485.46	-3,125.41	706,674.86
101 City Street Fund	253,375.35	11,508.10	8,836.82	256,046.63	0.00	5,184.68	0.00	261,231.31
103 Sos Archive Grant	3,040.11	0.00		3,040.11	0.00	0.00	0.00	3,040.11
302 Park & Recreation Fund	103,422.24	6,375.70		109,797.94	0.00	0.00	0.00	109,797.94
350 I-82 Business/Industrial Park	27,876.58	57.04		27,933.62	0.00	0.00	0.00	27,933.62
401 Water Fund	54,271.27	49,210.70	101,674.92	1,807.05	188.31	10,250.09	-1,264.85	10,980.60
402 Sewer Fund	805,340.87	55,978.85	79,263.05	782,056.67	148.22	9,678.60	-1,285.74	790,597.75
406 Sewer/water Capital Improvement	94,583.21	420.78		95,003.99	0.00	0.00	0.00	95,003.99
407 Sewer/water Capital Maint.	182,729.34	0.00		182,729.34	0.00	0.00	0.00	182,729.34
	2,222,355.46	203,245.70	280,337.37	2,145,263.79	802.90	47,598.83	-5,676.00	2,187,989.52

TREASURERS REPORT

Account Totals

City Of Benton City
MCAG #: 199

05/01/2016 To: 05/31/2016

Time: 10:26:23 Date: 06/27/2016
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	629,366.60	202,321.72	279,983.81	551,704.51	-5,676.00	48,401.73	594,430.24
5 Petty Cash Fund	100.00	0.00	0.00	100.00	0.00	0.00	100.00
6 Cash Drawers	200.00	0.00	0.00	200.00	-200.00	0.00	0.00
Total Cash:	629,666.60	202,321.72	279,983.81	552,004.51	-5,876.00	48,401.73	594,530.24
Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 LGIP	1,583,326.72	570.38	0.00	1,583,897.10	0.00	0.00	1,583,897.10
3 Money Market	9,562.14	0.04	0.00	9,562.18	0.00	0.00	9,562.18
Total Investments:	1,592,888.86	570.42	0.00	1,593,459.28	0.00	0.00	1,593,459.28
	2,222,555.46	202,892.14	279,983.81	2,145,463.79	-5,876.00	48,401.73	2,187,989.52

TREASURERS REPORT

Fund Investments By Account

City of Benton City
 MCAG #: 199

05/01/2016 To: 05/31/2016

Time: 10:26:23 Date: 06/27/2016
 Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 Current Expense Fund	484,257.43		114.08	114.08		484,371.51
101 000 City Street Fund	171,509.72		114.08	114.08		171,623.80
302 000 Park & Recreation Fund	39,944.95		57.04	57.04		40,001.99
350 000 I-82 Business/Industrial Park	21,164.03		57.04	57.04		21,221.07
401 000 Water Fund	43,856.78		114.07	114.07		43,970.85
402 000 Sewer Fund	656,363.75		114.07	114.07		656,477.82
406 000 Sewer/water Capital Improvement	74,534.06					74,534.06
407 000 Sewer/water Capital Maint.	91,696.00					91,696.00
2 - LGIP	1,583,326.72	0.00	570.38	570.38		1,583,897.10
001 000 Current Expense Fund	858.90		0.04	0.04		858.94
101 000 City Street Fund	2,800.71					2,800.71
302 000 Park & Recreation Fund	737.13					737.13
350 000 I-82 Business/Industrial Park	612.37					612.37
401 000 Water Fund	1,854.87					1,854.87
406 000 Sewer/water Capital Improvement	1,664.82					1,664.82
407 000 Sewer/water Capital Maint.	1,033.34					1,033.34
3 - Money Market	9,562.14	0.00	0.04	0.04		9,562.18
	1,592,888.86	0.00	570.42	570.42		1,593,459.28

TREASURERS REPORT

Fund Investment Totals

City Of Benton City
MCAG #: 199

05/01/2016 To: 05/31/2016

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 Current Expense Fund	485,116.33		114.12	114.12		485,230.45	201,617.99
101 City Street Fund	174,310.43		114.08	114.08		174,424.51	81,622.12
103 Sos Archive Grant						0.00	3,040.11
302 Park & Recreation Fund	40,682.08		57.04	57.04		40,739.12	69,058.82
350 I-82 Business/Industrial Park	21,776.40		57.04	57.04		21,833.44	6,100.18
401 Water Fund	45,711.65		114.07	114.07		45,825.72	-44,018.67
402 Sewer Fund	656,363.75		114.07	114.07		656,477.82	125,578.85
406 Sewer/water Capital Improvement	76,198.88					76,198.88	18,805.11
407 Sewer/water Capital Maint.	92,729.34					92,729.34	90,000.00
	1,592,888.86		570.42	570.42		1,593,459.28	551,804.51
							2,145,263.79

Ending fund balance (Page 1) - Investment balance = Available cash.

TREASURERS REPORT

Outstanding Vouchers

City Of Benton City
MCAG #: 199

As Of: 05/31/2016 Date: 06/27/2016
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2016	2168	05/27/2016	Util Pay	1		Xpress Bill-Pay	10.50	Xpress Bill Pay Import - Metavante
2016	2169	05/27/2016	Util Pay	1		Xpress Bill-Pay	72.00	Xpress Bill Pay Import - iPay
2016	2171	05/30/2016	Util Pay	1		Xpress Bill Pay, Credit Card Payments	81.15	Xpress Bill Pay Import - CC
2016	2172	05/30/2016	Util Pay	1		Xpress Bill-Pay	100.00	Xpress Bill Pay Import - EFT
2016	2166	05/31/2016	Util Pay	1		Batch Utility Customer	760.06	
2016	2173	05/31/2016	Util Pay	1		Batch Utility Customer	168.31	Am Drop Box
2016	2198	05/31/2016	Util Pay	1		Batch Utility Customer	213.00	PO Box
2016	2199	05/31/2016	Tr Rec	1		AT&T Business Rent 10099803	1,200.00	
2016	2200	05/31/2016	Tr Rec	1		T-Mobile USA, Inc. Base Rent, 2000047316	991.88	
2016	2201	05/31/2016	Tr Rec	1		Sprint, SP52XC006	826.88	
2016	2202	05/31/2016	Tr Rec	1		Vonage America, FEIN 20-2758841	4.40	
2016	2203	05/31/2016	Util Pay	1		Xpress Bill Pay, Credit Card Payments	1,207.82	Xpress Bill Pay Import - CC
2016	2204	05/31/2016	Util Pay	1		Xpress Bill-Pay	40.00	Xpress Bill Pay Import - Metavante
							5,676.00	
Receipts Outstanding:								
2016	2176	05/31/2016	Payroll	1	EFT	Krista Harmon	1,623.73	
2016	2174	05/31/2016	Payroll	1	EFT	Jose Barragan	1,533.08	
2016	2177	05/31/2016	Payroll	1	EFT	Stephanie Haug	2,017.06	
2016	2188	05/31/2016	Payroll	1	EFT	Ronnie Shumate	789.37	
2016	2192	05/31/2016	Payroll	1	EFT	Aflac	407.70	05/01/2016 To 05/31/2016 - Aflac - Accident (Pre); 05/01/2016 To 05/31/2016 - Aflac - STD (Post); 05/01/2016 To 05/31/2016 - Aflac - Hospital IC (Pre)
2016	2193	05/31/2016	Payroll	1	EFT	Department of Retirement Systems	7,186.47	05/01/2016 To 05/31/2016 - PRS2
2016	2194	05/31/2016	Payroll	1	EFT	Department of Retirement Systems	575.00	05/16/2016 To 05/31/2016 - Deferred Comp.
2016	2181	05/31/2016	Payroll	1	EFT	Diana Washburn	1,537.44	
2016	2195	05/31/2016	Payroll	1	EFT	IRS - EFT Processing System	11,187.26	941 Deposit For 05/01/2016 - 05/31/2016
2016	2180	05/31/2016	Payroll	1	EFT	Nicholas Oscarson	1,833.07	
2016	2175	05/31/2016	Payroll	1	EFT	John Brown	1,608.36	
2016	2178	05/31/2016	Payroll	1	EFT	Paula Kauer	1,550.05	
2011	2331	07/19/2011	Claims	1	23931	Antonio & Maria Mendoza	0.64	Refund For Credit On Closed W/S Account
2013	2245	06/18/2013	Claims	1	25469	Ray & Connie Meredith	100.00	Community Center Deposit Refund
2013	3235	09/17/2013	Claims	1	25661	Dean Little	0.02	Refund Inactive Cust Credit Bal
2013	4181	12/17/2013	Claims	1	25833	Elyssa Guest	10.00	Refund inactive customer credit balance
2014	380	01/21/2014	Claims	1	25926	Melanie Marsh	1.00	Refund inactive customer credit balance
2014	3796	11/18/2014	Claims	1	26492	B.F. Walla Walla Good Roads	75.00	2014 Membership Dues - Lisa Stade
2014	3993	11/30/2014	Payroll	1	26544	Michelle McLeod	138.52	
2015	3530	10/20/2015	Claims	1	27192	Linda Cook	0.17	Refund inactive customer credit balance
2015	3805	11/17/2015	Claims	1	27249	Linda Cook	65.74	Refund inactive customer credit balance

TREASURERS REPORT

Outstanding Vouchers

City Of Benton City
MCAG #: 199

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2016	1264	03/15/2016	Claims	1	27535	Blanca Zamora	100.00	Community Center Deposit Refund
2016	1534	04/05/2016	Claims	1	27557	Brenda Garibay	100.00	Community Center Deposit Refund
2016	1698	04/19/2016	Claims	1	27593	Meghan Dodge	0.57	Refund inactive customer credit balance
2016	1707	04/19/2016	Claims	1	27602	Matthew Kincaid	157.09	Refund inactive customer credit balance
2016	2017	05/17/2016	Claims	1	27666	Field Asset Services	81.15	Refund inactive customer credit balance
2016	2021	05/17/2016	Claims	1	27670	Stephanie Haug	70.74	Mileage-Training WCIA Yakima
2016	2022	05/17/2016	Claims	1	27671	Jordan Jones	10.00	Refund inactive customer credit balance
2016	2026	05/17/2016	Claims	1	27675	Linda Lehman	30.78	Travel Reimbursement - DNR Land
2016	2179	05/31/2016	Payroll	1	27690	Kyle Kurth	1,934.82	
2016	2196	05/31/2016	Payroll	1	27691	Teamsters Local 839	471.00	05/01/2016 To 05/31/2016 - TEAMSTERS 839
2016	2197	05/31/2016	Payroll	1	27692	Washington Teamsters Welfare Trust	11,821.50	05/01/2016 To 05/31/2016 - NW Admin
2016	2182	05/31/2016	Payroll	1	27693	Vanessa Coates	138.52	
2016	2183	05/31/2016	Payroll	1	27694	Linda Lehman	711.80	
2016	2184	05/31/2016	Payroll	1	27695	Mary Lettau	138.52	
2016	2185	05/31/2016	Payroll	1	27696	Jacob Mokler	118.52	
2016	2186	05/31/2016	Payroll	1	27697	David Sandretto	138.52	
2016	2187	05/31/2016	Payroll	1	27698	Lisa Stade	138.52	
							48,401.73	

Fund	Claims	Payroll	Total
001 Current Expense Fund	466.37	22,485.46	22,951.83
101 City Street Fund	0.00	5,184.68	5,184.68
401 Water Fund	188.31	10,250.09	10,438.40
402 Sewer Fund	148.22	9,678.60	9,826.82
	802.90	47,598.83	48,401.73

TREASURERS REPORT

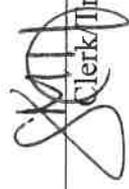
Signature Page

City Of Benton City
MCAG #: 199

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05/01/2016 To: 05/31/2016

I the undersigned officer for the City of Benton City have reviewed the foregoing report and acknowledge that to the best of my knowledge this report is accurate and true:

Signed:  Clerk/Treasurer / Date 6/27/16

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Second Reading – Ordinance 957 – Impact Fees

DATE/ITEM: 07-05-16- H 1

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: N/A

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Consideration of adoption of an ordinance creating a new section 17.12.140 "Impact Fee Deferral Program"

HISTORY

The City of Benton City currently imposes an impact fee for its parks and is therefore required to adopt and maintain such a system providing for the deferred collection of these fees and any future impact fee programs that the City may impose on development activity in the future.

ATTACHMENTS

- | | |
|--------------|----|
| 1) Ordinance | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve, on its second reading, Ordinance 957, creating a new section 17.12.140 "Impact Fee Deferral Program"

ORDINANCE 957

**AN ORDINANCE OF THE CITY OF BENTON CITY,
WASHINGTON, CREATING A NEW SECTION 17.12.140
"IMPACT FEE DEFERRAL PROGRAM"**

WHEREAS, the State of Washington legislature has, via Engrossed Senate Bill 5923, enacted changes to RCW 82.02.050 requiring cities collecting impact fees to adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction; and,

WHEREAS, the City of Benton City has recognized that it currently imposes an impact fee for its parks and is therefore required to adopt and maintain such a system providing for the deferred collection of these fees and any future impact fee programs that the City may impose on development activity in the future; NOW, THEREFORE,

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

Section 1. That a new Section 17.12.140 of the Benton City Municipal Code entitled "Impact Fee Deferral Program" shall be and hereby is adopted and shall read as follows:

17.12.140 Impact Fee Deferral Program. Each applicant for a single-family attached or detached residential construction permit, in accordance with his or her contractor registration number or other unique identification number, is entitled to annually receive deferrals of any impact fees required in BCMC 17.12.130 or any other impact fees imposed, for the first twenty single-family residential construction building permits applied for with the City of Benton City, in accordance with the following provisions of this section.

- A. Deferred collection of the impact fee payment shall be until the time of the issuance of the certificate of occupancy or equivalent certification, provided that the deferral may not be greater than eighteen (18) months from the issuance date of the applicable building permit..
- B. Unless an agreement to the contrary is reached between the buyer and the seller, the payment of impact fees due at closing of a sale must be made from the seller's proceeds. In the absence of an agreement to the contrary, the seller bears strict liability for the payment of the impact fees.

- C. The amount of impact fees deferred under this section must be determined by the fees in effect at the time of the applicant applies for a deferral.
- D. An applicant seeking a deferral under this section must grant and record a deferred impact fee lien against the property in favor of the City of Benton City in the amount of the deferred impact fee. The deferred impact fee lien must comply with the following:
 - 1. Include the legal description, tax account number, and address of the property.
 - 2. Must be in a form approved by the City of Benton City.
 - 3. Must be signed by all owners of the property, with all signatures acknowledged as required for a deed, and recorded with the Benton County Auditor's Office.
 - 4. Must be binding on all successors in title after the recordation.
 - 5. Must be junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.
- E. If impact fees are not paid in accordance with a deferral authorized by this section and in accordance with the term provisions of this section the City of Benton City may institute foreclosure proceedings in accordance with the Revised Code of Washington Chapter 61.12.
- F. If the City of Benton City does not institute foreclosure proceedings for unpaid school impact fees within forty-five (45) days after receiving notice from a school district requesting that it do so, the district may institute foreclosure proceedings with respect to the unpaid school impact fees.
- G. Upon receipt of final payment in full of all deferred impact fees for a property, the City of Benton City shall execute a release of deferred impact fee lien for the property. The property owner at the time of the release, at his or her expense, is responsible for recording the lien release.
- H. The extinguishment of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation to pay the impact fees at the time of closing of the first sale.

- I. The City of Benton City shall have the authority at its discretion, but is not required, to defer more than twenty (20) single-family residential construction building permits for an applicant. If the City of Benton City at any time collects impact fees on behalf of one or more school districts for which the collection of impact fees could be delayed, the City must consult with the district or districts about the additional deferrals. The City must give additional weight to recommendations of each applicable school district regarding the number of deferrals. If the City disagrees with the recommendations of one or more school districts, the City must provide the district or districts with a written rationale for its decision.
- J. The City of Benton City may collect reasonable administrative fees to implement this section from permit applicants who are seeking to delay the payment of impact fees under this section.
- K. For purposes of this section, an "applicant" includes an entity that controls the applicant, is controlled by the applicant, or is under the common control with the applicant.

Section 2. This Ordinance shall be effective five days after its passage, approval and publication as required by law.

PASSED by the City Council of the City of Benton City, Washington, and approved as provided by law this 5 day of July, 2016.

Linda Lehman, Mayor

Attest:

Approved as to Form:

Stephanie Haug, City Clerk-Treasurer

Leland B. Kerr, City Attorney

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Second Reading - Ordinance 958 - Sewer Lines

DATE/ITEM: 07-05-16- H 2

BUDGET INFORMATION

DEPT: Sewer

BUDGETED?

FUND: N/A

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Consideration of adoption of an ordinance amending Benton City Municipal Code section 13A.12.150 "Building Sewers -- Required"

HISTORY

During normal sewer operations, it came to light that the definition of a "building sewer" could be clarified to make it easier to understand. This ordinance is intended to do just that.

ATTACHMENTS

- | | |
|--------------|----|
| 1) Ordinance | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve, on its second reading, Ordinance 958, of the City Of Benton City, Washington, amending Benton City Municipal Code section 13A.12.150 "Building Sewers -- Required"

First Reading: June 21, 2016

Second Reading: _____

ORDINANCE 958

**AN ORDINANCE OF THE CITY OF BENTON CITY,
WASHINGTON, AMENDING SECTION 13A.12.150
“BUILDING SEWERS - - REQUIRED”**

WHEREAS, the City of Benton City has recognized the need for clarification in its sewer ordinance so as to make clear the responsibilities of property owners with respect to their building sewer lines. NOW, THEREFORE,

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

Section 1. That Section 13A.12.150 of the Benton City Municipal Code entitled “Building sewers - - Required” shall be and hereby is amended and shall read as follows:

13A.12.150 Building sewers - - Required. After March 1, 1978, a separate and independent building sewer line shall be provided for each residential lot or commercial unit in connection with the public sewer system. Each residential lot or commercial unit connected must pay the connection permit and area charge fee. Buildings constructed before March 1, 1978, may be considered a permissible, nonconforming use, when two (2) or more building sewer lines are joined together into a single lateral which then connects to the public sewer main. In such cases, any and all maintenance and/or replacement costs of the single lateral that delivers sewage to the public main, shall be equally and jointly the responsibility of all property owners whose building sewers join to the single lateral. Any such single lateral having multiple building sewers connecting into it prior to connection with the public main, shall be considered a building sewer line, even where and after it enters the public right-of-way to connect to the public sewer main. (Ord. 667, 1998; Ord. 405 S1 (part), 1981.)

Section 2. This Ordinance shall take full force and effect five (5) days after its passage, approval and publication as required by law.

PASSED by the City Council of the City of Benton City, Washington, and approved as provided by law this 5 day of July, 2016.

Linda Lehman, Mayor

Attest:

Approved as to Form:

Stephanie Haug, City Clerk-Treasurer

Leland B. Kerr, City Attorney

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Roundabout Utilities Project Acceptance- Spink
Engineering

DATE/ITEM: 07-05-16- H 3

BUDGET INFORMATION

DEPT: Water/Sewer

BUDGETED?

FUND: Sewer

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Acceptance of the I-82 Roundabout Utility Relocation project with the date of warranty to coincide with the Washington State Department of Transportation date of acceptance.

HISTORY

Please see letter from City Engineer, Alan Rainey.

ATTACHMENTS

- | | |
|----------------------------|----|
| 1) Letter from Alan Rainey | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve the acceptance of the I-82 Roundabout Utility Relocation project with the date of warranty to coincide with the Washington State Department of Transportation date of acceptance.



1045 Jadwin Ave. Suite E ▪ 509.946.1581 ▪ Richland, WA 99352 ▪ www.spinkeng.com

June 30, 2016

Stephanie Haug
City Clerk
City of Benton City
PO Box 70
Benton City, WA 99320

RE: 1-82 Roundabout Utilities
Job # 14-115

Dear Stephanie:

I inspected the relocation construction of the City's water and sewer lines for the 1-82 Roundabout project. Construction of both the water and sewer lines passed the required testing.

Water Line Pressure Testing

Conducted and passed on February 18, 2016.

The lines were chlorinated, flushed and water samples were collected for bacteriological testing. The testing showed an absence of bacteria.



Pressure Testing Observation – 150 psi for 1 hour

Sewer System Testing

Conducted and passed on February 29, 2016.

A mandrel was pulled through each run of the sewer line between manholes. Where possible, a visual inspection was performed between manholes. An air pressure test was conducted.



Mandrel Testing



Visual Inspection

I recommend the City Council accept the construction of the water and sewer lines with the date of warranty to coincide with the Washington State Department of Transportation date of acceptance.

Sincerely,

Alan Rainey
Spink Engineering LLC

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: City Hall Closure- Staff Training- Wednesday, August 31 - 7:30-1pm
DATE/ITEM: 07-05-16- H 4

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Consideration of the closure of City Hall on Wednesday, August 31st, from 7:30am-1pm, for office staff to attend Customer Service training in Kennewick.

HISTORY

ATTACHMENTS

- | | |
|-----------------------------------|----|
| 1) Training Annoucement from WCIA | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve the closure of City Hall on Wednesday, August 31st, from 7:30am - 1pm, for office staff to attend Customer Service training in Kennewick.

1 day event
starting on

AUG

31

8:00 a.m. to
12:00 p.m.

Verbal De-Escalation Course

Trainer: Robert Graham, SAFER

Where:

**Kennewick Police Department
211 W 6th Ave
Kennewick, WA 99336**

Register
for this event

Overview:

This training is designed for Front-line Public Sector Customer Service Providers and Supervisors of Front-line Customer Service Providers.

Description:

Mr. Graham provides training in "talking down" individuals in emotional and angry states. Most people follow a predictable chain of escalation before they get to the point of physically acting out.

This training teaches students to:

- Learn verbal tactics to assist in diffusing clients/public
- Understand and describe the predictors of violent behavior
- Utilize your agency resources, procedures, and personal safety skill to ensure safety
- Recognize and respond appropriately to dangerous situations in the workplace

Close Description

This event is also on July 20 at Lakewood Police Department , July 20 at Lakewood Police Department , and August 31 at Kennewick Police Department.

Credit Hours: 4.00

Non-Member Cost: \$95.00

Member Cost: \$0.00

Meets COMPACT Requirement: General COMPACT Training, City Attorney Training, Member Delegate Training

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Well # 5- Change Order #4 - Painting Doors

DATE/ITEM: 07-05-16- H 5

BUDGET INFORMATION

DEPT: Water

BUDGETED?

FUND: Water

EXPENDITURE: \$1053

DESCRIPTION/SUMMARY

ACTION

Consideration of approval of Change Order #4 for the Well #5 project for painting the doors to the building

HISTORY

Painting the doors was not included in the original specs, so a change order is needed to include this work

ATTACHMENTS

- | | |
|---|----|
| 1) Email from Contractor | 3) |
| 2) Change Order #4 (to be given at meeting) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve Change Order #4 for the Well # 5 project in the amount of \$1053.

Stephanie Haug

From: Alan Rainey <alan@spinkeng.com>
Sent: Friday, July 01, 2016 12:07 PM
To: Stephanie Haug
Subject: Door Painting

From: Dan DeRousie [<mailto:Dan@CULBERTCONSTRUCTION.COM>]
Sent: Thursday, June 30, 2016 5:05 PM
To: Alan Rainey
Cc: Andy Peters
Subject: RE: Well 5 Punchlist

Hi Alan,

We can paint the doors for \$1053.00. This would include the following:

- Prep, and paint 2 coats self-priming enamel in your choice of color .
- 1 man entry door and jamb, 1 double entry door and jamb.
- Labor and materials – based on pre-vailing wages

Have you heard anything from DWSRF on the additional gravel placement?

Also, we completed the punchlist items last week.

Thanks,

Dan DeRousie

Culbert Construction, Inc.

3905 E "A" Street Pasco, Wa 99301

509-544-0229 x 206 Office

509-544-6655 Fax

509-412-5356 Cell

dan@culbertconstruction.com



CulbertConstruction ^{INC}

From: Alan Rainey [<mailto:alan@spinkeng.com>]

Sent: Thursday, June 23, 2016 5:36 PM

To: Dan DeRousie <Dan@CULBERTCONSTRUCTION.COM>

Cc: Kyle Kurth <kkurth@ci.benton-city.wa.us>; Stephanie Haug <shaug@ci.benton-city.wa.us>; llehman@ci.benton-city.wa.us

Subject: RE: Well 5 Punchlist

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Well #5- Additional Gravel

DATE/ITEM: 07-05-16- H 6

BUDGET INFORMATION

DEPT: Water

BUDGETED?

FUND: Water

EXPENDITURE: ?

DESCRIPTION/SUMMARY

ACTION

Consideration of the purchase of gravel to cover the area surrounding Well #5 and the big water tower.

HISTORY

The addition of the fenced area surrounding Well # 5 has changed the access route for maintenance. This area is currently dirt, and it is suggested that it is graveled to keep weeds and dust down.

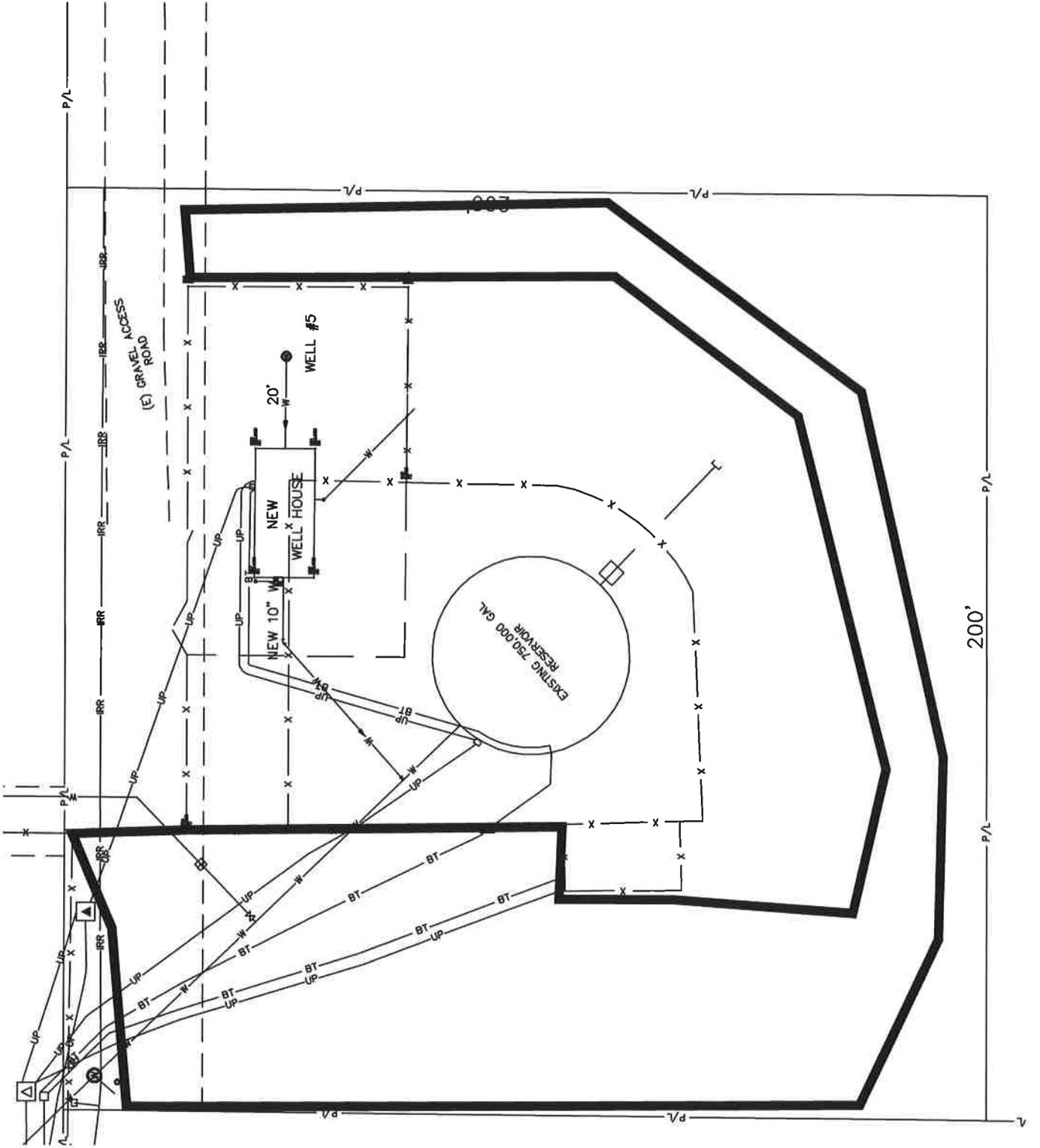
At the time of packets, we are still waiting to get a quote back from the Contractor for this work. We hope to have this information on Tuesday so the work can be completed sooner than later.

ATTACHMENTS

- | | |
|-------------------------------|----|
| 1) Map of area to be graveled | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to approve the purchase of gravel for the area surrounding Well #5 and the big water tower in an amount not to exceed \$_____.



CITY OF BENTON CITY
Voucher Summary Sheet

June 22 - July 5, 2016

FUND NAME	FUND NO.	PAYROLL	CLAIMS	TOTAL
CURRENT EXPENSE	001		33,450.67	33,450.67
CITY STREET	101		1,456.42	1,456.42
ARCHIVE	103			0.00
PARK & RECREATION CAPITAL IMPROVEMENT	302			0.00
I-82 BUSINESS PARK	350			0.00
WATER	401		17,634.10	17,634.10
SEWER	402		8,060.16	8,060.16
W/S CAPITAL IMPROVEMENT	406			0.00
W/S CAPITAL MAINTENANCE	407			0.00
'82/'97 W/S BOND REDEMPTION	409			0.00
'82/'97 W/S BOND RESERVE	410			0.00
TOTALS		0.00	60,601.35	60,601.35

I, Stephanie Haug, Audit Officer for the City of Benton City, hereby submit for approval vouchers as listed below and recommend these vouchers to be authorized for payment this 5th day of July, 2016.

VOUCHER APPROVAL

I move to approve payment of Claim check numbers:

27767 thru 27782 with EFTs as listed in the amount of \$ 60,601.35
 this 5th day of July, 2016.

 COUNCIL MEMBER

 COUNCIL MEMBER

 COUNCIL MEMBER

 CITY CLERK/TREASURER

CHECK REGISTER

City Of Benton City
MCAG #: 199

06/22/2016 To: 07/05/2016

Time: 12:00:09 Date: 06/30/2016
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2538	07/05/2016	Claims	1	EFT	Benton PUD	2.36	Acct No. 4708300000
2539	07/05/2016	Claims	1	EFT	Benton PUD	13.06	Acct No. 1628300000
2540	07/05/2016	Claims	1	EFT	Benton PUD	403.37	Acct No. 6958300000
2541	07/05/2016	Claims	1	EFT	Benton PUD	5,414.20	Acct No. 8297300000
2542	07/05/2016	Claims	1	27767	A-L Compressed Gases, Inc.	1,927.65	Acct No 801015/Inv No. 1670307
2543	07/05/2016	Claims	1	27768	Aesseal Inc.	1,081.28	Customer Code: 05CI26/Inv No. OP/I332231
2544	07/05/2016	Claims	1	27769	Benton Co. Sheriff Office	25,807.88	2016 Contract Law Enforcement Svcs-June
2545	07/05/2016	Claims	1	27770	Benton REA	518.55	Group Invoice #602
2546	07/05/2016	Claims	1	27771	Linda Cook	65.91	Reissue Check #s 27192 & 27249
2547	07/05/2016	Claims	1	27772	Crystal Springs	95.48	Acct No. 30112065416923/Inv No. 5416923 061816
2548	07/05/2016	Claims	1	27773	GRCC/WW	450.00	Registration-N.W.Oscarson-L202 10/18-10/21
2549	07/05/2016	Claims	1	27774	HD Supply Waterworks, LTD.	11,370.54	Acct No. 110448
2550	07/05/2016	Claims	1	27775	Stephanie Haug	247.32	Reimbursement-Travel
2551	07/05/2016	Claims	1	27776	Irrigation Specialist Inc	108.60	Customer No. BENT33/Inv No. 1186003-01
2552	07/05/2016	Claims	1	27777	Just A Minute Mart	642.91	June 2016 Fuel Charges
2553	07/05/2016	Claims	1	27778	Kiona-Benton Sentinel	200.00	Acct No. BCH01/Inv No. 226
2554	07/05/2016	Claims	1	27779	Antonio & Maria Mendoza	0.64	Re-Issue Check #23931- Credit On W/S Acct
2555	07/05/2016	Claims	1	27780	Ray & Connie Meredith	100.00	Re-Issue Check #25469- Community Center Deposit Refund
2556	07/05/2016	Claims	1	27781	Piche Backflow Testing	216.60	Inv No. 11444
2557	07/05/2016	Claims	1	27782	Spink Engineering	11,935.00	Inv No. 2016-07/June 2016
						33,450.67	001 Current Expense Fund
						1,456.42	101 City Street Fund
						17,634.10	401 Water Fund
						8,060.16	402 Sewer Fund
						60,601.35	Claims:
* Transaction Has Mixed Revenue And Expense Accounts						60,601.35	60,601.35

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: City Hall Construction- Update- Spink Engineering

DATE/ITEM: 07-05-16- | 1

BUDGET INFORMATION

DEPT: All

BUDGETED?

FUND: General

EXPENDITURE: ?

DESCRIPTION/SUMMARY

ACTION

Continued discussion on options for City Hall improvements

HISTORY

ATTACHMENTS

- | | |
|---|----|
| 1) ADA Compliance Email from Attorney L. Kerr | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

DISCUSSION ONLY

Stephanie Haug

From: Leland Kerr <lkerr@kerrlawgroup.net>
Sent: Tuesday, June 28, 2016 1:18 PM
To: Stephanie Haug (SHaug@ci.benton-city.wa.us)
Cc: Sherrie Ashley; Eric Ferguson
Subject: FW: Benton City: ADA Restroom @ City Hall

Stephanie—If the below is not too long and confusing, we can use that as our report to Council regarding the need for ADA accommodation at City Hall. If there are concerns, please let me know and we can prepare something a little shorter and more formal. Thanks—Lee

LELAND B. KERR

Attorney

KERR LAW GROUP | Attorneys at Law | A Professional Limited Liability Company | www.kerrlawgroup.net

✉: lkerr@kerrlawgroup.net | ☎: 509.735.1542 | 📠: 509.735.0506 | 📍: 7025 W. Grandridge Blvd. Suite A . Kennewick . Washington . 99336

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From: Leland Kerr
Sent: Monday, June 27, 2016 1:19 PM
To: 'Alan Rainey'
Cc: Sherrie Ashley; Stephanie Haug (SHaug@ci.benton-city.wa.us); Linda Lehman (llehman@ci.benton-city.wa.us)
Subject: RE: Benton City: ADA Restroom @ City Hall

Alan—Yes, the City has an obligation to comply with ADA both affirmatively to provide accommodation and to compensate in the event of discrimination. I found the DOJ [*ADA Guide for Small Cities*](#) that addresses the question generally. It states:

Existing Facilities: Program Accessibility

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of title II of the ADA, towns must make sure that they are also available to persons with disabilities, unless to do so would fundamentally alter a program, service, or activity or result in undue financial or administrative burdens (see page 8). This requirement is called program accessibility. When a service, program, or activity is located in a building that is not accessible, a small town can achieve program accessibility in several ways. It can:

- *relocate the program or activity to an accessible facility*
- *provide the activity, service, or benefit in another manner that meets ADA requirements, or*
- *make modifications to the building or facility itself to provide accessibility.*

Thus, to achieve program accessibility, a small town need not make every existing facility accessible. It can relocate some programs to accessible facilities and modify other facilities, avoiding expensive physical modifications of all town facilities.

The link to this site is <https://www.ada.gov/smtown.htm>.

Also FAQ from DOJ states:

Issue: "Grandfather" Clause or Small Entity Exemption

Common Problem:

City governments may believe that their existing programs and facilities are protected by a "grandfather" clause from having to comply with the requirements of Title II of the ADA. Small municipalities may also believe that are exempt from complying with Title II because of their size.

Result:

Because city governments wrongly believe that a "grandfather" clause or a small entity exemption shields them from complying with Title II of the ADA, they fail to take steps to provide program access or to make modifications to policies, practices, and procedures that are required by law. People with disabilities are unable to gain access to city facilities, programs, services, or activities because of a public entity's reliance on these common misconceptions.

Requirement:

There is no "grandfather" clause in the ADA. However, the law is flexible. City governments must comply with Title II of the ADA, and must provide program access for people with disabilities to the whole range of city services and programs. In providing program access city governments are not required to take any action that would result in a fundamental alteration to the nature of the service, program, or activity in question or that would result in undue financial and administrative burdens. This determination can only be made by the head of the public entity or a designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The determination that undue burden would result must be based on all resources available for use in a program. If an action would result in such an alteration or such burdens, a city government must take any other action that it can to ensure that people with disabilities receive the benefits and services of the program or activity. 28 C.F.R. § 35.150(a)(3).



Cities must remove barriers to provide alternative access to programs and services in existing facilities.

Similarly, there is no exemption from Title II requirements for small municipalities. While public entities that have less than 50 employees are not required to comply with limited sections of the Department of Justice's regulations, such as maintaining self-evaluations on file for three years and designating a grievance procedure for ADA complaints, no general exemption applies. All public entities, regardless of size, must comply with Title II's requirements. 28 C.F.R. § 35.104.

The ADA Regulations are vague as to what constitutes, "administrative or financial burdens" allowing exemption. In practice that burden is quite high and it still does not insulate the City from discrimination claims for denied access. The regulations states:

§35.150 Existing facilities.

Consistent with section 204(b) of the Act, this regulation adopts the program accessibility concept found in the section 504 regulations for federally conducted programs or activities (e.g., 28 CFR Part 39). The concept of "program accessibility" was first used in the section 504 regulation adopted by the Department of Health, Education, and Welfare for its federally assisted programs and activities in 1977. It allowed recipients to make their federally assisted programs and activities available to individuals with disabilities without extensive retrofitting of their existing buildings and facilities, by offering those programs through alternative methods. Program accessibility has proven to be a useful approach and was adopted in the regulations issued for programs and activities conducted by Federal Executive agencies. The Act provides that the concept of program access will continue to apply with respect to facilities now in existence, because the cost of retrofitting existing facilities is often prohibitive.

Section 35.150 requires that each service, program, or activity conducted by a public entity, when viewed in its entirety, be readily accessible to and usable by individuals with disabilities. The regulation makes clear, however, that a public entity is not required to make each of its existing facilities accessible (§35.150(a)(1)). Unlike title III of the Act, which requires public accommodations to remove architectural barriers where such removal is "readily achievable," or to provide goods and services through alternative methods, where those methods are "readily achievable," title II requires a public entity to make its programs accessible in all cases, except where to do so would result in a fundamental alteration in the nature of the program or in undue financial and administrative burdens. Congress intended the "undue burden" standard in title II to be significantly higher than the "readily achievable" standard in title III. Thus, although title II may not require removal of barriers in some cases where removal would be required under title III, the program access requirement of title II should enable individuals with disabilities to participate in and benefit from the services, programs, or activities of public entities in all but the most unusual cases.

Paragraph (a)(2), which establishes a special limitation on the obligation to ensure program accessibility in historic preservation programs, is discussed below in connection with paragraph (b).

Paragraph (a)(3), which is taken from the section 504 regulations for federally conducted programs, generally codifies case law that defines the scope of the public entity's obligation to ensure program accessibility. This paragraph provides that, in meeting the program accessibility requirement, a public entity is not required to take any action that would result in a fundamental alteration in the nature of its service, program, or activity or in undue financial and administrative burdens. A similar limitation is provided in §35.164.

This paragraph does not establish an absolute defense; it does not relieve a public entity of all obligations to individuals with disabilities. Although a public entity is not required to take actions that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens, it nevertheless must take any other steps necessary to ensure that individuals with disabilities receive the benefits or services provided by the public entity.

It is the Department's view that compliance with §35.150(a), like compliance with the corresponding provisions of the section 504 regulations for federally conducted programs, would in most cases not result in undue financial and administrative burdens on a public entity. In determining whether financial and administrative burdens are undue, all public entity resources available for use in the funding and operation of the service, program, or activity should be considered. The burden of proving that compliance with paragraph (a) of §35.150 would fundamentally alter the nature of a service, program, or activity or would result in undue financial and administrative burdens rests with the public entity.

The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee and must be accompanied by a written statement of the reasons for reaching that conclusion. The Department recognizes the difficulty of identifying the official responsible for this determination, given the variety of organizational forms that may be taken by public entities and their components. The intention of this paragraph is that the determination must be made by a high level official, no lower than a Department head, having budgetary authority and responsibility for making spending decisions.

It is therefore my opinion that the City is not grandfathered or exempt from the accommodation requirements of ADA. Whether the City alters City Hall, it will still have the obligation to comply and faces a discrimination claim under section 1893 of USC for failing to comply. Please let me know if you have any questions—Lee

LELAND B. KERR

Attorney

KERR LAW GROUP | Attorneys at Law | A Professional Limited Liability Company | www.kerrlawgroup.net

✉: lkerr@kerrlawgroup.net | ☎: 509.735.1542 | 📠: 509.735.0506 | 📍: 7025 W. Grandridge Blvd. Suite A . Kennewick . Washington . 99336

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From: Alan Rainey [<mailto:alan@spinkeng.com>]

Sent: Monday, June 27, 2016 11:57 AM

To: Leland Kerr; Eric Ferguson

Subject: Benton City: ADA Restroom @ City Hall

Lee:

Have you found anything out about the ADA requirement for City Hall? I have a call and e-mail into Steve at the Building Department and haven't heard anything back.



June 9, 2016

Alan Rainey
Spink Engineering
1045 Jadwin Avenue
Richland, Washington 99352

Via email: Alan@spinkeng.com

Re: Fungal Sample Results
Benton City City Hall
PBS Project No.: 64389.000

Dear Mr. Rainey:

On May 31, 2016, PBS Engineering and Environmental Inc. (PBS) performed limited fungal air sampling and tape lift fungal sampling at the City Hall located in Benton City, Washington.

BACKGROUND

This investigation and sampling was performed to address concerns following a moisture intrusion event that occurred in the past that. Also, fungal growth was observed on a wood wall in the Sheriff's Office.

FUNGAL PARTICULATE AIR SAMPLING

PBS performed airborne non-viable fungal sampling at the above-referenced locations. Two (2) samples were collected from the Sherriff's Office and the archive storage room. Another interior sample was collected from an occupied area to use for comparison purposes of indoor fungal concentrations. PBS also collected one (1) additional sample from outside the building to use for analytical comparison purposes between indoor fungal concentrations and outdoor fungal concentrations.

Samples were collected during normal building operations. Samples were collected utilizing Air-O-Cell sampling cassettes with a high-volume vacuum pump. Each sample was collected at a flow rate of 15 liters per minute for ten (10) minutes (150 liters total per sample) from approximately four (4) feet above floor level. Samples were submitted under chain of custody to Lab/Cor, Inc. of Seattle, Washington, for fungal identification and quantification by an optical microscopic method. The results are summarized in the table below.

400 Bradley Boulevard, Suite 300, Richland, WA 99352
509.942.1600 Main
866.727.0140 Fax
www.pbseenv.com

Table 1: Fungal Particulate Air Sample Results

Sample Number	Sample Location	Total Count	Sample Breakdown	Spore Type
01	Sheriff's Office	5,780	5220 305 75 65 60 40 10 5	Aspergillus/Penicillium Myxo./ Periconia/ Smuts Basidiospores Cladosporium Aureobasidium Hyphal Fragments Ascospores Stachybotrys chartarum
	Archive Storage	500	270 125 30 30 15 15 10 5	Aspergillus/Penicillium Myxo./ Periconia/ Smuts Cladosporium Hyphal Fragments Aureobasidium Basidiospores Ascospores Aternaria
03	Receptionist Office	155	95 30 10 5 5 5 5	Myxo./ Periconia/ Smuts Cladosporium Hyphal Fragments Ascospores Aspergillus/Penicillium Basidiospores Stemphylium
04	Outdoor	1350	445 400 235 170 35 30 15 10 5 5	Basidiospores Myxo./ Periconia/ Smuts Ascospores Cladosporium Aureobasidium Aspergillus/Penicillium Hyphal Fragments Torula Altrnaria Ganoderma

Laboratory analysis of samples 01 and 02, collected from the Sheriff's office and archive storage room respectively, identified elevated concentrations of Aspergillus/Penicillium-like spores. Stachybotrys chartarum was identified in sample 01 collected from the Sheriff's office. These two types of spores are often

associated with moisture impacted building materials and their presence may indicate possible moisture impacts which may promote fungal growth.

Refer to the attached laboratory analysis report for additional information.

TAPE LIFT FUNGAL SAMPLING

The suspect fungal tape lift sample was submitted to Lab/Cor, Inc., in Seattle, Washington, under chain of custody protocols for fungal identification and relative quantification by an optical microscopic method.

The following Table 1 summarizes the results of the fungal testing for the tape lift samples.

Table 1: Tape Lift Fungal Results

Sample Number	Sample Location	Sample Breakdown	Predominant Spore Type
TL05	Sheriff's Office	High High Moderate Moderate Moderate	Aspergillus/Penicillium Aureobasidium Cladosporium Hyphal Fragments Ulocladium

The results of the laboratory analysis for the tape lift samples collected during this investigation indicate that fungal material is present in the area sampled.

Spores determined to have a relative abundance of "moderate" or "high" may indicate potential fungal concerns, but must be taken into consideration with other site conditions. Spores determined to have a relative abundance of "low" or "trace" are considered to be background levels.

Refer to the attached laboratory reports for more detailed information.

CONCLUSIONS

Based on visual observations and laboratory analysis results, PBS reports the following:

- Laboratory analyses has confirmed elevated fungal spore concentrations in the air samples collected from the Sheriff's office and the archive storage room.
- Visible fungal growth was observed in the Sheriff's office.
- Laboratory analysis has confirmed high to moderate concentrations of fungal spores in visible fungal growth on a wood wall collected from the Sheriff's office.

RECOMMENDATIONS

- PBS recommends utilizing a qualified remediation contractor to remove the visible fungal growth and fungal impacted wood in the Sheriff's office and the archive storage room according to the guidelines found in the Environmental Protection Agency's document "Mold Remediation in Schools and Commercial Buildings" (402-K-01-001).

- Retain a copy of this report for your records.
-

LIMITATIONS

The findings and conclusions in this report are limited to the areas inspected, as well as professional judgment concerning the significance of the data gathered during the investigation. Only accessible areas and materials were examined during this investigation.

PBS appreciates the opportunity to provide consulting services to Spink Engineering. If you have any questions regarding this report or the laboratory results, please call me at 509.942.1600.

Sincerely,
PBS Engineering and Environmental Inc.

Kristen Hunt

Kristen Hunt
Sr. Project Manager - IH

Attachments: Laboratory Analysis Reports

KH/JP/emp



Lab/Cor, Inc.
7619 6th Ave NW
Seattle, WA 98117

Analysis Report Cover
Final Report

Phone: (206) 781-0155
http://www.labcor.net

A Professional Service Corporation in the Northwest

Job Number: 160505 SEA

Report Number: 160505R01

Client: PBS Engineering + Environmental

Report Date: 6/2/2016

**Address: 400 Bradley Blvd
Richland, WA 99352**

Project Name: Benton City Hall

Project No.: 64389.000

PO Number:

Sub Project:

Reference No.:

Enclosed please find results for samples submitted to our laboratory. A list of samples and analyses follows:

Lab/Cor Sample #	Client Sample # and Description	Analysis	Analysis Notes	Date Received:
160505 - S1	001 - Storage Area Near Stairs; Basement	NV, Air, Fungal ID		6/1/2016
160505 - S2	002 - Storage Rm. NW Side of Building; Basement	NV, Air, Fungal ID		6/1/2016
160505 - S3	003 - Office Area Upstairs	NV, Air, Fungal ID		6/1/2016
160505 - S4	004 - Outside Comparison	NV, Air, Fungal ID		6/1/2016

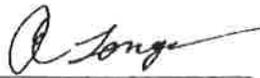
Nonviable Air Air samples follow preparation and analysis techniques outlined in Method 5 of the laboratory SOP; this method is based on guidelines from the Pan-American Aerobiology Association Standardized Protocol and ASTM Method 7391-09. Samples were collected using either an Air-O-Cell, Cyclex-D, Allergenco-D, or M2 Multi-Mold nonviable air sampling cassette. Characteristic morphologies were observed by optical microscopy at a magnification of 600x. For each individual particle type observed, data was reported in particles per cubic meter of air (m3).

Due to various factors that influence uncertainty (media type, particle loading, staining, instrumentation and other variable aspects of the method), only the first two figures reported are considered to be significant. The area analyzed on each sample is 20%.

Disclaimer The results reported relate only to the samples tested or analyzed; the laboratory is not responsible for data collected by personnel who are not affiliated with the laboratory. Results reported in both structures/cm3 and structures/mm2 are dependent on the sample volume and area. These parameters are measured and recorded by non-laboratory personnel and are not covered by the laboratory's accreditation. Interpretation of these results is the sole responsibility of the client.

If further clarification of these results is needed, please call us. Thank you for allowing the staff at Lab/Cor, Inc. the opportunity to provide you with the analytical services.

Sincerely,

x 

Ashley Tonge
Technician/Analyst

Nonviable Air

Job Number: 160505

Client: PBS Engineering + Environmental

Project Name: Benton City Hall

Project No.: 64389.000

Reference No.:

Report Number: 160505R01

Date Received: 6/1/2016

Lab/Cor ID:	S1	S2
Sample No.:	001	002
Description:	Storage Area Near Stairs; Basement	Storage Rm. NW Side of Building; Basement
Sample Measure:	150 L	150 L
Media Type:	Fungal-Air-O-Cell	Fungal-Air-O-Cell
Analyst - Analysis Date:	AT - 6/2/2016	AT - 6/2/2016
MRL:	33	33
Scope - Magnification:	Olympus BHT-BH2 - 600	Olympus BHT-BH2 - 600
Notes:		

Fungal Identification	Raw Count*	Total Count**	Total/m ³	Raw Count*	Total Count**	Total/m ³
Alternaria				1	5	33
Ascospores	2	10	67	2	10	67
Aspergillus/ Penicillium-like	1044	5220	34800	54	270	1800
Aureobasidium	12	60	400	3	15	100
Basidiospores	15	75	500	3	15	100
Cladosporium	13	65	433	6	30	200
Ganoderma						
Hyphal Fragments	8	40	267	6	30	200
Myxo./ Periconia/ Smuts	61	305	2033	25	125	833
Stachybotrys chartarum	1	5	33			
Stemphylium						
Torula						
Summary Total:	1156	5780	38533	100	500	3333

* - Raw Counts per 20% of Sample
** - Total Count per Sample

Nonviable Air

Job Number: 160505

Client: PBS Engineering + Environmental

Project Name: Benton City Hall

Project No.: 64389.000

Reference No.:

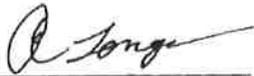
Report Number: 160505R01

Date Received: 6/1/2016

Lab/Cor ID:	S3	S4
Sample No.:	003	004
Description:	Office Area Upstairs	Outside Comparison
Sample Measure:	150 L	150 L
Media Type:	Fungal-Air-O-Cell	Fungal-Air-O-Cell
Analyst - Analysis Date:	AT - 6/2/2016	AT - 6/2/2016
MRL:	33	33
Scope - Magnification:	Olympus BHT-BH2 - 600	Olympus BHT-BH2 - 600
Notes:		

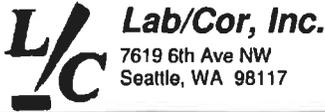
Fungal Identification	Raw Count*	Total Count**	Total/m³	Raw Count*	Total Count**	Total/m³
Alternaria				1	5	33
Ascospores	1	5	33	47	235	1567
Aspergillus/ Penicillium-like	1	5	33	6	30	200
Aureobasidium				7	35	233
Basidiospores	1	5	33	89	445	2967
Cladosporium	6	30	200	34	170	1133
Ganoderma				1	5	33
Hyphal Fragments	2	10	67	3	15	100
Myxo./ Periconia/ Smuts	19	95	633	80	400	2667
Stachybotrys chartarum						
Stemphyllum	1	5	33			
Torula				2	10	67
Summary Total:	31	155	1032	270	1350	9000

Reviewed by:

x 

Ashley Tonge
Technician/Analyst

* - Raw Counts per 20% of Sample
 ** - Total Count per Sample



Lab/Cor, Inc.
7619 6th Ave NW
Seattle, WA 98117

Analysis Report Cover
Final Report

Phone: (206) 781-0155
http://www.labcor.net

A Professional Service Corporation in the Northwest

Job Number: 160505 SEA

Report Number: 160505R02

Client: PBS Engineering + Environmental

Report Date: 6/2/2016

**Address: 400 Bradley Blvd
Richland, WA 99352**

Project Name: Benton City Hall

Project No.: 64389.000

PO Number:

Sub Project:

Reference No.:

Enclosed please find results for samples submitted to our laboratory. A list of samples and analyses follows:

Lab/Cor Sample #	Client Sample # and Description	Analysis	Analysis Notes	Date Received:
160505 - S5	TL05 -	NV, Surface, Fungal ID Qual.		6/1/2016

Nonviable Surface Surface samples (Swab or Tape) follow preparation and analysis techniques outlined in Method 7 and Method 9 of the laboratory SOP; these methods are based on guidelines from the Pan-American Aerobiology Association Standardized Protocol and ASTM Method 7391-09. Swab samples were suspended in a Peptone/ Tween buffered solution and stained using lacto-cotton blue. A 0.05 ml sub-sample of the buffered solution was then examined. Tape samples were mounted on a slide and stained using lacto-cotton blue.

Qualitative Analysis:

Characteristic morphologies were observed using optical microscopy at a magnification of 600x. Fungal and Particulates counts were reported in Relative Abundance (High, Moderate, Low, and Trace). The Minimum Reporting Limit (MRL) is 1 Fungal/ Particulate count (Trace Relative Abundance).

Quantitative Analysis:

Characteristic morphologies were observed using optical microscopy at a magnification of 600x. Fungal and Particulates counts were reported as the Total Concentration for each Fungal and Particulate type. The Minimum Reporting Limit (MRL) is 4 Fungal/ Particulate Counts/ cm² for Swab Samples and 6 Fungal/ Particulate Counts/ cm² for Tape Samples.

Disclaimer The results reported relate only to the samples tested or analyzed; the laboratory is not responsible for data collected by personnel who are not affiliated with the laboratory. Results reported in both structures/cm³ and structures/mm² are dependent on the sample volume and area. These parameters are measured and recorded by non-laboratory personnel and are not covered by the laboratory's accreditation. Interpretation of these results is the sole responsibility of the client.

If further clarification of these results is needed, please call us. Thank you for allowing the staff at Lab/Cor, Inc. the opportunity to provide you with the analytical services.

Sincerely,

x

Ashley Tonge
Technician/Analyst

Nonviable Surface

Job Number: 160505

Client: PBS Engineering + Environmental

Project Name: Benton City Hall

Project No.: 64389.000

Reference No.:

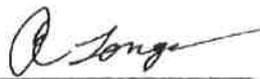
Report Number: 160505R02

Date Received: 6/1/2016

Lab/Cor ID:	S5
Sample No.:	TL05
Description:	
Sample Measure:	1 each
Media Type:	Fungal-BioTape
Analyst:	AT
Analysis Date:	6/2/2016
Notes:	

Fungal Identification	Relative Abundance	Relative Abundance
Alternaria	Low	
Ascospores	Trace	
Aspergillus/ Penicillium-like	High	
Aureobasidium	High	
Cladosporium	Moderate	
Hyphal Fragments	Moderate	
Ulocladium	Moderate	

Reviewed by:

x 

Ashley Tonge
 Technician/Analyst

Trace = <10 counts in examined area
Low = <30% coverage of examined area
Moderate = 30% - 70% coverage of examined area
High = >70% coverage of examined area

Fungal / Particulate Sample Chain of Custody Record

Lab/Cor, Inc
 7619 6th Ave NW
 Seattle, WA 98117
 Office (206) 781-0155
 Fax (206) 789-8424
 mail@labcor.net
 www.labcor.net

Client: DBS Environmental
Address: 400 Broadway Blvd.
City, State, Zip: Richland, WA, 99352
Contact: Kristen Hunt
Phone: (509) 554-1219 **Fax:** _____
Email: Kristen.Hunt@plusev.com
Other Info: Tapelift - Qualitative and Quantitative Analysis

Analysis Type:
 Nonviable Options:
 Fungal ID
 Fungal & Particulate ID
 Particulate ID
 Quantitative Analysis
 (Total Count)
 Qualitative Analysis
 (Relative Abundance)
Viable Options:
 Complete Analysis
 Genera Only
 Stachy Only

Turnaround Time:
 6 hr RUSH*
 24 hours*
 48 hours
 3 days
 (NV Std)
 5 days
 Viable
 (7-10 days)

Project Name: Benton City Hill **Project Number:** 64389.000 **P.O. Number:** _____

Sample #	Sample Description	Sample Information						Media Type		Sampling Information								
		Air		Swab		Bulk		Dust	Tape	MSA	Stachy	Other	Sample Date	Sample Time		Sample Flow		Total Volume / Area
		NV	V	NV	V	NV	V							NV	V	On	Off	
001	See Attached	X											S/3/14					150 L
002	"	X											S/3/14					150 L
003	"	X											S/3/14					150 L
004	"	X											S/3/14					150 L
TL05	11																	

By signing below you are agreeing to comply with Lab/Cor's Requests, Tenders and Contracts.

Relinquished by: William Galt **Date:** 3/11/16 **Time:** _____

Received by: Jessica Swable **Date:** 3/11/16 **Time:** 10:10

Relinquished by: _____ **Date:** _____ **Time:** _____

Received by: _____ **Date:** _____ **Time:** _____

* Call ahead for TATs of 24hrs or less

S:\Vario 02\Master Documents\Chain of Custody\CURRENT CHAIN\Fungal Particulate Chain of C... Record W06.doc

160505
 hr

160505
2/2

Mold Air Sample Data Sheet

Client SPink Eng.

Date 5/31/16

Project Name Benton City Hall

Job # 64389.000

Date	5/31/16	5/31/16	5/31/16	5/31/16
Sampled by	WH	WH	WH	WH
Sample No.	001	002	003	004
Code				
Location	Storage Area Near stairs; Basement	Storage Rm N.W. side of Building; Basement	Office Area Upstairs	outside Comparison
Activity				
Pump No.				
Time Started	10:24	10:23	10:39	10:38
Time Ended	10:34	10:33	10:49	10:48
Total Minutes	10	10	10	10
Flow Rate Start	15	15	15	15
Flow Rate End	15	15	15	15
Average Flow Rate	15	15	15	15
Total Liters	150	150	150	150

ACTION LIST FOR JUNE 21, 2016 COUNCIL MEETING

<u>Item</u>	<u>Cost Est.</u>	Yes	No
1 <u>Mold Abatement</u> This is an estimate of from All-Safe Abatement. They preformed the work in 2009 and along stairway in 2016. This is only an estimate. It may take more time and effort to remove all mold considering there may some we cannot see behind the ceiling tiles.	7,500	<input type="checkbox"/>	<input type="checkbox"/>
2 <u>Floor & Roof Beam Improvements</u> Includes Engineering, beam design, demo and replace false ceiling, laminations to roof beam and replacing basement beam.	35,300	<input type="checkbox"/>	<input type="checkbox"/>
3 <u>Front Sidewalk Replacement</u> Sidewalk with "curb" against the building is needed to keep water from entering the building.	6,400	<input type="checkbox"/>	<input type="checkbox"/>
4 <u>Building Front Replacement</u> New siding is needed to keep water from entering on the building front.	8,500	<input type="checkbox"/>	<input type="checkbox"/>
5 <u>Roofing Repairs</u> Instead of full roof replacement, portions of the roof cap and flashing can be replaced or repaired.	5,000	<input type="checkbox"/>	<input type="checkbox"/>
6 <u>Wall Base Sealing (Basement)</u>	4,000	<input type="checkbox"/>	<input type="checkbox"/>
7 <u>Wall Sealing (Stairway Area)</u> This will include the placement of a sealant material on the south wall along the stairway and area infront of the bathrooms. This will keep mositure from coming through the block surface and growing mold.	2,500	<input type="checkbox"/>	<input type="checkbox"/>
8 <u>Sidewal on South Side of Buildign</u> Remove and replace existing walkway (pavers & wood) on the southside of the building. This will require adjacent building owners approval as this is on their property.	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Total	74,200		
Total Selected	_____		

I make a motion that we approve the expenditure of an estimated \$ _____, plus sales tax, to complete items _____ on proposed list. The Council is aware that some of these costs may be more than listed because of the uncertainty of the quantity or extent of the conditions present.