



City of Longview

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

Agenda - Final-revised

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, September 13, 2018

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**

[18-5577](#) **AUGUST 23, 2018 REGULAR MEETING MINUTES**
AUGUST 30, 2018 WORKSHOP MINUTES

Attachments: [8.23.2018 Regular Meeting Minutes for Approval](#)
[8.30.2018 Workshop Minutes for Approval](#)

5. **CHANGES TO THE AGENDA**
6. **PRESENTATIONS & AWARDS**

[18-5579](#) **PRESENTATION OF KELLY JENSEN'S CERTIFICATION AS A PUBLIC RECORDS OFFICER THROUGH THE WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS**
The Washington Association of Public Records Officers (WAPRO) provides Public Records Act training to records officers at approximately 2,200 agencies in Washington State. WAPRO's stated goal is to harness the collective knowledge and talent of the state's public records officers to increase transparency and Public Records Act compliance through standardized education. Members of WAPRO are required to attend frequent conferences

and workshops in order to earn and maintain their certification. We are proud to recognize Kelly Jensen as the Longview Police Department's first WAPRO certified Public Records Officer.

[18-5580](#)

SUICIDE AWARENESS AND PREVENTION MONTH - SEPTEMBER 2018

STAFF CONTACT: Maureen Wingler, Executive Office

RECIPIENT: Representative from the National Alliance on Mental Illness (NAMI) Southwest Washington

Attachments: [Longview City Council.pdf](#)

[Suicide Awareness & Prevention Month - September 2017.pdf](#)

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**

[18-5578](#)

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:

FIRST HALF SEPTEMBER 2018 ACCOUNTS PAYABLE: \$833,391.18

SECOND HALF AUGUST 2018 PAYROLL:

\$82,638.40, checks no. 207451-207453 (Bank of America) & 1-18 (US Bank)
\$724,980.38, direct deposits
\$925,803.64, wire transfers
\$1,733,422.42 Total

STAFF CONTACT:

Kaylee Cody, City Clerk

John Baldwin, Fiscal Analyst
Jackie Rodgers, Human Resources Specialist

[18-5575](#)

**RESOLUTION NO. 2277 - SPONSORING THE COWLITZ 911 PUBLIC
AUTHORITY'S REQUEST TO JOIN THE ASSOCIATION OF
WASHINGTON CITIES EMPLOYEE BENEFIT TRUST**

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Council Initiative: Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The Association of Washington Cities (AWC) Employee Benefit Trust requires that a city member of the AWC Employees Benefit Trust sponsor a non-city entity's request before the non-city can participate in an AWC Employee Benefits Trust program. The Cowlitz 911 Public Authority has expressed a desire to participate in the AWC Employee Benefits Trust program as a quasi-municipal entity and has requested that the City of Longview act as their sponsor.

RECOMMENDED ACTION:

Motion to approve Resolution No. 2277 authorizing the Cowlitz 911 Public Authority to join the Association of Washington Cities Employee Benefit Trust.

STAFF CONTACT: Kurt Sacha, City Manager

Attachments: [Resolution No. 2277 - Sponsoring Cowlitz 911 Public Authority to Join AWC](#)

[18-5582](#)

**RESOLUTION 2273: SOUTHWEST WASHINGTON REGIONAL AIRPORT
INTERLOCAL COOPERATION AGREEMENT**

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

The current interlocal agreement (ILA) for the governance of the Southwest Washington Regional Airport between the City of Kelso, City of Longview, Cowlitz County, and the Port of Longview expires on December 31, 2018. In 2017, the Port of Longview offered to take on the responsibility of writing the new ILA. The airport manager and airport attorney have been working closely with the Port's legal counsel to complete a draft ILA, see attached. The proposed new ILA was written using the current agreement as a template streamlining the process and making the proposed changes and updates easier to identify.

RECOMMENDED ACTION:

Motion to adopt Resolution 2273.

STAFF CONTACT:

Kurt Sacha, City Manager
Chris Paolini, Airport Manager

Attachments: [FINAL Draft - SWRA Interlocal Agreement with Exhibits A-G](#)

[Resolution No. 2273 - Amended Interlocal SW Washington Regional Airport Se](#)

[18-5583](#)

2019 SW WASHINGTON REGIONAL AIRPORT OPERATING BUDGET

CITY ATTORNEY REVIEW: N/A

SUMMARY STATEMENT:

A portion of the funding for the SW Washington Regional Airport is funded through contributions from the City of Kelso, City of Longview, Cowlitz County and the Port of Longview as outlined in Resolution No. 2273, Interlocal Agreement for the SW Washington Regional Airport. In addition to hangar leases, land leases and other miscellaneous revenues, the City of Kelso, Cowlitz County, City of Longview and Port of Longview will each contribute \$76,000.00 in 2019 toward the operations of the airport. This represents the same amount as was provided in 2018.

RECOMMENDED ACTION:

Motion to approve the 2019 SW Washington Regional Airport Operating Budget.

STAFF CONTACT:

Kurt Sacha, City Manager
Chris Paolini, Airport Manager

Attachments: [2019 DRAFT SWRA Budget Clean Copy 7.2018 V2](#)

[Resolution No. 2273 - Amended Interlocal SW Washington Regional Airport Se](#)

[18-5576](#)

BID REVIEW - 38TH AVENUE SLIDE REPAIR

COUNCIL STRATEGIC INITIATIVE ADDRESSED:

Improve transportation systems

SUMMARY STATEMENT:

In late December of 2017, a landslide blocked a portion of 38th Ave between Memorial Park Drive and Ocean Beach Highway. An emergency was declared by the City Manager and temporary measures undertaken to ensure public safety, including the removal of landslide debris and the placement of a temporary barrier along the southbound lane to contain future landslides. This project will serve to stabilize the hillside and restore the southbound lane and sidewalk on 38th Ave.

The project includes rock scaling and removal of an overhanging block, rock bolting, installation of a wire mesh slope protection system, temporary erosion control, and traffic control.

On September 5, 2018, four bids were received as follows:

\$133,867.00 - TBH & Associates, LLC, Vancouver, WA

\$140,700.00 - Rock Supremacy, LLC, Bend, OR

\$191,800.00 - Triptych Construction, LLC, Roseburg, OR

\$203,600.00 - Massana, Inc., Gig Harbor, WA

\$111,000.00 - Engineer's Estimate

All bids received were determined to be regular and responsive and the bidders are licensed to perform the work.

FINANCIAL SUMMARY:

This project is funded by the Arterial Street Fund.

RECOMMENDED ACTION:

Motion to accept the low bid and award a contract to TBH & Associates, LLC, in the amount of \$133,867.00.

STAFF CONTACT:

Stephanie Burt, Project Engineer

15. CITY MANAGER'S REPORT

[18-5585](#)

**PROFESSIONAL SERVICES AGREEMENT WITH METEREADERS, LLC
TO READ WATER METERS**

COUNCIL INITIATIVE ADDRESSED:

Continue effective financial management

CITY ATTORNEY REVIEW: REQUIRED

SUMMARY STATEMENT:

In 1986, after soliciting proposals, the City contracted with Metereaders, Inc. of Lake Oswego, OR to read the City's water meters rather than continue to do so with City staff. After seven years contracting with Metereaders, staff again solicited proposals for meter reading services. From the five proposals received, the city council awarded a contract to Farwest Energy Management of Longview, WA effective February 1, 1994. Farwest had been reading the City's meter since that time.

In recent years, Farwest's performance had been deteriorating, and in 2018 they demonstrated serious deficiencies and were regularly unable to complete readings by their due dates. In June 2018, Farwest fell so far behind in their reading schedule that staff declared them to be in default and terminated their contract. At that time, City utilities staff took over meter reading duties and has continued reading meters.

Since that time, staff has identified significant inefficiencies in the route sequencing, and hundreds of meter condition deficiencies that were not reported to the City. Staff is working to revise routing sequencing and to identify all deficient meter conditions and schedule them for repair. Staff has also determined that it is not the best use of resources to continue reading meters with City staff and recommends contracting with a different company to provide

meter reading services at this time.

Due to an urgent need to resume contracting meter reading services and improve meter reading efficiency, and to allow staff to resume their normal duties and to repair the deficient meters, staff researched companies performing such services in this area and identified Metereaders as the preferred company. Metereaders currently reads meters for Beacon Hill Water and Sewer District and will soon read meters for the City of Kelso. They also provide services to other communities in southwest Washington and Northwest Oregon. Due to the urgent need, staff recommends waiving the City's purchasing policy to solicit proposals and award a one year contract to Metereaders, with options to renew the contract. The proposed contract and scope of work is attached for your review.

FINANCIAL SUMMARY:

Farwest Energy Management was most recently compensated an average of \$0.82 per meter read. The proposed contract with Metereaders provides for compensation of \$0.87 per meter read, plus a start-up fee of \$0.87 per meter to be read. The estimated start-up fee is \$11,800 and the estimated annual compensation is \$80,000. These fees would be paid by the Water Operations fund.

RECOMMENDED ACTION:

Motion to waive the Longview Purchasing Manual policy to solicit proposals and to award a contract to Metereaders.

STAFF CONTACT:

Jeff Cameron, Public Works Director

Attachments: [Water Meter Reading Agreement - Metereaders LLC - 09.07.18](#)

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, SEPTEMBER 27, 2018 - 7:00 P.M.

THURSDAY, OCTOBER 11, 2018 - 7:00 P.M.

NEXT SPECIAL COUNCIL MEETINGS:

THURSDAY, SEPTEMBER 20, 2018 - 6:00 P.M. BUDGET WORKSHOP (INCLUDING UTILITY RATES)

THURSDAY, SEPTEMBER 27, 2018 - 6:00 P.M. LIBRARY MODERNIZATION PLAN

